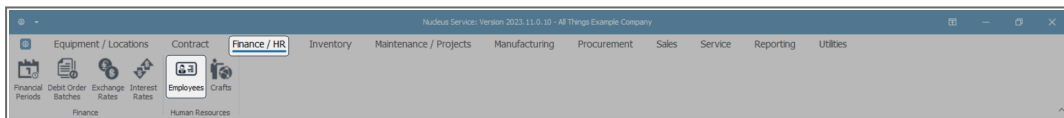


HUMAN RESOURCES

ASSIGN A CRAFT TO AN EMPLOYEE

- You have to **add** a **Craft** before you can assign a **Craft** to an employee.
- Each employee can be assigned **more than one Craft** per Site / Branch but **only one** of those **Crafts** can be set as the **Primary Craft**.
- In the **Edit Employee** screen and **View Employee** screen, the **Crafts** docking panel lists all the **Crafts** linked to the selected employee.

Ribbon Access: Finance / HR Employees



The **Employees** listing screen will display.

SELECT EMPLOYEE

- Select the **row** of the employee you wish to assign a **Craft** to.
- Click on **Edit**.

Employee No.	Full Name	Email Address	Manager
1	CO3Admin		
2	CO3 Administrator		Eliseo Felix
3	FOX967 Alanna Fox	alanna.fox@talexampledomain.co.za	Antonio Gordon
4	GOR956 Antonio Gordon	antonio.gordon@talexampledomain.co.za	Elanna Pugh
5	MCK133 Taylor McKenzie	taylor.mckenzie@talexampledomain.co.za	Elanna Pugh
6	SCO397 Scott Scott	scott.scott@talexampledomain.co.za	Aurora Barr
7	BAB882 Aurora Barr	aurora.barr@talexampledomain.co.za	Elanna Pugh
8	HIG188 Harley Higgins	harley.higgins@talexampledomain.co.za	Leighton Gibbs
9	GIB539 Leighton Gibbs	leighton.gibbs@talexampledomain.co.za	Elanna Pugh
10	STA045 Deacon Stanley	deacon.stanley@talexampledomain.co.za	Gracylyn Pierce
11	PIE284 Gracylyn Pierce	gracylyn.pierce@talexampledomain.co.za	Elanna Pugh
12	FRA302 Nicolas Franklin	nicolas.franklin@talexampledomain.co.za	
13	FER996 Angela Fernandez	angela.fernandez@talexampledomain.co.za	Bentley Kane
14	KAN277 Bentley Kane	bentley.kane@talexampledomain.co.za	Elanna Pugh
15	PUG956 Elanna Pugh	elanna.pugh@talexampledomain.co.za	Eden Rowan
16	DON948 Jason Donaldson	jason.donaldson@talexampledomain.co.za	Elanna Pugh
17	PHD472 Natasha Phelps	natasha.phelps@talexampledomain.co.za	Hansa Decker
18	DEC822 Hansa Decker	hansa.decker@talexampledomain.co.za	Elanna Pugh
19	SIN081 Aleena Singh	aleena.singh@talexampledomain.co.za	Elanna Pugh
20	BEL256 Lous Bel	lous.bel@talexampledomain.co.za	Elanna Pugh
21	PIE375 Itzel Fields	itzel.fields@talexampledomain.co.za	Elanna Pugh
22	BAI223 Clayton Bailey	clayton.bailey@talexampledomain.co.za	Kennedy Byrd
23	BYR113 Kennedy Byrd	kennedy.byrd@talexampledomain.co.za	Elanna Pugh
24	HO624 Cristlan Ho	cristlan.ho@talexampledomain.co.za	Calliope Pruitt
25	PRU026 Calliope Pruitt	calliope.pruitt@talexampledomain.co.za	Elanna Pugh
26	FRI5723 Gatin Friedman	gatin.friedman@talexampledomain.co.za	Alynn Brandt

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

SELECT CRAFT TO ASSIGN

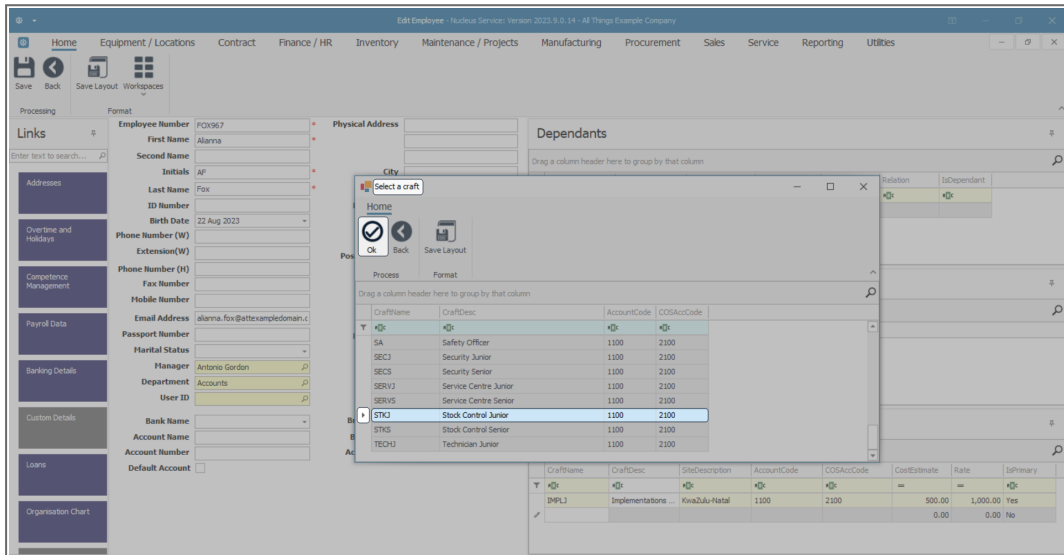
- In the **Crafts** frame, **right-click** on any field in the last blank row.
- A **Process** menu will pop up.
- Click on **Add New Craft**.

