BIPO | Make Life Easier.

# BIPO HRMS

## Personnel Module

## User Guide

## Version Date: 16/05/2023

## Version 2.0

**Contact:**
training@biposervice.com

## Contents

## Important Notice

The information contained in this document is strictly confidential. The unauthorized use, disclosure, copying, alteration, or distribution of this document is strictly prohibited.

## Version Control

The history and reasons for the changes in this version of this document is as follow：

| Version | Date | Author | Change Description |
|---|---|---|---|
| 1.0 | 04 Jan 2023 | Alex Chow | Enhancement 2021 |
| 2.0 | 16 May 2023 | Sunny Chew<br>Claude Bonares | Enhancement 2022 |
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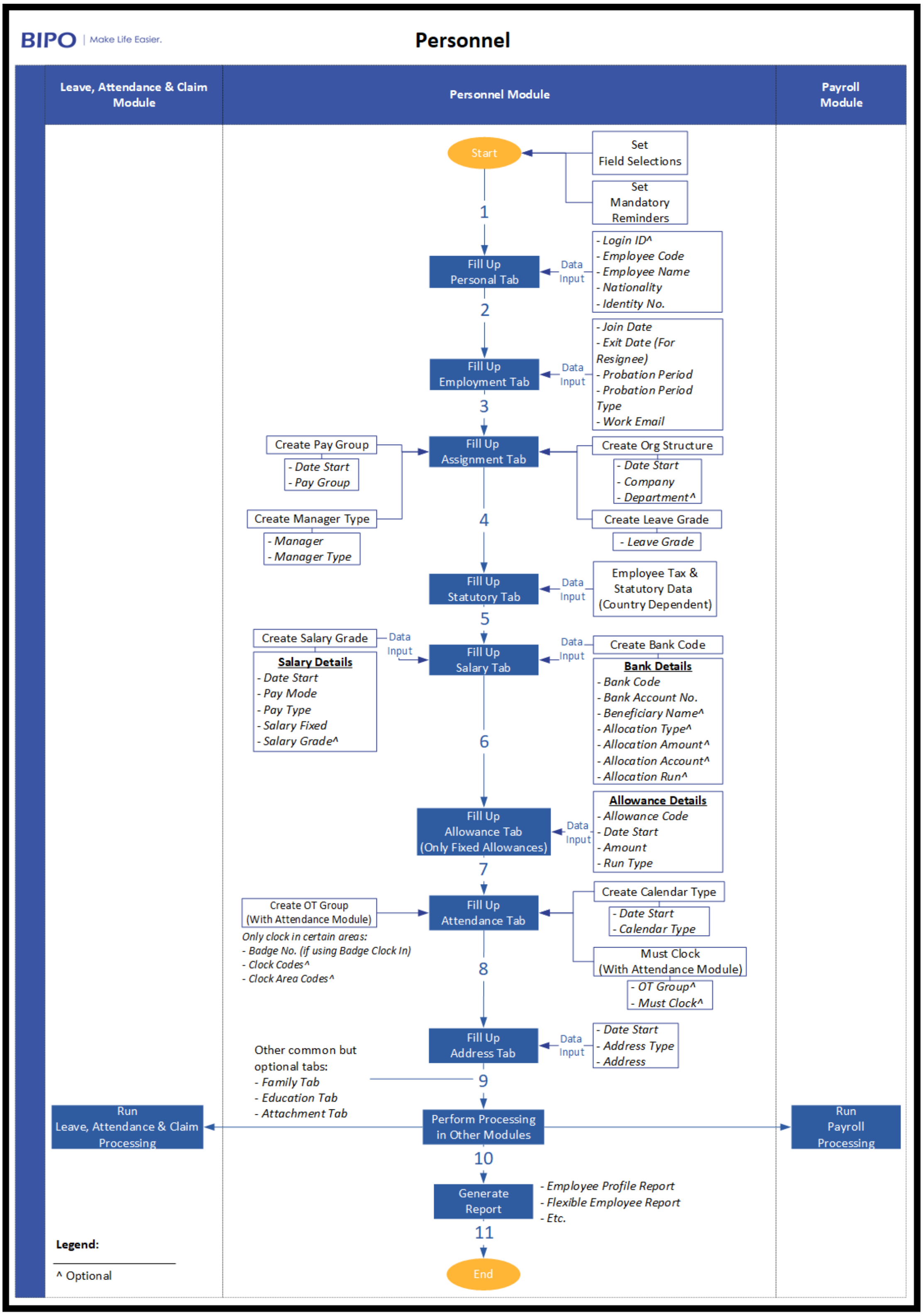
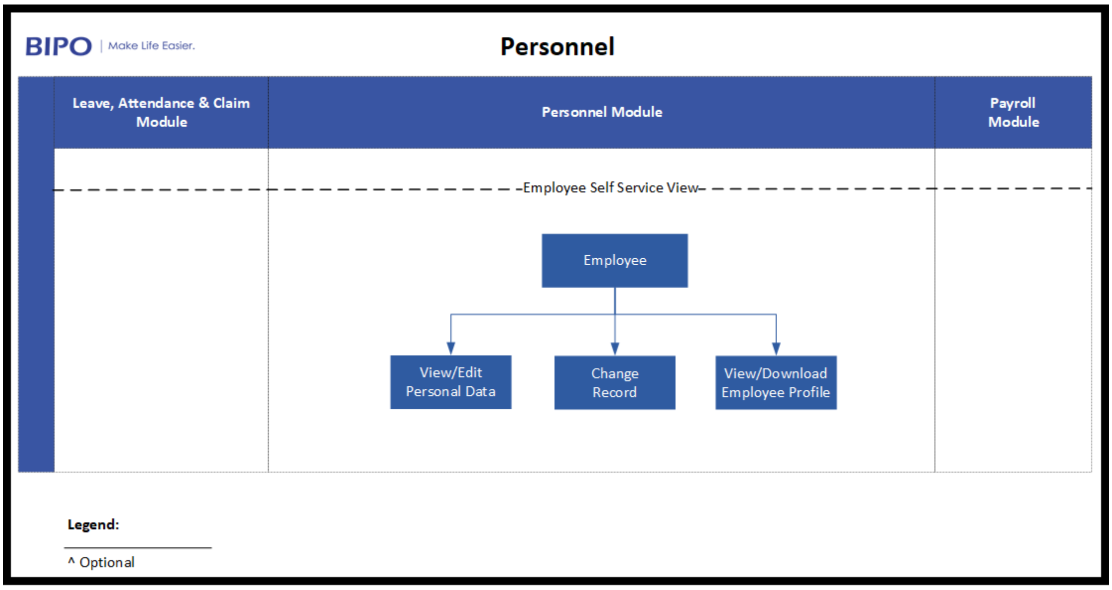
Where significant changes are made to this document, the version number will be incremented by 1.0.

Where changes are made for clarity and reading ease only and no change is made to the meaning or intention of this document, the version number will be increased by 0.1.

# Personnel Flow Chart

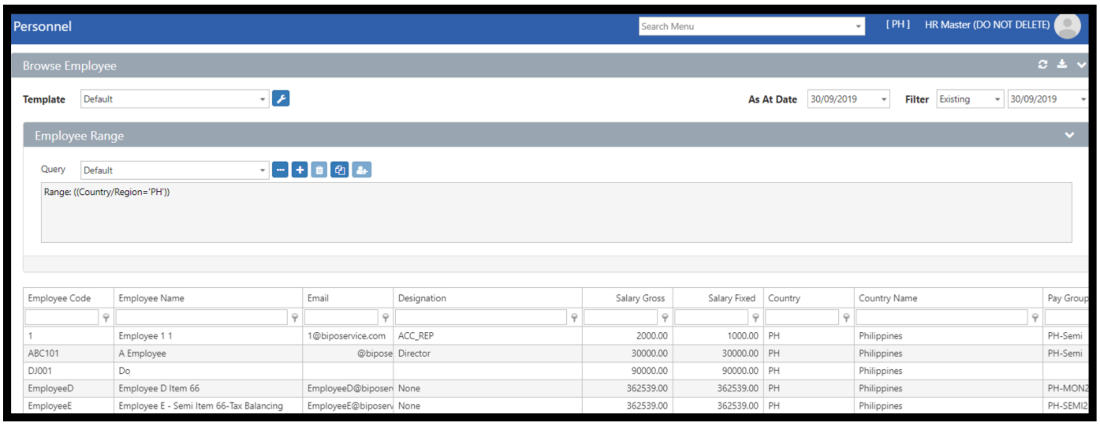



BIPO | Make Life Easier.
Personnel
Leave, Attendance & Claim Module
Personnel Module
Payroll Module
Employee Self Service View
Employee
View/Edit Personal Data
Change Record
View/Download Employee Profile
Legend:
^ Optional

## Browse Employee

Browse Employee is used to pull up stored employee information in the system to be generated in an excel file. User can choose from an existing created template from the drop-down list or create a new one based on preferred columns to display or arrangement.

***Access: Personnel Module > Personnel > Browse Employee***

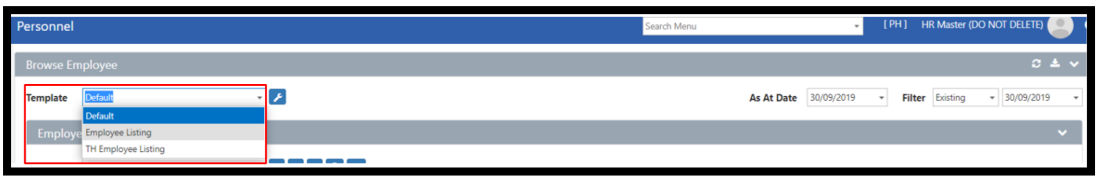



System can also limit the date of employee information to appear in the report using "As At Date". While "Filter" option can limit the report to:

- All – all employees including resignees
- Existing – only active employees
- Resignees – resignees

## Template

Template is used to customise the columns to appear in the report. The "Default" template is provided to generate basic information with the given columns. Clicking the drop-down will show the list of created templates.




The list of created templates available are those that you:

- Created by yourself
- Distributed to you by another user

## Creating a Template

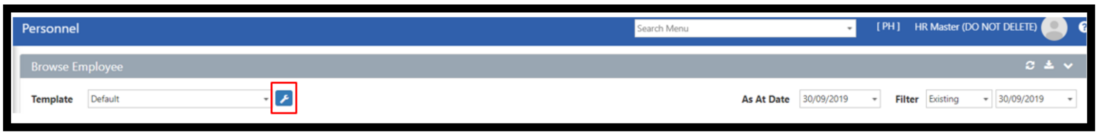
User can create their own template according to their specification of columns. Below is a sample that will serve as a guide:

Sample: Create a template that consists of:

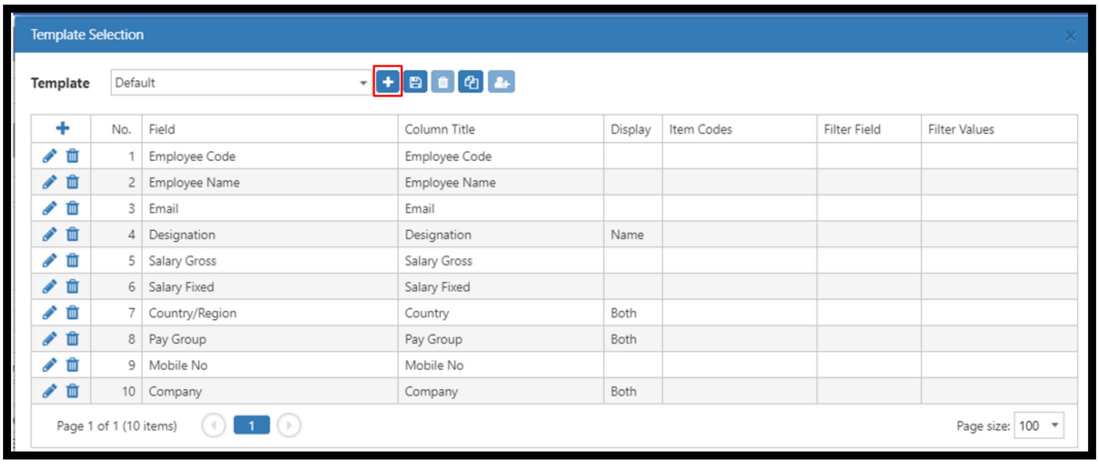
- Employee Code
- Employee Name
- Designation
- Salary Fixed

## Steps

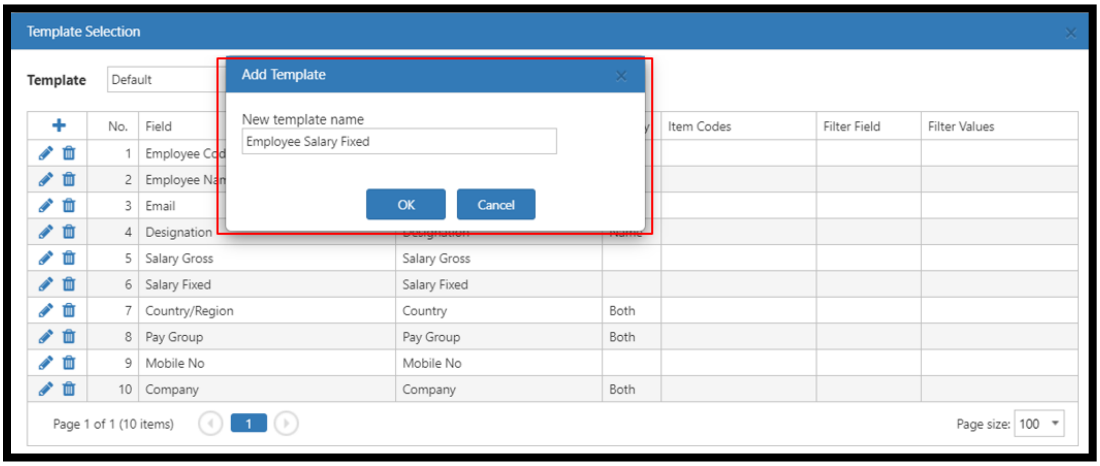
1. Click the wrench “ ”icon.



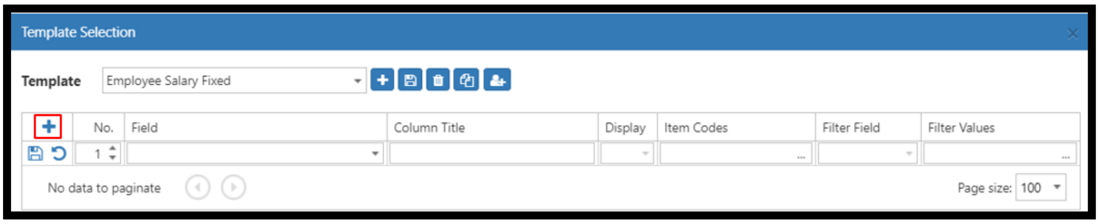

2. The related columns of created template will display. Click the add new “ ”icon.



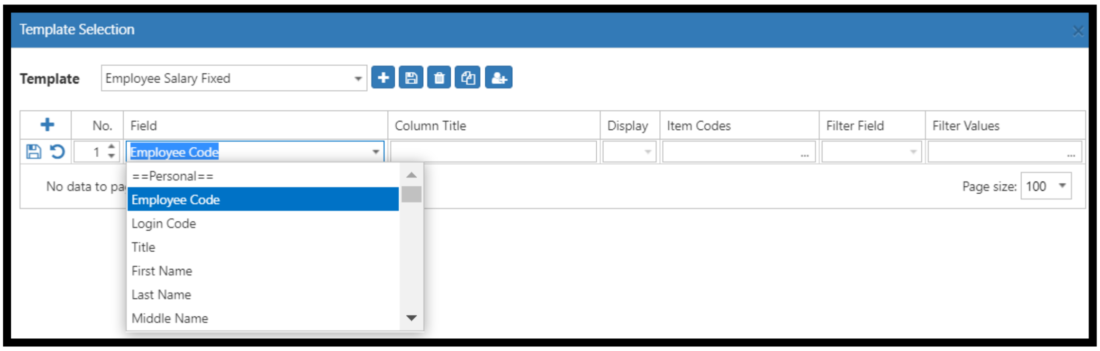

3. Enter a template name. This will serve as your reference in choosing the template once created. Hit OK button.




4. Click " + " icon to add a field. This will prompt the first line or item.



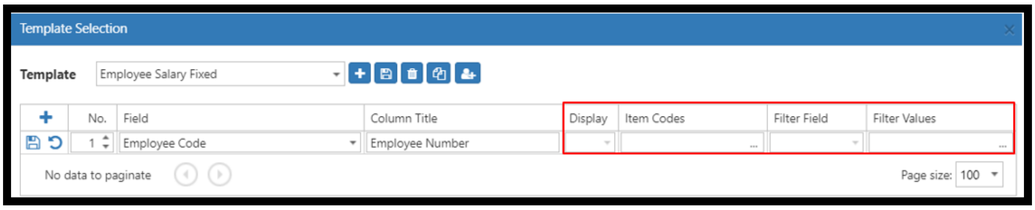

5. Choose the related field to from the drop-down list. In the given sample, the first item should be Employee Code.



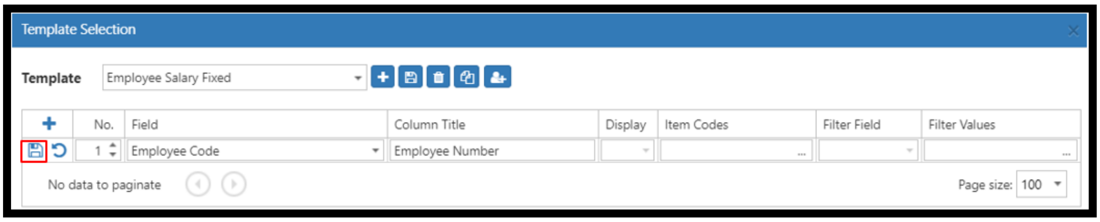

6. Column Title is a free text that will be the naming convention of header in the output excel report.

Sample: Employee Code will be the source value of Employee Number.

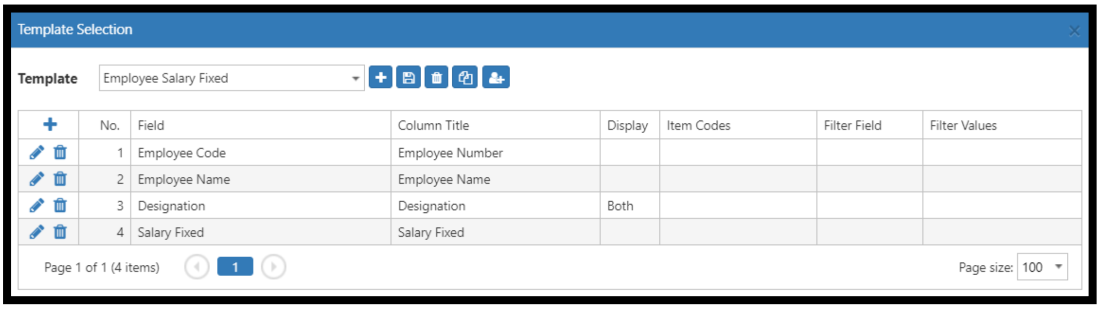
7. In this case, Display, Item Codes, Filter Field and Filter Values cannot be specified since these fields are depending on the “Field” column user have chosen. These fields are only necessary if this is applicable to the “Field” specified.



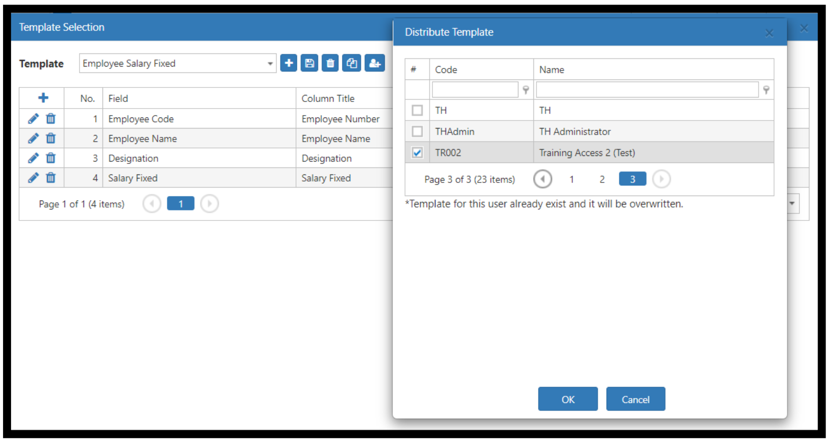

8. Click the diskette icon to save.




9. Repeat steps 4 to 8 to add Employee Name, Designation and Salary Fixed Fields.



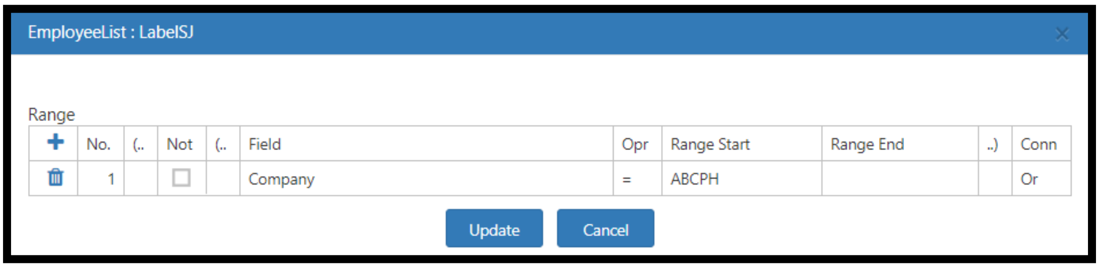

10. User can share the created template to another user by clicking the “Distribute” button. This will prompt the list of existing users and must be selected via checkbox for appropriate recipient of the template.




Note: When the recipient edits the template, it doesn't affect the original template.

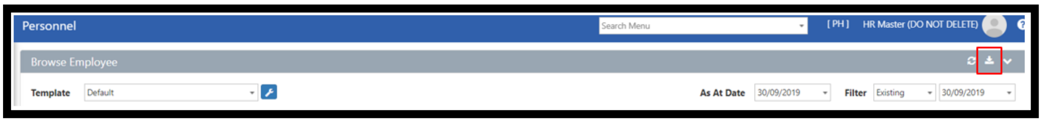
11. Specify the Query to set the condition of range to be included in the report. It has a default query intended for every report. You can click on configure button "" to add a new query or click "" to configure the existing Query.

In the sample below, only Company ABCPH will be included in the report.




Note: When editing "Default" Query, this will affect the default template for all users.

12. Click the download button located at the upper right of the screen to generate the excel output file.

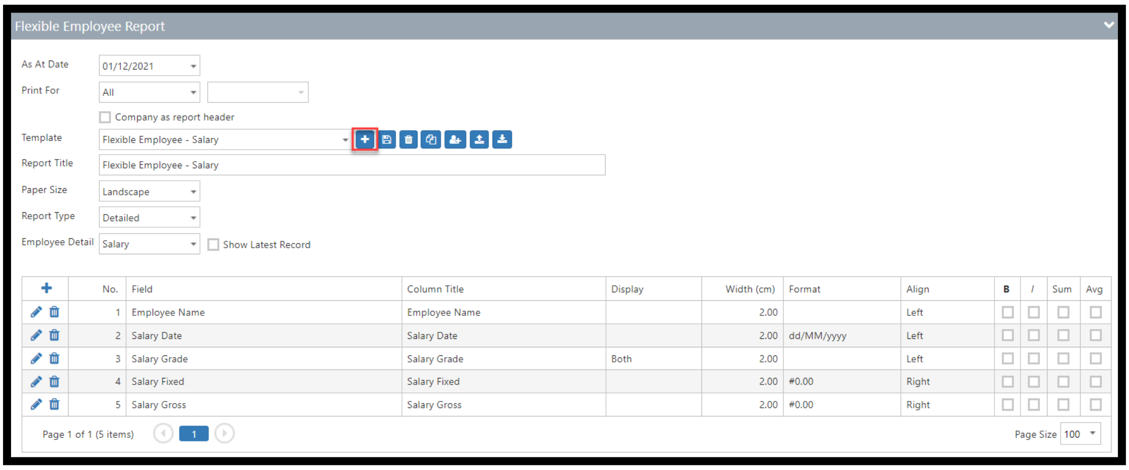



13. Sample Result:

| A | B | C | D | E |
|---|---|---|---|---|
| Employee Number | Employee Name | Designation | Designation Name | Salary Fixed |
| EmployeeD | Employee D Item 66 | NONE | None | 362539 |
| EmployeeE | Employee E - Semi Item 66-Tax Balancing | NONE | None | 362539 |
| Test001 | KIM | MGR | Manager | 10000 |
| Test002 | Jong | SNR_MGR | Senior Manager | 15000 |
| Test003 | Choi | DIR | Director | 80000 |

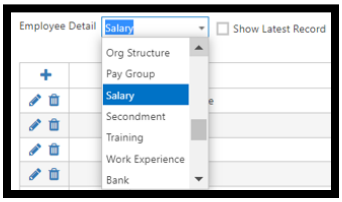
# Flexible Employee Report

***Access: Personnel Module > Report > Flexible Employee***

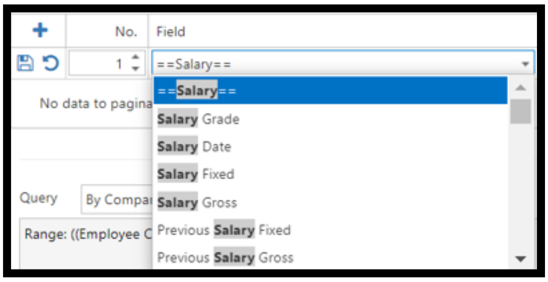



1. Click to create a new template. Enter the template name.
2. ***As at Date*** – The date specified will reflect the information as of the date given.
3. ***Print for*** - The filter allows the user to set ***All, Existing*** or ***Resignees*** based on the date defined.
4. ***Company as report header*** – Tick to enable and display in the report header.
5. ***Template*** – A drop-down selection of templates that have been created.
6. ***Report Title*** – A free-text to enter the report title that will display in the report.
7. ***Paper Size*** – Select between Portrait or Landscape.
8. ***Report Type*** – Select between:
   - Summary – Report will be presented in summarized and in grouping.
   - Detailed – Report will be presented per employee.

9. ***Employee Detail*** – This contains various employee detail information with historical record. For example, employee's Pay Group, Org Structure, Salary, etc., as shown:



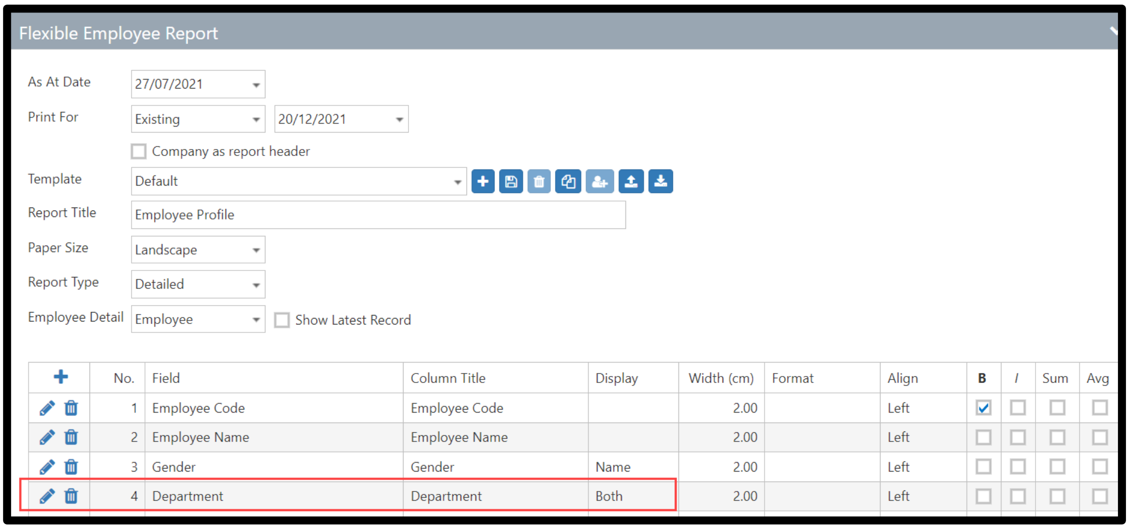

When the ***Employee Detail*** is specified, user will have the flexibility to choose those fields from the detail record selected. For example, specifying ***Employee Detail = Salary***, user will be able to choose the fields from the detail ***Salary Records***, as shown:



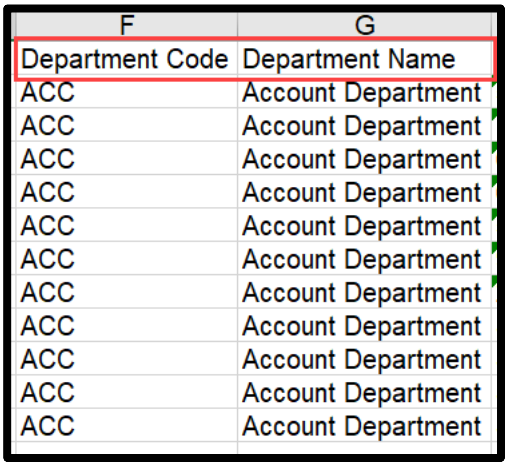

This is particularly useful if user would like to generate a report that contains historical record.

10. ***Show Latest Record*** – Tick to display employee's latest record.
11. ***Configure the Report Header***
    a) Click to add a field.
    b) **No** is a sequence order in the report header.
    c) Select the ***Field*** that will be included in the report and will serve as a header.
    d) Edit ***Column Title*** to change the header name in the report. This is default to ***Field*** name.
    e) ***Display*** will be depending on the selected ***Field.*** For some ***Field,*** it could be greyed out while some fields can be selected to display as ***Code, Name or Both***.

    **Example:**



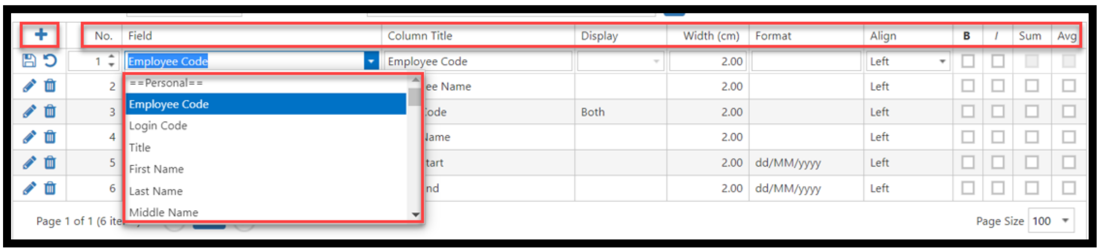

On the above screenshot, when field Department is selected to be displayed as "Both", Code and Name will be displayed on different column when data is exported.



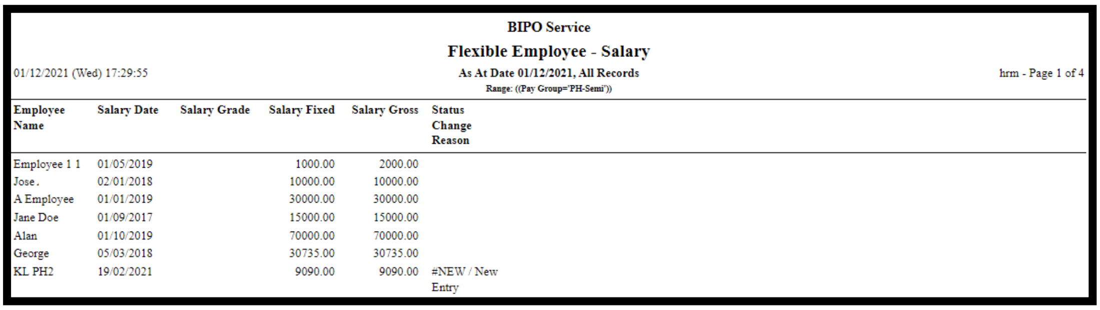
| F | G |
|---|---|
| Department Code | Department Name |
| ACC | Account Department |
| ACC | Account Department |
| ACC | Account Department |
| ACC | Account Department |
| ACC | Account Department |
| ACC | Account Department |
| ACC | Account Department |
| ACC | Account Department |
| ACC | Account Department |
| ACC | Account Department |
| ACC | Account Department |

f) ***Width (cm) / Format / Align / B and I*** Are Used to format the column and header fields in the report.

g) ***Sum / Average*** can be checked when the field is numeric. It is needed to select ***Summary*** in ***Report Type*** as it will calculate the total amount of balance.




12. Click ***Preview, Export or Spreadsheet*** button to generate the report.



BIPO Service

Flexible Employee - Salary

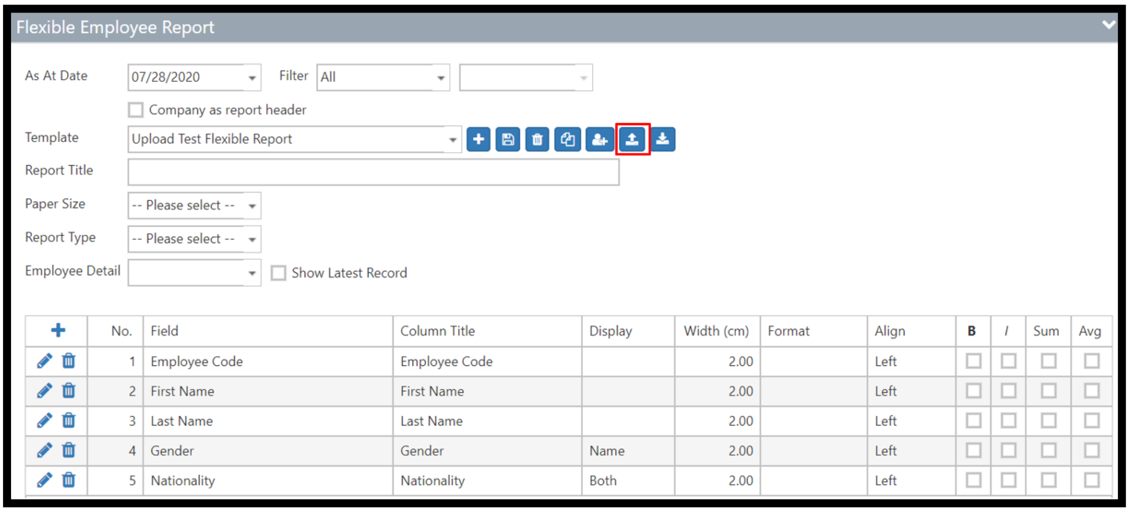
01/12/2021 (Wed) 17:29:55 — As At Date 01/12/2021, All Records — hrm - Page 1 of 4

Range: ((Pay Group='PH-Semi'))

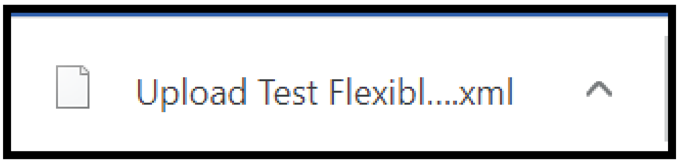
| Employee Name | Salary Date | Salary Grade | Salary Fixed | Salary Gross | Status Change Reason |
|---|---|---|---|---|---|
| Employee 1 1 | 01/05/2019 | | 1000.00 | 2000.00 | |
| Jose . | 02/01/2018 | | 10000.00 | 10000.00 | |
| A Employee | 01/01/2019 | | 30000.00 | 30000.00 | |
| Jane Doe | 01/09/2017 | | 15000.00 | 15000.00 | |
| Alan | 01/10/2019 | | 70000.00 | 70000.00 | |
| George | 05/03/2018 | | 30735.00 | 30735.00 | |
| KL PH2 | 19/02/2021 | | 9090.00 | 9090.00 | #NEW / New Entry |

## Exporting Flexible Report

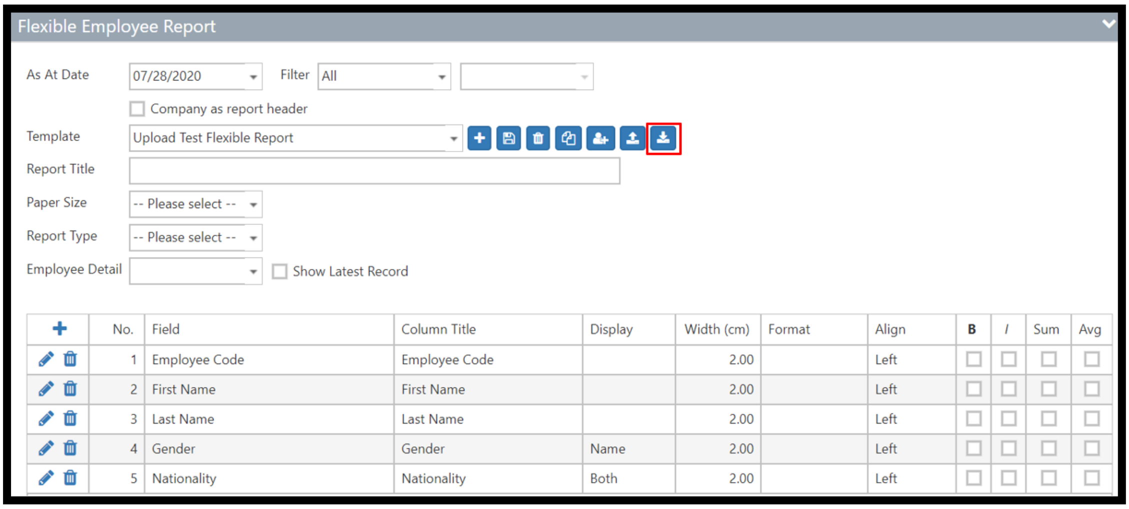
***Access: Personnel Module > Report > Flexible Employee***



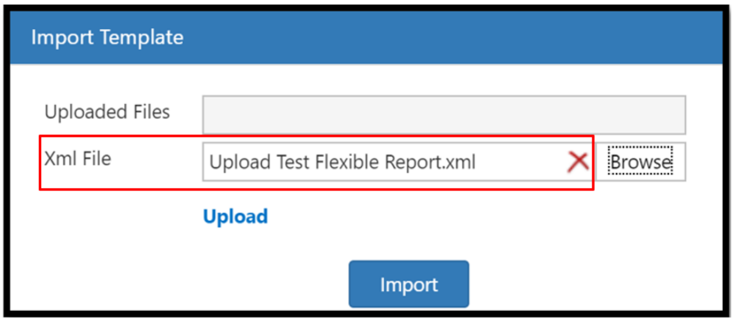

1. Click button to export an existing Flexible Employee Report.
2. Upon clicking, this will automatically download XML file. The XML file contains the Flexible Employee Report design.



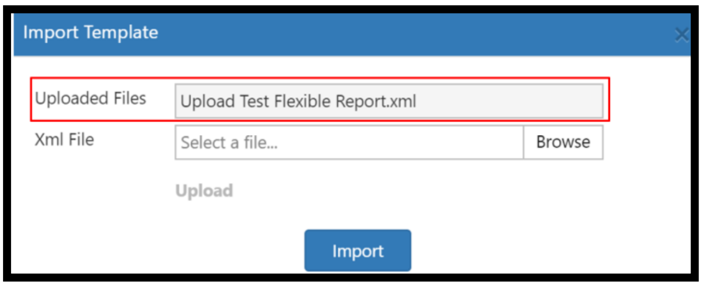
## Importing Flexible Report




1. Click to upload flexible report into BIPO system.
2. Click BROWSE button and select the template to upload. It will now be indicated in XML file field.

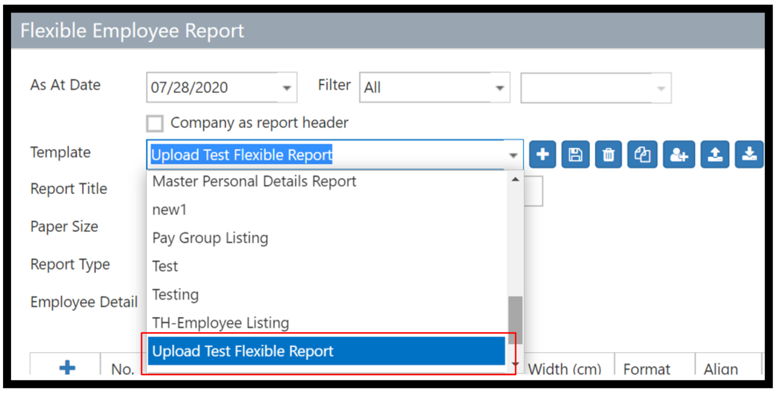



3. Click the UPLOAD button.
4. Once the template is indicated in Uploaded Files field, click IMPORT button.




5. The successful upload notification will be displayed if no error is encountered during the upload process.


6. The upload template will now be available to use under selections of template.



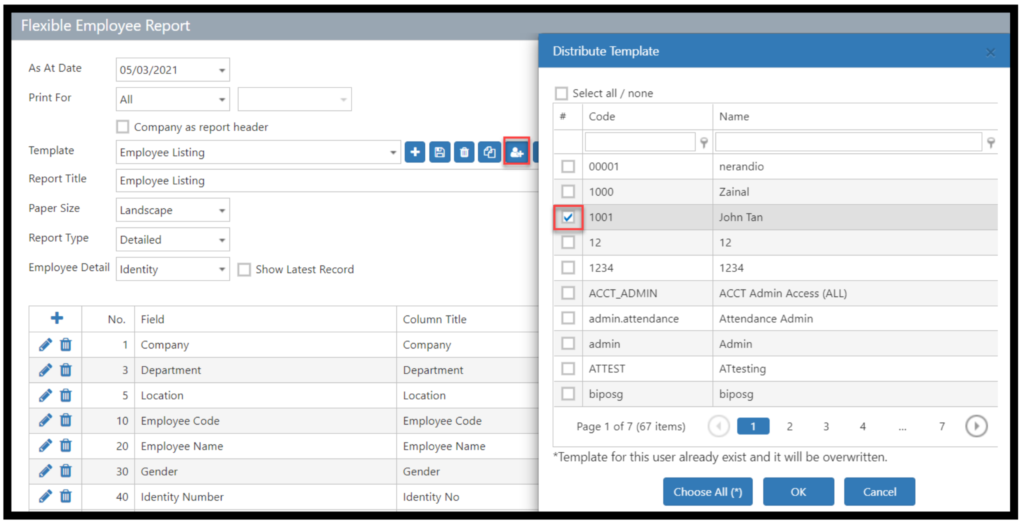

## Distribute Template

User can share customised template to another user by clicking the "Distribute" button. This button can be found (and not limited to) on the following reports:

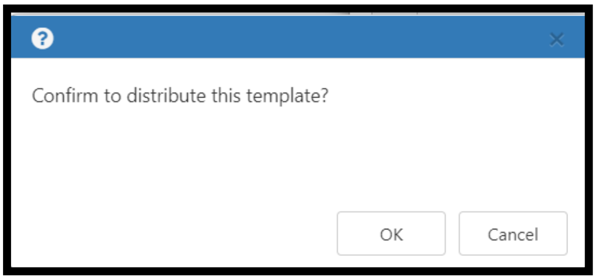
- Flexible Employee
- Flexible PE Report
- Flexible Onboarding Report
- Headcount Report
- Flexible Payroll Report
- Payroll By Group Report
- Payroll Variance Report
- Payroll Reconciliation Report
- Flexible Leave Report
- Annual Leave Balance Report

## How to Distribute Customised Template

1. On the given list of reports above, User can create their own template based on the columns and other specifications that they want to reflect in the report. Once done, click the Distribute “ ” icon.




2. The list of other Users will be displayed. Tick the checkbox besides the username. You can tick multiple Users to distribute the template.
3. Click OK.
4. System will confirm before distributing the template. Click OK.




5. A confirmation will prompt for successful distribution.

6. Now logged in as the other User, the Distributed Template will now be available from the drop-down list.

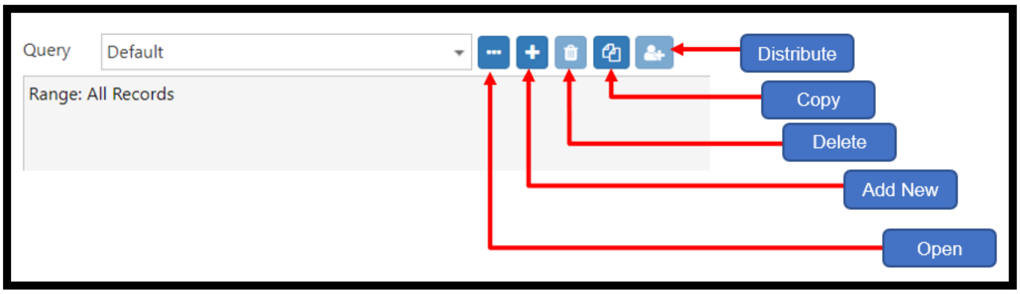

## Query

Query is used to sort and set the range covered in the result of a report. Query can be found at the bottom of reports screen across different BIPO report generation. It is set to "Default" with all records will be generated. User can limit the result according to the setting of Query.

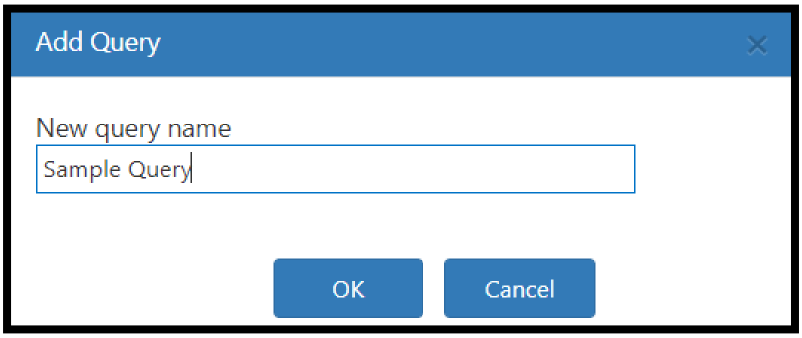
User can add customise Query and distribute to different Users.

### Setting Up Query

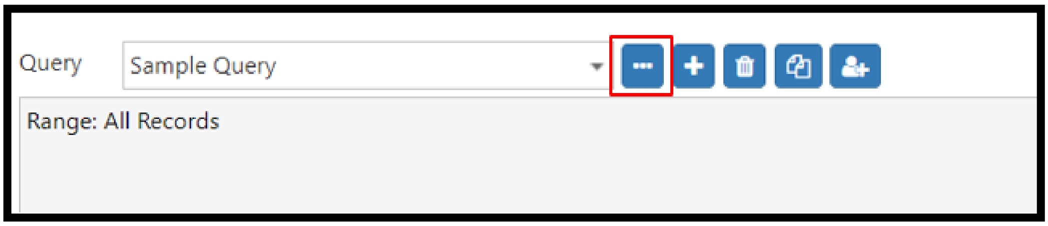
1. Query is set to Default. User cannot delete or distribute default Query but can edit the values by clicking the Open "" icon.



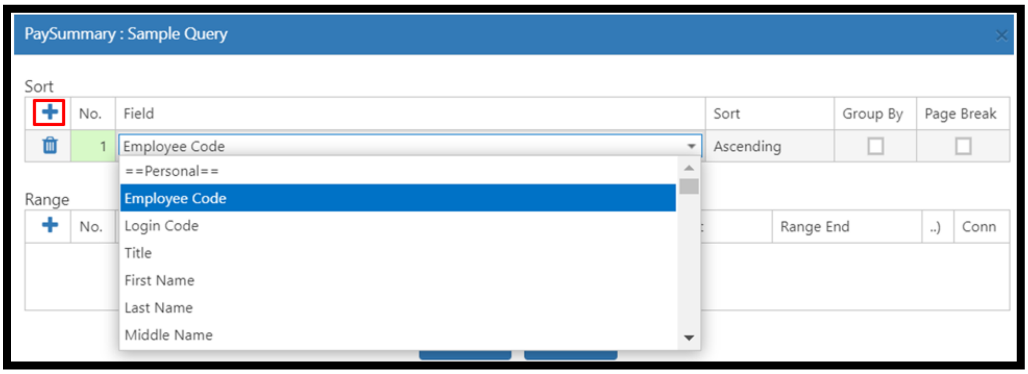

2. To create a new Query, click the Add New "" icon. This will prompt User to edit a new Query name. Click OK.



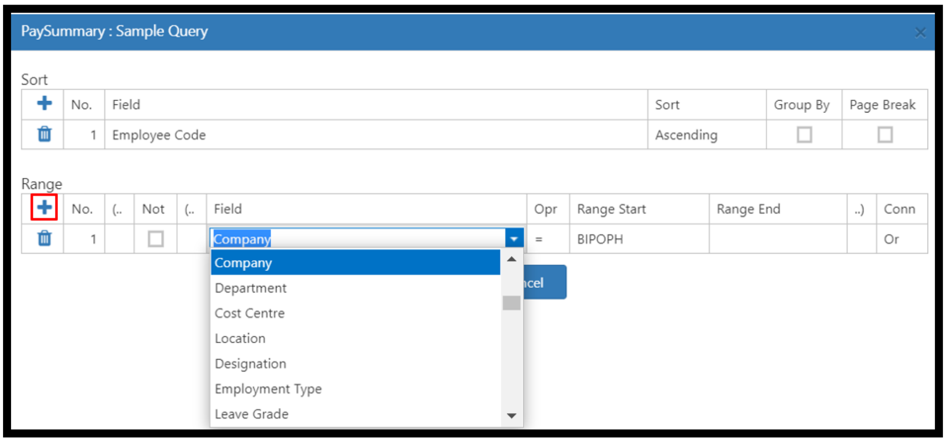

3. Click the Open " " icon to configure the Query.




4. Click " + " icon to add a sorting criteria. Choose from the drop-down list under Field column. "No" column will follow the order sequence if having multiple sorting field.

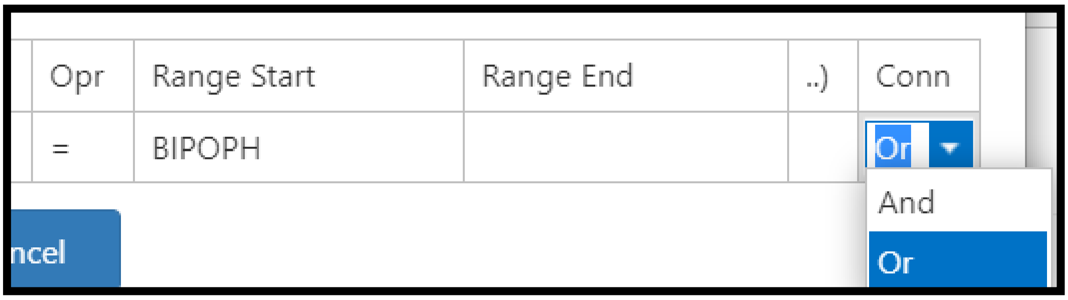



5. In limiting the range of the report, click " + " icon and choose from the drop-down list.

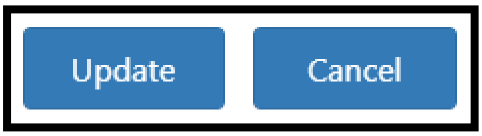



6. Set the correct Opr as this will be the formula from the given Range Start and Range End.


7. The Conn column is used if having multiple Range. Values given “And” and “Or”

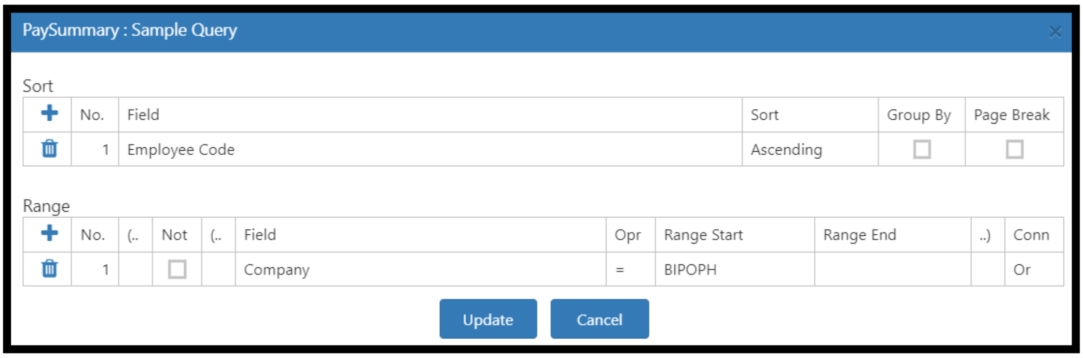



8. Click Update.




9. The criteria set as a sample:

- Output report will be sorted in via Employee Code in Ascending order
- The report will only show company from BIPOPH



PaySummary : Sample Query

Sort

| | No. | Field | Sort | Group By | Page Break |
|---|---|---|---|---|---|
| | 1 | Employee Code | Ascending | ☐ | ☐ |

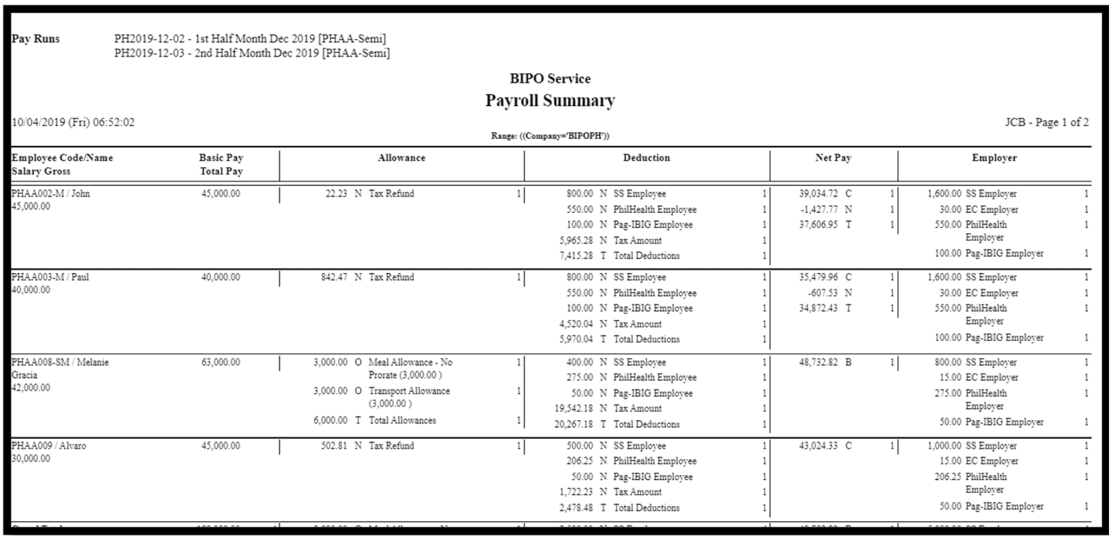
Range

| | No. | (.. | Not | (.. | Field | Opr | Range Start | Range End | ..) | Conn |
|---|---|---|---|---|---|---|---|---|---|---|
| | 1 | | ☐ | | Company | = | BIPOPH | | | Or |

Update Cancel

## Query Output Report Sample

The output report will be generated according to set Query.



