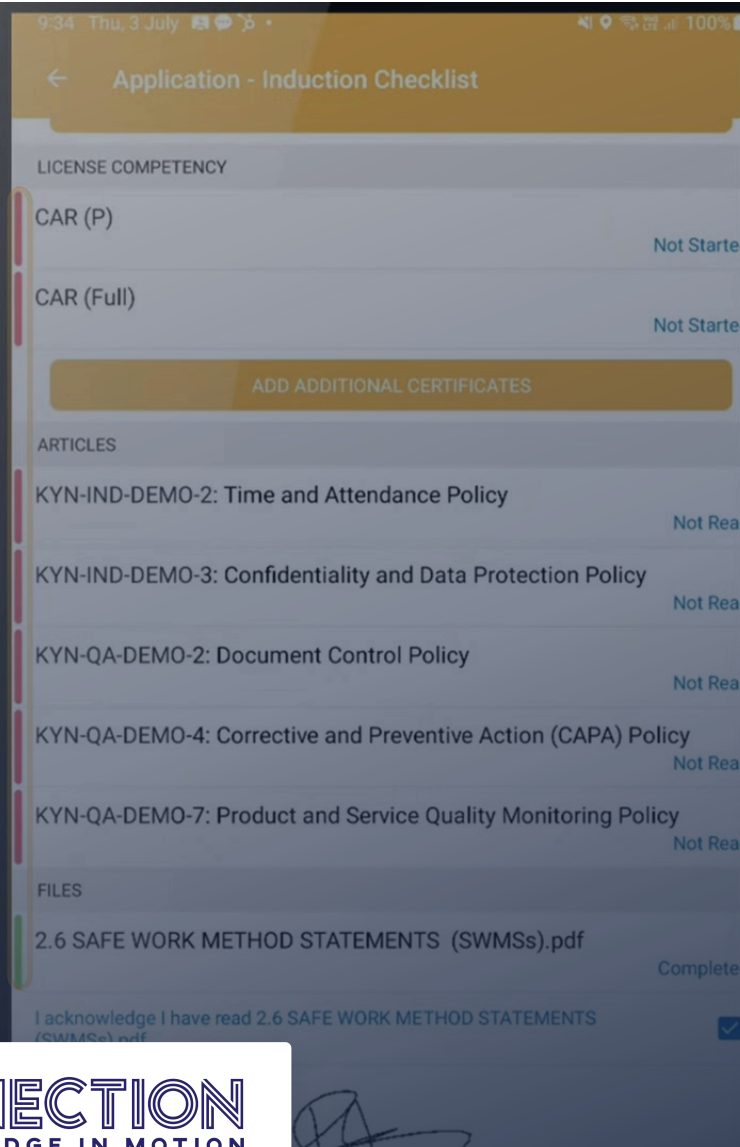




KYNECTION
KNOWLEDGE IN MOTION

FEATURE GUIDE

KYNECTION • HUMAN RESOURCES • HR MOBILE

Update Licences and *Submit Tasks to HR*

Your record is a digital filing cabinet you can keep current from your phone. This covers reading what is outstanding and updating a licence through to submission.

3 CHAPTERS

1 MIN 26 SEC

HUMAN RESOURCES

MOBILE USERS • ALL STAFF

FEATURE GUIDE • 1 MIN 26 SEC

What this feature covers

Three stages, five steps: opening the HR and Pay module, reading the traffic light, and updating a licence.

