

Getting Started

A practical guide for HR Users

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MANAGING TRIPS

Note that a travellers profile must be completed before new trip data can be entered.

Note that a pre-trip assessment should be completed before entering trip data.

6.01 Converting a Pre-Trip to a Trip

1. When the approvals for your trip have been approved Select Use as Trip.

Welcome HR User Business Units Company My Profile Help LOG OUT

Pre-trip created x

Business Units / Zodiac Ltd / Jorge Brown / Pre-Trips / Edit pre-trip

Edit pre-trip

* Recipient Approval code: 1d3btzhx

* Visiting country x

State

Project

* Start date * End date

Visa

ACTIONS

Use as Trip 2

New Case

Edit approval

Generate approval code

APPROVAL

TYPE	STATUS
Budget	Approved (auto)
HR	Approved (auto) 1
Security	Approved (auto)

ALERTS

Mexico Visa (ID: 6566)
1 day threshold
Foreign nationals must inform the National Institute of Migration of any change in address, marital status, employer or nationality within 90 days. Failure to do so will incur a financial penalty.

2. The pre-trip details will auto populate the trip screen. Add or amend details and select Create Trip.

New Trip

* City

* Trip type

* Cost allocation

* Working

* Per diem category

* Start date * End date

* Project

Activity

Skip visa validation

Visa

6.02 Add Trip Data Manually

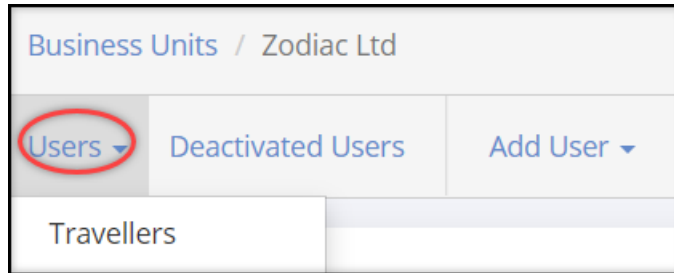
To enter trip details for a traveller directly into the Trip Screen:

1. Select Business Units
2. Select the parent company/subsidiary unit to which trip information will be added
3. Select Manage

Welcome HR User 1 Business Units Help LOG OUT

Business Units		SEARCH
▼ Zodiac Ltd	Manage	Name: <input type="text"/>
Zodiac Americas 2	Manage 3	User type: <input type="text"/>
Zodiac Asia	Manage	<input type="text"/>
Zodiac EMEA	Manage	<input type="text"/>
		<input type="button" value="Search"/>

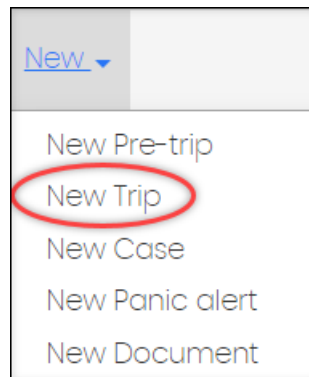
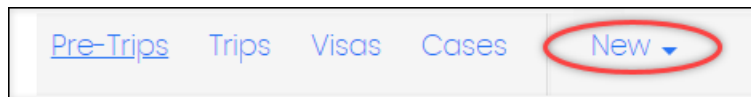
4. Select Users from the navigation bar and Travellers from the drop-down list



5. Alongside the traveller select view

FIRST NAME	LAST NAME	HOME COUNTRY	CURRENT LOCATION	PHONE
Jorge	Brown	United Kingdom	United Kingdom	View Edit Deactivate
Bob	Brown	Hong Kong	Hong Kong	View Edit Deactivate
Ling	Luong	Singapore	Singapore	View Edit Deactivate

6. Select New and New Trip from the drop-down list



7. Enter details into New Trip screen

New Trip

* City

* Trip type
 Business

* Cost allocation
 Home

* Working
 Yes

* Per diem category
 None

* Start date * End date

* Project

Activity

Skip visa validation

Visa Visa not listed?
New Visa

6.03 View Trip Data

To view trip data:

1. Select Business Units
2. Select the parent company/subsidiary unit
3. Select Manage

Welcome HR User 1 Business Units Help LOG OUT

Business Units		SEARCH
▼ Zodiac Ltd	Manage	Name: <input type="text"/>
Zodiac Americas 2	Manage 3	User type: <input type="text"/>
Zodiac Asia	Manage	<input type="button" value="Search"/>
Zodiac EMEA	Manage	

4. Select Users from the navigation bar and Travellers from the drop-down list.

Business Units / Zodiac Ltd

Users Deactivated Users Add User

Travellers

5. Alongside the traveller, select view

FIRST NAME	LAST NAME	HOME COUNTRY	CURRENT LOCATION	PHONE
Jorge	Brown	United Kingdom	United Kingdom	View Edit Deactivate
Bob	Brown	Hong Kong	Hong Kong	View Edit Deactivate
Ling	Luong	Singapore	Singapore	View Edit Deactivate

