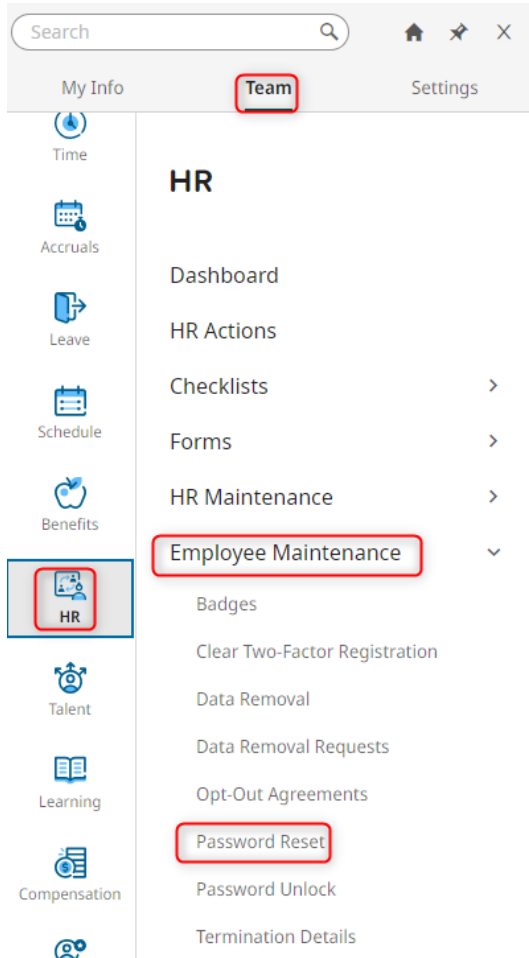


## Reset an Employee Password

To reset an employee's password, follow the steps below.

Navigate to My Team > HR > Employee Maintenance > Password Reset

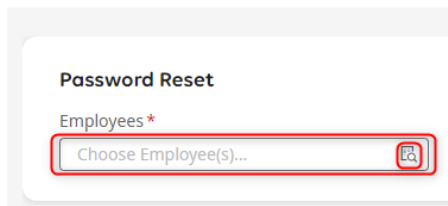


The screenshot shows the PAYPRO navigation menu. At the top, there is a search bar and navigation icons (home, star, close). Below this are three main menu items: 'My Info', 'Team' (highlighted with a red box), and 'Settings'. A vertical sidebar on the left contains icons for various modules: Time, Accruals, Leave, Schedule, Benefits, HR (highlighted with a blue box), Talent, Learning, and Compensation. The main content area is titled 'HR' and lists several options: Dashboard, HR Actions, Checklists, Forms, HR Maintenance, Employee Maintenance (highlighted with a red box), Badges, Clear Two-Factor Registration, Data Removal, Data Removal Requests, Opt-Out Agreements, Password Reset (highlighted with a red box), Password Unlock, and Termination Details.

Begin typing the employee's name or select the search icon to find the employee you would like to reset.

HR > Employee Maintenance > Password Reset

← Password Reset



The screenshot shows the 'Password Reset' form. It has a title 'Password Reset' and a label 'Employees \*'. Below the label is a search input field with the placeholder text 'Choose Employee(s)...' and a search icon on the right. The input field is highlighted with a red box.

To choose an employee from the list, fill in the check box and then select Apply

### Browse and Select Employees

Page 1 of 6 1 - 15 of 81 Rows Current: [ System ]

| <input type="checkbox"/>            | Emplo...                            | Badge                     | Usern...                  | First ...                           | Last ... ↑                          | Emplo...                            | Em... ↓↑         |
|-------------------------------------|-------------------------------------|---------------------------|---------------------------|-------------------------------------|-------------------------------------|-------------------------------------|------------------|
|                                     | starts with<br><input type="text"/> | =<br><input type="text"/> | =<br><input type="text"/> | starts with<br><input type="text"/> | starts with<br><input type="text"/> | starts with<br><input type="text"/> | !=<br>Terminated |
| <input checked="" type="checkbox"/> | 3498                                |                           | Employee499               | Zachery                             | Adams                               | 11-9999999                          | Active           |

### Select Reset Password

← Password Reset

Reset Password

Password Reset

Employees \*

A success message will be displayed at the top of your screen.