

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.

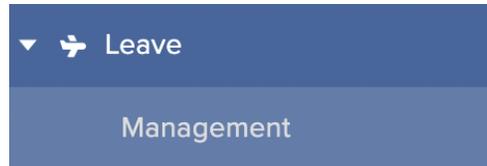
Contents

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

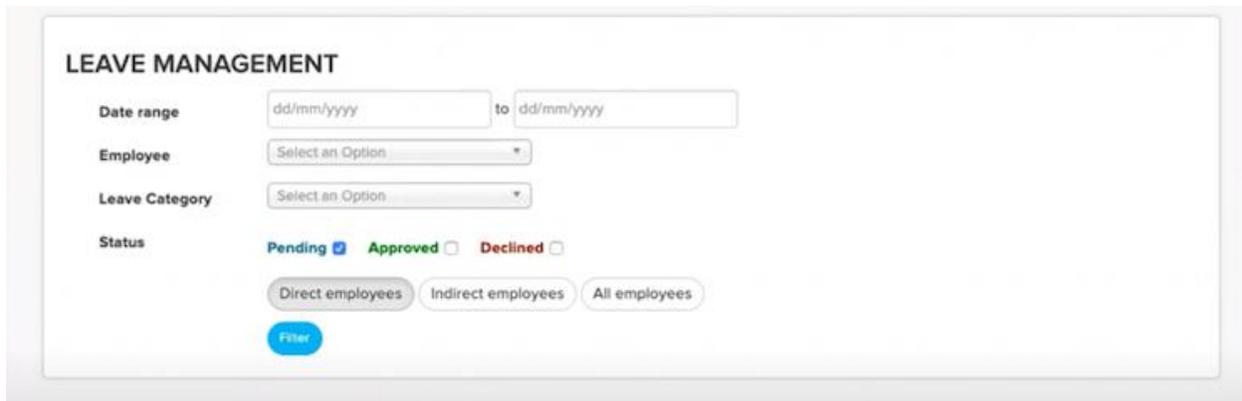
- [Leave Management](#)
- [Timesheet Management](#)
- [Reviews](#)
- [Recruitment](#)
- [Viewing Employee Details](#)

Leave Management

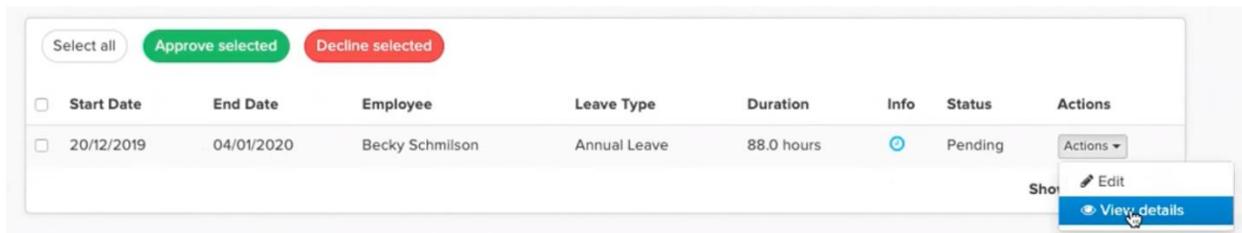
- As well as being able to view and request your own leave, you will also see a 'Management' sub-menu under the 'Leave' menu.



- 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.

A screenshot of the 'LEAVE MANAGEMENT' filter section. It includes a 'Date range' section with two input fields for 'dd/mm/yyyy' separated by 'to'. Below are dropdown menus for 'Employee' and 'Leave Category', both with 'Select an Option' text. A 'Status' section has radio buttons for 'Pending' (checked), 'Approved', and 'Declined'. At the bottom are buttons for 'Direct employees', 'Indirect employees', and 'All employees', along with a blue 'Filter' button.

- 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'.

A screenshot of a table showing leave requests. At the top are buttons for 'Select all', 'Approve selected', and 'Decline selected'. The table has columns: Start Date, End Date, Employee, Leave Type, Duration, Info, Status, and Actions. One row is visible for Becky Schmilson with Annual Leave for 88.0 hours, pending status. An 'Actions' dropdown menu is open, showing 'Edit' and 'View details' options.

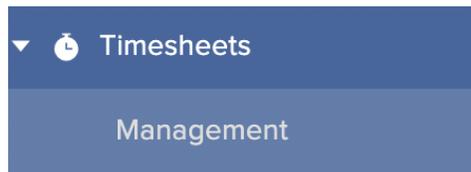
	Start Date	End Date	Employee	Leave Type	Duration	Info	Status	Actions
<input type="checkbox"/>	20/12/2019	04/01/2020	Becky Schmilson	Annual Leave	88.0 hours		Pending	Actions Edit View details

- 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.

