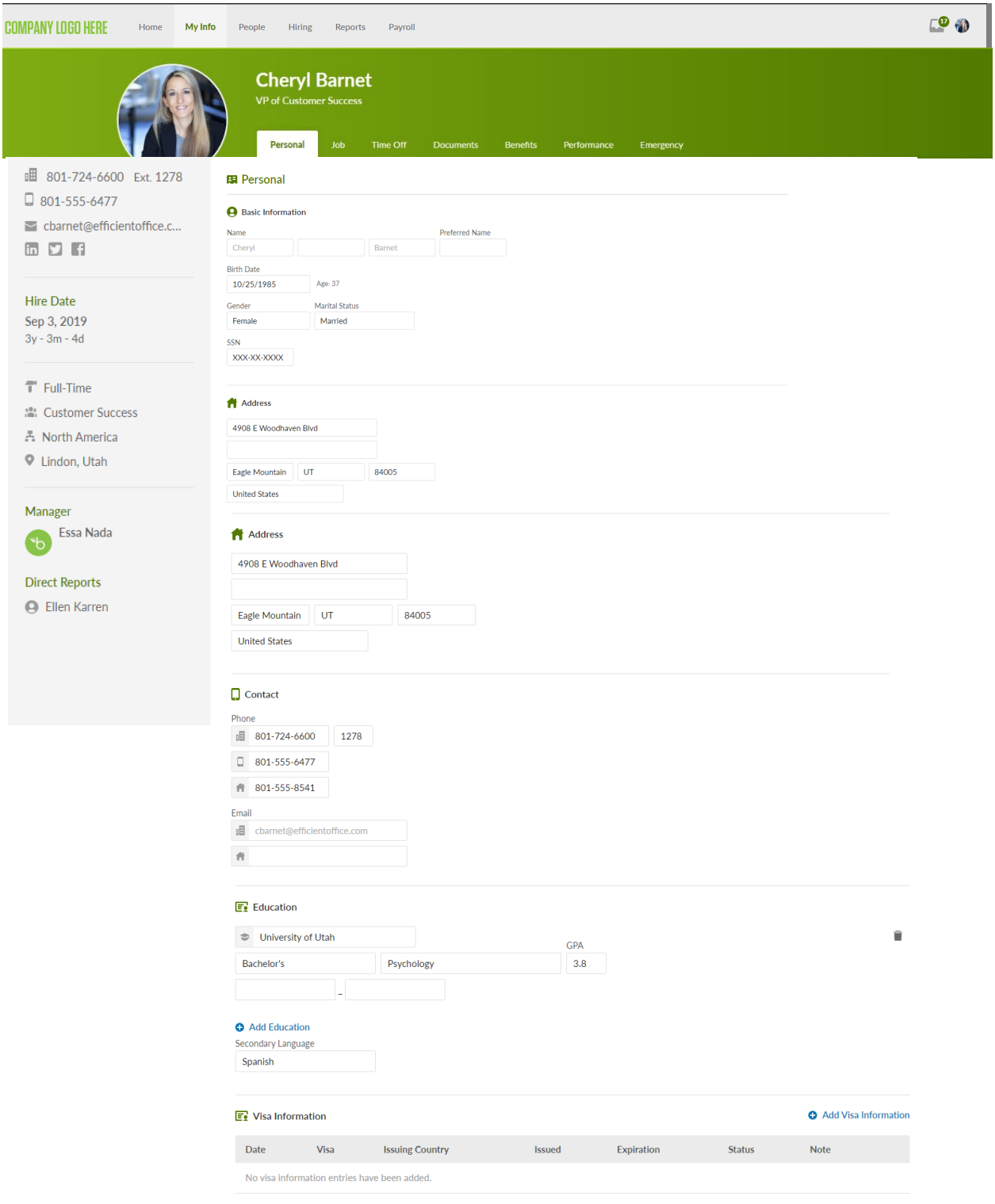
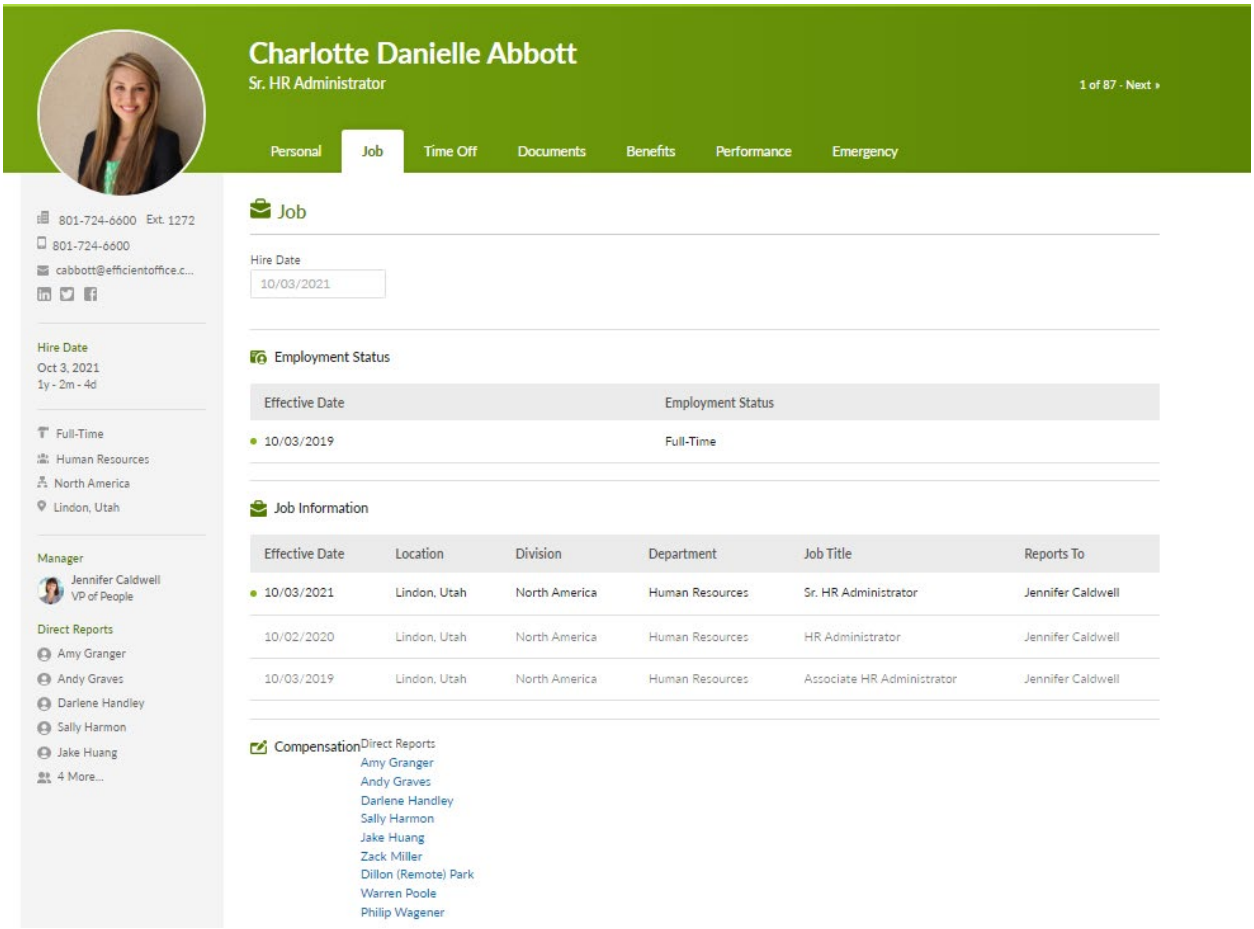
HR View

