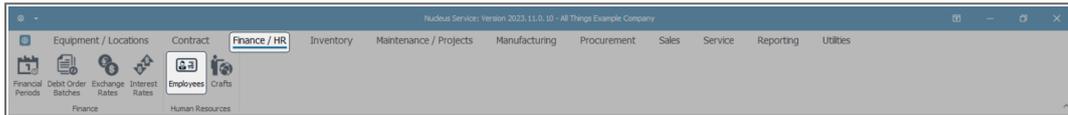


HUMAN RESOURCES

EMPLOYEES – VIEW EMPLOYEE

Ribbon Access: Finance / HR Employees



The **Employees** listing screen will display.

VIEW EMPLOYEE LISTING DETAILS

- All the employees currently set up on the system can be viewed in the data grid.
- Scroll through the list -
- **Or** 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** screen.

EmployeeID	EmployeeNumber	FullName	EmailAddress	Manager	DepartmentName
19	SN261	Aleena Singh	aleena.singh@attexampldomain.co.za	Elanna Pugh	Human Resources
20	RE256	Louis Bell	louis.bell@attexampldomain.co.za	Elanna Pugh	Financing
21	FE275	Itzel Fields	itzel.fields@attexampldomain.co.za	Elanna Pugh	0
22	BA223	Clayton Bailey	clayton.bailey@attexampldomain.co.za	Kennedy Byrd	Maintenance
23	BY113	Kennedy Byrd	kennedy.byrd@attexampldomain.co.za	Elanna Pugh	Maintenance
24	HO524	Cristian Ho	cristian.ho@attexampldomain.co.za	Collope Pruitt	Manufacturing
25	PR226	Collope Pruitt	collope.pruitt@attexampldomain.co.za	Elanna Pugh	Manufacturing
26	FR223	Gavin Friedman	gavin.friedman@attexampldomain.co.za	Aspyn Brandt	Marketing
27	BR125	Aspyn Brandt	aspyn.brandt@attexampldomain.co.za	Elanna Pugh	Marketing
28	MOR751	Damir Moran	damir.moran@attexampldomain.co.za	Celeste Magana	Operations
29	MAG161	Celeste Magana	celeste.magana@attexampldomain.co.za	Elanna Pugh	Operations
30	TOD456	Rey Todd	rey.todd@attexampldomain.co.za	Elanna Pugh	Administration
31	YAN722	Zariah Yang	zariah.yang@attexampldomain.co.za	Malcolm Cardenas	Projects
32	CAR721	Malcolm Cardenas	malcolm.cardenas@attexampldomain.co.za	Elanna Pugh	Projects
33	BE498	Raven Bender	raven.bender@attexampldomain.co.za	Zavier Garrison	Purchasing
34	GAR796	Zavier Garrison	zavier.garrison@attexampldomain.co.za	Elanna Pugh	Purchasing
35	CL594	Cadence Olson	cadence.olson@attexampldomain.co.za	Malachi Cherry	Quality Assurance
36	CH605	Malachi Cherry	malachi.cherry@attexampldomain.co.za	Elanna Pugh	Quality Assurance
37	WH258	Nyomi White	nyomi.white@attexampldomain.co.za	Elanna Pugh	Administration
38	WAL259	Aiden Walters	aiden.walters@attexampldomain.co.za	Elanna Pugh	Safety
39	CON685	Samara Conway	samara.conway@attexampldomain.co.za	Andsey Skinner	Sales
40	MEY325	Orlando Meyer	orlando.meyer@attexampldomain.co.za	Elanna Pugh	Sales
41	SPE385	Sara Spears	sara.spears@attexampldomain.co.za	Ameer Powell	Security
42	POW066	Ameer Powell	ameer.powell@attexampldomain.co.za	Elanna Pugh	Security
43	GL562	Vivian Gillespie	vivian.gillespie@attexampldomain.co.za	Forest Wood	Service Centre
44	WOO805	Forest Wood	forest.wood@attexampldomain.co.za	Elanna Pugh	Service Centre

