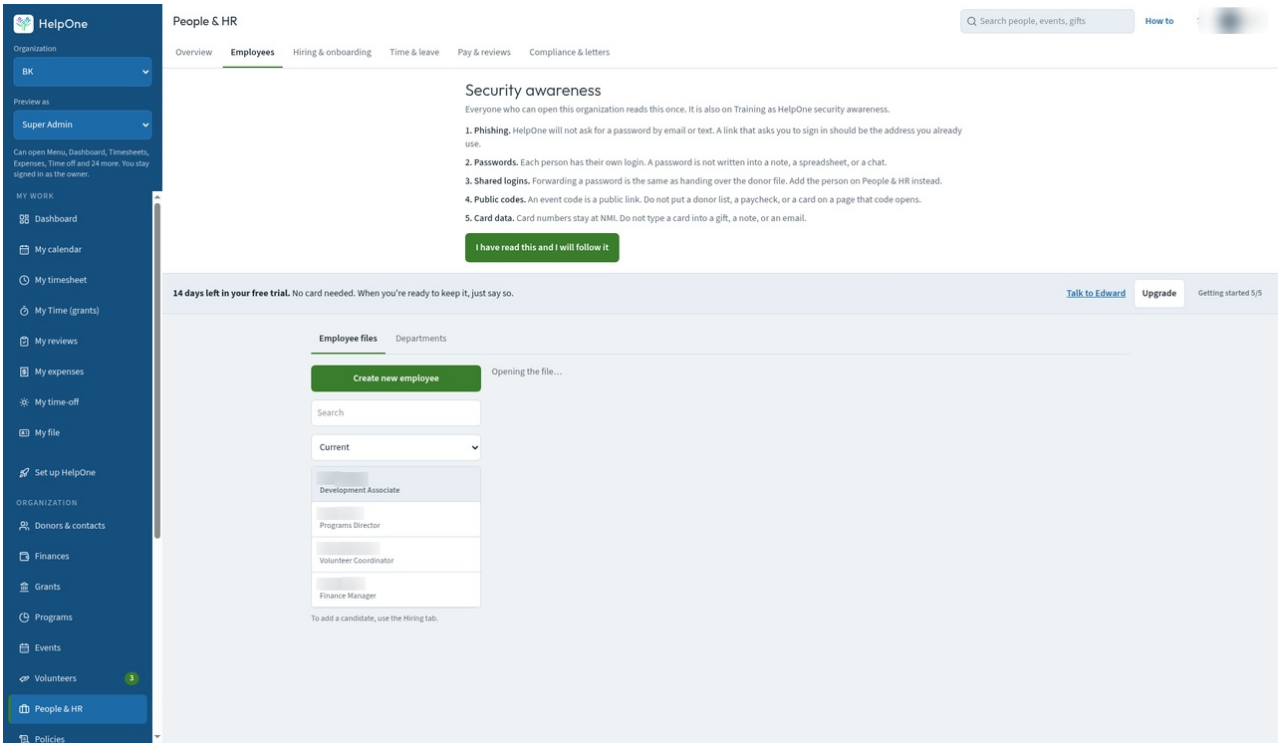
How to add a staff member

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Staff records are for people on payroll or contract. Volunteers go in Volunteers.

Add an employee

1. In the sidebar, go to People & HR.
2. Open the Employees tab.
3. Click Create new employee.
4. Fill in the employee file. The tabs across the top hold General info, Admin, Private info, Job description, Comp & benefit, Time off, Reviews, Documents, Tasks, and History & leaving.
5. Save.



Hiring someone new?

Use People & HR > Hiring & onboarding. Click New job opening for a role, or Add staff when they're hired.

Tip: Search employees first so you don't create a second record.