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A Talenger Holdings (Pty) Limited Solution

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# Peopleplus

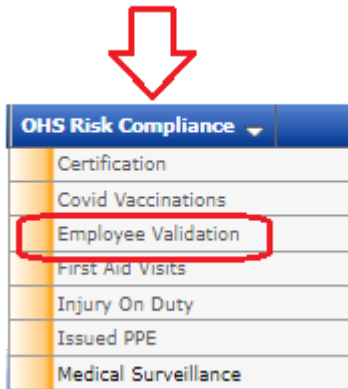
## Employee Identification and Validation Card

PREPARED BY: Talenger Holdings PTY Ltd.


# 15

## Module 11: Employee Validation

To start using the employee validation card, hover your cursor over the OHS Risk Compliance tab, this will open up more fields as shown below, then select "Employee Validation".



The main page will refresh, opening the below screen for you to add your Validation.

Cayla Dunn (T0010):  Download Verification Card

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[Add](#)

**Validation:**

Validation Name:	Valid From:	Valid To:
There are no validation records for this employee.		


[Edit](#)

**Additional Area Access:**


Business Unit:
There are no additional areas for this employee.

### Adding a Validation:

Click on the "Add" button, as shown in the below screen, to capture an active validation for the employee.

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 [Add](#)


**Validation:**

Validation Name:	Valid From:	Valid To:
There are no validation records for this employee.		

## Completing the Validation screen:

This will open the below screen, allowing you to complete the validation with the below fields. Once done click on the "Add" button as shown below.


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**Employee Details:**


Add Validation:



Validation Type: Drivers License

Valid From: 01/01/2023 

Valid To: 31/12/2027 


Comments:






- **Validation Type** : Dropdown field to be selected.
- **Valid From** : Click the  icon next to the open field. The calendar pop-up will open.  
*(If the pop-up does not appear, your pop-up blocker might be on. To turn off your pop-up blocker, go to Tools on the menu bar in your Internet Browser, select "Pop-up Blocker" and select "Turn off pop-up blocker". If this does not work, press CTRL + click on the icon to overwrite the blocker.)*
- **Valid to** : Click the  icon next to the open field. The calendar pop-up will open.  
*(If the pop-up does not appear, your pop-up blocker might be on. To turn off your pop-up blocker, go to Tools on the menu bar in your Internet Browser, select "Pop-up Blocker" and select "Turn off pop-up blocker". If this does not work, press CTRL + click on the icon to overwrite the blocker.)*
- **Comments** : Free type text field.

Once added you will see the below screen. You may add upto seven validations to the card if required.

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**Add**

Validation:			
Validation Name:	Valid From:	Valid To:	
#1 Heavy Machinery	27/09/2023	30/09/2024	<input type="button" value="View"/> <input type="button" value="Edit"/> 
#2 Forklift License	01/06/2023	31/12/2023	<input type="button" value="View"/> <input type="button" value="Edit"/> 
#3 Drivers License	01/01/2023	31/12/2027	<input type="button" value="View"/> <input type="button" value="Edit"/> 

**Edit**

**Additional Area Access:**

Business Unit:

There are no additional areas for this employee.





## Viewing your captured Validation:

Select the Validation that you would like to view from the below screen, and thereafter click on the “View” button, as shown below.


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**Add**

Validation:			
Validation Name:	Valid From:	Valid To:	
#1 Heavy Machinery	27/09/2023	30/09/2024	  
#2 Forklift License	01/06/2023	31/12/2023	  
#3 Drivers License	01/01/2023	31/12/2027	  

This will open the below screen, which you will be able to view all information submitted for the Validation.


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Employee Details:	
View Validation:	
Validation:	Drivers License
Valid From:	01/01/2023
Valid To:	31/12/2027
Comments:	










## Editing a Validation:

Select the Validation that you would like to edit from the below screen, and thereafter click on the “Edit” button, as shown below.

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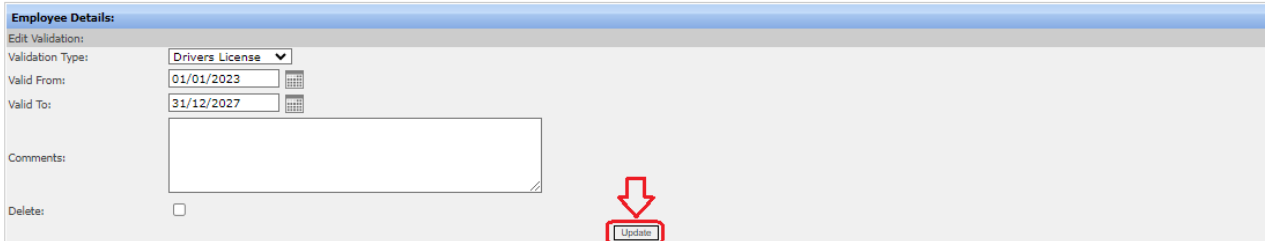
**Add**



Validation:			
Validation Name:	Valid From:	Valid To:	
#1 Heavy Machinery	27/09/2023	30/09/2024	  
#2 Forklift License	01/06/2023	31/12/2023	  
#3 Drivers License	01/01/2023	31/12/2027	  

Once you have clicked on the edit button, the below screen will open Which will allow you to edit all fields, Once done, click on the "Update" button shown below to save.

