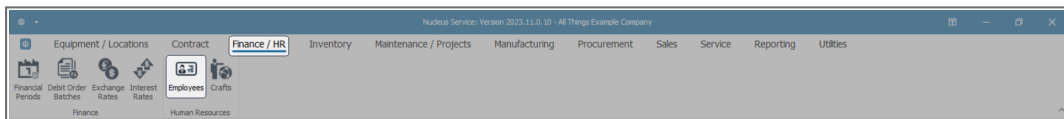# HUMAN RESOURCES

ASSIGN A USER LOGIN TO AN EMPLOYEE

All employees should be loaded onto Nucleus Service, but only those using Nucleus Service will be assigned a User ID, which is linked to their employee details.

- It is important to ensure that all users are correctly linked to their employee details.

Ribbon Access: Finance / HR   Employees

The **Employees** listing screen will open.

SELECT EMPLOYEE

- Select the **row** of the employee to whom you wish to assign a **User ID**.
- Click on **Edit**.

SEARCH FOR USER ID

- The **Edit Employee** screen will be displayed.
- Click on the **search** button in the **User ID** field.

SELECT USER ID

- The **Select the User** screen will be displayed.
- Select the **row** of the **UserName** that you would like to allocate to this employee.
  - In this example, **Eden Rowan** is selected.
- Click on **OK**.

