

Create Employees

You can create employee records manually or upload employee data via migration tool in the implementation project activity.

Procedure

1. Navigate to your User Menu and select Settings All Settings Company Employees.
2. In the worklist of the employees view, choose Create.
3. Enter as much personal, organizational, and contact information as you require.
4. Choose Save.

Edit Employees

Edit an employee record.

Procedure

1. In the worklist of the employees view, click the employee record.
2. In the quick view, click open details.
3. If you want to delimit the validity of an employee record, enter the appropriate date in the Valid To field. From this date onward, this employee record cannot be used for new business processes.
4. System automatically saves the changes you made.