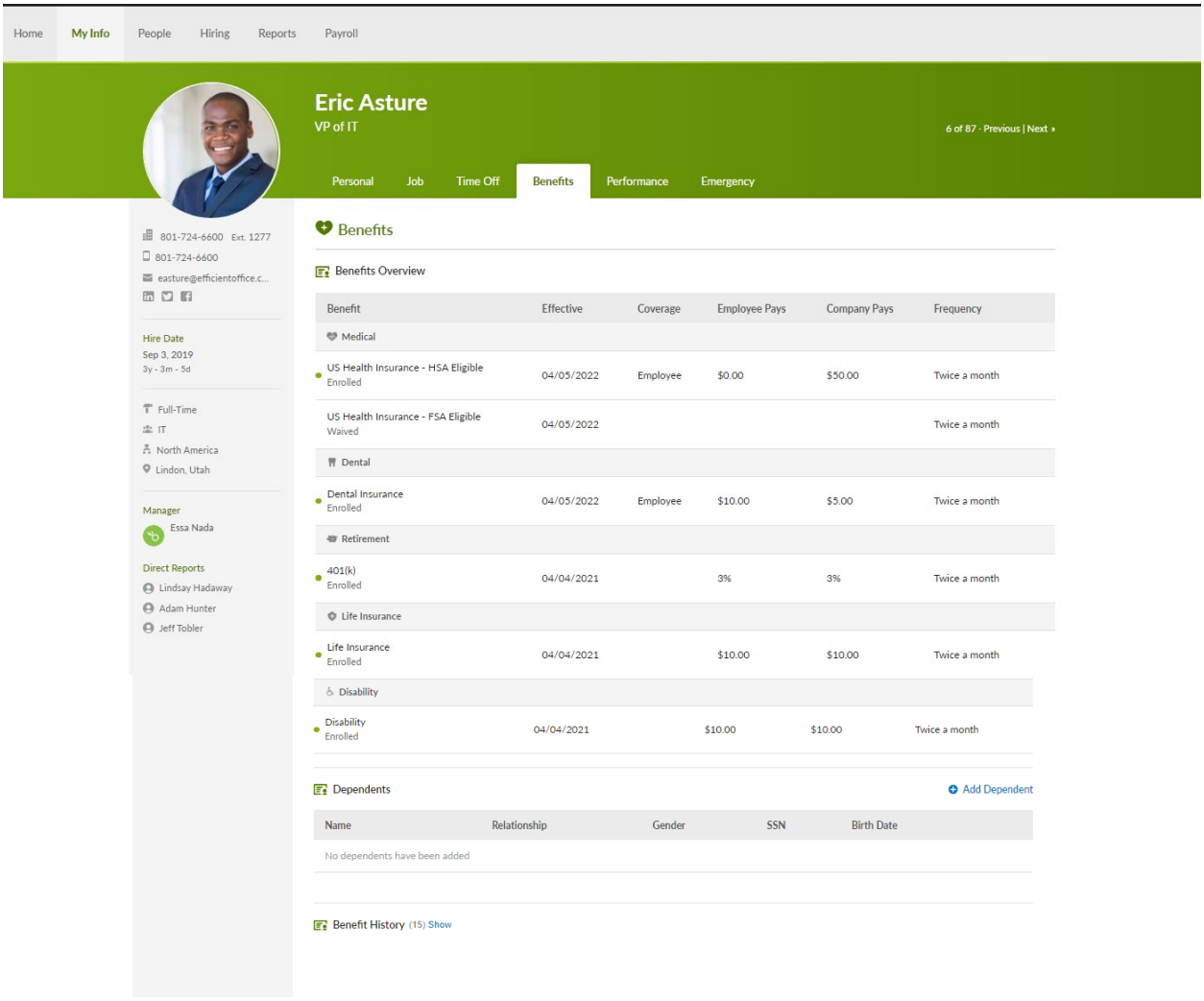
Personal Info



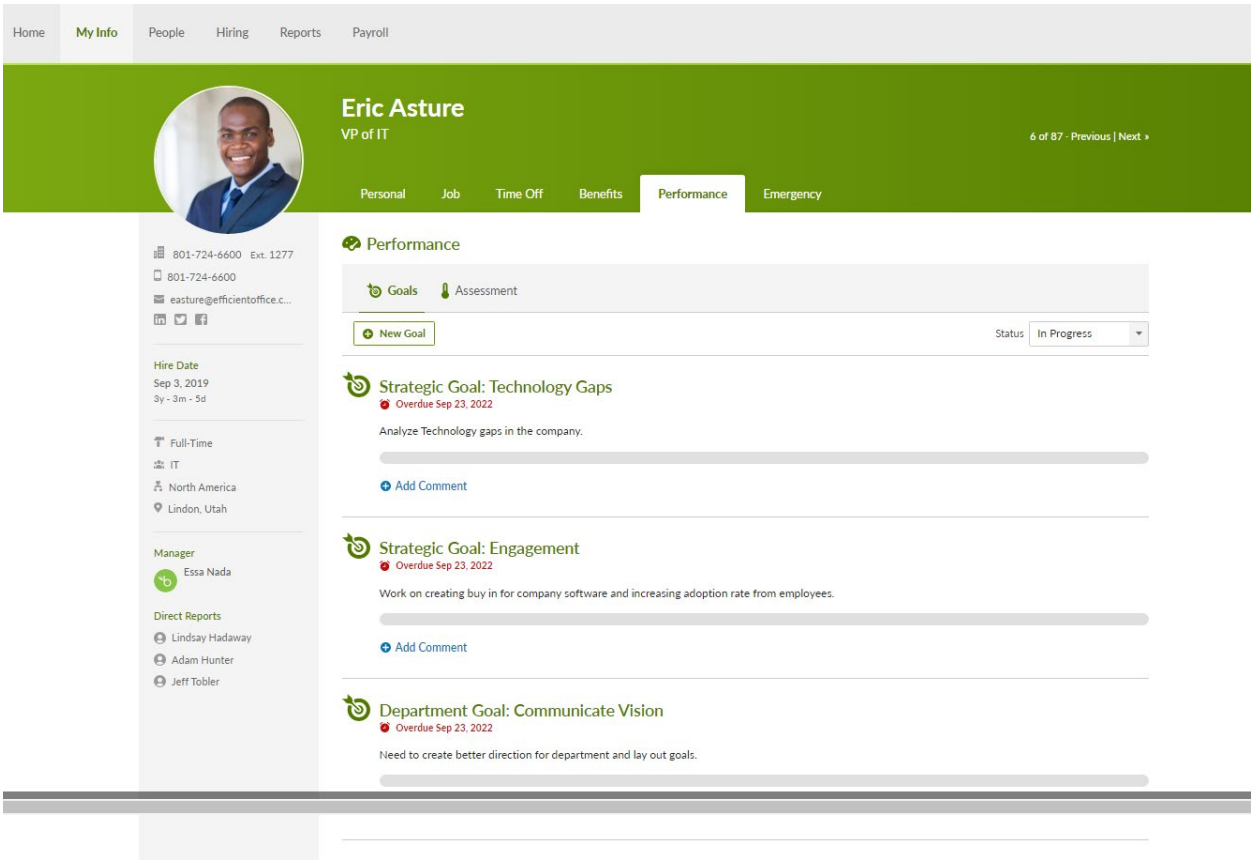
Job View


Charlotte Danielle Abbott
Sr. HR Administrator
1 of 87 · Next »
Personal
Job
Time Off
Documents
Benefits
Performance
Emergency
801-724-6600 Ext. 1272
801-724-6600
cabbott@efficientoffice.c...
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
4 More...
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

