

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

Personnel Master

Employee Number: 1101
Title: E1A1
Family Name: Wilson

Given Name: I. Laura

Date of Birth: 01/04/1978
Age: 32
Gender: Female

Department: 008 Personnel
Current Job: 031 Personnel Officer

Web Site Address:

Master Rec Updates: -
Last Updated: 27/05/2010
Updated By: TACTY

Emp Pic: 11EP1101-399

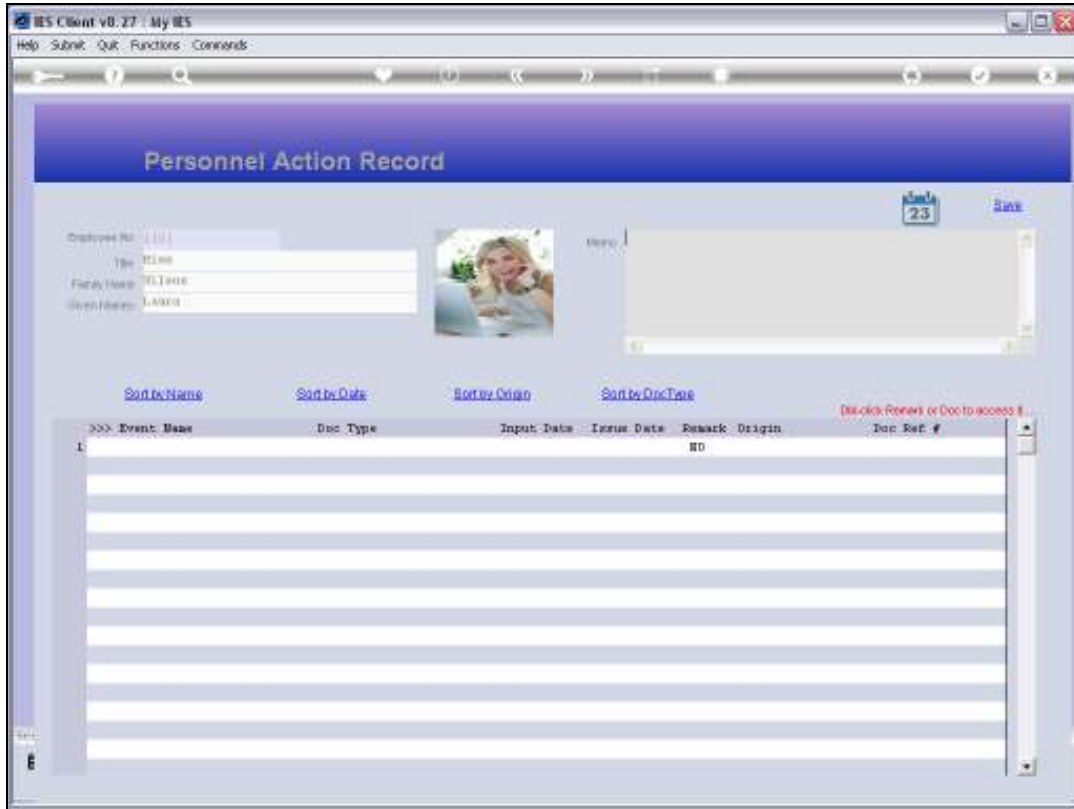
Employment Status: -
Employment Status: Y
Secondary Status: *****

Master Status: -
Open/Closed: open
Status Change:
By Whom:
Reason for Change: T11

[Update](#)
[Registration](#)
[Station](#)
[Job Data](#)
[Contact and Housing](#)
[Education](#)
[Vehicle/Driver](#)
[Contact/Email](#)
[Leave](#)
[Courses and Training](#)
[Personal Action](#)
[Clocking Profile](#)
[Absence Profile](#)
[Master Record History](#)

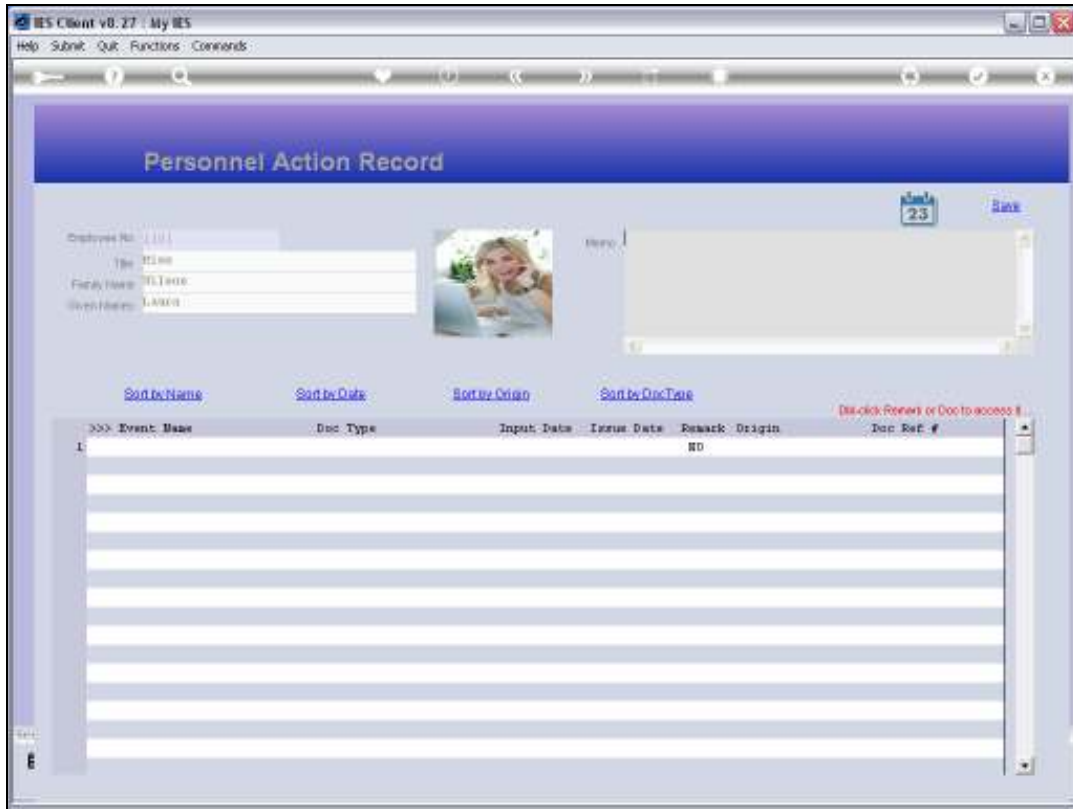
Slide 1

Slide notes: 'Personnel Actions' is the function we may use to track Personnel Action Letters and other action events for the Employee.

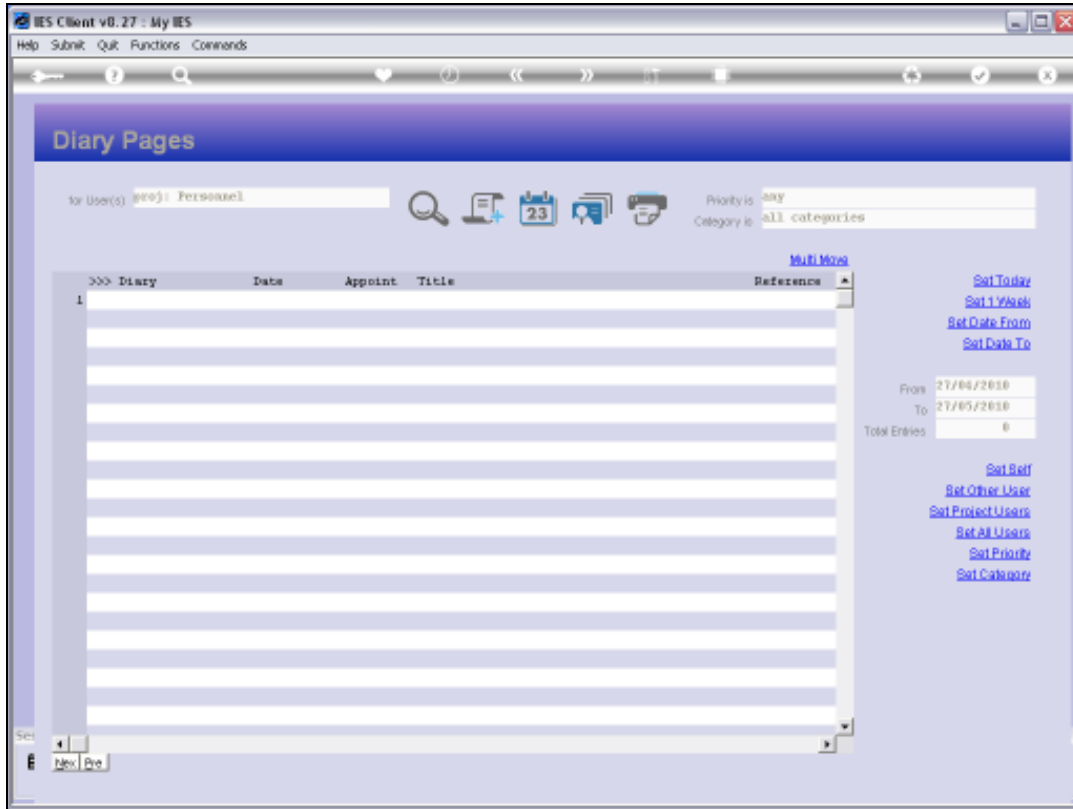


Slide 2

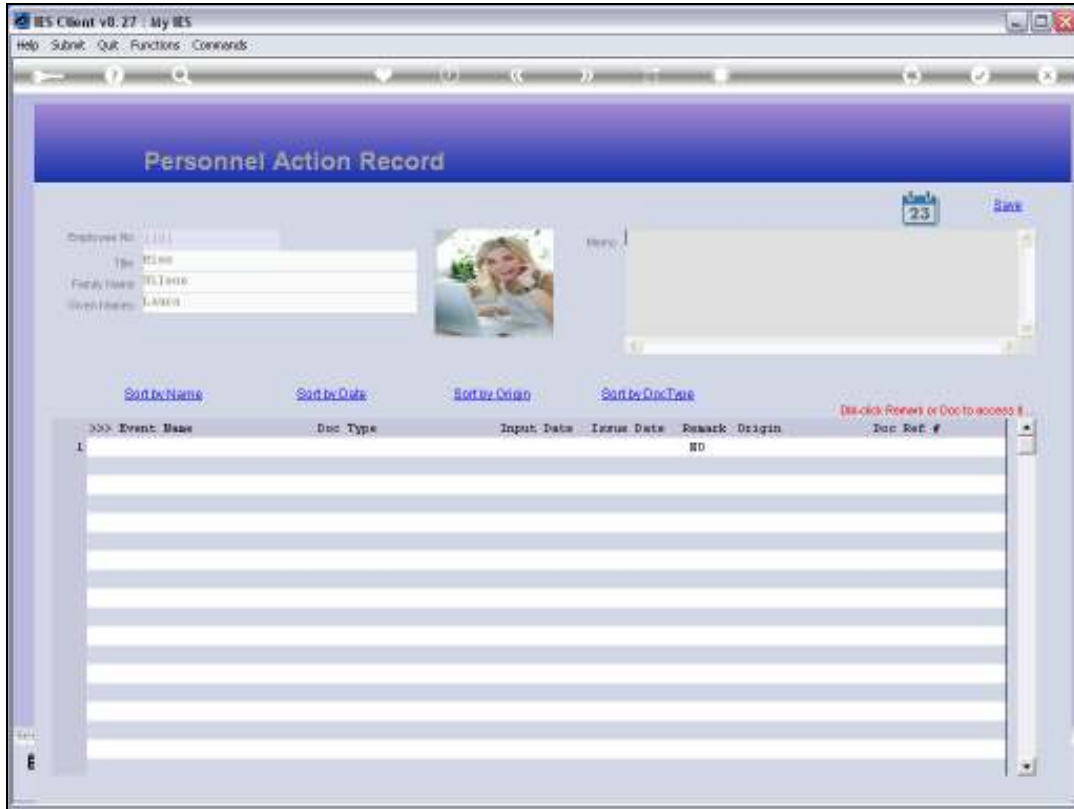
Slide notes: There is space for a general memo, and a direct link to the Personnel Diary.



