Employee Information

This section gives an overview of the kinds of detail that can be captured against an employee's record. We will briefly discuss the additional employee information in the following sections but note that your company may or may not necessarily have each and every section. Whether a section is visible depends on a company's requirements and the Employee Information Management version installed.

Navigation from the Home page:

- ***System Administration*** **|** ***Modules*** **|** ***Manage Employees*** to open the Employee List screen.
- When the screen is opened, the page will be empty i.e. no employee records will be displayed.
- Click **Search** to display matching employee records.
- Click on the ***Action*** **|** ***View/Edit*** link OR click on the employee record to access the employee's record.



Once a record is selected, a list of additional employee information is shown on the left side menu bar as shown below.



The sections below will be described in separate articles.

- **EMPLOYEE PROFILE**

In this section you can add personal information, address, contact detail, documents, assets and many more, to an employee's record. See article **Employee Profile** for a more detailed discussion.

- **ORGANISATIONAL ASSIGNMENT**

In this section the focus is on an employee's work history and reporting structures in the company. To view more detail see article **Organisational Assignment.**

- **EMPLOYEE DEVELOPMENT**

In this section the focus is on an employee’s development in terms of training, training records, development plans and professional profile. See article **Employee Development** for a more detailed discussion.

- **EMPLOYEE RELATIONS**

In this section the focus is on an employee’s work relations. This include Complaints, Disciplinary actions, Disputes etc. To view more detail see article **Employee Relations.**

- **COMPLIANCE**

Organisations that employ FAIS representatives are required to maintain a FAIS representative register and to send changes on the status of representatives to the Financial Services Board (FSB) on a regular basis. The Signify HR FAIS Management module will assist you in the maintenance of the FAIS register, as well as determining if certain fit and proper requirements are met. This module is only available on the Enterprise version.

- **ADMINISTRATION**

General configuration settings for the Employee Management module can be found in this section. To view more detail see article **Employee Administration.**

- **MASTER DATA**

All the Employee Management master data tables can be populated in this section. To view more detail see article **Employee Master Data.**

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