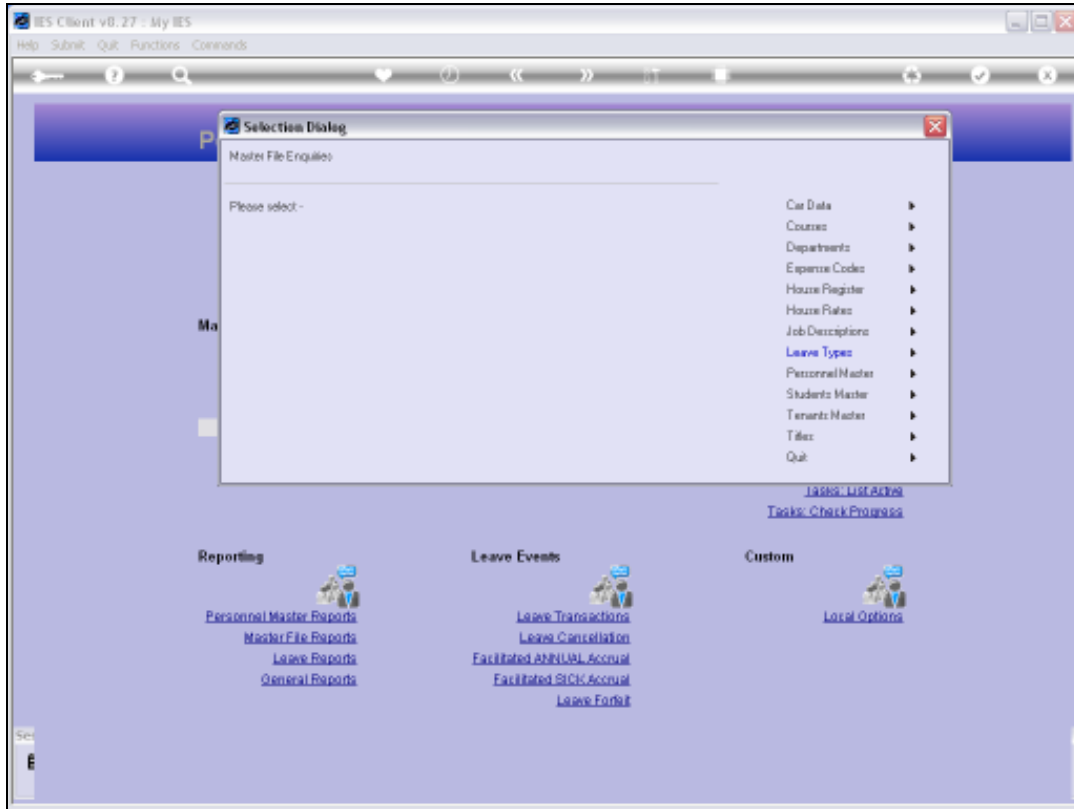
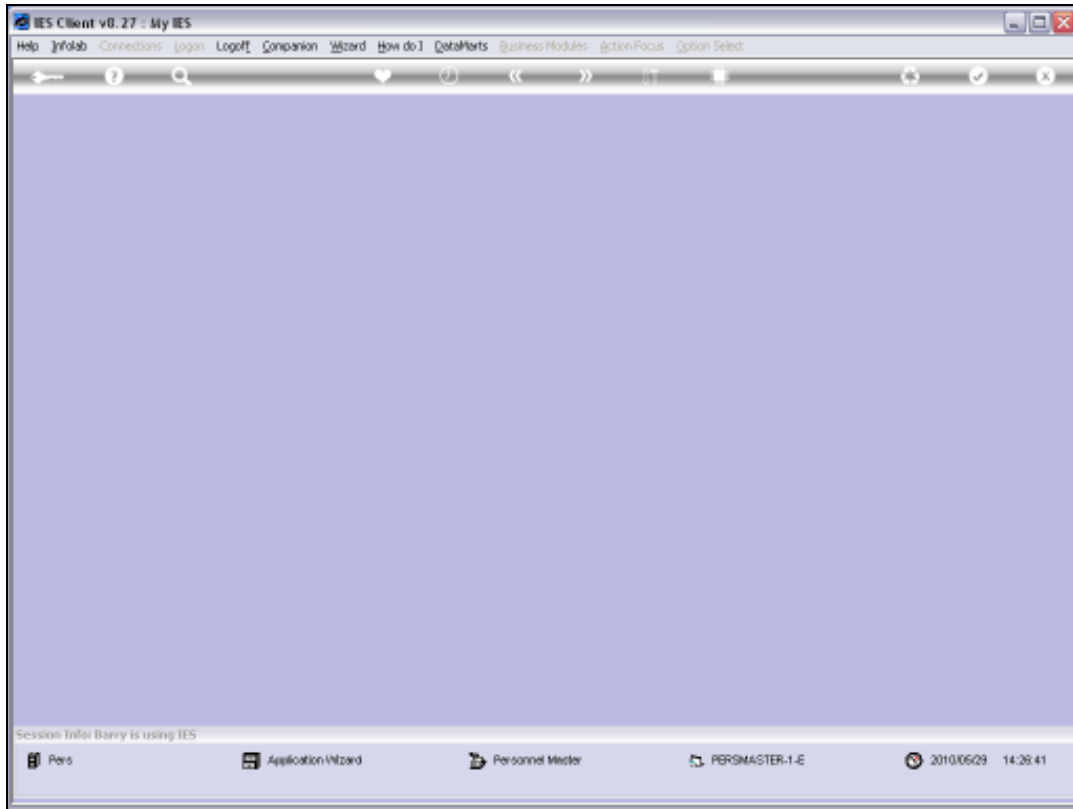


