## ComVida Corporation

# EMS Human Resources User Manual

September 2013

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## **1** INTRODUCTION

Welcome to the ComVida Corporation EMS Human Resources User Manual. This manual has been developed to assist you, a user of EMS, in using the system to its full potential.

This document is designed as a reference guide to the Human Resources application. It explains the "reason for" and "use of" each page, tool and report. User manuals for the others areas of EMS are also available in the EMS Help menu, along with a link to the Help that covers procedures, tips and techniques for all areas of the system.

We have made every effort to ensure that the information provided in this manual is correct. We hope that you find it a useful tool. Should you have any comments about this manual, please direct them to

Client Services ComVida Corporation #201 – 319 Governors Court New Westminster, BC V3L 5S5

Or contact us through our website

www.comvida.com

Based on user feedback this manual will continue to evolve, so from time to time, please check the Help menu for an updated copy.

## 2 HUMAN RESOURCES

Human Resources allows for the complete tracking of unlimited employee information. Basic information is captured on the pre-configured pages described in the following pages, while the user-defined pages can be setup to meet your organization's specific requirements based on Collective Agreements, Government Employment Standards, and Employment Policies.

With multiple fields types available and an unlimited number of fields per page, historical, current and future-dated information pertaining to a particular HR topic can be tracked and, for each employee, displayed on one screen.

Human Resources also supports import and export of virtually every field in the system, along with several pre-built reports and user-defined page reports. And since the data is stored dynamically, custom reports are also available to meet each organization's specific reporting requirements. Contact your account manager for more information or to request a quote.

## 2.1 Logging In

To access Human Resources, select Human Resources from the main EMS menu. Human Resources will open in a new window with a list of pages on the left, along with <u>Page Notes</u>. By default the **Master** page will be the first page displayed, however the page order can be modified with the appropriate authority. To change the order of the pages refer to <u>Enterprise Settings</u> <u>Pages</u>.

Http://manuel/EMS42	Home,aspx 🔎 - 🗟 Ċ 🗙 🧔	Home ×	<u> </u>
CVCCL		Employee Mana	agement System -CVC-
Sign Out	Wednesday, August 21, 2013		Help 🔻
	Special Presentation Today Comvida Corporation will be demo solution.	onstrating the enhanced Employee	Management
	<[	III.	
	Enterprise Settings		
	Security		
	Human Resources		
	Object Manager		
	Staff Scheduling		
	Payroll		
	Personal Information		

## 2.2 Accessing Help

The Help menu contains a link to this user manual as well as manuals for <u>Scheduling</u>, <u>Payroll</u>, <u>Enterprise Settings</u>, <u>Personal Information</u>, and <u>Security</u>. These documents can be viewed online or can be printed for your reference.

In addition to the user manuals, there is also a link to an <u>on-line Help system</u> that covers common procedures in EMS as well as tips and techniques to enhance the system's usability.

The Help menu also contains licensing information such as the EMS Version, License expiry date, Number of licensed Employees and the Number of Objects.

CVCCL Human Resources CVC							
Pages		Master			Filters Active		
Master	Â	Aabjerg, Lise ( AABJE,L )	• <	> Search	Tools • Reports • Help • Ex)		
Operator					EMS 4.2 Release Notes		
Master History	ш	Employee Code:			HR User Manual		
Work Profile I		AABJE,L			Scheduling User Manual		
Work Profile II		First Name:			Payroll User Manual		
Address	Ŧ	Lise			Enterprise Settings Manual		
Skill Sets	-				Security User Manual		
	-	Last Name: Aabjerg			EMS Help - Tips & Procedures		
Call Records		Aabjerg			EMS Version: 4.2.0.5		
Employee Lists		Middle Name:			Expires: 06/Sep/2015		
Notifications		Marie			Employees: 900		
Courses		Badge #:			Objects: 2		
Pre Hire Checklist		01234567					
Pre Hire Checklist	-	Pension Number:		Preference Comment	: ts. Not available for overnight.		
Page Notes		495592		Prefers morning shift	s. Not available for overhight.		
15/Aug/2013 -	^				-		
Lise has requested a leave of absense for the		Birth Date: 07/Aug/1966		Payroll Type Block:			
month of September if		07/Aug/1966		A_Q-FYE	···		
we can find a temp to replace her.		SIN:					
		722-579-992					
		Type Block:					
		a_B-RAF					
	-				Apply		
Add Note Delete N	lote						

## 2.3 Employee Filters

Filters in HR allow users to create their own (or shared) groups of employees. To apply an existing filter to limit the employees displayed on the HR pages, click the dropdown box next to the Filters... button.

VCCL		Human Resources <b>CVC</b>
Pages	Master	Filters Active
Master 🐴	Aabierg, Lise ( AABJE,L )	> Search Tools * Rep DEdpt
Operator	Aabjerg, Lise ( AABJE,L ) 🔹 <	> Search Tools • Rep DEdpt Dempster
laster History	Employee Code:	E-Shifts
/ork Profile I	AABJE,L	FT HI dept
Vork Profile II	First Name:	Inactive H 🗸
ddress	Lise	
kill Sets	Last Name:	
all Records	Aabjerg	
mployee Lists	Middle Name:	
lotifications	Marie	Edit Picture
ourses	Badge #:	
re Hire Checklist	01234567	Preference Comment:
	Pension Number:	Prefers morning shifts. Not available for overnight.
Page Notes	495592	
5/Aug/2013 - ise has requested a	Birth Date:	
ave of absense for the	07/Aug/1966	Payroll Type Block: A_Q-FYE
nonth of September if re can find a temp to	SIN:	
eplace her.	722-579-992	
	Type Block:	
	a_B-RAF	
Add Note Delete Note		Apply

Clicking the Filters button at the top of any page will display a Filters dialog where users can create and maintain an unlimited number of Filters for use throughout EMS. Refer to the Type Block Concepts section of the <u>Enterprise Settings</u> manual for more information on Filters.

#### 2.4 Page Notes

The section below the HR page list on the left displays page-related notes for each employee. Notes can be added and deleted directly from the page.

To add a note, click the **Add Note** button.

To edit a note, double click the note and the edit window will open.

To delete a note, select the note and click the **Delete Note** button. You will be prompted for confirmation.

Page Note Web	page Dialog		x
Employee Code:	AABJE,L		
Page:	Master		
Date:	15/Aug/2013	•	
Lise has requested month of Septemb replace her.]			~
	Ok	Cancel	

## **3 PRE-CONFIGURED PAGES**

#### 3.1 Master

The Master page contains basic information about an employee that normally does not change, e.g. name, date of birth and social insurance number.

CVCCL			Human Resources
Pages		Master	Filters Active
Master Operator	*	Aabjerg, Lise ( AABJE,L )	> Search Tools * Reports * Help * Exit
Master History	H	Employee Code: AABJE,L	
Work Profile II	1	First Name:	
Address Skill Sets		Lise Last Name:	a se
Call Records		Aabjerg	and the second
Employee Lists Notifications		Middle Name:	Edit Picture
Courses Pre Hire Checklist		Badge #: 01234567	
Page Notes	-	Pension Number:	Preference Comment: Prefers morning shifts. Not available for overnight.
	*	Birth Date: 07/Aug/1966 IN:	+ Payroll Type Block: A_Q-FYE
		722-579-992 Type Block: a_BAF	
Add Note Delete Not	te		Apply

The field labels (names) on this page can be changed in Enterprise Settings | Fields, however use caution when changing the label as most of these fields are used in other areas of EMS.

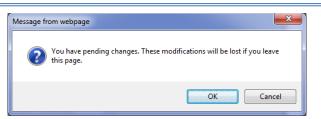
To modify any information, click the field to be changed.

Field Name	Description/Usage
Employee Code	A unique alpha-numeric code (max length: 10 characters) that identifies an employee. The employee code is used through-out EMS.
First Name	The employee's first name (max length: 25 characters). The Display name used in the dropdown lists, reports, etc. is built automatically using the

	First Name, Last Name.
Last Name	The employee's last name(max length: 25 characters). The Display name used in the dropdown lists, reports, etc. is built automatically using the First Name, Last Name.
Middle Name	The employee's middle name. The middle name is for informational purposes only.
Badge #	An optional time clock card or badge number (max length: 20 characters). If using the time clock import tool in Scheduling, the badge # must be an exact match to the badge code specified in the import file from the time clock.
Pension Number	An optional pension plan number (max length: 12 characters). If specified, this is the number that will be printed in Box 50 of the T4 slip in Payroll.
Birth Date	The employee's date of birth.
SIN	The employee's social insurance number. This must be a valid number, the CRA check-sum calculation will be applied to the SIN and if it does not pass, an error message will be displayed.
Type Block	The employee's EMS type block - a set of twelve characters used to identify and group employees. The first seven characters are automatically maintained by the system and the remaining five can be customized to each site's specific structure and requirements.
Preference Comment	A free-form note field (max length: 255 characters) that can be used to store an employee's work preferences. The preference comment is displayed in the tool tip of the Block Booking and Shifts to be filled pages in Staff Scheduling.
Payroll Type Block	The employee's Payroll type block - a customizable set of twelve characters used to identify and group employees within Payroll.

When completed, click **Apply**.

If you move away from the page without clicking Apply, the following message will appear:



Click OK to leave the page and discard your changes. Click Cancel to return to the page and then click Apply to save your changes.

#### **Employee Profiles Report**

A detailed report of employee master information can be printed through **<u>Reports | Profiles</u>**.

#### 3.2 Work Profile I

The Work Profile I page contains the employee's default or home settings for scheduling and payroll purposes. It stores the history as well as current values and pending (unprocessed) changes.

Note that changes to an employee's department, unit, position, cost centre and El class are *only applied to new assignments in Scheduling and new amounts in Payroll*. To apply the changes to existing assignments and/or amounts, refer to **Multiple Changes** tool in the Scheduling manual and the **Apply HR Changes** tool in the Payroll manual.

CVCCL Human Resources -CVC-													
Pages		Work Profile	/ork Profile I				Filters Active						
Work Profile I	^	Aabjerg, Lise ( AABJE		- <	> Sear	ch	Tools	- P.	eports •	Help 🔻	Exit		
Work Profile II		Aabjerg, Lise ( AAbje			> Sear	cii	Tools	· K	eports	Help ·	EXIL		
Address		Effective Date  • 06/Jun/2013 15:06	Department	Unit	Position		Centre	EI Cla	SS	Attendance	5		
Skill Sets	=	31/Jan/2013 09:02			FTCYW (22.01 -	· F RES				FT	ĥ		
Call Records		31/May/2011 12:28	ADMIN										
Employee Lists		27/May/2011 10:04 01/Mar/2010 10:08									5		
Notifications		22/Oct/2009 13:15											
Courses		19/Oct/2009 09:58						U					
Pre Hire Checklist		19/Oct/2009 00:00	CA	m	Coor-A (32.59 -	C /				Casual	- 0		
PH Criminal Record							Add		Edit	Del	ete		
PHONE LIST									Luit				
PH Driver's License	-	Department			Unit								
Page Notes		ADMIN											
	^	Position FTCYW (22.01 - Fu	ll Time Child &	Youth Wor	Cost Cent RES	re							
		, ,			,								
		EI Class U			Attendand FT	ce							
		Seniority			Paid for S	tat							
		50.00			Yes								
		Dept DU			AdHoc2								
Add Note Delete Not	te	JUU			J								

Field Name	Description/Usage
Department	<ul> <li>The employee's home department. An employee may work in several departments, but this is their default department for assignment generation in Scheduling and amounts configuration in Payroll.</li> <li>The Department is a required field.</li> <li>The Department's type block character is automatically stored in the first position of the employee's type block.</li> </ul>
Unit	<ul> <li>The employee's home unit. An employee may work in several units, but this is their default unit for assignment generation in Scheduling and amounts configuration in Payroll.</li> <li>The Unit is <i>not</i> a required field.</li> <li>The Unit's type block character is automatically stored in the second position of the employee's type block.</li> </ul>

Position	The employee's home position. An employee may work several positions,
	but this is their default position for assignment generation in Scheduling
	and amounts configuration in Payroll.
	The Position is a required field.
	Setting ShowPositionDetailsinHR to True/Yes in Enterprise Settings
	Company Settings will also display the Position's rate and description for
	users who also have view or better access to the position table.
	The Position's type block character is automatically stored in the third
	position of the employee's type block.
Cost Centre	The employee's home Cost Centre. An employee may work in several cost
	centres, but this is their default cost centre for assignment generation in
	Scheduling and amounts configuration in Payroll.
	The Cost Centre is a required field.
	The Cost Centre's type block character is automatically stored in the fourth
	position of the employee's type block.
EI Class	The employee's default EI class. Employers that qualify for a reduced rate
	of EI will use the employee's EI Class to distinguish their earnings.
	The EI Class is <i>not</i> a required field.
	The EI Class's type block character is automatically stored in the seventh
	position of the employee's type block.
Attendance	The employee's attendance type, usually indicating full time, part time
Attendance	The employee's attendance type, usually indicating full-time, part-time, casual, etc.
	Attendance types are maintained in Enterprise Settings   Look-up Codes.
	The Attendance type block character is automatically stored in the sixth
	position of the employee's type block.
Seniority	The employee's seniority hours. Seniority hours can be imported from
	payroll or entered manually on a regular basis.
	Seniority is one of the default sort fields on the Shifts to be Filled page as
	well as the Block booking page in Scheduling. It is also available as an
	optional sort on several Scheduling reports.

