

We are currently updating our site; thank you for your patience.

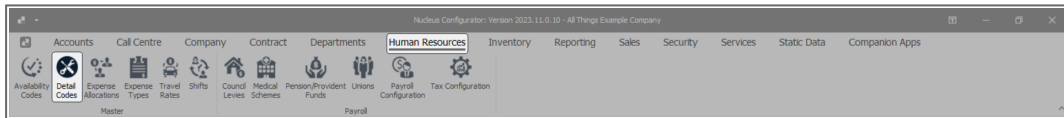
HUMAN RESOURCES

DETAIL CODES

You can set up employee **Detail Codes** to capture additional employee details that are not listed within the system, for example, contract start date, blood type, emergency contact information, etc.

Detail Codes can be customised in **Nucleus Configurator** to suit your organisation's specific needs and requirements.

Ribbon Access: Configurator > Human Resources > Detail Codes



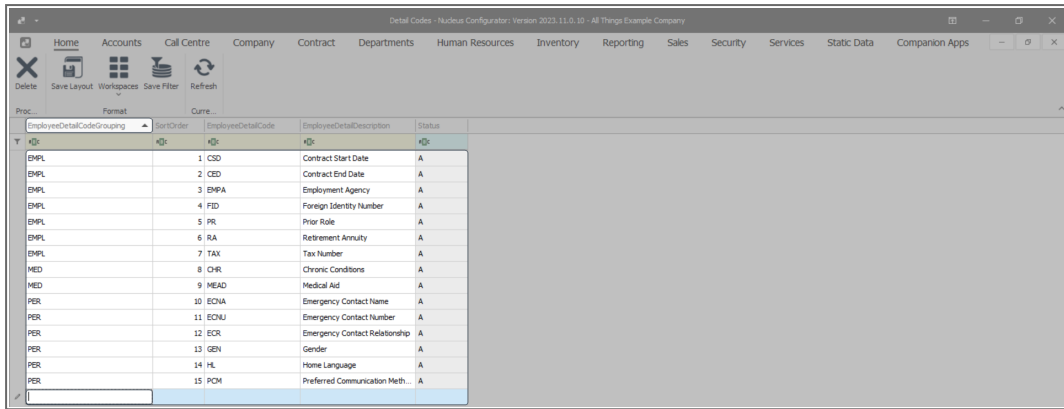
The **Detail Codes** screen will be displayed.

VIEW CURRENT DETAIL CODES

- Here you can view a data grid of all the **Detail Codes** currently on the system.

ADD DETAIL CODE

- Click in the **Employment Detail Code Grouping** text box in the **last row** of the data grid.



EmployeeDetailCodeGrouping	SortOrder	EmployeeDetailCode	EmployeeDetailDescription	Status
EMPL	1	CSD	Contract Start Date	A
EMPL	2	CED	Contract End Date	A
EMPL	3	EMPA	Employment Agency	A
EMPL	4	FID	Foreign Identity Number	A
EMPL	5	PR	Prior Role	A
EMPL	6	RA	Retirement Annuity	A
EMPL	7	TAX	Tax Number	A
MED	8	CHR	Chronic Conditions	A
MED	9	MEAD	Medical Aid	A
PER	10	ECNA	Emergency Contact Name	A
PER	11	ECNU	Emergency Contact Number	A
PER	12	ECR	Emergency Contact Relationship	A
PER	13	GEN	Gender	A
PER	14	HL	Home Language	A
PER	15	PCM	Preferred Communication Meth.	A

- This row will now be **'activated'**.
- You can now enter the new **custom detail** in this new row as required.
 - **Employee Detail Code Grouping:** Type in a **grouping code**, for example, medical, personal, employee, etc.
 - **Employee Detail Code:** Type in a **code** that pertains to the **Employee Detail Description**.
 - **Employee Detail Description:** Type in a **detailed description** to describe this **Detail Code**.
 - **Status:** This will auto populate with **A** - Active.
 - **Sort Order:** Click in this text box and either type in or use the arrow indicators to select the **sort order** for this employee custom detail code.
- **Note:** The **sort order** is the order in which this will appear in the employee custom detail code drop-down list in Nucleus Configurator.

