

E-STAFF SYSTEM

Version: 1.0.11.0

Updated on 28-Sep-2020

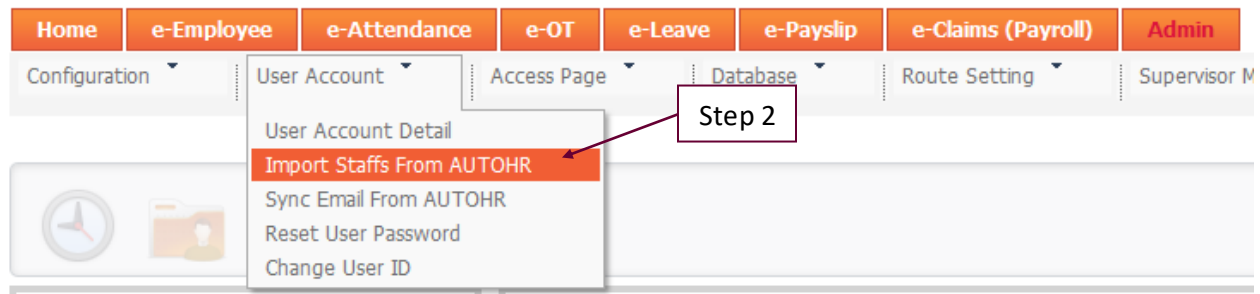
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Import Staffs from iFlexiHRMS System

Step 1



☐ Show All User
 ☒ Show User Not In EStaff

Import Staffs From AUTOHR

Default Password: ☒ Use DOB + IC No last 4 digits as password (YYMMDD) ☐ System Random Create

User Group ID: 1

3

Click "Create User" button after confirm all the setting.

Page 1 of 1 (46 items) 11

Make sure you ☒ the check box for those employees who you wish them to access the eStaff system. 2

Drag a column header here to group by that column

	No.	EmpNo	Name	NoICNew	Position	Branch	Department	HireDate
☒	1	0009	FADALY BIN MOHD ZAIN	780526015507	IT SPECIALIST		HR	02-Feb-2009
☒	2	A061	MUHAMAD SYAFIQ BIN MOHD ASERI	940731016357	CRANE OPERATOR	P1	PROD	02-Sep-2014
☒	3	A063	IZZAT AFIFI BIN OTHMAN	940825016163	CRANE OPERATOR	P1	PROD	02-Sep-2014
☐	4	A068	MUHAMMAD YUSOFF ASHRAF BIN MUHAMMAD	920514015501	FITTER	P2	PROD	22-Sep-2014

☐ Show All User
 ☒ Show User Not In EStaff

Import Staffs From AUTOHR

- Add Record Success for .ID:T044
- 1 user record(s) created

Default Password: ☒ Use DOB + IC No last 4 digits as password (YYMMDD)

User Group ID:

How to Create New User who has no employee record in employee master (iFlexiHRMS System)?

Step 1

Step 2

Step 3

The screenshot shows the iFlexiHRMS System Admin interface. The top navigation bar includes Home, e-Employee, e-Attendance, e-OT, e-Leave, e-Payslip, e-Claims (Payroll), and Admin. The Admin menu is expanded, showing options like Configuration, User Account, Access Page, Database, Route Setting, and Supervisor Menu. The User Account menu is further expanded, showing options like User Account Detail, Import Staffs From AUTOHR, Sync Email From AUTOHR, Reset User Password, and Change User ID. The User Account Detail option is highlighted. Below the menu, there are buttons for Add, Edit, and Delete. The main content area shows a table with columns for ID, Emp No., and Name. The table contains one row with ID APSB0004, Emp No. APSB0004, and Name JAUHAR BIN AHMAD 2. The table is paginated, showing Page 1 of 2 (130 items).

ID	Emp No.	Name
APSB0004	APSB0004	JAUHAR BIN AHMAD 2

User Account Detail

User ID: APSB0004 ☒ Is User Active

User Name: [REDACTED] BIN AHMAD 2

Remark: [REDACTED]

Employee No: APSB0004; [REDACTED] BIN AHMAD

Email: zamani@[REDACTED].com.my

User Group ID: SUPERVISOR

Update Close

Step 3: Click on "Update" button.

Resend Password to User

The screenshot shows the 'Manage User Account' interface. The top navigation bar includes 'Home', 'e-Employee', 'e-Attendance', 'e-OT', 'e-Leave', 'e-Payslip', 'e-Claims (Payroll)', and 'Admin'. The 'Admin' tab is selected. Below the navigation bar, there are several tabs: 'Configuration', 'User Account', 'Access Page', 'Database', 'Route Setting', and 'Supervisor Menu'. The 'User Account' tab is active, showing a dropdown menu with options: 'User Account Detail', 'Import Staffs From AUTOHR', 'Sync Email From AUTOHR', 'Reset User Password', and 'Change User ID'. The 'User Account Detail' option is selected. Below the dropdown, there are buttons: '+ Add', '+ Q', 'word', 'Resend Notification', 'Export To Excel', and 'Delete'. The 'Resend Notification' button is highlighted. Below the buttons, there is a table with columns: 'ID', 'Emp No.', and 'Name'. The table contains two rows of data. The first row has 'APSB0004' for both ID and Emp No., and 'BIN AHMAD 2' for Name. The second row has 'APSB0006' for both ID and Emp No., and 'MIZAH BINTI ABD AZIZ' for Name. The table is paginated, showing 'Page 1 of 2 (130 items)'. There are four callout boxes with arrows pointing to specific elements: 'Step 1' points to the 'Admin' tab; 'Step 2' points to the 'User Account Detail' option in the dropdown; 'Step 3' points to the 'Resend Notification' button; and 'Step 4' points to the 'Resend Notification' button.

Step 1

Step 2

Step 4: Click on "Resend Notification" button.

Step 3: ✓ this box.

ID	Emp No.	Name
APSB0004	APSB0004	BIN AHMAD 2
APSB0006	APSB0006	MIZAH BINTI ABD AZIZ

- User will receive email notification to notify him/her password after 5-20 minutes.

Synchronize email address from iFlexiHRMS system

- After 1st time HR import employees account into ESS system, when HR amend email address in iFLEXIHRMS system, email address in ESS system will not update automatically. HR need to synchronize email address to ESS from iFLEXH HRMS system.

The screenshot displays the iFlexiHRMS system interface with four steps highlighted for synchronizing email addresses:

- Step 1:** Click on the **Admin** tab in the top navigation bar.
- Step 2:** Click on **Sync Email From AUTOHR** in the dropdown menu under **User Account**.
- Step 3:** Click on the **Sync Email** button in the **Sync Email From Auto** section.
- Step 4:** Click on the **Sync Email** button in the **Sync Email From Auto** section.

The interface shows a table of employees with columns: ID, Name, Active, Email, and User Group ID. The table contains three rows of employee data.

ID	Name	Active	Email	User Group ID
PB71849	MUHAMMAD SALLEH BIN MUSTAPA	Y		NORMAL
PB71850	MOHAMMAD DIN BIN SAMSUDDIN	Y		NORMAL
PB71994	MOHAMAD HAIRULADI BIN MOHD ZUBAIDI	Y		NORMAL

Activate/ Inactivate User

- HR can temporarily block user login to ESS system via below setting.

Step 1: Click on **Admin** in the top navigation bar.

Step 2: Click on **User Account** in the left sidebar, then click on **User Account Detail** in the dropdown menu.

Step 3: Click on "Edit" button.

Manage User Account

Page 1 of 2 (130 items)

Drag a column header here to group by that column

	ID	Emp No.	Name
Edit	APSB0004	APSB0004	BIN AHMAD 2
Edit	APSB0006	APSB0006	H BINTI ABD AZIZ

Step 4: Unticked this box.

User Account Detail

User ID: APSB0004 ☒ Is User Active

User Name: BIN AHMAD 2

Remark:

Employee No: APSB0004; BIN AHMAD

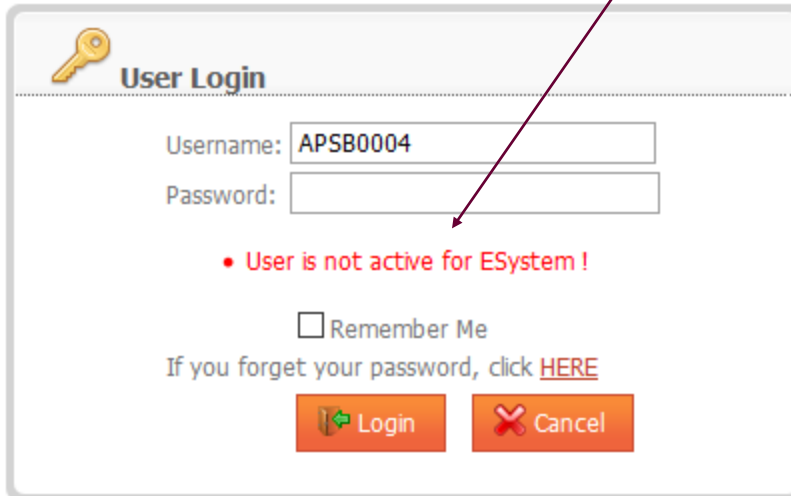
Email: zamani@com.my

User Group ID: SUPERVISOR

Step 5: Click on "Update" button.

