SNS COLLEGE OF ENGINEERING

Kurumbapalayam (Po), Coimbatore – 641 107
An Autonomous Institution
Accredited by NBA – AICTE and Accredited by NAAC – UGC with 'A' Grade
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

DEPARTMENT OF MANAGEMENT STUDIES

COURSE NAME : 19BA315 STRATEGIC HUMAN RESOURCE MANAGEMENT

II YEAR /III SEMESTER

Unit II – EHRM

Topic 2: E-Employee Profile

E-EMPLOYEE PROFILE

◄ E-employee profile is a self-access to database to view or update particulars, list of compensation packages, skills, qualifications and other information related to the job.

COMPONENTS

◄ Employee personal details

◄ Employee contact details

◄ Employee family details

◄ Employee emergency contact

◄ Employee banking details

◄ Employee soft skills and certification details

◄ Employee personal scheduler and calendar

CREATING & MAINTAINING E-PROFILE

◄ Open Windows-HRIS-Organization

◄ Select Data>Employees>Employee Information

◄ Click New

◄ Enter Biographical Information

◄ Enter the following data in respective fields

  ◄ Name, Code name, Address, emergency contact person, emergency contact number, DOB, Wedding date, Social Security number, gender etc.

CONTD...

◄ Necessary additional informations

◄ Select control options:

◄ Click yes to create a profile, no if you don't want to create a profile

◄ Click ok

ESSENTIAL REQUIREMENTS FOR E-EMPLOYEE PROFILE

◄ Provision to save and cancel employee personal and contact details.

◄ Table for managing employees' personal details.

◄ Video browses control to add employee videos.

◄ Reset option to clear textbox content.

◄ Picture box to display employee's photo.

◄ Provision to add, edit and save family details.

RECAP

QUESTIONS???

THANK YOU