## ready people



# Admin Guide Ready Pay by HR3



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## **Ready People Mobile App**

Trusted for over 30 years, Ready Pay by HR3 is the leading provider of people management software.

We know society continually needs innovative solutions to solve new and emerging challenges. And we also know technology alone is not enough. That's why we've never lost sight of the power of a people-centric approach.

We have launched the Ready People mobile app as an extension of Ready Pay by HR3 to support the workforce success in your organisation. Ready People offers convenient, flexible, automated solutions for the employee and manager to access their payslips, leave and more anywhere at any time.

Ready People is a cloud-based mobile app, and it is constantly improving. Here are some features we are bringing to you at this stage:





My Pay

**My Pay** provides the flexibility for employees to access their payslips whenever needed. The employees can download the payslip to their phones or send and share the payslip through the apps available on their phones.

Ready People show all the payslips HR3 retains.

#### My Leave

**My Leave** allows Employees to apply for leave through Ready People. They can view their annual leave and personal leave balance.

The employees can select different leave types and reasons when they apply for leave. They can also choose to attach a file when applying for leave.

Managers can approve or decline leaves in Ready People.

As the Admin, you could update the leave types and reasons that can appear on Ready People through HR3 Kiosk.





My Time

**My Time** allows employees to enter their timesheets in Ready People, they can also view and edit their timesheets. Managers can view and approve their employees' timesheet under Actions.





#### My Details

The employees can view and edit their details in Ready People.

#### Preferences

**Security:** The employees can set their preferred method to log in either Biometric or Pin Code,

**Application:** Employees and managers can turn the notifications on to receive leave requests notifications or approval, there is a support link available for the employees to access to FAQ. Please refer to <u>this link</u> to find out more information about how employees and managers can utilize Ready People.

Account: Employees and Managers can also reset passwords here.





## Limitations

We would like you to know the limitations on the app before you enable Ready People for your organization:

- 1. Automated Workflows for leave requests Automated Workflows for leave requests are not available in Ready People. If you have Leave Request Workflows enabled, you cannot use the Leave menu in Ready People and vice versa.
- 2. **Manager drill down of timesheets** The manager cannot drill down into their team's timesheets. The Timesheet show a summary of total hours submitted by the team. You can look at the details of daily timesheet entries in Kiosk.
- 3. Job Costing in timesheet Job Costing is not available in timesheets. You can still use timesheets without job costing in Ready People and continue to do job costing entries in Kiosk timesheets.
- 4. Work patterns in Timesheets Work patterns are not supported in Timesheets.
- 5. Weekly Timesheet Summary Weekly Summary for timesheets does not get populated in Kiosk through timesheet entries in Ready People but Worked Hours and Worked Hours Decimal does.
- 6. **Single Sign On** Single Sign On is currently not available in Ready People. If you are currently using SSO you cannot enable Ready People. You will be notified once it's ready to be used in the app.
- 7. **MFA** The new logon experience will not initially support MFA. This feature will be added shortly. More details will be provided when the new MFA feature is released as employees will need to re-register MFA.



#### How to Enable and Resync Ready People?

The following guide will provide you, as an Admin, the steps on how you could enable Ready People for your organization, how to invite your employees to use Ready People and what functions and options you have between HR3 Kiosk and Ready People to suit your business' people management needs the best.



Important note: Please do not forget to invite your employees to use Kiosk and Ready People through the <u>employee email invite functionality</u>, this is mandatory when you have new employees on boarding.

#### Enable Ready People Mobile App

In Admin Kiosk, click System Options  $\rightarrow$  Ready People Mobile App  $\rightarrow$  Enable/Disable Ready People Mobile App and you will see Enable Ready People Mobile App button.

Note: Only the employees who have the HR3 Kiosk can access the Ready People mobile app.

