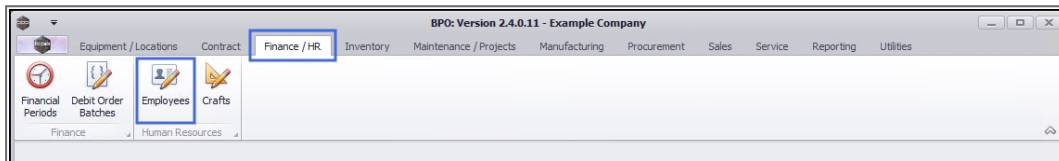


HUMAN RESOURCES

EMPLOYEES – VIEW EMPLOYEE

Ribbon Access: *Finance and HR > Employees*



1. The **Employees** listing screen will open.

VIEW EMPLOYEE LISTING DETAILS

2. All the employees currently set up on the system can be viewed here.
3. Scroll through the list **or**
4. Use the filter row to find a particular employee.

Only certain employee details are available in the data grid in this screen. For more comprehensive information, you will need to navigate to the **View Employee** screen.

Employees - BPO: Version 2.5.0.0 - Example Company v2.5.0.0

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Save Layout Workspaces Reports Export Refresh Print

Maintenance Format View Curr... Print

Links Enter text to search...

Drag a column header here to group by that column

EmployeeNumber	FullName	EmailAddress	Manager	Department	PhoneNumber	MobileNumber	Extension	Status
RED001	George James Red...	George.James@TEST ALPHA v2.4.0.0 DB...	Wesley Haynes					A
EMP123	Carolina Suzzetta L...	Carolina.Suzzetta@TEST ALPHA v2.4.0.0...	Bianca Du Toit					A
DG001	John Twain	John@TEST ALPHA v2.4.0.0 DB.co.za	Belinda Sharman					A
STE001	Markus Arilius Stev...	Markus.Arilius@TEST ALPHA v2.4.0.0 DB...	John Twain					A
JOH001	Michael-Stark Johns...	Michael-Stark@TEST ALPHA v2.4.0.0 DB...	Markus Arilius Stevens ...					A
CO3	CO3 Administrator	CO3@TEST ALPHA v2.4.0.0 DB.co.za						A
TAD009	Theo Peterson	Theo@TEST ALPHA v2.4.0.0 DB.co.za	Belinda Sharman		031 258 1425	083 258 1425	198	A
MUD001	Judith Mudzengi	Judith@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit	Sales	123 456 7890			A
TIM	Joseph Timber	Joseph@TEST ALPHA v2.4.0.0 DB.co.za						A
BEN	Ben Johnson	Ben@TEST ALPHA v2.4.0.0 DB.co.za	Steven Cooper		031 123 4567			A
E147282	Jade Rivers	Jade@TEST ALPHA v2.4.0.0 DB.co.za						A
E987654	Jeff Rivers	Jeff@TEST ALPHA v2.4.0.0 DB.co.za						A
ML001	Abigail Milne	Abigail@TEST ALPHA v2.4.0.0 DB.co.za		Sales				A
DUT004	Test Employee	Test@TEST ALPHA v2.4.0.0 DB.co.za						A
DUT005	Mary Saunders	Mary@TEST ALPHA v2.4.0.0 DB.co.za						A
DUT002	Tammy Du Toit	Tammy@TEST ALPHA v2.4.0.0 DB.co.za						A
DUT010	Bianca Surendorff	Bianca@TEST ALPHA v2.4.0.0 DB.co.za			031 123 4564	083 123 4567	1234	A
TH0001	Mary Thompson	Mary@TEST ALPHA v2.4.0.0 DB.co.za	Belinda Sharman					A
DAN001	Sabelo Danisa	Sabelo@TEST ALPHA v2.4.0.0 DB.co.za						A
NDW001	Sne Ndwalane	snehlanihla.ndwalane@co3.co.za		Sales				A
BLY001	Arial Blythe	Arial@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit	Sales				A
KHU001	Andile Khumalo	Andile@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit	Sales				A

VIEW FULL EMPLOYEE DETAILS

1. Select the **row** of the employee you wish to view in more detail.
2. Click on **View**.

Employees - BPO: Version 2.5.0.0 - Example Company v2.5.0.0

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Save Layout Workspaces Reports Export Refresh Print

