

Jalapeno Quick Reference - Adding Employees

Where do I find employees in Jalapeno?

Employees can be found within the Business Architecture module of Jalapeno. After selecting the “Manage Roles” menu item make sure that you are in the ‘Manage Identities’ tab on top of the tree.

How do I create employees?

From within the “Edit” tab navigate to “Identity” within the concept tree, expand it and navigate to “Employees”. Create your employee, and add their User Name to the record.

To better understand how to use and manage trees within Jalapeno, view this [guide](#).

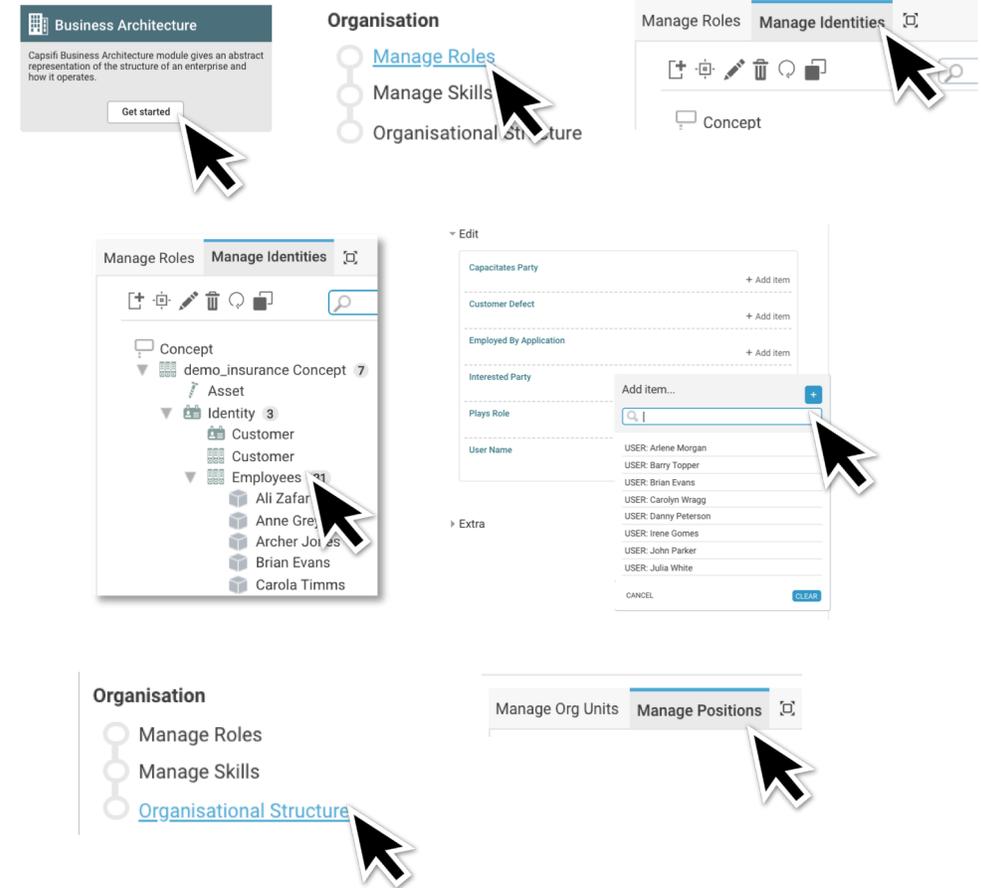
To learn how to add and edit items within Jalapeno trees, view this [guide](#).

How do I link the employee to my organization structure?

Navigate to the organization menu item within the Business Architecture > Organization menu. From within the “Manage Positions” tab above the Jalapeno tree you will find the positions grid from where you can add and manage positions within your organization. For more information about how to use Grids in Jalapeno, refer to the Jalapeno Quick Reference Guide on [grids](#).

Add your employee to an existing position, or create a new position as described below:

The position grid will require you to create a position name (usually a HR reference code), an optional description, the position holder (the employee who fills the position), the Owing Org Unit (the Org Unit the position belongs to), the Occupying Role (the Role or Title of the role that is utilizing this position), Reports To (the position which manages this position) and Manages (the Org Unit that this position is responsible for. This field is optional).



How can I view my Employees?

Employees can be viewed in their organizational hierarchy via the organization chart.

The organization chart can be viewed as a standard organization chart by clicking on the “view” tab or as a map by clicking on the “map” tab.

For more information about the Jalapeno features available with maps, refer to the Jalapeno Quick Reference [Guide](#) about Maps.

