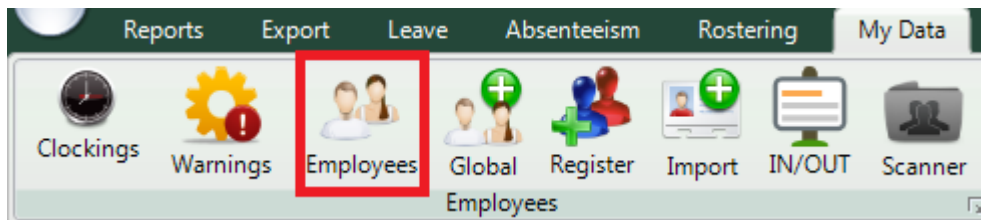
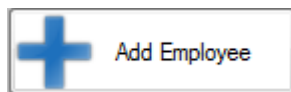


## How to add an employee in Nako

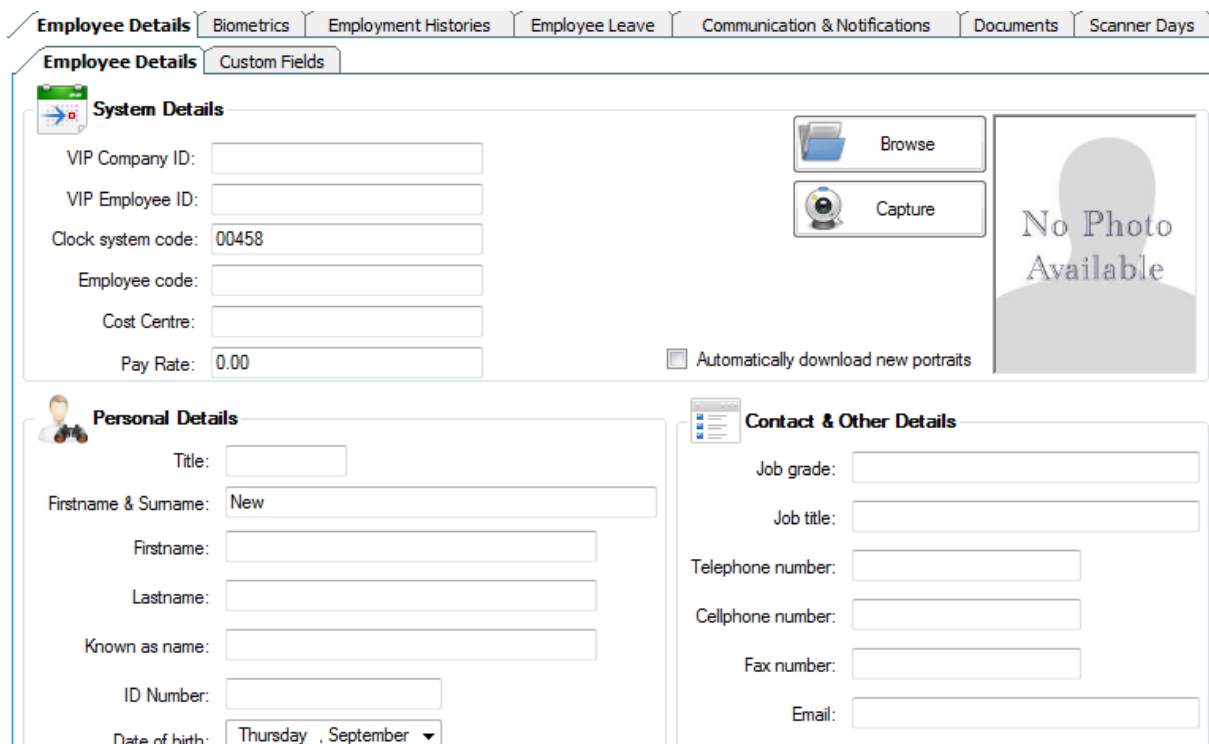
If you want to add a new employee in Nako you will firstly have to navigate to the “my data” tab. Then click the employee button.



Upon opening the screen there will be a button on the left bottom corner named “add employee”. Press this button.



In the middle of the screen all the fields will become available for the new employee.

A screenshot of the 'Employee Details' form in the Nako software. The form is divided into several sections: 'System Details', 'Personal Details', and 'Contact & Other Details'. The 'System Details' section includes fields for 'VIP Company ID', 'VIP Employee ID', 'Clock system code' (00458), 'Employee code', 'Cost Centre', and 'Pay Rate' (0.00). There are also 'Browse' and 'Capture' buttons for a photo, and a checkbox for 'Automatically download new portraits'. The 'Personal Details' section includes fields for 'Title', 'Firstname & Surname' (New), 'Firstname', 'Lastname', 'Known as name', 'ID Number', and 'Date of birth' (Thursday, September). The 'Contact & Other Details' section includes fields for 'Job grade', 'Job title', 'Telephone number', 'Cellphone number', 'Fax number', and 'Email'.

Fill in all the appropriate columns for the new employee. Not all the columns are necessary for the employee to work. Here are the columns that are necessary.

\* VIP Company ID: If you are going to import your data directly from your time and attendance system to Sage VIP this field is necessary. Add the correct VIP company ID under which the employee falls in VIP.

\* VIP Employee ID: If you are going to import your data directly from your time and attendance system to Sage VIP this field is necessary. Add the employee’s correct VIP employee ID.

**Please take note that if any of the information is incorrect the employee will not pull through in VIP or the employee can pull through to the incorrect one.**

\* Clock system code: Nako will automatically provide you with the next available clock system code. You can change this code to any code that you want to use for the employee. This code will be the person's code on which he clocks and you will have to enrol him on that code. Please take note that this code must be numerical as the biometric readers doesn't support alphabetic characters.

