

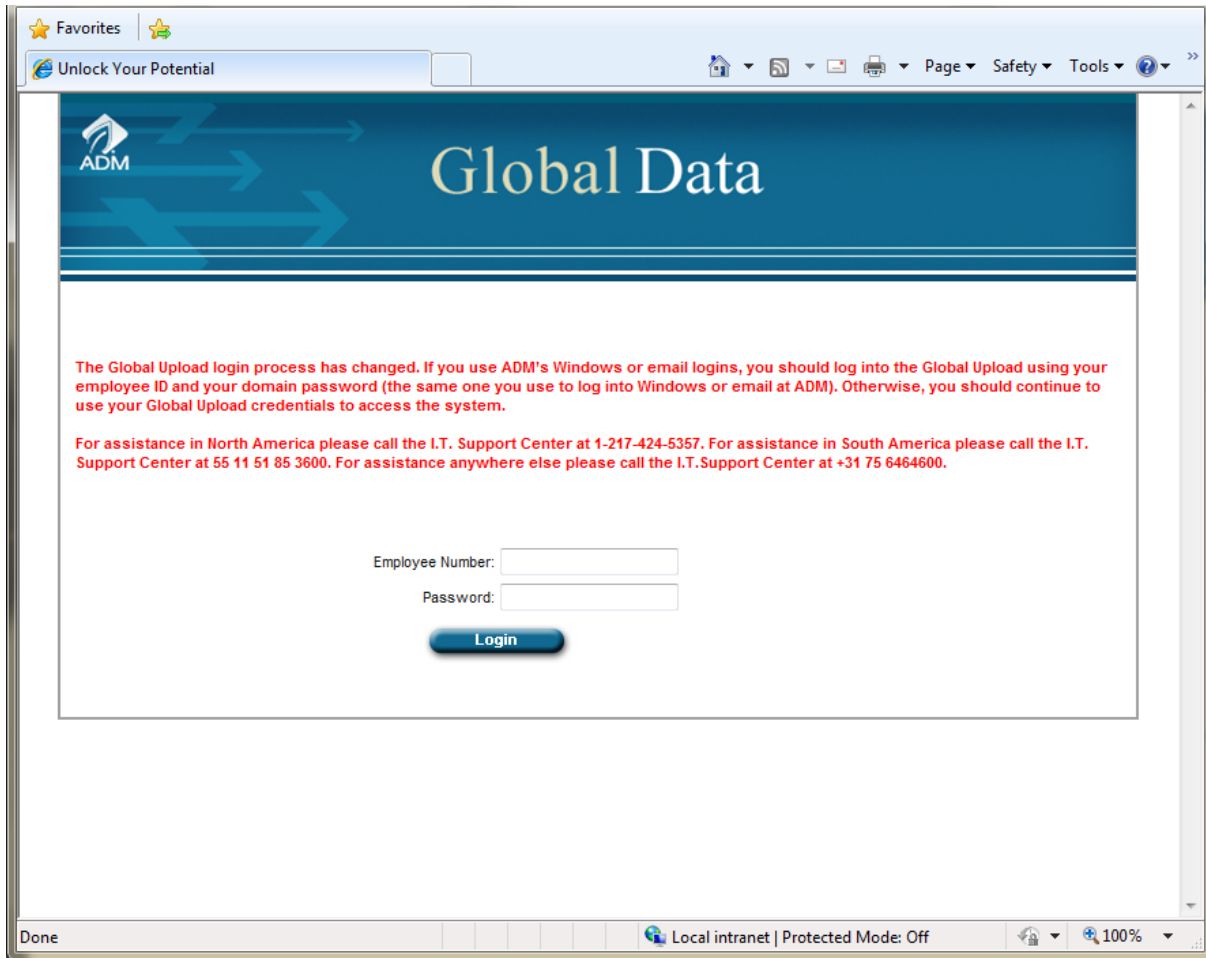
# Global Upload User Manual



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## Login Screen



Enter Employee Number: Employee Number:

Enter Password: Password:

Click Login:

## View Employees

The screenshot shows the 'Global Data' application interface. At the top, there is a blue header with the ADM logo and the text 'Global Data'. Below the header are navigation tabs for 'Home', 'Admin', and 'Logout'. The main content area shows a breadcrumb 'Home > View Employees' and a title 'Global Data'. There is a link for 'Add Approvers' and a status message: 'Active Headcount: 131. Your count includes 0 employees that have changed locations.' A search section includes a 'Search By:' dropdown menu with options 'All Records', 'Filter By Employee ID', and 'Filter By Employee Last Name'. Below this are filter sections for 'Locations' and 'Status', each with a 'Select...' dropdown. At the bottom, there is a table with columns: 'Empl ID', 'Empl Name', 'Group', 'Location', 'Status', 'Hire Date', 'Termination Date', and 'Actions'. The table is currently empty, with only the header row visible. The 'Actions' column contains links for 'add', 'edit/view', and 'edit/view'.