	Display	Mail	Planner Items	Companies	Leave Type	Escalations	Timesheets	Job Costing	Expenses	HR Options	OHS Options	OHS Access	Links	AW Options	Ready People Mobile App	)
	nable/Disable	Ready Peo	ople Mobile App													<u>^</u>
	Enable Rea	dy People	Mobile App													
	Status	Disa	bled													
ł	eady People M	lobile App	Settings													~
l	earn More															~

Once your business decides to enable Ready People, you can click this **Enable Ready People Mobile App** button and the set-up process of the Ready People mobile app starts. A message window will pop up:

This message provides you the link to access Ready People Admin Guide and make sure you understand that Kiosk login experience will change, and it cannot be reversed.	Important Message          I acknowledge that I have downloaded and read the Ready People Admin Guide         I understand that Kiosk login experience will change and can't be reversed
You need to tick both boxes and click 'OK' to continue.	OK Cancel
You will receive another message window to remind you the process will take some time to complete, click 'OK' if you would like to continue.	Important Message The process will take some time to complete. Are you sure you want to continue? OK Cancel

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Once the process starts, you will see a progress bar and the status updates to 'Working'.	Ready People set up is running         Job progress: 10%         10%         Current status: Working         Close
Once the progress is completed, a status window will pop up to let you know Ready People mobile application is enabled.	Ready People set up is running     100%     Current status: Completed     Ready People set up is running     Close     100%     Current status: Completed     Current status: Completed     Ready People mobile application is now enabled.
The Status will be updated to <b>Enabled</b> .	Welcome Dells         Welcome Dells         Welcome Dells         Biggent         Welcome Dells         Welcome Dells         Biggent         Biggent

#### Resync

When an employee is unable to access the app. Please contact support when you need to use resync for any employees who might have issues in accessing the app.



#### Who can access the Ready People mobile app?

The employees who have the HR3 Kiosk will have access to the Ready People mobile app.

The HR3kiosk access is controlled here: Employee  $\rightarrow$  Security  $\rightarrow$  HR3Kiosk in HR3 pay.

Details	Characteristics	<u>T</u> ax	Security	Conditions	of Employment	HR - Positions	OHS - Locations	Termination	User Defined Fields
Access	5								
	Employ	ree Le	vel	0 0					
	ł	HR 3Kid	osk 🗸						
	Kio	sk Pro	file Admin	istrator					
Rep	orts and Payslips F	asswi	ord *****	***	Show passwo				
Password Question Password Answer			ion firstna	ime					
			ver test						
	HR3pay Securi	ty Gro	up				*		

Note: Terminated employees cannot log in to the Kiosk or the Ready People mobile app.

### What are the changes after enabling Ready People?

After the set-up process of Ready People is complete, the log in screen will change:

The **Change Password** button in the HR3 kiosk will be changed to **Change Reports & Payslips Password**. The employees can change their passwords here; however, it is not mandatory the employees can still log in as well as view reports and payslips using the current passwords.



#### How do I disable Ready People?

You can disable Ready People Mobile App by clicking the **Disable Ready Mobile App** button, the status will change to Disabled. The employees = > ready pay

 $\odot$ 

cannot access Ready People anymore.

**Please note:** The changes made as mentioned above to the HR3 Kiosk (login screen and Change Reports & Payslips Password screen) cannot be rolled back after disabling Ready People.

powered by hr3 klask													Ny Taxies 🔻 🍳	Delix Da	٠
Welcome Dolla	- Parre	Herrs	Companies	Lawree Types	Escalations	Traslants	Job Costing	Eperses	HR Options	OFS Options	OHS Access	Linis	Baady Deeple Hotile App	<	>
Folit Setails Logarit	Ready De	iple Settin	C.	_											^
ompany	014	n Dandy P	veşik Mabile App												
ly Texan	Filease (	ote thet (	only those emplo	ryces that have as	cers to HR7 Kies	t will be oble to a	ccess the mobile of	DV.							
nplayee Details	Sures		Enabled												
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ave Details	Learn Ma														Y
eports & Payslips															
mesheets															
Imin															
ipd sites															



## **Ready People Mobile App Settings**

#### Logo

You can change the logo that is displayed at Ready People Home page.

