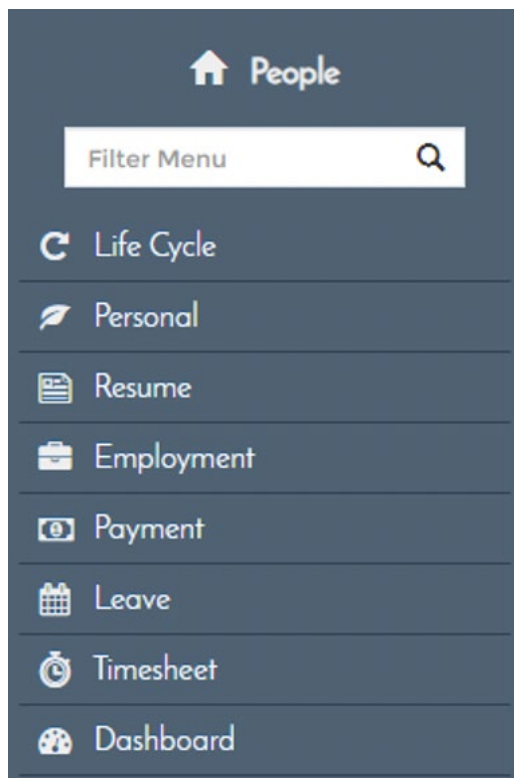




USER MANUAL: HR > PEOPLE

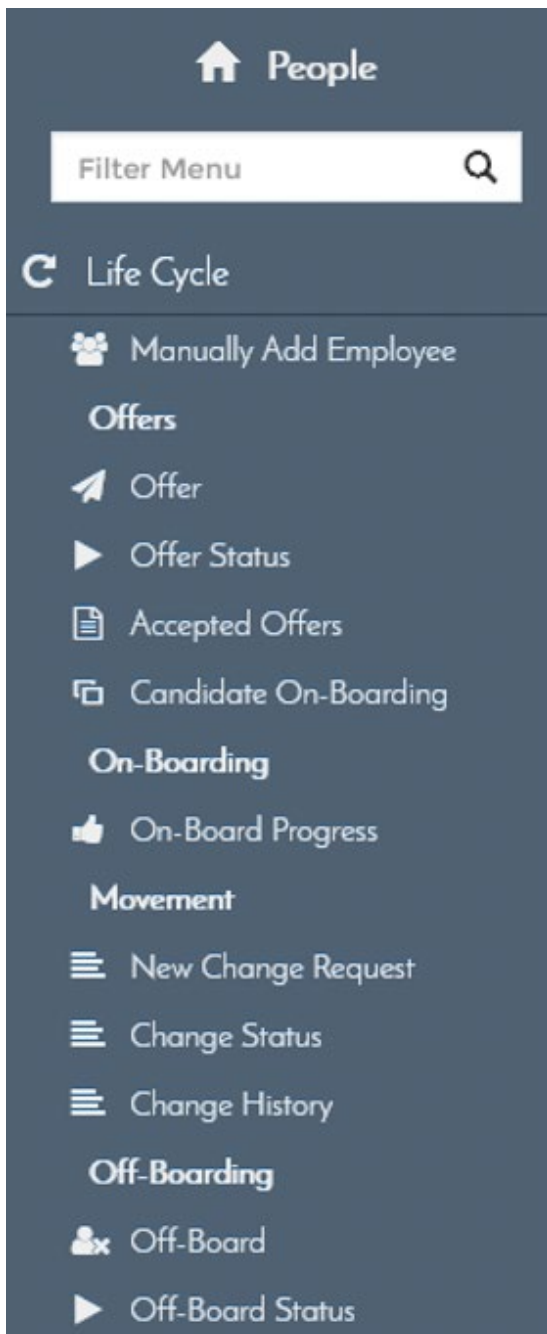


PEOPLE MENU



Simply put, the People menu allows you to view all information pertaining to employees, such as their personal details, employment agreements, licences, bank details, leave requests, timesheets, and more.

LIFE CYCLE MENU



The Life Cycle menu allows you to create and send offers to candidates, on-board new employees, as well as make changes and off-board current employees.

Staff List

ABC

DEFGHIJKLMNOPQRSTUVWXYZ

▼

Search

Clear

Advanced

Download

xls

Detail	Person ID	Name	Team	Company	Active
	30847	ABBERLEY, Roland		Hogwarts	
	30831	ABBOTT, Hannah		Hogwarts	
	30835	CHANG, Cho		Hogwarts	
	30837	CLEARWATER, Penelope		Hogwarts	
	30844	CRABBE, Vincent		Hogwarts	
	30838	DAVIES, Roger		Hogwarts	
	30830	DIGGORY, Cedric		Hogwarts	
	30827	DUMBLEDORE, Albus		Hogwarts	

Cho Chang

Ravenclaw Prefect, Prefect

Full-Time - Hogwarts Castle

5 years 5 months

Manager : Flitwick Filius

Data Completion Status

Trend:

Next Role:

Readiness:

Potential: 0

Engagement:

Flight Risk:

Key Position:

Market Demand:

Binoculars

Directory

Briefcase

Position

Handshake

Employment

Graduation cap

Education

Car

Licences

Clock

Leave

Scales

Remuneration

Work Email	Work Phone	Work Mobile	Company	Region	Record
cho.chang@hogwarts.com	9872761037	04371047616	Hogwarts	United Kingdom	

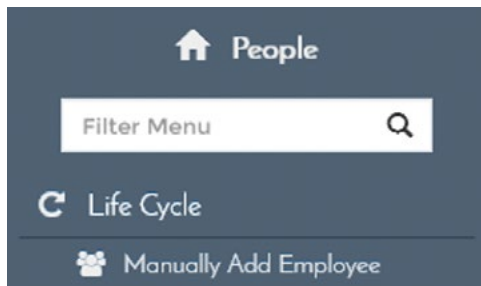
By default, when you navigate to the HR > People menu, you will be taken to the Staff List, which allows you to view all of your past and present employees.

- Click the icon under the 'Team' column to see a list of reports for that employee
- Click the icon to view all of the relevant details for that employee
- The green () and red () coloured icons under the 'Active' column indicate whether the employee is active in the system or not.

3

EmployeeConnect
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MANUALLY ADD EMPLOYEE



New Employee

Effective Date: 03/08/2020 *

Personal | Address | Employment | Profile

Person ID: This ID is the value use

** leave blank to allocate a number

Name

Last name: This is the last name of *

First name: Enter The first name of *

Middle name:

Preferred Name:

Title:

Personal Information

Date of Birth: Day Month Year

Gender:

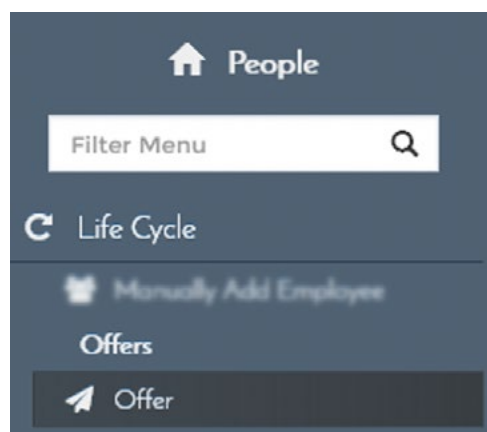
Marital status:

Tax File Number: micallef.admin

The Manually Add Employee form provides access to add a brand-new employee in EmployeeConnect - simply define the relevant fields on the form. You may choose to manually add an employee, should you wish to bypass sending an offer of employment or not have the employee complete the on-boarding process.

Note: If you do not wish to specify the Person ID of the new employee, simply leave this field blank.





✓ Save

Candidate Offer Word-Merge

Author

Candidate Offer Employment Remuneration

Start Date
Probation Date
Offer Comments

Form fields for Start Date, Probation Date, and Offer Comments. The Start Date and Probation Date fields have calendar icons. The Offer Comments field is a large text area.

Attachment

Browse... No file selected.

Offer Letter

Select Template

Dropdown menu for Select Template with a red asterisk indicating a required field.

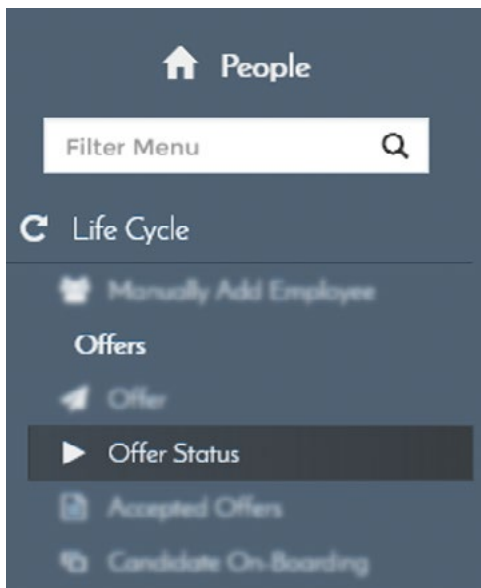
Additional Inclusions
Edit

Available and Selected lists for Additional Inclusions. The Available list contains: Standard Work Hours (regular employee), Mobile Phone Allowance, Motor Vehicle Allowance, and Company car. The Selected list is empty. Arrows are used to move items between the two lists.










Using the Offer form, simply input all of the relevant details pertaining to the offer you wish to send to a candidate, such as personal information, employment agreement and remuneration details. All of the fields on the form can then be merged into a letter of offer, or employment contract, which is sent to the candidate to be digitally signed, should they wish to accept.



Note: Saving the Offer form does NOT send an offer to a candidate, this is done later via the Offer Status report.

OFFER STATUS



The Offer Status report allows you to view all of the offers in the system, as well as make any required changes before sending them to candidates.

Candidate Offer							
<div><input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Advanced"/> <input type="button" value="xls"/></div>							
Edit Offer	View Offer	Candidate ID	Last Name	First Name	Status	Send Offer	Sent Date
		1049	test	ec1	OnBoarding		16/12/2020 10:36
		1048	Tan	Peter	OnBoarding		01/12/2020 14:06
		1047	Tan	Peter	OnBoarding		09/11/2020 12:17

- Click the  icon under the 'Edit Offer' column to edit an offer
- Click the  icon under the 'View Offer' column to view the letter of offer/employment contract generated by the system

- Click 'Save' to send the offer

Candidate Offer Send

Name (Candidate ID)

ec1 test (1049)

Offer Letter

[offer.pdf](#)

Offer Expiration Date

Notification

Sent Date

16/12/2020 10:36

Method

☒ Email ☐ Mobile *

Email

Mobile

Subject

Body

Montserrat ▾

14 ▾

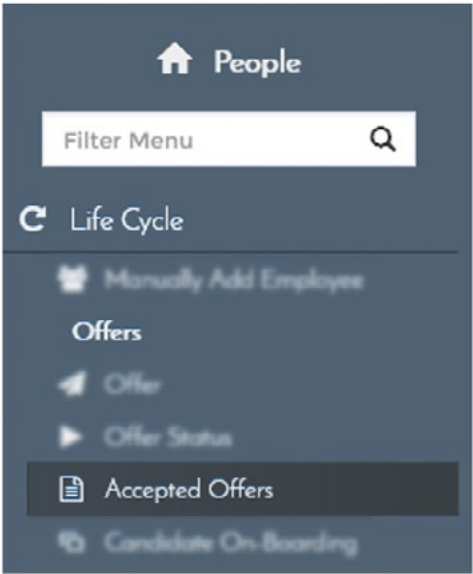
A ▾

T ▾

Congratulations [First_Name]!

We are really pleased to offer you the position [position_name] and would be delighted if you were to join our team.

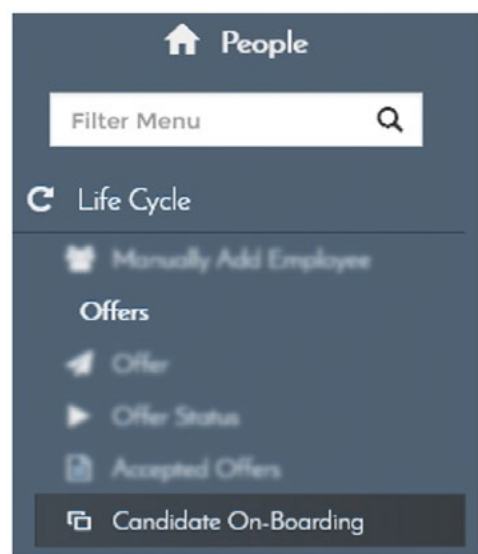
ACCEPTED OFFERS



Offers							
<div><div></div><div>Search</div><div>Clear</div><div>Advanced</div><div>Download xls</div></div>							
View Offer	Candidate ID	Last Name	First Name	Personal Email	Status	View Signature	Date Signed
	1024	Tan	Peter	peter@employeeconnect.com	Offer		
	1023	TestEC	Peter	Peter@employeeconnect.com	OnBoarding		
	1022	Test0	Peter	peter@employeeconnect.com	Offer		

The Accepted Offers report displays all of the offers that have been accepted by candidates, allowing you to view individual offer letters/employment contracts with digital signatures, as well as the date candidates signed and accepted their offers.

CANDIDATE ON-BOARDING



Candidate On-Boarding									
<div><div></div><div>Search</div><div>Clear</div><div>Advanced</div><div>xls</div></div>									
On-Board	Candidate ID	Last Name	First Name	Status	Offer Status	Person ID	Verification Status	Send On-Boarding Invite	Sent Date
	1049	test	ec1	OnBoarding	OnBoarding	30885			
	1048	Tan	Peter	OnBoarding	OnBoarding	30884			
	1047	Tan	Peter	OnBoarding	OnBoarding	30883			
	1046	Tan	Peter	OnBoarding	OnBoarding	30886			
	1045	person	test	Offer	Offer				
	1044	Tan	Peter	Offer	Offer				
	1042	TEST	DEAN	Offer	Offer				
Rows 1 to 7 of 7									

The Candidate On-Boarding menu allows you to transition a successful candidate into an employee, and kick off their on-boarding process.

HOW TO ON-BOARD A CANDIDATE

Candidate On-Boarding									
<input type="text"/> Search <input type="button" value="Clear"/> <input type="button" value="Advanced"/> <input type="button" value="xls"/>									
On-Board	Candidate ID	Last Name	First Name	Status	Offer Status	Person ID	Verification Status	Send On-Boarding Invite	Sent Date
	1049	test	ec1	OnBoarding	OnBoarding	30885			
	1048	Tan	Peter	OnBoarding	OnBoarding	30884			
	1047	Tan	Peter	OnBoarding	OnBoarding	30883			
	1046	Tan	Peter	OnBoarding	OnBoarding	30886			
	1045	person	test	Offer	Offer				
	1044	Tan	Peter	Offer	Offer				
	1042	TEST	DEAN	Offer	Offer				

Rows 1 to 7 of 7

Save

Candidate On-Boarding

Name (ID)	Peter Tan (1046)
Hiring Action	<input checked="" type="radio"/> New Hire <input type="radio"/> Rehire *
Effective Date	<input type="text" value="17/12/2020"/>
Data Action	
NEW HIRE Person ID	System-generated if empty
(ID is system-generated if empty)	
REHIRE Staff	
(Former staff members)	
Candidate Data	
(Migrate Data from Candidate Portal)	

Note: First, you must choose whether you wish to create a brand-new employee, or merge the candidate record with an existing employee file (rehire).

