

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 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).

This is also where Employee Associations can be configured.

Ribbon Access: Finance / HR Employees



The **Employees** listing screen will display.

SELECT EMPLOYEE

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



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Addresses	13 FER996	Angela Fernandez	angela.fernandez@attexampledomain.coza	Bentley Kane	
	14 KAN277	Bentley Kane	bentley.kane@attexampledomain.coza	Ellianna Pugh	
	15 PUG956	Elianna Pugh	ellanna.pugh@attexampledomain.coza	Eden Rowan	
Junctions and	16 DON348	Judson Donaldson	judson.donaldson@attexampledomain.coza	Ellianna Pugh	
oldays	17 PHE472	Natasha Phelps	natasha.phelps@attexampledomain.coza	Hamza Decker	
	18 DEC862	Hamza Decker	hamza.decker@attexampledomain.coza	Ellianna Pugh	
	19 SIN261	Aleena Singh	aleena.singh@attexampledomain.coza	Ellianna Pugh	
iompetence fanagement	20 BEI256	Louis Bel	louis.beil@attexampledomain.coza	Ellianna Pugh	
non sog coment	21 FIE375	Itzel Fields	itzel. fields@attexampledomain.coza	Ellianna Pugh	
(22 BAI223	Clayton Balley	dayton.bailey@attexampledomain.coza	Kennedy Byrd	i i
Payroll Data	23 BYR113	Kennedy Byrd	kennedy.byrd@attexampledomain.coza	Ellianna Pugh	
	24 HO624	Cristian Ho	cristian.ho@attexampledomain.coza	Calliope Pruitt	
	25 PRU026	Callope Pruitt	calliope.pruitt@attexampledomain.coza	Ellianna Pugh	
anking Details	26 FRI723	Gatlin Friedman	gatin.friedman@attexampledomain.coza	Aspyn Brandt	
	27 BRA125	Aspyn Brandt	aspyn.brandt@attexampledomain.coza	Ellianna Pugh	
	28 MOR751	Damir Moran	damir.moran@attexampledomain.coza	Celeste Magana	
Custom Datale	29 MAG161	Celeste Magana	celeste.magana@attexampledomain.coza	Ellianna Pugh	
Lustom Details	30 TOD456	Rey Todd	rey.todd@attexampledomain.coza	Ellianna Pugh	
	31 YAN722	Zariah Yang	zariah.yang@attexampledomain.coza	Malcolm Cardenas	
	32 CAR721	Malcolm Cardenas	malcolm.cardenas@attexampledomain.coza	Elianna Pugh	
.oans	33 BEN698	Raven Bender	raven.bender@attexampledomain.coza	Zavier Garrison	
	34 GAR096	Zavier Garrison	zavier.garrison@attexampledomain.coza	Ellianna Pugh	
	35 OLS394	Cadence Olson	cadence.olson@attexampledomain.coza	Malachi Cherry	
Organisation Chart	36 CHE605	Malachi Cherry	malachi.cherry@attexampledomain.coza	Ellianna Pugh	
	37 WHI258	Nyomi White	nyomi.white@attexampledomain.coza	Ellianna Pugh	
	38 WAL259	Aiden Walters	aiden.walters@attexampledomain.coza	Ellianna Pugh	

SELECT DEPARTMENT

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

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	Manager	Warranda Band	Country		+	22 Aug 2023	First Shift		1							
Banking Details	Department	Kennedy Byrd	2													
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Organisation Chart																

- 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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	Department		OA_		Ouality Assurance	A						*				
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Organisation Chart																

SAVE LINKED DEPARTMENT

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

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					7	FING 1	Engineer Junior	KwaZu	u-Natal	1100	alle 2100	= 500.00	1,000.00	Yes			
Organisation Chart							Signed John	11020				300.00	2,000.00				
Open Windows ~										User : Brigitte	10 Nov 2023	Version : 2023.9.0.1	4 All Things	Example Co	ompany		

- A message box will pop up informing you -
 - Employee: [] has been saved.
- Click on OK.



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Payroll Data	Email Address	deacon.stanley@attexampledoms	Province	KZN				ShiftName							
	Passport Number		Postal Code	4000			ОК	-Dc	=						
	Marital Status	•	Country	South Africa		► 0	1 Jan 2022	First Shift	1						
Banking Details	Planager	Gracelyn Pierce P				0	16 Nov 2023	On-Call Shift	1						
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Organisation Chart						•									

• The edited details will be **saved** and you will return to the **Employees** listing screen.

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