

User Guide

How to Add New Employee Profile

To add new profile when New Hire join



HOW TO ADD NEW EMPLOYEE PROFILE

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

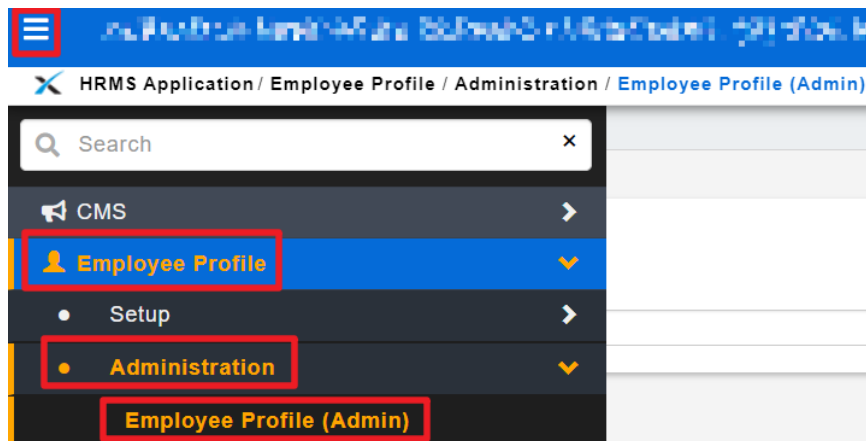


Figure 1.1

2. Click the "Add" button as screenshot highlight below.

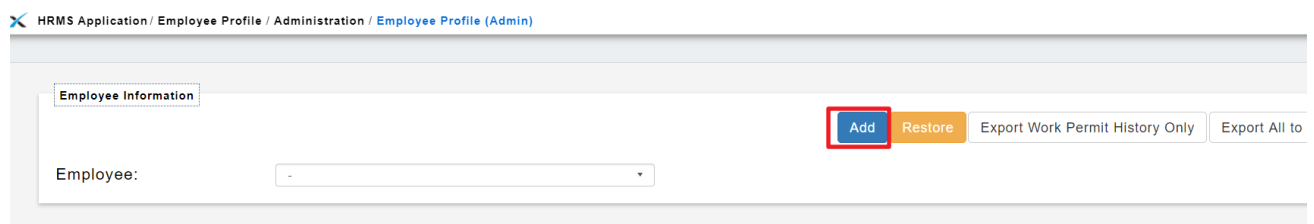


Figure 1.2

3. Fill in all the require information.

The screenshot shows the 'Employee Profile (Admin)' form in the HRMS Application. The 'Personal Information' section is highlighted with a red border. It contains the following fields:

Field	Value
Title	-
First Name	
Last Name	
Full Name In Identity Card	
Nickname	
Gender	Unknown
Religion	-
Race	-
Nationality	-
Residence	-
Identity Card No(new)	
ID (old)	
Date of Birth	
Employee No.	
Location	
Hire Date	
Rehire Date	
Adjusted Hire Date	
Probation End Date	
Probation Period (Days)	-
Confirmation Date	
Resignation Date	
Country Of Birth	-
Reason for Resignation	
Age	-

Buttons: Save, Cancel

Export Employee Profile to Excel, Export (Basic Info) to E

Figure 1.3

4. After employee detail has been filling up on figure 1.3, scroll down for other optional information to fill up. Click on the tab will expand and show you the information for you to fill in.

The screenshot shows the optional information tabs in the HRMS Application. The tabs are:

- Passport Information
- Work Permit Information
- Visa Information
- Payment Info
- Job
- Statutory
- Supervisor Information

Figure 1.4 Optional information

Optional Information:

▼ Passport Information					
Passport No. *	:	<input type="text"/>	Place Of Issue	:	<input type="text"/>
Date of Issue *	:	<input type="text"/>	End Date	:	<input type="text"/>

Figure 1.5 Passport Information

▼ Work Permit Information						
Permit No *	:	<input type="text"/>	Managed By	:	<input type="text"/>	Add to list
Permit Types	:	<input type="text"/>	Reference No	:	<input type="text"/>	
Date of Issue	:	<input type="text"/>	Place Of Issue	:	<input type="text"/>	
Processing Fee	:	<input type="text"/>				
Valid From *	:	<input type="text"/>	Valid To	:	<input type="text"/>	

Figure 1.6 Work Permit Information

▼ Visa Information					
Visa No *	:	<input type="text"/>	Date of Issue	:	<input type="text"/>
Visa Types	:	<input type="text"/>	Processing Fee	:	<input type="text"/>
Valid From *	:	<input type="text"/>	Valid To	:	<input type="text"/>

Figure 1.7 Visa Information

Optional Information but important to be filled:

▼ Payment Info					
Currency	:	<input type="text" value="Malaysian Ringgit (MYR)"/>	Payment Method	:	<input type="text"/>
			Salary Calculation Method	:	<input type="text"/>
New Basic Salary	:	<input type="text"/>	Pay Group	:	<input type="text"/>
New Salary Effective Date	:	<input type="text"/>	Payee Bank	:	<input type="text"/>
			Payment Frequency	:	<input type="text" value="Bank"/>
			Salary On-Hold	:	<input type="text"/>
Number of Working Days per Month	:	<input type="text"/>	Pay Policy ID	:	<input type="text"/>
Average Work Days per Month	:	<input type="text"/>	Bank Account	:	<input type="text"/>
Average Working Hours	:	<input type="text"/>	Leave Group	:	<input type="text"/>
Average Work Days per Week	:	<input type="text"/>	OT Type	:	<input type="text"/>
			Asset Group	:	<input type="text"/>

Figure 1.8 Payment Info

Job

Job Title*

:

-

▼

Department*

:

...

Job Level

:

-

▼

Job Class ⓘ *

:

-

▼

Worker Type ⓘ *

:

-

▼

Effective Date*

:

📅

Description 150 (chars)

:

Figure 1.9 Job

Statutory

	Description	Account/Reference No
<input type="checkbox"/>	EPF	
<input type="checkbox"/>	SOCSSO	
<input type="checkbox"/>	Income Tax	
<input type="checkbox"/>	PTPTN No.	

Figure 1.10 Statutory

Supervisor Assignment:

Supervisor Information

(* Denotes Required)

Please select supervisor from list

Assign To*:

-

▼

Supervisor No.:

First Name:

Last Name:

Display Name:

Company Email:

Office Phone:

Effective Start Date*:

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Figure 1.11 Supervisor Information

5. Once all the information is being filled, click "Save" button.

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

Export Employee Profile to Excel Export (Basic Info) to Excel

Additional Information

Save Cancel

Personal Information

Title	:	-	Employee No. *	:	Emp01
First Name	:		Location	:	
Last Name	:		Hire Date *	:	2017-05-17
Full Name in Identity Card *	:	User	Rehire Date	:	
Nickname	:		Adjusted Hire Date	:	
Gender *	:	Male	Probation End Date	:	
Religion	:	-	Probation Period (Days)	:	-
Race	:	-	Confirmation Date	:	
Nationality *	:	Malaysia	Resignation Date	:	
Residence *	:	Citizen	Country Of Birth	:	-
	:	Conversion Date		:	

Choose File No file chosen