AVAILABILITY																																																							
● Approved ● Approved - partial ● Pending ● Pending - partial ● Declined ● Declined - partial 2019 ▾																																																							
< MAY June ▾ JUL > <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td>01</td><td>02</td><td>03</td><td>04</td><td>05</td><td>06</td><td>07</td><td>08</td><td>09</td><td>10</td><td>11</td><td style="background-color: #0070c0; color: white;">12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td> </tr> </table>																												01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28																												
Cindy Smith																																																							

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.

TIMESHEETS APPROVALS

Date range to

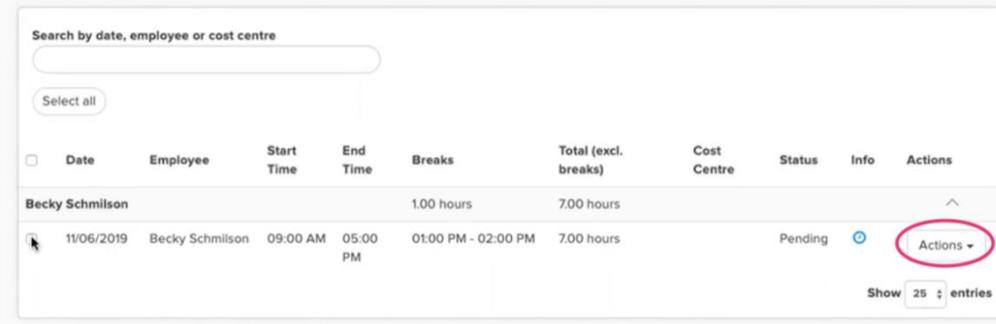
Employee ▾

Cost Centre ▾

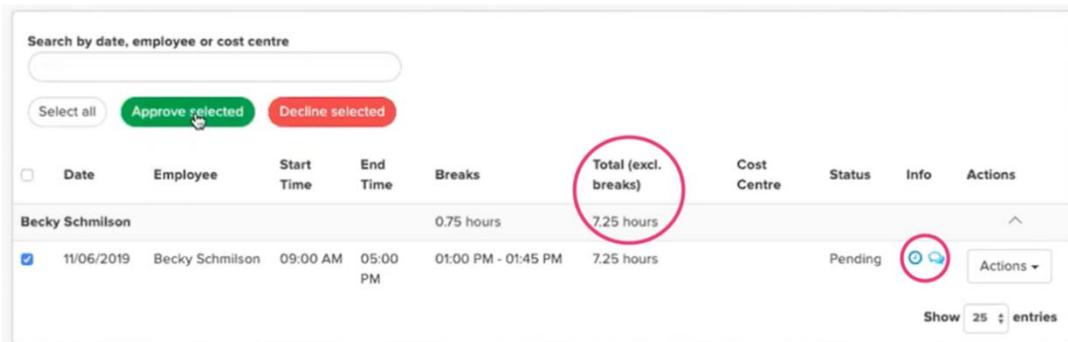
Group By ▾

Status Pending Accepted Declined All

- 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

EMPLOYEE REVIEW				
		dd/mm/yyyy	dd/mm/yyyy	Filter
Description	Start Date	End Date	Employee Completion	Manager Completion
Annual Review 2019 Current	10/06/2019	10/07/2019	Completed	Not started

- 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.

ANNUAL REVIEW 2019					
Direct employees Indirect employees Select All Remind Selected Download CSV Print					
Employee	Teams	Employee Status	Employee Rating	Manager Status	Manager Rating
<input type="checkbox"/> Becki Schmilson		Completed	4.00	Not Started	-

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

Q1. Performance: How would you measure performance and contribution in regards to key responsibilities and accountabilities? CS

☆☆☆☆☆

Comments

B / U / S “ [List Icons]

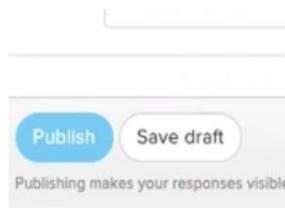
BS ☆☆☆☆☆

Exceeds Expectation: Performance criteria are easily achieved, with some important measures exceeding company standards. Requires feedback and practice to be a top performer.

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Q2. Behaviour: How would you rate the general underlying behaviours at work? +

