4.13 Departments

**Understanding the Basics:**

Departments represent the setup and internal organization of your company. These do not have to be physical locations but can reflect any organizational distinctions. Use them to virtually reflect your company’s organization.

Departments must be setup to use the timecard and payroll features of adilas. Departments are the backbone for payroll. A user is first assigned to a department and then they can be set up with payroll settings. This provides great flexibility in assigning a user to one or potentially multiple departments to track different settings or pay rates. Managers and administrators can be assigned and permissioned to oversee departmental management.

**Getting Started:**

To set up departments go to the Department Homepage and add a new department. This is also where you come to edit existing departments. After a department is created, users can be assigned to the department and user payroll settings can be setup.

The Department Homepage can be found from the Classic Homepage under the System Maintenance – Department Homepage; My Favorites under the Other Homepages – Department Home; or from the Interactive Map click on Users and then there is a link at the top of the page for the “department homepage”.

**Suggested Permissions & Settings:**

**Permissions:**

**Basic Use:**

 Department setup and maintenance is considered an administrative function.

**Admin Use:**

 System Liabilities: “Manager’s Time Clock” – this allows the manager (user) to add, edit, view and manage all of the timecards for users assigned to their department.

System Liabilities: “Admin Time Clock” – this is the admin permission over all the time cards for all users in all departments.

 System Maintenance: “Add/Edit Department” – this allows admin to setup and manage departments.

**Related Pages & Help File Links:**

Department Homepage: Go here to add, edit, or manage your departments.

<https://www.adilas.biz/top_secret/help.cfm?id=27&pwd=dept>

Add/Edit Department: This is where you can add or edit a department or even inactivate or reactivate an old department.

<https://www.adilas.biz/top_secret/help.cfm?id=28&pwd=dept>

Assign Users to Department: This is where you assign users to their department.

<https://www.adilas.biz/top_secret/help.cfm?id=29&pwd=dept>

**Additional Content:**

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