Human Resource Management User Manual

UBS CORPORATION SDN BHD (441389-K)
Suite 1B-6, Level 6, Block 1B, Plaza Sentral,
Jalan Stesen Sentral 5, 50470 Kuala Lumpur.
Malaysia.
Website: http://www.ubs-software.com

Introduction

UBS HRMS is specially designed application software to manage personnel effectively and efficiently for small and medium-sized enterprise. It promotes a paperless environment for all human resource related procedure. As such, it reduces bureaucracy, increases speed of processing for relevant approvals and enhances cross functional (vertical and horizontal) communications within an organization. It contributes t the increase in productivity of an organization.

Getting Started

Double click **UBS Human Resource Management System** shortcut icon on the desktop to access to the system. A default company name will be given, click "**Edit**" button to update you company name or click "**Add**" button to insert another new company. Different company should keep into different data folder.

Create Database

After select the company name, the system will automatically generate the data files into the folder you have selected.

User Login

Enter the Login ID and Password to access into the system. The default Login ID = **UBS** and Password = **UBS**.

Recommended steps in setting up UBS HRMS:-

1. Install HRMS into hard disk
2. Administrator login
3. Housekeeping -> Setup -> General Setup --> Sharing ---> Smart Lock
4. Housekeeping -> Import and Export (for existing HRMS or Payroll user)
5. Housekeeping -> Setup -> General Setup
6. HR Department -> Miscellaneous Files
7. HR Department -> Miscellaneous Files (2)
8. Housekeeping -> Setup -> Default Setting
9. HR Department -> Tip -> Tip Scheme
10. HR Department -> Tip -> Default Tip Scheme
11. HR Department -> Employee -> Personnel File
12. Housekeeping -> Re-Calculate Leave (for new HRMS & Payroll user)
13. Housekeeping -> Administrative Tools -> Group Policy
14. Housekeeping -> Administrative Tools -> User Manager
15. Housekeeping -> Administrative Tools -> Department Approval
16. Housekeeping -> Change Password
17. Housekeeping -> Direct Access
18. Housekeeping -> Setup -> Enquiry Setting
19. HR Department -> Employee -> Salary
20. HR Department -> Employee -> Tip
21. HR Department -> Training -> Trainer
22. HR Department -> Manpower
23. HR Department -> Budget
24. HR Department -> Standard Documents (setup path to file location & change letter contents according to company's policy)

Please refer to the respective chapter and section for detailed process and explanation.

Human Resource Management User Manual

(HR Department)

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1.9 Standard Documents

Chapter 1 HR DEPARTMENT

Overview:

The main functionality of the system is to setup and manage the employees file. Then, the system has the benefit to setup and schedule loan installments for the employees. And, it assists users to project, compare and evaluate manpower utilization and budget plan. Besides, the module provides an easy solution by providing common sample documents for company's human resources official letters.

Lastly, this module contains various required miscellaneous files setup options, such as state, race, branch, department, skill, leave, claim and etc. It is advisable that user should begin the initial operation of the system by starting off with the miscellaneous files setup.

1.1 Employee

There are 8 categories of maintenance module incorporated under this main feature for keeping track, storing history and managing of human resources details in term of personnel file, salary, experience, club & society, reward & disciplinary, accident, career movement and skill.

1.1.1 Personnel File

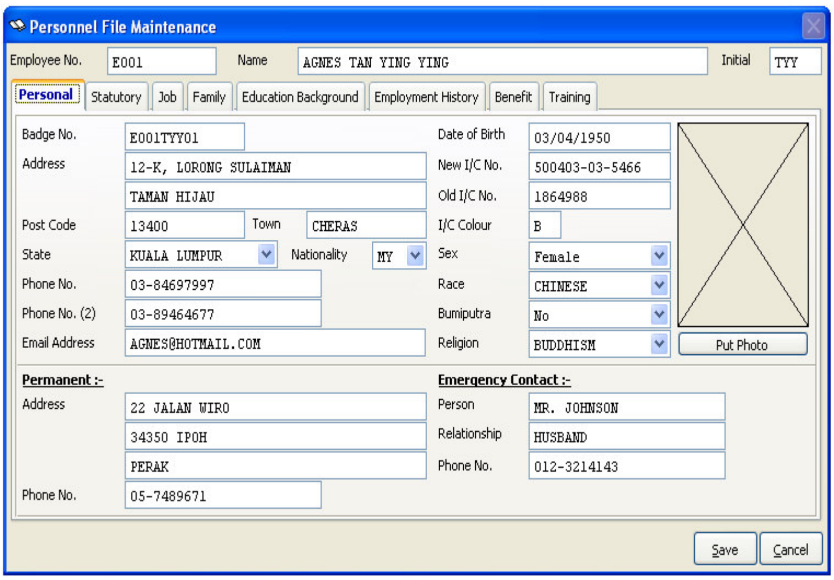
Menu Location: ***HR Department → Employee → Personnel File***
Description: This maintenance module contains 8 option pages to facilitate users processing the employees' personal details and other information including statutory, job, family, education background, employment history, benefit and training.

User actions that can be performed include adding, searching, editing, deleting and printing of employees' records.

i <u>Create/Add new employee data</u>

1. Click "**Add**" button and enter the relevant information.

(i) Personal



Employee No. : Assign each employee with an identification code (maximum 6 characters).
It is a compulsory field and does not allow for modification after saving the record.

Name : Enter the employee's full name (maximum 45 characters)

Initial : Indicate each employee with an unique initial letter not exceeding 3 alphabets.

Badge No. : Enter the employee's badge number, if applicable.

Address : The employee's current contact address.

Post Code : Post code of the contact address.

Town : Location town/area of the address.

State : State or province of the address.
(New state item can be maintained in ***HR Department → Miscellaneous Files → State***)

Nationality : Select the appropriate nationality or citizenship of the employee.

Phone No. : Telephone numbers of the employee.
Alternatively, user may key in the employee's hand phone number in the next field ***Phone No. (2)***

Email Address: Email address of the employee, if applicable.

Date of Birth : DOB of the employee (dd/mm/yyyy).

New I/C No. : Employee's new identity card number.

Old I/C No. : Employee's old identity card number.

I/C Colour : Specify colour of the old identity card if applicable. (One alphabet only)

Sex : *Female* or *Male*

Race : *Chinese*, *Indian*, *Malay* or *Others*

Bumiputra : *Yes* or *No*

Religion : *Buddhism*, *Christianity*, *Hindu*, *Islam* or *Others*

Permanent

This section can be used to store the employee's permanent ***Address*** and ***Phone No.*** which is different from the current contact address stated above. For instance, it may be home town of the employee.

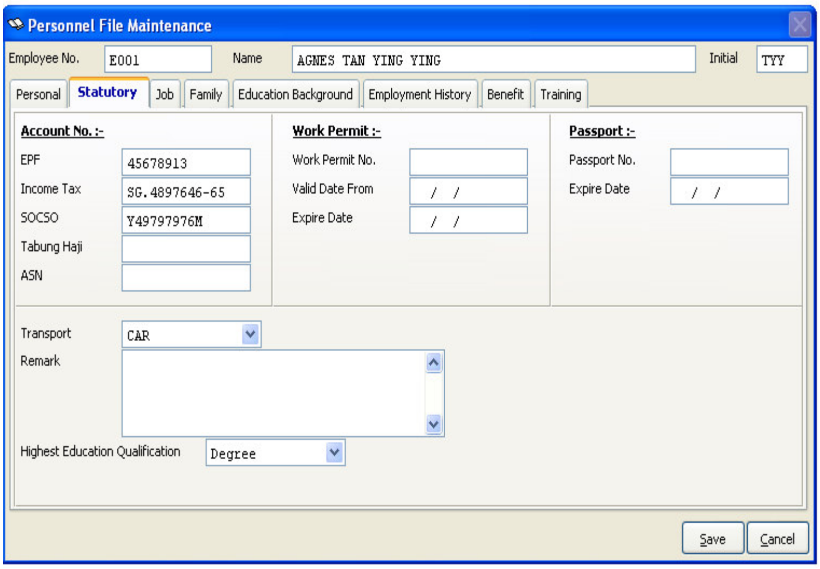
Emergency Contact

This section is used to store ***Person*** to contact, ***Relationship*** with the employee and ***Phone No.*** of the contact person, in the event of emergency.

2. Click on the "**Put Photo**" button to load the particular employee's photograph from the directory that you have saved. The system supports all graphics files, eg. BMP, JPG or others.

3. Proceed to next page **Statutory**.

(ii) Statutory



Account No.

This section is used to store the employee's ***EPF***, ***Income Tax***, ***SOCSO***, ***Tabung Haji*** and ***ASN*** number.

Field width to store each account number is 10, 15, 10, 12 and 12 characters respectively.

Work Permit

For foreign workers, this section is to store the employee's ***Work Permit No.*** (20 characters) as well as ***Valid Date*** and ***Expire Date*** (both in dd/mm/yyyy format).

To check for overdue working permits, go to ***Enquiry → Work Permit Expire***

Passport

For foreign workers, this section is to store the employee's ***Passport No.*** (12 characters) and ***Expire Date*** (dd/mm/yyyy format).

To check for expired passports, go to ***Enquiry → Passport Expire***

4. Then, continue with the rest of setup and enter the relevant information.

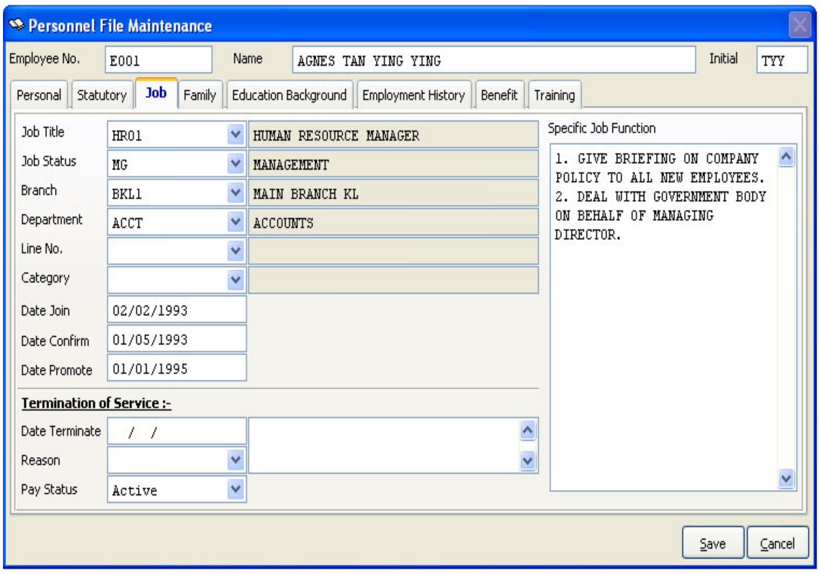
Transport : Select the transport/vehicle that the employee possess to come to work.
(New transport type can be created in ***HR Department → Miscellaneous Files → Transport***)

Remark : Any additional note in explaining more matters related to the employee.

Highest Education Qualification : Select the employee's highest academic achievement/qualification, such as *PhD*, *Master*, *Degree*, *Higher Diploma*, *Diploma*, *Certificate*, *Secondary* or *Others*.

5. After that, proceed to next page **Job**.

(iii) Job



Job Title : Select the employee's job title.
(New type of job title can be created in ***HR Department → Miscellaneous Files → Job Function***)

Job Status : Select the employee's job status.
(New type of job status can be created in ***HR Department → Miscellaneous Files → Job Status***)

Branch : Specify the location branch where the employee is from.
(New branches other than the existing records can be created in ***HR Department → Miscellaneous Files → Branch***)

Department : Specify the operational department where the employee is designated.
(New department other than the existing records can be created in ***HR Department → Miscellaneous Files → Department***)

Line No. : Specify the destination line number where the employee is working in.
(New line number can be maintained in ***HR Department → Miscellaneous Files → Line No.*** Please refer to chapter 1.6.7 for further details.)

Category : Specify the category or group where the employee is working in.
(New category can be maintained in ***HR Department → Miscellaneous Files → Category***. Please refer to chapter 1.7.8 for further details.)

Date Join : The system current date. User may change to the appropriate date when the employee joined the organization (dd/mm/yyyy).

Date Confirm : Initially, leave this field blank.
Update the date (dd/mm/yyyy) when the employee has obtained his/her confirmation to the job.

Date Promote : Initially, leave this field blank.
Update it manually when the employee was granted job promotion.

Note:

1. ***__Date Join__*** cannot be left blank or emptied because this date will be used as the base to calculate the annual leave entitlement and leave balance days (in the next index page **Benefit**).

2. User may check for the employees' ***__Date Confirm__*** in module ***Enquiry → Confirmation***.

   The date to be confirmed is system-formulated based on the general confirmation month preset in ***Housekeeping → Setup → General Setup - -> Other***

   All employees will apply this general setup unless the particular job title's confirmation month is specifically reassigned in ***Housekeeping → Setup → Default Setting → Confirmation Month***.
   For instance, certain categories of executive employees might have longer confirmation period, such as 6 months or more.

3. ***__Date Confirm__*** will determine the number of leave days entitled for each employee during the year. For instance, annual leave entitlement is only effective after confirmation of the respective employee. Please refer to chapter 1.7.15 *Leave Scheme* for further details.

4. ***__Date Promote__*** cannot be earlier than ***__Date Confirm__***, and these two dates cannot be earlier than ***__Date Join__***.

__Termination of Service__

This section is used for recording of the particular employee's termination details in the unforeseen future.

(i) Enter the ***Date Terminate*** for the employee concerned. It represents the effective date for employment terminated. ***Date Terminate*** cannot be earlier than ***Date Join***, ***Date Confirm*** and ***Date Promote***.

(ii) User must specify the ***Reason*** of termination such as *Resignation*, *Retirement*, *Retrenchment*, *Dismissal* or *Others*.

(iii) Indicate remark for the termination in the next column provided.

(iv) An employee who has terminated contract of service should be classified as non-active status.
After the month salary processing, set the salary ***Pay Status*** to "*Non-Active*" so that to stop salary processing for the following months.

At the end of this process, the employee will be marked as resigned staff but the data still retain in the system. To remove the entire employee's database from the system, user must perform delete action. But, prior to this, user has to delete all related files in other modules pertaining to the respective employee, eg. loan, training etc.

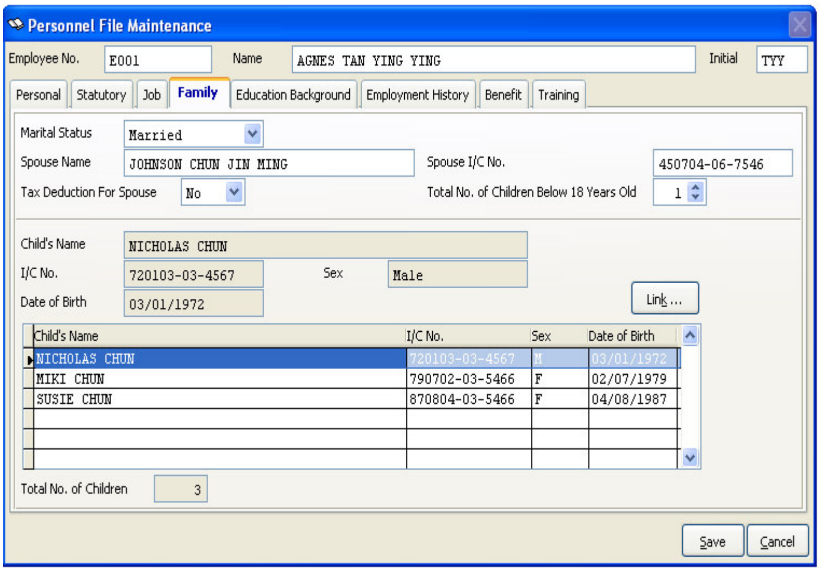
Specific Job Function : Indicate the employee's specific job function, duties and responsibilities.

Note:
1. Once user has inputted ***Date Terminate***, reminder can be viewed in ***Enquiry → Termination***.

2. When it reaches the particular ***Date Terminate***, user must change ***Pay Status*** to "*Non-Active*".

6. Then, proceed to next page **Family**.

(iv) Family



Marital Status: *Single, Married, Divorced, Widow, Widower, Others*

Spouse Name : Enter the employee's spouse name.

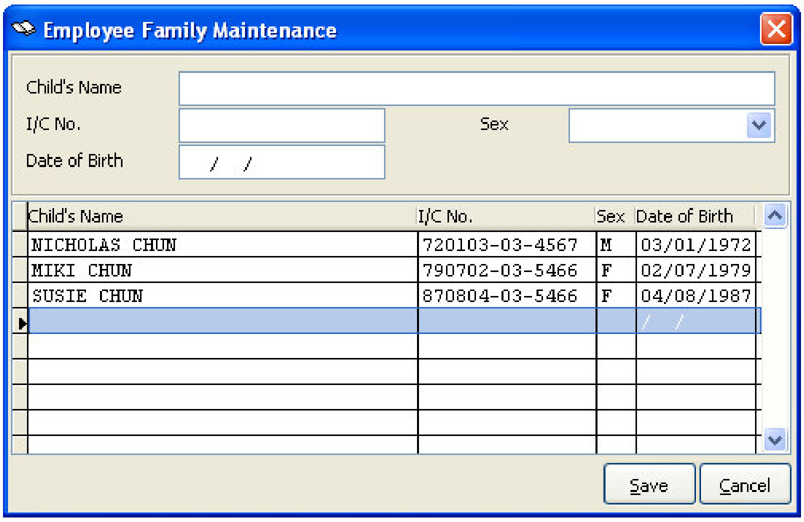
Spouse I/C No. : Enter the spouse's identity card number.

Tax Deduction For Spouse : Select "*Yes*" if the employee chooses to include tax deduction in the payroll.

Total No. of Children Below 18 Years Old : Enter number of children age below 18 years old.

7. Next, click on the "**Link**" button to continue to the **Employee Family Maintenance** sub-menu.

8. Select "**Add**" button to insert the children's details including the ***Child's Name***, ***I/C No.***, ***Sex*** and ***Date of Birth***.



9. Click "**Save**" button to store the record.

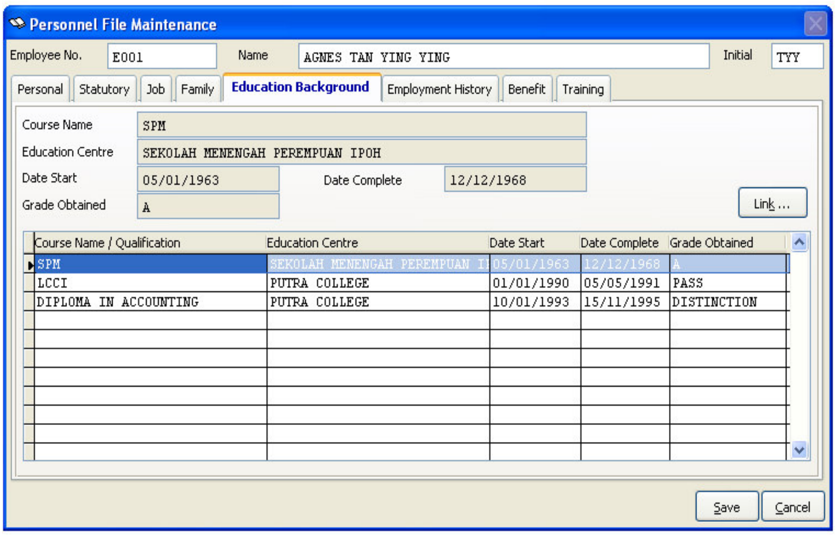
10. Select "**Add**" button again if you want to insert more children's record. Select "**Edit**" button if you want to modify the existing record or "**Delete**" button if you want to remove unwanted child's record. Choose "**Print**" button if you want to print out the *Employees Children Listing*. Otherwise, select "**Exit**" button to quit this sub-menu.

11. Then, proceed to next page **Education Background**.

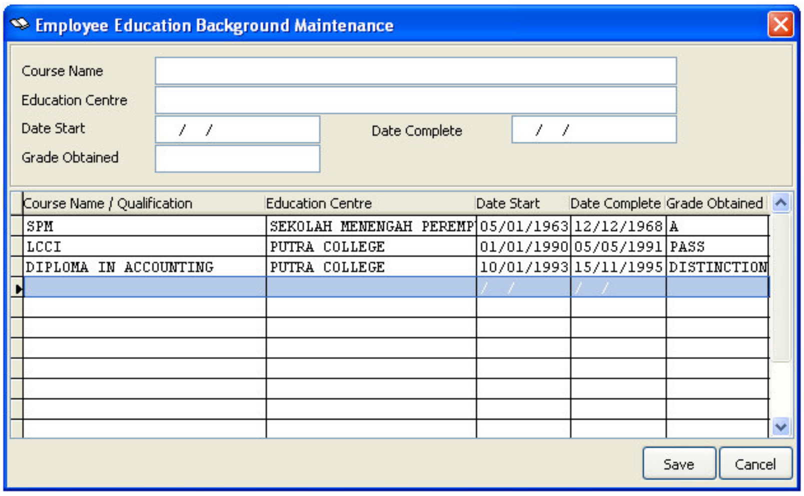
Note:
1. The system will prompt user with message if **Total number of children below 18 years old** entered earlier is not tally with records entered by user in this sub-menu.

2. User may choose to auto update the total number of children below 18 years old when performing ***Housekeeping → Import and Export*** (refer to chapter 6.7)

(v) Education Background



12. Click on "**Link**" button and the system will prompt with another sub-menu.



13. In the **Employee Education Background Maintenance** sub-menu, click "**Add**" button to input a record. Enter the relevant information.

    Course Name : Course tile.

    Education Centre: Name of the education centre conducting the said course.

    Date Start : The course's commencement date. (dd/mm/yyyy)

    Date Complete : The course's completion date. (dd/mm/yyyy)

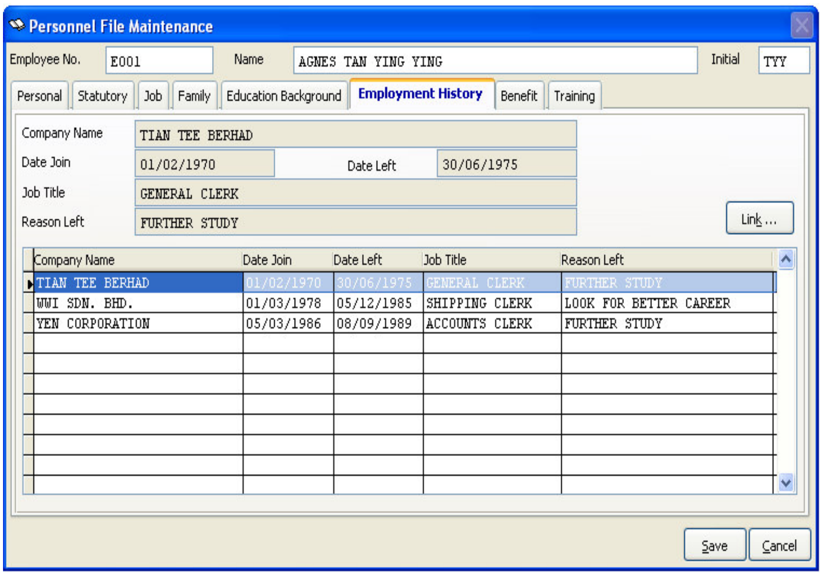
    Grade Obtained : Result or performance achieved.

14. At the end of the input, click "**Save**" button to store the record.

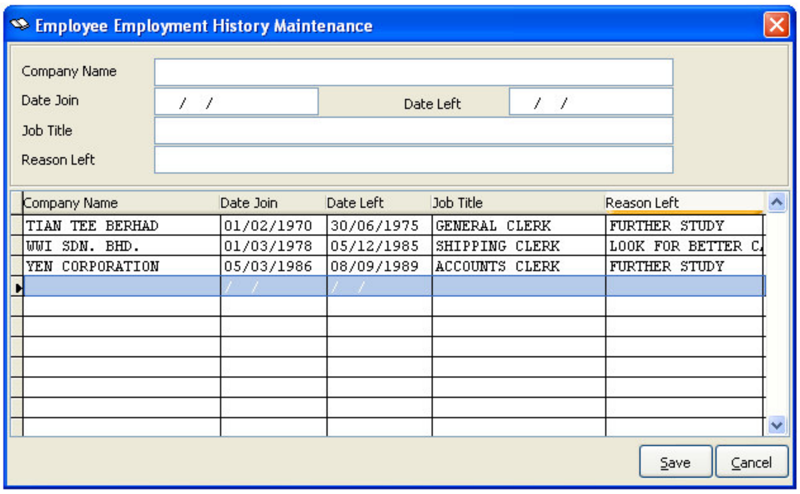
15. Select "**Add**" button again if you want to input another new education record. Select "**Edit**" button to modify a particular existing record. Select "**Delete**" to remove any particular unwanted record. Select "**Print**" button if you want to print out the *Employee Education Background Report*. Otherwise, click on the "**Exit**" button to quit this sub-menu.

16. Then, proceed to next page **Employment History**.

(vi) Employment History



17. Click on "**Link**" button and the system will prompt with another sub-menu.



18. In the **Employee Employment History** sub-menu, click "**Add**" button to input a record. Enter the relevant information.

Company Name : Previous employer of this particular employee.

Date Join : Date when he/she joined the previous employer. (dd/mm/yyyy)

Date Left : Date when he/she left or resign from the previous employer. (dd/mm/yyyy)

Job Title : Job position or title held in the previous employment.

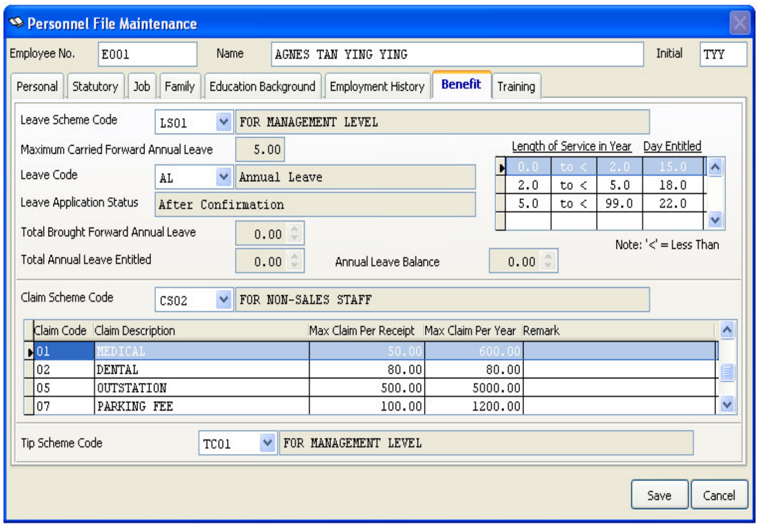
Reason Left : Cause of leaving or resignation from his/her previous employment.

19. At the end of the input, click "**Save**" button to store the record.

20. Select "**Add**" button again if you want to input another new employment record. Select "**Edit**" button to modify a particular existing record. Select "**Delete**" to remove any particular unwanted record. Select "**Print**" button if you want to print out the *Employee Employment History Report*. Otherwise, click on the "**Exit**" button to quit this sub-menu.

21. Then, proceed to next page **Benefit**.

(vii) Benefit



22. Firstly, select the appropriate ***Leave Scheme Code***. This is a compulsory entry. The selected scheme represents all leaves entitled for the respective employee. Click on the arrow down button of ***Leave Code*** to view the content of each leave type. (Details of the leave can be modified in ***HR Department → Miscellaneous Files → Leave Scheme***. Please refer to chapter 1.7.15 for more explanation.)

> Note:
> 1. During maintenance in "**Add**" mode, ***Total Brought Forward Annual Leave***, ***Total Annual Leave Entitled*** and ***Annual Leave Balance*** are zero figures and disabled for user input. The system will apply the selected leave scheme and calculate the actual figure after user has completed input by pressing "**Save**" button.
>
> 2. ***Total Annual Leave Entitled*** is calculated based on date join of the employee, cut-off period for leave entitlement (in ***Housekeeping → Setup → General Setup - -> Leave***) and the leave scheme code.
>
> 3. If the employee has any annual leave brought forward from previous calendar year, user can input the number of days in "**Edit**" mode.

23. Secondly, select the appropriate ***Claim Scheme Code*** if it is applicable to the respective employee. (Details of the claim can be modified in ***HR Department → Miscellaneous Files → Claim Scheme***. Please refer to chapter 1.7.17 for more explanation.)

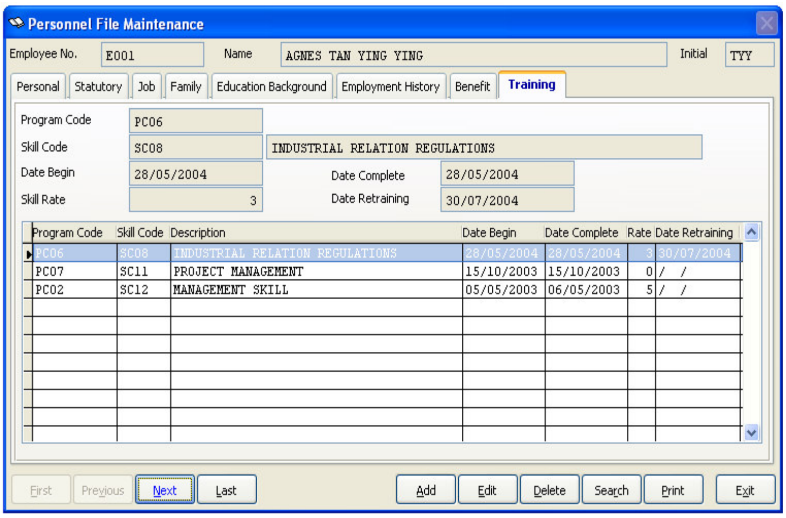
24. Thirdly, select the appropriate ***Tip Scheme Code*** if the respective employee is entitled for such benefit. (Details of the tip scheme can be setup in ***HR Department → Tip → Tip Scheme***. Please refer to chapter 1.6.1 for more explanation.)

25. Finally, user must always remember to click "**Save**" button to confirm all inputs and update the information.

(viii) Training

This page is showing all the relevant training programs attended by the particular employee during his/her employment in the company. The information listed in the table is sorted by order of *Skill Code*, *Date Complete* and then *Date Retraining*.

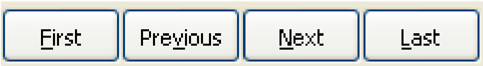
This page is not editable. The training details are updated from ***HR Department → Training → Training Program***. Please refer to chapter 1.2.2 for more explanation.



ii Search for an existing employee data

There are two ways to search and locate en existing employee data.

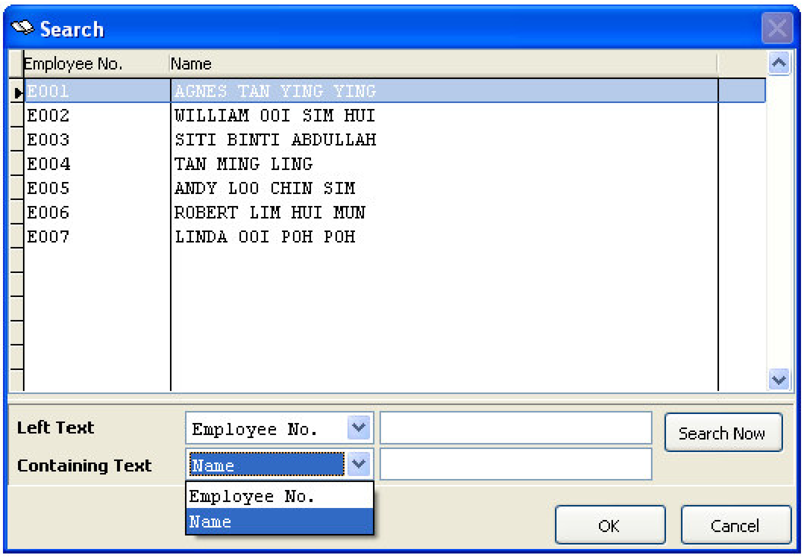
Method 1: by navigation buttons



The first button on the left will access to the first listed record of the employee database. The last button on the right will access to the final record of the employee database. And, the middle two buttons are to navigate the previous and next record respectively.

*Method 2: using **Search** function button*

1. Select "**Search**" button and the following dialog box will prompt you to search by *Employee No* or *Name*.



2. Specify searching criteria and click "**Search Now**" to display all possible results.

   Searching Criteria:

   (a) ***Left Text*** ~ search for character(s) begin from the left that matched exactly with existing employee record.

   (b) ***Containing Text*** ~ search for any character(s) that matched exactly with content of the text.

3. Point to the desired record and double click, or
   highlight and click "**OK**" to choose the record to be displayed.

iii Modify an existing employee data

You can edit all records of an employee with the latest information except ***Employee No***. Besides, **Training** page is not editable. Modification and updating must be done in ***HR Department → Training → Training Program***.

1. Using the searching method described earlier to find and locate the record to be modified.

2. Select "**Edit**" button.

3. Update latest information into the employee's record.

4. Click "**Save**" to save the information, or "**Cancel**" to disapprove any modification done.

iv Delete an existing employee data

Before proceed to delete any employee, make sure the particular employee has been classified as "**Non-Active**" in **Personnel File Maintenance** (**Job** page ***Pay Status***). Then, you have to remove all related data in family, education background, employment history, loan, training etc. Finally, delete the user login profile at ***Housekeeping → Administrative Tools → User Manager***, and delete also the assigned department approval authorization at ***Housekeeping → Administrative Tools → Department Approval*** for the respective employee.

To delete:-

1. Use the searching method described earlier to find and locate the employee to be deleted.

2. Select "**Delete**" button.

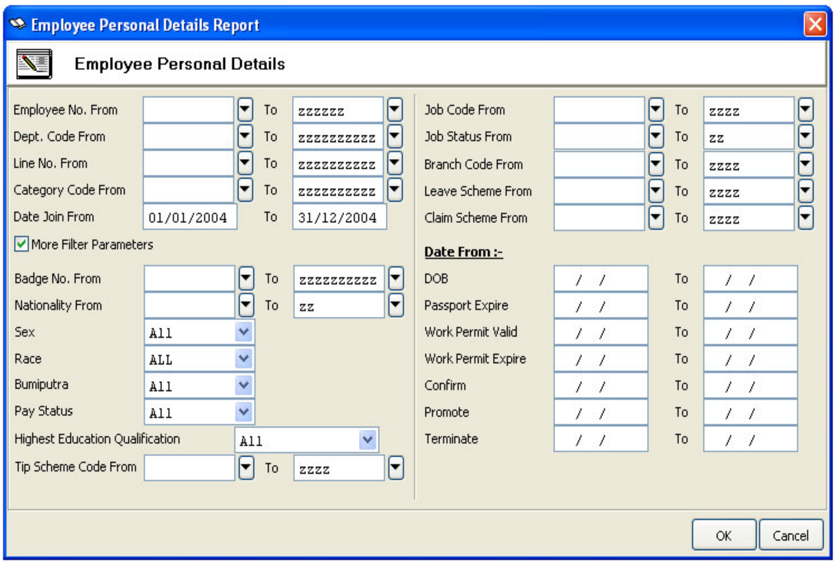
3. Click "**Yes**" to delete the particular employee's record, otherwise click "**No**" to cancel deletion.

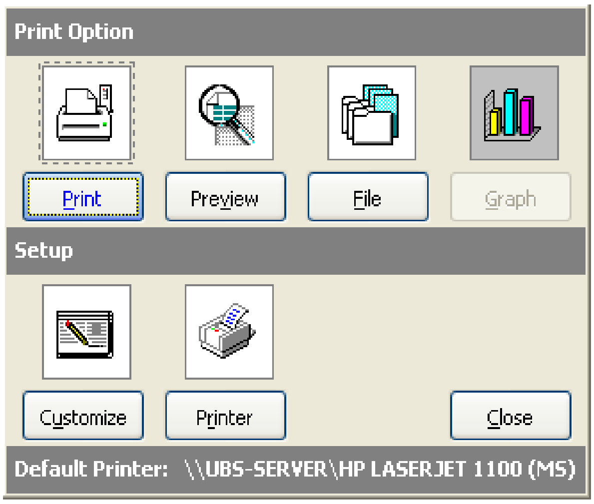
v Print employee personal details

1. Click on the "**Print**" button and the system will prompt with a sub-menu.

2. Specify the data extraction criteria and click "**OK**" button to proceed to the print option.

3. Or, you may tick the checkbox to open up more filter parameters.



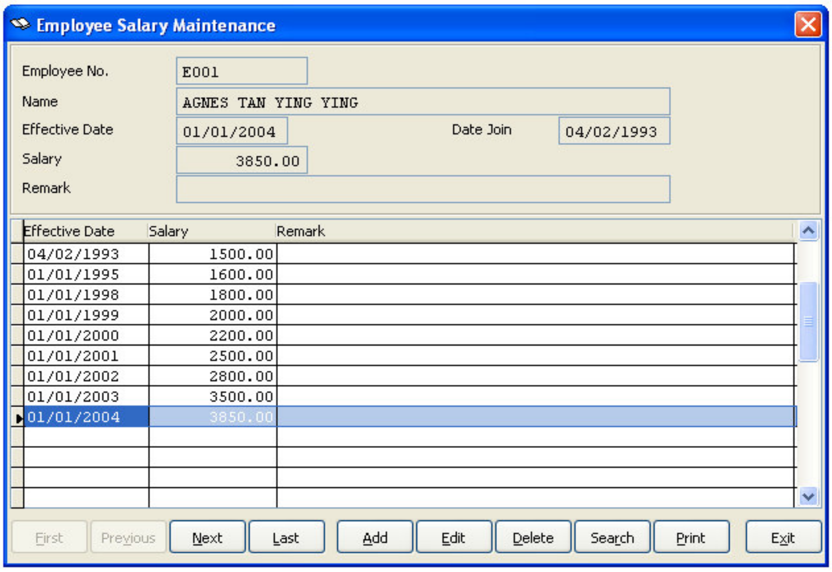


Printing options

Print : send the file to printer to produce a printout
Preview : view the actual report on screen
File : generate a text file
Customize: open and view the customized report format
Printer : select the name of the printer to be used
Close : exit this print option box

1.1.2 Salary

Menu Location: ***HR Department → Employee → Salary***
Description: This option is to facilitate user recording and keeping track of the employees' salary history.



1. Select the employee that you want to update by pressing "**Search**" button or navigation buttons.

2. The respective ***Employee No.***, ***Name*** and ***Date Join*** will be displayed.

3. Click on the "**Add**" button to update the latest salary information.

Effective Date : Date when the new salary scheme taking effect.

Salary : Wages amount payable with effect from the date stated earlier.

Remark : Any additional explanation note pertaining to the salary scheme, eg. approval or adjustment reason.

4. Click "**Save**" button to store the record.

Note:
Initially, when a new employee joined the company, the starting salary will auto apply the default salary setting based on the appointed job title, as per maintenance in ***Housekeeping → Setup → Default Setting → Salary***.

If the particular employee gains promotion or demotion and it involve salary adjustment, user must manually maintain the newly effective salary details.

1.1.3 Tip

Some companies provide the benefit of tip allowance to their employees. Therefore, the employers need to record and calculate amount of tip or number of point earned by each employee. Then, at the end of a specified period, users can include the tip figure and export to UBS Payroll System for salary processing.

Typical operations for setting, recording and calculation of tip can be summarized as the following steps-

1. Create the tip scheme in ***HR Department → Tip → Tip Scheme***. Please refer to chapter 1.6.1

   or,

   Implement default tip scheme based on job title in ***HR Department → Tip → Default Tip Scheme***. Please refer to chapter 1.6.2

2. Assign particular tip scheme to respective employees in ***HR Department → Employee → Personnel File***. Please refer to chapter 1.1.1 maintenance for **Job** and **Benefit** page.

3. Maintain/modify individual employee's tip figure in ***HR Department → Employee → Tip***. This will be discussed in this chapter.

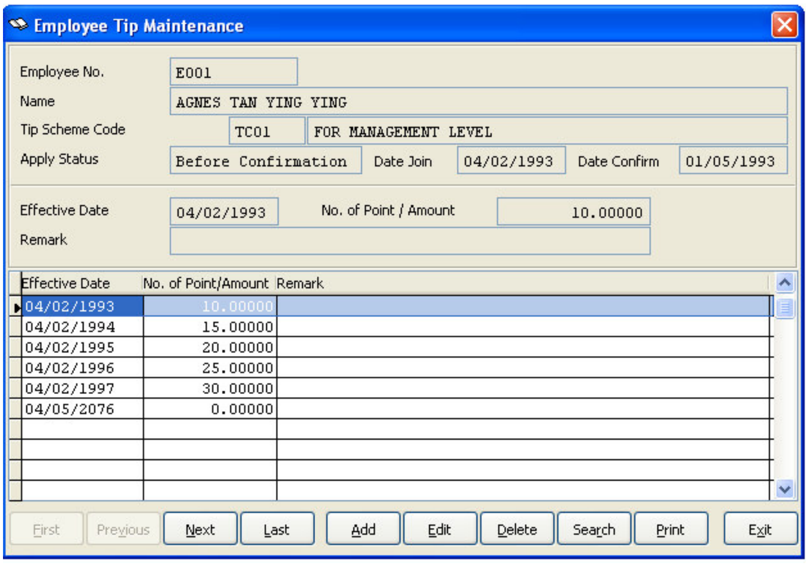
4. Calculation of tip value in ***HR Department → Tip → Tip Value***. Please refer to chapter 1.6.3

5. View summary reports in ***Report → Tip → Employee Tip Amount Report*** and ***Report → Tip → Employee Salary and Tip Summary Report***.

Basically, there are two types of tip activities, whether it is operated by amount or point. Users can setup the necessary operation method in ***Housekeeping → Setup → General Setup --> Tip*** & ***Tip (2)*** pages.

Menu Location: ***HR Department → Employee → Tip***

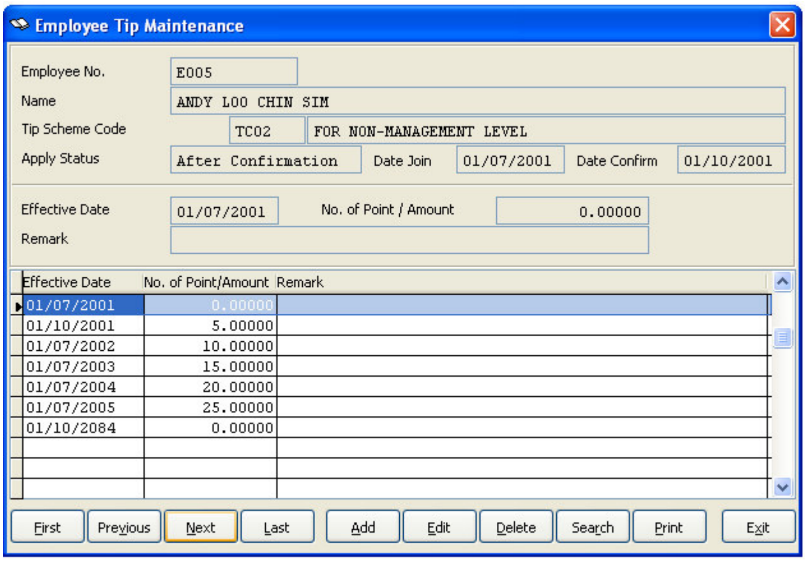
Description: This option facilitates users to maintain or modify the respective employees' tip figure.



The footer of the module will display the ***Employee No***, ***Name*** and ***Tip Scheme Code*** according to the maintenance in the employee's personnel file. ***Apply Status*** indicates the particular tip scheme is to be applied before or after employment confirmation of the employee. ***Date Join*** will be the first record as effective date to start the tip calculation. ***Date Confirm*** will be the starting date indicator when to begin the tip calculation if the tip scheme is to be applied *After Confirmation*.

As shown in the sample screen, if a tip scheme is to be applied *Before Confirmation*, the first tip point/amount shall be taking effect immediately from the date the employee joined the company (same as *Date Join*).

On the other hand, if a tip scheme is to be applied *After Confirmation*, the first tip point/amount will only be effective on the employee's confirmed date (same as *Date Confirm*).



For instance, based on the sample screen shown above, this employee is having a tip scheme which will be applied *After Confirmation*. He joined the company on 01/07/2001 and was confirmed 3 months later, which is on 01/10/2001. Therefore, his *Date Join* is the first effective date to begin the tip calculation. But, he is still not entitled for the tip benefit until he obtained his employment confirmation. Thus, he will only be entitled for the tip benefit with effective from *Date Confirm* onwards.

In this **Employee Tip Maintenance** menu, all records for ***Effective Date*** and ***No. of Point/Amount*** will be listed according to the tip scheme code assigned (at ***HR Department → Employee → Personnel File - -> Benefit***) or job title appointed (at ***HR Department → Employee → Personnel File - -> Job***) during the employee's personnel file maintenance.

Note:
1. Prior to this maintenance, users MUST setup properly the essential and necessary tip details in ***HR Department → Tip → Tip Scheme***. Refer to chapter 1.6.1
2. If user inputs the employee's job title (in **Job** page) but does not specify the tip scheme code in **Benefit** page, the system will still capture the related tip scheme based on the employee's job title, provided user had done setup in ***HR Department → Tip → Default Tip Scheme***.
3. If user defined the relevant tip scheme code in **Benefit** page but does not specify the employee's job title, the system will process the tip calculation accordingly based on the tip scheme code selected.
4. If both pages were inputted but there exists conflict of information, e.g. user selecting a job title with scheme different from the assigned tip scheme in **Benefit** page, the system will follow tip scheme setting in the **Benefit** page.

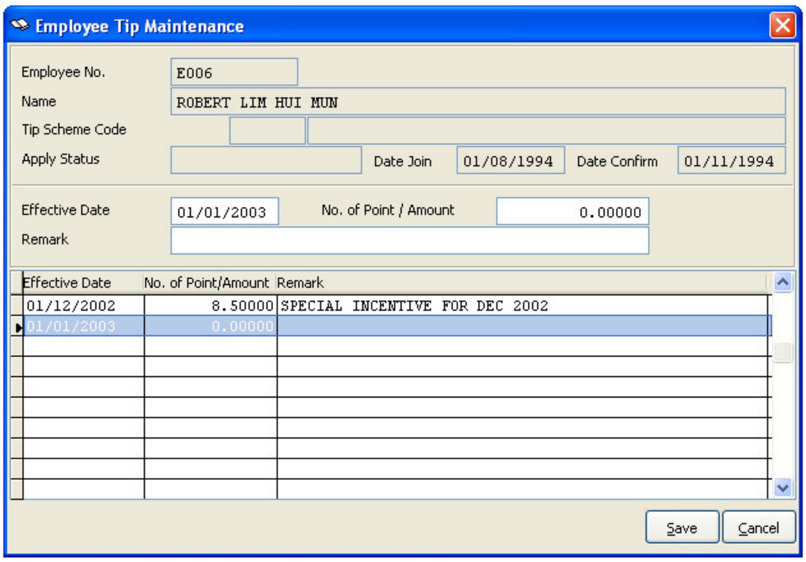
   In other words, ***Tip Scheme Code*** in **Benefit** page selected will be privileged and on first priority.

Nevertheless, if user does not setup any specify tip scheme and assign it to the employees, user can still create/maintain the tip structure individually. For instance, when a company introduces a special tip only for a specify group of employees for a specified period of time.

In the following example, this company does not practising any tip benefit. Therefore, they do not setup a tip scheme. Observe that the ***Tip Scheme Code*** is blank. But, the company may want to implement a tip scheme for certain group of employees only on a period of time.

To add tip details

1. At the relevant employee's record, click "**Add**" button to insert the tip detail.



2. Enter the ***Effective Date*** when the tip scheme shall begin. Then, input the ***No. of Point/Amount***. Indicate the **Remark** (not more than 50 characters) for reason to implement this special tip.

3. Click "**Save**" button to update the record.

4. If the tip is only for a specified period of time or temporary basis, it is advisable to insert another ending record to terminate the tip calculation. For example, in the sample screen shown, the special tip is only for the month of December 2002, therefore, user should insert another record to terminate the tip calculation from 01/01/2003 onwards. Repeat step 1 to 3 to perform insert action.

5. Click "**Exit**" button to quit this module.

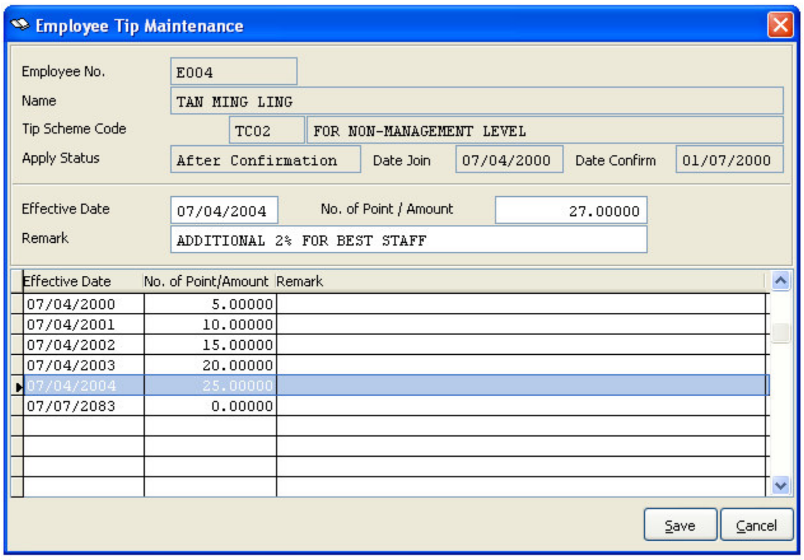
To modify tip details

Use **Edit** mode to change or modify contents of the tip when the changes only affecting a particular employee, without major reshuffle to the existing tip scheme. For instance, when an employee is granted an additional increment in tip benefit other than the existing tip scheme he/she is entitled for.

1. At the respective employee's record, locate and point to the affected tip record to be modified from the table. Click "**Edit**" button.

2. Specify the ***Effective Date*** and ***No. of Point/Amount***. Enter the ***Remark*** to indicate the reason for this tip benefit. In the sample screen shown, the existing effective tip point/amount from 07/04/2004 is 25.00000, now, it will be changed to 27.00000

3. Click "**Save**" button to update the record.



4. If the tip benefit is to be applied for certain period of time, remember to insert another tip record to terminate the tip calculation. Assuming this tip scheme is only applicable for 1 month period, add another record effective from 07/05/2004 with 25.00000 point. So that the staff will revert back to the old scheme from 07/05/2004 onwards.

5. Click "**Exit'** button to quit this module.

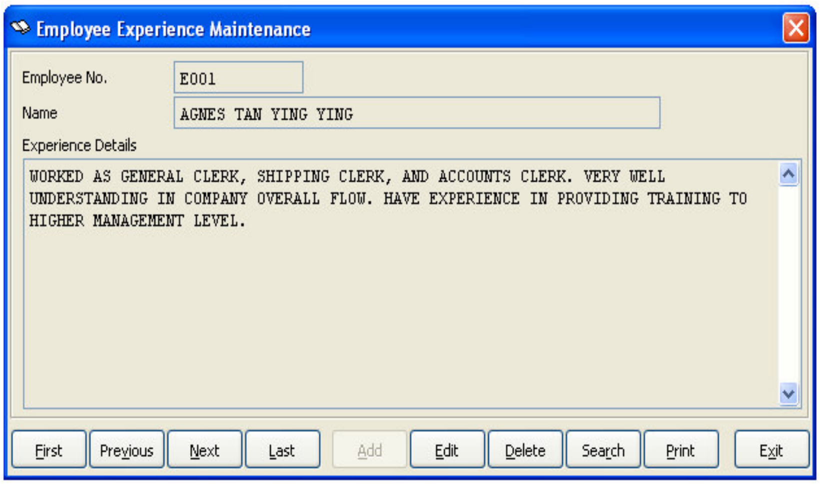
To print tip listing

Click "**Print**" button to access to print option to list/print out the *Employee Tip Listing*.

Summary report will list out the current effective tip point/amount. Detailed report will display all tip point/amount from the first until the latest effective date in the employee history.

1.1.4 Experience

Menu Location: ***HR Department → Employee → Experience***
Description: This option enables user to record the employee's past working experience.



1. Search and select the particular employee that you want to update, by pressing "**Search**" button or navigation buttons.

2. Click "**Add**" button to key in the employee's past working experience. Click "**Save**" button to store the record.

3. Select "**Edit**" button if you want to insert more details. Click "**Save**" button to update details entered.

Note:
Whenever user has created a new employee, the record will appear in this module. User then has to select the respective employee and maintain his/her working experience.

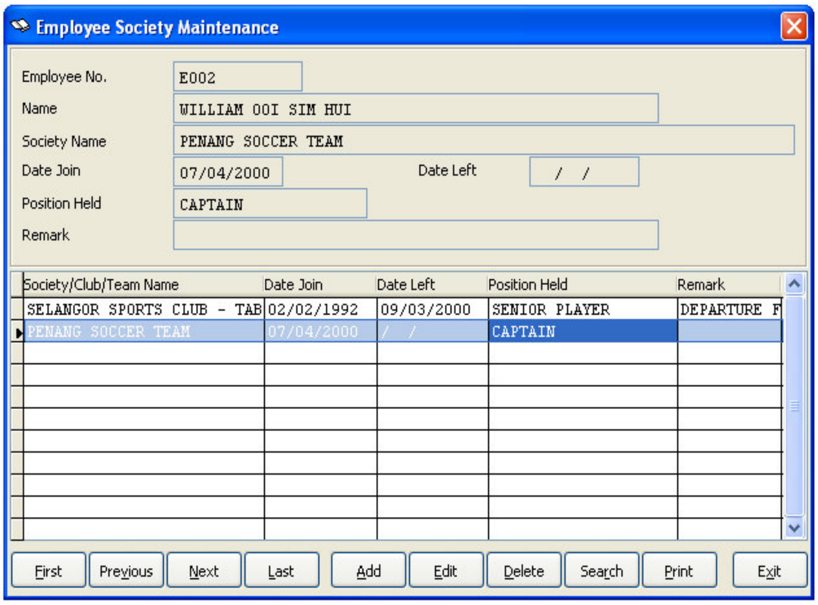
Initially, use "**Add**" mode to insert new information.
If there are more details to be updated for subsequent times, user has to use "**Edit**" mode.

"**Delete**" option will remove and clear details of the employee's working experience but the employee's name remains in the menu.

"**Print**" option will print out the *Employee Working Experience Report*.

1.1.5 Club & Society

Menu Location: ***HR Department → Employee → Club & Society***
Description: This option enables user to store information of the club and society participated or taking part by the employees. It will have details of the club/society joined, duration of membership and position held in the club/society.



1. Select the respective employee by pressing "**Search**" button or navigation buttons.

2. Click "**Add**" button to insert new record. Enter the relevant information in ***Society Name***, ***Date Join***, ***Date Left*** and ***Position Held***.

3. Click "**Save**" button to update the details.

4. Select "**Add**" button again to add more records. Or, click "**Exit**" button to quit this module.

Note:
"**Add**" option is to insert a new record, whereas "**Edit**" option is to update or modify the record, eg. when an employee has left the club/society he/she joined. Search for the particular employee and select the respective record to be amended, click "**Edit**" button to perform the update. Click "**Save**" button to store the amendment.

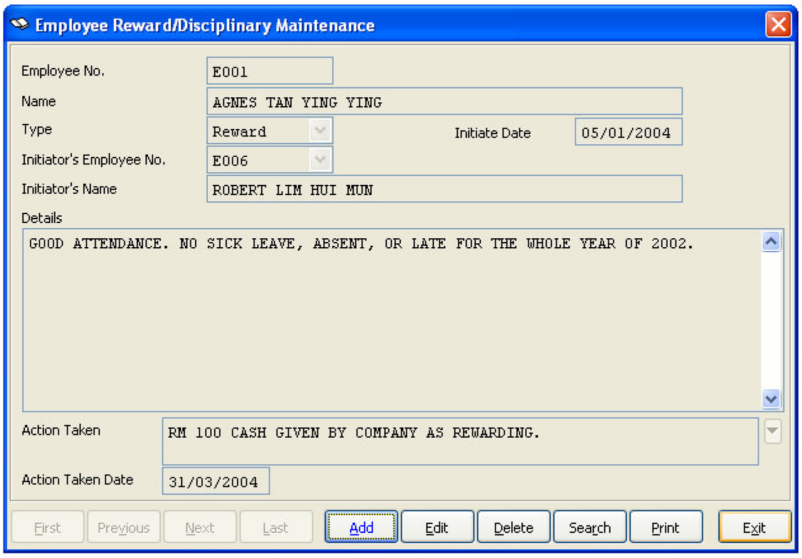
"**Delete**" option is to remove any irrelevant society/club/team membership for the particular employee.

"**Print**" option will print out the *Employee Society Participating Report*.

1.1.6 Reward & Disciplinary

Menu Location: ***HR Department → Employee → Reward & Disciplinary***
Description: This option enables user to record and track reward granted to and disciplinary action enforced on any particular employee.

Example of Reward



1. Click "**Search**" button to locate a particular employee.

2. At the respective employee, click "**Add**" button to create a new action. Enter the relevant information:-

   Type : *Reward* or *Disciplinary*

   Initiate Date: Date when case proposed or reported.

   Initiator's Employee No. : The person who proposing or reporting the case.

   Details : Remark or notes pertaining to the respective case.

   Action Taken: Click on the arrow down button at the end of the field to select the relevant action.

   If **Type** selected is "*Reward*", actions available for selection are as per maintenance in ***HR Department → Miscellaneous Files (2)→ Reward Action***.

