HR Company Setup

How to Setup/Synchronize HR Company

Incident:
Switching to the HR Module and you want to pull through the Payroll company's employee and company details.

Solution:
You will click on the Switch to HR icon on your Toolbar. Once you switched to the HR Module Click File, click Open and select the company and enter the password to log into the company. Please do the following once you are logged into the HR Company:

1. Click Utility
2. Click Synchronize Payroll Data
3. Click Back and follow prompts to complete the process of creating the backup
4. The Company to Synchronize should automatically be selected, If not click the drop down arrow and scroll through and select the company to synchronize
5. Click to tick the type of employees you require to bring over to the HR company
6. Click to tick the different Pay frequency types that the employees fall under on the Payroll company
7. Click to tick the optional details of working hours to pull through to the HR company
8. Click Next
9. Ensure all the employee you wish to synchronize to the HR company is has a tick under Implement
10. Click Process, Click Finish