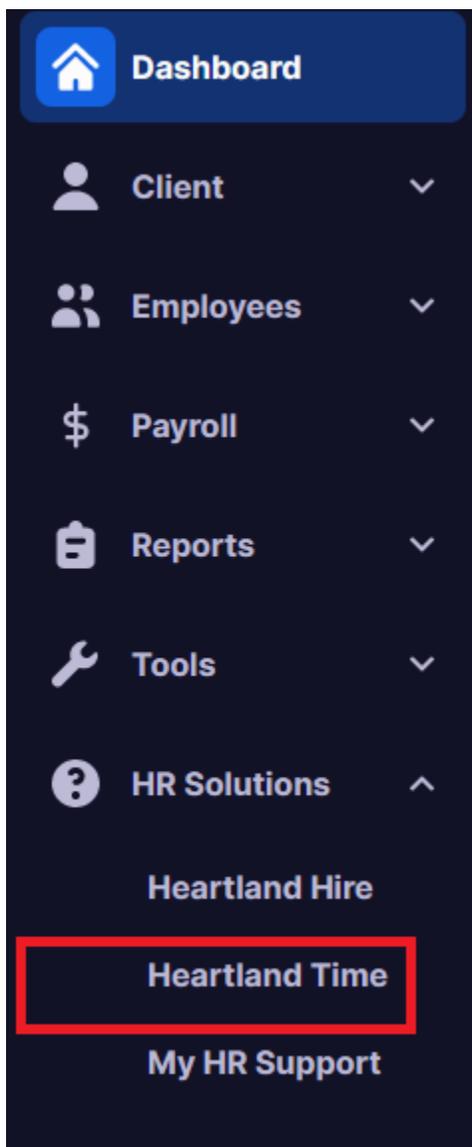


Administrator Quick Start Guide

This article is designed to be a quick start for Heartland Time administrators for sending employees their initial registration emails.

Administrator Log In

1. Log into your Heartland Payroll account at <https://www.heartlandpayroll.com>
2. Select **HR Solutions** from the left menu and select **Heartland Time**.



Employer: Employee Setup Order

We recommend using the following order to ensure a streamlined setup experience. Below are the main areas.

1. Use [Onboarding](#) or [Payroll](#) to add the employee to set up their profile.
2. Log into **Heartland Time** to send the registration email.
 - This is where employees clock in and out, review punch cards, and request PTO.
3. Assign a timesheet template to the employee.
4. **Heartland Payroll: Employee Self-Service (ESS)**

1. This is where employees view their personal information, tax information, and pay stubs.
2. This may be enabled when the employee is set up in payroll.

Navigate through the screens to select the onboarding documents to share with the new employee. Once sent, check the new hire status by going to Onboarding → View Employees.

After an employee has completed their onboarding and you have completed the employer portion of the I-9, the employee data will migrate to Heartland Time & Heartland Payroll. For Heartland Hire assistance, email plusteampayroll@e-hps.com.

Heartland Time: Employee Registration

In Heartland Time, navigate to **Administration - Employees** on the left navigation menu.

1. Once loaded, an Options button will be available to the right of the employee search field. Click the Options to generate the Send Registration Email window.

Name	Status	Job Title	Personal Email	Pay Group	Registration Status	Timesheet
Andy Smith	Active	QA		Monthly	Not Registered	Duration
Andy Smith	Active			Annually	Not Registered	
Joe Smith	Active			Annually	Registered	Duration

The Send Bulk Registration window will contain two tabs.

- Employees With Email Addresses that have yet to register

- Employees Without Email Addresses
2. For employees with emails, you may click on the individual employee's box to send their registration email or select the box beside Name to select all employees. When ready, select Send Registration Emails.

Send Bulk Registration



Employees With Email Addresses

Employees Without Email Addresses

<input checked="" type="checkbox"/> Name	Details	Status
<input checked="" type="checkbox"/> [REDACTED]	Never Sent	Not Registered
<input checked="" type="checkbox"/> [REDACTED]	Never Sent	Not Registered
<input checked="" type="checkbox"/> [REDACTED]	Never Sent	Not Registered
<input checked="" type="checkbox"/> [REDACTED]	Never Sent	Not Registered
<input checked="" type="checkbox"/> [REDACTED]	Never Sent	Not Registered
<input checked="" type="checkbox"/> [REDACTED]	Never Sent	Not Registered

Send Registration Emails (61)

3. Employees will receive an email from a no-reply sender.

Note: Employees registered for the Employee Self-Service (ESS) with Heartland Payroll must use the same username and password associated with that site.

