

# HUMAN RESOURCES

## INTRODUCTION TO EMPLOYEES

It is important to understand the difference between **employees** and **users**.

An **employee** is a person for whom your company is collecting and processing data.

Each **employee** within the company is loaded onto the system as an **employee**, with their details.

Employee details relate to what the company needs to know about its employees and can include the following:

- Personal details, e.g. Phone number and e-mail address
- Banking details
- Loan details
- Crafts details (skill or job title)
- Time and attendance details

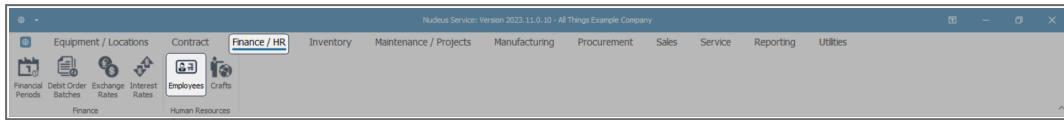
By loading your **employees** correctly, you will be able to keep track of employee shifts and availability and ultimately manage your Human Resources more efficiently.

A user is a person who requires **access to the system** and therefore will require a **user login** and **password**.

When setting up your Human Resources module, it would be helpful to gather a list of your **employees** with their details.

Reviewing the following topic will give you a good idea of what type of information is required.

## Ribbon Access: Finance / HR > Employees



## EMPLOYEES LISTING SCREEN

- The **employees** listing screen will be displayed.
- Here you can view a list of all the employees currently set up on the system.

ID	Employee Name	Email Address	Manager
807	WIS008	Aarya Wise	Hailey McCormick
67	LON914	Abby Long	Alanna Sheppard
498	FRO978	Abdulah Frost	Donald Powell
174	DOU605	Abel Dougherty	Dangelo Zungo
64	PAC754	Abel Pacheco	Dulce Nixon
341	GRA447	Abigail Grant	Malaysia Price
477	MAN069	Abigail Mann	Donald Powell
634	CAR437	Abram Carter	Marlon Marquez
752	HUG475	Abram Hughes	Kohen Carey
742	CHR247	Ace Christensen	Carmen Carey
112	DOY932	Ace Doyle	Salvador Ball
619	PEA784	Adelyn Pearson	Timothy Palacios
718	BUL851	Adam Bullock	Carmen Carey
70	MEA512	Adam Meadows	Byron Huerta
801	COE996	Addlyn Copeland	Sofia Simons
921	WAS888	Addlyn Washington	Eliseo Felix
986	ROD684	Addlynn Rodgers	Vivienne Nixon
659	RUI743	Addison Ruiz	Adèle Lim
203	MCL551	Addyson McLean	Leslie Miles
929	CAM624	Adeleide Campos	Eliseo Felix
613	LM892	Adele Lim	Timothy Palacios
423	CHR378	Adelyn Cherry	Ayla Pittman
317	QUA922	Adelyn Quintana	Malaysia Price
93	REI612	Adelynn Reid	Dulce Nixon
159	DOO851	Adelynn Dodson	Rory Soto
295	GAR674	Adrianna Garrett	Malaysia Price

## EMPLOYEES RIBBON ACTION BUTTONS

- From this screen, you can add, edit, delete and view an employee.
- This screen supports the Save Layout and Workspaces functionality.
- Employee Reports can be viewed here and the employees data grid information can be Exported to an Excel file.
- You can click on **Refresh** to reset the current screen.
- Print Technician Performance Report.



## LINKS PANEL – FUNCTION TILES

- On the left side of the **employees** listing screen you will see the **Links** panel which contains the employee **function tiles**, and when clicked on, will take you to further information concerning the selected **employee**.
- **Important Note:** When working with the **Links** panel, ensure that you have selected the correct employee before you click on any function 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 **add, edit, delete** and **view** addresses linked to the selected employee.
  - **Overtime and Holidays:** This tile will direct you to the [Availability Exceptions for: \[ \]](#) screen where you can **add, edit** and **delete** availability exceptions linked to the selected employee.
  - **Competence Management:** This tile will direct you to the [Employee Training Courses for: \[ \]](#) screen where you can **add, edit** and **delete** qualifications or training courses linked to the selected employee.
  - **Payroll Data:** This tile will direct you to the [Payroll Data for: \[ \]](#) screen where you can **save** payroll details linked to the selected employee.

- **Banking Details:** This tile will direct you to the [Banking Details for: \[ \]](#) screen where you can **add, edit, delete** and **view** addresses linked to the selected employee.
- **Custom Details:** This tile will direct you to the [Custom Details for: \[ \]](#) screen where you can **link** additional information to the selected employee.
- **Loans:** This tile will direct you to the [Loans for: \[ \]](#) screen where you can **view** loan 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.

