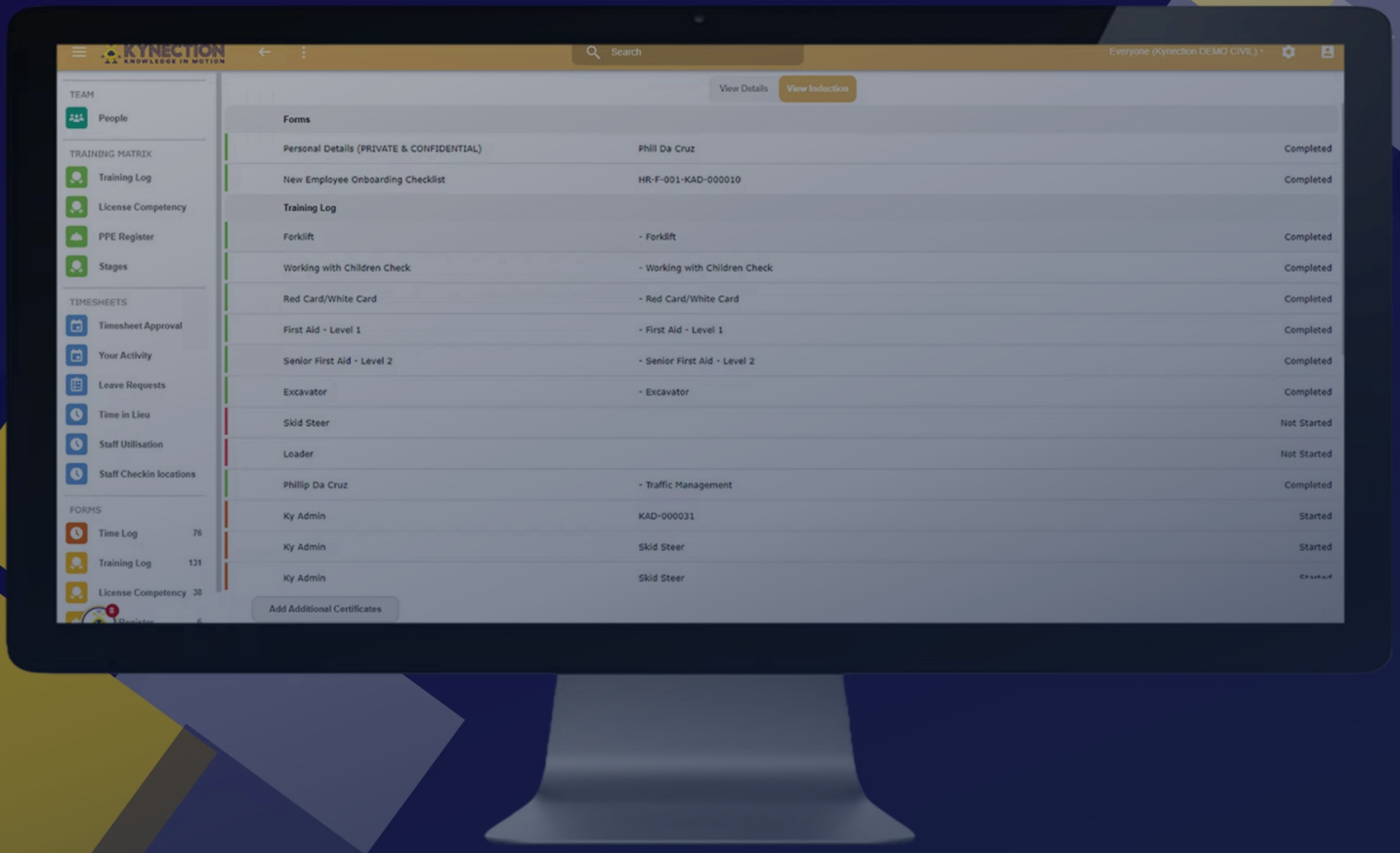




KYNECTION
KNOWLEDGE IN MOTION

FEATURE GUIDE

KYNECTION • HUMAN RESOURCES • HR SETUP

Track Staff Compliance, *Training and Pay*

Moving from the whole roster down to one person: their training history and PPE, the traffic-light induction status, digital sign-off, and the pay overrides on their record.

3 CHAPTERS

1 MIN 17 SEC

HUMAN RESOURCES

WEB USERS • HR & TEAM LEADS

What this feature covers

Three stages, nine steps: opening the roster, checking training and induction, and editing the profile and pay.

