

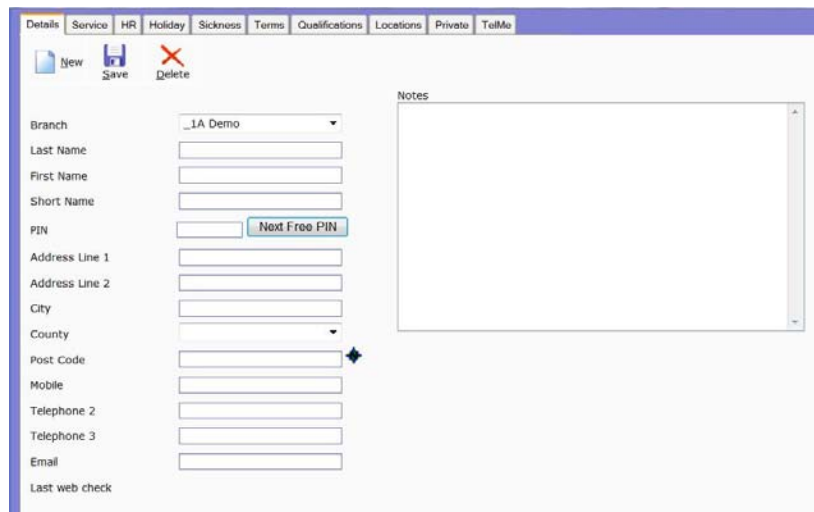
# GalliNet Limited

~PeopleHours~

**“How2 Add a new employee”**

## Add New Employees

Select Employee Data, the application will display the Employee Data Detail window.



If the details of an existing employee are displayed, click on the 'New' button. The displayed details will be saved and a new blank record will be created, as above screen shot.

The branch field will default to the branch selected in the top left of the Schedule window. If the branch displayed is not correct, select the correct branch from the drop down list.

Enter the employee's Last Name

Enter the employee's First Name.

Enter the employee's Short Name; this can include letters, numbers or spaces only and it is recommended that a standard is defined. The short Name is used in the Schedule Data windows, WorkMonitor and other applications, it is therefore the name that will be presented to the monitoring Controllers.

The suggested format is "Smith-John".

Click on the 'Next Free PIN' button and the application will generate the next available number from the database. The PIN number will be used by Work Monitor and other applications to validate the employee.

## ~PeopleHours~

### “How2 Add a new employee”

Enter the employees' home address and Post Code; the County field is populated from a drop down list.

Enter the contact telephone numbers for the employee. *Please ensure that spaces or dashes are entered as this makes the entry far easier to read for the monitoring controllers.*

Click on the 'Save' button to save your data.

The record will be saved and the new employee will now be displayed in the list on the left of the window.

#### Service

Select the Service Tab at the top of the window, the Service window will be displayed. The Service Period field will be already populated by the application.

The screenshot shows the 'Service' tab selected in the application. The 'Service Period' field is empty. The 'Start Date' is 30/04/2012. The 'Finish Date' is empty. The 'PIN' field is empty with a 'Next Free PIN' button. The 'Staff Number' and 'Pay Group' fields are empty. The 'Min hours per week', 'Max hours per week', 'Min events per week', and 'Max events per week' fields are empty. The 'averaged over' field is set to 1 weeks.

Enter the Start date for the employee if different from the default date.

*NOTE: - No additional data need be entered to allow you to schedule this employee to duties or to allow Gallinet to monitor this employee. Additional information entered may be of value to other departments in your organisation but is not required by the system.*