

# User Guide

## EmplX Mobile App

User



## CONTENTS

Contents .....	0
Security .....	2
1.1 Onboarding .....	2
1.1.1 Landing .....	2
1.2 Login / Forget Password .....	4
1.2.1 Login with User ID .....	4
1.2.2 Login with local device authentication (Fingerprint & Face ID) / Auto Login ...	5
1.2.3 Login with SAML .....	6
1.2.4 Forget password .....	7
1.2.5 Multiple companies .....	8
Dashboard .....	9
2.1 Dashboard .....	9
2.1.1 Switch company .....	9
2.2 Pending Action.....	10
2.2.1 Pending Action.....	10
2.3 Health Declaration.....	11
2.3.1 Health Declaration.....	11
2.4 Timecard Error.....	11
2.4.1 Timecard Error Summary .....	11
2.5 Leave/Claim Balance .....	12
2.5.1 Leave and claim balance.....	12
Application.....	13
3.1 Application Home .....	13
3.1.1 Home .....	13
3.2 Leave .....	14
3.2.1 Leave Application .....	14
3.2.2 Leave History .....	18
3.3 Claim .....	22
3.3.1 Claim Application.....	22
3.3.2 Claim History .....	25
3.4 EA Form .....	28
3.4.1 Authentication.....	28
3.4.2 EA Form .....	29
3.5 Pay Slip .....	30
3.5.1 Authentication.....	30

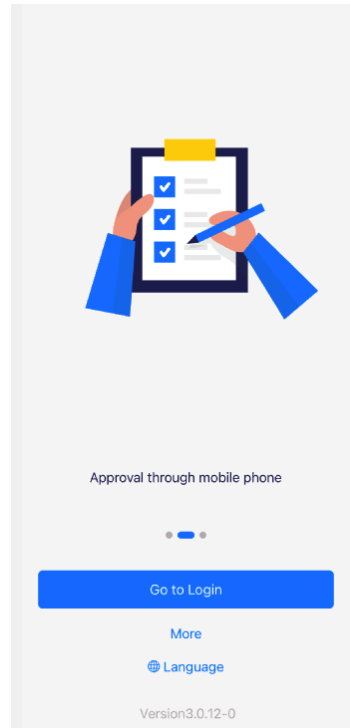
3.5.2	Pay Slip.....	31
3.6	IRAS Form (only applicable for Singapore company) .....	32
3.6.1	Authentication.....	32
3.6.2	IRAS Form .....	33
3.7	Health Declaration.....	34
3.7.1	Declare.....	34
3.7.2	History .....	35
Calendar	.....	36
4.1	Calendar (Leave, Shift and Public Holiday).....	36
4.1.1	Agenda.....	36
4.1.2.	Filter.....	37
CMS.....		38
5.1	CMS .....	38
5.1.1	Announcement.....	38
5.1.2	Document .....	39
5.1.3	Links.....	39
News.....		40
6.1	News .....	40
Profile .....		41
7.1	Profile .....	41
7.1.1	Security.....	41
7.1.2	Change Password .....	42
7.1.3	Change Language.....	43
7.1.4	Logout.....	43

## SECURITY

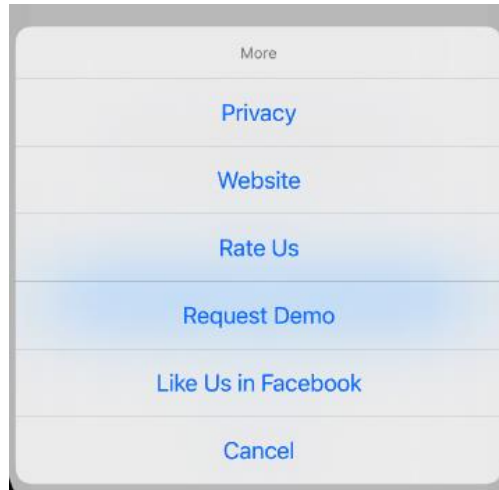
### 1.1 Onboarding

Once the app is launched, the onboarding page will be shown to the user. The onboarding page consist of the introduction to the app. In addition, user is able to select the language for the app and know more about EmplX system as well.

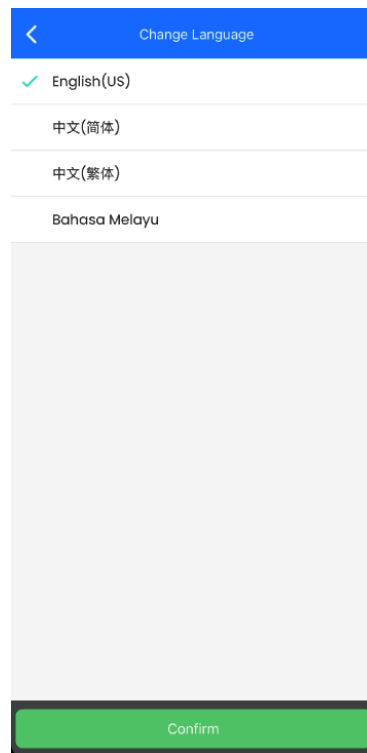
#### 1.1.1 Landing



1. This is the onboarding page for the EmplX app
2. User can tap on "Go to Login" to go to login page
3. User can know about updates for EmplX products by tapping on the "More" link. There are 5 options
  - a. Privacy
  - b. Website
  - c. Rate us
  - d. Request Demo
  - e. Like Us in Facebook



4. User is able to change the language for the app by tapping on “Language” link. Currently there are 4 languages available in the app.



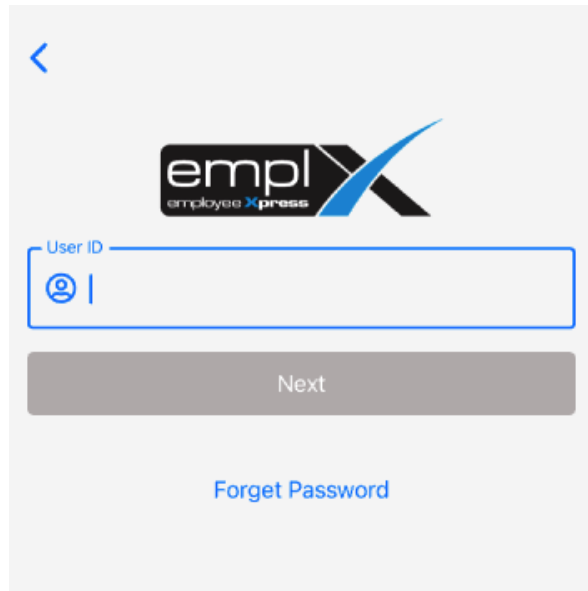
5. User able to find the app version on the bottom for the onboarding page.


## 1.2 Login / Forget Password

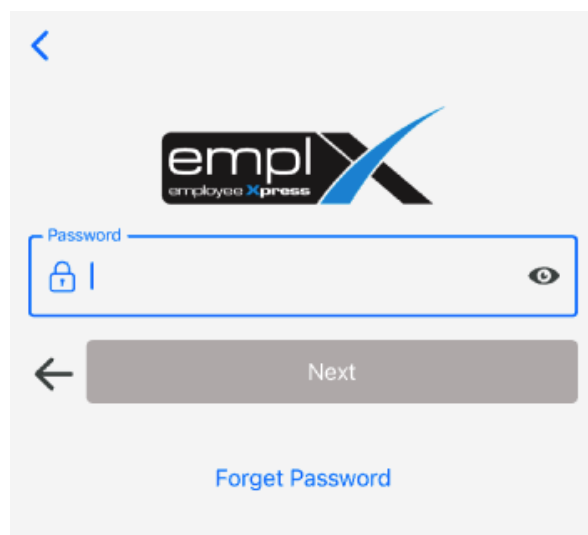
User able to login to the EmplX app by authenticating through login ID and password. The app also utilises device authentication (fingerprint and Face ID) after the first-time login. SAML login is also available for user with existing Okta account.

### 1.2.1 Login with User ID

1. Insert the user ID and tap on “Next” button.



2. Tap on “Next” after inserting the password. User is able to view the password entered by tapping on  button.

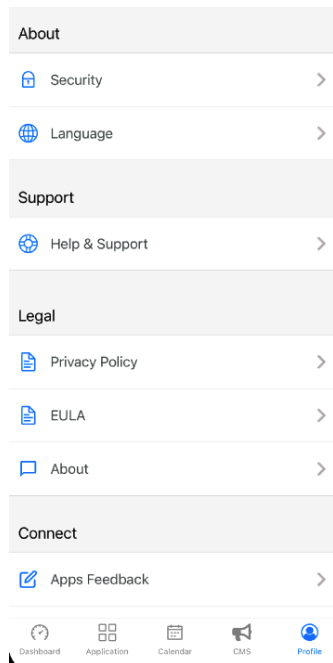


3. User will be redirected to Dashboard or Company Selection (*if more than 1 company*) if the authentication is successful

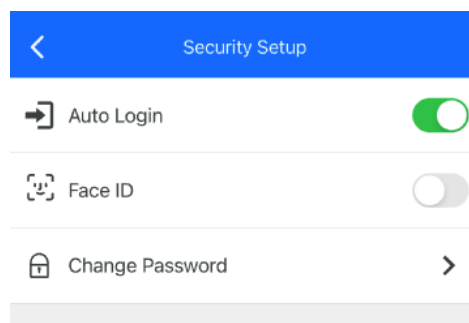
### 1.2.2 Login with local device authentication (Fingerprint & Face ID) / Auto Login

EmplX app also provides local device authentication such as fingerprint or Face ID. This feature is only applicable for the devices which support local authentication.

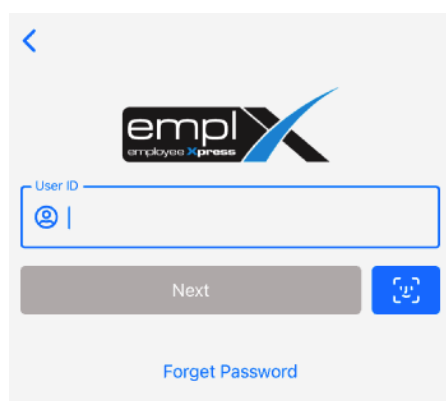
1. To turn on the local authentication, please go to “Profile” tab and tap on “Security”



2. The local device authentication will be shown if applicable. Switch on the local device authentication to use it.

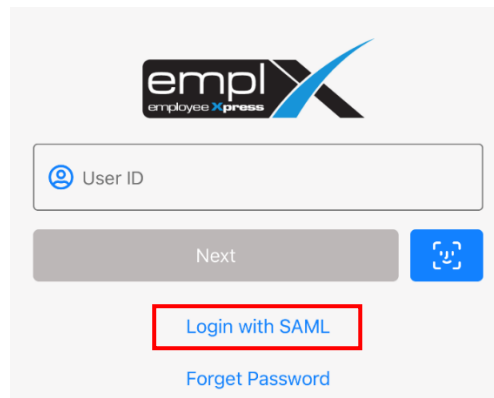


3. The local device authentication button will be shown each time the user opens the app. User can skip the login by authenticating using local device authentication.



