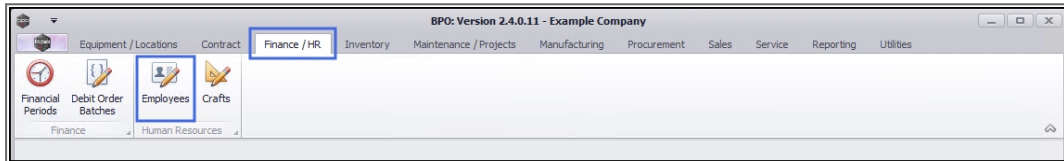


HUMAN RESOURCES

EMPLOYEES - VIEW EMPLOYEE

Ribbon Access: Finance and HR > Employees

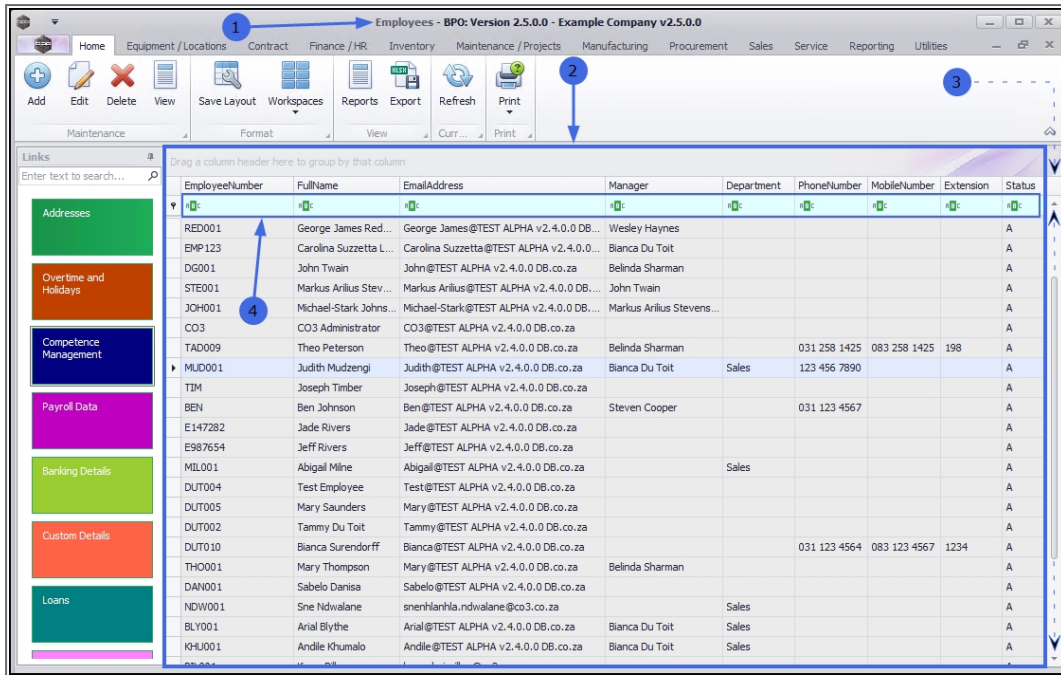


1. The *Employees* listing screen will open.

VIEW EMPLOYEE LISTING DETAILS

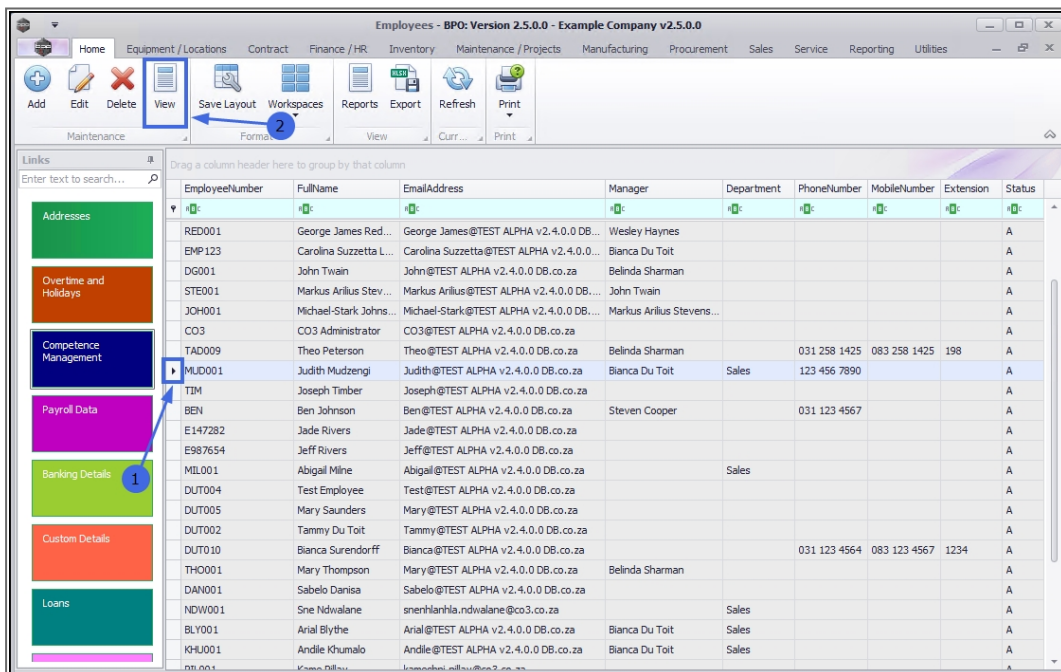
2. All the employees currently set up on the system can be viewed here.
3. Scroll through the list *or*
4. Use the filter row to find a particular employee.

