

HR Lite – A users guide

You can store and update some of your personal information on CompanyControls including the following:

- Home Address (Home)
- Next of Kin
- Medical
- Bank
- Salary

Everyone can access their own information by going to My details > My details (dropdown) – See Figure 1.

Site wide Management or Client Admin can view all employees at People > Employee name > Person (dropdown).

Group Managers can access the members of the groups they manage by going to My Details > Groups and selecting a name in 'Users managed in Groups'. Group Managers do not have access to *Bank*.

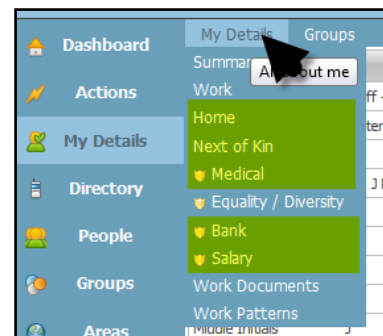



Figure 1

Not all of these areas may be available depending on your company settings (See Admin > System Functionality > Set Functionality Required)

Some of the more private areas have a shield () preceding them in the menu. This means that before you can view or edit this information, you have to unlock the area with your password. This help to ensure the information remains private from passers-by. You can specify how long you want the secured areas to be unlocked for.

Once you have added your information, click the Submit button to save it and CompanyControls will return to your My Details page.

If your permissions give you access to Reports (Reports > People > People (dropdown) > Changes) you can see a report showing the changes that have taken place during the selected period of time. The Summary report highlights the areas where changes have been made while the other reports show the specific changes. The report also shows what was there previously and therefore provides an audit trail of changes.

