

USER GUIDE

EMPLOYEE PROFILE (ADMIN)

Administrative



Contents

CONTENTS

Create Employee Profile.....	3
Delete Employee Profile.....	6
Restore Employee Profile	7
Add Contact Details	8
Edit Contact Details	10
Delete Contact Details	12
Restore Emergency contact.....	13
Add Dependents	14
Edit Dependents	16
Delete Dependents.....	17
Add Bond.....	18
Edit Bond.....	19
Delete Bond.....	20
Add Salary	21
Edit Salary	21
Delete Salary	23
Add Payment Method	24
Edit Payment Method	26
Delete Payment Method.....	27
Add Leave Group	28
Edit Leave Group	31
Delete Leave Group	32
Add Overtime Group	33
Edit Overtime Group	35
Delete Overtime Group	36
Add Job Information.....	37
Edit Job Information.....	39
Delete Job Information.....	40

Add Cost Allocation	41
Edit Cost Allocation	42
Delete Cost Allocation	43
Add Qualification	44
Edit Qualification	45
Delete Qualification	46
Add Statutory Information	47
Edit Statutory Information	48
Add Benefit Group.....	48
Edit Benefit Group.....	50
Delete Benefit Group.....	51
Add Supervisor.....	52
Edit Supervisor.....	54
Delete Supervisor.....	55
Add Transport	56
Add Asset.....	57
Edit Asset.....	58
Delete Asset.....	59
Upload Attachment.....	60
Add Calendar	63
Edit Calendar.....	65
Employee Profile Report	66

CREATE EMPLOYEE PROFILE

1. Go to Employee Profile -> Administration -> [Employee Profile \(Admin\)](#).
2. Click the **Add** button as screenshot highlight below.

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

Employee Information

Add Restore Export Work Permit History Only Export All to Excel

Employee: -

3. Screenshot below for the highlighted fields from the screenshot below are all require to be fill.

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

Additional Information Save Cancel

Personal Information

Title : - Employee No. : Employee No. 1

First Name : First Name 1

Last Name : Last Name 1

Full Name in Identity Card : Full Name in Identity Card 1

Nickname : Nickname

Gender : Unknown Gender

Religion : Religion

Race : Race

Nationality : Nationality

Residence : Residence

Identity Card No(new) : Identity Card No(new) 1

ID (old) : ID (old)

Date of Birth : Date of Birth 1

Marital Status : Marital Status

Physical Challenge(s) : Physical Challenge(s) 1 Yes No

Location : Location

Hire Date : Hire Date 1

Rehire Date : Rehire Date

Adjusted Hire Date : Adjusted Hire Date 1

Probation End Date : Probation End Date

Probation Period (Days) : Probation Period (Days)

Confirmation Date : Confirmation Date

Resignation Date : Resignation Date

Country Of Birth : Country Of Birth

Reason for Resignation : Reason for Resignation

Please select resignation reasons : Please select resignation reasons

Reason Type : Reason Type

Age : Age 1

Browse... No file selected

4. After employee detail has been filling up, scroll down for other optional information to fill up. Click on the tab will expand and show you the information for you to fill in.

Passport Information

Work Permit Information

Visa Information

Payment Info

Job

Statutory

Supervisor Information

Optional information **Optional Information:**

▼ Passport Information			
Passport No. *	:	<input type="text"/>	Place Of Issue
Date of Issue *	:	<input type="text"/>	End Date

Passport Information

▼ Work Permit Information			
Permit No *	:	<input type="text"/>	Managed By
Permit Types	:	<input type="text"/>	Reference No
Date of Issue	:	<input type="text"/>	Place Of Issue
Processing Fee	:	<input type="text"/>	
Valid From *	:	<input type="text"/>	Valid To

Work Permit Information

▼ Visa Information			
Visa No *	:	<input type="text"/>	Date of Issue
Visa Types	:	<input type="text"/>	Processing Fee
Valid From *	:	<input type="text"/>	Valid To

Visa Information

Optional Information but important to be fill:

▼ Payment info			
Currency	:	<input type="text" value="Malaysian Ringgit (MY)"/>	Payment Frequency
New Basic Salary	:	<input type="text"/>	Salary Calculation Method
New Salary Effective Date	:	<input type="text"/>	Pay Group
			Payee Bank
			Payment Method
			Salary On-Hold
Number of Working Days per Month	:	<input type="text"/>	Pay Policy ID
Average Work Days per Month	:	<input type="text"/>	Bank Account
Average Working Hours	:	<input type="text"/>	Leave Group
Average Work Days per Week	:	<input type="text"/>	OT Group
			Asset Group

Payment Info

▼ Job			
Job Title *	:	<input type="text"/>	Department *
Job Level	:	<input type="text"/>	<input checked="" type="checkbox"/> Default cost allocation
Job Class	:	<input type="text"/>	Effective Date *
Worker Type	:	<input type="text"/>	
Description 150 (chars)	:	<input type="text"/>	

Job

Statutory	
Description	Account/Reference No
<input type="checkbox"/> EPF	<input type="text"/>
<input type="checkbox"/> SOCSO	<input type="text"/>
<input type="checkbox"/> Income Tax	<input type="text"/>
<input type="checkbox"/> PTPTN No.	<input type="text"/>
<input type="checkbox"/> Cawangan LHDNM	<input type="text"/>
<input type="checkbox"/> Zakat Branch	<input type="text"/>
<input type="checkbox"/> Tabung Haji	<input type="text"/>





Statutory

Supervisor Assignment:

Supervisor Information	
(* Denotes Required)	
Please select supervisor from list	
Assign To:	<input type="text"/>
Supervisor No.:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Display Name:	<input type="text"/>
Company Email:	<input type="text"/>
Office Phone:	<input type="text"/>
Effective Start Date:	<input type="text"/>

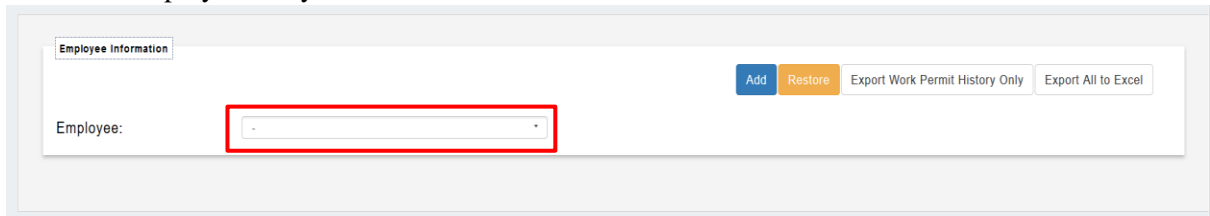
Supervisor Information

5. Once all the fields are being filled, click  button.

Additional Information	
<div>   </div>	
Personal Information	
Title : <input type="text"/> First Name : <input type="text"/> Last Name : <input type="text"/> Full Name in Identity Card : <input type="text"/> Nickname : <input type="text"/> Gender : <input type="text"/> Religion : <input type="text"/> Race : <input type="text"/> Nationality : <input type="text"/> Residence : <input type="text"/> Identity Card No(new) : <input type="text"/> ID (old) : <input type="text"/> Date of Birth : <input type="text"/> Marital Status : <input type="text"/>	Employee No. : <input type="text"/> Location : <input type="text"/> Hire Date : <input type="text"/> Rehire Date : <input type="text"/> Adjusted Hire Date : <input type="text"/> Probation End Date : <input type="text"/> Probation Period (Days) : <input type="text"/> Confirmation Date : <input type="text"/> Resignation Date : <input type="text"/> Country Of Birth : <input type="text"/> Reason for Resignation : <input type="text"/> Please select resignation reasons : <input type="text"/> Age : <input type="text"/>
<div>   </div>	

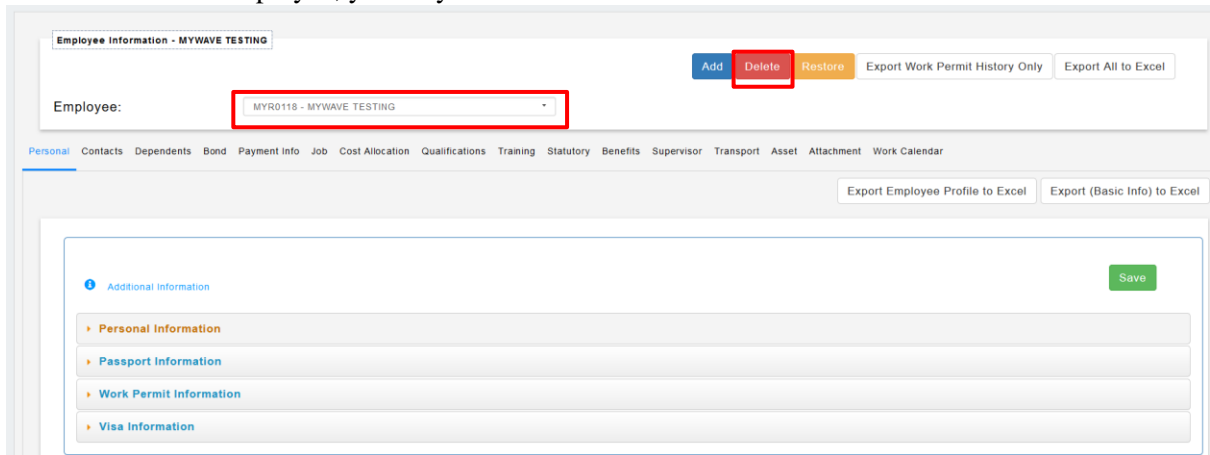
DELETE EMPLOYEE PROFILE

1. Go to Employee Profile -> [Employee Profile \(Admin\)](#).
2. Select the employee that you wish to delete.



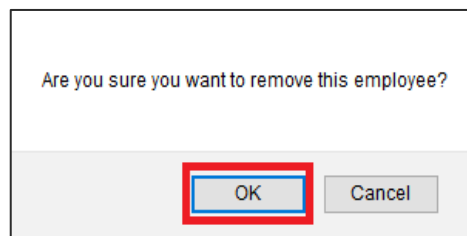
The screenshot shows the 'Employee Information' form. At the top right, there are buttons for 'Add', 'Restore', 'Export Work Permit History Only', and 'Export All to Excel'. Below these, the 'Employee:' label is followed by a dropdown menu. The dropdown menu is highlighted with a red rectangle, and it shows a single option with a minus sign (-).

3. Once selected the employee, you may click **Delete** button.



The screenshot shows the 'Employee Information' form for 'MYR0118 - MYWAVE TESTING'. The 'Employee:' dropdown menu is highlighted with a red rectangle and shows the selected employee. To the right of the dropdown, the 'Delete' button is highlighted with a red rectangle. Below the dropdown, there are tabs for 'Personal', 'Contacts', 'Dependents', 'Bond', 'Payment Info', 'Job', 'Cost Allocation', 'Qualifications', 'Training', 'Statutory', 'Benefits', 'Supervisor', 'Transport', 'Asset', 'Attachment', and 'Work Calendar'. At the bottom, there are buttons for 'Export Employee Profile to Excel' and 'Export (Basic Info) to Excel'. Below the tabs, there is a section for 'Additional Information' with a 'Save' button and four expandable sections: 'Personal Information', 'Passport Information', 'Work Permit Information', and 'Visa Information'.

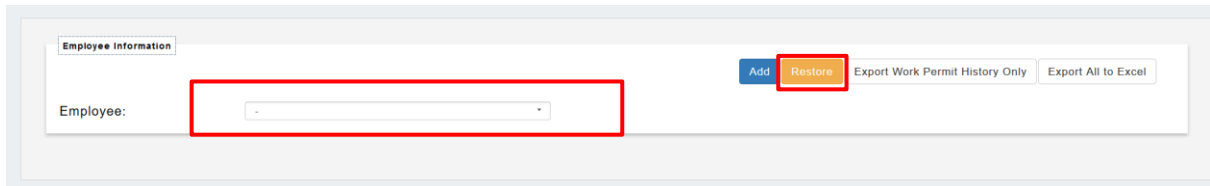
4. Click **OK** to delete the employee profile.



