

# HR View

## Personal Info

COMPANY LOGO HERE

HomeMy InfoPeopleHiringReportsPayroll

17

Cheryl Barnet

VP of Customer Success

Personal

Job

Time Off

Documents

Benefits

Performance

Emergency

801-724-6600

Ext. 1278

801-555-6477

cbarnet@efficientoffice.c...

Hire Date

Sep 3, 2019

3y - 3m - 4d

Full-Time

Customer Success

North America

Lindon, Utah

Manager

Essa Nada

Direct Reports

Ellen Karren

Personal

Basic Information

Name

Cheryl

Barnet

Preferred Name

Birth Date

10/25/1985

Age: 37

Gender

Female

Marital Status

Married

SSN

XXX-XX-XXXX

Address

4908 E Woodhaven Blvd

Eagle Mountain

UT

84005

United States

Address

4908 E Woodhaven Blvd

Eagle Mountain

UT

84005

United States

Contact

Phone

801-724-6600

1278

801-555-6477

801-555-8541

Email

cbarnet@efficientoffice.com

Education

University of Utah

GPA

Bachelor's

Psychology

3.8

-

Add Education

Secondary Language


Spanish

Visa Information

Add Visa Information

Date	Visa	Issuing Country	Issued	Expiration	Status	Note
No visa information entries have been added.						

## Job View



**Charlotte Danielle Abbott**  
Sr. HR Administrator


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



PersonalJobTime OffDocumentsBenefitsPerformanceEmergency

801-724-6600 Ext. 1272  
801-724-6600  
cabbott@efficientoffice.c...  
LinkedInTwitterFacebook

**Hire Date**  
Oct 3, 2021  
1y - 2m - 4d

**Full-Time**  
Human Resources  
North America  
Lindon, Utah

**Manager**  
 Jennifer Caldwell  
VP of People

**Direct Reports**  
 Amy Granger  
 Andy Graves  
 Darlene Handley  
 Sally Harmon  
 Jake Huang  


**Job**

Hire Date  
10/03/2021

**Employment Status**

Effective Date	Employment Status
10/03/2019	Full-Time

**Job Information**

Effective Date	Location	Division	Department	Job Title	Reports To
10/03/2021	Lindon, Utah	North America	Human Resources	Sr. HR Administrator	Jennifer Caldwell
10/02/2020	Lindon, Utah	North America	Human Resources	HR Administrator	Jennifer Caldwell
10/03/2019	Lindon, Utah	North America	Human Resources	Associate HR Administrator	Jennifer Caldwell

**Compensation**

Direct Reports  
Amy Granger  
Andy Graves  
Darlene Handley  
Sally Harmon  
Jake Huang  
Zack Miller  
Dillon (Remote) Park  
Warren Poole  
Philip Wagener

Benefits View

Home


**My Info**

People

Hiring

Reports

Payroll



Eric Asture

VP of IT

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Personal

Job

Time Off

**Benefits**




Performance

Emergency

801-724-6600 Ext. 1277

801-724-6600


easture@efficientoffice.c...





Hire Date


Sep 3, 2019

3y - 3m - 5d


 Full-Time

 IT


 North America


 Lindon, Utah


Manager

 Essa Nada


Direct Reports

 Lindsay Hadaway


 Adam Hunter


 Jeff Tobler

♥ Benefits


 Benefits Overview

Benefit	Effective	Coverage	Employee Pays	Company Pays	Frequency
♥ Medical					
US Health Insurance - HSA Eligible Enrolled	04/05/2022	Employee	\$0.00	\$50.00	Twice a month
US Health Insurance - FSA Eligible Waived	04/05/2022				Twice a month
✚ Dental					
Dental Insurance Enrolled	04/05/2022	Employee	\$10.00	\$5.00	Twice a month
✚ Retirement					
401(k) Enrolled	04/04/2021		3%	3%	Twice a month
♥ Life Insurance					
Life Insurance Enrolled	04/04/2021		\$10.00	\$10.00	Twice a month
✚ Disability					
Disability Enrolled	04/04/2021		\$10.00	\$10.00	Twice a month