Paid for Stat	Flag indicating that the employee qualifies for pay on statutory holidays. Setting Paid for Stat to Yes will include the employee in the Stat Not Worked calculation in Scheduling.
AdHoc1	A user-defined text field. The AdHoc1 label and description are set up in Enterprise Settings   Fields. The AdHoc1 field is displayed on the Shifts to be Filled page.
AdHoc2	A user-defined text field. The AdHoc2 label and description are set up in Enterprise Settings   Fields. The AdHoc2 field is displayed on the Shifts to be Filled page.

#### Maintaining Data

The Work Profile I page is a "Carry-forward" type page, so any values that are not updated will continue to be the employee's current values.

To change any information on this page, click the **Add** button.

👌 HR Data Webpag	ge Dialog			5 m 1			X
Work Profile	I - Add Row						
Employee Code:	AABJE,L		Department:	ADMIN			
Employee Name:	Aabjerg, Lise		Unit:				
Status:	Active		Position:	FTCYW			
Type Block:	a B-RAF		Cost Centre:	RES			
Effective Date:	16/Aug/2013 at: 07:58						
Department Position EI Class Seniority Dept		Clear Value?				Clear Value?	
Department	(No Change)		Unit	(No Change)	-		
Position	(No Change)		Cost Centre	(No Change)	-		
EI Class	(No Change)		Attendance	(No Change)	-		H
Seniority	90.00		Paid for Stat	(No Change)	-		
Dept	(No Change)		AdHoc2	(No Change)	-		
-							*
				Ok		Cancel	

To edit the contents of a field, check the box between the label (name) and the field. Leaving the checkbox unchecked or a list field set to **(No Change)** will leave the data for that field unchanged.

To clear a list or date value, check the box in the Clear Value column.

Click OK. If the Effective Date is the current date or earlier, you will be asked if you wish to process the change immediately:

Message fr	om webpage
?	The Effective Date is today or prior. Press OK to save the row & process immediately. Press Cancel to save the row as unprocessed.
	OK Cancel

If you select **Cancel**, the row will be saved as unprocessed, i.e. the changes will not be applied to the employee's current values until <u>Tools | Process HR Data</u> is run. Unprocessed rows will appear italic.

Select **OK** to apply the changes immediately.

To modify the values on an existing row, select the row to be modified and click the **Edit** button.

To delete a row, select the row to be deleted and click the **Delete** button.

#### **Page Notes**

The bottom left of the page contains a Page Notes field like the one in the HR Master page.

#### **Employee Profiles Report**

A detailed report of employee work profile information can be printed through <u>Reports | Profiles</u>.

#### **User Defined Pages Report**

The User Defined Pages report can be used to print a list of selected fields from any page in HR, including the Work Profile I. It is available through <u>Reports | User Defined</u>.

#### 3.3 Work Profile II

The Work Profile II page contains additional information about the employee's employment with the organization. Like the Work Profile I page, this is a "Carry-forward" that stores the history as well as current values and pending (unprocessed) changes.

CVCCL									Humar	Resourc	es <b>CVC</b>	
Pages		Work Profile	Vork Profile II				Filters Active					
Work Profile II	^	Aabjerg, Lise ( AAB		<b>-</b> <	> Searc	L.	Tools		Reports 🔻	Help 🔻	Exit	
Address		Aabjerg, Lise ( AAB	JE,L )	<b>▼</b> <	> Searc	n	TOOIS	*   r	keports +	Help +	EXIL	
Skill Sets		Effective Date	Hire Date	Term Date	Status	Unit	t %	Sche	dule Perioc	Tax Provin	ce Emp	
Call Records	E	02/Sep/2011 13:30 02/Sep/2011 13:04								BC		
Employee Lists		02/Sep/2011 13:04										
	- []	23/May/2010 19:28										
Notifications		19/Oct/2009 14:03						80Pe	riod			
Courses		19/Oct/2009 12:12	07/Jun/1992									
Pre Hire Checklist		19/Oct/2009 00:00			Active	0						
PH Criminal Record		•									4	
PHONE LIST							Add		Edit	De	elete	
PH Driver's License												
PH Phys Test Hep B	-	Hire Date			Term Date							
Page Notes		07/Jun/1992										
	^	Status			Unit %							
		Active			0							
		Schedule Period			Tax Provin	се						
		80Period			BC							
		EmpRef01			EmpRef02							
		STNDHRS			PROJECT							
Add Note Delete N	Vote				J							

Field Name	Description/Usage
Hire Date	The first day the employee worked.
Term Date	The last day the employee worked. If an employee is re-hired, clear this value and update the Hire Date to the new start date.
Status	The employee's current work status. The work status list is pre-set with Active, Inactive and Terminated. An employee may be Inactive when they're away on a leave of absence, for example. The first letter of each work status is automatically stored in the fifth position of the employee's type block.
Unit %	The employee's unit producing percent (valid values: 0 - 100). The Unit % is used in conjunction with the Dept, Unit, Position and Cost

	Centre unit-producing percent to break-down MOS (Management Operations) and UPP (Unit Producing) in the Payroll Report Writer.
Schedule Period	The employee's default schedule period for Overtime calculations in Scheduling. Normally the Schedule Period is set at the Department level. However, employees with unique overtime rules may have a Schedule Period assigned to them that overrides the Department's Schedule Period. Schedule Periods are maintained in Enterprise Settings   Schedule Periods.
Tax Province	The employee's province for payroll tax calculations. Normally the Tax Province is specified for all employees in Payroll Settings. However employees that are paid under a different province may have a Tax Province assigned directly to them.
EmpRef1	A user-defined field that can be configured to meet an organization's requirements. The EmpRef1 label and type are set up in Enterprise Settings   Fields.
EmpRef2	A user-defined field that can be configured to meet an organization's requirements. The EmpRef2 label and type are set up in Enterprise Settings   Fields.
EmpRef3	A user-defined field that can be configured to meet an organization's requirements. The EmpRef3 label and type are set up in Enterprise Settings   Fields.
EmpRef4	A user-defined field that can be configured to meet an organization's requirements. The EmpRef4 label and type are set up in Enterprise Settings   Fields.

#### **Maintaining Data**

As described above, the Work Profile II page is a "Carry-forward" type page, so any values that are not updated will continue to be the employee's current values. The information is maintained in the same manner as the <u>Work Profile I page</u>.

#### **Page Notes**

The bottom left of the page contains a Page Notes field like the one in the HR Master page.

#### **Employee Profiles Report**

A detailed report of employee work profile information can be printed through <u>Reports | Profiles</u>.

#### **User Defined Pages Report**

The User Defined Pages report can be used to print a list of selected fields from any page in HR, including the Work Profile II. It is available through <u>Reports | User Defined</u>.

#### 3.4 Address

The Address page in HR is made up of four sections: **Current Address, Phone Numbers, Email Addresses** and **Page Notes**.

The Address page is a "Current Values" type page, so it displays the employee's current contact information. Historical values can be viewed on the Edit dialog for each section.

The Contact Type list is maintained in Enterprise Settings | Lookups and can be customized to suit each organization's requirements.

CVCCL				Human Resources - CV(
Pages	Address			Filters Active
Address	Aabjerg, Lise ( AABJE,L	) • < >	Search Too	ols • Reports • Help • Exit
Skill Sets				
Call Records	Current Address:			
Employee Lists	Turner	Primary		
Notifications	Type:	and the second sec		
Courses	Street Address Line 2	1375 HARBOUR DRIVE		
Pre Hire Checklist		COQUITLAM	Country	
PH Criminal Record	City	BC	Postal Code	V3J 5V2
PHONE LIST	Province	BC	Postal Code	V3J 5V2
PH Driver's License				Edit Addresses
PH Phys Test Hep B				
PH Phys Test TB 💂	Phone Numbers:		Email Addresses:	
Page Notes		-		-
*	Phone 1 289-891-9100	Type: Primary	Email 1 laabjerg@cvccl.bc	Type: Primary .ca
	Phone 2	Туре:	Email 2	Туре:
	Phone 3	Туре:		
		туре:	-	
		Edit Phone Numbers		Edit Email Addresses
Add Note Delete Note				

#### **Current Address**

Click the Edit Addresses button to change an address.

Effective Date	✓ Street	Address Line 2	City	Province	Country	Postal Code
19/Oct/2009 09:58	1375 HARBOU	JR E	COQUITLAM	BC		V3J 5V2
19/Oct/2009 00:00						
<						,
	Oct/2009	• at: 09:58			Primary	•
ffective Date: 19/		• at: 09:58	🕴 Туре		Primary	
ffective Date: 19/					Primary	5
ffective Date: 19/ treet ddress Line 2		OUR DRIVE	Type		Primary	
	1375 HARE	OUR DRIVE	Country			

To add a new address, click the Add button and enter the appropriate information.

To modify the current address, update the appropriate fields and click the **Apply** button to leave the edit dialog open or click **OK** to save the changes and close the dialog. Hint: fields that were not entered when the address was originally created may be disabled. To enable those fields for modification, click the **Add** button instead.

To delete an address, click the **Delete** button.

To save your changes before closing, click the **Apply** button.

To save a future-dated address change, set the Effective Date to the actual date the new address becomes active. The new address will be saved as unprocessed, i.e. the changes will not be applied to the employee's current address until <u>Tools | Process HR Data</u> is run. Unprocessed rows will appear italic.

#### **Phone Numbers**

Click the Edit Phone Numbers button to change or add a phone number.

Phone Numbers Webp	age Dialog					
Effective Date	Phone 1	Туре	Phone 2	Туре	Phone 3	Туре
19/Oct/2009 12:12	250-931-2239	Primary	604-220-2032	Secondary		
19/Oct/2009 09:58	931-2239	Primary				
19/Oct/2009 00:00						
Effective Date: 19/0 Phone 1 250-931-2239	Dct/2009	at: 12:12 Phone 2 604-220-20	32	F	Phone 3	
Туре		Туре		(]	Гуре	
Primary		Secondary	/		(Select)	•
Add	Delete			Apply	Ok	Cancel

To add a new phone number, click the **Add** button and enter the appropriate information.

To modify the current phone number(s), update the appropriate fields and click the **Apply** button to leave the edit dialog open or click **OK** to save the changes and close the dialog. Hint: fields that were not entered when the phone number was originally entered may be disabled. To enable those fields for modification, click the **Add** button instead.

To delete an phone number, click the **Delete** button.

To save your changes before closing, click the **Apply** button.

To save a future-dated phone number change, set the Effective Date to the actual date the new phone number becomes active. The new phone number will be saved as unprocessed, i.e. the changes will not be applied to the employee's current phone number until <u>Tools | Process HR</u> <u>Data</u> is run. Unprocessed rows will appear italic.

#### **Email Addresses**

Click the **Edit Email Addresses** button to change an email address. Email addresses can be a maximum length of 254 characters.

Emails Webpage Dial	pg						
Effective Date	← Email 1	Туре	Email 2	Туре			
19/Mar/2012 10:23	laabjerg@cvccl.bc.ca	Primary		_			
19/Oct/2009 00:00							
∢ Effective Date: 19	/Mar/2012 • at:	10:23	1				
mail 1							
aabjerg@cvccl.bc.c	a						
уре							
Primary							
mail 2							
indir 2							_
	-						
ype (Select)							
	Delete			Apply	Ok	Cance	4

To add a new email address, click the **Add** button and enter the appropriate information.

To modify the current email addresses(s), update the appropriate fields and click the **Apply** button to leave the edit dialog open or click **OK** to save the changes and close the dialog. Hint: fields that were not entered when the email address was originally entered may be disabled. To enable those fields for modification, click the **Add** button instead.

To delete an email address, click the **Delete** button.

To save your changes before closing, click the **Apply** button.

To save a future-dated email address change, set the Effective Date to the actual date the new email address becomes active. The new email address will be saved as unprocessed, i.e. the changes will not be applied to the employee's current email address until <u>Tools | Process HR</u> <u>Data</u> is run. Unprocessed rows will appear italic.

#### **Page Notes**

The bottom left of the page contains a Page Notes field like the one in the HR Master page.

#### **Contacts Report**

A list of current employee addresses, phone numbers and email addresses can be printed through <u>Reports | Contacts</u>.

#### 3.5 Skill Sets

The Skill Sets page in HR is a list of skills possessed by the employee with optional effective and expiry dates for tracking qualifications.

The Shifts to be Filled page in Scheduling displays each employee's active (unexpired) skill sets along with their effective and expiry dates (if set) in a tool tip. Shifts with skill sets will be checked against each employee's skill sets and an employee with all required skill sets will also be flagged as qualified to work the shift.

