Manually Updating an Employee Record

Last Modified on 12/04/2019 11:37 am EST

Employee information in the portal can be updated either by uploading an updated data template or by manually changing the information on the employee record.

Click on **Administration**, then **Employees.** A list of all employees will be displayed.

Select the employee record you want to amend by clicking on the employee name. Amend the employee data you want to update, except the Employee Identifier.

Employee Identifier

10621

Name

First Name

Middle Initial

Last Name

Email

Group

Locale

Currency

Address

Street Address / P.O. Box

Suite / Apartment Number / etc.

City

Zip Code

Once you have completed all the data amendments, click on **SAVE**