

# Employees

Last Modified on 11/07/2016 1:12 pm EST

The Employees tab show the employees that are part of the Pay Group.

**Biweekly Pay Group Details**

**Name:** Biweekly  
**Pay Frequency:** Biweekly

**Current Pay Period:** 5/16/16 - 5/29/16  
**Next Pay Date:** 05/30/2016  
**Next Pay Period:** 5/30/16 - 6/12/16

Pay Periods 5 Employees 4 Managers 1 Docs 1

	Name	Emp...	User	Job Title	Email	Description	Employe...	Salary	
	Papay, Travis	10001	sedonaoffice - Papay, T...	Team Lead	papayt@gmail.com	Software Management			0
	Gambatese, Lisa	1223124	Lisag - Gambatese, Lisa	Tester	lisag@perennialsoftwa...		5/18/2016		0
	Salim, Laurie	1020	Lauries - Salim, Laurie	Tester	lauries@perennialsoftw...	Tester	5/18/2016		0

To edit an employee click on the edit button.

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If an Employee's record contains documents, there will be a number on the book button.

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	Gambatese, Lisa	1223124	Lisag - Gambatese, Lisa	Tester	lisag@perennialsoftwa...		5/18/2016		
	Salim, Laurie	1020	Lauries - Salim, Laurie	Tester	lauries@perennialsoftw...	Tester	5/18/2016		
	Hall, Rebecca	5678	RAH - Hall, Rebecca	Marketing Director	rebeccah@perennialso...		2/02/2014		

Click on the book button to and a dialog box will appear that will allow you to:

Upload new Files(s)

Download the File

Delete the File

Documents for: Hall, Rebecca

Documents \*Max File Size 5MB

Show Deleted Documents Upload Files

File Name	Description	Type	Security	Modified	
RH Job Offer.pdf			Internal	5/29/2016	

1 - 1 of 1 items

\* Click File Name to rename/replace a document.

Close