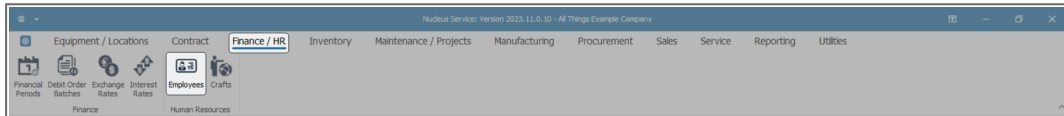


HUMAN RESOURCES

EMPLOYEES – VIEW EMPLOYEE

Ribbon Access: Finance / HR Employees



The **Employees** listing screen will display.

VIEW EMPLOYEE LISTING DETAILS

- All the employees currently set up on the system can be viewed in the data grid.
- Scroll through the list -
- **Or** use the [filter row](#) 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.

EmployeeID	EmployeeNumber	FullName	EmailAddress	Manager	DepartmentName
19	SN261	Aleena Singh	aleena.singh@attexampldomain.co.za	Elanna Pugh	Human Resources
20	RE236	Louis Bell	louis.bell@attexampldomain.co.za	Elanna Pugh	Financing
21	FE275	Itzel Fields	itzel.fields@attexampldomain.co.za	Elanna Pugh	0
22	BA223	Clayton Bailey	clayton.bailey@attexampldomain.co.za	Kennedy Byrd	Maintenance
23	BY113	Kennedy Byrd	kennedy.byrd@attexampldomain.co.za	Elanna Pugh	Maintenance
24	HO524	Cristian Ho	cristian.ho@attexampldomain.co.za	Collope Pruitt	Manufacturing
25	PR326	Collope Pruitt	collope.pruitt@attexampldomain.co.za	Elanna Pugh	Manufacturing
26	FR223	Gavin Friedman	gavin.friedman@attexampldomain.co.za	Aspyn Brandt	Marketing
27	BR125	Aspyn Brandt	aspyn.brandt@attexampldomain.co.za	Elanna Pugh	Marketing
28	MOR751	Damir Moran	damir.moran@attexampldomain.co.za	Celeste Magana	Operations
29	MAG161	Celeste Magana	celeste.magana@attexampldomain.co.za	Elanna Pugh	Operations
30	TOD456	Rey Todd	rey.todd@attexampldomain.co.za	Elanna Pugh	Administration
31	YAN722	Zariah Yang	zariah.yang@attexampldomain.co.za	Malcolm Cardenas	Projects
32	CAR721	Malcolm Cardenas	malcolm.cardenas@attexampldomain.co.za	Elanna Pugh	Projects
33	BE498	Raven Bender	raven.bender@attexampldomain.co.za	Zavier Garrison	Purchasing
34	GAR796	Zavier Garrison	zavier.garrison@attexampldomain.co.za	Elanna Pugh	Purchasing
35	CL594	Cadence Olson	cadence.olson@attexampldomain.co.za	Malachi Cherry	Quality Assurance
36	CH605	Malachi Cherry	malachi.cherry@attexampldomain.co.za	Elanna Pugh	Quality Assurance
37	WH258	Nyomi White	nyomi.white@attexampldomain.co.za	Elanna Pugh	Administration
38	WAL259	Aiden Walters	aiden.walters@attexampldomain.co.za	Elanna Pugh	Safety
39	CON685	Samara Conway	samara.conway@attexampldomain.co.za	Ansley Skinner	Sales
40	MEY325	Orlando Meyer	orlando.meyer@attexampldomain.co.za	Elanna Pugh	Sales
41	SPE385	Sara Spears	sara.spears@attexampldomain.co.za	Ameer Powell	Security
42	POW066	Ameer Powell	ameer.powell@attexampldomain.co.za	Elanna Pugh	Security
43	GL562	Vivian Gillespie	vivian.gillespie@attexampldomain.co.za	Forest Wood	Service Centre
44	WOO805	Forest Wood	forest.wood@attexampldomain.co.za	Elanna Pugh	Service Centre

