To create employees, click on the **"Central Salaries"** tab and then select the **"Employees"** on the menu.

To add a new group of employees, select the **"Add Entry"** button which will display the employees data table.

Within this section you will be able to view the groups or individual employees that you have created. Once you have created the employees, you can also create step changes by clicking on the check box then selecting the step change icon next to employee group that you would like to make the change to.

Step Change Icon:

Employees

Job Title Or Employee Name

Call Centre Staff

Start Month

January 2019

Number of Employees

20

Salary Type

Annual Salary

Annual Salary

£25,000.00

Monthly Business Trips

0

Average Trip Cost

£0.00

Pension Scheme Member

Yes

SAVE   CANCEL

1) Enter a job title or an employee name, job titles could represent individuals or groups of employees. For example this could be a group of call centre staff.

2) Now select the start month of when the individual or group of employees start within the forecast. If they are existing employees, select the start date of the forecast.

3) Enter the number of employees within this position.

4) Select the salary type, our two options are either an **"Annual Salary"** or a **"Hourly Salary"**. Depending on how you would like to input your salaries, you can select one of the options from the drop down list. Selecting the hourly salary will give you the option to input hours worked per month.

5) Enter the base salary for the employees that you are creating.

6) If applicable, enter the number of business trips per month for each employee in this group, followed by the trip cost.

7) Select "Yes" if an individual or if all the group of employees are pension scheme members. Pension types and other options can be altered within the **"Payroll Terms"** data entry.

8) Click on **"Save"** to retain the entries.