

## EMPLOYEES : EMPLOYMENT EQUITY REPORT

An Employment Equity Report is available, on condition that personal details of the employees, as required by the system, are completed in full.

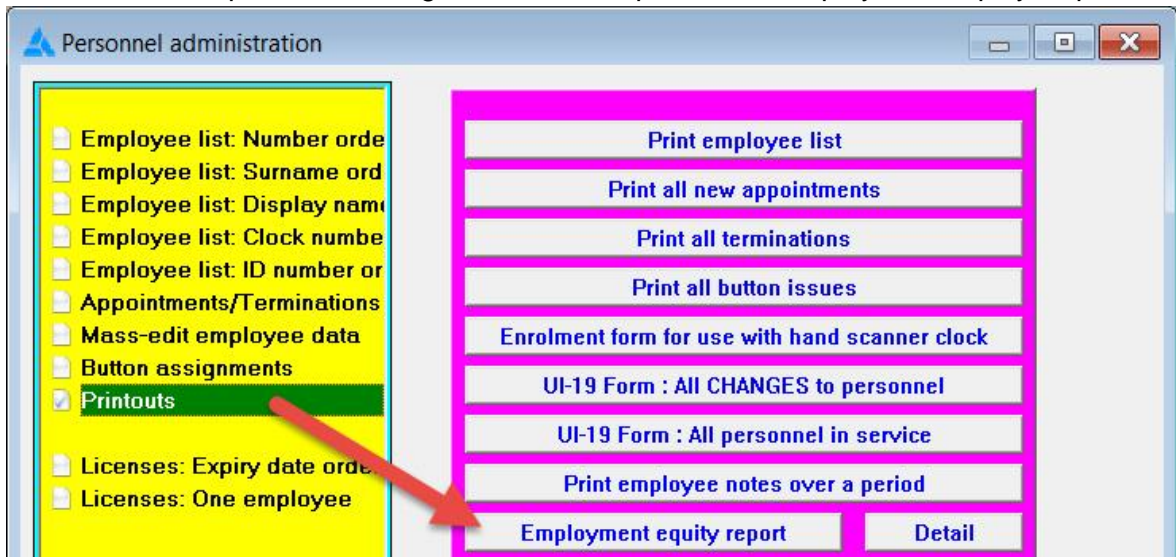
To print the report (after completion of all required information), follow the steps below:

1. Click on the Main Screen on: Personnel:

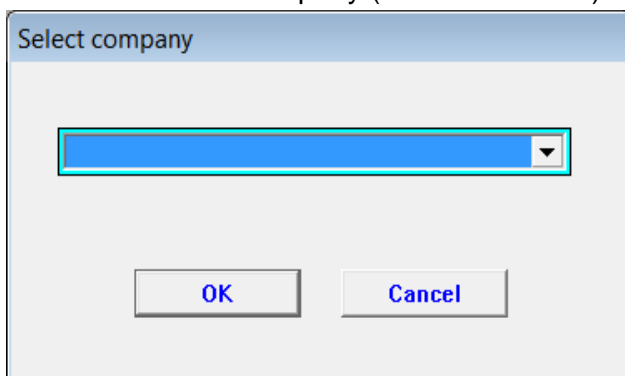


2. Select from the options in the yellow block: Printouts.

3. Select from the options on the right hand side in pink/blue: Employment Equity Report:



4. Indicate the required data range (dates).
5. Select the correct company (if more than one):



6. A Personnel List where mass-edit of employee equity data can be done, will open on the following screen. All outstanding information will be highlighted in RED.

- An example of incomplete information that needs to be corrected is: The *race* of a number of workers is not completed and needs to be changed simultaneously to the same value. To do this, tick the white block on the left hand side of the employees' names. The "tick" made will be displayed in green:

Mass-edit employee equity data

Select desired employees and press the "Change equity data" button

Surname order | Employee number order | Display name order |  Show previous employees

	Surname and initials	Emp no.	Display name	Status	Employee group	Race	Gender	Disability	Function	Nationality
<input checked="" type="checkbox"/>	BOOYSEN	0127	JOHN 127	Permanent	BESTUURDERS	White	Male	?	?	SA
<input checked="" type="checkbox"/>	IF BOTMA	0242	LARIKA 0242	Permanent	BESTUURDERS	White	Male	?	?	SA
<input checked="" type="checkbox"/>	PE BOTMA	0219	PE 0219	Permanent	BESTUURDERS	White	Male	?	?	SA
<input type="checkbox"/>	H BOVANA	0189	STEVE 189	Resigned	DAGSPAN		Male			SA

- Select from the options at the bottom of the white screen: Change Equity Data:



- A screen will be displayed where personal data can be changed:

Change personal data

Only completed fields will be affected

Occupation:

Race:  African  Coloured  Indian  White

Gender:  Male  Female

Nationality:  South African  Foreign

Disability:  No  Yes

Function:  Core  Support

Occupational level:

Employment duration:  Permanent  Temporary

Job description:

Remarks:

- Click on: OK (Change). Only completed fields will be changed. Uncompleted fields will not be taken into account at all:

Change personal data

Only completed fields will be affected

Occupation:

Race:  African  Coloured  Indian  White

Gender:  Male  Female

Nationality:  South African  Foreign

Disability:  No  Yes

Function:  Core  Support

Occupational level:

Employment duration:  Permanent  Temporary

Job description:

Remarks:

OK (Change) Cancel

11. The changes as indicated above, will be reflected on the Personnel List (after changes, the Personnel List will be displayed again).
12. Repeat the steps above in order to update all outstanding information (highlighted in RED).
13. After correction of all fields, the Personnel List will be displayed in WHITE ONLY. Close the screen, by clicking on: Close.
14. The Employment Equity Report can now be printed by following steps 1 to 5 listed above.