- Click the icon under the 'On-Board' column
- Set the Hiring Action accordingly
 - Selecting 'New Hire' will create a brand-new employee file
 - Selecting 'Rehire' will aggregate the candidate record with an existing employee file, simply select the existing employee via the 'REHIRE Staff' field
- Set the 'Effective Date', which defines the date you wish for the employee to be effective in EmployeeConnect and Payroll
- If required, manually define a Person ID
 - If you leave this field blank, the system will auto generate a unique Person ID
- Click 'Save', which will redirect you to the 'New Employee On-Boarding'



EmployeeConnect
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New Employee On-Boarding

Saved WorkFlow ID : 3197

Profile Effective Date

17/12/2020 *

Last name

Tan *

First name

Peter *

Person ID

30886

User Profile

Personal/Banking

Position/Employment

Remuneration

System Access

Username

a@hogwarts.com *

Password

*

2-factor Authentication

SSO

Login Enabled

* ☒

Login Access Date

Security Group

Employee *

Configuration

On Boarding *

Work Contact

Company Email

Peter23@employeeconnect.com *

Note: Before inviting an employee to on-board, you must first confirm their information in the system is correct.

- Review all of the information displayed across the various tabs on the 'New Employee On-Boarding' form and make any changes or additions as required
- Carefully review the information under the 'User Profile' tab, as this is where you define the employee's username and password. If these credentials are incorrect, the employee will not be able to log in to the on-boarding portal
- Click 'Save', which will update all of the information and trigger the on-boarding workflow

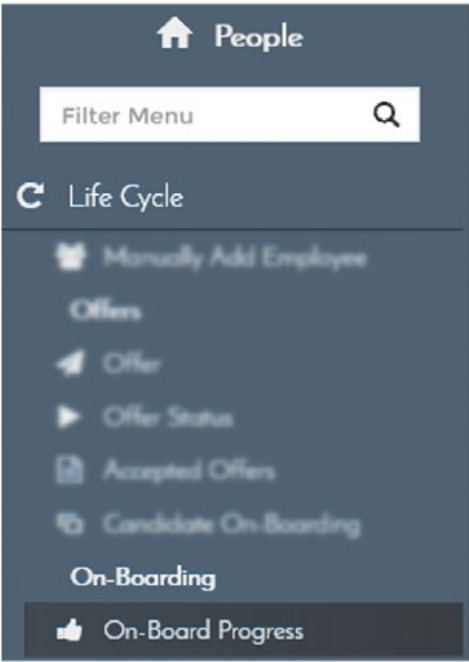
Candidate On-Boarding							
<input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Advanced"/> <input type="button" value="xls"/>							
On-Board	Candidate ID	Last Name	First Name	Status	Person ID	Verification Status	Send On-Boarding Invite
	1047	Tan	Peter	OnBoarding	30883		

Note: If you have successfully confirmed the details for a specific candidate, the 'Verification Status' column should display a green traffic light and the icon will appear under the 'Send On-Boarding Invite' column.

- Click the icon under the 'Send On-Boarding Invite' column
- Select 'Email' as the delivery method
- Verify the email address is correct
 - By default, this will be the same email address defined on the Offer form
- Verify the subject and body of the email are correct
 - By default, the template customised in the Recruitment Module will be displayed, but you can make ad-hoc changes before sending if required
- Click 'Save' to send the on-boarding invite



ON-BOARD PROGRESS



On-Boarding Progress

Search

Clear

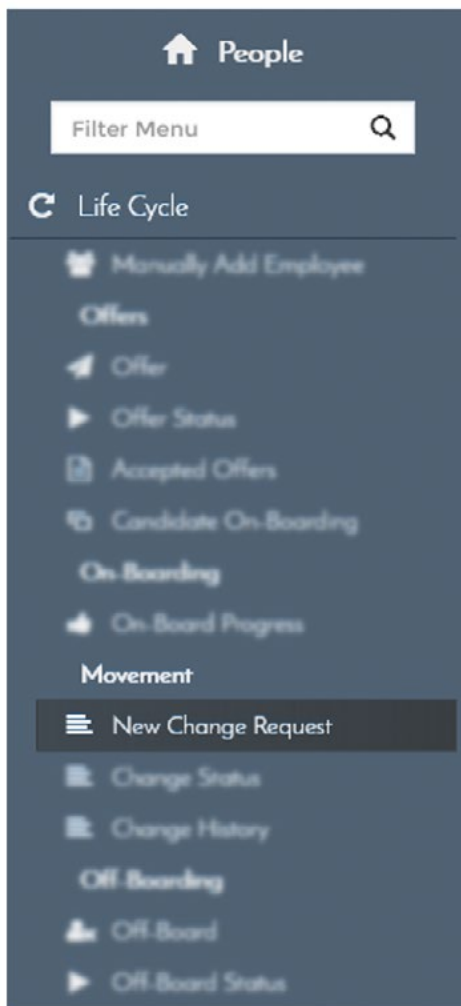
Advanced

Complete (Edit)	Person ID	Name	Employment Start Date	DOB	Address	TFN	Tax Declaration	Bank Details	Superannuation Details	Emergency Contacts	Medical Information	Working Rights	Professional Membership	Licences	Education	Policies Accepted	On-Board Start Date	On-Board Completion Date	On-Board Days	Active
	30883	Peter Tan															11/11/2020			

Row 1 to 1 of 1

The On-Board Progress report displays what information your on-boarding employees have completed, and what is still pending.

NEW CHANGE REQUEST



The New Change Request functionality allows you to process a change to an employee's position assignment, employment agreement and remuneration all at the same time, whilst also creating a change letter that can be sent to the employee to be digitally signed.



HOW TO PROCESS A NEW CHANGE REQUEST

Lifecycle Change Request

ABCDEFGHIJKLMNOPQRSTUVWXYZ

New	Person ID	Name	Anniversary Date	Active
<input data-bbox="33 488 70 517" type="button" value="+"/>	30847	ABBERLEY, Roland	24/02/2014	<input checked="" type="checkbox"/>
<input data-bbox="33 533 70 562" type="button" value="+"/>	30831	ABBOTT, Hannah	08/02/2012	<input checked="" type="checkbox"/>
<input data-bbox="33 577 70 607" type="button" value="+"/>	30839	BONES, Susan	06/11/2015	<input checked="" type="checkbox"/>
<input data-bbox="33 622 70 651" type="button" value="+"/>	30835	CHANG, Cho	21/07/2015	<input checked="" type="checkbox"/>
<input data-bbox="33 667 70 696" type="button" value="+"/>	30844	CRABBE, Vincent	27/09/2010	<input checked="" type="checkbox"/>
<input data-bbox="33 712 70 741" type="button" value="+"/>	30827	DUMBLEDORE, Albus	19/11/1984	<input checked="" type="checkbox"/>

Lifecycle Change Request



ABBERLEY, Roland 30847

Position : Ravenclaw Student 4 Date Joined : 24/02/2014
Location : Hogwarts Castle Manager : FILIUS, Flitwick

Effective Date

*

Effective End Date

*

Change Reason

Transfer *

Employment

Remuneration

Letter

Position

Position ☒ Ravenclaw Student 4 *

Company

Location

Org Unit

Employment Agreement

Work Type *

Employment Type *

Award

Classification

FTE *

Public Holiday Group *

Work Group *


Work Hours *

Work Period *

Attachment No file chosen



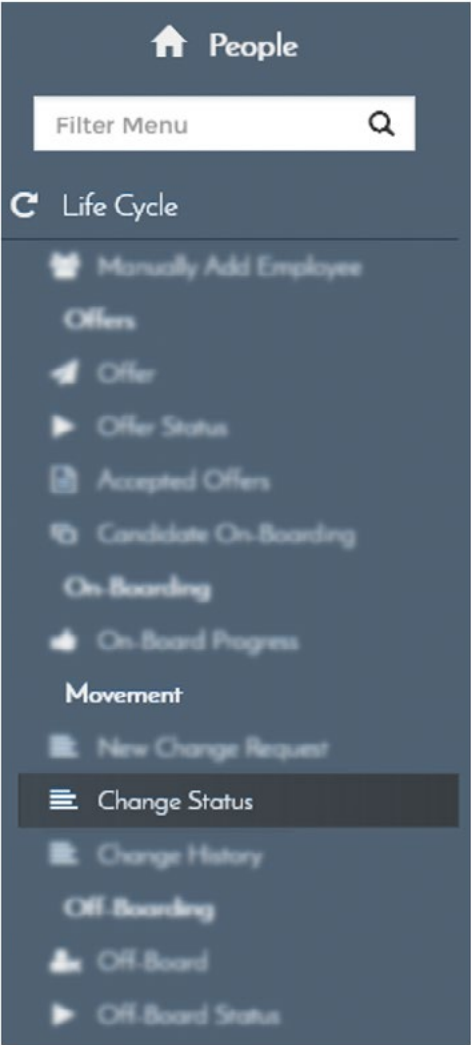
By default, current position, employment agreement and remuneration information for the selected employee will be displayed across the various fields on the form - you will only need to make relevant changes, rather than defining all of the fields on the form.

- Click the  icon under the 'New' column next to the specific employee you wish to process a change request for
- Complete the relevant fields on the form;
 - Input any employment agreement or position related changes on the 'Employment' tab
 - Input any remuneration related changes on the 'Remuneration' tab
 - Select the relevant letter template to send to the employee for sign-off on the 'Letter' tab
- When you're done, click 'save', which will initiate the lifecycle change workflow

Note: Saving the form does NOT send the change letter to the employee for sign-off, this is done later via the Change Status report.




CHANGE STATUS



The Change Status report allows you to view relevant information for all of the life cycle changes in the system, as well as send change letters to employees.




HOW TO SEND THE LIFECYCLE CHANGE LETTER TO AN EMPLOYEE

- Confirm that the 'Workflow Status' column shows the specific life cycle change has been approved
- Click the  icon under the 'Send Letter' column
- Select 'Email' as the delivery method
- Verify the email address is correct
 - By default, this will be the employee's company email
- Verify the subject and body of the email are correct
 - By default, the template customised during your Core HR setup will be displayed, but you can make ad-hoc changes before sending if required
- Click 'Save' to send the change letter, which will initiate the lifecycle notification workflow

Movement Status												
ABCDEFGHIJKLMNOPQRSTUVWXYZ <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Advanced"/> <input type="button" value="xls"/>												
Detail	Person ID	Name	Date Submitted	Change Reason	Effective Date	Workflow ID	Workflow Status	View Letter	Send Letter	Date Signed	View Signature	Active
	30823	POTTER, Harry	03/02/2021	Promotion	01/03/2021	3214	Pending					
	30871	LUPIN, Remus	03/02/2021	Promotion	01/03/2021	3213	Pending					

Lifecycle Notification : movement






POTTER, Harry 30823
 Position : Gryffindor Student 1 Date Joined : 25/08/2017
 Location : Hogwarts Castle Manager : WEASLEY, Percy

Email mr.callef@gmail.com
 Personal
 Mobile 0433838009
 Instructions

Notification


Method ☒ Email ☐ Personal ☐ Mobile
 Subject Employment Change


Body








Montserrat

14













T

</>

?

Hi [Person_First_Name],

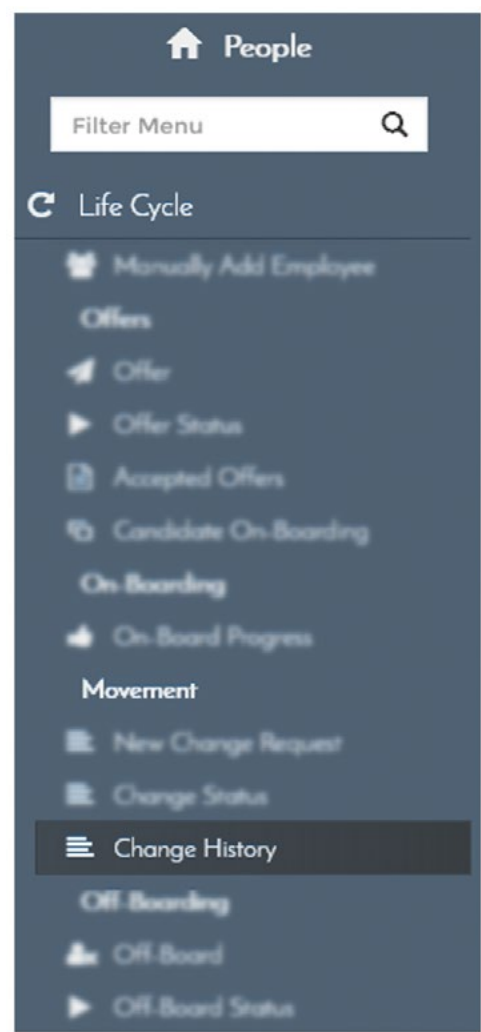
The terms for your employment have changed, which requires your acceptance. Please use the link below to log in to EmployeeConnect and digitally sign your acceptance. Should you have issues with the terms outlined in the document, please contact HR to discuss this matter further.

www.datakiosk.com.au

Workflow: [WorkflowID]



CHANGE HISTORY



Lifecycle Position Transfer

Search

Clear

Advanced

Download XLS

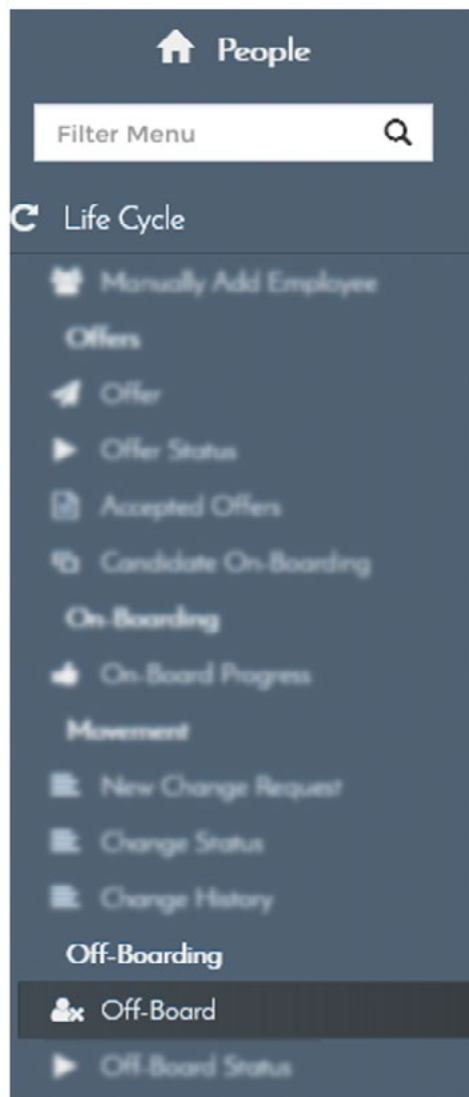
Person ID	Name	Year	Effective Date	Change Reason	New Position ID	New Position	New Manager ID	New Manager	New Org Unit ID	New Org Unit	New Cost Centre ID	New Cost Centre	New Location ID	New Location	New Company ID	New Company	Previous Position ID	Previous Position
30847	ABBERLEY, Roland	2020	28/07/2020	Promotion	GKEEPER	Camekeeper			MAIN	Maintenance			HOCCAS	Hogwarts Castle	HOG	Hogwarts	STUDR4	Ravenclaw Student 4
30871	LUPIN, Remus	2020	28/01/2020	Transfer	GKEEPER	Camekeeper			MAIN	Maintenance			HOCCAS	Hogwarts Castle	Magic1	Magic1		

Rows 1 to 2 of 2

Rows 1 to 2 of 2

The Change History report allows you to view all of the life cycle changes in the system and the relevant information for employees before and after said change i.e. old vs. new information.

