

User Guide

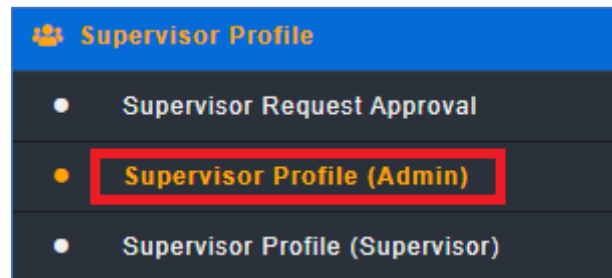
Supervisor Profile

How to assign a group of employees to new supervisor





HOW TO ASSIGN GROUP OF EMPLOYEES TO NEW SUPERVISOR


1. Go to Supervisor Profile -> Supervisor Profile (Admin).



2. Go to 3rd tab (A) [Assign group of employees].
3. Select the [Supervisor name] (B) that you want to assign for group of employees.
4. Insert the (C) [Effective Start Date] that when the supervisor starts effective.

A screenshot of a web application interface showing the 'Assign Group of Employees' tab. The tab is highlighted with a red rectangle and labeled 'A'. Below the tab, there is a 'Supervisor Information' section. It includes a green 'Assign' button in the top right corner. The section contains the following fields: 'Supervisor Name' with a dropdown menu (labeled 'B'), 'Employee No.', 'Email Address', and 'Effective Start Date' with a date picker (labeled 'C'). There are also instructions: '(*Denotes Required)', 'Please select supervisor(s) from list', and 'Please select employee(s) from list'. A search bar for 'Search Employee Name' is partially visible at the bottom.

- After select the supervisor name and insert the effective start date, click on (A) [Employee List] to select which employee that you want to assign for the selected supervisor.
- Click on the employee name and click (B)  to move to the right table (C) [Selected Employee(s)].
- Once done added the employee to the right table [Selected Employee(s)], click  button.
- Below table (D) show the employee that has already been assigned to the supervisor.



(• Denotes Required)

Please select supervisor(s) from list

Supervisor Name: •

Employee No.: A11005

Email Address: support@mywave.biz

Effective Start Date: •

Please select employee(s) from list





Search Employee Name:

A

Employee List

0057 | JUSTIN REPORT
007 | JAMES BOND
0931 | 2222
1000273997 | PRAMANIL MD AMDADUL HAQUE
1119 | CHIN AI KUAN
111999 | 7865432435678
1138 | SAIFUL AZMAN BIN SAIFUL RIDZWAN
121231 | UAGHSJGAIQEGQGGEG
123412 | BRIAN EMP NOW
12351 | 23423
2081 | Muhamad Safiq Izuan Bin Razali
2082 | SHAMIL AMBIA BIN AZMI
2087 | Mohammad Amirul Bin Ahmad Tajudin
2108 | Janet Jebamalar A/P Muniandy
2109 | Kaalioharan A/L S Ravi
212 | BRIAN YALATEK SIM
2121 | 12121
22 | 2222211
22222 | YES HI
2228 | ABDURRAHMAN KAREEM BIN MOHD ZAMANI

B

C

Selected Employee(s)

Employee No.	Employee List	Effective Start Date
Current Employee		
A11011	XIAO DELEGATE	2018-02-04
A11010	PANG SIEW LAI	2018-04-01

D

E