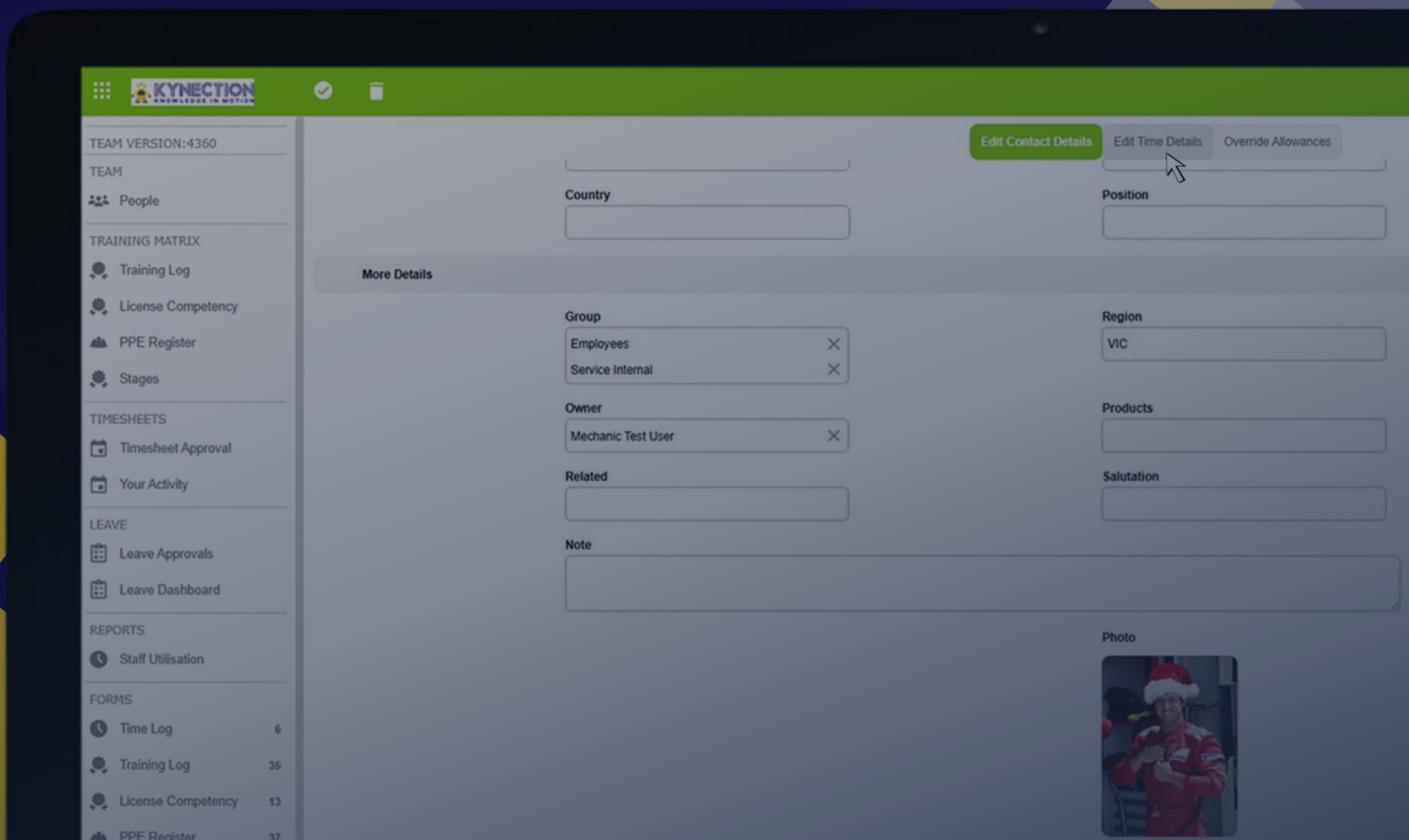




KYNECTION
KNOWLEDGE IN MOTION

FEATURE GUIDE

KYNECTION • HUMAN RESOURCES • HR MODULE

Manage Employee Payroll *and Allowances*

Working inside a single employee record: contact and training data, labour rates and employment terms, and overriding allowances so a driver and an office role can sit under the same agreement with different entitlements.

