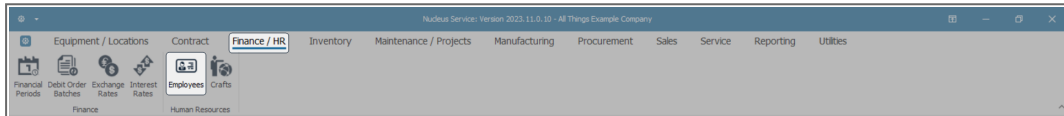


HUMAN RESOURCES

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**.

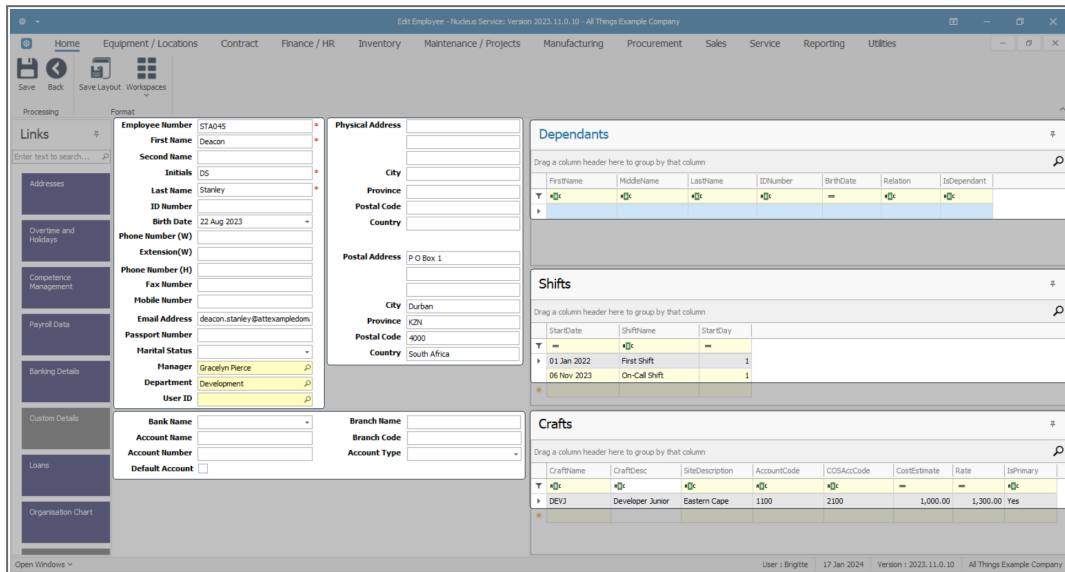
ID	Employee ID	Full Name	Email Address	Manager	Department Name
590	CAN553	Dash Cannon	dash.cannon@example.com.co.za	Wesson Reese	Engineering
886	MED494	Devian Medina	devian.medina@example.com.co.za	Alanna Robertson	Sales
1017	BON001	David Bond	david.bond@example.co.za	Eden Rowan	Human Resources
606	PAR873	David Parsons	dauid.parsons@example.com.co.za	Timothy Palacios	Operations
10	STA045	Deacon Stanley	deacon.stanley@example.com.co.za	Graceyn Pierce	Development
528	HR6796	Dean Murphy	dean.murphy@example.com.co.za	Brecken Duran	Contracts
395	HAS111	Declan Malone	declan.malone@example.com.co.za	Leslie Miles	Manufacturing
331	ARE958	Delilah Ardiano	delilah.ardiano@example.com.co.za	Malaysia Price	0
967	PET789	Delilah Petersen	delilah.petersen@example.com.co.za	Adilyn Washington	Projects
712	CHE105	Demetrius Cherry	demetrius.cherry@example.com.co.za	Jaxson Maddox	Projects
449	NBE946	Dense Nielsen	dense.nielsen@example.com.co.za	Colette Ruiz	Purchasing
62	CLE503	Denver Clements	denver.clements@example.com.co.za	Dulce Nixon	Administration
924	WOO173	Denver Woodward	denver.woodward@example.com.co.za	Wesson Acevedo	Quality Assurance
98	WOO451	Derek Wood	derek.wood@example.com.co.za	Kace Tate	Security
580	ROS846	Derrick Rosales	derrick.rosales@example.com.co.za	Kenzo Greene	Accounts
365	ROT013	Destiny Roth	destiny.roth@example.com.co.za	Elyah Rasmussen	Sales
856	L1189	Devon Li	devon.li@example.com.co.za	Timothy Palacios	Projects
364	COH857	Devon Cohen	devon.cohen@example.com.co.za	Martin Stephens	Sales
357	KAN818	Diana Kane	diana.kane@example.com.co.za	Mad Doyle	Stock Control
894	HEN232	Dillon Henry	dillon.henry@example.com.co.za	Eliaso Felix	Administration
286	FOR145	Dior Ford	dior.ford@example.com.co.za	Malaysia Price	0
810	BLA806	Dominic Blake	dominic.blake@example.com.co.za	Sofia Simmons	Manufacturing
686	ROL915	Dominic Rollins	dominic.rollins@example.com.co.za	Carmen Carey	Administration
468	POW863	Donald Powell	donald.powell@example.com.co.za	Eden Rowan	Executive Committee
490	BAU587	Donovan Bauer	donovan.bauer@example.com.co.za	Zayd Singleton	Implementations
710	PAD055	Donovan Padilla	donovan.padilla@example.com.co.za	Carmen Carey	Operations

