Quick Guide – Manage your employees
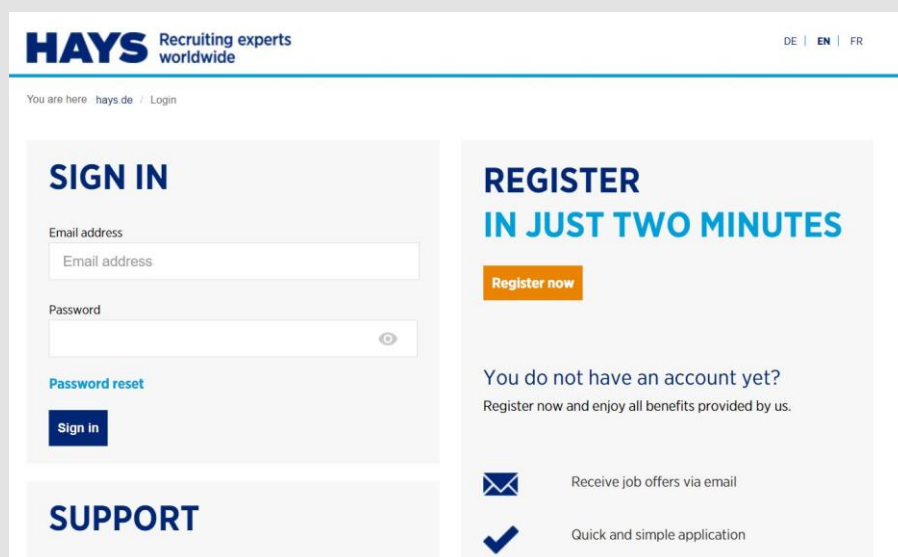
Update employee data

Here we show you in 3 steps how to add employees on our website.
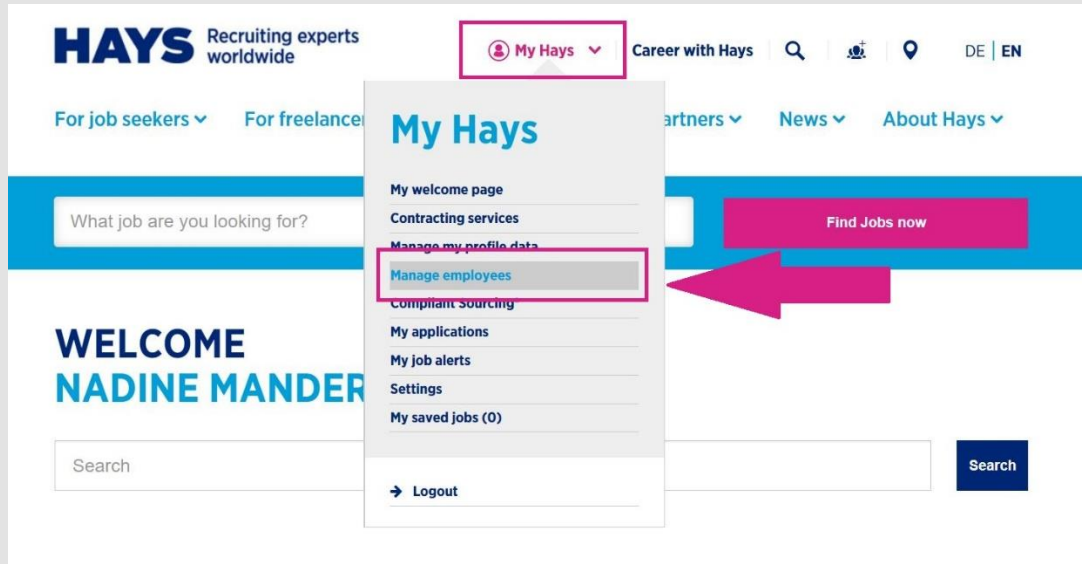
Step 1:

First, you have to log in to your PSO-account here.
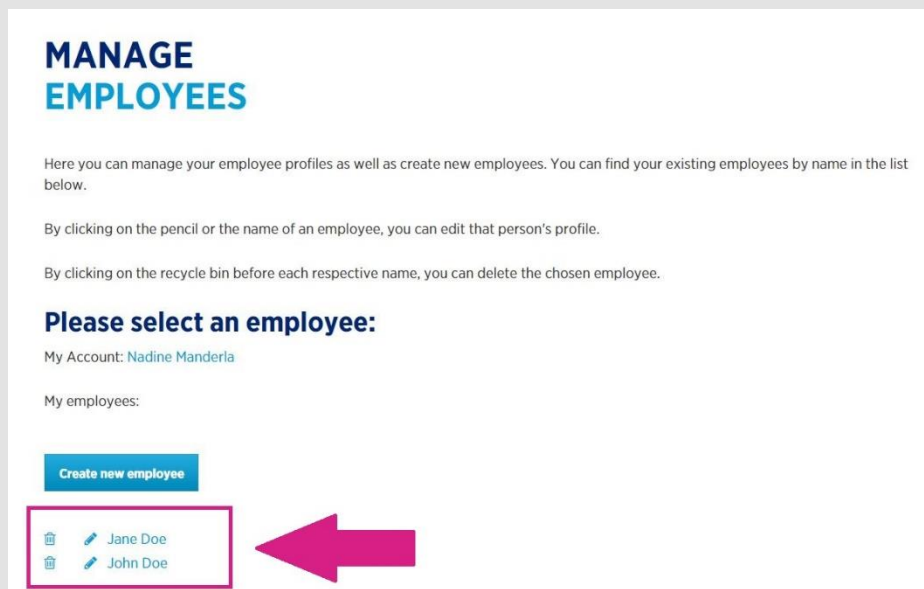
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Step 2:

Then you click on "My Hays" and select "Manage my employees" from the drop-down menu.

Step 3:

By clicking on the pencil, the employee form is opened and you can edit the existing data, add new documents and delete the old ones.