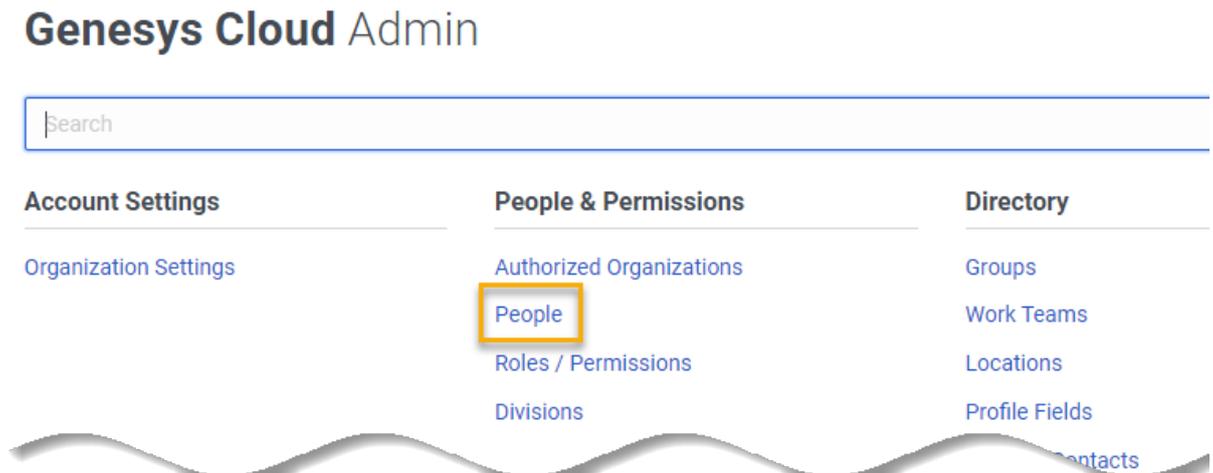
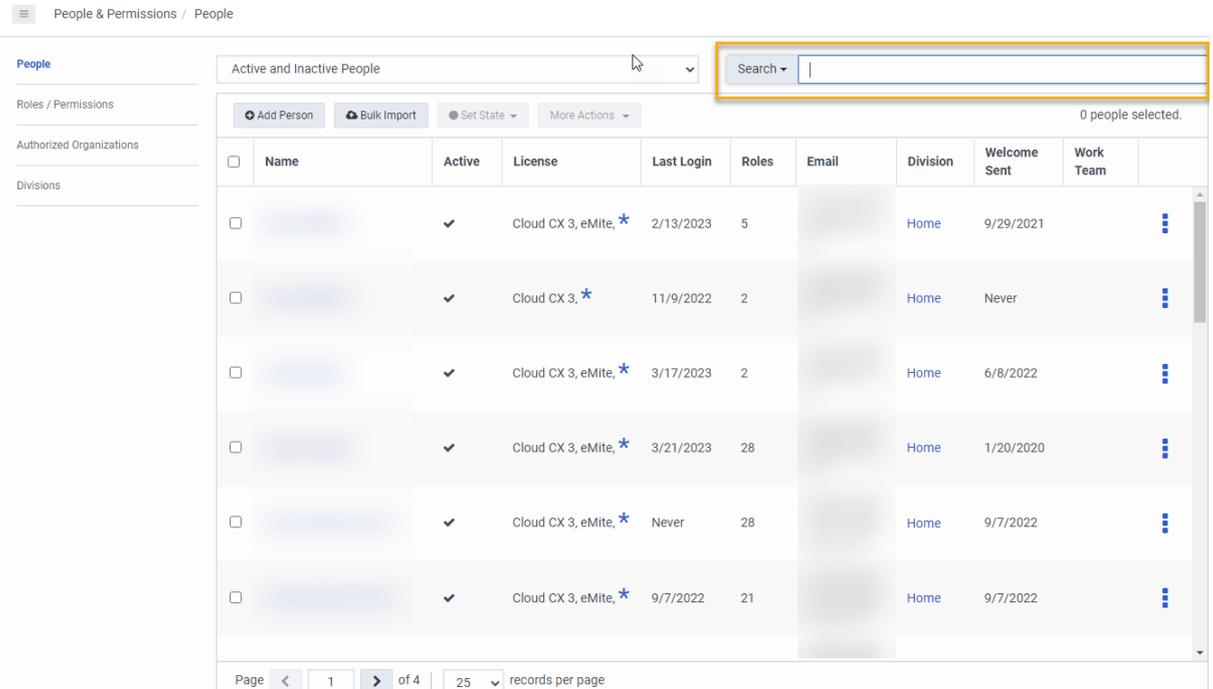


