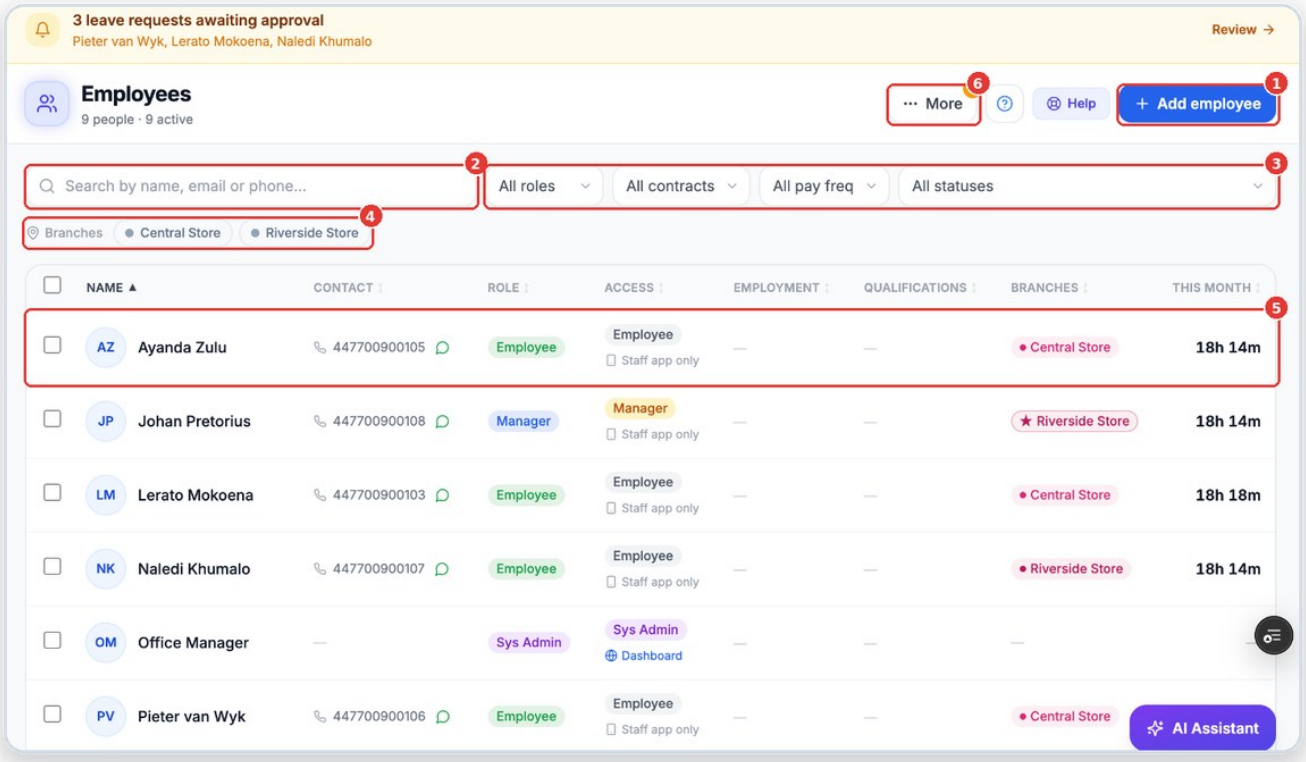
Add your staff, choose what they can do and send them the staff-app invite on WhatsApp.

1. Your employee list

1. Go to **People → Employees**.
2. Search by name, email or phone, or filter by role, contract, pay frequency, status and branch.
3. Click a name to open the person's profile: details, HR documents, leave, timesheet and more.

