

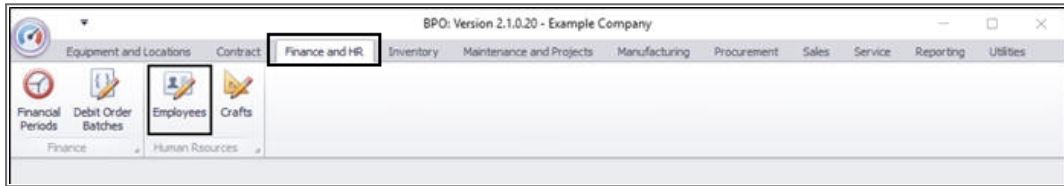
# HUMAN RESOURCES

## EMPLOYEES – EDIT CRAFT

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**Ribbon Access:** *Finance and HR > Employees*

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- The **Employees** listing screen will display.

## SELECT EMPLOYEE

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- Select the **row** of the **employee** whose craft details you wish to change.
- Click on **Edit**.

Employees - BPO: Version 2.1.0.20 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sale Service Reports Utilities Tab

Add Edit Delete Save Layout Workspaces Reports Excel Refresh

Links

Enter text to search...

Drag a column header here to group by that column

fdEmployeeID	EmployeeNumber	FullName	EmailAddress	Manager
1	DUT001	Susan Du Toit	susan@email.co.za	CO3 Administrator
2	SHA001	Belinda Sharman		Susan Du Toit
3	HAR001	Chris Haynes Attendee		Susan Du Toit
4	BAL001	Susan Cooper	susan@noemail.com	Belinda Sharman
5	You001	Karlen Jessica Young Dun...		
6	RED001	George James Reddy Jef...		Chris Haynes Attendee
7	BMP123	Carolina Suzzetta Lourens...		Susan Du Toit
8	TWA001	Jonathan-Mark Twain-Sut...	jona@noemail.co.za	Belinda Sharman
9	STE001	Markus Arilus Stevenson ...	judith.mudzengi@co3.co.za	Jonathan-Mark Twain-Sutton-under-Whitestone
10	JOH001	Michael-Stark Johnson St...	mike@noemail.co.za	Markus Arilus Stevenson Rodenhizer Tomljenovi
13	CO3	CO3 Administrator	judith.mudzengi@co3.co.za	
15	TAD009	Theo Peterson	ted@noemail.co.za	Belinda Sharman
17	MUD001	Mark Mudderveld		Susan Du Toit
19	TIM	Joseph Timber		
20	BEN	Ben Johnson		
21	E147282	Jade Rivers		
22	E987654	Jeff Rivers		Jade Rivers
23	JOE001	Joel James	joel@noemail.com	Susan Du Toit
24	MLL001	Sarah Milder		
25	Jam001	Ted Jackson	ted.jackson@noemail.co.za	

