



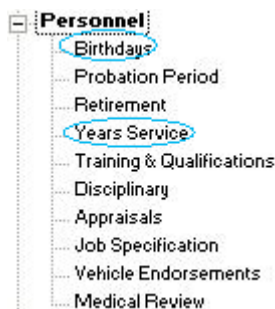
Module: m/02/140

'Personnel on the agenda...'

1. A number of 'personnel agenda items' may appear on your agenda dependant on how the timeware® system has been configured.



2. The *two* personnel agenda items covered in this module are Birthdays and Years service





3. Birthdays. This agenda item simply highlights people whose birthdays occur within the next few days. (*The exact number of days is specified during the agenda setup*). For this item to work, the user must remember to enter the person's date of birth (*in the personal screen*), when adding their personnel record.

Once the person's birthday has passed, their birthday item disappears from the agenda.



4. Years Service. This agenda item highlights people that have reached pre-determined employment 'milestones'. (*The milestones are specified during the agenda setup*). For this item to work, the user must remember to complete the 'Date started with company' field, (*in the essential screen*), when adding their personal record.

Once a pre-determined number of days has passed, the years service item is removed from the agenda.

