

Employee Audit Report

Branch: Branch 1

employee: Anita Stapleton			
First Name:	Anita	Status:	Current
Last Name:	Stapleton		
Date of Birth:			
Sex:			
Contact Phone:			
Email:	kayistesting+6001@gmail.com		
Address (Line 1)			
Address (Line 2)			
Suburb:		State:	

Notes for Anita Stapleton		
Date	Author	Notes
11-Aug-15	johnsmith@demo	Employee created
28-Feb-17	hrmanager@demo	<p>Hi Anita Stapleton</p> <p>You have been assigned a new performance review appraisal in Self Service for Craig Daniels. Please log in and complete this assessment.</p> <p>You are required to complete this appraisal by 29 Mar 2017. This appraisal covers the period from 1 Feb 2017 - 31 Mar 2017</p> <p>Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
28-Feb-17	hrmanager@demo	<p>Hi Anita Stapleton</p> <p>You have been assigned a new performance review appraisal in Self Service for Jane Bell. Please log in and complete this assessment.</p> <p>You are required to complete this appraisal by 29 Mar 2017. This appraisal covers the period from 1 Feb 2017 - 31 Mar 2017</p> <p>Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>

Employee Audit Report

Branch: Branch 1

Date	Author	Notes
28-Feb-17	hrmanager@demo	<p>Hi Anita Stapleton</p> <p>You have been assigned a new performance review appraisal in Self Service for Craig Daniels. Please log in and complete this assessment.</p> <p>You are required to complete this appraisal by 30 Mar 2017. This appraisal covers the period from 1 Feb 2017 - 31 Mar 2017</p> <p>Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Please note you username is anita@test.com Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
28-Feb-17	craig@test.com	<p>Hi Anita Stapleton</p> <p>The performance review for Craig Daniels is now ready to be completed. The next steps are for you to meet with Craig Daniels and discuss the individual assessments that have been submitted. Please log in to Self Service to read all of the individual appraisals beforehand.</p> <p>Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Please note you username is anita@test.com Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
28-Feb-17	anita@test.com	<p>Hi Anita Stapleton</p> <p>The performance review for Craig Daniels is now complete. Please log in to Self Service to read the summary document.</p> <p>Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to view the summary.</p> <p>Please note you username is anita@test.com Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
28-Feb-17	hrmanager@demo	<p>Hi Anita Stapleton</p> <p>You have been unassigned as a performance review appraiser for Craig Daniels. You do not need to take any further action at this time.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>

Employee Audit Report

Branch: Branch 1

Date	Author	Notes
28-Feb-17	hrmanager@demo	<p>Hi Anita Stapleton</p> <p>You have been assigned a new performance review appraisal in Self Service for Craig Daniels. Please log in and complete this assessment.</p> <p>You are required to complete this appraisal by 29 Mar 2017. This appraisal covers the period from 1 Feb 2017 - 31 Mar 2017</p> <p>Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Please note you username is anita@test.com Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
28-Feb-17	hrmanager@demo	<p>Hi Anita Stapleton</p> <p>You have been assigned a new performance review appraisal in Self Service for John Smith. Please log in and complete this assessment.</p> <p>You are required to complete this appraisal by 28 Mar 2017. This appraisal covers the period from 1 Feb 2017 - 31 Mar 2017</p> <p>Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Please note you username is anita@test.com Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
28-Feb-17	hrmanager@demo	<p>Hi Anita Stapleton</p> <p>You have been unassigned as a performance review appraiser for John Smith. You do not need to take any further action at this time.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
28-Feb-17	hrmanager@demo	<p>Hi Anita Stapleton</p> <p>You have been assigned a new performance review appraisal in Self Service for John Smith. Please log in and complete this assessment.</p> <p>You are required to complete this appraisal by 28 Mar 2017. This appraisal covers the period from 1 Feb 2017 - 31 Mar 2017</p> <p>Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Please note you username is anita@test.com Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>

Employee Audit Report

Branch: Branch 1

Date	Author	Notes
28-Feb-17	hrmanager@demo	<p>Hi Anita Stapleton</p> <p>You have been unassigned as a performance review appraisor for John Smith. You do not need to take any further action at this time.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
28-Feb-17	hrmanager@demo	<p>Hi Anita Stapleton</p> <p>You have been assigned a new performance review appraisal in Self Service for John Smith. Please log in and complete this assessment.</p> <p>You are required to complete this appraisal by 28 Mar 2017. This appraisal covers the period from 1 Feb 2017 - 31 Mar 2017</p> <p>Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Please note you username is anita@test.com</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
28-Feb-17	hrmanager@demo	<p>Hi Anita Stapleton</p> <p>You have been unassigned as a performance review appraisor for John Smith. You do not need to take any further action at this time.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
01-Mar-17	anita@test.com	<p>Hi Anita Stapleton</p> <p>An important message needs to be acknowledged in Self Service:</p> <p>Acknowledgement test Acknowledgement test You can logon to self service to view this message at https://my.enablehr.com.au <https://my.enablehr.com.au>, using the usernameanita@test.com.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>

Employee Audit Report

Branch: Branch 1

Date	Author	Notes
01-Mar-17	anita@test.com	<p>Hi Anita Stapleton</p> <p>An important message needs to be acknowledged in Self Service:</p> <p>Information morning for all new candidates Hello,</p> <p>Just letting you know we will be holding an information day for all new candidates. This will be held on Saturday 15th August at our head office. Please meet in the lobby at 9am. This should be completed by 12pm.</p> <p>Please acknowledge this message to confirm you have read this.</p> <p>Please see Employee Handbook attached.</p> <p>Regards, HR Team You can logon to self service to view this message at https://my.enablehr.com.au <https://my.enablehr.com.au>, using the username anita@test.com.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>

Documents for Anita Stapleton

Last	Author	Title	Expiry	Status
16-Feb-17	hrmanager@demo	Anita Stapletons Drivers License.docx		Complete
16-Feb-17	hrmanager@demo	Anita Stapletons Drivers License.docx		Complete
17-Feb-17	johnsmith@demo	Employment Agreement - Full Time - Award Covered for Anita Stapleton		Draft
17-Feb-17	johnsmith@demo	Employment Agreement - Full Time - Award Covered for Anita Stapleton		Draft

employee: Craig Daniels

First Name: Craig **Status:** Current
Last Name: Daniels
Date of Birth:
Sex:
Contact Phone:
Email: kayistesting+6000@gmail.com

