General EOG Questions for Maintenance

Adding a new employee to the system or editing a current employee:

1. From your dashboard hover over employee, choose employee& contractors, this will bring up all employees.
2. At the bottom right side of the page is where you would need to click to "add" or "edit" a current one. **Edit** **Add** Never delete an employee from the system.
3. When setting up a new employee go through each tab at the top making sure to fill in any with the red asterisk (the employee number will automatically give the next available number).
4. When updating a current employee once you click the "edit" button, you will go to the tab that you need to do the change on for them.

When an employee quits or needs to be terminated, go to the employee and click the edit button. ==Remember never delete an employee, that will wipe out all their information and earnings!== On the general page:

1. Change status to terminated.
2. Put in the separation date (make sure it is after you process their last check).
3. It will ask if you want to inactivate their direct deposit (always yes).

Once finished adding, updating or terminating the employee, click the save button and you have completed the process.

Link to video on adding employee:
https://youtu.be/8XKLaa6qvKM?si=JWiJfd6SQFDyAesM