 Dependents




Name	Relationship	Gender	SSN	Birth Date
No dependents have been added				

 Benefit History (15) Show

## Performance View -Goals

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**Eric Asture**  
VP of IT


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Personal Job Time Off Benefits **Performance** Emergency

801-724-6600 Ext. 1277  
801-724-6600  
easture@efficientoffice.c...  
LinkedIn Facebook

**Hire Date**  
Sep 3, 2019  
3y - 3m - 5d

**Full-Time**  
**IT**  
**North America**  
**Lindon, Utah**

**Manager**  
 Essa Nada

**Direct Reports**  
 Lindsay Hadaway  
 Adam Hunter  
 Jeff Tobler

**Performance**  
Goals Assessment

New Goal Status In Progress


**Strategic Goal: Technology Gaps**  
Overdue Sep 23, 2022  
Analyze Technology gaps in the company.  
Add Comment

**Strategic Goal: Engagement**  
Overdue Sep 23, 2022  
Work on creating buy in for company software and increasing adoption rate from employees.  
Add Comment

**Department Goal: Communicate Vision**  
Overdue Sep 23, 2022  
Need to create better direction for department and lay out goals.

## Performance View-Assessments

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**Eric Asture**  
VP of IT


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
Personal Job Time Off Benefits **Performance** Emergency

801-724-6600 Ext. 1277  
801-724-6600  
easture@efficientoffice.c...  
LinkedIn Facebook

**Hire Date**  
Sep 3, 2019  
3y - 3m - 5d

**Full-Time**  
**IT**  
**North America**  
**Lindon, Utah**

**Manager**  
 Essa Nada

**Direct Reports**  
 Lindsay Hadaway  
 Adam Hunter  
 Jeff Tobler

**Performance**  
Goals Assessment

Assessments Aug 6, 2022 - Nov 2, 2022

**Self Assessment**  
This assessment is complete.  
Answers are hidden while previewing as another user.

**Manager Assessment**  
This assessment is complete.  
Answers are hidden while previewing as another user.

# Emergency View

Home


My Info

People

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Eric Asture

VP of IT

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Personal

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Benefits




Performance

Emergency

801-724-6600 Ext. 1277

801-724-6600

easture@efficientoffice.c...



Hire Date

Sep 3, 2019

3y - 3m - 5d


Full-Time

IT


North America


London, Utah


Manager

 Essa Nada

Direct Reports

 Lindsay Hadaway

 Adam Hunter

 Jeff Tobler

Emergency Contact

Name

Samantha Pasture

Relationship

Mother

☒ Primary Contact

Phone

801-555-3425

385-555-0136

Email

samanthapasture@efficientoffice.com

Address

9632 E 400 N

Payson

UT

84651

United States

Add Contact

# Employee View

**Essam Naddaf**  
Director of IT

Starting On  
Dec 8, 2022  
TODAY

Info@cyberepsilon.com

Hire Date  
Dec 8, 2022

Full-Time  
IT  
Europe  
Remote Worker

## Personal

### Basic Information

Name

Essam

Naddaf

Preferred Name

Birth Date

Gender

Male

Marital Status

-Select-

SSN

XXX-XX-XXXX

### Address

State

Country

### Contact

Phone

Email

Info@cyberepsilon.com

### Social Links

in

f

### Education

Amman University

GPA

3.8

Bachelor's

CIT

09/07/1997

10/04/2001

Add Education

-Employee Can Edit Info in Green without Approval.

-Employee Can Edit Info in Red by its need Approval, and once it submitted for Approval it will be locked till Approved or declined.

-other info NOT editable.

