E-STAFF SYSTEM – EMPLOYEE MODULE

Version: 1.0.11.0

Updated on 28-Sep-2020

Contents

Update Employee Profile on Behalf

Step 1

Step 2

| Home | e-Employee | e-Leave | e-Claims | Admin |

| Employee | Supervisor Menu | HR |

Update Profile On Behalf of Subordinate
Check Subordinates Profile Status
Upload Documents On Behalf of Subordinates
Check Subordinates Documents Status
Documents Listing

Update Profile On Behalf of S

Modify Employee L

Page 1 of 3 (23

Drag a column header here to group by that column

#	EmpNo	Name	NoICNew	Gender	Active	Department
Edit	ECO00002	GAN BOON HUANG	▉▉▉▉	M	Y	SALESBATT
Edit	ECO00004	BOO HIANG KUE	▉▉▉▉	M	Y	SALESBATT
Edit	ECO00006	LIM CHIN HOW	▉▉▉▉	M	Y	SALESBATT
Edit	ECO00009	TAN KAH POI	▉▉▉▉	M	Y	SALESBATT
Edit	ECO00019	LEE CHUN KEAT	▉▉▉▉	M	Y	OPEADMIN
Edit	ECO00020	TAN SIEW MAAN	▉▉▉▉	F	Y	SALESBATT

Step 3

Update

✔ Update Employee Master   ← Close

| Personnel | Service | Spouse and Kin | Education | Job History | Document History | Reference |

Basic Info

Employee No.: 636

Employee Name: MOHD▉▉▉▉ BIN MOHIDIN

New IC No.: ▉▉▉▉

Old IC No.:

Gender: M; MALE

Date Of Birth: 1/2/1995   25.76

Passport No.:

Marital Status: S; SINGLE

Home Phone No.:

Mobile Phone No.: ▉▉▉▉

Blood Type:

EPF No.:

Socso No.:

Tax No.:

Passport Expire

Race:

Religion:

Nationality:

- ▪ There are 7 tabs pages:

    a. Personal

    b. Service

    c. Spouse and Kin

    d. Education

    e. Job History

f. Document History

g. Reference

Notes:

1. Supervisor cannot edit "Service History", information under this tab only can view.

2. [   ] Textbox in this color mean supervisor cannot amend this field. This controlled by HR, who can change the setting whether allow user to amend or not.

Upload Documents on Behalf

Step 1

| Home | e-Employee | e-Leave | e-Claims | Admin |

Employee ▾   Supervisor Menu ▾   HR ▾

Update Profile On Behalf of Subordinate
Check Subordinates Profile Status
Upload Documents On Behalf of Subordinates   **Step 2**
Check Subordinates Documents Status
Documents Listing

Upload Documents On Behalf of S...

Upload Documents

Page 1 of 3 (23...

Drag a column header here to group by that column

#	EmpNo	Name	NoICNew	Gender	Active	Department
Edit	ECO00002	GAN BOON HUANG	▇▇▇▇	M	Y	SALESBATT
Edit	ECO00004	BOO HIANG KUE	▇▇▇▇	M	Y	SALESBATT
Edit	ECO00006	LIM CHIN HOW	▇▇▇▇	M	Y	SALESBATT
Edit	ECO00009	TAN KAH POI	▇▇▇▇	M	Y	SALESBATT
Edit	ECO00019	LEE CHUN KEAT	▇▇▇▇	M	Y	OPEADMIN
Edit	ECO00020	TAN SIEW MAAN	▇▇▇▇	F	Y	SALESBATT

Step 3

Step 4

[+ Add]   [✗ Delete Employee Document]   [← Go Back]

Emp No.: **ECO00002**

Name: **GAN BOON HUANG**

Page 1 of 0 (0 items) ◁ ▷

Employee Document

Action	EmpNo	Sequence	Particular	Documents
		No data to display		

Page 1 of 0 (0 items) ◁ ▷

Documents Upload

Emp No : **ECO00002**

Name : **GAN BOON HUANG**

Particular * : [|]

Attachment : [ ] Browse...

Step 5: Enter your description here. This field is mandatory field.

Step 6: Select your attachment here.

Note: The total size of files to upload is limited by 5MB.

You can upload .jpg,.jpeg,.gif,.png,.doc,.docx,.pdf file.

✔ Update   🚪 Close

Step 7: Click on "Update" button.

Documents Upload

Emp No : **ECO00002**

Name : **GAN BOON HUANG**

Particular * : My Photo

Attachment : [ ] Browse...

You will see below message when upload successfully.

Note: The total size of files to upload is limited by 5MB.

You can upload .jpg,.jpeg,.gif,.png,.doc,.docx,.pdf file.

- Thank you for updating your particulars. Any amendment / update made in the ESS system will be channeled to the Administrator for approval. Again, thank you.

✔ Update   🚪 Close

How supervisor check subordinates' profile submission status?

Step 1

Home	e-Employee	e-Leave	e-Claims	Admin

| Employee ▼ | Supervisor Menu ▼ | HR ▼ |

Check Subordina

Update Profile On Behalf of Subordinate
Check Subordinates Profile Status ◄ Step 2
Upload Documents On Behalf of Subordinates
Check Subordinates Documents Status
Documents Listing

Check Subordinate

Page 1 of 3 (23

Drag a column header here to group by that column

#	EmpNo	Name	NoICNew	Gender	Active	Departm
Edit	ECO00002	GAN BOON HUANG	███████	M	Y	SALESB/
Edit	ECO00004	BOO HIANG KUE	███████	M	Y	SALESB/
Edit	ECO00006	LIM CHIN HOW	███████	M	Y	SALESB/
Edit	ECO00009	TAN KAH POI	███████	M	Y	SALESB/
Edit	ECO00019	LEE CHUN KEAT	███████	M	Y	OPEADM

Step 3

Check Employee Profile Status

⬅ Go Back

Emp No.: **ECO00002**
Name: **GAN BOON HUANG**

Step 4: Pending tab.

Employee Profile

Status still in pending, waiting HR to approve.

| Pending | Approve/ Reject/ Cancelled |

Page 1 of 1 (1 items) ◄ [1] ►

Drag a column header here to group by that column

#	Emp No.	Date Modified	Modify By	Table Name	Action	Status	Details
☐	ECO00002	11/9/2020 11:42:50 AM	flexi	EmployeeMaster	UPDATE	PENDING	More Info...

Page 1 of 1 (1 items) ◄ [1] ►

Activate Wind
Go to Settings to a

✖ Cancel

How supervisor check subordinates' documents submission status?

Step 1

| Home | e-Employee | e-Leave | e-Claims | Admin |

Employee ▾   Supervisor Menu ▾   HR ▾

Check Subordinates

Update Profile On Behalf of Subordinate
Check Subordinates Profile Status
Upload Documents On Behalf of Subordinates
Check Subordinates Documents Status ← Step 2
Documents Listing

Check Subordinate

Page 1 of 3 (23...

Drag a column header here to group by that column

#	EmpNo	Name	NoICNew	Gender	Active	Depart
Edit	ECO00002	GAN BOON HUANG	▆▆▆▆	M	Y	SALES
Edit	ECO00004	BOO HIANG KUE	▆▆▆▆	M	Y	SALES
Edit	ECO00006	LIM CHIN HOW	▆▆▆▆	M	Y	SALES
Edit	ECO00009	TAN KAH POI	▆▆▆▆	M	Y	SALES
Edit	ECO00019	LEE CHUN KEAT	▆▆▆▆	M	Y	OPEAD

Step 3

Check Employee Upload Documents Status

⬅ Go Back

Emp No.: **ECO00002**
Name: **GAN BOON HUANG**

Step 4

| Pending | Approve/ Reject/ Cancelled |

Status still in pending, waiting HR to approve.

Page 1 of 1 (1 items) ◀ [1] ▶

Drag a column header here to group by that column

#	Emp No.	Created Date	Created By	Action	Status	Particular	Documents
☐	ECO00002	11/9/2020 11:56:57 AM	flexi	INSERT	PENDING	My Photo	AttachFile/Employee /Person_2020911115657.png

Page 1 of 1 (1 items) ◀ [1] ▶

Activate
Go to Settin

✖ Cancel

- ▪ You can see those APPROVE/REJECT/CANCELLED documents, just switch the tab to "Approve/Reject/Cancelled" page.

How supervisor cancel subordinates' profile submission?

- As long as profile submission haven't take action by HR, supervisor can cancel the submission anytime.

Step 1

Step 2

Step 3: ✔ this box.

Step 4: Click on "Cancel" button.

| Home | e-Employee | e-Leave | e-Claims | Admin |

| Employee ▼ | Supervisor Menu ▼ | HR ▼ |

Update Profile On Behalf of Subordinate
Check Subordinates Profile Status
Upload Documents On Behalf of Subordinates
Check Subordinates Documents Status
Documents Listing

Update Profile On Behalf of Subordinate > Check

Check Employee P...

⬅ Go Back

Emp No.: ECO00002
Name: GAN BOON HUANG

Employee Profile

Pending   Approve/ Reject/ Cancelled

Page 1 of 1 (1 items) ◄ [1] ►
Drag a column header here to group by that column

#	Emp No.	Date Modified	Modify By	Table Name	Action	Status	Details
☐	ECO00002	11/9/2020 11:42:50 AM	flexi	EmployeeMaster	UPDATE	PENDING	More Info...

Page 1 of 1 (1 items) ◄ [1] ►

✖ Cancel

Activate Wind
Go to Settings to a

How supervisor cancel subordinates' documents submission?