   If **Type** selected is "Disciplinary", actions available for selection are as per maintenance in ***HR Department → Miscellaneous Files (2) → Disciplinary Action.***

3. Enter the ***Action Taken Date*** (dd/mm/yyyy) if the recommended / proposed action has been or to be materialized.

4. Click "**Save**" button to update the record.

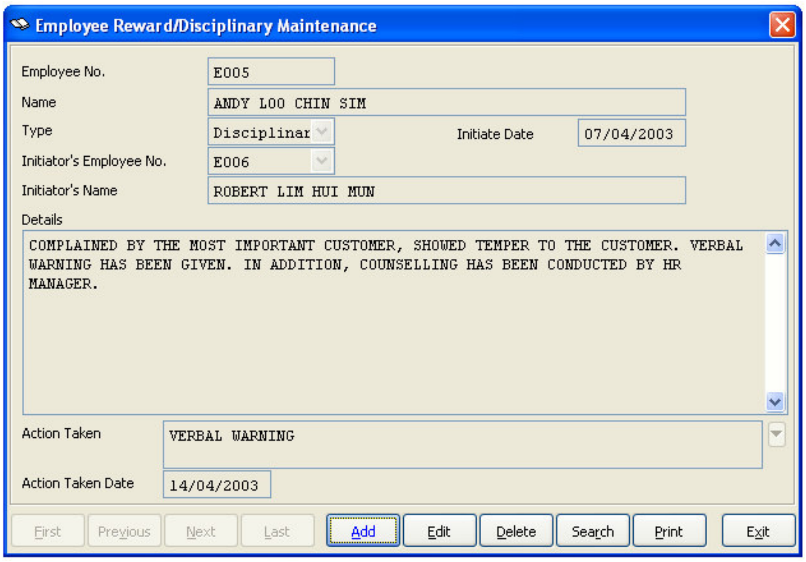
> Note:
> "**Search**" button is to search and locate one particular employee from the database.
>
> "**First**", "**Previous**", "**Next**" and "**Last**" buttons are to navigate all related available records (*Reward* or *Disciplinary*) for individual employee, eg. when the same employee has more than one action record in history.
> To change view to another employee, user must use "**Search**" button.
>
> "**Edit**" button is to modify or update the relevant record for the particular employee, eg. enter date of action taken.

- continue -

“**Delete**” button is to remove one at a time any particular action record from the employee’s history. The employee’s name remains in the menu but the action record will be deleted.

“**Print**” option will print out the *Employee Reward /Disciplinary Report*.

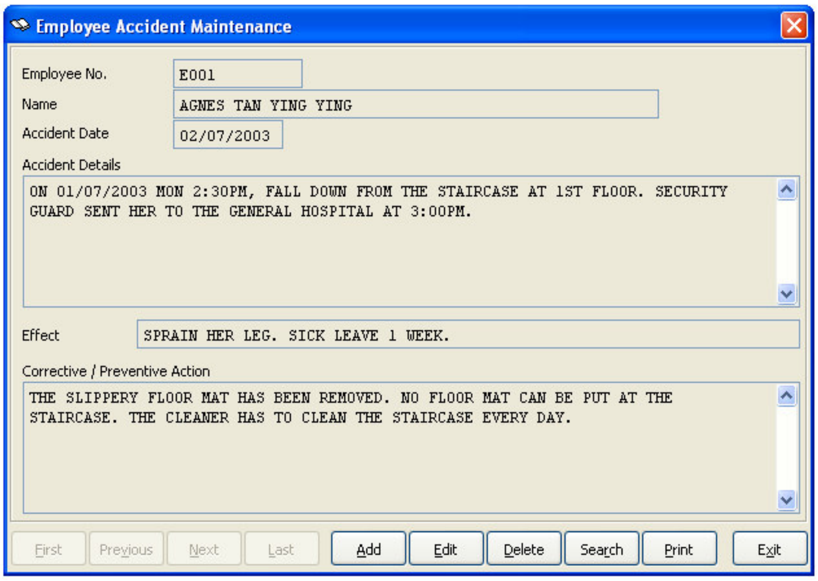
Example of Disciplinary



Note:
If ***Action Taken Date*** is a future date, you may setup reminder at ***Housekeeping → Setup → Enquiry Setting*** and make inquiry at ***Enquiry → Reward*** or ***Enquiry → Disciplinary***.

1.1.7 Accident

Menu Location: ***HR Department → Employee → Accident***
Description: This option enables user recording cases of accident details incurred and corrective or preventive action taken during employment.



1. Click "**Search**" button to locate a particular employee.

2. Select "**Add**" button to insert a new record. Enter the relevant information:-

   Accident Date : Date when accident incurred.

   Accident Details : Information details of the accident.

   Effect : Influence or end result of the accident.

   Corrective / Preventive Action : measure/action taken to rectify or prevent the incident from recurring.

3. Click "**Save**" button to store the record into the employee history.

Note:

Use "**Search**" to locate a particular employee from the database.

Use "**First**", "**Previous**", "**Next**" and "**Last**" buttons to navigate through all records for the individual employee, if the respective employee has more than one accident record in history.

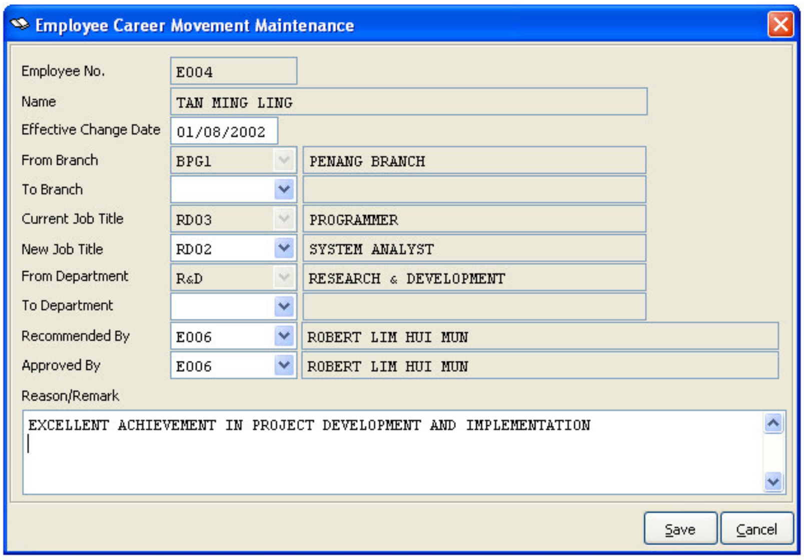
Use "**Edit**" button to modify the existing accident record for the particular employee.

Use "**Delete**" button to remove irrelevant accident record from the employee history. But the employee's name remains in the menu.

Use "**Print**" button to print out the *Employee Accident Report*.

1.1.8 Career Movement

Menu Location: ***HR Department → Employee → Career Movement***
Description: This option enables user to maintain and tracking the employee's career advancement during his/her employment in the organization.



1. Click "**Search**" button to locate a particular employee.

2. Click "**Add**" button to insert a new record for the particular employee.

3. Enter effective date for the new career advancement in ***Effective Change Date***.

4. The system will show history record in ***From Branch***, ***Current Job Title*** and ***From Department***. These fields were disabled for user input as they are retrieved from the database and updated when user maintaining the employee personnel file.
5. Enter the relevant selection in the following fields:-

   To Branch : Select the new branch where the employee will be transferred to. (New branch can be created in ***HR Department → Miscellaneous Files → Branch***)

   New Job Title : Select the employee's newly appointed job title. (New job title can be created in ***HR Department → Miscellaneous Files → Job Function***)

   To Department : Select the new department where the employee will be relocated to. (New department can be created in ***HR Department → Miscellaneous File → Department***)

   Recommended By : Select the proposer's name from the list of employees.

   Approved By : Select the authorizer's name from the list of employees.

   Reason/Remark : Input the reason for such career advancement.

6. Click "**Save**" button to update the record.

Note:
1. As the result of the update process, information maintained will be updated to module ***HR Department → Employee → Personnel File***

"**Search**" button is to locate a particular employee from the database.

"**First**", "**Previous**", "**Next**" and "**Last**" buttons is to navigate through all records for the individual employee, if the respective employee has more than one career movement record in history.

"**Edit**" button is to modify the existing career movement record of the respective employee.

"**Delete**" button is to remove irrelevant career movement record from the employee history. But the employee's name still remains in the menu.

"**Print**" button is to print out the *Employee Career Movement Report*.

1.1.9 Skill

This menu is divided into two sub-modules:-

(i) **Employee Skill Requirement Maintenance** is to assign the necessary required skills to the respective employees.

(ii) **Employee Actual Skill Maintenance** is to update the respective employee's existing actual skill and its rating.

<u>Process Workflow</u>

1. create various categories of skill
   (***HR Department → Miscellaneous Files → Skill Category***)

2. assign skill code into the related skill category
   (***HR Department → Miscellaneous Files → Skill Code***)

3. setup group of required skills with multiple skill codes and rating
   (***HR Department → Miscellaneous Files → Skill Requirement***)

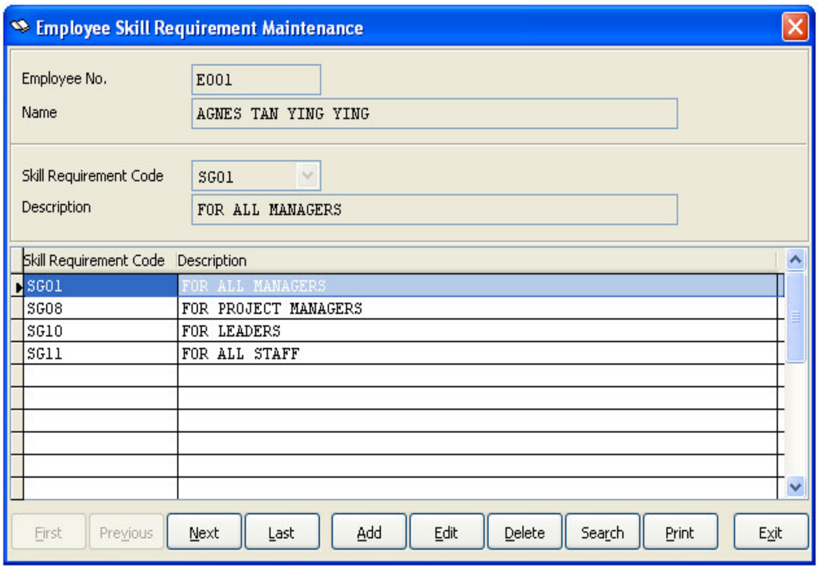
4. identify skill requirements for each employee group
   (***HR Department → Employee → Skill → Employee Skill Requirement***)

5. update actual skill possessed by the employee
   (***HR Department → Employee → Skill → Employee Actual Skill***)

After setup the necessary skill requirements and then update the actual skill possessed by the employees, user can view the comparison and analysis report in ***Report → Skill → Employee Training Needs Analysis Report***. This report assists users to compare and evaluate expected and existing skills of the employees.

1.1.9.1 Employee Skill Requirement

Menu Location: ***HR Department → Employee → Skill → Employee Skill Requirement***
Description: This option enables user to identify the necessary and expected knowledge and skill required by the Management, in order for the employees to perform their job responsibilities.



1. Click "**Search**" button to locate and select the particular employee from the employees list; or, navigate through the list by pressing "**First**", "**Previous**", "**Next**" and "**Last**" buttons to find the employee.

2. At a particular employee's record, click "**Add**" button to assign a new skill group id.

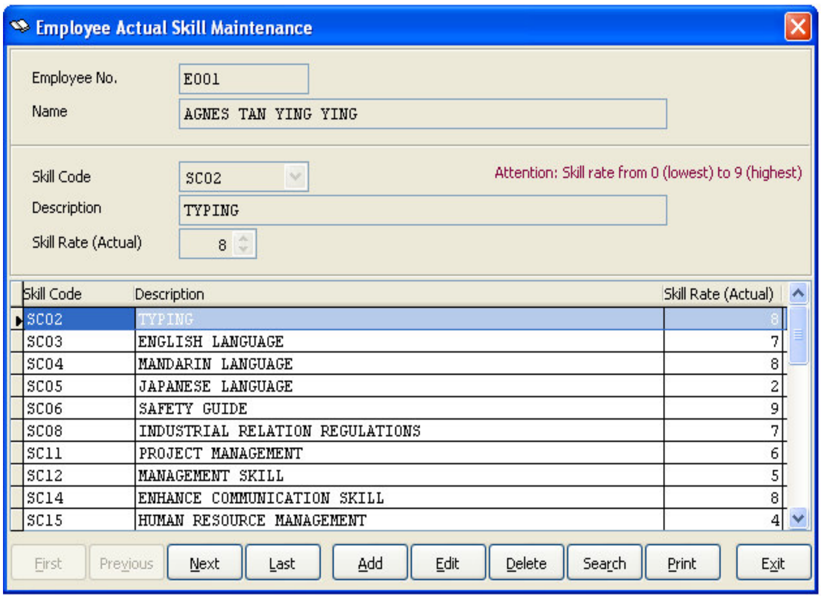
3. At ***Skill Requirement Code*** field, select the relevant item and click "**Save**" button to update the information.

4. Select "**Add**" button again if there are more requirements to be fulfilled by the respective employee. Repeat step 3.

5. Click "**Exit**" button at the end of the setup process.

1.1.9.2 Employee Actual Skill

Menu Location: ***HR Department → Employee → Skill → Employee Actual Skill***
Description: This option enables user to record and update existing knowledge and actual skill possessed by the employees from past experience.



1. Click "**Search**" button to locate and select the particular employee from the employees list; or, navigate through the list by pressing "**First**", "**Previous**", "**Next**" and "**Last**" buttons to find the employee.

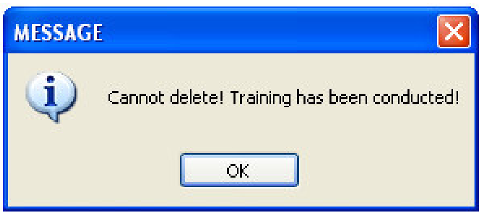
2. At a particular employee's record, click "**Add**" button to update the skill code possessed by the respective employee.

3. At ***Skill Code*** field, select the relevant item and update the actual skill rating achieved by the employee in ***Skill Rate (Actual)*** field.

4. Click "**Save**" button to store the information.

5. Select "**Add**" button again if there are more skill details owned by the respective employee. Repeat step 3.

6. Click "**Exit**" button at the end of the maintenance process.



If the above message prompted when user attempts to perform deletion of employee skill record, it means that this employee has attended training for the related skill. User must go to ***HR Department → Training → Training Program***, select the related skill code, click on "**Add/View Trainee**" and then delete the respective employee training record.

Please refer to chapter 1.2.2 for more details.

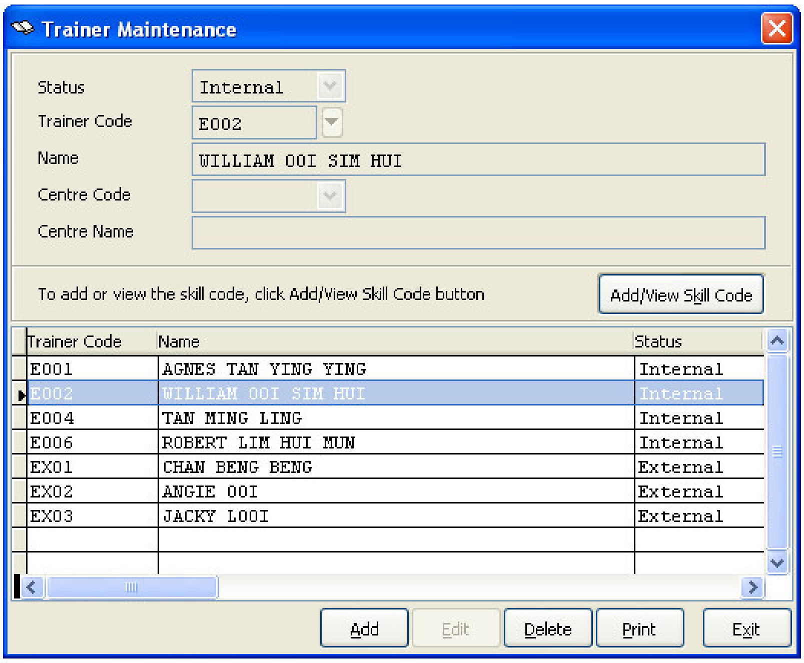
1.2 Training

There are two options under this module, allowing user to setup the trainer's information and training programs conducted within the organization.

1.2.1 Trainer

Menu Location: ***HR Department → Training → Trainer***
Description: There are two types of trainers, whether they are internal or external. Internal trainers are employees come from the organization or based in the company's training department. Whereas external trainers are expert personnel come from outsource.

<u>Internal Trainer</u>



1. Select "**Add**" button.

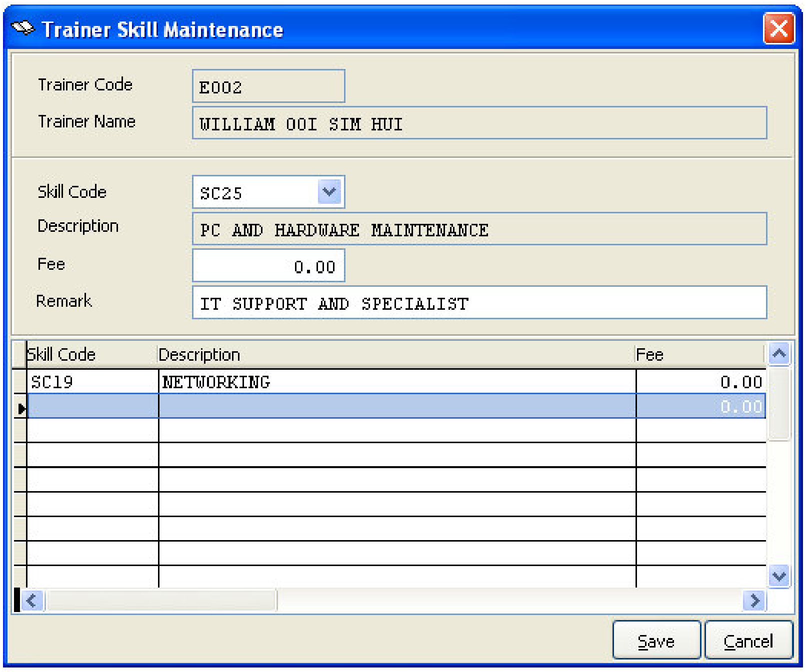
2. Click on the ***Status*** arrow down button to select "*Internal*".

3. Click on the ***Trainer Code*** arrow down button to select the related employee.

Note:
For internal trainers maintenance screen, users can only **Add**/**Delete**/**Print** the record but cannot edit the data because there is nothing to be modified since the ***Trainer Code*** is based on employee number and the ***Name***, ***Centre Code*** and ***Centre Name*** are all disabled for user input.

4. Click "**Save**" button to store the trainer's record.

5. Then, in the same particular record, click "**Add/View Skill Code**" button. You will be prompted with another menu screen.



6. In **Trainer Skill Maintenance** menu, click "**Add**" button to insert new skill code for the particular trainer.

   Skill Code : Click on the arrow down button to select the related skill code for the particular internal trainer.

   Description : Definition of the related skill code as per maintained in ***HR Department → Miscellaneous Files → Skill Code***

   Fee : Zero amount; input field not applicable for internal trainer as normally there will not be any fee charged.

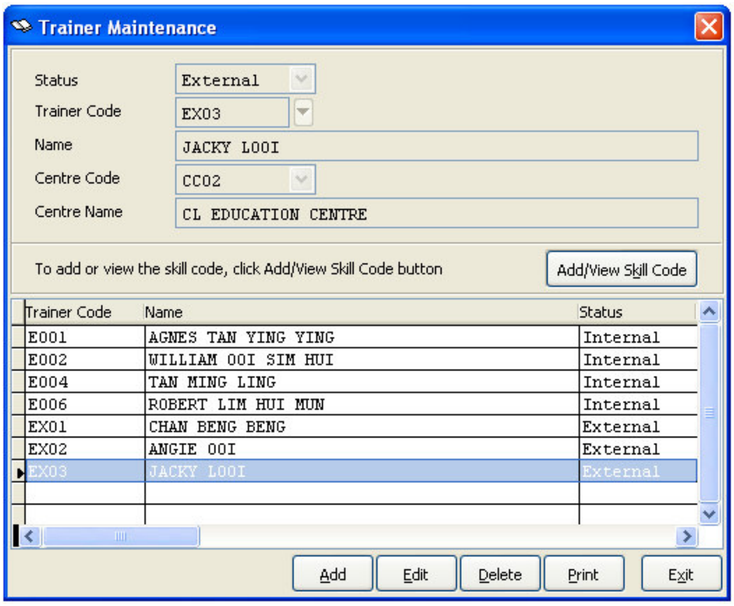
   Remark : Any additional note pertaining to the respective trainer's particular skill.

7. Click "**Save**" button to update the trainer's expertise skill code.

8. If there are more skills possess by the internal trainer, click "**Add**" button again to insert another skill code. Otherwise, select "**Exit**" button to quit the **Trainer Skill Maintenance menu**.

9. Repeat step 1 to maintain another new internal trainer's record or proceed to the next section for the steps to maintain external trainer, or select "**Exit**" button to quit this module.

<u>External Trainer</u>



1. Select "**Add**" button and enter the relevant information.

Status : Select "*External*"

Trainer Code : Enter identification code for the external trainer (maximum 6 characters). It is advisable to use other unique code to differentiate from the employee code.

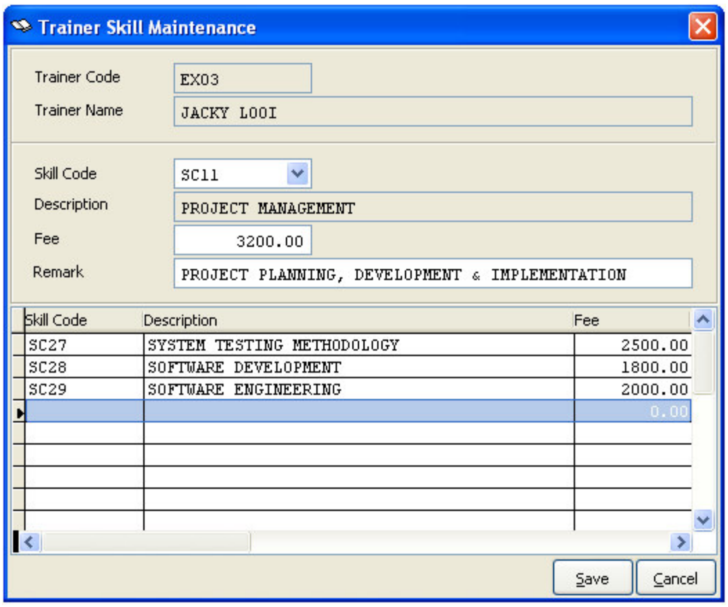
Name : Enter the external trainer's name. (maximum 45 characters)

Centre Code : Click on the arrow down button to select the centre where this external trainer comes from. (New centre code and location can be maintained in ***HR Department → Miscellaneous Files → External Training Centre***)

Centre Name : The corresponding external training centre's name.

2. After completed, click "**Save**" button to store the record.

3. Then, in the same particular record, click "**Add/View Skill Code**" button. You will be prompted with another menu screen.



4. In **Trainer Skill Maintenance** menu, click "**Add**" button to insert new skill code for the particular trainer.

   Skill Code : Click on the arrow down button to select the related skill code for the particular external trainer.

   Description : Definition of the related skill code as per maintained in ***HR Department → Miscellaneous Files → Skill Code***

   Fee : Enter the course fee chargeable for the respective training.

   Remark : Any additional note pertaining to the respective trainer's particular skill.

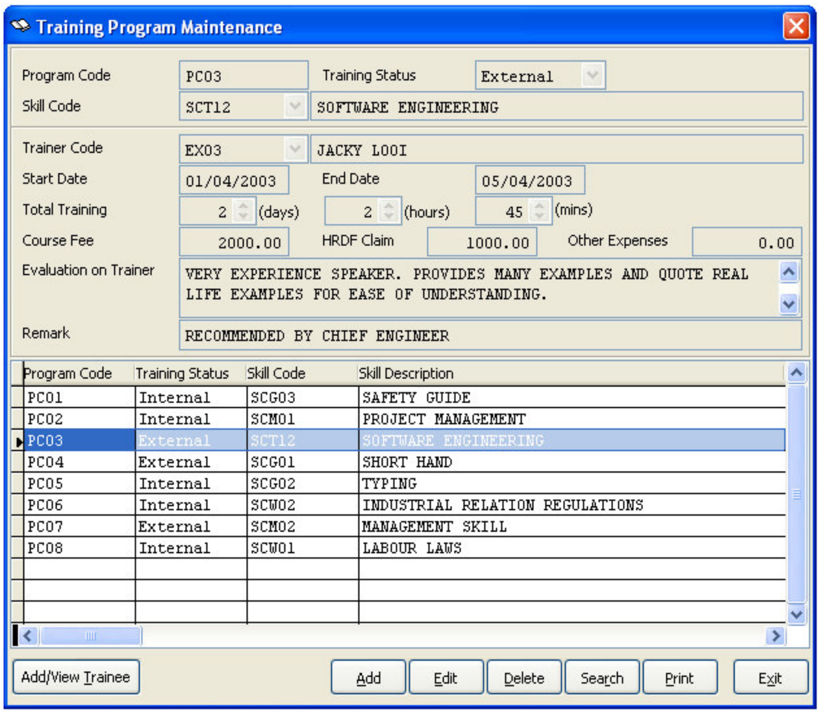
5. Click "**Save**" button to update the trainer's expertise skill code.

6. If there are more skills possess by the external trainer, click "**Add**" button again to insert another skill code. Otherwise, select "**Exit**" button to quit the **Trainer Skill Maintenance menu**.

7. Repeat step 1 to maintain another new external trainer's record or select "**Exit**" button to quit this module completely.

1.2.2 Training Program

Menu Location: ***HR Department → Training → Training Program***
Description: There are two types of training program, whether it is conducted internally or externally. This option enables user to update the training program details and trainees' record at the end of the training program.



1. Click "**Add**" button and enter the relevant information.

   Program Code : Assign abbreviation code for each training program (maximum 10 characters).

   Training Status: Refers to the training location whether the training program was conducted *Internal* or *External* site.

Skill Code : Select type of skill taught in the training program. New skill code can be created in ***HR Department → Miscellaneous Files → Skill Code***.

Trainer Code : Select the trainer who has conducted the training program. New trainer can be maintained in ***HR Department → Training → Trainer***.

Start Date : Started date of the training program.

End Date : Ended date of the training program. If the training was conducted and completed on the same day, this should be the same as the start date.

Total Training : Duration of the training program in days, hours and minutes.

Course Fee : The program's claimable training fees.

HRDF Claim : Amount for Human Resources Development Fund (HRDF), if applicable.

Other Expenses : Any miscellaneous expenses incurred during the course of training program.

Evaluation on Trainer : Comments and feedback received from the participants pertaining to the performance of the respective trainer.

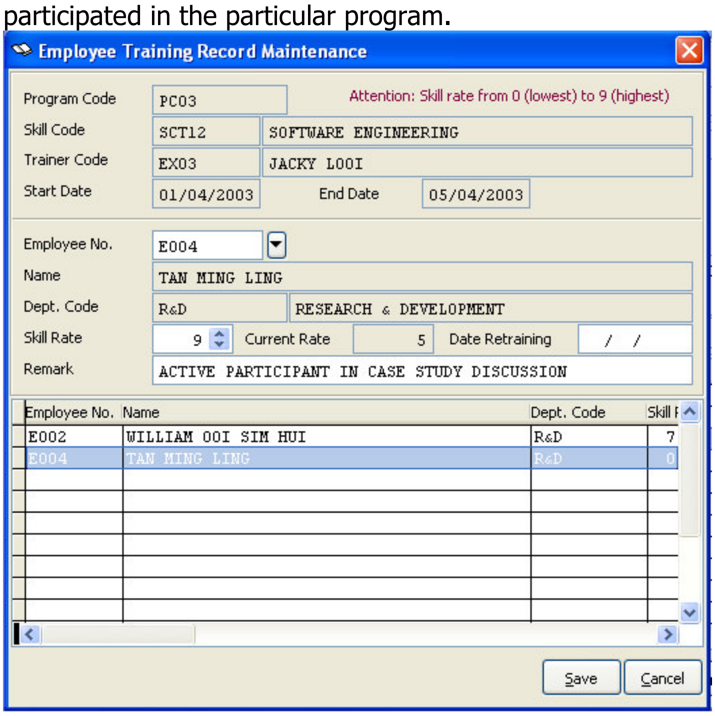
Remark : Any additional notes to indicate about the training program.

> Note:
> ***Course Fee***, ***HRDF Claim*** and ***Other Expenses*** entered in this module will be used for comparison in ***HR Department → Budget*** under training type.

2. Click "**Save**" button to update the record.

3. To insert or modify the trainees who have attended the training program, select "**Add/View Trainee**" button and you will be prompted with another menu.

4. In the **Employee Training Record Maintenance** menu, click "**Add**" button to include the trainee who has participated in the particular program.



5. Click on the arrow down button of ***Employee No.*** to select the relevant trainee. The system will display the corresponding ***Name*** and ***Dept. Code*** of the trainee.

6. Enter the ***Skill Rate*** result achieved by the trainee at the end of the training.

7. ***Current Rate*** refers to the existing achievement and past result for the related skill, if applicable.

   Current Rate is the actual skill rate originated from ***HR Department → Employee → Skill → Employee Skill***.
   This figure will be replaced by the ***Skill Rate*** maintained in this menu option after user confirmed to save the record. It will then update to the ***Skill Rate (Actual)*** in ***HR Department → Employee → Skill → Employee Skill***.

8. Enter the ***Date Retraining*** if the particular employee does not satisfy the necessary skill requirement and shall be scheduled for another session of training.

   Date Retraining maintained in this module will be shown in the ***Enquiry → Retraining*** and also in ***Report → Training → Employee Retraining Report***

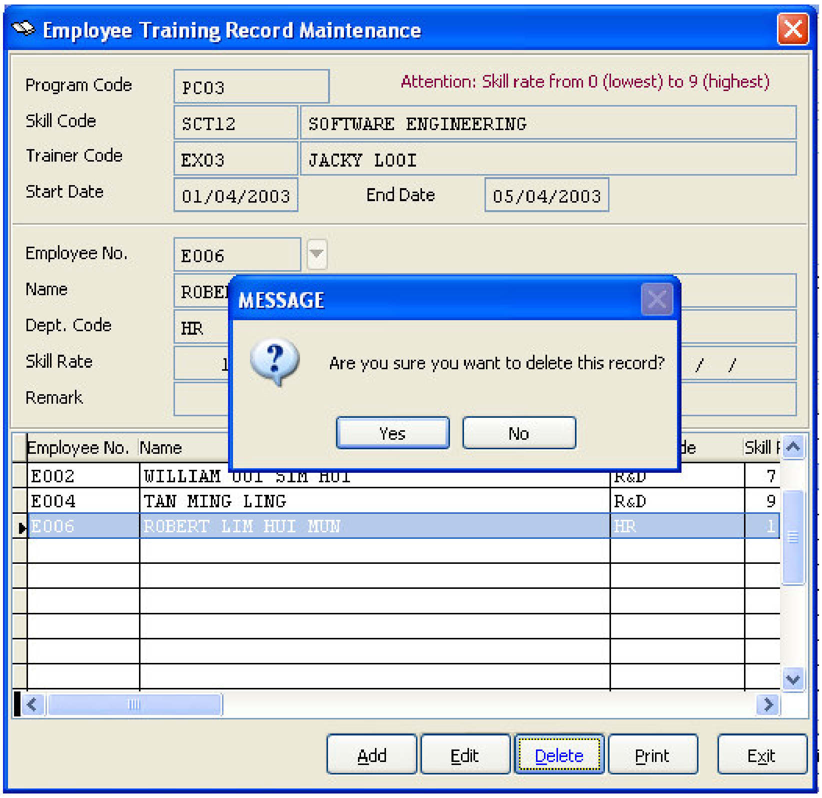
9. Input ***Remark*** for matter related to this trainee/employee, if applicable.

10. Click "**Save**" button to update the record.

11. Select "**Add**" button if you wants to include another trainee for the same training program. Select "**Edit**" button if you wants to modify the existing records (***Skill Rate***, ***Date Retraining*** and/or ***Remark***). Select "**Print**" button if you wants to print the *Employee Training Records Listing*.

12. Select "**Exit**" button to quit the **Employee Training Record Maintenance** menu.

13. Click "**Exit**" button one more time to exit this module completely.



Note:
When user select "**Delete**" button, there are two phases of delete action.

1. First message "**Are you sure want to delete this record?**" is the confirmation message whether user want to remove current data in **Employee Training Record Maintenance** menu.

-continue-

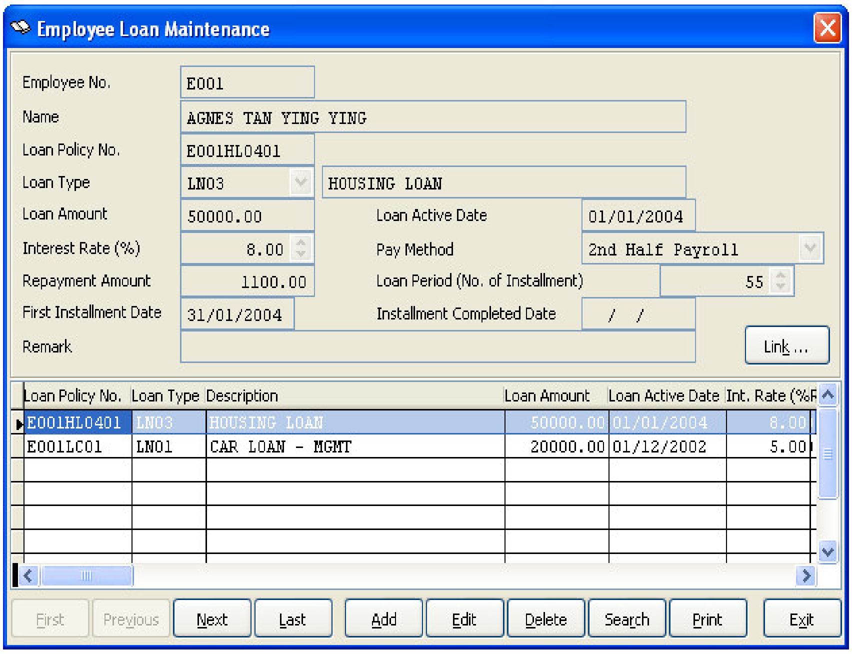
2. Second message "**Delete employee skill record?**" is the confirmation message whether user would also like to remove the same related data in **HR Department → Employee → Skill → Employee Skill**.

If user wants to retain the employee's actual skill history, e.g. the knowledge the employee obtained from previous training or employment, user must click "**Yes**" button to acknowledge the first pop-out message but "**No**" in the second pop-out message.

If user wants to remove the entire skill history for the respective employee, then user must click "**Yes**" twice to acknowledge both pop-out messages. As a result, you will be deleting the skill code in **Employee Training Record Maintenance** menu as well as **Employee Skill Maintenance** menu.

1.3 Loan

Menu Location: ***HR Department → Loan***
Description: This option enables user to maintain loan details and repayment schedule.



1. Search and locate the employee by clicking "**Search**" button or navigate through "**First**", "**Previous**", **Next**" or "**Last**" buttons.

2. Click "**Add**" button to create a new loan account.

3. Enter the relevant information:-

Loan Policy : Loan policy reference number (maximum 10 characters)

Loan Type : Select the related loan type (New loan type can be created in ***HR Department → Miscellaneous Files → Loan Type***).

Loan Amount : The loan's principal value.

Loan Active Date : Effective date of the loan financing.

Interest Rate (%) : Effective interest rate imposed on the respective loan type (as per maintenance in ***HR Department → Miscellaneous Files → Loan Type***) User may change the interest rate if it is different from the default rate.

Pay Method : Specify the loan repayment method, whether it is to be deducted from payroll (*1st Half Payroll*, *2nd Half Payroll*, *1st & 2nd Half Payroll*) or direct *Payment*.

Repayment Amount : Enter the scheduled loan repayment amount.

Loan Period (No. of Instalment) : This represents the number of installments to fully settle the loan, based on the repayment amount given.

First Installment Date: The first installment's payment date.

Remark : Additional notes in explaining the loan.

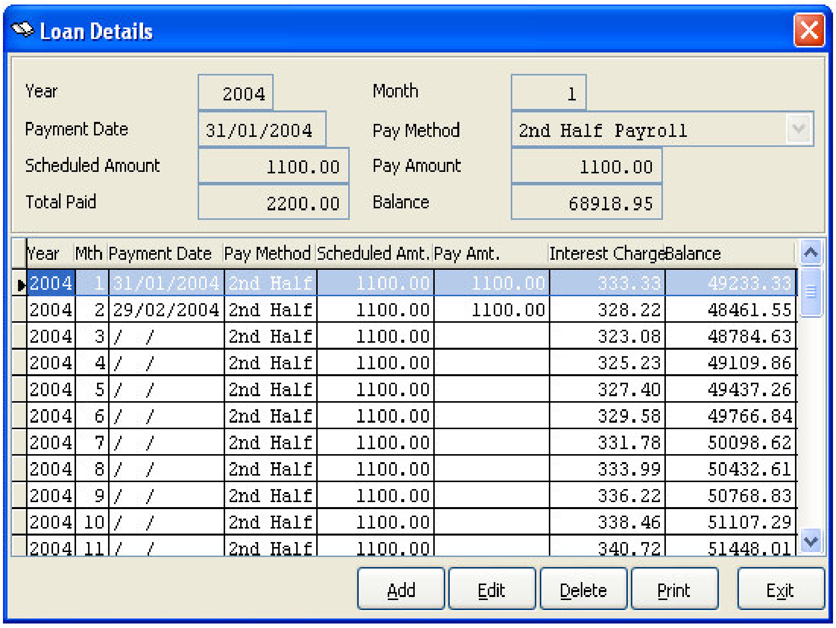
4. Click "**Save**" button to update the loan information.

> Note:
> 1. In order to enable the system to generate the loan schedule, user must enter *Loan Amount*, *Repayment Amount* or *Loan Period*, *Pay Method* and *First Installment Date*.
>
> 2. If the employee is going to settle the loan with a fixed ***Repayment Amount***, the system will calculate the corresponding loan period (number of installment) accordingly, taking consideration of the interest charged.
>
>   If the employee intends to settle the loan for an approximate ***Loan Period (No. of Installment)***, the system will calculate the corresponding repayment amount by adjusting to the appropriate loan period accordingly, after take into account the interest charged.
>
> 3. If ***Pay Method*** is to be processed through Payroll, HRMS will retrieve the loan repayment amount and transfer it into Deduction Table (on the 12th column) in UBS Payroll System, after user had performed export process in HRMS and import process at Payroll.
>
> 4. If ***Pay Method*** is *Payment (Not Thru Payroll)*, repayment is done with immediate payment, without going through Payroll processing for salary deduction.

1. To update loan details, select the particular loan policy and click "**Link**" button.

2. Formula for the monthly ***Interest Charged***,

$$\frac{\text{loan balance x interest rate}}{\text{12 months}}$$



Assume that, Loan Amount = 50,000, Interest Rate = 8%
and Pay Amount = 1,100

Month/Year	Interest Charged	Balance
01/2004	$\frac{50000 \times 8\%}{12} = 333.33$	50000 + 333.33 – 1100 = 49233.33
02/2004	$\frac{49233.33 \times 8\%}{12} = 328.22$	49233.33 + 328.22 – 1100 = 48461.55

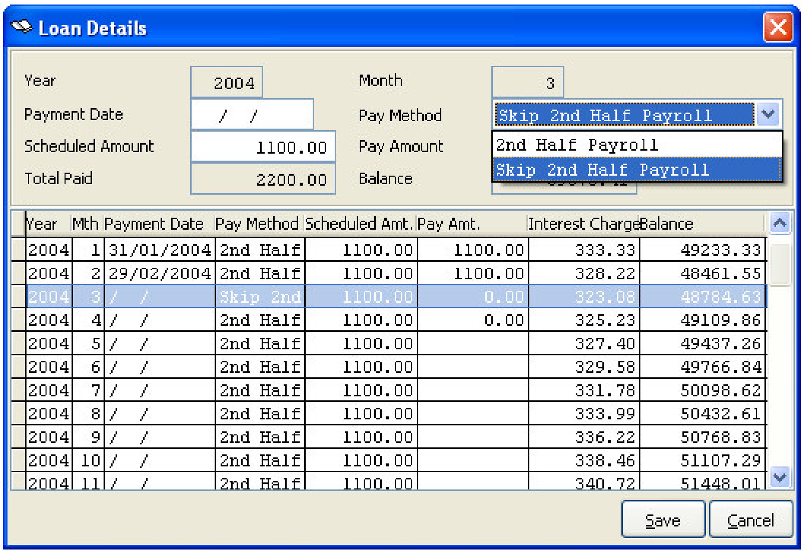
If the loan is to be settled through payroll processing, ***Payment Date*** will be updated automatically after user performed HRMS export process at ***Housekeeping → Import and Export***. This ***Payment Date*** will be the same date as user input in ***Loan Payment Date*** (in *Loan* section while exporting).
And, after HRMS export process, ***Pay Amount*** will also be updated according to the repayment amount scheduled.

Therefore, any changes should be done before HRMS export process, for instance,

(i) skip payment for particular month,
or,
(ii) change the loan repayment scheduled amount.

1. To skip a scheduled payment, in **Loan Details** sub-menu, at the related scheduled loan record, click "**Edit**" button.

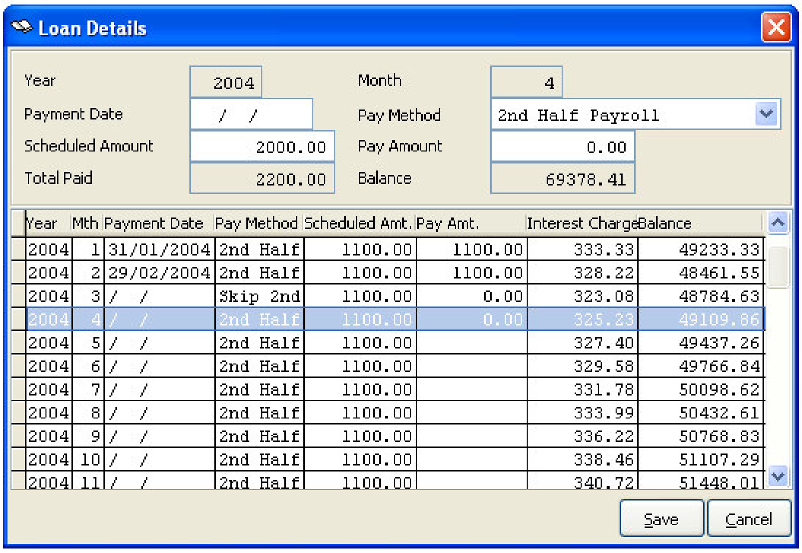
2. Click at the ***Pay Method*** arrow down button and select skip statement.



3. Then, click "**Save**" button at the bottom of the sub-menu to update the revised loan details.

1. To change the scheduled loan repayment amount, in **Loan Details** sub-menu, at the affected loan record, click "**Edit**" button.

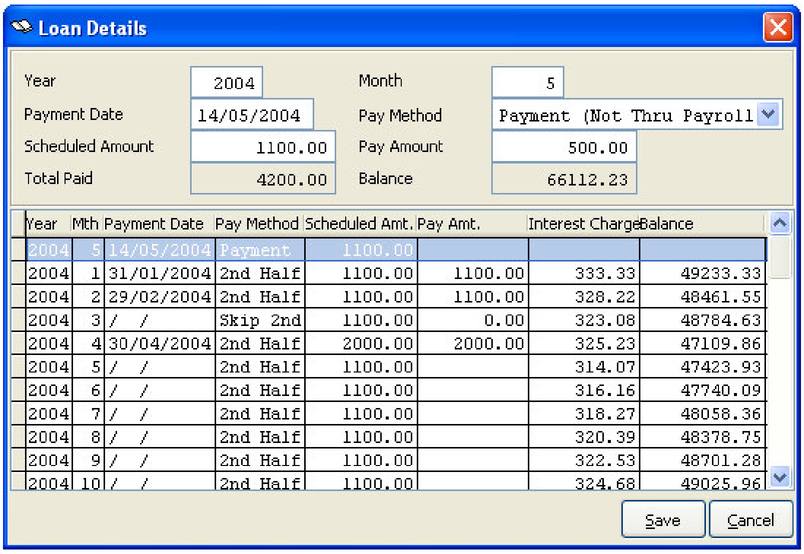
2. Change the ***Scheduled Amount***.



3. Then, click "**Save**" button at the bottom of the sub-menu to update the revised loan details.

Alternatively, user may also add/include additional payment other than the scheduled payments.

1. In **Loan Details** sub-menu, click "**Add**" button.



2. Enter the ***Year*** and ***Month***. Specify the ***Payment Date***.

3. Assuming that the employee is making an immediate payment, select ***Pay Method*** as "*Payment (Not Thru Payroll)*". Enter the ***Pay Amount***.

4. If the additional payment is supposedly to be processed through Payroll, enter the relevant ***Year*** and ***Month***. Select the ***Pay Method*** either *1st Half Payroll* or *2nd Half Payroll*. (These steps should be performed before HRMS export process and then UBS Payroll System import process.)

5. Lastly, click "**Save**" button to update the revised loan details.

Note:

1. Action of skip/change/add payment will directly affecting the length of ***Loan Period (No. of Installment)*** and the scheduled final installment amount.

2. When the loan was fully paid, the system will auto update the last installment date to ***Installment Completed Date***. Once this relevant date is filled, users will be prohibited to modify the loan details. Users can only view and print the loan details.

   If any modification to a completed loan is authorized and deemed necessary, user must clear the ***Installment Completed Date*** so that to enable editing the loan details.

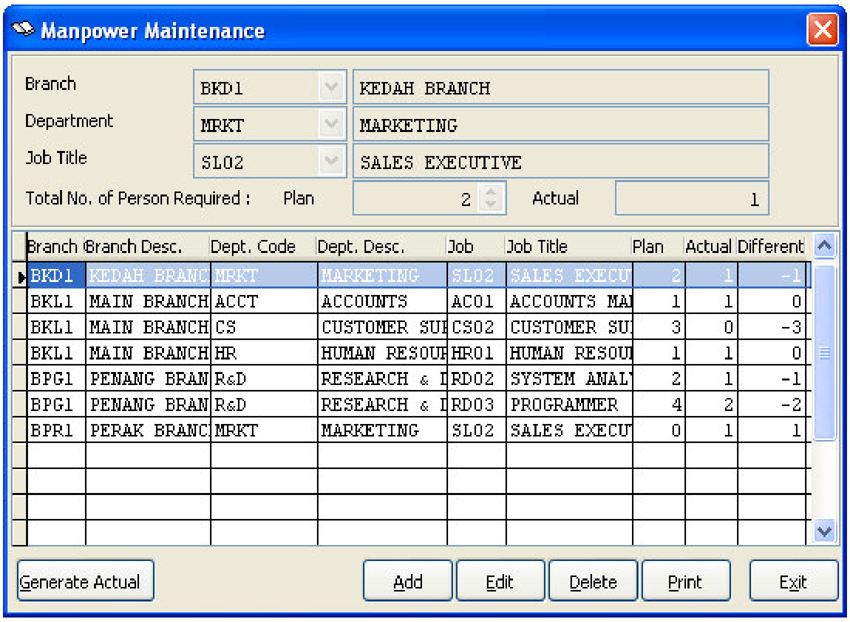
3. If a payment was skipped, the interest will be accumulated into the monthly balance.

4. If loan repayment is scheduled on 1^{st} & 2^{nd} half of payroll processing, the interest will be charged into the 1^{st} half payroll.

5. As the interest is charged on monthly basis, the employees still need to pay the full interest charged for that month, even though the settlement is to be done on the beginning of each month.

1.4 Manpower

Menu Location: ***HR Department → Manpower***
Description: This option facilitates user planning manpower employment and then compare with the actual resources utilization.



Add a new entry / projection plan

1. Click "**Add**" button and enter the relevant information:-

    Branch : Compulsory entry. Select the destination branch in planning the manpower. (New branch data can be created in ***HR Department → Miscellaneous Files → Branch***)

    Department : Compulsory entry. Identify the department for the recruitment. (New department data can be created in ***HR Department → Miscellaneous Files → Department***)

    Job Title : Compulsory entry. Specify the job title or position proposed for the branch and department. (New job title data can be created in ***HR Department → Miscellaneous Files → Job Function***)

    Plan : Specify the number of job allocation planned.

2. Click "**Save**" button to store the details.

To assess and compare the manpower utilization

1. Click "**Generate Actual**" button to retrieve the existing available manpower. Headcount of existing employee in the particular job title under the respective branch and related department will be shown in the column labeled "***Actual***".

Difference = Actual - Plan

    If ***Difference*** = 0, the actual number of employee is equal the planned figure, neither exceed manpower projection nor under-resourced.

    If ***Difference*** = +ve, the actual number of employee is more than the planned figure, which is a case of resources surplus.

    If ***Difference*** = -ve, the actual number of employee is less than the planned figure, which is a case of resources shortage.

2. Select "**Print**" button to print out the *Manpower Plan vs Actual Report.*

3. Otherwise, click "**Exit**" button to quit this module.

Note:
1. Staffs who resigned from the company will not be calculated as actual number of employee.

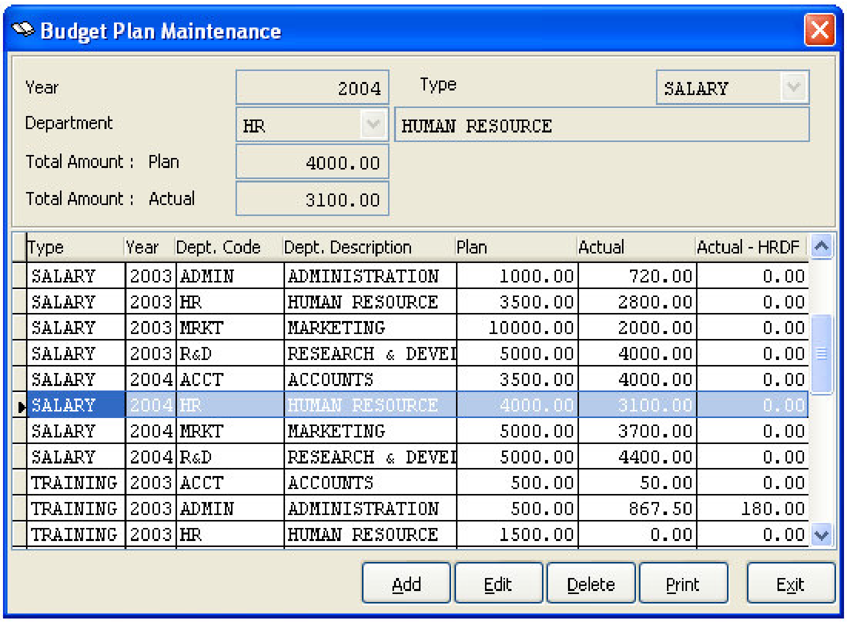
2. ***Branch*** and ***Department*** are compulsory input fields. Therefore, it is advisable for user to create a branch and department code even though the company is a small size organization which does not has branches or multiple departments.

3. If user is planning new recruitment for an existing department, select "**Generate Actual**" button first to retrieve current available manpower data, then click "**Edit**" button to make the necessary planning.

1.5 Budget

Menu Location: ***HR Department → Budget***
Description: This option facilitates user to estimate and project budget of employees' salary and training cost for every department within the year. There are two types of budget plan, one is salary plan and another one is training plan.

Salary Budget Plan



1. Click "**Add**" button to insert new budget projection item. Enter the relevant information:-

   Year : Year for the budget plan.

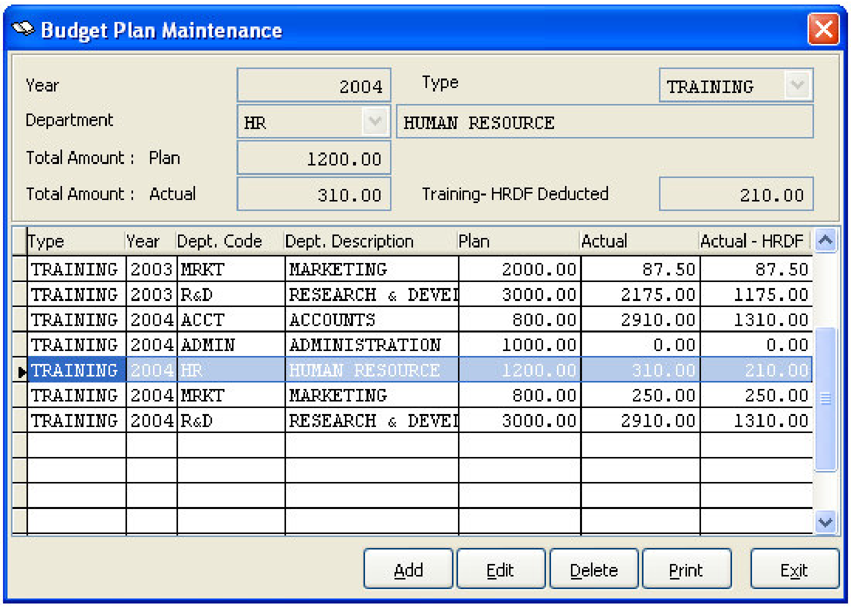
   Type : Select *SALARY.*

   Department : Specify the targeted department for salary budget projection.
   Total Amount: Plan : Estimate the salary cost in planning.

2. Click "**Save**" button to update the details.

3. Whenever there is new employee recruited by the particular department or salary adjustment within the year, the system will update the overall effective salary figure in the column labeled "***Actual***". The column labeled "***Actual – HRDF***" is always zero because it is not applicable for salary plan.

Training Budget Plan



1. Click "**Add**" button to insert new budget projection item. Enter the relevant information:-

   Year : Year for the budget plan.

   Type : Select *TRAINING*.
   Department : Specify the targeted department for training budget projection.

   Total Amount: Plan : Estimate the training cost in planning.

2. Click "**Save**" button to update the details.

3. "***Actual***" column will display the proportional cost of training incurred by each department. "***Actual – HRDF***" column will display the proportion amount contributed by Human Resources Development Fund for individual department.

> ***Actual*** = Course Fee + Other Expenses
>
> ***Actual – HRDF*** = Actual – HRDF Claim
>
> Remark:
> Course Fee, Other Expenses and HRDF Claim are extracted from module ***HR Department → Training → Training Program***

Note:
1. For "***Actual***",
   i. if amount is zero,
      → budget planned but no training; or
      → budget planned, training conducted but no expenses incurred

   ii. if amount is not zero,
      → training conducted and expenses incurred

2. For "***Actual – HRDF***",
   i. if amount is zero,
      → training expenses contributed from HRDF

   ii. if amount is not zero,
      → actual training expenses paid by company after deduction from HRDF

1.6 Tip

This module consists of 3 sub-menus.

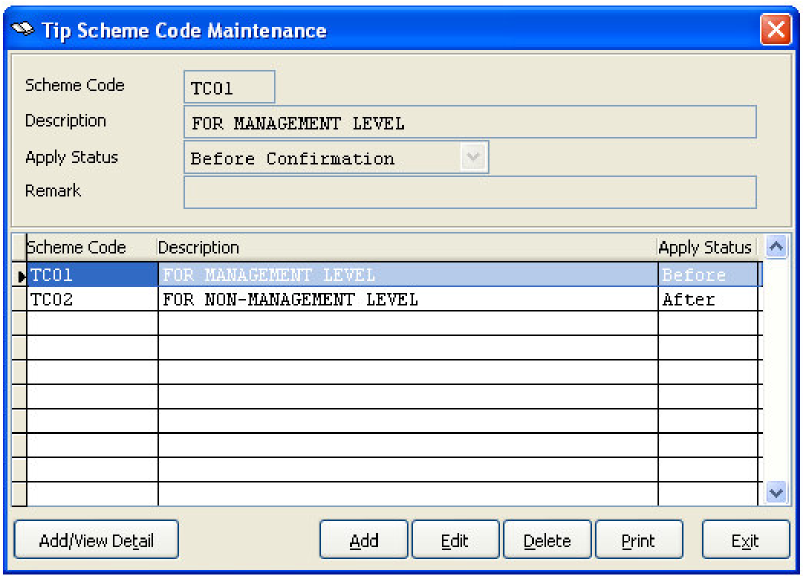
To create and setup the tip scheme details, go to ***HR Department → Tip → Tip Scheme***, explanation notes as per chapter 1.6.1

To assign each job title with different tip scheme, go to ***HR Department → Tip → Default Tip Scheme***, explanation notes as per chapter 1.6.2

To determine total value for tip distribution and recipient groups of employees, go to ***HR Department → Tip → Tip Value***, explanation notes as per chapter 1.6.3

1.6.1 Tip Scheme

Menu Location: ***HR Department → Tip → Tip Scheme***
Description: This option enables users to create/setup different tip scheme with a detailed tip scheme structure to apply to different group of employees. Users may define to apply each tip scheme before or after the employee's confirmation.



1. Click "**Add**" button to create a new scheme.

2. Enter the relevant information:-

   Scheme Code : Create an abbreviation code for each scheme (not more than 4 characters)

   Description : Define the scheme code with details not more than 50 characters.

   Apply Status : Specify the scheme is to be applied before or after the employees' confirmation to the job (select either *Before Confirmation* or *After Confirmation*).

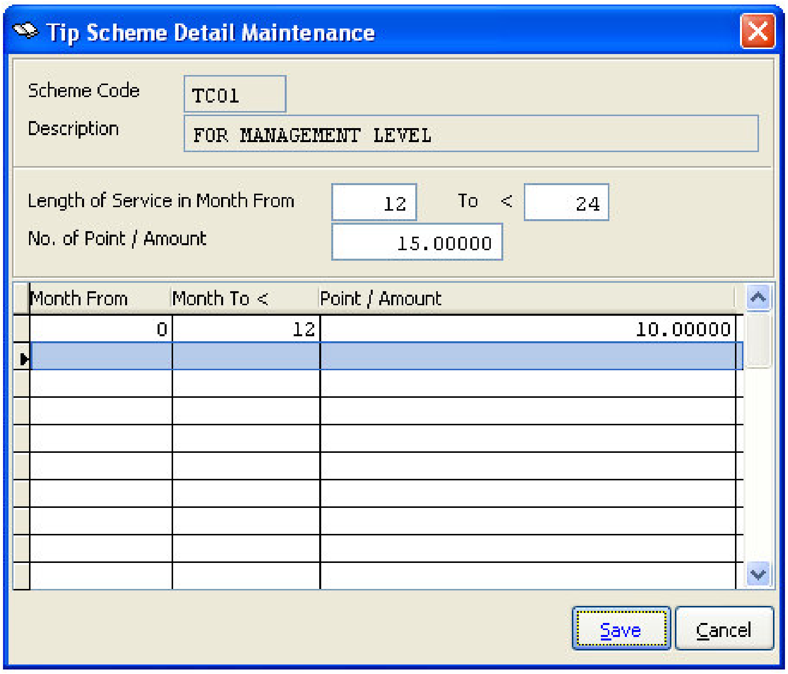
   Status selected will affect the effective date to calculate the tip point/amount for the respective employees. Please refer to explanation in chapter 1.1.3

   Remark : Any additional notes or explanation pertaining to the scheme's status.

