

User Guide

Employee Profile (Disciplinary)

Admin



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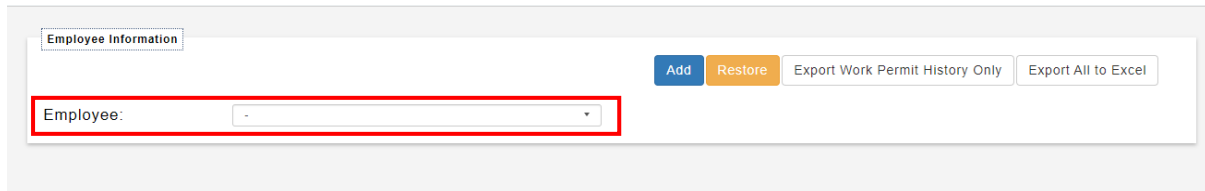
EMPLOYEE PROFILE

Admin can add, edit or delete Disciplinary record under Employee Profile (Admin).

1.1 Add New Disciplinary Record

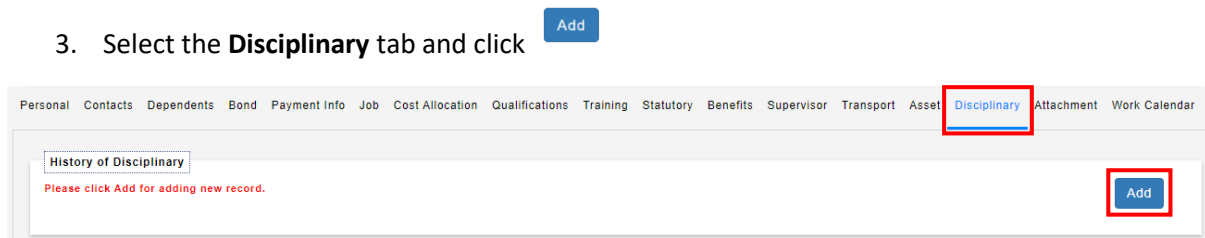
Follow the steps below to add new disciplinary record:

1. Navigate to **Employee Profile -> Employee Profile (Admin)**.
2. Select the employee you wish to add disciplinary record to.



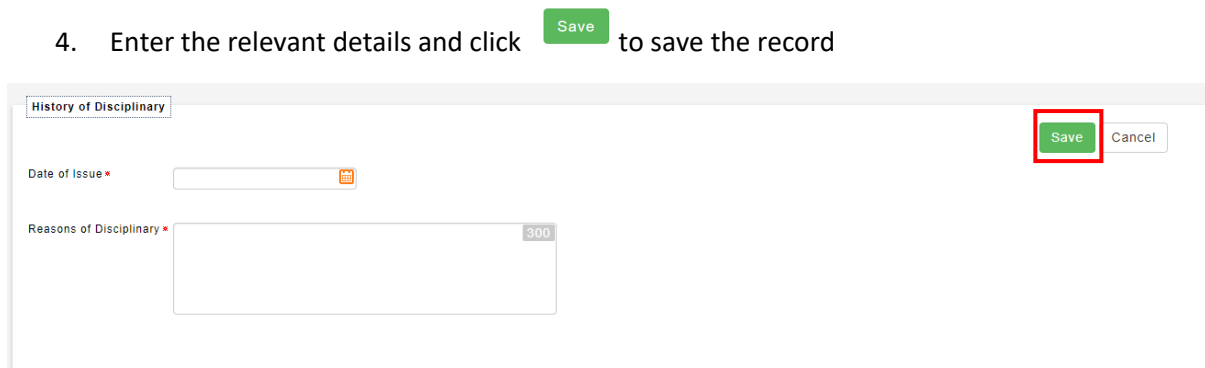
The screenshot shows the 'Employee Information' form. At the top, there are buttons for 'Add' (blue), 'Restore' (orange), 'Export Work Permit History Only' (grey), and 'Export All to Excel' (grey). Below these is a dropdown menu labeled 'Employee:' with a red border around it. The dropdown currently shows a hyphen '-'.

