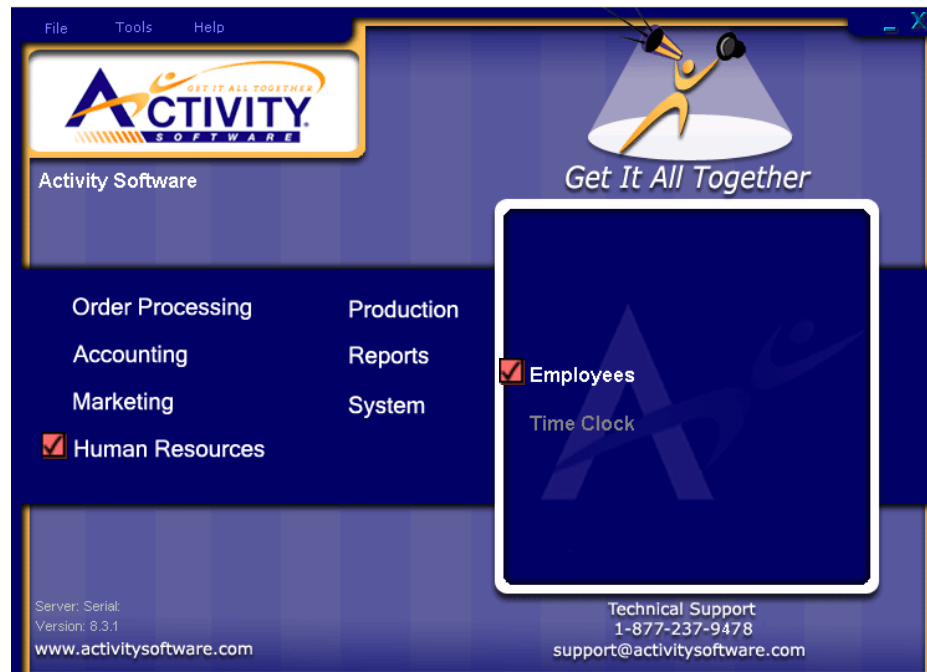


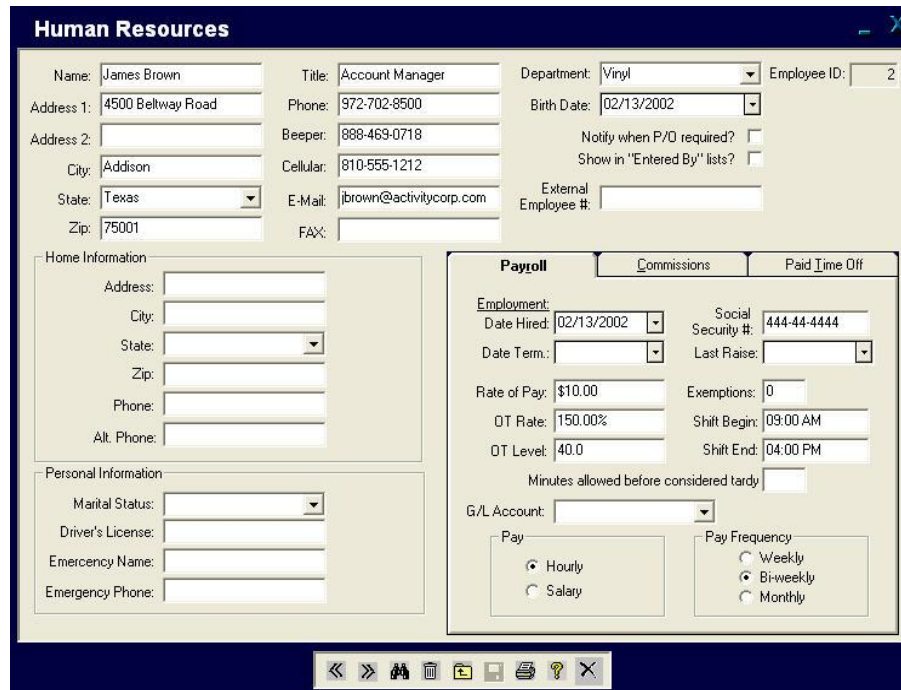
Employee Maintenance

This is the section of **ADVANTAGE** where you set up and maintain your employees' information.

- ✚ From the **ADVANTAGE** main screen, select **Human Resources**, then **Employees**.

