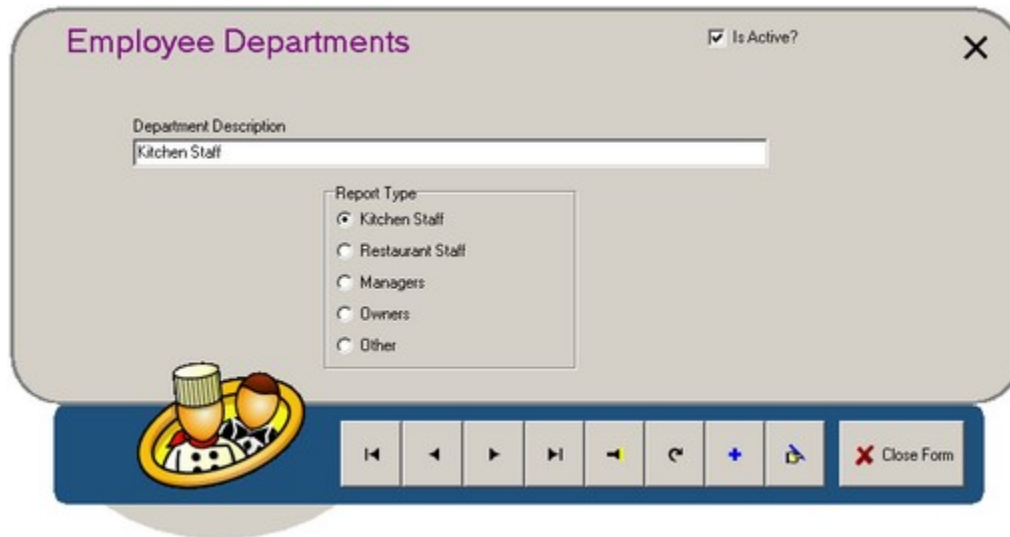## Department Setup

Employees / Department Setup

Employees are assigned to departments; this screen is where you create the different departments you want to assign employees to.

Department Description
The name or description of the department.

Report Type
The employee type that best matches the department. When you generate a departmental report, all departments with a matching report type will be grouped together in calculating totals.