

# Talenger

HUMAN CAPITAL MANAGEMENT SOLUTIONS



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# TALENGER

## Organogram Guide

PREPARED BY: Talenger Holdings (Pty) Limited

Version: 2.7  
Date Issued: August 2015

## Table of Contents

<b>Table of Contents.....</b>	<b>3</b>
<b>Talenger Organogram Module.....</b>	<b>4</b>
Employee Organogram.....	4
Expanding the View.....	5
Viewing Additional Details.....	6
Organisational Organogram.....	8
Expanding the View.....	8
Viewing Additional Details.....	10
<b>Version Control.....</b>	<b>11</b>

# 2

## Talenger Organogram Module

The Talenger Organogram Module has been redesigned to assist you, the User, by providing an easy-to-use tool that allows you to view:

- Employee Organograms (reporting lines);
- Organisational Organograms (company structure).

The Talenger Organograms are automatically built when employees are linked to a Supervisor and Business Unit, which ensures that the data is correct and easily managed through the employee profile, but also saves time that would be spent on creating the Organograms.

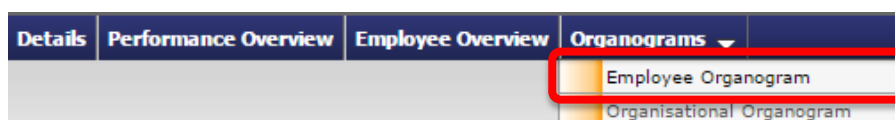
### Employee Organogram

- To access the Employee Organogram, ensure that you are on the Welcome screen/dashboard, as displayed below:

The screenshot shows the Talenger dashboard with the 'Organograms' tab selected. The dashboard includes a navigation menu on the left, a search bar, and a 'Welcome Tanya!' message. Below the welcome message, there are several data visualizations:

- Upcoming Public Holidays:** Heritage Day - 24 Sep '15, Day of Reconciliation - 16 Dec '15, Christmas Day - 25 Dec '15, Day of Goodwill - 26 Dec '15.
- Employees On Leave:** Bianca Jane Pretors (01 Jun '15 to 26 Aug '15), Sharon Haupt (11 Aug '15 to 11 Aug '15).
- Employees Going On Leave:** Thomas Fairfoot (24 Aug '15 to 28 Aug '15).
- Birthdays:** Qondile Bangani - 11 Jul, Zachele Zikalala - 01 Aug, Samphile Mooli - 05 Aug, Thandi Puren - 05 Aug, Johann Saaiman - 06 Aug, Tanya Jane Figueira - 11 Aug, Boo Prince - 19 Aug, Katherine Hillar - 20 Aug, Cheryl King - 20 Aug, Sharon Venske - 01 Sep.
- Genders (%):** Males (43), Females (40).
- Primary Languages (%):** Afrikaans (18), English (54), SiSwati (6), Xhosa (1), Zulu (5).
- Ethnic Groups (%):** African (11), Coloured (4), Indian (2), White (65).
- Remuneration Types (%):** Fortnightly (16), Monthly (30), Weekly (38).

- Hover your cursor over the Organograms tab, and select the Employee Organogram.

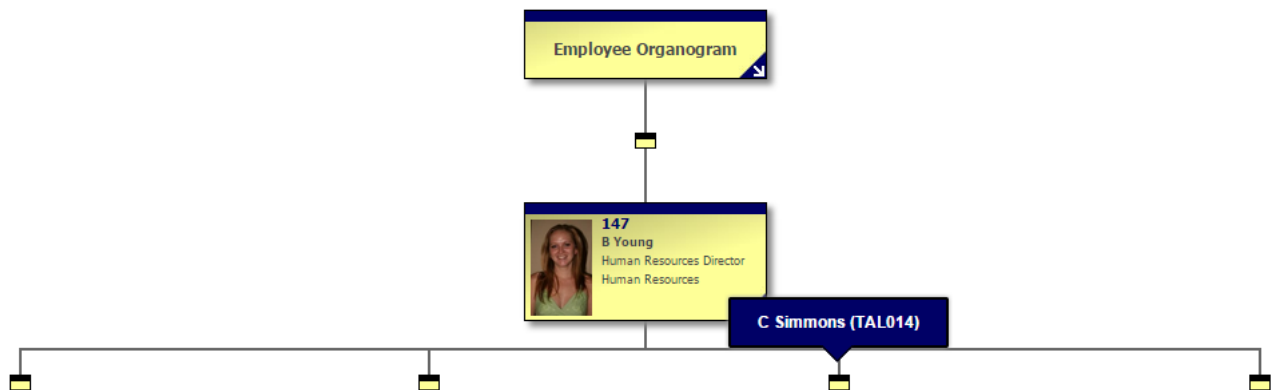


- The screen will refresh, displaying the Employee Organogram with only the first level open.