[Update](#) [Close](#)

System will prompt this message when user try to login ESS system.



The image shows a 'User Login' form with a yellow key icon. The form has two input fields: 'Username' with the value 'APSB0004' and 'Password' which is empty. Below the password field, a red error message states 'User is not active for ESystem !'. There is a 'Remember Me' checkbox and a link 'HERE' for password recovery. At the bottom are 'Login' and 'Cancel' buttons. A red arrow points from the text box above to the password field.

 **User Login**

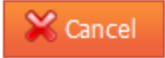
Username:

Password:

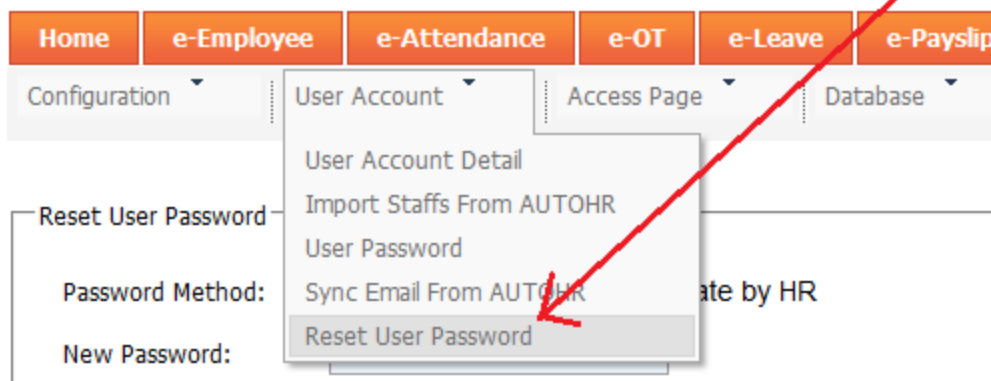
• User is not active for ESystem !

☐ Remember Me

If you forget your password, click [HERE](#)

 Login  Cancel

Reset User Password



You will redirect to below page:

Home > Default > Reset User Password

Reset User Password

Password Method: ☒ Default Password ☐ Create by HR

New Password:

Confirm New Password:

Default Password

MALAYSIAN
E.g.: 901231-01-1234
Password: 9012311234

NON-MALAYSIAN
E.g.: Date of Birth (DOB): 31-12-1990
Password: 901231

* Notes: If No New IC and DOB inside system, system will capture hire date which is in yyMMdd format. If NO hire date, default password will be pppp1234.

Page 1 of 2 (123 items) < 1 2 >

Drag a column header here to group by that column

☐	ID	Emp No.	Name	Active	Email	User Group ID
☐	APSB0004	APSB0004	ASIM	Y		SUPERVISOR
☐	APSB0006	APSB0006	BD AZIZ	Y		SUPERVISOR
☐	APSB0007	APSB0007	AFIEI	Y		SUPERVISOR
☐	APSB0013	APSB0013	AHMAD	Y		NORMAL

There are TWO method to change user password:

a) Default Password

b) Create by HR

a) Default Password

If HR choose this method, meaning password for **MALAYSIAN** will be New IC Number, while password for **NON-MALAYSIAN** will be date of birth. Please refer to below description below for further explanation:

Default Password

MALAYSIAN

E.g.: 901231-01-1234

Password: 9012311234

NON-MALAYSIAN

E.g.: Date of Birth (DOB): 31-12-1990

Password: 901231

* Notes: If No New IC and DOB inside system, system will capture hire date which is in yyMMdd format. If NO hire date, default password will be pppp1234.

How to reset password?

Reset User Password

Make sure you click on this radio button.

Password Method: ☒ Default Password ☐ Create by HR

New Password:

Confirm New Password:

Click on "Reset Password" button to reset their password.

Default Password

MALAYSIAN

E.g.: 901231-01-1234

Password: 9012311234

* Notes: If No New IC and DOB inside s format. If NO hire date, default passw

Page 1 of 2 (123 items) < [1] 2 >

Drag a column header here to group by that column

☐	ID	Emp No.	Name	Active
Select user which you want to reset his/her password.				
☐	APSB0004	APSB0004	KASIM	Y
☐	APSB0006	APSB0006	AZIZ	Y
☐	APSB0007	APSB0007	SHAFIEI	Y

You will see below message when reset password successfully:

Reset User Password

Password Method: ☒ Default Password ☐ Create by HR

New Password:

Confirm New Password:

• Reset Password: APSB0004 - Success

b) Create by HR

If you choose reset password method "Create by HR", please follow below step:

Reset User Password

Password Method: ☐ Default Password ☒ Create by HR

New Password:

Confirm New Password:

1 Make sure you choose "Create by HR".

2 Enter new password and confirm password.

4 Click on "Reset Password" button.

Page 1 of 2 (123 items) < [1] 2 >

Drag a column header here to group by that column

☐	ID	Emp No.	Name
☐			
☒	APSB0004	APSB0004	KASIM
☐	APSB0006	APSB0006	D AZIZ

Select user which you want to change his/her password.

3

You will see below message if you change the password successfully:

Reset User Password

Password Method: ☐ Default Password ☒ Create by HR

New Password:

Confirm New Password:

• Reset Password: APSB0004 - Success

Forget Password

Go to "Login" page, as below:



Click HERE...

**User Login**

Username:

Password:

☐ Remember Me

If you forget your password, click [HERE](#)

Login

Cancel

You will redirect to below page:

**Forget Password**

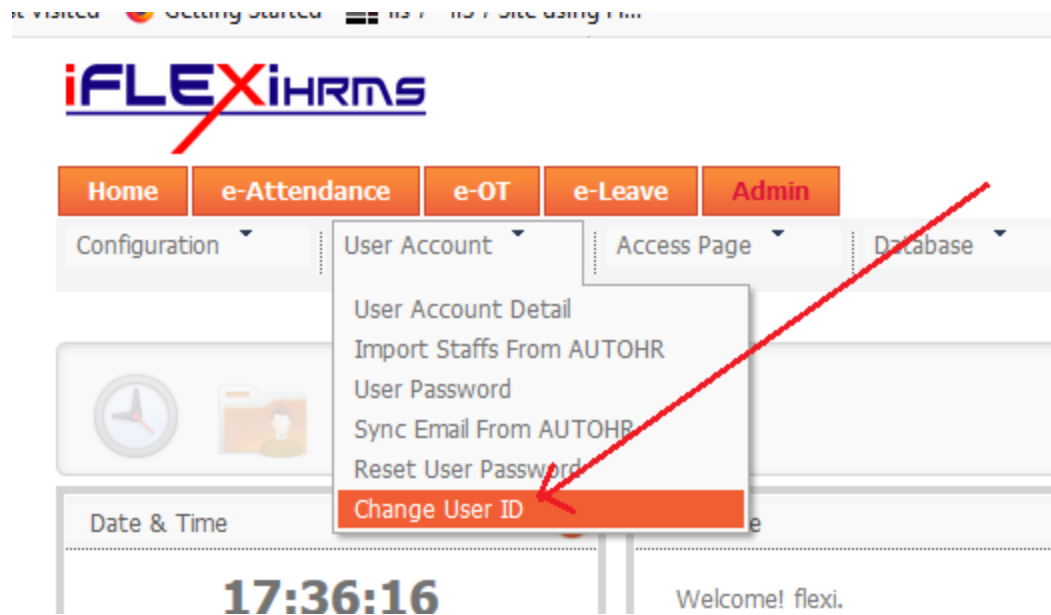
Username:

Submit

Cancel

Change User ID

Step 1:



Step 2:

The screenshot shows the 'Change User ID' form in the iFLEXiHRMS Admin interface. The top navigation bar includes 'Home', 'e-Attendance', 'e-OT', 'e-Leave', and 'Admin'. The 'Admin' menu is expanded, showing options like 'User Account', 'Access Page', and 'Database'. The 'User Account' sub-menu is open, displaying 'User Account Detail', 'Import Staffs From AUTOHR', 'User Password', 'Sync Email From AUTOHR', 'Reset User Password', and 'Change User ID'. A red arrow points to the 'Change User ID' option. The form displays the message 'Please Wait. Your request is being processed...'. Below this, there are two input fields: 'Old User ID' with the value '6950' and 'New User ID' with the value 'A1234'. A red note states: '* Notes: Please do database backup before you do this change UserID action!'. At the bottom, there are two buttons: 'Update' and 'Close'. The footer shows the version '1.0.9.1', instance name 'PRG-06\SQLSERVER2019', database 'AutoHR DB: iFlexi_ENG', and the user 'ES'.

Old User ID 6950

New User ID A1234

* Notes: Please do database backup before you do this change UserID action!

Update Close

Powered by Version: 1.0.9.1 Instance Name: PRG-06\SQLSERVER2019 AutoHR DB: iFlexi_ENG ES

Click on "Update" button and wait till "Please Wait. Your request is being processed..." disappear from the screen.

Step 3:

- Update Complete!  You will see "Update Complete" when change UserID successfully.