Select 'Search By' to search for employees by Employee ID or Employee Last Name.

Select 'Location' to show only employees from that location: Locations:

Select 'Status' to show only employees with that status: Status:

Click **Empl ID** to sort by Employee Number.

Click **Empl Name** to sort by Employee Last Name.

Click **Group** to sort by Group.

Click **Location** to sort by Location.

Click **Status** to sort by Status.

Click **Hire Date** to sort by Hire Date.

Click **Termination Date** to sort by Termination Date.

Click [add](#) to add new record.

Click [edit/view](#) to edit/view record.

Click  to confirm.

## Add new employees


The screenshot shows the 'Global Data' application interface. At the top, there is a blue header with the 'ADM' logo and the text 'Global Data'. Below the header, there are navigation links for 'Home' and 'Logout'. The main content area shows a breadcrumb trail: 'Home > Add/Update Employee'. The title 'Global Data' is displayed in a large font. A red asterisk indicates a required field. The form contains the following fields:

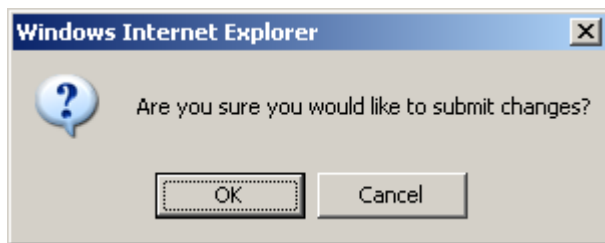
|                       |                      |                    |                        |
|-----------------------|----------------------|--------------------|------------------------|
| * Empl No.:           | <input type="text"/> | Payroll ID:        | <input type="text"/>   |
| * First Name:         | <input type="text"/> | * Job Title:       | <input type="text"/>   |
| Middle Name:          | <input type="text"/> | * Hire Date:       | <input type="text"/> ? |
| * Last Name:          | <input type="text"/> | * Ident:           | Select... ▼            |
| Office Phone:         | <input type="text"/> | * Reports To:      |                        |
| Cell Phone:           | <input type="text"/> | * Class:           | Select... ▼            |
| Emergency Contact:    | <input type="text"/> | * Status:          | Select... ▼            |
| Emergency Home Phone: | <input type="text"/> | Bargaining Status: | Select... ▼            |
| Emergency Work Phone: | <input type="text"/> | Termination Date:  | <input type="text"/> ? |
| * Group:              | Select... ▼          | Last Day Worked:   | <input type="text"/> ? |
| * Location:           | ▼                    |                    |                        |
| Comments:             | <input type="text"/> |                    |                        |

Characters Remaining: 200


Once you have clicked the 'add' link, the above screen will be visible.

Please fill in appropriate fields before submitting the form. Required fields are Employee Number, First Name, Last Name, Group, Location, Job Title, Hire Date, Ident, Reports To, Class, Status

Click  to validate the information on the form and submit the information. When you click the submit button, the box below will appear as a confirmation that you want to proceed with the changes



Click  to reset the form after any changes you made.

Click  to return to the main page of the application.

## Edit Employee Information

The screenshot shows the 'Global Data' application interface. At the top, there is a blue header with the ADM logo and the text 'Global Data'. Below the header, there are navigation links for 'Home' and 'Logout'. The main content area is titled 'Global Data' and includes a breadcrumb trail: 'Home > Add/Update Employee'. A red asterisk indicates required fields. The form contains the following fields:

|                       |                                |                    |                                 |
|-----------------------|--------------------------------|--------------------|---------------------------------|
| * Empl No.:           | <input type="text"/>           | Payroll ID:        | <input type="text"/>            |
| * First Name:         | <input type="text"/>           | * Job Title:       | <input type="text"/>            |
| Middle Name:          | <input type="text"/>           | * Hire Date:       | 01-01-2000                      |
| * Last Name:          | <input type="text"/>           | * Ident:           | Salary <input type="text"/>     |
| Office Phone:         | <input type="text"/>           | * Reports To:      |                                 |
| Cell Phone:           | <input type="text"/>           | * Class:           | Exempt <input type="text"/>     |
| Emergency Contact:    | <input type="text"/>           | * Status:          | Active <input type="text"/>     |
| Emergency Home Phone: | <input type="text"/>           | Bargaining Status: | Collective <input type="text"/> |
| Emergency Work Phone: | <input type="text"/>           | Termination Date:  | <input type="text"/>            |
| * Group:              | Select... <input type="text"/> | Last Day Worked:   | <input type="text"/>            |
| * Location:           | <input type="text"/>           |                    |                                 |
| Comments:             | <input type="text"/>           |                    |                                 |

