

User Guide

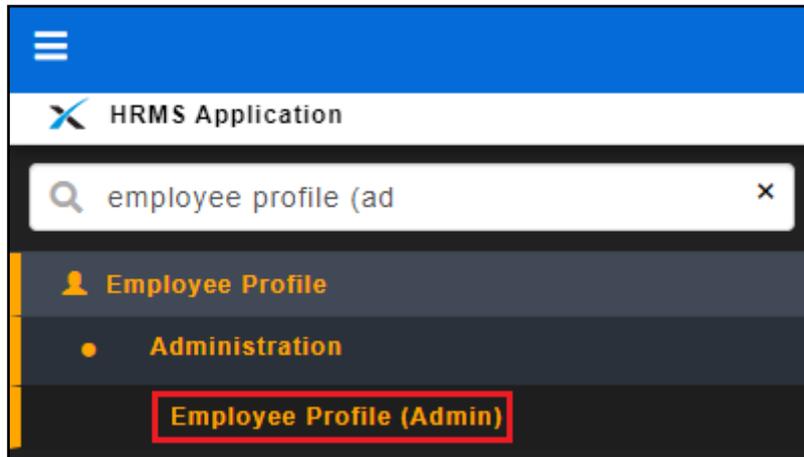
Employee's Salary Detail

How To Add/Update/Delete Salary

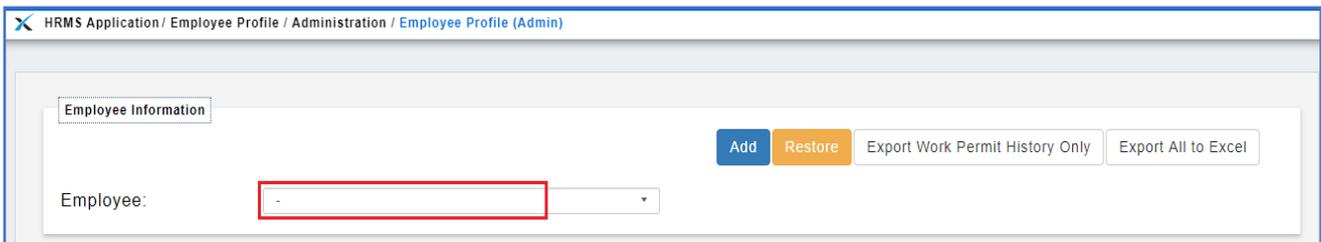


HOW TO ADD SALARY

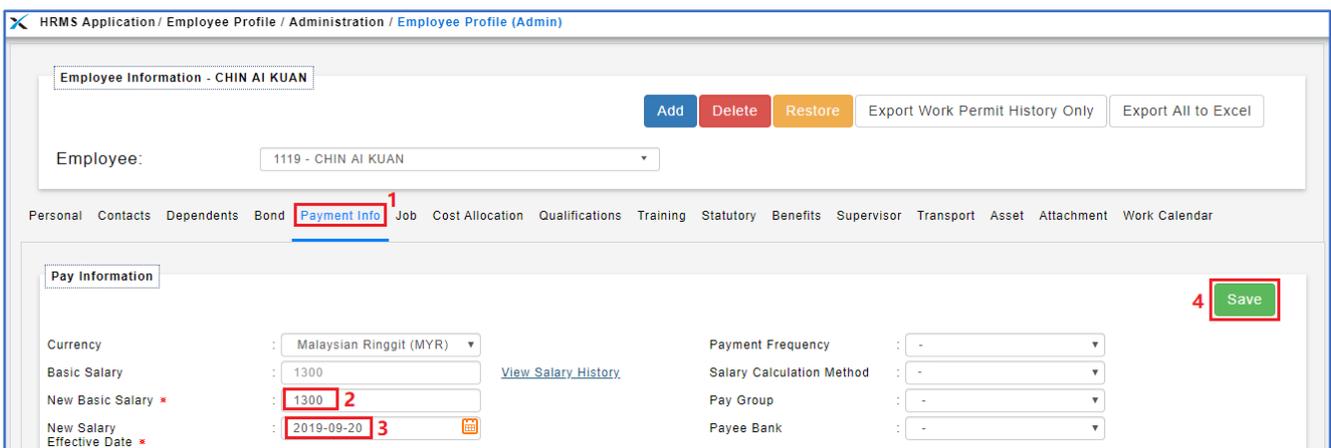
1. Go to Employee Profile -> Administration -> **Employee Profile (Admin)**.



