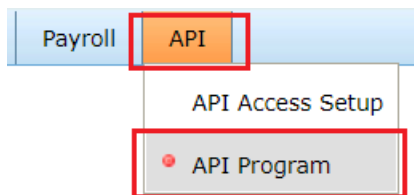
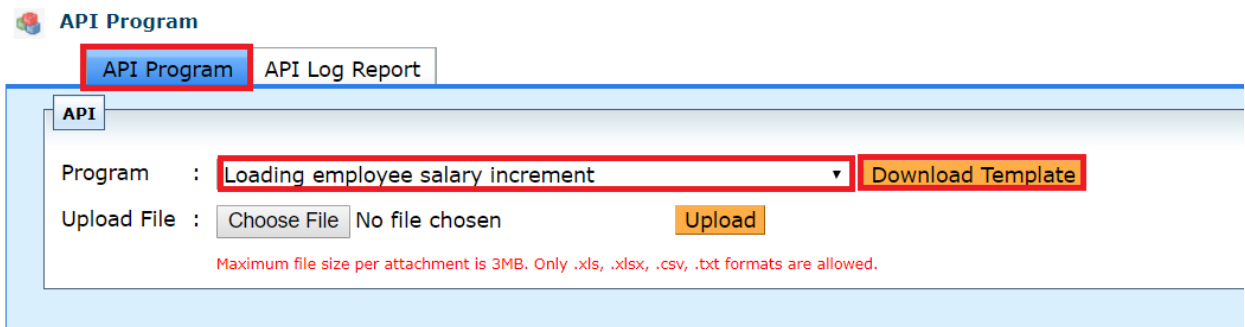


Upload Employee Salary Increment

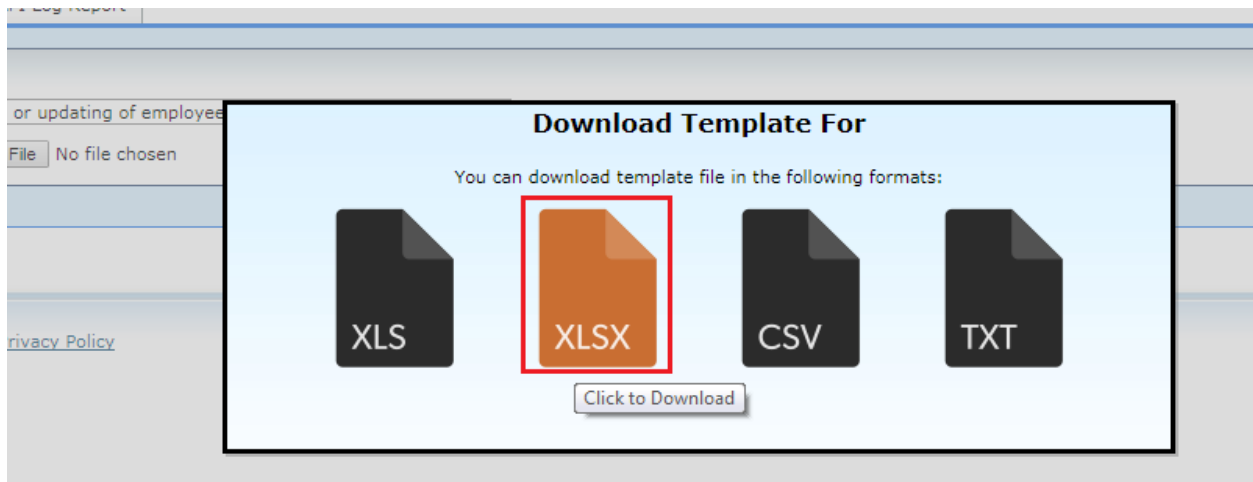
1. Access to API – API Program



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



3. Click on “XLSX” to download



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

The screenshot shows the Excel 'Format Cells' dialog box for the 'Effective date' column. The 'Text' category is selected in the 'Category' list. The 'Sample' text is 'Effective date'. The dialog box also shows the 'Number' category selected in the 'Format' dropdown.

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

The screenshot shows the Excel 'Format Cells' dialog box for the 'New Basic salary (RM)' column. The 'Number' category is selected in the 'Category' list. The 'Sample' text is '2500.00'. The 'Decimal places' is set to 2. The 'Use 1000 Separator' checkbox is unchecked. The 'OK' button is highlighted.

| 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 |
| ABC10 | 1652 | 2018-09-01 |
| ABC11 | 1653 | 2018-09-01 |
| ABC12 | 1654 | 2018-09-01 |
| ABC13 | 1655 | 2018-09-01 |
| ABC14 | 1656 | 2018-09-01 |
| ABC15 | 1657 | 2018-09-01 |
| ABC16 | 1658 | 2018-09-01 |
| ABC17 | 1659 | 2018-09-01 |
| 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**”

API Program

API Program API Log Report

API

Program : Loading employee salary increment 1 Download Template

Upload File : Choose File new basic sal...o 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

API Program API Log Report

API

Program : Loading employee salary increment Download Template Cancel

Upload File : Choose File new basic sal...o mywave.xlsx Upload

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

Data

File was successfully uploaded

| 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 |

Confirm

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

HRMS Application - API

API Program

API Program API Log Report

API

Program : updating of employee resign date(nationality) Download Template Cancel

Upload File : Choose File No file chosen Upload

Data

File was successfully uploaded

| No | Emp No | Emp Name | Nationality | Marital Status | Resigned date | AL encashment (day) | Any notice deduction (if yes, please state) | Remark |
|----|------------|--------------|-------------|----------------|---------------|---------------------|---|--------|
| 1 | TR00000776 | WEI FENG | China | Single | 2017-09-30 | | | |
| 2 | TR00000742 | HE XIAOCHENG | China | Single | 2017-09-30 | | | |
| 3 | TR00000414 | TANG XIANBIN | China | Single | 2017-09-30 | | | |
| 4 | TR00000387 | HAN NAN | China | Single | 2017-10-31 | | | |
| 5 | TR00000382 | DUAN LULU | China | Single | 2017-10-31 | | | |

Confirm

mywavesuite1.biz says:

SUCCESS: API File Processing Completed Successfully. Total Input File Row = 58, Skip Empty Row = 0, Header Row = 4, Row Processed = 54, Row in error/partial error = 0

OK