

# User Guide

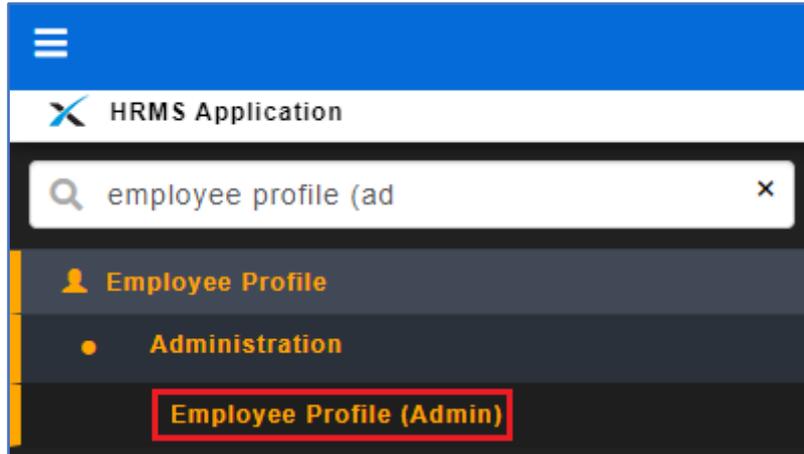
## Employee's Work Calendar

How To Add/Edit Calendar in Employee Profile

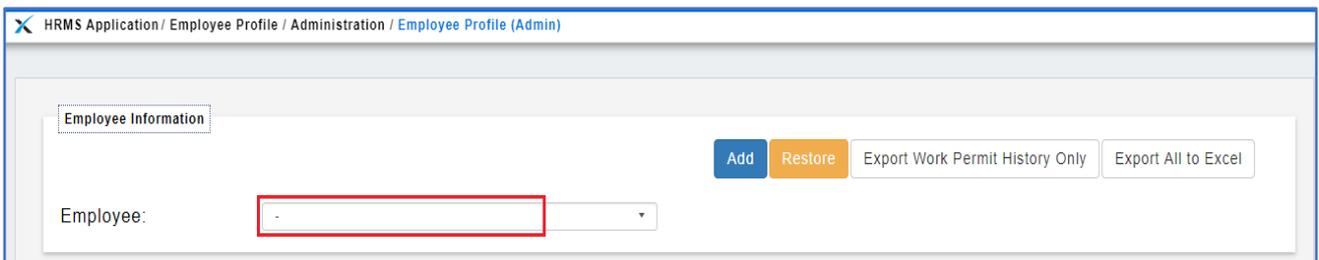


## HOW TO ADD CALENDAR

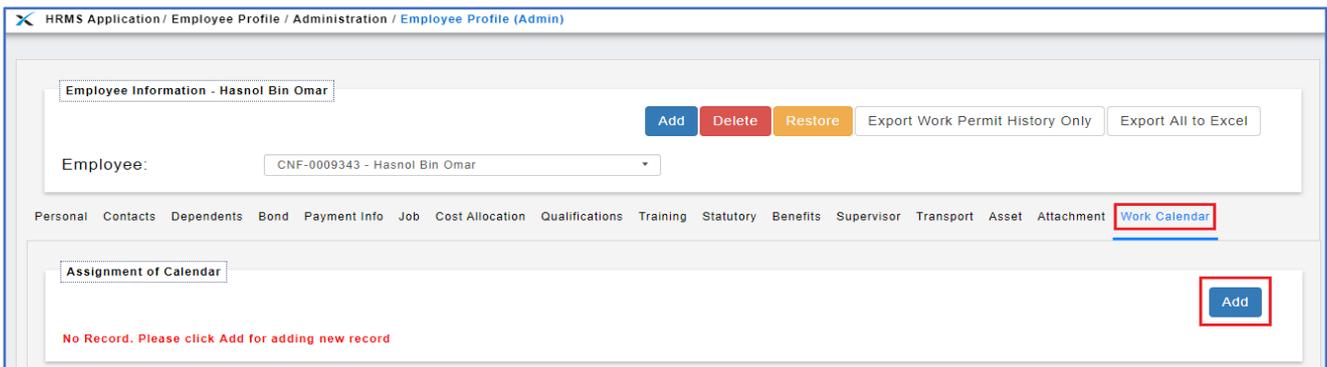
1. Go to Employee Profile -> Administration -> **Employee Profile (Admin)**.



