



**Orisoft Object-Oriented Human Resource Management System Suite**

## **User Manual for ESS**



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# INTRODUCTION TO ESS

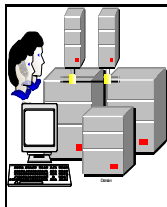
## 1. What is ESS?

**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

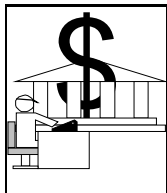


This is subject to second-party (and perhaps including a third and fourth) **approval** before it is posted online and confirmed in employee records.

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.

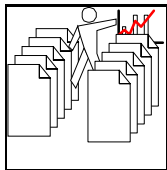
### 2. ESS directly synchronizes with related Orisoft application tools, like HRMWin and PAYWin



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.

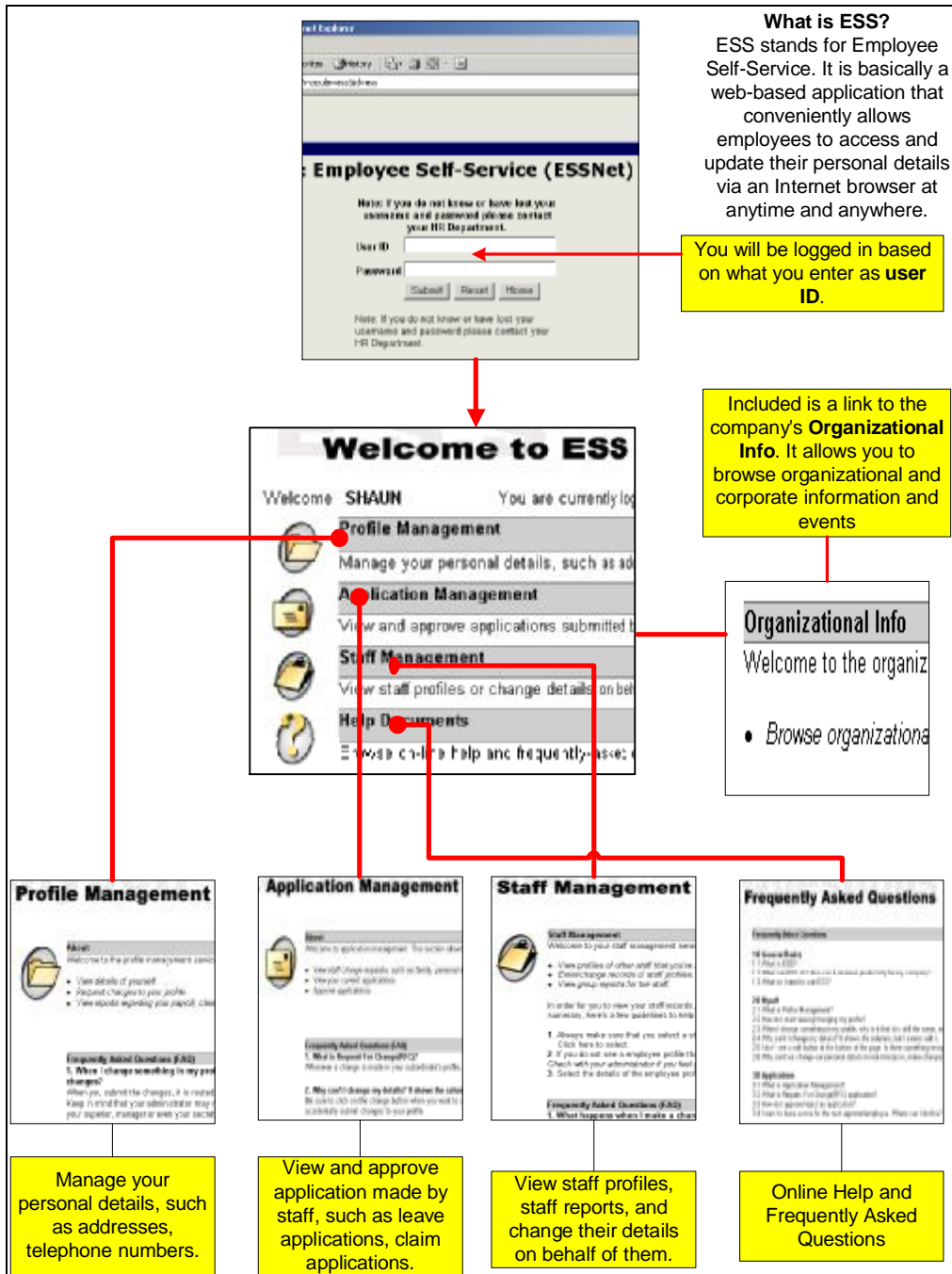
### 3. ESS also allows user to view past history records



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.

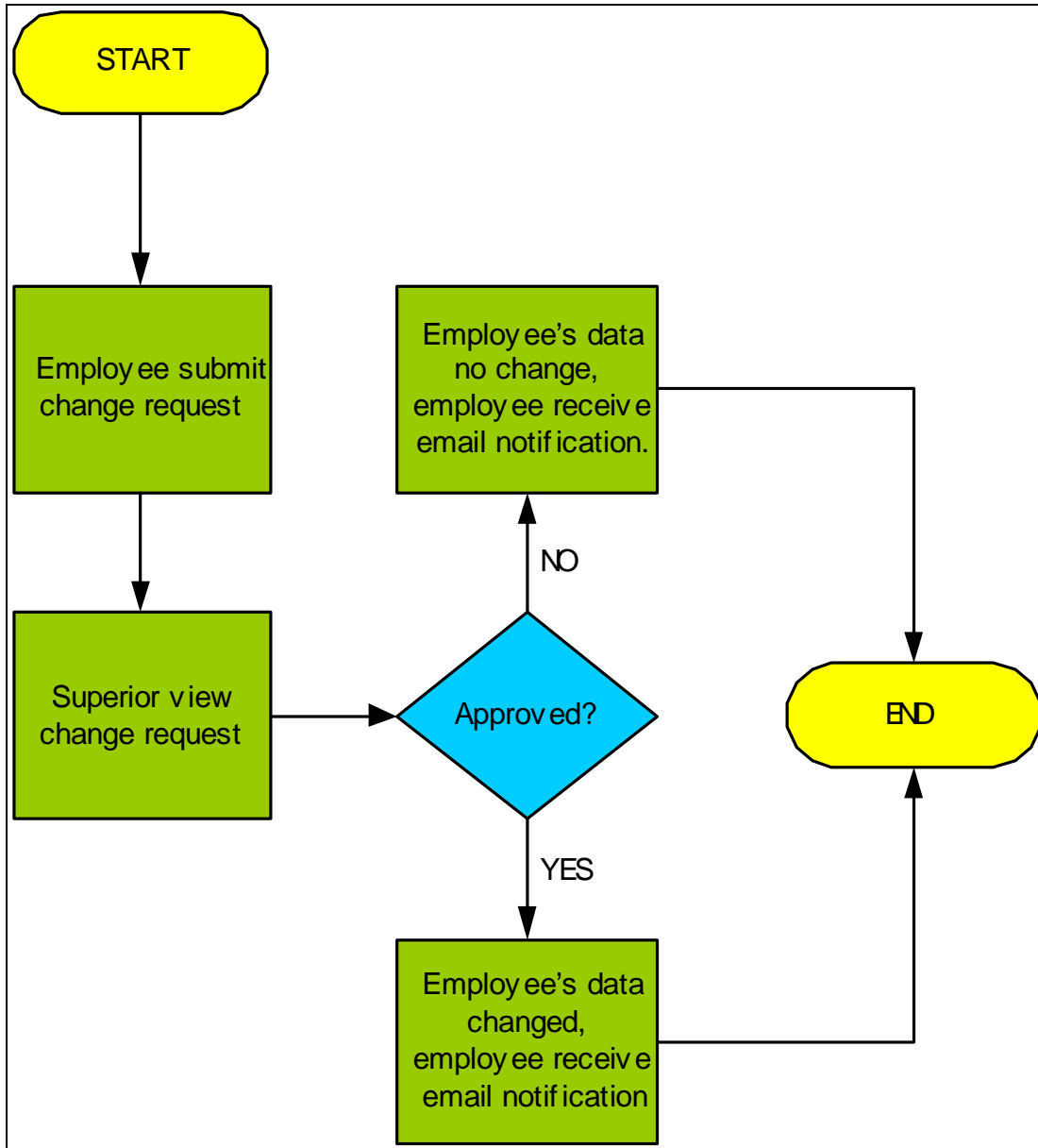
## 2. ESS Overview

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

### 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:

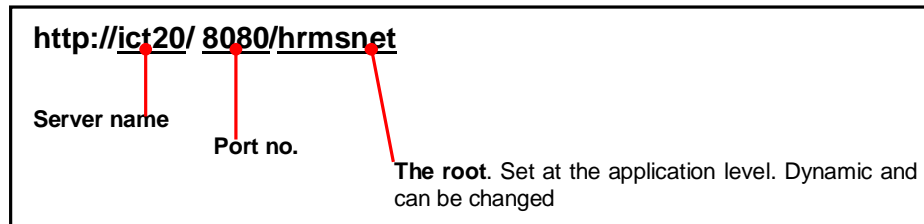
1. An Intranet connection
2. A valid User ID and Password
3. Web browser (Internet Explorer (IE 5.5 and above) is recommended.
4. Escalation procedures are in place (for the distribution of information and the generation of request approvals by ESS user's supervisor)

### 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.

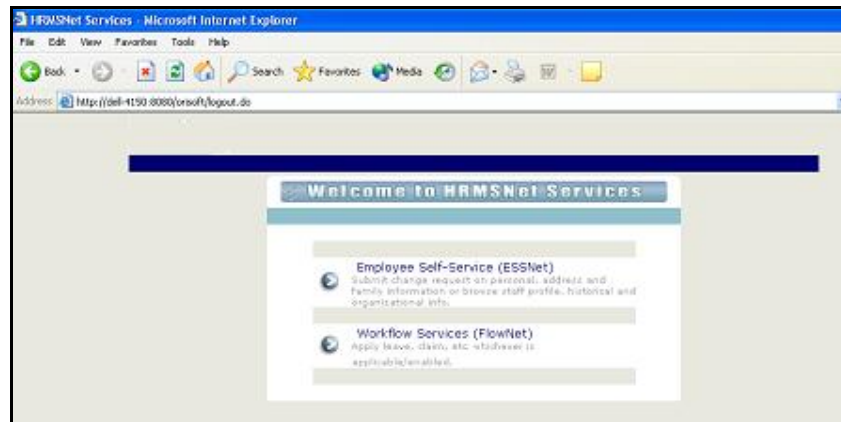
1. **Routing Map Setup** configurations to set and define escalation levels and procedures
2. **Periodic synchronization activity settings** with HRMWin
3. **Superior in Employee Profile** must be set up
4. **Organizational Setup** must be fully set up
5. **Application Configurations** for mail setup 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.

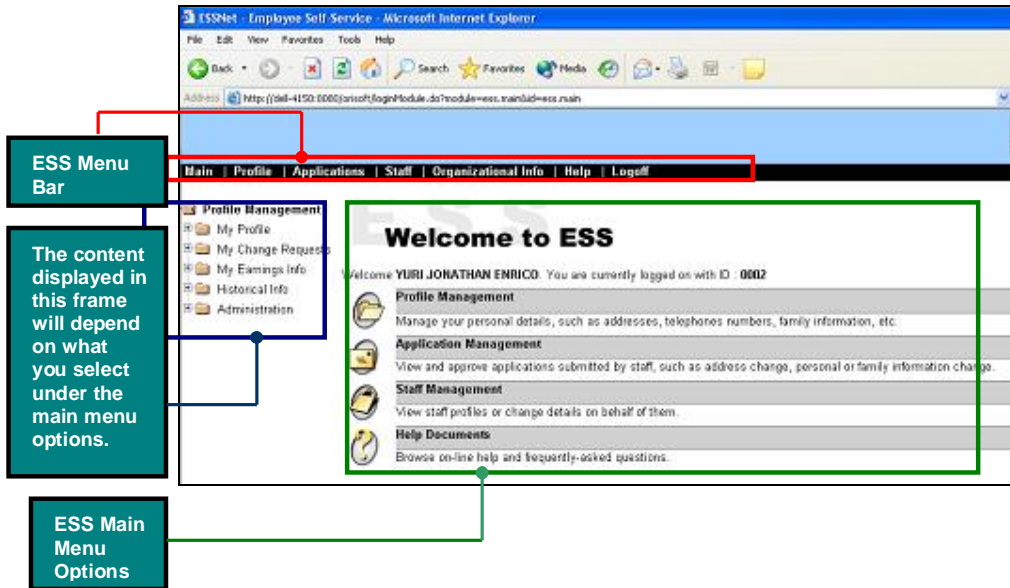


6. Click on the **Employee Self-Service (ESSNet)** to access ESS application.
7. The ESS application logon screen then will appear (*refer to the following sample screenshot*).



