Zoho Corporation

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 **(...)**.
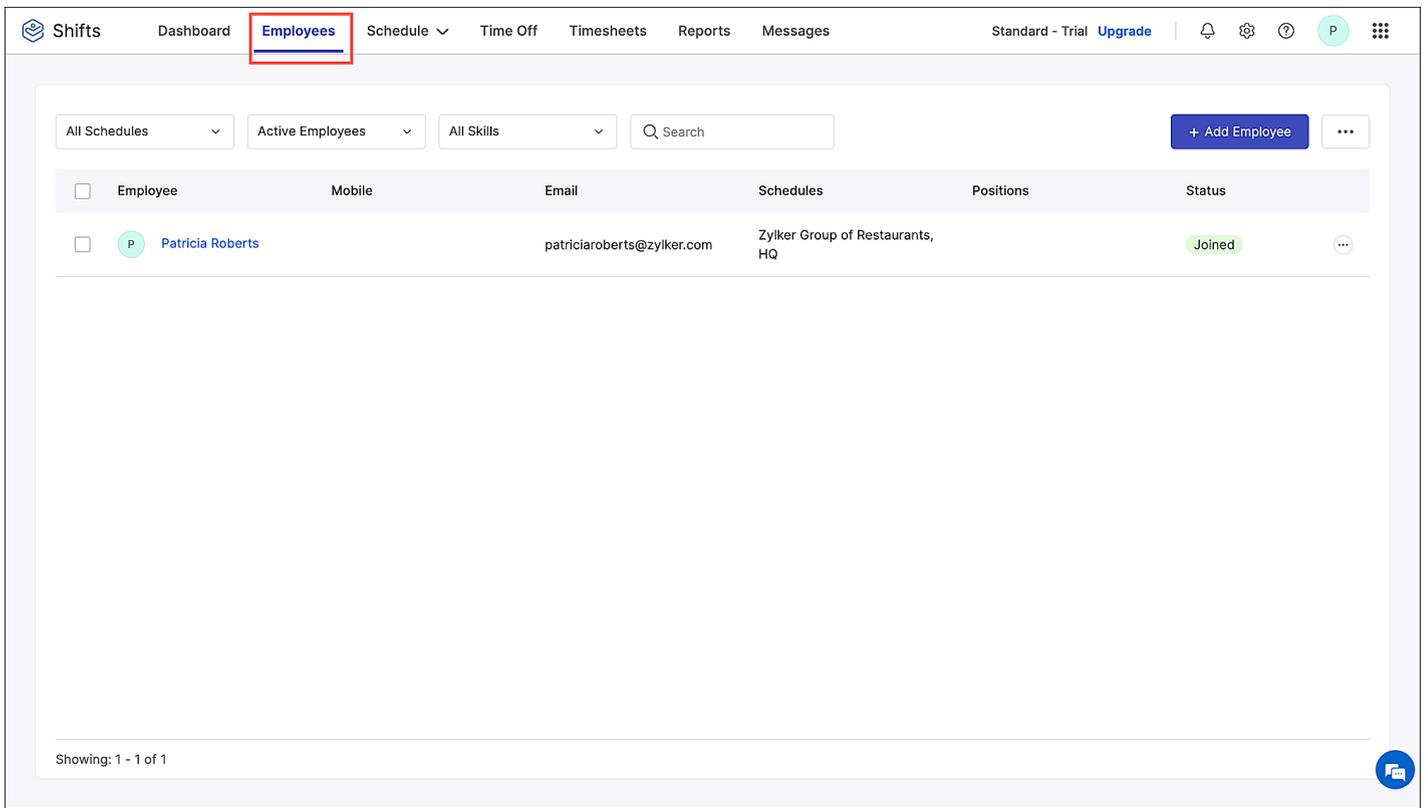
2. Select **Import**. The *Import Employees* window will appear.
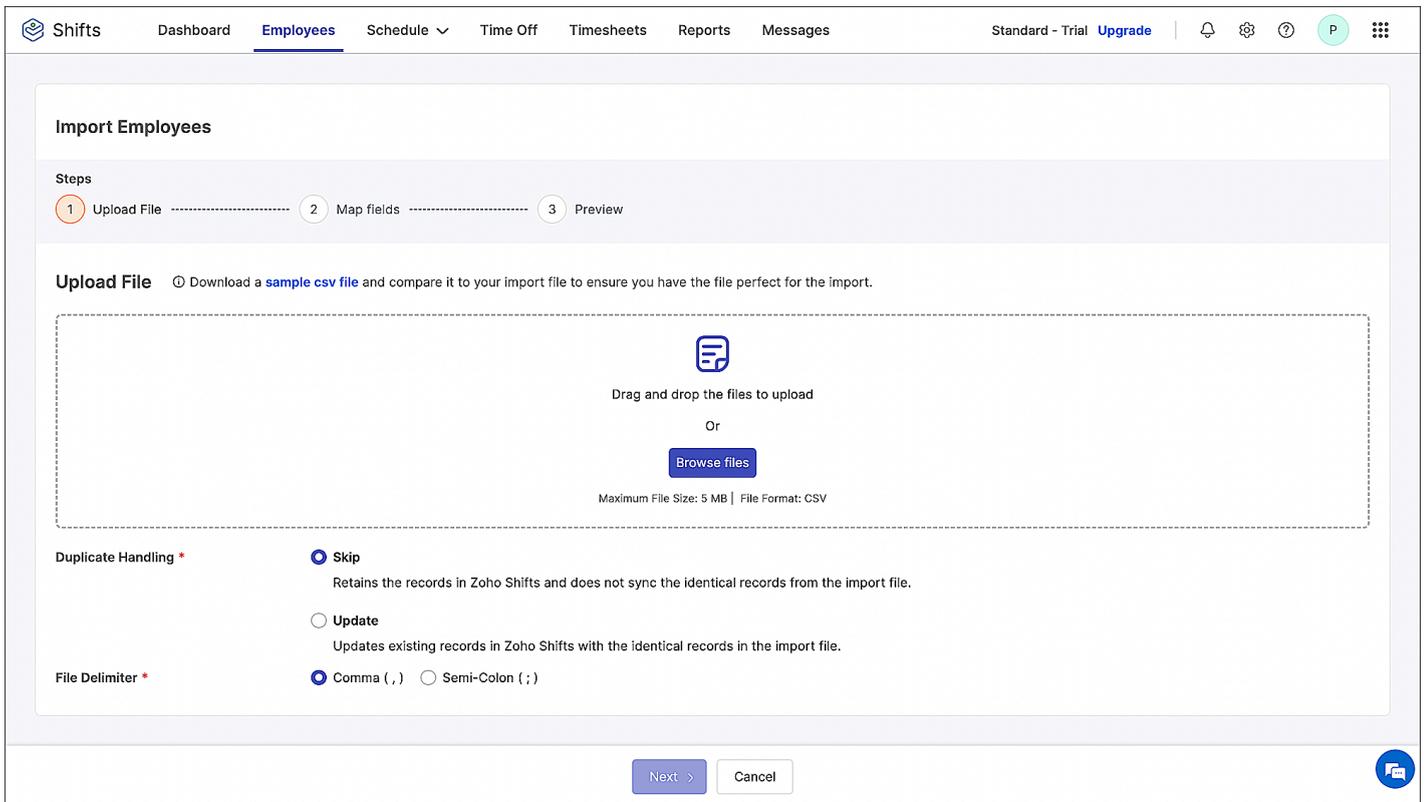
3. Click **Browse files**, select the