



## Module: m/02/120

*'Amending a timeware® personnel record...'*

1. To access timeware® personnel, select the Personnel Quick link,



or, select File, then Personnel...





2. The personnel screen will appear at the record last viewed by the user.

**Personnel**

Employee ID: 305 First name: Nathan Last name: Price

**General (Essential)**

Badge: 7934956  
 Known as: Price, Nathan  
 Biometric data: Finger Remove Hand Remove Finger Print Registration Wizard  
 Date started with company: 01/01/2009 2 years, 10 month(s), 23 day(s) ☐ Remove 'Years Service' from Agenda  
 Badge activation:  to   
 Current job: Office manager  
 Person status: Employee  
 Absence entitlement policy: Standard Holiday Entitlement  
 Period schedule: Nathan Price Week rotation: 1  
 Terminal policy: Standard Policy  
 Email policy:   
 Flexitime closing balance set on: / / Amount:

To select a photo use right mouse click on the box

**General**  
 Essential  
 Personal  
 Contact Details  
 Groupings  
 Remuneration  
 Job Specification  
 Bank Details  
 Pension Details  
 Union Details  
 User Defined Fields  
 Documents  
 Notepad

**Personal Information Portal**  
 Vehicle  
 Health  
 Appraisal  
 Working Time Regulations  
 Miscellaneous  
 Secondary Employment

Add Edit Delete Find... Refresh Preview... Copy... Close

Record 56 of 58

Press <Find> and identify the relevant person using the search facilities.

**Find: Personnel**

Search for:

Search through: Employee ID

Search type: Contains

Drag a column header here to group by that column.

Employee ID	Payroll	First Name	Last Name	Known As	Employee
297		David	Gorman	Gorman, David	Agency
298		Deborah	Burns	Burns, Deborah	Agency
299		Edmond	Hewitt	Hewitt, Edmond	Agency
300		Darren	McBride	McBride, Darren	Agency
301		Lynsey	McCourt	McCourt, Lynsey	Agency
302		Kyle	Lawlor	Lawlor, Kyle	Agency
303		Emma	Deazley	Deazley, Emma	Agency
304		Justin	Tennyson	Tennyson, Justin	Agency
305		Nathan	Price	Price, Nathan	Employee

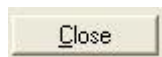


3. Click on <Edit> and begin modifying the required fields.

The screenshot shows the 'Personnel' software window. At the top, it displays 'Employee ID: 305', 'First name: Nathan', and 'Last name: Price'. On the left is a navigation tree with categories like General, Personal Information Portal, Vehicle, Health, Appraisal, Working Time Regulations, Miscellaneous, and Secondary Employment. The 'General (Essential)' tab is active, showing fields for Badge (7934956), Known as (Price, Nathan), Biometric data (Finger and Hand with Remove buttons), Date started with company (01/01/2009), Badge activation, Current job (Office manager), Person status (Employee), Absence entitlement policy (Standard Holiday Entitlement), Period schedule (Nathan Price), Terminal policy (Standard Policy), Email policy, and Flexitime closing balance. A photo placeholder is on the right. At the bottom are 'Update' and 'Cancel' buttons.

Next, click <Update> to save the personnel record. The person's details will be sent to the relevant timeware® terminals within thirty seconds.

Click <Close> to leave Personnel.





## Notes