

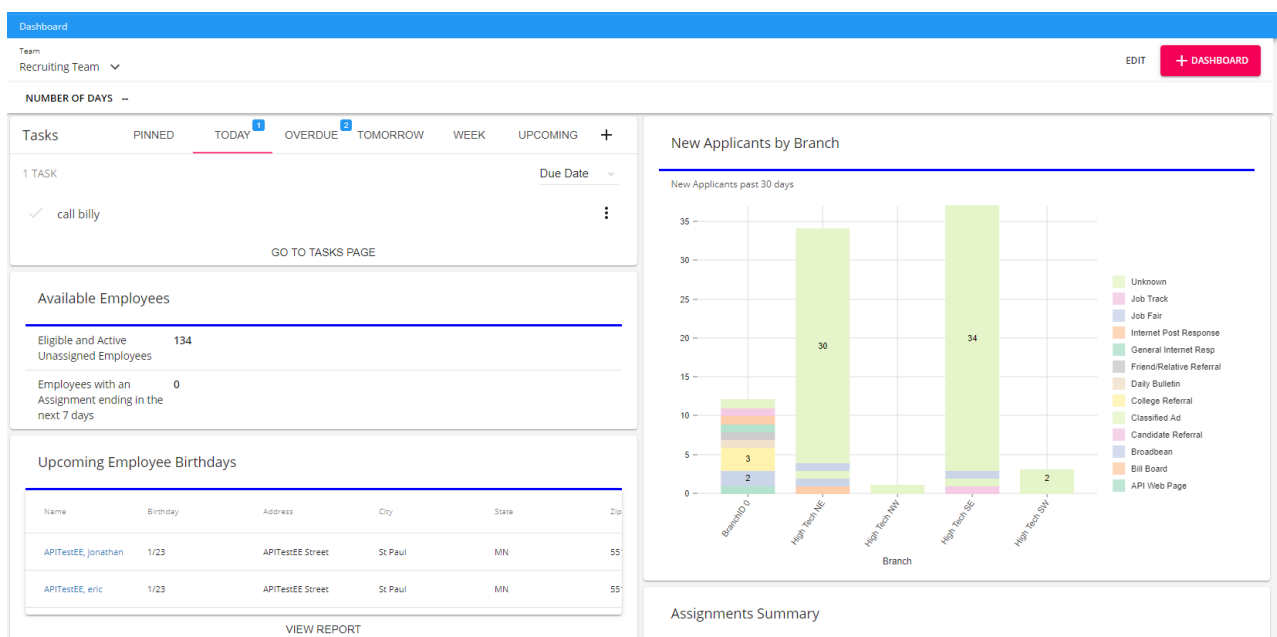
Beyond - Employee Frequently Asked Questions

Last Modified on 12/07/2022 9:28 am CST

This article will review some of the most common questions about employee records in Beyond.

What is Beyond?

TempWorks Beyond™ is a comprehensive mobile applicant tracking system (ATS) and customer relationship management (CRM) browser-based solution offered for the staffing industry. It allows you to access your applicant & customer records from any device connected to the internet and utilizing a web browser (for more information on logging in see [Beyond: How to Log In](#)).

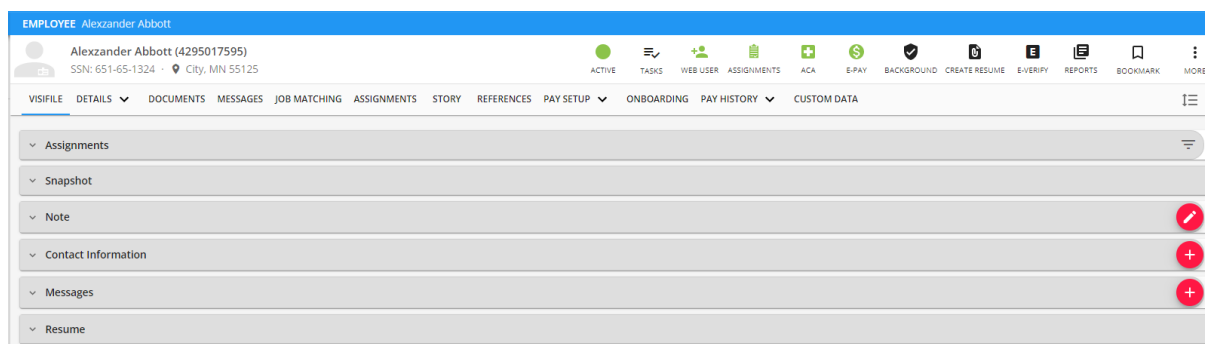


FAQ List:

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Q: What is an Employee Record?