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.





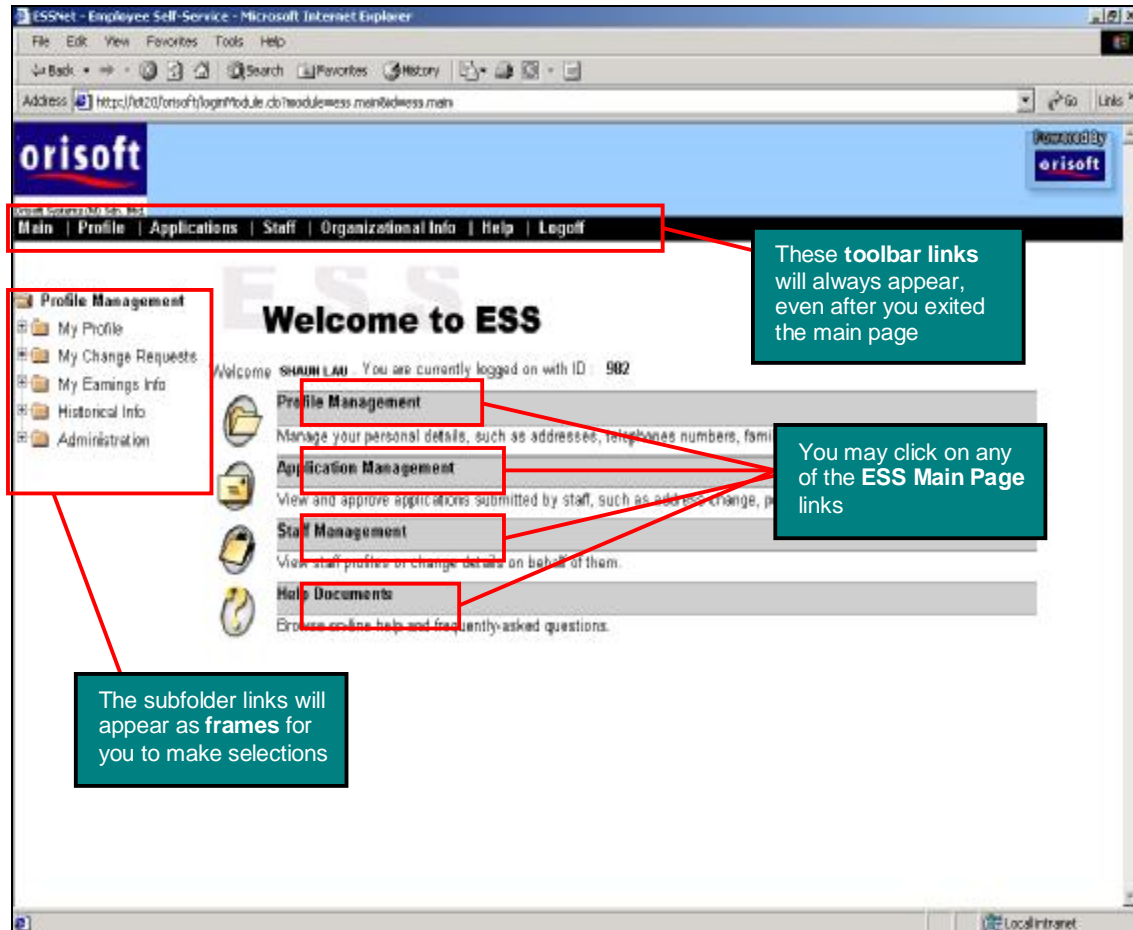
11. You may select from the ESS main menu options. As displayed, there is *Profile Management*, *Application Management*, *Staff Management*, and *Help Documents*.
12. Note that the frame on the left will change accordingly to display the sub-links of any of the options you select from the main menu.
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

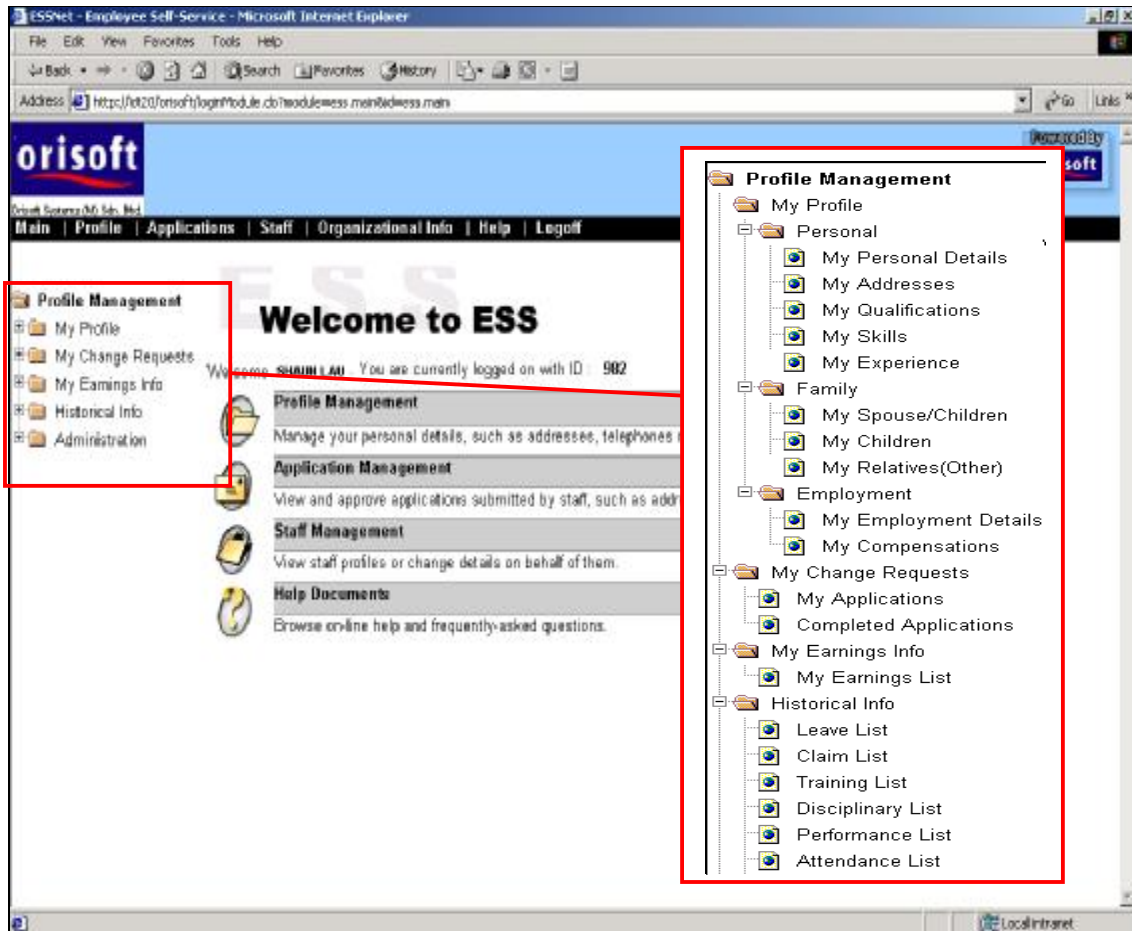
ESS generally follows the typical standard HTML interface and commands.

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



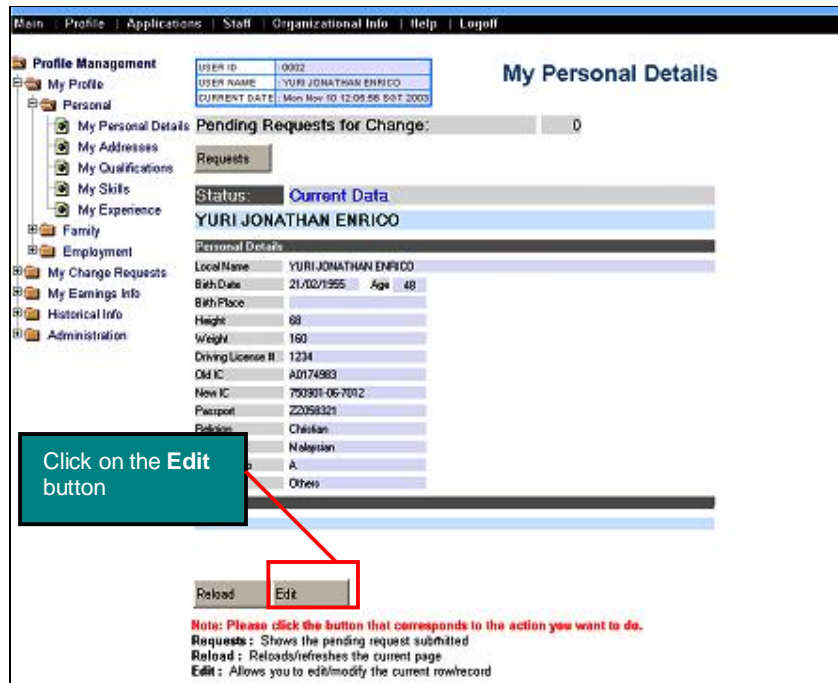
## 2.2 Frame of Links

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

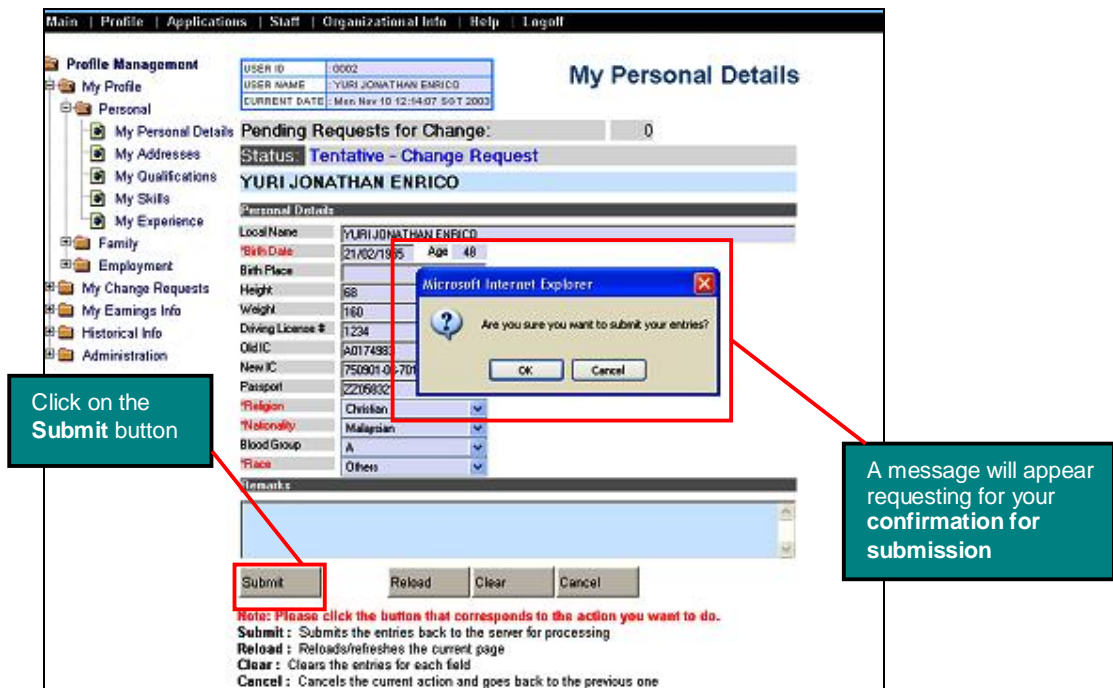


## 2.3 Submitting Change Request

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



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

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

Row#	AgentID	Received On	Employee No.	Name	Information Type	Request	Recipient	Action
1	110	14/11/2003 13:55:10	0072	MARINE ESME BIN ZAINUDDIN	Relative	New	TO	Active
2	100	14/11/2003 08:45:09	0072	MARINE ESME BIN ZAINUDDIN	Address	Change	TO	Active
3	8	13/10/2003 18:56:04	0072	MARINE ESME BIN ZAINUDDIN	Personal	Change	TO	Active
4	5	13/10/2003 18:46:29	0072	MARINE ESME BIN ZAINUDDIN	Relative	New	TO	Active

Click on the Agent ID

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

**Application Management**

- Request for Approval(RFA)
- Pending Requests

USER ID : 0002  
 USER NAME : YURI JONATHAN ERRICO  
 CURRENT DATE : Mon Nov 10 12:26:24 SGT 2003

### Application Approval

---

**Agent Details**

Agent ID: **110**      Received on **14/11/2003 13:55:10**

No: **10072**

Name: **MARINE ESME BIN ZAINUDDIN**

Status:  Approve  Reject  Pending

---

**Relative Details**

Name: Hanna Hed  
 ID No: 3345678996  
 Birth Date: 20/11/1965  
 Type: Auntie  
 Sex: Female  
 Marital Status: Single

Occupation: \_\_\_\_\_ Tax No: \_\_\_\_\_ Income(if applicable): \_\_\_\_\_ .00

**Address Details**

Address: Manila  
 Post Code: \_\_\_\_\_ Area: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_  
 Tel No: \_\_\_\_\_ H/P/Etc: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

Remarks: \_\_\_\_\_

Submit

Thread

Submit

Reload

Thread

Close

Determine the status

Submit

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.

