This work instruction was last updated: 23rd March 2010

E-HR View

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

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

1 Using E-HR

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Person Search Type	۲		
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Employee Status			
Any 💌	Search		
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1.1 Search screen with the Employee Number, Surname, Search and Select options highlighted

🌠 Task - Accountants View - Empl	oyee Selection Scr	reen		<u>_0×</u>
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		ructure Saved List Partial	Employment	
Surname Sex Current Employee Y Previous Surname Known As	-	Initials Nat. Ins. No. As at Date	23/03/2010	Search
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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

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ResourceLink				
	Employee 207	3595 : MRS E BUC	КЕТ	
E <u>x</u> it	Details	Employment	Temp/Visit	
	Employee Numb	oer : 2073595	46 Eynham Avenue	
	Title : MRS			ź
	First Name : EDN	NA	SOUTHAMPTON	Δ
	Last Name : BUC	CKET	Hampshire	?
	Known as :		Postcode : SO19 5LB	∇
	Age : 21 Years 8	8 Months	Home Tel No. : 02380555444	4
	Gender : F		Date of Birth : 11/07/1988	
	, Zelationship	<i> H</i> oliday Ent		
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2.1 The **E-HR View** holds **3 tabs** of information:

Tab	Information
Details (All staff)	Employee Number; Title; Name; Home Address; Age; Gender; Date of Birth; Home Telephone number; Emergency Contact (Relationship).
Employment (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.
Visit/Temp	Visitor & Temp Bank staff details only:
(This tab is used for Visitors & Temp Bank staff only)	School/Dept Contact; Authorised Signatory; Contact Ext No; Job Details

3 Details screen

3.3

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ResourceLink						
aurora	Employee 207	3595 : MRS E BUC	КЕТ			
E <u>x</u> it	Details	Employment	Temp/Visit			
	Employee Numb	per : 2073595	46 Eynham Avenue			
	Title : MRS			Ê		
	First Name : EDM	NA	SOUTHAMPTON	Δ		
	Last Name : BUC	СКЕТ	Hampshire	?		
	Known as :		Postcode : SO19 5LB	∇		
	Age : 21 Years &	3 Months	Home Tel No. : 02380555444	4		
	Gender : F		Date of Birth : 11/07/1988			
	💋 Relationship	🥖 Holiday Ent				
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- 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**

MD903	G4 Employee Rela	tionship Summar y		×
Туре	Relationship	Person		
NOK	Next Kin	MRS LM SMITH	<u> </u>	
Add	<u>S</u> elect	Delete Expand		
			E <u>x</u> it	
Click	on Expand	Expand to view contact details.		

MD9030	G4 Employee Rela	tionship Summary	X
Туре	Relationship	Person	
NOK	Next Kin	MRS LM SMITH	
Address	68 Eling	Lane	
	Totton		
	SOUTHA	MPTON	
	Hampsh	ire	
	SO40 90	GF	
Home T	el. 0238086	56352	
Work Te	el. 25091		
Add	<u>S</u> elect	Delete Expand	
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3.4 Click on **Exit**

4 Employment screen

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ResourceLink				
aurora	Employee 207	3595 : MRS E BUCKI	ĒT	
E <u>x</u> it	Details	Employment	Temp/Visit	
	Post Description	: Trainer		
	Main Post : AAO:	1000001	HMS Ref No:	=
	Continuous Serv	vice : 01/02/2010	Probation End Date :	Δ
	Original Start Da	nte : 01/02/2010	Probation Confirmation :	?
	Sub Project Cod	e : 500740101	Prob Ext. Date 1 :	∇
	Account Code : :	1310	Prob Ext. Date 2 :	÷
	Position Status			
	🥖 Post Grades	<i> P</i> ost 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**.