Address (Line 1)
Address (Line 2)
Suburb: **State:**

Notes for Craig Daniels

Date	Author	Notes
11-Aug-15	johnsmith@demo	Employee created

Employee Audit Report

Branch: Branch 1

Date	Author	Notes
23-Feb-17	hrmanager@demo	<p>Hi Craig Daniels</p> <p>You have been assigned a new performance review appraisal in Self Service for Luke Smith. Please log in and complete this assessment.</p> <p>You are required to complete this appraisal by 9 Mar 2017. This appraisal covers the period from 23 Feb 2016 - 23 Feb 2017</p> <p>Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
28-Feb-17	hrmanager@demo	<p>Hi Craig Daniels</p> <p>You have been assigned a new self appraisal in Self Service. Please log in and complete this assessment.</p> <p>You are required to complete this appraisal by 29 Mar 2017. This appraisal covers the period from 1 Feb 2017 - 31 Mar 2017</p> <p>Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
28-Feb-17	hrmanager@demo	<p>Hi Craig Daniels</p> <p>You have been assigned a new self appraisal in Self Service. Please log in and complete this assessment.</p> <p>You are required to complete this appraisal by 30 Mar 2017. This appraisal covers the period from 1 Feb 2017 - 31 Mar 2017</p> <p>Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Please note you username is craig@test.com Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
28-Feb-17	craig@test.com	<p>Hi Craig Daniels</p> <p>Your performance review is now ready to be completed. The next steps are for you to meet with Anita Stapleton and discuss the individual assessments that have been submitted. Please log in to Self Service to read all of the individual appraisals beforehand.</p> <p>Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Please note you username is craig@test.com Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>

Employee Audit Report

Branch: Branch 1

Date	Author	Notes
28-Feb-17	anita@test.com	<p>Hi Craig Daniels</p> <p>Your performance review is now complete. Please log in to Self Service to read the summary document.</p> <p>Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to view the summary.</p> <p>Please note you username is craig@test.com Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
01-Mar-17	craig@test.com	<p>Hi Craig Daniels</p> <p>An important message needs to be acknowledged in Self Service:</p> <p>Acknowledgement test Acknowledgement test You can logon to self service to view this message at https://my.enablehr.com.au <https://my.enablehr.com.au>, using the usernamecraig@test.com.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
01-Mar-17	craig@test.com	<p>Hi Craig Daniels</p> <p>An important message needs to be acknowledged in Self Service:</p> <p>Information morning for all new candidates Hello,</p> <p>Just letting you know we will be holding an information day for all new candidates. This will be held on Saturday 15th August at our head office. Please meet in the lobby at 9am. This should be completed by 12pm.</p> <p>Please acknowledge this message to confirm you have read this.</p> <p>Please see Employee Handbook attached.</p> <p>Regards, HR Team You can logon to self service to view this message at https://my.enablehr.com.au <https://my.enablehr.com.au>, using the username craig@test.com.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>

Documents for Craig Daniels				
Last	Author	Title	Expiry	Status
28-Feb-17	craig@test.com	Craig Daniels - Performance Appraisal summary - 2017-02-28.pdf		Complete
16-Feb-17	hrmanager@demo	Craig Daniels VISA Documentation.docx		Complete
16-Feb-17	hrmanager@demo	Craig Daniels VISA Documentation.docx		Complete

Employee Audit Report

Branch: Branch 1

employee: Jack Jackson	
First Name:	Jack Status: Current
Last Name:	Jackson
Date of Birth:	
Sex:	
Contact Phone:	
Email:	ksl+esv2@fcbtech.com.au
Address (Line 1)	
Address (Line 2)	
Suburb:	State:

Notes for Jack Jackson		
Date	Author	Notes
22-Jul-15	opsdemo@enab lehr	Candidate created

Employee Audit Report

Branch: Branch 1

Date	Author	Notes
22-Jul-15	opsdemo@enablehr	<p>Dear Jack Jackson,</p> <p>Thank you for applying for the position of with Ops EnableHr Demonstration.</p> <p>I am pleased to inform you that your application has been successful and I would like you to start work on Not provided, provided all necessary paperwork is completed by that time. Please contact me as soon as possible so that I can make arrangements to give you a formal letter of offer and contract of employment for you to sign before starting work.</p> <p>Candidate Self Service Portal:</p> <p>As you have been confirmed as our preferred candidate for the role we would like you to login to our enable Self Service (eSS) portal and complete some pre-employment tasks directly related to your application.</p> <p>You will shortly receive system generated emails from enableHR requesting you validate your Self Service account and requesting you complete tasks surrounding key documentation relating to our pre-employment processes.</p> <p>Feel free to contact me if you have any further questions</p> <p>Kind Regards</p> <p>Ops Demo</p> <p>gdc+opsdemo@enablehr.com</p> <p>Ops EnableHr Demonstration</p> <p>Regards</p> <p>Ryan Warner IT manager</p> <p><http://www.colettehayman.com.au/></p> <p>Colette By Colette Hayman, Focus Building E, Level 4, Suite 1 122-126 Old Pittwater Road, Brookvale NSW 2100</p> <p>PO Box 7388, Warringah Mall, Brookvale NSW 2100 P: +61 2 9930 0500 F: +61 2 8580 6204</p> <p><http://www.colettehayman.com.au/> <https://www.facebook.com/bycolettehayman> <https://twitter.com/colette_hayman> <http://instagram.com/colettebycolettehayman> <http://pinterest.com/colettehayman/></p>
22-Jul-15	opsdemo@enablehr	test
23-Feb-17	hrmanager@demo	Created from candidate

