


Resetting an Employee Password

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These instructions guide you in resetting an Employee password on systems upgraded to the latest Werk release.

Some options shown in these instructions might not match your permissions and setup.

START HERE

1. From the Main Menu, search for **Reset** and select **Password Reset** (or navigate to **Team>HR>Employee Maintenance>Password Reset**).
2. Find and select your employee(s) using the search  icon next to the Employee field, and when the popup window appears, search by Badge number, employee ID, First or Last Name, etc., then select the employee by clicking the checkbox next to the employee name and clicking **APPLY**.

Browse and Select Employees X

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	Employee Id	Badge	Username	First Name	Last Name	Employee EIN	Employee Status	In Payroll	Locked
	starts with	=	=	starts with	starts with	starts with	=	All	All
							Terminated		
<input type="checkbox"/>	1234	11111	BBowman	Beth	Bowman	CannDeliver	Active	Yes	No
<input type="checkbox"/>	113		JBrown77	Joshua	Brown	CannDeliver	Active	Yes	No
<input type="checkbox"/>	00128		KClarkson94	Kenton	Clarkson	CannDeliver	Active	Yes	No
<input type="checkbox"/>	00128		KClarkson94	Kenton	Clarkson	CannWurk Corp	Active	Yes	No
<input checked="" type="checkbox"/>	1015		MCurly Q41	Michelle	Curly Q	CannDeliver	Active	Yes	No
<input type="checkbox"/>	19		ZDavid67	Ziva	David	CannDeliver	Active	Yes	No
<input type="checkbox"/>	1006		TAdmin43	Donny	Diamond	CannDeliver	Active	Yes	No
<input type="checkbox"/>	00138		DDixon10	David	Dixon	CannWurk Corp	Active	Yes	No
<input type="checkbox"/>	00138		DDixon10	David	Dixon	CannDeliver	Active	Yes	No
<input type="checkbox"/>	1010		JDoe77	John	Doe	CannDeliver	Active	Yes	No

APPLY **CLOSE**

If the employee was locked out (you can see this on the Employee Lookup window shown below by scrolling far to the right under the Locked column), you can also click **Unlock** to unlock the account.

3. Click **RESET PASSWORD**. This will reset the employee's password to the last 4 digits of their SSN.

← Password Reset

RESET PASSWORD

Password Reset

Employees *

Michelle Curly Q 

If the employee has an email for password resets designated in Wurk, they will get an email notification. You may want to simply tell the employee to log back into Wurk using the last four digits of their social security number.