

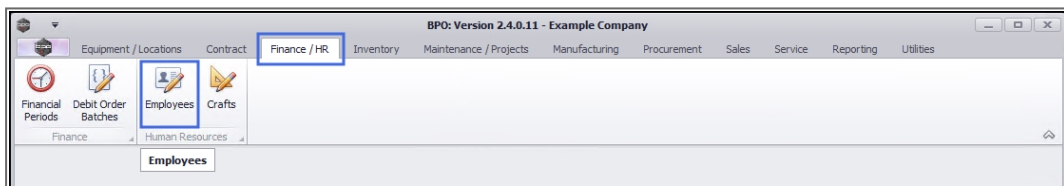
HUMAN RESOURCES

EMPLOYEES – CUSTOM DETAILS

Custom Details can be set up to add information that you wish to keep note of but that is not default to the system, for example: an employee Contract Start and End Date, or an employee's Foreign Identity Document Number.

In the Custom Details screen, you can view a list of custom details set up on the system, these can be configured. You can only make changes in the ***Detail Data*** column in the data grid.

Ribbon Access: *Finance and HR > Employees*

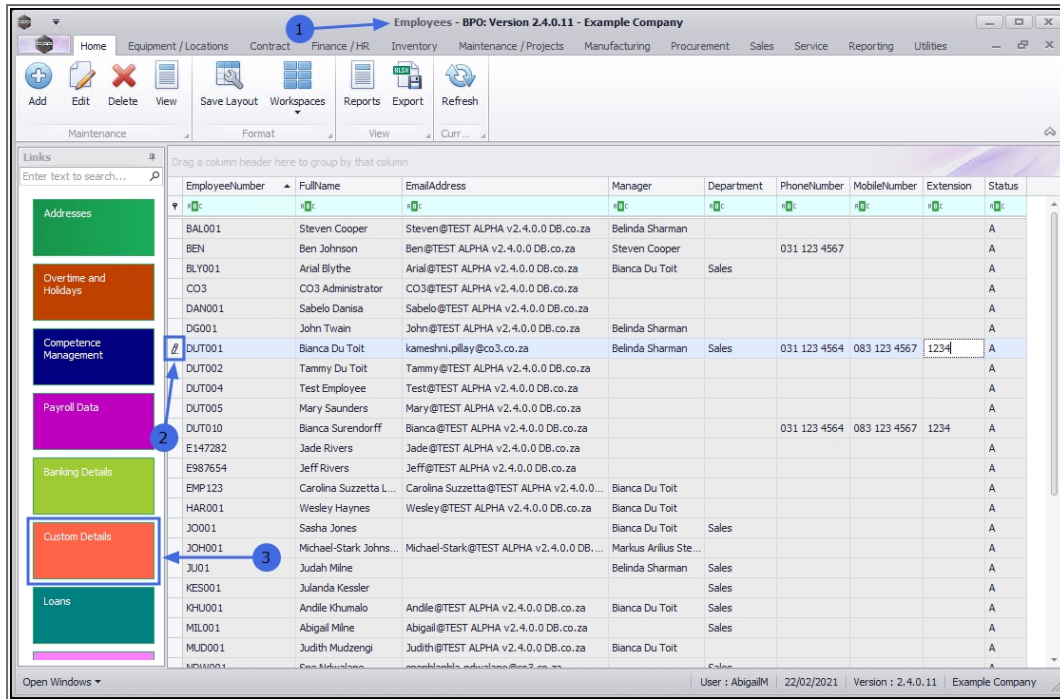


1. The ***Employees*** listing screen will be displayed.

VIEW EMPLOYEE CUSTOM DETAILS

SELECT EMPLOYEE

1. Select the ***row*** of the employee whose custom details you wish to ***view***.
2. Click on the ***Custom Details*** tile.