VCCL							Hu	ıman Resources	-CVC
Pages	1	Skill S	Sets				Filters A	ctive	-
Skill Sets	^	Aphiora	Lise ( AABJE,L	)	< >	Search	Tools • Repo	rts 🔹 Help 🔹 🛛	Exit
Call Records		Habjerg,	LISE ( AADJE,L	)		Search	Tools · Repo	rts · Help ·	EXIL
Employee Lists		#	Skillset 🔺 💌	Description 💌	Effective Date	Expiry Date	Created By	Created When	Mod
Notifications		/ <b>+</b> ×	CPR	CPR	31/Dec/2010	31/Dec/2012	Anders, Sonia	09/Sep/2010 11:23	And
Courses	Ξ	/ + X	CPR	CPR	01/Jan/2013	31/Jan/2015	Anders, Sonia	16/Aug/2013 11:55	And
	-	<b>∕ +</b> ×	First Aid	First Aid	01/Nov/2010	30/Apr/2013	Anders, Sonia	08/Sep/2010 10:28	And
Pre Hire Checklist		/ + X	First Aid	First Aid	01/May/2013	01/May/2014	Anders, Sonia	03/Jun/2013 12:56	And
PH Criminal Record		/ + X	Food Safe	Food Safe			Anders, Sonia	30/Nov/2010 08:41	And
PHONE LIST		/ + X	GTube	GTube Feeding			Anders, Sonia	20/Jul/2010 10:37	And
PH Driver's License		/ + X	SeizureMan	Seizure Management	04/2 (204.0	24/2/2040	Anders, Sonia	20/Sep/2010 10:36	And
PH Phys Test Hep B		<b>∕ + X</b>	WHIMS	Dangerous Goods	01/Jan/2010	31/Dec/2010	Anders, Sonia	30/Nov/2010 08:41	And
PH Phys Test TB									
PH Reference Check									
PH Reference Check	-								
Page Notes	ĺ								
09/Sep/2010 -	^								
will bring in certificate									
		•			III				4
	-								

Field Name	Description/Usage
Skill Set	An employee's skill. Skill sets are maintained in Enterprise Settings   Skill Sets.
Description	A description of the skill. This field is read only.
Effective Date	The effective date of the skill. If there is no effective date, click the Clear button in the date dropdown calendar to leave it blank.

Expiry DateThe expiration date of the skill. If the skill does not expire, click the Clear<br/>button in the date dropdown calendar to leave it blank.

To add a new skill set click the green plus sign ( 🖶 ).

To edit an existing skill set click the brown pencil ( $\checkmark$ ).

To delete a skill set click the red X ( $\times$ ).

#### **Page Notes**

The bottom left of the page contains a <u>Page Notes</u> field like the one in the HR Master page.

#### **Skill Sets Report**

A list of employee skill sets can be printed through Reports | Skill Sets.

#### 3.6 Call Records

The Call Records page in HR provides a history of all recorded interactions (calls, emails, etc.) with the employee.

Calls may be recorded on this page, through <u>Tools | Call an Employee</u> in HR, and in Scheduling (from the **Tools** menu, the **Shifts to be Filled** page and the **Block booking**).

CVCCL		Human Resources
Pages	Call Records	ilters Active
Call Records	Aabjerg, Lise (AABJE,L) + < > Search Tool	s • Reports • Help • Exit
Employee Lists		
Notifications		ntacted By Comment 💌 Created By
Courses		ilker, Stepher Emailed mtg rec Walker, Stephe
Pre Hire Checklist		ders, Sonia Left message Anders, Sonia ders, Sonia DE-A8 - 10/Oct/ Anders, Sonia
PH Criminal Record		ders, Sonia DE-A8 - 30/Sep. Anders, Sonia
PHONE LIST		
PH Driver's License		
PH Phys Test Hep B		
PH Phys Test TB		
PH Reference Check	< III	Þ
Emg. Contact Info		
Page Notes	Contacted On: 14/Mar/2013 at: 12:05 Contacted By:	: Walker, Stephen
A		
	Call Type: Email Response:	Discussion
	Shift: MEET Shift Date:	15/Mar/2013
	Comments:	
	Emailed mtg request was accepted.	
Add Note Delete Note		

Field Name	Description/Usage
Contacted On	The actual date and time of the call.
Contacted By	The full name of the person who initiated contact.
Call Type	The type of contact made.
	Call Types are maintained in Enterprise Settings   Lookups (CRType).
Response	The employee's response.
	Responses are maintained in Enterprise Settings   Lookups (CRResponse).
Shift	A free-form text field that may be used to record the shift for which the employee was contacted.
	Calls initiated from the Shifts to be Filled page in Scheduling will default to the current shift.
Shift Date	The date for which the employee was called. The Shift Date must be

#### EMS Human Resources User Manual

entered manually if desired.

To add a new call click the green plus sign ( 🖶 ).

To edit an existing call click the brown pencil ( $\checkmark$ ).

To delete a call click the red X ( $\times$ ).

#### Skype & Email Links

The <u>Call Employee</u> dialog provides direct links to Skype<sup>™</sup>, email and other types of internet telephone applications.

Contact Information:		
#	Туре	Phone/Email
S 📞 🎰	Primary	250-931-2239
S 📞 🎰	Secondary	604-220-2032
66	Primary	laabjerg@cvccl.bc.ca
		labbjergje er cenbered

To initiate a Skype call to the

employee, click the Skype icon ( ) to the left of the phone number you wish to call. Note that you must have already installed Skype and have either a subscription or credits.

To email the employee, click the email icon ( 2010). A new email, using your default Mail provider, will be displayed with the employee's email address displayed in the **To** field.

To place a call using another provider,

click the green telephone icon ( Souther to be called. As long as the provider is set as the default for **callto** links, the call will be placed automatically.

#### **Page Notes**

The bottom left of the page contains a <u>Page Notes</u> field like the one in the HR Master page.

#### **Call Records Report**

A detailed report of employee call records can be printed through <u>Reports | Call Records</u>.

#### 3.7 Operator

CVCCL Human Resources - CVC-Pages Operator Filters... Active Operator Aabjerg, Lise ( AABJE,L ) • < > Search Tools \* Reports \* Help \* Exit Master History Work Profile I Username: lise Work Profile II New Password: Address Confirm: Skill Sets Status: Active -Apply Call Records Member Of **Object Access** Employee Lists Admin EEs Individual Notifications Admin Sups Courses ✓ All EEs **Object Groups** Pre Hire Checklist All Sups CA EEs PH Criminal Record CO-OP EEs Individual DE EEs AllObi Page Notes. DU EEs Current HA EEs HR Sup Employee Groups HRAdmin New Sup Admin EEs PR Sup Admin Sups SS Sup All EEs SSAdmin All Sups Term-PR CA EEs CO-OP EEs **Application Access** DE EEs DU EEs Add Note Delete Note Community Living HA FFs

**Field Name Description/Usage User Name** A unique alpha-numeric code (max length: 20 characters) that the employee will use to login to EMS. An encrypted password (min length: 4, max length: 8 characters) that the **New Password** employee will use to login to EMS. Note: must be identical to the value entered in the Confirm field. For security purposes, once saved this field will not be re-displayed (and will appear empty, however there is no need to reenter it). Confirm An encrypted password (min length: 4, max length: 8 characters) that the employee will use to login to EMS. Note: must be identical to the value entered in the New Password field. For security purposes, once saved this field will not be re-displayed (and will appear empty, however there is no

The Operator page in HR combines several pages of security into one page. There are several areas that can be configured for an employee.

	need to re-enter it).	
Status	The employee's status as a user:	
	Active: can log on to the application(s)	
	Inactive: this user is not allowed to access any EMS (or FMS) application(s)	
	Suspended: this user is not allowed to access any application(s). This status can be used as a temporary setting to distinguish between temporarily and permanently Inactive users.	
Member Of	<ul> <li>The Employee Groups to which this employee belongs (<u>as an employee</u>).</li> <li>Any user with access to the selected Employee Group(s) will be able to view this employee.</li> <li>For example, a Scheduling Supervisor might be a Member Of the Admin group, the All EEs group and the SS Sup group. That means that any other user with the Admin Employee Group, the All EEs Employee Group and/or the SS Sup Employee Group will be able to see this user/employee.</li> </ul>	

Men	nber Of
	Admin EEs
	Admin Sups
	All EEs
	All Sups
	CA EEs
	CO-OP EEs
	DE EEs
	DU EEs
	HA EEs
	HR Sup
	HRAdmin
	New Sup
	PR Sup
	SS Sup
	SSAdmin
	Term-PR

Object Access	The object(s) this user can access. Objects are accessed via the Object Manager from the Main Menu.
Object Groups	The groups of objects this user can see. A user may have access to more than one object group. Object Groups are managed through the Security   Object Groups page from

	the Main Menu.	
Application Access	The database(s) this user can access. To completely prevent a user from accessing an area of EMS, uncheck the Application Access.	
	Application Access Community Living Community Living SS Community Living PR	
Employee Groups	<ul> <li>The groups of employees this user can see. A user can (and often will) have access to more than one employee group.</li> <li>For example the Nursing Supervisor might have access to the Care and Coop groups of employees.</li> <li>Employee Groups are managed through the Security   Employee Groups page from the Main Menu.</li> </ul>	

Employe	e Groups	
Adı	nin EEs	
🗖 Adı	min Sups	
	EEs	
	Sups	
Z CA	EEs	
<b></b> ∠со	-OP EEs	
DE	EEs	
DU	EEs	
□ HA	EEs	
HR	Sup	
🗌 HR.	Admin	
Nev	w Sup	
PR		
SS	Sup	
SS	Admin	
Ter	m-PR	

Rights Groups	What the user can do within each database (what functionality they can
	access).
	Rights Groups work in combination with the Page Access settings to
	determine what level of access is allowed for each page and tool in EMS.
	The lowest level of combined access is applied.
	For example, a user may have SSAdmin rights which allow delete level of all

Scheduling tables, but if their SS Page Access has been set to View only, they will only be allowed to view the schedules and assignments on that page. Alternatively, if a user has View only rights in their Rights Group, even with Delete level access to a Page, they will only be allowed to view the page.

Rights Groups are managed through the Security | Security Rights page from the Main Menu.

Rights Groups
Community Living
HR DEL
HR OPS
HR TEST
HR_SELF
✓ HRAdmin
HRFull
HRMaint
HRPASSWORD
SSREPORTS
Community Living SS
Modify Shi
SS DEL
SSAdmin
SSMaint
SSREPORTS
_
Community Living PR
PR Admin
PR_REPORTS
PR-SELF
Resource Objects
Individual
IndividualAdmin
RickAdmin

Page Access	The user's page-specific security access levels within each area of EMS.
	Setting a page to No Access means that this user will not see the page in that application.

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Address Bank Accounts Bank History Call Records Courses Discipline Emg. Contact Info	No Access o o o o o	Th de	e Emj termi	oloyee nes wh	Page area ich pages in n access.	Personal Page Address Annual Courses Emg. Contact Info Master Monthly Notifications Payments Skills		The Personal Pag allows employee username and pa view or update in on the pages tha	as with a assword to nformation
Employee Lists Evaluation Exit Interview GB-Ben Designation GB-Family	•	0	0	•		Time Banks Time off Requests Wellness & Sick		in the Personal II section.	nformation
Informatio GB-Plan Sponsor Grievance Group Benefits Master Master History Notifications Operator Payroll Dates Payroll Misc Payroll Numbers	• • • • • • • • • • • • • • • • • • • •	000000000000	000000000000000000000000000000000000000	0 0 0 0 0 0 0 0 0		Scheduling Page Assignment Rules Block Booking Daily Daily Attendance Daily Tasks Employee Annual Employee Assignments Employee Monthuk	No Acce 0 0 0 0 0 0 0 0	The Scheduling F determines whic Scheduling this u access.	h pages in
Payroll	No Access o o o	View	Modify ©	Delete	ge area	Monthly			

Register	0	-	<u> </u>		
Cycles	0				
Employee Adjustments	0	The	e Pay	roll Pa	ge area
Employee Amounts	0				nich pages in
Employee Calculate Period	0	Pay	<b>roll</b> t	this use	er can access.
Employee Payments	0				
Employee Transactions	0				
Items	0				
Pay Status	0				
Payment Register	0				
Periods	0	$\odot$	O	O	

#### **Page Notes**

The bottom left of the page contains a <u>Page Notes</u> field like the one in the HR Master page.

#### 3.8 Employee Lists

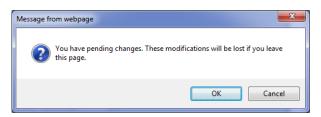
The Employee Lists page in HR determines in which Applications (Databases) the employee will be included. New employees will likely be included in all of the available Applications.

To change which Applications the employee will be viewed in, check or uncheck the box to the left of the Application name.

CVCCL		Human Resources						
Pages	Employee Lists	Filters Active 🔻						
Work Place Incident	Aabjerg, Lise ( AABJE,L ) 🔹 <	> Search Tools * Reports * Help * Exit						
Group Benefits GB-Plan Sponsor GB-Family Informatio	Application ☑ Community Living ☑ Community Living SS							
GB-Ben Designation Payroll Dates Payroll Misc	Community Living PR							
Payroll Numbers Payroll Secure E								
Bank History								
×		Apply						

When completed, click Apply.

