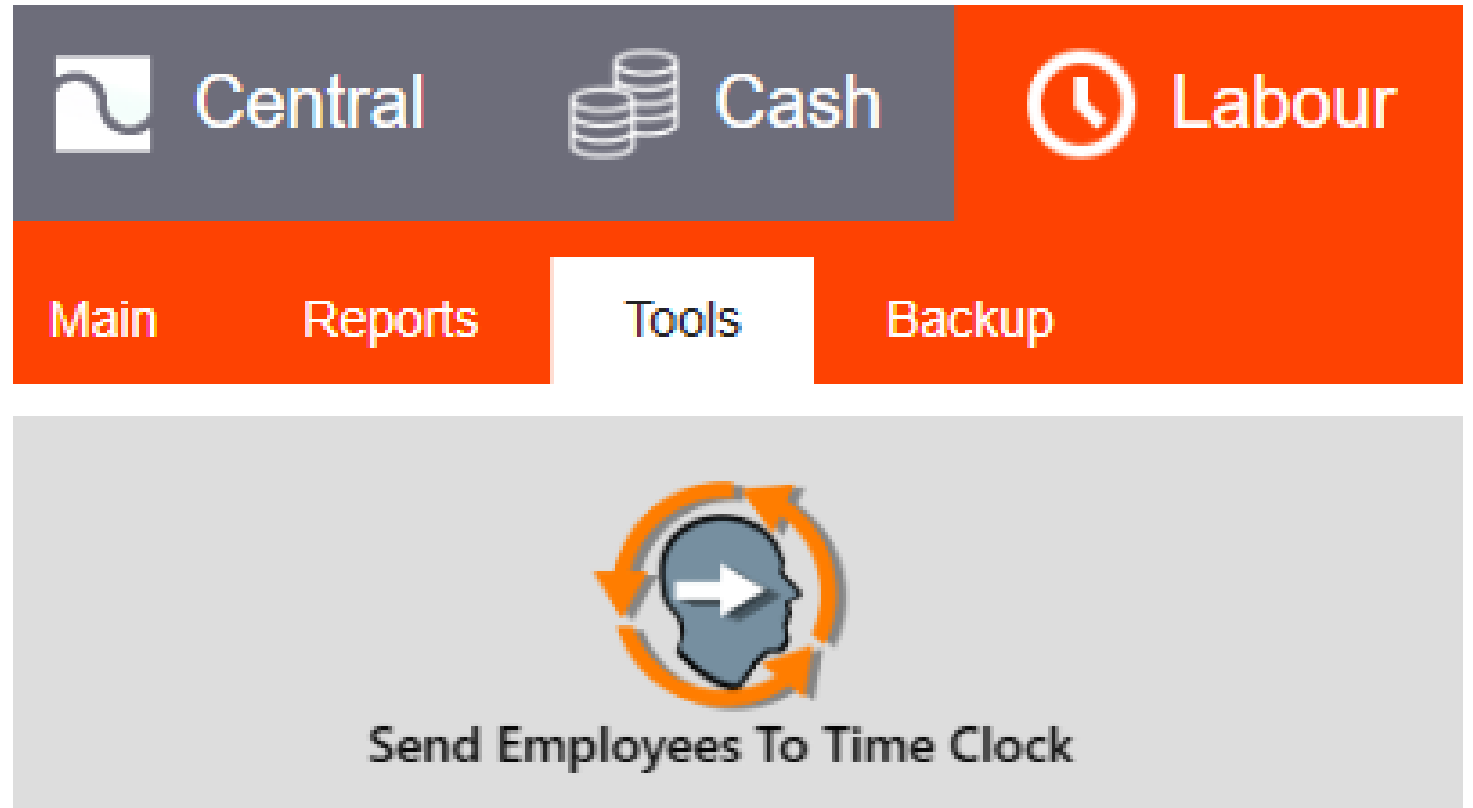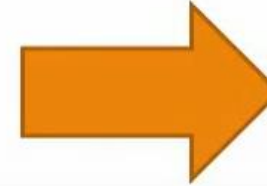# Send Employees to Timeclock

When the daily Abcom Open Checklist is run new employee information (if available) is downloaded and subsequently the new staff exported to the Time Clock

Send Employees to Timeclock

This process is also integrated into the Open Day Checklist:

- When the daily Abcom Open Checklist is run new employee information (if available) is downloaded and subsequently the new staff exported to the Time Clock.
- The manual process is useful when staff are added in the middle of the day and required to work immediately or before the next open day routines are run.
- Typically, a payroll administrator may enter a new employee and then send data direst to store.
- At store level the "Import Update from Admin" function to import new staff.
- Second step is to "Send new employees to Time-Clock.
- If an urgent insert is not required, the new employees will insert automatically the next morning.