

HUMAN RESOURCES

EMPLOYEES – ADD DEPENDANT

In the **Edit Employee** screen, the **Dependants** docking panel lists all the **dependants**, (child or adult), that are linked to the selected employee.

You can add, edit and delete a dependant in this panel.

Ribbon Access: Finance / HR Employees

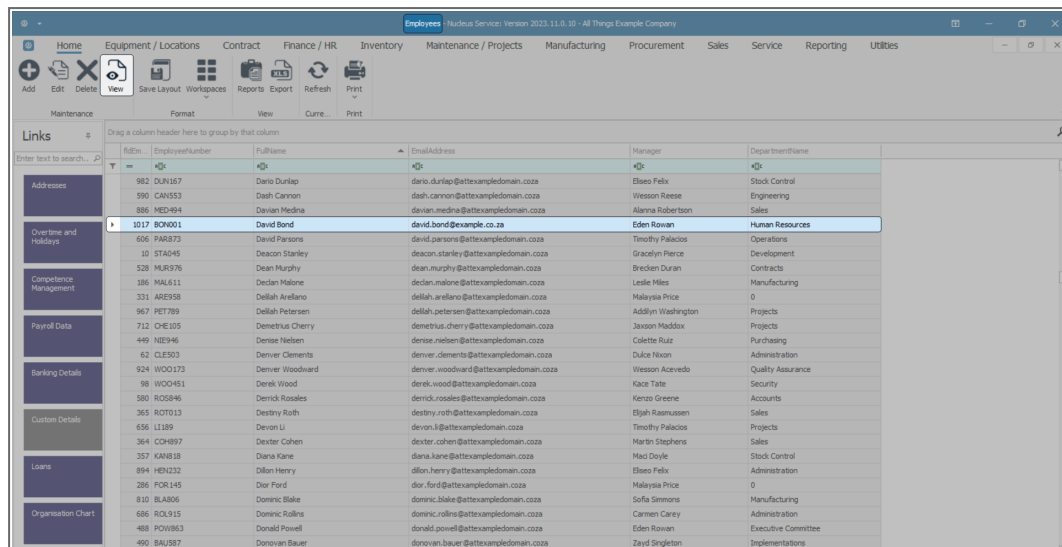


The **Employees** listing screen will display.

VIEW DEPENDANTS

SELECT EMPLOYEE

- Select the row of the **employee** for whom you wish to **view** the linked dependants.
- Click on **View**.

