

Working with Employee Records

You can use the Add/Edit Employees window to create, manage, and view employee records.

When you [add records](#), you can track an employee's basic information, such as personal and contact information, as well as employment dates, payroll options, taxes, adjustments, time off, and direct deposit information. You can also [edit records](#) as employee information changes.

If you use ACS People, Organizations, or HeadMaster, and an employee has a record in one of them, there's no need to add a new record; you can [import existing records from these products](#). If you added a record to ACS Financial Suite, then find that the individual has a record in another product, you can [link the records](#). However, be sure to [refresh employee data](#) occasionally to obtain record changes from those products.

You can also [delete an employee](#) if he or she has been inactive for over a year, or [print a list of employees](#).