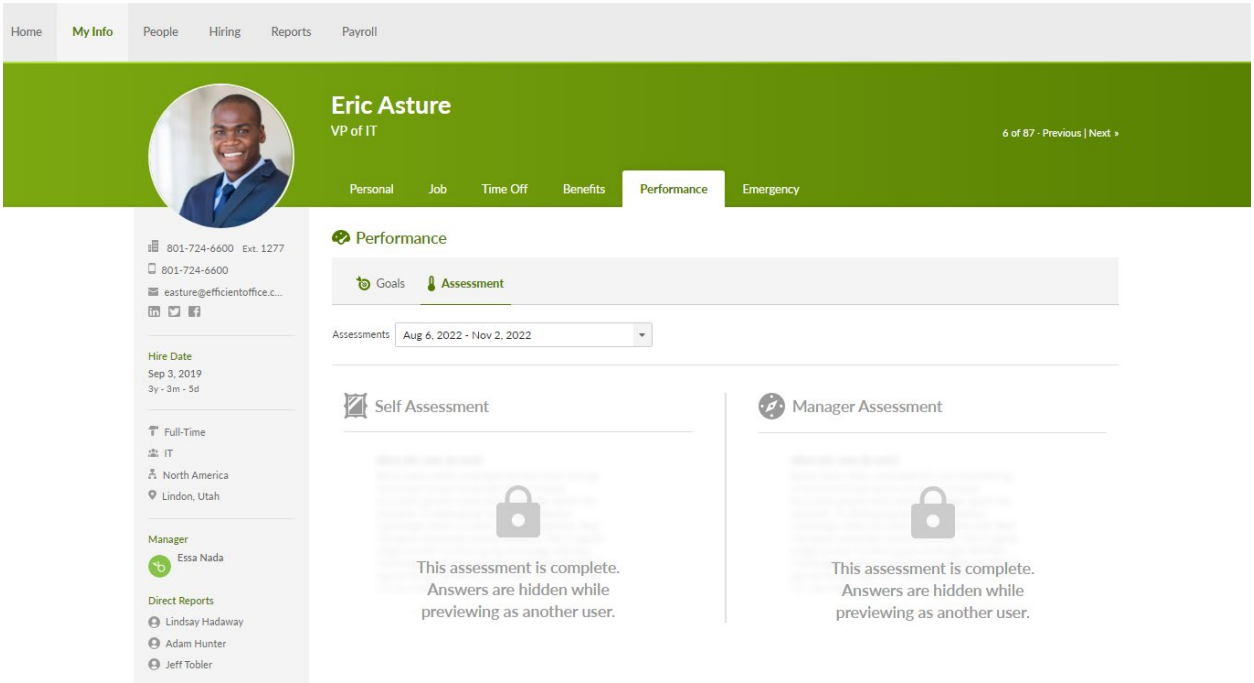
Benefits View



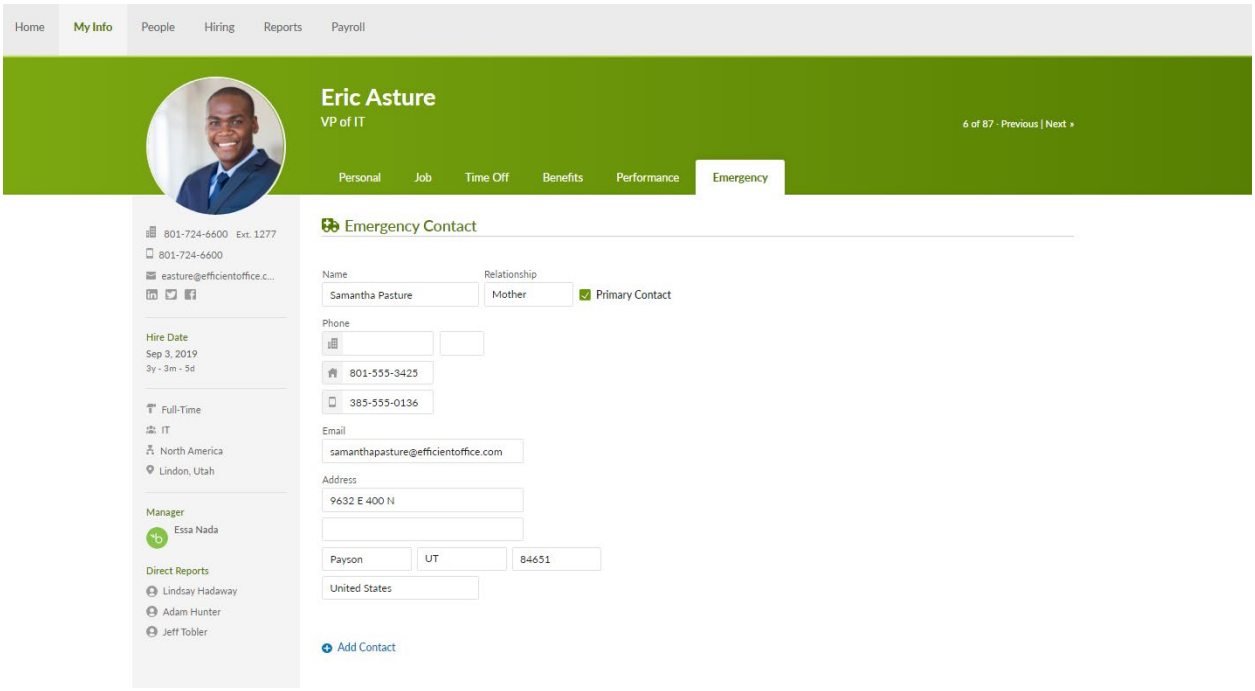
Performance View -Goals



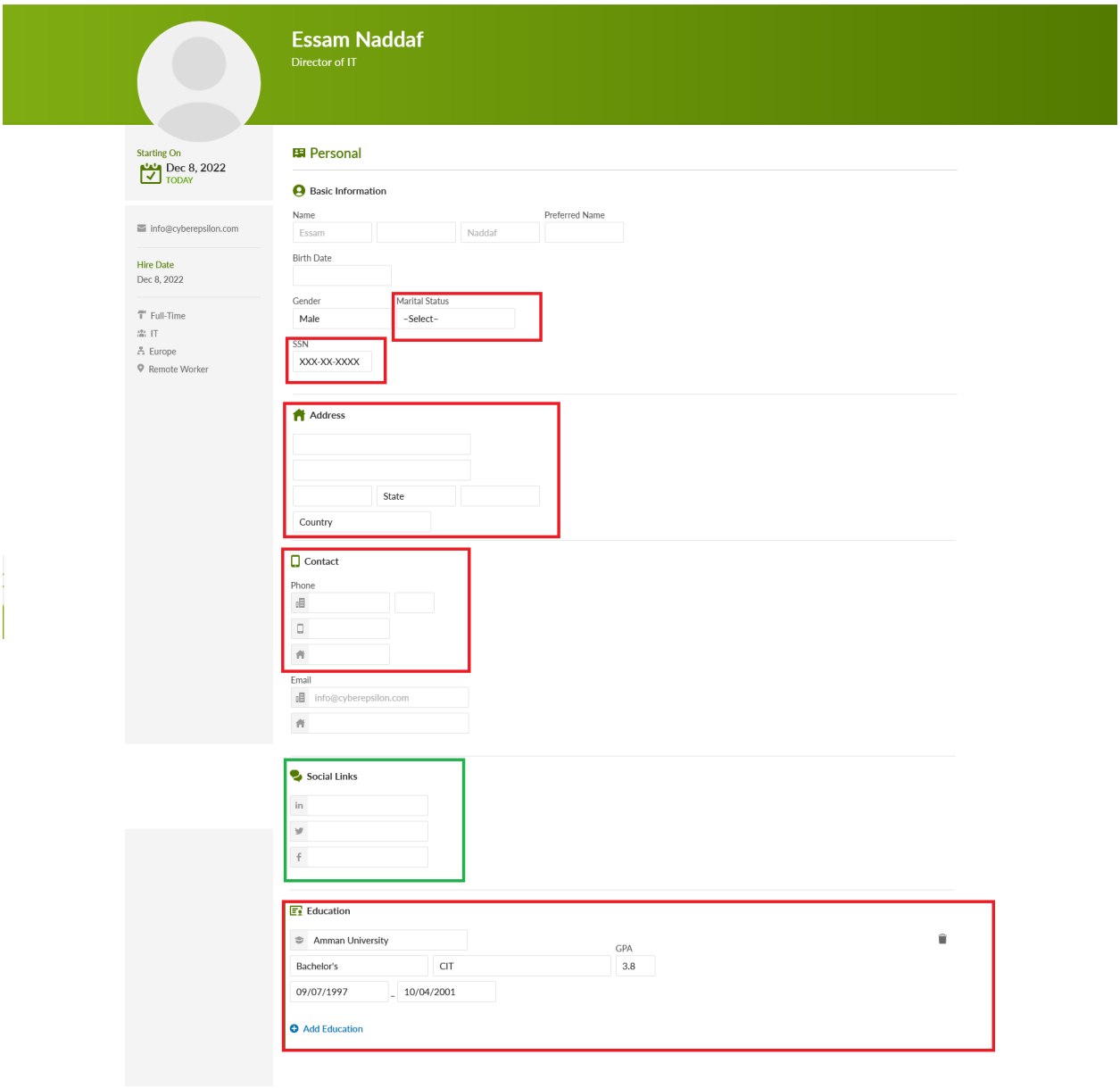
