

User Guide

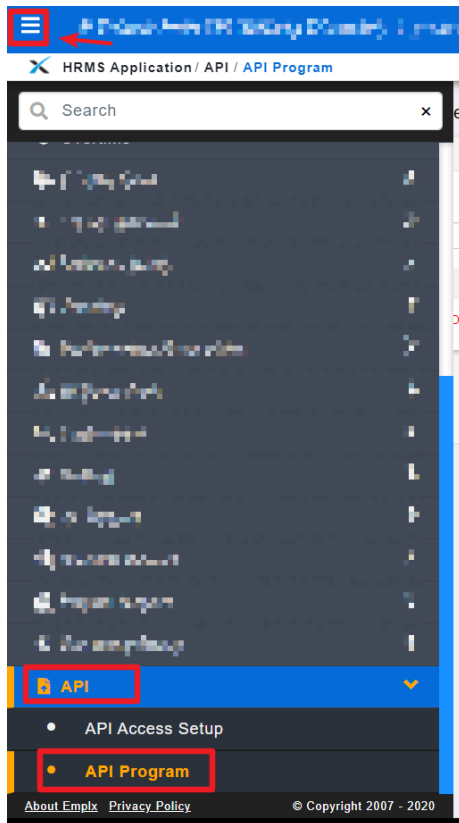
Mass Upload New Salary Increment

To upload the new effective salary amount in the system through API Program (Excel File)

