

# User Guide

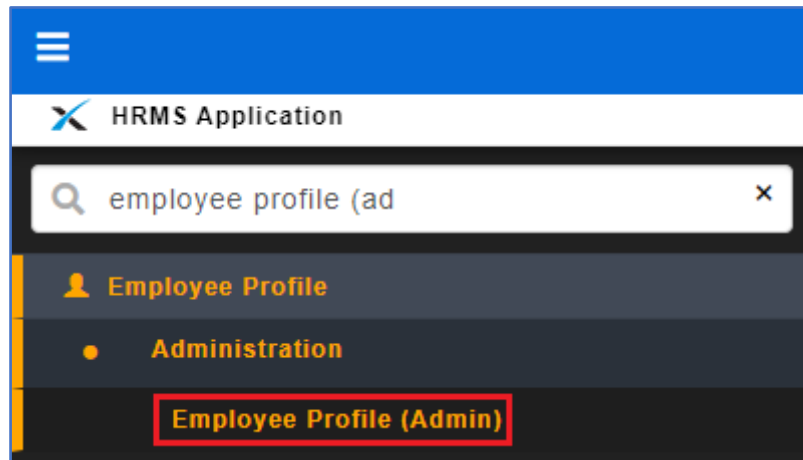
## Employee's Work Calendar

How To Add/Edit Calendar in Employee Profile

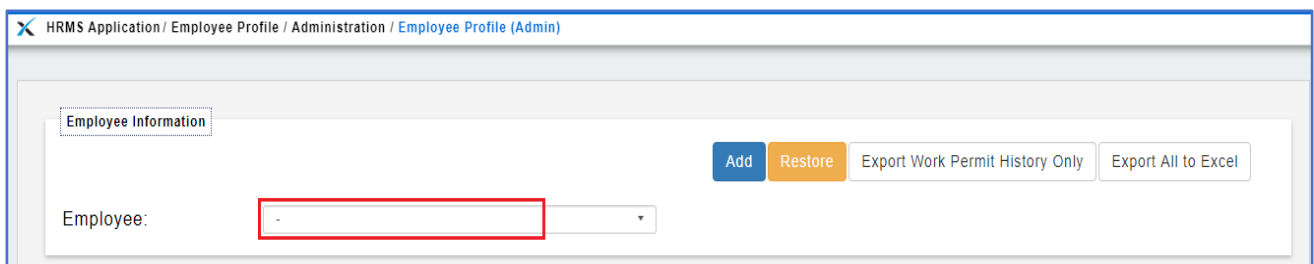


## HOW TO ADD CALENDAR

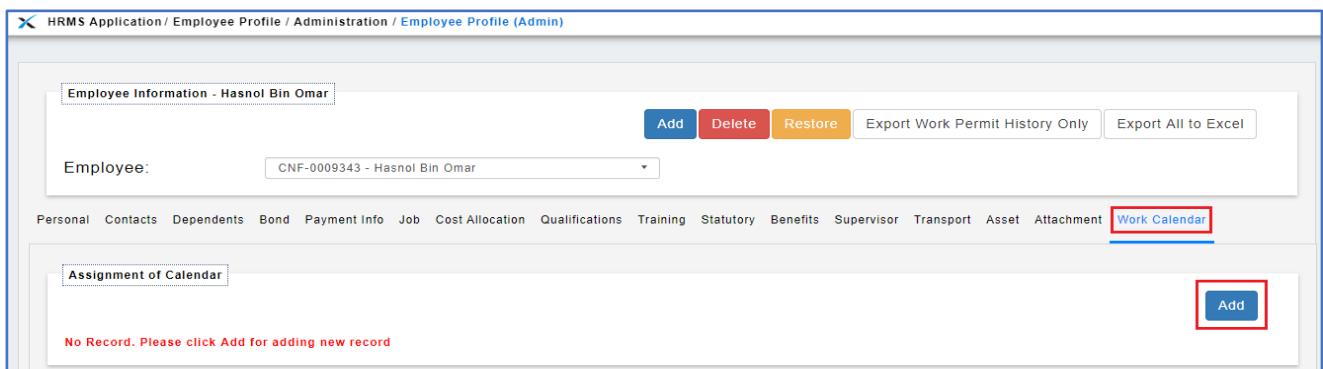
1. Go to Employee Profile -> Administration -> **Employee Profile (Admin)**.