Performance View-Assessments



Emergency View



Employee View

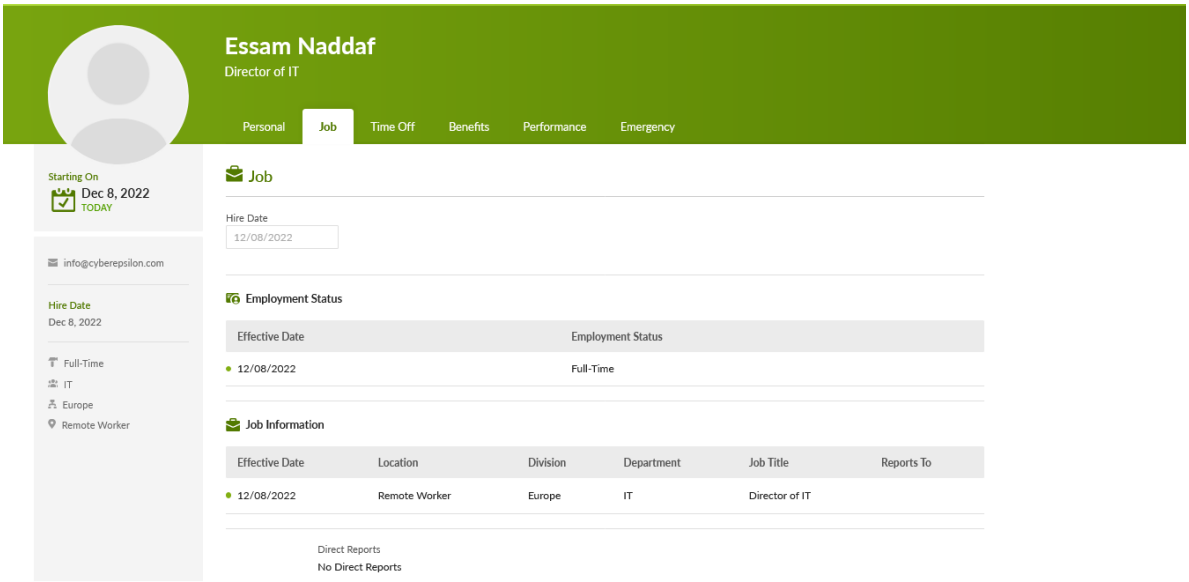


-Employee Can Edit Info in Green without Approval.