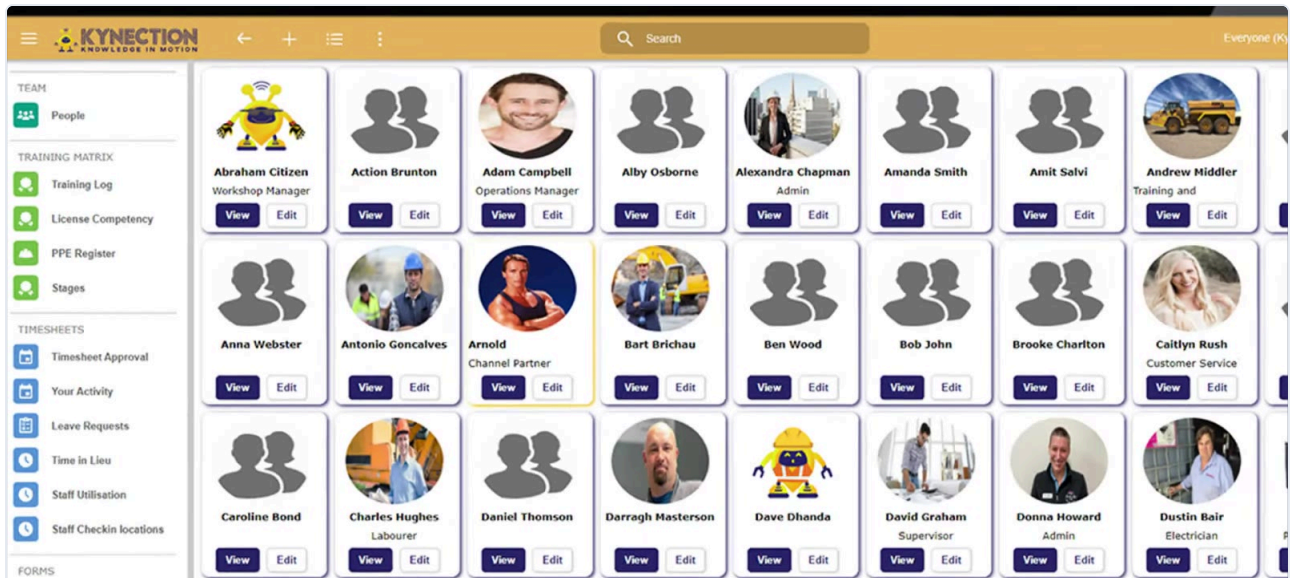
CH 01	Open the people roster The roster is every employee as a card, and the way into any individual record.	00:00–00:25
CH 02	Check training, PPE and induction One record carries the professional narrative: contact detail, qualifications, safety gear and onboarding status.	00:25–00:58
CH 03	Edit the profile and pay Three edit buttons: contact details, time details and allowance overrides.	00:58–01:17

- **Traffic lights mean status.** Induction items read as completed or not started, so an incomplete onboarding is obvious without opening every form.
- **Signatures are captured in place.** Acknowledgement and signature sit on the record itself rather than on paper filed elsewhere.
- **Overrides sit on the person.** Custom allowances and pay overrides are set on the individual record without disturbing the EBA defaults.

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 people roster

The roster is every employee as a card, and the way into any individual record.

