

We are currently updating our site; thank you for your patience.

# **HUMAN RESOURCES**

# **DETAIL CODES**

You can set up employee **Detail Codes** to capture additional employee details that are not listed within the system, for example, contract start date, blood type, emergency contact information, etc.

**Detail Codes** can be customised in **Nucleus Configurator** to suit your organisation's specific needs and requirements.

Ribbon Access: Configurator > Human Resources > Detail Codes

Configuration (tension 2022.11.0.10 / All Privage Exemption Company)

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The **Detail Codes** screen will be displayed.

### **VIEW CURRENT DETAIL CODES**

• Here you can view a data grid of all the **Detail Codes** currently on the system.

### ADD DETAIL CODE

• Click in the **Employment Detail Code Grouping** text box in the **last row** of the data grid.

#### Detail Codes



				Deta	ll Codes - Nucleus	Configurator: Versio	n 2023. 11.0. 10 -	All Things Example (	Company				Ξ	- 0
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	IPL .		2 CED	Contract End Date	A									
	IPL .		3 EMPA	Employment Agency	A									
EM	IPL .		4 FID	Foreign Identity Number	A									
EM	IPL .		5 PR	Prior Role	A									
EM	IPL .		6 RA	Retirement Annuity	A									
EM	IPL		7 TAX	Tax Number	A									
ME	ED		8 CHR	Chronic Conditions	A									
ME	ED		9 MEAD	Medical Aid	A									
PE	R	1	0 ECNA	Emergency Contact Name	A									
PE	R	1	1 ECNU	Emergency Contact Number	Α									
PE			2 ECR	Emergency Contact Relationshi	p A									
PE			3 GEN	Gender	A									
PE			4 HL	Home Language	A									
PE	R	1	5 PCM	Preferred Communication Meth	A									

- This row will now be 'activated'.
- You can now enter the new **custom detail** in this new row as required.
  - Employee Detail Code Grouping: Type in a grouping code, for example, medical, personal, employee, etc.
  - Employee Detail Code: Type in a code that pertains to the Employee Detail Description:.
  - Employee Detail Description: Type in a detailed description to describe this Detail Code.
  - **Status:** This will auto populate with **A** Active.
  - Sort Order: Click in this text box and either type in or use the arrow indicators to select the sort order for this employee custom detail code.
- Note: The sort order is the order in which this will appear in the employee custom detail code drop-down list in Nucleus Configurator.

If each employee custom detail code has the number **1**, then the drop-down list will usually default to an alphabetical order in Nucleus Configurator.

If, for example, it is numbered **8**, then it will appear **8th** in the drop-down list in Nucleus Configurator.



e -						Detail C	odes - Nucleus	Configurator: Ver	sion 2023.11.0.10 -	All Things Example (	Company				Œ	l	-
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EMP			3 EM	IPA	Employment Ag	gency	A										
EMP			4 FI	D	Foreign Identit	y Number	A										
EMP			5 PR		Prior Role		A										
EMP			6 R.4	ι	Retirement Ann	nuity	A										
EMP			7 TA	x	Tax Number		A										
MED			8 CH	R	Chronic Conditi	ions	A										
MED			9 ME	EAD	Medical Aid		A										
PER			10 EC	NA	Emergency Cor	ntact Name	A										
PER			11 EC	NU	Emergency Cor	ntact Number	A										
PER			12 EC	R	Emergency Cor	ntact Relationship	A										
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## SAVE DETAIL CODE

- When you have finished adding the new **Detail Code**, press **Enter** on your keyboard.
- An Update message box will appear, asking -
  - Are you sure you want to save changes to this Detail Code?
- Click on Yes.