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

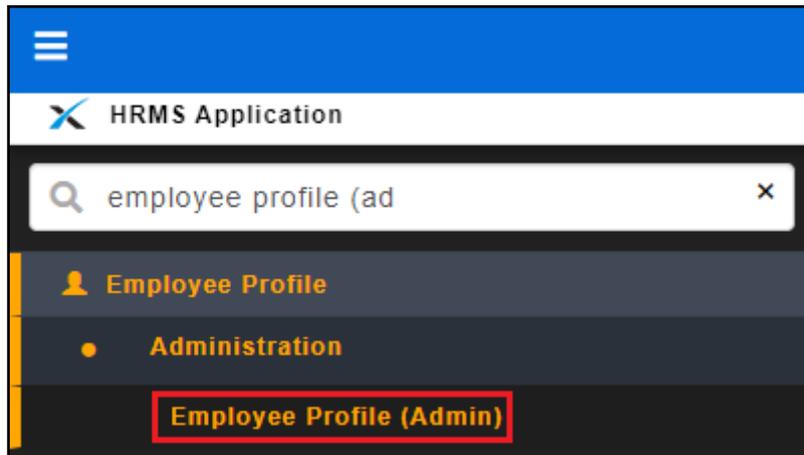


3. After select the employee, click on [**Payment Info**] tab.
4. Insert the new salary under '**New Basic Salary**' and choose the '**New Salary Effective Date**'.
5. Click **Save** button.

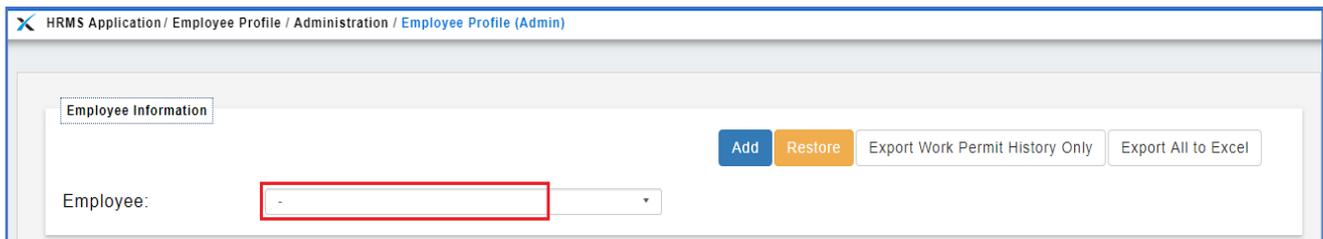


HOW TO UPDATE SALARY

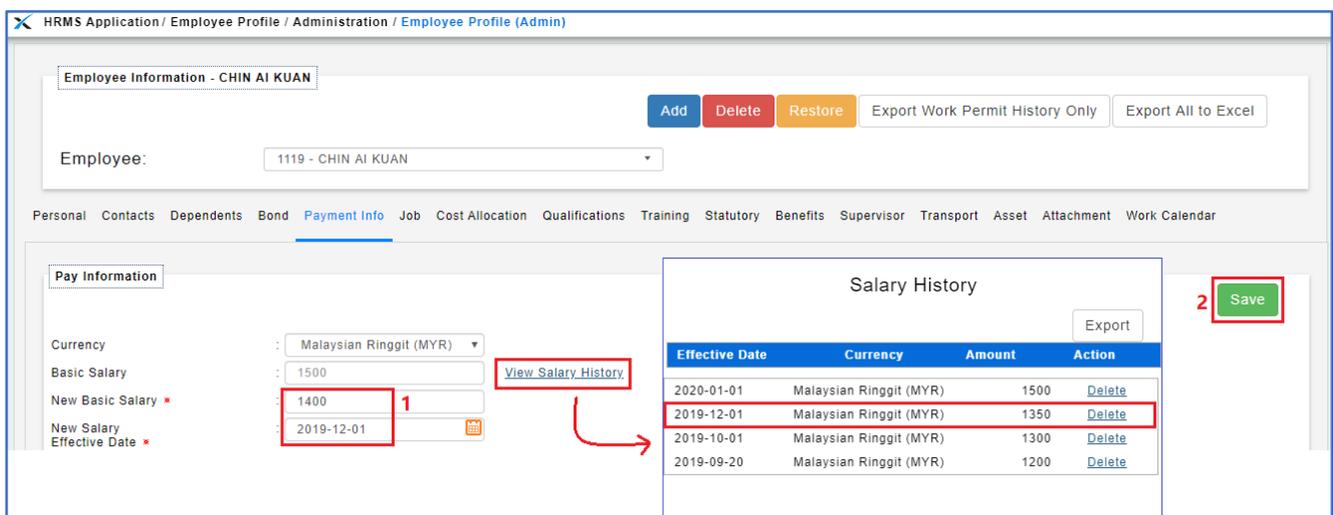
1. Go to Employee Profile -> Administration -> **Employee Profile (Admin)**.



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



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.