The trips recorded for the traveller will be shown on screen:

Business Units / Zodiac Ltd / Jorge Brown

Pre-Trips **Trips** Visas Cases New

Calendar Search Search

COUNTRY	STATE/CITY	FROM	TO	DAYS	TRIP TYPE	PROJECT	ACTIVITY	VISA	ALERTS
Home		07 Jun 2019	13 Jul 2019	37					
Canada	Ontario, Toronto	01 Jun 2019	06 Jun 2019	6	Business	Alpha	Audit	CETA - SHORT TERM BUSINESS VISITOR	▲ Edit Remove
Home		28 Nov 2018	31 May 2019	185					

To review the trips in a calendar format, click on the calendar button:

Calendar

February 2019 today < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
Singapore		12a Home				
3	4	5	6	7	8	9
Home						
10	11	12	13	14	15	16
Home		12a France		12a Argentina		

To review the number of days trips have been taken in each country, refer to the right-hand side bar, in the section labelled Days per Country.

DAYS PER COUNTRY			
COUNTRY	FISCAL YEAR	LAST 6 MONTHS	LAST 12 MONTHS
▶ Austria	24	0	35
▶ Belgium	3	3	3
▶ France	21	21	21
▶ United States	33	33	69
▶ Poland	11	11	11
▶ Germany	4	4	4
▶ Greece	3	3	3
Schengen Area	66	42	77

Click on the arrow beside a country, to display the time spent in a specific state.

⊖ United States	33	33	69
— Massachusetts	4	4	4
— Texas	15	15	26
— Idaho	8	8	8
— New York	3	3	28
— Florida	3	3	3
▶ Poland	11	11	11
▶ Germany	4	4	4
▶ Greece	3	3	3
Schengen Area	66	42	77

6.04 Edit Trip Data

Note you will not be able to edit a trip if:

- traveller has not completed their profile
- trip has been locked due to payroll export or traveller transfer.
- trip location was travellers home

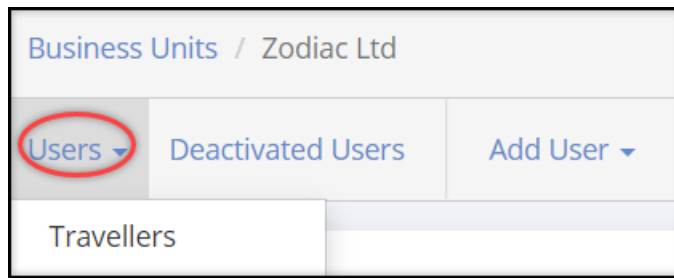
The reason why the trip cannot be edited will be clearly indicated.

To edit trip data:

1. Select Business Units
2. Select the parent company/subsidiary unit
3. Select Manage



4. Select Users from the navigation bar and Travellers from the drop-down list.



5. Alongside the traveller, select view

FIRST NAME	LAST NAME	HOME COUNTRY	CURRENT LOCATION	PHONE
Jorge	Brown	United Kingdom	United Kingdom	View Edit Deactivate
Bob	Brown	Hong Kong	Hong Kong	View Edit Deactivate
Ling	Luong	Singapore	Singapore	View Edit Deactivate

6. Select edit against the applicable trip

COUNTRY	STATE/CITY	FROM	TO	TRIP TYPE	PROJECT	ACTIVITY	VISA	ALERTS
Austria	Vienna, Vienna	15 Jan 2019	11 Sep 2019	Business	Alpha	Client Meeting - Non Chargeable	POSTED WORKER (6 MONTHS +)	Edit Remove
Home		05 Jan 2019	14 Jan 2019					
United Kingdom	England, London	03 Jan 2019	04 Jan 2019	Business	Delta	Onsite Non Chargeable		Edit Remove
France	Auvergne-Rhone-Alpes, Lyon	01 Jan 2019	03 Jan 2019	Business	Alpha	Client Meeting - Non Chargeable		Edit Remove
Home		21 Dec 2018	31 Dec 2018					
United States	New York, New York City	05 Dec 2018	20 Dec 2018	Business	Alpha	Onsite - Chargeable	(ESTA) ELECTRONIC SYSTEM FOR TRAVEL AUTHORIZATION	Edit Remove
France	Ile-de-France, Paris	04 Dec 2018	20 Dec 2018	Business	Alpha	Client Meeting - Chargeable		Edit Remove
Home		01 May 2018	03 Dec 2018					

7. Enter revised details into the data field and select Update trip

Edit trip

* City Vienna, Vienna, Austria

* Trip kind business

* Cost allocation home

* Working yes

* Start date 15 Jan 2019 * End date 11 Sep 2019

* Project Alpha

Activity Client Meeting - Non Chargeable

Skip visa validation

Visa POSTED WORKER (6 MONTHS +) -- January 02, 2019 - November 30, 2019 Visa not listed? New Visa

Update Trip

Note amending trips will trigger the trip to be checked by the rules engine.