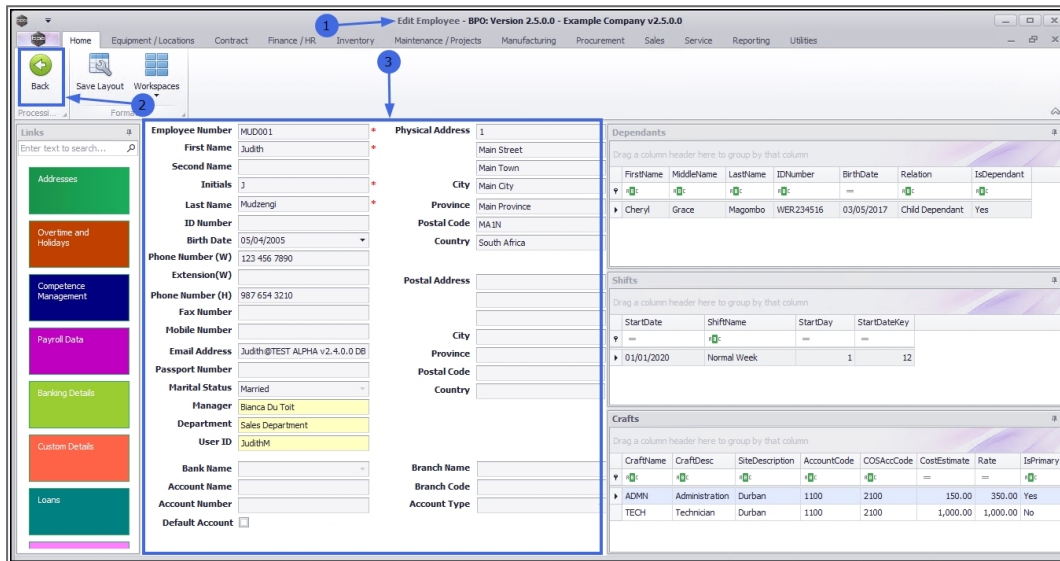
Maintenance Format View Curr... Print

Links Enter text to search...

Drag a column header here to group by that column

EmployeeNumber	FullName	EmailAddress	Manager	Department	PhoneNumber	MobileNumber	Extension	Status
RED001	George James Red...	George.James@TEST ALPHA v2.4.0.0 DB...	Wesley Haynes					A
EMP123	Carolina Suzzetta L...	Carolina.Suzzetta@TEST ALPHA v2.4.0.0...	Bianca Du Toit					A
DG001	John Twain	John@TEST ALPHA v2.4.0.0 DB.co.za	Belinda Sharman					A
STE001	Markus Arilius Stev...	Markus.Arilius@TEST ALPHA v2.4.0.0 DB...	John Twain					A
JOH001	Michael-Stark Johns...	Michael-Stark@TEST ALPHA v2.4.0.0 DB...	Markus Arilius Stevens ...					A
CO3	CO3 Administrator	CO3@TEST ALPHA v2.4.0.0 DB.co.za						A
TAD009	Theo Peterson	Theo@TEST ALPHA v2.4.0.0 DB.co.za	Belinda Sharman		031 258 1425	083 258 1425	198	A
MUD001	Judith Mudzengi	Judith@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit	Sales	123 456 7890			A
TIM	Joseph Timber	Joseph@TEST ALPHA v2.4.0.0 DB.co.za						A
BEN	Ben Johnson	Ben@TEST ALPHA v2.4.0.0 DB.co.za	Steven Cooper		031 123 4567			A
E147282	Jade Rivers	Jade@TEST ALPHA v2.4.0.0 DB.co.za						A
E987654	Jeff Rivers	Jeff@TEST ALPHA v2.4.0.0 DB.co.za						A
ML001	Abigail Milne	Abigail@TEST ALPHA v2.4.0.0 DB.co.za		Sales				A
DUT004	Test Employee	Test@TEST ALPHA v2.4.0.0 DB.co.za						A
DUT005	Mary Saunders	Mary@TEST ALPHA v2.4.0.0 DB.co.za						A
DUT002	Tammy Du Toit	Tammy@TEST ALPHA v2.4.0.0 DB.co.za						A
DUT010	Bianca Surendorff	Bianca@TEST ALPHA v2.4.0.0 DB.co.za			031 123 4564	083 123 4567	1234	A
TH0001	Mary Thompson	Mary@TEST ALPHA v2.4.0.0 DB.co.za	Belinda Sharman					A
DAN001	Sabelo Danisa	Sabelo@TEST ALPHA v2.4.0.0 DB.co.za						A
NDW001	Sne Ndwalane	snehlanihla.ndwalane@co3.co.za		Sales				A
BLY001	Arial Blythe	Arial@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit	Sales				A
KHU001	Andile Khumalo	Andile@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit	Sales				A

1. The **Edit Employee** screen will open.
2. Although this is named 'Edit Employee', this is a view only screen. you will notice that there is no **Save** button, only a **Back** button. No changes can be made or saved in this screen.
3. Here you can **view** all the information that has been entered into the system for this employee. For a more detailed explanation of the fields in the main data grid refer to [Add Employee](#).