file, and click **Open**. Once done, click **Next**.
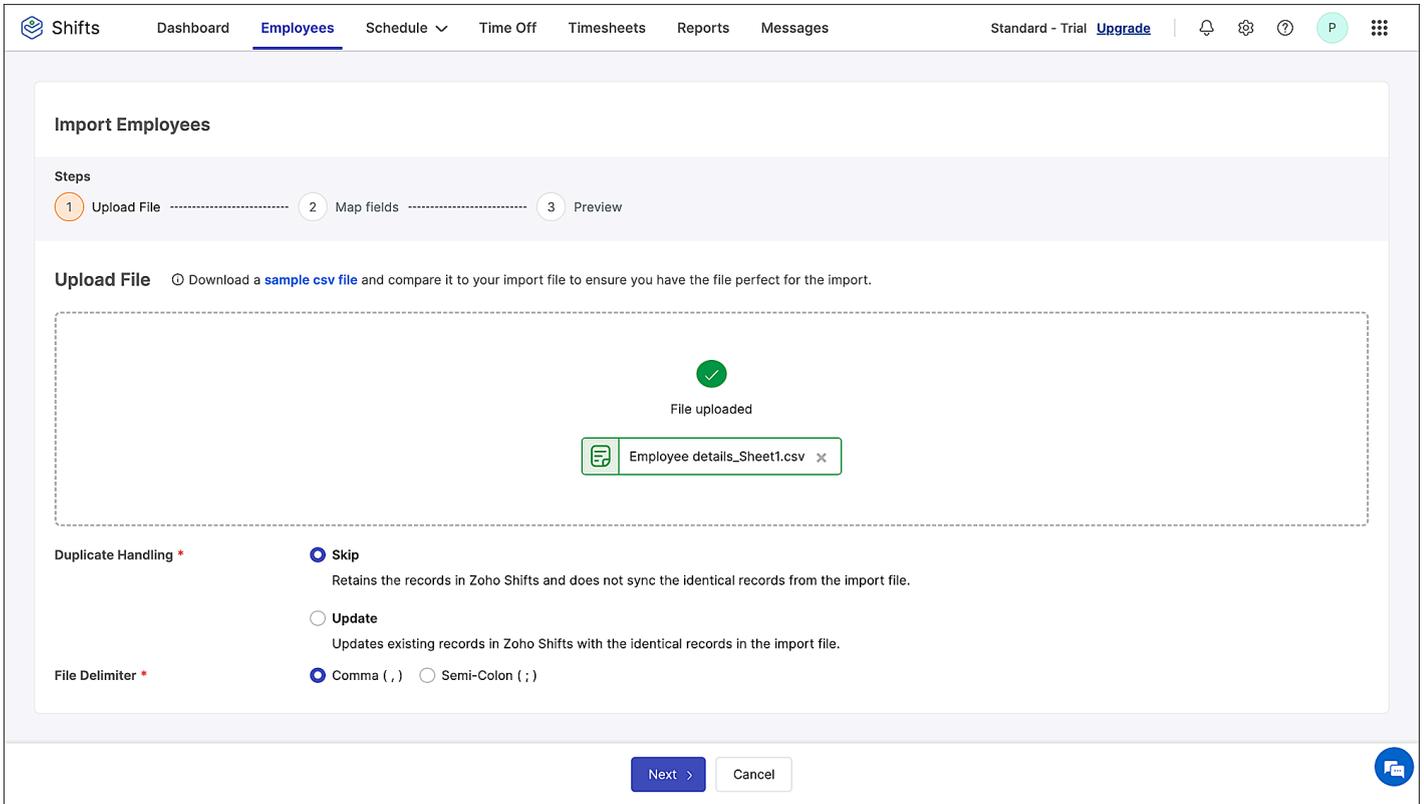
4. Preview employee details and select **Next.**

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

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   Access Level

benjamindavis@zylker.com   Employee   ⌃

                                   🔍 Search

                                   Administrator

                                   Employee

        bradharper@zylker.com   Manager   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.