DOVICO

New Employee Checklist

Dovico Timesheet Hosted

When adding new employees to Dovico Timesheet, use this checklist to ensure that everything is ready for your new staff members to enter their time and expenses.

- ☐ Check for available seats (licenses) by clicking the 'seats available' link in the Employees view to find out how many seats have been purchased and how many are used.
- ☐ Using the Employee's view, create each new employee. In the Create Employee pop-up, click the Advanced link to see the complete employee form. Take note of the employee's Password (case sensitive) if you enter it for the new employee.
- ☐ Make certain that the Security level is at least set to 'Time and Expense Entry'. This will ensure that the employee can enter time and expenses.
- ☐ If time tracked is used for costing or billing, enter the hourly Pay rate and/or hourly Billing Rate for the employee.
- ☐ Assign projects and tasks for the new employee. If the new employee will have similar assignments as an existing employee, you can use the Copy Assignments function and then edit individual assignments as necessary.
- ☐ Add the new employee to any applicable Approval workflows.
- ☐ Add the employee to relevant scheduled reporting or notification jobs (Job Scheduler).
- ☐ Use the Timesheet Options view to customize the employee's time and expense entry screens.
- ☐ Send the new employee, the company/database name, his/her User ID, Password and the URL to login to DOVICO Timesheet (https://login.dovico.com/index.aspx)
- ☐ Train the employee how to use DOVICO Timesheet to enter time and expenses (or use our On Demand Training).
  https://www.dovico.com/versions/dtb_hosted_training/dtb_on_demand_training.htm