

User Guide

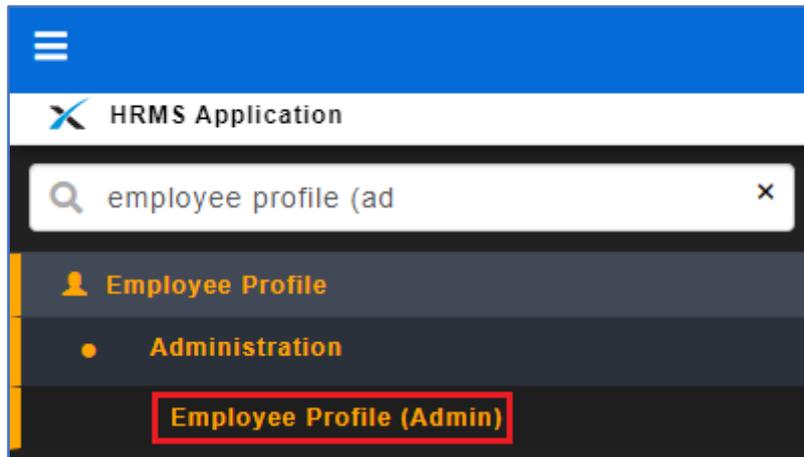
Employee's Job Info

How To Add/Update/Delete Job info

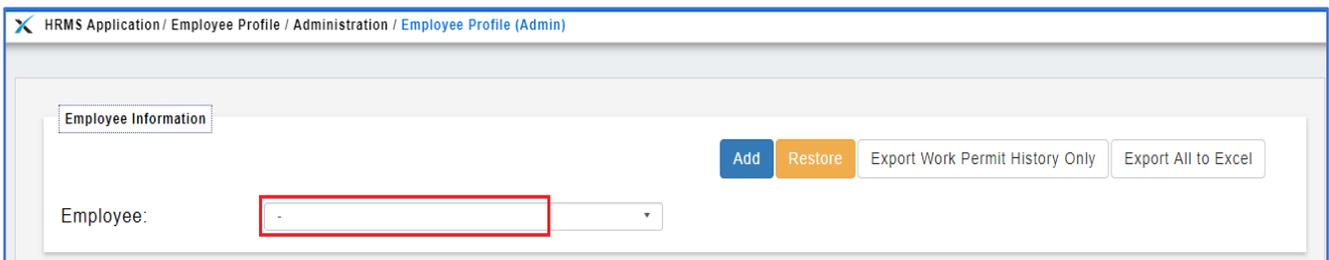


HOW TO ADD JOB

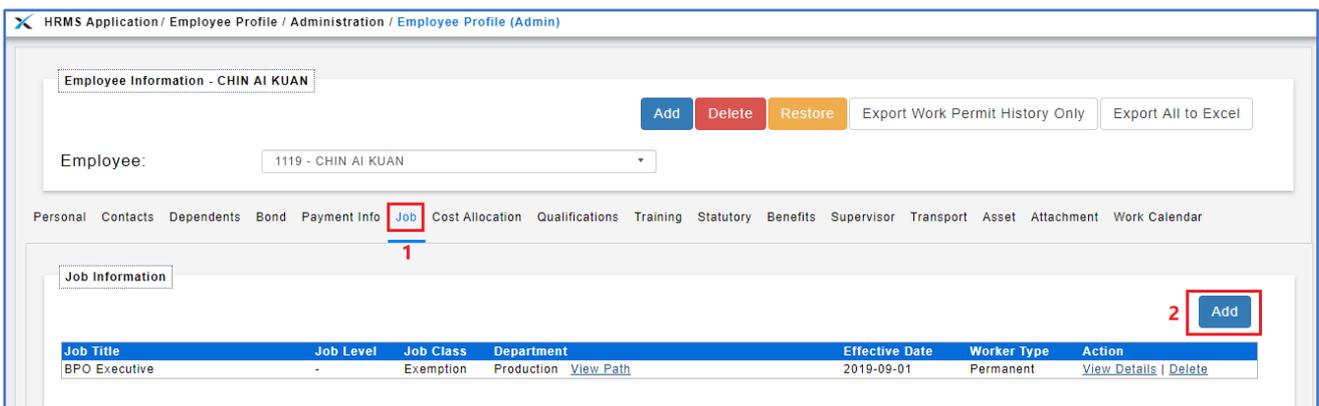
1. Go to Employee Profile -> Administration -> **Employee Profile (Admin)**.



