

EDITING EMPLOYEE INFORMATION

ISSUE REFERENCE:	SC DCI-0001	
Doc. No. SNTR-02	Issue No: 01	Issue Date: 01.06.19

[Labour /Employee/Edit](#)

SPUD

Start Processing Useful Data

TASKS BULLETIN John Smith

Employee profile

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Personal info
Rates
Banking details
Training
Health

Employee

Employees Number	SPV0001	Current Project	Bedford Shopping Centre
First Name *	<input type="text" value="John"/>	Trade (1st level)	Site Management
Surname *	<input type="text" value="Smith"/>	Skill (2nd level)	Project Manager
External Reference	<input type="text" value="51110"/>		

Contact Details


Address line 1 *	<input type="text" value="Granville Road"/>	Telephone	<input type="text"/>
Address line 2	<input type="text"/>	Mobile *	<input type="text" value="0740449930"/>
Address line 3	<input type="text"/>	Email	<input type="text" value="John.S@beddenish"/>
Address line 4	<input type="text"/>		
Post Code *	<input type="text" value="AL1 5BE"/>		
Country	<input type="text" value="United Kingdom"/>		

Next of Kin

First Name *	<input type="text" value="Angie"/>	Surname *	<input type="text" value="Smith"/>
Relationship	<input type="text"/>	Telephone	<input type="text"/>

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- Click on the **LABOUR** tab.
- Then click on the drop-down option stating **EMPLOYEE**.
- Select the **EMPLOYEE** and click on the **Edit** button on the right-hand side.
- This will then allow you to edit any information on the employee's.
- Once you have finished editing, click the  on the top right on the screen.