



## How to Guide...

---

### Business Suite

Copying Employee Details

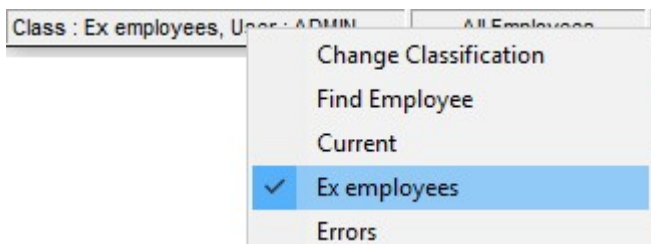




The Copy function has been set up to allow the easy transferral of an ex employees details into a new record screen if an employee rejoins the company.

The copy function will bring back the following employee details; emergency contacts, training done, bank details and pay history. It will give the employee a new employee number.

To copy the employees details. Go to the ex employee classification and select the employee that you are looking for from the list.

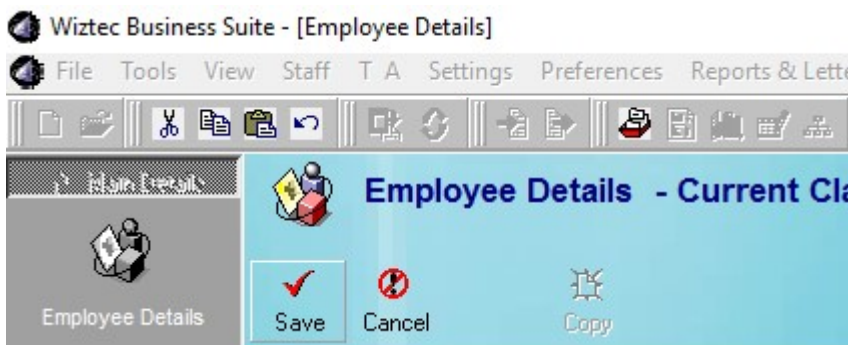


Once you have found the employee that you want to add, select the Copy button.

This following screen will appear asking you to select which classification you would like the employee to be listed under. Select the classification and hit 'OK'.



Hit 'Save'.





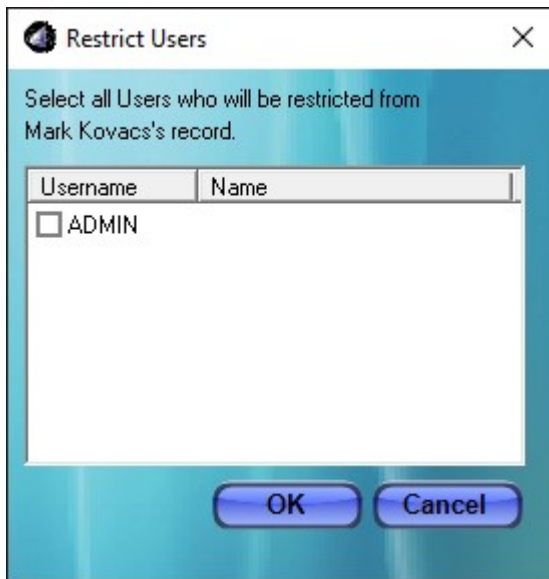
There will be a number of screens pop up asking you for certain information that you fill in when any new employees join the company. This is dependent on what you have configured. For example here the new reminder appears for end of contract date. You will need to change this date to the new end of contract date, like done below. Fill in all of these details.

The 'New Reminder' dialog box contains the following fields and controls:

- Date:** 11/03/2016 at 11:57
- Type:** WizHR
- Contact:** [Empty field]
- Message:** End of Contract
- Remind Me:** 1 Day(s) Beforehand
- Users:** SPV
- Remind These Users:** ADMIN
- Buttons:** OK, Cancel, Help

The 'Career Event' dialog box contains the following fields and controls:

- Message:** The following career event has occurred: Joined Company. Please select a suitable career event type and date.
- Career Event Type:** Joined Company
- Date of Event:** 15/12/2015
- Buttons:** Help, OK, Ignore



Change your classification back to the classification your employee is under and check that you are happy with all of their details. You may need to change some information depending on the employees contract (contract end date, date of join/leave and probation period).

This completes the copy function.