VIEW DEPENDANTS

1. On the right side of this screen, is the **Dependants** panel.
2. Here you can view a list of any dependants (child or adult) who rely on the employee for financial support.

For more information, refer to [Dependants](#).

Employee Number: MUD001

Physical Address: 1

Postal Address:

Dependents:

First Name	Middle Name	Last Name	ID Number	Birth Date	Relation	Is Dependent
Cheryl	Grace	Magombo	WER234516	03/05/2017	Child Dependent	Yes

Shifts:

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

VIEW SHIFTS

1. On the right side of this screen, is the **Shifts** panel.
2. Here you can view a list of the shift assignments linked to the employee.

For more information, refer to [Shifts](#).

Employee Number: MUD001

Physical Address: 1

Postal Address:

Dependents:

First Name	Middle Name	Last Name	ID Number	Birth Date	Relation	Is Dependent
Cheryl	Grace	Magombo	WER234516	03/05/2017	Child Dependent	Yes

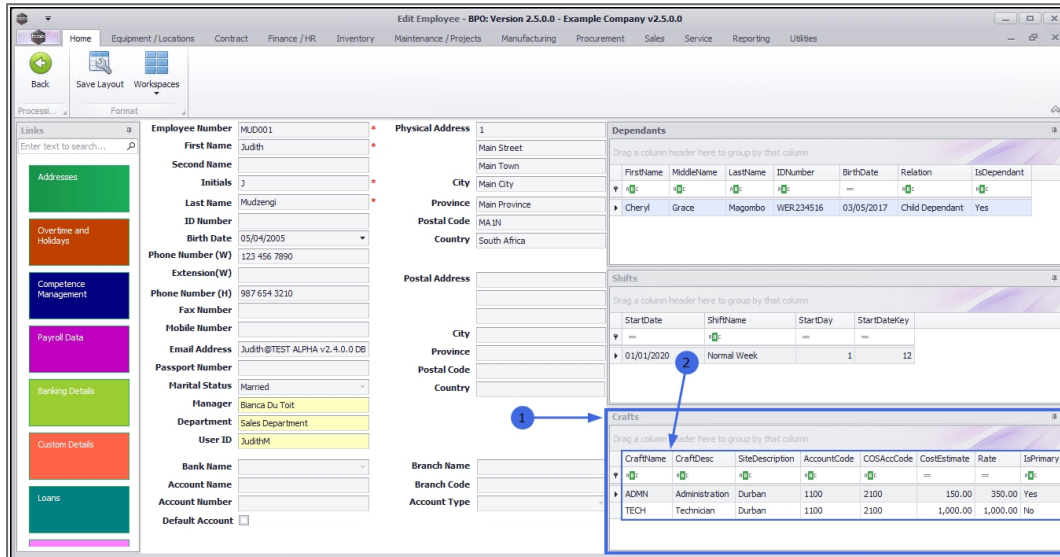
Shifts:

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

VIEW CRAFTS

1. On the right side of this screen, is the **Crafts** panel.
2. Here you can view a list of all the crafts linked to the employee.

For more information, refer to [Crafts](#).



First Name	Middle Name	Last Name	ID Number	Birth Date	Relation	Is Dependant
Cheryl	Grace	Magombo	WER234516	03/05/2017	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