If you move away from the page without clicking Apply, the following message will appear:



Click OK to leave the page and discard your changes. Click Cancel to return to the page and then click Apply to save your changes.

### **Page Notes**

The bottom left of the page contains a <u>Page Notes</u> field like the one in the HR Master page.

#### **3.9 Bank Accounts**

The Bank Accounts page in HR stores direct deposit information for the employee. Up to five bank accounts can be set up, along with the employee's email address for pay slips (which may differ from the ones entered in the Address page).

Payroll uses the bank accounts to generate the direct deposit file to send to the bank.

CVCCL		Human Resources
Pages	Bank Accounts	Filters Active
Work Place Incident  ACACC	Aabjerg, Lise ( AABJE,L )	Tools • Reports • Help • Exit
Group Benefits GB-Plan Sponsor	Account #1 12345 - 678 - 90123456789 Type: Dollar	Amount: 50.00
GB-Family Informatio GB-Ben Designation Payroll Dates	Account #2 98765 - 432 - 1234567890 Type: Percent •	Amount: 20
Payroll Misc Payroll Numbers	Account #3 23456 - 798 - 1911181111 Type: Remainder  Account #4	Amount:
Payroll Secure	Account #7	Amount:
Bank History	Type: 💌	Amount:
*	Pay Slip Email Address laabjerg@cvccl.ca	
Add Note Delete Note		Apply

Employees must have at least one bank account in order to be paid through direct deposit. The five bank accounts can be set up with different break-downs, but the final bank account must always have a Type of Remainder.

Employees that do not have any bank accounts will be paid by cheque. Employees with no pay slip email address may be paid by direct deposit, but their slip will be printed rather than emailed.

Field Name	Description/Usage
Account (#1-#5)	The employee's bank account.
Туре	The type of breakdown for the bank account, where

	<ul> <li>Dollar indicates a fixed dollar amount to be deposited to the account,</li> <li>Percent indicates that a percentage of the net pay (at that point in the calculation) will be deposited to the account, and</li> <li>Remainder indicates that the remaining net pay (at this point in the calculation) will be deposited to the account.</li> </ul>
Amount	For Dollar breakdown settings, the actual dollar amount to be deposited and for Percent breakdowns, the percentage of net pay to be deposited. Remainders do not require an Amount.
Pay Slip Email Address	The email address for the pay slip. If no email address is specified, a pay slip can be printed and given to the employee instead.

The accounts are processed in order, so it is important to enter them correctly. For example, the employee above has 3 bank accts and a net pay of \$1000, so their pay would be broken out as follows:

Account #1	\$50 Dollar = \$50
Account #2	20 Percent = (\$1000 - \$50) * .20 = \$190
Account #3	Remainder = \$1000 - \$50 - \$190 = \$760

but if the order were reversed:

Account #1	20 Percent = \$1000 * .20 = \$200
Account #2	\$50 Dollar = \$50
Account #3	Remainder = \$1000 - \$200 - \$50 = \$750

Note that the employee will *never receive more than their net pay*, so the breakdown settings will be applied until the balance is \$0. For example, if an employee has a net pay of \$500 with the following breakdowns their pay would be processed as:

Account #1	50 Percent = \$500 * .50 = \$250
Account #2	\$300 Dollar = \$500 -\$250 - \$300 = \$250
Account #3	Remainder = \$0

#### **Page Notes**

The bottom left of the page contains a Page Notes field like the one in the HR Master page.

## 3.10 Notifications

Notifications in EMS allow employees to have a recorded two-way conversation with supervisors, department heads and other staff regarding topics such as Scheduling changes (vacation requests, hours worked, etc), HR updates (expiring skill sets, upcoming reviews, etc.) and Events (meetings, policy changes, etc).

Each conversation is a cycle that has a distinct start and end. A user begins a cycle by creating (originating) a notification and selecting other users as recipients. Recipients can then make decisions about the notification. They may accept it, reject it or send it back to the originator for clarification. When the cycle is finished, the notification is flagged as completed.

The Notifications page in HR displays all notifications created by and sent to the employee. Notifications the employee has created are listed at the top, in the Originator grid and notifications the employee has received are listed in the lower Recipient grid.

CVCCL Human Resources -CVC-								
Pages	1	Notifications				Filters Active		-
Notifications	^	Aabjerg, Lise ( AABJE,L )	•		Search Too	ols • Reports •	Help	▼ Exit
Courses		Aabjerg, Lise ( AABJE,L )	•	< > S		Keports *	Help	· EXIL
Pre Hire Checklist		Originator:						
PH Criminal Record	Π	# Status	▲ ▼ Title	•	ID 🔽 Modified V	Vhen 🚽 🔽 Complet :	Start Date	Time
PHONE LIST	=	🗉 🗙 🔍 🥯 🥶 🗸 Accept	ed [ADMIN -	Aabjerg, Lise ( AABJE,L )]	100015 20/Aug/20	013 08:33	24/Jun/20	13 08:00
PH Driver's License	-							
PH Phys Test Hep B	Ц							
PH Phys Test TB								
PH Reference Check								
Emg. Contact Info								
Time Banks		•						Þ
Time off Requests	Ţ							
		Recipient:						
Page Notes		#	Status 🔹 💌	Title	▼ ID ▼	Modified When $\checkmark$	Complet	Start Date
	^	▫ +⁄♀໔♥₽兽	🔀 Pending	[ADMIN - Anders, Sonia (	(ANDER,S ) 100010	16/Jul/2013 14:42		26/Jun/2( 🔶
		▝▝▝▖▎╱╞┙▟▖▀▖▆▖▙	📄 Open	[CA-A8 - Anders, Sonia (	ANDER,S )] 100026	16/Jul/2013 14:27		16/Jul/20
		▣╡╱╒┢╤╦╡	📄 Open	[Vac - Anders, Sonia ( AN	IDER,S )] - 100023	08/Jul/2013 13:49		06/Aug/21 <sup>≡</sup>
		▝▝▕▎▎∕♀ढ़ॖऀॄॄॖॖ⊜ॖॖ॑	Dpen	[ADMIN - Anders, Sonia (	(ANDER,S ) 100022	05/Jul/2013 10:35		05/Jul/20
		▣;;/♀७७₽;	🕒 Open	[ADMIN1 - Banaaich, Man	njit ( BANA, 100021	27/Jun/2013 11:09		04/Jul/20
		∃ ↓∕♀⋵두⋼昺	Dpen	[CA-A8 - Walker, Stephen	( WALK,S 100018	27/Jun/2013 10:41		24/Jun/20
		∃ ↓∕♀໔♥孁兽	Dpen	[CA-NA - Walker, Stepher	n ( WALK,S 100017	27/Jun/2013 10:40		26/Jun/2(
		<						• •
Add Note Delete N	ote							

Field Name	Description/Usage			
Status	The current status of the notification, where			
	Dpen indicates a new request,			
	Pending indicates that the request is being reviewed,			
	Info indicates that more information has been requested,			
	InfoSupplied indicates that additional information has been provided,			
	<ul> <li>Accepted indicates that the request has been accepted,</li> </ul>			
	Sejected indicates that the request was not accepted, and			
	Cancelled indicates that the request was cancelled.			
Title	The title or description of the notification.			
ID	A unique identification number for reference purposes.			
Modified When	The date and time of the most recent change to the notification.			
Completed	A flag indicating that the notification is complete.			
	Completed notifications cannot be updated, however they can be cancelled. They are not included in the Notification Count displayed in the tool bar in Scheduling.			
Start Date	The start date of the request or notification. For an event notification, this may be the same as the end date.			
Time	The start time of the request or notification. It may be 00:00 if the time is not applicable.			
End Date	The end date of the notification. For an HR notification, this may also be the due date.			
Time	The end time of the request or notification. It may be 00:00 if the time is			

	not applicable.			
Туре	<ul> <li>The notification type, where</li> <li>Scheduling indicates a request or notification related to the employee's assignments in Scheduling,</li> <li>HR indicates a request or notification related to human resources, for example, an expiry date is coming up or a review is pending, and</li> <li>Event indicates a generic notification of an upcoming meeting or other type of event.</li> </ul>			
Notification Date	The date the notification was created.			
Employee	For Scheduling and HR notifications, the employee for whom the notification was created. Event notifications do not apply to a specific employee.			
Shift	For Scheduling notifications, the shift that is being requested, e.g. a vacation shift, or the shift the employee worked for a worked hours notification.			
Department	For Scheduling notifications, the department in which the employee worked or requested. For HR and Event notifications, the department affected by the request or notification.			
Unit	For Scheduling notifications, the unit in which the employee worked or requested. For HR and Event notifications, the unit affected by the request or notification, if applicable.			
Position	For Scheduling notifications, the position in which the employee worked or requested. For HR and Event notifications, the position affected by the request or notification, if applicable.			
Cost Centre	For Scheduling notifications, the cost centre in which the employee worked or requested. For HR and Event notifications, the cost centre affected by the request or notification, if applicable.			
Created By	The user that created the notification.			
Created When	The date and time the notification was created.			
Modified By	The last person to modify the notification.			

To view the notification's comments and history, click the small plus sign (  $\stackrel{\textcircled{}}{=}$  ) at the far left of the grid row.

	#	Status	Title		TD 🔽	Modified When	← 🔽 Comple	t Start Dat	Æ
0	+/94 🗣 🖷	🗎 🔀 Pending	[ADM	IN - Anders, Sonia ( Al	NDER,S ) 1000	10 16/Jul/2013 14	:42	26/Jun/2	( ^
	History								
	Date -	Status	Completed	Operator Name	Comment		_		ľ
	16/Jul/2013 14:42	Z Pending		Anders, Sonia	Update - Stat	us: Pending, Compl	eted: False		1
	26/Jun/2013 12:45	📄 Open		Watuzi, Amelie	Update - Stat	us: Open, Complete	ed: False		
	26/Jun/2013 07:55	📄 Open		Watuzi, Amelie	Commented I	oy Amelie			
	26/Jun/2013 07:53	📄 Open		Anders, Sonia	Update - Stat	us: Open, Complete	ed: False		۰,
٠.		III						- F	

The Originator grid might have the following command button icons (depending on the notification type and user security):

Action	lcon	Description
Edit	Ø	Edit an existing notification that has not been accepted, rejected or cancelled.
View	O <sub>N</sub>	View a notification that has already been accepted, rejected or cancelled.
Cancel	<b>@</b>	Cancel an existing notification that has not already been rejected.
Update	9	Change the status, add a comment, and/or flag the notification as Complete.
Delete	×	Delete cancelled or completed notifications.
Print		Display the current notification slip in a report format.

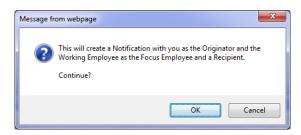
The Recipient grid might have the following command button icons (depending on notification type and user security):

Name	lcon	Notes
Add	÷	Create a new notification.
Edit	/	Edit an existing notification that has not been accepted, rejected or cancelled.

View	0	View a notification that has already been accepted, rejected or cancelled.
Update	9	Change the status, add a comment, and/or flag the notification as Complete.
Accept	La constante da co	Flag the notification as accepted.
Reject	ę	Flag the notification as rejected.
Cancel	<b></b>	Flag the notification as cancelled.
Print	8	Display the current notification slip in a report format.

#### **Create a Notification**

To create a new notification, click the green plus icon ( 📫 ) in the Recipient grid. When a notification is created in HR, it has the current user as the originator and the current employee set as the focus employee and as a recipient. As a reminder, a confirmation message will be displayed.



Click OK and select the type of notification to create. When a Scheduling notification is created, sites with multiple Scheduling databases will need to choose the appropriate Application database. HR and Event requests do not require additional information.

		x
HR	•	
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		•

# EMS Human Resources User Manual

ComVida Corporation September 2013

] Webpage Dialog	Comment of the local division of the local d			
Notification		Recipients:		
ID:	100029	O Single Employee: Adam, Eve ( ADAM/E )		
Туре:	HR	Department: ADMIN		
Notification Date:	20/Aug/2013	Employee Group:		
Originator:	Anders, Sonia	Email Copy Only		
Status:	Open 💽	Add Recipient		
Completed:		# Type Name Action Type		
Focus Employee:	Aabjerg, Lise ( AABJE,L )	Single         Aabjerg, Lise ( AABJE,L )           Department         Anders, Sonia ( ANDER,S )           Department         Adam, Eve ( ADAM/E )		
Shift:		Department Adam, eve (ADAm/E )		
Start:	20/Aug/2013 • 00:00 ÷	Title:		
End:	30/Aug/2013 🔹 00:00 🚔	[@Employee@] - Performance review reminder		
Hours:	0 Comment:			
Department:	ADMIN	Lise's performance review is due by August 30.		
Unit:	(None)			
Position:	FTCYW			
Cost Centre:	RES	Create Email:  Ok Cancel		

Field Name	Description/Usage		
ID	A unique identification number for reference purposes.		
	This number is automatically assigned and cannot be changed, however, the starting number can be updated in Enterprise Settings   Company Settings.		
Туре	The notification type selected during creation. Once a notification is created, the type cannot be changed.		
Notification Date	The date the notification was created. The date is set automatically and cannot be changed.		
Originator	The user that created the notification.		
Status	<ul> <li>The current status of the notification, where</li> <li>Open indicates a new request,</li> <li>Pending indicates that the request is being reviewed,</li> </ul>		

	Info indicates that more information has been requested,				
	InfoSupplied indicates that additional information has been provided,				
	Accepted indicates that the request has been accepted,				
	Sejected indicates that the request was not accepted, and				
	Cancelled indicates that the request was cancelled.				
Completed	A flag indicating that the notification is complete.				
	Note that the rules set up in Enterprise Settings   Notification Types determine whether or not the Originator and/or the Recipient(s) can mark a notification as completed.				
	Completed notifications are not included in the Notification Count displayed in the tool bar in Scheduling.				
Focus Employee	For Scheduling and HR notifications, the employee for whom the notification was created. Event notifications do not apply to a specific employee.				
	When a notification is created in HR, the Focus Employee is defaulted to the current employee and cannot be changed.				
Application	For Scheduling notifications, the database for which the request or notification is being made (for sites with multiple Scheduling databases).				
Shift	For Scheduling notifications, the shift that is being requested, e.g. a vacation shift, or the shift the employee worked for a worked hours notification.				
Start Date & Time	The start date and time of the request or notification. For an event notification, this may be the same as the end date.				
	The time can be left as 00:00 if not applicable.				
End Date & Time	The end date and time of the notification. For an HR notification, this may also be the due date.				
	The time can be left as 00:00 if not applicable.				