The screenshot shows a confirmation dialog box with the text 'Are you sure you want to remove this employee?'. At the bottom, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red rectangle.

RESTORE EMPLOYEE PROFILE

1. Go to Employee Profile -> [Employee Profile \(Admin\)](#).
2. Click on the **Restore** button.

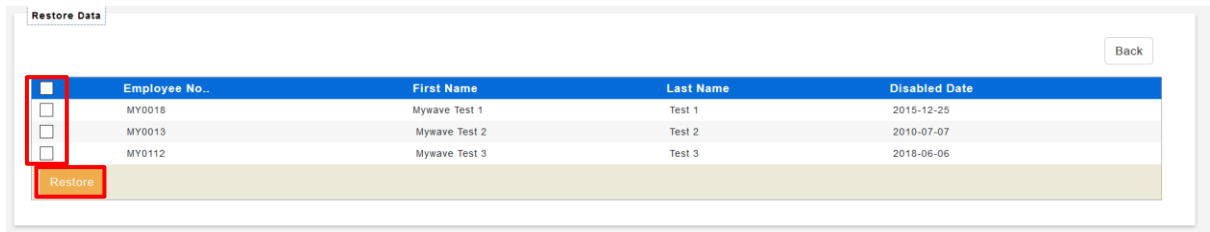


Employee Information

Employee: -

Restore Export Work Permit History Only Export All to Excel

3. Tick for the employee that you wish to restore.
4. Click **Restore** button

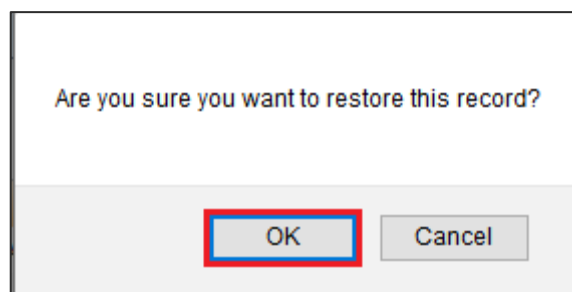


Restore Data

	Employee No..	First Name	Last Name	Disabled Date
<input checked="" type="checkbox"/>	MY0018	Mywave Test 1	Test 1	2015-12-25
<input type="checkbox"/>	MY0013	Mywave Test 2	Test 2	2010-07-07
<input type="checkbox"/>	MY0112	Mywave Test 3	Test 3	2018-06-06

Restore Back

5. Click **OK** to restore the employee profile.



Are you sure you want to restore this record?

OK Cancel

ADD CONTACT DETAILS

1. Go to Employee Profile → **Employee Profile (Admin)**.
2. Select the employee in the list that you want to add personal contact.

Employee Information

Employee: -

Employee No.	Employee Name
MYR0118	MYWAVE TESTING

☒ Active
 ☐ Resigned
 ☐ Future Hires

mywave

3. Select the tab [**Contacts**].
4. Below is the available information to be stored under employee's personal information section.

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

[Personal](#)
Contacts
[Dependents](#)
[Bond](#)
[Payment Info](#)
[Job](#)
[Cost Allocation](#)
[Qualifications](#)
[Training](#)
[Statutory](#)
[Benefits](#)
[Supervisor](#)
[Transport](#)
[Asset](#)
[Blacklist](#)
[Attachment](#)
[Work Calendar](#)

Personal Contact

Street Name : No 30, Bukit Satu,

City : Bayan Lepas

State : Penang

Postal Code : 11600

Mobile No. : 0111-111111

Country : Malaysia

Office Phone :

Company Email : company@email.com

Home Phone Number :

Personal Email :

Fax Number :

Alternative Addresses

Street Name	Postal Code	Country	Action
No Record.			

Emergency Contact

No Record. Please click Add for adding new record.

5. To add a new alternative address, click on **Add** available under the “**Alternative Addresses**” section and the following section will appear.

Alternative Addresses

Street Name

Postal Code

City

State


Country

Save Cancel

6. After filling the following details, click on **Save** to save the details. After saving, details will be displayed under the alternative address section.

Alternative Addresses

Street Name	Postal Code	Country	Action
One Square, 2-1-31, Tingkat Mahsuri, Bayan Baru Beyan Baru Penang	11950	Malaysia	Edit Delete

7. To add emergency contact, head over to “**Emergency Contact**” section and click on  . Upon doing so, the following form will be presented.

Emergency Contact

Save

Cancel

(* Denotes Required)

First Name *

:

Relationship Type *

:

-

City

:

Postal Code

:

State

:

Mobile No.

:

Office Phone

:

Last Name *

:

Street Name

:

Country

:

-

Home Phone Number

:

8. After filling the following details, click on  to save the details. After saving, details will be displayed under the emergency contact section.


Emergency Contact

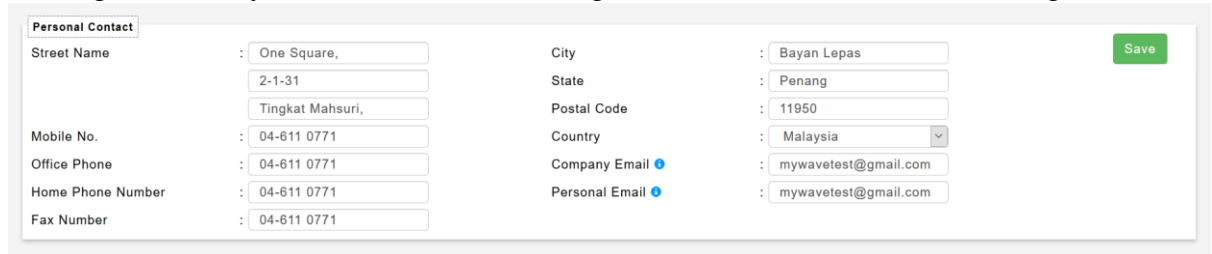
Add

Restore


Name	Relationship	Mobile No.	Home Phone Number	Office Phone	Action
MYWAVE MYWAVE	Relative	04-611 0771	04-611 0771	04-611 0771	View Details Delete

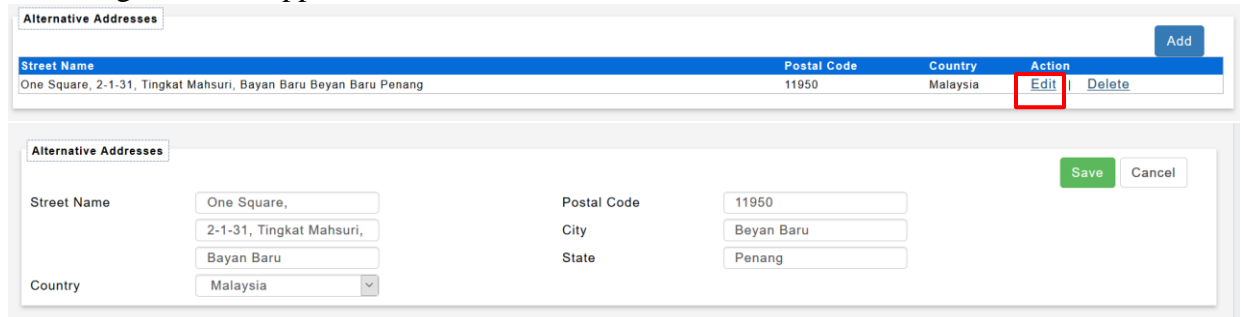
EDIT CONTACT DETAILS

1. To edit personal contact, the form will be available for the admin to edit straight away without needing to click any button. Once done editing, click on  to save the changes.





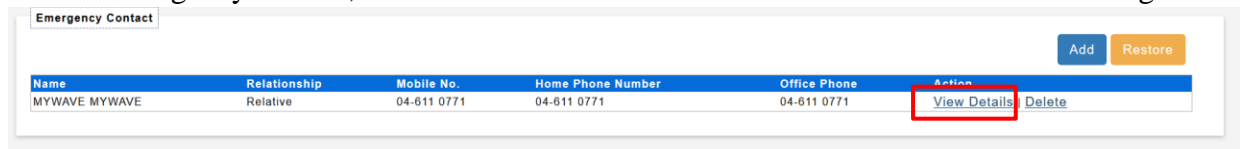
The screenshot shows the 'Personal Contact' form. It contains two columns of input fields. The left column includes: Street Name (with sub-fields for 'One Square,' and '2-1-31, Tingkat Mahsuri,'), Mobile No., Office Phone, Home Phone Number, and Fax Number. The right column includes: City (Bayan Lepas), State (Penang), Postal Code (11950), Country (Malaysia), Company Email (mywavetest@gmail.com), and Personal Email (mywavetest@gmail.com). A green 'Save' button is located at the top right of the form.

2. To edit alternative address, click on  for the selected address to make changes and the following form will appear.



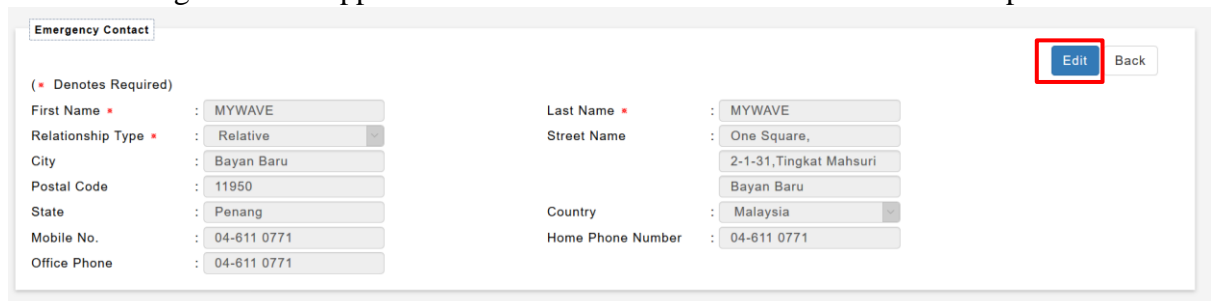
The screenshot shows the 'Alternative Addresses' section. At the top is a table with columns: Street Name, Postal Code, Country, and Action. The first row contains: 'One Square, 2-1-31, Tingkat Mahsuri, Bayan Baru Beyan Baru Penang', '11950', 'Malaysia', and an 'Edit' button (highlighted with a red box) and a 'Delete' button. Below the table is a form for editing an address. It includes input fields for: Street Name (with sub-fields for 'One Square,' and '2-1-31, Tingkat Mahsuri,'), Postal Code (11950), City (Beyan Baru), State (Penang), and Country (Malaysia). There are 'Save' and 'Cancel' buttons at the bottom right.

3. To save the changes click on .
4. To edit emergency contact, click on  for the selected contact to makes changes.



The screenshot shows the 'Emergency Contact' table. It has columns: Name, Relationship, Mobile No., Home Phone Number, Office Phone, and Action. The first row contains: 'MYWAVE MYWAVE', 'Relative', '04-611 0771', '04-611 0771', '04-611 0771', and an action column with 'View Details' (highlighted with a red box) and 'Delete' buttons. There are 'Add' and 'Restore' buttons at the top right.

5. The following form will appear. Click on  to enable edit towards the input fields.



The screenshot shows the 'Emergency Contact' form. It includes a note '(* Denotes Required)'. The form is divided into two columns. The left column includes: First Name (MYWAVE), Relationship Type (Relative), City (Bayan Baru), Postal Code (11950), State (Penang), Mobile No. (04-611 0771), and Office Phone (04-611 0771). The right column includes: Last Name (MYWAVE), Street Name (with sub-fields for 'One Square,' and '2-1-31, Tingkat Mahsuri,'), Country (Malaysia), and Home Phone Number (04-611 0771). There are 'Edit' (highlighted with a red box) and 'Back' buttons at the top right.

