

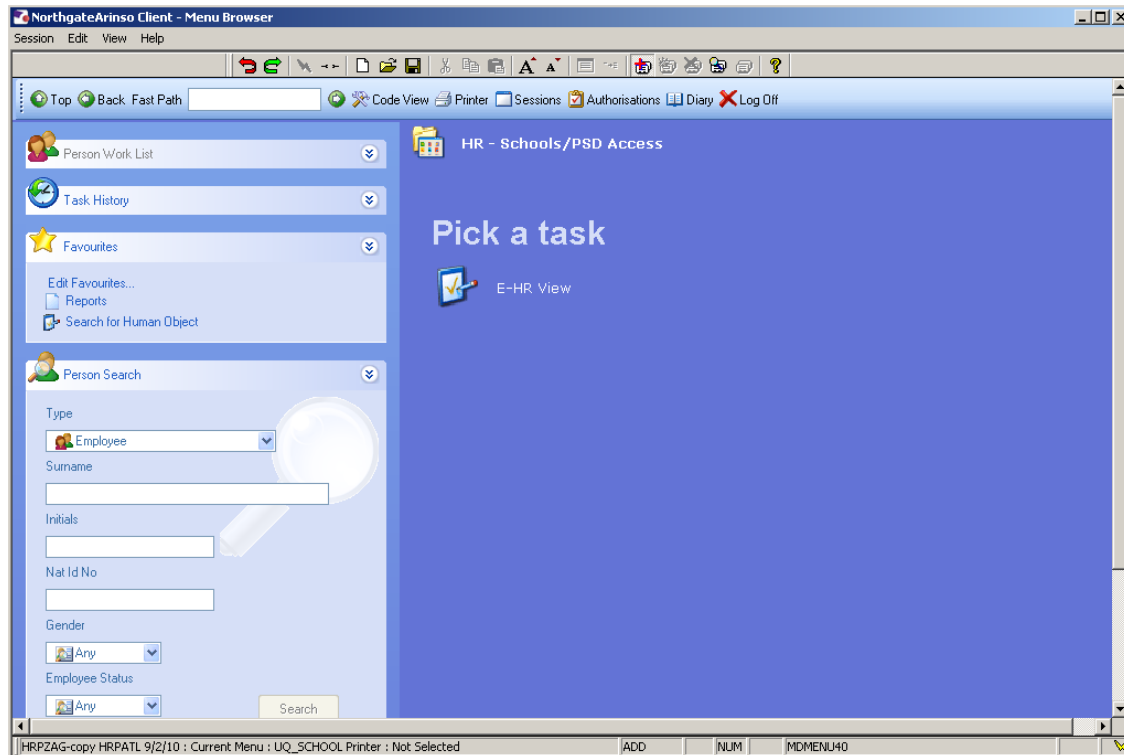
**This work instruction was last updated: 23<sup>rd</sup> March 2010**

## **E-HR View**

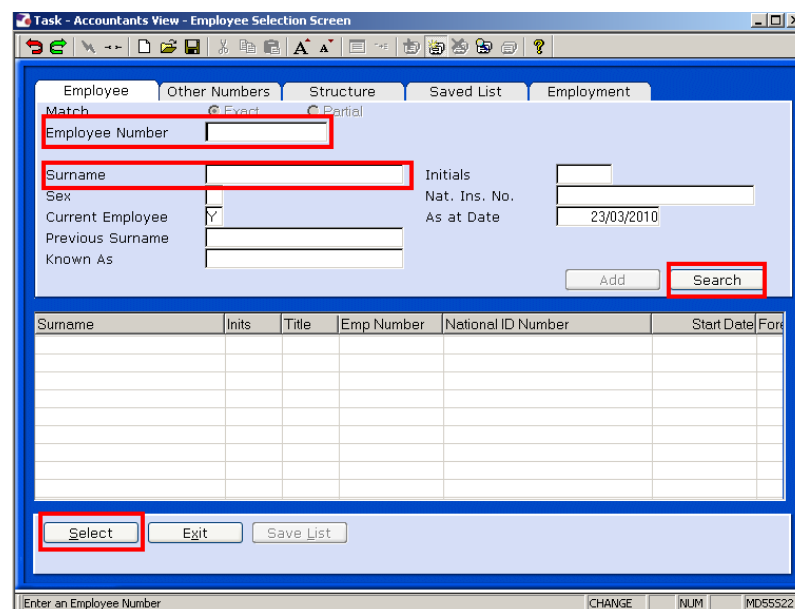
This Work Instruction explains how to use the **E-HR** task in ResourceLink to view staff personnel information.

