

Orisoft Object-Oriented Human Resource Management System Suite

User Manual for ESS



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INTRODUCTION TO ESS

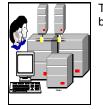
1. What is ESS?

ESS stands for **Employee Self Service**. It is a web-based application that conveniently allows employees to access and update their personal details via an Internet browser at anytime and anywhere.

ESS may be integrated into the **HRMWin application**, Orisoft's premier human resource management system. In fact, many of the core functions of ESS are derived from HRMWin.

The following are the essential features of ESS:

1. ESS allows users to update their own relevant profile information online



This is subject to second-party (and perhaps including a third and fourth) **approval** before it is posted online and confirmed in employee records.

Therefore, changes made in ESS will be pending until approved.

During the pending stage, an **escalation process** takes place within the system to generate user requests and the subsequent approval from the relevant parties. The configurations for this escalation procedure are set under HRMWin.

2. ESS directly synchronizes with related Orisoft application tools, like HRMWin and PAYWin



After the user's change requests are approved, employee records will be **synchronized** accordingly to both the Orisoft PAYWin and HRMWin software. Conversely, if changes are made on PAYWin or HRMWin, those changes will be synchronized to ESS.

An advantage of having ESS synchronized to the payroll and HR systems is that it allows **easier monitoring of events and updates made** for the superior or reviewer. It is easier to track changes on a web-based interface.

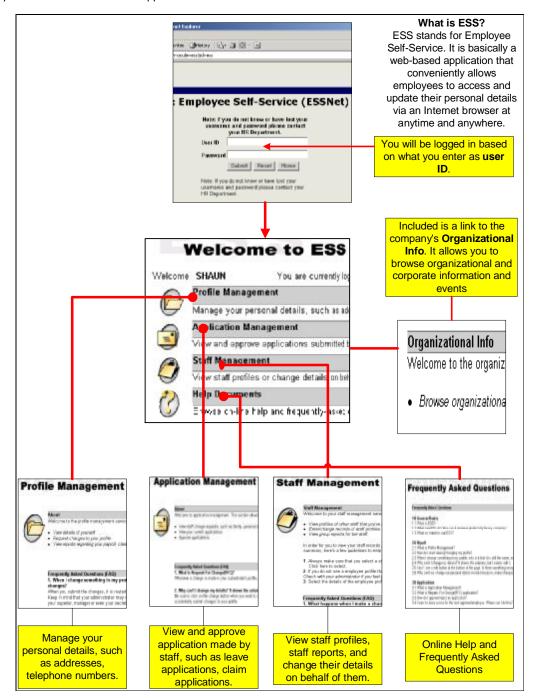
3. ESS also allows user to view past history records



This allows a repository of **historical events and records involving the employee** to be conveniently viewed and displayed on a web browser. Examples of what user can view are their employment history and details, completed training courses, work attendance, and so on.

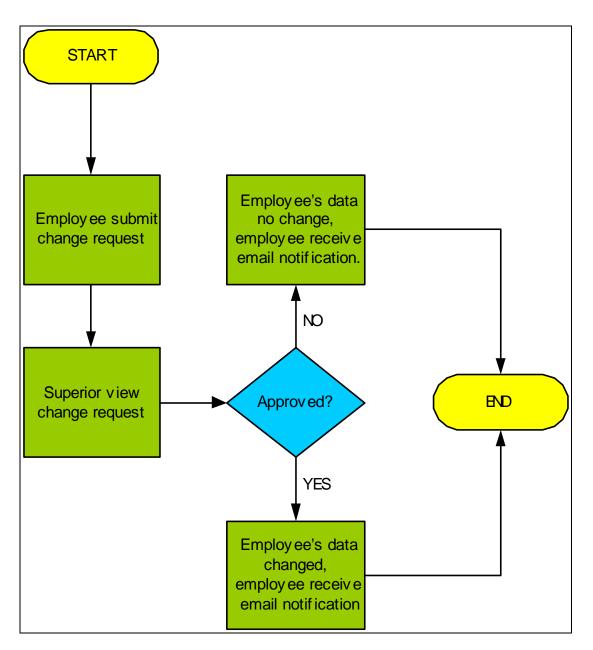
2. ESS Overview

The web pages in ESS are, at times, linked to each other in order to achieve a common function. Below is a graphical overview of the ESS application.



3. ESS Process Flow

The following is the standard ESS process flow. This will enable our overall understanding on how the ESS system operates.



ESS Requirements

ESS REQUIREMENTS

1. The Basic Requirements (for normal users)

In order for you to gain access to ESS, please ensure that you have the following in place:

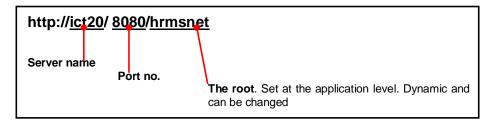
- 1. An Intranet connection
- 2. A valid User ID and Password
- 3. Web browser (Internet Explorer (IE 5.5 and above) is recommended.
- 4. Escalation procedures are in place (for the distribution of information and the generation of request approvals by ESS user's supervisor)

2. The Advanced Requirements (for technical configurations)

These requirements are configurations done on the back-end side. Users may need to consult their technical staff regarding this.

- 1. Jaguar component running on the EA server
- 2. Connectivity to the database server
- 3. SMTP Mail Client and Server (for e-mail notification purposes)

**Note that Jaguar uses default port 8080. When configuring the http server, disable www publishing services (which has a Microsoft default of port 80) to avoid conflict with Jaguar. Otherwise, the message that appears on your IE screen will be "This web page cannot be displayed"



3. Configurations at the HRMWin application level

The Orisoft HRMWin application must already be installed in your system. The following are the configuration requirements that you must set up to enable ESS. Note that before attempting to configure, ensure you *fully understand your requirements* instead of simply setting up without any idea or preconceptions.

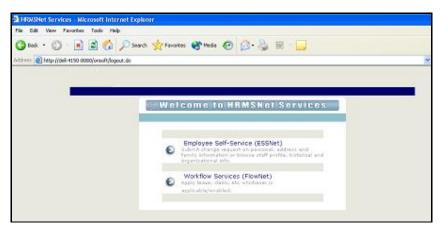
- 1. Routing Map Setup configurations to set and define escalation levels and procedures
- 2. Periodic synchronization activity settings with HRMWin
- 3. Superior in Employee Profile must be set up
- 4. Organizational Setup must be fully set up
- 5. Application Configurations for mail setup purposes, datasource properties, run-time modes and settings, messenger notifications, etc.

USING ESS

1. Getting Started

To start the application, follow the steps and procedures below:

- 1. Double click on the Internet Explorer (IE) icon to launch the web browser.
- 2. Type in the web address (URL) to access ESS.
- 3. The Welcome to HRMSNet screen will appear.

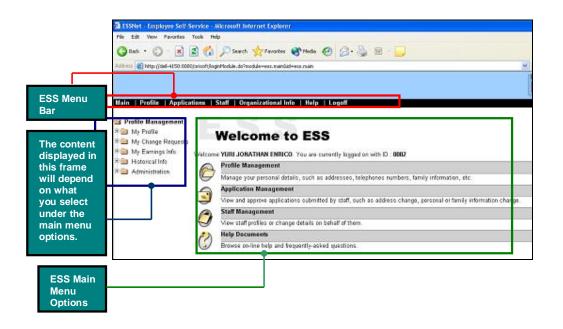


- 6. Click on the Employee Self-Service (ESSNet) to access ESS application.
- 7. The ESS application logon screen then will appear (refer to the following sample screenshot).

Pile Edit View Pavorites Tools Help		
🔇 Book 🔹 🔘 - 💽 🗟 🏠 🎾) Search 👷 Favorites 🜒 Media 🚱 🝰 - 🍇 🔢 🛛 🧫	
Address 🗿 http://del-4150.8080/orisoft/login/4o	dule dsimodule-essisd-ess	
	11010	-
мог	OULE : Employee Self-Service (ESSNet)	
	User ID	
	Password	
	Submit Reset Home	
	Submit Reset Home Please click here if you need assistance.	

- 8. Type in your User ID and Password.
- 9. Click on the **Submit** button.
- 10. The ESS main screen will appear (refer to the following sample screenshot, which is highlighted with indicators to describe the interface functions). It will display a welcome message and a menu list in which you may select your designation.

Using ESS



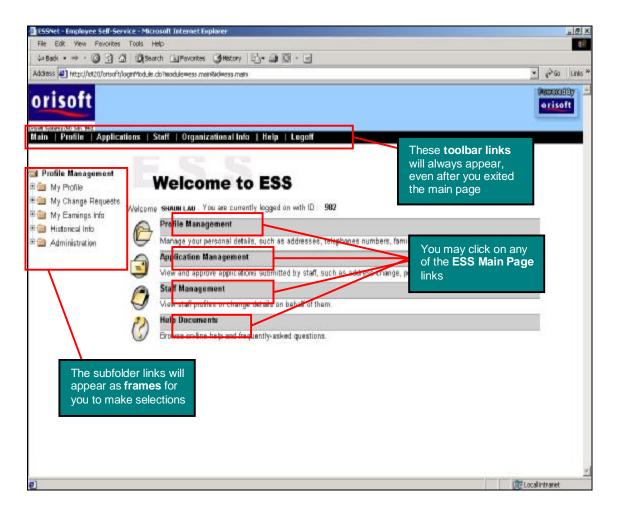
- 11. You may select from the ESS main menu options. As displayed, there is *Profile Management*, *Application Management*, *Staff Management*, and *Help Documents*.
- 12. Note that the frame on the left will change accordingly to display the sub-links of any of the options you select from the main menu.
- 13. For easy browsing of the application, you can select the links from the ESS Menu Bar on the top of the screen without frequently reverting back to the main screen.

2. Using ESS

2.1 The Main Screen

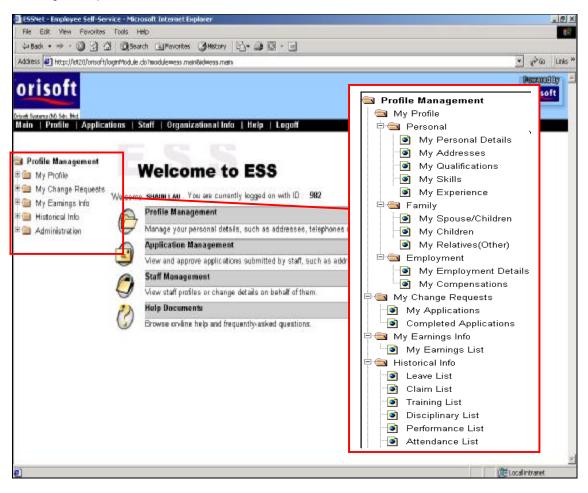
ESS generally follows the typical standard HTML interface and commands.

Let's start by observing the main screen, which is the first screen that will appear when you log in as a user.



2.2 Frame of Links

Click to get a drop-down list of available links.

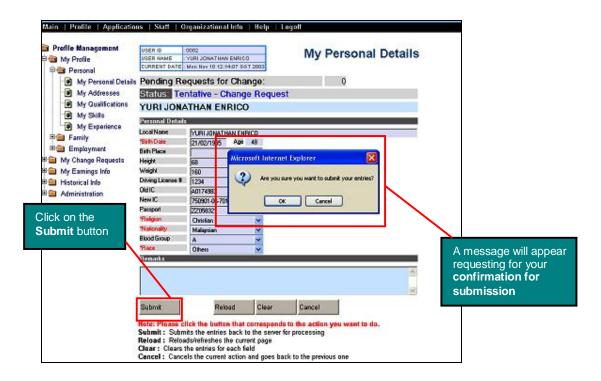


2.3 Submitting Change Request

1. Clicking on the **Edit button** allows the fields to become editable.

Main Profile Applicatio	ies Staff O	rganizational Info Help Logo	m
Profile Management My Profile	USER NAME	0002 YUR JONATHAN ENNICO Mon Nov 10 12:05:55 5:07 2003	My Personal Details
 My Personal Detail My Addresses My Qualifications 	Pending Re Requests	quests for Change:	D
My Skills My Experience	Status:	Current Data	
Barrity		CITIZEN ENTITIO	
🖻 🚞 Employment	Personal Details		
My Change Requests	Local Name Bith Date	YURIJONATHAN ENFICO	
💷 My Earnings Info	Bith Place	21/02/1955 Age 48	
Historical Info	Height	68	
Administration	Weight	160	
-	Driving License II		
	OM IC	AD174983	
	New IC	750301-06-7012	
	Pacapot	72058321	
	Belicion	Chéitian	
Click on the E		N eleption A	
button		Others	
Dutton	<u> </u>		
	Reload E	dit	
	Requests : Sho Reload : Reloa	ick the button that corresponds to t we the pending request submitted ds/refreshes the current page u to edit/modify the current rowhecord	-

2. Thereafter, make your changes and click on the **Submit button** to submit change requests, which will be pending for approval.



2.4 Approving Change Requests

- As the approver, you may view a listing of change request applications pending for your approval.
 Click on the Agent ID to select a particular staff request and view its details.