OFF-BOARD





Off-Boarding					
	Search	Clear	Advanced	xls	
Off-Board	Person ID	Name	Hire Date	Exit Status	Active
➡	30847	ABBERLEY, Roland	24/02/2014		👤
➡	30831	ABBOTT, Hannah	08/02/2012	true	👤
➡	30835	CHANG, Cho	21/07/2015		👤
	30837	CLEARWATER, Penelope	10/08/2015	true	👤
➡	30844	CRABBE, Vincent	27/09/2010		👤
	30838	DAVIES, Roger	29/09/2014	true	👤
	30830	DIGGORY, Cedric	01/04/2016	true	👤












The Off-Board menu allows you to view all employees, past and present, and initiate the off-boarding process for exiting employees.


Note: You cannot off-board employees that are already inactive.




HOW TO OFFBOARD AN EMPLOYEE

- Click the  icon under the 'Off-Board' column for the exiting employee
- Complete the relevant fields under the 'Termination' tab on the form
- The 'Provisioning' tab will allow you to view assigned company property or vehicles, as well as make any last-minute assignments, to ensure all corporate items assigned to the employee are returned
- When you're done, click the  icon, which will initiate the off-boarding workflow. Note: If the 'Last Date' of work is earlier than the "Termination Date", this will be the date when the profile is deactivated.


Off-Boarding					
	<input type="text" value="Search"/>	<input type="button" value="Clear"/>	<input type="button" value="Advanced"/>	<input type="button" value="xls"/>	
Off-Board	Person ID	Name	Hire Date	Exit Status	Active
	30847	ABBERLEY, Roland	24/02/2014		
	30831	ABBOTT, Hannah	08/02/2012	true	
	30835	CHANG, Cho	21/07/2015		
	30837	CLEARWATER, Penelope	10/08/2015	true	
	30844	CRABBE, Vincent	27/09/2010		
	30838	DAVIES, Roger	29/09/2014	true	
	30830	DIGGORY, Cedric	01/04/2016	true	

 Save

Employee Off-Boarding



ABBERLEY, Roland 30847
 Position : Ravenclaw Student 4 Date Joined : 24/02/2014
 Location : Hogwarts Castle Manager : FILIUS, Flitwick

Initiated by  DUMBLEDORE, Albus

Termination
 Provisioning


Termination

Type


Resignation *

Reason


Notification date

The date on * 

Last date at work

The leaving * 

Termination date

The date on * 

Attachment

No file chosen

Comments

Rehire ?

☐ Yes ☐ No

Comments

Provide any additional comments or instructions in relation to this termination.

Reference Letter

No file chosen

OFF-BOARD STATUS

🏠 People

Filter Menu 🔍

🔄 Life Cycle

➕ Manually Add Employee

Offers

📄 Offer

▶ Offer Status

📄 Accepted Offers

🔄 Candidate On-Boarding

On-Boarding

📈 On-Board Progress

Movement

📄 New Change Request

📄 Change Status

📄 Change History

Off-Boarding

👤 Off-Board



▶ Off-Board Status

Off-Boarding Status																	
▼	🔍 Search	🔄 Clear	📄 Advanced	📄 xls													
View Off-Board	Person ID	Name	Submit Date	Workflow	Exit Status	Type	Notification Date	Last Work Date	Termination Date	Rehire ?	Send Exit Checklist/Interview	Notice Sent	Login Status	Property Returned	Exit Checklist	Exit Interview	Active
➡	30849	RIDDLE, Tom	23/11/2020	3191	true	Resignation	23/12/2020	23/12/2020	24/11/2020		🔄		🔴				🟢
➡	30840	WEASLEY, Percy	12/11/2020	3186	true	Redundancy	12/11/2020	30/11/2020	30/11/2020		🔄		🔴	🟢			🟢
➡	30871	LUPIN, Remus	29/10/2020	3156	true	Resignation	01/10/2020	09/10/2020	09/10/2020		🔄		🔴				🟢
➡	30859	WEASLEY, Fred	13/05/2019	2762	true	Resignation	05/08/2020	30/09/2020	30/09/2020	Yes	🔄		🔴	🟢	🔴	🟢	🟢
➡	30859	WEASLEY, Fred	13/05/2019	2763	true	Resignation	05/08/2020	30/09/2020	30/09/2020	Yes	🔄		🔴	🟢	🔴	🟢	🟢
➡	30872	MALFOY, Lucius	16/10/2018	1726	true	Resignation	30/09/2020	30/09/2020	30/09/2020		🔄		🔴		🔴	🔴	🟢

The first screenshot shows the 'Send Employee Exit Checklist' form. It has a sidebar with 'Send Employee Exit Checklist Notification', 'Employee Company Email', 'Select Exit Checklist', and 'Subject'. The main area has a header 'tom.riddle@hogwarts.com', a dropdown menu, a text area, and a rich text editor with a toolbar containing icons for bold, italic, underline, link, font color, background color, text color, font size, bullet points, numbered list, indent, outdent, link, unlink, and a help icon.

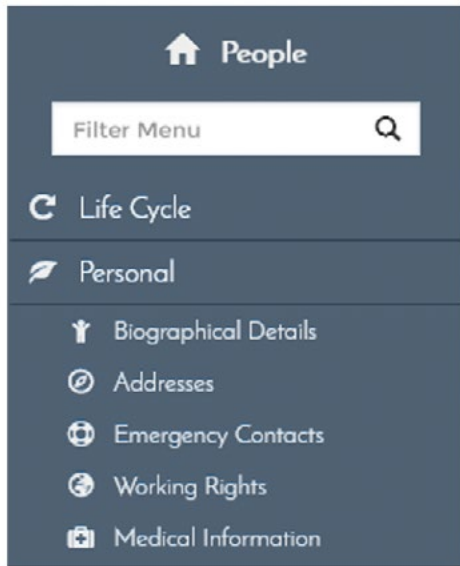
The second screenshot shows the 'Send Exit Interview' form. It has a sidebar with 'Send Exit Interview Notification', 'Select Interviewer', 'Select Exit Interview', and 'Subject'. The main area has a header, a dropdown menu, a text area, and a rich text editor with a toolbar containing icons for bold, italic, underline, link, font color, background color, text color, font size, bullet points, numbered list, indent, outdent, link, unlink, and a help icon.

The Off-Board Status report shows a list of all employees that have been off-boarded and high-level information, such as their login status, and whether they have completed an exit checklist or exit interview.

- Click the  icon under the 'View Off-Board' column to view detailed off-board information, or make any relevant changes
- Click the  icon under the 'Send Exit Checklist/Interview' column to send an exit checklist or exit interview

Note: You can only send an exit checklist to the exiting employee, whilst you can send an exit interview to either the exiting employee or someone else (typically their manager or HR) to complete. Both the exit checklist and exit interview are powered by the survey functionality.

PERSONAL MENU



The Personal menu allows you to view and make changes to employees' information, including their biographical details, address, emergency contacts, working rights and medical information.



BIOGRAPHICAL DETAILS

🏠 People

Filter Menu 🔍

🔄 Life Cycle

📄 Personal

👤 Biographical Details

Biographical									
		🔍 Search	🔄 Clear	📄 Advanced	📄 xls				
Edit	New	Person ID	Name	Preferred name	Date of Birth	Gender	Company	Active	
➡		30847	ABBERLEY, Roland		01/01/1982	Male	Hogwarts	🟢	
➡		30831	ABBOTT, Hannah		31/08/1980	Female	Hogwarts	🔴	
➡		30835	CHANG, Cho		09/04/1984		Hogwarts	🔴	

✓ Save ✗ Delete

Personal Details



ABBERLEY, Roland 30847

Position : Ravenclaw Student 4 Date Joined : 24/02/2014
Location : Hogwarts Castle Manager : FILIUS, Flitwick

Names

Last name

First name

Middle name

Preferred name

Title

Identification

Date of Birth

Gender

Marital status

Tax File Number

To view or make changes to an employee's biographical information, such as their name, date of birth or gender, use the Biographical Details report.

- Click the ➡ icon under the 'Edit' column to make relevant changes
- Click the + icon under the 'New' column to add biographical details for an employee that does not have any such details already on file
- When you're done, click the ✓ Save icon

ADDRESSES

People

Filter Menu

Life Cycle

Personal

Biographical Details

Addresses

Emergency Contacts

Working Rights

Medical Information

Address										
		Search	Clear	Advanced	xls					
Edit	New	Person ID	Name	HomeMobileEmail	Street Line1Line2	SuburbCityState	Postcode	Company	Active	
		30847	ABBERLEY, Roland					Hogwarts		
		30831	ABBOTT, Hannah					Hogwarts		
		30835	CHANG, Cho	9209718233 armancabale22@gmail.com	126 Victoria Street	Brisbane Sydney NewSouthWales	2010	Hogwarts		

Save
 Delete

Address

ABBERLEY, Roland 30847
 Position : Ravenclaw Student 4 Date Joined : 24/02/2014
 Location : Hogwarts Castle Manager : FILIUS, Flitwick

Personal Mobile
 Personal Phone
 Personal Email

Primary Address

Street 1
 Street 2
 Suburb
 Country
 State
 Postcode

Postal Address

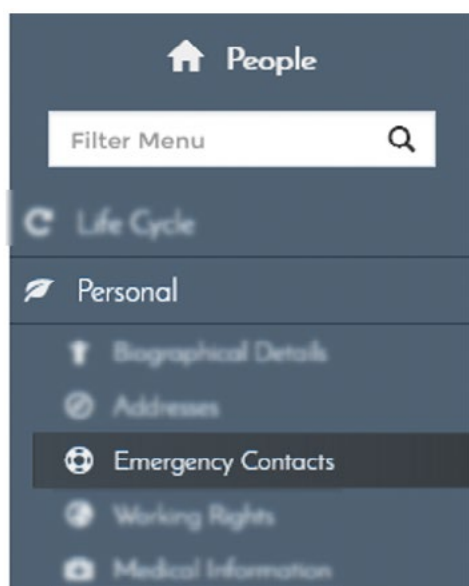
Postal Address

To view or make changes to an employee's address information, use the Addresses report.

- Click the icon under the 'Edit' column to make relevant changes
- Click icon under the 'New' column to add an address for an employee that does not have an address already on file
- When you're done, click the icon



EMERGENCY CONTACTS



Emergency Contacts											
Edit	New	Person ID	Name	Primary Contact	Contact Name	Primary phone	Alternate phone	Email	Relationship	Company	Active
		30847	ABBERLEY, Roland							Hogwarts	
		30831	ABBOTT, Hannah							Hogwarts	
		30835	CHANG, Cho		Thomas Chang	045678890			Family	Hogwarts	

✓ Save

Emergency Contact



ABBERLEY, Roland 30847

Position : Ravenclaw Student 4 Date Joined : 24/02/2014
Location : Hogwarts Castle Manager : FILIUS, Flitwick

Contact Name *

Primary Contact ☐

Relationship *

Primary Phone *

Alternate Phone

Email

Address

Country

To view or make changes to an employee's emergency contact information, use the Emergency Contacts report.

- Click icon under the 'Edit' column to make relevant changes
- Click the icon under the 'New' column to add an emergency contact for an employee that does not have an emergency contact already on file
- When you're done, click the icon

WORKING RIGHTS

People

Filter Menu

Life Cycle

Personal

Biographical Details

Addresses

Emergency Contacts

Working Rights

Medical Information

Nationality, Passport and Visas											
	Search	Clear	Advanced	xls							
Edit	New	Person ID	Name	Country	Document Type	Issue Date	Expiry Date	Status	Attachment	Company	Active
		30847	ABBERLEY, Roland							Hogwarts	
		30831	ABBOTT, Hannah							Hogwarts	
		30835	CHANG, Cho	Aland Islands	457 Visa	01/11/2019	07/11/2019			Hogwarts	

Nationality, Passport, and Visas



CHANG, Cho 30835
 Position : Ravenclaw Prefect Date Joined : 21/07/2015
 Location : Hogwarts Castle Manager :

Document Number/ID

Country

Document Type

Issue Date

Expiry Date

Attach Supporting Documentation

*
 *
 *

 *

 No file chosen

Verified

Once the information status has been verified,
 the employee may no longer edit the record
 Credential Sighted

☐ Yes ☐ No

To view or make changes to an employee's working rights information, use the Working Rights report.

- Click icon under the 'Edit' column to make relevant changes
- Click the icon under the 'New' column to add working rights information for an employee that does not have any such details already on file
- When you're done, click the icon

Note: By selecting the 'Yes' option under the Verification section of the form, HR can lock records, preventing employees from making unsolicited changes.



EmployeeConnect

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MEDICAL INFORMATION

People

Filter Menu

Life Cycle

Personal

Biographical Details

Addresses

Emergency Contacts

Working Rights

Medical Information

Medical										
Edit	New	Person ID	Name	Type	Subtype	Description	Start Date	End Date	Company	Active
		30847	ABBERLEY, Roland	Illness or Condition	Diabetic	TEST			Hogwarts	
		30831	ABBOTT, Hannah						Hogwarts	

Save

Medical



ABBERLEY, Roland 30847

Position : Ravenclaw Student 4 Date Joined : 24/02/2014
Location : Hogwarts Castle Manager : FILIUS, Flitwick

Type

Subtype

Description

Status

Workspace changes necessary?