First Name	Middle Name	Last Name	ID Number	Birth Date	Relation	Is Dependent

Start Date	Shift Name	Start Day
22 Aug 2023	First Shift	1

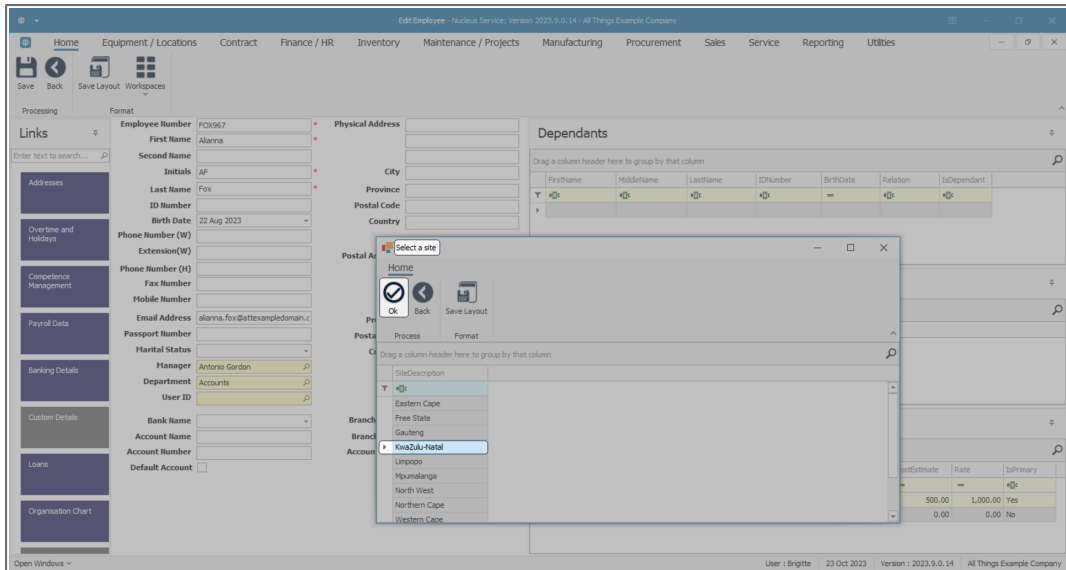
Crafts	Site Description	Account Code	COS Acc Code	Cost Estimate	Rate	Is Primary
	KwaZulu-Natal	1100	2100	500.00	1,000.00	Yes

- The **Select a craft** pop-up screen will appear.
- Select the **row** of the **Craft** that you wish to assign to this employee.
- In this image **STKJ** Stock Control Junior has been selected.
- Click on **Ok**.