Under Admin  $\rightarrow$  System Options  $\rightarrow$  Ready People Mobile App  $\rightarrow$  Ready People Mobile App Settings  $\rightarrow$  Browse  $\rightarrow$  Select the Logo  $\rightarrow$  Upload the Logo



#### Support link

As an admin, you can configure how you would like the employees to contact support.

You can:

1. Choose the Default *Please contact your employer*. When the employees click Support in Ready People, they will see Please Contact your employer.

2. URL: You can put a link here and when the employees click Support in Ready People, they will be directed to the link.

For example, the link could route users to an internal support desk.

3. Email: You can choose to put the email address here, when the employees click Support in Ready People, their enquiries will be directed to the email address.

For example, an Email address that is used for payroll queries.

Support Link —		
🖲 Default	Please contact your employer	
O Email		





#### Manage Mobile App Menu

You can choose if you would like to show My Leave, My Time or My Pay on Ready People by ticking or unticking one of the following boxes.

If My leave and My Time are not selected, Actions will not be available on Ready People.

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ons								
eave								
Time								
Pay								
	ons 🕄 Leave Time Pay	ons 🕄 Leave Time	ons 🚯 Leave Time	ons 🚯 Leave Time	ons 🗊 Leave Time	ons 🗊 Leave Time	ons 🕄 Leave Time	ons 🗊 Leave Time

#### Learn More

This link will take you to our <u>Ready</u> <u>People Help Page</u>. This page will provide the Admins with the Admin Guide with the information before it can be rolled out to your organization.

	powered by hr3 kiosk	k												My Tasks 🔻 🔍	Oella Dai 🔻
0	Welcome	-	Planner Items	Componies	Leave Type	Escalations	Timesheets	Job Costing	Expenses	<b>NR Options</b>	OHS Options	OHS Access	Links	Ready Recold Nobile App	$\langle \rangle$
0	Edit Details Logout	L	Ready People Settin	E1											~
<b>*</b>	Company	Ι.	Support Link												$\sim$
51	My Team		Learn More												^
9	Employee Details	н	Click here to lea	arn mare											
0	Employee HR Details	ľ			J										
×	Leave Details														
Ⅲ	Reports & Payslips	L													
9	Timesheets	L													
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#### How do I invite our employees to use Ready People?

As an admin user, you can send email invites to all existing employees or new employees on boarding to the mobile app so that it is available to everyone when your organisation is ready to use it.

Under the Admin menu in Admin Kiosk, there is a new option called **'Employee Email Invites**', you can:

- Customize the email invites templates under 'Customise Email Invites'
- Filter the groups or select the individuals whom to send the email invites to under **'Send Email Invites'**

	<b>pay</b> nr3 kiosk	
Employee HR Detai	Is Customise Email Invites	٦
X Leave Details	Send Email Invites	
Reports & Payslips		-
Timesheets		
Admin		
Users		
Groups		
Menu		
News Updates		
System Options		
Requests		
HR Framework		
Employee Email Invites		
? Support		
Management		
🐶 онз		
Expense Details		
HR HR		



#### **Customise Email Invites**

Under this tab, you can design the email invite templates to suit your business need. You can also view in HTML and preview it.

Click 'Save' to save the changes.

You can restore the default template if decide to use the default template.





#### Send Email Invites (Mandatory)

You can select and filter the groups of employees that you would like to send the email invites to.





