Employment Hero – KAMS Manager Handbook

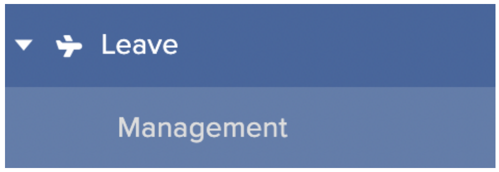
As a manager, what you see in your Employment Hero account will differ slightly from those who do not have any direct reports. The below guide will assist with navigating your way through the Employment Hero HRIS as a manager.

Contents

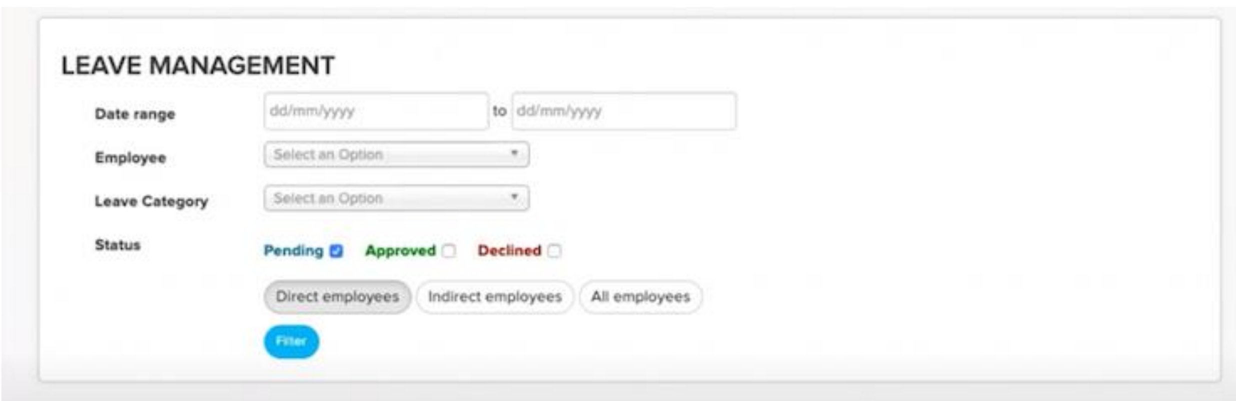
Clicking on each of the topics below will take you straight to the information about that feature.

Leave Management

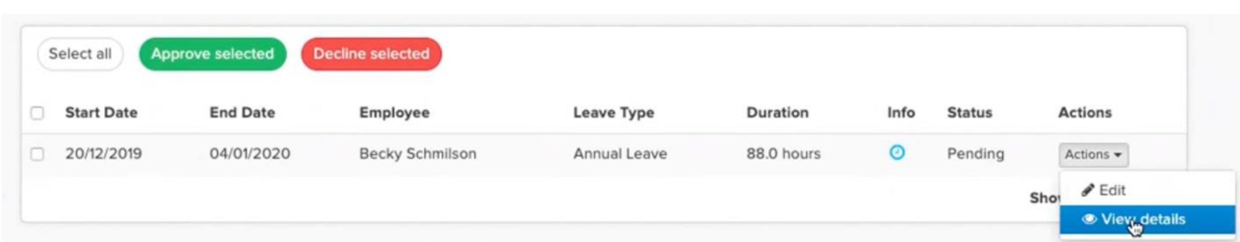
- As well as being able to view and request your own leave, you will also see a 'Management' sub-menu under the 'Leave' menu.



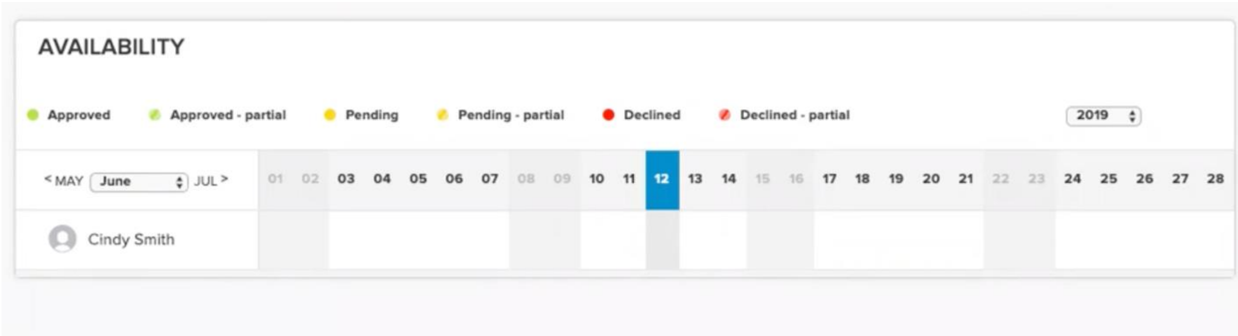
- Here, you can see all the pending leave requests of your direct reports.
- You can filter the leave requests using a date range, by employee, by leave category and by status.