Seq	903G2 Employee Po Start Date	End Date		м	Job	Grade	Status	<u>×</u>
	14/02/2010	Enabale	DD01003391		MSA1B&2	GRADE 1B	PS002	
002	01/02/2010		AA01000001	Y	MSA3	GRADE 3	PS002	
	01/02/2010		AA01000001	Ľ	MONO	GIGDE 5	1 3002	
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Á	dd Change	Delete	xpand					_
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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 Holdin	g Details	×
′ Employment		
Start Date	01/02/2010 End Date	
Dest Helding		
´ 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	
焪 Costing Details	🙊 Contract Hours	
·····	Exit	1
		'

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

MD9	03G33 - Post Costing Details			×
Seq	Cost Centre Code	Ee's %	Er's %	
				A
				-
A	dd <u>S</u> elect Delete			_
			E <u>x</u> it	t

- 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.

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ResourceLink	Employee 207	3595 : MRS E BUCI	/ET		
	Employee 207	3393 . MR3 E BUGI			
Exit					
	Details	Employment	Temp/Visit		
	Post Description	: Trainer			
	Main Post : AA01	1000001	HMS Ref No:	=	
	Continuous Serv	vice : 01/02/2010	Probation End Date :	Δ	
	Original Start Da	nte : 01/02/2010	Probation Confirmation :	?	
	Sub Project Cod	e : 500740101	Prob Ext. Date 1 :	∇	
	Account Code : :	1310	Prob Ext. Date 2 :	7	
	Position Status :				
	🥖 Post Grades	<i> P</i> ost Holding	🧔 Hierarchy View		

4.8 To view details on current and historical post grades click on **Post Grades**

MD903G30 Employee Post Spinal Grade History							
Seq	Post	Start Date E	Grade	Point	Rate	Amount 0 Det 🔺	
001	DD01003391	14/02/2010	GRADE 1B	5	8.1390	5092.66 * 😐	
002	AA01000001	01/02/2010	GRADE 3	22	13.5584	14139.43	
						· · · · · · · · · · · · · · · · · · ·	
Add Change Delete Expand							
						Exit	

- 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.
- 4.10 To look at further details, click on a row and click on **Expand**.



M	D903G30 Employee					<u>×</u>
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		Overrid	de Date	01/08/2011	
	Change Reason	SG001	New Appointmen	nt		
	Change Source	POSTPL	Post Placement			
	Grade Source	POSTGD	Post Grade			
	Override Reason	0R006	Deferred increm	ent due to star	t date	
						-
	Add Change	Delete E	(pand			
						E <u>x</u> it

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

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ResourceLink Employee 2073595 : MRS E BUCKET								
Exit								
	Details	Employment	Temp/Visit					
	Post Description	: Trainer						
	Main Post : AA01	1000001	HMS Ref No:	2				
	Continuous Service : 01/02/2010 Probation End Date :							
	Original Start Da	?						
	Sub Project Cod		Prob Ext. Date 1 :	∇				
	Account Code : :	Ē						
	Position Status :							
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4.12 To view where the employee sits within the HR Hierarchy, click on



MD9	03G2 Employee Po	ost Holding Histor	'Y					X	
Seq	Start Date	End Date	Post	М	Job	Grade	Status	-	
001	14/02/2010		DD01003391		MSA1B&2	GRADE 1B	PS002		
002	01/02/2010		AA01000001	γ	MSA3	GRADE 3	PS002		
								_	
								~	
Ac	Add Select Delete Expand								
							E <u>x</u> it		

4.13 Click on Select Select

MD 💽	00G45 Structure	Unit Position	×
Seq	Level Name	Str Unit	Description
001	VoS	0000000000	University of Southampton 🔤
002	UEG	PK00000000	Professional Services Group
003	SCHOOL	PKGR000000	University Secretary
004	DIVISION	PKGRDD0000	Human Resources
005	SUB DIV	PKGRDD0100	Client Services
006	TEAM	PKGRDD0110	Service Centre
/	Add Chang	e) Delete)	
			Exit

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

5 Visit/Temp screen

Task - E-HR View - Tab Folder Viewer						
Session Edit View Help						
ResourceLink						
Employee 2073595 : MRS E BUCKET						
E <u>x</u> it Details Employment Temp/Visit						
School/Dept Contact :]					
Authorised Signatory :	2					
Contact Extension No :	Δ					
Job Details :	?					
	∇					
Visitor Title :	÷					

- 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**.