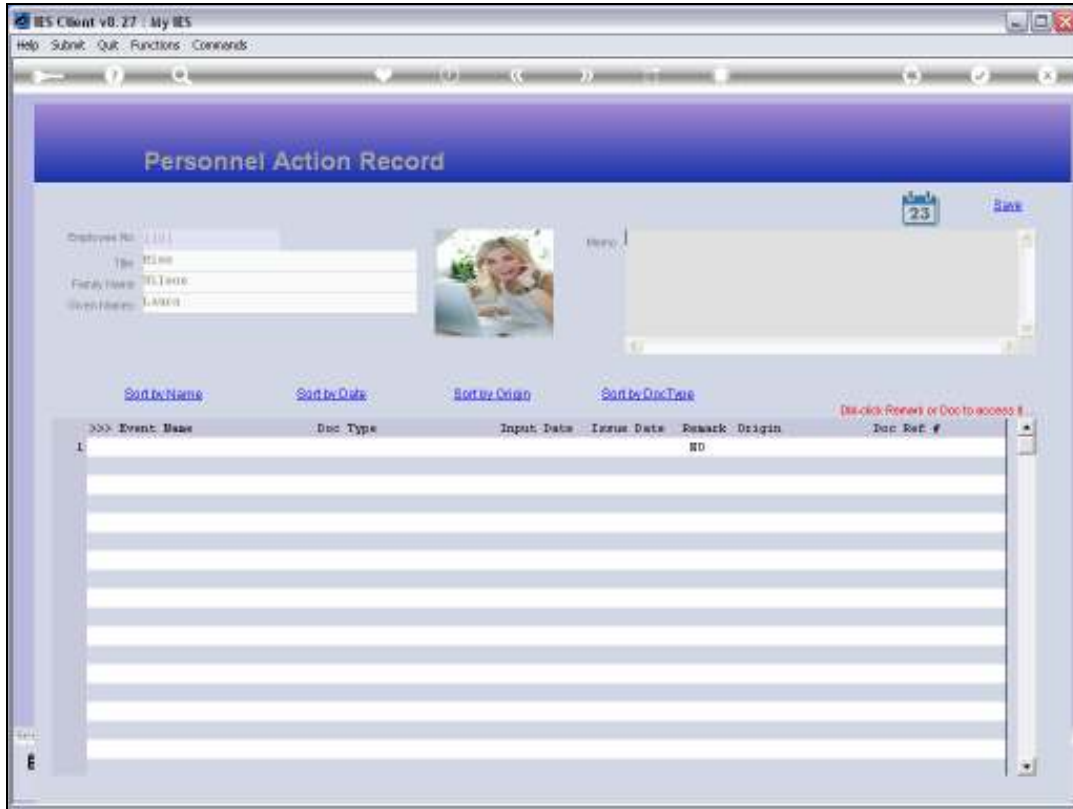
Slide 3
Slide notes:



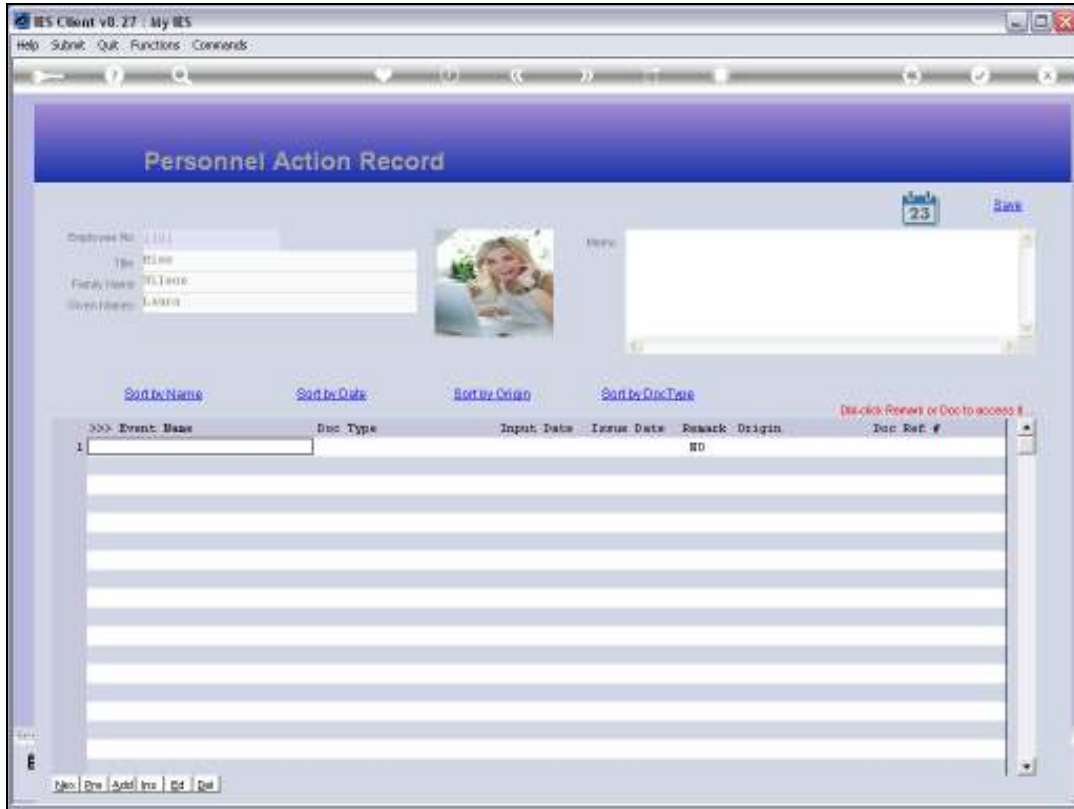
Slide 4
Slide notes:



Slide 5
Slide notes:

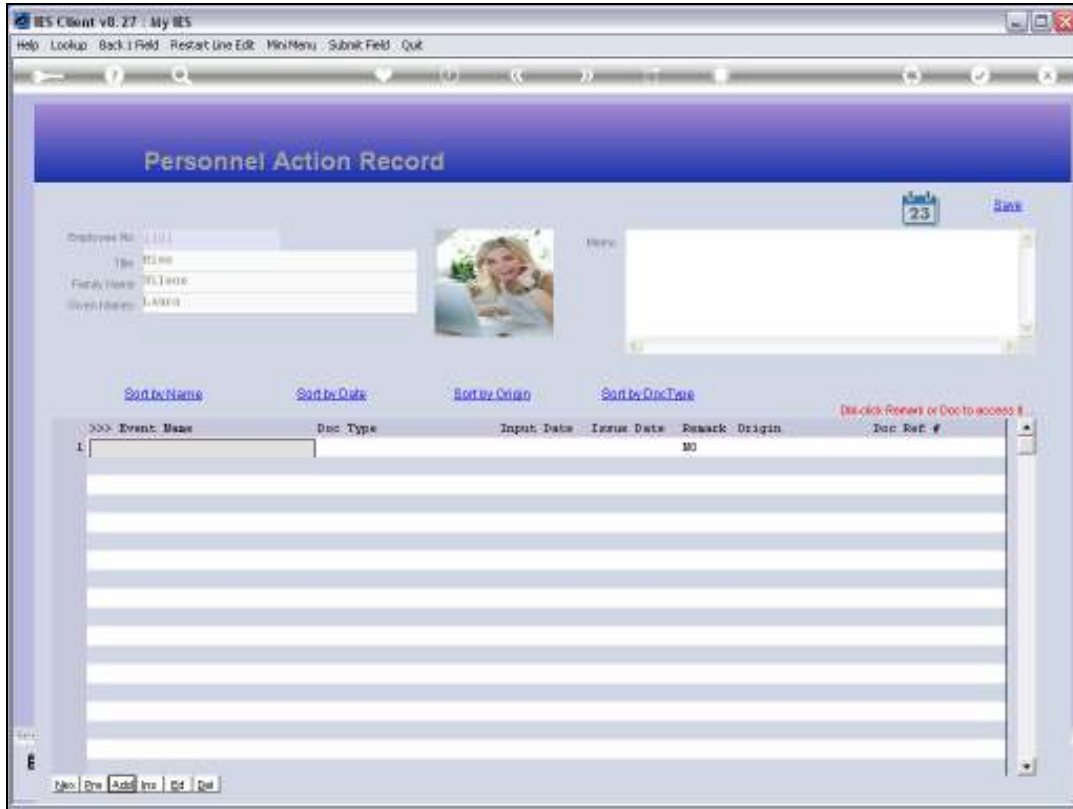


Slide 6
Slide notes:

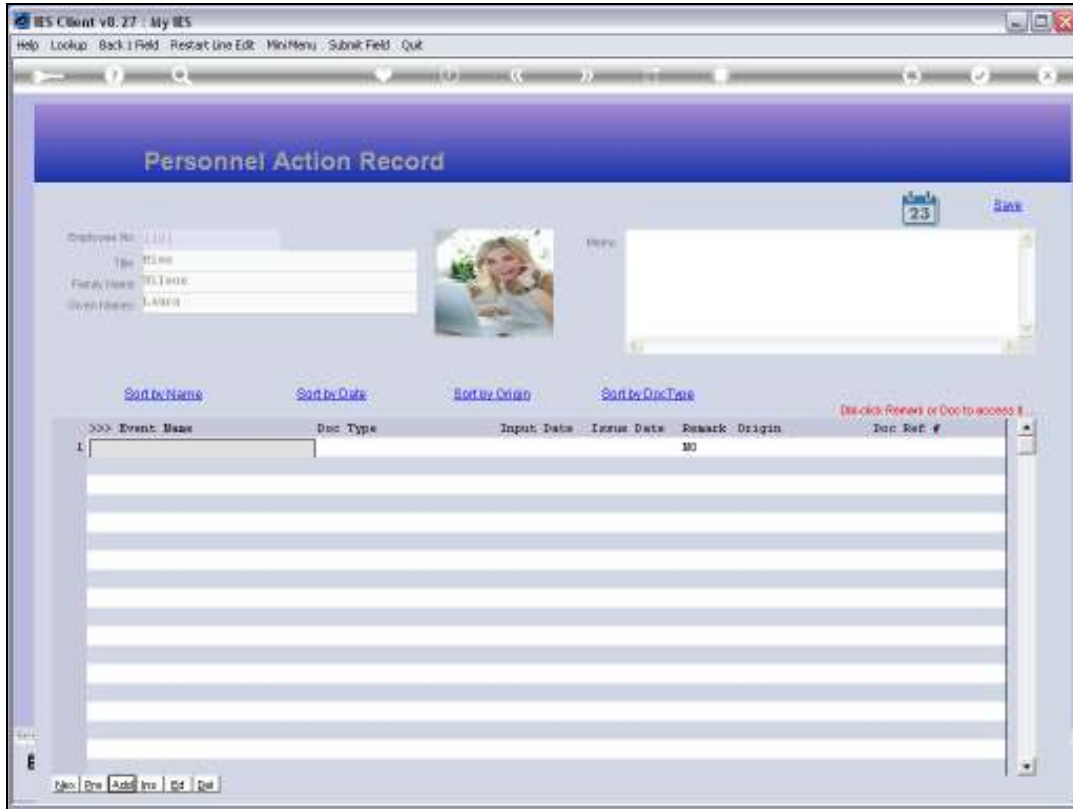


Slide 7

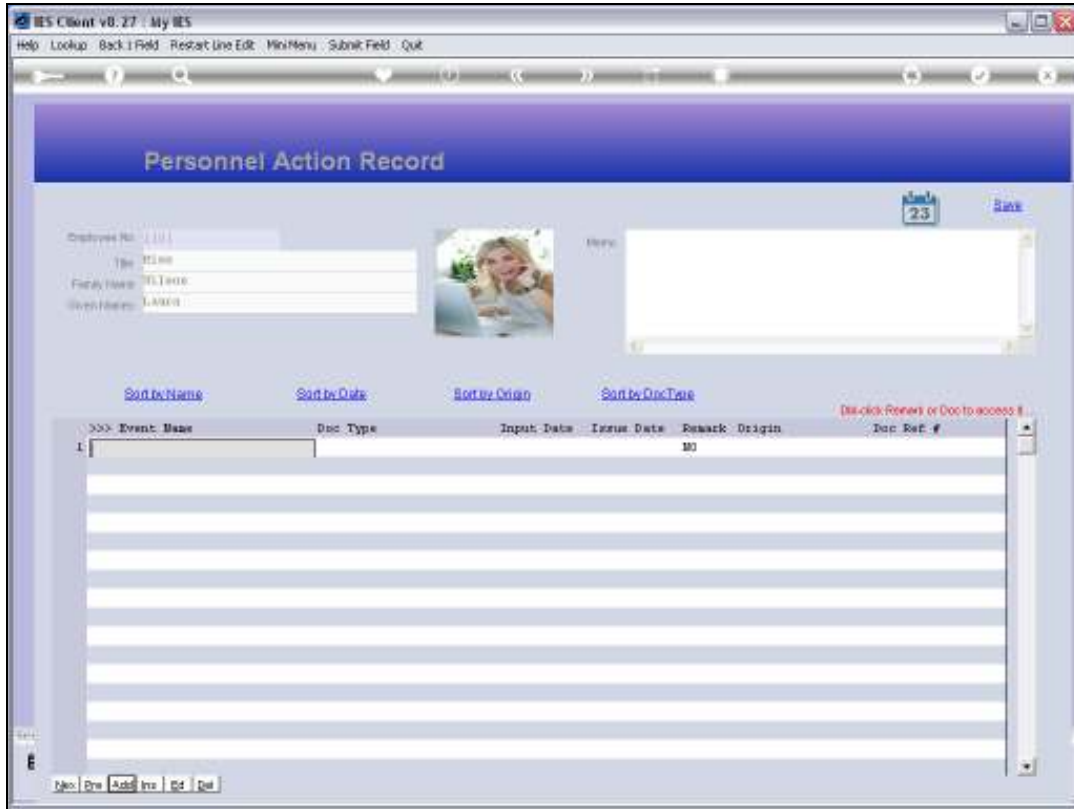
Slide notes: We add new Events by giving a new event a name.



