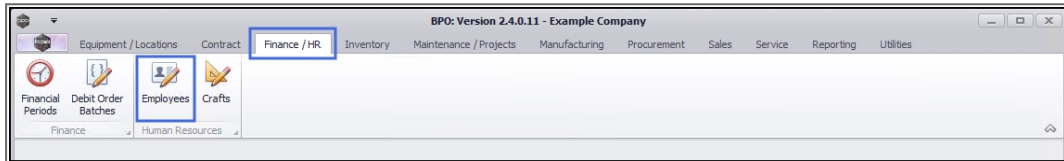


HUMAN RESOURCES

EMPLOYEES – EDIT EMPLOYEE

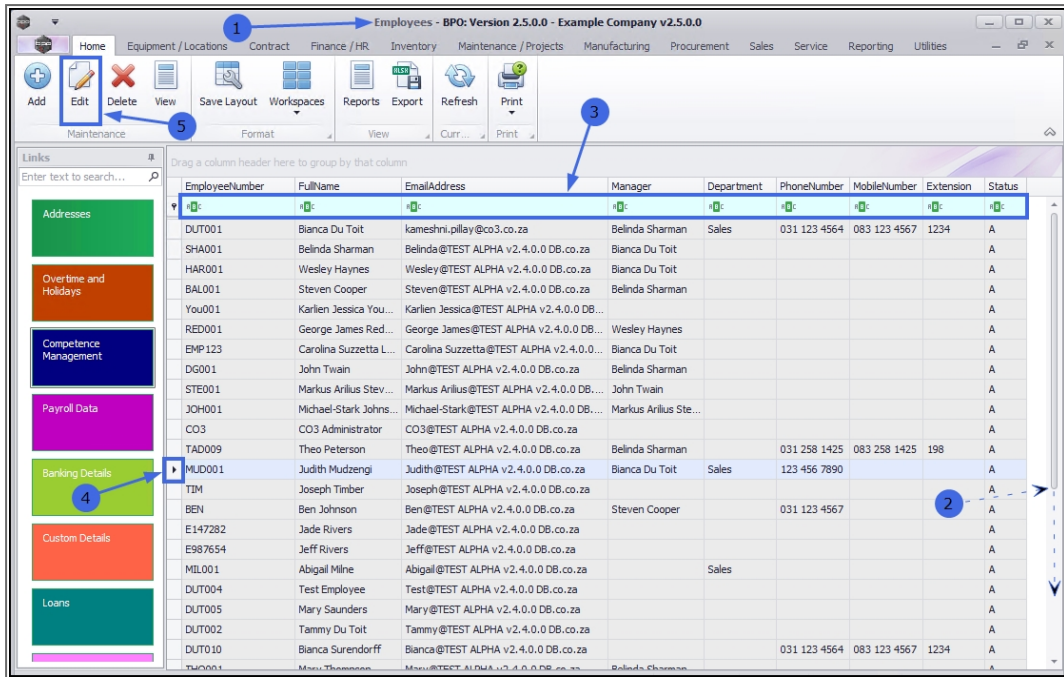
Ribbon Access: Finance and HR > Employees



1. The **Employees** listing screen will open.
 - All the employee currently set up on the system can be viewed here.
2. Scroll through the list **or**
3. Use the **filter row** to find a particular employee.

SELECT EMPLOYEE

4. Select the **row** of the employee where you wish to make changes .
5. Click on **Edit**.



1. The **Edit Employee** screen will open.

EDIT EMPLOYEE INFORMATION

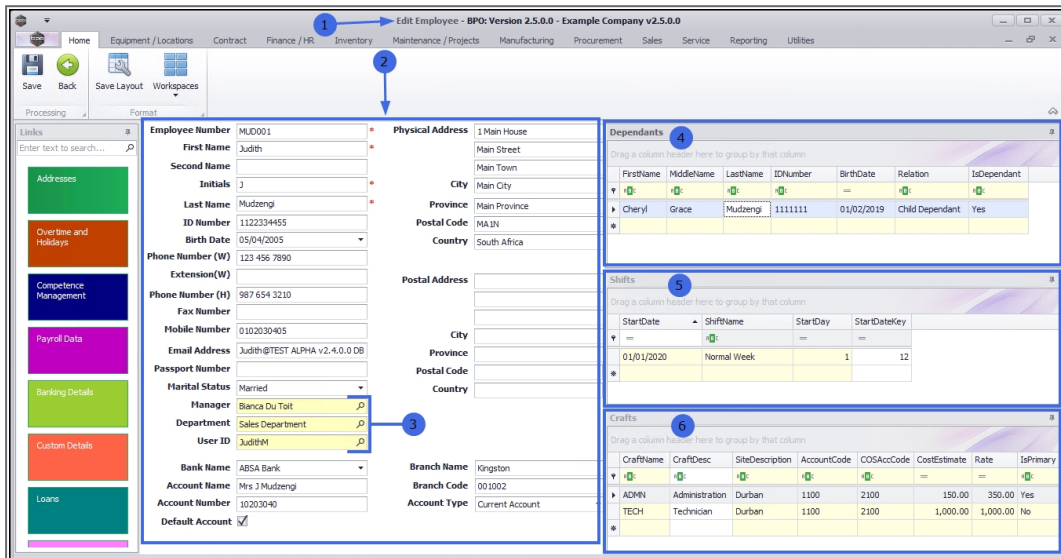
You can make changes to the following information:

- The **Employee Details** frame.
 - To update details, highlight the current text in the relevant field, then type in the amended information.
 - To remove details, highlight the text and press delete on your keyboard.
- Refer to the links for selecting and editing a [Manager](#), [Department](#) or [User ID](#).
- The **Dependants** panel
 - Click on the [Dependants](#) link for a detailed process of how to edit the information in this frame.
- The **Shifts** panel

- Click on the [Shifts](#) link for a detailed process of how to edit the information in this frame.

6. The **Crafts** panel

- Click on the [Crafts](#) link for a detailed process of how to edit the information in this frame.



SAVE CHANGES

1. When you have made the required changes;
 - In this example, a new dependant has been added,
2. Click on **Save**.

1. A message box will pop up informing you;
 - **Employee: [] has been saved.**
2. Click on **OK**.

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

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