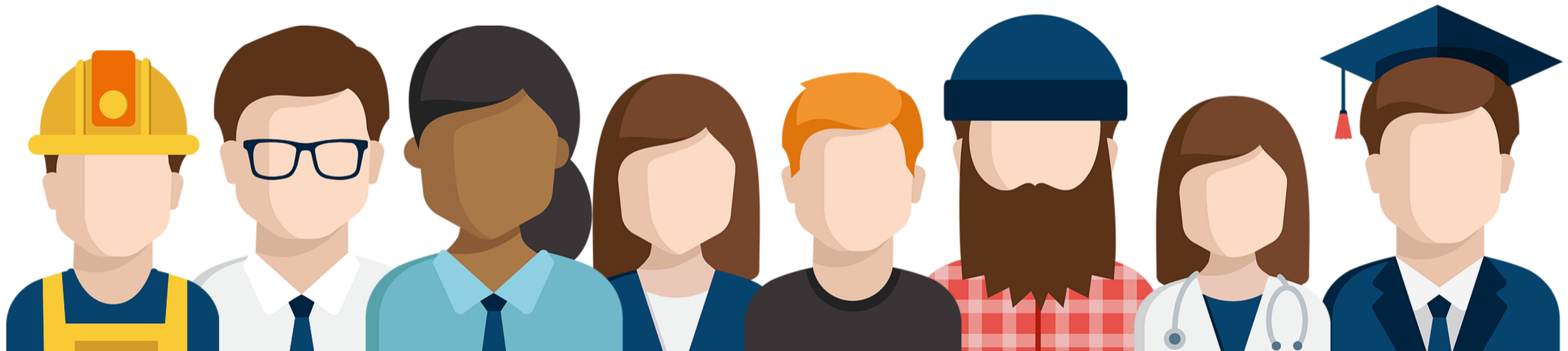




EBC - Static Demo Script
Hire New Employee



DEMO – Hire New Employee

Environment: <https://demo.eben001.com/>

Access as: Client Admin

1. (M) Go to: People > Maintain > Personal Information [Tab]. Data Entry: Enter New Employee Personal Information
2. (M) Go to: People > Maintain > Assignment [Tab]. Data Entry: Enter Employee Assignment Information
3. (O) Go to: People > Maintain > Contact Information [Tab]. Enter Employee Phone and Mobile Number.
4. (O) Go to: People > Maintain > Home Address [Tab]. Enter Employee Phone and Mobile Number.
5. (O) Go to: People > Maintain > Attachments [Tab]. Enter Employee Phone and Mobile Number.
6. (O) Go to: People > Maintain > Beneficiaries [Tab]. Enter Employee Phone and Mobile Number.
7. (O) Go to: People > Maintain > Bank Account [Tab]. Enter Employee Phone and Mobile Number.
8. (M) Go to: People > Maintain > User [Tab]. Data Entry: Enter Employee User Account Information

(M) Go to: People > Maintain > Personal Information [Tab].

Action

- Enter all required fields
- Click Submit

System Behavior

- System will save one Employee record and generate Employee ID and allow you to Enter User Information.

Notes

- Security Profile Should Show the Company Name

Add People

People > Add People

Personal Information

Contact Information

Assignment

Home Address

Attachments

Beneficiaries

Wallet

Benefits

Employee Number

Employee Number

First Name *

First Name

Last Name *

Last Name

Gender *

Choose Gender

Birthdate

Birthdate

Nationality *

Nationality

National ID

National ID

Passport Number

Passport Number

Unified Number

Unified Number

Security Profile *

More Information

User Information

Submit

Reset

Cancel

(M) Go to: People > Maintain > Assignment [Tab].

Action

- Enter Assignment Start Date
- Select Organization Unit where the Employee works
- Select Employee Manager
- Click Submit

System Behavior

- System will save one Employee Assignment record and generate Employee Assignment ID and allow you to Enter User Information.

Notes

- Without an active assignment, User will not be able to access his/her account.
- If you select Manager Not required, Employee will be exempted from all internal approval workflows.

