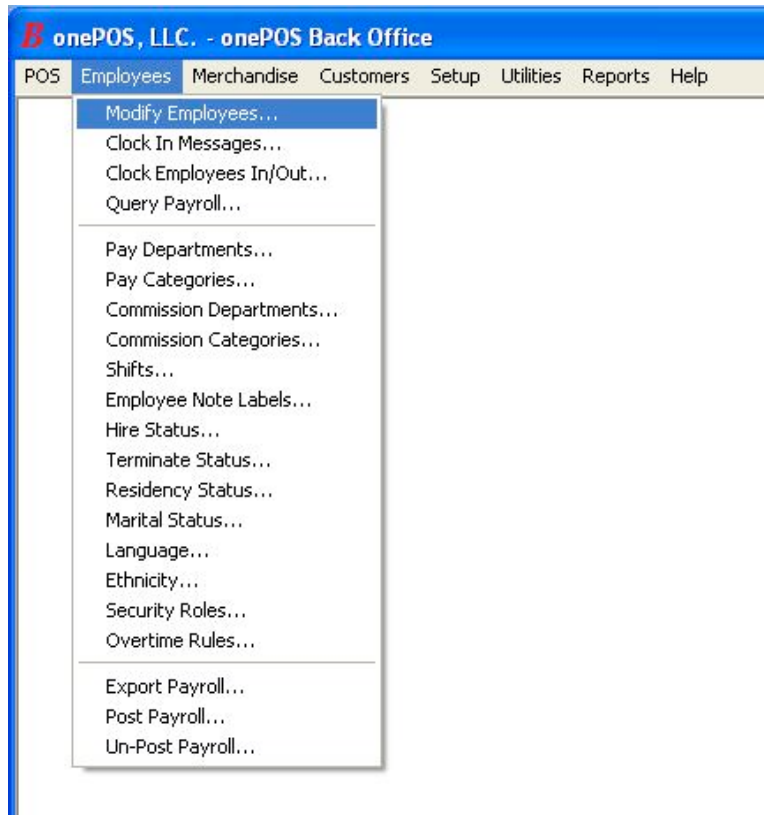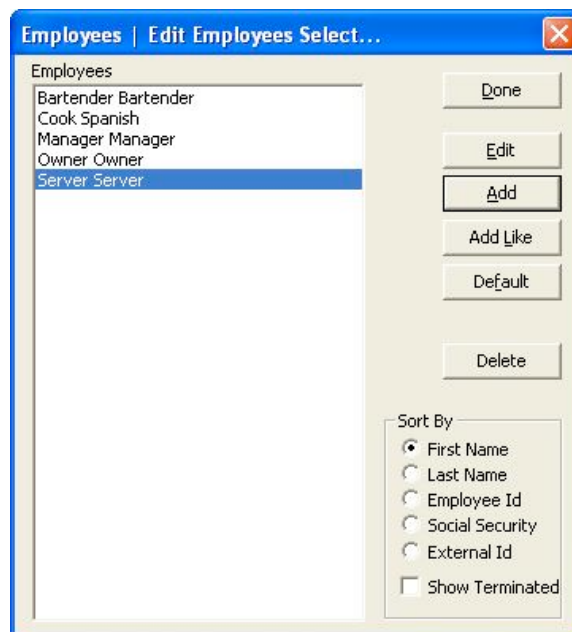# Basic Adding Employee Guide

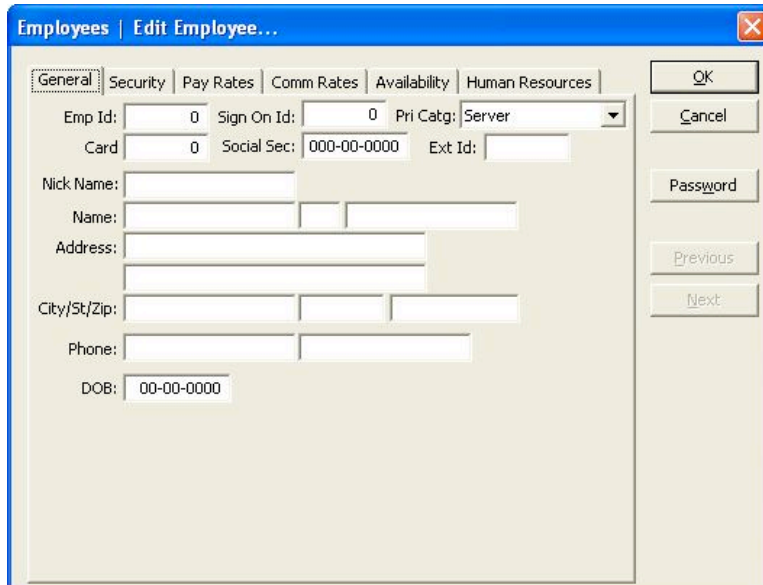Open the Backoffice program. Click Employees, then Modify Employees.

You will see the Edit Employees screen. For best results, highlight an employee that has similar pay rates and security role as the new employee you want to enter then click Add Like.

You will see the Edit Employee scrren on the General tab. Enter all needed information such as Employee ID, Name, Address, etc on this tab.
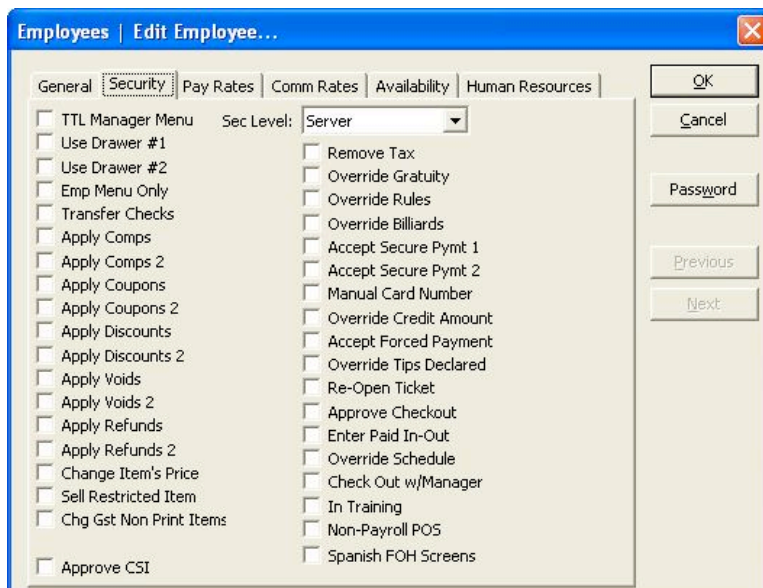

Click on the Security tab. If you've used Add Like, you may see some of the boxes are already checked. Edit as needed.

Click on the Pay Rates tab. If you've used Add Like, the pay rates are already there. Edit as needed.

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Click on the Comm Rates tab. If you've used Add Like, the commission rates are already there. Edit as needed.

Click on the Availability tab. If you've used Add Like, the availability information is already there. Edit as needed.

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Click on the Human Resources tab and enter all the required information. Click OK when done to finish entering the employee into the system.

The Human Resources screen is customizable through Backoffice on the Employee menu.

Basic Adding Employee Guide