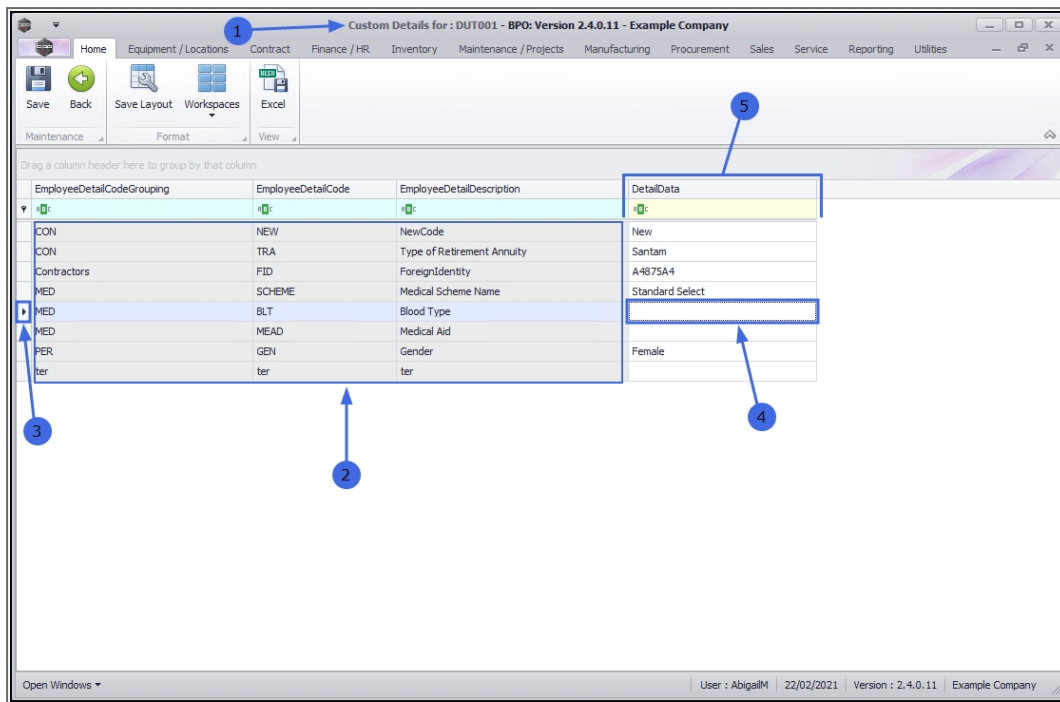


1. The **Custom Details for: []** screen will be displayed.
2. Pre-defined codes will be listed in this screen.

Note: If the custom detail code you wish to update is not in this list, then refer to [Adding Employee Custom Detail Codes](#).

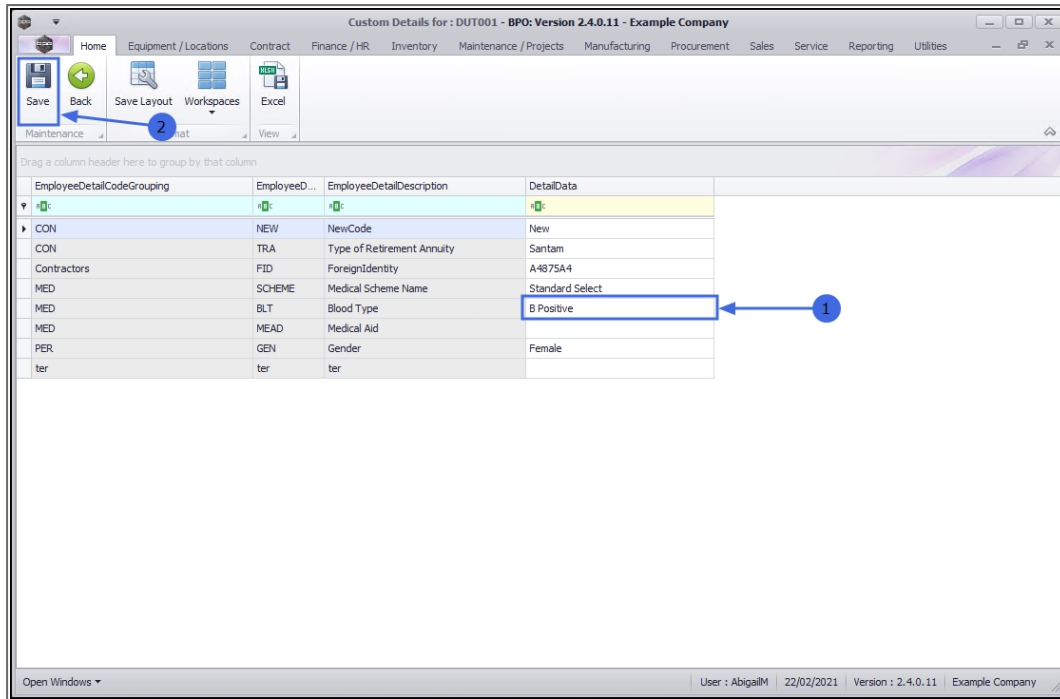
ADD CUSTOM DETAIL DATA

3. Select the **row** where you wish to **add** information.
4. Type in the information you wish to add in the **Detail Data** column of that row.
5. Note that you can only add information to the Detail Data column.



SAVE CUSTOM DETAIL DATA

1. When you have added the new details,
 - In this example, the **Blood Type** information has been typed in.
2. Click on **Save**.



