

# How to Create Employee

This video will show users how to create employee

Navigate to HRMS, Employees, Create Employee.  
Fill in Name, Code, and Location info.  
Click Save when done.

## STEP-BY-STEP:

1. Go to HRMS menu
  2. Select Employees
  3. Select Create Employee
  4. Enter mandatory fields: Name, Code, Grouping Account, Location info, etc.  
(mandatory fields in red color or marked with red x)
  5. Click Add button to save the Location info.  
User can create / add multiple locations.
  6. Click Save button when done.
  7. Click Confirm Employee button to confirm the draft record.
  8. Click on Assigned Branches tab to assign branches for the selected employee record.  
If there is only one branch, system will auto assign that branch by default.
  9. Click on Notes / Attachments tab.  
User can add notes or attach files for reference.
  10. Go to Employees List View and select an Employee record.
  11. User can close an Employee record to stop transactions for it, for example if the employee resigned / left the company.  
Click on Close Employee button to do so.
  12. To reopen a Closed Employee record, click on the Reopen Employee button.  
For example, to reactivate the record when the employee rejoined the company.
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