

User Guide

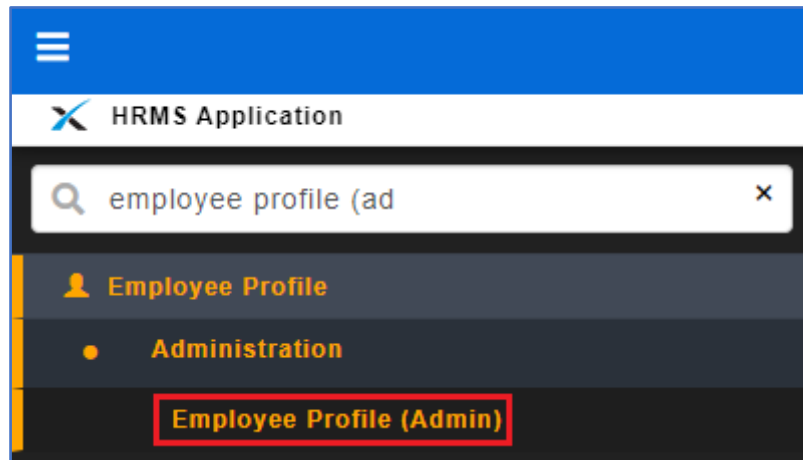
Employee's Supervisor

How To Add/Edit/Delete Supervisor.

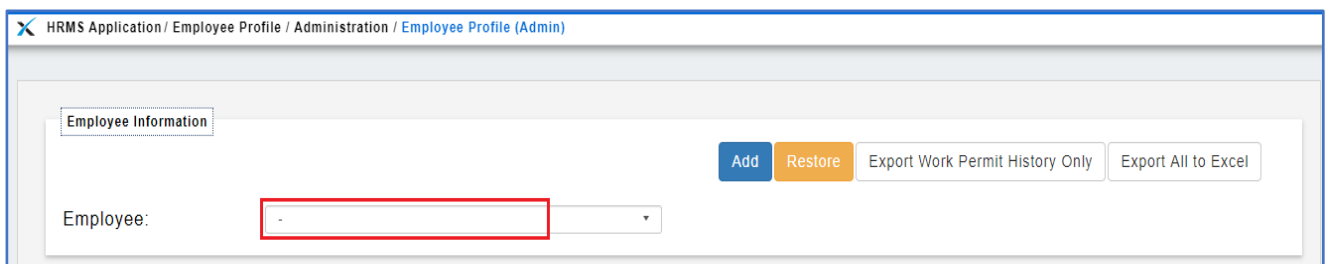


HOW TO ADD SUPERVISOR

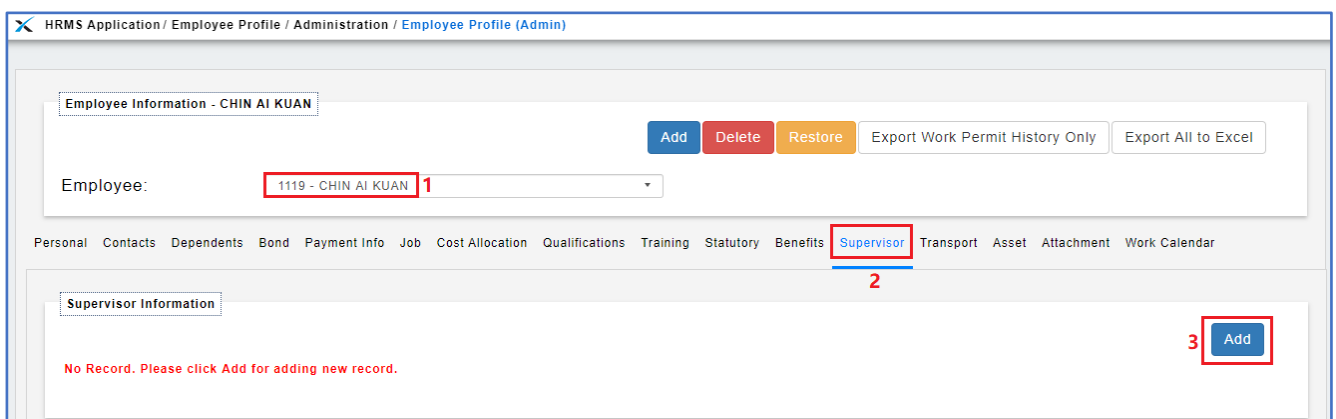
1. Go to Employee Profile -> Administration -> **Employee Profile (Admin)**.