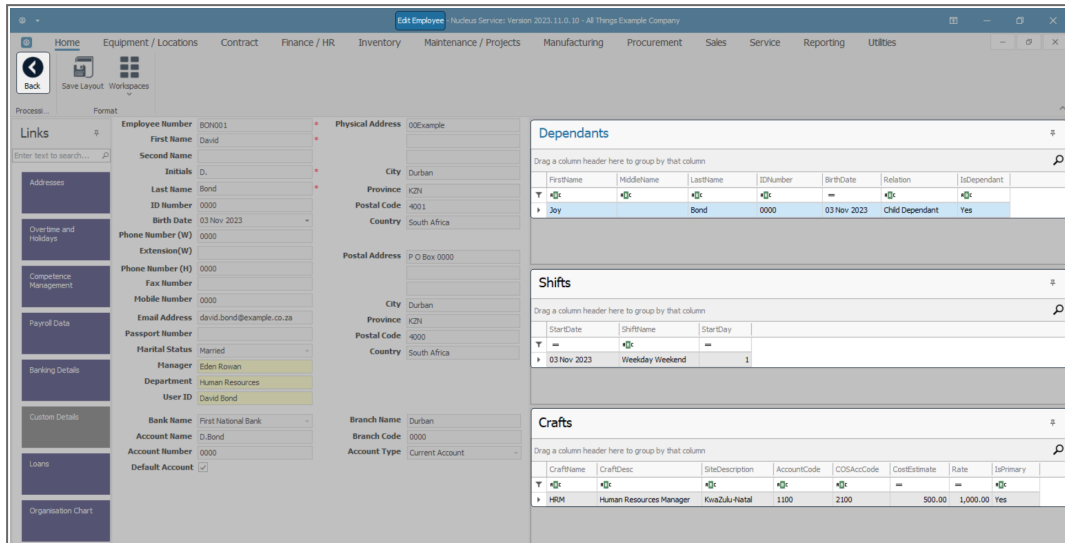


ID	Employee Number	Full Name	Email Address	Manager	Department Name
982	DUN167	Dario Dunlap	dario.dunlap@attexsampledomain.co.za	Elsao Felix	Stock Control
590	CAN553	Dash Cannon	dash.cannon@attexsampledomain.co.za	Wesson Reese	Engineering
886	MED494	Devian Medina	devian.medina@attexsampledomain.co.za	Alenna Robertson	Sales
1017	BON001	David Bond	david.bond@attexsampledomain.co.za	Eden Rowan	Human Resources
606	FAR873	David Parsons	david.parsons@attexsampledomain.co.za	Timothy Palacios	Operations
10	STAR445	Dawson Stanley	dawson.stanley@attexsampledomain.co.za	Grady Prence	Development
528	MUR076	Dean Murphy	dean.murphy@attexsampledomain.co.za	Brecken Duran	Contracts
186	MAL611	Declan Malone	declan.malone@attexsampledomain.co.za	Leslie Miles	Manufacturing
331	ARE958	Deliah Arellano	deliah.arellano@attexsampledomain.co.za	Malaysia Price	0
967	PET789	Deliah Petersen	deliah.petersen@attexsampledomain.co.za	Addilyn Washington	Projects
712	CHE105	Demetrius Cherry	demetrius.cherry@attexsampledomain.co.za	Javson Maddox	Projects
449	NIE946	Dennis Nielsen	dennis.nielsen@attexsampledomain.co.za	Colette Ruiz	Purchasing
62	CLE503	Denver Clements	denver.clements@attexsampledomain.co.za	Dulce Nixon	Administration
924	WOO173	Denver Woodward	denver.woodward@attexsampledomain.co.za	Wesson Acevedo	Quality Assurance
98	WOO451	Derek Wood	derek.wood@attexsampledomain.co.za	Kace Tate	Security
580	ROS946	Derrick Rosales	derrick.rosales@attexsampledomain.co.za	Kerwin Greene	Accounts
365	ROT013	Destiny Roth	destiny.roth@attexsampledomain.co.za	Elijah Karamanem	Sales
456	L1189	Devon Li	devon.li@attexsampledomain.co.za	Timothy Palacios	Projects
364	COA897	Dexter Cohen	dexter.cohen@attexsampledomain.co.za	Martin Stephens	Sales
357	KAN018	Diana Kane	diana.kane@attexsampledomain.co.za	Mac Doyle	Stock Control
894	HEN232	Dillon Henry	dillon.henry@attexsampledomain.co.za	Elsao Felix	Administration
286	FOR145	Dior Ford	dior.ford@attexsampledomain.co.za	Malaysia Price	0
810	BLA806	Dominic Blake	dominic.blake@attexsampledomain.co.za	Sofia Simmons	Manufacturing
686	ROL915	Dominic Rollins	dominic.rollins@attexsampledomain.co.za	Carmen Carey	Administration
488	POW063	Donald Powell	donald.powell@attexsampledomain.co.za	Eden Rowan	Executive Committee
490	BAU587	Donovan Bauer	donovan.bauer@attexsampledomain.co.za	Zayd Singleton	Implementations

VIEW LINKED DEPENDANTS

- The **Edit Employee** screen will open.
 - **Note:** Although this screen title is named 'Edit Employee', this is a view only screen - you will notice that there is only a **Back** button, therefore you cannot make or save changes in this screen.
- The **Dependants** frame is located in the top right of this screen.
- Here you can **view** the following details of any dependants currently linked to the selected employee:
 - **First Name**
 - **Middle Name**
 - **Last Name**
 - **ID Number**
 - **Birth Date**
 - **Relation**
 - **Is Dependant (Yes or No)**

- When you have finished viewing the Dependants details, click on **Back** to return to the **Employees** listing screen.



The screenshot shows the 'Edit Employee' screen for David Bond. The 'Dependants' tab is active, displaying a table with one dependant: Joy Bond, born 03 Nov 2023, Child Dependent, Yes.

First Name	Middle Name	Last Name	ID Number	Birth Date	Relation	Is Dependent
Joy		Bond	0000	03 Nov 2023	Child Dependent	Yes

ADD DEPENDANT

SELECT EMPLOYEE

- In the **Employees** listing screen -
- Select the **employee** to whom you wish to **add** a dependant.
- Click on **Edit**.

Employees - Nucleus 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
Links	Drag a column header here to group by that column				
Enter text to search...	Fullname	EmployeeNumber	EmailAddress	Manager	DepartmentName
Addresses	1017 BON001	David Bond	david.bond@example.co.za	Eden Rowan	Human Resources
Overtime and Holidays	606 FAR873	David Parsons	david.parsons@example.com	Timothy Palacios	Operations
Competence Management	10 STAR45	Dawson Stanley	dawson.stanley@example.com	Grady Preece	Development
Payroll Data	528 MUR076	Dean Murphy	dean.murphy@example.com	Brecken Duran	Contracts
Banking Details	186 MAL611	Declan Malone	declan.malone@example.com	Leslie Miles	Manufacturing
Custom Details	331 ARE958	Dellah Arellano	dellah.arellano@example.com	Malaysia Price	0
Loans	967 PET789	Dellah Petersen	dellah.petersen@example.com	Addilyn Washington	Projects
Organisation Chart	712 CHE105	Demetrius Cherry	demetrius.cherry@example.com	Jaxson Maddox	Projects
	449 NIE946	Dennis Nielsen	dennis.nielsen@example.com	Colette Ruiz	Purchasing
	62 CLE503	Denver Clements	denver.clements@example.com	Dulce Nixon	Administration
	924 WOO173	Denver Woodward	denver.woodward@example.com	Wesson Acervo	Quality Assurance
	98 WOO451	Derek Wood	derek.wood@example.com	Kace Tate	Security
	580 ROS946	Derrick Rosales	derrick.rosales@example.com	Karen Greene	Accounts
	365 ROT013	Destiny Roth	destiny.roth@example.com	Elijah Karaman	Sales
	456 L189	Devon Li	devon.li@example.com	Timothy Palacios	Projects
	364 COH897	Dexter Cohen	dexter.cohen@example.com	Martin Stephens	Sales
	357 KAN018	Diana Kane	diana.kane@example.com	Mac Doyle	Stock Control
	894 HEN232	Dillon Henry	dillon.henry@example.com	Eloeo Felix	Administration
	286 FOR145	Dior Ford	dior.ford@example.com	Malaysia Price	0
	810 BLA806	Dominic Blake	dominic.blake@example.com	Sofia Simmons	Manufacturing
	686 ROL915	Dominic Rollins	dominic.rollins@example.com	Carmen Carey	Administration
	488 POW853	Donald Powell	donald.powell@example.com	Eden Rowan	Executive Committee
	490 BAU587	Donovan Bauer	donovan.bauer@example.com	Zayd Singleton	Implementations