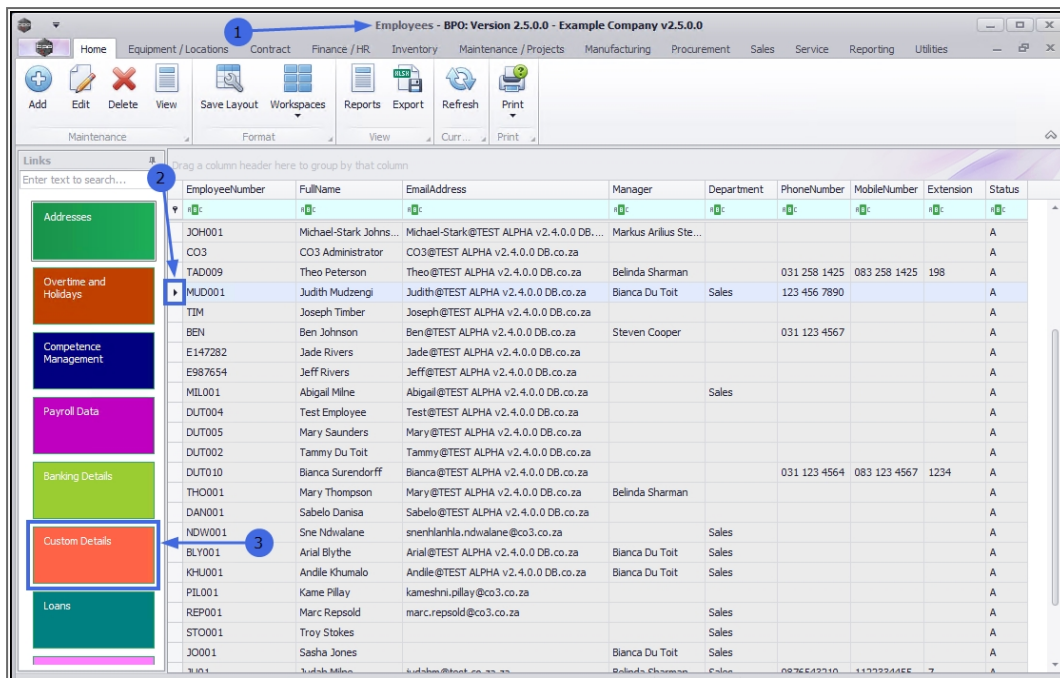
EmployeeDetailCodeGrouping	EmployeeDetailCode	EmployeeDetailDescription	DetailData
CON	NEW	NewCode	New
CON	TRA	Type of Retirement Annuity	Santam
Contractors	FID	ForeignIdentity	A4875A4
MED	SCHEME	Medical Scheme Name	Standard Select
MED	BLT	Blood Type	B Positive
MED	MEAD	Medical Aid	
PER	GEN	Gender	Female
ter	ter	ter	

The details will be saved, and you will return to the **Employees** listing screen.