Answer: Employee records can be for current, past, or potential employees (applicants).

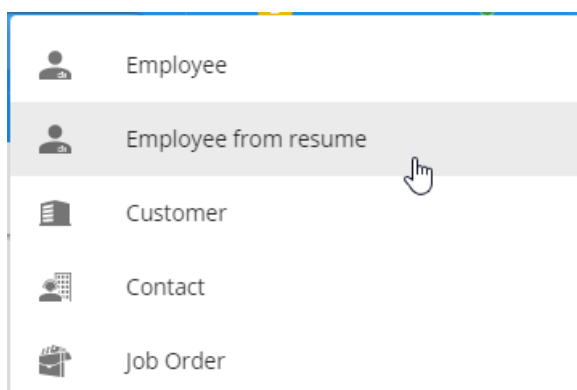


Within each employee record you have the ability to store all kinds of information and details such as the employee's contact information, resume, and even their preferences on how they want to be paid.

Check out [Beyond - Record Types](#) for more information on what records are available in Beyond.

Q: How Do I Add an Employee Record?

Answer: Employee Records can be added using the  button in the upper right, through an online application, or even via your email in Outlook. Check out [Beyond - How to Create an Employee Record](#) for more detailed instructions.



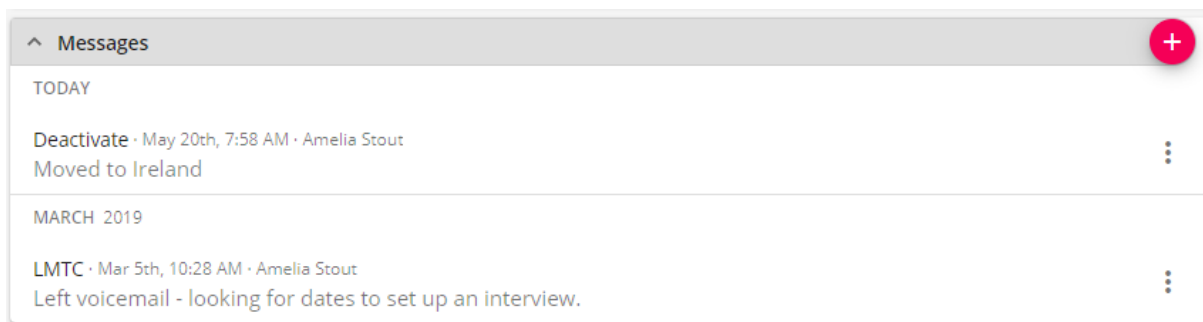
Note Any record added into Enterprise will be automatically added into Beyond and visa versa.

Q: How Do I Deactivate an Employee Record? Is Deactivating the Same as Deleting?

Answer: Employee records can be deactivated in order to denote that they are no longer an active employee at your staffing agency. This allows you to eliminate them from 'Active' employee searches but still keep the information for your records.

There is no option to permanently delete a record in Beyond. Use the Deactivate option to archive the record.

To deactivate an employee record, navigate to the employee record you wish to deactivate and log a message with the action code 'Deactivate' (If you don't see Deactivate as an option, your system may have a different code for this purpose. Contact your system admin if you are unsure).



A screenshot of the 'Messages' section in the Beyond system. The header shows '^ Messages' and a red '+' button. The messages are grouped by date. Under 'TODAY', there is a message from 'Deactivate' dated 'May 20th, 7:58 AM' by 'Amelia Stout' with the subject 'Moved to Ireland'. Under 'MARCH 2019', there is a message from 'LMTC' dated 'Mar 5th, 10:28 AM' by 'Amelia Stout' with the subject 'Left voicemail - looking for dates to set up an interview.' Each message has a three-dot menu icon to its right.

In the body of the message, enter the reason you are deactivating this employee (ex. moved away, hired full time, etc.)