- To approve or decline a leave request, select the request and click either 'Approve Selected' or 'Decline Selected'. The employee will receive an instant notification of the update of their leave status.
- If your EH account is connected to a leave platform, approved leave will automatically be pushed into your payroll system so that it is included in the next pay run.
- To edit the leave request on the employee's behalf, select 'Actions' à 'Edit'.
- To view further details about a leave request, select 'Actions' à 'View Details'.

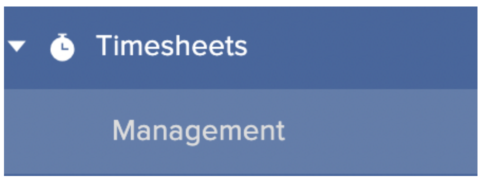


- The 'Availability' section of the page allows you to view approved, pending and declined leave requests from all your direct reports in a calendar format.

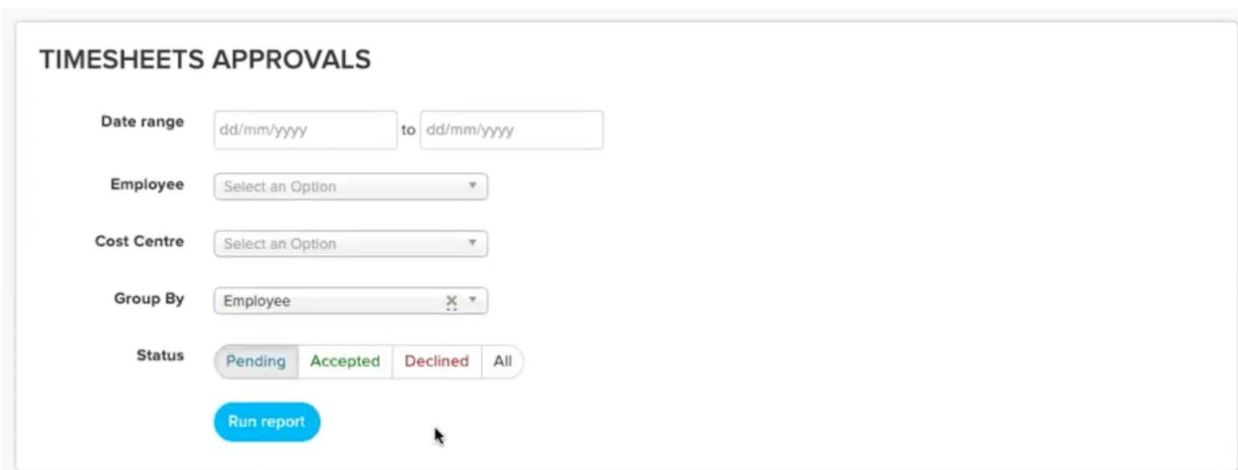


Timesheet Management

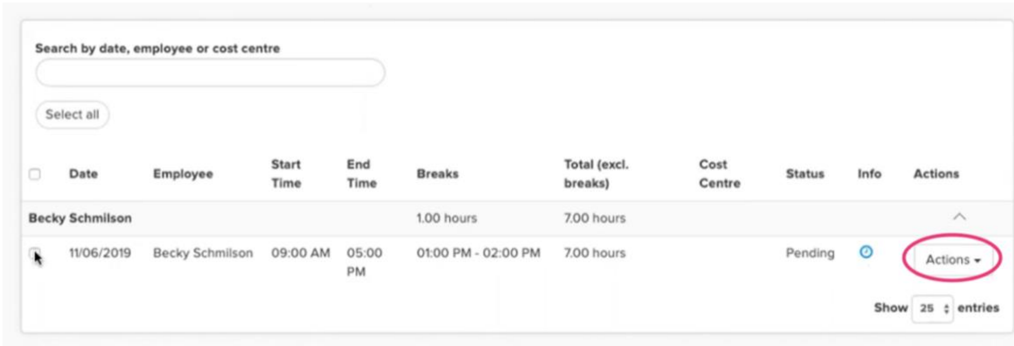
- As well as being able to submit and view your own timesheets, you will also see a 'Management' sub-menu under the 'Timesheet' menu.



