People Record Edits for Agency Administrators

eSTART State of Alabama

People Record Edits for New Employee

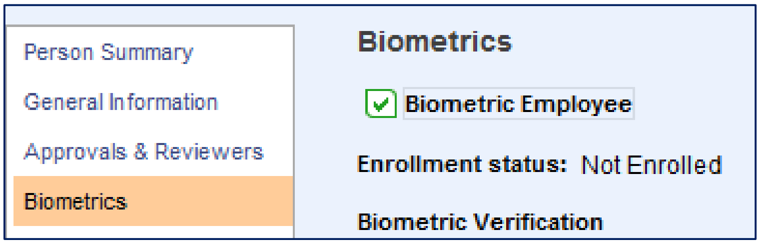
Once a new employee record is added in GHRS, a shell record is loaded to eSTART by the GHRS interface nightly. However, certain information will need to be manually updated by the Agency Administrator in eSTART.

1 Select **My Genies>Quickfind** and search for the employee name.

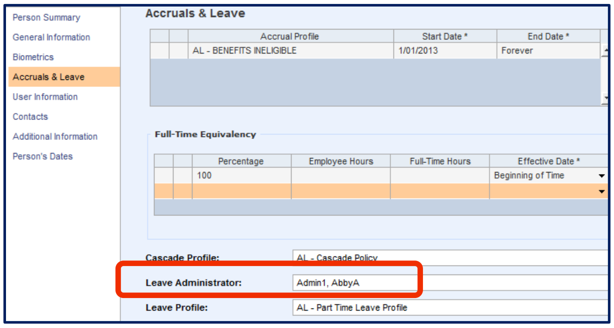
2 Select the employee name and select **People** from the **Quick Links** menu (or right-click on the name and select **People** from the pop-up menu). The People Editor page displays.

Note: There are two tabs on this page: **Person** and **Job Assignment.**

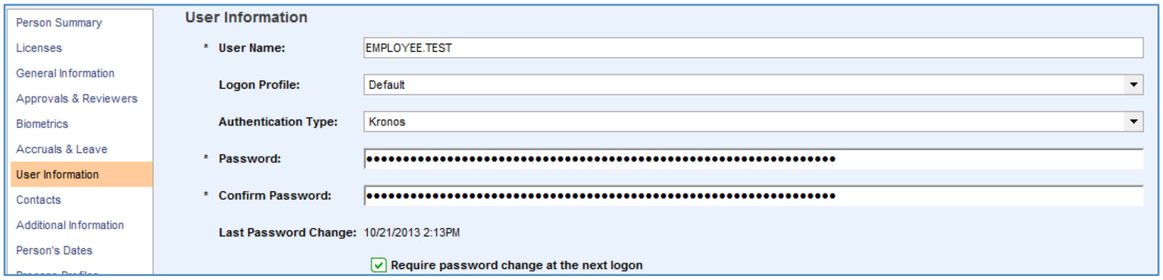
3 If the employee will use a time clock to record time, select the **Biometrics** link from the **Person** tab on the screen above. Check the **Biometric Employee** check box. If the employee will not use a time clock, skip this step.



4 Each employee must be assigned to a Leave Administrator. Select the **Accruals & Leave** tab**.** Open the **Leave Administrator** drop-down and select the Leave Administrator's name.



5 Select the **User Information** tab.



6 a) If the user has an Active Directory ID, change the **User Name** to the **employee's email address**, i.e. jane.doe@agency.alabama.gov. Then select **LDAP** from the **Authentication Type** drop-down. The user's password will be their network password.

b) However, if the employee does not have an Active Directory ID, the assigned Logon ID and initial password will be populated in the **User Name** field by an interface. Initial password will be **P@ssw0rdxxx** (xxx = your agency number).