Attach Supporting Documentation

Start date

End date

*

*

Permanent

Temporary

Yes

No

Choose file

No file chosen

The date of

The date of

Verification

Once the medical information status has been verified, the employee may no longer edit the record

Document sighted ☐ Yes ☒ No

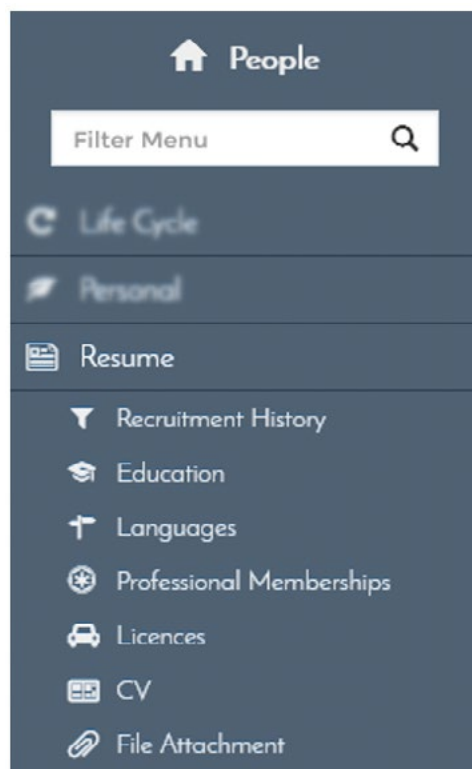
To view or make changes to an employee's medical information, use the Medical Information report.

- Click icon under the 'Edit' column to make relevant changes
- Click the icon under the 'New' column to add medical information for an employee that does not have any such details already on file
- When you're done, click the icon

Note: By selecting the 'Yes' option under the Verification section of the form, HR can lock records, preventing employees from making unsolicited changes.



RESUME MENU



The Resume menu allows you to view and make changes to employees' information, including their recruitment history, education, languages, professional memberships, licences, CV, as well as upload any miscellaneous attachments.



RECRUITMENT HISTORY

People

Filter Menu

Life Cycle

Personal

Resume

Recruitment History

Education

Languages

Professional Memberships

Licences

CV

File Attachment

Recruitment

Search

Clear

Advanced

xls

View	ID	Name	Resume	Candidate ID	Job Listing	Submit Date	Source
	30883	Peter Tan		1047		09/11/2020	OFFER

Recruitment Recordcard

PT

Peter Tan

30884

Position : Date Joined : 01/12/2020

Location : Manager : Peter Tan

Candidate

Reference

Interview

Attachments

Candidate ID

Job Listing

Submit Date

Source

Resume

Attachment

Comments

Last Update

1048

01/12/2020

OFFER

Choose file

No file chosen

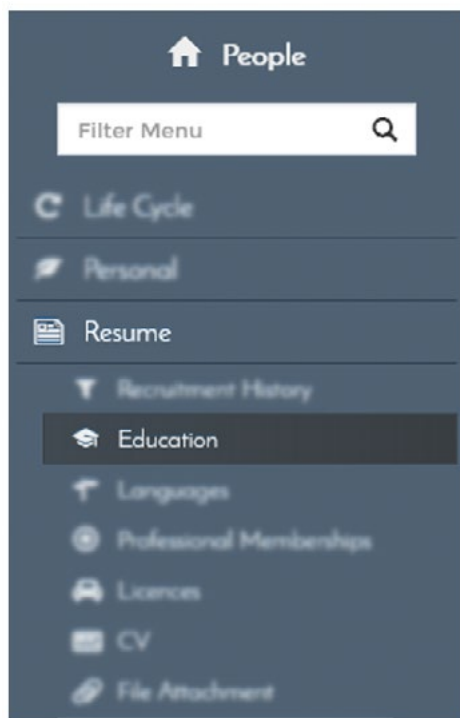
Choose file

No file chosen

01/12/2020

To view or make changes to an employee’s recruitment information, use the Recruitment History report.

● Click icon under the ‘View’ column to view historical records and make any relevant changes



Education

Search Clear Advanced xls

Edit	New	Person ID	Name	Education Level	Specialisation	Status	Attachment	Start Date	End Date	Company	Active
		30847	ABBERLEY, Roland							Hogwarts	
		30831	ABBOTT, Hannah							Hogwarts	
		30835	CHANG, Cho	Bachelor's Degree	Arts	Unverified		04/11/2015	10/10/2018	Hogwarts	

Education

CHANG, Cho 30835
 Position : Ravenclaw Prefect Date Joined : 21/07/2015
 Location : Hogwarts Castle Manager :

Education level: Bachelor's Degree
 Specialisation: Arts
 Country: AUSTRALIA
 Institute:
 Start date: 04/11/2015
 End Date: 10/10/2018
 Attach Supporting Documentation: No file chosen

Verification
 Once the education information status has been verified, the employee may no longer edit the record
 Sighted ☐ Yes ☐ No

To view or make changes to an employee's education information, use the Education report.

- Click icon under the 'Edit' column to make relevant changes
- Click the icon under the 'New' column to add education information for an employee that does not have any such details already on file
- When you're done, click the icon

Note: By selecting the 'Yes' option under the Verification section of the form, HR can lock records, preventing employees from making unsolicited changes

LANGUAGES

Home People

Filter Menu

Life Cycle

Personal

Resume

Recruitment History

Education

Languages

Language										
		Search	Clear	Advanced	xls					
Edit	New	Person ID	Name	Language	Spoken	Reading	Writing	Status	Company	Active
		30847	ABBERLEY, Roland						Hogwarts	
		30831	ABBOTT, Hannah						Hogwarts	
		30835	CHANG, Cho						Hogwarts	
		30837	CLEARWATER, Penelope						Hogwarts	
		30844	CRABBE, Vincent						Hogwarts	
		30838	DAVIES, Roger						Hogwarts	
		30830	DIGGORY, Cedric						Hogwarts	
		30827	DUMBLEDORE, Albus	Dutch	Yes	Yes	No	Verified	Hogwarts	

Save

Language



ABBERLEY, Roland 30847

Position : Ravenclaw Student 4 Date Joined : 24/02/2014
Location : Hogwarts Castle Manager : FILIUS, Flitwick

Language

*

Fluency

Can speak ? ☐ Yes ☐ No

Can read ? ☐ Yes ☐ No

Can Write? ☐ Yes ☐ No

Comments

Verified

Once the language information status has been verified, the employee may no longer edit the record

Capability verified ☐ Yes ☐ No

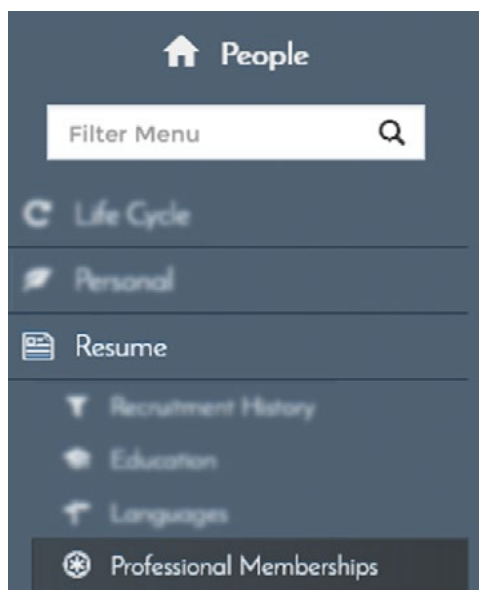
To view or make changes to an employee's language information, use the Language report.

- Click icon under the 'Edit' column to make relevant changes
- Click the icon under the 'New' column to add language information for an employee that does not have any such details already on file
- When you're done, click the icon

Note: By selecting the 'Yes' option under the Verification section of the form, HR can lock records, preventing employees from making unsolicited changes.



PROFESSIONAL MEMBERSHIPS



Professional Membership												
Edit	New	Person ID	Name	Agency	Type	Membership Number	Status	Attachment	Admission/Effective Date	Expiry Date	Company	Active
		30847	ABBERLEY, Roland								Hogwarts	
		30831	ABBOTT, Hannah								Hogwarts	
		30835	CHANG, Cho	Australasian Institute of Mining and Metallurgy	Affiliate	1	Unverified		05/11/2019	06/11/2019	Hogwarts	



Professional Memberships



ABBERLEY, Roland 30847

Position : Ravenclaw Student 4 Date Joined : 24/02/2014
Location : Hogwarts Castle Manager : FILIUS, Flitwick

Agency

Type

Membership number

Admission/Effective Date

Expiry Date

Attach Supporting Documentation No file chosen

Verification

Once the membership information status has been verified, the employee may no longer edit the record

Credential sighted ☐ Yes ☒ No

To view or make changes to an employee's professional membership information, use the Professional Membership report.

- Click icon under the 'Edit' column to make relevant changes
- Click the icon under the 'New' column to add professional membership information for an employee that does not have any such details already on file

Note: By selecting the 'Yes' option under the Verification section of the form, HR can lock records, preventing employees from making unsolicited changes.

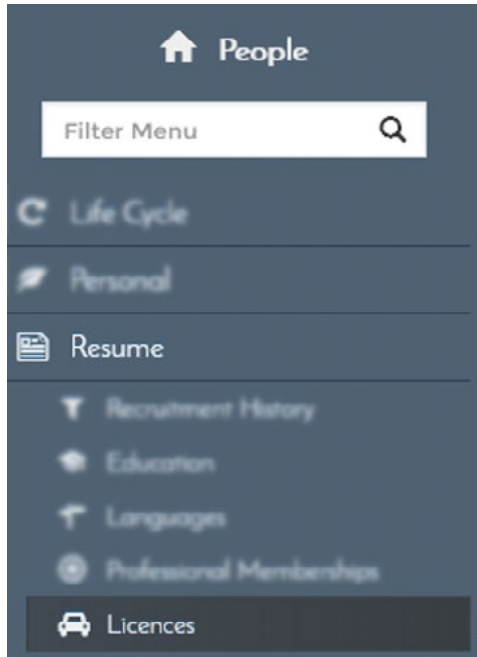
To view or make changes to an employee's professional membership information, use the Professional Membership report.

- Click icon under the 'Edit' column to make relevant changes
- Click the icon under the 'New' column to add professional membership information for an employee that does not have any such details already on file
- When you're done, click the icon

Note: By selecting the 'Yes' option under the Verification section of the form, HR can lock records, preventing employees from making unsolicited changes.



LICENCES



Licence

Search Clear Advanced xlsx

Edit	New	Person ID	Name	Type	Licence Number/ID	Issue Date	Expiry Date	Status	Attachment	Record	Company	Active
		30847	ABBERLEY, Roland								Hogwarts	
		30831	ABBOTT, Hannah								Hogwarts	
		30835	CHANG, Cho	Driving	123456678	05/06/2018	30/08/2020	Unverified			Hogwarts	

Save

Licence

ABBOTT, Hannah 30831
 Position : Hufflepuff Student 1 Date Joined : 08/02/2012
 Location : Hogwarts Castle Manager : SPROUT, Pomona

Licence Number/ID *

Type *

Attach Supporting Documentation No file chosen

Issue Date The date of *

Expiry Date The date on *

Verified

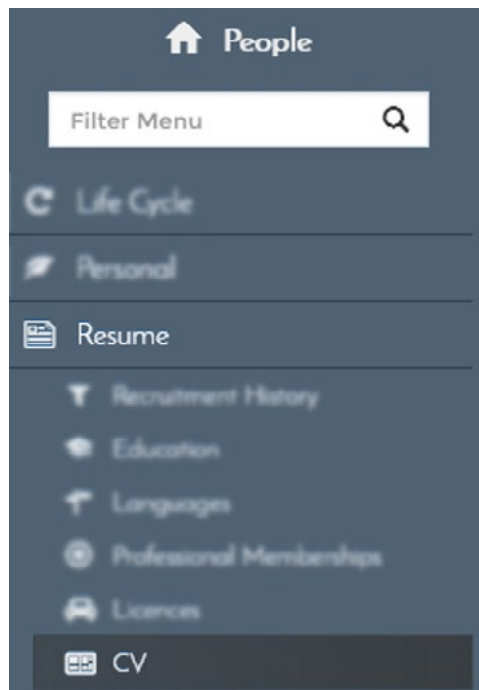
Once the licence information status has been verified, the employee may no longer edit the record

Credential sighted ☐ Yes ☐ No

To view or make changes to an employee's licence information, use the Licence report.

- Click icon under the 'Edit' column to make relevant changes
- Click the icon under the 'New' column to add licence information for an employee that does not have any such details already on file
- When you're done, click the icon

Note: By selecting the 'Yes' option under the Verification section of the form, HR can lock records, preventing employees from making unsolicited changes.

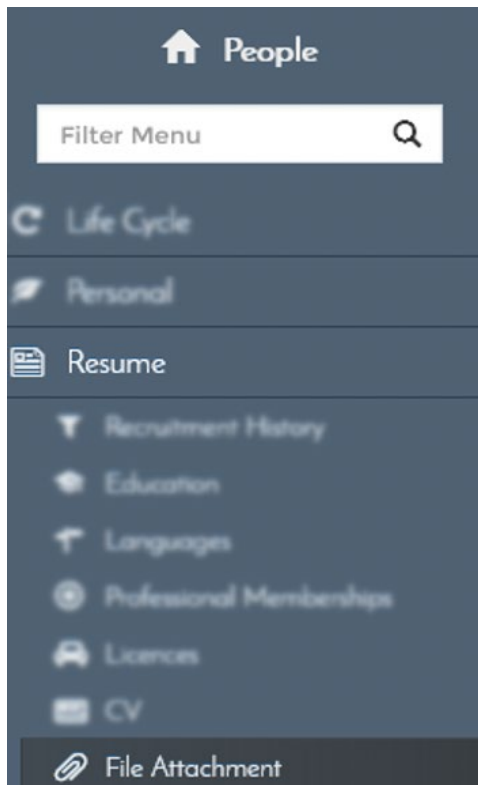


Curriculum Vitae								
<div> <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Advanced"/> <input type="button" value="xls"/> </div>								
Edit	New	Person ID	Name	Resume	Cover Letter	Comments	Last Update	Active
		30843	MALFOY, Draco	Draco Resume.png	Draco Cover Letter.png	Resume and Cover Letter uploaded from initial job application.	08/01/2021	
		30847	ABBERLEY, Roland					

To view or make changes to an employee's resume or cover letter information, use the CV report.