Step 1

| Home | e-Employee | e-Leave | e-Claims | Admin |

Employee ▼   Supervisor Menu ▼   HR ▼

Update Profile On Behalf of Subordinate
Check Subordinates Profile Status
Upload Documents On Behalf of Subordinates
Check Subordinates Documents Status   ← Step 2
Documents Listing

Check Subordinate

Page 1 of 3 (23

Drag a column header here to group by that column

#	EmpNo	Name	NoICNew	Gender	Acti
Edit	ECO00002	GAN BOON HUANG	▬▬▬▬	M	Y
Edit	ECO00004	BOO HIANG KUE	▬▬▬▬	M	Y
Edit	ECO00006	LIM CHIN HOW	▬▬▬▬	M	Y
Edit	ECO00009	TAN KAH POI	▬▬▬▬	M	Y

Step 3

Check Employee Upload Documents Status

← Go Back

Emp No.: **ECO00002**
Name: **GAN BOON HUANG**   Step 4

| Pending | Approve/ Reject/ Cancelled |

Page 1 of 1 (1 items) ◁ [1] ▷

Drag a column header here to group by that column

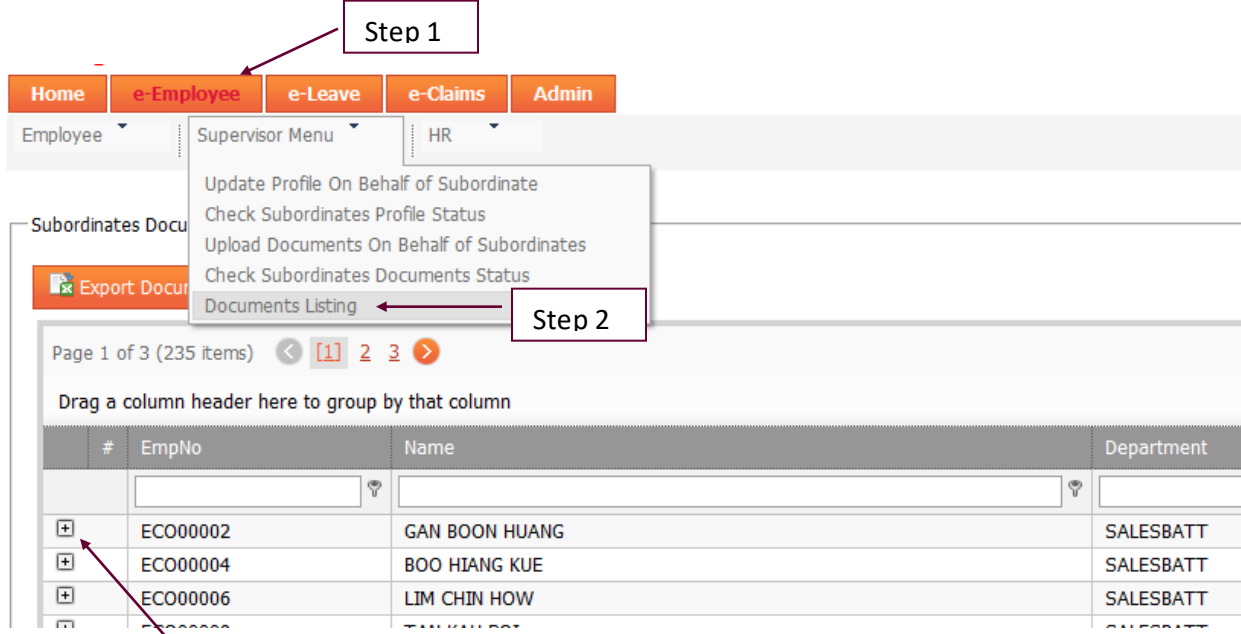| #	Emp No.	Created Date	Created By	Action	Status	Particular	Documents
☐	ECO00002	11/9/2020 11:56:57 AM	flexi	INSERT	PENDING	My Photo	AttachFile/Emp /Person_2020

Page 1 of 1 (1 items) ◁ [1] ▷

✖ Cancel

Step 5: ✔ this box.

Step 6: Click on "Cancel" button.

Where supervisor can see all documents of subordinates?

- Supervisor can see his/her subordinates' current documents which stored in iFLEXI HRMS system.

Step 1

| Home | e-Employee | e-Leave | e-Claims | Admin |

Employee   Supervisor Menu   HR

Update Profile On Behalf of Subordinate
Check Subordinates Profile Status
Upload Documents On Behalf of Subordinates
Check Subordinates Documents Status
Documents Listing   Step 2

Subordinates Docu

Export Docur

Page 1 of 3 (235 items) < [1] 2 3 >

Drag a column header here to group by that column

#	EmpNo	Name	Department
⊞	ECO00002	GAN BOON HUANG	SALESBATT
⊞	ECO00004	BOO HIANG KUE	SALESBATT
⊞	ECO00006	LIM CHIN HOW	SALESBATT

Step 3

Step 4

#	EmpNo	Name
⊟	ECO00002	GAN BOON HUANG

Page 1 of 1 (1 items) < [1] >

Particular	Documents
My Photo	AttachFile/Employee/Person_2020911115657.png

Page 1 of 1 (1 items) < [1] >