Employee Master

The *Employee Master* screen lets you create and maintain employee's basic information, which is useful for the company's HR payroll system. A unique employee code is created, attached to an employee's bank account number and its department. Moreover, you can specify an employee record status as active or inactive. Employees' records having active status indicates they are currently working, the system processes payroll activities for active employee records.

Go To: General Ledger → Payroll→Employee Master.

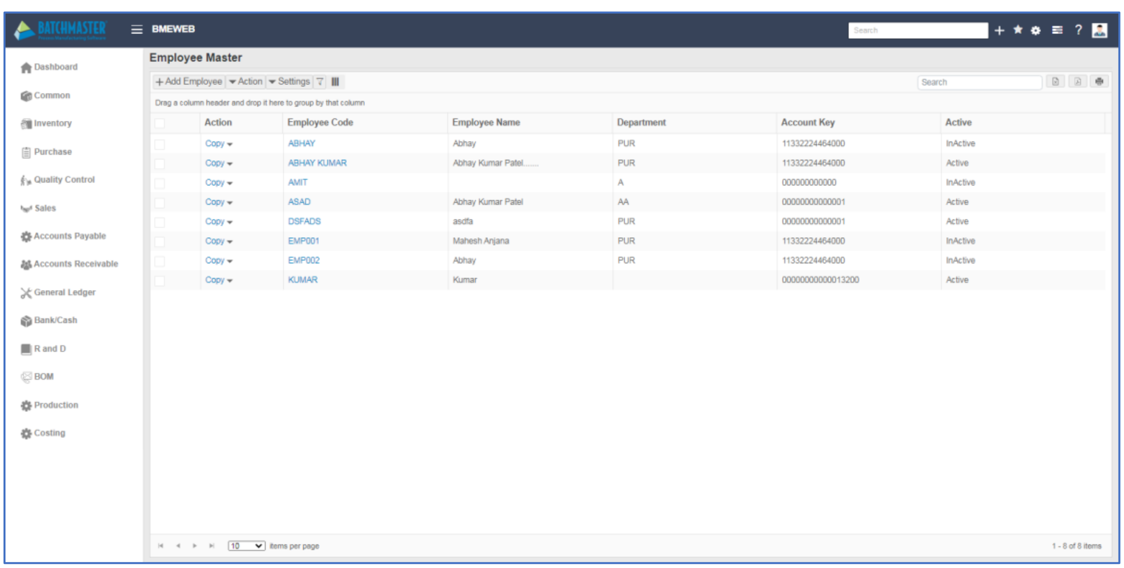
Mandatory Inputs:

Data should be maintained on the following screens before creating an employee master record:

- *Department Master*
- *Account Master*

Employee Master – Dashboard

You can create and maintain employee's basic information from this dashboard. By default, the system displays all the existing employee records as maintained for your business/company. You can click on any of the record to view its details.

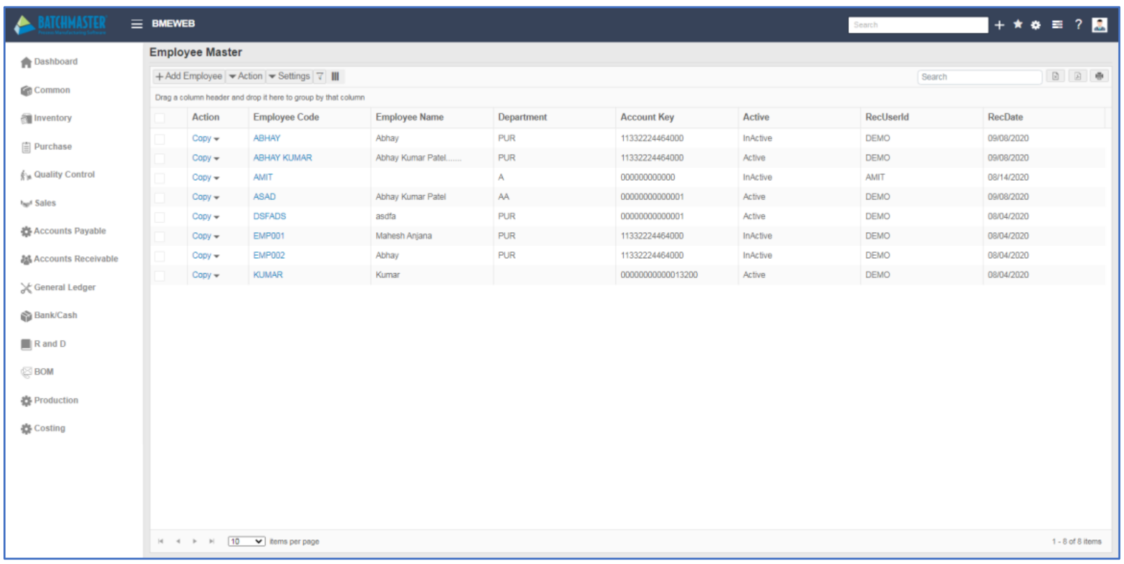


The *Employee Master* dashboard contains many elements that occupy 100% of the browser window. Resizing the window would resize the elements to fit. The elements can be rearranged, i.e., docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