## Slide 1

Slide notes: From the Master Enquiries menu, we have an option to query the Personnel Master.



Slide 2  
Slide notes:



Slide 3  
Slide notes:

IES Client v8.27 : My IES  
Help Submit Quit Functions Comments

### Personnel Master

Employee Number:   
Title:   
Family Name:   
Given Name:  1  
Date Of Birth:   
Age:   
Gender:   
Department:   
Current Job:   
Job Level:   
Work Tel or Extension:   
Emp Plo Addr:   
Employment Status:   
Secondary Status:   
Master Status:   
Open / Closed Status Change:   
By Who:   
Reason for Change:   
Last Updated:   
Updated By:

- [Registration](#)
- [Relations](#)
- [Job Data](#)
- [Contact and Housing](#)
- [Education](#)
- [Vehicle / Driving](#)
- [Contract / Permit](#)
- [Leave](#)
- [Courses and Training](#)
- [Personnel Actions](#)
- [Clocking Profile](#)
- [Absence Profile](#)

Slide 4  
Slide notes:

IES Client v8.27 : My IES  
Help Submit Quit Functions Comments

### Personnel Master

Employee Number: 1101  
Title:   
Family Name:   
Given Name: 1  
Date Of Birth:   
Age:   
Gender: Male  
Department:   
Current Job:   
Job Level:   
Work Tel or Extension:   
Emp Plo Addr:   
Employment Status: Current  
Secondary Status:   
Master Status: Open  
Status Change:   
By Who:   
Reason for Change: Resigned

Master Rec Updates: -  
Last Updated:   
Updated By:

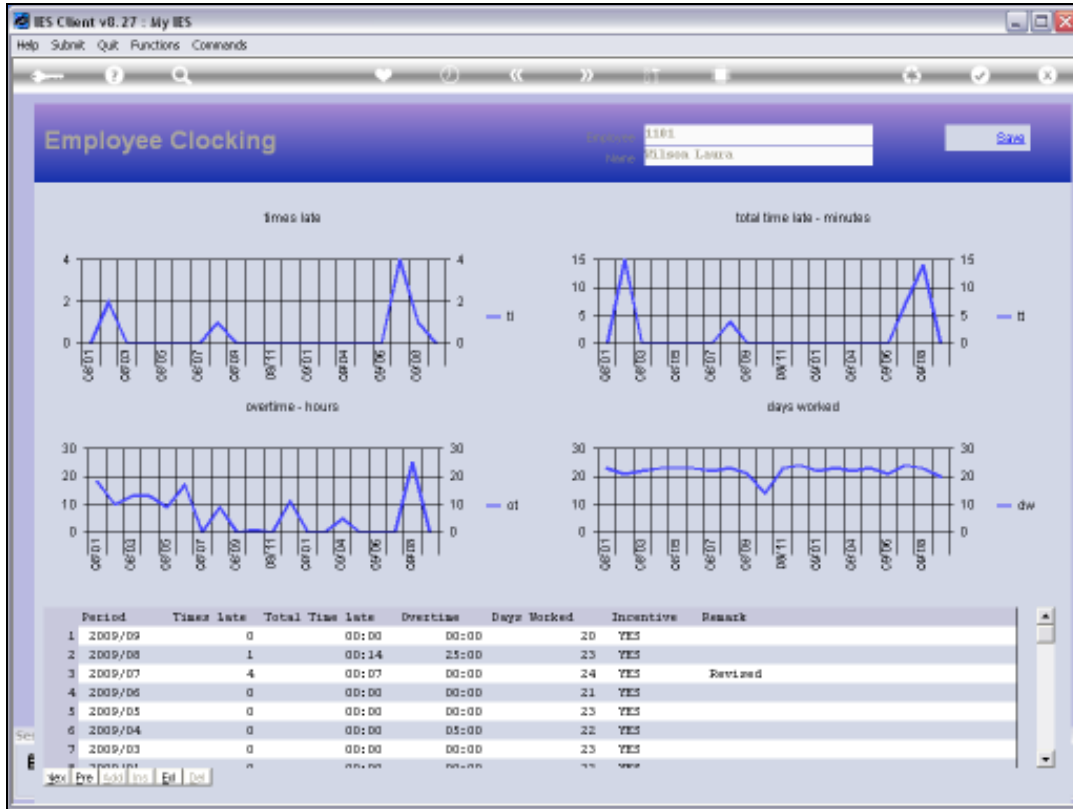
- [Requisition](#)
- [Relations](#)
- [Job Data](#)
- [Contact and Housing](#)
- [Education](#)
- [Vehicle/Driving](#)
- [Contract/Permit](#)
- [Leave](#)
- [Courses and Training](#)
- [Personnel Actions](#)
- [Clocking Profile](#)
- [Absence Profile](#)