**Pay Runs** PH2019-12-02 - 1st Half Month Dec 2019 [PHAA-Semi]
PH2019-12-03 - 2nd Half Month Dec 2019 [PHAA-Semi]

**BIPO Service**

**Payroll Summary**

10/04/2019 (Fri) 06:52:02 JCB - Page 1 of 2

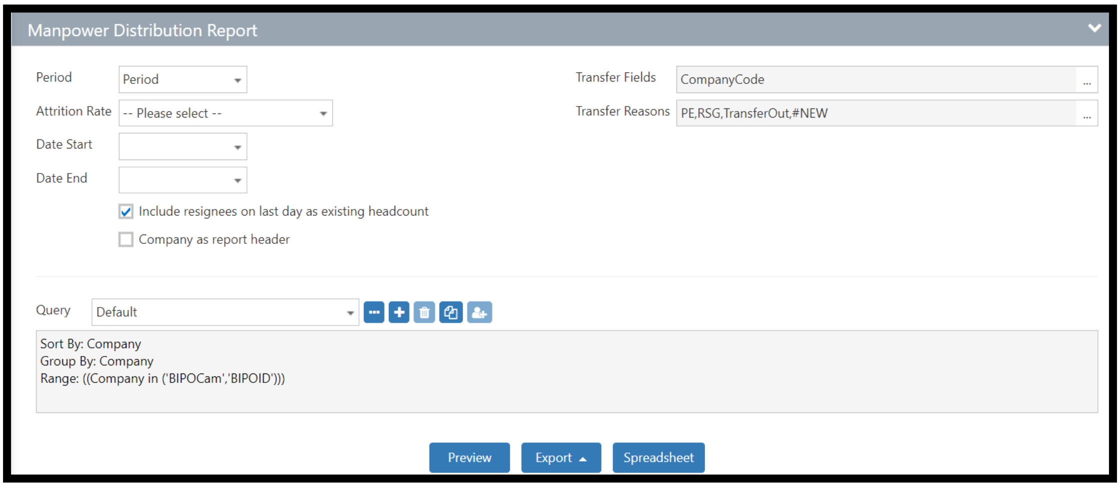
**Range: ((Company='BIPOPH'))**

| **Employee Code/Name**<br>**Salary Gross** | **Basic Pay**<br>**Total Pay** | **Allowance** | **Deduction** | **Net Pay** | **Employer** |
|---|---|---|---|---|---|
| PHAA002-M / John<br>45,000.00 | 45,000.00 | 22.23 N Tax Refund 1 | 800.00 N SS Employee 1<br>550.00 N PhilHealth Employee 1<br>100.00 N Pag-IBIG Employee 1<br>5,965.28 N Tax Amount 1<br>7,415.28 T Total Deductions 1 | 39,034.72 C 1<br>-1,427.77 N 1<br>37,606.95 T 1 | 1,600.00 SS Employer 1<br>30.00 EC Employer 1<br>550.00 PhilHealth Employer 1<br>100.00 Pag-IBIG Employer 1 |
| PHAA003-M / Paul<br>40,000.00 | 40,000.00 | 842.47 N Tax Refund 1 | 800.00 N SS Employee 1<br>550.00 N PhilHealth Employee 1<br>100.00 N Pag-IBIG Employee 1<br>4,520.04 N Tax Amount 1<br>5,970.04 T Total Deductions 1 | 35,479.96 C 1<br>-607.53 N 1<br>34,872.43 T 1 | 1,600.00 SS Employer 1<br>30.00 EC Employer 1<br>550.00 PhilHealth Employer 1<br>100.00 Pag-IBIG Employer 1 |
| PHAA008-SM / Melanie Gracia<br>42,000.00 | 63,000.00 | 3,000.00 O Meal Allowance - No Prorate (3,000.00 ) 1<br>3,000.00 O Transport Allowance (3,000.00 ) 1<br>6,000.00 T Total Allowances 1 | 400.00 N SS Employee 1<br>275.00 N PhilHealth Employee 1<br>50.00 N Pag-IBIG Employee 1<br>19,542.18 N Tax Amount 1<br>20,267.18 T Total Deductions 1 | 48,732.82 B 1 | 800.00 SS Employer 1<br>15.00 EC Employer 1<br>275.00 PhilHealth Employer 1<br>50.00 Pag-IBIG Employer 1 |
| PHAA009 / Alvaro<br>30,000.00 | 45,000.00 | 502.81 N Tax Refund 1 | 500.00 N SS Employee 1<br>206.25 N PhilHealth Employee 1<br>50.00 N Pag-IBIG Employee 1<br>1,722.23 N Tax Amount 1<br>2,478.48 T Total Deductions 1 | 43,024.33 C 1 | 1,000.00 SS Employer 1<br>15.00 EC Employer 1<br>206.25 PhilHealth Employer 1<br>50.00 Pag-IBIG Employer 1 |

# Manpower Distribution Report

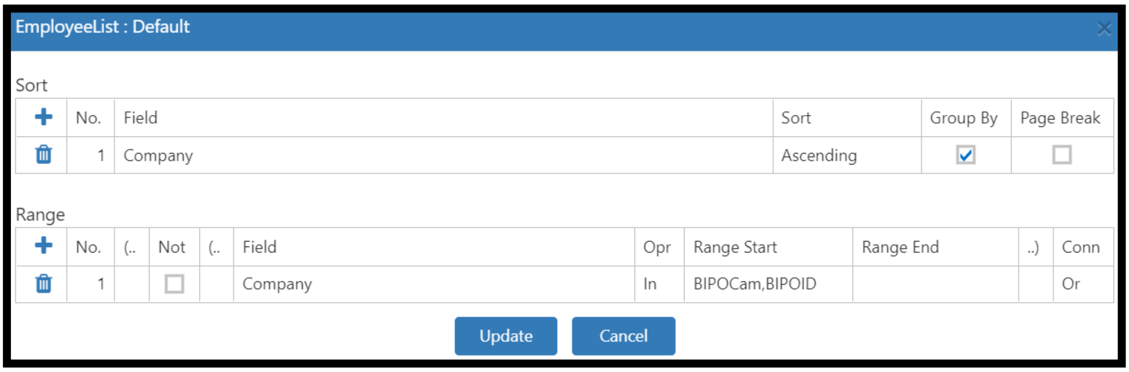
***Manpower Distribution Report*** is used to generate the number of attrition rate in Company, Department, Designation, Location, Cost Centre, etc..

***Access: Personnel Module > Report > Distribution > Manpower Distribution***



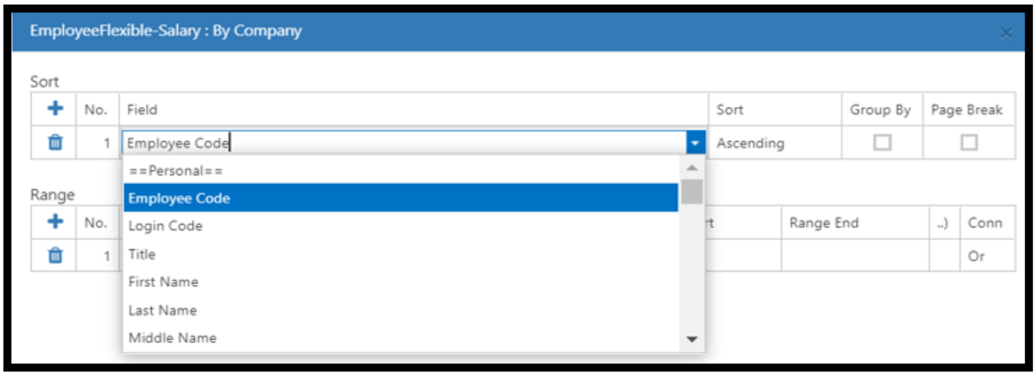

1. ***Period*** – This filter allows the user to set the coverage of the report if Period, Quarterly or Yearly.
2. ***Attrition Rate*** – Select from *Beginning Headcount, Average Headcount* or *End Headcount.*
3. ***Date Start, Date End / Month Start*** – Specify the range of the report.
4. ***Include resignees on last day as existing headcount*** – Tick if the last day of employment will still tag the employee an active employee.
5. ***Company as Report Header*** – Tick to show company as report header in the report.
6. ***Transfer Fields*** – Specify the category of transfer.
7. ***Transfer Reasons*** – Specify the reason for transfer.

   ***Note***: *Transfer Reason* can be added in ***Personnel Module > Reference > Assignment > Reasons > Type = Status Change***.
8. ***Query*** – It is used to set the condition of range to be included in the report. It has a *default query* intended for every report. To set a query according to your own specification, click  to add a new *Query* and enter the *Query* name.

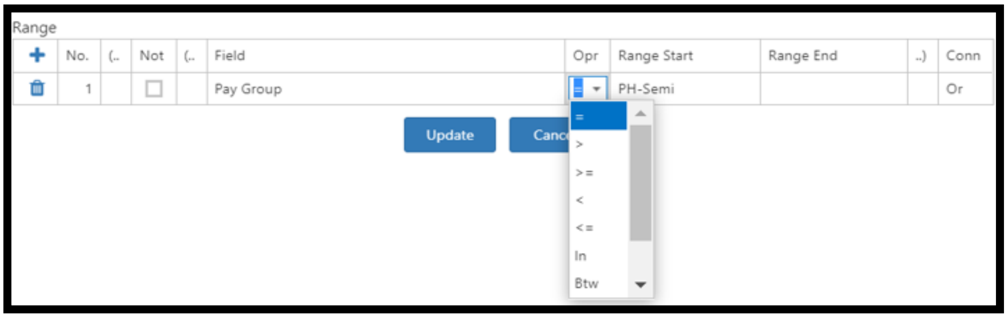



Click + to add a filter in ***Sort*** and ***Range***. ***No.*** is the order of sequence if having multiple fields.

Select in the drop-down list of field to set how to filter employee and select the ***Sort*** order.




In ***Range***, set ***Opr*** as this will be the formula from the given ***Range Start*** and ***Range End.***




- ***=*** means can select only one value in ***Range Start***
- ***In*** means can select several values in ***Range Start***
- ***Between*** - means need to set value in ***Range Start*** and ***Range End***
- ***>=*** - means the field must large or equal the value set in ***Range Start***

- The ***Conn*** column is used if having multiple *Range*. Values given are *And* and *Or*, then click *Update.*

9. Click ***Preview*** to generate PDF report.

## Beginning Headcount

***Attrition Rate = Beginning Headcount***

***Resign %:*** *10 (Resignation) / 19 (Period Start) * 100 =* ***52.6***

**BIPO Service**

**Manpower Distribution**

14/04/2022 (Thu) 09:33:29 — **Period 19/04/2021 to 31/03/2022** — hrm - Page 1 of 1

**Range: ((Company in ('BIPOCam','BIPOID'))), Resignees Included**

| | | Period Start | New Join | Resignation | Trans In | Trans Out | Period End | Resign % | Turnover % | Retention % |
|---|---|---|---|---|---|---|---|---|---|---|
| **Company** | BIPOCam / BIPO Cambodia | 19 | 0 | 10 | 0 | 0 | 11 | 52.6 | 0.0 | 100.0 |
| **Company** | BIPOID / BIPO Indonesia | 13 | 1 | 5 | 0 | 0 | 12 | 38.5 | 0.0 | 100.0 |
| **Company** | TEST0001 / TEST COMPANY | 1 | 0 | 0 | 0 | 0 | 0 | 0.0 | 0.0 | 100.0 |
| **Grand Total** | | 33 | 1 | 15 | 0 | 0 | 23 | 45.5 | 0.0 | 100.0 |

*Resign % = Resignation / Beginning Headcount*
*Turnover % = (End Headcount - Beginning Headcount) / Beginning Headcount*
*Retention % = 100% - Turnover %*

## Average Headcount

***Attrition Rate = Average Headcount***

***Average Headcount:*** *19 (Period Start) + 11 (Period End) / 2 = 15*

***Resign %:*** *10 (Resignation) / 15 * 100% =* ***66.7***

**BIPO Service**

**Manpower Distribution**

14/04/2022 (Thu) 09:44:06 — **Period 19/04/2021 to 31/03/2022** — hrm - Page 1 of 1

**Range: ((Company in ('BIPOCam','BIPOID'))), Resignees Included**

| | | Period Start | New Join | Resignation | Trans In | Trans Out | Period End | Resign % | Turnover % | Retention % |
|---|---|---|---|---|---|---|---|---|---|---|
| **Company** | BIPOCam / BIPO Cambodia | 19 | 0 | 10 | 0 | 0 | 11 | 66.7 | 0.0 | 100.0 |
| **Company** | BIPOID / BIPO Indonesia | 13 | 1 | 5 | 0 | 0 | 12 | 40.0 | 0.0 | 100.0 |
| **Company** | TEST0001 / TEST COMPANY | 1 | 0 | 0 | 0 | 0 | 0 | 0.0 | 0.0 | 100.0 |
| **Grand Total** | | 33 | 1 | 15 | 0 | 0 | 23 | 53.6 | 0.0 | 100.0 |

*Resign % = Resignation / Average Headcount*
*Turnover % = (End Headcount - Beginning Headcount) / Average Headcount*
*Average Headcount = (Beginning Headcount + End Headcount) / 2*
*Retention % = 100% - Turnover %*

## End Headcount

***Attrition Rate = End Headcount***

***Resign %:*** *<u>10 (Resignation) / 11 (Period End) * 100 = 90.9</u>*

**BIPO Service**

**Manpower Distribution**

14/04/2022 (Thu) 10:05:20 — **Period 19/04/2021 to 31/03/2022** — hrm - Page 1 of 1

**Range: ((Company in ('BIPOCam','BIPOID'))), Resignees Included**

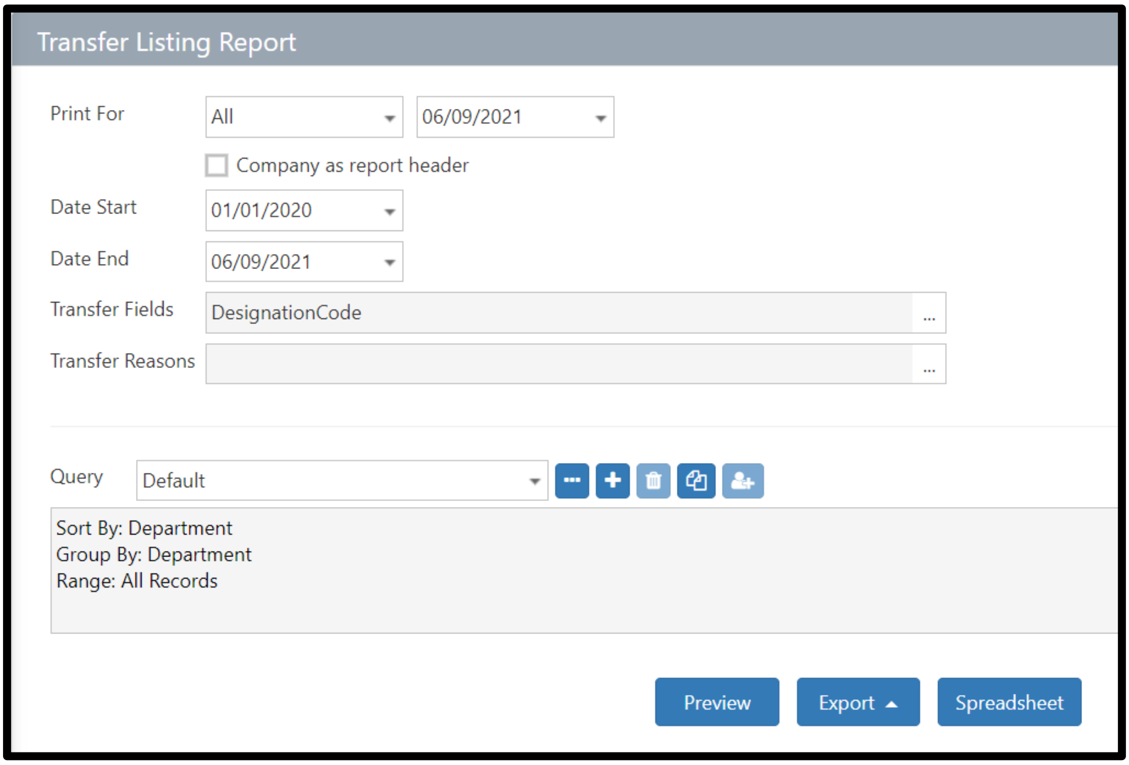
| | | Period Start | New Join | Resignation | Trans In | Trans Out | Period End | Resign % | Turnover % | Retention % |
|---|---|---|---|---|---|---|---|---|---|---|
| **Company** | BIPOCam / BIPO Cambodia | 19 | 0 | 10 | 0 | 0 | 11 | 90.9 | 0.0 | 100.0 |
| **Company** | BIPOID / BIPO Indonesia | 13 | 1 | 5 | 0 | 0 | 12 | 41.7 | 0.0 | 100.0 |
| **Company** | TEST0001 / TEST COMPANY | 1 | 0 | 0 | 0 | 0 | 0 | 0.0 | 0.0 | 0.0 |
| **Grand Total** | | 33 | 1 | 15 | 0 | 0 | 23 | 65.2 | 0.0 | 100.0 |

*Resign % = Resignation / End Headcount*
*Turnover % = (End Headcount - Beginning Headcount) / End Headcount*
*Retention % = 100% - Turnover %*

## Transfer Listing Report

This is the report that allow user to check on staff movement.

***Access: Personnel Module > Report > Distribution > Transfer Listing***




1. Define value for the fields as below:
   a) ***Print For*** – Select between: (followed by the given date duration)

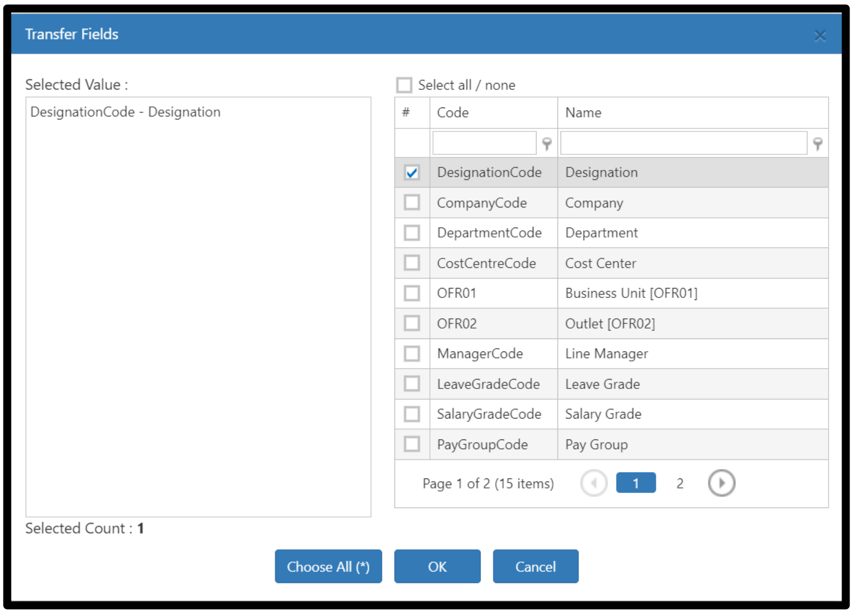
- All
- Existing
- Resignees

b) ***Company as report header*** – Tick the checkbox if the company name requires to appear as report header.

c) ***Date Start*** – To define the start date of the period that need to be in the report.

d) ***Date End*** – To define the end date of the period that need to be in the report.

e) ***Transfer Fields*** – (*Mandatory*) Multiple selection for fields in Employee Master and Salary Details.




f) ***Transfer Reasons*** – (*Optional*) The selection of the value can be defined under ***Personnel Module > Reference > Assignment > Reason***.

If the parameter ***StatusChangeReason*** under ***System Config*** is not enabled, this field can be ignored by leaving it as blank.

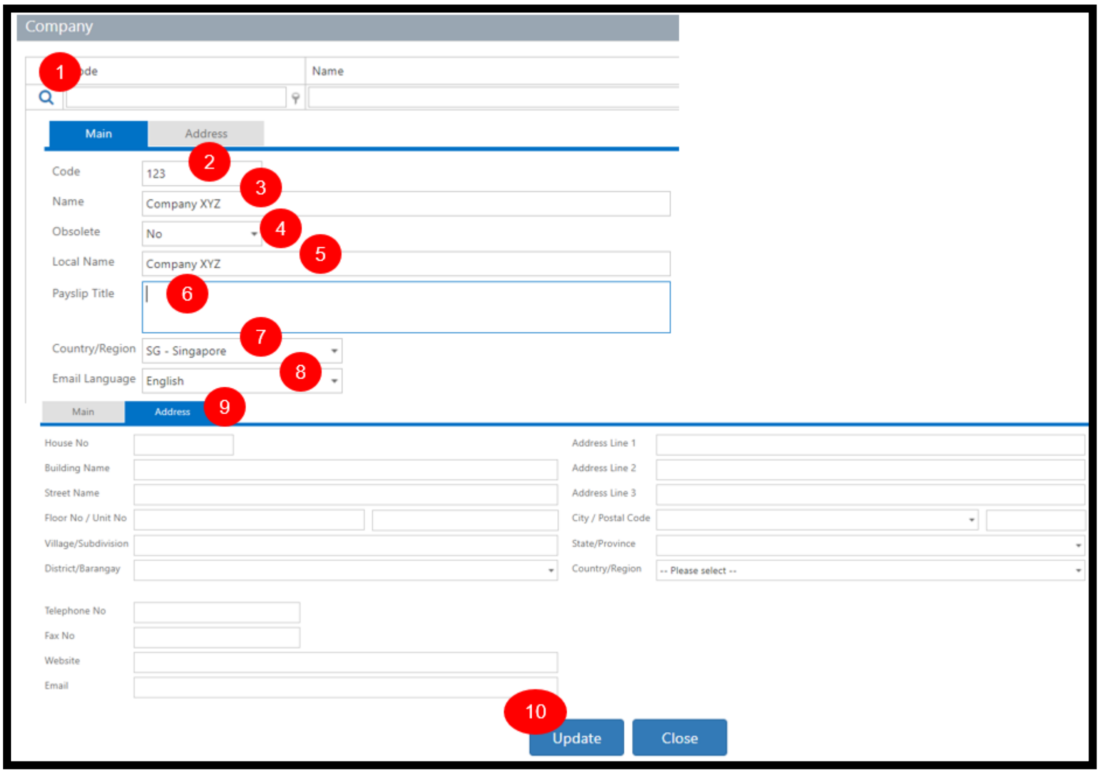
If the parameter ***StatusChangeReason*** under ***System Config*** is enabled and no value is defined in this field, report will only show employees data that transfers with blank status change reason.

2. Click ***Preview*** button to display the output content without generate the report.
3. Click ***Export*** button to generate the report in PDF format or ***Spreadsheet*** button to generate report in excel format.

## Reference Master

Reference Menu is used to setup the overall structure of Organization in company level and Assignment & Personal from employee level.

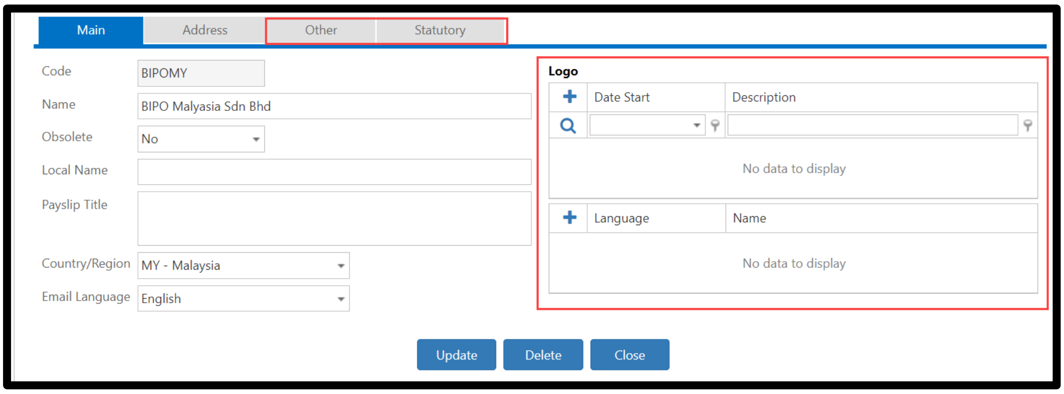
***Access: Personnel Module > Reference > Organization > Company***



## Organization – Company

Follow the steps below in setting up a company:

1. Click add " + " icon to enter company details.
2. Code – Refer to Implementation Consultants to assign a code for the company.
3. Name – Enter the name of the company.
4. Obsolete:
    - No – Set company to active
    - Yes – Set company to inactive
5. Local Name – local name of the company
6. Payslip Title – Optional
7. Country/Region – Specify the country of the company.
8. Email Language – Set the email language.
9. Click the Address tab and enter the company address.
10. Click Update to save.
11. Once the new company is saved, additional tabs and fields will be enabled for the user to fill in accordingly.



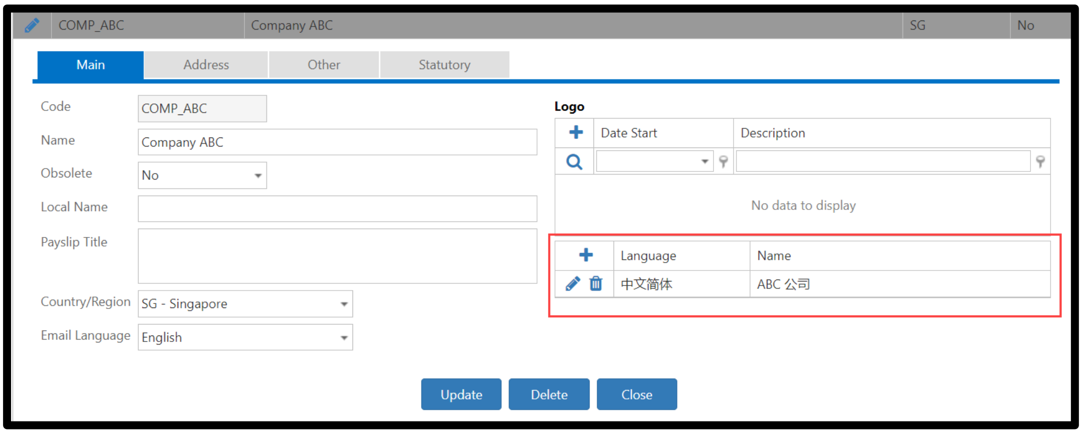

12. Logo – Logo can be uploaded and display in payslip.
13. Language – This is to manage the display language. System allows user to change the default language used in menus. However, if user wish to display the company name in others language (by default is US English), there is a need to configure the setup in this field.

Below is a sample illustration showing the linkage between the language field in company creation and default language in ESS view.

**Example:** Client A has business across Malaysia and China and there is a requirement to display the company according to default system language.

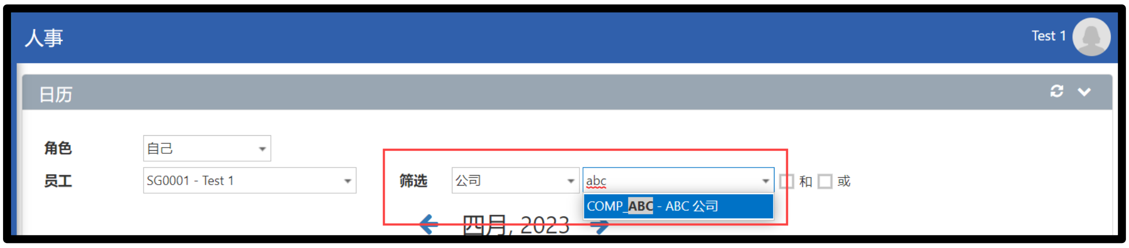
| Company Name | System Default Language | Display Language |
|---|---|---|
| Company ABC | English | Company ABC |
| | Chinese (Simplified) 中文简体 | ABC 公司 |

a) If company name is defined in language as below:

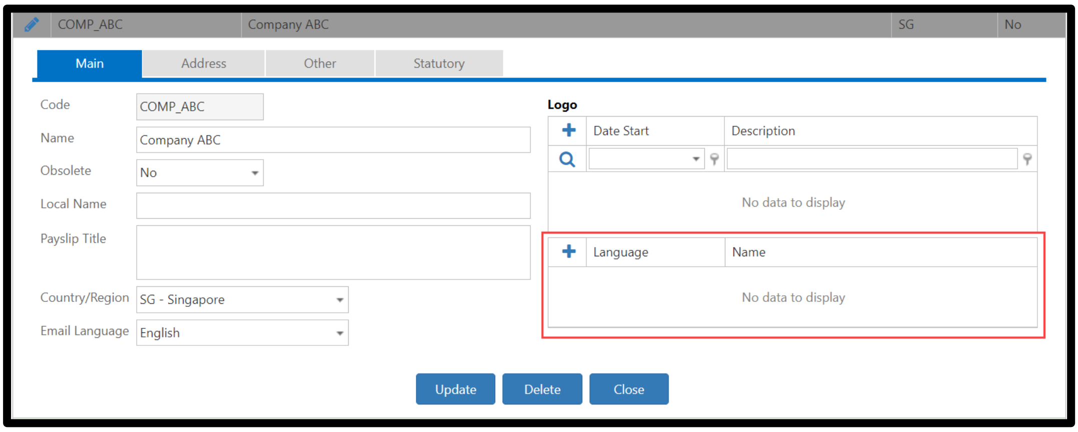



When employee login system with default language in Chinese (Simplified)中文简体.

Company name will be display in Chinese under ESS view.




b) If language is undefined during company creation as below:



When employee login system with default language in Chinese (Simplified)中文简体.


Company name will be display in default English under ESS view even system default language is Chinese. System captures the value in Name field if language if undefined.


This setup will impact the report screen that has the fields configured in the Language Corresponding to Login Language. For example, when logged in English, show the fields in English. When logged in zh-CN, show the fields value in zh-CN. Only when the zh-CN value is not maintained, system will show the fields in English.

***Note:*** This multi languages setup is available under personal reference master fields as below:

- Reason Master
- Nationality Master
- Ethnic Master
- Religion Master
- Qualification Master
- Major Master
- Medical Plan Master
- Relationship Master
- Note Type Master
- Course Master

- Institute Master
- Certificate Master
- Personal Cert. Type Master
- Attachment Type Master

## Organization – Department

This menu allows User to set up a department by providing the necessary details such as:

- Code** - Assign code to a department
- Name** - Name of the department
- Head of Department – Click the drop-down button with list of employees to assign.
- Training Manager - Click the drop-down button with list of employees to assign.
- Training Coordinator - - Click the drop-down button with list of employees to assign.
- Country Codes - * applicable to all countries. Click “...” to specify.

***Access: Personnel Module > Reference > Organization > Department***

## Organization – Cost Centre

This menu allows User to set up a cost centre by providing the necessary details such as:

- Code** - Assign code to a cost centre
- Name** - Name of the cost centre
- Head of Cost Centre – Click the drop-down button with list of employees to assign
- Country Codes - * applicable to all countries. Click “...” to specify

***Access: Personnel Module > Reference > Organization > Cost Centre***


## Organization – Designation, Location, Employment Type

The steps and fields in creating Designation, Location and Employment Type are identical.

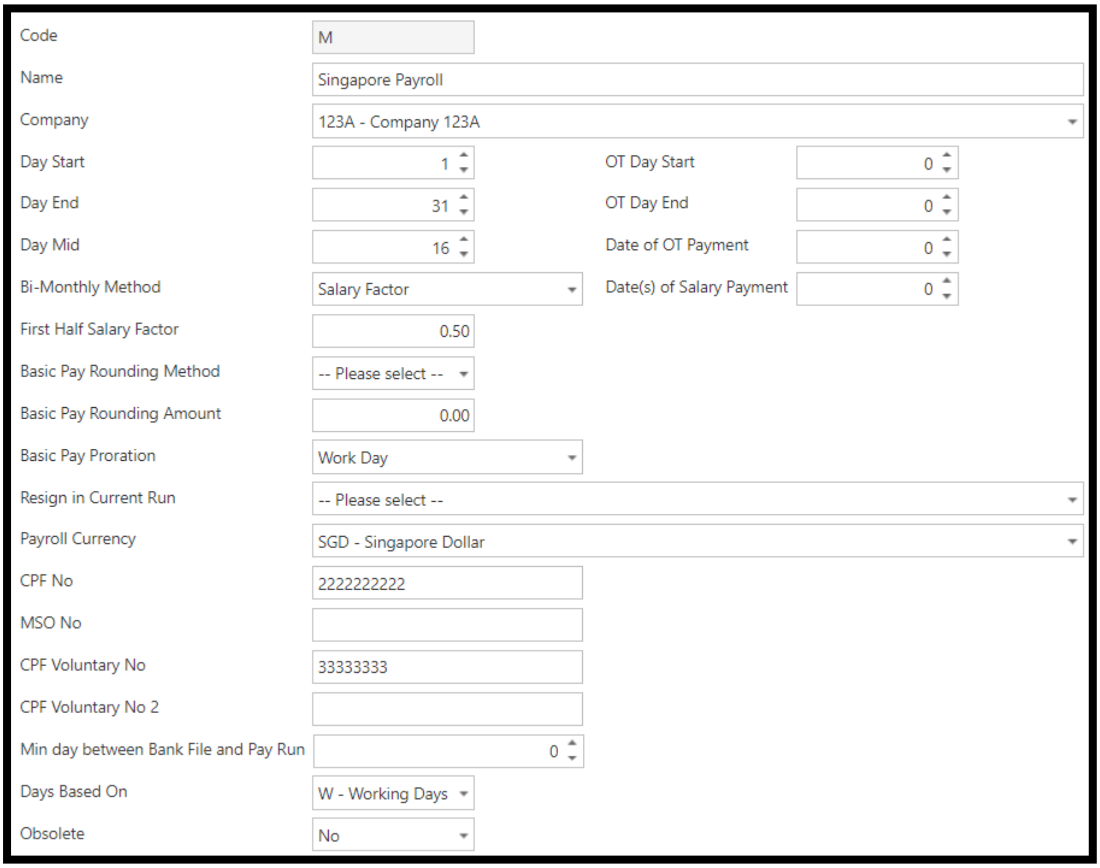
- Code** - Assign code to a designation / position
- Name** - Name of the designation
- Country Codes - * applicable to all countries. Click “...” to specify

***Access: Personnel Module > Reference > Organization > (Designation, Location, Employment Type)***

## Assignment - Pay Group

User can create multiple pay group that the company requires. Different pay groups are created to group the payroll process according to its categorization. BIPO system allows the creation of multiple pay groups within the same entity. Pay Group categorize employees from each pay frequency. Each Pay Group holds different cut-off and employee salary payment schedule in line with agreed payroll calendar. Within the Pay Group, there are possible country-specific settings to configure as well. Each Employee will be assigned a Pay Group for payroll processing. Pay Group is not necessary if the Payroll module is not utilized.

***Access: Personnel Module > Reference > Assignment > Pay Group***



| | | | |
|---|---|---|---|
| Code | M | | |
| Name | Singapore Payroll | | |
| Company | 123A - Company 123A | | |
| Day Start | 1 | OT Day Start | 0 |
| Day End | 31 | OT Day End | 0 |
| Day Mid | 16 | Date of OT Payment | 0 |
| Bi-Monthly Method | Salary Factor | Date(s) of Salary Payment | 0 |
| First Half Salary Factor | 0.50 | | |
| Basic Pay Rounding Method | -- Please select -- | | |
| Basic Pay Rounding Amount | 0.00 | | |
| Basic Pay Proration | Work Day | | |
| Resign in Current Run | -- Please select -- | | |
| Payroll Currency | SGD - Singapore Dollar | | |
| CPF No | 2222222222 | | |
| MSO No | | | |
| CPF Voluntary No | 33333333 | | |
| CPF Voluntary No 2 | | | |
| Min day between Bank File and Pay Run | 0 | | |
| Days Based On | W - Working Days | | |
| Obsolete | No | | |

Dates covered for each type of pay frequency is configurable. You can also set the Salary Factor which the system will calculate accordingly to Basic Pay Proration. A company can set multiple Pay Group depending on how their employees are scheduled to be paid. The settings below are usually done on-set of client onboarding.

## Standard Fields in Pay Group

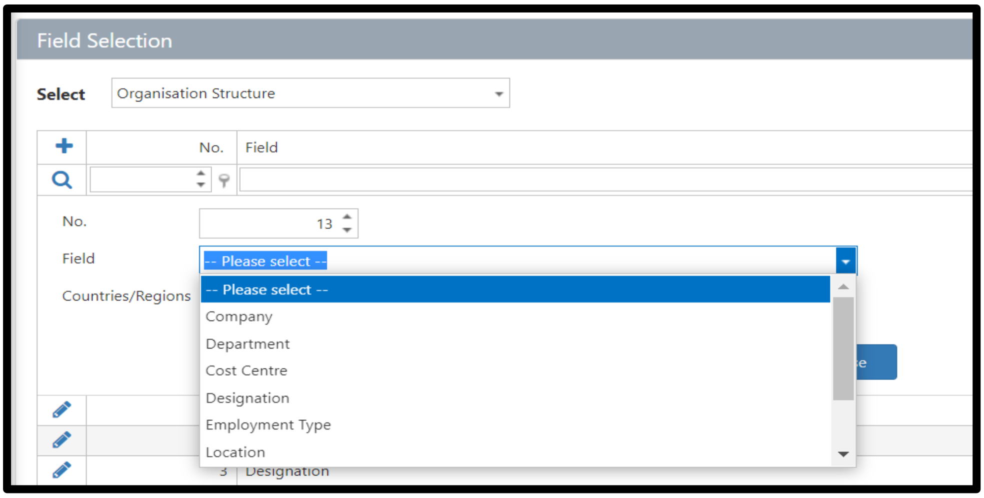
- Code – Assign a code to Pay Group
- Name – Name of Pay Group. Usually indicates if monthly / bi-monthly or the pay frequency
- Company – Drop-down list of companies created under ***Reference > Organization > Company***
- Day Start – Day start of the month
- Day End – Day end of the month
- Day Mid – Day mid to of the month
- First Half Salary Factor – if bi-monthly, set the percentage of salary that will be credited on first payroll. The succeeding will automatically be paid out on the Second run.
  - 0.5 – Half Factor
  - 1 – Full Factor
- Basic Pay Proration – Choose from:
  - Calendar – System will follow the calendar working days
  - Work Day – System will follow the actual work day that the employee worked
  - Roster – System will follow the employee roster
- Payroll Currency

Other fields in addition to the above-listed ones will be considered country-specific. This means that only when you are in the respective country, then you will be able to see the additional fields.

## Spare Field

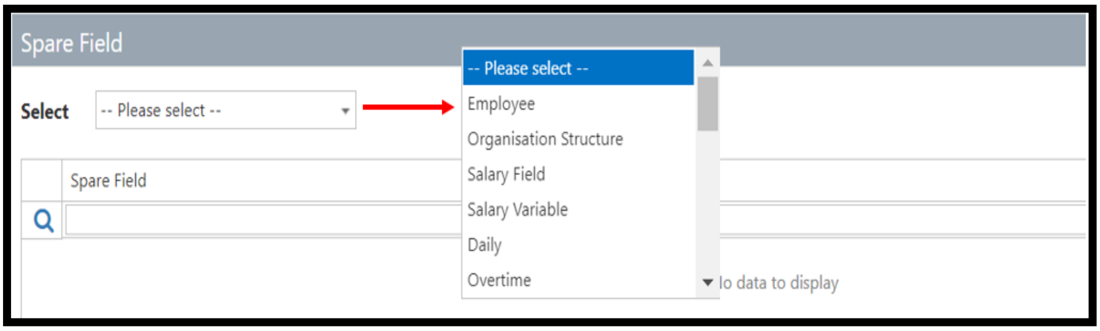
The purpose of Spare Field is to allow user to create additional field in employee's ***Personnel Master page.*** By default, user can add/remove some of the non-mandatory fields, and Spare Field provides the flexibility to add and customized addition fields that is not in the *Personnel Master* by default.

For example, Job Grade field is not available by default in Field Selection > Org Structure and user cannot add it into the Org Structure section in Personal > Assignment tab. Hence, need to create Job Grade field using Spare Field.




As shown in the screenshot above, there is no default field for Job Grade. Access Spare Field to create Job Grade field

**Access: Setup > Setting > Spare Field**




## Spare Field Setup

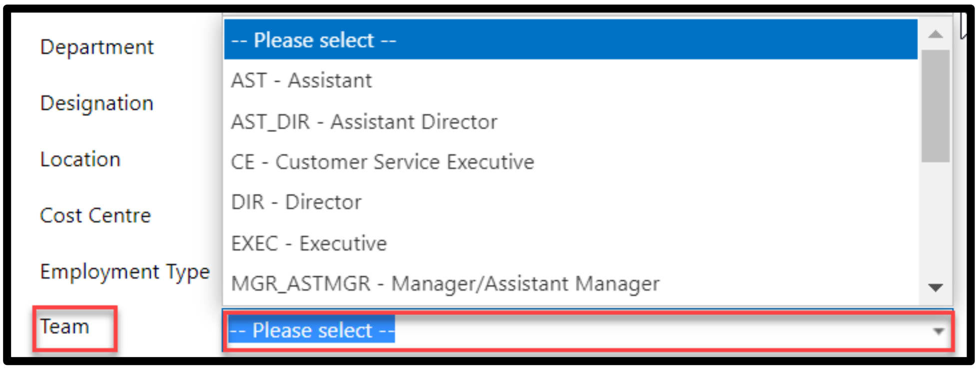
The following example, we will use Spare Field to create additional field for Org Structure section as illustration.

Follow the steps below in Setting up Spare Field:

g) The first step is to create the necessary ***Fields*** in Spare Fields menu. User need to select the type of Spare Field to use and add a ***Caption***, for example:

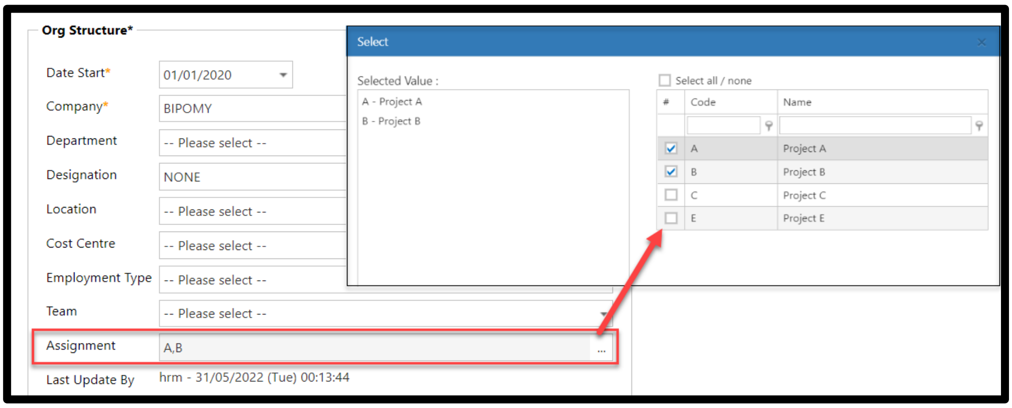
  a. *Character* – field type that employs alpha numerical characters
  b. *Numeric* – field type that only used when the field is only for numerical entry
  c. *Reference* – this field type will allow user make selections from the drop-down list, as illustrated in the screenshot below:

     Example of *Field Type = Reference,* where user can make one selection from the drop-down list.




*d.* *Selection* - this field type will allow user to make multiple selection, as illustrated in the screenshot below:

*Example of Field Type = Selection, where user can make multiple selection.*

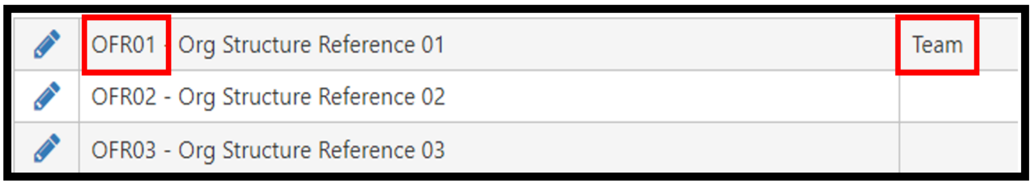



h) Below is a sample chart that will be created together with the type of fields that will be used.

| Spare Field | Caption |
|---|---|
| **OFR01** – Org Structure Reference 01 | Team |
| **OFS01** – Org Structure Selection 01 | Assignment |

***Access: Setup > Setting > Spare Field > Select: Organisation Structure***

*i)* Select ***OFR01 Reference Field*** and enter the ***Caption*** for *Team:*



*j)* Select ***OFS01 Selection Field*** and enter the **Caption** for *Assignment:*

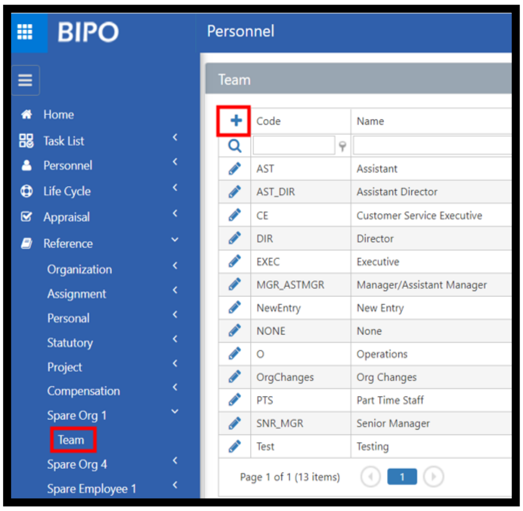
| | | |
|---|---|---|
| ✎ | OFS01 Org Structure Selection 01 | Assignment |
| ✎ | OFS02 - Org Structure Selection 02 | |
| ✎ | OFS03 - Org Structure Selection 03 | |

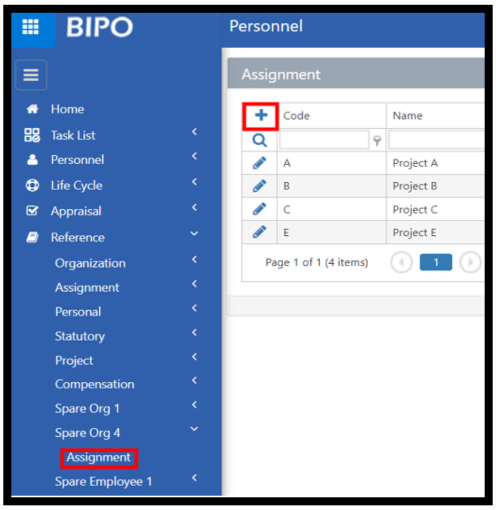
k) Once the Spare Field has been created, next is to use Field Selection to map the created Spare Field to Org Structure.

## Adding Selections for Reference and Selection Field Type

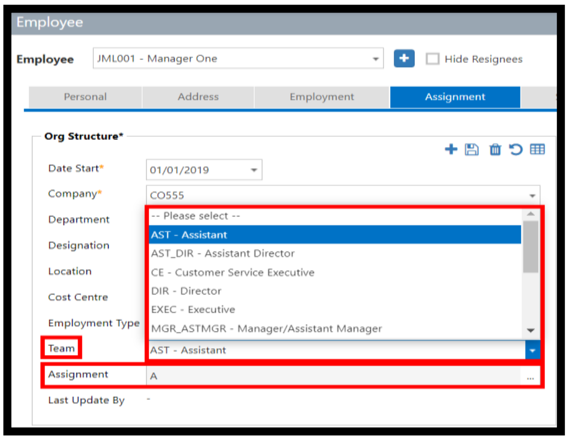
This section will cover the steps in creating the drop-down selection content for ***Spare Field Type = Reference or Selections.*** When *Spare Field Type* is *Reference* or *Selection,* user need to create the drop-down content.

1. ***Access: Personnel Module > Reference > Spare Org 1 / Spare Org 4***



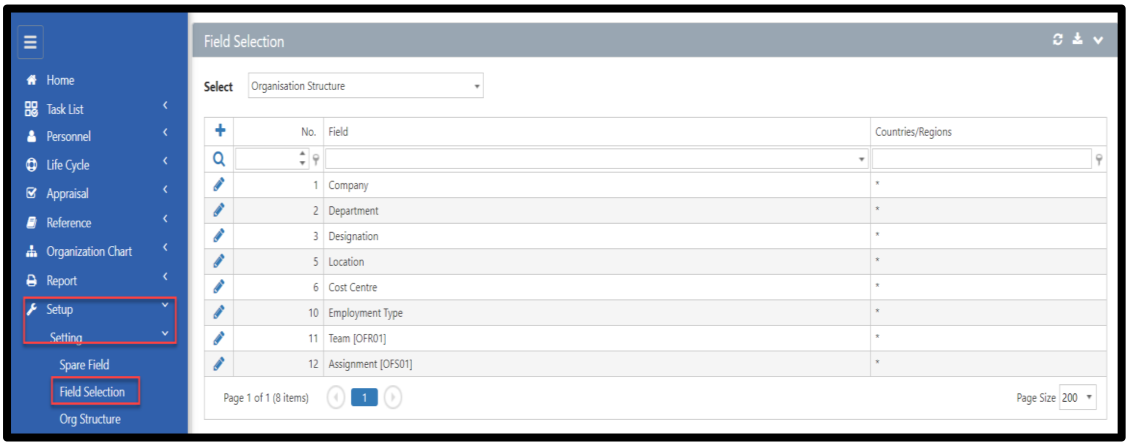

2. The created ***Spare Field (Type = Reference or Selection)*** will appear under *Spare Org.* In the example above, the *OFR01 Reference Field (Team)* appears in *Spare Org 1* while *OFS01 Selection Field (Assignment)* appears in *Spare Org 4*
3. Select the *Field* under each *Spare Org.*
4. Click + button to create content for selection.
5. Enter the *Code* and *Name.*
6. Click *Update* button.
7. Repeat the steps to add the other selection.
8. Selections content for the respective *Field* will now be available:




## Field Selection

*Field Selection* is used to map the *Spare Field* created to the correct menu/pages accordingly in BIPO System. User can also select the applicable Country/Region that the *Spare Field* will be available/visible to.

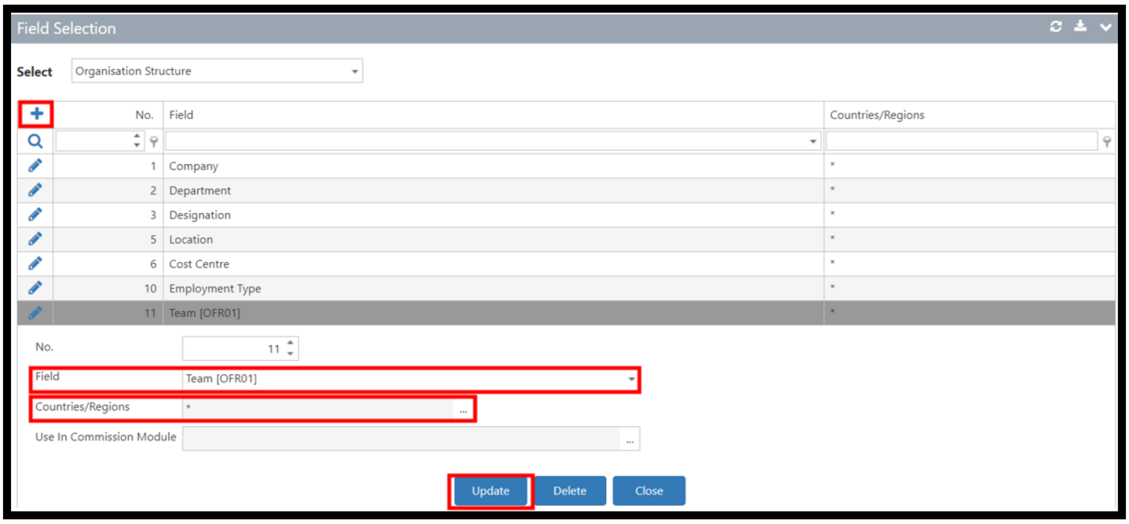
***Access: Setup > Setting > Field Selection***



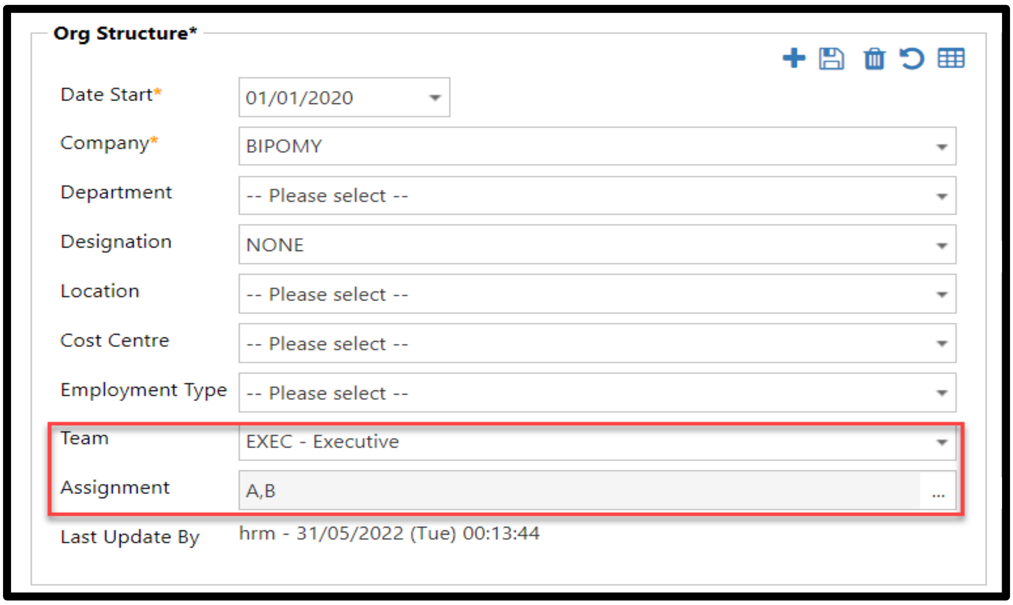
## Field Selection Setup

Follow the steps below to map Spare Field in ***Field Selection***. We will be using the same examples of the *Org Structure Fields* created in *Spare Field* and map it to the *Org Structure Section* in *Assignment Tab* using *Field Selection.*

***Access: Setup > Setting > Field Selection > Select: Organisation Structure***




1. Select *Org Structure* in the drop-down list under *Section* field.
2. Click **+** button to add the *Fields* that were created earlier.
3. *No.* field relates to the sequence order.
4. Select the *Field* that needed to add to the *Organisation Structure* from the *Field* drop down selection.
5. Select the *Countries/Regions* that this field will be visible to.
6. Click *Update* button.
7. Repeat the steps to add the other *Fields.*

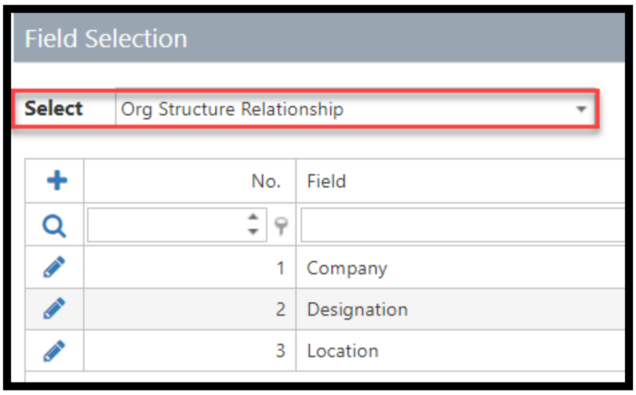



## Field Selection Setup: Org Structure Relationship

The relationship for the fields in org structure can be set in system. System by default only allows to set one linier set of relationship. There is a config that allows user to set multiple linier set of org structure relationship.