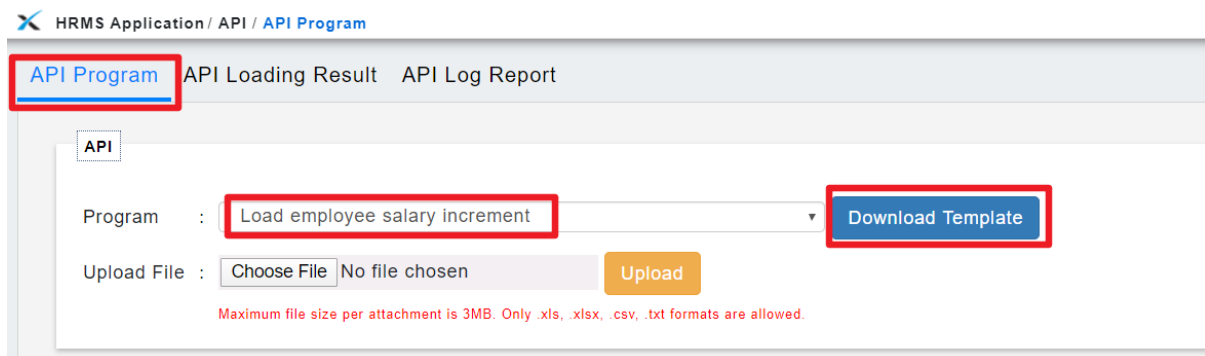


MASS UPLOAD NEW SALARY INCREMENT

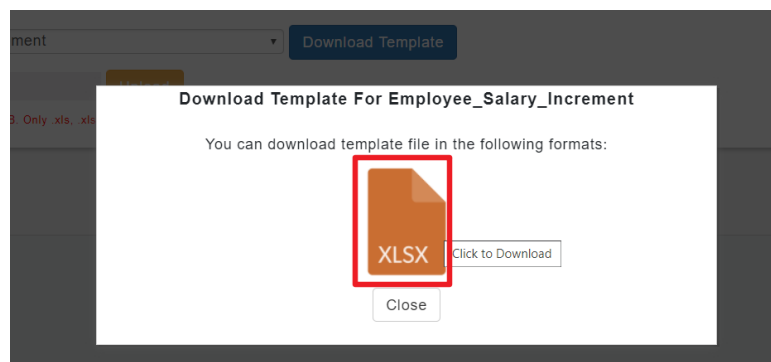
1. Access to API – API Program



2. API Program [1st tab] – Program: [select “Loading employee salary increment”] – click “Download Template”



3. Click on “XLSX” to download



4. Paste into the Downloaded Template file – change “**Effective Date**” format to “**yyyy-mm-dd**”

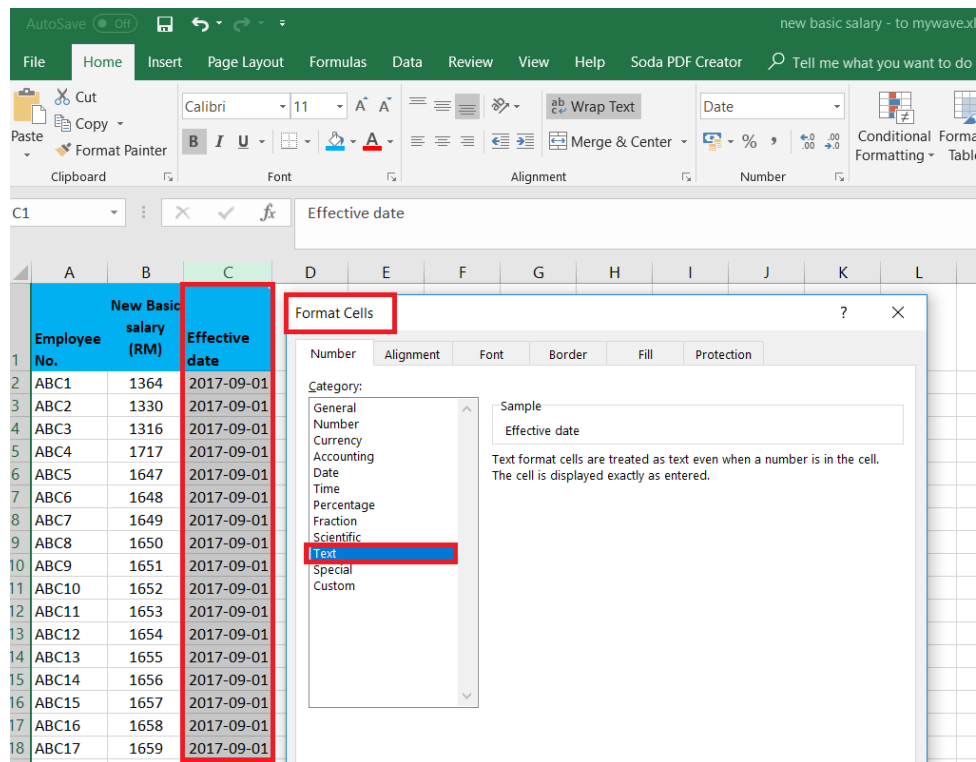
The screenshot shows the Microsoft Excel interface. The ribbon at the top includes 'File', 'Home', 'Insert', 'Page Layout', 'Formulas', 'Data', 'Review', 'View', 'Help', 'Soda PDF Creator', and a search bar. The 'Home' tab is active, showing options for Font, Alignment, and Number. The active cell is A23. Below the ribbon, a table is displayed with columns A through K. Column A is labeled 'Employee No.', column B is 'New Basic salary (RM)', and column C is 'Effective date'. The data in column C consists of dates in the format 'yyyy-mm-dd'. A red rectangular box highlights the 'Effective date' column. A red callout box with a pointer to the highlighted column contains the text 'Change to Date Format: yyyy-mm-dd'.

| Employee No. | New Basic salary (RM) | Effective date |
|--------------|-----------------------|----------------|
| ABC1 | 1364 | 2017-09-01 |
| ABC2 | 1330 | 2017-09-01 |
| ABC3 | 1316 | 2017-09-01 |
| ABC4 | 1717 | 2017-09-01 |
| ABC5 | 1647 | 2017-09-01 |
| ABC6 | 1648 | 2017-09-01 |
| ABC7 | 1649 | 2017-09-01 |
| ABC8 | 1650 | 2017-09-01 |
| ABC9 | 1651 | 2017-09-01 |
| ABC10 | 1652 | 2017-09-01 |
| ABC11 | 1653 | 2017-09-01 |
| ABC12 | 1654 | 2017-09-01 |
| ABC13 | 1655 | 2017-09-01 |
| ABC14 | 1656 | 2017-09-01 |
| ABC15 | 1657 | 2017-09-01 |
| ABC16 | 1658 | 2017-09-01 |
| ABC17 | 1659 | 2017-09-01 |

