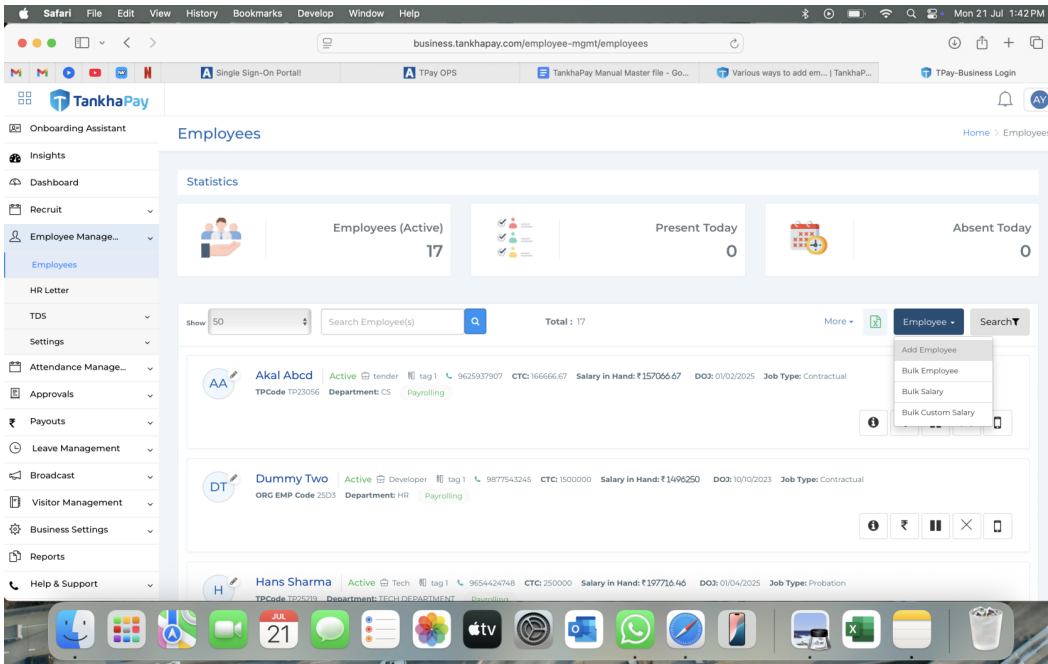


Various ways to add employee



Add Employee

To add an individual employee:

Go to Employees > Add Employee > Select Add Employee > Fill in all the mandatory fields in the form > Click Add Employee to create the employee profile.

Bulk Employee

To add employees in bulk: Go to Employees > Add Employee > Select Bulk Employee > download the template provided > Fill in all mandatory fields in the template > Upload the completed file to add multiple employees at once

Revision #5

Created 15 July 2025 12:11:56

Updated 20 March 2026 08:39:20