

Getting Started

Introduction to the Manage Employees Module

The *Manage Employees* module allows a user not only to create and manage an employee's records but also serves as a complete organisational reference for everything pertaining to an employee. Although the actual Signify HR module is mainly concerned with employee records, in this manual we will cover some aspects of the employee life cycle - from his application for a position and his eventual appointment, training records, personal details etc. are addressed although not to the same level of detail.

Target Audience

Some information in this module is in the domain of the employee and is open to him/her for updating. The rest is mostly confidential and will be managed by HR personnel.

Prerequisites

- For general employees basic computer skills should suffice.
- For HR personnel, good computer skills should be matched by excellent human resources knowledge.
- Successful completion of the following Signify HR training modules
 - Signify HR Login and Landing Page
- Appropriately configured master data for the *Manage Employees* module.

Other Considerations

Most other modules in the Signify HR Suite rely on accurate personnel and human resource information coming from this module. It is therefore imperative that the sections in this module that are going to be used are well designed, their purpose clear, adequate resources be made available for their maintenance but above all that a firm hand controls and guides what goes in and what goes out of the module.

Definitions, Abbreviations and Acronyms

Terminology	Definition
PDP	Personal Development Plan
RPL	Recognition of Prior Learning
Schema	The system caters for multiple companies (belonging to the same group of companies) to co-exist in the same database. This enables data sharing, seamless transfer of employee etc. Each company is called a schema in the database.

How to Access Manage Employees Module

Navigation from the Home page:

- **System Administration | Modules | Manage Employees** to open the Manage Employees module.

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