

# User Guide

## Employee Profile (Disciplinary)

Supervisor



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## EMPLOYEE PROFILE

Supervisor can add and view Disciplinary record under Employee Profile (Supervisor).

### 1.1 Add New Disciplinary Record

Follow the steps below to add new disciplinary record:

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

Employee Information

Employee: [Dropdown Menu]

Add Restore Export Work Permit History Only Export All to Excel

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

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

History of Disciplinary

Please click Add for adding new record.

Add

4. Enter the relevant details and click

History of Disciplinary

Date of Issue \*

Reasons of Disciplinary \*

Save Cancel

5. Once saved, an email notification will be sent to HR Admin

## Notification

Your submission has been accepted but pending validation by Human Resources Department.

Ok

## 1.2 View Disciplinary Record

Supervisor is able to view disciplinary records that have been approved by HR Admin on Employee Profile (Supervisor).

History of Disciplinary			Add
Date of Issue	Reasons of Disciplinary	Action	
2021-10-05	test 1	-	
2021-10-22	test 2	-	
2021-10-29	test 3	-	

**\* Only HR Admin is allowed to edit/delete disciplinary records. Supervisor is not allowed to edit/delete disciplinary records.**

If disciplinary record has been approved/rejected by HR Admin, Supervisor will be notified via email and the record will be removed from disciplinary list. To view status of disciplinary records, Supervisor can check email notification for more information.

Acknowledgement of information update for TAN BOON PENG Inbox x



**Learning, Malaysia** <emplx@mywavesuite1.biz>  
to rnd\_development ▾

Fri, Oct 29, 11:21 AM (4 days ago) ☆ ↶ ⋮

Dear YEE HEN CHOONG:

Your subordinate's disciplinary details has been approved by HR.  
For more information, please refer to HR Admin  
Details as follows

Field Name	Old Info	New Info	Status	Reason (if rejected)
Category Name: Disciplinary				
Reasons of Disciplinary	-	testing	Approve	-
Date of Issue	-	2021-11-02	Approve	-

Acknowledgement of information update for HII UNG LING Inbox x



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Fri, Oct 29, 11:21 AM (4 days ago) ☆ ↶ ⋮

Dear YEE HEN CHOONG:

Your subordinate's disciplinary details has been rejected by HR. Please refer to the reason(s) stated below.  
For more information, please refer to HR Admin  
Details as follows

Field Name	Old Info	New Info	Status	Reason (if rejected)
Category Name: Disciplinary				
Reasons of Disciplinary	-	testing	Reject	-
Date of Issue	-	2021-10-23	Reject	-