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

EDIT EMPLOYEE INFORMATION

- Select the area where you wish to edit information.
 - To update details, highlight the current text in the relevant field, then type in the amended information.
 - To remove 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 **Crafts** 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 new shift 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.

The screenshot shows the 'Employees - Nucleus Service' interface. On the left, there is a 'Links' panel with a search bar and several function tiles: Addresses, Overtime and Holidays, Competence Management, Payroll Data, Banking Details, Custom Details, Loans, and Organisation Chart. The main area displays a table of employees with columns for ID, Employee ID, Full Name, Email Address, Manager, and Department Name.

ID	Employee ID	Full Name	Email Address	Manager	Department Name
715	BAN458	Daniela Banks	daniela.banks@attexampdomain.co.za	Carmen Carey	Purchasing
691	CHE702	Daniela Chen	daniela.chen@attexampdomain.co.za	Bristol Humphrey	Development
123	REE578	Danielle Reed	danielle.reed@attexampdomain.co.za	Dulce Nixon	0
682	ESP041	Danny Esperza	danny.esperza@attexampdomain.co.za	Hazel Carson	Service Centre
382	FIS045	Danny Fischer	danny.fischer@attexampdomain.co.za	Trapp Eli	Engineering
299	MUE038	Daphne Mueller	daphne.mueller@attexampdomain.co.za	Malaysia Price	Purchasing
426	CAR269	Dario Carr	dario.carr@attexampdomain.co.za	Leroy Blackburn	Development
982	DUN167	Dario Dunlap	dario.dunlap@attexampdomain.co.za	Eleso Felix	Stock Control
590	CAN153	Dash Cannon	dash.cannon@attexampdomain.co.za	Wesson Reese	Engineering
886	MED494	Davian Medina	davian.medina@attexampdomain.co.za	Alanna Robertson	Sales
1017	BON001	David Bond	david.bond@attexampdomain.co.za	Eden Rowan	Human Resources
606	PAR873	David Parsons	david.parsons@attexampdomain.co.za	Timothy Palacios	Operations
10	STA045	Deacon Stanley	deacon.stanley@attexampdomain.co.za	Gracelyn Pierce	Development
528	MUR976	Dean Murphy	dean.murphy@attexampdomain.co.za	Brecken Duran	Contracts
186	MAL411	Declan Malone	declan.malone@attexampdomain.co.za	Leslie Miles	Manufacturing
331	ARE058	Dellah Arellano	dellah.arellano@attexampdomain.co.za	Malaysia Price	0
967	PET789	Dellah Petersen	dellah.petersen@attexampdomain.co.za	Adilyn Washington	Projects
712	CHE105	Demetrius Cherry	demetrius.cherry@attexampdomain.co.za	Jaxson Maddox	Projects
449	NIE946	Dense Nielsen	dense.nielsen@attexampdomain.co.za	Colette Ruiz	Purchasing
62	CLE503	Denver Clements	denver.clements@attexampdomain.co.za	Dulce Nixon	Administration
924	WOOD173	Denver Woodward	denver.woodward@attexampdomain.co.za	Wesson Acevedo	Quality Assurance
98	WOOD451	Derek Wood	derek.wood@attexampdomain.co.za	Kace Tate	Security
580	ROS846	Derrick Rosales	derrick.rosales@attexampdomain.co.za	Kenzo Greene	Accounts
365	ROT013	Destiny Roth	destiny.roth@attexampdomain.co.za	Elijah Rasmussen	Sales
636	L189	Devon Li	devon.li@attexampdomain.co.za	Timothy Palacios	Projects
364	COH697	Dexter Cohen	dexter.cohen@attexampdomain.co.za	Martin Stephens	Sales

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