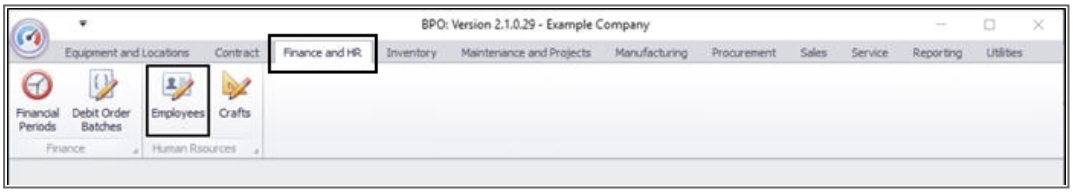
# HUMAN RESOURCES

## LINK A DEPARTMENT TO AN EMPLOYEE

It is vital to link a department to an employee and set up the department association - where the company is using a segmented chart of accounts, and one of the segments is based on the employee's department.

Departments - employee association must be configured in the configuration settings (this is the link that is required for the financial transactions to process to the correct segmented ledger accounts).

***Ribbon Access:*** *Finance and HR > Employees*




- The ***Employees*** listing screen will be displayed.

## SELECT EMPLOYEE

- Select the ***row*** of the ***employee*** to whom you wish to link a ***department***.
- Click on ***Edit***.



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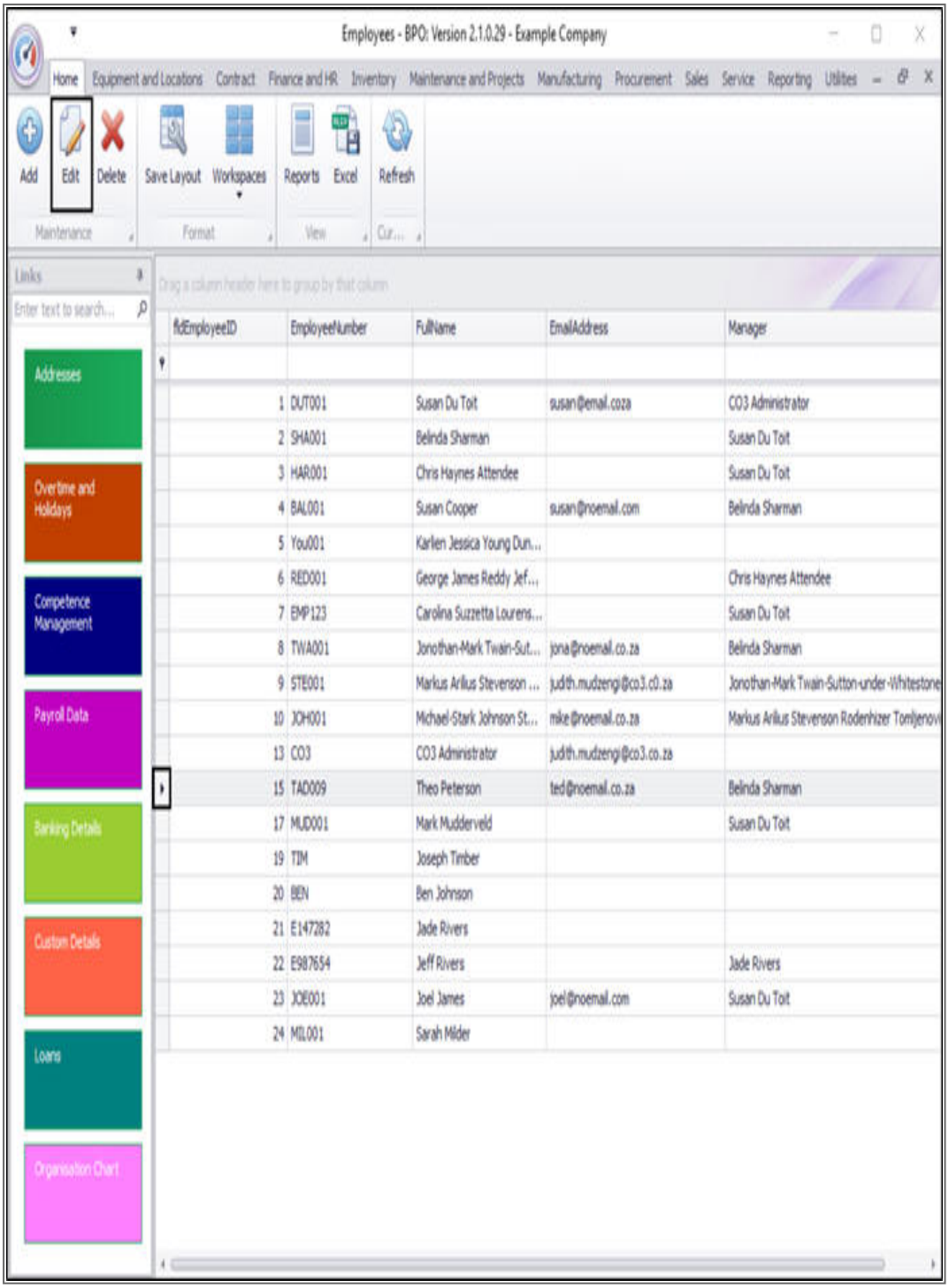