Old User ID

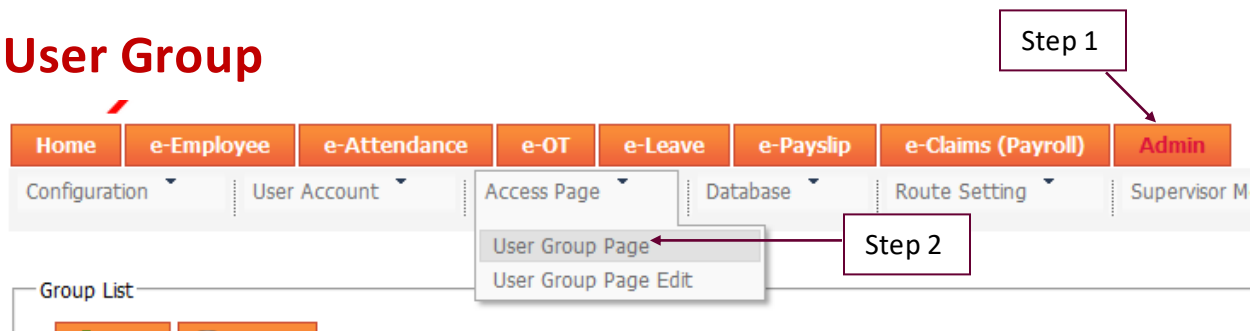
New User ID

* Notes: Please do database backup before you do this change UserID action!

Update

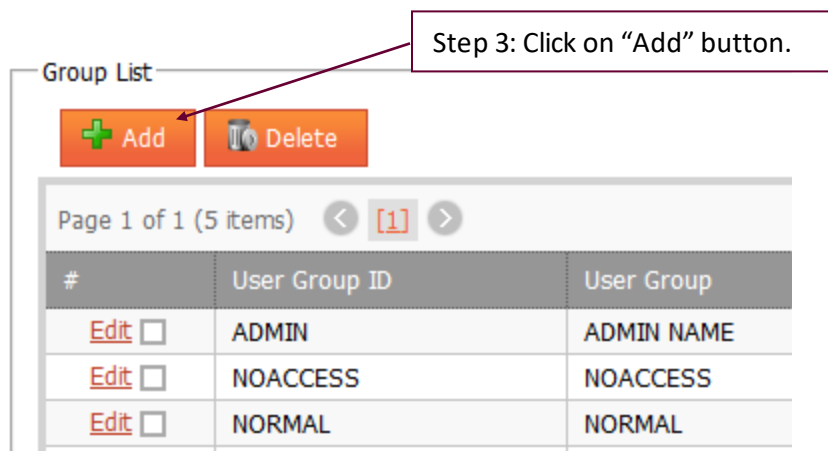
Close

User Group



By default, there are 3 user group exists:

- 1) **ADMIN** – Full privilege.
- 2) **ROOT** – HR Staff, cannot view user password only.
- 3) **SUPERVISOR** – Approve or apply leave for subordinates.



Group Setup

User Group ID:

SUPERVISOR

Name:

SUPERVISOR

Remark:

SUPERVISOR

Is HR Group?

☐

Is Install Activate?

☒

eAppraisal/ Allow View All Questions?

☐

Exclude Leave Code:

(Example: ADV,ABS)

 Update

 Close

Explanation:

Access Page Permission – Which group of permission you wish to copy to this new user group?

Is Install Activate? –

eAppraisal/Allow View All Question? – For appraisal module only.

Exclude Leave Code – The employee under this user group will not be able to apply these types of leave.

Assign User Group to User

Assign One by One

Step 1

Home e-Employee e-Attendance e-OT e-Leave e-Payslip e-Claims (Payroll) **Admin**

Configuration User Account Access Page Database Route Setting Supervisor M

User Account Detail

Import Staffs From AUTOHR

Sync Email From AUTOHR

Reset User Password

Change User ID

Manage User Account

+ Add + Q

word Resend Notification Export To Excel D

Page 1 of 2 (130 items) < [1] 2 >

Drag a column header here to group by that column

Step 2

Step 3

	ID	Emp. No.	Name
☐			
Edit ☐	APSB0004	APSB0004	BIN AHMAD 2
Edit ☐	APSB0006	APSB0006	H BINTI ABD AZIZ
Edit ☐	APSB0007	APSB0007	MORZALUAN BINTI SHAFFI

User Account Detail

User ID: APSB0004 ☒ Is User Active

User Name: BIN AHMAD 2

Remark:

Employee No: APSB0004 BIN AHMAD

Email: zamani@.com.my

User Group ID: SUPERVISOR

Update Close

Step 4

Step 5

Batch Assign

Home e-Employee e-Attendance e-OT e-Leave e-Payslip

Configuration User Account Access Page Database

Manage User Account

+ Add + QDE - Update Users Reset Password Resend Notification

Page 1 of 2 (130 items) < [1] 2 >

User Access QDE Setup

Update Go Back

0001,0002,0003,0004,0005,0006

User ID:

Example: A001,A002

☒ Is User Active

User Group ID: SUPERVISOR

User Access QDE Setup

Update Success!

• Update Success!

Update Go Back

APSB0004,APSB0006,APSI

User ID:

Access Rights Permission

Step 1

Home e-Employee e-Attendance e-OT e-Leave e-Payslip e-Claims (Payroll) **Admin**

Configuration User Account Access Page Database Route Setting Supervisor Menu Redirect Route

User Group Page
User Group Page Edit

Step 2

Step 3: Click on which page you want to give permission.

Group Access Setup

Expand Collapse

Access Group will be assigned to the eStaff users, and based on Access Group, system will identify the authentication of the users and do the necessary blocking of access the granted to the users, it is mandatory to logout and re-login to eStaff again for the changes to be reflected.

Description	Group Access Right
EStaff	
Form Action Permission	
Form Entry	
HOME	ADMIN,NOACCESS,NORMAL,ROOT,SUPERVISOR
EMPLOYEE	
Employee	
Modify Employee Profile	ADMIN,NORMAL,ROOT,SUPERVISOR
Check Profile Status	ADMIN,NORMAL,ROOT,SUPERVISOR
Upload Documents	ADMIN,NORMAL,ROOT,SUPERVISOR
Check Documents Status	ADMIN,NORMAL,ROOT,SUPERVISOR
HR	
Supervisor Menu	
Reports	

Step 5

Apply

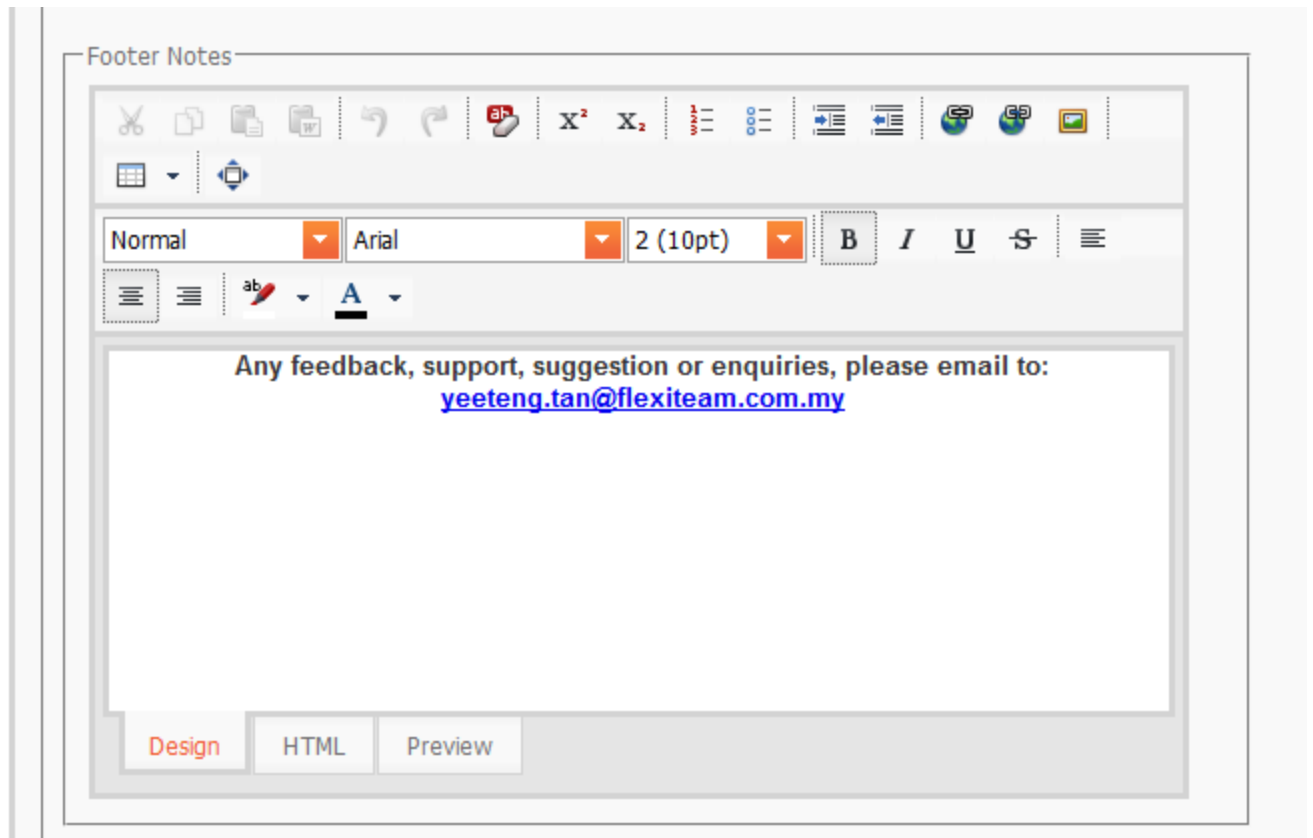
System : Employee

#	User Group ID
☐	ADMIN
☐	NOACCESS
☐	NORMAL
☐	ROOT
☐	SUPERVISOR

Step 4: Click on the box which user group you want to assign permission.