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E	MPL			2 CED		Contract End	Date	A								
E	MPL			3 EMPA		Employment	Agency	A								
E	MPL			4 FID		Foreign Iden	tity Number	A								
E	MPL			5 PR		Prior Role		A								
E	MPL			6 RA		Retirement A	innuity	Update			×					
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P	1ED			9 MEAD	)	Medical Aid		? Are	e you sure you want to save chang	es to this Detail Cod	ie?					
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- The new **Detail Code** will be **saved** and a **new row** will be added to the **Detail Codes** data grid.
- Close the screen when you are done.



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	EMPL			1	CSD	Contract Start Date	A										
	EMPL			2	CED	Contract End Date	A										
	EMPL			3	EMPA	Employment Agency	A										
	EMPL			4	FID	Foreign Identity Number	A										
	EMPL			5	PR	Prior Role	A										
	EMPL			6	RA	Retirement Annuity	A										
	EMPL			7	TAX	Tax Number	A										
	MED				CHR	Chronic Conditions	A										
	MED				MEAD	Medical Aid	A										
	PER				ECNA	Emergency Contact Name	A										
	PER				ECNU	Emergency Contact Number	A										
	PER				ECR	Emergency Contact Relationship	A										
	PER				GEN	Gender	A										
	PER			14		Home Language	A										
	PER				PCM	Preferred Communication Meth											
	PER		_	16	SGN	Social Grant Number	A										
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## **DELETE DETAIL CODE**

• You are able to delete **Detail Codes** that have been added to the data grid in Nucleus Configurator.

Ribbon Access: Configurator > Human Resources > Detail Codes



The **Detail Codes** screen will be displayed.

- Select the **row** of the detail code you wish to delete.
  - In this image, **Passport Number** has been selected.
- Click on Delete.





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	EMPL			2 CED	Contract End Date	A	-									
	EMPL			3 EMPA	Employment Agency	A										
	EMPL			4 FID	Foreign Identity Numbe	er A										
	EMPL			5 PR	Prior Role	A										
	EMPL			6 RA	Retirement Annuity	A										
	EMPL			7 TAX	Tax Number	A										
	MED			8 CHR	Chronic Conditions	A										
	MED			9 MEAD	Medical Aid	A										
	PER			10 ECNA	Emergency Contact Na	ame A										
	PER			11 ECNU	Emergency Contact Nu	amber A										
	PER			12 ECR	Emergency Contact Re	elationship A										
	PER			13 GEN	Gender	А										
	PER			14 HL	Home Language	А										
	PER			15 PCM	Preferred Communicati	ion Meth A										
	PER			16 SGN	Social Grant Number	А										
۲	PER			17 PPN	Passport Number	A										

- Or right-click on the row that you wish to delete.
- A **Process** menu will pop up.
- Click on **Delete Detail Code**.

	Home	Accounts	Call C	entre	Company	Contract Departme	ents Huma	n Resources	Inventory	Reporting	Sales	Security	Services	Static Data	Companion Apps	-	0	
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EMPL				2 CE		Contract End Date	A											
EMPL				3 EM		Employment Agency	A											
EMPL				4 FI		Foreign Identity Number	A											
EMPL				5 PR		Prior Role	A											
EMPL				6 RA		Retirement Annuity	A											
EMPL				7 TA		Tax Number	A											
MED				8 CH		Chronic Conditions	A											
MED				9 ME		Medical Aid	A											
PER				10 EC		Emergency Contact Name	A											
PER				11 EC		Emergency Contact Number												
PER				12 EC		Emergency Contact Relations	ihip A											
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#### **CONFIRM DELETION**

- A Delete Detail Code message box will pop up asking -
  - Are you sure you want to delete this detail code?
- Click on Yes.





