

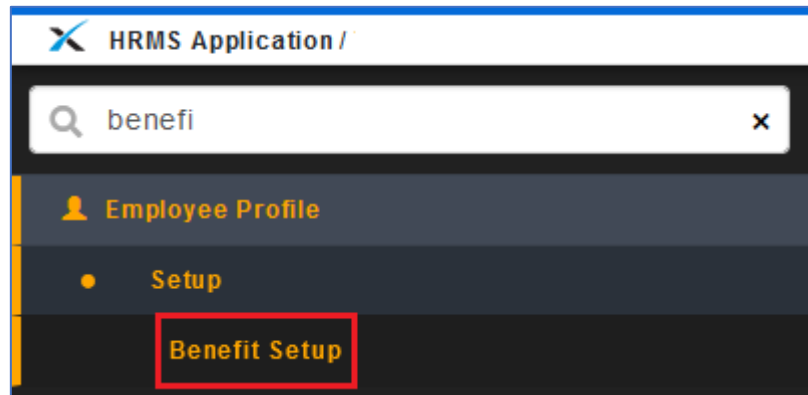
User Guide

Benefits Setup & Assignment



BENEFIT SETUP

1. Go to Employee Profile -> Setup -> **Benefit Setup**.



2. Click on **Add** button to add new benefit type.

A screenshot of the HRMS Application 'Benefit Setup' form. The breadcrumb trail at the top reads 'HRMS Application / Employee Profile / Setup / Benefit Setup'. The main heading is 'List of Benefits' with a sub-heading 'Benefits Group and Assign'. Below this, there is a section titled 'Setup for types of benefits (* Denotes Required)'. This section contains several fields: 'Select Types of Benefit' (a dropdown menu), 'Benefit name' (a text field), 'Types of Benefits Description' (a text area), 'Default to Limit of Benefits Amount' (a text field with a 'No Limit' checkbox), 'Payroll Related' (a checkbox checked 'Yes'), and 'Fixed Allowance' (a checkbox checked 'Yes'). On the right side of the form, there are two buttons: 'Add' (highlighted with a red box and labeled 'B') and 'Restore'.

3. Fill in the Benefit Name, Description and benefit amount (if there is fix may insert the amount else tick on the No Limit).
4. For (D) you may tick for references only. *Note: this is for references only, nothing related to Payroll.*
5. Once done, click on the **Save** button.

HRMS Application / Employee Profile / Setup / Benefit Setup

List of Benefits Benefits Group and Assign

Setup for types of benefits (* Denotes Required)

Select Types of Benefit :

Benefit name * :

Types of Benefits Description :

Default to Limit of Benefits Amount * : ☐ No Limit

Payroll Related : ☐ Yes

Fixed Allowance : ☐ Yes

Save Cancel

E

C

D

6. Go to 2nd tab [Benefits Group and Assign].
7. Click **Add** button to create new benefit group.

HRMS Application / Employee Profile / Setup / Benefit Setup

List of Benefits **Benefits Group and Assign** **F**

Benefits Group Setup (* Denotes Required)

Select Benefits Group :

Benefits Group Name * :

Benefits Group Description :

Add **Restore**

G

	List of Benefits	Original Amount	New Amount	Renewal Type	Renewal Period
<input type="checkbox"/>	ATTENDANCE INCENTIVE	50	<input type="text"/> Amount <input type="checkbox"/> No Limit	Not Applicable	<input type="text"/>
<input type="checkbox"/>	Bridge/Toll	150	<input type="text"/> Amount <input type="checkbox"/> No Limit	Not Applicable	<input type="text"/>
<input type="checkbox"/>	Call Back Allowance	200	<input type="text"/> Amount <input type="checkbox"/> No Limit	Not Applicable	<input type="text"/>
<input type="checkbox"/>	CAR MAINTENANCE	150	<input type="text"/> Amount <input type="checkbox"/> No Limit	Not Applicable	<input type="text"/>
<input type="checkbox"/>	cw ww	77	<input type="text"/> Amount <input type="checkbox"/> No Limit	Not Applicable	<input type="text"/>

8. Insert the benefit group name and description at (H).
9. Tick on the benefits type (I) that wish to assign in the Benefit Group.
10. There is original amount (J) showed but if there is any other difference amount may insert under new amount (K).
11. May tick on the renewal type (L) for the benefit.
12. Once done, click **Save** button.

