

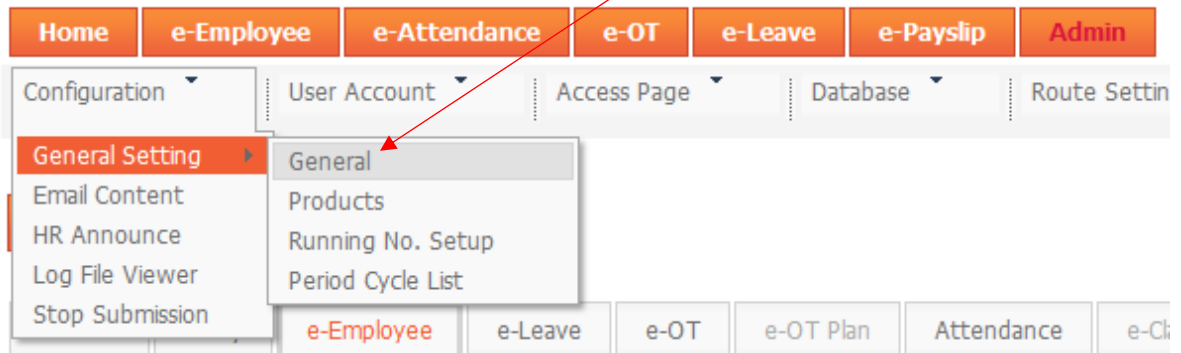
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# Number of Children Qualified for Tax Relief - In Employee Service History

Admin

1. General Setup



General e-Pay **e-Employee** e-Leave e-OT e-OT Plan Attendance e-Claims

Notify Administrator When Employee Change Their Profile

Notify Administrator when Change Employee Profile

<input type="checkbox"/> Name	<input type="checkbox"/> NoICNew	<input checked="" type="checkbox"/> NoICOld	<input type="checkbox"/> ColorIC	<input type="checkbox"/> Sex	
<input type="checkbox"/> DOB	<input type="checkbox"/> EPFNo	<input type="checkbox"/> SOCSONo	<input checked="" 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"/> Blood Type	<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	
Employee Fields	<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
	<input checked="" type="checkbox"/> SpouseNewIC	<input checked="" type="checkbox"/> SpouseOldIC	<input checked="" type="checkbox"/> SpouseICColor	<input checked="" type="checkbox"/> SpouseEPFNo	<input checked="" type="checkbox"/> SpouseTaxNo
	<input checked="" type="checkbox"/> SpouseBranch Tax	<input checked="" type="checkbox"/> SpouseEmployer	<input checked="" type="checkbox"/> SpouseOccupation	<input checked="" type="checkbox"/> SpouseWorking	<input checked="" type="checkbox"/> DisabledWorking
	<input type="checkbox"/> NoOfChildB18	<input type="checkbox"/> NoOfChildB18b	<input type="checkbox"/> NoOfChild	<input type="checkbox"/> NoOfChildb	<input type="checkbox"/> NoOfDisChild
	<input type="checkbox"/> NoOfDisChildb	<input type="checkbox"/> NoOfDisChildA18	<input type="checkbox"/> NoOfDisChildA18b	<input type="checkbox"/> noofchildnotax	

✓ above checkbox if you would like employee apply changes for above fields.

## Employee

1. e-Employee Menu -> Employee -> Modify Employee Profile

The screenshot shows the iFLEXiHRMS interface. The top navigation bar includes 'Home', 'e-Employee', 'e-Attendance', and 'e-OT'. The 'e-Employee' menu is expanded, showing options like 'Modify Employee Profile', 'Check Profile Status', 'Upload Documents', and 'Check Documents Status'. A red arrow points from the 'Modify Employee Profile' option to a circled '1'.

The 'Number of Children Qualified for Tax Relief' form is shown below. It has a 'Close' button at the top left. The form includes a table with columns for '100%' and '50%' relief, and rows for different child categories. Below the table are summary fields for 'Total No of Children For Tax', 'Total No of Children', and 'Total Child Relief Point', all with a value of 2. The 'Effective Date' is set to 26/4/2022. A red arrow points from the circled '2' to the 'Total No of Children For Tax' field. Another red arrow points from the circled '3' to the 'Update Number of Qualified Child for Tax Relief' button.

