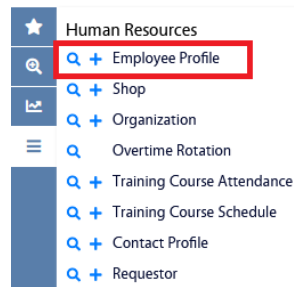



Update an Employee Profile

An Employee Profile is used to track information for a person at the institution. Employees are divided into two groups, one is Employee (the default) and the other is Shop Person. An Employee Profile marked as a Shop Person can be used in more places in the system and is normally used to identify employees that work for the organization using AiM.

1. From the menu, under **Human Resources**, select **Employee Profile**



2. Click the Employee Profile hyperlink and then click: 

- a. Alternatively, you can click  to go left to the Employee Profile hyperlink.

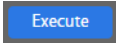
AiM Employee Profile

Execute Basic Search Reset

Action	Display Order	Sort	Operator	
<input type="checkbox"/> New Query	<input type="checkbox"/> Employee ID	-	=	<input type="text"/>
<input type="checkbox"/> View	<input type="checkbox"/> Last Name	-	=	<input type="text"/>
	<input type="checkbox"/> First Name	-	=	<input type="text"/>
	<input type="checkbox"/> Middle Initial	-	=	<input type="text"/>
	<input type="checkbox"/> Other User ID	-	=	<input type="text"/>
	<input type="checkbox"/> Employee Type	-	=	<input type="text"/>
	<input type="checkbox"/> Labor Class	-	=	<input type="text"/>
	<input type="checkbox"/> Time Type	-	=	<input type="text"/>
	<input type="checkbox"/> Active	-	=	<input type="text"/>
	<input type="checkbox"/> Edit Date	-	=	<input type="text"/>
	<input type="checkbox"/> Editor	-	=	<input type="text"/>

Notes Log

	Operator	
Sequence	=	<input type="text"/>
Record ID	=	<input type="text"/>
Note Type	=	<input type="text"/>
Notes	contains	<input type="text"/>

3. Enter the criteria needed to find the Employee Profile and click 

AiM Employee Profile

Action	Employee ID #	Last Name	First Name
Export	AAA69270	AAENG	AARON
View	AAAB1141	ABOAF	AARON
	AAAB2126	ABDULLAH	AAMIR
	AAAB6667	ABRAHAM	AARON
	AAAC2632	ACHARYA	AASTHA
	AAAD5729	ADLER	AARON
	AAAD9967	ADAMS	AARON
	AAAG2729	AGUILERA	AARON
	AAAL3230	ALLEN	AARON
	AAAL4170	AL-MASKARI	AALA
	AAAL5572	ALLRED	AARON
	AAAL6868	ALYAMMAHI	AAMNA
	AAAL9149	ALBRIGHT	AARON
	AAAM7416	AMHA	AARON

4. Find the Employee Profile you need to update and click the Employee ID hyperlink.

5. Click 

AiM Employee Profile

[Save](#) [Cancel](#)

DAUN7166 Last Edited by DALLACE UNGER On 4/12/23 2:59 PM

[View](#)

- [Contact Information](#)
- [Confidential Data](#)
- [Payroll Data](#)
- [Labor Rates](#)
- [Regular Schedule](#)
- [Exception Schedule](#)
- [Impairment](#)
- [Emergency Contact Information](#)
- [Training](#)
- [Education](#)
- [Trade Capacity](#)
- [Evaluation](#)
- [Time Card Defaults](#)
- [Location](#)
- [Position Control Number](#)
- [Assets](#)
- [Employee Attendance](#)
- [Notes Log](#)
- [User Defined Fields](#)
- [Related Documents](#)

First Name:

Middle Initial:

Last Name:

Other User ID:

Time Type:

REGULAR SALARIED

Labor Class:

EMPLOYEE PAID ON A SALARY BASIS AND ELIGIBLE FOR

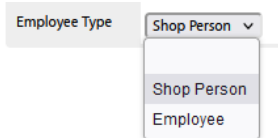
Active:

Employee Type:

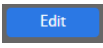
[Edit](#)

6. Update the fields as needed.

7. For the Employee Type field, select from the dropdown if needed.



Shop Person is anyone working in the organization using AiM. Setting them to Shop Person flags them to be included on certain screens and functions that an Employee is not.

8. The  button in the upper right corner allows you to add a picture if you want.

9. The View menu gives you access to more screens with different data on it. Some often used fields:
 - a. Contact Information
 - i. Primary Email Address
 - ii. Contact Types
 - b. Labor Rates – If maintaining individual based charge rates, that data is maintained here.
 - c. User Defined Fields – Institution specific data that they want to keep on an employee but not covered in another area.

10. To inactivate the Employee Profile, click the dropdown for the Active field and select No.

11. When done, click:

A small green rectangular button with the word "Save" written in white text.