Upload Employee Salary Increment

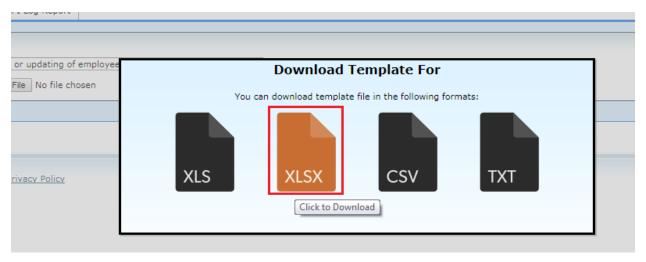
1. Access to API – API Program



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

4 API Program	
API Program API Log Report	
API	
Program : Loading employee salary increment	Download Template
Upload File : Choose File No file chosen	Upload
Maximum file size per attachment is 3MB. Only .xls, .x	lsx, .csv, .txt formats are allowed.

3. Click on "XLSX" to download



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F	ile Hor	ne Inser	t Page Layo	ut	Formulas	Da	ta Revi	iew Vie	w Help	Soda PDF	Creator	Рт	ell me v	vhat you wan	t to do
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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			Effecti	ve date						
5 6	ABC4	1717	2017-09-01		Currency Accountin	g		Text for	nat cells are t	reated as text	even when	a numbe	er is in th	e cell.	
6	ABC5	1647	2017-09-01		Date	-				xactly as enter					
7	ABC6	1648	2017-09-01		Time Percentac	ie									
8	ABC7	1649	2017-09-01		Fraction	-									
9	ABC8	1650	2017-09-01		Scientific Text		-								
10	ABC9	1651	2017-09-01		Special		_								
11	ABC10	1652	2017-09-01		Custom										
12	ABC11	1653	2017-09-01												
13	ABC12	1654	2017-09-01												
14	ABC13	1655	2017-09-01												
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16	ABC15	1657	2017-09-01				~								
17	ABC16	1658	2017-09-01												
18	ABC17	1659	2017-09-01												

4. Ensure all column with date are in **Text** format with "yyyy-mm-dd" date type

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

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2	ABC1	1364	2018-09-01	Category:	-							
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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				nbers. Curre	ncy and Account	ting offer sp	ecialized		_
14	ABC13	1655	2018-09-01	formatting fo	r monetary v	alue.						
15 16	ABC14 ABC15	1656 1657	2018-09-01 2018-09-01									
17	ABC15 ABC16	1657	2018-09-01								╡╟	
18	ABC10 ABC17	1659	2018-09-01						ОК	Cancel		
19	ABC17 ABC18	1660	2018-09-01									

- 6. Save the Template file
- 7. 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 Progra	m API Log Report
	API	1
	Program :	Loading employee salary increment Download Template
		Choose File hew basic salo mywave.xlsx Upload 2 3 4 Maximum file size per attachment is 3MB. Only .xls, .xlsx, .csv, .txt formats are allowed.
	Data	

8. File summary will be listed at the bottom – after checking and confirm the data is correct – click "Confirm"

API Program					
-	m API Log Report				
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Program :	Loading employee sala	ry increment		Download Template	
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Employee No.	New Basic salary (RM)	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			

9. Ensure that the Row Processed **is not "0"** and the Row is error/partial error **is "0"** – click "**OK**" to complete the loading.

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	plication » API I Program			SUCCE = 58, 5	avesuite1.biz says: ESS: API File Processing I Skip Empty Row = 0, He partial error = 0	Completed Su <u>ccessfullyTota</u> ader Row = 4 <mark>,</mark> Row Processed	× File Row I = 54, Row in			
	API Program API	Log Report					ок			
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	RESIGNATION LISTING			·						
		Emp Name	Nationality	Marital Status	Resigned date	AL encashment (day)	Any notice de state)	duction (if yes, please	Remark	
1	TR00000776		China	Single	2017-09-30					
2	TR00000742		China	Single						
	TR00000414	TANG XIANBIN	China	Single						
4			China	Single	2017-10-31					
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