- Click icon under the 'Edit' column to make relevant changes
- Click the icon under the 'New' column to upload a resume or cover letter for an employee that does not have any such information already on file

FILE ATTACHMENTS



File Attachment									
<div><div></div><div>Search</div><div>Clear</div><div>Advanced</div></div>									
Edit	New	Person ID	Name	File	File Description	File Type	Visible	Last Update	Active
		30827	DUMBLEDORE, Albus	certificate.png	Medical certificate			30/01/2019	
		30843	MALFOY, Draco	Scanned note.png	Scanned note used during management meeting			25/11/2019	

File Attachment

MALFOY, Draco 30843
Position : Slytherin Student 1 Date Joined : 06/01/2017
Location : Hogwarts Castle Manager :

Attachment

Scanned note.png
Choose file No file chosen

File Description

* Scanned note used during management meeting

File Type

Visible to Employee

☒

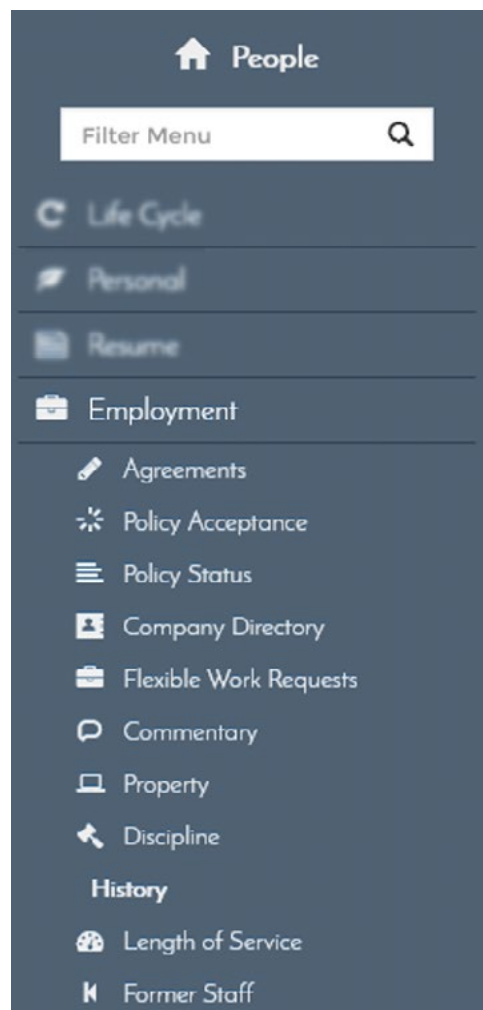
Submitted By

30843

To view or upload miscellaneous files to an employee's profile, use the File Attachment report.

- Click icon under the 'Edit' column to make relevant changes
- Click the icon under the 'New' column to upload an additional miscellaneous file

EMPLOYMENT MENU



The Employment menu allows you to view and make changes to employees' information, including their employment agreements, policy acceptance, company directory details, flexible work requests, commentary, assigned property, and disciplinary events. The Employment menu also allows you to view employees' length of service and a list of former staff.



Employment											
<input type="text"/>			<input type="text"/> Search			<input type="text"/> Clear			<input type="text"/> Advanced		
									<input type="text"/> xls		
Edit	New	Copy	Person ID	Name	Employment Type	Date Hired	Work Type	Work Hours	Work Period	Agreement	Company
			30847	ABBERLEY, Roland		24/02/2014	part-time	7.60	Daily		Hogwarts
			30847	ABBERLEY, Roland		24/02/2014	part-time	7.60	Daily		Hogwarts
			30844	CRABBE, Vincent		27/09/2010	full-time	7.60	Daily		Hogwarts

28/03/2019

*

The last Dat

Restructure

13/08/2017

*

13/02/2018

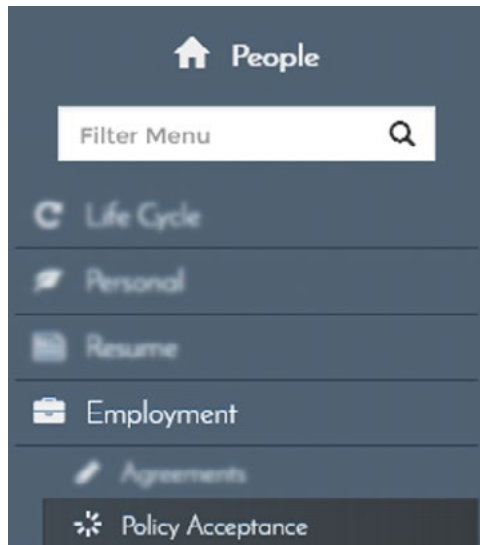
28/03/2019

Start date o

Expected R

- an employee's employment agreement information,
- the 'Edit' column to make relevant changes
- the 'New' column to add agreement information for
- not have any such details already on file
- the 'Copy' column to copy an existing agreement

POLICY ACCEPTANCE

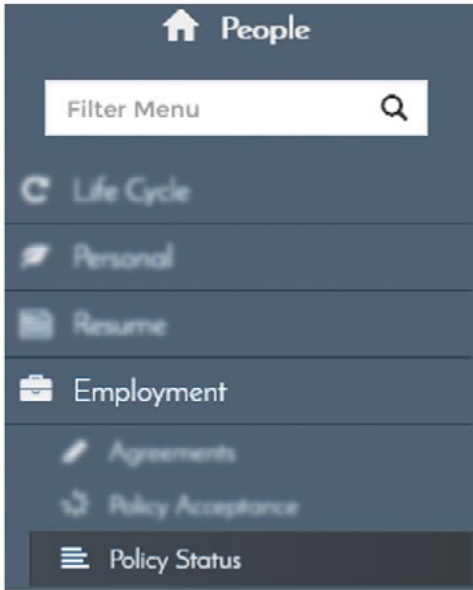


Policy Acceptance History								
<div><div></div><div>Search</div><div>Clear</div><div>Advanced</div><div>xls</div></div>								
Person ID	Name	Policy Name	View Policy	Date Assigned	Date Accepted	Status	Record	Active
30847	ABBERLEY, Roland	Leave and Absence Policy		01/09/2020				
30831	ABBOTT, Hannah	Leave and Absence Policy		01/09/2020				
30835	CHANG, Cho	Leave and Absence Policy.pdf		25/07/2019	25/07/2019 00:00			
30835	CHANG, Cho	Leave and Absence Policy		01/09/2020				

The 'Policy Acceptance' report allows you to view the status of employees having accepted required policies. You can easily filter the report to view acceptance per employee, or per policy.



POLICY STATUS



Policy Acceptance Status						
<div><div></div><div>Search</div><div>Clear</div><div>Advanced</div><div>Download xls</div></div>						
View Policy	Policy Name	Assigned	Accepted	No Response	Record	Policy Start Date
	Leave and Absence Policy	21	1	20	<div></div>	01/09/2020
<div></div>	DVT file	2	0	2	<div></div>	
<div></div>	DVT file	2	0	2	<div></div>	
<div></div>	Leave and Absence Policy	21	1	20	<div></div>	01/09/2020

Rows 1 to 4 of 4

The ‘Policy Status’ report shows a more detailed breakdown of all of your required policies, how many employees have been assigned to them, accepted them, and how many have not responded yet.





 Employment

 Agreements



 Policy Acceptance

 Policy Status

 Company Directory

Directory Info								
<div><div></div><div>Search</div><div>Clear</div><div>Advanced</div><div>xls</div></div>								
	Person ID	Name	Company Email	Company Phone	Company Mobile	Fax	Phone Extension	Active
	30847	ABBERLEY, Roland		9874033148	0438751095			
	30831	ABBOTT, Hannah		9872309641	0438753205			

To view or make changes to an employee’s company directory information, use the Company Directory report.

- Click  icon to make relevant changes
- Click the  icon to save your changes

FLEXIBLE WORK REQUESTS

Employment

- Agreements
- Policy Acceptance
- Policy Status
- Company Directory
- Flexible Work Requests

Work From Home Request

View	New	Person ID	Name	Date Requested	Status	Frequency	Start Date	End Date	Scheduled Days	Company	Active
		30847	ABBERLEY, Roland							Hogwarts	
		30831	ABBOTT, Hannah							Hogwarts	
		30835	CHANG, Cho							Hogwarts	

Work From Home Request

ABBERLEY, Roland 30847

Position : Ravenclaw Student 4
 Date Joined : 24/02/2014

Location : Hogwarts Castle
 Manager : FILIUS, Flitwick

Normal Work Location

Hogwarts Castle

Schedule

Flexible Work Request

Start Date

End Date

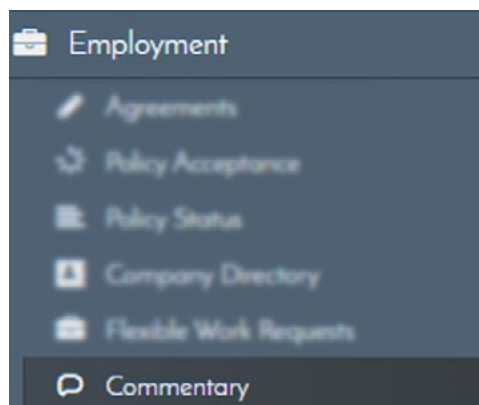
Reason for Request

Outline reason for the request, how business will be met, and any other information to support request.

To view, add, or make changes to an employee's flexible work request information, use the Flexible Work Requests report.

- Click the icon under the 'New' column to open the form and add a new flexible work request on behalf of an employee
- Click the icon under the 'View' column to view historical flexible work requests

COMMENTARY



Commentary											
		Search	Clear	Advanced	xls						
View	New	Person ID	Name	Date	Type	Visibility	Submitter ID	Submitter	Comments	Company	Active
		30847	ABBERLEY, Roland							Hogwarts	
		30831	ABBOTT, Hannah							Hogwarts	
		30835	CHANG, Cho	31/01/2018	General	Manager View Only	30827	DUMBLEDORE, Albus	Test to see if attachment saves. ...	Hogwarts	
		30835	CHANG, Cho	06/06/2019	Compensation	Manager View Only	30834	FILIUS, Flitwick	Have ...	Hogwarts	

Commentary



ABBERLEY, Roland 30847

Position : Ravenclaw Student 4 Date Joined : 24/02/2014
Location : Hogwarts Castle Manager : FILIUS, Flitwick

Submitted by: admin

Date of Commentary: 07/01/2021

Type:



Visibility: Manager + HR

Comments:

Attachment: No file chosen

To view or make changes to an employee's commentary information, use the Commentary report.

Note: Depending on which 'Visibility' option is selected on the form will determine whether the specific commentary record is visible to the particular employee, management and HR, or just management and HR.

- Click the  icon under the 'View' column to view historical commentary records, or make relevant changes
- Click the  icon under the 'New' column to add commentary for an employee that does not have any such details already on file



Property																			
▼		Search		Clear		Advanced		.xls											
Edit	New	Person ID	Name	Type	SubType	Property ID	Date issued	Date Returned	Expiry Date	Make	Model	IMEI Number	RUK Code	MAC Address	Serial Number	Description	Cost Centre	Company	Active
		30847	ABBIELEY, Roland															Hogwarts	
		30831	ABBOTT, Hannah															Hogwarts	
		30829	GRANGER, Hermione	wand			15/05/2017			Olivanders						Made of vine wood and core is dragon heartstring.		Hogwarts	

To view or make changes to an employee's property information, use the property report.

- 45 |  **EmployeeConnect**
Connect. Engage. Transform.

DISCIPLINE

Employment

Agreements

Policy Acceptance

Policy Status

Company Directory

Flexible Work Requests

Commentary

Property

Discipline

Discipline											
<div> <div></div> <div>Search</div> <div>Clear</div> <div>Advanced</div> <div>xls</div> </div>											
Edit	New	Person ID	Name	Effective Date	Type	Submitter	Reviewer	Review Date	Record	Company	Active
		30847	ABBERLEY, Roland							Hogwarts	
		30031	ABBOTT, Hannah							Hogwarts	

Discipline Event



DIGGORY, Cedric 30830

Position : Hufflepuff Prefect Date Joined : 01/04/2016
Location : Hogwarts Castle Manager :

Event type

Details

Suspension

test

Date of event

03/01/2018

Employee's Representative

union or other employe

Action Initiated By

Action to be Taken

Action to be taken

Letter/Notice Attachment

Choose File No file chosen

Reviewer

Review Date

03/01/2018

To view or make changes to an employee's disciplinary information, use the Discipline report.

- Click icon under the 'Edit' column to make relevant changes
- Click the icon under the 'New' column to add disciplinary information for an employee that does not have any such details already on file



EmployeeConnect
Connect. Engage. Transform.

LENGTH OF SERVICE



Employment

Agreements

Policy Acceptance

Policy Status

Company Directory

Flexible Work Requests

Commentary

Property

Discipline

History

Length of Service

Length of Service

ABCDEFGHIJKLMNOPQRSTUVWXYZ | All | Active

Search

Clear

Advanced


xls


Person ID	Name	Work Type	Date Hired	Continuous Service Date	Length of Service	Years	Parent Position ID	Parent Position	Company	Active
30847	ABBERLEY, Roland	part-time	24/02/2014		6 years 3 months	6.4422	MTEACHR	Ravenclaw Head Teacher	Hogwarts	
30831	ABBOTT, Hannah	full-time	08/02/2012		8 years 5 months	8.4873			Hogwarts	
30835	CHANG, Cho		21/07/2015		4 years 3 months	4.3285			Hogwarts	
30837	CLEARWATER, Penelope	full-time	10/08/2015		5 years 0 months	4.9856			Hogwarts	
30844	CRABBE, Vincent	full-time	27/09/2010		9 years 10 months	9.8535	PREFS	Slytherin Prefect	Hogwarts	


The Length of Service report shows a breakdown of staff tenure, displaying employees’ work type, the date they were hired and how many months and years they have been employed.





FORMER STAFF


 Employment


 Agreements


 Policy Acceptance


 Policy Status

 Company Directory


 Flexible Work Requests


 Commentary

 Property

 Discipline

History

 Length of Service

 Former Staff

Former Staff









ABCDEFGHIJKLMNOPQRSTUVWXYZ

Search

Clear

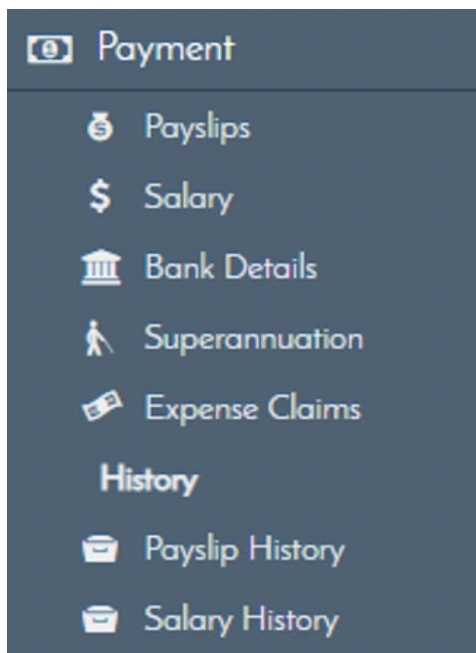
Advanced

Download xls

Detail	Person ID	Name	Hire Date	Termination Date	Termination Type	Termination Reason	Company	Active
	30031	ABBOTT, Henna	00/02/2012	15/10/2017	Resignation	New Job	Hogwarts	
	30855	CHANG, Cho	21/07/2015	18/11/2019			Hogwarts	
	30837	CLEARWATER, Penelope	10/08/2015	15/10/2017	Resignation	Moving	Hogwarts	
	30838	DAVIES, Roger	29/09/2014	15/10/2017	Resignation	Moving	Hogwarts	


The Form Staff report shows a list of all inactive employees in the system, irrespective of whether they have been formally off-boarded, or manually made inactive via an integrated payroll system.


