

# HUMAN RESOURCES

## ASSIGN A USER LOGIN TO AN EMPLOYEE

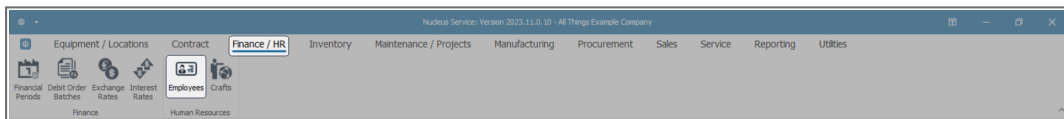
All employees should be loaded onto Nucleus Service, but only those using Nucleus Service will be assigned a User ID, which is linked to their employee details.

- It is important to ensure that all **users** are correctly linked to their employee details.

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### Ribbon Access: Finance / HR Employees

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The **Employees** listing screen will open.

## SELECT EMPLOYEE

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

Employee ID	Full Name	Email Address	Manager
1	CO3Admin	CO3 Administrator	Edeco Felix
2	ROW002	Eden Rowan	
3	FOX967	Alanna Fox	Antonio Gordon
4	GOR956	Antonio Gordon	Elanna Pugh
5	MCK133	Taylor McKenzie	Elanna Pugh
6	SCC397	Scott Scott	Aurora Barr
7	BAR982	Aurora Barr	Elanna Pugh
8	HIG188	Harley Higgins	Leighton Gibbs
9	GIB539	Leighton Gibbs	Elanna Pugh
10	STA045	Deacon Stanley	Gracelyn Pierce
11	PIE284	Gracelyn Pierce	Elanna Pugh
12	FRA202	Nicolas Franklin	
13	FER996	Angela Fernandez	Bentley Kane
14	KAN277	Bentley Kane	Elanna Pugh
15	PUG956	Elanna Pugh	Eden Rowan
16	DON148	Judson Donaldson	Elanna Pugh
17	PIE172	Natasha Phelps	Hansa Decker
18	DEC262	Hansa Decker	Elanna Pugh
19	SIN061	Aleena Singh	Elanna Pugh
20	BEI256	Louis Bell	Elanna Pugh
21	PIE375	Izuel Fields	Elanna Pugh
22	BAI223	Clayton Bailey	Kennedy Byrd
23	BYR113	Kennedy Byrd	Elanna Pugh
24	HO624	Cristan Ho	Calliope Pruitt
25	PRU026	Calliope Pruitt	Elanna Pugh
26	FR1723	Gatin Friedman	Asym Brandt

## SEARCH FOR USER ID

- The **Edit Employee** screen will be displayed.
- Click on the **search** button in the **User ID** field.

**Employee Number:** ROW002

**First Name:** Eden

**Second Name:**

**Initials:** ER

**Last Name:** Rowan

**ID Number:**

**Birth Date:** 22 Aug 1960

**Phone Number (W):**

**Extension (W):**

**Phone Number (H):**

**Fax Number:**

**Mobile Number:**

**Email Address:**

**Passport Number:**

**Marital Status:**

**Manager:**

**Department:** Executive Committee

**User ID:** [Search]

**Physical Address:**

**City:**

**Province:**

**Postal Code:**

**Country:**

**Postal Address:**

**City:**

**Province:**

**Postal Code:**

**Country:**

**Branch Name:**

**Branch Code:**

**Account Type:**

**Dependants:**

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

**Shifts:**

Start Date	Shift Name	Start Day
03 Jan 2020	First Shift	1

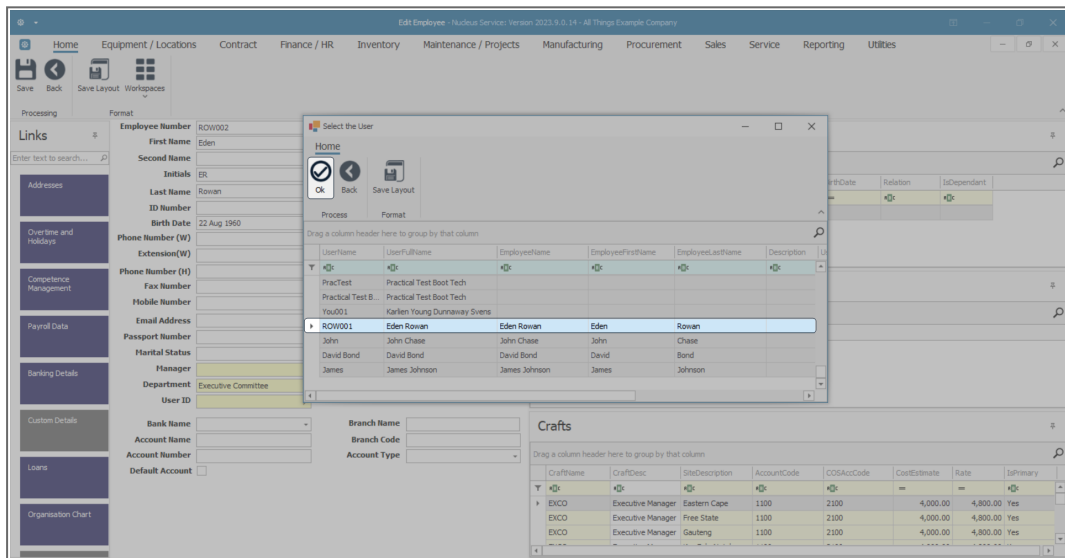
**Crafts:**

Craft Name	Craft Desc.	Site Description	Account Code	CO3 Acc Code	Cost Estimate	Rate	Is Primary
EXCO	Executive Manager	Eastern Cape	1100	2100	4,000.00	4,800.00	Yes
EXCO	Executive Manager	Free State	1100	2100	4,000.00	4,800.00	Yes
EXCO	Executive Manager	Gauteng	1100	2100	4,000.00	4,800.00	Yes