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



3. After select the employee, click on [Job] tab.
4. Click **Add** button to add/assign new job.



5. Insert all the information such as job title, job class, worker type, department and effective date.
6. Once all information has done insert, 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

Job

1

Job Title * : System Support Engineer Department * : Research & Develop

Job Level : Manager

Job Class * : Exemption Effective Date * : 2019-12-01

Worker Type * : Permanent

Description 150 (chars)

2 Save Cancel

7. Other than that, if you insert the effective date same as previous job title will prompt a message that saying there is job info been assigned previously as sample screenshot below.

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

Job

Save Cancel

Job Title * : - Department * : -

Job Level : -

Job Class * : - Effective Date * : 2019-09-01

Worker Type * : -

Description 150 (chars)

There is another job effective on the date selected! Please choose another date.
Job Title: BPO Executive

8. Once save, the job info will add one more job info detail.

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

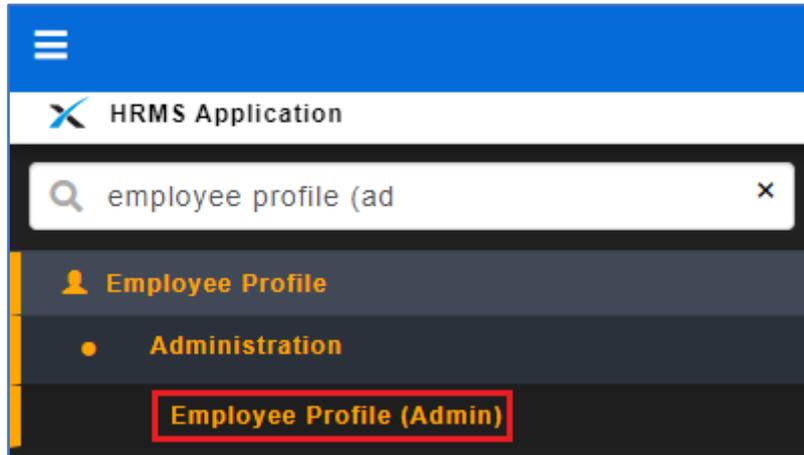
Personal Contacts Dependents Bond Payment Info Job Cost Allocation Qualifications Training Statutory Benefits Supervisor Transport Asset Attachment Work Calendar

Job Information Add

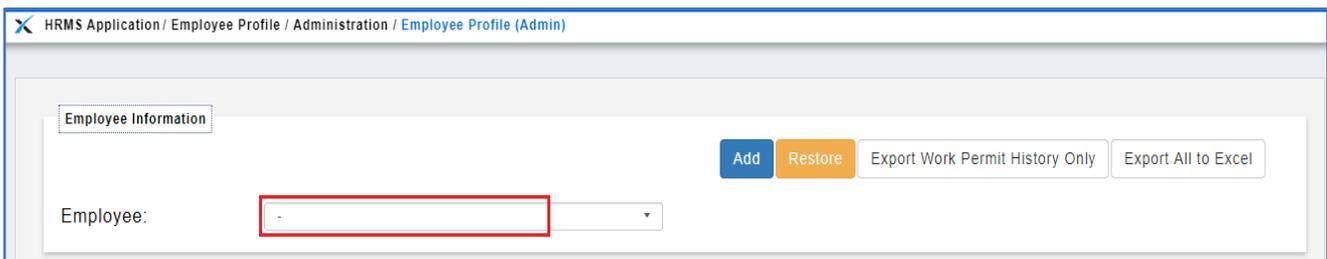
Job Title	Job Level	Job Class	Department	Effective Date	Worker Type	Action
System Support Engineer	Manager	Exemption	Research & Development (R&D) View Path	2019-12-01	Permanent	View Details Delete
BPO Executive	-	Exemption	Production View Path	2019-09-01	Permanent	View Details Delete

