

# HUMAN RESOURCES

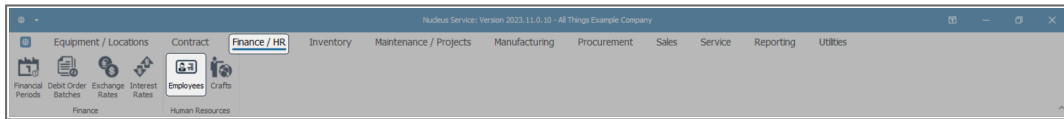
## ASSIGN A CRAFT TO AN EMPLOYEE

- You have to **add** a **Craft** before you can assign a **Craft** to an employee.
- Each employee can be assigned **more than one Craft** per Site / Branch but **only one** of those **Crafts** can be set as the **Primary Craft**.
- In the **Edit Employee** screen and **View Employee** screen, the **Crafts** docking panel lists all the **Crafts** linked to the selected employee.

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### Ribbon Access: Finance / HR Employees

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The **Employees** listing screen will display.

## SELECT EMPLOYEE

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- Select the **row** of the employee you wish to assign a **Craft** to.
- Click on **Edit**.

Employee ID	Full Name	Email Address	Manager
1	CO3Admin		
2	CO3 Administrator		Eliseo Felix
3	Alanna Fox	alanna.fox@tattexampdomain.co.za	Antonio Gordon
4	GOR956	antonio.gordon@tattexampdomain.co.za	Elanna Pugh
5	MCK133	taylor.mckenzie@tattexampdomain.co.za	Elanna Pugh
6	SCO397	scott.scott@tattexampdomain.co.za	Aurora Barr
7	BAB882	aurora.barr@tattexampdomain.co.za	Elanna Pugh
8	HIG188	harley.higgins@tattexampdomain.co.za	Leighton Gibbs
9	GIB539	leighon.gibbs@tattexampdomain.co.za	Elanna Pugh
10	STA045	deacon.starley@tattexampdomain.co.za	Gracylyn Pierce
11	PIE284	gracylyn.pierce@tattexampdomain.co.za	Elanna Pugh
12	FRA302	nicolas.frankin@tattexampdomain.co.za	
13	FER996	angela.fernandez@tattexampdomain.co.za	Bentley Kane
14	KAN277	bentley.kane@tattexampdomain.co.za	Elanna Pugh
15	PUG956	elanna.pugh@tattexampdomain.co.za	Eden Rowan
16	DON948	juston.donaldson@tattexampdomain.co.za	Elanna Pugh
17	PHD472	natasha.phelps@tattexampdomain.co.za	Hansa Decker
18	DEC822	hansa.decker@tattexampdomain.co.za	Elanna Pugh
19	SIN081	aleena.singh@tattexampdomain.co.za	Elanna Pugh
20	BEI256	louis.bell@tattexampdomain.co.za	Elanna Pugh
21	PIE375	itzeel.fields@tattexampdomain.co.za	Elanna Pugh
22	BAI223	clayton.bailey@tattexampdomain.co.za	Kennedy Byrd
23	BYR113	kennedy.byrd@tattexampdomain.co.za	Elanna Pugh
24	HO624	cristan.ho@tattexampdomain.co.za	Calliope Pruitt
25	PRU026	caliope.pruitt@tattexampdomain.co.za	Elanna Pugh
26	FRI272	gatlin.friedman@tattexampdomain.co.za	Alynn Brandt

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

## SELECT CRAFT TO ASSIGN

- In the **Crafts** frame, **right-click** on any field in the last blank row.
- A **Process** menu will pop up.
- Click on **Add New Craft**.

