

# E-STAFF SYSTEM – EMPLOYEE MODULE

Version: 1.0.11.0

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# General Setting

**Step 1** points to the **Admin** menu item.

**Step 2** points to the **General** sub-menu item under **General Setting**.

**Step 3** points to the **General** tab in the top navigation bar.

The main content area shows the following settings:

Notify Administrator When Employee Change Their Profile

Notify Administrator when Change Employee Profile

Employee Fields

<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> NoICNew	<input checked="" type="checkbox"/> NoICOld	<input checked="" type="checkbox"/> ColorIC	<input checked="" type="checkbox"/> Sex
<input checked="" type="checkbox"/> DOB	<input type="checkbox"/> EPFNo	<input type="checkbox"/> SOCSONo	<input type="checkbox"/> TaxNo	<input checked="" type="checkbox"/> NoOfPassport
<input checked="" type="checkbox"/> ExpiredOfPassport	<input checked="" type="checkbox"/> MaritalStatus	<input checked="" type="checkbox"/> Race	<input checked="" type="checkbox"/> Religion	<input checked="" type="checkbox"/> Nationality
<input checked="" type="checkbox"/> PhoneNo	<input checked="" type="checkbox"/> HomePhone	<input checked="" type="checkbox"/> BloodType	<input checked="" type="checkbox"/> Height	<input checked="" type="checkbox"/> Weight
<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Address1	<input checked="" type="checkbox"/> Address2	<input checked="" type="checkbox"/> Address3	<input checked="" type="checkbox"/> PostCode
<input checked="" type="checkbox"/> State	<input checked="" type="checkbox"/> Country	<input checked="" type="checkbox"/> SecondaryAddress1	<input checked="" type="checkbox"/> SecondaryAddress2	<input checked="" type="checkbox"/> SecondaryAddress3
<input checked="" type="checkbox"/> SecondaryPostCode	<input checked="" type="checkbox"/> SecondaryState	<input checked="" type="checkbox"/> SecondaryCountry	<input checked="" type="checkbox"/> SpouseName	<input checked="" type="checkbox"/> MarriedDate

Kin History Fields

<input checked="" type="checkbox"/> KinId	<input checked="" type="checkbox"/> KinName	<input checked="" type="checkbox"/> KinOccupation	<input checked="" type="checkbox"/> KinPhoneNo	<input checked="" type="checkbox"/> KinOfficeNo
<input checked="" type="checkbox"/> KinEmailAddress	<input checked="" type="checkbox"/> KinRelationship	<input checked="" type="checkbox"/> KinRemark		

Reference Fields

<input checked="" type="checkbox"/> Remarks1	<input checked="" type="checkbox"/> Remarks2	<input type="checkbox"/> Remarks3	<input type="checkbox"/> Remarks4	<input type="checkbox"/> Remarks5
<input type="checkbox"/> Remarks6	<input type="checkbox"/> Remarks7	<input type="checkbox"/> Remarks8	<input type="checkbox"/> Remarks9	<input type="checkbox"/> Remarks10
<input checked="" type="checkbox"/> Reference1	<input type="checkbox"/> Reference2	<input type="checkbox"/> Reference3	<input checked="" type="checkbox"/> Date1	<input type="checkbox"/> Date2
<input type="checkbox"/> Date3	<input checked="" type="checkbox"/> Value1	<input type="checkbox"/> Value2	<input type="checkbox"/> Value3	<input checked="" type="checkbox"/> RemarksNumeric1
<input type="checkbox"/> RemarksNumeric2	<input type="checkbox"/> RemarksNumeric3	<input type="checkbox"/> RemarksNumeric4	<input type="checkbox"/> 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

File Upload

File Upload Format:  (Example: .docx,.doc)

- 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-Employee e-Leave e-Claims **Admin**

Configuration User Account Access Page Database Route Setting

**General Setting** General Products Running No. Setup Period Cycle List

General e-Pay e-Employee e-Leave e-OT e-OT Plan Attendance e-Clai

Window Service Startup

- Enable All Window Service
- Enable Window Service - User Password Sending
- Enable Window Service - Call AUTOHR Management System
- Enable Window Service - eLeave
- Enable Window Service - eOT
- Enable Window Service - eOT Plan
- Enable Window Service - eAttendance
- Enable Window Service - eClaims
- Enable Window Service - eAppraisal
- Enable Window Service - Update Employee Profile

Step 2

Step 3: You must ✓ this box, otherwise HR cannot received email notification when employee submit his/her profile.