



EmployeeConnect
Work. Flow. Smarter.

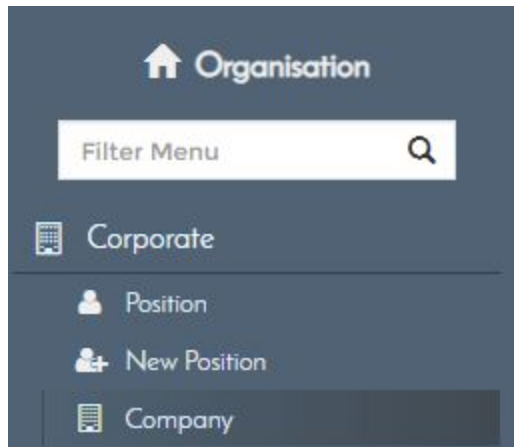
How to: Setup Company



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Company





Access the Company Report by

- Navigate to HR > Organisation
- Click Corporate on the side menu
- Click Company

The screenshot shows the 'Company' report interface. At the top is a blue header with the word 'Company'. Below it is a toolbar with a dropdown menu, a 'Search' button, a 'Clear' button, an 'Advanced' button, and an 'xls' download button. The main area contains a table with the following data:

	Company ID	Company Name
	HOG	Hogwarts
	HOGSM	Hogsmeade
		

Click the Company link to open the Company report, which allows you to modify or create new Companies, should you have multiple employing entities.

- Click the  icon to edit an existing company
- Click the  icon to create a new company

Note: If you are integrating EmployeeConnect with a compatible payroll system, your companies will automatically be imported.