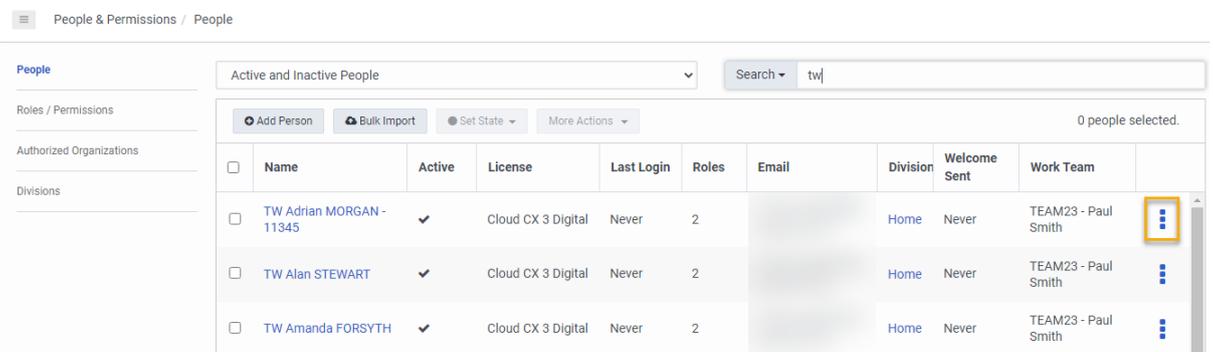
1. Go to Admin and select from the People & Permissions > People



2. You can search for the employee via the Search field in the top right corner

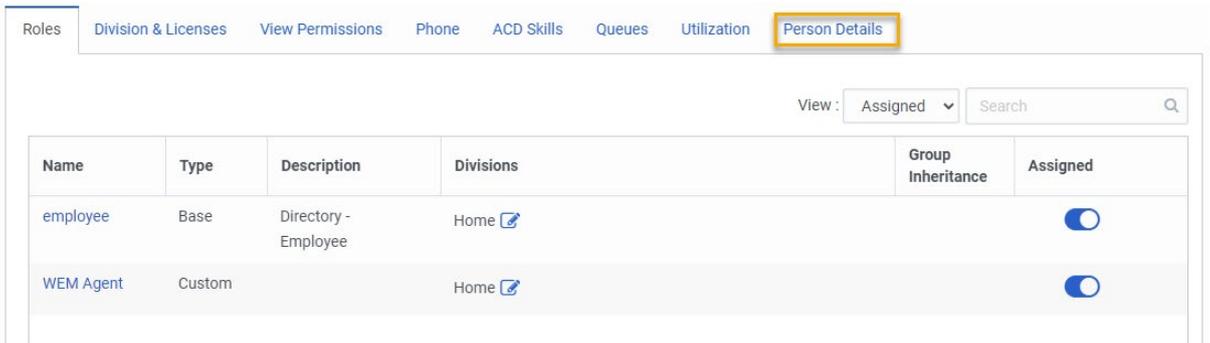


3. Once you have found the employee, click on the name to edit (or select from the three dots to the right of the name "Edit")