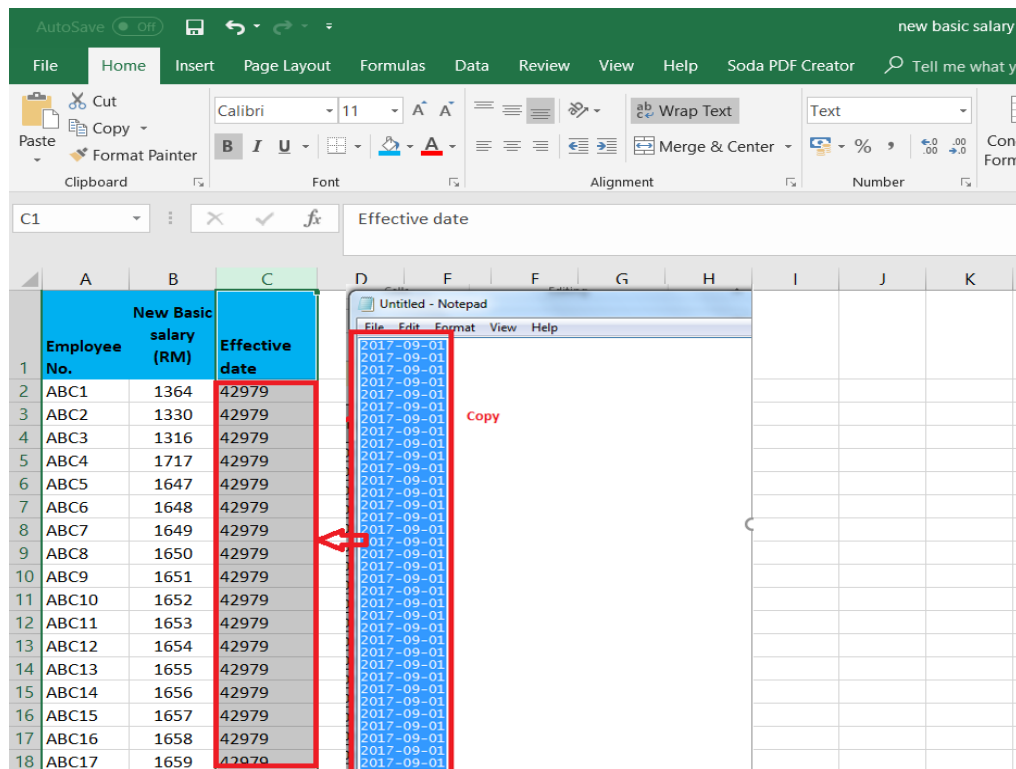
5. Copy the “**Effective Date**” column data and paste into a Notepad.

A screenshot of a Windows Notepad application window. The title bar at the top reads "Untitled - Notepad". Below the title bar is a menu bar with five items: "File", "Edit", "Format", "View", and "Help". The main editing area is filled with 20 lines of text, each containing the date "2017-09-01". On the right side of the window, there are standard Windows window controls (minimize, maximize, close) and a vertical scrollbar. The status bar at the bottom is partially visible.