ADD NEW DEPENDANT

- The **Edit Employee** screen will open.
 - Note:** You can add and edit details in this screen, there is an active **Save** button.
- In the **Dependants** frame, **right click** on any field in the last blank row.
- A **Process** menu will pop up.
- Select **Dependant - Add new dependant** from the list.

First Name	Middle Name	Last Name	ID Number	Birth Date	Relation	Is Dependent
Joy		Bond	0000	03 Nov 2023	Child Dependent	Yes

SELECT DEPENDANT'S RELATIONSHIP

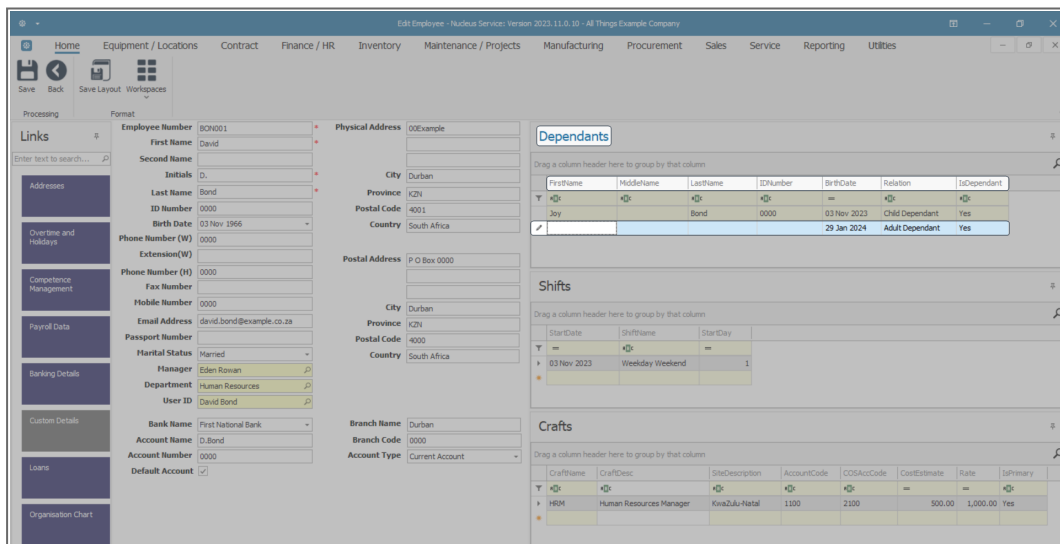
- A **Select the dependant's relationship to the employee** screen will pop up.
- Select the **row** of the type of dependant that applies.
- In this example, an **Adult Dependant** (the wife of the employee) is selected.
- Click on **Ok**.

