



Slide 1

Slide notes: From the Personnel Master screen, we may access the REGISTRATION function to maintain some registration details for the Employee.

The screenshot shows a web browser window titled "IES Client(0) v8.25 : My IES". The browser address bar is empty. The page has a navigation menu with "Main" and "Issues" tabs. The main content area is titled "Employee Registration Data" and contains a form with the following fields:

- Employee Code: 1101
- Full Name: Wilson Laura
- Department: 001 Personnel
- Group / Shift: Non Shift
- Locker #:
- Company Name (non-employees): Gassy Hoops
- Union Member:
- Religion: Christian
- Country of Birth:
- Place of Birth:
- Identify Card No.:
- Current Tax Ret #:
- Social Security #:
- Medi-Aid City:
- Remarks:

Slide 2

Slide notes: All of the values we find here are optional, and whether or which of the fields we will update for which Employees are entirely dependent on the needs of our Company.

The screenshot shows a web browser window titled "IES Client(0) v8.25 : My IES". The browser's address bar is empty, and the page has a navigation menu with "Main" and "Issues" tabs. The main content area is titled "Employee Registration Data" and contains a form with the following fields:

- Employee Code: 1101
- Full Name: Wilson, Laura
- Department: 001 Personnel
- Group / Shift: Non Shift
- Locker #:
- Company Name (non-employees): Gassy Hoops
- Union Member:
- Religion: Christian
- Country of Birth:
- Place of Birth:
- Identify Card No.:
- Current Tax Ref #:
- Social Security #:
- Medi-Aid City:
- Remarks:

A "Save" button is located to the right of the Employee Code field.

Slide 3

Slide notes: For example, we may indicate a Locker number for this Employee.

The screenshot shows a web browser window titled "IES Client v8.25: My IES". The browser's address bar is empty, and the page has a navigation menu with "Main" and "Issues" tabs. The main content area is titled "Employee Registration Data" and contains a form with the following fields:

|                              |                          |                      |
|------------------------------|--------------------------|----------------------|
| Employee Code                | 1101                     | <a href="#">Back</a> |
| Full Name                    | Wilson Laura             |                      |
| Department                   | 001 Personnel            |                      |
| Group / Shift                | Non Shift                |                      |
| Locker #                     | 150                      |                      |
| Company Name (non-employees) | Galaxy Hoops             |                      |
| Union Member                 | <input type="checkbox"/> |                      |
| Religion                     | Christian                |                      |
| Country of Birth             |                          |                      |
| Place of Birth               |                          |                      |
| Identify Card No             |                          |                      |
| Current Tax Ref #            |                          |                      |
| Social Security #            |                          |                      |
| Medi-Aid City                |                          |                      |
| Remarks                      | <input type="text"/>     |                      |

#### Slide 4

Slide notes: The Company Name will be our own, but it can also be a different Company Name when we include some outsourced or contracted Staff from other Companies on our own Personnel Register.

The screenshot shows a web browser window titled "IES Client(0) v8.25 : My IES". The browser's address bar is empty, and the page has a navigation menu with "Main" and "Issues" tabs. The main content area is titled "Employee Registration Data" and contains a form with the following fields:

- Employee Code: 1101
- Full Name: Wilson Laura
- Department: 001 Personnel
- Group / Shift: Non Shift
- Locker #: 150
- Company Name (non-employees): Gannoy Hoops
- Union Member: (checkbox)
- Religion: Christian
- Country of Birth: (text field)
- Place of Birth: (text field)
- Identify Card No: (text field)
- Current Tax Ref #: (text field)
- Social Security #: (text field)
- Medi-Aid City: (text field)
- Remarks: (text area)

A "Back" link is visible next to the Employee Code field.

Slide 5

Slide notes: We may indicate whether this Employee is a Union Member or not.

The screenshot shows a web browser window titled "IES Client v8.25: My IES". The browser's address bar is empty, and the page has a navigation menu with "Main" and "Issues" tabs. The main content area is titled "Employee Registration Data" and contains a form with the following fields:

- Employee Code: 1101
- Full Name: Wilson, Laura
- Department: 001 Personnel
- Group / Shift: Non Shift
- Locker #: 150
- Company Name (non-employees): Gannoy Hoops
- Union Member: 0
- Religion: Christian
- Country of Birth: (empty)
- Place of Birth: (empty)
- Identify Card No: (empty)
- Current Tax Ref #: (empty)
- Social Security #: (empty)
- Medi-Aid City: (empty)
- Remarks: (empty)

A "Back" link is visible to the right of the Employee Code field. The browser's status bar at the bottom left shows "Sec" and "IE".