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## SELECT DEPARTMENT

- The ***Edit Employee*** screen will open.
- Click on the search icon in the ***Department*** field.



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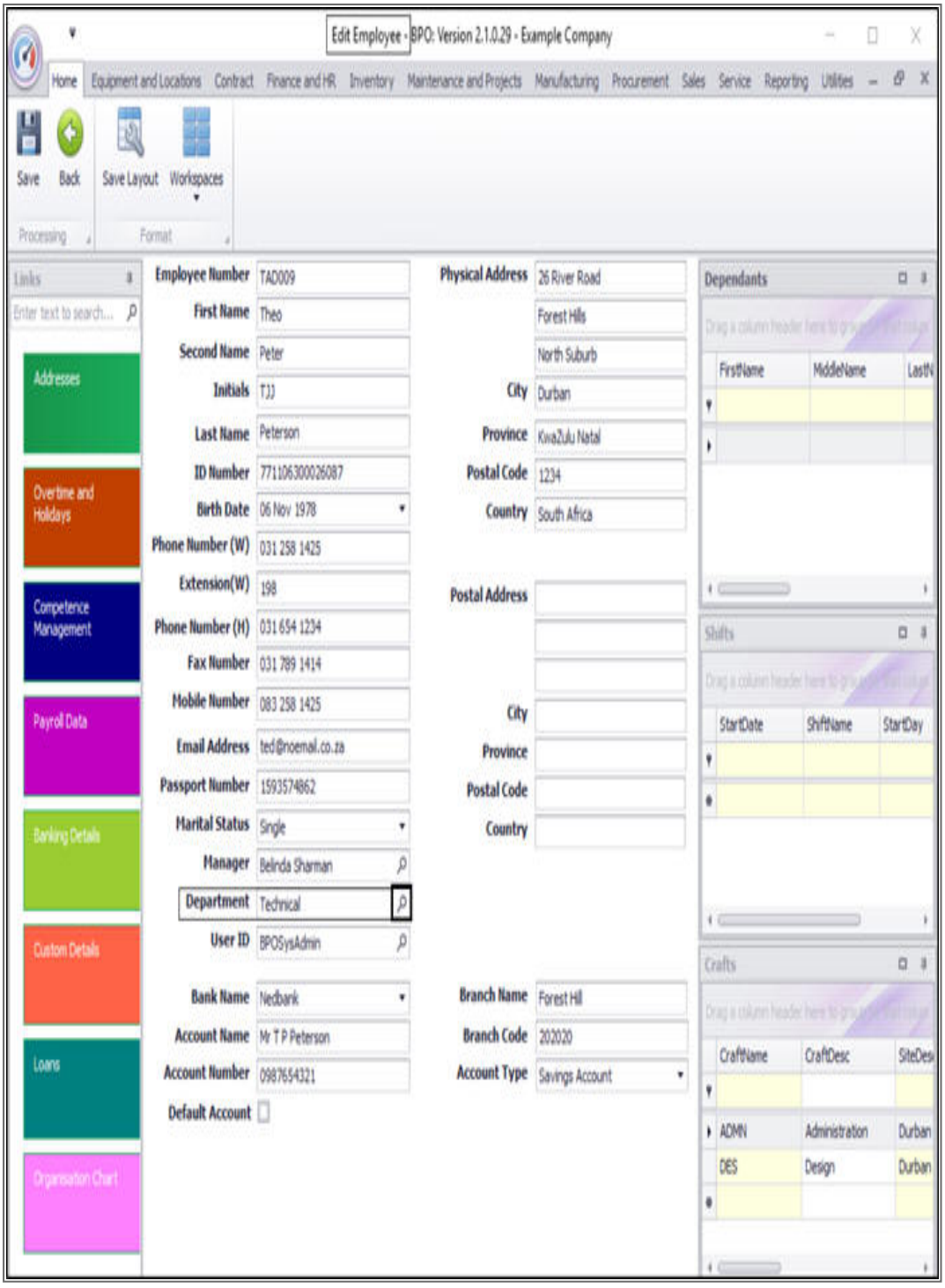