Row#	Status	Date From	Date To	Leave Period	Days Leave	Reason	YTD Bal	Running Bal
<b>Status: Closed - Escalation Level 1/3</b>								
1	Approved	17/12/2003	17/12/2003	Full-day	1.00 ANNUAL LEAVE	Holiday	0.00	0.00
Remarks: History.. Entitlement								
<b>Status: Closed - Escalation Level 2/3</b>								
2	Rejected	17/12/2003	17/12/2003	Full-day	1.00 ANNUAL LEAVE	Holiday	0.00	0.00
Remarks: Sorry History.. Entitlement								
<b>Status: Closed - Escalation Level 3/3</b>								
3	Rejected	17/12/2003	17/12/2003	Full-day	1.00 ANNUAL LEAVE	Holiday	0.00	0.00
Remarks: Sorry History.. Entitlement								

- 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**

- Request for Approval (RFA)
- Pending Requests

USER ID : 0002  
 USER NAME : YUS JONATHAN ENRICO  
 CURRENT DATE: Mon Nov 10 12:26:34 SGT 2003

**Application Approval**

Agent ID: 110 Received On: 14/11/2003 13:55:10

**Status: Pending - Escalation Level 1/1**

Relative Services:

Name: Hanna Med  
 IC No: 3345678956  
 Birth Date: 20/11/1956  
 Type: Auntie  
 Sex: Female  
 Marital Status: Single

Occupation: \_\_\_\_\_  
 Tax No: \_\_\_\_\_ Income (if applicable): .00

**Address Details**

Address: Manila \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Post Code: \_\_\_\_\_ Area: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_  
 Tel No: \_\_\_\_\_ H/P/Etc: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

Remarks: \_\_\_\_\_  
 \_\_\_\_\_

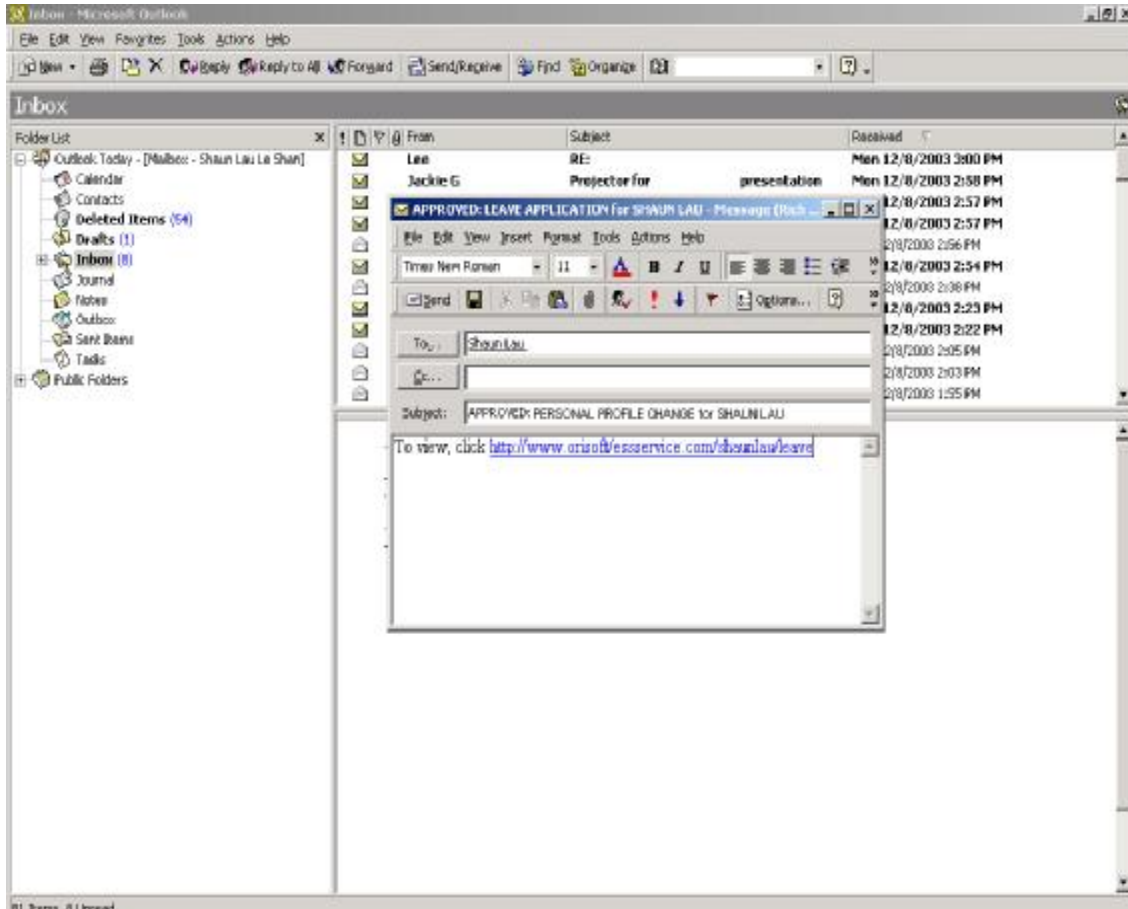
Page Prior Page Next Reload Close

**Escalation level status**

## 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.



## 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.

Row#	Status	Date From	Date To	Leave	Duration	Filed on	Reason
1	Rejected	11/3/2003	11/4/2003	Annual Leave	Full-Day	10/12/2003	PS
2	Applied	11/1/2003	11/1/2003	Annual Leave	Full-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	Full-Day	10/12/2003	PS
5	Applied	10/29/2003	10/29/2003	Absenteeism	Full-Day	10/28/2003	PS
6	Applied	10/29/2003	10/29/2003	Annual Leave	Full-Day	10/28/2003	PS
7	Applied	10/29/2003	10/29/2003	Annual Leave	Full-Day	10/28/2003	PS
8	Applied	10/29/2003	10/29/2003	Annual Leave	Full-Day	10/28/2003	PS
9	Applied	10/29/2003	10/29/2003	Annual Leave	Full-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	Full-Day	10/28/2003	PS
12	Applied	10/29/2003	10/29/2003	Annual Leave	Full-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	Full-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	Full-Day	10/28/2003	PS
17	Applied	10/29/2003	10/29/2003	Annual Leave	Full-Day	10/28/2003	PS
18	Applied	10/29/2003	10/29/2003	Annual Leave	Full-Day	10/28/2003	PS
19	Applied	10/29/2003	10/29/2003	Annual Leave	Full-Day	10/28/2003	PS
20	Applied	10/29/2003	10/29/2003	Annual Leave	Full-Day	10/28/2003	PS
21	Applied	10/29/2003	10/29/2003	Annual Leave	Full-Day	10/28/2003	PS
22	Applied	10/29/2003	10/29/2003	Special Leave	Full-Day	10/28/2003	PS
23	Applied	10/24/2003	10/24/2003	Annual Leave	Full-Day	10/23/2003	NA
24	Approved	10/24/2003	10/27/2003	Annual Leave	Full-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	Full-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	Full-Day	10/12/2003	PS

**Note: Please click the button that corresponds to the action you want to do.**

**Page Prior** Loads the previous page, if there is any

**Page Next** Loads the next page, if there is any



### 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

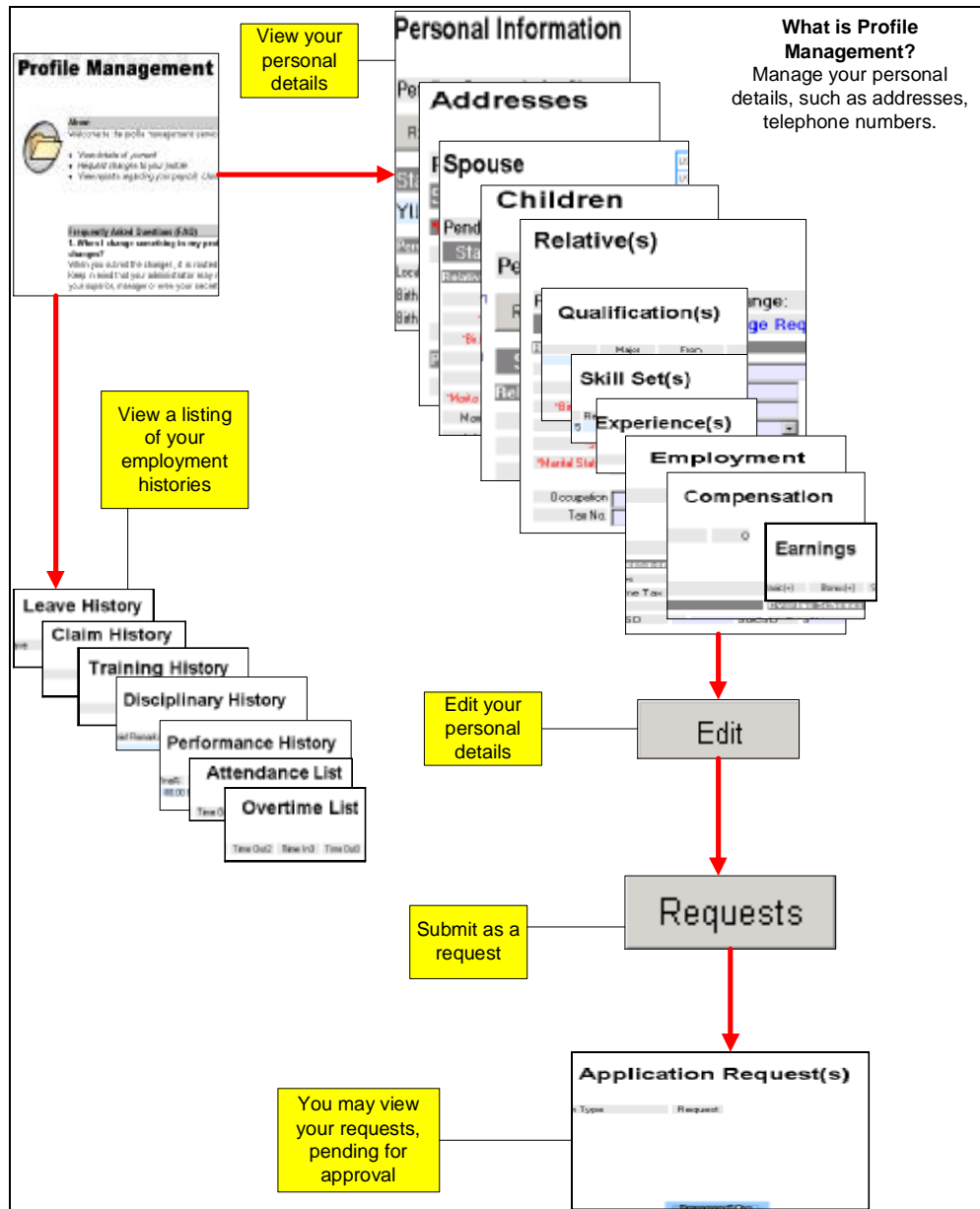
# PROFILE MANAGEMENT

## 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*)

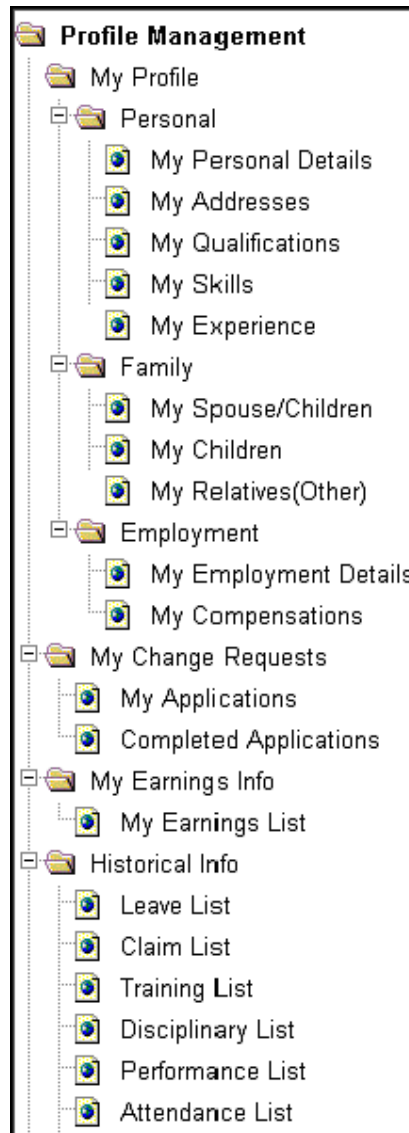


**Profile Management** is designed for the employee to view their own employee profile including employee personal details, family details and employee details. The employee can request to make changes from the web to provide updated details in their own profile. In addition, ESS also provides interfaces 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.



