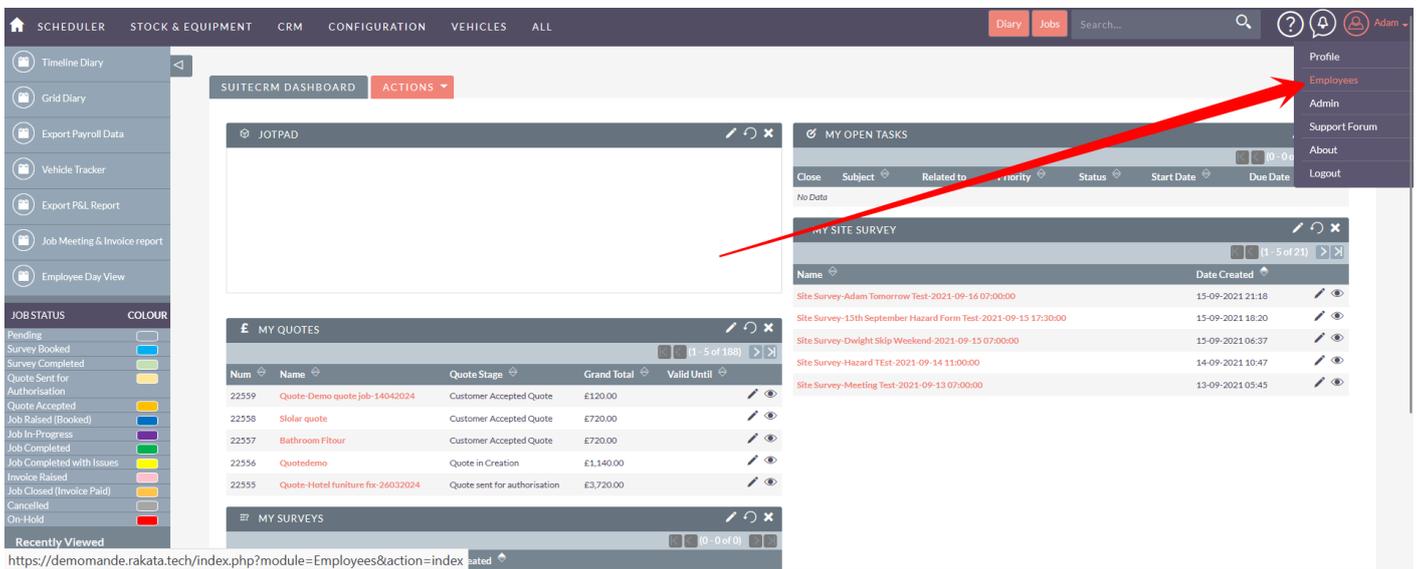# Set Employee parameters (Set contracted hours and PO creation accessibility)

Once a user has been created you can set various Employee settings that manage employee behaviour.
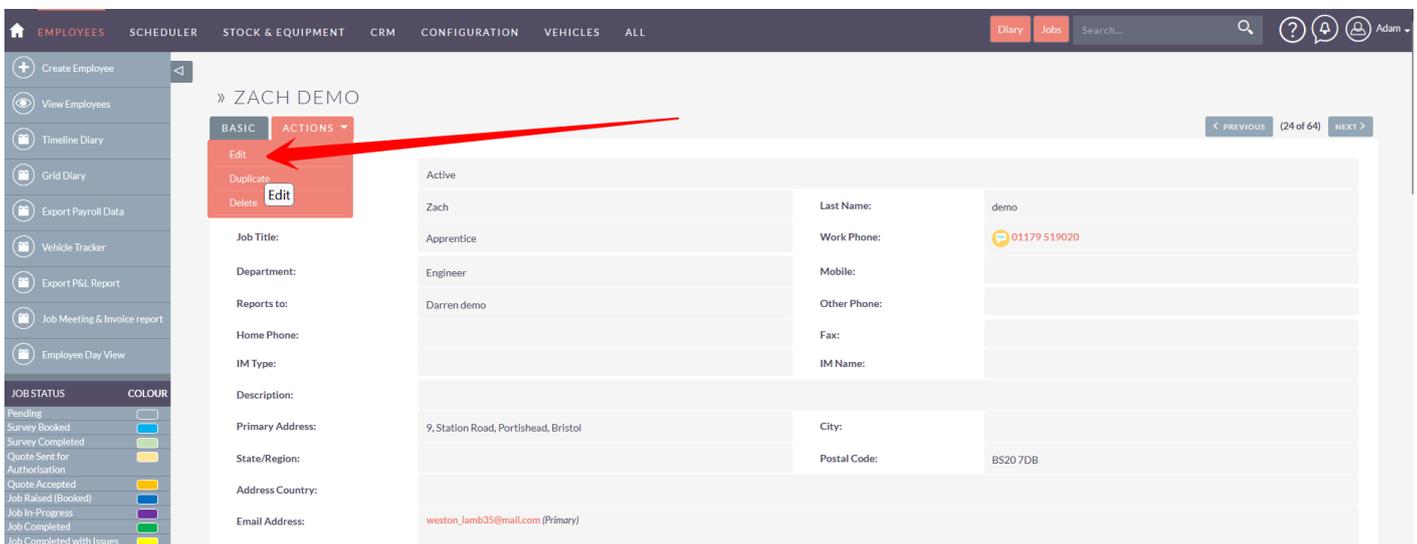
Employees

Select the Employee to set/update

Set the contracted hours.

This is important when determining overtime worked if you track hours.

PO creating settings

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