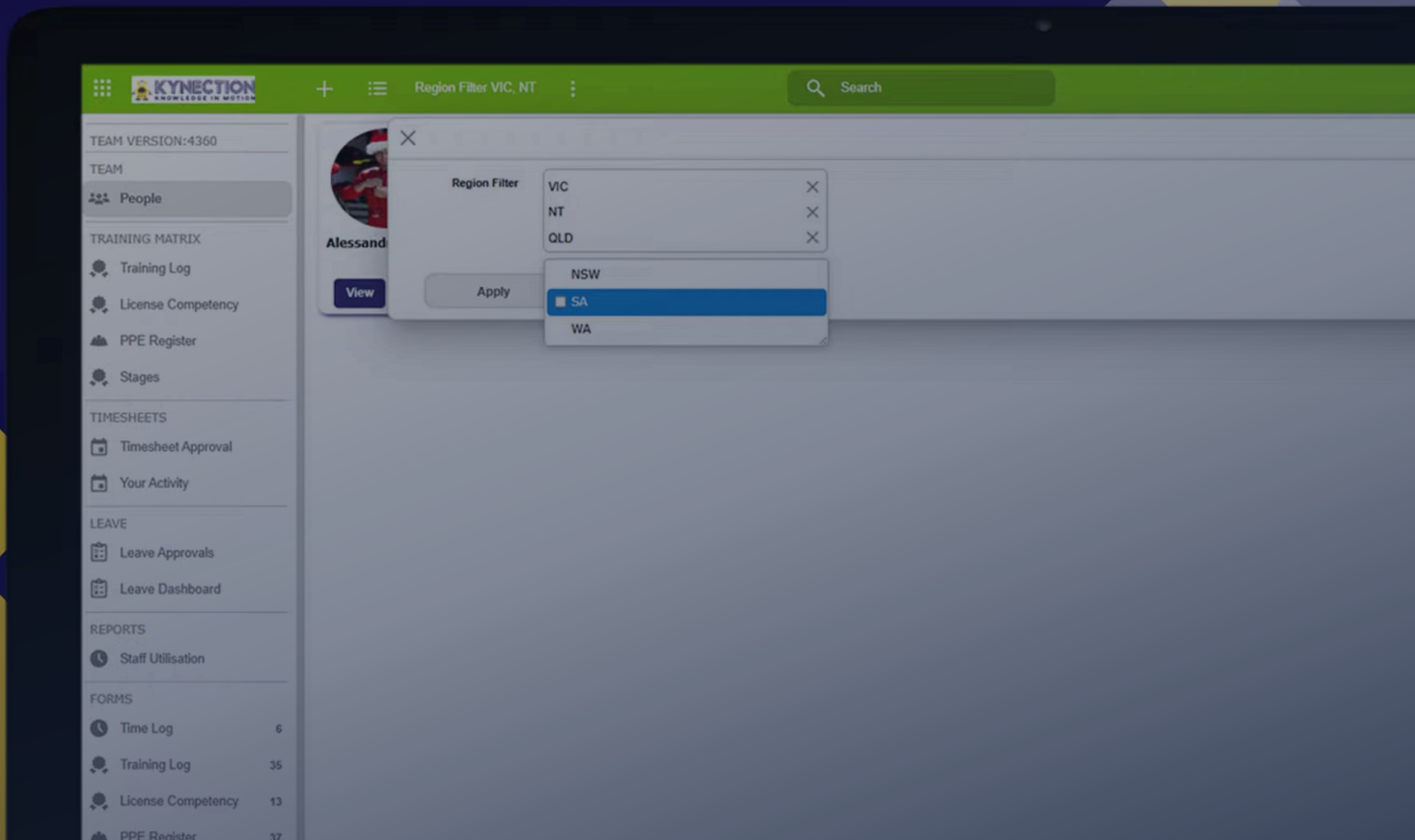




MODULE OVERVIEW

KYNECTION · HUMAN RESOURCES · HR MODULE

Manage Workforce Payroll, *Compliance and Regions*

The module overview for Kynnection HR on the web. One pass from the people list through region filtering, individual employee records, payroll allowances, compliance tracking and time logs. Each stage has its own short feature guide.

12 CHAPTERS

5 MIN 32 SEC

HUMAN RESOURCES

WEB USERS · HR & TEAM LEADS

MODULE OVERVIEW · 5 MIN 32 SEC

What this module overview covers

Twelve chapters take an HR lead across the whole web module. Chapters 1 to 4 cover finding the right people. Chapters 5 to 7 cover the individual record and pay. Chapters 8 to 12 cover compliance, exceptions and time logs.