	Home Accounts	Call Cer	ntre Company	Contract Department	s Huma	In Resources Inventory	Reporting	Sales	Security	Services	Static Data	Companion Apps	- 0	1
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EMP	1		4 FID	Foreign Identity Number	A									
EMP	1		5 PR	Prior Role	A									
EMP	1		6 RA	Retirement Annuity	A									
EMP	4.		7 TAX	Tax Number	A			-						
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MED	)		9 MEAD	Medical Aid	A									
PER			10 ECNA	Emergency Contact Name	A 🤈	Are you sure you want to delete th	is detail code?							
PER			11 ECNU	Emergency Contact Number	A									
PER			12 ECR	Emergency Contact Relationship	A									
PER			13 GEN	Gender	A	Yes	No No							
PER			14 HL	Home Language	A									
PER			15 PCM	Preferred Communication Meth	A									
PER			16 SGN	Social Grant Number	A									
> PER			17 PPN	Passport Number	A									

- You will return to the **Detail Codes** screen with the deleted code removed from the data grid.
- Close the screen when you are done.

## VIEW THE ADDED DETAIL CODE IN NUCLEUS SERVICE

• After adding a **Detail Code** in the **Configurator**, you can view the information in **Nucleus Service**.

#### Ribbon Access: Nucleus Service > Finance / HR > Employees

۰				Nucleus Service: Ve	rsion 2023. 11.0. 10 - All '	Things Example Compan	γ				œ	-	٥	×
۲	Equipment / Locations	Contract Finance / HR II	inventory I	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities				
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	Finance	Human Resources												^

The **Employees** listing screen will be displayed.

- Select the **row** of an employee.
  - In this image, **Alex Barron** has been selected.
- Click on the Custom Details tile in the Links panel.



Home Eq	uipment / Locatio	ns Contract Finance / HR	Inventory Maintenance / Projects	Manufacturing Procuremen	it Sales Service Rep	orting Utilities	- 0
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T	= *0:	¥∐c	¥∐¢	×∏ c	n∐ c		
Overtime and	38 WAL259	Aiden Walters	aiden.walters@attexampledomain.coza	Ellianna Pugh	Safety		
Holidays	229 FIG891	Aisha Figueroa	aisha.figueroa@attexampledomain.coza	Leslie Miles	0		
	335 CLA496	Aislinn Clay	aislinn.clay@attexampledomain.coza	Malaysia Price	Maintenance		
Competence	1008 DUB578	AJ Dube	AJ.Dube@co3.co.za	Julanda Kessler	0		
Management	555 TOD964	Alaiya Todd	alaiya.todd@attexampledomain.coza	Phoebe McClain	Quality Assurance		
	623 LAN902	Alana Lang	alana.lang@attexampledomain.coza	Timothy Palacios	Stock Control		
	825 ROB989	Alanna Robertson	alanna.robertson@attexampledomain.coza	Sofia Simmons	Sales		
Payroll Data	115 SHE636	Alanna Sheppard	alanna.sheppard@attexampledomain.coza	Dulce Nixon	Development		
	872 PER713	Alaric Perkins	alaric.perkins@attexampledomain.coza	Sofia Simmons	Sales		
	101 GUE261	Alaya Guerrero	alaya.guerrero@attexampledomain.coza	Dulce Nixon	Service Centre		
Banking Details	300 HEN531	Albert Henson	albert.henson@attexampledomain.coza	Harley Briggs	Quality Assurance		
	19 SIN261	Aleena Singh	aleena.singh@attexampledomain.coza	Ellianna Pugh	Human Resources		
	291 WAR246	Aleena Ware	aleena.ware@attexampledomain.coza	Rory Schneider	Marketing		
Custom Details	400 BAR 109	Alex Barron	alex.barron@attexampledomain.coza	Corbin McConnell	Administration		
	724 COL656	Alexander Coleman	alexander.coleman@attexampledomain.coza	Roman Simpson	Service Centre		
	287 SHE787	Alexandra Sheppard	alexandra.sheppard@attexampledomain.coza	Aislinn Clay	Maintenance		
Loans	643 AGU269	Alexandria Aguirre	alexandria.aguirre@attexampledomain.coza	Timothy Palacios	0		
	559 DAU006	Alexandria Daugherty	alexandria.daugherty@attexampledomain.coza	Violeta Spence	Sales		
	179 HUY032	Alexandria Huynh	alexandria.huynh@attexampledomain.coza	Lesle Mies	Implementations		
Organisation Chart	181 SAL398	Alexis Salas	alexis.salas@attexampledomain.coza	Lesle Miles	0		
organisation Chart	152 NGU219	Alfred Nguyen	alfred.nguyen@attexampledomain.coza	Dulce Nixon	Service Centre		
	349 BRA879	Alia Branch	alia.branch@attexampledomain.coza	Malaysia Price	Administration		
	3 FOX967	Alianna Fox	alianna.fox@attexampledomain.coza	Antonio Gordon	Accounts		
Documents	869 CAM534	Alisson Camacho	alisson.camacho@attexampledomain.coza	Sofia Simmons Leslie Miles	Administration		
Documents	175 ZAM565	Alisson Zamora	alisson.zamora@attexampledomain.coza		Engineering		

