

User Guide

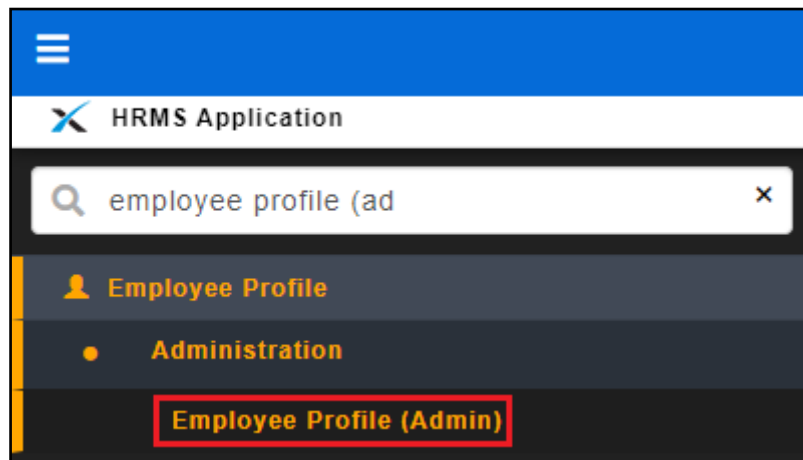
Employee's Salary Detail

How To Add/Update/Delete Salary

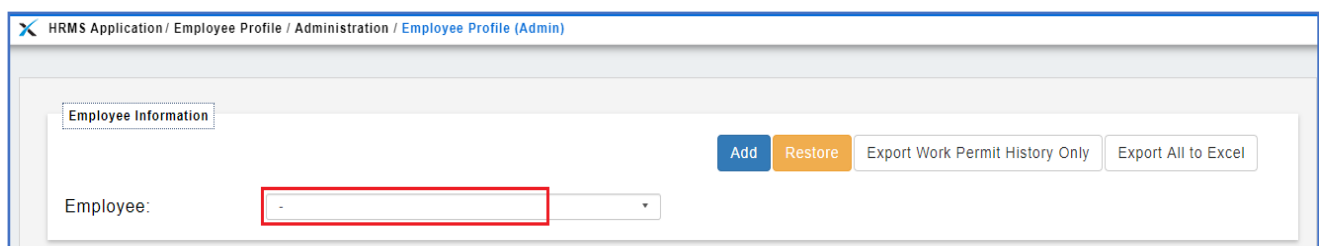


HOW TO ADD SALARY

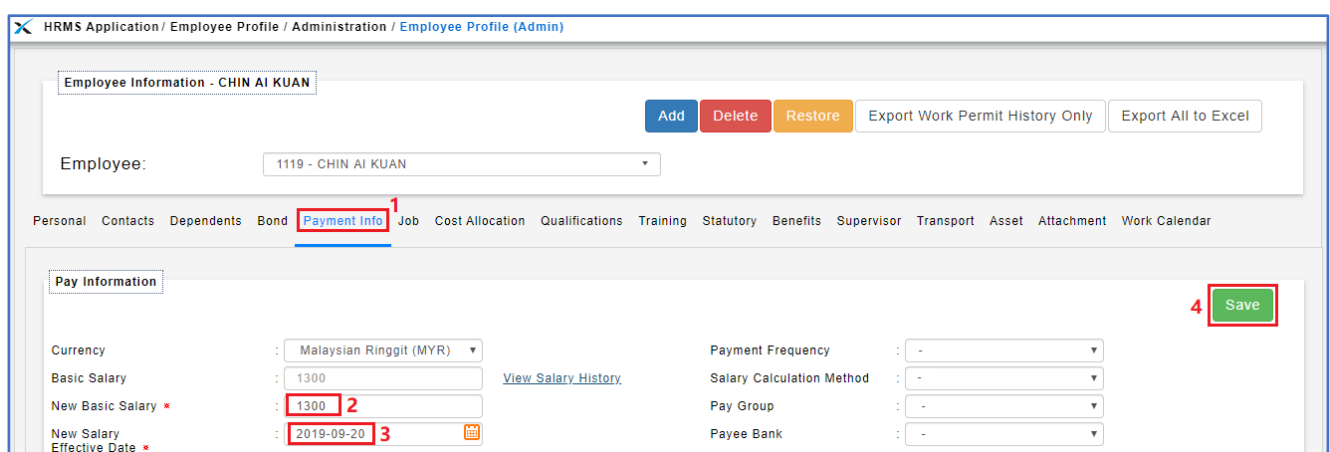
1. Go to Employee Profile -> Administration -> **Employee Profile (Admin)**.