3. Select the **Disciplinary** tab and click



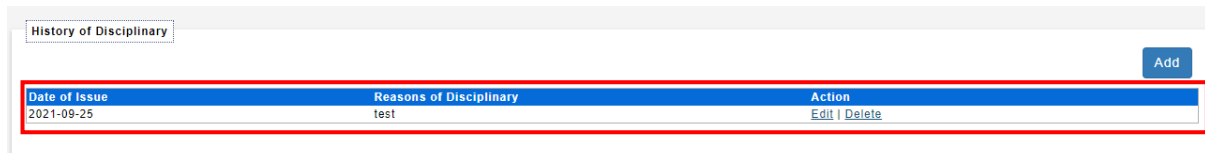
The screenshot shows the 'Disciplinary' tab selected in the top navigation bar, which is highlighted with a red box. Below the navigation bar is the 'History of Disciplinary' section. It contains a red message: 'Please click Add for adding new record.' and a blue 'Add' button with a red border.

4. Enter the relevant details and click



The screenshot shows the form for adding a new disciplinary record. It has a 'Date of Issue' field with a calendar icon and a 'Reasons of Disciplinary' text area with a character count of 300. At the top right, there is a green 'Save' button with a red border and a grey 'Cancel' button. A green 'Add' button from the previous screen is also visible at the top left of the form area.

5. Once saved, the record will be shown in Disciplinary List

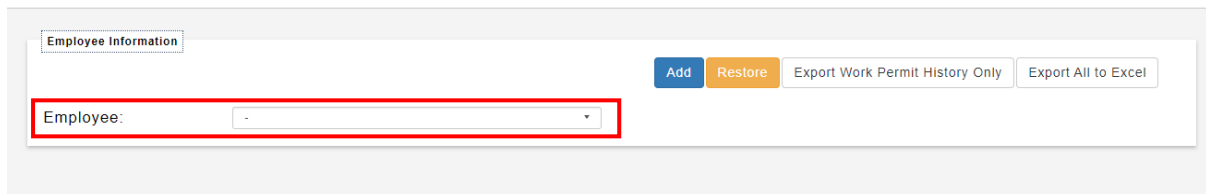


Date of Issue	Reasons of Disciplinary	Action
2021-09-25	test	Edit Delete

1.2 Edit Disciplinary Record

Follow the steps below to edit existing disciplinary record:

1. Navigate to **Employee Profile -> Employee Profile (Admin)**.
2. Select the employee you wish to edit.

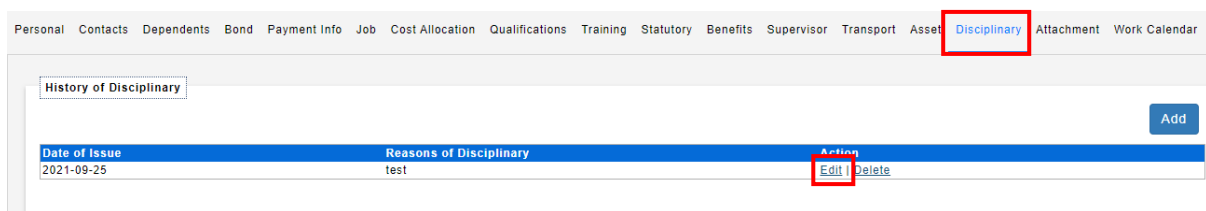


Employee Information

Add Restore Export Work Permit History Only Export All to Excel

Employee: -

3. Select the **Disciplinary** tab. A list of existing disciplinary records is shown
4. Click on the **Edit** button on the disciplinary record you wish to edit to make changes

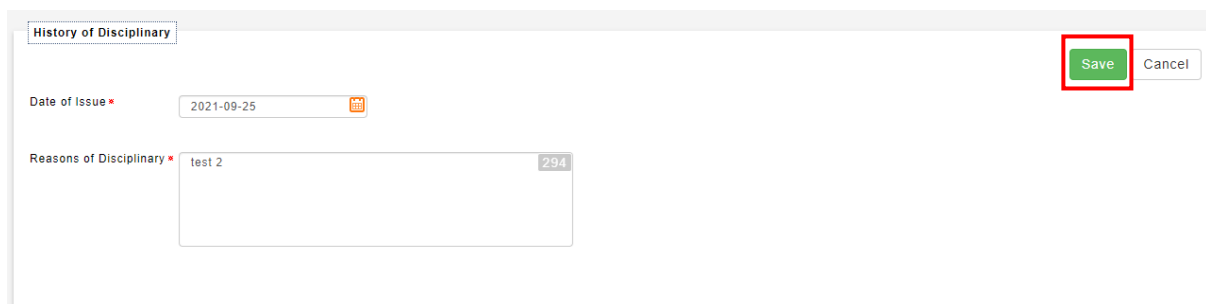


Personal Contacts Dependents Bond Payment Info Job Cost Allocation Qualifications Training Statutory Benefits Supervisor Transport Asset **Disciplinary** Attachment Work Calendar

History of Disciplinary Add

Date of Issue	Reasons of Disciplinary	Action
2021-09-25	test	Edit Delete

5. Enter the relevant details and click **Save** to save the record



History of Disciplinary

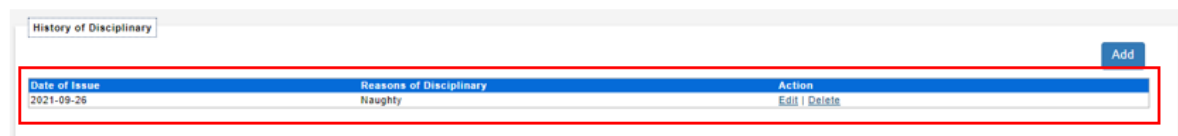
Add

Date of Issue * 2021-09-25

Reasons of Disciplinary * test 2 294

Save Cancel

6. Once saved, the record will be updated in Disciplinary List



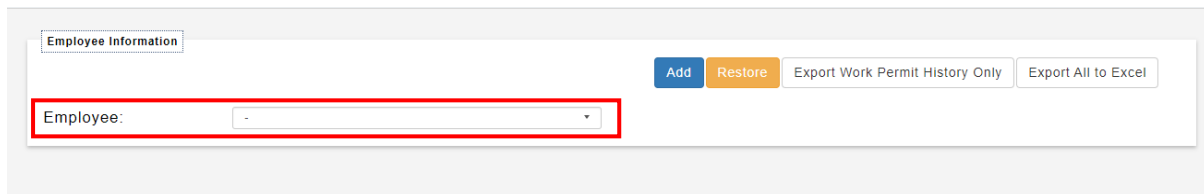
History of Disciplinary Add

Date of Issue	Reasons of Disciplinary	Action
2021-09-26	Naughty	Edit Delete

1.3 Delete Disciplinary Record

Follow the steps below to delete existing disciplinary record:

1. Navigate to **Employee Profile -> Employee Profile (Admin)**.
2. Select the employee you wish to delete record from.

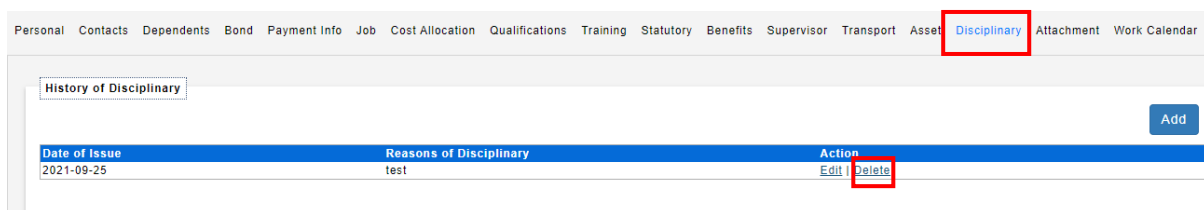


Employee Information

Add Restore Export Work Permit History Only Export All to Excel

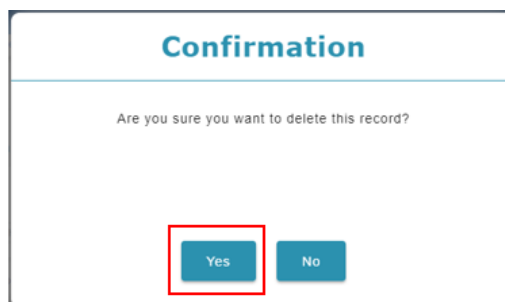
Employee: -

3. Select the **Disciplinary** tab. A list of existing disciplinary records is shown
4. Click on the [Delete](#) button on the disciplinary record you wish to delete.