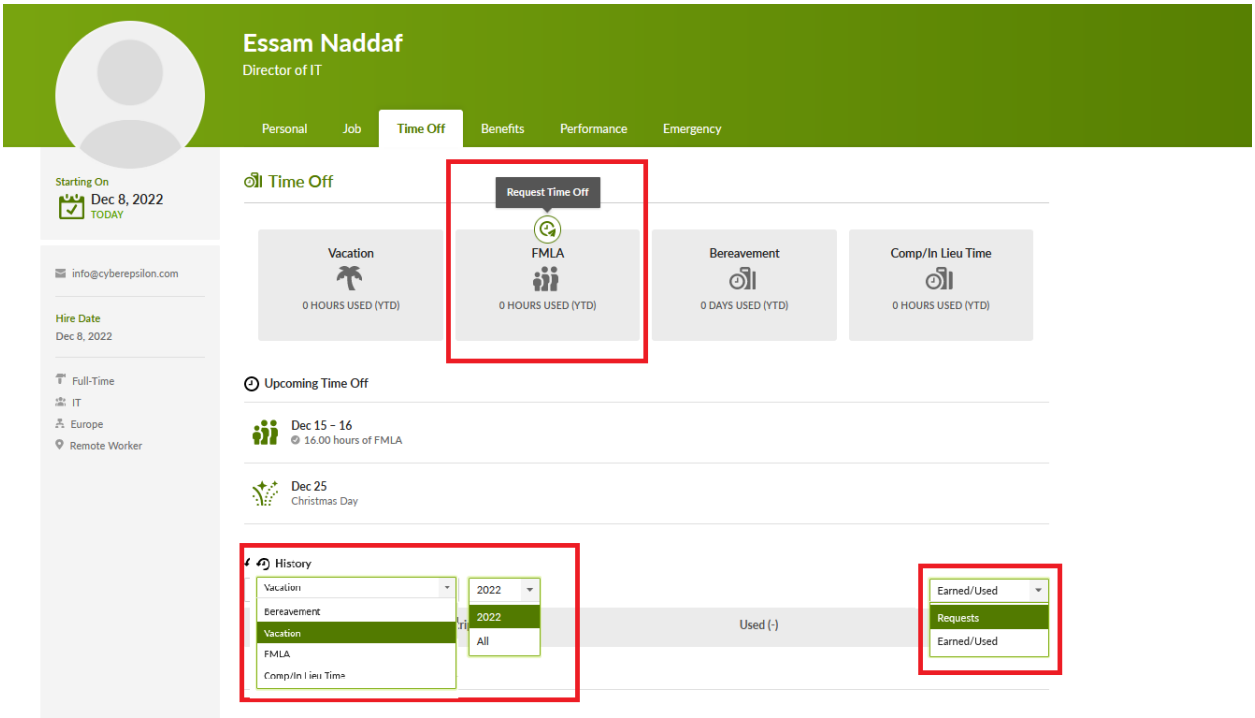
-Employee Can Edit Info in Red by its need Approval, and once it submitted for Approval it will be locked till Approved or declined.

