

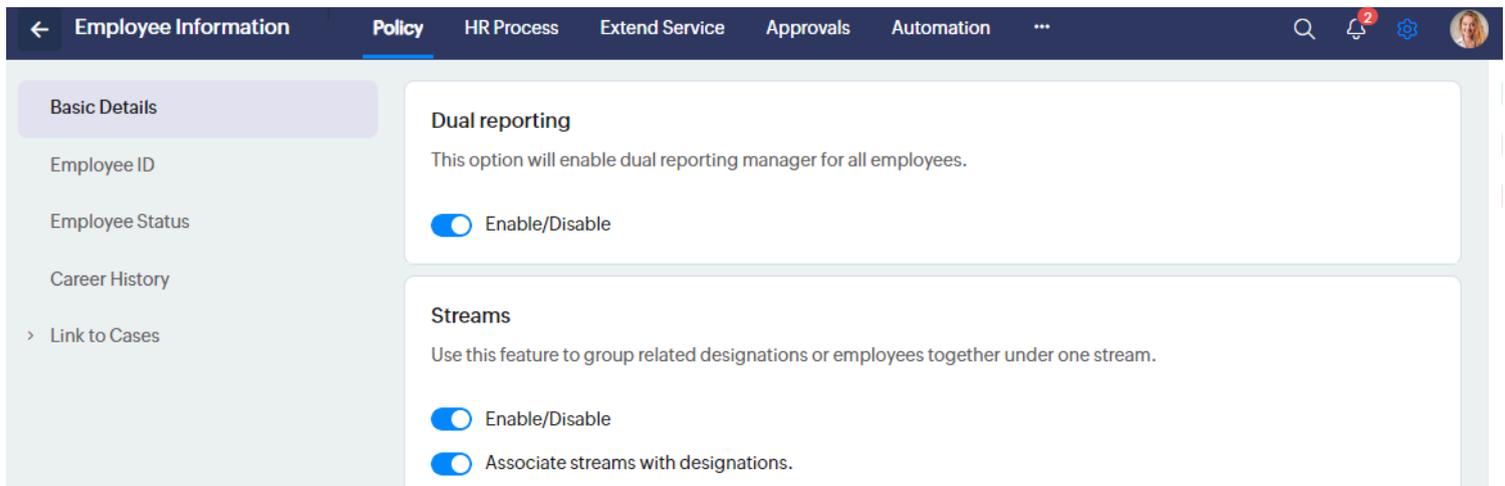


Employee Information Settings

What is Employee Information Settings in Zoho People?

Employee information includes employee-related preferences, features, and customizations that impact all employees in your organization. It includes:

- Configure [Dual reporting](#), [Streams](#), [Employee ID generation](#), [Employee status](#) and [Career history](#).
- View and edit the basic underlying employee form, designation, and department forms through [Extend Service](#).
- Setup employee-related approvals and automation through [Approvals](#) and [Automation](#).
- Enable and define [HR processes](#) to handle employee location, department, designation transitions and more.
- Link this service as a category in cases using the **Link to Cases** option



Dual Reporting: Refers to the capability for an employee to have two managers or supervisors, allowing for a flexible reporting structure within the organization (Configured in **Settings > Employee Information**). To learn more about Dual Reporting, [click here](#).

Streams: This lets you group employees with the same nature of work under a broader term. Streams help you identify employees who work in related fields and understand the variety of your organization. Similar designations can be grouped under one stream, or streams can act independently to group employees. To learn more about Streams, [click here](#).