6.05 Filter and Download Trip Data

To use filter:

1. Select Business Units
2. Select the parent company/subsidiary unit to which traveller is assigned
3. Select Manage

Welcome HR User Business Units Help LOG OUT

Business Units

SEARCH

Name:

User type:

Search

Zodiac Ltd

Zodiac Americas Manage

Zodiac Asia Manage

Zodiac EMEA Manage

4. Select Filters and Download

Travellers	Deactivated Users	Add User ▾		
Filters and Download				
FIRST NAME	LAST NAME	HOME COUNTRY	CURRENT LOCATION	PHONE
Jorge	Brown	United Kingdom	United Kingdom	View Edit Deactivate

Any combination of filters can be used. Leaving fields empty displays all data.

5. Enter data into the required trip filters fields
 - a. Note when a country is selected the visa types available for the country will appear in a drop-down box when you click in the Visa Type field.
6. Select Filter
7. To clear chosen filters, select Clear Filters (Note the button will only appear after you have created a filter)
8. To download data into a CSV file, select Download

Filter screen

Filters and Download
Clear Filters 7

TRIP FILTERS

Find users who have trips matching the following criteria. Set the start and end dates to today to find those who are currently travelling.

Country <input type="text" value="France"/>	State <input type="text"/>	Start date <input type="text"/>	End date <input type="text"/>
Project <input type="text"/>	Activity <input type="text"/>	Cost allocation <input type="text"/>	Working <input type="text"/>
Visa type <input type="text"/>	Visa expires from <input type="text"/>	Visa expires to <input type="text"/>	
Home country <input type="text" value="Select an Option"/>	Passport expires from <input type="text"/>	Passport expires to <input type="text"/>	5
* Business unit <input type="text"/>	* Cost centre <input type="text"/>	Employment <input type="text"/>	Complete profile <input type="text"/>

Include Subsidiary units

6 Filter
or

8 Download

The following columns headings will appear in the Trip Data Download CSV:

First name	Working
Last name	Per diem category
Email	Project
Country	Activity
State	Visa type
City	Visa start date
From date	Visa end date
To date	Day count
Trip Type	Per diem details
Cost Allocation	Taxable excess

Set to print in landscape format and fit to one page.

6.06 Add Historical Trip Details via Upload

If your company has a source of existing traveller trip information it can be uploaded, to complement the data entered by travellers on their smart phones. To enter data each traveller must have an existing profile.

The Trip Upload Template must be used to enter the trip data. It is critical that the data fields are entered exactly as they are shown in the spreadsheet template. Spelling accuracy is vital. All country names must follow the international ISO naming convention (Country naming conventions can be checked using this link)

https://en.wikipedia.org/wiki/ISO_3166-1

The following trip information is uploaded

Field Name	Definition
Email Address	Traveller email address
Country	Trip location
State	Trip location – if State is applicable
Start Date	Trip start date
End Date	Trip end date

Trip Type	Reason for trip. Options – Business/holiday/other
Cost Allocation	Confirms where the cost of the trip is allocated Options – home/host/agent
Working	Options – yes/no/assignment variable.
Project	Project name
Visa Type	Immigration visa/permit name
Visa Start Date	Date immigration authorities state visa/permit starts
Visa End Date	Date immigration authorities state visa/permit ends

To add trip information via upload:

First enter the required data into the Trip Upload template.

1. Select Business Units
2. Select the parent company/subsidiary unit to which trip information will be added
3. Select Manage

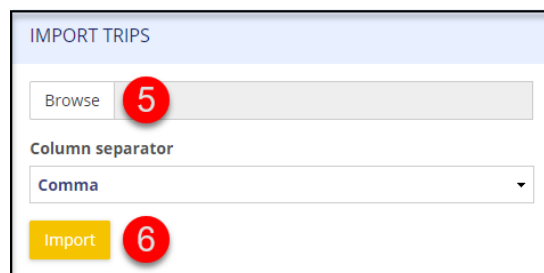


The screen will default to the home page. On the home page locate the import trip field on the bottom right.

4. Select the CSV file from saved documents

Note if your file application separates data using semi-colon, use the column separator drop down box (beneath 5 below) to state semi-colon.

5. Select Import



Note: The system fills gaps in time periods with the default 'home'. Trip history can be corrected by adding a back dated trip. If the new trip overlaps with a with a home status, the home status will automatically delete/shorten.