

# **HUMAN RESOURCES**

# **EMPLOYEES - EDIT CRAFT**

 You will have <u>added</u> a <u>Craft</u> before you can <u>edit</u> a <u>Craft assigned</u> to an Employee.

Ribbon Access: Finance / HR Employees



The **Employees** listing screen will display.

### **SELECT EMPLOYEE**

- Select the **row** of the **Employee** whose **Craft** details you wish to change.
- Click on Edit.

	Employees - Nucleus Service: Version 2023.11.0.10 - All Things Example Company										
Home E	quipment / Locations	Contract Finance / HR In	ventory Maintenance / Projects Manu	facturing Procurement	Sales Service Reporting	Utilities – 🖉 🗙					
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Addresser	287 SHE787	Alexandra Sheppard	alexandra.sheppard@attexampledomain.coza	Aislinn Clay	Maintenance						
Houreadea	643 AGU269	Alexandria Aguirre	alexandria.aguirre@attexampledomain.coza	Timothy Palacios	0						
	559 DAU006	Alexandria Daugherty	alexandria.daugherty@attexampledomain.coza	Violeta Spence	Sales						
Question and	179 HUY032	Alexandria Huynh	alexandria.huynh@attexampledomain.coza	Lesle Mies	Implementations						
Overtime and Holidays	181 SAL398	Alexis Salas	alexis.salas@attexampledomain.coza	Lesie Mies	0						
	152 NGU219	Alfred Nguyen	alfred.nguyen@attexampledomain.coza	Dulce Nixon	Service Centre						
	349 BRA879	Alia Branch	alia.branch@attexampledomain.coza	Malaysia Price	Administration						
Competence	→ 3 FOX967	Alianna Fox	alianna.fox@attexampledomain.coza	Antonio Gordon	Accounts						
Hanagement	869 CAM534	Alisson Camadho	alisson.camacho@attexampledomain.coza	Sofia Simmons	Administration						
	175 ZAM565	Alisson Zamora	alisson.zamora@attexampledomain.coza	Leslie Miles	Engineering						
Payrol Data	239 EST969	Allie Estrada	allie.estrada@attexampledomain.coza	Averi Alvarado	Projects						
	481 CUE036	Allison Cuevas	allison.cuevas@attexampledomain.coza	Bella Chase	Contracts						
	463 BEN946	Allyson Bender	allyson.bender@attexampledomain.coza	Zavier Patton	Service Centre						
Banking Details	51 DUR.589	Alma Duran	alma.duran@attexampledomain.coza	Ansley Skinner	Sales						
	587 JAR933	Alma Jarvis	alma.jarvis@attexampledomain.coza	Lucy Knapp	Development						
	75 DYE318	Alondra Dyer	alondra.dyer@attexampledomain.coza	Dulce Nixon	Implementations						
Custom Details	779 GON636	Alondra Gonzales	alondra.gonzales@attexampledomain.coza	Journey O'Connell	Sales						
CONTRACTORS	862 MOR 122	Alonso Morris	alonso.morris@attexampledomain.coza	Sofia Simmons	Administration						
	648 SCH338	Alvaro Schwartz	alvaro.schwartz@attexampledomain.coza	Hamza Peterson	Manufacturing						
	654 COB298	Alvin Cobb	alvin.cobb@attexampledomain.coza	Timothy Palacios	Administration						
Loans	375 ARC766	Alyssa Archer	alyssa.archer@attexampledomain.coza	Adelyn Cherry	Operations						
	455 CR0021	Alyssa Crosby	alyssa.crosby@attexampledomain.coza	Junior Archer	Sales						
	69 MYE058	Alyssa Myers	alyssa.myers@attexampledomain.coza		Executive Committee						
Organisation Chart	811 ELL206	Amanda Ellis	amanda.ellis@attexampledomain.coza	Ruby Lucas	Marketing						
	567 WAL188	Amara Wall	amara.wall@attexampledomain.coza	Issac Gould	Service Centre						
	582 FIT847	Ambrose Eitzoerald	ambrose fitzgerald@attexampledomain.coza	Timothy Palacios	Administration						

Help v2024.5.0.7/1.0 - Pg 1 - Printed: 21/08/2024

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• The **Edit Employee** screen will be displayed with the **Crafts** panel on the right-hand side.

#### **SELECT CRAFT**

• Select the **row** where you wish to make changes.

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					-				_					

# **EDIT CRAFT DETAIL**

- Scroll right until you can view the Rate column.
- Click on the **Rate** to be changed.
- Directional arrows will appear in this field.
- Either type in or use these arrows to either **increase** or **decrease** the **Craft Rate**.



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Ourseline Hare Charat						IMPLJ	Implementations Junior	KwaZulu-Natal	1100	2100	500.00	1,000.0	) Yes	
Organisation Chart					1	STKJ	Stock Control Junior	KwaZulu-Natal	1100	2100	165.00	750.	No	

## **SAVE CHANGES**

- When you have made the required edits to the selected  $\ensuremath{\textbf{Craft}}$ 

Rate -

- In this example, the Craft Rate has been reduced from 750.00 to 465.00.
- Click on Save.

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Back Processing Format Equipment / Loca	tions Contract Finance /	HR Inventory	Maintenance / Projects		Manufacturi	ng Procurement	Sales	Service Re	porting I	Utilities			Ø	× ^
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Loans Default Acc	ount 🗌				CraftName	CraftDesc	SiteDescription	AccountCode	COSAccCode	CostEstimate	Rate	IsPrimary		
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• A notification message box will pop up informing you -



- Employee: [] has been saved..
- Click on OK.

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					Ľ	5110	Stock Control Junior	wazuu-Natai	1100	2100	165.00	465.00	NO	

• The edited details will be saved, and you will return to the **Employ**ees listing screen.

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