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## Create new company news postings

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Human resource administrators can create company news postings for their employees on a wide variety of topics. You may want to post news on any of the following:

- Corporate earnings announcements
- Benefits enrollment
- Staff changes
- Executive board updates

1. Click **Company**.
2. Select **Company News**.
3. Click **Add News**.
4. Click the **Add News** dialog box.
5. Type your news announcement.
6. Click **Insert**.

**Note** Your news will automatically be posted in order by date entered.

You can also [edit](#) or [delete](#) your existing company news postings.

As a human resources administrator, you can also create [company events](#) postings and [company profile information](#).