

# User Guide

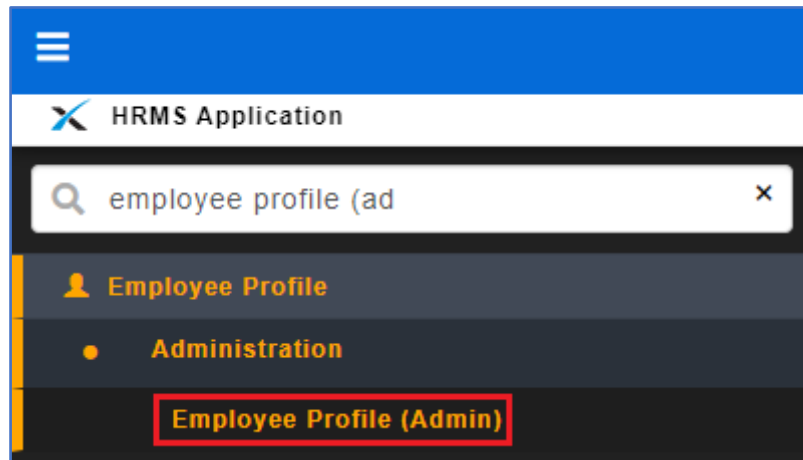
## Employee's Job Info

How To Add/Update/Delete Job info

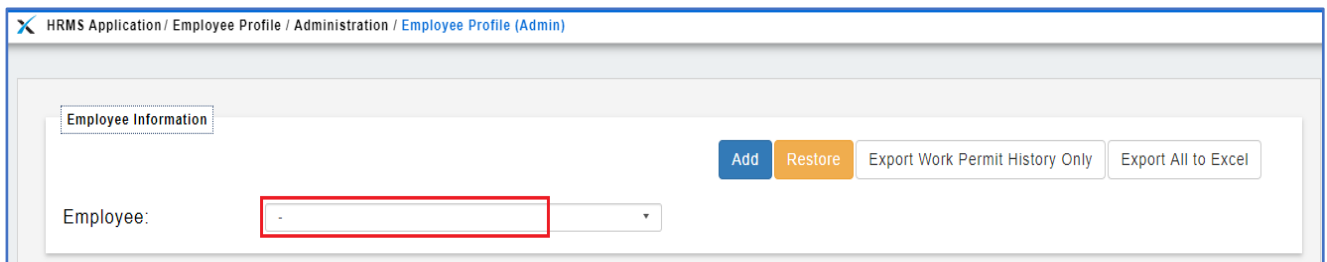


## HOW TO ADD JOB

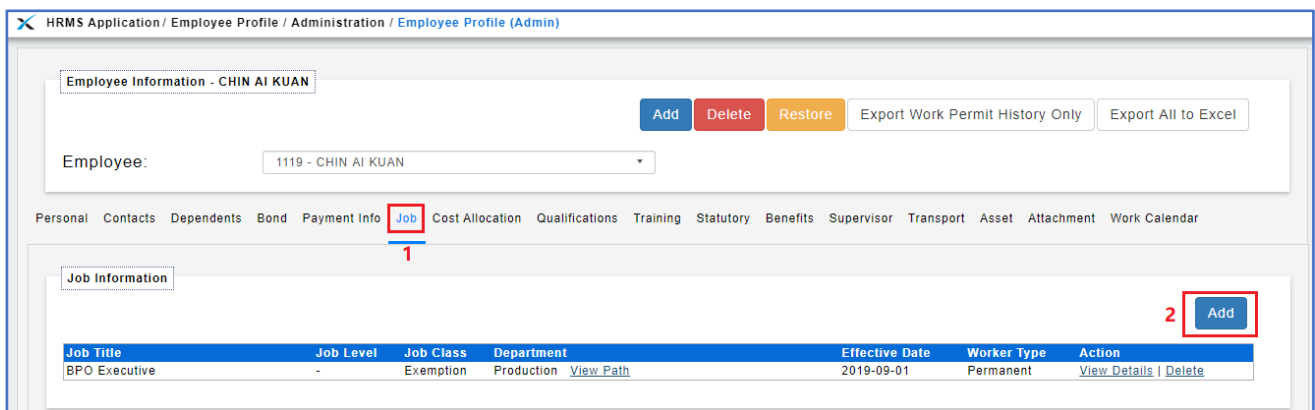
1. Go to Employee Profile -> Administration -> **Employee Profile (Admin)**.



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.

The screenshot shows the 'Employee Information - CHIN AI KUAN' page in the HRMS Application. The 'Job' tab is selected. A red box labeled '1' highlights the job details form, which includes fields for Job Title (System Support Engineer), Job Level (Manager), Job Class (Exemption), Worker Type (Permanent), and Effective Date (2019-12-01). A green box labeled '2' highlights the 'Save' button. Other buttons like 'Restore', 'Export Work Permit History Only', and 'Export All to Excel' are visible at the top right.