Slide 6  
Slide notes:

The screenshot shows a web browser window titled "IES Client[0] v8.25 : My IES". The browser's address bar is empty, and the page has a navigation menu with "Main" and "Issues" tabs. The main content area is titled "Employee Registration Data" and contains a form with the following fields:

|                              |                      |                      |
|------------------------------|----------------------|----------------------|
| Employee Code                | 1101                 | <a href="#">Back</a> |
| Full Name                    | Wilson Laura         |                      |
| Department                   | 001 Personnel        |                      |
| Group / Shift                | Non Shift            |                      |
| Locker #                     | 150                  |                      |
| Company Name (non-employees) | Gandy Hoops          |                      |
| Union Member                 | 0                    |                      |
| Religion                     | Christian            |                      |
| Country of Birth             |                      |                      |
| Place of Birth               |                      |                      |
| Identify Card No             |                      |                      |
| Current Tax Ref #            |                      |                      |
| Social Security #            |                      |                      |
| Medi-Aid City                |                      |                      |
| Remarks                      | <input type="text"/> |                      |

## Slide 7

Slide notes: And, as seen here, we have a number of other indicators that we can capture if that information is important to us.

The screenshot shows a web browser window titled "IES Client v8.25 : My IES". The browser's address bar is empty, and the page has a navigation menu with "Main" and "Issues" tabs. The main content area is titled "Employee Registration Data" and contains a form with the following fields:

- Employee Code: 1101
- Full Name: Wilson, Laura
- Department: 001 Personnel
- Group / Shift: Non Shift
- Locker #: 150
- Company Name (non-employees): Gannoy Hoops
- Union Member: 0
- Religion: Christian
- Country of Birth: [Empty]
- Place of Birth: [Empty]
- Identify Card No: [Empty]
- Current Tax Ret # [Empty]
- Social Security # [Empty]
- Medi-Aid City [Empty]
- Remarks: [Empty]

A "Back" link is visible to the right of the Employee Code field.

Slide 8  
Slide notes:



The screenshot shows a web browser window titled "IES Client v8.25 : My IES". The browser's address bar is empty, and the page has a navigation menu with "Main" and "Issues" tabs. The main content area is titled "Employee Registration Data" and contains a form with the following fields:

- Employee Code: 1101
- Full Name: Wilson Laura
- Department: 001 Personnel
- Group / Shift: Non Shift
- Locker #: 150
- Company Name (non-employees): Gannoy Hoops
- Union Member: 0
- Religion: Christian
- Country of Birth: [Empty]
- Place of Birth: [Empty]
- Identify Card No: [Empty]
- Current Tax Ret # [Empty]
- Social Security # [Empty]
- Med Aid City [Empty]
- Remarks: [Empty]

A "Back" link is visible to the right of the Employee Code field. The browser's status bar at the bottom left shows "Sci" and "IE".

Slide 9  
Slide notes:

The screenshot shows a web browser window titled "IES Client v8.25 : My IES". The browser's address bar is empty, and the page has a navigation menu with "Main" and "Issues" tabs. The main content area is titled "Employee Registration Data" and contains a form with the following fields:

- Employee Code: 1101
- Full Name: Wilson, Laura
- Department: 001 Personnel
- Group / Shift: Non Shift
- Locker #: 150
- Company Name (non-employees): Gannoy Hoops
- Union Member: 0
- Religion: Christian
- Country of Birth: [Empty]
- Place of Birth: [Empty]
- Identify Card No: [Empty]
- Current Tax Ref #: [Empty]
- Social Security #: [Empty]
- Medi-Aid City: [Empty]
- Remarks: [Empty]

A "Back" link is visible next to the Employee Code field. The browser's status bar at the bottom left shows "Sec" and "IE".

Slide 10

Slide notes:

The screenshot shows a web browser window titled "IES Client v8.25 : My IES". The browser's address bar is empty, and the page has a navigation menu with "Main" and "Issues" tabs. The main content area is titled "Employee Registration Data" and contains a form with the following fields:

- Employee Code: 1101
- Full Name: Wilson, Laura
- Department: 001 Personnel
- Group / Shift: Non Shift
- Locker #: 150
- Company Name (non-employees): Gannoy Hoops
- Union Member: 0
- Religion: Christian
- Country of Birth: [Empty]
- Place of Birth: [Empty]
- Identify Card No: [Empty]
- Current Tax Ref # [Empty]
- Social Security # [Empty]
- Medi-Aid City: [Empty]
- Remarks: [Empty text area]

A "Back" link is visible next to the Employee Code field.

