User Guide Employee Profile (Disciplinary) Supervisor



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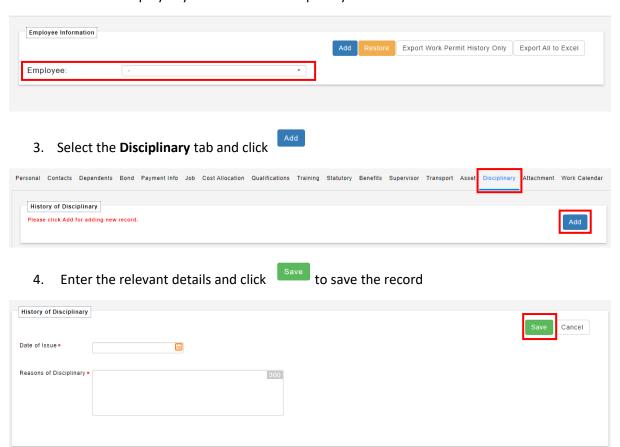
EMPLOYEE PROFILE

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

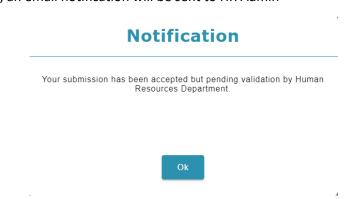
1.1 Add New Disciplinary Record

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.

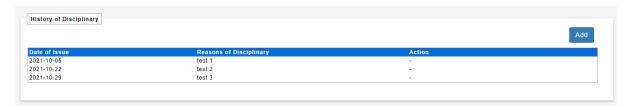


5. Once saved, an email notification will be sent to HR Admin



1.2 View Disciplinary Record

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



* 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.