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 Employee* screen.

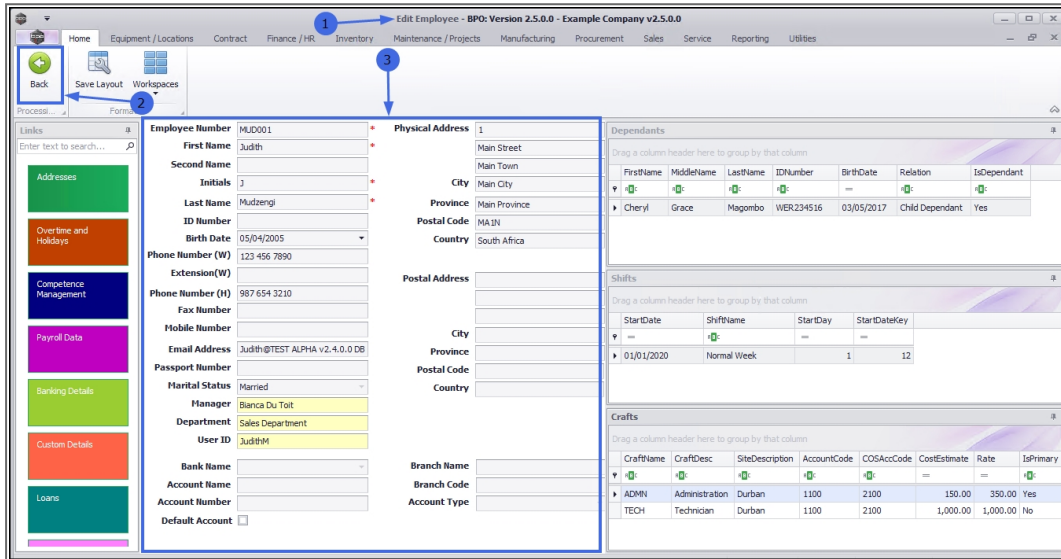


VIEW FULL EMPLOYEE DETAILS

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



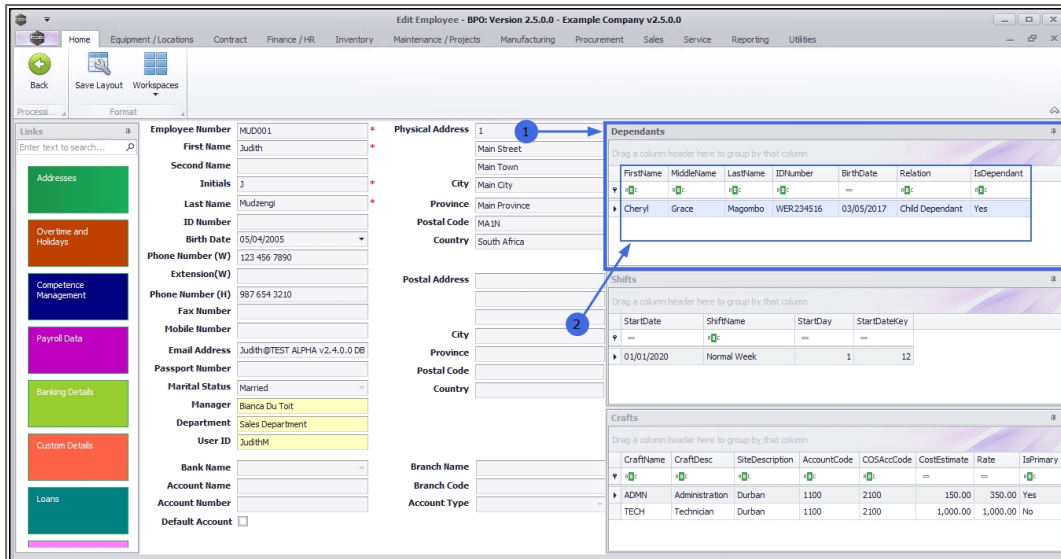
1. The **Edit Employee** screen will open.
2. Although this is named '*Edit Employee*', this is a view only screen. you will notice that there is no Save button, only a **Back** button. No changes can be made or saved in this screen.
3. Here you can **view** all the information that has been entered into the system for this employee. For a more detailed explanation of the fields in the main data grid refer to [Add Employee](#).