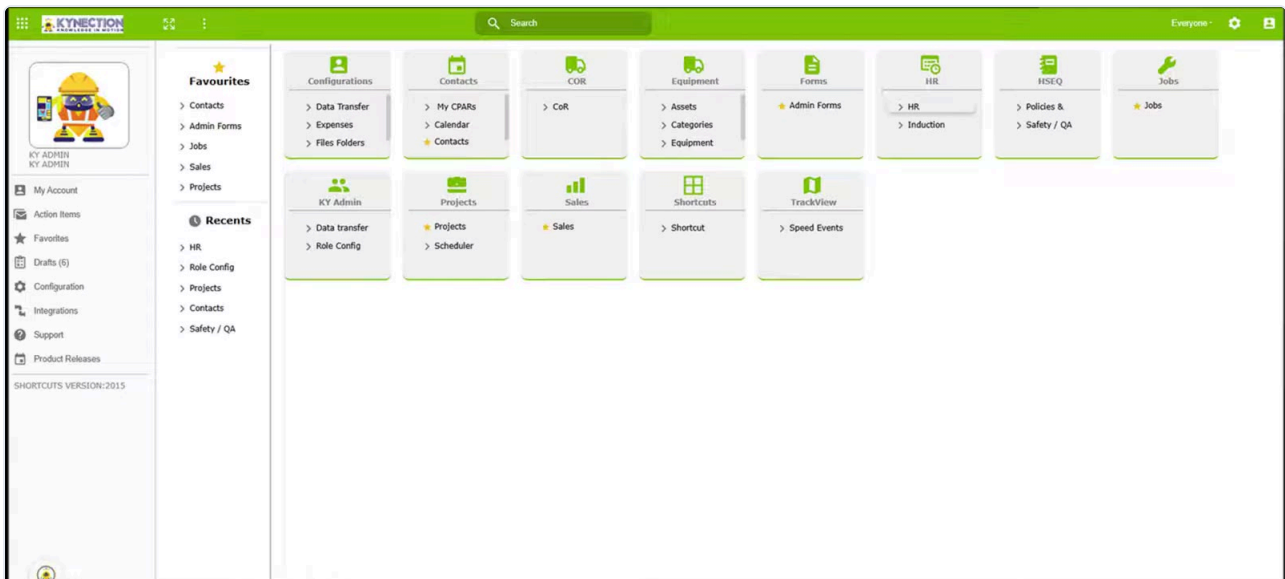
CH 01	Open the HR module	00:00–00:24
CH 02	Find your people	00:24–00:49
CH 03	Filter employees by region	00:49–01:32
CH 04	Build a multi-region view	01:32–02:15
CH 05	Open an individual employee record	02:15–02:33
CH 06	Set labour rates and allowances	02:33–02:57
CH 07	Track driver fuel and phone expenses	02:57–03:18
CH 08	Check certifications, PPE and expiry	03:18–03:44
CH 09	Identify payroll exceptions	03:44–04:07
CH 10	Work with time logs	04:07–04:26
CH 11	Allocate to a project and set shifts	04:26–04:53
CH 12	Review and clean up the data	04:53–05:32

- **Who this is for.** HR professionals and team leads managing employee data, pay and compliance across sites and regions.
- **Two data zones on every profile.** **Personal Data** is marked inside HR only; **Contact Data** is visible outside HR. Check which one you are editing.
- **Time logs feed pay.** Entries created here carry start time, end time and break duration straight into timesheets, so accuracy matters.

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 module

HR sits alongside the other modules on the home dashboard, reachable from Favourites or Recents.

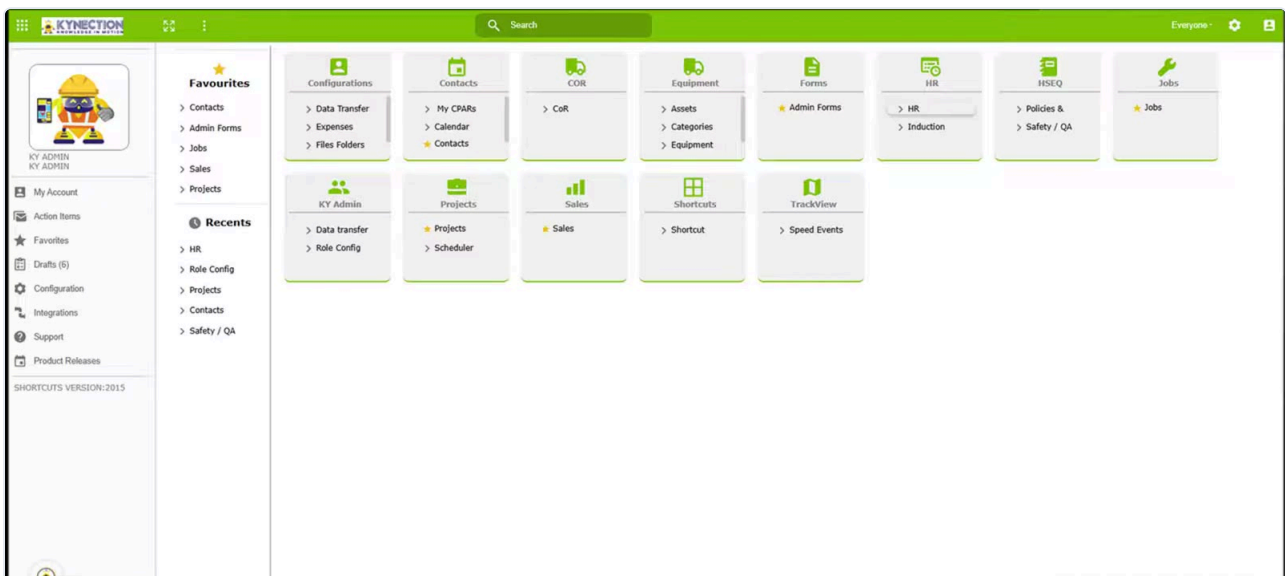


STEP 1 • 00:10 IN THE VIDEO

Start at the home dashboard

The home dashboard lists every module you have access to, with **Favourites** and **Recents** for the ones you use most. Contacts, Assets, Equipment, Jobs, Policies & QA and HR all sit here.