HRMS Application / Employee Profile / Setup / Benefit Setup

List of Benefits [Benefits Group and Assign](#)

Benefits Group Setup (* Denotes Required)

Select Benefits Group :

Benefits Group Name * **H**

Benefits Group Description

M **Save** **Cancel**

	List of Benefits	Original Amount	New Amount	Renewal Type	Renewal Period
<input type="checkbox"/>	ATTENDANCE INCENTIVE	50	<input type="text"/> Amount <input type="checkbox"/> No Limit	Not Applicable <input type="text"/>	<input type="text"/>
<input type="checkbox"/> I	Bridge/Toll	150 J	<input type="text"/> Amount <input type="checkbox"/> No Limit K	Not Applicable <input type="text"/> L	<input type="text"/>
<input type="checkbox"/>	Call Back Allowance	200	<input type="text"/> Amount <input type="checkbox"/> No Limit	Not Applicable <input type="text"/>	<input type="text"/>
<input type="checkbox"/>	CAR MAINTENANCE	150	<input type="text"/> Amount <input type="checkbox"/> No Limit	Not Applicable <input type="text"/>	<input type="text"/>

BENEFIT ASSIGNMENT

1. Go to Employee Profile -> Administration -> **Employee Profile (Admin)**.
2. Select the employee name/no. that you wish to assign the benefit.
3. Click on the **[Benefits]** tab.
4. Click on the **Assign** button to assign benefit.

HRMS Application Employee Profile / Administration / Employee Profile (Admin)

Employee Information - AHMAD BIN ABU

Employee: 1001 - AHMAD BIN ABU

Personal Contacts Dependents Bond Payment Info Job Cost Allocation Qualifications Training Statutory **Benefits** Supervisor Transport Asset Disciplinary Attachment Work Calendar Letter Vaccine Certificate

Additional Information

☐ Show benefit history record

Assign

Group	Name	New Amount	Amount Type	Renewal Period	Renewal Type	Date of Issue	End Date	Action
No benefit assigned yet.								

5. You may select the **Benefit Group** or you may click on the '+ Add Benefits' to assign individual benefit.

Benefit Group : No Group

Save Cancel

Benefit Types	Original Amount	New Amount	Amount Type	Renewal Period	Renewal Type
No Benefit Types Available. Please set up before proceed..					

Exception List

Benefit Types	New Amount	Amount Type	Renewal Period	Renewal Type	Date of Issue	End Date	Action
No exceptional items							

+ Add Benefits

6. If you assign the Benefit Group, you may insert the Date of issue (H).
7. Click **Save** button.

Benefit Group : ALL Benefit

Date of Issue : End Date :

Save Cancel

8. If you assign exception/individual benefit, you may click on the **Add** on which benefit that you wish to add.
9. After click Add will go to the list and you may click **OK**.

Benefit Type List

Benefit Types	Description	Add to exception
ATTENDANCE INCENTIVE		Add
Bridge/Toll	Toll fee.	Add
Call Back Allowance		Add
CAR MAINTENANCE		Add

Ok

10. You may insert the amount (**J**) for the benefit.
11. Insert the date of issue (**K**).
12. Click **Save** button.

Benefit Group: No Group

Save

Cancel

Benefit Types	Original Amount	New Amount	Amount Type	Renewal Period	Renewal Type
No Benefit Types Available. Please set up before proceed.					

Exception List
[+ Add Benefits](#)

Benefit Types	New Amount	Amount Type	Renewal Period	Renewal Type	Date of Issue	End Date	Action
Bridge/Toll	<div style="display: flex; align-items: center;"> J <input style="width: 80px;" type="text"/> <input type="checkbox"/> No Limit </div>	Amount ▾		Not Applicabl ▾	<div style="display: flex; align-items: center;"> K <input style="width: 80px;" type="text"/> </div>	📅	Delete