



D A M S T R A

CONNECT + PROTECT YOUR WORLD



Declined New Employee

PRODUCT: Damstra Workforce Management

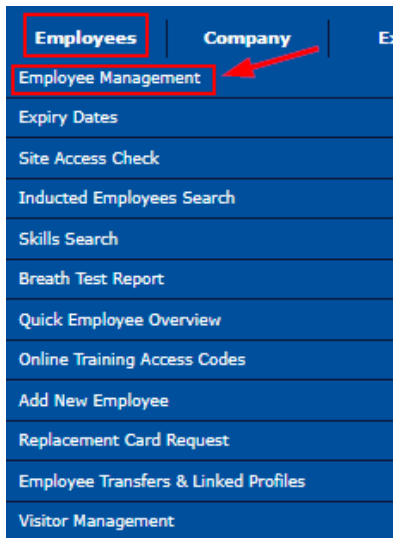
VERSION:

AUTHOR: J-pee De Guzman

APPROVED BY:

How to Resubmit Rejected New Employee

1. Click **Employee Management** under **Employees** Tab



2. Click Add New Employees



3. Scroll down the page and under **Declined (within 30 days)**, click the **Edit** button for the employee you wish to resubmit for New Employee and amend what is being required

Declined (within 30 days)				
First Name	Last Name	Birth Date	Submitted On	Reason
Test	March	1/01/2000	2/03/2022 2:28:40 AM	Missing/Incorrect Information - Decline as test.

→ **Edit**

4. After amending the required information/documents, you can click the **Submit** button for processing



Damstra Technology will now verify the new employee submission/s within **24-48 hours**. Provided all details have been entered correctly for each employee. You will receive an email confirming the employee has been successfully verified and is now ready to be registered to work at the worksite.