

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

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

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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

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Notification Preferences

Send Email
 Send SMS
 Web notification
 Mobile-app notification

Save Notification Preferences

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