2. Select the employee name that you wish to add new salary.

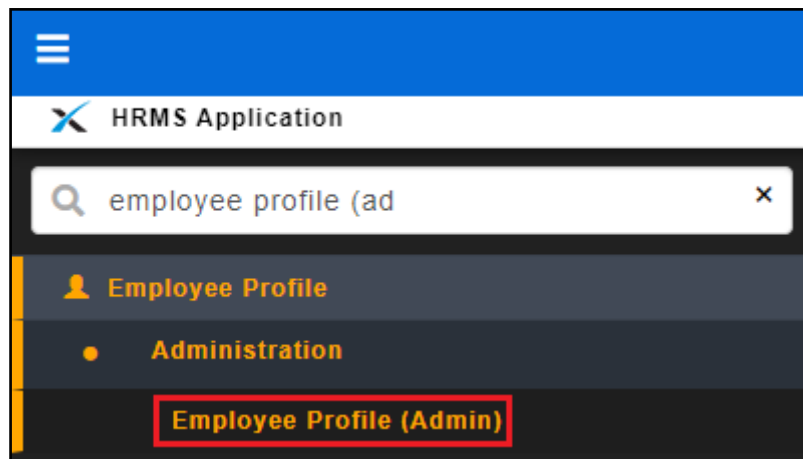


3. After select the employee, click on **[Payment Info]** tab.
4. Insert the new salary under '**New Basic Salary**' and choose the '**New Salary Effective Date**'.
5. Click **Save** button.



HOW TO UPDATE SALARY

1. Go to Employee Profile -> Administration -> **Employee Profile (Admin)**.



2. Select the employee name that you wish to update the salary.

The screenshot shows the 'Employee Profile (Admin)' page. The breadcrumb trail at the top is 'HRMS Application / Employee Profile / Administration / Employee Profile (Admin)'. Below this is a section titled 'Employee Information'. It contains a dropdown menu labeled 'Employee:' with a red box around it. To the right of the dropdown are buttons: 'Add', 'Restore', 'Export Work Permit History Only', and 'Export All to Excel'.

3. After select the employee, click on [**Payment Info**] tab.
4. If you wish to update the record for effective date on **2019-12-01** then you may just insert the salary amount that you wish to update and the same effective date '2019-12-01'.
5. Click **Save** button.

The screenshot shows the 'Employee Profile (Admin)' page with the 'Payment Info' tab selected. The breadcrumb trail is 'HRMS Application / Employee Profile / Administration / Employee Profile (Admin)'. The 'Employee Information - CHIN AI KUAN' section shows the 'Employee:' dropdown set to '1119 - CHIN AI KUAN'. Below this is a tabbed interface with tabs: 'Personal', 'Contacts', 'Dependents', 'Bond', 'Payment Info' (selected), 'Job', 'Cost Allocation', 'Qualifications', 'Training', 'Statutory', 'Benefits', 'Supervisor', 'Transport', 'Asset', 'Attachment', and 'Work Calendar'. The 'Pay Information' section contains fields for 'Currency' (Malaysian Ringgit (MYR)), 'Basic Salary' (1500), 'New Basic Salary' (1400), and 'New Salary Effective Date' (2019-12-01). A red box highlights the 'New Salary Effective Date' field, and a red arrow points from it to the 'Salary History' table. The 'Salary History' table has columns: 'Effective Date', 'Currency', 'Amount', and 'Action'. It contains four rows of data, with the row for '2019-12-01' highlighted by a red box. To the right of the table is a 'Save' button, also highlighted by a red box.

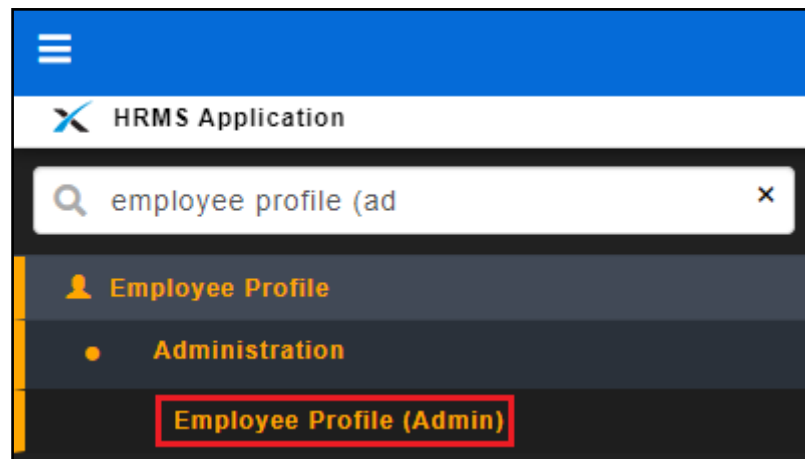
Effective Date	Currency	Amount	Action
2020-01-01	Malaysian Ringgit (MYR)	1500	Delete
2019-12-01	Malaysian Ringgit (MYR)	1350	Delete
2019-10-01	Malaysian Ringgit (MYR)	1300	Delete
2019-09-20	Malaysian Ringgit (MYR)	1200	Delete