***Org Structure Relationship*** field selection is used to specify the fields that will be available in ***Setup > Setting > Org Structure.***

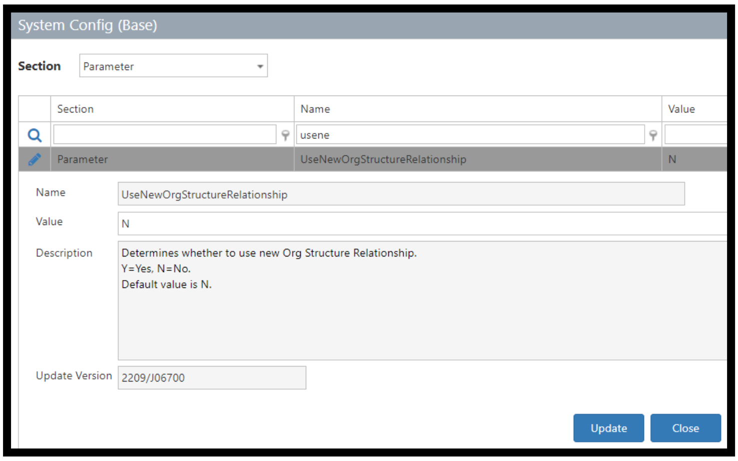
***Access: Setup > Setting > Field Selection: Org Structure Relationship***



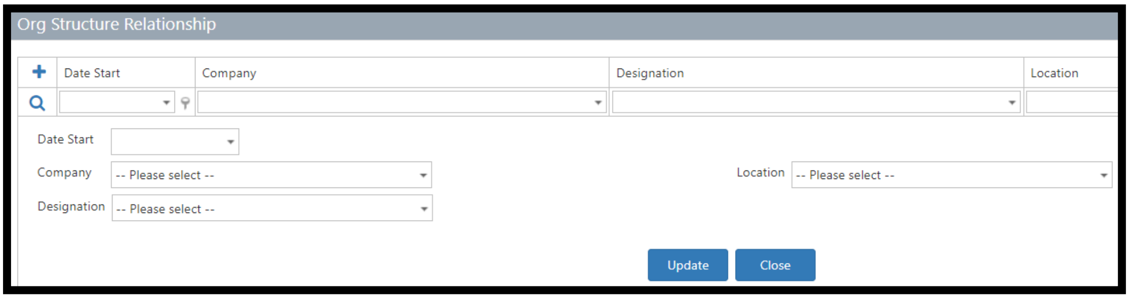

System config "***UseNewOrgStructureRelationship"*** must be set to allow multiple Org Structure Relationship to be defined.

***Access: System > Config > Base > Parameter > UseNewOrgStructureRelationship***

- If value is N, system will use the current Org Structure Relationship setup.

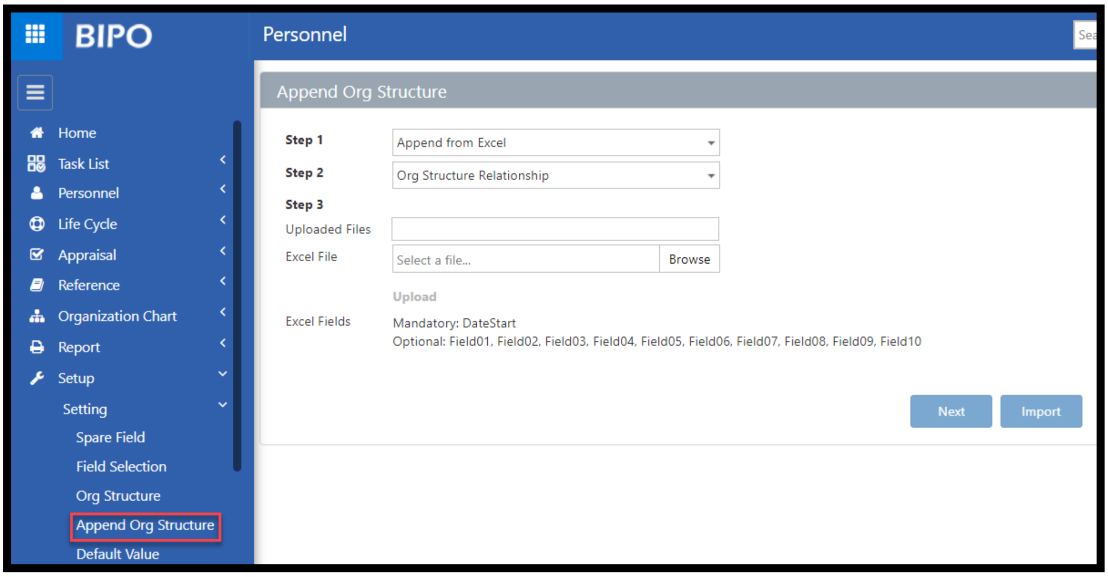



***Setup > Setting > Org Structure***

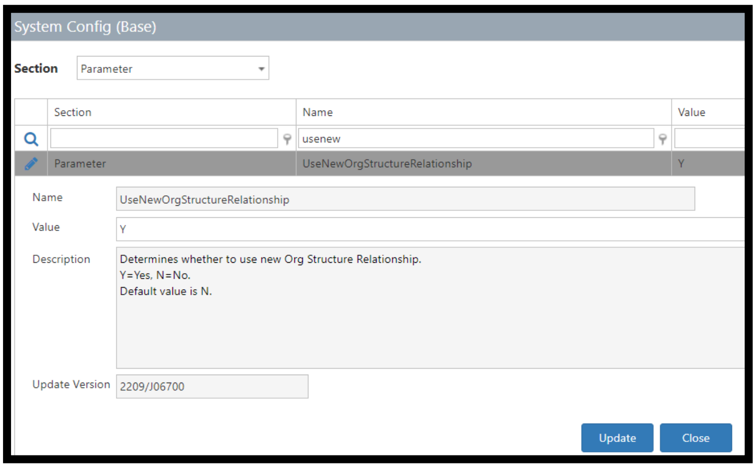



Following the value of system config ***UseNewOrgStructureRelationship*** if N, ***Append Org Structure*** menu will be available and user can also upload ***Org Structure Relationship.***

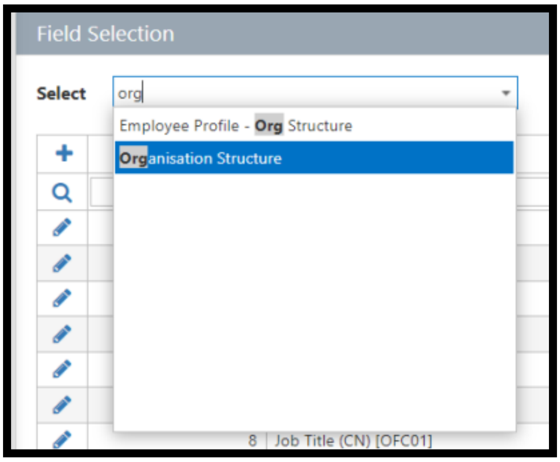
***Access: Setup > Setting > Append Org Structure***



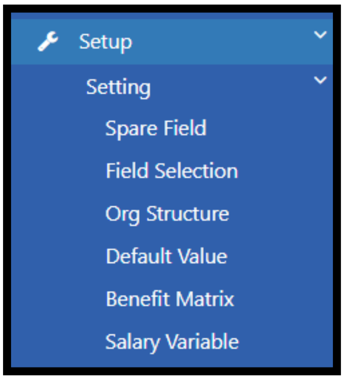

- If value is Y, system will use the new Org Structure Relationship setup to allow entry of multiple Org Structure




The ***Org Structure Relationship*** will be removed from the Field Selection.

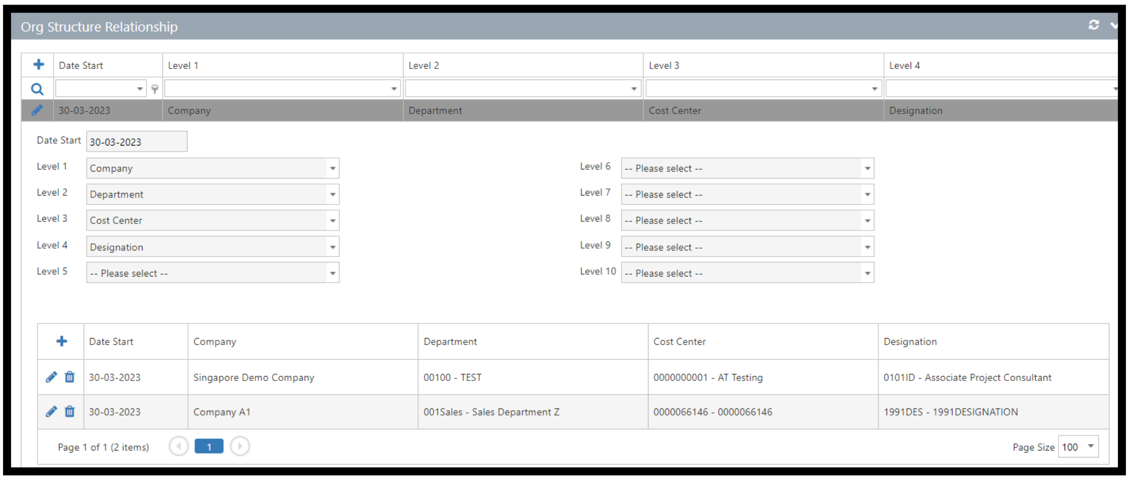



And ***Append Org Structure*** will be unavailable.



Multiple Org Structure can now be defined for employee.

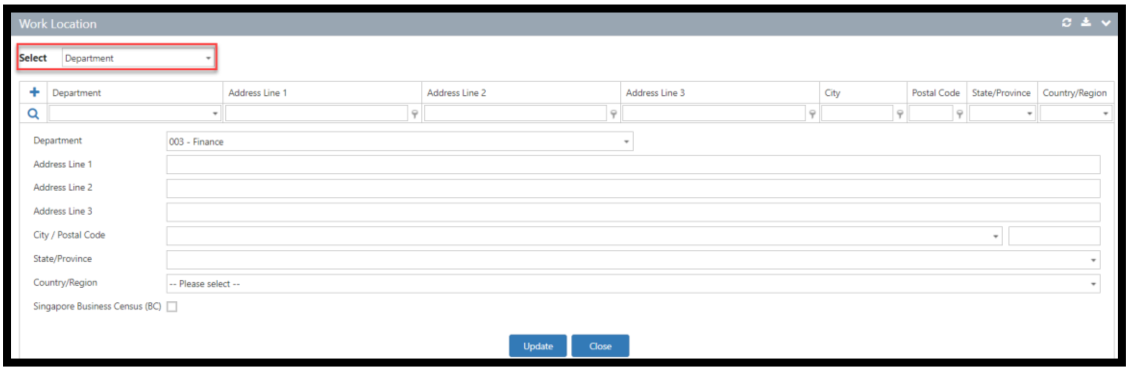
***Setup > Setting > Org Structure***




## Work Location

The ***Work Location*** is used to enter the address location of department, division, job classification, designation etc..depending on the ***Select***. If ***Work Location*** selected is Department, then user can create different addresses for different departments.

***Access: Personnel Module > Reference > Other > Work Location***



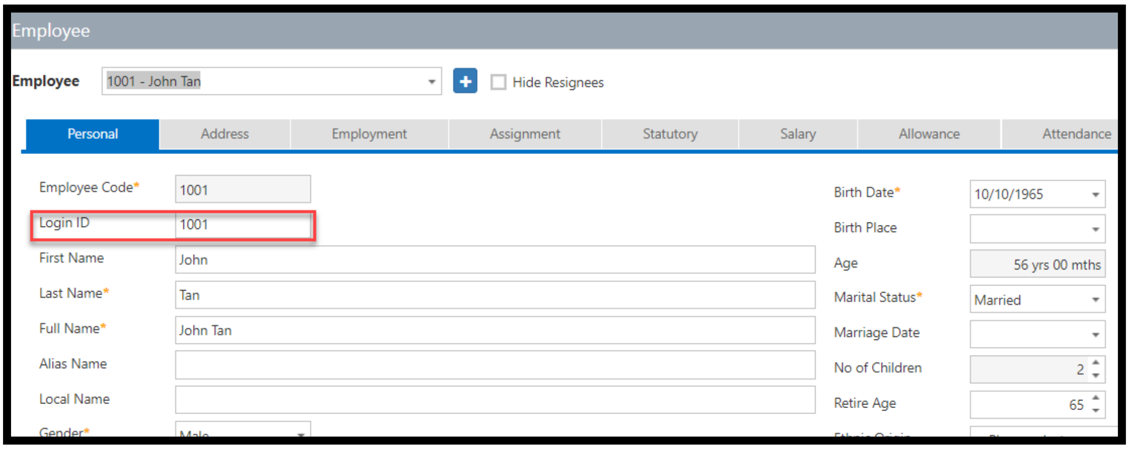
## Global Password

Global Password sets the password type or format used in logging in to Employee Self-Service.

### Creating ESS Login

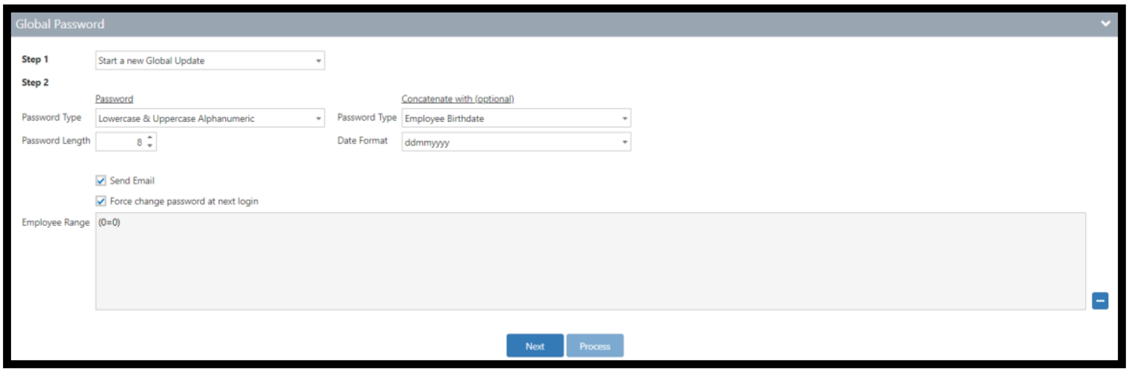
Login ID in Employee Master will be the username of employee in ESS. As a sample, Login ID is same with Employee Code, but it is company's discretion to have their own format.

***Access: Personnel Module > Personnel > Employee > Personal Tab***




### Setting Global Password

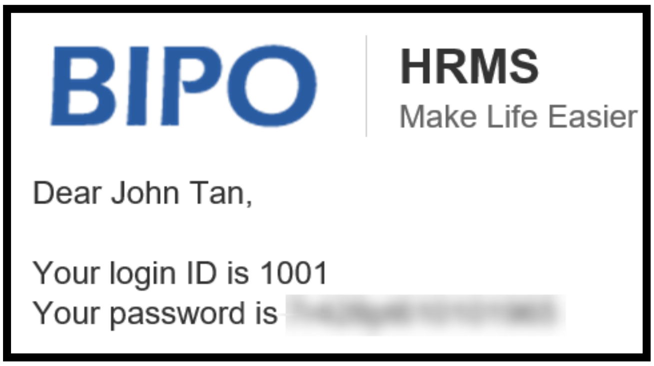
***Access: Personnel Module > Personnel > Utility > Global Password***



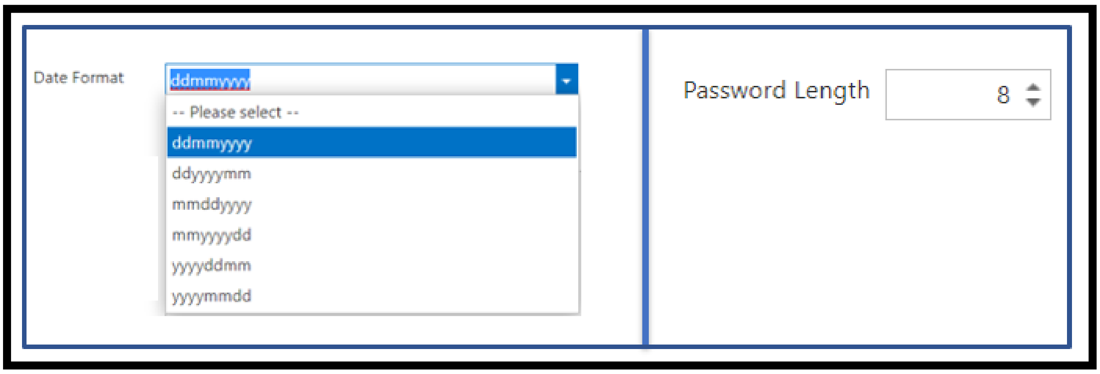

Follow the steps below in setting Global Password:

1. Step 1 – Select ***Start a new Global Update*** - Clear previous password reset flag will undo the previous password reset flag.
2. Step 2 – ***Password Type*** – Select the password type that will apply to all Users. There are given choices from the drop-down list. As a sample, Step 2 has been set to "Employee Birthdate".

Note: Selections such as Lowercase Alphanumeric, Uppercase Alphanumeric and Lowercase & Uppercase Alphanumeric will be random characters.




3. Password Length / Date format – It varies to password type "Employee Birthdate". If password type requires characters, it will change to Password Length instead.

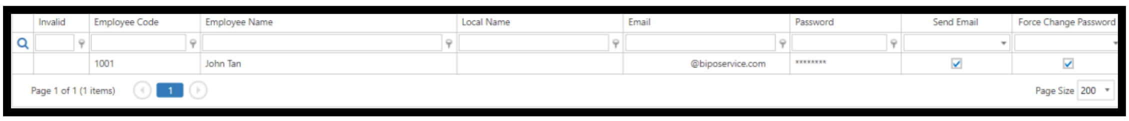



4. Send Email – This will send an email to the email address in Employee Master with Login ID and password.

5. Force change password at next login – Tick if applicable. Unticked will remain the default password that has been set.

6. Employee Range controls the only applicable employee/s that will affect the password setup. Value should be set to "(0=0)" if it applies to all. In the sample, it applies only to one employee. Click "..." to specify employee/s.

7. Click Next. The specified employee/s will be displayed and other information such as email address.



| Invalid | Employee Code | Employee Name | Local Name | Email | Password | Send Email | Force Change Password |
|---|---|---|---|---|---|---|---|
| | 1001 | John Tan | | @biposervice.com | ******** | ☑ | ☑ |

Page 1 of 1 (1 items) 1 Page Size 200

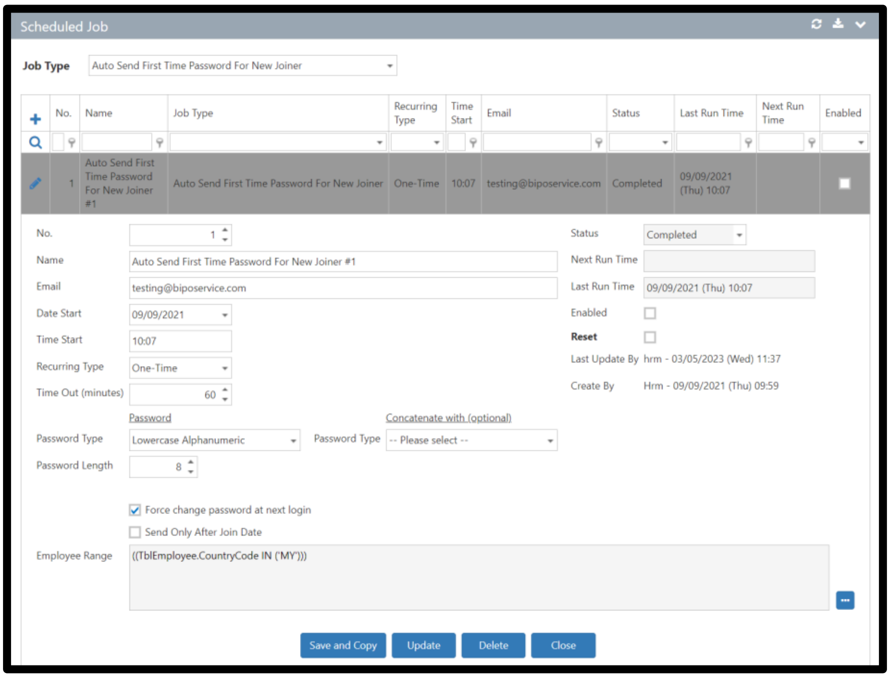
8. Click Process.

9. This will prompt the confirmation. Hit OK
10. Notification will be displayed upon successful processing.

## Scheduled Job – Auto Send First Time Password For New Joiner

This schedule job is used to auto send out new password email notification for new joiner.

***Access: Setup > Scheduled Job > Job Type: Auto Send First Time Password For New Joiner***




1. ***No*** – Sequence number.
2. ***Name*** – Name of the Job Type.
3. ***Email*** – A notification will be sent to this email address when there is issue in sending the email.
4. ***Date Start*** – Start date of sending the new password email.
5. ***Time Start*** – Start time of sending the new password email.
6. ***Recurring Type*** – Select the Job Type frequency from:
   a. One-Time
   b. Daily
   c. Monthly
   d. Yearly
   e. Interval
7. ***Time Out (minutes)*** – If there is an error when sending the notification, system will

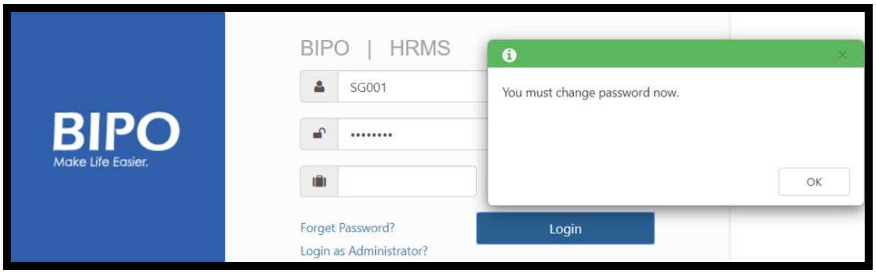
time out based on the minutes specified.

8. ***Password Type*** – Select the password type that will apply to all Users. There are given choices from the drop-down list.
9. ***Password Length / Date format*** – It varies to password type "Employee Birthdate". If password type requires characters, it will change to Password Length instead.
10. ***Force change password at next login*** – Tick the ***Force change password at next login*** to allow user to change password upon logging in. This checkbox is recommended to tick for Company HR to do this for security purposes.
11. ***Send Only After Join Date*** – If this checkbox is ticked and today date larger or equal to New Joiner's join date, system will only trigger the password email after the join date.
12. ***Status*** – The Job Type would be tagged as:
    - ***a.*** Completed – Successful processing of job type.
    - ***b.*** Running – System currently running the job type.
    - ***c.*** Failed – Failed processing of job type.
13. ***Next Run Time*** – The next scheduled time for sending the notification.
14. ***Last Run Time*** – The last run time when the notification was triggered.
15. ***Enabled*** – Tick to enable the job type. If unticked, the system will not process the job type.
16. ***Reset*** – For any changes in the scheduled processing (from One-Time to Monthly), Reset must be ticked. If the user did not tick ***Reset*** and only clicked on ***Update*** button, the ***Last*** and ***Next Run Time*** will not change.

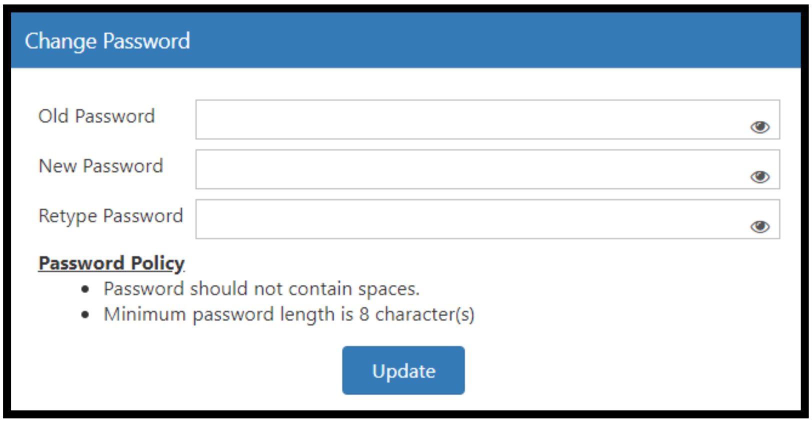
11. ***Employee Range*** – To control the only applicable employee/s that will affect the password setup. Value should be set to "(0=0)" if it applies to all.

## Employee Login

When an employee tries to log in and use the password that was set, It will prompt a notification for password change since Force change password at next login is ticked.



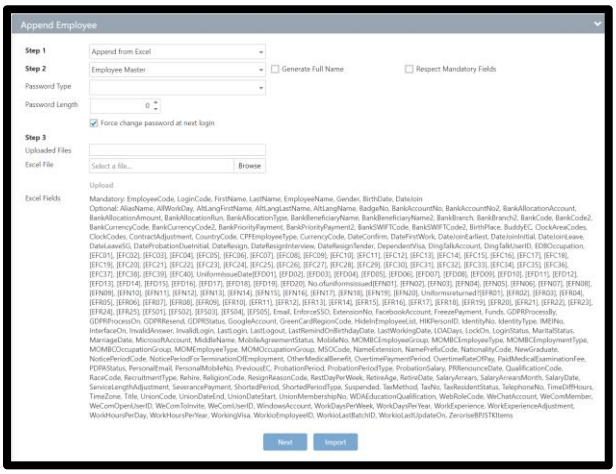

Employee will nominate a personal password that follows the Password Policy.




## Append Employee

Append Employee is used to upload bulk employees into the system by selecting *Append from Excel* in *Step 1* and *Employee Master* in *Step 2*. Mandatory fields are indicated in the Excel Fields section in the menu. These fields need to be populated to push through with the upload.

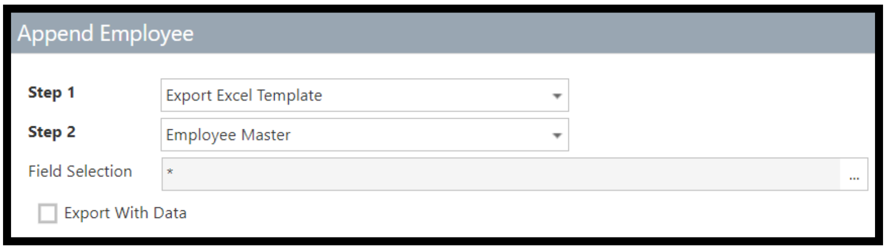
***Access: Personnel Module > Utility > Append Employee***



## Append Employee Upload

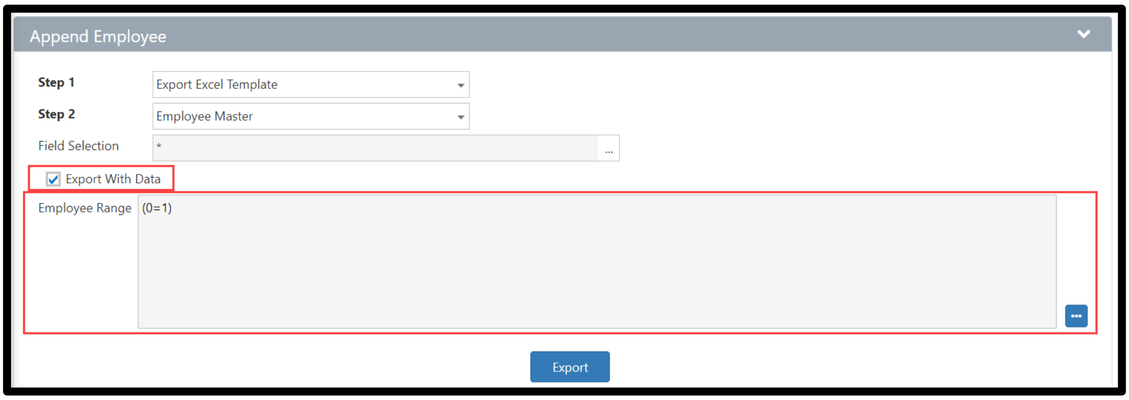
Follow the steps below in Appending Employee:

1. Download Employee Master template in Step 1 by selecting ***Export Excel Template***.
2. Step 2 – Select ***Employee Master.***

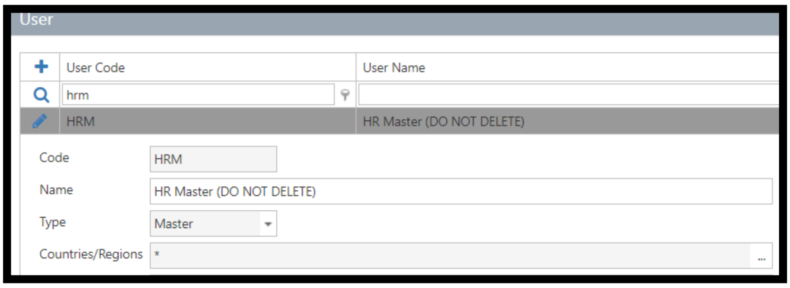



3. Click Export. This will download the excel template to be populated.

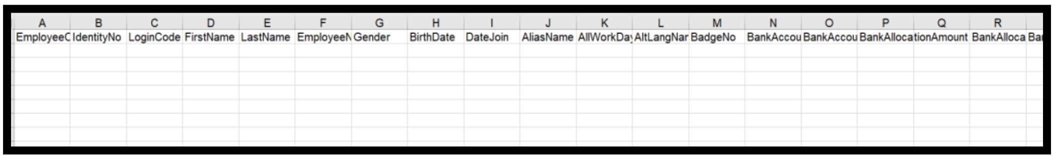
Note: When Export With Data checkbox is ticked, Employee Range field will be enabled and the downloaded file template will be populated with sample data as defined in Employee Range.




4. There are important things to note in completing the template:
   - Date format in template should be DD/MM/YYYY
   - Marital Status: Enter “S” for Single and enter “M” for married
   - Template should be saved as (.xlsx) file
   - Users can update the fields in the system and trace the exact value to be used in the Data Update Log (***System > Logs > Data Update Log***).
   - Make sure that the User access Country/ Regions is enabled to the appropriate country. If the country is not correctly specified, User will only view certain country to company.



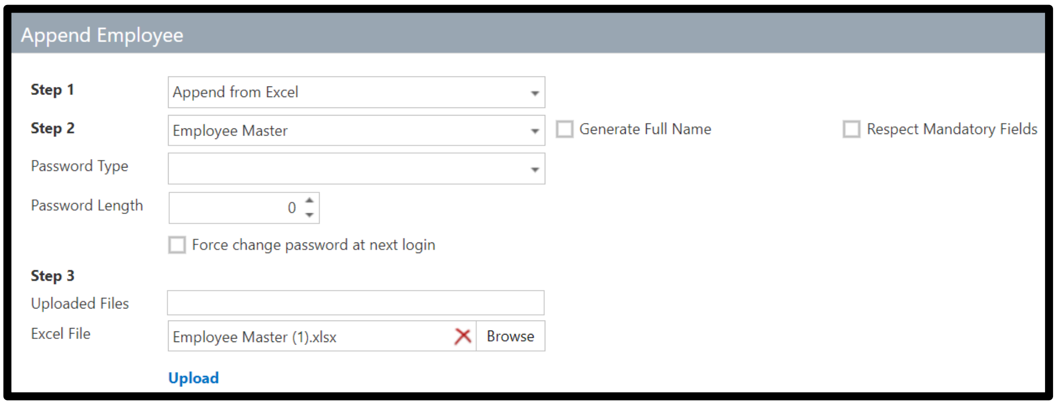

5. The template is country-specific depending on the login access. If User is accessing SG country, then template will display SG related header.




| ***Template Field*** | ***Remarks*** |
|---|---|
| Employee Master | Use this option to create new master records. This step must be carried out first for new employee records |
| Identity Details | Use this option to upload country-specific identity details of employees. This template is also date-driven, allowing you to enter date issue and expiry |
| Org Structure Detail | Use this option to upload cost centre, department, designation and location of an employee. |
| Leave Grade Detail | Use this option to upload the leave grade details of employees |
| Pay Group Detail | Use this option to upload employees pay group. Note to only indicate Pay Group Code in the template |
| Manager Detail | Use this option to upload the manager code including the manager type code of employees. |
| Calendar Detail | Use this option to upload calendar code and work pattern code (optional) of employees |
| OT Group Detail | Use this option to upload OT group code. Start date is a mandatory field in the template |
| Salary Detail | Use this option to upload salary information of employees such as salary fixed and salary gross. Other succeeding columns are optional |

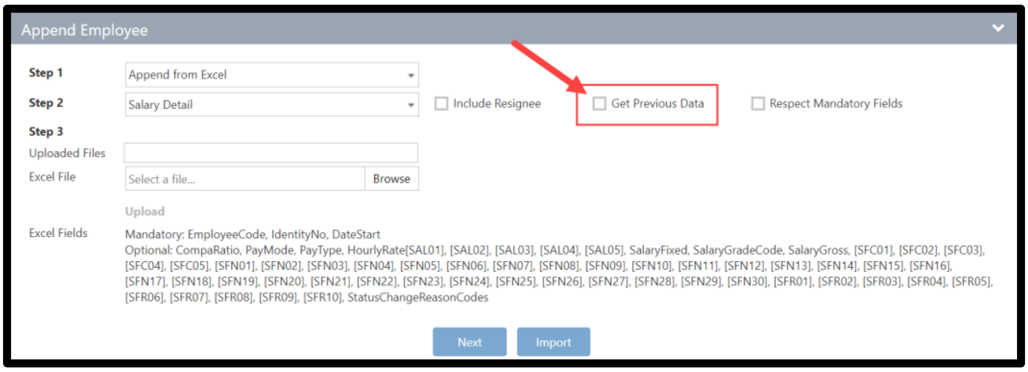
| ***Template Field*** | ***Remarks*** |
|---|---|
| Address Detail | Use this option to upload employees' address information |
| Cost Centre Detail | Use this option to upload the cost centre detail/s of employees. Note that you can enter split cost centre per employee by entering the correct number of percentage |
| Family Detail | Use this option to upload employees' family detail/s. Not all fields are mandatory |
| Contract Detail | Use this option to upload contract name, type, end-date, discontinued request ID, remarks, renewed, request ID |
| Emergency Detail | Use this to option to upload emergency detail of employees such as the contact address and mobile no |
| Must Clock Detail | Enter: Y=yes, N=no per employee for record and systems purposes |
| Family Identity Detail | Use this option to upload family name, identity type, country code, date cancel, expiry, date issue, identity class and new issue |

6. Under *Step 1, select* ***Append from Excel and Employee Master*** *on Step 2*. Click on Browse and select the upload template. Make sure that the template to upload is (.xlsx) file.




7. Users may setup the password for newly appended employee record by defining Password Type and Password Length.
8. Force change password at next login checkbox is recommended to tick for Company HR to do this for security purposes.

9. If Org Structure Detail or Salary Detail is selected in Step 2. There is a Get Previous Data checkbox enabled when this template is appended.
    a) When Get Previous Data checkbox is unticked, the optional fields that are not inside the import file will be imported with blank value.
    b) When Get Previous Data checkbox is ticked, the optional fields that are not inside the import file will be populated with the value from the previous record (if any).
    c) When Get Previous Data checkbox is ticked and the import file contains Salary Variable fields that require computation, system will perform the calculation.




Example:

**Existing Record:**

| **Date Start** | **Salary Fixed** | **Salary Variable 01** | **Salary Gross** |
|---|---|---|---|
| 01/01/2021 | 100,000.00 | 6,000.00 | 106,000.00 |

- If the uploaded file only contains Date Start = 01/01/2022 and Salary Fixed = 110,000, and the "Get Previous Data" is unticked, expected record will be as below:

| **Date Start** | **Salary Fixed** | **Salary Variable 01** | **Salary Gross** |
|---|---|---|---|
| 01/01/2022 | 110,000.00 | | 110,000.00 |
| *Based on new value in the file.* | *Based on new value in the file.* | *Blank and no value* | *Based on new calculation* |

- If the uploaded file only contains Date Start = 01/01/2022 and Salary Fixed = 110,000, and the "Get Previous Data" is ticked, expected record will be as below:

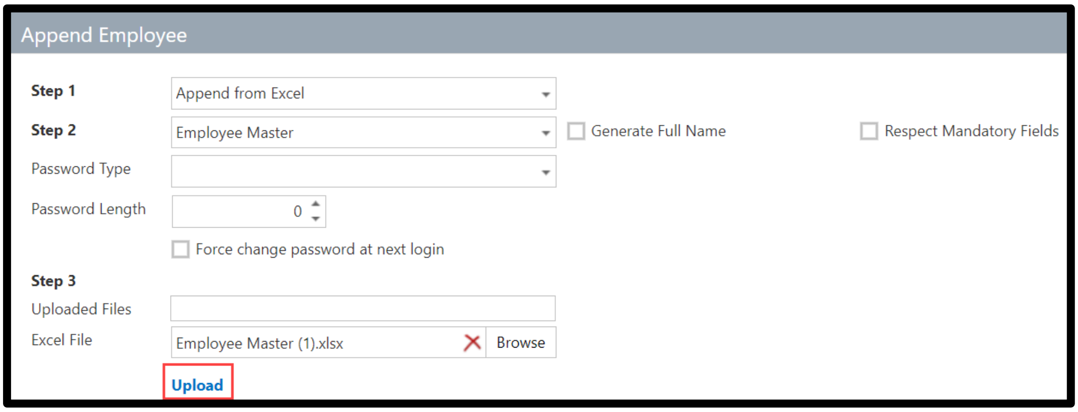
| **Date Start** | **Salary Fixed** | **Salary Variable 01** | **Salary Gross** |
|---|---|---|---|

| | | | |
|---|---|---|---|
| 01/01/2022 | 110,000.00 | 6,000.00 | 116,000.00 |
| *Based on new value in the file.* | *Based on new value in the file.* | *Capture the previous data.* | *Based on new calculation* |

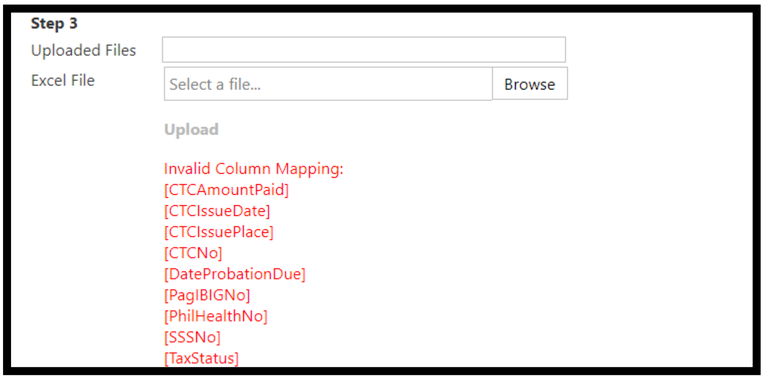
- If the uploaded file only contains Date Start = 01/01/2022, Salary Fixed = 110,000, Salary Gross = 120,000, and the "Get Previous Data" is ticked, expected record will be as below:

| **Date Start** | **Salary Fixed** | **Salary Variable 01** | **Salary Gross** |
|---|---|---|---|
| 01/01/2022 | 110,000.00 | 6,000.00 | 116,000.00 |
| *Based on new value in the file.* | *Based on new value in the file.* | *Capture the previous data.* | *Still based on the new calculation and will ignore the value in the file.* |

10. Click on Upload.




11. Click on Next Button. If template has an error, it will display in red font and automatically downloads an excel error file. Correction should be made in the template upload and submit for re-upload.



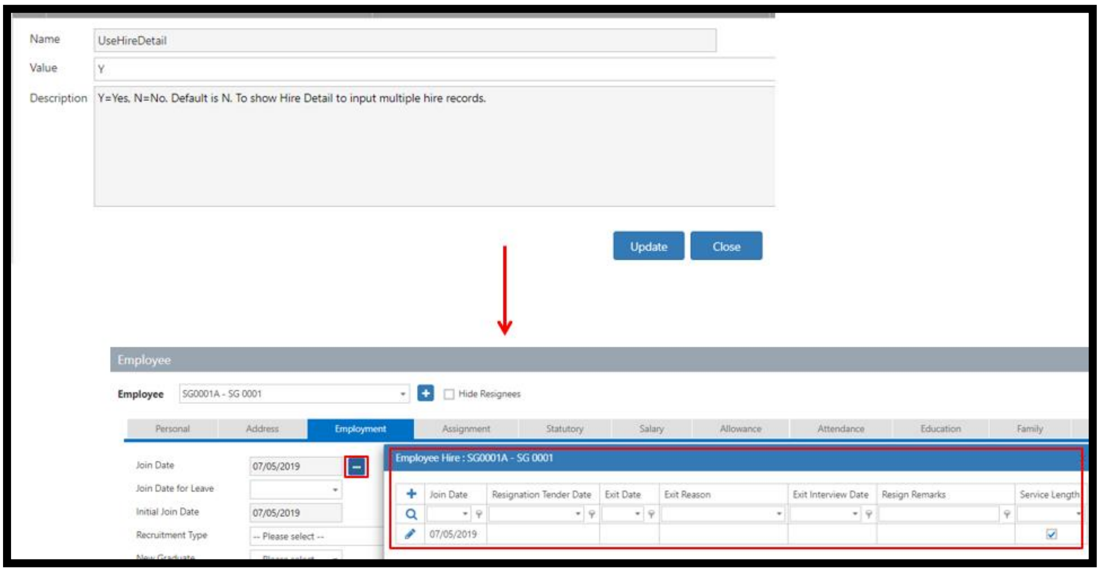

12. If no error occurred during the upload, this will enable the Import button. Once clicked, the records will be saved in the database.


## Hiring History Details

The configuration must be checked to ensure that the upload will reflect the hiring details specifically the significant dates relating to employee's work service.

***Access: System > Config > Base > Section: Parameter***

If UseHireDetail is set to value Y, then the option " " will be enabled. After the upload, the Join Date will automatically reflect in Employee Master.




The option " " allows User to enter multiple hiring dates (if employee is contractual and renewed for example).

## Error Message Reference for Append Employee Transaction

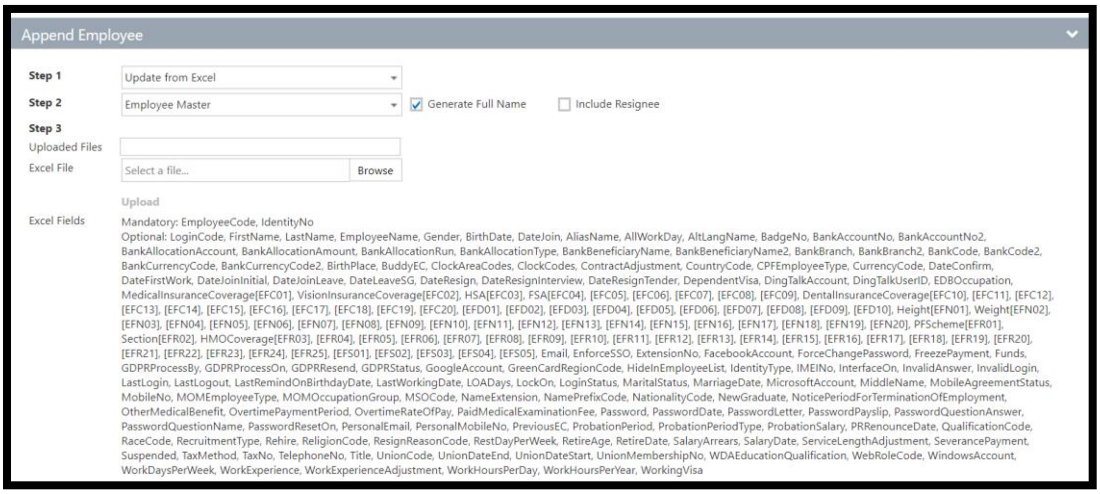
| *Error Message* | *Remarks* |
|---|---|
| Error on column mapping | This is usually due to selection type to upload doesn't match the file selected to upload |
| Employee Code / Identity no already exists | Employee Code or Identity Number do not match what is available in the database |
| Check user permission | This is due to permission rights for write access |
| Check Employee Code / IdentityNo with empty value | Employee Code & Identity Number are compulsory fields. Therefore, cannot be blank |
| Check Duplicate record in database | Same information already exist in database |
| Check validation of SG identity no | Value provided in the file does not match the required format for the SG Identity number |
| Reference validation | This is commonly due to values like Department code, etc non-existent in the database |
| Check numeric value | Value given is not numeric as required |
| Check detail record must not overlap | Record in file already exist in database |
| Validate CPF info | Employee CPF information is empty |

# Update Employee

Update Employee can be done in bulk via upload using the Append Employee menu. It basically has the same procedure of uploading except that Step 1 should be selected as Update from Excel. Update from Excel has two options under Step 2 which is:

- Employee Master File – used to update employee records from Employee Master
- Org Structure Detail – used to update Org Structure which is also from Employee Master

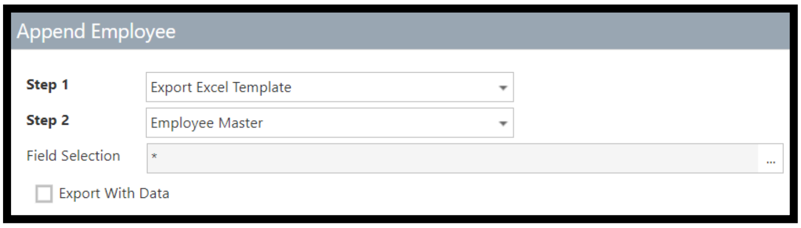
***Access: Personnel Module > Utility > Append Employee***




## Update from Excel

Follow the steps below in Updating Employee records:

1. Under Step 1, choose ***Export Excel Template*** then select E***mployee Master or Org Structure Detail*** in Step 2 depending on which is to Update.





2. Click ***Export***. This will download the excel template to be populated.

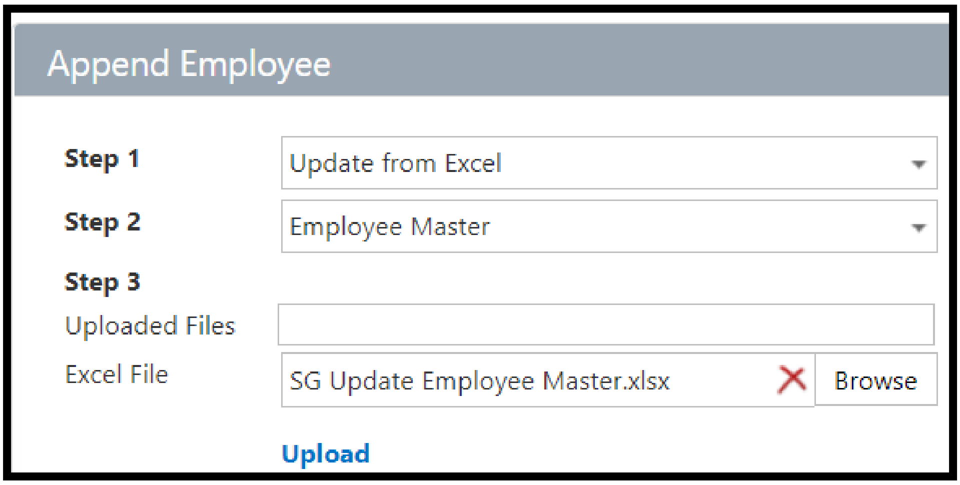
Note: When Export With Data checkbox is ticked, the downloaded file template will be populated with sample data.

3. The template is country-specific depending on the login access. If User is accessing SG country, then template will display SG related header. Excel Fields indicates the Mandatory and Optional Fields. The updated information to be uploaded should be populated in the template under the Optional Field.

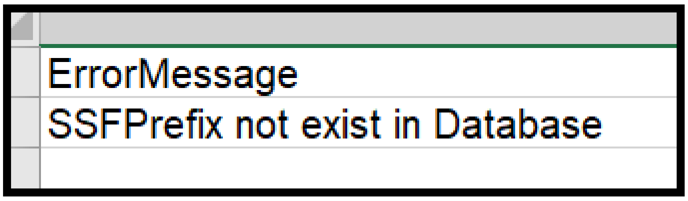
| | |
|---|---|
| Excel Fields | Mandatory: EmployeeCode, IdentityNo<br>Optional: LoginCode, FirstName, LastName, EmployeeName, Gender, BirthDate, DateJoin, AliasName, AllWorkDay, AltLangName, BadgeNo, BankAccountNo, BankAccountNo2, BankAllocationAccount, BankAllocationAmount, BankAllocationRun, BankAllocationType, BankBeneficiaryName, BankBeneficiaryName2, BankBranch, BankBranch2, BankCode, BankCode2, BankCurrencyCode, BankCurrencyCode2, BirthPlace, BuddyEC, ClockAreaCodes, ClockCodes, ContractAdjustment, CountryCode, CPFEmployeeType, CurrencyCode, DateConfirm, DateFirstWork, DateJoinInitial, DateJoinLeave, DateLeaveSG, DateResign, DateResignInterview, DateResignTender, DependentVisa, DingTalkAccount, DingTalkUserID, EDBOccupation, MedicalInsuranceCoverage[EFC01], VisionInsuranceCoverage[EFC02], HSA[EFC03], FSA[EFC04], [EFC05], [EFC06], [EFC07], [EFC08], [EFC09], DentalInsuranceCoverage[EFC10], [EFC11], [EFC12], [EFC13], [EFC14], [EFC15], [EFC16], [EFC17], [EFC18], [EFC19], [EFC20], [EFD01], [EFD02], [EFD03], [EFD04], [EFD05], [EFD06], [EFD07], [EFD08], [EFD09], [EFD10], Height[EFN01], Weight[EFN02], [EFN03], [EFN04], [EFN05], [EFN06], [EFN07], [EFN08], [EFN09], [EFN10], [EFN11], [EFN12], [EFN13], [EFN14], [EFN15], [EFN16], [EFN17], [EFN18], [EFN19], [EFN20], PFScheme[EFR01], Section[EFR02], HMOCoverage[EFR03], [EFR04], [EFR05], [EFR06], [EFR07], [EFR08], [EFR09], [EFR10], [EFR11], [EFR12], [EFR13], [EFR14], [EFR15], [EFR16], [EFR17], [EFR18], [EFR19], [EFR20], [EFR21], [EFR22], [EFR23], [EFR24], [EFR25], [EFS01], [EFS02], [EFS03], [EFS04], [EFS05], Email, EnforceSSO, ExtensionNo, FacebookAccount, ForceChangePassword, FreezePayment, Funds, GDPRProcessBy, GDPRProcessOn, GDPRResend, GDPRStatus, GoogleAccount, GreenCardRegionCode, HideInEmployeeList, IdentityType, IMEINo, InterfaceOn, InvalidAnswer, InvalidLogin, LastLogin, LastLogout, LastRemindOnBirthdayDate, LastWorkingDate, LOADays, LockOn, LoginStatus, MaritalStatus, MarriageDate, MicrosoftAccount, MiddleName, MobileAgreementStatus, MobileNo, MOMEmployeeType, MOMOccupationGroup, MSOCode, NameExtension, NamePrefixCode, NationalityCode, NewGraduate, NoticePeriodForTerminationOfEmployment, OtherMedicalBenefit, OvertimePaymentPeriod, OvertimeRateOfPay, PaidMedicalExaminationFee, Password, PasswordDate, PasswordLetter, PasswordPayslip, PasswordQuestionAnswer, PasswordQuestionName, PasswordResetOn, PersonalEmail, PersonalMobileNo, PreviousEC, ProbationPeriod, ProbationPeriodType, ProbationSalary, PRRenounceDate, QualificationCode, RaceCode, RecruitmentType, Rehire, ReligionCode, ResignReasonCode, RestDayPerWeek, RetireAge, RetireDate, SalaryArrears, SalaryDate, ServiceLengthAdjustment, SeverancePayment, Suspended, TaxMethod, TaxNo, TelephoneNo, Title, UnionCode, UnionDateEnd, UnionDateStart, UnionMembershipNo, WDAEducationQualification, WebRoleCode, WindowsAccount, WorkDaysPerWeek, WorkExperience, WorkExperienceAdjustment, WorkHoursPerDay, WorkHoursPerYear, WorkingVisa |

| | |
|---|---|
| Excel Fields | Mandatory: EmployeeCode, IdentityNo, DateStart<br>Optional: IdentityNo, CompanyCode, CostCentreCode, DepartmentCode, DesignationCode, EmploymentTypeCode, LocationCode, TestingCharacter01[OFC01], [OFC02], [OFC03], [OFC04], [OFC05], [OFC06], [OFC07], [OFC08], [OFC09], [OFC10], TestingNumeric01[OFN01], [OFN02], [OFN03], [OFN04], [OFN05], Category[OFR01], Classification[OFR02], Section[OFR03], EmployeeType[OFR04], HMOCoverage[OFR05], ProjectFunction[OFR06], Test03[OFR07], [OFR08], [OFR09], Project[OFR10], [OFR11], [OFR12], [OFR13], [OFR14], [OFR15], [OFR16], [OFR17], [OFR18], [OFR19], [OFR20], [OFR21], [OFR22], [OFR23], [OFR24], [OFR25], [OFR26], [OFR27], [OFR28], [OFR29], [OFR30], [OFS01], [OFS02], [OFS03], [OFS04], [OFS05], StatusChangeReasonCodes |

4. Under *Step 1, select Update from Excel and Employee Master or Org Structure Detail on Step 2* depending on which is to update. Click on Browse and select the upload template.




5. Click on Upload.
6. Click on Next Button. If template has an error, it will display in red font and automatically downloads an excel error file. Correction should be made in the template upload and submit for re-upload.

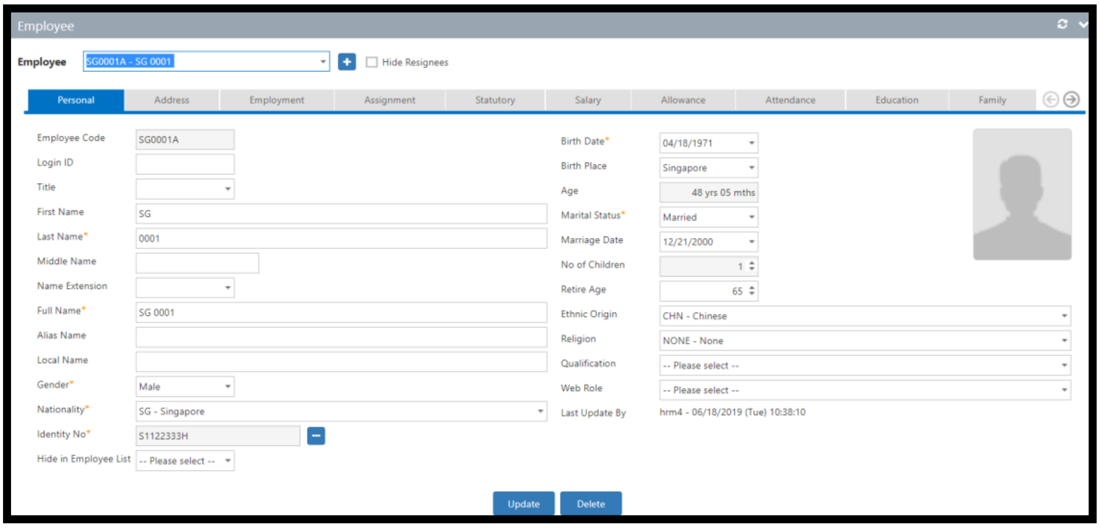



7. If no error occurred during the upload, this would enable the Import button. Once clicked, the records will be saved in the database.


