



Weatherbys

Stable Employees – Updating employment to Furlough & Removing status of Furlough - User Guides

Version 0.1

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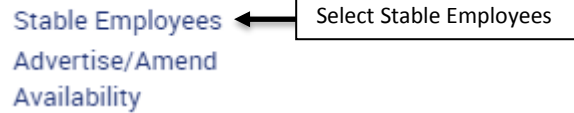
1. Updating employee terms to furlough

- User clicks Trainer menu from the main menu bar



- Drop-down menu displays Stable Employees cluster
- Selects Stable Employees link

STABLE EMPLOYEES



- Page navigates to Stable Employee register

HOME / STABLE EMPLOYEES LIST

CURRENT EMPLOYEES
PAST EMPLOYEES

Filter List


Employee Name ▼

All Job Types ▼

SEARCH

48084 26/03/2020	Stable Employee 1 Stable Lad/Lass		DOB: 03/03/1986 Pass Issued
44136 19/10/2018	Stable Employee 2 Stable Lad/Lass	Self Employed	DOB: 17/07/1986 Pass Issued
58568 04/02/2019	Stable Employee 3 Stable Lad/Lass	Full Time	DOB: 30/09/1991
55311 06/11/2015	Stable Employee 4 Apprentice/Conditional Jockey	Full Time	DOB: 18/09/1996

Select Stable Employee



- User selects employee from list of current employees
- Page navigates to Employee Details

58568 / Stable Employee 1

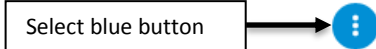
ABOUT

RACEHORSE ATTENDANTS PASS

Basic information

Date of birth: [redacted]
Gender: Female
Nationality: British (GB & NI)

SER no.: 58568
NI no.: [redacted]
Pension arrangements: Has other pension arrangements



- Select blue button



- Select Update employment
- Page navigates to Employment record

HOME / STABLE EMPLOYEE DETAILS / UPDATE EMPLOYMENT

58568 / Stable Employee 1

1. Update Employment 2. Review Details 3. Receipt

Start Date : ← Input start date

Job Title : ▼

Employment Type : ▼

Employment Terms : Paid Unpaid Furlough ← Select Furlough radio button

- Input date employee began furlough (must be date of furlough and on or after 1st March 2020)
- Select the Furlough option for Employment Terms

58568 / Stable Employee 1

1. Update Employment

2. Review Details

3. Receipt

Start Date : 01/04/2020

Job Title : Stable Lad/Lass

Employment Type : Full Time

Employment Terms : Paid Unpaid Furlough

Select Continue → CONTINUE CANCEL

- Select Continue
- Page navigates to Step 2. Review Details

58568 / Stable Employee 1

1. Update Employment

2. Review Details

3. Receipt

? Please check the information below. If the details are correct click "Submit".

If any of the information is incorrect, please select the relevant step above and amend the details.

Start Date: 02/04/2020

Job Title: Stable Lad/Lass

Employment Type: Full Time

Employment Terms: Furlough

Select Submit

SUBMIT

CANCEL

- Select Submit

58568 / Stable Employee 1

1. Update Employment

2. Review Details

3. Receipt

✓ **Your request to Update Employment has been completed successfully.**

Please review any Alerts or Notifications listed below.

Start Date: 02/04/2020

Job Title: Stable Lad/Lass

Employment Type: Full Time

Employment Terms: Furlough

[View Employee Details](#)

Select View Employee Details

[List of Stable Employees](#)

- Select View Employee Details
- Employment history updates with the record for Furlough

🕒 Employment history ← Employee History

Start date	End date	Job title	Type	Terms	Attendants pass	RIABS
02/04/2020		Stable Lad/Lass	Full Time	Furlough		Yes
04/02/2019	01/04/2020	Stable Lad/Lass	Full Time	Paid		Yes

2 items found, displaying all items

1

2. Removing the Furlough employment terms

- User clicks Trainer menu from the main menu bar



- Drop-down menu displays Stable Employees cluster
- Selects Stable Employees link