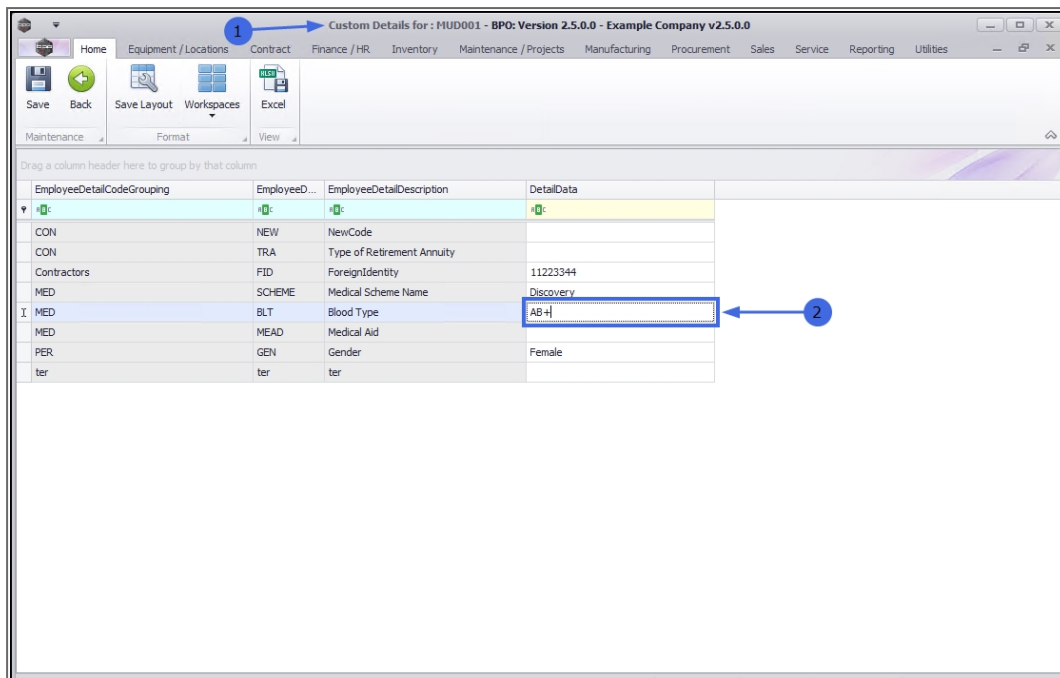
EDIT CUSTOM DETAIL DATA

SELECT EMPLOYEE

1. In the **Employees** listing screen,
2. Select the **row** of the employee whose Custom Details you wish to change.
3. Click on the **Custom Details** tile.

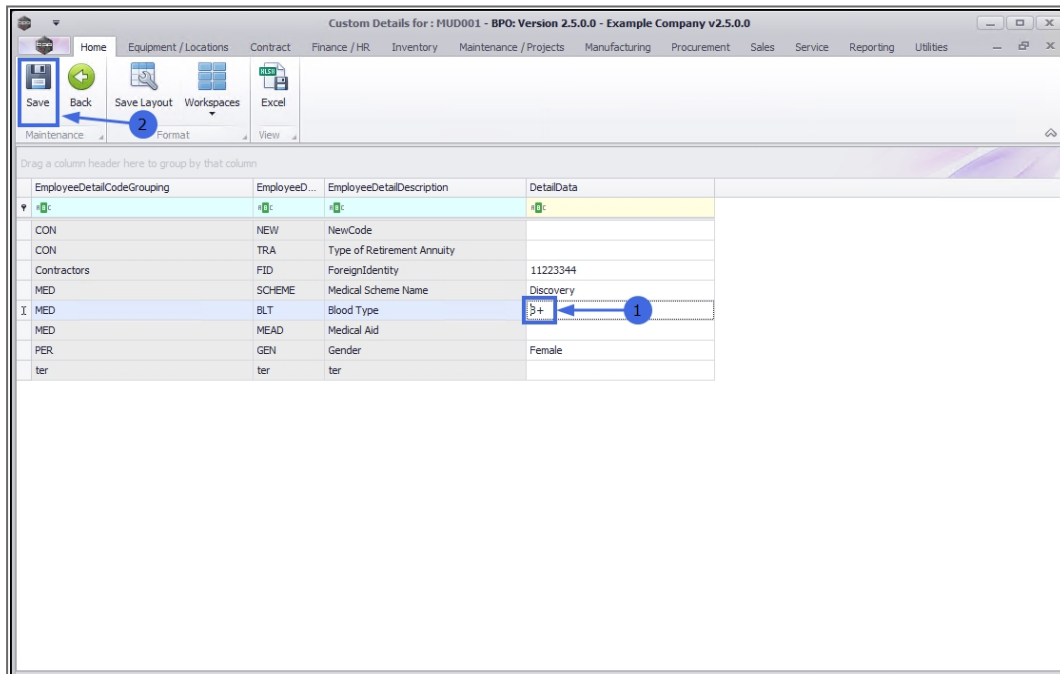


1. The **Custom Details for: []** screen will be displayed.
2. Edit the information you wish to change in the **Detail Data** column of that row. You can either backspace or highlight over the existing information and type in the new information.
 - In this example, the **Blood Type** is to be amended.



SAVE CUSTOM DETAIL EDITS

1. When you are happy with your changes,
2. Click on **Save**.



The edited details will be saved, and you will return to the ***Employees*** listing screen.

DELETE CUSTOM DETAILS DATA

SELECT EMPLOYEE

1. In the **Employees** listing screen.
2. Select the **row** of the employee for whom you wish to **delete** custom detail information.
3. Click on the **Custom Details** tile.

The screenshot displays the SAP Employee Master Data interface. The title bar indicates the system version as "BPO: Version 2.5.0.0 - Example Company v2.5.0.0". The top menu bar includes options like Home, Equipment / Locations, Contract, Finance / HR, Inventory, Maintenance / Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu is a toolbar with icons for Add, Edit, Delete, View, Save Layout, Workspaces, Reports, Export, Refresh, and Print.