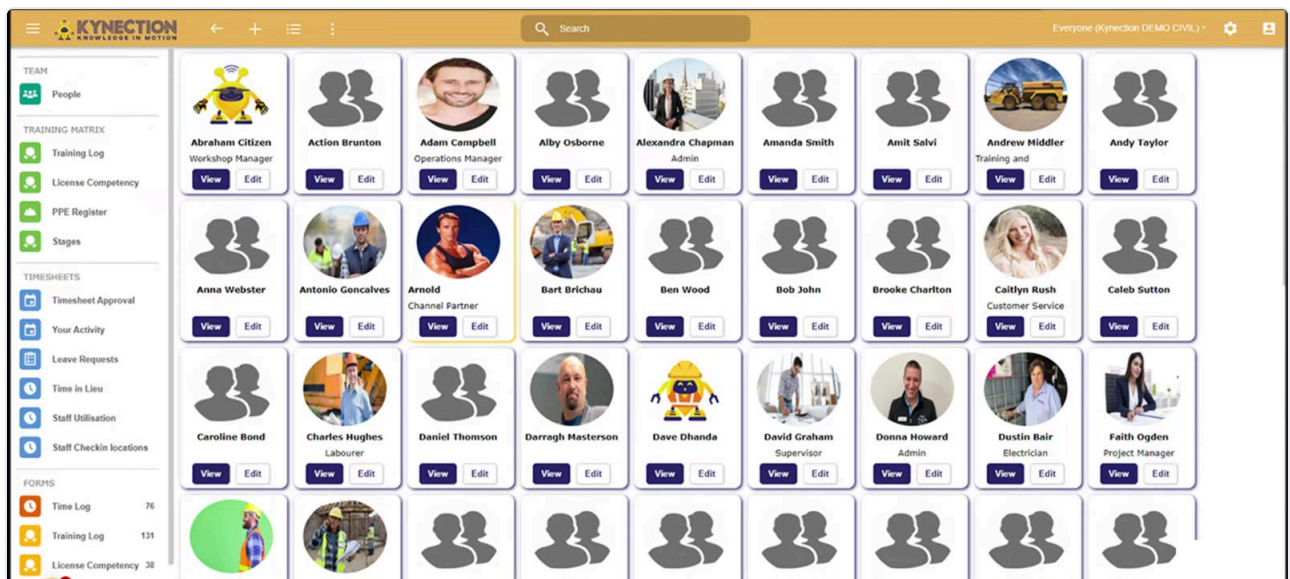


STEP 1 • 00:07 IN THE VIDEO

Open the roster

People shows the whole workforce as cards with photos and **View** and **Edit** buttons on each.

CHAPTER 01 • STEP 1 OF 2



STEP 2 • 00:09 IN THE VIDEO

Find the person

Scroll or filter to the employee you need. Everything that follows happens inside one person's record.

CHAPTER 01 • STEP 2 OF 2

Check training, PPE and induction

One record carries the professional narrative: contact detail, qualifications, safety gear and onboarding status.

The screenshot displays the KYNECTION software interface. On the left is a sidebar menu with categories: TEAM (People), TRAINING MATRIX (Training Log, License Competency, PPE Register, Stages), TIMESHEETS (Timesheet Approval, Your Activity, Leave Requests, Time In Lieu, Staff Utilisation, Staff Checkin locations), and FORMS (Time Log, Training Log, License Competency). The main content area shows a profile for 'Arnold Schwarzenegger' with fields for Nickname (Director), Interests (sport: AFLW, professional: Director, personal: DIY), and a 'Training Data' table. The table lists various certifications and their expiration dates, such as 'Red Card/White Card' (Expired 11 Dec 2023) and 'First Aid - Level 1' (Expired 24 Mar 2024). Below the training data is a 'Time Data' section showing a role of 'Manager'.

STEP 1 • 00:27 IN THE VIDEO

Read the profile and training data

The record opens with contact fields and the training grid, listing certifications, licence classes and PPE issued to that person.

CHAPTER 02 • STEP 1 OF 3

The screenshot displays the KYNECTION software interface showing the 'Induction' status for a person. The sidebar menu is the same as in the previous screenshot. The main content area shows a list of induction items with their status. The items are: Personal Details (PRIVATE & CONFIDENTIAL) - Completed, New Employee Onboarding Checklist - Completed, Forklift - Completed, Working with Children Check - Completed, Red Card/White Card - Completed, First Aid - Level 1 - Completed, Senior First Aid - Level 2 - Completed, Excavator - Completed, Skid Steer - Not Started, Loader - Not Started, Phillip Da Cruz - Completed, Ky Admin - Started, Ky Admin - Started, and Ky Admin - Completed. At the bottom, there is a button labeled 'Add Additional Certificates'.

STEP 2 • 00:30 IN THE VIDEO

Check the induction status

The induction checklist reads item by item as **Completed** or **Not Started**, covering personal details, the onboarding checklist, red card, first aid, working with children check and the licence classes.

CHAPTER 02 • STEP 2 OF 3

Check training, PPE and induction

The screenshot shows the KYNECTION software interface. The left sidebar has three main sections: TEAM (People), TRAINING MATRIX (Training Log, License Competency, PPE Register, Stages), and TIMESHEETS (Timesheet Approval, Your Activity, Leave Requests, Time in Lieu, Staff Utilisation, Staff Checkin locations). The main content area has a top bar with a search icon and a 'View Induction' button. Below this is a table of team members and their vehicle types:

Team Member	Vehicle Type
Ky Admin	- HC - Heavy Combination
A Schwarzenegger	- R - Rider
A Schwarzenegger	- HR - Heavy Rigid
A Schwarzenegger	- MC - Multi Combination
A Schwarzenegger	- C - Car
Arnold Schwarzenegger	- MR - Medium Rigid

Below the table is a button 'Add Additional Certificates'. Underneath is a section titled 'Articles' with the following content:

P-4-ORG-04.0: Organisational Context

☒ I acknowledge I have read P.4-ORG-04.0: Organisational Context

Signature

STEP 3 • 00:41 IN THE VIDEO

Capture the acknowledgement

Articles attached to the induction carry an acknowledgement tick and a signature field, so sign-off is recorded against the person rather than filed on paper.