6. Once done, click on  to save changes.

Emergency Contact

Save

Cancel

(* Denotes Required)

First Name *

:

MYWAVE

Last Name *

:

MYWAVE

Relationship Type *

:

Relative

Street Name

:

One Square,

City

:

Bayan Baru

2-1-31, Tingkat Mahsuri

Postal Code

:

11950

Bayan Baru

State

:

Penang

Country

:

Malaysia

Mobile No.

:

04-611 0771

Home Phone Number

:


04-611 0771

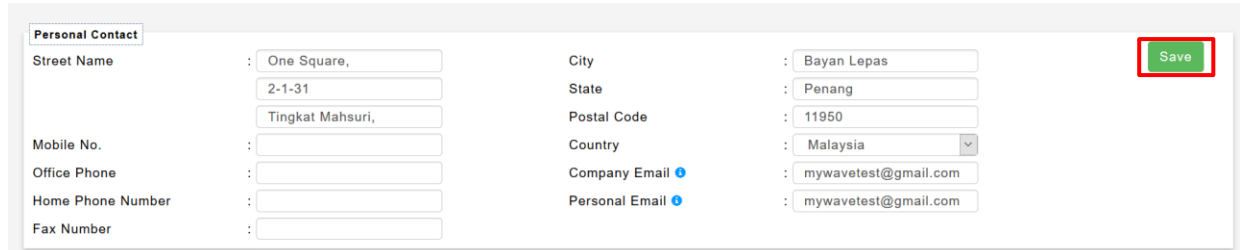
Office Phone

:

04-611 0771

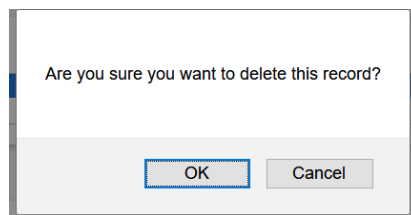
DELETE CONTACT DETAILS

1. To remove personal contact, the form will be available for the admin to make changes straight away without needing to click any button. Just remove any unneeded data in the form. Once done, click on  to save the changes.



The form is titled "Personal Contact". It contains two columns of input fields. The left column includes: Street Name (with a sub-field for "2-1-31" and "Tingkat Mahsuri"), Mobile No., Office Phone, Home Phone Number, and Fax Number. The right column includes: City (Bayan Lepas), State (Penang), Postal Code (11950), Country (Malaysia), Company Email (mywavetest@gmail.com), and Personal Email (mywavetest@gmail.com). A green "Save" button is located in the top right corner, highlighted with a red box.

2. To delete alternative address, click on [Delete](#) for the selected address to delete and a confirmation message will appear. Upon confirming deletion, the address will no longer be present on the screen.

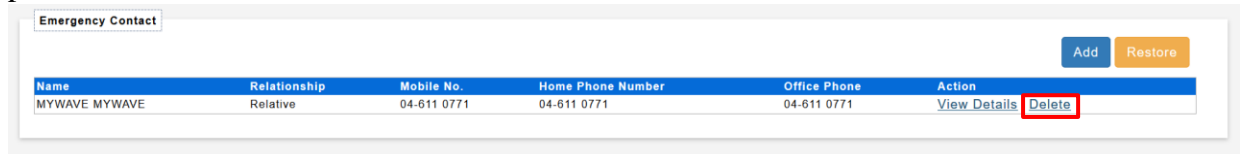


A modal dialog box with the text "Are you sure you want to delete this record?". At the bottom, there are two buttons: "OK" and "Cancel".

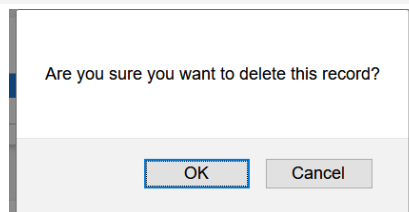


A table titled "Alternative Addresses" with columns: Street Name, Postal Code, Country, and Action. The table is currently empty, showing "No Record." in red text. An "Add" button is in the top right corner.

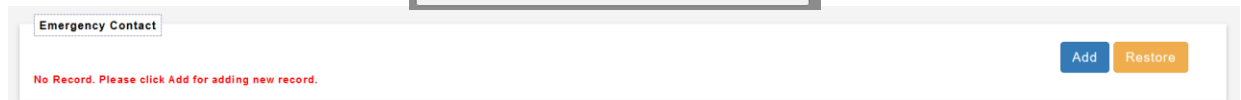
3. To delete emergency contact, click on [Delete](#) for the selected contact to delete and a confirmation message will appear. Upon confirming deletion, the address will no longer be present on the screen.



A table titled "Emergency Contact" with columns: Name, Relationship, Mobile No., Home Phone Number, Office Phone, and Action. The table contains one record: MYWAVE MYWAVE, Relative, 04-611 0771, 04-611 0771, 04-611 0771. The "Action" column has links for "View Details" and "Delete". The "Delete" link is highlighted with a red box. "Add" and "Restore" buttons are in the top right corner.



A modal dialog box with the text "Are you sure you want to delete this record?". At the bottom, there are two buttons: "OK" and "Cancel".



The "Emergency Contact" table is now empty, showing "No Record. Please click Add for adding new record." in red text. The "Add" and "Restore" buttons remain in the top right corner.

RESTORE EMERGENCY CONTACT

1. To restore emergency contact, click on **Restore** and a list of deleted emergency contact will appear. Select the contact to restore and proceed by clicking **Restore record(s)**. A confirmation message will appear and upon confirming, the selected restored contact will be present in contact list.

Emergency Contact

Add

Restore

No Record. Please click Add for adding new record.

Emergency Contact Information

Back

<input type="checkbox"/>	No.	Contact Name	Relationship Type
<input checked="" type="checkbox"/>	1	MYWAVE MYWAVE	Relative

Restore record(s)

Emergency Contact

Add

Restore

Name	Relationship	Mobile No.	Home Phone Number	Office Phone	Action
MYWAVE MYWAVE	Relative	04-611 0771	04-611 0771	04-611 0771	View Details Delete

ADD DEPENDENTS

1. Go to Employee Profile → Employee Profile (Admin)
2. Select the employee in the list that you want to add dependents.

Employee Information

Employee: -

Employee No.	Employee Name
MYR0118	MYWAVE TESTING

☒ Active
 ☐ Resigned
 ☐ Future Hires

3. Select the tab [Dependents].

4. Click Add.

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

Tax Category : 3KA1 Add Restore

Relationship Type	Date of Birth	Age	Marital Status	Marriage Date	Physical Challenge(s)	Status	Dependent Relief	Relief Percentage	First Name	Last Name	Display Name	IC No.	Action
Daughter	2012-05-17	7 Year(s) 6.53 Month(s)	Not Married	-	No	-	Yes	100	MYWAVE	TESTING	MYWAVE TESTING 1	20120817143231	

5. Select on which relationship type that you want to add.

Relationship Type
 -
 -
 Spouse
 Son
 Daughter
 Father
 Sister

6. Below is the spouse information that required to fill in.

Dependents

Save Cancel

Relationship Type *

Date of Birth *

Age *

Marriage Date *

Physical Challenge(s) * ☐ Yes ☐ No


Status * ☐ Working ☐ Not Working

First Name

Last Name

Display Name *

IC No. *

7. Once you choose son/daughter will required to select the dependent relief yes or no and if yes you may select how many percent that you want to relief as 100% or 50%.
8. After filling in all the detail, click .

Dependents

Save Cancel

Relationship Type *

Date of Birth *

Age *

Marital Status * ☐ Married ☒ Not Married

Physical Challenge(s) * ☐ Yes ☐ No

Dependent Relief * ☒ Yes ☐ No

Relief Percentage *

First Name


Last Name



Display Name *

IC No. *

EDIT DEPENDENTS

1. Click on the edit button  under column action.

Tax Category : 3KA1  Additional Information Add Restore


Relationship Type	Date of Birth	Age	Marital Status	Marriage Date	Physical Challenge(s)	Status	Dependent Relief	Relief Percentage	First Name	Last Name	Display Name	IC No.	Action
Daughter	2012-05-17	7 Year(s) 6.56 Month(s)	Not Married	-	No	-	Yes	100	MYWAVE	TESTING	MYWAVE TESTING 1	20120817143231	 


2. You may edit/update the detail as screenshot below.

3. Once done, click Save.



Dependents



Save Cancel



Relationship Type  Daughter


Date of Birth  2012-05-17

Age 7 Year(s) 6.53 Month(s)

Marital Status  Married  Not Married

Physical Challenge(s)  Yes  No

Dependent Relief  Yes  No


Relief Percentage  100%

First Name MYWAVE

Last Name TESTING

Display Name MYWAVE TESTING 1

IC No. 20120817143231


4. You can mouse over to  under action to check on what is the last modified date and who modified it.



Tax Category : 3KA1  Additional Information Add Restore

Relationship Type	Date of Birth	Age	Marital Status	Marriage Date	Physical Challenge(s)	Status	Dependent Relief	Relief Percentage	First Name	Last Name	Display Name	IC No.	Action
Daughter	2012-05-17	7 Year(s) 6.56 Month(s)	Not Married	-	No	-	Yes	100	MYWAVE	TESTING	MYWAVE TESTING 1	20120817143231	 

DELETE DEPENDENTS

1. Click on delete button  under action to delete the dependents record.

Tax Category : 3KA1  [Additional Information](#) Add Restore


Relationship Type	Date of Birth	Age	Marital Status	Marriage Date	Physical Challenge(s)	Status	Dependent Relief	Relief Percentage	First Name	Last Name	Display Name	IC No.	Action
Daughter	2012-05-17	7 Year(s) 6.56 Month(s)	Not Married	-	No	-	Yes	100	MYWAVE	TESTING	MYWAVE TESTING 1	20120817143231	 



2. Click **OK** to delete.

Are you sure you want to delete this record?

OK Cancel

3. Click on Restore button to check/retrieve back the deleted record.

Tax Category : 3KA1  [Additional Information](#) Add Restore

Relationship Type	Date of Birth	Age	Marital Status	Marriage Date	Physical Challenge(s)	Status	Dependent Relief	Relief Percentage	First Name	Last Name	Display Name	IC No.	Action
Daughter	2012-05-17	7 Year(s) 6.56 Month(s)	Not Married	-	No	-	Yes	100	MYWAVE	TESTING	MYWAVE TESTING 1	20120817143231	 

4. Tick on (A) to select on which dependent that you want to restore.
5. Click on (B) Restore record(s) to restore the selected record.
6. Click on (C) Back to go back the previous page.

Dependents Information

Back C Restore record(s) B

No.	Dependents Name	Relationship Type
<input checked="" type="checkbox"/> A	1 MYWAVE TESTING 1	Daughter

ADD BOND

1. Go to Employee Profile → Employee Profile (Admin).
2. Select the employee in the list that you want to assign the bond

The screenshot shows the 'Employee Information' form. At the top, there are buttons for 'Add', 'Restore', 'Export Work Permit History Only', and 'Export All to Excel'. Below these, there is a search bar labeled 'Employee:'. A dropdown menu is open, showing a list of employees. The first employee, 'MYR0118 MYWAVE TESTING', is highlighted. Below the dropdown, there is a search bar labeled 'mywave'.

3. Select the tab [Bond].

4. Click **Add**.

The screenshot shows the 'Service Bond Information' form. At the top, there is a tab bar with 'Personal', 'Contacts', 'Dependents', 'Bond', 'Payment Info', 'Job', 'Cost Allocation', 'Qualifications', 'Training', 'Statutory', 'Benefits', 'Supervisor', 'Transport', 'Asset', 'Blacklist', 'Attachment', and 'Work Calendar'. The 'Bond' tab is selected. Below the tab bar, there is a message: 'No Record. Please click Add for adding new record.' At the bottom right, there is a blue 'Add' button.

5. After doing so, the following form will appear. Required field are needed to make sure bond is assigned successfully. Once done, click **Save**.

