

# Manage Employee

Last Modified on 06/23/2020 8:28 am MST

Once your employees have been created in KLÉR, there may be times you need to change personal information, redefine roles, edit clock in and out times, or record certifications related to a specific employee.

This article will walk you through the steps for viewing and changing employee information.

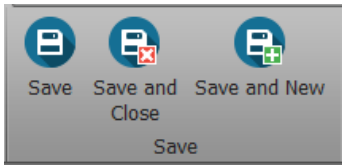
## Changing Employee Information

To change employee information, follow the steps below:

- Step 1 - From the **Employee Section** module in the Navigation pane, select **Employees**. Then double click on the employee you will be editing.

Employee Name	User Name	Emp Position	Department	Team	Emp Phone 1	Emp Email	Employee ID
Counter, Bean	bcouter	Accountant					
Bean, Audrey	abean	Accountant					
Packer, Jim	jpacker	Packing Manager					1177
Principal, Jeff	jprincipal	Principal					
Saunders, Jason	jsaunders	Principal					
Sales, Tim	tsales	Sales Manager					1180
Time Clock	Time Clock	TimeClock					

- Step 2 - Find the information you will be changing and make the necessary adjustments. If you need assistance remembering the purpose of each field in KLÉR THC, refer to the [Add an Employee](#) article. You can also add additional roles to your employees in the **Roles** sub-tab.



- Step 3 - Click one of the **Save** options.

## Changing Employee Time Tracker Information

To add an change an employee's clock in or clock out times, follow the steps below:

- Step 1 - From the **Employee Section** module in the Navigation pane, select the **Employees** section. Then click on the employee whose clock information you need to change.
- Step 2 - In the **Time Clock** sub-tab, find and open the record that needs to be adjusted.

Employee	Start Time	End Time	Hours	Clock ...	Strain	Plant ...	Harve...	Productio...	Sales Order	Task
Coltrane, ...	10/9/201...	10/9/201...	9.00	<input type="checkbox"/>		0	0.00			
Coltrane, ...	10/10/20...	10/10/20...	9.00	<input type="checkbox"/>		0	0.00			

- Step 3 - Make the necessary adjustments in the pop-up window.

Time Clock

Employee: Coltrane, Jimmy

Time Tracker: 10/1/2018 to 10/...

Start Time: 10/9/2018 8:00 AM

End Time: 10/9/2018 5:00 PM

Hours: 9.00

Production Order:

Sales Order:

Task:

Strain:

Plant Count: 0

Harvest Weight Grams: 0.00

Save Save and Close Save and New

- Step 4 - Click one of the Save options.