HOW TO UPDATE JOB

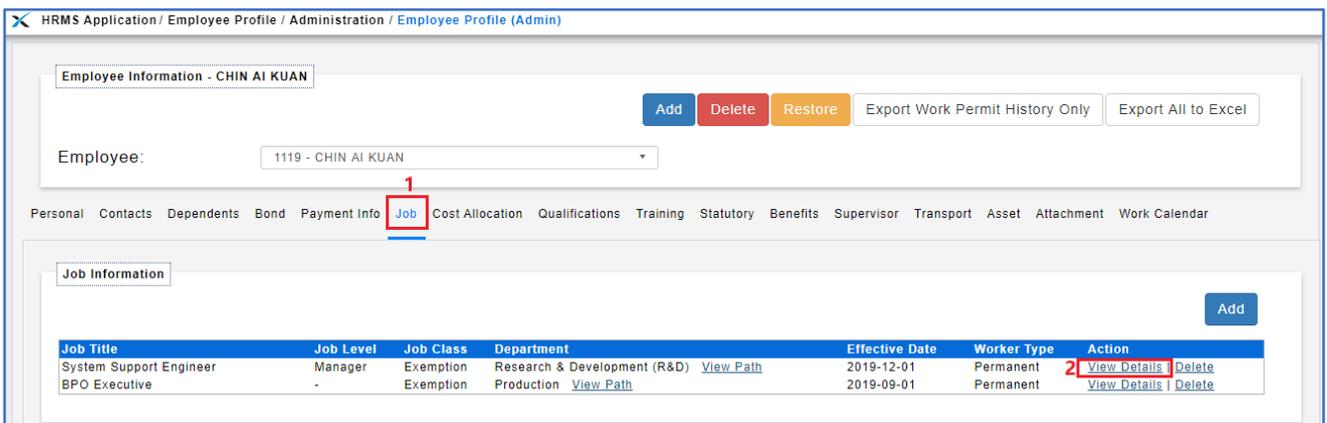
1. Go to Employee Profile -> Administration -> **Employee Profile (Admin)**.



2. Select the employee name that you wish to update the job.



3. After select the employee, click on [Job] tab.
4. Click [View Details](#) button to update the job.



- Once you click will show the job detail but unclickable.
- If you wish to update any field on the job detail, choose 'Update Only' under transaction.

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

Transaction: -

Job Title: Update Only Department: Research & Develop

Job Level: Manager

Job Class: Exemption

Worker Type: Permanent

Effective Date: 2019-12-01

Description: 150 (chars)

Back

- All the job detail field will clickable and you may update any field that you wish to update.
- Once done, 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

Job

Transaction: Update Only

Job Title: System Support Engineer Department: Research & Develop

Job Level: Manager

Job Class: Exemption

Worker Type: Permanent

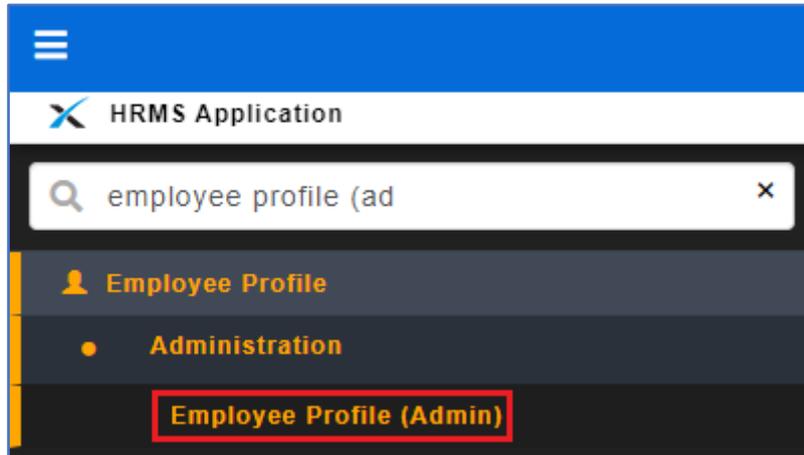
Effective Date: 2019-12-01

Description: 150 (chars)