THE FUNCTIONS TILES

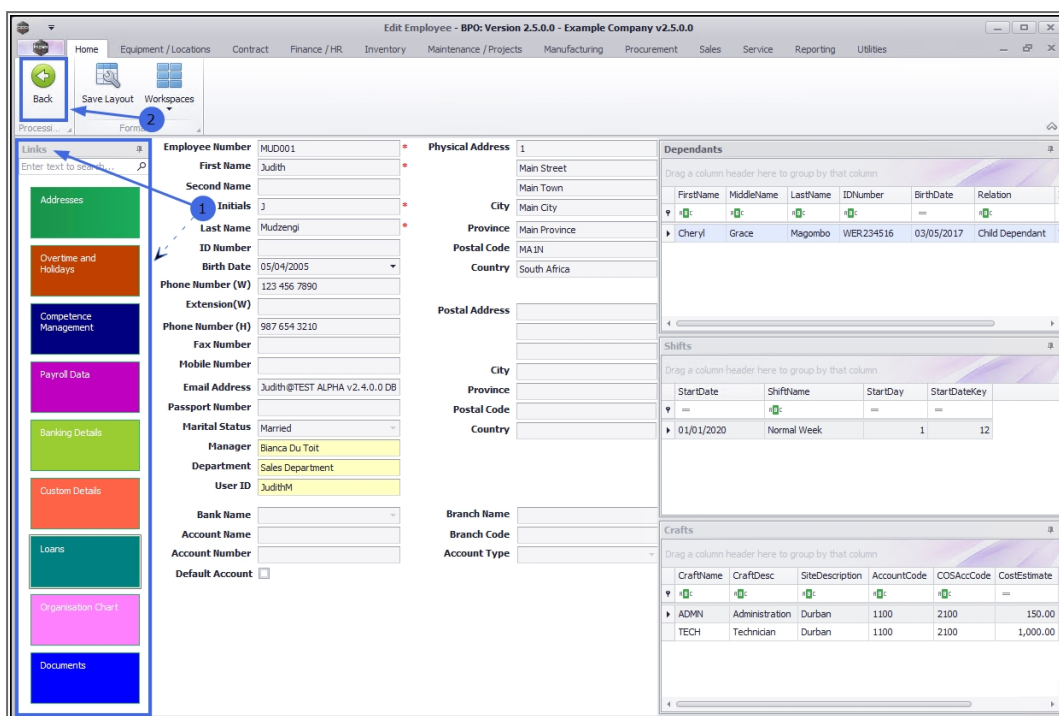
1. On the left side of the View Employee screen is the **Links** panel. This panel contains the employees **Functions** tiles. Each tile, when clicked on, will take you to further information concerning the selected employee.

- **Note 1:** These tiles are also available in the **Employees** listing screen, the [Add new employee](#) screen and the [Edit Employee](#) screen.
- **Note 2:** If you are working from the **Employees** listing screen, ensure that you have selected the correct employee before you click on any tile.

Clicking on the link within each tile explanation, will redirect you to a detailed handling of that particular topic.

- **Addresses:** This tile will direct you to the [Address List for: \[\]](#) screen where you can View, Add, Edit and Delete addresses linked to the selected employee.
- **Overtime and Holidays:** This tile will direct you to the [Availability Exceptions for: \[\]](#) screen where you can View, Add, Edit and Delete availability exceptions for the selected employee.
- **Competence Management:** This tile will direct you to the [Employee Training Courses for: \[\]](#) screen where you can View, Add, Edit and Delete training courses and qualifications linked to the selected employee.
- **Payroll Data:** This tile will direct you to the [Payroll Data for: \[\]](#) screen where you can View, Add, Edit and Delete payroll details for the selected employee.
- **Banking Details:** This tile will direct you to the [Banking Details for: \[\]](#) screen where you can View, Add, Edit and Delete banking details for the selected employee.
- **Custom Details:** This tile will direct you to the [Custom Details for: \[\]](#) screen where you can View, Add, Edit and Delete custom details linked to the selected employee.
- **Loans:** This tile will direct you to the [Loans for: \[\]](#) screen where you can View loan and repayment information linked to the selected employee.
- **Organisation Chart:** This tile will direct you to the [Organisational Chart](#) screen which gives you a visual representation of the company's reporting relationships in a hierarchical structure
- **Documents:** This tile will direct you to the [Documents for Employee - \[\]](#) screen where you can Add, Edit, Delete and View, digital documents linked to the selected employee

2. Click on **Back** to return to the **Employees** listing screen.



Edit Employee - BPO: Version 2.5.0.0 - Example Company v2.5.0.0

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Back Save Layout Workspaces

Process Form

Links
Enter text to search

Addresses
Overtime and Holidays
Competence Management
Payroll Data
Banking Details
Custom Details
Loans
Organisation Chart
Documents

Employee Number MUD001
First Name Judith
Second Name
Initials J
Last Name Mutzengi
ID Number
Birth Date 05/04/2005
Phone Number (W) 123 456 7890
Extension (W)
Phone Number (H) 987 654 3210
Fax Number
Mobile Number
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
Account Name
Account Number
Default Account ☐

Physical Address
1
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
Branch Code
Account Type

Dependents
Drag a column header here to group by that column

First Name	Middle Name	Last Name	ID Number	Birth Date	Relation
Cheryl	Grace	Magombo	WER234516	03/05/2017	Child Dependent

Shifts
Drag a column header here to group by that column

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

Crafts
Drag a column header here to group by that column

CraftName	CraftDesc	SiteDescription	AccountCode	COSAccCode	CostEstimate
ADMIN	Administration	Durban	1100	2100	150.00
TECH	Technician	Durban	1100	2100	1,000.00

MNU.021.024