Footer Notes

1. HR can add in notes at the footer of every pages of the system.
2. “Admin” – “Configuration” – “General Setting” – “General”





localhost/eStaff/Login.aspx



Search



iFLEXiHRMS

Home

Login



User Login

Username:

Password:

☐ Remember Me

If you forget your password, click [HERE](#)

Login

Cancel

Powered by Version: 1.0.5.5

Any feedback, support, suggestion or enquiries, please email to: yeeteng.tan@flexiteam.com.my

Member online: 0/ 5

Announcement

Step 1

Home e-Employee e-Attendance e-OT e-Leave e-Payslip e-Claims (Payroll) Admin

Configuration User Account Access Page Database Route Setting Supervisor M

General Setting
Email Content
HR Announce
Log File Viewer

Step 2

Step 3

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

#	Date Create	Title
Edit ☐	25/8/2020 4:15:01 PM	HR Announcement

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

Title:

Show: ☐

Created By:

Permanent? ☒

Content:



Normal Arial (Font Size) B I U  

Our company will be closed for Hari Raya from 24/July/2020 to 26/July/2020. Business will resume on 25/July/2020.

Design HTML Preview

 Update  Close

Step 4



Announcement will appear in home page when you login to system.

- Home
- e-Employee
- e-Attendance
- e-OT
- e-Leave
- e-Payslip
- e-Claims (Payroll)
- Admin

Welcome To e-Staff System

Notification

Announcement

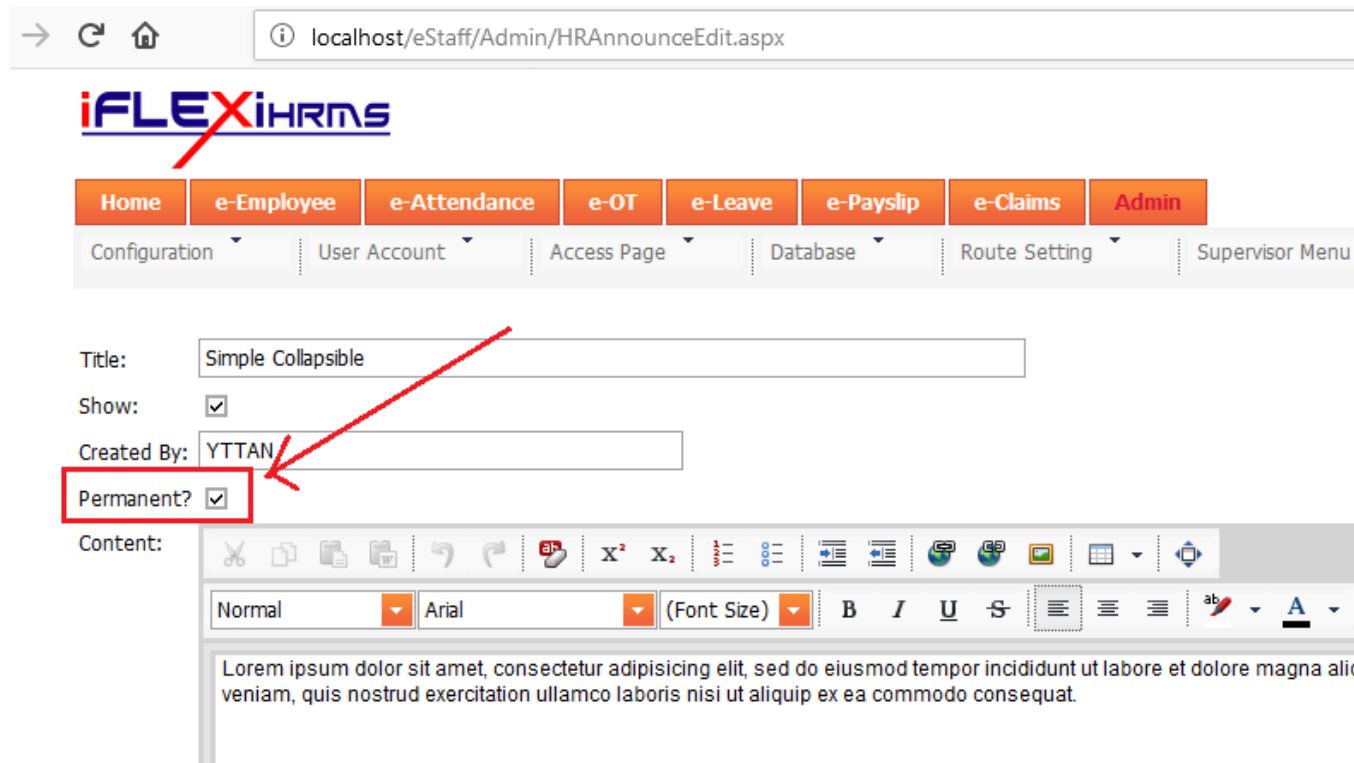
HR Announcement

Updated: 25/8/2020 4:15:01 PM Created by YTTAN

Our company will be closed for Hari Raya from 24/July/2020 to 26/July/2020. Business will resume on 25/July/2020.

Announcement – Permanent announcement with NO Collapsible

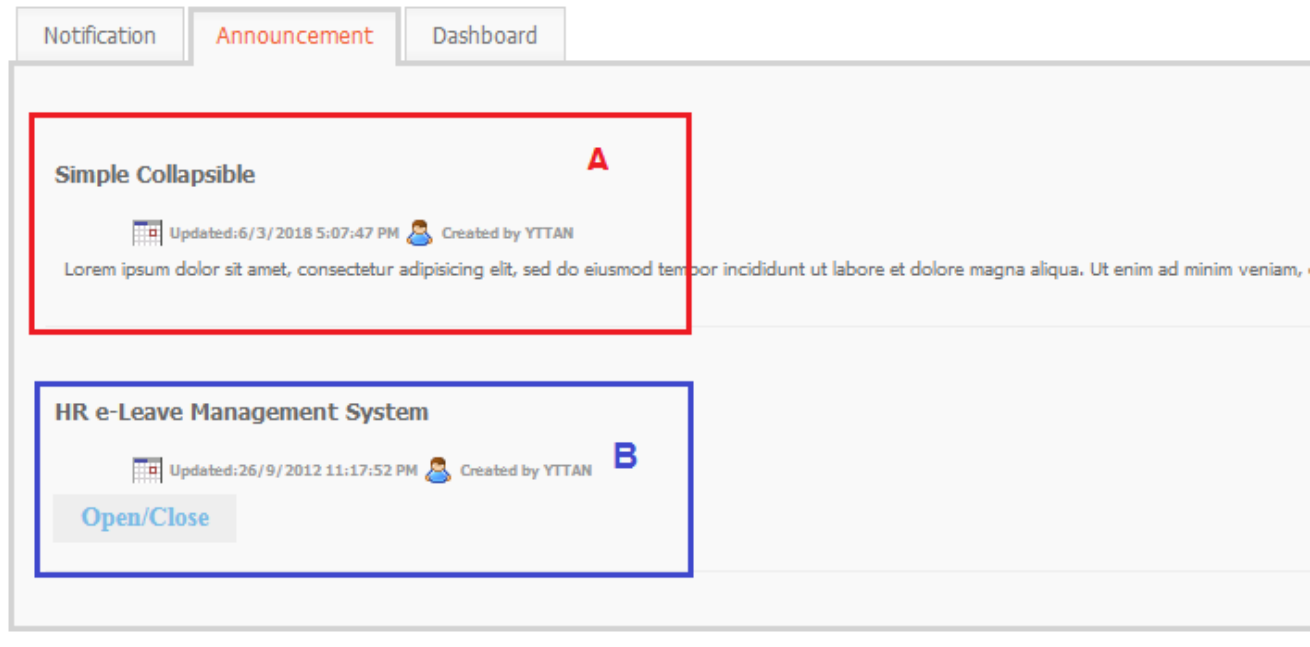
1. If HR want to show some government links for every employees when they login to the e-Staff system, which this information will not collapsible the content, HR can ✓ “Permanent?” in Announcement setting, to let the content with **NO** collapsible and stay always in the system.
2. Below is the sample screen shot:



The screenshot displays the iFLEX HRMS web application interface for editing an announcement. The browser address bar shows the URL: localhost/eStaff/Admin/HRAnnounceEdit.aspx. The application header includes the iFLEX HRMS logo and a navigation menu with tabs: Home, e-Employee, e-Attendance, e-OT, e-Leave, e-Payslip, e-Claims, and Admin. Below the tabs are dropdown menus for Configuration, User Account, Access Page, Database, Route Setting, and Supervisor Menu. The main form contains the following fields:

- Title: Simple Collapsible
- Show: ☒
- Created By: YTTAN
- Permanent? ☒ (This checkbox is highlighted with a red box and a red arrow points to it from the 'Created By' field.)
- Content: A rich text editor with a toolbar and the text: Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

3. Content will **NOT** collapsible after ✓ “Permanent?”



A – If ✓ “Permanent?”, the content will default showing, there is no “Open/Close” button to click on more details.

