

How to Associate Department with Employee

1. Select an employee record in **Employees** from **Payroll** module.
2. Click **Time Entry** tab under **Employee** tab.
3. Click **Insert** grid icon to add department.
4. Select department from the dropdown in **Department** column.



Department can also be selected by simply clicking on the blank row in Department column.

Employees can have multiple departments

5. Click **Save** toolbar button.

Entity - Aaron P Ritter

New Save Search Refresh Delete Undo Additional Template Archived Reports API Key 2-Step Verification Close

Entity General Employee User Locations Contacts Comments (0) History Attachments (0) Messages Custom Audit Log (16)

Detail Taxes Earnings Deductions Time Off Time Entry Direct Deposit Timesheet Paychecks

Password: *****

Departments

+ Insert X Remove

Department	Description
Warehouse	Warehouse
Admin	Administrative
Accounting	Accounting
IT	IT
Sales	Sales
Purchasing	Purchasing
Warehouse	Warehouse

Supervisors

+ Insert X Remove

Employee Id	Name	Title
TACRUZ	Thomas A Cruz	Store A Supervisor

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