



Add Employees

Adding employees to your Zoho Shifts accounts helps streamline employee scheduling, track employee attendance, and facilitate team communication. It also helps in effective workforce management, seamless coordination, and comprehensive reporting. To do this, access the **Employees** tab on the homepage, which will open the *Employees* window.

Data Center Compatibility Issue

When inviting an employee, if their email address is already registered with a different data center, you won't be able to register their account within your current Zoho Shifts organization's data center.

For example, suppose Mr. John Parker is registered with the email address john.parker@zylker.com within the EU data center. In that case, you cannot include him in the US data center using the same email address.

However, you can still invite the same employee to your organization by considering the following options:

- Use a different email address for the employee.
- If there are no other active Zoho subscriptions, request that the employee to [delete their registration with the existing data center](#), then proceed to invite them to your Zoho Shifts Organization.

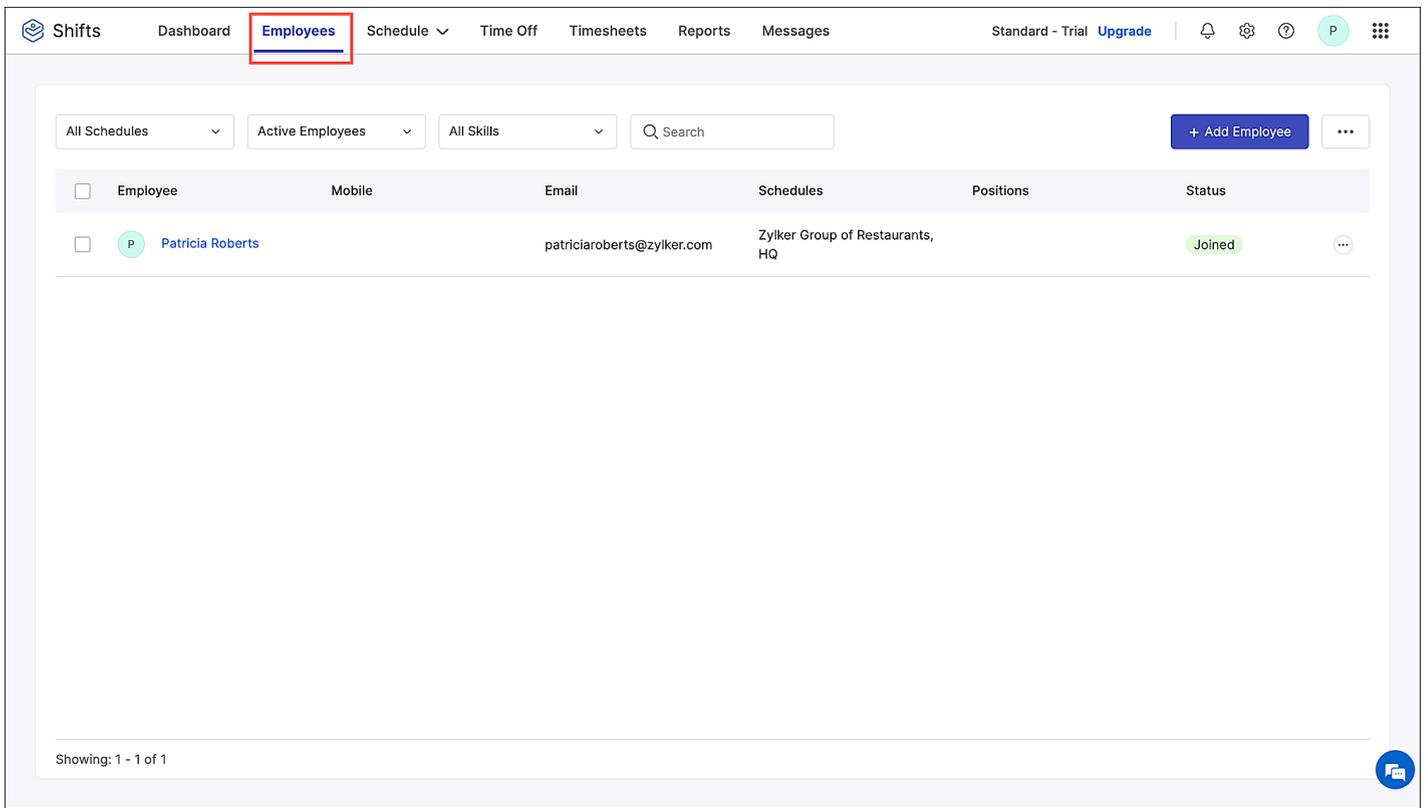
These alternatives will help you ensure compatibility and successful inclusion of the employee within your Zoho Shifts organization.