2 100 14/11/2003/08:45:0910072 NARINE ESME BIN ZAINUDDIN Addless Charge TO // 3 54 13/10/200318:56:0410072 NARINE ESME BIN ZAINUDDIN Personal Charge TO //	USER 10 USER NU CURREN			The Party of Concession of Concession of Concession, Name	Application App				
2 100 14/11/2003 08:45:0910072 NARINE ESME BIN ZAINUDDIN Addess Change TO a 3 5 13/10/2003 18:56:0410072 NARINE ESME BIN ZAINUDDIN Personal Change TO a	Rov #	AgenID	Received On	Employee No.	Name	Information Type	Request	Recipient	Action
3 54 13/10/2003 18:56:0410072 NARINE ESME BIN ZAINUDDIN Personal Change TD 4	1	11(14/11/2003 13:55 1	010072	MARINE ESME BIN ZAINUDDIN	Relative	New	TO	Active
	2	100	14/11/2003/08:45:0	910072	MARINE ESME BIN ZAINUDDIN	Address	Change	TO	Active
4 63 13/10/2003 18:48:2910072 NARINE ESME BIN ZAJNUDDIN Relative New TO #	3	54	13/10/20031856.0	410072	NARINE ESME BIN ZAINUDDIN	Personal	Change	TO	Active
Page Prior Page Next	4 Page F			910072	NARINE ESME BIN ZAJNUDDIN	Relative	New	TO	Active

3. Determine the status whether to Approve, Reject, or keep it Pending.

Application Management	USER ID	:0002	and the second	Anni	antion An	mentical	
Request for Approval(RFA)	USER NAME	YURI JONATHAN ENRI		Appli	cation Ap	provai	
Pending Requests	CURRENT DATE	Mon Nev 10 12 25:34 1	SOT 2002			a construction of the second	
A Lemand redeers	Agent Details						
	Agent ID	1	110	Received on 14	/11/2003 13:55:10		
	Na: 10	1072					
	fame: M	ARINE ESNE BIN ZA	INUDDIN				
	Statue: /	ApproveORe	inct @ Por	viling	_		
			lect @ Let	iaing			
	Relative Details						
		anna Med					
Determine the		345678556					
	Bith Date 2						
status	Type A		*				
	Sex F.		*				
	Manital Status 5	ingle	*				
	Occupation Ter No.		Inc	one(il applicable)		.00	
			Inc	onelil applicable)		.00	
	Tax No.		Ins	coneții applicable)		.00	
	TarNo. Address Dotaile Address (H	arila			Frontin	.00	
	TerNo. Address Differin Address H Post Code		s s		Country	.00	
Octowite	TerNo.	arila			Country	.00	
Submit	TerNo Address Datable Address H Post Code TelNo E-Mai	arila	s s		Country	.00	Thread
	TerNo.	arila	s s		Country	.00	Thread
	TerNo Address Datable Address H Post Code TelNo E-Mai	arila	s s		Country	.00	Thread
	TerNo Address Datable Address H Post Code TelNo E-Mai	arila	s s		Country	.00	Thread
	TerNo Address Datable Address H Post Code TelNo E-Mai	arila	s s		Country	.00	Thread
	TerNo Address Datable Address H Post Code TelNo E-Mai	arila	s s		Country		Thread

- 4. If applicable, click on the Thread button so you could review the remarks and updates made by approvers before you.5. Click on the **Submit button** to confirm approval.

OPTIONAL: Clicking on **Thread** will display all the remarks and status descriptions made by others in the escalation process.

			Details		
Row# Status	Date From Dat	e To Leave Period	Days Leave	Reason	YTD Ball Running Ba
Status:	Closed - Esca	alation Level 1/3			
1 Approved	17/12/2003 17/	12/2003 Full-day	1.00 ANNUAL LEAVE	Holiday	0.00 0.0
Remarks					History Entitionent
Status:	Closed - Esca	alation Level 2/3			
2 Rejected	17/12/2003 17/	12/2003 Full-day	1.00 ANNUAL LEAVE	Holiday	0.00 a.c
Remarks	Sony				History Entitlement.
Status:	Closed - Esca	alation Level 3/3			
3 Rejected	17/12/2003 17/	12/2003 Full-day	1.00 ANNUAL LEAVE	Holiday	0.00 0.0
Remark:	Sony				History Entitlement

6. Note the **escalation level status** (see the following screenshot). This indicates how many more people will have to approve the request submission before it is finally cleared for confirmation. For example, escalation level 1/1 means that only one person is need to make the approval, and has already done so.

Application Management and Request for Approval(RFA)	USER NAME	0002 YURI JONATHAN ENRIC Man Nov 10 12:26:34 S	PT 2003		cation Ap	
	Agent ID:		110 Deceive	od Op: 14/1	1/2009 13 55:10)
0	Stalus: Pe	anding - Escala	tion Level 1	Л		
	Relative Descar					
	Name Har	(P)				-
Scalation level	ICNo. 334					
· · · · · · · · · · · · · · · · · · ·	Bith Date 20/					
status	Type Aur	ntie				
	Sex Fen	rale				
	Marital Status Sine	de				
	Decupation TaxNo.		Income	(il applicable)		.00
	Address Mar					_
	ADDIELT MA	hilla				
	Post Code	Acea	State		Country	_
	Tel No.		H/P/Eks	1		
	E-Mail					
	Renarks					_
1	and the second					_
	-					_
	-			Close		

2.5 E-Mail Notification

As the employee who made the change request, you may receive an email message if your change request is approved.

Note that this is entirely configurable on your email server, in terms of what message you want to appear, what email title, etc.

Inbox						3
Rober List	x 1 D	Lee Jackie G MAPPROVEDLEAW Ele Edit Vew Jrs- Times New Roman Cilgend A S Top, SteamLa Sec.	1 2 6 R ! 4	tor SHALINILAU	2/9/2003 2:56 PM	

2.6 Viewing employment history lists

Not all ESS pages are available for making request changes, for example, staff's employment history.

The following is an example of an employment history list pertaining to leave.

USER ID	: 0002		1	Leave List	÷		
USER NAME	YURI JONA	THAN ENRIC	0	Leave LIS			
CURRENT DATE	: Men Nev 10	13:42:18 50	T 2003				
Row# Status	Date From	Date To		Leave	Duration	Filed on	Reason
1 Rejected	11/3/2003	11/4/2003	Annual Leave		Ful-Day	10/12/2003	PS
2 Applied	11/1/2003	11/1/2003	Annual Leave		Ful-Day	10/31/2003	NA
3 Applied	11/1/2003	11/1/2003	Annual Leave		Full-Day	10/31/2003	EMER
4 Approved	10/30/2003	10/30/2003	Annual Leave		Ful-Day	10/12/2003	PS
5 Applied	10/29/2003	10/29/2003	Absenteeism		Ful-Day	10/28/2003	PS
6 Applied	10/29/2003	10/29/2003	Annual Leave		Ful-Day	10/28/2003	PS
7 Applied	10/29/2003	10/29/2003	Annual Leave		Ful-Day	10/28/2003	PS
8 Applied	10/29/2003	10/29/2003	Annual Leave		Ful-Day	10/28/2003	PS
9 Applied	10/29/2003	10/29/2003	Annual Leave		Ful-Day	10/28/2003	PS
10 Applied	10/29/2003	10/29/2003	Annual Leave		Full-Day	10/28/2003	PS
11 Applied	10/29/2003	10/29/2003	Annual Leave		Ful-Day	10/28/2003	PS
12 Applied	10/29/2003	10/29/2003	Annual Leave		Ful-Day	10/28/2003	PS
13 Applied	10/29/2003	10/29/2003	Annual Leave		Full-Day	10/28/2003	NA
14 Applied	10/29/2003	10/29/2003	Annual Leave		Ful-Day	10/28/2003	PS
15 Applied	10/29/2003	10/29/2003	Annual Leave		Full-Day	10/28/2003	PS
16 Applied	10/29/2003	10/29/2003	Annual Leave		Ful-Day	10/28/2003	PS
17 Applied	10/29/2003	10/29/2003	Annual Leave		Ful-Day	10/28/2003	PS
18 Applied	10/29/2003	10/29/2003	Annual Leave		Ful-Day	10/28/2003	PS
19 Applied	10/29/2003	10/29/2003	Annual Leave		Ful-Day	10/28/2003	PS
20 Applied	10/29/2003	10/29/2003	Annual Leave		Ful-Day	10/28/2003	PS
21 Applied	10/29/2003	10/29/2003	Annual Leave		Ful-Day	10/28/2003	PS
22 Applied	10/29/2003	10/29/2003	Special Leave		Ful-Day	10/28/2003	PS
23 Applied	10/24/2003	10/24/2003	Annual Leave		Ful-Day	10/23/2003	NA
24 Approved	10/24/2003	10/27/2003	Annual Leave		Ful-Day	10/12/2003	PS
25 Rejected	10/22/2003	10/22/2003	Annual Leave		Full-Day	10/12/2003	PS
26 Approved	10/20/2003	10/22/2003	Annual Leave		Ful-Day	10/12/2003	PS
27 Approved	10/18/2003	10/18/2003	Annual Leave		2ndHalf	10/17/2003	PS
28 Approved	10/17/2003	10/17/2003	Annual Leave		1stHalf	10/16/2003	PS
29 Approved	10/17/2003	10/17/2003	Annual Leave		Full-Day	10/16/2003	PS
30 Approved	10/17/2003	10/20/2003	Annual Leave		Ful-Day	10/12/2003	PS
Page Prior	Page Next						

3. How to use this User Manual

This operating guide is divided into 2 sections.

Section A – Covers Profile Management, which is applicable to all employees.

Section B – Covers **Application Management** and **Staff Management**, both of which are applicable to approvers and reviewers of staff information (e.g. senior management or HR manager).

Section C – Covers those that are accessible to all. This would involve Organizational Info.

Section A



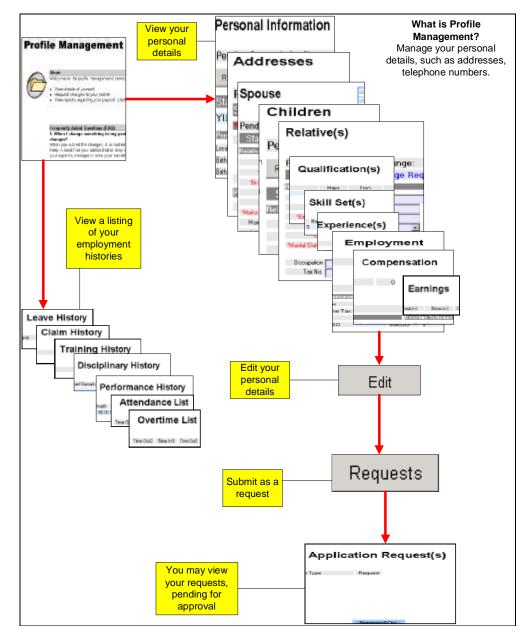
PROFILE MANAGEMENT

What is Profile Management?

Profile Management is a core module within the ESS system, in which staff may use to manage their existing personal details. In addition, they could also use it to view a listing of their respective employment histories.

As a user, you are able to perform the following:

- 1. View your personal details with the option to edit it and submit as a request
- 2. View a listing of all your existing requests that is pending for approval
- 3. View a listing of your employment history (categories ranging from *leave history* to *disciplinary history*)



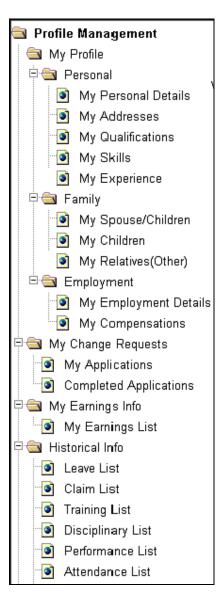
Profile Management is designed for the employee to view their own employee profile including employee personal details, family details and employee details. The employee can request to make changes from the web to provide updated details in their own profile. In addition, ESS also provides interfaces to display a listing of employee's earning, leave, claim, training, disciplinary, performance, attendance, and overtime.

- 1. When login to the ESS website for the first time, by default the project management sub folder links will appear on the left side of the screen.
- 2. You may click Profile from the main menu on the upper left to enter into the Profile Management main page, or click on a specific sub folder link to enter a particular page directly.
- 3. Else, you may select Profile Management from the main screen to open it on a new window.



4. Now, you may explore the contents available in Profile Management by breaking down the menu list located on the frame (refer the following screenshot). You may have observed that folders may contain additional sub-folders to store the web contents in an organized way.

Profile Management



- 5. Select a web link.
- Select a link from any of the sub folders in *Profile Management*.
- Select a link from any of the sub rolders in *Provide Waragements*.
 Due to sensitivity of data, the following link has been disabled for employee viewing.

 - ii) My Compensations
 - Performance List iii)
 - My Earnings List iv)
- 8. When user tries to access into any of the above-mentioned link, an "Access Denied" screen will appear.

Profile Management	USER ID	0002	
My Profile	USER NAME	YURI JONATHAN ENRICO	
a My Change Requests	CURRENT DATE	Man Nev 10 12:25:34 567 2003	
My Earnings Info My Earnings List Historical Info	Access D	enied.	

1. My Profile

1.1 Personal

1.1.1 My Personal Details

Objective: User wants to view or change Personal Information

1. Double click the *Profile Management* Folder to view the sub-folders, then select *My Profile*, follow by *Personal* sub-folder. Select *My Personal Details* and the following screen may appear.

