FAQs for Administrators

What is the role of an administrator in People Management?

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Administrators are responsible for configuring the system, managing employee data, assigning permissions, and maintaining organisational structures.

They also ensure **data accuracy**, **compliance**, and proper **governance** across the module.

What is required before setting up the module?

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The only prerequisite is configuring the email server if the default system email is not used. This ensures notifications and system communications function correctly.

How do I activate and configure the module?

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Navigate to the **Setup and Configuration** menu and open **Product Setup**. From there, locate the **People Management** module, activate it, and configure the relevant settings and fields to suit organisational requirements.

What can be configured in Product Setup?

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Administrators can configure field visibility, edit permissions, and required fields.

They can also define username generation rules, default passwords, and validation settings such as ID number validation.

How do I manage master data?

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Master data is maintained in the **Master Data Library** and includes standardised values such as gender, citizenship, titles, and more.

Administrators should update this data before configuring fields in **People Management** to ensure consistency across the system.

How do I create or update the organisational structure?

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Access the **Organisational Structure** section from the **Setup and Configuration** menu.

You can create levels, edit existing ones, and organise them using drag-and-drop functionality to reflect your organisation’s structure.

Can organisational units be deleted?

Can organisational units be deleted?

Yes, but only if certain conditions are met. An organisational unit cannot be deleted if it has subordinate levels, active positions, or vacant positions. A valid reason must also be provided before deletion.

How do I interpret organisational structure status indicators?

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Status indicators show the state of positions within an organisational unit. Typically, colours represent filled, vacant, or inactive positions, allowing administrators to quickly assess workforce distribution.

How do I create job titles and positions?

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Use the **Job Management** module to create job titles and assign positions. After creating and publishing a job title, positions can be added and linked to the organisational structure.

What is the difference between a job title and a position?

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- A **job title** defines a role, while a position represents a specific instance of that role within the organisation.
- **Positions** are linked to organisational units and can be filled or vacant.

How do I manage user permissions?

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Permissions are managed within a user’s profile under the **User Permissions** section.

Administrators can assign access based on reporting lines, organisational units, or people groups, and define what users can view or edit.

What are people groups?

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People groups are custom-defined groups of users based on organisational criteria. They are used for managing access, reporting, and communication, especially in large or complex organisations.

How do I assign administrative access to other modules?

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Use the **System Modules Admin** section of a user's profile, and select **Link Role**.

From there, you can assign administrative roles for various modules and configure their permissions accordingly.

How does the system support compliance and data governance?

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The system includes audit tracking, controlled permissions, and structured data capture. These features ensure accountability, traceability, and consistency across all employee data.

What access is required to appoint new employees?

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To appoint new employees, a user must have access at the organisational unit level. Role permissions alone are not sufficient without the appropriate organisational access.

How do I decide which fields should be required or editable?

How do I decide which fields should be required or editable?

This is configured in **Product Setup**. Administrators can define whether fields are required, view-only, or editable by users or administrators, ensuring alignment with organisational policies and data standards.



Revision #3
Created 2025-02-03 14:51:14 UTC by Chanan Stenden
Updated 2026-04-07 12:39:41 UTC by Chanan Stenden