

Using the Employee Find

With Lynn Clee & Clay Stauffer

August 25, 2021



Welcome

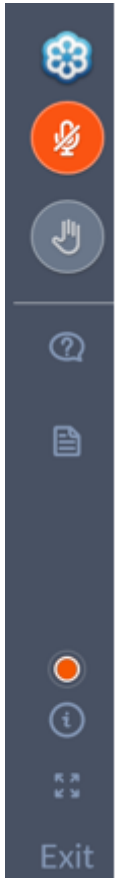


GoTo Webinar Panel:

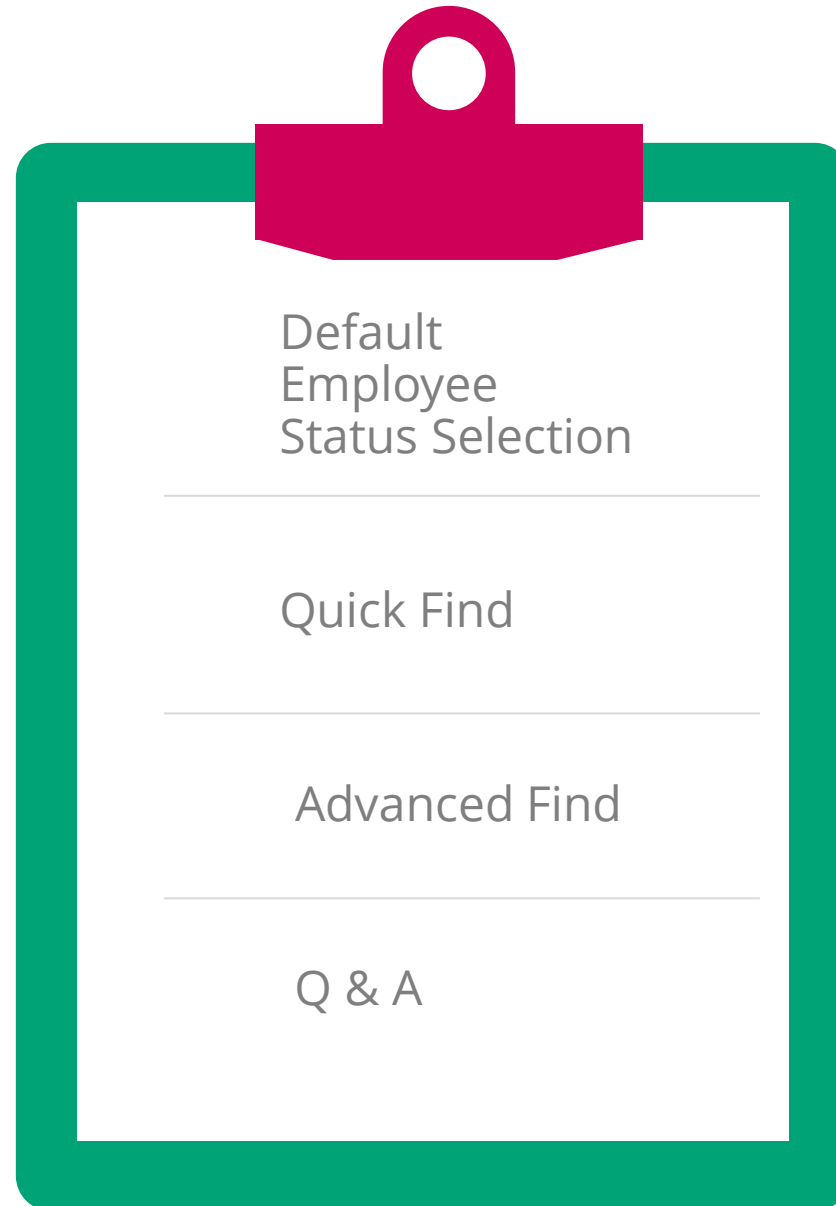
- Questions (phones are muted)
- Handout – Copy of slide deck

Questions →

Handout →



Agenda



Polling Questions





ONDEMAND

HRMS - Sage HRMS - View Edit Employee

Last Updated 10/15/2020 Duration 2 minutes

Details

After completing this Anytime Learning, you will be able to:


- Navigate to the View/Edit Employee task
- Explain why it is an important task for your day to day work
- Identify the information you need locate an employee in the system
- Use various parameters to filter for the employee or employees
- Recognize the steps involved with using View/Edit Employee
- Create a subset based on my parameters
- Use the More Options to further filter parameters

Duration: Approximately 2 minutes.

Sageu.com/hrms

Links and helpful information



Topic	Description	Link
Sage University	Sage University (Training). Helpdesk: Telephone: 1-855-724-3864 Email: SageUniversity@sage.com Discount code HRMSResource - 10% off Instructor-led training	https://www.sageu.com/hrms
Sage City Forums	Access Sage City Forums Training and Announcements, News and Alerts	https://www.sagecity.com/support_communities/sage_hrms/f
HRMS Learning Series	Register for live webinars, access on demand recordings and handouts, questions and answers.	https://www.sage.com/en-us/cp/hrmslearningseries/
Sage Knowledgebase	Download product updates, see system requirements, access how to's, sample reports, solutions and more!	https://support.na.sage.com/selfservice/microsites/msbrowse.do?UMBrowseSelection=SG_SA_GEHRMS_1
Grad Caps 	Icon inside Sage HRMS takes you to Sage University to browse for related training.	

Questions and Answers

With Clay Stauffer



Need training? Have questions? Want advice?

- Engage with Sage—online:



Sage University



Sage Knowledgebase



Sage City

Visit www.SageCity.com/Resources to learn more!