## Employee-Job View

**Essam Naddaf**  
Director of IT

[Personal](#)[Job](#)[Time Off](#)[Benefits](#)[Performance](#)[Emergency](#)

Starting On  
 Dec 8, 2022  
TODAY

info@cyberepsilon.com

Hire Date  
Dec 8, 2022

Full-Time

IT

Europe

Remote Worker

Job

Hire Date  
12/08/2022

Employment Status

Effective Date	Employment Status
12/08/2022	Full-Time

Job Information

Effective Date	Location	Division	Department	Job Title	Reports To
12/08/2022	Remote Worker	Europe	IT	Director of IT	

Direct Reports  
No Direct Reports

## Employee-TimeOff View

**Essam Naddaf**  
Director of IT

[Personal](#)[Job](#)[Time Off](#)[Benefits](#)[Performance](#)[Emergency](#)

Starting On  
 Dec 8, 2022  
TODAY

info@cyberepsilon.com

Hire Date  
Dec 8, 2022

Full-Time

IT

Europe

Remote Worker

Time Off

Vacation  
0 HOURS USED (YTD)

FMLA  
0 HOURS USED (YTD)

Bereavement  
0 DAYS USED (YTD)

Comp/In Lieu Time  
0 HOURS USED (YTD)

Upcoming Time Off

Dec 15 - 16  
16.00 hours of FMLA

Dec 25  
Christmas Day

History

Vacation

Bereavement

Vacation

FMLA

Comp/In Lieu Time

2022

2022

All

Used (-)

Earned/Used


Requests

Earned/Used

-Employee can check his Balance on Each TimeOff type


- Employee Can Request TimeOff on each of the above Categories (Vacation,FMLA, ..etc.)
- Employee can see all upcoming TimeOff Events.
- Employee can See History of his TimeOff

## Employee Benefits Plan View



**Essam Naddaf**  
 Director of IT

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[Job](#)
[Time Off](#)
[Benefits](#)
[Performance](#)
[Emergency](#)

Starting On  
 Dec 8, 2022  
 TODAY


info@cyberepsilon.com

Hire Date  
 Dec 8, 2022


Full-Time  
 IT  
 Europe  
 Remote Worker

### Benefits

#### Benefits Overview

Benefit	Effective	Coverage	Employee Pays	Company Pays	Frequency
<div>  Medical           </div> <div>             US Health Insurance - HSA Eligible              Not eligible (Will be eligible on 02/01/2023)           </div> <div>Monthly</div>					

#### Dependents

 Add Dependent

Name	Relationship	Gender	SSN	Birth Date
No dependents have been added				

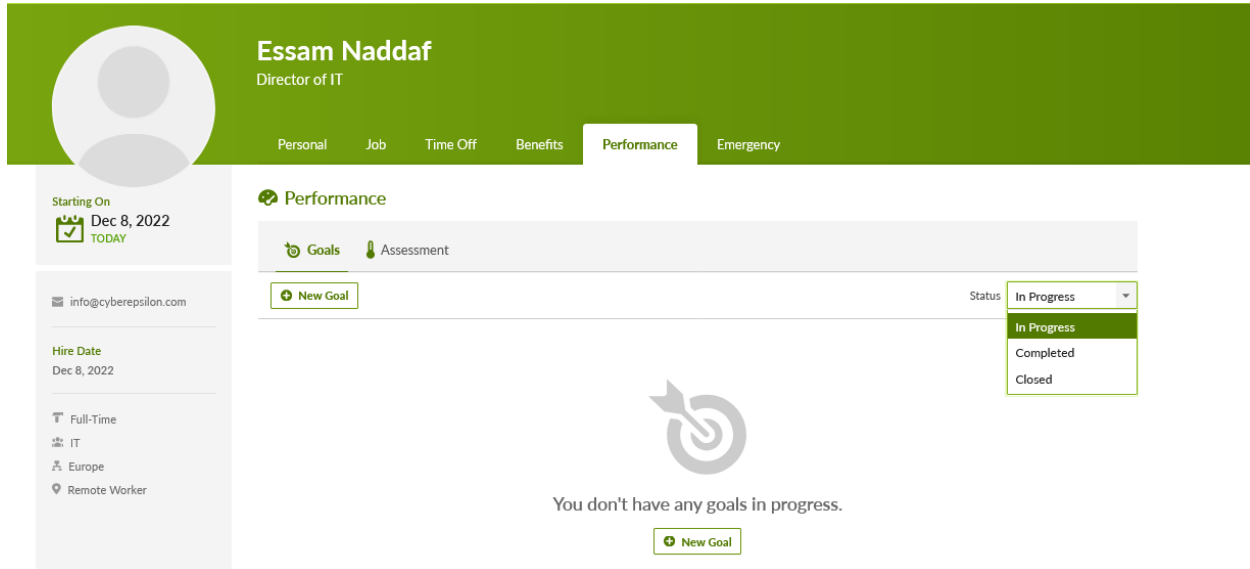
#### Benefit History (2) [Hide](#)