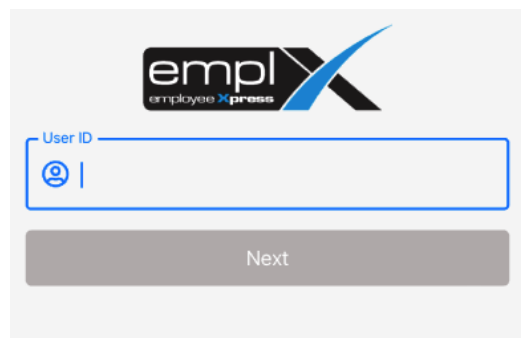
### 1.2.3 Login with SAML

1. Tap on “Login with SAML” to login using Okta account.



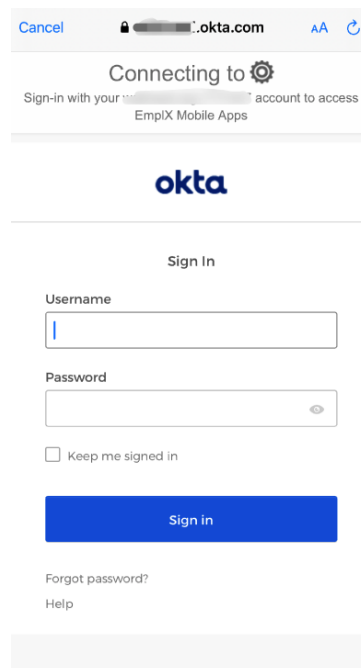
The image shows the EmplX login screen. At the top is the EmplX logo with the tagline 'employee xpress'. Below the logo is a text input field labeled 'User ID' with a person icon. Underneath the field is a grey 'Next' button and a blue square button with a camera icon. Below these is a red rectangular box containing the text 'Login with SAML'. At the bottom is a blue link that says 'Forgot Password'.

2. Fill in user ID and tap on the “Next” button.



The image shows the EmplX login screen with the 'User ID' field filled with a blue outline. The 'Next' button is visible below the field.

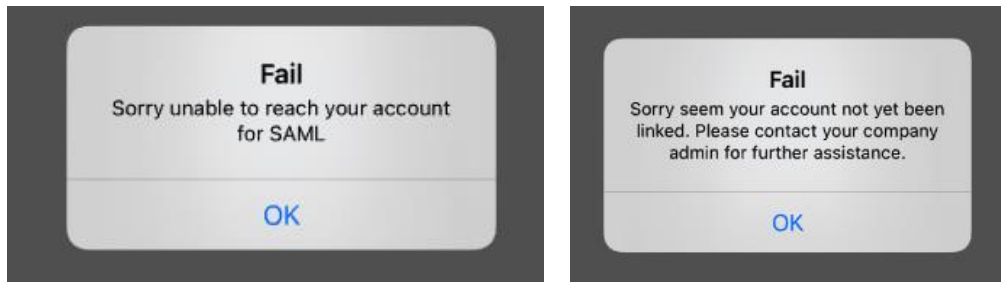
3. User will be redirected to the SAML login screen. Fill in the username and password then tap on “Sign In” to sign into the account.



The image shows the Okta SAML login screen. At the top is a browser address bar with 'Cancel', a lock icon, 'okta.com', and 'AA' and refresh icons. Below the address bar is a message: 'Connecting to [gear icon] Sign-in with your [account icon] account to access EmplX Mobile Apps'. The Okta logo is centered below this. Under the logo is the text 'Sign In'. Below 'Sign In' are two input fields: 'Username' and 'Password'. The 'Password' field has an eye icon to its right. Below the password field is a checkbox labeled 'Keep me signed in'. Below the checkbox is a blue 'Sign in' button. At the bottom are two links: 'Forgot password?' and 'Help'.



4. An error message will be shown if user's account does not have any SAML linkage or if the account linkage is incorrect.



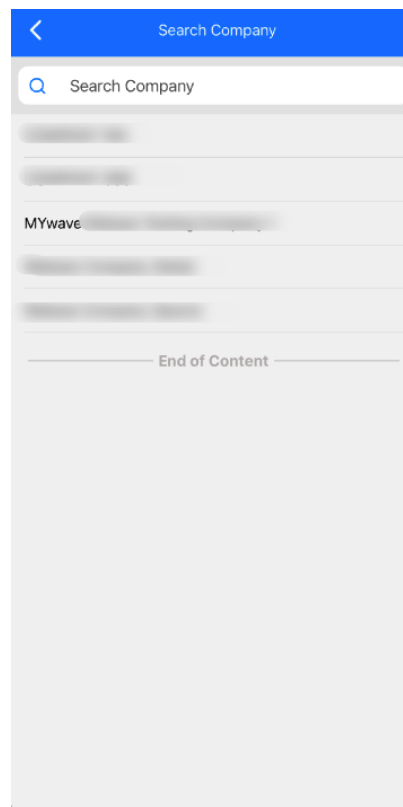
5. Otherwise, user will be redirected to multiple company selection or dashboard once successfully logged in.

#### 1.2.4 Forget password

A screenshot of a mobile application screen titled 'Forget Password'. At the top is a blue header bar with a back arrow and the title. Below the header is the 'emplX employee Xpress' logo. There are two input fields: the first is labeled 'User ID' and has an '@' icon; the second is labeled 'Email' and has an envelope icon. Below these fields is a grey 'Submit' button.

1. Insert the login ID and email for the account
2. Click on "Submit" button
3. Reset password email will be sent to respective valid email account
4. User can reset the password by following the instructions from the email

### 1.2.5 Multiple companies



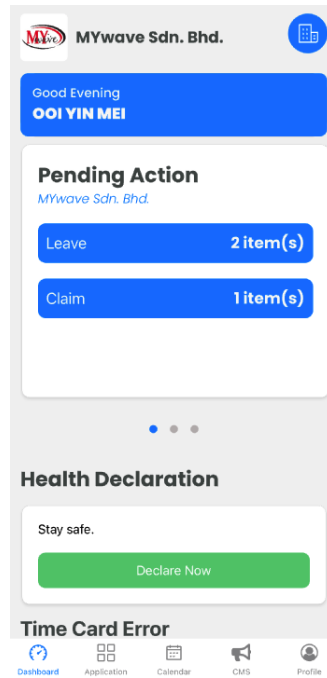
1. Select company page is only applicable for users who have more than one company account with EmplX.
2. User can search the company name using the search bar on the top of the page
3. Tap on the company name to confirm the selection.

## DASHBOARD

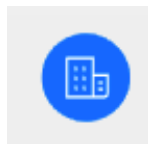
### 2.1 Dashboard

Dashboard is the landing page after user login. The user can view various information from the app including user profile, selected company, pending action, health declaration, timecard error, leave and claim balance. User is also able to switch company in this page as well.

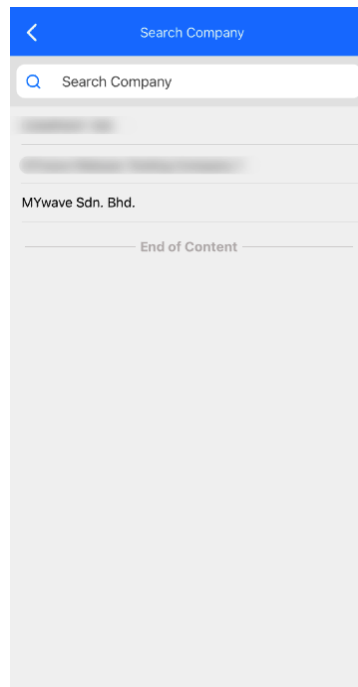
#### 2.1.1 Switch company



1. Click on the top right company icon to switch company



2. The company list will be shown. User is able to search for the company name as well. Tap on the company name to confirm the selection.

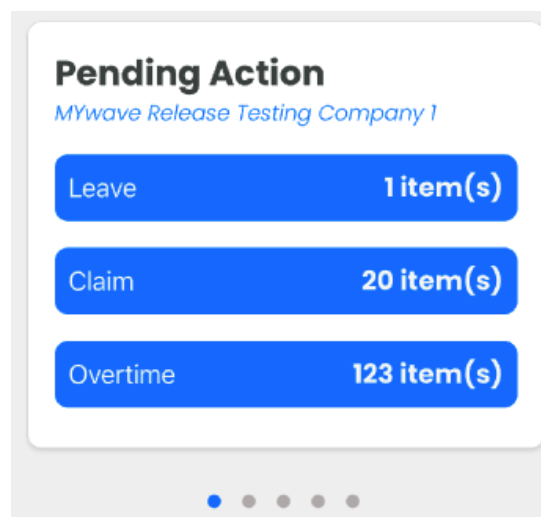


3. After that user will be redirected to the dashboard of the selected company.

## 2.2 Pending Action

To avoid missing any pending action, user is able to view pending action items from different companies in the pending action section.

### 2.2.1 Pending Action



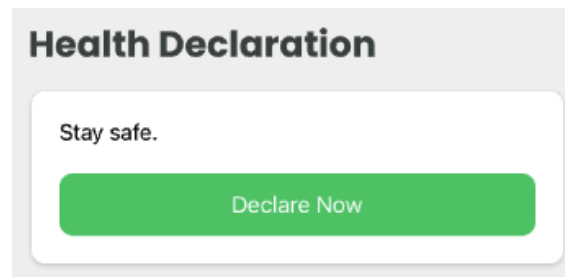
1. User can tap on the pending action item and the app will redirect the user to the respective approval pages
2. User also can swipe left or right for viewing different company's pending action items.
3. By tapping on pending action items from different companies, the app will auto switch to the respective company.

## 2.3 Health Declaration

The health declaration module is only applicable for users that subscribe to this service. The “Declare Now” button is a shortcut to the health declaration module.

### 2.3.1 Health Declaration

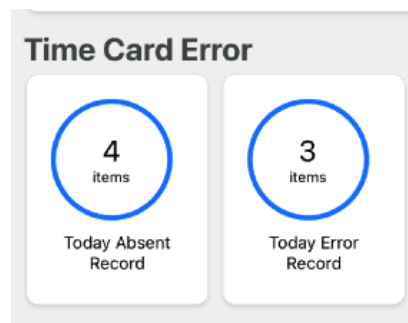
1. Tap on “Declare Now” button will redirect user to health declaration page.



## 2.4 Timecard Error

Timecard error will appear if there is absent or error record on the day.

