
1 Introduction

The purpose of the user guide is to provide information, procedures and instructions to help you maintain an employee's contractual information within the Trent HR system, including:

- Work Hours
- Salary
- Working Pattern
- Funding
- Contractual Elements
- Extensions to Tenure

1.1 Where to Find the Data

Most of the options listed can be located in the Positions area of the People module using the following navigation path:

Navigate: Organisation > People (select the employee) > Employment > Positions (select position)



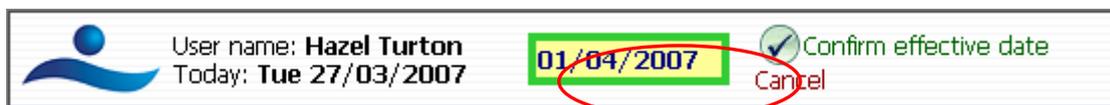
1.2 Effective Dates

Whenever changes to position details are required, you must ensure that the effective date of the change is entered. This is achieved in two ways and is dependant on the item being changed.

- Using the Effective Date field in the Control Bar
- Completing the Start Date field in the relevant form

Once you choose the appropriate form for the change, Trent will wait for you to enter the date in the Effective Date field in the Control Bar.

1.2.1 Using the Control Bar



The screenshot shows a control bar with the following elements: a logo on the left, user information 'User name: Hazel Turton' and 'Today: Tue 27/03/2007', a date field containing '01/04/2007' which is highlighted with a red circle, and two buttons on the right: 'Confirm effective date' with a checkmark icon and 'Cancel'.

Enter the required date and click on the 'Confirm effective date' option next to the field or press Enter.