VIEW DEPENDANTS

1. On the right side of this screen, is the **Dependants** panel.
2. Here you can view a list of any dependants (child or adult) who rely on the employee for financial support.

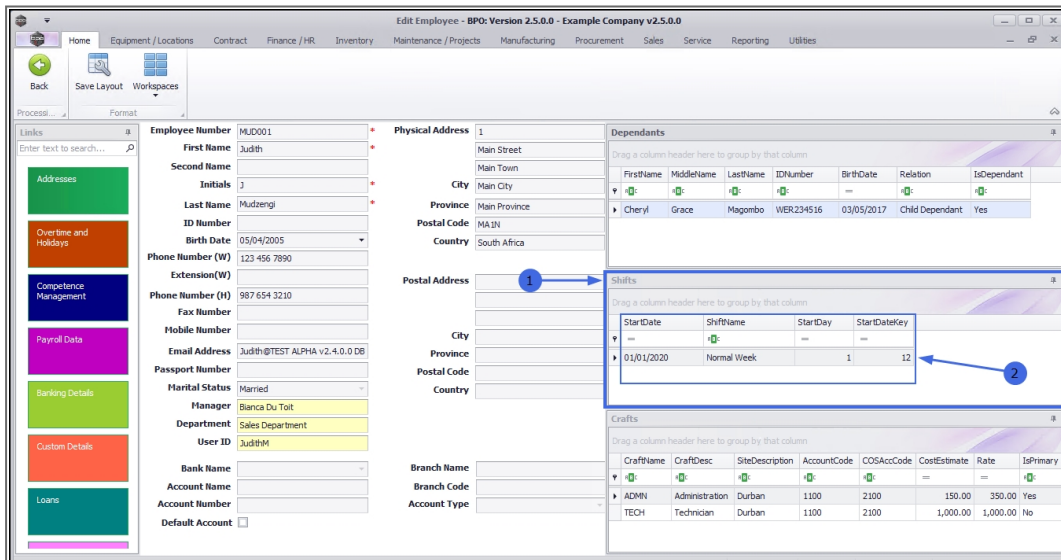
For more information, refer to [Dependants](#).



VIEW SHIFTS

1. On the right side of this screen, is the **Shifts** panel.
2. Here you can view a list of the shift assignments linked to the employee.

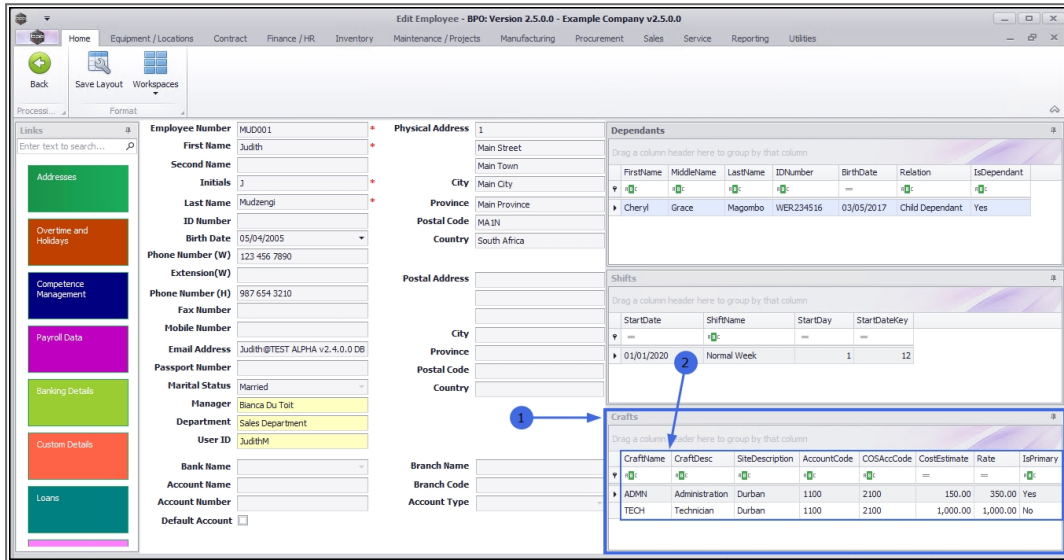
For more information, refer to [Shifts](#).



VIEW CRAFTS

1. On the right side of this screen, is the **Crafts** panel.
2. Here you can view a list of all the crafts linked to the employee.

For more information, refer to [Crafts](#).



THE FUNCTIONS TILES

1. On the left side of the View Employee screen is the **Links** panel. This panel contains the employees **Functions** tiles. Each 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:** If 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, 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, Edit and Delete 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

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

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