VIEW FULL EMPLOYEE DETAILS

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

EmployeeID	EmployeeNumber	FullName	EmailAddress	Manager	DepartmentName
982	DUN167	Dario Dunlop	dario.dunlop@attexampldomain.co.za	Elsco Felix	Stock Control
590	CAN553	Dash Cannon	dash.cannon@attexampldomain.co.za	Wesson Reese	Engineering
886	MED494	Davian Medina	davian.medina@attexampldomain.co.za	Alana Robertson	Sales
1017	BON001	David Bond	devid.bond@exampl.co.za	Elden Rowan	Human Resources
606	PAR873	David Parsons	david.parsons@attexampldomain.co.za	Timothy Palacios	Operations
10	STA045	Deacon Stanley	deacon.stanley@attexampldomain.co.za	Gracelyn Pierce	Development
528	MUR976	Dean Murphy	dean.murphy@attexampldomain.co.za	Brecken Duran	Contracts
186	MAL611	Declan Malone	declan.malone@attexampldomain.co.za	Leslie Miles	Manufacturing
331	ARE558	Dellah Arellano	dellah.arellano@attexampldomain.co.za	Malaysia Price	0
957	PET789	Dellah Petersen	dellah.petersen@attexampldomain.co.za	Adilyn Washington	Projects
712	CH605	Demetrius Cherry	demetrius.cherry@attexampldomain.co.za	Jaxson Maddox	Projects
449	NE946	Denise Nielsen	denise.nielsen@attexampldomain.co.za	Colthe Ruiz	Purchasing
62	CL503	Denver Clements	denver.clements@attexampldomain.co.za	Dulce Nixon	Administration
924	WOO173	Denver Woodward	denver.woodward@attexampldomain.co.za	Wesson Acevedo	Quality Assurance
98	WOO451	Derek Wood	derek.wood@attexampldomain.co.za	Kace Tate	Security
580	ROS846	Derrick Rosales	derrick.rosales@attexampldomain.co.za	Kenzo Greene	Accounts
363	ROT013	Destiny Roth	destiny.roth@attexampldomain.co.za	Eljah Raemussen	Sales
656	LI189	Devon Li	devon.li@attexampldomain.co.za	Timothy Palacios	Projects
364	COH897	Dexter Cohen	dexter.cohen@attexampldomain.co.za	Martin Stephens	Sales
357	KAN018	Diana Kane	diana.kane@attexampldomain.co.za	Maco Doyle	Stock Control
894	HE232	Dilan Henry	dilan.henry@attexampldomain.co.za	Elsco Felix	Administration
286	FOR145	Dor Ford	dor.ford@attexampldomain.co.za	Malaysia Price	0
810	BLA806	Dominic Blake	dominic.blake@attexampldomain.co.za	Sofia Simonsen	Manufacturing
686	ROL915	Dominic Rollins	dominic.rollins@attexampldomain.co.za	Carmen Carey	Administration
488	POW063	Donald Powell	donald.powell@attexampldomain.co.za	Elden Rowan	Executive Committee
490	BAU587	Donovan Bauer	donovan.bauer@attexampldomain.co.za	Zayd Singleton	Implementations

- The **Edit Employee** screen will open where you can **view** all the information that has been entered into the system for this employee.

- Although this screen title is named '**Edit Employee**', this is a **view only** screen - you cannot make or save changes in this screen.
- The **Manager**, **Department**, and **User ID** fields are very important - refer to **add Employee** for further information.
- Click on the link within each explanation below to redirect you to a detailed handling of each docking panel.
- When you have finished viewing the selected employee, click on **Back** to return to the **Employees** listing screen.

The screenshot shows the 'Edit Employee' screen with the following data:

Employee Number	BCH001	Physical Address	00Example
First Name	David	City	Durban
Second Name		Province	KZN
Initials	D.	Postal Code	4001
Last Name	Bond	Country	South Africa
ID Number	0000	Postal Address	P O Box 0000
Birth Date	03 Nov 2023	City	Durban
Phone Number (W)	0000	Province	KZN
Extension(W)		Postal Code	4000
Phone Number (H)	0000	Country	South Africa
Fax Number		Branch Name	Durban
Mobile Number	0000	Branch Code	0000
Email Address	david.bond@example.co.za	Account Type	Current Account
Passport Number			
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	<input checked="" type="checkbox"/>		

Dependants						
Drag a column header here to group by that column						
First Name	Middle Name	Last Name	ID Number	Birth Date	Relation	Is Dependent
Joy		Bond	0000	03 Nov 2023	Child Depend...	Yes

Shifts			
Drag a column header here to group by that column			
Start Date	Shift Name	Start Day	
03 Nov 2023	Weekday Weekend		1

Crafts						
Drag a column header here to group by that column						
Craft Name	Craft Desc	Site Description	Account Code	COS Acc Code	Cost Estimate	Rate
HRM	Human Resources Mana...	KwaZulu-Natal	1100	2100	500.00	1,000.00

VIEW DEPENDANTS

- On the right side of this screen, is the **Dependants** panel.
- 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**.

The screenshot shows the 'View Employee' interface for employee David Bond. The interface is divided into several sections:

- Employee Information:** Employee Number (BCH001), First Name (David), Second Name (Bond), Initials (D.), Last Name (Bond), ID Number (0000), Birth Date (03 Nov 2023), 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, 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), and Default Account (checked).
- Physical Address:** 00Example, City (Durban), Province (KZN), Postal Code (4001), Country (South Africa), Postal Address (P O Box 0000), City (Durban), Province (KZN), Postal Code (4000), Country (South Africa).
- Branch Information:** Branch Name (Durban), Branch Code (0000), Account Type (Current Account).
- Dependants:** A table with columns: First Name, Middle Name, Last Name, ID Number, Birth Date, Relation, IsDependent. One entry is visible: Joy Bond, ID 0000, Birth Date 03 Nov 2023, Relation Child Dependancy, IsDependent Yes.
- Shifts:** A table with columns: Start Date, Shift Name, Start Day. One entry is visible: 03 Nov 2023, Weekday Weekend, 1.
- Crafts:** A table with columns: Craft Name, Craft Desc, Site Description, Account Code, COS Acc Code, Cost Estimate, Rate, Is Primary. One entry is visible: HRM Human Resources Mana..., KwaZulu-Natal, 1100, 2100, 500.00, 1,000.00, Yes.

