

## Resetting Employee Passwords for Managers

Managers have the ability to reset passwords for their employees. Note, you can only reset passwords for your own employees. You cannot reset passwords for employees who report to another manager.

From the main hamburger menu, go to

> **Team** > **HR** > **Employee Maintenance**.

1. **Select Password Reset:** Click on **Password Reset**.
2. **Find the Employee:** Search for the employee's name. You may need to change the search filter from "Starts with" to "**Contains**" to find them more easily.
3. **Execute Reset:** Check the box next to the employee's name and click the **Reset Password** button in the upper right.

### Important Notes:

- **Notification:** The employee will typically receive an automated email containing a link or a temporary password.
- **First Login:** The employee will be prompted to create a new, permanent password upon their next login.