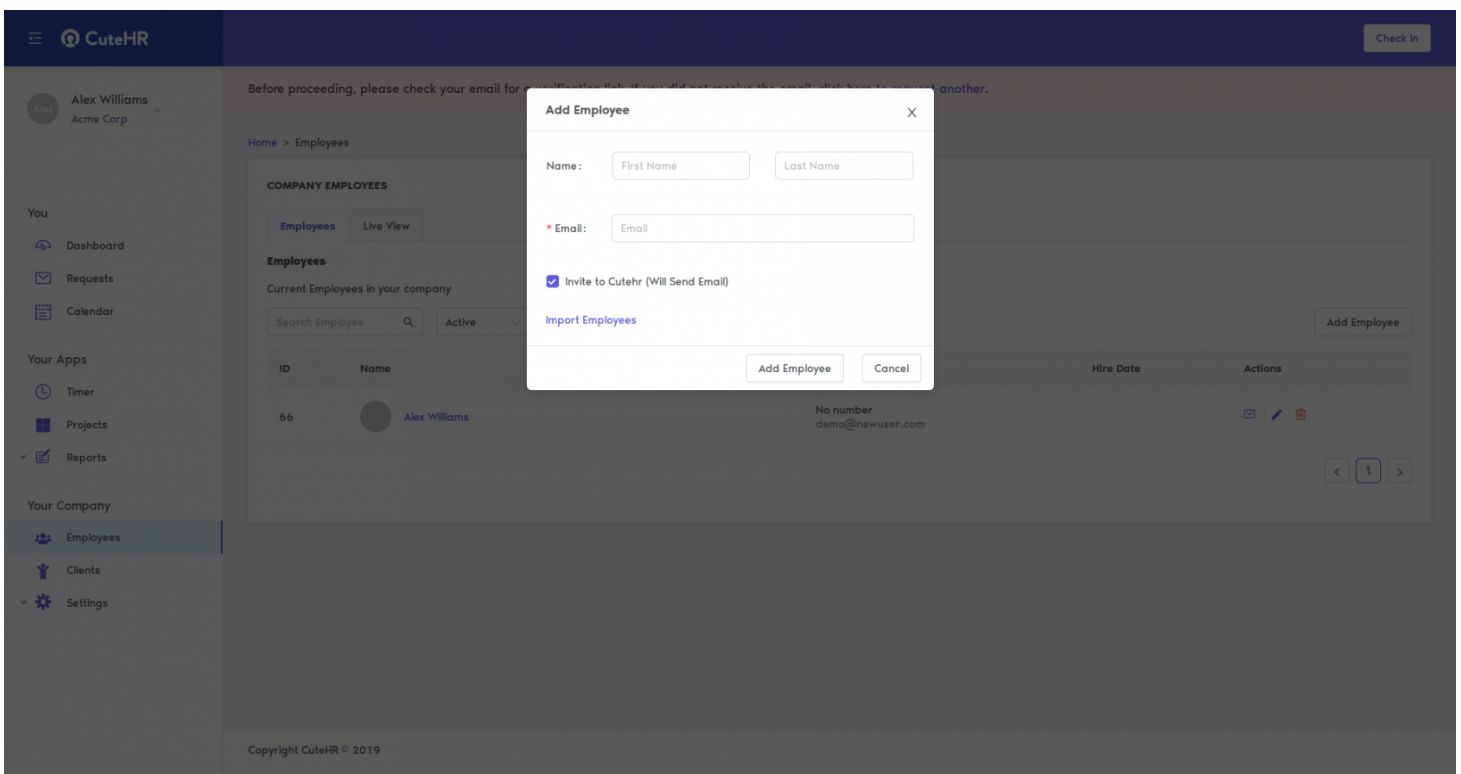


# Setting up employees

After adding the company, you can add employees to your company. Adding employees to Cutehr is simple. Follow the following steps to add employees to your company.

## Adding Employees

To add employees to your company, click on the Employees menu in sidebar then Click the "Add Employee" button, fill up the basic details of employee like name, email address in the popup and then click Add Employee.



After adding the employee, the page will be redirected to basic information of the employee.

CuteHR

Check In

Alex Williams  
Acme Corp

You

Dashboard

Requests

Calendar

Your Apps

Timer

Projects

Reports

Your Company

Employees

Clients

Settings

Before proceeding, please check your email for a verification link. If you did not receive the email, [click here to request another.](#)

Home > Employees > Employee Data

EMPLOYEE DATA

WorkPersonalContractDocumentsAttendance

Manager

Manager Name

\* E-mail :

johnson.eric@acmecorp.com

Time-Off Manager

Manager Name

Employee Id

Employee Id

Office

Acme Corp

Time Off Policy

Acme Corp's default holidays policy

Department

Select Department

Save

Show Advance Option

You can fill up the basic work, personal, etc for the employee.

## Editing Employees

For editing any employee's detail, click on the Employees menu in sidebar then click on employee's name or pencil icon against employee to edit the employee detail.

COMPANY EMPLOYEES

Employees

Live View









Employees

Current Employees in your company

Search Employee

Active

Add Employee

ID	Name	Department	Contact	Hire Date	Actions
66	 Alex Williams		No number demo@newuser.com		  
68	 Eric Johnson		No number johnson.eric@acmecorp.com		  

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Once you click on employee's name or pencil icon, you will be redirected to the employee detail page, here you can edit the information of the employee and click on save button.

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