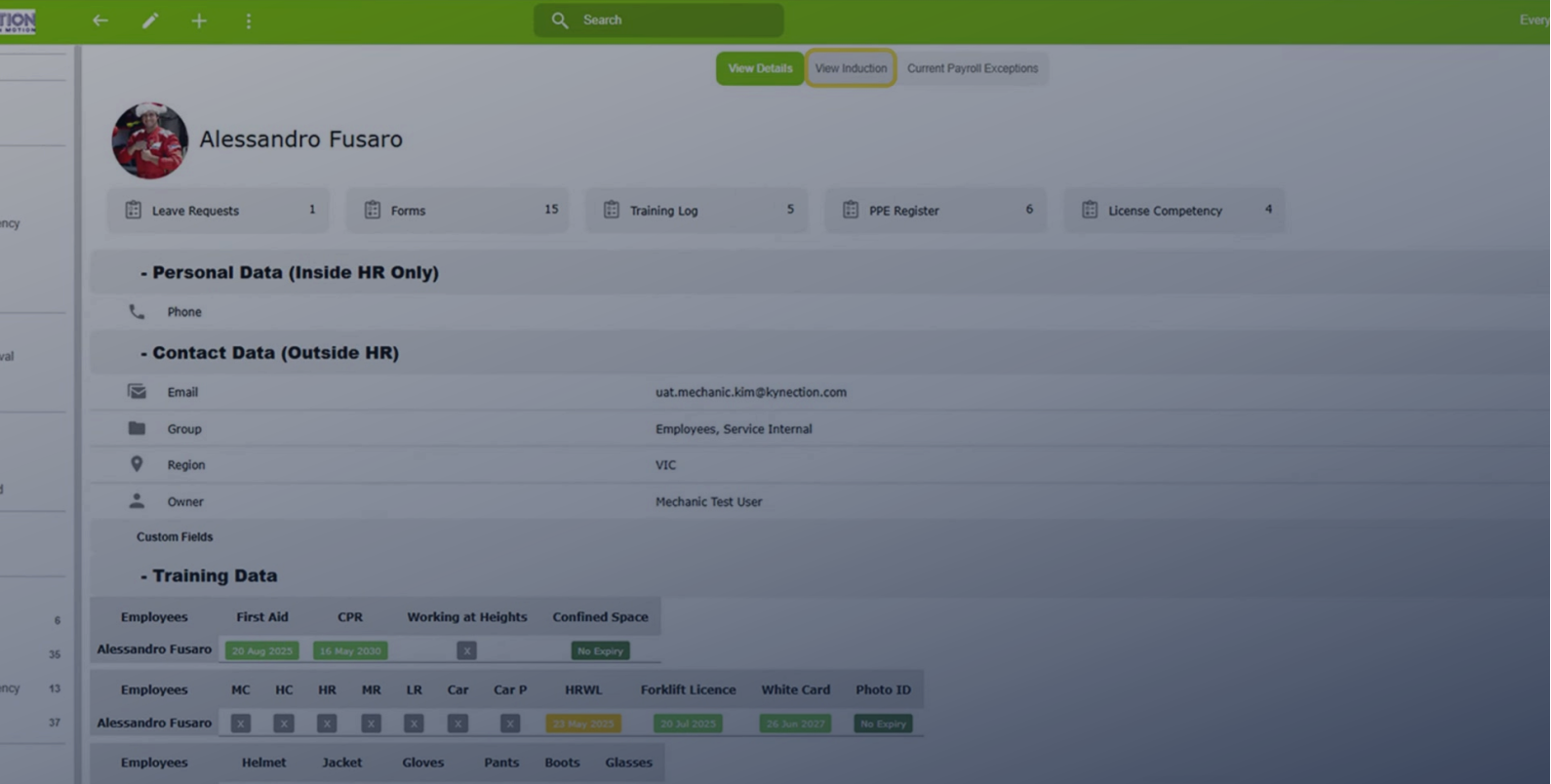




**KYNECTION**  
KNOWLEDGE IN MOTION

## FEATURE GUIDE

KYNECTION • HUMAN RESOURCES • HR MODULE

# Audit Training Data, *Compliance and Time Logs*

The compliance and audit side of HR: reading the training matrix and licence expiry, checking roster exceptions, then creating, submitting and cleaning up time log entries.

4 CHAPTERS

2 MIN 14 SEC

HUMAN RESOURCES

WEB USERS • HR & COMPLIANCE

FEATURE GUIDE • 2 MIN 14 SEC

## What this feature covers

Four stages, ten steps: reading the compliance data, auditing training and PPE, creating a time log, and finalising records.