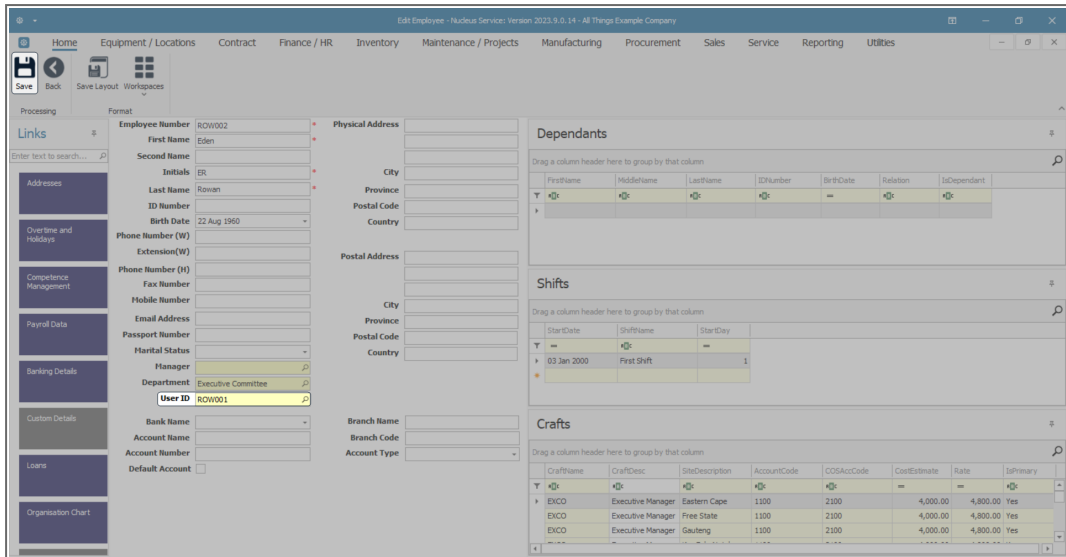> **Note**: A User Name / ID cannot be assigned to <u>more than one</u> employee. Ensure that a <u>unique</u> User ID and Login has been set up in the **Configurator** before you attempt to link a User ID to an employee.
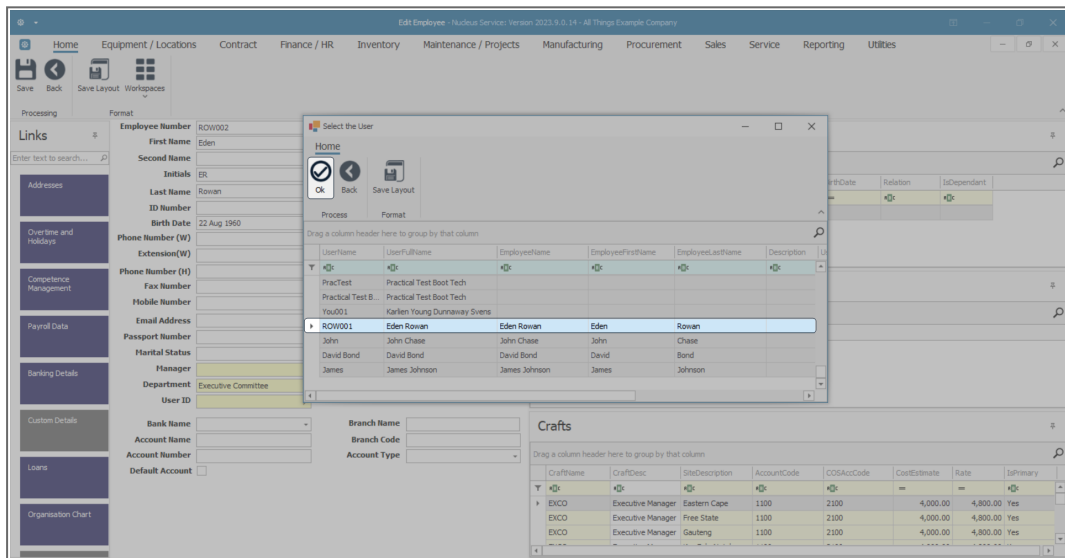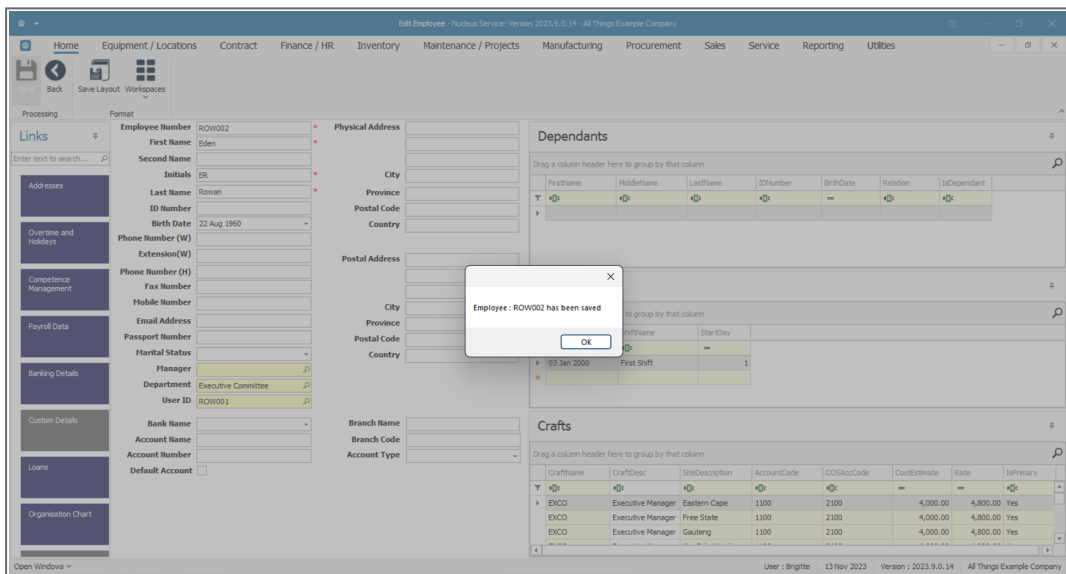

SAVE USER ID/LOGIN DETAILS

- The new **User ID / Login** is now assigned and displayed in the **User ID** field.
- Click on **Save** to keep the User ID detail.

- A message box will pop up advising the following:
  - **Employee: [ ] has been saved.**
- Click on **OK**.

- You will return to the **Employees** listing screen.

MNU.021.009