# User Manual September 2013 For Scheduling notifications, the number of hours requested off or the Hours number of hours worked. Note that the hours specified in the notification will be defaulted into the Shift Handle or Multiple Substitution tool in Scheduling, however they may be overridden if necessary. For HR & Event notifications, this would likely be the duration of the event. Department For Scheduling notifications, the department in which the employee worked or requested. For HR and Event notifications, the department affected by the request or notification. Unit For Scheduling notifications, the unit in which the employee worked or requested. For HR and Event notifications, the unit affected by the request or notification, if applicable. Position For Scheduling notifications, the position in which the employee worked or requested. For HR and Event notifications, the position affected by the request or notification, if applicable. For Scheduling notifications, the cost centre in which the employee worked **Cost Centre** or requested. For HR and Event notifications, the cost centre affected by the request or notification, if applicable. **Recipients** The list of users that will be receive this notification. The current (Focus) employee will be automatically included in the Recipient list, along with any other individuals or groups that have been configured in the Enterprise Settings | Notification Types. If the employee or any non-mandatory users should not receive the notification, click the red X ( $\stackrel{\textstyle{\times}}{\sim}$ ) in the list to remove their name from the Recipients list. Additional user(s) can be added to the Recipient list as well. Select the appropriate type of recipient: Single will allow the selection of any user, • Department is used to send a notification to the department head or employee group specified in Enterprise Settings | Departments, or

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	<ul> <li>Employee Group to include a group of users by selecting from a list of Employee Groups that have been flagged for notifications in Security   Employee Groups.</li> <li>Check the Email Copy Only box if the selected recipient(s) should only receive a copy of the notification email. In this case, the actual notification will not appear in their Notifications page in Personal Information (and Scheduling for users with appropriate security rights).</li> <li>Click the Add Recipient button to add the selected recipient(s) to the Recipient List.</li> </ul>
Title	The title or description of the notification. The Title will also appear in the Subject line of the email. In addition to the Notification Type Description, there are two special codes that are defaulted into the Title. They will be resolved automatically when the notification is saved:
	<ul><li>@ShiftCode@ - will be converted to the selected Shift when a Scheduling notification is created and</li><li>@Employee@ - will be converted to the employee's display name and code.</li></ul>
	The Title may be changed as necessary.
Comment	A free-form text field for recording additional information.
	The Comments will be stored and displayed in the history of the notification and cannot be changed once the notification is saved.
Create Email	A flag indicating that an email should be created when the notification is saved.
	The email will automatically be created with the user's current email program and displayed for review. To send the email, press the Send button.
	If the Create Email flag is unchecked or the email is not sent, the notification will appear in the recipient(s) Notification in Personal Information (and Scheduling for users with appropriate security rights) unless the recipient was flagged as "Email Only", in which case they will not receive any information regarding the notification.

# **Page Notes**

The bottom left of the page contains a <u>Page Notes</u> field like the one in the HR Master page.

# **Notifications Report**

A detailed or summary list of employee notifications can be printed through <u>Reports</u> <u>Notifications</u>.

# 4 USER-DEFINED PAGES

Human Resources is designed to track an unlimited amount of employee-specific information as required for organizational reporting and data management.

Authorized users can design and create user-defined fields and pages based on Collective Agreements, Government Standards and Employee Policies, including

- Evaluations
- WCB\WSIB Claims
- Grievances
- Accruals
- Group Benefits
- Payroll Dates

Historical, current and future-dated information pertaining to each topic can be maintained in HR. Pages and fields are defined in Enterprise Settings | Pages and Enterprise Settings | Fields.

CVCCL Human Resources CVC					
Pages	Evaluation	Filters Active			
Evaluation ^	Aabjerg, Lise ( AABJE, L )         +         >         Search	Tools • Reports • Help • Exit			
Grievance	Effective Date	ram Evaluation Oute Next Evaluation Con			
Discipline	16/Jul/2013 10:49 01/07/2013 Annual Sonia Anders	Outstand 01/07/2014			
Work Place Incident					
VAC ACC Group Benefits					
GB-Plan Sponsor					
GB-Family Informatio	۲				
GB-Ben Designation		Add Edit Delete			
Payroll Dates					
Payroll Misc 🗸	Date of Evaluation Evaluation Type				
Page Notes	01/07/2013 Annual				
A	Name of Evaluator Program				
	Evaluation Outcome Next Evaluation	Data			
	Outstand 01/07/2014				
	Comments Evaluation File file:////galieo/v rept.pdf	company/junk/lori/tbf			
	ARX				
Add Note Delete Note					

# 4.1 Current Values Pages

Current value pages in HR always display the employee's current values. These types of pages are useful when only the current values are relevant to the employee. They may also be used to display aggregate data from several related pages.

Users that have "Modify" (or higher) level security for Employee Information, as well as "Modify" (or higher) level access for the HR page, can change editable data on that page. Click Apply to save changes.

CVCCL		Human Resources
Pages	Group Benefits	Filters Admin 🔻
Work Place Incident ^	Aabjerg, Lise ( AABJE,L )            •         >	Search Tools • Reports • Help • Exit
Group Benefits		
GB-Plan Sponsor	Sponsor Name Great Life	Sponsor Phone 888-234-2293 Number
GB-Family Informatio	Occupation Child & Youth Worker	
GB-Ben Designation	Dental Coverage	Health Coverage
Payroll Dates	Spousal Dental	Spousal Health Plan
Payroll Misc	Lise's husband will be qualifying	
Payroll Numbers	for additional cvg in 2014.	
Payroll Secure		
Bank Accounts Bank History		
Page Notes		
*		
Add Note Delete Note		Apply Cancel

Note that modifying or deleting data on a Current Values page will create a historical row with the current system date & time. The history for these fields can be displayed on a secondary Carry Forward page or viewed through <u>Reports | User Defined</u>.

# 4.2 Carry Forward Pages

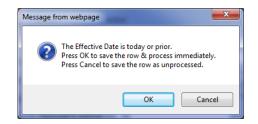
Carry Forward pages in HR retain the values of unchanged fields when new data is added. Carry Forward pages are designed for information such as Benefits, where one field may need to be updated on a regular basis, but other fields may remain the same.

### Adding User Defined Data

Selecting the Add button in a Carry Forward page displays a dialog where new data can be entered in selected fields. Select a field by checking the box between the label (name) and the field, then enter the appropriate information. To clear the value when data is no longer needed, check the Clear Value box to the right of the field.

To enter future-dated changes, set the Effective Date and time to the desired date the changes are to be applied. The changes will be saved as unprocessed, i.e. the changes will not be applied to the employee's current values until <u>Tools | Process HR Data</u> is run. Unprocessed rows will appear italic.

If the Effective Date is not changed or is set to a date in the past, a prompt will be displayed to confirm that the changes should be processed immediately.



If you select **Cancel**, the row will be saved as unprocessed, i.e. the changes will not be applied to the employee's current values until <u>Tools | Process HR Data</u> is run. Unprocessed rows will appear italic.

Select **OK** to apply the changes immediately.

Users that have "Modify" (or higher) level security for Employee Information, as well as "Modify" (or higher) level access for the HR page, can add data to that page.

#### **Modifying User Defined Data**

Selecting the Edit button in the HR Pages displays a dialog with the data from the selected row. All of the fields will be disabled to prevent accidental changes. To modify the contents of a field, enable the field by checking the box between the label (name) and the field, then enter the appropriate information. To clear the value when data is no longer needed, check the Clear Value box to the right of the field.

Users that have "Modify" (or higher) level security for Employee Information, as well as "Modify" (or higher) level access for the HR page, can modify data on that page.

BR Data Webpage Dialog										
Employee Code:	AABJE	,L			Department:	ł	ADMIN			
Employee Name:	Aabje	g, Lise			Unit:					
Status:	Active				Position:	F	TCYW			
Type Block:	a B-R/	AF			Cost Centre:	F	RES			
Effective Date:	16/Ju	l/2010	<b>at:</b> 15:21	-						
				Clear Value?					Clear Value?	Â
Spouse's Name		Dave			Spouse DOB		10/Mar/1970			E
Gender		Male			Relationship Code		H-Husband	-		
Name of 1st Child		Chris			1st Child DOB		07/May/1997	•		
1st Child Gende	r 🗆	Male	*		1st Child Relation		C-Child	•		
1st Child Student?		Yes			2nd Child DOB		04/Aug/1998	-		
Name of 2nd Child		Stephanie			2nd Child Relation		C-Child	•		
2nd Child Gender		Female	•		3rd Child DOB		16/Oct/2003	*		
2nd Child Student2		Yes	•		3rd Child Relation		C-Child	*		*
								Ok	Cancel	

#### **Deleting User Defined Data**

Selecting the Delete button in the HR Pages allows removing processed (historical) data in HR. Users that have "Delete" level security for Employee Information, as well as "Delete" level access for the HR page, can remove any given row.

A few rules apply:

When deleting a row, only information that is editable on that page is deleted.

Individual columns may not be deleted. All information for that row is removed.

Certain **system-defined fields require that a value is present**, even if that value is blank. Deleting the last value for one of these fields will result in an item being added with an Effective Date of the current working date and "<no value>" being displayed for the column. This primarily concerns fields found on the Work Profile I and Work Profile II pages.

#### **Page Notes**

The bottom left of each page contains a <u>Page Notes</u> field for recording information related to the current employee and page.

#### **User Defined Report**

A detailed or summary list of user defined employee information can be printed through <u>Reports</u> <u>User Defined</u>.

# 4.3 No Carry Forward Pages

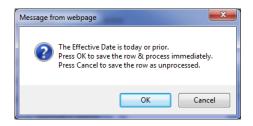
No Carry Forward pages in HR *do not* retain the values of unchanged fields when new data is added. No Carry Forward pages are designed for recording information such as Incidents or Courses, where each row represents an individual occurrence with little or no relation to the other rows on the page.

#### **Adding User Defined Data**

Selecting the Add button in a No Carry Forward page displays a dialog where new data can be entered. To clear a field, for example a date, when data is not applicable for this occurrence, check the Clear Value box to the right of the field.

To enter a future-dated occurrence, set the Effective Date and time to the appropriate the date the changes are to be applied. The row will be saved as unprocessed until <u>Tools | Process HR</u> <u>Data</u> is run. Unprocessed rows will appear italic.

If the Effective Date is not changed or is set to a date in the past, a prompt will be displayed to confirm that the row should be processed immediately.



If you select **Cancel**, the row will be saved as unprocessed, i.e. the changes will not be applied until <u>Tools | Process HR Data</u> is run. Unprocessed rows will appear italic.

Select **OK** to apply the changes immediately.

Users that have "Modify" (or higher) level security for Employee Information, as well as "Modify" (or higher) level access for the HR page, can add data to that page.

#### **Modifying User Defined Data**

Selecting the Edit button in a No Carry Forward page displays a dialog with the data from the selected row. All editable fields will be enabled. To clear a field when the data is no longer applicable, check the Clear Value box to the right of the field.

Users that have "Modify" (or higher) level security for Employee Information, as well as "Modify" (or higher) level access for the HR page, can modify data on that page.