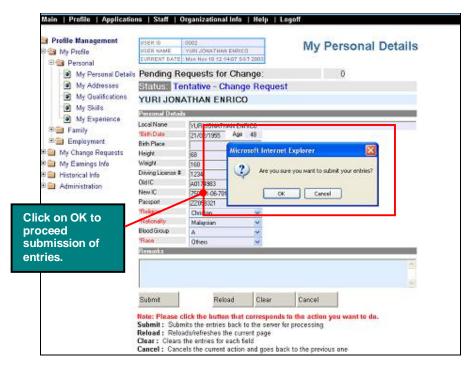
and the second sec	the second se	tes 🗳 History 🔤 🔮 🔮 👘 id-ess profile personaliscript-tree_prof	Contractive states	🛫 gið Ga 🛛 Linka '			
orisoft Main Prefile Applicatio		anizational Info Help Con	iact Logoff	investige orisoft			
Profile Management	USER ID	6002	Personal Information				
Pier My Profile	USER NAME CURRENT DATE	YURI JONATHAN ENKICO Sub Sep 20 17:02-12 SGT 3009					
E Personal	Colorise and the second second	uests for Change:	0				
My Personal Details		9					
My Addresses	Requests						
My Qualifications	Status:	Current - Original					
My Skills							
My Experience	YURI JONATHAN ENRICO						
🖽 🗐 Family	Personal Details						
Employment		URI JONATHAN ENRICO					
🗐 My Change Requests		1.402/1.955 Age 48					
🛍 My Earnings Info	Birth Place.						
🗐 Historical Info	Height						
administration	Weight						
	Disving License #						
		0174983					
		50901-06-7012					
	Passport						
		hritian					
		lakaysian					
	Blood Group C						
		hinasa					
	Remarks						

- 2. From this screen, you may view your personal details as entered in the Employee Profile by Human Resource Department.
- 3. You are allowed to edit the fields by clicking on the Edit button and the following screen will appear.

Profile Management

Main Profile Applicatio	ns Staff O	rgenizational Info	Help Lo	ogoff	
 Profile Management S → My Profile S → Personal 	USER NAME	0002 YURI JONATHAN EARLO Max Nov 10 12 14007 SP		My Pe	ersonal Details
My Personal Details My Addresses My Addresses My Addresses My Addresses My Skils	Pending Re Status Ter YURI JONA	0			
My Experience B 🔤 Family	activities a location Local Name "Bith Date	YURI JONATHAN ENP			
R 💼 Employment R 💼 My Change Requests R 🛅 My Eamings Info	Bath Place Height Weight	68 160			
8 🚞 Historical Info 8 🚞 Administration	Driving License # 041C New IC	1234 A0174983 750901-06-7012	_		
	Pasipot 'Religion Nationality	ZZ058321 Chétéan Malaptian	2.2		
dd remarks	Blood Group Race	A Otterz	2.5		
Note: The					a 0
unctions of	Submit	Reload	Clear	Cancel	
each button is clearly explained	Submit : Subm Reload : Reloa Clear : Clears !	lick the button that its the entries back t da/refreshes the curv he entries for each fir als the current action	o the server fo int page iid	r processing	100

- 4. Place the mouse pointer into the text box column to start editing your personal information.
- 5. Select the date from a pop up calendar to edit Birth Date.
- 6. To add more information about yourself, you may add in remarks in Remarks Column.
- 7. After editing, click on **Submit** button and a confirmation message box will appear.
- 8. Click on **OK** to confirm submission.
- 9. The changes that you have submitted will need approval from the HR Manager.
- 10. An email notification will be sent to you after the HR Manager has made a decision on your request, whether it is approved or rejected.
- 11. You can also access to *My Change Requests* à *My Applications* to check on the list of changes that you have been made.
- 12. To check the status of request, go to My Change Requests à Completed Applications.



1.1.2 My Addresses

Objective: User wants to view or change Addresses

1. Select My Addresses from the Personal folder. The following screen will display your address details.

B Profile Management D B My Profile D B Personal	USER ID USER NAME CURRENT D	0002 YURI 2014/THI MIN Nev 10 12		My Addresses						
My Personal Details	Pending	g Requests f	or Change:	0						
My Addresses	Requests									
My Skills My Experience		Current Dat	a							
P 🔂 Family P 🚰 Employment	Addem	c 608 Jolan 99, Bukit changed from ESS	Japa, Kusle Lungar							
My Change Requests	State	Pahang	Area: Rusia Lumpur	Post Code: 75100 Country: Malarcia						
8 🛄 My Earnings Info 8 🛄 Historical Info	Skare.		Alea Nuas Lumpu	Couray, Molopilo						
8 Administration		218 Bukit Cina testing ONLY								
	State	Butterworth	Alex Airltan	Part Cade Country: AFGHAMISTAN						
		International Address								
	Addens									
	State	Indonesia	lass ling	Post Code: Country: ALBANIA						
	Home Core	tact Numbers								
	Telephone #	Second		fandphone Contact R						
	Office Con	tact Numbern								
ick here to edit	Tel# E-mail	t Ladninistrator@mobi	e labs.com/ny	Fad,eto;						
dress details	Hemarks:									
	Reload	Edt								

2. To edit, click Edit button to enabled the text boxes for modification.

	USERID	0002				Mv	Add	resses	
🖻 🚘 My Profile	USER NAME	TE Mon New 10			200				
Personal									
My Personal Details	Pending	Requests	for Ch	ang	e:		0		
My Addresses	Status	Tentative -	Chan	ge l	Request				
My Qualifications	Waikny Ad	derer.							-
My Skills	Address	SSB Jalan 99, Bul	di Jaya, K	uala L	unput :				
My Experience		changed hom ESS							
8 🚍 Family		5. c		(2004)		_	in an	Post Code: 75100)
🗷 📴 Employment	"State:	Pahang	Y	Anter	Ruele Limpur	۲	Courdy	Malaysia	v
My Change Requests	Permanenta	States and states and							
🗐 My Earnings Info	Address	218 Bukit Cina							
		44000							
	21010						-	Post Code:	-
	State:	Butterworth	¥)	003	Ar Itan		couray.	AFGHANISTAN	v
	Internation	Address							
	Address								
	State	Indonesia	-	Les :	and the second s	-	Country	Post Code: ALBANIA	-
			(M)		Ama		Considy.	ALBANIA	×
		et Numbers							
	Telephone It					tphone C	ontact It		_
		administrator@nk	ibile labs c	oni ng	(_	_		_
	Telk	are Multicent			_		adLets:		_
		administrator@ms					earer:		_
		activitation period	CHE-HADS C	UTIL FR	·		_		_
	Henacka								

- 3. Place the mouse pointer into the text box column to start editing your addresses information.
- To add more information about yourself, you may add in remarks in **Remarks** Column.
 After editing, click on **Submit** button and a confirmation message box will appear.
 Click on **OK** to confirm submission.

- 7. The changes that you have submitted will need approval from the HR Manager.
- An email notification will be sent to you after the HR Manager has made a decision on your request, 8. whether it is approved or rejected.
- You can also access to My Change Requests à My Applications to check on the list of changes that 9. you have been made.
- 10. To check the status of request, go to My Change Requests à Completed Applications.

Profile Management	USER ID	0002			My Add	PAREAR			
🖼 My Profile	USER NAME	UVUR-JONAT			My Auu	63363			
🕀 🔄 Personal	CUARENT DA	ATE: Mon New 10	12 26 34 SOT 200	9					
My Personal Details	Pending	Requests :	for Change		0				
My Addresses	Status:	Tentative -	Change Re	quest					
My Qualifications	Maring Ad		3						
My Skills	Addess	939 Jalan 33, Bui	et Inco Kusia Luz				_		
My Experience		changed from ES							
E E Family					1445	Post Code: 75	100		
Employment	"State:	Pahang	Vera K	ala Lunpur	Country	Malaysia	м.		
My Change Requests	Permanent Address								
My Earnings Info	Addess:	218 Bukit Cina	Country of the	000000000	998 C	(1)			
Historical Info		44000	Microsoff	Internet Explo	irer	<u> </u>			
Administration		Sec. and	(?)		want to submit you	de			
-	State:	Buttenviorth	Q .	ne you sune you i	viare of subme you	TAN.	*		
	Internationa	al Address	-			1000			
	Addess:	0		OK.	Cancel	3			
			1			5			
	-	E			-	Post Code			
	State:	Indonesia	V Area A	na	Country.	ALBANIA	¥		
		act Numbers		728.43					
	Telephone II:	1		Handp	hone Contect II:				
		administratice@mc	bile labs con my						
		act Numbers							
	Tel#.			1	Fax#.etc.				
		administrator@mo	bile-labs.com.my						
	Remarks								

1.1.3 My Qualifications

Objective: User wants to view qualifications

- 1. Click My Qualifications link from the Personal folder. The following screen may appear.
- 2. You are only allowed to view Qualifications details and cannot make any modification.

My Profile	USER ID 0002 USER NAME VERI JONATHAN ENRICO		My Qualifications				
8 C Personal	CURRENT DAT	Mas Nov 10 12:30 32 9 07 2000					
My Personal Details My Addresses My Ouslifications My Skills	Rowth Bank 1 9 2 8 Page Prior	Guellication AdvDiptore Page Next	Major	From 01/01/2003 01/01/2001	To 02/02/2003 01/01/2002	Daration 0.1yr/s)teet 1.0yr/s)teet	
8 📄 Family	Page Prior	click the button that correspond laids the previous page, if there is loads the next page, if there is any		to da.			

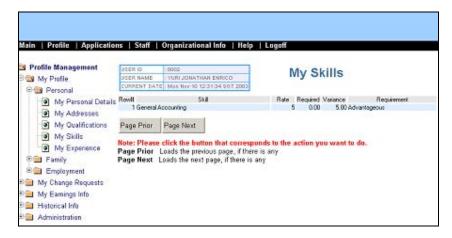
3. Click Prior and Page Next to view the records if it is catered to other pages.

HINT: The **Page Prior** and **Page Next** buttons cater for listings that will appear per screen. For example, you may have previously set a list of 2 rows to appear per screen (e.g. like the screenshot above). Clicking on **Page Next** will display the next 2 rows while **Page Prior** will return to the last 2 rows. This enables a better display, especially if the listing is long and extended.

1.1.4 My Skills

Objective: User wants to view skills

- 1. Select My Skills from the Personal folder. The following screen may appear.
- 2. You may view your Skills details.



- 3. You are not allowed to make changes here, as it is read-only.
- 4. Click Page Prior or Page Next to view other record if it is catered for additional pages.

NOTE: You may have noticed that certain areas are off-limits for you to make changes and edit, because they involve a more official verification by the administrator. For example, you cannot just simply add in whatever under the **My Qualifications** screen without consulting the HR administrator first.

1.1.5 My Experiences

Objective: User wants to view experience

- Select *My Experiences* from the *Personal* folder. The following screen may appear.
 You may view your Experience(s) details.

USER NAME	1002 VIRLIONATH	ALC: NO.	My Experience		
		32.09 3.01 2003	2		
Rovat From	To	Duration	Company	Last Salary	Postan
Page Prior	Page Next				

3. You may click Page Prior and Page Next to view if the record catered in the different page.

1.2 Family

1.2.1 My Spouse/Children

Objective: User wants to edit or view employee's spouse/children details

- 1. Select My Spouse/Children from the Family folder. The following screen may appear.
- 2. You may view, edit and add new Spouse details here.

Profile Management	USER 10 USER NAME	0002	2	My	Spou	se/Children
1 1 Personal	CURRENT DAT	E Man Nov 10 12:33:23 56	T 2003			
B	Bowitt 1 HELENI	Name E SONJA TRTUMP GEB RA	New IC	Sex Female	Birth Date	Age Children of this spouse View
My Children My Relatives(Other)	Page Prior	Page Next	New			
B Employment My Change Requests My Earrings Info						
Historical Info Administration						

- 3. To view the spouse details, click the Name displayed on the table.
- 4. The screen then will display the Spouse details.
- 5. From the spouse details screen, you are able to edit the information by clicking the **Edit** button at the bottom of the screen.

Profile Management My Profile	USER ID USER MAME CURRENT DAT		ATHAN ENRICO 10 12:33:23 00 T-20		ly Spouse/C	hildren
B (Family My Spouse/Children	-	Request	s for Change	9:	0	
My Children	Requests					
My Relatives(Other)	Status;	Current	- Original			
🖹 🧰 Employment	Relative Data	ale -				1
My Change Requests	Name	HELENE SOM	MA TRTUNP GEB	RAB		
My Earnings Info	IC No.					
🖮 Historical Info	Birth Date					
Administration	Type					
		Fernale				
	Marital Status Married Dr.					
	Working?					
	warange	⊙Yes ⊙No				
	Occupation					
	Tax No.			income/if applic	sable)	.00
	Address Dola	als:				-
	Address	20. JALAN KI	PANAT, KG. DATO	IK KEFIAMAT, 54000	KIJALA LUMPUR	
	Past Code		Area	State	Country	
	Tel No.			H/P/Etc.		
	E-Mail					
	Renarks	_				1
	Entres on 1	(eres				
	Reload	Edit				

- 6. The appearance of text boxes now will enable for you to make changes.
- 7. After completing the changes, click on **Submit** to forward the request changes to your superior for approval.
- 8. Click **Confirm** on the next screen.
- 9. Note that now the pending request changes will become value 1.
- 10. The changes will only show in the site after the request for changes is approved.
- 11. You may click the Request button to view your pending changes.
- 12. Otherwise, you can add new spouse details by click on the **New** button from the *My Spouse* main screen.

Profile Management

- 13. Then, you may enter your spouse details. Note that the field names in red color are mandatory fields to be filled.
- 14. You may click the **Clear** button to clear the information in the screen.
- 15. After you have completed entering the details, click **Submit** to forward request changes to superior.
- 16. Click the **Confirm** button when the confirmation screen appears.
- 17. Note that the pending value becomes 1 now.

HINT: The Page Prior and Page Next buttons cater for listings that will appear per screen. For example, you may have previously set a list of 2 rows to appear per screen (e.g. like the screenshot above). Clicking on Page Next will display the next 2 rows while Page Prior will return to the last 2 rows. This enables a better display, especially if the listing is long and extended.

