6.3 Add Employee A new employee is added to the system here. Other than importing details this feature allows to add an employee and define a very informative profile. To add an employee, go to PIM>>Add Employee and the screen as shown in Figure 6.2 will appear. 39 Copyright © 2013 OrangeHRM Inc. All Rights Reserved. Figure 6.2: Add Employee Enter the relevant fields and you may also add a picture of the employee. To add a picture, click on “Choose File” and select the picture from the relevant path and click “Open”. Employee code is generated automatically, but can be changed if required. You may also create a user login for the employee through this screen. \*Note: Please note that the maximum file size of the picture cannot exceed 1 megabyte. Click “Save” once completed. Employee’s Personal Details The following information needs to be obtained from each employee to create a complete employee profile that may be used by the company. These features are explained in details as we go on. 40 Copyright © 2013 OrangeHRM Inc. All Rights Reserved. Figure 6.3: Employee Details Column Personal Details One you have added and saved the employee name with his/her picture and the user logins, the screen as shown in Figure 6.4 will appear. You can also edit the personal details listed below by clicking “Edit” on the bottom of the screen. Clicks “save” once the fields are added. You can edit the following; \* Code – Employee Id/No \* Last Name \* First Name \* Middle Name \* Nick Name \* Nationality – Select from a list of pre-defined nationalities \* Date of Birth \* Other Id \* Marital Status – Select from the drop down \* Smoker – If the employee is a smoker click on the box \* Gender – Click on the relevant gender \* Driver’s License Number \* License Expiry Date \* Military Service 41

5.1 User Management