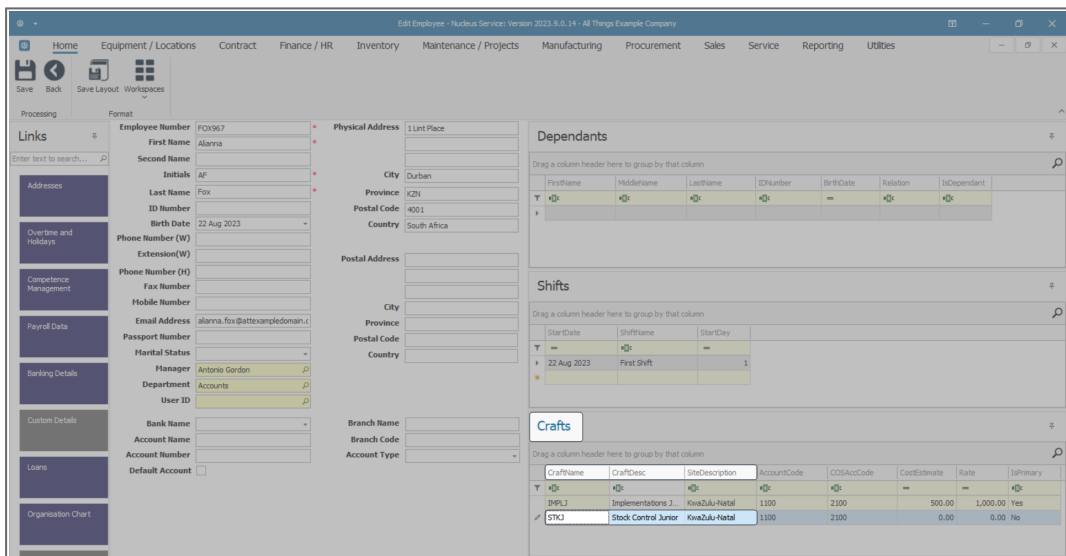


ASSIGN CRAFT TO A SITE

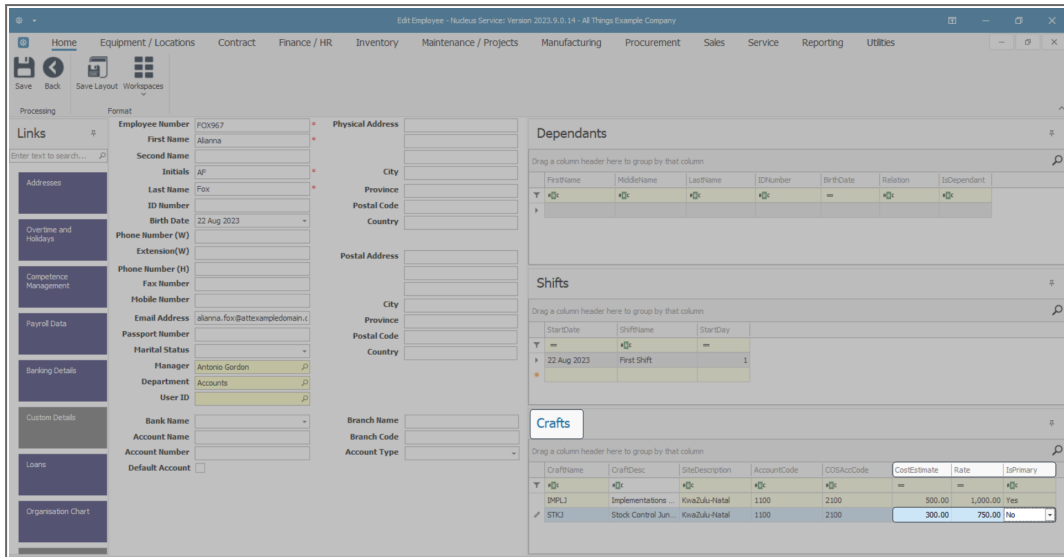
- The **Select a site** pop-up screen will appear.
- Select the **row** of the **Site** you wish to allocate to this employee.
- Click on **Ok**.



- In the **Crafts** panel you can see that the **Craft Name**, **Craft Description** and **Site Description** columns have now been populated.

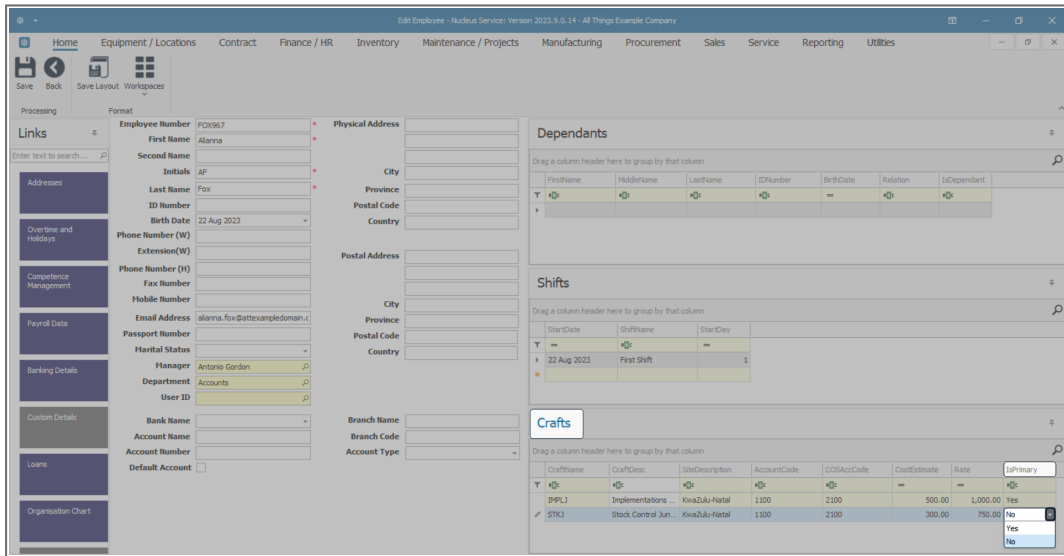


- Now you can type in :
 - **Craft Cost Estimate**
 - **Current Craft Rate**
 - **Primary Craft status**



- Each employee can be assigned **more than one Craft** per Site / Branch but **only one** of those **Crafts** can be set as the **Primary Craft**.

If this additional **Craft** is not a **Primary Craft**, then you should choose **No** from the drop-down menu in this column.



SAVE ASSIGNED CRAFT

- When you have finished adding the **Craft details**, click on **Save**.

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

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



MNU.021.002