-other info NOT editable.

Employee-Job View



Employee-TimeOff View



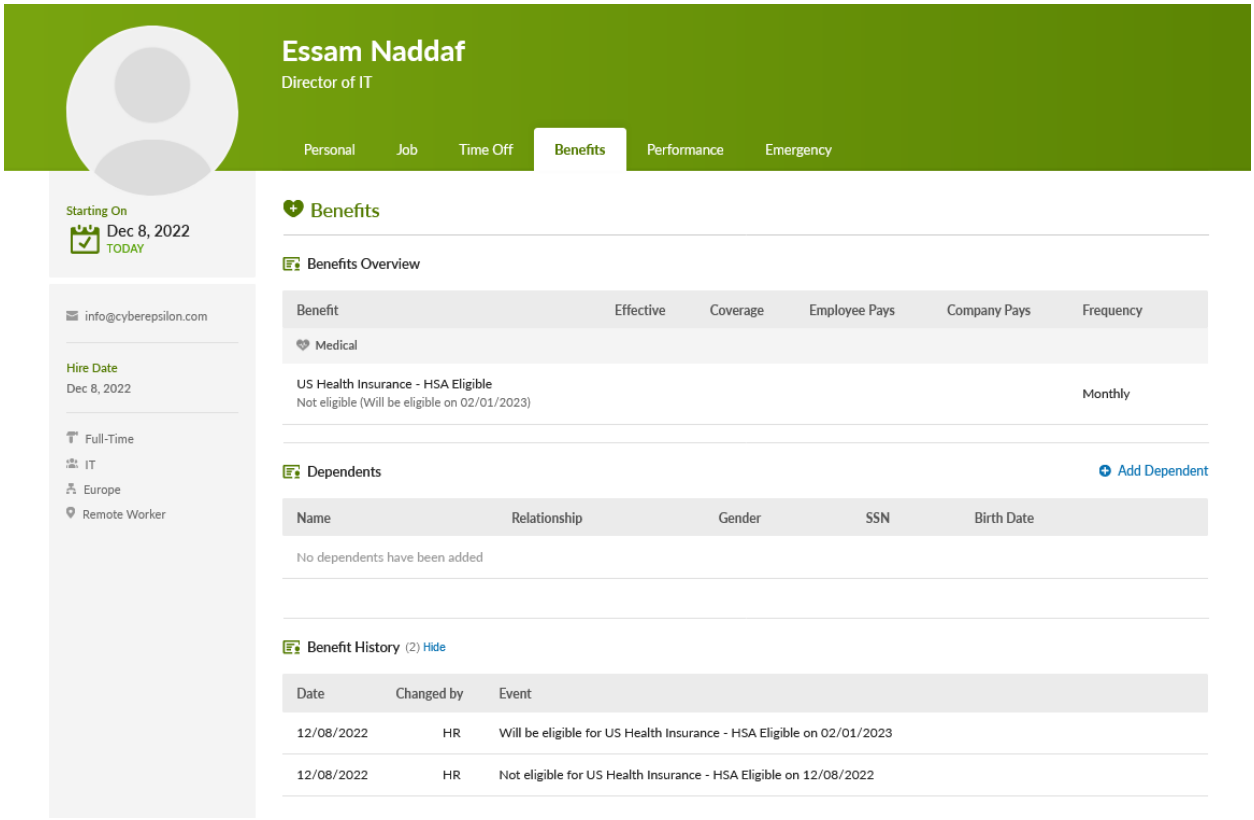
-Employee can check his Balance on Each TimeOff type

-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



-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) .

