## **Add Employee to Shop**

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- Open the Human Resources Module
- Click the Magnify glass <sup>Q</sup> next to Shop
- Search for desired Shop

• Click	Edit
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• Click Add to add shop people. At least 1 shop person is required to save the Shop.

AiM	Shop	Person	_	
Dor	ne	Add	Can	cel
SHOP	NAME		BAI	Last Edited by ANNA RWICK On 10/12/2016 10:16 AM
Shop Per	son		۹	
From Dat	te			
To Date				

- Shop Person = Employee ID
- From Date Enter date employee started in the shop.
- To Date the last day the employee can be used in this shop. Usually not set until the employee is removed from the shop.
- Click Add to add another employee or Click Done to return to the previous screen.
- Click Save

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## **Remove Employee From Shop**

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	QY	Organ	nization		
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- Open the Human Resources Module
- Click the Magnify glass <sup>Q</sup> next to Shop
- Search for desired Shop

Edit

• Click

AiM	Shop		
S	ave Cancel		
			Thursday
			Friday
			Saturday
		Shop Person	
		Shop Person Na	ne
		1006109 ALI	RED PORCH
		1010807 JOE	ROBERT URRUTIA
	AiM Sho	o Person	
	Done	Add Cancel	
	GROUNDS GROUNDS		Last
	Shop Person	1006109 ALFRED PORCH	
	Shop Person From Date	1006109 ALFRED PORCH	
	Shop Person From Date To Date	1006109 ALFRED PORCH	

• Find the Employee to remove and click on their Shop Person number

- Enter the last date in the shop in the To Date field.
- Click <u>Done</u> to return to the previous screen.
- Click Save