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.

The screenshot shows the same HRMS Application page, but with an error message displayed. The 'Effective Date' is set to '2019-09-01'. A red box highlights the error message: 'There is another job effective on the date selected! Please choose another date. Job Title: BPO Executive'. The 'Save' button is visible at the top right.

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

AddDeleteRestore

Export Work Permit History OnlyExport All to Excel

Employee:1119 - CHIN AI KUAN

PersonalContactsDependentsBondPayment InfoJobCost AllocationQualificationsTrainingStatutoryBenefitsSupervisorTransportAssetAttachmentWork Calendar

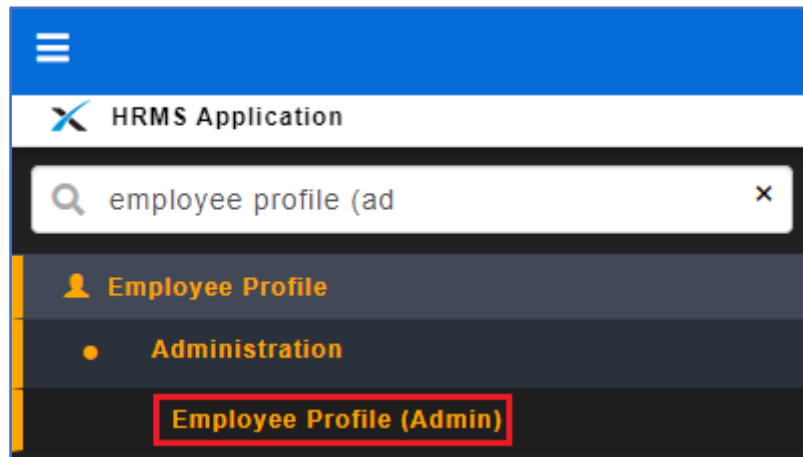
Job Information

Add

Job Title	Job Level	Job Class	Department	Effective Date	Worker Type	Action
System Support Engineer	Manager	Exemption	Research & Development (R&D)	2019-12-01	Permanent	<a href="#">View Details</a>   <a href="#">Delete</a>
BPO Executive	-	Exemption	Production	2019-09-01	Permanent	<a href="#">View Details</a>   <a href="#">Delete</a>

## 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.

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

Employee Information

Employee:

[Add](#) [Restore](#) [Export Work Permit History Only](#) [Export All to Excel](#)

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

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

Employee Information - CHIN AI KUAN

Employee:

[Add](#) [Delete](#) [Restore](#) [Export Work Permit History Only](#) [Export All to Excel](#)

[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)	2019-12-01	Permanent	<a href="#">View Details</a> <a href="#">Delete</a>
BPO Executive	-	Exemption	Production	2019-09-01	Permanent	<a href="#">View Details</a> <a href="#">Delete</a>

5. Once you click will show the job detail but unclickable.
6. 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

7. All the job detail field will clickable and you may update any field that you wish to update.
8. 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

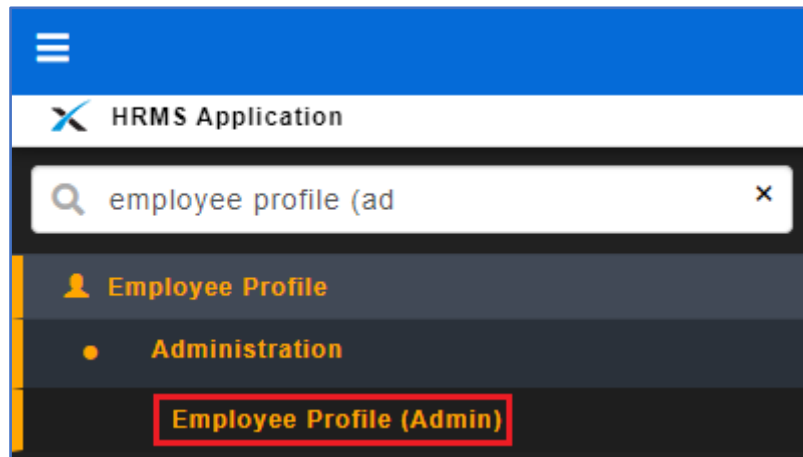
Description: 150 (chars)

2 Save Cancel

1

## HOW TO DELETE JOB

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



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

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

Employee Information

Employee:

Add Restore Export Work Permit History Only Export All to Excel

11. After select the employee, click on **[Job]** tab.

12. Click **Delete** button to delete the job.

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

Employee Information - CHIN AI KUAN

Employee:

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

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

Job Information

Job Title	Job Level	Job Class	Department	Effective Date	Worker Type	Action
BPO Executive	-	Exemption	Production	2019-09-01	Permanent	<a href="#">View Details</a> <b>Delete</b>

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.

Are you sure you want to delete this record?  
You cannot undo this action, setting of cost allocation will be reverted to Department in default.  
Please take note that the cost allocation will be removed.