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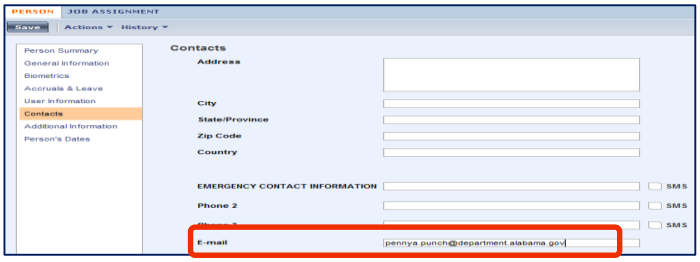
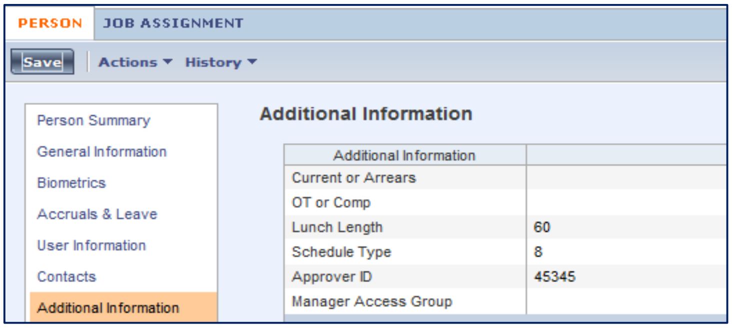
7 Select the **Contacts** link. If the employee has an email account, key it in the **E-mail** field.



8 Select **Additional Information.** In the right column of the table, key the information that applies to the employee for:

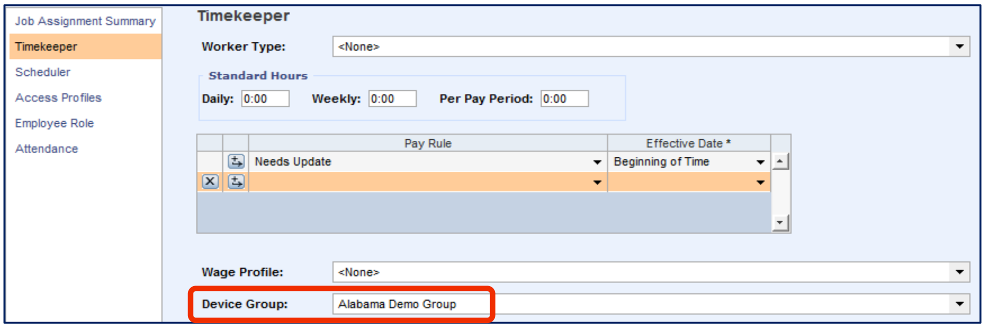
- **Current/Arrears** – LEAVE FIELD BLANK – DO NOT KEY
- **OT/Comp –** complete the field for all non-exempt employees. Leave blank for Exempt employees.
- **Lunch type** - (0,30, or 60) – key the length of the employee's lunch time.
- **Schedule Type** - See the legend below for explanation of the values for this field.
- Key the **Approver ID** (employee ID) of the employee's manager.



Schedule Type information below:

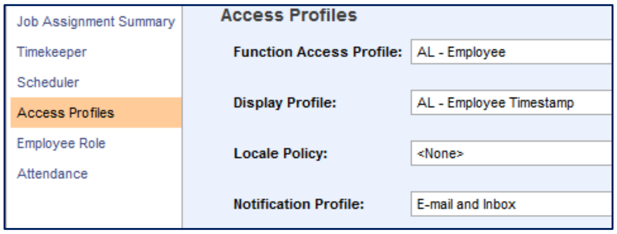
8 – 8 hour employee - Traditional schedule
8N – 8 hour employee – Non-Traditional schedule
8PI – 8 hour Exempt employee who punches IN ONLY
8PA – 8 hour Exempt employee who punches all time
10 – 10 hour employee
12 – 12 hour employee
24 – 24 hour employee

9 If the employee will record time from a Time Clock, select the **Job Assignment** tab, then **Timekeeper**. Select the Time Clock device from the **Device Group** drop-down. If employee will not use a time clock, skip this step.



10 From **Job Assignment**, select **Access Profiles**.

- If employee has an Agency email account, choose **Email and Inbox** from the **Notification Profile** drop-down.
- If employee does not have an Agency email account, select **Inbox Only**.
- **Save** the changes.



Note: The update will require an overnight cycle to become effective. Employees who will use a time clock may be enrolled on the clock the following day.

11 Select **Related Items>Schedule Editor** to add a work schedule for the employee (See **Schedule Editor – Managers** job aid for assistance with schedules).