🗃 HR Data Webpag	e Dialog	1						×
Work Place Inci	dent - Edit Row							
Employee Code:	AABJE,L			Department:	ADMIN			
Employee Name:	Aabjerg, Lise			>Unit:				
Status:	Active			Position:	FTCYW			
Type Block:	a B-RAF			Cost Centre:	RES			
Effective Date:	03/Jun/2013 💽 a	13:02	-					
			Clear Value?				Clear Value?	
Date of Injury Location Submission Dat Return Date Contact	01/06/2013	•		Injury Type	L Arm			
Location	Off Site	•		Nature of Injury	Sprain	-		E
Submission Dat	te 03/06/2013	•		Hours Lost	0.00	•		
Return Date	05/07/2013	•		Claim#	0	-		
Contact	Howard Jones			Contact Number	239 382 9919			
Contact Email	Hjones@cvccl.ca				L			
				Comments				
								+
					0	lk	Cancel	
								-

# **Deleting User Defined Data**

Selecting the Delete button in the HR Pages allows removing processed (historical) data in HR. Users that have "Delete" level security for Employee Information, as well as "Delete" level access for the HR page, can remove any given row.

A few rules apply:

When deleting a row, only information that is editable on that page is deleted.

Individual columns may not be deleted. All information for that row is removed.

Certain **system-defined fields require that a value is present**, even if that value is blank. Deleting the last value for one of these fields will result in an item being added with an Effective Date of the current working date and "<no value>" being displayed for the column. This primarily concerns fields found on the Work Profile I and Work Profile II pages.

#### **Page Notes**

The bottom left of each page contains a <u>Page Notes</u> field for recording information related to the current employee and page.

# **User Defined Report**

A detailed or summary list of user defined employee information can be printed through <u>Reports</u> <u>User Defined</u>.

# 5 TOOLS

# 5.1 Add an Employee

Employees are created in HR manually or via <u>Tools | Import Employees</u>. To manually add a new employee, click Tools | Add an Employee.

a) Add Employee Webpage Dialog								
Employee Code:	ARTH,A							
Start Date:	01/Sep/2013 🔹							
Last Name:	Arthur							
First Name:	Amy							
Status:	Active							
Attendance Type:	Casual							
Department:	CA							
Unit:	/							
Position:	FTSWA							
Cost Centre:	RES							
Employee Lists (M	lember Of)							
Admin EEs - Admin Employees Admin Sups - Admin Supervisors All EEs - All Employees All Super All Supervisors								
CA EES - Care Employees CO-OP EES - Co-op Employees DE EES - Dempster Employees DU EES - Dunbar Employees								
	Apply Ok Cancel							

Field Name	Description/Usage
Employee Code	A unique alpha-numeric code used throughout EMS to identify the employee. Use a format consistent with other employees.
Start Date	The employee's first day of work.
Last Name	The employee's last name(max length: 25 characters). The Display name used in the dropdown lists, reports, etc. is built automatically using the First Name, Last Name.
First Name	The employee's first name(max length: 25 characters). The Display name used in the dropdown lists, reports, etc. is built automatically using the First

	Name, Last Name.
Status	The employee's status, normally Active unless the employee will not be working.
Attendance Type	The employee's attendance type, usually indicating full-time, part-time, casual, etc.
	Attendance types are maintained in Enterprise Settings   Look-up Codes.
	The Attendance type block character is automatically stored in the sixth position of the employee's type block.
Department	The employee's home department. An employee may work in several departments, but this is their default department for assignment generation in Scheduling and amounts configuration in Payroll.
	The Department is a required field.
	The Department's type block character is automatically stored in the first position of the employee's type block.
Unit	The employee's home unit. An employee may work in several units, but this is their default unit for assignment generation in Scheduling and amounts configuration in Payroll.
	The Unit is <i>not</i> a required field.
	The Unit's type block character is automatically stored in the second position of the employee's type block.
Position	The employee's home position. An employee may work several positions, but this is their default position for assignment generation in Scheduling and amounts configuration in Payroll.
	The Position is a required field.
	The Position's type block character is automatically stored in the third position of the employee's type block.
Cost Centre	The employee's home Cost Centre. An employee may work in several cost centres, but this is their default cost centre for assignment generation in Scheduling and amounts configuration in Payroll.

	The Cost Centre is a required field. The Cost Centre's type block character is automatically stored in the fourth position of the employee's type block.
Employee Lists	The Employee Groups in which the employee will be included. Only users with access to the selected groups will be able to view the employee.

Complete the information on the screen and click the **OK** button.

Go to the <u>Employee Lists</u> page in HR and ensure that all Applications in which the employee should appear have been checked.

Proceed to the <u>Master</u>, <u>Work Profile I</u>, <u>Work Profile II</u> and <u>Address</u> pages in HR to enter the remaining employment and demographic information for the employee.

If the employee will be given access to Personal Information or other areas of EMS, configure their login and security information on the <u>Operator</u> page in HR.

# 5.2 Import Employees

The Import Employees tool in HR is used to read in a comma-delimited file and create entries in virtually all HR pages.

The Data Template in Enterprise Settings must first be defined - it will dictate the layout and contents of the import file. Once a Data Template has been created, use the <u>Export Employees</u> tool to create a comma-delimited file in the required format. That file can be edited and then the contents imported through the Import Employees tool to create new entries in HR.

Employee Import Webpage Di	alog						
File:	C:\EMSData\EmergContactAug13.csv Browse						
Effective Date:	21/Aug/2013 💽 at: 12:06 🖢						
Data Template:	1Emerg Contact						
Default Attendance Type:	Casual						
Default Contact Type:	Primary 🔹						
Check Current Values:	v						
Process Data Immediately:	V						
Member Of (for new Emplo	yees):						
Admin EEs - Adm							
Admin Sups - Admin Supervisors							
☑ All EEs - All Employees ☑ All Sups - All Supervisors							
CA EEs - Care Em							
<b>K</b>	Import Cancel						

To import employee information:

Click Tools | Import Employees.

Click the Browse... button to select the file.

If necessary, update the **Effective Date** and **time**. This will determine whether historical, current or future-dated data is imported.

Select the appropriate **Data Template**.

Select the **Default Attendance Type**. This will only be used if new employees are being imported.

Select the **Default Contact Type**. This will only be used if new addresses, phone numbers or email addresses are being imported.

Leave **Check Current Values** checked to skip unchanged data. To import all of the data, regardless of whether it has changed or not, uncheck this box.

To make the data active, leave **Process Data Immediately** check.

Click the **Import** button.

After the rows are imported, the number of rows processed will be displayed.

If any errors occur, the row number and a description of the error will be displayed. Make the necessary corrections and import the file again.

# 5.3 Export Employees

The Export Employees tool creates a comma-delimited text file containing selected Employees and current or historical HR values. When current values are exported, the resulting file can be edited through Microsoft Excel<sup>©</sup> and then <u>imported</u> to create new entries in HR. This is a quick way to update several employees' information at once.

Employee Export We	opuge bialog					
ata Template:	1Emerg C	ontact 💌		O Current	Values	
mployee Selection	Options			O Historica	al Data	
Employee:	Aabjerg, L	ise ( AABJE,L )	-	From:	21/Aug/2013	-
• Type Block:	???-?A?-???	-7??		То:	21/Aug/2013	*
O Profile:						
Department	AII	Unit	AII	Position	All 🗹	
<b>103</b>	^	- /	^	-/	^	
ADMIN				1-085		
CA	-		-	1-101	-	
Cost Centre						
□/	*		*			
GENADM		Inactive				
DAY	Ŧ	Terminated	Ŧ			
				Exp	ort C	ancel

#### **Current Values**

To create new entries in HR:

Click Tools | Export Employees.

Select the **Data Template** that contains the fields to be exported.

Select the Employees to be included in the process.

Select Current Values.

Click the **Export** button.

When the export file is ready, a link will display at the bottom left of the screen, **Export Complete.** Click here to download your file. Click the link and save the file with an extension of .CSV.

Open the file with Excel<sup>©</sup> and make the appropriate changes (do not remove any columns since the import requires the file to be in the same format). New rows may also be added to the file as necessary.

When all of the changes have been made, use the <u>Import Employees</u> tool to create the new entries.

#### **Historical Data**

To export historical HR data for further analysis and reporting:

Click Tools | Export Employees.

Select the **Data Template** that contains the fields to be exported.

Select the Employees to be included in the process.

Select Historical Data.

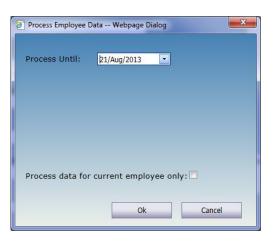
Enter the date range to be exported. The export uses the Effective Date when exporting historical values.

Click the **Export** button.

When the export file is ready, a link will display at the bottom left of the screen, **Export Complete.** Click here to download your file. Click the link and save the file with an extension of .CSV.

#### 5.4 **Process HR Data**

Unprocessed (pending) rows will appear in *italics* in HR. This is data that was originally entered with a future effective date and saved without processing. The data will remain unprocessed until the Process HR Data tool is run for a date later than the effective date.



To process pending data:

Click Tools | Process HR Data.

Select date up to which rows should be processed.

If only unprocessed rows for the current employee are to be processed, check **Process data for current employee only**, otherwise leave it unchecked.

Click the **OK** button.

After the rows are processed, the pending data will become current.

*Note:* The system will not process future dated items automatically. You must run this tool to have the pending changes applied.

# 5.5 Call an Employee

The Call an Employee tool in HR is used to record interactions (calls, emails, etc.) with the employee.

Calls may be recorded using this tool, through <u>Call Records</u> page in HR, and in Scheduling (from the **Tools** menu, the **Shifts to be Filled** page and the **Block booking**).

Call Employee	Webp	age Dialog					
Employee:					Contact Ir	nformation:	
Aabjerg, Li	ise ( AA	BJE,L)		#	Туре	Phone/Email	
				S 📞 🎰	Primary	2222222	
					6 📞 🗟	Secondary	604-220-2032
					6 📞 🗟	Primary	laabjerg@cvccl.bc.ca
Call Records	5						
Date 👻	Time 🗸	Call Type	Response	Shift	Shift Date	Contacted By	Comment
14/Mar/2013	12:05	Email	Discussion	MEET	3/15/2013	Walker, Stepher	Emailed mtg request was accepted
01/Mar/2013	11:40	Email	No Answer	DE-A8	2/1/2011	Anders, Sonia	Left message
28/Sep/2011		Phone	Accepted			Anders, Sonia	DE-A8 - 10/Oct/2011
30/Sep/2010	15:02	In Person	Declined			Anders, Sonia	DE-A8 - 30/Sep/2010
	_						
Contacted	On: 21	/Aug/2013	• at: 13	:27 韋	Contacted B	y: Anders,	Sonia
Call Type:	(5	Select)	•		Response:	(Select)	•
Shift:					Shift Date:		•
Comments							
	•						*
I							· · · · · · · · · · · · · · · · · · ·
Cancel Ad	ld				A	pply	Ok Cancel

The tool is initially opened in 'Add mode' so that a new call can quickly be recorded. To update an earlier call, click the Cancel Add button and select the call to be changed. To add multiple calls,

use the Apply button to save the call and then click the Add button to create a new one, either for the current employee or another employee.

Field Name	Description/Usage
Employee	The employee that was or will be contacted.
Contact Information	The employee's current phone numbers and email addresses . <u>Skype &amp;</u> <u>local Email</u> can be use to contact the employee as well as traditional telephone calls.
Call Records	A list of previous calls or emails to the employee. To view or update the details of a previous call, click the Cancel Add button and select the row.
Contacted On	The actual date and time of the call.
Contacted By	The full name of the person who initiated contact.
Call Type	The type of contact made. Call Types are maintained in <u>Enterprise Settings</u>   Lookups (CRType).
Response	The employee's response. Responses are maintained in <u>Enterprise Settings</u>   Lookups (CRResponse).
Shift	A free-form text field that may be used to record the shift for which the employee was contacted. Calls initiated from the Shifts to be Filled page in Scheduling will default to the current shift.
Shift Date	The date for which the employee was called. The Shift Date must be entered manually if desired.

To add another new call click the Add button.

To edit an existing call click the Apply button to save the current call or Cancel Add.

To delete a call, go to employee's Call Record page in HR, select the call and click the red X ( imes ).

### Skype & Email Links

The Call an Employee tool provides direct links to Skype<sup>™</sup>, email and other types of internet telephone applications.

Contact In	formation:	
#	Туре	Phone/Email
S 📞 🇟	Primary	250-931-2239
S 📞 🍙	Secondary	604-220-2032
S 📞 🗟	Primary	laabjerg@cvccl.bc.ca

To initiate a Skype call to the employee, click the Skype icon (S) to the left of the phone number you wish to call. Note that you must have already installed Skype and have either a subscription or credits.

To email the employee, click the email icon ( 2). A new email, using your default Mail provider, will be displayed with the employee's email address displayed in the **To** field.

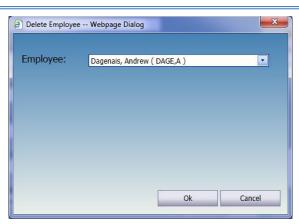
To place a call using another provider,

click the green telephone icon ( ) to the left of the phone number to be called. As long as the provider is set as the default for **callto** links, the call will be placed automatically.

# 5.6 Delete Employee

The Delete Employee tool in HR allows employees that have a status of Terminated to be removed from the system. Prior to deleting terminated employees, ensure that all appropriate processes are complete in Payroll and/or Scheduling, and that back-ups or hard copies of any critical information have been stored in a safe place.