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



Recruitment

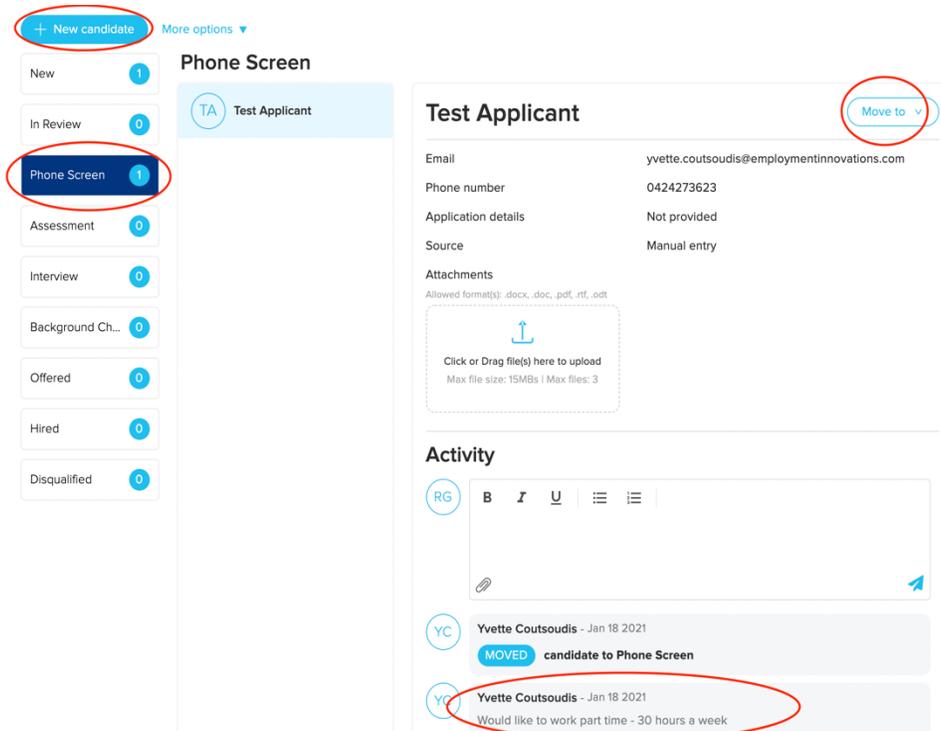
- Select 'Recruitment' from the left-hand side menu.
- If you have been added as a Hiring Manager against a job requisition (by an Admin), you will have the ability to view and edit the job and all its correlating details.
- Select 'View' next to the job you wish to view/edit.

The screenshot shows the 'Recruitment' page. On the left, a dark blue sidebar menu contains several items: 'Dashboard', 'Benefits', 'Recruitment' (circled in red), 'Personnel', 'Files' (with a '2' badge), 'Leave', and 'Coaching' (with a '1' badge). The main content area is titled 'Recruitment' and features a search bar labeled 'Search by job title'. Below the search bar is a table with the following structure:

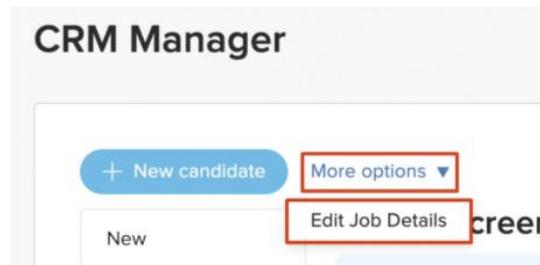
Job title	Candidates	Status	Actions
Marketing Manager	2	OPEN	View (circled in red)

At the bottom left of the table area, there is a dropdown menu set to '20' with the text 'Entries on page'. At the bottom right, it says '1-1 of 1'.

- 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.

< Job Details

Marketing Manager

Job Details Hiring Process Hiring Managers Collaborators Job Boards

Job Title
Marketing Manager

Team
Marketing

Industry
Marketing

Country
Australia

City
Sydney CBD

Remote Job ?

Employment Term

Employment Type

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.

The screenshot shows the Employment Hero interface. On the left is a dark blue sidebar with the following menu items: Dashboard, Personnel (circled in red), Employees, Files (with a '2' notification), Leave (with a '1' notification), Timesheets (with a '1' notification), and Tasks. The main content area is titled 'Employees' and contains a table with columns: Employees, Employee No., Position, Status, and Actions. The table lists two employees: Becky Schmilson (Accounts Assistant, Active) and Cindy Smith (Accounts Department Manager, Active). Below the table is a pagination control showing '20' entries on page.

↑ Employees	↕ Employee No.	↕ Position	↕ Status	Actions
Becky Schmilson		Accounts Assistant	Active	Actions ▾
Cindy Smith		Accounts Department Manager	Active	Actions ▾

20 Entries on page

- 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.

The screenshot shows a user interface for managing employee information. On the left, there is a vertical navigation menu with tabs: Overview, Personal details, Employment history, HR documents, Uploaded documents, Emergency contacts, Work eligibility, Management notes, Audit trail, Assets, Reviews, Certifications, Medical disclosure statement, Leave requests, and Additional information. The 'Personal details' tab is selected. The main content area is titled 'Personal Details' and contains a list of fields and their values. A green 'Edit' button is located in the top right corner of this section, circled in red.

Field	Value
Account email	yvette.coutsoudis+6@employmentinnovations.com
Title	Mr
First name	Chandler
Middle name	
Last name	Bing
Preferred name	
Gender	
Address	123 forest rd, SYDNEY, NSW, 2000, AU
Nationality	
Date of birth	04/06/2015
Marital status	
Personal email	yvette.coutsoudis+6@employmentinnovations.com
Personal mobile number	0411111111
Display mobile in staff directory and organisation chart	No
Home phone	02 364837