User Guide How To Add Job Class



HOW TO ADD JOB CLASS 1. Go to Employee Profile -> setup -> Setting.



- 2. Go to 3rd tab [Employee Profile Setting].
- 3. Click on the Job -> click on the 2nd tab [Job Class].
- + Add button. 4. Click

🗙 HRMS Application / Employee Profile / Setup / Settings		
HRMS Setting Field Setting Employee Profile Setting Employees Due of Retirement Aert		
	Personal	
	Contacts	
	Payment Info	
	Job 2	
	Worker Type Job Class Custom Info	4 + Add

- 5. Insert the Job Class name.
- 6. Click H Save button.

Job Class	- 1
Job Class *	
► Save Cancel	