PAYMENT MENU



The Payment menu allows you to view and make changes to employees' information, including their payslips, salary, bank details, superannuation, and expense claims. The Payment menu also allows you to view historical payslip and salary data.

PAYSLIPS

 Payment

 Payslips


Payslips

Search

Clear

Advanced

xls


View	Person ID	Name	Pay Advice No.	Period End	Gross	Taxable	Tax	Net Pay	Record	Company	Active
	30881	POTTER, Lilly								Hogwarts	
	demo	Thomas, Dean	0727_000053	15/02/2014	\$1,016.67	\$1,016.67	\$144.00	\$867.05		Hogwarts	

To view an employee’s most recent payslip information, use the Payslips report.

- Click the  icon under the ‘View’ column to view a payslip

Salary															
▼		Search		Clear		Advanced		xls							
New	Edit	Person ID	Name	Start Date	Currency	Base Annual Salary	Period	Hourly Rate	Pension	Package Value	Grade	Record	#	Company	Active
		30847	ABBERLEY, Roland	17/05/2017									1	Hogwarts	
		30844	CRABBE, Vincent	17/05/2017									1	Hogwarts	
		30827	DUMBLEDORE, Albus	15/05/2017									1	Hogwarts	
		30834	FILIUS, Flitwick	17/05/2017									1	Hogwarts	
		30832	FINCH-FLETCHLEY, Justin	17/05/2017									1	Hogwarts	
		30826	GRANGER, Hermione	22/05/2017	AUD	\$70,000.00	year						1	Hogwarts	

Salary



GRANGER, Hermione







30826

Position : Gryffindor Student 3



Date Joined : 13/02/2018

Location : Hogwarts Castle

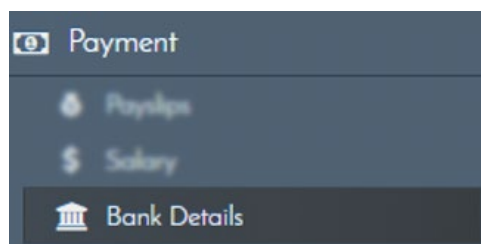
Manager : TESTER, Peter

Effective Date	<input type="text" value="22/05/2017"/> 
Pay Basis	<input type="text" value="year"/> 
Currency	<input type="text" value="AUD"/> 
Base Annual Salary	<input type="text" value="\$ 70000.00"/> 
Hourly Rate	<input type="text" value="\$.."/>
Non-Standard Rate	<input type="text" value="\$.."/>
Superannuation	<input type="text" value="\$.."/>
Total Annual Salary Package	<input type="text" value="\$.."/>
Pay Grade	<input type="text" value=""/> 
Comments	<div></div>
End Date	<input type="text" value=""/> 

To view or make changes to an employee's current salary information, use the Salary report.


- Click the  icon under the 'Edit' column to make relevant changes
- Click the  icon under the 'New' column to add current salary information for an employee that does not have any such details already on file

BANK DETAILS



Banking								
<div><div>▼</div><div>Search</div><div>Clear</div><div>Advanced</div><div>xls</div></div>								
Edit	New	Person ID	Name	Effective Date	Rank	Allocation	Company	Active
		30847	ABBERLEY, Roland	17/05/2017	Primary	\$	Hogwarts	
		30831	ABBOTT, Hannah	17/05/2017	Primary	\$	Hogwarts	
		30835	CHANG, Cho	17/05/2017	Primary	\$	Hogwarts	
		30837	CLEARWATER, Penelope	17/05/2017	Primary	\$	Hogwarts	
		30844	CRABBE, Vincent	17/05/2017	Primary	\$	Hogwarts	

Banking



ABBERLEY, Roland

30847

Position : Ravenclaw Student 4 Date Joined : 24/02/2014

Location : Hogwarts Castle Manager : FILIUS, Flitwick

Rank

▼

Allocation type

☐ Remaining Balance

☐ Dollar Amount

☐ Percentage

Allocation amount

Bank Name



BSB

Account Name

Account Number

Reference

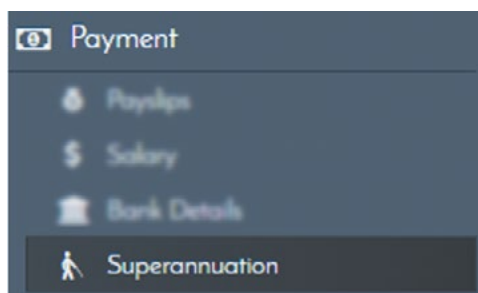
To view or make changes to an employee's banking information, use the Bank Details report.








- Click the  icon under the 'Edit' column to make relevant changes
- Click the  icon under the 'New' column to add banking information for an employee that does not have any such details already on file

Note: If an employee is to be paid into multiple bank accounts, you will need to create multiple bank records for that employee.



SUPERANNUATION



Superannuation													
<div><div></div><div>Search</div><div>Clear</div><div>Advanced</div><div>xls</div></div>													
Edit	New	Person ID	Name	Type	Effective Date	Member ID	Fund ID	Fund Name	Active	Category	Company	Active	
		30847	ABBERLEY, Roland								Hogwarts		
		30871	LUPIN, Remus	Join company default Superannuation Fund	08/10/2018	3636	363546311	346346		3466	Hogwarts		

Superannuation Fund



ABBERLEY, Roland 30847



Position : Ravenclaw Student 4 Date Joined : 24/02/2014
Location : Hogwarts Castle Manager : FILIUS, Flitwick

Type	<div>My own Superannuation Fund</div>
Fund ID (USI)	<div></div>
Member ID	<div></div>
Fund Name	<div></div>
Fund ABN	<div></div>
Attach Form	<div>Choose file No file chosen</div>
Effective Date	<div>08/01/2021</div>

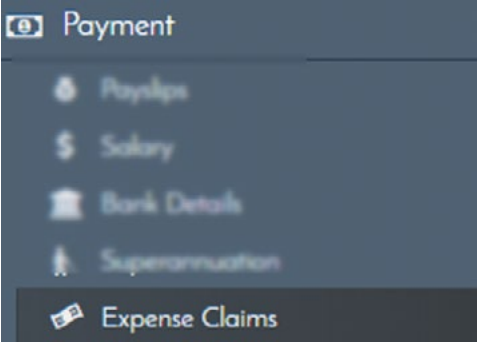
Salary Sacrifice

Type	<div></div>
Amount (per pay period)	<div></div>
Start Date	<div></div>
End Date	<div></div>

To view or make changes to an employee's superannuation information, use the Superannuation report.

- Click the  icon under the 'Edit' column to make relevant changes
- Click the  icon under the 'New' column to add superannuation information for an employee that does not have any such details already on file

EXPENSE CLAIMS



Expense Claim										
<div><div></div><div>Search</div><div>Clear</div><div>Advanced</div><div>xls</div></div>										
Edit	Expense ID	Person ID	Name	Date	Title	Total	Paid	Status	Company	Active
	1124	30830	DIGGORY, Cedric	29/11/2019	Nov 29 2019 1:49PM	\$1.00		Paid	Hogwarts	
	1123	30843	MALFOY, Draco	25/11/2019	Nov 25 2019 4:13PM	\$0.66		Incomplete	Hogwarts	

Expense Claim						
<div><div>Submit</div></div>						
Edit	Item	Date	Claim Amount \$\$\$/Kms/Days	Rate	Total	Account
	Petrol	25/11/2019	01.00	KMS @ \$0.66	\$0.66	Travel
			#00.00		\$0.66	
<div>Rows 1 to 1 of 1</div>						

To view or make changes to an employee’s pending expense claim information, use the Expense Claim report.

- Click the icon under the ‘Edit’ column to make relevant changes
- Click the number under the ‘Expense ID’ column to print a summary of the expenses

Note: You cannot initiate a brand-new expense claim on behalf of employees, you can only edit or submit existing expense claims that are pending approval and have not been marked as ‘Paid’. You can toggle whether an expense claim has been paid or not using the icon under the ‘Status’ column.

PAYSLIP HISTORY

Payment

Payslips

Salary

Bank Details

Superannuation

Expense Claims

History

Payslip History

Payslips

Search

Clear

Advanced

xls

View	Person ID	Name	Pay Advice No.	Period End	Gross	Taxable	Tax	Net Pay	Record	Company	Active
	30881	POTTER, Lilly								Hogwarts	
<div></div>	demo	Thomas, Dean	0727_000053	15/02/2014	\$1,016.67	\$1,016.67	\$144.00	\$867.05		Hogwarts	

To view an employee’s historical payslip information, use the Payslip History report.

- Click the icon under the ‘View’ column to view a payslip

SALARY HISTORY

Payment

- Paylips
- Salary
- Bank Details
- Superannuation
- Expense Claims

History

- Paylip History

Salary									
		Search		Clear	Advanced	xls			
New	Edit	Person ID	Name	Start Date	Record #	Company	Active		
		30847	ABBERLEY, Roland	17/05/2017	1	Hogwarts			
		30831	ABBOTT, Hannah	17/05/2017	1	Hogwarts			
		30835	CHANG, Cho	17/05/2017	1	Hogwarts			

Salary

GRANGER, Hermione 30826
 Position : Gryffindor Student 3 Date Joined : 13/02/2018
 Location : Hogwarts Castle Manager : TESTER, Peter

Effective Date: 22/05/2017

Pay Basis: year

Currency: AUD

Base Annual Salary: \$ 70000.00 *

Hourly Rate: \$..

Non-Standard Rate: \$..

Superannuation: \$..

Total Annual Salary Package: \$..

Pay Grade:

Comments:

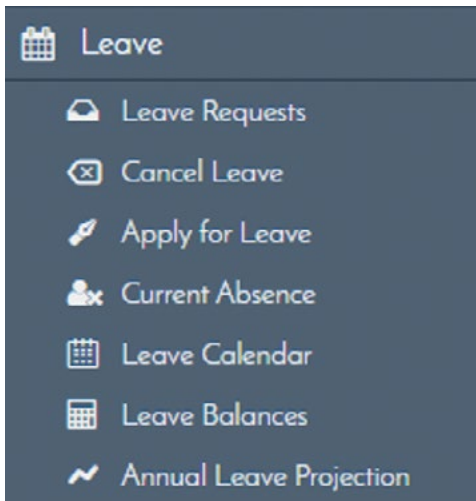
End Date:

To view or make changes to an employee's historical salary information, use the Salary History report.

- Click the icon under the 'Edit' column to make relevant changes
- Click the icon under the 'New' column to add historical salary information for an employee that does not have any such details already on file

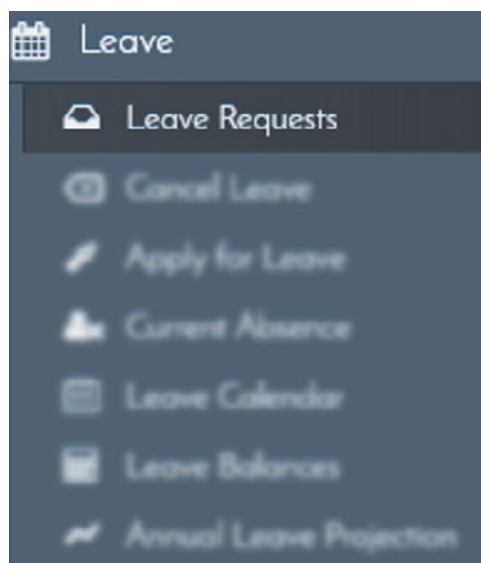


LEAVE MENU



The Leave menu allows you to view and make changes to employees' existing leave requests, cancel pending leave requests, apply for leave on behalf of an employee, view who is currently absent and on leave, view leave balances, and project future annual leave balances.

LEAVE REQUESTS



View	Person ID	Name	Leave Type	Start Date	End Date	Duration	Unit	Outlook Calendar	Status	Workflow ID	Submit Date	Active
→	30827	DUMBLEDORE, Albus	Annual Leave	23/12/2020	23/12/2020	40.00	Hours		Pending	3194	10/12/2020	👤
→	30827	DUMBLEDORE, Albus	Parental Leave	10/12/2020	10/12/2020	40.00	Hours		Pending	3193	10/12/2020	👤
→	demo	Thomas, Dean	Annual Leave	15/11/2020	15/11/2020	1.00	Days		Pending	3189	13/11/2020	👤
→	demo	Thomas, Dean	Annual Leave	29/11/2020	30/11/2020	2.00	Days		Declined	3187	13/11/2020	👤
→	demo	Thomas, Dean	Annual Leave	17/11/2020	17/11/2020	1.00	Days		Declined	3184	11/11/2020	👤
→	demo	Thomas, Dean	Annual Leave	12/11/2020	10/11/2020	0.00	Days		Declined	3183	11/11/2020	👤
→	30827	DUMBLEDORE, Albus	Annual Leave	10/11/2020	10/11/2020	40.00	Hours		Pending	3149	22/10/2020	👤

Leave Request



ABBERLEY, Roland 30847

Position : Ravenclaw Student 4 Date Joined : 24/02/2014
Location : Hogwarts Castle Manager : FILIUS, Flitwick

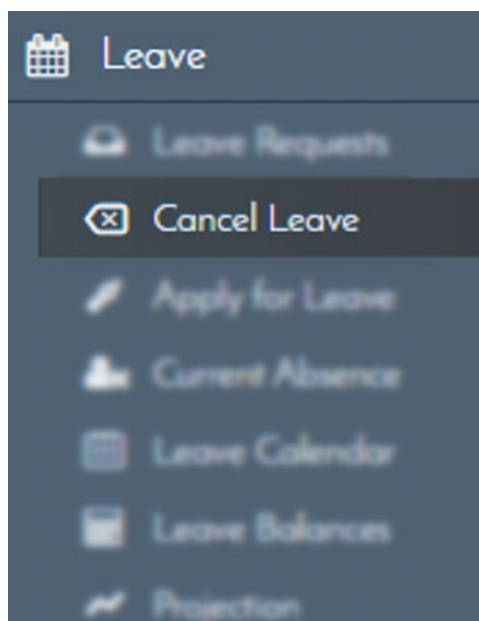
Leave Request ID	13373
Leave Type	Annual Leave
Start Date	27/07/2020
End Date	31/07/2020
Leave Unit	Days
Leave Taken	5.0000
Comments	Test
Certificate Provided	False
Attachment	
Submit date	23/07/2020 12:25

To view an employee's leave request information, use the Leave Requests report.