First Name	Middle Name	Last Name	ID Number	Birth Date	Relation	Is Dependent

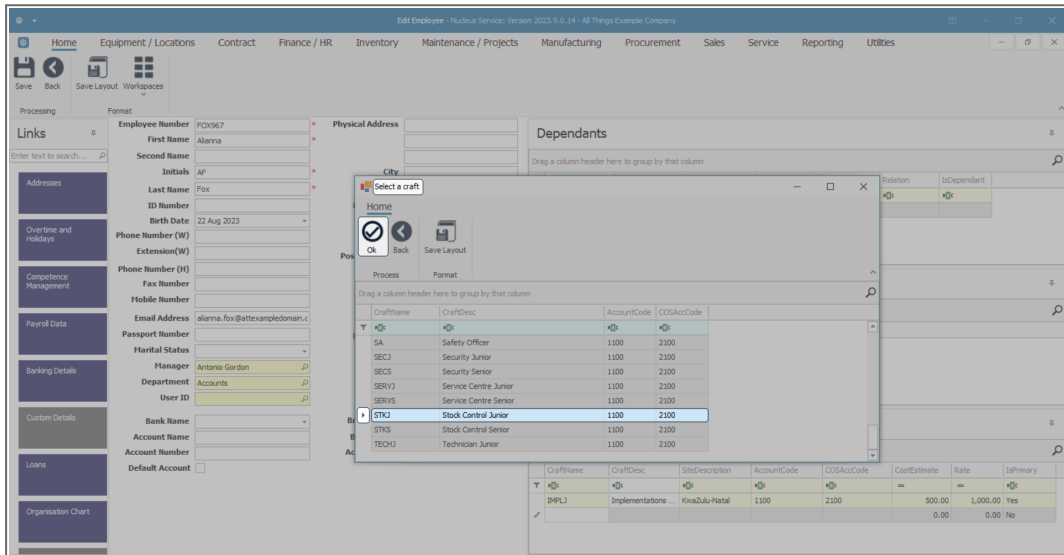
  

Start Date	Shift Name	Start Day
22 Aug 2023	First Shift	1

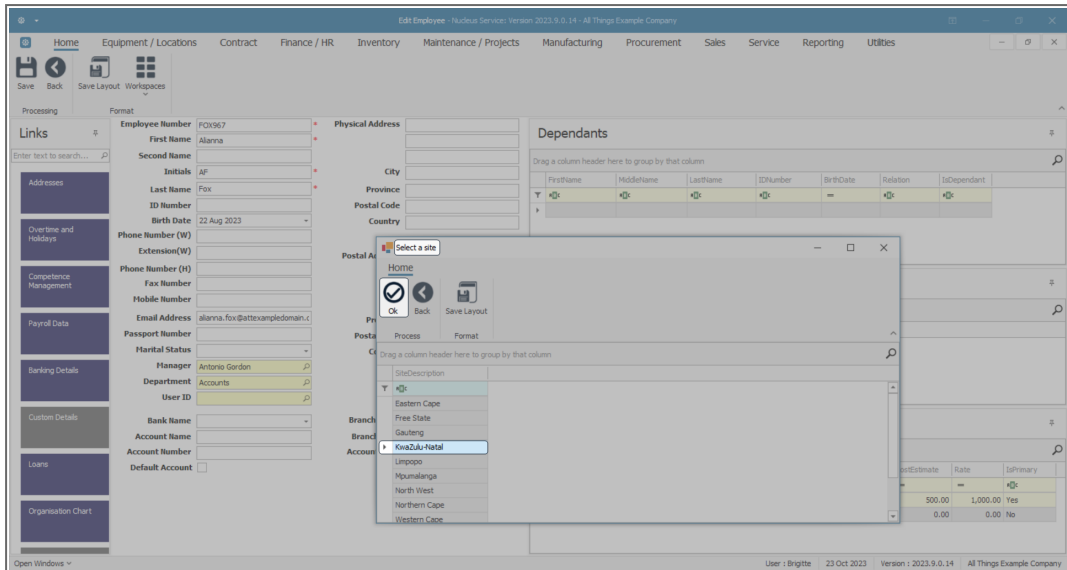
Crafts	Site Description	Account Code	COS Acc Code	Cost Estimate	Rate	Is Primary
	KwaZulu-Natal	1100	2100	500.00	1,000.00	Yes

- The **Select a craft** pop-up screen will appear.
- Select the **row** of the **Craft** that you wish to assign to this employee.
- In this image **STKJ** Stock Control Junior has been selected.
- Click on **Ok**.