The screenshot shows the 'Service Bond Information' form. At the top, there is a tab bar with 'Personal', 'Contacts', 'Dependents', 'Bond', 'Payment Info', 'Job', 'Cost Allocation', 'Qualifications', 'Training', 'Statutory', 'Benefits', 'Supervisor', 'Transport', 'Asset', 'Blacklist', 'Attachment', and 'Work Calendar'. The 'Bond' tab is selected. Below the tab bar, there is a message: 'No Record. Please click Add for adding new record.' At the bottom right, there is a green 'Save' button and a grey 'Cancel' button.

6. Bond will appear in the list once successfully saved.

The screenshot shows the 'Service Bond Information' form. At the top, there is a tab bar with 'Personal', 'Contacts', 'Dependents', 'Bond', 'Payment Info', 'Job', 'Cost Allocation', 'Qualifications', 'Training', 'Statutory', 'Benefits', 'Supervisor', 'Transport', 'Asset', 'Blacklist', 'Attachment', and 'Work Calendar'. The 'Bond' tab is selected. Below the tab bar, there is a table with the following data:

Service Bond Period	Service Bond Duration	Type of Service Bond	Duration of Trip/ Program	Action
2020-03-01 Until 2020-03-31	31 Day(s)	MYWAVE Bond	2020-03-24 Until 2020-03-31	Edit Delete

At the bottom right, there is a blue 'Add' button.

EDIT BOND

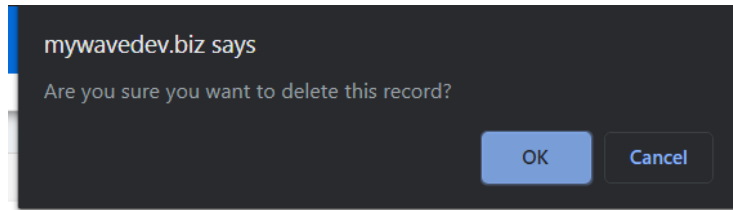
1. To make changes to the bond record, click on [Edit](#) . After doing so, a form will appear showing the details of the current bond which can be edited.

Service Bond Information					Add
Service Bond Period	Service Bond Duration	Type of Service Bond	Duration of Trip/ Program	Action	
2020-03-01 UNTIL 2020-03-31	31 Day(s)	MYWAVE Bond	2020-03-24 UNTIL 2020-03-31	Edit delete	

2. Once done with the changes, click on [Save](#) to save changes made.

DELETE BOND

1. To delete the bond record, click on [Delete](#) . After doing so, a confirmation message will appear. Upon confirming deletion, the bond record will no longer be present on the screen.



ADD SALARY

1. Go to Employee Profile -> [Employee Profile \(Admin\)](#) -> Select the employee that you want to add/update salary -> [\[Payment Info\]](#) tab.
2. Insert the new salary amount under [\[New Basic Salary\]](#).
3. Select the date for [\[New Salary Effective Date\]](#).
4. Once done, click [Save](#).

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

Pay Information

Currency : Malaysian Ringgit (MYR)

Basic Salary : 0 [View Salary History](#)

New Basic Salary : 0

New Salary Effective Date : 2019-09-25

Payment Frequency : Monthly

Salary Calculation Method : Monthly

Pay Group : -

Payee Bank : -

Payment Method : Bank [View More](#)

Salary On-Hold Start Date :

Pay Policy ID : -

Bank Account : -

Leave Group : - [View More](#)

OT Group : - [View More](#)

Asset Group : -

Number of Working Days per Month :

Average Work Days per Month :

Average Working Hours :

Average Work Days per Week :

[Save](#)

EDIT SALARY

1. Go to Employee Profile -> [Employee Profile \(Admin\)](#) -> Select the employee that you want to add/update salary -> [\[Payment Info\]](#) tab.
2. You found out there is incorrect salary amount but you have already added.
3. Insert the new salary amount under [\[New Basic Salary\]](#).
4. Select the date under [\[New Salary Effective Date\]](#) that you wish to edit the record.
5. Once done, click [Save](#).

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

Pay Information

Currency : Malaysian Ringgit (MYR)

Basic Salary : 2300 [View Salary History](#)

New Basic Salary : 2350

New Salary Effective Date : 2019-09-25

Payment Frequency : Monthly

Salary Calculation Method : Monthly

Pay Group : -

Payee Bank : -

Payment Method : Bank [View More](#)

Salary On-Hold Start Date :

Pay Policy ID : -

Bank Account : -

Leave Group : - [View More](#)

OT Group : - [View More](#)

Asset Group : -

[Save](#)

6. After save, the salary has been updated to the new amount for the date that have selected.

Salary History			
			Export
Effective Date	Currency	Amount	Action
2019-09-25	Malaysian Ringgit (MYR)	2350	Delete
[Close]			

DELETE SALARY

1. Go to Employee Profile -> [Employee Profile \(Admin\)](#) -> Select the employee that you want to delete salary record -> [\[Payment Info\]](#) tab.
2. Click on [View Salary History](#).

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

Pay Information

Currency : Malaysian Ringgit (MYR) [View Salary History](#) 2

Basic Salary : 2350

New Basic Salary : 2350

New Salary Effective Date : 2019-09-25

Payment Frequency : Monthly

Salary Calculation Method : Monthly

Pay Group : -

Payee Bank : -

Payment Method : Bank [View More](#)

Save

3. Click on [Delete](#) behind the record that you which to delete.

Salary History

Export

Effective Date	Currency	Amount	Action
2019-09-25	Malaysian Ringgit (MYR)	2350	Delete

[Close]

4. Click [OK](#) to delete the record.

Are you sure you want to delete this record?

OK Cancel

ADD PAYMENT METHOD

1. Go to Employee Profile → Administration → [Employee Profile \(Admin\)](#) → select the employee that you want to **ADD** new payment method.
2. Go to the tab [[Payment Info](#)].
3. Click [View More](#) available right next to “Payment Method” input box.

Pay Information

Currency : Malaysian Ringgit (MYR) ▾

Basic Salary : 0

New Basic Salary : 0

New Salary Effective Date : 2020-01-08 📅

Number of Working Days per Month :

Average Work Days per Month :

Average Working Hours :

Average Work Days per Week :

[View Salary History](#)

Payment Frequency : Monthly ▾

Salary Calculation Method : Monthly ▾

Pay Group : - ▾

Payee Bank : - ▾

Payment Method : Bank [View More](#)

Salary On-Hold Start Date : 📅

Pay Policy ID : - ▾

Bank Account : -

Leave Group : - [View More](#)

OT Group : - [View More](#)

Asset Group : R&D ▾

Save

4. Do note that the default payment method will be Bank when profile is created and not assigned. To add a new payment mode, fill in the form as follow. Once filled, complete the process by clicking [Add](#) .

Payment Mode

Effective Start Date *

:

Effective End Date

:

Payment Mode *

:

Default Payment Mode

:

Bank

Add

Reset

Effective Start Date	Effective End Date	Payment Mode	Action
2020-01-08	-	Bank	Edit Delete

[\[Close\]](#)

EDIT PAYMENT METHOD

1. Go to Employee Profile → Administration → [Employee Profile \(Admin\)](#) → select the employee that you want to **EDIT** payment method.
2. Go to the tab [\[Payment Info\]](#).
3. Click [View More](#) available right next to “Payment Method” input box.

Pay Information

Save

Currency

:

Malaysian Ringgit (MYR)

▼

Basic Salary

:

0

View Salary History

New Basic Salary *

:

0

New Salary Effective Date *

:

2020-01-08

Number of Working Days per Month

:

Average Work Days per Month

:

Average Working Hours

:

Average Work Days per Week

:

Payment Frequency

:

Monthly

▼

Salary Calculation Method

:

Monthly

▼

Pay Group

:

-

▼

Payee Bank

:

-

▼

Payment Method

:

Bank

View More

Salary On-Hold Start Date

:

Pay Policy ID

:

-

▼

Bank Account

:

-

▼

Leave Group

:

-

▼

View More

OT Group

:

-

▼

View More

Asset Group

:

R&D

▼

4. Click on EDIT for the selected payment method. The form will be filled with its details and ready to be edited. Once done with the changes, click on [Update](#) to save the changes.

Payment Mode

Effective Start Date *

:

2020/03/16

Effective End Date

:

2020/03/18

Payment Mode *

:

Cash

▼

Default Payment Mode

:

Bank

Update

Cancel

Effective Start Date	Effective End Date	Payment Mode	Action
2020-01-08	2020-03-15	Bank	Edit Delete
2020-03-16	2020-03-18	Cash	Edit Delete
2020-03-19	-	Bank	Edit Delete

[\[Close\]](#)

DELETE PAYMENT METHOD

1. Go to Employee Profile → Administration → [Employee Profile \(Admin\)](#) → select the employee that you want to **DELETE** payment method.
2. Go to the tab [\[Payment Info\]](#).
3. Click [View More](#) available right next to “Payment Method” input box.

Pay Information

Currency : Malaysian Ringgit (MYR) [View Salary History](#)

Basic Salary : 0

New Basic Salary : 0

New Salary Effective Date : 2020-01-08

Payment Frequency : Monthly

Salary Calculation Method : Monthly

Pay Group : -

Payee Bank : -

Payment Method : Bank [View More](#)

Salary On-Hold Start Date :

Pay Policy ID : -

Bank Account : -

Leave Group : - [View More](#)

OT Group : - [View More](#)

Asset Group : R&D

Number of Working Days per Month :

Average Work Days per Month :

Average Working Hours :

Average Work Days per Week :

[Save](#)

4. Click on Delete for the selected payment method. A confirmation message will appear, Upon confirmation, the record will be deleted and no longer available in the list of payment mode records.

Payment Mode

Effective Start Date : [Add](#) [Reset](#)

Effective End Date :

Payment Mode :

Default Payment Mode : Bank

Effective Start Date	Effective End Date	Payment Mode	Action
2020-01-08	2020-03-15	Bank	Edit Delete
2020-03-16	2020-03-18	Cash	Edit Delete
2020-03-19	-	Bank	Edit Delete

[\[Close\]](#)

Are you sure you want to delete this record? The default Payment Mode will be automatically inserted once data being deleted.

[OK](#) [Cancel](#)

ADD LEAVE GROUP

1. Go to Employee Profile → Administration → [Employee Profile \(Admin\)](#) → select the employee that you want to **ASSIGN** leave group.
2. Go to the tab [[Payment Info](#)].
3. Click [View More](#) available right next to “Leave Group” input box.

Pay Information

Currency : Malaysian Ringgit (MYR) [View Salary History](#)

Basic Salary : 21223

New Basic Salary : 21223

New Salary Effective Date : 2020-01-08

Payment Frequency : Monthly

Salary Calculation Method : Monthly

Pay Group : -

Payee Bank : BANK SIMPANAN NASION

Payment Method : Cash [View More](#)

Salary On-Hold Start Date : [View More](#)

Pay Policy ID : -

Bank Account : 1231

Leave Group : - [View More](#)

OT Group : - [View More](#)

[Save](#)

4. After doing so, a pop up will appear for leave group assignment. To assign leave group, click on

Employee's Leave

Employee : MYWAVE TEST - MYWAVE TEST

Hire Date : 2020-01-08


Pay Group : -

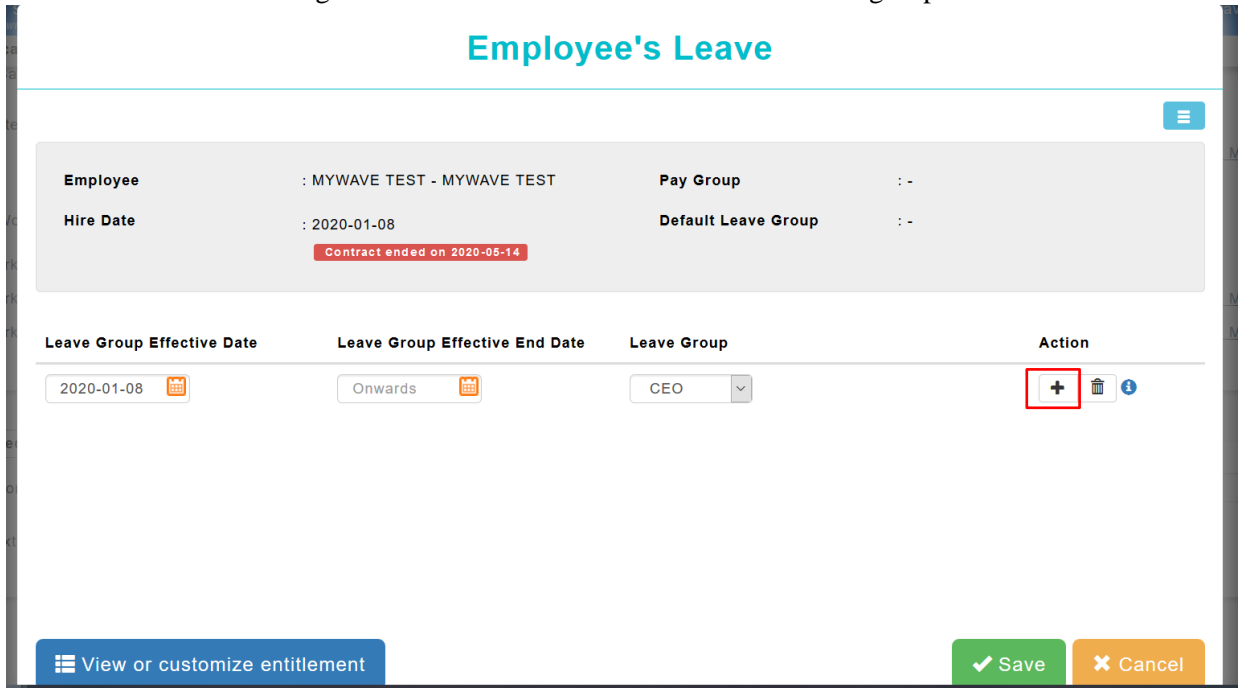
Default Leave Group : -

Contract ended on 2020-05-14




No Record Found [+ Add](#)


[View or customize entitlement](#) [Close](#)

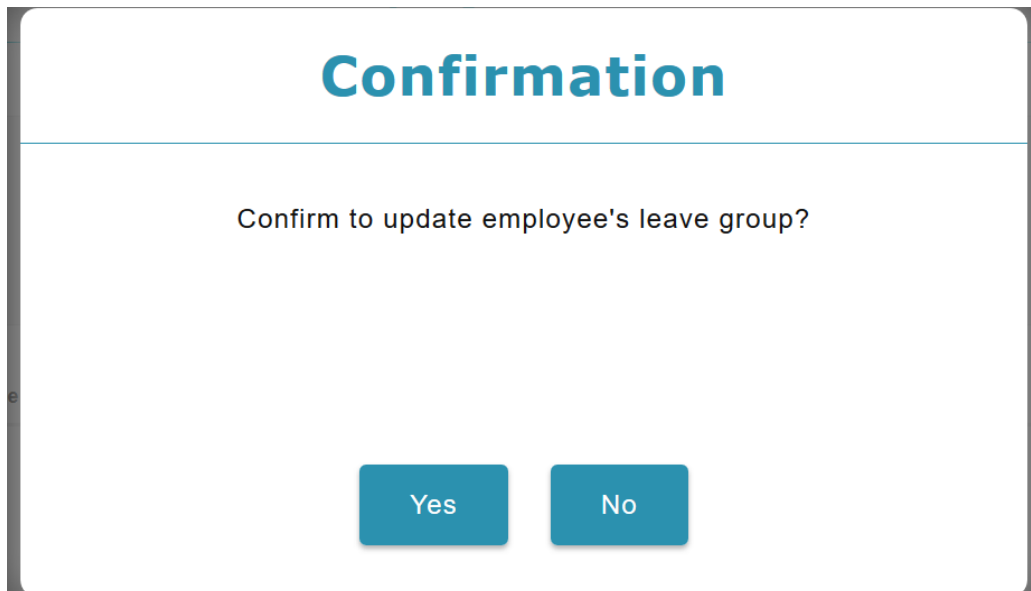
5. A form will appear allowing admin to select the type of leave group to assign and insert effective and end effective date. Clicking on  will allow admin to add more leave group.



The screenshot shows the 'Employee's Leave' form. At the top, the title 'Employee's Leave' is displayed in blue. Below the title, there is a summary section with the following details: Employee: MYWAVE TEST - MYWAVE TEST, Pay Group: -, Hire Date: 2020-01-08, and Default Leave Group: -. A red banner indicates 'Contract ended on 2020-05-14'. Below this, there is a table with columns: Leave Group Effective Date, Leave Group Effective End Date, Leave Group, and Action. The first row shows: 2020-01-08, Onwards, CEO, and an Action column with a plus icon (highlighted with a red box), a trash icon, and an info icon. At the bottom, there are three buttons: 'View or customize entitlement' (blue), 'Save' (green), and 'Cancel' (orange).

Leave Group Effective Date	Leave Group Effective End Date	Leave Group	Action
2020-01-08	Onwards	CEO	  

6. To complete the process, click on  and a confirmation message will appear. Pick yes to save the record.



The screenshot shows a confirmation dialog box with the title 'Confirmation' in blue. The main text asks 'Confirm to update employee's leave group?'. At the bottom, there are two buttons: 'Yes' and 'No'.

7. A successful message will appear and the created record will be in the list.

Employee's Leave

Employee

: MYWAVE TEST - MYWAVE TEST

Pay Group

: -

Hire Date

: 2020-01-08

Default Leave Group

: -

Contract ended on 2020-06-14

Leave Group Effective Date	Leave Group Effective End Date	Leave Group	Action
2020-01-08	Onwards	CEO	<div><div>+</div><div>✕</div></div>

View or customize entitlement

✕ Close

EDIT LEAVE GROUP

1. Go to Employee Profile → Administration → [Employee Profile \(Admin\)](#) → select the employee that you want to **EDIT** leave group.
2. Go to the tab [[Payment Info](#)].
3. Click [View More](#) available right next to “Leave Group” input box.

Pay Information

Currency : Malaysian Ringgit (MYR) [View Salary History](#)

Basic Salary : 21223

New Basic Salary : 21223

New Salary Effective Date : 2020-01-08

Payment Frequency : Monthly

Salary Calculation Method : Monthly

Pay Group : -

Payee Bank : BANK SIMPANAN NASION

Payment Method : Cash [View More](#)

Salary On-Hold Start Date : [View More](#)

Pay Policy ID : -

Bank Account : 1231

Leave Group : - [View More](#)

OT Group : - [View More](#)

[Save](#)

4. Any changes towards the current leave group record will count as editing the record. To complete the process, click on [Save](#) and a confirmation message will appear. Pick yes to save the changes.

DELETE LEAVE GROUP

1. Go to Employee Profile → Administration → [Employee Profile \(Admin\)](#) → select the employee that you want to **EDIT** leave group.
2. Go to the tab [\[Payment Info\]](#).
3. Click [View More](#) available right next to “Leave Group” input box.

Pay Information

Currency : Malaysian Ringgit (MYR) [View Salary History](#)

Basic Salary : 21223

New Basic Salary : 21223

New Salary Effective Date : 2020-01-08

Payment Frequency : Monthly

Salary Calculation Method : Monthly

Pay Group : -

Payee Bank : BANK SIMPANAN NASION

Payment Method : Cash [View More](#)

Salary On-Hold Start Date : [View More](#)

Pay Policy ID : -

Bank Account : 1231

Leave Group : - [View More](#)

OT Group : -

Number of Working Days per Month :

Average Work Days per Month :

Average Working Hours :

Average Work Days per Week :

[Save](#)

4. Click on to delete the record. To save changes, click on [Save](#) and a confirmation message will appear. Pick yes to complete the deletion process.

Employee's Leave

Employee : MYWAVE TEST - MYWAVE TEST Pay Group : -

Hire Date : 2020-01-08 Default Leave Group : -

Contract ended on 2020-08-14

Leave Group Effective Date	Leave Group Effective End Date	Leave Group	Action
2020-01-08	Onwards	Executive	+

[View or customize entitlement](#) [Close](#)

ADD OVERTIME GROUP

1. Go to Employee Profile → Administration → [Employee Profile \(Admin\)](#) → select the employee that you want to **ASSIGN** overtime group.
2. Go to the tab [\[Payment Info\]](#).
3. Click [View More](#) available right next to “OT Group” input box.

4. After doing so, a pop up will appear for overtime group assignation. To assign overtime group, click on [+ Add](#) after selecting overtime policy group and effective date. Effective end date is an optional field.

5. To complete the process, a confirmation message will appear. Pick yes to save the record.

Confirmation

Confirm to add this employee to Employee's Overtime group?

Yes No

6. A successful message will appear and the created record will be in the list.

Employee's Overtime

Employee : MYWAVE TEST - MYWAVE TEST
Hire Date : 2020-01-08
Contract ends on 2020-05-14

Overtime Effective Date	Effective End Date	Overtime Policy Group	Action
<input type="text"/>	Onward	-	+ Add
2020-01-08	Onward	Callback	✕ Delete

✕ Close

EDIT OVERTIME GROUP

1. Go to Employee Profile → Administration → [Employee Profile \(Admin\)](#) → select the employee that you want to **EDIT** leave group.
2. Go to the tab [[Payment Info](#)].
3. Click [View More](#) available right next to “OT Group” input box.

Pay Information

Currency : Malaysian Ringgit (MYR) [View Salary History](#)

Basic Salary : 21223

New Basic Salary : 21223

New Salary Effective Date : 2020-01-08

Number of Working Days per Month :

Average Work Days per Month :

Average Working Hours :

Average Work Days per Week :

Payment Frequency : Monthly

Salary Calculation Method : Monthly

Pay Group : -

Payee Bank : BANK SIMPANAN NASION

Payment Method : Cash [View More](#)

Salary On-Hold Start Date :

Pay Policy ID : -

Bank Account : 1231

Leave Group : - [View More](#)

OT Group : - [View More](#)

[Save](#)

4. Any changes towards the current overtime group record will count as editing the record. To complete the process, click on [Save](#) and a confirmation message will appear. Pick yes to save the changes.

DELETE OVERTIME GROUP

1. Go to Employee Profile → Administration → [Employee Profile \(Admin\)](#) → select the employee that you want to **EDIT** leave group.
2. Go to the tab [\[Payment Info\]](#).
3. Click [View More](#) available right next to “OT Group” input box.

4. Click on [Delete](#) and a confirmation message will appear. Pick yes to complete the deletion process.

ADD JOB INFORMATION

1. Go to Employee Profile → Administration → [Employee Profile \(Admin\)](#) → select the employee that you want to **ADD** new job title.
2. Go to the tab **[Job]**.
3. Click **Add**.

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

Job Information

No Record.

Add

4. Do note that the **Effective Date** cannot be same with the previous job title. Change the Effective Date later than the hire date/previous job title if date is not valid.

Job

Save Cancel

Job Title : - Department : ...

Job Level : -

Job Class : -

Worker Type : -

Description 150 (chars) :

Effective Date : 2019-09-25

☒ Default cost allocation

5. Click **Save**.

Job

Save Cancel

Job Title : SENIOR EXECUTIVE Department : CEO's Office

Job Level : M2

Job Class : Exemption

Worker Type : Service For Contra

End Date : 2019-12-05

Effective Date : 2019-09-25

Contract Company :

Description 150 (chars) :

6. The employee's job information will show Job Title as screenshot below.

Personal	Contacts	Dependents	Bond	Payment Info	Job	Cost Allocation	Qualifications	Training	Statutory	Benefits	Supervisor	Transport	Asset	Attachment	Work Calendar
Job Information															
Add															
Job Title	Job Level	Job Class	Department		Effective Date	Worker Type	Action								
SENIOR EXECUTIVE	M2	Exemption	CEO's Office	View Path	2019-09-25 to 2019-12-05	Service For Contract	View Details Delete								

EDIT JOB INFORMATION

1. Go to Employee Profile → Administration → [Employee Profile \(Admin\)](#) → select the employee that you want to **Update** job title.
2. Go to the tab **[Job]**.
3. Click on the button [View Details](#).