4. New Employees will select Create Account

Heartland

 USA - English 

Hi Monika!

ABC Company uses Heartland Hire for Time & Attendance.
Please sign in or create a new account below.

New User?

Create Account

Existing User?

Sign In

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5. The employees will add their birthdate and the last 4 digits of their social security number on the following page. Finalize the setup by creating a password and selecting Create Account.

Let's create your account!

Company ID (Provided by HR)

Date of Birth

Last 4 Digits of SSN

Email

Password

Confirm Password

Create Account

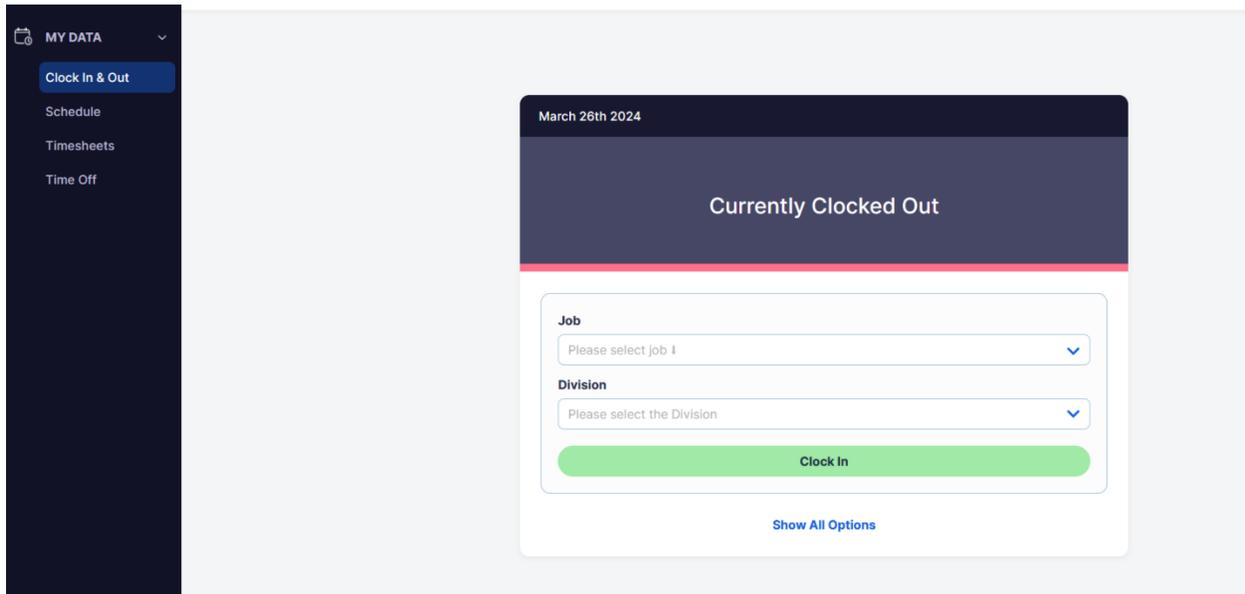
By clicking Create Account, you agree to our [Privacy Policy](#) and [Terms of Service](#).

[Sign in as an existing user?](#)



6. Once registered, they will be automatically directed to the Heartland Time dashboard.

Employees with web access to clock in/out will be redirected to select a job and clock in.

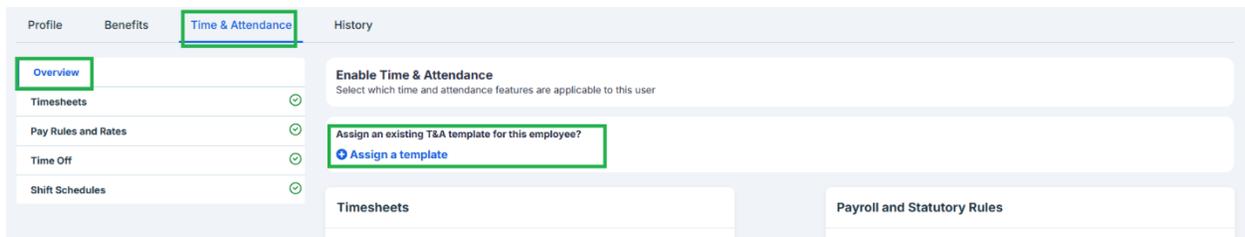


You can access the site at <http://heartlandhcm.com/>

Set up Timesheets

On the Employee page, select the **Time & Attendance** tab.