5. Select a web link.
6. Select a link from any of the sub folders in *Profile Management*.
7. Due to sensitivity of data, the following link has been disabled for employee viewing.
  - i) My Employment Details
  - ii) My Compensations
  - iii) Performance List
  - iv) My Earnings List
8. When user tries to access into any of the above-mentioned link, an “Access Denied” screen will appear.



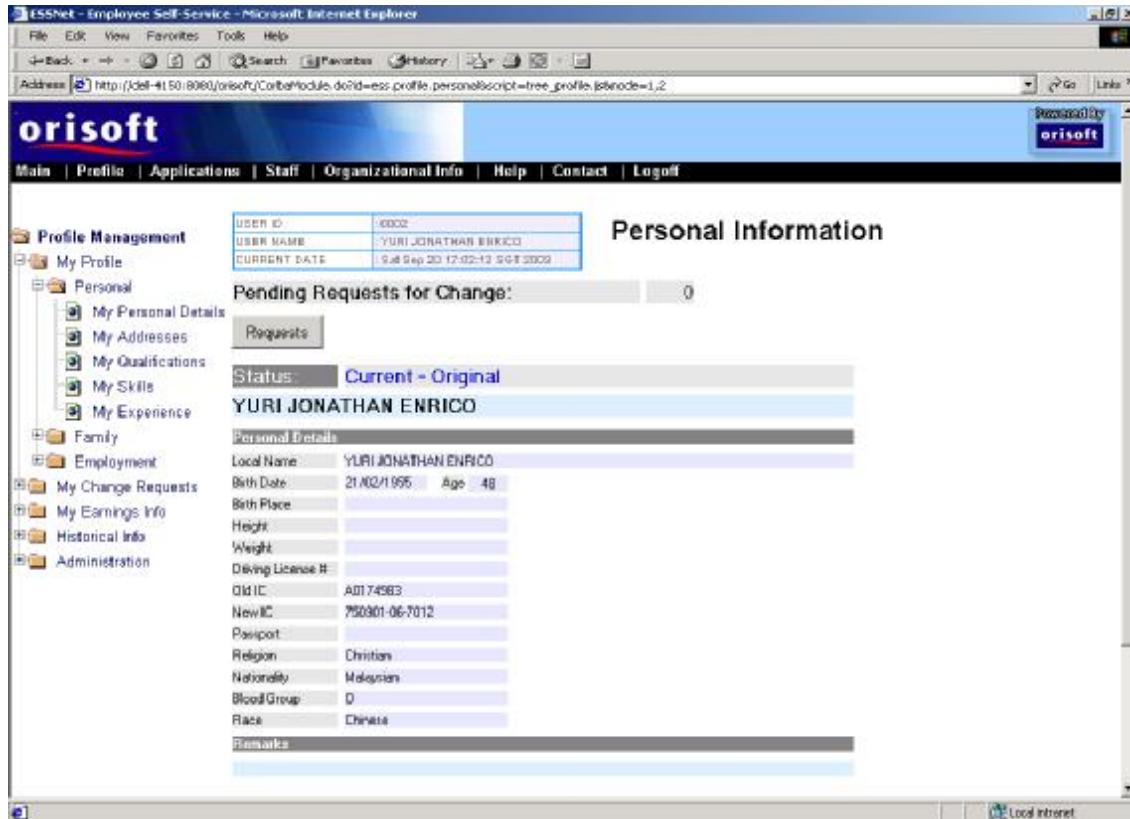
## 1. My Profile

### 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.



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.

**Add remarks here**

**Note: The functions of each button is clearly explained**

**Note: Please click the button that corresponds to the action you want to do.**  
**Submit** : Submits the entries back to the server for processing  
**Reload** : Reloads/refreshes the current page  
**Clear** : Clears the entries for each field  
**Cancel** : Cancels the current action and goes back to the previous one

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*.

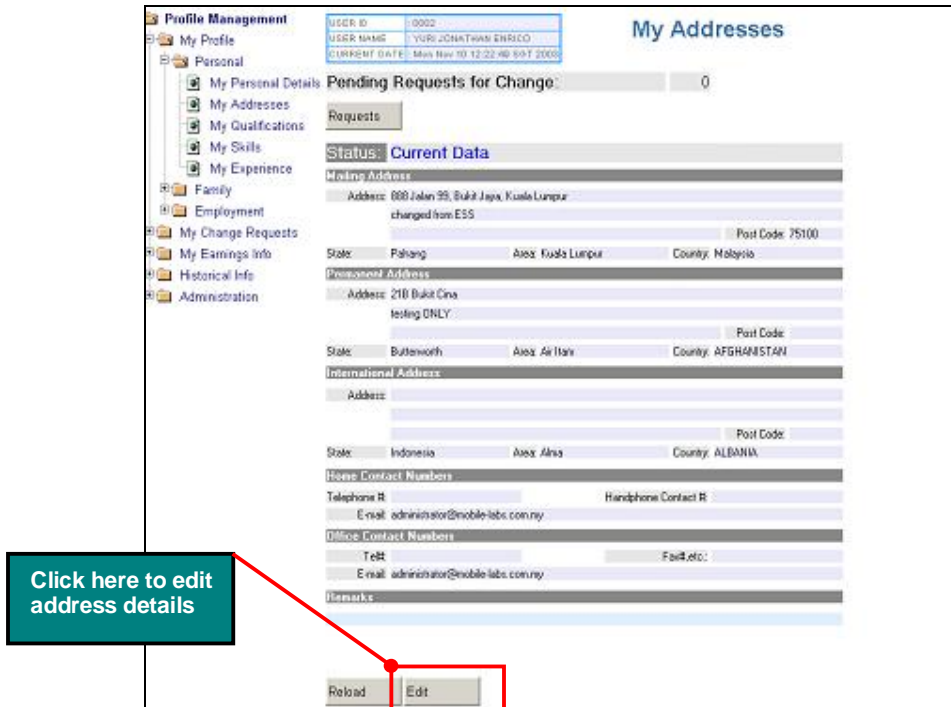
**Click on OK to proceed submission of entries.**

**Note: Please click the button that corresponds to the action you want to do.**  
**Submit** : Submits the entries back to the server for processing  
**Reload** : Reloads/refreshes the current page  
**Clear** : Clears the entries for each field  
**Cancel** : Cancels the current action and goes back to the previous one

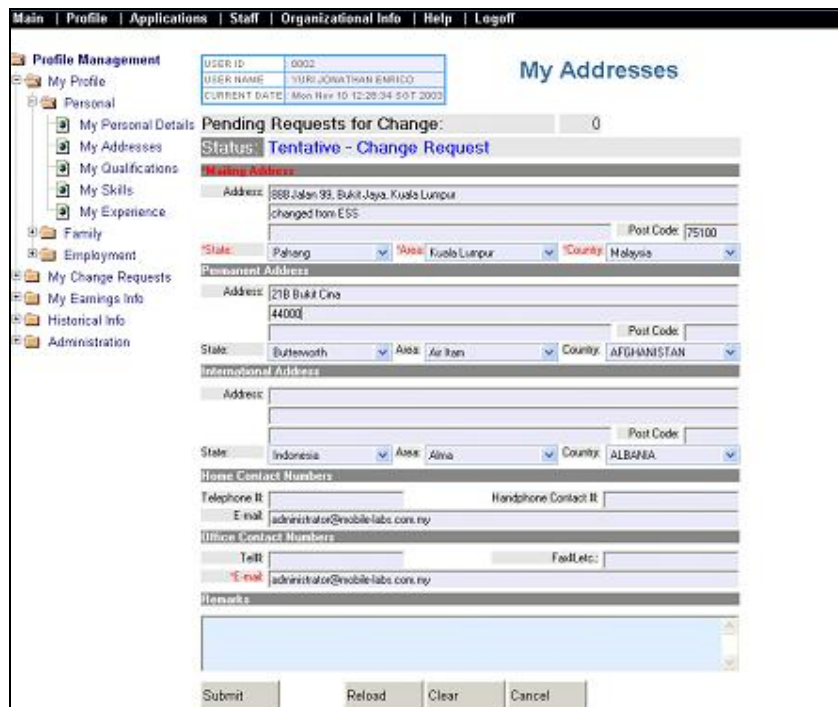
1.1.2 My Addresses

**Objective:** User wants to view or change Addresses

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

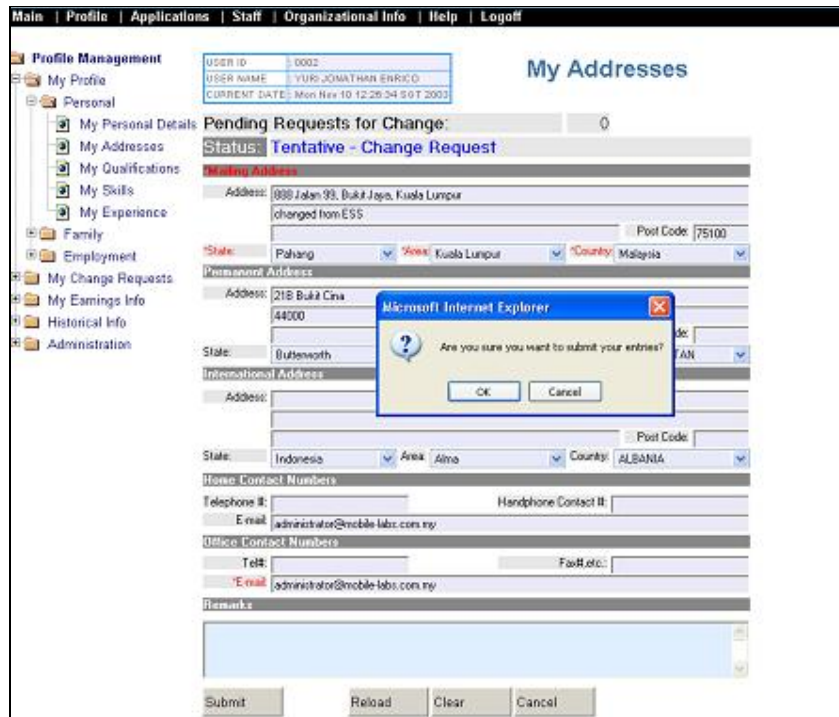


2. To edit, click **Edit** button to enabled the text boxes for modification.





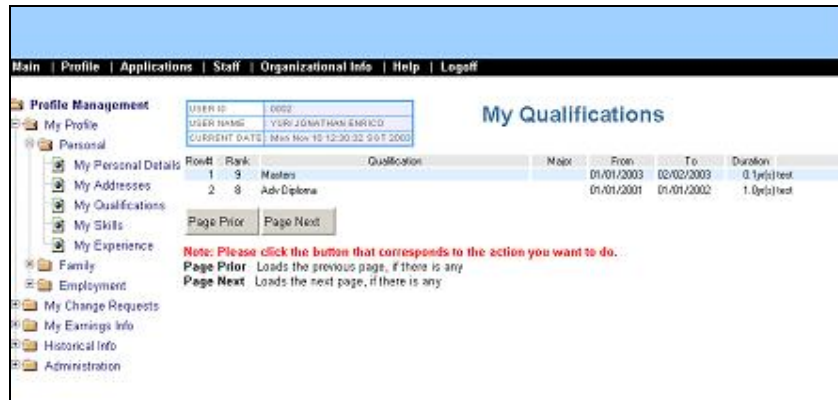
3. Place the mouse pointer into the text box column to start editing your addresses information.
4. To add more information about yourself, you may add in remarks in **Remarks** Column.
5. After editing, click on **Submit** button and a confirmation message box will appear.
6. Click on **OK** to confirm submission.
7. The changes that you have submitted will need approval from the HR Manager.
8. 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.
9. You can also access to *My Change Requests* à *My Applications* to check on the list of changes that you have been made.
10. To check the status of request, go to *My Change Requests* à *Completed Applications*.



### 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.



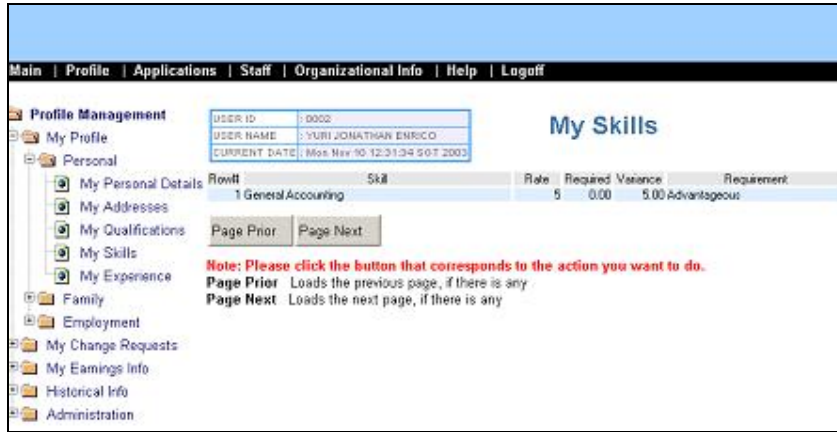
3. Click Prior and Page Next to view the records if it is catered to other pages.

