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).

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🗙 HRMS Application	
Q employee profile (ad	×
👤 Employee Profile	
 Administration 	
Employee Profile (Admin)	

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

X	HRMS Application / Employee Pr	file / Administration / Employee Profile (Admin)
	Employee Information	Add Restore Export Work Permit History Only Export All to Excel
	Employee:	· · · ·

- After select the employee, click on the [Work Calendar] tab.
 Click Add button.

Employee Information	Hasnol Bin Omar				
		Add	Delete Resto	Export Work Permit History Only	Export All to Excel
Employee:	CNF-0009343 - Hasnol Bin Omar	•			
onal Contacts Depen	lents Bond Payment Info Job Cost Allocation	Qualifications Training	Statutory Benefits	Supervisor Transport Asset Attachmen	nt Work Calendar

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

IRMS Application/ Emplo	oyee Profile / Administration / Employee Profile (Admin)			
Employee Information	- Hasnol Bin Omar			
Employee		 Restore	Export Work Permit History Only	Export All to Excel
Work Calendar				
Assignment of Calend	ar			
Calendar : -	1.			5 Save Cancel
Calendar Shift : -	27			
Start Date : 2019	-07-03 3 📖			

- 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.

K HRMS Application / Employee P	rofile / Administration / Employee Profile (Admin)	
Employee Information - Hasi	nol 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: MYWAVE	Effective Date: 2019-07-03 onwards	

 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 / Employed	e Profile / Administration / Employee Profile (Admin)					
Employee Information - H	asnol Bin Omar	Add Delete	e Restore	Export Work Permit His	tory Only	Export All to Excel
Employee:	CNF-0009343 - Hasnol Bin Omar	¥				
ersonal Contacts Depender	ts Bond Payment Info Job Cost Allocation Qualificatio	ons Training Statutor	y Benefits Su	ipervisor Transport Asset	Attachment	Work Calendar
Assignment of Calendar						Add
	Caler	ndar Assignment Reco	rd			
Name: MYwave Working Sh	ift (Master Name: MYWAVE) Effective Date: 2019-07-03 onwa	ards				Ed

HOW TO EDIT CALENDAR

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

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🗙 HRMS Application	
Q employee profile (ad	×
👤 Employee Profile	
 Administration 	
Employee Profile (Admin)	

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

X	HRMS Application / Employee Pre	e / Administration / Employee Profile (Admin)
	Employee Information	Add Restore Export Work Permit History Only Export All to Excel
	Employee:	- · ·

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

HRMS Application / Employee	Profile / Administration / Employee Profile (Admin)
Employee Information - Ha	snol Bin Omar
	Add Delete Restore Export Work Permit History Only Export All to Excel
Employee:	CNF-0009343 - Hasnol Bin Omar 🔹
ersonal Contacts Dependent	s 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 2 Edit

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

K HRMS Application/ Employee Pro	ofile / Administration / Employee Profile (Admin)			
Employee Information - Hasne	ol Bin Omar		Restore Export Work Permit	History Only Export All to Excel
Employee:	CNF-0009343 - Hasnol Bin Omar	Ŧ		
Work Calendar				
Assignment of Calendar				Save
Calendar : MYWAVE Calendar Shift : -	T T			
Start Date : 2019-07-03				

- 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.

Employee Information - H	asnol Bin Omar						
			Add Dele	te Restore	Export Work Permit Histo	ory Only Export All to	Excel
Employee	CNE 0000242	anal Rin Omar					
Employee.	CNF-0009343 - Ha		· .				
sonal Contacts Depender	ts Bond Payment Info	Job Cost Allocation Qualifi	ications Training Statuto	ry Benefits Su	pervisor Transport Asset /	Attachment Work Calendar	
Assignment of Calendar							
							Add
		C	Calendar Assignment Rec	ord			
Name: Shift 1-01 (Master N	ame: ST001)	Effective Date: 2020-01-01	onwards				Ed
Name: MYWAVE		Effective Date: 2019-07-03	11-111 2010 12 21				Ed
RMS Application / Employe	e Profile / Administratior	/ Employee Profile (Admin)					
RMS Application / Employe	e Profile / Administratior asnol Bin Omar	n / Employee Profile (Admin)	Juni 2019-12-31	Restore	Export Work Permit Hist	ory Only Export All to	Excel
RMS Application / Employe Employee Information - H Employee:	e Profile / Administration asnol Bin Omar CNF-0009343 - H.	n / Employee Profile (Admin) asnol Bin Omar	• • •	Restore	Export Work Permit Histo	ory Only Export All to	Excel
RMS Application / Employe Employee Information - H Employee: Work Calendar	e Profile / Administration Iasnol Bin Omar CNF-0009343 - Hi	asnol Bin Omar	Unit 2019-12-31	Restore	Export Work Permit Hist	ory Only Export All to	Excel
RMS Application / Employe Employee Information - F Employee: Work Calendar	e Profile / Administration lasnol Bin Omar CNF-0009343 - Hi	asnol Bin Omar	•	Restore	Export Work Permit Hist	ory Only Export All to	Excel
RMS Application / Employe Employee Information - F Employee: Work Calendar	e Profile / Administration iasnol Bin Omar CNF-0009343 - H	asnol Bin Omar	•	Restore	Export Work Permit Hist	ory Only Export All to	Excel
RMS Application / Employe Employee Information - F Employee: Work Calendar Assignment of Calendar Calendar : MYWAV	e Profile / Administration asnol Bin Omar CNF-0009343 - Hi	asnol Bin Omar	•	Restore	Export Work Permit Hist	ory Only Export All to Save	Excel
RMS Application / Employe Employee Information - H Employee: Work Calendar Assignment of Calendar Calendar : MYWAV Calendar Shift :	e Profile / Administration lasnol Bin Omar CNF-0009343 - H	asnol Bin Omar		Restore	Export Work Permit Hist	ory Only Export All to Save	Excel
RMS Application / Employee Employee Information - H Employee: Work Calendar Calendar : MYWAV Calendar Shift : - Start Date : 2019-07	e Profile / Administration asnol Bin Omar CNF-0009343 - H	asnol Bin Omar	• • •	Restore	Export Work Permit Hist	ory Only Export All to Save	Excel