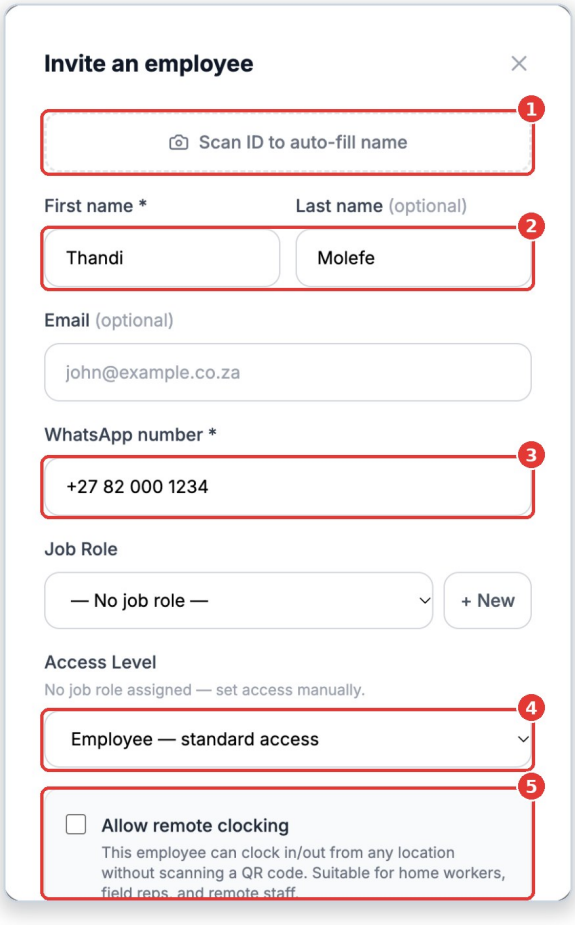


People → Employees

1. **Add employee**.
2. Search.
3. Filters: role, contract, pay frequency and status.
4. Show one branch only.
5. A person — click to open their profile.
6. **More**: import from a spreadsheet, bulk changes and trackers.

2. Add someone

1. Click **Add employee**.
2. Type the first name (or **Scan ID** to fill it in), and their **WhatsApp number** — that is how they sign in to the staff app.
3. Pick the **Access level**: Employee for most staff. Managers and admins can also use the dashboard.
4. Tick **Allow remote clocking** only for people who work away from a branch.

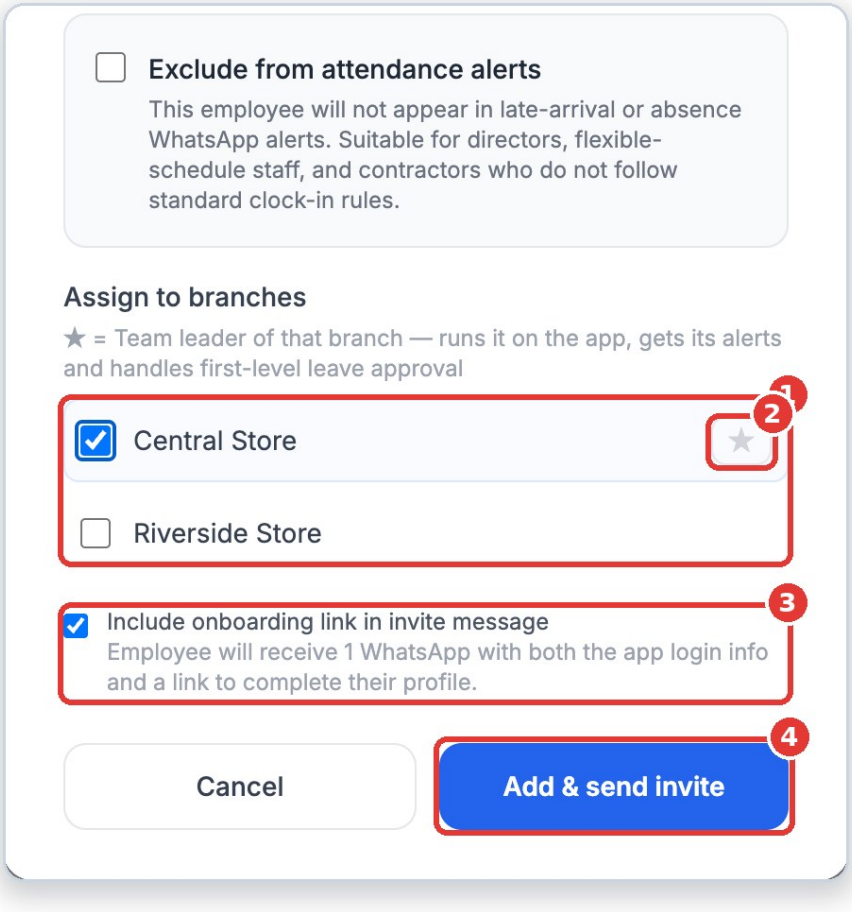


Invite an employee

1. Scan an ID to fill in the name.
2. Name.
3. WhatsApp number — used to sign in.
4. What they can do in TimeTap.
5. Remote clocking (without the QR code).

3. Branch and invite

1. Tick the branch(es) they work at. Tap the ★ to make them the **team leader** of that branch.
2. Leave **Include onboarding link** on — they get one WhatsApp with the app login and a link to fill in their own details.
3. Click **Add & send invite**.



Branches and invite

1. Where they work.
2. ★ = team leader of that branch (runs it on the app, gets its alerts, first to approve leave).
3. Send the onboarding link with the invite.
4. Add and send the invite.

> **Tip:** Many people at once? **More → Import employees** on the Employees page takes a spreadsheet (CSV).

Still stuck? Use the feedback button in the TimeTap side menu, or ask us — we’re happy to help.