Characters Remaining: 200

Buttons:

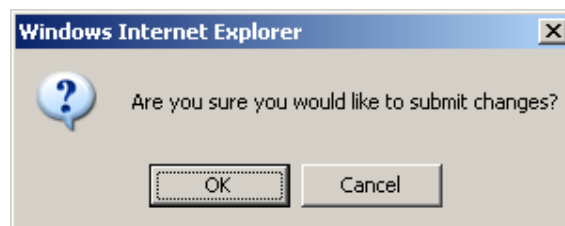
When you click the link to edit/view, the above form will be displayed with the selected employee's information. On this page, you will be able to modify current information on an employee.

Click to remove a date for an employee returning from a leave or if a date was entered incorrectly.

You will not be able to edit the hire date and employee ID for an existing employee. If these need to be updated, please notify the GED Administrator at [globalemployeedatabase@adm.com](mailto:globalemployeedatabase@adm.com).

Do not remove any of the required field information that was mentioned in the add section.

Click  to validate the information on the form and submit the information. When you click the submit button, the box below will appear as a confirmation that you want to proceed with the changes.



Click  to reset the form after any changes you made.

Click  to return to the main page of the application.

## Re-Hire Employee

**Global Data**

Home > Add/Update Employee

**Global Data**

\*Required Field

|                       |                                |                    |                                 |
|-----------------------|--------------------------------|--------------------|---------------------------------|
| *Empl No.:            | <input type="text"/>           | Payroll ID:        | <input type="text"/>            |
| *First Name:          | <input type="text"/>           | *Job Title:        | <input type="text"/>            |
| Middle Name:          | <input type="text"/>           | *Hire Date:        | 01-01-2000                      |
| *Last Name:           | <input type="text"/>           | *Ident:            | Salary <input type="text"/>     |
| Office Phone:         | <input type="text"/>           | *Reports To:       |                                 |
| Cell Phone:           | <input type="text"/>           | *Class:            | Exempt <input type="text"/>     |
| Emergency Contact:    | <input type="text"/>           | *Status:           | Active <input type="text"/>     |
| Emergency Home Phone: | <input type="text"/>           | Bargaining Status: | Collective <input type="text"/> |
| Emergency Work Phone: | <input type="text"/>           | Termination Date:  | <input type="text"/>            |
| *Group:               | Select... <input type="text"/> | Last Day Worked:   | <input type="text"/>            |
| *Location:            | <input type="text"/>           |                    |                                 |
| Comments:             | <input type="text"/>           |                    |                                 |

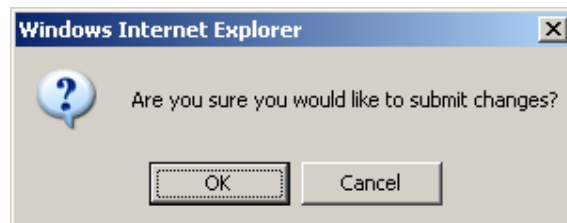
Characters Remaining: 200

Rehire

If an employee was terminated and coming back with full service recognition as a re-hire, the employee should continue to use the previously issued employee id. The terminated record needs to be edited to reflect the now Active status by using the check box for re-hires only.

Once you check the box, the dates entered in the Termination Date and Last Day Worked fields will be automatically be removed. The status will update to 'Active.'

Click  to validate the information on the form and submit the information. Also, the box below will appear as confirm you have successfully transferred an employee.



Click  to reset the form after any changes you made.

Click  to return to the main page of the application.

Click  to return to the main page of the application.