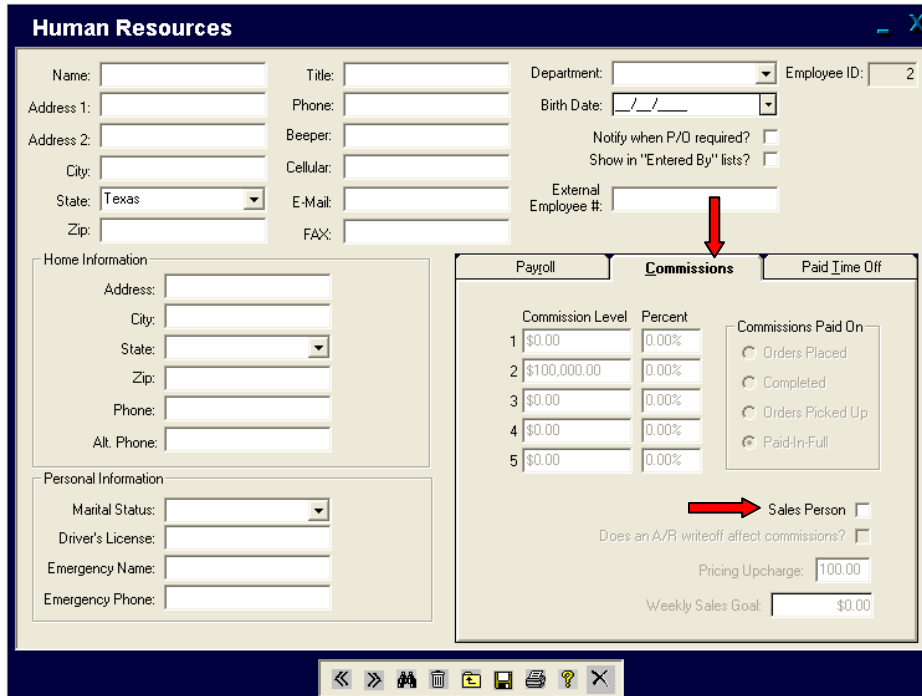


- ✦ **ADVANTAGE** brings up the **Human Resources** screen:



- ✦ In the top section of the screen, fill in all of the employee's *work* information.
- ✦ **Show in 'Entered By' lists?** – check the box to have this employee's name available on the drop down lists used elsewhere in **ADVANTAGE**. Some functions, for example Invoice Entry, require an authorized user. In those functions, you select the user's name from a drop down list. Checking this box is how you get names to appear on those lists.
- ✦ **Employee ID** – assigned by **ADVANTAGE**.
- ✦ **Notify when P/O required?** – check this box for the employee to be notified by email (at the e-mail address provided in this top section) when inventory levels fall below the reorder quantity.
- ✦ **External Employee #** - if you have gotten this information from an external source, **ADVANTAGE** can keep track of their external ID number for you.
- ✦ Under **Home Information** and **Personal Information**, fill in the employee's information.
- ✦ Under the **Payroll** tab (shown above), you can enter the employee's payroll information. This information is used for **job costing, Time Clock, and Shop Floor**. **ADVANTAGE** does not process payroll. This would be a job for an accounting software such as QuickBooks.
- ✦ The **G/L Account** section would be used to specify which G/L account this employee's expense would be charged to.

- If you want the employee to show up as a “Sales Peron” in customer entry, you must click the **Commissions** tab, and check the **Sales Person** box.



Human Resources

Name: _____ Title: _____ Department: _____ Employee ID: 2
 Address 1: _____ Phone: _____ Birth Date: ____/____/____
 Address 2: _____ Beeper: _____ Notify when P/O required?
 City: _____ Cellular: _____ Show in "Entered By" lists?
 State: Texas E-Mail: _____ External Employee #: _____
 Zip: _____ FAX: _____

Home Information
 Address: _____
 City: _____
 State: _____
 Zip: _____
 Phone: _____
 Alt. Phone: _____



Personal Information
 Marital Status: _____
 Driver's License: _____
 Emergency Name: _____
 Emergency Phone: _____

Commissions | Payroll | Paid Time Off

Commission Level	Percent
1 \$0.00	0.00%
2 \$100,000.00	0.00%
3 \$0.00	0.00%
4 \$0.00	0.00%
5 \$0.00	0.00%

Commissions Paid On:
 Orders Placed
 Completed
 Orders Picked Up
 Paid-In-Full

Sales Person
 Does an A/R writeoff affect commissions?
 Pricing Upcharge: 100.00
 Weekly Sales Goal: \$0.00

- If the employee works off of commissions, you will want to fill out the rest of this section as well.
- Commission Level** is the minimum amount that an employee would have to make to receive a commission on the sale. The **Percent** section would be the percentage of commission the salesperson receives based on the commission level.
- Fill in the rest of the information as appropriate for each employee.
- Be sure to save; click .
- Click exit  when finished.