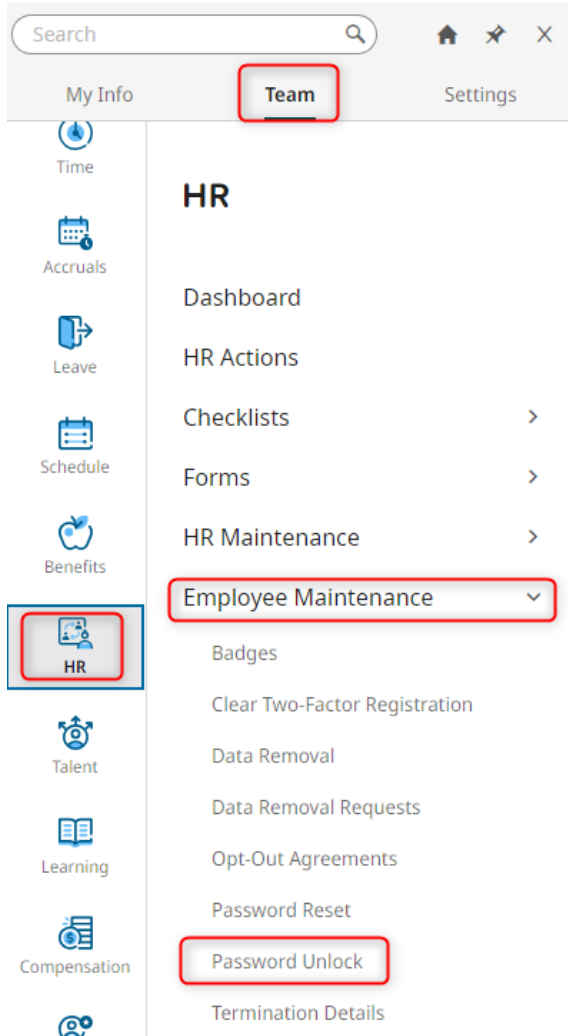


Unlock an Employee Password

To unlock an employee's account, follow the steps below.

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

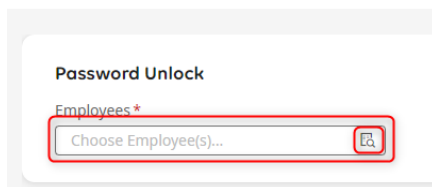


The screenshot shows the PAYPRO navigation menu. At the top, there is a search bar and navigation icons for home, refresh, and close. Below this are three main menu items: 'My Info', 'Team', and 'Settings'. The 'Team' item is highlighted with a red box. Under 'Team', there is a sub-menu for 'HR'. The 'HR' sub-menu is also highlighted with a red box. Under 'HR', there are several options: 'Dashboard', 'HR Actions', 'Checklists', 'Forms', 'HR Maintenance', 'Employee Maintenance', 'Badges', 'Clear Two-Factor Registration', 'Data Removal', 'Data Removal Requests', 'Opt-Out Agreements', 'Password Reset', 'Password Unlock', and 'Termination Details'. The 'Employee Maintenance' and 'Password Unlock' options are highlighted with red boxes.

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

HR > Employee Maintenance > Password Unlock

← Password Unlock



The screenshot shows the 'Password Unlock' form. The form has a title 'Password Unlock' and a label 'Employees*'. Below the label is a search input field with the placeholder text 'Choose Employee(s)...' and a search icon. The search 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	=	=	starts with	starts with	starts with	!= Terminated
<input checked="" type="checkbox"/>	3498		Employee499	Zachery	Adams	11-9999999	Active

Select Unlock

← Password Unlock

Unlock

Password Unlock

Employees *

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