Profile Management My Profile Dersonal	USER ID USER NAME CURRENT DAT	VURI JONATHAM ENRICO YURI JONATHAM ENRICO XTE Men Navi 90 12:37:01 S01 2003							
a Family	Pending I	Requests	for Ch	ange:					
My Spouse/Children	Status	Tentative	- Char	ige Re	quest				
My Children	Spouse Deta	15							
My Relatives(Other)	"Name	Joanne Jethey	(C						
Employment		22334455							
My Change Requests		6/11/1978 00.0	00:00						
My Earnings Info		Spouse		~					
Historical Info		Fenale		¥					
Administration	"Mentel Statut			~					
		10/10/2003 00	00:00						
	Working?	O Yes ⊙ No							
	Occupation	-							
	Tax No.	1			income@	applicable)			.00
		512 							
	Address Deta	ds:							
	Widees	33, Road 10							
									1
							0.5	Post Code	100
	Area		~	State		×	Country		×
	Tel No.			30	2	H/P/Etc.			
	E-Mail Hemarks	1			_				_
	Hemarks								_
									100

Profile Management My Profile	USER ID USER NAME	VURI JONATHAN		201	Spouse(s)	
Personal	CURRENT DWI	E Mee Nov 10 12 3	0:01:SOT 2	00		
🗃 🚍 Family	Pending I	Requests for	Chang	e:		
My Spouse/Children	Status	Tentative - C	hange	Request		
My Children	Spourse Deta	1407				
My Relatives(Other)	Name	Joanne Jeffrey				
Employment		22334455				
My Change Requests		6/11/1978 00:00:00	1			
My Earnings Info		Spoure		~		
Historical Info		Fenale	C	*		
Administration	"Maitel Status			t Internet Explo	607	
	Maned Un	10/10/2000 00:004				
	Washing?		Q	Are you sure you w	ant to submit your ent	rias?
	-	⊙ No				
	Eccupation Tax No.			OK I	Cancel	
	9 8K F40.	1			2	.0
	Contraction Contra		_			
	Address Dela	33. Road 10				

1.2.2 My Children

Objective: User wants to edit or view employee's children details

- Select *My Children* from the *Family* folder. The following screen may appear.
 As My Spouse, you are allowed to view, edit and add new Children details.

🔄 Profile Management	USER ID	0002		My	Child	Iren	8	
🖻 🖼 My Profile	USER NAME	YURI JONATHAN ENRICO		iny	onnia	il e li		
🕸 🧰 Personal	CURRENT DATE	Mon Nov 10 12:41:19 SGT	2003					
E de Family	Ro##	Name	New IC		Birth Date			
	1 John Enri	00	000101-10-1000		1/1/2000	3	No	Yes
My Spouse/Children	2 NA			Male	1/1/2000	3	No	Yes
My Children	0.01	D						
My Relatives(Other)	Page Prior	Page Next	New					
🖲 🧰 Employment								
🕫 🚞 My Change Requests								
🗉 🗐 My Earnings Info								
E Administration								
Profile Management	USER D	0000	1					1
E 🔄 My Profile	USER NAME	YURIJONATIKAS ENRICO	My	Chi	ldren			
B Personal	CURRENT DAT	TE Max Nov 10 12:41:10 5 0 1 200	0					
E 📾 Family	Pending I	Requests for Change	:	0				
My Spouse/Child	dran	1						
My Children	Requests							
My Relatives(Oth	(a) Status	Current - Original						
B 🛄 Employment	Relative Det			_	_	_	- 1	
B 🛄 My Change Requests		John Ensco					_	
🖲 🧰 My Earnings Info		000101-10-1000						
🖲 🚍 Historical Info	Birth Date							
0 🧰 Administration	Type	Son						
and the second second second		Male						
	Marital Status	Single						
	Ful-Time Educ	A	Wrannet	P OYes				
	The time cone	O Na		© No				
		(Unit		0140				
	Occupation Tax No.			iii:			.00	
		KANIN NANA ROTTMANN	Inconejif applicable Tax Cou				1.00	
	Address Deta		1 84 000	10	_	_		
		NO 5LG BLOCK C TEMBELING R					_	
		JALAN FROMIS GOLF KUANTAN						
	Post Code		State		Country M	Y		
	TeiNo		H/P/Elc					
	E-Mai							
	Renake							
							_	
	-							1
	Relpad	Edit						1
-								-

Profile Management	USER ID	0002				
🗃 My Profile	USER NAME	YUR JONATHAN ER	RICO	Chil	dren	
B Personal		E Man Nov 10 12:41:5				
B Family	Danding I	Doguarte for (hanan:			
My Spouse/Children	Pending Requests for Change:					
		Tentative - Ch	ange keq	uest		
My Children	Child Details					
My Relatives(Other)	"None					
Employment 🗎	IC No.					
My Change Requests		00/00/0000	111			
My Earnings Info	*Type		*			
Historical Info	"Sea	Male	×			
Administration	'Mantal Status	Single	×			
	Full-Time Educ	0		Hicapped?	0	
	LOLUNG COOP	⊙ Yes ⊙ No			⊙ Yes ⊙ No	
		© №0			() ND	
	Occupation	2				
	Tax No.			Inconeții applicable)		.00
	Pateri		Y	Tex Count		.00
	Address Deta	de la				
	Address	5				
					Post Code	
	Area		 State 	~	Country	~
	TelNo.			H/P/Etc.		
	E-Mai	2				
	Remarks	11				

- Click the children name displayed in the table (if applicable) to display the children's details.
 The children details will be displayed.

 Profile Management My Profile R Personal 	USER NAME		THAN ENRICO		Children	1	
	-		12:41:54 S GT :				
B S Family My Spouse/Children My Children	Pending Requests for Change:						
	Status Tentative - Change Request						
	Child Details						-
My Relatives(Other)	"None	John Jonny En	rica				
Employment		3344558677		-			
My Change Requests		10/03/1999					
My Earnings Info	*Type			~			
Historical Info		Male		~			
Administration	'Martal Status	Single		¥		-	
Administration			Microso	ft Internet i	Explorer		
	Full-Time Educ	O Yes ⊙ No	2	Are you sure	you wank to submit you	r entries?	
	Decupation	2	-				
	Tax No.			OK	Cancel		.00
	Parent			-		1	.00
	Address Deta	ile.					
	Address	Petaling Jaya					_
		a cross de costa					
		6				Post Code	
	Area		🗸 Stal	6	V Country		~
	TelNo.				H/P/Etc.		
	E-Mai	8					
13	Remarks	1					_

- 5. From here, you are allowed to edit the information by clicking on the Edit button to enable the text boxes
- 6. You can make changes now. To clear the screen you may click the Clear button and click Reload to reset the screen to its default (last saved) values.

Profile Management

- 7. After completing the editing process, click **Submit**, followed by **Confirm** in the next screen to forward the changes to superior for approval.
- 8. Besides editing the existing records available, you are able to add a new record for children.
- 9. Click the **New** button from the Children main page to enter new children record. (Note: Fields in red name is compulsory for user to enter).
- 10. You may click Clear to clear the screen and click Close to cancel and return to the previous page.
- 11. Click Submit upon completion and click confirm in the next screen to confirm the submission of the request changes.
- 12. The pending request changes value now will be 1 waiting for approval. This means you are not allowed to make changes again until it is approved and the value becomes 0.

1.2.3 My Relatives (Other)

Objective: User wants to edit or view employee relative information

- 1. Select *My Relatives (Others)* from the *Family* folder. The following screen may appear.
- 2. You may view, edit and add new Relative(s) details here.
- 3. Click on the relative name in the table to display the Relative personal details.
- 4. From the Relative personal details screen, you may click the **Edit** button to make changes.
- Remember to click Submit, followed by Confirm on the next screen to forward the request changes to the superior for approval.
- 6. Else, you may add in new relative details. Click on the **New** button from the My Relatives main page to insert an additional relative.

🔁 Profile Management 🖻 🔄 My Profile	USER ID USER NAME	0002 VURI JONATHAN ENRICO		My Relatives(Other)
🖲 🧰 Personal	CURRENT OAT	E : Mon Nov 10 12:42:35 SOT	2003	
🖻 🔄 Family	Row#	Name	New IC	Sex Birth Date Age
My Spouse/Children	Page Prior	Page Next	New	
My Relatives(Other)				the action you want to do.
Employment		Loads the previous page, Loads the next page, if th		
	Page Next	Loads the previous page, Loads the next page, if th you to create a new row?	ere is any	
🗉 🚍 Employment	Page Next	Loads the next page, if th	ere is any	
Employment My Change Requests	Page Next	Loads the next page, if th	ere is any	

- 7. Note that the fields in red are compulsory to enter data.
- 8. Click Submit and Confirm to submit the changes made for approval from superior.
- 9. Changes will not show in the screen immediately until it is approved.

Profile Management

1 C C C C C C C C C C C C C C C C C C C	USER ID	0002	Relative(s)					
🗃 My Profile	USER NAME	YURI JONATHAN ENRICO						
🖲 🧰 Personal	CURRENT DAT	E Mon Nov 10 12:43:10 507 2003						
🖙 🗃 Family	Pending I	Requests for Change:						
My Spouse/Children		Tentative - Change R						
My Children	Relative Deta							
My Relatives(Other)								
A REAL PROPERTY AND A REAL	TC No.							
B Cmployment		00.000.0000						
🕬 🔤 My Change Requests	"Birth Date "Type							
📲 🧾 My Eamings Info	Sex		×					
🖲 🧰 Historical Info	"Maital Status	Mae	×					
E 📄 Administration		ange						
	Occupation							
	Tax No.		Income(if applicable) 00					
	Address Deta	ils						
	%ddtecc							
			Post Code					
	Area	State	Country V					
	Tel No.		H/P/Ekc.					
	E-Mai							
	Benarks							
	Submit	Clear Ck	250					
	Submit	Clear Cle						
Main Profile Applicatio			550 250					
Main Profile Applicatio			550 250					
	ons Staff	Organizational Info He	ose Hp Logoff					
Profile Management	usen id	Organizational Info He	ose Hp Logoff					
Profile Management My Profile	USER ID USER ID USER NAME	Organizational Info He	etp Logoff Relative(s)					
Profile Management My Profile The Profile The Personal	USER ID USER ID USER NAME OURRENT DA	Organizational Info He : 0002 : 'YURIJONATHAN ENRICO TE : Man New 10 12-18-16 SOT 200	etp Logoff Relative(s)					
Profile Management My Profile Personal Family	USER ID USER NAME OURRENT DA Pending	Organizational Info He DOC: TURIJONATHAN ENRICO FE Man New 10 12-43-10 SoT 200 Requests for Change	sse Np Logoff Relative(s)					
Profile Management My Profile Personal Family	USER ID USER NAME OURRENT DA Pending	Organizational Info He : 0002 : 'YURIJONATHAN ENRICO TE : Man New 10 12-18-16 SOT 200	sse Np Logoff Relative(s)					
Profile Management My Profile Personal Family	USER ID USER NAME OURRENT DA Pending	Organizational Info He DOG2 TURIJONATHAN ENRICO FE Man New 10 12-43-10 SOT 200 Requests for Change Tentative - Change F	sse Np Logoff Relative(s)					
Profile Management My Profile Personal Comparison My Spouse/Children My Children	USER ID USER ID USER NAME CURRENT DA Pending Status: TRENVE DS	Organizational Info He 0002 11/URIJONATHAN ENDICO TE: Man Nov 10 12:43:10 Sof 200 Requests for Change F Tentative - Change F nit	sse Np Logoff Relative(s)					
Profile Management My Profile Personal E Personal E My Spouse/Children My Children My Relatives(Other) My Relatives(Other)	Ins Staff USER ID USER NAME CURRENT DA Pending Status: BERTIVE DES	Organizational Info He 0002 1908/JONATHAN ENRICO TE: Man Nov 10 12:48:10 507 200 Requests for Change F Tentative - Change F att	sse Np Logoff Relative(s)					
Profile Management My Profile Personal For Family My Spouse/Children My Children My Relatives(Other) For Employment	Ins Staff USER NAME CURRENT DA Pending Status: FISINIVE DS Name TC No.	Organizational Info He	sse Np Logoff Relative(s)					
Profile Management My Profile Personal Comparison My Spouse/Children My Children My Relatives(Other) Comparison My Change Requests	USER ID USER NAME CURRENT DA Pending Status: Status: Status Status Status Status Status Status	Organizational Info He	sequest					
Profile Management My Profile Personal Profile My Spouse/Children My Children My Relatives(Other) Children My Change Requests My Eamings Info	USER ID USER NAME CURRENT DA Pending Status: TEINIUM Dat "Name "C No. "Birk Date "Type	Organizational Info He	sse Np Logoff Relative(s)					
Profile Management My Profile Personal For Family My Spouse/Children My Relatives(Other) For Employment My Change Requests My Change Requests My Earnings Info	USER ID USER NAME CURRENT DA Pending Status: REPIND DE No. Birb Date Type "See	Organizational Info He 0002 11URIJONATHAN ENDICO FE Man Nov 10 12:43:10 Set 200 Requests for Change Tentative - Change F 123445 00/00/0000 Aurity Female	see Relative(s) Request					
Profile Management My Profile Family My Spouse/Children My Relatives(Other) Employment My Change Requests My Eamings Info Historical Info	USER ID USER NAME CURRENT DA Pending Status: TEINIUM Dat "Name "C No. "Birk Date "Type	Organizational Info He 0002 11URIJONATHAN ENDICO FE Man Nov 10 12:43:10 Set 200 Requests for Change Tentative - Change F 123445 00/00/0000 Aurity Female	sequest					
E Samily My Spouse/Children My Children My Relatives(Other)	USER ID USER NAME CURRENT DA Pending Status: REPIND DE No. Birb Date Type "See	Organizational Info He 0002 11/USIJONATHAN ENRICO TE Man Nov 10 12:43:10 507 200 Requests for Change Tentative - Change F 123445 00/00/0000 Aurity Female Maried Microsoft	see Relative(s) Request					
Profile Management My Profile Family My Spouse/Children My Relatives(Other) Employment My Change Requests My Eamings Info Historical Info	USEN ID USEN ID USEN SAME CURRENT DA Pending Status: Rebutwe Det "Same "CNo "Birh Date "Type "See "Name Status:	Organizational Info He	sse Pro i Logoff Relative(s) : Request Mare you sure you want to submit your entries?					
Profile Management My Profile My Profile Family My Spouse/Children My Children My Relatives(Cther) My Change Requests My Earnings Info Historical Info	USER ID USER NAME CURRENT DA Pending Status: REPIND DE No. Birb Date Type "See	Organizational Info He	zze stp i Logoff Relative(s) : Request internet Explorer					
Profile Management My Profile My Profile Family My Spouse/Children My Children My Relatives(Cther) My Change Requests My Earnings Info Historical Info	USER ID USER NAME CURRENT DA Pending Status: S	Organizational Info He	sse Plp Logoff Relative(s) : Request internet Explorer Are you sure you want to submit your entries? OK Cancel					
Profile Management My Profile Personal For Family My Spouse/Children My Relatives(Other) Employment My Change Requests My Change Info	USER ID USER ID USER NAME CURRENT DA Pending Status: TERNIVA DES Name "Name" N	Organizational Info He	sse Plp Logoff Relative(s) : Request internet Explorer Are you sure you want to submit your entries? OK Cancel					