3. Click "**Save**" button to store the information.

4. Point to the newly created scheme code, select "**Add/View Detail**" button on the left of the module.

5. At **Tip Scheme Detail Maintenance** sub-menu, click "**Add**" button.



6. Then, classify the category by entering number of months in both fields ***Length of Service in Month From*** and ***To***. And, specify the number of point or amount for each range of months. This will determine the default value earned by each employee based on their length of service with the company.

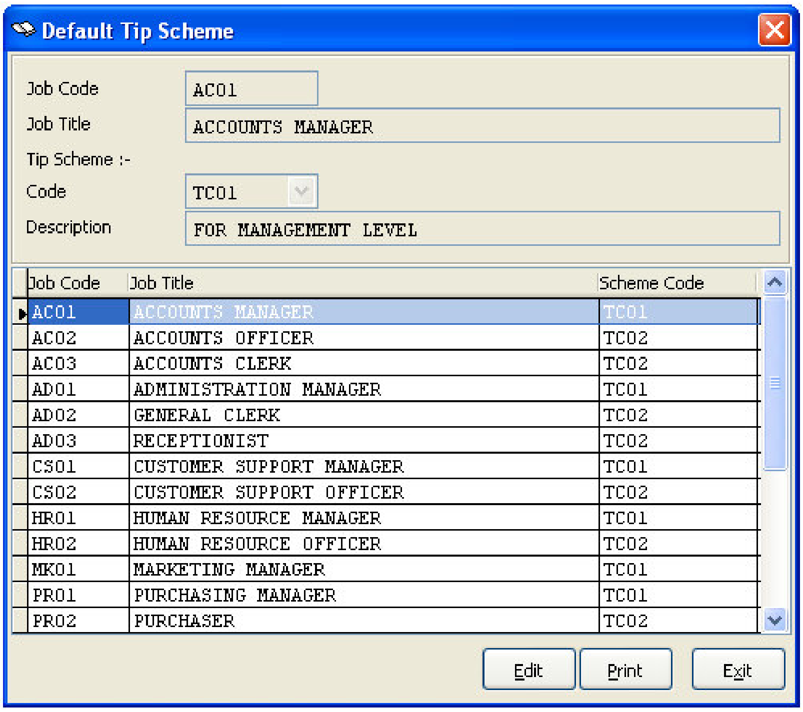
   In the example screen shown, the employees who have joined the company up to the 11 month period, he/she will be entitled for 10.00000 tip point/amount. From 12 to 24 months length of service, he/she will be entitled for 15.00000 tip point/amount.

7. Next, click "**Save**" button to update the details. Click "**Add**" button again if there are more details to be maintained. Repeat step 5 to 7.

8. If there are no more details to define, select "**Exit**" button to quit this sub-menu.

1.6.2 Default Tip Scheme

Menu Location: ***HR Department → Tip → Default Tip Scheme***
Description: This option facilitates users to setup tip scheme by assigning different scheme to different job title. By doing so, the system will recognize the tip scheme entitlement for the particular employee based on the job title appointed to him/her during employee's personnel file maintenance.



All job titles created in ***HR Department → Miscellaneous Files → Job Function*** will be listed in this module. To assign a specify job title with a particular tip scheme,

1. Select a particular ***Job Code*** from the table. Click "**Edit**" button.

2. At the field **Tip Scheme Code**, click the arrow down button to select the relevant tip scheme. This code selected refers to the detailed tip scheme created in ***HR Department → Tip → Tip Scheme*** (refer chapter 1.6.1)

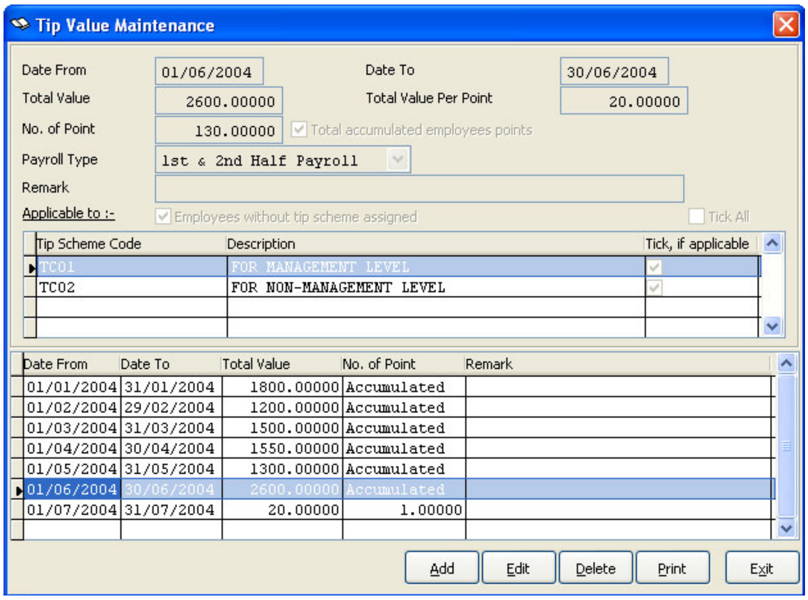
3. Click "**Save**" button to confirm the scheme assigned for the particular job title.

4. Proceed to the next job title record and complete the scheme assignment process. Repeat step 1 to 3.

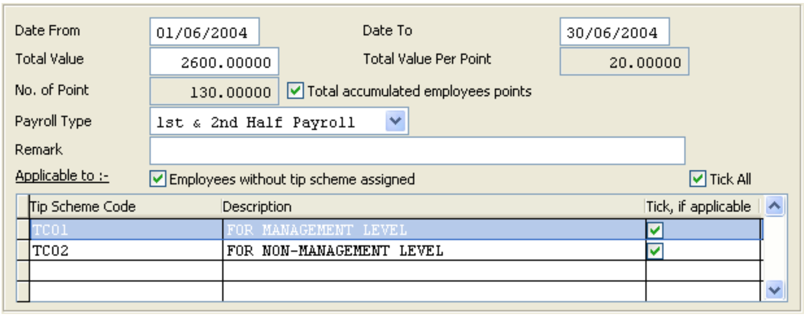
5. Click "**Exit**" button to quit this module.

1.6.3 Tip Value

Menu Location: ***HR Department →Tip → Tip Value***
Description: This option facilitates users to define total value to be distributed among groups of employees. The system will calculate the employees' tip amount based on the value and criteria defined by user in this module.

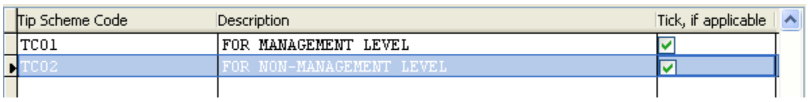


1. Click "**Add**" button to define a new formula.
2. Specify the tip utilization period ***Date From*** and ***Date To***.
3. Enter the tip's ***Total Value***.



4. Tick the checkbox labeled "***Total accumulated employees points***".

5. Then, user must specify the source of employees' points by ticking the relevant group(s) listed in the table.



6. If user wants to include those employees without any tip scheme assigned at respective *Employee Personnel File Maintenance*, tick the checkbox labeled "***Employees without tip scheme assigned***".

   In the sample shown above, 130 points is accumulated from three categories of employees, including those employees classified under tip scheme code TC01 and TC02, as well as other employees without any particular tip scheme assigned.

7. The formula for value per point is:

$$\textbf{Total Value Per Point} = \frac{\textbf{Total Value}}{\textbf{No. of Point}}$$

8. Next, specify the ***Payroll Type*** of salary processing method as *1st Half Payroll*, *2nd Half Payroll* or *1st & 2nd Half Payroll*.

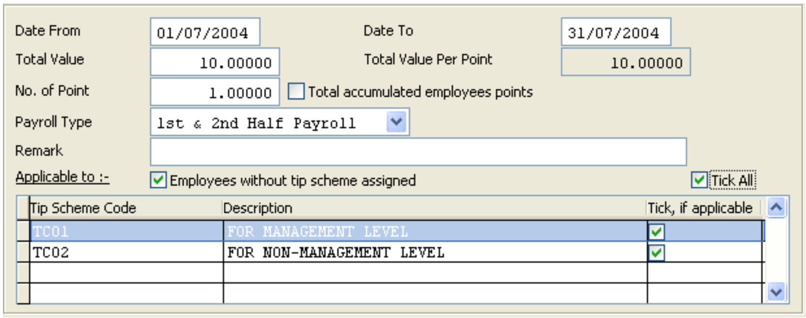
9. Enter ***Remark*** for any additional note, if any.

10. Click "**Save**" button to update the details.

Alternatively, if users are using fixed value to calculate, follow these steps:-

1. Click "**Add**" button to create the formula setup.

2. Specify the tip utilization period ***Date From*** and ***Date To***.



3. Enter the ***Total Value*** and ***No. of Point***.

   In the sample shown above, under the fixed value method, 1 point is equal to a value of 10.

   For instance, if an employee is entitled 20 point for the month of July 2004, this employee will earned 200 in value. If another employee is entitled 35 points for the period, he/she will has 350 in value, and so on.

4. DO NOT tick the checkbox labeled "***Total accumulated employees points***".

5. But, user must specify the calculation is to be applied to which group of employees. Tick the checkboxes listed below column named "***Tick, if applicable***" for the relevant tip scheme code or include those employees without tip scheme assigned.

6. Specify the ***Payroll Type***.

7. Enter ***Remark*** if necessary.

8. Click "**Save**" button to update the details.

Note:
1. To view and verify the employees' tip amount, go to ***Report → Tip → Employee Tip Amount Report***. This report will display tip amount earned by each employees for a specified period of time.

2. UBS HRMS allows users to define the tip calculation method. Go to ***Housekeeping → Setup → General Setup → Tip (2)*** to perform the necessary setup. Please refer to chapter 6.1.1 for more details and examples of calculations.

1.7 Miscellaneous Files

It is advisable to begin the operation of the system by creating the necessary prerequisite data before proceed to manage the human resources and other activities.

There are 5 typical button operations that can be performed for maintenance of miscellaneous files.

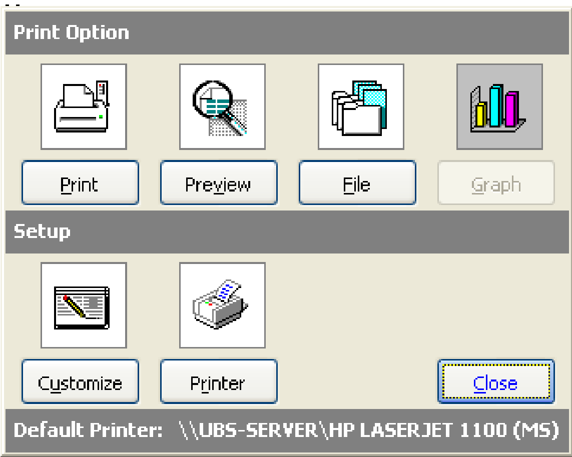
Select "**Add**" button when user wants to create a new record.

Select "**Edit**" button when user wants to modify description, content or details of the existing records, except the data code itself.

Select "**Delete**" button when user wants to remove or delete the entire data records. However, records used in another table will not be allowed to delete from the system.

Select "**Print**" button when user wants to preview or print out the record listing.

Select "**Exit**" button to quit the particular module.

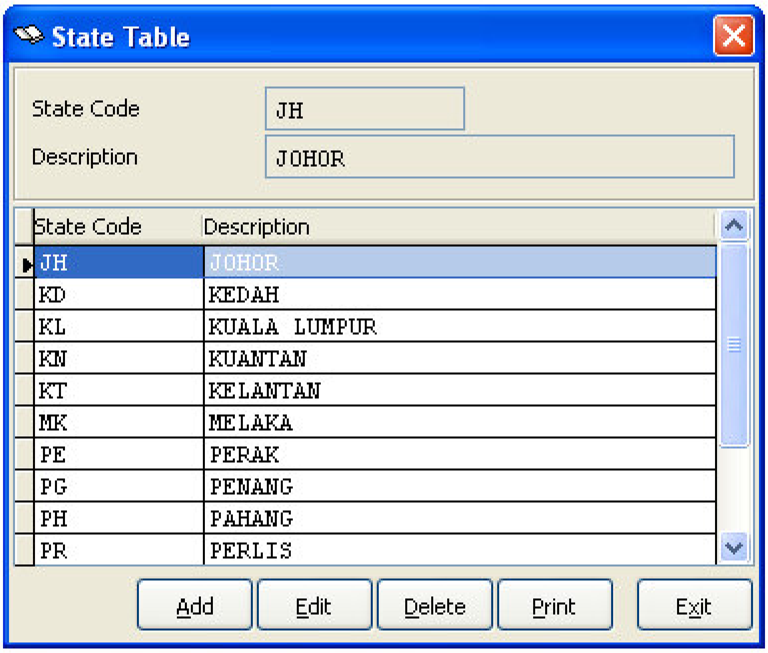


Print options

Print : send the file to printer to make a printout
Preview : view the actual report on screen
File : generate a text file
Customize: open to view or customize report format
Printer : select the name of the printer to be used

1.7.1 State

Menu Location: ***HR Department → Miscellaneous Files → State***
Description: This option enables user to maintain the state of a country.

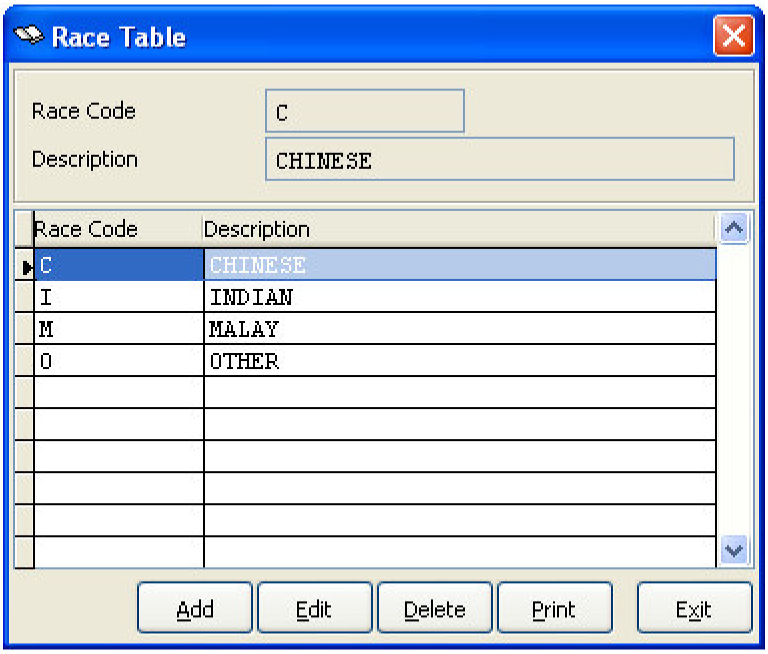


State Code : Specify the state with an abbreviation code not more than 4 characters.

Description : Define the state code (maximum 15 characters)

1.7.2 Race

Menu Location: ***HR Department → Miscellaneous Files → Race***
Description: This option enables user to maintain different races exist in a nation, other than Chinese, Indian or Malay.

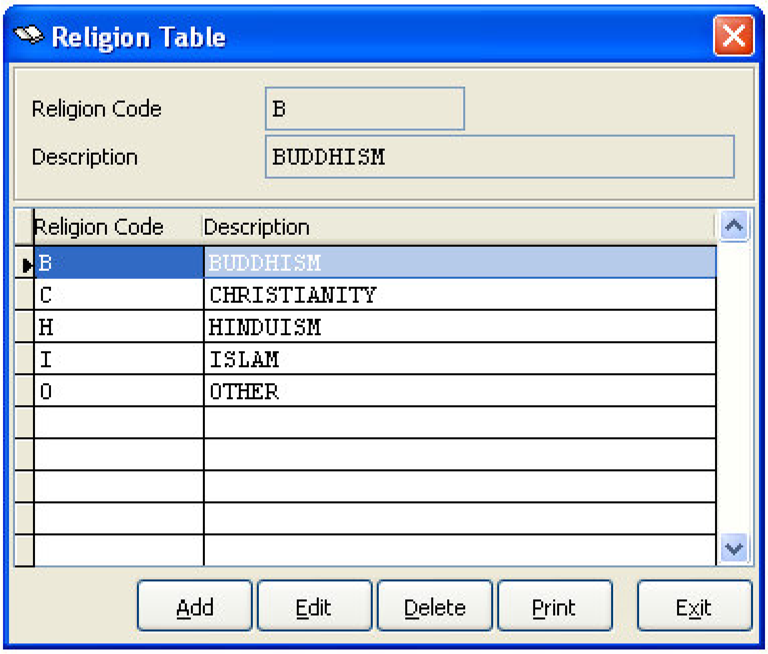


Race Code : Specify the race with one single character.

Description : Define each race with not more than 15 characters.

1.7.3 Religion

Menu Location: ***HR Department → Miscellaneous Files → Religion***
Description: This option enables user to define types of religion for the employees, other than the existing religion record in the database such as Buddhism, Christianity, Hindu or Islam.

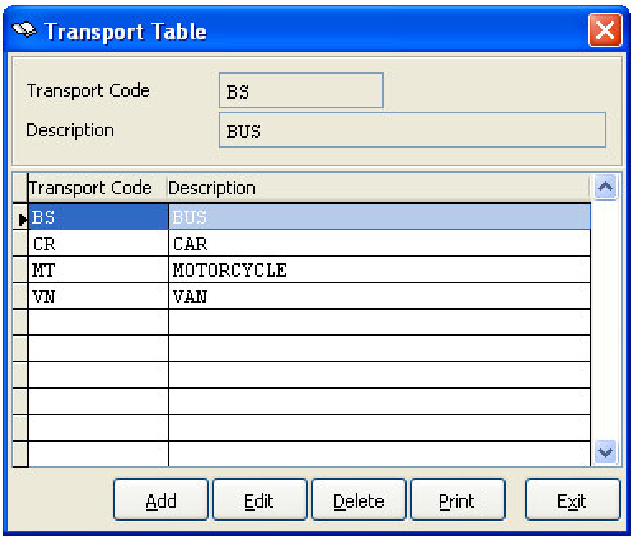


Religion Code : Specify the new religion type with an abbreviation code not more than 2 characters.

Description : Define each religion with not more than 15 characters.

1.7.4 Transport

Menu Location: ***HR Department → Miscellaneous Files → Transport***
Description: This option enables user to classify mode of transport possess by the employees. Certain company provides transportation benefit for their staffs, such as car, bus or motorcycle. This option enables user keeping track of employees who are entitled for these benefits and thus making the necessary arrangement like issue of car sticker or vehicle pas to the employees concerned.

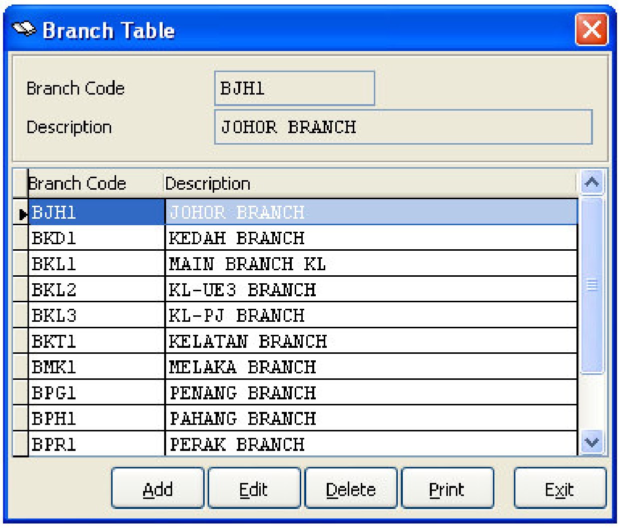


Transport Code : Specify the mode of transport with not more 2 characters.

Description : Define each transport mode with not more than 15 characters.

1.7.5 Branch

Menu Location: ***HR Department → Miscellaneous Files → Branch***
Description: This option enables user to maintain numerous company locations for organization with network of branches.

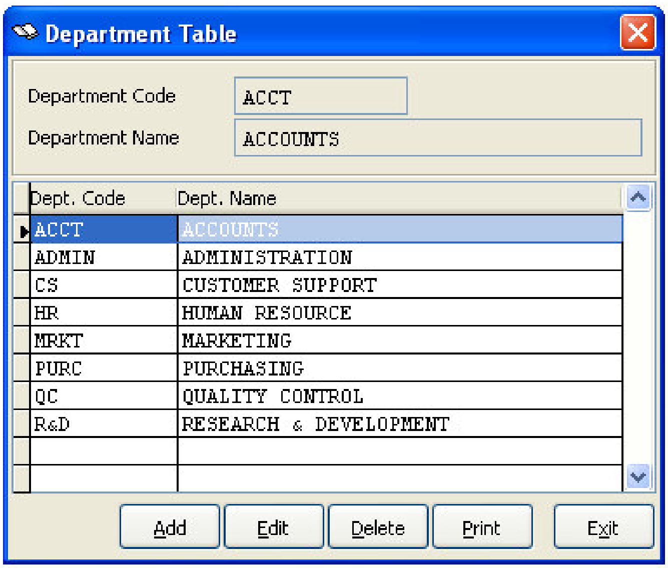


Branch Code : Assign each branch with an abbreviation code not more than 4 characters.

Description : Define the branch code with its name. (maximum 15 characters)

1.7.6 Department

Menu Location: ***HR Department → Miscellaneous Files → Department***
Description: This option enables user to classify the functional departments available in the organization.

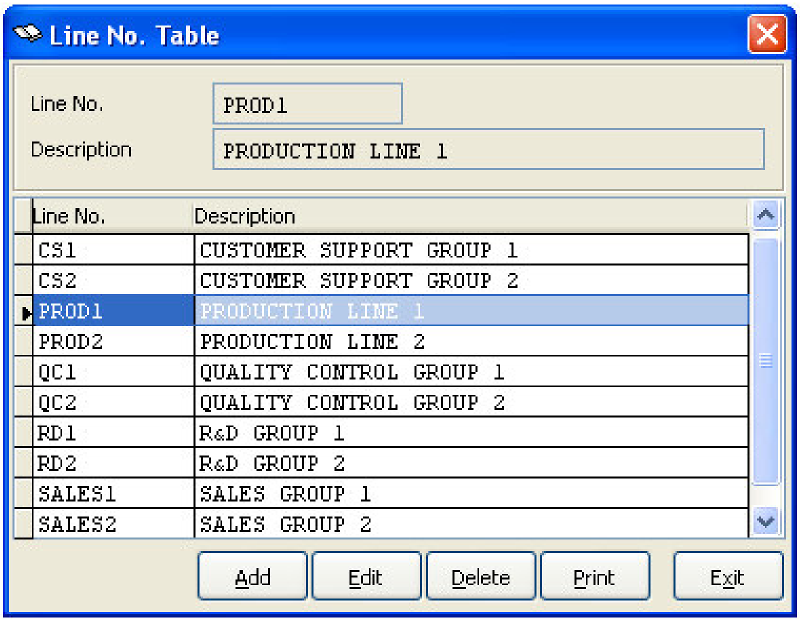


Department Code : Assign each department with different identity code not more than 10 characters.

Department Name : Define the name of each department. (maximum 30 characters)

1.7.7 Line No.

Menu Location: ***HR Department → Miscellaneous Files → Line No.***
Description: This option enables user to setup, extend and segregate large operational area into smaller functional units, especially in a production environment.



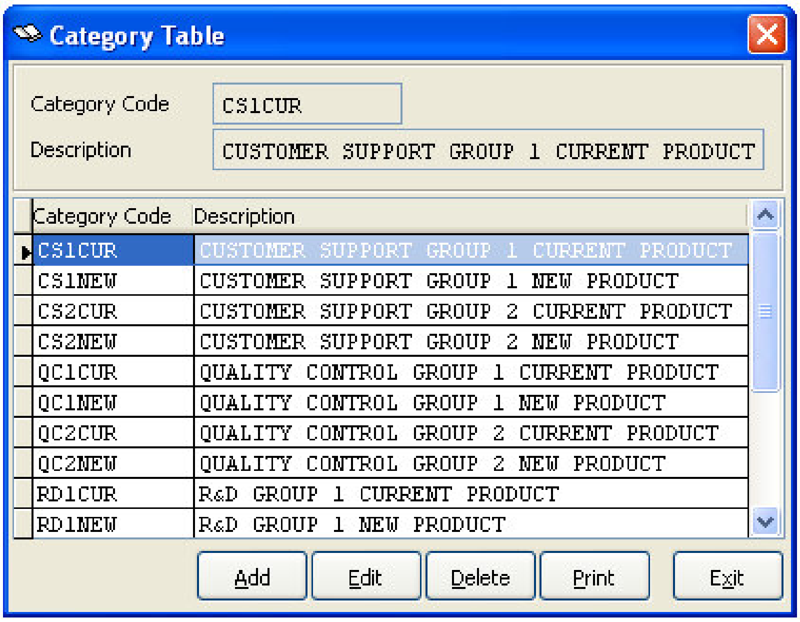
Line No. : Assign different line with an unique number not more than 10 characters.

Description : Define each line number with details not more than 40 characters.

Note:
Records maintained in this module will be shared with UBS Payroll System if there is integration between both systems.

1.7.8 Category

Menu Location: ***HR Department → Miscellaneous Files → Category***
Description: This option enables user to setup, classify, divide or differentiate multiple sections into group of its own. For example, categorization based on product type or range, working shift, factory plant, line position or operation level.



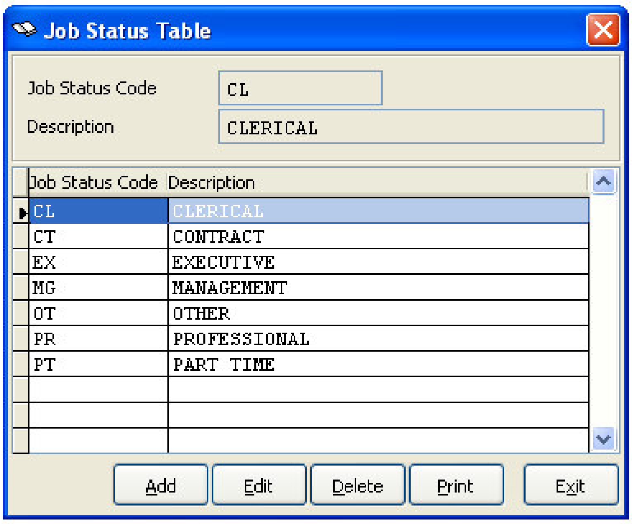
Category Code : Assign each category with an abbreviation code not more than 10 characters.

Description : Define the category with detail not more than 40 characters.

> Note:
> Records maintained in this module will be shared with UBS Payroll System if there is integration between both systems.

1.7.9 Job Status

Menu Location: ***HR Department → Miscellaneous Files → Job Status***
Description: This option enables user to identify and indicate the employees' job status as part time or contractual basis; management, executive or clerical group level, etc.

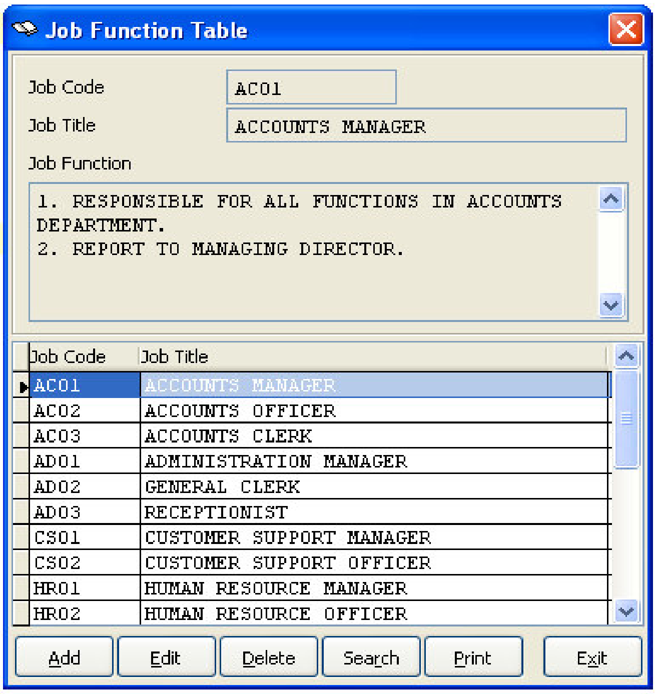


Job Status Code : Assign each status with an abbreviation code not more than 2 characters.

Description : Define the job status with detail not more than 20 characters.

1.7.10 Job Function

Menu Location: ***HR Department → Miscellaneous Files → Job Function***
Description: This option enables user to specify job description and identify its main duties and responsibilities assigned by the management for particular job title or position.



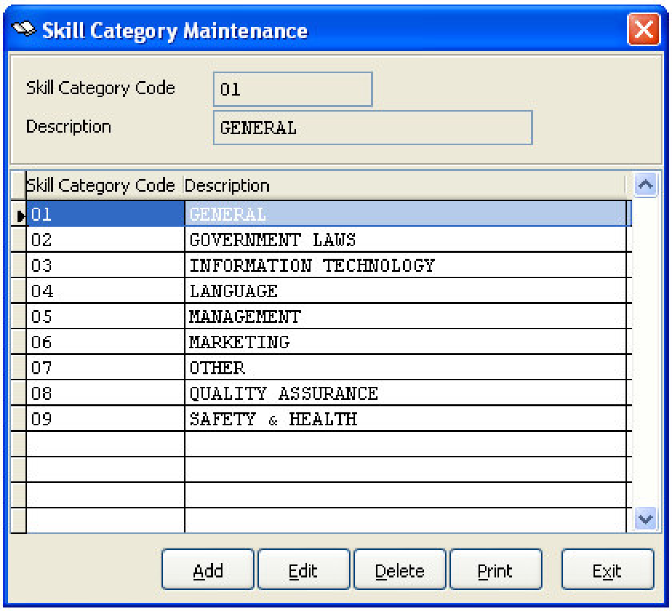
Job Code : Assign each job with an abbreviation code not more than 4 characters.

Job Title : Identify the job code with full title not more than 30 characters.

Job Function : Define the job title's duties and responsibilities.

1.7.11 Skill Category

Menu Location: ***HR Department → Miscellaneous Files → Skill Category***
Description: This option enables user to setup different skills and classify them according to same genre or characteristics in functional and operational mean.

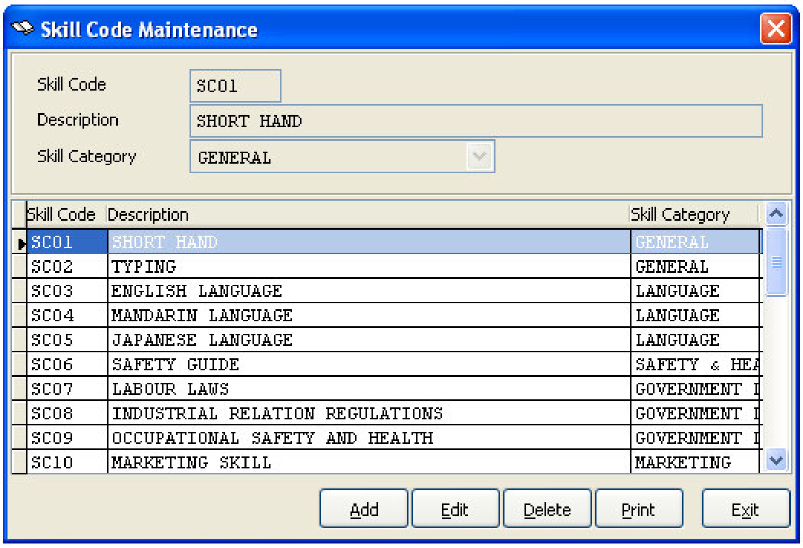


Skill Category Code: Define type of skill subject group with detail not more than 25 characters.

> Note:
> Skill Category created and defined in this module will be used in ***HR Department → Miscellaneous Files → Skill Code*** (will be discussed in next chapter 1.7.12)

1.7.12 Skill Code

Menu Location: ***HR Department → Miscellaneous Files → Skill Code***
Description: This option enables user to define different levels of skill or intelligence, capability and ability for the employees according to the same related category group.



Skill Code : Assign each skill with an identification code not more than 5 characters.

Description : Define the skill code with detail not more than 50 characters.

Skill Category : Click on the arrow down button to allocate the particular skill item into the appropriate skill category.

> Note:
> _Skill Code_ created in this module will be used directly in ***HR Department → Employee → Skill → Employee Actual Skill***, as per chapter 1.1.9.2
>
> _Skill Code_ is also the requirement data for maintenance setup in ***HR Department → Miscellaneous Files → Skill Requirement - -> Add/View Skill Code***, which will be discussed in next chapter 1.7.13

1.7.13 Skill Requirement

Menu Location: ***HR Department → Miscellaneous Files → Skill Requirement***
Description: This option enables user to assign and assemble various skills required for respective group of employees or job title.

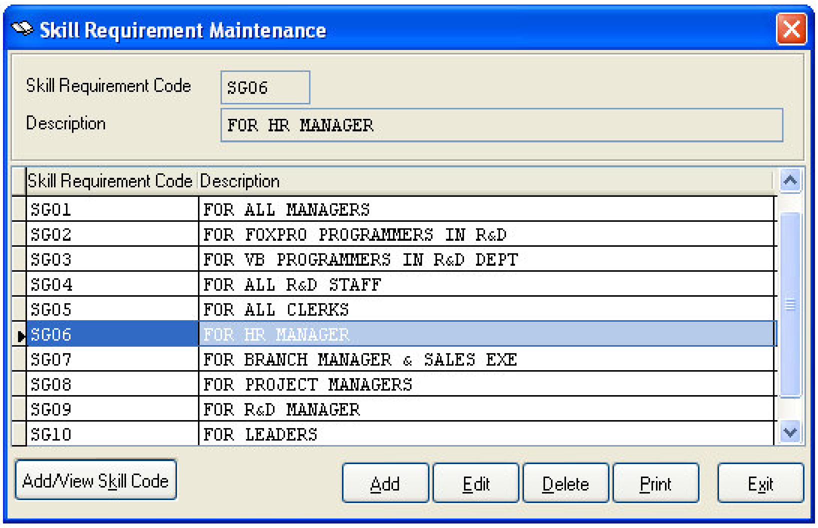
Firstly, identity the group of employees, eg. managers, unit leaders, clerical clerks, officer etc.

Then, setup the required skill code. For instance, what are the knowledge, experience and skill requirement for each group of employees. It can be multiple choices of skill required.

Next, assign the required skill rating for all the skills, whether they are of high priority or least important rating.

Information setup in this module will be applied in ***HR Department → Employee → Skill → Employee Skill Requirement***.

Please refer to chapter 1.1.9 for more details.



1. Click on the "**Add**" button and enter the relevant information.

Skill Requirement Code : Identify employee group with an abbreviation code not more than 5 characters.

Description : Define the group with description not more than 50 characters.

2. Click "**Save**" to store the record created.

3. At the same record, select and click "**Add/View Skill Code**" button and you will be prompted with another menu.

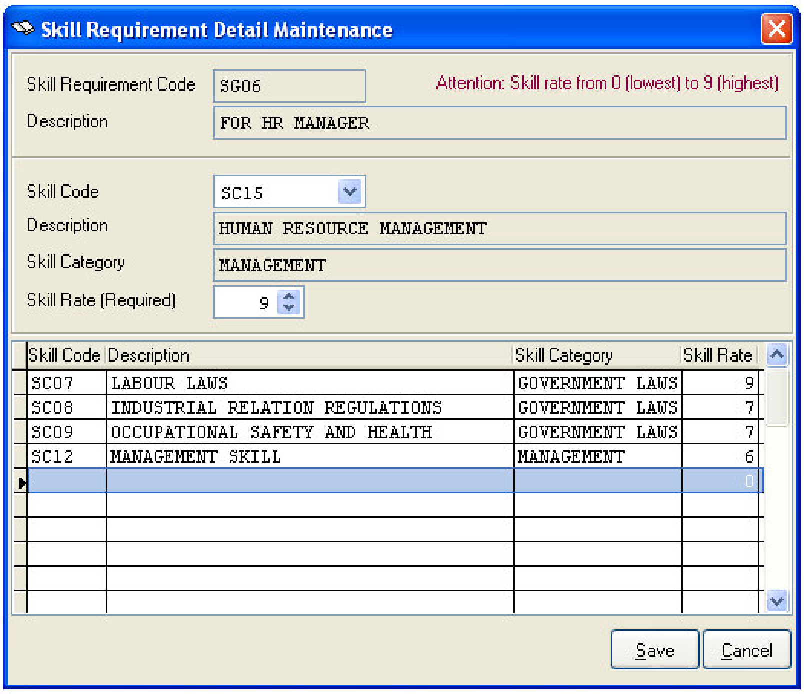
4. In **Skill Requirement Detail Maintenance** menu, click on the "**Add**" button to insert new skill code for the particular group.

Skill Code : Click on the arrow down button to select the necessary skill. (New skill code can be maintained in ***HR Department → Miscellaneous Files → Skill Code***)

Description : Definition of the skill code selected.

Skill Category : The related skill category group.

Skill Rate (Required) : Determine the required rating for each specific skill, eg. 0=lowest and least demanded, 9=highest and compulsory.



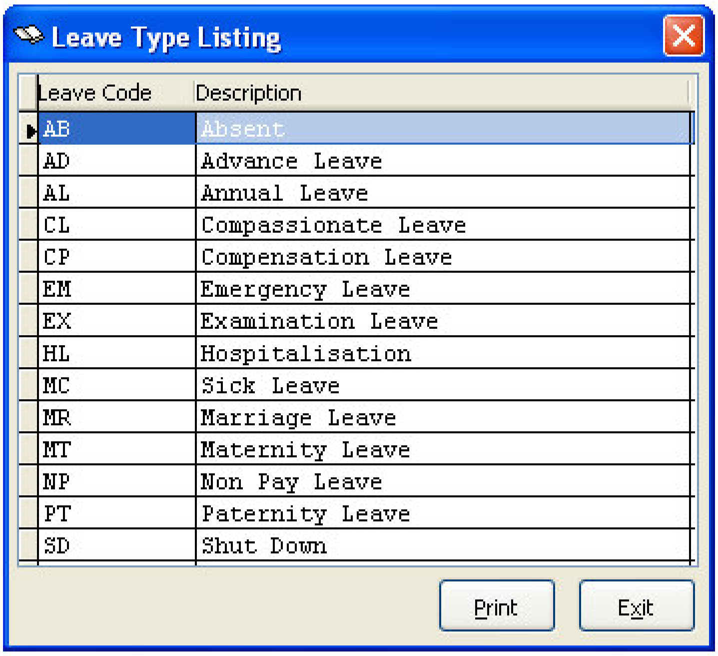
5. Then, click "**Save**" button to update the skill code into the requirement group.

6. Click "**Add**" button again to insert new skill or "**Exit**" button to quit **Skill Requirement Detail Maintenance** menu.

7. Lastly, click "**Exit**" to quit the module.

1.7.14 Leave Type

Menu Location: ***HR Department → Miscellaneous Files → Leave Type***
Description: This option shows the default 14 leave types available in the system. They are all not editable.



Leave Code	Description
AB	Absent
AD	Advance Leave
AL	Annual Leave
CL	Compassionate Leave
CP	Compensation Leave
EM	Emergency Leave
EX	Examination Leave
HL	Hospitalisation
MC	Sick Leave
MR	Marriage Leave
MT	Maternity Leave
NP	Non Pay Leave
PT	Paternity Leave
SD	Shut Down

1) ***Absent (AB)***
- where an employee did not turn up to work & without any reason

2) ***Advance Leave (AD)***
- where an employee has no more claimable or entitled Annual Leave but still want to apply leave utilizing his next year's Annual Leave

3) ***Annual Leave (AL)***
- paid leave that an employee is entitled

4) ***Compassionate Leave (CL)***
- type of leave granted such as funeral attendance upon death of parents, wife or husband, grandfather/mother, children or other immediate family

5) ***Compensation Leave (CP)***
- type of leave granted as substitution, eg. when someone has worked on his rest day

6) ***Emergency Leave (EM)***
- when employee has to take in a short notice, eg. taking leave on the day which he could not come to work

7) ***Examination Leave (EX)***
- type of leave granted for employee who is going to sit for an examination (academy)

8) ***Hospitalisation (HL)***
- type of leave for those who has been hospitalized for medical treatment

9) ***Sick Leave (MC)***
- leave entitled after examination done by a registered medical practitioner where no hospitalisation is necessary

10) ***Marriage Leave (MR)***

- type of leave granted for those who has just being married

11) ***Maternity Leave (MT)***
- type of leave for female employee who temporarily leaves her job upon confinement (giving birth)

12) ***Non Pay Leave (NP)***
- type of leave to be applied when an employee has fully utilized his/her paid leave entitlement

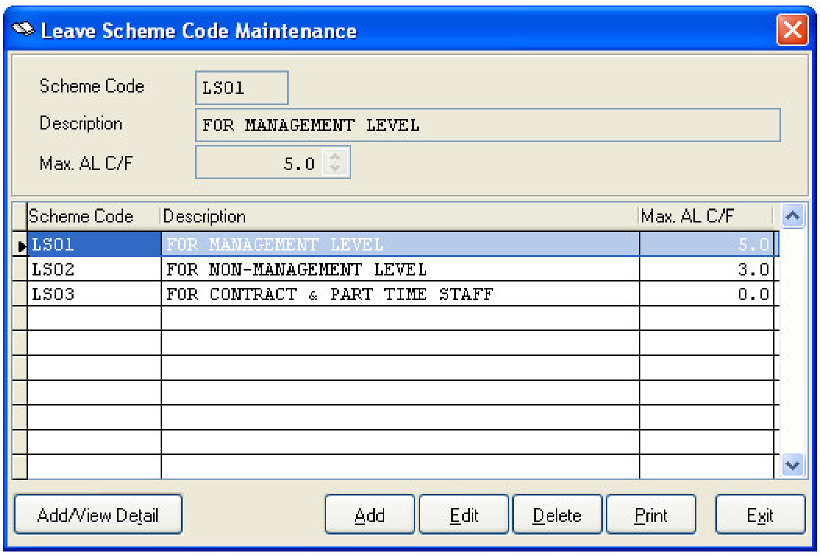
13) ***Paternity Leave (PT)***
- type of leave for male employee who temporarily leaves his job upon his wife's confinement (giving birth)

14) ***Shut Down (SD)***
- number of days whereby the factory/plant stop production/operation for maintenance work due to some specific reason, eg. natural disaster

User may print the *Leave Type Listing* by clicking on the "**Print**" button.

1.7.15 Leave Scheme

Menu Location: ***HR Department → Miscellaneous Files → Leave Scheme***
Description: This option enables user to setup and maintain the leave scheme for different group of employees. The scheme can be sat based on different category of job position, level or department. User may setup multiple leave schemes to define total number of leave days entitled for different range of employment service years for various leave types.



1. Click "**Add**" button and enter the relevant information.

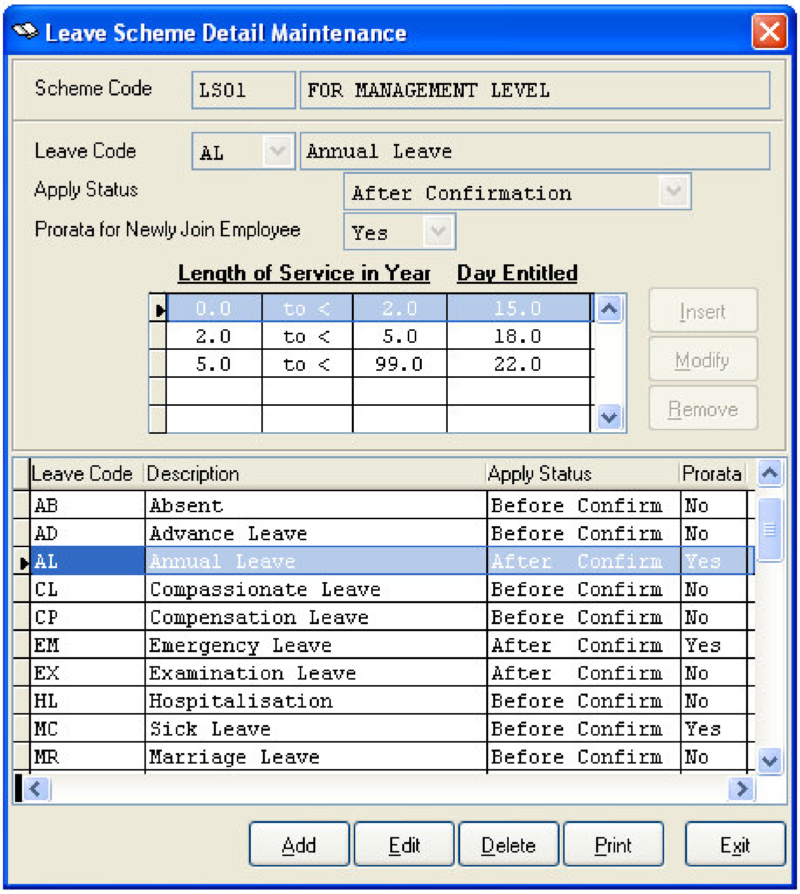
Scheme Code : Assign each scheme with an unique code not more than 4 characters.

Description : Define the scheme with detail not more than 50 characters.

Max. AL C/F : Specify the maximum annual leave in number of days(can be a half day) allowed to be carried forward to the following year for the particular scheme.

2. Click "**Save**" button to store the record created.

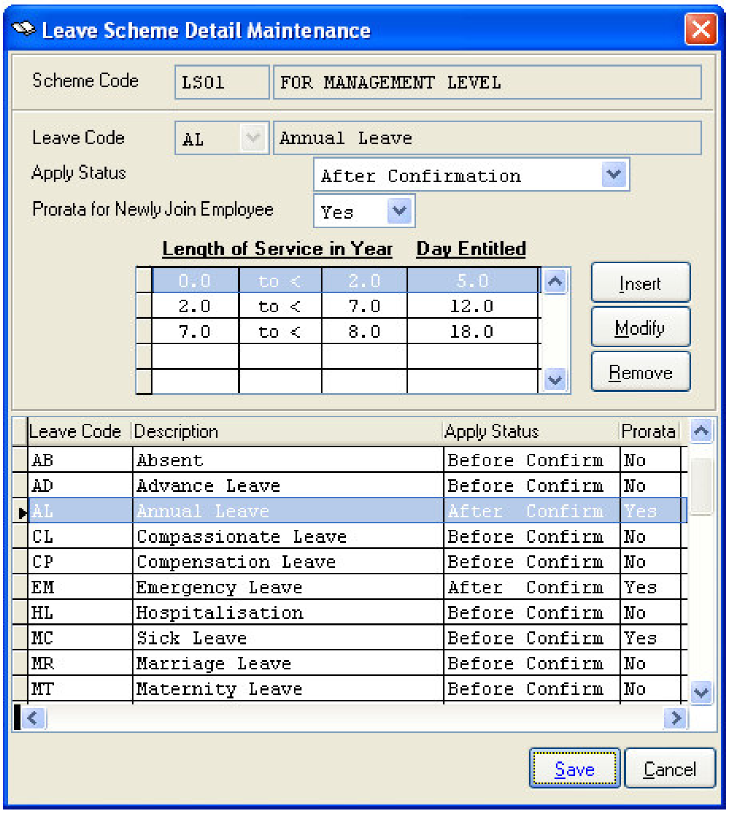
3. Under the particular scheme code, click on the "**Add/View Detail**" button and you will be prompted with another menu.



4. Notice that the **Leave Scheme Detail Maintenance** menu has a default template with all predefined leave codes and suggested values.

5. Scrolling upward and downward using the side scroll bar will reveal the details of the leave scheme, such as apply status, prorated or not, number of leave days entitled for different length of service in year.

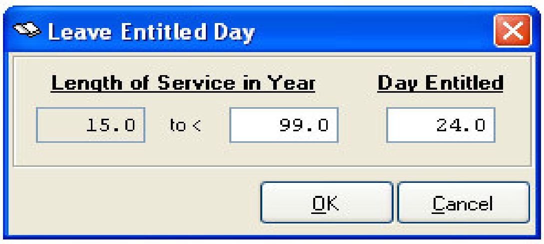
6. To modify the existing leave details, select the respective leave code and click **Edit**" button.



7. Specify ***Apply Status*** of the particular leave code whether the leave is to be applied *Before Confirmation* or *After Confirmation*.

8. Specify the ***Prorata for Newly Join Employee***. Select "*Yes*" if the number of leave day is to be calculated in proportion to 12 months period for newly recruited staffs. Select "*No*" if the number of leave day (in a year) for particular type of leave entitled for new employees are the same, regardless when was the month he/she joined the company.

9. To insert another additional leave details, select "**Insert**" button. Enter the relevant number of years in service and number of leave days entitled. Click "**OK**" button to save the record.



10. Click "**Save**" button to update the record into the particular leave scheme.

11. If you want to amend any record in the leave scheme details, select the affected leave code and click "**Edit**" and then "**Modify**" or "**Remove**" button to make the changes. Remember to confirm the amendment done by selecting "**OK**" and then "**Save**" button at the end of process.

12. After confirmed all details are correct and in proper order, click "**Exit**" button to quit the leave scheme detail maintenance menu.

13. Lastly, click "**Exit**" to quit this module.

Based on the system default 14 types of leave codes (as per section 1.6.14 ***HR Department → Miscellaneous Files → Leave Type***), the following is the summary table of initial setup status for each leave code. User may use this table as a guideline to modify and change the content of the respective leave code to accommodate their needs with regard to the company's practice as well as the related legislation.

Template/Default value preset in the System

Leave Code	**AB**	**AD**	**AL**	**CL**	**CP**	**EM**	**EX**
User Editable	N	Y	Y	Y	Y	N	Y
*System Recommended Value **	N	N	Y	N	N	Y	N
Unlimited Value	Y	Y	N	Y	Y	N	Y
Apply Status (on Confirmation)	B	B	A	B	B	A	B
Prorata for New Employee	N	N	Y	N	N	Y	N

Leave Code	**HL**	**MC**	**MR**	**MT**	**NP**	**PT**	**SD**
User Editable	Y	Y	Y	Y	N	Y	N
*System Recommended Value **	Y	Y	N	Y	N	N	N
Unlimited Value	N	N	Y	N	Y	Y	Y
Apply Status (on Confirmation)	B	B	B	B	B	B	B
Prorata for New Employee	Y	Y	N	Y	N	N	N

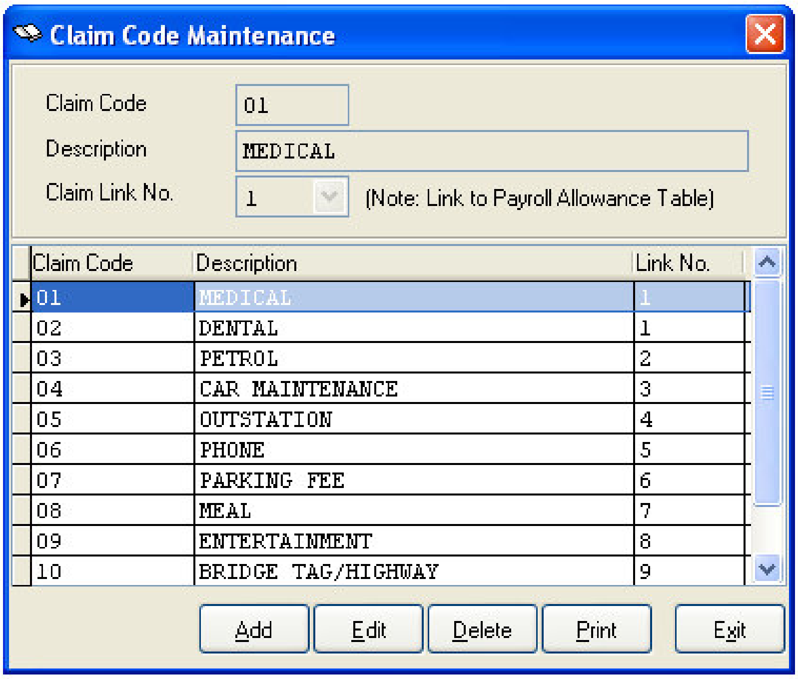
Legend:
Y = Yes A = After Confirmation
N = No B = Before Confirmation

Remark:
* If yes, the value (in number of days) is provided by the Employment Act and Regulations as per note no. 2 & 3

Note:
1. **Absent** (AB), **Emergency Leave** (EM), **Non Pay Leave** (NP) and **Shut Down** (SD) are not editable.
2. **Annual Leave** (AL), **Emergency Leave** (EM) and **Sick Leave** (MC) are categorized and assigned accordingly with the appropriate number of leave days based on the length of service in year. [Employment Act 1955 (Act 265) Part XII Section 60E (1) & Section 60F (1)]
3. **Hospitalisation** (HL) and **Maternity Leave** (MT) was assigned with a maximum 60 leave days, regardless the length of service in employment. [Employment Act 1955 (Act 265) Part XII Section 60F (bb) & Part IX Section 37]
4. In the table illustrated earlier, if the column for Unlimited Value is "*Yes*", it means that the system is using the greatest possible figure of 99 years in employment and 999 leave days entitlement. In other words, there is no restriction in number of leave days entitled for all levels of employment service year.
5. As recommendation, **Annual Leave** (AL) and **Emergency Leave** (EM) are to be applied "*After Confirmation*".
6. As an exceptional case, **Advance Leave** (AD)'s Apply Status is fixed as "*Before Confirmation*" and does not allow user modification.
7. **Annual Leave** (AL), **Emergency Leave** (EM), **Hospitalisation** (HL), **Sick Leave** (MC) and **Maternity Leave** (MT) are initially set as "*Yes*" status in Prorata for Newly Join Employee.

1.7.16 Claim Code

Menu Location: ***HR Department → Miscellaneous Files → Claim Code***
Description: This option enables user to maintain different categories of claim type. It provides the mechanism to integrate the database with UBS Payroll System. Total claim amount for each claim type will be total up and updated to the Payroll System when user performed import/export function. User must specify the link number to be grouped into the UBS Payroll System. There are total of 17 columns in the UBS Payroll System's allowance table.



1. Click "**Add**" button and enter the relevant information.

   Claim Code : Assign each claim code with an identification code not more than 4 characters.

   Description : Define the claim code with detail not more than 30 characters.

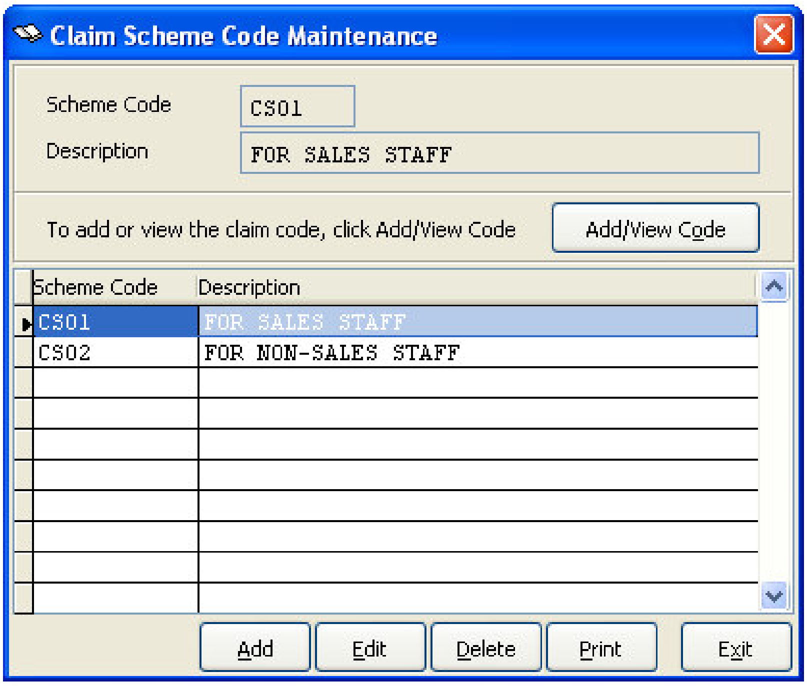
   Claim Link No. : Specify the column number for amount to be allocated in UBS Payroll System. Select "*NIL*" if the specific claim type will not be exported to Payroll System. There could also be a same link no. when multiple claims are to be grouped under the same allowance column.

2. Click "**Save**" button to update the record.

3. Lastly, click "**Exit**" button to quit this module.

1.7.17 Claim Scheme

Menu Location: ***HR Department → Miscellaneous Files → Claim Scheme***
Description: This option enables user to setup the claim schemes and then maintain the necessary claim codes in the respective scheme. The scheme can be categorized based on level of position (eg. managerial or clerical) or departmental personnel (marketing and sales or others).



1. Click "**Add**" button and enter the relevant information.

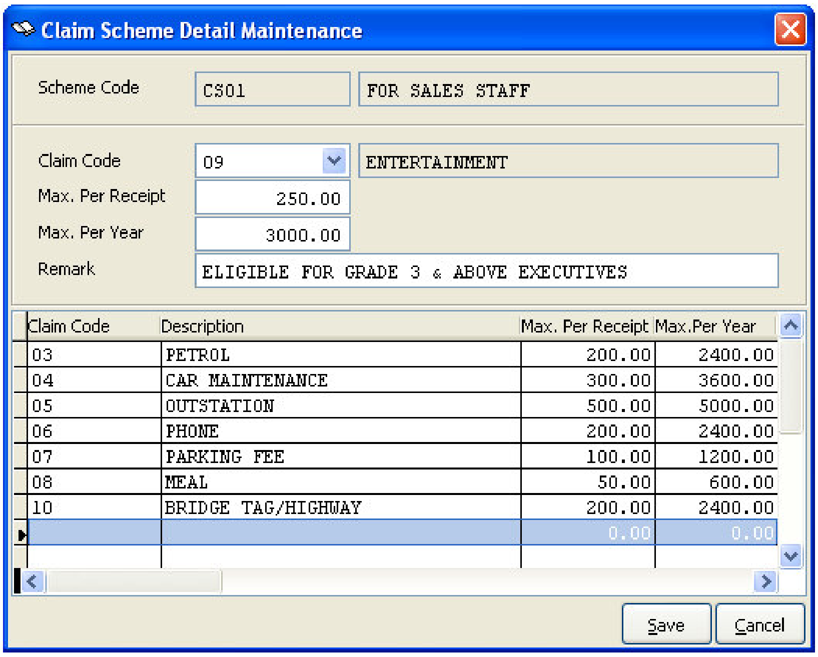
   Scheme Code : Assign each scheme with an unique code not more than 4 characters.

