

HUMAN RESOURCES

EMPLOYEES - EDIT CRAFT

Ribbon Access: Finance and HR > Employees

	*	BPO: Version 2.1.0.20 - Example Company									1	
9	Equipment and	Locations	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities
Financial Periods	Debit Order Batches	Employees	Grafts									
En	orice .	Human Rso	arces a									

• The *Employees* listing screen will display.

SELECT EMPLOYEE

- Select the *row* of the *employee* whose craft details you wish to change.
- Click on *Edit*.



Edit Employee Craft Rate

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Hol	idays			4	BAL001	Susan Cooper	susan@noemail.com	Belinda Sharman		
				5	You001	Karlien Jessica Young Dun				
			6		RED001	George James Reddy Jef		Chris Haynes Attendee		
Cor Ma	nagement	petence		7	EMP123	Carolina Suzzetta Lourens		Susan Du Toit		
				8	TWA001	Jonothan-Mark Twain-Sut	jona@noemail.co.za	Belinda Sharman		
-			5		STE001	Markus Anilus Stevenson	judith.mudzengi@co3.c0.za	Jonothan-Mark Twain-Sutton-under-Whitestor		
Pay	yrol Data	Data		10	3OH001	Michael-Stark Johnson St	mike@noemail.co.za	Markus Anilus Stevenson Rodenhizer Tomljeno		
				13	C03	CO3 Administrator	judith.mudzengi@co3.co.za			
-				15	TAD009	Theo Peterson	ted@noemail.co.za	Belinda Sharman		
Bar				17	MUD001	Mark Mudderveld		Susan Du Toit		
				19	TIM	Joseph Timber				
				20	BEN	Ben Johnson				
O.		als:		21	E147282	Jade Rivers				
25-00				22	E987654	Jeff Rivers		Jade Rivers		
				23	30E001	Joel James	joel@noemail.com	Susan Du Toit		
100				24	MIL001	Sarah Mider				
000			ŀ	25	Jam001	Ted Jackson	ted.jackson@neomail.co.za			
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• The *Edit Employee* screen will be displayed with the *Crafts* docking panel on the right-hand side.

SELECT CRAFT

• Select the row of the *Craft Name* where you wish to make changes.



Edit Employee Craft Rate

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	Last Name	Jackson		Province	Kwazulu Natal				
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1,22224	Phone Number (W)	031 789 1425							
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Organisation Chart							DES	Design	Durt
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In this example, the *Craft Rate* is to be edited.

EDIT CRAFT DETAIL

- *Scroll right* in the *Crafts* docking panel until you can view the *Rate* column.
- Click on the *rate* to be changed.



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Organisation Chart	Default Account				165.00 200.00	465.00 Y 500.00 M	les Vo

- Directional arrows will appear in this field.
- Either type in or use these arrows to either *increase* or *decrease*



the Craft Rate.

• In this image, the initial Craft rate is **465.00**.

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Edit Employee - BPO: Version 2.1.0.20 - Example Company 0 ¥ Home Equipment and Locations Contract. Finance and HR: Inventory: Maintenance and Projects: Manufacturing: Procurement: Sale: Servic: Reportin: Utilite: Tab. - 🗗 🗙 H 2 Save Layout Workspaces Save Cancel Processing Format Employee Number Jam001 Physical Address 26 River Road Links 1 Dependants 0.1 Enter text to search... First Name Ted p Forest Hills Second Name James North Suburb FirstName MddeName LastN Addresses Initials [] City Durban ۲ Last Name Jackson Province Kwazulu Natal ÿ ID Number 7704100026087 Postal Code 1234 Overtime and Holidays Birth Date 10 Apr 2016 Country South Africa Phone Number (W) 031 789 1425 Extension(W) 157 1000 Postal Address P. O. Box 123 Competence Phone Number (H) 031 369 1234 Management Shifts 0 1 Forest Hills Fax Number 031 789 1414 Mobile Number 083 789 1425 City Durban Payrol Data St StartDate ShiftName Email Address ted.jackson@neomail.co.za Province Kwazulu Natal ۲ Passport Number 124578235689 Postal Code 1234 Normal Week 11 3d 2017 Marital Status Married ٠ Country South Africa ٠ Manager ρ ρ Department 10 4 p User ID Crafts 0 0 Branch Name Forest Hils Bank Name Standard Bank ٠ Account Name Mr T J Jackson Branch Code 1234 CostEstinate Rate IsPrimary Account Type Savings Account Account Number 1234567890 ۲ ٠ Default Account 400. 🕂 Yes l 165.00 200.00 500.00 No ٠ (

• In this image the Craft rate has been *decreased* to 400.



SAVE CHANGES

• Click on Save.





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





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

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