

# **HUMAN RESOURCES**

## **EMPLOYEES - VIEW EMPLOYEE**

#### **Ribbon Access: Finance / HR Employees**



The **Employees** listing screen will display.

### **VIEW EMPLOYEE LISTING DETAILS**

- <u>All</u> the employees currently set up on the system can be viewed in the data grid.
- Scroll through the list -
- **Or** use the <u>filter row</u> to find a particular employee.
- Only certain employee details are available in the data grid in this screen.

For more comprehensive information, you will need to navigate to the **View** screen.



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Addresses		20 BEI256		Louis Bell			louis.beil@attexample			Ellianna Pugh		Financing			
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		22 BA1223		Clayton Baile	εy		dayton.bailey@attex	ampledomain.coza		Kennedy Byrd		Maintenance			
Overtime and Holidays		23 BYR113		Kennedy By	rd		kennedy.byrd@attex	ampledomain.coza		Ellianna Pugh		Maintenance			
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Competence Management		26 FR1723		Gatlin Friedn	ıan		gatin.friedman@atter	xampledomain.coza		Aspyn Brandt		Marketing			
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		28 MOR751		Damir Moran			damir.moran@attexar	mpledomain.coza		Celeste Magana		Operations			
Payroll Data		29 MAG161		Celeste Mag	ana		celeste.magana@atte			Ellianna Pugh		Operations			
		30 TOD456		Rey Todd			rey.todd@attexample			Ellianna Pugh		Administration			
		31 YAN722		Zariah Yang			zariah.yang@attexam			Malcolm Cardenas		Projects			
Banking Details		32 CAR721		Malcolm Can			malcolm.cardenas@at			Ellianna Pugh		Projects			
		33 BEN698 34 GAR096		Raven Bend Zavier Garris			raven.bender@attexa			Zavier Garrison Ellianna Pugh		Purchasing Purchasing			
		35 OLS394		Cadence Ols			zavier.garrison@attex cadence.olson@attex			Malachi Cherry		Quality Assurance			
Custom Details		36 CHE605		Malachi Cher			malachi.cherry@attex			Elianna Pugh		Quality Assurance			
		37 WHI258		Nyomi White			nyomi.white@attexan			Ellanna Pugh		Administration			
		38 WAL259		Aiden Walte			aiden.walters@attexa			Ellianna Pugh		Safety			
Loans		39 CON685		Samara Con			samara.conway@atte			Ansley Skinner		Sales			
		40 MEY325		Orlando Mey			orlando.meyer@attex			Ellianna Pugh		Sales			
		41 SPE385		Sara Spears			sara.spears@attexam			Ameer Powel		Security			
Organisation Chart		42 POW066		Ameer Powe			ameer.powel@attexa			Ellianna Pugh		Security			
		43 GIL562		Vivian Gillesp	xie		vivian.gillespie@attex	ampledomain.coza		Forest Wood		Service Centre			
		44 WOO805		Forest Woor	4		forest.wood@attexar	moledomain.coza		Ellianna Pugh		Service Centre			

#### **VIEW FULL EMPLOYEE DETAILS**

- Select the **row** of the employee you wish to view in more detail.
- Click on View.

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	590 CAN553	Dash Cannon	dash.cannon@attexampledomain.coza	Wesson Reese	Engineering	
	886 MED494	Davian Medina	davian.medina@attexampledomain.coza	Alanna Robertson	Sales	
Overtime and	1017 BON001	David Bond	david.bond@example.co.za	Eden Rowan	Human Resources	
Holdays	606 PAR873	David Parsons	david.parsons@attexampledomain.coza	Timothy Palacios	Operations	
	10 STA045	Deacon Stanley	deacon.stanley@attexampledomain.coza	Gracelyn Pierce	Development	
	528 MUR976	Dean Murphy	dean.murphy@attexampledomain.coza	Brecken Duran	Contracts	
Competence Management	186 MAL611	Declan Malone	declan.malone@attexampledomain.coza	Leslie Miles	Manufacturing	
	331 ARE958	Deliah Arelano	dellah.arellano@attexampledomain.coza	Malaysia Price	0	
	967 PET789	Delilah Petersen	delilah.petersen@attexampledomain.coza	Addilyn Washington	Projects	
Payrol Data	712 CHE105	Demetrius Cherry	demetrius.cherry@attexampledomain.coza	Jaxson Maddox	Projects	
	449 NIE946	Denise Nielsen	denise.nielsen@attexampledomain.coza	Colette Ruiz	Purchasing	
	62 CLE503	Denver Clements	denver.dements@attexampledomain.coza	Duice Nixon	Administration	
Banking Details	924 WOO173	Denver Woodward	denver.woodward@attexampledomain.coza	Wesson Acevedo	Quality Assurance	
	98 WOO451	Derek Wood	derek.wood@attexampledomain.coza	Kace Tate	Security	
	580 ROS846	Derrick Rosales	derrick.rosales@attexampledomain.coza	Kenzo Greene	Accounts	
Custom Details	365 ROT013	Destiny Roth	destiny.roth@attexampledomain.coza	Elijah Rasmussen	Sales	
	656 LI189	Devon Li	devon.li@attexampledomain.coza	Timothy Palacios	Projects	
	364 COH897	Dexter Cohen	dexter.cohen@attexampledomain.coza	Martin Stephens	Sales	
Loans	357 KAN818	Diana Kane	diana.kane@attexampledomain.coza	Maci Doyle	Stock Control	
Loans	894 HEN232	Dillon Henry	dilon.henry@attexampledomain.coza	Elseo Felix	Administration	
	286 FOR145	Dior Ford	dior.ford@attexampledomain.coza	Malaysia Price	0	
	810 BLA806	Dominic Blake	dominic.blake@attexampledomain.coza	Sofia Simmons	Manufacturing	
Organisation Chart	686 ROL915	Dominic Rollins	dominic.rollins@attexampledomain.coza	Carmen Carey	Administration	
	488 POW863	Donald Powell	donald.powell@attexampledomain.coza	Eden Rowan	Executive Committee	
	490 BAU587	Donovan Bauer	donovan.bauer@attexampledomain.coza	Zayd Singleton	Implementations	

