



System Administrative Setup

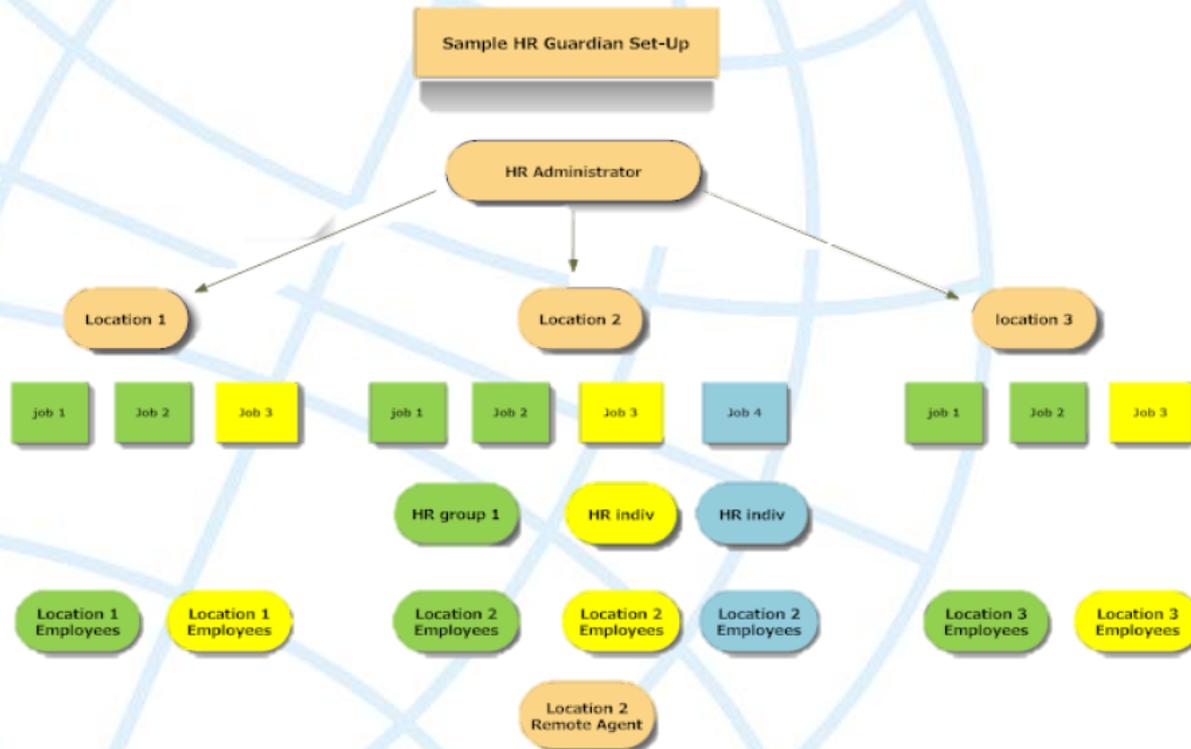


Key Notes:

- **When setting up the Guardian system,** the administrator puts in HR users, locations, and occupation classes. The HR user will be linked to the employees by the location and occupation class they are then assigned to. “Occupation Class “ is an arbitrary title, and can represent groups of employees whatever way the administrator wishes.
- **All permission levels assigned (see System Preferences)** need to be considered so that the admin designates who will be handling I-9 approvals and E-Verify submissions.

Key Notes:

- **The administrator will set up locations, occupation classes, and HR users.** Here the colors are grouped together to demonstrate how employees are attached to HR users via location and occupation class (jobs)



Top Pending I-9s

[View](#) [Mine](#) [All](#) [Analyze](#) [Chart](#)