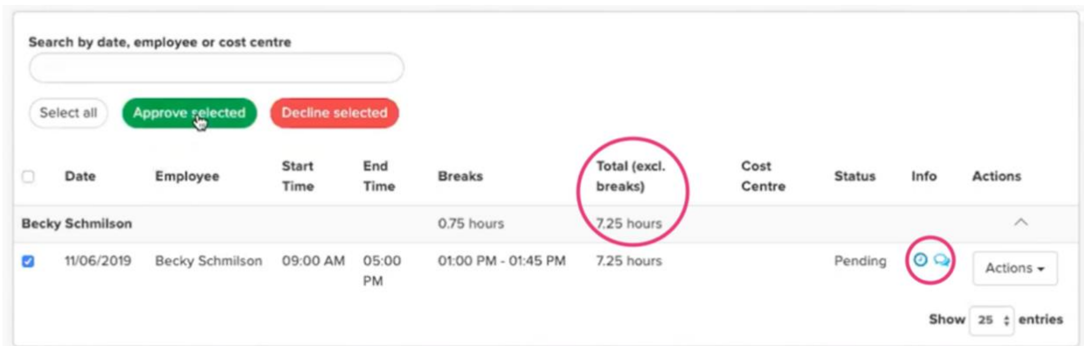
- Sort timesheets by Date Range, Particular Employee, Cost Centre or Status.
- You can also group the timesheets by Employee, Cost Centre or Date.



- Select 'Run Report' to show the applicable timesheets.



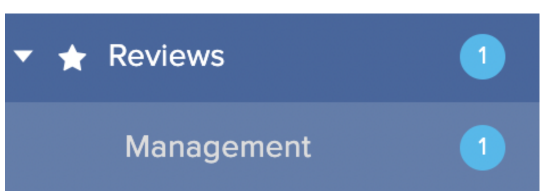
- Select 'Actions' if you need to delete or edit the timesheet entry on the employee's behalf.



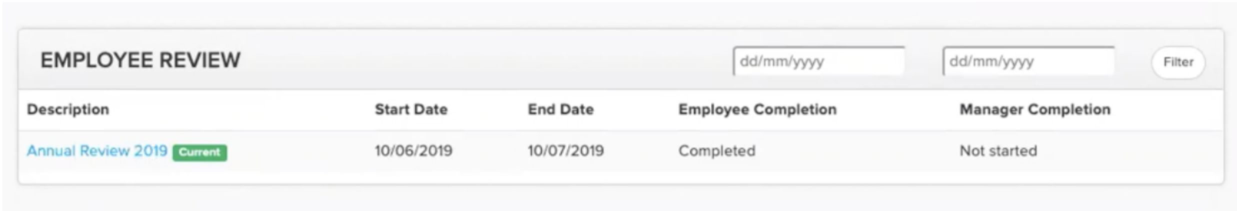
- To Approve or Decline timesheets, select the timesheets and click on the correlating option. The employee will receive a notification that their timesheet has been approved/declined.
- If you group timesheets by employee, you can view the total amount of hours the employee has worked.
- If you have left a comment by editing the timesheet, run your mouse over the Speech Bubble icon to view the comment.

Reviews

- As well as being able to complete your own reviews, you will also see a 'Management' sub-menu under the 'Reviews' menu.