Addresses

Overtime and Holidays

Competence Management

Payroll Data

Banking Details

Custom Details

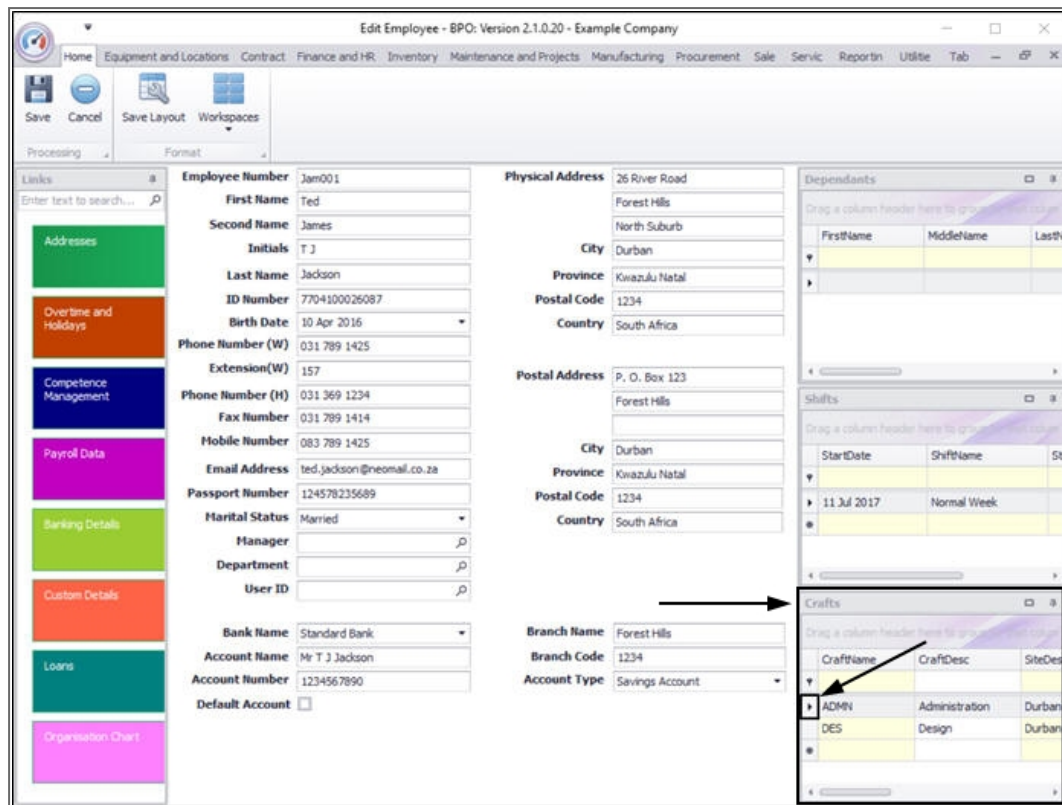
Loans

Organisation Chart

- The **Edit Employee** screen will be displayed with the **Crafts** docking panel on the right-hand side.

## SELECT CRAFT

- Select the row of the **Craft Name** where you wish to make changes.



Employee Number: Jam001

First Name: Ted

Second Name: James

Initials: T J

Last Name: Jackson

ID Number: 7704100026087

Birth Date: 10 Apr 2016

Phone Number (W): 031 789 1425

Extension(W): 157

Phone Number (H): 031 369 1234

Fax Number: 031 789 1414

Mobile Number: 083 789 1425

Email Address: ted.jackson@neomail.co.za

Passport Number: 124578235689

Marital Status: Married

Manager: [Search]

Department: [Search]

User ID: [Search]

Bank Name: Standard Bank

Account Name: Mr T J Jackson

Account Number: 1234567890

Default Account: ☐

Physical Address: 26 River Road, Forest Hills, North Suburb, Durban, KwaZulu Natal, 1234, South Africa

Postal Address: P. O. Box 123, Forest Hills, Durban, KwaZulu Natal, 1234, South Africa

Branch Name: Forest Hills

Branch Code: 1234

Account Type: Savings Account

**Crafts**

CraftName	CraftDesc	SiteDes	Rate
ADMN	Administration	Durban	
DES	Design	Durban	

In this example, the **Craft Rate** is to be edited.

## EDIT CRAFT DETAIL

- **Scroll right** in the **Crafts** docking panel until you can view the **Rate** column.
- Click on the **rate** to be changed.

Edit Employee - BPO: Version 2.1.0.20 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sale Service Reports Utilities Tab

Save Cancel Save Layout Workspaces

Processing Format

Links

Enter text to search...

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North Suburb

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Forest Hills

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Postal Code: 1234

Country: South Africa

Branch Name: Forest Hills

Branch Code: 1234

Account Type: Savings Account

Dependants

Drag a column header here to group or sort column

First Name	Middle Name	Last Name

Shifts

Drag a column header here to group or sort column

StartDate	Shift Name	St
11 Jul 2017	Normal Week	

Crafts

Drag a column header here to group or sort column

Cost Estimate	Rate	Is Primary
165.00	465.00	Yes
200.00	500.00	No

- **Directional arrows** will appear in this field.
- Either type in or use these arrows to either **increase** or **decrease**

the Craft Rate.

- In this image, the initial Craft rate is **465.00**.

Edit Employee - BPO: Version 2.1.0.20 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sale Service Reportin Utilite Tab

Save Cancel Save Layout Workspaces

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User ID:

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Province: KwaZulu Natal

Postal Code: 1234

Country: South Africa

Branch Name: Forest Hills

Branch Code: 1234

Account Type: Savings Account

Bank Name: Standard Bank

Account Name: Mr T J Jackson

Account Number: 1234567890

Default Account:

Dependants

Drag a column header here to group or sort data

First Name	Middle Name	Last Name

Shifts

Drag a column header here to group or sort data

StartDate	Shift Name	Status
11 Jul 2017	Normal Week	

Crafts

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Cost Estimate	Rate	Is Primary
165.00	465.00	Yes
200.00	500.00	No

- In this image the Craft rate has been **decreased** to **400**.

Edit Employee - BPO: Version 2.1.0.20 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sale | Service | Reports | Utilities | Tab

Save | Cancel | Save Layout | Workspaces

Processing | Format

Links

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Branch Code: 1234

Account Type: Savings Account

Dependants

Drag a column header here to grow or shrink column

First Name	Middle Name	Last Name

Shifts

Drag a column header here to grow or shrink column

StartDate	Shift Name	Status
11 Jul 2017	Normal Week	

Crafts

Drag a column header here to grow or shrink column

Cost Estimate	Rate	Is Primary
165.00	400.00	Yes
200.00	500.00	No



## SAVE CHANGES

- Click on **Save**.