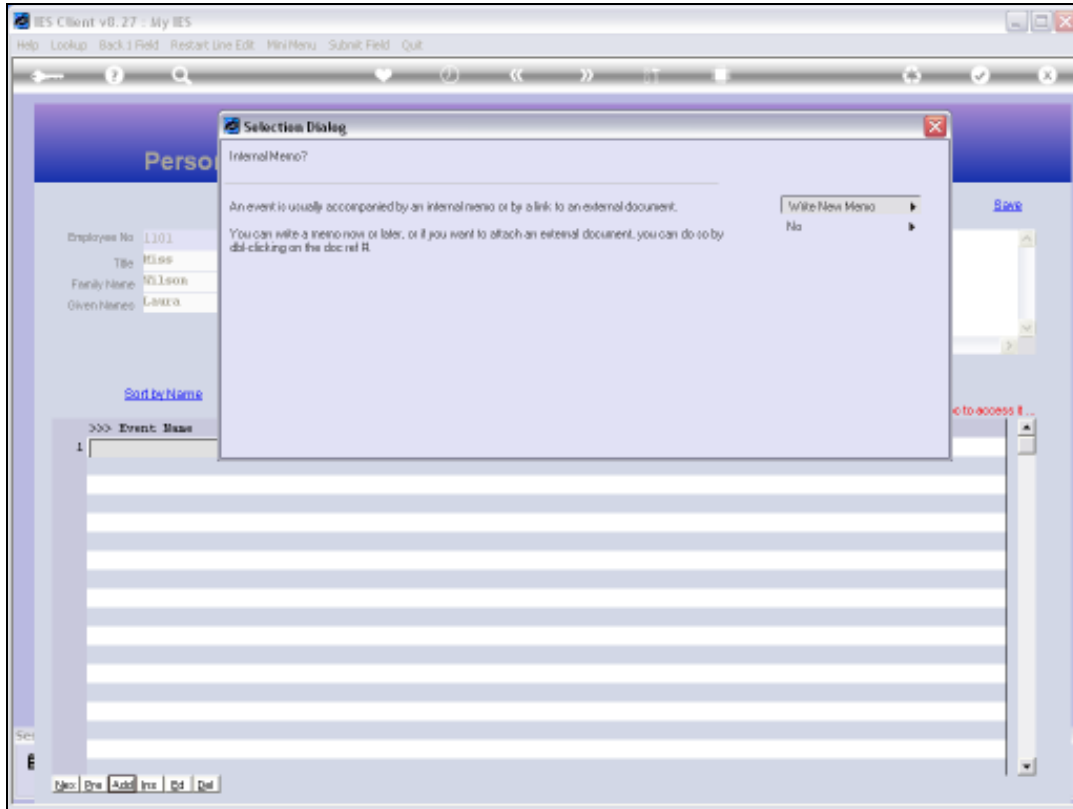
Slide 8
Slide notes:



Slide 9
Slide notes:

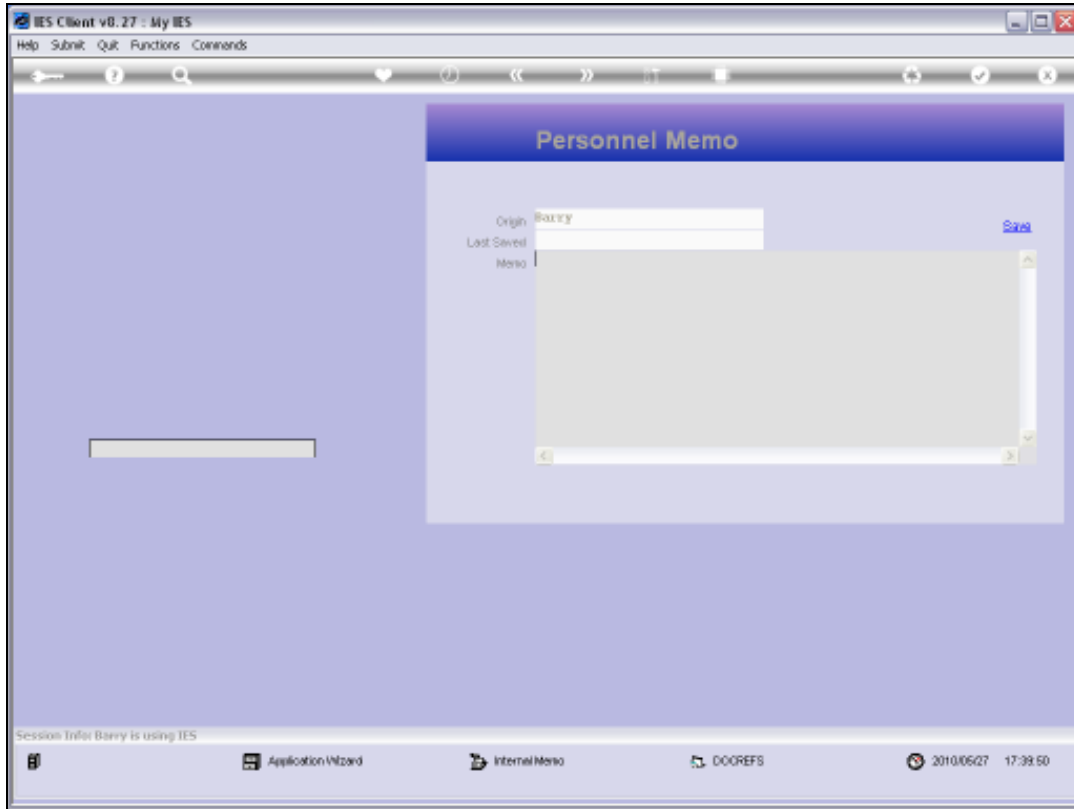


Slide 10
Slide notes:



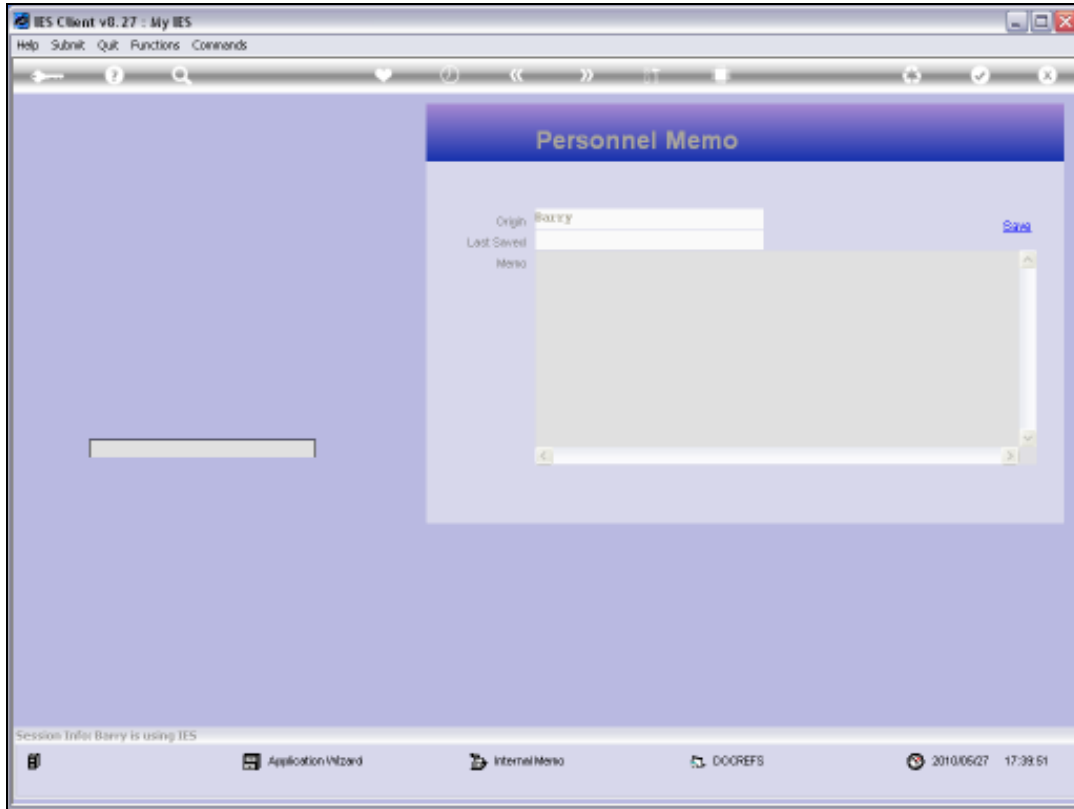
Slide 11

Slide notes: A new Event may be accompanied by an internal Memo, or else we may attach an external Document.



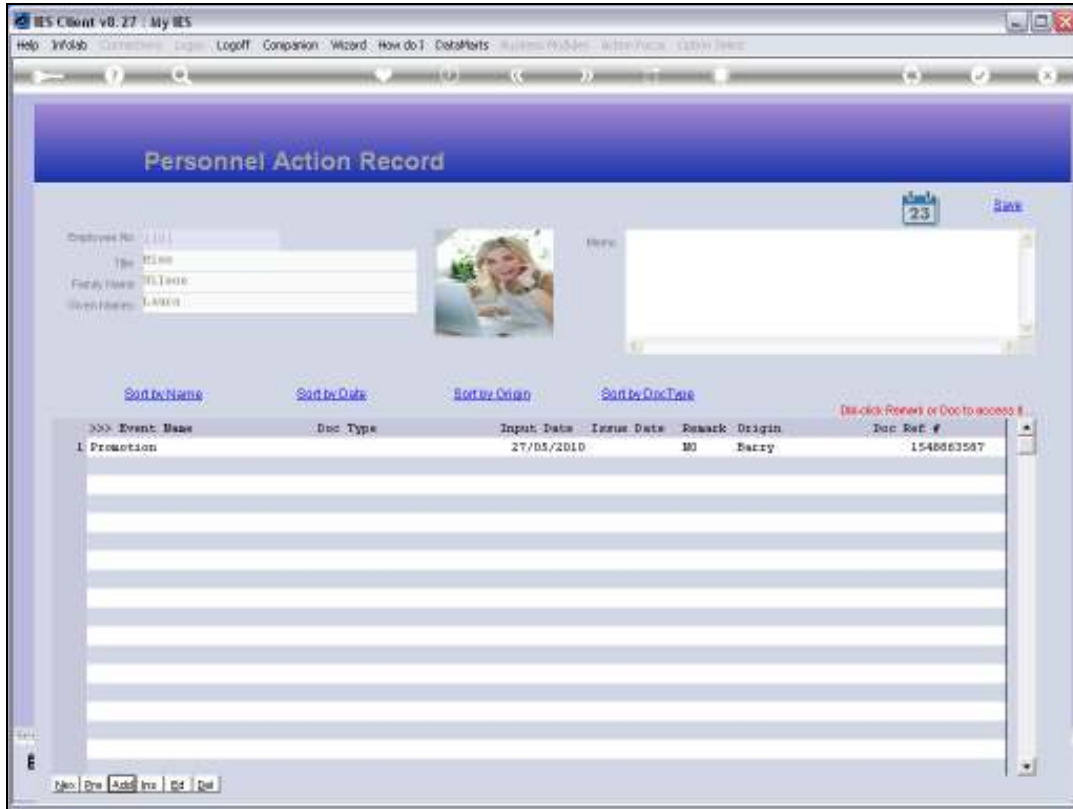
Slide 12

Slide notes:

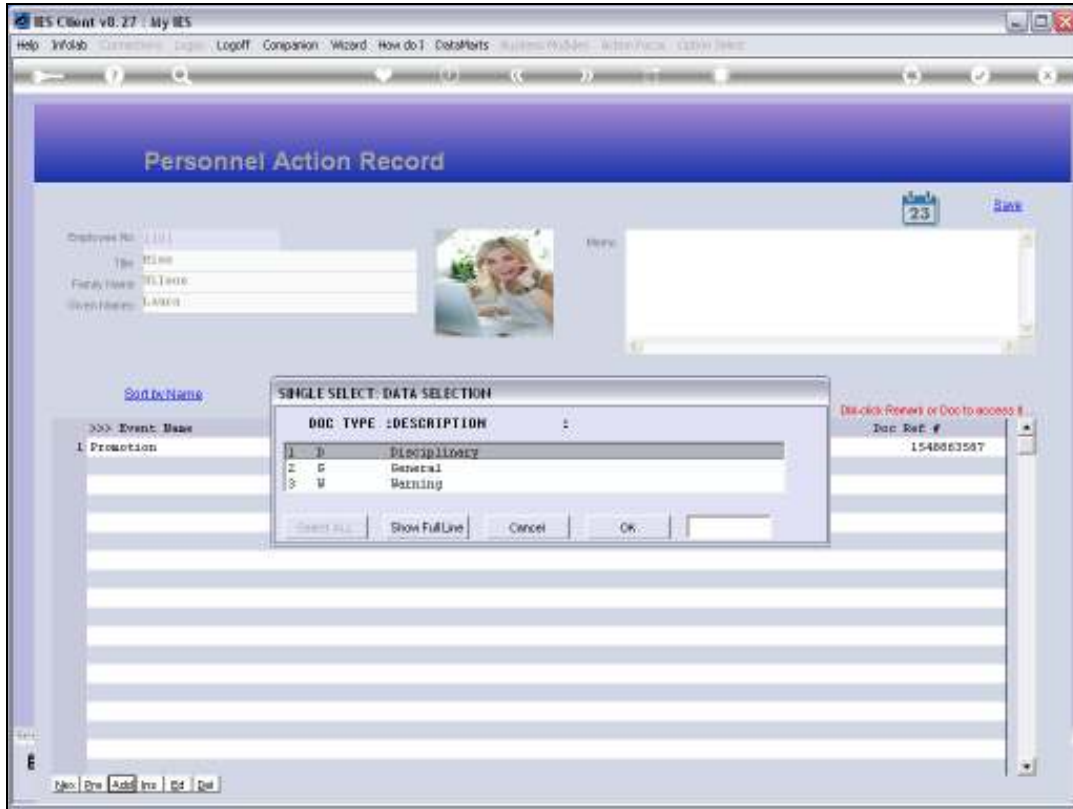


Slide 13

Slide notes:



Slide 14
Slide notes:



Slide 15

Slide notes: We select the Document type for this event from the pop up list, and our list of Document types may include any types that we need.