2. Select the employee name that you wish to add calendar.



3. After select the employee, click on the **Work Calendar** tab.
4. Click **Add** button.



5. Select the 'Calendar', 'Calendar Shift' and insert the 'Start Date' for the calendar assignment.
6. Click **Save** button.

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

Employee Information - Hasnol Bin Omar

Employee: CNF-0009343 - Hasnol Bin Omar

Work Calendar

Assignment of Calendar

Calendar : 1

Calendar Shift : 2

Start Date : 2019-07-03 3

5 Save Cancel

- 1) Calendar – showing the Master calendar
- 2) Calendar Shift – showing the shift calendar after you select [1] the master calendar.
- 3) Start Date – when the calendar starts effective.

7. Once assign the master calendar will show the calendar name as screenshot below.

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

Employee Information - Hasnol Bin Omar

Employee: CNF-0009343 - Hasnol Bin Omar

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

Assignment of Calendar

Add

Calendar Assignment Record

Name: MYWAVE Effective Date: 2019-07-03 onwards Edit

8. Besides that, if there is assign shift calendar will showed as screenshot below.  
(highlighted in **Green** was showing the shift calendar & highlight in **Red** was showing the Master calendar of the shift calendar).

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

Employee Information - Hasnol Bin Omar

Employee: CNF-0009343 - Hasnol Bin Omar

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

Assignment of Calendar

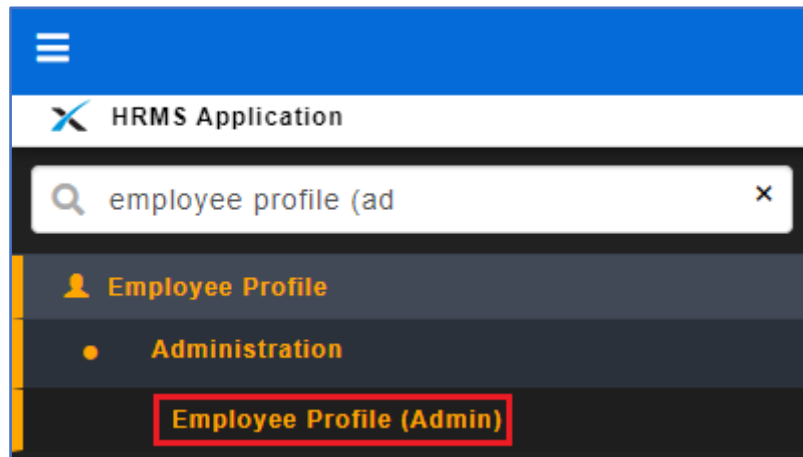
Add

Calendar Assignment Record

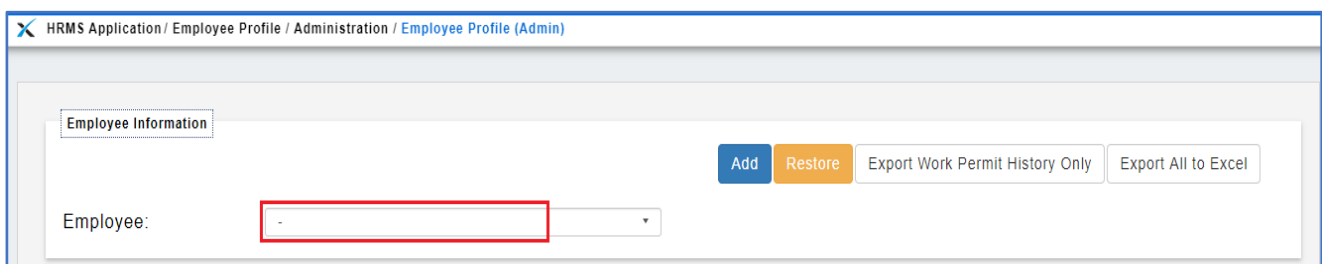
Name: MYwave Working Shift (Master Name: MYWAVE) Effective Date: 2019-07-03 onwards Edit