Employee Audit Report

Branch: Branch 1

Date	Author	Notes
23-Feb-17	hrmanager@demo	<p>Hi Jack Jackson</p> <p>You have been assigned a new self appraisal in Self Service. Please log in and complete this assessment.</p> <p>You are required to complete this appraisal by 9 Mar 2017. This appraisal covers the period from 23 Feb 2016 - 23 Feb 2017</p> <p>Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
23-Feb-17	ksl+esv2@fcbtech.com.au	Please read the attached Social Media Policy and acknowledge this task once you have read it.
23-Feb-17	ksl+esv2@fcbtech.com.au	*Attention All Staff* Please remember that today will be the last day for you to submit your paperwork. Please ensure the forms are submitted to your manager by the COB today.
23-Feb-17	ksl+esv2@fcbtech.com.au	<p>Hi Jack Jackson</p> <p>Your performance review is now ready to be completed. The next steps are for you to meet with Joe Brown and discuss the individual assessments that have been submitted. Please log in to Self Service to read all of the individual appraisals beforehand.</p> <p>Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
23-Feb-17	enablehress+joebrown@gmail.com	<p>Hi Jack Jackson</p> <p>Your performance review is now complete. Please log in to Self Service to read the summary document.</p> <p>Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to view the summary.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
01-Mar-17	ksl+esv2@fcbtech.com.au	<p>Hi Jack Jackson</p> <p>An important message needs to be acknowledged in Self Service:</p> <p>Acknowledgement test Acknowledgement test You can logon to self service to view this message at https://my.enablehr.com.au <https://my.enablehr.com.au>, using the usernameksl+esv2@fcbtech.com.au.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>

Employee Audit Report

Branch: Branch 1

Date	Author	Notes
01-Mar-17	ksl+esv2@fcbtech.com.au	<p>Hi Jack Jackson</p> <p>An important message needs to be acknowledged in Self Service:</p> <p>Information morning for all new candidates Hello,</p> <p>Just letting you know we will be holding an information day for all new candidates. This will be held on Saturday 15th August at our head office. Please meet in the lobby at 9am. This should be completed by 12pm.</p> <p>Please acknowledge this message to confirm you have read this.</p> <p>Please see Employee Handbook attached.</p> <p>Regards, HR Team You can logon to self service to view this message at https://my.enablehr.com.au <https://my.enablehr.com.au>, using the username ksl+esv2@fcbtech.com.au.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>

Documents for Jack Jackson				
Last	Author	Title	Expiry	Status
23-Feb-17	ksl+esv2@fcbtech.com.au	Jack Jackson - Performance Appraisal summary - 2017-02-23.pdf		Complete

employee: James Jones	
First Name: James	Status: Current
Last Name: Jones	
Date of Birth:	
Sex:	
Contact Phone:	
Email: james@test.com	
Address (Line 1)	
Address (Line 2)	
Suburb:	State:

Notes for James Jones		
Date	Author	Notes
11-Aug-15	johnsmith@demo	Employee created

Employee Audit Report

Branch: Branch 1

Date	Author	Notes
01-Mar-17	james@test.com	<p>Hi James Jones</p> <p>An important message needs to be acknowledged in Self Service:</p> <p>Acknowledgement test Acknowledgement test You can logon to self service to view this message at https://my.enablehr.com.au <https://my.enablehr.com.au>, using the usernamejames@test.com.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
01-Mar-17	james@test.com	<p>Hi James Jones</p> <p>An important message needs to be acknowledged in Self Service:</p> <p>Information morning for all new candidates Hello,</p> <p>Just letting you know we will be holding an information day for all new candidates. This will be held on Saturday 15th August at our head office. Please meet in the lobby at 9am. This should be completed by 12pm.</p> <p>Please acknowledge this message to confirm you have read this.</p> <p>Please see Employee Handbook attached.</p> <p>Regards, HR Team You can logon to self service to view this message at https://my.enablehr.com.au <https://my.enablehr.com.au>, using the username james@test.com.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>

Documents for James Jones				
Last	Author	Title	Expiry	Status
01-Mar-17	hrmanager@demo	Copy of drivers license		Complete

employee: Jane Bell	
First Name:	Jane Status: Current
Last Name:	Bell
Date of Birth:	
Sex:	
Contact Phone:	
Email:	jane@test.com
Address (Line 1)	
Address (Line 2)	
Suburb:	State:

Employee Audit Report

Branch: Branch 1

Notes for Jane Bell		
Date	Author	Notes
11-Aug-15	johnsmith@demo	Employee created
28-Feb-17	hrmanager@demo	<p>Hi Jane Bell</p> <p>You have been assigned a new self appraisal in Self Service. Please log in and complete this assessment.</p> <p>You are required to complete this appraisal by 29 Mar 2017. This appraisal covers the period from 1 Feb 2017 - 31 Mar 2017</p> <p>Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
28-Feb-17	hrmanager@demo	<p>Hi Jane Bell</p> <p>You have been assigned a new performance review appraisal in Self Service for John Smith. Please log in and complete this assessment.</p> <p>You are required to complete this appraisal by 28 Mar 2017. This appraisal covers the period from 1 Feb 2017 - 31 Mar 2017</p> <p>Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
28-Feb-17	hrmanager@demo	<p>Hi Jane Bell</p> <p>You have been unassigned as a performance review appraiser for John Smith. You do not need to take any further action at this time.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
28-Feb-17	hrmanager@demo	<p>Hi Jane Bell</p> <p>You have been assigned a new performance review appraisal in Self Service for John Smith. Please log in and complete this assessment.</p> <p>You are required to complete this appraisal by 28 Mar 2017. This appraisal covers the period from 1 Feb 2017 - 31 Mar 2017</p> <p>Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>

Employee Audit Report

Branch: Branch 1

Date	Author	Notes
28-Feb-17	johnsmith@demo	<p>Hi Jane Bell</p> <p>The performance review for John Smith is now ready to be completed. The next steps are for you to meet with John Smith and discuss the individual assessments that have been submitted. Please log in to Self Service to read all of the individual appraisals beforehand.</p> <p>Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
28-Feb-17	hrmanager@demo	<p>Hi Jane Bell</p> <p>You have been unassigned as a performance review appraiser for John Smith. You do not need to take any further action at this time.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
28-Feb-17	hrmanager@demo	<p>Hi Jane Bell</p> <p>You have been assigned a new performance review appraisal in Self Service for John Smith. Please log in and complete this assessment.</p> <p>You are required to complete this appraisal by 28 Mar 2017. This appraisal covers the period from 1 Feb 2017 - 31 Mar 2017</p> <p>Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
28-Feb-17	johnsmith@demo	<p>Hi Jane Bell</p> <p>The performance review for John Smith is now ready to be completed. The next steps are for you to meet with John Smith and discuss the individual assessments that have been submitted. Please log in to Self Service to read all of the individual appraisals beforehand.</p> <p>Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>

