

We are currently updating our site; thank you for your patience.

HUMAN RESOURCES

EMPLOYEES – LOANS

In the employee **Loans** screen, you can view any outstanding loan or advance amounts, as well as view the loan repayment schedule with the instalment dates and number of instalments remaining.

This feature will enable the Human Resources department to effectively manage the loans of the employee.

Ribbon Access: Finance / HR Employees



The **Employees** listing screen will display.

VIEW EMPLOYEE LOANS

SELECT EMPLOYEE

- Select the **row** of the employee whose loan details you wish to **view**.
- Click on the **Loans** tile.

ID	Employee Number	Full Name	Email Address	Manager	Department Name
52	ATK091	Ismael Atkins	ismael.atkins@attexampdomain.co.za	Ansley Skinner	Sales
53	RUS355	Mina Russo	mina.russo@attexampdomain.co.za	Ansley Skinner	Sales
54	SHA227	Jamie Sharp	jamie.sharp@attexampdomain.co.za	Ansley Skinner	Sales
55	CAR119	Camryn Carpenter	camryn.carpenter@attexampdomain.co.za	Kerj Faulkner	Service Centre
56	WOC069	Jeremy Woodward	jeremy.woodward@attexampdomain.co.za	Kerj Faulkner	Service Centre
57	NEL366	Drew Nelson	drew.nelson@attexampdomain.co.za	Kerj Faulkner	Service Centre
58	EDW128	Dylan Edwards	dylan.edwards@attexampdomain.co.za	Kerj Faulkner	Service Centre
59	SN159	Ivy Singleton	ivy.singleton@attexampdomain.co.za	Kerj Faulkner	Service Centre
60	KAL058	Landyn Kaur	landyn.kaur@attexampdomain.co.za	Zaiden Kane	Accounts
61	MCB035	Holland McBride	holland.mcbride@attexampdomain.co.za	Dulce Nixon	Accounts
62	CLE503	Denver Clements	denver.clements@attexampdomain.co.za	Dulce Nixon	Administration
63	WAR499	Cara Warren	cara.warren@attexampdomain.co.za	Kimora Spencer	Operations
64	PAC754	Abel Pacheco	abel.pacheco@attexampdomain.co.za	Dulce Nixon	Operations
65	KOC584	Paris Koch	paris.koch@attexampdomain.co.za	Annalise Mata	Contracts
66	BAL909	Salvador Ball	salvador.ball@attexampdomain.co.za	Dulce Nixon	Contracts
67	LON914	Abby Long	abby.long@attexampdomain.co.za	Alanna Sheppard	Development
68	SPK536	Jackie Spencer	jackie.spencer@attexampdomain.co.za	Dulce Nixon	Development
69	MYR058	Alyssa Myers	alyssa.myers@attexampdomain.co.za	Dulce Nixon	Executive Committee
70	MEA512	Adam Meadows	adam.meadows@attexampdomain.co.za	Byron Huerta	Engineering
71	GRA119	Pearl Graham	pearl.graham@attexampdomain.co.za	Dulce Nixon	Engineering
72	BRO339	Giovanni Brooks	giovanni.brooks@attexampdomain.co.za	Eden Rowan	Executive Committee
73	QU1552	Autumn Quinn	autumn.quinn@attexampdomain.co.za	Dulce Nixon	Human Resources
74	CON197	Rhys Conner	rhys.conner@attexampdomain.co.za	Muhammad Trujillo	Implementations
75	DYE318	Alondra Dyer	alondra.dyer@attexampdomain.co.za	Dulce Nixon	Implementations
76	WAD575	Abreus Wade	abreus.wade@attexampdomain.co.za	Dulce Nixon	0
78	HER233	Kane Henry	kane.henry@attexampdomain.co.za	Dulce Nixon	6

LOANS SCREEN OVERVIEW

- The **Loans for: []** screen will open.

This screen is divided into **2** frames.

- The top frame displays the **Loan(s)** details.
- The lower frame displays the **Repayment(s)** schedule.
- The **Loan Balance** amount can be viewed at the foot of the screen.
- You will note that there is only a **Back** button in this screen, no changes can be made or saved here.

Loans for : LOP014 | Auditup Services: Version 2023.11.0.10 - All Things Example Company

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

Back | Save Layout | Workspaces

Maintenan... | Format

Loans

Drag a column header here to group by that column

Contributor	PaySlipCode	Description	BPSCCode	Direction	Value	RunDate
+	+	+	+	-	-	-

Repayments

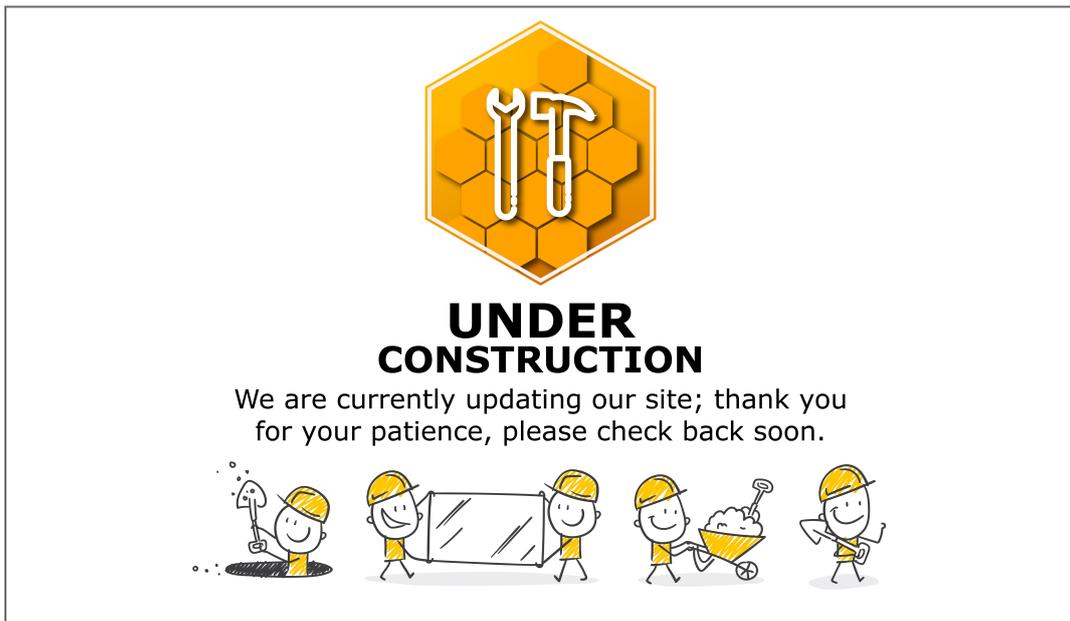
Drag a column header here to group by that column

Contributor	PaySlipCode	Description	BPSCCode	Direction	Value	RunDate
+	+	+	+	-	-	-

Loan Balance : 0

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This topic is currently being updated. Thank you for your patience, please check back soon.



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