

How To Assign Employees To A Workgroup

The screenshot displays the 'Time & Payroll' software interface. On the left, a navigation tree shows the 'Employees' folder selected, with 'Employee Center' highlighted. The main window is titled 'Employee Center' and contains a list of employees. The employee '(154) Kenneth Lewis' is selected and highlighted. To the right, the 'Employee' details form is open, showing fields for Emp. Number (154), First Name (Kenneth), Last Name (Lewis), Gender (Male), Language Pref. (English), Manager (Steve), and Supervisor (George). The 'Work Group' dropdown menu is open, showing options: Shop, Admin, Default, Outside Sales, and Shop. The 'Shop' option is selected.

1. Go To The Employees Folder
2. Open Employee Center
3. Click Employee
4. Select Workgroup from the dropdown Box