3 CHAPTERS

1 MIN 16 SEC

HUMAN RESOURCES

WEB USERS • HR & PAYROLL

FEATURE GUIDE • 1 MIN 16 SEC

What this feature covers

Three stages, eight steps: opening the record, editing the details, and overriding the allowances.

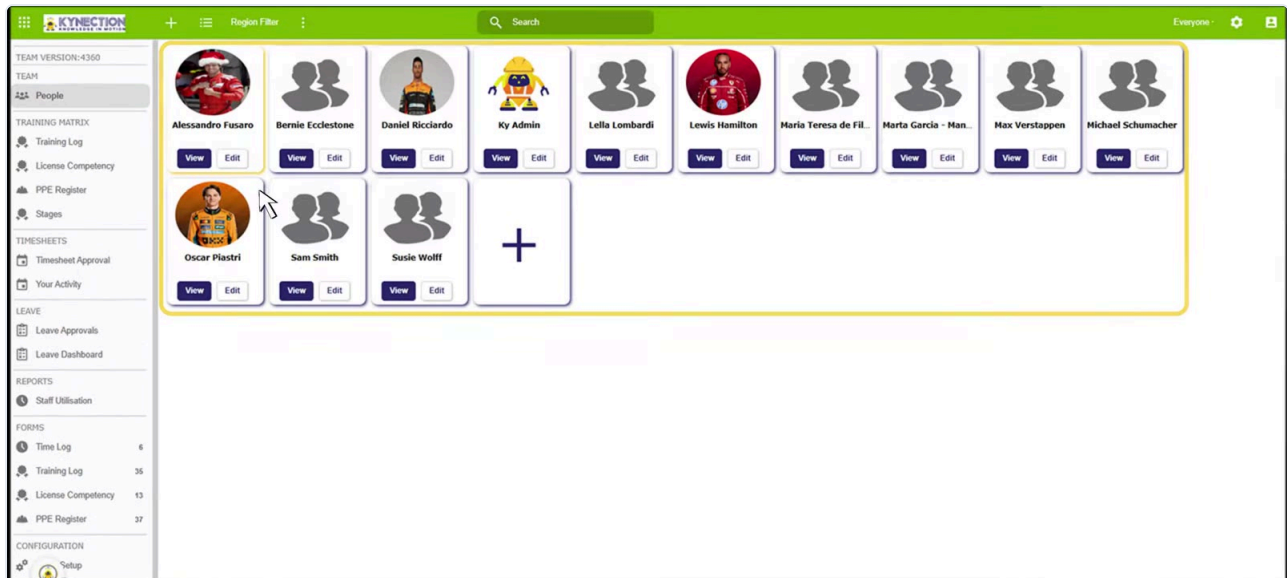
CH 01	Open the employee record From the people list into one person's full profile.	00:00-00:22
CH 02	Edit details and documents Contact details, grouping and the employee photo all live behind one button.	00:22-00:44
CH 03	Override payroll allowances Allowances are switched on individually and each carries its own rate.	00:44-01:16

- **Mind the two data zones.** **Personal Data** is marked inside HR only. **Contact Data** is visible outside HR. Check which you are editing before you type.
- **Overrides are per person.** Allowance overrides sit on the individual record, so they do not disturb the EBA defaults everyone else inherits.
- **Every allowance takes two numbers.** A price per unit and a quantity. Setting one without the other will not calculate.

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 employee record

From the people list into one person's full profile.