## Transfer an Employee to New Location

The screenshot shows the 'Global Data' application interface. At the top, there is a blue header with the ADM logo and the text 'Global Data'. Below the header, there are navigation links for 'Home' and 'Logout'. The main content area shows a breadcrumb trail 'Home > Add/Update Employee' and the title 'Global Data'. A red asterisk indicates required fields. The form contains the following fields:

|                       |                                |                    |                                 |
|-----------------------|--------------------------------|--------------------|---------------------------------|
| * Empl No.:           | <input type="text"/>           | Payroll ID:        | <input type="text"/>            |
| * First Name:         | <input type="text"/>           | * Job Title:       | <input type="text"/>            |
| Middle Name:          | <input type="text"/>           | * Hire Date:       | 01-01-2000                      |
| * Last Name:          | <input type="text"/>           | * Ident:           | Salary <input type="text"/>     |
| Office Phone:         | <input type="text"/>           | * Reports To:      |                                 |
| Cell Phone:           | <input type="text"/>           | * Class:           | Exempt <input type="text"/>     |
| Emergency Contact:    | <input type="text"/>           | * Status:          | Active <input type="text"/>     |
| Emergency Home Phone: | <input type="text"/>           | Bargaining Status: | Collective <input type="text"/> |
| Emergency Work Phone: | <input type="text"/>           | Termination Date:  | <input type="text"/>            |
| * Group:              | Select... <input type="text"/> | Last Day Worked:   | <input type="text"/>            |
| * Location:           | <input type="text"/>           |                    |                                 |
| Comments:             | <input type="text"/>           |                    |                                 |

Characters Remaining: 200

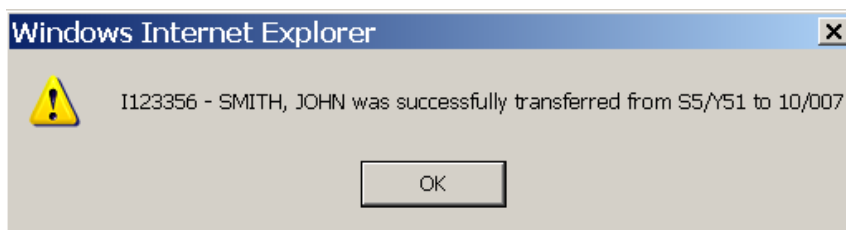
Buttons:

Click the link to 'Edit/View' to display the employee information for the employee transferring.

You will modify the group and location information for the employee.

Do not remove any data from the required fields.

Click  to validate the information on the form and submit the information. Also, the box below will appear to confirm you have successfully transferred an employee.



Click  to reset the form after any changes you made.

Click  to return to the main page of the application.



## Transfer an Employee to New Location (cont.)

The screenshot shows the 'Global Data' web application interface. At the top, there is a navigation bar with 'Home', 'Admin', and 'Logout' links. Below this, a breadcrumb trail reads 'Home > View Employees'. The main heading is 'Global Data'. A message box, highlighted with a red oval, states: 'Active Headcount: 39. Your count includes 2 employees that have changed locations.' To the right of this message is a link for 'Add Approvers'. Below the message is a search section with a 'Search By:' dropdown menu set to 'All Records' and a 'GO' button. A 'Filters:' section contains two dropdown menus: 'Location: Select...' and 'Status: Select...'. At the bottom is a table with the following columns: 'Empl ID', 'Empl Name', 'Group', 'Location', 'Status', 'Hire Date', 'Termination Date', and 'Actions'. The 'Actions' column contains links for 'add', 'edit/view', and 'edit/view'.