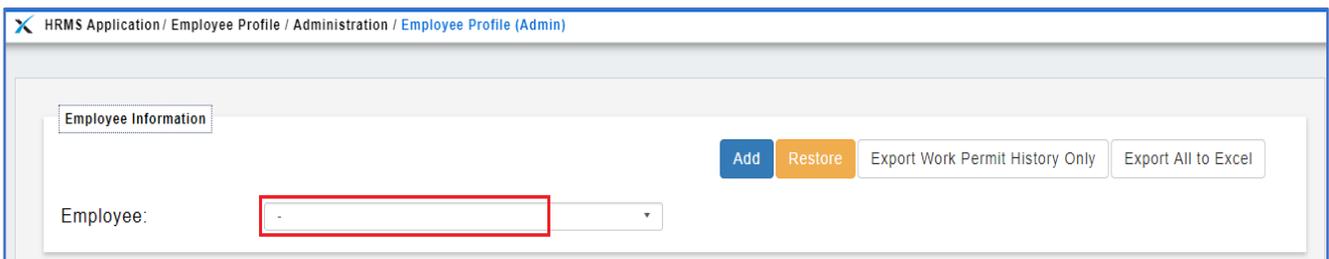
Save Cancel

HOW TO DELETE JOB

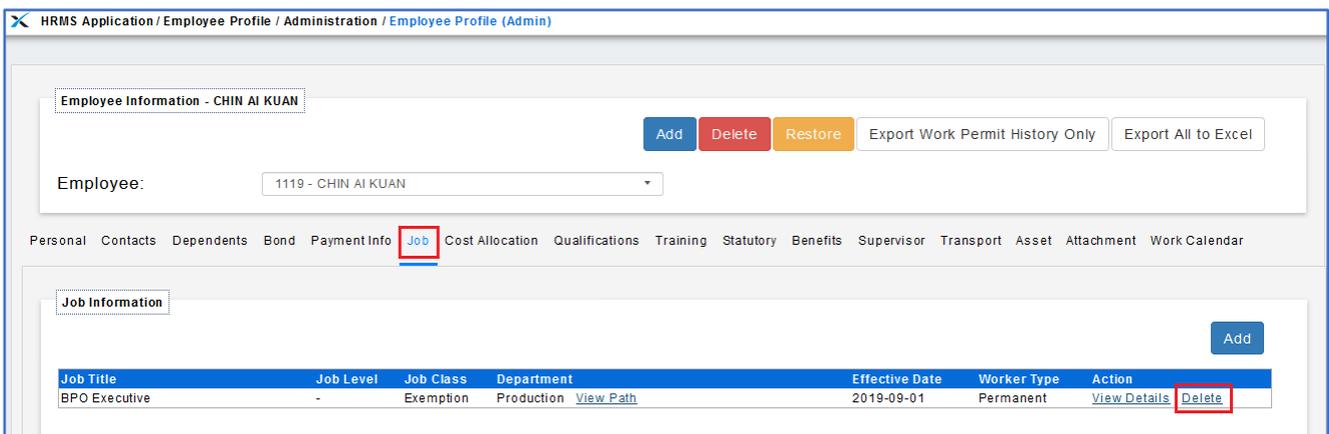
- Go to Employee Profile -> Administration -> **Employee Profile (Admin)**.



- Select the employee name that you wish to delete the job.



- After select the employee, click on [**J**ob] tab.
- Click **Delete** button to delete the job.



13. Once click on the [Delete](#) button will prompt a confirmation message to say whether you wish to delete the job.
14. Click to confirm delete.

