

User Guide

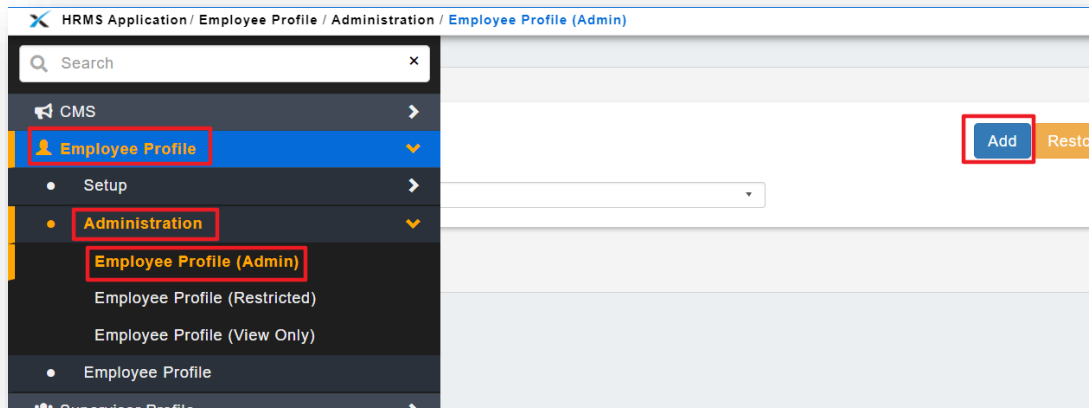
Steps for New Hire

Create New Employee Profile & Login Profile



CREATE NEW EMPLOYEE PROFILE

1. Employee Profile – **Employee Profile (Admin)**
2. Click on **“Add”**

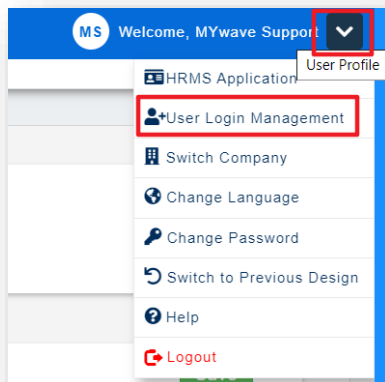


3. Fill in all the employee's Detail – click **“Save”**

The screenshot displays the 'Employee Profile' form. The breadcrumb trail at the top is: HRMS Application / Employee Profile / Administration / Employee Profile (Admin). The form is divided into several sections: 'Personal Information' (highlighted with a red box), 'Passport Information', 'Work Permit Information', and 'Visa Information'. The 'Personal Information' section contains fields for Title, First Name, Last Name, Full Name in Identity Card, Nickname, Gender, Religion, Race, Nationality, Residence, Identity Card No(new), ID (old), Date of Birth, Marital Status, and Physical Challenge(s). The 'Employee No.' field is also present. The 'Passport Information' section contains fields for Location, Hire Date, Rehire Date, Adjusted Hire Date, Probation End Date, Probation Period (Days), Confirmation Date, Resignation Date, Country Of Birth, and Reason for Resignation. The 'Work Permit Information' section contains fields for Age and a dropdown menu. The 'Visa Information' section contains a dropdown menu. A 'Save' button (highlighted with a red box) and a 'Cancel' button are located at the top right of the form. A profile picture placeholder is also visible on the right side of the form.

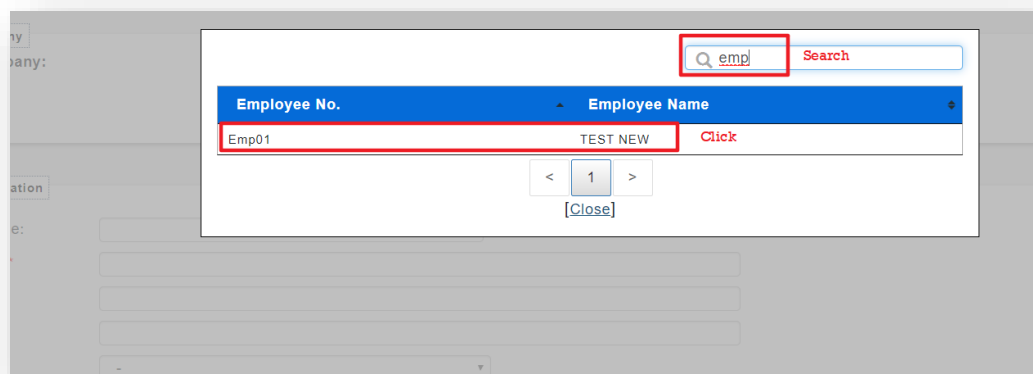
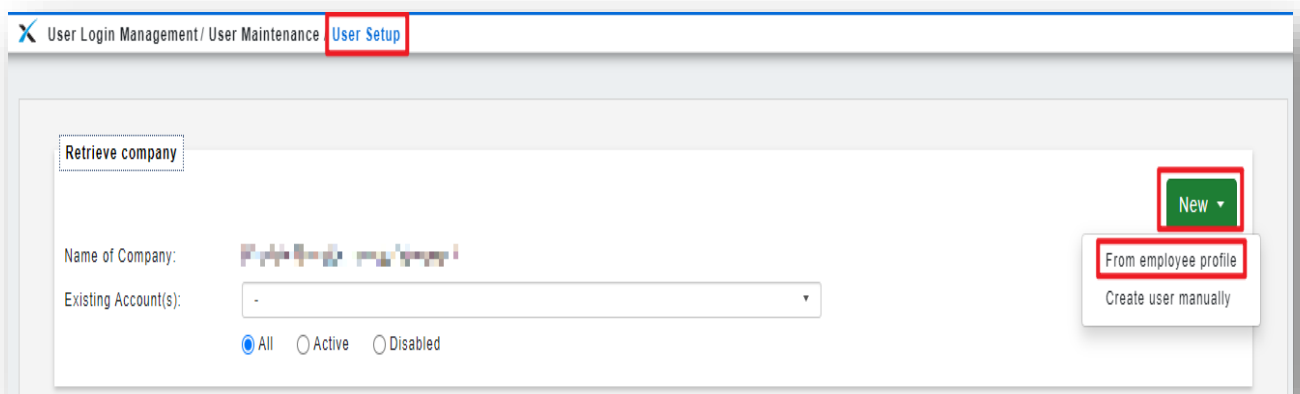
CREATE NEW LOGIN/SECURITY PROFILE

