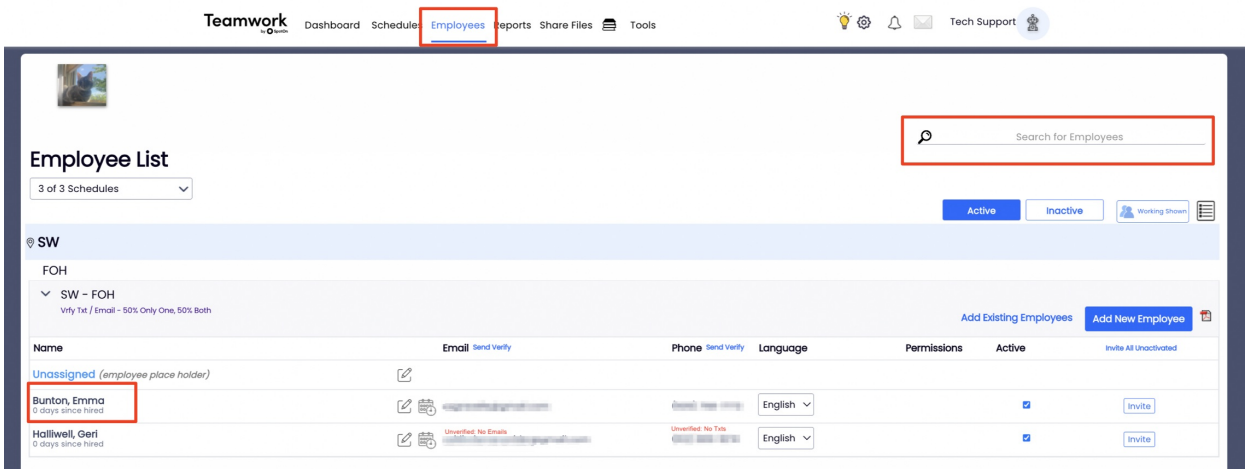
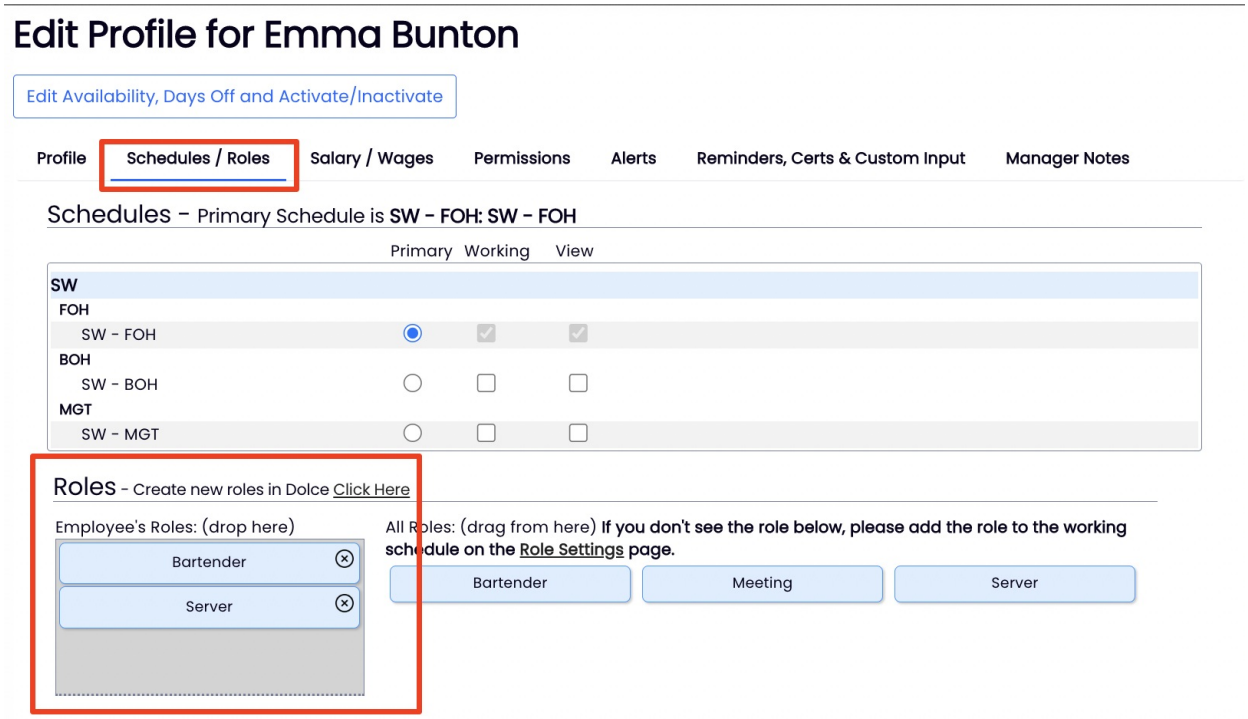
Manage Employee Role Settings

Last Modified on 10/03/2023 3:03 pm MDT

From the Menu Bar, go to **Employees**. Either search for the employee using the search bar in the top right of this page or click on their name from the displayed list of employees.



Select the **Schedules / Roles** tab within the employee's profile. To add a Role, simply drag the Role from the *All Roles* section into the grey box of the *Employee's Roles* section. There is no limit to the number of roles you can assign to an employee.



For a complete discussion on roles, including creating and 'bulk' adding, watch the video Roles Explained

To continue employee setup, see Manage Employee Wage Settings