	Date I-9 Created	Employee Name	Section 1 Deadline	Section 2 Deadline
● E	01/28/2013	Jones, Sandra	01/28/2013	01/31/2013
● E	04/01/2013	Curie, Marie	04/29/2013	05/02/2013
● E	04/03/2013	Eddie, David	05/02/2013	05/07/2013
● E	04/29/2013	Curie, Marie	05/02/2013	05/07/2013
● E	01/28/2013	Collins, Marta	05/02/2013	05/02/2013
● E	04/03/2013	Maxwell, James	05/03/2013	05/08/2013
● E	04/30/2013	Hairston, Janice	05/03/2013	05/08/2013
● E	04/03/2013	Einstein, Albert	05/04/2013	05/08/2013
● E	03/14/2013	Brown, Charlie	05/05/2013	05/08/2013
● E	03/15/2013	Hathaway, Hayden	05/05/2013	05/08/2013
● E	04/18/2013	Clark, Gene	05/05/2013	05/08/2013
● E	03/14/2013	Rodgers, Reggie	05/05/2013	05/08/2013
● E	05/02/2013	Parker, Peter	05/06/2013	05/09/2013
● E	04/29/2013	Lopez, Fred	05/07/2013	05/10/2013
E	05/01/2013	Matt, Bridges	No Hire Date	N/A
E	04/24/2013	Calderon, David	No Hire Date	N/A
E	04/01/2013	Maxwell, James	No Hire Date	N/A
E	04/18/2013	Planck, Max	No Hire Date	N/A
E	05/01/2013	Planck, Max	No Hire Date	N/A

Top Pending Re-Verifications

[View](#) [Mine](#) [All](#) [Analyze](#) [Chart](#)

	Date I-9 Created	Employee Name	Expiration Date	Days Left
●	03/29/2013	Curie, Marie	10/20/2013	166
●	03/29/2013	Curie, Marie	02/02/2014	271
●	01/28/2013	Martinez, Godric	03/13/2014	310
●	04/24/2013	Kepler, Johannes	04/12/2014	340
●	04/23/2013	Bohr, Niehls	04/13/2014	341
●	05/02/2013	Salek, Tim	12/03/2014	575
●	04/25/2013	Salek, Tim	12/03/2014	575
●	04/25/2013	Salek, Tim	12/03/2014	575
●	04/30/2013	Salek, Tim	12/03/2014	575
●	05/03/2013	Salek, Tim	12/03/2014	575
●	04/18/2013	Salek, Tim	12/03/2014	575
●	04/18/2013	Salek, Tim	12/03/2014	575
●	02/07/2013	Salek, Tim	12/03/2014	575
●	04/22/2013	Schrodinger, Erwin	12/03/2014	575
●	04/24/2013	Bohr, Niehls	12/03/2014	575
●	03/08/2013	Salek, Tim	12/03/2014	575
●	03/07/2013	Salek, Tim	12/03/2014	575
●	04/29/2013	Bohr, Niehls	02/02/2015	636

Minute-I-9

Dashboard

My Info

E-Verify

Employees

Tasks

I-9 Forms

I-9 Instructions

Reports

Charts & Graphs

Announcements

Calendar

Tutorials

Administration

Logout

To begin set up, Select *Administration* on the General Toolbar



Adding Guardian Users

HR Information

Add

HR Name (Last, First)

HR ID Number

Location Name

Location No.

Find

Location City

Location State

HR Status



Choose *HR Users* to create Guardian Users

8 Records

Caldara, David	HR Manager	X
Darwin, Charles	Hiring Manager	
Manager, Jody	Staff Manager	
Manager, Joe	Staff Manager	
Manager, Location	Hiring Rep	
Mendel, Gregor	Hiring Admin	X
Pauling, Linus	Human Resources VP	X
Watson, James	Hiring Assistant	

*Italicized names are HRs who have been retired.



HR Information

Add

HR Name (Last, First)

HR ID Number

Location Name

Location No.

Find

Manage an existing user or *Add* a new user

8 Records found

Name ▲▼	Title ▲▼	Admin	Expert	View Billing	Default HR
Caldar, David	HR Manager	X			
Darwin, Charles	Hiring Manager				
Manago, Jody	Staff Manager				
Manago, Joe	Staff Manager				
Manago, Location	Hiring Rep				
Mendez, Gregor	Hiring Admin	X			
Palmiro, Linda	Human Resources VP	X			
Watson, James	Hiring Assistant				

*Italicized names are HRs who have been retired.

 Darwin, Charles

Enter *Personal Information* and *Login Information*; Please Note: SSO arrangements may have *Login Information* disabled

Personal Information Privileges Permissions

User Information

First Name: Charles

Middle Name:

Last Name: Darwin

Title: Hiring Manager

ID Number:

Work Phone: Ext:

Home Phone: Ext:

Cell Phone: Ext:

Email: dcalderon@lawlogix.com

Login Information

Login Name:

cdemodarwin

Update Info

To manually change the password, enter the new password and click the **Update Info** button. No E-mail will be generated.