### 2.4.1 Timecard Error Summary

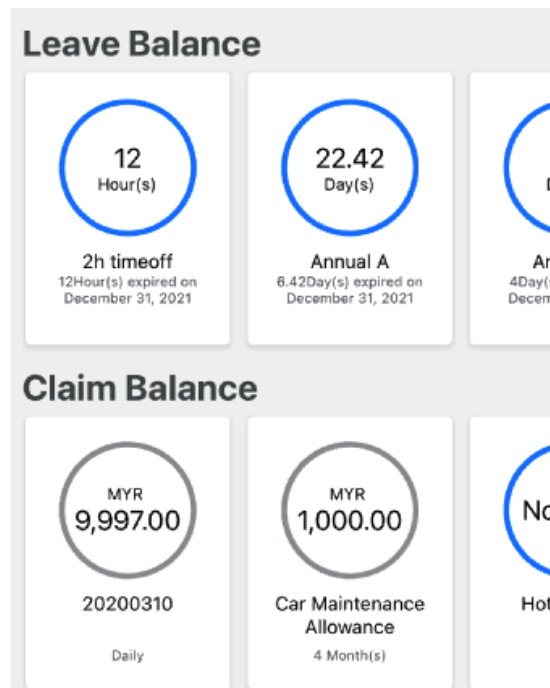


1. User is able to view the summary for the timecard absent record or error for current day.
2. By tapping the button, user is able to view the detailed information.

## 2.5 Leave/Claim Balance

This section consists of the summary for the leave balance and claim balance.

### 2.5.1 Leave and claim balance



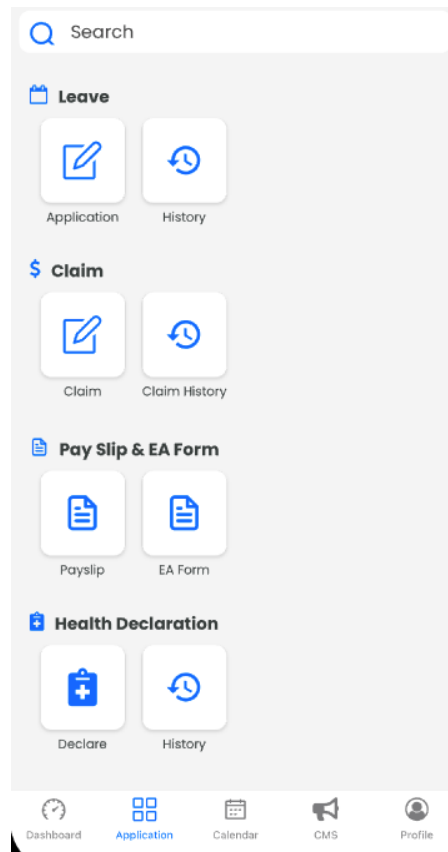
1. User is able to view the balance and expiry date for leave and claim entitlements.
2. User will be redirected to the respective application screen by tapping on the leave/claim type cards.

## APPLICATION

### 3.1 Application Home

Application home is the menu for the various modules. User is able to find the respective modules and functions on this page.

#### 3.1.1 Home



1. User able to search the modules using the search bar
2. Tapping on a button will navigate user to the respective page

## 3.2 Leave

### 3.2.1 Leave Application

1. Tap on Leave “Application” on the application menu to start leave application. Tap “Start Date” or “End Date” to select the leave dates. Then tap on “Next” to continue.

The left screenshot shows the 'Leave Application' form with the following fields:

- Start Date:** 2021-09-20
- End Date:** 2021-09-20
- Duration:** 1 days

A green 'Next' button is located at the bottom of the form.

The right screenshot shows a calendar for September 2021. The date 20th is highlighted as 'Today'. A blue 'Select' button is located at the bottom of the calendar.

2. The entitled leave type and days will be shown. Select the leave type to proceed

The 'Select leave type' screen displays the following options:

- Annual Leave:** 35 Day(s), 21Day(s) expired on 2021-12-31
- Business Leave:** No Li...
- Compassionate Leave:** 3 Day(s)
- Examination Leave:** 7 Day(s), 7Day(s) expired on 2021-12-31
- HOSPITAL & MEDICAL:** 60 Day(s)
- Medical Leave:** 22 Day(s), 22Day(s) expired on 2021-12-31 (Selected)

A blue 'Back' button is located at the bottom of the screen.



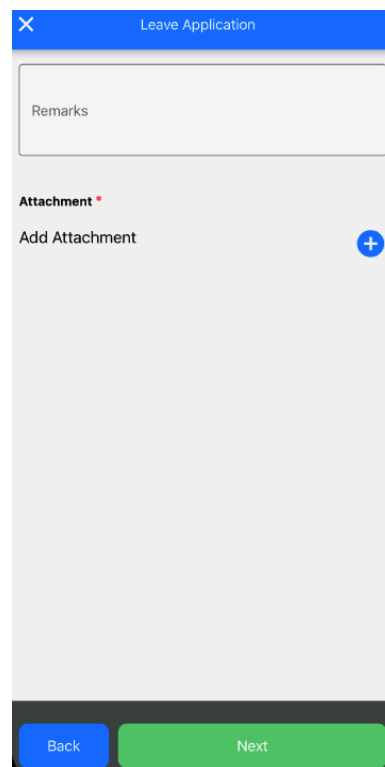
- Then select the leave method (Full Day, Half Day and Hourly), session (First session, Second session) and hour for the leave. Tap “Next” after select leave method and session

The screenshot shows a mobile application interface for a 'Leave Application'. At the top, there is a blue header with a close button (X) and the title 'Leave Application'. Below the header, there is a white box containing the following information: 'Start Date: 2021-09-20', 'End Date: 2021-09-20', and 'Leave Type: Annual Leave'. Below this box, there are two dropdown menus. The first is labeled 'Method' and has 'Half Day' selected. The second is labeled 'Session' and has 'First Session' selected. At the bottom of the form, there are two buttons: a blue 'Back' button and a green 'Next' button.

- The duration, crash and emergency leave count will be displayed. User can exclude the leave dates by pressing . Press “Next” button once confirmed.

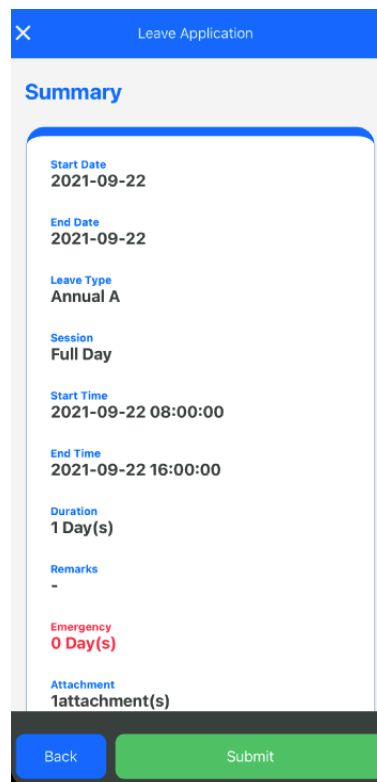
The screenshot shows the same 'Leave Application' form, but now with additional information. Below the 'Method' and 'Session' dropdowns, there are three circular icons: 'Duration 1 Day(s)' (blue), 'Clash 0 Day(s)' (orange), and 'Emerge 1 Day(s)' (red). Below these icons, there is a 'Date:' label and a date picker showing '22 Sep 2021 (Wed)'. To the right of the date, there is a blue button labeled '1 Day(s)'. Below the date, there are two time pickers: '2021-09-22 08:00:00' and '2021-09-22 16:00:00', with the word 'until' between them. To the right of the time pickers, there is a red 'X' icon. Below the time pickers, there is a 'Shift: OF' label. At the bottom of the form, there are two buttons: a blue 'Back' button and a green 'Next' button.

5. User can insert leave remarks and add attachments through file explorer, gallery or by taking photos.



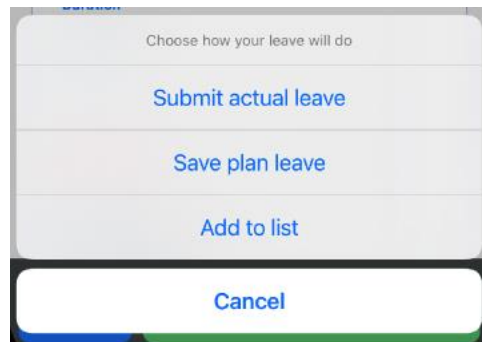
The screenshot shows a mobile application interface for a 'Leave Application'. At the top, there is a blue header bar with a close icon (X) and the text 'Leave Application'. Below the header, there is a text input field labeled 'Remarks'. Underneath the 'Remarks' field, there is a section titled 'Attachment \*' in bold. Below this title, there is a text label 'Add Attachment' and a blue circular button with a white plus sign (+). At the bottom of the screen, there is a dark grey bar containing two buttons: a blue 'Back' button and a green 'Next' button.

6. User can review leave details before submitting. Tap the “Submit” button to proceed



The screenshot shows a mobile application interface for a 'Leave Application' summary. At the top, there is a blue header bar with a close icon (X) and the text 'Leave Application'. Below the header, there is a section titled 'Summary' in blue. Underneath the 'Summary' title, there is a white rounded rectangle containing the following details: 'Start Date' (2021-09-22), 'End Date' (2021-09-22), 'Leave Type' (Annual A), 'Session' (Full Day), 'Start Time' (2021-09-22 08:00:00), 'End Time' (2021-09-22 16:00:00), 'Duration' (1 Day(s)), 'Remarks' (-), 'Emergency' (0 Day(s)), and 'Attachment' (1 attachment(s)). At the bottom of the screen, there is a dark grey bar containing two buttons: a blue 'Back' button and a green 'Submit' button.

7. There are 3 options for the submission which are “Submit actual leave”, “Save plan leave” and “Add to list”.



8. Submission notification will be pop out once user submit successfully.

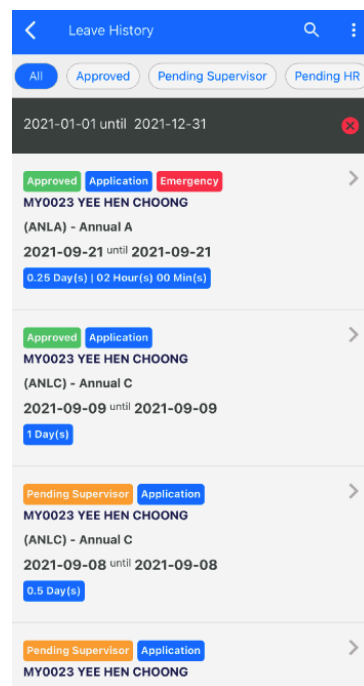


Draft submit successfully

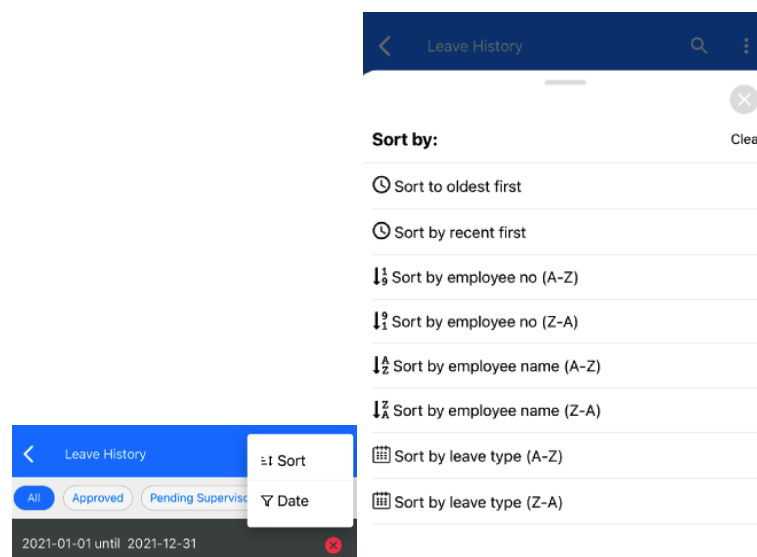
Done

### 3.2.2 Leave History

1. Tap on Leave “History” from the application menu. A list of leave history will be displayed. User can browse through the history of applied leave here



2. User can tap on three dots on the top right to sort or filter through date range for the leave history. By tapping on “Sort”, user is able to sort based on the provided list.