B – If Not ✓ “Permanent?”, the content will hide automatically. If you want to see more details, you have to click on “Open/Close” button.

Email SMTP/ Exchange Server Setting

Step 1

Home e-Employee e-Attendance e-OT e-Leave e-Payslip e-Claims (Payroll) Admin

Configuration User Account Access Page Database Route Setting Supervisor M

General Setting General Products Running No. Setup Period Cycle List

Step 2

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

Current Pay Period
Current Pay Period: 201908

General Setting - Cut Off

☐ No Payroll License?

Current Attendance Period:

CutOff Start: CutOff End:

* This setting used by CallService - Import Approve Plan OT to OT Approval Form, e-Attendance Check Close Period.

Company

Email/ SMTP Setting

Name ABC Company Sdn Bhd

Email Type: ☒ SMTP ☐ Exchange Server ☐ SMTP Without Password

Server/hosting: smtp.gmail.com

Port: 25

Domain:

SSL: ☒

Test Sending Email

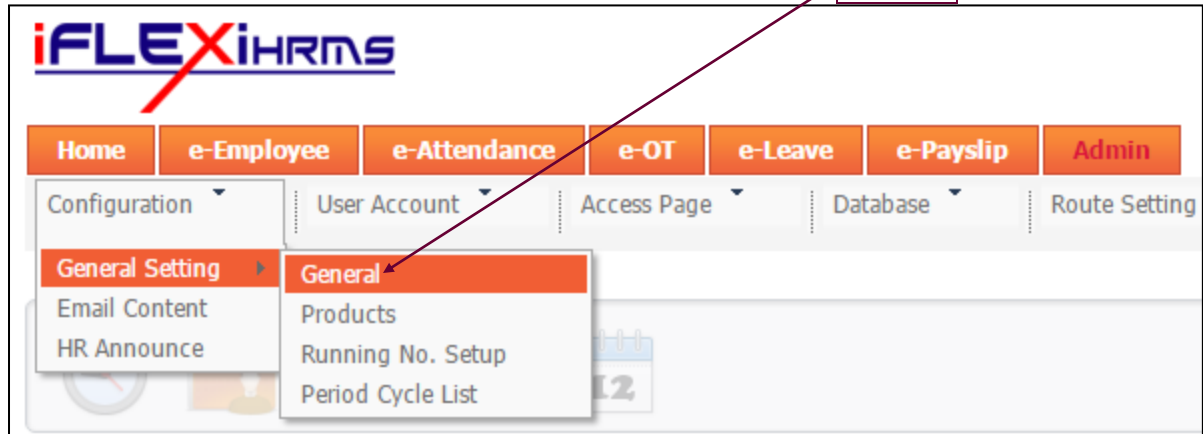
Send To:

Step 3

Step 4

How to Change SMTP Password?

Step 1



✓ Update

Step 3

General

e-Pay

e-Employee

e-Leave

e-OT

e-OT Plan

Attendance

e-Claims

Current Pay Period

Current Pay Period: **201908**

General Setting - Cut Off

☐ No Payroll License?

Current Attendance Period:

CutOff Start: CutOff End:

* This setting used by CallService - Import Approve Plan OT to OT Approval Form, e-Attendance Check Close Period.

Company

Email/ SMTP Setting

Name **ABC Company Sdn Bhd**

Test Sending Email

Email Type: ☒ SMTP ☐ Exchange Server ☐ SMTP Without Password

Send To:

Server/hosting:

Port:

Domain:

SSL: ☒

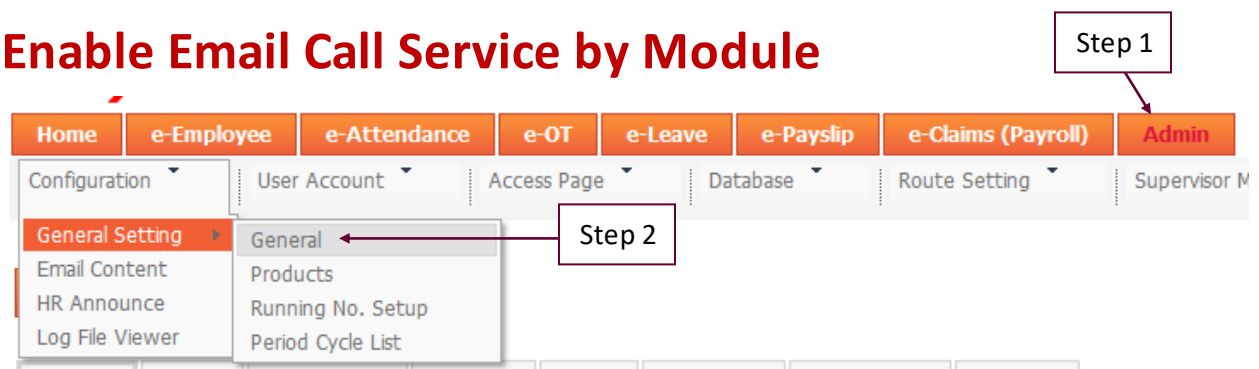
Email:

UserName:

Password:

Step 2

Enable Email Call Service by Module



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

Batch Sending Email (Timer) Minutes

Email Content Template

Step 1

Step 2

Step 3

#	Email ID	Subject	Email Group	Remarks
Edit	OTWTARESUBMITLIST	OT Re-submit	OT	OT Re-su
Edit	OTWTARESUBMIT	OT Re-submit	OT	
Edit	OTWTAREJECTLIST	OT Reject	OT	OT Rejected
Edit	OTWTAREJECT	OT Reject	OT	OT Rejected
Edit	OTWTABYPASSREMINDLIST	OT Remind	OT	OT Remir

- System got standard email template for each module in ESS system. If customer want to amend to his/her own email content, HR can click on “Edit” button to modify the e mail content.

[Email Content Edit](#)

Email ID: LEAVEAPP

Subject: Leave Apply Notice for User

Remarks: Leave Apply Notice

Variable View

Normal Arial (Font Size) B I U S

Dear %Name%

You leave is in processing.

	Detail
Emp No.	%EmpNo%
Name.	%Name%
Date Created.	%CreatedDate%
Leave Date.	%LeaveFrom% to %LeaveTo%
Status.	%RecordStatus%
Leave Code.	%LeaveCode%
Total Days.	%Days%
Reasons	%Reason%

Regards

%Signatures%

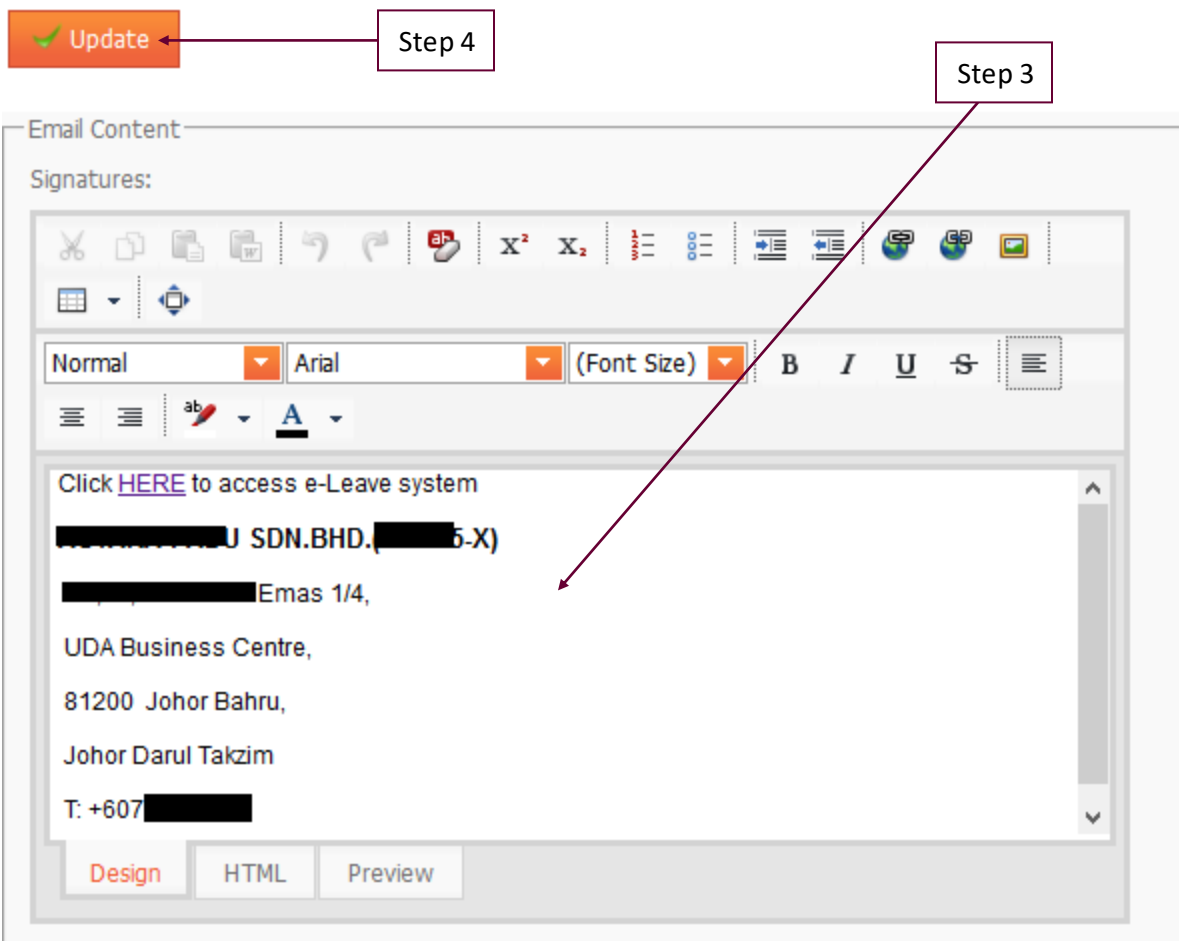
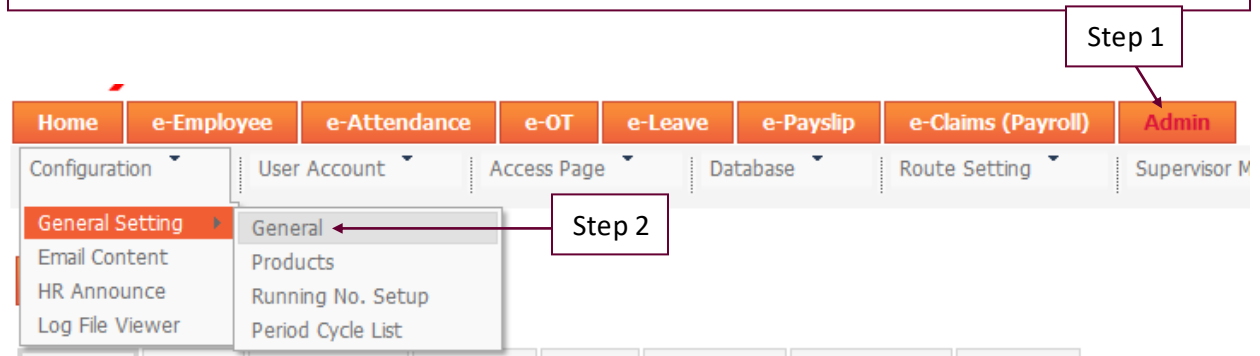
Design HTML Preview

