

User Guide

HR Letter

Supervisor Mode



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1 WHERE TO ACCESS

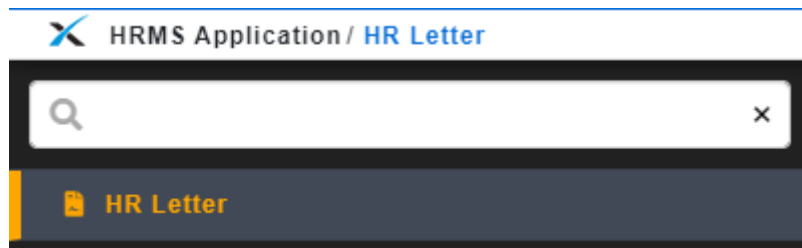


Figure 1.1

To access, simply click on the menu side bar and search for HR Letter.

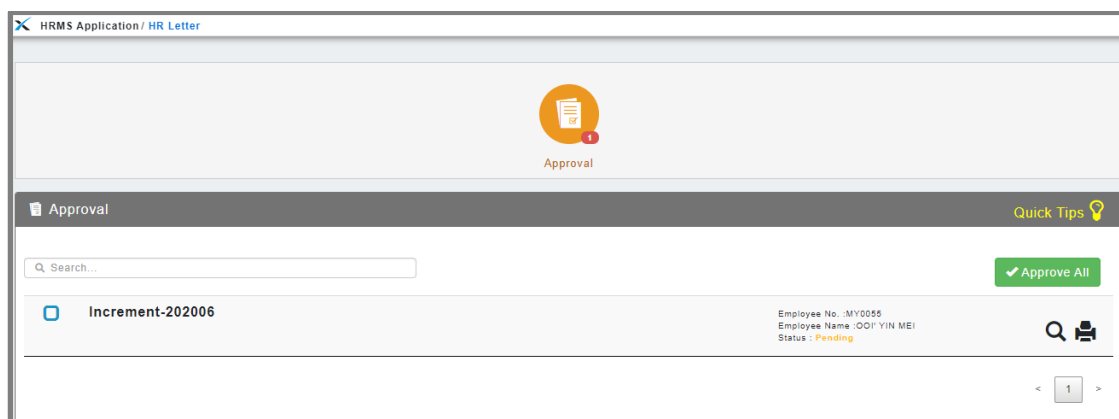


Figure 1.2

After access into the HR Letter module, you will be seeing a screen as shown in Figure 1.2.

2 APPROVAL

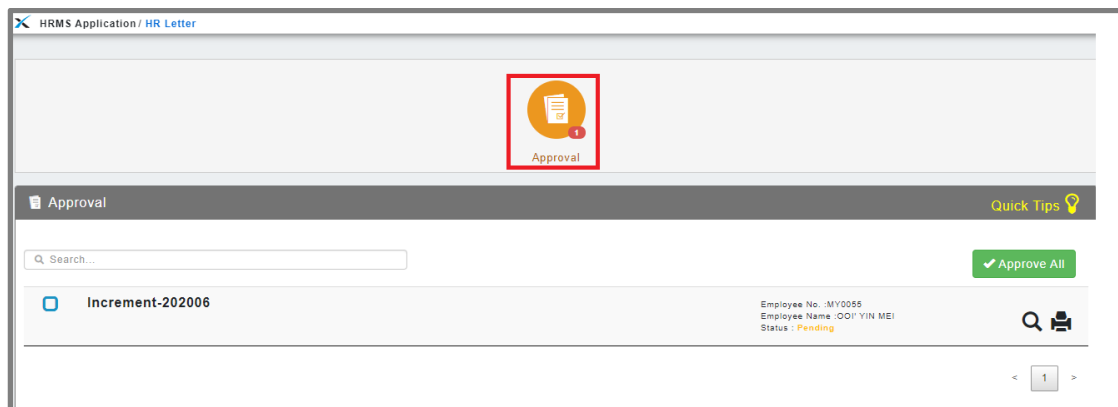


Figure 2.1

Approval is place where you can approve the letter that required your approval.