- By tapping on “Date”, the date filter will pop out. User is able to filter the leave history based on the date range.

The screenshot shows a modal titled "(ANLA) - Annual A". It contains a "Date Range" section with two date pickers. The first picker shows "2021-01-01" and the second shows "2021-12-31". Each picker has a "Clear" button to its right. At the bottom of the modal is a "Close" button. The modal is overlaid on a background showing the user's name "MY0023 YEE HEN CHOONG".

- To clear the date range filter, user just need to tap on the close button.

The screenshot shows a dark grey bar with the text "2021-01-01 until 2021-12-31" in white. To the right of the text is a red "X" icon, which is the close button for the filter.

- User is also able to filter the leave status by tapping on the badge menu on the top of the page.

The screenshot shows a horizontal menu with four buttons: "All", "Pending Supervisor", "Approved", and "Pending HR". The "All" button is highlighted with a blue background.

- User can search for the history by tapping on the magnifying glass icon. By inserting the search information in the search bar, the relevant leave history items will appear in the search result

The screenshot shows the "Leave History" screen with a search bar at the top. The search bar contains the text "annual" and a "Cancel" button. Below the search bar, there are three search results for "EMP009 JOYCE WONG". Each result shows the leave type "(ANL) - Annual Leave", the date range, and the number of days. The first result is "2021-09-30 until 2021-09-30" for "1 Day(s)". The second result is "2021-09-10 until 2021-09-10" for "1 Day(s)". The third result is "2020-01-28 until 2020-01-31" for "4 Day(s)". Each result also has status badges: "Pending Supervisor" and "Application" for the first two, and "Approved" and "Application" for the third.

7. By tapping the item, user is able to view details of leave history. User can withdraw / cancel the leave by tapping the Cancel / Withdraw button at the bottom

< Leave History Info

Information

Employee  
MY0023 - YEE HEN CHOONG

Leave Type  
(ANLA) - Annual A

Date  
2021-09-21 until 2021-09-21  
Total: 0.25 Day(s) | 02 Hour(s) 00 Min(s)

Remarks  
Test

Application Type  
Application

Emergency

Leave Information

2021-09-21 (Tue)

2021-09-21 08:00:00 until 2021-09-21 10:00:00

Hour Basis Emergency

Submitted on September 20, 2021

End of Content

Cancel All

8. Click on the check box on top right if user want to select specific leave date to withdraw and cancel

< Leave History Info

Information

Employee  
MY0023 - YEE HEN CHOONG

Leave Type  
(ANLA) - Annual A

Date  
2021-09-21 until 2021-09-21  
Total: 0.25 Day(s) | 02 Hour(s) 00 Min(s)

Remarks  
Test

Application Type  
Application

Emergency

Leave Information

2021-09-21 (Tue)


2021-09-21 08:00:00 until 2021-09-21 10:00:00

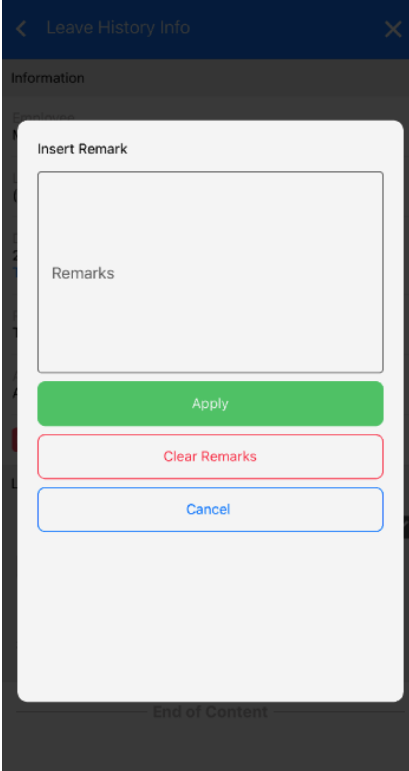
Hour Basis Emergency

Submitted on September 20, 2021

End of Content

Cancel (1)

9. Tap the  button to pop out the remarks panel for filling in the leave remarks. User can apply or clear the remarks in this panel as well



The screenshot shows a mobile application interface. At the top, there is a dark blue header bar with a back arrow, the text "Leave History Info", and a close icon. Below the header is a dark grey section labeled "Information". The main content area is a light grey rectangle. Inside this area, there is a white box titled "Insert Remark". This box contains a large text input field labeled "Remarks". Below the input field are three buttons: a green "Apply" button, a red-outlined "Clear Remarks" button, and a blue-outlined "Cancel" button. At the bottom of the light grey area, there is a dark grey bar with the text "End of Content".

## 3.3 Claim

### 3.3.1 Claim Application

1. Tap on the Claim “Application” in the application menu to start claim application. Then, fill in the claim title and tap on “Add item” to add the claim item

The screenshot shows a mobile application interface for a 'Claim Application'. At the top is a blue header bar with a back arrow and the text 'Claim Application'. Below the header is a white input field labeled 'Title (Required)'. Underneath the input field is a blue button labeled 'Add Item' with a white plus icon. The main body of the form is a large, empty light gray area. At the bottom of the form, there is a summary section with three lines of text: 'Total Claim Amount', 'Total Tax Amount', and 'Grand Total Amount'. Below this summary section is a blue button labeled 'Submit'.

2. Fill in the invoice/receipt date for the claim item

This screenshot shows the same 'Claim Application' form, but with the input field now labeled 'Invoice / Receipt Date (Required)'. The 'Add Item' button is still present. At the bottom of the screen, there is a dark gray navigation bar with two buttons: a blue 'Back' button and a green 'Add to list' button.





3. Select the claim type to be applied.

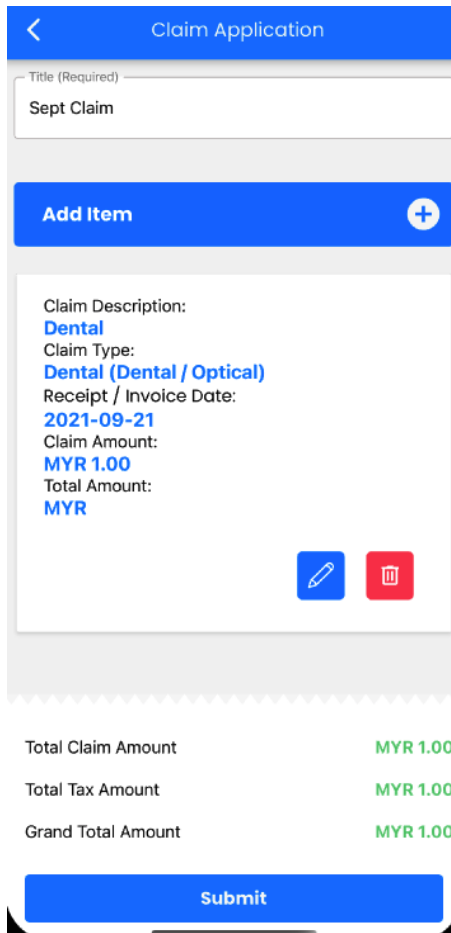
The screenshot shows a mobile application interface for a 'Claim Application'. At the top is a blue header bar with a back arrow and the title 'Claim Application'. Below the header, there is a text input field labeled 'Invoice / Receipt Date (Required)' containing the date '2021-09-21'. Underneath this is a section titled 'Claim Type' which contains a dropdown menu with the placeholder text 'Select claim type' and a downward arrow. The bottom of the screen features a dark grey bar with two buttons: a blue 'Back' button and a green 'Add to list' button.

4. Click on “Add to list” after all information has been filled up

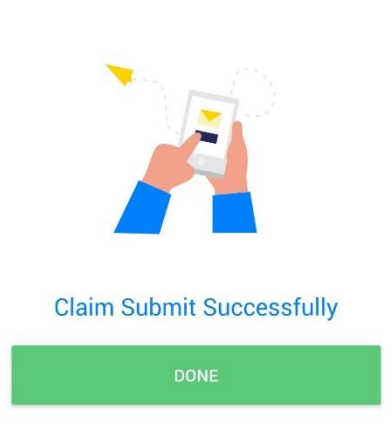
This screenshot shows the 'Claim Application' form with all fields completed. The 'Invoice / Receipt Date (Required)' field contains '2021-09-21'. The 'Claim Type' dropdown menu is now set to 'Dental'. Below this is a 'Currency' section with a 'From' field, a 'To' field, and a dropdown menu set to 'Select currency'. Below the currency fields, it says 'to Malaysian Ringgit (MYR)'. There are two more input fields: 'Currency rate' and 'Currency amount', both containing the number '0'. At the bottom is a large text input field labeled 'Description (Required)'. The bottom navigation bar remains the same with 'Back' and 'Add to list' buttons.