Select the departments that you would like to send the email invites to.	Send Email Invites       Kinsk only (new employee onbo * ADBENALAN       Department       Select All       Implayee No       Invite Select All       Invite Select All
Choose the Employment Status.	Send Email Invites         Klosk only (new employee onbo v Company v Department       Status v Search employee       Search         Select All       Employee No       Employee Name       - Full Time       No data to display         Send       Send       - Company       - Company       - Company
You can also search individual employees in the search bar. Click 'Send' once the groups of employees have been selected.	Send Email Invites       Klosk only (new employee onbo
The system will confirm if you are sure to send the email invites, click OK to continue.	hr3cloud.com says Are you sure you want send email invite to 1 employees? OK Cancel
A successful message will pop up after all email invites have been sent.	Message Successful! All email invites have been sent. OK



This is an example of what employees will receive

You're invited to your employee self-service!
Kiosk         √@h         ∽         →         iii         0           To<           9:5         9:5         9:5         9:5
(i) If there are problems with how this message is displayed, click here to view it in a web browse Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.
Employee self service
in Dota. Ya ku ne huji pini he AzimPalat Adri naprojene nosladivatar invite posta Ya ne ni kono ena ya konosti in vere postpin ranager levo, ani est persona detata nayitera, apinger ad a jou concentrativati est a jou concentrativati.
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How do I login for my samplayee caline portal? The same you're drage the open calinating you act up in the previous step. You will ever the inclusions previous hugen.
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#### Change the access to Employee Email Invites page

The access to Employee Email Invites page to different user groups can be defined in Admin  $\rightarrow$  Groups  $\rightarrow$  Admin. Select the checkboxes against Employee Email Invites to give a user group access to this page.

Reports & Payslips	Company	My Team	Employee Details	Employee HR Details	Leave Details	Expense	Reports & Payslips	Timesheet	Support	Management	Admin	OHS	HR
Reports & Payslips											-		
HR	Item					Su	Jbltem						
OHS	Users												
Management	Groups HR Framework												
Admin	The Hallework					la	stitutions						
Jsers							NZSCO						
Groups							ositions						
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Framework nu ws Updates istem Options quests ployee Email Invites	Requ	uests						Timeshi Job Cos Expense HR Opti OHS Op OHS Act	eets ting es ons tions :ess	e App			



## Change the personal details edit scope in HR3

**Note:** Phone and address edit scope are controlled via this permission. By default, the preferred phone and address are enabled and editable in Ready People.

Click on Admin $\rightarrow$ Groups and select the group that you want to change the edit scope (here we selected ESS).

Click on Employee Details to modify the personal details edit scope



To prevent the employee from editing their phone and address in Ready People and HR3 kiosk – toggle off the "edit" checkbox in the personal details section.

Click Update to save the changes.

ready pay powered by hr3 klask											My Tasks 🔻	Della Dal
Welcome Della Edit Desails Legout	Go Back Upda Group Name ESS Description Employe	e Self Serve										
Company	A-B C-D E		KL M-N D-P Q-R	5-T U-V	w-x v-z							
My Team	Orag a column header here to gr	sup by that column										
Employee Details	Assigned	Employee	Employee Name		Company Name		Logi		Groups Assigned		H.	A
Employee HR Details	•	000097	Su Al		ADRENALAN		8		655			
Leave Details	•	000092	Shivam Arora		ADRENALAN	ADRENALAN			ESS			
Reports & Payslips	•	000063	Rit Barry		ADRENALAN		62		655			
) Timesheets	Company My Tea	n Employee Details	Employee HR Details Leave Deta	ils Expense	Reports & Payslips	Timesheet	Support	Management	Admin OHS	HR		
Admin	Item		Subiliem		Function Manager	My Own	My Team	Assigned	Display	Add	Dedit	Delete
15-075	Personal Details							2	•	•	•	
Troups			Personal			2		53	63	•		
denu			Address			•		•	•	•		•
News Updates			Phone Numbers				•	•	•	•	-	•
System Options			Bank Accounts				•	2	•	•	•	•
Requests			Suprementantine					82	83			

With the phone and address edit scope toggled off the employees are unable to edit their primary phone number and address

