

HR Online – Employee Management Video Transcript



Hr admin employees have the facility to add new employees into the system, as well as changing the details of any user at any time. There are two sides to creating an employee, in this first video we will cover creating an employee file, and in the second video we cover the self-service module which allows employees to log into the system and upload documents such as timesheets.

As we can see here, we can enter all the required metadata for creating a new employee, including the employee type. On the next tab we can enter the employees contact details, such as their home address, email address and contact numbers, and on the tab after this we can enter the employees bank details.

On the next tab we are able to enter all the necessary employment details, firstly we can select the employment status, depending if the employee is an active employee in the company or in the recruitment or leaver phase. We are going to select recruitment, this will allow us to enter whatever information we have on the employee and come back and finish it whenever we have more information to enter. The employees pay structure can be modified and it is possible to have different rates of pay, and we can also select which department the employee belongs to. At the bottom of the screen we can complete the employment checks for the new user, such as whether or not they have provided a P45 or evidence of a driving license.

We have now entered enough basic information into this employees file, new details can be added at any time and the existing information can be updated at any time. In the self-service video, we will cover how the self-service module allows employees to log in and use the system.