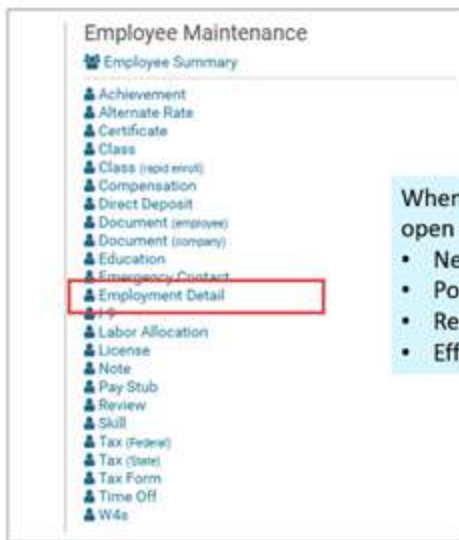


## Employment Detail Screen in Advanced HR 2.0

The **Employment Detail** screen provides complete details on the employee's Position/Status, Organization assignment, Compliance details, and Supervisor assignment(s), literally all the employee's employment details. From **Effective Dates**, to **DBDT** assignments, to **Benefits**, to who Supervises the employee.

Most of this information will migrate from Evolution Classic to Advanced HR 2.0 when the Payroll Data Cutover is performed. Initially however, you will want to set up the **Reports To / Supervisor** section/field of the screen.

Go to **HR Admin – Employee Maintenance – Employment Detail**.



When selected, the **Employment Detail** will open a Dashboard the will allow for:

- New Hire/Termination
- Position Organization
- Rehiring
- Effective Dating.

The screenshot shows the 'Employment Detail' section of a web application. At the top, there are browser tabs for 'Brown's Auto Supply (BAR) (WEB1200)' and 'Couture, Thomas (1)'. The user is identified as 'Mike Blake'. The main content area is titled 'Employment Detail' and contains two panels: 'ADD Position/Organization' and 'New Hire/Termination'. Below these panels is a table with columns: Actions, Eff Date, Position, Organization Structure, Status, Reports To 1, Hire, Term, Employment, and Change Reason. The table lists three records for an employee named Stephen Brown, all in 'Mechanic' positions at 'West Port, East', with effective dates of 03/22/2019, 03/01/2019, and 03/01/2013. The 'Hire' column has 'NO' and 'YES' buttons, and the 'Term' column has 'NO' and 'YES' buttons. The 'Employment' column shows 'Full Time'. At the bottom, there is a pagination control showing 'Page: 1 of 1' and 'Page size: 3'.

The **Employment Detail** dashboard section of the screen displays a list of all of the position/organization related employee changes or updates that have occurred to the employee, with their effective date.

### Employment Detail Screen

**Tip:** This screen is best used by locking into a specific employee with the employee search bar at the top of the screen or the dropdown.

Or, you can also use the **Employee** dropdown below in the screen itself. Note however, the **Employee** dropdown will show **Active Status** employees only. If you need to display an employee with another status, use the Employee search box at the top of the screen.

This screenshot is similar to the first one but highlights the 'Employee\*' dropdown menu in the 'ADD Position/Organization' panel. The dropdown is open, showing 'Baker, Don (22)' as the selected option. The 'Effective Date' is now '08/05/2019'. The 'New Hire/Termination' panel and the table below are also visible.

On the top-left side of the Employee Details screen, this is also where you can initiate a **New Hire** or **Termination** process.

In addition, the **Add a Position/Organization** section to the right allows you to Re-Hire an inactive employee or modify an active employee's Position/Organization records.

To access an employee's record, select them from the **Employee** dropdown and click the **Let's begin adding a Position/Organization** button. The system displays the **Employment Detail New Record** screen.

Note the **Effective Date** field defaults to today's date, you can change it. The system will be copying information from the previous effective dated record, so please keep that in mind when choosing an effective date. You cannot pick a date that would become the first historical dated record for this employee.

Employment Detail: **NEW RECORD**

Employee  
Company\*  
Brown's Auto Supply (BAR) (WEB1200)

Employee\*  
Baker, Don (22)

Effective Date  
Effective Date \*  
08/05/2019

Position/Status  
Position\*  
03 - Front Desk

Employment Type\*  
FullTime - Full Time

Status\*  
Active - Active

Organization  
Division\*  
1 - West Port

Branch\*  
1e - East

Compliance  
EEO Category +  
Please Choose (Represents BLANK)

Worker Comp Code +  
Please Choose (Represents BLANK)

Position/Org records for employee ⓘ

Eff Date	Status	Position	Division	Branch	Department	Team	Hire	Term
04/23/2019	Active	Front Desk	West Port	East			✓	

The **Position/Org records for employee** section above lists all the Position/Organization records for the selected employee. Consider the effective dates when editing or adding new records as it could make a difference in terms of which record is currently “effective.”

### Position/Status and Reports To/Supervisor sections

1. Scroll down the **Position/Status** tile and the **Reports To/Supervisor** tile:
2. Enter specific **Position** information.
3. Build an organizational structure by assigning **Managers** and **Supervisors**.
4. If a Manager is assigned in the **Reports To** dropdown, when they login, they will have access to some of the employee's pertinent information, including **Acknowledgment** functionality.

**Reports To/Supervisor**

Reports To 1  
Please Choose (Represents BLANK) ▼

Reports To 2  
Please Choose (Represents BLANK) ▼

Reports To 3  
Please Choose (Represents BLANK) ▼

Supervisor (SC) ⓘ  
Supervisor (SC) [text box]

**Benefits**

Benefit Class / Eligibility Group  
1 - 1 Medical ▼

Scroll down the **Position/Status** tile and the **Reports To/Supervisor** tile:

1. Enter specific **Position** information.
2. Build an organizational structure by assigning **Managers** and **Supervisors**.
3. If a Manager is assigned in the **Reports To** dropdown, when they login, they will have access to some of the employee's pertinent information, including Acknowledgment functionality.

---

**Note:** The **Supervisor (SC)** field can be used as a user defined text representation of the Supervisor. It can also be used as an option in various **Time Clock Integrations** such as Swipe Clock.

---

### Employment Detail Dashboard

On the **Employment Detail** dashboard section of the screen – below the **Add Position / Organization** section, a list of the history of all the changes, and or, updates that have occurred to the employee displays.

Action	Eff Date	Position	Organization Structure	Status	Reports To 1	Wks	Term	Employment	Change Reason
<span style="color: red;">■</span>	03/22/2019	Mechanic	West Port, East	Active	Brown, Stephen	40 100	40 100	Full Time	
<span style="color: red;">■</span>	03/01/2019	Mechanic	West Port, East	Active	Brown, Stephen	40 100	40 100	Full Time	
	03/01/2012	Mechanic	West Port, East	Active	Brown, Stephen	40 100	40 100	Full Time	

---

**Note:** Depending on the change, multiple entries for employees may be visible on the **Employment Detail** dashboard with the corresponding effective date (**Eff Date** column). This point has caused some confusion – this is not an indication that the system has created a duplicate record by mistake.

---

If you would like to add a Position/Organization record, choose a company and employee to give a better context for the effective date that you will be choosing. The system will copy information from the previous effective dated record, so keep that in mind when choosing an Effective Date. You cannot pick a date that would become the first historical-dated record for this employee. Also remember that it is NOT a good idea to have multiple records for the same employee on the same day. The system can become confused about which one should be current/active.

If you want to re-hire (or add any record) for an inactive employee, use the employee search box at the top of the screen to find the inactive employee rather than the Employee dropdown selection.

To learn how to use the Advanced Filter on the Employment Detail screen, click on the following link: