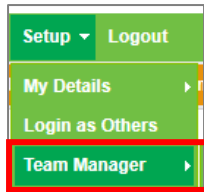


CHANGING EMPLOYEE TYPE FROM CASUAL TO PERMANENT

1. Hover on *Setup* and click on *Team Manager*:



2. Click on the applicable team member:

Team Member	Job Title	Access Level	Team	Email / Username	IRD Number	Daily Contracted Hours	Remuneration Type	Pay Frequency	Gross Annual Remuneration	Employee Type
<input type="checkbox"/>	Elizabeth Green	Administrator	Lic			-	salary	fortnightly	-	Admin only
<input type="checkbox"/>	George Hamilton	Farm Manager	2	george@gmail.com / George	123-456-789	10.00	salary	fortnightly	\$1000.00	Full-time
<input type="checkbox"/>	Harry Brown	Relief Milker	3	harry@gmail.com / Harry	111-222-333	-	per unit	fortnightly	-	Casual

3. This will bring up the following screen:

4. Change the *Employee Type* from *Casual* to the applicable type i.e. *Full Time*:

5. Click *OK*:

6. Change the *Remuneration Type* (if applicable):

Remuneration Type : * per unit

Email Address :

Job Title : salary

Team : wages

Primary Location : per unit

Other Locations : commission

Access Level : nil

7. If applicable, update any other details on the *General* tab.

8. Click *Save*:

Harry Brown

General Employment Details Payroll Leave Payroll Audit Notes Reminders User Files Skills Preferences

Username : Harry
Password : minimum 8 characters (minimum 2 numbers, case sensitive)
First Name : Harry
Last Name : Brown
Employee Type : Full-time
Remuneration Type : wages
Email Address : harry@gmail.com
Job Title : Relief Milker
Team : no team
Primary Location : Farm 1
Other Locations : Select Some Options
Access Level : 3
Health and Safety Responsibility Level : worker
Daily Contracted Milkings : 0
Roster display colour : Test
Hide rostered days off :
Exclude from Rosters and Tasks :
Pay Week Ending Day : Sunday
Exclude from dashboard :
Access Timesheet Viewer Report : * this overrides access level
Timesheet Supervisor :

Save >>

9. Complete the change of employee type setup by following the below applicable help document from **Step 14** onwards:

- [Adding a Full-Time/Part-Time/Fixed Term Team Member on Salary](#)
- [Adding a Full-Time/Part-Time/Fixed Term Team Member on Wages](#)

Please read the very important notes below:

1. Ensure you update the team member's start date to the date the new employee type was effective from
2. Please let us know via [email](#) or on **0800 110 172** when the team member goes to take any Annual Leave. We are just working on a couple of things in the background when an employee is changed from Casual to Permanent, so we would like to ensure all their Annual Leave values are coming through correctly when they go to take some Annual Leave.