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] 1

Calendar Shift : [2] 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)

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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

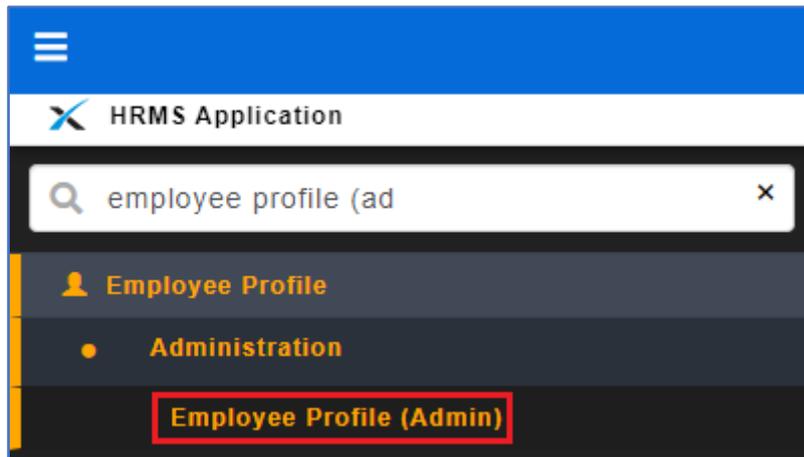
Add

| Calendar Assignment Record                       |                                    |
|--|------------------------------------|
| Name: MYwave Working Shift (Master Name: MYWAVE) | Effective Date: 2019-07-03 onwards |

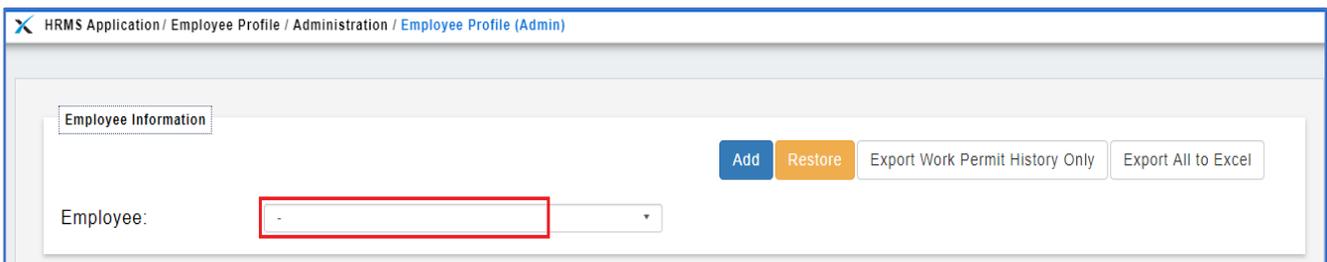
Edit

## HOW TO EDIT CALENDAR

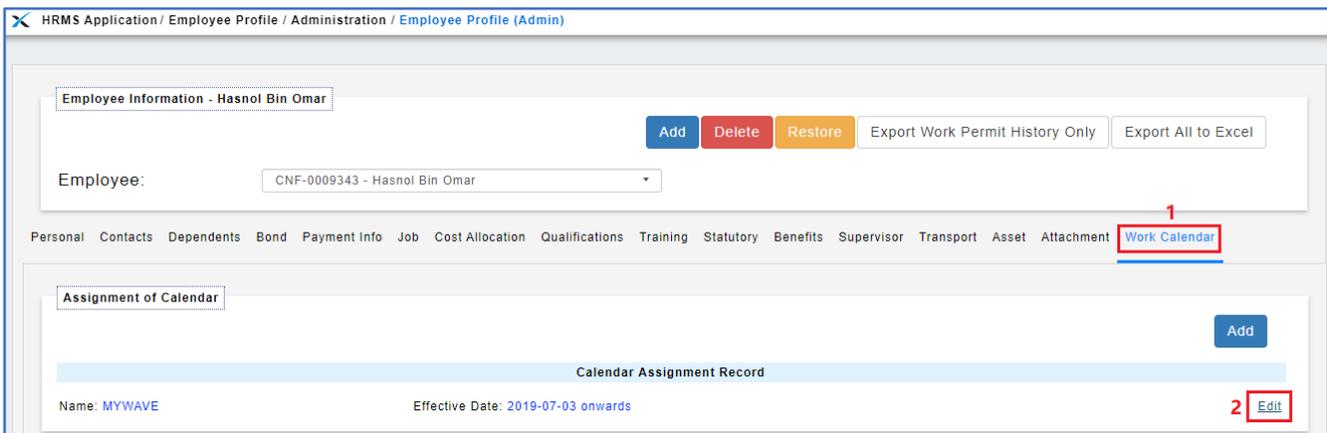
1. Go to Employee Profile -> Administration -> **Employee Profile (Admin)**.



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.



- Update the 'Calendar' or 'Calendar Shift' or 'Start Date' that you wish to update.
- 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 : MYWAVE

Calendar Shift : -

Start Date : 2019-07-03

Until :

Save Cancel

- Calendar – Show the Master calendar list.
- Calendar Shift – Show the shift calendar list after you select [1] the master calendar.
- Start Date – Insert the date when the calendar starts effective.
- 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

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 |

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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 : MYWAVE

Calendar Shift : -

Start Date : 2019-07-03

Until : 2020-01-01

Save Cancel