\* First name and Surname: Here you can type in the person's name.

**You can fill in all the other fields but only the above is applicable. If you are not going to import into a payroll system you can skip the VIP Company ID and VIP Employee ID.**

Next click the save button at the bottom of the page

Employee Details | Biometrics | Employment Histories | Employee Leave | Communication & Notifications | Documents | Scanner Days

Employee Details | Custom Fields

### System Details

VIP Company ID:

VIP Employee ID:

Clock system code:

Employee code:

Cost Centre:

Pay Rate:

Automatically download new portraits

No Photo Available

### Personal Details

Title:

Firstname & Surname:

Firstname:

Lastname:

Known as name:

ID Number:

Date of birth:  ▼

### Contact & Other Details

Job grade:

Job title:

Telephone number:

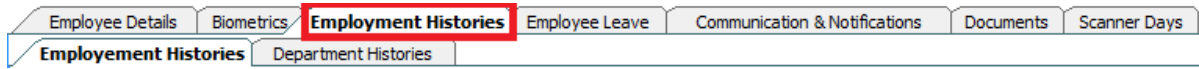
Cellphone number:

Fax number:

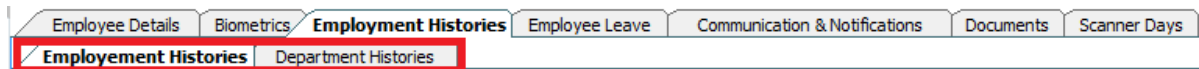
Email:

The employee is now created. However the time and attendance system doesn't know when the person started or in which department he works in.

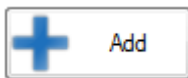
So next click on the employee histories tab.



Once you click on the employee histories tab it will open two tabs below it names employee histories and department histories. First you will have to add his employee history.



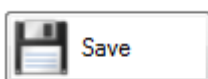
Click the add button at the bottom of the screen to start the employee history proses.



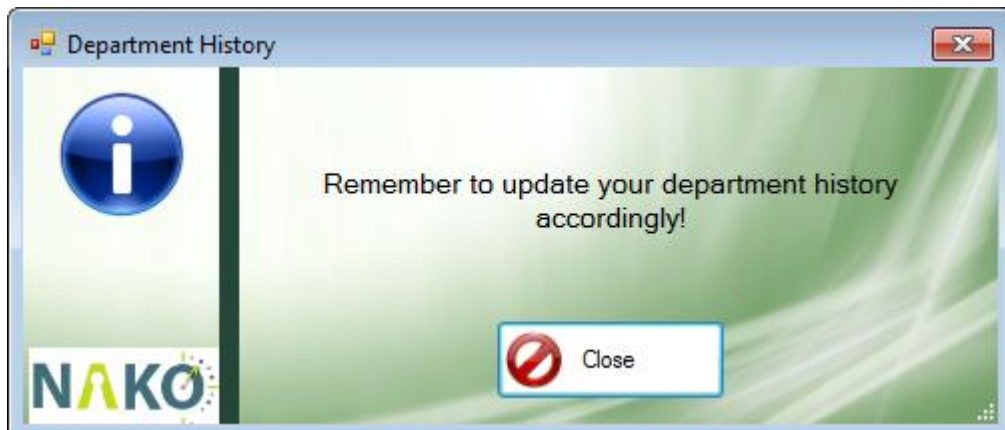
Once you clicked the button the employee histories screen will become available.

A screenshot of a form titled 'Employment History Details'. It contains the following fields: 'Date employed from:' with a dropdown menu showing 'Thursday , September'; 'Employment Terminated:' with an unchecked checkbox; 'Date employed to:' with a dropdown menu showing 'Thursday , September'; and 'Reason for cancellation:' with a large empty text area. At the bottom of the form are two buttons: 'Save' with a floppy disk icon and 'Cancel' with a red circle and slash icon.

Click the dropdown menu next to date employed from and choose the date on which this employee starts working. Click the save button.



You should get a message stating to remember to update your department history.

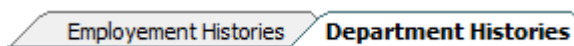


Click the close button.

Your employee history should now have an employed from date.

Employment Histories	
Employment History	
Employed From	Employed Till/To
2015/09/01	N/A

Next we will move to the department histories. Click on the department histories tab.



Firstly click the add button on the bottom of the page


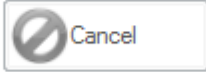
Department History

Department:

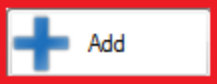
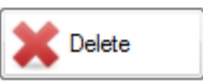
Date employed from: Thursday , September ▼

Left Department:

Date employed to: Thursday , September ▼

 Save  Cancel

---

 Add  Delete

Your department histories will not become available. Use the drop down next to department to select the department in which this employee is going to work.

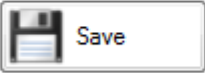

Department History

Department:

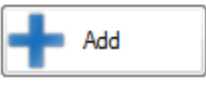
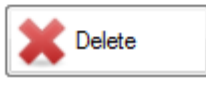
Date employed from: Thursday , September ▼

Left Department:

Date employed to: Thursday , September ▼


 Save  Cancel

---

 Add  Delete

Use the dropdown next to date employed from to choose the starting date. Click the save button.

Your department history should now give a department name and a date from.

 <b>Department History</b>		
Department	From	To
GTAF/Consultants	2015/09/10	N/A

The employee is now loaded on the system. The last thing to do is to enrol the user on your biometric system with the clock system code that is given to the employee in the details tab.

Please see our adding user on device manual to load your employee.