● Click the  icon under the 'View' column to view a leave request



CANCEL LEAVE









Leave Cancel

Search

Clear

Advanced

xls

Cancel Leave Request	Reverse Leave Request	Person ID	Name	Leave type	Start Date	End Date	Duration	Unit	Status	Workflow	WorkDate	Company	Active
		30847	ABBERLEY, Roland		27/07/2020	31/07/2020	5.00	Days	Approved	3104	23/07/2020	Hogwarts	
		30835	CHANC, Cho		22/03/2018	22/03/2018	1.00	Hours	Pending	1357	23/03/2018	Hogwarts	
		30844	CRABBE, Vincent		30/06/2017	30/06/2017	1.00	Days	Approved	1042	09/12/2017	Hogwarts	

Leave cancellation



ABBERLEY, Roland 30847

Position : Ravenclaw Student 4 Date Joined : 24/02/2014
Location : Hogwarts Castle Manager : FILIUS, Flitwick

Cancel Date 08/01/2021

Cancel Comments

Workflow

Workflow 3133
Status Pending

Leave Request

Leave Type Annual Leave
Start Date 01/01/2021
End Date 01/01/2021
Leave Unit Days
Leave Taken 1.0000
Comments

Leave reversal



ABBERLEY, Roland 30847

Position : Ravenclaw Student 4 Date Joined : 24/02/2014
Location : Hogwarts Castle Manager : FILIUS, Flitwick

Cancel Date 08/01/2021

Cancel Comments



Workflow

Workflow 3104
Status Approved

Leave Request

Leave Type Annual Leave
Start Date 27/07/2020
End Date 31/07/2020
Leave Unit Days
Leave Taken 5.0000
Comments

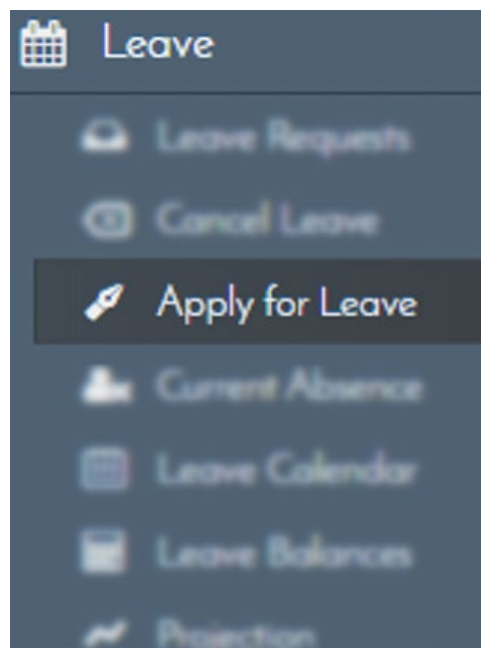
To view and either cancel or reverse an employee's leave request, use the Cancel Leave report.

- Click the  icon under the 'Cancel leave Request' column to cancel a leave request that is still pending approval via workflow
- Click the  icon under the 'Reverse Leave Request' column to reverse a leave request that has been approved via workflow

Note: Leave requests that are cancelled do not trigger a workflow and require no balance reconciliation in payroll. Leave requests that are reversed trigger the leave reversal workflow and require manual balance reconciliation in payroll.



APPLY FOR LEAVE



Leave Application						
<div><div></div><div>Search</div><div>Clear</div><div>Advanced</div><div>xls</div></div>						
New	Person ID	Name	View History	Accrual Projection	Accrual Package	Active
	30847	ABBERLEY, Roland				
	30831	ABBOTT, Hannah				
	30835	CHANG, Cho				
	30837	CLEARWATER, Penelope				

Leave Request



CHANG, Cho 30835

Position : Ravenclaw Prefect Date Joined : 21/07/2015
Location : Hogwarts Castle Manager : FILIUS, Flitwick

Leave Type	<div><div></div><div></div><div></div></div> *
Start Date	<div><div>The first day</div><div></div><div></div></div> *
End Date	<div><div>The last day</div><div></div><div></div></div> *
Leave Unit	<div><div></div><div></div><div></div></div> *
Leave Taken	<div><div></div><div></div><div></div></div> *
Comments	<div><div></div><div></div><div></div></div>
Attachment	<div><div>Choose file</div><div>No file chosen</div></div>

To apply for leave on behalf of an employee, use the Apply for Leave report.

- Click the icon under the 'New' column to apply for leave on behalf of an employee

Note: Submitting the form will trigger the leave action workflow.

CURRENT ABSENCE



Leave

Leave Requests

Cancel Leave

Apply for Leave

Current Absence

Leave Request

▼

Search

Clear

Advanced

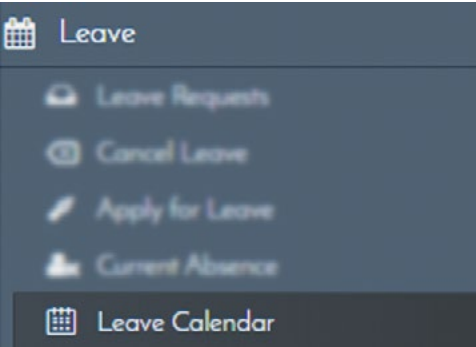
Download xls

View	Person ID	Name	Leave Type	Start Date	End Date	Duration	Unit	Outlook iCalendar	Status	Workflow ID	Submit Date	Active
	30835	CHANG, Cho	Annual Leave	08/01/2021	08/01/2021	8.00	Hours		Pending	3201	08/01/2021	

To view a list of employees that are on leave for the current date, use the Current Absence report.

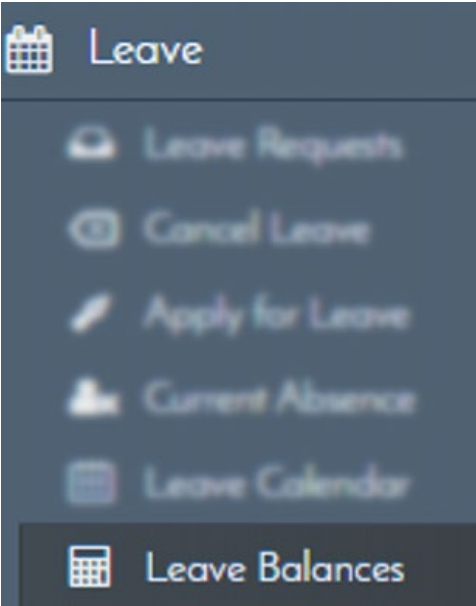
- Click the icon under the 'View' column to view more detailed information about an individual leave request

LEAVE CALENDAR



To view a breakdown of all employees’s leave requests - colour coded per leave type - on a calendar, use the Leave Calendar.

LEAVE BALANCES





Leave Balance								
<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Clear"/>	<input type="button" value="Advanced"/>	<input type="button" value="xls"/>				
Person ID	Name	Leave Type	Class	Amount	Unit	Date	Company	Active
30847	ABBERLEY, Roland						Hogwarts	
30823	POTTER, Harry	Annual		50.20	Hours	18/07/2019	Hogwarts	
30835	CHANG, Cho						Hogwarts	
30837	CLEARWATER, Penelope						Hogwarts	


To view a list of all employees’ leave balances, per leave type, use the Leave Balances report.


Note: Leave balance data is not generated in EmployeeConnect and needs to be imported via an integrated payroll system, or manually uploaded via a payroll export file.


ANNUAL LEAVE PROJECTION


 Leave


 Leave Requests


 Cancel Leave

 Apply for Leave

 Current Absence

 Leave Calendar

 Leave Balances

 Annual Leave Projection







Accrual Projection

▼

Search

Clear

Advanced

	Person ID	Name	Package	Company	Active
	30847	ABBERLEY, Roland		Hogwarts	
	30831	ABBOTT, Hannah		Hogwarts	
	30835	CHANG, Cho		Hogwarts	

Accrual Projection



ABBERLEY, Roland 30847

Position : Ravenclaw Student 4 Date Joined : 24/02/2014
Location : Hogwarts Castle Manager : FILIUS, Flitwick

Leave Type

▼ *

Future Projection Date

11/01/2021 * 

Result

☒ Total Balance (without future leave)

☐ Available Balance (adjusting for future leave)

Accrual Projection Results

ABBOTT, Mary


11429

Position : Assistant Accountant Date Joined : 25/08/2016
Location : Perth Office Manager : JOHNSON, Louise

Element Annual Leave
Date 28/02/2021
Total Balance 120.81 - hour

Date	Type	+/-	Unit	Balance	Description
25/08/2016	fte	0	0.60	0	FTE=0.60
03/01/2021	comment	0	hour	0	Annual : 20.00-day-per-year @ end-of-week (0-day * 7.50-hours-per-day)
03/01/2021	comment	0	hour	0	Start date = Balance date (0-day * 7.50-hours-per-day)
03/01/2021	comment	0	hour	0	Conversion entitlement = 20.00-day/year * 0.02-year/week * 7.50-hour/day = 2.88-hour/week (0-day * 7.50-hours-per-day)
03/01/2021	initial	107	hour	107	Balance
03/01/2021	comment	0	day	107	Conversion pattern = 7.50-hours-per-day : FTE0.60
09/01/2021	accrual	1.73	hour	108.73	Entitlement = 0.38-day (0.38-day * 7.50-hours-per-day) (FTE=0.60)
16/01/2021	accrual	1.73	hour	110.45	Entitlement = 0.38-day (0.38-day * 7.50-hours-per-day) (FTE=0.60)
23/01/2021	accrual	1.73	hour	112.18	Entitlement = 0.38-day (0.38-day * 7.50-hours-per-day) (FTE=0.60)
30/01/2021	accrual	1.73	hour	113.90	Entitlement = 0.38-day (0.38-day * 7.50-hours-per-day) (FTE=0.60)
06/02/2021	accrual	1.73	hour	115.63	Entitlement = 0.38-day (0.38-day * 7.50-hours-per-day) (FTE=0.60)
13/02/2021	accrual	1.73	hour	117.36	Entitlement = 0.38-day (0.38-day * 7.50-hours-per-day) (FTE=0.60)
20/02/2021	accrual	1.73	hour	119.08	Entitlement = 0.38-day (0.38-day * 7.50-hours-per-day) (FTE=0.60)
27/02/2021	accrual	1.73	hour	120.81	Entitlement = 0.38-day (0.38-day * 7.50-hours-per-day) (FTE=0.60)
28/02/2021	total	0	hour	120.81	total balance at 2021-02-28

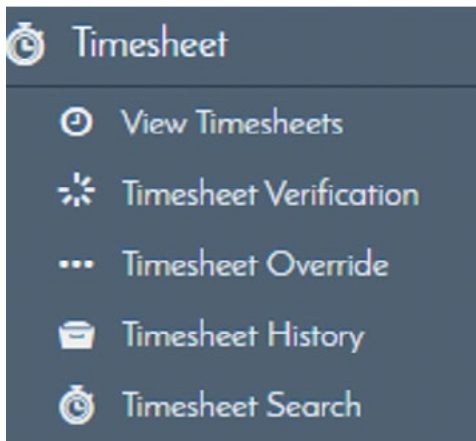
To project an employee's future annual leave balance, use the Annual Leave Projection report.

- Click the  icon for the employee you want to run the annual leave projection for
- Select the appropriate 'Leave Element' from the dropdown
- Select the future date you wish to project the employee's annual leave balance to
- The projected balance will be displayed at top of the page, accompanied by a breakdown of how the balance was reached underneath

Note: Projecting employees' annual leave balance in EmployeeConnect is purely an estimate and dependent on accurate leave balance data being imported from Payroll.. Always refer to Payroll if you require an exact figure.





TIMESHEET MENU



The Timesheets menu allows you to view, verify and override employees' existing timesheets, as well as perform advanced searching of historical timesheet records.

VIEW TIMESHEETS

 Timesheet

 View Timesheets













Timesheet

Search

Clear


Advanced

xls

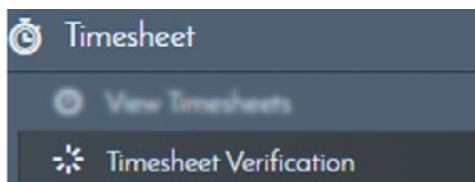
View	Timesheet ID	Person ID	Name	Period	Start Date	End Date	Status	Processed Status	Work Type	Approval Manager	Total Hours	Contracted Hours	Company	Active
	1390	30824	WEASLEY, Ron	138	16/02/2020	29/02/2020	Verify		full-time	MCGONAGALL, Minerva	0.60		Hogwarts	
	1589	demo	Thomas, Dean	138	16/02/2020	29/02/2020	Submit		full-time	WEASLEY, Percy	0.00		Hogwarts	
	1388	30827	DUMBLEDORE, Albus		24/02/2020	01/03/2020	Submit		full-time	MCGONAGALL, Minerva	0.00		Hogwarts	
	1387	30825	MCGONAGALL, Minerva	138	16/02/2020	29/02/2020	Verify		full-time	DUMBLEDORE, Albus	4.67		Hogwarts	

Timesheet WEASLEY, Ron 16/02/2020 - 29/02/2020											
Comments Status		Total Hours 0.60									
Date	Start	Finish	Breaks	Hours	Pay Rate	Kms	Job Cost Code	Unit	Unit2	Unit3	Delete
Sunday 16/02/2020											
Monday 17/02/2020											
Tuesday 18/02/2020											

To view an employee’s timesheets, use the View Timesheet report.

● Click the  icon under the ‘View’ column to view the selected timesheet, which will open in a separate browser tab

TIMESHEET VERIFICATION



Timesheet

Search

Clear

Advanced

xls

View	Timesheet ID	Person ID	Name	Period	Start Date	End Date	Status	Processed Status	Work Type	Approval Manager	Total Hours	Contracted Hours	Company	Active
	1390	30824	WEASLEY, Ron	138	16/02/2020	29/02/2020	Verify		full-time	MCGONAGALL, Minerva	0.60		Hogwarts	
	1389	demo	Thomas, Dean	138	16/02/2020	29/02/2020	Submit		full-time	WEASLEY, Percy	0.00		Hogwarts	
	1388	30827	DUMBLEDORE, Albus		24/02/2020	01/03/2020	Submit		full-time	MCGONAGALL, Minerva	0.00		Hogwarts	
	1387	30825	MCGONAGALL, Minerva	138	16/02/2020	29/02/2020	Verify		full-time	DUMBLEDORE, Albus	4.67		Hogwarts	

Timesheet MCGONAGALL, Minerva 16/02/2020 - 29/02/2020											
Save	Save	Accept	Deny	Add Comments	Comments	Status	Total Hours 4.67				
Date	Start	Finish	Break	Hours	Contracted Hours	Hourly Rate	Comments (Optional)	Unit	Unit2	Delete	
Sunday 16/02/2020					40.00 (-40.00)			Unit	Unit	<input type="checkbox"/>	
Monday 17/02/2020					40.00 (-40.00)			Unit	Unit	<input type="checkbox"/>	
Tuesday 18/02/2020					40.00 (-40.00)			Unit	Unit	<input type="checkbox"/>	

To verify an employee's timesheets, use the Verify Timesheet report.