Employee Audit Report

Branch: Branch 1

Date	Author	Notes
28-Feb-17	hrmanager@demo	<p>Hi Jane Bell</p> <p>You have been unassigned as a performance review appraiser for John Smith. You do not need to take any further action at this time.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
28-Feb-17	hrmanager@demo	<p>Hi Jane Bell</p> <p>You have been assigned a new performance review appraisal in Self Service for John Smith. Please log in and complete this assessment.</p> <p>You are required to complete this appraisal by 28 Mar 2017. This appraisal covers the period from 1 Feb 2017 - 31 Mar 2017</p> <p>Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
01-Mar-17	jane@test.com	<p>Hi Jane Bell</p> <p>An important message needs to be acknowledged in Self Service:</p> <p>Acknowledgement test Acknowledgement test You can logon to self service to view this message at https://my.enablehr.com.au <https://my.enablehr.com.au>, using the usernamejane@test.com.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
01-Mar-17	jane@test.com	<p>Hi Jane Bell</p> <p>An important message needs to be acknowledged in Self Service:</p> <p>Information morning for all new candidates Hello,</p> <p>Just letting you know we will be holding an information day for all new candidates. This will be held on Saturday 15th August at our head office. Please meet in the lobby at 9am. This should be completed by 12pm.</p> <p>Please acknowledge this message to confirm you have read this.</p> <p>Please see Employee Handbook attached.</p> <p>Regards, HR Team You can logon to self service to view this message at https://my.enablehr.com.au <https://my.enablehr.com.au>, using the username jane@test.com.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>

Employee Audit Report

Branch: Branch 1

Documents for Jane Bell

No documents in record

employee: Jilly Smithrod	
First Name:	Jilly Status: Current
Last Name:	Smithrod
Date of Birth:	
Sex:	
Contact Phone:	
Email:	
Address (Line 1)	
Address (Line 2)	
Suburb:	State:

Notes for Jilly Smithrod

Date	Author	Notes
11-Aug-15	johnsmith@demo	Employee created

Documents for Jilly Smithrod

No documents in record

employee: Joe Brown	
First Name:	Joe Status: Current
Last Name:	Brown
Date of Birth:	
Sex:	
Contact Phone:	
Email:	enablehress+joebrown@gmail.com
Address (Line 1)	
Address (Line 2)	
Suburb:	State:

Notes for Joe Brown

Date	Author	Notes
23-Jun-15	hrmanager@demo	Candidate created

Employee Audit Report

Branch: Branch 1

Date	Author	Notes
23-Jun-15	hrmanager@demo	<p>Dear Joe Brown,</p> <p>Thank you for applying for the position of with Ops EnableHr Demonstration.</p> <p>I am pleased to inform you that your application has been successful and I would like you to start work on Not provided, provided all necessary paperwork is completed by that time. Please contact me as soon as possible so that I can make arrangements to give you a formal letter of offer and contract of employment for you to sign before starting work.</p> <p>Candidate Self Service Portal:</p> <p>As you have been confirmed as our preferred candidate for the role we would like you to login to our enable Self Service (eSS) portal and complete some pre-employment tasks directly related to your application.</p> <p>You will shortly receive system generated emails from enableHR requesting you validate your Self Service account and requesting you complete tasks surrounding key documentation relating to our pre-employment processes.</p> <p>Feel free to contact me if you have any further questions</p> <p>Kind Regards</p> <p>HR Manager</p> <p>enablehruser+hrdemo@gmail.com</p> <p>Ops EnableHr Demonstration</p>
23-Jun-15	enablehress+joebrown@gmail.com	Self Service - Document signed by Joe Brown
25-Jun-15	opsdemo@enablehr	<p>Hi Joe Brown</p> <p>A task has been assigned to you by Ops Demo(opsdemo@enablehr) - Ops. The details of this task follows.</p> <p>Title Details Pre-employment Documentation Workflow [eSS] Contract Signature Please read and sign your Employment Agreement Please log in to enable Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
25-Jun-15	enablehress+joebrown@gmail.com	Self Service - Document signed by Joe Brown

Employee Audit Report

Branch: Branch 1

Date	Author	Notes
08-Jul-15	hrmanager@demo	<p>Hi Joe Brown</p> <p>4 tasks have been assigned to you by HR Manager(hrmanager@demo). The details of these tasks follow.</p> <p>Title Details Pre-employment Documentation Workflow [eSS] Fair Work Information Statement Please read the Fair Work Information Statement (attached) and upload a signed copy of the Fair Work Information Statement Acknowledgement form (attached)</p> <p>eTIP: Take a picture of your completed form using your smartphone and then upload that image via this step Pre-employment Documentation Workflow [eSS] Tax File Number Declaration Form Upload a copy of your completed Tax File Number (TFN) Declaration form. (Please also return the original copy of this form on your first day of work)</p> <p>Note: The most recent TFN Declaration form (and guidance) is available to you via the ATO TFN Declaration <https://www.ato.gov.au/Forms/TFN-declaration/> webpage</p> <p>eTIP: Take a picture of your completed form using your smartphone and then upload that image via this step Pre-employment Documentation Workflow [eSS] Super Choice Form Upload a copy of your completed Superannuation (Super) Choice form. (Please also return the original copy of this form on your first day of work)</p> <p>Note: The most recent Super Choice form (and guidance) is available to you via the ATO Superannuation (super) standard choice form <https://www.ato.gov.au/Forms/Superannuation-(super)-standard-choice-form/> webpage.</p> <p>eTIP: Take a picture of your completed form using your smartphone and then upload that image via this step Pre-employment Documentation Workflow [eSS] Bank Account Details Form Upload a copy of your completed Bank Account Details form</p> <p>eTIP: Take a picture of your completed form using your smartphone and then upload that image via this step Please log in to enable Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>

Employee Audit Report

Branch: Branch 1

Date	Author	Notes
08-Jul-15	hrmanager@demo	<p>Hi Joe Brown</p> <p>A task has been assigned to you by HR Manager(hrmanager@demo). The details of this task follows.</p> <p>Title Details Pre-employment Documentation Workflow [eSS] Drivers Licence Required Upload a valid copy of your applicable Licence eTIP: Take a picture of your documentation using your smartphone and then upload that image via this step Please log in to enable Self Service https://my.enablehr.com.au/#/inbox to action this task.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
08-Jul-15	hrmanager@demo	<p>Hi Joe Brown</p> <p>A task has been assigned to you by HR Manager(hrmanager@demo). The details of this task follows.</p> <p>Title Details Pre-employment Documentation Workflow [eSS] Visa Documentation Required Upload a valid copy of your applicable Visa eTI2: Take a picture of your documentation using your smartphone and then upload that image via this step Please log in to enable Self Service https://my.enablehr.com.au/#/inbox to action this task.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
08-Jul-15	enablehress+joebrown@gmail.com	<p>Hi Joe Brown</p> <p>An important message needs to be acknowledged in Self Service:</p> <p>Information morning for all new candidates Hello</p> <p>Just letting you know we will be holding an information day for all new candidates. This will be held on Saturday 15th August at our head office. Please meet in the lobby at 9am. This should be completed by 12pm.</p> <p>Please acknowledge this message to confirm you have read this.</p> <p>Regards HR Team You can logon to self service to view this message at https://my.enablehr.com.au <https://my.enablehr.com.au>, using the username enablehress+joebrown@gmail.com.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
08-Jul-15	enablehress+joebrown@gmail.com	<p>Hello Just letting you know we will be holding an information day for all new candidates. This will be held on Saturday 15th August at our head office. Please meet in the lobby at 9am. This should be completed by 12pm. Please acknowledge this message to confirm you have read this. Regards HR Team</p>

Employee Audit Report

Branch: Branch 1

Date	Author	Notes
21-Jul-15	johnsmith@demo	<p>Hi Joe</p> <p>Can you please bring a copy of your driver's licence to the HR department when convenient.</p> <p>We are located in Room 2C on the 2nd floor. Email Signature</p> <p>Kind Regards John Smith HR Manager</p> <p>enablehrdemo+carrotcorp@gmail.com</p> <p>Carrot Corporation</p> <p>Phone: 1800 Carrot {Company E-mail} <mailto:support@enablehr.com?subject=Enquiry%20from%20Email> {Web page as link} <http://enablehr.com> {Company} • {Street} • {City} • {Postal code} • {State} • {Country}</p> <p>This message is confidential. It may also be privileged or otherwise protected by work product immunity or other legal rules. If you have received it by mistake, please let us know by e-mail reply and delete it from your system; you may not copy this message or disclose its contents to anyone. Please send us by fax any message containing deadlines as incoming e-mails are not screened for response deadlines. The integrity and security of this message cannot be guaranteed on the Internet.</p>
23-Feb-17	hrmanager@demo	Created from candidate
23-Feb-17	hrmanager@demo	<p>Hi Joe Brown</p> <p>You have been assigned a new performance review appraisal in Self Service for Jack Jackson. Please log in and complete this assessment.</p> <p>You are required to complete this appraisal by 9 Mar 2017. This appraisal covers the period from 23 Feb 2016 - 23 Feb 2017</p> <p>Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
23-Feb-17	enablehress+joebrown@gmail.com	Please read the attached Social Media Policy and acknowledge this task once you have read it.
23-Feb-17	enablehress+joebrown@gmail.com	*Attention All Staff* Please remember that today will be the last day for you to submit your paperwork. Please ensure the forms are submitted to your manager by the COB today.

Employee Audit Report

Branch: Branch 1

Date	Author	Notes
23-Feb-17	ksl+esv2@fcbtech.com.au	<p>Hi Joe Brown</p> <p>The performance review for Jack Jackson is now ready to be completed. The next steps are for you to meet with Jack Jackson and discuss the individual assessments that have been submitted. Please log in to Self Service to read all of the individual appraisals beforehand.</p> <p>Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
23-Feb-17	enablehress+joebrown@gmail.com	<p>Hi Joe Brown</p> <p>The performance review for Jack Jackson is now complete. Please log in to Self Service to read the summary document.</p> <p>Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to view the summary.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
01-Mar-17	enablehress+joebrown@gmail.com	<p>Hi Joe Brown</p> <p>An important message needs to be acknowledged in Self Service:</p> <p>Acknowledgement test Acknowledgement test You can logon to self service to view this message at https://my.enablehr.com.au <https://my.enablehr.com.au>, using the usernameenablehress+joebrown@gmail.com.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
01-Mar-17	enablehress+joebrown@gmail.com	<p>Hi Joe Brown</p> <p>An important message needs to be acknowledged in Self Service:</p> <p>Information morning for all new candidates Hello,</p> <p>Just letting you know we will be holding an information day for all new candidates. This will be held on Saturday 15th August at our head office. Please meet in the lobby at 9am. This should be completed by 12pm.</p> <p>Please acknowledge this message to confirm you have read this.</p> <p>Please see Employee Handbook attached.</p> <p>Regards, HR Team You can logon to self service to view this message at https://my.enablehr.com.au <https://my.enablehr.com.au>, using the username enablehress+joebrown@gmail.com.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>

Employee Audit Report

Branch: Branch 1

Documents for Joe Brown				
Last	Author	Title	Expiry	Status
25-Jun-15	opsdemo@enablehr	Casual - Award Covered (e) for Joe Brown		Executed
23-Jun-15	hrmanager@demo	Full Time - Award Covered (e) for Joe Brown		Executed
08-Jul-15	enablehress+joebrown@gmail.com	Joe Brown - Bank Account Details Form - 20150708103148.pdf		Created
23-Jun-15	enablehress+joebrown@gmail.com	Joe Brown - Super Choice Form - 20150623153133.pdf		Created
13-Jul-15	johnsmith@demo	male icon.png		Complete
25-Jun-15	enablehress+joebrown@gmail.com	Signature captured from Self Service		Complete
23-Jun-15	enablehress+joebrown@gmail.com	Signature captured from Self Service		Complete

employee: John Hamm	
First Name:	John Status: Current
Last Name:	Hamm
Date of Birth:	
Sex:	
Contact Phone:	
Email:	
Address (Line 1)	
Address (Line 2)	
Suburb:	State:

Notes for John Hamm		
Date	Author	Notes
11-Aug-15	johnsmith@demo	Employee created