CHAPTER 01 • STEP 1 OF 2



STEP 2 • 00:15 IN THE VIDEO

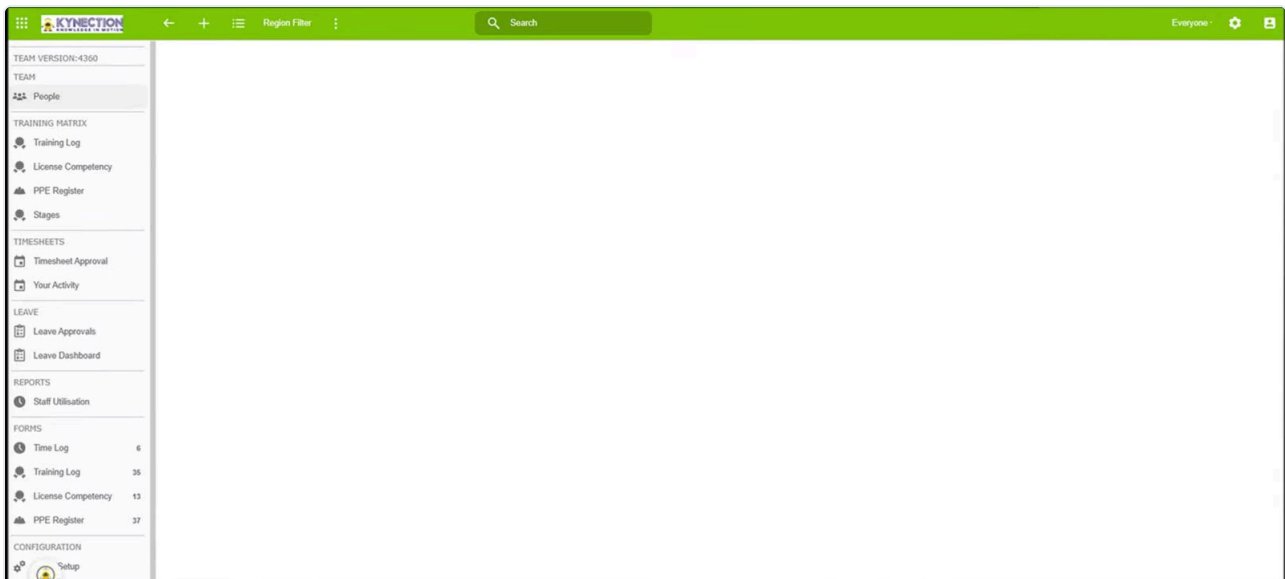
Open HR

Select the **HR** tile to open the module. This is the entry point for people, the training matrix, timesheets, leave and reporting.

CHAPTER 01 • STEP 2 OF 2

Find your people

The left pane is the whole module in one list. People is where every employee profile lives.

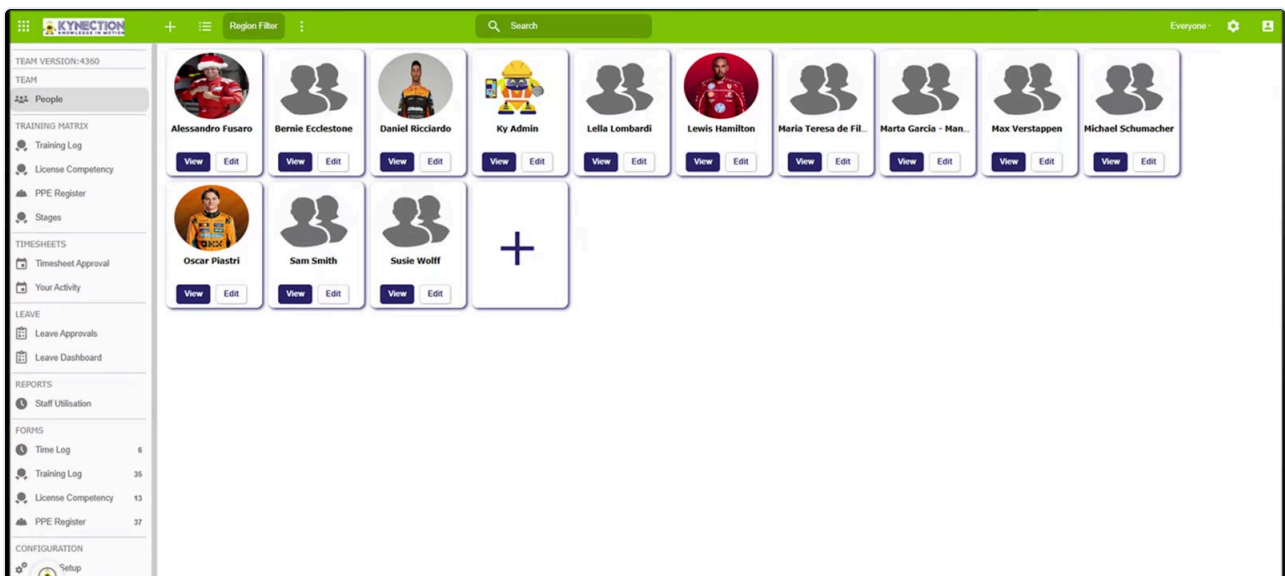


STEP 1 • 00:26 IN THE VIDEO

Read the left pane

The module groups itself into **Team** (People), **Training Matrix** (Training Log, License Competency, PPE Register, Stages), **Timesheets**, **Leave**, **Reports** and **Forms**, with **Setup** under Configuration.

