

HUMAN RESOURCES

INTRODUCTION TO EMPLOYEES

It is important to understand the difference between **employees** and **users**.

An **employee** is a person for whom your company is collecting and processing data.

Each **employee** within the company is loaded onto the system as an **employee**, with their details.

Employee details relate to what the company needs to know about its employees and can include the following:

- Personal details, e.g. Phone number and e-mail address
- Banking details
- Loan details
- Crafts details (skill or job title)
- Time and attendance details

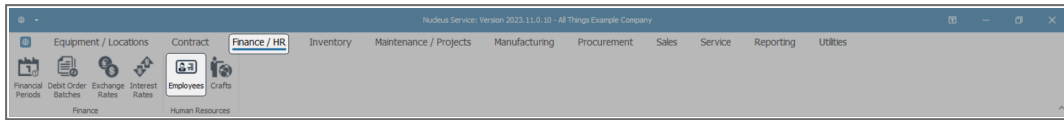
By loading your **employees** correctly, you will be able to keep track of employee shifts and availability and ultimately manage your Human Resources more efficiently.

A user is a person who requires **access to the system** and therefore will require a **user login** and **password**.

When setting up your Human Resources module, it would be helpful to gather a list of your **employees** with their details.

Reviewing the following topic will give you a good idea of what type of information is required.

Ribbon Access: Finance / HR > Employees



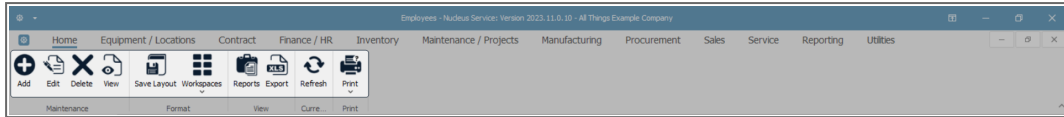
EMPLOYEES LISTING SCREEN

- The **employees** listing screen will be displayed.
- Here you can view a list of all the employees currently set up on the system.

ID	Employee ID	Full Name	Email Address	Manager
807	WIS008	Aarya Wise	aarya.wise@attexampledoman.coza	Hailey McCormick
67	LON914	Abby Long	abby.long@attexampledoman.coza	Alanna Sheppard
498	FRO978	Abdulah Frost	abdulah.frost@attexampledoman.coza	Donald Powell
174	DOU605	Abel Dougherty	abel.dougherty@attexampledoman.coza	Dangelo Zungo
64	PAC754	Abel Pacheco	abel.pacheco@attexampledoman.coza	Dulce Nixon
341	GRA447	Abigail Grant	abigail.grant@attexampledoman.coza	Malaysia Price
477	MAN069	Abigail Mann	abigail.mann@attexampledoman.coza	Donald Powell
634	CAR437	Abram Carter	abram.carter@attexampledoman.coza	Marlon Marquez
752	HUG475	Abram Hughes	abram.hughes@attexampledoman.coza	Kohen Carey
742	CHR247	Ace Christensen	ace.christensen@attexampledoman.coza	Carmen Carey
112	DOY932	Ace Doyle	ace.doyle@attexampledoman.coza	Salvador Ball
619	PEA784	Adelyn Pearson	adelyn.pearson@attexampledoman.coza	Timothy Palacos
718	BUL851	Adam Bullock	adam.bullock@attexampledoman.coza	Carmen Carey
70	MEA512	Adam Meadows	adam.meadows@attexampledoman.coza	Byron Huerta
801	COE996	Addlyn Copeland	addlyn.copeland@attexampledoman.coza	Sofia Simmons
921	WAS888	Addlyn Washington	addlyn.washington@attexampledoman.coza	Eliseo Felix
986	ROD684	Addlynn Rodgers	addlynn.rodgers@attexampledoman.coza	Vivienne Nixon
659	RUI743	Addison Ruiz	addison.ruiz@attexampledoman.coza	Adèle Lim
203	MCL551	Addyson McLean	addyson.mclean@attexampledoman.coza	Leslie Miles
929	CAM624	Adeleide Campos	adeleide.campos@attexampledoman.coza	Eliseo Felix
613	LM892	Adele Lim	adele.lim@attexampledoman.coza	Timothy Palacos
423	CHR378	Adelyn Cherry	adelyn.cherry@attexampledoman.coza	Ayla Pittman
317	QUA922	Adelyn Quintana	adelyn.quintana@attexampledoman.coza	Malaysia Price
93	REI612	Adelynn Reid	adelynn.reid@attexampledoman.coza	Dulce Nixon
159	DOO851	Adelynn Dodson	adelynn.dodson@attexampledoman.coza	Rory Soto
295	GAR674	Adrianna Garrett	adrianna.garrett@attexampledoman.coza	Malaysia Price