**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

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



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.

Row#	Name	Nies IC	Sex	Birth Date	Age	Children of this spouse
1	HELENE SONJA TRTUMP GEB RAB		Female			View

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.

Pending Requests for Change: 0

Requests

Status: Current - Original

Relative Details:

Name: HELENE SONJA TRTUMP GEB RAB

IC No:

Birth Date:

Type: Wife

Sex: Female

Marital Status: Married

Married On:

Working?  Yes  No

Occupation:

Tax No: Income (if applicable): .00

Address Details:

Address: 20, JALAN KERAMAT, KG. DATOK KERAMAT, 54000 KUALA LUMPUR

Post Code: Area: State: Country:

Tel No: H/P/Etc:

E-Mail:

Remarks:

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.

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.

**Spouse(s)**

USER ID: 0002  
 USER NAME: YURI JONATHAN ENRICO  
 CURRENT DATE: Mon Nov 10 12:37:01 SGT 2003

**Pending Requests for Change:**  
 Status: Tentative - Change Request

**Spouse Details**

Name: Joanne Jeffrey  
 IC No: 22334455  
 Birth Date: 6/11/1978 00:00:00  
 Type: Spouse  
 Sex: Female  
 Marital Status: Married  
 Married On: 10/10/2003 00:00:00  
 Working?  Yes  No  
 Occupation: \_\_\_\_\_  
 Tax No: \_\_\_\_\_ Income(If applicable): \_\_\_\_\_ .00

**Address Details**

Address: 33, Road 10  
 Post Code: \_\_\_\_\_  
 Area: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_  
 Tel No: \_\_\_\_\_ H/P/Etc: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

Remarks: \_\_\_\_\_

Submit Clear Close

**Spouse(s)**

USER ID: 0002  
 USER NAME: YURI JONATHAN ENRICO  
 CURRENT DATE: Mon Nov 10 12:37:01 SGT 2003

**Pending Requests for Change:**  
 Status: Tentative - Change Request

**Spouse Details**

Name: Joanne Jeffrey  
 IC No: 22334455  
 Birth Date: 6/11/1978 00:00:00  
 Type: Spouse  
 Sex: Female  
 Marital Status: Married  
 Married On: 10/10/2003 00:00:00  
 Working?  Yes  No  
 Occupation: \_\_\_\_\_  
 Tax No: \_\_\_\_\_ Income(If applicable): \_\_\_\_\_ .00

**Address Details**

Address: 33, Road 10  
 Post Code: \_\_\_\_\_

Microsoft Internet Explorer  
 Are you sure you want to submit your entries?  
 OK Cancel

**1.2.2 My Children**

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

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



## Profile Management

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

5. From here, you are allowed to edit the information by clicking on the **Edit** button to enable the text boxes for user input.
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.



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.
5. 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.



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

Profile Management

USER ID: 0002  
 USER NAME: YURI JONATHAN ENRICO  
 CURRENT DATE: Mon Nov 10 12:43:16 SGT 2003

Relative(s)

Pending Requests for Change:

Status: Tentative - Change Request

Relative Details

*Name	
*IC No.	
*Birth Date	00/00/0000
*Type	
*Sex	Male
*Marital Status	Single

Occupation:  Tax No.:  Income(if applicable):  .00

Address Details

\*Address:

Area:  State:  Country:  Post Code:

Tel No.:  H/P/Etc.:

E-Mail:

Remarks:

Submit Clear Close

Profile Management

USER ID: 0002  
 USER NAME: YURI JONATHAN ENRICO  
 CURRENT DATE: Mon Nov 10 12:43:16 SGT 2003

Relative(s)

Pending Requests for Change:

Status: Tentative - Change Request

Relative Details

*Name	xxx
*IC No.	12345
*Birth Date	00/00/0000
*Type	Aunt
*Sex	Female
*Marital Status	Married

Occupation:  Tax No.:  Income(if applicable):  .00

Address Details

\*Address: 223456

Area:  State:  Country:  Post Code:

Tel No.:  H/P/Etc.:

E-Mail:

Remarks:

Submit Clear Close

Microsoft 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.

Row#	AgentID	Received On	Information Type	Request
1	108	14/11/2003 08:40:33	Address	Change
2	64	13/10/2003 18:54:36	Personal	Change
3	63	13/10/2003 18:44:27	Relative	New

### 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.

Row#	AgentID	Completed On	Information Type	Request	Status
1	85	13/10/2003 19:05:39	Employment	Change	Rejected

### 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.

Row#	Status	Date From	Date To	Leave	Duration	Filed on	Reason
1	Rejected	11/3/2003	11/4/2003	Annual Leave	Full-Day	10/12/2003	PS
2	Applied	11/1/2003	11/1/2003	Annual Leave	Full-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	Full-Day	10/12/2003	PS
5	Applied	10/29/2003	10/29/2003	Absenteeism	Full-Day	10/28/2003	PS
6	Applied	10/29/2003	10/29/2003	Annual Leave	Full-Day	10/28/2003	PS
7	Applied	10/29/2003	10/29/2003	Annual Leave	Full-Day	10/28/2003	PS
8	Applied	10/29/2003	10/29/2003	Annual Leave	Full-Day	10/28/2003	PS
9	Applied	10/29/2003	10/29/2003	Annual Leave	Full-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	Full-Day	10/28/2003	PS
12	Applied	10/29/2003	10/29/2003	Annual Leave	Full-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	Full-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	Full-Day	10/28/2003	PS
17	Applied	10/29/2003	10/29/2003	Annual Leave	Full-Day	10/28/2003	PS
18	Applied	10/29/2003	10/29/2003	Annual Leave	Full-Day	10/28/2003	PS
19	Applied	10/29/2003	10/29/2003	Annual Leave	Full-Day	10/28/2003	PS
20	Applied	10/29/2003	10/29/2003	Annual Leave	Full-Day	10/28/2003	PS
21	Applied	10/29/2003	10/29/2003	Annual Leave	Full-Day	10/28/2003	PS
22	Applied	10/29/2003	10/29/2003	Special Leave	Full-Day	10/28/2003	PS
23	Applied	10/24/2003	10/24/2003	Annual Leave	Full-Day	10/23/2003	NA
24	Approved	10/24/2003	10/27/2003	Annual Leave	Full-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	Full-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	Full-Day	10/12/2003	PS

Page Prior   Page Next

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

### 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.

<b>USER ID</b> : 0002	<b>Claim List</b>
<b>USER NAME</b> : YURI JONATHAN ENRICO	
<b>CURRENT DATE</b> : Mon Nov 10 13:43:04 SGT 2003	

Row#	Status	Date From	Date To	Claim	Amount	Illness
1	Applied	10/29/2003	10/29/2003	Dental	40.00	

Page Prior   Page Next

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

### 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.

<b>USER ID</b> : 0002	<b>Training List</b>
<b>USER NAME</b> : YURI JONATHAN ENRICO	
<b>CURRENT DATE</b> : Mon Nov 10 13:43:52 SGT 2003	

Row#	Status	Course Reference	Course	Venue	Start Date	End Date
------	--------	------------------	--------	-------	------------	----------

Page Prior   Page Next

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

### 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.

<b>USER ID</b> : 0002	<b>Disciplinary List</b>
<b>USER NAME</b> : YURI JONATHAN ENRICO	
<b>CURRENT DATE</b> : Mon Nov 10 13:44:42 SGT 2003	

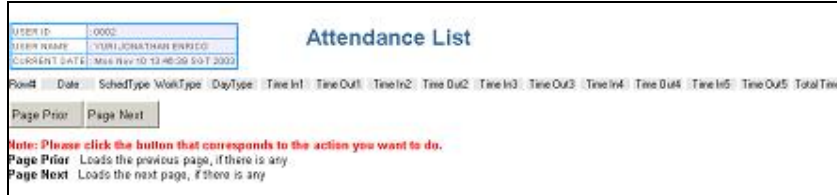
Row#	Logged Date	Status	Brief Remarks	Seg#	Offense Date	Offense
1	05/05/2003	Pending		1	5/5/2003 11:05:00	Loitering, talking while wearing equipment
2	3/4/17/2003	Pending		1	4/17/2003 17:13:47	Sleeping in the office
3	3/4/17/2003	Pending	asa	1	4/17/2003 17:13:11	Sleeping in the office
4	3/4/17/2003	Pending		1	4/17/2003 17:19:47	Sleeping in the office
5	3/4/17/2003	Pending		1	4/17/2003 17:26:13	Sleeping in the office
6	3/4/17/2003	Pending		1	4/17/2003 17:25:49	Sleeping in the office
7	3/4/17/2003	Pending	assa	1	4/17/2003 17:35:45	Sleeping in the office
8	3/4/17/2003	Pending		1	4/17/2003 17:38:24	Inefficiency
9	3/4/17/2003	Pending		2	4/17/2003 17:13:47	Inefficiency
10	3/4/17/2003	Pending		2	4/17/2003 17:19:47	Inefficiency
11	3/4/17/2003	Pending	Offense Header 1	1	4/13/2003 23:48:05	Inefficiency
12	3/3/27/2003	Pending	Offense Header 2	1	4/13/2003 23:50:10	Disclosure, release and publication of confidential info
13	3/3/27/2003	Pending	Offense Header 2	2	4/13/2003 23:54:50	Inefficiency
14	3/3/27/2003	Pending	Offense Header 2	3	4/13/2003 23:45:52	Habitual Late coming to work
15	3/25/2003	Closed	Offense Header 3	1	4/15/2003 07:19:34	Habitual Late coming to work
16	21/03/2003	Pending		1	4/17/2003 17:28:02	Sleeping in the office
17	10/10/2002	Closed		1	4/17/2003 17:32:20	Sleeping in the office
18	34/22/2002	Closed		1	4/22/2003 07:26:25	Sleeping in the office
19	21/03/2002	Closed		1	4/17/2003 17:28:02	Sleeping in the office

Page Prior   Page Next

### 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.
2. You may change your password. Type in your **Old Password**, followed by your **New Password**.
3. Type in your new password again under **Confirm Password**.
4. Click on the **Submit** button.

The screenshot shows a web application interface for 'Change my Password'. At the top, there is a navigation menu with links: Main | Profile | Applications | Staff | Organizational Info | Help | Logoff. On the left, a tree view shows the following structure: Profile Management (expanded), My Profile, My Change Requests, My Earnings Info, Historical Info, and Administration (expanded). Under Administration, 'Change my Password' is selected. The main content area displays the following information:

USER ID	: 0002
USER NAME	: YURI JONATHAN ENRICO
CURRENT DATE	: Mon Nov 10 13:40:17 SGT 2003

Change my Password

Employee No **0002**

Name **YURI JONATHAN ENRICO**

\* Old Password

\* New Password

\* Confirm Password

**Submit** : Submits the entries back to the server for processing

## 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”

**Application Management**

Access to application management | For action alert

- View staff change requests, such as holiday requests
- View your current applications
- Approve applications

**Especially Asked Questions (FAQ)**

1. What is Request For Change(RFC)?  
Whenever a change is made in your subordinates profile.

2. Why can't I change my ADAM? status for action?  
On your click on the change button when you want to successfully submit changes to your profile.

**View all applications made by staff**

**Application Approval** | USER NAME : YURI JONATHAN ENRICO  
CURRENT DATE : Mon Sep 15 3:20 24 301 2023

Row#	Agent ID	Request No	Employee No	Name	Education Type	Request	Requester	Status
1	2793142008874597	0002	YURI JONATHAN ENRICO	Personal	Change	TO	Active	
2	2793142008874597	0002	YURI JONATHAN ENRICO	Address	Change	TO	Active	
3	2793142008874597	100111	JOSHUA VATHAN ENRICO	Relative	Change	TO	Active	
4	2793142008874597	100111	JOSHUA VATHAN ENRICO	Personal	Change	TO	Active	
5	2793142008874597	100111	JOSHUA VATHAN ENRICO	Address	Change	TO	Active	
6	2793142008874597	100111	JOSHUA VATHAN ENRICO	Relative	New	TO	Active	

**Click on the employee's Agent ID**

**What is Application Management?**  
View and approve application made by staff, such as leave applications, claim applications.