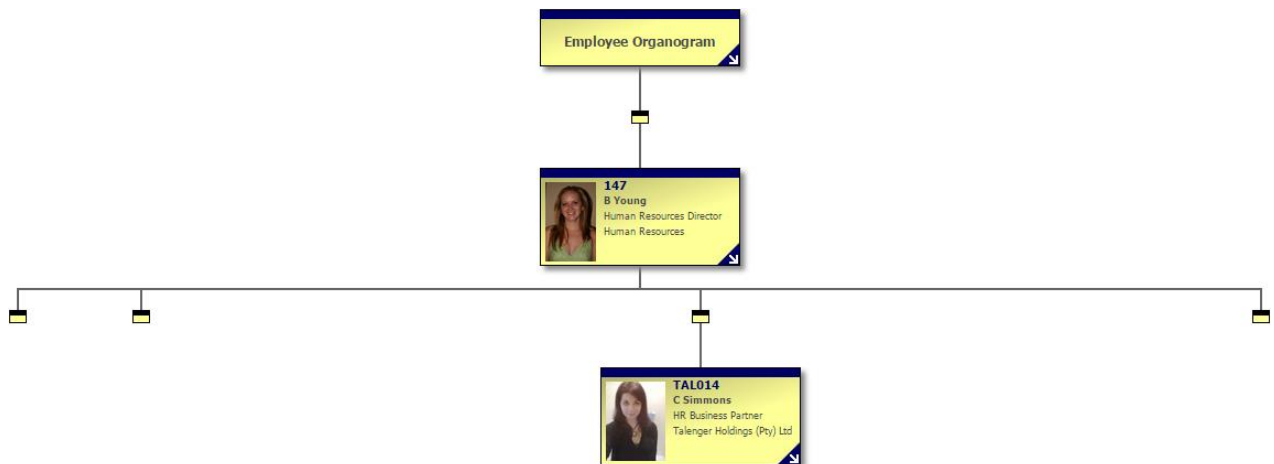


### Expanding the View

- A Supervisor is indicated by the white arrow in the dark blue corner of the employee block, as indicated above.
- To open the display to view subordinates, click anywhere on the employee block. The next level of employees will open in a place holder view.
- By clicking on the block again, the next level will close.
- By hovering your cursor over each place holder, you will be able to view the employee's initials, surname and employee number, as indicated below:



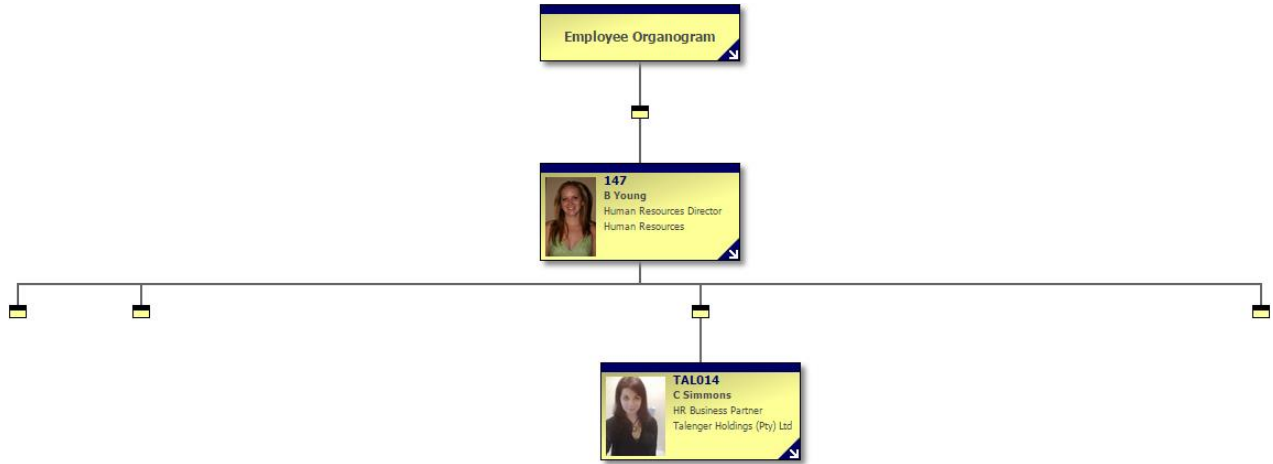
- To open the next level of employees, click on the place holder. The employee block will expand.



