

The employee directory

Employee → Employees is the single record of everyone in your organisation. Every other module — attendance, leave, payroll, performance — reads from this record rather than keeping its own copy, so an employee's department, job position or badge ID only needs to be correct in one place.

What you see

A searchable list, one row per employee, with their department, job position and status (**Active**, or otherwise). Above the list:

- **Search** by name, department or badge ID.
- **Department** and **Job position** filters, plus **Group by** and **More filters** for a narrower view.
- Tabs alongside the main list: **Document Requests**, **Shift Requests**, **Work Type Requests**, **Rotating Shift Assign**, and further screens under **More**. Each is its own queue of requests employees have raised, separate from the directory itself.

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Signed in as Ananya Iyer · HR Head

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Ananya

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Search employees by name, department or badge ID

Department

Job position

Group by

More filters

NAME	DEPARTMENT	JOB POSITION	STATUS
 Aarav Sharma	Finance	Legal Associate - (Finance)	Active
 Ananya Iyer	Customer Success	Platform & Services - Support - (Customer Success)	Active
 Arjun Mehta	People Success	Specialist - (People Success)	Active
DA Demo Admin	Administration	Facility - (Administration)	Active
DU Demo User	Administration	Facility - (Administration)	Active
 Diya Malhotra	Supply Chain	Logistics - (Supply Chain)	Active
 Jayendra Mestry	People Success	Associate Executive - (People Success)	Active
KS Kabir Singh	Engineering	IT - (Engineering)	Active
 Karan Singh	Marketing	Platform & Services - (Marketing)	Active

Opening a record

Selecting an employee opens their full profile: personal details, employment information, the documents they have been issued, and their history in the organisation. What you can change there depends on your role — see [Roles and permissions](#). The tabs and the Edit page are described in [An employee's profile](#).

Who can do what

Viewing and editing the directory is controlled the same way as every other module: through **user groups** and **employee permissions**, not through a special "HR mode". A person with the right permission sees the same Employees screen whether they are in HR, a manager, or an administrator; the difference is which actions are available to them once they are there.

What to read next

- [Adding an employee](#)
- [Roles and permissions](#)