

Essential Housekeeping

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This section is for Managers or Administrators, who handle HR in Work, such as employee pay and personal information and paperwork, job titles, departments or cost centers, performance, hiring and termination, company announcements and documents, and company benefits

This section guides you in essential housekeeping tasks for managing HR. Tasks in this section require special permissions and access only granted to these types of users and shows functionality not available to general employees.

HR management is closely related to TLM and Payroll. Employee HR information, for example, is used to determine tax deductions, pay calculations, which departments or cost centers an employee can charge hours to, and how they are paid.

In this section...

- [Viewing and Editing Employee Information](#)
 - [Resetting an Employee Password](#)
 - [Mass Editing Employee Information and Time Entries](#)
 - [Managing Employee Handbooks](#)
 - [Managing Job Descriptions](#)
 - [Reporting on Equal Employment Opportunity \(EEO-1\)](#)
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