CHAPTER 02 • STEP 1 OF 2



STEP 2 • 00:46 IN THE VIDEO

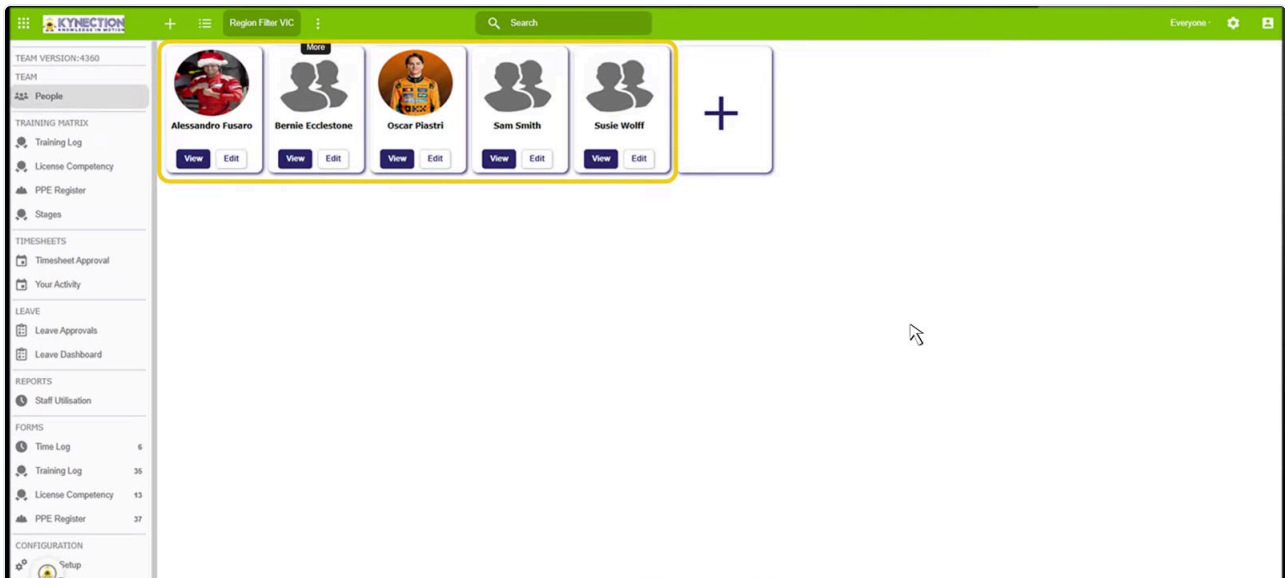
Open the people list

Select **People** to view all employee profiles as cards, each with a photo and **View** and **Edit** buttons. The plus tile at the end adds a new person.

CHAPTER 02 • STEP 2 OF 2

Filter employees by region

The region filter narrows the list to a geography, which is what makes reporting accurate on a multi-site workforce.

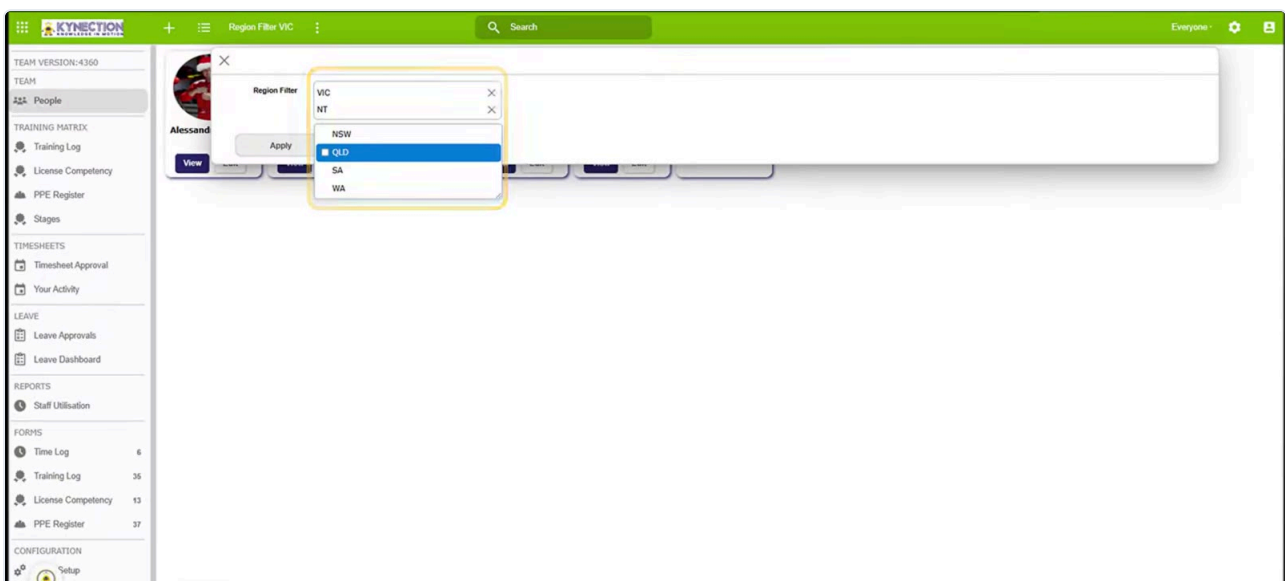


STEP 1 • 01:03 IN THE VIDEO

Apply a single region

Applying **Region Filter VIC** reduces the list to employees in Victoria. The active filter is named in the top toolbar so you always know what you are looking at.

CHAPTER 03 • STEP 1 OF 2



STEP 2 • 01:22 IN THE VIDEO

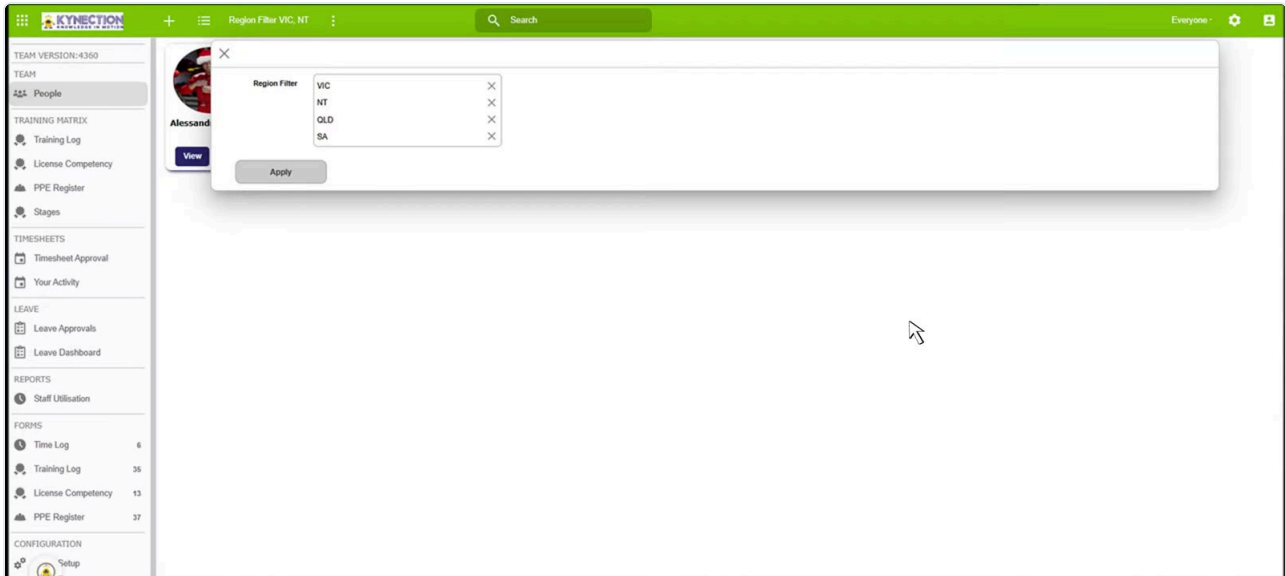
Open the region drop-down

Reopen the filter to adjust the selection. The drop-down offers each configured region, so you can build the exact scope you need rather than filtering one at a time.