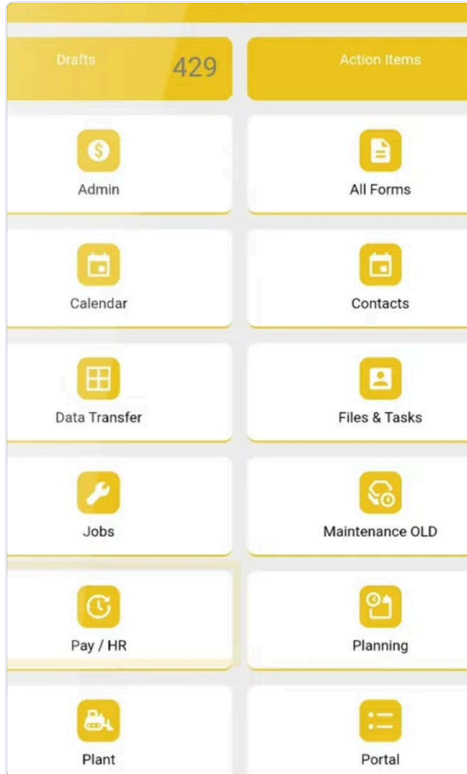
CH 01	Open the HR and Pay module Your own records sit behind the HR tile on the app dashboard.	00:08–00:42
CH 02	Read the traffic light Colour tells you what needs action without opening anything.	00:42–00:55
CH 03	Update a licence and submit Updating a licence is a form: the detail, the photo, and submit.	00:55–01:26

- **Keep your own record current.** A licence updated from the phone reaches HR without an email or a paper copy.
- **Not Read means outstanding.** Policies and files stay flagged until you open and acknowledge them.
- **Photos matter.** A licence update usually needs a photo of the card, front and sometimes back, so have it to hand.

READ AS Screens are captured from the walkthrough video at the timestamp shown on each step. Names, dates and rates are demonstration data.

Open the HR and Pay module

Your own records sit behind the HR tile on the app dashboard.

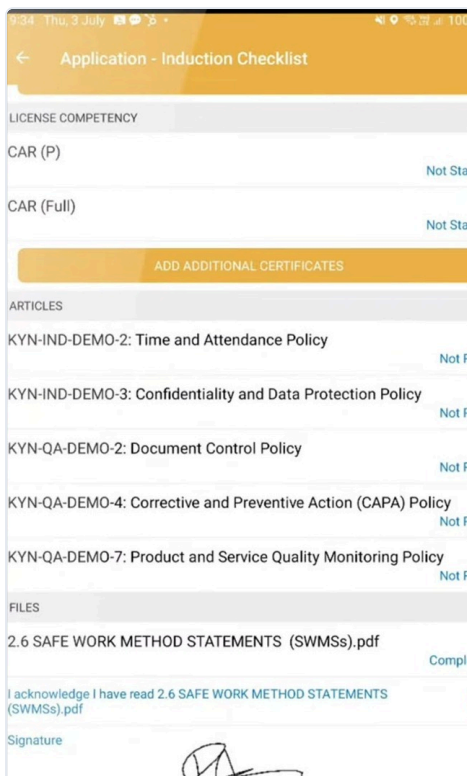


STEP 1 • 00:16 IN THE VIDEO

Open HR from the dashboard

Select **HR** from the dashboard tiles to reach your induction, training and pay records.

CHAPTER 01 • STEP 1 OF 2



STEP 2 • 00:33 IN THE VIDEO

Read your digital filing cabinet

The record lists licence competency, articles and files. Each carries a status, so you can see immediately what is outstanding.

CHAPTER 01 • STEP 2 OF 2

Read the traffic light

Colour tells you what needs action without opening anything.