Documents for John Hamm

No documents in record

Employee Audit Report

Branch: Branch 1

employee: John Smith			
First Name:	John	Status:	Current
Last Name:	Smith		
Date of Birth:			
Sex:			
Contact Phone:			
Email:	enablehress+opsjohn@gmail.com		
Address (Line 1)			
Address (Line 2)			
Suburb:		State:	

Notes for John Smith		
Date	Author	Notes
29-Jun-15	opsdemo@enablehr	Employee created
06-Jul-15	opsdemo@enablehr	This is a sensitive note
07-Jul-15	opsdemo@enablehr	Employee created
07-Jul-15	opsdemo@enablehr	Merged from another record: John Smith ID: , Reference: 8354e831f19e4d5db6bb03ff62037e61
13-Jul-15	hrmanager@demo	
22-Jul-15	johnsmith@demo	<p>Hi John Smith</p> <p>An important message needs to be acknowledged in Self Service:</p> <p>New company handbook Hi All</p> <p>Please read the new handbook. You can logon to self service to view this message at https://my.enablehr.com.au <https://my.enablehr.com.au>, using the usernamejohnsmith@demo.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
29-Jul-15	johnsmith@demo	<p>Hi John Smith</p> <p>An important message needs to be acknowledged in Self Service:</p> <p>Tomago Sunny The weather is rather nice today You can logon to self service to view this message at https://my.enablehr.com.au <https://my.enablehr.com.au>, using the usernamejohnsmith@demo.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>

Employee Audit Report

Branch: Branch 1

Date	Author	Notes
23-Feb-17	johnsmith@demo	<p>Hi John Smith</p> <p>An important message needs to be acknowledged in Self Service:</p> <p>Policy - Social Media Please read the attached Social Media Policy and acknowledge this task once you have read it. You can logon to self service to view this message at https://my.enablehr.com.au <https://my.enablehr.com.au>, using the username johnsmith@demo.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
23-Feb-17	johnsmith@demo	<p>Hi John Smith</p> <p>An important message needs to be acknowledged in Self Service:</p> <p>Please remember to submit your forms today! *Attention All Staff*</p> <p>Please remember that today will be the last day for you to submit your paperwork.</p> <p>Please ensure the forms are submitted to your manager by the COB today. You can logon to self service to view this message at https://my.enablehr.com.au <https://my.enablehr.com.au>, using the username johnsmith@demo.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
28-Feb-17	hrmanager@demo	<p>Hi John Smith</p> <p>You have been assigned a new self appraisal in Self Service. Please log in and complete this assessment.</p> <p>You are required to complete this appraisal by 28 Mar 2017. This appraisal covers the period from 1 Feb 2017 - 31 Mar 2017</p> <p>Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Please note you username is johnsmith@demo</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
28-Feb-17	johnsmith@demo	<p>Hi John Smith</p> <p>Your performance review is now ready to be completed. The next steps are for you to meet with Jane Bell and discuss the individual assessments that have been submitted. Please log in to Self Service to read all of the individual appraisals beforehand.</p> <p>Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Please note you username is johnsmith@demo</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>

Employee Audit Report

Branch: Branch 1

Date	Author	Notes
28-Feb-17	johnsmith@demo	<p>Hi John Smith</p> <p>Your performance review is now ready to be completed. The next steps are for you to meet with Jane Bell and discuss the individual assessments that have been submitted. Please log in to Self Service to read all of the individual appraisals beforehand.</p> <p>Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Please note you username is johnsmith@demo Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
28-Feb-17	hrmanager@demo	sgsdgsdfsdg
01-Mar-17	johnsmith@demo	<p>Hi John Smith</p> <p>An important message needs to be acknowledged in Self Service:</p> <p>Acknowledgement test Acknowledgement test You can logon to self service to view this message at https://my.enablehr.com.au <https://my.enablehr.com.au>, using the usernamejohnsmith@demo.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
01-Mar-17	johnsmith@demo	<p>Hi John Smith</p> <p>An important message needs to be acknowledged in Self Service:</p> <p>Information morning for all new candidates Hello,</p> <p>Just letting you know we will be holding an information day for all new candidates. This will be held on Saturday 15th August at our head office. Please meet in the lobby at 9am. This should be completed by 12pm.</p> <p>Please acknowledge this message to confirm you have read this.</p> <p>Please see Employee Handbook attached.</p> <p>Regards, HR Team You can logon to self service to view this message at https://my.enablehr.com.au <https://my.enablehr.com.au>, using the username johnsmith@demo.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>

Documents for John Smith

Last	Author	Title	Expiry	Status
15-Jul-15	opsdemo@enablehr	Certificate of Completion		Created
28-Feb-17	johnsmith@demo	John Smith - Performance Appraisal summary - 2017-02-28.pdf		Draft

Employee Audit Report

Branch: Branch 1

employee: Luke Smith	
First Name:	Luke Status: Current
Last Name:	Smith
Date of Birth:	
Sex:	
Contact Phone:	
Email:	enablehress+opsluke@gmail.com
Address (Line 1)	100 Walker St
Address (Line 2)	
Suburb:	North Sydney State: NSW

Notes for Luke Smith		
Date	Author	Notes
09-Jul-15	hrmanager@demo	Employee created
09-Jul-15	enablehress+opsluke@gmail.com	<p>Hi Luke Smith</p> <p>Your requested change has been approved by HR Manager(hrmanager@demo).</p> <p>Property Old Value New Value Document Luke Smith - Provide First Aid - 20150709120305.png Date Last Update 2015-07-09 11:23:33.206 Thu Jul 09 12:03:06 EST 2015 Present Capability Provide First Aid Status Missing Completed Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
13-Jul-15	hrmanager@demo	
13-Jul-15	enablehress+opsluke@gmail.com	<p>Hi Luke Smith</p> <p>Your requested change has been approved by HR Manager(hrmanager@demo).</p> <p>Property Old Value New Value State NSW Suburb North Sydney Post Code 1234 Address 1 100 Walker St Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>

