

License Screen (HR Admin) in Advanced HR 2.0

The **HR Admin - Employee Maintenance - License** screen provides access to details on any license - including expiration dates and any attached documents.

License Dashboard

Licenses

[+ NEW](#) [RELOAD](#) [DOWNLOAD](#)

Actions	Name	Employee ID	License Code	License Description	Issue Date	Expire Date	License #
	Perry, Jackson	5	276	Smog Check Technician			
	Marks, Jefferson	10	872	Brake and Lamp Adjusters	02/04/2014		4585HY76

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Click on a row to display the Details screen.

License: **276**

Employee

Company*

Employee*

License Info

License Type*

License Number

Issued By

Issued Date

Expiration Date

Notes

Employee Acknowledged

Click on the **+ New** button to add a new license record for the employee.

License: **NEW RECORD**

Employee Company* Brown's Auto Supply (BAR) (WEB1200)	License Info License Type +* Please Choose (Represents BLANK)
Employee* Please Choose (Represents BLANK)	License Number I License Number
	Issued By Issued By
	Issued Date Issued Date
	Expiration Date Expiration Date
	Notes Notes
	Employee Acknowledged NO YES

Expiring License Notifications

Using the **Communications – Notifications** screen (License & Certification category) you can set up date-based expiring license and certification reminders targeted to the impacted employee.

	License & Certification	Achievement Expiration Date	NO	YES	Notifies recipients of an Employee's upcoming Achievement expiration date
	License & Certification	Certificate Expiration Date	NO	YES	Notifies recipients of an Employee's upcoming Certificate expiration date
	License & Certification	License Expiration Date	NO	YES	Notifies recipients of an Employee's upcoming License expiration date

Note: Admins create the License Types on the **HR Admin – Company Setup – License** screen. They can also be created “on the fly” on the screen above by clicking the blue plus + sign on the **License Type** field