CHAPTER 03 • STEP 2 OF 2

Build a multi-region view

Regions stack. Add as many as the report needs and apply them in one pass.

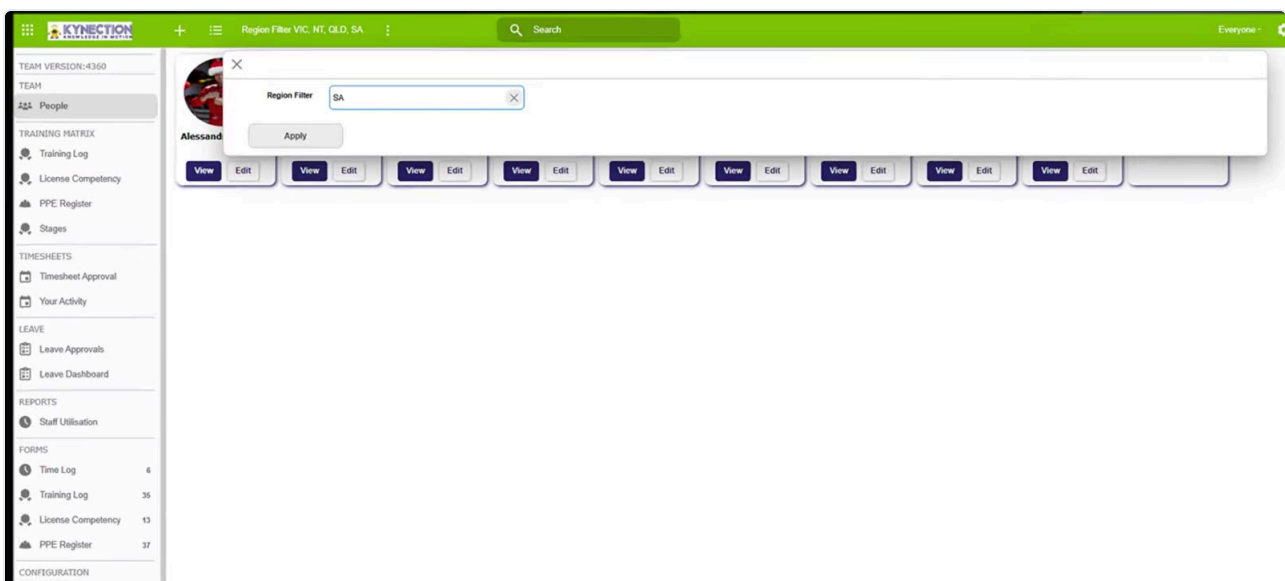


STEP 1 • 01:47 IN THE VIDEO

Stack the regions

Add **NT**, **QLD** and **SA** alongside VIC. Each sits on its own row with a clear button, so a region can be removed without rebuilding the whole filter. Select **Apply** when the scope is right.

CHAPTER 04 • STEP 1 OF 2



STEP 2 • 02:07 IN THE VIDEO

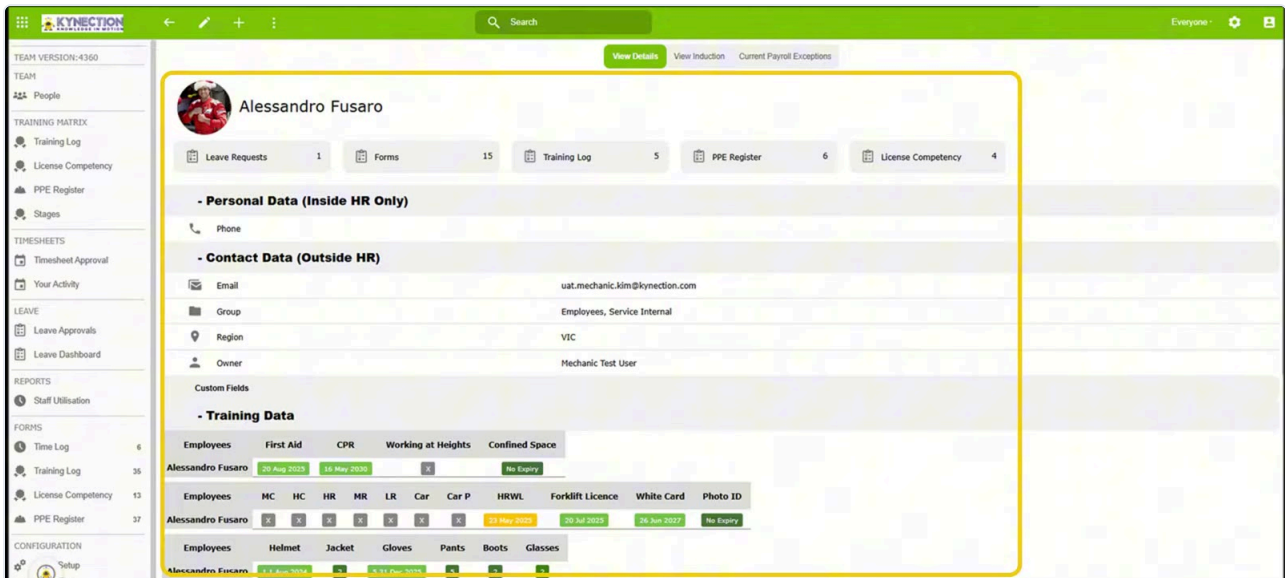
Review the combined scope

The people list now shows every employee across the selected regions, and the toolbar reads **Region Filter VIC, NT, QLD, SA**. This is the view you would report from.