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- The ***Select the Department*** screen will open.
- Select the ***row*** of the Department you wish to link to this employee.
- Click on ***Ok***.



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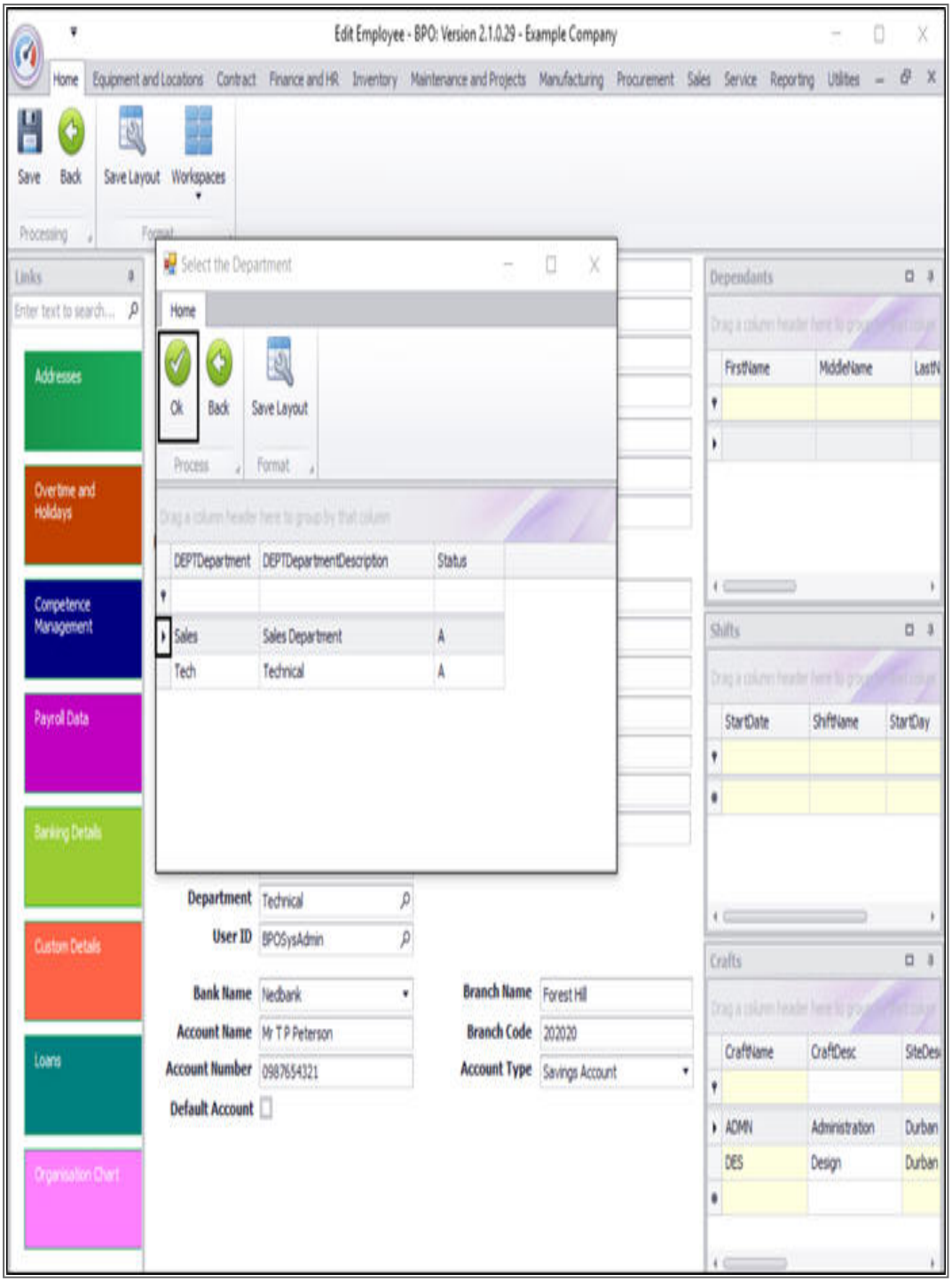