4. Go to **User Profile** – select **User Login Management**



1st Method:

5. Click on the **New** -> click on the From **Employee Profile**.



Retrieve company

Name of Company:

Name:

☒ All ☐ Active ☐ Disabled

Personal Information

Employee Name: List All Search

Employee No.:*

Name:*

Login ID:*

Country:*

Phone:

Email:*

Group Access:

Effective Date:*

Disable Date:

Save

Information retrieved from Employee Profile

MUST assign a module Group Access

2nd Method:

6. Create User Manually.
 - **Employee No:** [must be the same number in Employee Profile]
 - **Login ID:** [IC No./Email Address that use to login to the system]
 - **Email:** [*MUST* be a valid email address for the employee as the password setup link will send to this email address]
 - **Group Access:** [*MUST* assign a group access to the profile in order to able to access the controlled modules]
7. Click **Save** button.

User Login Management / User Maintenance / User Setup

Retrieve company

Name of Company:

Existing Account(s):


☒ All ☐ Active ☐ Disabled

New

From employee profile

Create user manually

User Login Management/ User Maintenance **User Setup**

Retrieve company
 Name of Company: 
 Name:
☒ All ☐ Active ☐ Disabled

Personal Information Save

Employee Name: [List All](#) [Search](#)

Employee No.:*

Name:*


Login ID:*


Country:*

Phone:


Email:*

Group Access:

Effective Date:* 

Disable Date: 

8. After the Employee Access has been created successfully as below:

Retrieve company
 Name of Company: 
 Name:
☒ All ☐ Active ☐ Disabled

Personal Information The user record has been saved
[User Access](#) [Edit](#) [New](#)

Employee Name: [List All](#) [Search](#)

Employee No.:*

Name:*


Login ID:*


Country:*

Phone:

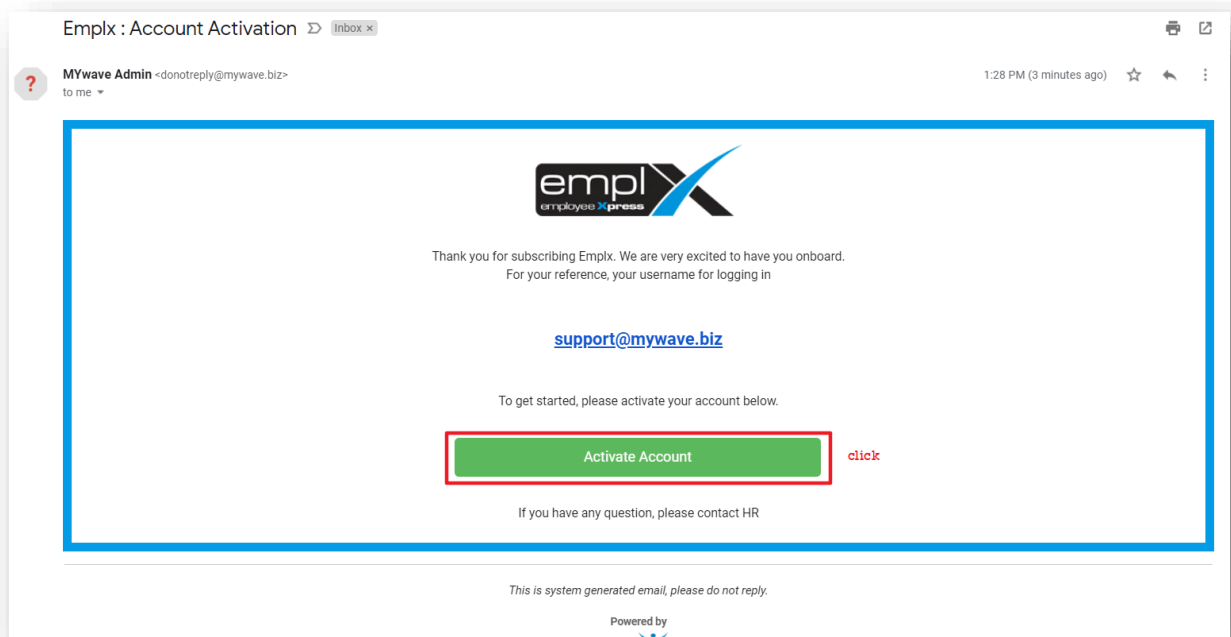
Email:*

Group Access:

Effective Date:* 

Disable Date: 

9. An email will be sent to the Email address that have been set in the User Setup page as on the above for the New Employee to Activate and Create his/her own Login Password.



10. Create Password and click “Confirm”.

emplX
employee Xpress

Change Password

support@mywave.biz

Password must be at least 8 characters length and must consist of at least ONE Capital Letter and ONE Numerical character


Password

Re-type Password


Confirm

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11. The employee can then Login to EmplX System by using the Login ID and Password.



User Login

 support@mywave.biz

Next

 [Forget Password](#)

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