CHAPTER 04 • STEP 2 OF 2

Open an individual employee record

The profile pulls personal data, contact data, training and time into a single screen.

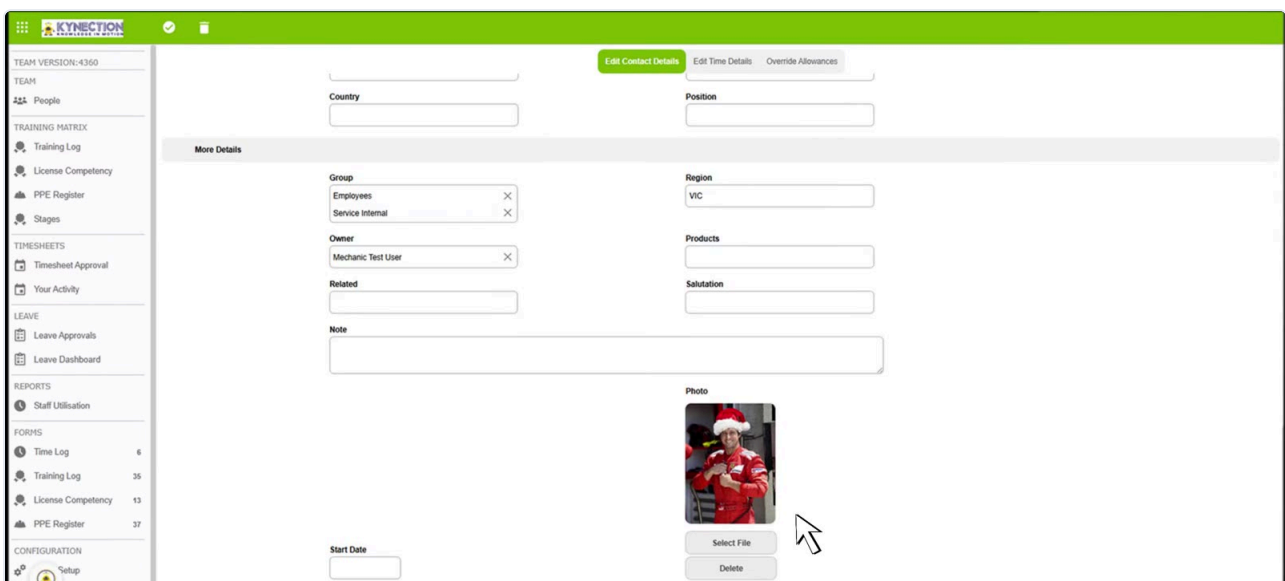


STEP 1 • 02:20 IN THE VIDEO

Read the profile

The record splits into **Personal Data (Inside HR Only)**, **Contact Data (Outside HR)** and **Training Data**. The training grid shows certifications such as First Aid, CPR, Working at Heights and Confined Space, licence classes, and PPE issued.

CHAPTER 05 • STEP 1 OF 2



STEP 2 • 02:27 IN THE VIDEO

Edit the contact details

Edit Contact Details opens group, status, region, position, products and a note field, along with the employee photo.

CHAPTER 05 • STEP 2 OF 2

Set labour rates and allowances

Pay configuration sits behind two buttons on the profile: time details and allowance overrides.

The screenshot shows the 'Edit Time Details' page for Alessandro Fusaro. The page has a green header with 'KYNECTION' and 'Reset To Defaults'. On the left is a sidebar with navigation links: TEAM (VERSION:4360), People, TRAINING MATRIX (Training Log, License Competency, PPE Register, Stages), TIMESHEETS (Timesheet Approval, Your Activity), LEAVE (Leave Approvals, Leave Dashboard), REPORTS (Staff Utilisation), and FORMS (Time Log, Training Log, License Competency, PPE Register, CONFIGURATION). The main content area has three tabs: 'Edit Contact Details', 'Edit Time Details' (active), and 'Override Allowances'. The 'Edit Time Details' tab contains the following fields: Contact Role (Mechanic), Labour Rate (Mechanic), Employee Type (Full Time), EBA Group (Common Hourly Rate), Type (Wages), Overhead Labour Rate, and Timesheet Sub-Roles. There are also buttons for 'Configure EBAs' and 'Roster Configuration', and a status 'Current Roster: No Active Roster'. At the bottom, there is an 'Employment Letter' section with a 'Details' tab and a 'Contracted Hours' field set to 40.

STEP 1 • 02:36 IN THE VIDEO

Edit the time details

Edit Time Details holds contract role, labour rate, overhead labour rate, EBA group, employment type, timesheet sub role and contracted hours, plus links to **Configure EBAs** and **Roster Configuration**.

CHAPTER 06 • STEP 1 OF 2

The screenshot shows the 'Override Allowances' page. The page has a green header with 'KYNECTION' and a search bar. On the left is the same sidebar as the previous screenshot. The main content area has three tabs: 'Edit Contact Details', 'Edit Time Details', and 'Override Allowances' (active). The 'Override Allowances' tab contains a list of allowances with checkboxes: Driver Fuel (checked), Fuel Managers, Higher Duty Allowance, Meal Allowance, Overnight, Phone, and Travel Allowance. The 'Allowance Price per Unit' field is set to 1. The 'Allowance Qty' field is highlighted with a yellow box.

STEP 2 • 02:50 IN THE VIDEO

Override the allowances

Override Allowances lets you set this person's allowances against the defaults. Each allowance takes a price per unit and a quantity.

CHAPTER 06 • STEP 2 OF 2

Track driver fuel and phone expenses

Allowances are individually switched on, so a driver and an office role can sit under the same EBA with different entitlements.