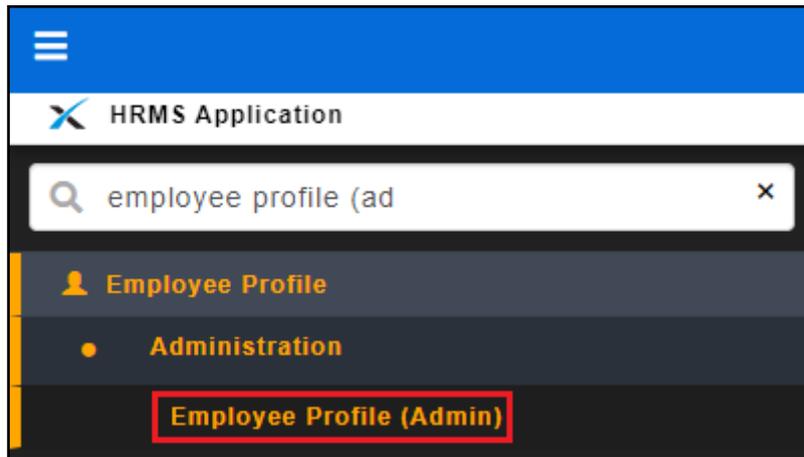
6. After save, you may click on the [View Salary History](#) to check on the salary amount whether got updated.

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

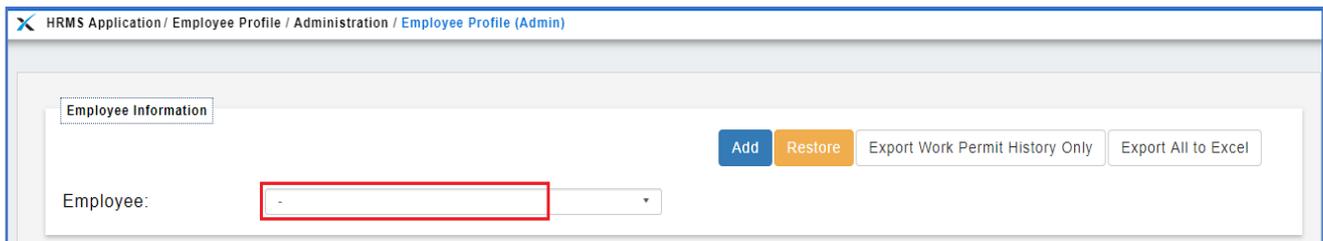
[\[Close\]](#)

HOW TO DELETE SALARY

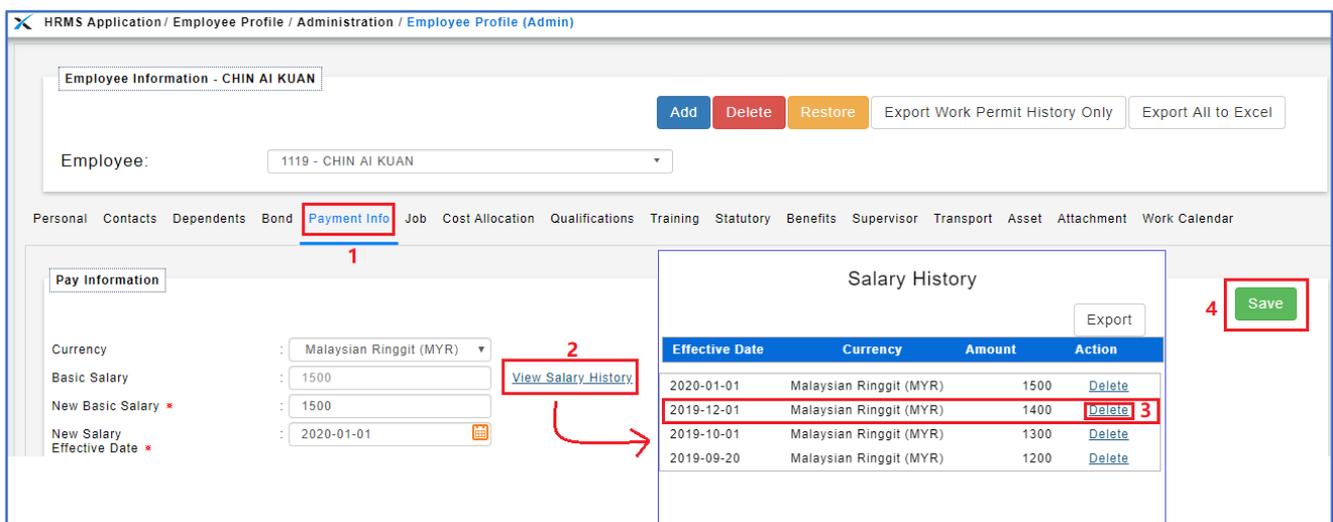
1. Go to Employee Profile -> Administration -> **Employee Profile (Admin)**.



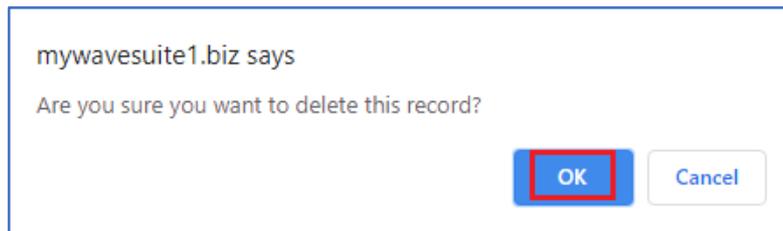
2. Select the employee name that you wish to delete the salary.



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]