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- **Validation Type** : Dropdown field to be selected.
- **Valid From** : Click the  icon next to the open field. The calendar pop-up will open.  
*(If the pop-up does not appear, your pop-up blocker might be on. To turn off your pop-up blocker, go to Tools on the menu bar in your Internet Browser, select "Pop-up Blocker" and select "Turn off pop-up blocker". If this does not work, press CTRL + click on the icon to overwrite the blocker.)*
- **Valid to** : Click the  icon next to the open field. The calendar pop-up will open.  
*(If the pop-up does not appear, your pop-up blocker might be on. To turn off your pop-up blocker, go to Tools on the menu bar in your Internet Browser, select "Pop-up Blocker" and select "Turn off pop-up blocker". If this does not work, press CTRL + click on the icon to overwrite the blocker.)*
- **Comments** : Free type text field.
- **Delete** : Tickbox

### Attaching a document to the Validation:

To attach a document to the validation as proof, click on the "Paper Clip" icon shown below, this will bring up the windows choose file screen. Choose the attachment you would like to upload and click save.


Grievance Date & Time:	Grievance:	Against:	HR Personal:	Mediator:	Status:	
#1 04/09/2023 (08:00)	Work Performance	Grant Eckhout (T007)	Debbie Loots (DEB02)		Unresolved	View Edit 

- **Paper clip** : This will allow you to add attachments to the Validation.
- **Choose File** : Microsoft "Choose File" block will open to upload your attachment.




### Adding Additional Area Access:

Click on the "Edit" button, as shown in the below screen, to capture additional area's the employee has been granted access to.

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Add

Validation:	Validation Name:	Valid From:	Valid To:	
#1	Heavy Machinery	27/09/2023	30/09/2024	View Edit 
#2	Forklift License	01/06/2023	31/12/2023	View Edit 
#3	Drivers License	01/01/2023	31/12/2027	View Edit 


 Edit

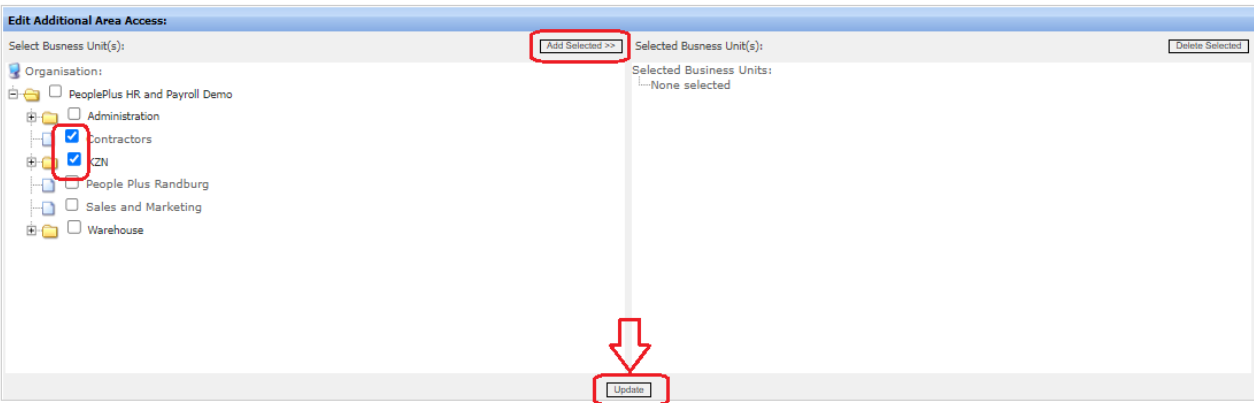
**Additional Area Access:**  
Business Unit:  
There are no additional areas for this employee.

## Completing the Additional Area Access screen:

This will open the below screen, allowing you to capture an additional three areas that the employee can access with the below selector. Once done click on the "Update" button as shown below.

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Select the business units/department that you want to allow access to by placing a tick in the box next to the name of the business unit. Click "Add Selected",

## Downloading and Printing of Validation Card:

If you would like to download and print the employee's validation card that was captured, please click on the "Download Verification Card" icon shown below.

Cayla Dunn (T0010):

 Download Verification Card

Validation:			
Validation Name:	Valid From:	Valid To:	
#1 Heavy Machinery	27/09/2023	30/09/2024	<a href="#">View</a> <a href="#">Edit</a> 
#2 Forklift License	01/06/2023	31/12/2023	<a href="#">View</a> <a href="#">Edit</a> 
#3 Drivers License	01/01/2023	31/12/2027	<a href="#">View</a> <a href="#">Edit</a> 

[Add](#)

Additional Area Access:	
Business Unit:	
#1 Finance	
#2 HR	
#3 Sales and Marketing	

[Edit](#)

Downloaded/Print view

To be printed

 <p><b>peopleplus</b> A Talenger Holdings (Pty) Limited Solution</p>		
<b>Name</b>	: Grant Eckhout	
<b>Company</b>	: PeoplePlus HR and Payroll.	
<b>Department</b>	: Administration	
<b>Employee No</b>	: T007	
<b>Job Title</b>	: Accounting Clerk	
<b>Validations:</b>		
<b>Name</b>	<b>Valid From</b>	<b>Valid To</b>
1: Drivers License 08	28/08/2023	28/09/2023
2: Health and Safty	29/08/2023	31/12/2023
3: Drivers License 10	31/08/2023	31/08/2028
4: Medical Surveillance	19/09/2023	31/05/2024
5: PDP	27/09/2023	01/09/2024
6: Forklift License	27/09/2023	30/09/2026
7: Tower Crane	27/09/2023	09/09/2024
<b>Additional Access Areas:</b>		
1: Warehouse		
2: Maintenance		
3: Stores		