- Follow these steps to expand the view throughout the Employee Organogram.

## Viewing Additional Details

- To view a brief profile of an employee, ensure that the employee block has been expanded, as below.



- Click on the Employee Number to view the brief profile for that employee. A pop-up will appear with the default view being the employee's Personal Details, as indicated by the tab below:

**Employee Details**

Personal Details | Organisational | Contact Details

**Employee Details:**

Personal Details:

Business Unit: → Talenger Holdings (Pty) Ltd

Supervisor: Belinda Young

Employee Number: TAL014

Title: Mr

Initials: C

First Name(s): Cher

Surname: Simmons

Known As: Cher

Date of Birth: 22/02/1981

ID Number: 8102220005082

Gender: Female

Ethnic Group: White

Marital Status:

Disabled: No

Disability: N/A

Nationality: South African

Home Language: English

Close

- Here you will be able to view all Personal Details for the employee, as they appear in the full employee profile.
- Click on the Organisational tab to view the employee's Organisational Details.

**Employee Details**

Personal Details **Organisational** Contact Details

**Employee Details:**

Organisational	
Date of Engagement :	03/01/2011 (Duration of service: 4 Years, 221 Days )
Payroll Date of Engagement :	
Contract End Date:	
Remuneration Type:	Monthly
Annual Leave Type:	Annual leave 15 Days (15 Days)
Appointment Type:	Permanent
Job Title:	HR Business Partner
Cost Centre:	Human Resources
Pay Point:	
Location:	
Mentor:	None
Job Level :	
Job Grade:	
Occupational Category:	
Occupational Level:	
Core/Support Function:	
Survey Code :	
SOC Code :	

[Close](#)

- The last available tab in this brief view is the employee’s Contact Details.

**Employee Details**

Personal Details Organisation **Contact Details**

**Employee Details:**

Residential Address:		Work Address:	
Unit Number:		Same as Company Address:	No
Complex:		Unit Number:	
Street Number:	111	Complex:	
Street/Farm Name:	Vuurelie Str	Street Number:	
Suburb/District:	Roodepoot	Street/Farm Name:	
City/Town:	JHB	Suburb/District:	
Postal Code:	1774	City/Town:	
Country Code:		Postal Code:	
Previous Residential Address:			
<b>Postal Address:</b>			
Same as Residential Address:	No		
If Address is Care Of?	No		
Type:			
Postal Number:			
Post Office:			
Suburb/District:			
City/Town:			

[Close](#)

- To go back to the full Employee Organogram, click on the Close button, as indicated above. The employee pop-up will close.

## Organisational Organogram

- To access the Organisational Organogram, ensure that you are on the Welcome screen/dashboard, as displayed below:

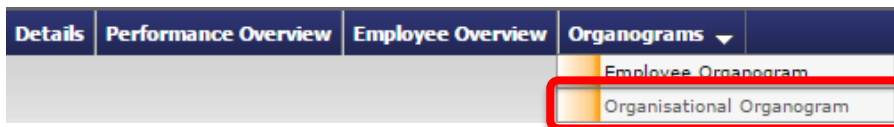
The screenshot shows the Talenger HRM dashboard. The 'Employee Quick Info' section contains the following data:

Upcoming Public Holidays	Employees On Leave:	Employees Going On Leave:	Birthdays
Heritage Day - 24 Sep '15 Day of Reconciliation - 16 Dec '15 Christmas Day - 25 Dec '15 Day of Goodwill - 26 Dec '15	Bianca Jane Pieters: 01 Jun '15 to 26 Aug '15 Sharon Haupt: 11 Aug '15 to 11 Aug '15	Thomas Fairfoot: 24 Aug '15 to 28 Aug '15	Qondile Bangani - 11 Jul Zachele Zikalala - 01 Aug Simpshive Nkosi - 05 Aug Thandi Puren - 05 Aug Johaan Saaiman - 05 Aug <b>Tanya Jane Figueira - 11 Aug</b> Boo Prince - 19 Aug Katherine Millar - 20 Aug Cheryl King - 20 Aug Sharon Venske - 01 Sep

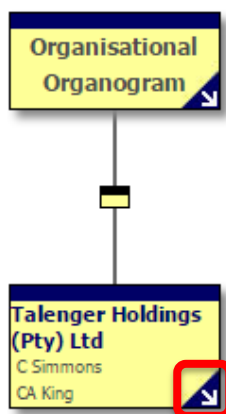
  

Genders (2)	Primary Languages (2)	Ethnic Groups (2)	Remuneration Types (2)
Males (43) Females (40)	Afrikaans (18) English (54) SiSwati (63) Xhosa (1) Zulu (5)	African (11) Colored (4) Coloured (2) Indian (2) White (65)	Fortnightly (16) Monthly (30) Weekly (38)

- Hover your cursor over the Organograms tab, and select the Organisational Organogram.



- The screen will refresh, displaying the Organisational Organogram with only the first level open.