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

Job Information Add

Job Title	Job Level	Job Class Department	Effective Date	Worker Type	Action
SENIOR EXECUTIVE	M2	Exemption CEO's Office View Path	2019-09-25 to 2019-12-05	Service For Contract	View Details Delete

4. Once click in view detail, the field is not able to edit.
5. Under Transaction choose '**Update Only**' to update the field.

Transaction: Update Only Back

Job Title: SENIOR EXECUTIVE Department: CEO's Office

Job Level: M2 Update Only

Job Class: Exemption Effective Date: 2019-09-25

Worker Type: Service For Contra

End Date: 2019-12-05 Contract Company:

Description: 150 (chars)

6. Once transaction change to '**Update Only**' (A), the field (B) will be able to update.
7. Once (B) has been updated, click (C) Save.

Transaction: Update Only Save Cancel

Job Title: Finance Executive Department: CEO's Office

Job Level: M2 B

Job Class: Exemption Effective Date: 2019-09-25

Worker Type: Service For Contra

End Date: 2019-12-05 Contract Company:

Description: 150 (chars)

8. If you have updated the job title, the updated detail will show in the employee's job information as below.

Job Information Add

Job Title	Job Level	Job Class Department	Effective Date	Worker Type	Action
Finance Executive	M2	Exemption CEO's Office View Path	2019-09-25 to 2019-12-05	Service For Contract	View Details Delete

DELETE JOB INFORMATION

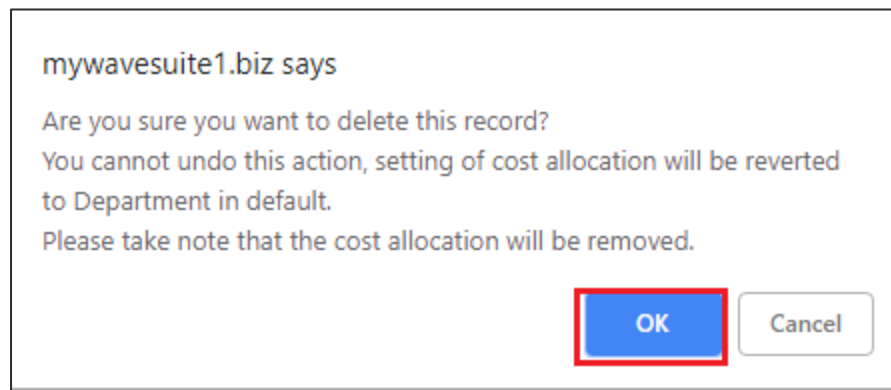
1. Go to Employee Profile → [Employee Profile \(Admin\)](#) → select the employee that you want to **Update** job title.
2. Go to the tab **[Job]**.
3. Click on the button [Delete](#) that you wish to delete.

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

Job Information Add

Job Title	Job Level	Job Class	Department	Effective Date	Worker Type	Action
OFFICER	Manager	Exemption	Finance View Path	2019-09-25 to 2019-12-12	Service For Contract	View Details Delete

4. After click delete will prompt a message box as screenshot below.
5. Click **OK** to confirm delete.



6. The record will be deleted as per screenshot below.

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

Job Information Add

No Record.

ADD COST ALLOCATION

1. Go to Employee Profile → Administration → [Employee Profile \(Admin\)](#) → select the employee that you want to **ADD** new cost center record.
2. Go to the tab [[Cost Allocation](#)].
3. Click [Add](#).

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

Cost Allocation Information

Effective Date	Description	Cost Center	Department Cost Center History	Action
2020-01-08		Cost center not found	View	Edit Default

[Add](#)

4. Effective date is required to be filled first before list of available department cost center appears. After selecting a department, admin can fill in the percentage. More then one cost center can be assigned towards the employee. To create another cost center record, click [Add](#). If record is not required, click on [Delete](#) to delete record.

Effective Date * : 2020-03-16 Description :

Original Cost Allocation Cost Center :

Department	Cost Center	Percentage	Action
Administration & Finance 240	240		Delete

[Add](#)

[Save](#) [Cancel](#)

5. Click on [Save](#) to save record.

EDIT COST ALLOCATION

1. Go to Employee Profile → Administration → [Employee Profile \(Admin\)](#) → select the employee that you want to **EDIT** new cost center record.
2. Go to the tab [[Cost Allocation](#)].
3. From the list of cost center, click [Edit](#) on the record indented to be edited.

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

Cost Allocation Information Add

Effective Date	Description	Cost Center	Department Cost Center History	Action
2020-03-16		240:100	View	Edit Delete
2020-01-08		Cost center not found	View	Edit Delete

4. Record details will be displayed and ready to be edited.

Cost Allocation

Effective Date : 2020-03-16 Description :

Original Cost Allocation : 240:100

Cost Center

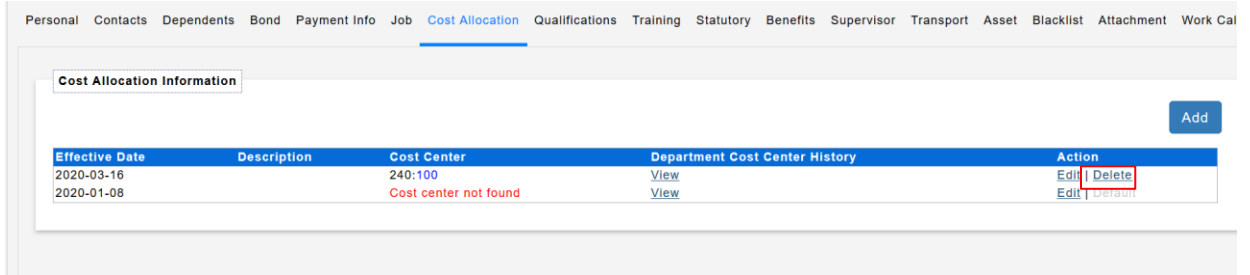
Department	Cost Center	Percentage	Action
Administration & Finance 240	240	100	Delete

Add Save Cancel

5. Click on Save to save record.

DELETE COST ALLOCATION

1. Go to Employee Profile → Administration → [Employee Profile \(Admin\)](#) → select the employee that you want to **DELETE** cost center record.
2. Go to the tab [[Cost Allocation](#)].
3. Click [Delete](#).



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

Cost Allocation Information [Add](#)

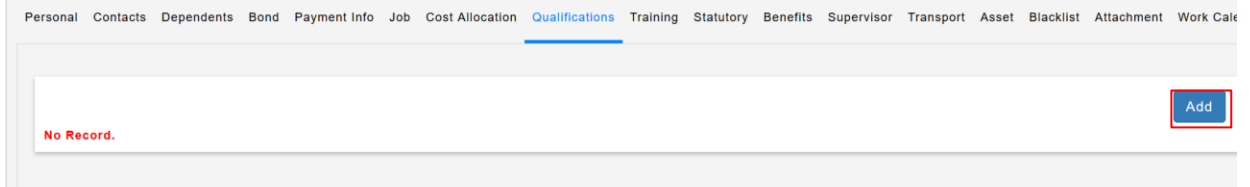
Effective Date	Description	Cost Center	Department Cost Center History	Action
2020-03-16		240:100	View	Edit Delete
2020-01-08		Cost center not found	View	Edit Delete

4. A confirmation message will appear. Upon confirming, record will no longer be seen in the list.


ADD QUALIFICATION


1. Go to Employee Profile → Administration → [Employee Profile \(Admin\)](#) → select the employee that you want to **ADD** qualification record.
2. Go to the tab [[Qualification](#)].

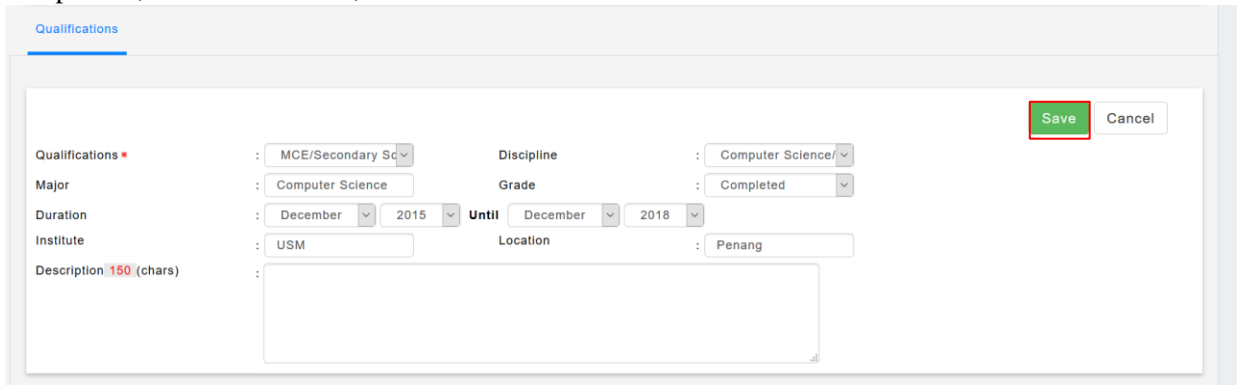
3. Click .





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

No Record. 

4. The qualification form will appear allowing admin to insert employee's qualification record. Upon completion, click on ,



Qualifications  

Qualifications * : MCE/Secondary Sc Discipline : Computer Science/

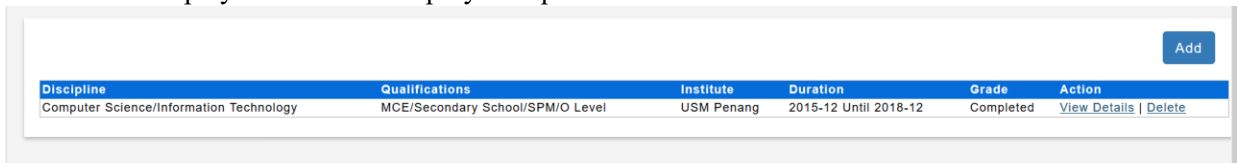
Major : Computer Science Grade : Completed


Duration : December 2015 Until December 2018

Institute : USM Location : Penang

Description 150 (chars) :


5. Record will display in the list of employee's qualification.

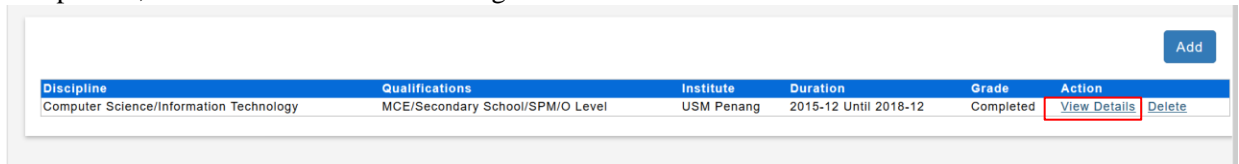




Discipline	Qualifications	Institute	Duration	Grade	Action
Computer Science/Information Technology	MCE/Secondary School/SPM/O Level	USM Penang	2015-12 Until 2018-12	Completed	View Details Delete

EDIT QUALIFICATION

1. Go to Employee Profile → Administration → [Employee Profile \(Admin\)](#) → select the employee that you want to **ADD** qualification record.
2. Go to the tab [[Qualification](#)].
3. Click [View Details](#) to load selected qualification form. Changes can be done straight onto the form. Upon completion, click on  to save changes.