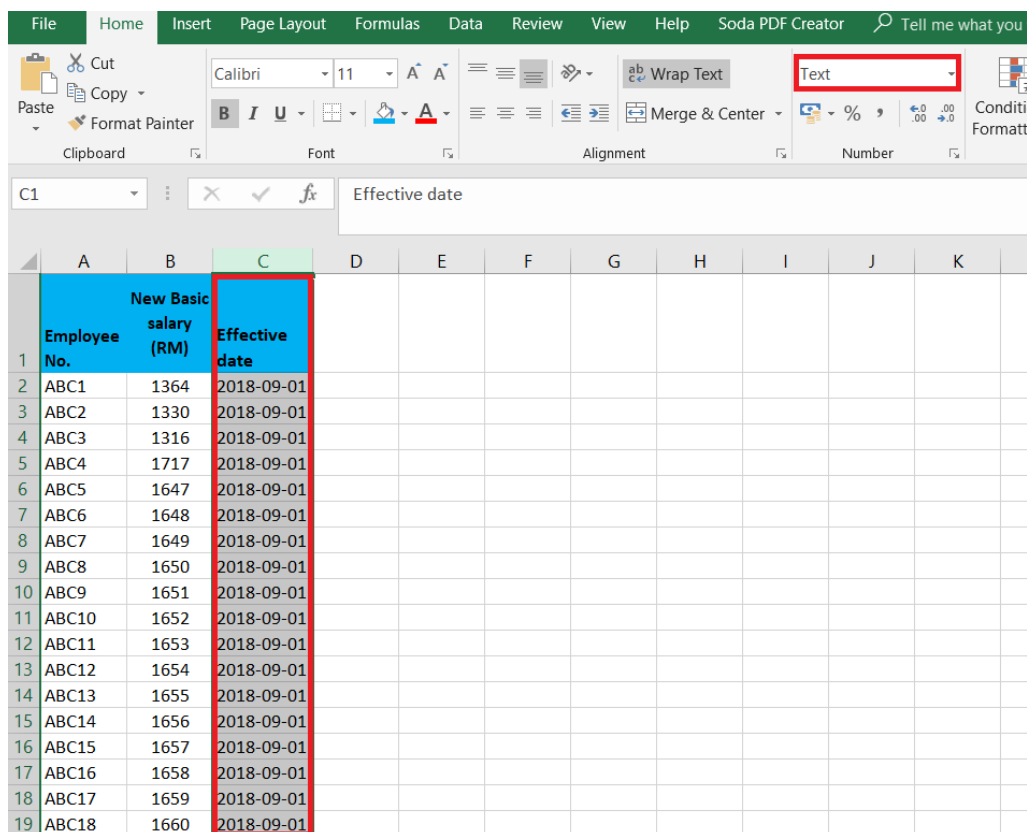
- Change the "Effective Date" format again to "Text" (API Program only works in "Text" for date format).



- Copy back the Dates from Notepad and paste into the Joined date column.