2	2:12	2	al  4G 🗈
<del>~</del>	- Pe	Personal details	
		ile - preferred Intact your administrator to update the	e details.
	umber 444111		
Exte 09:	itensior 92	sion	
		erred address intact your administrator to update the	e details.
	ddress 3 Som	ome great address	
Add	ddress	rss 2	
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	aburb	E WARREN EAST	
Sta Vic	ictoria		
Col	ountry	try	No. 1 Lay 10



#### Change the personal details view scope in HR3

As the setting above, go to Admin $\rightarrow$ Groups $\rightarrow$ the Groups you need $\rightarrow$ Employee Details.

To hide a personal details section, toggle off the "display" checkbox for the section. Here we are preventing users from viewing user-defined fields.

Ready People displays sections:

- Personal Details
- Emergency Contacts
- Bank Accounts
- Superannuation
- User-Defined Fields

For Ready People to display these sections, the display check box must be toggled on and the section must contain details. Click Update to save the changes.

Welcome Della											
Edit Details	Go Back Upc	late									
Logout	Group Name ESS										
Company		ee Self Serve									
	A-8 C-0	E-F G-H I-J	K-L M-N O-P Q-R S-	U-V W-X Y-Z							
My Team	Drag a column header here to p	peop by that column									
Employee Details	Assigned	Employee	Employee Name	Company Name		Log	in	Groups Assigned			MEA
Employee HR Details		000097	Su Ai	ADRENALAN		2		ESS			
Leave Details		000092	Shivam Arora	ADRENALAN		2		ESS			
Reports & Payslips	-	000063	Kit Bany	ADRENALAN		2		ESS			
Timesheets	Company My Te	am Employee Details	Employee HR Details Leave Details	Expense Reports & Payslips	Timesheet	Support	Management	Admin OHS	HR		
Admin	Hem		Subitem	Function Manage	My Own	My Team	Assigned	Display	Add	Dedit	Delete
lsers	Personal Details							2	2		
iroups			Personal	0	2		5	13	2	2	
ienu			Address								2
ews Updates			Phone Numbers								2
			Bank Accounts	0							
ystem Options					0						
ystem Options lequests			Superannuation								

With the user-defined field toggled off, the user-defined field section is hidden from the user:

1:52	•1   46 📼
My details	×
Trent	TC t Conway
	RENALAN
Position / Title	IT Manager
Department	
Personal details Emergency contact	> t details
Bank accounts	>
Superannuation	>
	Parent rate



### Update leave types and reasons for Ready People in HR3

You can update leave types and reasons for Ready People through the HR3 Kiosk.

Click Admin $\rightarrow$ System Options $\rightarrow$ Leave Type and select the company.



To show a **leave type** in the list - ensure the "show" checkbox is enabled. In this example, we

will display the leave type "Public Holiday" on the leave request form.

#### Note:

• These changes will also be reflected on the HR3 kiosk.

• Enabling non-negative leave, the HR3 kiosk and Ready People will validate that the employee has a positive leave balance prior to submitting the leave requests.

Leave Type					^
Pay Item	Description	Override Description	No Negative	Show	Default
LAN	Annual Leave				۲
LCO	Annual Leave Cashout				0
LFL	Flexitime				0
LFP	Flexitime Paid			<b>_</b>	0
LLS	Long Service Leave			<b>~</b>	0
LPC	Purchased Leave				0
LPD	Productivity Days				0
LPH	Public Holiday				0
LSA	Sabbatical Leave				0
LSB	Sabbatical Expenses				0
LSC	Personal (Sick) Leave				0
LSE	Sick Leave Cashout				0

To show a **leave reason** in the list, ensure the "show" checkbox is enabled. In this example, we will display the leave reason "Carers Leave" on the leave request form in Ready People.