Select the dependant's relationship to the employee

ADULT	Adult Dependent
CHLD	Child Dependent

ADD NEW DEPENDANT DETAILS

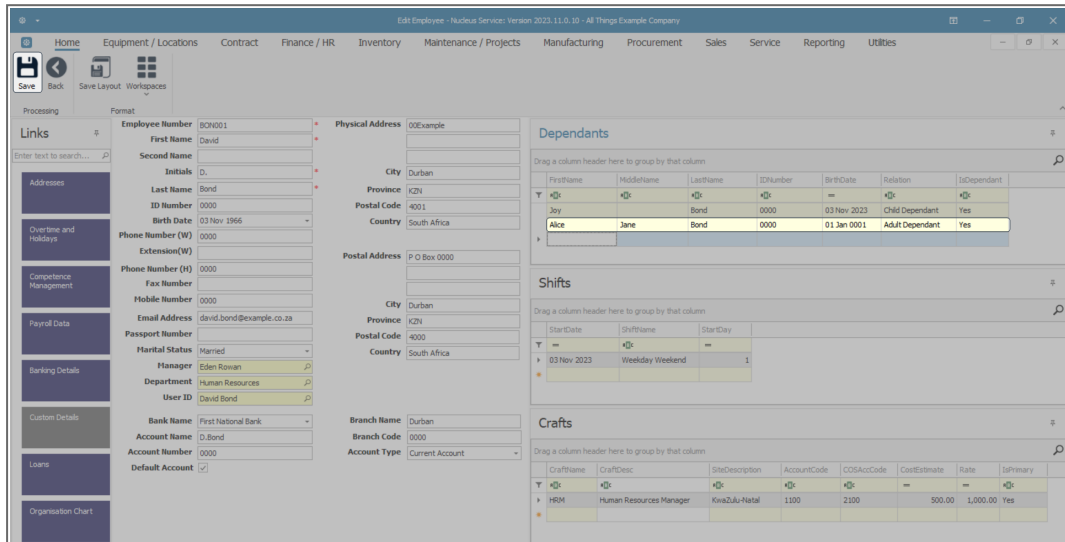
- The **Select** screen will close and the following fields in the Dependants frame will auto populate:
- Birth Date:** This will populate with the current date. Click on the drop-down **arrow** and use the calendar function displayed, to select a different birth date, if applicable.
- Relation:** This will populate with the **relationship** selected in the pop up screen.
- Is Dependant:** This will populate with **Yes**.
- The **4** remaining fields are free text fields where you can **type in** the required details:
- First Name**
- Middle Name**
- Last name**
- ID Number**



First Name	Middle Name	Last Name	ID Number	Birth Date	Relation	Is Dependant
Joy	Bond		0000	03 Nov 2023	Child Dependent	Yes

SAVE NEW DEPENDANT

- When you have finished adding the new dependant details -
- Click on **Save**.



Employee Details:

- Employee Number: BON001
- First Name: David
- Second Name: Bond
- Initials: D.
- ID Number: 0000
- Birth Date: 03 Nov 1966
- Phone Number (W): 0000
- Extension(W): 0000
- Phone Number (H): 0000
- Fax Number: 0000
- Mobile Number: 0000
- Email Address: david.bond@example.co.za
- Passport Number: 0000
- Marital Status: Married
- Manager: Eden Rowan
- Department: Human Resources
- User ID: David Bond
- Bank Name: First National Bank
- Account Name: D. Bond
- Account Number: 0000
- Default Account: ☒

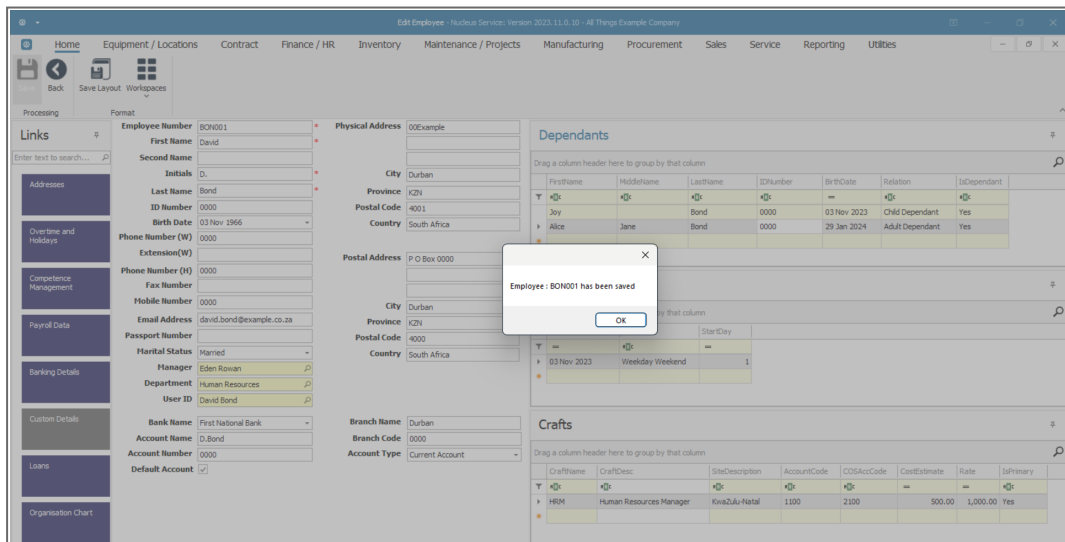
Physical Address: 00Example

Postal Address: P O Box 0000

Dependants Table:

First Name	Middle Name	Last Name	ID Number	Birth Date	Relation	Is Dependant
Joy	Bond	0000	03 Nov 2023	Child Dependant	Yes	
Alice	Jane	Bond	0000	01 Jan 0001	Adult Dependant	Yes

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



Employee Details:

