

HUMAN RESOURCES

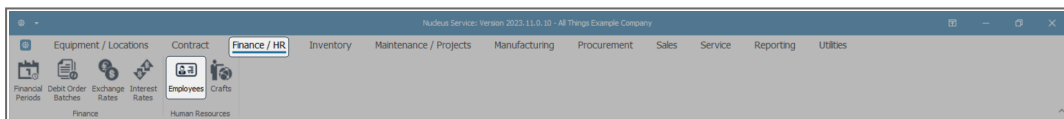
LINK A DEPARTMENT TO AN EMPLOYEE

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**.

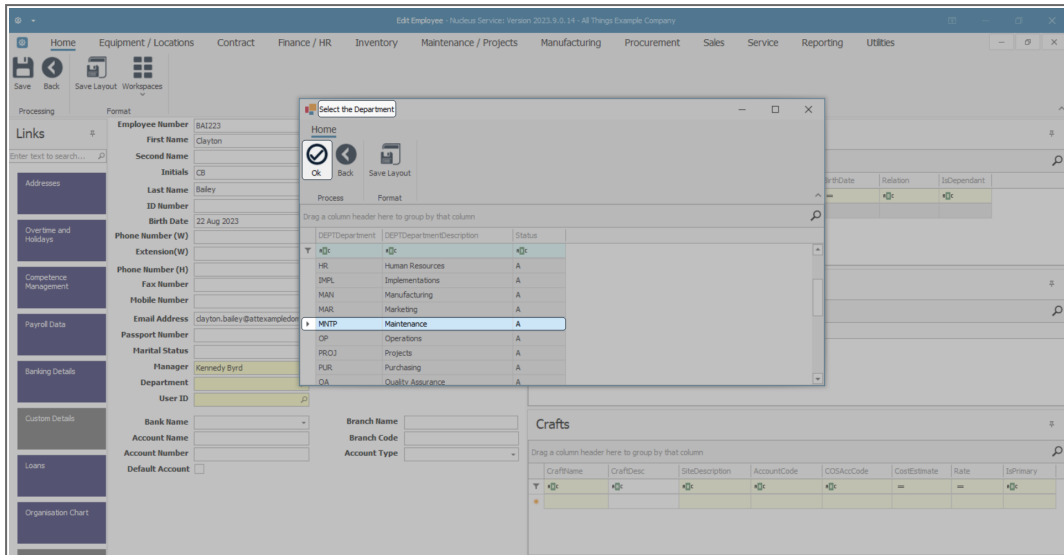
Employee ID	Full Name	Email Address	Manager
13	PER996 Angela Fernandez	angela.fernandez@attexampled.com.co	Bentley Kane
14	KAN277 Bentley Kane	bentley.kane@attexampled.com.co	Elianna Pugh
15	PUG956 Elianna Pugh	elianna.pugh@attexampled.com.co	Eden Rowan
16	DON948 Judson Donaldson	judson.donaldson@attexampled.com.co	Elianna Pugh
17	PHE472 Natasha Phelps	natasha.phelps@attexampled.com.co	Hanza Decker
18	DEC362 Hanza Decker	hanza.decker@attexampled.com.co	Elianna Pugh
19	SIN261 Aleena Singh	aleena.singh@attexampled.com.co	Elianna Pugh
20	BEI266 Louis Bell	louis.bell@attexampled.com.co	Elianna Pugh
21	PIE375 Izzei Fields	izzei.fields@attexampled.com.co	Elianna Pugh
22	BAI223 Clayton Bailey	dayton.bailey@attexampled.com.co	Kennedy Byrd
23	BYR113 Kennedy Byrd	kennedy.byrd@attexampled.com.co	Elianna Pugh
24	HO624 Cristian Ho	cristian.ho@attexampled.com.co	Calliope Pruitt
25	PRU026 Calliope Pruitt	calliope.pruitt@attexampled.com.co	Elianna Pugh
26	FRI1723 Gatlin Friedman	gatlin.friedman@attexampled.com.co	Aspyn Brandt
27	BRA125 Aspyn Brandt	aspyn.brandt@attexampled.com.co	Elianna Pugh
28	MOR751 Damer Moran	damer.moran@attexampled.com.co	Celeste Magana
29	MAG161 Celeste Magana	celeste.magana@attexampled.com.co	Elianna Pugh
30	TOD456 Rey Todd	rey.todd@attexampled.com.co	Elianna Pugh
31	YAN1722 Zariah Yang	zariah.yang@attexampled.com.co	Malcolm Cardenas
32	CAR721 Malcolm Cardenas	malcolm.cardenas@attexampled.com.co	Elianna Pugh
33	BEN698 Raven Bender	raven.bender@attexampled.com.co	Zavier Garrison
34	GAR096 Xavier Garrison	xavier.garrison@attexampled.com.co	Elianna Pugh
35	OLS394 Cadence Olson	cadence.olson@attexampled.com.co	Malachi Cherry
36	CHERRY Malachi Cherry	malachi.cherry@attexampled.com.co	Elianna Pugh
37	WHT258 Nyomi White	nyomi.white@attexampled.com.co	Elianna Pugh
38	WAL259 Aden Walters	aden.walters@attexampled.com.co	Elianna Pugh