2. My Change Requests

2.1 My Applications

Objective: User wants to view list of submitted requests

- 1. Select My Applications from the My Change Request sub-folder. The following screen may appear.
- 2. You may view your Application Request(s) details.

📑 Profile Management	USER ID	0002 VURI JONATHAN ENRICO	Anni	ination Paguast(s)
🖲 My Profile		Mon Nov 10 14:04:45 507 2003	Abbi	ication Request(s)
🗏 😭 My Change Requests				
My Applications	Rowt Agenti	D Received On	Information Type	Request
	1	108 14/11/2003 08:40:33Address		Change
Completed Applications	2	64 13/10/2003 18:54 38Personal		Change
🕸 🧰 My Earnings Info	3	63 13/10/2003 18:44 27Relative		New
🗉 🧰 Historical Info				
B 🞯 Administration	Page Prior	Page Next		

2.2 Completed Applications

Objective: User wants to view request status

- 1. Select Completed Applications from the My Change Request sub-folder. The following screen may appear.
- 2. You may view your Completed Application Request(s) details.

Profile Management Profile My Profile Sola My Charge Processite		10002 YSRI JONATIKAN ENRICO Mon Nov 10 14 04/45 0.0 T 2000	Completed Application Reques			
My Applications Completed Applications	Rowil Agent 1	D Completed On 65 13/10/2003 19:05:39Employe	Information Type ent	Request Status Charge Rejected		
B 🔛 My Earnings Info R 🌐 Historical Info	Page Prior	Page Next				
B Administration						

3. My Historical Info

3.1 Leave List

Objective: To view list of leave history

- 1. Select Leave List from the Historical Info sub-folder. The following screen may appear.
- 2. You may view your Leave(s) history.

USER ID	: 0002		2	1.	eave Li	ict		
USER NAME	YURI JONA	THAN ENRIC	0	L.	cave L	131		
CURRENT DATE	: Mon Nov 10	13:42:18 50	T 2003					
Row# Status	and the second second			Leave		Duration	Filed on	Reason
1 Rejected	11/3/2003	11/4/2003	Annual Lea	ave		Full-Day	10/12/2003	PS
2 Applied	11/1/2003	11/1/2003	Annual Lea	sve		Ful-Day	10/31/2003	NA
3 Applied	11/1/2003	11/1/2003	Annual Lea	ave		Full-Day	10/31/2003	EMER
4 Approved	10/30/2003	10/30/2003	Annual Lea	ave		Full-Day	10/12/2003	PS
5 Applied	10/29/2003	10/29/2003	Absenteeis	m		Full-Day	10/28/2003	PS
6 Applied	10/29/2003	10/29/2003	Annual Lea	ave		Full-Day	10/28/2003	PS
7 Applied	10/29/2003	10/29/2003	Annual Lea	sve		Ful-Day	10/28/2003	PS
8 Applied	10/29/2003	10/29/2003	Annual Lea	sve		Ful-Day	10/28/2003	PS
9 Applied	10/29/2003	10/29/2003	Annual Lea	ave		Ful-Day	10/28/2003	PS
10 Applied	10/29/2003	10/29/2003	Annual Lea	ave		Ful-Day	10/28/2003	PS
11 Applied	10/29/2003	10/29/2003	Annual Lea	ave		Ful-Day	10/28/2003	PS
12 Applied	10/29/2003	10/29/2003	Annual Lea	sve		Ful-Day	10/28/2003	PS
13 Applied	10/29/2003	10/29/2003	Annual Lea	sve		Full-Day	10/28/2003	NA
14 Applied	10/29/2003	10/29/2003	Annual Lea	ave		Ful-Day	10/28/2003	PS
15 Applied	10/29/2003	10/29/2003	Annual Lea	ave		Full-Day	10/28/2003	PS
16 Applied	10/29/2003	10/29/2003	Annual Lea	ave		Ful-Day	10/28/2003	PS
17 Applied	10/29/2003	10/29/2003	Annual Lea	sve		Ful-Day	10/28/2003	PS
18 Applied	10/29/2003	10/29/2003	Annual Lea	sve		Ful-Day	10/28/2003	PS
19 Applied	10/29/2003	10/29/2003	Annual Lea	ave		Ful-Day	10/28/2003	PS
20 Applied	10/29/2003	10/29/2003	Annual Lea	ave		Ful-Day	10/28/2003	PS
21 Applied	10/29/2003	10/29/2003	Annual Lea	sve		Ful-Day	10/28/2003	PS
22 Applied	10/29/2003	10/29/2003	Special Le	ave		Ful-Day	10/28/2003	PS
23 Applied	10/24/2003	10/24/2003	Annual Lea	sve		Ful-Day	10/23/2003	NA
24 Approved	10/24/2003	10/27/2003	Annual Lea	ave		Ful-Day	10/12/2003	PS
25 Rejected	10/22/2003	10/22/2003	Annual Lea	ave		Ful-Day	10/12/2003	PS
26 Approved	10/20/2003	10/22/2003	Annual Lea	ave		Ful-Day	10/12/2003	PS
27 Approved	10/18/2003	10/18/2003	Annual Lea	ave		2ndHall	10/17/2003	PS
28 Approved	10/17/2003	10/17/2003	Annual Lea	sve		1stHalf	10/16/2003	PS
29 Approved	10/17/2003	10/17/2003	Annual Lea	sve		Ful-Day	10/16/2003	PS
30 Approved	10/17/2003	10/20/2003	Annual Lea	ave		Full-Day	10/12/2003	PS
Page Prior	Page Next							

3.2 Claim List

Objective: To view claim history

- 1. Select Claim List from the Historical Info sub-folder. The following screen may appear.
- 2. You may view your Claim(s) history.

	: 0002 : YURI JONATHAN ENRICO : Mon Nov 10 13:43:04 SOT 2003	Claim List		
Row# Status 1 Applied	Date From Date To 10/29/2003 10/29/2003 Dental	Claim	Amount 40.00	liness
Page Prior	Page Next			
Page Prior L	click the button that corres, oads the previous page, if the oads the next page, if there is			

3.3 Training List

Objective: To view training history

- 1. Select Training List from the Historical Info sub-folder. The following screen may appear.
- 2. You may view your Training(s) history.



3.4 Disciplinary List

Objective: To view disciplinary history

- 1. Select Disciplinary List from the Historical Info sub-folder. The following screen may appear.
- 2. You may view your Disciplinary(s) history.

VSGR-IB 0002 USGR SAME 1108471084 CMINED CUMMENT DATE: Mox Mix 10 13 44 42 50T 2003	Disciplinary List		
Revell Logged Date Status 1 95/05/2003 Pendeg 2 94/17/2000 Pendeg 2 94/17/2000 Pendeg 3 94/17/2000 Pendeg 5 94/17/2000 Pendeg 6 94/17/2000 Pendeg 6 94/17/2000 Pendeg 6 94/17/2000 Pendeg 10 94/1	Exelfitmatic	1 4/17/2001 171347 1 4/17/2001 171347 1 4/17/2001 172347 1 4/17/2001 172347 1 4/17/2001 172349 1 4/17/2001 172349 1 4/17/2001 173824 2 4/17/2001 171347 2 4/17	Skepagi nihe attas Skepagi nihe attas Skepagi nihe attas Skepagi nihe attas Skepagi nihe attas Skepagi nihe attas Indicano, Indicon, Indicano, Indicano, Indicon, Ind

3.5 Attendance List

Objective: To view attendance history

- 1. Select Attendance List from the Historical Info sub-folder. The following screen may appear.
- 2. You may view your Attendance(s) history.



3.6 Overtime List

Objective: To view overtime history

- 1. Select Overtime List from the Historical Info sub-folder. The following screen may appear.
- 2. You may view your Overtime(s) history.



4. Administration

4.1 Change my Password

Objective: User wants to change user password

- 1. Select Change my Password from the Administration sub-folder. The following screen may appear.
- You may change your password. Type in your Old Password, followed by your New Password.
 Type in your new password again under Confirm Password.
 Click on the Submit button.

Profile Management My Profile My Change Requests	USER ID USER NAME CURRENT DATE	0002 YURIJONATHAN ENRICO Man Nav 10 13:49:17 80-T 2003	Change my Password
My Earnings Info Mistorical Info Administration	1.11	IN YURI JONATHAN ENRICO	
 Administration Change my Password 	* Old Passeo * New Passeo * Confirm Passeo	ed to the second s	
	Submit		

Section B



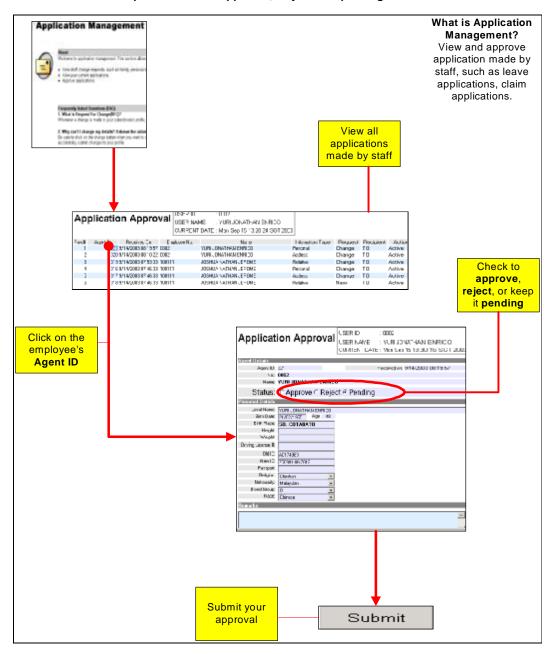
APPLICATION MANAGEMENT

What is Application Management?

Application Management allows you, as the approver, to view and approve application made by staff (such as leave applications, claim applications, etc.).

As an approver, you are able to perform the following:

- 1. View all applications made by staff that is pending your approval
- 2. View the details of the request(s)
- 3. Determine the request status as "approve", "reject" or "pending"



1. Request for Approval (RFA)

1.1 Pending Requests

Objective: To Approved or Reject Employee's Application

- 1. Select the *Request for Approval (RFA)* folder, and access the *Pending Requests* link. The following screen may appear.
- 2. You may view your Application Approval listing.

ISER NAM		002 ORI JONATHAN ENRICI	3	Application App	oroval			
		dan Nav 10 12:20:34 54						
low#	AgentiD	Received On	Employee No.	Naret	Information Type	Request	Recipient	Action
1		110 14/11/2003 13:55:1	010072	MARINE ESME BIN ZAINUDDIN	Relative	New	TO	Active
2		108 14/11/2003 08:45:1	910072	MARINE ESME BIN ZAINUDDIN	Address	Change .	TO	Active
3		64 13/10/2003 18:56:1	410072	MARINE ESME BIN ZAINUDDIN	Personal	Change	TO	Active
4		63 13/10/2003 18 46.2	910072	MARINE ESME BIN ZAINUDDIN	Belative	New	TO	Active

3. Click on the employee's Agent ID. The following sample screenshot may appear.

Application Management B Request for Approval(RFA)	USER ID 5002 USER NAME I YURI JONATHAN ENRICO	Application Application	oproval
Pending Request	CURRENT DATE Mon New 10 12 25 24 6 67 2003		
lick on the gent ID	Agent D 110 No: 10072 Name MARINE ESNE BIN ZAINUDDIN	Received on 14/11/2003 13:55:1	0
	Status: O Approve O Reject Pe	anding	
	Name Hanna Med		
	IC No. 3345578555		
	Birth Date 20/11/1965		
	Type Aunte		
	Sex Female V Marital Status Single V		
	Occupation Tax No.	ncome(if applicable)	status whethe to Approve, Reject, or Pending
	Address Distails		Pending
	Address Manilla		
	Post Eode Area v	State County County	*
	Hemaiks		
			e 19
	Submit Reload Thread	Close	

- 4. Determine the status whether to Approve, Reject, or keep it Pending.
- 5. Click on the Submit button to confirm approval.