A screenshot of the 'Compose Message' form in the Beyond system. The form has a title 'Compose Message' and a 'Message' field containing the text 'Employee moving out of service. New Zealand'. Below the message field is an 'Action' dropdown menu, which is highlighted with a red rectangle and contains the option 'Deact'. Below the dropdown is a checkbox labeled 'Create a task'. At the bottom of the form are three buttons: 'SAVE AS DRAFT', 'CANCEL', and 'SUBMIT'. A red arrow points to the 'SUBMIT' button.

If that employee reapplies with your company, you can log a message with the 'reactivate' action code to reactivate their record.

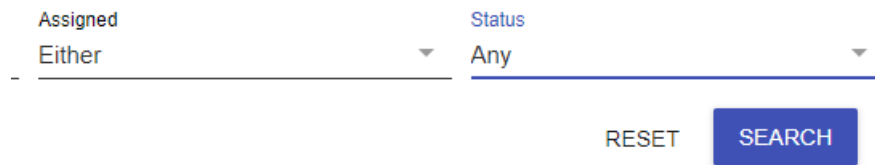
For more information on deactivating and reactivating employee records, check out [Beyond - How to Deactivate and Reactivate Employee Records](#).

Q: Why Can't I Find an Employee?

Answer: There are a lot of options while searching. If you are trying to find a specific employee but the search doesn't seem to be working right, here are a couple tips:

- Anytime you are searching for something new, hit the 'reset' button next to the search button. This will reset all the search criteria and ensure you are starting fresh.

- If you are still not finding the record you are looking for set the "Assigned" option to "Either" and Status drop down to Any. This will search all records regardless of their status.



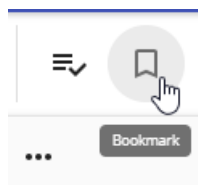
The image shows two dropdown menus. The first is labeled "Assigned" and has "Either" selected. The second is labeled "Status" and has "Any" selected. Below these are two buttons: "RESET" and "SEARCH".

To learn more about searching, see [Beyond - Advanced Searching](#).

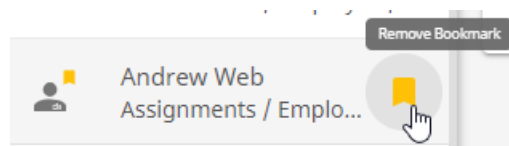
Q: How Do I Save a Record I Need To Keep Coming Back To?

Answer: Beyond let's you create bookmarks which are quick shortcuts to records you return to often.

Navigate to the employee record you wish to bookmark and select the bookmark icon in the upper right.

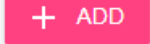


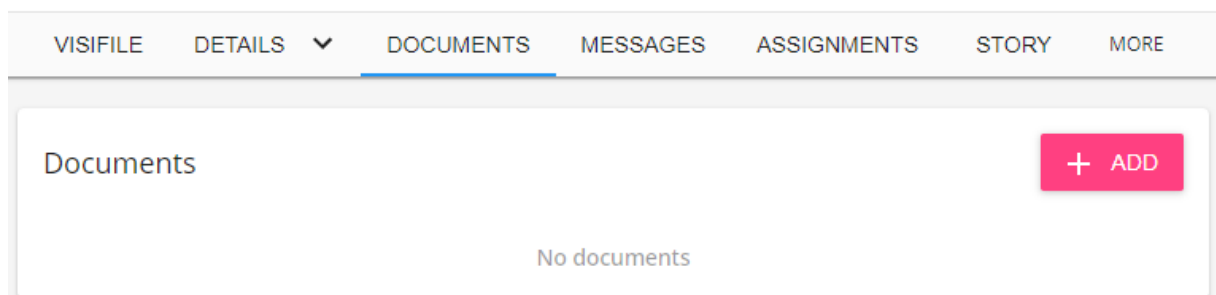
To remove a bookmark, navigate to the bookmark bar on the left (or under the B menu for smaller screens) and select remove bookmark



Bookmarks will save the exact page you are on when you select the bookmark icon.


Q: Can I Upload Documents to an Employee Record?

Answer: Yes! Navigate to the 'Documents' tab of the employee record and select the  button to add a new document.



When adding a document from your device, you can drag and drop or select from your file manager. You will then be prompted to name the file, select the document type and add any necessary details.