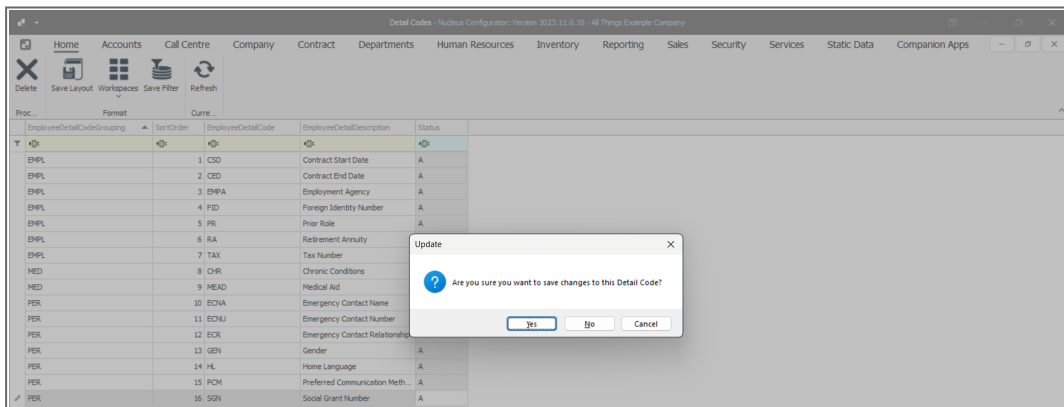
If each employee custom detail code has the number **1**, then the drop-down list will usually default to an alphabetical order in Nucleus Configurator.

If, for example, it is numbered **8**, then it will appear **8th** in the drop-down list in Nucleus Configurator.

EmployeeDetailCodeGrouping	SerOrder	EmployeeDetailCode	EmployeeDetailDescription	Status
EMPL	1	CSD	Contract Start Date	A
EMPL	2	CED	Contract End Date	A
EMPL	3	EMPA	Employment Agency	A
EMPL	4	FID	Foreign Identity Number	A
EMPL	5	PR	Prior Role	A
EMPL	6	RA	Retirement Annuity	A
EMPL	7	TAX	Tax Number	A
MED	8	CHR	Chronic Conditions	A
MED	9	MEAD	Medical Aid	A
PER	10	ECNA	Emergency Contact Name	A
PER	11	ECNU	Emergency Contact Number	A
PER	12	ECR	Emergency Contact Relationship	A
PER	13	GEN	Gender	A
PER	14	HL	Home Language	A
PER	15	PCM	Preferred Communication Meth.	A
PER	16	SGN	Social Grant Number	A

SAVE DETAIL CODE

- When you have finished adding the new **Detail Code**, press **Enter** on your keyboard.
- An **Update** message box will appear, asking -
 - **Are you sure you want to save changes to this Detail Code?**
- Click on **Yes**.



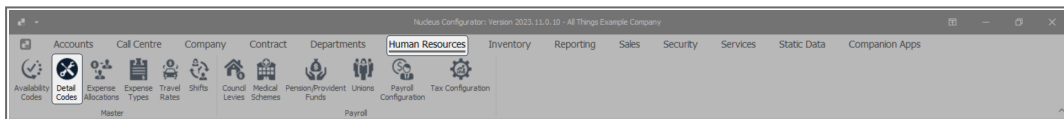
- The new **Detail Code** will be **saved** and a **new row** will be added to the **Detail Codes** data grid.
- Close the screen when you are done.

EmployeeDetailCodeGrouping	SortOrder	EmployeeDetailCode	EmployeeDetailDescription	Status
EMPL	1	CSD	Contract Start Date	A
EMPL	2	CED	Contract End Date	A
EMPL	3	EMPA	Employment Agency	A
EMPL	4	FFD	Foreign Identity Number	A
EMPL	5	PR	Prior Role	A
EMPL	6	RA	Retirement Annuity	A
EMPL	7	TAX	Tax Number	A
MED	8	CHR	Chronic Conditions	A
MED	9	MEAD	Medical Aid	A
PER	10	ECNA	Emergency Contact Name	A
PER	11	ECNU	Emergency Contact Number	A
PER	12	ECR	Emergency Contact Relationship	A
PER	13	GEN	Gender	A
PER	14	HL	Home Language	A
PER	15	PCM	Preferred Communication Meth.	A
PER	16	SGN	Social Grant Number	A

DELETE DETAIL CODE

- You are able to delete **Detail Codes** that have been added to the data grid in Nucleus Configurator.