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|       |                                                                                                                                                 |             |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| CH 01 | <b>Read the compliance dashboard</b><br>One employee record carries their whole compliance position in a single grid.                           | 00:00–00:25 |
| CH 02 | <b>Audit training, PPE and roster exceptions</b><br>The deep view is for checking one person thoroughly rather than scanning the workforce.     | 00:25–00:52 |
| CH 03 | <b>Create a time log entry</b><br>A time log is a form with a required employee, project and times.                                             | 00:52–01:25 |
| CH 04 | <b>Submit, review and clean up</b><br>Saved records show their provenance, and anything wrong is removed rather than left to distort reporting. | 01:25–02:14 |

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- **Colour is the signal.** The training grid is colour coded by status, so an expiring licence is visible without opening the record.
- **Time logs feed timesheets.** Start time, end time and break duration calculate the total. Deleting a record is permanent and prompts before it acts.
- **No expiry is a state.** Some competencies are marked **No Expiry** rather than left blank, which is what stops them being flagged as overdue.

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

# Read the compliance dashboard

One employee record carries their whole compliance position in a single grid.

STEP 1 • 00:03 IN THE VIDEO

## Open the employee record

The record shows **Training Data** and **Time Data** together, so qualifications and hours sit on one screen.

CHAPTER 01 • STEP 1 OF 3

STEP 2 • 00:11 IN THE VIDEO

## Read the profile header

Personal data, contact data and the tab row across the top give you leave requests, forms, training log, PPE register and licence competency for this person.

CHAPTER 01 • STEP 2 OF 3

## Read the compliance dashboard

|               |                             |    |             |    |                    |     |                |             |                  |             |           |         |
|---------------|-----------------------------|----|-------------|----|--------------------|-----|----------------|-------------|------------------|-------------|-----------|---------|
| Sup           | Employees, Service Internal |    |             |    |                    |     |                |             |                  |             |           |         |
| gion          | VIC                         |    |             |    |                    |     |                |             |                  |             |           |         |
| ner           | Mechanic Test User          |    |             |    |                    |     |                |             |                  |             |           |         |
| Fields        |                             |    |             |    |                    |     |                |             |                  |             |           |         |
| Training Data |                             |    |             |    |                    |     |                |             |                  |             |           |         |
|               | First Aid                   |    | CPR         |    | Working at Heights |     | Confined Space |             |                  |             |           |         |
| saro          | 20 Aug 2025                 |    | 16 May 2030 |    | X                  |     | No Expiry      |             |                  |             |           |         |
|               | MC                          | HC | HR          | MR | LR                 | Car | Car P          | HRWL        | Forklift Licence | White Card  | Photo ID  |         |
| saro          | X                           | X  | X           | X  | X                  | X   | X              | 13 May 2025 | 20 Jul 2025      | 26 Jun 2027 | No Expiry |         |
|               | Helmet                      |    | Jacket      |    | Gloves             |     | Pants          |             | Boots            |             |           | Glasses |
| saro          | 1,1 Aug 2034                |    | 2           |    | 5,31 Dec 2023      |     | 5              |             | 2                |             | 2         |         |

