1.7 Miscellaneous Details

Miscellaneous details provides summary details of expiry dates of passport, visa, work permit and residency permit. If you change the latest date(s) on this page, then the date(s) displayed on the relevant details page will also be changed and vice versa.

1.7.1 Amending miscellaneous Details

1. Use the search facility to locate the person whose details you wish to maintain or, if already working with the correct record, use the navigation trial to return to the people menu.

1. Select Miscellaneous details
   The miscellaneous details screen will be displayed

2. Enter the appropriate changes for the employee.
   Note that the Right to work status will be maintained in Checks rather than within this screen.

3. Click the button.