

Category 6

6.9 Staff Details



All staff details can be included into the program. It can include Full Time, Part Time and Casual Employees. Staff details and address's need to be completed before time sheets can be entered.

To add staff details click on the 'NEW' Button and complete the details for the employee. When the fields have been completed click the 'OK' button and then click 'New' to complete information for the next employee. Continue to do this until all information is completed.

If the information changes or needs to be updated, click the 'Edit' button.

To move forward or backwards to find an employee listed in the module use the arrow keys left and right. To go to the beginning or to the end of the list use the arrows with the bar.

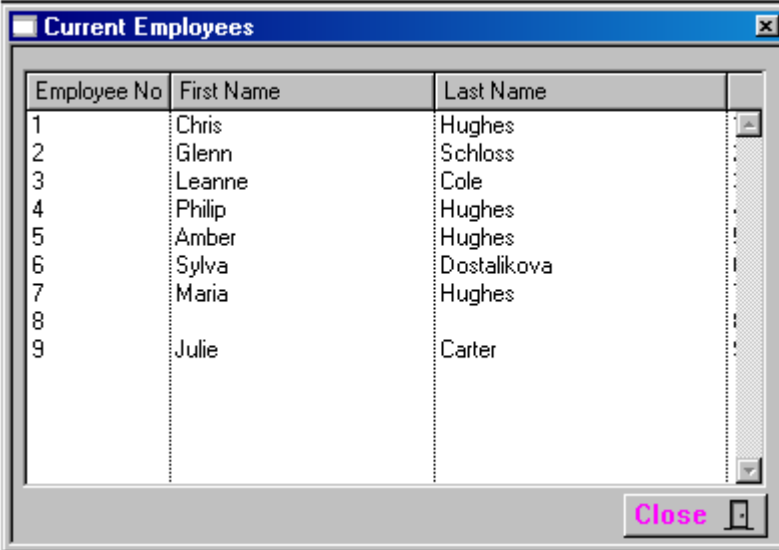


To 'Zero' all employees income, click on the 'Zero Incomes' button.

A dialog box will appear : 'Are you sure you want to do this???'

 **Current People**

To find if an employee is currently listed in the staff details, click on the 'Current People' button and the following screen will appear.



Employee No	First Name	Last Name
1	Chris	Hughes
2	Glenn	Schloss
3	Leanne	Cole
4	Philip	Hughes
5	Amber	Hughes
6	Sylva	Dostalikova
7	Maria	Hughes
8		
9	Julie	Carter