Mark Grand

People > Assignment

| | | | | | | | | | | | |
|-------------------------------------|--|------|------------------|--------------|------------|--------------|-------------|---------------|--------|----------|-------------------|
| | Personal Info | User | Responsibilities | Contact Info | Assignment | Home Address | Attachments | Beneficiaries | Wallet | Benefits | Benefit Approvals |
| | Bank Account | | | | | | | | | | |
| Person ID | 8062 | | | | | | | | | | |
| Start Date * | Start Date | | | | | | | | | | |
| Probation End Date | Probation End Date | | | | | | | | | | |
| End Date | End Date | | | | | | | | | | |
| Organization Unit * | Organization Unit | | | | | | | | | | |
| Job | Job | | | | | | | | | | |
| Grade | Grade | | | | | | | | | | |
| People Group | People Group | | | | | | | | | | |
| Manager * | <div>Choose Manager</div> <div><input type="checkbox"/> Manager Not Required</div> | | | | | | | | | | |
| Assignment Type * | Active | | | | | | | | | | |
| Assignment Category * | Employee | | | | | | | | | | |
| Assignment Classification | Assignment Classification | | | | | | | | | | |
| Salary Range (\$) | Salary Range | | | | | | | | | | |
| <div>Submit</div> <div>Cancel</div> | | | | | | | | | | | |

(○) Go to: People > Maintain > Employee Address [Tab].

Action

- Select Geography
- Enter the address details of the Employee Home Address.
- (○) Select User company address to use company address instead of the Employee Home address.

System Behavior

- System will save one Employee Home Address record.

Notes

- If you select User Company address, the system will use the company address in all communication from and to the Employee.

Mark Grand (me@we.wr)

People > Home Address

| | | | | | | | | | | |
|-------------------------|---|------------------|--------------|------------|--------------|-------------|---------------|--------|----------|-------------------|
| Personal Info | User | Responsibilities | Contact Info | Assignment | Home Address | Attachments | Beneficiaries | Wallet | Benefits | Benefit Approvals |
| Bank Account | | | | | | | | | | |
| Person ID | 8062 | | | | | | | | | |
| Geography | Barsha 1 | | | | | | | | | |
| Country | United Arab Emirates | | | | | | | | | |
| City | Dubai | | | | | | | | | |
| Address Details | Employee Home Address Details, Dubai, UAE | | | | | | | | | |
| Use Company Address | <input type="checkbox"/> | | | | | | | | | |
| <div>SubmitCancel</div> | | | | | | | | | | |

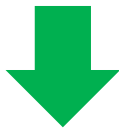
(○) Go to: People > Maintain > Attachments [Tab].

Action

- Click Add.

System Behavior

- Open Employee Attachments Page.



Action

- Enter Employee Attachment Name. Example, Passport Copy, Driving License etc..
- Select File you would like to attach.
- Click Submit

System Behavior

- System will save one Employee document attachment.

Notes

- Only the Employee will be able to access Employee Attachments.

Mark Grand (me@we.wr)

People > Attachments

| | | | | | | | | | | |
|---------------|------|------------------|--------------|------------|--------------|-------------|---------------|--------|----------|-------------------|
| Personal Info | User | Responsibilities | Contact Info | Assignment | Home Address | Attachments | Beneficiaries | Wallet | Benefits | Benefit Approvals |
| Bank Account | | | | | | | | | | |

+ Add



Add Attachment

People > Attachments > Add Attachment

| | | | | | | | | | | |
|---------------|------|------------------|--------------|------------|--------------|-------------|---------------|--------|----------|-------------------|
| Personal Info | User | Responsibilities | Contact Info | Assignment | Home Address | Attachments | Beneficiaries | Wallet | Benefits | Benefit Approvals |
| Bank Account | | | | | | | | | | |

Person ID 8062

Name * Passport Copy

Upload * Choose file Main page.pdf

Supported File Types: pdf, doc, docx, txt, rtf

Submit Cancel

(○) Go to: People > Maintain > Beneficiaries [Tab].

Action

- Click Add.

System Behavior

- Open Employee Beneficiaries Page.



Action

- Enter Beneficiary First Name
- Enter Beneficiary Last Name
- Enter Beneficiary Relationship to the Employee
- Enter Beneficiary Gender

System Behavior

- System will save one Employee Beneficiary.

Notes

- Beneficiary Birthdate is required if the Beneficiary is the Employee Child.