   Description : Define the scheme code with detail not more than 30 characters.

2. Click "**Save**" button to store the record created.

3. Under the particular scheme code, click on the "**Add/View Detail**" button and you will be prompted with another menu.

4. In the **Claim Scheme Detail Maintenance** menu, click "**Add**" button to insert a new claim detail.



Claim Code : Click on the arrow down button to select the appropriate claim code. (New claim code can be maintained in ***HR Department → Miscellaneous Files → Claim Code***)

Max. Per Receipt : Enter the maximum amount claimable for each single receipt, if applicable.

Max. Per Year : Enter the maximum grand total amount claimable for one calendar year.

Remark : Any additional note pertaining to the claim details.

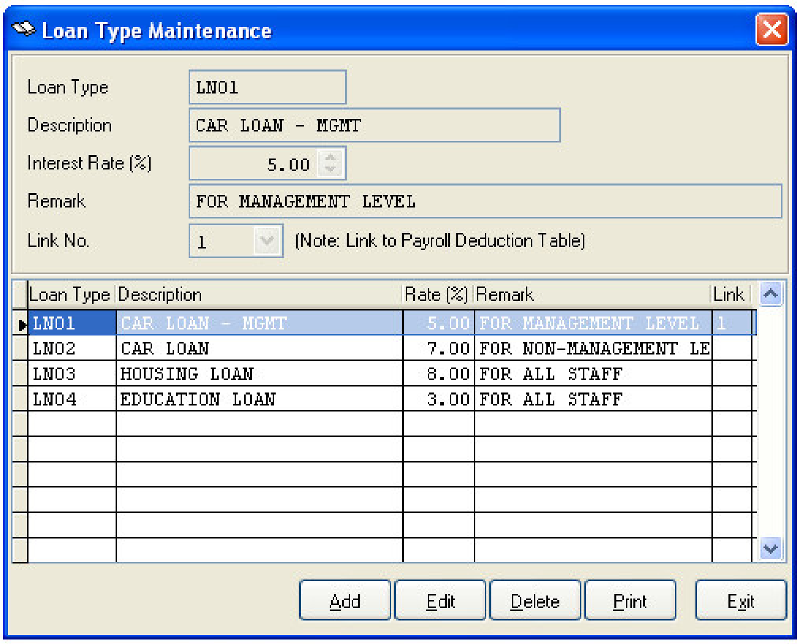
5. Click "**Save**" button to update the claim detail into the respective scheme code.

6. If you want to insert another new claim detail, select "**Add**" button again. Otherwise, select "**Exit**" button to quit the claim scheme detail maintenance menu.

7. Lastly, click "**Exit**" button to quit this module. Otherwise, repeat step 3 again to input details for another scheme code.

1.7.18 Loan Type

Menu Location: ***HR Department → Miscellaneous Files → Loan Type***
Description: This option enables user to maintain types of loan available in the organization and setup the default interest rate to be applied in each loan type. The interest rate will be calculated on monthly basis.



1. Click "**Add**" button to create a new loan type. Enter the relevant information.

Loan Type : Assign each type of loan with an identification code not more than 4 characters.

Description : Define the loan type with detail not more than 30 characters.

Interest Rate (%): Specify the interest rate to be applied for the particular loan type.

Remark : Enter any additional note pertaining to the particular loan type

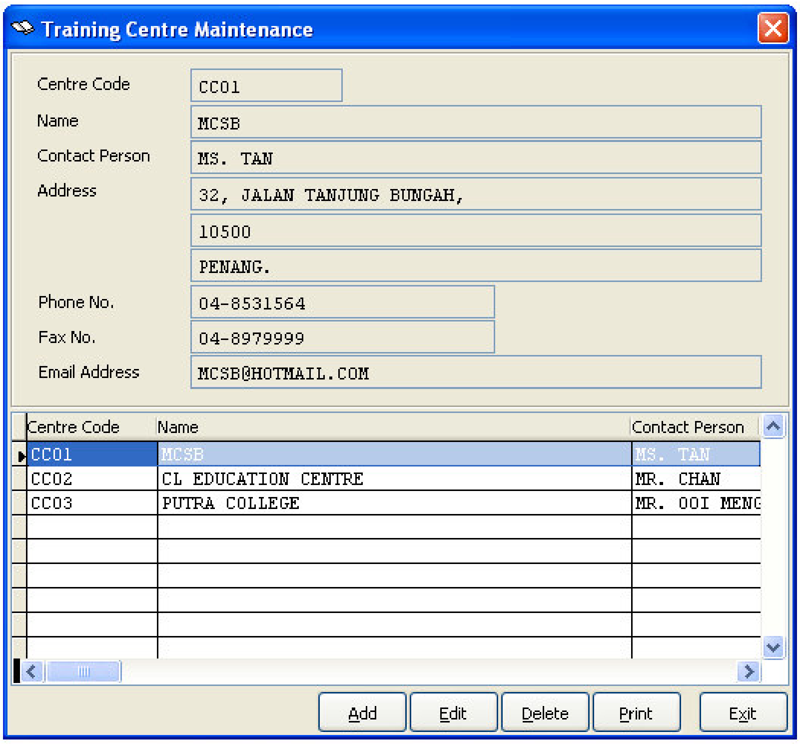
Link No. : Specify the column number for amount to be posted into UBS Payroll System. Select "*NIL*" if the loan type will not be exported to Payroll System.

2. Click "**Save**" button to store the record.

3. Click "**Exit**" button to quit this module.

1.7.19 External Training Centre

Menu Location: ***HR Department → Miscellaneous Files → External Training Centre***
Description: This option enables user to maintain information of external training centres for ease of future reference in the event outsource training services required from the same training centre.



Centre Code : Assign an abbreviation code not more than 10 characters for each external training centre

Name : Enter the training centre's name. (maximum 50 characters)

Contact Person : Enter the contact person for the training centre.

Address : Enter full address of the training centre.

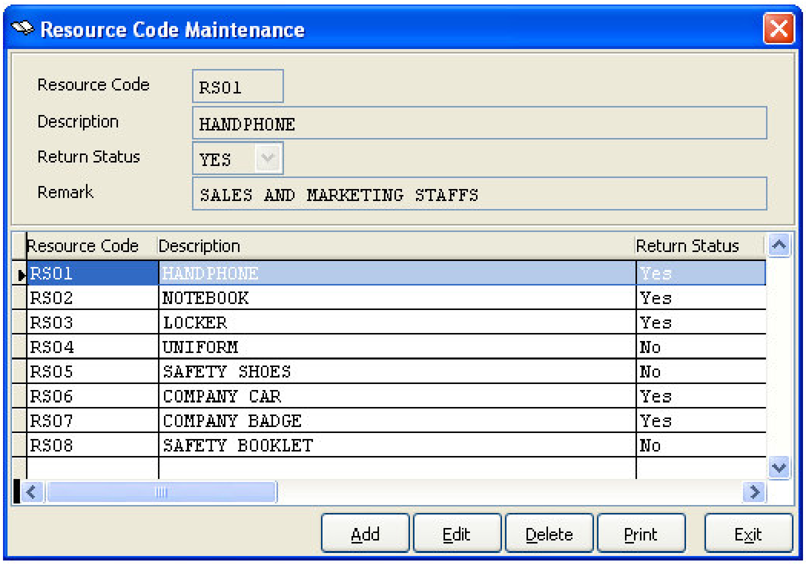
Phone No. : The centre's telephone number.

Fax No. : The centre's facsimile number.

Email Address : Email address of the contact person or homepage of the training centre.

1.7.20 Resource Code

Menu Location: ***HR Department → Miscellaneous Files → Resource Code***
Description: This option enables user to setup and maintain different types of resource materials provided by the company as a benefit to the staffs.



Resource Code : Assign identification code not more than 4 characters for each resource type.

Description : Define the resource with detail not more than 50 characters.

Return Status : Specify whether the resource is returnable to the organization.

Remark : Can be used to further describe the return status of the resource, eg. upon employee's resignation or under stipulated terms.
Alternatively, this column can be used to state the possible beneficiary of a particular resource, eg. entitled specifically for sales and marketing staffs only or all employees.

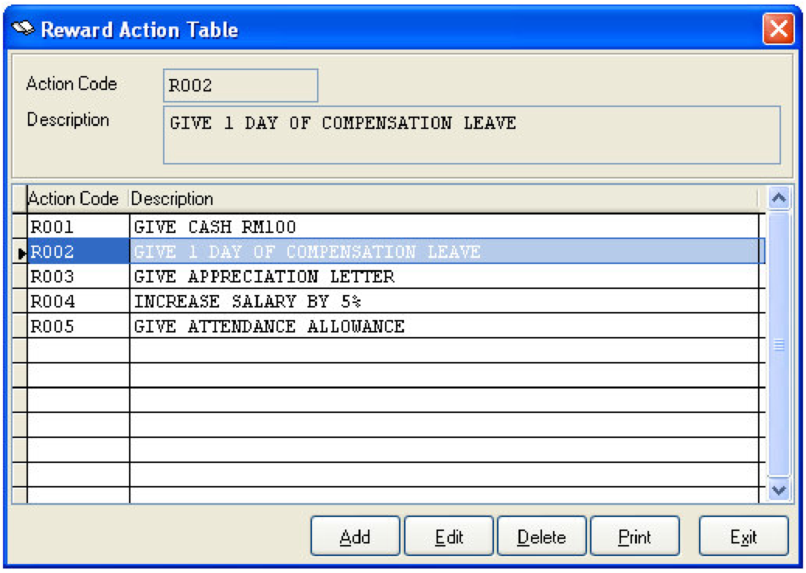
1.8 Miscellaneous Files (2)

Extended from the previous modules, these miscellaneous files facilitate users to maintain more prerequisite data pertaining to reward, disciplinary and appraisal.

The system has default data and sample value predefined in the appraisal's miscellaneous files (as per chapter 1.8.3, 1.8.4 & 1.8.5). Nevertheless, users can still create new items and modify or remove the exiting records to accommodate their own needs.

1.8.1 Reward Action

Menu Location: ***HR Department → Miscellaneous Files (2) → Reward Action***
Description: This option enables user to maintain all possible reward actions available in the organization. Items created will be used in ***HR Department → Employee → Reward & Disciplinary*** (refer to chapter 1.1.6)

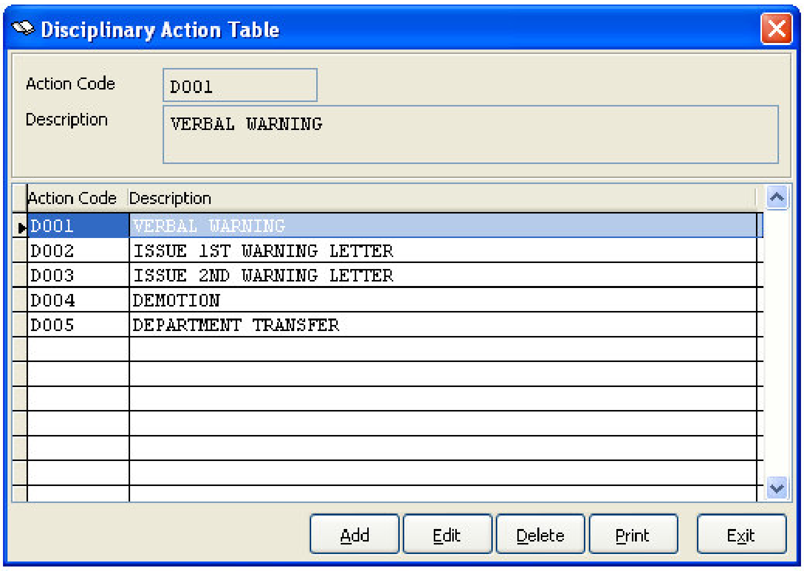


Action Code : Assign an abbreviation code not more than 4 characters for each reward action.

Description : Define each reward code with details of action.

1.8.2 Disciplinary Action

Menu Location: ***HR Department → Miscellaneous Files (2) → Disciplinary Action***
Description: This option enables user to maintain all disciplinary actions practiced by the organization. Items created will be used in ***HR Department → Employee → Reward & Disciplinary*** (refer to chapter 1.1.6).



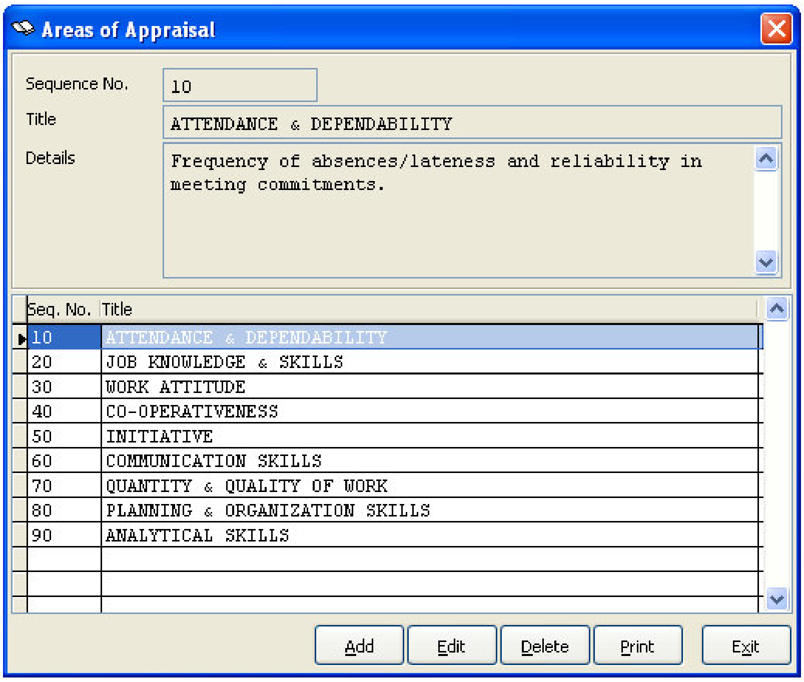
Action Code : Assign an abbreviation code not more than 4 characters for each disciplinary action.

Description : Define each disciplinary code with details of action.

1.8.3 Areas of Appraisal

Menu Location: ***HR Department → Miscellaneous Files (2) → Areas of Appraisal***

Description: This option enables user to setup the employee's performance evaluation criteria or areas of appraisal.



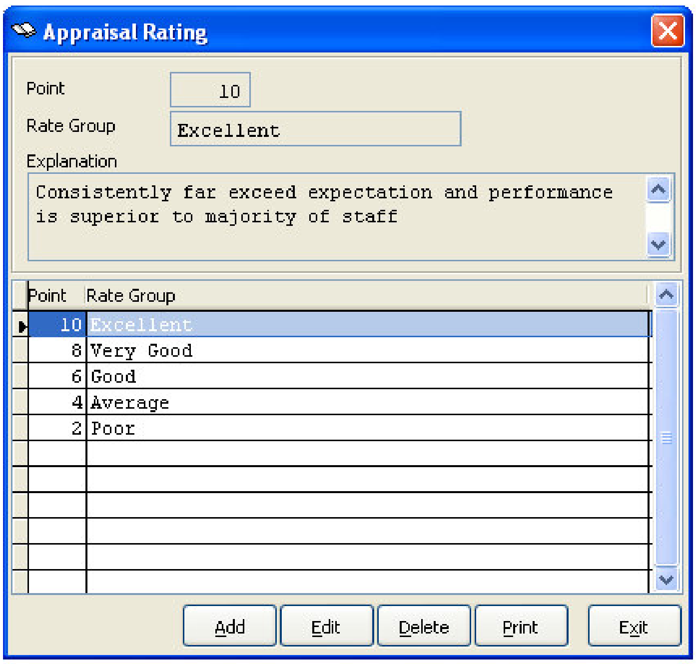
Sequence No. : Segregate different areas of appraisal into proper numbering system. (maximum 2 characters)

Title : Enter the appraisal title. (maximum 50 characters)

Details : Define each title with details.

1.8.4 Appraisal Rating

Menu Location: ***HR Department → Miscellaneous Files (2) → Appraisal Rating***
Description: This option enables user to setup the grading points and rating groups for the appraisal.



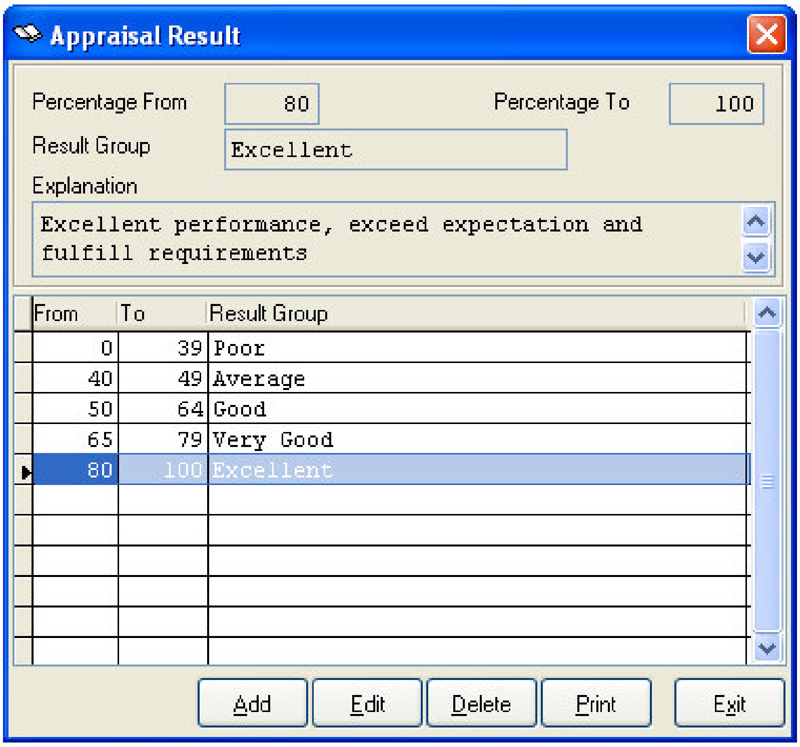
Point : Enter the appraisal's rating point (2 digits).

Rate Group : Allocate the rating point to the appropriate rate group (maximum 20 characters).

Explanation : Explain the rating with details.

1.8.5 Appraisal Result

Menu Location: ***HR Department → Miscellaneous Files (2) → Appraisal Result***
Description: This option enables user to setup and categorise result of the appraisal into different groups according to the range of percentage.



Percentage From,
Percentage To : Enter the range of percentage to cover into the same result grouping.

Result Group : Assign the particular range of percentage into a result group (maximum 20 characters).

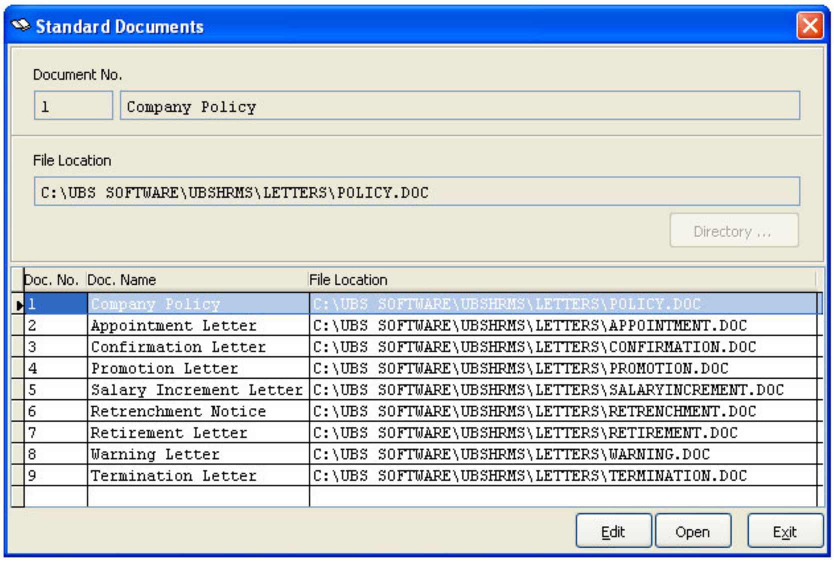
Explanation : Explain the result group with details.

Note:
Data items created in these three maintenance modules (1.8.3 Areas of Appraisal, 1.8.4 Appraisal Rating & 1.8.5 Appraisal Result) will be used in ***Application/Approval → Performance Appraisal*** (refer to chapter 2.4).

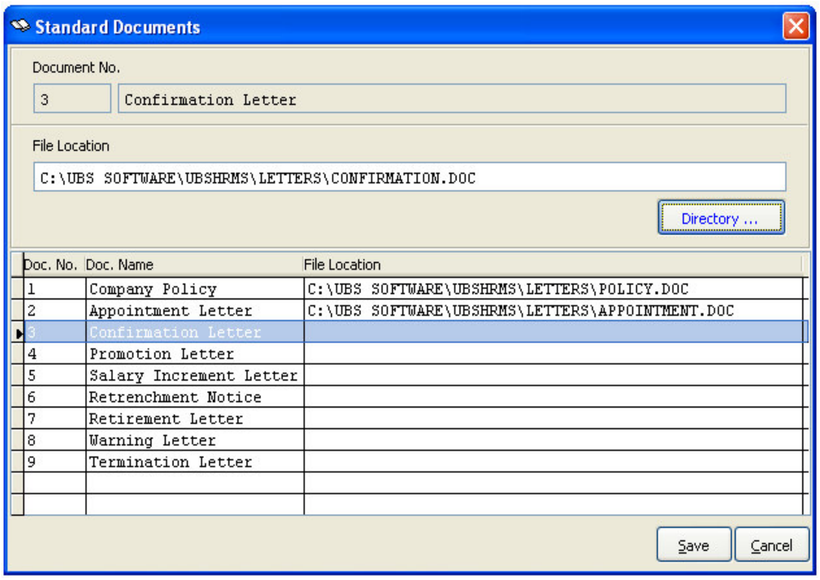
1.9 Standard Documents

Menu Location: ***HR Department → Standard Documents***
Description: This option facilitates user to utilize the existing employee database and apply into the default standard documents/templates of letter format in the system so that to reduce time spent on

user input and letter preparation. There are a total of 9 predefined standard document samples in the system, including company policy, appointment letter, confirmation letter, promotion letter, salary increment letter, retrenchment notice, retirement letter, warning letter and termination letter.



To locate the standard documents' file location



1. Point to the particular document name, eg. Confirmation Letter.

2. Click "**Edit**" button and the cursor will prompt at the field ***File Location***.

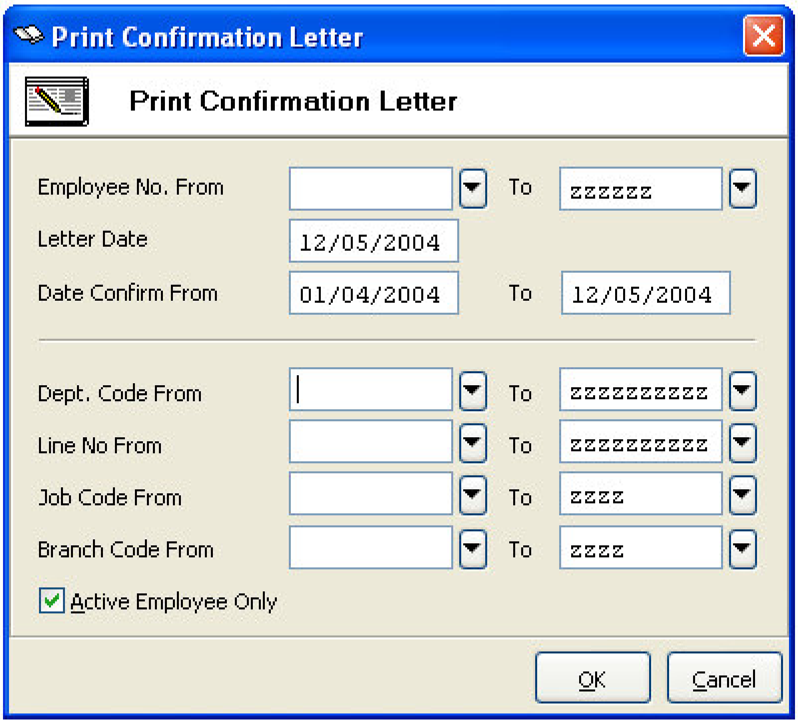
3. Select "**Directory**" button. Locate the directory path of UBSHRMS installation and search for folder labeled "**Letters**". Select the corresponding document title, eg. CONFIRMATION.DOC.

4. Click "**Save**" button to setup the corresponding path.

To retrieve the standard document

1. At the **Standard Document** main menu, select the particular document to be printed, eg. Confirmation Letter.

2. Click "**Open**" button and you will be prompted with the next option.



3. Specify the range of ***Employee No.*** to be accessed to.

4. The default ***Letter Date*** is set as the current system date. Change it to the appropriate date if the letter is not going to be dated today.

5. Specify the range of date to be included, eg. confirmation date from and to specific dates, if applicable.

6. Specify the range of records to be listed categorizing from ***Dept. Code***, ***Line No***, ***Job Code*** and/or ***Branch Code***. Skip this step if user wants to include all aspects of data.

7. Tick the checkbox ***Active Employee Only*** if user wants to view and print only active employees' records.

8. Click "**OK**" button to retrieve the data and execute the mail merge process.

> Note:
> As an exceptional case, the document titled **Company Policy** does not utilize the employee database. Users can select the document from the list and click "**Open**" to access directly to the standard letter.

To setup Mail Merge in Microsoft Word

Before you can link data to Microsoft Word, make sure that you have keyed in the necessary data, eg. ***Employee No.***, ***Department***, ***Job Title*** and ***Salary*** (required fields in the content of letter).

Microsoft Word 2002:-

1) Select ***Tools → Letters and Mailings → Show Mail Merge Toolbar***.

2) Go to ***Tools → Letters and Mailings → Mail Merge Wizard***.

3) In the Mail Merge Wizard, tick the option button "**Letters**" as the document type. Then click "**Next**" (at the bottom right of screen) to continue.

4) Tick option button "**Use the current document**", then click "**Next**".

5) Click on "**Browse…**".

6) In the **Select Data Source** screen, click on "**New Source…**" button (next to the "**File Name**").

7) In the **Data Connection Wizard** screen, select "**Other/Advanced**", then click on "**Next**" button.

8) Select "**Microsoft OLE DB Provider for Visual Foxpro**" in the **Data Link Properties** screen under ***Provider*** index page. Then click "**Next**" button.

9) In ***Connection*** index page, click on the "**…**" button in point no. 1. "*Select or enter a database name:*".

10) In **Configure Connection** screen, choose "**Free Table Directory**". Then, click on "**Browse**" button next to the "**Path**" column. Double-click on "*c:|temp|*" folder in the **Select Directory Containing Free Tables** screen. Then, click "**OK**" to return to the **Configure Connection** screen. Then, click "**OK**".

11) In the ***Connection*** index page, click the "**Test Connection**" button. The message of "*Test connection succeeded*" should be displayed. Then, click "**OK**".

12) In the **Data Connection Wizard – Choose Data** screen, click on the table name -> prtdoc5.doc. Then, click "**Finish**".

13) In the **Mail Merge Recipients** screen, click "**OK**" button.

14) Now, the mail merge toolbar is activated. You can close the mail merge wizard.

15) Go to "**File**" menu, click "**Save**".

16) At the mail merge toolbar, click on "***View Merged Data***" icon to view the actual data (employee no., name, address, etc.) in the letter.

17) Click "***Next Record***" icon at the mail merge toolbar to view next record.

18) You can print the letter from Microsoft Word, choose "**Print**" in "**File**" menu.

19) Do not overwrite the letter with actual data in the original file name.

20) Repeat all steps above for the other letters.

<u>*Microsoft Word 2000:-*</u>

1) Select ***Tool → Mail Merge***.

2) In **Mail Merge Helper** screen, under "**1. Main Document**", click "**Create**", then choose "**Active window**".

3) In **Mail Merge Helper** screen, under "**2. Data Source**", click "**Get Data**", then "**open data source**".

4) Change ***Files of Type*** to "**All Files**". Select "*c:|temp*" folder, then choose "prtdoc5.doc", click "**Open**" button.

5) In **Confirm Data Source** screen, choose "**Foxpro Files – Word via ODBC (*.dbf)**". Then, click "**OK**".

6) In **Mail Merge Helper** screen, click "**Cancel**".

7) In **File** menu, click "**Save**".

8) Mail merge toolbar should automatically be activated, if not, go to ***Tool → Toolbars → Mail Merge***.

9) At the mail merge toolbar, click on "***View Merged Data***" icon to view the actual data (employee no., name, address, etc.) in the letter.

10) Click "***Next Record***" icon at the mail merge toolbar to view next record.

11) You can print the letter from Microsoft Word, choose "**Print**" in "**File**" menu.

12) Do not overwrite the letter with actual data in the original file name.

13) Repeat all steps above for the other letters.

Doc. No.	Doc. Name	Default Document File Name	Temporary Table (in c:\temp)
1	Company Policy	POLICY.DOC	-
2	Appointment Letter	APPOINTMENT.DOC	prtdoc2.dbf
3	Confirmation Letter	CONFIRMATION.DOC	prtdoc3.dbf
4	Promotion Letter	PROMOTION.DOC	prtdoc4.dbf
5	Salary Increment Letter	SALARYINCREMENT.DOC	prtdoc5.dbf
6	Retrenchment Notice	RETRENCHMENT.DOC	prtdoc6.dbf
7	Retirement Letter	RETIREMENT.DOC	prtdoc7.dbf
8	Warning Letter	WARNING.DOC	prtdoc8.dbf
9	Termination Letter	TERMINATION.DOC	prtdoc9.dbf

When user attempts to merge the document, the system will transfer and save the necessary HRMS data files into a temporary file on the hard disk. The temp file will then acts as the intermediate to correspond for the data mail merge process.

> Note:
> All the default documents are stored in the folder "**...\UBSHRMS\Letters**". Please be reminded that this "**Letters**" folder will be removed when user uninstall UBSHRMS. And, these documents do not included automatically in the system data files backup process.

Data Merged in Microsoft Word

There are a total of 44 common data being utilized in the data merge process, including company name, company address, company tel, company fax, company ROC, letter date, employee no., name, initial, badge no., address1, address2, postcode, town, state, country, phone, phone2, email, date of birth, new ic no., old ic no., EPF no., SOCSO no., income tax no., Tabung Haji no., ASN no., work permit no., work permit valid date from, work permit expire date, passport no., passport expire date, branch, job status, job title, job function, special job function, department, line no., category, date join, date confirm, date promote and date terminate.

Other than these general details, each type of letter will has its own specific data included in the merge process.

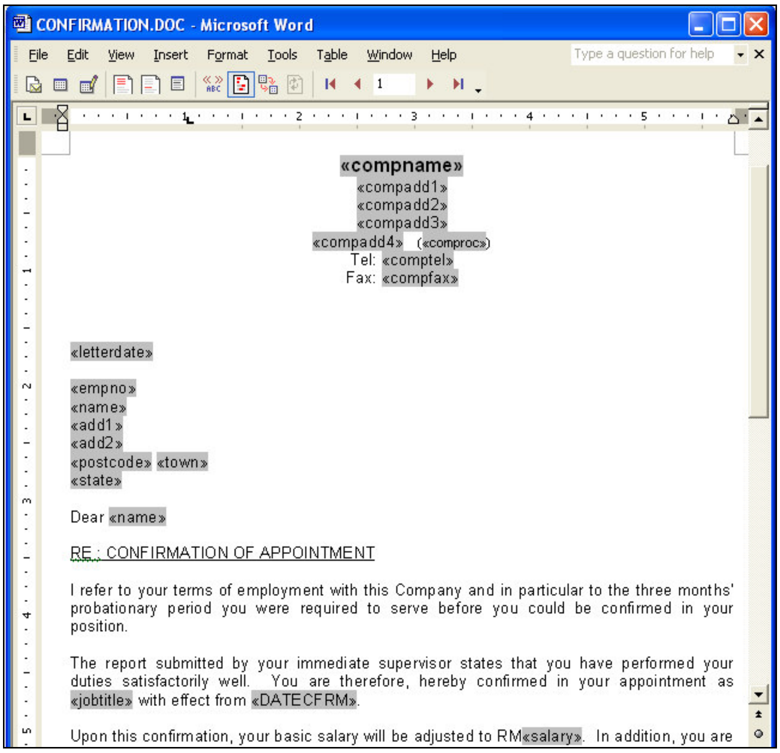
Document Name	Additional Data	Remark
Company Policy	-	No merge data
Appointment Letter	confirmation month, salary	System will extract salary amount with the effective date same as date join.
Confirmation Letter	salary	System will extract salary amount with the effective date same as date confirm. If not exist, system will use the previous salary amount effective earlier than the date confirm. For instance, employee has obtained confirmation without new salary adjustment.
Promotion Letter	salary	System will extract salary amount with the effective date same as date promote. If not exist, system will use the previous salary amount effective earlier than the date promote. Such as in the case an employee being granted promotion but without new salary adjustment.
Salary Increment Letter	old salary, new salary, increment amount, increment effective date	Increment effective date is the latest date in salary history.
Retrenchment Notice	terminate remark	Only print selected termination reason with "*Retrenchment*" (in ***HR Department → Employee → Personnel File - -> Job***).
Retirement Letter	terminate remark, service year, service month, service day	Only print selected termination reason with "*Retirement*" (in ***HR Department → Employee → Personnel File - -> Job***).
Warning Letter	-	Only merging common data listed above.
Termination Letter	terminate status, remark	Print all with valid termination reason.

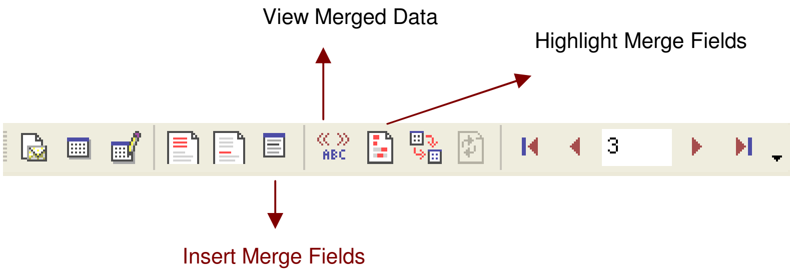
How to modify standard document

If user would like to customize their own defined letter format out from the existing standard document, using the existing data fields provided, follow the steps:-

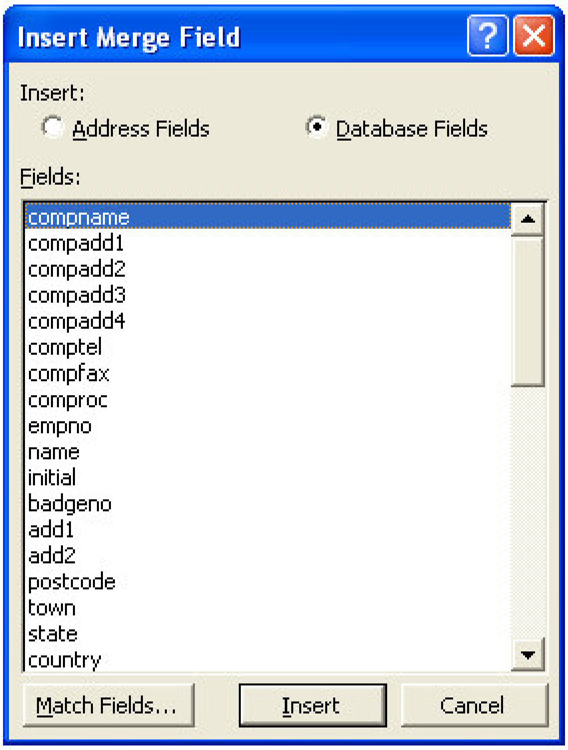
1. Select and open a standard document from ***HR Department → Standard Documents***.

2. In Microsoft Word 2002, enable toolbar in ***Tools → Letters and Mailings → Show Mail Merge Toolbar***





3. In the Mail Merge Toolbar, select and click on "***Insert Merge Fields***" icon. The following menu will be prompted.



4. Determine and point to the data field to be inserted into the document and click "***Insert***" button.

5. Save the file accordingly.

Saving amended standard document

If user has modified the content of the original document template, it is advisable to create a new folder (eg. Company Letter) inside **"…\UBSHRMS\Data**" folder and save the amended document (eg. Confirmation2) into this new folder. As such the original standard documents remain unchanged and the newly created folder will always be included in the system backup. Do not overwrite the system's default documents.

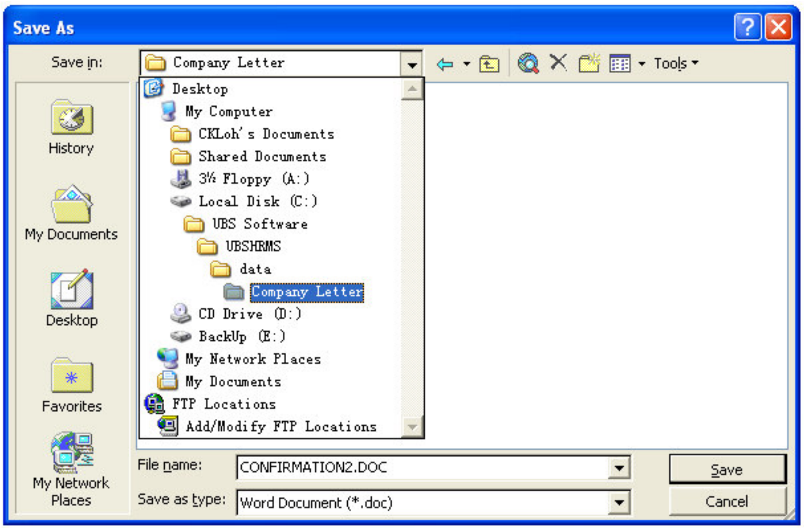
However, user must remember to reset the link path to the appropriate new directory so that the system will link to the user-defined letter in future access.

Summary:-

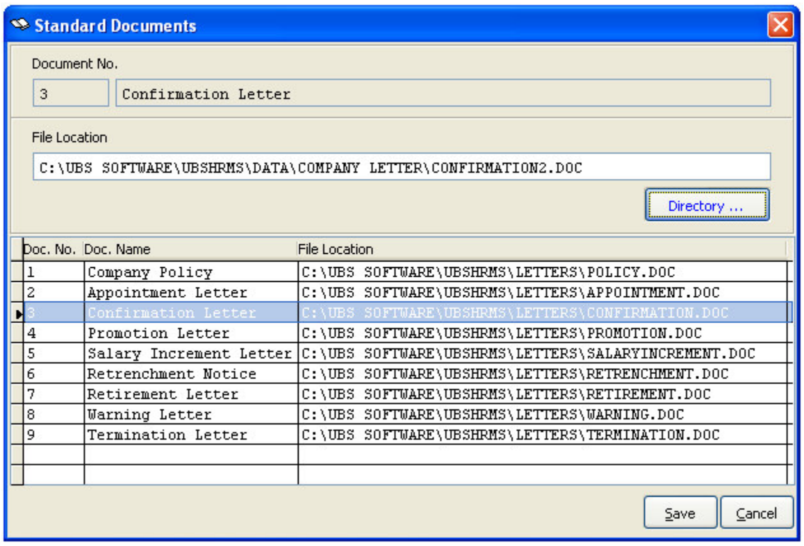
1. Select the particular document and click "**Open**" button to retrieve the standard document.

2. After successful mail merge in Microsoft Word, make the necessary changes to the letter content.

3. After complete, in Microsoft Word, select ***File → Save As*** option, store the amended document with a new **File name** and **Save in** a new folder created inside **"…\UBSHRMS\Data**".



Note:
The above example illustrates how user attempt to save a newly amended letter named "*Confirmation2*" into a new folder labeled "*Company Letter*", created inside **UBSHRMS\data** folder.



4. Lastly, in the **Standard Documents** module, select "**Edit**" and then "**Directory**" button to reset the new path of the amended document link to the new folder inside "**...\UBSHRMS\Data**" folder. Click "**Save**" to confirm the new path link.

Human Resource Management User Manual

(Application / Approval)

CONTENTS

Chapter 2 Application/Approval

2.1 Leave
2.2 Claim
2.3 Resource
2.4 Performance Appraisal

Chapter 2 APPLICATION/APPROVAL

Overview:

This module consists of four major functions, which are leave, claim, resource and performance appraisal. It facilitates users to apply leave, submit claim, request resources and process performance appraisal. And, it is also the menu whereby the authorizer will approve submission including leave, claim, requisition and appraisal.

2.1 Leave

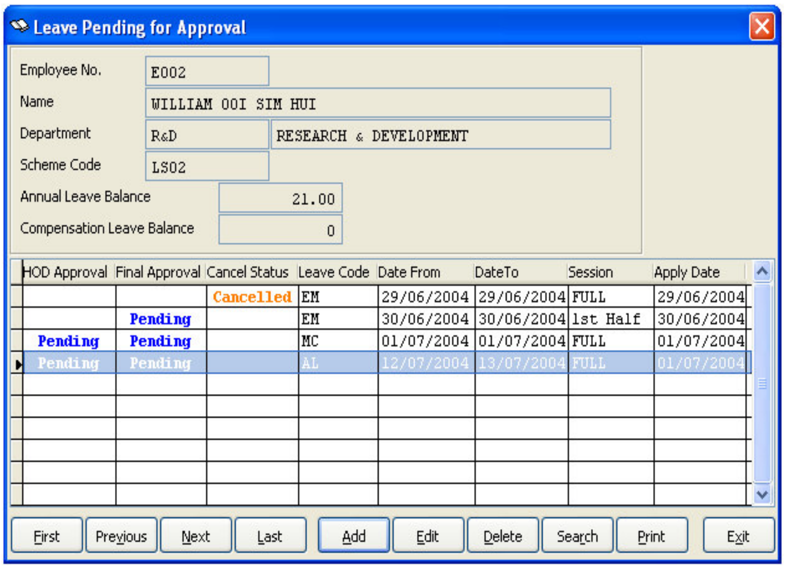
This menu options enable users to apply, approve and view leave applications.

As we mentioned earlier, there are 14 types of leave setup as default by the system (in ***HR Department → Miscellaneous Files → Leave Type***).

Prior to this, users must setup multiple leave schemes at ***HR Department → Miscellaneous Files → Leave Scheme***. Then, assign the relevant leave scheme to individual employee at ***HR Department → Employee → Personnel File - -> Benefit***.

2.1.1 Leave Application/Approval

Menu Location: ***Application/Approval → Leave → Leave Application/Approval***
Description: This option enables users to apply, approve, modify, cancel or delete leave application as well as print out the leave application form. User's functions are depending on the access rights assigned to individual user at User Manager.



The main screen will display the ***Employee No.***, ***Name***, ***Department*** and ***Leave Scheme Code***.

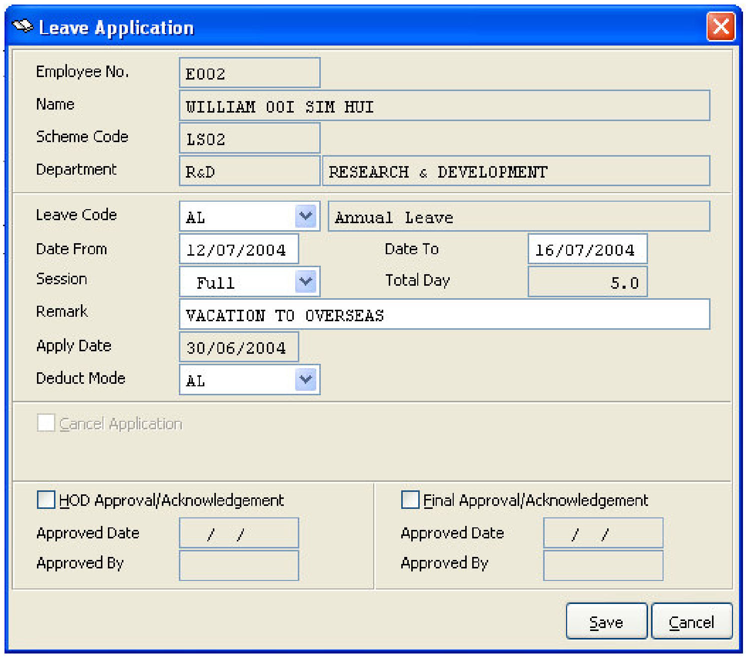
Annual Leave Balance indicates the outstanding annual leave as at current date. Whereas, ***Compensation Leave Balance*** indicates number of days accumulated and classified as compensational leave, if any.

The table will list details of the leave applications cancelled or pending approval. There are two levels of authorization, indicated by head of department or final approval. Leave applications once completely approved will not be shown in this menu.

An employee can only view his/her own leave applications pending for approval. A head of department can view his/her own leave application and also his/her subordinates' submission. The system administrator can view all.

To apply leave

1. At the respective employee's record, click "**Add**" button.



2. In the **Leave Application** sub-menu, enter the following relevant information:-

Leave Code : Select the appropriate type of leave to apply.

Date From : Enter the starting date for leave to be taken.

Date To : Change the leave ending date if it is more than one day or not same as the leave's starting date.

If the employee is applying continuous leave days, do not include non-working days or public holiday.

Session : Specify the leave session, whether it is full day leave or half day (1^{st} half of morning period or 2^{nd} half of afternoon period).

Total Day : System showing total number of days for leave application based on the leave starting and ending date.

Remark : Reason or purpose of the leave (maximum 50 characters).

Apply Date : Leave application's date as at current system date.

Deduct Mode : Specify from which leave type to be deducted; if selection is available.

Leave Code	***Deduct Mode***
Absent (AB)	Absent (AB) Annual Leave (AL)
Annual Leave (AL)	Annual Leave (AL) Compensation Leave (CP)

Examination Leave (EX)	Annual Leave (AL) Examination Leave (EX)
Shut Down (SD)	Annual Leave (AL) Shut Down (SD)

For instance, if an employee is applying an annual leave, he/she may choose to off-set from *Annual Leave* or *Compensation Leave* entitlement.

If a company has the *Examination Leave* benefits, then the employee has the option to apply such leave and utilize it either on examination or annual leave balance.

If deduct mode selection is not available, leave code applied will deduct from the respective leave code itself. For example, employee who applies *Sick Leave* will deduct from the entitled sick leave balance.

Note:

1. All types of leaves can only be applied if user has maintained the appropriate number of leave day's entitlement in ***HR Department → Miscellaneous Files → Leave Scheme - -> Add/View Detail***.
   And, the employees must also fulfill the relevant requirements for related ***Apply Status*** and ***Prorata for Newly Join Employee*** conditions.

2. **Advance Leave** cannot be applied if annual or compensation leave is still available. Please refer to Note 2 for other examples.

3. **Compensation Leave** can be carried forward to the following year as annual leave when performing year end process, provided that the total number of days (including annual leave balance) is not exceeding maximum annual leave allowed to be carried forward (as per setup in ***HR Department → Miscellaneous Files → Leave Scheme***).

4. **Maternity Leave** only applicable for female employees, whereas, **Paternity Leave** only applicable for male employees.

5. **Non Pay Leave** will be posted to "***No Pay NPL***" in *UBS Payroll System* for salary calculation after processes of export from HRMS and import to Payroll.

3. Click "**Save**" button to submit the leave application.

Note 2: Advance Leave (AD)

1. For non-confirmed employees, they cannot apply annual leave (AL). An error message "**This type of leave can only be applied after the company confirm the employee!**" will be prompted.

   If a company allows non-confirmed employees to apply for advance leave, the particular leave (AD) will automatically deduct from annual leave (AL) entitlement during year-end.

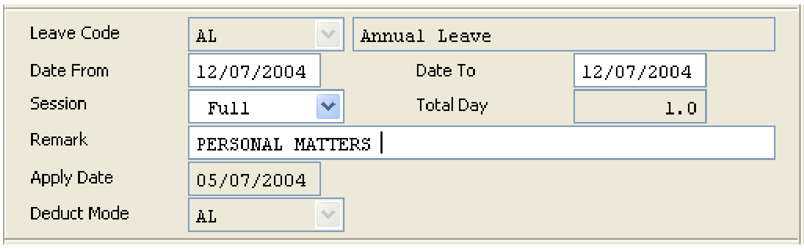
   When the particular employee obtains confirmation, user must enter the relevant ***Date Confirm*** in ***HR Department → Employee → Personnel File - -> Job***. Therefore, the employee can now apply annual leave.

   Notice that the annual leave balance will only be deducted (for advance leave applied) after year-end processing.
   For instance, a non-confirmed employee has applied one advance leave. Assuming after confirmation, the respective employee is entitled for 5 days of annual leave. This employee will be restricted to apply for another 4 days leave only, taking consideration of 1 advance leave applied earlier.

2. When the employee's current year annual leave entitlement had been fully utilized, the employee must apply advance leave (AD) so that to deduct next year annual leave entitlement.
   Leave applied (AD) will automatically deducting annual leave (AL) for next year during year-end processing.

To modify leave application

1. At the particular employee's record, locate and select the relevant leave application to be modified. Click "**Edit**" button.

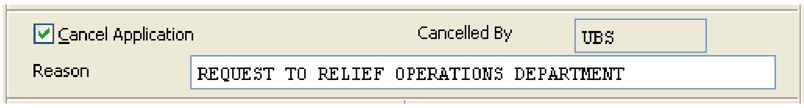


2. Users are only allowed to change the ***Date From***, ***Date To***, ***Session*** and/or ***Remark*** field.

3. Click "**Save**" button to update the modification.

To cancel leave application

1. Select the particular leave application, click "**Edit**" button.



2. Tick the checkbox ***Cancel Application***. The system will indicate the application is ***Cancelled By*** which login user.

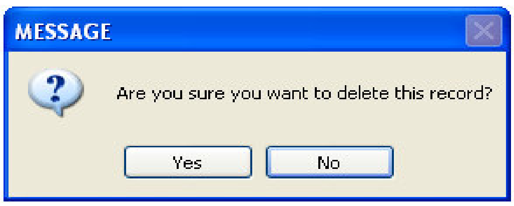
3. Enter valid ***Reason*** for rejecting the leave application. The length of field is 50 characters.

4. Click "**Save**" button to update the information.

To delete leave application

1. At the respective employee's record, select the particular unwanted leave application to be deleted.

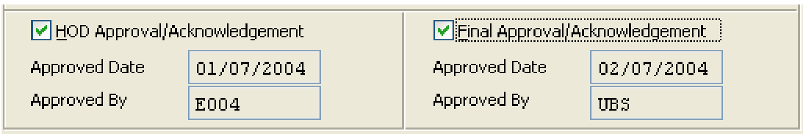
2. Click "**Delete**" button.



3. Click "**Yes**" to confirm deletion of this leave application. Otherwise, click "**No**" to disapprove deletion.

To approve leave application

1. Click at **Shortcut To Approve Leave** link at the front page or go to ***Application/Approval → Leave → Leave Application/Approval***, select the particular leave application and click "**Edit**" button.



2. Tick the respective checkbox (***HOD*** and/or ***Final Approval/Acknowledgement***) to approve the leave application. The system will display ***Approved Date*** and ***Approved By***, according to current system date and login user.

3. Click "**Save**" button to acknowledge the leave application.

Note:

1. For leave applied but not yet approved, staffs can modify the details, cancel or delete the leave application.

   However, if a staff cancels his/her leave application, the reversal of cancellation can only be performed by the staff himself/herself or by the system administrator.

   On the other hand, if a superior cancels a staff's leave application, the reversal of cancellation can only be performed by the superior or the system administrator, but not by the staff.

2. Leave once cancelled does not allow further approval.

3. For leave applied and HOD approval obtained, staffs will be restricted to modify the application, but still able to cancel it. However, delete action will be totally prohibited.

4. For leave applied, HOD and Final approval obtained, staffs will be prohibited to modify, cancel or delete the application. They can only view the approved leave application in ***Application/Approval → Leave → Leave Approved***.

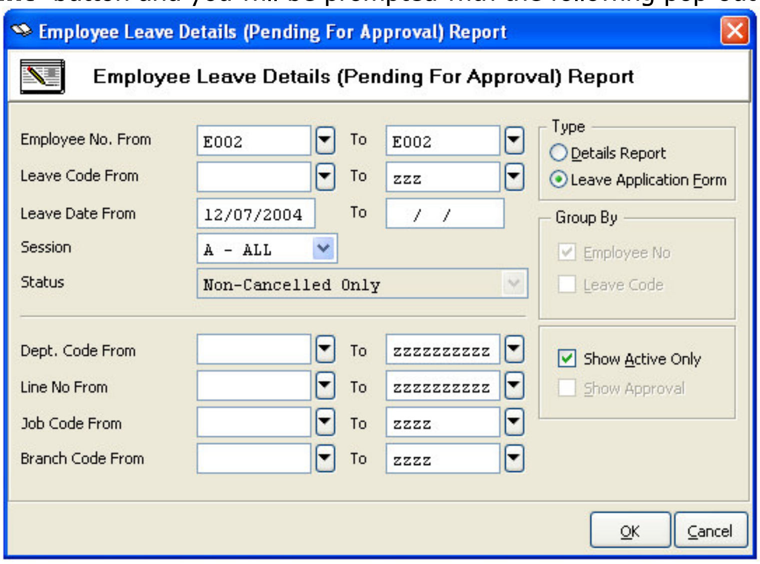
   It is advisable to restrict full authorities to modify, cancel or delete a complete approved leave application only to the system administrator.

5. Do not delete leave approved. It is advisable to cancel the leave application so that to keep the leave record in history.

To print leave application form

By default, staffs and HOD are not allowed to access the print function in this module. HR Officer, HR Manager and System Administrator have the access right to print out the leave application forms.

1. Select "**Print**" button and you will be prompted with the following pop-out menu.

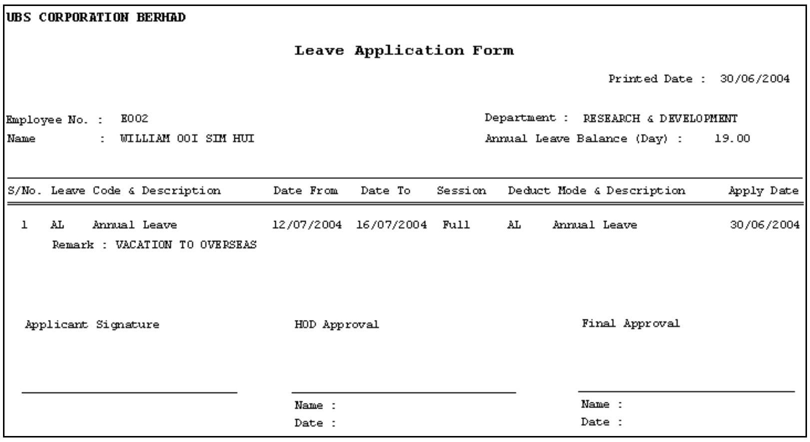


2. Specify the ***Employee No*** if user wants to print the leave application form for a particular employee.

3. Specify the ***Leave Date*** taken.

4. Tick the option box ***Leave Application Form***.

5. Click "**OK**" button to preview or print out the leave application form.


UBS CORPORATION BERHAD

Leave Application Form

Printed Date : 30/06/2004

Employee No. : E002 Department : RESEARCH & DEVELOPMENT
Name : WILLIAM OOI SIM HUI Annual Leave Balance (Day) : 19.00

S/No.	Leave Code & Description	Date From	Date To	Session	Deduct Mode & Description	Apply Date
1	AL Annual Leave	12/07/2004	16/07/2004	Full	AL Annual Leave	30/06/2004
	Remark : VACATION TO OVERSEAS					

Applicant Signature HOD Approval Final Approval

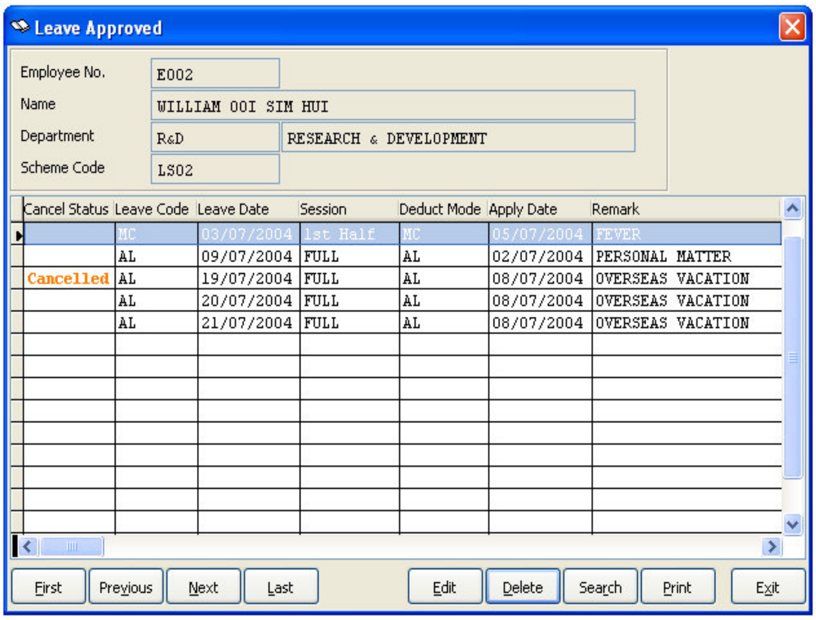
Name : Name :
Date : Date :

This is the actual unapproved leave application form printed for the particular employee. It stated type of leave applied, date of the leave, leave session and deduct mode.

Annual Leave Balance (Day) indicates the current outstanding balance of the annual leave excluding this unapproved application.

2.1.2 Leave Approved

Menu Location: ***Application/Approval → Leave → Leave Application/Approval***
Description: This option enables staffs to view the approved leave applications. And, it also allows the superiors or system administrator to modify, cancel or delete the approved leave applications, if necessary.