5. The item will be shown on the application page once it has been successfully added to list.

User can tap on  to remove the claim item or tap on  to edit the claim item

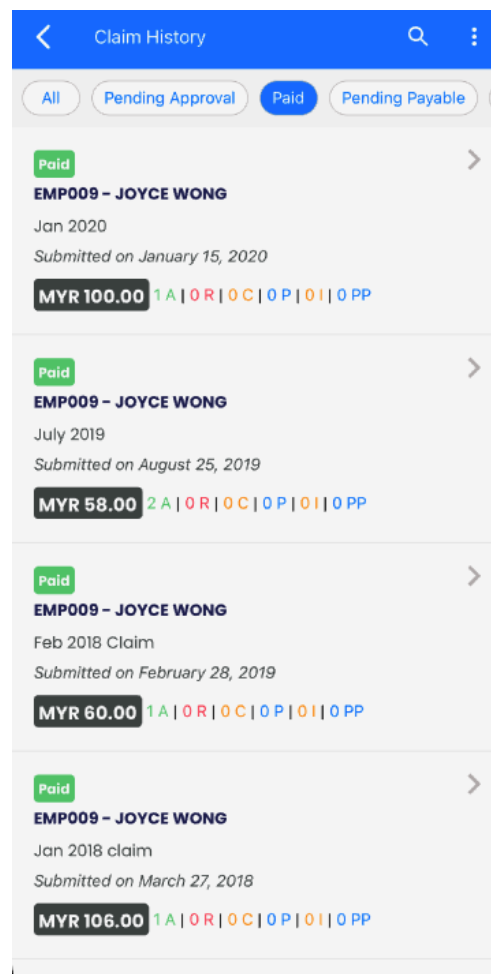


6. Tap on “Submit” to submit the claim application. Submission notification will pop out once user submit successfully.

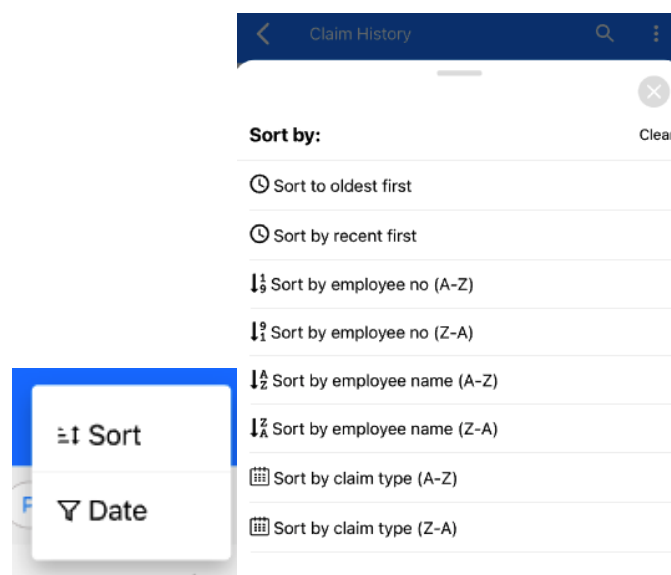


### 3.3.2 Claim History

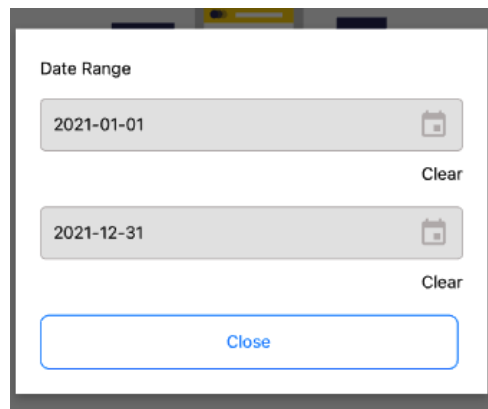
1. Tap on Claim “History” in the application menu to navigate to claim history page. User can browse through the history of applied claims



2. User can tap on three dots on top right to sort or filter through invoice/receipt date range for the claim history. By tapping on “Sort”, user is able to sort based on the provided list

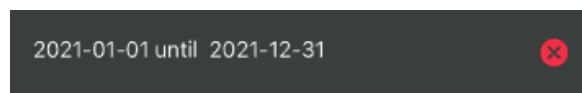


- By tapping on "Date", the date filter will pop out. User able to filter the claim history items based on the invoice/receipt date range.



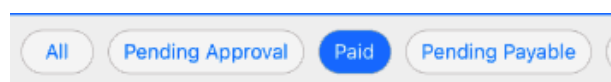
A modal window titled "Date Range" for filtering claim history. It contains two date input fields. The first field is labeled "2021-01-01" and has a "Clear" button to its right. The second field is labeled "2021-12-31" and also has a "Clear" button to its right. At the bottom of the modal is a blue "Close" button.

- To clear the date range filter, user just need to tap on the close button.



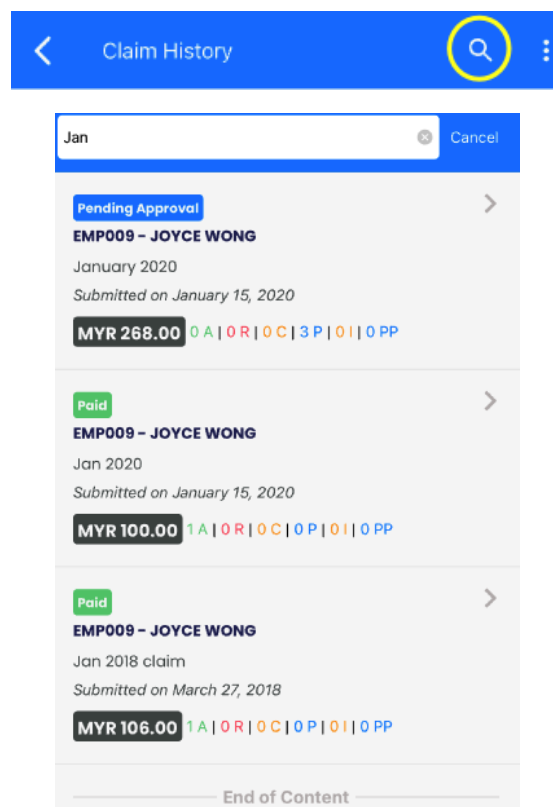
A dark grey horizontal bar displaying the selected date range "2021-01-01 until 2021-12-31". A red "X" icon is located on the right side of the bar, used to clear the filter.

- User is also able to filter the claim status by tapping on the badge menu on the top of the page



A horizontal menu for filtering claim status. It includes four buttons: "All", "Pending Approval", "Paid", and "Pending Payable". The "Paid" button is currently selected and highlighted with a blue background.

- User can search for the history by tapping on the magnifying glass icon. By inserting the search information in the search bar, the relevant claim history items will appear in the search result



The "Claim History" screen with a search bar at the top containing the text "Jan". Below the search bar, three claim items are listed, each with a status badge, employee name, date, submission date, and amount. The first item is "Pending Approval" for EMP009 - JOYCE WONG, dated January 2020, submitted on January 15, 2020, with an amount of MYR 268.00. The second item is "Paid" for EMP009 - JOYCE WONG, dated Jan 2020, submitted on January 15, 2020, with an amount of MYR 100.00. The third item is "Paid" for EMP009 - JOYCE WONG, dated Jan 2018 claim, submitted on March 27, 2018, with an amount of MYR 106.00. The screen ends with "End of Content".

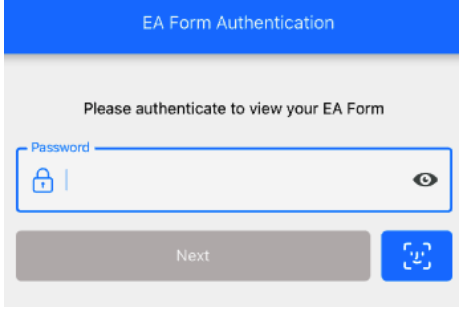
7. By tapping the item, user is able to view details of claim history. Only claims that have not been approved are allowed to be withdrawn. User can tap on the checkbox to select desired claim items and tap “Withdraw” button at the bottom of the page to withdraw claims.

< Claim History Info	< Claim History Info
<b>Information</b>	<b>Information</b>
Employee EMP009 - JOYCE WONG	Employee EMP009 - JOYCE WONG
ID 284	ID 284
Total Amount MYR 268.00	Total Amount MYR 268.00
Title January 2020	Title January 2020
Submission Date 2020-01-15	Submission Date 2020-01-15
<b>Claim Information</b>	<b>Claim Information</b>
<b>Medical for Self / Spouse / Children - CR (Medical)</b> MYR 120.00 Invoice Date: 2020-01-10 Description: - <a href="#">View Approval Hierarchy</a>	<input type="checkbox"/> <b>Medical for Self / Spouse / Children - CR (Medical)</b> MYR 120.00 Invoice Date: 2020-01-10 Description: - <a href="#">View Approval Hierarchy</a>
<b>Mileage</b> MYR 48.00 Invoice Date: 2020-01-07 Description: - <a href="#">View Approval Hierarchy</a>	<input type="checkbox"/> <b>Mileage</b> MYR 48.00 Invoice Date: 2020-01-07 Description: - <a href="#">View Approval Hierarchy</a>
<b>Withdraw All</b>	<b>Withdraw (1)</b>

## 3.4 EA Form

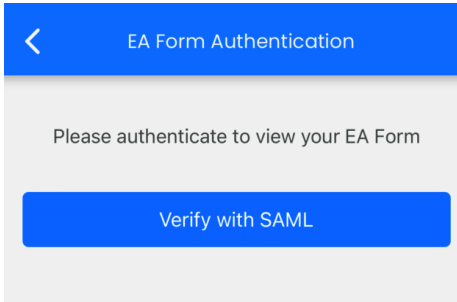
### 3.4.1 Authentication

1. Tap on the “EA Form” in application home to navigate to the authentication page. User can choose to insert password or use local device authentication to authenticate.
2. Press “Next” after entering the correct password.

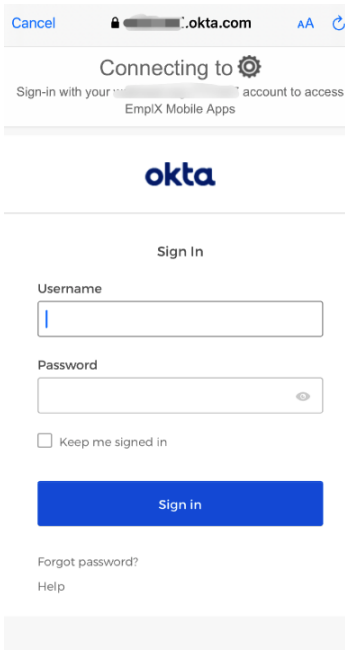


The screenshot shows the 'EA Form Authentication' screen. At the top is a blue header with the text 'EA Form Authentication'. Below it, a grey box contains the instruction 'Please authenticate to view your EA Form'. There is a 'Password' input field with a lock icon on the left and an eye icon on the right. Below the input field is a grey 'Next' button and a blue button with a QR code icon.

3. If user logged in previously using SAML, password option is not available. Instead, user is required to verify with SAML to authenticate themselves. Click on “Verify with SAML”. User will be redirected to SAML login screen. Fill in the username and password then tap on “Sign In” to sign into the account



The screenshot shows the 'EA Form Authentication' screen. At the top is a blue header with a back arrow and the text 'EA Form Authentication'. Below it, a grey box contains the instruction 'Please authenticate to view your EA Form'. There is a large blue button with the text 'Verify with SAML'.



The screenshot shows the Okta SAML login screen. At the top is a header with 'Cancel', a lock icon, 'okta.com', and 'AA' and a refresh icon. Below it, a grey box contains the text 'Connecting to' with a gear icon, 'Sign-in with your ' account to access', and 'EmpX Mobile Apps'. The Okta logo is centered. Below it, the text 'Sign In' is centered. There are two input fields: 'Username' and 'Password'. Below the 'Password' field is a checkbox labeled 'Keep me signed in'. At the bottom is a blue 'Sign in' button. Below the button are links for 'Forgot password?' and 'Help'.