Using the *Action* button from the dashboard you can:

- Copy an existing record to create new one
- Delete selected record(s)

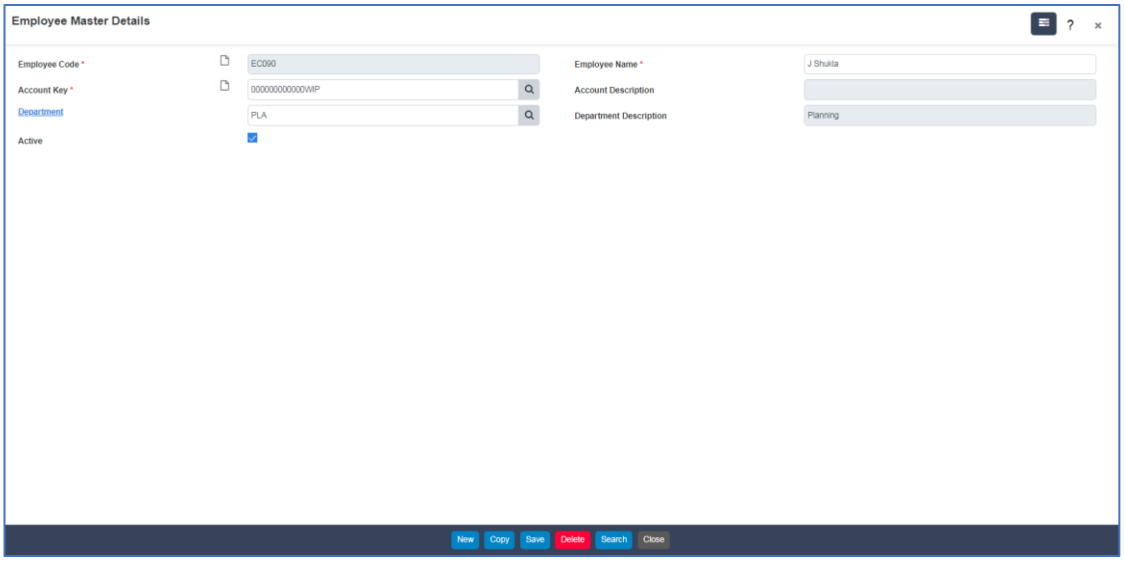
After you select all the columns of the *Employee Master* dashboard, the middle grid displays the selected columns.



The *Employee Master* dashboard provides a clear vision of the created records in a read-only mode. You can view the records as per the number of pages provided per page.

Opening Employee Master – Add Mode

To add a new Employee Master record to your BatchMaster database, click on the + *Add Employee* button. The system displays the *Employee Master Details* screen, where you can create a new record.



Employee Code: This field specifies the unique identifier code of an employee. This is a mandatory field.

Employee Name: This field specifies the employee's name. This is a mandatory field.

Account Key: This field specifies the employee's account number entered by typing or selecting via the associated lookup. This is a mandatory field.

Account Description: This field displays the description associated with the Account Key. This is a read-only field.

Department: This field specifies the department of an employee. Use the lookup provided next to the field to select the department. The lookup window list all the department records which are maintained via the *Department Master* screen from *Purchase* module.

Account Description: This field displays the description associated with the Department. This is a read-only field.

Active checkbox: Mark/Unmark *Active* checkbox, to set the status of an employee as Active/Inactive

Creating an Employee Record

1. Open the *Employee Master* dashboard.

2. Click on the *+ Add Employee* button to open a new blank record.

3. Enter the unique employee identifier code of employee in the *Employee Code* field. This is a mandatory field.
4. Enter the complete name of the employee in the *Employee Name* field. This is a mandatory field.
5. Select the account key by using the lookup next to the *Account Key* field. This is a mandatory field.
6. Select the employee’s department by using the lookup next to the *Department* field.
7. Mark/Unmark *Active* checkbox, to set the status of an employee as active/inactive.
8. Click on the *Save* button to save the record.