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. <u>Paste</u> into the Downloaded Template file – change "Effective Date" format to "yyyy-mmdd"

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2	ABC1	1364	2017-09-01									
3	ABC2	1330	2017-09-01									
4	ABC3	1316	2017-09-01									
5	ABC4	1717	2017-09-01									
6	ABC5	1647	2017-09-01		Char	an to Date						
7	ABC6	1648	2017-09-01		Form	ige to Date	am-dd					
8	ABC7	1649	2017-09-01			aci yyyy i	and a d					
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10	ABC9	1651	2017-09-01									
11	ABC10	1652	2017-09-01									
12	ABC11	1653	2017-09-01									
13	ABC12	1654	2017-09-01									
14	ABC13	1655	2017-09-01									
15	ABC14	1650	2017-09-01									
10	ABC15	1658	2017-09-01									
18	ABC17	1659	2017-09-01									
		1000	2317 05 01									

5. <u>Copy</u> the "Effective Date" column data and <u>paste</u> into a Notepad.

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

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2	ABC1	1364	2017-09-01	Category:										
3	ABC2	1330	2017-09-01	General		~	Sample							
4	ABC3	1316	2017-09-01	Number			Effective	date						
5	ABC4	1717	2017-09-01	Accounting	,	т	ext format	cells are t	reated as te	xt even v	when a numb	er is in th	e cell.	
6	ABC5	1647	2017-09-01	Date		Ť	he cell is o	lisplayed e	xactly as ent	tered.				
7	ABC6	1648	2017-09-01	Percentag	2									
8	ABC7	1649	2017-09-01	Fraction										
9	ABC8	1650	2017-09-01	Scientific										
10	ABC9	1651	2017-09-01	Special		_								
11	ABC10	1652	2017-09-01	Custom										
12	ABC11	1653	2017-09-01											
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16	ABC15	1657	2017-09-01			v								
17	ABC16	1658	2017-09-01											
18	ABC17	1659	2017-09-01											

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

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3	ABC2	1330	42979	2017-2017-	09-01 09-01	Сору				-					
4	ABC3	1316	42979	2017-2017-	09-01 09-01					-					
5	ABC4	1717	42979	2017- 2017-	09-01 09-01										
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7	ABC6	1648	42979	2017-2017-	09-01 09-01										
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9	ABC8	1650	42979	2017-	09-01					-					
10	ABC9	1651	42979	2017-	09-01					-					
11	ABC10	1652	42979	2017-	09-01					-					
12	ABC11	1653	42979	2017-	09-01					-					
13	ABC12	1654	42979	2017-	09-01					-					
14	ABC13	1655	42979	2017-	09-01					-					
15	ABC14	1656	42979	2017-	09-01 09-01					-					
16	ABC15	1657	42979	2017-2017-	$09-01 \\ 09-01$					-					
17	ABC16	1658	42979	2017- 2017-	09-01 09-01					-					
18	ABC17	1659	////	2017-	09-01									_	

8	Ensure that the column format is "Text"
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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									
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13	ABC12	1654	2018-09-01									
14	ABC13	1655	2018-09-01									
15	ABC14	1656	2018-09-01									
16	ABC15	1657	2018-09-01									
1/	ABC16	1658	2018-09-01									
18	ABC1/	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.

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1	Employee No.	New Basic salary (RM)	Effective date	Format Cells	Alianment	Font Bord	der Fill	Protection		2 ×	
2	ABC1	1364	2018-09-01	Category:							
3	ABC2	1330	2018-09-01	General	-	Sample					
4	ABC3	1316	2018-09-01	Currency		2500.00					
5	ABC4	1717	2018-09-01	Date)	Decimal places	: 2 🚔				
6	ABC5	1647	2018-09-01	Percentage	2	Use 1000 Se	eparator (,)				
7	ABC6	1648	2018-09-01	Scientific		-1234.10	pers:				
8	ABC7	1649	2018-09-01	Text Special		1234.10 (1234.10)					
9	ABC8	1650	2018-09-01	Custom		(1234.10)					
10	ABC9	1651	2018-09-01								
11	ABC10	1652	2018-09-01								
12	ABC11	1653	2018-09-01		-					-	
13	ABC12	1654	2018-09-01	Numberir	rad for gaps	val display of p	umberr Curren	or and Accounti	na offer coa	balized	
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15	ABC14	1656	2018-09-01								
16	ABC15	1657	2018-09-01					_			
17	ABC16	1658	2018-09-01						ок	Cancel	
18	ABC17	1659	2018-09-01					-			1
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"

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API	1
Program	: Load employee salary increment
Upload File	2 Choose File new basic sa mywave.xlsx Upload 4 3 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"

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Data				
File was successfully up	loaded			Confir
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	Varifi	
ABC6	1648	2018-09-01	10147	
ABC7	1649	2018-09-01		
		-		
ABC8	1650	2018-09-01		

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

og Report	API Loading Result
ry increment	API processing completed. Kindly check the table for processing result
Status	Close

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

MS Application / API / API Program		
Program API Loading Result API Log	Report	
Date : 2020-05-18 •		
Program : Load employee salary i	ncrement v	
Sequence : 2 •		
Message	Status	Detail
Total row process : 32		
Success : 2 Summary		
Warning : 30		Detail
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	II WARNING II 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	II WARNING II 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] <u>OR</u> Dashboard -> Active Employee Profile Report / Salary Increment Report.

Employee Ir	oformation - 2222		
Employee	ABC1 -	2222	•
Personal Contac	ts Dependents Bond Payment	Info Job Cost Allocation Qualific	ations Training Statutory B
Pay Informat	ion		
Currency	: Ma	laysian Ringgit (M)	
Basic Salary	: 136	4 View S	Salary History
New Basic S	alary × : 136	4	
New Salary Effective Dat	: 201	8-09-01	
pplication / Dashboard Da	shboard		
Employee Confirmatio	in <u>Z</u>	Required for payroll data export,	
	Last 30 Days Highlights	Highlights of Last 7 Days	Standard Reports
	4 New hire(s)	3 New hire(s)	Employee Profile
	1 Employee(s) resigned	0 Employee(s) resigned	Employee Profile (Separate Address)
	6 Job Information updated	0 Job Information updated	Active Employee Profile
	7 Employees' pay information	5 Employees' pay information	Active Employee Profile (Separat Address)
	A Employees' dependents changed	1 Employees' dependents changed	Current Month Resignation Report
	4 Employees dependents changed	14 All of the above	Current Month Resignation Report
	29 All of the above		(Separate Address)
	29 All of the above		(Separate Address) Emergency Contact
	29 All of the above		(Separate Address) Emergency Contact Dependents Information
	29 All of the above		(Separate Address) Emergency_Contact Dependents Information Bond Report
	29 All of the above		(Separate Address) Emergency Contact Dependents Information Bond Report Education History
	29 All of the above		(Separate Address) Emergency Contact Dependents Information Bond Report Education History Job History
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