

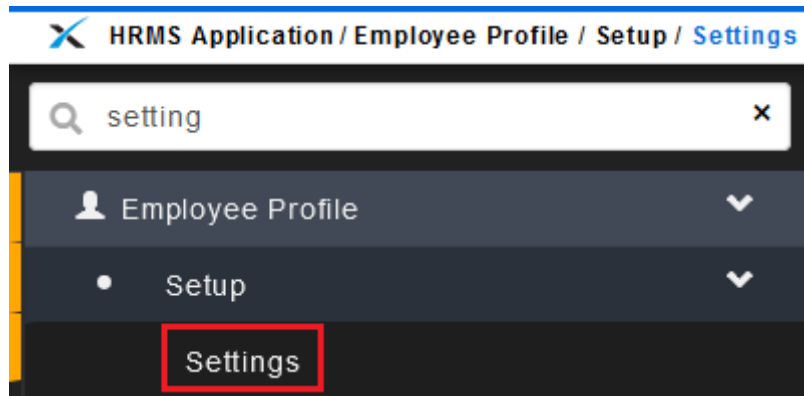
User Guide

How To Add Job Class

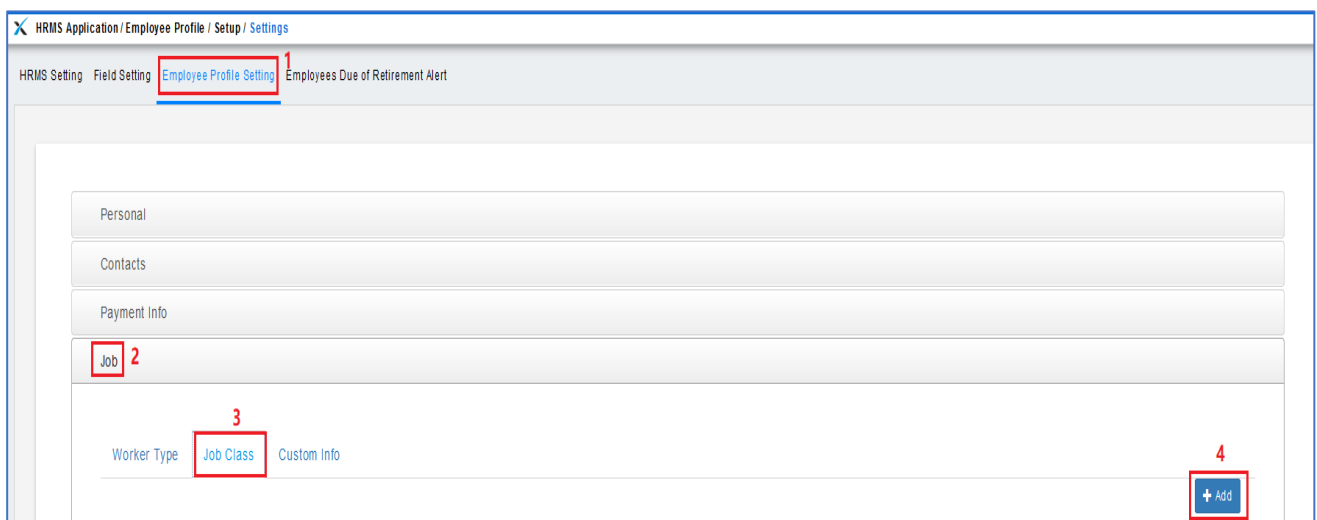



HOW TO ADD JOB CLASS

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**].
4. Click **+ Add** button.



5. Insert the **Job Class** name.
6. Click  **Save** button.

Job Class

Job Class *

 **Save**  **Cancel**