**Employee 201 Module**

* This module will allow the user to record/save the new employee details in HRIS System.

**HR Portal – Dashboard**

A screenshot of a computer

Description automatically generated

**How to Add employee profile manually**

1. **Click Employee Profile, then click Personal Details**

A screenshot of a computer

Description automatically generated

1. Fill up all the required field.

A screenshot of a computer

Description automatically generated

A screenshot of a computer

Description automatically generated

1. Once done, Click Add Button

**Sample:**

A screenshot of a computer

Description automatically generated

1. Once done, Click Add Button
2. Next, Click Contact Details

A screenshot of a computer

Description automatically generated

1. Once done, Click Add Button

A screenshot of a computer

Description automatically generated

1. Next, Click Employee Profile then, Go to Emergency Contact then fill up the form.

A screenshot of a computer

Description automatically generated

1. Once Done, go to Tax & Govt-related Info then select the required field.

**Sample:**

A screenshot of a computer

Description automatically generated

**Sample:**

A screenshot of a computer

Description automatically generated

1. Fill up the necessary field: OB Date, OB Time, Reason and Details.

Charge Code – Leave Blank

Apply Against – Choose “Absent”

2

1. Then go to Employee information’s then select current job information, then fill up all the necessary field.

A screenshot of a computer

Description automatically generated

1. Then Go to Area of Assignment then select the required field.

A screenshot of a computer

Description automatically generated

1. Then Go to Relevant Employment Dates, then click Save to save the record.

A screenshot of a computer

Description automatically generated

**How to Add employee profile mass upload**

1. Go to Employee Profile, then select the icon in sample below picture.

A screenshot of a computer

Description automatically generated

1. Select EmployeeProfileMainInformation, then click Download Template.

A screenshot of a computer

Description automatically generated

1. Open the downloaded file, then fill up all the required field.

A screenshot of a computer

Description automatically generated

**Sample:**

A white sheet with black text

Description automatically generated

A close-up of a personal data sheet

Description automatically generated

A white sheet with black text

Description automatically generated

A close-up of a contact form

Description automatically generated

A screenshot of a phone

Description automatically generatedA close-up of a document

Description automatically generated

A close up of a document

Description automatically generated

A close up of a document

Description automatically generated

A paper with text on it

Description automatically generated

1. Once done with form, go to HR portal then Employee 201 module then Employee profile.

A screenshot of a computer

Description automatically generated

A screenshot of a computer

Description automatically generated

A screenshot of a computer

Description automatically generated