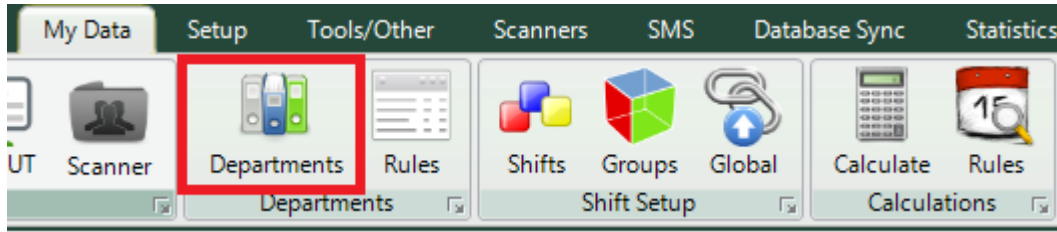
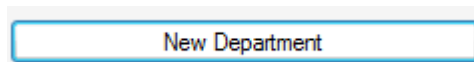


## Adding a department in Nako


First navigate to your my data tab. From there you should have a department option. Click on the department button.



On the next screen you should have a button on the upper left corner that says “new department”. Click the button



In the centre of the screen a page should appear where you can fill in the department details. Fill in the details.

 **System Details**

Parent Department:

Department Name:

Display Name:

Company Name:

Pay Point Number:

Site Agent:

Payroll Company Code:

Use schedule holidays:  Active

Enable First Last Clocking Calculation :  Active

First Scan is IN:  Active

\* Parent Department: This is the department under which this department falls, in the end creating a tree structure for your company. Example can be you have a parent company called GTAF. Underneath that department you have two departments named Bloemfontein and Pretoria. Underneath those you can specify departments like admin, cleaners etc.

\* Department Name: This is the name of the department

\* Display Name: This is the name you want your time and attendance software to display.

- \* Pay point number: Here you can fill in a pay point number for your department if applicable.
- \* Site agent: Here you can type in the name of the site agent if applicable.
- \* Payroll Company Code: Here you can type in the department’s payroll company code if applicable.
- \* Use schedule holidays: When this option is applied specific holidays can be applied to this separate department. Please see the schedule holidays manual for more information.
- \*Enable first and last clocking calculation: Enabling this option will allow the system to only calculate the first and last clocking of your shift. All the clocking’s in between the first and last clocking will not be used for time calculations. Please be aware that this may slow down the calculation of the time and attendance software.
- \*First Scan In: This rule is only applicable with automatic in/out devices. The rule will always make the first clocking of the day an “In” entry. Please note that this rule will not work with shifts that runs past 12:00 PM because it will change the person’s out clocking to an In.

After you have completed all the details click on the save button.



### System Details

Parent Department:

Department Name:

Display Name:

Company Name:

Pay Point Number:

Site Agent:

Payroll Company Code:

Use schedule holidays:  Active

Enable First Last Clocking Calculation :  Active

First Scan is IN:  Active

Your department will now be created.