On the **Overview** tab, under **Assign an existing T&A template for this employee**, select **Assign a Template**,



Select the appropriate timesheet template, and enter an effective date and select **Save**

Assign T&A template to employee



Template

01 - Employees Clock In/Out ... 

Effective Date

01/02/2025

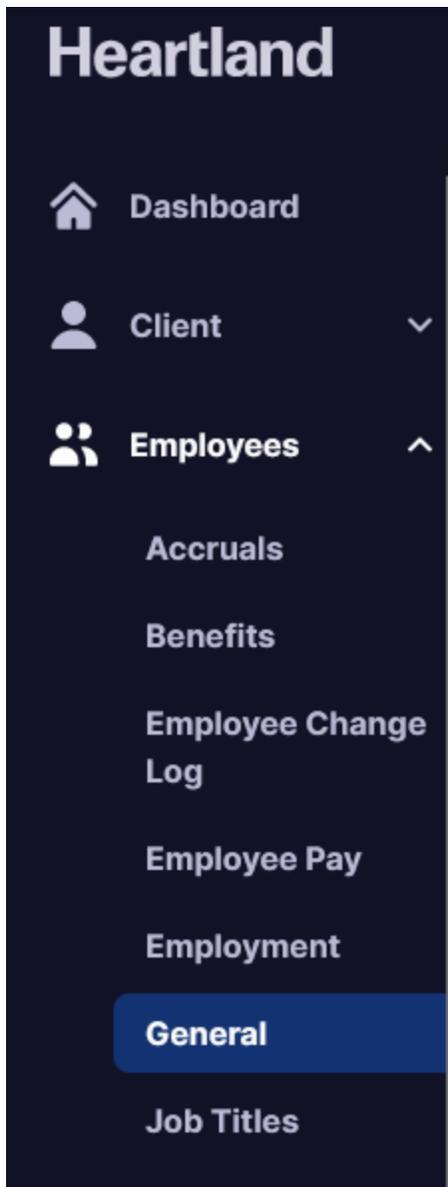
Close

Save

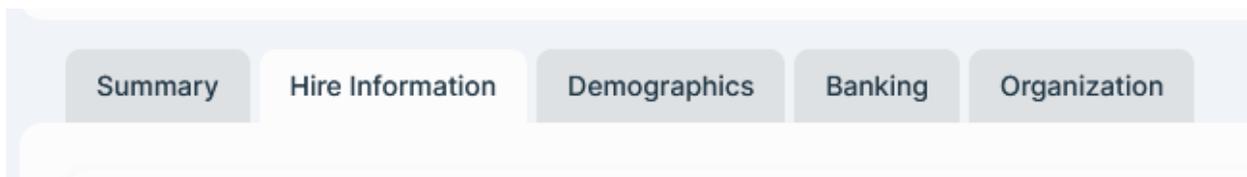
The employee will then show on the Team Timesheets tab for the respective pay periods.

Heartland Payroll: Employee Self-Service (ESS) Registration

To register an employee for Employee Self-Service (ESS), log into the Payroll application. Select the **Employee** tab, and choose **General**.



Select the employee you wish to invite to the system, and select the **Hire Information** tab.



Enter a valid email address into the **Work Email Address** field.

Other Employee Information

SSN: XXX-XX-2177 No **Show**

Update SSN

SSN Verification Status: Not Verified

Request Verification

Work Email Address *

16/100

When an employer enters an email in this field and saves it, the employee will receive a no-reply email with login credentials and a registration link to complete the registration. They will then need to finalize their account by creating a new password and selecting a Multi-Factor Authentication (MFA) method.

Once registration is complete, the employee should bookmark m.heartlandcheckview.com to return to Employee Self-Service.

Once set, you cannot change the work email address directly in Time & Attendance. To do so you will need to change it in the [Heartland Payroll system](#).