

HUMAN RESOURCES

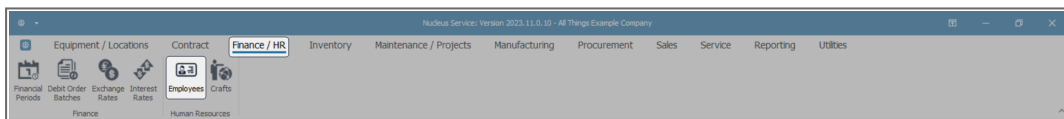
LINK A DEPARTMENT TO AN EMPLOYEE

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	Angela Fernandez	angela.fernandez@attexampdomain.co.za	Bentley Kane
14	Bentley Kane	bentley.kane@attexampdomain.co.za	Elianna Pugh
15	Elianna Pugh	elianna.pugh@attexampdomain.co.za	Eden Rowan
16	Judson Donaldson	judson.donaldson@attexampdomain.co.za	Elianna Pugh
17	Natasha Phelps	natasha.phelps@attexampdomain.co.za	Hanza Decker
18	Hanza Decker	hanza.decker@attexampdomain.co.za	Elianna Pugh
19	Aleena Singh	aleena.singh@attexampdomain.co.za	Elianna Pugh
20	Louis Bell	louis.bell@attexampdomain.co.za	Elianna Pugh
21	Itzel Fields	itzel.fields@attexampdomain.co.za	Elianna Pugh
22	Clayton Bailey	clayton.bailey@attexampdomain.co.za	Kennedy Byrd
23	Kennedy Byrd	kennedy.byrd@attexampdomain.co.za	Elianna Pugh
24	Cristian Ho	cristian.ho@attexampdomain.co.za	Calliope Pruitt
25	Calliope Pruitt	calliope.pruitt@attexampdomain.co.za	Elianna Pugh
26	Gaslin Friedman	gaslin.friedman@attexampdomain.co.za	Aspyn Brandt
27	Aspyn Brandt	aspyn.brandt@attexampdomain.co.za	Elianna Pugh
28	Damer Moran	damer.moran@attexampdomain.co.za	Celeste Magana
29	Celeste Magana	celeste.magana@attexampdomain.co.za	Elianna Pugh
30	Rey Todd	rey.todd@attexampdomain.co.za	Elianna Pugh
31	Zariah Yang	zariah.yang@attexampdomain.co.za	Malcolm Cardenas
32	Malcolm Cardenas	malcolm.cardenas@attexampdomain.co.za	Elianna Pugh
33	Raven Bender	raven.bender@attexampdomain.co.za	Zavier Garrison
34	Zavier Garrison	zavier.garrison@attexampdomain.co.za	Elianna Pugh
35	Cadence Olson	cadence.olson@attexampdomain.co.za	Malachi Cherry
36	Malachi Cherry	malachi.cherry@attexampdomain.co.za	Elianna Pugh
37	Nyomi White	nyomi.white@attexampdomain.co.za	Elianna Pugh
38	Aden Walters	aden.walters@attexampdomain.co.za	Elianna Pugh

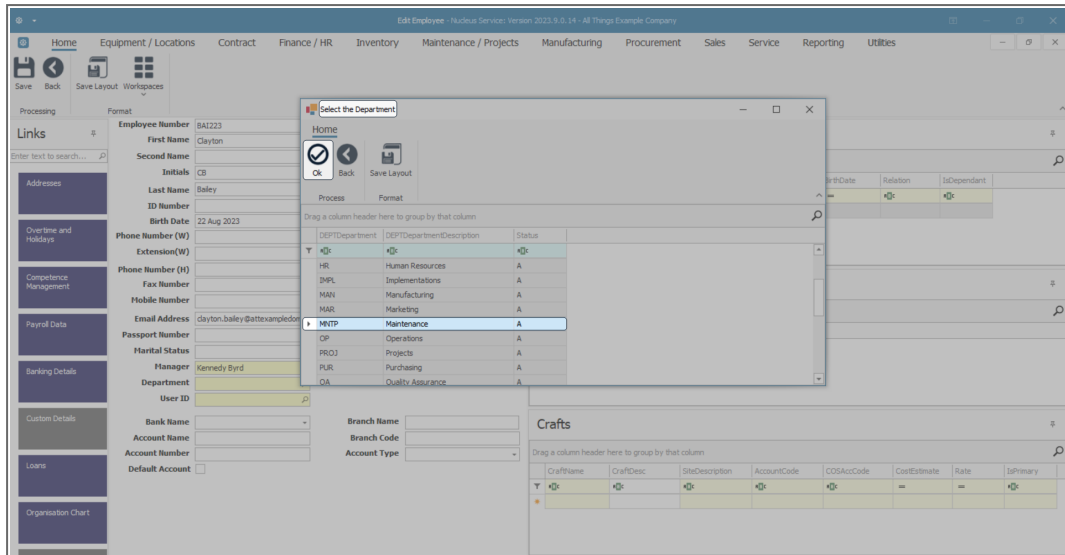
SELECT DEPARTMENT

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

The screenshot shows the 'Edit Employee' form with the following details:

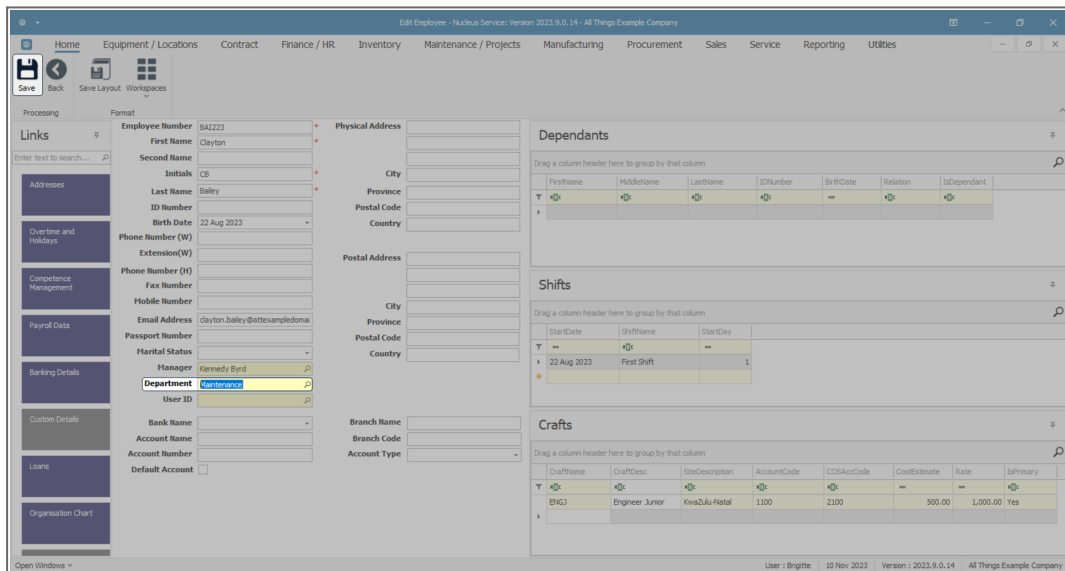
- Employee Number:** BA1223
- First Name:** Clayton
- Initials:** CB
- Last Name:** Bailey
- ID Number:** [Empty]
- Birth Date:** 22 Aug 2023
- Phone Number (W):** [Empty]
- Extension (W):** [Empty]
- Phone Number (H):** [Empty]
- Fax Number:** [Empty]
- Mobile Number:** [Empty]
- Email Address:** clayton.bailey@attexampdomain.co.za
- Passport Number:** [Empty]
- Marital Status:** [Empty]
- Manager:** Kennedy Byrd
- Department:** [Highlighted with search icon]
- User ID:** [Empty]
- Bank Name:** [Empty]
- Account Name:** [Empty]
- Account Number:** [Empty]
- Default Account:** [Empty]

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

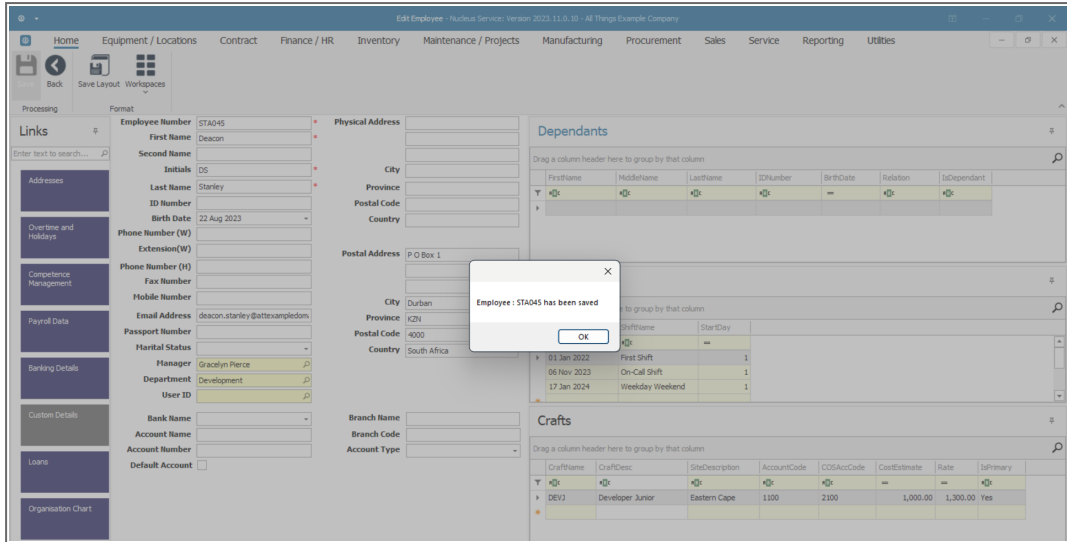


SAVE LINKED DEPARTMENT

- 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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