## Employee Personal

Personal tab is used to enter/edit the basic information of employee. User will key in manually the details per field. Though this is a straightforward details form, there are important fields to take note of as listed below.

***Access: Personnel Module > Personnel > Employee***

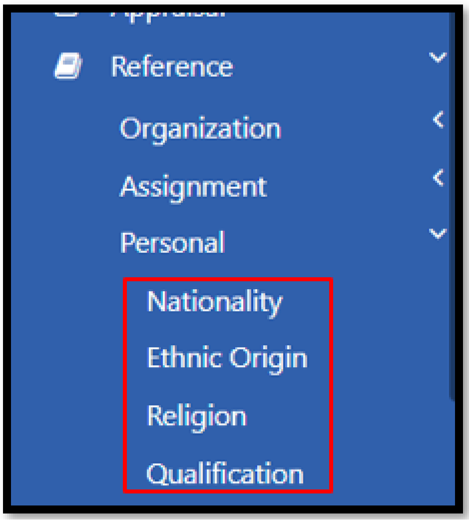



- Full Name Field – This auto-populates after User enters First Name and Last Name. The order sequence of Full Name can be changed since different countries have its own pattern. This can be changed in:

***Access: System > Config > Base > Section: Parameter***

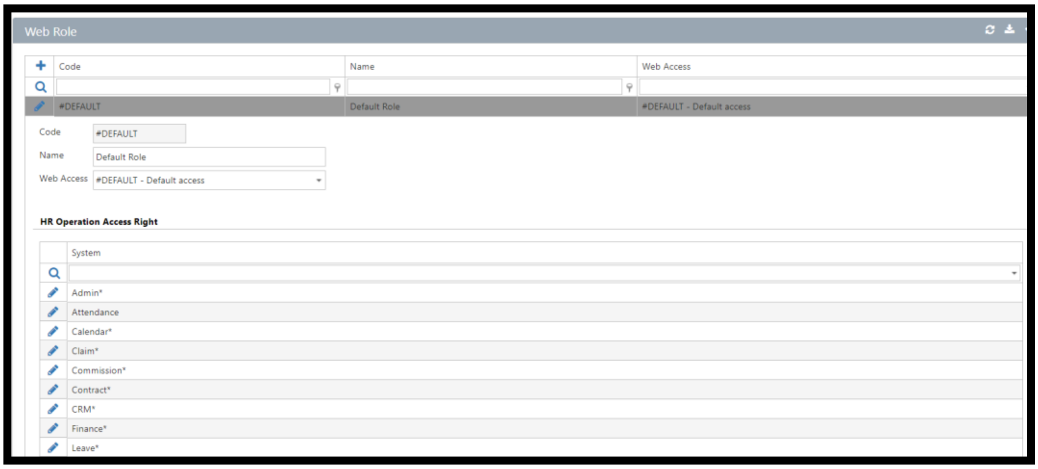

- Nationality, Ethnic Origin, Religion, Qualification Field – These are drop-down buttons and the selections should be created in:

***Access: Personnel Module > Reference > Personal***




- Web Role – This is only applicable if the employee has access to Web System with a role. The configuration needs to be done in:

***Access: Personnel Module > Setup > Security > Web Role***

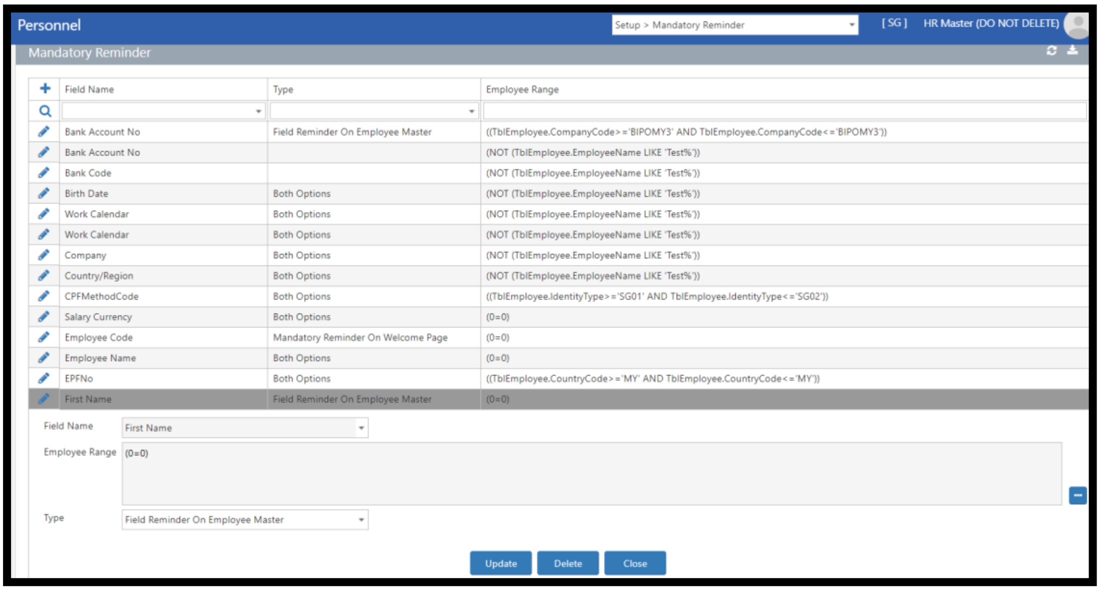



This menu sets the User limitation to have access to other menus.

## Mandatory Fields

Fields can be set to mandatory and will be indicated with *. To set field as mandatory, User must configure it under:

***Access: Setup > Portal > Mandatory Reminder***

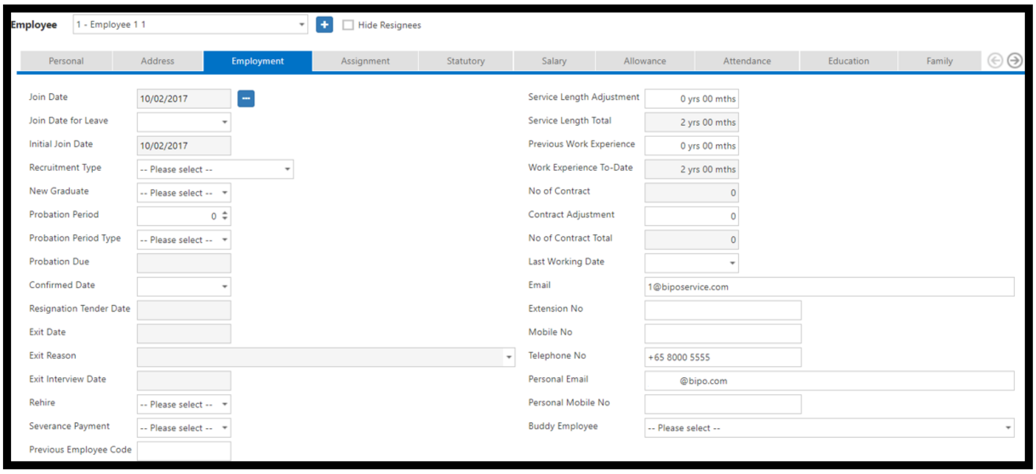



1. Choose the Field Name to set as mandatory
2. Employee range should be set to (0=0) if it applies to all. Otherwise, click “ ” icon to specify an employee.
3. Type – should be set to “Field Reminder On Employee Master”.
4. Click Update to save.

# Employee Employment

Employment tab is used to enter and modify the essential dates relating to employee's service duration to the company. It records the Join Date, Probation, Exit date and other important events used to track the overall employee working length.

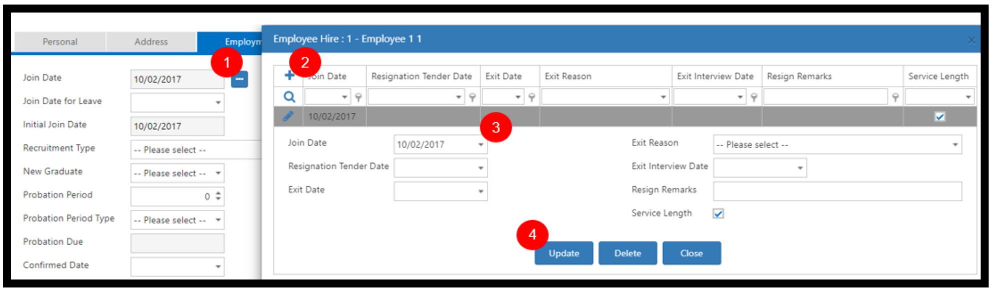
***Access: Personnel Module > Personnel > Employee***




## Join Date

Follow the steps below in entering Employee Join Date:

1. Click configure " " icon. This will open a pop-up box.




2. Click the add " + " icon to enter a Join Date.

Note: You can enter multiple Join Date as needed in certain scenarios. For example, an employee renewed a contract that indicates another join date of service.

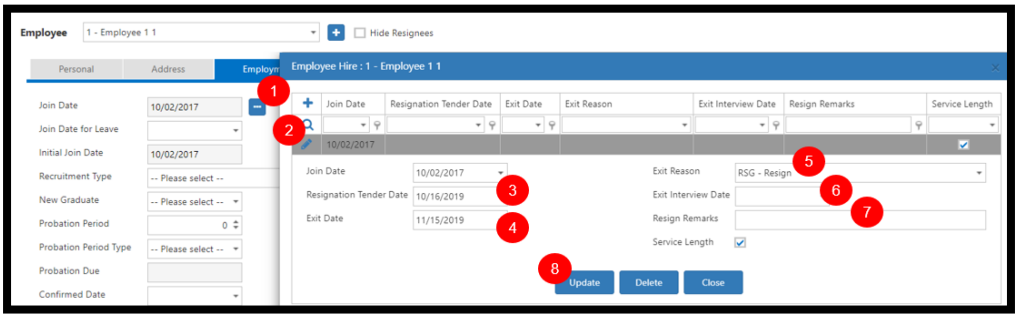
3. Specify the Join Date.
4. Click Update.

## Join Date for Leave

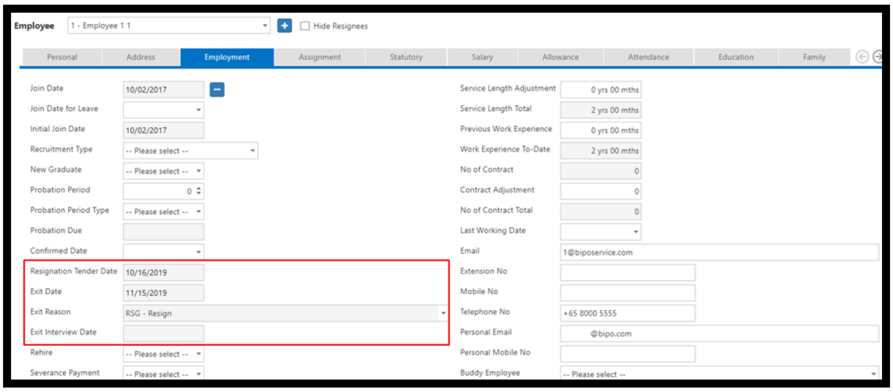
The leave entitlement will start to accrue on the date indicated in this field. It overrides the Join Date in accruing leave. If this is blank, the system will follow the Join Date on when the employee will start to accrue leave.

## Resignation Tender Date, Exit Date and Exit Reason

1. Click configure “ ” icon. This will open a pop-up box.




2. Click the edit “ ” icon. User must modify the existing Join Date.
3. Enter the Resignation Tender Date.
4. Enter the actual Exit Date of the employee to the company.
5. Exit Reason is a drop-down field. Choose from the selections given.
6. Exit Interview Date is an optional field. Enter the date if data if given for HR record purposes.
7. Resign Remarks is an optional field. This is a free text for comment section.
8. Click Update to save.



Upon entering the details, it will reflect in employment screen as highlighted above for the following fields.

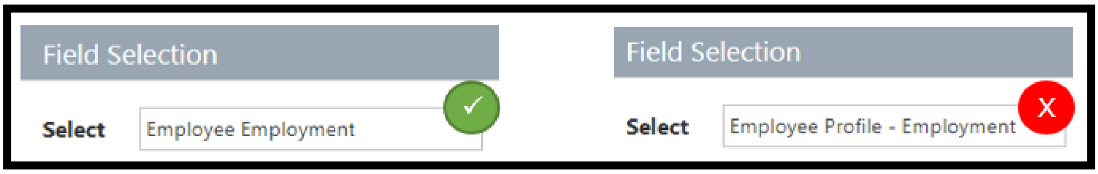
## Employment Tab Spare Fields

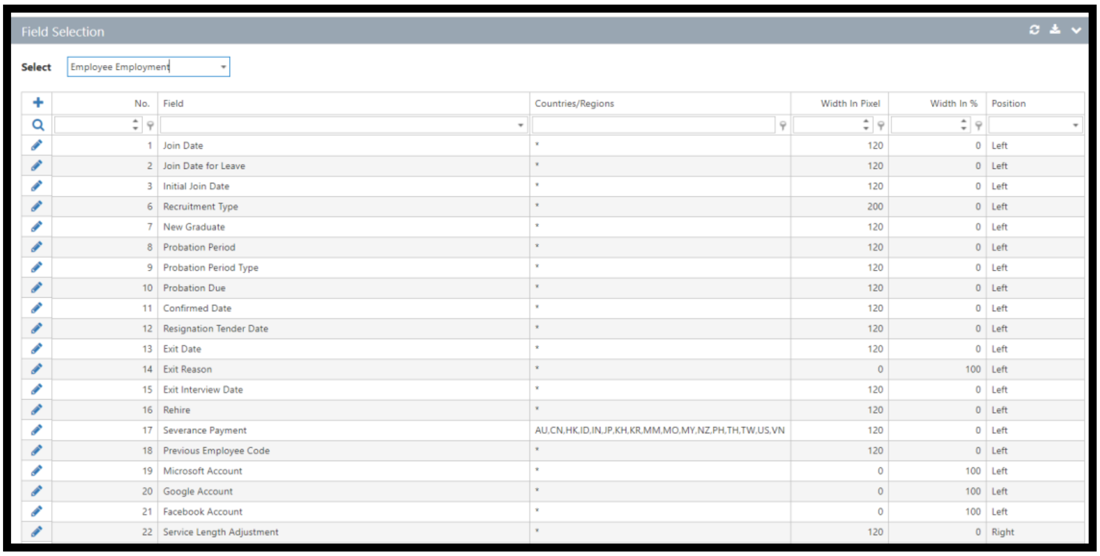
User can adjust the fields to be available under Employment tab. The Countries/Regions must be set to a specific country or * if it applies to all. This is also used to set the position of the field in the screen.

***Access: Setup > Setting > Field Selection > Select: Employee Employment***

Note: There are two "Employment" from the selection.

- Employee Employment – This refers to the Employment tab in Employee Master
- Employee Profile – Employment – This refers to the Employee Profile Report in Personnel





Field Selection

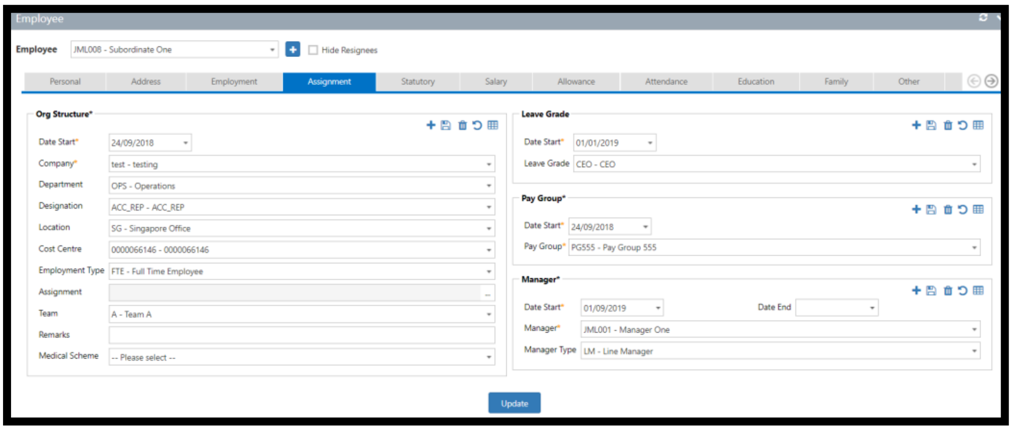
Select: Employee Employment

| No. | Field | Countries/Regions | Width In Pixel | Width In % | Position |
|---|---|---|---|---|---|
| 1 | Join Date | * | 120 | 0 | Left |
| 2 | Join Date for Leave | * | 120 | 0 | Left |
| 3 | Initial Join Date | * | 120 | 0 | Left |
| 6 | Recruitment Type | * | 200 | 0 | Left |
| 7 | New Graduate | * | 120 | 0 | Left |
| 8 | Probation Period | * | 120 | 0 | Left |
| 9 | Probation Period Type | * | 120 | 0 | Left |
| 10 | Probation Due | * | 120 | 0 | Left |
| 11 | Confirmed Date | * | 120 | 0 | Left |
| 12 | Resignation Tender Date | * | 120 | 0 | Left |
| 13 | Exit Date | * | 120 | 0 | Left |
| 14 | Exit Reason | * | 0 | 100 | Left |
| 15 | Exit Interview Date | * | 120 | 0 | Left |
| 16 | Rehire | * | 120 | 0 | Left |
| 17 | Severance Payment | AU,CN,HK,ID,IN,JP,KH,KR,MM,MO,MY,NZ,PH,TH,TW,US,VN | 120 | 0 | Left |
| 18 | Previous Employee Code | * | 120 | 0 | Left |
| 19 | Microsoft Account | * | 0 | 100 | Left |
| 20 | Google Account | * | 0 | 100 | Left |
| 21 | Facebook Account | * | 0 | 100 | Left |
| 22 | Service Length Adjustment | * | 120 | 0 | Right |

# Employee Assignment

Employee Assignment is used to tag employees to their corresponding Org Structure, Leave Grade, Pay Group and Manager.

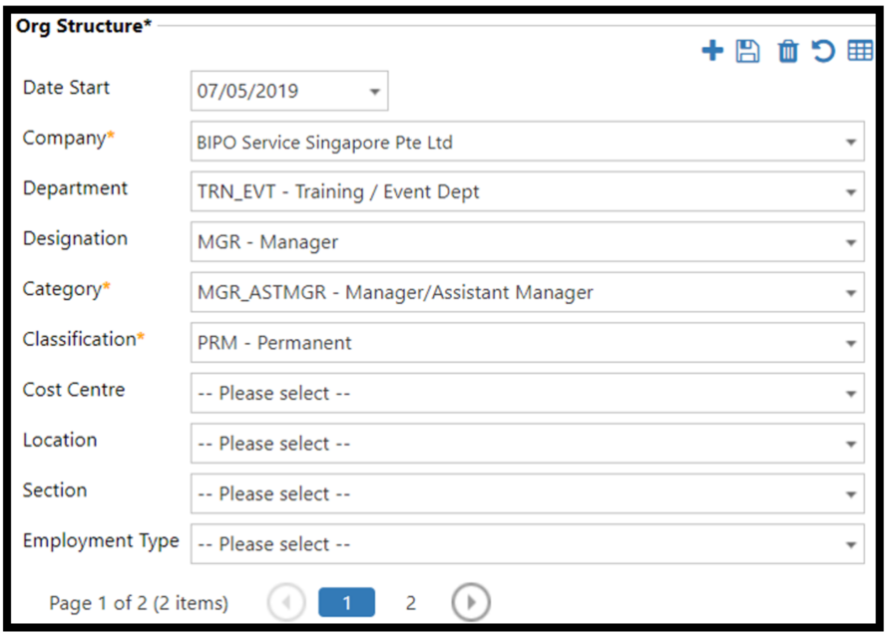
***Access: Personnel Module > Personnel > Employee > Assignment***




## Org Structure

Employee Org Structure defines the allocation of an employee in the organization. This is also used to tag employee Cost Centre, Location (if company having multiple sites) and employee's type of employment.

As seen from the sample below, there are 2 pages. This indicates that employee has a change in org structure.

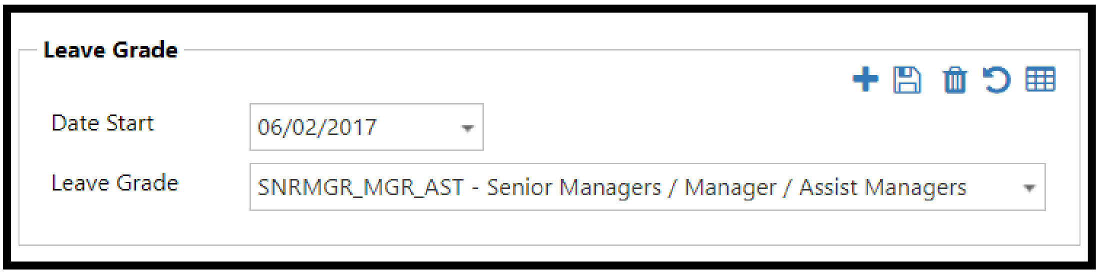



Note that Users can add/delete from Spare Field menu.

## Leave Grade

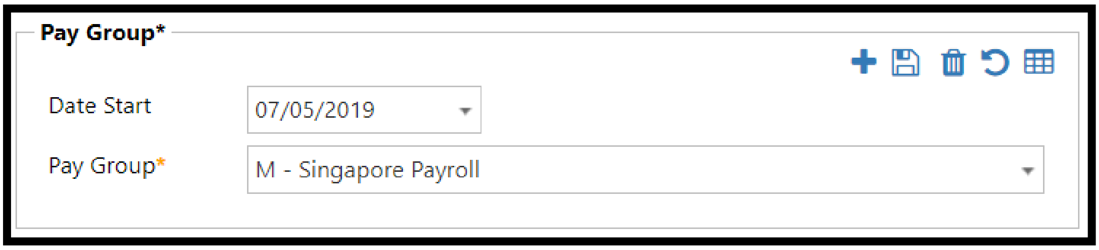
Leave Grade is used to assign a specific leave bucket to employees. The setting up of leave grade can be done in ***Reference > Assignment > Leave Grade*** menu. The actual leave entitlement for each leave grade is to be defined in the:

***Leave module > Reference > Leave > Entitlement***.



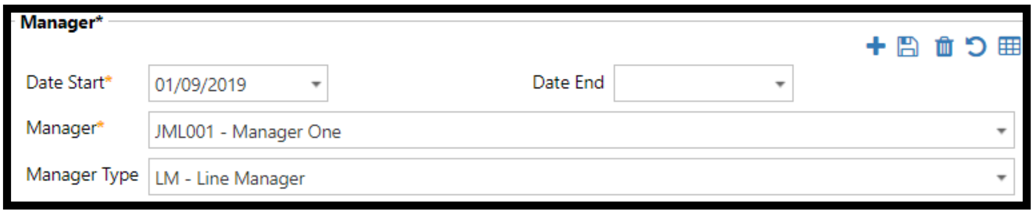

## Pay Group

Pay Group is used to identify the employee Payroll Grouping needed in payroll processing. As a sample, if User process “M – Singapore Payroll”, then this employee would be included in the run. It is essential as it is impacting the processing of employee’s pay and the inclusion of every pay run. Pay Group can be setup under ***Reference > Assignment > Pay Group.***




## Manager

Manager section is used to identify the employee’s reporting line manager. The list of Manager from the drop-down list are all stored employees in the company records. The selection of Manager Type can be setup under ***Reference > Assignment > Manager Type.***



## Employee Statutory

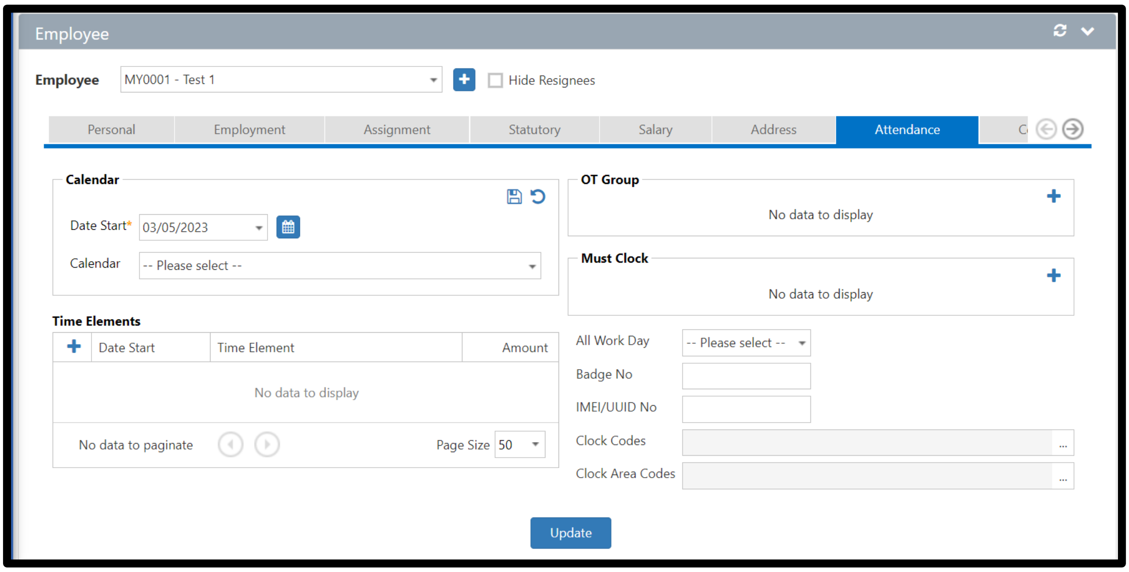
Employee Statutory is a dedicated tab to store employee statutory records and to include in processing as part of government mandated law.

For Country/Region Statutory, kindly visit Country Statutory User Guide.

## Employee Calendar

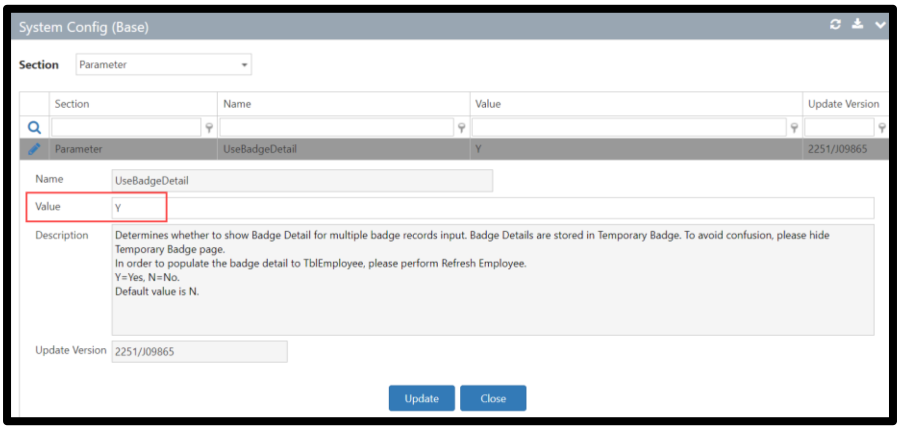
Employee Calendar is used to assign employees to follow specific working schedule. This information is needed for payroll purposes as employees will not be included in the run if this information is missing. The accurate tagging of employee's Calendar is important to operations and payroll to accordingly pay them based on their worked service. It also helps the company in terms of planning and makes tracking of labor cost efficient.

***Access: Personnel Module > Personnel > Employee > Attendance Tab***



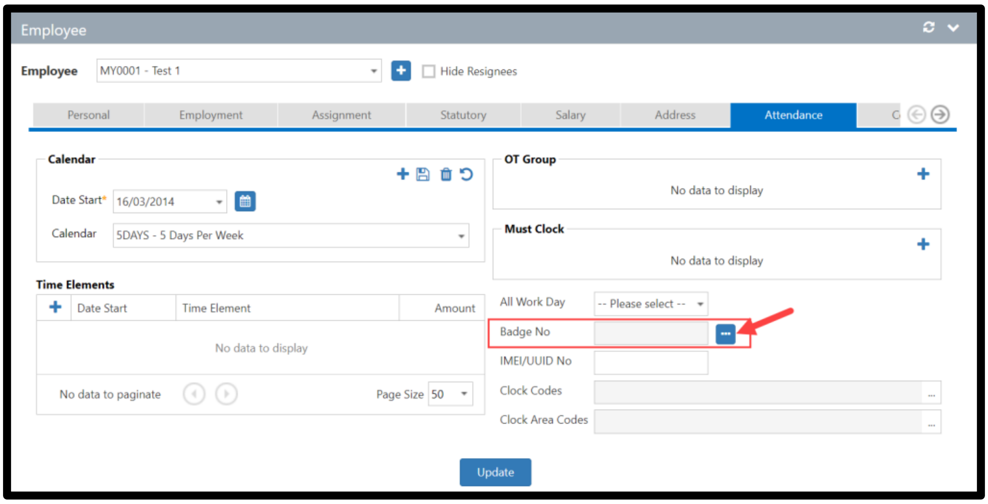

There is config that allows user to store multiple Badge No. This config will be appliable when there is scenario that employee reuse Badge No (Employee A resign and give badge no to Employee B). By enabling this config, the system can cater duplicate Badge No case and system will get the active Badge No by comparing Badge No date start with refresh employee date.

***Access: System > Config > Base > Parameter > UseBadgeDetail***

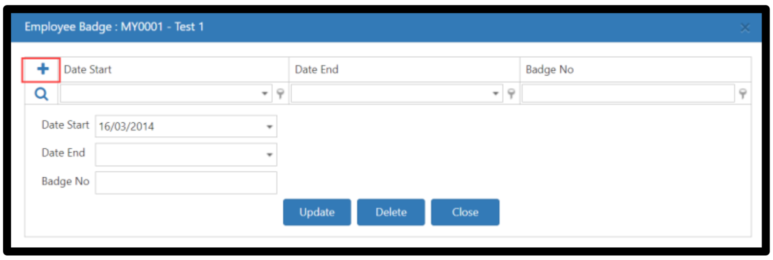



1. Set the value for this config as Y.

   ***Access: Personnel Module > Personnel > Employee > Attendance***

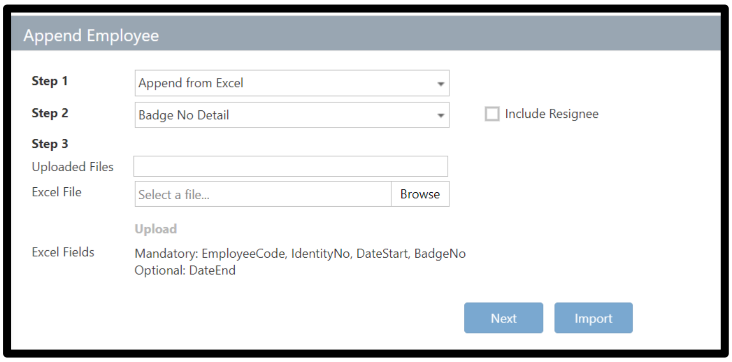



2. Badge No field under employee master will have an additional button, click on this button.
3. A pop-up screen as below appear:




4. Fill up accordingly and click ***Update*** button.

   ***Note:*** This config support Append Employee.

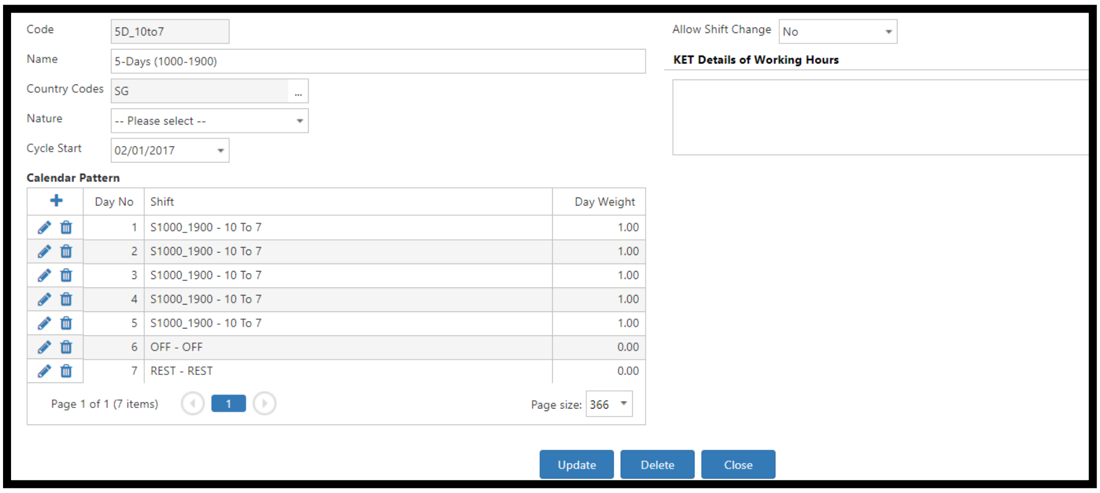



## Configuring & Assigning Employee Calendar

Follow the steps below in configuring and assigning employee calendar:

1. Click the add " + " icon to enter calendar record.
2. Date Start – Select the Date Start usually the Join Date of employee.
3. Working Pattern – This is only applicable to China, Taiwan, Macao.
4. Calendar – Drop-down field that should be setup under:

***Access: Personnel Module > Reference > Assignment > Calendar***




User can create Calendar to assign to every employee depending on how their contract and arrangements dictate. User can also specify the day weight to match the proper calculation of days the employee worked. Calendar Pattern should be setup to be selected.

## Salary Setup

***Salary Setup*** is used to set the percentage, amount, salary currency and remaining salary of employee to allocated bank accounts/s.

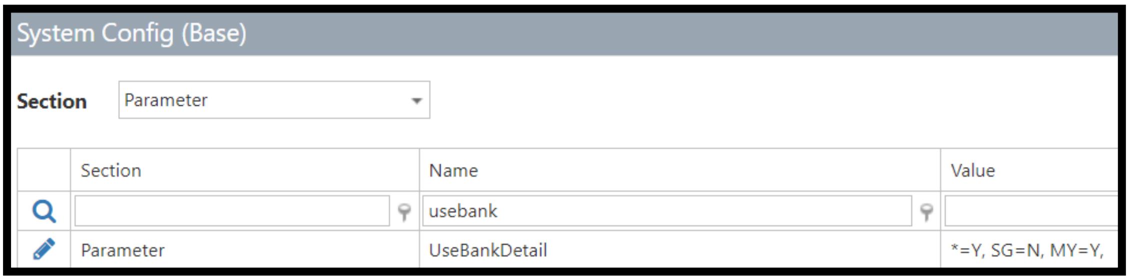
### Configuration

***"UseBankDetail"*** config is used to allow user to input multiple bank allocation record for employee.

If value is set to:

- **N** – User can input 1 to 2 bank allocation record
- **Y** – Use can input 2 or more bank allocation record

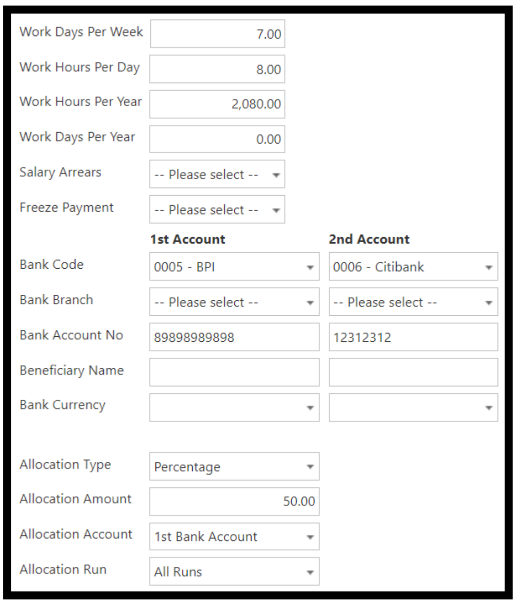
***Access: System > Config > Base > Section: Parameter > "UseBankDetail"***



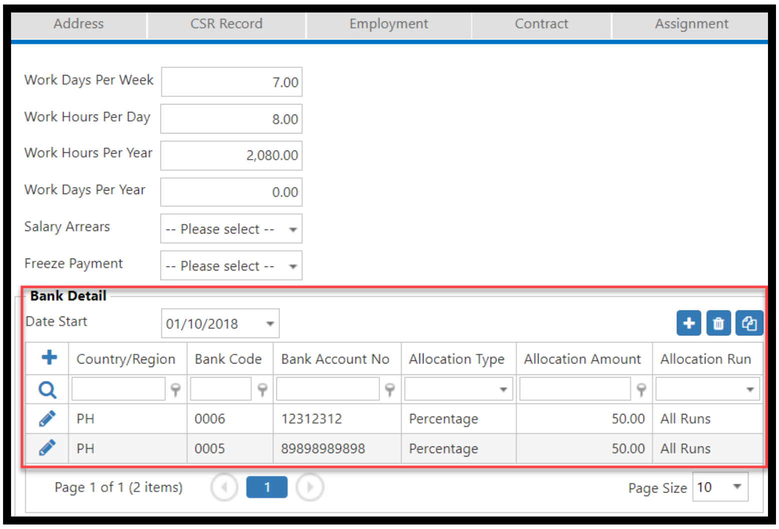

### Bank Allocation Records

If ***"UseBankDetail"*** is set to **N,** the interface below will be displayed to enter 1 to 2 bank allocation record/s.

***Access: Personnel Module > Personnel > Employee > Salary Tab***



If ***"UseBankDetail"*** is set to **Y,** the interface below will be displayed to enter 2 or more bank allocation records.

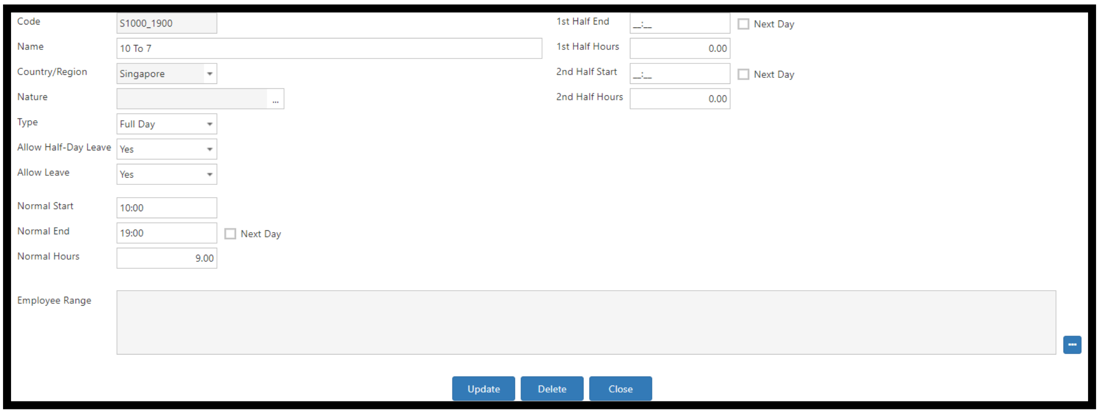



1. ***Bank Code –*** Select the ***Bank Code*** of employee. This can be setup in ***Reference > Statutory > Bank.***
2. ***Bank Branch –*** Select the ***Bank Branch*** of the ***Bank Code***. This can be setup in ***Reference > Statutory > Bank.***
3. ***Bank Account No*** – Enter the employee bank account no.
4. ***Beneficiary Name*** – Enter the employee ***Beneficiary Name*** if needed.
5. ***Bank Currency*** – Select the bank currency. If left blank, this will default to the ***Pay Group Setup.***
6. ***Allocation Type –*** Select if:
   - Percentage
   - Amount
   - Currency
7. ***Allocation Amount –*** The ***Allocation Amount*** corresponds to the selected ***Allocation Type.***
8. ***Allocation Account –*** Select if 1st or 2nd Bank account. The remaining percentage, amount or other currency will be allocated to the other bank account.
9. ***Allocation Run –*** Select if the allocation is applicable to:
   - All Runs
   - Salary Runs
   - Separate Runs

## Calendar Pattern

Calendar Pattern should be setup under:

***Access: Personnel Module > Reference > Assignment > Shift***




This will only be visible in Calendar menu after configuration.

# Detail Information

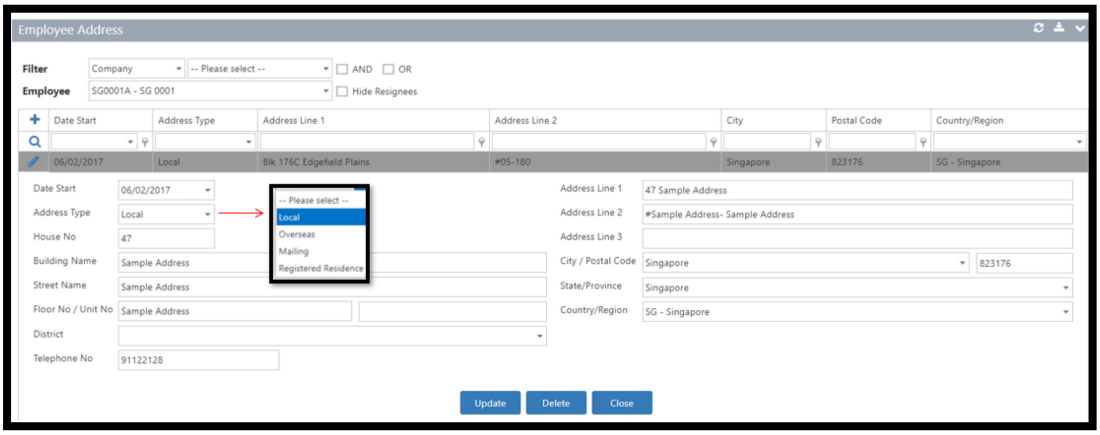
Detail Information menu is used to store employee record important information into the system. Some information will also reflect in Employee Master while others are only available in this menu. The sub-menus under Detail are:

- Address
- Allowances
- Appraisal
- Attachment
- Certificate
- Contract
- Cost Centre
- Development Plan
- Education
- Emergency
- Family
- Loan
- Misconduct
- Note
- Secondment
- Work Experience

***Access: Personnel Module > Personnel > Details***

## Address

Employee address can also be entered in this menu aside from employee master. Multiple address can be stored by clicking the add " + " icon.



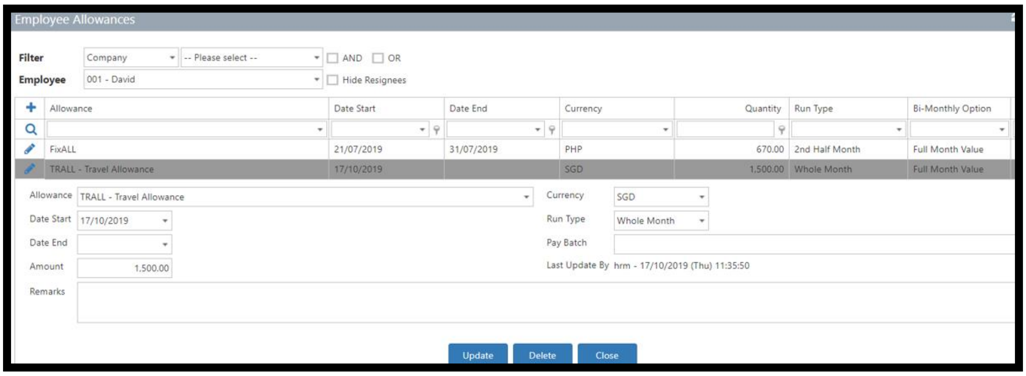

User can enter different address types such as:

- Local
- Overseas
- Mailing
- Registered Residence

Once saved (by clicking Update), it will reflect in Employee Master as well.

## Allowances

Employee Allowances is also used to enter allowances aside from the allowances tab which will also reflect in Employee Master under Allowances tab.

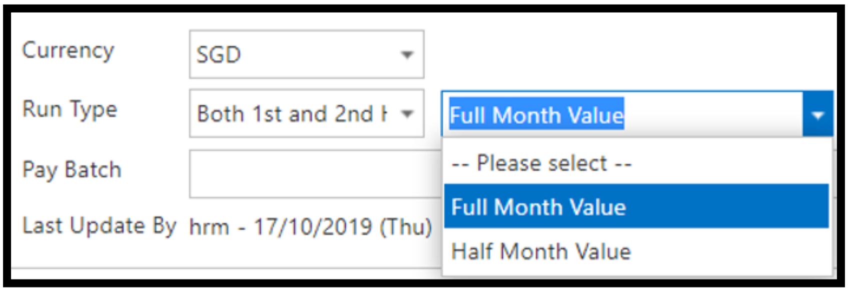


If there is no Date End specified, it indicates that the allowance is recurring and can only be stopped if Date End is provided.

Run Type – This is the schedule of when the allowance will be paid to employee:

- Both 1st and 2nd Half
- 1st Half Month
- 2nd Half Month

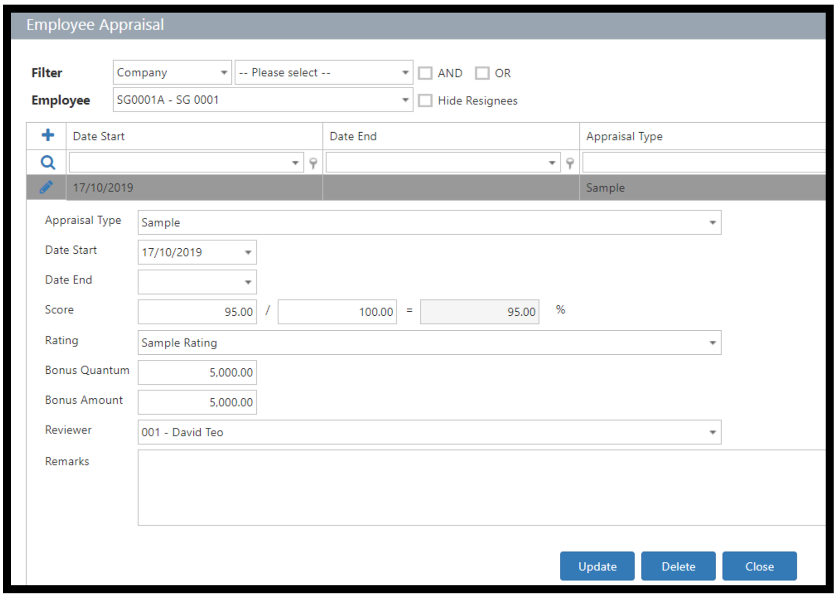
These three selections enable another field to identify if the amount will be paid in full on half month value.




- Whole Month
- Separate – Only to pay if running Separate run.

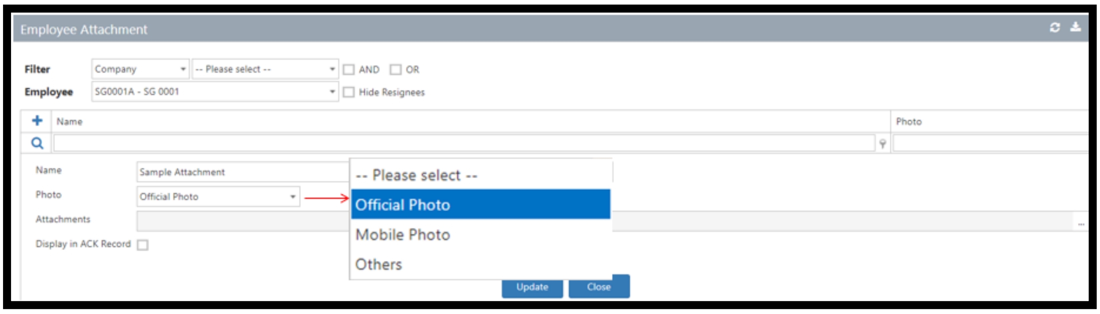
## Appraisal

Appraisal is used to record employee appraisal all throughout the employee's work service in the company. The figures indicated in this menu does not affect the salary nor payroll, thus only used for record purposes.



## Attachment

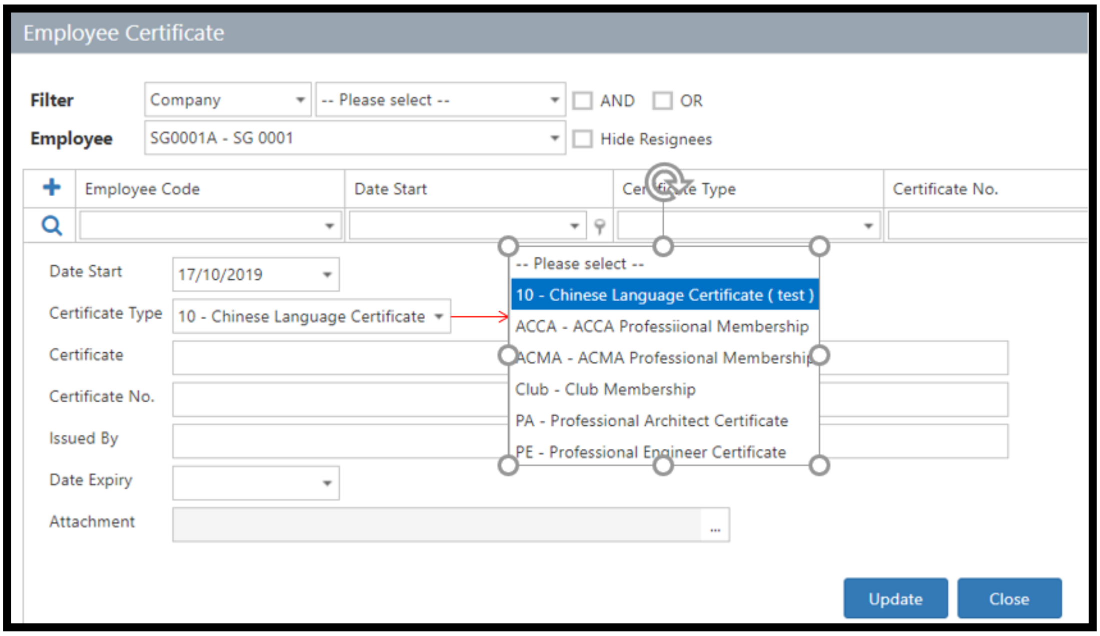
Attachment is used as repository of Official Photo, Mobile Photo or Others in employee profile. User can click on "..." icon to attach.




If Display in ACK Record is ticked, the attachment will be available in ***Administration Module > Document > Document ACK Record.***

## Certificate

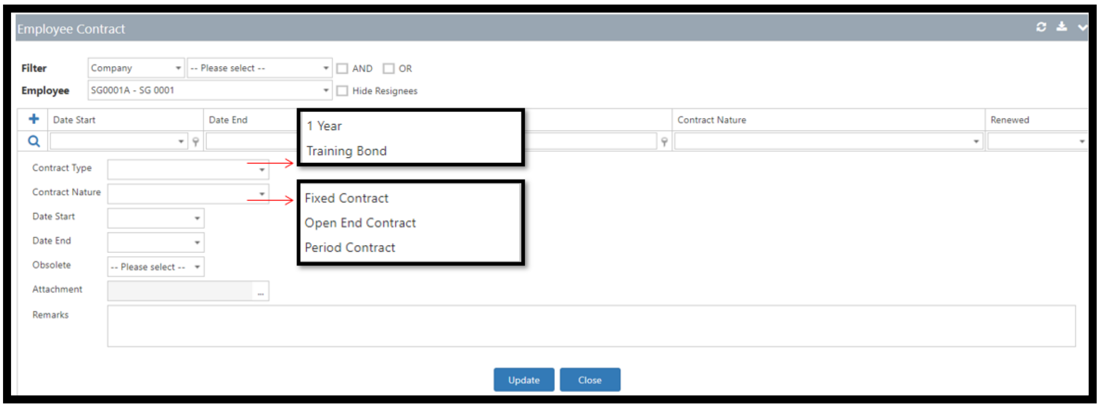
Certificate is used to store the employee certificate as part of requirement for certain positions. These certificates were submitted by employees and HR/ User can save these as part of their reference.




User can add certificate types by setting it under ***Personnel Module > Reference > Personal > Personal Cert Type***.

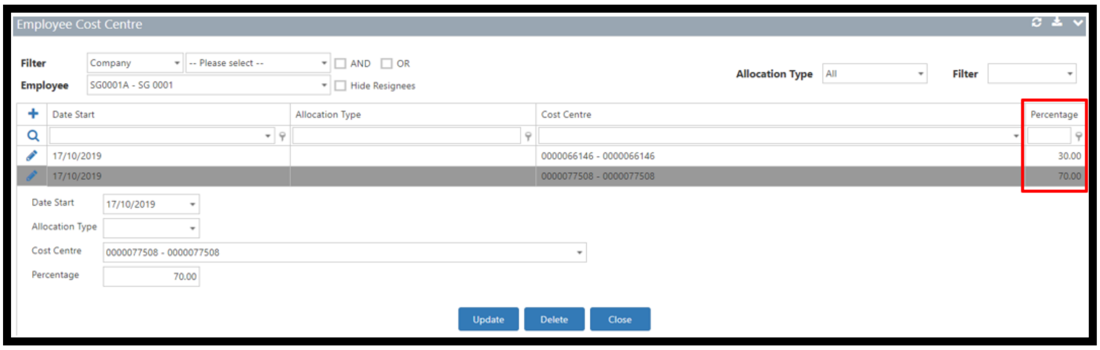
## Contract

Contract is used to store employee contract for HR record purposes.




## Cost Centre

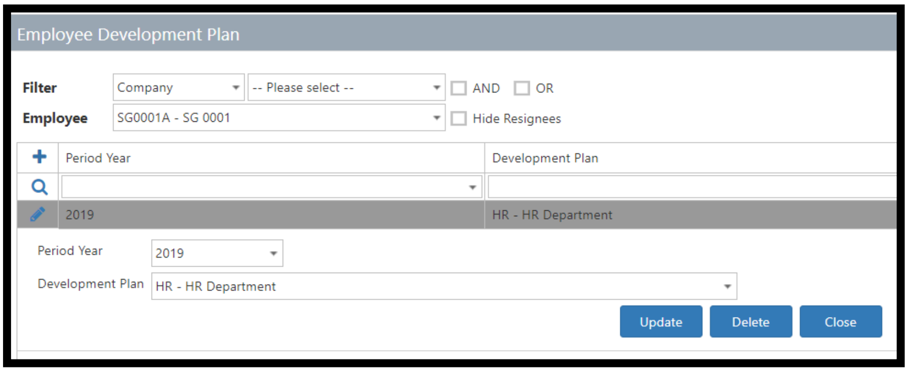
Cost Centre is used for employee cost allocation. This menu is also used to enter split costing for an employee. Split costing should be tallied to 100% if combined.




