

Managing HR

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This section is for Managers or Administrators, who handle HR in Wurk, 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

If you're a regular Employee, this section is not for you. Instead, see [Using Work](#).

This section guides you in managing HR. Tasks in this section require special permissions and access only granted to these types of users and show 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. To learn more about these areas of Wurk, see [Related Topics](#).

In this section...

Essential Housekeeping

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- [Reporting on Equal Employment Opportunity \(EEO-1\)](#)

Hiring and Terminating

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Maintaining Employee Information

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- [Adding a Dependent to an Employee Benefit Plan](#)
- [Adding Dependents, Beneficiaries, and Emergency Contacts](#)
- [Reviewing Employee W2s](#)
- [Entering Workers Compensation Claims](#)

Go here for a quick introduction to the Manager dashboard and how to customize the reports and charts used to customize that dashboard. You can also download our 30/60/90 day **Onboarding Plan templates here**.

For more guidance on payroll taxes, see our [Payroll Tax Resources](#) and this article, [IRS 280E Tax Code: Cannabis Accounting, Deductions, & Strategy](#).

Making the Most of Werk: Paperless Paydays (Using Direct Deposit)

We recommend "paperless paydays" as a best practice: to achieve paperless paydays, you should encourage your employees to opt for Direct Deposit. This provides the following advantages over printed, mailed checks:

Advantages of Direct Deposit for Employers	Advantages of Direct Deposit for Employees
Cost savings	Fastest method for depositing funds into your account
Reduced risk of check fraud and lost or stolen checks	Reduces time required for checks to clear
Greater control over payroll and payroll expenses	Reduces chances of lost or stolen checks
Timely payment of paychecks, even when employees are away	No extra time spent visiting banks or ATMs to deposit checks
Reduced bookkeeping because of immediate payments into employee accounts (no delays in cashing)	Payments can be divided automatically among designated employee accounts
Online transaction reports are available immediately	Typically no cost for direct deposit; many banks even offer free checking if you use direct deposit

If you do not see options for Direct Deposit, your Administrator may need to contact Werk Support (support@enjoywerk.com) to have it enabled.