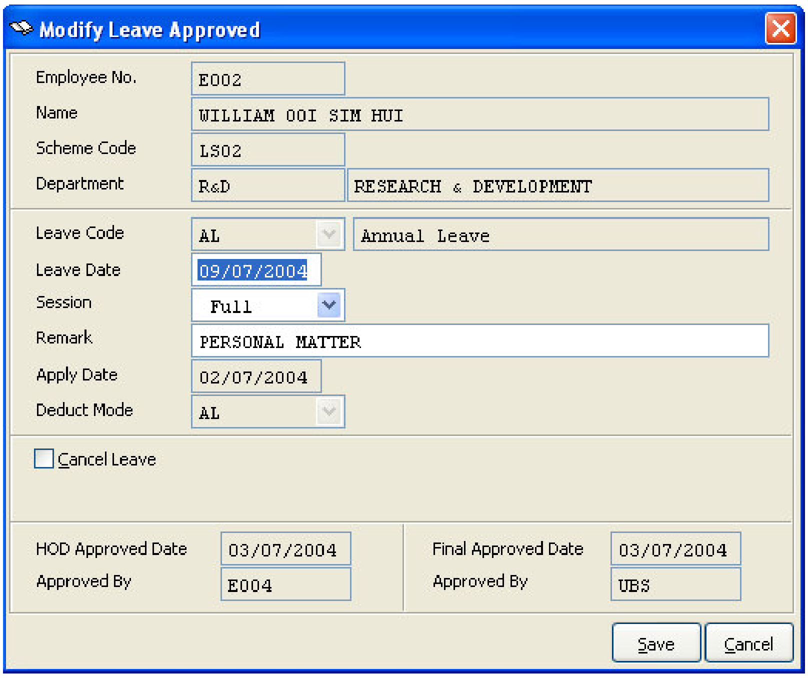


The table will list each leave day in details even though the leave application was applied only one time on the same date but consist of several continuous leave days. For instance, in the sample shown above, the employee has applied 3 days leave on the same apply date.

Scrolling to the right of the table will reveal more information for each application including approval dates, authorizers, cancellation date and reason.

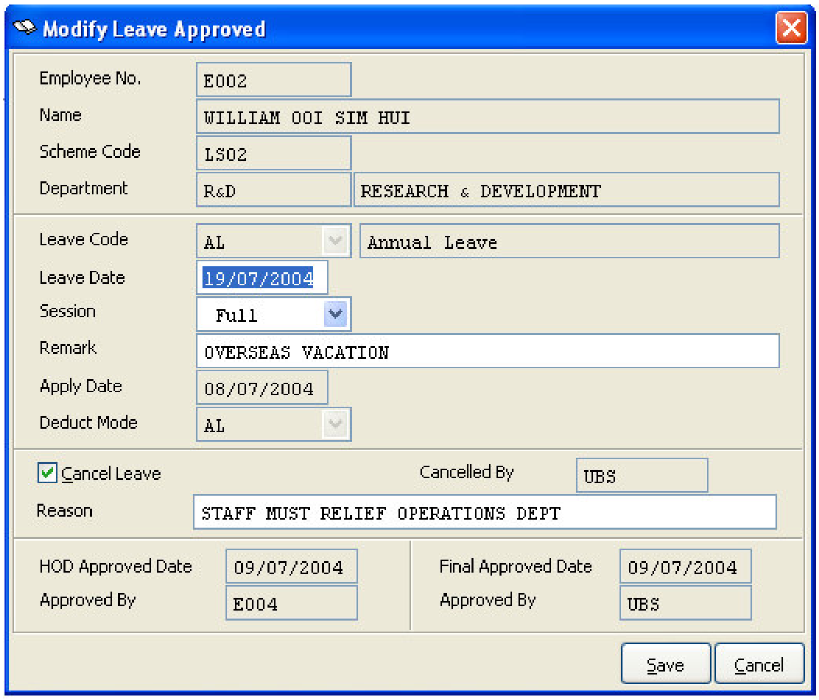
To modify approved leave application

1. Search and locate the employee. Select the leave record to be amended from the list shown in the table.
2. Click "**Edit**" button.
3. Users are only allowed to change the ***Leave Date***, ***Session*** and ***Remark***.
4. Click "**Save**" button to update the amendment.



To cancel approved leave application

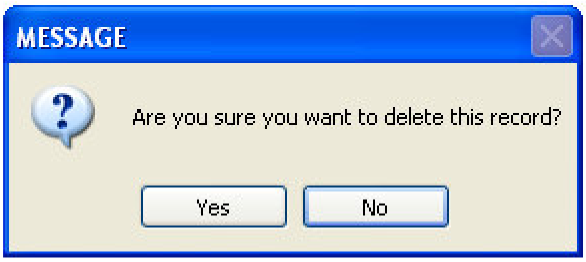
1. Search and locate the employee. Select the leave record to be cancelled from the list shown in the table.
2. Click "**Edit**" button.
3. Tick the checkbox ***Cancel Leave***. The system will display current login user in the field ***Cancelled By***.
4. Enter ***Reason*** for the leave cancellation.
5. Click "**Save**" button to update the cancellation.



To delete approved leave application

1. Search and locate the employee. Select the leave record to be deleted from the list shown in the table.

2. Click "**Delete**" button.

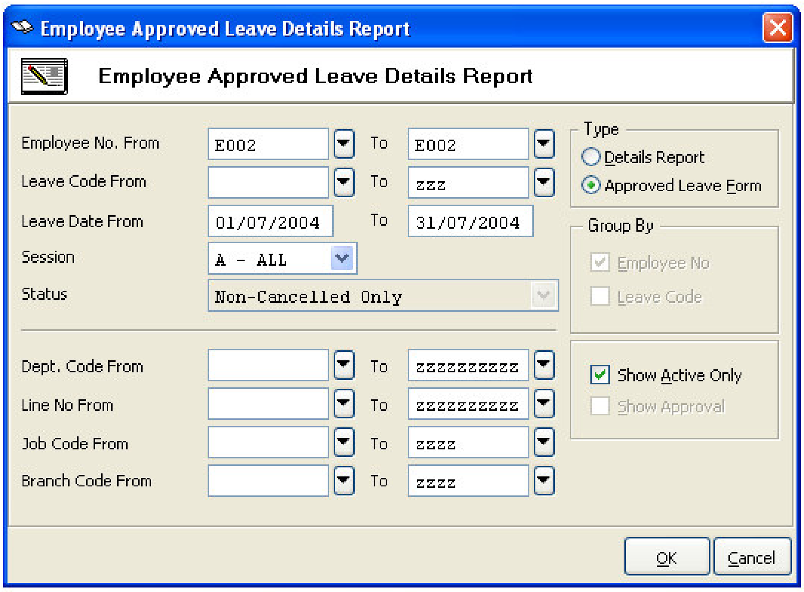


3. If confirmed want to remove the unwanted leave record, click "**Yes**" button. Otherwise, click "**No**" button to disapprove the deletion.

To print approved leave form

By default, staffs and HOD are not allowed to access the print function in this module. HR Officer, HR Manager and System Administrator have the access right to print out the leave application forms.

1. Select "**Print**" button and you will be prompted with the following pop-out menu.

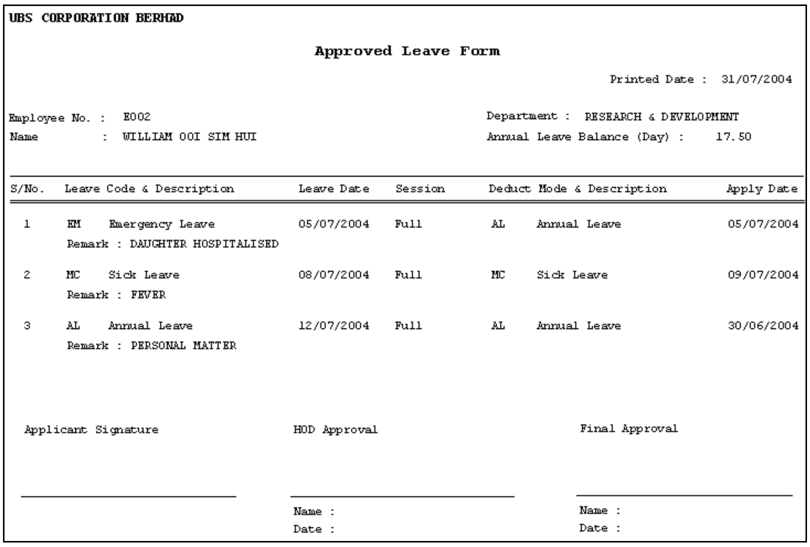


2. Specify the ***Employee No*** if user wants to print the approved leave application for a particular employee.

3. Specify the ***Leave Date*** taken.

4. Tick the option box ***Leave Application Form***.

5. Click "**OK**" button to preview or print out the approved application form.



UBS CORPORATION BERHAD

Approved Leave Form

Printed Date : 31/07/2004

Employee No. : E002
Name : WILLIAM OOI SIM HUI

Department : RESEARCH & DEVELOPMENT
Annual Leave Balance (Day) : 17.50

S/No.	Leave Code & Description		Leave Date	Session	Deduct Mode & Description		Apply Date
1	EM	Emergency Leave	05/07/2004	Full	AL	Annual Leave	05/07/2004
	Remark : DAUGHTER HOSPITALISED						
2	MC	Sick Leave	08/07/2004	Full	MC	Sick Leave	09/07/2004
	Remark : FEVER						
3	AL	Annual Leave	12/07/2004	Full	AL	Annual Leave	30/06/2004
	Remark : PERSONAL MATTER						

Applicant Signature

HOD Approval

Name :
Date :

Final Approval

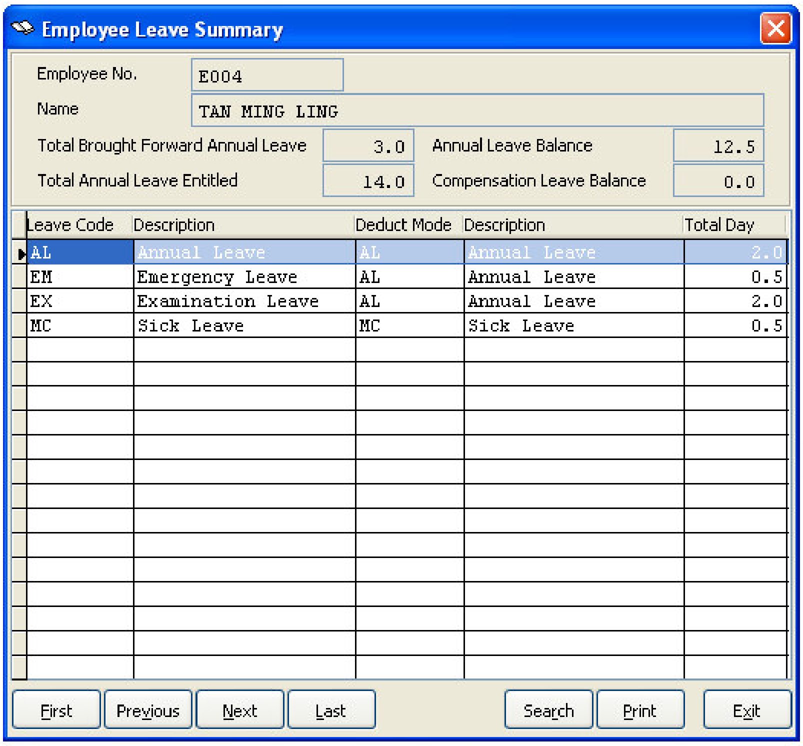
Name :
Date :

This is the approved leave application form printed for the particular employee. It stated type of leave applied, date of the leave, leave session and deduct mode. It can summaries all leave application approved for any specified period of time.

Annual Leave Balance (Day) indicates the latest outstanding balance of the annual leave for the respective employee.

2.1.3 Leave Summary

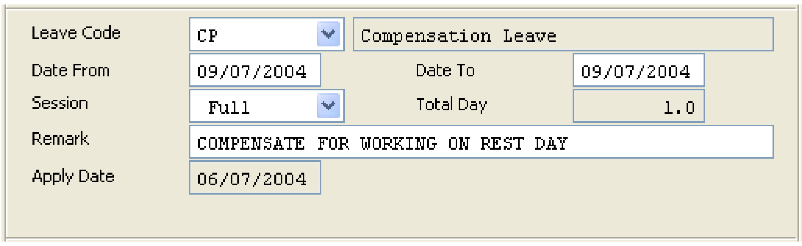
Menu Location: ***Application/Approval → Leave → Leave Summary***
Description: This option enables user to check the overall summary of the approved leave application as at current date.



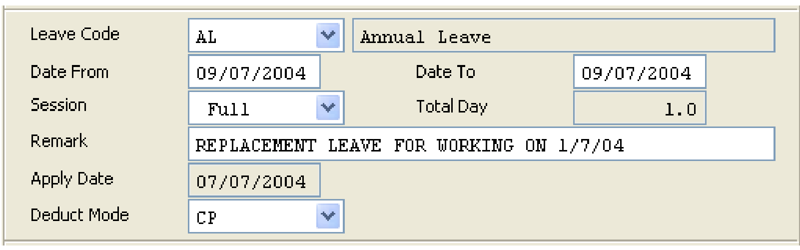
Total Brought Forward Annual Leave indicates the number of leave days carried forward from previous calendar year, if any. Whereas, ***Total Annual Leave Entitled*** refers to the number of leave days entitled for the current year.

Annual Leave Balance shows the actual balance of leave days after deduction of leave taken and approved, as at current date.

Compensation Leave Balance displays the available outstanding balance of compensation leave, if any.
Go to ***Application/Approval → Leave → Leave Application/Approval - ->*** **Add** to grant the particular staff a compensation leave.



So that the staff may apply an *Annual Leave* deducting from *Compensation Leave* entitlement.



In **Employee Leave Summary** menu, the table will show a consolidated summary for each leave type applied and deducted from respective leave code, with accumulated total number of days. For example, how many days of *Annual Leave*, *Emergency Leave* or *Examination Leave* applied and deducted from *Annual Leave*.

2.2 Claim

This menu option enables users to submit, modify and approve various types of claims.

Prior to the operations of processing claims, users must setup the following:-

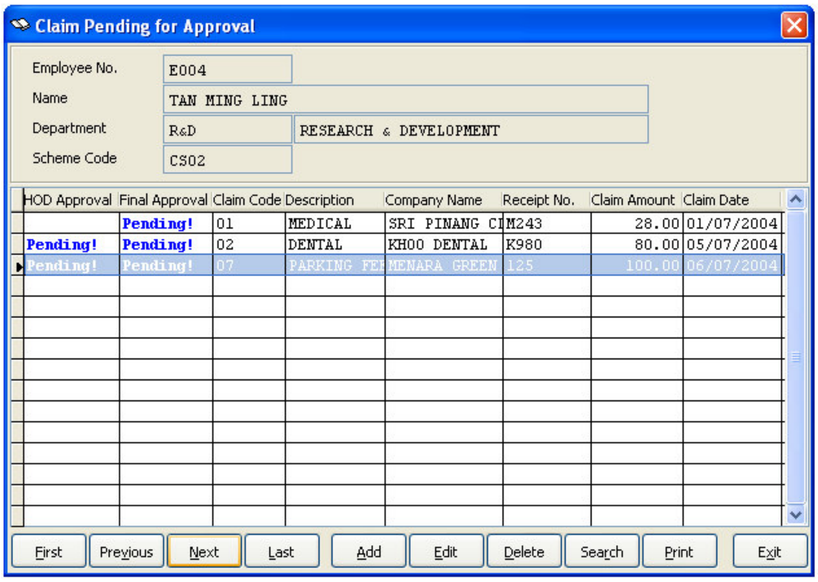
i) create a claim code and assign the link number to be posted to UBS Payroll system (***HR Department → Miscellaneous Files → Claim Code***)

ii) setup the claim scheme by specifying the claim details including maximum amount per receipt and per year (***HR Department → Miscellaneous Files → Claim Scheme***)

iii) assign the relevant claim scheme code to each individual employee (***HR Department → Employee → Personnel Files - -> Benefit***)

2.2.1 Claim Submission

Menu Location: ***Application/Approval → Claim → Claim Submission***
Description: This option enables users to submit, modify, approve or delete the allowance claims.



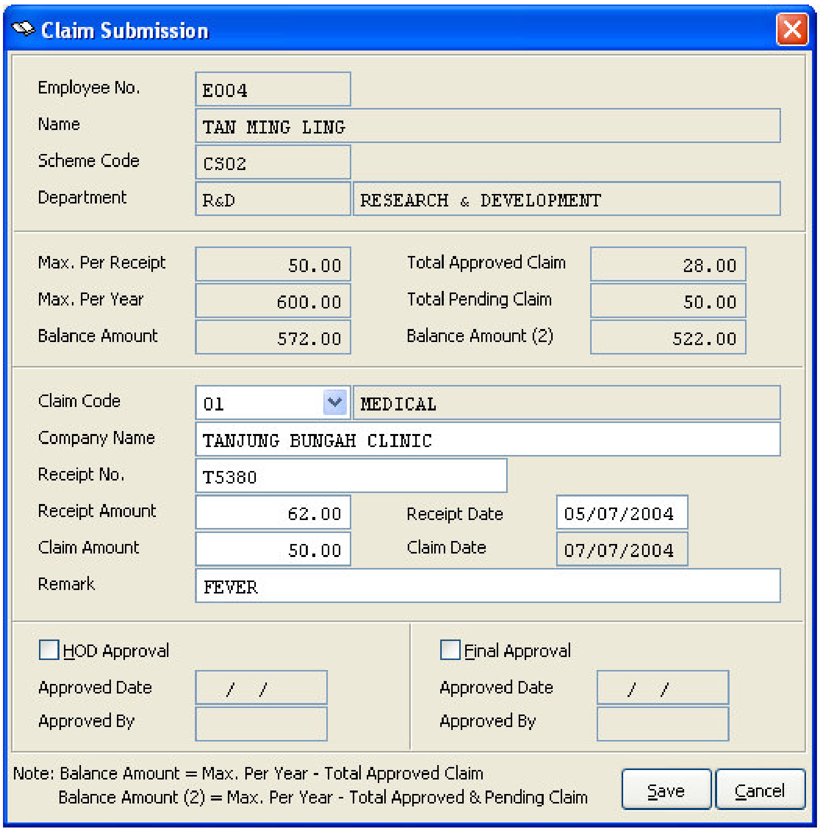
Header of the main screen will display the ***Employee No.***, ***Name***, ***Department*** and ***Claim Scheme Code***.

An employee can only view his/her own claim submissions pending for approval. A head of department can view his/her own claim submissions and also his/her subordinates' submission. The system administrator can view all.

The table will list out details of the claims that were pending approval. There are two levels of authorization, indicated by head of department or final approval. Claims once completely approved will not be shown in this menu.

To submit allowance claim

1. In the respective employee's record, click "**Add**" button.



2. In the **Claim Submission** sub-menu, enter the relevant information:-

Claim Code : Select the related allowance claim code from the list.

New claim codes can be created in ***HR Department → Miscellaneous Files → Claim Code***.

However, the claim codes shown in the list are according to the setup in ***HR Department → Employee → Personnel File - -> Benefit*** for each individual employee.

Company Name : Enter name of the company which issued the receipt.

Receipt No. : Reference number of the receipt.

Receipt Amount : Amount of the receipt.

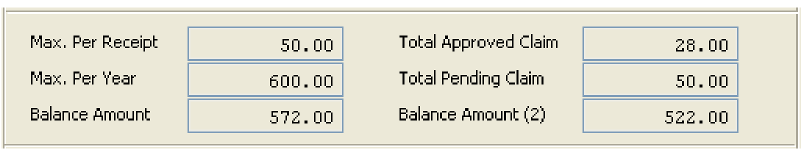
Receipt Date : Issuing date of the receipt.

Claim Amount : Amount to be claimed.

Claim Date : Default current system date.

Remark : Additional notes pertaining to the claim request (maximum 50 characters).

3. Click "**Save**" button to submit the claim request.



Details of amount only will be shown after user has selected the related ***Claim Code***.

With reference to the relevant *Claim Code*, ***Max. Per Receipt*** is the maximum amount claimable for each single receipt. ***Max. Per Year*** is the overall accumulative amount claimable for the whole calendar year. Both values are derived from maintenance setup in ***HR Department → Miscellaneous Files → Claim Scheme***.

Balance Amount = Max. Per Year – Total Approved Claim

Balance Amount indicates the existing remainder of claimable amount for the year, after deducting the approved claim(s), as at current date.

Total Approved Claim shows the overall accumulated approved claim amount as at current date.

Total Pending Claim shows the total outstanding claims pending for approval as at current date.

Balance Amount (2) = Balance Amount – Total Pending Claim

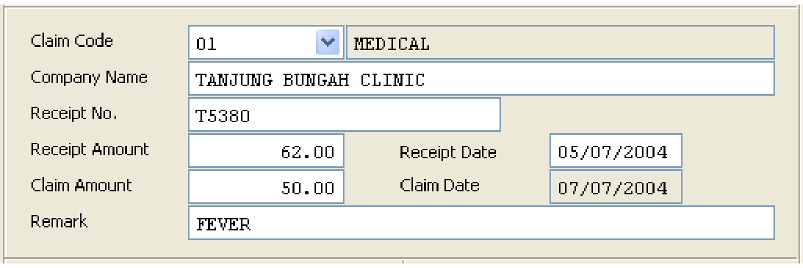
Balance Amount (2) indicates the estimated remainder of claimable amount, if and only all pending claims will be approved.

Note:

Claim Amount CANNOT MORE THAN ***Receipt Amount, Max. Per Receipt*** or ***Balance Amount (2)***.

To modify claim submission

1. At the respective employee's record, search and locate the claim to be modified. Click "**Edit**" button.



2. User can only modify the relevant fields as per shown.

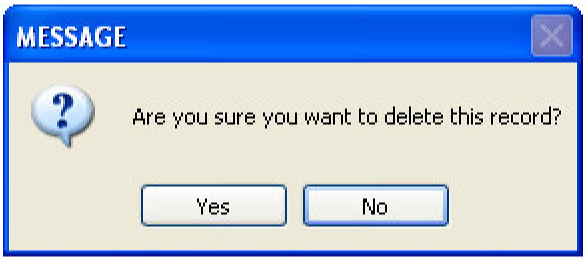
3. Click "**Save**" button to update the details.

Remark:
User is claiming 50-00 only even though the receipt amount is stated 62-00 because the maximum claimable amount per receipt is preset as 50-00. Claim amount cannot be more than maximum amount per receipt.

To delete claim submission

1. At the respective employee's record, select the unwanted claim request.

2. Click "**Delete**" button.

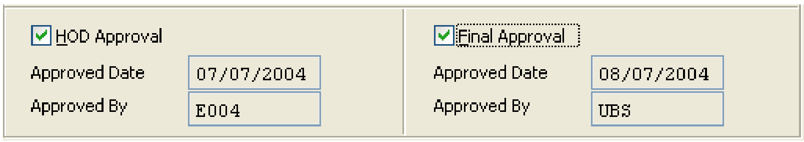


3. Select "**Yes**" button if confirmed to delete the particular claim item. Otherwise, select "**No**" button to disapprove deletion.

To approve claim submission

1. At the respective employee's record, locate and select the particular claim item to be approved. Click "**Edit**" button.

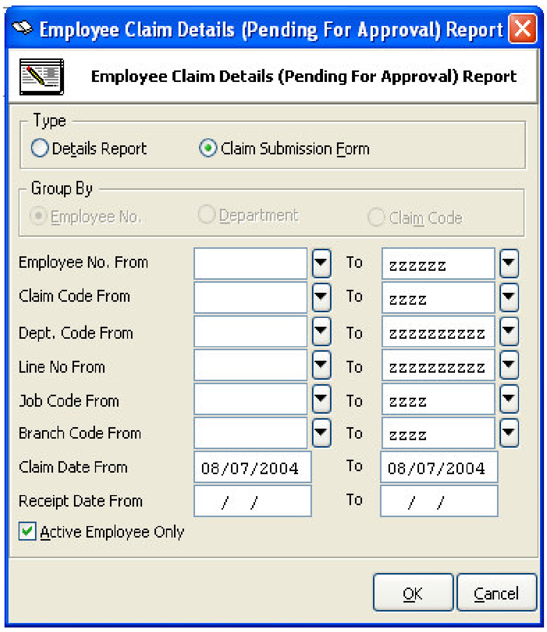
2. Tick the respective checkbox (***HOD Approval*** or ***Final Approval***) to approve the leave application. The system will display ***Approved Date*** and ***Approved By***, according to current system date and login user.



3. Click "**Save**" button to acknowledge the leave application.

To print claim submission form

1. Select "**Print**" button.



2. Select ***Type*** as "***Claim Submission Form***".

3. Specify the respective ***Employee No.*** and ***Claim Date*** if user wants to print any particular record.

4. Click "**OK**" button to continue to the print option, whether to preview or print the form.

UBS CORPORATION BERHAD

Claim Submission Form

Printed Date : 08/07/2004

Employee No. : E004 Department : RESEARCH & DEVELOPMENT
Name : TAN MING LING

S/No.	Claim Code & Description	Receipt No.	Amount Receipt	Amount Claim	Date Receipt	Date Claim
1	01 MEDICAL Company Name : SINGAPORE CLINIC Remark : FLU	713840	75.00	**50.00**	07/07/2004	08/07/2004
		Total :	75.00	**50.00**		

Applicant Signature HOD Approval Final Approval

Name : Name :
Date : Date :

This is the actual layout for the claim submission form with details of the claim.

Note:

1. Staffs can only modify or delete a claim submission if it is not approved yet. When one approval has been processed, staffs can only view the contents of claim submission but are not allowed to modify it any more.

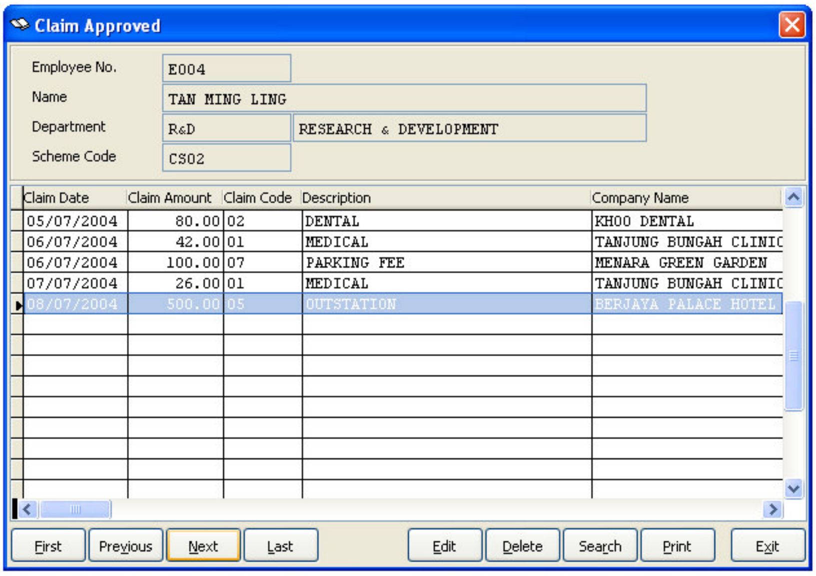
2. When one approval has already granted, staffs will be totally restricted to delete the particular claim submission.

3. If there is only one approval processed, a superior or system administrator can still modify or delete the related claim submission in this module.

4. When both approvals obtained, the superior or system administrator has to go to ***Application/Approval → Claim → Claim Approved*** menu to modify or delete the related claim submission. This will be discussed in the next chapter 2.2.2

2.2.2 Claim Approved

Menu Location: ***Application/Approval → Claim → Claim Approved***
Description: This option enables the staffs to view the approved allowance claims. And, it also allows the superiors or system administrator to edit or delete the approved claim, if necessary.

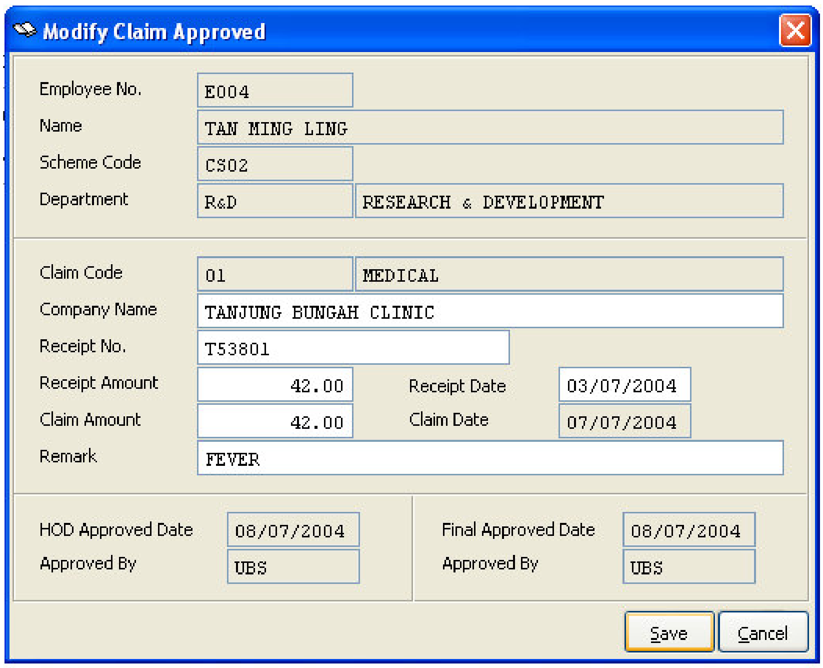


The table will list all approved claims in details including claim date, claim amount and claim code. Scrolling to the right of the table will reveal more information for every claim request such as receipt number, receipt date and receipt amount, as well as approval details.

To modify the approved claim

1. At the respective employee's record, select the related claim to be amended. Click "**Edit**" button.

2. User will be restricted to change the ***Claim Code***.



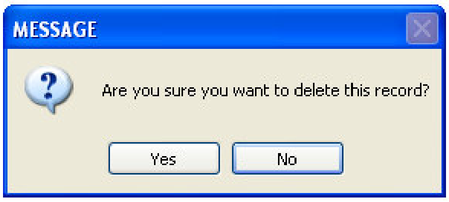
3. Modify the details of claim accordingly.

4. Click "**Save**" button to update the modification.

To delete the approved claim

1. At the respective employee's record, locate and select the incorrect approved claim item.

2. Click "**Delete**" button.



3. Select "**Yes**" button if confirmed to delete the unwanted claim. Otherwise, select "**No**" to disapprove the deletion.

2.3 Resource

Certain companies provide resource materials, tools or equipments to their eligible staffs in need of performing their daily duties or as a type of benefit. Some resources might need to be returned back to the company when the staffs left, transferred or resigned, e.g. vehicle, note book, hand phone, etc. Other resources can be owned by the employees until wear out or torn, e.g. uniform, shoe, etc.

Prior to the operations of this process, users have to setup the resource items available to be issued or given out to the employees. Go to ***HR Department → Miscellaneous Files → Resource Code***.

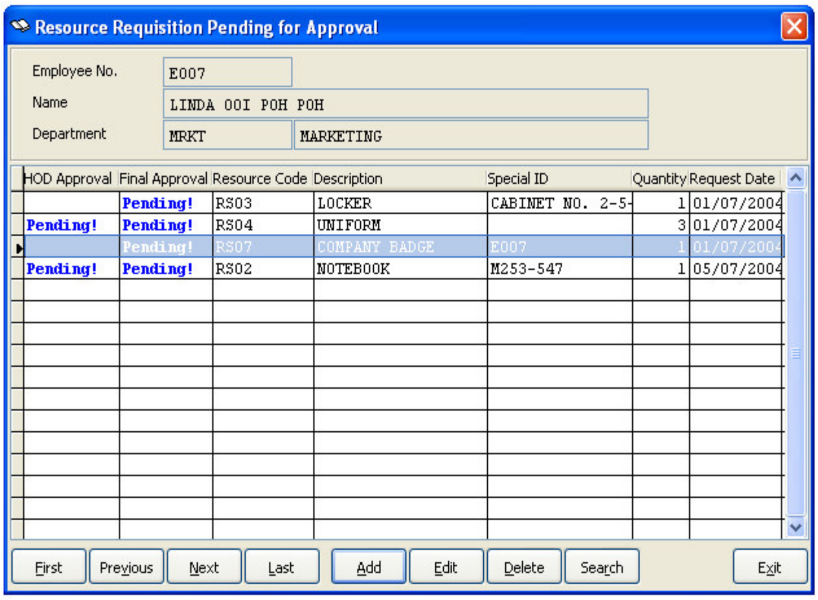
In order to request and approve resource requisition, go to ***Application/Approval → Resource → Resource Requisition/Approval***. Please refer to chapter 2.3.1 for further details.

And, when users want to record resource materials returned by the employees, go to ***Application/Approval → Resource → Resource Approved***. Please refer to chapter 2.3.2 for further details.

There is no print function in this module. Users can print the related report in ***Report → Resource → Employee Resources Report***.

2.3.1 Resource Requisition/Approval

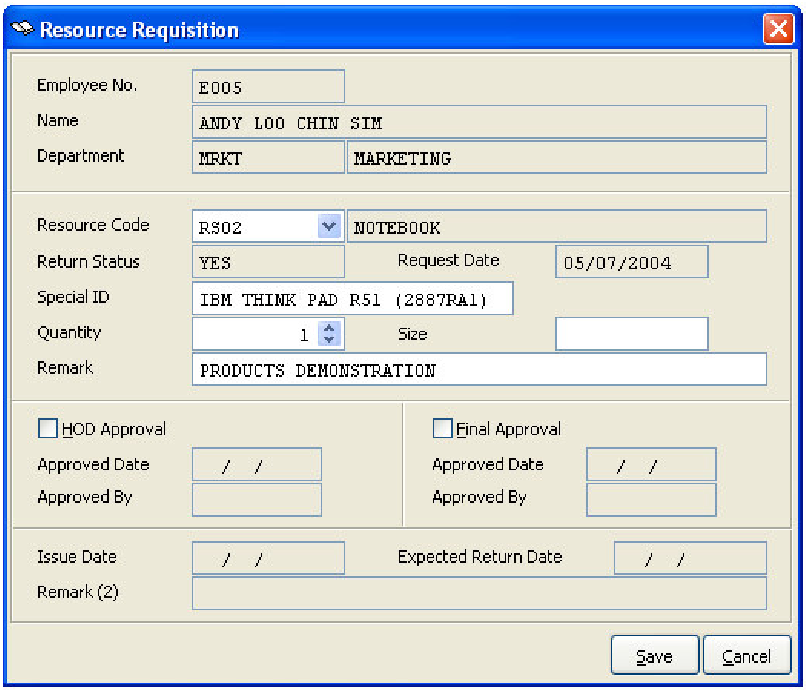
Menu Location: ***Application/Approval → Resource → Resource Requisition/Approval***
Description: This option enables users to submit requisition for relevant resource item. And, it also allows the authorizers to approve resource requisitions by the employees.



In this sub-menu, the footer is indicating the ***Employee No***, ***Name*** and ***Department***. The table will list out all pending approval resource requisitions. It summarizes the resource item, special id, quantity and request date.

<u>To request resource</u>

1. At the respective employee's record, click "**Add**" button.



2. Enter the relevant information:-

Resource Code : Select the necessary resource item from the list. New resource items must be created in ***HR Department → Miscellaneous Files → Resource Code***.

Return Status : Value (*Yes* or *No*) will be displayed based on the resource code selected by user. It is predetermined according to the setup for respective resource items in ***HR Department → Miscellaneous Files → Resource Code***.

Request Date : Current system date.

Special ID : Enter the identification code/ key of the product item, if applicable.

Quantity : Specify the number of item requested.

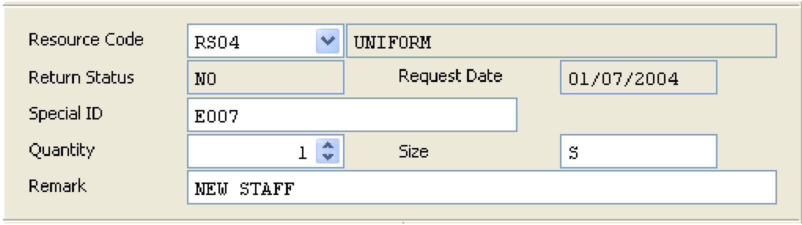
Size : Measurable resources item, e.g. X, L, M or S for uniform.

Remark : Any additional notes pertaining to the requisition e.g. purpose and reason. (Maximum 50 characters)

3. Click "**Save**" to submit the request.

<u>To modify resource requisition</u>

1. At the respective employee's record, select the requisition to be amended. Click "**Edit**" button.



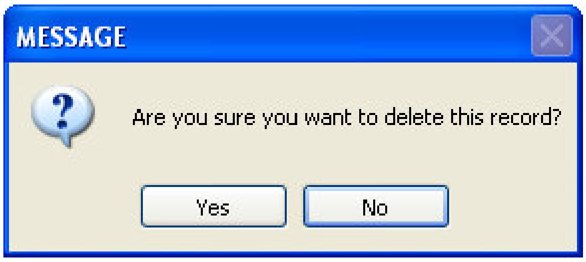
2. Make the necessary amendment in the relevant field(s).

3. Click "**Save**" button to update the changes.

<u>To delete resource requisition</u>

1. At the respective employee's record, select the unwanted requisition.

2. Click "**Delete**" button.



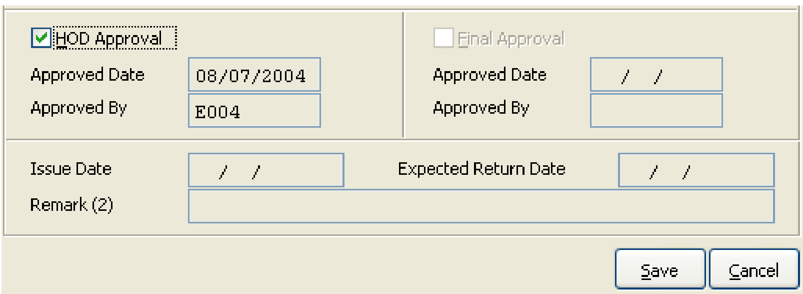
3. Select "**Yes**" button if confirmed to delete the request item. Otherwise, select "**No**" button to disapprove the deletion.

<u>To approve resource requisition</u>

There are two levels of approval/authorization.

(i) HOD Approval

1. At the respective employee's record, locate the particular resource requisition ready to be approved. Click "**Edit**" button.

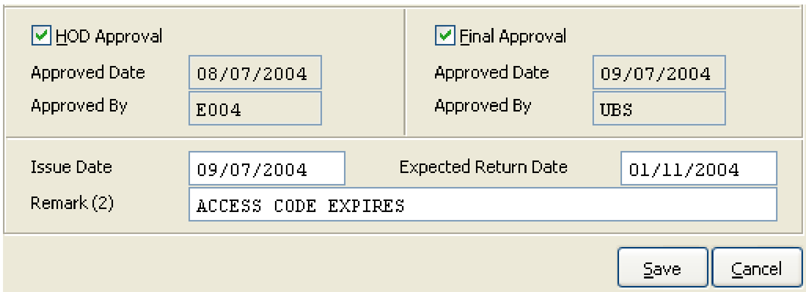


2. Tick on the ***HOD Approval*** checkbox. The system will display the ***Approved Date*** and ***Approved By*** according to current system date and login user.

3. Click "**Save**" button to update the approval.

(ii) Final Approval

1. At the related employee's record, select the particular resource requisition. Click "**Edit**" button.



2. Tick on the ***Final Approval*** checkbox. The system will display the ***Approved Date*** and ***Approved By*** according to current system date and login user.

3. Then, enter the relevant information:-

   Issue Date : Date when the particular resource item issued and handled over to the respective employee.

   Expected Return Date : Date when the employee is expected to return the resource item back to the employer.

   Remark (2) : Enter additional notes if applicable (maximum 50 characters).

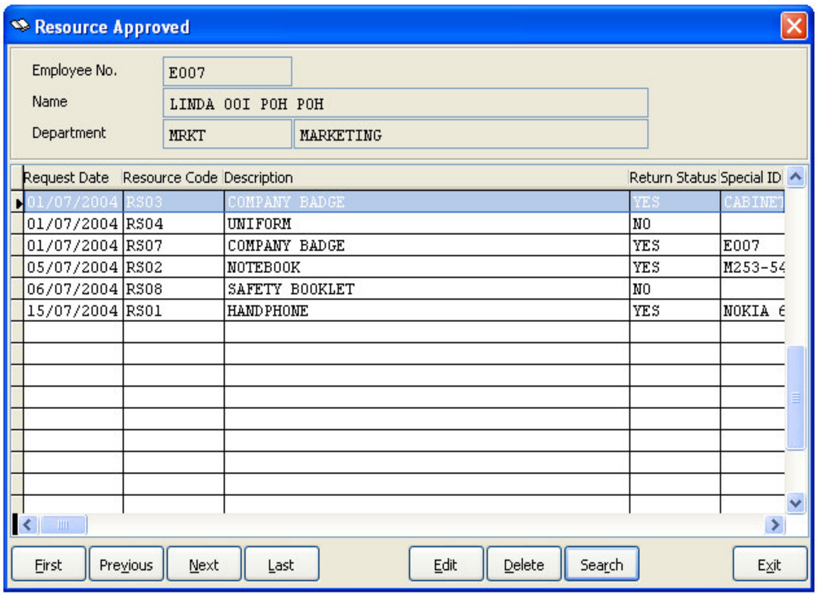
4. Click "**Save**" button to update the approval.

> Note:
> ***Expected Return Date*** only will be enabled for user input if the resource's ***Return Status*** was determined as *Yes*. If ***Return Status*** is *No*, users do not need to enter the expected return date.

2.3.2 Resource Approved

Menu Location: ***Application/Approval → Resource → Resource Approved***
Description: For a staff, this option enables user to view the approved resource items. For an authorizer or system administrator, this option allows user to track and update return status for the resource items.

We will review the authorizer/system administrator's functions and screen menu.



The footer of this sub-menu will show the ***Employee No***, ***Name*** and ***Department***.

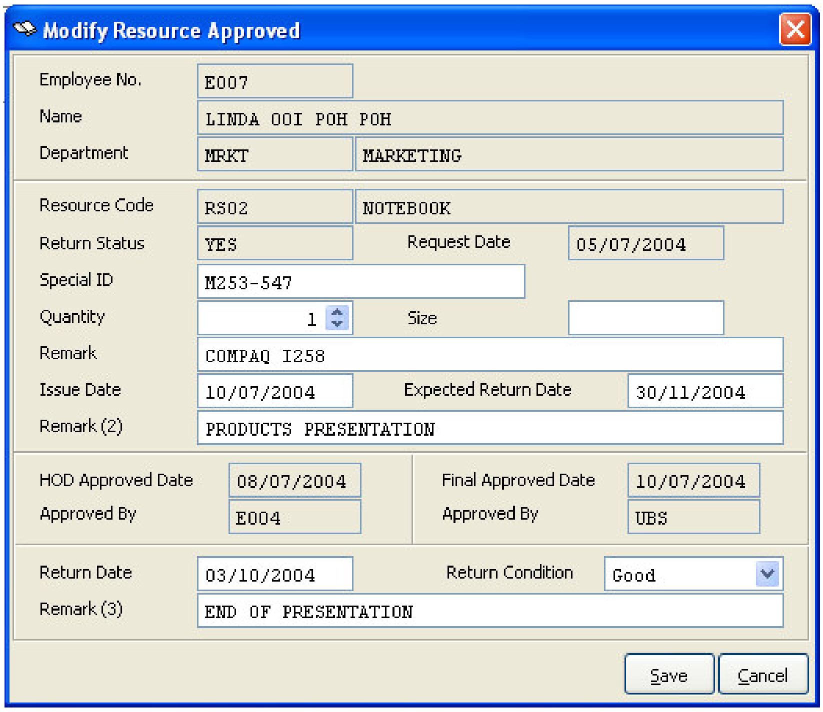
The table will list out other information such as request date, resource item, return status and its special id. Scrolling to the right of the table will reveal more details of each approved resource requisition, including quantity, size, issue date, expected return date, return date and return condition.

To update returned resource

Users can only process updating for resources with ***Return Status*** "*Yes*".

1. At the respective employee's record, select the resource item to update.

2. Click "**Edit**" button.



3. Enter the relevant information:-

Return Date : Enter the date when resource item returned.

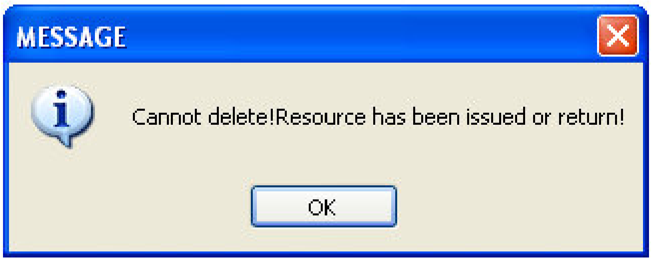
Return Condition: *Good*, *Loss*, *Damage* or *Other*.

Remark (3) : Enter notes pertaining to resource return matter (maximum 50 characters).

4. Click "**Save**" button to update the returned resource.

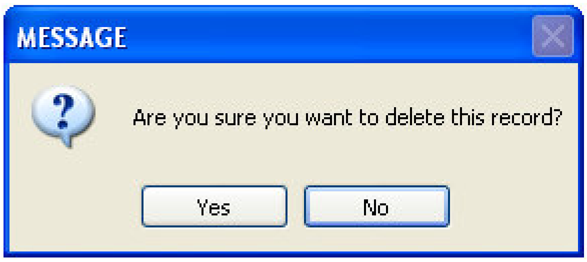
<u>To delete approved resource requisition</u>

Users are not allowed to delete resource requisitions that have been issued or returned. (Requisition that has ***Issue Date*** and/or ***Return Date***)



1. At the respective employee's record, select the unwanted requisition.

2. Click "**Delete**" button.



3. Select "**Yes**" button if user confirmed want to delete the requisition. Otherwise, select "**No**" button to disapprove the deletion.

Note:
1. For resources requested but not yet approved, staffs can modify or delete the requisition.
2. For requisitions with one approval granted, staffs will be restricted to edit the requests but can view the contents. However, staffs will be totally prohibited to delete the request any more.
3. After two approvals obtained, the staffs can only view the resource requisitions in ***Application/Approval → Resource → Resource Approved***.

2.4 Performance Appraisal

Performance appraisal/Job Assessment is to be conducted to evaluate the employees' progress, aims and needs at work.

By default, the system will provide sample values for appraisal's selecting option, but users can add or edit the existing data to suit their needs and requirements.

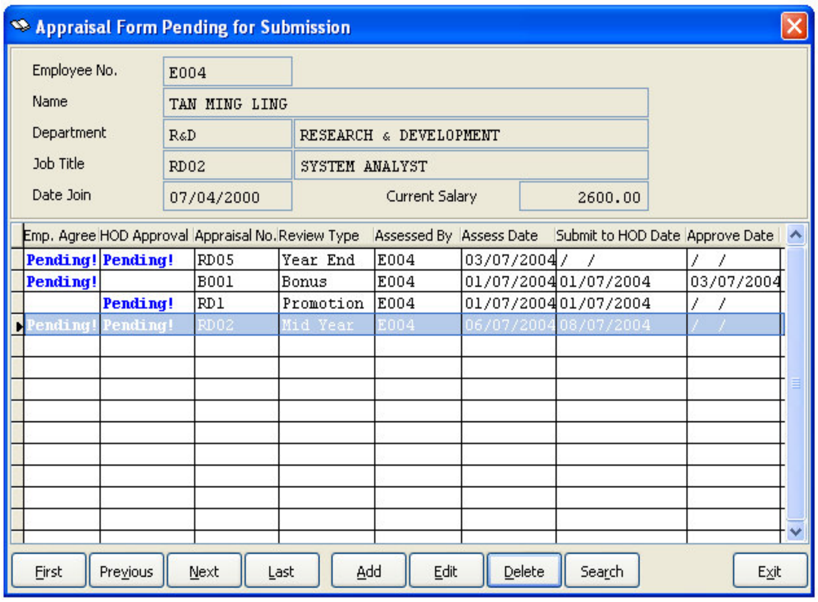
Go to ***HR Department → Miscellaneous Files (2) → Areas of Appraisal*** to setup assessment fields or evaluation subjects.

Go to ***HR Department → Miscellaneous Files (2) → Appraisal Rating*** to grade the rating point.

Go to ***HR Department → Miscellaneous Files (2) → Appraisal Result*** to measure grading result in range.

2.4.1 Appraisal Submission/Approval

Menu Location: ***Application/Approval → Performance Appraisal → Appraisal Submission/Approval***
Description: This option enables users to submit and approve the job performance appraisal/assessment/evaluation.



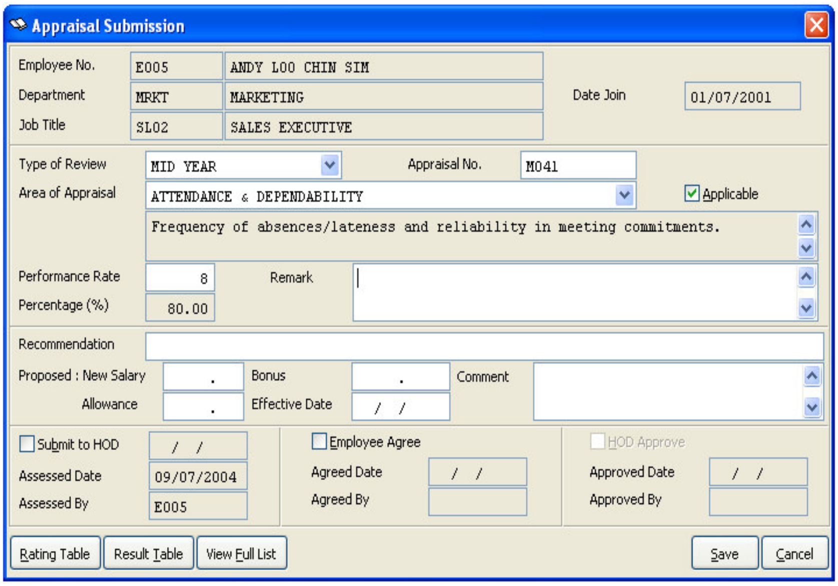
The footer of the menu shows the employee's details including the ***Employee No***, ***Name***, ***Department***, ***Job Title***, ***Date Join*** and ***Current Salary***.

Current Salary field will only be shown in superior or system administrator's menu.

The table will indicate whether the particular appraisal has been submitted, agreed or approved. Apart from that, it will indicate by whom and when the assessment was done.

<u>To input appraisal items</u>

1. At the respective employee's record, click "**Add**" button to create a new appraisal form.



2. In the **Appraisal Submission** sub-menu, enter the relevant information:-

Type of Review : Select purpose of assessment, such as *Bonus*, *Confirmation*, *Promotion*, *Mid Year*, *Year End* or *Other*.

Appraisal No : Specify each appraisal with an identical code not more than 4 characters.

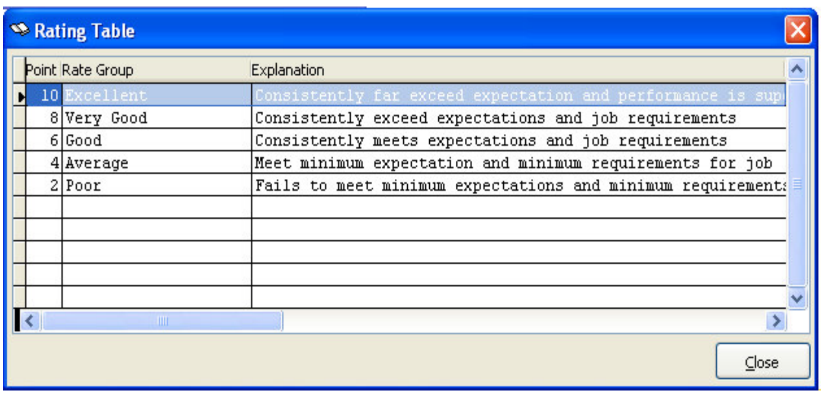
Area of Appraisal : Click at the arrow down button to determine assessment field. (New area of appraisal other than the exiting data can be created in ***HR Department → Miscellaneous Files (2) → Areas of Appraisal***.)

Applicable : Tick this checkbox to apply and include the selected ***Area of Appraisal***.

Performance Rate : This field will be enabled only after user has selected an ***Area of Appraisal*** and tick ***Applicable*** checkbox. The figure enter must be according to the setup in ***HR Department → Miscellaneous Files (2) → Appraisal Rating***. Alternatively, user may click "**Rating Table**" button to access quick view of rating.

Remark : Enter brief comment or explanation note pertaining to the appraisal decision.

Press "***Rating Table***" button at the bottom of the menu will display the rating point setup at ***HR Department → Miscellaneous Files (2) → Appraisal Rating***.



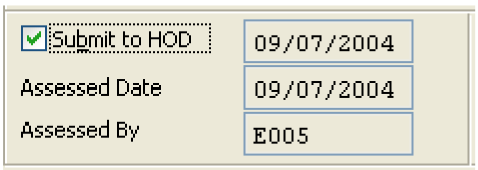
$$\text{Percentage (\%)} = \frac{\text{Total Performance Rate}}{\text{Max Rating Point} \times \text{Number of Area of Appraisal}} \times 100$$

3. After completing the first item, select the next item in ***Area of Appraisal***. Tick the checkbox labeled ***Applicable***. Enter the ***Performance Rate***. Repeat this step until evaluate all appraisal areas.

Based on the *Rating Table* of the system, example of calculation can be illustrated as below:-

Item	Performance Rate	Calculation	Percentage (%)
1	10	$\frac{10}{10 \times 1} \times 100$	100
2	8	$\frac{10 + 8}{10 \times 2} \times 100$	90
3	7	$\frac{10 + 8 + 7}{10 \times 3} \times 100$	83
4	5	$\frac{10 + 8 + 7 + 5}{10 \times 4} \times 100$	75

4. Tick the checkbox labeled "***Submit to HOD***" (at the bottom left of the module) if user confirmed correct. ***Assessed Date*** and ***Assessed By*** will display current system date and login user.



5. Click "**Save**" button to submit the appraisal form.

Note:
1. If ***Submit to HOD*** checkbox was not tick, the superior or system administrator will not be able to view and access the particular appraisal form.
2. An appraisal form once submitted cannot be reversed. In other words, the ticked checkbox cannot be unmarking.

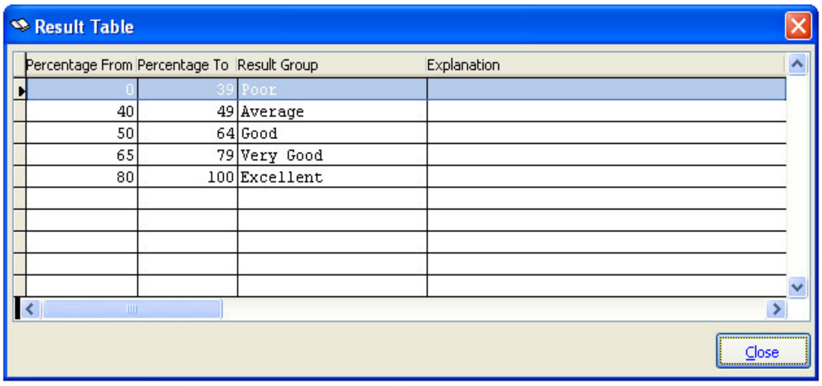
To verify/check appraisal form

1. At the respective employee's record, select the particular appraisal form.

2. Click "***Edit***" button.

3. In the **Appraisal Submission** sub-menu, click the last button labeled "***View Full List***" located at the bottom of the module. Users will be able to view the appraisal contents in *Employee Performance Appraisal Report*.

Press "***Result Table***" button at the bottom of the module will display segregation of result in percentage range, as per setup in ***HR Department → Miscellaneous Files (2) → Appraisal Result***.

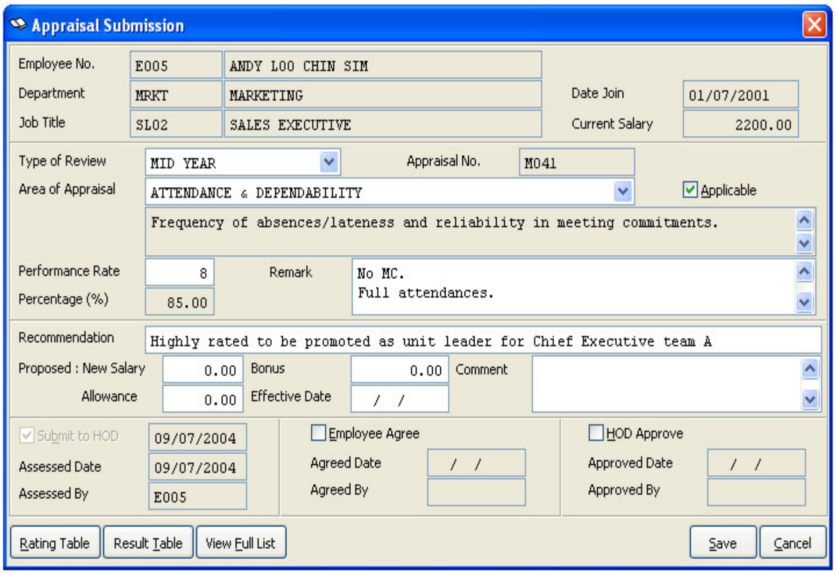


To modify appraisal

A staff will be disabled to modify or change the contents of appraisal once it has submitted to HOD (after staff tick the checkbox ***Submit to HOD***). Only the superior or system administrator is allowed to perform the modification of the contents.

1. At the respective employee's record, select the particular appraisal form.

2. Click "**Edit**" button.



The above screen shot is captured from the system administrator's view. Observed that the ***Current Salary*** is showing the salary figure of the particular employee (at the top right of the module). And, at the bottom left of the module, the checkbox ***Submit to HOD*** was disabled for any change.

3. Make the necessary amendment on the relevant fields. Users may input ***Remark*** for individual appraisal item or ***Recommendation*** proposed for the particular employee.

4. Click "**Save**" button to update the modification.

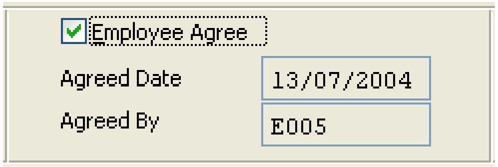
<u>To agree appraisal</u>

This action is to be performed by the staffs after the appraisal was conducted and assessment was duly evaluated.

1. Login as staff, select the evaluated appraisal form.

2. Click "**Edit**" button.

3. At the bottom of the module, find the section located at the center, tick the checkbox labeled "***Employee Agree***". The system will display ***Agreed Date*** and ***Agreed By*** according to current system date and login user id.