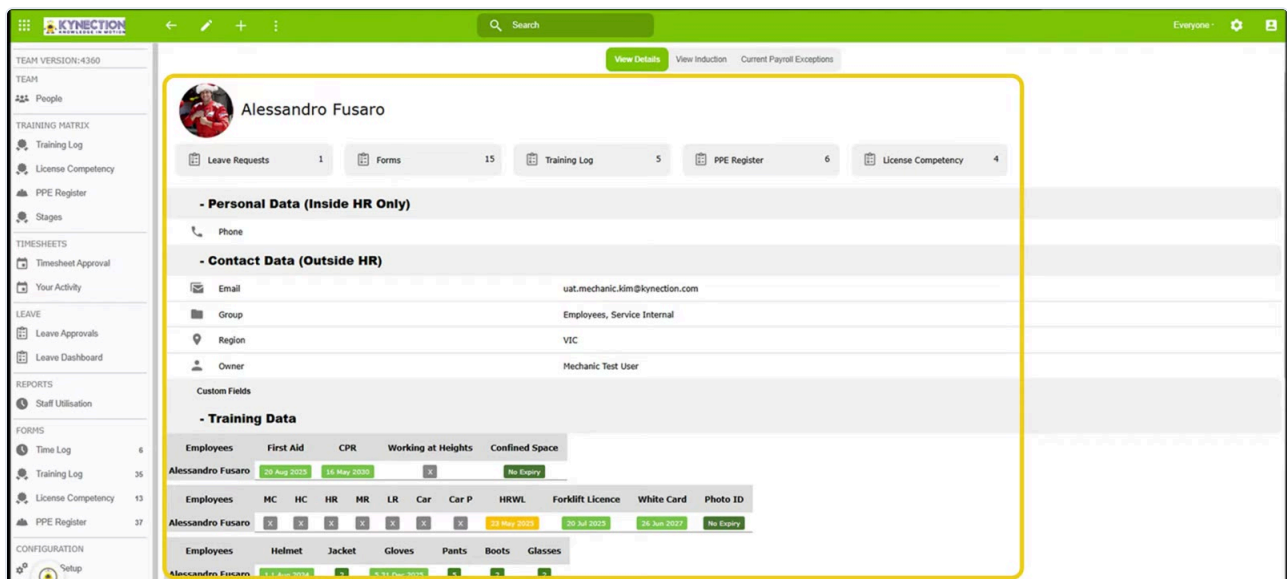


STEP 1 · 00:09 IN THE VIDEO

Pick the employee

From **People**, select **View** on the employee whose record you need.

CHAPTER 01 · STEP 1 OF 2



STEP 2 · 00:16 IN THE VIDEO

Read the profile

The record shows **Personal Data (Inside HR Only)**, **Contact Data (Outside HR)** and **Training Data**, with tabs across the top for leave requests, forms, training log, PPE register and licence competency.

CHAPTER 01 · STEP 2 OF 2

Edit details and documents

Contact details, grouping and the employee photo all live behind one button.

KYNECTION TEAM VERSION: 4360

Alessandro Fusaro

Leave Requests: 1 | Forms: 15 | Training Log: 5 | PPE Register: 6 | License Competency: 4

- Personal Data (Inside HR Only)

Phone

- Contact Data (Outside HR)

Email: uat.mechanic.kim@kynnection.com

Group: Employees, Service Internal

Region: VIC

Owner: Mechanic Test User

- Training Data

Employees	First Aid	CPR	Working at Heights	Confined Space
Alessandro Fusaro	20 Aug 2023	16 May 2023	No Expiry	No Expiry

Employees	MC	HC	HR	MR	LR	Car	Car P	HRWL	Forklift Licence	White Card	Photo ID
Alessandro Fusaro	No	No	No	No	No	No	No	28 May 2023	20 Jul 2023	16 Jun 2022	No Expiry

Employees	Helmet	Jacket	Gloves	Pants	Boots	Glasses
Alessandro Fusaro	1.1 Aug 2024	3	5.11 Dec 2023	3	3	3

STEP 1 • 00:19 IN THE VIDEO

Review the training data

The training grid lists certifications, licence classes and PPE against this person, so you can see their qualifications before changing anything.

