Essential Housekeeping

This section is designed for Managers and Administrators who handle day-to-day HR tasks in Würk. These tasks include managing employee pay and personal information, maintaining job titles and departments, overseeing performance and hiring, processing terminations, and sharing company announcements, documents, and benefits.

The tasks in this section require elevated permissions, so the tools and options described here will only appear for users with the appropriate access.

HR management in Würk is closely connected to Time and Labor Management (TLM) and Payroll. The employee information you maintain, such as tax details, pay rates, and department or cost center assignments, directly affects how employees are paid, how hours are allocated, and how taxes and deductions are calculated.

In this section...

- Viewing Employee Information
- Updating Employee Information Via HR Action
- Updating Employee Information Via Employee Profile
- Resetting an Employee Password
- Mass Editing Employee Information and Time Entries
- Managing Employee Handbooks
- Managing Jobs
- Reporting on Equal Employment Opportunity (EEO-1)