- Employee Number: BON001
- First Name: David
- Second Name: Bond
- Initials: D.
- ID Number: 0000
- Birth Date: 03 Nov 1966
- Phone Number (W): 0000
- Extension(W): 0000
- Phone Number (H): 0000
- Fax Number: 0000
- Mobile Number: 0000
- Email Address: david.bond@example.co.za
- Passport Number: 0000
- Marital Status: Married
- Manager: Eden Rowan
- Department: Human Resources
- User ID: David Bond
- Bank Name: First National Bank
- Account Name: D. Bond
- Account Number: 0000
- Default Account: ☒

Physical Address: 00Example

Postal Address: P O Box 0000

Dependants Table:

First Name	Middle Name	Last Name	ID Number	Birth Date	Relation	Is Dependant
Joy	Bond	0000	03 Nov 2023	Child Dependant	Yes	
Alice	Jane	Bond	0000	29 Jan 2024	Adult Dependant	Yes

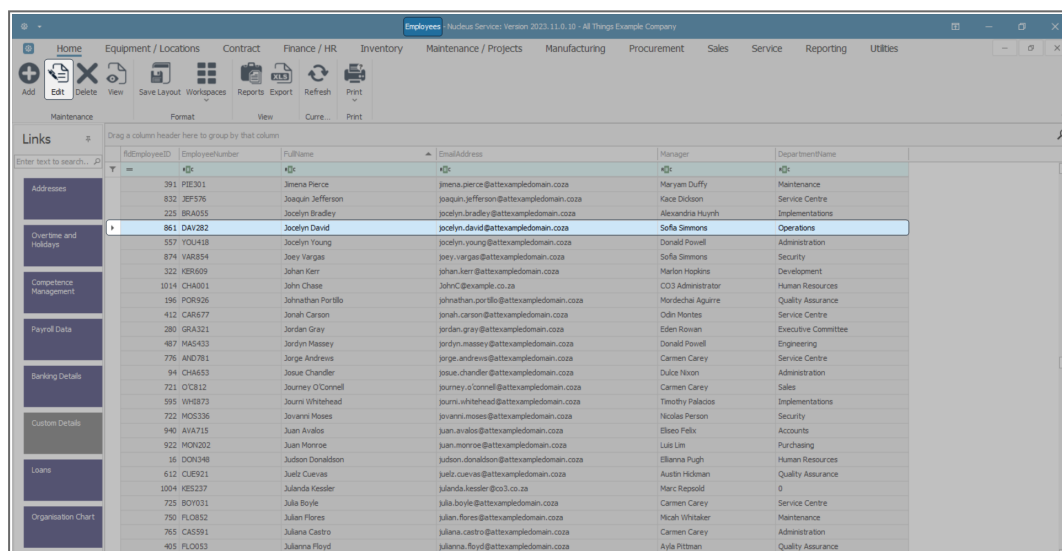
Message Box: Employee: BON001 has been saved

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

EDIT DEPENDANT

SELECT EMPLOYEE

- In the **Employees** listing screen -
- Select the **employee** whose dependant's details need to be **changed**.
- Click on **Edit**.