Document


Drop file here
or click to select a file.

SAVE AS DRAFT

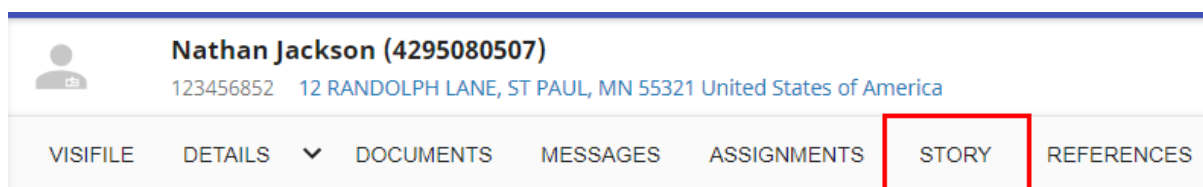
CANCEL

SUBMIT

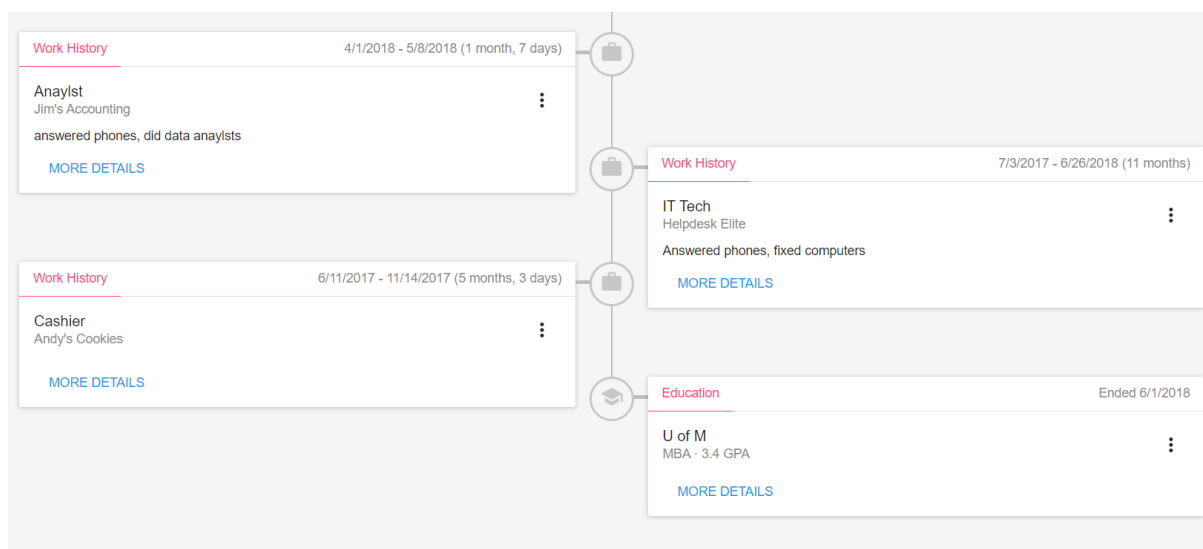
Check out [Beyond - Documents](#) for an overview on document options in Beyond or [Beyond - How to Attach a Resume to an Employee Record](#) for more specific information on resumes on the employee record.

Q: Where Can I Find Work History or Education information?

Answer: Past Jobs and Education history of an employee are located under the Story tab of the employee record.




The 'Story' tab displays past jobs and education history in a timeline:




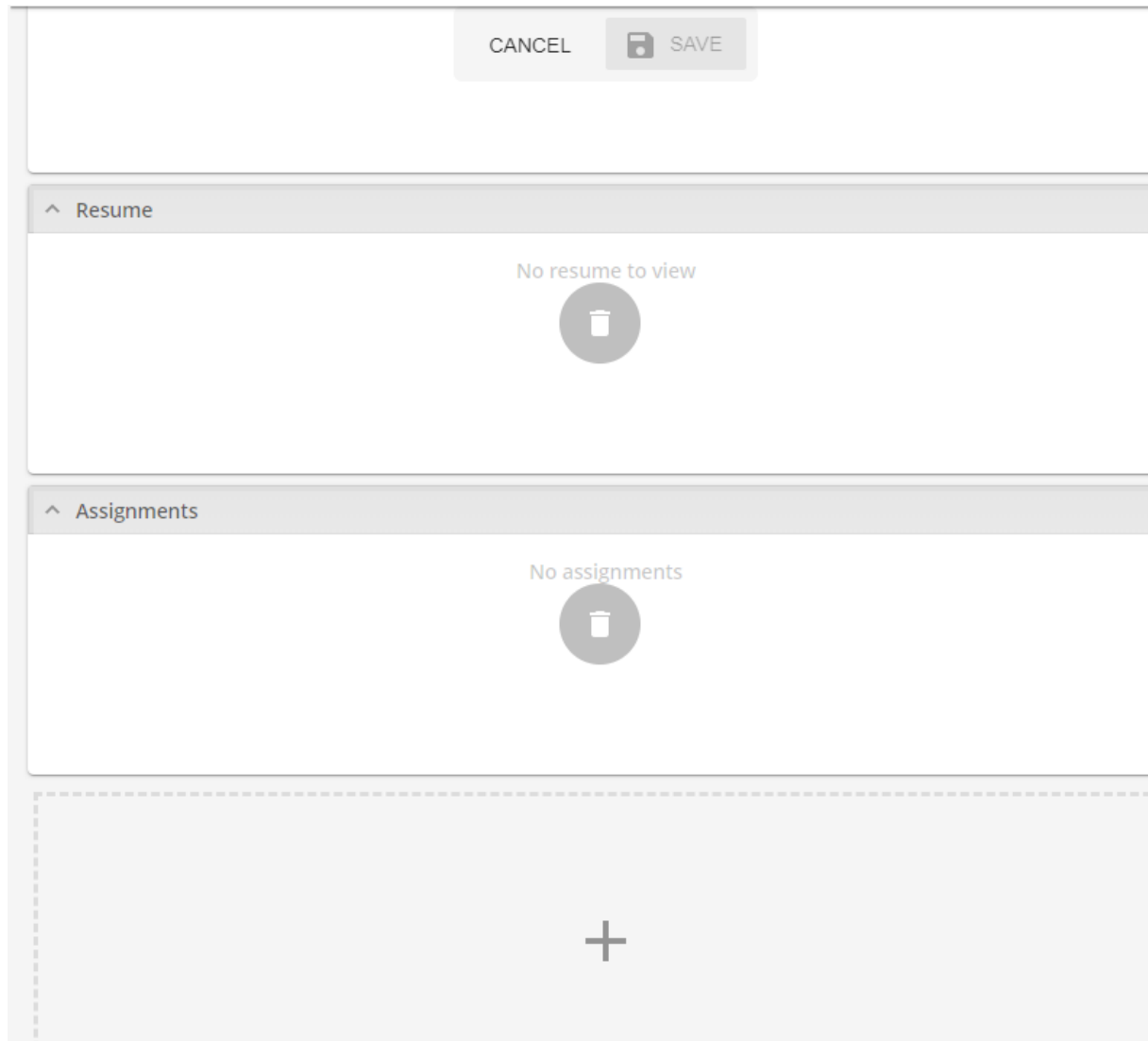
Check out [Beyond - How to Create an Employee Record Story](#) for more information.


Q: Can I Customize What Information I See on the Visifile?

Answer: Yes! Employee Visifile information is customizable by user in Beyond. The Visifile is the first page of the employee record so it is important that it displays the most relevant information for you.

To customize the Visifile for employee records, navigate to an employee's Visifile and select the  button in the upper right.

Select the  icon on the cards of information you no longer wish to see and select the + option to add new cards of information. You can also drag and drop cards to rearrange the information so it fits your needs.



Don't forget to select the  button at the top when you are done. This will save the Visifile layout for all employee records.

To learn more about the Visifile see [Beyond - The Visifile](#).

Q: How Can I Assign HRCenter Workflows or Pages to an Employee?

Answer: You can assign an employee an HRCenter workflow or page by navigating to the Onboarding tab of the employee record or by selecting the onboarding charm in the upper right.