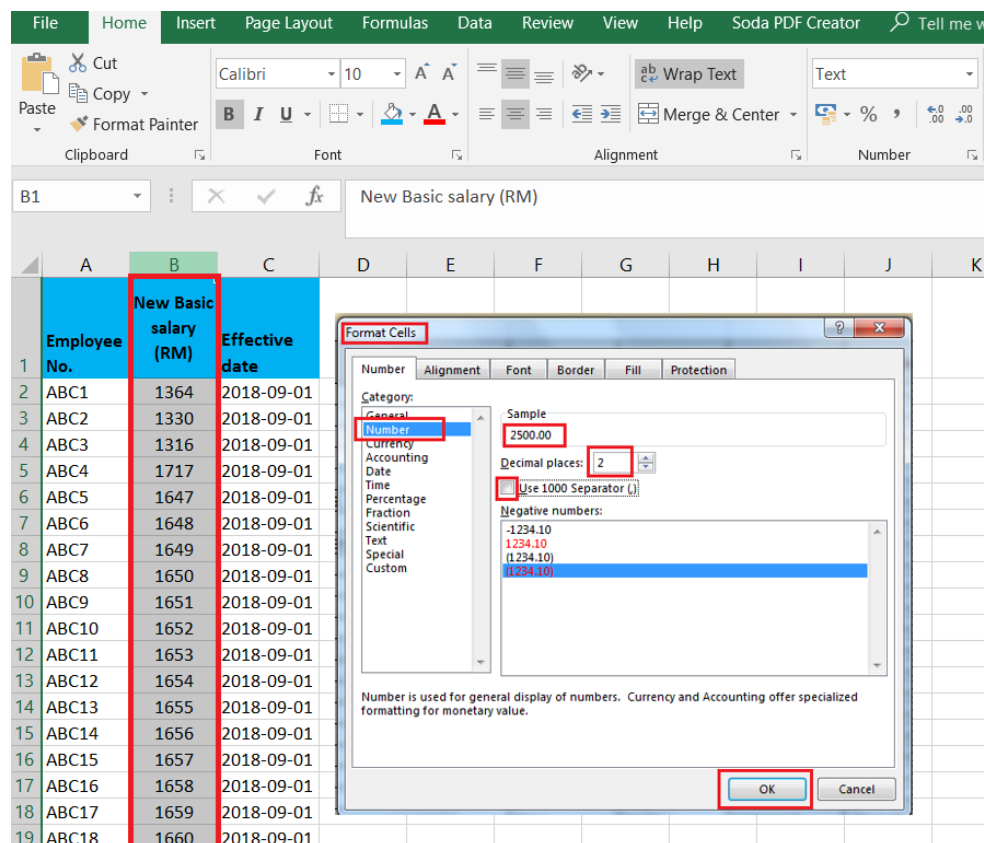


8. Ensure that the column format is "Text"



| | A | B | C | D | E | F | G | H | I | J | K |
|----|---------------------|------------------------------|-----------------------|---|---|---|---|---|---|---|---|
| | | New Basic salary (RM) | Effective date | | | | | | | | |
| 1 | Employee No. | | | | | | | | | | |
| 2 | ABC1 | 1364 | 2018-09-01 | | | | | | | | |
| 3 | ABC2 | 1330 | 2018-09-01 | | | | | | | | |
| 4 | ABC3 | 1316 | 2018-09-01 | | | | | | | | |
| 5 | ABC4 | 1717 | 2018-09-01 | | | | | | | | |
| 6 | ABC5 | 1647 | 2018-09-01 | | | | | | | | |
| 7 | ABC6 | 1648 | 2018-09-01 | | | | | | | | |
| 8 | ABC7 | 1649 | 2018-09-01 | | | | | | | | |
| 9 | ABC8 | 1650 | 2018-09-01 | | | | | | | | |
| 10 | ABC9 | 1651 | 2018-09-01 | | | | | | | | |
| 11 | ABC10 | 1652 | 2018-09-01 | | | | | | | | |
| 12 | ABC11 | 1653 | 2018-09-01 | | | | | | | | |
| 13 | ABC12 | 1654 | 2018-09-01 | | | | | | | | |
| 14 | ABC13 | 1655 | 2018-09-01 | | | | | | | | |
| 15 | ABC14 | 1656 | 2018-09-01 | | | | | | | | |
| 16 | ABC15 | 1657 | 2018-09-01 | | | | | | | | |
| 17 | ABC16 | 1658 | 2018-09-01 | | | | | | | | |
| 18 | ABC17 | 1659 | 2018-09-01 | | | | | | | | |
| 19 | ABC18 | 1660 | 2018-09-01 | | | | | | | | |

9. Update the Basic Salary column format to **Number** with **2 Decimal places**, [untick] **User 1000 Separator**.



| | A | B | C | D | E | F | G | H | I | J | K |
|----|---------------------|------------------------------|-----------------------|---|---|---|---|---|---|---|---|
| | | New Basic salary (RM) | Effective date | | | | | | | | |
| 1 | Employee No. | | | | | | | | | | |
| 2 | ABC1 | 1364 | 2018-09-01 | | | | | | | | |
| 3 | ABC2 | 1330 | 2018-09-01 | | | | | | | | |
| 4 | ABC3 | 1316 | 2018-09-01 | | | | | | | | |
| 5 | ABC4 | 1717 | 2018-09-01 | | | | | | | | |
| 6 | ABC5 | 1647 | 2018-09-01 | | | | | | | | |
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| 9 | ABC8 | 1650 | 2018-09-01 | | | | | | | | |
| 10 | ABC9 | 1651 | 2018-09-01 | | | | | | | | |
| 11 | ABC10 | 1652 | 2018-09-01 | | | | | | | | |
| 12 | ABC11 | 1653 | 2018-09-01 | | | | | | | | |
| 13 | ABC12 | 1654 | 2018-09-01 | | | | | | | | |
| 14 | ABC13 | 1655 | 2018-09-01 | | | | | | | | |
| 15 | ABC14 | 1656 | 2018-09-01 | | | | | | | | |
| 16 | ABC15 | 1657 | 2018-09-01 | | | | | | | | |
| 17 | ABC16 | 1658 | 2018-09-01 | | | | | | | | |
| 18 | ABC17 | 1659 | 2018-09-01 | | | | | | | | |
| 19 | ABC18 | 1660 | 2018-09-01 | | | | | | | | |

10. **Save** the Template file

11. Access to the system again [API Program], Program: [select "**Loading employee salary increment**"] – click "**Choose File**" – select the Template file – click on "**Upload**"

HRMS Application / API / API Program

API Program API Loading Result API Log Report

API

Program : Load employee salary increment Download Template

Upload File : Choose File new basic sa... mywave.xlsx Upload

Maximum file size per attachment is 3MB. Only .xls, .xlsx, .csv, .txt formats are allowed.

