

How to Create Employee Department

- 1. Click **Employee Department** from **Payroll** module.
- 2. Set the value of the following fields:
 - a. Department Name
 - b. Description
 - c. Location
 - d. Line of Business
- 3. To setup shifting, select **Differential Pay**
- 4. Set shifting by:
 - a. Setting Start and End Time
 - b. Rate
 - c. Rate Type

Employee Departments

New Save Search Delete Undo Close

Details

Department

Sales

 Description

Sales

Location

0002

 LOB

001

 Differential Pay

Actual

Shifts / Shift Differentials

+ Insert

✕ Remove

Shift No.	Start	End	Rate	Rate Type
1	07:30 AM	03:30 PM	1.00	Per Hour
2	03:30 PM	11:30 PM	2.00	Per Hour
3	11:30 PM	07:30 AM	3.25	Per Hour

?

2.3s

Saved

1 of 1

Refresh

- 5. Click **Save** toolbar button to create department.
- 6. Newly created department should appear in the grid.

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 - c. Location
- 3. Click **Save** toolbar button to create department.

Employee Departments

Save

Undo

Close

+ Insert

✕ Remove

Layout

Filter Records (F3)

Department Name	Description	Location
Admin	Administrative	0000
Accounting	Accounting	0001
IT	IT	0001
Sales	Sales	0002
Purchasing	Purchasing	0002
Warehouse	Warehouse	0003
Store A	Store A	0004
Store B	Store B	0004
New Store	My Store	0002

Edited



Clicking **Insert** grid icon is another option to add a new department in the grid.

- 4. Newly created department should appear in the grid.