CHAPTER 02 • STEP 1 OF 2

KYNECTION TEAM VERSION: 4360

Edit Contact Details | Edit Time Details | Override Allowances

Country:

Position:

More Details

Group: Employees, Service Internal

Region: VIC

Owner: Mechanic Test User

Products:

Related:

Salutation:

Note:

Photo:

STEP 2 • 00:26 IN THE VIDEO

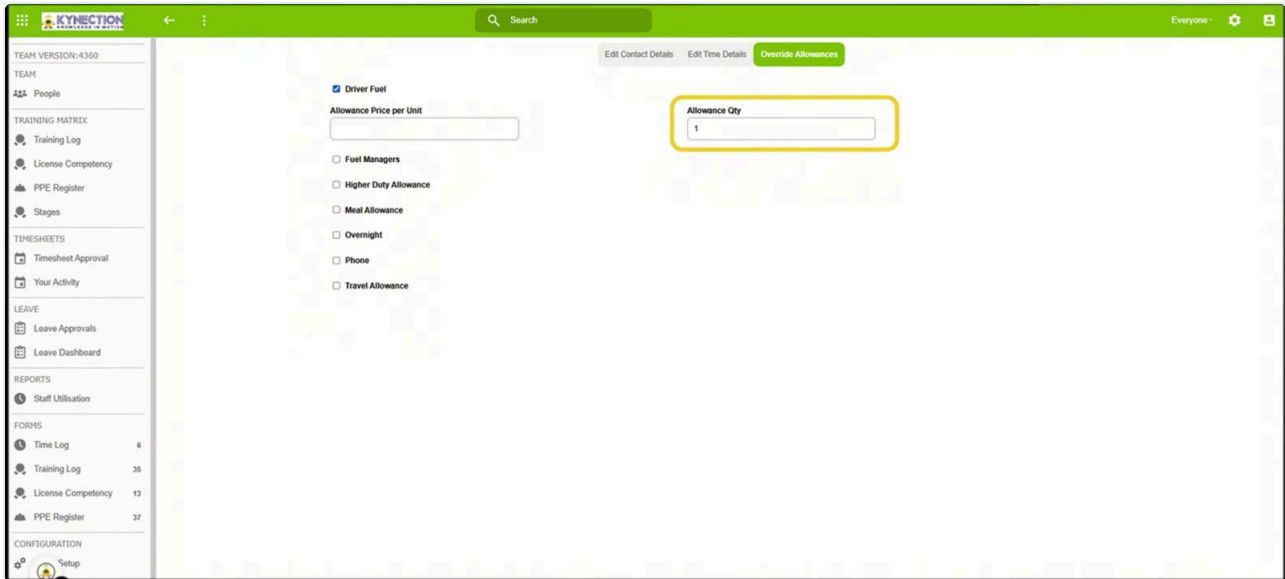
Edit the contact details

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

CHAPTER 02 • STEP 2 OF 2

Override payroll allowances

Allowances are switched on individually and each carries its own rate.

