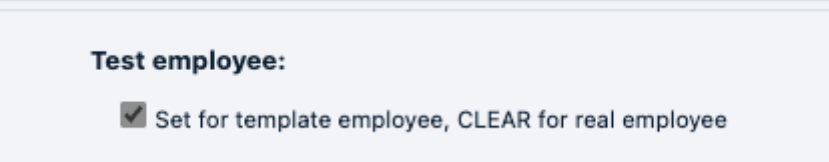
Adding a Test Employee

Employees · https://paiyroll.com/kb/adding-a-test-employee/

Follow these steps to add a test employee from the Admin screen.

1. **Employee setup** > **Add**
2. Then, enter the minimum set of details to add a new employee, such as using a fake or your own email address.
3. Set the department to a test department, e.g. *0Test0Workers0*, which will allow you to exclude them from any pay run if needed.
4. When adding an employee, this way, you get the option to enter a password, which makes it very easy to log in as the test worker afterwards.
5. Click **Update**
6. **Important**: ensure you go to **Employee setup** > **Update** to update the test worker and click the **Test Employee** check box to make sure this worker does not get paid, and click **Update**:



Optionally, if you set the password above and wish to log in as the Test employee, open a different browser or different device e.g. a phone and go to login.paiyroll.com. Enter the **username** and **password** for the test worker to log in. If you forget the password, you will need to click on **Reset password?,** but you will need to make sure the test worker has a real email address; otherwise, you will not be able to reset your password, noting that the username can be different.

If the Test worker has only been added to review or approve absences, it is also a good idea to ensure the test worker's department is excluded from any pay schedules:

1. **Setup** > **Pay Schedules**: Click **Update** to edit the schedule, then clear the **Enabled** checkbox and click **Update**. This will temporarily suspend the schedule’s usage and allow you to make edits.
2. Then, **Update** the same schedule to make the required changes.

3. If you need to amend departments, carefully enlarge the department window (pull down from the bottom right-hand corner) and use CTRL-click on a PC or Command-click on macOS to add or remove any departments to the selected list. If you accidentally click the wrong department and/or lose the previously multi-selected list, don’t update – instead, hit back and then go in to **update** the pay schedule again to try and preserve the selected ones.
4. Finally, re-enable the schedule by clicking the **Enabled** checkbox and clicking **Update**.