

# HUMAN RESOURCES

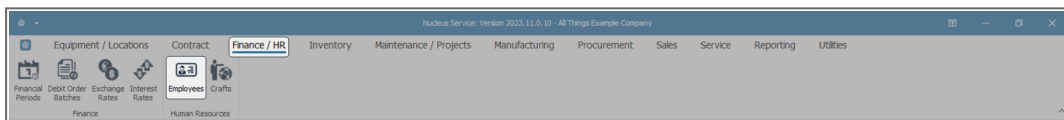
## EMPLOYEES – LINK MANAGER

It is important to select the person who manages an employee, as this is linked to [Nucleus CRM](#), - where the manager can see the team members sales progress.

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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 to whom you wish to link a **Manager**.
- Click on **Edit**.

ID	Employee#	FullName	EmailAddress	Manager
691	CHE702	Daniela Chen	daniela.chen@attexampledomain.co.za	Bristol Humphrey
123	REE578	Danielle Reed	danielle.reed@attexampledomain.co.za	Dulce Nixon
682	ESP041	Danny Esparza	danny.esparza@attexampledomain.co.za	Mabel Carson
382	FIS045	Danny Fischer	danny.fischer@attexampledomain.co.za	Tripp Ellis
299	MUE038	Daphne Mueller	daphne.mueller@attexampledomain.co.za	Malaysia Price
426	CAR269	Dario Carr	dario.carr@attexampledomain.co.za	Lery Blackburn
982	DUR187	Dario Durbin	dario.durbin@attexampledomain.co.za	Eliot Felix
590	CAN153	Dash Cannon	dash.cannon@attexampledomain.co.za	Wesley Reese
886	MED464	Devian Medina	devian.medina@attexampledomain.co.za	Alanna Robertson
1017	BOH001	David Bond	david.bond@example.co.za	
608	PAR873	David Parsons	david.parsons@attexampledomain.co.za	Timothy Palacios
10	STA045	Deacon Stanley	deacon.stanley@attexampledomain.co.za	Gracelyn Pierce
528	MUR376	Dean Murphy	dean.murphy@attexampledomain.co.za	Brecken Duran
186	MAL611	Declan Malone	declan.malone@attexampledomain.co.za	Leslie Miles
331	ARE958	Dellah Arellano	dellah.arellano@attexampledomain.co.za	Malaysia Price
967	PET789	Dellah Petersen	dellah.petersen@attexampledomain.co.za	Addilyn Washington
712	CHE105	Demetrius Cherry	demetrius.cherry@attexampledomain.co.za	Jaxson Maddox
449	NEL946	Denise Nelson	denise.nelson@attexampledomain.co.za	Collette Ruiz
62	CLE503	Denver Clements	denver.clements@attexampledomain.co.za	Dulce Nixon
924	WOO173	Denver Woodward	denver.woodward@attexampledomain.co.za	Wesley Aczvedo
98	WOO451	Derek Wood	derek.wood@attexampledomain.co.za	Kace Tate
580	ROS946	Derrick Rosales	derrick.rosales@attexampledomain.co.za	Kenzo Greene
365	ROT013	Destiny Roth	destiny.roth@attexampledomain.co.za	Elijah Rasmussen
656	LI189	Devon Li	devon.li@attexampledomain.co.za	Timothy Palacios
364	COH897	Dexter Cohen	dexter.cohen@attexampledomain.co.za	Martin Stephens
337	KAN818	Diana Kane	diana.kane@attexampledomain.co.za	Madi Doyle

## SEARCH FOR MANAGER

- The **Edit Employee** screen will be displayed.
- Click on the **search** button in the **Manager** field.

**Employee Number:** BOH001  
**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  
**Fac Number:** 0000  
**Mobile Number:** 0000  
**Email Address:** david.bond@example.co.za  
**Passport Number:**  
**Marital Status:** Married  
**Manager:** [Search Icon] [Dropdown]  
**Department:** Human Resources  
**User ID:** David Bond  
**Bank Name:** First National Bank  
**Account Name:** D.Bond  
**Account Number:** 0000  
**Default Account:**   
**Physical Address:** 00Example  
**City:** Durban  
**Province:** KZN  
**Postal Code:** 4001  
**Country:** South Africa  
**Postal Address:** P O Box 0000  
**City:** Durban  
**Province:** KZN  
**Postal Code:** 4000  
**Country:** South Africa  
**Branch Name:** Durban  
**Branch Code:** 0000  
**Account Type:** Current Account  
**Dependants:**

First Name	Middle Name	Last Name	ID Number	Birth Date	Relation	Is Dependent
Joy		Bond	0000	03 Nov 2023	Child Depend...	Yes