12. File summary will be listed at the bottom – after verify and confirm the data is correct – click "**Confirm**"

HRMS Application / API / API Program

API Program API Loading Result API Log Report

API

Program : Load employee salary increment Download Template Cancel

Upload File : Choose File No file chosen Upload

Maximum file size per attachment is 3MB. Only .xls, .xlsx, .csv, .txt formats are allowed.

Data

File was successfully uploaded

| Employee Number | New Basic Salary | Effective Date |
|-----------------|------------------|----------------|
| ABC1 | 1364 | 2018-09-01 |
| ABC2 | 1330 | 2018-09-01 |
| ABC3 | 1316 | 2018-09-01 |
| ABC4 | 1717 | 2018-09-01 |
| ABC5 | 1647 | 2018-09-01 |
| ABC6 | 1648 | 2018-09-01 |
| ABC7 | 1649 | 2018-09-01 |
| ABC8 | 1650 | 2018-09-01 |
| ABC9 | 1651 | 2018-09-01 |

Verify

Confirm

13. Ensure that the loading is completed – click "**Close**" to view the loading result.

API Loading Result

API processing completed. Kindly check the table for processing result

Close

14. Loading **Result(s)** will be shown as below.

HRMS Application / API / API Program

API Program **API Loading Result** API Log Report

Date : 2020-05-18

Program : Load employee salary increment

Sequence : 2

| Message | Status | Detail |
|--|---------|--|
| Total row process : 32 | | |
| Success : 2 | Summary | |
| Warning : 30 | | |
| Error : 0 | | |
| Input row: 2, data: ABC1, 1364, 2018-09-01 | Success | Data record has successfully been uploaded. |
| Input row: 3, data: ABC2, 1330, 2018-09-01 | Success | Data record has successfully been uploaded. |
| Input row: 4, data: ABC3, 1316, 2018-09-01 | Warning | !! WARNING !! Unable to update employee salary information due to fail on Employee Profile Creation for employee "ABC3"...skipped... |
| Input row: 5, data: ABC4, 1717, 2018-09-01 | Warning | !! WARNING !! Unable to update employee salary information due to fail on Employee Profile Creation for employee "ABC4"...skipped... |

15. May verify further in the **Employee Profile (Admin)** -> select employee -> **Payment Info [tab]**
OR Dashboard -> **Active Employee Profile Report / Salary Increment Report.**

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

Employee Information - 2222

Employee: ABC1 - 2222

Personal Contacts Dependents Bond **Payment Info** Job Cost Allocation Qualifications Training Statutory Ben

Pay Information

Currency : Malaysian Ringgit (MY)

Basic Salary : 1364 [View Salary History](#)

New Basic Salary : 1364

New Salary Effective Date : 2018-09-01

HRMS Application / Dashboard **Dashboard**

Employee Confirmation Z Required for payroll data export, ...

Last 30 Days Highlights

- 4 New hire(s)
- 1 Employee(s) resigned
- 6 Job information updated
- 7 Employees' salary changed
- 5 Employees' pay information changed
- 4 Employees' dependents changed
- 29 All of the above

Highlights of Last 7 Days

- 3 New hire(s)
- 0 Employee(s) resigned
- 0 Job information updated
- 5 Employees' salary changed
- 5 Employees' pay information changed
- 1 Employees' dependents changed
- 14 All of the above

Standard Reports

- Employee Profile
- Employee Profile (Separate Address)
- Active Employee Profile**
- Active Employee Profile (Separate Address)
- Current Month Resignation Report
- Current Month Resignation Report (Separate Address)
- Emergency Contact
- Dependents Information
- Bond Report
- Education History
- Job History
- Supervisor Assignment Report
- Benefit
- Employment History
- Company Transport
- Length of Service
- Claim Entitlement
- Salary Increment**