

User Guide

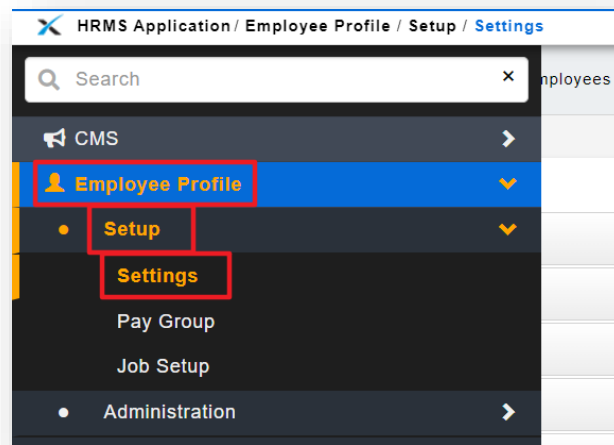
Customize Information Setup

For any Additional Information that require to be
captured in the Employee Profile

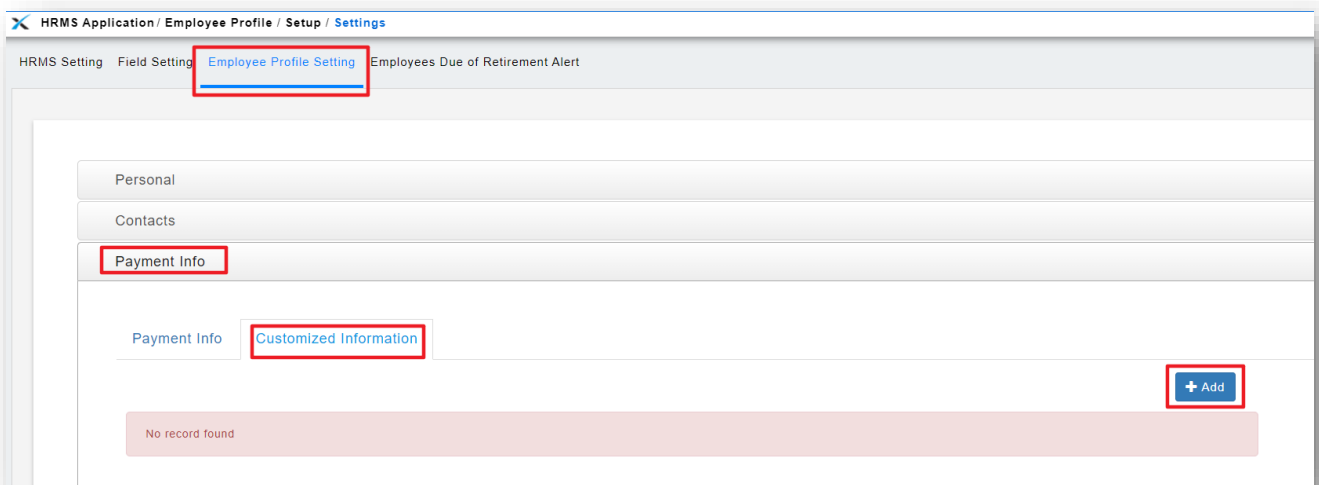




ADD NEW

1. Go to **Employee Profile -> Setup -> Settings**.



2. Select the 3rd tab – **Employee Profile Setting** then click on the **Payment Info** to expand the view.
3. Choose the **Customized Information** tab



- i. To create a new custom info, click 
- ii. After  is clicked, the screen will be shown as below:

The screenshot shows the 'Customized Information' tab of a form. It includes fields for 'Display Header' (with a red asterisk), 'Compulsory' (Yes/No buttons), 'Display Information' (a large text area), 'Control Type' (a dropdown menu set to 'Text Only'), and 'Character Limit' (a text input field with a red note '*Maximum of 200 character limits'). At the top right are 'Save' and 'Back' buttons.

iii. Below are the explanations for each field:

- a) **Display Header** - The displaying name of the custom field
- b) **Compulsory** – To specify the field is a mandatory or optional
- c) **Display Information** – To give a brief explanation on the purpose of the field
- d) **Control Type** – Control the behaviour of the field. Below are the available controls:
 - Text Only
 - Date Only
 - Dropdown Menu (*Please refer to item v. for further information*)
 - Whole Number
 - Decimal Number

iv. **Character Limit/Amount Limit** – To specify the input limit (*Depends on the control type, some may not have the limit control*)

v. If you select **Control Type: Dropdown Menu**, additional box will appear below to allow creation of dropdown value as shown below:

This screenshot shows the same form but with 'Control Type' set to 'Dropdown Menu'. Below the main form fields, a yellow-shaded section titled 'Allow Free Text' appears, containing a 'Yes/No' toggle and a text input field labeled 'Key in dropdown label' with an '+ Add' button. The 'Save' and 'Back' buttons remain at the top right.

