

Form C – Employees and Occupations

Here we are asked to report any changes or deletions to the jobs we reported last year during the Employment Survey.

The employees and their occupation are presented in a list.

There is a set of three buttons for you to action each person in the list.

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

Surname: POOLE Forename: JAQLYEN DOB(dd/mm/yyyy): 28/01/1961 Gender: Female Race: White

Job Title/Code: (2132) Computer program Actual Hours: 40.0 Normal Hours: 40.0

Status: Non-Bermudian Income: Annual Income -Please Select-

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

Emp. Type Owner Summer Student Part Time

NO CHANGE **Delete** **Change** **No Change**

Note: 3 records per page are presented. At the bottom of the display you can change this to either 2, 5 or unlimited. You will use the paging buttons to move through the employees or use the Search feature to find specific employees.

Surname Search Records per page: 3

2013 Employment Survey - Reference week: Sunday August 25, 2013 to Saturday August 31, 2013 , Due Date: Monday September 23, 2013

So press **No Change**, if nothing is different to last year (note this includes actual hours worked and, of course, for most people the actual hours worked will change year to year)

Delete is to be used for any employee who has left your company or organization between last year and the reference week. Note the record does not disappear but is 'flagged' as deleted for our records.

Press **Change** to amend the details from last year. The display will change so you can overtype and change the selections!

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

Surname: POOLE Forename: JAQLYEN DOB(dd/mm/yyyy): 28/01/1961 Gender: Female Race: White

Job Title/Code: (2132) Computer programmer Actual Hours: 40.0 Normal Hours: 40.0

Status: Non-Bermudian Income: Annual Income -Please Select-

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

Emp. Type Owner Summer Student Part Time

Update **Cancel**

Make any needed changes by over typing the values in Surname or Forename.

The Date of Birth, if not correct, 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 may be amended by choosing a different value from the drop downs.

Modify the Job Title/Code if necessary. 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 employee. You must select from the list. If you type your own description rather than one of the approved selections the record cannot be saved.

Amend the Actual and Normal Hours worked for the job holder. Normal Hours may not change very often, but typically, for most people the actual hours worked will change year to year. These particular fields have a specific range of acceptable values.

Actual Hours:	<input type="text" value="259"/>	Normal Hours:	<input type="text" value="0"/>
	*Actual Hours		*Normal Hours
	must be 0 to 99.9		must be 1 to 99.9

On the third line, amend the Status and Income band where necessary. The Income field drop down 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!!

Modify Benefits and Employee Type as needed.

Benefits:	<input type="checkbox"/> Annual Bonus	<input checked="" type="checkbox"/> Car Allowance	<input type="checkbox"/> Housing Allowance	<input type="checkbox"/> Mortgage Subsidy	<input type="checkbox"/> Stock Options	<input type="checkbox"/> Travel Allowance	<input type="checkbox"/> Other	<input type="text"/>
Emp. Type	<input type="checkbox"/> Owner	<input type="checkbox"/> Summer Student	<input checked="" type="checkbox"/> Part Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Update"/> <input type="button" value="Cancel"/>								

After entering or changing the fields for this employee, you then press to save. The Website will validate fields and show a red * and message if you have completed a field incorrectly.

All error messages (in red with an asterisk) must be fixed before the button will save your changes.

You will use , if you realize you are amending the wrong record perhaps or just want to start over.

You may use the search option to find an employee you wish to double check or correct the entry for, type part of the name and press the magnifying glass icon.

(Don't forget to press to action your changes first!!!)

Surname Search

Note: Your action is shown in dark Orange next to the buttons for your information.

The screenshot displays a table with three rows of employee data. Each row has a status indicator in a dark orange box: 'NO CHANGE', 'CHANGED', and 'DELETED'. Red arrows point to these indicators. Each row also includes fields for name, DOB, Actual Hours, Annual Income, and checkboxes for Housing Allowance, Mortgage Subsidy, Stock Options, and Travel. Buttons for 'Delete', 'Change', and 'No C' are visible for each row.

Work your way through all Employees and occupations in this way.

If you wish to print the page, we recommend you first change the number of records to show all:

The screenshot shows the page header area. A printer icon is circled in red. The 'Records per page' dropdown menu is also circled in red and set to 'all'. The page title is '2013 Employment Survey - Reference week: Sunday August 25, 2013 to Saturday August 31, 2013, Due Date: Monday September 23, 2013'.

When you are finished, click **Finished Form C**. You must do this before you can submit the entire survey with all four forms. You can, of course, exit the system or go to another page and come back later to finished your Form C.

Changes, No Changes and Deletes are saved each time you press **Update** for the employee you are modifying.