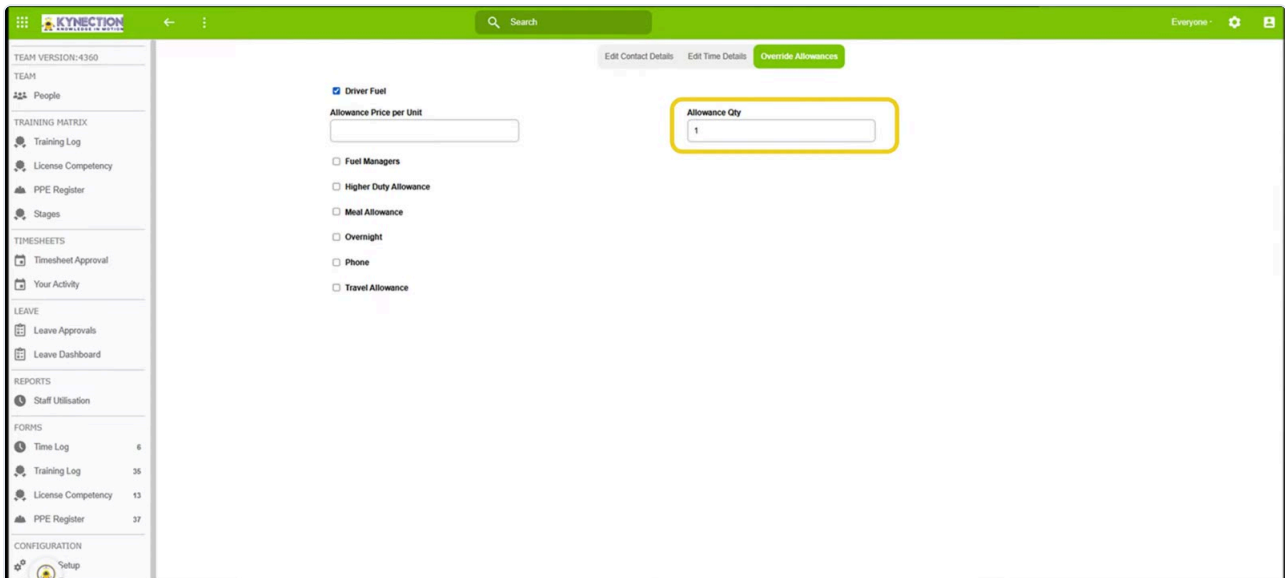


STEP 1 • 00:44 IN THE VIDEO

Open the allowance overrides

Override Allowances lists every allowance available. Enable the ones that apply to this employee.

CHAPTER 03 • STEP 1 OF 4



STEP 2 • 00:47 IN THE VIDEO

Set driver fuel

Enable **Driver Fuel** and enter the allowance price per unit and quantity.

CHAPTER 03 • STEP 2 OF 4

Override payroll allowances

TEAM VERSION: 4360

TEAM

- People

TRAINING MATRIX

- Training Log
- License Competency
- PPE Register
- Stages

TIMESHEETS

- Timesheet Approval
- Your Activity

LEAVE

- Leave Approvals
- Leave Dashboard

REPORTS

- Staff Utilisation

FORMS

- Time Log 6
- Training Log 35
- License Competency 13
- PPE Register 37

CONFIGURATION

- Setup

Search

Edit Contact Details Edit Time Details **Override Allowances**

☒ Driver Fuel

Allowance Price per Unit: 1

Allowance Qty: 1

☐ Fuel Managers

☐ Higher Duty Allowance

☐ Meal Allowance

☐ Overnight

☐ Phone

☐ Travel Allowance

STEP 3 • 00:57 IN THE VIDEO

Work through the rest

The remaining options are Fuel Managers, Higher Duty Allowance, Meal Allowance, Overnight, Phone and Travel Allowance. Enable only what this person is entitled to.

CHAPTER 03 • STEP 3 OF 4

TEAM VERSION: 4360

TEAM

- People

TRAINING MATRIX

- Training Log
- License Competency
- PPE Register
- Stages

TIMESHEETS

- Timesheet Approval
- Your Activity

LEAVE

- Leave Approvals
- Leave Dashboard

REPORTS

- Staff Utilisation

FORMS

- Time Log 6
- Training Log 35
- License Competency 13
- PPE Register 37

CONFIGURATION

- Setup

Search

Edit Contact Details Edit Time Details **Override Allowances**

☒ Driver Fuel

Allowance Price per Unit: 2

Allowance Qty: 1

☐ Fuel Managers

☐ Higher Duty Allowance

☐ Meal Allowance

☐ Overnight

☒ Phone

Allowance Price per Unit: 50

Allowance Qty: 1

☐ Travel Allowance

STEP 4 • 01:13 IN THE VIDEO

Add the phone allowance

Enable **Phone** and give it its own price per unit and quantity. Several allowances can be set in one pass before saving.

CHAPTER 03 • STEP 4 OF 4

NEXT

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 Web 05

Audit training data, compliance and time logs

BACK TO HR Web 03

Filter employees across multiple regions

THE REST OF THE HR MODULE

Ask your Kynnection account manager for the other guides in this series

MORE IN THIS MODULE

HR Web 01 Manage workforce payroll, compliance and regions (module overview)

HR Web 02 Navigate the HR module and filter employees

HR Web 03 Filter employees across multiple regions

HR Web 05 Audit training data, compliance and time logs