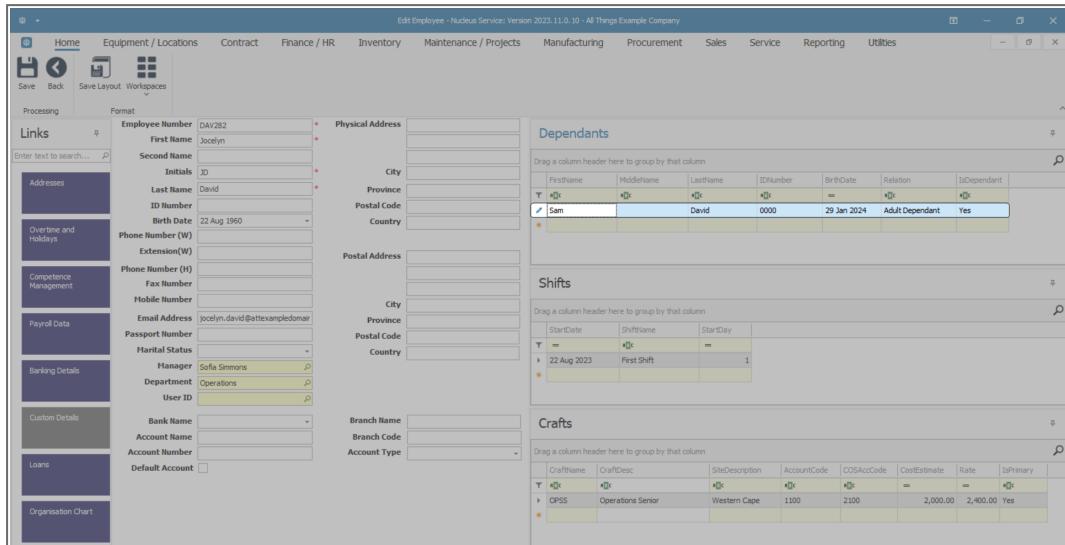


FullEmployeeID	EmployeeNumber	FullName	EmailAddress	Manager	DepartmentName
391	PIE301	Josena Pierce	josena.pierce@tattexampdomain.co.za	Maryam Duffy	Maintenance
832	JEFS76	Josquin Jefferson	josquin.jefferson@tattexampdomain.co.za	Kace Dickson	Service Centre
225	BRAD55	Jocelyn Bradley	jocelyn.bradley@tattexampdomain.co.za	Alexandria Hujrh	Implementations
861	DAV282	Jocelyn David	jocelyn.david@tattexampdomain.co.za	Sofa Simons	Operations
557	YOU418	Jocelyn Young	jocelyn.young@tattexampdomain.co.za	Donald Powell	Administration
874	VAR854	Joey Vargas	joey.vargas@tattexampdomain.co.za	Sofa Simons	Security
322	KER609	Johan Kerr	johan.kerr@tattexampdomain.co.za	Marlon Hopkins	Development
1014	CHAO01	John Chase	johnc@tattexampdomain.co.za	CO3 Administrator	Human Resources
196	PCR505	Johnathan Portillo	johnathan.portillo@tattexampdomain.co.za	Mordchai Aguirre	Quality Assurance
412	CAR577	Jonah Carson	jonah.carson@tattexampdomain.co.za	Odi Montes	Service Centre
280	GRAY21	Jordan Gray	jordan.gray@tattexampdomain.co.za	Eden Roman	Executive Committee
487	MA5433	Jordyn Massey	jordyn.massey@tattexampdomain.co.za	Donald Powell	Engineering
776	AND781	Jorge Andrews	jorge.andrews@tattexampdomain.co.za	Carmen Carey	Service Centre
94	CHA653	Josue Chandler	josue.chandler@tattexampdomain.co.za	Dulce Nixon	Administration
721	OC812	Journey O'Connell	journey.o'connell@tattexampdomain.co.za	Carmen Carey	Sales
595	WH873	Journ Whitehead	journ.whitehead@tattexampdomain.co.za	Timothy Palacios	Implementations
722	MO536	Jovanni Moses	jovanni.moses@tattexampdomain.co.za	Nicolas Person	Security
940	AVA715	Juan Avalos	juan.avalos@tattexampdomain.co.za	Eliseo Felix	Accounts
922	MON002	Juan Monroe	juan.monroe@tattexampdomain.co.za	Luis Lim	Purchasing
16	DON048	Judson Donaldson	judson.donaldson@tattexampdomain.co.za	Ellanna Pugh	Human Resources
612	CUE921	Julia Curves	julie.curves@tattexampdomain.co.za	Austin Holman	Quality Assurance
1004	KES237	Julanda Kessler	julanda.kessler@tattexampdomain.co.za	Marc Repsold	0
725	BOY031	Julia Boyle	julia.boyle@tattexampdomain.co.za	Carmen Carey	Service Centre
790	FLO852	Julian Flores	julian.flores@tattexampdomain.co.za	Micah Whitaker	Maintenance
765	CAS591	Juliana Castro	juliana.castro@tattexampdomain.co.za	Carmen Carey	Administration
405	FLO053	Julanna Floyd	julanna.floyd@tattexampdomain.co.za	Ayla Pittman	Quality Assurance

EDIT DEPENDANTS DETAILS

- The **Edit Employee** screen will open.
- In the **Dependants** panel -
- Click in the field where you wish to make the change.

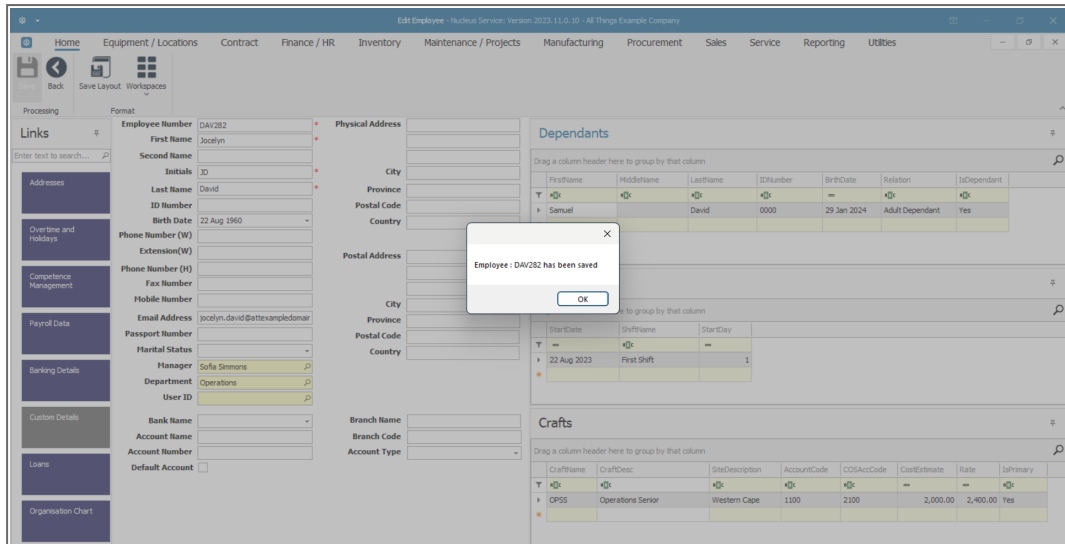
- Either type the new information in the field, or if necessary, **delete** the text that is there and type in the new information.