Users that have "Delete" level security for Employee Information can delete terminated employees.

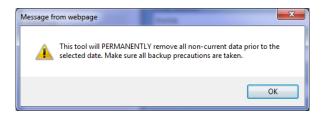


# 5.7 Purge Employee Data

The **Purge Employee Data** tool is used to permanently remove all or selected non-current employee data. The current values for each field on a page **will not be deleted**, even if the date is prior to the **Prior to Date** in the Data Purge dialog.

Prior to purging employee data, ensure that back-ups or hard copies of any critical information have been stored in a safe place.

Users with Delete level authority for **HR Data Purge** can remove old HR data for all or selected employees in their Employee List(s).





Field Name	Description/Usage
Employee Selection Options	The employee(s) with data to be purged.
Prior to Date	The date prior to (not including) which data in the selected pages will be removed. To maintain integrity, "current" data will not be purged regardless of its effective date.
Delete Notes	A flag indicating whether or not Page Notes on the selected pages should be deleted. Only notes dated prior to the date indicated will be deleted.
Field Selection	A list of pages and fields to select for inclusion in the purge process. Uncheck <b>All Pages and Fields</b> to select individual pages and/or fields. Click the plus sign next to a page to choose specific fields on that page.

# 5.8 Edit Pictures

Use the Edit Pictures tool in HR to add or update an employee's picture. The picture will be displayed on the Master page in HR and, optionally on the <u>Profiles Report</u> as well.

Users must have Modify (or higher) access to HR Pictures to modify an employee's picture.



To add or change an employee's picture:

On any HR page, select the employee.

Click Tools | Edit Pictures.

Click the Browse... button and locate the employee's image file.

Once the image is loaded in the dialog, click the Update button to apply it.

Click the **Close** button to complete the process.

To remove an employee's picture:

On any HR page, select the employee.

Click Tools | Edit Pictures.

Click the Delete button.

Once the image is cleared in the dialog, click the Close button to complete the process.

# **6 REPORTS**

Pre-defined and custom reports are accessed through the Reports menu in HR. The reports can be viewed on screen, printed to a PDF, or exported to a variety of formats.

CVCCL	Human Resources	CVC
Reports Profiles	Profiles	
Contacts Call Records Skill Sets Birthday Lists Labels	Employee Selection:       Report Options:         • Employee:       Aabjerg, Lise ( AAB)E, L )         • Employee Type Block:       7??-7A?-7??         • Payroll Type Block:       7??-72?-7??         • Profile:       Include Picture:	
User Defined Page Notes Employee Count Notifications	Department     All V     Position     All V       103     /     /     /       ADMIN     /     1-035       CA     -     -	
Custom	Cost Centre All All Active	
-	View Print Export Closs	8

# 6.1 **Printing Reports**

To print a report:

Click the **Reports** menu and select a report.

Select the criteria.

Click the **View** button to display the report and then click the **Print** button.

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//manuel/EMS42/Rep	oorting/dlgPrintReport.aspx -	Windows Internet Explorer			
€V	6				CVCCL 201 - 319 Governors Court New Westminster, BC, Canada V3L 585
		Empl	oyee Profiles		
Type Block: ???-@.	A?-???-???				
Aabjerg, Lise Mar Code : AABJE		-	nent : ADMIN atus : Active	Unit :	Position : FTCYW Cost Centre : RES
User Name : Birthdate : EI Class : Unit Producing : Badge Code : Preference :	01234567	SIN : Start Date : Attend Type : Dept : AdHoc2 : Jot available for overnight.	722-579-992 07/Jun/1992 FT DU	Type Bloc Term Date Stat Not V Seniority I Schedule I	e : Vorked : Yes Hours : 90.00
Arthur, Amy Code : ARTH, A	Ą	-	nent: CA atus: Active	Unit: /	Position : FTSWA Cost Centre : RES
User Name : Birthdate : EI Class : Unit Producing : Badge Code : Preference :	0 %	SIN : Start Date : Attend Type : Dept : AdHoc2 :	 24/Jul/2013 Casual	Type Bloc Term Date Stat Not V Seniority I Schedule I	e : Vorked : No Hours : 0.00
Brand, Robert Code : BrandB			nent : HA arul d. av = +	・   人	Position : Gr09S1 Cost Centre : DAY
User Name :	robbrand	SIN :	426-400-131	Type Bloc	k: H9-DAP

The report will be displayed in a viewer window. Click the printer icon 🖾 (or **Ctrl+P)** to print the report. Alternatively, click the disk icon 🛗 (or **Shift+Ctrl+S**) to save a copy of the report as a pdf.

# 6.2 Exporting Reports

To export a report:

Click the **Reports** menu and select a report.

Select the criteria.

Click the **View** button to display the report and then click the **Export** button.

Export Type:	MS Excel (XLS)	-
		Cancel

In the Export Report dialog that is displayed, select the appropriate format from the dropdown:

- MS Excel (XLS)
- MS Word (DOC)
- Portable Document (PDF)
- Rich Text (RTF)
- MS Excel Data Only (XLS)
- XML File Data Only (XML)

Click **Export** and choose an appropriate folder and name and click OK to save the file.

Click the **Cancel** or Close button to close the Export Report dialog.

# 6.3 **Profiles Report**

To print a list of Employee work profiles go to **Reports | Profiles**.

The Profile report can be printed for one employee or a selection of employees based on the **Employee Type Block** or the **Payroll Type Block**.

The report can also be printed for employees in specific **Departments**, **Units**, **Positions**, **Cost Centres** or **Statuses** by clicking **Profile** and selecting the desired codes.

To include the employee pictures, check the **Include Picture** box under Report Options.

To print the report, click the **View** button. The report will initially be displayed in a Crystal Reports dialog – you can review it prior to <u>printing</u> or <u>exporting</u>.

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://manuel/EMS42/Rep	oorting/dlgPrintReport.aspx - V	Vindows Internet Explorer	a set that the		
€V	6				CVCCL 201 - 319 Governors Court New Westminster, BC, Canada V3L 585
		Em	ployee Profiles		
Type Block: ???-@.					
Aabjerg, Lise Mar Code : AABJE,			tment : ADMIN Status : Active	Unit :	Position : FTCYW Cost Centre : RES
User Name : Birthdate : EI Class : Unit Producing : Badge Code : Preference :	lise 07/Aug/1966 U 0 % 01234567 Prefers morning shifts. N	SIN : Start Date : Attend Type : Dept : AdHoc2 : ot available for overnight	722-579-992 07/Jun/1992 FT DU	Seniority	tte : Worked : Yes
Arthur, Amy Code : ARTH,	A	-	tment : CA Status : Active	Unit: /	Position : FTSWA Cost Centre : RES
User Name : Birthdate : EI Class : Unit Producing : Badge Code : Preference :	0%	SIN : Start Date : Attend Type : Dept : AdHoc2 :	 24/Jul/2013 Casual	Type Blo Term Da Stat Not Seniority Schedule	te : Worked : No 7 Hours : 0.00
Brand, Robert Code : BrandB			tment : HA taul: dcave —	-   )	Position : Gr09S1 Cost Centre : DAY
User Name :	robbrand	SIN :	426-400-131	Type Blo	ock : H9-DAP

#### 6.4 Contacts

To print a list of Employee addresses, phone numbers and email addresses, go to **Reports** | **Contacts**.

The Contacts report can be printed for one employee or a selection of employees based on the **Employee Type Block** or the **Payroll Type Block**.

The report can also be printed for employees in specific **Departments**, **Units**, **Positions**, **Cost Centres** or **Statuses** by clicking **Profile** and selecting the desired codes.

To print the report, click the **View** button. The report will initially be displayed in a Crystal Reports dialog – you can review it prior to <u>printing</u> or <u>exporting</u>.

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tp://manuel/EMS42/Reporting/dlgPrintReport.a	spx - Windows Internet Explo	rer	and the second			
EVE						CVCCL Govemors Court ster, BC, Canada V3L 5S5
	E	mployee Con	itacts			
Type Block: ???-@A?-???-???						
Employee		Status	Department	Unit	Position	Cost Centre
Aabjerg, Lise (AABJE,L)		Active	ADMIN		FTCYW	RES
1375 HARBOUR DRIVE	Primary:	250-931-2239		Primary:	laabjerg@cvccl.bc.ca	ı
COQUITLAM, BC V3J 5V2	Secondary:	604-220-2032				
Arthur, Amy (ARTH,A)		Active	CA	1	FTSWA	RES
5520 Williams Road Coquitlam, BC V9R 6Y7 Canada	Primary:	604-567-3044				
Brand, Robert (BrandB)		Active	HA	/	Gr09S1	DAY
1234 Main Street	Primary:	250-422-9011				
Barrie, ON M5W 1E6 Canada						
Corrine, Marta (CORR,M)		Active	LCS		FTNAS	DAY
314 - 4990 MCGEER ST. VANCOUVER, BC V5R 6B4			-+ )	Primary:	mcorr@cvccl.bc.ca	

#### 6.5 **Call Records**

To print a list of recorded calls, go to **Reports** | **Call Records**.

The Call Records report can be printed for one employee or a selection of employees based on the Employee Type Block or the Payroll Type Block.

The report can also be printed for employees in specific Departments, Units, Positions, Cost Centres or Statuses by clicking Profile and selecting the desired codes.

The report options include:

A range of dates

One or more Call Types

One or more Responses

To print the report, click the View button. The report will initially be displayed in a Crystal Reports dialog – you can review it prior to printing or exporting.

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nttp://manuel/EMS42/Re	eporting/dlgPrintReport.aspx - Window	rs Internet Explorer	410-0			
€V	F					CVCCL 9 Governors Court nster, BC, Canada V3L 585
		Employee Call Rec	ords			
Type Block: ???-@ Date: 01/Jan/2010 Date						
Employee		Status	Department	Unit	Position	Cost Centre
Sep 28, 2011						
Aabjerg, Lise	(AABJE,L)	Active	ADMIN		FTCYW	RES
2:16 pm	Call Type: Phone	Response: Accepted	Contacted By:	Anders, Sonia		
	Comments: DE-A8 - 10/Oct/201	1				
May 1, 2012						
Yarrow, Bill (	YARRO,B)	Active	CA	/	FTNAS	RES
4:48 pm	Call Type: In Person	Response: Accepted	Contacted By:	Anders, Sonia		
	Comments: D1 - 02/May/2012					
Jan 16, 2013						
Brand, Robert	(BrandB)	Active	HA	/	Gr09S1	DAY
8:08 pm	Call Type: Phone	Response: Declined	Contacted By:	Anders, Sonia		
	Comments: Busy					
Mar 1, 2013	E	} ♣   ♠ ╄ 1 /1	-+ ~			
Anhiera Lice	(AABJE,L)	Active	ADMIN		FTCYW	RES

#### 6.6 **Skill Sets**

To print a list of employees' skill sets, go to **Reports** | Skill Sets.

The Skill Sets report can be printed for one employee or a selection of employees based on the Employee Type Block or the Payroll Type Block.

The report can also be printed for employees in specific Departments, Units, Positions, Cost Centres or Statuses by clicking Profile and selecting the desired codes.

The report options include:

Skills that expire after a specific date

Skills that expire before a specific date

Employees that do not have the selected Skill Sets (to identify areas of opportunity)

One or more Skill Sets

To print the report, click the **View** button. The report will initially be displayed in a Crystal Reports dialog - you can review it prior to printing or exporting.

<del>C</del> WE								CVCCL Governors Court aster, BC, Canada V3L 555
			Employe	e Skill Sets				
Type Block: ???-@A?-???-??? Skill Set: CPR, First Aid Include All Employees								
Employee	Dept	Unit	Position	Cost Centre	Skill Set		Effective Date	Expiry Date
Aabjerg, Lise (AABJE,L)	ADMIN		FTCYW	RES	CPR	CPR	01 / Jan / 2013	31 / Jan / 2015
					CPR	CPR	31 / Dec / 2010	31 / Dec / 2012
					First Aid	First Aid	01 / May / 2013	01 / May / 2014
					First Aid	First Aid	01 / Nov / 2010	30 / Apr / 2013
Arthur, Amy (ARTH,A)	CA	1	FTSWA	RES				
Brand, Robert (BrandB)	HA	1	Gr09S1	DAY	CPR.	CPR		20 / Jun / 2012
					First Aid	First Aid	07 / Jan / 2013	
Corrine, Marta (CORR,M)	LCS		FTNAS	DAY				
Cimer, Hannah (KIME,H)	DE		PTNAW	RES				
tewart, Barbara (STEW,B)	ADMIN	1	PayClk	CENADM	CPR	CPR	04 / Feb / 2010	01 / Feb / 2013
					CPR	CPR.	20 / Oct / 2009	20 / Oct / 2010
					First Aid	First Aid	20 / Oct / 2009	20 / Oct / 2010
Vatuzi, Amelie (WATU,A)	CO-OP		RLSWA	CENADM				
(arrow, Bill (YARRO,B)	CA	1	FTNAS	RES				
oung, Tasha (YOUN/T)	ADMIN	1	Contr	CENADM	First Aid	First Aid	15 / Jun / 2010	15 / Jun / 2012
		<u>.</u>		1 / 1	-+	<u> </u>		

# 6.7 Birthday Lists

To print a list of employees' birth dates, go to **Reports | Birthday Lists**.