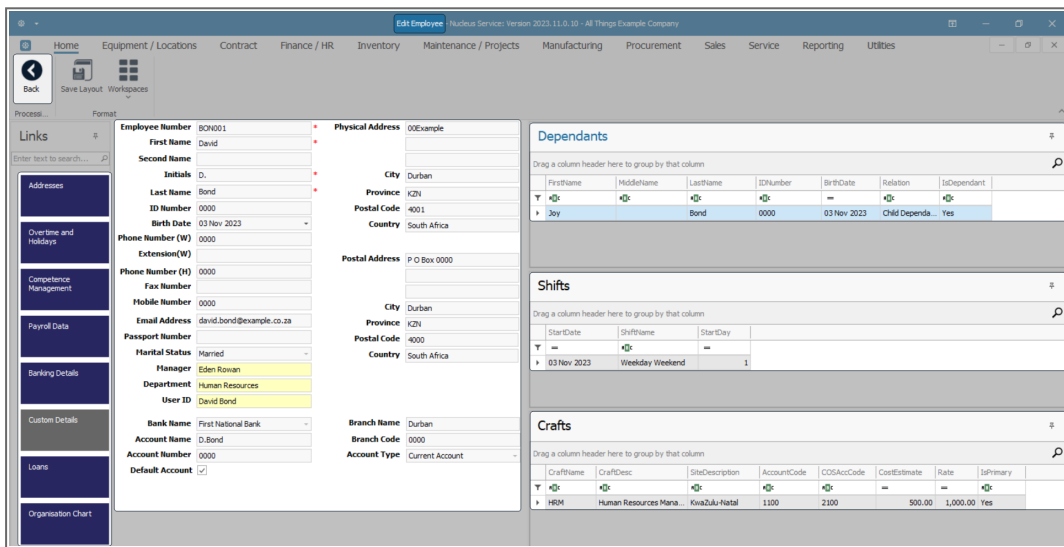
VIEW FULL EMPLOYEE DETAILS

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

EmployeeID	EmployeeNumber	FullName	EmailAddress	Manager	DepartmentName
982	DUN167	Dario Dunlop	dario.dunlop@attexampldomain.co.za	Elsco Felix	Stock Control
590	CAN553	Dash Cannon	dash.cannon@attexampldomain.co.za	Wesson Reese	Engineering
886	MED494	Davian Medina	davian.medina@attexampldomain.co.za	Alanna Robertson	Sales
1017	BOND01	David Bond	devid.bond@exampl.co.za	Elden Rowan	Human Resources
606	PAR873	David Parsons	david.parsons@attexampldomain.co.za	Timothy Palacios	Operations
10	STA45	Deacon Stanley	deacon.stanley@attexampldomain.co.za	Gracelyn Pierce	Development
528	MUR376	Dean Murphy	dean.murphy@attexampldomain.co.za	Brecken Duran	Contracts
186	MAL611	Declan Malone	declan.malone@attexampldomain.co.za	Leslie Miles	Manufacturing
331	ARE558	Dellah Arellano	dellah.arellano@attexampldomain.co.za	Malaysia Price	0
957	PET789	Dellah Petersen	dellah.petersen@attexampldomain.co.za	Adilyn Washington	Projects
712	CH605	Demetrius Cherry	demetrius.cherry@attexampldomain.co.za	Jaxson Maddox	Projects
449	NE946	Denise Nielsen	denise.nielsen@attexampldomain.co.za	Colthe Ruiz	Purchasing
62	CL503	Denver Clements	denver.clements@attexampldomain.co.za	Dulce Nixon	Administration
924	WOO173	Denver Woodward	denver.woodward@attexampldomain.co.za	Wesson Acevedo	Quality Assurance
98	WOO451	Derek Wood	derek.wood@attexampldomain.co.za	Kace Tate	Security
580	ROS846	Derrick Rosales	derrick.rosales@attexampldomain.co.za	Kenzo Greene	Accounts
363	ROT013	Destiny Roth	destiny.roth@attexampldomain.co.za	Eljah Raemussen	Sales
656	LI189	Devon Li	devon.li@attexampldomain.co.za	Timothy Palacios	Projects
364	COH897	Dexter Cohen	dexter.cohen@attexampldomain.co.za	Martin Stephens	Sales
357	KAN18	Diana Kane	diana.kane@attexampldomain.co.za	Mico Doyle	Stock Control
894	HE232	Dilan Henry	dilan.henry@attexampldomain.co.za	Elsco Felix	Administration
286	FOR145	Dor Ford	dor.ford@attexampldomain.co.za	Malaysia Price	0
810	BLA806	Dominic Blake	dominic.blake@attexampldomain.co.za	Sofia Simonsen	Manufacturing
686	ROL915	Dominic Rollins	dominic.rollins@attexampldomain.co.za	Carmen Carey	Administration
488	POW853	Donald Powell	donald.powell@attexampldomain.co.za	Elden Rowan	Executive Committee
490	BAU587	Donovan Bauer	donovan.bauer@attexampldomain.co.za	Zayd Singleton	Implementations

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

- Although this screen title is named '**Edit Employee**', this is a **view only** screen - you cannot make or save changes in this screen.
- The **Manager**, **Department**, and **User ID** fields are very important - refer to **add Employee** 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.



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**.