- In this example, the **FirstName** will be edited.

SAVE CHANGES

- When you have finished editing the details, click on **Save**.
- A message box will pop up informing you -
 - **Employee: [] has been saved.**
- Click on **OK**.



- You will return to the **Employees** listing screen.

DELETE DEPENDANT

SELECT EMPLOYEE

- In the **Employees** listing screen -
- Select the **employee** whose dependant's details need to be **deleted**.
- Click on **Edit**.

Employees - Nucleus Service: Version 2023.11.0.10 - All Things Example Company					
Home	Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects
Links	Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects
Enter text to search...	Fullname	EmailAddress	Manager	DepartmentName	
Addresses	556 GIL609	Baylor Gilbert	baylor.gilbert1@tattexampdomain.co.za	Donald Powell	Quality Assurance
Over time and Holidays	689 GOL305	Beatrice Golden	beatrice.golden@tattexampdomain.co.za	Leslie Donaldson	Contracts
Competence Management	173 WAR746	Beatrice Warren	beatrice.warren@tattexampdomain.co.za		Executive Committee
Payroll Data	734 BAR766	Beckett Barr	beckett.barr@tattexampdomain.co.za	Moses Barrera	Operations
Banking Details	353 SAN366	Belen Sandoval	belen.sandoval@tattexampdomain.co.za	Leona Phillips	Security
Custom Details	915 AVE805	Bella Avery	bella.avery@tattexampdomain.co.za	Saul Wright	Marketing
Loans	529 CHA938	Bella Chase	bella.chase@tattexampdomain.co.za	Donald Powell	Contracts
Organisation Chart	279 BRO937	Bellamy Brooks	bellamy.brooks@tattexampdomain.co.za	Malaysia Price	Engineering
	388 CRO731	Berilee Cross	berilee.cross@tattexampdomain.co.za	Ayla Pittman	0
	206 FLA129	Berilee Fuller	berilee.fuller@tattexampdomain.co.za	Aydn Knight	Stock Control
	378 BAR669	Berley Barrett	berley.barrett@tattexampdomain.co.za	Ayla Pittman	Contracts
	14 KAN277	Berley Kane	berley.kane@tattexampdomain.co.za	Elanna Pugh	Engineering
	837 MAR315	Bethany Marshall	bethany.marshall@tattexampdomain.co.za	Sofia Simmons	Administration
	1005 DUT517	Bianca DuToit	emaladd@email.com	Marc Repsold	Quality Assurance
	282 DOD686	Bishop Dodson	bishop.dodson@tattexampdomain.co.za	Otis Morgan	Implementations
	729 GIL293	Blair Giles	blair.giles@tattexampdomain.co.za	Carmen Carney	Service Centre
	329 CHA567	Blair Chase	blair.chase@tattexampdomain.co.za	Etta Knight	Implementations
	463 VIN713	Blaise Vincent	blaise.vincent@tattexampdomain.co.za	Ayla Pittman	Stock Control
	740 PHI285	Blake Phillips	blake.phillips@tattexampdomain.co.za	Carmen Carney	0
	636 AYE133	Boden Ayers	boden.ayers@tattexampdomain.co.za		Executive Committee
	272 BAI404	Bodie Bailey	bodie.bailey@tattexampdomain.co.za	Malaysia Price	Operations
	944 SUM941	Boone Summers	boone.summers@tattexampdomain.co.za	Jack Holmes	Contracts
	520 OWE129	Brandon Owen	brandon.owen@tattexampdomain.co.za	Isaac Gould	Service Centre
	354 JAC319	Brandley Jacobs	brandley.jacobs@tattexampdomain.co.za	Malaysia Price	Security
	918 CAR723	Braxton Carpenter	braxton.carpenter@tattexampdomain.co.za	Elaeo Felix	Operations
	780 HAY103	Brayden Haynes	brayden.haynes@tattexampdomain.co.za	Kate Calhoun	Sales