## HOW TO EDIT CALENDAR

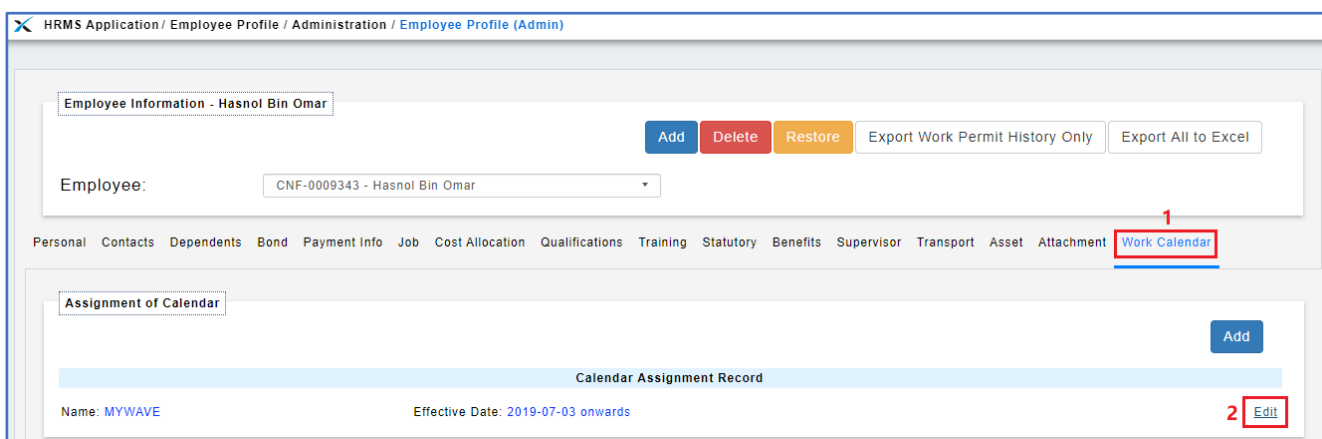
1. Go to Employee Profile -> Administration -> **Employee Profile (Admin)**.



2. Select the employee name that you wish to add calendar.



3. After select the employee, click on the [Work Calendar] tab.
4. Click **Edit** button.



5. Update the 'Calendar' or 'Calendar Shift' or 'Start Date' that you wish to update.
6. Click **Save** button.

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

Employee Information - Hasnol Bin Omar

Restore Export Work Permit History Only Export All to Excel

Employee: CNF-0009343 - Hasnol Bin Omar

Work Calendar

Assignment of Calendar

Calendar : MYWAVE

Calendar Shift : -

Start Date : 2019-07-03

Until :

Save Cancel

- 1) **Calendar** – Show the Master calendar list.
- 2) **Calendar Shift** – Show the shift calendar list after you select [1] the master calendar.
- 3) **Start Date** – Insert the date when the calendar starts effective.
- 4) **Until** – Date was only show if there is new calendar assignment before the edited record as sample screenshot below.

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

Employee Information - Hasnol Bin Omar

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

Employee: CNF-0009343 - Hasnol Bin Omar

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

Assignment of Calendar

Add

Calendar Assignment Record

Name: Shift 1-01 (Master Name: ST001)	Effective Date: 2020-01-01 onwards	Edit
Name: MYWAVE	Effective Date: 2019-07-03 Until 2019-12-31	Edit

↓

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

Employee Information - Hasnol Bin Omar

Restore Export Work Permit History Only Export All to Excel

Employee: CNF-0009343 - Hasnol Bin Omar

Work Calendar

Assignment of Calendar

Calendar : MYWAVE

Calendar Shift : -

Start Date : 2019-07-03

Until : 2020-01-01

Save Cancel