Setting up Cost Centre can be done in ***Personnel Module > Reference > Organization > Cost Centre.***

## Development Plan

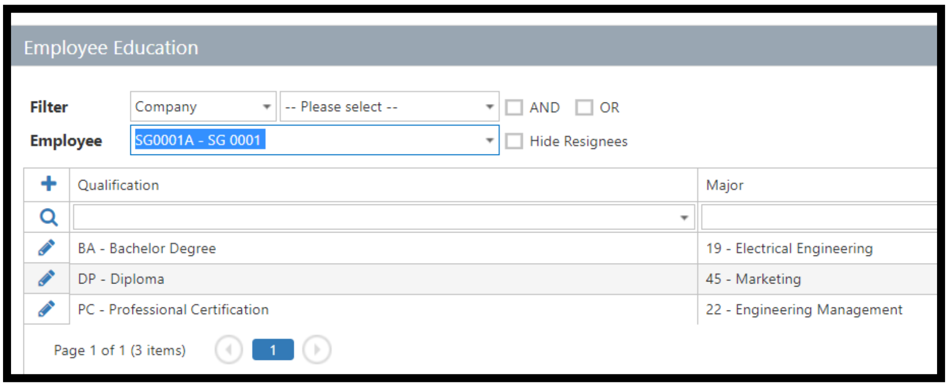
Development Plan is used to tag an employee to a development plan in a fiscal year.




The Development Plan refers to the agenda of employee development.

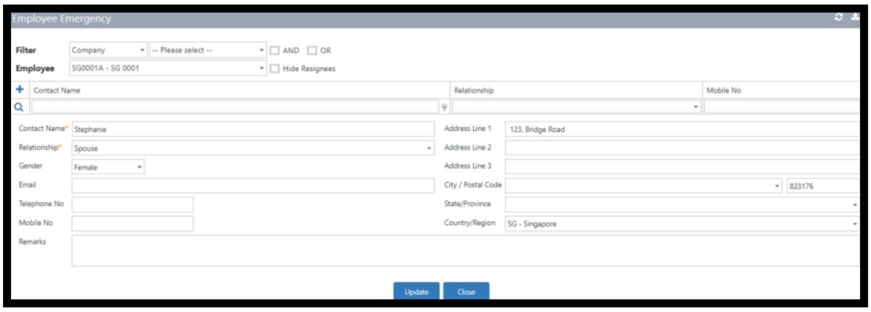
## Education

Education is used to store employee education details that will also reflect in employee master under Education tab.




## Emergency

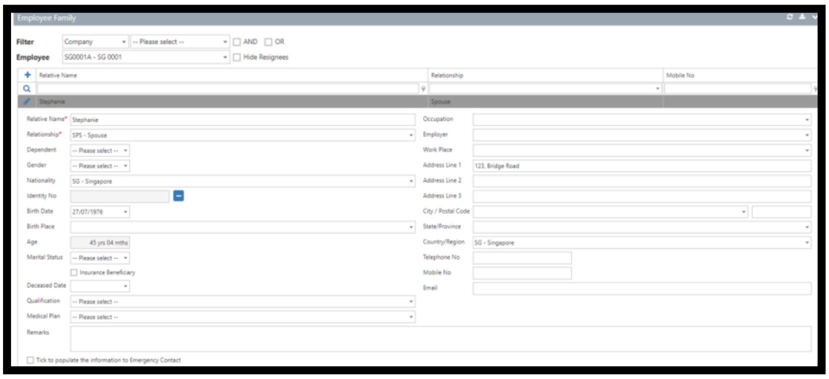
Emergency is used to record the employee's kin contact details in case of emergency.




User can add a selection in Relationship field under ***Personnel Module > Reference > Personal > Relationship***.

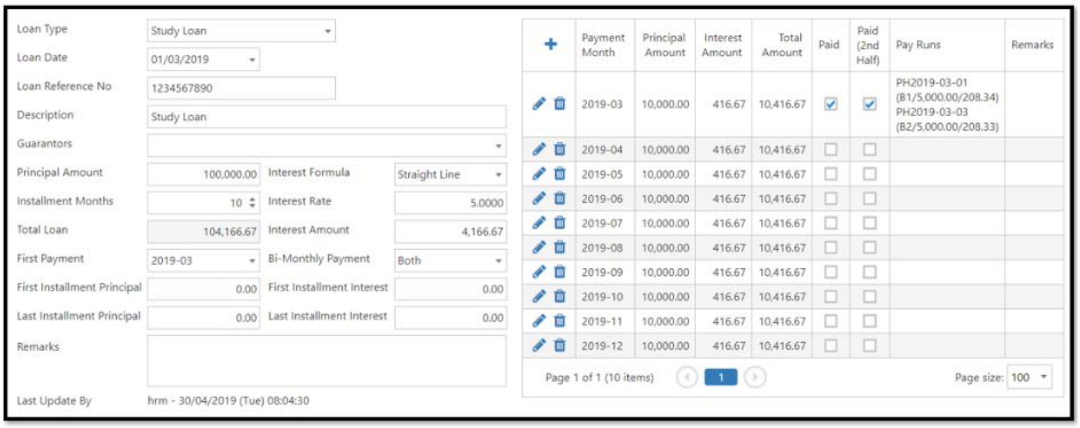
## Family

Family is used to record the employee family details. Information entered in this menu will also be available in Employee Master, Family tab.



## Loan

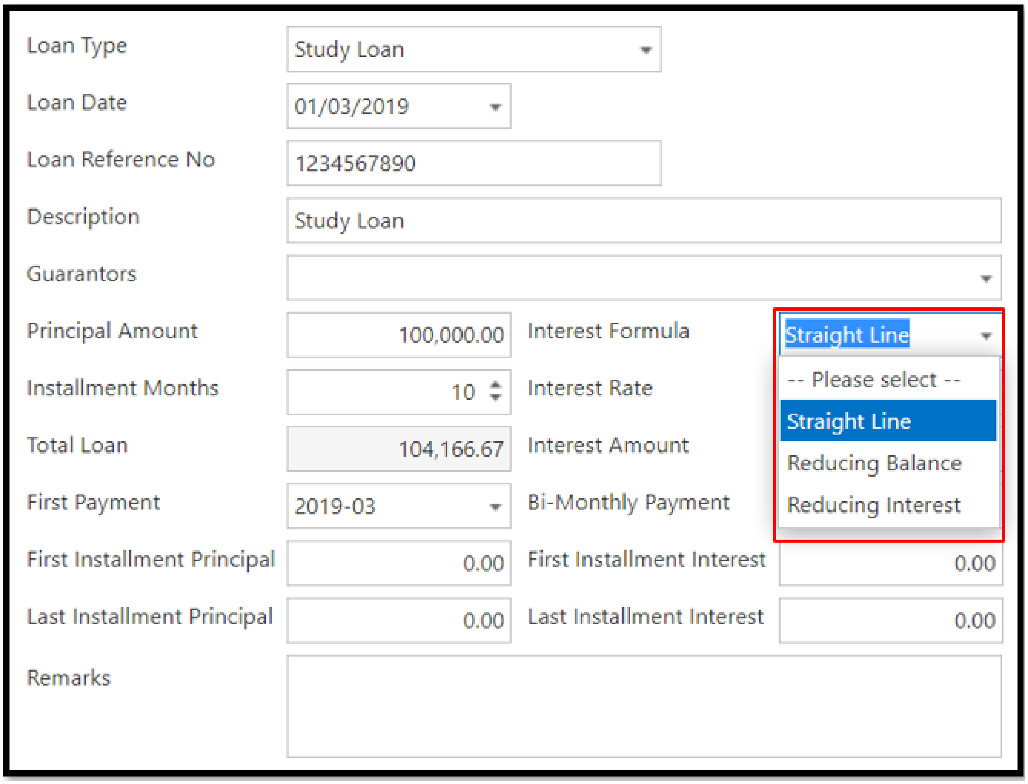
Multiple loans can be tracked for each employee and these can be interfaced into payroll for repayment(s) to be deducted from the salary.




| | |
|---|---|
| Loan Type | Drop-down list of Loan for selection. User can type in the new loan type name. Once you save this record successfully, system will add to the list for future use. |
| Loan Date | Starting Payment of Loan |
| Loan Reference No | The values here will be updated in Payroll Transactions Reference Number during processing |
| Description | Loan Description |
| Guarantors | Guarantors of the Loan |
| Principal Amount | Loan total amount |
| Interest Formula | See table below |

| | |
|---|---|
| Installment Months | Number of splitting months |
| Interest Rate | Interest rate percentage |
| Total Loan | Principal Amount + Principal Rate |
| Interest Amount | Total interest amount based on interest rate |
| First Payment | First payment date |
| Bi-Monthly Payment | • 1st Half<br>• 2nd Half<br><br>Both |
| First Installment Principal | Total amount of first installment |
| Last Installment Principal | Total amount of last installment |
| Remarks | This field is optional |
| Last Update By: | Edit history |

## Loan - Interest Formula



| | |
|---|---|
| Straight Line | Straight Line is to separate the loan details equally |
| Reducing Balance | Combination with Interest Amount |
| Reducing Interest | Principal Amount is divided equally but the interest starting with more then get lesser each month |

## Sample Straight Line

| + | Payment Month | Principal Amount | Interest Amount | Total Amount | Paid | Paid (2nd Half) | Pay Runs | Remarks |
|---|---|---|---|---|---|---|---|---|
| | 2019-03 | 10,000.00 | 416.67 | 10,416.67 | ☑ | ☑ | PH2019-03-01 (B1/5,000.00/208.34) PH2019-03-03 (B2/5,000.00/208.33) | |
| | 2019-04 | 10,000.00 | 416.67 | 10,416.67 | ☐ | ☐ | | |
| | 2019-05 | 10,000.00 | 416.67 | 10,416.67 | ☐ | ☐ | | |
| | 2019-06 | 10,000.00 | 416.67 | 10,416.67 | ☐ | ☐ | | |
| | 2019-07 | 10,000.00 | 416.67 | 10,416.67 | ☐ | ☐ | | |
| | 2019-08 | 10,000.00 | 416.67 | 10,416.67 | ☐ | ☐ | | |
| | 2019-09 | 10,000.00 | 416.67 | 10,416.67 | ☐ | ☐ | | |
| | 2019-10 | 10,000.00 | 416.67 | 10,416.67 | ☐ | ☐ | | |
| | 2019-11 | 10,000.00 | 416.67 | 10,416.67 | ☐ | ☐ | | |
| | 2019-12 | 10,000.00 | 416.67 | 10,416.67 | ☐ | ☐ | | |

Page 1 of 1 (10 items) 1 Page size: 100

## Sample Reducing Balance

| + | Payment Month | Principal Amount | Interest Amount | Total Amount | Paid | Paid (2nd Half) | Pay Runs | Remarks |
|---|---|---|---|---|---|---|---|---|
| | 2019-03 | 9,813.93 | 416.67 | 10,230.60 | ☐ | ☐ | | |
| | 2019-04 | 9,854.82 | 375.78 | 10,230.60 | ☐ | ☐ | | |
| | 2019-05 | 9,895.89 | 334.71 | 10,230.60 | ☐ | ☐ | | |
| | 2019-06 | 9,937.12 | 293.48 | 10,230.60 | ☐ | ☐ | | |
| | 2019-07 | 9,978.52 | 252.08 | 10,230.60 | ☐ | ☐ | | |
| | 2019-08 | 10,020.10 | 210.50 | 10,230.60 | ☐ | ☐ | | |
| | 2019-09 | 10,061.85 | 168.75 | 10,230.60 | ☐ | ☐ | | |
| | 2019-10 | 10,103.78 | 126.82 | 10,230.60 | ☐ | ☐ | | |
| | 2019-11 | 10,145.87 | 84.73 | 10,230.60 | ☐ | ☐ | | |
| | 2019-12 | 10,188.12 | 42.44 | 10,230.56 | ☐ | ☐ | | |

Page 1 of 1 (10 items) 1 Page size: 100

| | Principal | Interest | Total |
|---|---|---|---|
| Total | 100,000.00 | 2,305.96 | 102,305.96 |
| Outstanding | 100,000.00 | 2,305.96 | 102,305.96 |

## Sample Reducing Interest

| + | Payment Month | Principal Amount | Interest Amount | Total Amount | Paid | Paid (2nd Half) | Pay Runs | Remarks |
|---|---|---|---|---|---|---|---|---|
| | 2019-03 | 10,000.00 | 416.67 | 10,416.67 | ☐ | ☐ | | |
| | 2019-04 | 10,000.00 | 373.26 | 10,373.26 | ☐ | ☐ | | |
| | 2019-05 | 10,000.00 | 330.04 | 10,330.04 | ☐ | ☐ | | |
| | 2019-06 | 10,000.00 | 287.00 | 10,287.00 | ☐ | ☐ | | |
| | 2019-07 | 10,000.00 | 244.14 | 10,244.14 | ☐ | ☐ | | |
| | 2019-08 | 10,000.00 | 201.45 | 10,201.45 | ☐ | ☐ | | |
| | 2019-09 | 10,000.00 | 158.95 | 10,158.95 | ☐ | ☐ | | |
| | 2019-10 | 10,000.00 | 116.62 | 10,116.62 | ☐ | ☐ | | |
| | 2019-11 | 10,000.00 | 74.47 | 10,074.47 | ☐ | ☐ | | |
| | 2019-12 | 10,000.00 | 32.49 | 10,032.49 | ☐ | ☐ | | |

Page 1 of 1 (10 items) 1 Page size: 100

| | Principal | Interest | Total |
|---|---|---|---|
| Total | 100,000.00 | 2,235.09 | 102,235.09 |
| Outstanding | 100,000.00 | 2,235.09 | 102,235.09 |

After processing in Payroll, the "Pay Runs" will be populated by a stamp consisting of:

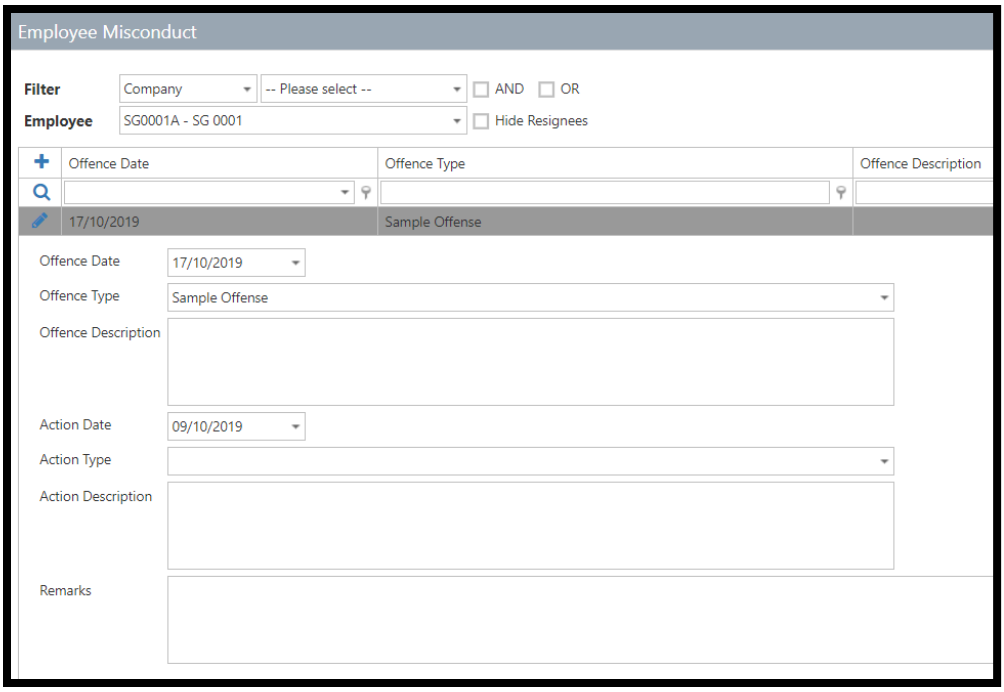
- "Pay Run ID" followed Run Type:
  - B1 - first half amount and 50% interest for the whole month
  - B2 - 2nd half amount and 50% interest for the whole month
- For monthly payment - The total amount and total interest will be shown.

| + | Payment Month | Principal Amount | Interest Amount | Total Amount | Paid | Paid (2nd Half) | Pay Runs | Remarks |
|---|---|---|---|---|---|---|---|---|
| | 2019-03 | 10,000.00 | 416.67 | 10,416.67 | ☑ | ☑ | PH2019-03-01 (B1/5,000.00/208.34) PH2019-03-03 (B2/5,000.00/208.33) | |
| | 2019-04 | 10,000.00 | 416.67 | 10,416.67 | ☐ | ☐ | | |

****Important Note**: For any manual adjustments done in the respective pay run, the Principal Amount and the Interest Amount must be adjusted in the Employee Loan Record manually as well so that the correct outstanding balance can be displayed.

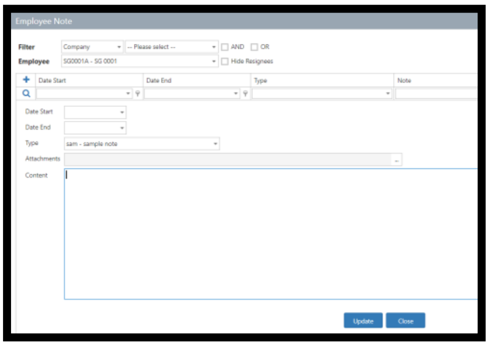
## Misconduct

Misconduct is used to record employee behavioral case for HR reference.




## Note

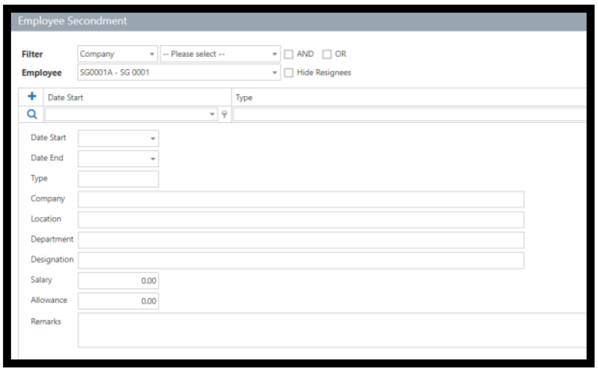
Note is used to attach any document and take note of any reference for record keeping.




Note type can be added under ***Personnel Module > Reference > Personal > Note Type.***

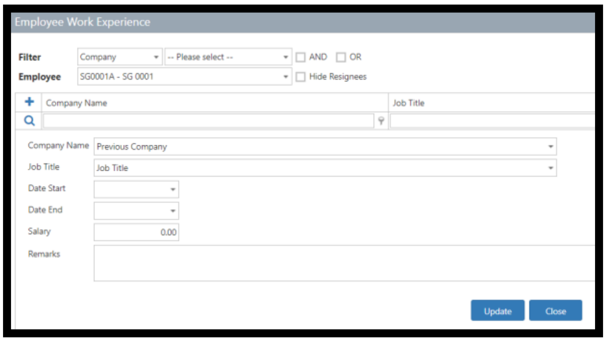
## Secondment

Secondment is used to enter any secondment details including additional Salary and Allowance if employee is tapped to take a temporary position. This will reflect in Employee Master, Secondment tab if this tab is enabled.




## Work Experience

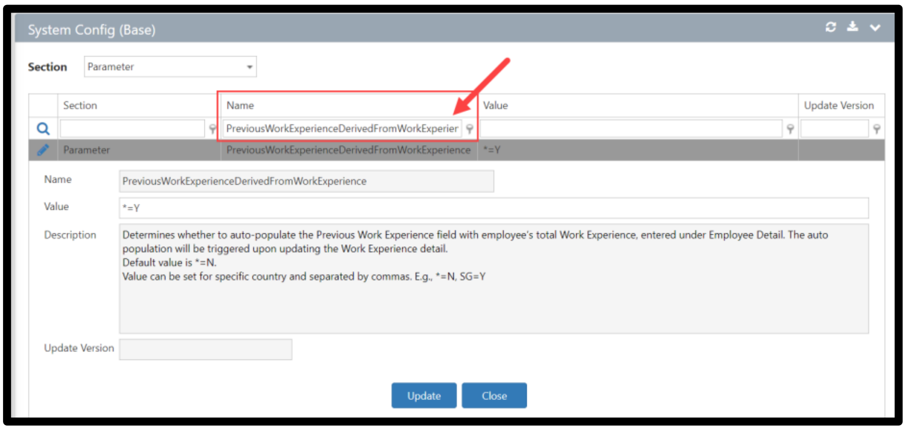
Work Experience is used to record employee working history as part of HR documentation.




There is config that allows user to auto-populate the value in Previous Work Experience field under Employee Master after user update the Work Experience details. Following is the steps of setup for this configuration:

***Access: System > Config > Base > Section:Parameter***

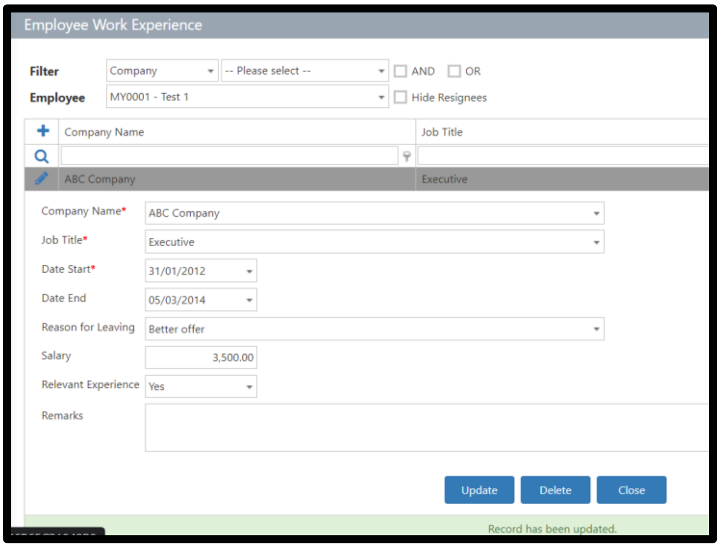
1. Search ***PreviousWorkExperienceDerivedFromWorkExperience*** under the ***Name*** column.



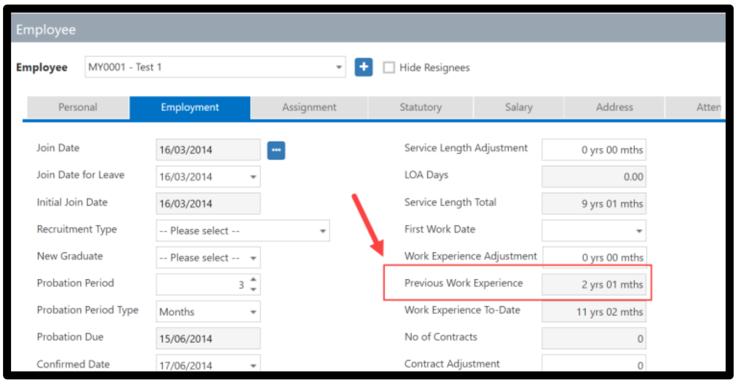

2. Update the value to Y if you wish to enable this config.
3. Once it is updated, the date that updated in Work Experience will be computed and auto populate under Previous Work Experience field.

   **Example:**

   HR admin updated the Work Experience for Employee as below:



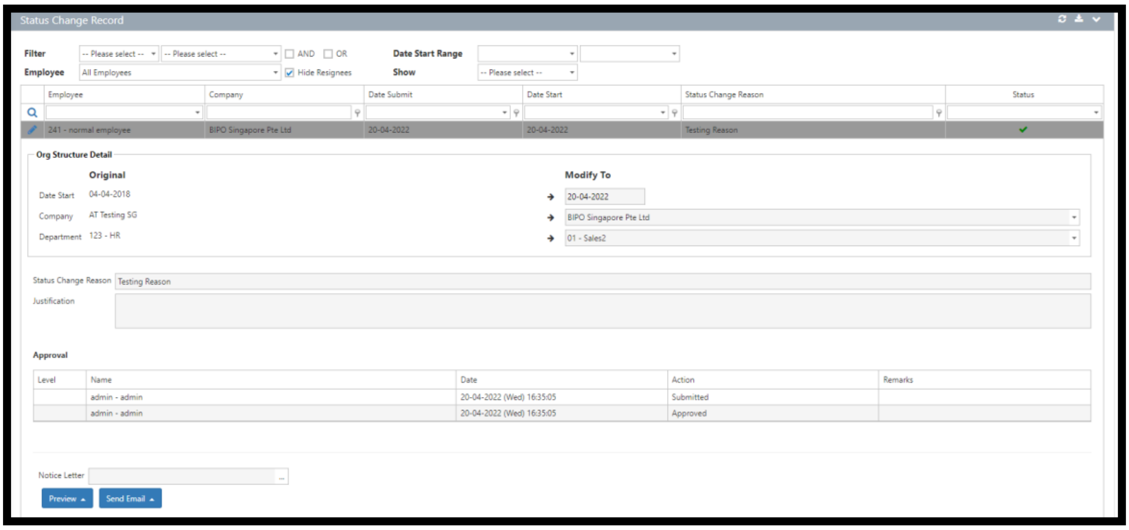

If the config ***PreviousWorkExperienceDerivedFromWorkExperience*** value is set as ***Y***, system will auto compute the value of ***Date Start*** and ***Date End*** in ***Work Experience***, populate under ***Previous Work Experience*** field.



## Personal Status Change

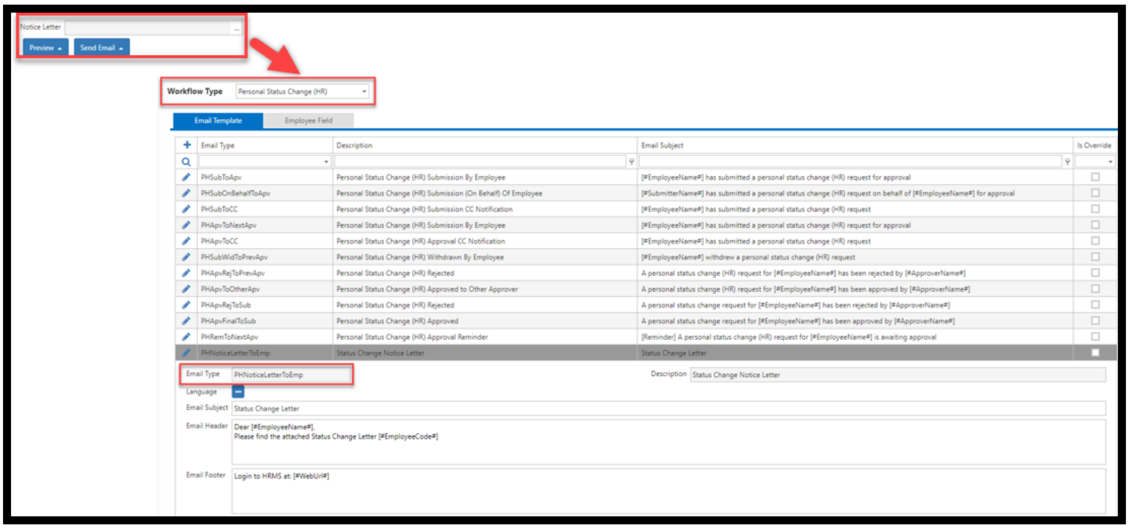
***Personal Status Change*** is used modify employee details that will reflect in employee master data. This will display the original data and new data to show comparison.

***Access: Personnel Module > Life Cycle > Personal Status > Change Record***



The ***Notice Letter*** that is used as email notification for medication can be setup in:

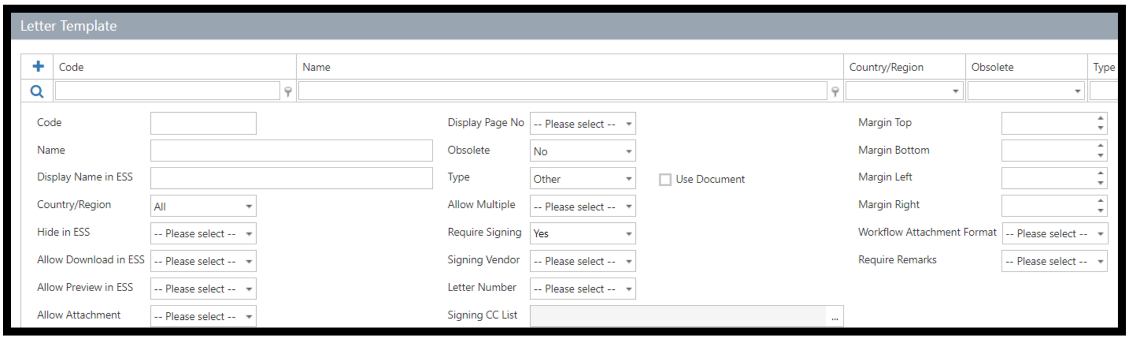
***Access: Setup > Workflow > Workflow Email > Workflow Type: Personal Status Change (HR) > PHNoticeLetterToEmp***



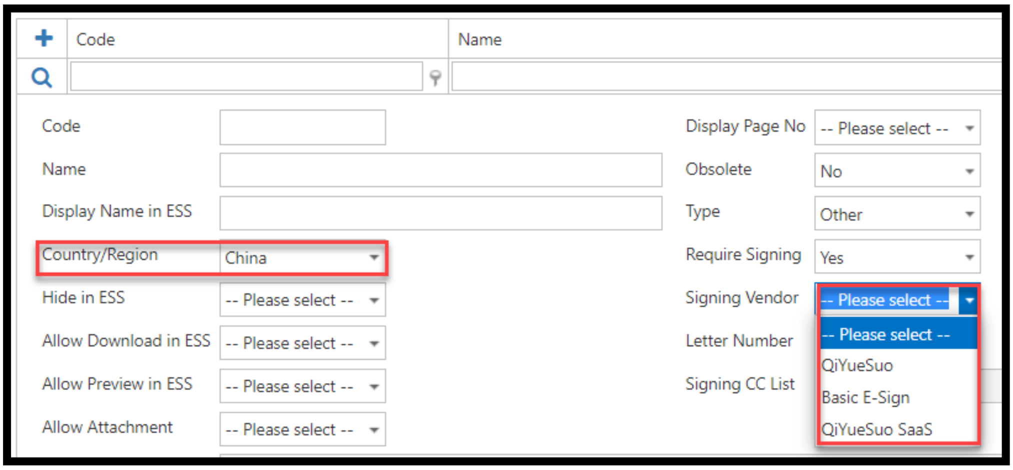

## Letter Template

***Letter Template*** is used to set up the letter contents and configurations to be sent to employees.

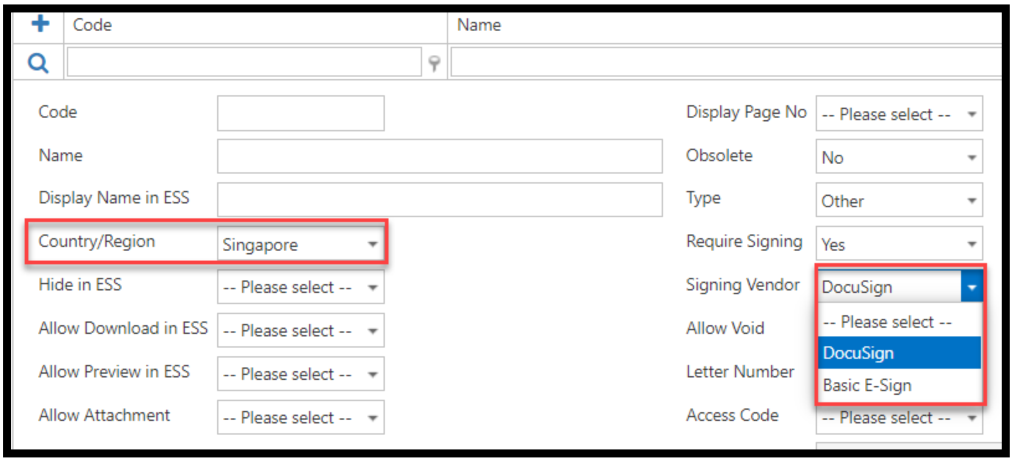
***Access: Personnel Module > Reference > Letter > Letter Template***



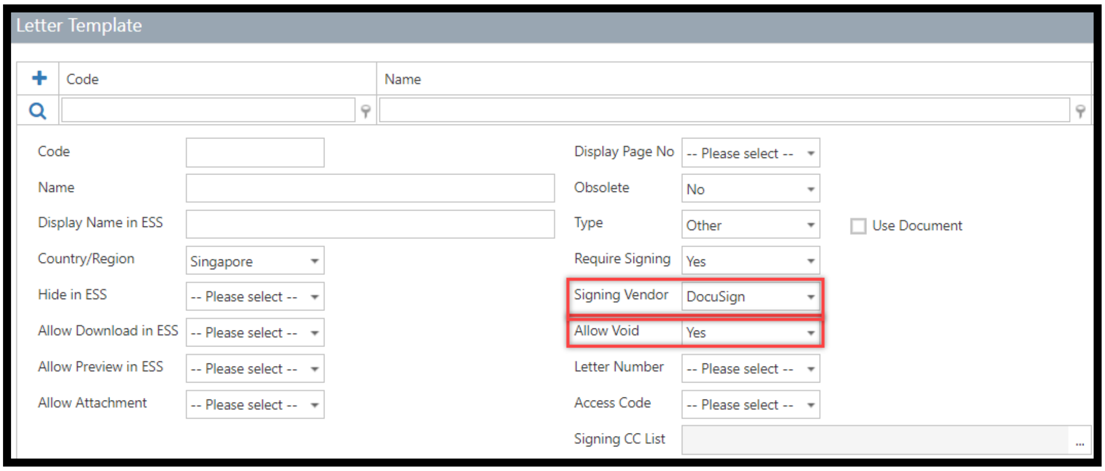

1. ***Code*** – Enter the ***Code*** of the letter template.
2. ***Name*** – Enter the ***Name*** of the letter template.
3. ***Display Name in ESS*** – Enter the template name to display in ESS.
4. ***Country/Region*** – Select which country this letter template will be available to. Select ***All*** if applies to all.
   - When Country/Region = 'CN' then Signing vendor selection will be ***QiYueSuo***, ***Basic E-Sign*** and ***QiYueSuo SaaS*** for all ***Letter Types*** that need signing




- When Country/Region <> 'CN' then Signing vendor selection will be ***DocuSign*** and ***Basic E-Sign*** for all ***Letter Types*** that need signing

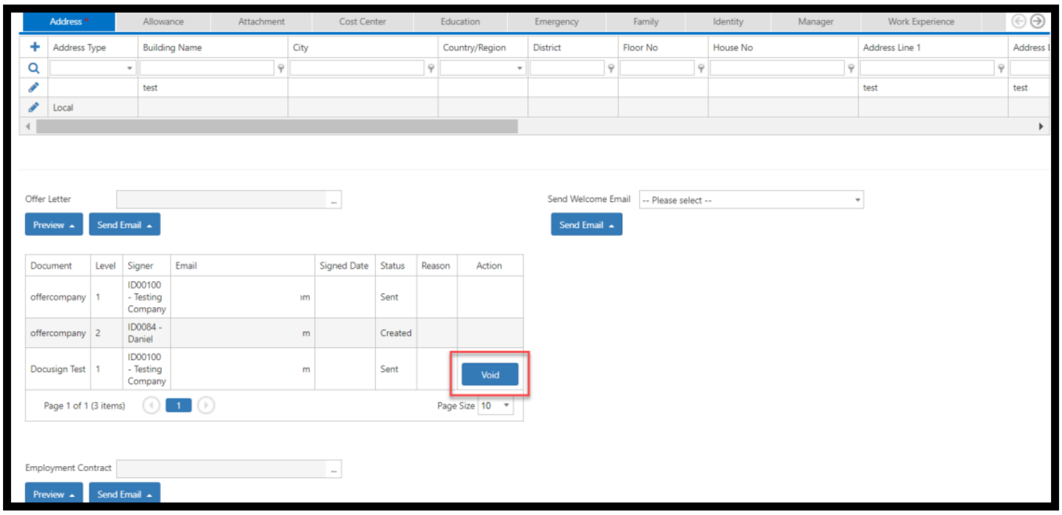



**Note:** If ***DocuSign*** is selected, the ***Allow Void*** will be enabled to allow user to void a letter that has been sent to ***DocuSign*** for E-Signature ceremony process.

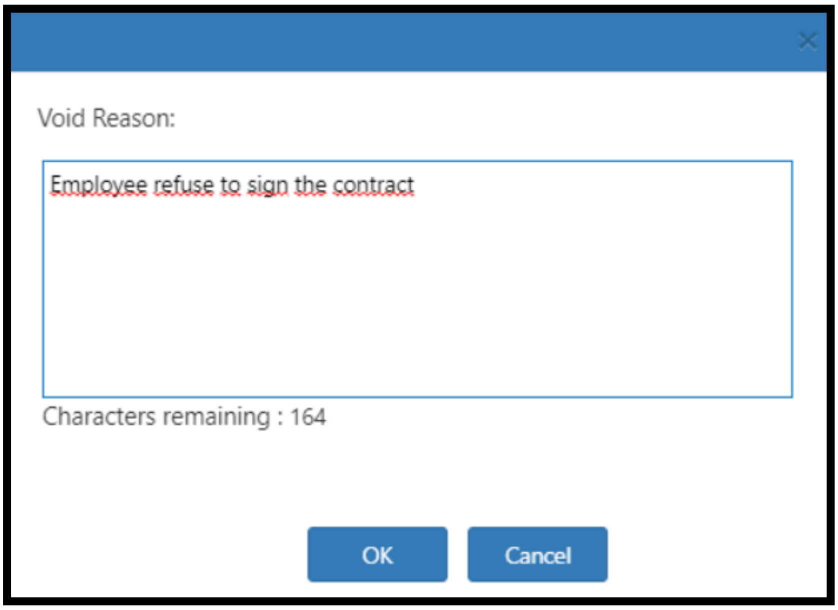



When 'Allow Void' is set to yes, a void button will be visible in onboarding notice.

***Access: Personnel Module > Life Cycle > Onboarding > Onboarding Notice***




When user click this void button, system will prompt the void reason:




After voiding, system will update the letter grid with the given reason:

| Document | Level | Signer | Email | Signed Date | Status | Reason | Action |
|---|---|---|---|---|---|---|---|
| offercompany | 1 | ID00100 - Testing Company | | | Sent | | |
| offercompany | 2 | ID0084 - Daniel | | | Created | | |
| Docusign Test | 1 | ID00100 - Testing Company | | | Voided | Employee refuse to s | |

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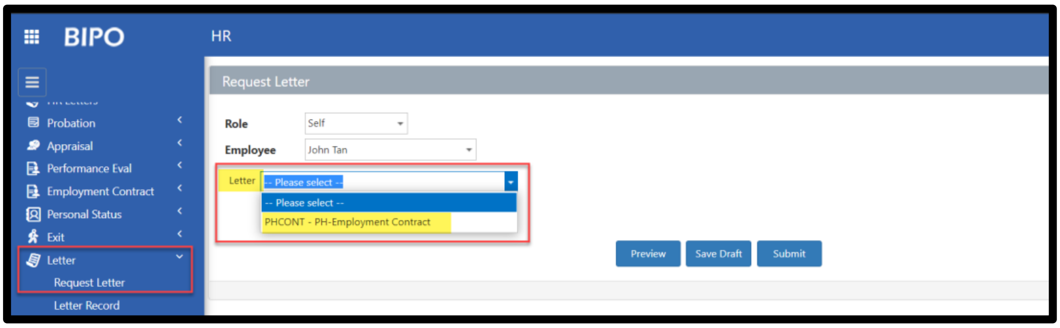
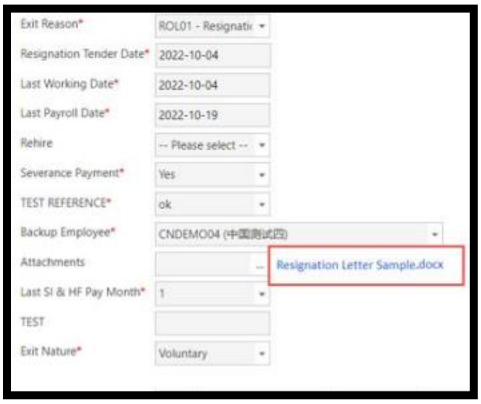
5. ***Hide in ESS*** – Select ***Yes*** (the letter template will be hidden in ESS) or ***No/Please Update*** (the letter template will be shown in ESS), as shown:



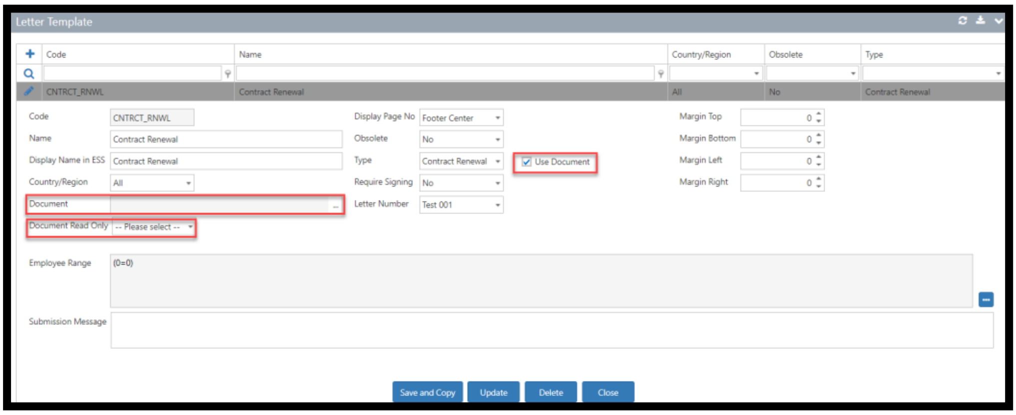

6. ***Allow Download in ESS*** – Select from Yes, Yes – Approved Only or No if letter can be downloaded in ESS.
7. ***Allow Preview in ESS*** – Select from:
   - Yes: ESS user will be able to see the Preview button in the Letter Request and Letter Record screen regardless of the approval status of the Letter.
   - Yes – Approved Only: ESS user will not be able to preview the letter during submission and pending approval. ESS user will only be able to preview the letter when it is fully approved.
   - No: ESS user will not be able to see the Preview button in the Letter Request and Letter Record screen.
8. ***Allow Attachment*** – Select ***Required*** (system will make it mandatory for attachment to this letter template) or ***Optional/Not Available*** (attachment will be optional for this letter template).
9. ***Display Page No*** – Select the positioning of the ***Page No*** in the letter.
10. ***Obsolete*** – Select ***Yes*** to disable. ***No*** to set as active.
11. ***Type*** – Selections from ***Type Field*** would vary the succeeding fields. Below are the Letter Type and mapping:

| TYPE | DESCRIPTION |
|---|---|
| Contract Renewal | A letter Incorporated with ***e-Signature*** that can be used in ***Life Cycle > Contract > Contract Renewal.*** |
| Employee | A Notice Letter to be used ***in Life Cycle > Personal Letter > Send Letter.*** |
| Employee Contract | A letter Incorporated with ***e-Signature*** that can be used in ***Life Cycle > Onboarding > Onboarding Notice.*** |

| | |
|---|---|
| Exit | A letter that can be used in ***Life Cycle > Offboarding > Exit Request.*** |
| GDPR | A letter used to acknowledge ***General Data Protection Regulation.*** |
| Mobile Agreement | A letter used for acknowledgement that will appear in mobile after the employee logs in. |
| Note | A note letter that can be used in ***Personnel > Details > Note***. |
| Offer Letter | A letter Incorporated with ***e-Signature*** that can be used in ***Life Cycle > Onboarding > Onboarding Notice.*** |
| Other | A letter Incorporated with ***e-Signature*** that can be used in ***Personnel > Letter > Letter Request.***<br>This *Letter Type* is used for letter template that require approval to assign signer. |
| Probation | A letter that can be used in ***Personnel > Appraisal > Probation > Probation Record.*** |
| PSC Notice | A letter used in ***Life Cycle > Personal Status***. |
| e-Sign Document | A letter incorporated with ***e-Signature*** that can be used in ***Life Cycle > e-Sign Document > Send e-Sign Document.*** |
| Contract Detail | A letter used as Contract Detail. When ***Use Document*** checkbox is enabled, user will be allowed to upload a document as the Letter Template. |
| Declaration | A letter used for Declation. |
| Resignation Letter Sample | This will enable in ***Exit Request*** screen to allow employee to view the resignation letter sample in doing submit exit request. |

| | |
|---|---|
| |  |

12. ***Use Document –*** This will be enabled if the selected ***Type*** is Contract Detail, Employee, Employment Contract, Offer Letter, PSC Notice, e-Sign Document and Contract Detail. If ticked, the ***Document*** field will be enabled to upload the document and ***Document Read Only*** can be selected as Yes or No***.***

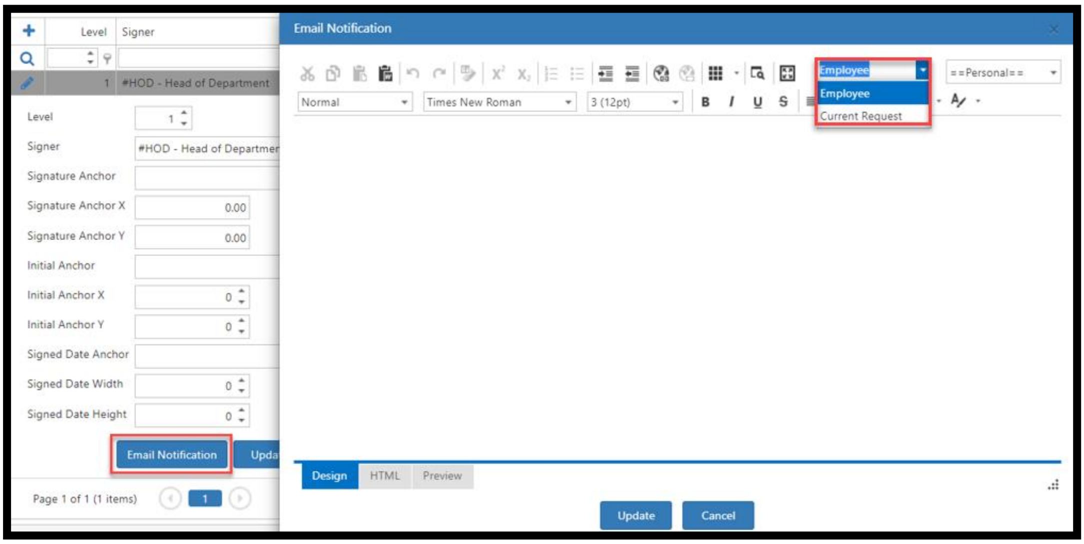



13. ***Require Signing***

When Require Signing = ***Yes***, system will activate the following parameters:

- ***Signing Vendor***:
  - If Country/Region is China - selection will be QiYueSuo, Basic E-Sign and QiYueSuo SaaS
  - If Other Country/Region - selection will be DocuSign and Basic E-Sign
- ***Signing CC List*** – Select the employees who will receive a copy of the final signed document. Upon clicking Update, it will enable ***Signer List.***
- ***Signer List*** – Click + to enter the required signers.


14. Specify the ***Employee Range*** on who can use this letter type.
15. Enter ***Expression*** formula if needed.
16. Enter ***Submission Message*** (optional).
17. ***Signer List & Email Notification –*** Upon entering the ***Signer List, Email Notification*** button will be displayed (if type is ***DocuSign***). This is used to set different email template and email notification as per signer level.

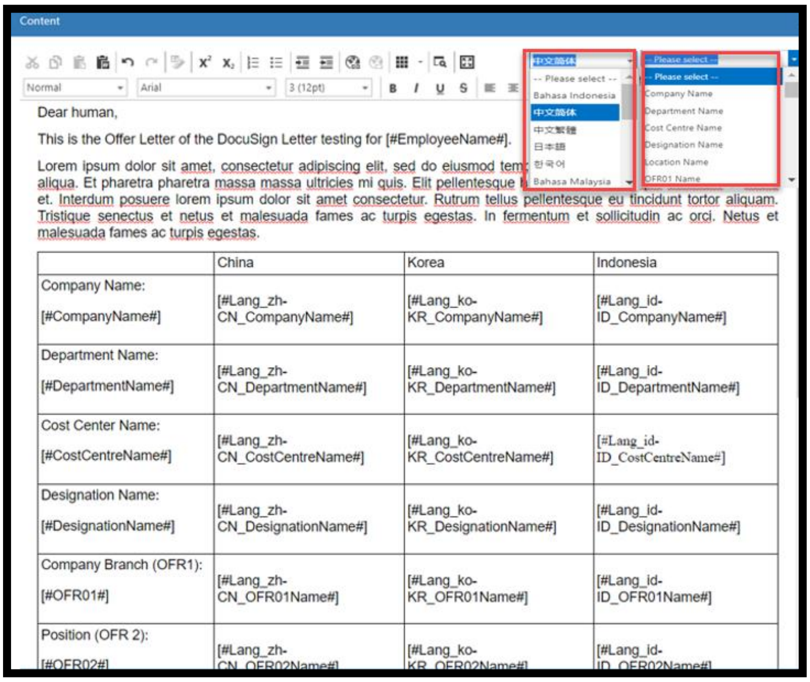



There will be a drop-down selection to select if:

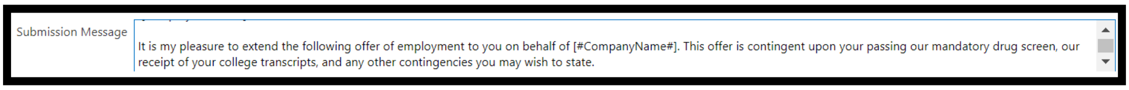
- ***Employee –*** System will take the information from the employee master data
- ***Current Request –*** System will take from the employee defined in the transaction.

  E.g. In ***Onboarding Notice*** system will take the data from the candidate/employee that is defined in the transaction screen.

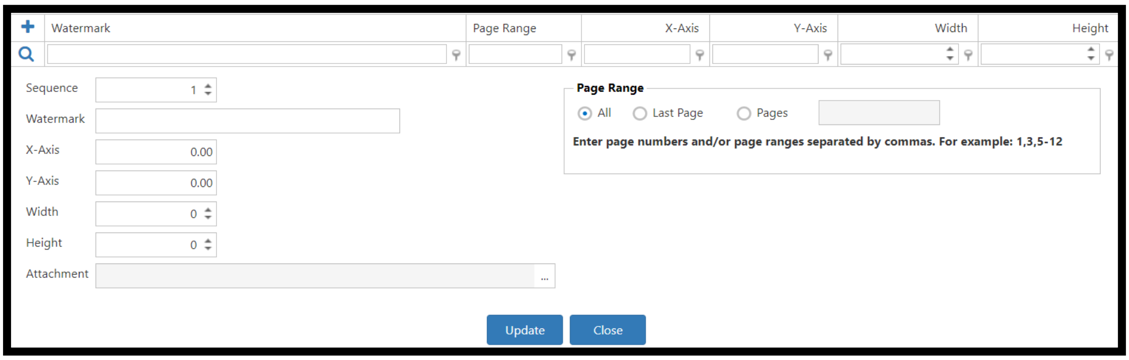
18. ***Content –*** Specify the ***Content, Page Header*** and ***Page Footer.*** There would be a drop-down selection of language list. When user select the language, the drop-down box will show master fields which has language table.




19. ***Submission Message –*** Enter the submission message to be displayed.




20. ***Water Mark*** (Optional) **–** Upload the watermark in the ***Attachment Field*** and configure the positioning.