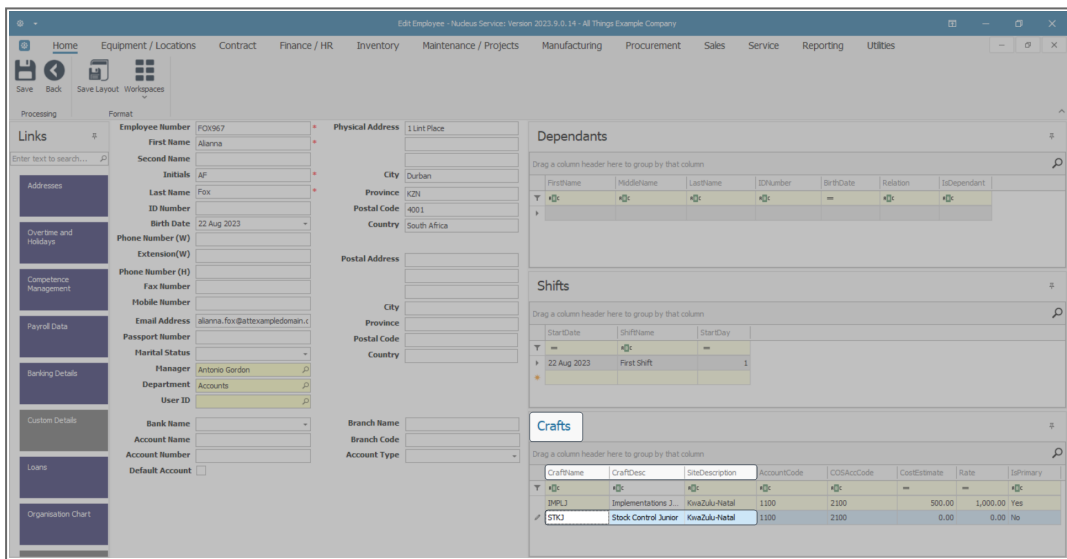


## ASSIGN CRAFT TO A SITE

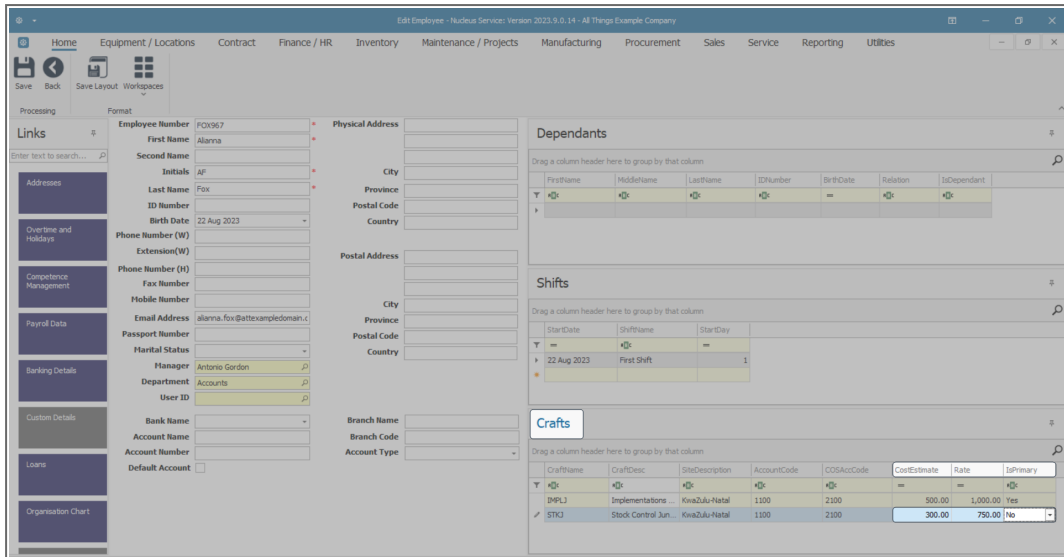
- The **Select a site** pop-up screen will appear.
- Select the **row** of the **Site** you wish to allocate to this employee.
- Click on **Ok**.



