

# How To: Navigate The Employees Module Screen

**Currently logged in user** King Gary

Employee Number	Surname	Firstname
00001	Edwards	Alan
00002	King	Gary
00003	Cowan	Carrie
00004	Fink	David
00005	Green	Alex
00006	Murphy	Harry
00007	Nouma	Isabella
0009	Reeves	Susan

**By entering an employee End Date means the employee is no longer an active employee. Ex-employees are not displayed in the list of employees unless specified in the Setup module of AMS**

**Mandatory fields are highlighted in red. These fields MUST be populated**

**The Entitlements Tab shows the employee's leave entitlements. These leave entitlements are calculated based on the employee's Grade**

**The E-Mail Templates tab allows the user to setup a customised e-mail script for a particular employee**

**The System Settings tab allows the user to choose the Recording Mode (e.g. Days/Hours) and the Years type (e.g. Anniversary or Calendar Year)**

**Employee Number; Start Date; Grade; Department & Security Group are all mandatory fields, however they are populated with default values setup in the Setup module of AMS**

**Details**

Employee Number: 00013 (Mandatory)

Surname: (Mandatory)

First Name: (Mandatory)

Start Date: 13/10/2008

End Date: (Mandatory)

Grade: Level one

Department: Administration

**Basic Information**

Security Group: Keogh Software

Location: Berlin

Job Status: Permanent

Job Title: Business Analyst

e-mail: (Mandatory)

Date of Birth: (Mandatory) Mar. Status: (Mandatory)

Sex: (Mandatory) Title: (Mandatory)

**Address**

Type: Home

Address: (Mandatory)

Phone: (Mandatory)