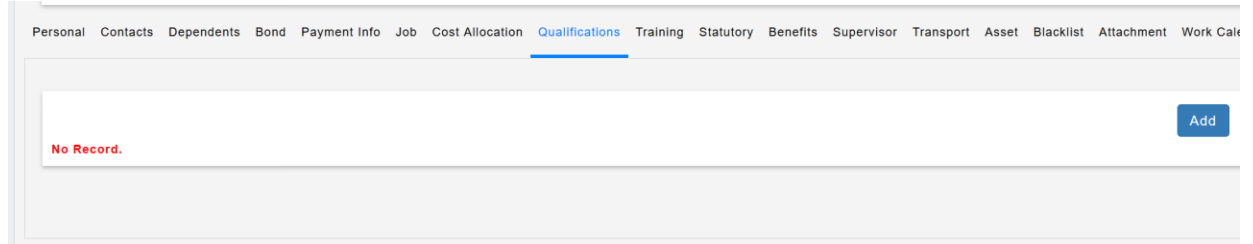


The screenshot shows a web interface for managing qualifications. At the top right is a blue 'Add' button. Below it is a table with the following data:

Discipline	Qualifications	Institute	Duration	Grade	Action
Computer Science/Information Technology	MCE/Secondary School/SPM/O Level	USM Penang	2015-12 Until 2018-12	Completed	View Details Delete

DELETE QUALIFICATION

1. Go to Employee Profile → Administration → [Employee Profile \(Admin\)](#) → select the employee that you want to **DELETE** qualification record.
2. Go to the tab [[Qualification](#)].
5. Click [Delete](#) to delete selected qualification record. A confirmation message will appear. Upon confirming, record will no longer be seen in the list.



ADD STATUTORY INFORMATION

1. Go to Employee Profile → Administration → [Employee Profile \(Admin\)](#) → select the employee that you want to **ADD** statutory records.
2. Go to the tab [[Statutory](#)].
3. A form will be present to the admin allowing them to add employee's info straight into the form.

Upon completion, click

Save All


to save records.

Statutory Information

Save All

	Description	Account/Reference No
<input checked="" type="checkbox"/>	EPF	<input type="text" value="12345"/>
<input checked="" type="checkbox"/>	SOCSSO	<input type="text" value="12345"/>
<input checked="" type="checkbox"/>	Income Tax	<input type="text" value="12345"/>
<input checked="" type="checkbox"/>	PTPTN No.	<input type="text" value="12345"/>
<input checked="" type="checkbox"/>	Cawangan LHDNM	<input type="text" value="12345"/>
<input checked="" type="checkbox"/>	Cawangan LHDNM	<input type="text" value="12345"/>

EDIT STATUTORY INFORMATION

1. Go to Employee Profile → Administration → [Employee Profile \(Admin\)](#) → select the employee that you want to **EDIT** statutory records.
2. Go to the tab [[Statutory](#)].
3. A form will be present to the admin allowing them to edit existing employee's info straight into the form. Upon completion, click  to save records.

Statutory Information

Save All

	Description	Account/Reference No
<input checked="" type="checkbox"/>	EPF	<input type="text" value="12345"/>
<input checked="" type="checkbox"/>	SOC SO	<input type="text" value="12345"/>
<input checked="" type="checkbox"/>	Income Tax	<input type="text" value="12345"/>
<input checked="" type="checkbox"/>	PTPTN No.	<input type="text" value="12345"/>
<input checked="" type="checkbox"/>	Cawangan LHDNM	<input type="text" value="12345"/>
<input checked="" type="checkbox"/>	Cawangan LHDNM	<input type="text" value="12345"/>

Add Benefit Group

1. Go to Employee Profile → Administration → [Employee Profile \(Admin\)](#) → select the employee that you want to **ADD** benefit records.
2. Go to the tab [[Benefits](#)].
3. To assign a new benefit record, click on [Assign](#) and admin will be presented with a page show benefits detail. Select a benefit group from the dropdown to assign under the employee. Start Date is required to successfully insert the record. From picking the benefit group, a list of benefit will be presented under that group.

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

[Additional Information](#)


☐ Show benefit history record


[Assign](#)

Group	Name	New Amount	Amount Type	Renewal Period	Renewal Type	Start Date	End Date	Action
No benefit assigned yet.								

4. After all is done, click [Save](#) to save the benefit record.

EDIT BENEFIT GROUP

1. Go to Employee Profile → Administration → [Employee Profile \(Admin\)](#) → select the employee that you want to **EDIT** benefit records.
2. Go to the tab [Benefits](#).
3. Click on  and admin will be presented with the selected benefit details. The changes towards the benefit group information will be reflected to the current employee's list of benefits.

After all is done, click  to save the benefit record.

Benefit Group : Call Back Allowance

Start Date : 2020-03-11


End Date :

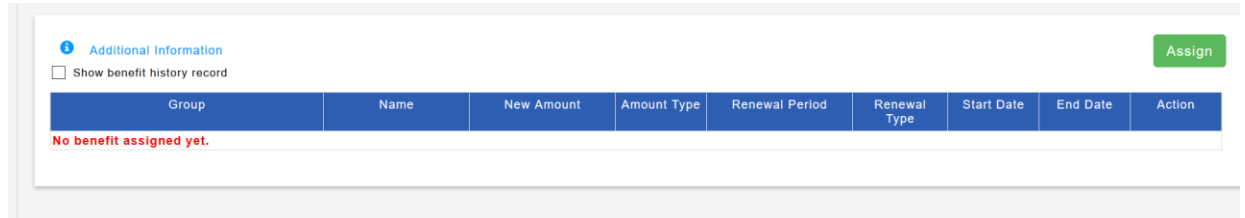
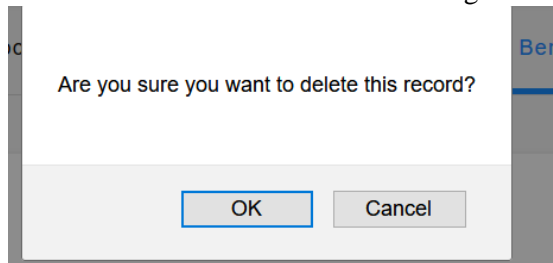
Save

Cancel

Benefit Types	Original Amount	New Amount	Amount Type	Renewal Period	Renewal Type
Call Back Allowance	200	201	Amount	-	Not Applicable
Extra Bonus	No Limit	99	Amount	-	Not Applicable

DELETE BENEFIT GROUP

1. Go to Employee Profile → Administration → [Employee Profile \(Admin\)](#) → select the employee that you want to **EDIT** benefit records.
2. Go to the tab [[Benefits](#)].
3. To delete the benefit records, click on  and admin will be presented with a confirmation message. Upon confirming, the record will no longer be present in the list. Do note that deleting one benefit record will result in deleting the benefit group assigned to employee.



ADD SUPERVISOR

1. Go to Employee Profile → Employee Profile (Admin).
2. Select the employee in the list that you want to add supervisor.

Employee Information

Employee:

Employee No. Employee Name

MYR0118 MYWAVE TESTING

Active Resigned Future Hires

mywave

3. Select the tab [Supervisor].

4. Click **Add**.

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

Supervisor Information

No Record. Please click Add for adding new record.

Add

5. Select the supervisor (A) that you want to assign.
6. Fill in the Effective Start Date (B) when the supervisor starts effective.
7. Click **Save**.

Supervisor

Supervisor Information

(* Denotes Required)

Please select supervisor from list

Assign To: *

Supervisor No.:

First Name:

Last Name:

Display Name:

Company Email:

Office Phone:

Effective Start Date: *

2019-09-25

Save Cancel

8. Once you have selected the supervisor, it will auto show the supervisor information as screenshot below.

The screenshot shows a web form titled "Supervisor Information". At the top right are "Save" and "Cancel" buttons. Below the title, it says "(* Denotes Required)" and "Please select supervisor from list". The form has several fields: "Assign To: *" with a dropdown menu showing "SUP001 | Mywave Test Sup", "Supervisor No.:" with "SUP001", "First Name:" with "Test", "Last Name:" with "Sup", "Display Name:" with "Test Sup", "Company Email:" with "support@mywave.biz", "Office Phone:" (empty), and "Effective Start Date: *" with "2019-09-25" and a calendar icon. A red box highlights the dropdown menu and the fields below it.

9. If the current supervisor was resigned, you also may use to [Add](#) new supervisor.
10. If there is a future supervisor assign will show as screenshot below.

The screenshot shows a web form titled "Supervisor Information" with a navigation bar at the top containing links: Personal, Contacts, Dependents, Bond, Payment Info, Job, Cost Allocation, Qualifications, Training, Statutory, Benefits, Supervisor (highlighted), Transport, Asset, Attachment, and Work Calendar. The form has two sections: "Current Supervisor Record" and "Future Supervisor Record". The "Current Supervisor Record" section shows: Supervisor No.: SUP001, Supervisor Name: Test Sup, Company Email: support@mywave.biz, Office Phone: -, Effective Date: 2019-09-25, and Edit | Delete links. The "Future Supervisor Record" section shows: Supervisor No.: Tester, Supervisor Name: SYSTEM TESTER, Company Email: mywavetest@gmail.com, Office Phone: -, Effective Date: 2020-01-04, and Edit | Delete links. A red box highlights the "Future Supervisor Record" section.

EDIT SUPERVISOR

1. Go to Employee Profile → Employee Profile (Admin).
2. Select the employee in the list that you want to edit supervisor.

Employee Information

Employee:

[Add](#) [Restore](#) [Export Work Permit History Only](#) [Export All to Excel](#)

Employee No.	Employee Name
MYR0118	MYWAVE TESTING

☒ Active ☐ Resigned ☐ Future Hires

3. Select the tab [Supervisor].
4. Click [Edit](#).

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

Supervisor Information

[Add](#)

Current Supervisor Record

Supervisor No.: SUP001 Supervisor Name: Test Sup Company Email: support@mywave.biz
Office Phone: - Effective Date: 2019-09-25

[Edit](#) [Delete](#)

5. If there is wrongly supervisor/effective start date been assigned, just select again the supervisor and effective start date.
6. After supervisor/effective start date has been updated, click [Save](#).

(* Denotes Required)

Please select supervisor from list

Assign To: *

Supervisor No.:

First Name:

Last Name:

Display Name:

Company Email:

Office Phone:

Effective Start Date: *

[Save](#) [Cancel](#)

7. The supervisor will show the updated supervisor information as screenshot below.

Supervisor Information

[Add](#)

Current Supervisor Record

Supervisor No.: Mywave Supervisor 1 Supervisor Name: Mywave Supervisor 1 Company Email: support@mywave.biz
Office Phone: - Effective Date: 2019-09-25

[Edit](#) [Delete](#)

DELETE SUPERVISOR

1. Go to Employee Profile → Employee Profile (Admin).
2. Select the employee in the list that you want to delete supervisor.

Employee Information

Employee:

Add Restore Export Work Permit History Only Export All to Excel

Employee No.	Employee Name
MYR0118	MYWAVE TESTING

☒ Active ☐ Resigned ☐ Future Hires

Q mywave

3. Select the tab [Supervisor].
4. Click [Delete](#).

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

Supervisor Information

Add

Current Supervisor Record

Supervisor No.: SUP001 Supervisor Name: Test Sup Company Email: support@mywave.biz

Office Phone: - Effective Date: 2019-09-25

Edit **Delete**

5. Once click delete it will prompt a message box as screenshot below.
6. Click **OK** to confirm delete.

mywavesuite1.biz says

Are you sure you want to delete this record?

OK Cancel

7. Once deleted, there is no record under supervisor information.

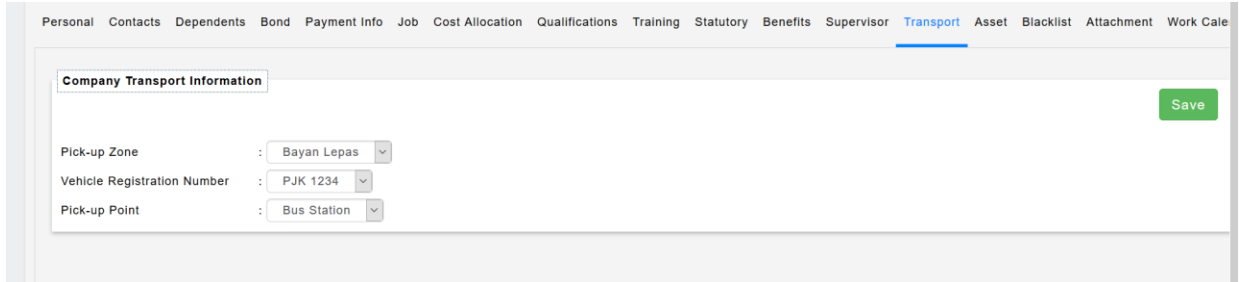
Supervisor Information

Add

No Record. Please click Add for adding new record.