- The Custom Details for: [] screen will be displayed.
- Here you can view a list of the correlating employee custom
   Detail Codes as set up in the Configurator.
  - In this image, the newly added **Detail Code Social Grant Number** is listed.

۲	Hom	e Equipment / Lo	ocations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities		ø
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E	MPL		CED	Contrac	t End Date										
E	MPL		EMPA	Employ	ment Agency										
E	MPL		FID	Foreign	Identity Number										
E	MPL		PR	Prior Ro	le	Tester									
E	MPL		RA	Retirem	ent Annuity										
E	MPL		TAX	Tax Nu	mber										
M	IED		CHR	Chronic	Conditions										
M	IED		MEAD	Medical											
P	ER		ECNA	Emerge	ncy Contact Name										
P	ER		ECNU	Emerge	ncy Contact Number										
P	ER		ECR	Emerge	ncy Contact Relationshi	P									
P	ER		GEN	Gender											
P	ER		HL	Home L	anguage										
P	ER		PCM	Preferre	ed Communication Metho	bd									
» P	ER		SGN	Social G	rant Number										

### ADD DETAIL DATA IN NUCLEUS SERVICE

• After adding a **Detail Code** in the **Configurator**, you can enter custom details in **Nucleus Service**.

Ribbon Access: Nucleus Service > Finance / HR > Employees

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The **Employees** listing screen will be displayed.

- Select the **row** of an employee.
  - In this image, **Alex Barron** has been selected.
- Click on the **Custom Details** tile in the **Links** panel.