2. Select the employee name that you wish to assign/add supervisor.



3. After select the employee, click on **Supervisor** tab.
4. Click **Add** button to add/assign supervisor.



5. Select the supervisor from the list on '**Assign To**'.
6. After select the supervisor will show the supervisor information.

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

Employee Information - CHIN AI KUAN

Restore Export Work Permit History Only Export All to Excel

Employee: 1119 - CHIN AI KUAN

Supervisor

Supervisor Information

3 Save Cancel

(* Denotes Required)

Please select supervisor from list

Assign To: *

Supervisor No.:

First Name:

Last Name:

Display Name:

Company Email:

Office Phone:

Effective Start Date: * 2019-09-20 2

7. Once you have selected the supervisor, it will auto show the supervisor information (a) as screenshot below.
8. Insert the '**Effective Start Date**' for the supervisor.
(FYI: If there is new join employee will always show the hire date of the employee on effective start date and you may assign a future supervisor for the employee by insert the future date).
9. Once done, click **Save** button.

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

Employee Information - CHIN AI KUAN

Add Delete Restore Export Work Permit History Only Export All to Excel

Employee: 1119 - CHIN AI KUAN

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

Supervisor Information

2 Save Cancel

(* Denotes Required)

Please select supervisor from list

Assign To: * 1867 | ONG MEI ZHEN

Supervisor No.: 1867

First Name: a

Last Name:

Display Name: ONG MEI ZHEN

Company Email: rnd_development@mywave.biz

Office Phone:

Effective Start Date: * 2019-09-20 1

10. If assign future supervisor will show as below.

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

Employee Information - CHIN AI KUAN

AddDeleteRestore

Export Work Permit History OnlyExport All to Excel

Employee:1119 - CHIN AI KUAN

PersonalContactsDependentsBondPayment InfoJobCost AllocationQualificationsTrainingStatutoryBenefitsSupervisorTransportAssetAttachmentWork Calendar

Supervisor Information

Current Supervisor Record

Supervisor No.: 1867Supervisor Name: ONG MEI ZHENCompany Email: rnd_development@mywave.bizOffice Phone: -Effective Date: 2019-09-20

EditDelete

Future Supervisor Record

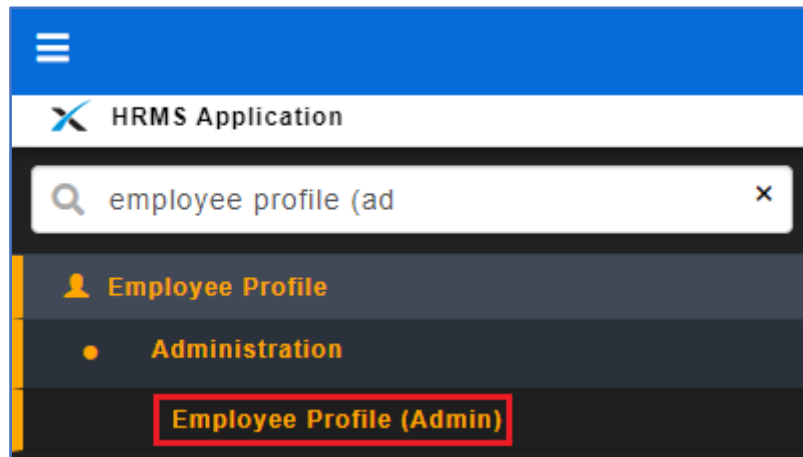
Supervisor No.: MY0061Supervisor Name: OOI LI NARCompany Email: rnd_development@mywave.bizOffice Phone: -Effective Date: 2020-04-01