- |   |                   |
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| 1 | Using E-HR        |
| 2 | E-HR View         |
| 3 | Details screen    |
| 4 | Employment screen |
| 5 | Visit/Temp screen |

# 1 Using E-HR



- 1.1 Search screen with the Employee Number, Surname, Search and Select options highlighted



- 1.2 Enter either Staff Number or Surname and Search. You can then select the appropriate staff member from the list

## 2 E-HR View

The screenshot shows a web application window titled "Task - E-HR View - Tab Folder Viewer". The application is "ResourceLink aurora". The main header displays "Employee 2073595 : MRS E BUCKET". Below this, there are three tabs: "Details", "Employment", and "Temp/Visit". The "Details" tab is active, showing the following information:

- Employee Number : 2073595
- Title : MRS
- First Name : EDNA
- Last Name : BUCKET
- Known as :
- Age : 21 Years 8 Months
- Gender : F
- 46 Eynham Avenue
- SOUTHAMPTON
- Hampshire
- Postcode : SO19 5LB
- Home Tel No. : 02380555444
- Date of Birth : 11/07/1988

At the bottom of the "Details" tab, there are two icons: "Relationship" and "Holiday Ent".

2.1 The **E-HR View** holds **3 tabs** of information:

Tab	Information
<b>Details</b> (All staff)	Employee Number; Title; Name; Home Address; Age; Gender; Date of Birth; Home Telephone number; Emergency Contact (Relationship).
<b>Employment</b> (All staff)	Main Post ID and Post description; Start Date; Continuous Service Date; Sub Project Code; Account Code; Position Status; Probation Details; Grade & Point; Pay Elements; Current Post Holding Details (inc contract hrs; work pattern; service conditions etc.) and Hierarchy details.
<b>Visit/Temp</b> (This tab is used for Visitors & Temp Bank staff only)	Visitor & Temp Bank staff details only: School/Dept Contact; Authorised Signatory; Contact Ext No; Job Details

### 3 Details screen

Task - E-HR View - Tab Folder Viewer

ResourceLink  
aurora

Employee 2073595 : MRS E BUCKET

Exit

Details Employment Temp/Visit

Employee Number : 2073595 46 Eynham Avenue

Title : MRS

First Name : EDNA SOUTHAMPTON

Last Name : BUCKET Hampshire

Known as : Postcode : SO19 5LB

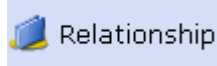
Age : 21 Years 8 Months Home Tel No. : 02380555444

Gender : F Date of Birth : 11/07/1988

Relationship Holiday Ent

3.1 This screen can be used to locate personal details about the employee including name, home address, age, date of birth and telephone number.

3.2 To view the emergency contact / next of kin, click on **Relationship**

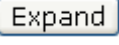


MD903G4 Employee Relationship Summary

Type	Relationship	Person
NOK	Next Kin	MRS LM SMITH

Add Select Delete Expand

Exit

3.3 Click on **Expand**  to view contact details.



Type	Relationship	Person
NOK	Next Kin	MRS LM SMITH

Address 68 Eling Lane  
Totton  
SOUTHAMPTON  
Hampshire  
SO40 9GF

Home Tel. 02380866352  
Work Tel. 25091

Add Select Delete Expand

Exit

3.4 Click on **Exit**

## 4 Employment screen

Task - E-HR View - Tab Folder Viewer

ResourceLink  
aurora

Employee 2073595 : MRS E BUCKET

Exit

Details Employment Temp/Visit

Post Description : Trainer

Main Post : AA01000001 HMS Ref No:

Continuous Service : 01/02/2010 Probation End Date :

Original Start Date : 01/02/2010 Probation Confirmation :

Sub Project Code : 500740101 Prob Ext. Date 1 :

Account Code : 1310 Prob Ext. Date 2 :

Position Status :

Post Grades Post Holding Hierarchy View

- 4.1 This screen contains information relating to an employee's post(s). The information on the front of this screen relates to the employee's **Main** post.
- 4.2 To look at all the posts that the employee currently holds or has held in the past, click on **Post Holding**.

MD903G2 Employee Post Holding History

Seq	Start Date	End Date	Post	M	Job	Grade	Status
001	14/02/2010		DD01003391		MSA1B&2	GRADE 1B	PS002
002	01/02/2010		AA01000001	Y	MSA3	GRADE 3	PS002

Add Change Delete Expand

Exit

- 4.3 If the employee is a **single post holder**, there will be only one row without an end date. If the employee is a **multi-post holder** there will be a row

without an end date relating to each post they currently occupy at the university.

- 4.4 To view further details relating to a post, click on the row of the post you wish to see.

**MD903G32 - Post Holding Details**

Employment	
Start Date	01/02/2010 End Date

Post Holding	
Post Long Desc	Clerical Assistant
Post Start Date	14/02/2010
Grade	Level 1b
Contract Hours	12.00 FTE .33
Spinal Point	5 Rate 8.1390
Spinal Point Salary	5092.66
Position Status	Part Time - Permanent
Projected End Date	
Location	Highfield Campus, Southampton

Costing Details Contract Hours...

Exit

- 4.5 To look at cost centre information related to this post, click on **Costing Details**.


**MD903G33 - Post Costing Details**

Seq	Cost Centre Code	Ee's %	Er's %

Add Select Delete

Exit

- 4.6 When you have finished viewing the information, click on **Exit**.
- 4.7 Continue to click **Exit** out of the screens until you return to the **Employment** tab.