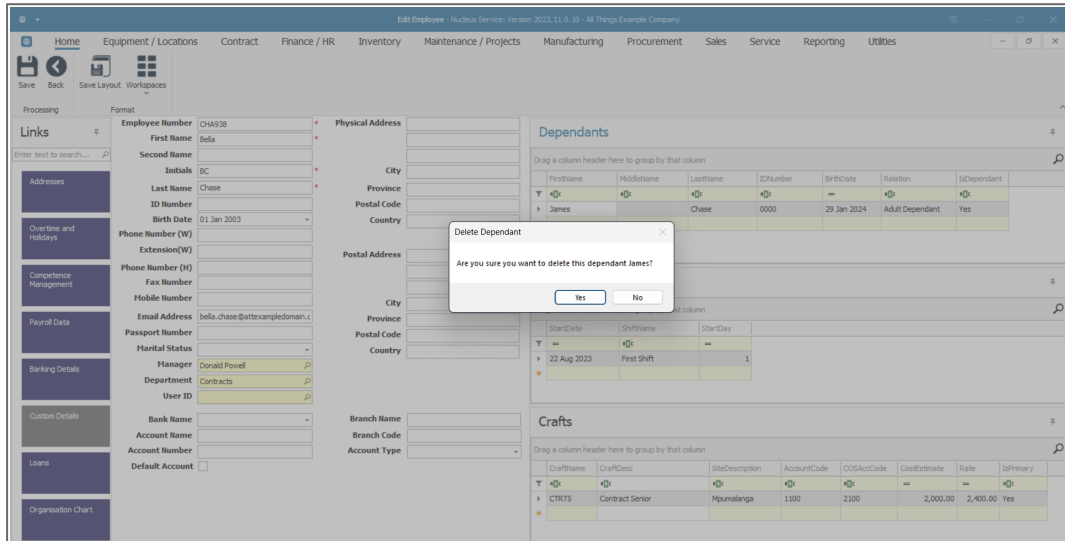
DELETE DEPENDANT DETAILS

- The **Edit Employee** screen will open.
- In the **Dependants** frame, **right click** in the **row** of the dependant you wish to delete.
- A **Process** menu will pop up.
- Select **Delete - Delete dependant**.

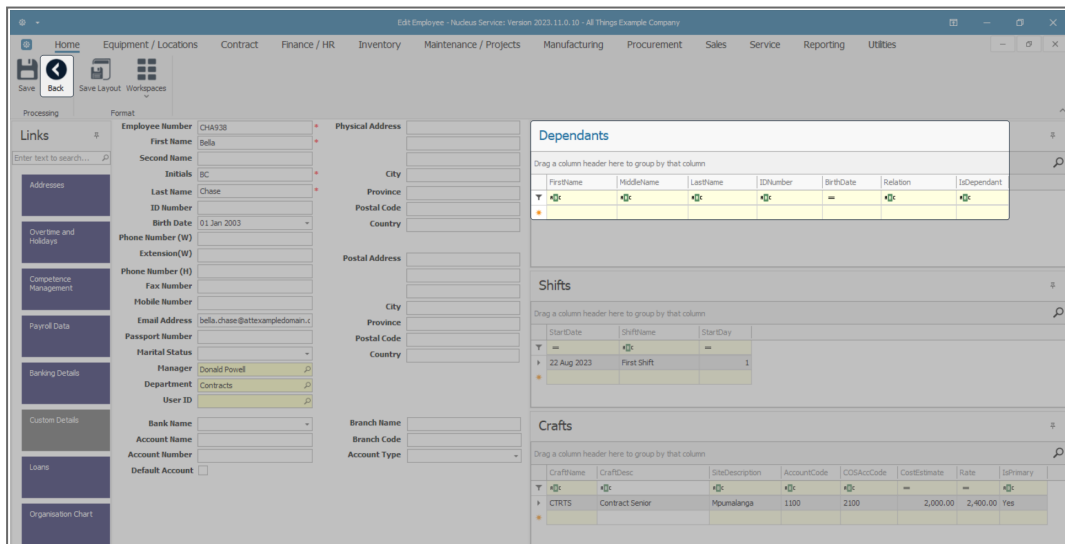
Edit Employee - Nucleus Service: Version 2023.11.0.10 - All Things Example Company					
Home	Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects
Links	Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects
Employee Number	CH4938	Physical Address			
First Name	Bella	City			
Second Name		Province			
Initials	BC	Postal Code			
Last Name	Chase	Country			
ID Number		Postal Address			
Birth Date	01 Jan 2003	City			
Phone Number (W)		Province			
Extension (W)		Postal Code			
Phone Number (H)		Country			
Fax Number					
Mobile Number					
Email Address	bella.chase@tattexampdomain.co.za				
Passport Number					
Marital Status					
Manager	Donald Powell				
Department	Contracts				
User ID					
Bank Name		Branch Name			
Account Name		Branch Code			
Account Number		Account Type			
Default Account					
Dependants					
Drag a column header here to group by that column					
First Name	Middle Name	Last Name	ID Number	Birth Date	Relation
					Is Dependent
		Chase	0000	29 Jan 2024	Adult Dependent
					Yes
Shifts					
Drag a column header here to group by that column					
Star Date	Shift Name	Star Day			
22 Aug 2023	First Shift				1
Crafts					
Drag a column header here to group by that column					
Craft Name	Craft Desc	Site Description	Account Code	CO3 Acc Code	Cost Estimate
					Rate
					Primary
		Houmalanga	1100	2100	2,000.00
					2,400.00
					Yes

CONFIRM DELETION

- A **Delete Dependant** message box will pop up asking -
 - **Are you sure you want to delete this dependant []?**
- Click on **Yes**.



- The selected dependant's details will be **removed** from the panel.
- Click on **Back** to return to the **Employees** listing screen.





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