Ribbon Access: Configurator > Human Resources > Detail Codes



The **Detail Codes** screen will be displayed.

- Select the **row** of the detail code you wish to delete.
 - In this image, **Passport Number** has been selected.
- Click on **Delete**.

EmployeeDetailCodeGrouping	SortOrder	EmployeeDetailCode	EmployeeDetailDescription	Status
EMPL	1	CSD	Contract Start Date	A
EMPL	2	CED	Contract End Date	A
EMPL	3	EMPA	Employment Agency	A
EMPL	4	FID	Foreign Identity Number	A
EMPL	5	PR	Prior Role	A
EMPL	6	RA	Retirement Annuity	A
EMPL	7	TAX	Tax Number	A
MED	8	CHR	Chronic Conditions	A
MED	9	MEAD	Medical Aid	A
PER	10	EONA	Emergency Contact Name	A
PER	11	EONU	Emergency Contact Number	A
PER	12	ECR	Emergency Contact Relationship	A
PER	13	GEN	Gender	A
PER	14	HL	Home Language	A
PER	15	PCM	Preferred Communication Meth...	A
PER	16	SGN	Social Grant Number	A
PER	17	PRN	Passport Number	A

- Or right-click on the row that you wish to delete.
- A **Process** menu will pop up.
- Click on **Delete Detail Code**.

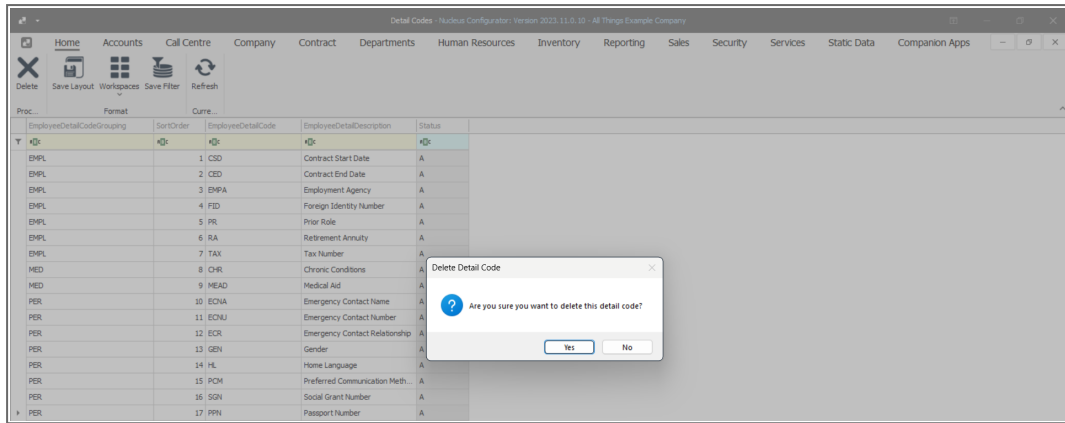
EmployeeDetailCodeGrouping	SortOrder	EmployeeDetailCode	EmployeeDetailDescription	Status
EMPL	1	CSD	Contract Start Date	A
EMPL	2	CED	Contract End Date	A
EMPL	3	EMPA	Employment Agency	A
EMPL	4	FID	Foreign Identity Number	A
EMPL	5	PR	Prior Role	A
EMPL	6	RA	Retirement Annuity	A
EMPL	7	TAX	Tax Number	A
MED	8	CHR	Chronic Conditions	A
MED	9	MEAD	Medical Aid	A
PER	10	EONA	Emergency Contact Name	A
PER	11	EONU	Emergency Contact Number	A
PER	12	ECR	Emergency Contact Relationship	A
PER	13	GEN	Gender	A
PER	14	HL	Home Language	A
PER	15	PCM	Preferred Communication Meth...	A
PER	16	SGN	Social Grant Number	A
PER	17	PRN	Passport Number	A

Process

- Delete Detail Code
- Clear Filters

CONFIRM DELETION

- A **Delete Detail Code** message box will pop up asking -
 - **Are you sure you want to delete this detail code?**
- Click on **Yes**.