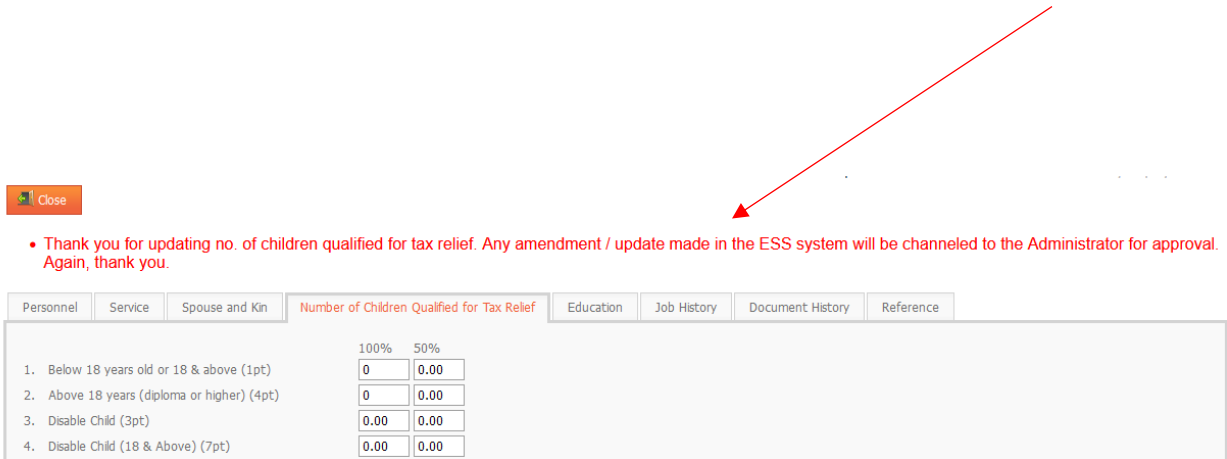
	100%	50%
1. Below 18 years old or 18 & above (1pt)	2	0.00
2. Above 18 years (diploma or higher) (4pt)	0.00	0.00
3. Disable Child (3pt)	0.00	0.00
4. Disable Child (18 & Above) (7pt)	0.00	0.00
5. No of Child doesn't qualify	0.00	

Total No of Children For Tax: 2  
Total No of Children: 2  
Total Child Relief Point: 2  
Effective Date: 26/4/2022

Update Number of Qualified Child for Tax Relief

Employee can update above number of children qualified for tax relief. However, this update will NOT reflected directly in iFlexiHRMS Employee Master as still need HR take action from iFlexiHRMS system.

User will see below message when they update successfully:

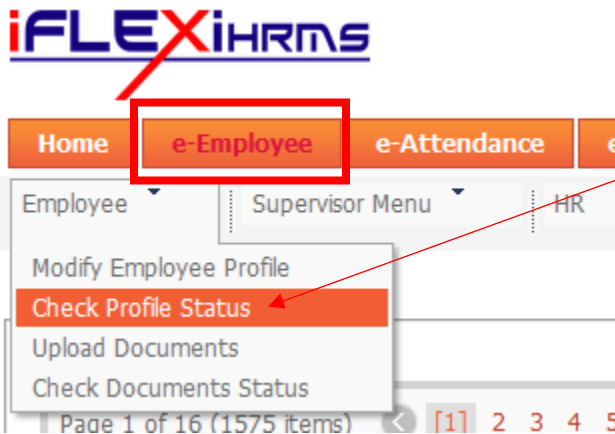


Close

- Thank you for updating no. of children qualified for tax relief. Any amendment / update made in the ESS system will be channeled to the Administrator for approval. Again, thank you.

	100%	50%
1. Below 18 years old or 18 & above (1pt)	0	0.00
2. Above 18 years (diploma or higher) (4pt)	0	0.00
3. Disable Child (3pt)	0.00	0.00
4. Disable Child (18 & Above) (7pt)	0.00	0.00

Employee can see their submission through below link:



**iFLEXiHRMS**

Home **e-Employee** e-Attendance e

Employee Supervisor Menu HR

- Modify Employee Profile
- Check Profile Status**
- Upload Documents
- Check Documents Status

Page 1 of 16 (1575 items) [1] 2 3 4 5

Check Employee Profile Status

[Go Back](#)

Emp No.: 00002

Name: ROSMA [REDACTED] BINTI [REDACTED]

Employee Profile

Pending Approve/ Reject/ Cancelled

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

Drag a column header here to group by that column

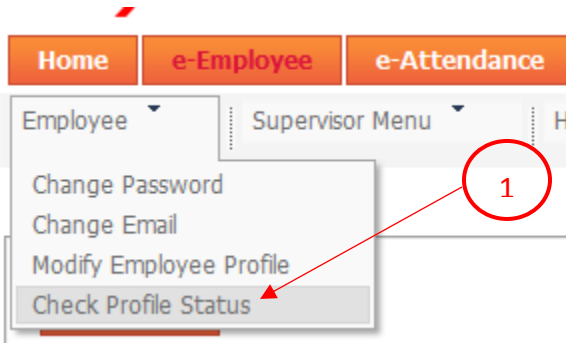
#	Emp No.	Date Modified	Modify By	Table Name	Action	Status
<input type="checkbox"/>	00002	26/4/2022 10:35:25 AM	flexi	EmployeeChildTax	UPDATE	PENDING

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

[Cancel](#)

How employee know their data already update by HR?

Employee need to go back previous "Number of Children Qualified for Tax Relief" screen, refer to below screen shot:



Emp No.: 00002

Name: ROSMA [REDACTED] BINTI [REDACTED]

2

Employee Profile

Pending

Approve/ Reject/ Cancelled

Date From: 26/3/2022 Date To: 26/4/2022 Status:

Page 1 of 1 (3 items)

Drag a column header here to group by that column

Emp No.	Date Modified	Modify By	Action Date	Status
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
+ 00002	26/4/2022 10:38:32 AM	flexi	26/04/2022 10:39:15	APPROVE
+ 00002	26/4/2022 10:28:43 AM	flexi	26/04/2022 10:29:00	CANCEL
+ 00002	30/3/2022 11:57:02 AM	flexi	26/04/2022 10:29:00	CANCEL

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## Supervisor

1. e-Employee Menu -> Supervisor Menu -> Update profile on behalf of subordinate

