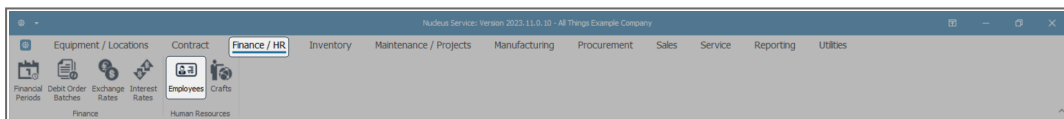# HUMAN RESOURCES

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**.
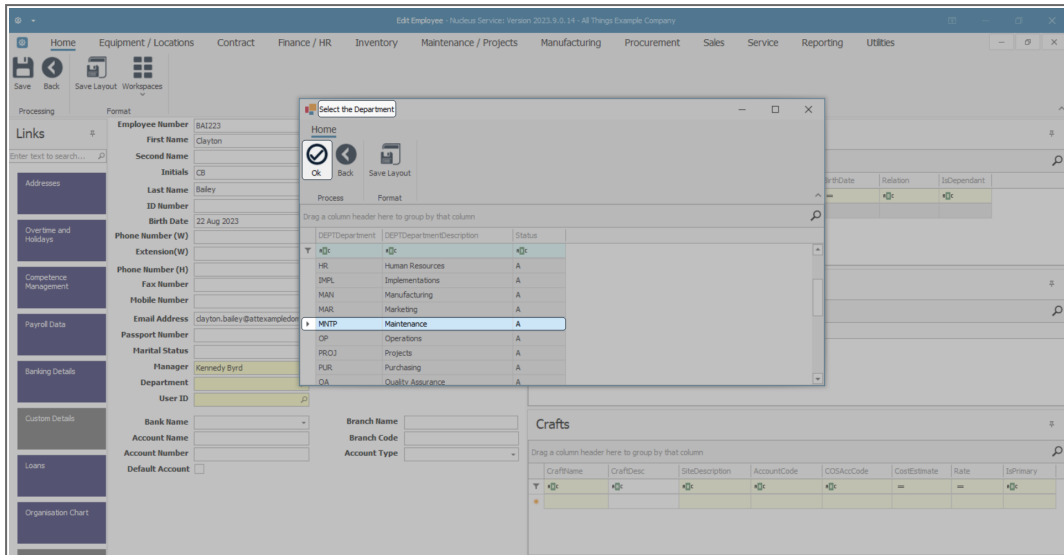- Click on **Edit**.

SELECT DEPARTMENT

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

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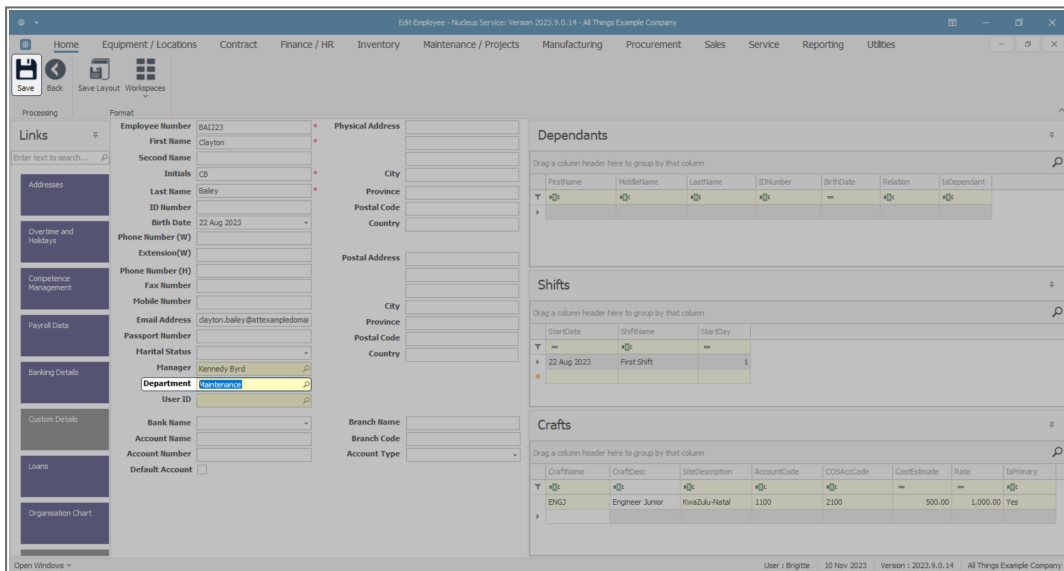- Select the **row** of the Department you wish to link to this employee.
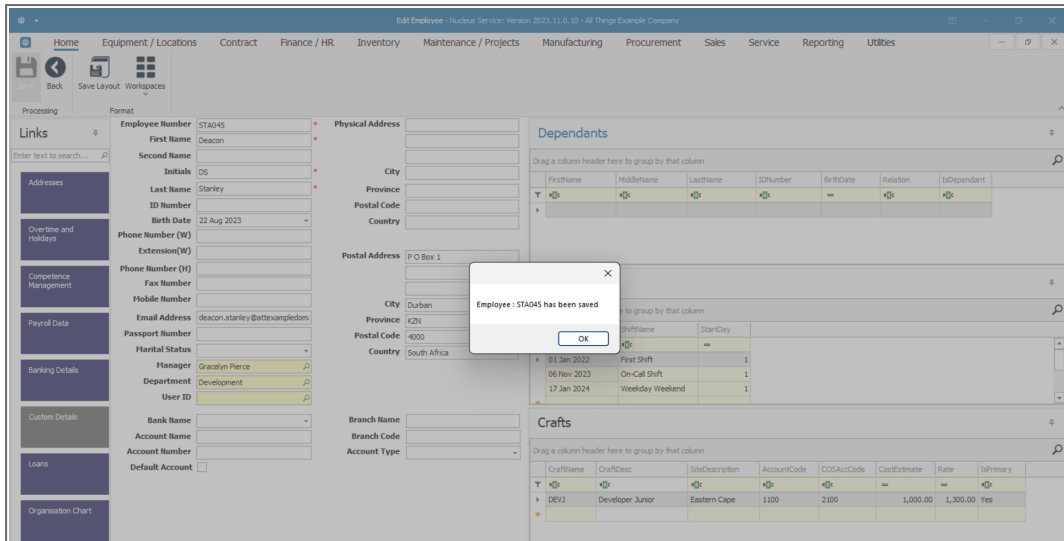- Click on **Ok**.

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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