EMPLOYEES RIBBON ACTION BUTTONS

- From this screen, you can [add](#), [edit](#), [delete](#) and [view](#) an employee.
- This screen supports the [Save Layout](#) and [Workspaces](#) functionality.
- Employee [Reports](#) can be viewed here and the employees data grid information can be [Exported](#) to an Excel file.
- You can click on **Refresh** to reset the current screen.
- [Print Technician Performance Report](#).



LINKS PANEL – FUNCTION TILES

- On the left side of the **employees** listing screen you will see the **Links** panel which contains the employee **function tiles**, and when clicked on, will take you to further information concerning the selected **employee**.
- **Important Note:** When working with the **Links** panel, ensure that you have selected the correct employee before you click on any function 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 **add, edit, delete** and **view** addresses linked to the selected employee.
 - **Overtime and Holidays:** This tile will direct you to the [Availability Exceptions for: \[\]](#) screen where you can **add, edit** and **delete** availability exceptions linked to the selected employee.
 - **Competence Management:** This tile will direct you to the [Employee Training Courses for: \[\]](#) screen where you can **add, edit** and **delete** qualifications or training courses linked to the selected employee.
 - **Payroll Data:** This tile will direct you to the [Payroll Data for: \[\]](#) screen where you can **save** payroll details linked to the selected employee.

- **Banking Details:** This tile will direct you to the [Banking Details for: \[\]](#) screen where you can **add, edit, delete** and **view** addresses linked to the selected employee.
- **Custom Details:** This tile will direct you to the [Custom Details for: \[\]](#) screen where you can **link** additional information to the selected employee.
- **Loans:** This tile will direct you to the [Loans for: \[\]](#) screen where you can **view** loan 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.

ID	Employee#	Fullname	EmailAddress	Manager	DepartmentName
807	WIS008	Aarya Wise	aarya.wise@tattexampdomain.co.za	Halley McCormick	Maintenance
67	LON914	Abby Long	abby.long@tattexampdomain.co.za	Alanna Sheppard	Development
498	FRO978	Abdullah Frost	abdullah.frost@tattexampdomain.co.za	Donald Powell	Manufacturing
174	DOU605	Abel Dougherty	abel.dougherty@tattexampdomain.co.za	Dangelo Zungu	Engineering
64	PAC754	Abel Pacheco	abel.pacheco@tattexampdomain.co.za	Dulce Nixon	Operations
341	GRA447	Abigail Grant	abigail.grant@tattexampdomain.co.za	Malaysia Price	Operations
477	MAN069	Abigail Mann	abigail.mann@tattexampdomain.co.za	Donald Powell	Accounts
634	CAR437	Abram Carter	abram.carter@tattexampdomain.co.za	Marlon Marquez	Development
752	HUG475	Abram Hughes	abram.hughes@tattexampdomain.co.za	Kellen Garza	Manufacturing
742	CHR247	Ace Christensen	ace.christensen@tattexampdomain.co.za	Carmen Carey	Engineering
112	DOY932	Ace Doyle	ace.doyle@tattexampdomain.co.za	Salvador Ball	Contracts
619	PEA784	Adalyn Pearson	adalyn.pearson@tattexampdomain.co.za	Timothy Palacios	Security
718	BLA851	Adam Bullock	adam.bullock@tattexampdomain.co.za	Carmen Carey	Administration
70	MEA512	Adam Meadows	adam.meadows@tattexampdomain.co.za	Byron Huerta	Engineering
801	COP396	Addlyn Copeland	addlyn.copeland@tattexampdomain.co.za	Sofia Simmons	Human Resources
921	WAS888	Addlyn Washington	addlyn.washington@tattexampdomain.co.za	Eleso Felix	Projects
989	ROD684	Addlynn Rodgers	addlynn.rodgers@tattexampdomain.co.za	Vivienne Nixon	Sales
659	RUI743	Addison Ruiz	addison.ruiz@tattexampdomain.co.za	Adelle Lim	Quality Assurance
203	MCC551	Addison McCuan	addison.mccuan@tattexampdomain.co.za	Leslie Miles	Security
929	CAM624	Adelaide Campos	adelaide.campos@tattexampdomain.co.za	Eleso Felix	Sales
613	LM892	Adelle Lim	adelle.lim@tattexampdomain.co.za	Timothy Palacios	Quality Assurance
423	CH378	Adelyn Cherry	adelyn.cherry@tattexampdomain.co.za	Ayla Pittman	Operations
317	QU392	Adelyn Quintana	adelyn.quintana@tattexampdomain.co.za	Malaysia Price	Administration
93	RE612	Adelyn Reid	adelyn.reid@tattexampdomain.co.za	Dulce Nixon	Quality Assurance
159	DOB851	Adelynn Dodson	adelynn.dodson@tattexampdomain.co.za	Rory Soto	Service Centre
295	GAR674	Adrianna Garrett	adrianna.garrett@tattexampdomain.co.za	Malaysia Price	Administration