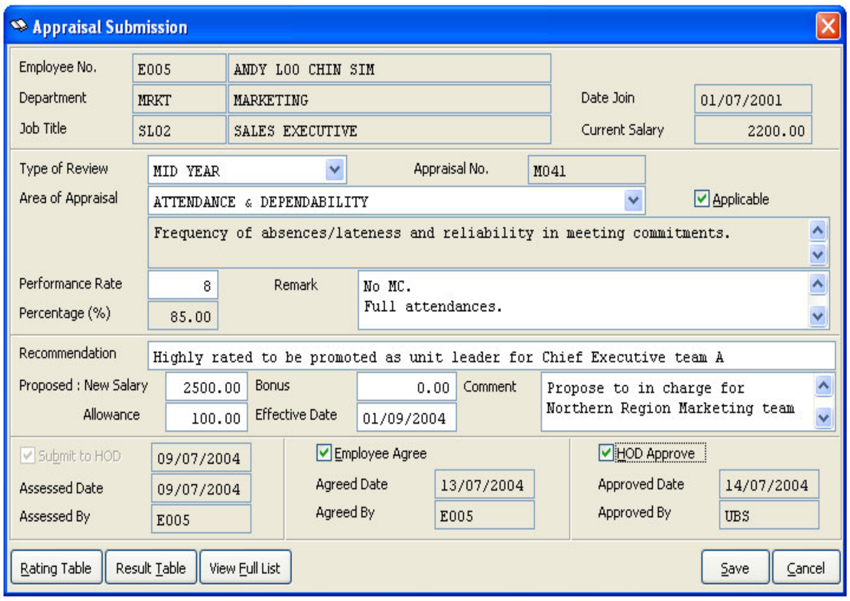


4. Click "**Save**" button to agree/consent to the appraisal.

<u>To approve appraisal</u>

1. At the respective employee's record, select the particular appraisal form.

2. Click "**Edit**" button.



3. Enter the proposed ***New Salary***, ***Allowance*** and ***Bonus***, if applicable. Input the ***Effective Date*** for the new adjustment. Key in ***Comment*** for the decision.

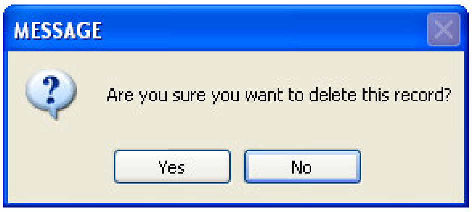
4. Next, tick the checkbox labeled "***HOD Approve***". The system will display ***Approved Date*** and ***Approved By*** according to current system date and login user.

5. Click "**Save**" button to approve/complete the appraisal.

To delete appraisal

1. At the respective employee's record, select the appraisal form to be deleted.

2. Click "**Delete**" button.



3. Click "**Yes**" button if confirmed to delete the appraisal form. Otherwise, click "**No**" button to deny deletion.

> Note:
> 1. The appraisal form can only be deleted by whoever initiated or created the form.
> 2. As a staff, appraisal form once submitted cannot be deleted.
> 3. As a staff, appraisal form once approved will be strictly prohibited from deletion.

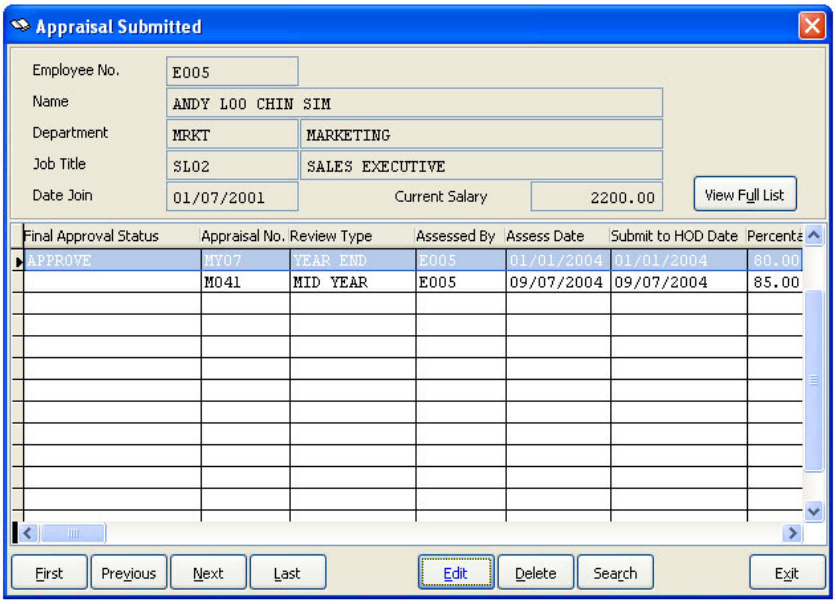
This error message indicates that users cannot delete the appraisal which was not created/assessed by him/her.

This error message indicates that users cannot delete the appraisal which has been submitted to HOD for approval.

This error message indicates that users cannot delete the approved appraisal.

2.4.2 Appraisal Submitted

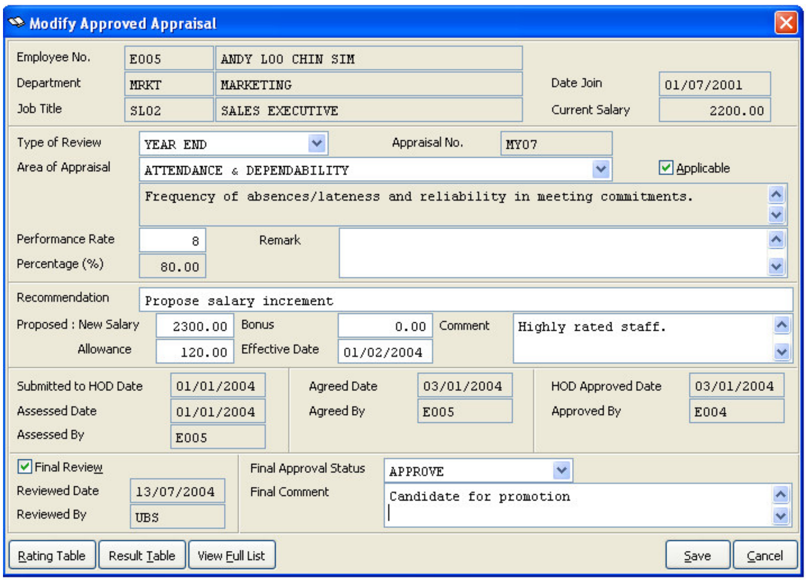
Menu Location: ***Application/Approval → Performance Appraisal → Appraisal Submitted***
Description: This option enables users to view appraisal forms submitted and approved by HOD. It also allows the highest management to perform final review on the appraisals.



The footer of module is showing ***Employee No***, ***Name***, **Department**, ***Job Title***, ***Date Join*** and ***Current Salary***. However, ***Current Salary*** can only be seen in superior menu including HOD and system administrator.

The table will summarise the assessment details. It will indicate the ***Final Approval Status*** of all appraisals submitted. Scrolling towards the right of the scroll-bar will disclose more information. Select and press "***View Full List***" button will preview contents of the appraisal.

As there is no user action can be performed by staffs, therefore, we shall look from the highest management's perspective.



1. At the respective employee's record, select the appraisal form pending final approval.

2. Click "**Edit**" button.

3. At the bottom of the module, tick the checkbox labeled "***Final Review***". The system will display the ***Reviewed Date*** and ***Reviewed By*** according to current system date and login user.

4. Then, select the ***Final Approval Status***, whether it is *Approve*, *Not Approve*, *Change & Approve* or *Other*.

5. Next, input ***Final Comment*** as the conclusion of the evaluation.

6. Lastly, click "**Save**" to completely approve the appraisal.

Note:
1. In this module, staffs can only view the status summary and the appraisal's contents, but are prohibited to edit or delete the appraisal form.
2. If final review has been authorized, HOD can still assess but cannot edit the appraisal form.
3. Superior or system administrator can use this module to delete unwanted or error appraisal form submission.

Human Resource Management User Manual

(Enquiry)

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Chapter 3 Enquiry

3.1 Birthday
3.2 Reward
3.3 Disciplinary
3.4 Confirmation
3.5 Termination
3.6 Retraining
3.7 Work Permit Expire
3.8 Passport Expire

Chapter 3 ENQUIRY

Overview:

The system facilitates users to perform database enquiries on certain areas for ease of reference and tracking purposes. Important information in the form of reminder will prompt users to take action on it.

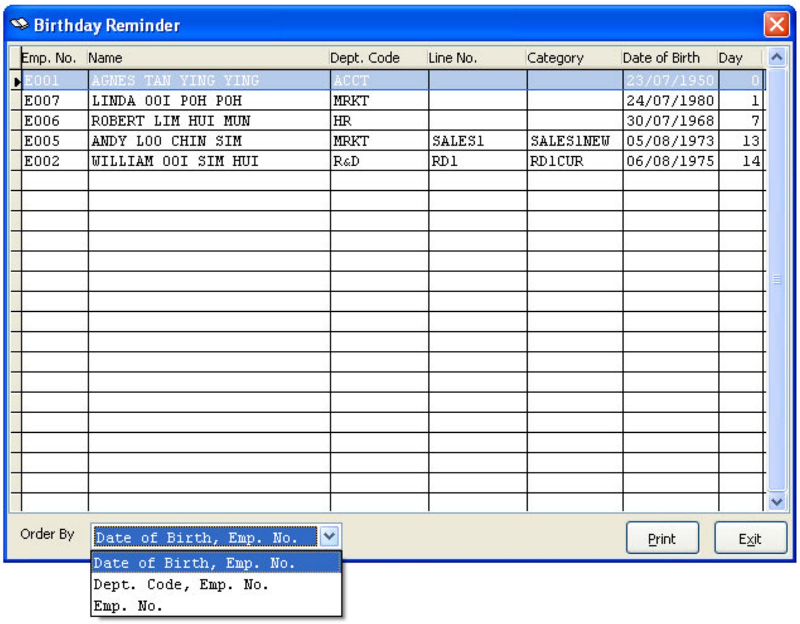
There are 8 types of reminder enquiries, including birthday, reward action, disciplinary action, employees' confirmation, employees' termination, retraining notice, work permit expire notice and passport expire notice.

Users may setup the reminder notification pop-out menus to keep users well informed on matters that need attention. Go to ***Housekeeping → Setup → Enquiry Setting*** to perform the setting. Users may determine the reminder item(s) to alert them and define the number of days in advance to remind them. Please refer to chapter 6.1.2 for more details.

The reminder menu(s) will pop out to prompt user for attention every times when user login UBS HRMS, if the item(s) still outstanding and pending user's action.

3.1 Birthday

Menu Location: ***Enquiry → Birthday***
Description: This option will display list of employees who will be celebrating their next birthday in the next couple of days, depends on the number of days in advance the users preset to remind them.



Users may determine the number of days in advance to notify them before the birthday is approaching. Go to ***Housekeeping → Setup → Enquiry Setting***

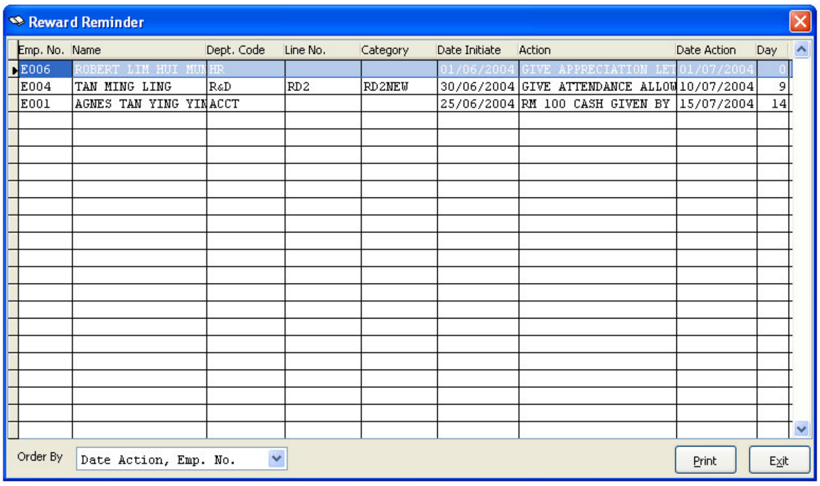
Users may choose to sort the listing in different format. Select the ***Order By*** arrow down button to sort the data.

If the ***Day*** is indicating as zero, the employee's birthday is today. If the ***Day*** shown as 1, it means that the employee's birthday is one day after today, which will be tomorrow.

3.2 Reward

Menu Location: ***Enquiry → Reward***
Description: The system will prompt users with a listing of defined number of days in advance for reward action to be taken in favour of the employees.

Prior to this, users must maintain the employee's reward action details in ***HR Department → Employee → Reward & Disciplinary***. In order to see the effect in this module, users must specify the ***Action Taken Date*** in the *Employee Reward/Disciplinary Maintenance* menu.

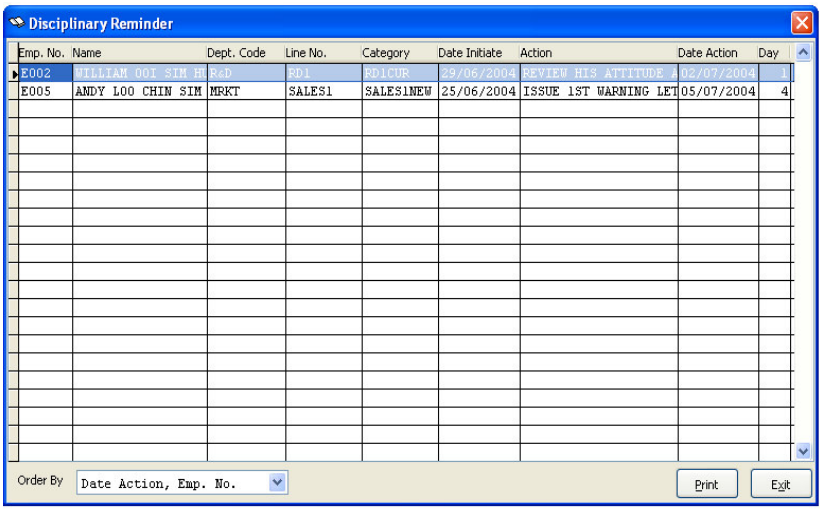


Based on the sample screen shown above, assume that current date is 01/07/2004.
The first reward record was initiated on 01/06/2004 and the planned date for action to be taken is 01/07/2004, which the current date, therefore, the system will indicate ***Day*** as zero.
The second reward record is planned on 10/07/2004, which is 9 days later after current date.

3.3 Disciplinary

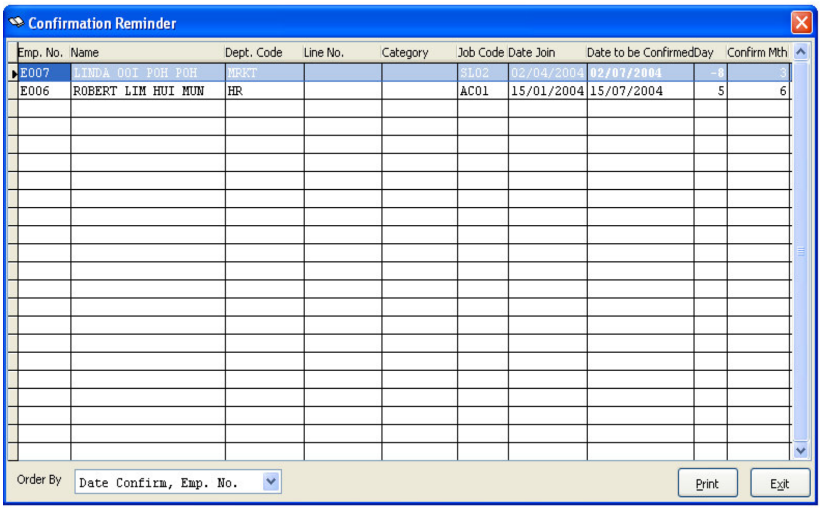
Menu Location: ***Enquiry → Disciplinary***
Description: The system will prompt users with a listing of defined number of days in advance for disciplinary action to be taken against the employees.

Prior to this, users must maintain the employee's disciplinary action details in ***HR Department → Employee → Reward & Disciplinary***. In order to see the effect in this module, users must specify the ***Action Taken Date*** in the *Employee Reward/Disciplinary Maintenance* menu.



3.4 Confirmation

Menu Location: ***Enquiry → Confirmation***
Description: This reminder option will display summary of employees whom are yet to be confirmed by the company.



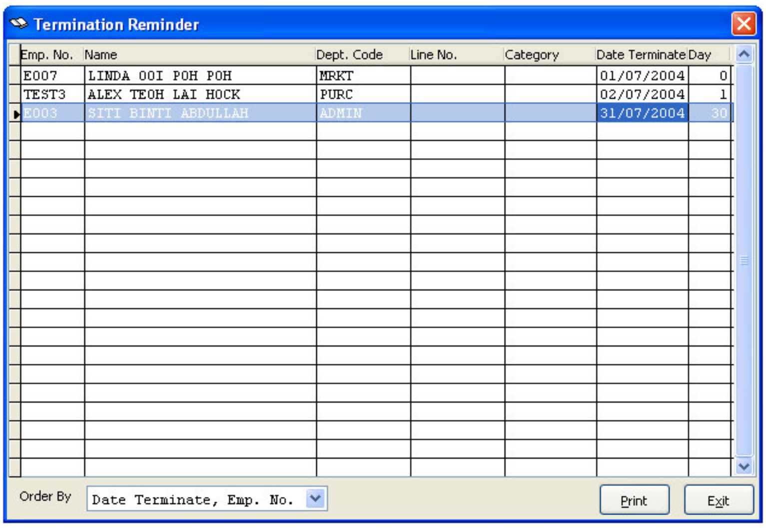
Confirm Mth is the confirmation month according to the setting in ***Housekeeping → Setup → General Setup - -> Others*** or ***Housekeeping → Setup → Default Setting → Confirmation Month***.

Date to be Confirmed is the suggested confirm date for the particular employee. Once a date had been inputted in ***Date Confirm*** at *Personnel File Maintenance*, the respective record will be removed from this reminder list.

Based on the sample screen shown above, assume that current date is 10/07/2004.
The first record indicates that this particular employee should be confirmed on 02/07/2004 but not yet does so. Her confirmation was 8 days overdue.
The second record indicates that there is a forthcoming confirmation (6 days in counting) to be done for the respective employee.

3.5 Termination

Menu Location: ***Enquiry → Termination***
Description: This option enables users to check the employees who are leaving the company for reason of service terminated due to resignation, retirement, retrenchment, dismissal or others.



Date Terminate is the date when termination of service takes effect (information as per *Personnel File Maintenance* module).

Based on the sample screen shown above, assume that current date is 01/07/2004.

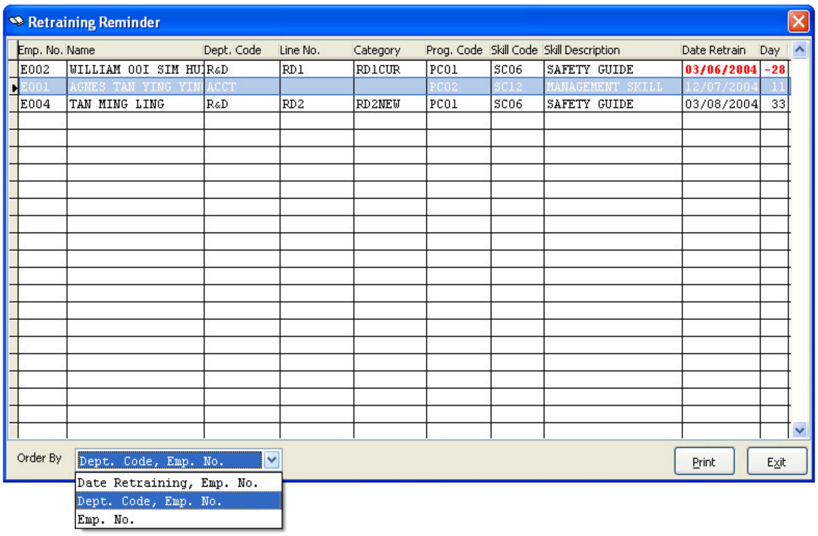
The first record with the ***Day*** shown as zero, was the employee who left the company yesterday (last working day on 30/06/2004 and termination of service takes effect 01/07/2004 today). User must go to ***HR Department → Employee → Personnel File - -> Job*** to change the ***Pay Status*** to "*Non-Active*".

The second record with ***Day*** shown as one, is the employee who is on his final day in the company (termination of service with effective from 02/07/2004 onwards).

The third record is the employee who will be leaving the company in the next 30 days (termination of service takes effect 31/07/2004).

3.6 Retraining

Menu Location: ***Enquiry → Retraining***
Description: This option enables users to check the planned retraining date for the employees.

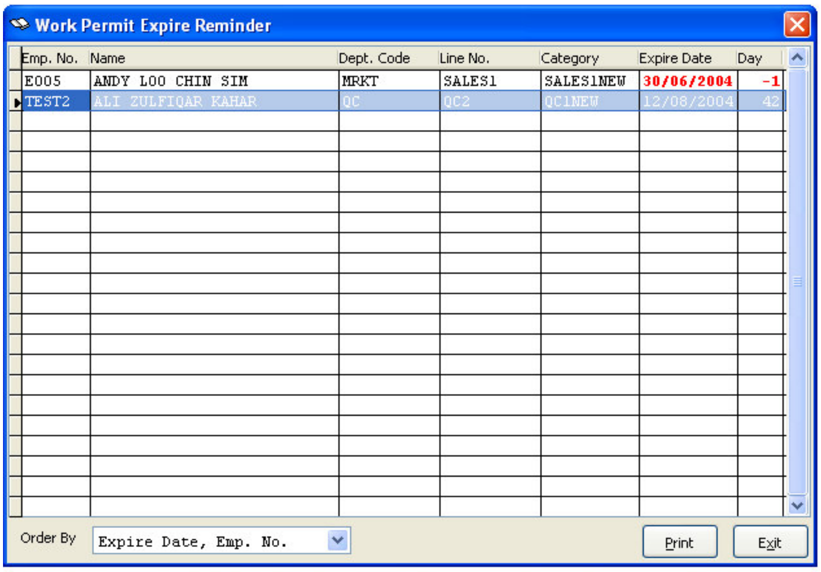


Date Retrain is the same information extracted from ***HR Department → Training → Training Program --> (Add/View Trainee)***.

All records will be listed as reminder items until the respective employees have attended the same relevant skill code training again. For instance, record of employee E002 will be listed permanently until he has attended skill code SC06 retraining course again.

3.7 Work Permit Expire

Menu Location: ***Enquiry → Work Permit Expire***
Description: This module reminds users of the employees' work permits which are already or going to be expired.



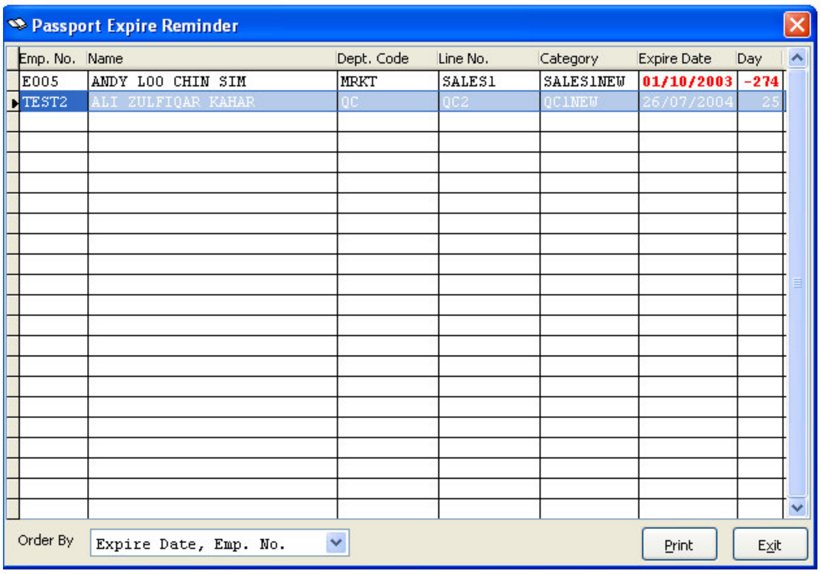
Expire Date shown in this module is the same related information maintained by user in ***HR Department → Employee → Personnel File - -> Statutory***.

The records will be shown permanently in this reminder until user has updated the new work permit details into the *Personnel File Maintenance*.

Based on the sample screen shown above, assume that current date is 01/07/2004.
The work permit for employee E005 has already expired and overdue one day; whereas the work permit for second employee will be expired on the next 42 days.

3.8 Passport Expire

Menu Location: ***Enquiry → Passport Expire***
Description: This module reminds users of the employees' passports which are already or going to expire.



Expire Date shown in this module is the same related information maintained by user in ***HR Department → Employee → Personnel File - -> Statutory***.

The records will be shown permanently in this reminder until user has updated the new passport details into the *Personnel File Maintenance*.

Based on the sample screen shown above, assume that current date is 01/07/2004.
Employee E005's passport has already expired or information never been updated again since the last expire date.
The passport for the second employee will be expired in coming 25 days and it should be renewed.

Human Resource Management User Manual

(Reports)

CONTENTS

Chapter 4 Report

4.1 Country Listing
4.2 Employee
4.3 Employee Analysis
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4.5 Claim
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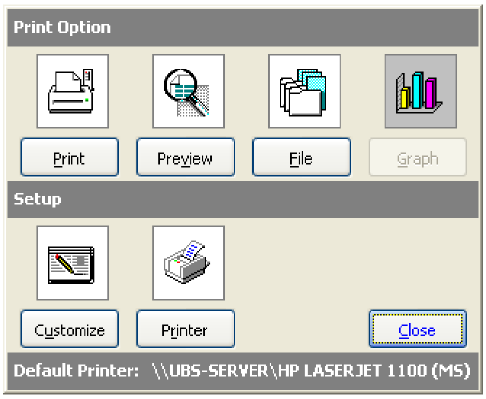
4.7 Skill
4.8 Training
4.9 Resource
4.10 Tip
4.11 Manpower Plan vs Actual Report
4.12 **Budget Plan vs Actual Report**

Chapter 4 REPORT

Overview:

There are 3 broad categories of reports available in the UBS HRMS. A listing report will summarise and display records sorted by a particular order. A historical report will show database details and history for ease of reference and checking. Another type of reports analyze and compare data to produce more meaningful information to the users.

The following are the printing options available for user's action after user has specified the sorting parameters at each menu:-



Print Option

Print : send the file to printer to produce a printout
Preview : view the actual report on screen
File : generate a text file
Customize : open and view the customized report format
Printer : select the name of the printer to be used
Close : exit this print option box

4.1 Country Listing

Menu Location: ***Report → Country Listing***
Description: This report will list out all countries available in the system for user selection in the employee personnel file maintenance.

There are a total 232 country names in the report, sorted according to country code. Countries listed represent the nationality of the employees. Data is used in the employee's personnel file maintenance.

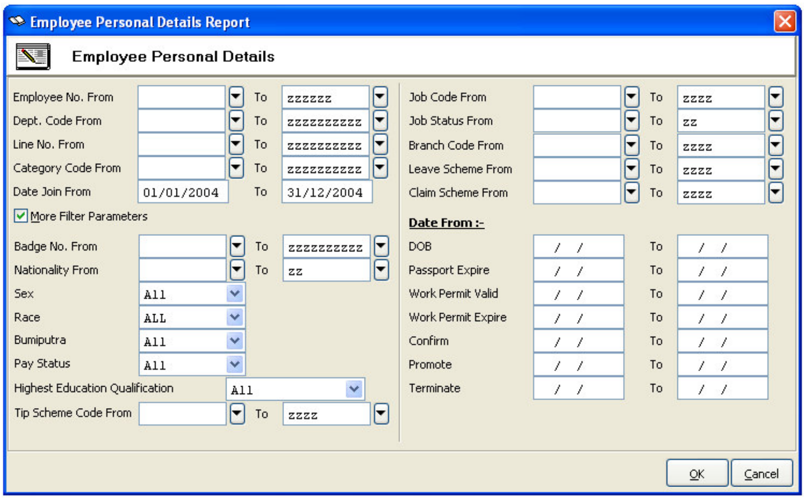
4.2 Employee

4.12.1 Employee Personal Details Report

Menu Location: ***Report → Employee → Employee Personal Details Report***

Description: This report consolidates information maintained in employee personnel file maintenance module. It displays the employee's personal particular, statutory records such as EPF, Socso, passport/work permit details, job details, family summary and benefit entitlement such as leave, claim and tip.

Tick on the checkbox to expand the menu for more specified selection and extraction of data to be displayed.

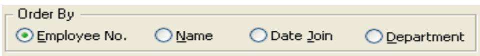


4.12.2 Employees Personal Listing

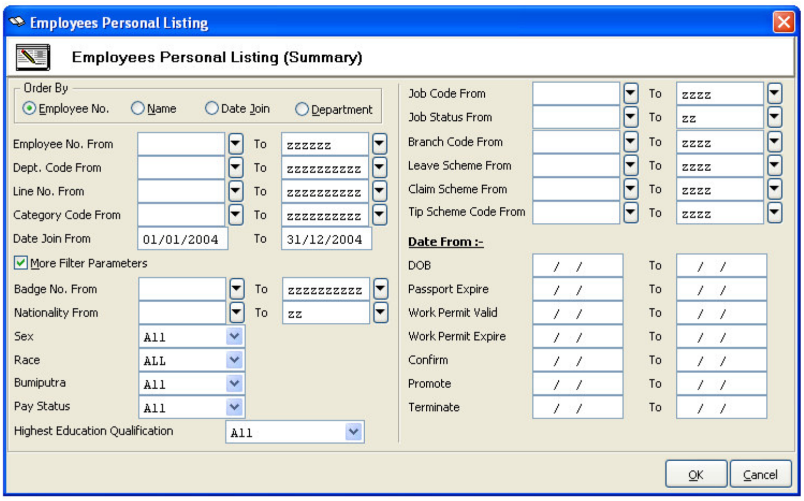
Menu Location: ***Report → Employee → Employees Personal Listing***

Description: This report summarise the employee database and listing the employee number, name, badge number, department, job title and date join.

Users may sort the data by any of the 4 methods by selecting the respective option button.



In addition, users may also choose to filter the database by a specified option so that to list only those data that is matched with the criteria defined. Tick on the checkbox labeled "***More Filter Parameters***" to expand more selection options.



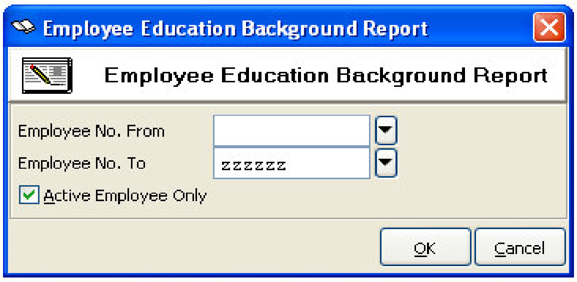
4.12.3 Employees Children Listing

Menu Location: ***Report → Employee → Employees Children Listing***
Description: This report will display the employee's children's name, new ic number, gender and date of birth.

Tick this checkbox if users want to list out information of those active employees only.

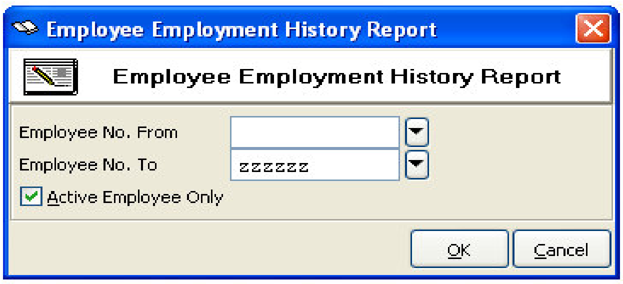
4.12.4 Employee Education Background Report

Menu Location: ***Report → Employee → Employee Education Background Report***
Description: This report will display the employee's education background with details including the course name, date begin, date complete and grade obtained.



4.12.5 Employee Employment History Report

Menu Location: ***Report → Employee → Employee Employment History Report***
Description: This report will display the employee's employment history including date join, date left, previous company name and job title.



4.12.6 Employees Salaries Listing

Menu Location: ***Report → Employee → Employees Salaries Listing***

Description: There are two types of listing reports. The summary report will display the employee's latest effective salary. The detailed report will display the employee's all effective salaries in his/her employment history.

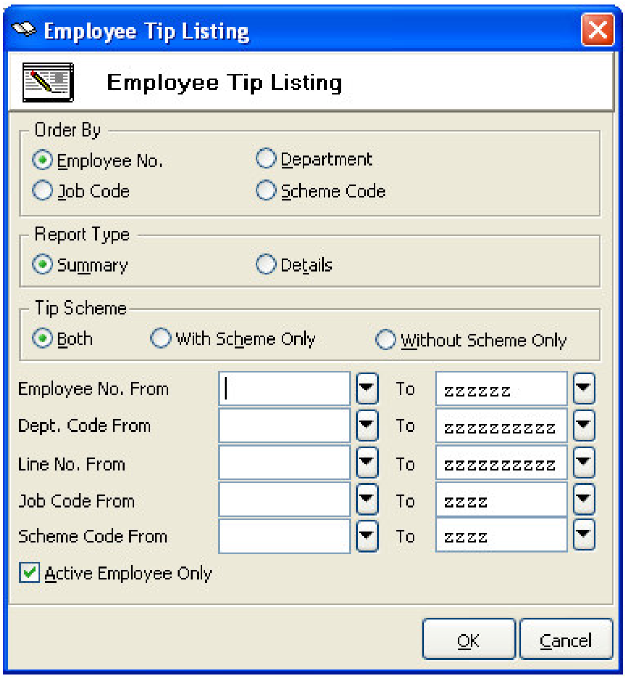
Users may select to display different type of report by ticking the respective option button "***Summary***" or "***Details***".

4.12.7 Employee Tip Listing

Menu Location: ***Report → Employee → Employee Tip Listing***
Description: The summary report will display the employees' latest effective tip point/amount. The detailed report will display the employees' tip point/amount history.

Users may choose to sort the database by order of employee number, department, job code and scheme code.

And, users may also specify to list the employees with or without tip scheme or even both categories. Without scheme refers to those employees who were not assigned with any specify tip scheme and the tip details are maintained individually.

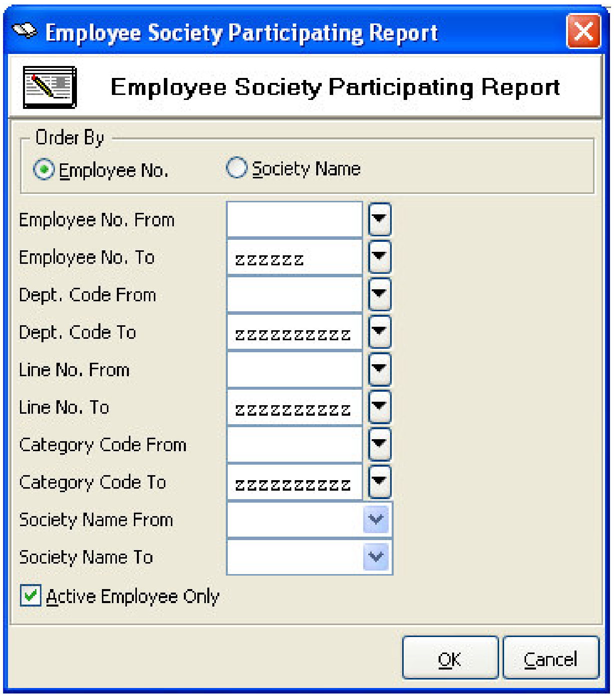


4.12.8 Employee Working Experience Report

Menu Location: ***Report → Employee → Employee Working Experience Report***
Description: This report will list the employee's working experience details as per maintenance by user.

4.12.9 Employee Society Participating Report

Menu Location: ***Report → Employee → Employee Society Participating Report***
Description: This report will display the employee's participation history in society/club/team with information such as date join, date left and position held.

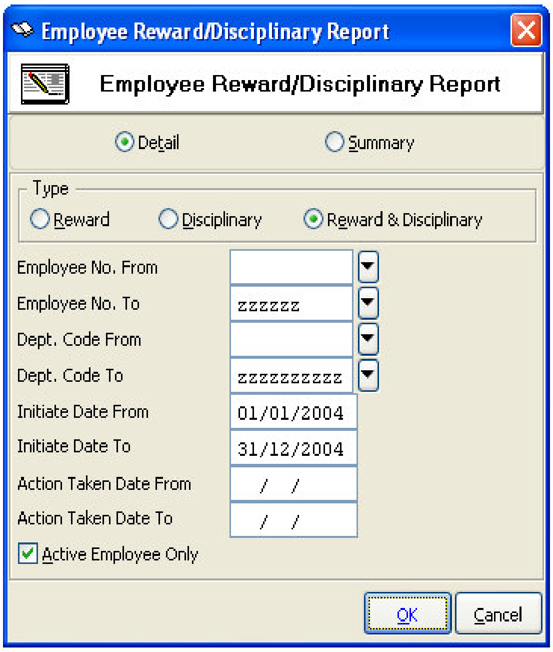


This menu enables users to classify the database by society's name, if there are many employees joining the same society/club/team.

4.12.10 Employee Reward/Disciplinary Report

Menu Location: ***Report → Employee → Employee Reward/Disciplinary Report***
Description: There are two categories of reports, reward or disciplinary type. The summary report will indicate the action taken, whereas the detailed report will indicate the action details and also type of action taken.

Users may specify to list the data within certain period of initiate date and action taken date



4.12.11 Employee Accidents Report

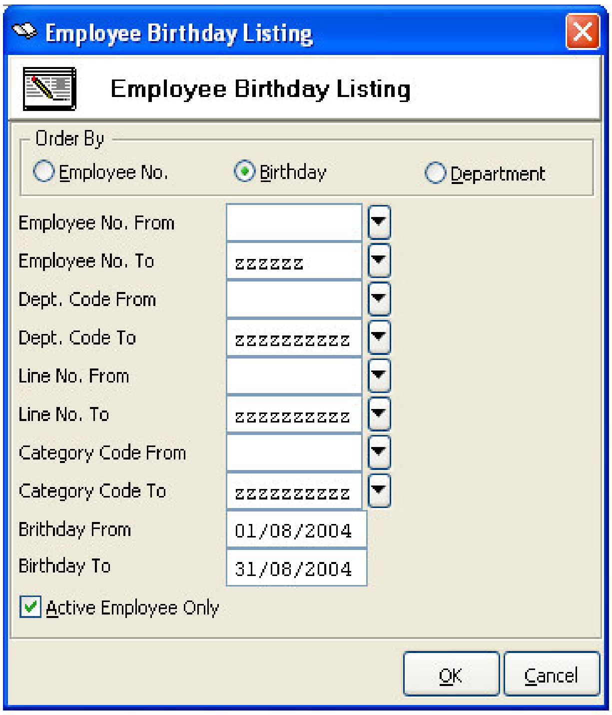
Menu Location: ***Report → Employee → Employee Accidents Report***
Description: This report will display the accident history recorded by user for their employees. It includes the accident date, details, effect and correct/preventive action.

4.12.12 Employee Career Movement Report

Menu Location: ***Report → Employee → Employee Career Movement Report***
Description: This report will display the employee's career movement history with details including date of transfer, original and new branch, department, job; person who recommend and approve the transfer.

4.12.13 Employee Birthday Listing

Menu Location: ***Report → Employee → Employee Birthday Listing***
Description: By default, the system will display the employee's name whose birthday falling on the next coming month. It will list the employee's name, department, line number, category, date of birth and age.



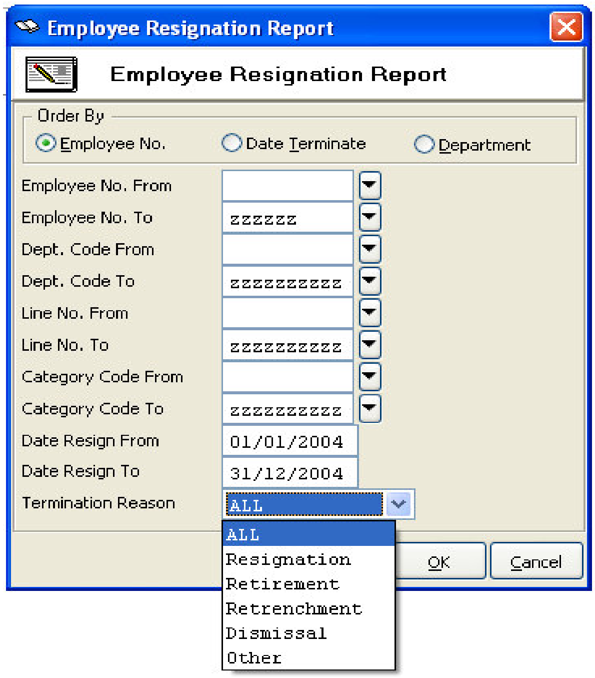
4.12.14 Employee Age Report

Menu Location: ***Report → Employee → Employee Age Report***
Description: This report will list the employees' age as at current year. The report can be sorted by employee number, age or department.

4.12.15 Employee Resignation Report

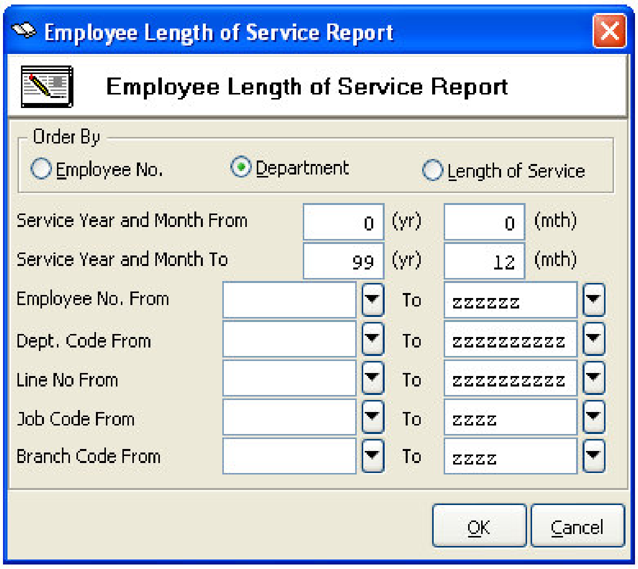
Menu Location: ***Report → Employee → Employee Resignation Report***
Description: This report will list name of the employee, department, job title, date terminate and reason of leaving the company.

Users may specify to list all records or only for a specified termination reason such as resignation, retirement, retrenchment, dismissal or other.



4.12.16 Employee Length of Service Report

Menu Location: ***Report → Employee → Employee Length of Service Report***
Description: This report will calculate the employee's length of service in employment from the date he/she joined the company until the current date. The length of service will be segregated into years, months and days accordingly.



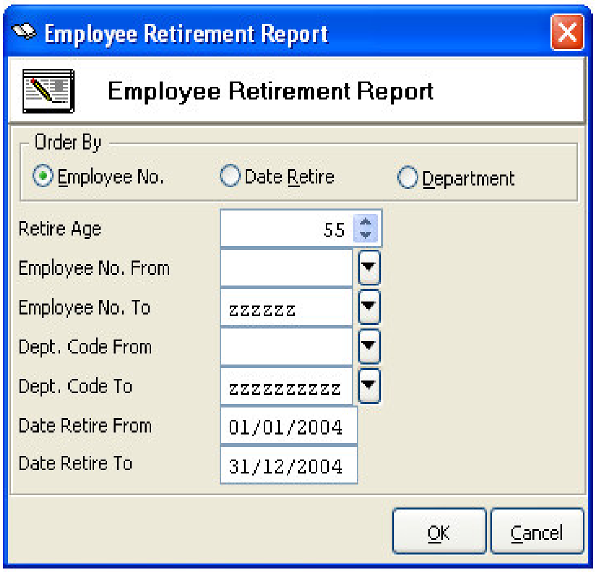
4.12.17 Non-Confirmed Employees Report

Menu Location: ***Report → Employee → Non-Confirmed Employees Report***
Description: This report serves as the reminder summary to highlight to the users who are the employees still not yet confirmed by the company. The report will indicate the employee's date of joining the company.

4.12.18 Employee Retirement Report

Menu Location: ***Report → Employee → Employee Retirement Report***
Description: This report will display the employee who will be retired from employment on a specified period of time.

Users may define the age of retirement.

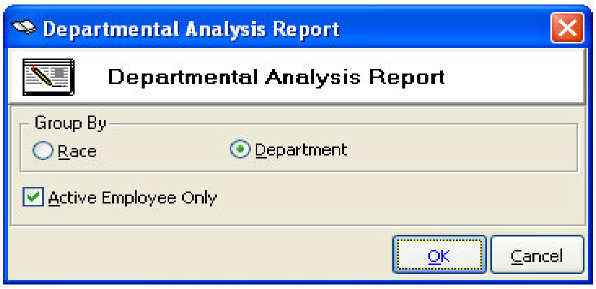


The report will show the employee's birth date and date join. The employee's age is calculated as at current year. The date retire is an estimated date of retirement based on the ***Retire Age*** margin defined by user.

4.3 Employee Analysis

4.3.1 Department Analysis Report

Menu Location: ***Report → Employee Analysis → Department Analysis Report***
Description: There are two types of layout formats. Report grouped by race will categorise each race (Chinese, Indian, Malay or Other) with breakdown of ethnic representative from all departments and classify by gender (Female or Male). Report grouped by department will segregate each department into 4 different ethnics and represented in percentage by two genders.

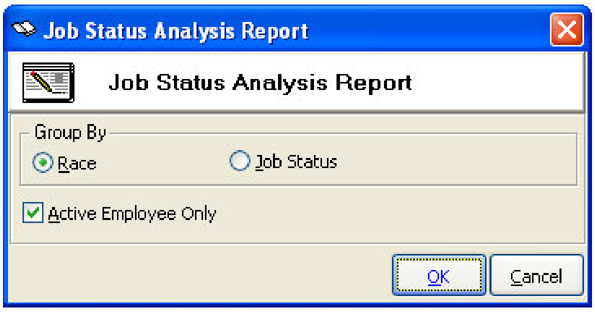


4.3.2 Job Title Analysis Report

Menu Location: ***Report → Employee Analysis → Job Title Analysis Report***
Description: Report grouped by race will compare four different races for all listed job titles by breakdown into two genders of female and male. Report grouped by job title will list all job titles with ethnic representation and breakdown of two genders.

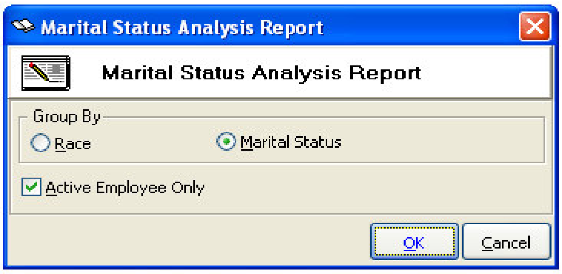
4.3.3 Job Status Analysis Report

Menu Location: ***Report → Employee Analysis → Job Status Analysis Report***
Description: Report grouped by race will compare four different races for all job status by breakdown into two genders of female and male. Report grouped by job status will list all job status with ethnic representation and breakdown of two genders.



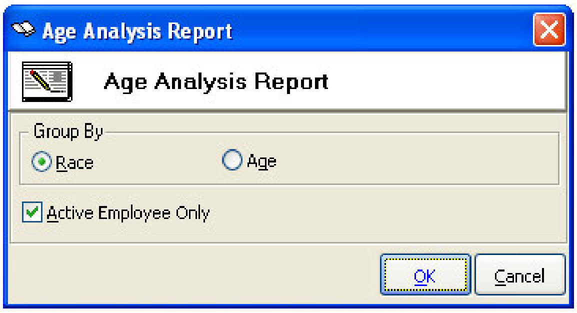
4.3.4 Marital Status Analysis Report

Menu Location: ***Report → Employee Analysis → Marital Status Analysis Report***
Description: Report grouped by race will display 4 categories of races (Chinese, Indian, Malay, Other) with gender breakdown in different marital status. Report grouped by marital status segregate 6 categories of status (single, married, divorced, widow, widower and other) with breakdown of gender in different races.



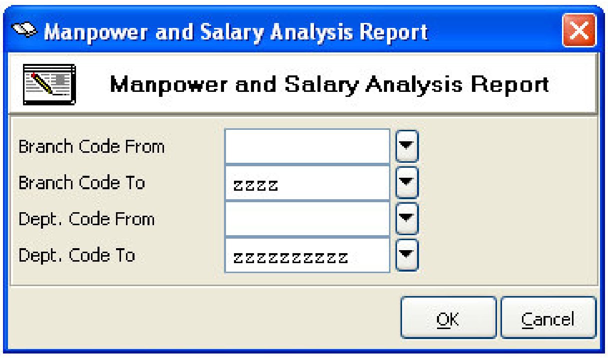
4.3.5 Age Analysis Report

Menu Location: ***Report → Employee Analysis → Age Analysis Report***
Description: Report grouped by race will categorise different age ranges for different genders according to 4 major races (Chinese, Indian, Malay and Other). Report grouped by age will segregate different age ranges and breakdown into different races and genders.



4.3.6 Manpower and Salary Analysis Report

Menu Location: ***Report → Employee Analysis → Manpower and Salary Analysis Report***
Description: This analysis report will indicate the difference between planned and actual manpower utilization in term of number of employee and total salary value in the company.



In this report, the number of ***Person*** (in column **Plan**) is extracted accordingly from ***HR Department → Manpower***.

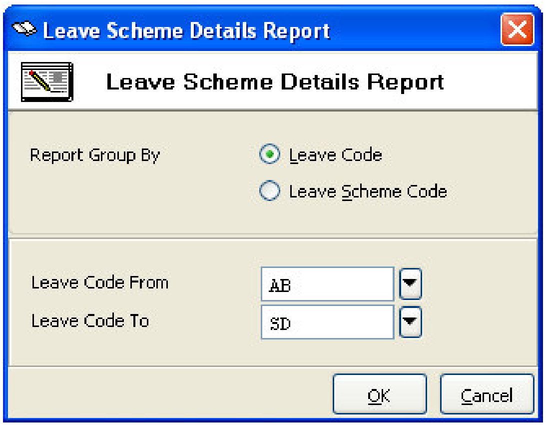
Salary (in column **Plan**) is generated from ***Housekeeping → Setup → Default Setting → Salary*** and based on the number of personnel for the particular job title.

4.4 Leave

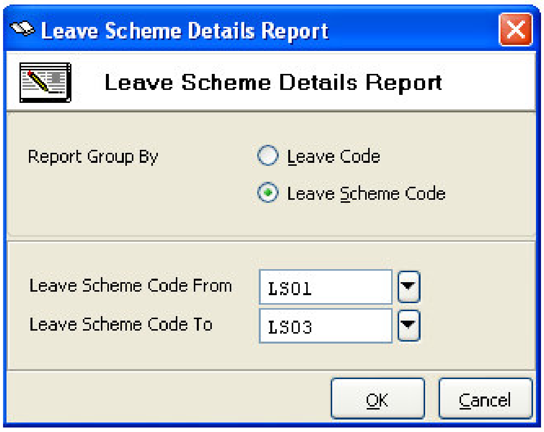
4.4.1 Leave Scheme Details Report

Menu Location: ***Report → Leave → Leave Scheme Details Report***

Description: There are two types of layout formats, both will disclose the leave details including number of service year, leave day entitled, apply status (before or after confirmation) and prorata.



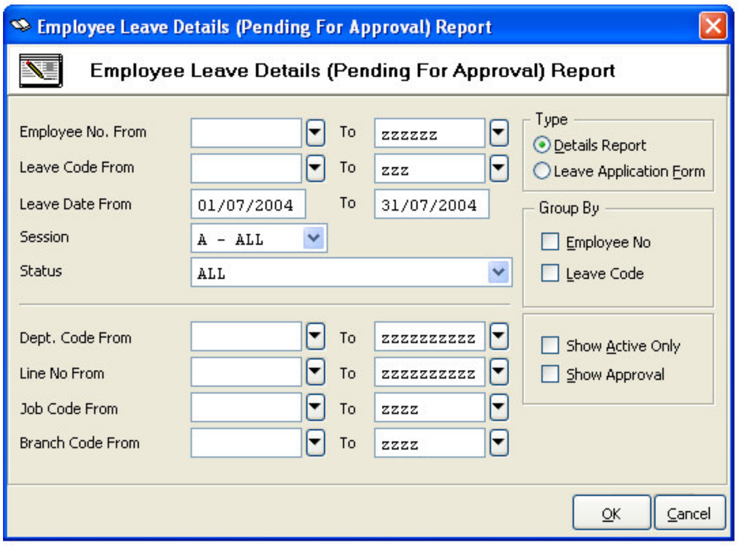
Report grouped by ***Leave Code*** will categorise all 14 leave codes and segregate each into different leave schemes.



Report grouped by ***Leave Scheme Code*** will list details of all 14 leave types for different leave schemes. The number of leave scheme depends on the user-defined record.

4.4.2 Employee Leave Details (Pending For Approval) Report

Menu Location: ***Report → Leave → Employee Leave Details (Pending For Approval) Report***
Description: This option enables users to preview or print, a detailed listing report for unapproved leave application, or, the particular leave application form.

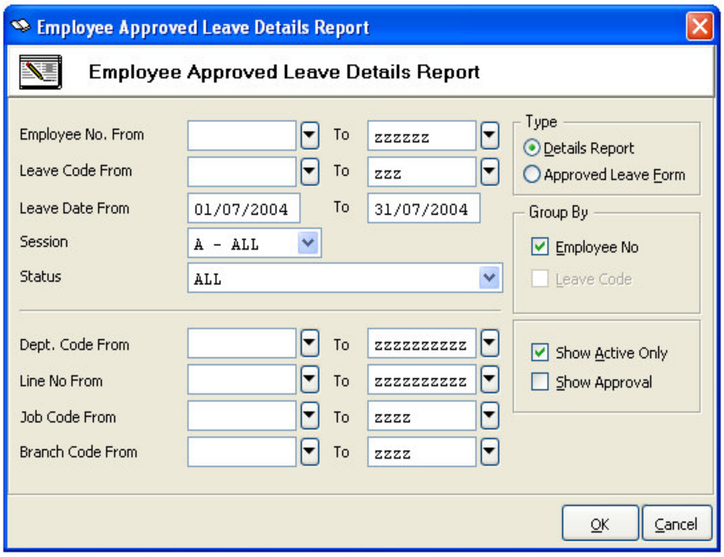


If users want to verify the unapproved leave application listing, select "**Details Report**" for ***Type*** at the top right corner in the menu. User may choose to group the report by *Employee No*, *Leave Code*, *Show Active Only* or *Show Approval*.

If users want to print any particular unapproved leave application form, select "**Leave Application Form**" under ***Type*** section.

4.4.3 Employee Approved Leave Details Report

Menu Location: ***Report → Leave → Employee Approved Leave Details Report***
Description: This option enables users to preview or print, a detailed listing report for the approved leave application, or, the particular approved leave application form.



If users want to verify the approved leave application listing, select "**Details Report**" for ***Type*** at the top right corner in the menu. User may choose to group the report by *Employee No*, *Leave Code*, *Show Active Only* or *Show Approval*.

If users want to print any particular approved leave application form, select "**Leave Application Form**" under ***Type*** section.

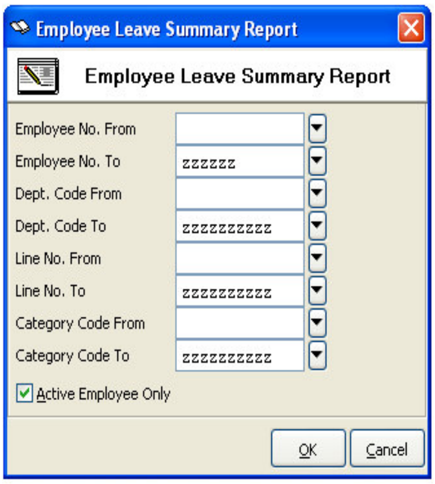
4.4.4 Approved Leave (By Day) Report

Menu Location: ***Report → Leave → Approved Leave (By Day) Report***
Description: This report will list out a summary of employees who are taking leave, from which department and what type of leave taken, within a specified period of time.

Specify the range of leave dates to be included in the listing report.

4.4.5 Employee Leave Summary Report

Menu Location: ***Report → Leave → Employee Leave Summary Report***
Description: This report summarise the total number of leave days taken for each leave code. It also indicates leave days balance brought forward from previous year, total leave days entitled for current year and the latest outstanding balance of annual leave and compensation leave.

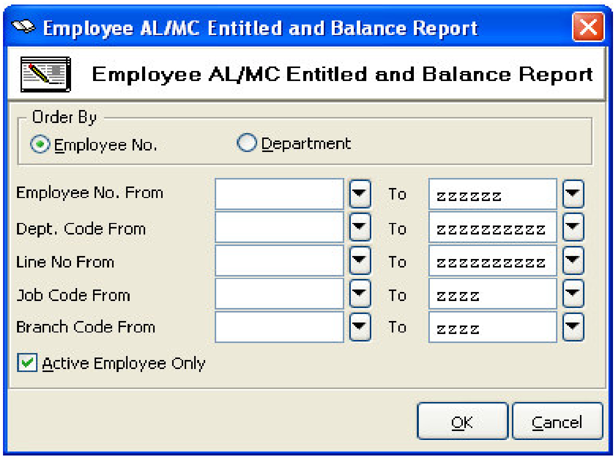


4.4.6 Employee Leave Clearance Report

Menu Location: ***Report → Leave → Employee Leave Clearance Report***
Description: This report shows the current outstanding balance of annual and compensation leave, maximum number of annual leave allowed to carried forward and total number of leave balance after deducting leave days carried forward to the following year.

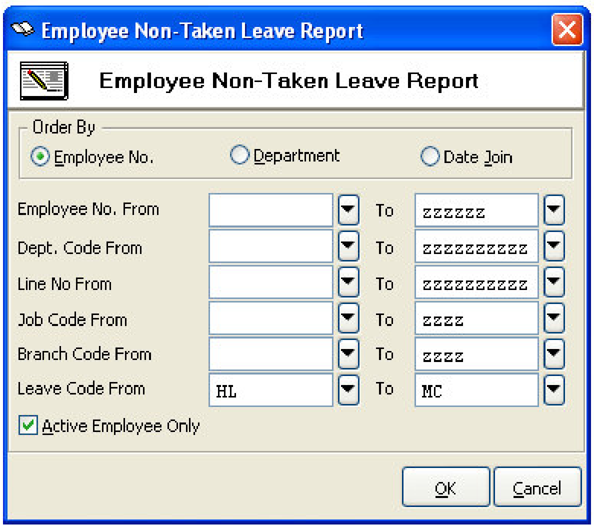
4.4.7 Employee AL/MC Entitled and Balance Report

Menu Location: ***Report → Leave → Employee AL/MC Entitled and Balance Report***
Description: This report summarise number of days for annual and sick leave in term of balance brought forward (only for annual leave), leave entitlement, leave taken and outstanding balance.