Here, you can add employees in two ways:

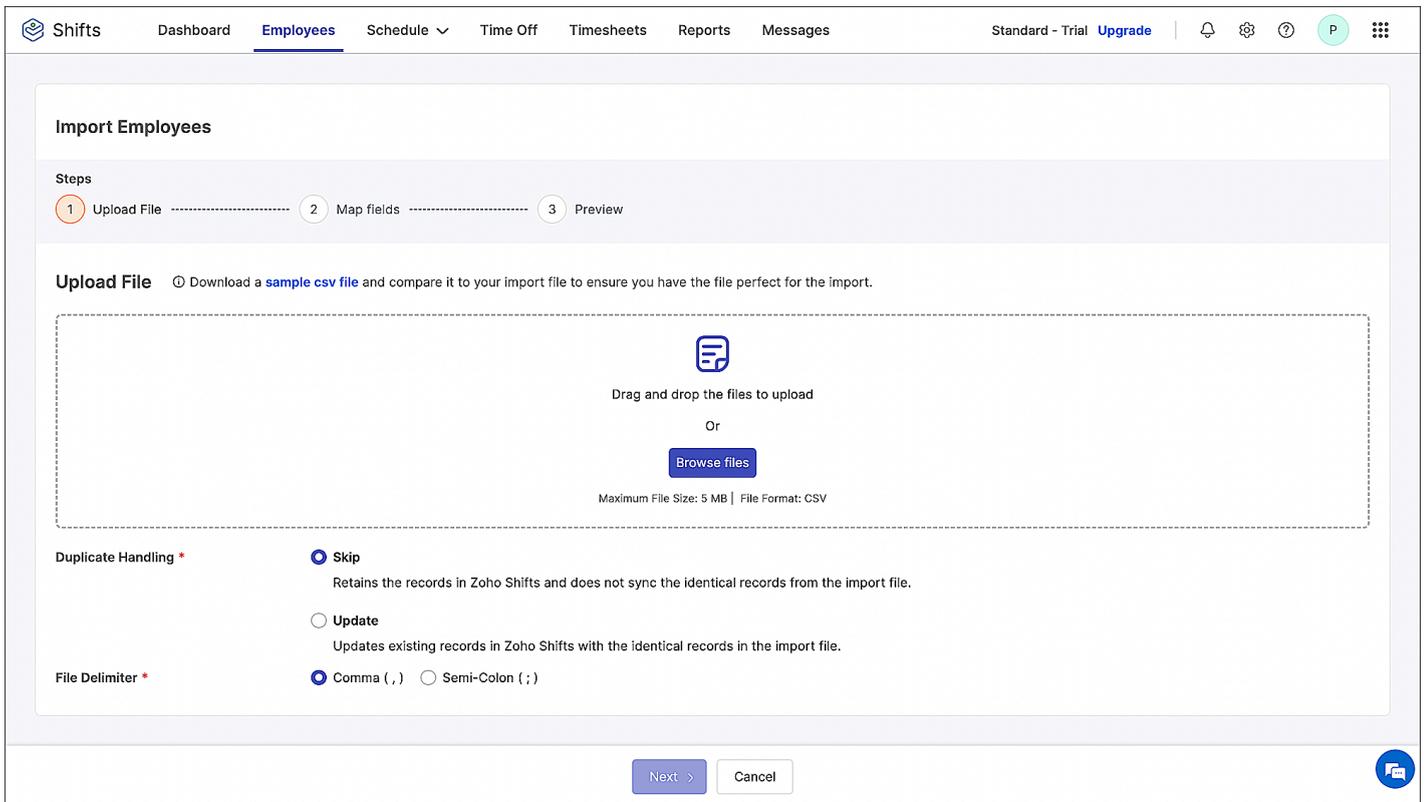
- Batch invitation to multiple employees
- Manual invitation to each employee