CHAPTER 02 • STEP 3 OF 3

Edit the profile and pay

Three edit buttons: contact details, time details and allowance overrides.

The screenshot shows the KYNECTION interface for the user Arnold Schwarzenegger, Channel Partner Manager. The left sidebar contains navigation links for TEAM, TRAINING MATRIX, TIMESHEETS, and FORMS. The main content area displays a grid of 18 items, each with an icon and a count: Files (1), Forms (38), Backhoe Site Induction (1), Training Log (10), Meeting Notes (1), Daily Temperature Check Form (1), License Competency (8), Leave Application Request (4), Personal Details (PRIVATE & CONFIDENTIAL) (1), New Employee Onboarding Checklist (1), INCIDENT & WORK RELATED ILLNESS/ INJURY REPORT (Simmonds & Bristow) (1), Daily Timesheet (1), User Certification (1), Driving Risk Assessment (1), COVID-19 Vaccination Declaration (1), PPE Register (1), Daily Timesheet warehouse (2), Test Workflows (1), Weekly Time and Activity Sheet (1), and test mudmap (1). Below this grid is a section titled '- Personal Data (Inside HR Only)' containing fields for Email (Predator@kynection.com), Phone (Mobile: 0441541852), Address (123 Fake street Lisbon Portugal), and Start Date (10 Nov 2022). A second section titled '- Contact Data (Outside HR)' contains an Email field (Predator@kynection.com).

STEP 1 • 00:53 IN THE VIDEO

Open the record's forms

The profile also holds the forms, checklists and certificates attached to that employee, each with its own status.

CHAPTER 03 • STEP 1 OF 4

The screenshot shows the 'Edit Contact Details' form for the user Arnold Schwarzenegger, Channel Partner Manager. The form is titled 'Personal Data (Inside HR Only)' and contains several input fields: Email (Predator@kynection.com), Mobile (0441541852), Fax, Website, Email 2, Phone, and Phone 2. The 'Override Allowances' button is highlighted with a yellow border.

STEP 2 • 01:02 IN THE VIDEO

Edit the contact details

Edit Contact Details covers the personal data marked inside HR only: email, mobile, fax and website, alongside the contact data visible outside HR.

CHAPTER 03 • STEP 2 OF 4

Edit the profile and pay

The screenshot shows a web interface for editing a user's profile. At the top, there's a navigation bar with a search bar and a 'Reset To Defaults' button. Below the navigation bar, there are three tabs: 'Edit Contact Details', 'Edit Time Details' (which is highlighted with a mouse cursor), and 'Override Allowances'. The main content area displays the user's profile for 'Arnold Schwarzenegger', identified as a 'Channel Partner Manager'. The profile includes a circular profile picture. Below the profile information, there are several form fields arranged in two columns. The left column contains 'Contact Role' (set to 'Manager'), 'Type' (set to 'Salary'), 'Employee Type' (set to 'Full Time'), and 'EBA Group'. The right column contains 'System Role' (set to 'Special Forces'), 'Labour Rate' (set to 'Driller \$100'), and 'Sub-Roles'.

STEP 3 • 01:10 IN THE VIDEO

Edit the time details

Edit Time Details sets contract role, type, employee type, system role, labour rate and sub-roles.

CHAPTER 03 • STEP 3 OF 4

This screenshot is similar to the previous one, showing the 'Edit Time Details' form for 'Arnold Schwarzenegger'. The layout and content are the same, but the 'EBA Group' field in the left column is now highlighted with a yellow border, indicating it is the focus of the next step.

STEP 4 • 01:15 IN THE VIDEO

Set the EBA group

The **EBA Group** field attaches the employee to their enterprise agreement, which is what decides the rates and allowances they inherit.

CHAPTER 03 • STEP 4 OF 4

Where to go next

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

BACK TO HR Setup 03

Configure EBAs, shifts and allowances

THE REST OF THE HR MODULE

Ask your Kynecton account manager for the other HR setup guides

MORE IN THIS MODULE

HR Setup 01	Set up roles and training requirements (module overview)
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HR Setup 02	Organise contacts, recruitment stages and inductions
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HR Setup 03	Configure EBAs, shifts and allowances
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