 Post Grades

4.9 The table will list the current grades for each post the employee holds and the historical grades and posts held in the past.

Expand



MD903G30 Employee Post Spinal Grade History

Seq	Post	Start Date	E	Grade	Point	Rate	Amount	O	Det
001	DD01003391	14/02/2010		GRADE 1B	5	8.1390	5092.66	*	...
End Date		Override Date		01/08/2011					
Change Reason		SG001	New Appointment						
Change Source		POSTPL	Post Placement						
Grade Source		POSTGD	Post Grade						
Override Reason		OR006	Deferred increment due to start date						

Add Change Delete Expand

Exit

- 4.11 When you have finished viewing the information, click on **Exit** to return to the **Employment** screen.

Task - E-HR View - Tab Folder Viewer

ResourceLink  
aurora

Employee 2073595 : MRS E BUCKET

Exit

Details Employment Temp/Visit

Post Description : Trainer

Main Post : AA01000001 HMS Ref No:

Continuous Service : 01/02/2010 Probation End Date :


Original Start Date : 01/02/2010 Probation Confirmation :

Sub Project Code : 500740101 Prob Ext. Date 1 :

Account Code : 1310 Prob Ext. Date 2 :

Position Status :

Post Grades Post Holding Hierarchy View

- 4.12 To view where the employee sits within the HR Hierarchy, click on **Hierarchy View**  Hierarchy View

[illegible]

#### 4.13 Click on **Select**

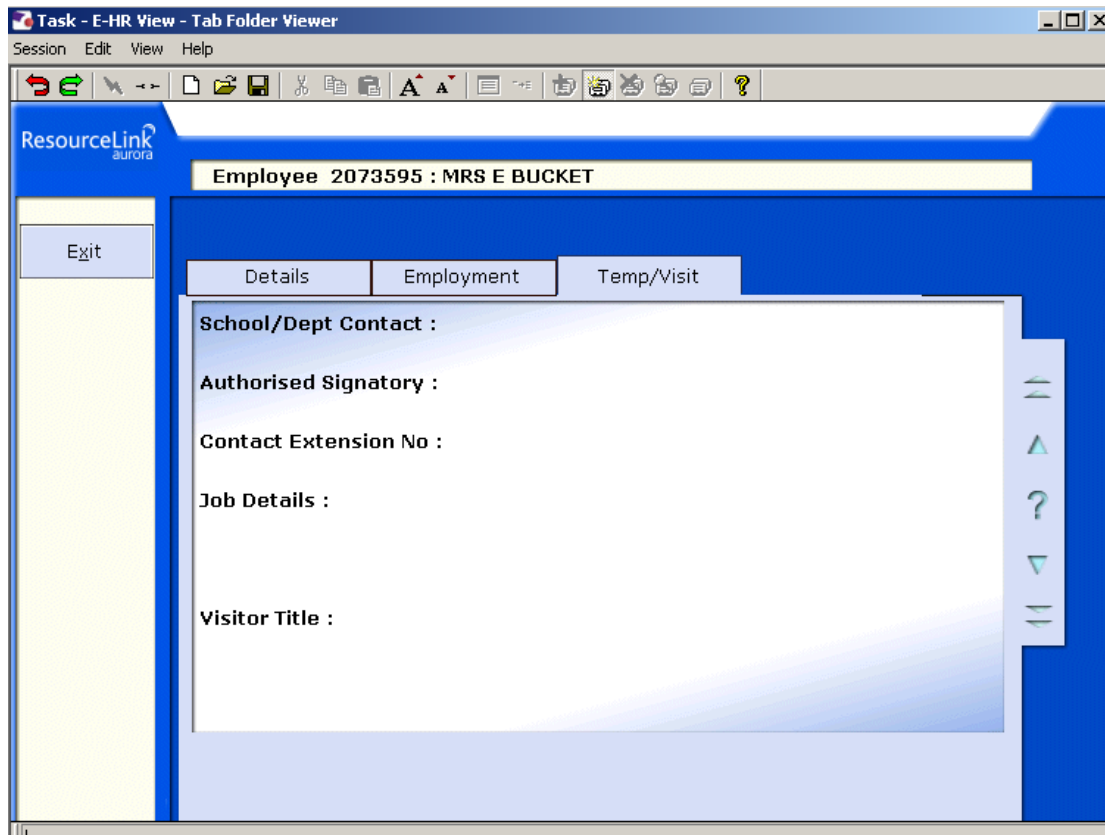
Select

[illegible]

#### 4.14 Click on **Exit**

4.15 Click on **Exit** to return to the **Employment** tab.

## 5 Visit/Temp screen



- 5.1 This screen displays information relating only to Visitors and Temp Bank staff.
- 5.2 The screen shows the school or department contact for this person and the person who is their authorised signatory. It shows the telephone extension number where the employee can be contacted and the details of the job that they are carrying out.
- 5.3 To exit out of **E-HR View**, click on **Exit**.