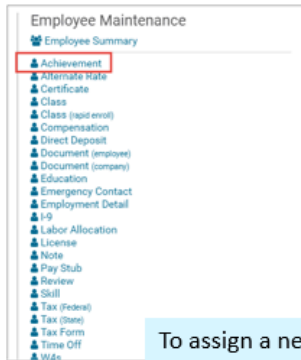# PayNortheast

Achievement Screen in Advanced HR 2.0

Achievements are a type of employee recognition that can be easily set up and linked to employees. An example of an achievement might be an Employee of the Quarter award or recognition of a sales goal that has been met.
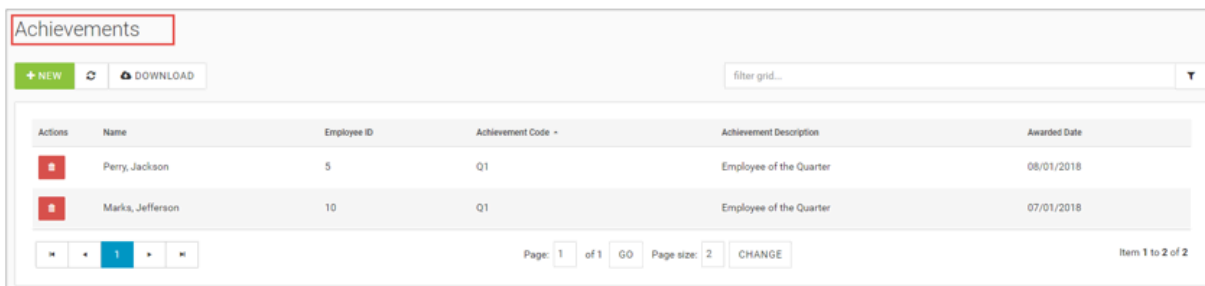

Clicking on any achievement item row will display additional details and any attached documentation.

To add a new achievement for an employee, click on the **+ New** button. The system displays the Achievement New Record screen.

Achievement: **NEW RECORD**

Employee

Company*

| 🏢 | Brown's Auto Supply (BAR) (WEB1200) | ▼ |

Employee*

| 👤 | Please Choose (Represents BLANK) | ▼ |

Achievement Info

Achievement Type ➕ *

| Please Choose (Represents BLANK) | ▼ |

Awarded Date

| Awarded Date | 📅 |

Expiration Date

| Expiration Date | 📅 |

Notes

| Notes |

Documents

Browse or Drag/Drop documents

Drag & drop files here ...

Temporarily Uploaded Documents

| 💾 SAVE CHANGES | 💾 SAVE & NEXT RECORD ▶ | CLOSE ✖ |

Assigning an Achievement to an Employee

Once Achievement Types have been created (on the **HR Admin – Company Setup – Achievement** screen), you can assign them to an employee. Click on the following link to learn how admins create an Achievement Type:

To assign an Achievement to an employee:

