

Creating an Employee

In this guide

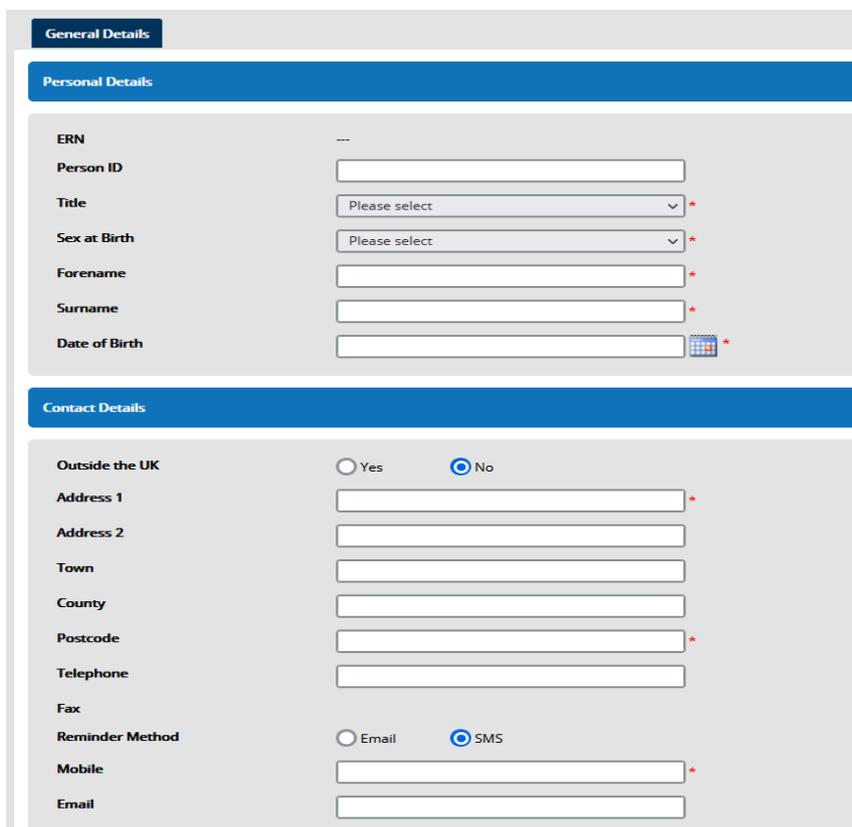
Learn how to create a new employee record on the OHIO system

The Employee Section

This section of OHIO is used to store data for all employees who have been referred to Occupational Health.

1 On the homepage Select Employees from the side menu, then Add New

Complete Personal Details and Contact details – all fields marked with a ****red asterisk**** are mandatory. Ensure details are accurate paying particular attention to date of birth, mobile number and employee ID.

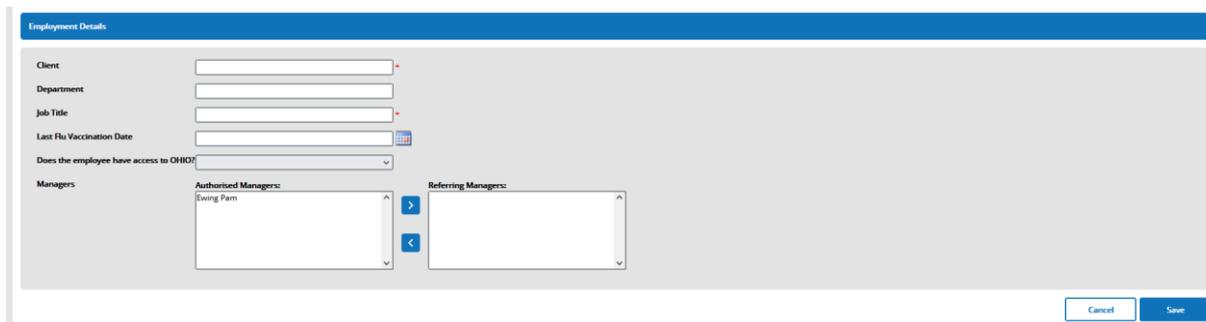


The screenshot shows the 'General Details' form in the OHIO system. It is divided into two main sections: 'Personal Details' and 'Contact Details'. The 'Personal Details' section includes fields for ERN (---), Person ID (text input), Title (dropdown menu with 'Please select' and a red asterisk), Sex at Birth (dropdown menu with 'Please select' and a red asterisk), Forename (text input with a red asterisk), Surname (text input with a red asterisk), and Date of Birth (calendar icon with a red asterisk). The 'Contact Details' section includes a radio button for 'Outside the UK' (Yes/No, with 'No' selected), Address 1 (text input with a red asterisk), Address 2 (text input), Town (text input), County (text input), Postcode (text input with a red asterisk), Telephone (text input), Fax (text input), a radio button for 'Reminder Method' (Email/SMS, with 'SMS' selected), Mobile (text input with a red asterisk), and Email (text input).

Select the department the employee is to be located in.

Select a Referring Manager by moving them into the right-hand box using directional arrows.

Click Save when all fields are completed.

A screenshot of a web application form titled "Employment Details". The form contains several input fields: "Client", "Department", "Job Title", "Last Flu Vaccination Date", and "Does the employee have access to OHIO?". Below these fields is a "Managers" section with two columns: "Authorized Managers" and "Referring Managers". The "Authorized Managers" column contains the name "Ewing Pam". Between the columns are two blue arrows, one pointing right and one pointing left. At the bottom right of the form are two buttons: "Cancel" and "Save".