Click the

Personal Information Privileges Permissions

HR Type

Full Featured HR

Select to use full-featured interface for users who need access to all features of Guardian including multiple dashboards, detailed searching, reports, and other features

Location Manager HR

Select to use simplified interface for users primarily charged with helping new hires complete forms

HR Privileges

Admin User: Yes

Is Allowed to Approve I-9s: Yes

Is Allowed to Amend I-9s: Yes

Is Allowed to Approve Amended I-9s: Yes

Is Allowed to Exempt Issues: Yes

Is an Full Featured Expert: Yes

Can view Dashboard Mini Charts: Yes

Can incur service charge: Yes

User is Default HR: Yes

Current Default HR: Not Assigned

Opt out of CS email: Yes

Reports / Charts & Graphs

Reports Privilege: No Access View Only Create/Edit/Delete

Interactive Reports Privilege: No Access View Only Create/Edit/Delete

Charts & Graphs Privilege: No Access View Only Create/Edit/Delete

Update and Go Back

Update Info

Go Back



Click the *Privileges* Tab



Select the *HR Type*, either *Full Featured* or *Location Manager*

Personal Information Privileges Permissions

HR Type

Full Featured HR

Select to use full-featured interface for users who need access to all features of Guardian including multiple dashboards, detailed searching, reports, and other features

Location Manager HR

Select to use simplified interface for users primarily charged with helping new hires complete forms

HR Privileges

- | | |
|--|---|
| Admin User: <input type="checkbox"/> Yes | Is Allowed to Approve I-9s: <input checked="" type="checkbox"/> Yes |
| Can Park Incomplete I-9s: <input type="checkbox"/> Yes | Is Allowed to Amend I-9s: <input checked="" type="checkbox"/> Yes |
| E-Verify Access: <input checked="" type="checkbox"/> Yes | Is Allowed to Approve Amended I-9s: <input checked="" type="checkbox"/> Yes |
| Can Enter Electronic I-9s: <input checked="" type="checkbox"/> Yes | Is Allowed to Exempt Issues: <input checked="" type="checkbox"/> Yes |
| Can Enter Archival Paper I-9s: <input type="checkbox"/> Yes | Is an Full Featured Expert: <input type="checkbox"/> Yes |
| Can Enter New Hire Paper I-9s: <input checked="" type="checkbox"/> Yes | Can View Dashboard Mini Charts: <input type="checkbox"/> Yes |
| User is Default HR: <input type="checkbox"/> Yes | Can incur service charge: <input type="checkbox"/> Yes |
| Current Default HR: Not Assigned | |
| Opt out of CS email: <input type="checkbox"/> Yes | |

Reports / Charts & Graphs

- Reports Privilege: No Access View Only Create/Edit/Delete
- Interactive Reports Privilege: No Access View Only Create/Edit/Delete
- Charts & Graphs Privilege: No Access View Only Create/Edit/Delete

Update and Go Back

Update Info

Go Back

Select *HR Privileges* to tell Guardian what the HR user can do; Please Note: For Location Managers, you must first set Permissions

Personal Information Privileges Permissions

HR Type

- Full Featured HR
- Location Manager HR

Select to use full-featured interface for users who need access to all features of Guardian including multiple dashboards, detailed searching, reports, and other features

Select to use simplified interface for users primarily charged with helping new hires complete forms

HR Privileges

- | | | | |
|--------------------------------|---|-------------------------------------|---|
| Admin User: | <input type="checkbox"/> Yes | Is Allowed to Approve I-9s: | <input checked="" type="checkbox"/> Yes |
| Can Park Incomplete I-9s: | <input type="checkbox"/> Yes | Is Allowed to Amend I-9s: | <input checked="" type="checkbox"/> Yes |
| E-Verify Access: | <input checked="" type="checkbox"/> Yes | Is Allowed to Approve Amended I-9s: | <input checked="" type="checkbox"/> Yes |
| Can Enter Electronic I-9s: | <input checked="" type="checkbox"/> Yes | Is Allowed to Exempt Issues: | <input checked="" type="checkbox"/> Yes |
| Can Enter Archival Paper I-9s: | <input type="checkbox"/> Yes | Is an Full Featured Expert: | <input type="checkbox"/> Yes |
| Can Enter New Hire Paper I-9s: | <input checked="" type="checkbox"/> Yes | Can View Dashboard Mini Charts: | <input type="checkbox"/> Yes |
| User is Default HR: | <input type="checkbox"/> Yes | Can incur service charge: | <input type="checkbox"/> Yes |
| Current Default HR: | Not Assigned | | |
| Opt out of CS email: | <input type="checkbox"/> Yes | | |

