

Managing HR

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About This Section

This section is designed for Managers and Administrators who manage HR in Würk. It covers tasks such as:

- Employee pay and personal information
- Job titles, departments, and cost centers
- Performance, hiring, and termination
- Company announcements and documents
- Benefits administration

If you're looking for employee guidance, see [Using Würk](#).

These tasks require special permissions and include features not available to general employees. HR management also connects to Time & Labor Management (TLM) and Payroll. For example, HR data determines tax deductions, pay calculations, department or cost center assignments, and payment methods. To learn more, see the Related Articles section below.

In this section...

Essential Housekeeping

- [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 \(EEO-1\)](#)

Hiring and Terminating

- [Hiring an Employee](#)
- [Working With Employee Checklists](#)
- [Terminating an Employee \(HR Action\)](#)
- [Terminating an Employee](#)
- [Transferring an Employee to Another EIN](#)
- [Assigning Managers to Employees](#)
- [Assigning Company Assets to Employees](#)

- Finalizing I-9 Forms for New Hires
- Understanding the 2020 W4 Form

Maintaining Employee Information

- Entering Employee Cannabis Badges (HR Action)
- Entering Employee Cannabis Badges
- Assigning Managers to Employees
- Assigning Company Assets to Employees
- Reviewing Benefit Plans
- Adding a Benefit for an Employee
- 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 Wurk: 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

Advantages of Direct Deposit for Employers	Advantages of Direct Deposit for Employees
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 Wurk Support (support@enjoywurk.com) to have it enabled.