E-STAFF SYSTEM – EMPLOYEE MODULE

Version: 1.0.11.0

Updated on 28-Sep-2020

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Update Employee Profile on Behalf

		Step 1							
-		o-Claims	Admin						
Employee	Supervisor Menu		Admin						
	Update Profile On	Behalf of Subordinate	•	Step 2			Up	date Profil	e On Behalf of S
Modify Employee	Upload Document	es Profile Status s On Behalf of Subord	linates						
Page 1 of 3 (2)	Check Subordinate	es Documents Status							
Drag a colum	n header here to gro	un by that column							
#	EmpNo	Name				NoICNew	Gender	Active	Department
	Linpho				Ŷ	₹	♥	9	
Edit	EC00002	GAN BOON	HUANG				M	Y	SALESBATT
Edit	ECO00004	BOO HIANG	G KUE				М	Y	SALESBATT
Edit	EC000006	LIM CHIN H	IOW				M	Y	SALESBATT
Edit	EC000009		'OI KEAT				M	Y	OPEADMIN
Edit	ECO00020	TAN SIEW	MAAN				F	Y	SALESBATT
🛩 Update Er	mployee Master	🗐 Close					_		opoure
Personnel	Service	Spouse and Kin	Education	Job History	Document Histor	ry Reference			
Basic Info-									
Employee	No.:	636							
Employee	Name:	MOHD	BIN MOHI	OIN					
New IC No								EPF	No.:
Old IC No.:	:							Socs	o No.:
Gender:		M; MALE						Тах	No.:
Date Of Bi	rth:	1/2/1995			25.76				
Passport N	o.:							Pass	port Expire (
Marital Stat	tus:	S: SINGLE						Race	
Home Pho	ne No :							Relia	ion:
Mobile Pho	ne No.:							Natio	onality:
Blood Type								Huch	oridiney :
biood Type				1					
• 7	There are 7	'tabs page	s:						
	a. Person	al							
k	o. Service								
	c. Spouse	and Kin							
	d. Educati	ion							
6	e. Job His	tory							

- 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							
-									
Employee	Supervisor Menu	HR Admin							
	Update Profile On Behalf of	f Subordinate					Upload D	ocuments	On Behalf of §
— Upload Documents	Check Subordinates Profile Upload Documents On Beh	Status alf of Subordinates	< Ste	n 2					
Dece 1 -6 2 (22)	Check Subordinates Docum	nents Status	510	P 2					
Page 1 of 3 (23.	booten here to group by the	at column							
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Edit E	ECO00004	BOO HIANG KUE				м		Y	SALESBATT
<u>Edit</u> E	EC000006	LIM CHIN HOW				М		Υ	SALESBATT
<u>Edit</u> E	ECO00009	TAN KAH POI				М		Y	SALESBATT
Edit E	CO00019	LEE CHUN KEAT				M		Y	OPEADMIN
	C000020	TAN SIEW MAAN				F		Y	SALESBATT
Emp No.: Name:	d Step 4 Delete : ECO00002 GAN BOON HU	Employee	Document	🗢 Go Back					
Page 1	of 0 (0 items)	00							
	Em	nployee Do	cument						
Action	EmpNo S	Sequence	Particular	Documents					
		No data to (display						
Page 1	of 0 (0 items)	00							

Documents Upload	
Emp No : ECO00002 Name : GAN BOON HUANG Step 5: Entery	your description here. This field is mandatory field.
Particular * :	
Attachment : Browse.	◀ Step 6: Select your attachment here.
Note: The total size of files to upload is limited You can upload .jpg,.jpeg,.gif,.png,.doo	l by 5MB. docx,.pdf file.
🖌 Update 🔄 Close	
Step 7: Click on "Update" button.	

Emp No :	: EC000002	
Name	: GAN BOON HUANG	
Particular * :	My Photo]
Attachment :	Browse	You will see below message when
	You can upload .jpg,.jpeg,.gif,.png,.doc,.docx,.pd	If file.
 Than ESS you. 	k you for updating your particulars. Any amen system will be channeled to the Administrator	ndment / update made in the r for approval. Again, thank
🖌 Update	Close	

How supervisor check subordinates' profile submission status?

	Ste	p 1							
Home e-	-Employee e-Leave e-	Claims Admin							
Employee	Supervisor Menu	HR							
	Update Profile On Behalf of Check Subordinates Profile	f Subordinate	Ste	n 2				Check	Subordina
Check Subordi	Upload Documents On Beh	alf of Subordinates	510	p z					
Page 1 of 3	Check Subordinates Docum	nents Status							
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#	empilo				NOICNEW		iluei 💿	Active	Departi
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Edit	EC000002	BOO HIANG KUE				M		Y	SALESB/
Edit	EC000006	LIM CHIN HOW				М		Υ	SALESB/
Edit	EC000009	TAN KAH POI				M		Υ	SALESB/
Edit	ECO00019	LEE CHUN KEAT				M		Y	OPEADM
Check Employe Go Back Emp No.: EC Name: GA	ee Profile Status	p 4: Pendin	g tab.						
Employee	g Approve/ Reject/ Cancelled	d			Status still i	n pendi	ing, waiti	ng HF	Rto
	1				approve.				
Page	1 of 1 (1 items) 🔇 🚺 📎			L					
Drag	g a column header here to group	by that column							
#	Emp No. Date	Modified	Modify By	Table Name	Action	Statu	IS	Deta	ails
	ECO00002 11/9	/2020 11:42:50 AM	flexi	EmployeeMaster	UPDATE	PEND	ING	Mor	e Info
Page	1 of 1 (1 items) 🔇 🚺 📎								
× 0	Cancel						F (Activat Go to Set	e Wind tings to a

How supervisor check subordinates' documents submission status?