EditDelete

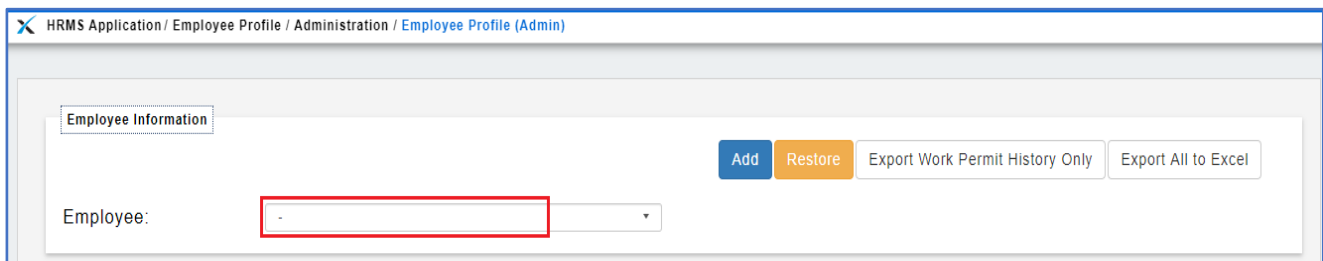
3

HOW TO EDIT SUPERVISOR

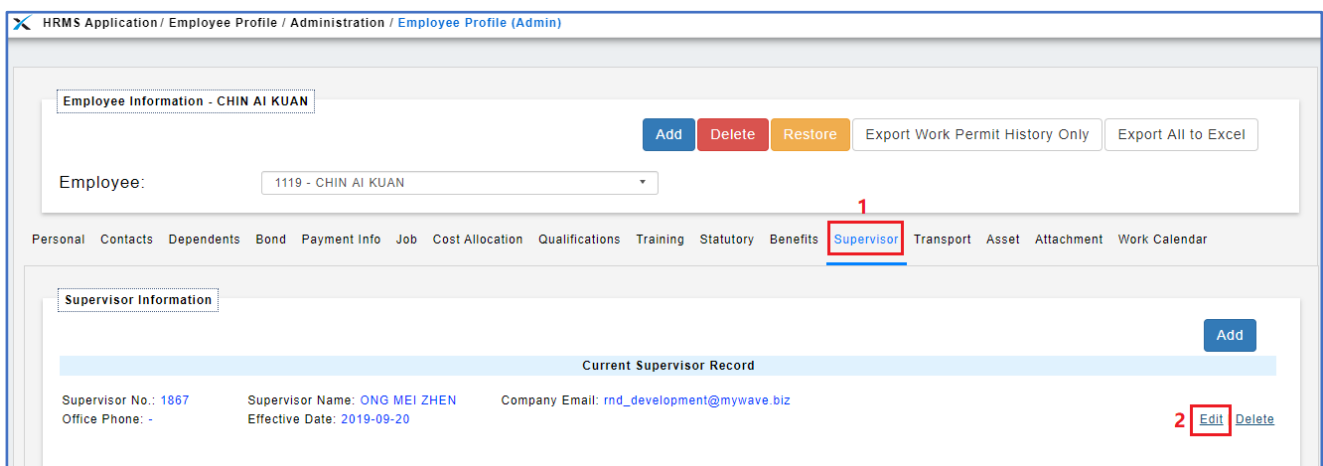
1. Go to Employee Profile -> Administration -> **Employee Profile (Admin)**.



2. Select the employee name that you wish to edit the supervisor.



3. After select the supervisor, click on [**Supervisor**] tab.
4. Click **Edit** button.



5. Select the supervisor list that your wish to update if there is wrong supervisor been assigned.
6. Or you may update the effective start date for the supervisor assignment if there is wrong date been assigned.
7. Click **Save** button.

HRMS Application / Employee Profile / Administration / [Employee Profile \(Admin\)](#)

Employee Information - CHIN AI KUAN

Restore

Export Work Permit History Only

Export All to Excel

Employee: 1119 - CHIN AI KUAN

Supervisor

Supervisor Information

3 **Save** Cancel

(* Denotes Required)
Please select supervisor from list

Assign To: * 1867 | ONG MEI ZHEN 1

Supervisor No.: 1867

First Name:

Last Name:

Display Name: ONG MEI ZHEN

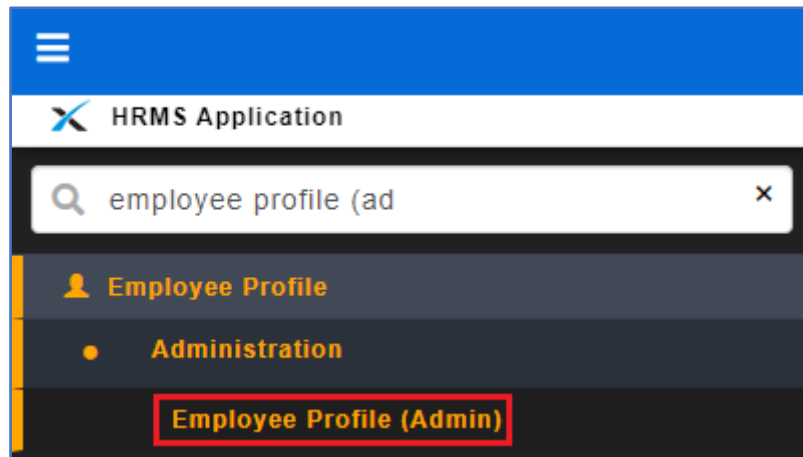
Company Email: rnd_development@mywave.biz

