

Add New Employee

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1. From the **Menu Bar** select **Employees**
2. Be sure you can view the intended **Location** or **Department**
3. From the intended **Location**, select **Add New Employee**

The screenshot shows the Teamwork software interface. At the top, the 'Employees' menu bar is highlighted with a red arrow and the number '1'. Below the menu bar, the 'Employee List' section is visible. A dropdown menu is open, showing '4 of 32 Schedules', with a red arrow and the number '2' pointing to it. In the 'Employee List' section, there are two tables. The first table, 'Newly Imported Employees', has columns for Name, Email, Phone, Language, Permissions, Active, and Invite. It lists two employees: 'Unassigned (employee place holder)' and 'Kristofari, Georgia (Kristofari, G)'. The second table, 'Georgia Beer Garden', has columns for Name, Email, Phone, Language, Permissions, Active, and Invite. It lists one employee: 'Unassigned (employee place holder)'. In the 'Georgia Beer Garden' section, the 'Add New Employee' button is highlighted with a blue box and the number '3'.

For details on the next step, view [Managing Employee Profile Settings](#)