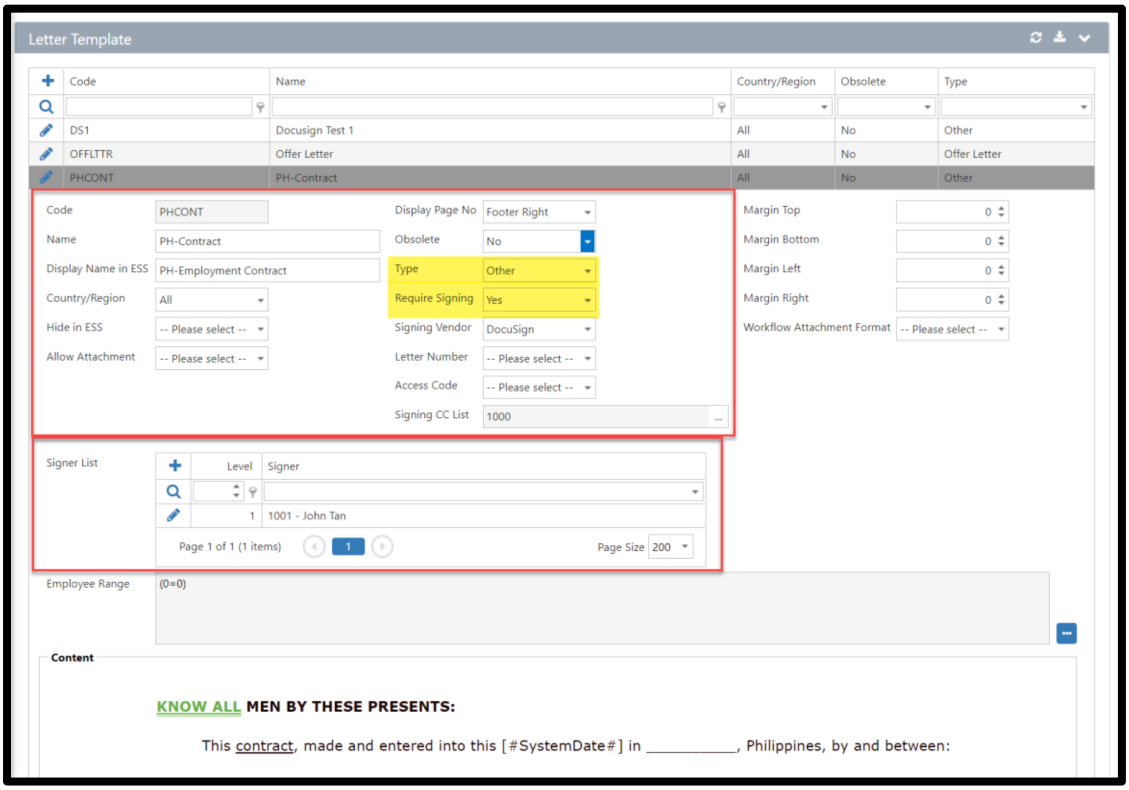

21. Click ***Update*** button to save.

## Letter Request

The following example scenario is to illustrate the process of setting up the *Letter Template and Request for Letter Approval.*

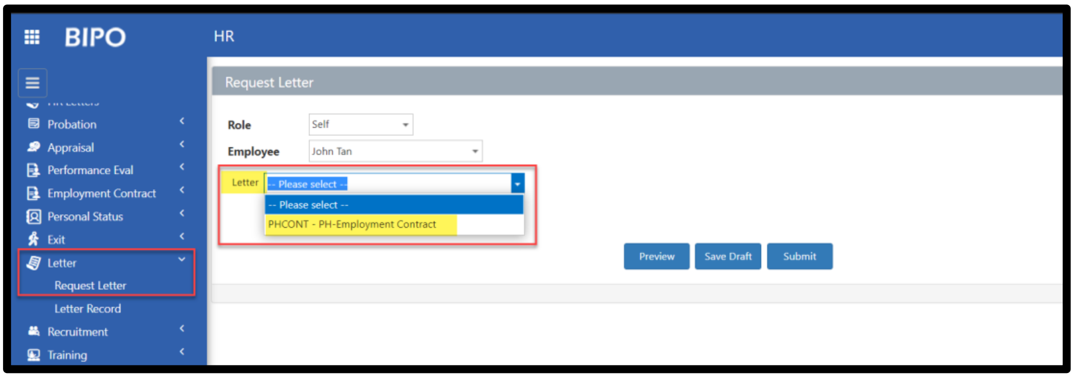
**Scenario 1: Approval required for letter content and signer**

***Access: Personnel Module > Reference > Letter > Letter Template***

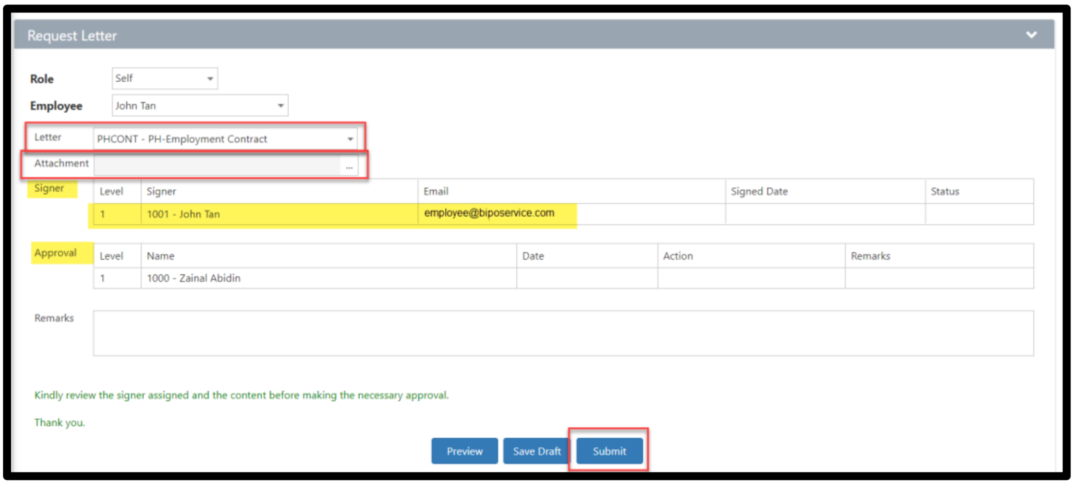



1. Create a letter template using ***Type: Other***
2. Select ***Require Signing*** as ***Yes*** to activate the ***Signer List*** section, as shown in the screenshot above. Click on the + icon to setup the signer as well as the level.
3. Select the *Employee Range* in the event there is a need to filter the template application to specific employees based on criteria.
4. Complete the template setup based on the instructions in ***Letter Template*** and ***Content*** section. Once completed, click *Update* to safe.
5. To approve the signer listed in the template, login to *ESS* and request letter for approval, as shown:

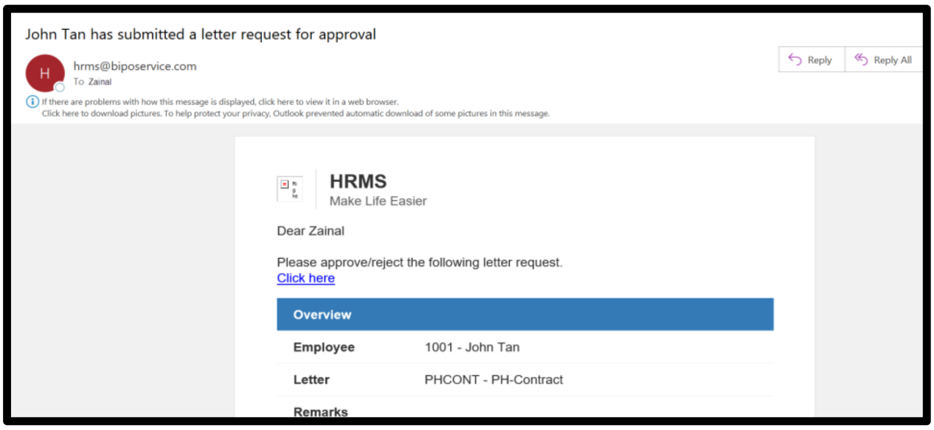
   ***Access: ESS > Letter > Request Letter***




6. Select the template that has been created earlier. In the template, the signer is indicated in the *Signer* section and the approver who will approve the signer for this letter is indicated in the *Approval* section.
7. The *Approver* can preview the letter content by clicking on the *Preview* button. User also can upload letter template for approval through attachment (*Allow Attachment* field need to be selected as *Required or Optional* to activate the attachment selection field).

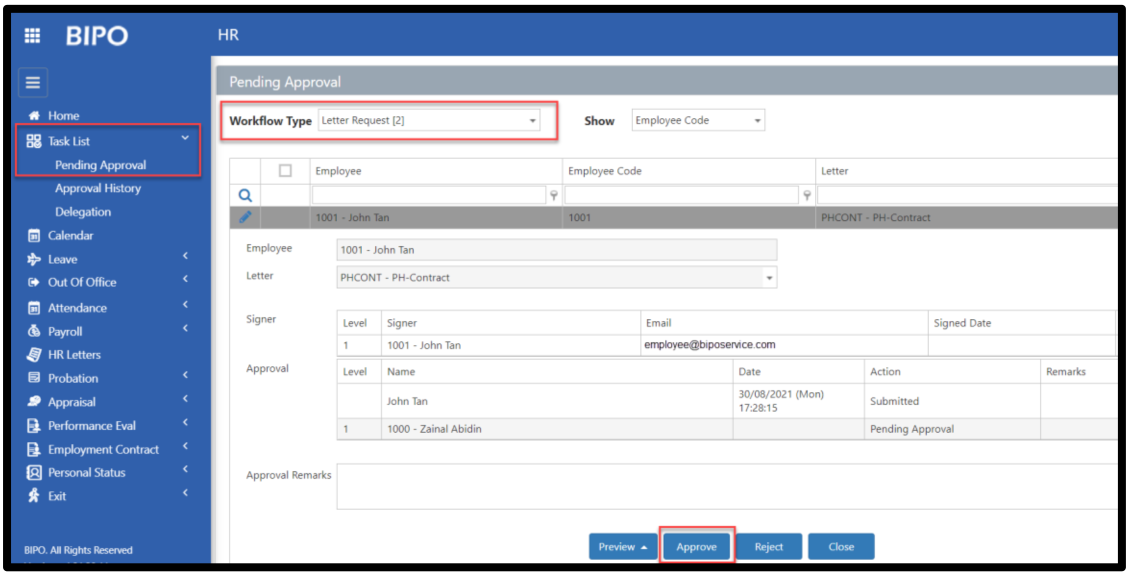



8. To apply for approval, click *Submit.*
9. Once submitted, the *Approver* will receive an email regarding the request for approval, as shown:




10. The *Approver* can either click on the *Click here* link in the email or can login to *ESS Pending Approval* list to approve the signer, as shown:

***Access: ESS > Task List > Pending Approval > Workflow Type > Letter Request***

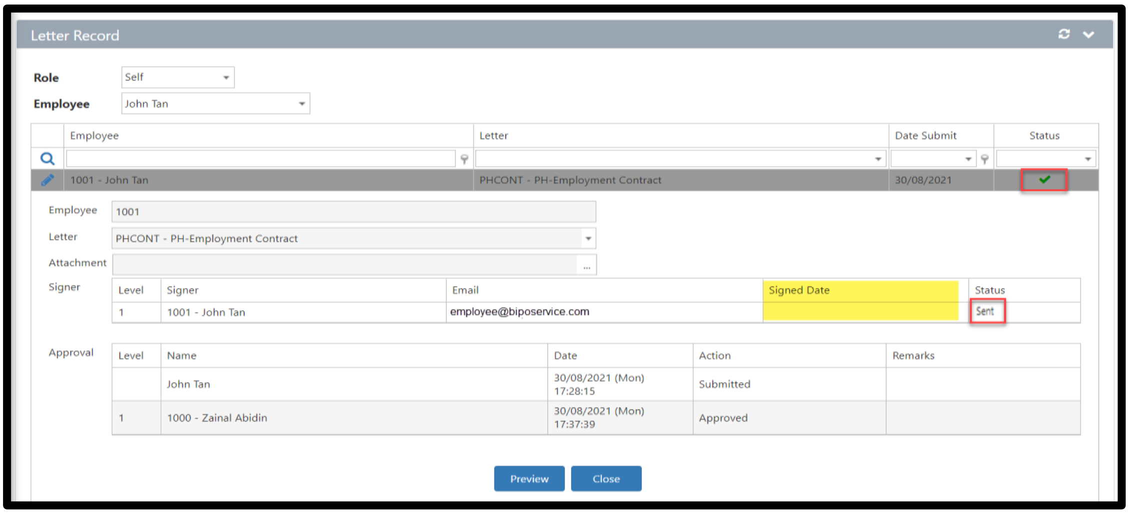



11. Click ✎ icon to show request detail and click *Approve*.

    Once the request is approved, there will be a changed of status for the letter request in employee's ESS. Status of letter request will be approved ( √ ) and *Signer status* is indicated as *Sent* to indicate an email is sent to *Signer* to add their digital signature to the letter. *Signed Date* indicate the date of the digital signature is added by the signer.

    ***Note:*** Steps 11 only applicable when *Require Signing* is *Yes* and all the necessary *Signing Vendors* setting, and configurations has been set.

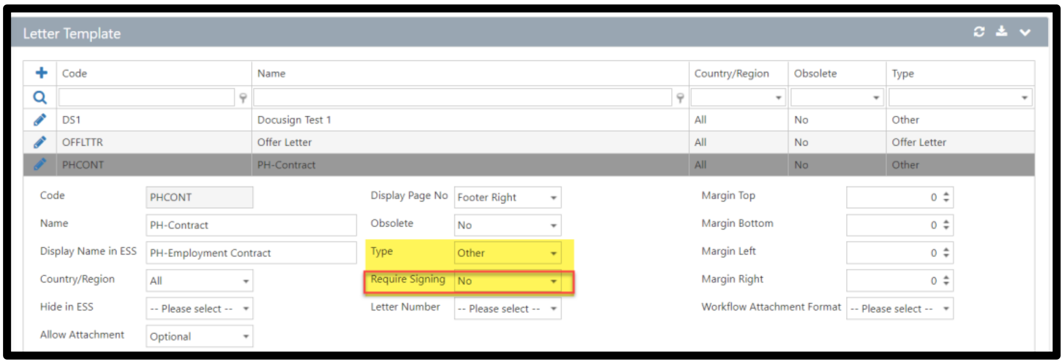
***Access: ESS > Letter > Letter Record***.




**Scenario 2: Approval required for letter content, without signer requirement**

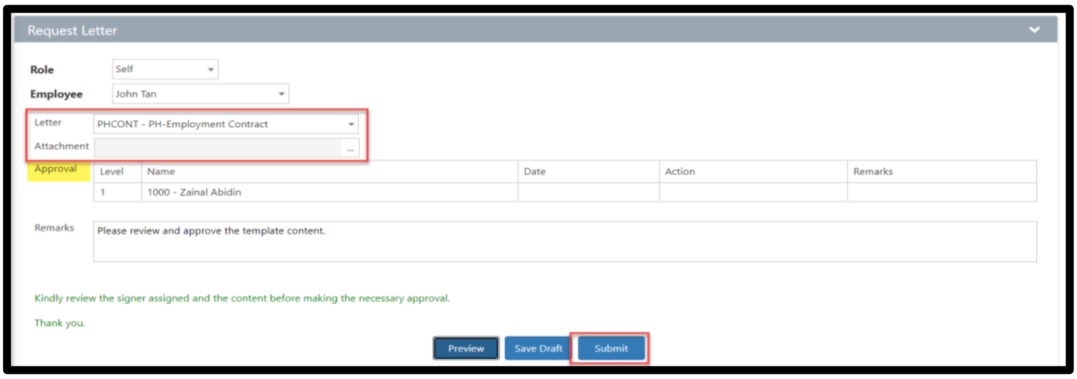
***Access: Personnel Module > Reference > Letter > Letter Template***

1. ***Require Signing*** is selected as ***No*** and ***Signer List*** section will not be activated, as shown:



2. Login to *ESS* and request letter for approval:

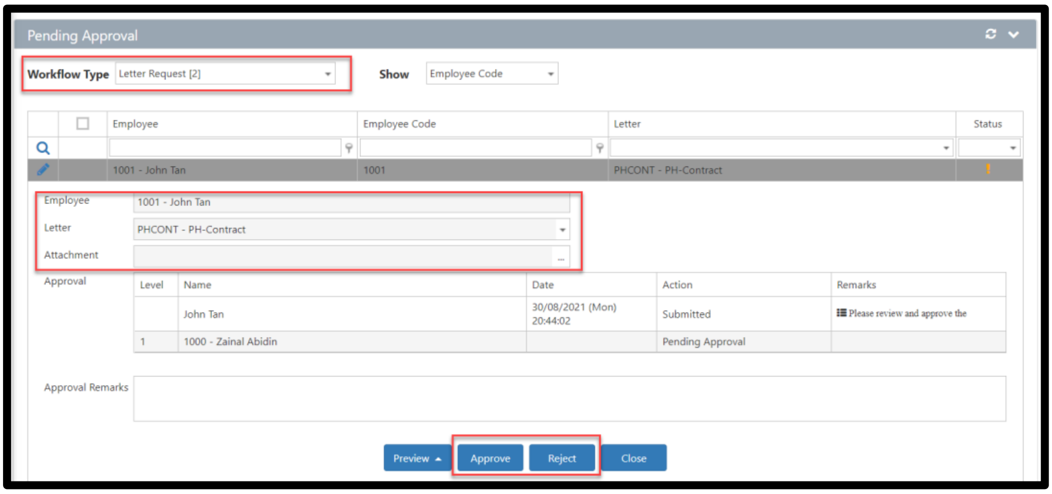
   ***Access: ESS > Letter > Request Letter***




   In the template, there will be no *Signer* section. User will only need to submit letter template for approval.

3. Similarly, in the *Pending Approval* task list, approver will approve/reject on the letter template by clicking on the *Approve* or *Reject* button.

   ***Access: ESS > Task List > Pending Approval > Workflow Type > Letter Request***



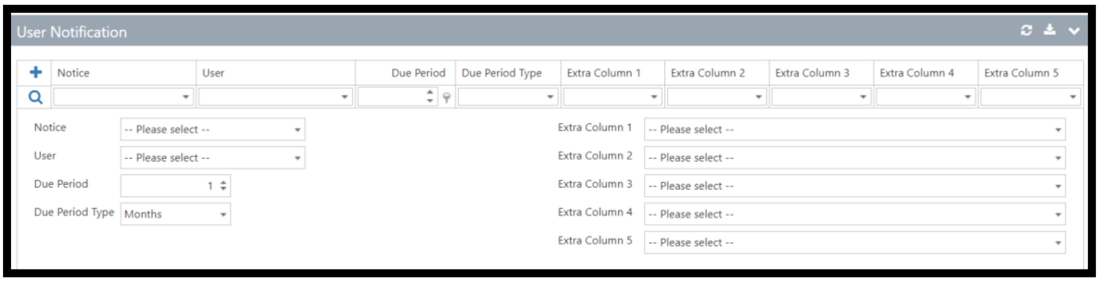
## Life Cycle

Life Cycle is a sub module within Personnel Module which function as a platform to enable user to perform functions related to the employees onboarding, offboarding, contract renewal and generation of official onboarding documentation and dissemination of new joiners and resignees' information. This sub-module is integrated with Personnel's Personal Master page, for detailed information of the functions and features of Life Cycle, please refer to the ***Life Cycle User Guide.***

## User Notification

User Notification is used to assign a related notice to a specific User that is waiting for action. Specified User can download the Notice on the Welcome Page.

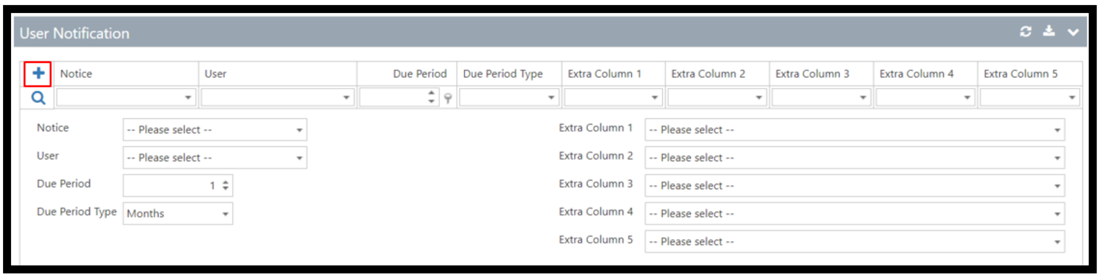
***Access: Personnel Module > Setup > Portal > User Notification***



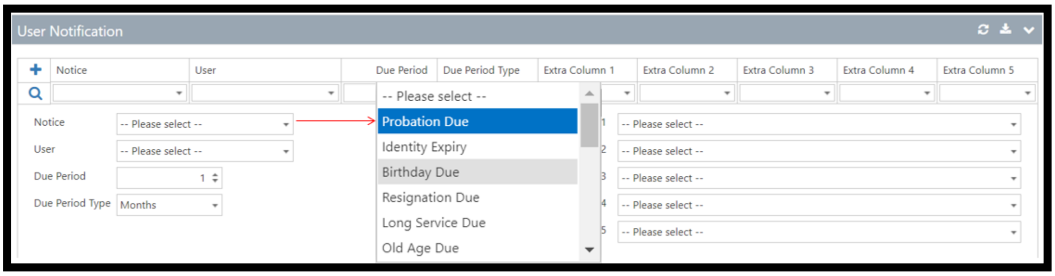

### User Notification Setup

Follow the steps below in creating a User Notification:

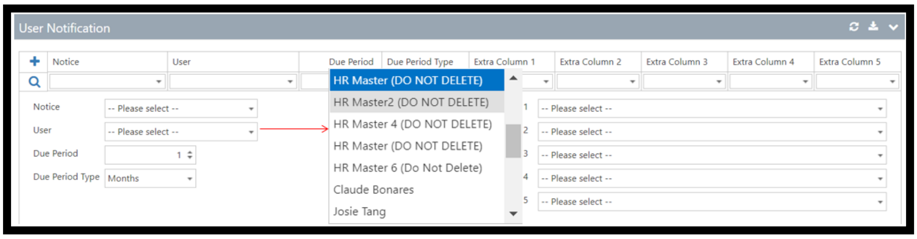
1. Click the add " + " button to create a new User Notification. If there is an existing User Notification, it will be displayed as well.



2. Choose the related Notice for the User to be notified on the Welcome Page.




3. Select an existing system User. User Notification will not be visible to other Users from the list.



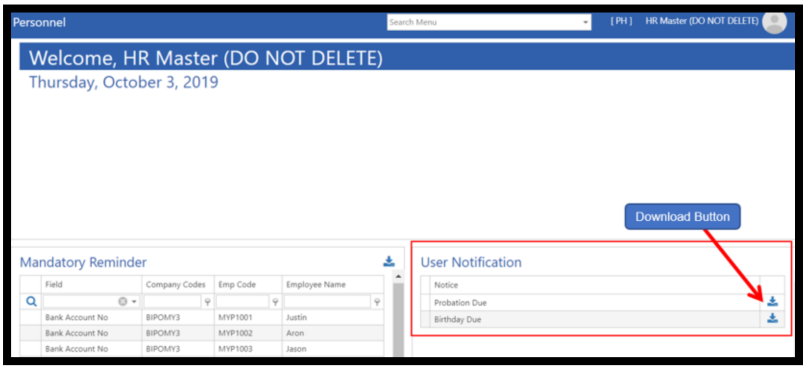

4. Specify the Due Period and Due Period Type. In the sample below, it is set as 2 weeks.


5. The extra columns provided will display in the excel output upon downloading on the Welcome Page. This is optional in case User wants to reflect other information in the report.

6. Click Update Button.

## User Notification Sample

Home page will display all the User Notification for easy viewing. A download button generates an excel file with complete information of User Notification.

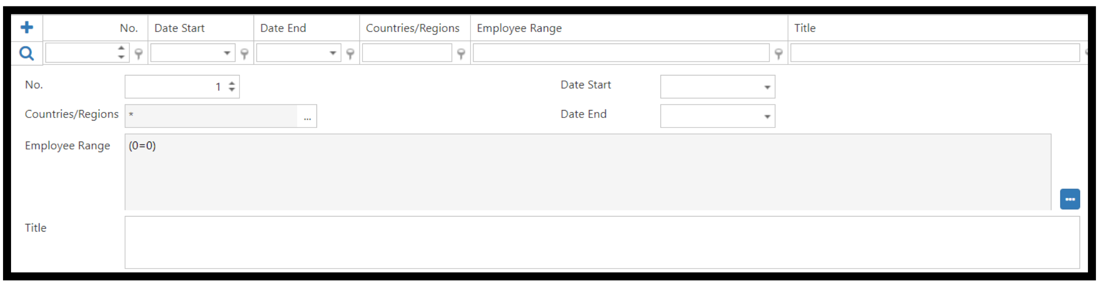



The columns specified in User Notification setting will now reflect in excel output report.


## Company Notice

Company Notice serves as a board notification informing employees of an event or other important announcement that will reflect in ESS homepage and BIPO Mobile app.

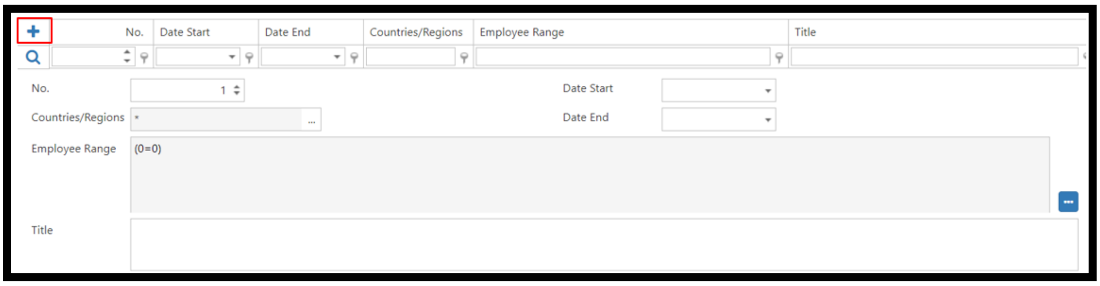
***Access: Personnel Module > Setup > Portal > Company Notice***



## Company Notice Setup

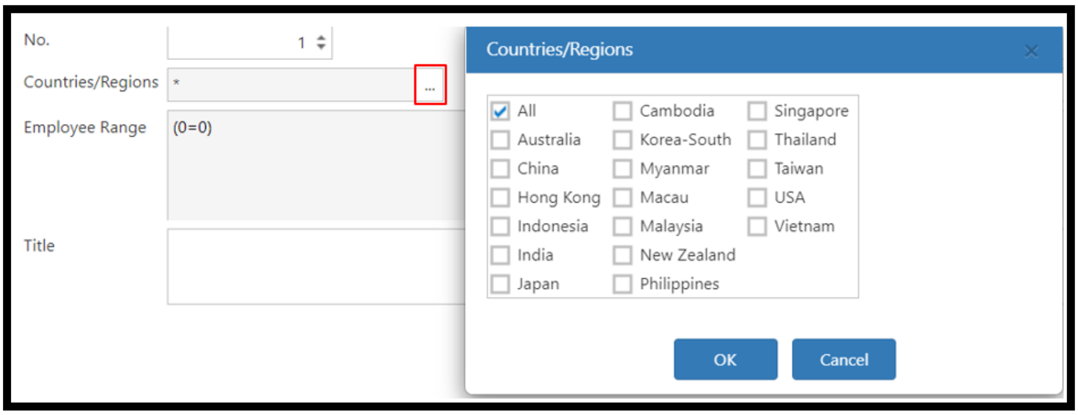
Follow the steps below in creating a Company Notice:

1. Click the add " + " button to create a new Company Notice. If there is an existing Company Notice, it will be displayed as well.



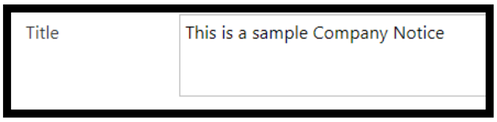

2. Select the No. This is the sequence order of Company Notice that will reflect if company is having multiple Company Notices.


3. Countries/Regions – Click "…" icon to specify the applicable country to display the Company Notice. All button is provided if it applies to all. Selecting All will display * in the field.

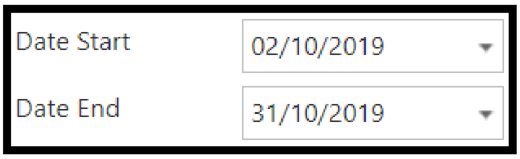



4. Employee Range controls the only applicable employee/s that will see the Company Notice. Value should be set to "(0=0)" if it applies to all.

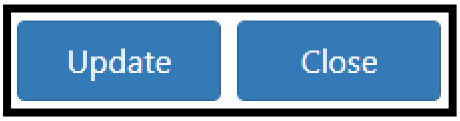
5. Enter the Title that will serve as the header of Company Notice in ESS and BIPO Mobile app.



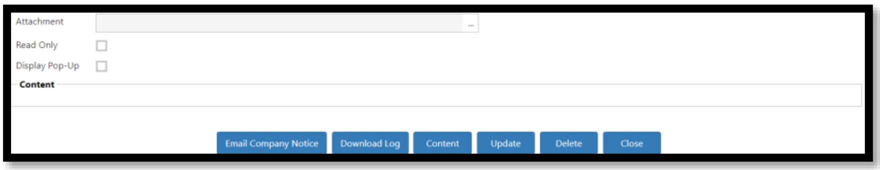

6. Enter the Date and Date End. Company Notice will display in the date duration.




7. Click Update Button.




8. Upon clicking Update button, the following will be enabled for configuration:



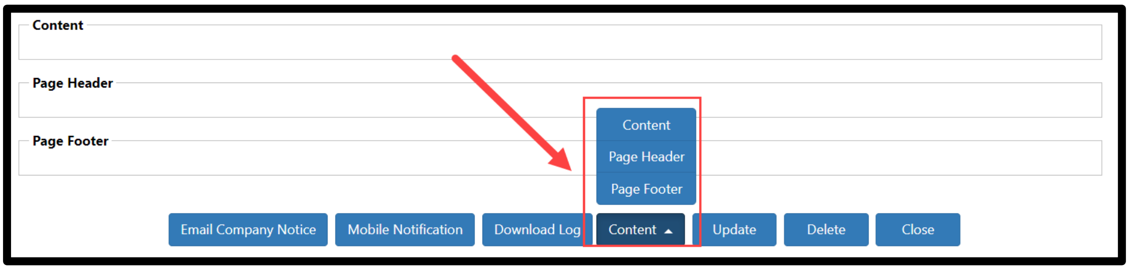

9. Attachment – This is an optional field. User may attach any supporting document or memorandum relating to Company Notice. User may attach my clicking "...".


10. Read Only – This affects the viewing and download capability of employees in attached file.

- If check – User can only view and cannot download
- Uncheck – User needs to download to view the attachment


11. Display Pop-Up.


12. Users can enter the content by clicking the Content button. There will be another 3 buttons enabled for selection (Content, Page Header and Page Footer). Click Content button again and a pop-up window will open to type in and format the related content of Company Notice.

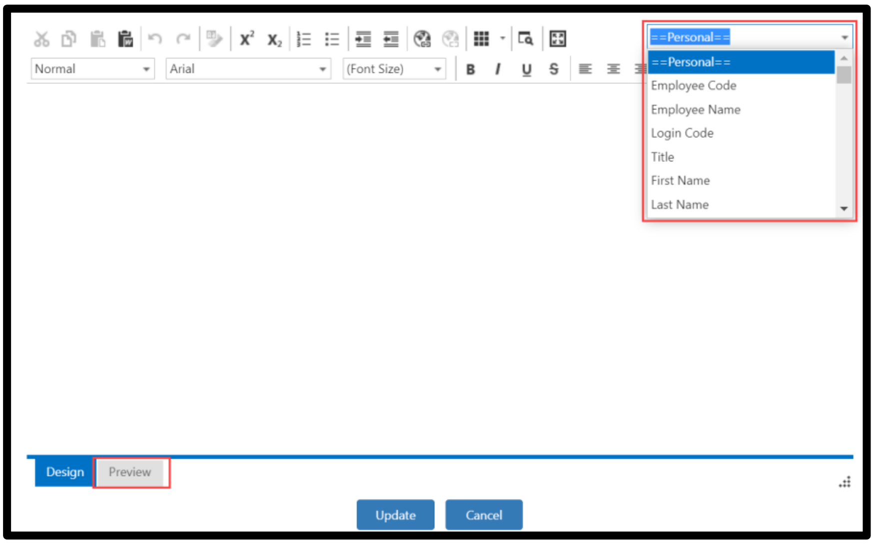



There is a field on the top right which allows user to capture the Employee Master and Employee's Training Information related fields' value to be shown in the Company Notice. There is a Preview tab below to display the output content.

**Note:** Employee's Training Information:

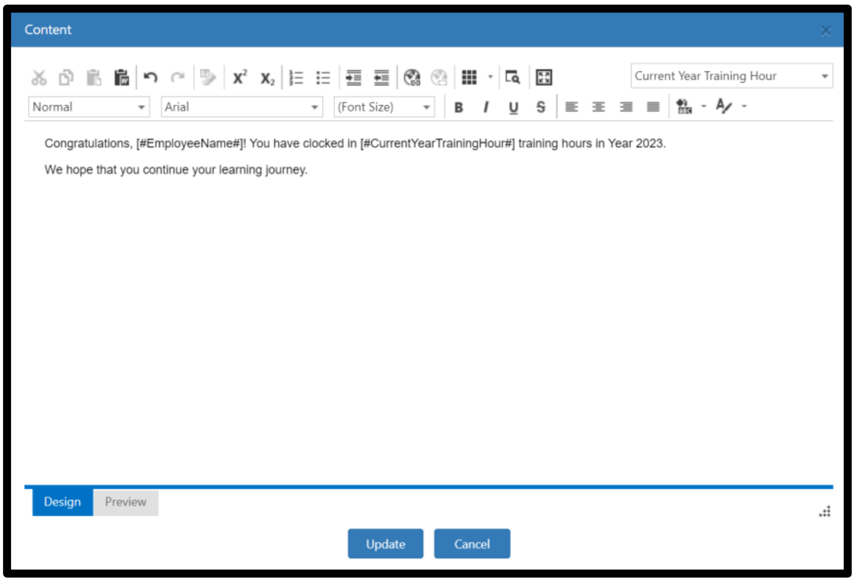
a) Last Year Training Hour – This parameter will return employee's total training hours from previous year (current year – 1 year).

b) Current Year Training Hour – This parameter will return the employee's total training hours from the current year.

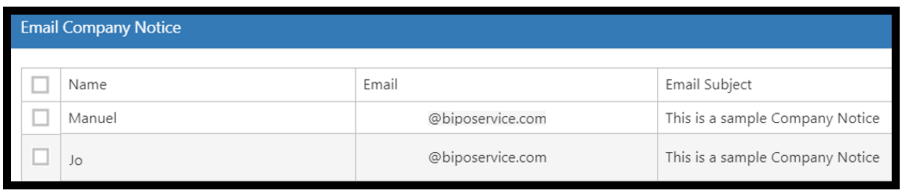



***Example:*** There is a requirement to notify employees regarding their total training hours for the year.

User may setup this in system as below screenshot:




13. Email Company Notice – Company Notice can also be emailed and allow User to select the recipient.

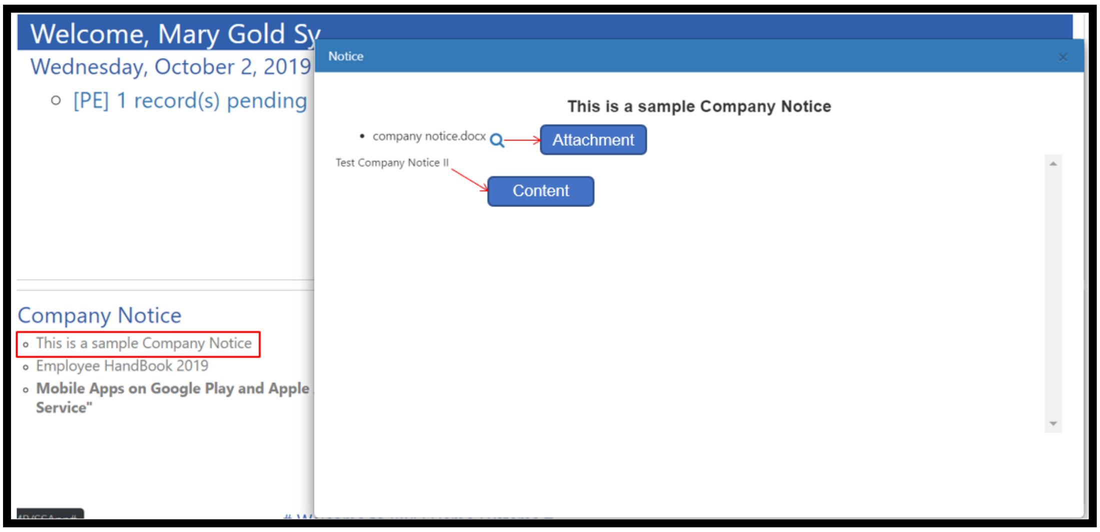



14. Download Log – This downloads an excel file that shows the recipient's:
    - View Date
    - View Time
    - Email Date
    - Email Time


This is to check if Company Notice was seen by the employees.

| EmployeeC | EmployeeN | CompanyC | CompanyName | ViewDate | ViewTime | EmailDate | EmailTime |
|---|---|---|---|---|---|---|---|
| 001 | David | BIPOSG | BIPO Singapore Pte Ltd | | | | |

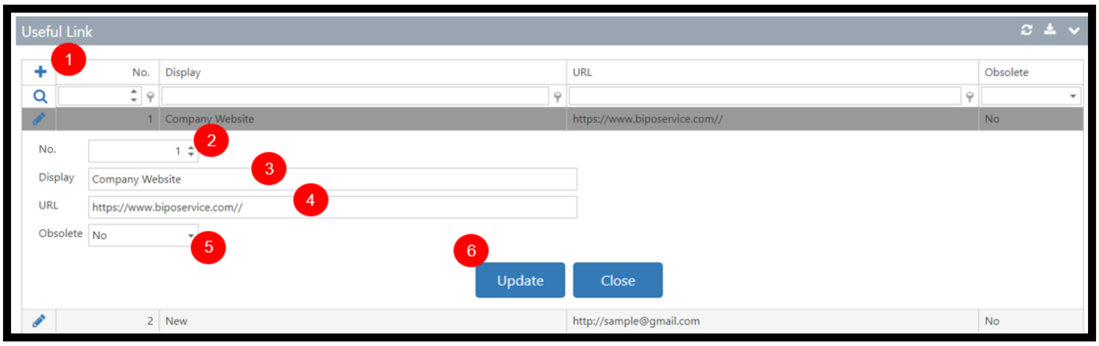
## Sample Company Notice in ESS



# Useful Link

Useful Link is used to create a hyperlink of any website references that will appear in Employee Self-Service (ESS).

***Access: Personnel Module > Setup > Portal > Useful Link***



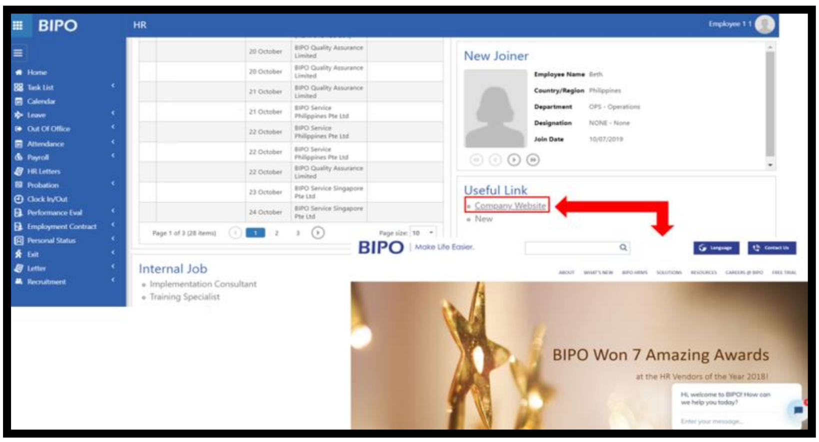

## Useful Link Setup

Follow the steps below in creating Useful Link:

1. Click the add " + " button to create a new Useful Link. If there is an existing Useful Link, it will be displayed as well.
2. Select the No. This is the sequence order that will reflect if company is having multiple Useful Link.
3. Display – This is the hyperlink text that will be displayed in ESS.
4. URL – Enter the website URL.
5. Obsolete – Default to "No". Enable to "Yes" if Useful Link is no longer needed.
6. Click Update to save.

## ESS Homepage

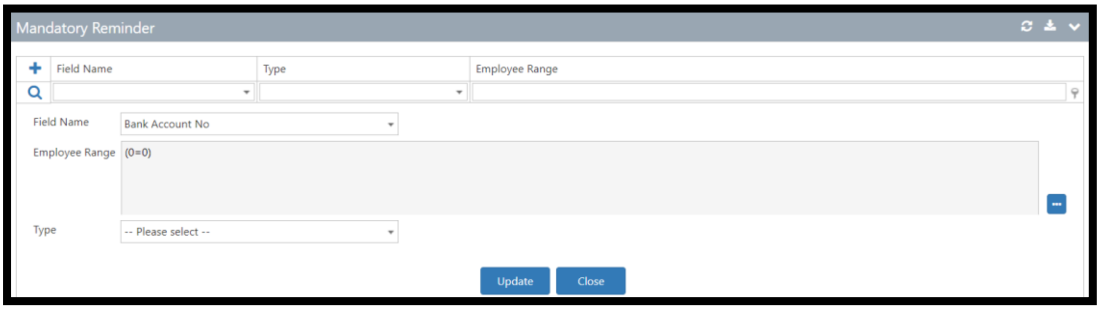
Useful Link will now be displayed in ESS. Upon clicking, a new browser window will open and User will be directed to the website specified in Useful Link.



# Mandatory Reminder

Mandatory Reminder is a pending task that will be displayed on the Employee Master or Welcome Page or even both.

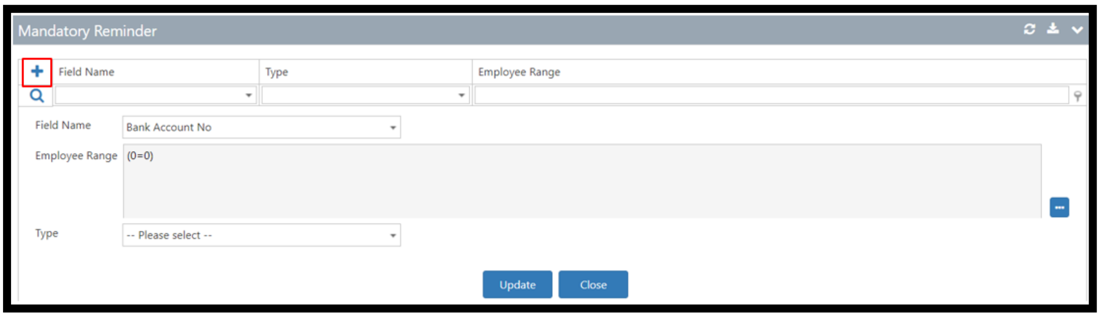
***Access: Personnel Module > Setup > Portal > Mandatory Reminder***



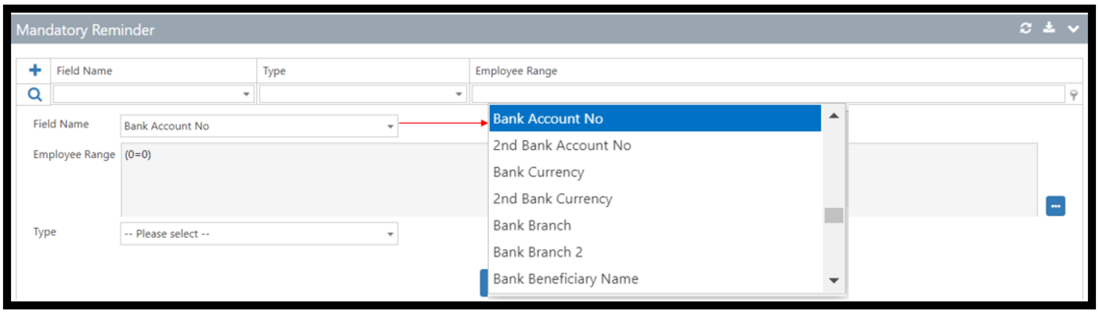

## Mandatory Reminder Setup

Follow the steps below in creating a Mandatory Reminder:

1. Click the add " + " button to create a new Mandatory Reminder. If there is an existing or obsolete Mandatory Reminder, it will be displayed as well.

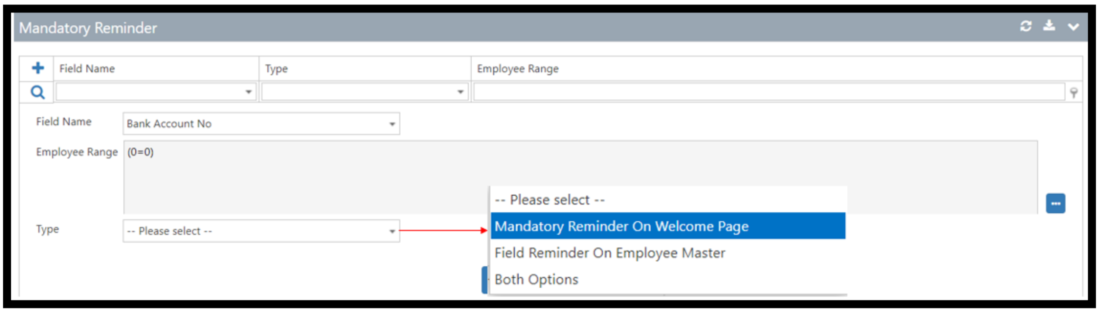



2. Field Name – Choose the related field from the drop-down list that that User will be reminded of for the pending task.

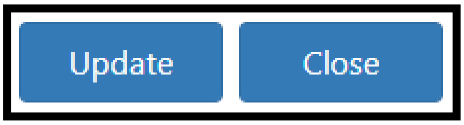



3. Employee Range controls the only applicable employee/s that will see the Mandatory Reminder. Value should be set to "(0=0)" if it applies to all.


4. Type:
   - Mandatory Reminder On Welcome Page – A section on Welcome Page will be created to display the Mandatory Reminder
   - Field Reminder on Employee Master – In Employee Master, when value is empty for the field specified in Step 2 and User tries to save, it will prompt a message.
   - Both – Mandatory Reminder will appear on both Welcome Page and Employee Master

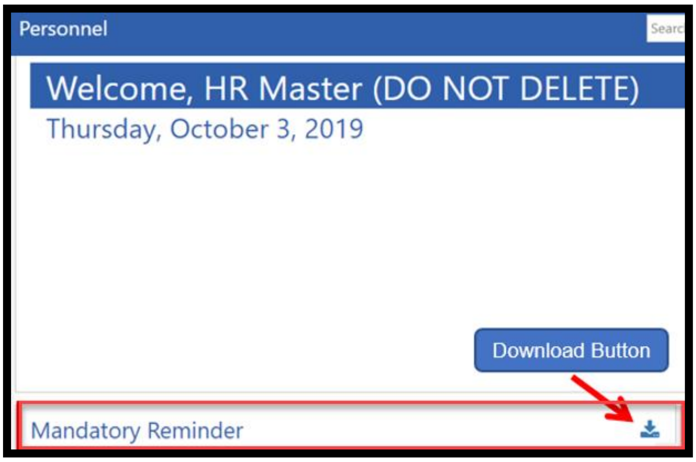


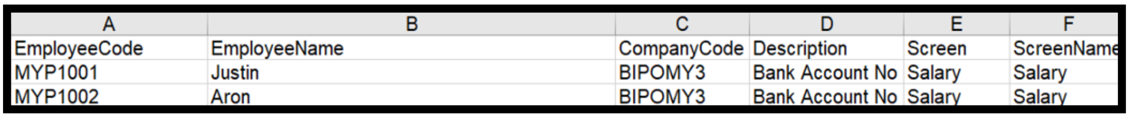

5. Click Update button to save.



## Mandatory Reminder on Welcome Page Sample

Home page will display all the Mandatory Reminder for easy viewing. A download button generates an excel file with complete information of Mandatory Reminder of all employees.

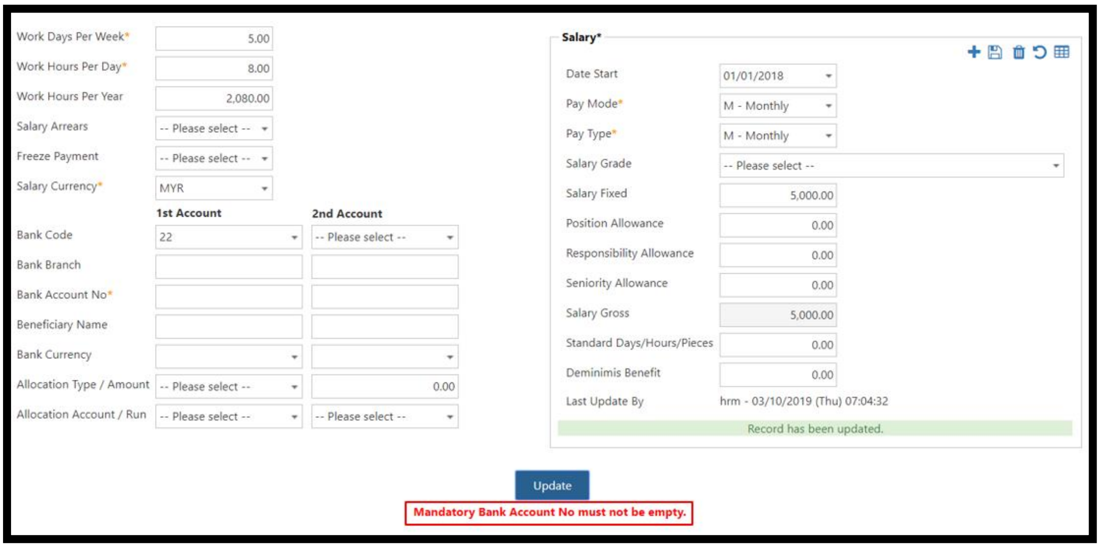


| A | B | C | D | E | F |
|---|---|---|---|---|---|
| EmployeeCode | EmployeeName | CompanyCode | Description | Screen | ScreenName |
| MYP1001 | Justin | BIPOMY3 | Bank Account No | Salary | Salary |
| MYP1002 | Aron | BIPOMY3 | Bank Account No | Salary | Salary |

## Field Reminder in Employee Master Sample

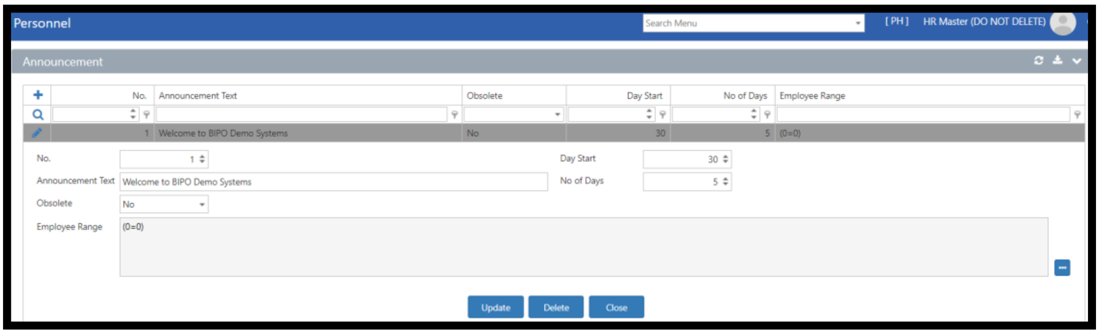
System will display the Mandatory Reminder on Employee Master and User will not be able to save if value is empty.



# Announcement

Announcement is used to display a company notification that will reflect at the bottom of BIPO system for both Admin and Employee Self-Service (ESS).

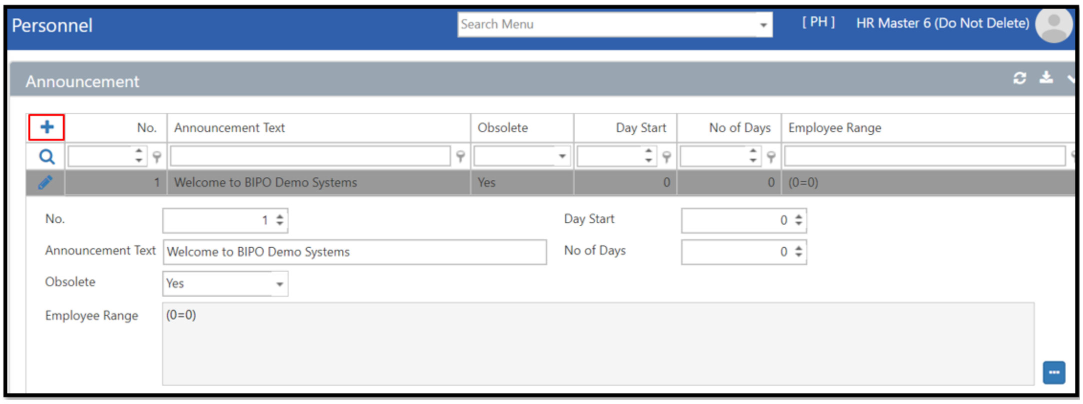
***Access: Personnel Module > Setup > Portal > Announcement***




## Announcement Setup

Follow the steps below in creating an Announcement:

1. Click the add " + " button to create a new Announcement. If there is an existing or obsolete Announcement, it will be displayed as well.




2. Select the No. This is the sequence order of Announcement that will reflect if company is having multiple announcements.
3. Enter the Announcement Text that will serve as the notification to display in Admin and ESS.
4. The Obsolete drop down will determine if the Announcement is still active by selecting No. Selecting Yes not delete the Announcement and can be re-activated if user wishes to.
5. Employee Range controls the only applicable employee/s that will see the Announcement. Value should be set to "(0=0)" if it applies to all.

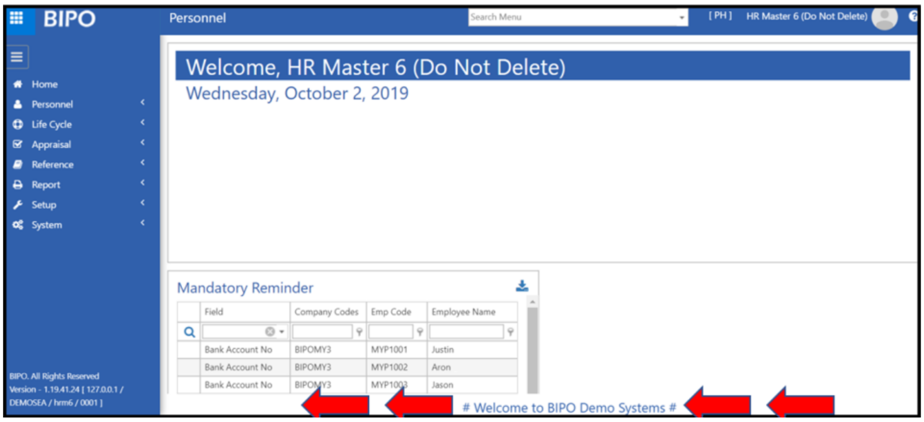
6. Day Start – This is the effective date of the Announcement. Enter the start date of Announcement the current month.
7. No of Days – This is the counting of the days from the Day Start that the Announcement will be active.

Sample: Announcement should be displayed from Oct 2 to 5.

- Day Start – 2
- No of Days – 4 (Oct 2 as first day)

## Sample Announcement

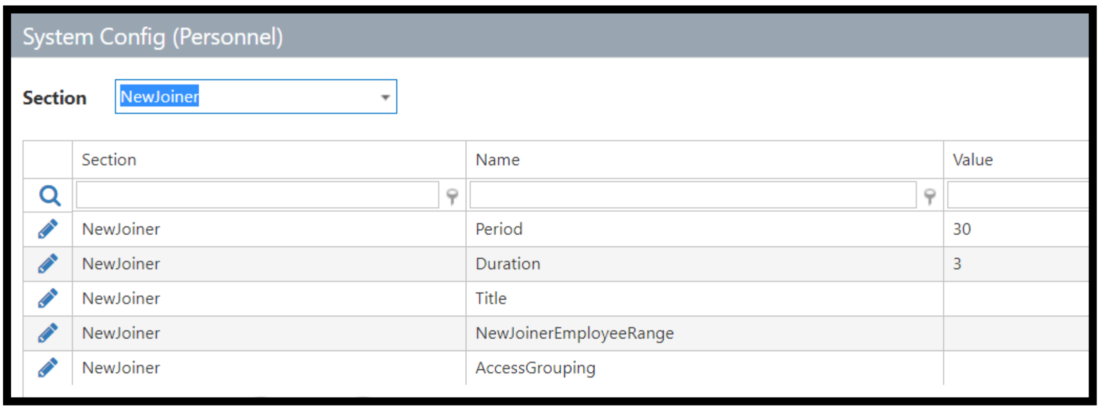
The Announcement will be displayed in a horizontal motion from right to left bottom side of the screen.




# New Joiner

New Joiner is used to display the basic information of new employee/s such as Employee Name, Country/ Region, Department, Designation and Join date in the homepage of Employee Self-Service (ESS).

