

# How to Create Department

This video will show users how to create department

Navigate to HRMS, Departments, Create New.  
Fill in Name, Code, Description, and select the Head and Manager.  
Click Save when done.

## STEP-BY-STEP:

1. Go to HRMS menu
  2. Select Departments
  3. Select Create New
  4. Enter mandatory fields: Name, Code, Department Head and Manager.  
(mandatory fields in red color or marked with red x)
  5. User can create a Grouping Department type by ticking the checkbox.  
This will set the Department as a parent department, and allow it to have departments grouped under it.
  6. Click Save button when done.
  7. Create a new Department to be the sub department (repeat steps #3-4).  
Select a Parent Department from the list, then click Save button when done.
  8. At the bottom left table, select employees to be assigned to the selected department, and click on the Right-pointing Arrow button.
- Note: Each Employee record can only be assigned to one department.
-