 Close

Step 4

Email Signature

- When you add content for this email signature, this email signature content will appear in every email template which receive by employees and approver.



Session Time out Duration

- HR can extend session time out for user login. System default session time out will be after 20 minutes, can extend this time via below setting.

The screenshot shows the HR system interface with the following steps highlighted:

- Step 1:** Click on the **Admin** tab in the top navigation bar.
- Step 2:** Click on **General Setting** in the left sidebar, then click on **General** in the sub-menu.
- Step 3:** Click on the **General** tab in the main content area.
- Step 4:** Set the **Login Buffer** to **20** minutes.

The interface includes a top navigation bar with tabs: Home, e-Employee, e-Attendance, e-OT, e-Leave, e-Payslip, e-Claims (Payroll), and Admin. Below the navigation bar is a sub-menu with options: Configuration, User Account, Access Page, Database, Route Setting, and Supervisor. The left sidebar contains options: General Setting, Email Content, HR Announce, and Log File Viewer. The main content area shows the General Setting - Cut Off section with fields for Current Pay Period (201908), Current Attendance Period, CutOff Start, and CutOff End. A note states: * This setting used by CallService - Import Approve Plan OT to OT Approval Form, e-Attendance Check Close Period. The Login Buffer field is set to 20.

Resign Day Buffer

The screenshot shows the ESS system configuration interface. The top navigation bar includes tabs for Home, e-Employee, e-Attendance, e-OT, e-Leave, e-Payslip, e-Claims (Payroll), and Admin. The Admin tab is selected, indicated by a red box labeled "Step 1". Below the navigation bar, a dropdown menu for "Configuration" is open, showing options like General Setting, Email Content, HR Announce, and Log File Viewer. The "General Setting" option is selected, indicated by a red box labeled "Step 2". The "General" sub-menu is also open, showing options like General, Products, Running No. Setup, and Period Cycle List. The "General" option is selected, indicated by a red box labeled "Step 3". The main content area shows the "General Setting - Cut Off" section. The "Current Pay Period" is set to "201908". The "General Setting - Cut Off" section includes a checkbox for "No Payroll License?", a text field for "Current Attendance Period:", and text fields for "CutOff Start:" and "CutOff End:". A red note below these fields states: "* This setting used by CallService - Import Approve Plan OT to OT Approval Form, e-Attendance Check Close Period." The "Resign Date Buffer Day" section is at the bottom, with a text field for "Resign Date Buffer:" set to "0", indicated by a red box labeled "Step 4".

Step 1

Step 2

Step 3

Step 4

- If "0" value, when resign date is "28-Sep-2020", mean user cannot login to ESS system again on 28-Sep-2020 onwards.
- If "31" value, user still can login until 28-Sep + 31 days.

Log File Viewer

- HR can check employees' login records within the specified range of date.

Step 1

Step 2

You can click this button to download all log records into Excel file.

All employee's login activities will appear here...

Can filter by date.

Log File Viewer

From Date: 1/9/2020 To: 30/9/2020

Refresh Export To Excel

Page 1 of 1 (61 Items)

Drag a column header here to group by that column

id	Date	IP	ComputerName	UserID	PageName	Message
194705	28/9/2020 2:55:34 PM	::1		flexi	logViewer.aspx	Load Page.
194704	28/9/2020 2:55:30 PM	::1		flexi	AdminPage.aspx	SiteMap Error, use Request.FilePath instead
194703	28/9/2020 2:55:30 PM	::1		flexi	AdminPage.aspx	Load Page.
194702	28/9/2020 2:55:26 PM	::1		flexi	Home.aspx	Load Page.
194701	28/9/2020 2:55:26 PM	::1		flexi	login.aspx	eStaff Login - flexi Success! Login Time = 28/9/2020 2:55:26 PM
194700	28/9/2020 2:32:22 PM	::1		flexi	GeneralSetup.aspx	Load Page.
194699	28/9/2020 2:32:20 PM	::1		flexi	AdminPage.aspx	SiteMap Error, use Request.FilePath instead

Running No. Setup

- HR can amend running no. format according to their requirement.

Step 1

Home e-Employee e-Attendance e-OT e-Leave e-Payslip e-Claims (Payroll) **Admin**

Configuration User Account Access Page Database Route Setting Supervisor M

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

Step 2

Running No. Setup

Page 1 of 1 (9 items) < [1] >

Drag a column header here to group by that column

Step 3

Action	Module	Type	Prefix	Running No.
Edit	ATTENDANCE	ATTENDANCE	ATTN-{dd/MM/yy}-<000000>	16
Edit	ATTENDANCE	ATTNCLOCK	CLOCK-{dd/MM/yy}-<000000>	63
Edit	CLAIMS	ADVANCE	ADV-{dd/MM/yy}-<000000>	0
Edit	CLAIMS	CLAIMS	CLA-{dd/MM/yy}-<000000>	21
Edit	CLAIMS	TRIP	TRIP-{dd/MM/yy}-<000000>	0
Edit	LEAVE	LEAVE	LEA-{dd/MM/yy}-<000000>	4832
Edit	OT	OT	OT-{dd/MM/yy}-<000000>	17
Edit	OTPLAN	OTPLAN	OTP-{dd/MM/yy}-<000000>	7
Edit	OTPLAN	OTPLANEXCEL	OTEX-{dd/MM/yy}-<000000>	6

Page 1 of 1 (9 items) < [1] >

Explanation:

ATTN-{dd/MM/yy}-<000000> will be run as ATTN-011215-000001

Running No. Setup

Module:

ATTENDANCE

Type:

ATTENDANCE

Prefix:

ATTN-{dd/MM/yy}-<000000>

Running No:

0

Please note the max length of Running No. is 20.