***Access: System > Config > Personnel > Section: New joiner***



System Config (Personnel)

Section: NewJoiner

| Section | Name | Value |
|---|---|---|
| NewJoiner | Period | 30 |
| NewJoiner | Duration | 3 |
| NewJoiner | Title | |
| NewJoiner | NewJoinerEmployeeRange | |
| NewJoiner | AccessGrouping | |

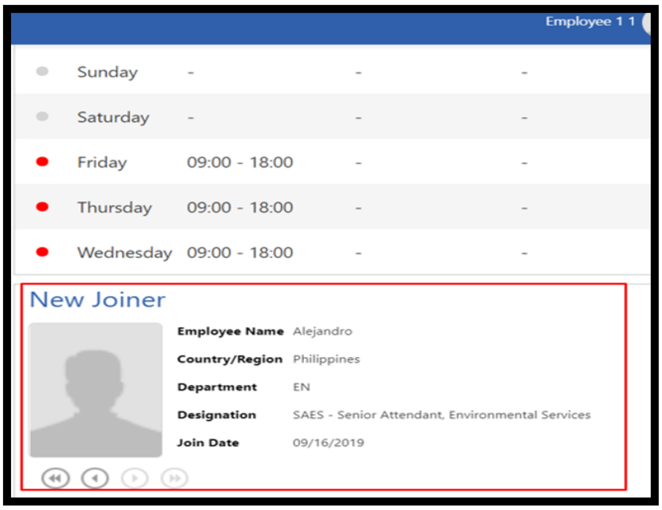
## New Joiner Config

Follow the steps below in configuring New Joiner:

1. Click the edit “ ” icon per line item to set each value.
2. Period – Set the value on how long (in day) the new joiner profile will be shown on New Joiner section. To hide the feature entirely, set Period “0”.
3. Duration – This is the slide show duration in seconds if having multiple new joiners.
4. Title – Enter the value to set the title on New Joiner section.
5. NewJoinerEmployeeRange – This is to control who can see the New Joiner section in ESS homepage. Leaving the value blank will make the New Joiner section visible to all employees.
6. AccessGrouping – This is to add access control to filter access to New Joiner section. Default value is blank. The valid value should be org structure field (Company, Country, Department, CostCentre, Location, OFC01-10, OFN01-OFN05, OFR01-OFR30, OFS01-OFS05)
   Ex: HK=Company,Department; CN=Department,CostCentre

## ESS Homepage

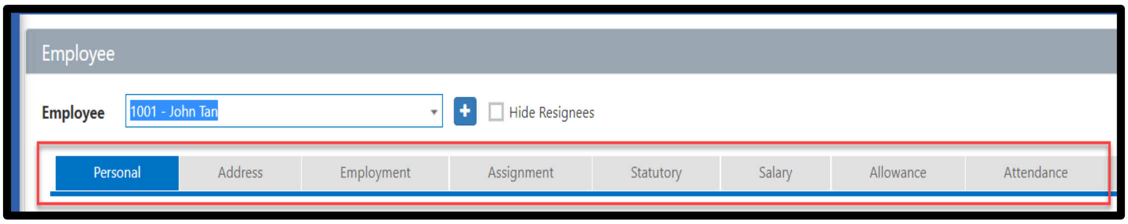
New Joiner section in ESS will reflect the settings made in config menu.



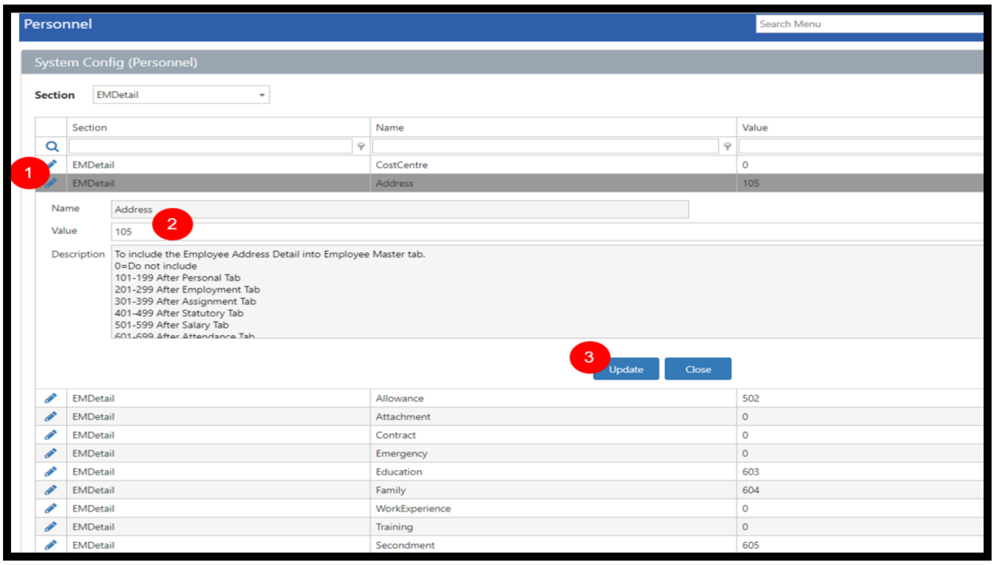
# Tab Sequence & Creating of New Tab

## Tab Sequence

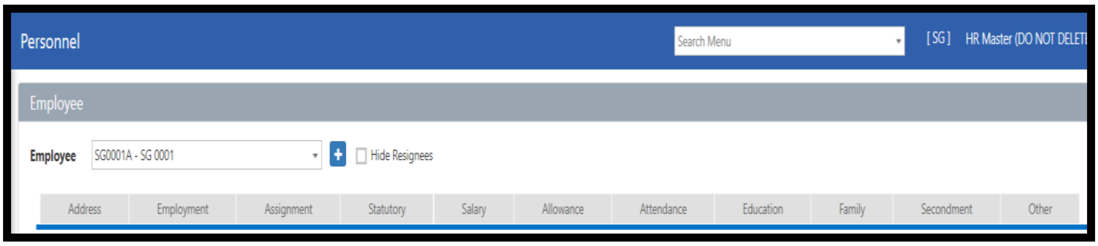
*Tab Sequence* is used to enable/disable and arrange the sequence order to tabs to display in Employee Master. The selection of tabs to display are usually done during implementation or whenever a client requested to.




***Access: System > Config > Personnel > Section: EMDetail***




1. Click edit icon to each line field to enable/disable a tab and arrange its sequence order.
2. Set the value based on the following:
   - 0 = Do not include
   - 101-199 After Personal Tab
   - 201-299 After Employment Tab
   - 301-399 After Assignment Tab
   - 401-499 After Statutory Tab
   - 501-599 After Salary Tab
   - 601-699 After Attendance Tab
   - 701-799 After Other Tab
3. Click *Update* to save.
4. The sequence order will now reflect in *Employee Master.*

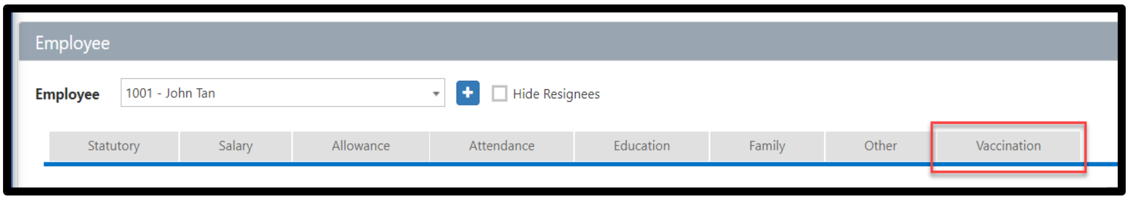



## Creating New Tab

The purpose of creating new tab in employee's ***Personnel Master page*** is to allow user the flexibility to add and customized addition tab/pages that is not in the *Personnel Master* by default.

*For example:*

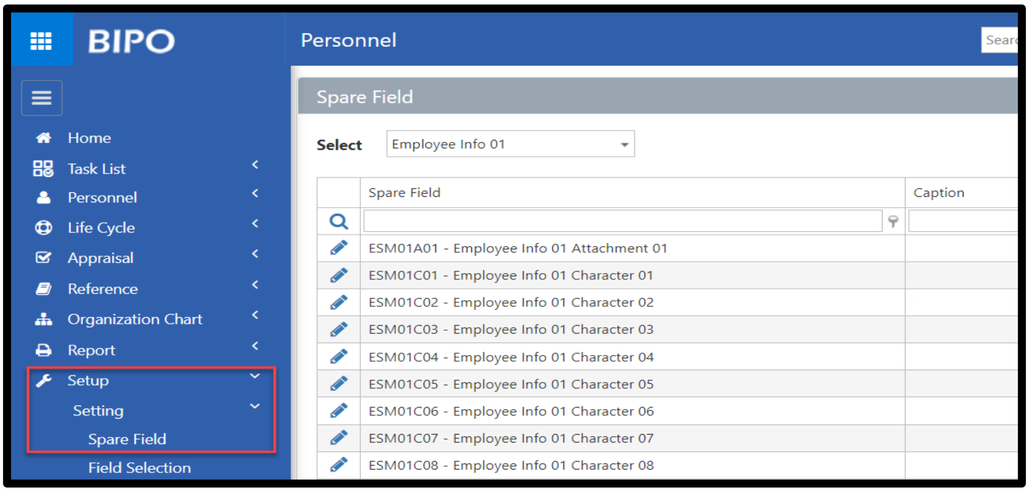
*Vaccination tab* is not available by default, hence, creating a new tab and its corresponding fields is required.




### Creating Fields

The first step is to create the necessary ***Fields*** in ***Spare Fields*** menu. These will be the fields that will be available inside the ***Tab***.

***Access: Setup > Setting > Spare Field***

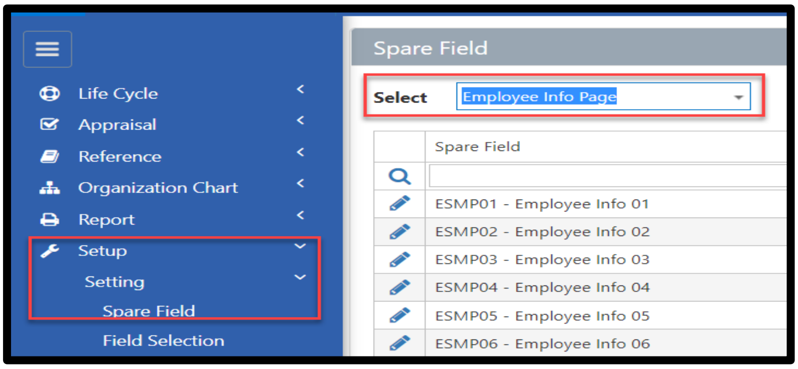



For step-by-step illustration on how to fields in the new tab, *Vaccination* using *Spare*

*Field*, please refer to [***Spare Field Setup.***]

## Creating a Tab

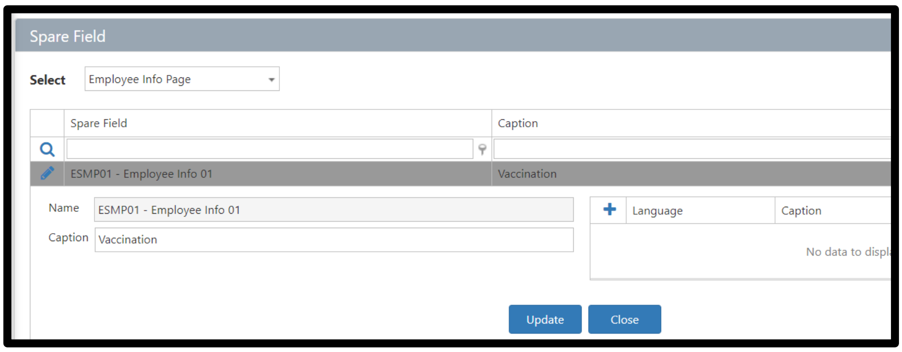
Once you had created the fields, proceed to create the ***Tab.*** Same with creating fields, go to *Spare Field,* to enable a new ***Tab***, select ***Employee Info Page.***




***Access: Setup > Setting > Spare Field > Select: Employee Info Page***

1. In the *Employee Info Page,* select the corresponding *Spare Field template* that are being utilize for the *Vaccination tab fields, ESMP01 - Employee Info 01.*


2. Name the ***Tab*** using ***Caption***

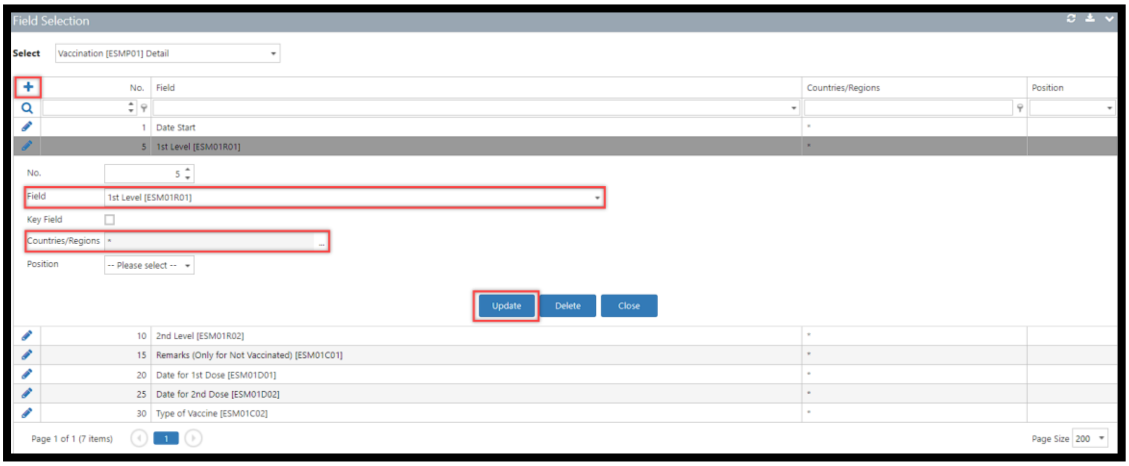



3. Once this is done, next step will proceed to use ***Field Selection*** to map the fields created for *Vaccination tab* in *Spare Field* the *Tab* page.

## Mapping the Fields to the New Tab

Now that both *Fields* and *Tab* are created, the *Fields* should be mapped to the new *Tab* using ***Field Selection.***

***Access: Setup > Setting > Field Selection > Select: Vaccination [ESMP01] Detail (which is the created tab)***

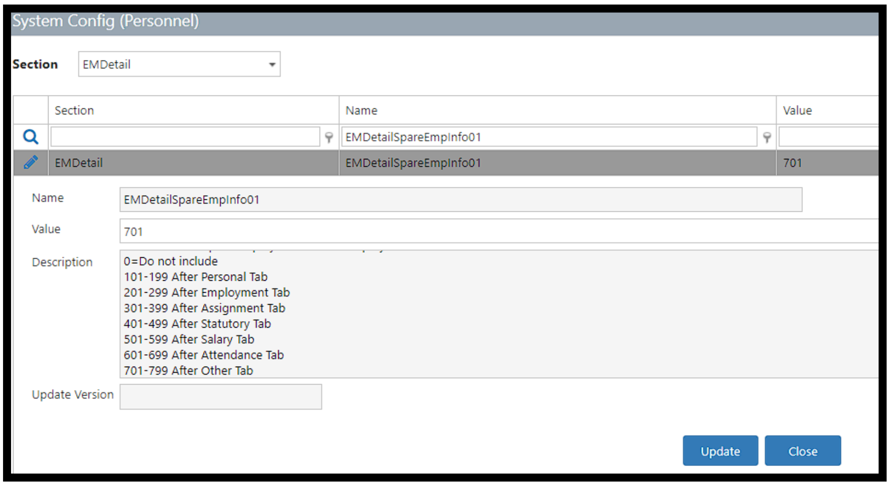


1. Under ***Select,*** select the ***Vaccination [ESMP01] Detail,*** this is basically the *Employee Info Page 01 (ESMP01)* that the user had utilized and change the name to *Vaccination* in ***Creating a Tab***
2. Click + button to add the ***Fields.***
3. ***No.*** field relates to the sequence order.
4. Select the field to add from the ***Field*** drop down selection. ***Note:*** The drop-down selection will display all the field created in ***Creating Fields.***
5. Select the ***Countries/Regions*** that this field will be visible to.
6. ***Position*** can be *Left* or *Right*. It will default to *Left* if not selected or blank.
7. Click ***Update*** button.
8. Repeat the steps to add the other ***Fields.***

## Positioning the Tab

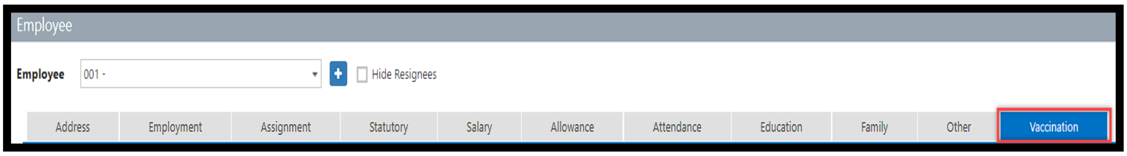
To arrange the created ***Tab*** according to desired sequence, the ***Value*** should correspond to the given order in the description.

***Access: System > Config > Personnel > Section: EMDetail***




1. If the desired sequence of *Vaccination tab* is after *Other tab,* user can enter any value between 701 to 799.

   *Example:* If the entered ***Value*** is 701, so the created ***Tab*** will be displayed *After Other Tab* in *Employee Master.*



## Other Tab

***Other Tab*** is a default tab that is used as a spare tab. Since it is already created, user will need to create and map the ***Fields*** to ***Other Tab.***

### Creating Fields in Other Tab

To create the field for *Other Tab* using *Spare Field,* select **Employee** in the *Select* drop-down selection.

***Access: Setup > Setting > Spare Field > Select: Employee***

Spare Field

**Select** Employee

| | Spare Field | Caption |
|---|---|---|
| | | |
| | EFC01 - Employee Character 01 | Medical Insurance Coverage |
| | EFC02 - Employee Character 02 | Vision Insurance Coverage |
| | EFC03 - Employee Character 03 | Dental Insurance Coverage |

1. Select ***EFC*** for ***Character Field*** and enter the ***Caption***:
2. Select ***EFN for Numeric Field*** and enter the ***Caption***:

| | | |
|---|---|---|
| | EFN01 - Employee Numeric 01 | Height |
| | EFN02 - Employee Numeric 02 | Weight |

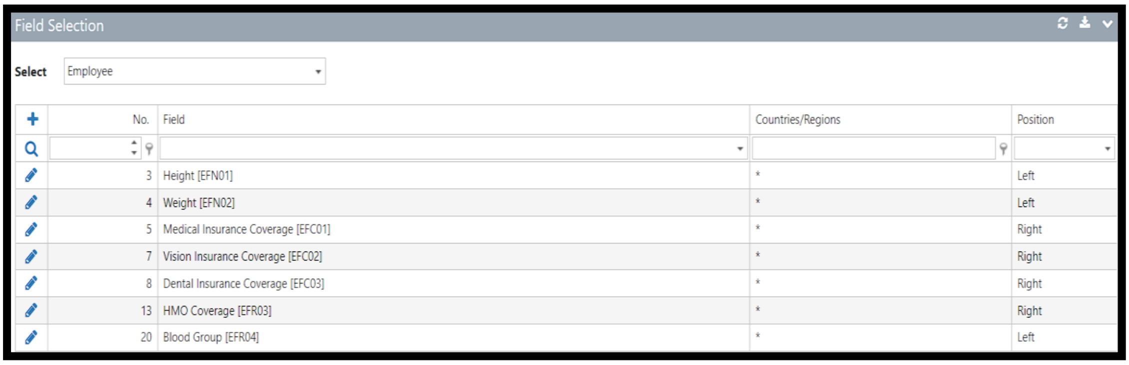
3. Select ***EFR*** for ***Reference Field*** and enter the ***Caption***:

| | | |
|---|---|---|
| | EFR03 - Employee Reference 03 | HMO Coverage |
| | EFR04 - Employee Reference 04 | Blood Group |

## Positioning the Fields in Other Tab

Once ***Fields*** are created (as shown above), it should now be arranged according to desired sequence and positioning using *Field Selection*. The ***Countries/Regions*** should also be set to make it available to selected country.

***Access: Setup > Setting > Field Selection > Select: Employee***

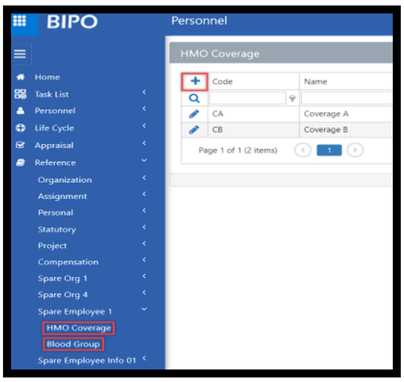



1. Click + button to add the ***Fields.***
2. ***No.*** field relates to the sequence order.
3. Select the ***Field*** to add from the ***Field*** drop down selection.
4. Select the ***Countries/Regions*** that this field will be visible to.
5. ***Position*** can be Left or Right. It will default to Left if not selected or blank.
6. Click ***Update*** button.
7. Repeat the steps to add the other ***Fields.***

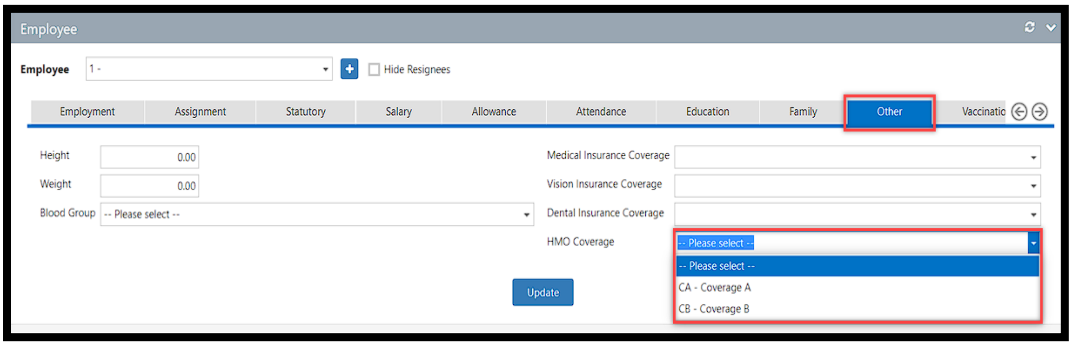
## Adding Selections in the Fields for Other Tab

Same with the setup of selection contents in created *Tab*, selection content for ***Other Tab*** should be added to the *Fields* if the type of field is *Reference*. This is done using ***Spare Employee****.*

***Access: Personnel Module > Reference > Spare Employee 1***



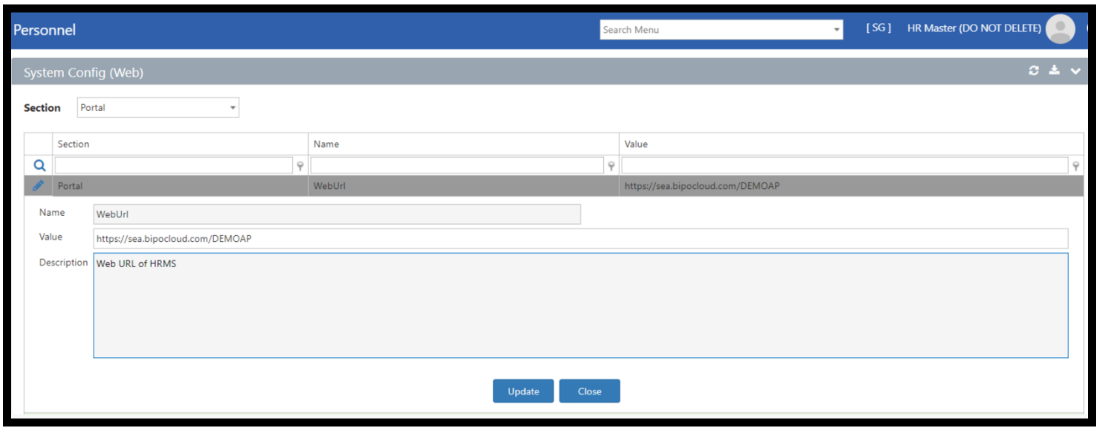
1. Select the ***Field*** under ***Spare Employee,*** in the example above, the created ***Spare Fields*** can be found under ***Spare Employee 1***.
2. Click on the ***Field.***
3. Click + button to create selection content.
4. Enter the ***Code*** and ***Name.***
5. Click ***Update*** button.
6. Repeat the steps to add the other selections.
7. Selections in the ***Field*** for ***Other Tab*** will now be available:




## Web URL Email

Web URL is used to set up the URL on how to access the system. The value indicated will be the URL link.

***Access: System > Config > Web > Section: Portal***

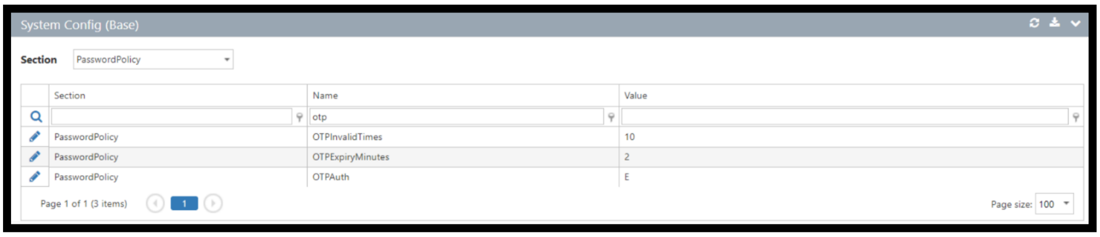



The Web URL will be displayed once the User receive an OTP.

## One - Time Password (OTP) Config

Password Policy sets the rules on how the system will treat the password for:

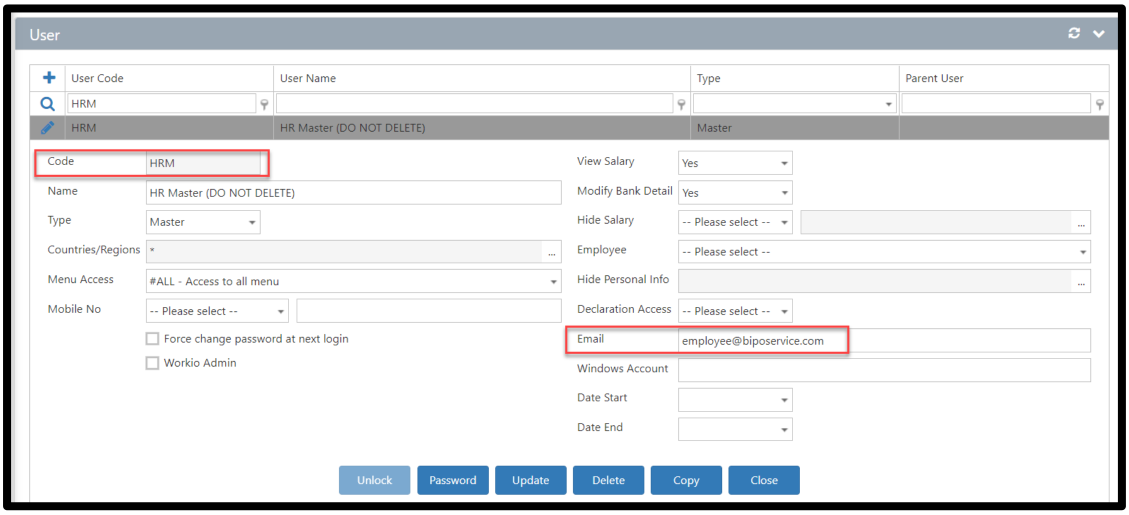
- OTPInvalidTimes - No of times employee can enter wrong OTP before account to get locked. E.g. 3 times
- OTPExpiryMinutes - No of minutes OTP expires
- OTPAuth - E=Email, S=SMS. It is recommended to choose email as this is most preferred.



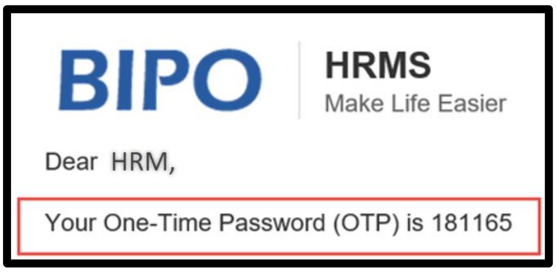

## Sending OTP

It is important to input the correct email address to make sure that the OTP will be sent to the correct recipient. User can enter the recipient's email address in:

***Access: Setup > Security > User***




User will receive an email with the OTP.



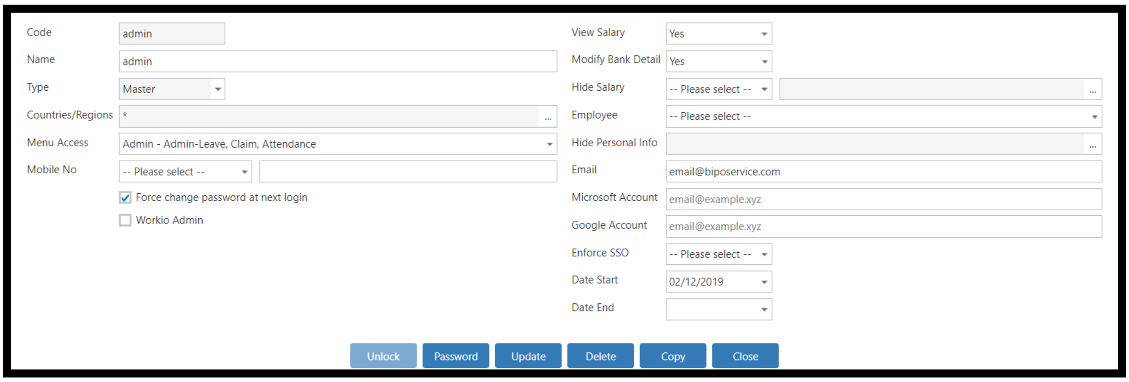
***Note:*** Please refer to ***Email Address Field for OTP Access*** for more information for the setup.

# User Access Setup

## User

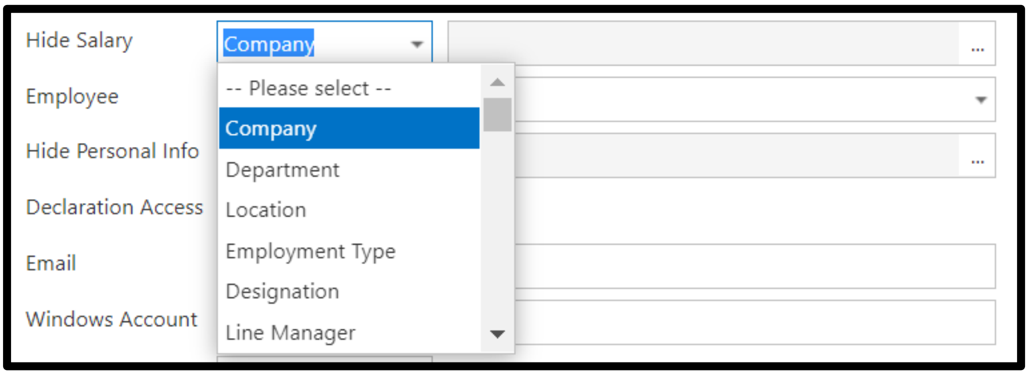
***User*** is an admin access and can be created by the following the *Type* and *Setup.*

***Access: Setup > Security > User***

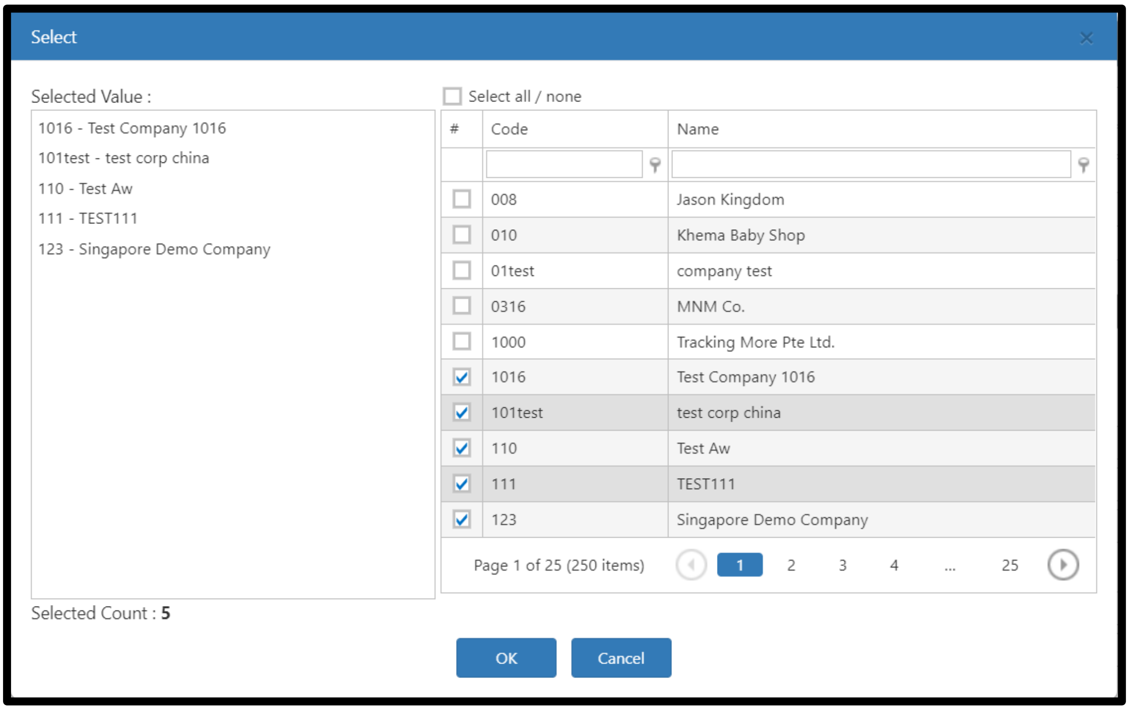



1. Click to add a new ***User***.
2. Enter a ***Code.*** This will be the username of the user.
3. Enter the ***Name*** of the user.
4. Specify the ***Type*** of user to create.
    - User – does not have the ability to create other users
    - Parent User – can create another user but cannot define the type of user
    - Master – can create user as well as define whether the user is a user, parent user or master
5. Select the ***Countries / Region*** to have access to.
6. Select the ***Menu Access*** that the user can navigate. ***Menu Access*** is created in ***Setup > Security > Menu Access.*** Note that there is a default *"#ALL- Access to all menu"* already created.
7. Enter the ***Mobile No*** following the correct country code.
8. Tick the ***Force change password at next login*** to allow user to change password upon logging in.
9. Tick ***Workio Admin*** if the created user is *Workio* admin.
10. ***View Salary*** – Select if user can view the employees' salary in the system.
11. ***Modify Bank Detail*** – Select if user can edit the employees' bank details.

12. ***Hide Salary*** – Select the filter that the salary will be hidden. Select from the drop down list to select the filter, i.e. to filter by *Company, Department, Designation etc*.

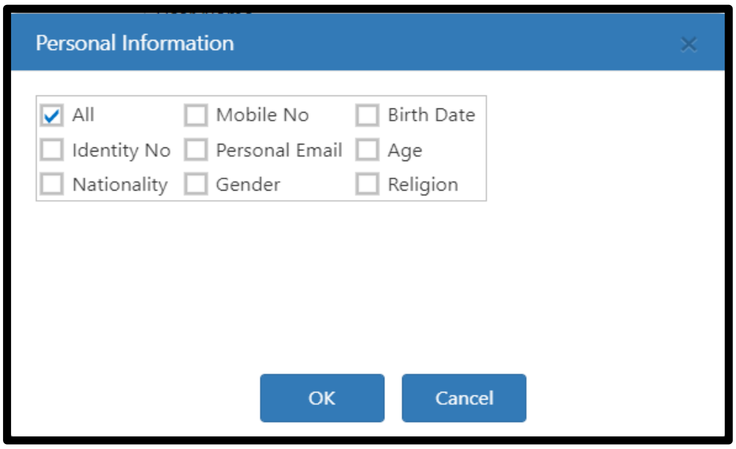



Clicking will specify the category.


13. ***Employee & Hide Personal Info*** is used to hide information about a specific employee.


Select the name of the employee in ***Employee*** field and select the type of information to be hidden from view by the *User* in ***Hide Personal Info*** field.




14. Enter the ***Email*** of the user. Password related such as new password upon user creation or password reset will be sent to specified email address.

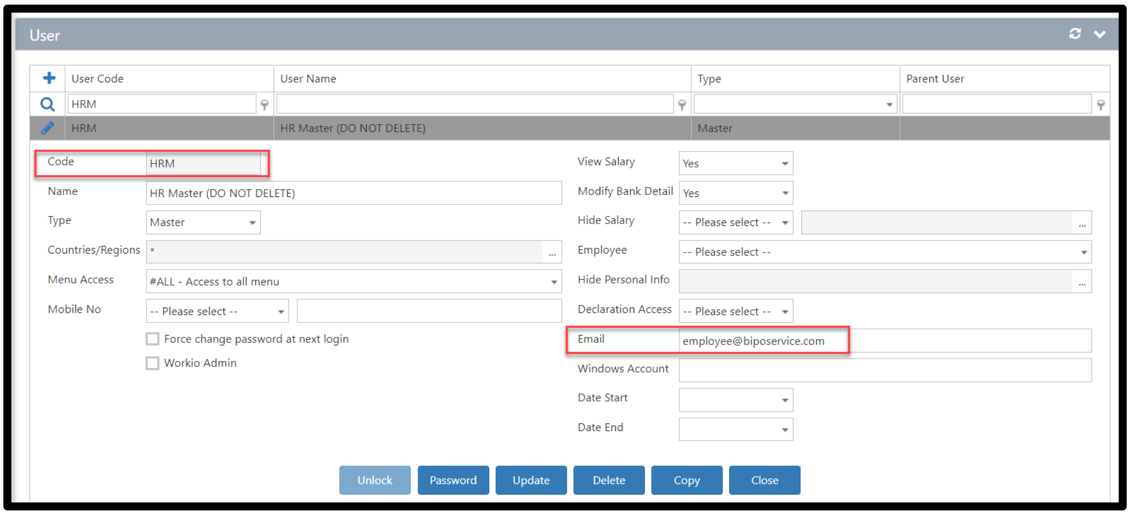
    ***Note:*** The email address is also used for enhanced security feature such as *OTP (One Time Password)* function, please refer to ***Email Address Field for OTP Address*** for more information.

15. ***Microsoft Account / Google Account / Enforce SSO*** – Refer to *BIPO HRMS Azure AD SSO Implementation User Guide.*

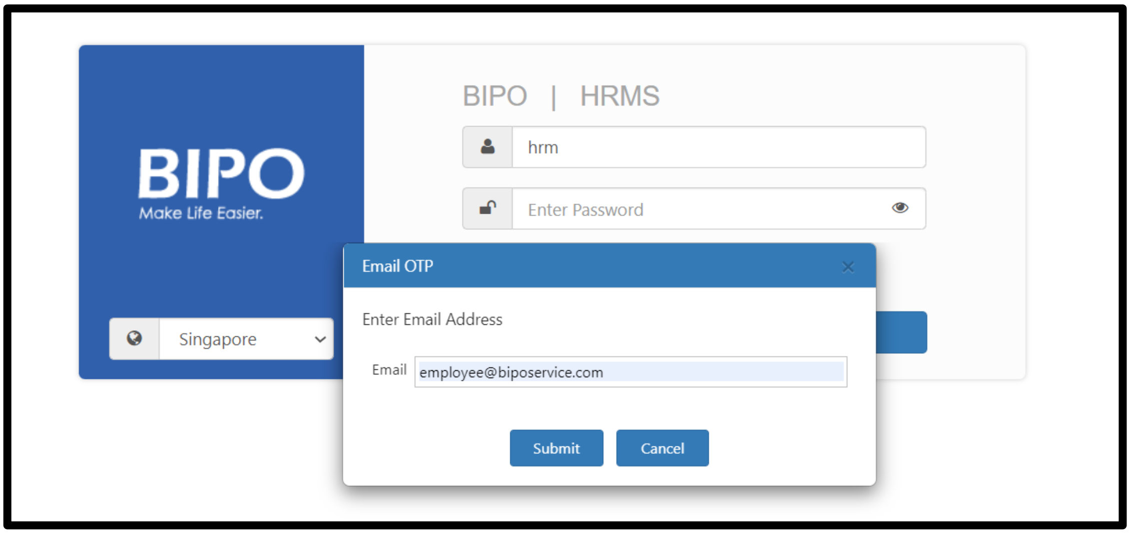
16. ***Date Start / Date End*** – This will be the active duration of user access. Indicating a *Date End* will delimit the access up to the date specified.

## Email Address Field for OTP Access

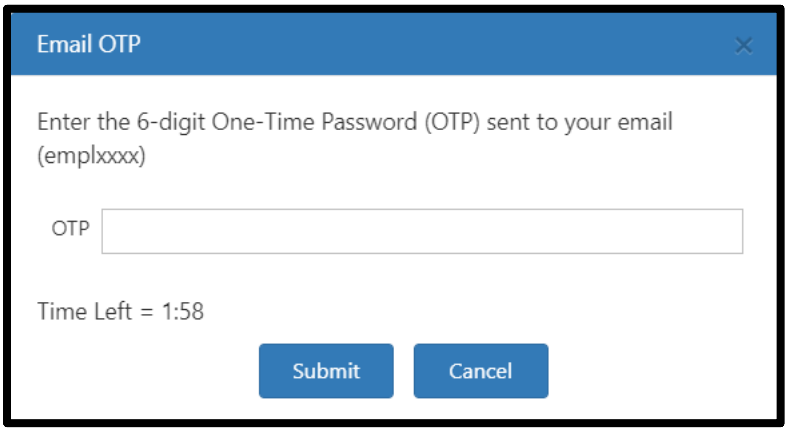
1. The ***Email*** field is also used for enhanced security feature when *User* access account is shared by different teams. For example, Project, Support, OS team which needs to have Admin access (i.e. *HRM, HRMSG, HRMMY* for Project teams & *BIPO, BIPOSG01, BIPOMY01* for Payroll Outsource teams).



2. To have better security, OTP (One Time Password) function is introduced to those *User* code starts with *HRM and BIPO*.
3. ***Email*** field will enable *OTP function* when *User* code contains *HRM or BIPO* and email contains *biposervice.com* domain *(@biposervice.com).*
4. When login as *HRM,* when click login (without password), a window will prompt to enter the ***Email OTP.*** User is required to key in the email address listed inside the ***Email*** in ***User Master.*** Click ***Submit*** and a one-time password will be sent to the email address.

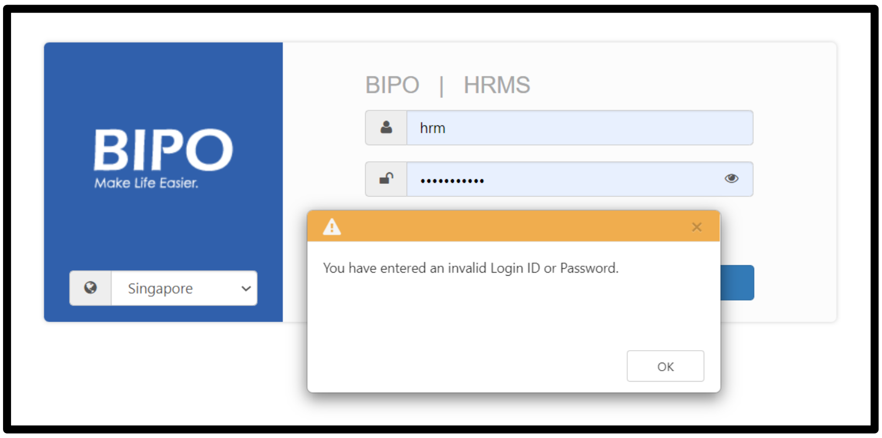



5. At the same time, a new window will pop-up to allow user to enter the 6-digit password.

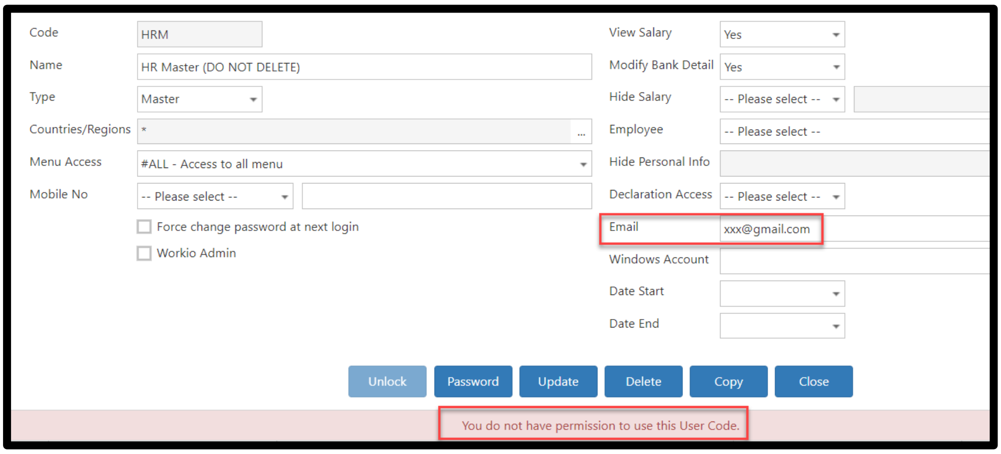


6. Combination for ***Email*** which listed in ***User Master (Access: Setup > Security > User)***, when ***User* code is *<u>HRM or BIPO</u>*** is as follow:

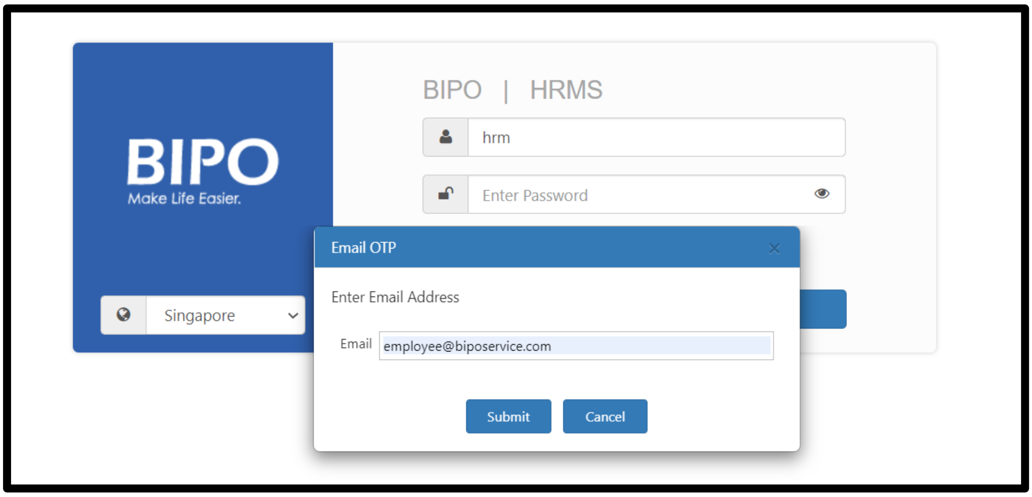
| **Email** | **Normal Login** | **OTP Email** |
|---|---|---|
| No email - Null | Normal Login (validation of Username & Password) is enabled. If Username & Password wrong, error message will appear. | OTP email function will be skipped. |



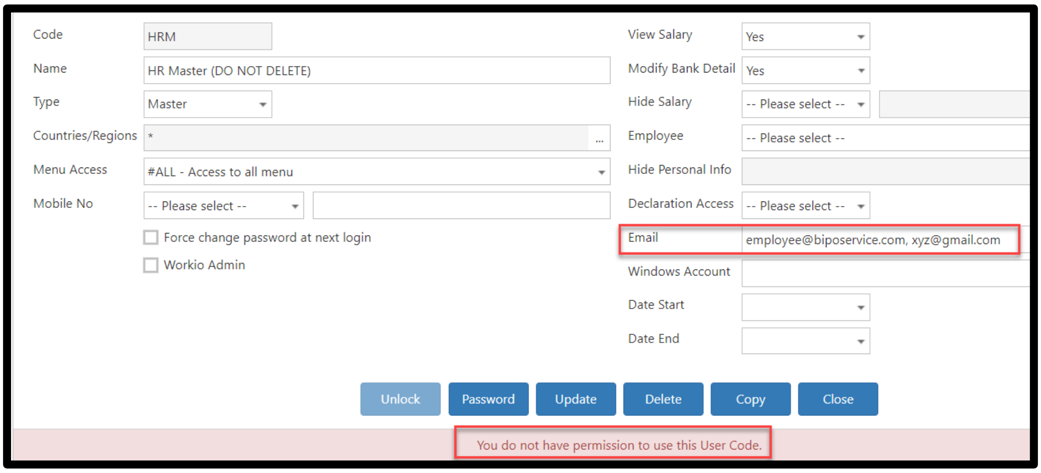

| **Email** | **Normal Login** | **OTP Email** |
|---|---|---|
| Other emails/ None biposervice.com email. | Disabled. Error message will prompt in User Master when click Update whenever email is not biposervice.com email. | Disabled. Error message will prompt in User Master when click Update whenever email is not biposervice.com email. |




| Email | Normal Login | OTP Email |
|---|---|---|
| Multiple biposervice.com email. | Normal Login (validation of Username & Password) is disabled. | System detected biposervice.com email. OTP email is enabled. |



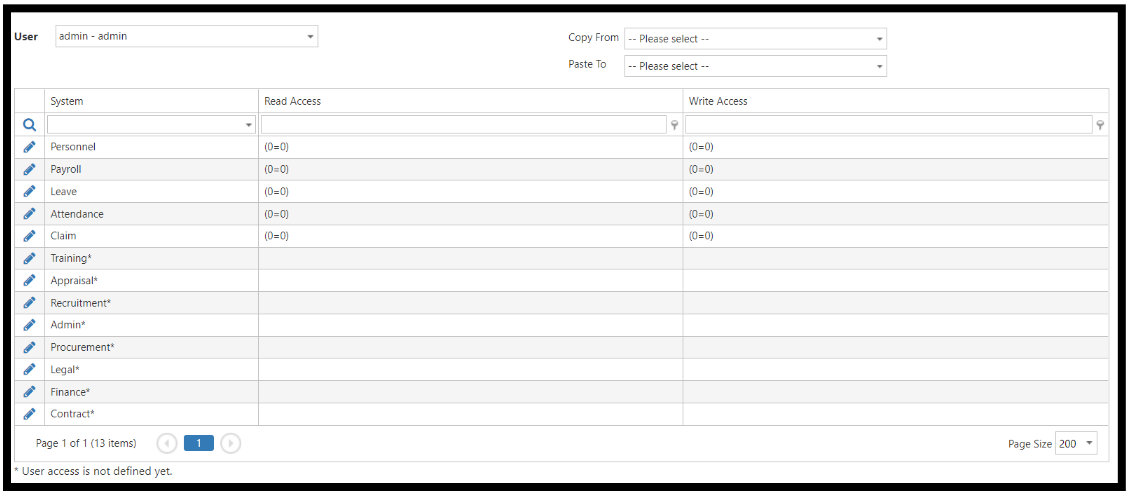

| Email | Normal Login | OTP Email |
|---|---|---|
| Combination of biposervice.com email and other emails. | Disabled. Error message will prompt in User Master when click Update whenever there is a combination of other emails with biposervice.com email. | Disabled. Error message will prompt in User Master when click Update whenever there is a combination of other emails with biposervice.com email. |



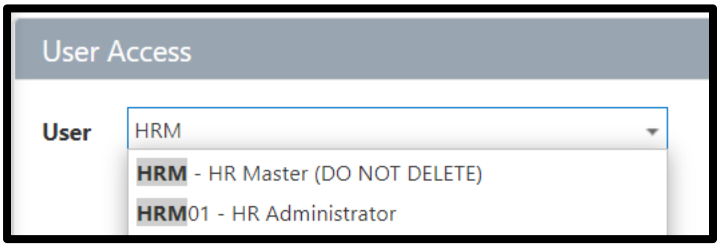

## User Access

***User access*** is used to define the module access that will be available to selected User.

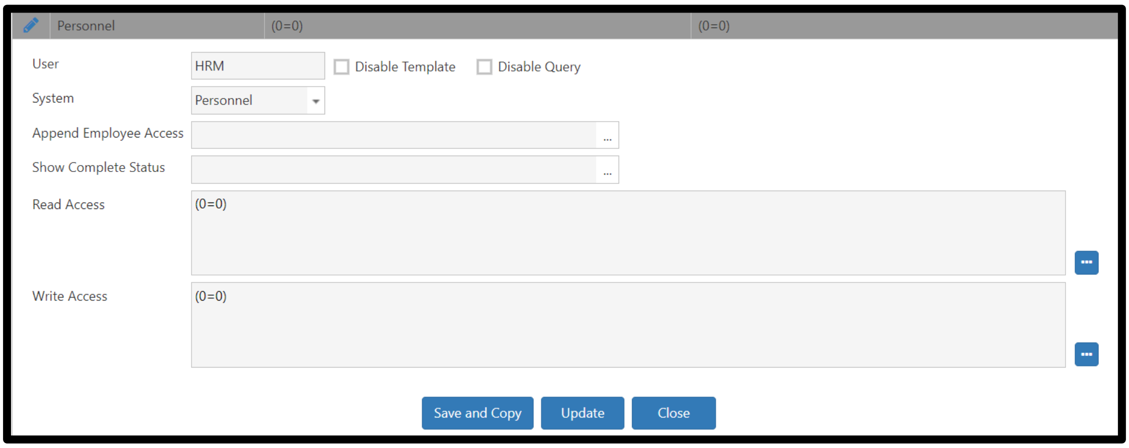
***Access: Setup > Security > User Access***



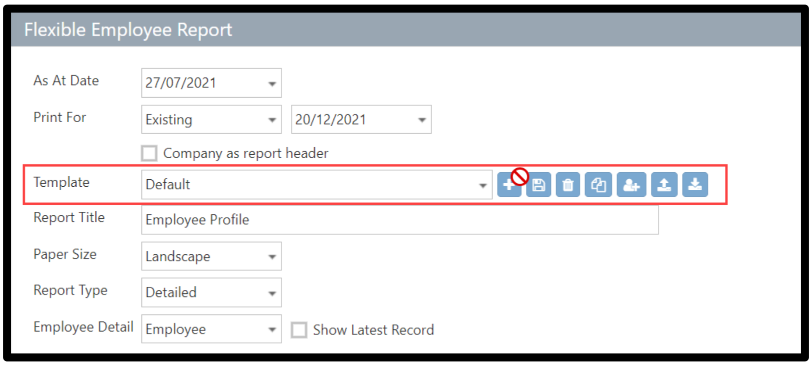

1. Specify the created user from the ***User*** drop down.




2. Click  icon to modify the access for each module.




3. ***Disable Template Checkbox*** – When this checkbox is ticked, user will not be able to define the template field in report as below:




4. ***Disable Query Checkbox*** – When this checkbox is ticked, user will not be able to define the query in the report as below:


This setup will reflect in report list under Personnel Module as below:

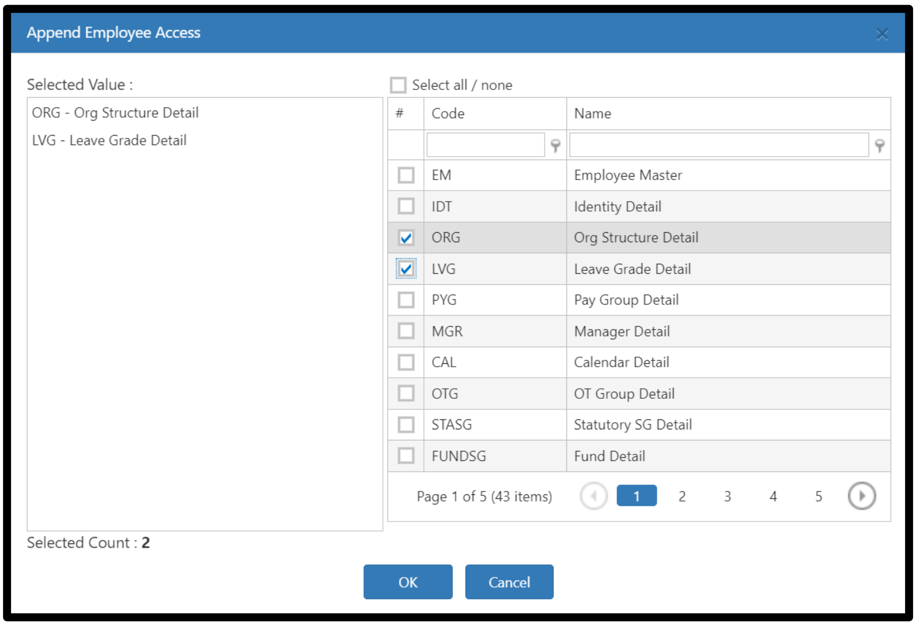
| **No.** | **Report Name** |
|---|---|
| 1. | Flexible Employee |
| 2. | Headcount |
| 3. | PE – Flexible PE |
| 4. | PE – PE Status Summary |
| 5. | Life Cycle – Flexible Onboarding |
| 6. | Life Cycle – Flexible Exit Request |

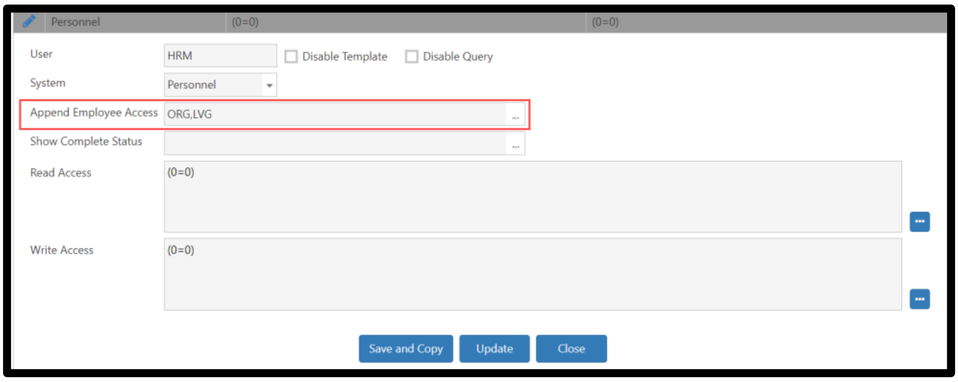
7. Life Cycle – Flexible Exit Interview
8. Statutory – Key Employment
9. Labour Market Survey
10. Business Census
11. Loan – Loan Listing
12. Distribution – Manpower Distribution
13. Distribution – Employee Headcount
14. Distribution – Transfer Listing
15. Benefit Matrix Exception

5. ***Append Employee Access*** – This allows user to control what options are visible in append employee function for ***Personnel Module***.

