

Help Docs

Manage > Employees

Once you click the **Employees** link from the **Manage** screen a listing of all employees who report to you will populate. You can select the employees name from the list and their **Personal Information** will populate for review.

Emp #	Name	Title	Company	Status
30016	Johnson, Carlos Adan	103	Fusion Test-Training	Active

Personal Information Manager

Employee ▼

Address

Contact

Personal

Tax

Employer ▶

Position ▶

Absences ▶

CJ Carlos Johnson + Create new

Name Carlos Johnson

Address 1129 Willow Road

City Menlo Park

State

Zip code 10002

[I'm done](#)

Employee

The **employee** section allows you to view/edit (based on company permissions) the selected employee's information such as address, contact information, personal (DOB, marital status, gender, and military status), and tax.

Employer

The **employer** section allows you to view/edit (based on company permissions) the selected employee's employment, management and pay information.

Position

The **position** section allows you to view/edit (based on company permissions) the selected employee's job and organization and labor information.

Absences

The **Absences** section allows you to view an overview of the employee's accrual plans, any current absences, and a list of historical absences.

Help Docs

Absences > Overview

The **overview** screen allows you to see any assigned accrual plans as well as the hours earned, current and projected balance details for the selected employee.

Policy Vacation ▼

2020 Plan year | January - December

Service date 10/07/2013

Length of service 7 Years, 2 Months (86 Months)

Award schedule Scheduled (First Pay of Year) period

Last award date

Accrual rate per pay period 120.00 hours

As of last pay period end >

Projected current pay period >

Projected current plan year >

Projected next plan year >

[I'm done](#)

Absences > Current

The **current** screen allows you to see lists of any upcoming and pending absences. You can use the symbol to edit or delete these absences from the system.

Upcoming absences				
Date	Policy	Status	Hours	Balance
> 12/30/2020	Vacation	Approved	8	112
> 01/04/2021	Vacation	Approved	8	

Pending absences				
Date	Policy	Status	Hours	Balance
> 1/15/21	Vacation	Pending	8.00	104
> 1/18/21	Vacation	Pending	8.00	96

[I'm done](#)

Absences > History

The history screen allows you to see a list of historical absences for the selected employee.

Date	Policy	Status	Hours	Balance
> 12/30/2020	Vacation	Approved	8	112