Slide 16

Slide notes:

Personnel Action Record

Employee No.: []
 Title: []
 Family Name: []
 Given Name: []

Name: []
 Date: 23

Sort by Name Sort by Date Sort by Origin Sort by Doc Type

Doc. Type	Input Date	Issue Date	Remark	Origin	Doc Ref. #
Promotion	27/05/2010		MO	Barry	154883587

New Print Add Inv Edit Del

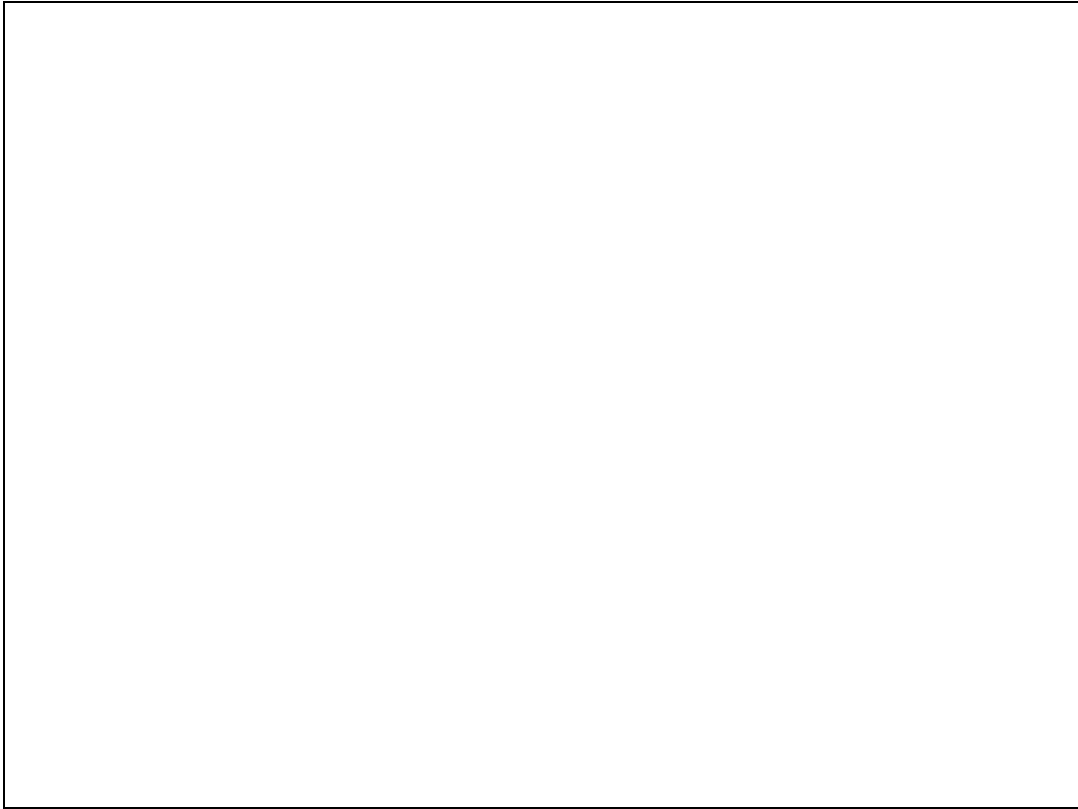
Slide 17

Slide notes: The Issue Date for the Personnel Document is optional, and is usually indicated when it is different from the Capture Date that is automatically inserted.



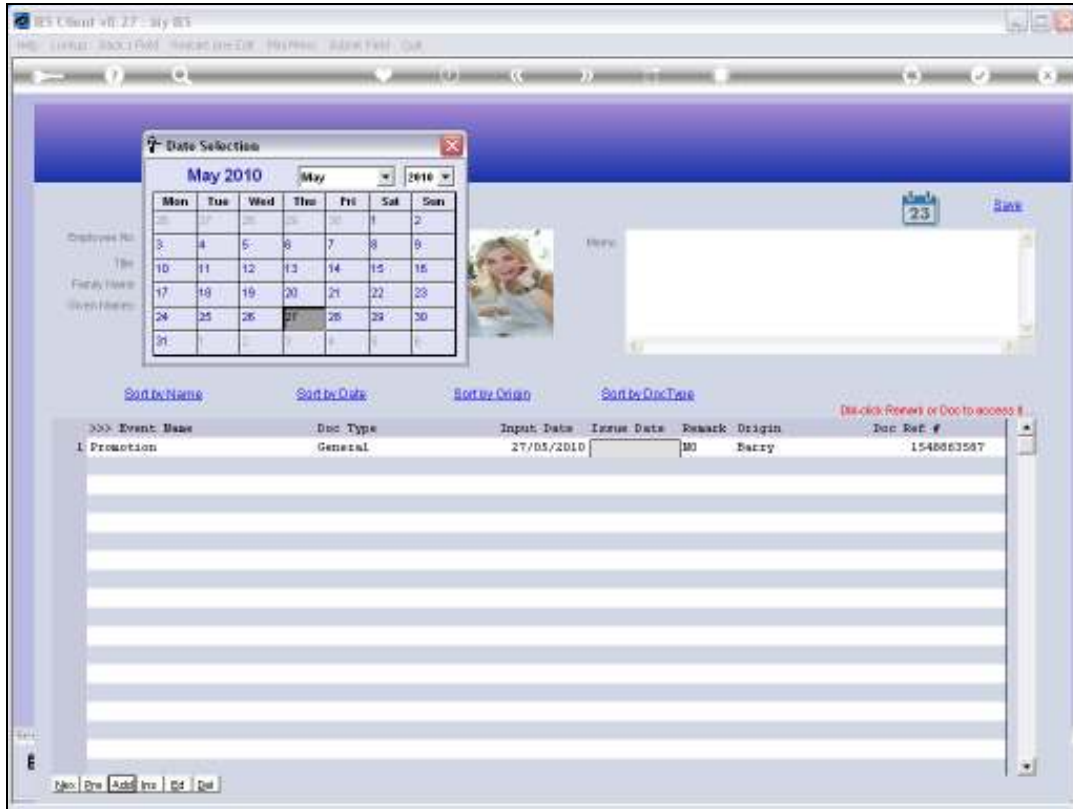
Slide 18

Slide notes:



Slide 19

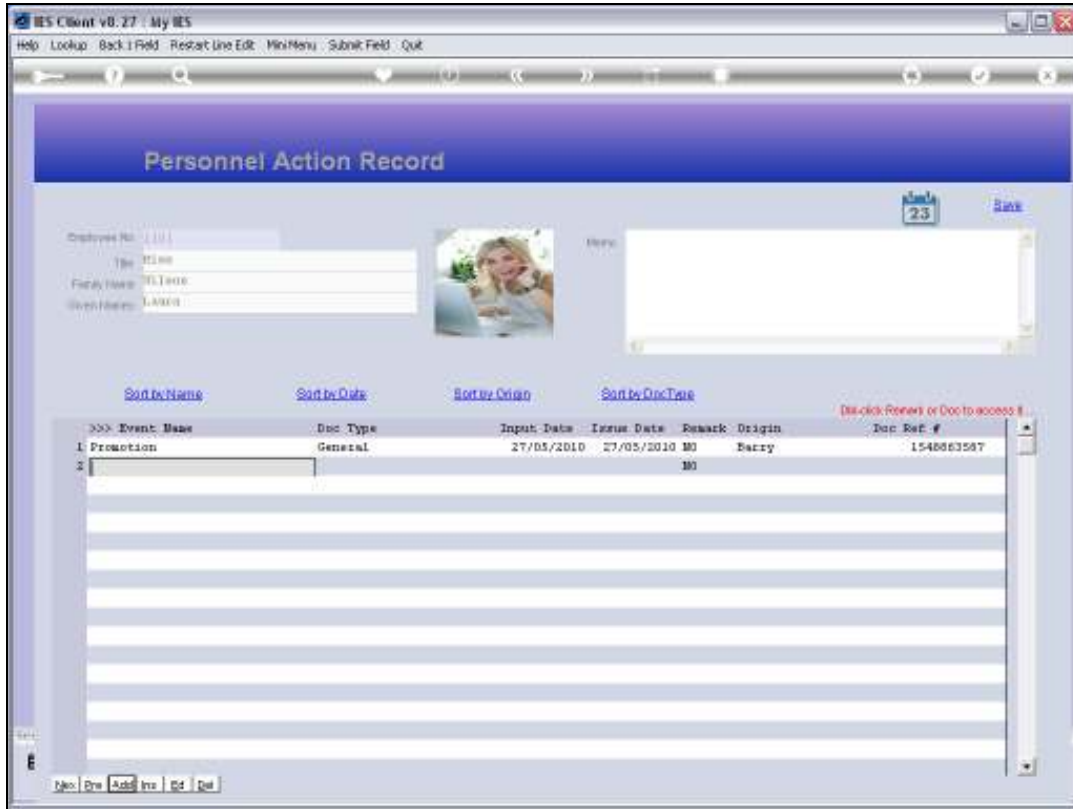
Slide notes:



Slide 20
Slide notes:



Slide 21
Slide notes:

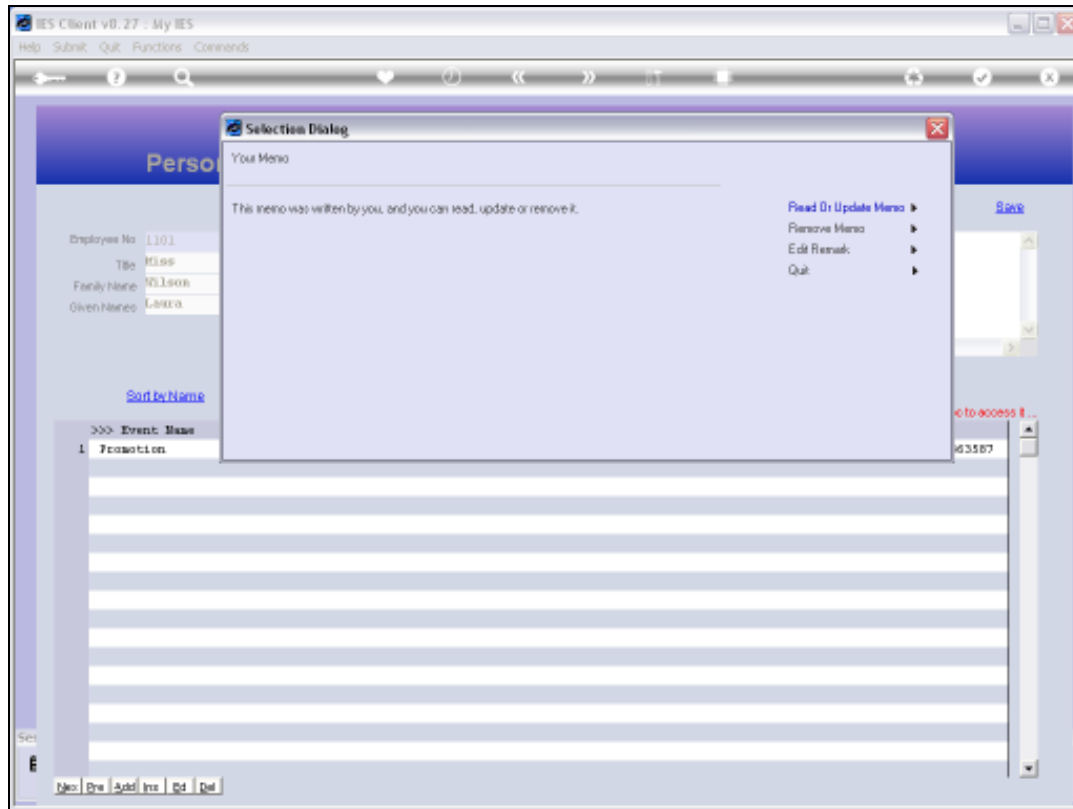


Slide 22
Slide notes:



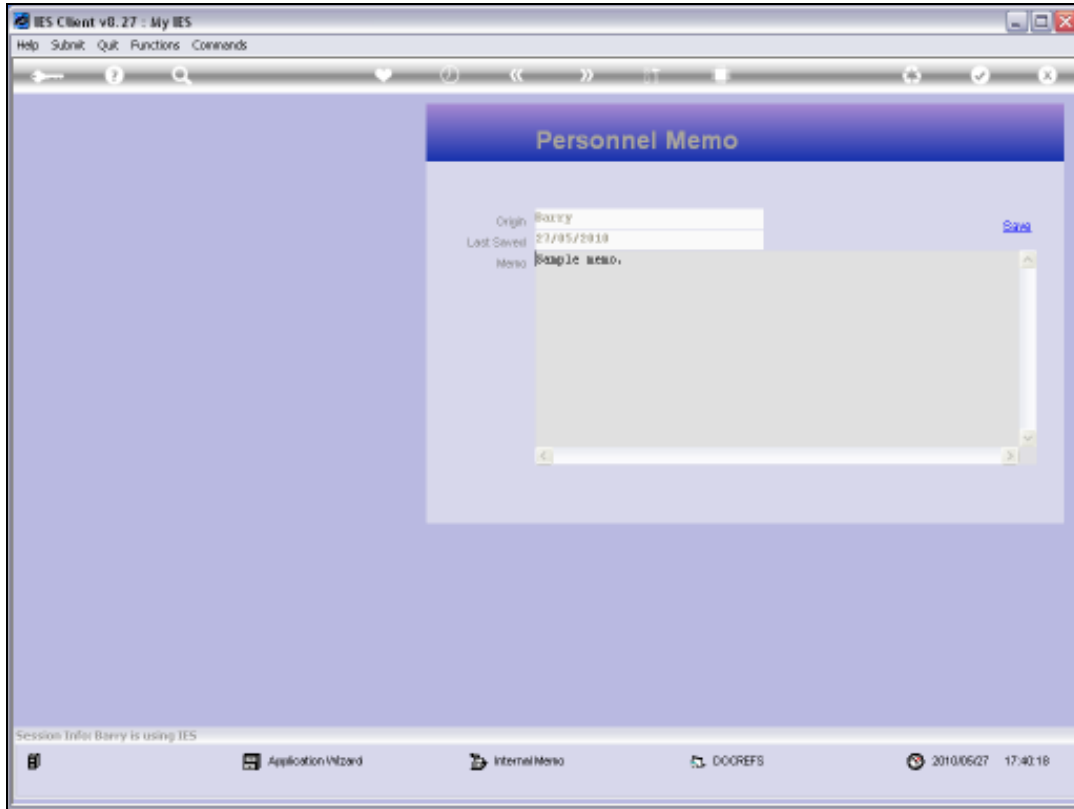
Slide 23

Slide notes: Once we have an event in place, we can access the linked Document or Memo or Remark by double-clicking the Document Reference.



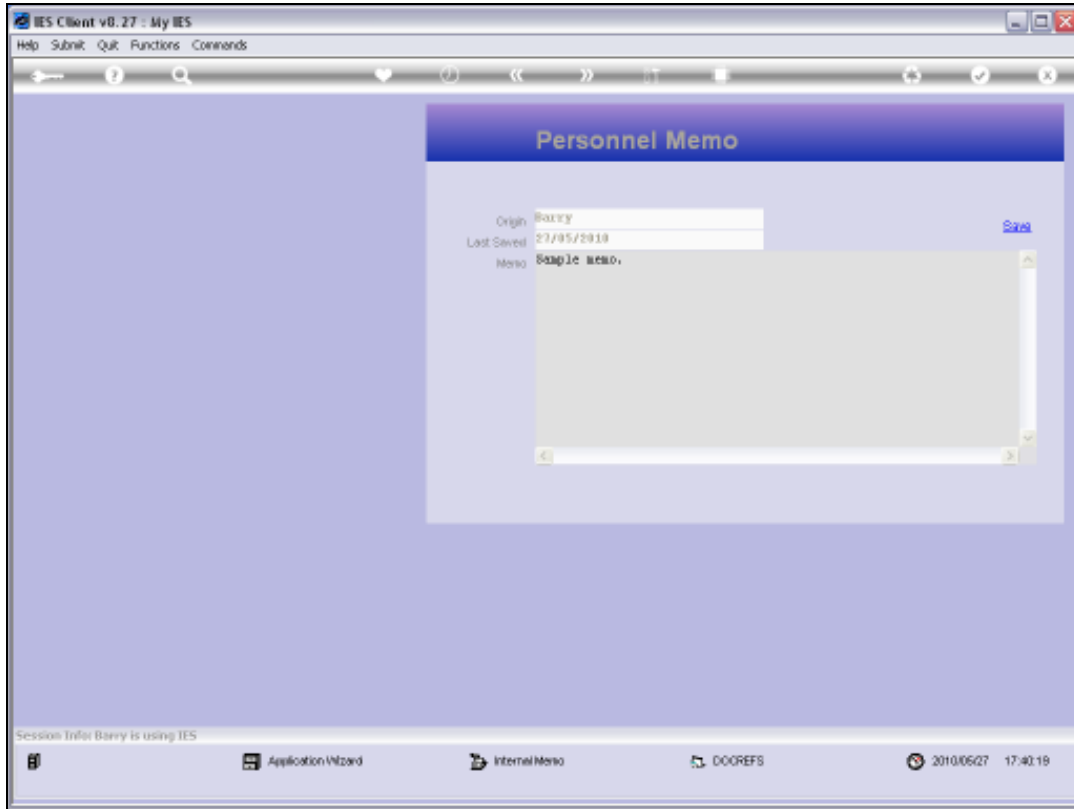
Slide 24

Slide notes: If the current Document for this Event is a Memo, then we can access or remove the Memo, or edit a Remark. A Remark is always available in addition to either a Memo or an external Document.



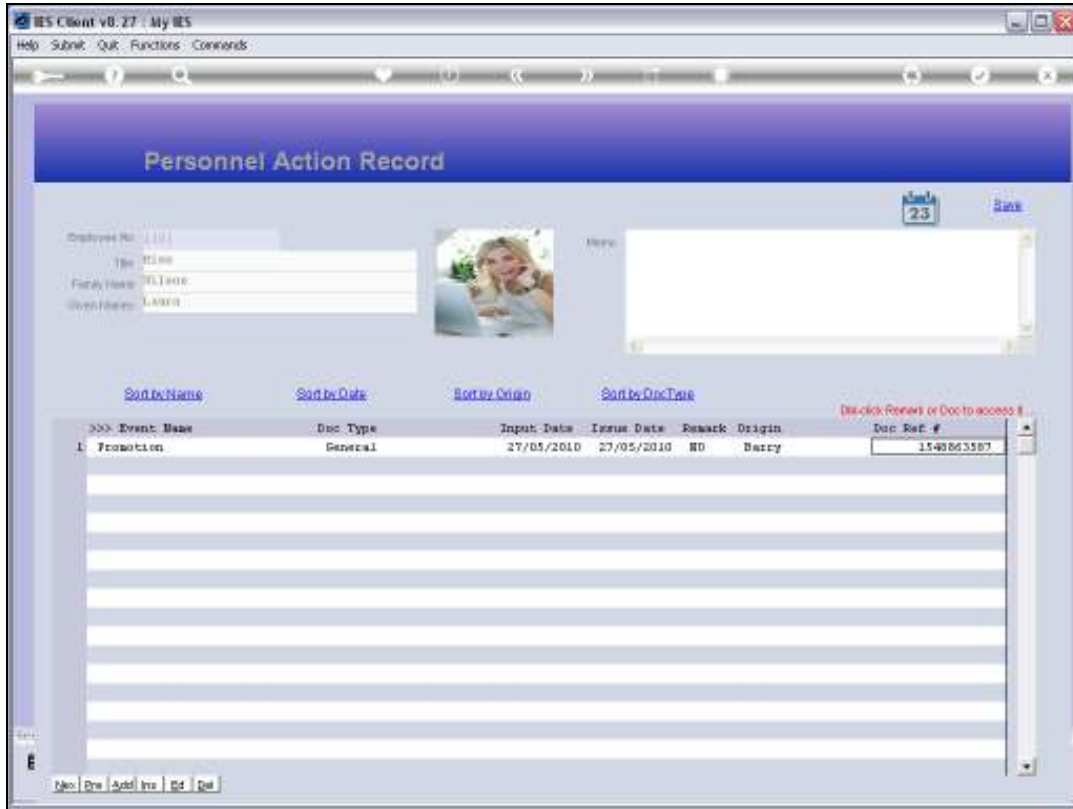
Slide 25

Slide notes:



Slide 26

Slide notes:

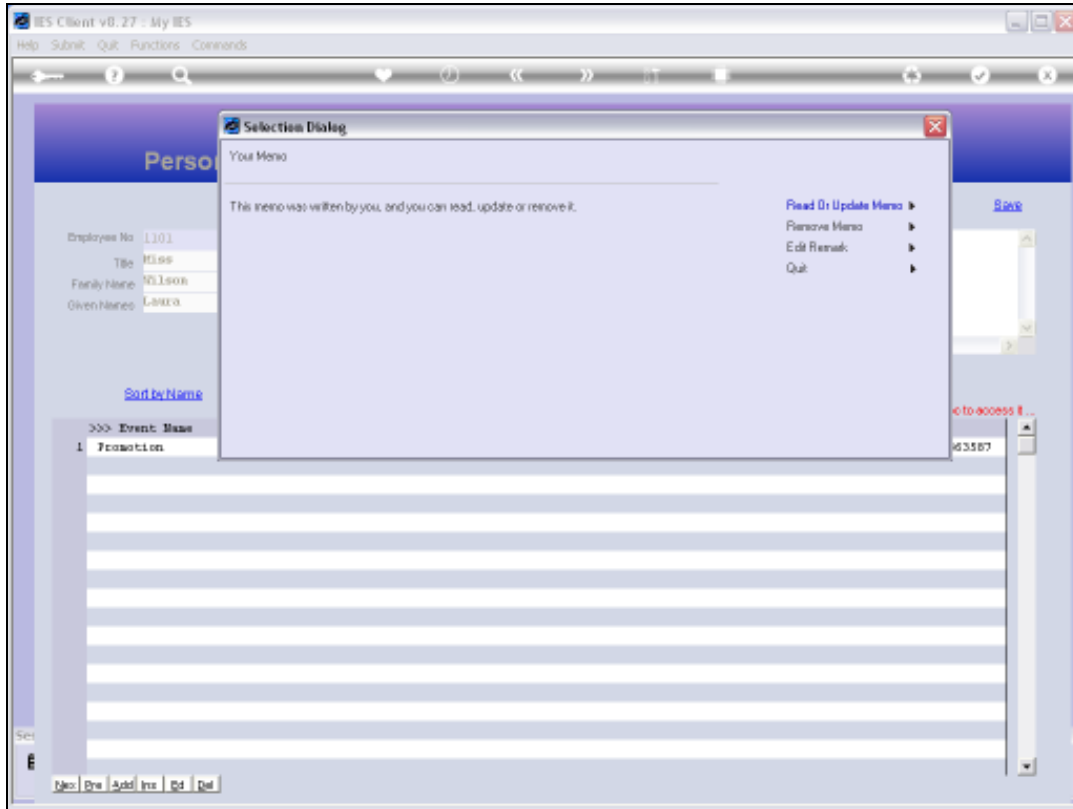


Slide 27
Slide notes:



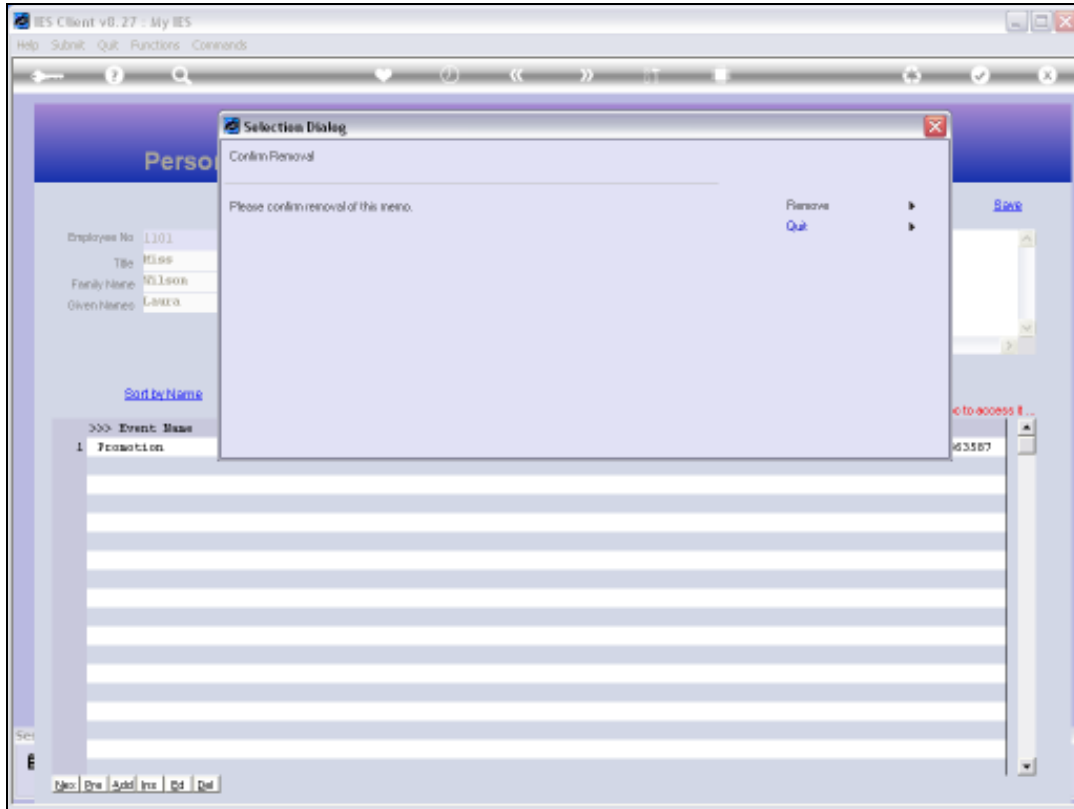
Slide 28

Slide notes:



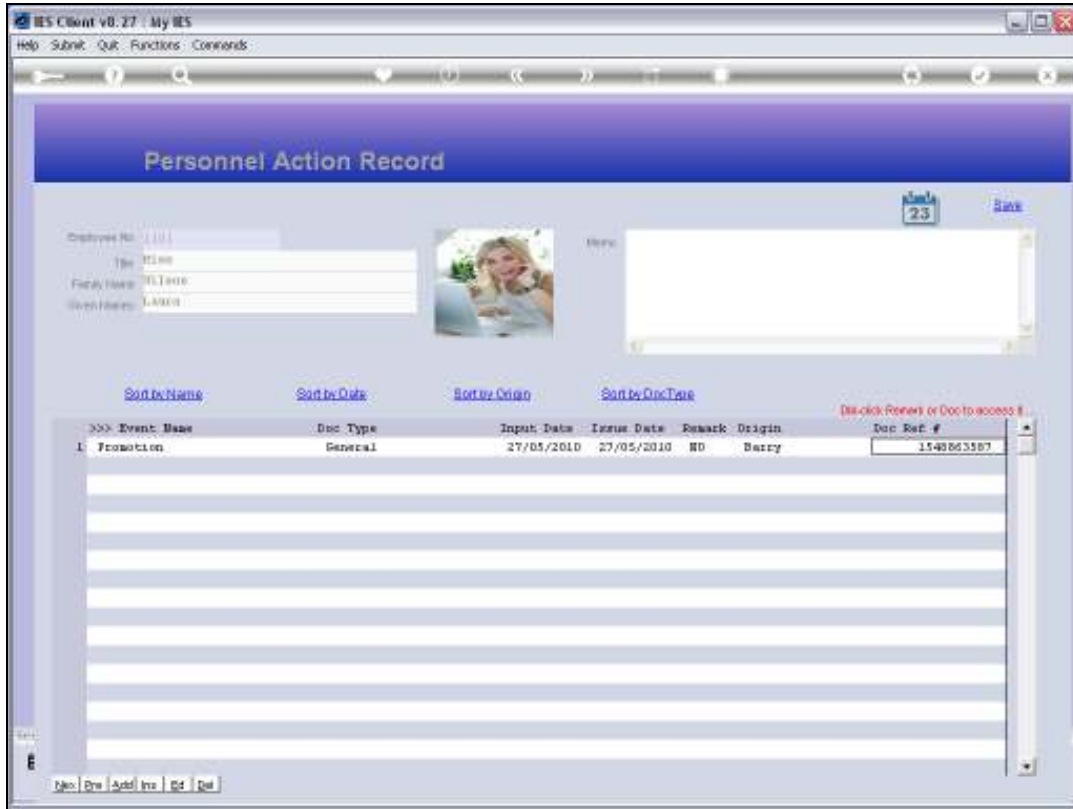
Slide 29

Slide notes: If we remove the Memo, then we can attach an external Document. It is a case of the one or the other.

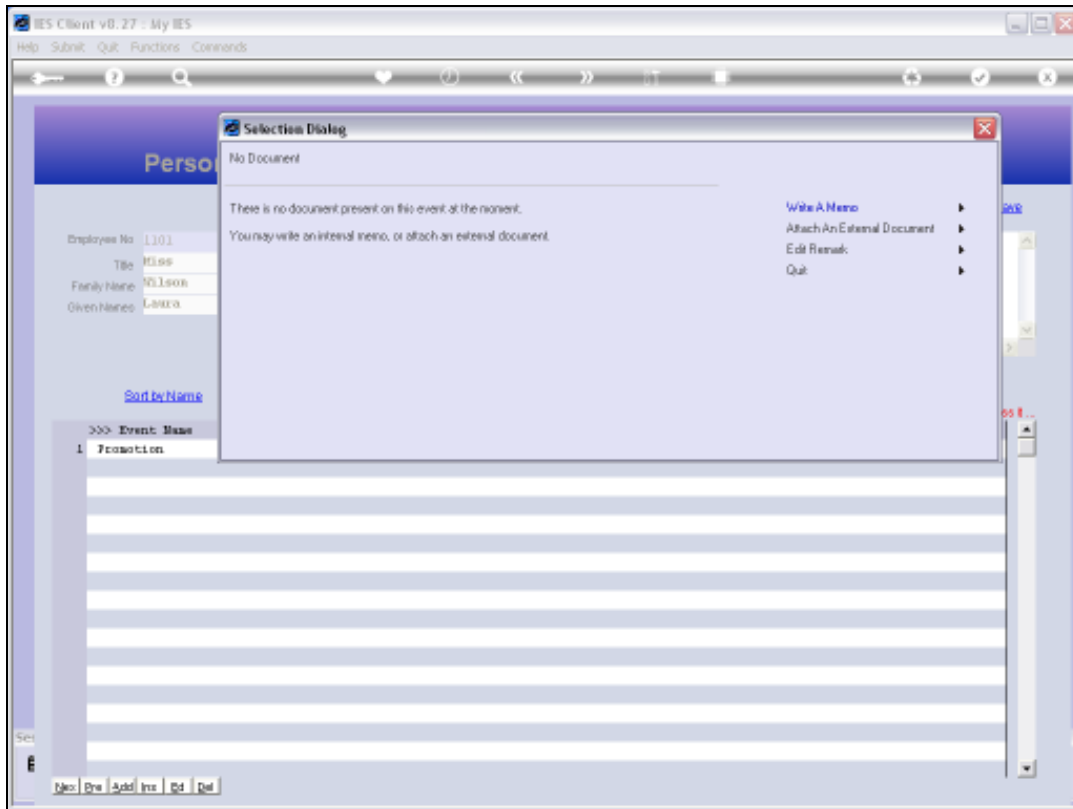


Slide 30

Slide notes:



Slide 31
Slide notes:

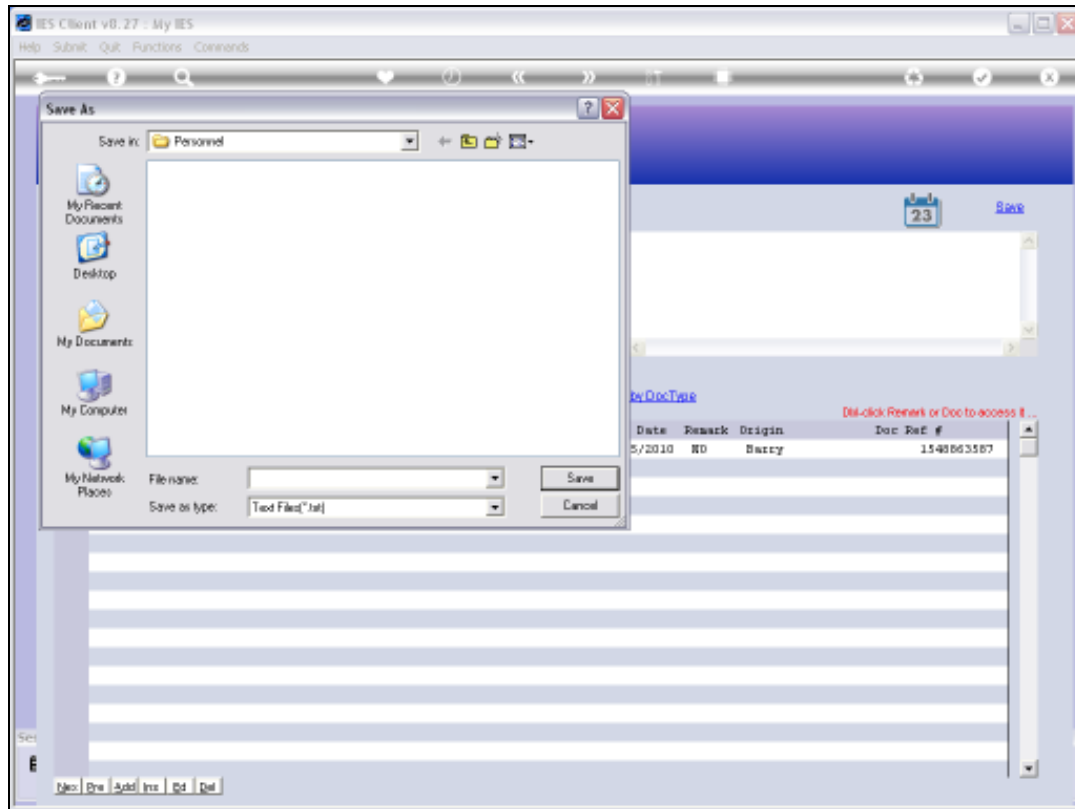


Slide 32

Slide notes:

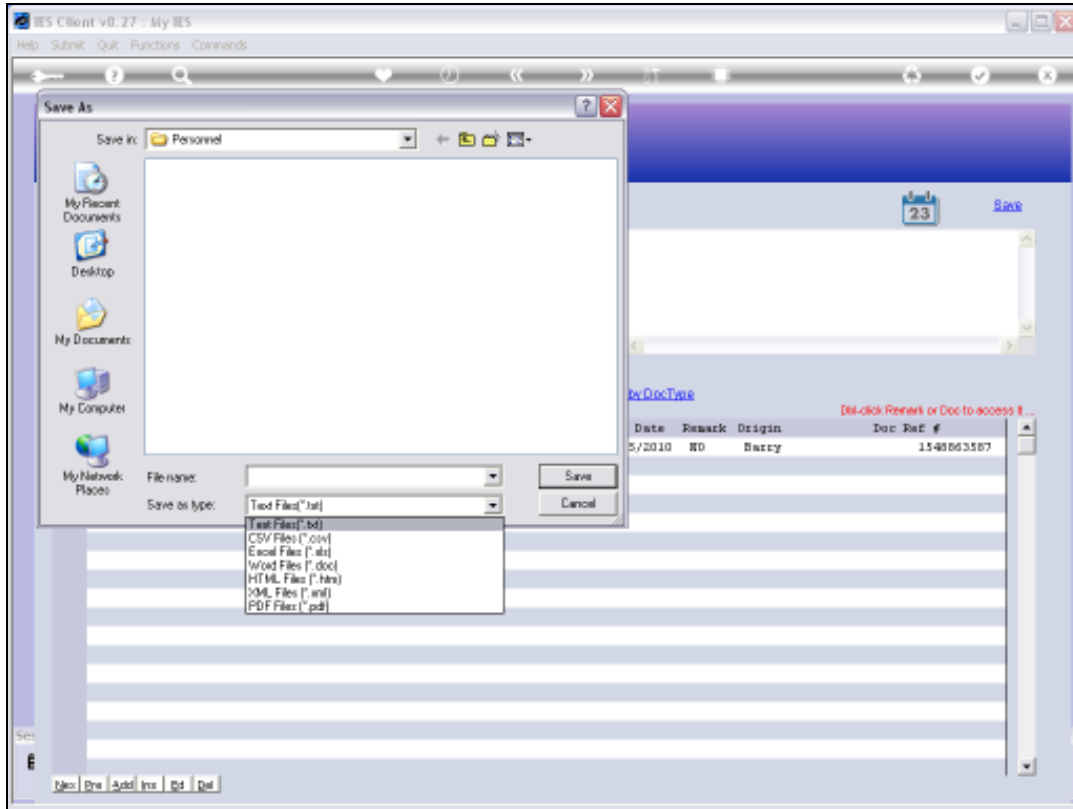
The screenshot shows a web browser window with the title 'Personnel Action Record'. The page has a blue header with the title. Below the header, there is a navigation bar with a calendar icon showing 'June 23' and a 'Save' button. The main content area is divided into two sections. The left section contains a form with fields for 'Employee No.' (1111), 'Title' (PLM), 'Grade/Rate' (PL1000), and 'Over/Under' (LAW). To the right of the form is a small photo of a woman. Further right is a large empty text area. Below the form and photo are four sorting options: 'Sort by Name', 'Sort by Date', 'Sort by Origin', and 'Sort by DocType'. The main section is a table with the following columns: 'Event Name', 'Doc. Type', 'Input Date', 'Issue Date', 'Remark', 'Origin', and 'Doc. Ref. #'. The first row of data is: '1. Promotion', 'General', '27/05/2010', '27/05/2010', 'NO', 'Barry', and '1540863587'. Below the table are several empty rows. At the bottom left, there are buttons for 'New', 'Print', 'Add', 'Inv', 'Edit', and 'Del'. A red note at the bottom right of the table area says '(No click: Renewal or Doc to access it)'. The browser window title is 'RS Cloud v0.27 - My RS' and the address bar shows 'http://www.rs.com/Personnel/Overview'.

Slide 33
Slide notes:



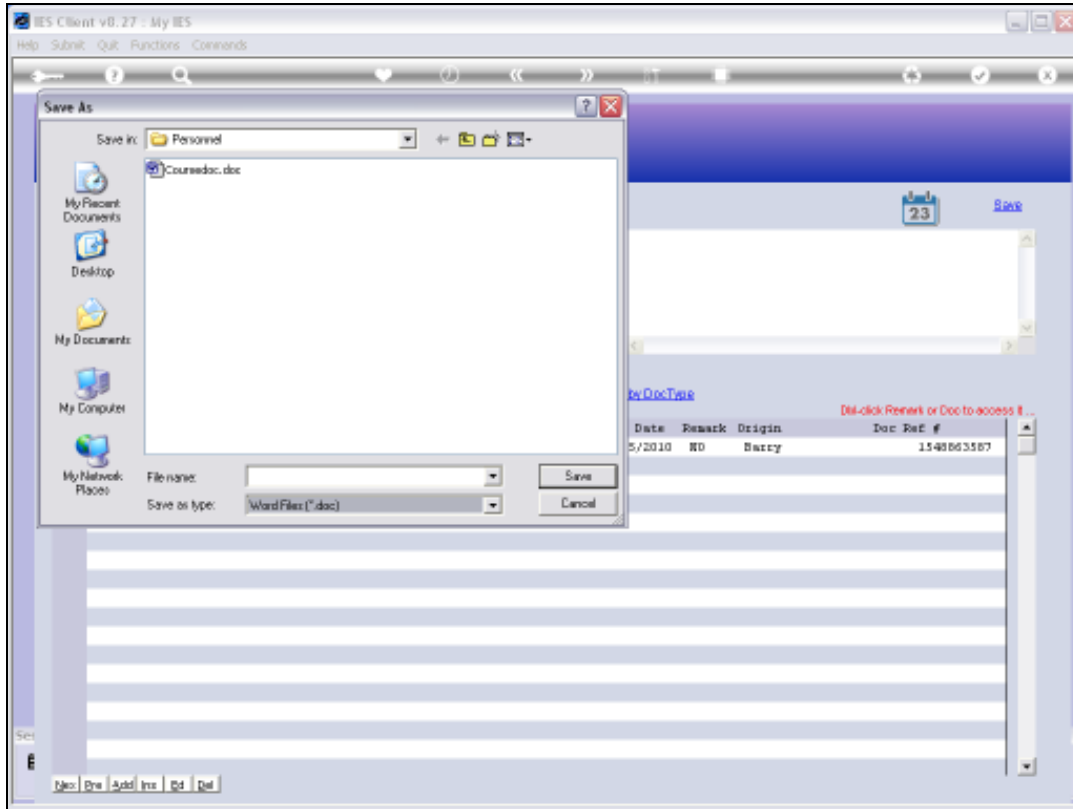
Slide 34

Slide notes: It is recommended that we have a special Folder on the network where all Personnel Documents of this nature may be found.



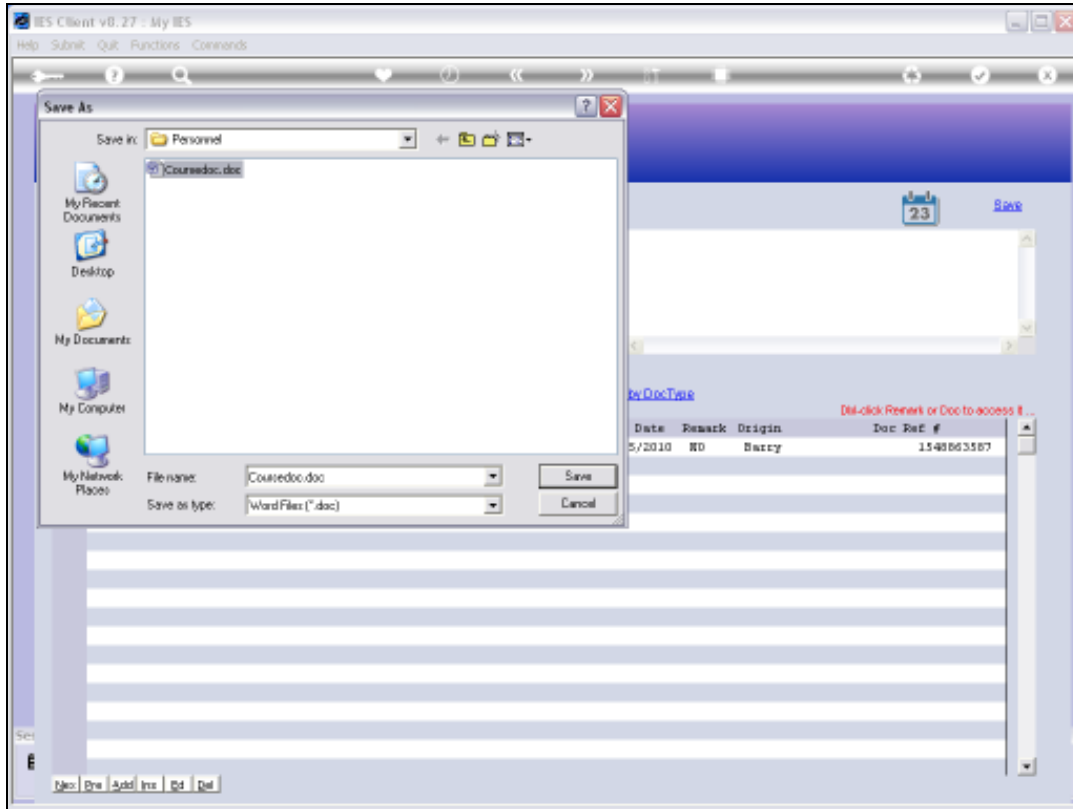
Slide 35

Slide notes:



Slide 36

Slide notes:

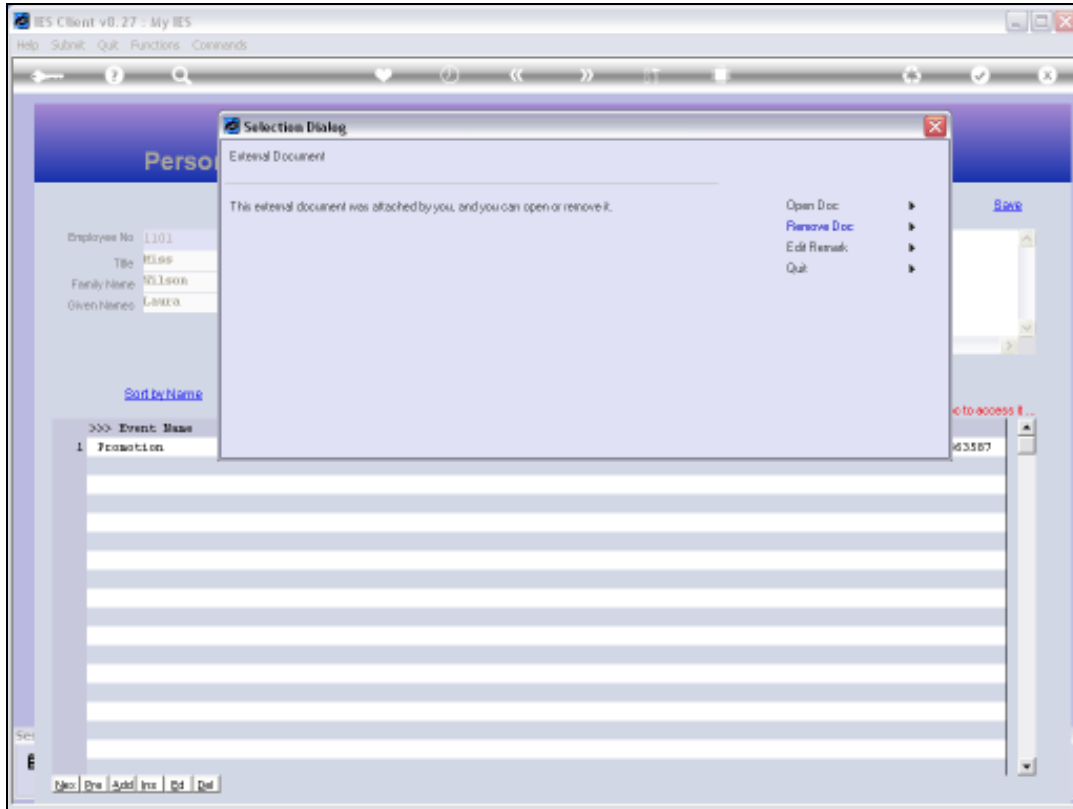


Slide 37

Slide notes:



Slide 38
Slide notes:



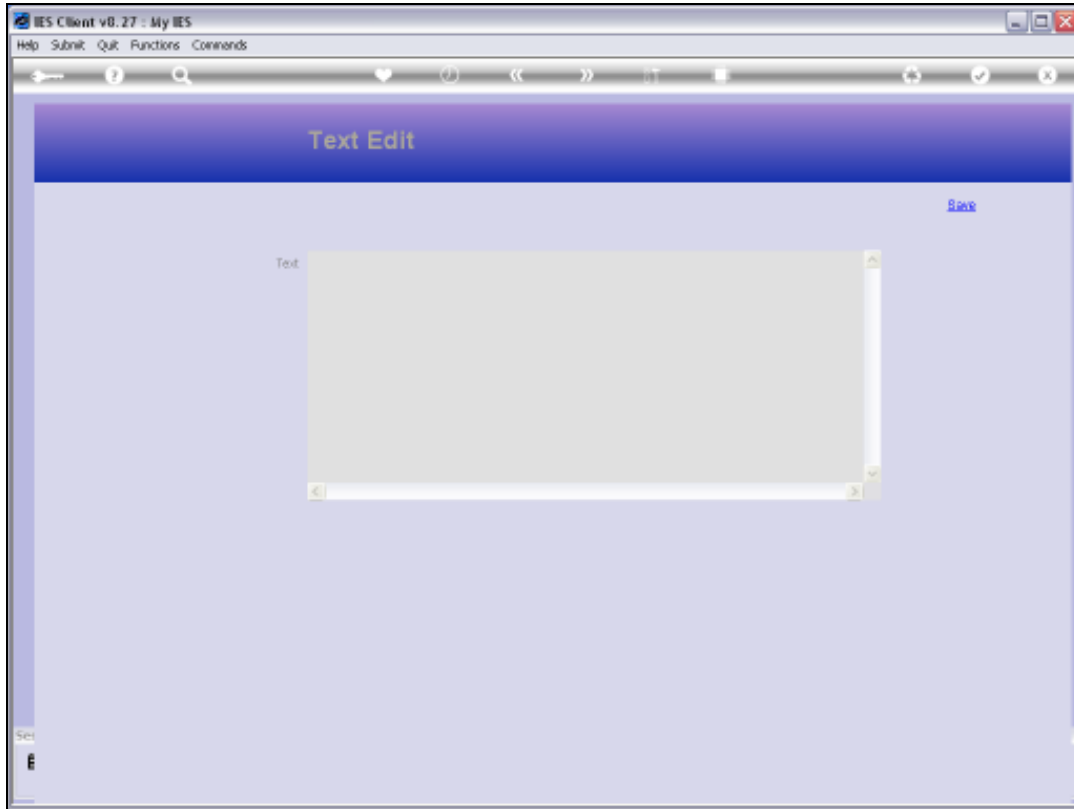
Slide 39

Slide notes:



Slide 40

Slide notes:



Slide 41

Slide notes: A Remark can be added or edited at any stage, and this remark, if present, is included on the Personnel Events Documents Report.

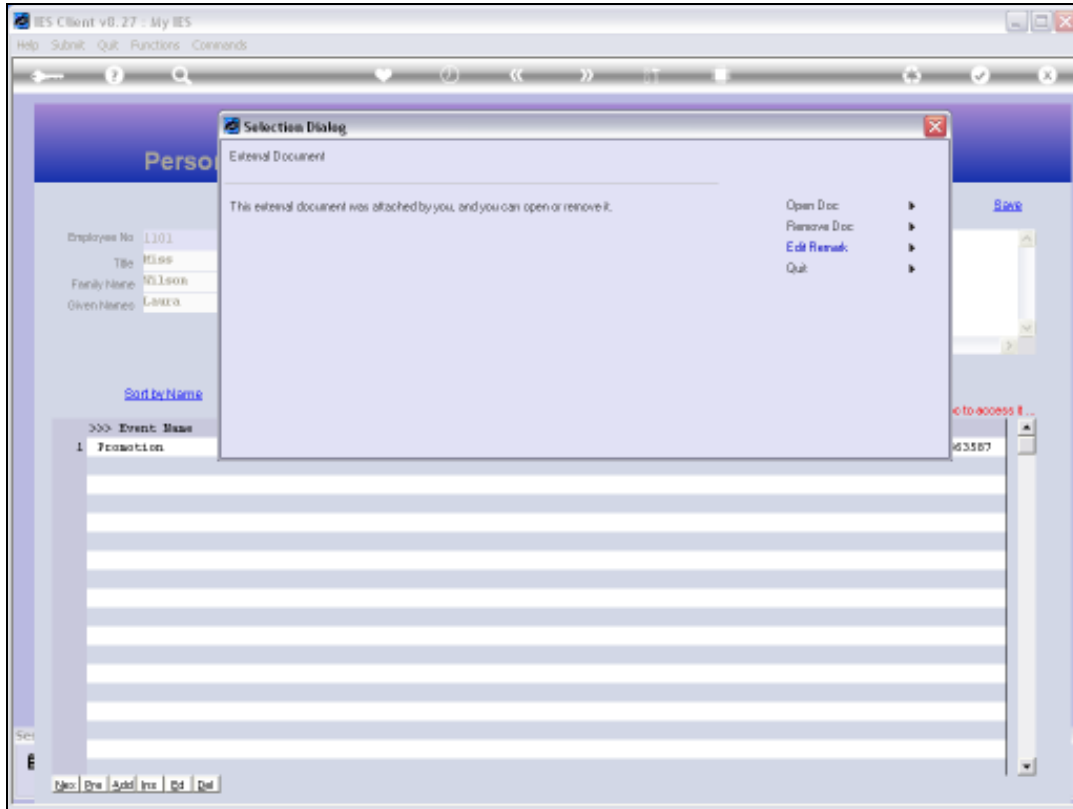


Slide 42
Slide notes:



