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interlinkIQ

InterlinkIQ Navigation Instructions - HR Employee Roster Management Module

Process Step	Procedure	Image
Step 1 **Employee Roster**	Click the HR Management Module from the left sidebar menu, then select "Employee Roster".	
	1.1 Click add new employee	
	1.1.2 Email 1.1.3 First Name 1.1.4 Last Name 1.1.5 Type 1.1.6 ID Number 1.1.7 Date Hired 1.1.8 Department 1.1.9 Job description 1.1.10 Reporting to Once done, click "Submit"	
Step 2 **Employee Roster Details**	2.1 To view the employee details click "View" button	
	2.2 Employee Details 2.2.1 Email Address 2.2.2 First Name 2.2.3 Last Name 2.2.4 Type 2.2.5 ID Number 2.2.6 Date Hired 2.2.7 Department 2.2.8 Job Description 2.2.9 Reporting to 2.2.10 Suspended (Yes/No) 2.2.11 Status (Active/Inactive) 2.2.12 Admin Access (Yes/No) 2.2.13 Re-invite? (Send/Copy Link) Once done, click "Submit"	
Step 3 **Training Progress Section**	3.1 To view the list of training for your employee click "Training Progress	
Step 4 **Employee Files Section**	4.1 Employee Files 4.1.2 Click Add New Files	

	4.1.3 Upload File 4.1.4 File Name 4.1.5 Description 4.1.6 Review Due Date Once done, click "Submit"	**New File** × Upload File — [Choose File] No file chosen — 4.1.3 File Name — [ ] — 4.1.4 Description — [ ] — 4.1.5 Review Due Date — 08/07/2023 — 4.1.6 Close **Submit**
Step 5 **Inactive details**	5.1 Click the "Inactive" button To view the employee details click "View"	LIST OF EMPLOYEES - HR Management Module - Employee Roster Section Add New Employee Active **Inactive** Suspended Report ID# Last Name First Name Position Email Date Hired Employment Type Status Registered 1 HR Sumin Sanitation Manager hr_sumin@gmail.com 2022-11-07 Full-time Inactive No View 5.1
	5.2 Employee Details 5.2.1 Email Address 5.2.2 First Name 5.2.3 Last Name 5.2.4 Type 5.2.5 ID Number 5.2.6 Date Hired 5.2.7 Department 5.2.8 Job Description 5.2.9 Reporting to 5.2.10 Suspended (Yes/No) 5.2.11 Status (Active/Inactive) 5.2.12 Admin Access (Yes/No) 5.2.13 Re-invite? 5.2.13.1 Send 5.2.13.2 Copy Link Once done, click "Submit"	5.2 **Employee Details** Traning Progress Employee Files Email Address cindy.compliance@yahoo.com 5.2.1 First Name Cindy 5.2.2 Last Name Compliance 5.2.3 Type Full-time 5.2.4 Badge/ID Number 008 5.2.5 Date Hired 09/05/2022 5.2.6 Department Compliance 5.2.7 Job Description Human Resource Manager 5.2.8 Reporting To Select 5.2.9 Suspended No 5.2.10 Status Inactive 5.2.11 Admin Access No 5.2.12 5.2.13 Re-invite? Send Copy Link 5.2.13.2 5.2.13.1 Close Submit
Step 6 **Suspended Section**	6.1 To view the list of Suspended employee click "Suspended"	LIST OF EMPLOYEES - HR Management Module - Employee Roster Section Add New Employee Active Inactive Suspended Report 6.1 ID# Last Name First Name Position Email Date Hired Employment Type Status Registered Empty Record
Step 7 **Report Section**	7.1 Click the "Report" To view the summary list of active, inactive and Suspended employee	LIST OF EMPLOYEES - HR Management Module - Employee Roster Section Add New Employee Active Inactive Suspended Report 7.1 Total — Active — Inactive — Suspended Full-time — 2 — 1 — 0 Part-Time Project — 0 — 0 — 0 OJT — 0 — 0 — 0 Freelance — 0 — 0 — 0 Part-Time Apprentice — 0 — 0 — 0 Trainee — 0 — 0 — 0 Consultant — 0 — 0 — 0