

# System Overview & Employee Info | Training

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This training gives you an introduction to Work for Managers or Administrators, who handle employee information, such as employee pay and personal information and paperwork, job titles, departments or cost centers, performance, hiring and termination, company announcements and documents, and company benefits.

## About this Training

Led by Training & Development

Specialist

Approximately 1 hour 30 minutes long

Audience is All Admins

## Topics Covered

- Dashboard Navigation
- Hamburger Menu Navigation
- Employee Profile Maintenance
- Employee Setup Tab – Manager Assignments, Profiles, Cost Centers
- Employee Payroll Tab – Base Compensation, Earnings/Deductions, Taxes, DD
- Troubleshooting employee login issues (Unlock Account, Reset Password, Virtual Code Authentication)
- Mass Editing

To request to join one of these future training sessions, please reach out to your CSM if you are no longer in implementation OR reach out to your Project Manager if you are currently in implementation.

## Read these topics...

- [Main Menu and Home Navigation](#)
  - [Getting Started CheatSheet](#)
  - [Logging In](#)
  - [Logging In Cheatsheet](#)
  - [Common Icons](#)
  - [Clocking In and Out and Finding Your Timesheet](#)
  - [Troubleshooting Employee Login Issues](#)
  - [Changing Employee Base Compensation](#)
  - [Resetting an Employee Password](#)
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