Slide 43

Slide notes:



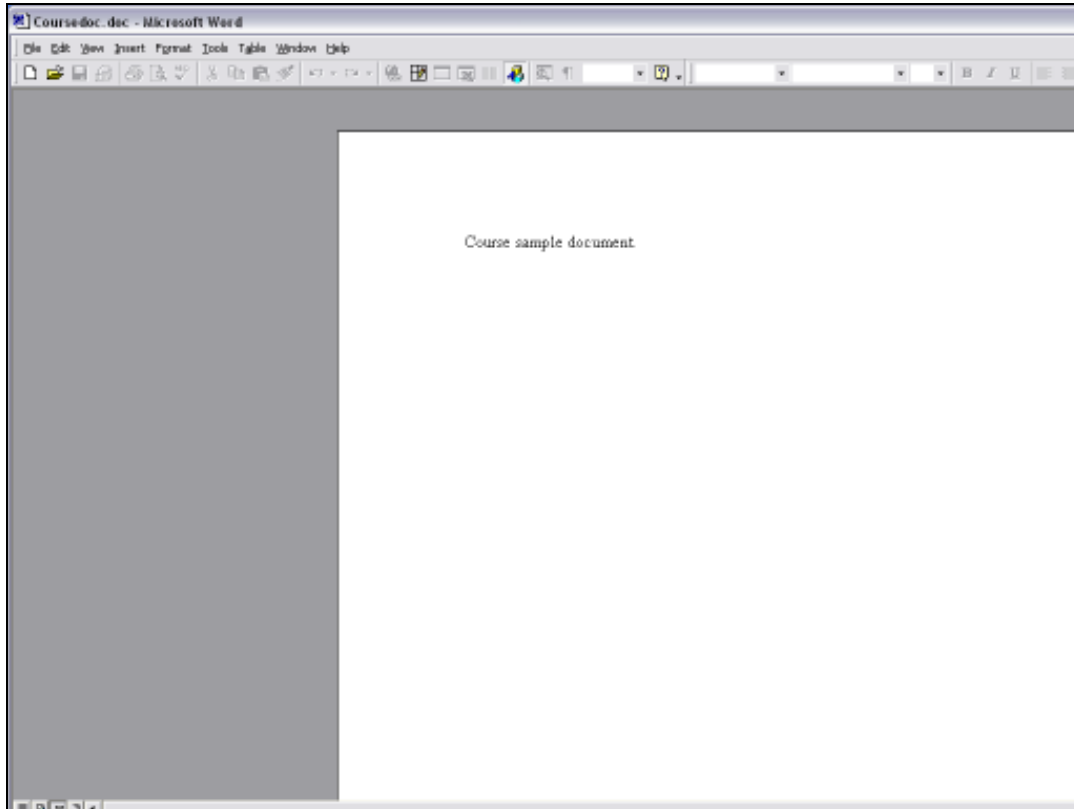
Slide 44

Slide notes: If an external Document is attached, then it can be opened from the dbl-click options.



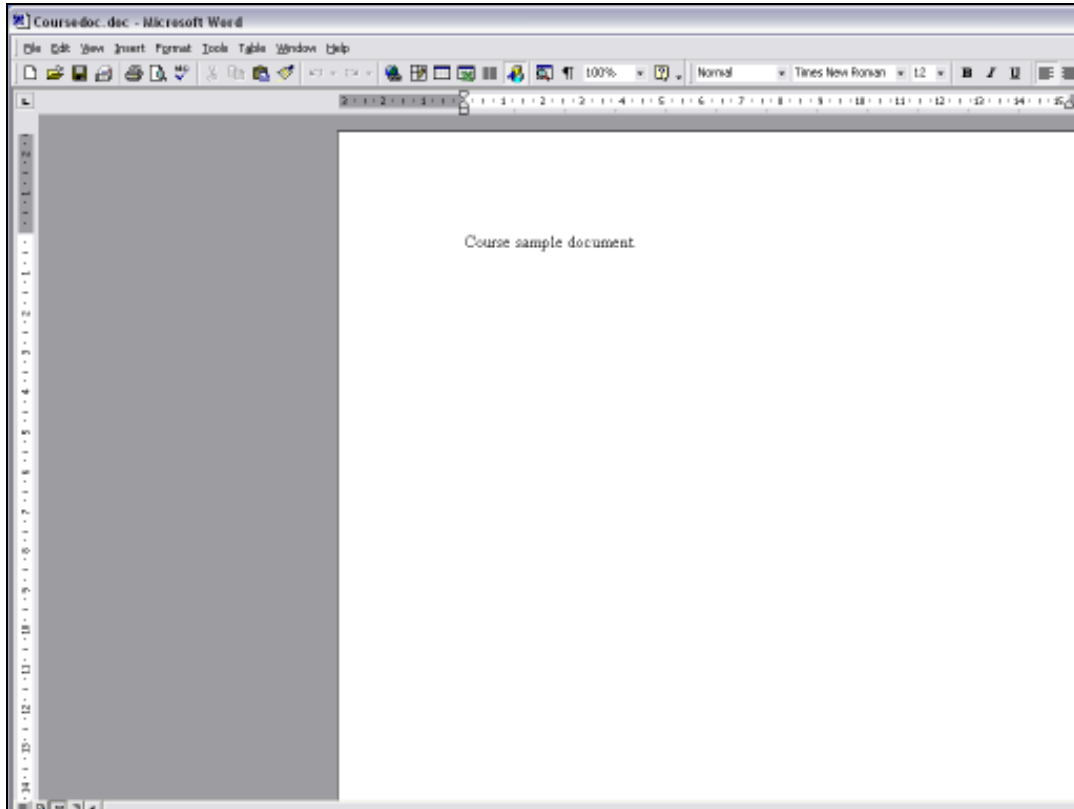
Slide 45

Slide notes:



Slide 46

Slide notes:



Slide 47

Slide notes:

Personnel Action Record

Employee No: 1001
 Title: HR
 Family Name: Lee
 Given Name: Frank

Sort by Name | Sort by Date | Sort by Origin | Sort by Doc Type

Did click Remark or Doc to access #...

Event #	Event Name	Doc Type	Input Date	Issue Date	Remark	Origin	Doc Ref #
1	Warning: AT.06/PH.AIML.01/	Warning	10/07/2006		NO	System Manager	14468230660
2	Warning: AT.06/PH.AIML.01/	Warning	10/07/2006		NO	System Manager	14468230668
3	Warning: AT.06/PH.AIML.01/	Warning	10/07/2006		NO	System Manager	14468226695
4	Warning: AT.06/PH.AIML.01/	Warning	10/07/2006		NO	System Manager	14468226696
5	Hearing	Disciplinary	24/06/2008		NO	Barry	1478642182
6	Demo	General	06/01/2009		NO	Barry	1498232229
7	Demo	Warning	12/05/2010	10/05/2010	YES	Barry	1547331850

Slide 48

Slide notes: Next, we move to another Employee with more event history, and here we can see how we can sort the Event History in a number of ways when working with it.

Personnel Action Record

Employee No: 1001
Title: HR
Family Name: Lee
Given Name: Frank

Menu

Sort by Name | Sort by Date | Sort by Origin | Sort by Doc Type

Click Remark or Doc to access #

Event #	Event Name	Doc Type	Input Date	Issue Date	Remark	Origin	Doc Ref #
1	Demo	General	06/01/2009		NO	Barry	1498232229
2	Demo	Warning	12/05/2010		NO	Barry	1547331850
3	Hearing	Disciplinary	24/06/2008		NO	Barry	1478642182
4	Warning: AT.06/PH.AIM.01/	Warning	10/07/2006		NO	System Manager	14468230660
5	Warning: AT.06/PH.AIM.01/	Warning	10/07/2006		NO	System Manager	1446823066N
6	Warning: AT.06/PH.AIM.01/	Warning	10/07/2006		NO	System Manager	14468228693
7	Warning: AT.06/PH.AIM.01/	Warning	10/07/2006	10/05/2010	YES	System Manager	1446822869R

Slide 49
Slide notes:

Personnel Action Record

Employee No: 1001
Title: HR
Family Name: Lee
Given Name: Frank

Sort by Name | Sort by Date | Sort by Origin | Sort by Doc Type

14468228698

Event Name	Doc Type	Input Date	Issue Date	Remark	Origin	Doc Ref #
1 Demo	Warning	12/05/2010		NO	Barry	1547331850
2 Demo	General	06/01/2009		NO	Barry	1498232229
3 Hearing	Disciplinary	24/06/2008		NO	Barry	1478642182
4 Warning: AT.06/PH.AIM.01/	Warning	10/07/2006		NO	System Manager	14468230660
5 Warning: AT.06/PH.AIM.01/	Warning	10/07/2006		NO	System Manager	14468230668
6 Warning: AT.06/PH.AIM.01/	Warning	10/07/2006		NO	System Manager	14468228693
7 Warning: AT.06/PH.AIM.01/	Warning	10/07/2006	10/05/2010	YES	System Manager	14468228698

Slide 50
Slide notes:

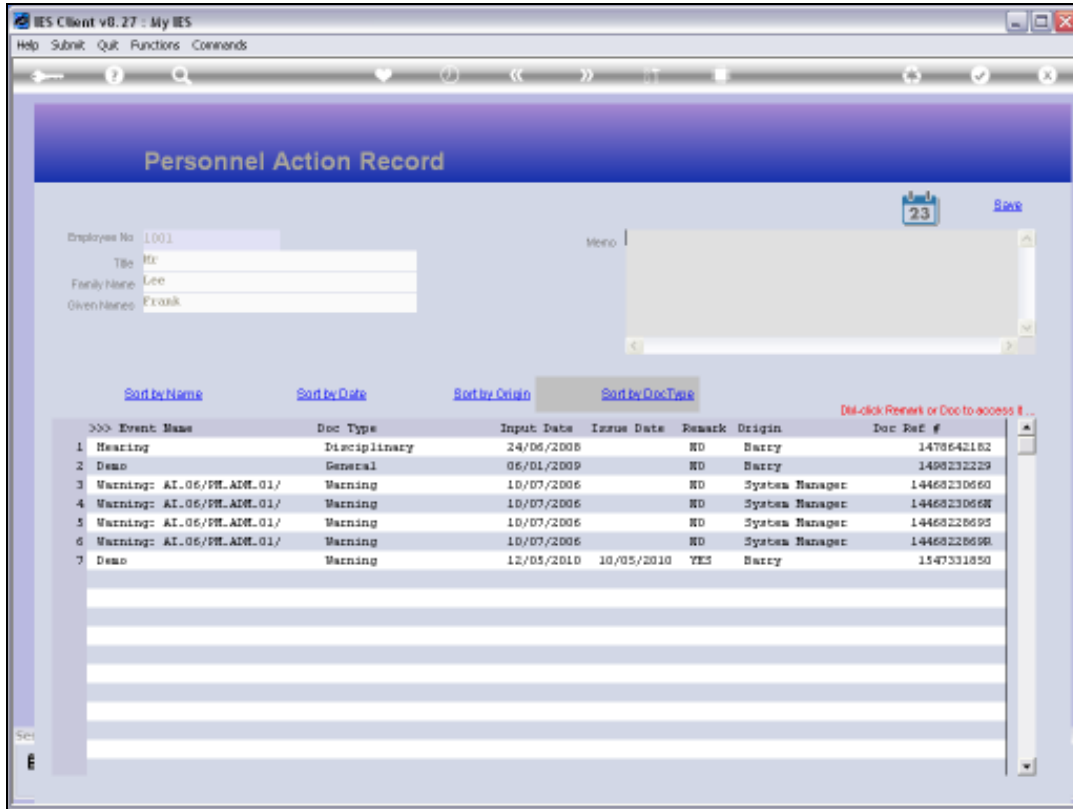
Employee No: 1001
Title: HR
Family Name: Lee
Given Name: Frank

Sort by Name | Sort by Date | Sort by Origin | Sort by Doc Type

14468230660

Event #	Event Name	Doc Type	Input Date	Issue Date	Remark	Origin	Doc Ref #
1	Warning: AT.06/PH.AIML.01/	Warning	10/07/2006		NO	System Manager	14468230660
2	Warning: AT.06/PH.AIML.01/	Warning	10/07/2006		NO	System Manager	14468230660
3	Warning: AT.06/PH.AIML.01/	Warning	10/07/2006		NO	System Manager	14468226695
4	Warning: AT.06/PH.AIML.01/	Warning	10/07/2006		NO	System Manager	14468226696
5	Demo	Warning	12/05/2010		NO	Barry	1547531850
6	Demo	General	06/01/2009		NO	Barry	1490232229
7	Hearing	Disciplinary	24/06/2008	10/05/2010	YES	Barry	1470642182

Slide 51
Slide notes:



Slide 52

Slide notes: The Personnel Actions function can therefore be used for tracking of all kinds of Personnel Actions.