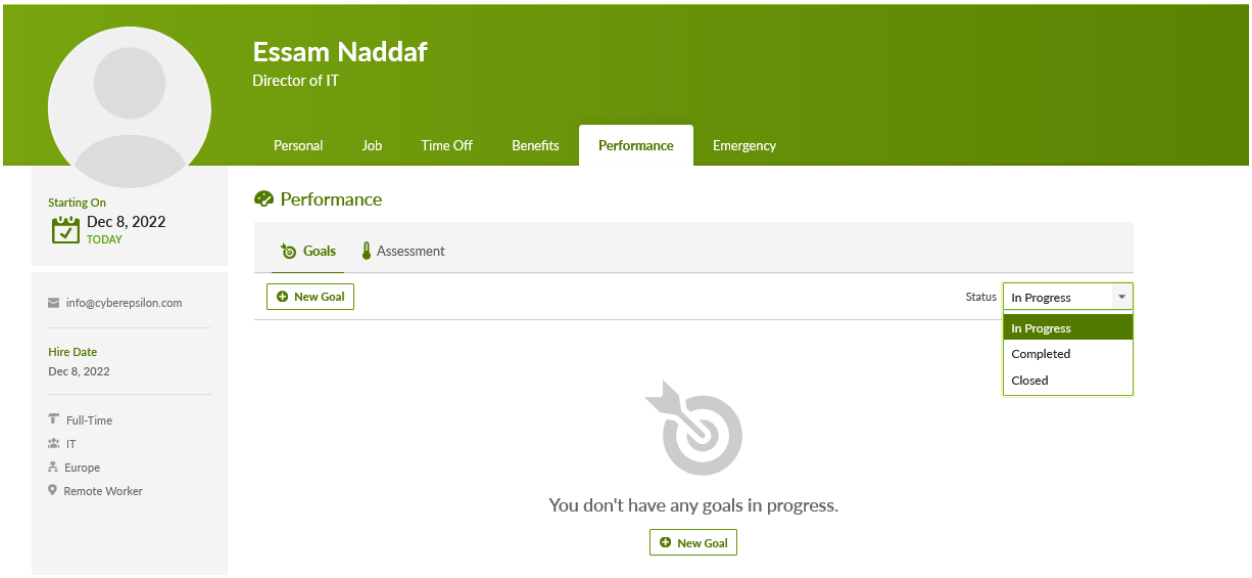
-Employee can add Dependents, and this Addition need Approval.

-Employee can see his Benefits History.

-Any change in Benefits for Employee will be shown in History with

Effective dates.

Employee Performance-Goals



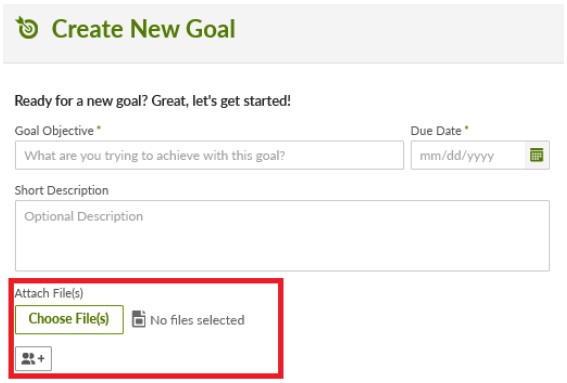
-Employee can see any Goal Added by him or Company, Department, Direct Manager.

-Goal will be categorized (company goals, department Goals, Personal Goals, Job Goals).

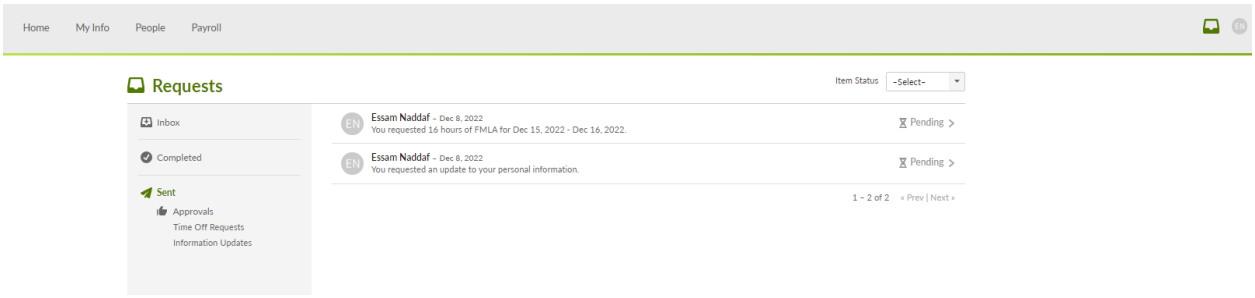
-Employee can see Goals History.

-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)