- Click the icon under the 'View' column to verify the selected timesheet, which will open in a separate browser tab
- Make any applicable changes and use the applicable radio buttons:
 - 'Save' - allows you to make changes to the timesheet without approving/declining it
 - 'Accept' - allows you to approve the timesheet (with or without changes), marking the timesheet as 'Complete'
 - 'Deny' - allows you to decline the timesheet (with or without changes), pushing the timesheet back to the approver

Note: Whilst all admins can access the Timesheet Verification report, only users of the Timesheet Verification Group (defined in timesheet settings) can verify timesheet records. Users who are not part of the Timesheet Verification Group, will have view-only access to timesheet records.

TIMESHEET OVERRIDE

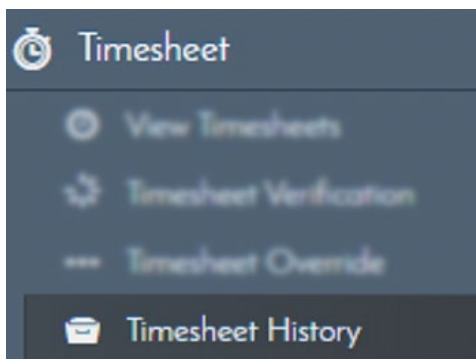


Timesheet Admin																
<div><div></div><div>Search</div><div>Clear</div><div>Advanced</div><div>xls</div></div> <div><div>Refresh</div><div>Submit</div></div>																
Delete	Timesheet ID	Person ID	Name	View	Period	Start Date	End Date	Work Type	Status	Approval Manager	Total Hours	OrgUnit	Location	Company	Active	Active
	1396	30827	DUMBLEDORE, Albus			30/11/2020	06/12/2020	full-time	Submit		0.00					
	1397	demo	Thomas, Dean		143	01/12/2020	15/12/2020	full-time	Submit		0.47					
	1395	demo	Thomas, Dean		141	31/10/2020	15/11/2020	full-time	Submit		0.00					
	1394	demo	Thomas, Dean		140	16/10/2020	30/10/2020	full-time	Submit		0.00					
	1392	demo	Thomas, Dean		139	29/09/2020	15/10/2020	full-time	Approval	WEASLEY, Percy	1.07					
	1398	30840	WEASLEY, Percy			11/01/2021	17/01/2021	Casual	Submit		0.00					
	1399	30840	WEASLEY, Percy		143	01/12/2020	15/12/2020	Casual	Submit		0.00					
	1393	30840	WEASLEY, Percy		140	16/10/2020	30/10/2020	Casual	Submit		0.00					

The Timesheet Override report allows you to view, as well as delete and override employees' timesheets in bulk.

- To view a timesheet, click the icon under the 'View' column, which will open the timesheet in a separate browser tab
- To update the list of timesheets displayed in the report, click the icon
- To delete timesheets in bulk, click the icon under the 'Delete' column for each unwanted timesheet, and then click the icon
- To change the status of timesheets in bulk, select the desired option from the dropdown list under the 'Status' column, and then click the icon
- To change the assigned approval manager of timesheets in bulk, click the icon under the 'Approval Manager' column, and then click the icon

TIMESHEET HISTORY



Timesheet

Search

Clear

Advanced

Download XLS

New	Person ID	Name	View History	Work Type	Hours/Day	PayGroup	Company	Active
<div><div></div></div>	30847	ABBERLEY, Roland		part-time	7.600000000	Monthly Employees	Hogwarts	<div><div></div></div>
<div><div></div></div>	30831	ABBOTT, Hannah	<div><div></div></div>	full-time	7.600000000	Monthly Employees	Hogwarts	<div><div></div></div>
<div><div></div></div>	30835	CHANG, Cho			8.000000000		Hogwarts	<div><div></div></div>
<div><div></div></div>	30837	CLEARWATER, Penelope		full-time	7.600000000	Monthly Employees	Hogwarts	<div><div></div></div>

Timesheet

Search

Clear

Advanced

Download XLS

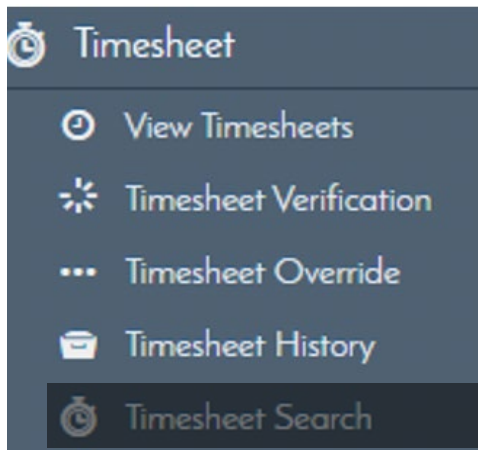
View	Timesheet ID	Person ID	Name	Period	Start Date	End Date	Status	Processed Status	Work Type	Approval Manager	Total Hours	Contracted Hours	Company	Active
<div><div></div></div>	1388	30827	DUMBLEDORE, Albus		24/02/2020	01/03/2020	Submit	<div><div></div></div>	full-time	MCGONAGALL, Minerva	0.00		Hogwarts	<div><div></div></div>
<div><div></div></div>	1379	30827	DUMBLEDORE, Albus		28/10/2019	03/11/2019	Complete	<div><div></div></div>	full-time	MCGONAGALL, Minerva	0.00		Hogwarts	<div><div></div></div>
<div><div></div></div>	1373	30827	DUMBLEDORE, Albus		05/08/2019	11/08/2019	Complete	<div><div></div></div>	full-time	MCGONAGALL, Minerva	0.00		Hogwarts	<div><div></div></div>
<div><div></div></div>	1371	30827	DUMBLEDORE, Albus		29/07/2019	04/08/2019	Complete	<div><div></div></div>	full-time	MCGONAGALL, Minerva	0.00		Hogwarts	<div><div></div></div>
<div><div></div></div>	1364	30827	DUMBLEDORE, Albus		01/07/2019	07/07/2019	Complete	<div><div></div></div>	full-time	MCGONAGALL, Minerva	0.00		Hogwarts	<div><div></div></div>
<div><div></div></div>	1360	30827	DUMBLEDORE, Albus		03/06/2019	09/06/2019	Complete	<div><div></div></div>	full-time	MCGONAGALL, Minerva	0.00		Hogwarts	<div><div></div></div>
<div><div></div></div>	1359	30827	DUMBLEDORE, Albus		20/05/2019	26/05/2019	Complete	<div><div></div></div>	full-time	MCGONAGALL, Minerva	0.00		Hogwarts	<div><div></div></div>
<div><div></div></div>	1357	30827	DUMBLEDORE, Albus		06/05/2019	12/05/2019	Complete	<div><div></div></div>	full-time	MCGONAGALL, Minerva	0.00		Hogwarts	<div><div></div></div>
<div><div></div></div>	1356	30827	DUMBLEDORE, Albus		29/04/2019	05/05/2019	Complete	<div><div></div></div>	full-time	MCGONAGALL, Minerva	0.00		Hogwarts	<div><div></div></div>
<div><div></div></div>	1355	30827	DUMBLEDORE, Albus		01/04/2019	07/04/2019	Complete	<div><div></div></div>	full-time	MCGONAGALL, Minerva	0.00		Hogwarts	<div><div></div></div>

Rows 1 to 10 of 10

The Timesheet History report allows you to view all historical timesheet records for employees.

- Click the icon under the 'View History' column to view a list of all historical timesheet records for a specific employee
- Click the icon under the 'View' column to view a specific timesheet record, which will open the timesheet in a separate browser tab

TIMESHEET SEARCH



Timesheet Search

Period From: 04/01/2021
Period To: 17/01/2021
Search

Timesheet Search Result

Search Clear Advanced xls

ID	Name	Status	Period	Activity Day	Activity Date	Start	Finish	Break Start	Break Finish	Break Hours	Total Hours	Pay Rate	Kms Travelled	Allowance	Allowance Unit	Job Cost Code	Notes	Column1	Column2	Manager ID	Manager	Active
11721	IZVARINA (Quinn), Viktoria	Submit	6	Monday	04/01/2021	09:00	17:00			00:30	7:50	Normal								11355	JACOBS, Anthea	
11721	IZVARINA (Quinn), Viktoria	Submit	6	Tuesday	05/01/2021															11355	JACOBS, Anthea	
11721	IZVARINA (Quinn), Viktoria	Submit	6	Wednesday	06/01/2021	08:00	16:00			00:30	7:50	Normal								11355	JACOBS, Anthea	
11721	IZVARINA (Quinn), Viktoria	Submit	6	Thursday	07/01/2021															11355	JACOBS, Anthea	

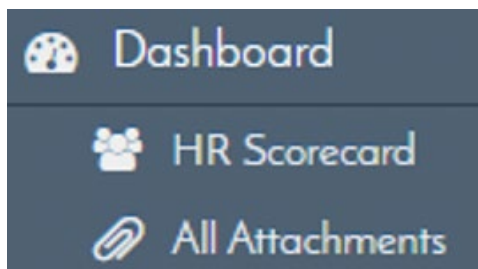
To search and download timesheets by pay period, use the Timesheet Search report.

- Click the icon to set the 'Period From' date
- Click the icon to set the 'Period To' date
- Click the icon

Note: No results will not be displayed if the period from/to dates do not exactly match your pay periods.

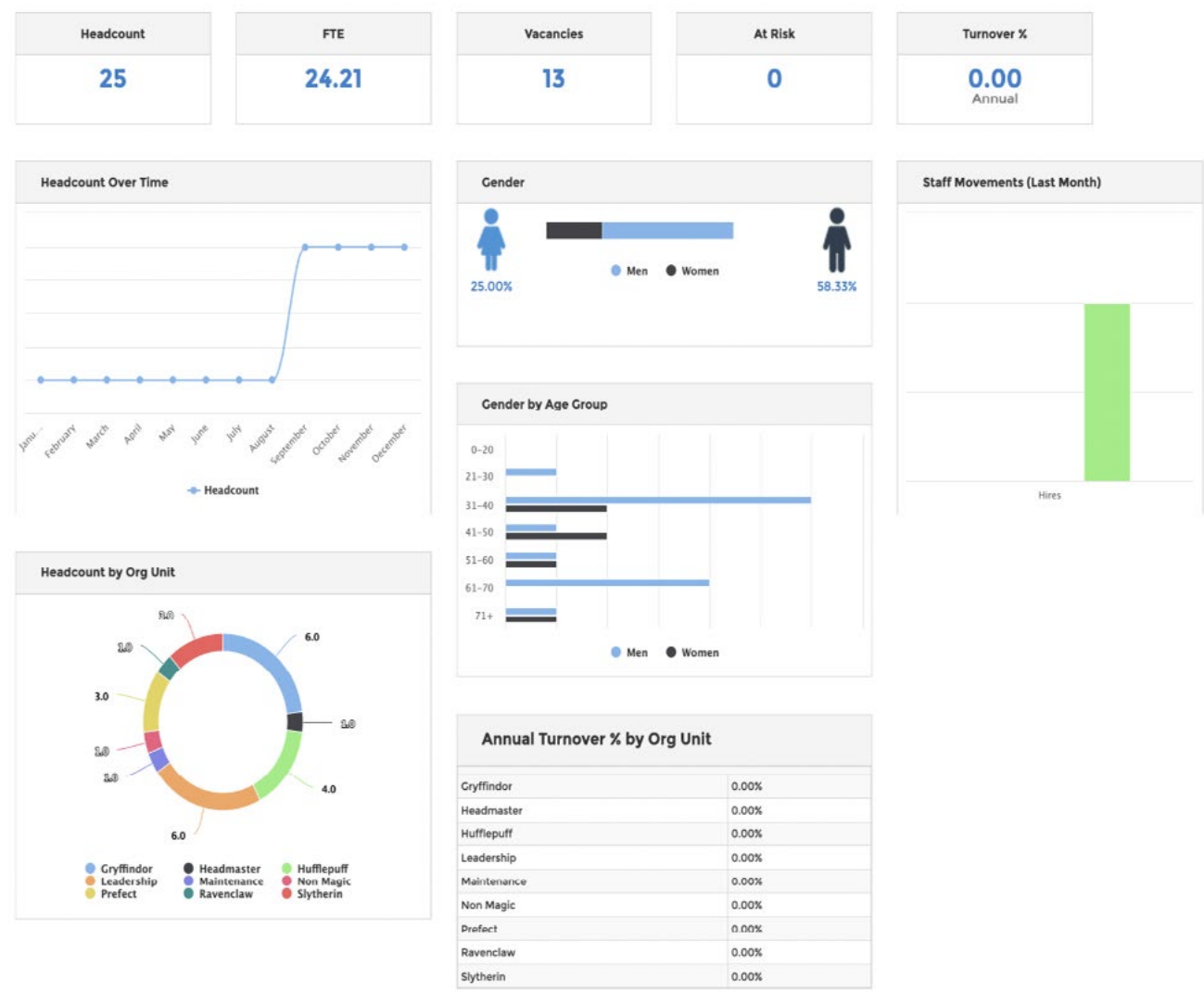
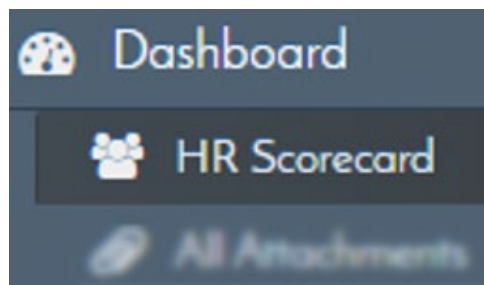


DASHBOARD MENU



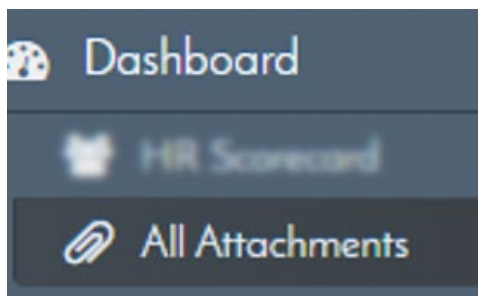
The Dashboard menu provides access to the HR Scorecard, and all employees' various attachments.

HR SCORECARD



The HR Scorecard provides a visual representation of your data within EmployeeConnect.

ALL ATTACHMENTS



Attachments						
<div><div>▼</div><div>Search</div><div>Clear</div><div>Advanced</div></div>						
ID	Name	Document	Description	Last Update	Company	Active
30847	ABBERLEY, Roland	Roland_Abberley_Agreement.pdf	Employment		Hogwarts	
30847	ABBERLEY, Roland	jkrowlingbiography.doc	Employment	19/05/2017	Hogwarts	
30831	ABBOTT, Hannah	jkrowlingbiography.doc	Employment	19/05/2017	Hogwarts	
30835	CHANG, Cho	Submit Timesheet 3PNG.PNG	Membership	26/11/2019	Hogwarts	

The All Attachments report aggregates employees' various attachments throughout the system - licences, qualifications, passports, employment contracts etc. - providing you easy access to them from one screen. Simply click the name of the file you wish to download to your computer.