Reports / Charts & Graphs

- Reports Privilege: No Access View Only Create/Edit/Delete
- Interactive Reports Privilege: No Access View Only Create/Edit/Delete
- Charts & Graphs Privilege: No Access View Only Create/Edit/Delete

Update and Go Back Update Info Go Back

Group Memberships

6 Groups found

Group Name	Select
Admin	<input type="checkbox"/>
Assistants	<input type="checkbox"/>
HR_Group_1	<input type="checkbox"/>
Interns	<input type="checkbox"/>
Location Manager	<input type="checkbox"/>
Managers	<input type="checkbox"/>

Add Group

Location Permissions

- View/Edit All** - User has access to all employees for the company regardless of HR, HR Group, or location assignments. (This option cannot be used with Location Managers.)
- View/Edit HR Assigned Only** - User has access to employees assigned directly to HR. Access or restriction by location or HR Group is not applied.
- View/Edit HR Group Assigned Only** - User has access to employees assigned directly by HR Group. Access or restriction by location is not applied.
- View/Edit Restricted Locations Only** - User has access to employees assigned directly by HR or HR Group and further restricted by location as indicated below.

Plus Locations - User has access to employees assigned directly by HR or HR Group, plus has access to the following location group Assignment.

Click the *Permissions* Tab

	None	View Only	View / Edit
0000121 0000121-Fresno Fresno, CA	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 Arizona Phoenix, AZ	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
7 Chicago Chicago, IL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Colorado: Denver Denver, CO	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3 Minnesota Minneapolis, MN	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 Seattle Seattle, WA	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 Springfield Springfield, IA	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
1 Tennessee Nashville, TN	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

These permissions allow HR to potentially view/edit employees and I-9's for other assigned HR's based on physical locations.

Note: Admin users automatically have full access to all data.

Group Memberships

6 Groups found

Group Name	Select
Admin	<input type="checkbox"/>
Assistants	<input type="checkbox"/>
HR_Group_1	<input type="checkbox"/>
Interns	<input type="checkbox"/>
Location Manager	<input type="checkbox"/>
Managers	<input type="checkbox"/>

Location Permissions

- View/Edit All** - User has access to all employees for the company regardless of HR, HR Group, or location assignments. (This option cannot be used with Location Managers.)
- View/Edit HR Assigned Only** - User has access to employees assigned directly to HR. Access or restriction by location or HR Group is not applied.
- View/Edit HR Group Assigned Only** - User has access to employees assigned directly by HR Group. Access or restriction by location is not applied.
- View/Edit Restricted Locations Only** - User has access to employees assigned directly by HR or HR Group and further restricted by location as indicated below.
- View/Edit Assigned Plus Locations** - User has access to employees assigned directly by HR or HR Group, plus has access to the following locations regardless of HR or HR Group Assignment.

Location City, State	None	View Only	View/ Edit
0000121 0000121-Fresno Fresno, CA	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 Arizona Phoenix, AZ	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
7 Chicago Chicago, IL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Colorado: Denver Denver, CO	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3 Minnesota Minneapolis, MN	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 Seattle Seattle, WA	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 Springfield Springfield, IA	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
1 Tennessee Nashville, TN	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

These permissions allow HR to potentially view/edit employees and I-9's for other assigned HR's based on physical locations.

Note: Admin users automatically have full access to all data.

