

Viewing or Editing Employee Personal Information

The employee's personal information is like an electronic employee file. The employee's name, ID number, and pay class are examples of the important information stored here.

The following types of employee information are available in the employee personal information page.

Type of Information	Includes
Basic	Basic, important employee information, such as ID number, badge number, pay class, clock group, and schedule pattern.
Personal	Information about the employee's union affiliation, home phone number, and birth date.
Private	Employee Self Service access information, as well as the employee's Social Security Number.
Address	The employee's home address.
Rates	The employee's pay rate and pay history.
Workgroup	The employee's home workgroup and workgroup history.
Active Status	The employee's active status and status history.
Hourly Status	The employee's hourly status and status history.
Pay Class	The employee's pay class status and status history.
Corrective Actions	All corrective actions taken against (for) selected employee.

Most information is editable in the employee personal information. This is indicated by a white background. The label for the editable information is also bold. Information that does not have a white background is for review only. The information that can be changed is either typed directly or typed into a window that is displayed when you click Change. The fields in these windows are described in the following sections.

To directly edit information:

1. Click on the field you want to edit. The appearance of the field changes.
2. Type the new information.
3. Press Enter or click elsewhere to save the new information.

Editing Basic Information

The Basic tab includes the most often used information about the employee.

Field	Definition
Last Name	Lists the employee's last name.
First Name	Lists the employee's first name.
Middle Initial	Lists the employee's middle initial.

Field	Definition
ID Number	Lists the employee's identification number.
Badge	Lists the employee's badge number.
Pay Class	Lists the employee's pay class. Pay classes capture your attendance guidelines and pay policies. You may be able to change the employee's pay class, depending on your user rights.
Pay Class Eff. Date	Displays the date the employee began working in his or her current pay class.
Clock Group	Lists the clock group where the employee can punch.
Schedule Pattern	Lists the name of the series of schedules that can be used to create an employee's daily schedules. You may be able to change the employee's schedule pattern depending on your user rights.
Sch. Patt. Eff. Date	Displays the date the employee started working using pattern schedules.
Date of Hire	Displays the employee's hire date. You may be able to change the employee's hire date depending on your user rights.

Editing Personal Information

The Personal tab includes the employee's phone numbers, as well as some personal information like the employee's union affiliation (if any) and birth date.

Field	Definition
Primary Phone Number	Lists the best number at which to reach the employee.
Secondary Phone Number	Lists a secondary number at which to reach the employee.
Union Code	Lists the employee's union code, if applicable.
Average Weekly Hours	Lists the employee's average worked hours.
Emergency Contact	Lists an emergency contact for the employee.
Birthdate	Lists the employee's birth date. You may be able to change the employee's birth date depending on your user rights.
Resident Time Zone	Lists the employee's time zone. This is important only if the employee works in a different time zone than he or she lives. You may be able to change the employee's resident time zone depending on your user rights.
Observes Daylight Savings	Lists whether or not the location uses daylight savings time.

Editing Private Information

The Private tab lists the employee's access rights for Employee Self Service and for punching via cellular telephone.

Field	Definition
Social Security Number	Lists the employee's social security number.
eMail Address	Lists the employee's email address.
ESS PIN	Lists the personal identification number associated with the employee's ESS account.
ESS Authority	Lists the employee's user rights when using Employee Self Service. You may be able to change the employee's ESS authority depending on your user rights.
ESS Cell Auth.	Lists the employee's user rights when using a cellular telephone to punch in and out. You may be able to change the employee's ESS cell authority depending on your user rights.

Editing the Employee Address

The Address tab lists the employee's address.

Field	Definition
Address Lines 1 - 3	Lists the employee's address.
City	Lists the city.
State/Prov	Lists the state or province.
Zip/PC	Lists the zip or postal code.

Editing Pay Information

The Rates tab lists the employee's pay rate and pay history.

Column	Definition
Rate	Lists the employee's pay rate.
Pay Type	Lists whether the employee is paid hourly or salaried.
Effective Date	Lists when the current rate of pay came into effect.
Comments	Lists any comments associated with the last pay rate change.

Editing Workgroup

The Workgroup tab lists the employee's home workgroup and workgroup history. You may be able to change the employee's workgroup depending on your user rights.

Column	Definition
LOC-DEPT-SFT	Lists the employee's home workgroup. For example, LOC-DEPT-SFT stands for Location, Department, Shift.
Effective Date	Lists the date the employee's workgroup change came into effect.
Comments	Lists any comments associated with the last workgroup change.

Editing Active Status

The Active Status tab lists the employee's current active status and active status history. You may be able to change the employee's active status depending on your user rights.

Column	Definition
Active Status	Lists whether an employee is actively employed or terminated.
Condition	Gives further information about the employee's status.
Effective Date	Lists the date the current status came into effect.
Comments	Lists any comments associated with the last active status change.

Editing Hourly Status

The Hourly Status tab lists the employee's current hourly status and hourly status history. You may be able to change the employee's hourly status depending on your user rights.

Column	Definition
Status	Lists whether the employee is hourly or salaried.
Effective Date	Lists the date the current status came into effect.
Comments	Gives further information about the employee's hourly status.

Pay Class

The Pay Class tab lists all corrective actions taken against (for) selected employee.

Column	Definition
Status	Lists the pay class for the employee
Effective Date	Lists the date the current pay class came into effect.
Comments	Gives further information about the employee's pay class.

Editing Corrective Actions

The Corrective Action tab lists all corrective actions taken against (for) selected employee.

Column	Definition
Corrective Action	Lists corrective actions taken for the selected employee.
Effective Date	Lists the date the current corrective action came into effect.
Comments	Gives further information about the employee's corrective action status.