Batch invitation to multiple employees

1. Click the **Employees** tab in the top-left corner and click the **More actions** icon (...).

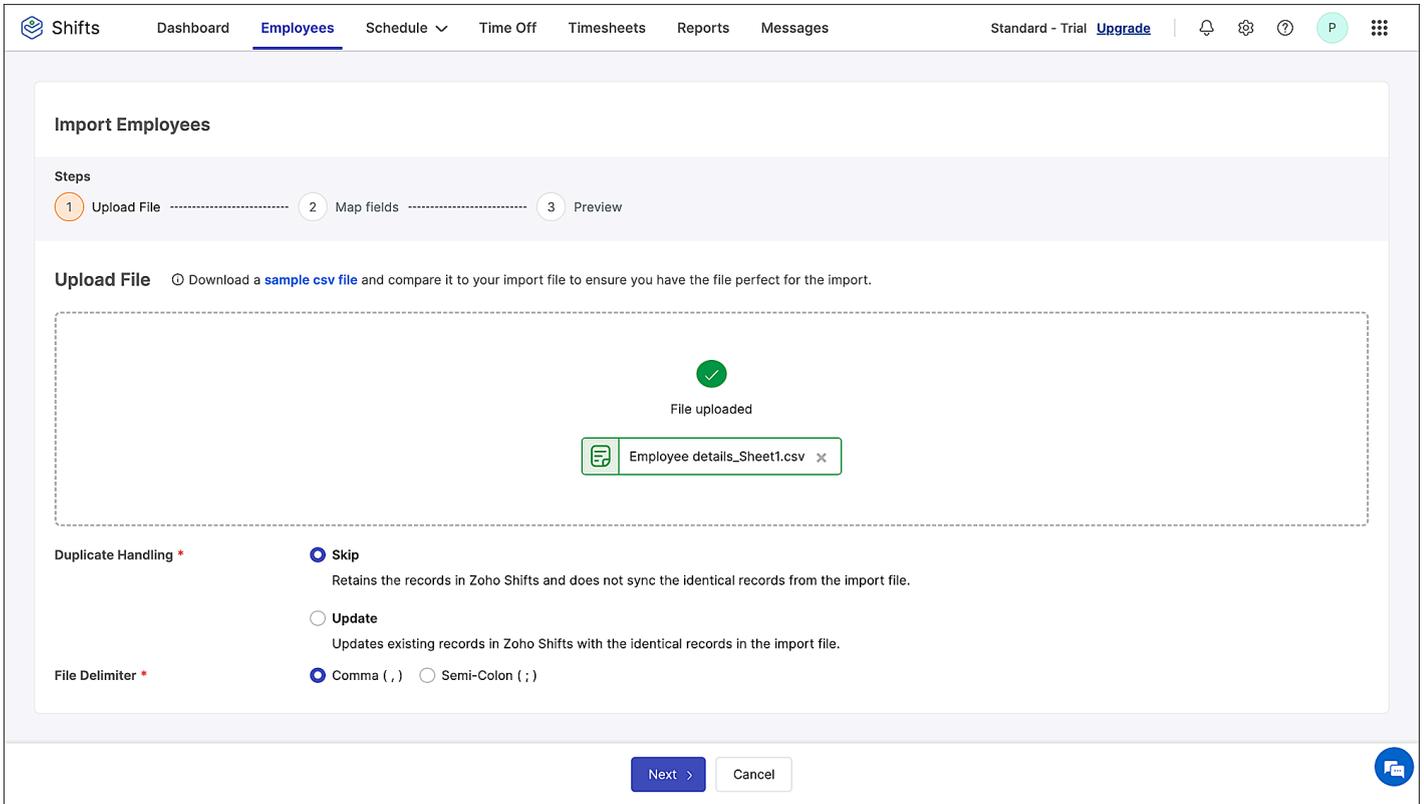


2. Select **Import**. The *Import Employees* window will appear.



 **Note:** You need to upload a .csv file in a specific format. Click on the sample .csv file link in the Upload File field to download the sample .csv file. Refer to this sample and add member details by filling the appropriate data fields. After entering the details in the suggested format, click **Save**.

3. Click **Browse files**, select the file, and click **Open**. Once done, click **Next**.



Import Employees

Steps

1 Upload File 2 Map fields 3 Preview

Upload File [Download a sample csv file](#) and compare it to your import file to ensure you have the file perfect for the import.

File uploaded

Employee details_Sheet1.csv

Duplicate Handling *

Skip
Retains the records in Zoho Shifts and does not sync the identical records from the import file.

Update
Updates existing records in Zoho Shifts with the identical records in the import file.

File Delimiter *

Comma (,) **Semi-Colon (;)**

Next > Cancel

4. Preview employee details and select **Next**.

Shifts Dashboard **Employees** Schedule Time Off Timesheets Reports Messages Standard - Trial Upgrade

Import Employees

Steps: 1 Upload File (checked) 2 Map fields (active) 3 Preview

Your Selected File : **Employee details_Sheet1.csv**

Employee Details ⓘ The best match to each field on the selected file have been auto-selected

ZOHO SHIFTS FIELD	IMPORTED FILE HEADERS	SAMPLE DATA FROM FILE	
First Name *	First Name x v	Sarah	Brad
Last Name	Last Name x v	Jackson	Harper
Email	Email x v	sarahjackson@zylker.com	bradharper@zylker.com
Mobile	x v		
Wage	x v		
Schedules *	Schedules x v	Select a schedule v ⓘ	Zylker Group of Restaurants, ... Zylker Group of Restaurants, ...

< Previous Next > Cancel

5. Click **Import** to finish importing the file. Your employees data is recorded.

Shifts Dashboard **Employees** Schedule Time Off Timesheets Reports Messages Standard - Trial Upgrade

Import Employees

Steps: 1 Upload File (checked) 2 Map fields (checked) 3 Preview (active)

6 of 9 employee(s) in your file are ready to be imported.

- ▶ Employees that are ready to be imported (6)
- ▶ No. of records skipped (3)
- ▶ Unmapped fields (0)
- ▶ Data to be created (3)

< Previous Import Cancel

6. Click the **More actions** icon (...) and click **Invite**. An *employee invitation* window will appear. Perform the necessary actions and click **Invite Employee**. An invitation will be sent to your employee's registered email address.

Invite Benjamin Davis

Email

benjamindavis@zylker.com

Access Level

Employee

Search

Administrator

Employee

Manager

bradharper@zylker.com

ants,

Manual invitation to each employee

1. Click the **+Add Employee** in the top-right corner. This will open the *Invite employee* window.
2. Enter details such as Employee's First Name, Last Name, Email, Mobile and other details.
3. Select **Save & Invite**. An invitation will be sent to your employee's registered Email address.