Select *HR Privileges* to tell Guardian how and where the HR user can see employees and their I-9s

Group Memberships

6 Groups found

Group Name	Select
Admin	<input type="checkbox"/>
Assistants	<input type="checkbox"/>
HR_Group_1	<input type="checkbox"/>
Interns	<input type="checkbox"/>
Location Manager	<input type="checkbox"/>
Managers	<input type="checkbox"/>

Add Group

Remove Selected Groups

Location Permissions

- View/Edit All** - User has access to all employees for the company regardless of HR, HR Group, or location assignments. (This option cannot be used with Location Managers.)
- View/Edit HR Assigned Only** - User has access to employees assigned directly to HR. Access or restriction by location or HR Group is not applied.
- View/Edit HR Group Assigned Only** - User has access to employees assigned directly by HR Group. Access or restriction by location is not applied.
- View/Edit Restricted Locations Only** - User has access to employees assigned directly by HR or HR Group and further restricted by location as indicated below.
- View/Edit Assigned Plus Locations** - User has access to employees assigned directly by HR or HR Group, plus has access to the following locations regardless of HR or HR Group Assignment.

Location City, State	None	View Only	View/Edit
000121 0000121-Fresno Fresno, CA	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arizona Phoenix, AZ	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Chicago Chicago, IL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Colorado: Denver Denver, CO	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Minnesota Minneapolis, MN	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Seattle Seattle, WA	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Springfield Springfield, IA	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Tennessee Nashville, TN	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

These permissions allow HR to potentially view/edit employees and I-9's for other assigned HR's based on physical locations.

Note: Admin users automatically have full access to all data.

Click *Add Group* to make the HR user a member of an HR Group sharing responsibility over a *Location* or *Occupation Class* of employee's I-9s



Adding Locations



- System Preferences
- E-Verify
- Calendar
- E-Mail
- Privacy Policy
- Remote Hire
- Misc
- Custom Fields

Employee Preferences

Allow Future Hire Date: when checked, users will be able to create employees with hire dates into the future.

Allow Future Termination Date: If you wish to allow future termination dates, enter the maximum # of days into the future allowed. Leave value of 0 to not allow future termination dates.

Allow Employee Security Number to be entered into the system:

Choose Locations to create location records

Personal Info: Click to make the "My Info" tab data non-editable for employees.

Link Business Unit to Location: When enabled, business unit is determined by location only

Employee I-9 Completion Instructions (Step 4):

I-9 Preferences

I-9 Style

This option effects how non-form Items are displayed in section 1 and 2 of the I-9 form, in order to differentiate these controls from the actual form.

- Guardian: Light Blue Highlighting
- Gray: Light Gray Highlighting
- User: User's Theme highlighting color
- White: White highlighting
- Plain No highlighting

Rehires must complete a new I-9: When checked, all Re-Hires must complete a new I-9; completing a Section 3 for Re-Hires is not allowed.

Incomplete I-9s can be Parked: If checked, an incomplete I-9 can be 'Parked' or saved in the incomplete state. Once Parked, it cannot be modified, amended, or used again. Use this option if employees cannot produce Section 2 documents within 3 days, and end up being terminated. This provides a record of the incomplete I-9 for future reference.

Employee Can Pre-Select Section 2 Documents: if checked, when an employee filling out the I-9 in the employee module or Kiosk is presented with the List of Acceptable Documents Page, the screen will include popup menus detailing the List A and List B/C document choices. The employee must select which documents he or she is intending to use. If not checked, no choices are shown, just the official document itself.

Show All Documents in Section 2: if checked, I-9 section 2 List A/B/C documents will show all possible documents, even those that are not valid for the employee's attestation in section 1. Left unchecked, only eligible documents are shown based on the employee's current section 1 attestation.

Auto-Task I-9 Review: when checked, a task for the HR & Employee will be created automatically and a notification email sent when an employee completes

Locations

Add

Show All



Name

City

State

Number

Find

6 Records found

Name ▲▼

Location
Number ▲▼

City, State ▲▼

[Arizona](#)

2

Phoenix, AZ

[Chicago](#)

7

Chicago, IL

[Minnesota](#)

[Seattle](#)

[Springfield](#)

[Tennessee](#)

Manage an existing *Location* or
Click *Add* to create a new *Location*

to different HRs based on Location and Occupation Class.

Note: After Creating a new location you must go to the HR assignments
area and assign an HR to the new location.

