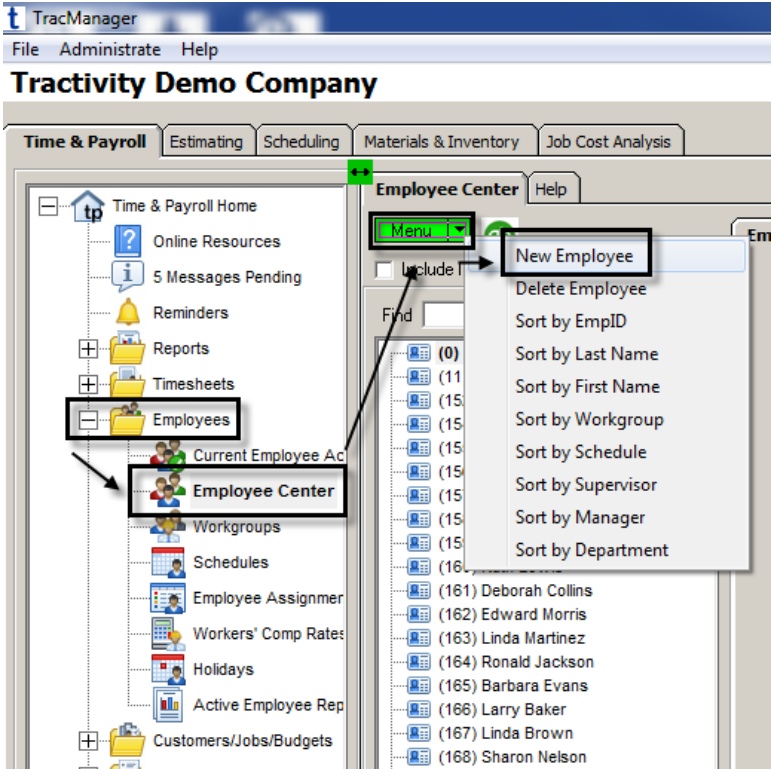


How To Create An Employee



1. Go to the Employees folder
2. Open Employee Center
3. Click Menu
4. Click New Employee

The screenshot shows the 'Employee' form in TracManager. The form has tabs for 'Employee', 'Payroll', 'Additional Information', 'Accruals', and 'Planned Absences'. The 'Employee' tab is active. The form includes the following fields and controls:

- Inactive
- Emp. Number: 190
- Alternate ID:
- First Name:
- M.I.:
- Last Name:
- Gender: Male (dropdown)
- Language Pref.: English (dropdown)
- Manager: Administrator (dropdown)
- Supervisor: Administrator (dropdown)
- Work Group: New Workgroup (dropdown)
- Schedule: New Schedule (dropdown)
- Department:
- Location:

Buttons for 'Contact Notes & Reminders', 'Set Picture', and 'Remove' are visible. A red box highlights the 'First Name', 'Last Name', 'Gender', 'Language Pref.', 'Manager', 'Supervisor', 'Work Group', and 'Schedule' fields.

5. Fill out forms and drop down selection boxes for all necessary employee information