### 3.4.2 EA Form

1. The list of EA tax year will be shown on the screen. Tap on the year to view the EA Form. User can also search for the tax year by using the search bar

2. The EA form will be displayed on the screen. Tap on “Save” to save the form as a PDF document or tap on “Print” to print the EA form based on the device printer settings.

2018-2019  
Form 941  
Employer's Federal Tax Return

2018-2019  
**INCOME TAX**  
Employer's Federal Tax Return

**OMB 1545-0047**  
**941**  
Department of the Treasury  
Internal Revenue Service

**Employer's Name (or other name used in business)** **Employer's EIN**

**Employer's address (street, city, state, and ZIP+4®)** **Employer's state**

**1. PARTICULARS OF EMPLOYER**

a. **Full Name of Employer/Personnel (aka: Miscellaneous) JOYCE WORKS**

b. **Location** **City**

c. **State** **County**

d. **Employer's type of business** **NAICS Code**

e. **Employer's SIC Code** **Employer's NAICS Code**

f. **Employer's Federal Tax ID Number** **Employer's EIN**

**2. EMPLOYMENT, INCOME, BENEFITS AND LIVING ALLOWANCES** **SS**

a. **(Including Tax Exempt Allowances/Perquisites/Other Income)**

b. **(Excluding Tax Exempt Allowances/Perquisites/Other Income)** **SS**

c. **(If Firms (including director fees), commissions or bonus** **SS**

d. **(If Other fees, honoraria, awards, or other allowances/benefits of payment )** **SS**

e. **(If Income Tax home by the Employer in respect of Employee** **SS**

f. **(If Employee Share Option Scheme (ESOS) benefit** **SS**

g. **(If Grantee for the period from ) to** **SS**

h. **Details of awards and others for preceding years up to in the current year** **SS**

i. **Termination** **SS**

j. **Benefits in kind (if any) )** **SS**

k. **Value of job accommodation provided (Address )** **SS**

l. **Refund from unapproved Provident/Pension Fund** **SS**

m. **Compensation for loss of employment** **SS**

**3. OTHERS** **SS**

a. **Partners** **SS**

b. **Partners or other Periodical Payments** **SS**

**4. TOTAL REDUCTION** **SS**

a. **1. Marital Tax Deductions (MTD) remitted to LHMN** **SS**

b. **2. GP-SS Deductions** **SS**

c. **3. Death paid via salary deduction** **SS**

d. **4. Total paid for deduction by employee via Form TFR in respect of** **SS**

e. **5. Total qualifying child relief** **SS**

f. **6. Total qualifying child relief** **SS**

**5. EMPLOYER'S TAX AND EMPLOYEE TO APPROVED PROVIDENT PENSION (FICA AND SOCIO)**

a. **Name of Welfare Fund FTE** **SS**

b. **Amount of contributory contribution paid (State the employer's share of contribution only)** **SS**

c. **\$30000. Amount of company contribution paid (State the employer's share of contribution only)** **SS**

d. **\$30000. Amount of allowance/ perquisites / gifts / benefits** **SS**

**6. EMPLOYER'S TAXES**

a. **State of California** **2018-2019**

b. **Employer's address (street, city, state, and ZIP+4®)** **Employer's state**

c. **Employer's Federal Tax ID Number** **Employer's EIN**

**7. EMPLOYER'S TAXES**

a. **State of California** **2018-2019**

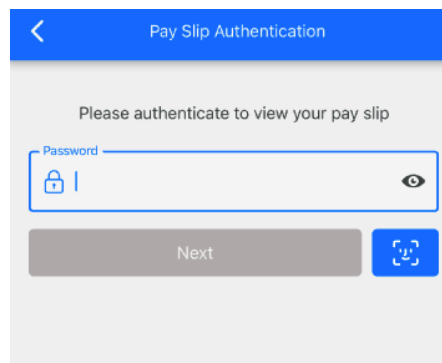
b. **Employer's address (street, city, state, and ZIP+4®)** **Employer's state**

c. **Employer's Federal Tax ID Number** **Employer's EIN**

## 3.5 Pay Slip

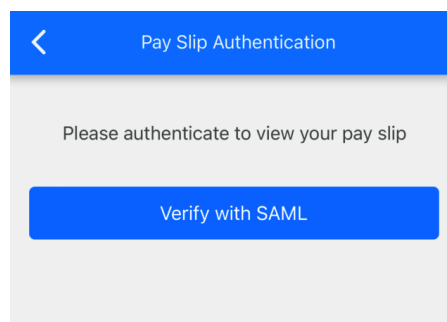
### 3.5.1 Authentication

1. Tap on the “Pay Slip” in application home to navigate to the authentication page. User can choose to insert password or use local device authentication to authenticate.
2. Press “Next” after entering the correct password.

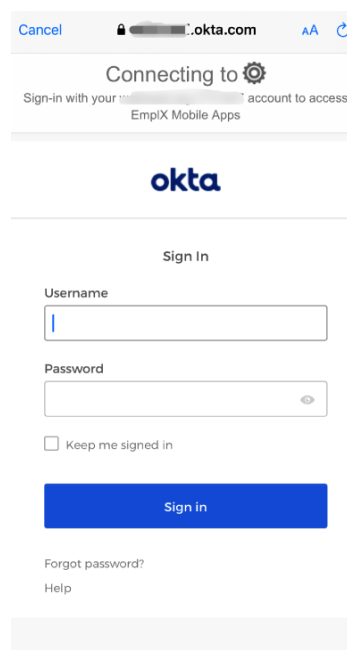


The screenshot shows the 'Pay Slip Authentication' screen. At the top is a blue header with a back arrow and the title 'Pay Slip Authentication'. Below the header, the text 'Please authenticate to view your pay slip' is displayed. A password input field is shown with a lock icon on the left and an eye icon on the right. Below the password field is a grey 'Next' button and a blue button with a fingerprint icon.

3. If user logged in previously using SAML, password option is not available. Instead, user is required to verify with SAML to authenticate themselves. Click on “Verify with SAML”. User will be redirected to SAML login screen. Fill in the username and password then tap on “Sign In” to sign into the account



The screenshot shows the 'Pay Slip Authentication' screen. At the top is a blue header with a back arrow and the title 'Pay Slip Authentication'. Below the header, the text 'Please authenticate to view your pay slip' is displayed. A large blue button labeled 'Verify with SAML' is centered on the screen.



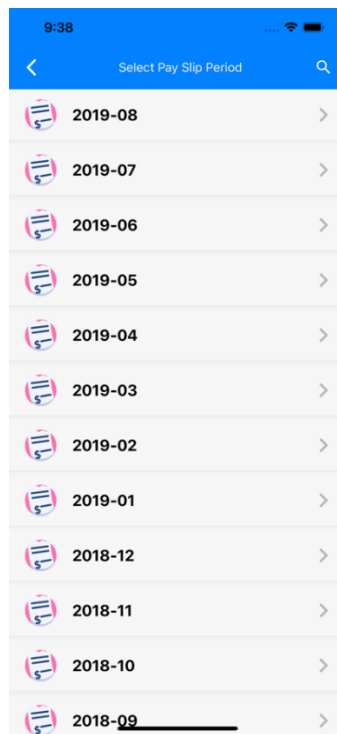
The screenshot shows the SAML login screen. At the top is a blue header with a back arrow and the title 'Pay Slip Authentication'. Below the header, the text 'Please authenticate to view your pay slip' is displayed. A large blue button labeled 'Verify with SAML' is centered on the screen.

The screenshot shows the SAML login screen. At the top is a blue header with a back arrow and the title 'Pay Slip Authentication'. Below the header, the text 'Please authenticate to view your pay slip' is displayed. A large blue button labeled 'Verify with SAML' is centered on the screen.

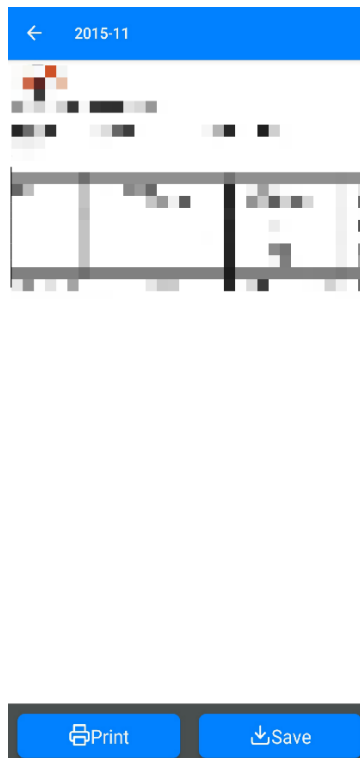


### 3.5.2 Pay Slip

1. The list of pay slip period will be shown on the screen. Tap on the pay slip period to view pay slip. User can also search for the pay slip period by using the search bar



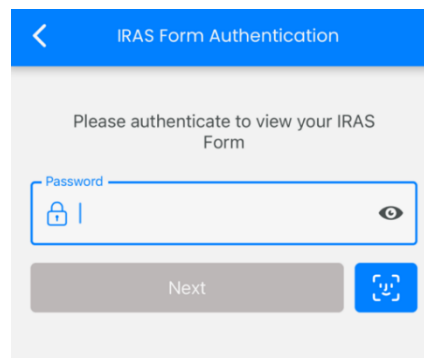
2. The Pay Slip will be displayed on the screen. Tap on "Save" to save the pay slip as a PDF document or tap on "Print" to print the Pay Slip based on the device printer settings.



## 3.6 IRAS Form (only applicable for Singapore company)

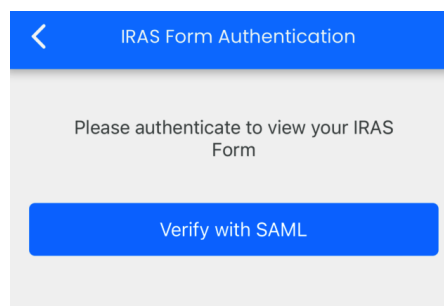
### 3.6.1 Authentication

1. Tap on the “IRAS Form” in application home to navigate to the authentication page. User can choose to insert password or use local device authentication to authenticate.
2. Press “Next” after entering the correct password.

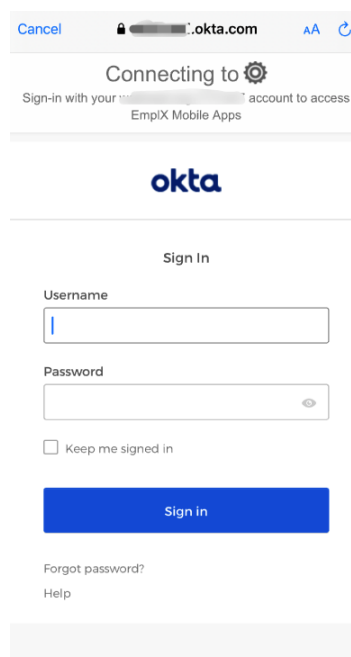


The screenshot shows the 'IRAS Form Authentication' screen. At the top, there is a blue header with a back arrow and the text 'IRAS Form Authentication'. Below the header, the text 'Please authenticate to view your IRAS Form' is displayed. A password input field is shown with a lock icon on the left and an eye icon on the right. Below the input field, there is a grey 'Next' button and a blue button with a QR code icon.