Application Management

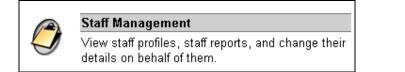
Request for Approval(RFA) Pending Requests	USER ID USER NAME CURRENT DAT	: 0002 1 YUSI JONATHAN ENRICO E : Man Nov 10 12:28:34 907	2002	Application Approv
E i enang requests	Agent ID	11	Description	On. 14/11/2003 13:55:10
		Pending - Escalatio		
· · · · · · · · · · · · · · · · · · ·	Relative Dela			
	Name I	Hanna Med		
	IC No. 3	3345678556		
	Bith Date 2	20/11/1956		
	Турен			
		Female		
Shows the	Marital Status S	inde		
escalation level				
scalation level				
	Decupation			
	Tax No.		inconeji a	oplicable) .00
5	Contraction of Contract	-		
	Address Deta	Education		
	Address Deta Address (Education		
	Address (Manila	Guga	Franks
	Address (Education	State H/P/Etc	Country
	Address (Manila	State H/P/Etc.	Country
	Address (Post Code Tel No. E-Mail	Manila		Country
	Address) Post Code Tel No.	Manila		Country
	Address (Post Code Tel No. E-Mail	Manila		Courty
	Address (Post Code Tel No. E-Mail	Manila		Country
	Address (Post Code Tel No. E-Mail	Manila		Country

Staff Management

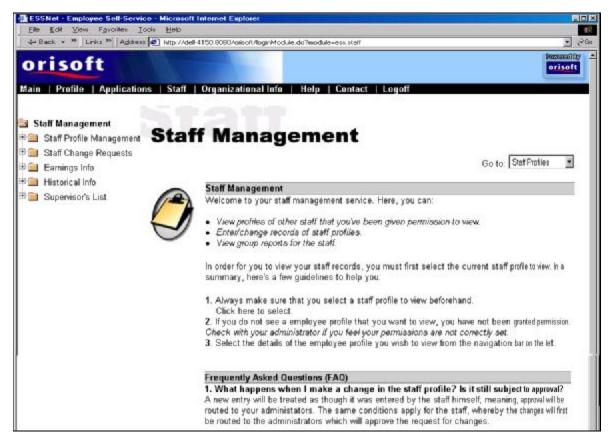
STAFF MANAGEMENT

Staff Management is where you can view and edit the records of staff profiles, if you have granted permission to do so. In addition, you are also allowed to display various listing report pertaining to your staff. Please note that you will not see the staff name being displayed in the Change Current Employee screen if you are not granted permission to access that employee's profile in addition to the approval from the administrator for the modification on the staff records.

- 1. To access Staff Management, click on Staff from the main menu on the upper left.
- 2. Otherwise, you may click *Staff Management* located below on the main screen to open Staff Management in a new window.



- 3. The Staff Management main page will display information about the feature and provides you answers to frequently asked questions
- 4. On the left column, there is a staff management folder that contains several sub folders. You may click on each of them to view or edit the records if applicable.

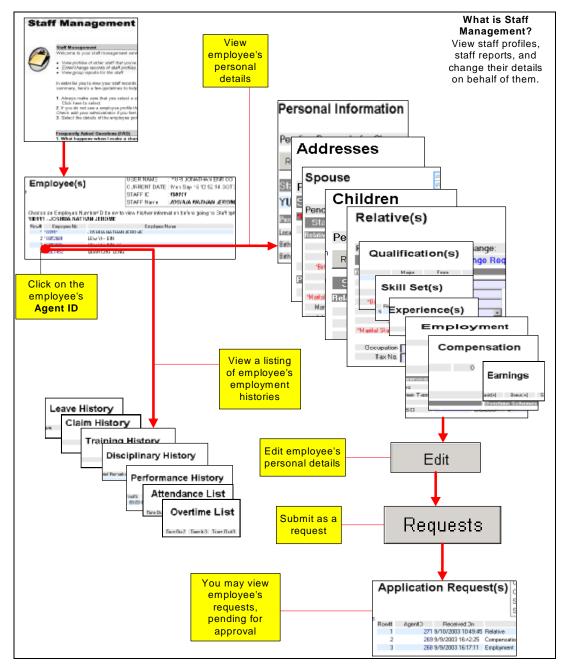


What is Staff Management?

Staff Management allows you, in the role as an *overseer* of the selected employee, to view staff profiles, staff reports, and change their details on behalf of them. HR administrators and superiors usually handle this area in ESS.

Staff Management allows you to perform the following:

- 1. View staff personal details with the option to edit it and submit as a *request* (as it may involve escalation)
- 2. After that, view a listing of all existing staff requests that is pending for approval from others
- 3. View a listing of staff's employment history (categories ranging from *leave history* to *disciplinary history*)



1. Staff Profile Management

1.1 Change current Employee

Objective: User wants to view selected employee's data

- 1. Select the *Staff Management* folder, followed by the *Staff Profile Management* sub-folder, and access the *Change current Employee* web link.
- 2. Only the staff name that you have granted permission to access their records will be displayed here. Names that are not displayed here means you don't have to right to access their records.

Staff Management	USER ID	0002	1
E 🔄 Staff Profile Management	LISE R RAME	YUR JOHATHAN ENROD	Employee(s)
Chasge current Employee	CORRENT DATE	Tri Nov 14 15:00:25 5/67 2000	Employee(s)
	STAR ID	1007293	
R Personal	STATE Name	MIT GAMM 9759	
	10022303 MC (108	M MEN	
B Employment B a Staff Change Requests	1007393 - NG CHI Rov4 Employee		nployee Name
🖲 🛄 Staff Change Requests			npkyre Name
8 🛄 Staff Change Requests 8 🛄 Earnings Into	Rov# Employee	No Er	npkyee Name
🗄 🛄 Staff Change Requests	Rov# Employee 1 1001546	No Er AFEZAH DINITI AZALI	
8 🛄 Staff Change Requests 8 🛄 Earnings Into	Rov4 Employee 1 1001545 2 1007305	No Er AFIZAH DINIFIAZALI AMPUNI BINIMD DIN	

3. Select the employee's employee no to access his/her staff profile.

Staff Management	USER ID	0002	
Staff Profile Management	USER NAME	YURI JONATHAN ENRICO	Employanto
72 494	CURRENT DATE	Fit Nov 14 15 00 25 59T 2003	Employee(s)
Change current Employee	STAFF ID	1007393	
🕫 🚞 Personal	STAFF Name	NG CHUR YEN	
Family Employment Staff Change Requests	Change Emp	loyee	
Earnings Info	Current employee	profile has been changed to 10073	93 - NG CHIM YEN.
A REPORT OF THE			

- 4. Now you can access the sub folder on the left to view the selected employee's details.
- 5. After you have completed viewing or editing this current employee's details, you may return to this screen to change from one employee to another by clicking on the selected employee's number.

1.2 Personal

1.2.1 Personal Details

Objective: User wants to view or edit employee's personal information

- 1. Ensure you have selected an employee for you to view their profile before entering to another screen to view or edit details. Note that the selected employee's name will appear under the User ID for your information.
- 2. To view or edit the employee's personal information. Select the *Staff Management* folder, followed by the *Personal* sub-folder, and access the *Personal Details* link. The following screen may appear.

Staff Management	USER ID	0002	
🖙 🎯 Staff Profile Management	USER NAME	VURI JONATHAN ENRICO	Dans an al Information
	CURRENT DATE	Fri Nov 14 15:00:25 50T 2003	Personal Information
Change current Employee	STAFF ID	:1007393	
🗏 🖼 Personal	STAFF Name	NG CHIM YEN	
 Personal Details Addresses 	Pending R	equests for Change:	0
Qualifications Skills	Requests		
Experience	Status:	Current - Original	
🕫 🚍 Family	NG CHIM	(EN	
🗉 🧰 Employment	Personal Detail		
a Staff Change Requests	Local Name	NG CHIM YEN	
Tamings Info	Birth Date	24/03/1961 Ape 42	
E Historical Info	Birth Place	GERMANY	
🗉 🚍 Supervisar's List	Height		
	Weight		
	Driving License #		
	OIG IC		
	New IC	641204105441	
	Passport.	2251071006	
	Beligion	CHRISTIAN	
	Nationality	GERMANY, FEDERAL REPUBLIC OF	
	Blood Group	AB	
	Race	CAUCASIAN	
	Hemarks		
	Reload	Edit	

- 3. You may view the employee's personal details. Click on the **Edit** button to change it.
- 4. For greater flexibility, you may add in **Remarks** to offer extra information.
- 5. Once you have done this, click on the **Requests** button.

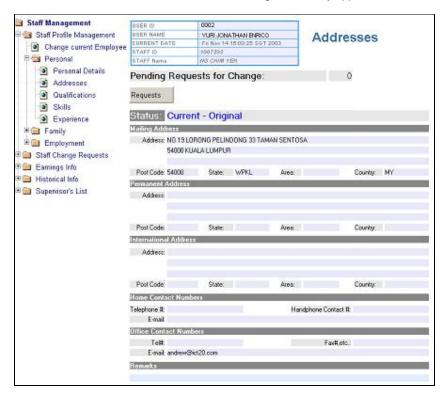
NOTE: You may have noticed the header "**Pending Requests for Change**". It is usually set as 1, and it indicates how many applicants have to make the same request in order to change any details.

HINT: Clicking the "Reload" button will conveniently reset everything to its default (last saved) values.

1.2.2 Addresses

Objective: User wants to view or edit employee's addresses

1. Select Addresses from the Personal folder. The following screen may appear.



Staff Management

Staff Management	USER (D	0002		25			
anagement	USER NAME		THAN ENRICO		Addre	0000	
Change current Employee	OURRENT DATE		6.00.25 867 20	03	Audie	5505	
Personal	STACT ID	1097393		-			
	STAFF Name	NB CHIN YE	14 14	10			
Personal Details Addresses	Pending Re Status Ter		-	uest		0	
Qualifications	Mailing Address			12015			-
Skills Experience		19 LORONG PELIN 10 KUALA LUMPUR	And the second second	AN SENTO:	SA.		
🖲 🔄 Family	10400	U KUALA LUMPUP					
Employment	Post Code: 5400	State:	WPKL V	'Area:	~	Country MY	
💼 Staff Change Requests	Post Code (540)		WPKL M	79.00	M	COUNTY MY	×
a Eamings Info		128			6		
	Address						
Historical Info							
6 🗎 Supervisor's List	Post Code	State		Aiea	~	Country	145
	International Add					course	
		aress					
	Address			_			_
	Post Code:	State	-	Aiea	~	Country	
	Home Contect N	10.00	121	100	139	-	12
		umbers	_	No.	2.		
	Telephone #			Han	dphone Contact #	1	
	E-mail	127221					
	Office Contact N	umbers					
	Tel#				FastLate	8 1	
	"E-mail and	ew@ict20.com					
	Remarks						
			18				
	Submit	Reload	Clear		Cancel		

- 2. You may view the employee's address details. Click on the Edit button to change it.
- 3. For greater flexibility, you may add in **Remarks** to add extra information.
- 4. Once you have done this, click on the **Requests** button.

1.2.3 Qualifications

Objective: User wants to view employee's qualifications

- 1. Select Qualifications from the Personal folder. The following screen may appear.
- 2. You may view the employee's Qualifications details.

USER IO	0002	Qualification(s)			
USEN HAME	YURI JONATHAN ENRICO				
CURRENT DATE	Fe Nov 14 15:00 25 9 67 2000	Quannea	mon(s)		
STAFF ID	1007201				
STAFF Name	ING CARM YER				
South Rank	Busilication	Maix	Fion To	Duration	College
1 0 DEG		1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	00/00/0000 00/00/0000	priot NA.	
10 10 10	and the				
Page Prior Page	Pleat.				

HINT: The **Page Prior** and **Page Next** buttons cater for listings that will appear per screen. For example, you may have previously set a list of 2 rows to appear per screen (e.g. like the screenshot above). Clicking on **Page Next** will display the next 2 rows while **Page Prior** will return to the last 2 rows. This enables a better display, especially if the listing is long and extended.

1.2.4 Skills

Objective: User wants to view employee's skills

- 1. Select Skills from the Personal folder. The following screen may appear.
- 2. You may view the employee's Skills details.

Staff Management	USER ID	0002			
Staff Profile Management	USER NAME	YURI JONATHAN ENRICO		OLUL Datia	
	CURRENT DATE	Fri Nov 14 15:00 25 50 T 2003	6	Skill Set(s)	
Change current Employee	STAFF ID	1007398			
🗄 🔁 Personal	STAFF Name	WE CROM YEN			
Personal Details	Row#	Skill	Rate	Required Variance	Requirement
Addresses	-	[management]			
Qualifications	Page Prior	Page Next			
Skills					
Experience					

NOTE: You may have noticed that certain areas are off-limits for you to make changes and edit, because they involve a more official verification by the administrator. For example, you cannot just simply add in whatever under the **Qualifications** screen without consulting the HR administrator first.

1.2.5 Experience

Objective: User wants to view employee's experience

- 1. Select Experience from the Personal folder. The following screen may appear.
- 2. You may view the employee's Experience(s) details.

