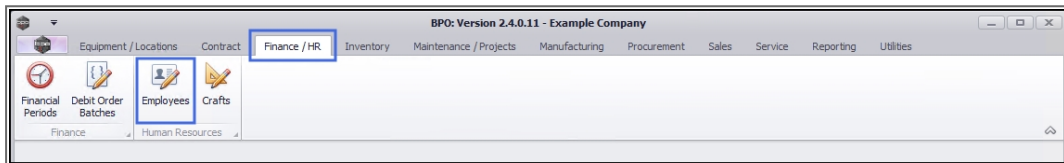


HUMAN RESOURCES

EMPLOYEES – EDIT EMPLOYEE

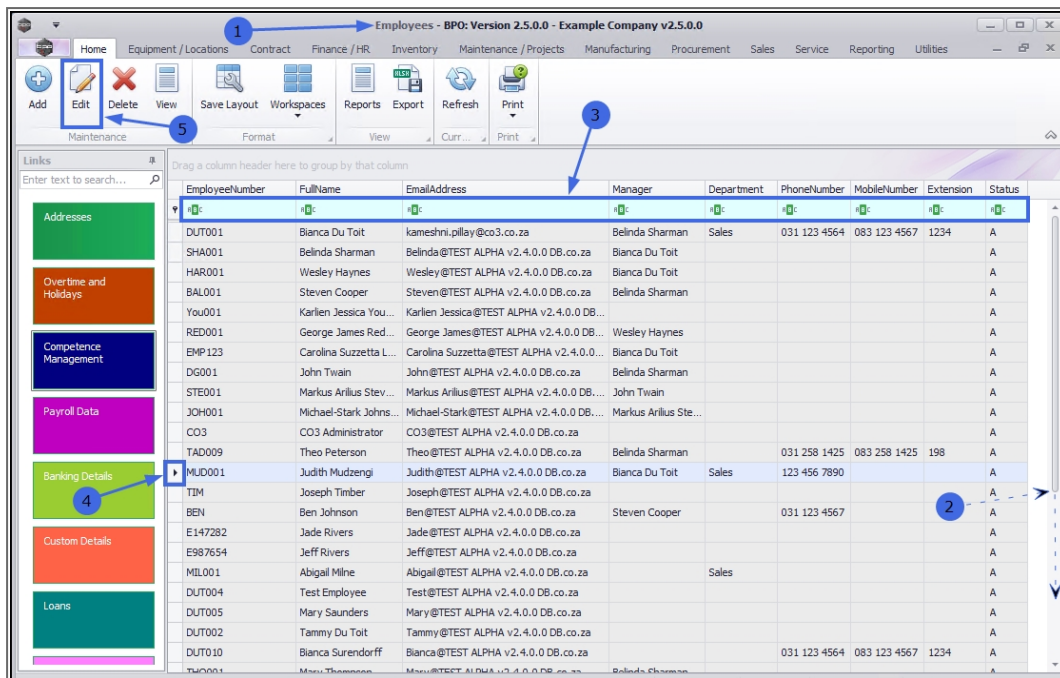
Ribbon Access: *Finance and HR > Employees*



1. The **Employees** listing screen will open.
 - All the employee currently set up on the system can be viewed here.
2. Scroll through the list **or**
3. Use the filter row to find a particular employee.

SELECT EMPLOYEE

4. Select the **row** of the employee where you wish to make changes .
5. Click on **Edit**.



1. The **Edit Employee** screen will open.

EDIT EMPLOYEE INFORMATION

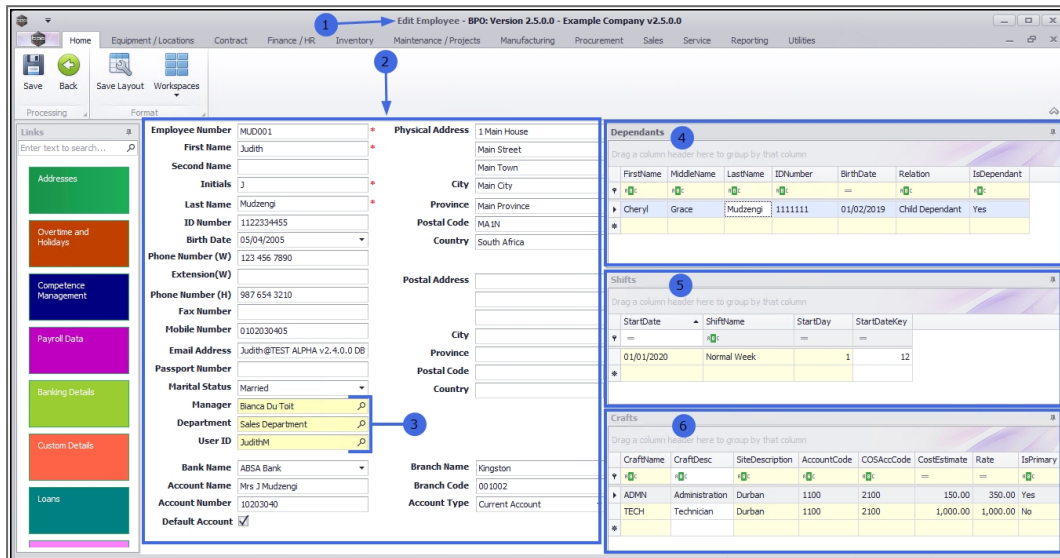
You can make changes to the following information:

2. The **Employee Details** frame.
 - To update details, highlight the current text in the relevant field, then type in the amended information.
 - To remove details, highlight the text and press delete on your keyboard.
3. Refer to the links for selecting and editing a [Manager](#), [Department](#) or [User ID](#).
4. The **Dependants** panel
 - Click on the [Dependants](#) link for a detailed process of how to edit the information in this frame.
5. The **Shifts** panel

- Click on the [Shifts](#) link for a detailed process of how to edit the information in this frame.

6. The **Crafts** panel

- Click on the [Crafts](#) link for a detailed process of how to edit the information in this frame.



Employee Number MUD001

First Name Judith

Second Name

Initials J

Last Name Mudzengi

ID Number 1122334455

Birth Date 05/04/2005

Phone Number (W) 123 456 7890

Extension(W)

Phone Number (H) 987 654 3210

Fax Number

Mobile Number 0102030405

Email Address Judith@TEST ALPHA v2.4.0.0 DB

Passport Number

Marital Status Married

Manager Bianca Du Toit

Department Sales Department

User ID JudithM

Bank Name ABSA Bank

Account Name Mrs J Mudzengi

Account Number 10203040

Default Account ☒

Physical Address 1 Main House

City Main Street

Province Main Province

Postal Code MAIN

Country South Africa

Postal Address

City

Province

Postal Code

Country

Branch Name Kingston

Branch Code 001002

Account Type Current Account

Dependents

First Name	Middle Name	Last Name	ID Number	Birth Date	Relation	IsDependant
Cheryl	Grace	Mudzengi	11111111	01/02/2019	Child Dependant	Yes

Shifts

StartDate	ShiftName	StartDay	StartDateKey
01/01/2020	Normal Week	1	12

Crafts

CraftName	CraftDesc	SiteDescription	AccountCode	COSAccCode	CostEstimate	Rate	IsPrimary
ADMIN	Administration	Durban	1100	2100	150.00	350.00	Yes
TECH	Technician	Durban	1100	2100	1,000.00	1,000.00	No

SAVE CHANGES

- When you have made the required changes;
 - In this example, a new dependant has been added,
- Click on **Save**.

Employee Number: MUD001

First Name: Judith

Second Name:

Initials: J

Last Name: Mudzengi

ID Number: 1122334455

Birth Date: 05/04/2005

Phone Number (W): 123 456 7890

Extension(W):

Phone Number (H): 987 654 3210

Fax Number:

Mobile Number: 0102030405

Email Address: Judith@TEST ALPHA v2.4.0.0 DB

Passport Number:

Marital Status: Married

Manager: Bianca Du Toit

Department: Sales Department

User ID: JudithM

Bank Name: ABSA Bank

Account Name: Mrs J Mudzengi

Account Number: 10203040

Default Account: ☒

Physical Address: 1 Main House

Main Street:

Main Town:

City: Main City

Province: Main Province

Postal Code: MAIN

Country: South Africa

Postal Address:

City:

Province:

Postal Code:

Country:

Branch Name: Kingston

Branch Code: 001002

Account Type: Current Account

First Name	Middle Name	Last Name	ID Number	Birth Date	Relation	IsDependant
Cheryl	Grace	Mudzengi	11111111	01/02/2019	Child Dependant	Yes
John	James	Mudzengi	22222222	01/01/2021	Child Dependant	Yes

Start Date	Shift Name	Start Day	Start Date Key
01/01/2020	Normal Week	1	12

Craft Name	Craft Desc	Site Description	Account Code	COS Acc Code	Cost Estimate	Rate	Is Primary
ADMIN	Administration	Durban	1100	2100	150.00	350.00	Yes
TECH	Technician	Durban	1100	2100	1,000.00	1,000.00	No

1. A message box will pop up informing you;

- **Employee: [] has been saved.**

2. Click on **OK**.

Employee: MUD001 has been saved

OK

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

MNU.021.022