Date	Changed by	Event
12/08/2022	HR	Will be eligible for US Health Insurance - HSA Eligible on 02/01/2023
12/08/2022	HR	Not eligible for US Health Insurance - HSA Eligible on 12/08/2022

- Employee can see his Benefits Plan or he can have multi Plans (Medical, Life Insurance, Car Insurance, Dental,...,etc.) HR Can Add any Benefit Plan, and these Plans can be assigned to Employees upon Agreement or upon on some terms, such as (Ex.: Employee will be eligible for car Insurance after 2 years of service) .
- Employee can add Dependents, and this Addition need Approval.
- Employee can see his Benefits History.
- Any change in Benefits for Employee will be shown in History with Effective dates.



## Employee Performance-Goals



The dashboard for Essam Naddaf, Director of IT, features a green header with navigation tabs: Personal, Job, Time Off, Benefits, Performance (selected), and Emergency. A sidebar on the left displays profile information: Starting On Dec 8, 2022 (marked TODAY), email info@cyberepsilon.com, Hire Date Dec 8, 2022, Full-Time status, IT department, Europe location, and Remote Worker role. The main Performance section has tabs for Goals and Assessment, with a 'New Goal' button. A status dropdown menu is open, showing 'In Progress' (selected), 'Completed', and 'Closed'. The central area shows a target icon and the message 'You don't have any goals in progress.' with another 'New Goal' button.

**Essam Naddaf**  
Director of IT

Personal Job Time Off Benefits **Performance** Emergency

Starting On  
Dec 8, 2022  
TODAY

info@cyberepsilon.com

Hire Date  
Dec 8, 2022

Full-Time  
IT  
Europe  
Remote Worker

**Performance**

Goals Assessment

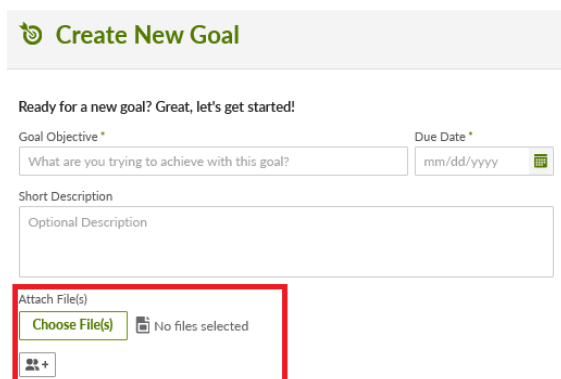
New Goal

Status: In Progress (selected), Completed, Closed

You don't have any goals in progress.

New Goal

- Employee can see any Goal Added by him or Company, Department, Direct Manager.
- Goal will be categorized (company goals, department Goals, Personal Goals, Job Goals).
- Employee can see Goals History.
- Employee can edit Personal Goals Only.
- if Employee is a manger he can assign goals to his Reporting Employees (all or any employee under his supervision in his department)



The 'Create New Goal' form has a light gray header. Below the header, it prompts the user to create a goal. The form includes a 'Goal Objective' field with a placeholder 'What are you trying to achieve with this goal?', a 'Due Date' field with a placeholder 'mm/dd/yyyy' and a calendar icon, and a 'Short Description' field with a placeholder 'Optional Description'. At the bottom, there is an 'Attach File(s)' section with a 'Choose File(s)' button, a 'No files selected' status, and a '+ Add' button.

