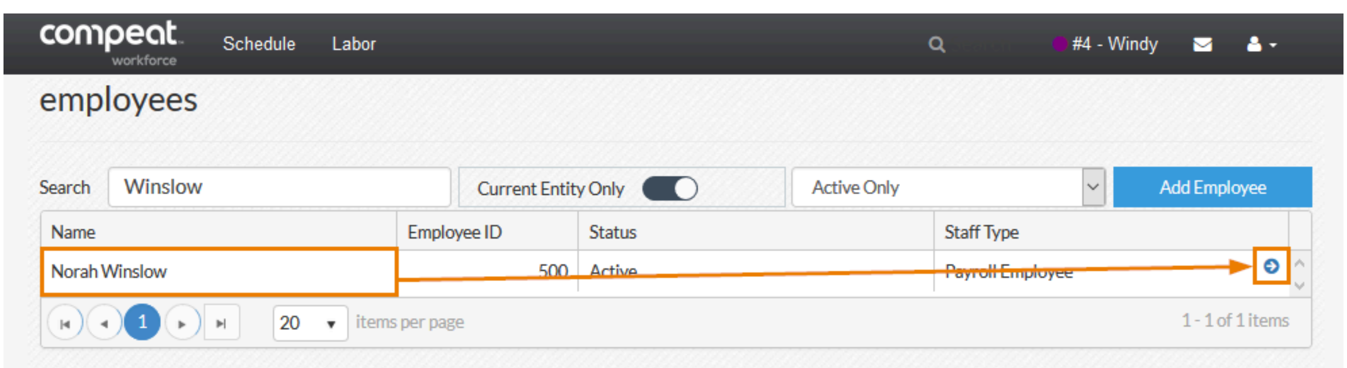
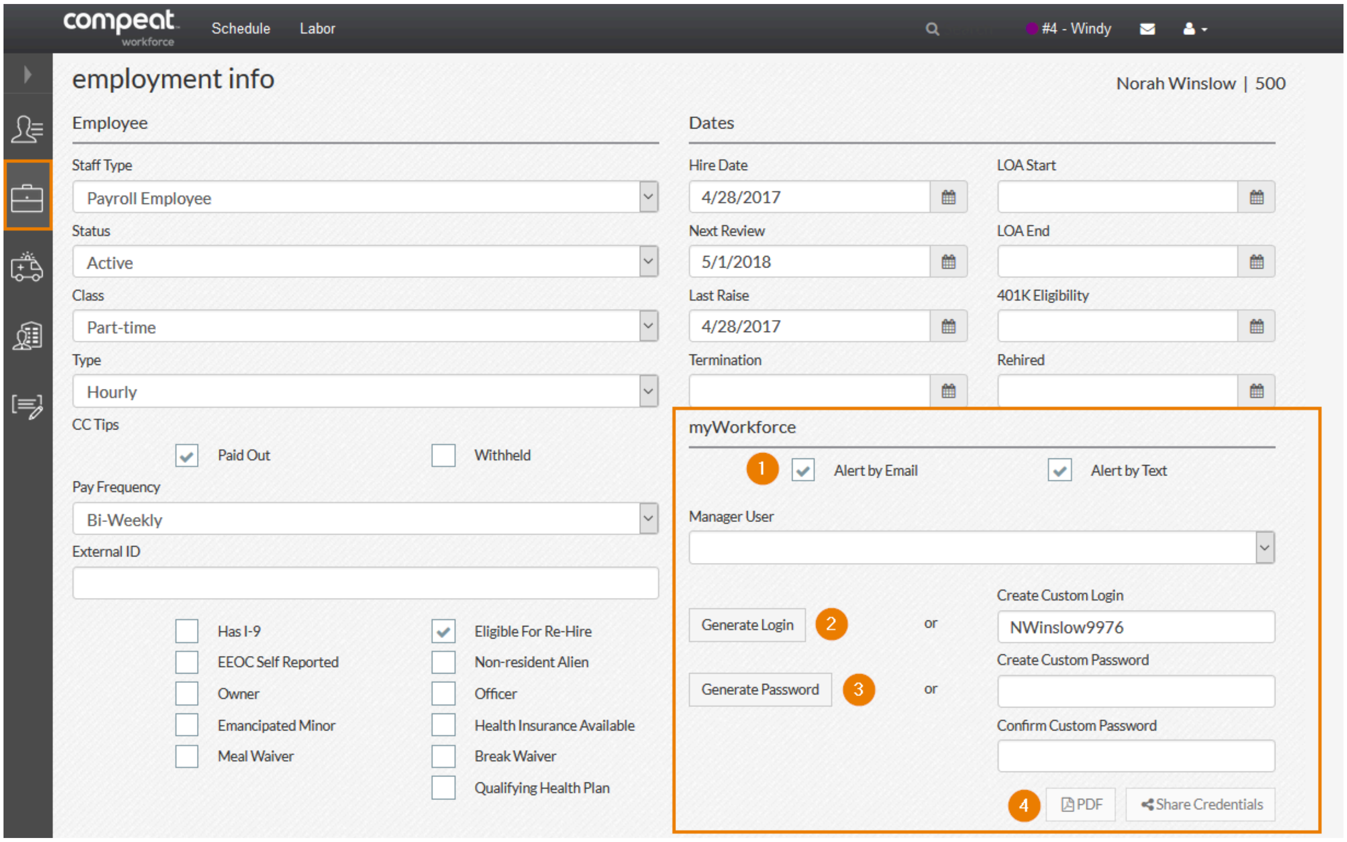
FAQ