## SELECT USER ID

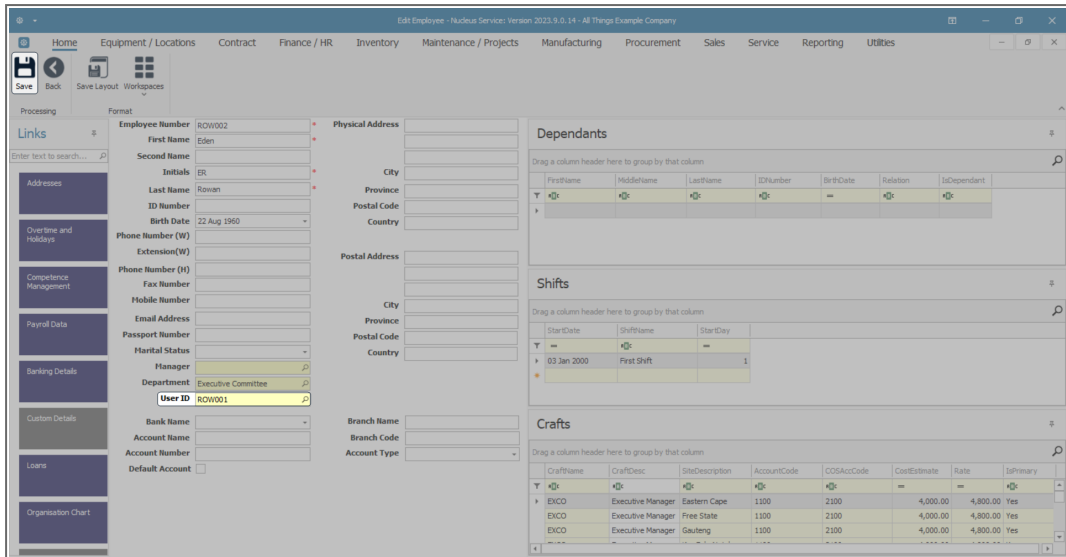
- The **Select the User** screen will be displayed.
- Select the **row** of the **UserName** that you would like to allocate to this employee.
  - In this example, **Eden Rowan** is selected.
- Click on **OK**.

**Note:** A User Name / ID cannot be assigned to more than one employee. Ensure that a unique User ID and Login has been set up in the **Configurator** before you attempt to link a User ID to an employee.

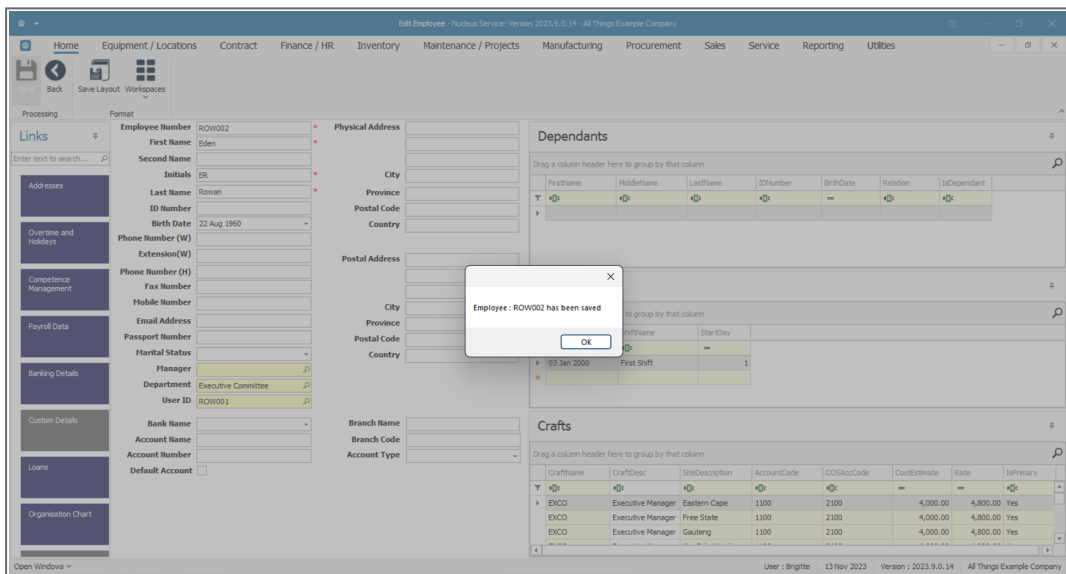


## SAVE USER ID/LOGIN DETAILS

- The new **User ID / Login** is now assigned and displayed in the **User ID** field.
- Click on **Save** to keep the User ID detail.



- A message box will pop up advising the following:
  - **Employee: [ ] has been saved.**
- Click on **OK**.



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

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