

# How to use the HR tool from the front end

## Overview

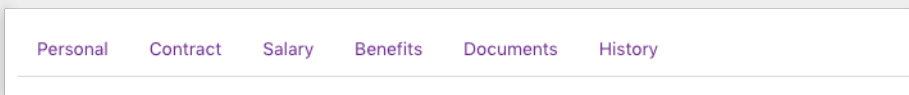
This article will go over how to access users HR information, and set various information up.

## Accessing the HR tool from the front end

From the people application you are able to select a user. If you have access to view that users HR records as set within the HR admin panel you will see the HR tool button as shown below. When clicking on this if you haven't recently logged into the HR tool or you have actively logged out you will be asked to re-submit your HR password.

The screenshot shows the Claromentis user interface. At the top is a pink navigation bar with the logo and search, time, and user icons. Below is a white navigation bar with menu items: HOME, COMPANY, DEPARTMENT, FORMS, LEARNING, PROJECTS, and LEARN MORE. The main content area is titled 'People / Profile' and features a profile card for Abigail Clark, Human Resources. The profile card includes a profile picture, name, title, and a row of action buttons: 'Send Message', 'Add to Favorites', 'Add to Direct', and 'HR Tool'. The 'HR Tool' button is highlighted with a red rectangle. Below the profile card are sections for 'Address', 'Landline', 'Date of Birth', 'LinkedIn', and 'Endorsements'. The 'Endorsements' section lists skills like Coaching, Communication, Personal Development, and Presentations with counts and plus signs. A 'Direct' sidebar on the right shows other users.

When taken into the HR tool you will be presented with the following tabs.



Again depending on what permissions have been set you will be able to see and edit the details within these.

The personal and contract tabs will have a pencil icon in the top right hand corner. You can select this and edit the following fields.

### Contract Details

Terms  Permanent  Fixed-Term

Start Date

Continued Service Start Date

End Date

Probation End

Employment Expiry

Permit/Visa Required  Yes  No

Permit/Visa Expiry

Notes

### Payroll Information

Pay date

Is director  Yes  No

Student Loan  Yes  No

Company Pension  Yes  No

For the Salary, Benefits and Documents tabs to will be given the option to add a 'New Pay or Term', 'New Benefit' or 'Add Document' respectively. You will then be presented with a pop over window to input the relevant information.

#### Salary/New Pay or Term

#### New/Edit Pay or Term ✕

Effective Date\*

Pay Rate\*

Contract Type\*

Weekly Hours

Notes

#### Benefit/New benefit

### New/Edit Benefit ✕

**Type\***

**Supplier**

**Start Date**

**End Date**

**Description**

Document/Add Document

### New/Edit Document ✕

**Files\***   
or select from pre-uploaded...

**Title**

**Type**

**Date of activity**

**Description**

**Visibility**  Restricted (only manager and higher permission can view)

Any time information is change this is then logged in the history tab, with the users and the information that has been changed.



## Abigail Clark

Human Resources Assistant



[Back to User Profile](#)

Personal

Contract

Salary

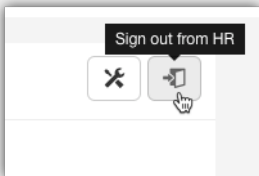
Benefits

Documents

**History**

Date / Time	User Name	Category	Details
17-10-2018 15:18	Claromentis Administrator	Hr Information	Hr Information updated. Field "Legal Name" changed from empty to "Abigail Sue Clark" Field "Gender" changed from empty to "Female" Field "Marital Status" changed from empty to "Single"
17-10-2018 15:18	Claromentis Administrator	Contract	Contract updated. Field "Terms" changed from empty to "Permanent" Field "Start Date" changed from empty to "09-07-2015"
17-10-2018 15:18	Claromentis Administrator	Payroll	Payroll updated. Field "Pay date" changed from empty to "25" Field "Student Loan" changed from "No" to "Yes"

When you have done making any edits to a users HR profile you will be able to sign out from the HR tool by clicking the option in the top right hand corner. This will take you back to their profile page.



For more information on the HR tool please take a look at our other articles and if you have any further questions please submit a ticket [here](#).