

# How to load course types for Skills and Equity



## **Incident:**

This guide has been created to assist you in adding the course type to the employee for skills and equity purposes

## **Solution:**

- Please make a backup before proceeding
- Please ensure that there are no processed employees.
- Please go to Edit > Employee Masterfile > Select the specific employee
- Go to the Skills/Equity tab
  - On the right select Skills Training or Equity Training tab. Depending on the training completed
- Add the Date Achieved, Type of Course, Obtained From, Duration, Cost(Direct), Cost(Overhead) and Cost(Salary)
- Once all the information has been captured. Save the Employees Edit Masterfile, by selecting the Save icon on the top of the Edit Masterfile.