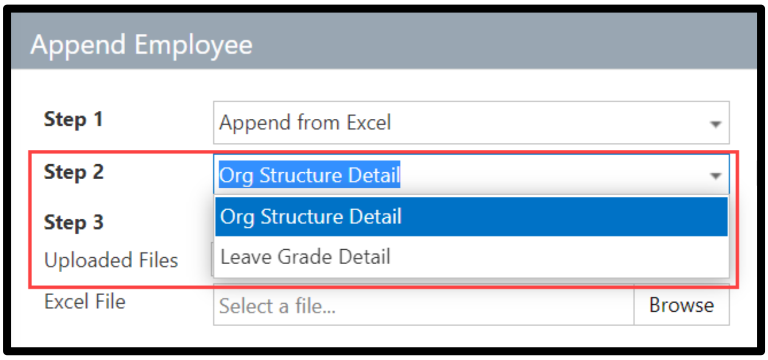

When user click on ... button, Append Employee Option that are applicable to the respective country listed in defined sequence as below screenshot.

Select from the listing and click ***OK*** button.






In the Append Employee screen, only selected Append Employee Access Option is displayed in Step 2. This is applied to all Step 1 options (Append from Excel, Update from Excel and Export Excel Template).

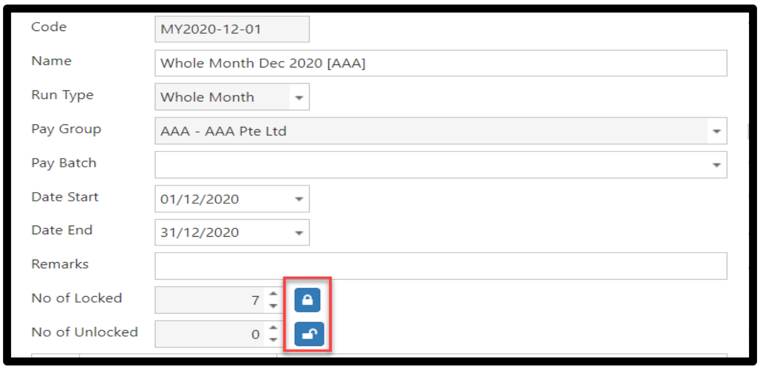



6. Specify the ***Read Access & Write Access:***
   a. *Read Access* – is used to give access to the user for viewing.
   b. *Write Access* – is used to give access to the user for editing.

   The value (0=0) represents access for *ALL EMPLOYEES*. To learn more about setting the range for ***Read Access & Write Access***, click here.

   ***Note*** for *Payroll Module:*

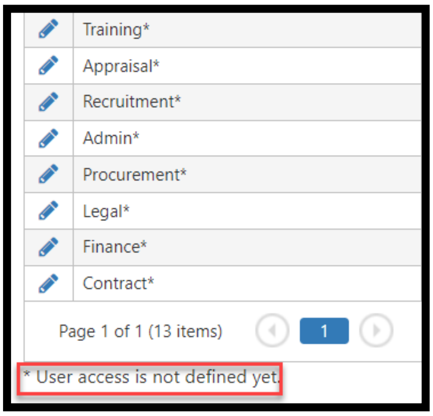
   - Tick the ***Lock Access*** to allow user to lock the payroll. Once *ticked,* user will be able to perform lock and unlock all the *Payrun* in the respective *Pay Group* (selected in *Pay Group Access*)




If *Unticked,* the lock and unlocked function will not be available.

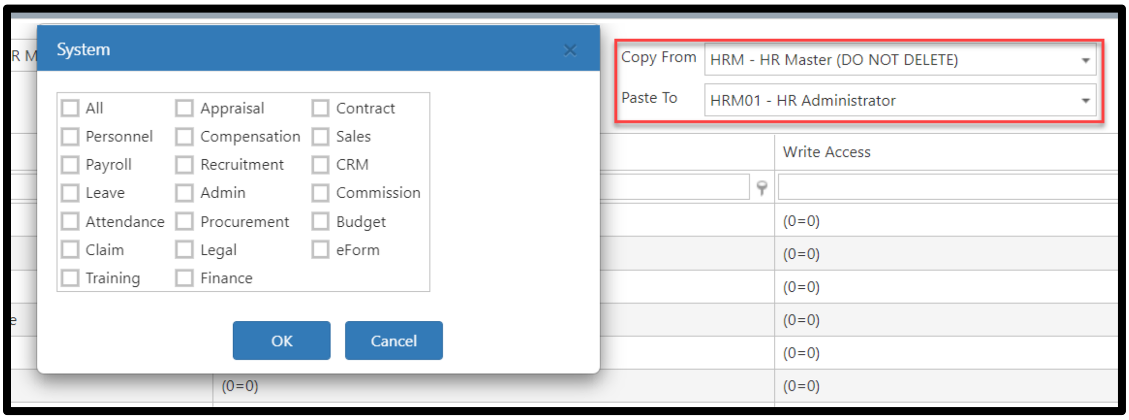

- ***Pay Group Access*** should be specified by clicking button and selecting the pay groups to have access to. This is to allow user to access ***Pay Group*** in payroll processing.


7. ***** - Appear at the side of each *Module* indicates that *User Access* is not defined. Therefore, not having access to such modules.




8. Click ***Update*** on each module to save.
9. ***Copy From*** and ***Paste To*** is used to copy the settings of ***Read Access*** and ***Write Access*** of selected module from one user to another by selecting the user to be

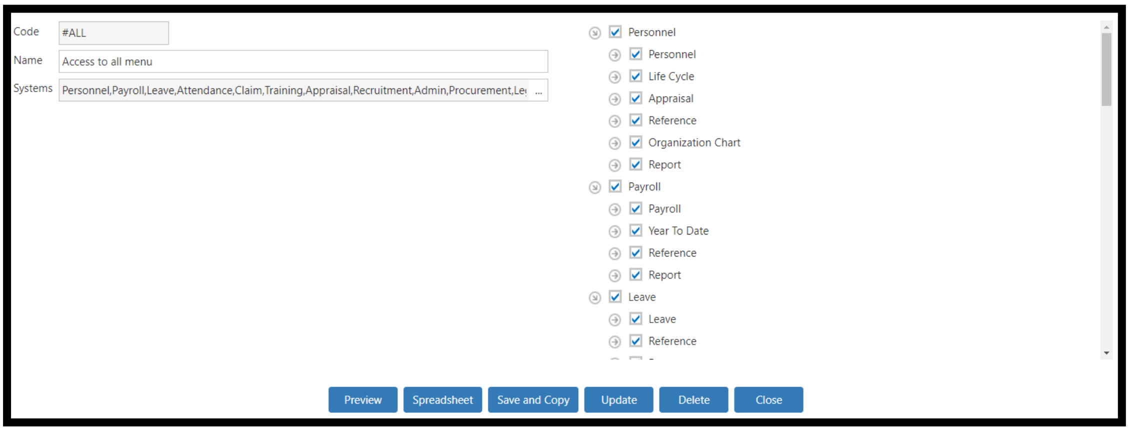
copied in ***Copy From*** field and selecting another user to whom it will be copied in ***Paster To*** field.



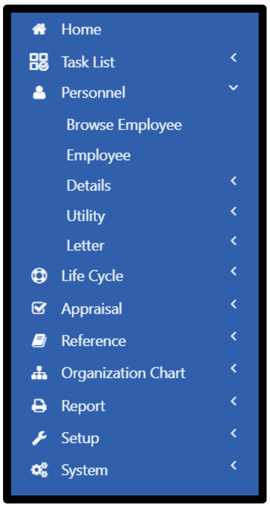

## Menu Access

The ***Menu Access*** holds the configuration of selected menus that user can access according to specifications and privileges.

***Access: Setup > Security > Menu Access***



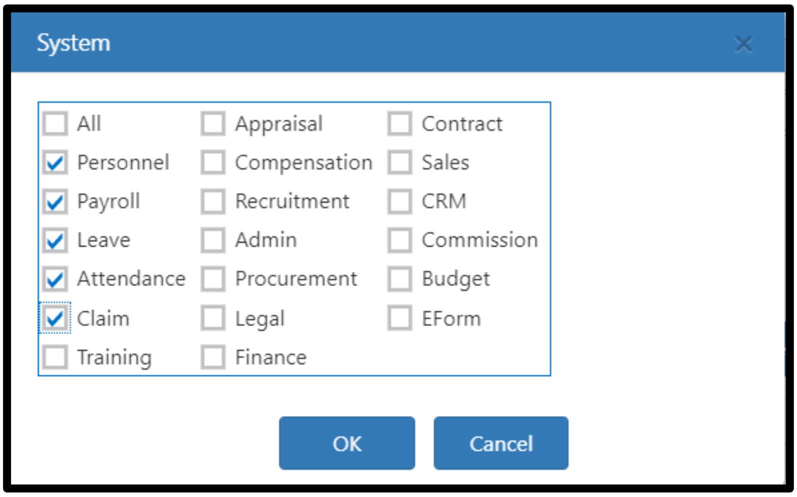

***Menu Access*** refers to the *Menu Bar* on the left side, as shown:



*Ticked* menus will be available for the selected *User* to access. Menu access can be assigned to user through ***Menu Access field*** in ***User.***

1. *Click* + to add a new ***Menu Access***.
2. Enter the ***Code*** and ***Name.***

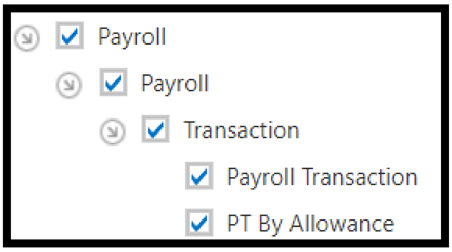

3. In ***Systems*** field, select the modules to appear in the right side. You can check the checkbox for menus and sub-menus to include this access.

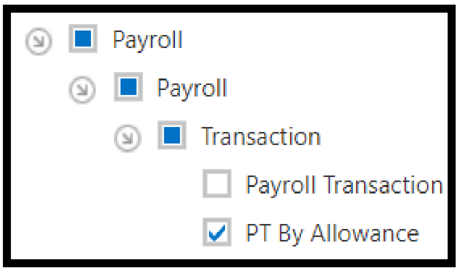

4. Selected modules in ***Systems*** field (shown above) are default to ticked including its sub-menus.

   ***Note:***

   Check sign in the module indicates that all *Sub-Menus* are also checked.



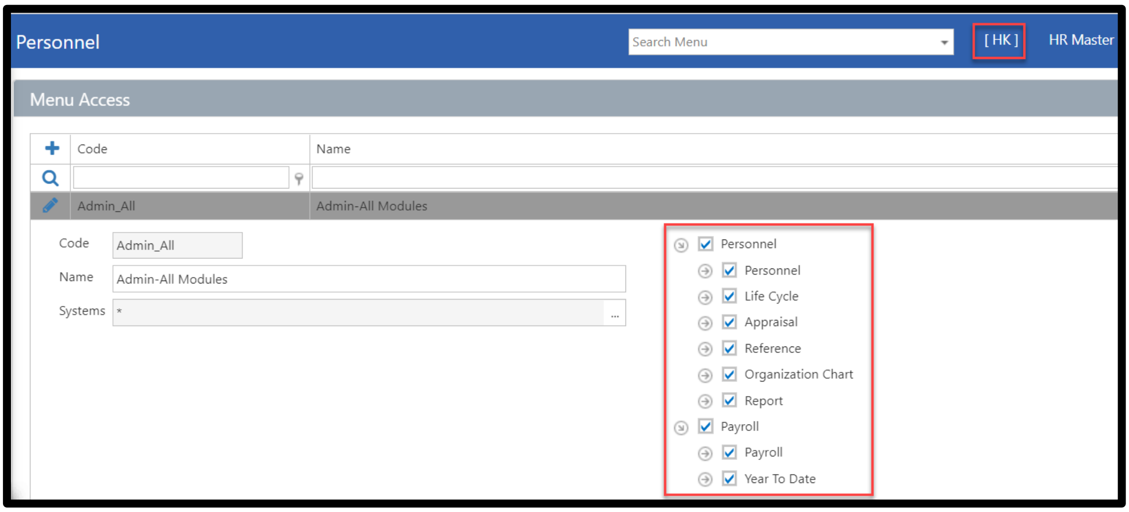

While blue box indicates that there is *Sub-Menus* that is unticked.



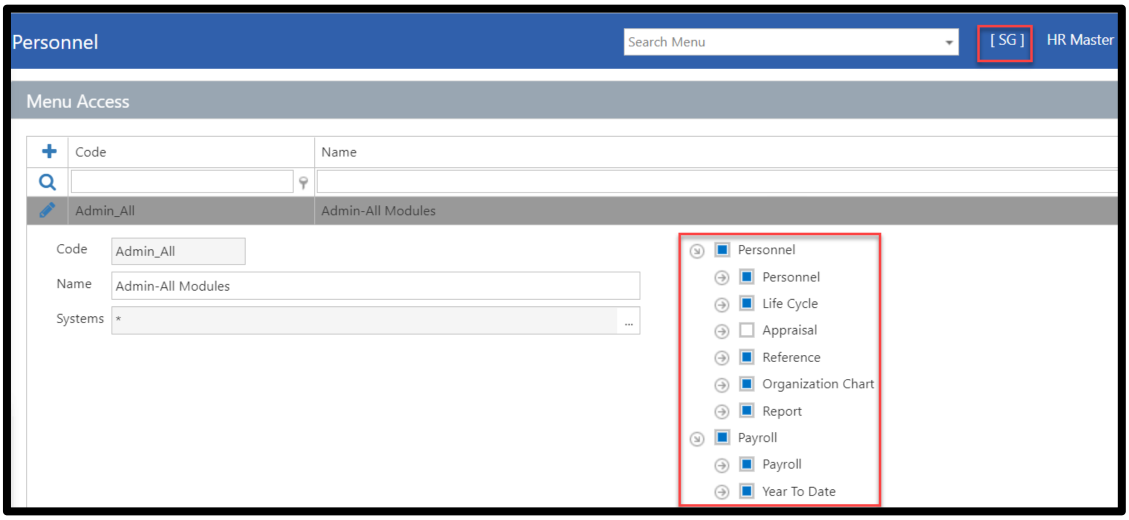

Selecting all *Menus* and *Sub-Menus* in ***Menu Access*** while logging into one *country/region* does not mean that all *Menus* and *Sun-Menus* is selected in another *country/region.*

*Example:*

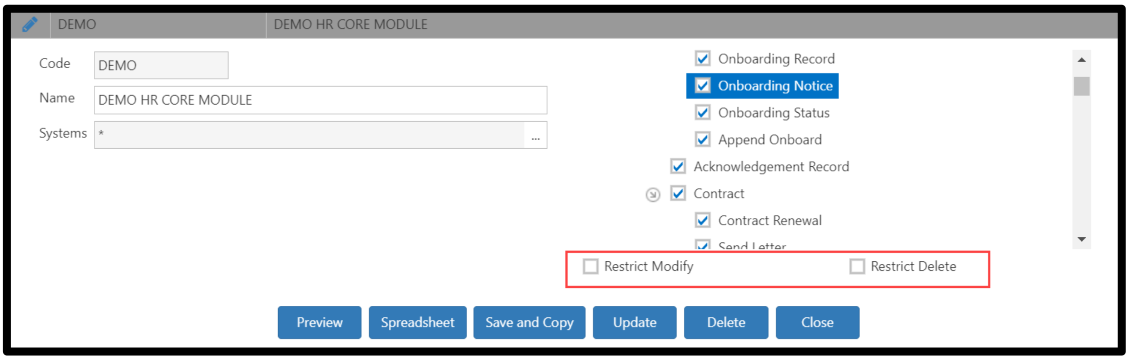
When login to *Country/Region = HK* and select access to all *Menus* and *Sub-Menus,* it *does not* mean that all *Menus* and *Sub-Menus* is automatically selected when login to *Country/Region = SG.*




This is because some of the *Sub-Menus* are country specifics and requires users to login to the specific *country/region* when selecting the access.




There are additional checkboxes called ***Restrict Modify*** and ***Restrict Delete*** for certain sub-menus. This is to control if user can edit or modify record in the specific sub-menu. Default value for these 2 checkboxes are unticked and no button will be hidden.




**Example:**

When ***Restrict Modify checkbox*** for ***Onboarding Notice*** is unticked, button for ***Show = New Joiner*** as below will appear in user view.


When ***Restrict Modify checkbox*** for ***Onboarding Notice*** is ticked, only 2 buttons ***(Download*** and ***Close*** buttons) for ***Show = New Joiner*** as below will appear in user view.


When ***Restrict Delete checkbox*** for ***Onboarding Notice*** is unticked, Delete button for ***Show = History*** as below will appear in user view.


When ***Restrict Delete checkbox*** for ***Onboarding Notice*** is ticked, Delete button for ***Show = History*** as below will be disabled in user view.

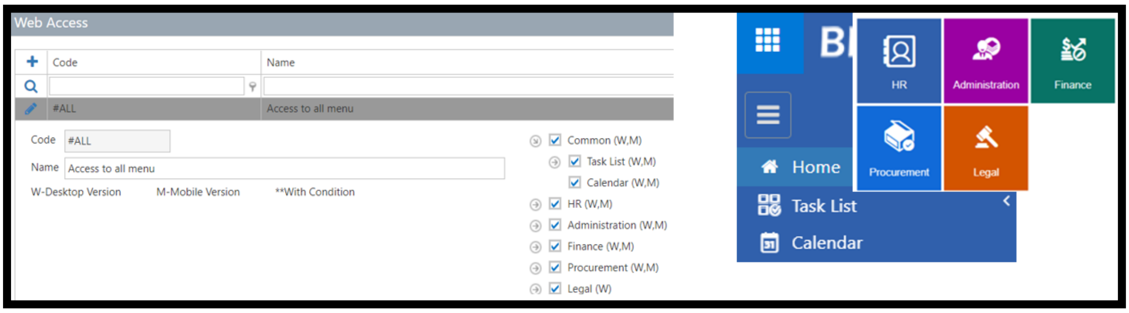

5. Click ***Update*** button to save.

## Web Access

***Web Access*** is used setup the modules that the user can access in *ESS (Employee Self-Service)* for *desktop* and *BIPO mobile app version*.

***Access: Setup > Security > Web Access***

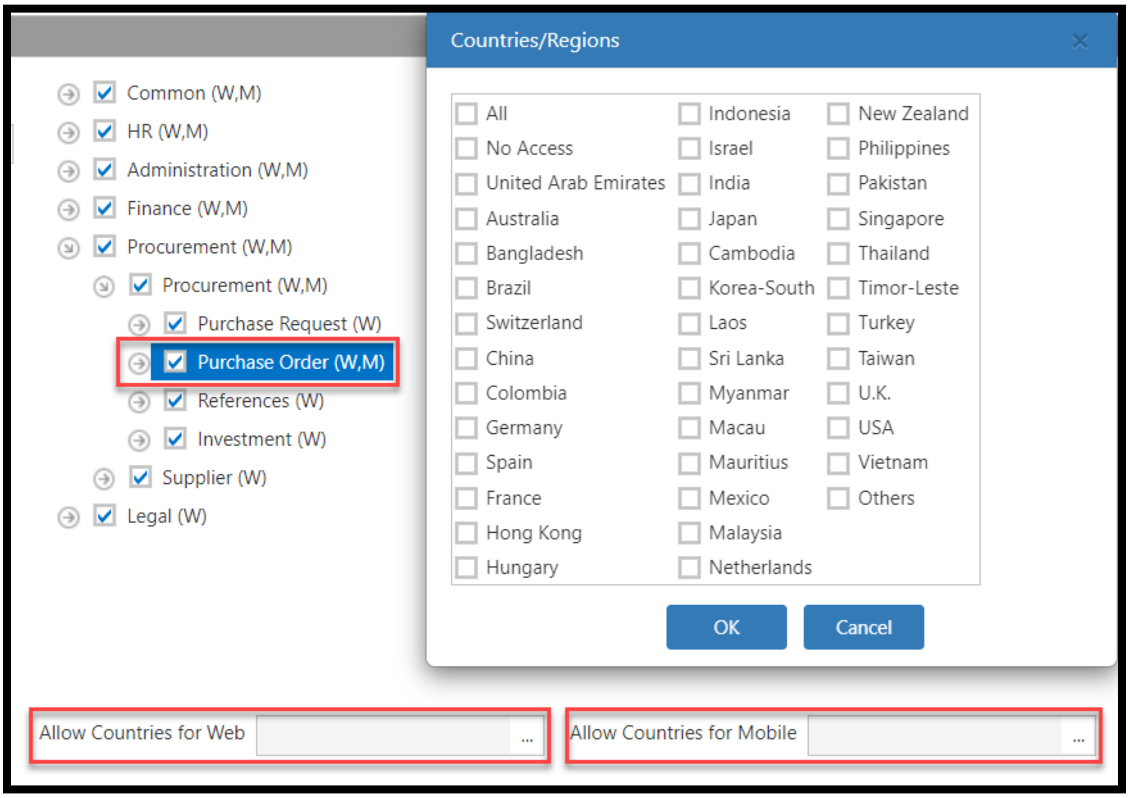
As shown in the screenshot below, the *ticked Web Access menus* will appear in *ESS' menu column (i.e. Task List, Calendar, HR, Administration, Finance etc.)* to allow users to access it.



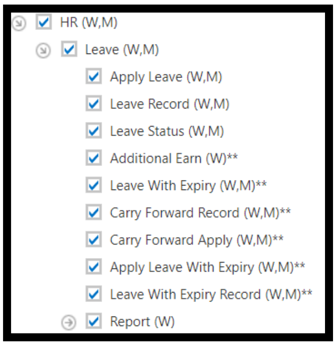

1. Click + to add a new ***Web Access***.
2. Enter the ***Code*** and ***Name*** of the ***Web Access.***
3. Select the *menu and sub-menu* that can be access by employees in *ESS*. Each *menus and sub-menus* are tagged with:
   - ***W*** – desktop version

- ***M*** – mobile version
- ******** - with condition

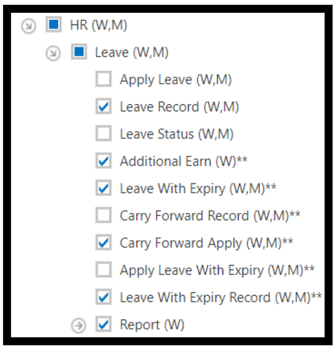

4. Each menu and sub-menus can be specified if it will only be available to a specific country for web (desktop) and mobile version.




***Note:*** Check sign in the module indicates that all sub-menus are also selected.




While blue box indicates that there is are sub-menus that is unticked.

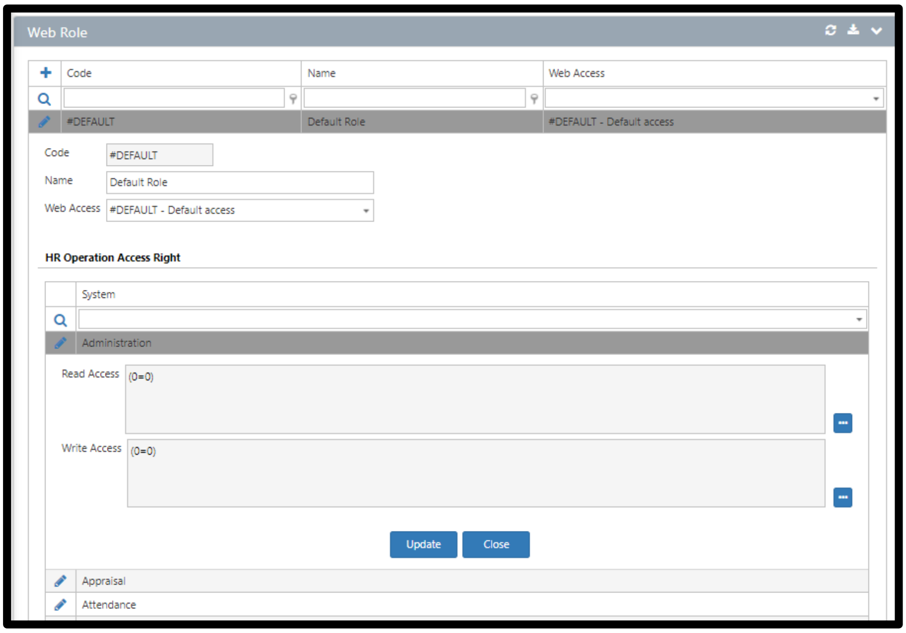



5. Click ***Update*** button to save.

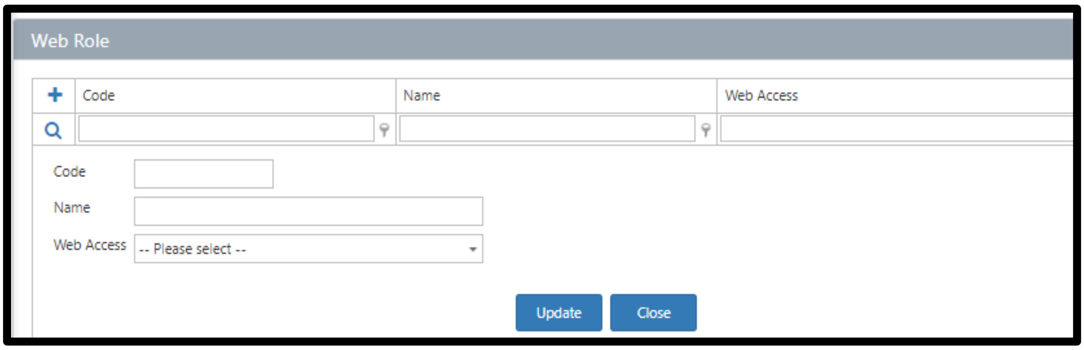
## Web Role

***Web Role*** is used to define the employees that user (HR/Manager/Supervisor/ Approver/Coordinator) will have read and write access to in *ESS*.

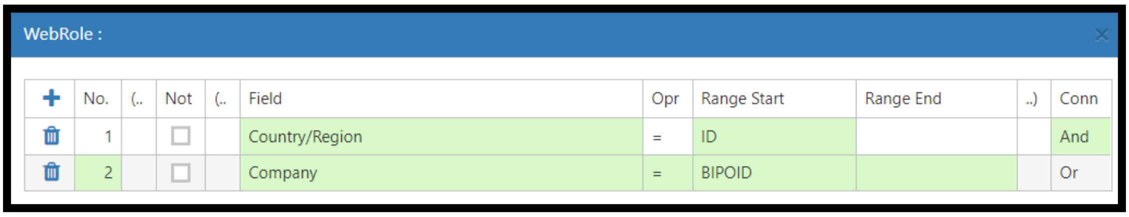
***Access: Setup > Security > Web Role***



1. Click to create a new ***Web Role***.
2. Enter the ***Code*** and ***Name*** of the ***Web Role.***
3. Specify the ***Web Access*** from the drop-down list that this ***Web Role*** will be mapped to. Then click ***Update.***

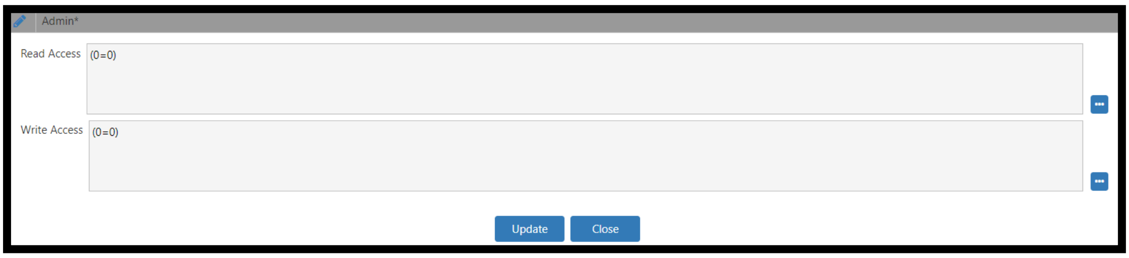



4. Click at the side of each module to setup the ***Read Access and Write Access.***
   a. ***Read Access*** – is used to give access to the user for editing
   b. ***Write Access*** – is used to give access to the user for viewing

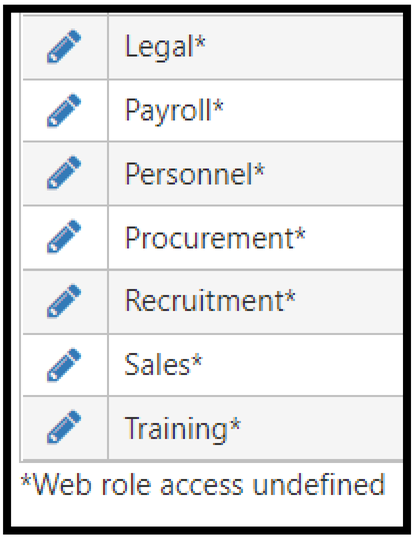



In the example above, there are two conditions that will apply. Employee will have access to ***Country/Region = ID and Company = BIPOID*** only.

5. The value *(0=0)* represents access for *ALL EMPLOYEES*. To learn more about setting the range for ***Read Access & Write Access***, click here.



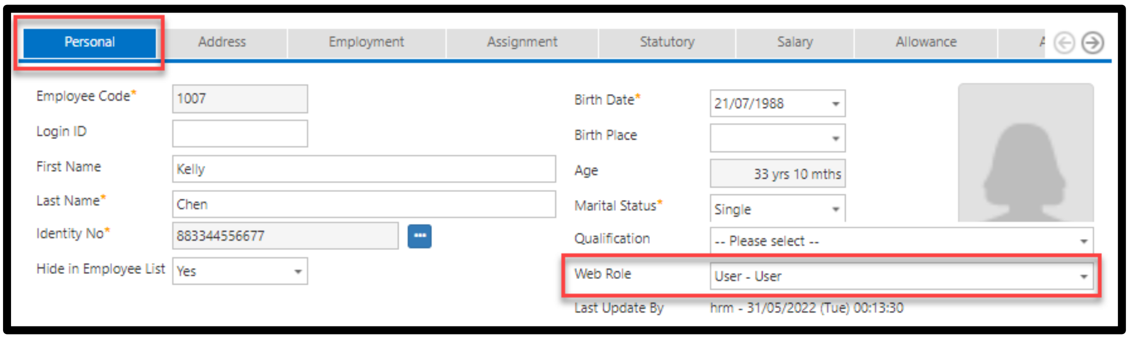

6. * Indicates that ***Web Role*** access is not defined. Therefore, not having access to employees in such modules.




7. Click ***Update*** on each module to save.

After defining the read and write access to each module in ***Web Role***, assign it to the respective employees that has a *Role*, example, HR, Manager, Supervisor, Approver or Coordinator. Assigning *Web Role* can be done in *Personnel > Employee page.*

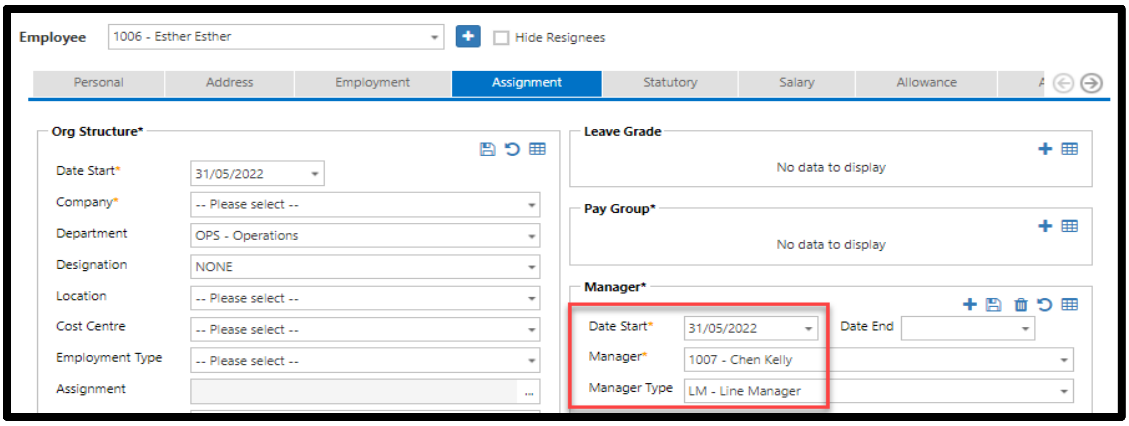
***Access: Personnel > Employee > Personal tab***




***Note:*** If an employee assigned with a *Web Role* but do not have any *Role* or *subordinate* assigned to them, then the *read and write access* to other employees setting in *Web Role* will not take affect even though the *Employee Range* is set as *(0=0).* If an employee has *Coordinator/Manager Role*, *Web Role setting* will take effect with *read and write access* to respective subordinates/employees, as shown:

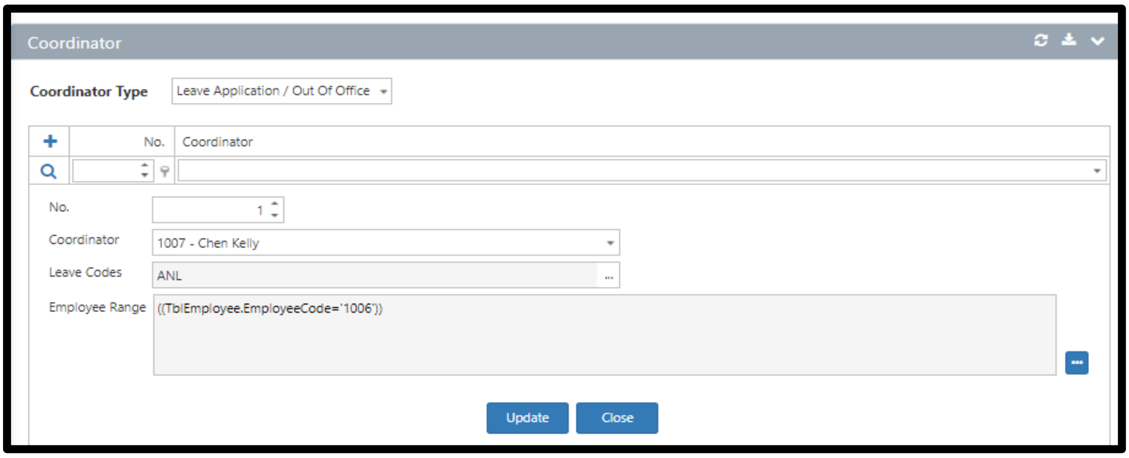
*<u>Manager Role:</u>*

***Access: Personnel > Employee > Assignment tab***

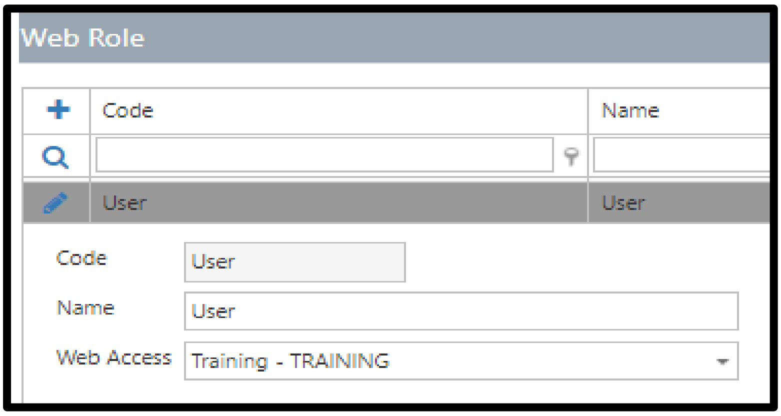



*<u>Coordinator Role:</u>*

***Access: Personnel > Setup > Workflow > Coordinator***




***Note:*** However, who does not have a role but were nevertheless assigned with a *Web Role,* system will still respect the module access in *Web Access* that were mapped to *Web Role.*



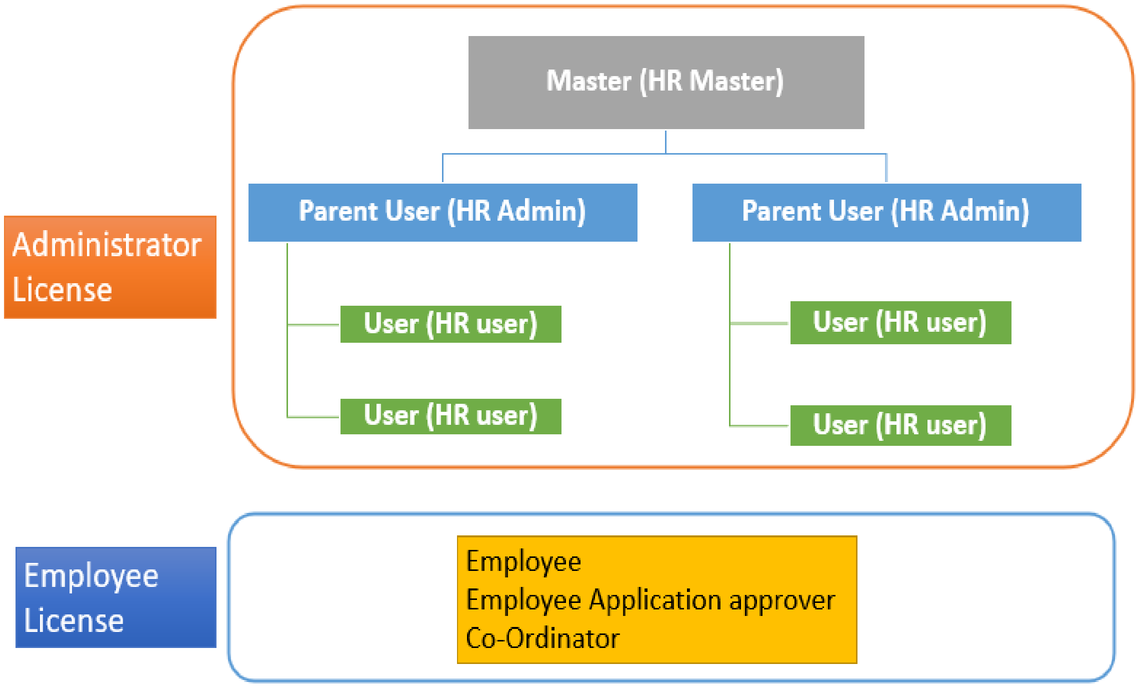
## BIPO License

***BIPO License*** determines the number of *Admin User (Master, Parent & User)* and *Employee headcount* a client can have.

### License Type

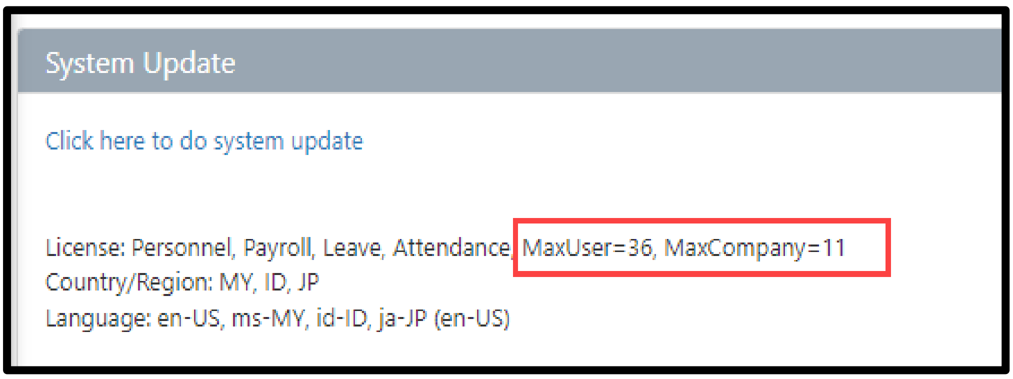
Generally, there are two types of licenses:

1. Administrator License
2. Employee License




License information can be viewed from ***System Update*** page:

***Access: System > System Update***



## Access Condition of Every License Type

1. ***Access Rights*** – It defines the range of employees that can be viewed and/or amended by the administrator. Access rights is defined for each administrator per module
2. ***Menu Access*** - Configuration determines the function and pages that an administrator would be able to access. By controlling the menu setup, it can limit administrator to the roles and function they are able to perform. Menu setup can be configured and assigned to multiple administrators.

### Administrator License

*Example scenario: HR director needs an access to the whole Database:*

| **License** | **User Type** | **Description** | **Role** |
|---|---|---|---|
| Administrator | Master | HR Master | ***Access: Setup > Security > User:***<br>• Able to create new user and view all user created in database - for all the ***User Types***: *HR Master (Master), HR Admin (Parent) and HR User (User).*<br>• Able to edit own *Master User setting.*<br>***Setup > Security > User Access:***<br>• Have read/write access to view and edit all users and can assign read/write access to all other users.<br>***Setup > Security > Menu Access:***<br>• Have access to view/edit menus access of all other users and can assign menu access.<br>• Access rights to all payroll reports based on menu access setting.<br>• Able to create new template for payroll reports. |

*Example scenario: <u>Country Head</u> needs an access to his/her respective country:*

| ***License*** | ***User Type*** | ***Description*** | ***Role*** |
|---|---|---|---|
| Administrator | Parent User | HR Admin | ***Access: Setup > Security > User:***<br>• Able to create new child user ID for ***User Type***: *HR User (User)* only.<br>• Able to edit setting of the child user created.<br>• Unable to view/change own *Parent User* setting.<br>***Setup > Security > User Access:***<br>• Child user read/write access will be limited by the parent user access. *Example:* Parent user only able to view SG employees, child user would be the same even if the employee range is set as *(0=0)*<br>• Unable to edit own *Parent User* read/write access.<br>***Setup > Security > Menu Access:***<br>• Have access to view/edit menus access of child users and can assign menu access to child users.<br>• Access rights to all payroll reports based on menu access setting.<br>• Able to create new template for payroll reports. |

*Example scenario: <u>HR</u> who manages the payroll:*

| ***License*** | ***User Type*** | ***Description*** | ***Role*** |
|---|---|---|---|
| Administrator | User | HR User | ***Access: Setup > Security > User:***<br>• No permission to access, unable to create any user ID. |

| | | | |
|---|---|---|---|
| | | | ***Setup > Security > User Access:***<br>• No permission to access to edit read/write access.<br>• Have access and maintain employees' information only based on the read/write access assigned by HR Admin *(Parent User)*.<br>***Setup > Security > Menu Access:***<br>• No permission to access to edit menu access.<br>• Have access and maintain employees' information in modules assigned by HR Admin *(Parent User)* only. *Example: Personnel Module* only.<br>• Conditional access to payroll reports, based on *Reference > Payrun > Show in Payroll Report (ESS and Role User)* is set to *Yes* to view the report.<br>• Only able to generate payroll report based on distributed template. |

## Employee License

*Example scenario: <u>Approving Manager</u>'s access:*

| ***License*** | ***User Type*** | ***Description*** | ***Role*** |
|---|---|---|---|
| Employee | Approver | Approval | ***Access: Setup > Security > Web Access***<br>• Able to access employee's own information through *Employee Self Service (ESS)* based on the menu access setup in *Web Access*.<br>***Access: Setup > Security > Web Role***<br>• Access to own team's employees/subordinates' information |

| | | | |
|---|---|---|---|
| | | | based on the read and write access setting in *Web Role*.<br>• Able apply on behalf/approve/reject employee's/subordinate's application. |

*Example scenario: <u>Coordinator's</u> access:*

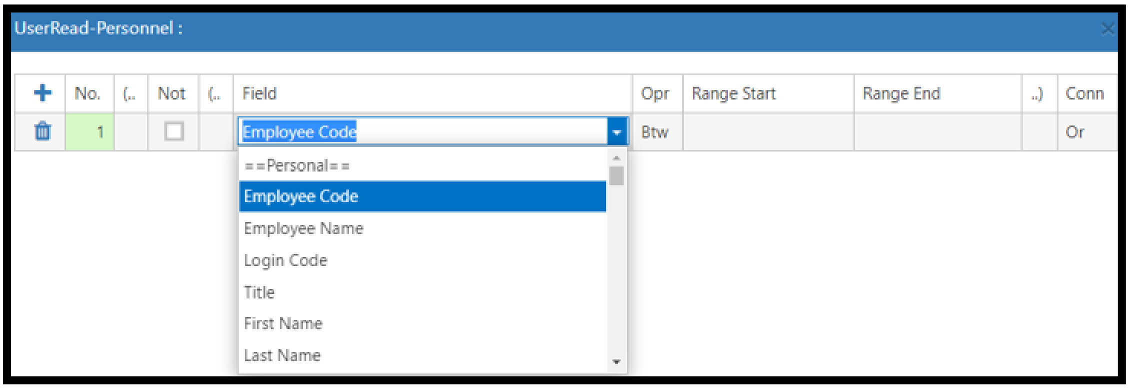
| ***License*** | ***User Type*** | ***Description*** | ***Role*** |
|---|---|---|---|
| Employee | Coordinator | Coordinator | ***Access: Setup > Security > Web Access***<br>• Able to access employee's own information through *Employee Self Service (ESS)* based on the menu access setup in *Web Access*.<br>***Access: Setup > Security > Web Role***<br>• Access to employee's information based on the *Coordinator* setting in *Setup > Workflow > Coordinator.*<br>• Able apply on behalf employee's application. |

*Example scenario: <u>Employees</u>' access to ESS:*

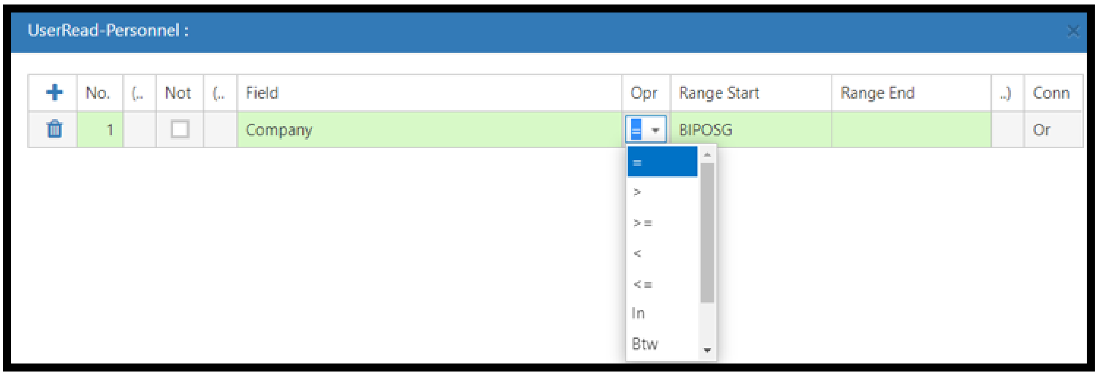
| ***License*** | ***User Type*** | ***Description*** | ***Role*** |
|---|---|---|---|
| Employee | Employee | Employee | ***Access: Setup > Security > Web Access***<br>• Able to access employee's own information through *Employee Self Service (ESS)* based on the menu access setup in *Web Access*.<br>***Access: Setup > Security > Web Role***<br>• Employees who do not have *Role/subordinates* will be unable to access the information of other employees. |

## Setting the Range for Read Access and Write Access

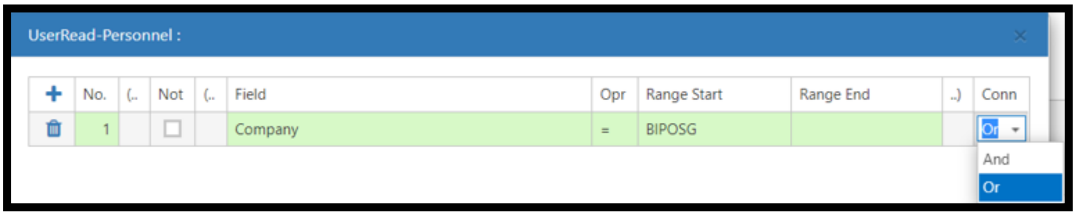
1. Click in ***Read Access or Write Access***.
2. Click to enter the range.




3. Select in the drop-down list of filed to set how to filter employee.
4. Set ***Opr*** as this will be the formula from the given Range Start and Range End.
   - **=** means can select only one value in Range Start
   - **In** means can select several values in Range Start
   - **Between** means need to set value in Range Start and Range End
   - **>=** means the field must large or equal the value set in Range Start




5. The ***Conn*** column is used if having multiple Range. Values given are ***And*** and ***Or***, then click ***Update***.




6. If want to set all employee, then need to set as below steps:
   - Directly click ***Update*** button below to save

- When display ***(0=0)*** that means all employees

## Appendix

All Enhancement 2022 included in this User Guide can be found in the following Release Note Version:

| # | RELEASE NOTE | JIRA | SUMMARY |
|---|---|---|---|
| 1 | Release Note 2203 | HRMS-6995 | Added Employee and Training Information Parameter in Company Notice Content Setting |
| 2 | Release Note 2205 | HRMS-7046<br>HRMS-7054 | Added Salary Fields into the Transfer Listing Report<br>Added Company as Report Header Checkbox into Manpower Distribution and Transfer Listing Report |
| 3 | Release Note 2211 | HRMS-7433 | Added Download Function on Letter Record |
| 4 | Release Note 2213 | HRMS-6700 | New Organization Structure Relationship |
| 5 | Release Note 2215 | HRMS-7683<br>HRMS-7554 | Enabled Multi Languages Setup for Personnel Reference<br>Added New Work Location Menu |
| 6 | Release Note 2217 | HRMS-7685<br>HRMS-7732<br>HRMS-7878 | Enabled Multi Languages Setup for Personnel Reference<br>Added Get Previous Data Checkbox in Append Employee under Salary Detail<br>Added Allow Preview in ESS Parameter in Letter Template |
| 7 | Release Note 2219 | HRMS-7902 | New Append Org Structure Menu |
| 8 | Release Note 2221 | HRMS-8087<br>HRMS-8082 | Added DelegationEmployeeRangeFormat System Config<br>Enhancement to Employee Letter Template Type |
| 9 | Release Note 2223 | HRMS-8083 | Document Upload as Letter Template for “Offer Letter” Type |
| 10 | Release Note 2225 | HRMS-8274 | Added Send Email Feature in PSC Record |
| 11 | Release Note 2227 | HRMS-8421<br>HRMS-8084 | Add ‘Save and Copy’ button in Benefit Matrix<br>Document Upload as Letter Template for “PSC Notice” Type |
| 12 | Release Note 2229 | HRMS-8299 | Modify Disable Template and Query into ‘Disable Template’ and ‘Disable Query’ in User Access |
| 13 | Release Note 2233 | HRMS-8451<br>HRMS-8948<br>HRMS-8811 | Flexible Employee Report Enhancement (Separate Column for both Code and Name on Spreadsheet)<br>Add “Restrict Modify” and “Restrict Delete” Checkbox in Menu Access – Onboarding Notice<br>Letter Template Setting Enhancement for Signing Vendor |
| 14 | Release Note 2235 | HRMS-9066<br>HRMS-9178 | Void Letter Function for Onboarding Notice Employment Contract (Docusign)<br>Docusign Email Notification by Signer Level |
| 15 | Release Note 2237 | HRMS-8841<br>HRMS-8869 | DocuSign E-Signature for Personal Status Change<br>DocuSign E-Signature for Exit Request |
| 16 | Release Note 2239 | HRMS-9268<br>HRMS-9463<br>HRMS-8870<br>HRMS-8871 | Enhance to Add Employee Range in the Append Employee 'Export with Data'<br>Introduce AppendEmployeeAccess Control in User Access and Respect in Append Employee<br>Basic E-Sign E-Signature for Personal Status Change<br>Basic E-Sign E-Signature for Exit Request |
| 17 | Release Note 2241 | HRMS-9383 | In Flexible Exit Request/Exit Interview Report, Show Master Fields in the Language Corresponding to |

| | | | |
|---|---|---|---|
| | | | Login Language |
| | | HRMS-9515 | Apply Attachment in Email When Use Word Document Upload Template |
| 18 | Release Note 2243 | HRMS-8944 | Enhancement to the Employee Bank Detail |
| 19 | Release Note 2245 | HRMS-9480 | Change Description of system config PreviousWorkExperienceDerivedFromWorkExperienCe |
| | | HRMS-9498 | Add Language Selection in Letter Template Field List |
| 20 | Release Note 2249 | HRMS-10142 | Introduce New Letter Type Called “Resignation Letter” in TblLetter |
| 21 | Release Note 2251 | HRMS-9329 | Enhancement to the Employee Bank Detail (Personnel > Bank Detail) - PDC Part (Multi Bank Detail) |
| | | HRMS-10067 | Add Join Date filtering for "Auto Send First Time Password for New Joiner." |
| | | HRMS-9771 | Add “Auto Send Letter Template” to “Probation Apply” in Workflow Setup Screen and Add New Workflow Email Template to Probation Apply in Workflow Email Screen |
| 22 | Release Note 2253 | HRMS-9865 | Add Config “UseBadgeDetail” to Cater Duplicate Badge No Case |

-- End of Document --