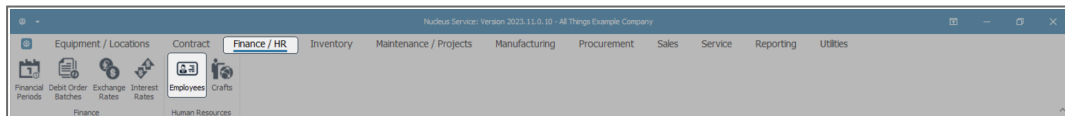


- You will return to the **Detail Codes** screen with the deleted code removed from the data grid.
- Close the screen when you are done.

VIEW THE ADDED DETAIL CODE IN NUCLEUS SERVICE

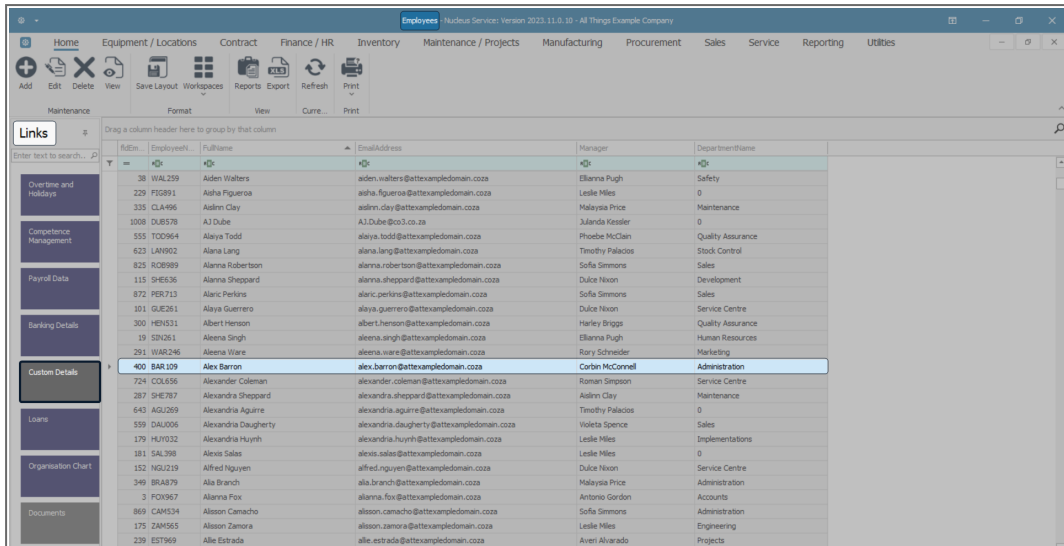
- After adding a **Detail Code** in the **Configurator**, you can view the information in **Nucleus Service**.

Ribbon Access: Nucleus Service > Finance / HR > Employees

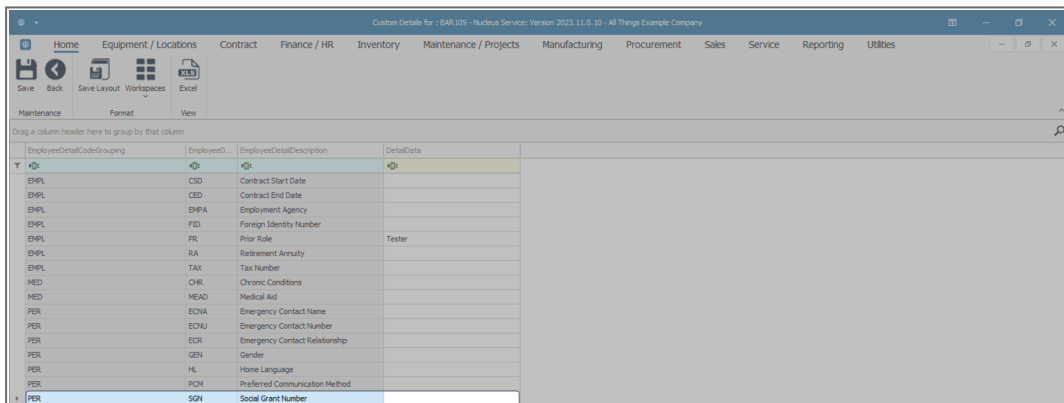


The **Employees** listing screen will be displayed.