4.4.8 Employee Non-Taken Leave Report

Menu Location: ***Report → Leave → Employee Non-Taken Leave Report***
Description: This report enables users to locate the employees who never utilize certain type of leave. For instance, an employer might want to know the employees who does not apply sick leave since the beginning of year until current date.



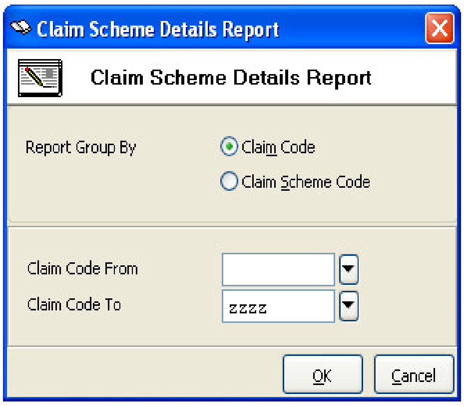
By default, the system enables users to search for employees who did not apply **Hospitalisation (HL)** and **Sick Leave (MC)** since 1st January until current date.

Select the ***Leave Code*** if user wants to check information for other type of leave.

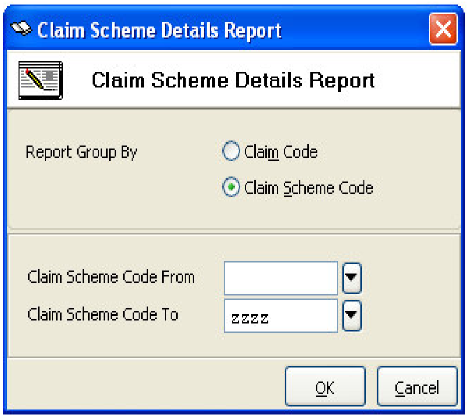
4.5 Claim

4.5.1 Claim Scheme Details Report

Menu Location: ***Report → Claim → Claim Scheme Details Report***
Description: This report will display maximum claim value per receipt and year, for different claim codes and schemes.



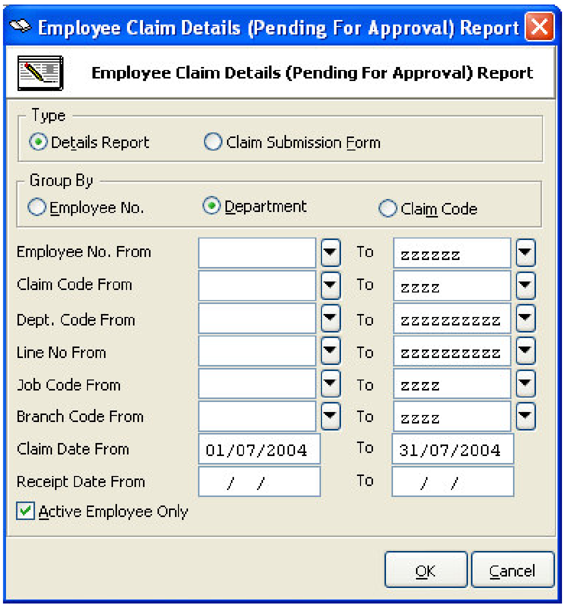
This type of report list the details of maximum claim amount for all available claim schemes sorted under the same claim code.



This type of report list the details of maximum claim amount for all claim codes sorted under the same claim scheme.

4.5.2 Employee Claim Details (Pending For Approval) Report

Menu Location: ***Report → Claim → Employee Claim Details (Pending For Approval) Report***
Description: This option enables user to preview or print, a detailed listing report of unapproved claim, or, any particular actual claim submission form.

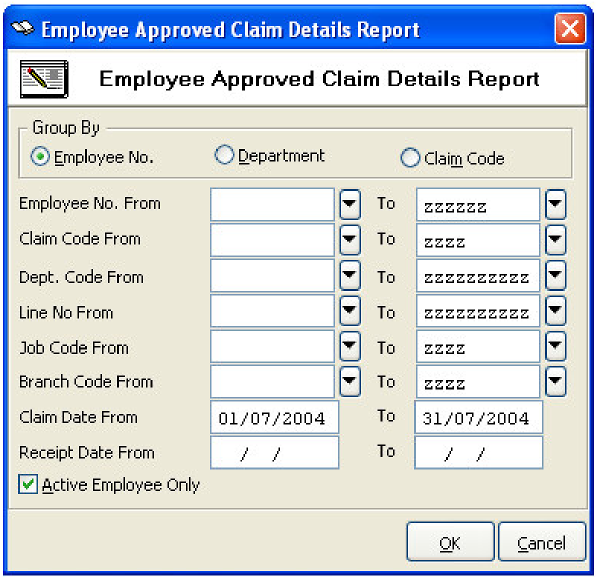


If users want to verify the claim submissions which are pending approval, select report ***Type*** as "**Details Report**", at the top right corner in the menu. User may choose to group the report by *Employee No*, *Department* or *Claim Code*.

If users want to print any particular claim form, select ***Type*** as "**Claim Submission Form**".

4.5.3 Employee Approved Claim Details Report

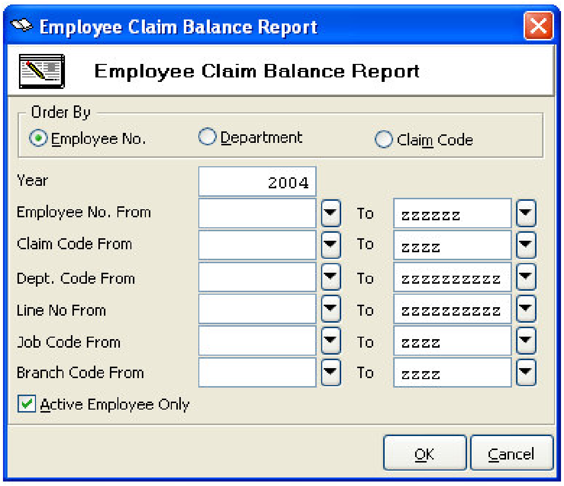
Menu Location: ***Report → Claim → Employee Approved Claim Details Report***
Description: This report will display the approved claim details with amount and date of claim and receipt, grouped by *Employee No., Department* or *Claim Code*.



4.5.4 Employee Claim Balance Report

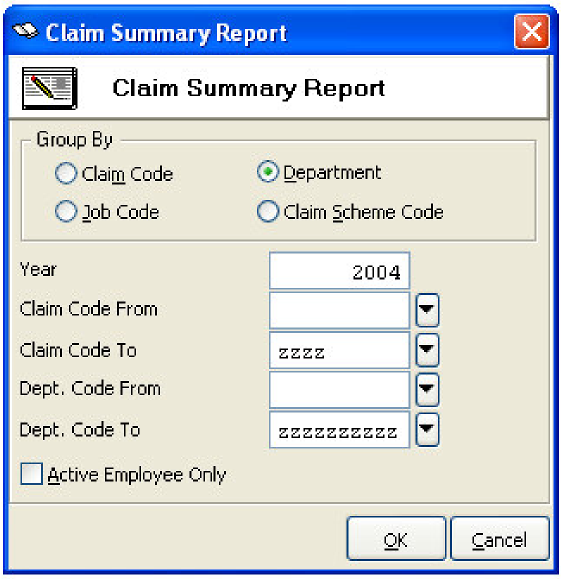
Menu Location: ***Report → Claim → Employee Claim Balance Report***

Description: This report compares the claim entitlement against the approved and pending claim for a specified period.



4.5.5 Claim Summary Report

Menu Location: ***Report → Claim → Claim Summary Report***
Description: This report summarise total claim approved and pending for a specified period.



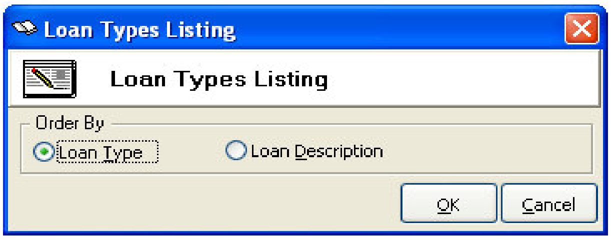
Report grouped by ***Claim Code*** will display overall claim approved and pending for the whole company.

Whereas, report grouped by ***Department***, ***Job Code*** or ***Claim Scheme Code*** will compare the claim details sorted by department, job code or claim scheme code respectively.

4.6 Loan

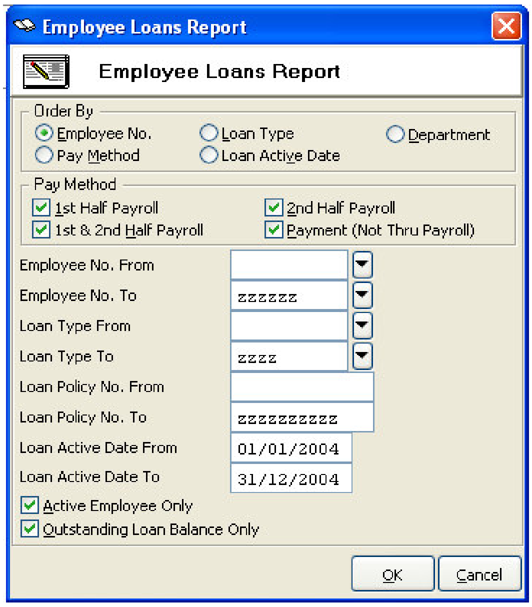
4.6.1 Loan Types Listing

Menu Location: ***Report → Loan → Loan Types Listing***
Description: This report will list out types of loan provided to the employees, as per defined in the maintenance module.



4.6.2 Employee Loans Report

Menu Location: ***Report → Loan → Employee Loans Report***
Description: This report summarise the loan information including employee's name and department, loan amount, repayment amount and payment method, interest rate chargeable and length of loan period, first installment date and installment completed date.



4.6.3 Employee Loans Details Report

Menu Location: ***Report → Loan → Employee Loan Details Report***
Description: This report list out the loan schedule and details including the loan payment date, payment method, scheduled and paid amount.

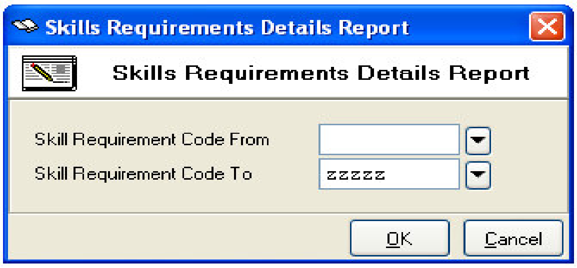
4.7 Skill

4.7.1 Skills Codes Listing

Menu Location: ***Report → Skill → Skills Codes Listing***
Description: This option enables users to list out all the skill codes defined by user in the maintenance module. The listing report can be sorted according to skill code, description or skill category group.

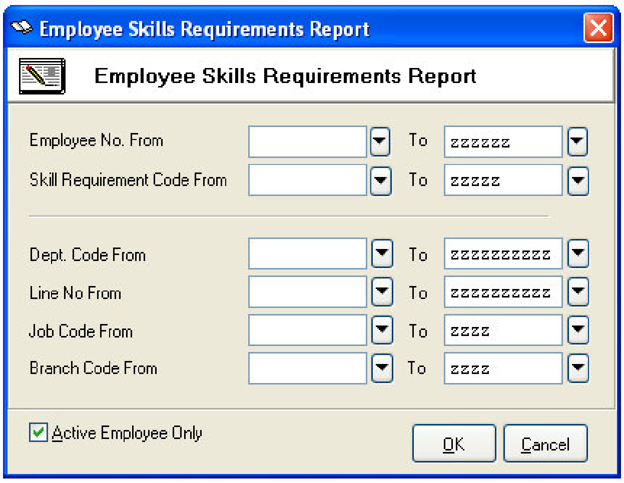
4.7.2 Skills Requirements Details Report

Menu Location: ***Report → Skill → Skill Requirements Details Report***
Description: This report will display the required skill and rate assigned for different requirement group.



4.7.3 Employee Skills Requirements Report

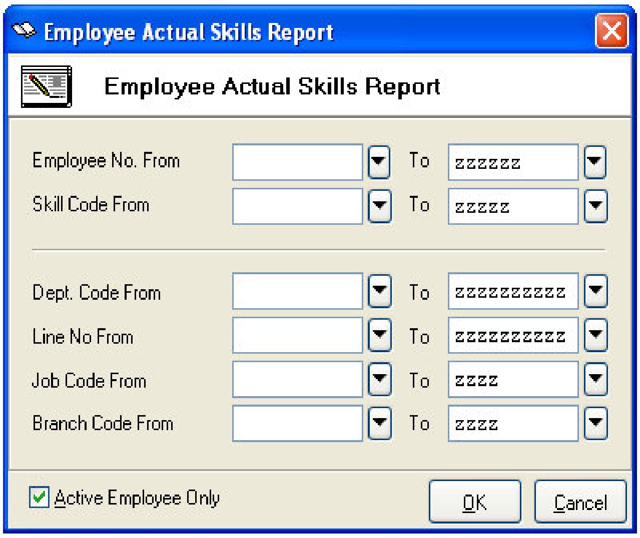
Menu Location: ***Report → Skill → Employee Skills Requirements Report***
Description: This report classified the employees according to different requirement group.



4.7.4 Employee Actual Skills Report

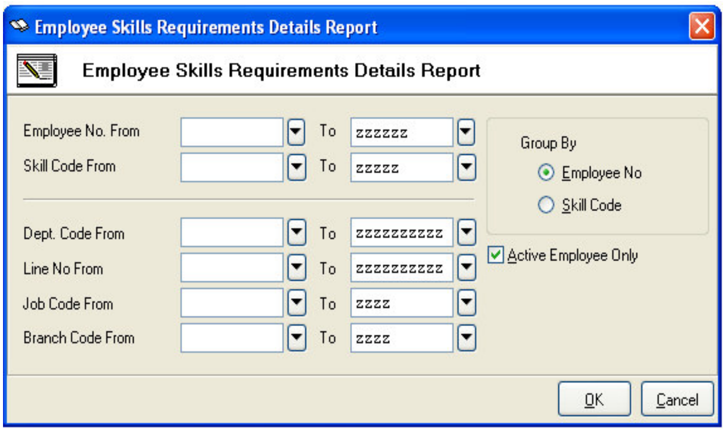
Menu Location: ***Report → Skill → Employee Actual Skills Report***

Description: This report categorized the employees according to different skill codes. It will indicate the employees' actual skill rate obtained. This report enables users to locate the employee(s) who is having a specified skill/knowledge. For instance, an employer might want to know who are the employees possessing a specified skill/knowledge, so that the employer can assign a task to the respective employee.



4.7.5 Employee Skills Requirements Details Report

Menu Location: ***Report → Skill → Employee Skills Requirements Details Report***
Description: This report summarise the skills/ knowledge requirements defined by the company and related to the employees.

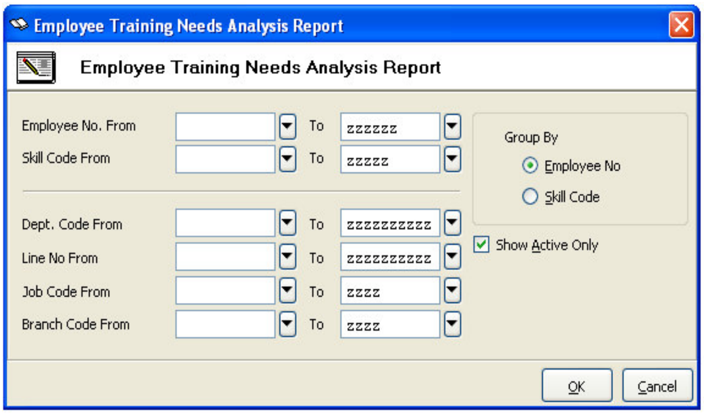


Report grouped by ***Employee No.*** will list the user-defined skills/knowledge requirements expected to be possessed by the employees.

Report grouped by ***Skill Code*** will list the employees according to the skills/knowledge requirements.

4.7.6 Employee Training Needs Analysis Report

Menu Location: ***Report → Skill → Employee Training Needs Analysis Report***
Description: Applying the same format as the previous report module shown earlier, this report summarises and compares the employee's expected and actual skills/knowledge.



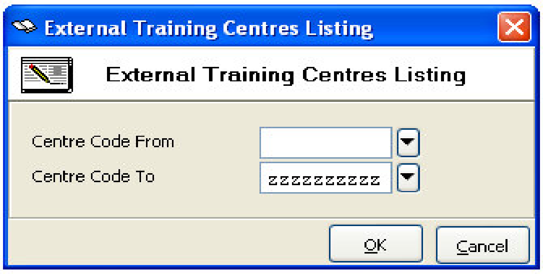
Report grouped by ***Employee No.*** will list the user-defined skills/knowledge requirements expected to be possessed by the employees and compare against the actual skill rate obtained by the respective employees.

Report grouped by ***Skill Code*** will list the employees according to the skills/knowledge requirements. It will also indicate the actual skill rate obtained by respective employees if available.

4.8 Training

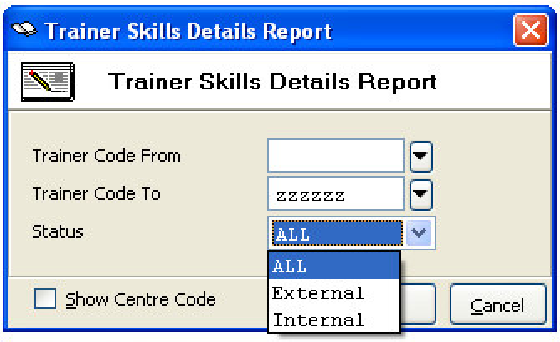
4.8.1 External Training Centres Report

Menu Location: ***Report → Training → External Training Centres Listing***
Description: This report will list the information of the external training centres maintained by users. Details included are centre name, contact person, address and phone number.



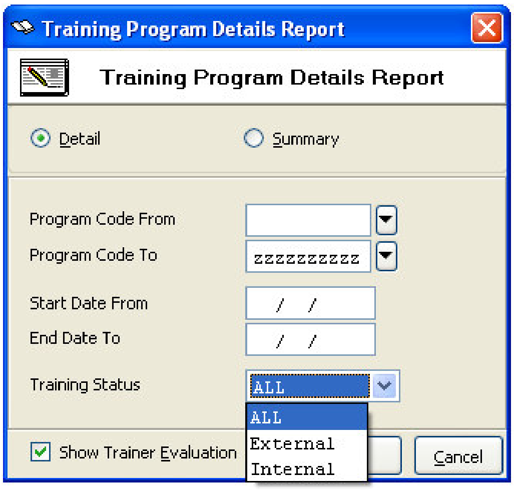
4.8.2 Trainer Skills Details Report

Menu Location: ***Report → Training → Trainer Skills Details Report***
Description: This report will display the trainer's name, skills, fee chargeable and department (for internal trainers).



4.8.3 Training Program Details Report

Menu Location: ***Report → Training → Training Program Details Report***
Description: Summary report displays the training skill, number of trainee, total training time (in days, hours and minutes) and total training expenditure (course fee plus other expenses). Detailed report displays the program, skill and trainer's code, training starting and ending date, total training time (in days, hours and minutes) as well as breakdown of expenditure in course fee, HRDF and other expenses.



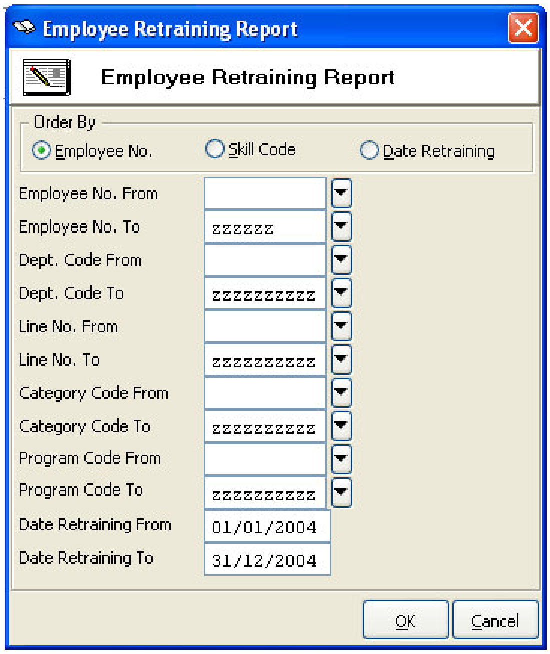
Users may also choose to include the trainer's evaluation in the detailed report. Tick the checkbox labeled "***Show Trainer Evaluation***" at the left bottom of the menu.

4.8.4 Employee Training Records Report

Menu Location: ***Report → Training → Employee Training Records Report***
Description: This report is the summary of training program records indicating the employees' achieved skill rate and date of retraining if applicable.

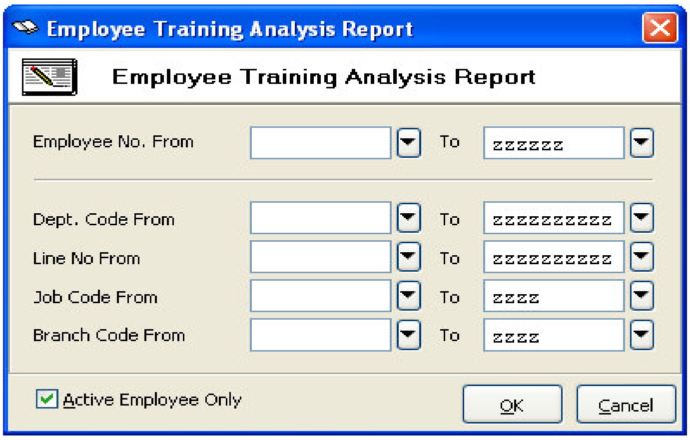
4.8.5 Employee Retraining Report

Menu Location: ***Report → Training → Employee Retraining Report***
Description: This report enables users to verify the retraining date of the employees for a particular skill program within a specified period of time.



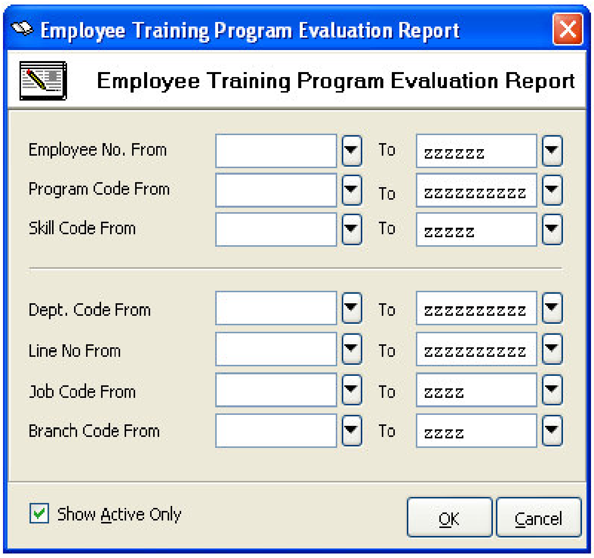
4.8.6 Employee Training Analysis Report

Menu Location: ***Report → Training → Employee Training Analysis Report***
Description: This report analyses and compares the necessary skills/knowledge required and the related training program attended by the employees. If the employees have attended any particular skill training, the report will indicate the training details including date begin, date end, skill rate achieved as well as retraining date if applicable.



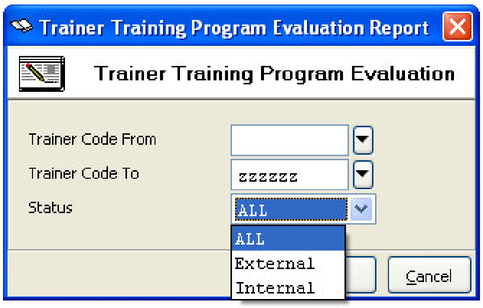
4.8.7 Employee Training Program Evaluation Report

Menu Location: ***Report → Training → Employee Training Program Evaluation Report***
Description: This report evaluates the employees by his/her participation in training programs, included with details of training's date begin/end/retraining and skill rate achieved.



4.8.8 Trainer Training Program Evaluation Report

Menu Location: ***Report → Training → Trainer Training Program Evaluation Report***
Description: This report evaluates involvement of trainers (internal and/or external trainers) in all training programs. It indicates the trainer's name, conducted skill programs, training's begin and end date, total training hours and incurred course fee.



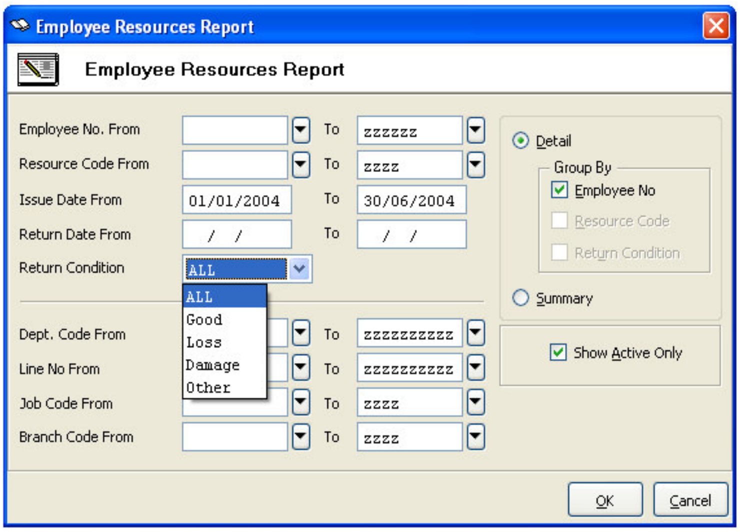
4.8.9 Evaluation on Trainer Report

Menu Location: ***Report → Training → Evaluation on Trainer Report***
Description: This option enables users to evaluate the trainer based on the assessment/comment obtained after the training.

4.9 Resource

4.9.1 Employee Resources Report

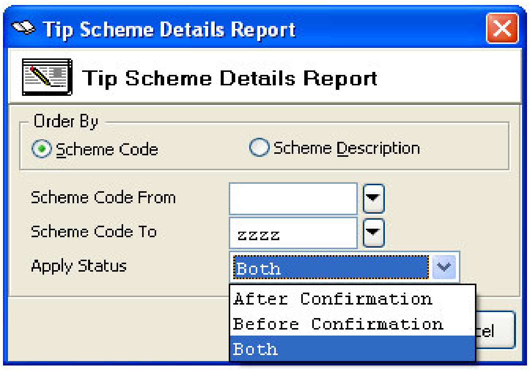
Menu Location: ***Report → Resource → Employee Resources Report***
Description: The detailed report list out all the resources items possessed by particular employees, including information such as date of issue/return, quantity and size issued and its return condition. The summary report enables users to verify the resources items issued to employees and its return condition (good, damage or loss) if they had been returned.



4.10 Tip

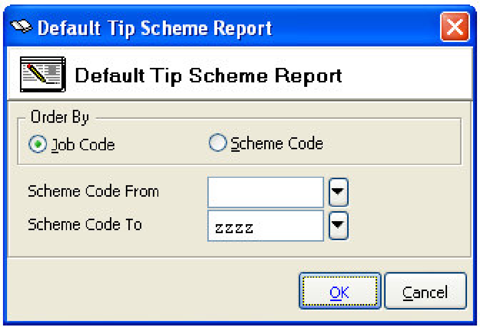
4.10.1 Tip Scheme Details Report

Menu Location: ***Report → Tip → Tip Scheme Details Report***
Description: This report displays the details (range of months with assigned tip point/amount) of tip scheme defined by users. It can be listed by details with only after confirmation or before confirmation or both statuses.



4.10.2 Default Tip Scheme Report

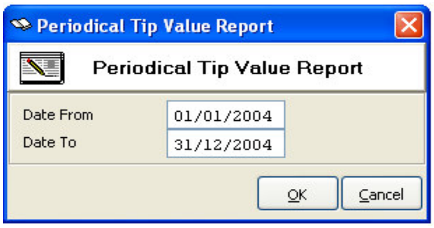
Menu Location: ***Report → Tip → Default Tip Scheme Report***
Description: This report will list all user-defined job titles with its relevant assigned tip scheme.



4.10.3 Periodical Tip Value Report

Menu Location: ***Report → Tip → Periodical Tip Value Report***
Description: This report enables users to keep track of the details of tip value maintained for a specified period of time. Information includes effective date, total tip value, number of tip point, total value per point and the applicable tip schemes.

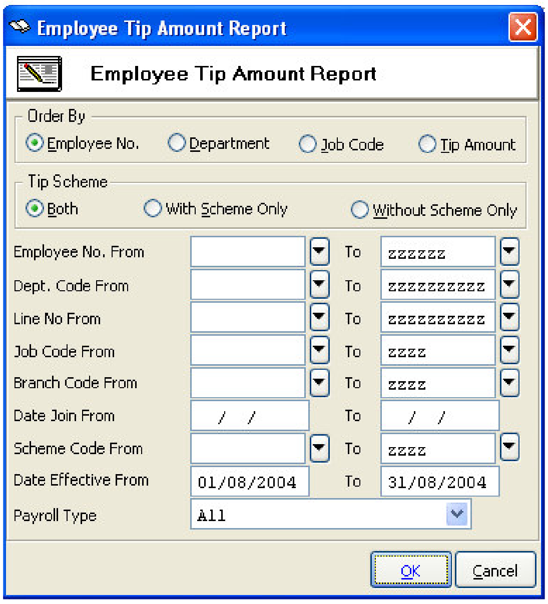
This report module only visible if user has selected "*Yes*" to **Enable "Tip Value Maintenance"** at ***Housekeeping → Setup → General Setup - -> Tip (2)***



4.10.4 Employee Tip Amount Report

Menu Location: ***Report → Tip → Employee Tip Amount Report***
Description: This report list out the total tip amount earned by the employees within a particular period of time. By default, the system will extract data for date effective within the current month.

This report module only visible if user has selected "*Yes*" to **Enable "Tip Value Maintenance"** at ***Housekeeping → Setup → General Setup - -> Tip (2)***

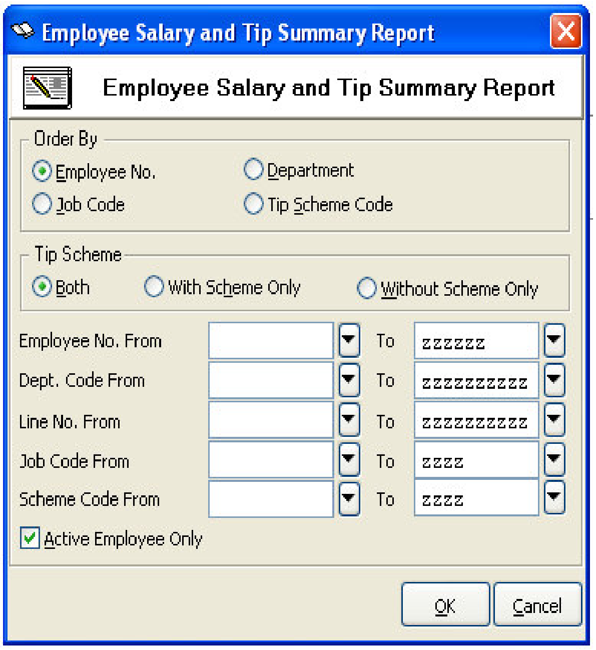


Users may choose to display only employees with or without tip scheme assigned or both categories altogether.

Sorting report by ***Tip Amount*** enables users to assess who is the highest achiever in tip amount.

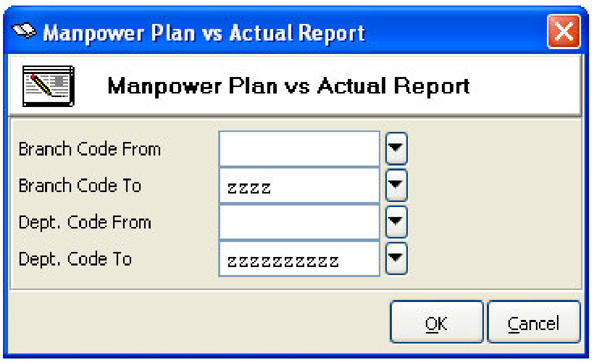
4.10.5 Employee Salary and Tip Summary Report

Menu Location: ***Report → Tip → Employee Salary and Tip Summary Report***
Description: This report will segregate and compare the employees' latest effective salary and tip point/amount.



4.11 Manpower Plan vs Actual Report

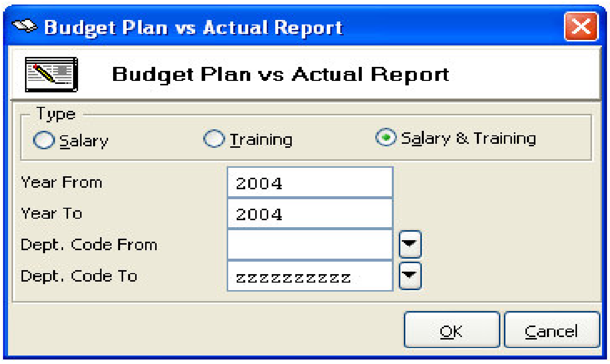
Menu Location: ***Report → Manpower Plan vs Actual Report***
Description: This report compares the planned and actual manpower in branches and departments. It will indicate the difference between planned manpower and actual utilization.



4.12 Budget Plan vs Actual Report

Menu Location: ***Report → Budget Plan vs Actual Report***

Description: This report compares the budget projection and actual expenditure for salary and/or training. If it is training, it will indicate amount of HRDF deducted.



Human Resource Management User Manual

(Graph)

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Chapter 5 Graph

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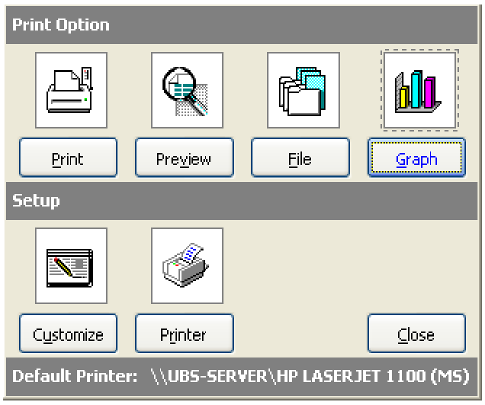
Chapter 5 GRAPH

Overview:

This module consists of various comparison graphs to enable users evaluate the composition of employees in the organization.

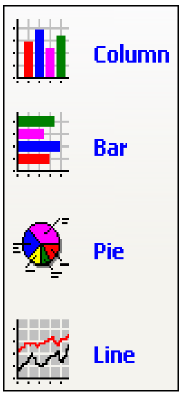
Steps to follow:-

1. Select the respective graph module, click "**OK**" button to access to the **Print Option** box.



2. Select and click on the "**Graph**" button.

3. In the graph menu, user may tick the checkbox labeled "***Insert Title***" to include the graph title in the graph layout.



4. Point the mouse cursor to the respective graph layout option and left click mouse button once.

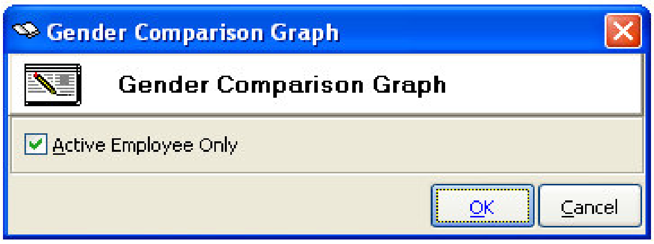
   Select different graph design either in ***Column***, ***Bar***, ***Pie*** or ***Line*** format, and the graph will change accordingly.

4. Click on "**Preview**" button at the bottom of the menu to preview the graph. The top section will display the selected graph design, whereas the bottom section will show the summary of source data.

5. Click on "**Print**" button to printout the actual graph and data chart.

5.1 Gender Comparison Graph

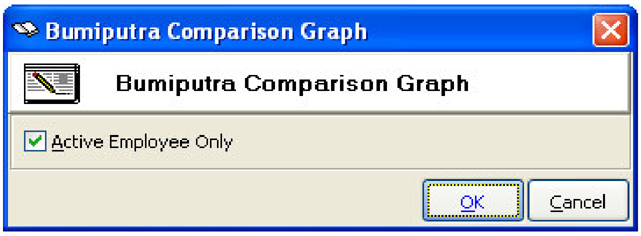
Menu Location: ***Graph → Gender Comparison Graph***
Description: This graph illustrates the gender (female and male) composition percentage in the company.



Tick the checkbox "***Active Employee Only***" if user want to view the active employees database only.

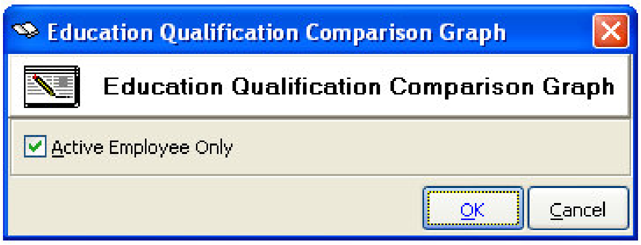
5.2 Bumiputra Comparison Graph

Menu Location: ***Graph → Bumiputra Comparison Graph***
Description: This graph illustrates the percentage between bumiputra and non-bumiputra status in employee base.



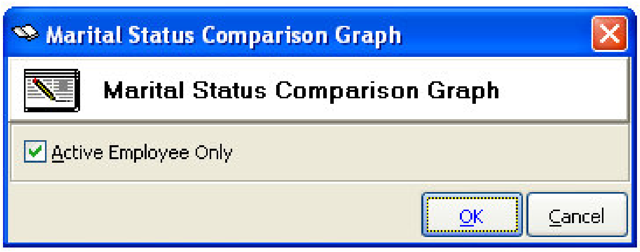
5.3 Education Qualification Comparison Graph

Menu Location: ***Graph → Education Qualification Comparison Graph***
Description: This graph illustrates percentage composition of employees' education background (*PhD*, *Master*, *Degree*, *Higher Diploma*, *Diploma*, *Certificate*, *Secondary* and *Other*).



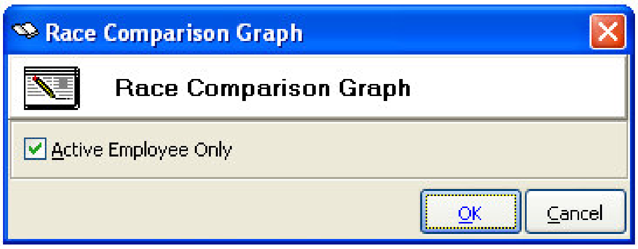
5.4 Marital Status Comparison Graph

Menu Location: ***Graph → Marital Status Comparison Graph***
Description: This graph illustrates the marital status (*Single*, *Married*, *Divorced*, *Widow*, *Widower* or *Other*) of the employees, in percentage.



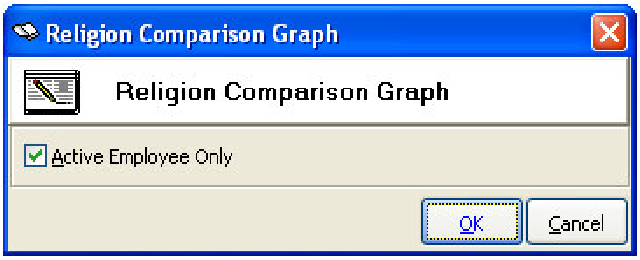
5.5 Race Comparison Graph

Menu Location: ***Graph → Race Comparison Graph***
Description: This graph illustrates races (*Chinese*, *Indian*, *Malay* and *Other*) composition percentage of the employee base.



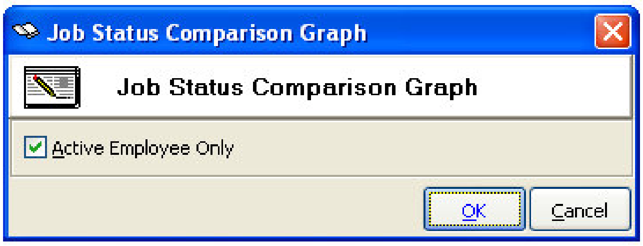
5.6 Religion Comparison Graph

Menu Location: ***Graph → Religion Comparison Graph***
Description: This graph illustrates the religion (*Buddhism*, *Christianity*, *Hinduism*, *Islam* and *Other*) percentage composition of the employees in the company.



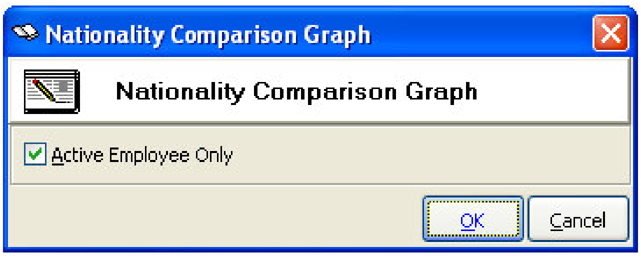
5.7 Job Status Comparison Graph

Menu Location: ***Graph → Job Status Comparison Graph***
Description: This graph illustrates the job status (*Clerical*, *Executive*, *Management*, *Professional* or *Other*) for the employees in the company, in percentage.



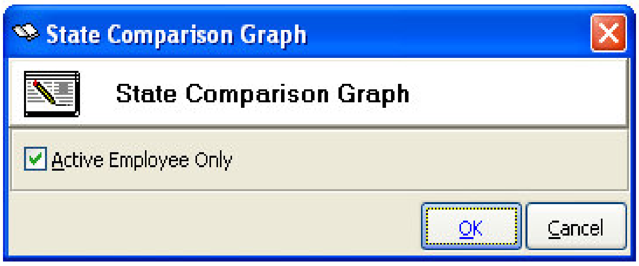
5.8 Nationality Comparison Graph

Menu Location: ***Graph → Nationality Comparison Graph***
Description: This graph illustrates the comparative percentage of the employee's nationality.



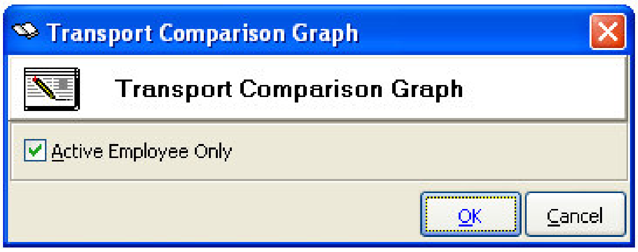
5.9 State Comparison Graph

Menu Location: ***Graph → State Comparison Graph***
Description: This graph illustrates the state of origin for the employees, comparison in percentage.



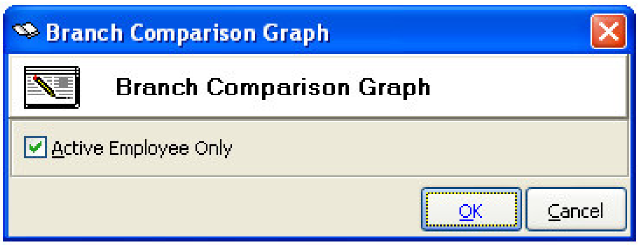
5.10 Transport Comparison Graph

Menu Location: ***Graph → Transport Comparison Graph***
Description: This graph illustrates mean of transport by the employees, whether it is by bus, car, motorcycle or van.



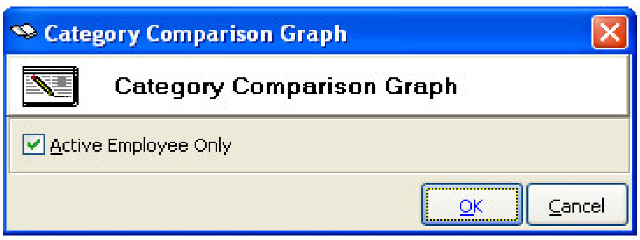
5.11 Branch Comparison Graph

Menu Location: ***Graph → Branch Comparison Graph***
Description: This graph illustrates the branches where the employees were coming from.



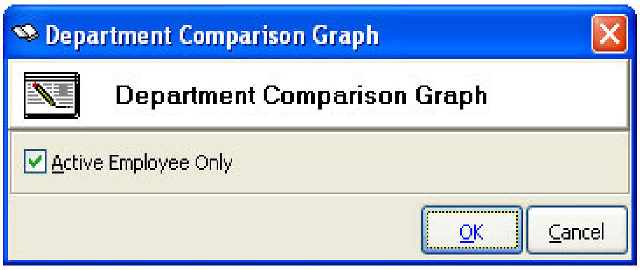
5.12 Category Comparison Graph

Menu Location: ***Graph → Category Comparison Graph***
Description: This graph illustrates the category of the employees.



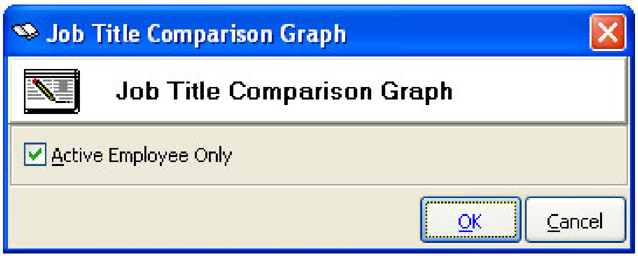
5.13 Department Comparison Graph

Menu Location: ***Graph → Department Comparison Graph***
Description: This graph illustrates the departmental composition of the employees in the company, in percentage.



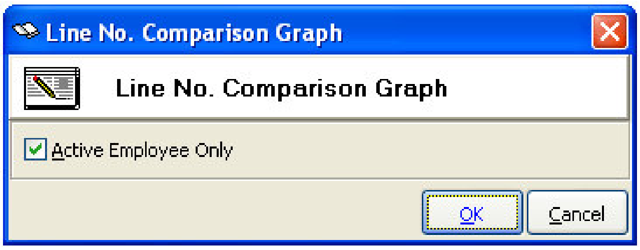
5.14 Job Title Comparison Graph

Menu Location: ***Graph → Job Title Comparison Graph***
Description: This graph illustrates the composition percentage for different job titles of the employees in the company, defined by users.



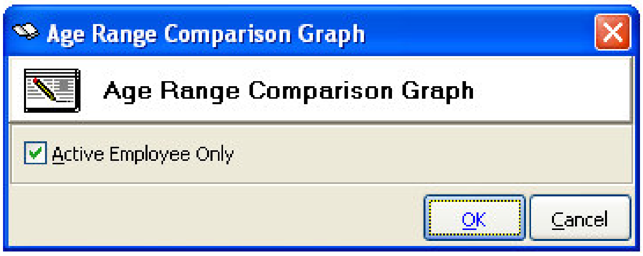
5.15 Line No. Comparison Graph

Menu Location: ***Graph → Line No. Comparison Graph***
Description: This graph illustrates the percentage composition of the employees' assigned line number, if applicable.



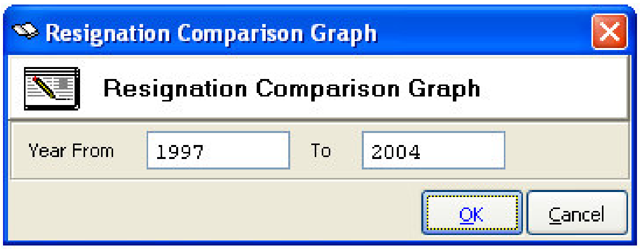
5.16 Age Range Comparison Graph

Menu Location: ***Graph → Age Range Comparison Graph***
Description: This graph illustrates the composition of the employees' years of age in six different ranges (20 and below, 21 to 30, 31 to 40, 41 to 50, 51 to 60, 61 and above), comparison by percentage.



5.17 Resignation Comparison Graph

Menu Location: ***Graph → Resignation Comparison Graph***
Description: This graph compares the number of resigned employees over the last eight years (inclusive of current year).



Human Resource Management User Manual

(Housekeeping)

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Chapter 6 Housekeeping

6.1 Setup
6.2 Year End Processing
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Chapter 6 HOUSEKEEPING

Overview:

This module enables you to maintain general setting and features of the system according to individual company's requirements, user's access right and password maintenance, changing of font, indexing and upgrading of database, backup and restore of data files. Besides, it also allows users to import and export the data files from and to UBS Payroll system. And, it has the feature to perform year end processing and re-calculation of leave balance.

6.1 Setup

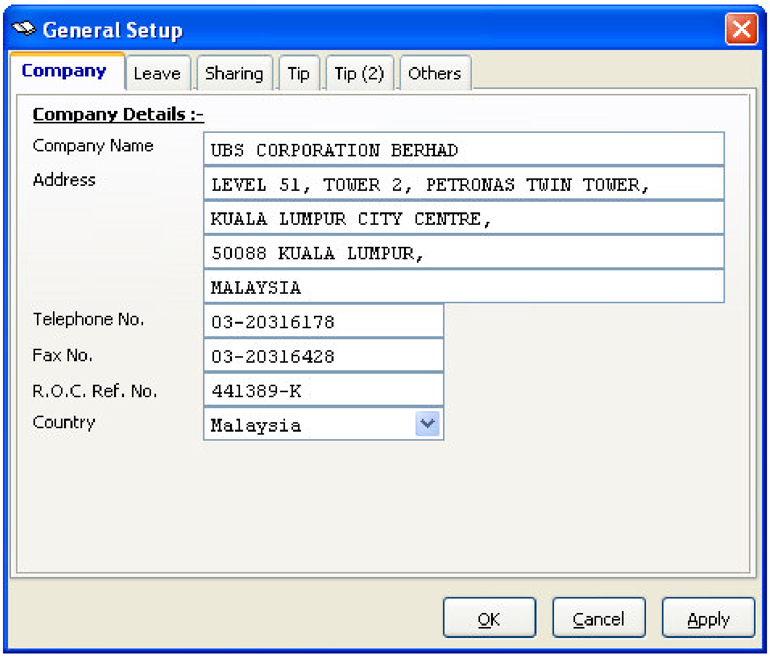
It is advisable for users to maintain the initial setup before proceed to perform system processing.

6.1.1 General Setup

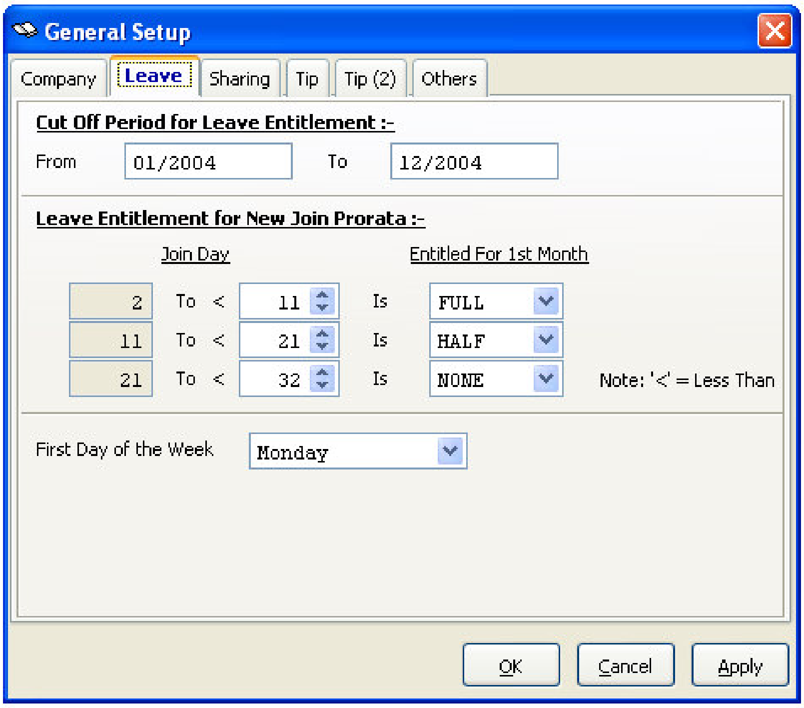
Menu Location: ***Housekeeping → Setup → General Setup***
Description: This option enables users to maintain the general settings of the system and set parameters that suit the company's requirements.

<u>Company</u>

The company name that user entered here will be printed in all reports as the header at the top left corner.



Leave



Cut Off Period for Leave Entitlement:-

Enter the transactions cut-off period for HRMS. This period will determine and calculate the number of leave days if the leave entitlement is to be proportional accordingly.

After year-end processing, the cut-off period will be updated automatically to the next 12 months.

Leave Entitlement for New Join Prorata:-

This is to assign the annual leave entitlement for those employees who joined the company not on the 1st day of the month. The system will calculate the leave proportionally.

Based on the default setup value in the system, let us evaluate the following examples:

Assuming that the cut-off period is from 01/2004 to 12/2004 and annual leave entitled per year is 12 days.

Example One
If an employee joins the company from the 2nd to 10th of the month, he/she will be given one full day's annual leave for the first month joining the company.

E.g. An employee joined on 08/03/2004,

Number of month from date joined (Mac'04) to the end of the cut-off period (Dec'04) is equal to 10
Therefore, annual leave entitlement for this employee is 10 days.

Example Two
If an employee joins the company from 11th to 20th of the month, he/she will be given a half-day's annual leave for the first month joining the company.

E.g. An employee joined on 15/6/2004,

(i) Based on the employee's join day, he/she will be entitled half-day annual leave for the first month (June'04)
(ii) For the second month (Jul'04) onwards until end of the cut-off period (Dec'04), total number of month is equal to 6
(iii) Therefore, total annual leave entitlement for this employee is ½ + 6 = 6 ½ days

Lastly, select and specify the ***First Day of the Week***. It represents the company's first working day of the week.

Effect of changes can be seen in hyperlink ***View Approved Leave*** located at the system's front page.

The first day defined in this page will determine the range of dates for filtering employee database while accessing ***HR Department → Standard Documents***.
For instance, if the ***First Day of the Week*** is defined as "*Monday*", then the system will extract all related data from Monday until Sunday of the week. If "*Tuesday*" is defined here, the system will extract all related data from Tuesday until the following week's Monday.

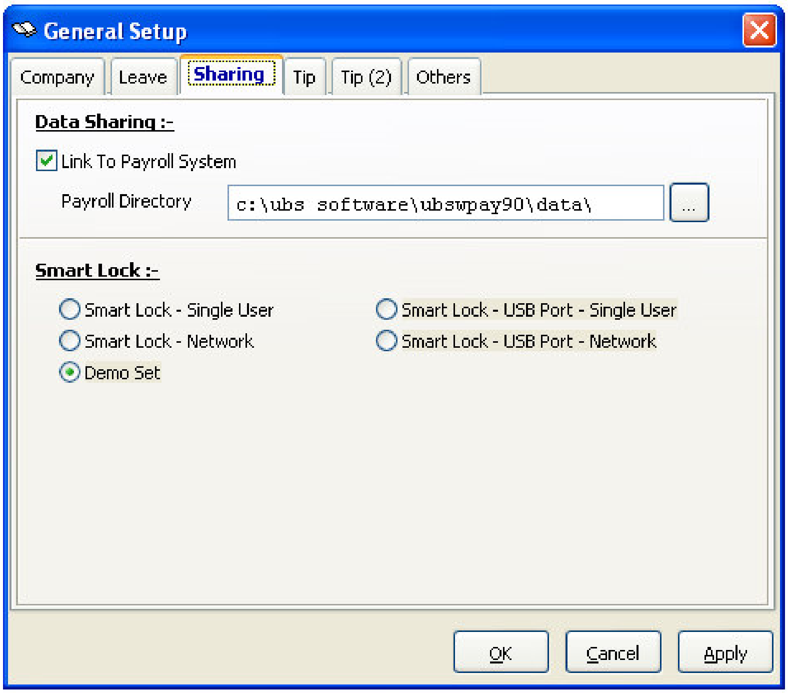
Sharing

Data Sharing:-

This is to link the HRMS with UBS Payroll System for systems installed in same PC or server.

Tick the checkbox "***Link to Payroll System***" and specify the ***Payroll Directory***.

There are 3 files shared with the UBS Payroll System, including employee master file (pmast.dbf), line no. file (tlineno.dbf) and category file (category.dbf). Therefore, whenever user make data entry in HRMS, the data can be retrieved directly from payroll system or vice-versa.



Note:
Since there are new fields (e.g. badge no., email address, passport expire date) which are not yet included in the existing UBS Payroll System, user still need to maintain these fields in HRMS.

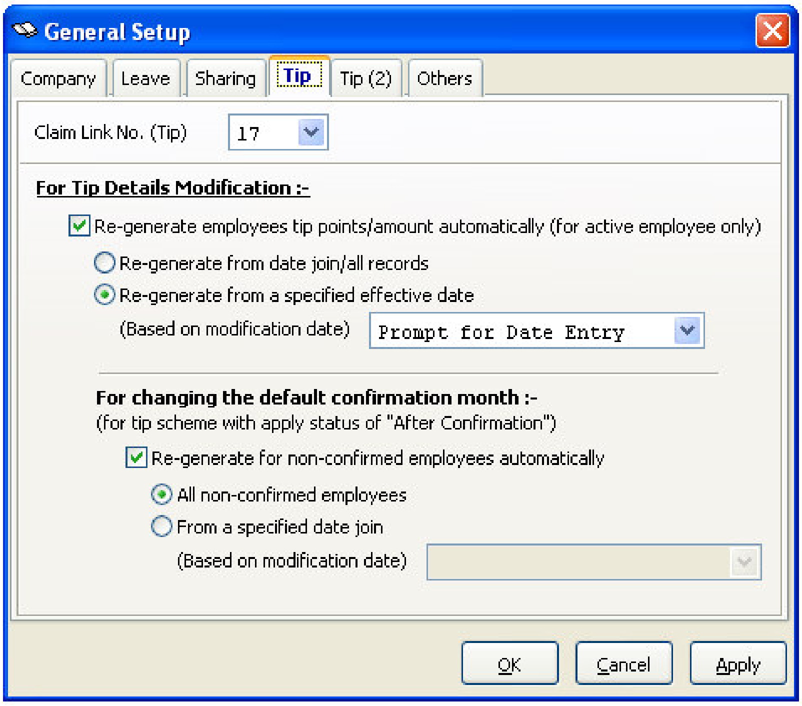
Smart Lock:-

This is to identify the type of license (single or network user, USB port, trial version) Demo set only allows users to key in maximum 10 employees' records.

Tip

This page enables user to define modification method to be applied when re-generating the tip points/amount.

First of all, specify the column number in ***Claim Link No. (Tip)*** to be posted to **UBS Payroll System**'s *Allowance Table* for tip amount.



Then, for the following examples, please refer the scenario with reference to *Table One* and *Table Two* shown in next page.

