

Verification - HRS3000

Table of Contents

erification - HRS3000	. 1
erification - HRS3000	

Verification - HRS3000

Personnel > Maintenance > Staff Demo > Verification

This tab displays employee demographic information in addition to hiring, contract, and salary data. (Contract and salary data is based on the current logged-on pay frequency.)

Employee data on this page is display only for verification purposes and cannot be changed. Use the applicable maintenance pages to make changes.

View demographic and employment data:

Retrieve an	Search for a record.
existing record.	Begin typing the employee name or number. As you type the data, a drop-down
	list of corresponding data is displayed. Select an employee and click Retrieve .
	Or, click Directory to perform a search in the Employees directory.

Other functions and features:

	Retrieve data. The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Documents	View or attach supporting documentation.

2025/12/06 08:45 1 Verification - HRS3000



Back Cover