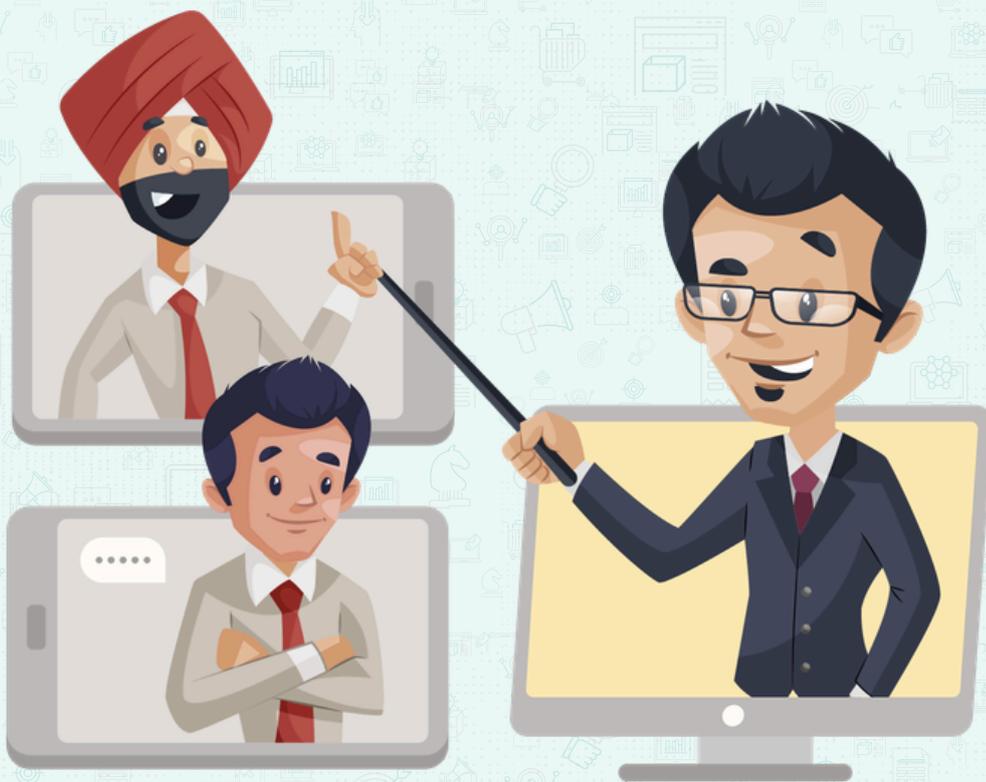




Employee Hierarchy

CA CloudDesk



STEP 1: OPEN HRMS MODULE

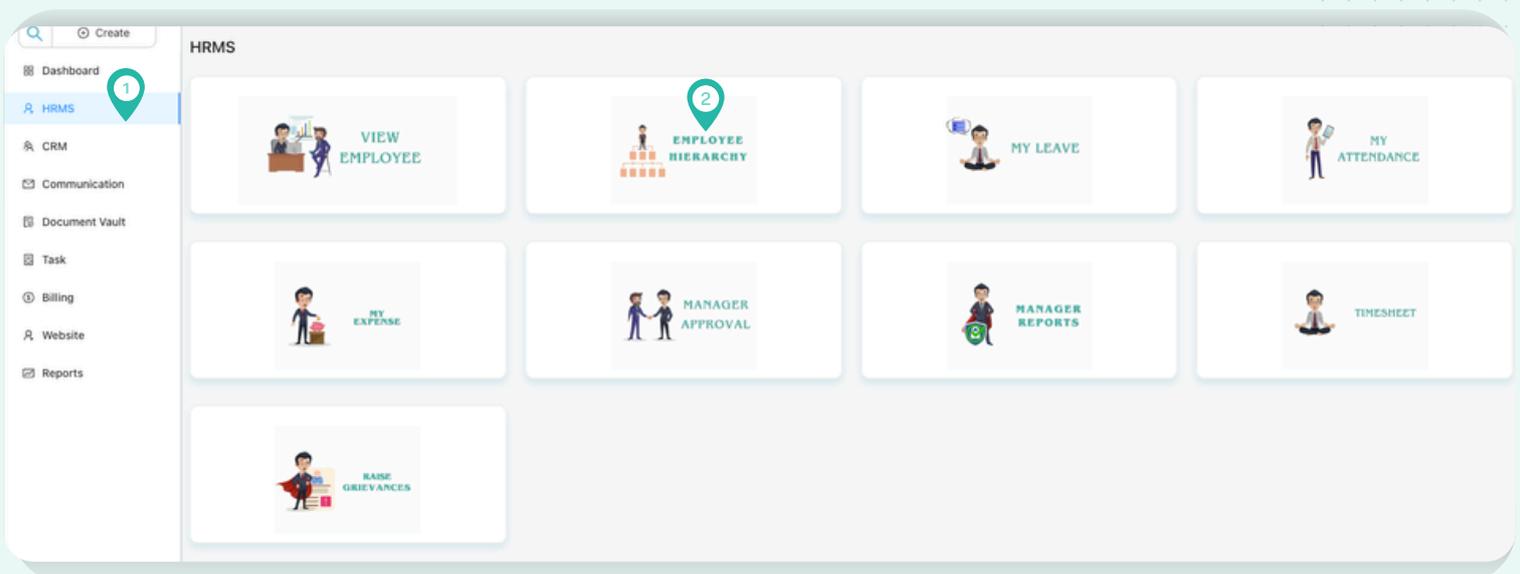
From the CA CloudDesk left navigation menu, go to HRMS and Select **Timesheet** to start the process.



Click on HRMS.



Click on Employee Heirarchy.



STEP 2: VIEW EXISTING TEAMS