Employee Audit Report

Branch: Branch 1

Date	Author	Notes
20-Jul-15	johnsmith@demo	<p>Test message text Email Signature Kind Regards John Smith CEO</p> <p>enablehrdemo@gmail.com {Business name}</p> <p>Phone: {Phone} {Company E-mail} <mailto:support@enablehr.com?subject=Enquiry%20from%20Email> {Web page as link} <http://enablehr.com> {Company} • {Street} • {City} • {Postal code} • {State} • {Country}</p> <p>This message is confidential. It may also be privileged or otherwise protected by work product immunity or other legal rules. If you have received it by mistake, please let us know by e-mail reply and delete it from your system; you may not copy this message or disclose its contents to anyone. Please send us by fax any message containing deadlines as incoming e-mails are not screened for response deadlines. The integrity and security of this message cannot be guaranteed on the Internet.</p>
20-Jul-15	johnsmith@demo	<p>Hi Luke</p> <p>Your leave has been approved. Email Signature</p> <p>Kind Regards John Smith CEO</p> <p>enablehrdemo@gmail.com</p> <p>{Business name}</p> <p>Phone: {Phone} {Company E-mail} <mailto:support@enablehr.com?subject=Enquiry%20from%20Email> {Web page as link} <http://enablehr.com> {Company} • {Street} • {City} • {Postal code} • {State} • {Country}</p> <p>This message is confidential. It may also be privileged or otherwise protected by work product immunity or other legal rules. If you have received it by mistake, please let us know by e-mail reply and delete it from your system; you may not copy this message or disclose its contents to anyone. Please send us by fax any message containing deadlines as incoming e-mails are not screened for response deadlines. The integrity and security of this message cannot be guaranteed on the Internet.</p>
22-Jul-15	enablehress+opsluke@gmail.com	<p>Hi Luke Smith</p> <p>An important message needs to be acknowledged in Self Service:</p> <p>New company handbook Hi All</p> <p>Please read the new handbook. You can logon to self service to view this message at https://my.enablehr.com.au <https://my.enablehr.com.au>, using the usernameenablehress+opsluke@gmail.com.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>

Employee Audit Report

Branch: Branch 1

Date	Author	Notes
29-Jul-15	enablehress+opsluke@gmail.com	<p>Hi Luke Smith</p> <p>An important message needs to be acknowledged in Self Service:</p> <p>Tomago Sunny The weather is rather nice today You can logon to self service to view this message at https://my.enablehr.com.au <https://my.enablehr.com.au> , using the usernameenablehress+opsluke@gmail.com.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
29-Jul-15	enablehress+opsluke@gmail.com	The weather is rather nice today
29-Jul-15	enablehress+opsluke@gmail.com	<p>Hi Luke Smith</p> <p>Your requested change has been approved by Ops Demo(opsdemo@enablehr) - Ops.</p> <p>Property Old Value New Value Middle Name Roger</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
29-Jul-15	enablehress+opsluke@gmail.com	<p>Hi Luke Smith</p> <p>Your requested change has been declined by Ops Demo(opsdemo@enablehr) - Ops.</p> <p>Property Old Value New Value Value enablehress+opsluke@gmail.com blah@blah.com Comments:</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
23-Feb-17	hrmanager@demo	<p>Hi Luke Smith</p> <p>A task has been assigned to you by HR Manager(hrmanager@demo). The details of this task follows.</p> <p>Title Details Create an Employment Agreement Checklist (eSS) Employment Agreement Signature Please read and sign your Employment Agreement (Note: Please ensure you have reviewed any schedule or attachments to that document prior to signing). Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
23-Feb-17	enablehress+opsluke@gmail.com	Self Service - Document signed by Luke Smith

Employee Audit Report

Branch: Branch 1

Date	Author	Notes
23-Feb-17	hrmanager@demo	<p>Hi Luke Smith</p> <p>A task has been assigned to you by HR Manager(hrmanager@demo). The details of this task follows.</p> <p>Title Details Employee Induction (eSS) Required Duties Acknowledgement Confirm you have been provided instructions on your required duties Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
23-Feb-17	hrmanager@demo	<p>Hi Luke Smith</p> <p>A task has been assigned to you by HR Manager(hrmanager@demo). The details of this task follows.</p> <p>Title Details Employee Induction (eSS) Policies and Procedures Acknowledgement Please navigate to 'My Organisation' > 'Policies' and read all relevant policies. Click the 'Acknowledge' to confirm you have completed this. Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
23-Feb-17	enablehress+opsluke@gmail.com	<p>Hi Luke Smith</p> <p>An important message needs to be acknowledged in Self Service:</p> <p>Policy - Social Media Please read the attached Social Media Policy and acknowledge this task once you have read it. You can logon to self service to view this message at https://my.enablehr.com.au <https://my.enablehr.com.au>, using the usernameenablehress+opsluke@gmail.com.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
23-Feb-17	enablehress+opsluke@gmail.com	Self Service - Acknowledged by Luke Smith (enablehress+opsluke@gmail.com)
23-Feb-17	enablehress+opsluke@gmail.com	Self Service - Acknowledged by Luke Smith (enablehress+opsluke@gmail.com)

Employee Audit Report

Branch: Branch 1

Date	Author	Notes
23-Feb-17	hrmanager@demo	<p>Hi Luke Smith</p> <p>A task has been assigned to you by HR Manager(hrmanager@demo). The details of this task follows.</p> <p>Title Details Employee Induction (eSS) Policies and Procedures Acknowledgement Please navigate to 'My Organisation' > 'Policies' and read all relevant policies. Click the 'Acknowledge' to confirm you have completed this. Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
23-Feb-17	enablehress+opsluke@gmail.com	Please read the attached Social Media Policy and acknowledge this task once you have read it.
23-Feb-17	enablehress+opsluke@gmail.com	Self Service - Acknowledged by Luke Smith (enablehress+opsluke@gmail.com)
23-Feb-17	hrmanager@demo	<p>Hi Luke Smith</p> <p>You have been assigned a new self appraisal in Self Service. Please log in and complete this assessment.</p> <p>You are required to complete this appraisal by 9 Mar 2017. This appraisal covers the period from 23 Feb 2016 - 23 Feb 2017</p> <p>Please log in to Self Service <https://my.enablehr.com.au/#/inbox> to action this task.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
23-Feb-17	enablehress+opsluke@gmail.com	<p>Hi Luke Smith</p> <p>An important message needs to be acknowledged in Self Service:</p> <p>Please remember to submit your forms today! *Attention All Staff*</p> <p>Please remember that today will be the last day for you to submit your paperwork.</p> <p>Please ensure the forms are submitted to your manager by the COB today. You can logon to self service to view this message at https://my.enablehr.com.au <https://my.enablehr.com.au>, using the username enablehress+opsluke@gmail.com.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>