				Em	ployees - Nucleus Service: Version							
Home	Equip	oment / Locations	Contract Finance	/ HR Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales Service	Reportin	ig Utilities	- 0	
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		38 WAL259	Aiden Walters	aiden.walters@a	attexampledomain.coza	Ellianna	ugh	Safety				
Overtime and Holidays		229 FIG891	Aisha Figueroa	aisha.figueroa@	attexampledomain.coza	Lesie Mi	55	0				
		335 CLA496	Aislinn Clay	aislinn.day@attr	exampledomain.coza	Malaysia	Price	Maintenance				
		1008 DUB578	AJ Dube	AJ.Dube@co3.o	o.za	Julanda	Kessler	0				
Competence Management		555 TOD964	Alaiya Todd	alaiya.todd@att	exampledomain.coza	Phoebe I	AcClain	Quality Assurance				
		623 LAN902	Alana Lang	alana.lang@atte	exampledomain.coza	Timothy	Palacios	Stock Control				
		825 RO8989	Alanna Robertson	alanna.robertso	n@attexampledomain.coza	Sofia Sin	mons	Sales				
		115 SHE636	Alanna Sheppard	alanna.sheppard	@attexampledomain.coza	Dulce Ni	on	Development				
		872 PER713	Alaric Perkins	alaric.perkins@a	ttexampledomain.coza	Sofia Sin	mons	Sales				
		101 GUE261	Alaya Guerrero	alaya.guerrero@	Pattexampledomain.coza	Dulce Ni	ion	Service Centre				
		300 HEN531	Albert Henson	albert.henson@	attexampledomain.coza	Harley B	iggs	Quality Assurance				
		19 SIN261	Aleena Singh	aleena.singh@a	ttexampledomain.coza	Ellianna	lugh	Human Resources				
		291 WAR246	Aleena Ware	aleena.ware@at	ttexampledomain.coza	Rory Sch	neider	Marketing				
Custom Details		400 BAR 109	Alex Barron	alex.barron@att	texampledomain.coza	Corbin M	cConnel	Administration				
		724 COL656	Alexander Coleman	alexander.colem	an@attexampledomain.coza	Roman S	impson	Service Centre				
		287 SHE787	Alexandra Sheppard	alexandra.shep;	oard@attexampledomain.coza	Aislinn C	ау	Maintenance				
Loans		643 AGU269	Alexandria Aguirre	alexandria.aguir	re@attexampledomain.coza	Timothy	Palacios	0				
		559 DAU006	Alexandria Daugherty	alexandria.daug	herty@attexampledomain.coza	Violeta S	pence	Sales				
		179 HUY032	Alexandria Huynh	alexandria.huyn	h@attexampledomain.coza	Leslie Mi	26	Implementations				
		181 SAL398	Alexis Salas	alexis.salas@att	exampledomain.coza	Lesle Mi	5	0				
		152 NGU219	Alfred Nguyen	alfred.nguyen@	attexampledomain.coza	Dulce No	on	Service Centre				
		349 BRA879	Alia Branch		exampledomain.coza	Malaysia		Administration				
		3 FOX967	Alianna Fox	alianna.fox@att	exampledomain.coza	Antonio		Accounts				
		869 CAM534	Alisson Camacho		©attexampledomain.coza	Sofia Sin		Administration				
		175 ZAM565	Alisson Zamora	alisson.zamora@	attexampledomain.coza	Lesle Mi	25	Engineering				
		239 EST969	Alie Estrada	alie.estrada@at	texampledomain.coza	Averi Ah	arado	Projects				

- The **Custom Details for: []** screen will be displayed.
- Here you can add information in the **Detail Data** column.
  - In this image, information has been added to the newly added **Detail Code Social Grant Number**.
- Click on Save.



E	Home Equipment / Local	tions Co	ntract Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	- ]	ø
k Se		Excel											
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	EMPL	CSD	Contract Start Date										
	EMPL	CED	Contract End Date										
	EMPL	EMPA	Employment Agency										
	EMPL.	FID	Foreign Identity Number										
	EMPL	PR	Prior Role	Tester									
	EMPL	RA	Retirement Annuity										
	EMPL	TAX	Tax Number										
	MED	CHR	Chronic Conditions										
	MED	MEAD	Medical Aid										
	PER	ECNA	Emergency Contact Name										
	PER	ECNU	Emergency Contact Number										
	PER	ECR	Emergency Contact Relationship										
	PER	GEN	Gender										
	PER	HL	Home Language										
	PER	PCM	Preferred Communication Method										
1	PER	SGN	Social Grant Number	9898985	5								

• You will return to the **Employees** listing screen.

### EDIT DETAIL DATA IN NUCLEUS SERVICE

• You can **edit** the employee **Custom Details** information.

Ribbon Access: Nucleus Service > Finance / HR > Employees



The **Employees** listing screen will be displayed.

- Select the **row** of an employee.
  - In this image, **Alex Barron** has been selected.
- Click on the Custom Details tile in the Links panel.

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- The Custom Details for: [] screen will be displayed.
- Click on the relevant **Detail Data** information you wish to edit.
  - In this image, the newly added code, **Social Grant Number** information, has been edited.
- Click on Save.

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• You will return to the **Employees** listing screen.

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