Slide 11  
Slide notes:

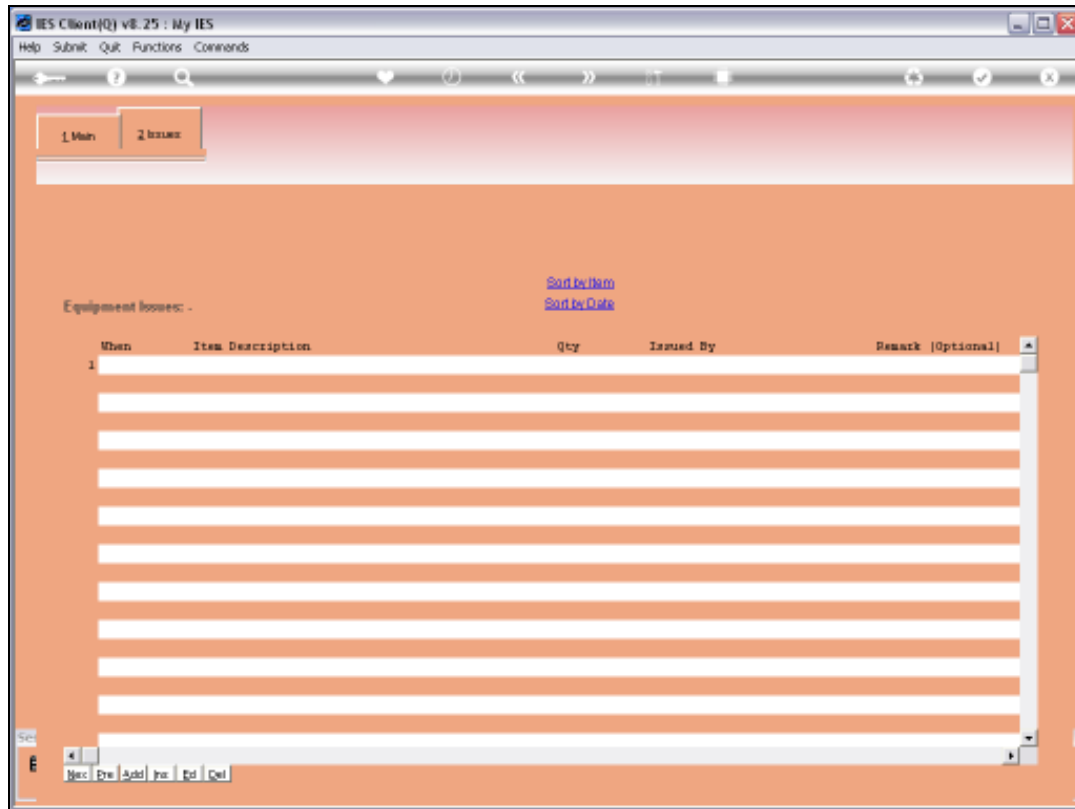
The screenshot shows a web browser window titled "IES Client v8.25 : My IES". The browser's address bar is empty, and the page content is displayed on an orange background. At the top left, there are two tabs: "1 Main" and "2 Issues". The main heading is "Employee Registration Data". Below this, there is a form with the following fields:

- Employee Code: 1101
- Full Name: Wilson Laura
- Department: 001 Personnel
- Group / Shift: Non Shift
- Locker #: 150
- Company Name (non-employees): Gannoy Hoops
- Union Member: 0
- Religion: Christian
- Country of Birth: (empty)
- Place of Birth: (empty)
- Identify Card No: (empty)
- Current Tax Ret #: (empty)
- Social Security #: (empty)
- Medi-Aid City: (empty)
- Remarks: (empty)

A "Back" link is visible to the right of the Employee Code field. The browser's status bar at the bottom left shows "Sci" and "E".

Slide 12

Slide notes:



### Slide 13

Slide notes: We also have a register of Equipment Issues for each Employee. Although we can manually capture and amend Equipment Issue details here, on the Personnel Master, it is more common to capture that information in groups of Employees, and we show that in a separate tutorial.

The screenshot shows a web browser window titled "IES Client(0) v8.25 : My IES". The browser's address bar is empty, and the page has a navigation menu with "Main" and "Issues" tabs. The main content area is titled "Employee Registration Data" and contains a form with the following fields:

|                              |               |                      |
|------------------------------|---------------|----------------------|
| Employee Code                | 1101          | <a href="#">Back</a> |
| Full Name                    | Wilson Laura  |                      |
| Department                   | 001 Personnel |                      |
| Group / Shift                | Non Shift     |                      |
| Locker #                     | 180           |                      |
| Company Name (non-employees) | Gannoy Hoops  |                      |
| Union Member                 | 0             |                      |
| Religion                     | Christian     |                      |
| Country of Birth             |               |                      |
| Place of Birth               |               |                      |
| Identify Card No             |               |                      |
| Current Tax Ref #            |               |                      |
| Social Security #            |               |                      |
| Medi-Aid City                |               |                      |
| Remarks                      |               |                      |

Slide 14

Slide notes: When we make any changes here, we will use the SAVE function before returning to the main record.



Slide 15  
Slide notes: