


Departments & Designations

HRM

 Branch

 Employees

 Employee Lists

 Employee Archive

 Departments

 Designations

 Policies

 Holidays

 Attendance

To set up Departments & Designations, **Click** the **Departments** or the **Designations Button**



Department & Designation

Add Department ✕

Branch

Select Branch ▼

Department Code

Department Name

Department Head

Select Head ▼

Cancel

Add Department

Add Designation ✕

Designation Name

Designation Name

Branch

Select Branch ▼

Department

Select Department ▼

Job Description

Job Description(Optional)

Cancel

Add Designation

*** List down your company's departments and designations before adding employee accounts.