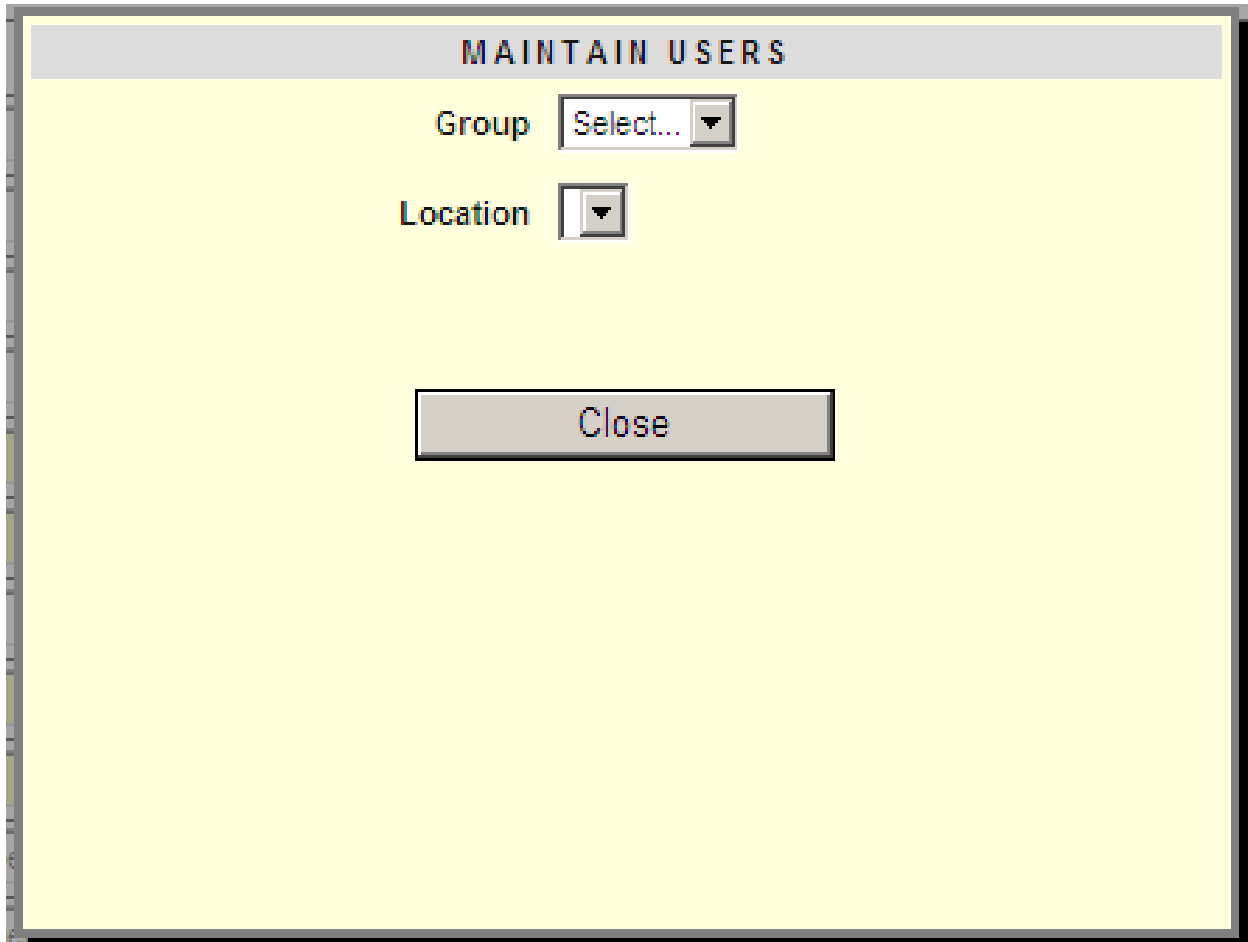
| Empl ID | Empl Name | Group | Location | Status | Hire Date | Termination Date | Actions   |
|---------|-----------|-------|----------|--------|-----------|------------------|-----------|
|         |           |       |          |        |           |                  | add       |
|         |           |       |          |        |           |                  | edit/view |
|         |           |       |          |        |           |                  | edit/view |
|         |           |       |          |        |           |                  | edit/view |
|         |           |       |          |        |           |                  | edit/view |
|         |           |       |          |        |           |                  | edit/view |
|         |           |       |          |        |           |                  | edit/view |
|         |           |       |          |        |           |                  | edit/view |
|         |           |       |          |        |           |                  | edit/view |
|         |           |       |          |        |           |                  | edit/view |
|         |           |       |          |        |           |                  | edit/view |

After an employee has successfully transferred, you will notice your 'Active Headcount' will update.

If you are transferring an employee to a new location, the above message will mention the total amount of employees that have changed locations.

If an employee was transferred to your location, the above message will mention the total amount of employees that are now added to your location.

## Admin— Add Approvers Link (Only Primary Approvers)



MAINTAIN USERS

Group

Location

Close

When you click [Add Approvers](#) link on the home page, the above screen will be displayed.

To add an approver you must be in the first approver role. As a primary approver, you then must select a group and location for the approver to be added to.

Click  button to close out with out making any changes.

## Admin– Add Approver Cont. (Only Primary Approvers)

**MAINTAIN USERS**

Group  ▼

Location  ▼

| Empl No                          | Empl Name                                | Actions             |
|----------------------------------|--|---------------------|
| <input type="text"/>             |  |                     |
| Password<br><input type="text"/> | Confirm Password<br><input type="text"/> | <a href="#">add</a> |

If you are the primary approver for the group/location, you will be able to add new approvers to that group.

Next you can enter an employee number and then create a new password for the new approver and click [add](#)

If an approver is already in that group/location, you are able to click [delete](#) link next to that approvers name. You may not delete yourself from a group location.

Click  button to exit the maintain users form.