USBR 10 1 (0002			
USER NAME	YURI JONATHAN ENRICO			
DURRENT DATE	Fil Nev 14 15:00 25 BOT 2009	Experience(s)		
STAFF ID	1007393	and the second		
STAF7 Name	NG CHIM YEN			
Row≢ Fram	To Duration	Company	Last Salary	
Page Prior Pa	se Next			

1.3 Family

1.3.1 Spouse/Children

Objective: User wants to view employee's spouse/children details

- 1. Select Spouse/Children from the Family folder. The following screen may appear.
- 2. You may view the employee's Spouse details.
- 3. Click on the New button to add a new spouse (if applicable).

Staff Management	USER ID	0002		1					
🖯 📥 Staff Profile Management	USER NAME:	YURI JONAT	HAN ENRICO	Spouse(s)					
Change current Employee	CURRENT DAT	E Fri Nav 54 10	100-25 S.0-T 2003	spouse(s)					
	STAFF ID	1007398		20 S2252					
🖲 🧰 Personal	STAFF Name	NG CHIM YE	6						
Spouse/Children	Row# 1 KARIN 1	Nane KARIA ROTTMANN	NewIC	Sex Birth Date Age Children of this spouse Female 5/9/1965 38 View					
Children Relatives(Other)	Page Prior	Page Next	New]					
3 Employment									
🕫 🧰 Staff Change Requests									
🖲 🧰 Earnings Info									
🕫 🧰 Historical Info									
🖲 🧰 Supervisor's List									

1.3.2 Children

Objective: User wants to view employee's children details

- 1. Select Children from the Family folder. The following screen may appear.
- 2. You may view the employee's Children details.
- 3. Click on the New button to add a new child (if applicable).

Staff Management	USER ID		0002							
🗟 🔄 Staff Profile Management	USER NAME		VURI JONAT	HAN ENRICO	Children					
Change current Employee	CURRENT DATE		: Eri Nev 14 18	00:25 5 0 T 2003	CI	mulei				
	STAFF ID		:1007393							
🗉 🧰 Personal	STAFF Name		WS CHINE YE	V.:						
E Family	Row#		Name	New IC	Sex	Bith Date	Age Hcapped Education			
Spouse/Children	1 NG KAH MENG				Female	29/8/1997	6 No No			
Children Relatives(Other)	Page Prior Page I		Next		1					
Employment 🔤										
🖬 🧰 Staff Change Requests										
🗉 💼 Earnings Info										
🕬 🧰 Historical Info										
🗉 🧰 Supervisor's List										

1.3.3 Relatives (Other)

Objective: User wants to view employee's relative's details

- 1. Select My Relatives (Other) from the Family folder. The following screen may appear.
- 2. You may view the employee's Relative(s) details.
- 3. Click on the **New** button to insert an additional relative.

Staff Management

Staff Management	USER ID	.0002		
Staff Profile Management	USER NAME	VURI JONAT	HAN ENRICO	Relative(s)
T-13	CURRENT DAT	E . Fri Nov 14 15	5:00:25 S&T 2003	Relative(5)
Change current Employee	STAFF 10	:1007393		
Personal	STAFF Name	NG CRIM YE	N	
	Row	Name	NewIC	Sex Bith Date Age
Spouse/Children Children	Page Prior	Page Next	New	
🛛 🗐 Relatives(Other) 🖲 🧰 Employment				
🚞 Staff Change Requests				
🗎 Earnings Info				
🗎 Historical Info				
Supervisor's List				

2. Staff Change Requests

2.1 Staff Applications

Objective: User wants to view employee's change request

- 1. Select *Staff Applications* from the *Staff Change Request* sub-folder. The following screen may appear.
- The employee's application request pending for approval will be listed here. Click on the Agent ID to view the employee's Application Request(s) details.
- 3. Click Page Prior or Page Next to view more records (if records cater into additional pages).

i Supervisor's List	Page Price	r Loads	t the button that con s the previous page, i s the next page, if the	f there is any	the action you	want to do.				
🗎 Historical Info	Page Prio	r Pag	e Next							
Staff Completed Application: Eamings Info	Bow# A	gentiD	Received On	Inform	ation Type	Request				
Staff Applications	STARE Nam		WG CHUR YEN							
Staff Change Requests	STAFF ID.		:1007393	1910101600	0.0000000000000000000000000000000000000	A MORECU CARE AND				
Contraction of the second states of the	CURRENT DATE		: Fri Nov 14 15:00:25 :	SGT 2002	My Ap	plications				
Staff Profile Management	USER NAME		YURI JONATHAN EN	YURI JONATHAN ENRICO						
Staff Management	USER ID		-0002							

2.2 Staff Completed Applications

Objective: User wants to view employee's change request that has been completed

- 1. Select *Staff Completed Applications* from the *Staff Change Request* sub-folder. The following screen may appear.
- 2. The employee's approved application request will be listed here. Click on the Agent ID to view the employee's Application Request(s) details.
- 3. Click Page Prior or Page Next to view more records (if records cater into additional pages).



4. Historical Info

4.1 Leave List

Objective: User wants to view employee's leave history

- 1. Select Leave List from the Historical Info sub-folder. The following screen may appear.
- 2. You may view the employee's Leave(s) history.
- 3. Click Page Prior or Page Next to view more records (if records cater into additional pages).

USER ID USER NAME	0002	1 10 1000			
and the second se	YURI JONATHAN ENRICO	Leave His	story		
CURRENT DATE	Sri Nov 14 15:00.25 SOT 2009	Ecore in	Judiy		
STAFE (D.)	1007393				
STAFF Name	MG CHIM YEN				
and the second sec		-	and the second sec		
		Leave	Duration Filed on Reason		Benarkz
Row# Statur Do 1 Appenved 13/	de Franc Date To 10/2003 19/10/2003 Leave in-leau/Add		Durwton Filed on Reason Full-Day 13/10/2003 RE06	n Perconal	Benarks
1 Appenved 19/	10/2003 19/10/2003 Leave in-lea/Add	on-leave.	Full-Day 13/10/2003 RE06		Persarks
1 Appenved 19/		on-leave.			Penarks
1 Approved 13/ 2 Approved 13/	10/2003 19/10/2003 Leave in-lea/Add	on-leave.	Full-Day 13/10/2003 RE06		Penarks

4.2 Claim List

Objective: User wants to view employee's claim history

- 1. Select Claim List from the Historical Info sub-folder. The following screen may appear.
- 2. You may view the employee's Claim(s) history.
- 3. Click Page Prior or Page Next to view more records (if records cater into additional pages).

USER ID	000NTEST						
USER NAME.	TANO KAR REN	Claim History					
CURRENT DATE	Fit Nov 14 18:16 10 897 2003	wiann motory					
STARE ID	1067393						
STAPP Name	WE CRIME YEAR	1					
low# Statue Dat	e From Date To	Clain	Anount	Uneso			
1 Applied 5/10	/2003 5/10/2003 DevtalStat		12.50				
		Dain		Ilneso			
Page Prior Pag	e Next						

4.3 Training List

Objective: User wants to view employee's training history

- 1. Select Training List from the Historical Info sub-folder. The following screen may appear.
- 2. You may view the employee's Training(s) history.
- 3. Click Page Prior or Page Next to view more records (if records cater into additional pages).

USER IO	0002							
USER HAME	YURI JONATHAN ENRICO	Training Ulatana						
CURRENT DATE	Fit Nev 14 15:00 25 3:57 2083	Training History	Fraining history					
STAFFID	1007293							
STAPP Butte	INS CHAM YEN							
iowa Statur I	Course Reference	Course		Venue	Start Date End D			
1 Noninated TA	PR001/03 Teambuilding For Lo	getics Department	NA		5/4/2003 12/4/20			
2 Nominated TA	PR002/03 Report /Business W	iting .	NA.		1/4/2003 3/4/200			
2 Nominated TA			NA		1/4/2003 3/4/			

4.4 Disciplinary List

Objective: User wants to view employee's disciplinary details

- 1. Select Disciplinary List from the Historical Info sub-folder. The following screen may appear.
- 2. You may view the employee's Disciplinary(s) history.

3. Click Page Prior or Page Next to view more records (if records cater into additional pages).

USER ID	0002	-			
USER MAME	YUR JONATHAN ENRICO	Dissiplines	Distance		
CURRENT DATE	Fri Kiry 14 15 00:25 0 0 7 2000	Disciplinary I	HISTORY		
STAFFID	1007.003				
STAFF BADA	MB CAUF YER				
Rowli Logged Date Status		Brief Baraaka	Segl	Offence Date	Oferice

4.5 Attendance List

Objective: User wants to view employee's attendance details

- 1. Select Attendance List from the Historical Info sub-folder. The following screen may appear.
- 2. You may view the employee's Attendance(s) history.
- 3. Click Page Prior or Page Next to view more records (if records cater into additional pages).

NSER ID	_	0002											
USER NAME		YURI JONATI	AN ENRICO		0.66.0	nday	nce Li	-					
CURRENT DATE		: Fit Nov-14-15	00:25 001 2	005	Alle	nual	ICe LI	St					
STATE ID		:1067393											
STATT Name	_	NO CHIM YES	1. I.										
Row# Date		dule Time Int		TimeIn2	Time Out2	Time In3	Time Oul3	Time In4	Time Out4	Time In5		0TCode1	Overlage1
1 30/9/2003		09.01	15:32								06.31		
2 29/9/2003		00:36	12:33								03:57		
3 26/3/2003		17.52	07:32								00.00		
4 23/9/2003		06:45	1855								12:10		
5 22/9/2003		06:05	18:55								1250		
6 18/9/2003		16.58	08.30								00.00		
7 17/5/2003	SN	06:23	18:00								11:37		
8 16/5/2003	SR	08.25	19.22								10:57		
9 15/9/2003	\$0	07:12	17:23								10.11		
10 1000000	50	06:02	16:25								10.23		
11 10/5/2003	SD	06.43	15.22								08.34		
12 11/5/2003	SR	06:21	17:42								11:21		
13 10/3/2003	50	10.32	13:20								02.48		
14 9/9/2003	SN	14:00	06:47								00.00		
15 8/9/2003	SN	17:56	07:11								00:00		
16 5/9/2003	SD	08.33	13.24								04.51		
17 4/9/2003	SD	06:23	1902								12:39		
18 3/9/2003	SD	05:00	18:54								1254		
19 1/9/2003	SD	09.00	17:33								08.33		
20 2/9/2002	SR	08:31	1206								02.25		

4.6 Overtime List

Objective: User wants to view employee's overtime details

- 1. Select Overtime List from the Historical Info sub-folder. The following screen may appear.
- 2. You may view the employee's Overtime(s) history.
- 3. Click Page Prior or Page Next to view more records (if records cater into additional pages).

Staff Management	USERIO	0002	1 100 DT 10				
🖲 Staff Profile Management	OSER MAME	VUR JONATHAN ENRICO	Overtime I	Int			
	CORRENT DATE: :	FENRY 14 15:00:25 99T 2003	Overtime t	lst			
🗄 🎑 Staff Change Requests	STARFID	2007383					
Earnings Info	STAFF Name	NG CASH YEN					
Historical Info Supervisor's List Attendance List	-	inplases Na. Eng	ioyee Name	SchedType WokType	DayType	Trieln1	Tine Out
Leave List	Page Prior Loads	the botton that corresponds to the previous page, if there is any the next page, if there is any		la do.			

4.7 Leave Entitlement List

Objective: User wants to view employee's leave entitlement details

- Select *Leave Entitlement List.* The following screen may appear.
 You may view the Supervisor Leave(s) history.
 Click **Page Prior** or **Page Next** to view more records (if records cater into additional pages).

USER NAM	/E	-	YURI J	ONATHA	N ENRI	00			eav	e E	ntit	lem	ent
CURRENT	DATE	-	Fri Nie	14 15:00	:25 80	T 2003	1	_					
	<u>.</u>												
STAFF Na	ne	_	NG CAU	W YEN									
										0.			
	Jan	Feb	Har	Apr	May	Jun	Jul	Aug	Sep	Dot	Nov	Dec	
Leave	1	ABC)1	Annu	ial Le	eve							1/2
BF	0.00												
Alloted	15.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Taken	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	0.00	0.00	
Rejected	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Cancelled	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Replace	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Payback	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Forfeit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Totals	Alloted	15.0	1	Rejected	.0		Replace	8 B	0		Forfeit	.0	
	Taken	5.0	C	ancelled	.0	8	Payback		0 Y	TD Ba	lance	10.00	
Leave	1	AB2	20	Leav	e in-li	ieu/A	dd on-	leav	Э				2/2
BF	0.00												
Alloted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Taken	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	
Rejected	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Cancelled	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Replace	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Payback	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Forfeit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
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5. Supervisor's List

5.1 Staff Attendance List

Objective: User (the supervisor) wants to view employee's attendance list

- 1. Select Staff Attendance List from the Supervisor's List sub-folder. The following screen may appear.
- 2. You may view the Supervisor Attendance(s) history.
- 3. Click Page Prior or Page Next to view more records (if records cater into additional pages).