View the team name, team in-charge, members, and edit/delete options to understand the current hierarchy setup at a glance.



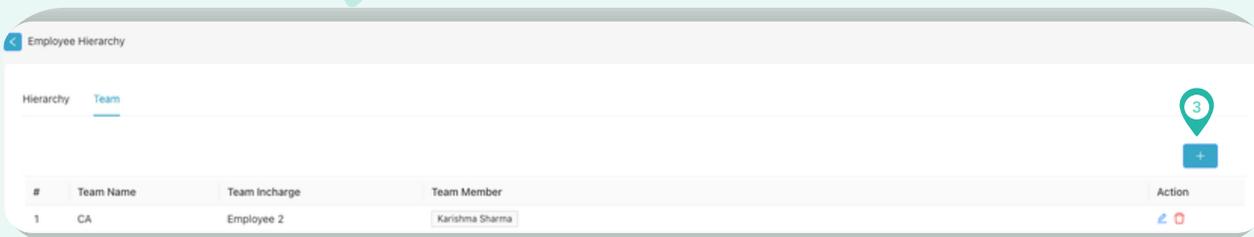
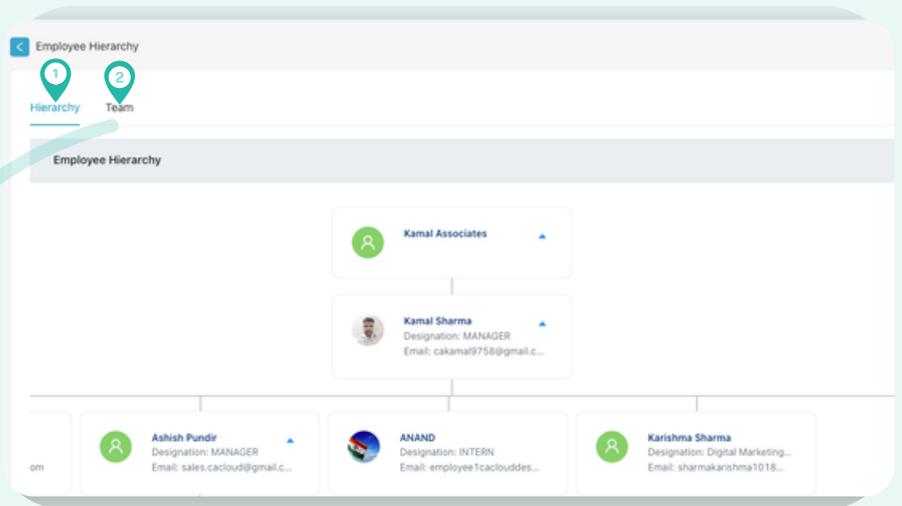
STEP 3: SWITCH TO TEAM VIEW

Click on the Team tab to view existing teams and reporting structure.