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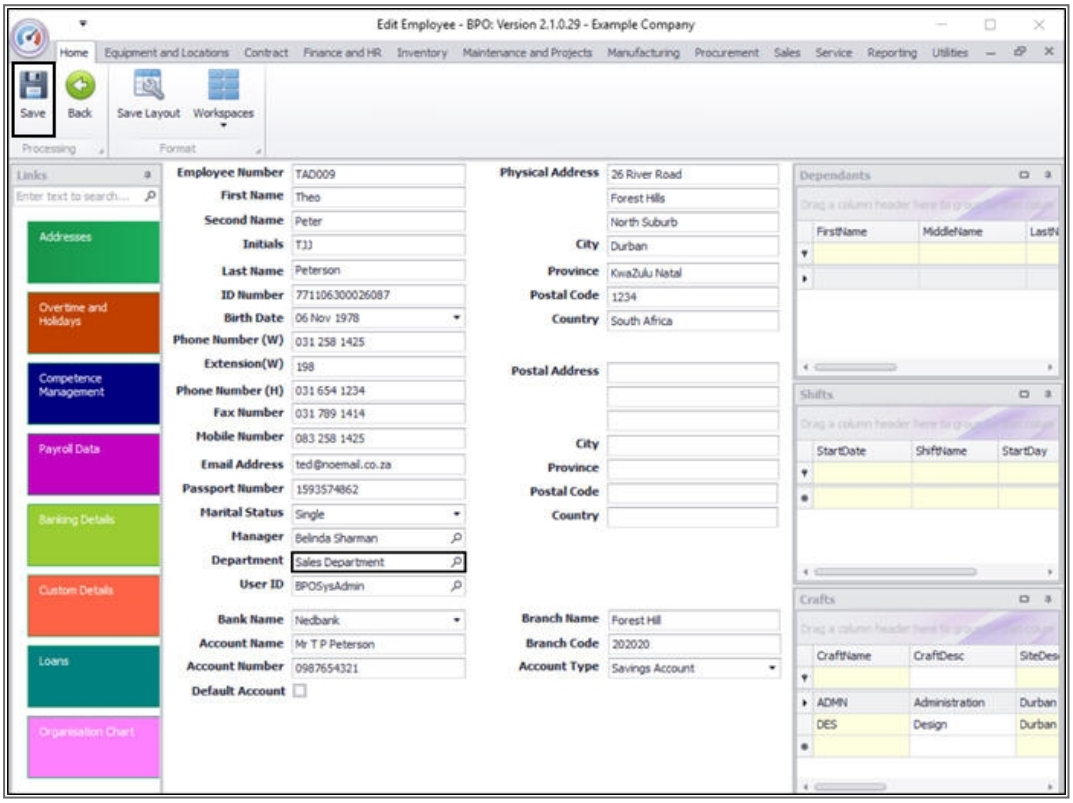
## SAVE LINKED DEPARTMENT

- The selected department will now populate the ***Department*** field.

- ***Save*** the changes.

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