- Select the **row** of an employee.
 - In this image, **Alex Barron** has been selected.
- Click on the **Custom Details** tile in the **Links** panel.



- The **Custom Details for: []** screen will be displayed.
- Here you can view a **list** of the **correlating** employee custom **Detail Codes** as set up in the **Configurator**.
 - In this image, the newly added **Detail Code Social Grant Number** is listed.



ADD DETAIL DATA IN NUCLEUS SERVICE

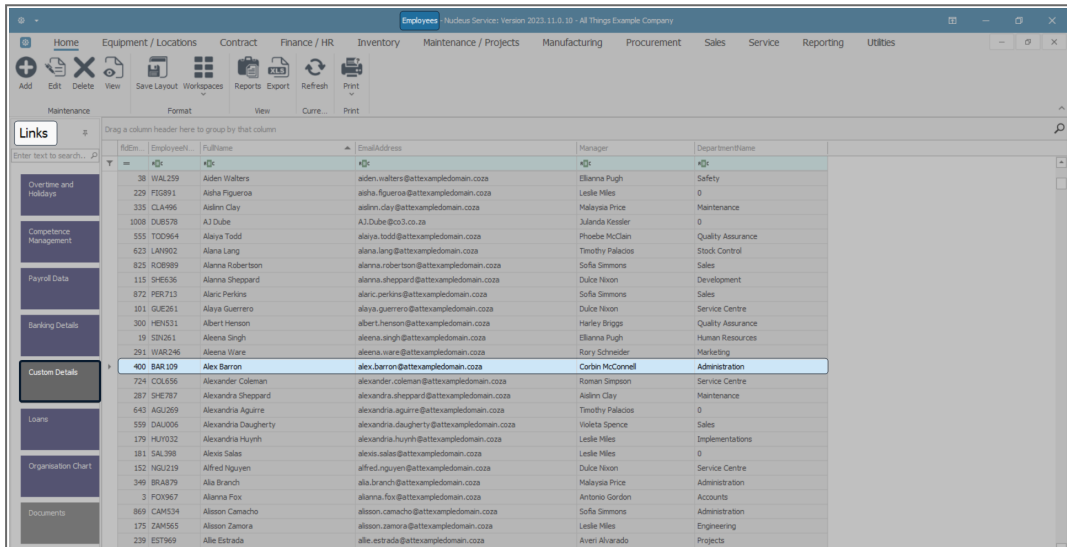
- After adding a **Detail Code** in the **Configurator**, you can enter custom details in **Nucleus Service**.

Ribbon Access: Nucleus Service > Finance / HR > Employees



The **Employees** listing screen will be displayed.

- Select the **row** of an employee.
 - In this image, **Alex Barron** has been selected.
- Click on the **Custom Details** tile in the **Links** panel.



- The **Custom Details for: []** screen will be displayed.
- Here you can add information in the **Detail Data** column.
 - In this image, information has been added to the newly added **Detail Code Social Grant Number**.
- Click on **Save**.

EmployeeDetailCodeGrouping	EmployeeID	EmployeeDetailDescription	DetailData
EMPL	CSD	Contract Start Date	
EMPL	CED	Contract End Date	
EMPL	EMPA	Employment Agency	
EMPL	FID	Foreign Identity Number	
EMPL	PR	Prior Role	Tester
EMPL	RA	Retirement Annuity	
EMPL	TAX	Tax Number	
MED	CHR	Chronic Conditions	
MED	MEAD	Medical Aid	
PER	ECNA	Emergency Contact Name	
PER	ECNU	Emergency Contact Number	
PER	ECR	Emergency Contact Relationship	
PER	GEN	Gender	
PER	HL	Home Language	
PER	PCM	Preferred Communication Method	
PER	SGN	Social Grant Number	969996555

- You will return to the **Employees** listing screen.