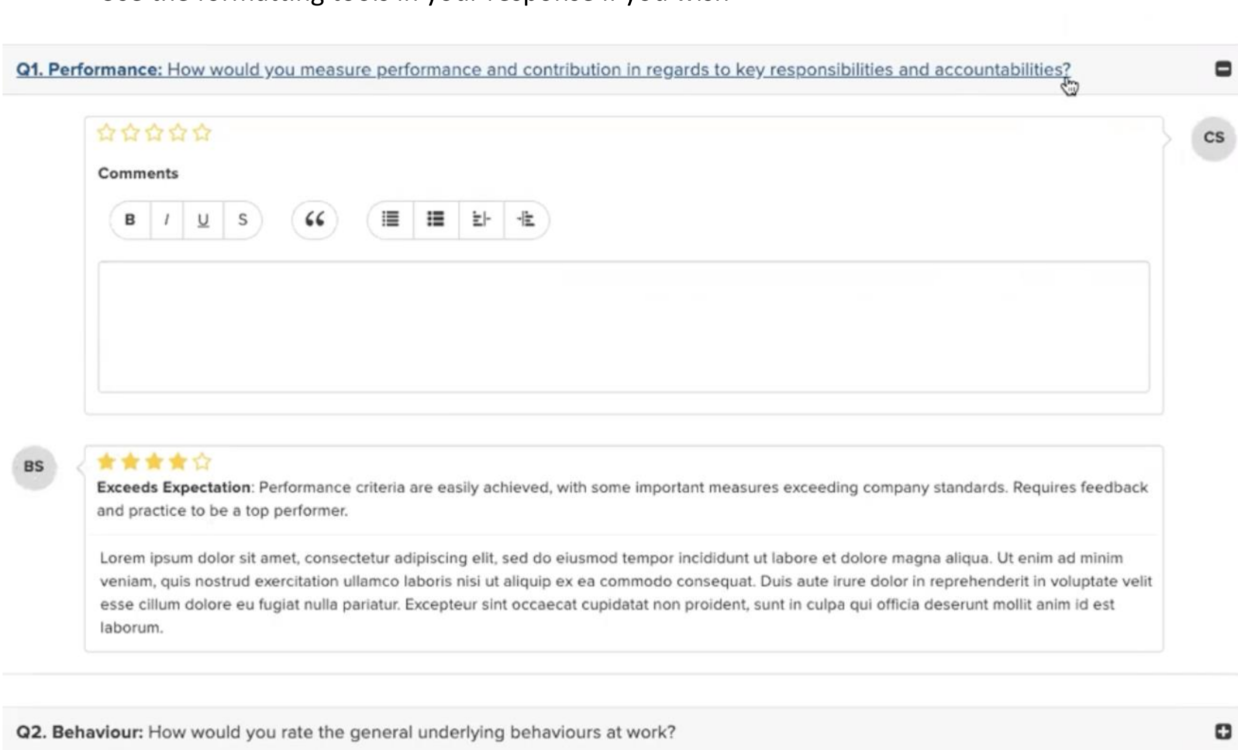


- Here, you will see the review groups for all the employees that report into you and the status of those reviews (Once an employee has completed their side of the review, you will receive an email notification).
- You can also filter the review groups by date

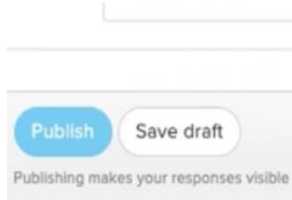


- Once you select a review group, select an employee to view the review questions and enter your responses.
- From this page you are also able to view your indirect reports review's, remind employees to complete their review, print and download.

- Review your employee's answers and leave your own comments and star rating underneath.
- Use the formatting tools in your response if you wish

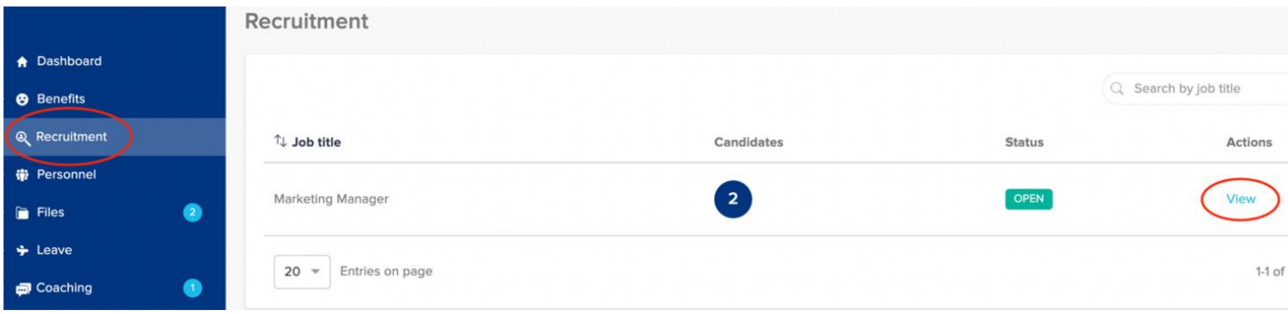


- Once you have viewed all the questions and responses, you are able to Publish or Save as Draft.

