Employee Relations

The Signify Software Employee Relations (ER) Module is designed to assist with the recording and storing of information that relates 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. The system compartmentalises IR into 5 sections:

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

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, find the **Employee Relations** link on the left side menu bar as shown below.

Refer to the Employee Relations Training Manual for more information.



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