Leave Reason		
Description	Show	Default
Army Reserve		0
Board Meeting	<b>Z</b>	0
C.F.A Volunteer Duty		0
Cares Leave		0
Family Leave	<b>V</b>	0
Fire Warden Training	<b>Z</b>	0
Leave to attend funeral	<b>Z</b>	0

#### Note:

• These changes will also be reflected on the HR3 kiosk



#### My Time

Timesheet details can be set in Kiosk Admin  $\rightarrow$  System Options  $\rightarrow$  Timesheet  $\rightarrow$  Timesheet Definition.

0	Welcome Della Edit Details	Display	Mail Planner Items	Companies Leave Type	Escalations	Timesheets	Job Costing E:	xpenses HR Options	OHS Op
C	Logout	Timesheet Definit	tion						
1	Company	Add							
S	My Team	Action	Company	Department	Status	EmpCond	Week ending day	Job Costing	
0	Employee Details	1	ADRENALAN	All	All	All	Sunday		
	Employee HR Details	ø ×		NSW Beekeepers	Full Time	All	Tuesday		
×	Leave Details	1	Caterpillars Inc	All	All	All	Monday		
0	Timesheets	1	Rick's New Test	All	All	All	Sunday		
	Expense Details	Timesheet Type							
?	Support								
▦	Reports & Payslips								
#	HR								
••	OHS								
	Management								
£	Admin								
Use	rs								
Gro	ups								
HR	Framework								
Mer	NJ								
Nev	vs Updates								
Syst	tem Options								
Req	uests								

Click the Edit button to add timesheet details to the definition:

Timesheet Definition											
Add											
Action	Company		Department		Status	EmpCond	Week ending day	Job Costing			
0	ADRENALAN		All		All	All	Sunday				
e x			NSW Beekeepers		Full Time	All	Tuesday				
1	Caterpillars In	nc	All		All	All	Monday				
1	Rick's New Te	est	All		All	All	Sunday				
Company		ADRENALA	N +								
Department		All	Ŧ								
Status		All	¥								
Employment Condition		All	v								
Week ending day		Sunday	*								
		Job Co	sting								
		Daily P	ay item totals to the	total job cost ho	urs						
		🗸 Use LF	L as Worked P01	*							
		Leave	export with dates								
		🗸 Defaul	t Department to emp	loyee's home De	epartment(Lvl 1 cos	sting emp's only)					
		Allow 2	ero hours per day wi	here item quanti	ty > 0						
			Process All® option in		5						
			e from Payrun export								
		Notify	the manager when th	he employee has	submitted the tim	esheet					
Pay periods											
Warnings											
Items											
Weekly summary times	heet exclusion	5									
	ort										
Import											

You can set the timesheet definition for different companies, departments, employment conditions etc. The pay items can be added under Items and any pay periods, warnings etc. Can be added in the same page by expanding those menus. Click Update to save the changes.

The access levels for all user groups in Kiosk can be defined in Admin  $\rightarrow$  Groups  $\rightarrow$  Timesheet:



powered by hr3 klosk													My Tasks	🕶 🔍 Della Da
Welcome Della	Go Back	Update												
Edit Details Logout	Group Name	Administrat	or											
	Description	System Adn	ninistrator											
Company	A-8 C	-D E-F	G-H I-J K-L M-N O	P Q-R S-T U-V W-K Y-Z										
My Team	Drag a column hea	sder here to group	by that column											
Employee Details	Assigned		Employee	Employee Name	Compa	ny Name	Login		Groups Assigne	1			MEA	
Employee HR Details			000097	Su Ai	ADREN	ALAN	5		ESS					
Leave Details			000092	Shivam Arora	ADREN	ALAN	12		ESS					
Timesheets			000114	Simon Azari	ADREN	ALAN	53		MSS					
Expense Details			000063	Kit Barry	ADREN	ALAN	53		ESS					
Support			000010	Simon Black	Caterpi	llars inc								
	Company	My Team	Employee Details Employee HR Details	Leave Details Expense Reports & Payslips Timeshee	et Suppor	t Management Admin OHS HR								
	No. of				_	Subitem	Function Manager	Marchan	My Team	Assigned	Display	Add	Edit	Delete
HR	Worked Hour	4				Suditem	Punction Manager	My Own	My team		COspay	- Mad	Ean	Desete
OHS	Worked Hour							0					-	
Management	Weekly Sumr							0	0					
Admin	Escalated Tin													
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R Framework														
lenu	Go Back	Update												
iews Updates														
ystem Options														