- **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.

Employees - Nucleus Service: Version 2023.11.0 - 10 - All Things Example Company

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Maintenance

Links

Drag a column header here to group by that column

EmployeeID	EmployeeID	FullName	EmailAddress	Manager	DepartmentName
807	WES008	Aarya Wise	aarya.wise@texampledomain.co.za	Hailey McCormick	Maintenance
67	LOH914	Abby Long	abby.long@texampledomain.co.za	Alanna Sheppard	Development
498	FRO978	Abdullah Frost	abdullah.frost@texampledomain.co.za	Donald Powell	Manufacturing
174	DOU605	Abel Dougherty	abel.dougherty@texampledomain.co.za	Dangelo Zuniga	Engineering
64	PAC754	Abel Pacheco	abel.pacheco@texampledomain.co.za	Dulce Nixon	Operations
241	GRA447	Abigail Grant	abigail.grant@texampledomain.co.za	Malaysia Price	Operations
477	MAR059	Abigail Mann	abigail.mann@texampledomain.co.za	Donald Powell	Accounts
634	CAR437	Abram Carter	abram.carter@texampledomain.co.za	Marlon Marquez	Development
752	HUG475	Abram Hughes	abram.hughes@texampledomain.co.za	Kohen Garza	Manufacturing
742	CHR247	Ace Christensen	ace.christensen@texampledomain.co.za	Carmen Caray	Engineering
112	DOY932	Ace Doyle	ace.doyle@texampledomain.co.za	Salvador Ball	Contracts
619	PEA784	Adelyn Pearson	adelyn.pearson@texampledomain.co.za	Timothy Palacios	Security
718	BUL851	Adam Bullock	adam.bullock@texampledomain.co.za	Carmen Caray	Administration
70	MEA512	Adam Meadows	adam.meadows@texampledomain.co.za	Byron Huerta	Engineering
801	COP596	Addlyn Copeland	addlyn.copeland@texampledomain.co.za	Sofia Simmons	Human Resources
921	WAS888	Addlyn Washington	addlyn.washington@texampledomain.co.za	Elsao Felix	Projects
989	ROD684	Addlyn Rodgers	addlyn.rodgers@texampledomain.co.za	Wiemne Neen	Sales
659	RUI743	Addison Ruiz	addison.ruiz@texampledomain.co.za	Adèle Lim	Quality Assurance
203	MCL551	Addyson McLean	addyson.mclean@texampledomain.co.za	Leslie Miles	Security
929	CAM924	Adelaide Campos	adelaide.campos@texampledomain.co.za	Elsao Felix	Sales
613	LM892	Adèle Lim	adele.lim@texampledomain.co.za	Timothy Palacios	Quality Assurance
423	CHR378	Adelyn Cherry	adelyn.cherry@texampledomain.co.za	Ayla Pittman	Operations
317	QU922	Adelyn Quintana	adelyn.quintana@texampledomain.co.za	Malaysia Price	Administration
93	REI612	Adelyn Reid	adelyn.reid@texampledomain.co.za	Dulce Nixon	Quality Assurance
159	DOD851	Adelynn Dodson	adelynn.dodson@texampledomain.co.za	Rory Soto	Service Centre
295	GAR674	Adrianna Garrett	adrianna.garrett@texampledomain.co.za	Malaysia Price	Administration

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