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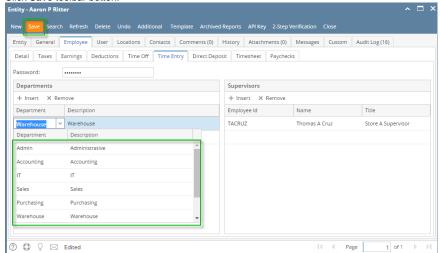
1. Select an employee record in **Employees** from **Payroll** module.
2. Click **Time Entry** tab under **Employee** tab.
3. Click **Insert** grid icon to add department.
4. Select department from the dropdown in **Department** column.

> (i) 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.

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