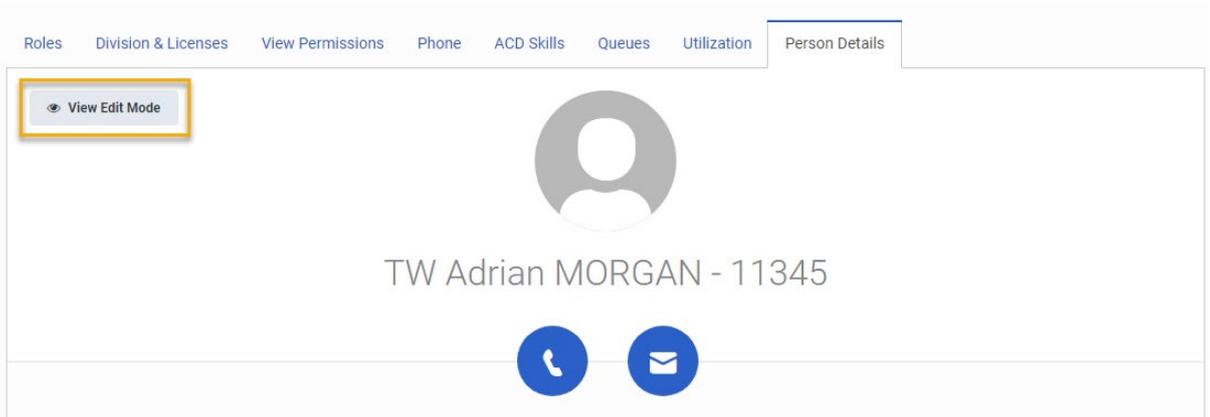


4. You should now see the Users Information

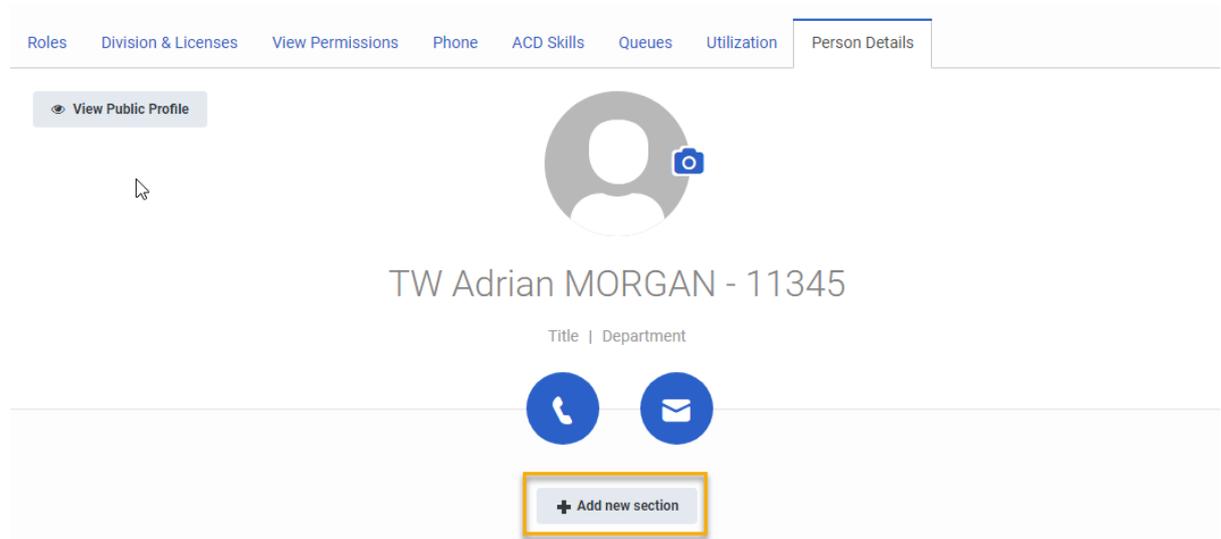
5. Select “Person Details”



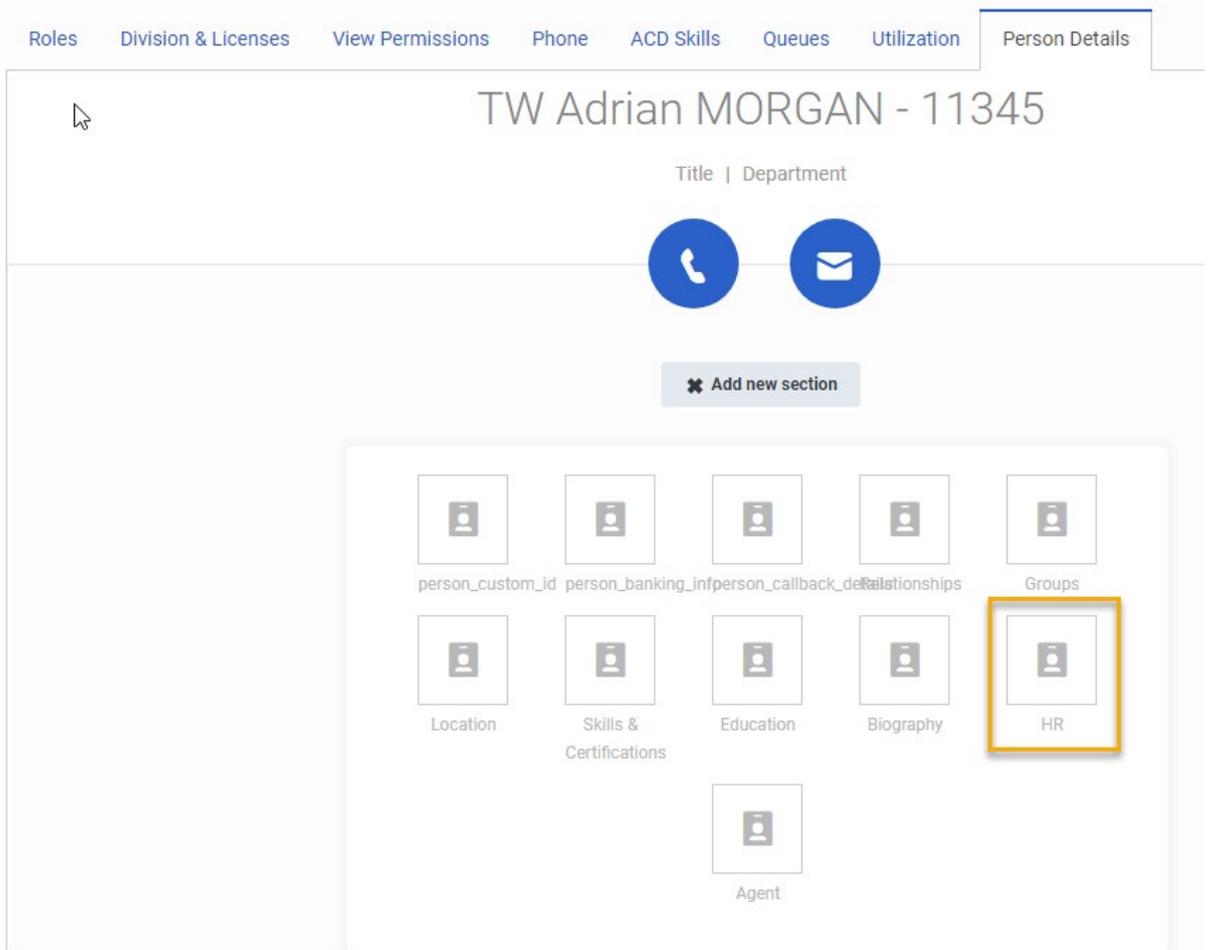
6. Select the “View Edit Mode”