**Create New Goal**

Ready for a new goal? Great, let's get started!

Goal Objective \* Due Date \*

What are you trying to achieve with this goal? mm/dd/yyyy

Short Description

Optional Description

Attach File(s)

Choose File(s) No files selected

+ Add

## Employee Requests

Home My Info People Payroll

Requests

Item Status -Select-

Inbox

Completed

Sent

Approvals

Time Off Requests

Information Updates

Essam Naddaf - Dec 8, 2022  
You requested 16 hours of FMLA for Dec 15, 2022 - Dec 16, 2022. Pending >

Essam Naddaf - Dec 8, 2022  
You requested an update to your personal information. Pending >

1 - 2 of 2 Prev | Next

-Employee once update his Information, the fields will be locked till HR Approve it or Decline it

-Employee Can send request for Time Off, but he can cancel it before or After Approval.

## HR View( once user sent request)

COMPANY LOGO HERE

Home My Info People Hiring Reports Files Payroll

Home

Essa Nada

Vacation 110.1 HOURS AVAILABLE 48 hours scheduled

Sick 56 HOURS AVAILABLE 8 hours scheduled

Request Time Off

Who's Out

TODAY (3)

TOMORROW (3)

SATURDAY, DEC 10 (3)

WHAT'S HAPPENING AT CYBER

Announcements

Essam Naddaf requested Dec 15-Dec 16 off - 16 hours of FMLA Just now

Essam Naddaf is requesting an update to their personal information. 3 minutes ago

Take a moment to select people to give feedback about your team members. Requests for feedback must be sent before Jun 10 (181 days ago). PAST DUE

W-4 (2020) is waiting for your signature! 7 days ago

Daniel Vance has provided feedback about Ryota Saito. 1 month ago

1 older Notification

-HR will get notification in his inbox, and on (Whats Happening at ) Tab

## HR View in Inbox

**Requests**

Information Updates

1 of 1 « Prev | Next »

Assigned to Me ▾

**Inbox** (17)

**Approvals** (2)  
Time Off Requests (1)  
Information Updates (1)

**Signatures** (2)

**Feedback** (13)

Completed

Sent

**Essam Naddaf** - Dec 8, 2022  
I'm requesting an update to my personal information.

Awaiting Approval  
1 pending approval

**Change in Information Request**

**Essam Naddaf**  
Hired on Dec 8, 2022  
IT  
Remote Worker

**Personal**  
**Added**  
SSN  
555-55-5555

Add a comment...

Approve

Deny

## Employee View

**Requests**

Sent

2 of 2 « Prev | Next »

Inbox

Completed

**Sent**

Approvals  
Time Off Requests  
Information Updates

**Essam Naddaf** - Dec 8, 2022  
You requested an update to your personal information.

Approved  
Dec 8, 2022

**Change in Information Request**

**Essam Naddaf**  
Hired on Dec 8, 2022  
IT  
Remote Worker

**Personal**  
**Added**  
SSN  
●●● Show

Add a comment...

Approved

- the system will contain all Employee Information.
- the System will hold Data about All personal Employees (Full Time, Part Time, Interns, terminated,...etc)
- the Employee Info will Contain Job Information (Hiring Date, Job Status, Job Information such as location Branch), Direct Managers.
- the Job Info will Shows all the Employee Supervised by Employee.
- The Manager will be able to see the Supervised Employee Info such as (Performance, Goals, Compensation, Time Record, vacations & leaves and Assets).
- Each Employee will be able to see his Total (Vacations Days, Sick, Bereavement... etc.)
- each employee can request a leave time.
- each employee can see a history about his Time.
- each employee can see any coming Holiday on the calendar.