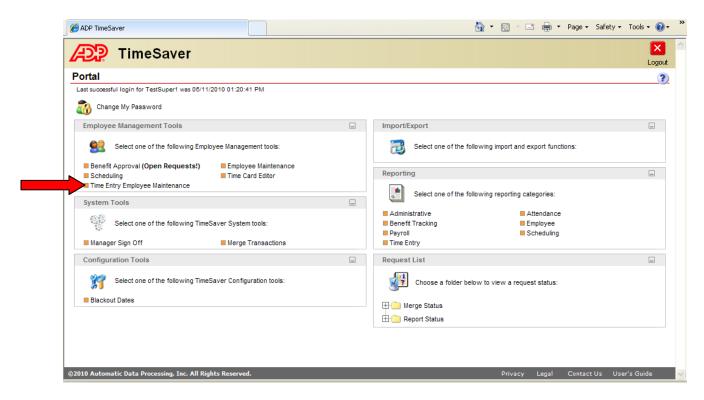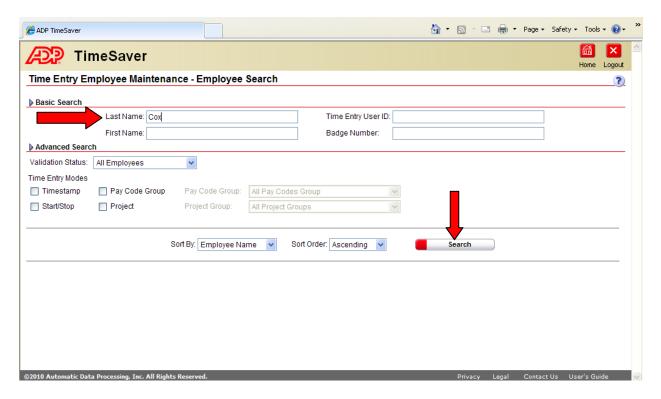# How to Reset an Employee's Password

The "Time Entry Employee Maintenance" link allows managers the ability to re-set an employee's password. You can re-set a password by following the steps below.
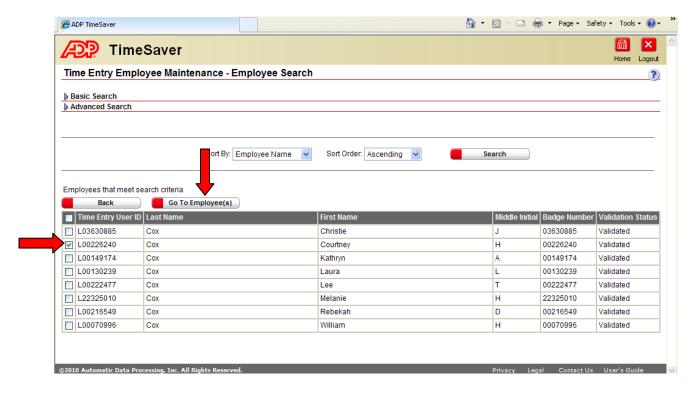
1. Log into TimeSaver as a Manager
2. Click on the "Time Entry Employee Maintenance" link under the Employee Management tools box.

3. Next, enter the employee's last name. Then click the "Search" button.

4. A list of employees will appear on the screen. Check only the box beside the employee that you are re-setting. Next, click on the "Go to Employee" button.

5. The employee's record will appear. Highlight the dots that are located in the "Password" box. Enter a temporary generic password. Enter the same password in the "Confirm Password" box. Click on the "Save" button, located at the bottom of the page.