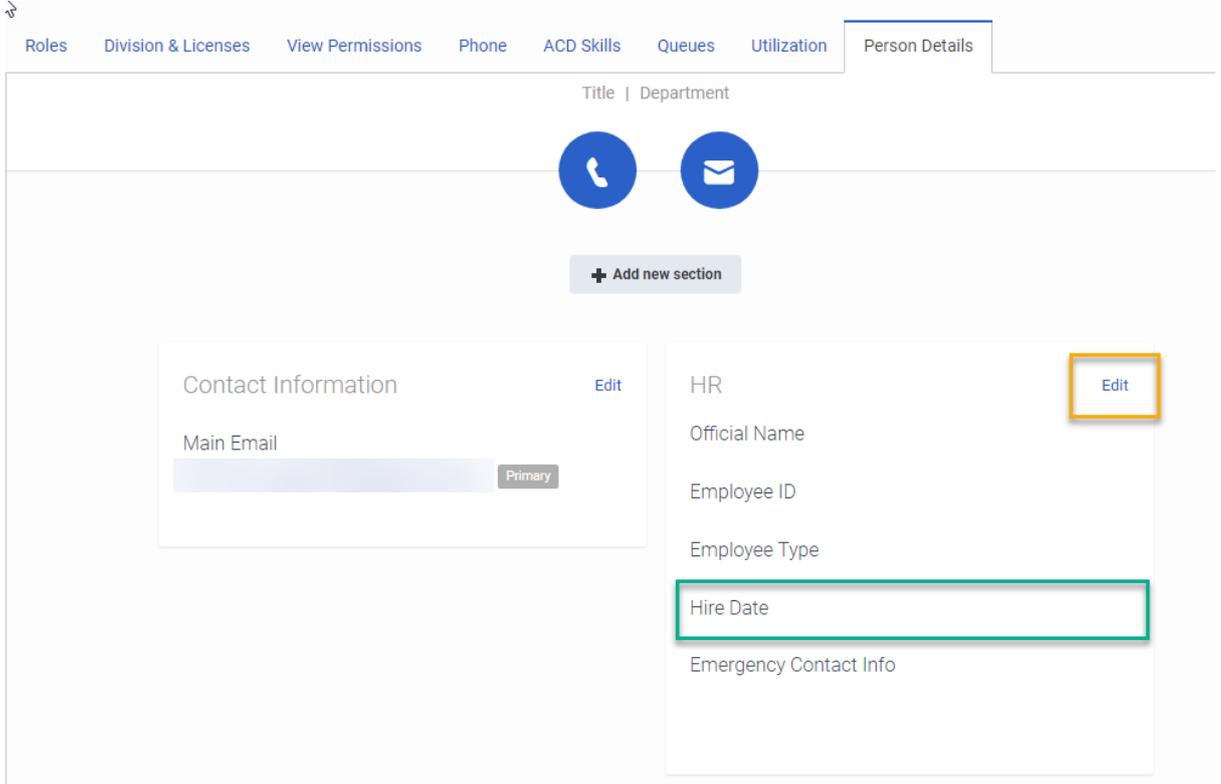
7. Now go and select the “Add new section” button



8. Now that the new sections are displayed, select the “HR” tile



9. Once you have selected the “HR” tile, you will see additional employee information and the Hire Date. By selecting “Edit” in the right corner, you will be able to add/change information.



10. Save and Review your changes

Roles Division & Licenses View Permissions Phone ACD Skills Queues Utilization **Person Details**

[+ Add new section](#)

Contact Information [Edit](#)

Main Email [Primary](#)

HR [Edit](#)

Official Name

Employee ID

Employee Type
Full-time

Hire Date
03/24/2023 

Emergency Contact Info