- In the **Crafts** panel you can see that the **Craft Name**, **Craft Description** and **Site Description** columns have now been populated.

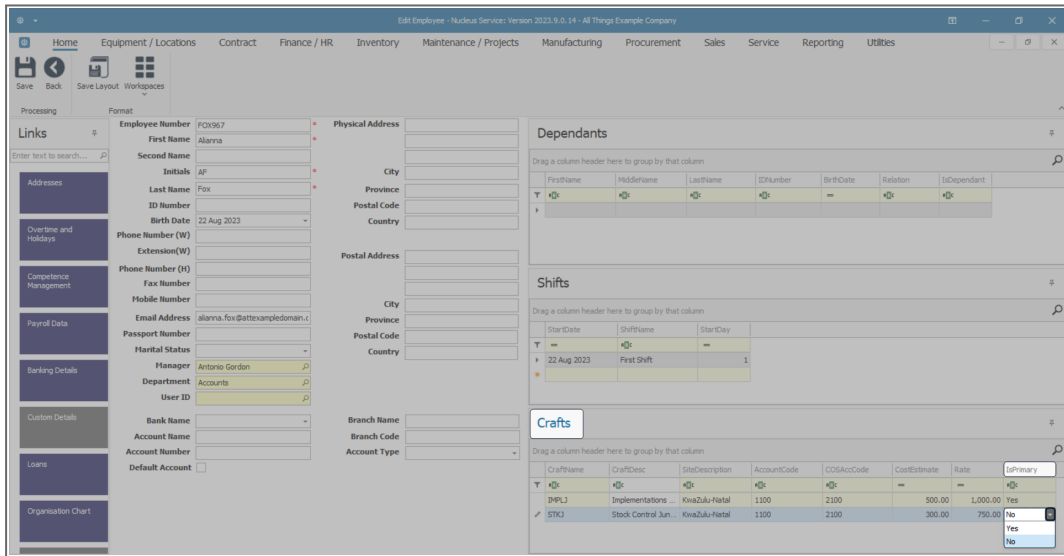


- Now you can type in :
  - **Craft Cost Estimate**
  - **Current Craft Rate**
  - **Primary Craft status**



- Each employee can be assigned **more than one Craft** per Site / Branch but **only one** of those **Crafts** can be set as the **Primary Craft**.

If this additional **Craft** is not a **Primary Craft**, then you should choose **No** from the drop-down menu in this column.



## SAVE ASSIGNED CRAFT

- When you have finished adding the **Craft details**, click on **Save**.

The screenshot shows the 'Edit Employee' form for employee F09367, Alanna. The 'Crafts' section is expanded, displaying a table with the following data:

Craft Name	Craft Desc	Site Description	Account Code	COSAccCode	Cost Estimate	Rate	IsPrimary
IMPLJ	Implementations	KwaZulu-Natal	1100	2100	500.00	1,000.00	Yes
STKJ	Stock Control Jun.	KwaZulu-Natal	1100	2100	300.00	750.00	No

- A message box will appear advising the following:
  - **Employee: [ ] has been saved.**
- Click on **Ok**.

The screenshot shows the same 'Edit Employee' form as above, but with a confirmation message box overlaid in the center. The message box contains the text: "Employee : F09367 has been saved" and an "OK" button.

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



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