The Birthday Lists report can be printed for one employee or a selection of employees based on the **Employee Type Block** or the **Payroll Type Block**.

The report can also be printed for employees in specific **Departments**, **Units**, **Positions**, **Cost Centres** or **Statuses** by clicking **Profile** and selecting the desired codes.

The report options include:

Birthdays during a specific month

Age range as of a specific date (Set the ages to 1 to 99 on the current date to view all birthdays)

Excluding the employee's age

To print the report, click the **View** button. The report will initially be displayed in a Crystal Reports dialog – you can review it prior to <u>printing</u> or <u>exporting</u>.

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Employee Birthday List Type Block: ???-RA?-?????? Between ages 1 and 99 as of 22/Aug/2013	
Birthdate Name Code Dept Unit Posn Cost Status A	Age
	42
	92
Aug-07-1966 Aabjerg, Lise AABJE, L ADMIN FTCYW RES Active	47

1 /1 -

#### 6.8 Labels

To print mailing labels, go to **Reports** | **Labels**.

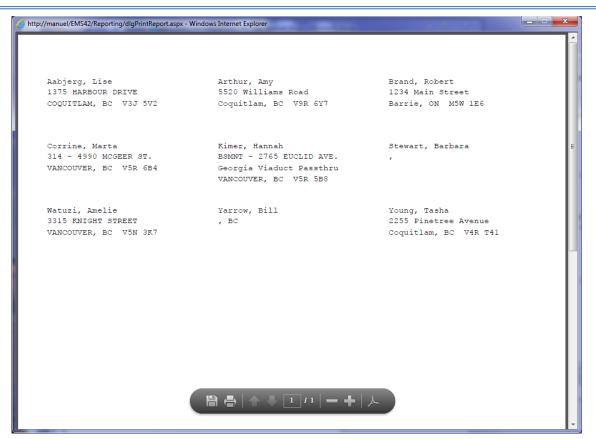
The mailing labels can be printed for one employee or a selection of employees based on the **Employee Type Block** or the **Payroll Type Block**.

The labels can also be printed for employees in specific **Departments**, **Units**, **Positions**, **Cost Centres** or **Statuses** by clicking **Profile** and selecting the desired codes.

To print the labels, click the **View** button. The labels will initially be displayed in a Crystal Reports dialog – you can review them prior to <u>printing</u> or <u>exporting</u>.

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#### 6.9 User Defined

To print a summary or detail list of selected user defined fields from an HR page, go to **Reports** | User Defined.

The User Defined report can be printed for one employee or a selection of employees based on the **Employee Type Block** or the **Payroll Type Block**.

The report can also be printed for employees in specific **Departments**, **Units**, **Positions**, **Cost Centres** or **Statuses** by clicking **Profile** and selecting the desired codes.

The report options include:

Sorting by Department

Range of Dates

The format can be

Summary by Employee, which lists all rows within the selected criteria by employee,

Summary by Date, which lists all rows within the selected criteria by date,

**Detail**, which prints the full detail of each row within the selected criteria ordered by employee, or

**Detail Current Values Only**, which prints a table listing each employee's current values for the selected fields.

The contents are **Page** specific and may include one to ten fields from the selected page.

To print the report, click the **View** button. The report will initially be displayed in a Crystal Reports dialog – you can review it prior to <u>printing</u> or <u>exporting</u>.

01/0									CVCCL	1
									319 Governors Court tminster, BC, Canada V3L 5S5	
			Work Profil	e I Page By De	epartment & En	iployee				- 1
Page: Work Profile I Type Block: !??-?A?-??? Date: 01/Jan/2010 To: 22/Aug/203	13									
Department	Unit	Position	Cost Centre	EI Class	Attendance	Seniority	Paid for Stat	Dept	AdHoc2	- 1
CA										· •
Arthur, Amy (ARTH,A) Jul 24, 2013 CA	1	FTSWA	RES		Caual	0.00	No			. J
Atel, Lily (ATEL/L)								CA		. 1
May 27, 2011 Mar 01, 2010						150.00		CA		- R
Baksha, Amina (BAKS,A) Mar 01, 2010				Q		1847.32				a 1
Balini, Barbara (BALI,B)										- 1
Sep 12, 2012 CA								CA		
May 27, 2011								DE		. 1
Mar 01, 2010						1228.57				- 1
Banaaich, Manjit (BANA,M) May 27, 2012 CA		OnCall								. 1
May 27, 2012 CA May 27, 2011		oucau						HI		- I
Mar 01, 2010						175.00				1 I
Blanman, Nesna (BLAN,N)										- 1
May 27, 2011								CA		1 F
Mar 01, 2010						1876.79				
Chetwynd, Patty (CHET,P) May 27, 2011								CA		. I
Mar 01, 2010						1287.50				- I
Ginet, Lorraine (GINE,L) May 27, 2011								CA		. I
Mar 01, 2010						1405.36				
Luck, Christine (LUCK,C)										
May 31, 2011 CA								CA		1 J
May 27, 2011 ADMIN					_			ADMIN		
			8-8-1-1		16 -					

Summary by Employee with Sort by Department

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			/ 3	72.	2% 💌					Tools	Sign C
€¥£										01 - 319 Govern Westminster, Bo	
				Wor	k Profile I Pa	ge - Details					
Page: Work Profile I Type Block: !??-?A?- Current Values Only						-					
٦	Department	Unit	Position	Cost Centre	EI Class	Attendance	Seniority	Paid for Stat	Dept	AdHoc2	
Alajane, Sylvie	DU		FINAW	1	Q	FT	1199.11	Yes	DU		
Anderson, Darlene	н		PTNAW	1	U	Casual	75.00	Yes	H		
Aragon, Catherine	DE	1	FTCYW	1		FT	0.00	No	DE		
Arthur, Amy	CA	/	FISWA	RES		Casual	0.00	No			
Atel, Lihy	CA		PTNAW	1	U	Casual	150.00	Yes	CA		
Bailey, William	DE	/	APTSW	1	Q	FT	0.00	No			
Balciba, Amina	CA		Coor-A	1	Q	PT	1847.32	Yes			
Balini, Barbara	CA		FTNAW	1	Q	FT	1228.57	Yes	CA		
Banaaich, Manjit	CA		OuCall	1	U	Casual	175.00	Yes	H		
Binue, Femarie	CO-OP		PTNAW	1	U	Casual	200.00	Yes	CO-OP		
Blanman, Nesna	CA		Coor-A	/	U	PT	1876.79	Yes	CA		
Brand, Robert	HA	/	Gr0951	DAY		PT	0.00	Yes			
Caldwell, Wilma	DE	/	FTSWA	1		FT	0.00	No			
Chetwynd, Patty	CA		FTNAW	1	Q	FT	1287.50	Yes	CA		
Cretons, Marjorie	DU		RLCYW	1	U	Casual	250.00	Yes	DU		
Danbar, Rena	CO-OP		SIL	1	Q	PT	1906.25	Yes	CO-OP		
Decker, Erma-Joan	DE		SIL	1	U	PT	1935.71	Yes	DE		
Ginet, Lorraine	CA		Coar-B	1	Q	FT	1405.36	Yes	CA		
Gogodan, Teresa	DU		PTSWA	1	U	PT	1965.18	Yes	DU		
Haben, Maria	CO-OP		(m3		U	Canal	341.64	Yes	CO-OP		
					+ 1	73 —	•	<			— I
Aug 22, 2013 8:05	pm by Anders, Sonis										Page 1 of 3

Current Values Only Report of the Work Profile I page

# 6.10 Page Notes

To print a list of page notes for one or all pages, go to **Reports** | **Page Notes**.

The Page Notes report can be printed for one employee or a selection of employees based on the **Employee Type Block** or the **Payroll Type Block**.

The report can also be printed for employees in specific **Departments**, **Units**, **Positions**, **Cost Centres** or **Statuses** by clicking **Profile** and selecting the desired codes.

The report options include:

A range of dates

All or a specific HR page

To print the report, click the **View** button. The report will initially be displayed in a Crystal Reports dialog – you can review it prior to <u>printing</u> or <u>exporting</u>.

http://manuel/EMS42/Reporting/dlgPrintReport.aspx - Windows Internet Explorer	
	Tools Sign Comment
HR Page Notes	
Employee: Aabjerg, Lise (AABJE,L) All Pages Date: 01/Jan/2000 To: 22/Aug/2013 Note Details	Created By
Note Details Page Title: Emg. Contact Info	Created By
Aabjerg, Lise (AABJE,L) Sep 9, 2010	
will supply with new numbers on Tuesday	Anders, Sonia
Page Title: GB-Family Informatio Aabjerg, Lise (AABJE,L) Aug 9, 2010	=
Forgot her husband nameneeds help.	Anders, Sonia
Page Title: Master Aabjerg, Lise (AABJE,L) Aug 15, 2013	
Lise has requested a leave of absense for the month of September if we can find a temp to replace her.	Anders, Sonia
Page Title: Skill Sets Aabjerg, Lise (AABJE,L) Sep 9, 2010	
will bring in certificate	Anders, Sonia
Page Title: Work Place Incident Aabjerg, Lise (AABJE,L) Jun 3, 2013	
Lise phoned in injury. She will call again next Monday with an update.	Anders, Sonia

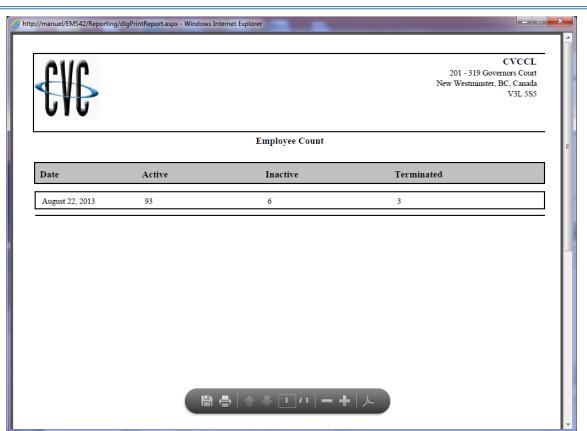
# 6.11 Employee Count

To print the number of active, inactive and terminated employees in HR, go to **Reports** | **Employee Count**. The Employee Count report will assist with identifying the appropriate licensing level for the organization.

The Employee Count report does not require any criteria.

To print the report, click the **View** button. The report will initially be displayed in a Crystal Reports dialog – you can review it prior to <u>printing</u> or <u>exporting</u>.

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# 6.12 Notifications

To print a summary or detail list of notifications, go to **Reports** | **Notifications**.

The Notifications report can be printed for one employee or a selection of employees based on the **Employee Type Block** or the **Payroll Type Block**.

The report can also be printed for employees in specific **Departments**, **Units**, **Positions**, **Cost Centres** or **Statuses** by clicking **Profile** and selecting the desired codes.

The report options include:

Range of Dates

All or a specific Type of notifications

The format can be

Detail, which lists all notifications within the selected criteria, including the history, or

**Summary**, which lists each notification on one row within the selected criteria by notification id.

To print the report, click the **View** button. The report will initially be displayed in a Crystal Reports dialog – you can review it prior to <u>printing</u> or <u>exporting</u>.

nanuel/EMS42/	/Reporting/dlgPrintReport.aspx - Windows Internet Explorer					-	_	-	-		
€V	E								201 - 319 New Westmir	Governo ster, BC	
	N	Notification ]	List								
Human Resour	rces Title	Shift	Paycode D	ept	Unit	Position	Cost Cent	r Start		Stop	Hours
10001026/Jun/2013	[ADMIN - Anders, Sonia (ANDER, S)] - Scheduling Request	ADMIN	ADM	EN /	/	AdmAst	1	26/Jun/2013 08:	00 26/Jun/20	13 16:00	8.00
100022 5/Jul/2013	[ADMIN - Anders, Sonia (ANDER, S)] - Hours worked	ADMIN	ADN	EN /	/	AdmAst	1	5/Jul/2013 08:	00 5/Jul/201	16:00	8.00
100023 5/Jul/2013	[Vac - Anders, Sonia ( ANDER, S )] - Scheduling Request	Vac	ADY	EN /	/	AdmAst	1	6/Aug/2013 00:	00 9/Aug/20	3 00:00	0.00
1000259/Jul/2013	[Vac - Anders, Sonia ( ANDER,S )] - Leave Request	Vac	ADM	IIN /	/	AdmAst	1	15/Jul/2013 00:	00 19/Jul/20	3 00:00	0.00
10002616/htt/2013	[CA-AB - Anders, Sonia (ANDER,S)] - Schednling Request	CA-AS	DE	1	/	AdmAst	I	16/hd/2013 16	00 16/54/20	3 00:00	80.00
Aug 22, 2013 8:2	21 pm by Anders, Sonia									Pag	ge 1 of 1

#### 6.13 Custom

To print a custom report, go to **Reports** | **Custom**. Custom reports are normally developed for a specific site and have varying levels of criteria depending on the complexity of the report.

For more information on custom reports development, contact the Helpdesk.