


## Employee Master

In this page, user can view the list of employee records and can also be edited / altered at employee level or in a bulk. Also a new employee can be created.

Go to **Employee** menu → click on **Employee Master**

- By default system will display all active employees list, user shall select the appropriate filters and click on List to view defined filters employees records
- One employee details can be fetched by entering employee code/name and clicking on Get.
- To edit single employee details click on view/edit  icon.
- To add new employee details click on **Add Employee** button and fill the relevant details, refer [Create Employee](#) for more info.

### Employee Search

Department : All

Branch : All


Employee Type : Working





Code/Name :

Designation : All

Cost Center : All

' Head Count 4 '



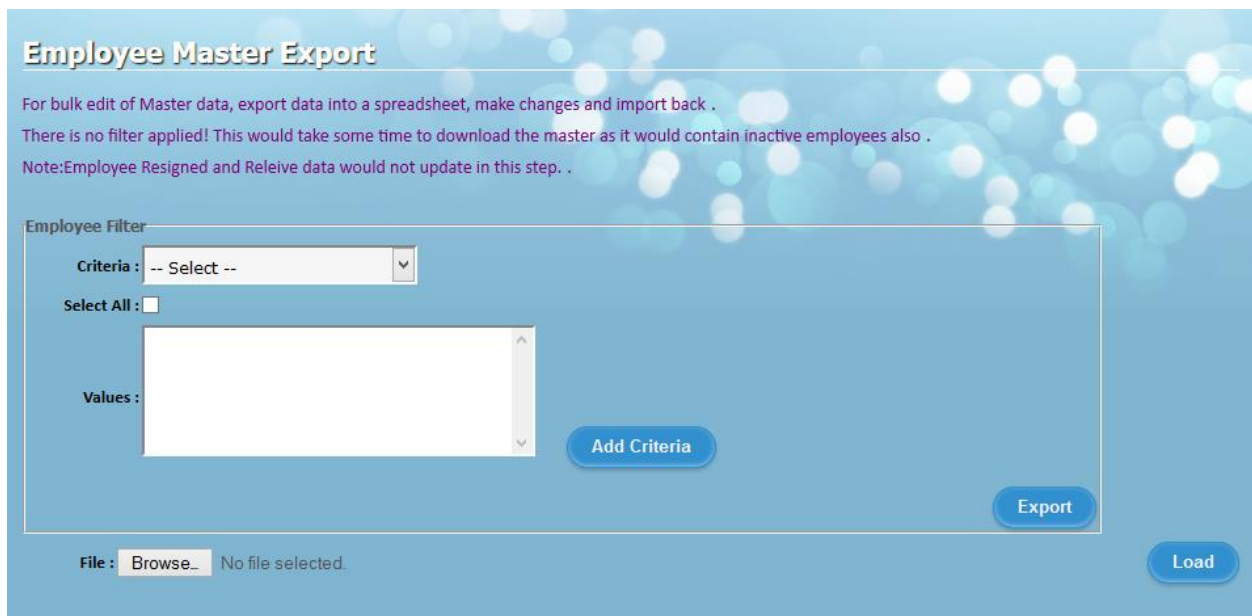
Code	Name	Joined Date	Job Type	Department	Designation	View/Edit
1001	SHIVA SHANKAR	01/08/2014	PERMANENT	FINANCE	MANAGER - FINANCE	
1002	SARANATHAN SRINIVASAN	01/03/2013	PERMANENT	ADMINISTRATION	OFFICER	
1004	SOUMYA SANYAL	01/03/2013	PERMANENT	HUMAN RESOURCES	MANAGER - HUMAN RESOURCE	
1010	RAJ KUMAR MITRA	01/03/2013	PERMANENT	MARKETING	MANAGER	

## Export/Edit Employee Details in Bulk:

This feature allows users to export master details of all employee records and to make alterations in the employee records.

In Employee Master Export page;

- Select the **Criteria** to filter the employees on given categories.
- Click on button **Export**, to export/download the employee master details
- Enter the new values or change existing data in the downloaded excel sheet.
- Save the file in local system / hard drive.
- Click on browse, Select the saved file from local hard drive and click on Load to upload in to Paybooks.



**Employee Master Export**

For bulk edit of Master data, export data into a spreadsheet, make changes and import back .  
There is no filter applied! This would take some time to download the master as it would contain inactive employees also .  
Note:Employee Resigned and Releve data would not update in this step. .

Employee Filter

Criteria : -- Select --

Select All :

Values :

Add Criteria

Export

File : Browse... No file selected.

Load