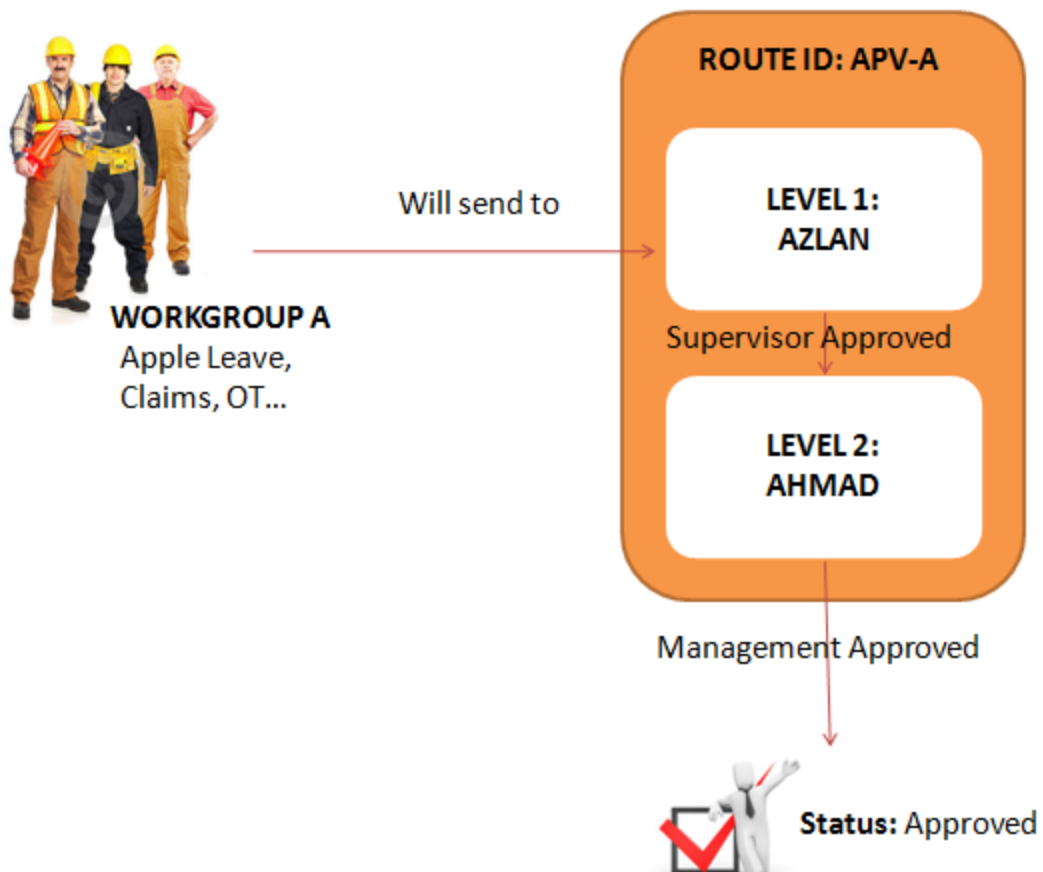
Update

Close

Route Setup

What is Route?

Route in e-Staff System means the approval route for approving employee's application.



Please Note that:

- * Workgroup is not user group. Workgroup is a value store in AutoHR to dedicate different approval group. Such as BASE, CLASS etc.
- * In e-Staff system, level is unlimited.

Create Route

Step 1

Home e-Employee e-Attendance e-OT e-Leave e-Payslip e-Claims (Payroll) **Admin**

Configuration User Account Access Page Database Route Setting Supervisor Me

Step 2

Route Setup
Route Level Setup
Route Group Setup
Route Group Verify

Step 3

Route Setup

+ Add Delete Export To Excel

Page 1 of 1 (72 items) < [1] >

#	Route ID	Description	QueryControl	Is OT	Is OTPLAN
Edit ☐	ADMIN	ADMIN	1=1	☒	☒
Edit ☐	BD1	BD1	EMPLOYEEMAST	☐	☐
Edit ☐	BD1_CLA	BD1_CLA	EMPLOYEEMAST	☐	☐

Step 4: Fill in all data.

Route Edit

Group Route ID:

Description:

Remark:

Group ID: ☐ IsOT ☐ IsOTPLAN ☒ IsLEAVE ☐ IsATTENDANCE ☐ IsEMPLOYEE ☐ IsPAYSIP ☐ IsCLAIMS

Direct Approve: ☐ Direct Approve

Step 5

Update Close

Explanation:

Group Route ID – Named this route, maximum length 10 characters.

Group ID – ✓ which module will apply for this group ID.

Direct Approve – Direct approve without go through approver.

Route Level Setup

Step 1

Home e-Employee e-Attendance e-OT e-Leave e-Payslip e-Claims (Payroll) **Admin**

Configuration User Account Access Page Database Route Setting Supervisor

Step 2

Route Setup
Route Level Setup
Route Group Setup
Route Group Verify

Step 3: Select which route id you want to add/edit approver level.

RouteID: BD1

Group ID Setup

Is OT ✗ Is OT Plan ✗ Is Leave ✓ Is Attendance ✗ Is Employee ✗ Is Payslip ✗ Is Claims ✗

Is Direct Approve ✗

Step 4: Amend existing level.

BD1

Page 1 of 1 (1 items)

#	rLevel	Email	Remind	Remind Time	Bypass	Email Bypass	Bypass T	Approval ID	Approval Name	Bkup Act	Email B
Edit	1	☒	☒	4800	☐	☐	0000	APSB0047	KHONG CHUNG LUN,	☐	

Page 1 of 1 (1 items)

Step 5: Click "Add Level" if you want to assign next level of approver.

[Add Level](#) [Delete Level](#)

Add/Edit Level

Route Level Edit

Route ID:

BD1

Level:

1

Email Notification(For Approval):

☒

Approval:

APSB0047

Select Approver

KHONG CHUNG LUN

Route Level Bypass Function

Level Bypass:

☐

Email Notification for Bypass:

☐

Time Bypass:

0000

Route Level Remind Function

Remind Notification:

☒

Time Remind:

4800

Route Level Backup Function

Backup Approval:

☐

Email Notification for Backup Bypass:

☐

Backup Approval:

Select Backup Approver

Delete Backup Approver

Time Backup:

0000

Click this button if you want to add another NEW approver for Level 1.

✓ this box if you want system automatically by pass to next level if time bypass is set.

Set 2 days, email notification will send every 2 days to approver, remind him/her to login system approve leave. Email will not send again until approver take action.

✓ this box if you want system automatically by pass to backup approver if time backup is set.

Click this button to select backup approver.

Update

Close

Assign Route to Employee Master (iFlexiHRMS System)

Open **AutoHR – Employee Master**, fill-in BASE/CLASS or others field value for employee. *(Depends on which field you are used for eStaff system)*

Edit - Employee Master - APSB0004

Edit

Employee Master File

Employee No APSB0004 **STATUS :** CONFIRMED

Employee Name [REDACTED] IN AHMAD

Alias DZK **Active ?** Y

Salutation MR **Badge No.** 100004 **Access Code** A001

Personnel	Current Service Info	Salary	Movement	Shift
Service	Record Type	Effective D...	Seq	Updated
	INITM	01/06/2012	0	☒
Spouse & Kin	UPINF	20/09/2017	0	☒
Government				
Education				
Reference				
Job History				
Fixed Transaction				
Leave Balance/Record				
Document History				
Documents				
Benefit				
Memo				

Entry

New Edit Save Delete Cancel

Key

Effective Date 20/09/2017

Sequence 0

Record Type UPINF

Category TOP **Company** 1

Grade TOP **Branch** AHL

Class **Base** CEO

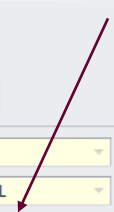
Superior **Division**

Supervisor **Department** MGMNT

Scale **Section**

Project **Line**

Cost Centre **Reference No.**



Step 1

Homee-Employeee-Attendancee-OTe-Leavee-Payslip e-Claims (Payroll)Admin

ConfigurationUser AccountAccess PageDatabaseRoute SettingSupervisor Me

Route SetupRoute Level SetupRoute Group SetupRoute Group Verify

Route Group Setup

SaveQuery Code

Step 3

Step 2

RouteID: CEORefresh

Query state: EMPLOYEEMASTER.BASE= 'CEO'

Employee in route CEO

Page 1 of 1 (1 items)

Emp No	Name
APSB0004	IN AHMAD

Page 1 of 1 (1 items)

Step 4: Enter this condition which value according to iFlexiHRMS Employee Master.
All employees under this condition will appear at here.

Emp No	Name
APSB0004	IN AHMAD

How to Check which User who haven't assign Route?

Step 1

Home e-Employee e-Attendance e-OT e-Leave e-Payslip e-Claims (Payroll) Admin

Configuration User Account Access Page Database Route Setting Supervisor Menu

Route Setup
Route Level Setup
Route Group Setup
Route Group Verify

Export Approvers Listing To Excel Export Supervisors Listing To Excel

Step 3 Step 2

Route Group Verify

Verify Route Check User Route

Refresh

Step 4

User below are not assign in any route group

- APSB0027 - DAENG HAZIRAH BINTI ABD AZIZ
- APSB0065 - AHMAD ISYRAQ BIN ADNAN
- APSB0070 - MUHAMMAD FAKHRULLAH HAZIQ BIN WAHARUDIN
- APSB0081 - IZZAT BIN JAFFARRAN
- APSB0088 - ZAHIRIN BIN ISMAIL
- APSB0090 - RAJA NOR AFIDAH BINTI RAJA JAAFAR
- APSB0091 - ARIS ABDILLAH BIN MOHAMED KAMAL
- APSB0097 - MUHAMMAD ZAKI TAMIMI BIN MOHAMAD
- APSB0107 - KAMARIAH BINTI MD SIDIN
- APSB0110 - GOH KAH LING
- APSB0112 - MOHD NORHISHAM BIN A RAHMAN
- APSB0118 - NURULHELMMYZA BINTI MOHAMAD GHAZALI
- APSB0119 - JACLYN KHUNG MEI YEN
- APSB0122 - MOHAMAD SADRUDDIN BIN RIZAL
- APSB0123 - ATIKAH BINTI AHAMAD
- APSB0125 - THAM SIKH BING
- APSB0133 - TENGKU SASHA FAZANA BINTI TENGKU IBRAHIM
- APSB0136 - G.RAMESH A/L N.GANGADHARAN NAIR

Those employees haven't assign route will appear here...