2.1 Approve all

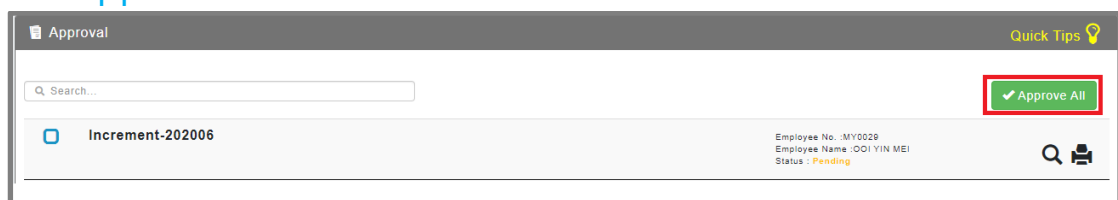


Figure 2.2

Approve all will appear whenever there is an item for you to approve by default.

2.2 Approve

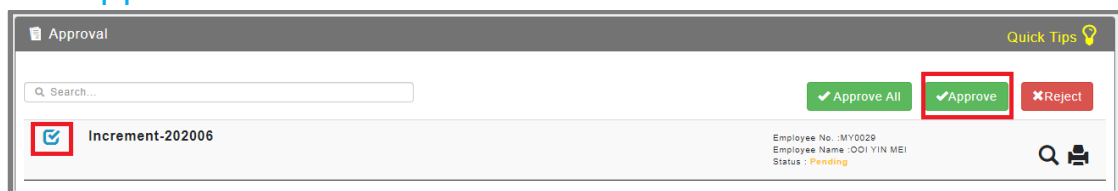


Figure 2.3

To approve a few items, tick the item on the left hand side, "Approve" button will be shown

2.3 Reject

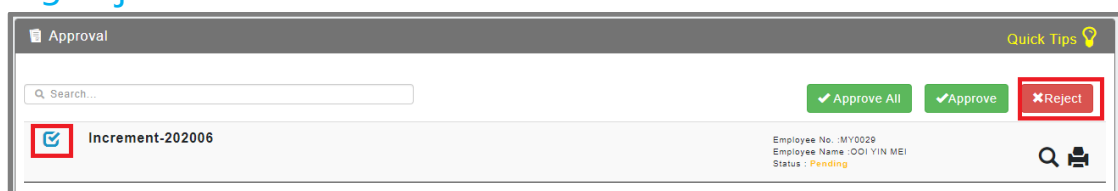


Figure 2.4

To reject a few items, tick the item on the left hand side, "Reject" button will be shown

** After you approve it will either route to another approval person or straight back to HR / Admin depending on approval setting.

3 EMPLOYEE PROFILE

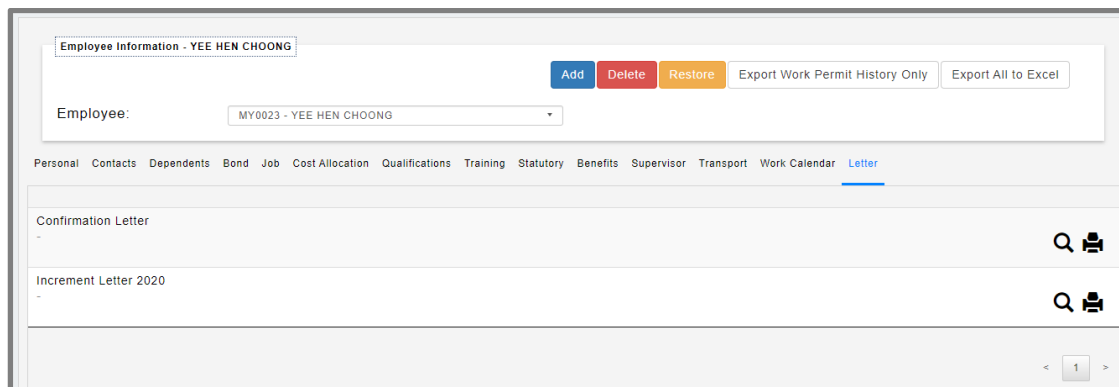


Figure 3.1

After letters are released out to employees, they are available in employee profile supervisor mode.

3.1 View Letter



Figure 3.2

To view letter, simply click on the **red** highlighted icon.

3.2 Print Letter



Figure 3.3

To print letter, simply click on the **red** highlighted icon.

APPENDIX

Process Flow