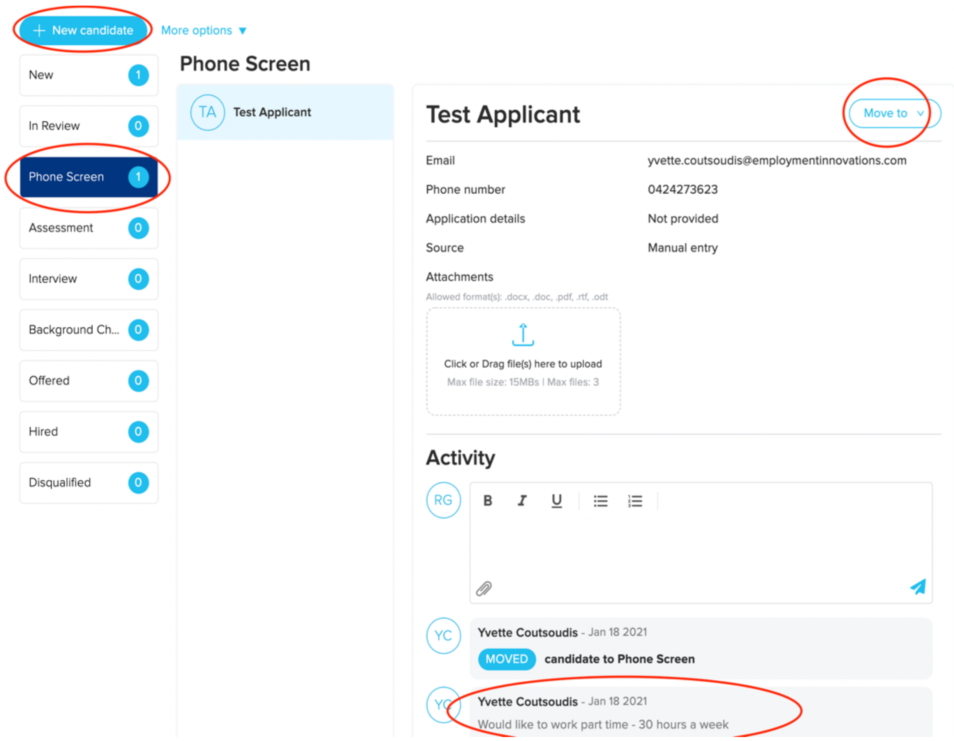


Recruitment

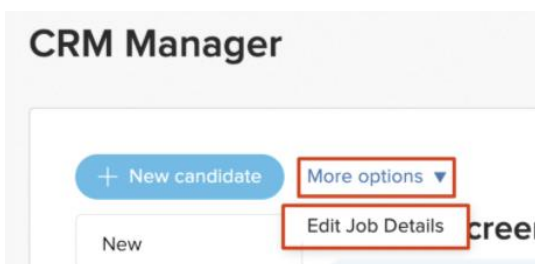
- Select ‘Recruitment’ from the left-hand side menu.
- If you have been added as a Hiring Manager against a job requisition (by an Admin), you will have the ability to view and edit the job and all its correlating details.
- Select ‘View’ next to the job you wish to view/edit.



