

## Add Employees and Managers to Org Units

As an administrator, you can identify an employee as a manager by defining that employee as the manager of an org unit. The manager of an org unit enjoys unique access privileges and can access the data of their subordinates.

### Note

Employees and managers need the Primary Indicator. An employee can be marked as main by using the primary indicator for only one org unit. An employee who is marked as main in an org unit may only be added as a secondary employee in another org unit.

### Prerequisites:

- The employees you want to assign to the org unit have been created in the system.
- Alternatively, you can assign employees to org units when you create the employee data in the system.

### Procedure

1. From the **Org Structure** screen, select the relevant org unit from the list.
2. On the **Employees** tab, click **Add** (🔍) to assign employees on the **Employees** view or a manager on the **Managers** view to the org unit.
3. Select the employee or manager you want to assign to the org unit and select the icon (🔍).
4. **Save** your entries.