

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.