The screenshot shows the 'View Employee' interface for employee David Bond. The 'Shifts' panel is highlighted with a red box. It contains a table with the following data:

StarDate	ShiftName	StarDay
03 Nov 2023	Weekday Weekend	1

VIEW SHIFTS

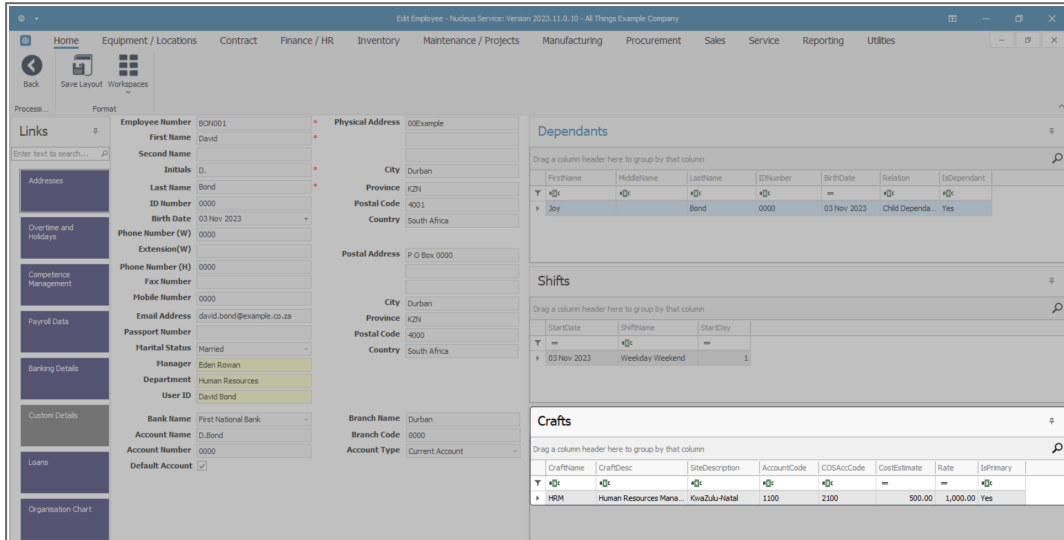
- On the right side of this screen, is the **Shifts** panel.
- Here you can view a list of the shift assignments linked to the employee.
- For more information, refer to [Shifts](#).

This is a duplicate of the first screenshot, showing the 'View Employee' interface with the 'Shifts' panel highlighted. The data in the 'Shifts' table is as follows:

StarDate	ShiftName	StarDay
03 Nov 2023	Weekday Weekend	1

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 [Crafts](#).



FUNCTION TILES – LINKS PANEL

- On the left side of the View Employee screen is the **Links** panel. This panel contains the employee [function tiles](#).
- 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 [Add new employee](#) screen and the [Edit Employee](#) 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 [Availability Exceptions for: \[\]](#) 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 [Banking Details 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 [Custom Details 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 [Organisational Chart](#) 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 [Documents for Employee - \[\]](#) 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.

The screenshot displays the 'Edit Employee' interface for employee David Bond. The interface is divided into several sections:

- Navigation:** A top menu bar includes Home, Equipment / Locations, Contract, Finance / HR, Inventory, Maintenance / Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. A 'Back' button is visible in the top left.
- Employee Information:**
 - Employee Number:** BCN001
 - First Name:** David
 - Second Name:** D.
 - Last Name:** Bond
 - ID Number:** 0000
 - Birth Date:** 03 Nov 2023
 - Phone Number (W):** 0000
 - Extension (W):** 0000
 - Phone Number (H):** 0000
 - Fax Number:** 0000
 - Mobile Number:** 0000
 - Email Address:** david.bond@example.co.za
 - Passport Number:** (empty)
 - Marital Status:** Married
 - Manager:** Eden Rowan
 - Department:** Human Resources
 - User ID:** David Bond
 - Bank Name:** First National Bank
 - Account Name:** D. Bond
 - Account Number:** 0000
 - Default Account:**
- Physical Address:**
 - Address:** 00Example
 - City:** Durban
 - Province:** KZN
 - Postal Code:** 4001
 - Country:** South Africa
- Postal Address:**
 - Address:** P O Box 0000
 - City:** Durban
 - Province:** KZN
 - Postal Code:** 4000
 - Country:** South Africa
- Branch Information:**
 - Branch Name:** Durban
 - Branch Code:** 0000
 - Account Type:** Current Account
- Dependants:**
 - Table:**

First Name	Middle Name	Last Name	ID Number	Birth Date	Relation	Is Dependent
Joy		Bond	0000	03 Nov 2023	Child Depend	Yes
- Shifts:**
 - Table:**

Star Date	Shift Name	Star Day
03 Nov 2023	Weekday Weekend	1
- Crafts:**
 - Table:**

Craft Name	Craft Desc	Site Description	Account Code	COS Acc Code	Cost Estimate	Rate	Is Primary
HRM	Human Resources Mana	KwaZulu-Natal	1100	2100	500.00	1,000.00	Yes

MNU.021.024