The screenshot shows the 'Override Allowances' configuration page in the KYNECTION system. The left sidebar contains a navigation menu with items like 'IN-4350', 'TRIX', 'Log', 'Competency', 'Register', 'Approval', 'Dashboard', 'Utilisation', and a list of roles with counts. The main content area has tabs for 'Edit Contact Details', 'Edit Time Details', and 'Override Allowances'. Under 'Override Allowances', the 'Driver Fuel' checkbox is checked. Below it, 'Allowance Price per Unit' is set to 2 and 'Allowance Qty' is set to 1. Other unchecked options include 'Fuel Managers', 'Higher Duty Allowance', 'Meal Allowance', 'Overnight', 'Phone', and 'Travel Allowance'.

STEP 1 • 03:02 IN THE VIDEO

Set the driver fuel allowance

Enable **Driver Fuel** and enter the allowance price per unit and quantity. The other options include Fuel Managers, Higher Duty Allowance, Meal Allowance, Overnight, Phone and Travel Allowance.

CHAPTER 07 • STEP 1 OF 2

The screenshot shows the 'Override Allowances' configuration page in the KYNECTION system, now with the 'Phone' checkbox checked. The 'Allowance Price per Unit' for Phone is set to 50 and 'Allowance Qty' is set to 1. The 'Driver Fuel' option remains checked with its previous values. Other unchecked options include 'Fuel Managers', 'Higher Duty Allowance', 'Meal Allowance', 'Overnight', and 'Travel Allowance'.

STEP 2 • 03:15 IN THE VIDEO

Add the phone allowance

Enable **Phone** and set its own price per unit and quantity. Several allowances can be configured in one pass rather than one at a time.

CHAPTER 07 • STEP 2 OF 2

Check certifications, PPE and expiry

The training grid is colour coded, so an expiring licence is visible without opening anything.

STEP 1 • 03:25 IN THE VIDEO

Read the training data

The training grid shows each certification and licence with its status. Colour coding flags what is current, what is approaching expiry and what has no expiry set, alongside the PPE issued to that person.

CHAPTER 08 • STEP 1 OF 2

STEP 2 • 03:41 IN THE VIDEO

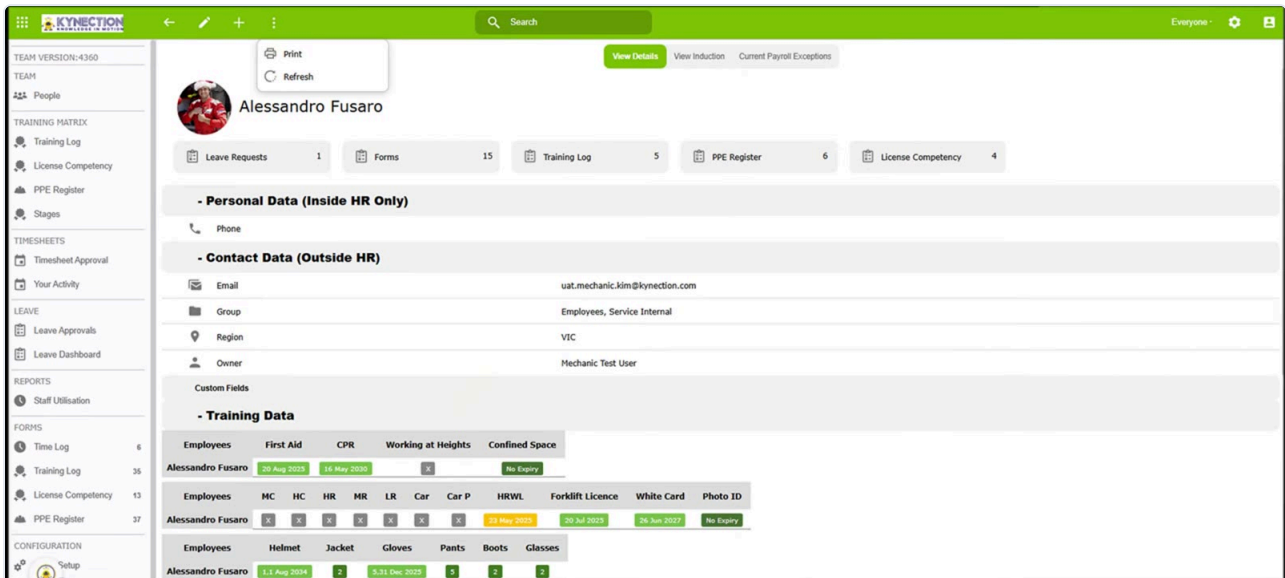
Read the time data

Time Data shows role, type and employment type, with the leave and timesheet charts giving a year-at-a-glance view of that employee.

CHAPTER 08 • STEP 2 OF 2

Identify payroll exceptions

Exceptions are the fastest way to find the discrepancies that would otherwise surface at payroll.

