

Update employee's personal working hours

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To set the personal working hours for a specific employee,

- 1) Go to the Company screen. To access the Company screen, you may tap on the company logo on the home screen.
- 2) Tap on the option "Employees"
- 3) From the Employee List, tap on the employee that you want to update his personal working hours
- 4) Enter User Profile screen, scroll down and search for the "Working Hours/Days", tap on it
- 5) Tap on the "Personal" tab and change based on your need

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