6. After save, you may click on the [View Salary History](#) to check on the salary amount whether got updated.

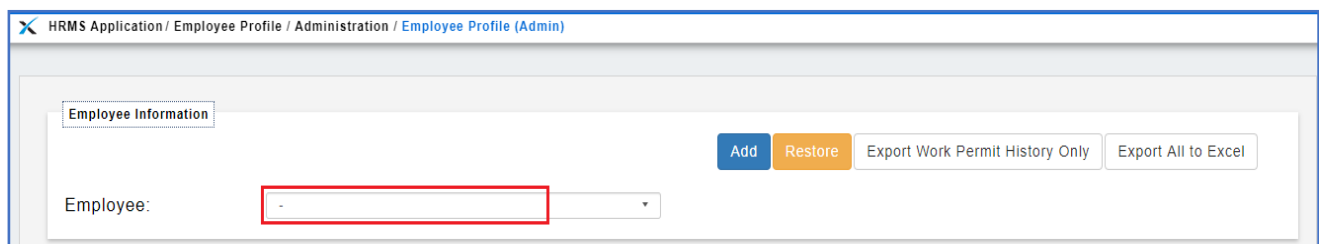
Salary History			
			Export
Effective Date	Currency	Amount	Action
2020-01-01	Malaysian Ringgit (MYR)	1500	Delete
2019-12-01	Malaysian Ringgit (MYR)	1400	Delete
2019-10-01	Malaysian Ringgit (MYR)	1300	Delete
2019-09-20	Malaysian Ringgit (MYR)	1200	Delete
[Close]			

HOW TO DELETE SALARY

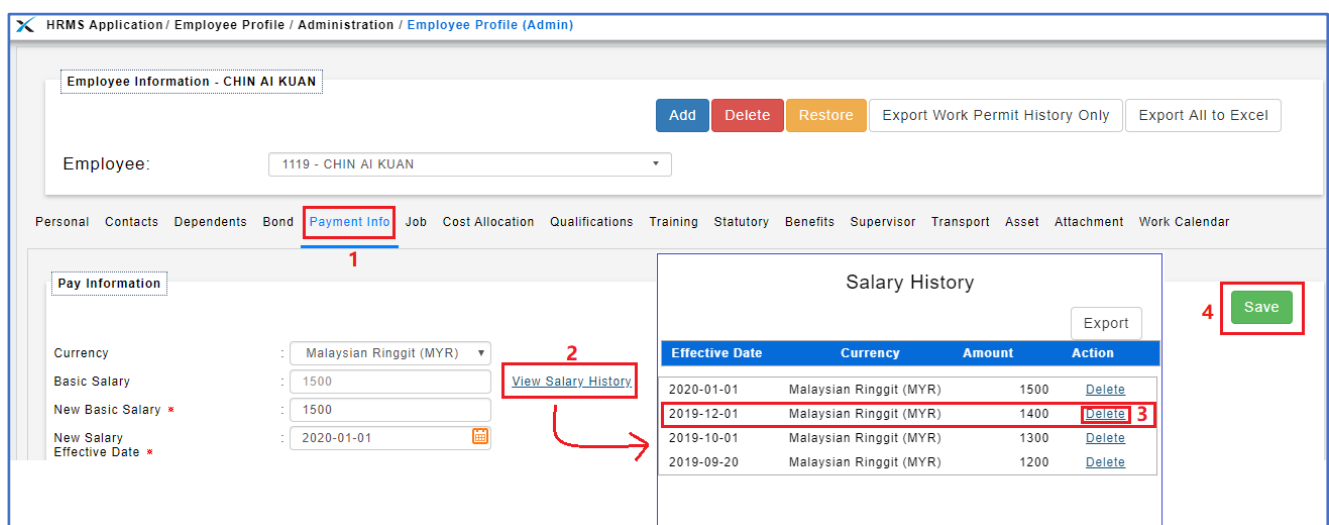
1. Go to Employee Profile -> Administration -> **Employee Profile (Admin)**.



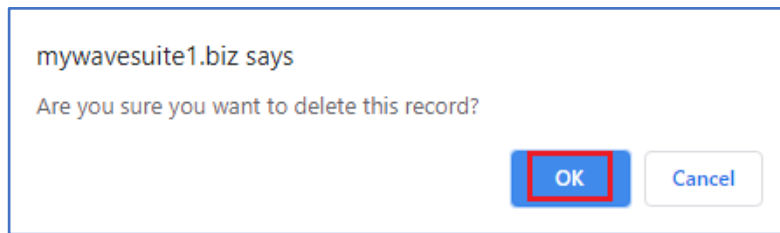
2. Select the employee name that you wish to delete the salary.



3. After select the employee, click on **[Payment Info]** tab.
4. Click on the **View Salary History** button and it will prompt out the salary history record.
5. Click **Delete** button on which record that you wish to delete.



6. Click **OK** to confirm delete.



7. After delete, the salary history record will remove the salary record as screenshot below.

Salary History			
			Export
Effective Date	Currency	Amount	Action
2020-01-01	Malaysian Ringgit (MYR)	1500	Delete
2019-10-01	Malaysian Ringgit (MYR)	1300	Delete
2019-09-20	Malaysian Ringgit (MYR)	1200	Delete
[Close]			