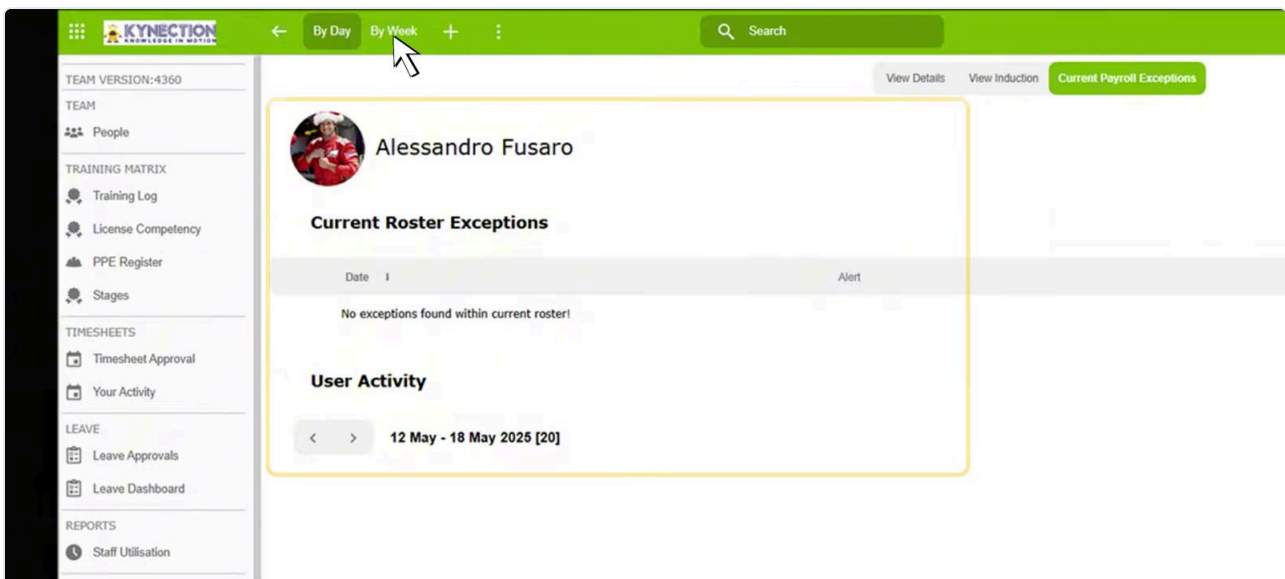


STEP 1 • 03:48 IN THE VIDEO

Open the record actions

The toolbar on the profile gives the actions available for this employee, including printing and refreshing the record.

CHAPTER 09 • STEP 1 OF 2



STEP 2 • 04:02 IN THE VIDEO

Review current payroll exceptions

Current Payroll Exceptions reports roster exceptions for the period, here reading **No exceptions found within current roster**. **User Activity** below it shows the week, with **By Day** and **By Week** toggles.

CHAPTER 09 • STEP 2 OF 2

Work with time logs

A time log is a form: employee, project, start, end, break and notes.

The screenshot shows the KYNECTION interface with a sidebar on the left containing navigation options like Dashboard, Drafts, Today, Inbox, All Forms, Favourites, CONFIGURE, Templates, Options, Archive, and Help. The main content area displays a 'Time Log TL-14' form. The form fields are: ID (TL-14), Contact (Ky Admin), Employee (*) (Ky Admin), Project (*) (empty), Start Time (*) (16/05/2025 06:00), End Time (*) (16/05/2025 16:30), Break Duration (0 hours 30 minutes), and Notes (empty). The calculated duration is shown as 10.

STEP 1 • 04:12 IN THE VIDEO

Open a time log

A time log carries an ID, contact, employee, project, start time, end time, break duration, calculated duration and notes.

CHAPTER 10 • STEP 1 OF 2

This screenshot shows the same 'Time Log TL-14' form, but with the 'End Time (*)' field selected. A time picker is open, displaying a list of time options from 05:00 to 10:00. The 'Start Time (*)' is 16/05/2025 06:00. The 'Project (*)' is now filled with 'Metro Tunnel Project'. The calculated duration remains 10.

STEP 2 • 04:24 IN THE VIDEO

Set the times

Tapping a time field opens a picker rather than free text, which keeps entries consistent across the workforce.

CHAPTER 10 • STEP 2 OF 2

Allocate to a project and set shifts

Every time log is allocated to a project, which is what makes staff utilisation reporting work.

Time Log TL-14

ID: TL-14

Contact: Ky Admin

Employee (*): Ky Admin

Project (*): Metro Tunnel Project

Start Time (*): 16/05/2025 06:00

End Time (*): 16/05/2025 16:30

Break Duration: 0 hours 30

Duration: 10

Notes:

STEP 1 • 04:32 IN THE VIDEO

Set the start time and break

Set the start time, then the break duration in hours and minutes. The duration total recalculates from the times and the break.

CHAPTER 11 • STEP 1 OF 2

Time Log TL-14

Submit

Created by	Ky Admin, Today 12:52
Contact	Ky Admin
Employee	Ky Admin
Project	Metro Tunnel Project
Start Time	Today 06:00
End Time	Today 16:30
Break Duration	30mn
Duration	10

STEP 2 • 04:46 IN THE VIDEO

Save the entry

Save from the toolbar. The record is written against the employee and the project named on it.

CHAPTER 11 • STEP 2 OF 2

Review and clean up the data

The last pass is housekeeping: confirm what was captured and remove anything that should not be there.

The screenshot shows the KYNECTION interface with a sidebar on the left containing navigation links like Dashboard, Drafts, Today, Inbox, All Forms, Favourites, CONFIGURE, Templates, Options, Archive, and Help. The main area displays a 'Time Log TL-14' form. The form has a green header bar with a search icon and the text 'Submitted'. Below the header, the form fields are as follows:

Field	Value
Created by	Ky Admin, Today 12:52
Contact	Ky Admin
Employee	Ky Admin
Project	Metro Tunnel Project
Start Time	Today 06:00
End Time	Today 16:30
Break Duration	30mn
Duration	10

STEP 1 • 04:53 IN THE VIDEO

Confirm the saved record

The saved time log shows who created it and when, along with the employee, project, start and end times, break duration and total duration.

CHAPTER 12 • STEP 1 OF 2

The screenshot shows the KYNECTION interface with a sidebar on the left. The main area displays a 'Time Log TL-15' form. The form has a green header bar with a search icon and the text 'Draft'. Below the header, the form fields are as follows:

Field	Value
ID	TL-15
Contact	Ky Admin
Employee (*)	Ky Admin
Project (*)	
Start Time (*)	16/05/2025 06:00
End Time (*)	16/05/2025 16:30
Break Duration	0 hours 30 minutes
Duration	10
Notes	

A modal dialog box is displayed in the center of the screen with the text 'Are you sure you want to delete this record?' and two buttons: 'Delete' and 'Cancel'.

STEP 2 • 05:11 IN THE VIDEO

Delete an unwanted record

Deleting asks **Are you sure you want to delete this record?** before it removes anything. Keeping the database clean is what keeps utilisation and payroll reporting accurate.

CHAPTER 12 • STEP 2 OF 2