SELECT DEPARTMENT

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

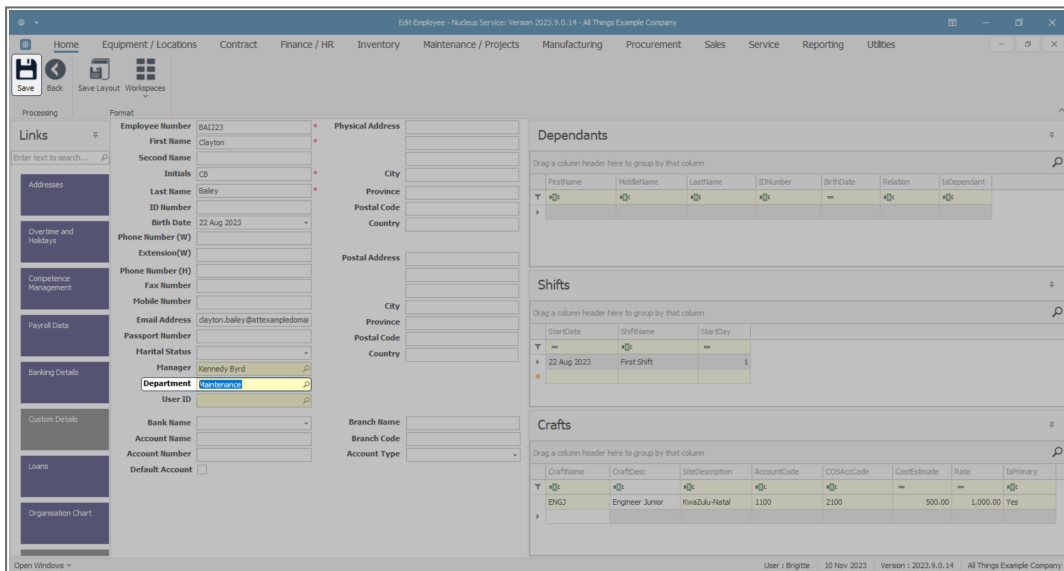
The screenshot shows the 'Edit Employee' form for Clayton Bailey. The 'Department' field is highlighted in yellow, and a search icon is visible next to it. Other fields include First Name, Last Name, Birth Date, Phone Number, Email Address, Manager, and various address fields.

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

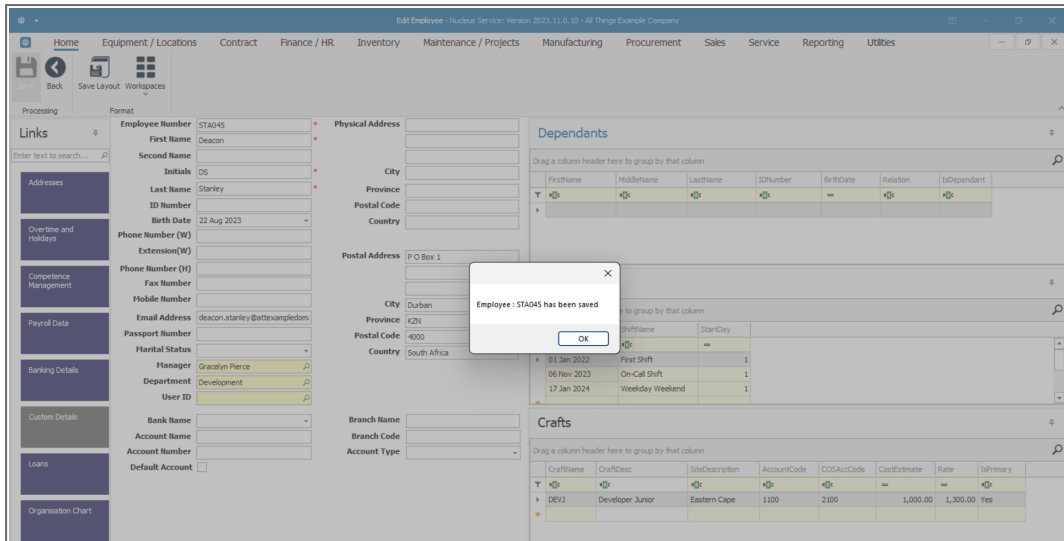


SAVE LINKED DEPARTMENT

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



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



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

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