


Viewing and Editing Employee Profiles

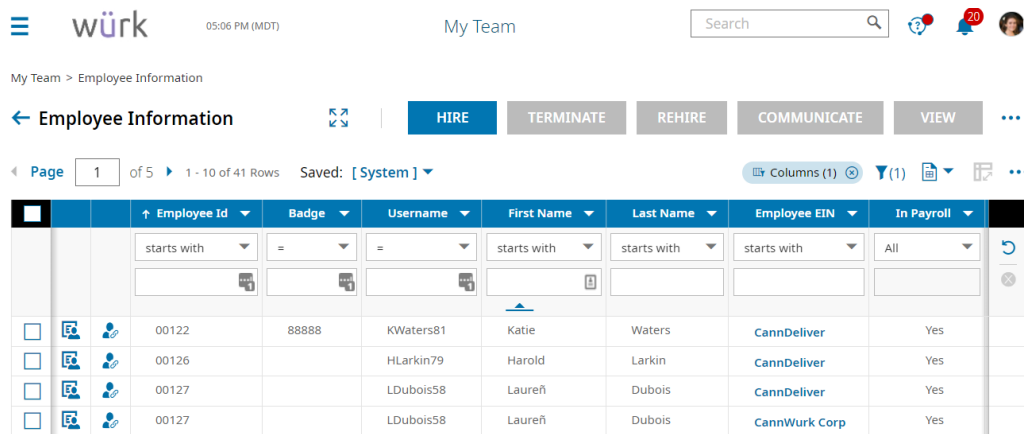
Last Modified on 03/14/2022 7:18 pm EDT

Your security profile controls the employees you have access to view and edit in Wurk. You may be prompted to edit employee information from your My Todos, for example, via an HR Action such as changing an employee's mailing address. Follow these steps to see the personal profiles and HR settings for your employees, or follow the links from the HR action in your inbox.

Watch this video.

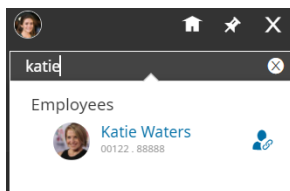
START HERE

1. From the main menu, search for *My Team* (or navigate to **Team>My Team>Employee Information**). Then find the employee you want to view or edit and click the Employee Information  icon for that employee's name.




	Employee Id	Badge	Username	First Name	Last Name	Employee EIN	In Payroll
	starts with	=	=	starts with	starts with	starts with	All
<input type="checkbox"/>	00122	88888	KWaters81	Katie	Waters	CannDeliver	Yes
<input type="checkbox"/>	00126		HLarkin79	Harold	Larkin	CannDeliver	Yes
<input type="checkbox"/>	00127		LDubois58	Laureñ	Dubois	CannDeliver	Yes
<input type="checkbox"/>	00127		LDubois58	Laureñ	Dubois	CannWurk Corp	Yes

To quickly navigate to an employee record, you can search for them by name in the Search field at the top of the main menu.



2. On the Edit Employee screen, you can use the tabs along the top to edit different types of information about the employee. Greyed out fields cannot be edited and typically auto-populate based on other information in the system.

We recommend that you click on the **Notes**  icon to explain your edits for other admins and managers. The **UTILITIES** button has additional, frequently used links such as the employee's timesheet.

← Employee Profile



UTILITIES

DOWNLOAD PDF

SAVE



Katie Waters



Employee ID: 00122 | Hired Date: 19 Jan, 2022 (1 Month, 23 Days)
Job Title: Team Lead, CannDeliver

Single-Column View

Search Widget Names

Employee Setup

Employee Payroll

Employee HR

Schedules

ACA

Edit Tabs

Account Information

EIN CannDeliver	Primary EIN CannDeliver	Username* KWaters81
External ID [Empty]	New Password [Empty]	First Name* Katie
Middle [Empty]	Last Name* Waters	Locale (Language & Format) Company Default
Time Zone Mountain	<input type="checkbox"/> User Must Change Password at Next Logon	<input type="checkbox"/> Locked

Make sure the employee's EEO information (on the **Employee Setup** tab) is up-to-date for accurate reporting and compliance. See Understanding EEO and updating Employee EEO Information.

3. Click **SAVE** to save your changes.