Office Phone:

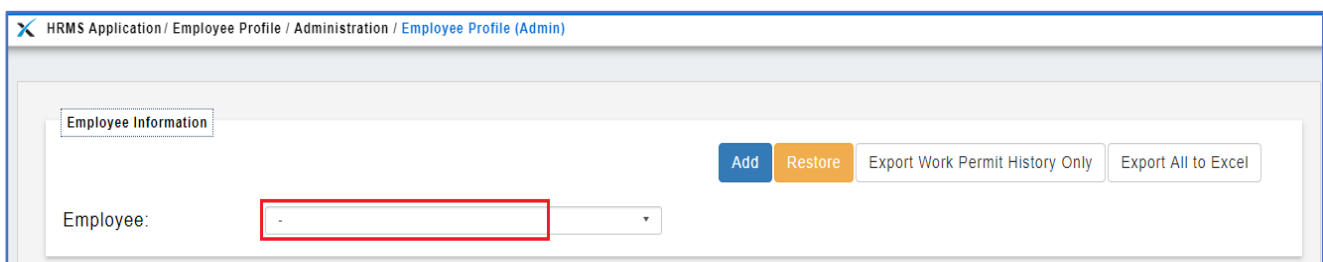
Effective Start Date: * 2019-09-20 2

HOW TO DELETE SUPERVISOR

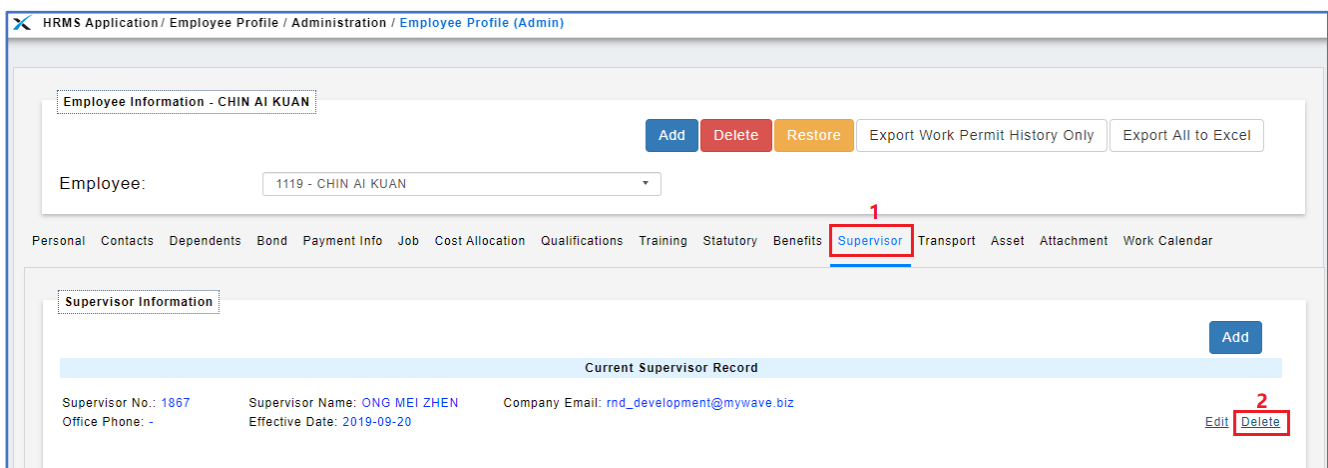
1. Go to Employee Profile -> Administration -> **Employee Profile (Admin)**.



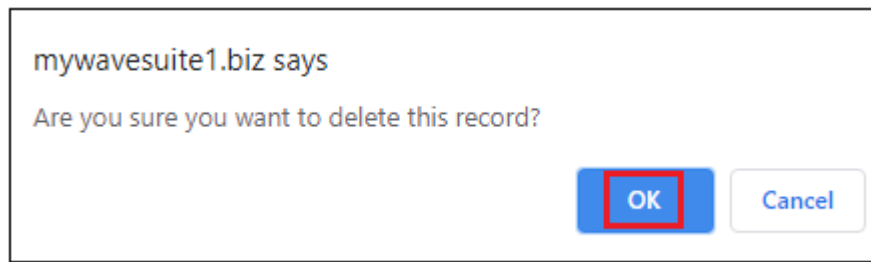
2. Select the employee name that you wish to delete the supervisor.



3. After select the supervisor, click on **[Supervisor]** tab.
4. Click **Delete** button.



5. Click **OK** to confirm delete the supervisor.



6. After delete the supervisor will show no record as screenshot below.

