

# Adding a new employee

This document outlines the step-by-step process to add a new employee into the ERP system.

- **Summary:**

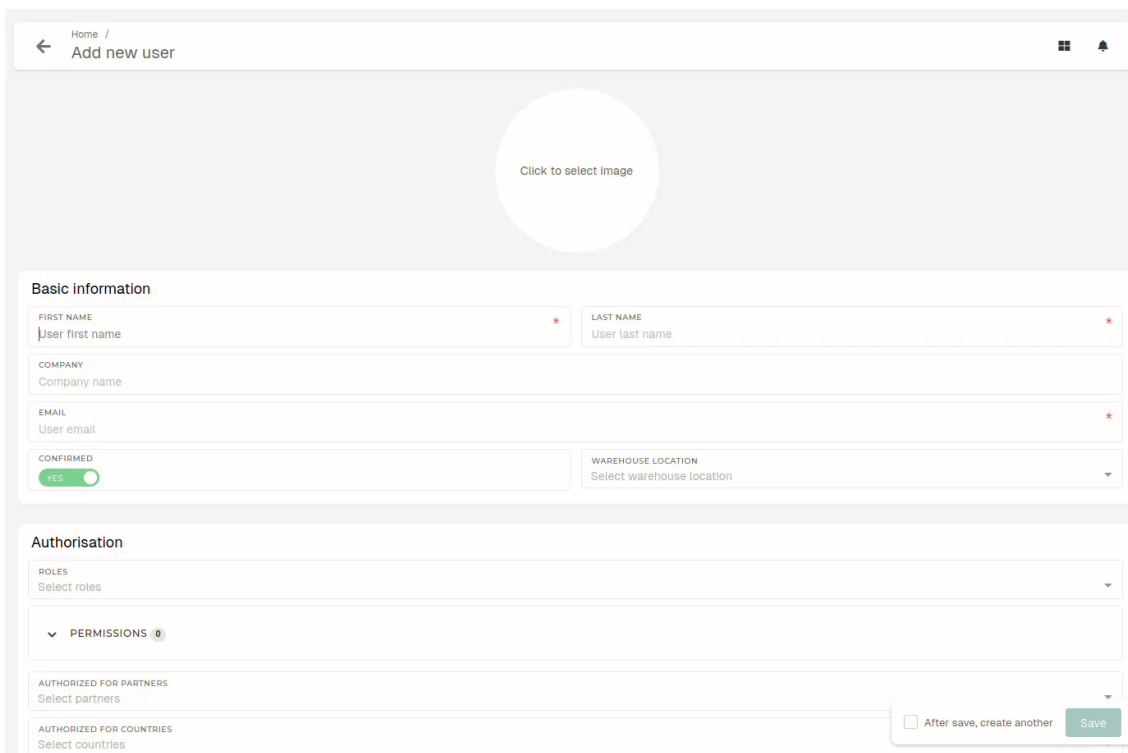
- **IT or Web:** Created a new user with assigned credentials and access levels
- **HR:** Creates an HR user profile for the new user and assigns work position, generates contracts...

## Steps

### Create a new user with access

The IT department must create a new account in the Google workspace.

With the new email account, IT or Web department [creates a new user](#) with that email in the ERP.



The screenshot shows a web interface for adding a new user. At the top, there is a breadcrumb 'Home / Add new user' and a navigation menu. Below this is a large circular area with the text 'Click to select image'. The form is divided into two main sections: 'Basic information' and 'Authorisation'. The 'Basic information' section includes fields for 'FIRST NAME' (with a red asterisk), 'LAST NAME' (with a red asterisk), 'COMPANY' (Company name), 'EMAIL' (User email, with a red asterisk), 'CONFIRMED' (a toggle switch set to 'YES'), and 'WAREHOUSE LOCATION' (a dropdown menu). The 'Authorisation' section includes a 'ROLES' dropdown menu, a 'PERMISSIONS' dropdown menu, and two checkboxes: 'AUTHORIZED FOR PARTNERS' (Select partners) and 'AUTHORIZED FOR COUNTRIES' (Select countries). At the bottom right of the form, there is a checkbox labeled 'After save, create another' and a green 'Save' button.

IT or Web department assigns previously decided-upon permissions (roles) to the new user.

IT or Web must also [create a new warehouse location](#) and assign it to the user.

## Create a new HR profile for user

HR creates an HR profile for the new user (requires at least selecting the user, gender, citizenship and entering employment start date).

HR assigns the work position and work location, enters bank information and family members and generates vacation an employment contract.

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