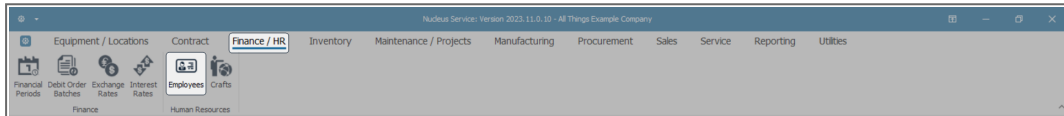# HUMAN RESOURCES

EMPLOYEES – EDIT EMPLOYEE

Ribbon Access: **Finance / HR Employees**

The **Employees** listing screen will open.

- **All** the employees currently set up on the system can be viewed here.

- Scroll through the list -

- **Or** use the filter row to find a particular employee.

SELECT EMPLOYEE

- Select the **row** of the **employee** whose details you wish to edit.
- Click on **Edit**.

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

EDIT EMPLOYEE INFORMATION

- Select the area where you wish to edit information.
    - To <u>update</u> details, highlight the current text in the relevant field, then type in the amended information.
    - To <u>remove</u> details, highlight the text and press delete on your keyboard.

- Refer to the links for selecting and editing :
    - Manager
    - Department
    - User ID

- The **Dependants** panel:
    - Click on the Dependants link for a detailed process of how to edit the information in this frame.

- The **Shifts** panel :
    - Click on the Shifts link for a detailed process of how to edit the information in this frame.

- The **Crafts** panel :
  - Click on the <u>Crafts</u> link for a detailed process of how to edit the information in this frame.
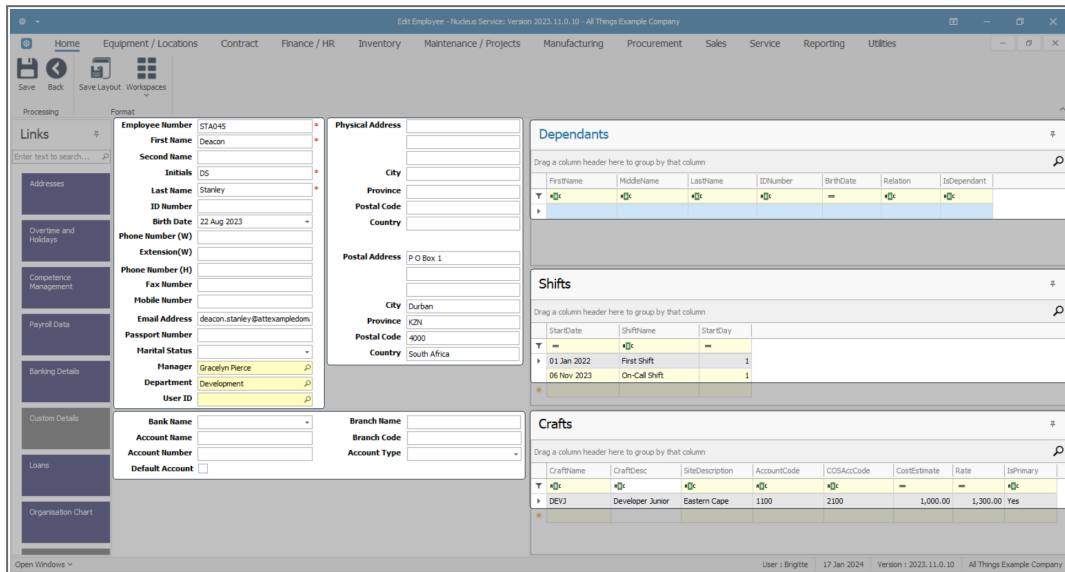
SAVE CHANGES

- When you have made the required edits to the selected **employee** -
  - **In this example, a <u>new shift</u> has been added** -
- Click on **Save**.

- A message box will pop up informing you -
  - **Employee: [ ] has been saved.**
- Click on **OK**.

- The edited details will be **saved** and you will return to the **Employees** listing screen.

FUNCTION TILES – LINKS PANEL

- You can edit the _function tiles_ on the left side of the **Employees** listing screen in the **Links** panel by clicking on each function tile.
- When working with these tiles, ensure that you have selected the correct employee before you click on any tile.

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