3. If user logged in previously using SAML, password option is not available. Instead, user is required to verify with SAML to authenticate themselves. Click on “Verify with SAML”. User will be redirected to to SAML login screen. Fill in the username and password then tap on “Sign In” to sign into the account.



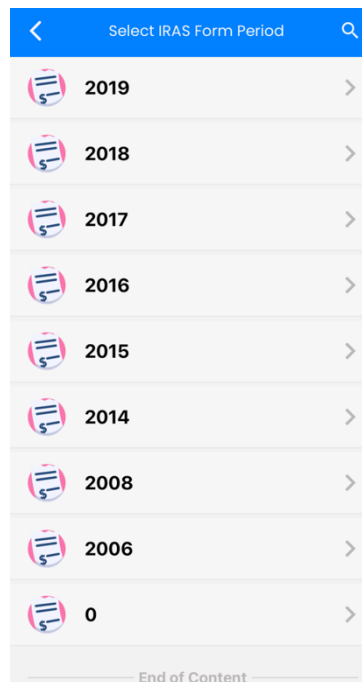
The screenshot shows the 'IRAS Form Authentication' screen. At the top, there is a blue header with a back arrow and the text 'IRAS Form Authentication'. Below the header, the text 'Please authenticate to view your IRAS Form' is displayed. A large blue button with the text 'Verify with SAML' is centered on the screen.



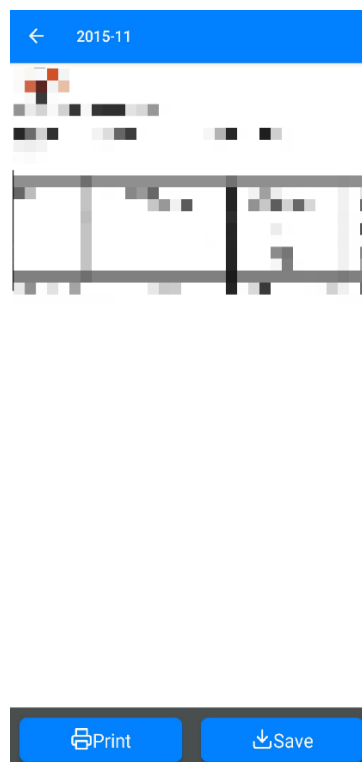
The screenshot shows the Okta SAML login screen. At the top, there is a blue header with a back arrow and the text 'IRAS Form Authentication'. Below the header, the text 'Please authenticate to view your IRAS Form' is displayed. A large blue button with the text 'Verify with SAML' is centered on the screen. Below the button, there is a section titled 'Connecting to' with a gear icon. Below this, there is a section titled 'Sign In' with a 'Username' input field, a 'Password' input field, and a 'Keep me signed in' checkbox. A large blue button with the text 'Sign in' is centered below the input fields. At the bottom, there are links for 'Forgot password?' and 'Help'.

### 3.6.2 IRAS Form

1. The list of IRAS Form period will be shown on the screen. Tap on the IRAS form period to view IRAS form. User can also search for the IRAS form period by using the search bar

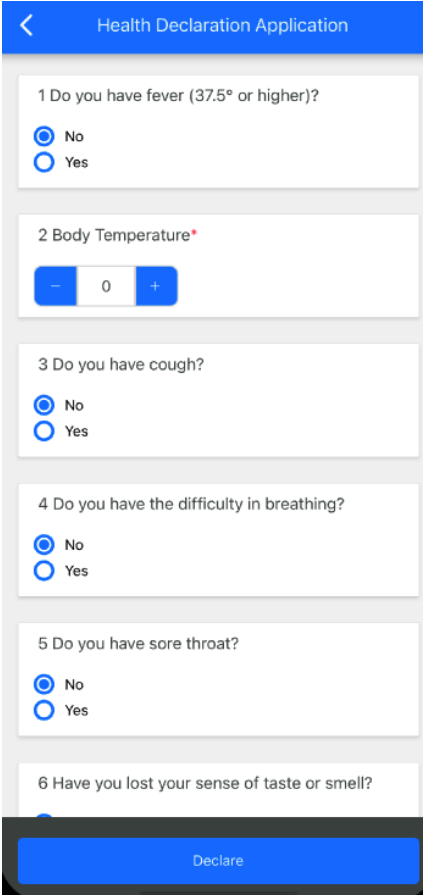


2. The IRAS form will be displayed on the screen. Tap on “Save” to save the IRAS form as a PDF document or tap on “Print” to print the IRAS form based on the device printer settings.



## 3.7 Health Declaration

### 3.7.1 Declare



The screenshot shows a mobile application interface titled "Health Declaration Application". It contains six numbered questions, each with a "No" or "Yes" radio button option. The "No" option is selected for all questions. Question 2 is a temperature input field showing "0". At the bottom is a blue "Declare" button.

Health Declaration Application

1 Do you have fever (37.5° or higher)?

☒ No  
☐ Yes

2 Body Temperature\*

- 0 +

3 Do you have cough?

☒ No  
☐ Yes

4 Do you have the difficulty in breathing?

☒ No  
☐ Yes

5 Do you have sore throat?

☒ No  
☐ Yes

6 Have you lost your sense of taste or smell?

☒ No  
☐ Yes

Declare

1. Tap on "Declare" in application menu to navigate to the health declaration form.
2. Fill in the correct information and tap on "Declare" to submit.

### 3.7.2 History

< Health Declaration History

September 1, 2021 - September 30, 2021

Declare on: **2021-09-21 09:56**

1. Do you have fever (37.5° or higher)?  
**No**

2. Body Temperature  
**37**

3. Do you have cough?  
**No**

4. Do you have the difficulty in breathing?  
**No**

5. Do you have sore throat?  
**No**

6. Have you lost your sense of taste or smell?  
**No**

7. Other Symptoms (please specify)  
**-**

8. Have you been to any affected area(s) or countries of COVID-19 over the past 14 days?  
**No**

1. Tap on “History” in application menu to navigate to health declaration history. The app will show health declaration history up to the previous 30 days.

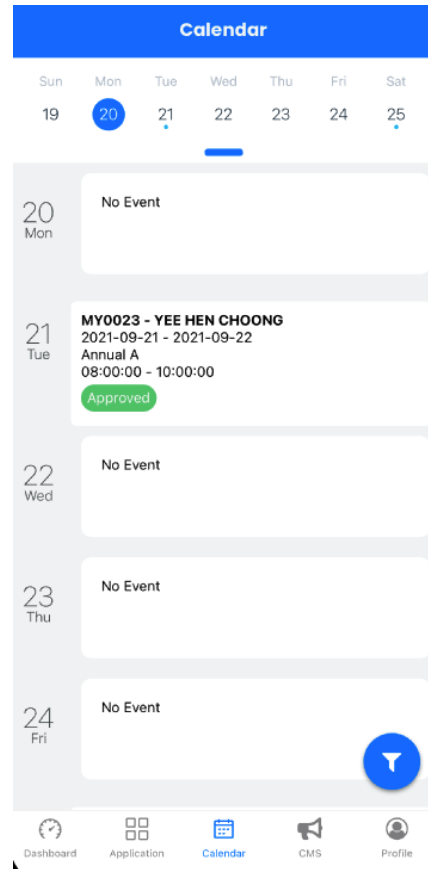
## CALENDAR

### 4.1 Calendar (Leave, Shift and Public Holiday)

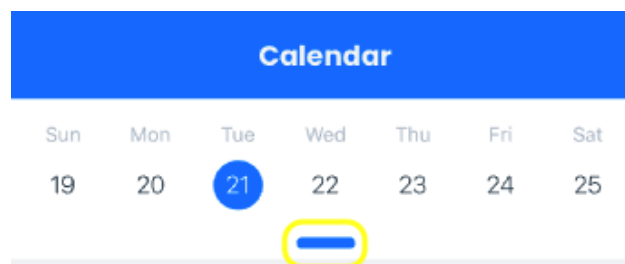
User able to view the leave, shift and public holiday events in the calendar.

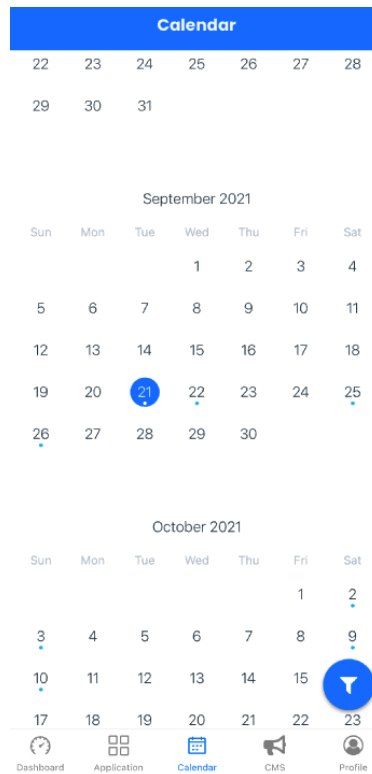
#### 4.1.1 Agenda

1. User can scroll to browse the calendar events.



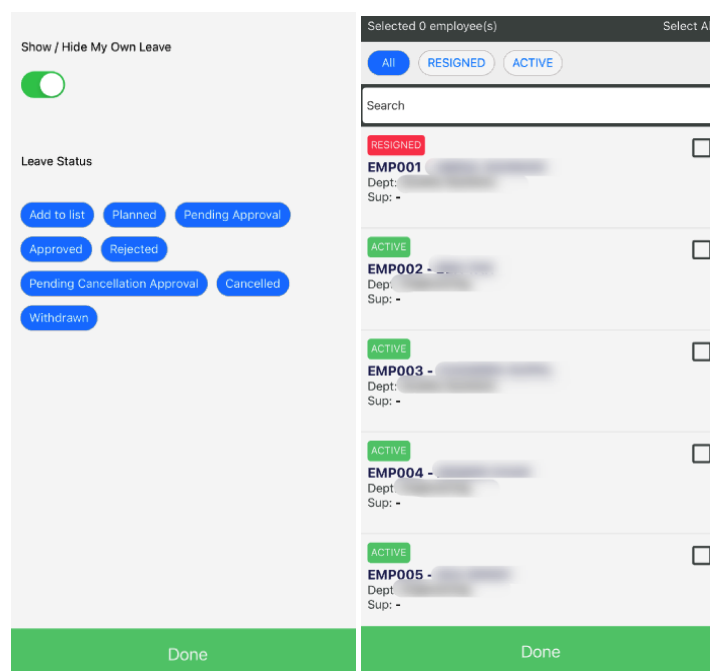
2. User can swipe down the knot to jump to specific date for the events





#### 4.1.2. Filter

1. By tapping the fab icon on the bottom right, the calendar filter screen will pop out. User able to filter calendar by leave status or selected employee

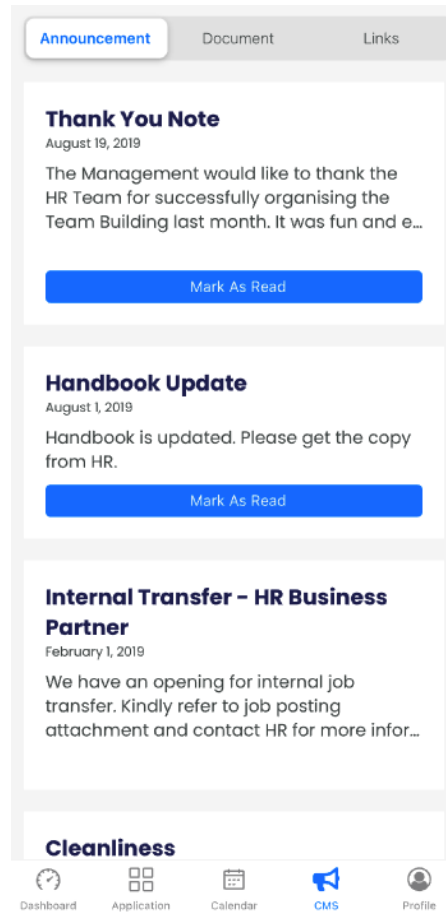


## CMS

### 5.1 CMS

CMS is the page where the user can get information including announcements, documents, and links from the respective companies.

