

# Employee Certificate, Checklist and Preferences

## Employee Certificate

The Employee Certificate can be uploaded in the system by using the Certificate Tab. Click + Add Certificate option, update the required information and upload the Certificate.

**Employee Tab >> List >> Employee Name >> Certificate**

Employee Information Employee Document Employee Schedule Personal Time Off Calendar Notes **Certificate** Checklist Preferences

Close (X)

Certificate

**Add Certificate**

**Name\***  
Name

**Certificate Authority\***  
Select

**Valid From\***  
MM/DD/YYYY

**Valid To\***  
MM/DD/YYYY

Upload Certificate

**Note\*:** Preferable file ratio: 1:4 (80 X 320) and maximum allowed file size: 2MB.

Cancel Save

## Employee Checklist

The user can check the documents in the checklist and update the Expiration date and Date of Completion in the checklist.

**Employee Tab >> List >> Employee Name >> Checklist**

Employee Information Employee Document Employee Schedule Personal Time Off Calendar Notes Certificate Checklist Preferences

### Checklist

Name: Marry Delna Email: delnamarry@gmail.com Date: 06/07/2023 Address: Aathir Ladies Hostel

Cell: Cell Mobile Phone: Mobile Phone

Identification Requirements	Expiration Date	Date of Completion
<input type="checkbox"/> Driver's License <input type="checkbox"/> State ID <input type="checkbox"/> Alien Card <input type="checkbox"/> Passport <small>Copy of one, but if ALIEN, copy of Alien Card is required</small>	MM/DD/YYYY	MM/DD/YYYY
<input type="checkbox"/> Copy of SS Card	MM/DD/YYYY	MM/DD/YYYY
Competency and Continued Competency Requirement		
<input type="checkbox"/> RN <input type="checkbox"/> LPN <input type="checkbox"/> LSW <input type="checkbox"/> CNA <input type="checkbox"/> Other	MM/DD/YYYY	MM/DD/YYYY
<input type="checkbox"/> Current Certificate of Continuing Education or Training	MM/DD/YYYY	MM/DD/YYYY
<input type="checkbox"/> Current Resume	MM/DD/YYYY	MM/DD/YYYY

# Employee Preferences

The user can update the Employee Preferences by using the Preferences option. Check the Preferences from the list and click Save Notification Preferences option.

**Employee Tab >> List >> Employee Name >> Preferences**

Employee Information Employee Document Employee Schedule Personal Time Off Calendar Notes Certificate Checklist Preferences

### Notification Preferences

Send Email  
 Send SMS  
 Web notification  
 Mobile-app notification

**Save Notification Preferences**

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