How do I change my employee's myWorkforce login?

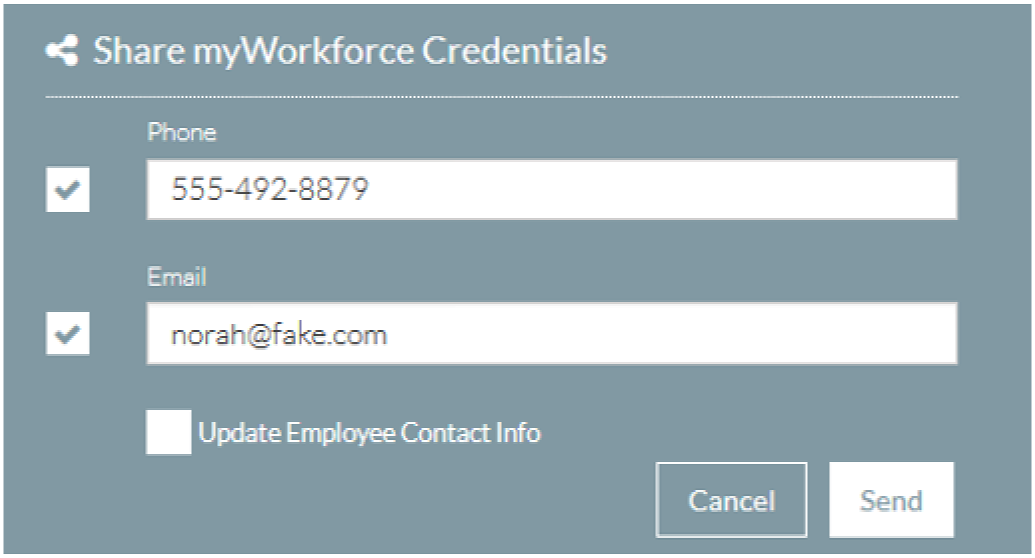
To generate or edit existing myWorkforce credentials, go to **Labor > Employees > Employees** and click the blue arrow to the far right of the employee record.



On the **Employment Info** tab, locate the **myWorkforce** section in the lower right-hand corner of the screen.



1. Indicate whether the employee wishes to receive **Alerts by Email** and/or **Alert by Text**.
   1. At least one of these options must be selected for employees to receive schedule or messages notifications.
   2. An email and/or phone number must be provided on the **Personal Info** tab for notifications to be sent.
2. **Generate Login** username or create a **Customer Login** username.
3. **Generate Password** or create a **Customer Password**. If you create a custom password, **Confirm Customer Password**.
4. Choose whether to print a **PDF** copy of the employee's login credentials, or **Share Credentials**. A fly-out prompts you to select one or both methods of notification. You can also confirm contact information. Once done, click **Send**.



Once you select alert methods and login credentials, **Save** the employee record.

Was this Helpful ? yes no

How should my Wage Groups be configured?

Why are tips recorded in Daily Employee Totals not showing up on Time Worked or in exports?

Why are extra hours appearing on my Time Worked Report?

How do I clear all these polling exceptions?

I'm trying to export pay details and I keep getting a timeout error. Can you help?

How do I re-set an employee's myWorkforce password?

Where can employees update their information in myWorkforce?

Can I give terminated employees access to myWorkforce?

I am trying to make a schedule, but there are no groups showing when I click the schedule groups drop-down. What do I do?

Can Compeat create Accounts Receivable invoices?

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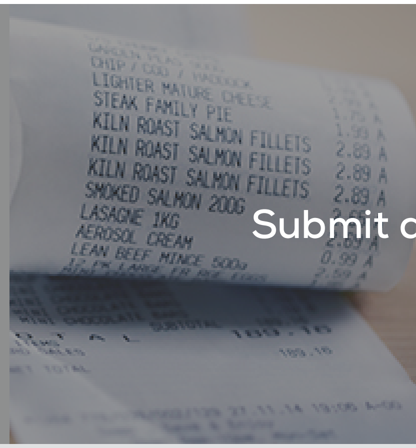

Submit a Ticket

Enhancements and Feedback

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