VISIFILE	DETAILS	DOCUMENTS	MESSAGES	ASSIGNMENTS	STORY	REFERENCES	PAY SETUP	ONBOARDING	...
----------	---------	-----------	----------	-------------	-------	------------	-----------	------------	-----

Nathan Jackson (4295080507) \ Onboarding

Showing 1 of 1 Assigned Workflows

Showing All + ASSIGN

Workflow	Current Step	Current Step Status	Date Assigned	Date Completed	Date Rejected
Additional Pages	Pages	Unstarted	1/7/2019		

Onboarding

CURRENT WORKFLOW

Additional Pages

CURRENT STEP

Unstarted Pages

Assign a New Workflow...

Assign a pre-configured workflow and optionally set the starting step or additional pages.

Assign Pages Ad Hoc...

Assign a manually-specified set of pages that are separate from existing workflows.

Add Additional Pages to an Existing Workflow...

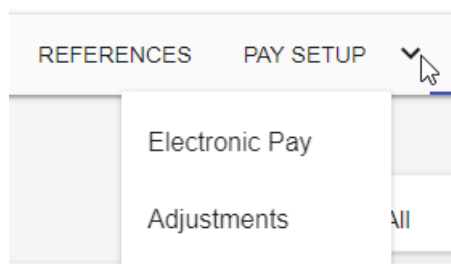
Manually assign extra pages to an existing already-assigned workflow.

View Assigned Workflows

To learn more about Onboarding and Beyond check out [Beyond - Onboarding](#).

Q: Can I Add Garnishments such as a Child Support on an Employee's Record?

Answer: Yes, Navigate to the arrow next to pay setup and choose adjustments



Any reoccurring adjustments set up on the employee record in Enterprise will be displayed. Select the + to add a new adjustment.

VISIFILE

DETAILS

DOCUMENTS

MESSAGES

ASSIGNMENTS

STORY

REFERENCES

PAY SETUP

ONBOARDING

Andrew Web (4295081483) \ Pay Setup \ Adjustments

	EINC	Adjustment	Description	Active	Sequence	YTD Total	Lifetime Total	
		ChildSupt1			1	0.00	0.00	

Rows per page:

20

1 of 1

1

To learn more about adjustments, see [Beyond- How to Add Employee Adjustments](#).

Q: How Do I Reprint a Paycheck Stub for an Employee?

Answer: Navigate to the employee record and select the Check Register tab.

Search returned 4 results					↓
Id	Check Number	Run Id	Check Date	Status	
4295037563	3174	20575	5/16/2019		
4295037476	3076	20567	5/16/2019		
4295036611	345078	20264	2/26/2019		
4295035357	210752	19722	11/14/2018		
Rows per page: 20 1-4 of 4					< 1 >

Once you find the paycheck stub you wish to reprint select it and it will open in a separate tab for you to print from.

High Tech Staffing
St Paul branch
555 True way

Earnings Statement

Allowances:Federal-Single 99Minnesota Single 99

Employee	Employee ID	SSN	Check Date	Check Number	Gross Pay	Net Pay	YTD Gross	YTD Net
Nathan Jackson 12 RANDOLPH LANE ST PAUL, MN 55321	4295080507	xxx-xx-6852	2/26/2019	345078	\$800.00	\$738.80	\$800.00	\$738.80

Customer	Asg#	Date Work	Start	End	T Hrs	Type	Rate	Hrs	OT Rate	O Hrs	DT Rate	D Hrs	Salary	Units	U Rate	TotalF
Sunny's Tools	4301405098		2/11/2019	2/17/2019	32.00	Reg	\$25.00	32.00	\$37.50	0.00	\$50.00	0.00	\$0.00	0.00	\$0.00	\$800.00

Taxes and adjustments

Tax Type	Taxable	Tax	Adj Type	Benefit	Amount
Employee Portion Medicare tax	\$800.00	\$11.60	Total:		
Employee Portion Social Security tax	\$800.00	\$49.60			
Federal-Single	\$800.00	\$0.00			
Minnesota Single	\$800.00	\$0.00			
Total:		\$61.20			

Tax and adjustment YTD totals

Tax Type	YTD Taxable	YTD Tax	Adj Type	YTD Benefit	YTD To
Employee Portion Medicare tax	\$800.00	\$11.60	Total:		
Employee Portion Social Security tax	\$800.00	\$49.60			
Federal-Single	\$800.00	\$0.00			
Minnesota Single	\$800.00	\$0.00			
Total:		\$61.20			

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