

Adding an employee

Every employee record starts here, whether they will use BlueOneHR themselves or the record exists purely for HR and payroll purposes.

<https://www.youtube-nocookie.com/embed/F-CVobXZLVA>

[Add your first employee](#)

Before you begin

You need permission to create employees, which your administrator grants through **user groups** (see [Roles and permissions](#)). Have on hand: the person's legal name, a work email, phone number, and date of birth. Department and job position are easiest to set if they already exist under **Settings**; if not, create them first — see [Company setup](#).

Steps

1. Go to **Employee → Employees**.
2. Select **Add Employee**.
3. BlueOneHR proposes the next **Badge ID** automatically, using your organisation's badge prefix (set once under **Settings → General**). You can change it before saving if you need to.
4. Enter **First Name** and **Last Name**, and optionally a profile photo.
5. Enter **Email** and **Phone** — both required.
6. Fill in address, country, state, city and postal code if you track them.
7. Confirm the **date of birth** and **gender**.
8. Optionally record qualification, experience, marital status, number of children, and an emergency contact (name, number and relation).
9. Select **Create Employee**.

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Signed in as Ananya Iyer · HR Head

55

Ananya

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Dashboard / Employee / Directory / Add Employee

Add Employee

BADGE ID

BOHR0022

FIRST NAME *

First Name

LAST NAME

Last Name

EMPLOYEE PROFILE

Choose File

No file chosen

EMAIL *

Email

PHONE *

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ADDRESS

Address

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GENDER *

Male

QUALIFICATION

Qualification

EXPERIENCE

Experience

MARITAL STATUS

Single

CHILDREN

Children

EMERGENCY CONTACT

Emergency Contact

EMERGENCY CONTACT NAME

Emergency Contact Name

EMERGENCY CONTACT RELATION

Emergency Contact Relation

What happens next

The employee appears in the directory immediately, with the status **Active**. Creating the record does **not** by itself:

- assign a department, shift or work type — those are set from the employee's profile once created;
- tell the person how to sign in — HR passes on the address and first-password arrangements (see [First login and getting access](#) for what is and is not confirmed);
- create a payroll contract — payroll only computes for an employee with an **active contract**, set up separately under **Payroll → Configuration → Contract**.

Notes

- The Badge ID prefix and whether badge numbering is active are organisation-wide settings, not something you choose per employee.
- Required fields are marked with an asterisk on the form; everything else can be filled in later from the employee's profile.

Troubleshooting

The email is already in use. Each employee needs a unique email. Check the directory search before assuming the person has no existing record — a re-hire or a previously deactivated record can collide.

Related

- [The employee directory](#)
- [Roles and permissions](#)

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