_		Step	1						
Home e-	Employee e-Leav	e e-(Claims Admin						
Check Subordi	Update Profile On Check Subordinat	Behalf of	Subordinate Status]	1		ķ	heck Subc	ordinates
Page 1 of 3	(23) Documents Listing	es Docum	alf of Subordinates ents Status	Step 2					
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		9			Ŷ	•	7	9	
Edit	EC000002		GAN BOON HUANG				м	Y	SALES
Edit	ECO00004		BOO HIANG KUE				М	Y	SALES
Edit	ECO00006		LIM CHIN HOW				м	Υ	SALES
Edit	ECO00009		TAN KAH POI				М	Y	SALES
Edit	EC000019		LEE CHUN KEAT				М	Y	OPEAD
	Step 3								

Page	e 1 of 1 (1 items)	eject/ Cancelled		Status still approve.	in pending, v	vaiting HR to	
Dra	ag a column header	here to group by that colum	n				
	Emp No	Created Date	Created By		Status		
#	Emb up.						
#							

 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 Home e-Employee e-Leave e-Claims Admin					
Employee Supervisor Menu HR Update Profile On Behalf of Subordinate	Step 2	2		Update Profile On Behalf	of Subordinate > Check
Check Employee P Check Subordinates Profile Status Upload Documents On Behalf of Subordinates Check Subordinates Documents Status Documents Listing Emp No.: EC000002 Name: GAN BOON HUANG					
Employee Profile Pending Approve/ Reject/ Cancelled Page 1 of 1 (1 trems) 11					
Drag a column header here to group by that column	Step 3: 🗸	this box.			
# Emp No. Date Modified	Modify By	Table Name	Action	Status	Details
ECO0002 11/9/2020 11:42:50 AM	flexi	EmployeeMaster	UPDATE	PENDING	More Info
Page 1 of 1 (1 items) Cancel Step 4: Click on "	Cancel" buttor	ı.			Activate Wind Go to Settings to a

How supervisor cancel subordinates' documents submission?

		Step 1						
Home e-Fn	nniovee e-Leav	re e-Claims A	dmin					
Employee	Supervisor Menu							
	Update Profile Or	Behalf of Subordinate						Check
Check Subordina	te Check Subordinat	tes Profile Status	ates					
	Check Subordinat	tes Documents Status	✓ St	ep 2				
Page 1 of 3 (2	23 Documents Listin	g						
Drag a colum	n header here to gr	oup by that column						
#	EmpNo	Name			NoI	CNew	Gender	Acti
		Y				¥		
Edit	EC000002	GAN BOON H	UANG				M	Y
Edit	EC000004		W				M	Y
Edit	ECO00009	TAN KAH PO	I				M	Y
Emp No.: ECOC Name: GAN Pending Page 1 of	DODOO2 BOON HUANG Approve/ Reject/ 1 (1 items)	Cancelled						
Drag a co	olumn header here t	to group by that colum	n					
# Emp) No.	Created Date	Created By	Action	Status	Particular	Docu	iments
ECO	00002	11/9/2020 11:56:57 AM	flexi	INSERT	PENDING	My Photo	<u>Attac</u> /Pers	<u>chFile/Emp</u> son_2020!
Page 1 of	1 (1 item s) 🔇 []	0						
🔀 Cance		Ste	p 5: 🖌 this bo	ox.				
Ī								
Step 6: Cli	ick on "Canc	el" button.						

Where supervisor can see all documents of subordinates?

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

St	ep 1	
Home e-Employee e-Leave	e-Claims Admin	
Employee Supervisor Menu	HR	
Subordinates Docu Subordinates Docu Upload Documents On Check Subordinates Pro Upload Documents On Check Subordinates D Documents Listing	alf of Subordinate rofile Status Behalf of Subordinates ocuments Status Step 2	
Page 1 of 3 (235 items) (122	3 📀	
Drag a column header here to group b	by that column	
# EmpNo	Name	Department
•	· · · · · · · · · · · · · · · · · · ·	
EC000002	GAN BOON HUANG	SALESBATT
EC000004	BOO HIANG KUE	SALESBATT
EC000006	LIM CHIN HOW	SALESBATT
Step 3	Step 4	
# EmpNo	Name	
	9	
E ECO00002	GAN BOON HUANG	
	GAN BOON HOANG	
Page 1 of 1 (1 items) 🔇	1	
Particular	Documents	
My Photo	AttachFile/Employee/Person_2020911115657.png	
Page 1 of 1 (1 items)	1) >	