Locations

General Information

Name:

Location No.:

E-Verify: Allowed Not Allowed
This location is ready for E-Verify

Work Phone:

Ext:

Fax:

Primary Location Address

Line 1:

Line 2:

City, State:

Zip, Country:

Enter the location's General Information

HR Permissions

HR Name	HR Title	Admin View-Edit-All	None	View Only	View /Edit
Caldara, David	HR Manager	X	-	-	X
Darwin, Charles	Hiring Manager	-	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Manager, Jody	Staff Manager	-	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manager, Joe	Staff Manager	-	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manager, Location	Hiring Rep	-	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mendel, Gregor	Hiring Admin	X	-	-	X
Pauling, Linus	Human Resources VP	X	-	-	X
Watson, James	Hiring Assistant	-	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

These permissions allow HR's to potentially view/edit employees and I-9's for other assigned HR's based on physical locations.

Note: Admin users (A) and those with View/Edit All (V) have full access to all data

Occupation Class Responsible HR

Occupation Class	Responsible HR	Responsible Group
General	<input type="text" value="Darwin, Charles"/>	<input type="text"/>
GM	<input type="text"/>	<input type="text"/>
Interns	<input type="text"/>	Assistants
Label	<input type="text"/>	HR Group 1
Label 2	<input type="text"/>	HR Group 1
Northwest Territory	<input type="text"/>	<input type="text"/>
Occupation class 3	<input type="text"/>	HR Group 1
OP	<input type="text" value="Caldara, David"/>	<input type="text"/>
Research	<input type="text" value="Pauling, Linus"/>	<input type="text"/>
Staff	<input type="text" value="Mendel, Gregor"/>	<input type="text"/>

Locations

General Information

Name:

Location No.:

E-Verify: Allowed Not Allowed
This location is ready for E-Verify

Work Phone: Ext:

Fax:

Primary Location Address

Line 1:

Line 2:

City, State:

Zip, Country:

Enter the Primary Location Address which auto-populates Section II of the I-9 form.

HR Permissions

HR Name	HR Title				
Caldara, David	HR Manager	-	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Darwin, Charles	Hiring Manager	-	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Manager, Jody	Staff Manager	-	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manager, Joe	Staff Manager	-	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manager, Location	Hiring Rep	-	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mendel, Gregor	Hiring Admin	X	-	-	X
Pauling, Linus	Human Resources VP	X	-	-	X
Watson, James	Hiring Assistant	-	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

These permissions allow HR's to potentially view/edit employees and I-9's for other assigned HR's based on physical locations.

Note: Admin users (A) and those with View/Edit All (V) have full access to all data

Groups by Occupation Class

Group Name	Responsible HR	Responsible HR
Interns	<input type="text" value="Charles"/>	<input type="text"/>
Label	<input type="text"/>	HR Group 1
Label 2	<input type="text"/>	HR Group 1
Northwest Territory	<input type="text"/>	<input type="text"/>
Occupation class 3	<input type="text"/>	HR Group 1
OP	<input type="text" value="Caldara, David"/>	<input type="text"/>
Research	<input type="text" value="Pauling, Linus"/>	<input type="text"/>
Staff	<input type="text" value="Mendel, Gregor"/>	<input type="text"/>

Locations

General Information

Name:

Location No.:

E-Verify: Allowed Not Allowed
This location is ready for E-Verify

Work Phone: Ext:

Fax:

**Select level of HR Permissions at the Location:
Admin View-Edit-All, None, View Only, or View/Edit**

City, State:

Zip, Country:

HR Permissions

HR Name	HR Title	Admin View-Edit-All	None	View Only	View /Edit
Caldara, David	HR Manager	X	-	-	X
Darwin, Charles	Hiring Manager	-	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Manager, Jody	Staff Manager	-	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manager, Joe	Staff Manager	-	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manager, Location	Hiring Rep	-	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mendel, Gregor	Hiring Admin	X	-	-	X
Pauling, Linus	Human Resources VP	X	-	-	X
Watson, James	Hiring Assistant	-	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

These permissions allow HR's to potentially view/edit employees and I-9's for other assigned HR's based on physical locations.