#### **Employee details report**

In HR3 payroll, Data Explorer  $\rightarrow$  Employee details report an extra column called Readypeople has been added to show the User ID in Ready People. If this user ID is present in the report, then the employee account has been created in Ready People.

Data Explorer																			
Employees		Employees	mployees Details: Default View																
Selection Employees Details	-	Company Name																	
Criteria		Employee No.	First Name	Surname 😑	Gender	Birth Date	Age	Hired Date	Years of Se	Term Date	Suspend Reason	Employmer	Std Hours	Pay Period	Std Rate	Base Wage (Calc)	Annual Salary (Calc	Readypeople	
ADRENALAN;Caterpillars Inc;Rick's New	1 *	✓ Company Nam	e : ADRENALA	N															
Hired Date		000097	Su	Ai	Male	20/06/2000	23	1/07/2021	2			Full Time	38.0000	Weekly	\$37.9570	\$1,442.37			68b712552db12fd39
		000121	Farzana	Amat Sanusi	Female	14/06/1971	52	1/06/2023	0		New employee - aw	Full Time	38.0000	Weekly	\$25.0000	\$950.00	\$49,400.00	auth0 64a39b5	9b77f77220e3a1104
From	- <b>T</b>	000092	Shivam	Arora	Male	16/09/2000	22	1/07/2021	2			Full Time	38.0000	Weekly	\$34.0000	\$1,292.00	\$67,184.00	auth0 62e759b	49d555bd051a2a6fe
То	-	000114	Simon	Azari	Male	11/07/1974	49	1/04/2022	1			Full Time	38.0000	Weekly	\$40.4858	\$1,538.46	\$79,999.92	auth0 640913e	4a30ceea93c69bf2c
Term Date		000063	Kit	Bany	Female	27/09/1992	30	1/07/2021	2			Full Time	38.0000	Weekly	\$30.0000	\$1,140.00	\$59,280.00	auth0 62e759a	4d5eb1f2571264d6b
From	-	000076	Kathryn	Cavanagh	Female	29/10/1989	33	1/07/2021	2			Full Time	38.0000	Weekly	\$30.0000	\$1,140.00	\$59,280.00	auth0 62e759a	b99bc930cd670a38b
То		000096	Rex	Chapman	Male	29/10/1989	33	1/07/2021	2			Full Time	38.0000	Weekly	\$30.0000	\$1,140.00	\$59,280.00	auth0 62e759b	69d555bd051a2a700
10		000093	Tony	Chen	Male	1/06/2001	22	1/07/2021	2			Full Time	164.6666	Monthly	\$36.0000	\$5,928.00	\$71,136.00	auth0 62e759b	45121962426a12a14

### QR code

In Kiosk, Admin  $\rightarrow$  System Options  $\rightarrow$ Ready People Mobile App $\rightarrow$  QR Code, click on the Ready People QR code button to get a PDF file for QR code, which you can print and share with your employees. This QR code will take you directly to the app stores where you can download the app.

Display	Mail	Planner Items	Companies	Leave Type	Escalations	Timesheets	Job Costing	Expenses	HR Options	OHS Options	OHS Access	Links	Ready People Mobile App	
Enable/Disab	le Ready Peo	ople Mobile App												~
Ready People	Mobile App	Settings												~
Learn More														~
QR Code														^
Ready P	eople QR Co	de												