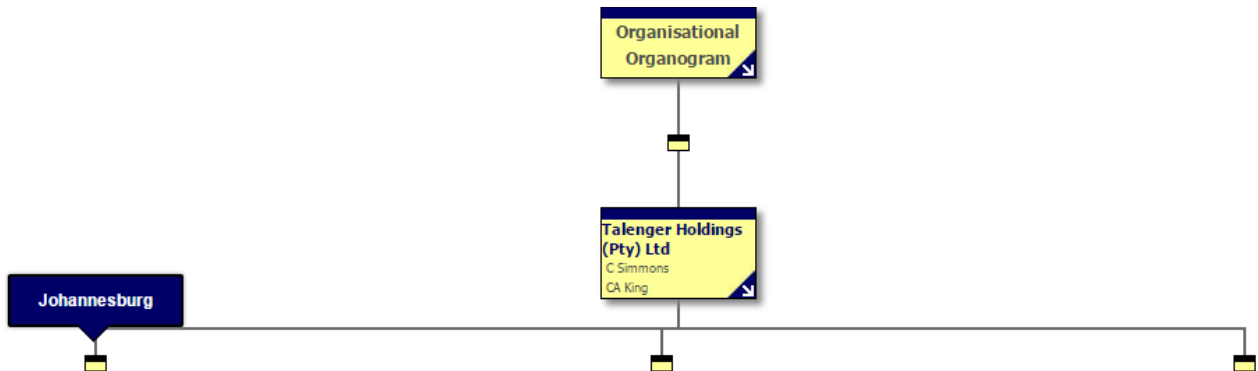


### Expanding the View

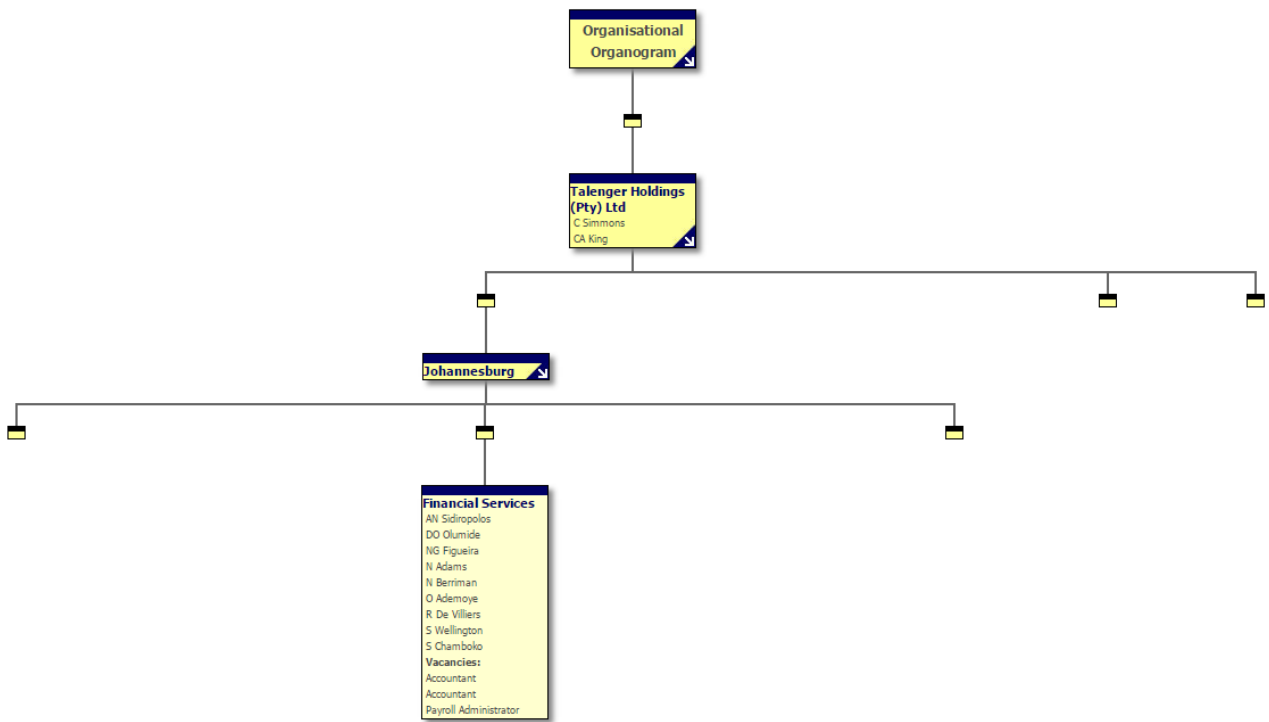
- A company/department with smaller business units beneath it is indicated by the white arrow in the dark blue corner of the business unit block, as indicated above.
- To open the display to view lower levels, click anywhere on the business unit block. The next level of business units will open in a place holder view.
- By clicking on the block again, the next level will close.



- By hovering your cursor over each place holder, you will be able to view the business unit's name, as indicated below:

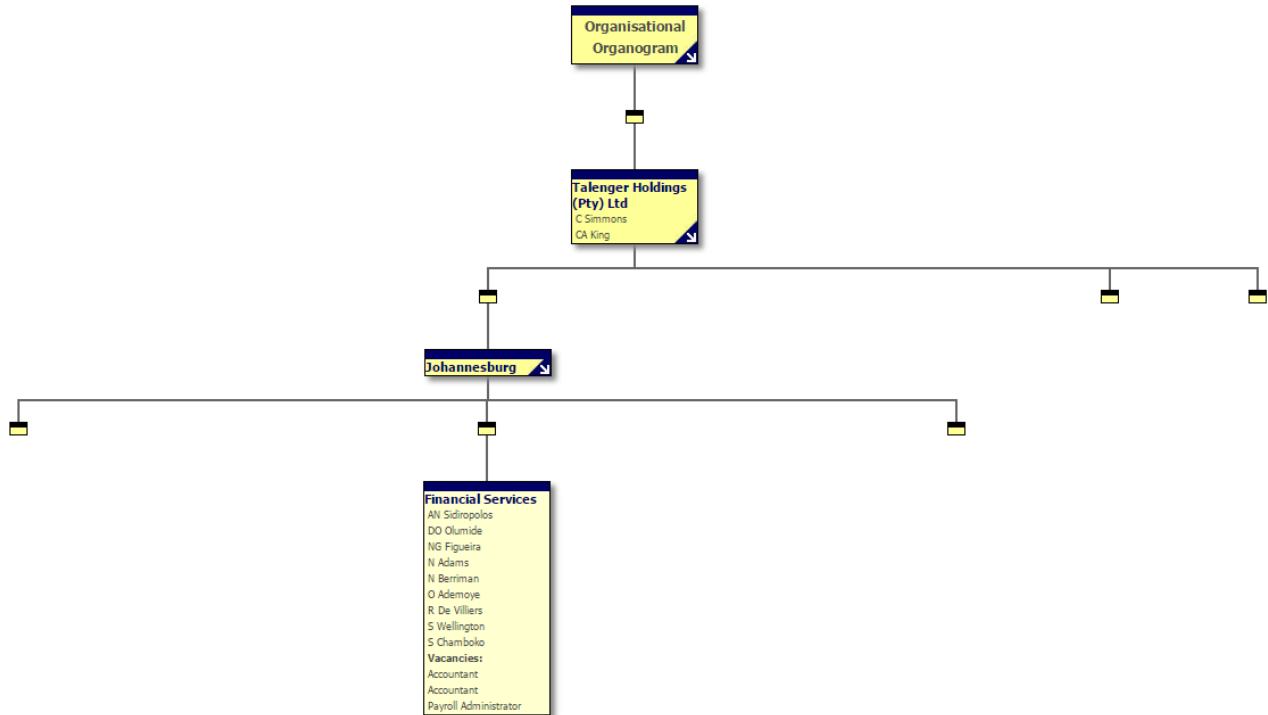


- To open the next level of business units, click on the place holder. The business unit block will expand.
- In each business unit, all employees and any existing, current Vacancies will be displayed.
- Follow these steps to expand the view throughout the Organisational Organogram.

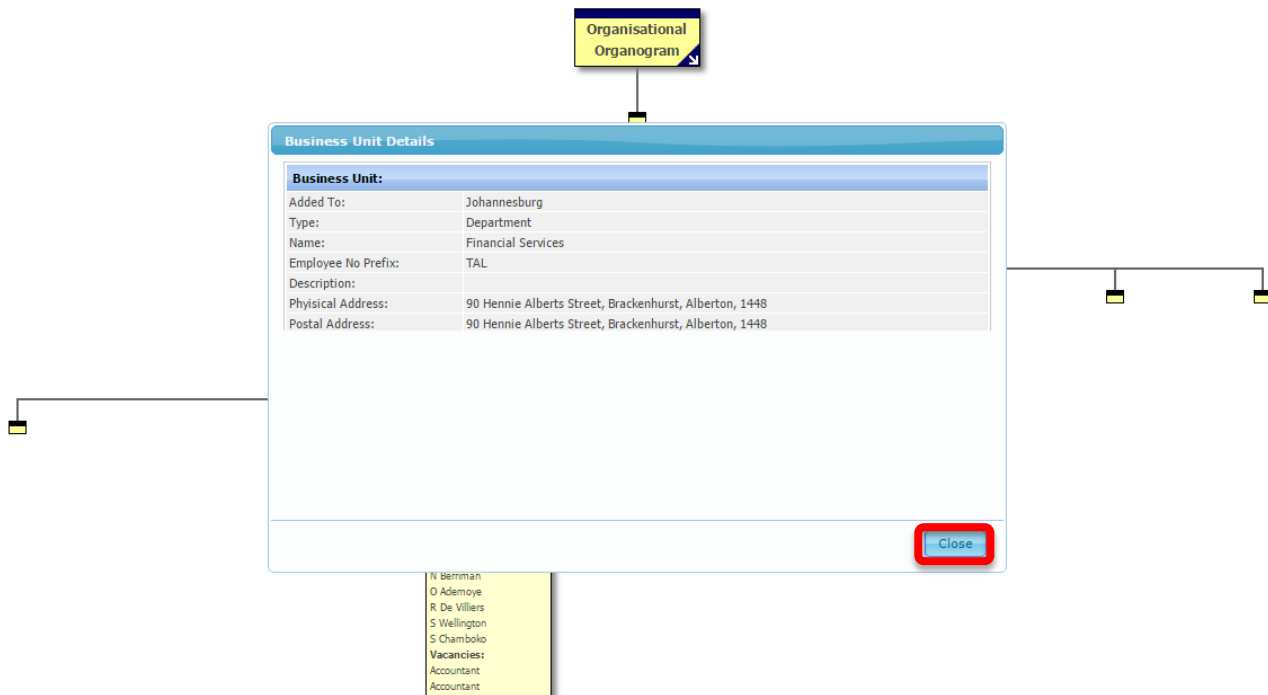


## Viewing Additional Details

- To view the business unit details, ensure that the business unit block has been expanded, as below.



- Click on the business unit name to view the brief profile for that business unit. A pop-up will appear with the business unit details, as indicated below:



- To go back to the full Employee Organogram, click on the Close button, as indicated above. The employee pop-up will close.

## Version Control

Version	Date	Changed By
Version 2.7	11/08/2015	Tanya Figueira