



# Add Employee Details


Adding employee details helps streamline administrative processes for efficient employee data management. It also ensures compliance with relevant laws and regulations.

By selecting a specific employee from the **Employees** tab, you can view the employee details on the right side of your screen.

Here, you can add:

## Personal details

Add the employee's first name, last name, email, mobile number, time zone, kiosk PIN, language, and other personal identifying details.



**Benjamin Davis**


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**Personal**   Job   Wages   Skills   Notes

<p><b>First Name</b></p> <input type="text" value="Benjamin"/>	<p><b>Last Name</b></p> <input type="text" value="Davis"/>						
<p><b>Email</b></p> <input type="text" value="benjamindavis@zylker.com"/>	<p><b>Mobile</b></p> <input type="text" value="+91"/>						
<p><b>Timezone</b></p> <input type="text" value="(-06:00) Mountain Daylight Time (America/Edmonton)"/>							
<p><b>Kiosk PIN</b></p> <input type="text" value="1015"/>	<p><b>Language</b></p> <input type="text" value="English"/>						
<p><b>Date of Birth</b></p> <input type="text" value="03/28/1964"/>	<p><b>Gender</b></p> <input type="text" value="Male"/>						
<p><b>Address</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><input type="text" value="Street Address 1"/></td> <td style="width: 50%;"><input type="text" value="Street Address 2"/></td> </tr> <tr> <td><input type="text" value="City"/></td> <td><input type="text" value="State"/></td> <td><input type="text" value="Code"/></td> <td><input type="text" value="Country"/></td> </tr> </table>		<input type="text" value="Street Address 1"/>	<input type="text" value="Street Address 2"/>	<input type="text" value="City"/>	<input type="text" value="State"/>	<input type="text" value="Code"/>	<input type="text" value="Country"/>
<input type="text" value="Street Address 1"/>	<input type="text" value="Street Address 2"/>						
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<p><b>Phone</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;"><input type="text" value="Work"/></td> <td style="width: 60%;"><input type="text"/></td> <td style="width: 20%;"><input type="text" value="Ext"/></td> </tr> <tr> <td><input type="text" value="Home"/></td> <td><input type="text"/></td> <td></td> </tr> </table>		<input type="text" value="Work"/>	<input type="text"/>	<input type="text" value="Ext"/>	<input type="text" value="Home"/>	<input type="text"/>	
<input type="text" value="Work"/>	<input type="text"/>	<input type="text" value="Ext"/>					
<input type="text" value="Home"/>	<input type="text"/>						

## Job details

Manage the employee's employment type, overtime rule, access level, and other details so that they receive the right compensation.



Benjamin Davis

Personal **Job** Wages Skills Notes

**Employment Type**  
Full Time

**Overtime Rule**  
8 hours day, 40 hours week

**Hire Date**  
01/04/2022

**Access Level**  
Manager

**Employee ID**  
15394

**Positions**  
x General Manager

**Schedules**  
x Zylker Group of Restaurants, HQ

**Schedule Constraints**

Maximum 40 hours per week

Minimum hours per week


Maximum 5 days per week

Maximum 8 hours per day

Maximum shifts per day

## Wage details

Pay for labor or services according to the employee's hourly rate by adding wage details.



Benjamin Davis

Personal Job **Wages** Skills Notes

**Default Hourly Rate**  
₹ 12

**Hourly Rate By Position**  
General Manager ₹ 15

Save

## **Add notes**

Include any additional details about your employee that haven't been addressed in the Personal, Job, Wages, or Skills sections.