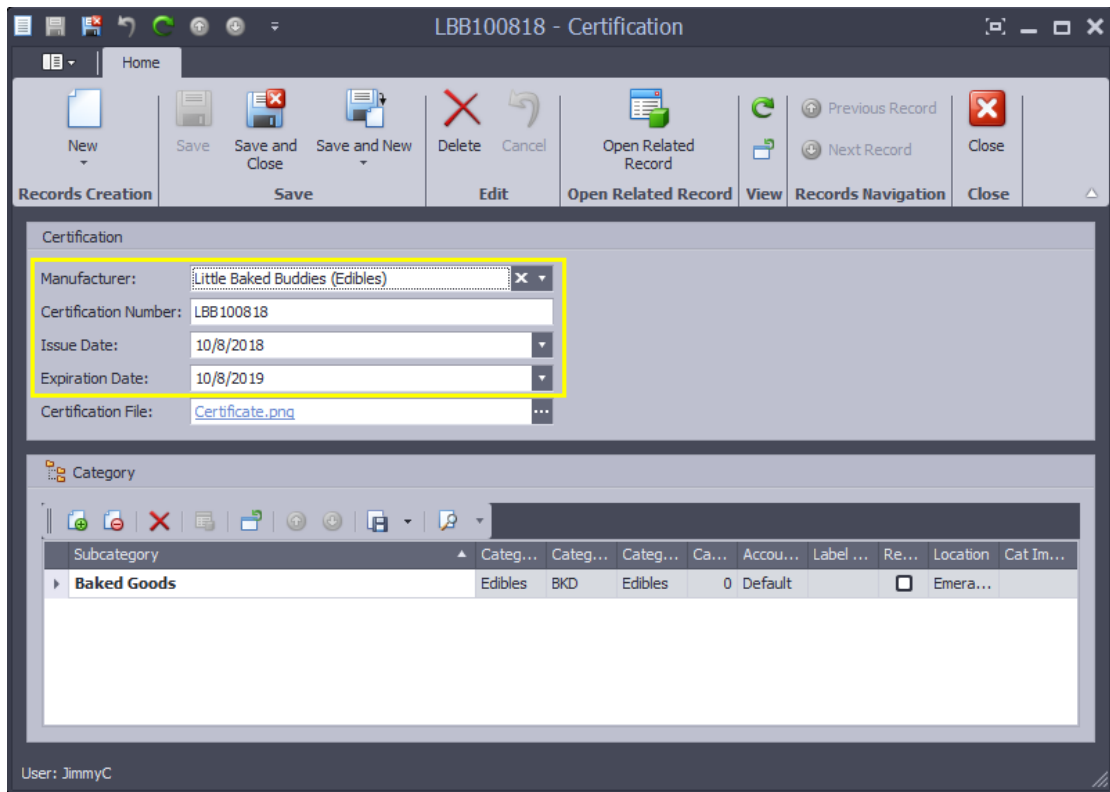
## Adding Employee Certifications

When an employee has completed a certification or training, this can be recorded and documents can be uploaded to the KLĒR system:

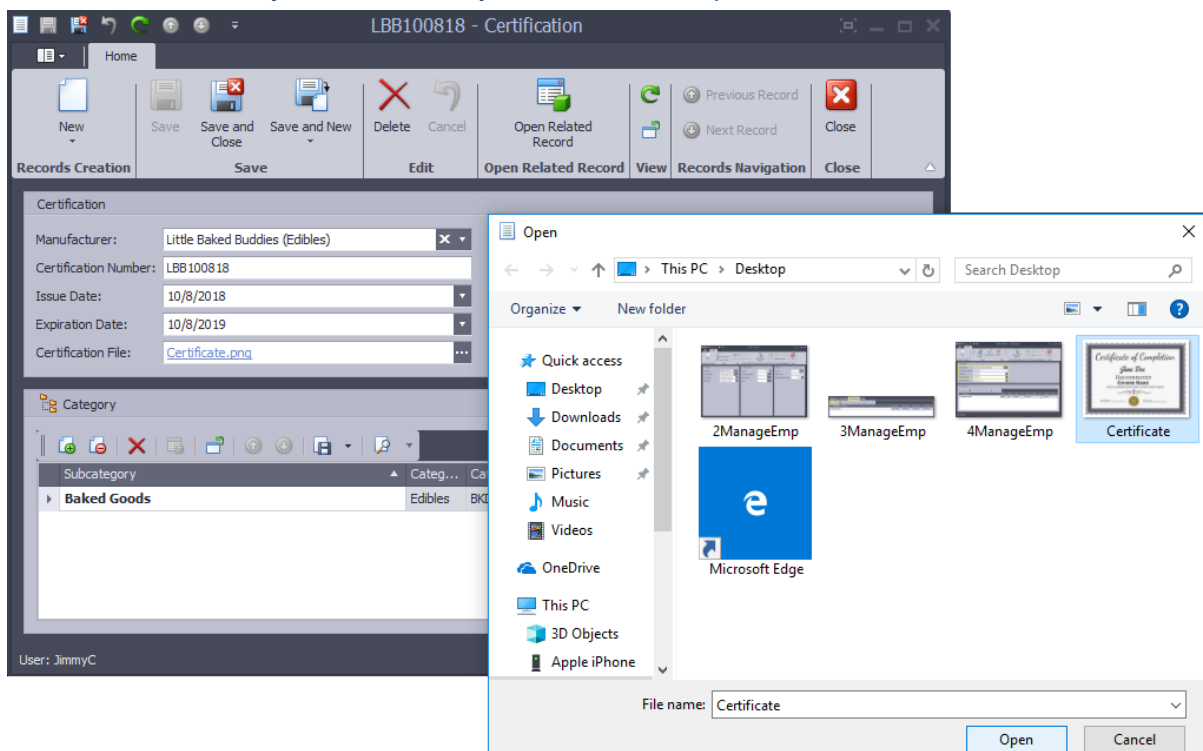
- Step 1 - From the **Human Resources** module in the Navigation pane, select the **Employees** section. Then click the employee who has completed the certification.
- Step 2 - In the **Certifications** sub-tab, click **New** to add a new certification record.

