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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.

Manager 🗸			Search	Search T Filter
mployees 1				Fusion Test-Trainin
inprovees i				
Emp # 14	Name 11	Title 11	Company 11	Status 11

		CJ Carlos Johnson	+ Create new
Employee	~		
Address		Name Carlos Johnson	
Contact		Address 1129 Willow Road	
Personal		City Menlo Park	
Тах		State	
Employer	>		
Position	>	Zip code 10002	
Absences	>	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

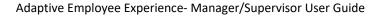
The **employer** section allows you to view/edit (based on company permissions) the selected employee's employment, management and pay information.

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.



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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 Janu	ary - December			
Service date	10/07/2013			
Length of service	7 Years, 2 Months (86 Months)			
Award schedule	Scheduled (First Pay of Year) period	rst Pay of Year) period		
Last award date				
Accrual rate per pay period	ccrual rate per pay period 120.00 hours			
As of last pay period end		:		
Projected current pay per	od			
Projected current plan ye	ſ	3		
Projected next plan year		3		

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.

Date 11	Policy 11	Status 11	Hours	Balance	
12/30/2020	Vacation	Approved	8	112	
01/04/2021	Vacation	Approved	8	Edit	
ending absences		Delete			
Date 11	Policy 11	Status 11	Hours	Datanoc	
1/15/21	Vacation	Pending	8.00	104	
1/18/21	Vacation	Pending	8.00	96	

Absences > History

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

Date 1	Policy 11	Status 14	Hours	Balance
> 12/30/2020	Vacation	Approved	8	112