Note: Admin users (A) and those with View/Edit All (V) have full access to all data

Responsible HRs / HR Groups by Occupation Class

Occupation Class	Responsible HR	Responsible Group
General	<input type="text" value="Darwin, Charles"/>	<input type="text"/>
GM	<input type="text"/>	<input type="text"/>
Interns	<input type="text"/>	<input type="text" value="Assistants"/>
Label	<input type="text"/>	<input type="text" value="HR Group 1"/>
Label 2	<input type="text"/>	<input type="text" value="HR Group 1"/>
Northwest Territory	<input type="text"/>	<input type="text"/>
Occupation class 3	<input type="text"/>	<input type="text" value="HR Group 1"/>
OP	<input type="text" value="Caldara, David"/>	<input type="text"/>
Research	<input type="text" value="Pauling, Linus"/>	<input type="text"/>
Staff	<input type="text" value="Mendel, Gregor"/>	<input type="text"/>



Adding Occupation Classes



Occupation Class

Add

12 Records found

Occupation Class

- [General](#)
- [GM](#)
- [Interns](#)
- [Label](#)
- [Label 2](#)
- [Northwest Territory](#)
- [Occupation class 3](#)
- [QP](#)
- [Research](#)
- [Staff](#)
- [Stephen Hawking](#)
- [Territory 31](#)

Choose *Occupation Class* to create Occupation Classes



Note: At least one Occupation Class is required. Employees will be assigned to different HRs based on Location and Occupation Class.

Note: After Creating a new Occupation Class you must go to the HR assignments area and assign an HR to the new Occupation Class.

- Preferences
- Custom Help
- Templates
- Locations
- Occupation C...**
- HR Users
- HR Groups
- HR Assignments
- Purge Data
- Announcements
- Employee Kiosk
- Exit Admin



Occupation Class



12 Records found

Occupation
Class ▲ ▼

[General](#)

[GM](#)

[Interns](#)

[Label](#)

[Label 2](#)

[Northwest Territory](#)

[Occupation class 3](#)

[QP](#)

[Research](#)

[Staff](#)

[Stephen Hawking](#)

[Territory 31](#)

Manage an existing *Occupation Class* or
Click *Add* to create a new *Occupation Class*

Note: At least one Occupation Class is required. Employees will be assigned to different HRs based on Location and Occupation Class.

Note: After Creating a new Occupation Class you must go to the HR assignments area and assign an HR to the new Occupation Class.



Preferences



Custom Help



Templates



Locations



Occupation C...



HR
Users



HR
Groups



HR
Assignments



Purge Data



Announcements



Employee Kiosk



Exit Admin



Occupation Class

General Information

Name:

Reminder: If adding a new occupation, you must go to the HR Assignments area and assign an HR to the new occupation.

[Update and Go Back](#)

[Update Info](#)

[Go Back](#)

[Delete This Occupation Class](#)

Name your *Occupation Class*

Created: 09/17/2012 @ 15:11:30



Assigning Responsibilities & Notifications



HR and HR Group Assignments

Note: Make sure a HR and/or HR Group is assigned to each Occupation Class for each Location.
Changes made on this screen may take a few moments to complete.

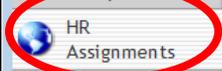
Location:

Occupation Class	Responsible HR	HR Group
General	<input type="text" value="Manager, Jody"/>	<input type="text" value="Managers"/>
GM	<input type="text"/>	<input type="text" value="Managers"/>
Interns	<input type="text"/>	<input type="text" value="Assistants"/>
Label	<input type="text"/>	<input type="text"/>
Label 2	<input type="text"/>	<input type="text"/>
Northwest Territory	<input type="text"/>	<input type="text"/>
Occupation class	<input type="text"/>	<input type="text"/>
OP	<input type="text"/>	<input type="text"/>
Research	<input type="text"/>	<input type="text"/>
Staff	<input type="text"/>	<input type="text" value="Manager"/>
Stephen Hawking	<input type="text" value="Pauling, Linus"/>	<input type="text"/>
Territory 31	<input type="text" value="Manager, Location"/>	<input type="text" value="Location Manager"/>

Choose *HR Assignments* to assign HR users' responsibilities; Please Note: If *HR Assignments* is not visible, assign responsibility by occupation class via *Locations*

Pending data changes: **None**

All Changes have been completed



Make sure a HR and/or HR Group is assigned to each Occupation Class for each Location. Select *Location* and then assign a HR and/or HR Group

Changes made on this screen may take a few moments to complete.