9:34 Thu, 3 July 100%

← Application - Induction Checklist

LICENSE COMPETENCY

CAR (P) Not Started

CAR (Full) Not Started

ADD ADDITIONAL CERTIFICATES

ARTICLES

KYN-IND-DEMO-2: Time and Attendance Policy Not Started

KYN-IND-DEMO-3: Confidentiality and Data Protection Policy Not Started

KYN-QA-DEMO-2: Document Control Policy Not Started

KYN-QA-DEMO-4: Corrective and Preventive Action (CAPA) Policy Not Started

KYN-QA-DEMO-7: Product and Service Quality Monitoring Policy Not Started

FILES

2.6 SAFE WORK METHOD STATEMENTS (SWMSs).pdf Completed

I acknowledge I have read 2.6 SAFE WORK METHOD STATEMENTS (SWMSs).pdf

Signature

STEP 1 • 00:48 IN THE VIDEO

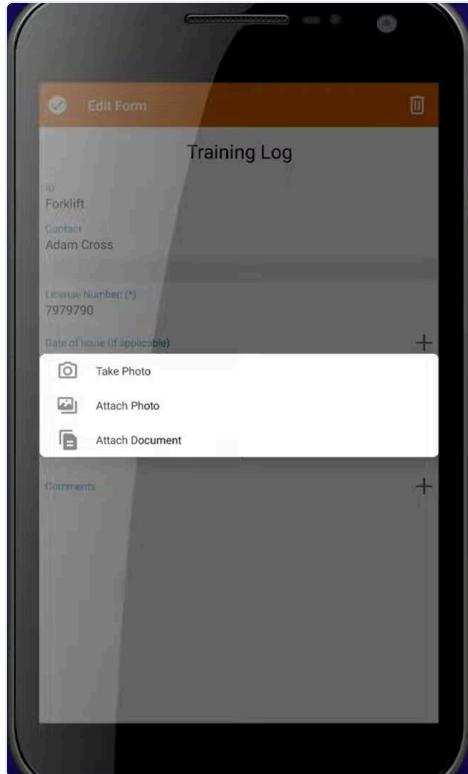
Check what is outstanding

Items read as complete or not started. Anything not started is what HR is waiting on from you.

CHAPTER 02 • STEP 1 OF 1

Update a licence and submit

Updating a licence is a form: the detail, the photo, and submit.

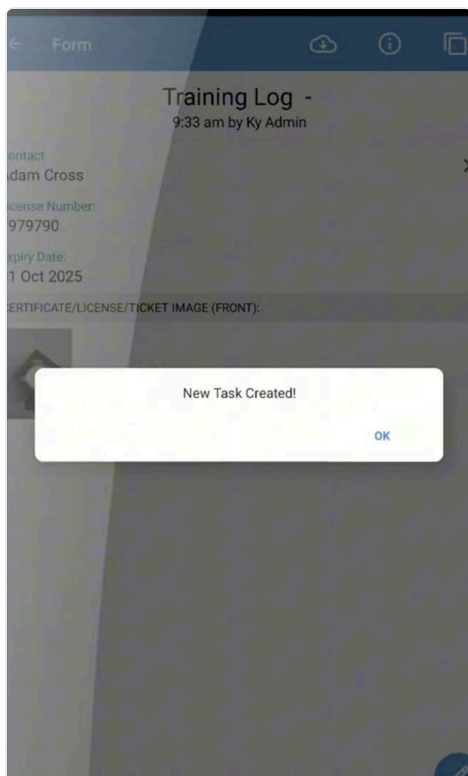


STEP 1 • 01:05 IN THE VIDEO

Update the licence

Open the licence and enter its detail, then attach a photo of the card. **Add Additional Certificates** covers anything not already listed against you.

CHAPTER 03 • STEP 1 OF 2



STEP 2 • 01:20 IN THE VIDEO

Submit it to HR

Submitting sends the task straight to HR against your record, and the item's status updates.

CHAPTER 03 • STEP 2 OF 2

Where to go next

This guide covers one part of the HR module. The rest of the series covers the module end to end.

NEXT UP - HR Mobile 03

Log time, breaks and allowances

BACK TO HR Mobile 01

HR in the field (module overview)

THE REST OF THE HR MODULE

Ask your Kynecton account manager for the other HR mobile guides

MORE IN THIS MODULE

HR Mobile 01 **HR in the field (module overview)**

HR Mobile 03 **Log time, breaks and allowances**

HR Mobile 04 **Approve leave and sign off policies**