• The **Edit Employee** screen will open where you can **view** <u>all</u> the information that has been entered into the system for this employee.



- Although this screen title is named 'Edit Employee', this is a <u>view</u> only screen - you <u>cannot</u> make or save changes in this screen.
- The <u>Manager</u>, <u>Department</u>, and <u>User ID</u> fields are very important refer to <u>add Employee</u> for further information.
- Click on the link within each explanation below to redirect you to a detailed handling of each docking panel.
- When you have finished viewing the selected employee, click on Back to return to the Employees listing screen.

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#### **VIEW DEPENDANTS**

- On the right side of this screen, is the **Dependants** panel.
- Here you can view a list of any dependants (child or adult) who rely on the employee for financial support.
- For more information, refer to **Dependants**.



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#### **VIEW SHIFTS**

- On the right side of this screen, is the **Shifts** panel.
- Here you can view a list of the shift assignments linked to the employee.
- For more information, refer to <u>Shifts</u>.

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#### **VIEW CRAFTS**

- On the right side of this screen, is the **Crafts** panel.
- Here you can view a list of all the crafts linked to the employee.
- For more information, refer to <u>Crafts</u>.

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#### **FUNCTION TILES - LINKS PANEL**

- On the left side of the View Employee screen is the Links panel.
   This panel contains the employee <u>function tiles</u>.
- Each function tile, when clicked on, will take you to further information concerning the **selected employee**.
- Note 1: These tiles are also available in the Employees listing screen, the <u>Add new employee</u> screen and the <u>Edit Employee</u> screen.
- Note 2: When you are working from the **Employees** listing screen, ensure that you have selected the correct employee **before** you click on any tile.

Clicking on the link within each tile explanation below, will redirect you to a detailed handling of that particular topic.

- Addresses: This tile will direct you to the Address List for: [] screen where you can view, add, edit and delete addresses linked to the selected employee.
- Overtime and Holidays: This tile will direct you to the <u>Availability</u> <u>Exceptions for: []</u> screen where you can view, add, edit and delete availability exceptions for the selected employee.
- Competence Management: This tile will direct you to the Employee Training Courses for: [] screen where you can view, add, edit and delete training courses and qualifications linked to the selected employee.
- Payroll Data: This tile will direct you to the Payroll Data for: [] screen where you can view, add and edit payroll details for the selected employee.
- Banking Details: This tile will direct you to the <u>Banking Details</u> for: [] screen where you can view, add, edit and delete banking details for the selected employee.
- Custom Details: This tile will direct you to the <u>Custom Details</u> for: [] screen where you can view, add, edit and delete custom details linked to the selected employee.
- Loans: This tile will direct you to the Loans for: [] screen where you can view loan and repayment information linked to the selected employee.
- Organisation Chart: This tile will direct you to the <u>Organisational</u> <u>Chart</u> screen which gives you a visual representation of the company's reporting relationships in a hierarchical structure.
- Documents: This tile will direct you to the <u>Documents for</u>
   <u>Employee []</u> screen where you can add, edit, delete and view digital documents linked to the selected employee.



• Click on **Back** to return to the **Employees** listing screen.

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Banking Details		Eden Rowan				001101 2020	Treenday Treenen							
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