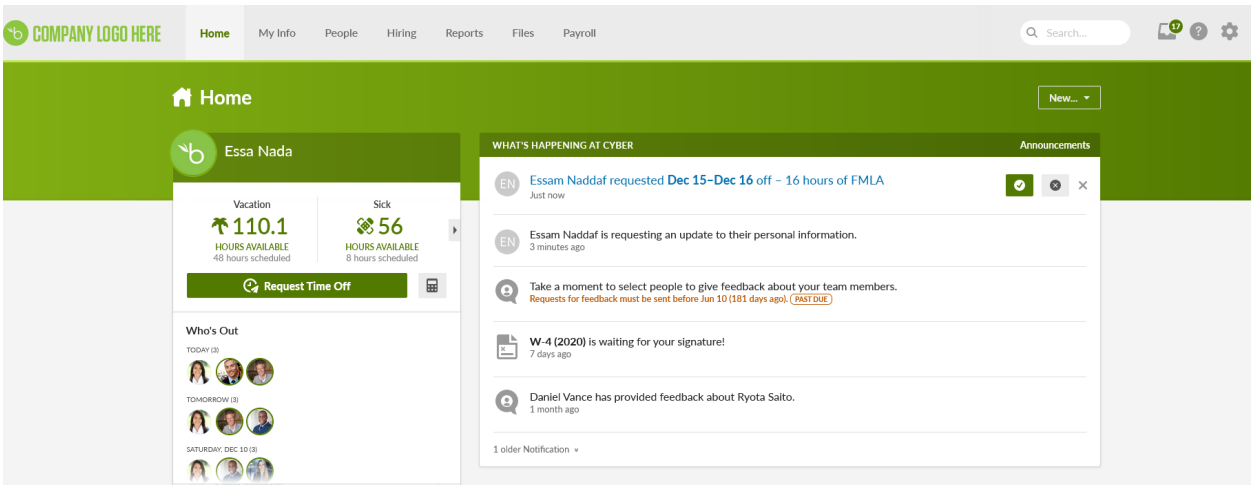
Employee Requests



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

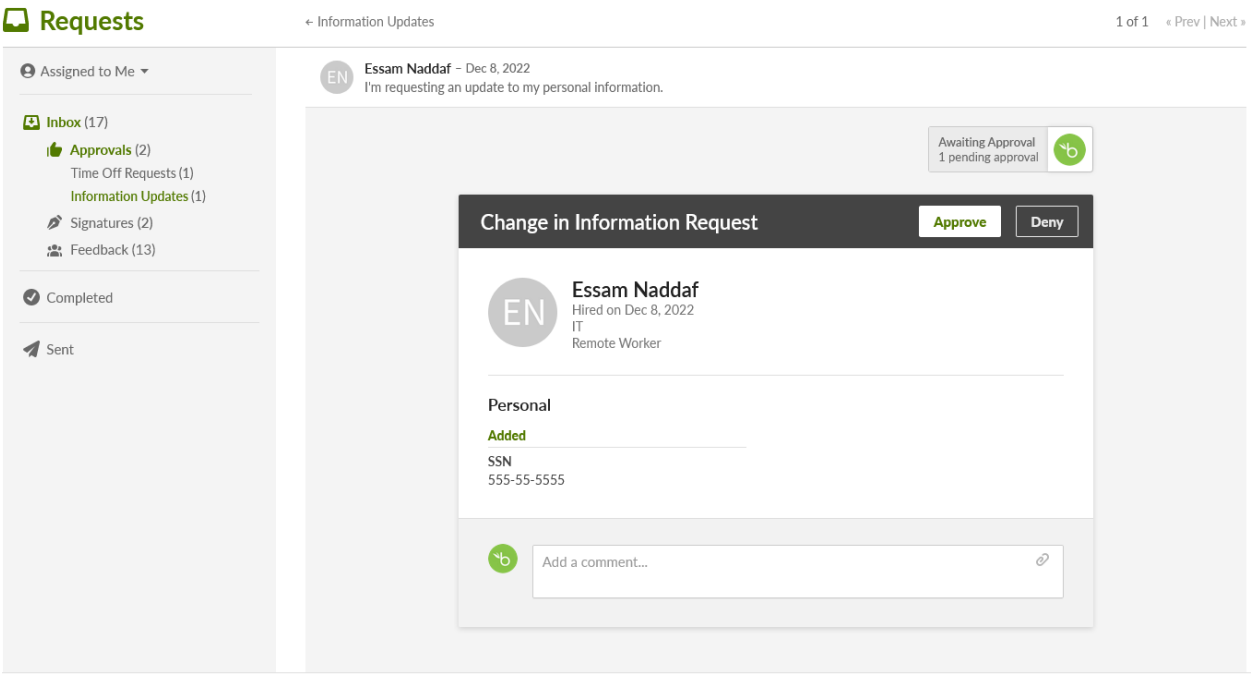
-Employee Can send request for Time Off, but he can cancel it before or After Approval.

HR View(once user sent request)

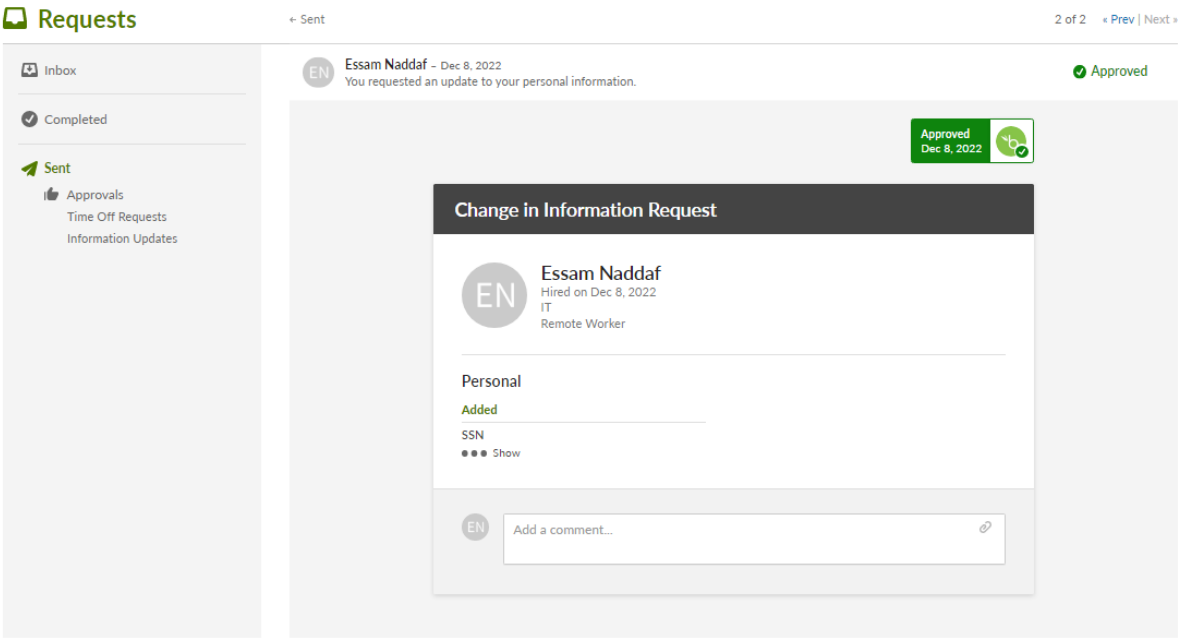


-HR will get notification in his inbox, and on (Whats Happenning at) Tab

HR View in Inbox



Employee View



-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.