

Form B – New Employees

The New Employees form is for any new staff members who were employed during the Reference Week. This more detailed form has a number of required and optional fields and choices.

On the first line, begin by entering the Surname, Forename, Date of Birth, Gender and Race of the job holder you are adding.

The Date of Birth may be selected using the Calendar icon to the right of the field, but is entered more quickly by typing. The format is dd/mm/yyyy and yes input the slashes!! So for example, May 24th 1985, would be entered as 24/5/1985. The system will validate the date and check to ensure the job holder's age is within the range of 16 and 99.

Gender and Race must be chosen from the drop downs and are required fields.

The screenshot shows the 'Form B - New Employees' interface. At the top, there's a navigation bar with 'DASHBOARD' and 'HELP DESK'. Below that, a header identifies the user as 'STEVE O'REILLY' from 'SPORTY SOFTWARE LIMITED'. The main form area contains several input fields: Surname, Forename, DOB (with a calendar icon), Gender (dropdown), Race (dropdown), Job Title/Code (with a search icon), Status (dropdown), Income (dropdown), Actual Hours, and Normal Hours. Below these are two rows of checkboxes for 'Benefits' (Annual Bonus, Car Allowance, Housing Allowance, Mortgage Subsidy, Stock Options, Travel Allowance, Other) and 'Emp. Type' (Owner, Summer Student, Part Time). At the bottom, there's a search bar, a 'Records per page' dropdown, and buttons for 'Finished Form B' and 'Form C'. A footer note indicates the survey reference week is from Sunday August 25, 2013 to Saturday August 31, 2013, with a due date of Monday September 23, 2013.

The Job Title/Code field will begin to suggest selections as soon as you begin to type the title or numeric code of the job for this new employee. You must select from the list. If you type your own description rather than one of the approved selections the record cannot be added.

Enter the Actual Hours spent at the job during the reference week and the Normal Hours the job holder would work in a typical week. These two fields have special rules:

Actual Hours: Normal Hours:

***Actual Hours must be 0 to 99.9** ***Normal Hours must be 1 to 99.9**

On the Third Line the Status drop down is mandatory. The next two fields declare the income band for the job holder. The first drop down Income indicates Annual, Monthly or Weekly paid, the range dropdown will refresh accordingly if the Income field is changed. All companies must provide the gross annual income and benefits for their employees. Please wait for the page to change before continuing!!

The last two rows ask you to use a check mark to indicate any of these optional items. The first row lists any benefits the employee receives in addition to their salary. The last row asks you to indicate if the employee is an *owner*, a *summer student* or *part time* employee. Please click in the boxes where appropriate!

Benefits: Annual Bonus Car Allowance Housing Allowance Mortgage Subsidy Stock Options Travel Allowance Other

Emp. Type Owner Summer Student Part Time



Press **Add** when ready. The Website will validate the fields and show a red * and message if you have completed a field incorrectly. Correct all red asterisks and try 'Add' again.

If you have added a number of jobs, you may need the search option to find a new employee you wish to double check or correct the entry for. Type part of the name and press the magnifying glass icon.

Surname Search

As with Form A, you have the Delete or Change option in case you make a mistake.

When you are done entering all new employees, again you can move on in two ways: select Finished Form B or Form C. Either option will take you to the next form, but Finished Form B also flags this form as 'Finished'.

Form A - Current Vacancies | **Form B - New Employees** | Form C - Employees and Occupations | Form D - Recruitments, Promotions, Departures

Surname: Forename: DOB(dd/mm/yyyy): Gender: --please select-- Race: --please select--
 Job Title/Code: Actual Hours: Normal Hours:

Status: --please select-- Income: --please select-- Under \$12,000
 Benefits: Annual Bonus Car Allowance Housing Allowance Mortgage Subsidy Stock Options Travel Allowance Other
 Emp. Type: Owner Summer Student Part Time

Surname: Schmidt Forename: Anne DOB(dd/mm/yyyy): 12/03/1960 Gender: Female Race: White
 Job Title/Code: 2413 Accountant III Actual Hours: 35.0 Normal Hours: 40.0
 Status: Non-Bermudian Income: Annual Income \$72,000 and under \$84,000
 Benefits: Annual Bonus Car Allowance Housing Allowance Mortgage Subsidy Stock Options Travel Allowance Other
 Emp. Type: Owner Summer Student Part Time

ADD

Delete Change

Surname Search Records per page: 3 **Finished Form B** Form C

This is the 2013 Employment Survey. The survey Reference week is from Sunday August 25, 2013 to Saturday August 31, 2013, Due date: Monday September 23, 2013