Staff Management	URRENT DATE 7 STATE 0		0002		Attendance List					
🖲 Staff Profile Management			YURI JONA	THAN ENRICO						
E I Staff Change Requests			FENie 141	5:00:25 9:67:2999						
			1007393							
🖲 🖬 Earnings Info	LTATE Name INS CASH X25			W 1						
P 🛄 Historical Info	Rowth	Date	Employee No		Employee Name	SchedType	WorkType	DasType	Tine In1	
E Supervisor's List	1 17/11/2003 11862623		Jenny Wang Siew Mei		N	N	WokDap	00:00		
Attendance List	2 17/11/2003 3049034		Kenji Salw Kin Joon		N	N	WokDay.	00:00		
	3 16/11/2003 11862023		Jenny Wang Siew Mei		NR	NR	RectDay	00:00		
Overtime List	4 16/11/2003 3049034		Kenji Saw Kim Joon		NR	NR	ReiDay	80.00		
Leave List	5 15/11/2003 (1062023		Jenny Wang Slew Mei		ND.	NO	0104	00.00		
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5.2 Staff Overtime List

Objective: User (the supervisor) wants to view employee's overtime list

- 1. Select Staff Overtime List from the Supervisor's List sub-folder. The following screen may appear.
- 2. You may view the Supervisor Overtime(s) history.
- 3. Click Page Prior or Page Next to view more records (if records cater into additional pages).

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	Note: Please click	the button that corresponds to	the action you want to do.				
Leave List	Page Prior Loads	s the previous page, if there is any					

5.3 Leave List

Objective: User (the supervisor) wants to view employee's leave history

- 4. Select Leave List from the Supervisor's List sub-folder. The following screen may appear.
- 5. You may view the employee's Leave(s) history.
- 6. Click Page Prior or Page Next to view more records (if records cater into additional pages).

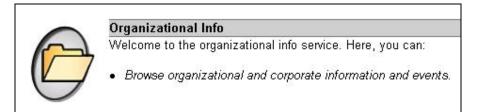
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Section C



ORGANIZATIONAL INFO

Organizational Info provides interface that allows user to browse the organizational and corporate information and events.

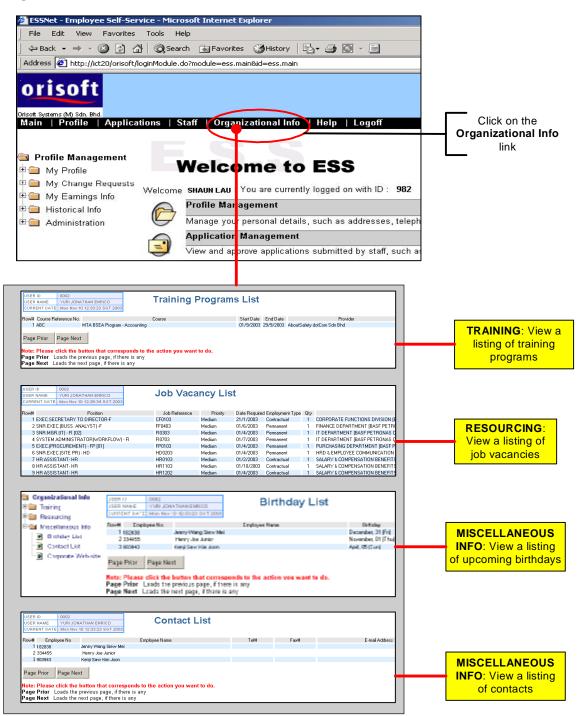


- 1. Select Organizational Info from the ESS menu toolbar.
- 2. The frame on the left side of the screen will display the following:



What can be viewed under ESS's Organizational Info

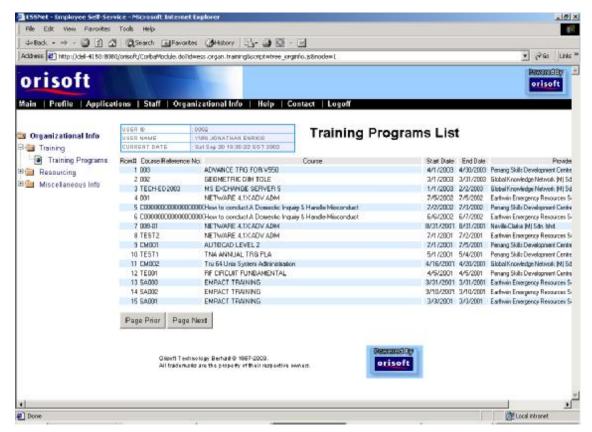
Organizational Info allows the user to browse organizational and corporate information and events.



1. Training

1.1 Training Programs

- 1. Select *Training Program* from the *Training* sub-folder.
- 2. Training details screen may appear for you to view.
- 3. Click Page Prior or Page Next to view more records (if records cater into additional pages).



2. Resourcing

2.1 Job Vacancies

- Select *Job* Vacancy from the *Resourcing* sub folder.
 The details of job vacancy currently available in the company will be displayed.
 Click **Page Prior** or **Page Next** to view more records (if records cater into additional pages).

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3. Miscellaneous Info

3.1 Birthday List

- 1. Select Birthday List from Miscellaneous Info sub folder.
- 2. The Birthday details of staff will be listed.
- 3. Click Page Prior or Page Next to view more records (if records cater into additional pages).

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3.2 Contact List

- 1. Select Contact List from Miscellaneous Info sub folder.
- 2. The contact details of staff will be listed.
- 3. Click Page Prior or Page Next to view more records (if records cater into additional pages).

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3.3 Corporate Web Site

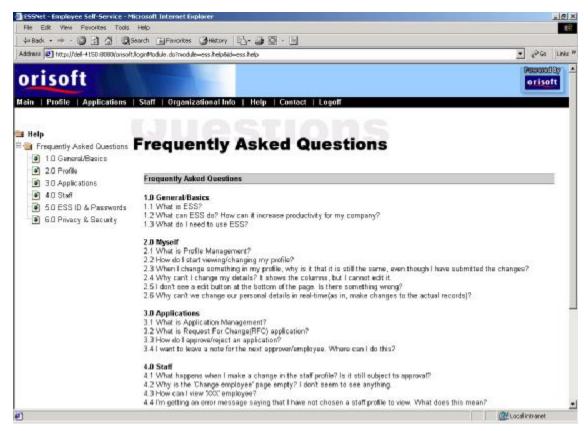
- Select *Corporate Web Site* from *Miscellaneous Info* sub folder.
 Clicking the corporate web site will bring to your organization's web site.

HELP

Help is a good feature that included in the ESS. This where the website can provides information pertaining to the usage of ESS and provides information to guide the user on how is the website work. Besides, It is included answer frequently asked questions and answers on problems that are always happen to users.

Frequently Asked Questions

- 1. Explore Frequently Asked Questions sub folder under Help folder.
- 2. They are several topics link available in the frequently asked questions folder.
- 3. Click the topic link of the topic you want to view.



1 General/Basic Questions

Click General/Basic link from Frequently Asked Questions, the below questions with answer will display in the screen.

What is ESS?

ESS stands for Employee Self-Service; this service allows you to update your personal profile, view reports related to your employment, access information on your claims, leave, training, allowances, among other items. ESS is designed to help you maintain your profile more efficiently, by giving you access to information related to your job right at your fingertips. As a managerial position, ESS extends its' functionality even further by allowing you to view staff-related information easily, without the need to contact your HR department.

1.2 What can ESS do? How can it increase productivity for my company?

ESS allows for immediate access to personal information directly to the employee; this allows employees to update and maintain personal profiles by themselves. In addition, the employee can view reports that shows information such as claims made this month, allowances/deductions, payslips, and other such items. In a traditional system, employees who require changes to the profile or reports may need to contact the HR/Payroll department, and wait for their response. The HR/Payroll department in turn waste valuable time generating these reports to the employee, by manual or system-automated tasks. Either way, time is wasted, which is probably every company's most important resource. ESS shortens these processes by allowing the employee to personally manage his own profile, thus reducing workload for the HR department, which in turn can then divert their focus on more productive tasks, such as developing and monitoring key talent for the company.

What do I need to use ESS?

At the very most basic, you will need a web browser with JavaScript enabled. Although any browser with JavaScript support is capable of running ESS, we recommend using Internet Explorer 5.5 and above to ensure the highest compatibility with ESS.

2. Profile

Click Profile link from Frequently Asked Questions, the below questions with answer will display in the screen.

2.1 What is Profile Management?

Profile managements enable you to view personal information, related or not related to the job. This information includes your personal particulars, addresses, qualifications, compensations, and so forth. Some of these information come in the form of reports, whereas some are fully interactive, allowing you to change details as needed.

2.2 How do I start viewing/changing my profile?

On the left of the page is a navigation page; this page helps you navigate through various sections of your profile. The navigation bar consists of folders and documents; opening a folder (by clicking on the + icon next to it) will reveal more folders and/or documents. Clicking on a document will then open a page on the right, showing the detail body of the document. You can then view your profile, or change details by clicking on the edit button at the bottom. Some sections consist of summary pages and detail pages; for example, the skill pages. For each record, there is a link embedded into a column. Clicking on this link will open up a new window, showing the full details for the record.

2.3 When I change something in my profile, why is it that it is still the same, even though I have submitted the changes?

When you submit the changes, it is routed to your administrator for his approval before being updated in the database. Keep in mind that your administrator may not necessarily be the system administrator for the ESS; instead, it can be your superior, manager or even your secretary, depending on how the route map is set in the system.

2.4 Why can't I change my details? It shows the columns, but I cannot edit it.

Be sure to click on the change button when you want to change details in a page. This is so that you do not accidentally submit changes to your profile.

2.5 I don't see an edit button at the bottom of the page. Is there something wrong?

No. Not all information that is displayed is editable. Some of the information, such as your personal addresses can be changed; however, certain information cannot be modified in any manner, such as your salary or allowances/deductions. More often than not, information that has been locked is usually determined by the management in your company, and is not to be modified by the employee himself.

2.6 Why can't we change our personal details in real-time (as in, make changes to the actual records)? The restriction of not being able to make changes to the actual records are implemented for security purposes. This allows managers/administrators to keep track of changes made to their profiles. This can prevent many unpleasant situations for the employees and the management; for example, malicious attempts to fill a profile with false information can be detected and stopped by the system.

3. Application

Click Applications link from Frequently Asked Questions, the below questions with answer will display in the screen.

3.1 What is Application Management?

Application management allows you to keep track of applications, applied either by you or your sub-ordinates. These applications consist of leave applications, overtime applications, training applications, and Request for Change applications. Currently, ESS only supports RFC applications, but support for other applications will be added in the future.

3.2 What is Request For Change (RFC) application?

Whenever a change is made in a staff's profile that is have been assigned to you, an application is forwarded to you, awaiting approval/rejection. This allows those in managerial positions to closely monitor changes made to employee profiles, and to verify the integrity of the requests.

3.3 How do I approve/reject an application?

At the bottom of each application, there are two buttons: 'Approve' and 'Reject'. Clicking on the button will carry out their task respectively, which is to approve or reject the application. Upon clicking on the action, you will be forwarded to a confirmation page, where you can review final changes before sending it out.

3.4 I want to leave a note for the next approver/employee. Where can I do this?

At each application, there is a 'remarks' column. Make use of this to pass information to the next recipient of the application.

4 Staff

Click Staff link from Frequently Asked Questions, the below questions with answer will display in the screen.

4.1 What happens when I make a change in the staff profile? Is it still subject to approval?

A new entry will be treated as though the staff himself entered it; meaning, approval will be routed to your administrators. The same conditions apply for the staff, whereby the changes will first be routed to the administrators, which will approve the request for changes.

4.2 Why is the 'Change employee' page empty? I don't seem to see anything.

You have not been given permission to view any employee pages. If you believe you should be granted these permissions, please contact your administrator.

4.3 How can I view 'XXX' employee?

On the navigation page (at the left), there is a 'Change current employee' page. Upon opening this page, a list of employees will be shown. Clicking on an employee name will change the current staff profile to the selected employee. Now, when you select a detail from the 'Staff Profile Management' folder in the navigation page, the detail will be that of the selected employee.

4.4 I'm getting an error message saying that I have not chosen a staff profile to view. What does this mean?

In order to view a staff's profile, you must first pick the profile to view. If you're unsure of how to do this, refer to the guide/FAQ 4.3 to learn how.

5 ESS ID & Password

Click ESS ID & Password link from Frequently Asked Questions, the below questions with answer will display in the screen.

5.1 I don't seem to be given a user login/password. Where can I apply for access?

Not everyone is given a login to ESS. If you require access to the user login, please contact your administrator or management for further information.

5.2 My password isn't working. Why?

Here are a few tips to that can help you with login problems:

• Make sure your CAPS LOCK key is not on. Passwords are case-sensitive, meaning that the password has to be typed in exactly each time. For example, PaSSWoRD is not the same as Password.

• At times, especially during system updates, it's necessary to clear your browser cache. Your browser cache stores contents of previously visited web sites, to allow you to access sites more quickly. However, this can result in older versions of pages that may have been updated recently.

• Wait for a few hours, and try again. It's also a good idea to check with your system administrator to find out if a problem has occurred or not.

5.3 What if I lose my password? How can I recover it?

Unfortunately, ESS does not have users to retrieve their passwords yet. The best way to recover your password quickly is to contact your administrator.

6. Privacy & Security

Click Privacy & Security link from Frequently Asked Questions, the below questions with answer will display in the screen.

6.1 I do not want anyone to view my payslips/financial reports. How secure is ESS?

ESS runs on Secure Socket Layer (SSL), allowing for a secure connection each time. SSL is an international standard of web security/cryptography, and is widely used by a large number of sites to protect their transactions in pages.

6.2 What are sessions? How do they contribute to security?

Each time you are logged on, ESS will create a session between you (the client) and the server. Sessions contain information related to login, such as your employee no, user ID, and so forth. You do not need to concern yourself with these sessions, as they are controlled by ESS, and do not require your attention.

6.3 ESS tells me that my session has expired. What does this mean?

Each session has an idle time-out period. Idle time-periods refer to the time of inactivity from your browser. Timeout periods are implemented for security purposes, such as preventing unauthorized usage of your ESS account.