STEP 3 • 00:13 IN THE VIDEO

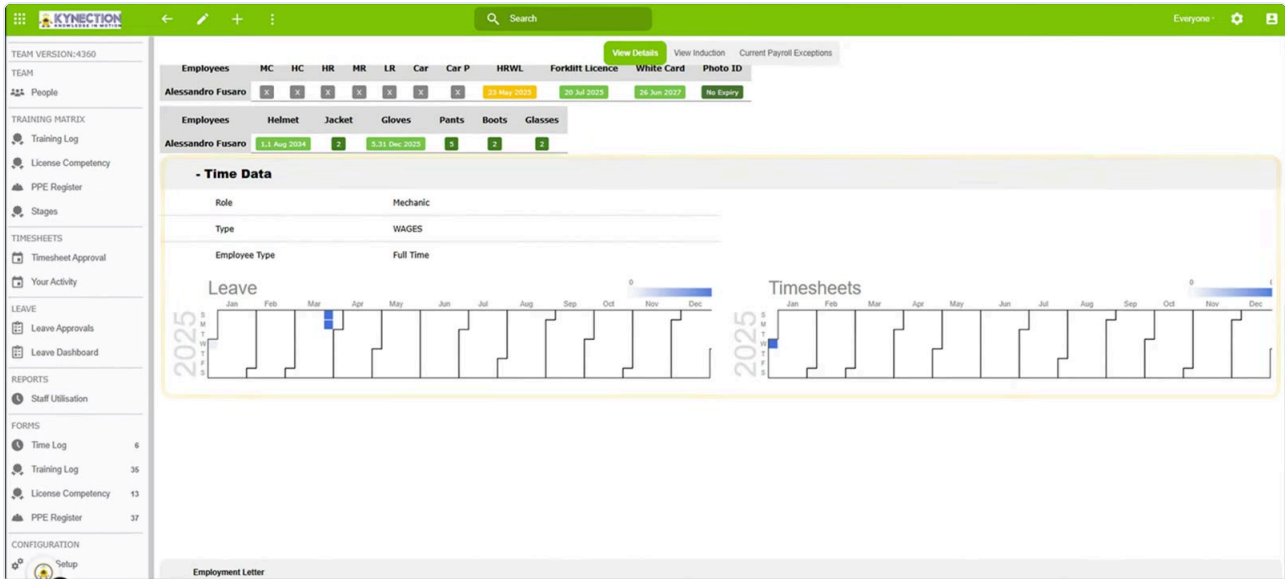
### Check licence competency and expiry

The competency grid lists each licence class with its expiry date. Entries that do not expire are marked **No Expiry** rather than left empty.

CHAPTER 01 • STEP 3 OF 3

# Audit training, PPE and roster exceptions

The deep view is for checking one person thoroughly rather than scanning the workforce.

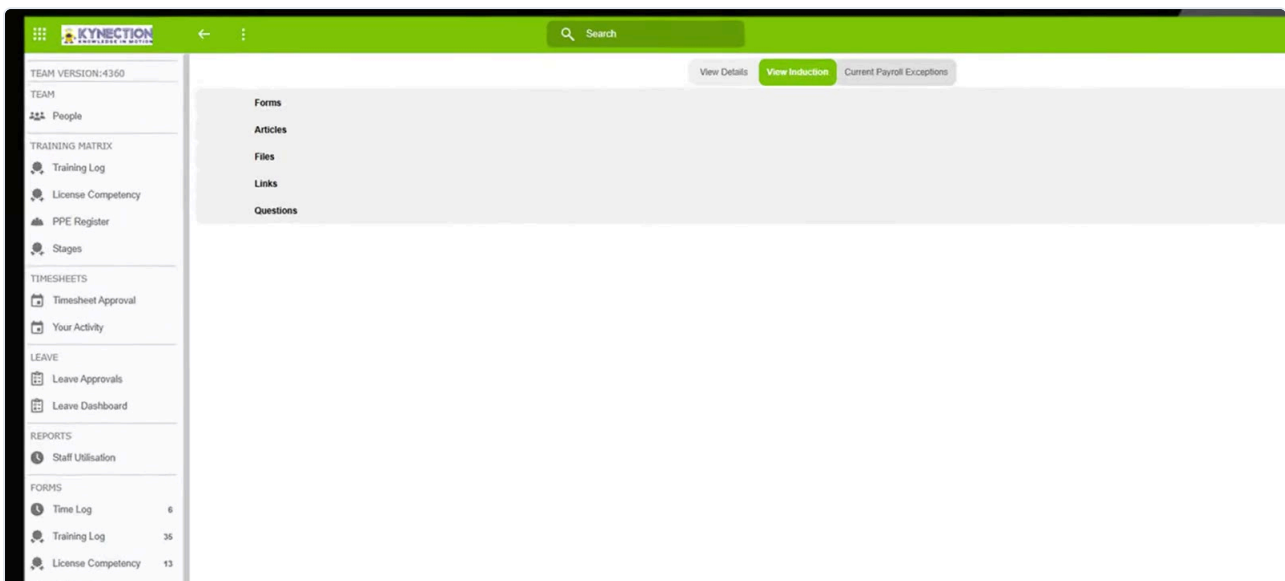


STEP 1 • 00:23 IN THE VIDEO

## Review certifications and PPE

The training grid covers certifications such as First Aid, CPR, Working at Heights and Confined Space, the licence classes, and the PPE issued: helmet, jacket, gloves, pants, boots and glasses.