Employee Audit Report

Branch: Branch 1

Date	Author	Notes
01-Mar-17	enablehress+opsluke@gmail.com	<p>Hi Luke Smith</p> <p>An important message needs to be acknowledged in Self Service:</p> <p>Acknowledgement test Acknowledgement test You can logon to self service to view this message at https://my.enablehr.com.au <https://my.enablehr.com.au>, using the usernameenablehress+opsluke@gmail.com.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
01-Mar-17	enablehress+opsluke@gmail.com	<p>Hi Luke Smith</p> <p>An important message needs to be acknowledged in Self Service:</p> <p>Information morning for all new candidates Hello,</p> <p>Just letting you know we will be holding an information day for all new candidates. This will be held on Saturday 15th August at our head office. Please meet in the lobby at 9am. This should be completed by 12pm.</p> <p>Please acknowledge this message to confirm you have read this.</p> <p>Please see Employee Handbook attached.</p> <p>Regards, HR Team You can logon to self service to view this message at https://my.enablehr.com.au <https://my.enablehr.com.au>, using the username enablehress+opsluke@gmail.com.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>

Documents for Luke Smith				
Last	Author	Title	Expiry	Status
23-Feb-17	hrmanager@demo	Employment Agreement - Full Time - Award Covered for Luke Smith		Executed
23-Feb-17	enablehress+opsluke@gmail.com	Luke Smith - Drivers Licence - 20170223105440		STAGED_VIA_SELF_SERVICE
09-Jul-15	enablehress+opsluke@gmail.com	Luke Smith - Provide First Aid - 20150709120305.png		Complete
23-Feb-17	enablehress+opsluke@gmail.com	Signature captured from Self Service		Complete

Employee Audit Report

Branch: Branch 1

employee: Susan Dunn			
First Name:	Susan	Status:	Current
Last Name:	Dunn		
Date of Birth:			
Sex:			
Contact Phone:			
Email:	ksl+esv1@fcbtech.com.au		
Address (Line 1)	101 Smith Road		
Address (Line 2)			
Suburb:	Melbourne	State:	VIC

Notes for Susan Dunn		
Date	Author	Notes
22-Jul-15	opsdemo@enablehr	Employee created
22-Jul-15	ksl+esv1@fcbtech.com.au	<p>Hi Suzie Duzie</p> <p>An important message needs to be acknowledged in Self Service:</p> <p>New company handbook Hi All</p> <p>Please read the new handbook. You can logon to self service to view this message at https://my.enablehr.com.au <https://my.enablehr.com.au>, using the usernameksl+esv1@fcbtech.com.au.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
22-Jul-15	ksl+esv1@fcbtech.com.au	Hi All Please read the new handbook.
22-Jul-15	opsdemo@enablehr	Meeting required with employee
29-Jul-15	ksl+esv1@fcbtech.com.au	<p>Hi Suzie Duzie</p> <p>An important message needs to be acknowledged in Self Service:</p> <p>Tomago Sunny The weather is rather nice today You can logon to self service to view this message at https://my.enablehr.com.au <https://my.enablehr.com.au> , using the usernameksl+esv1@fcbtech.com.au.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>

Employee Audit Report

Branch: Branch 1

Date	Author	Notes
23-Feb-17	ksl+esv1@fcbtech.com.au	<p>Hi Susan Dunn</p> <p>An important message needs to be acknowledged in Self Service:</p> <p>Policy - Social Media Please read the attached Social Media Policy and acknowledge this task once you have read it. You can logon to self service to view this message at https://my.enablehr.com.au <https://my.enablehr.com.au>, using the usernameksl+esv1@fcbtech.com.au.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
23-Feb-17	ksl+esv1@fcbtech.com.au	<p>Hi Susan Dunn</p> <p>An important message needs to be acknowledged in Self Service:</p> <p>Please remember to submit your forms today! *Attention All Staff*</p> <p>Please remember that today will be the last day for you to submit your paperwork.</p> <p>Please ensure the forms are submitted to your manager by the COB today. You can logon to self service to view this message at https://my.enablehr.com.au <https://my.enablehr.com.au>, using the username ksl+esv1@fcbtech.com.au.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>
01-Mar-17	ksl+esv1@fcbtech.com.au	<p>Hi Susan Dunn</p> <p>An important message needs to be acknowledged in Self Service:</p> <p>Acknowledgement test Acknowledgement test You can logon to self service to view this message at https://my.enablehr.com.au <https://my.enablehr.com.au>, using the usernameksl+esv1@fcbtech.com.au.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>

Employee Audit Report

Branch: Branch 1

Date	Author	Notes
01-Mar-17	ksl+esv1@fcbtech.com.au	<p>Hi Susan Dunn</p> <p>An important message needs to be acknowledged in Self Service:</p> <p>Information morning for all new candidates Hello,</p> <p>Just letting you know we will be holding an information day for all new candidates. This will be held on Saturday 15th August at our head office. Please meet in the lobby at 9am. This should be completed by 12pm.</p> <p>Please acknowledge this message to confirm you have read this.</p> <p>Please see Employee Handbook attached.</p> <p>Regards, HR Team You can logon to self service to view this message at https://my.enablehr.com.au <https://my.enablehr.com.au>, using the username ksl+esv1@fcbtech.com.au.</p> <p>Sent by enableHR, support@enablehr.com <mailto:support@enablehr.com>, (AU) 1300 453 514 / (NZ) 0800 2 ENABLE (0800 2 362 253)</p>

Documents for Susan Dunn				
Last	Author	Title	Expiry	Status
03-Aug-15	johnsmith@demo	ID-100184810-woman-smiling-by-stockimages.jpg		Complete
03-Aug-15	johnsmith@demo	LeslieALsheimer_HEadshot2.jpg		Complete
16-Feb-17	hrmanager@demo	Susan Dunn Resume.docx		Complete
16-Feb-17	hrmanager@demo	Susan Dunn Resume.docx		Complete