STABLE EMPLOYEES



- Page navigates to Stable Employee register

HOME / STABLE EMPLOYEES LIST

CURRENT EMPLOYEES		PAST EMPLOYEES	
Filter List Employee Name All Job Types SEARCH	48084 26/03/2020 Stable Employee 1 Stable Lad/Lass Self Employed	← Select Stable Employee	DOB: 03/03/1986 Pass Issued
	44136 19/10/2018 Stable Employee 2 Stable Lad/Lass Self Employed		DOB: 17/07/1986 Pass Issued
	58568 04/02/2019 Stable Employee 3 Stable Lad/Lass Full Time		DOB: 30/09/1991
	55311 06/11/2015 Stable Employee 4 Apprentice/Conditional Jockey Full Time		DOB: 18/09/1996

- User selects employee from list of current employees
- Page navigates to Employee Details

58568 / Stable Employee 1

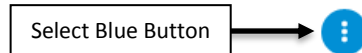
ABOUT

RACEHORSE ATTENDANTS PASS

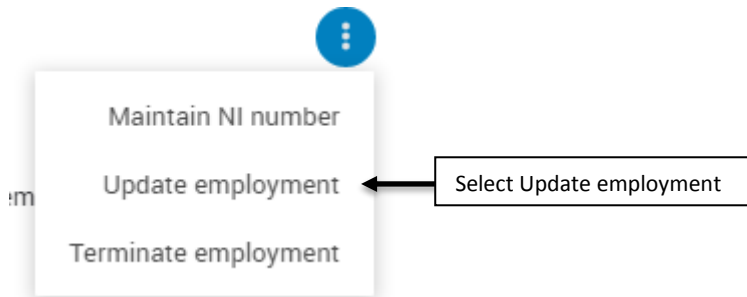
Basic information

Date of birth: [Redacted]
Gender: Female
Nationality: British (GB & NI)

SER no.: 58568
NI no.: [Redacted]
Pension arrangements: Has other pension arrangements



- Select blue button



- Select Update employment
- Page navigates to Employment record
- Previous employment type furlough displays

HOME / STABLE EMPLOYEE DETAILS / UPDATE EMPLOYMENT

58568 / Stable Employee 1

1. Update Employment 2. Review Details 3. Receipt

Start Date : ← Input start date

Job Title : ▼

Employment Type : ▼

Employment Terms : Unpaid Paid ← Select Paid Unpaid furlough

- Select new start date
- Select new employment terms
- Paid / Unpaid

HOME / STABLE EMPLOYEE DETAILS / UPDATE EMPLOYMENT

58568 / Stable Employee 1

1. Update Employment 2. Review Details 3. Receipt

Start Date : 04/04/2020

Job Title : Stable Lad/Lass

Employment Type : Full Time

Employment Terms : Paid Unpaid Furlough

Select Continue → CONTINUE CANCEL

- Select Continue
- Page navigates to Step 2. Review Details

58568 / Stable Employee 1

1. Update Employment

2. Review Details

3. Receipt

? Please check the information below. If the details are correct click "Submit".
If any of the information is incorrect, please select the relevant step above and amend the details.

Start Date: 04/04/2020

Job Title: Stable Lad/Lass

Employment Type: Full Time

Employment Terms: Paid

Select Submit

SUBMIT

CANCEL

- Select Submit
- Page navigates to Step 3. Receipt

58568 / Stable Employee 1

1. Update Employment

2. Review Details

3. Receipt

✓ **Your request to Update Employment has been completed successfully.**

Please review any Alerts or Notifications listed below.

Start Date: 04/04/2020

Job Title: Stable Lad/Lass

Employment Type: Full Time

Employment Terms: Paid

[View Employee Details](#)

Select View Employee Details

[List of Stable Employees](#)

- Select View Employee details
- Page navigates to Employee details page
- Updated employment history displays

🕒 Employment history Select Employment History

Start date	End date	Job title	Type	Terms	Attendants pass	RIABS
04/04/2020		Stable Lad/Lass	Full Time	Paid		Yes
02/04/2020	03/04/2020	Stable Lad/Lass	Full Time	Furlough		Yes
04/02/2019	01/04/2020	Stable Lad/Lass	Full Time	Paid		Yes

3 items found, displaying all items