How to Check User belong to which Route ID?

Step 1

Step 2

Step 3: Select which user ID you want to check his/her route ID.

Step 4: Click "Check User" button.

APSB0004 belong to "CEO" route ID.

The screenshot displays the 'Route Group Verify' interface. At the top, there is a navigation bar with tabs: Home, e-Employee, e-Attendance, e-OT, e-Leave, e-Payslip, e-Claims (Payroll), and Admin. Below this is a sub-menu bar with Configuration, User Account, Access Page, Database, Route Setting, and Supervisor Menu. The 'Route Setting' menu is open, showing options: Route Setup, Route Level Setup, Route Group Setup, and Route Group Verify. The 'Route Group Verify' option is selected. Below the menu, there are three buttons: 'Verify Route', 'Check User Route', and 'Check User'. The 'Check User' button is highlighted. The 'User ID' field is set to 'APSB0004'. Below the buttons, there is a table with the following data:

User ID	Name	Emp ID	Route ID
APSB0004	BIN AHMAD 2	APSB0004	CEO,

Page 1 of 1 (1 items)

Home
e-Employee
e-Attendance
e-OT
e-Leave
e-Payslip
e-Claims (Payroll)
Admin

Configuration
User Account
Access Page
Database
Route Setting
Supervisor I

Route Setup
Route Level Setup
Route Group Setup
Route Group Verify

Export Approvers Listing To Excel
Export Supervisors Listing To Excel
Export Route Listing To Excel

Route Group Verify

Verify Route

Check User Route

User ID .

Check User

Page 1 of 1 (1 items)

< [1] >

Drag a column header here to group by that column

User ID	Name	Emp ID	Route ID
APSB0004	JAUHAR BIN AHMAD 2	APSB0004	CEO,

Page 1 of 1 (1 items)

< [1] >

Item	Description
Export Approvers Listing to Excel	List down each Routes got how many Level and Approvers Name.
Export Supervisors Listing to Excel	List down each Supervisors with their Subordinates.
Export Route Listing to Excel	List down each Routes with employees who under this Route.

Assign Route to Supervisor

a) Assign one by one

Step 1

Step 2

Step 3

Supervisor Assign Route

QDE - Change Supervisor Add Delete Export To Excel

Page 1 of 1 (50 items)

Drag a column header here to group by that column

☐	User ID	Name	Route ID
☐			
☐ Edit	APSB0004	BIN AHMAD	MGMNT1
☐ Edit	APSB0006	BINTI ABD AZIZ	HRA1
☐ Edit	APSB0006	BINTI ABD AZIZ	PRO1
☐ Edit	APSB0006	BINTI ABD AZIZ	SM1

Supervisor - Assign Route

Supervisor ID: APSB0004

Route ID: MGMNT1

Effective Date: 13/6/2018

Update Close

Step 4

Step 5

Update Success!

Supervisor - Assign Route

• Update Success.

Supervisor ID:

Route ID:

Effective Date:

 Update

 Close

b) Change Supervisor (QDE)

- When one of the supervisor resign, another new supervisor comes and replace him/her. HR can use this QDE setting to change old supervisor to new supervisor for all routes.

Step 1: Either click one of the link.

The screenshot shows the top navigation bar with tabs: Home, e-Employee, e-Attendance, e-OT, e-Leave, e-Payslip, e-Claims (Payroll), and Admin. Below the tabs are dropdown menus for Configuration, User Account, Access Page, Database, Route Setting, Supervisor Menu, and Redirect. The 'Supervisor Menu' dropdown is open, showing 'Assign Route' and 'QDE - Change Supervisor'. An arrow points from the 'QDE - Change Supervisor' link in the dropdown to the 'QDE - Change Supervisor' button in the 'Supervisor Assign Route' section below.

Supervisor Assign Route

QDE - Change Supervisor Add Delete Export To Excel

QDE - Change Supervisor

Change From Supervisor: AP SB0004

To Supervisor: AP SB0006

Update Close

Step 2: Change from XXX.

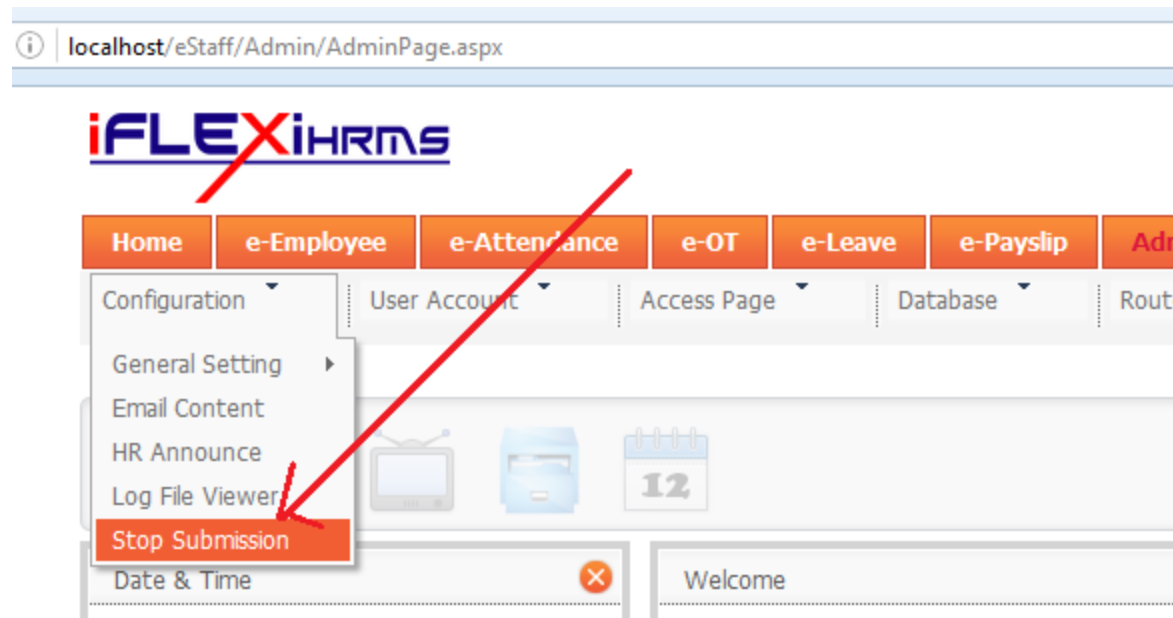
Step 3: Change to XXX.

Step 4: Click on "Update" button.

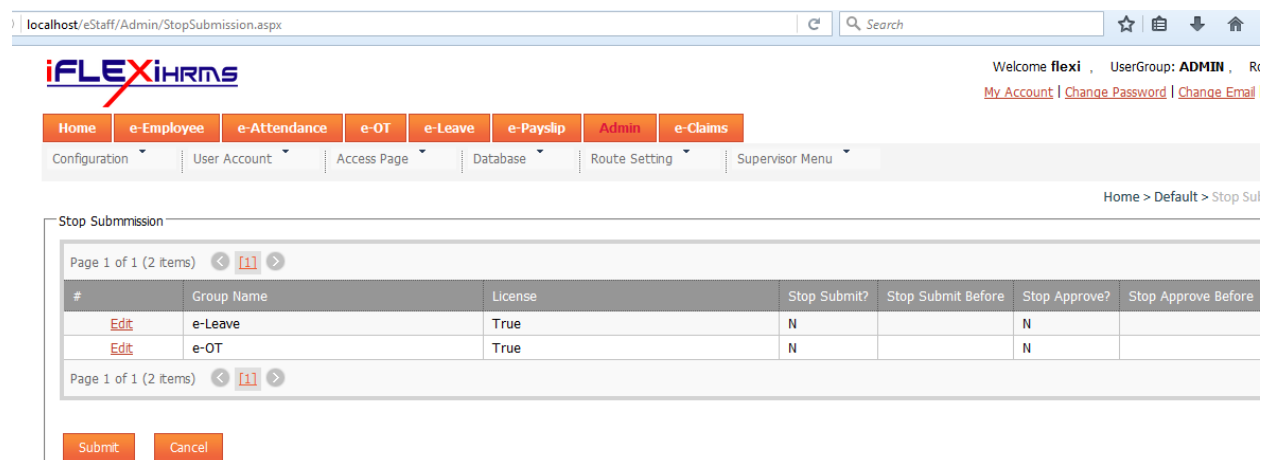
Stop Submission Approve

- If HR want to process salary, he/she don't want to let employees and approvers submit/approve Leave, Overtime, Plan Overtime which before certain cutoff date, he/she can set the setting in "General Setting".

Step 1:



Step 2:



Step 3:

localhost/eStaff/Admin/StopSubmissionEdit.aspx

iFLEXiHRMS

Home	e-Employee	e-Attendance	e-OT	e-Leave	e-Payslip	Admin	e-Claims
Configuration	User Account	Access Page	Database	Route Setting	Sup		

Stop Submission - Edit

Group ID: **e-Leave**

☐ Stop Submit? Stop Submit Before:

☐ Stop Approve? Stop Approve Before:

- ✓ “Stop Submit?”, select “Stop Submit Before”. If you select “22-Oct”, mean employees only can submit leave, which leave date till “21-Oct”. This also apply for “Stop Approve Before” date.