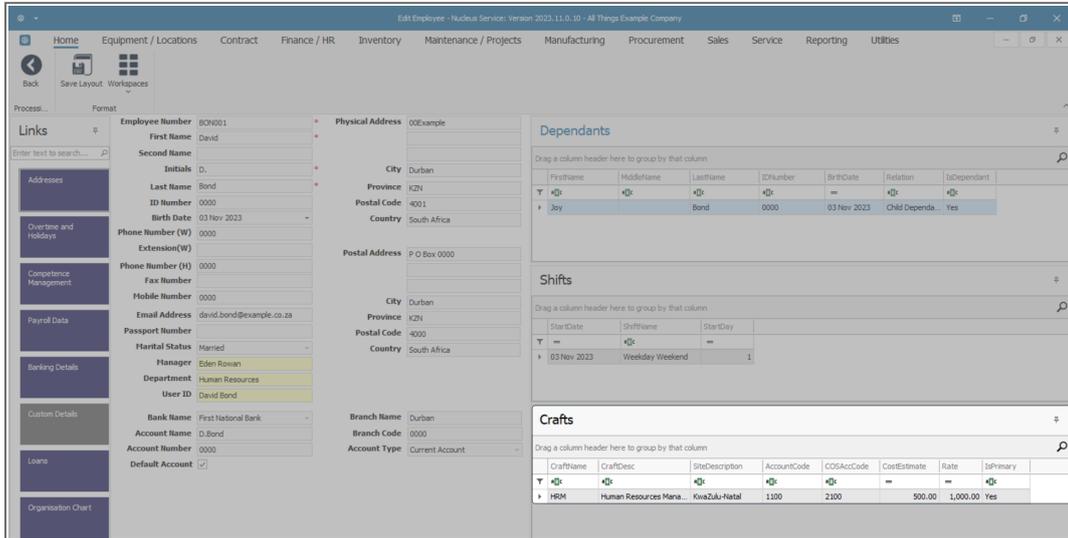
VIEW SHIFTS

- On the right side of this screen, is the **Shifts** panel.
- Here you can view a list of the shift assignments linked to the employee.
- For more information, refer to [Shifts](#).

This screenshot is identical to the one above, but the 'Shifts' panel is highlighted with a red border to draw attention to it. The 'Shifts' table shows one assignment for the date 03 Nov 2023, with the shift name 'Weekday Weekend' and a count of 1.

VIEW CRAFTS

- On the right side of this screen, is the **Crafts** panel.
- Here you can view a list of all the crafts linked to the employee.
- For more information, refer to [Crafts](#).



FUNCTION TILES – LINKS PANEL

- On the left side of the View Employee screen is the **Links** panel. This panel contains the employee [function tiles](#).
- Each function 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:** When 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 below, 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 and edit 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.

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

The screenshot displays the 'Edit Employee' interface for employee David Bond. The interface is divided into several sections:

- Navigation:** A top menu bar includes Home, Equipment / Locations, Contract, Finance / HR, Inventory, Maintenance / Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. A 'Back' button is located in the top left corner.
- Employee Information:**
 - Employee Number:** BCN001
 - First Name:** David
 - Second Name:** D.
 - Last Name:** Bond
 - ID Number:** 0000
 - Birth Date:** 03 Nov 2023
 - 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:** (empty)
 - 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:**
 - Address: 00Example
 - City: Durban
 - Province: KZN
 - Postal Code: 4001
 - Country: South Africa
- Postal Address:**
 - Address: P O Box 0000
 - City: Durban
 - Province: KZN
 - Postal Code: 4000
 - Country: South Africa
- Branch Information:**
 - Branch Name: Durban
 - Branch Code: 0000
 - Account Type: Current Account
- Dependants:**

First Name	Middle Name	Last Name	ID Number	Birth Date	Relation	Is Dependent
Joy		Bond	0000	03 Nov 2023	Child Depend	Yes
- Shifts:**

Star Date	Shift Name	Star Day
03 Nov 2023	Weekday Weekend	1
- Crafts:**

Craft Name	Craft Desc	Site Description	Account Code	COS Acc Code	Cost Estimate	Rate	Is Primary
HRM	Human Resources Mana	KwaZulu-Natal	1100	2100	500.00	1,000.00	Yes

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