1. Go to **HR Admin – Employee Maintenance – Achievements**.
2. The system displays the **Achievements** screen; any existing achievements will be listed.
3. To assign a new achievement to an employee, click the **+ New** button. The system displays the **New Record** screen.
4. If you are not already locked into an employee, select the **Company** and the **Employee**.
5. Select the **Achievement Type** from the dropdown. This is where the Achievement Types you set up earlier display for selection.
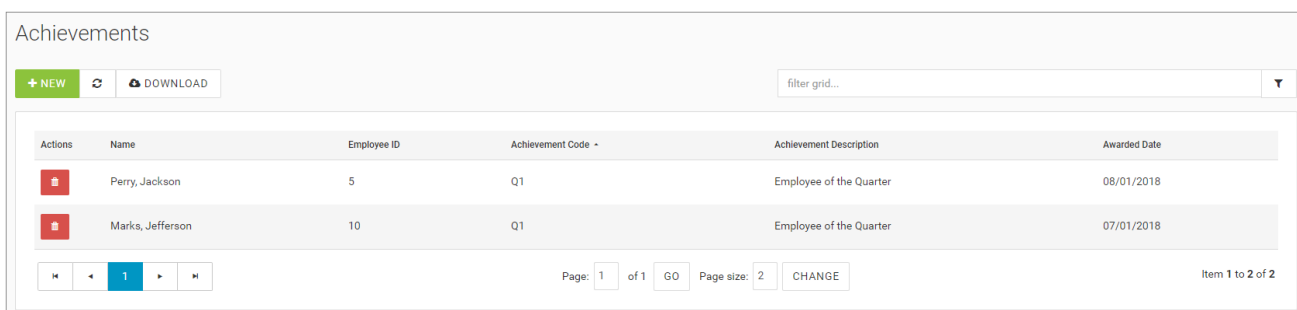
If the Achievement Type you want to assign the employee does not appear in the dropdown, you can create it on the fly here by clicking the blue Plus sign.
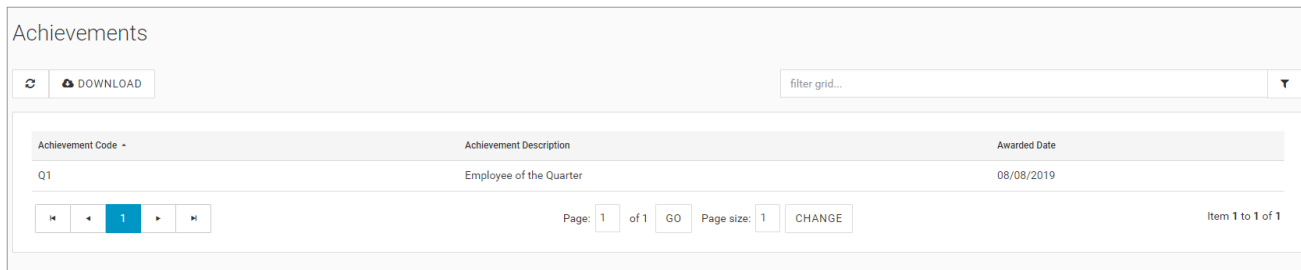
Enter any additional information such as the **Award Date**, **Expiration Date**, any **Notes**, and you can also upload any documents related to the Achievement in the **Documents** section.

6. When complete, click the **Save Changes** button.

The Achievement you just assigned to the employee will now display on the **Achievements** dashboard, which lists all achievements assigned to all employees.

Employees View their Achievements

Employees can view a list of their achievements by going to their **My HR – My Personal History – My Achievement**. The system displays their **Achievements** dashboard.
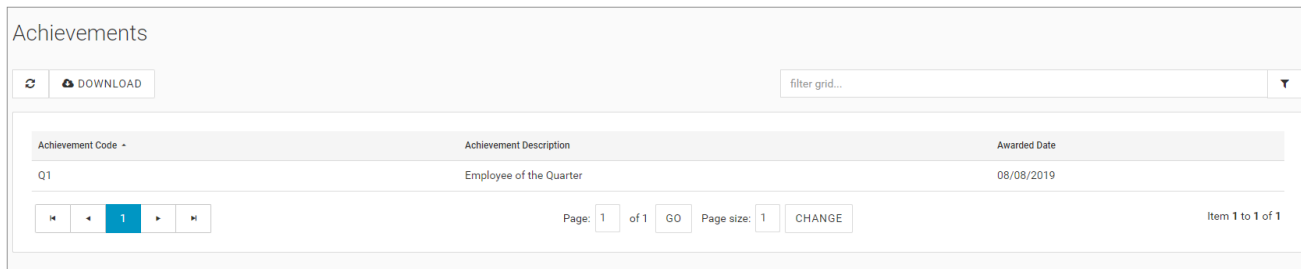

They can click on an Achievement row to display the details of the achievement.