

Staff View – Payroll – User Guide



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Path: Finance → Payroll → Staff View

New Employees should be created through Staff View. You do not need to enter all the details at this stage but the Staff Member needs to be saved.

The screenshot shows a software window titled "Staff View" with a yellow border. At the top, there are input fields for "Staff Code" (BENSON H), "Name for Reports" (Mr H Benson), "Salutation", and "Status" (RELIEF Non Teaching). To the right, there is a "Timetable Code" field (HB) and a "TimeTable" button. Below these fields is a tabbed interface with tabs numbered 1 to 9: 1 Address, 2 Work, 3 Personal, 4 Comments, 5 Prof/Pers Dev..., 6 Sec. - Keys, 7 User Def, 8 Medical, 9 Med History. The "Address" tab is active, showing fields for "Address Title" (Mr H Benson), "Postal Address" (36 Insoil Avenue), "Town" (Fetherhall), "Resident Address" (36 Insoil Avenue), "Town" (Fetherhall), "State", "Country", "Phone" (07 857 8888), "Mobile" (089 688 889), "E-Mail Work" (staff@kiwi.school.nz), and "E-Mail Home". There are also "Set to Postal" and "Phone Silent" checkboxes. At the bottom of the window, there are buttons for "Save F2", "Clear F5", and "Exit ViewEsc".