Certification Number	Manufact...	Issue Date	Expiration...	Certificatio...
LBB 1008 18	Little Bake...	10/8/2018	10/8/2019	Certificate...

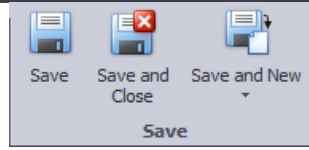
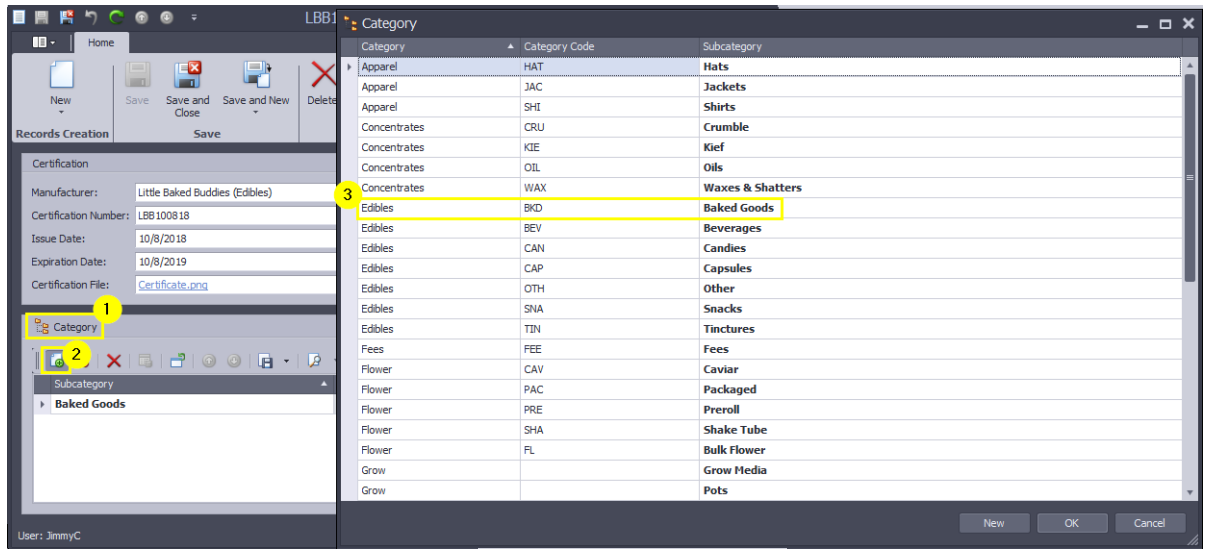
- Step 3 - A popup window will appear for you to fill in relevant information in the fields below.



- Step 4 - If the employee has received a digital or paper copy of their certification, this can be uploaded to reduce the need for paper records. Select the **Certification File** field and find the certification file from your device that you would like to upload.



- Step 5 - If the certification is related to a specific category or categories in KLÉR THC, you can link this certification to those categories. In the **Category** sub-tab select **New**, and then choose the category or categories related to this certification.



- Step 6 - Click one of the Save options.