STEP 4: ADD A NEW TEAM

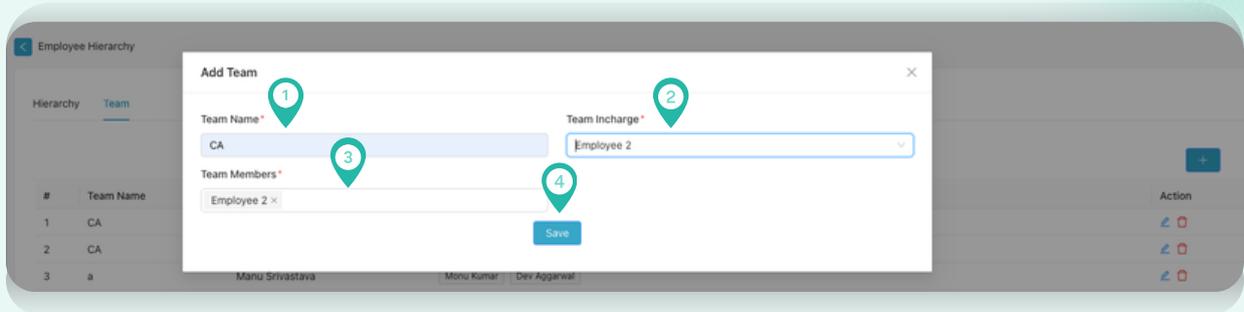
Click on the + (Add Team) icon on the top-right.

- 1 Click on Heirarchy. 2 Click on Team. 3 Click on + icon.





- 1 Team Name
- 2 Team Incharge
- 3 Team Members
- 4 Save



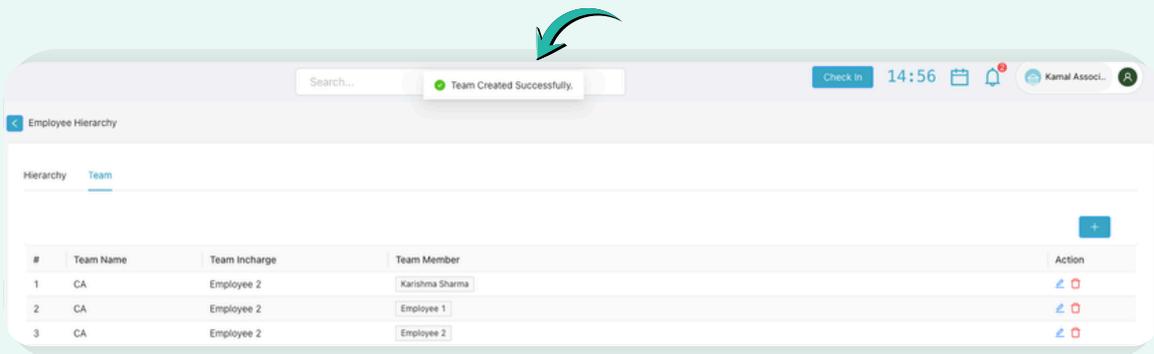
STEP 5: ENTER TEAM DETAILS

Enter the team name and select the team in-charge and team members.

STEP 6: SAVE TEAM

After Clicking Create, a confirmation popup appears with the message

“Team Created Successfully.”



#	Team Name	Team Incharge	Team Member	Action
1	CA	Employee 2	Karishma Sharma	Edit Delete
2	CA	Employee 2	Employee 1	Edit Delete
3	CA	Employee 2	Employee 2	Edit Delete

COMPLETED

