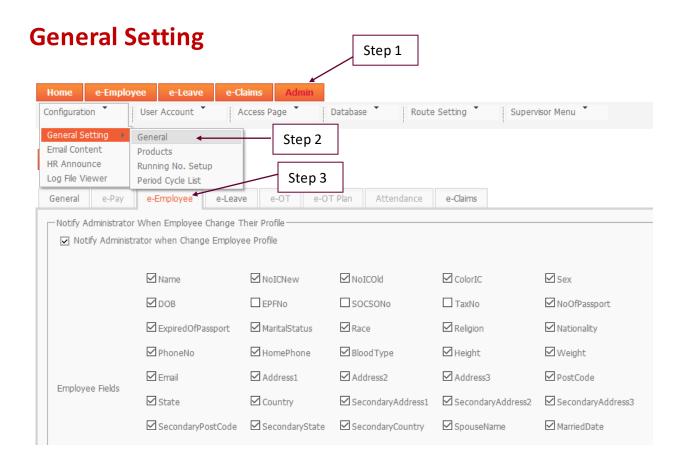
E-STAFF SYSTEM – EMPLOYEE MODULE

Version: 1.0.11.0

Updated on 28-Sep-2020

Contents

General Setting2



Kin History Fields	☑ KinId ☑ KinEmailAddress	☑ KinName ☑ KinRelationship	☑ KinOccupation ☑ K ☑ KinRemark	inPhoneNo 🛛 KinOffice	2No
	Remarks1	Remarks2	Remarks3	Remarks4	Remarks5
Reference Fields	Remarks6	Remarks7	Remarks8	Remarks9	Remarks10
	Reference1	Reference2	Reference3	☑ Date1	Date2
	Date3	☑ Value1	Value2	Value3	RemarksNumeric1
	RemarksNumeric2	RemarksNumeri	c3 RemarksNumeric4	RemarksNumeric5	

☐ When ✓ this box, mean those fields are allowed to modify by employee/ supervisor.

Administrator Email – Enter the administrator email address. When employee apply modify their personal detail system will send the email notification inform administrator to approve the application.

	Administrator Email flexiteamestaff@gmail.com
l	File Upload
	File Upload Format: .jpg,.jpeg,.gif,.png,.doc,.docx,.pdf (Example: .docx,.doc)
Ē	
	 Enter attachment file format. If this field remain BLANK, user cannot upload documents as system cannot detect attachment format which acceptable by system

		Step 1					
Home e-Emplo	oyee e-Leave	e-Claim	s Adr	nin			
Configuration *	User Account	Acce	ess Page Database Route Setting				
General Setting Email Content HR Announce Log File Viewer	General Step 2 Products Running No. Setup Period Cycle List						
General e-Pay	e-Employee	e-Leave	e-OT	e-OT Plan	Attendance	e-Clair	
Window Service Startup Image: Construct of the service of the ser							
Enable Win	cannot r		his box, otherw il notification wl /her profile.				
✓ Enable Win							