Slide 5  
Slide notes:



Slide 6

Slide notes: In a general sense, the Personnel Master Query will reveal all information on the Personnel record for the Employee, but no changes can be made since it is a query option only.



Slide 7

Slide notes: For example, we may review the Clocking Profile.



Slide 8  
Slide notes:



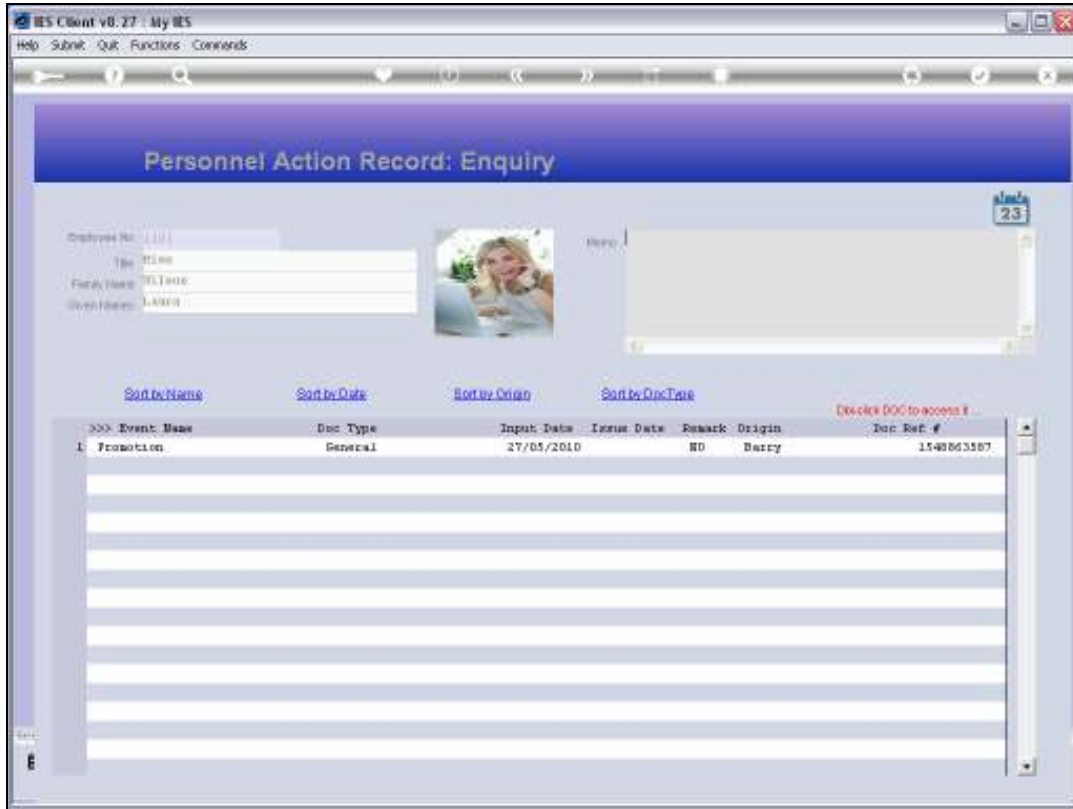


Slide 9  
Slide notes:



Slide 10

Slide notes:



Slide 11

Slide notes: And we may review the Personnel Actions.



Slide 12

Slide notes: And we may similarly enquire about each information aspect of the Personnel Record.