The main area shows a table of employee data. A sidebar on the left contains various filters or categories such as Addresses, Overtime and Holidays, Competence Management, Payroll Data, Banking Details, Custom Details (highlighted), and Loans. The table columns include EmployeeNumber, FullName, EmailAddress, Manager, Department, PhoneNumber, MobileNumber, Extension, and Status. An arrow points from the "Custom Details" filter to the table header, indicating a selection action.

	EmployeeNumber	FullName	EmailAddress	Manager	Department	PhoneNumber	MobileNumber	Extension	Status
Addresses	JOH001	Michael-Stark Johns...	Michael-Stark@TEST ALPHA v2.4.0.0 DB...	Markus Arihus Ste...					A
	CO3	CO3 Administrator	CO3@TEST ALPHA v2.4.0.0 DB.co.za						A
	TAD009	Theo Peterson	Theo@TEST ALPHA v2.4.0.0 DB.co.za	Belinda Sharman		031 258 1425	083 258 1425	198	A
Overtime and Holidays	MUD001	Judith Mudzengi	Judith@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit	Sales	123 456 7890			A
	TIM	Joseph Timber	Joseph@TEST ALPHA v2.4.0.0 DB.co.za						A
	BEN	Ben Johnson	Ben@TEST ALPHA v2.4.0.0 DB.co.za	Steven Cooper		031 123 4567			A
Competence Management	E147282	Jade Rivers	Jade@TEST ALPHA v2.4.0.0 DB.co.za						A
	E987654	Jeff Rivers	Jeff@TEST ALPHA v2.4.0.0 DB.co.za						A
	ML001	Abigail Milne	Abigail@TEST ALPHA v2.4.0.0 DB.co.za		Sales				A
Payroll Data	DUT004	Test Employee	Test@TEST ALPHA v2.4.0.0 DB.co.za						A
	DUT005	Mary Saunders	Mary@TEST ALPHA v2.4.0.0 DB.co.za						A
	DUT002	Tammy Du Toit	Tammy@TEST ALPHA v2.4.0.0 DB.co.za						A
Banking Details	DUT010	Bianca Surendorff	Bianca@TEST ALPHA v2.4.0.0 DB.co.za			031 123 4564	083 123 4567	1234	A
	THO001	Mary Thompson	Mary@TEST ALPHA v2.4.0.0 DB.co.za	Belinda Sharman					A
	DAN001	Sabelo Danisa	Sabelo@TEST ALPHA v2.4.0.0 DB.co.za						A
Custom Details	NDW001	Sne Ndwalane	snerihlanhla.ndwalane@co3.co.za		Sales				A
	BLY001	Arial Blythe	Arial@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit	Sales				A
	KHU001	Andile Khumalo	Andile@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit	Sales				A
Loans	PIL001	Kame Pillay	kameshini.pillay@co3.co.za						A
	REP001	Marc Repsold	marc.repsold@co3.co.za		Sales				A
	STOO01	Troy Stokes			Sales				A
	JO001	Sasha Jones		Bianca Du Toit	Sales				A

1. The **Custom Details for: []** screen will be displayed.
2. **Delete** the required information in the **Detail Data** column of that row.
You can either backspace or highlight over the existing information and press Delete on your keyboard.
 - In this example, the **Medical Scheme Name** is to be deleted.

Custom Details for : MUD001 - BPO: Version 2.5.0.0 - Example Company v2.5.0.0

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

Save Back Save Layout Workspaces Excel

Maintenance Format View

Drag a column header here to group by that column

EmployeeDetailCodeGrouping	EmployeeD...	EmployeeDetailDescription	DetailData
CON	NEW	NewCode	
CON	TRA	Type of Retirement Annuity	
Contractors	FID	ForeignIdentity	11223344
MED	SCHEME	Medical Scheme Name	Discovery
MED	BLT	Blood Type	B+
MED	MEAD	Medical Aid	
PER	GEN	Gender	Female
ter	ter	ter	

SAVE DELETION

1. When you are happy with your deleted changes,
2. Click on **Save**.

Custom Details for : MUD001 - BPO: Version 2.5.0.0 - Example Company v2.5.0.0

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

Save Back Save Layout Workspaces Excel

Maintenance Format View

Drag a column header here to group by that column

EmployeeDetailCodeGrouping	EmployeeD...	EmployeeDetailDescription	DetailData
CON	NEW	NewCode	
CON	TRA	Type of Retirement Annuity	
Contractors	FID	ForeignIdentity	11223344
MED	SCHEME	Medical Scheme Name	Discovery
MED	BLT	Blood Type	B+
MED	MEAD	Medical Aid	
PER	GEN	Gender	Female
ter	ter	ter	

The deletion will be saved, and you will return to the **Employees** listing screen.

MNU.021.004