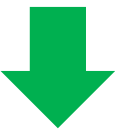
Mark Grand (me@we.wr) People > Beneficiaries

Personal Info Bank Account User Responsibilities Contact Info Assignment Home Address Attachments **Beneficiaries** Wallet Benefits Benefit Approvals

+ Add

1 of 1

| ID | First Name | Last Name | Relationship | Action |
|----|------------|-----------|--------------|--|
| 7 | Jams | Grand | Child | <div><div></div><div></div><div></div></div> |



Add Beneficiary People > Beneficiaries > Add Beneficiary

Personal Info Bank Account User Responsibilities Contact Info Assignment Home Address Attachments **Beneficiaries** Wallet Benefits Benefit Approvals

Person ID8062

First Name *Dalia

Last Name *Grand

Relationship *Spouse

Gender *Female

Birthdate

Birthdate

* Required if relationship is Child.

Relationship Start DateRelationship Start Date

Submit

Cancel

(M) Go to: People > Maintain > User [Tab].

Action

- Enter Employee email address.
- (O) Click Generate Password.
- (O) Update Password Manually.
- Click "Submit".

System Behavior

- System will send an activation email to the new Employee email address.

Notes

- The password generated is a temporary password.
- Password must be alphanumeric.
- The default account status is "Pending User Agreement acceptance". It will not be changed to active until the user has activated his account via the email link and accept T&C of use.
- The Employee Should activate the account by generating new password

Mark Grand

People > User

| | | | | | | | | | | |
|---|---|------------------|--------------|------------|--------------|-------------|---------------|--------|----------|-------------------|
| Personal Info | User | Responsibilities | Contact Info | Assignment | Home Address | Attachments | Beneficiaries | Wallet | Benefits | Benefit Approvals |
| Bank Account | | | | | | | | | | |
| Person ID | 8062 | | | | | | | | | |
| Email * | <div>Mark.Grand@companyurl.com</div> <div><small>* Note: Emails belongs to a security profile's organization domain will only be accepted. In case of email change, person need to validate his account again</small></div> <div><div>Generate Password</div><div>OksQGLEV</div><div>Copy</div></div> | | | | | | | | | |
| Password * | <div>.....</div> | | | | | | | | | |
| Confirm Password * | <div>.....</div> | | | | | | | | | |
| User Status | User not created | | | | | | | | | |
| <div><div>Submit</div><div>Cancel</div></div> | | | | | | | | | | |

(M) Go to: People > Maintain > Bank Account [Tab].

Action

- Enter Employee Bank Name
- Enter Employee Bank Branch
- Enter Employee Bank Account Name
- Enter Employee Bank Name
- Enter Employee Account Number
- Enter Employee Bank Account IBAN

System Behavior

- System will save one Employee Bank Account

Notes

- Employee Bank Account is optional information.

Mark Grand (me@we.wr)

People > Bank Account

Personal Info

User

Responsibilities

Contact Info

Assignment

Home Address

Attachments

Beneficiaries

Wallet

Benefits

Benefit Approvals

Bank Account

Person ID

8062

Bank Name *

Bank Name

Branch *

Branch

Account Name *

Account Name

Account Number *

Account number

SWIFT

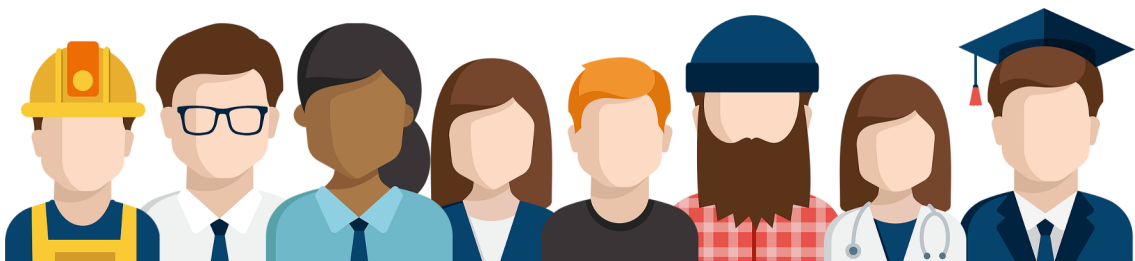
SWIFT

IBAN *

IBAN

Submit

Cancel



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