**Shifts:**

Start Date	Shift Name	Start Day
03 Nov 2023	Weekday Weekend	1

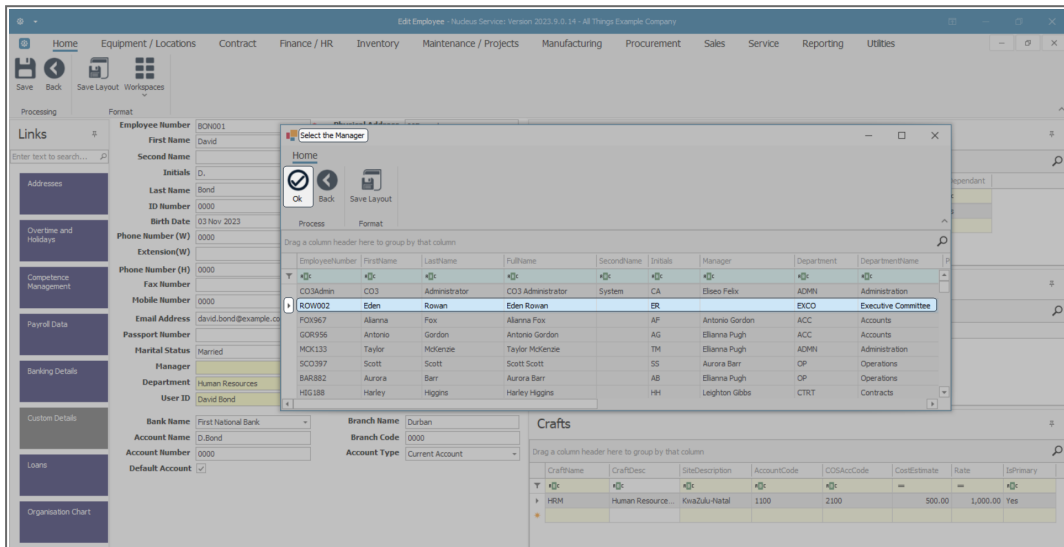
**Crafts:**

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

## SELECT MANAGER

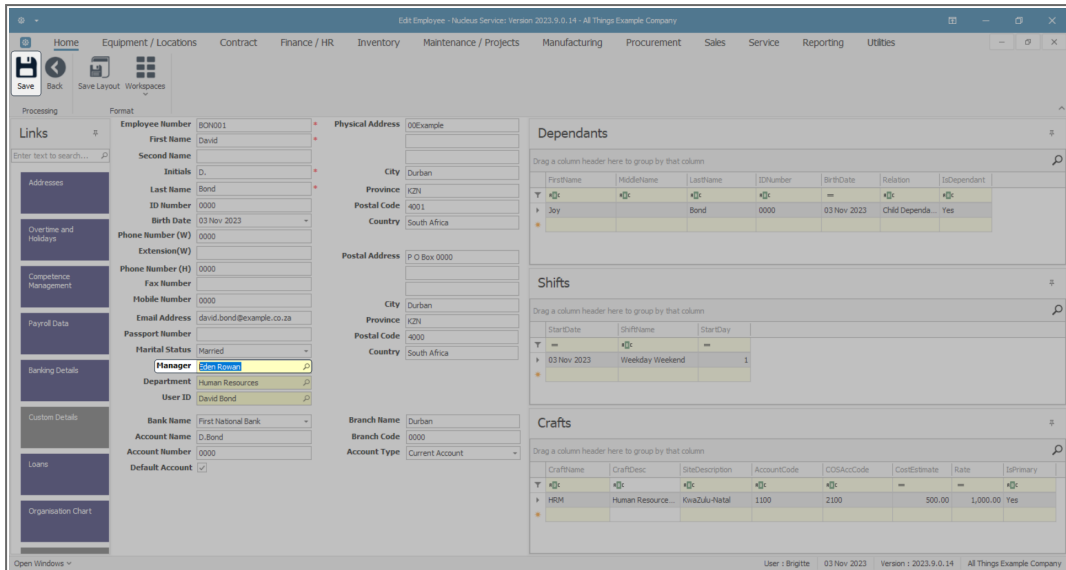
- The **Select the Manager** screen will be displayed.

- Select the **row** of the **Manager** that you would like to allocate to this employee.
  - In this example, **ROW002 - Eden Rowan**, is selected.
- Click on **OK**.

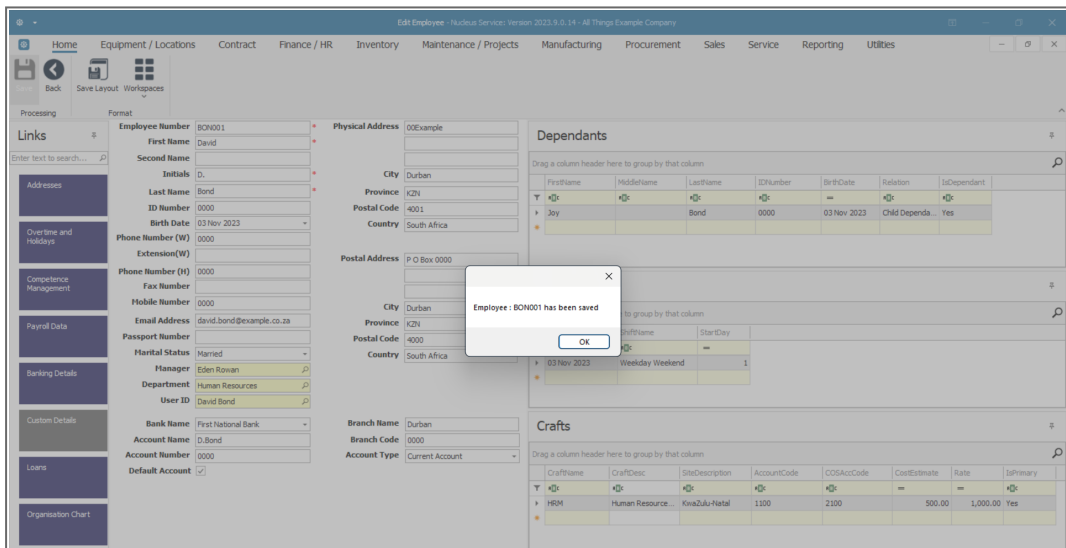


## SAVE MANAGER

- The selected manager is now assigned and displayed in the **Manager** field.
- Click on **Save** to keep the manager details.



- A message box will pop up advising the following:
- **Employee: [ ] has been saved.**
- Click on **OK**.



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

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