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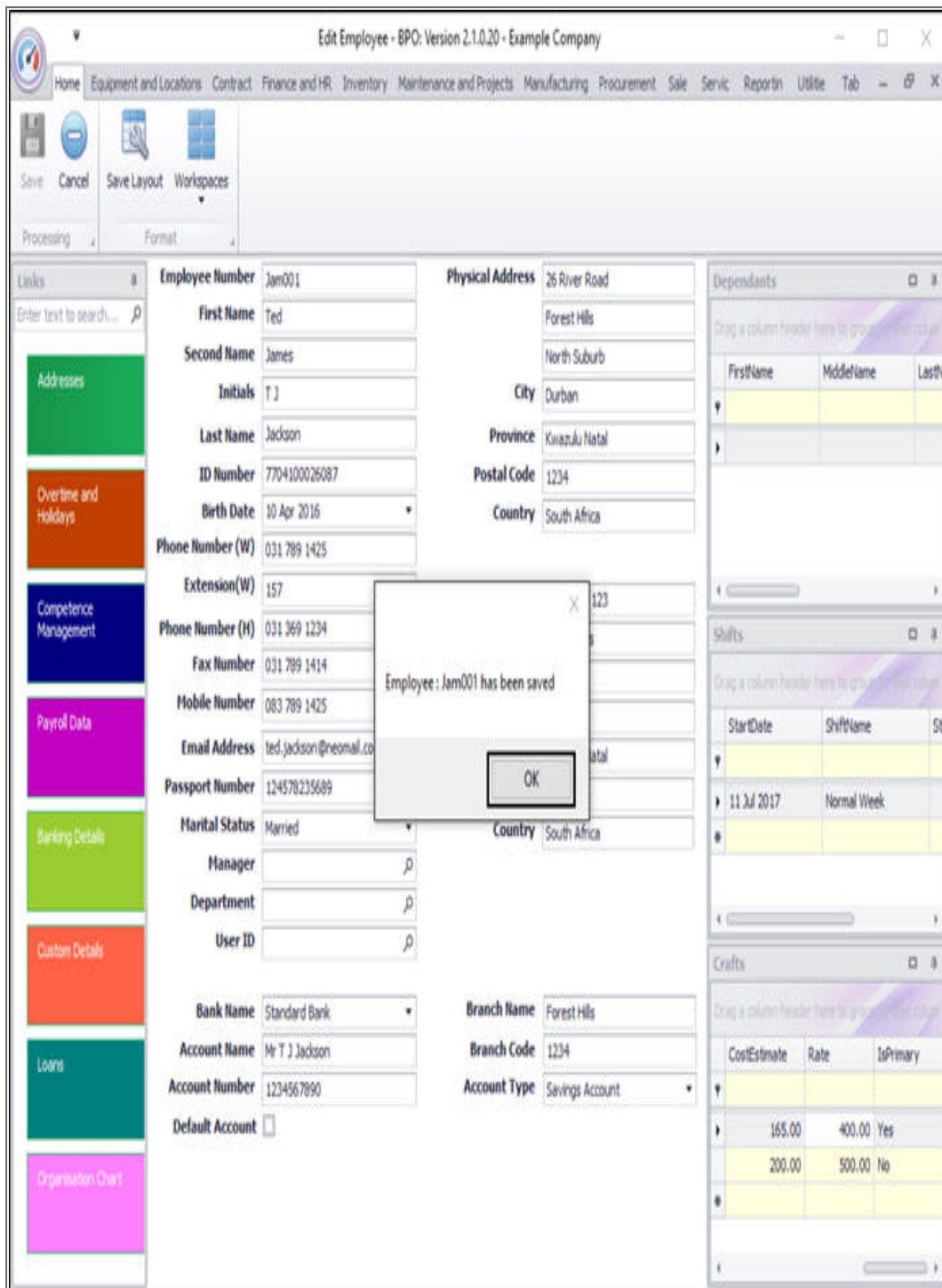
Shifts

StartDate	Shift Name	St
11 Jul 2017	Normal Week	

Crafts

Cost Estimate	Rate	Is Primary
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200.00	500.00	No

- A message box will pop up advising the following:
  - *Employee: [] has been saved.*
- Click on **Ok**.



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**Postal Code** 1234

**Country** South Africa

**Dependents**

First Name	Middle Name	Last Name

**Shifts**

StartDate	ShiftName	ShiftType
11 Jul 2017	Normal Week	

**Crafts**

Cost Estimate	Rate	Is Primary
165.00	400.00	Yes
200.00	500.00	No



- The edited details will be saved, and you will return to the ***Employees*** listing screen.

MNU.021.011