CHAPTER 02 • STEP 1 OF 3



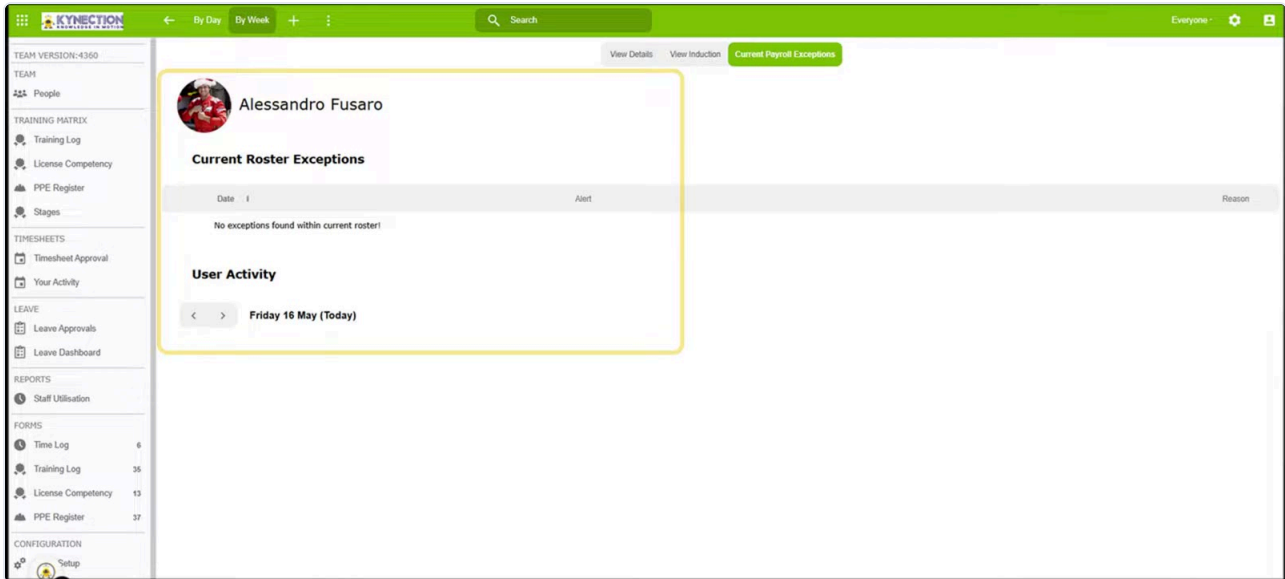
STEP 2 • 00:33 IN THE VIDEO

## Open the attached records

The record also carries forms, articles, files, links and questions attached to this employee.

CHAPTER 02 • STEP 2 OF 3

# Audit training, PPE and roster exceptions



STEP 3 • 00:45 IN THE VIDEO

## Check roster exceptions

**Current Payroll Exceptions** reports anything irregular in the current roster, here reading **No exceptions found within current roster**, with user activity for the week below it.

CHAPTER 02 • STEP 3 OF 3

# Create a time log entry

A time log is a form with a required employee, project and times.

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 in a 'Draft' state. 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), Duration (10), and Notes (empty). Buttons for 'Edit Form' and 'Properties' are at the top right.

STEP 1 · 00:56 IN THE VIDEO

## Open a new time log

A new time log takes an ID, contact, employee, project, start time, end time, break duration and notes. Employee and project are required.

CHAPTER 03 · 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 times from 00:00 to 04:00 in 30-minute increments. The 'End Time' field is highlighted with a yellow box. The other fields remain the same as in the previous screenshot.

STEP 2 · 01:14 IN THE VIDEO

## Set the times

Time fields open a picker rather than accepting free text. Set the start and end, then the break duration in hours and minutes.

CHAPTER 03 · STEP 2 OF 2

## Submit, review and clean up

Saved records show their provenance, and anything wrong is removed rather than left to distort reporting.

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 content area displays a 'Time Log TL-14' form. The form is titled 'Submitted' and includes fields for '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), and 'Duration' (10).

STEP 1 • 01:35 IN THE VIDEO

### Review the saved record

The saved entry shows Time who created it and when, alongside the employee, project, start and end times, break duration and calculated total.

CHAPTER 04 • STEP 1 OF 2

The screenshot shows the KYNECTION interface with a sidebar on the left. The main content area displays a 'Time Log TL-15' form. The form is titled 'Draft' and includes fields for '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), and 'Duration' (10). A modal dialog box is open over the form, asking 'Are you sure you want to delete this record?' with 'Delete' and 'Cancel' buttons. A mouse cursor is pointing at the 'Delete' button.

STEP 2 • 01:56 IN THE VIDEO

### Delete a record you do not want

Deleting prompts **Are you sure you want to delete this record?** with **Delete** and **Cancel**. Removing bad entries is what keeps utilisation and payroll reporting trustworthy.

CHAPTER 04 • 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.

### BACK TO HR Web 04

Manage employee payroll and allowances

### THE REST OF THE HR MODULE

Ask your Kynecton 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 04 | Manage employee payroll and allowances                             |