Introduction to the Employee Relations Module

1. Introduction

1.1. Document Outline

The Signify Software Employee Relations (ER) Module is designed to assist with the recording and storing of information that relate to inadequate performance and misconduct of employees whilst they are at work. It should be noted that this module should not be used as a guide regarding ER matters as the primary function is to record events and outcomes that have already happened.

This manual will guide system users and administrators through the different options and ways to record events related to employee performance. Each step will be outlined and discussed – where needed terms will be clarified.

The system compartmentalises IR into 5 sections. Each of these sections will be discussed separately, although it should be mentioned that they are interlinked.

1. Disciplinary Standard
2. Disciplinary Advanced
3. Dispute
4. Grievance
5. The Disciplinary Detail Report
6. Master Data

The document starts with an overview of basic functionality within the Employee Relations Module. The disciplinary process has two legs namely, Disciplinary Standard and Disciplinary Advanced.

The dispute process and grievance process forms part of the disciplinary process and will be discussed. The last topic to be discussed is master data and setup.

Revision #1
Created 2021-03-27 15:32:24 UTC
Updated 2021-03-27 15:32:43 UTC