Location: Chicago [7] - Chicago

Occupation Class	Responsible HR	HR Group
General	Manager, Jody	Managers
GM		Managers
Interns		Assistants
Label		HR Group 1
Label 2		HR Group 1
Northwest Territory		Admin
Occupation class 3		HR Group 1
OP		Assistants
Research		Admin
Staff	Manager, Joe	Location Manager
Stephen Hawking	Pauling, Linus	
Territory 31	Manager, Location	Location Manager

Update Changes

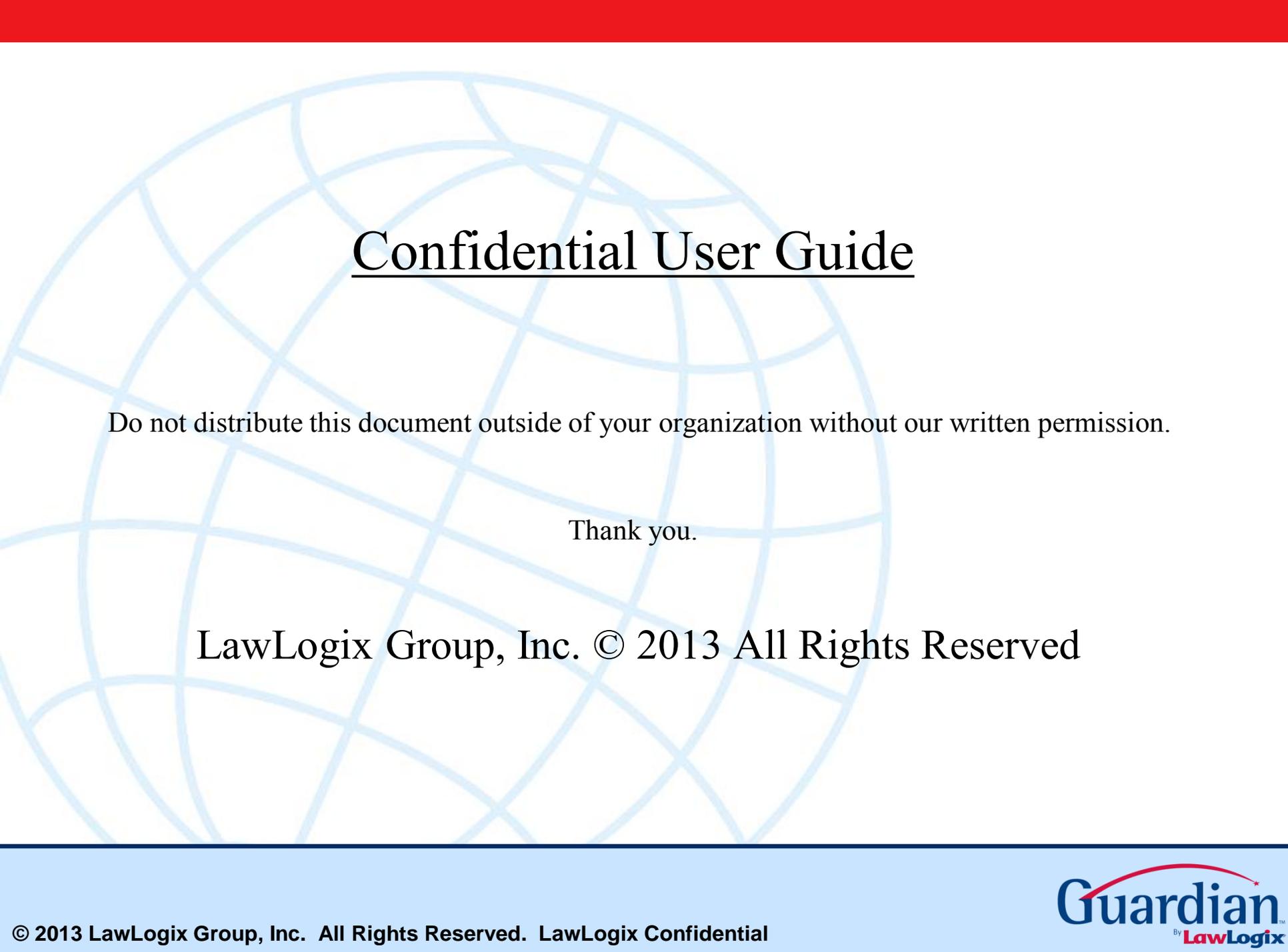
Revert Changes

Pending data changes: **None**

All Changes have been completed

Further Assistance

- Select *Tutorials and Information* from the vertical toolbar to access other system tutorials.
- Select the help icon  located in the upper left hand corner of the vertical toolbar.



Confidential User Guide

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Thank you.

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