Personal	Contacts	Dependents	Bond	Payment Info	Job	Cost Allocation	Qualifications	Training	Statutory	Benefits	Supervisor	Transport	Asset	Disciplinary	Attachment	Work Calendar
History of Disciplinary																
Add																
Date of Issue	Reasons of Disciplinary	Action														
2021-09-25	test	Edit Delete														

5. System will prompt dialog box for confirmation. Click [Yes](#) to confirm deleting the record

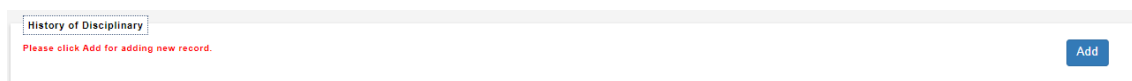


Confirmation

Are you sure you want to delete this record?

Yes No

6. Once saved, the record will be deleted from Disciplinary List



History of Disciplinary

Please click Add for adding new record.

Add

DISCIPLINARY RECORD APPROVAL

2.1 Approve/Reject Disciplinary Record

Disciplinary records submitted by supervisor is subject to approval by HR Admin. Admin will be notified of disciplinary records pending approval via email.

Follow the steps below to approve/reject disciplinary records:

1. Navigate to Employee Profile -> Employee Data Approval.
2. Select vaccine from the **Category List**. Optionally, admin can filter employees by selecting desired employee from the **Employee List**.

The screenshot shows the 'Employee Data Approval' interface. At the top, there are two dropdown menus: 'Employee:' with 'All' selected and 'Category:' with 'All' selected. A red box highlights the 'Employee:' dropdown. Another red box highlights the 'Category:' dropdown, which is open, showing a list of categories: 'All', 'Disciplinary', 'Dependent', 'Emergency', 'Personal', and 'Vaccine'. Below these dropdowns is a table with columns: 'No.', 'Employee', 'Field Name', 'Current Value', and 'New Value'. The 'Category Name' is 'Disciplinary'. There are buttons for 'Approve All', 'Reject All | Reason (if rejected)', and a green 'Submit' button.

3. To approve a record, tick on **Approve** to approve the record. Additionally, admin can tick **Approve All** to approve multiple records.

The screenshot shows the 'Employee Data Approval' interface. The 'Employee:' dropdown is set to 'All' and the 'Category:' dropdown is set to 'Disciplinary'. A red box highlights the 'Submit' button. Below the dropdowns is a table with columns: 'No.', 'Employee', 'Field Name', 'Current Value', and 'New Value'. The 'Category Name' is 'Disciplinary'. The table has one main row for 'HII UNG LING' with sub-rows for 'Date of Issue', 'end_date', and 'Reasons of Disciplinary'. To the right of the table, there are checkboxes for 'Approve All', 'Reject All | Reason (if rejected)', 'Approve', and 'Reject'. A red box highlights the 'Approve' checkbox. At the bottom, there is a pagination bar showing '(Page 1 / 1)'.

4. To reject a record, tick on **Reject** and enter rejected reason in the text box (*if required*) to reject the record. Additionally, admin can tick **Reject All** to reject multiple records.

The screenshot shows the 'Employee Data Approval' interface. The 'Employee:' dropdown is set to 'All' and the 'Category:' dropdown is set to 'Disciplinary'. A red box highlights the 'Submit' button. Below the dropdowns is a table with columns: 'No.', 'Employee', 'Field Name', 'Current Value', and 'New Value'. The 'Category Name' is 'Disciplinary'. The table has one main row for 'HII UNG LING' with sub-rows for 'Date of Issue', 'end_date', and 'Reasons of Disciplinary'. To the right of the table, there are checkboxes for 'Approve All', 'Reject All | Reason (if rejected)', 'Approve', and 'Reject'. A red box highlights the 'Reject' checkbox and the 'Reason (if rejected)' text box. At the bottom, there is a pagination bar showing '(Page 1 / 1)'.

5. Click **Submit** to confirm approval/rejection of disciplinary record.