**Check to approve, reject, or keep it pending**

**Application Approval** | USER ID : 0000  
USER NAME : YURI JONATHAN ENRICO  
CURRENT DATE : View from 15 03:20 24 301 2023

View Application

Agent ID: 2793142008874597 - record on: 9142008081597

Name: YURI JONATHAN ENRICO

Status:  Approve  Reject  Pending

Personal Details

Local Name: YURI JONATHAN ENRICO  
Birth Date: 1975-07-27 Age: 48  
Emp. Type: SR CONTRACTED  
Height: 164cm  
Driving License #: 42174363  
DMIC: 42174363  
Marital: SINGLE  
Passport: PPS2186742  
Religion: Muslim  
Nationality: Indonesian  
Blood Group: O  
Race: Chinese

**Submit your approval**

**Submit**

# 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.

Row#	AgentID	Received On	Employee No.	Name	Information Type	Request	Recipient	Action
1	110	14/11/2003 13:55:10	10072	MARINE ESME BIN ZAINUDDIN	Relative	New	TO	Active
2	108	14/11/2003 08:45:09	10072	MARINE ESME BIN ZAINUDDIN	Address	Change	TO	Active
3	54	13/10/2003 18:56:04	10072	MARINE ESME BIN ZAINUDDIN	Personal	Change	TO	Active
4	53	13/10/2003 18:46:29	10072	MARINE ESME BIN ZAINUDDIN	Relative	New	TO	Active

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

**Click on the Agent ID**

**Determine the status whether to Approve, Reject, or Pending**

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

**Application Management** **Application Approval**

Request for Approval (RFA) USER ID: 0002  
USER NAME: YUS JONATHAN ENRICO  
CURRENT DATE: Mon Nov 10 12:28:24 8:07 2003

Pending Requests

Application ID: 119 Received On: 14/11/2003 13:55:10

**Status: Pending - Escalation Level 1/1**

**Relative Details:**

Name: Harina Med  
IC No: 3345678956  
Birth Date: 20/11/1955  
Type: Auntie  
Sex: Female  
Marital Status: Single

Occupation: \_\_\_\_\_  
Tax No: \_\_\_\_\_ Income (if applicable): .00

**Address Details:**

Address: Manila  
Post Code: \_\_\_\_\_ Area: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_  
Tel No: \_\_\_\_\_ H/P/Etc: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**Remarks:**

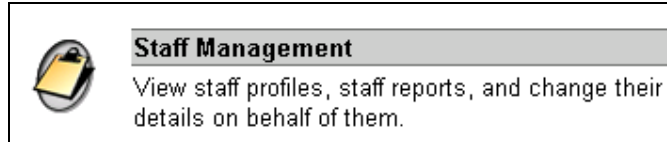
Page Prior Page Next Reload Close

Shows the escalation level

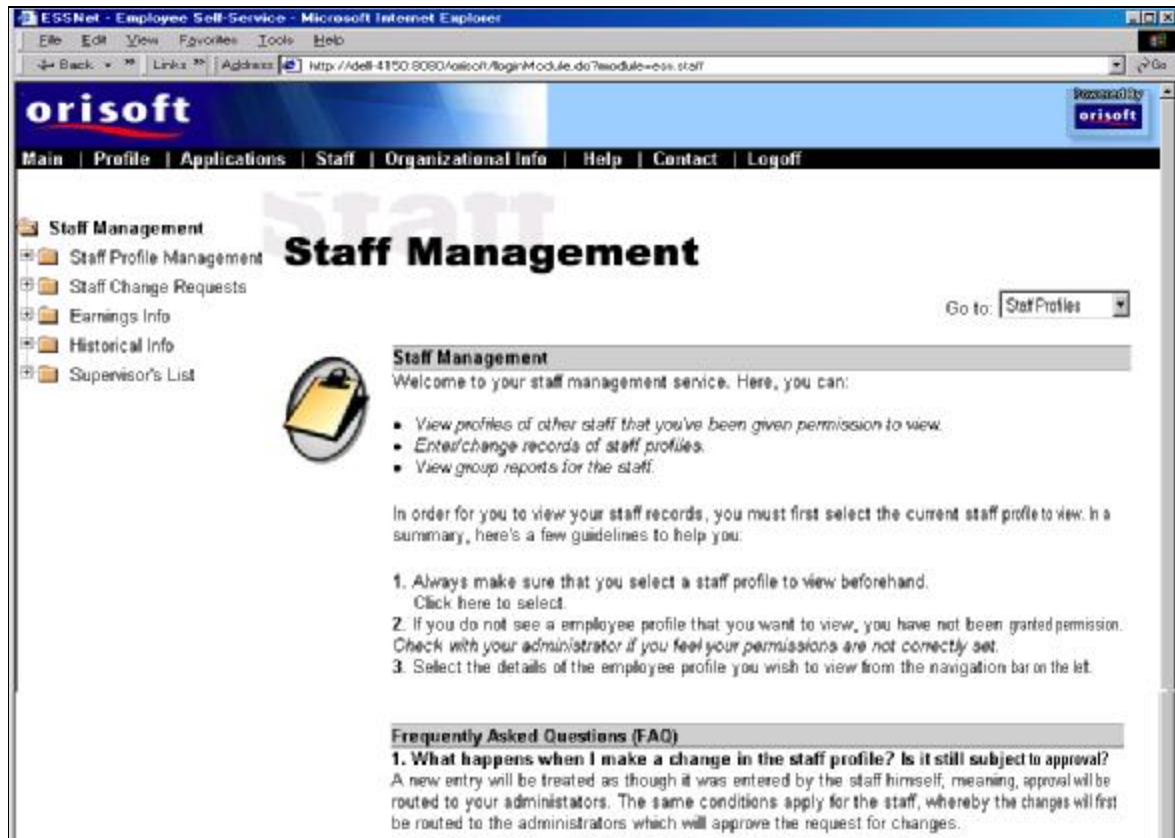
## STAFF MANAGEMENT

*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.

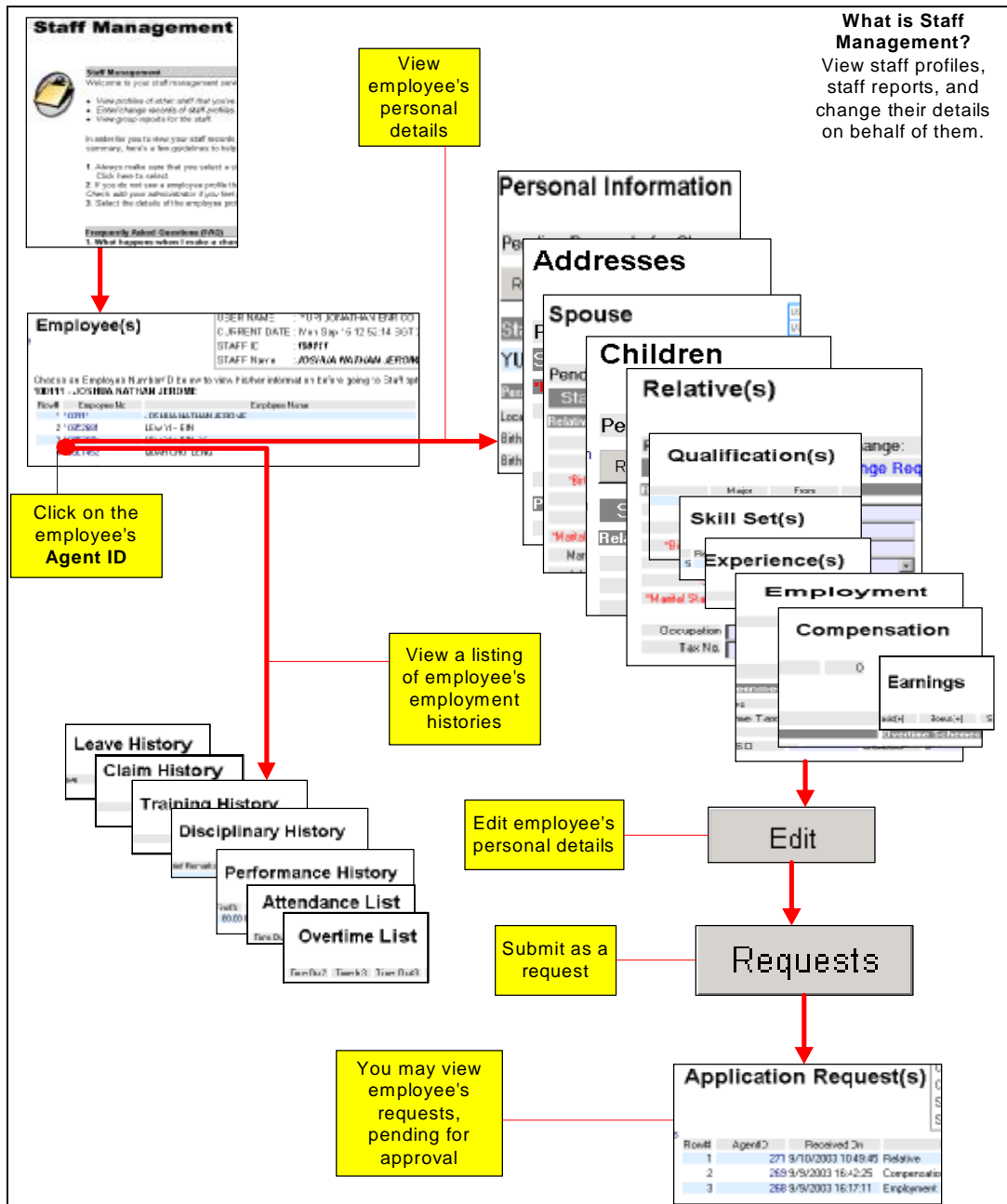


## What is Staff Management?

**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.



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



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.

The screenshot shows the 'Personal Information' screen for an employee named NG CHIM YEN. The interface includes a navigation tree on the left, a data table at the top, a 'Pending Requests for Change' section, a 'Requests' button, a 'Status' dropdown, and a 'Personal Details' form with various fields. At the bottom, there are 'Reload' and 'Edit' buttons.

Field	Value
USER ID	0002
USER NAME	YURI JONATHAN ENRICO
CURRENT DATE	Fri Nov 14 15:00:25 SGT 2003
STAFF ID	1067293
STAFF Name	NG CHIM YEN

Pending Requests for Change: 0

Requests

Status: Current - Original

**NG CHIM YEN**

**Personal Details**

Local Name	NG CHIM YEN	
Birth Date	24/03/1961	Age 42
Birth Place	GERMANY	
Height		
Weight		
Driving License #		
Old IC		
New IC	641204105441	
Passport	2251071006	
Religion	CHRISTIAN	
Nationality	GERMANY/FEDERAL REPUBLIC OF	
Blood Group	AB	
Race	CAUCASIAN	
Remarks		

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.

USER ID	:0002
USER NAME	:YURI JONATHAN ENRICO
CURRENT DATE	: Fri Nov 14 15:00:25 SGT 2003
STAFF ID	:1607393
STAFF Name	:JWS CHAM KEN

Pending Requests for Change:

Requests:

Status: **Current - Original**

**Mailing Address**

Address: NO 19 LORONG PELINDONG 33 TAMAN SENTOSA  
54000 KUALA LUMPUR

Post Code: 54000    State: WPKL    Area:    County: MY

**Permanent Address**

Address:

Post Code:    State:    Area:    County:

**International Address**

Address:

Post Code:    State:    Area:    County:

**Home Contact Numbers**

Telephone #:     Handphone Contact #:

E-mail:

**Office Contact Numbers**

Tel#:     Fax/Hot.:

E-mail: andrew@ic20.com

Remarks:



**Staff Management**

USER ID: 0002  
 USER NAME: YURI JONATHAN ENRICO  
 CURRENT DATE: Fri Nov 14 15:00:25 SGT 2003  
 STAFF ID: 1007393  
 STAFF Name: NS CHW YER

**Addresses**

Pending Requests for Change: 0  
 Status: Tentative - Change Request

**Mailing Address**  
 Address: NO 19 LORONG PELINDONG 33 TAMAN SENTOSA  
 54000 KUALA LUMPUR  
 Post Code: 54000 State: WPKL Area: Country: MY

**Permanent Address**  
 Address:  
 Post Code: State: Area: Country:

**International Address**  
 Address:  
 Post Code: State: Area: Country:

**Home Contact Numbers**  
 Telephone #: Handphone Contact #: E-mail:

**Office Contact Numbers**  
 Tel#: Fax#: E-mail: andrew@ic120.com

Remarks:

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.

**Qualification(s)**

Row#	Rank	Qualification	Max	From	To	Duration	College
1	0	DEG		00/00/0000	00/00/0000		jhi MA

Page Prior Page Next

**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.



**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.



## 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).

The screenshot shows the Staff Management interface with the 'Spouse(s)' tab selected. The left sidebar shows a tree view with 'Family' expanded and 'Spouse/Children' selected. The main content area displays the following details:

USER ID	:0002
USER NAME	:YURI JONATHAN ENRICO
CURRENT DATE	:Fri Nov 14 15:00:28 SGT 2003
STAFF ID	:1067393
STAFF Name	:NG CHYM YEN

Below the details is a table for the spouse:

Row#	Name	New IC	Sex	Birth Date	Age	Children of this spouse
1	KARIN MARIA ROTTMANN		Female	5/3/1965	38	View

At the bottom, there are buttons for 'Page Prior', 'Page Next', and 'New'.