ID	Employee#	Fullname	EmailAddress	Manager	DepartmentName
807	WIS008	Aarya Wise	aarya.wise@tattexampdomain.co.za	Halley McCormick	Maintenance
67	LON914	Abby Long	abby.long@tattexampdomain.co.za	Alanna Sheppard	Development
498	FRO978	Abdullah Frost	abdullah.frost@tattexampdomain.co.za	Donald Powell	Manufacturing
174	DOU605	Abel Dougherty	abel.dougherty@tattexampdomain.co.za	Dangelo Zungu	Engineering
64	PAC754	Abel Pacheco	abel.pacheco@tattexampdomain.co.za	Dulce Nixon	Operations
341	GRA447	Abigail Grant	abigail.grant@tattexampdomain.co.za	Malaysia Price	Operations
477	MAN069	Abigail Mann	abigail.mann@tattexampdomain.co.za	Donald Powell	Accounts
634	CAR437	Abram Carter	abram.carter@tattexampdomain.co.za	Marlon Marquez	Development
752	HUG475	Abram Hughes	abram.hughes@tattexampdomain.co.za	Kellen Garza	Manufacturing
742	CHR247	Ace Christensen	ace.christensen@tattexampdomain.co.za	Carmen Carey	Engineering
112	DOY932	Ace Doyle	ace.doyle@tattexampdomain.co.za	Salvador Ball	Contracts
619	PEA784	Adalyn Pearson	adalyn.pearson@tattexampdomain.co.za	Timothy Palacios	Security
718	BLA851	Adam Bullock	adam.bullock@tattexampdomain.co.za	Carmen Carey	Administration
70	MEA512	Adam Meadows	adam.meadows@tattexampdomain.co.za	Byron Huerta	Engineering
801	COP396	Addlyn Copeland	addlyn.copeland@tattexampdomain.co.za	Sofia Simmons	Human Resources
921	WAS888	Addlyn Washington	addlyn.washington@tattexampdomain.co.za	Eleso Felix	Projects
989	ROD684	Addlynn Rodgers	addlynn.rodgers@tattexampdomain.co.za	Vivienne Nixon	Sales
659	RUI743	Addison Ruiz	addison.ruiz@tattexampdomain.co.za	Adelle Lim	Quality Assurance
203	MCI551	Addison McCain	addison.mccain@tattexampdomain.co.za	Leslie Miles	Security
929	CAM624	Adelaide Campos	adelaide.campos@tattexampdomain.co.za	Eleso Felix	Sales
613	LM892	Adelle Lim	adelle.lim@tattexampdomain.co.za	Timothy Palacios	Quality Assurance
423	CHR378	Adelyn Cherry	adelyn.cherry@tattexampdomain.co.za	Ayla Pittman	Operations
317	QUA922	Adelyn Quintana	adelyn.quintana@tattexampdomain.co.za	Malaysia Price	Administration
93	REI612	Adelyn Reid	adelyn.reid@tattexampdomain.co.za	Dulce Nixon	Quality Assurance
159	DOB851	Adelynn Dodson	adelynn.dodson@tattexampdomain.co.za	Rory Soto	Service Centre
295	GAR674	Adrianna Garrett	adrianna.garrett@tattexampdomain.co.za	Malaysia Price	Administration

- **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.

Employees - Nucleus Service: Version 2023.11.0 - 10 - All Things Example Company

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Maintenance

Links

Drag a column header here to group by that column

idEm...	EmployeeID	FullName	EmailAddress	Manager	DepartmentName
807	WES008	Aarya Wise	aarya.wise@texampledomain.coza	Halley McCormick	Maintenance
67	LOH914	Abby Long	abby.long@texampledomain.coza	Alanna Sheppard	Development
498	FRO978	Abdullah Frost	abdullah.frost@texampledomain.coza	Donald Powell	Manufacturing
174	DOU605	Abel Dougherty	abel.dougherty@texampledomain.coza	Dargela Zuniga	Engineering
64	PAC754	Abel Pacheco	abel.pacheco@texampledomain.coza	Dulce Nixon	Operations
241	GRA447	Abigail Grant	abigail.grant@texampledomain.coza	Malaysia Price	Operations
477	MAR059	Abigail Mann	abigail.mann@texampledomain.coza	Donald Powell	Accounts
634	CAR437	Abram Carter	abram.carter@texampledomain.coza	Marlon Marquez	Development
752	HUG475	Abram Hughes	abram.hughes@texampledomain.coza	Kohen Garza	Manufacturing
742	CHR247	Ace Christensen	ace.christensen@texampledomain.coza	Carmen Caray	Engineering
112	DOY932	Ace Doyle	ace.doyle@texampledomain.coza	Salvador Ball	Contracts
619	PEA784	Adelyn Pearson	adelyn.pearson@texampledomain.coza	Timothy Palacios	Security
718	BUL851	Adam Bullock	adam.bullock@texampledomain.coza	Carmen Caray	Administration
70	MEA512	Adam Meadows	adam.meadows@texampledomain.coza	Byron Huerta	Engineering
801	COP596	Addlyn Copeland	addlyn.copeland@texampledomain.coza	Sofia Simmons	Human Resources
921	WAS888	Addlyn Washington	addlyn.washington@texampledomain.coza	Elsao Felix	Projects
989	ROD684	Addlyn Rodgers	addlyn.rodgers@texampledomain.coza	Wiemne Nezon	Sales
659	RUI743	Addison Ruiz	addison.ruiz@texampledomain.coza	Adele Lim	Quality Assurance
203	MCL551	Addyson McLean	addyson.mclean@texampledomain.coza	Leslie Miles	Security
929	CAM924	Adelaide Campos	adelaide.campos@texampledomain.coza	Elsao Felix	Sales
613	LM892	Adele Lim	adele.lim@texampledomain.coza	Timothy Palacios	Quality Assurance
423	CHR378	Adelyn Cherry	adelyn.cherry@texampledomain.coza	Ayla Pittman	Operations
317	QU922	Adelyn Quintana	adelyn.quintana@texampledomain.coza	Malaysia Price	Administration
93	REI612	Adelyn Reid	adelyn.reid@texampledomain.coza	Dulce Nixon	Quality Assurance
159	DOD851	Adelynn Dodson	adelynn.dodson@texampledomain.coza	Rory Soto	Service Centre
295	GAR674	Adrianna Garrett	adrianna.garrett@texampledomain.coza	Malaysia Price	Administration

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