ADD TRANSPORT

1. Go to Employee Profile → Administration → [Employee Profile \(Admin\)](#) → select the employee that you want to **ADD** transport record.
2. Select the tab [[Transport](#)]
3. Admin will be greeted with a form use to assign transport information to employee. Select an option from each dropdown and proceed to click [Save](#).



The screenshot shows a web application interface for managing employee transport. At the top, there is a horizontal navigation bar with tabs: Personal, Contacts, Dependents, Bond, Payment Info, Job, Cost Allocation, Qualifications, Training, Statutory, Benefits, Supervisor, **Transport** (highlighted), Asset, Blacklist, Attachment, and Work Calendar. Below the navigation bar, the main content area is titled 'Company Transport Information'. It contains three dropdown menus: 'Pick-up Zone' with the selected value 'Bayan Lepas', 'Vehicle Registration Number' with the selected value 'PJK 1234', and 'Pick-up Point' with the selected value 'Bus Station'. A green 'Save' button is located in the top right corner of the form area.

ADD ASSET

1. Go to Employee Profile → Administration → [Employee Profile \(Admin\)](#) → select the employee that you want to **ADD** asset record.
2. Select the tab [[Asset](#)]
3. Admin will be greeted with a list of assets that can be assign to employee. Insert the number of assets for a specified item and proceed by clicking [Add](#) to which a form of item details will appear. Insert the item details and click [Save All](#) to save record.

New Asset Setup

No Record.

Asset Type					Total Asset(s)
Laptop	-	0	+	Add	View 1
Employee Card	-	2	+	Add	View 0

[Delete](#)

[Save All](#)

Asset Type : Laptop # 1

Date Issued * :

Date Returned :

Model :

SN :

4. After item has been saved, it will be displayed in the list of employee's asset.

Asset Table

Laptop			
Model	SN	Date Issued	Date Returned
M0011	SN12345678	2020-03-02	2020-03-31

[Edit](#) | [Delete](#)

EDIT ASSET

1. Go to Employee Profile → Administration → [Employee Profile \(Admin\)](#) → select the employee that you want to **EDIT** asset record.
2. Select the tab [[Asset](#)]
3. To edit the asset record, click on [Edit](#) and admin will be presented with the asset form containing the selected record. Once done with the changes, click on [Save](#).

Asset Table

Laptop			
Model	SN	Date Issued	Date Returned
M0011	SN12345678	2020-03-02	2020-03-31

Asset Information Setup (* Denotes Required)

Issue More Assets
Employee Card +

Asset Type : Laptop

Date Issued * : 2020-03-02

Date Returned : 2020-03-31

Model : M0011

SN : SN12345678

[Save](#) [Cancel](#)

DELETE ASSET

1. Go to Employee Profile → Administration → [Employee Profile \(Admin\)](#) → select the employee that you want to **DELETE** asset record.
2. Select the tab [[Asset](#)]
3. To delete the asset record, click on [Delete](#) and the record will be removed from the list of employee's assets.

New Asset Setup

No Record.

Asset Type						Total Asset(s)
Laptop	-	1	+	Add	View	0
Employee Card	-	2	+	Add	View	0

UPLOAD ATTACHMENT

1. Go to Employee Profile -> Setup -> Settings.
2. Go to 3rd tab [Employee Profile Setting] -> click on tab [Attachment].
3. Under Attachment Setup (C) there is 3 setting.
4. Display Attachment Tab (D) set ON is to show the attachment tab in employee profile and OFF to hide the attachment tab.
5. Allow Admin Restricted mode to view attachment (E) set YES to allow the restricted admin to view the attachment.
6. Allow Admin Restricted mode to attach file(F) set YES to allow the restricted admin to attach file.
7. Once done, click Save(G).

HRMS Setting Field Setting **Employee Profile Setting** Employees Due of Retirement Alert

A

Personal

Contacts

Payment Info

Job

B Attachment

C Attachment Setup Attachment Category Management

Display Attachment Tab **D** ☒ On ☐ Off **G**

Allow Admin Restricted mode to view attachment **E** ☒ Yes ☐ No

Allow Admin Restricted mode to attach file **F** ☒ Yes ☐ No

Birthday List Notification

8. Click on the 2nd tab **Attachment Category Management**(H).
9. If you wish to **display the category** when attach file, click ON(I).
10. Set for the **compulsory to select the category**(J) when you attach the file.
11. Fill the **category name**(K).
12. Click **Add**(L) and it will show the category on below table(M).
13. The category added in the below table able to edit or delete.
14. Once done, click **Save**(N).

Attachment

Attachment Setup Attachment Category Management **H**

Display of category selection : **On** **Off** **I**

Compulsory to select category : **Mandatory** **Optional** **J**

New item to add : **K** **+ Add** **L**

Category List :

Attachment Category	Action
Benefit	Edit Delete
Offer Letter	Edit Delete
Resignation	Edit Delete
Resume	Edit Delete
Transport	Edit Delete
Warning Letter	Edit Delete

M

N **Save** **Cancel**

15. Under employee profile, will show a tab [**Attachment**].
16. Click **Add**.

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

Attachment

+ Add

Additional Information

Attachment Category	File Name	Action
No Record.		

17. If you turn on the category selection, will show the **Attachment category(O)** and you may select.
18. Insert the **File Name(P)**.
19. Click **Browse(Q)** to select the file that you want attached.
20. Once done, click **Save(R)**.

The screenshot shows a web application interface with a top navigation bar containing the following tabs: Personal, Contacts, Dependents, Bond, Payment Info, Job, Cost Allocation, Qualifications, Training, Statutory, Benefits, Supervisor, Transport, Asset, Attachment (highlighted), and Work Calendar. Below the navigation bar is a form titled "Attachment". The form contains three fields: "Attachment Category" with a dropdown menu showing a hyphen and a red box labeled 'O' next to it; "File Name" with a text input field and a red box labeled 'P' next to it; and "Attachment" with a text input field, a "Browse..." button with a red box labeled 'Q' next to it, and the text "Maximum file size: 3MB." below the input field. In the top right corner of the form, there are two buttons: a green "Save" button with a red box labeled 'R' next to it, and an orange "Cancel" button.

21. After save will show as screenshot(S) below.
22. Click the **attach file(T)** to view the file.
23. If you wish to **edit or delete** may click under **action(U)**.
24. You still able to click add to upload another attachment.

ADD CALENDAR

1. Go to Employee Profile → Employee Profile (Admin).
2. Select the employee in the list that you want to add calendar.

The screenshot shows the 'Employee Information' page. A dropdown menu is open, displaying a list of employees. The first entry is 'MYR0118' with the name 'MYWAVE TESTING'. Below the list are radio buttons for 'Active' (selected), 'Resigned', and 'Future Hires'. A search bar with the text 'mywave' is visible at the bottom right of the dropdown.

3. Select the tab [Work Calendar].

The screenshot shows the 'Work Calendar' tab selected in the top navigation bar. Below the navigation bar, there is a section titled 'Assignment of Calendar' with a red message: 'No Record. Please click Add for adding new record'. An 'Add' button is located in the bottom right corner of this section.

5. Select the calendar (A) that you want to assign.
6. Select the calendar shift (B) if any.
7. Select the Start date (C) for the calendar.
8. Click **Save**.

The screenshot shows the 'Assignment of Calendar' form. It has three fields: 'Calendar' (labeled A), 'Calendar Shift' (labeled B), and 'Start Date' (labeled C). The 'Start Date' field shows '2018-11-22'. To the right of the form are 'Save' and 'Cancel' buttons, with a red 'D' next to the 'Save' button.

9. Once save, it will show the record as screenshot below.

The screenshot shows the 'Work Calendar' tab after saving. The 'Assignment of Calendar' section now displays a 'Calendar Assignment Record'. The record shows 'Name: Test_Master' and 'Effective Date: 2018-11-22 onwards'. There is an 'Add' button in the top right and an 'Edit' button in the bottom right of the record box.

10. Once you have added again a new calendar, it will show 2 records as screenshot below.

Assignment of Calendar		Add
Calendar Assignment Record		
Name: Night (Master Name: MYWAVE)	Effective Date: 2019-12-19 onwards	Edit
Name: Test_Master	Effective Date: 2018-11-22 Until 2019-12-18	Edit

EDIT CALENDAR

1. Go to Employee Profile → **Employee Profile (Admin)**
2. Select the employee in the list that you want to edit calendar.

The screenshot shows the 'Employee Information' form. At the top, there are buttons for 'Add', 'Restore', 'Export Work Permit History Only', and 'Export All to Excel'. Below these, there is a search bar labeled 'Employee:'. A dropdown menu is open, showing a list of employees. The first entry is 'MYRD118 MYWAVE TESTING', which is highlighted with a red box. Below the list, there are radio buttons for 'Active' (selected), 'Resigned', and 'Future Hires'. A search bar with the text 'mywave' is also visible.

3. Select the tab [**Work Calendar**].
4. Click **Edit**.

The screenshot shows the 'Assignment of Calendar' form. At the top, there is an 'Add' button. Below it, there is a table titled 'Calendar Assignment Record'. The table has two rows. The first row has 'Name: Night (Master Name: MYWAVE)' and 'Effective Date: 2019-12-19 onwards'. The second row has 'Name: Test_Master' and 'Effective Date: 2018-11-22 Until 2019-12-18'. Both rows have an 'Edit' button next to them. The 'Edit' button for the first row is highlighted with a red box.

5. If there is wrongly Calendar/Calendar Shift/Start date been assigned and just select again the other Calendar/Calendar Shift/Start Date.
6. After all the field has been updated, click **Save**.

The screenshot shows the 'Assignment of Calendar' form. At the top, there is a 'Work Calendar' tab. Below it, there is a table titled 'Assignment of Calendar'. The table has two rows. The first row has 'Calendar: MYWAVE-CALN', 'Calendar Shift: -', 'Start Date: 2019-12-19', and 'Until:'. The second row is empty. At the bottom right, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red box.

7. The calendar will show the updated record as screenshot below.

The screenshot shows the 'Assignment of Calendar' form. At the top, there is an 'Add' button. Below it, there is a table titled 'Calendar Assignment Record'. The table has two rows. The first row has 'Name: MYWAVE-CALN' and 'Effective Date: 2019-12-19 onwards'. The second row has 'Name: Test_Master' and 'Effective Date: 2018-11-22 Until 2019-12-18'. Both rows have an 'Edit' button next to them. The 'Edit' button for the first row is highlighted with a red box.

EMPLOYEE PROFILE REPORT

The screenshot displays the 'Employee Information - MYWAVE TEST' interface. At the top, there are buttons for 'Add', 'Delete', 'Restore', 'Export Work Permit History Only', and 'Export All to Excel'. Below these is a dropdown menu labeled 'Employee:' with the text 'MYWAVE TEST - MYWAVE TEST'. A horizontal navigation bar contains the following tabs: 'Personal', 'Contacts', 'Dependents', 'Bond', 'Payment Info', 'Job', 'Cost Allocation', 'Qualifications', 'Training', 'Statutory', 'Benefits', 'Supervisor', 'Transport', 'Asset', 'Blacklist', 'Attachment', and 'Work Calendar'. At the bottom right, there are two more buttons: 'Export Employee Profile to Excel' and 'Export (Basic Info) to Excel'.

1. The following are a list of report which can be found and pulled in employee profile.
 - a. Export Work Permit History Only
 - i. A report containing all employee historical work permit, passport and visa information.
 - b. Export All to Excel
 - i. A report containing all employee information in employee profile.
 - c. Export Employee Profile to Excel
 - i. A report containing selected employee information in a table format.
 - d. Export (Basic Info) to Excel
 - i. A report containing basic information of selected employee in a table format.