

How To: Navigate The Employees Module Screen

File View Back Forward Add Delete Refresh Save Print Details

Employees King Gary (Currently logged in user)

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

Navigation Menu: Browse, Employees, Request Absence, View Requests, Record Absences, Reports, User Access, User Profiles, Security Groups, Audit Trail, Parameters, Setup

Details: Employee Number (00013), Surname, First Name, Start Date (13/10/2008), End Date, Grade (Level one), Department (Administration)

Tabs: Details, Entitlements, Employment Details, Extra Information, E-mail Templates, System Settings

Basic Information: Security Group (Keogh Software), Location (Berlin), Job Status (Permanent), Job Title (Business Analyst), e-mail, Date of Birth, Mar. Status, Sex, Title

Address: Type (Home), Address, Phone

Annotations:

- Currently logged in user:** King Gary
- 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** (Employee Number, Surname, First Name, Grade, Department)
- 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**
- 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)**