EDIT DETAIL DATA IN NUCLEUS SERVICE

- You can **edit** the employee **Custom Details** information.

Ribbon Access: Nucleus Service > Finance / HR > Employees



The **Employees** listing screen will be displayed.

- Select the **row** of an employee.
 - In this image, **Alex Barron** has been selected.
- Click on the **Custom Details** tile in the **Links** panel.

Full Name	Email Address	Manager	Department Name
Aiden Walters	aiden.walters@attexampdomain.co.za	Elanna Pugh	Safety
Asha Figueroa	asha.figueroa@attexampdomain.co.za	Leslie Miles	0
Aslenn Clay	aslenn.clay@attexampdomain.co.za	Malaysia Price	Maintenance
AJ Dube	AJ.Dube@co3.co.za	Julanda Kestler	0
Alaya Todd	alaya.todd@attexampdomain.co.za	Phoebe McClain	Quality Assurance
Alana Lang	alana.lang@attexampdomain.co.za	Timothy Palacios	Stock Control
Alanna Robertson	alanna.robertson@attexampdomain.co.za	Sofo Simmons	Sales
Alanna Sheppard	alanna.sheppard@attexampdomain.co.za	Dulce Nixon	Development
Alex Perkins	alex.perkins@attexampdomain.co.za	Sofo Simmons	Sales
Alaya Guerrero	alaya.guerrero@attexampdomain.co.za	Dulce Nixon	Service Centre
Albert Henson	albert.henson@attexampdomain.co.za	Harley Briggs	Quality Assurance
Aleena Singh	aleena.singh@attexampdomain.co.za	Elanna Pugh	Human Resources
Aleena Ware	aleena.ware@attexampdomain.co.za	Rory Schneider	Marketing
Alex Barron	alex.barron@attexampdomain.co.za	Corbin McConnell	Administration
Alexander Coleman	alexander.coleman@attexampdomain.co.za	Roman Simpson	Service Centre
Alexandra Sheppard	alexandra.sheppard@attexampdomain.co.za	Aslenn Clay	Maintenance
Alexandria Aguirre	alexandria.aguirre@attexampdomain.co.za	Timothy Palacios	0
Alexandria Daugherty	alexandria.daugherty@attexampdomain.co.za	Violeta Spence	Sales
Alexandria Huynh	alexandria.huynh@attexampdomain.co.za	Leslie Miles	Implementations
Alexis Sales	alexis.sales@attexampdomain.co.za	Leslie Miles	0
Alfred Nguyen	alfred.nguyen@attexampdomain.co.za	Dulce Nixon	Service Centre
Ala Branch	ala.branch@attexampdomain.co.za	Malaysia Price	Administration
Alanna Fox	alanna.fox@attexampdomain.co.za	Antonio Gordon	Accounts
Alisson Camacho	alisson.camacho@attexampdomain.co.za	Sofo Simmons	Administration
Alisson Zamora	alisson.zamora@attexampdomain.co.za	Leslie Miles	Engineering
Allie Estrada	allie.estrada@attexampdomain.co.za	Averi Alvarado	Projects

- The **Custom Details for: []** screen will be displayed.
- Click on the relevant **Detail Data** information you wish to edit.
 - In this image, the newly added code, **Social Grant Number** information, has been edited.
- Click on **Save**.

EmployeeID	EmployeeDetailDescription	DetailData	
ENPL	CS0	Contract Start Date	
ENPL	CE0	Contract End Date	
ENPL	EMPA	Employment Agency	
ENPL	FID	Foreign Identity Number	
ENPL	PR	Prior Role	Tester
ENPL	RA	Retirement Annuity	
ENPL	TAX	Tax Number	
MED	CHR	Chronic Conditions	
MED	MEAD	Medical Aid	
PER	ECON	Emergency Contact Name	
PER	ECONU	Emergency Contact Number	
PER	ECR	Emergency Contact Relationship	
PER	GEN	Gender	
PER	HL	Home Language	
PER	PCM	Preferred Communication Method	
PER	SGN	Social Grant Number	98989555 - 0950

- You will return to the **Employees** listing screen.

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