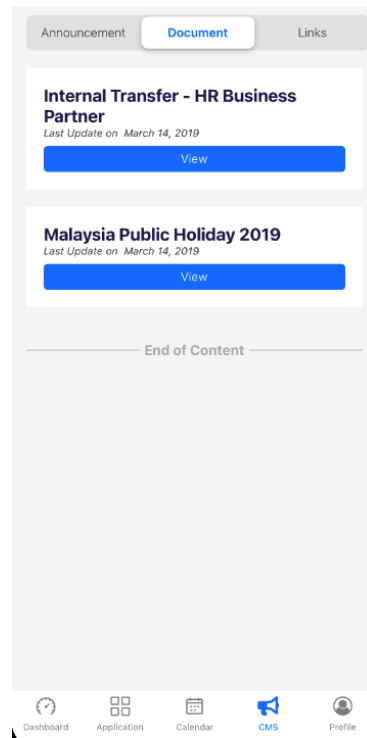
#### 5.1.1 Announcement



1. Announcement tab consists of the announcements that have been published by the company. Announcements listed here are the same as those on the EmplX website.
2. User can tap on “Mark as Read” to mark as read for specific announcement.

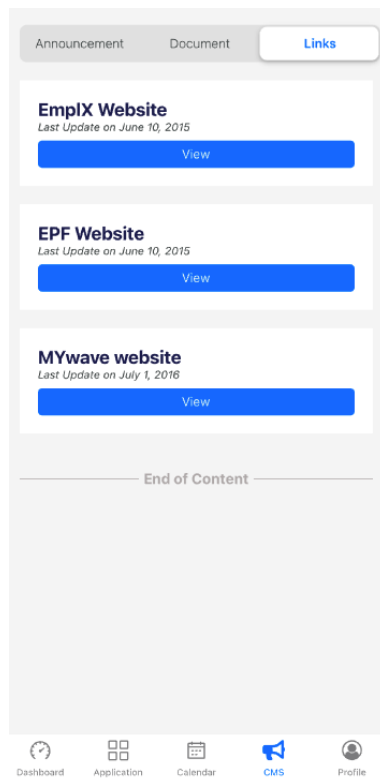


### 5.1.2 Document



1. Document tab consists of the documents that have been published by the company. Documents published here are the same as those on the EmplX website.
2. User can view the attached document by tapping on “View” button.

### 5.1.3 Links

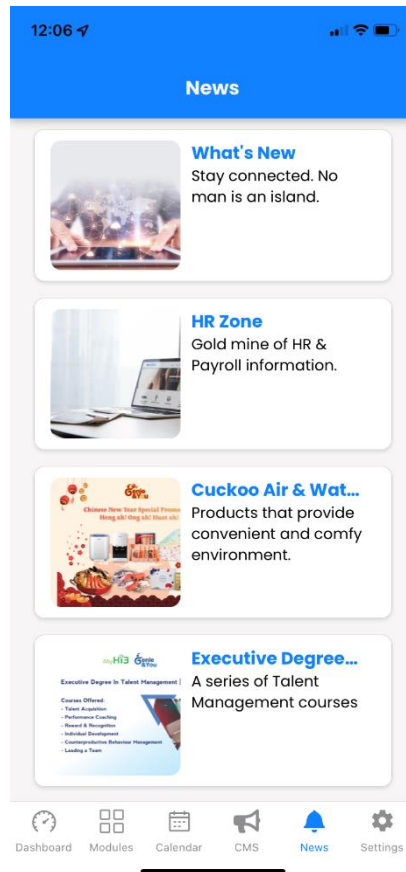


1. Link tab consists of the links that have been attached by the company.
2. User can tap on “View” to browse the attached links.

## NEWS

### 6.1 News

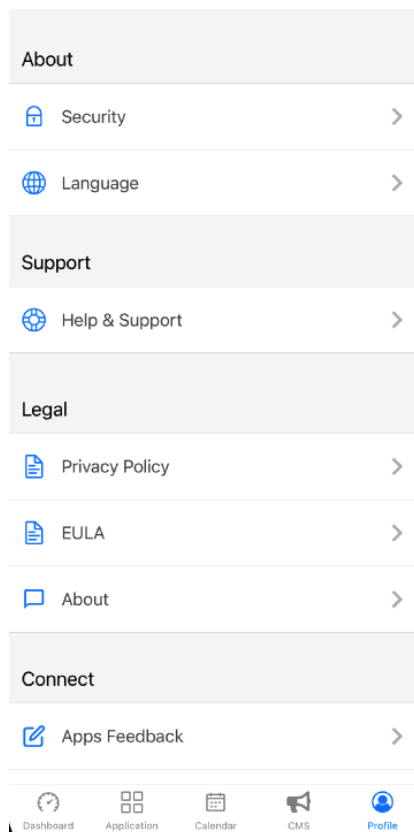
The **News** tab consists of the latest news and updates from EmplX. User can view this tab to keep up to date with latest EmplX information.



## PROFILE

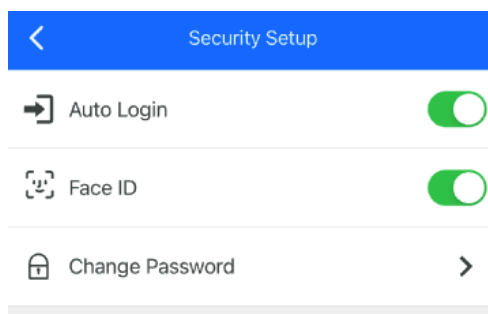
### 7.1 Profile

Profile tab consists of the user preferences such as security and language. It also includes support, legal and connect section as well.



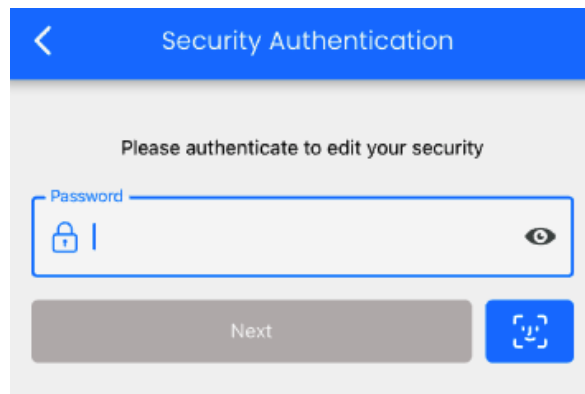
#### 7.1.1 Security

1. Tap on “Security” to navigate to Security Setup page.
2. User can turn on/off auto login feature. If auto login feature is turned off, Login ID and password will be required every time the user opens the app
3. Local device authentication is only applicable for devices which are equipped with local device authentication (Face ID, fingerprint). The device must be enrolled first before it can be used in the EmplX Mobile app.

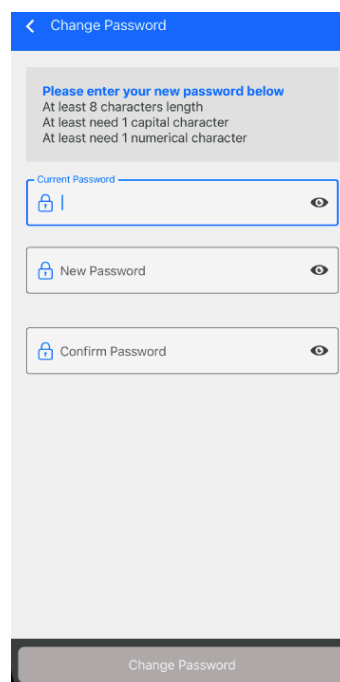


### 7.1.2 Change Password

1. Tap on “Change Password” to change the password. Password authentication or local device authentication required before changing the password.

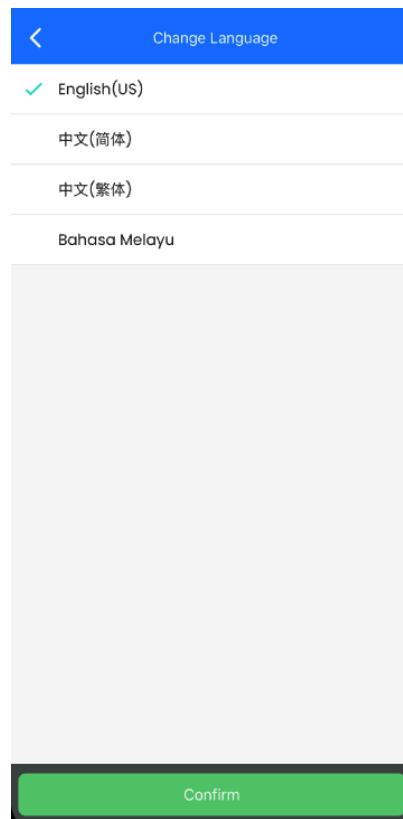


2. User will be redirected to change password screen once authenticated successfully
3. Fill the current password and the new password correctly based on the stated password requirements.
4. Tap on “Change Password” once the information has been filled in.



### 7.1.3 Change Language

1. Tap on “Language” to switch the language for the app. Currently, there are only 4 languages available in the app.
2. Select the preferred language and press on the “Confirm” to change the language for the apps. Once done, the app needs to be restarted for the changes to be applied.



### 7.1.4 Logout

1. Tap on “Logout” to logout from EmplX app.
2. Tap on “Logout” again when prompted to confirm
3. User will be logged out successfully and redirected to onboarding page.