### 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).

The screenshot shows the Staff Management interface with the 'Children' tab selected. The left sidebar shows a tree view with 'Family' expanded and 'Children' selected. The main content area displays the following details:

USER ID	:0002
USER NAME	:YURI JONATHAN ENRICO
CURRENT DATE	:Fri Nov 14 15:00:28 SGT 2003
STAFF ID	:1067393
STAFF Name	:NG CHYM YEN

Below the details is a table for the child:

Row#	Name	New IC	Sex	Birth Date	Age	Hcapped	Education
1	NG KAH MENG		Female	23/8/1937	6	No	No

At the bottom, there are buttons for 'Page Prior', 'Page Next', and 'New'.

### 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**

- Staff Profile Management
  - Change current Employee
  - Personal
    - Family
      - Spouse/Children
      - Children
      - Relatives(Other)
    - Employment
  - Staff Change Requests
  - Earnings Info
  - Historical Info
  - Supervisor's List

USER ID	:0002
USER NAME	:YURI JONATHAN ENRICO
CURRENT DATE	: Fri Nov 14 15:00:25 SGT 2003
STAFF ID	:1007393
STAFF Name	:NG CNM YEN

**Relative(s)**

Row#	Name	New IC	Sex	Birth Date	Age
Page Prior Page Next New					

## 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.
2. 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).



### 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).

Row#	Status	Date From	Date To	Leave	Duration	Filed on	Reason	Remarks
1	Approved	15/10/2003	15/10/2003	Leave in lieu/Add on leave	Full Day	13/10/2003	RE06	Personal
2	Approved	13/10/2003	17/10/2003	Annual Leave	Full Day	13/10/2003	RE06	

Page Prior Page Next

### 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).

Row#	Status	Date From	Date To	Claim	Amount	Illness
1	Applied	5/10/2003	5/10/2003	Dental Staff	12.50	

Page Prior Page 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).

Row#	Status	Course Reference	Course	Venue	Start Date	End Date
1	Nominated	TAPR001/03	Teambuilding For Logistics Department	NA	5/4/2003	12/4/2003
2	Nominated	TAPR002/03	Report/Business Writing	NA	1/4/2003	3/4/2003

Page Prior Page Next

### 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	<b>Disciplinary History</b>				
USER NAME	YURI JONATHAN ENRIKO					
CURRENT DATE	Fri Nov 14 15:00:25 SGT 2003					
STAFF ID	0007293					
STAFF Name	ANG GAYM YEH					
Row#	Logged Date	Status	Brief Remarks	Seq#	Offense Date	Offense
<input type="button" value="Page Prior"/> <input type="button" value="Page Next"/>						

#### 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).

USER ID	0002	<b>Attendance List</b>													
USER NAME	YURI JONATHAN ENRIKO														
CURRENT DATE	Fri Nov 14 15:00:25 SGT 2003														
STAFF ID	0007293														
STAFF Name	ANG GAYM YEH														
Row#	Date	Schedule	Time In1	Time Out1	Time In2	Time Out2	Time In3	Time Out3	Time In4	Time Out4	Time In5	Time Out5	Total Time	OTCode1	Overtime1
1	30/9/2003	SR	09:01	15:32									06:25		
2	29/9/2003	SD	09:36	12:33									03:57		
3	26/9/2003	SN	17:52	07:32									00:00		
4	23/9/2003	SD	06:45	18:55									12:10		
5	22/9/2003	SD	06:05	18:55									12:50		
6	18/9/2003	SN	16:58	08:30									00:00		
7	17/9/2003	SN	06:23	18:00									11:37		
8	16/9/2003	SR	08:25	19:22									10:57		
9	15/9/2003	SD	07:12	17:23									10:15		
10	14/9/2003	SD	06:02	16:25									10:23		
11	13/9/2003	SD	06:42	15:22									08:34		
12	11/9/2003	SR	06:21	17:42									11:21		
13	10/9/2003	SD	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	19:02									12:39		
18	3/9/2003	SD	06:00	18:54									12:54		
19	1/9/2003	SD	09:00	17:33									08:33		
20	2/9/2002	SR	00:31	12:06									03:35		
<input type="button" value="Page Prior"/> <input type="button" value="Page Next"/>															

#### 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).

<b>Staff Management</b> <input type="checkbox"/> Staff Profile Management <input type="checkbox"/> Staff Change Requests <input type="checkbox"/> Earnings Info <input type="checkbox"/> Historical Info <input type="checkbox"/> Supervisor's List <input checked="" type="checkbox"/> Attendance List <input checked="" type="checkbox"/> Overtime List <input type="checkbox"/> Leave List	<table> <tr> <td>USER ID</td> <td>0002</td> <td rowspan="5" style="text-align: center; vertical-align: middle;"><b>Overtime List</b></td> </tr> <tr> <td>USER NAME</td> <td>YURI JONATHAN ENRIKO</td> </tr> <tr> <td>CURRENT DATE</td> <td>Fri Nov 14 15:00:25 SGT 2003</td> </tr> <tr> <td>STAFF ID</td> <td>0007293</td> </tr> <tr> <td>STAFF Name</td> <td>ANG GAYM YEH</td> </tr> <tr> <td>Row#</td> <td>Date</td> <td>Employee No.</td> <td>Employee Name</td> <td>SchedType</td> <td>WorkType</td> <td>DayType</td> <td>Time In</td> <td>Time Out</td> </tr> <tr> <td colspan="9" style="text-align: center;"> <input type="button" value="Page Prior"/> <input type="button" value="Page Next"/> </td> </tr> <tr> <td colspan="9"> <p><b>Note: Please click the button that corresponds to the action you want to do.</b></p> <p><b>Page Prior</b> Loads the previous page, if there is any.</p> <p><b>Page Next</b> Loads the next page, if there is any.</p> </td> </tr> </table>	USER ID	0002	<b>Overtime List</b>	USER NAME	YURI JONATHAN ENRIKO	CURRENT DATE	Fri Nov 14 15:00:25 SGT 2003	STAFF ID	0007293	STAFF Name	ANG GAYM YEH	Row#	Date	Employee No.	Employee Name	SchedType	WorkType	DayType	Time In	Time Out	<input type="button" value="Page Prior"/> <input type="button" value="Page Next"/>									<p><b>Note: Please click the button that corresponds to the action you want to do.</b></p> <p><b>Page Prior</b> Loads the previous page, if there is any.</p> <p><b>Page Next</b> Loads the next page, if there is any.</p>								
USER ID	0002	<b>Overtime List</b>																																					
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**4.7 Leave Entitlement List**

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

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

**Profile Management**

USER ID: 0002  
 USER NAME: YURI JONATHAN ENRICO  
 CURRENT DATE: Fri Nov 14 15:00:25 SGT 2008  
 STAFF ID: 1997893  
 STAFF Name: MS CAIM YEN

**Leave Entitlement**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Leave:</b> AB01	Annual Leave											1/2
<b>BF</b>	0.00											
Allotted	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
<b>Totals</b>	Allotted	15.0	Rejected	.0	Replace	.0	Forfeit	.0				
	Taken	5.0	Cancelled	.0	Payback	.0	<b>YTD Balance</b>	<b>10.00</b>				
<b>Leave:</b> AB20	Leave in-lieu/Add on-leave											2/2
<b>BF</b>	0.00											
Allotted	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	0.00	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
<b>Totals</b>	Allotted	.0	Rejected	.0	Replace	.0	Forfeit	.0				
	Taken	.0	Cancelled	.0	Payback	.0	<b>YTD Balance</b>	<b>0.00</b>				

Page Prior Page Next



## 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).

Row#	Date	Employee No.	Employee Name	SchedType	WorkType	DayType	Time In
1	17/11/2003	11882023	Jenny Wang Siew Mei	N	N	WorkDay	00:00
2	17/11/2003	3049034	Kang Saw Kim Joon	N	N	WorkDay	00:00
3	16/11/2003	11882023	Jenny Wang Siew Mei	NR	NR	ResDay	00:00
4	16/11/2003	3049034	Kang Saw Kim Joon	NR	NR	ResDay	00:00
5	15/11/2003	11882023	Jenny Wang Siew Mei	ND	ND	OffDay	00:00
6	15/11/2003	3049034	Kang Saw Kim Joon	ND	ND	OffDay	00:00
7	14/11/2003	11882023	Jenny Wang Siew Mei	NF	NF	WorkDay	00:00
8	14/11/2003	3049034	Kang Saw Kim Joon	NF	NF	WorkDay	00:00
9	13/11/2003	11882023	Jenny Wang Siew Mei	N	N	WorkDay	00:00
10	13/11/2003	3049034	Kang Saw Kim Joon	N	N	WorkDay	00:00
11	12/11/2003	11882023	Jenny Wang Siew Mei	NP	NP	OffDay	00:00
12	12/11/2003	3049034	Kang Saw Kim Joon	NP	NP	OffDay	00:00
13	11/11/2003	11882023	Jenny Wang Siew Mei	N	N	WorkDay	00:00
14	11/11/2003	3049034	Kang Saw Kim Joon	N	N	WorkDay	00:00

### 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).

Row#	Date	Employee No.	Employee Name	SchedType	WorkType	DayType	Time In	Time Out

### 5.3 Leave List

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

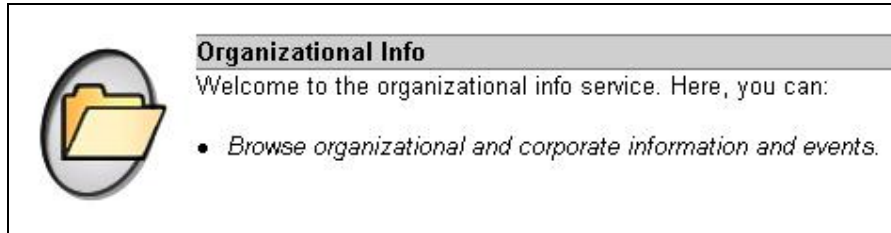
4. Select *Leave List* from the *Supervisor's List* sub-folder. The following screen may appear.
5. You may view the employee's Leave(s) history.
6. Click **Page Prior** or **Page Next** to view more records (if records cater into additional pages).

Row#	Status	Date From	Date To	Leave	Duration	Filed on	Reason	Remarks
1	Approved	13/10/2003	13/10/2003	Leave in lieu/hold on leave	Full Day	13/10/2003	RE06	Personal
2	Approved	13/10/2003	17/10/2003	Annual Leave	Full Day	13/10/2003	RE06	

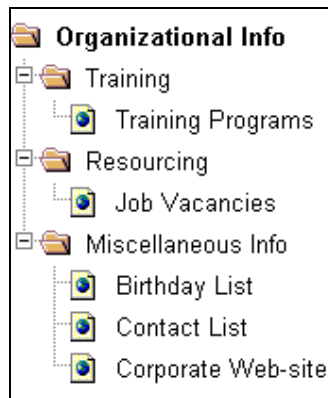
## SECTION C

## ORGANIZATIONAL INFO

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

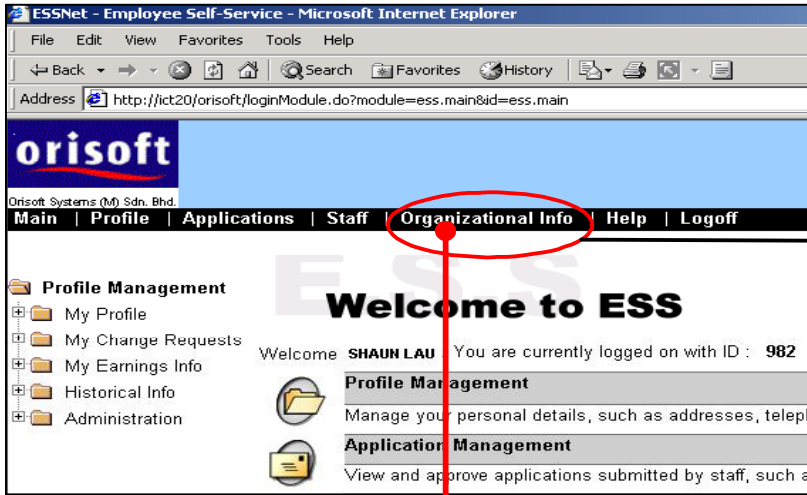


1. Select *Organizational Info* from the ESS menu toolbar.
2. The frame on the left side of the screen will display the following:



**What can be viewed under ESS's Organizational Info**

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



Click on the Organizational Info link

**Training Programs List**

Row#	Course Reference No.	Course	Start Date	End Date	Provider
1	ABC	MTA BSEA Program -Accounting	01/9/2003	29/9/2003	AboutSafety dotCom Sdn Bhd

Page Prior Page Next

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

**Job Vacancy List**

Row#	Position	Job Reference	Priority	Date Required	Employment Type	Qty
1	EXEC.SECRETARY TO DIRECTOR-F	CF0103	Medium	21/1/2003	Contractual	1
2	SNR EXEC.(BUSS. ANALYST)-F	FF0403	Medium	01/6/2003	Permanent	1
3	SNR.MGR.(IT) - FI [02]	FI0303	Medium	01/4/2003	Permanent	1
4	SYSTEM ADMINISTRATOR(WORKFLOW)-FI	FI0703	Medium	01/7/2003	Permanent	1
5	EXEC.(PROCUREMENT)-FP[01]	FP0103	Medium	01/4/2003	Permanent	1
6	SNR EXEC.(SITE PR)-HD	HD0303	Medium	01/4/2003	Permanent	1
7	HR ASSISTANT-HR	HR0103	Medium	01/2/2003	Contractual	1
8	HR ASSISTANT-HR	HR1103	Medium	01/10/2003	Contractual	1
9	HR ASSISTANT-HR	HR1202	Medium	01/4/2003	Contractual	1

Page Prior Page Next

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

**Birthday List**

Row#	Employee No.	Employee Name	Birthday
1	182838	Jenny Wang Siew Mei	December, 31 (Fri)
2	233455	Henry Joe Junior	November, 01 (Thu)
3	303943	Kerol Sawi Kim Joon	April, 05 (Sun)

Page Prior Page Next

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

**Contact List**

Row#	Employee No.	Employee Name	Tel#	Fax#	E-mail Address
1	182838	Jenny Wang Siew Mei			
2	233455	Henry Joe Junior			
3	303943	Kerol Sawi Kim Joon			

Page Prior Page Next

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

**TRAINING:** View a listing of training programs

**RESOURCING:** View a listing of job vacancies

**MISCELLANEOUS INFO:** View a listing of upcoming birthdays

**MISCELLANEOUS INFO:** View a listing of contacts

## 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).

**orisoft**

Main | Profile | Applications | Staff | Organizational Info | Help | Contact | Logout

Organizational Info

Training

Training Programs

Resourcing

Miscellaneous Info

USER ID: 0002  
 USER NAME: YUS JONATHAN ENRICO  
 CURRENT DATE: Sat 24 Jun 2010 10:30:22 SGT 2009

### Training Programs List

Row#	Course Reference No.	Course	Start Date	End Date	Provider
1	003	ADVANCE TRG FOR V550	4/1/2009	4/30/2009	Penang Skills Development Centre
2	002	GEOMETRIC DIM TOLE	3/1/2009	3/31/2009	Global Knowledge Network (M) Sd
3	TECH-ED2009	MS EXCHANGE SERVER 5	1/1/2009	2/2/2009	Global Knowledge Network (M) Sd
4	001	NETWARE 4.1X ADV ADM	2/5/2002	2/5/2002	Earlwin Emergency Resources S-
5	00000000000000000000	How to conduct A Domestic Inquiry & Handle Misconduct	2/2/2002	2/3/2002	Penang Skills Development Centre
6	00000000000000000000	How to conduct A Domestic Inquiry & Handle Misconduct	6/6/2002	6/7/2002	Earlwin Emergency Resources S-
7	009-01	NETWARE 4.1X ADV ADM	8/31/2001	8/31/2001	Neville-Clark (M) Sdn. bhd.
8	TEST2	NETWARE 4.1X ADV ADM	2/1/2001	2/2/2001	Earlwin Emergency Resources S-
9	CM001	AUTOCAD LEVEL 2	2/1/2001	2/5/2001	Penang Skills Development Centre
10	TEST1	TNA ANNUAL TRG PLA	5/1/2001	5/4/2001	Penang Skills Development Centre
11	CM002	Tru 64 Unix System Administration	4/16/2001	4/20/2001	Global Knowledge Network (M) Sd
12	TE001	RF CIRCUIT FUNDAMENTAL	4/5/2001	4/5/2001	Penang Skills Development Centre
13	SA003	ENRACT TRAINING	3/31/2001	3/31/2001	Earlwin Emergency Resources S-
14	SA002	ENRACT TRAINING	3/10/2001	3/10/2001	Earlwin Emergency Resources S-
15	SA001	ENRACT TRAINING	3/3/2001	3/3/2001	Earlwin Emergency Resources S-

Page Prior Page Next

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## 2. Resourcing

### 2.1 Job Vacancies

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

The screenshot shows the Orisoft Employee Self-Service (ESS) web application. The browser address bar displays the URL: `http://del-4150:8060/orisoft/CorbaModule.do?address=organ_resource_jobscript=tree_organinfo.js?node=3`. The page title is "Job Vacancy List".

On the left side, there is a navigation menu with the following items: Organizational Info, Training, Resourcing, Job Vacancies, and Miscellaneous Info. The "Resourcing" folder is expanded, and "Job Vacancies" is selected.

Below the navigation menu, there is a user information box:

USER ID:	0002
USER NAME:	YUSB JONATHAN ENRICO
CURRENT DATE:	Sat 5/3/2003 10:21:02 GMT 2003

The main content area displays a table of job vacancies:

Row#	Position	Job Reference	Priority	Date Required	Employment Type	Qty
1	ACCOUNTS ASSISTANT	JR-001	Medium	5/3/2003	Permanent	1
2	ACCOUNTING OFFICER	JR-002	Medium	5/3/2003	Contractual	1
3	ACCOUNTING OFFICER	JR-002	Medium	5/15/2003	Permanent	1
4	GENERAL WORKER	JR-003	Low	5/3/2003	Permanent	1
5	ACCOUNTS ASSISTANT	JR-004	Low	5/3/2003	Temporary	1
6	ACCOUNT RECEIVABLE OFFICER	JR-005	Medium	5/3/2003	Contractual	1
7	ACCOUNTING OFFICER	JR-006	Medium	5/3/2003	Permanent	1
8	ACCOUNTS ASSISTANT	JREF-002	Medium	5/3/2003	Temporary	1
9	GENERAL WORKER	SS	Medium	5/3/2003	Permanent	1
10	ACCOUNT PAYABLE OFFICER	SS	Medium	5/3/2003	Permanent	1
11	ACCOUNTS ASSISTANT	SSS	Medium	5/3/2003	Permanent	1
12	GENERAL WORKER	TEST	Medium	5/12/2003	Permanent	1
13	ACCOUNTS ASSISTANT	WwW	Medium	5/15/2003	Permanent	1
14	ACCOUNTING OFFICER	0001	Medium	5/3/2003	Permanent	1

At the bottom of the table, there are two buttons: "Page Prior" and "Page Next".

At the bottom of the page, there is a footer with the text: "Orisoft Technology Berhad © 1997-2003. All trademarks are the property of their respective owners." and the Orisoft logo.

### 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).

The screenshot shows the ESSNet Employee Self-Service interface in Microsoft Internet Explorer. The address bar shows the URL: [http://del-4150.8060/orisoft/CorbaModule.do?d=ess.org.in.miscellaneous.birthday&script=tree\\_orginfo.js&node=5](http://del-4150.8060/orisoft/CorbaModule.do?d=ess.org.in.miscellaneous.birthday&script=tree_orginfo.js&node=5). The page title is "Birthday List".

On the left, there is a navigation menu with "Miscellaneous Info" expanded to show "Birthday List". At the top, there is a user profile summary:

USER ID	0002
USER NAME	YURI JONATHAN ENRICO
CURRENT DATE	Sat Sep 20 18:31:38 SGT 2003

The main content area displays a table of employee birthdays:

Row#	Employee No	Employee Name	Birthday
1	100111	JOSHUA NATHAN JEROME	October, 25
2	10852651	LEW YIH BIN	April, 07
3	1085269K	LEW YIH BIN -X	March, 18
4	10001452	QUAH CHUI LENG	November, 21
5	0002	YURI JONATHAN ENRICO	February, 21

Below the table are "Page Prior" and "Page Next" buttons. At the bottom, there is a copyright notice: "Orisoft Technology Berhad © 1997-2003. All trademarks are the property of their respective owners." and an "Powered by orisoft" logo.

#### 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).

The screenshot shows the ESSNet Employee Self-Service interface in Microsoft Internet Explorer. The address bar shows the URL: [http://del-4150.8060/orisoft/CorbaModule.do?d=ess.org.in.miscellaneous.contact&script=tree\\_orginfo.js&node=5](http://del-4150.8060/orisoft/CorbaModule.do?d=ess.org.in.miscellaneous.contact&script=tree_orginfo.js&node=5). The page title is "Contact List".

On the left, there is a navigation menu with "Miscellaneous Info" expanded to show "Contact List". At the top, there is a user profile summary:

USER ID	0002
USER NAME	YURI JONATHAN ENRICO
CURRENT DATE	Sat Sep 20 18:32:04 SGT 2003

The main content area displays a table of employee contact details:

Row#	Employee No	Employee Name	Te#	Fax#	
1	100111	JOSHUA NATHAN JEROME	0327206000	27503393	administrator
2	10852651	LEW YIH BIN	8052034		Administrator
3	1085269K	LEW YIH BIN -X			
4	10001452	QUAH CHUI LENG	8194413		administrator
5	0002	YURI JONATHAN ENRICO			administrator

Below the table are "Page Prior" and "Page Next" buttons. At the bottom, there is a copyright notice: "Orisoft Technology Berhad © 1997-2003. All trademarks are the property of their respective owners." and an "Powered by orisoft" logo.

### 3.3 Corporate Web Site

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

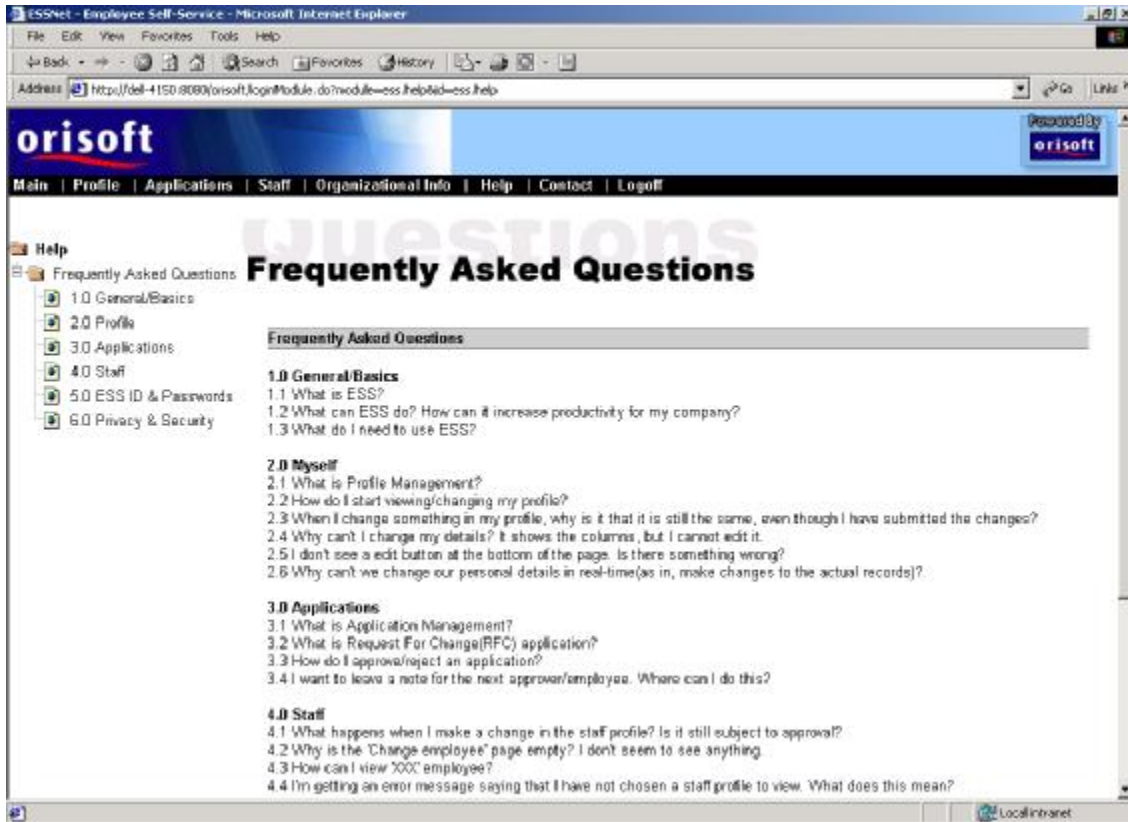


## HELP

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 paylips/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. Time-out periods are implemented for security purposes, such as preventing unauthorized usage of your ESS account.