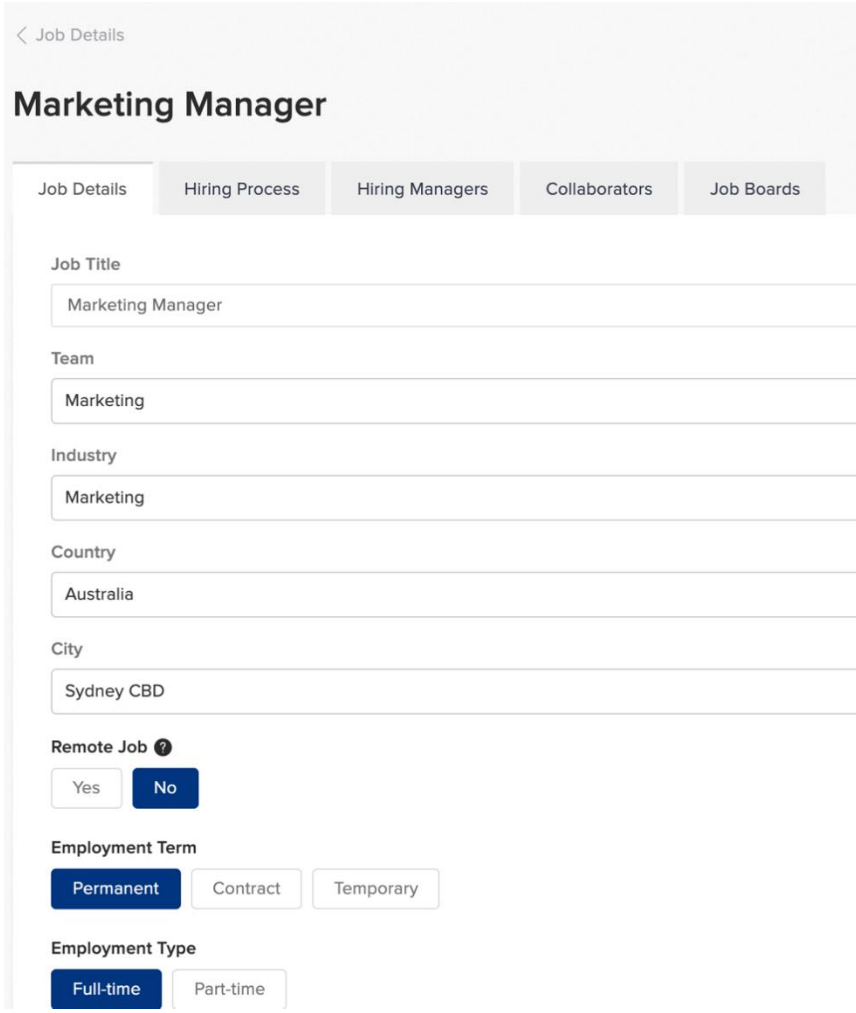
- From here, you can;
    - Add a new candidate manually
    - View how many candidates are at each stage of the recruitment process
    - View candidate details and download their CV
    - Move a candidate to another stage of the recruitment process
    - Make comments/ notes against candidates



- Select 'More Options' to close the job or edit job details.

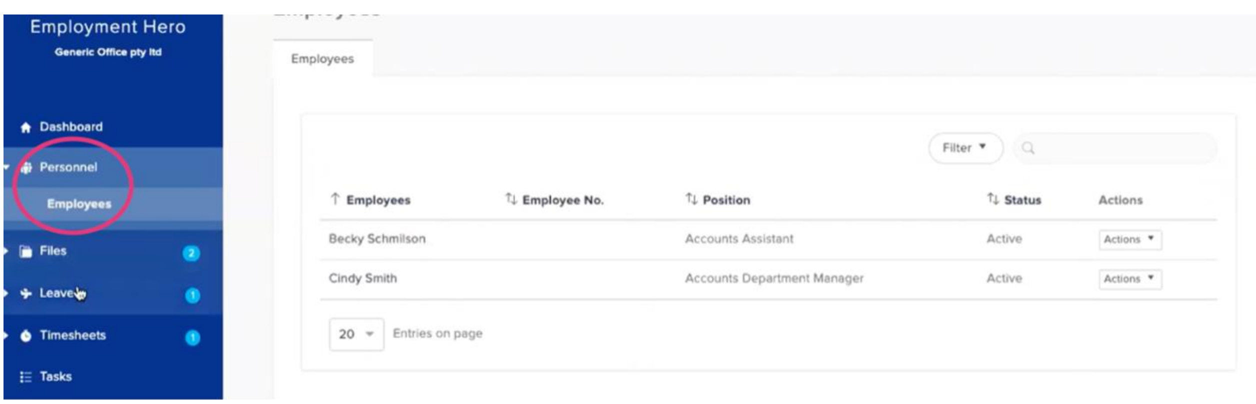


- By editing the job, you can update the job details, post the job to Job Boards and add collaborators (other people in your organisation) to your job.



Viewing Employee Details

- Under the 'Personnel' menu on the right-hand side, select 'Employees'.
- Here you will be able to view both your own employee profile, as well as the profile of those who report into you.
- Select on the Employees name to view their profile.



- Select a tab on the left-hand side of your screen to view various details and documentation about your employee.
- In some instances, you will see a green 'Edit' option in the top right hand corner of the screen. This indicates that you have the ability to edit information on your employee's behalf.