After everything is done, click  to save the record

UPDATE

1. Go to **Employee Profile** -> **Setup** -> **Settings** -> **Employee Profile Setting** -> **Payment Info** -> **Customized Information**.

HRMS Application / Employee Profile / Setup / Settings

HRMS Setting Field Setting **Employee Profile Setting** Employees Due of Retirement Alert


Personal

Contacts

Payment Info

Payment Info **Customized Information**

2. To update the existing custom info, click on the custom info record as highlighted in red.

- i. Update the info then click 

Please refer to Appendix A for updating from control type to another control type.

Payment Info

Payment Info Customized Information

+ Add

Work Experience Text Only >

Payment Info

Payment Info Customized Information

Save Delete Back

Display Header * Work Experience

Compulsory Yes No

Display Information To specify the working experience


Control Type Text Only

Character Limit 200 *Maximum of 200 character limits

DELETE

1. Go to **Employee Profile** -> **Setup** -> **Settings** -> **Employee Profile Setting** -> **Payment Info** -> **Customized Information**.

The screenshot shows the HRMS Application navigation menu. The path is: HRMS Application / Employee Profile / Setup / Settings. Under Settings, the options are HRMS Setting, Field Setting, Employee Profile Setting (highlighted with a red box), and Employees Due of Retirement Alert. Under Employee Profile Setting, the options are Personal, Contacts, Payment Info (highlighted with a red box), and Customized Information (highlighted with a red box).

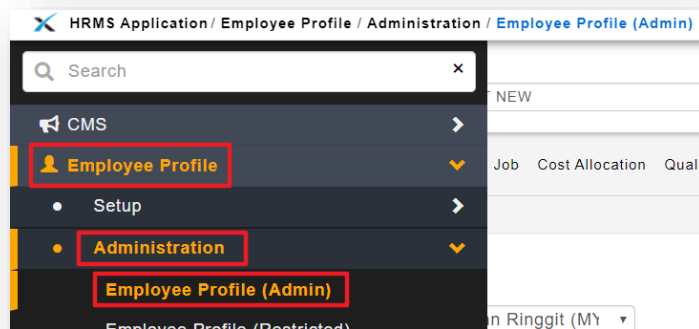
2. To Delete the existing custom info, click on the custom info record as highlighted in red
i. Click  **Delete** to delete the selected custom info

The screenshot shows the Payment Info - Customized Information section. There is a list of custom info records. The first record is highlighted with a red box: Work Experience, Text Only. There is a + Add button in the top right corner.

The screenshot shows the Payment Info - Customized Information form. The form has tabs for Payment Info and Customized Information. The Customized Information tab is active. The form contains the following fields: Display Header (Work Experience), Compulsory (Yes/No), Display Information (To specify the working experience), Control Type (Text Only), and Character Limit (200). There are buttons for Save, Delete (highlighted with a red box), and Back.

FILL IN THE CUSTOMIZED INFORMATION

1. Go to Employee Profile -> Administration -> **Employee Profile (Admin)**



2. Admin is able to key in the relevant info in the customized information via Employee Profile
 - * Indicates mandatory field
 - i. Fill up the customized information and click **"Save"** to save the data

HRMS Application / Employee Profile / Administration / Employee Profile (Admin)

Employee: Emp01 - TEST NEW

Personal Contacts Dependents Bond **Payment Info** Job Cost Allocation Qualifications Training Statutory Benefits Supervisor Transport Asset Blacklist Work Calendar

Pay Information

Currency : Malaysian Ringgit (MY) [View Salary History](#)

Basic Salary : 0

New Basic Salary : 0

New Salary Effective Date : 2016-04-12

Number of Working Days per Month :

Average Work Days per Month :

Average Working Hours :

Average Work Days per Week :

Payment Frequency : Monthly

Salary Calculation Method : Monthly

Pay Group : OFFICE STAFF

Payee Bank : -

Payment Method : Bank [View More](#)

Salary On-Hold Start Date :

Pay Policy ID : -

Bank Account : -

Leave Group : OFFICE STAFF [View More](#)

OT Group : - [View More](#)

Asset Group : -

Customized Information

Working Experience : 8 years

Save

APPENDIX A

If the Customized Information is **yet being filled up with data** in any employee profile, it **can still be updated** from existing control type to another control type.

Otherwise, please refer to the table below:

From \ To	Text	Date	Dropdown	Dropdown with Text	Whole Number	Decimal
Text		✓*	✗	✗	✓	✓
Date	✓		✗	✗	✗	✗
Dropdown	✓	✗		✓	✗	✗
Dropdown with Text	✓	✗	✓*		✗	✗
Whole Number	✓	✗	✗	✗		✓
Decimal	✓	✗	✗	✗	✓*	



Allow



Not allow



Nothing to check

*

Depends on situation

* For Text -> Date, if the existing data is in date format, amendment is allowed.

* For Dropdown with Text -> Dropdown, if existing data does not have a free text, amendment is allowed.

* For Decimal -> Whole Number, if existing data is in whole number format, amendment is allowed.