



Department codes

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Departments for employees:

You can assign a simple department code to an employee as you add them into the system, or by editing an existing employee:

1. Navigate to **Setup > Employees**.
2. Click Edit on the right-hand side of the employee you'd like to add a department to.
3. Enter a department code into the **Department** field.
4. Click **Save**, at the bottom-right hand side of the form.

Departments for users or devices:

An optional department code can be assigned to individual time-capturing devices such as team leaders or TimeTablets. The code is simply an alphanumeric code that gets exported under the 'department' column on selected payroll export files.

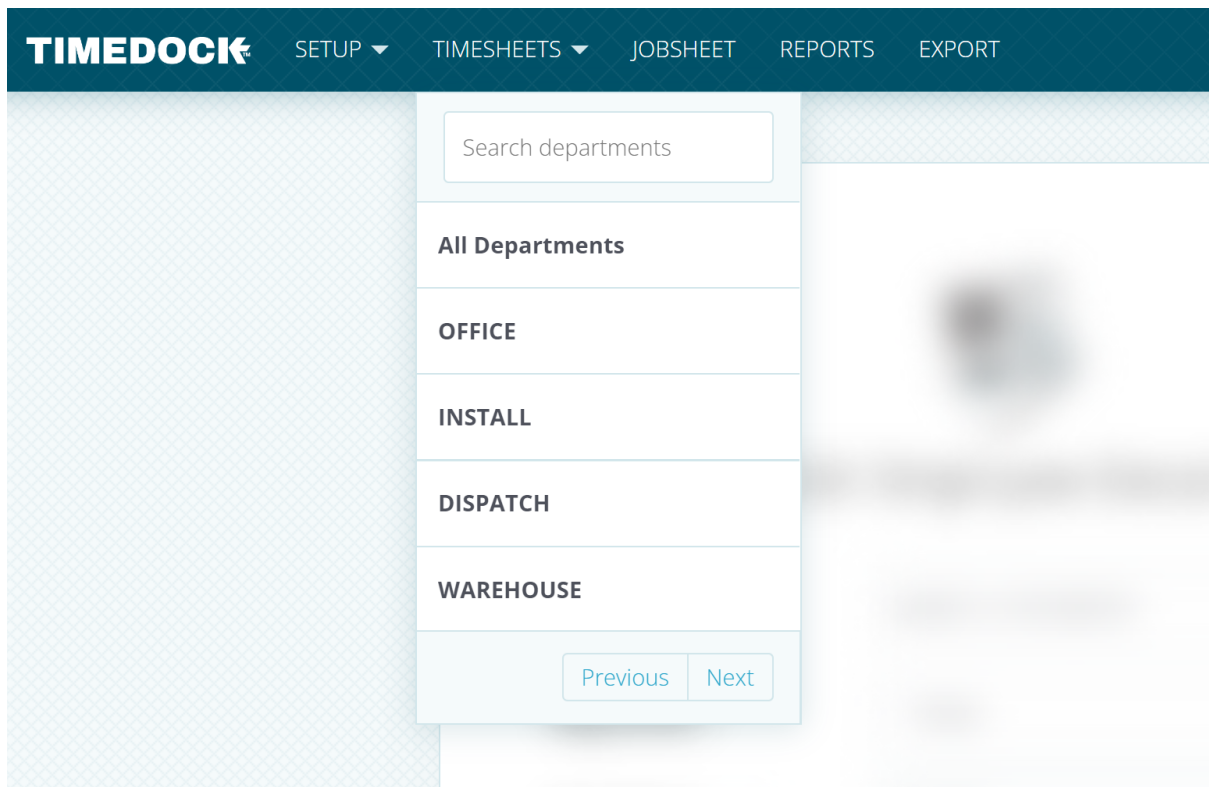
To add a department code to a time-capturing device first log in to the web portal and then navigate to **Manage > Devices**. Select the 'device' you wish to modify and a screen will display with details and options including the option to type in a department code. Type in the code you wish to use and a button '**Save changes**' will appear above the details.

Once saved then all subsequent In/Outs clocked by that device will be stamped with the appropriate department code.

Tip: You can also use *Projects as departments* whereby the project is acting as a department and the project *reference code* substitutes as a department code (it is also exported as the department code in the export files). See [Jobsheet Projects](#) for more details on setting up and using projects.

Reviewing department timesheets:

If your organisation has more than 50 employees and 3 departments, then your department timesheets will present as a dropdown menu under the Timesheets menu button.



Or alternatively, you can type departments as a hashtag into the search box of the timesheet screen. For example **#MyDepartment**.