Assuming current month is July 2004.

Please verify the effect/end result of each setup or changes in ***HR Department ➔ Employee ➔ Tip***.

Table One

Employee	Date Join	Tip Scheme	Default Confirmation Month	Date Confirm
Staff A	01/07/2004	TS01	3 months	01/10/2004
Staff B	16/07/2004	TS01	3 months	16/10/2004
Staff C	01/06/2004	TS01	3 months	01/09/2004

Table Two

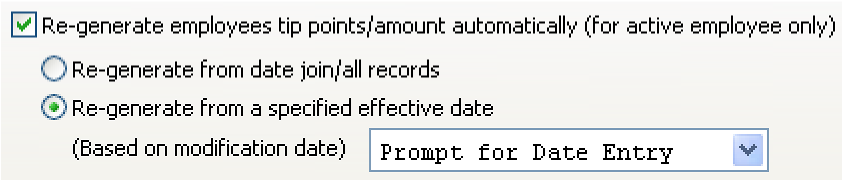
Tip Scheme	TS01	TS02
Apply Status	After Confirmation	After Confirmation
Tip Details:-		
0 to < 12	2.00000	3.50000
12 to < 24	5.00000	6.00000

Example One

Select this option during the initial setup or first time using of UBS HRMS for updating of all employees' record with the new tip scheme.

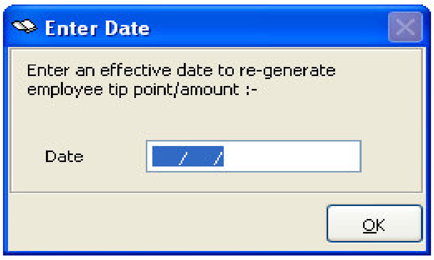
After completed, remember to change the setup as per example two shown in the next page.

Example Two



Tick the relevant option button and specify the effective date to re-generate tip points/amount, whether the new adjustment shall be effective from *Today*, *Tomorrow*, *1st Day of Current Month*, *1st Day of Next Month* or *1st Day of Next Year*.

Alternatively, user may preset the system to "*Prompt for Date Entry*", allowing user to define and specify an exact effective date to re-generate the adjusted tip points/amount.



Now, let us look into a scenario.
Staff A from scheme TS01 will be promoted on 01/12/2004 and change to another scheme TS02.

1. Go to ***HR Department → Employee → Personnel File - -> Benefit*** to change the employee's ***Tip Scheme Code*** to TS02.

2. Enter the effective date as 01/12/2004 when the system prompts for date entry.

3. Then, go to ***HR Department → Employee → Tip*** to verify the changes.

Before adjustment

Effective Date	No. of Point/Amount
01/07/2004	0.00000
01/10/2004	2.00000
-	
01/07/2005	5.00000

After adjustment

Effective Date	No. of Point/Amount
01/07/2004	0.00000
01/10/2004	2.00000
01/12/2004	3.50000
01/07/2005	6.00000

Note:
(i) Tip point/amount's records before adjustment will be retained.

(ii) From the adjustment's effective date onwards, the tip point/amount will change and follow the new scheme.

Example Three

Modify scheme TS01 as below and apply to all staffs the newly adjusted scheme to replace the old scheme with effective from 01/07/2005.

Tip Scheme	TS01
Apply Status	After Confirmation
Tip Details:-	
0 to < 12	3.00000
12 to < 24	8.00000

1. Go to ***HR Department → Tip → Tip Scheme*** to modify the tip details.
2. Enter effective date as 01/07/2005
3. Then, go to ***HR Department → Employee → Tip*** to verify the changes for staff B & staff C.

Staff B

Before adjustment

Effective Date	**No. of Point/Amount**
16/07/2004	0.00000
16/10/2004	2.00000
-	
16/07/2005	5.00000

After adjustment

Effective Date	**No. of Point/Amount**
16/07/2004	0.00000
16/10/2004	2.00000
01/07/2005	3.00000
16/07/2005	8.00000

Staff C

Before adjustment

Effective Date	**No. of Point/Amount**
01/06/2004	0.00000
01/09/2004	2.00000
01/06/2005	5.00000
-	

After adjustment

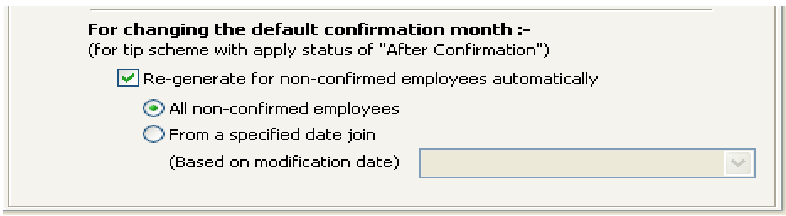
Effective Date	**No. of Point/Amount**
01/06/2004	0.00000
01/09/2004	2.00000
01/06/2005	5.00000
01/07/2005	8.00000

Note:

(i) Effective from 01/07/2005 onwards, staff B will utilize the new adjusted tip point/amount and ignore the remainder record from old scheme.

(ii) On 01/06/2005 before the scheme adjustment, staff C still follows the old scheme. But, effective from 01/07/2005 onwards, staff C will change to utilize the newly modified scheme.

Modification of Employees' Confirmation Month



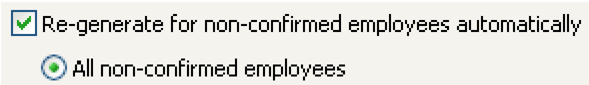
Note:
1. All modifications are only applicable for the tip schemes with apply status "*After Confirmation*". Changes of setup in this option only affecting group of employees with tip scheme applied after their confirmation.

2. All modifications are only affecting those employees who are not yet confirmed by the employer. In other words, the ***Date Confirm*** in ***HR Department ➔ Employee ➔ Personnel File - -> Job*** MUST BE blank or not input yet.

3. Modify the number of confirmation month in ***Housekeeping ➔ Setup ➔ General Setup - -> Others*** or ***Housekeeping ➔ Setup ➔ Default Setting ➔ Confirmation Month*** to differentiate the effect of each selected option in this module.

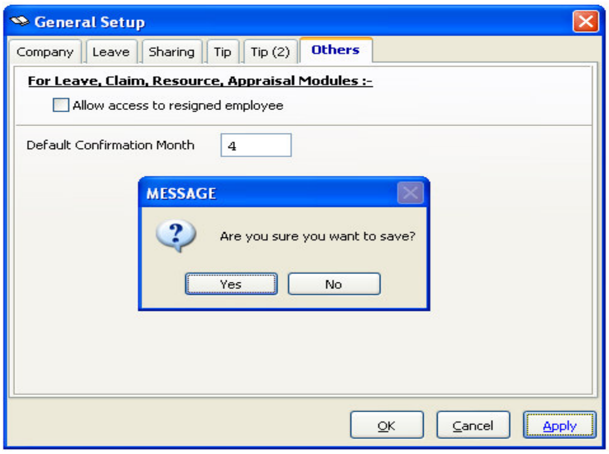
Example Four

Change the confirmation month from 3 (old record) to 4 months (new adjustment) for ALL STAFFS, regardless when the staffs have joined the company.



1. Tick the checkbox and select the first option button as shown above.

2. Go to ***Housekeeping ➔ Setup ➔ General Setup - -> Others*** to change the default confirmation month to 4.



3. Click "**Apply**" and then "**Yes**" button to execute the setup.

4. Then go to ***HR Department ➔ Employee ➔ Tip*** to verify the effect of modification.

Staff A

Before modification (confirmation 3 months)

Effective Date	No. of Point/Amount
01/07/2004	0.00000
01/10/2004	2.00000

After modification (new confirmation 4 months)

Effective Date	No. of Point/Amount
01/07/2004	0.00000
01/11/2004	2.00000

Staff B

Before modification (confirmation 3 months)

Effective Date	No. of Point/Amount
16/07/2004	0.00000
16/10/2004	2.00000

After modification (new confirmation 4 months)

Effective Date	No. of Point/Amount
16/07/2004	0.00000
16/11/2004	2.00000

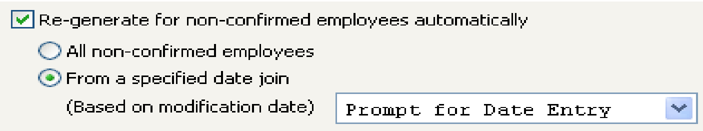
Note:

(i) Before modification, staff A who joined on 01/07/2004 should be confirmed 3 months later on 01/10/2004. But, after modification, the estimated confirmation date has changed to 01/11/2004, which is 4 months later.

(ii) The structure of tip scheme in number of point/amount remains unchanged.

Example Five

With effective from 01/07/2004, confirmation month for the staffs will be changed to 5 months instead of old default confirmation month of 3 months.

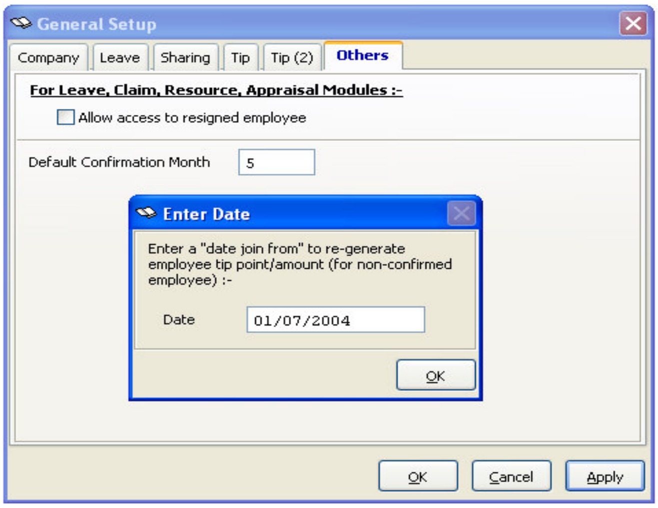


1. Tick the relevant option button and specify the effective date to re-generate tip points/amount, whether the new adjustment shall be effective from *Today*, *Tomorrow*, *1st Day of Current Month*, *1st Day of Next Month* or *1st Day of Next Year*.

2. Alternatively, user may preset the system to "*Prompt for Date Entry*", allowing user to define and specify an exact starting date to re-generate the tip points/amount's effective date.

3. Then, go to ***Housekeeping → Setup → General Setup - -> Others*** to change the default confirmation month to 5.

4. Click "**Apply**" and then "**Yes**" button.



5. Enter the effective date 01/07/2004 to re-generate the tip point/amount details. Click "**OK**" and then "**Yes**" button to acknowledge the setup.

6. Go to ***HR Department → Employee → Tip*** to verify the effect of modification.

Staff B

Before modification

Effective Date	No. of Point/Amount
16/07/2004	0.00000
16/10/2004	2.00000

After modification

Effective Date	No. of Point/Amount
16/07/2004	0.00000
16/12/2004	2.00000

Staff C

Before modification *After modification*

Effective Date	No. of Point/Amount
01/06/2004	0.00000
01/09/2004	2.00000

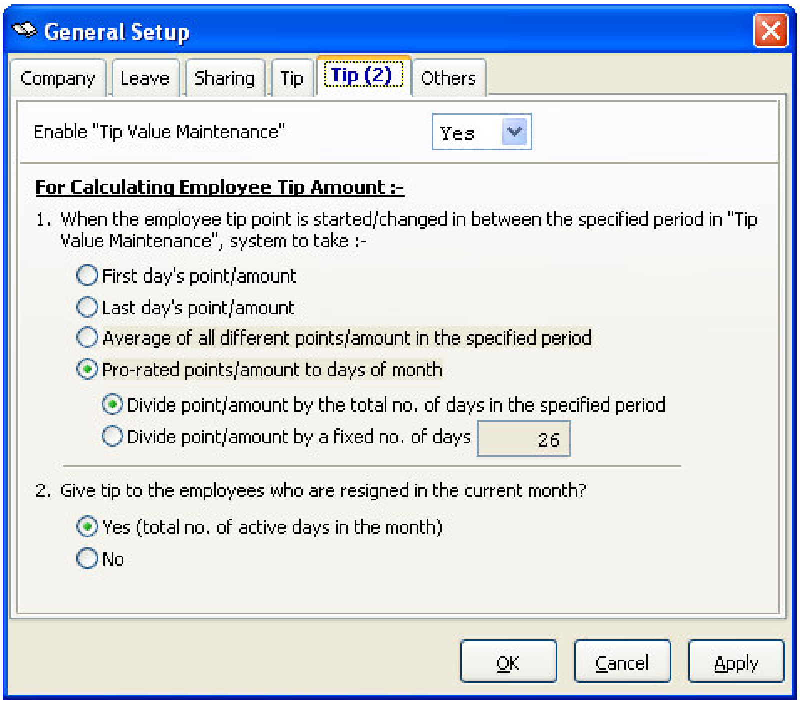
Effective Date	No. of Point/Amount
01/06/2004	0.00000
01/09/2004	2.00000

Note:

(i) Before modification, all staffs are having confirmation month of 3
(ii) After modification with effective from 01/07/2004, staff B who joined the company after the date will be affected.
(iii) Staff C who has joined the company earlier that the modification date will not be affected. Staff C still using the original effective date to calculate the tip point/amount.
(iv) The structure of tip scheme in number of point/amount remains unchanged.

Tip (2)

This page allows users to determine the method to be applied in tip calculation.



If users are practising tip point method, select "*Yes*" in ***Enable "Tip Value Maintenance"*** so that to activate the module ***HR Department → Tip → Tip Value***.

Otherwise, select "*No*" to disable the **Tip Value Maintenance** module.

Let us evaluate the effect of each calculation method with examples.

Staff A	Effective Date	Point/Amount
	01/07/2004	20.00000
	16/07/2004	25.00000

Staff B	Effective Date	Point/Amount
	01/07/2004	30.00000

Assumptions:

(i) Utilisation period is from 01/07/2004 to 31/07/2004
(ii) Total value is 1000.00000
(iii) Staff A will be granted increase of point/amount with effect from 16/07/2004

Steps:
- Setup staffs' tip details in ***HR Department → Employee → Tip***
- Maintain item (i) & (ii) in ***HR Department → Tip → Tip Value***
- Change different calculation methods in ***Housekeeping → Setup → General Setup***
- Verify the difference of end results in ***Report → Tip → Employee Tip Amount Report***

Formula:
1. Total Value Per Point = Total Value / No. of Point

2. Employee Tip Amount = Total Value Per Point X Number of Point or Amount for particular employee

Example One: First day's point/amount

$$\text{Total Value Per Point} = \frac{1000}{20 + 30} = 20$$

Employee	Tip Amount
Staff A	400.00000
Staff B	600.00000
Total	1000.00000

Remark: taking the first effective date's tip point/amount, regardless any adjustment at later date within the same period

Example Two: Last day's point/amount

$$\text{Total Value Per Point} = \frac{1000}{25 + 30} = 18.18182$$

Employee	Tip Amount
Staff A	454.54550
Staff B	545.45460
Total	1000.00010

Remark: taking the latest effective date's tip point/amount, regardless any adjustment in earlier days within the same period

Example Three: Average of all different points/amount in the specified period

$$\text{No. of Point for Staff A} = \frac{20 + 25}{2} = 22.5$$

$$\text{Total Value Per Point} = \frac{1000}{22.5 + 30} = 19.04762$$

Employee	Tip Amount
Staff A	428.57145
Staff B	571.42860
Total	1000.00005

Remark:
First, calculate the average number of point for employee who has multiple tip point/amount schemes within the same period.
Then, use this figure to divide total value and also calculate the actual tip amount.

Example Four: Divide point/amount by the total no. of days in the specified period

$$\text{No. of Point for Staff A} = (20 \times \frac{15}{31}) + (25 \times \frac{16}{31}) = 22.58065$$

$$\text{Total Value Per Point} = \frac{1000}{22.58065 + 30} = 19.018402$$

Employee	Tip Amount
Staff A	429.44783
Staff B	570.55200
Total	999.99983

Remark:
Firstly, multiple each different tip point/amount scheme with the exact number of days in the specified period.
Then, total up all different tip schemes to get the actual number of point for the respective staff.

> Note:
> By default, the system will use this method to calculate the employees' tip amount.

Example Five: Divide point/amount by a fixed no. of days

This method is the same as example four, the main difference is that it allows user to specify a fixed total number of days as a base.

Assuming that we are using 26 days as the base,

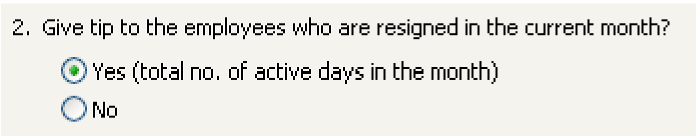
$$\text{No. of Point for Staff A} = \left(20 \times \frac{15}{26}\right) + \left(25 \times \frac{16}{26}\right) = 26.92308$$

$$\text{Total Value Per Point} = \frac{1000}{26.92308 + 30} = 17.56757$$

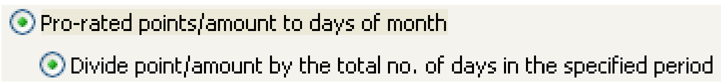
Employee	Tip Amount
Staff A	472.97309
Staff B	527.02710
Total	1000.00019

Example Six: Resigned employees

Select the option button labeled "***Yes (total no. of active days in the month***" to include calculation for those employees resigned within the specified period.



Assume that we have selected calculation method to divide point/amount by the total no. of days.



And, assuming that Staff B has resigned on 18/07/2004, therefore,

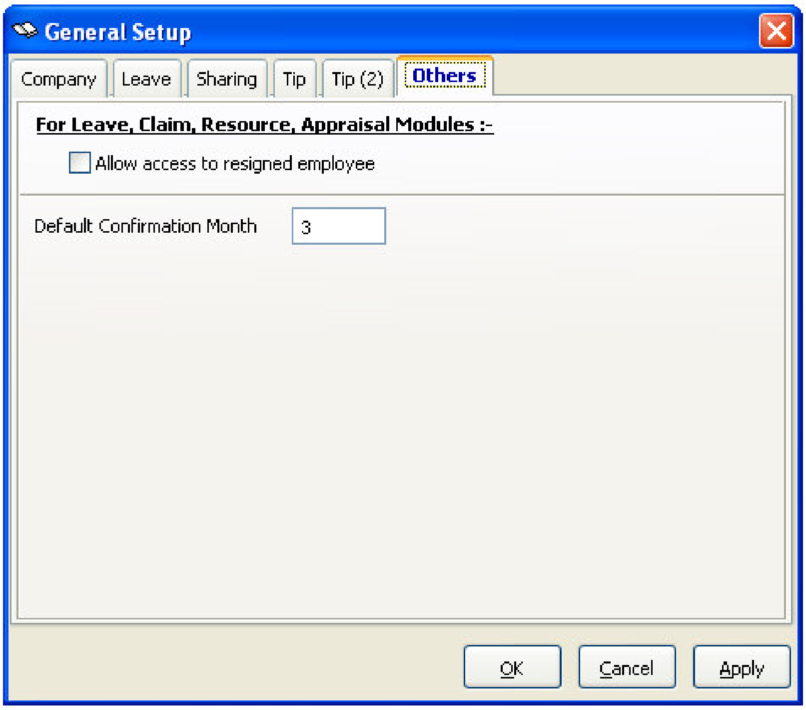
Employee	No. of Point	Tip Amount
Staff A	$\left(20 \times \frac{15}{31}\right) + \left(25 \times \frac{16}{31}\right) = 22.58065$	25.61983 x 22.58065 = 578.51241
Staff B	$30 \times \frac{17}{31} = 16.45161$	25.61983 x 16.45161 = 421.48745

1000

Total Value Per Point = -----------------------------
22.58065 + 16.45161

= 25.61983

Others

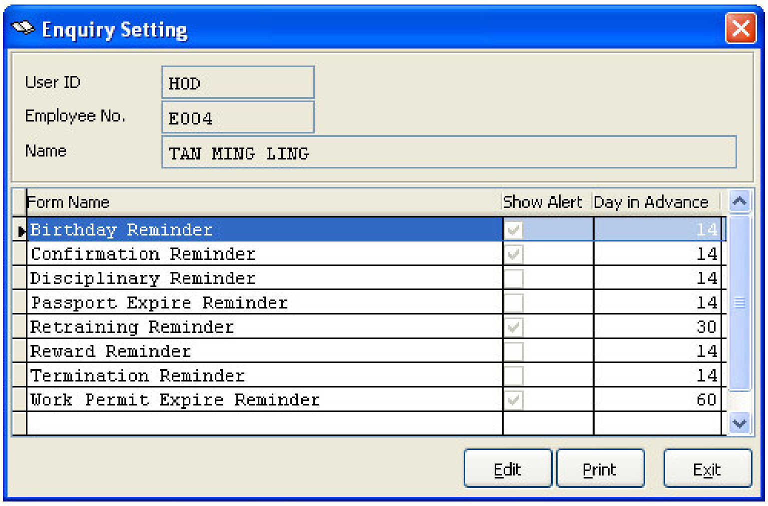


Tick the checkbox "***Allow access to resigned employee***" if user wants to view all employees database (including those resigned employees) when accessing modules of leave, claim, resource and appraisal.

Specify the ***Default Confirmation Month*** applied to all employees, except those exclusively defined job titles in ***Housekeeping → Setup → Default Setting → Confirmation Month*** (Refer to chapter 6.1.3.1)

6.1.2 Enquiry Setting

Menu Location: ***Housekeeping → Setup → Enquiry Setting***
Description: This option enables user to define whether want to allow the system to alert user with reminders. If yes, user may specify the number of days in advance for reminder to pop out and notify the user.



1. Click on "**Edit**" button.

2. At particular reminder record, tick the checkbox "***Show Alert***" and specify the number of ***Day in Advance*** for reminder to appear.

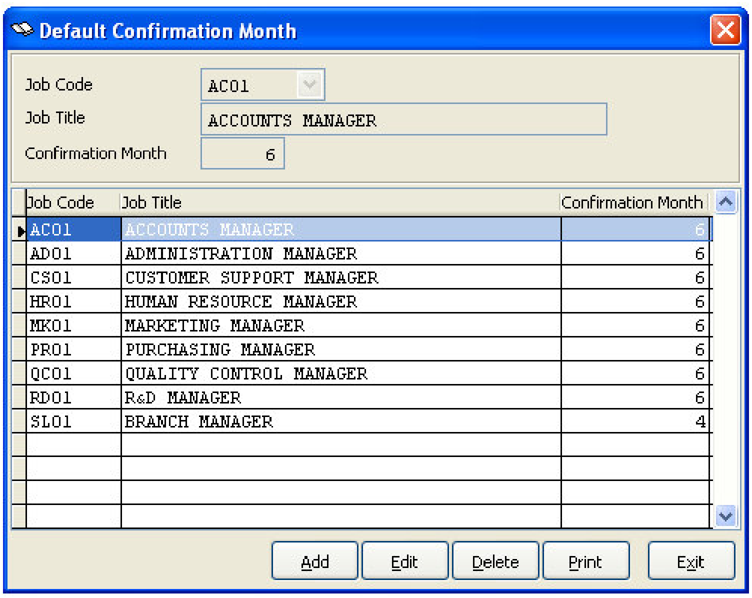
3. Click "**Save**" button to update the setting.

When user login to the system again, user will be prompted with the related reminder(s) for pending or overdue matters.

6.1.3 Default Setting

6.1.3.1 Confirmation Month

Menu Location: ***Housekeeping → Setup → Default Setting → Confirmation Month***
Description: This option enables user to define confirmation month specifically for certain group of employees, if it is different from the default confirmation month assigned to other employees in the company. For instance, higher level management or executives might have a longer period of confirmation months compare to normal employees.



1. Click "**Add**" button.

2. Select the affected ***Job Code***. (Records available for selection were created in ***HR Department → Miscellaneous File → Job Function***.)

3. Specify the ***Confirmation Month***.

4. Click "**Save**" button to update the setting.

> Note:
> For job titles not specifically defined in this module, the respective employees will follow **Default Confirmation Month** setup at ***Housekeeping → Setup → General Setup - -> Others***.

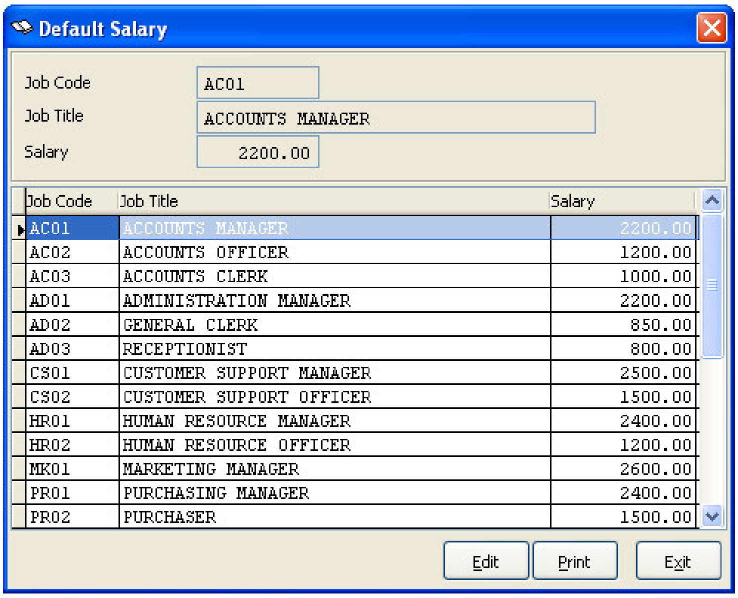
6.1.3.2 Salary

Menu Location: ***Housekeeping → Setup → Default Setting → Salary***
Description: This option enables user to setup the default salary amount for the employees based on different job titles.

Every new job titles created in ***HR Department → Miscellaneous Files → Jon Function*** will automatically updated into this module.

When creating new employee's details for the first time in ***HR Department → Employee → Personnel File***, the salary amount applied will depends on the ***Job Title*** (in **Job** page) selected by user.
The first effective salary amount will be updated concurrently to ***HR Department → Employee → Salary***.

1. Scrolling through the list to locate for the relevant ***Job Code***. Click "**Edit**" button.

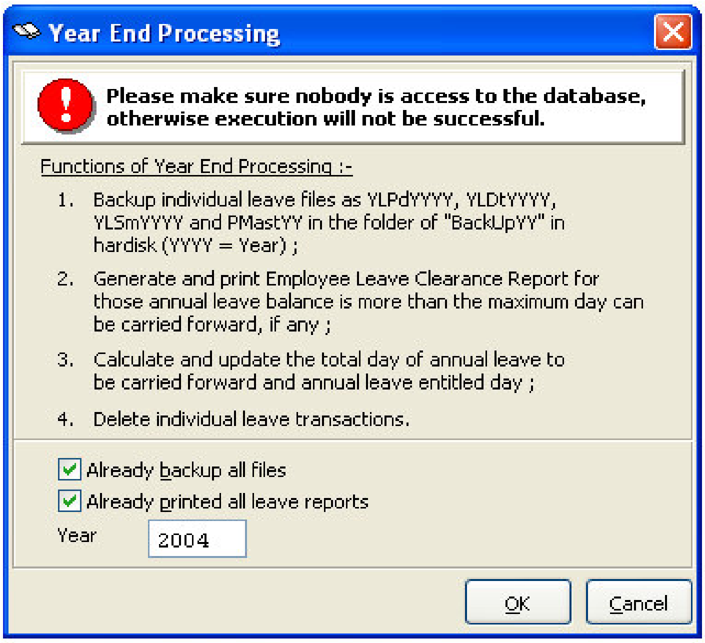


2. Enter the ***Salary*** amount for the respective job title.

3. Click "**Save**" button to assign the salary figure to the particular job code.

6.2 Year End Processing

Menu Location: ***Housekeeping → Year End Processing***
Description: This option enables user to close current year's leave transactions and proceed to the next fiscal year. It must be done at the end of every fiscal year based on the cut-off period defined (in ***Housekeeping → Setup → General Setup - -> Leave***)



Before performing year-end process,

(i) backup all files in ***Housekeeping → Backup and Restore → Backup*** & ***Backup (Administrative Data)***
(ii) print the necessary reports for filing, e.g. the *Employee Leave Clearance Report, Employee Leave Summary Report*

To perform year-end processing,

1. Confirm by ticking the checkboxes "***Already backup all files***" and "***Already printed all leave reports***".

2. Enter the processing ***Year***.

3. Then, click "**OK**" and "**Yes**" button.

4. Preview or print out the *Employee Leave Clearance Report*.

5. When the process is completed, it will prompt a message. Click "**OK**" to acknowledge the message.

After year-end process, the following will take place,

1. A new folder (e.g. Backup04) will be created in the hard disk. It contains: pmast04.dbf, pmast04.fpt, yldt2004.dbf, ylpd2004.dbf, ylsm2004.dbf and ClrRpt04.txt (Employee Leave Clearance Report in text format).

2. Re-calculate the leave entitlement for the employees.

3. Delete the year's approved leave applications and summary.

4. Update the next cut-off period.

> Note:
> User should export files to *UBS Payroll System* before performing year-end processing.

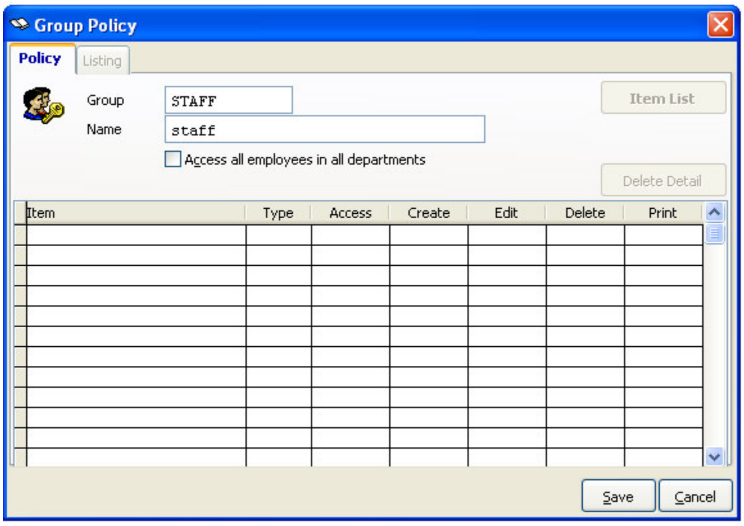
6.3 Administrative Tools

This category of menus allow users to manage and maintain user security setting, database management and setup user preference in terms of font type and size.

6.3.1 Group Policy

Menu Location: ***Housekeeping → Administrative Tools → Group Policy***
Description: This option enables users to define the user group's accessibility in the system.

<u>Add and Edit New Group</u>

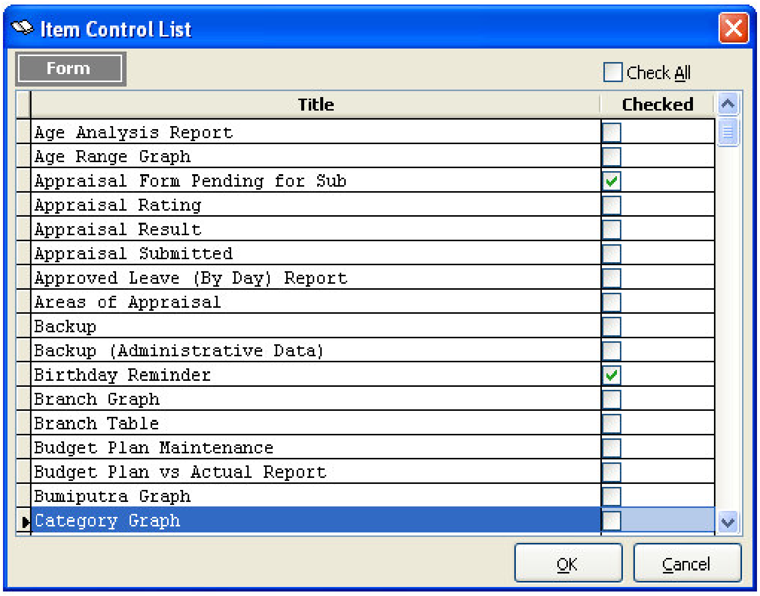


1. Select "**Add**" button and key in the group code and name.

2. Tick the checkbox "***Access all employees in all departments***" for higher management. Restrict the accessibility for normal users. Do not tick this check for staff group.

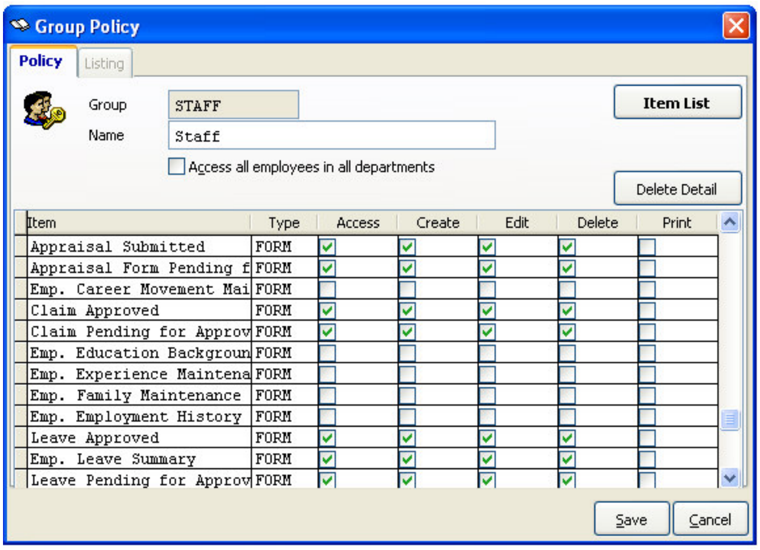
3. Next, click on "**Save**" button to confirm.

4. Then, click on the "**Edit**" button. Notice that both buttons "**Item List**" and "**Delete Detail**" have been enabled. Click on "**Item List**" button.



5. At the ***Form*** page, select the form name from the list to assign the authority right for the group to access to the respective form. Tick the checkbox "**Check All**" if you want to select all forms.

6. Click "**OK**" and the form(s) selected will be display in the table items.



7. There are 5 types of access control to the form you are accessing.

   i. Access – enable/disable the user to access to the form

   ii. Create – enable/disable the user to add a new record

   iii. Edit – enable/disable the user to edit the existing record

   iv. Delete – enable/disable the user to delete the record

   v. Print – enable/disable the user to print the report/listing

8. Tick the checkbox "***Access all employees in all departments***" if this particular user is allowed to access other employees' data, regardless of their department.

9. Always remember to click "**Save**" button every time you have finished setup.

Delete Record

To delete any particular form item, you must be in the **Edit** mode.

1. At the main module screen, click "**Edit**" button.

2. Move the mouse cursor to point to the unwanted item record and click on "**Delete Detail**" button.

3. Click "**Yes**" if you are sure and wanted to delete the item record.

4. Always remember to click "**Save**" button to confirm update to the user group profile.

To delete a user group,

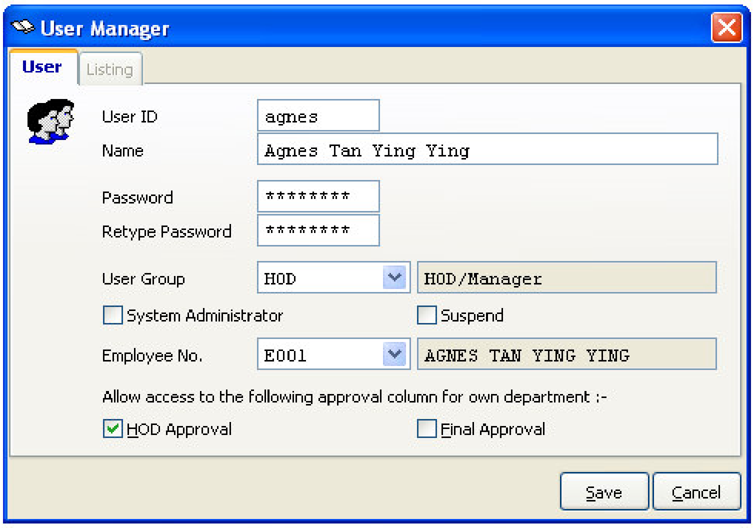
1. At the main module screen, select the user group to be deleted, click "**Delete**" button at the bottom of the screen.

2. Click "**Yes**" to confirm deletion of the entire user group.

6.3.2 User Manager

Menu Location: ***Housekeeping → Administrative Tools → User Manager***
Description: This option enables user to create login id as well as assigning user's authorization level.

Add New User



1. Select "**Add**" button and key in :-

User ID - Assign login identification code for each user (maximum 8 characters).

Name - User name (maximum 30 characters).

Password - Enter unique personal identification number not exceeding 8 characters and retype the same password in the next column to confirm.

User Group - Assign by select the user's authorization level. (New user group can be created in ***Housekeeping → Administrative Tools → Group Policy***)

☑ ***System Administrator***

System administrator has the authority to access into all modules.

☑ ***Suspend***

Click on the Suspend checkbox to terminate the user access right for any inactive user.

2. Click on the ***Employee No.*** arrow down button to select the relevant employee profile.

3. Tick the related checkbox if the particular employee is aothorised to perform ***HOD Approval*** and/or ***Final Approval***.

4. Click " **Save**" if confirmed correct, otherwise "**Cancel**"

<u>Edit User Profile</u>

Select "**Edit**" button to modify user profile such as user name, re-assign user group, authorizing administrator function or even suspending any user id.

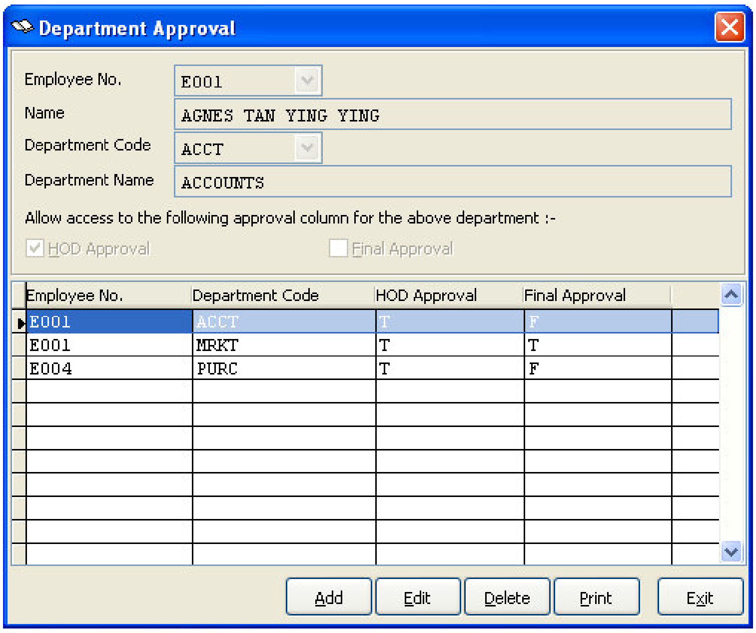
Remember to click "**Save**" to confirm any modification done.

<u>Delete User</u>

Select the particular user record and click "**Delete**" button to remove any user id from the system.
Click "**Yes**" to confirm a deletion, otherwise "**No**" to cancel.

6.3.3 Department Approval

Menu Location: ***Housekeeping → Administrative Tools → Department Approval***
Description: This option enables user to assign additional approval authorization rights other than the original responsibilities. For instance, Head of Department of Admin Department can be appointed to approve leave application, claim submission and resource request for other department's employees, e.g. Accounts and Marketing Department.



1. Click on "**Add**" button.

2. Select the respective ***Employee No***.

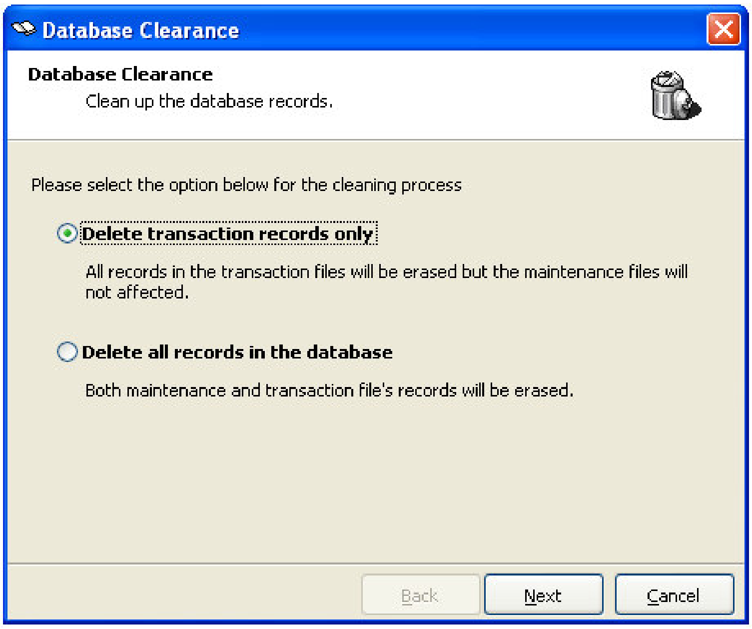
3. Specify the ***Department Code*** which he/she will be appointed to be in-charge of.

4. Tick the checkbox for approval level ***HOD Approval*** and/or ***Final Approval***.

5. Click "**Save**" button to update the profile.

6.3.4 Database Clearance

Menu Location: ***Housekeeping → Administrative Tools → Database Clearance***
Description: This option enables user to delete/purge transactions or all records in the system. After the clearance process, the data files will not be able to recover.

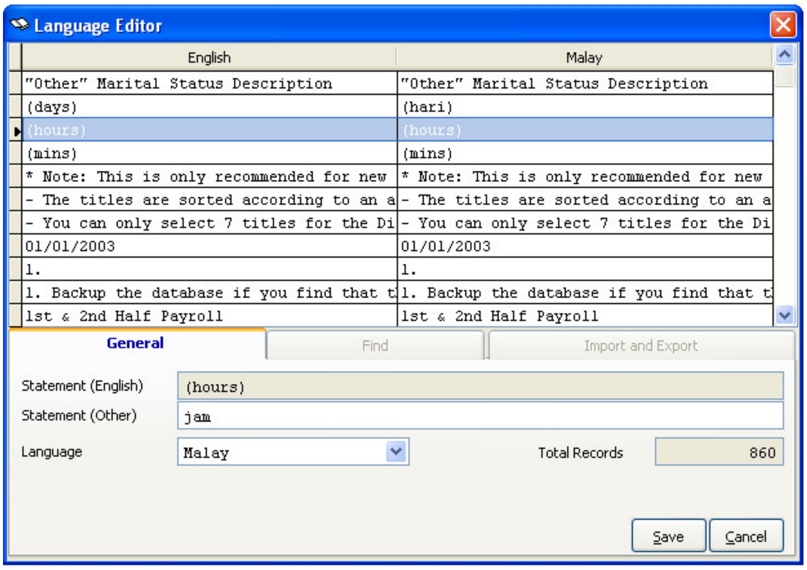


You may choose to *delete transaction records only* or *delete both maintenance and transaction* file's records from the database.

Tick the related option button and click "**Next**", follow by "**Finish**" and then "**Yes**" to confirm execution of database clearance.

6.3.5 Language Editor

Menu Location: ***Housekeeping → Administrative Tools → Language Editor***
Description: This option enables user to define and determine the language to be used in the system. Languages available are English, Chinese, Malay, Thai, Indonesia and Vietnam.



1. To setup the language database, select the relevant ***Language***.

2. Click "**Edit**" button.

3. Locate the related word in ***Statement (English)***. Enter the converted vocabulary in Statement (Other).

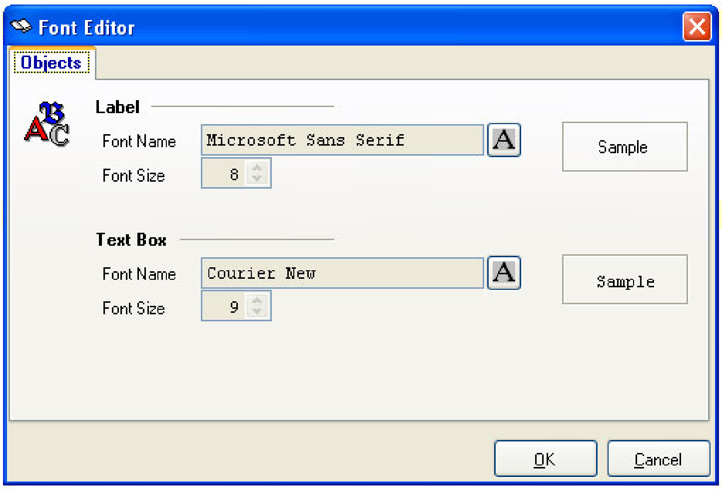
4. Click "**Save**" button. Then, click "**Exit**" button.

5. Next, go to ***Help → Language***, select the particular language. Alternatively, user may click ***Language*** hyperlink at the system front page to change to other language.

6. To observe the effect, go to the affected module or menu option.

6.3.6 Font Editor

Menu Location: ***Housekeeping → Administrative Tools → Font Editor***
Description: This option enables users to reset or change the system's default font style and size for labels and text boxes.



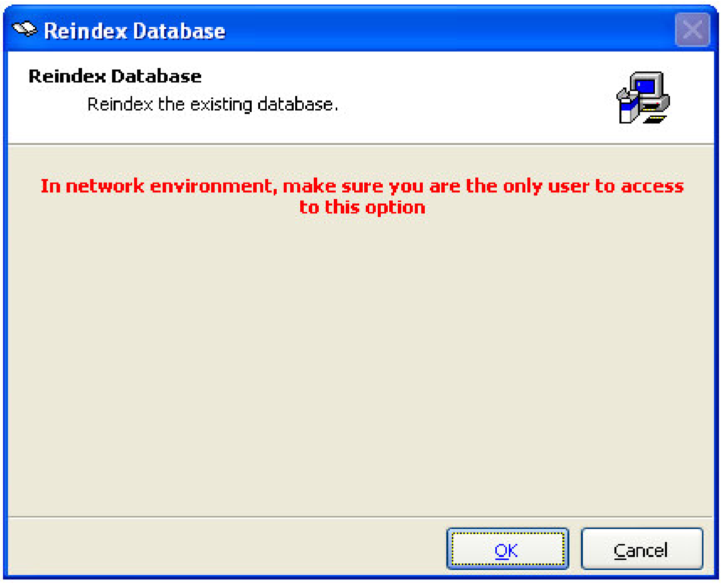
1. Click on the button with the capital alphabet "**A**".

2. Choose the desired font type and size. The font layout format will be displayed in the sample text box on the right.

3. Click "**OK**" button to confirm and exit from the setup screen.

6.4 Reindex Database

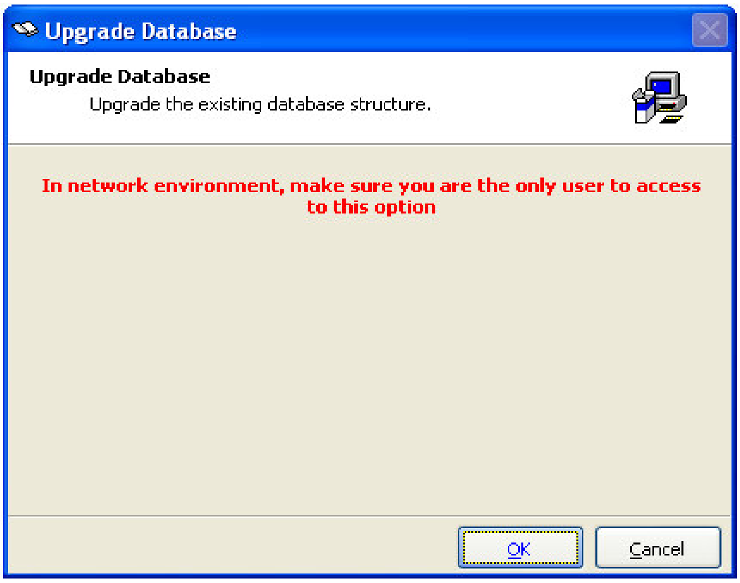
Menu Location: ***Housekeeping → Reindex Database***
Description: This option enables users to re-index all the database files in the system.



Before performing reindex database function, please make sure you have closed all the menus and there is no other user logon or using the system through network environment.

6.5 Upgrade Database

Menu Location: ***Housekeeping → Upgrade Database***
Description: This option enables users to upgrade the database to a latest version.

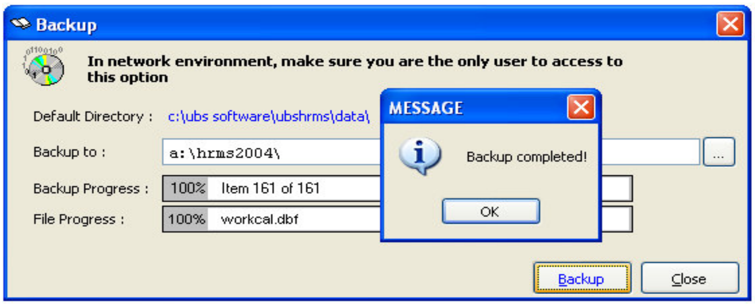


Before upgrading the database, please ensure that you have closed all the menus and there is no other user logon or using the system through network environment.

6.6 Backup and Restore

6.6.1 Backup

Menu Location: ***Housekeeping → Backup and Restore → Backup***
Description: This option enables users to backup all the data files.



1. Click on the button at the far right end of the column "***Backup to***".

2. Select the disk drive or destination directory and folder that you want to save your backup files.

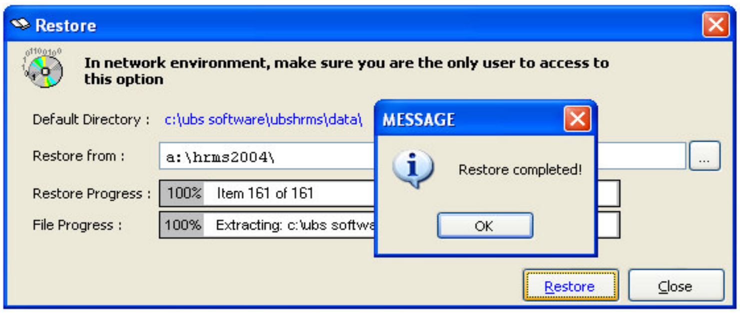
3. Click on "**Backup**" button to execute backup process.

4. Click "**OK**" to start the process, otherwise "**Cancel**" to abort.

5. Acknowledge the message by click "**OK**" after the backup process has completed, then click "**Close**" button to exit.

6.6.2 Restore

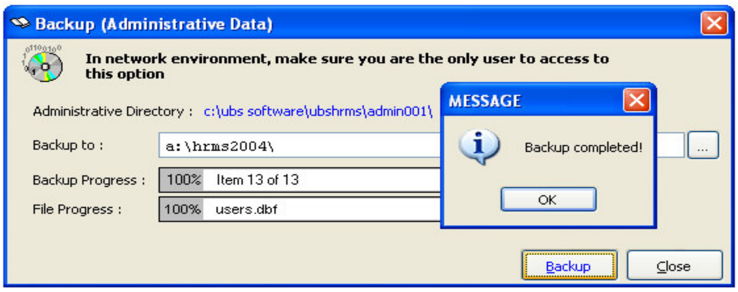
Menu Location: **Housekeeping → Backup and Restore → Restore**
Description: This option enables users to restore all the data files from the backup source, in case of data corruption or file damage.



1. Click on the button at the far right end of the column "**Restore from**".
2. Select the disk drive or source directory and folder of your backup files.
3. Click on "**Restore**" button to execute the restore process.
4. Click "**Yes**" to start the process, otherwise "**No**" to cancel.
5. Acknowledge the message by click "**OK**" after the restore process has completed, then click "**Close**" button to exit.

6.6.3 Backup (Administrative Data)

Menu Location: ***Housekeeping → Backup and Restore → Backup (Administrative Data)***
Description: This option enables users to backup data files which related to administrative functions such as group policy and user access rights.

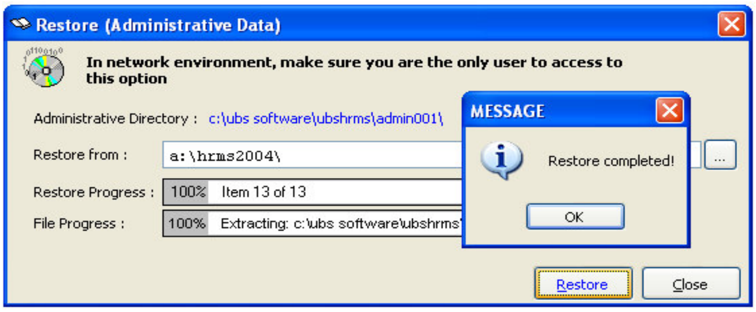


1. Click on the button at the far right end of the column "***Backup to***".
2. Select the disk drive or destination directory and folder that you want to save your administrative backup files.
3. Click on "**Backup**" button to execute backup process.
4. Click "**OK**" to start the process, otherwise "**No**" to cancel.

5. Acknowledge the message by click "**OK**" after the backup process has completed, then click "**Close**" button to exit.

6.6.4 Restore (Administrative Data)

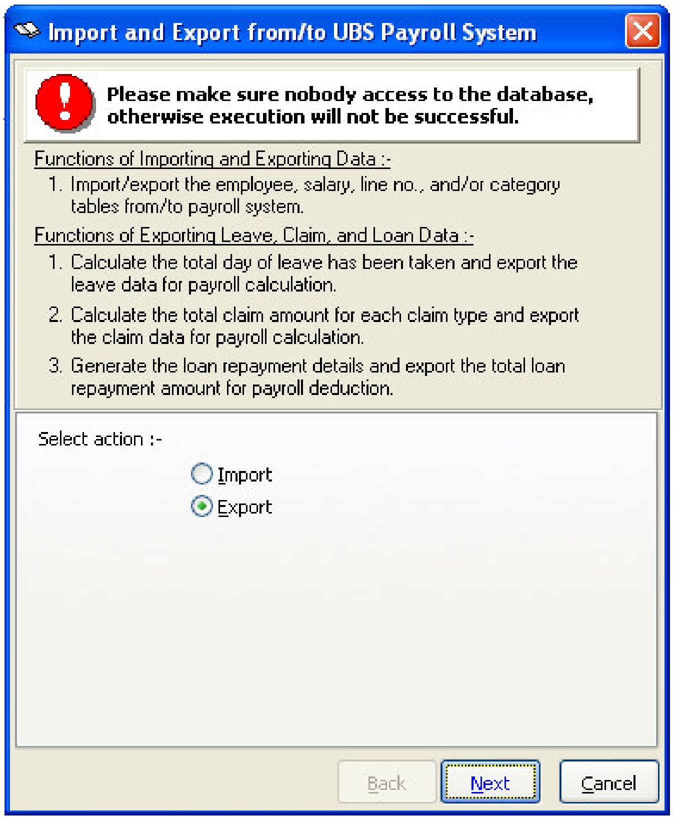
Menu Location: ***Housekeeping → Backup and Restore → Restore (Administrative Data)***
Description: This option enables users to restore the administrative files from the backup source.



1. Click on the button at the far right end of the column "**Restore from**".
2. Select the disk drive or source directory and folder of your administrative backup files.
3. Click on "**Restore**" button to execute the restore process.
4. Click "**Yes**" to start the process, otherwise "**No**" to cancel.
5. Acknowledge the message by click "**OK**" after the restore process has completed, then click "**Close**" button to exit.

6.7 Import and Export

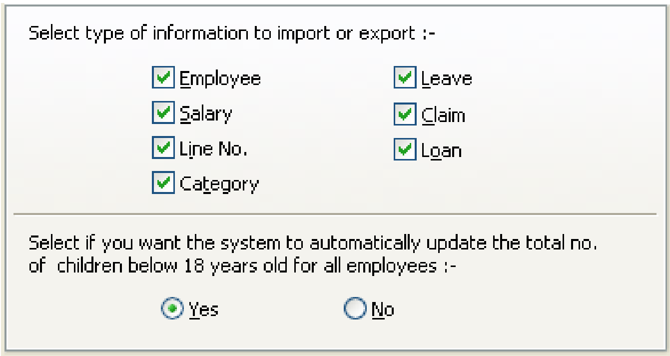
Menu Location: ***Housekeeping → Import and Export***
Description: This option enables users to post the records (e.g. personnel, salary, line number, category table, leave, claim and loan details) to/from *UBS Payroll System*.



1. Select the action to be performed by choosing the related option button ***Import*** or ***Export***.

2. Click "**Next**" button.

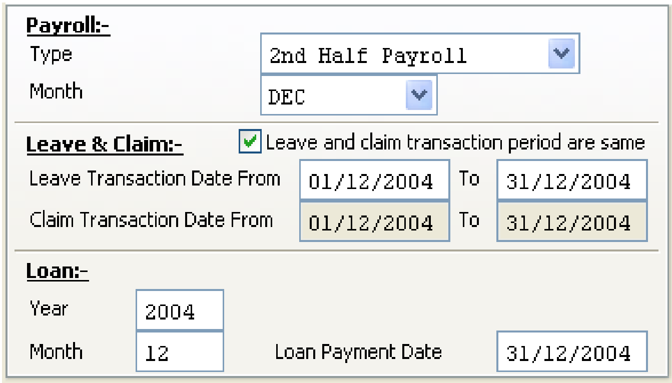
Export Data



3. Select type of information to export, tick the relevant checkboxes ***Employee***, ***Salary***, ***Line No.***, ***Category***, ***Leave***, ***Claim*** and/or ***Loan***.

4. Select "**Yes**" option button if you want to auto update the total number of children below 18 years old for all employees (in ***HR Department → Employee → Personnel File - -> Family***).

5. Then, click "**Next**" button to proceed to the following step.

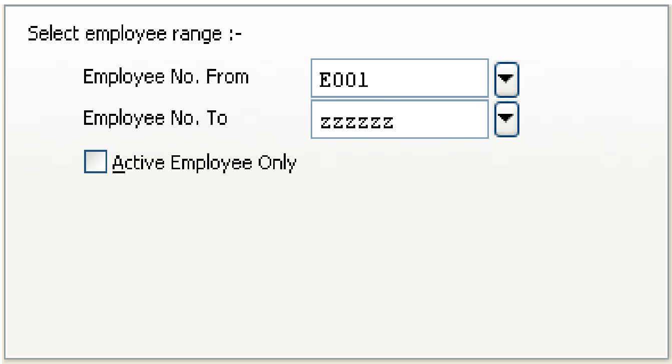


6. Specify ***Type*** of salary processing in *1st Half Payroll* or *2nd Half Payroll*. And, select the related Payroll ***Month***.

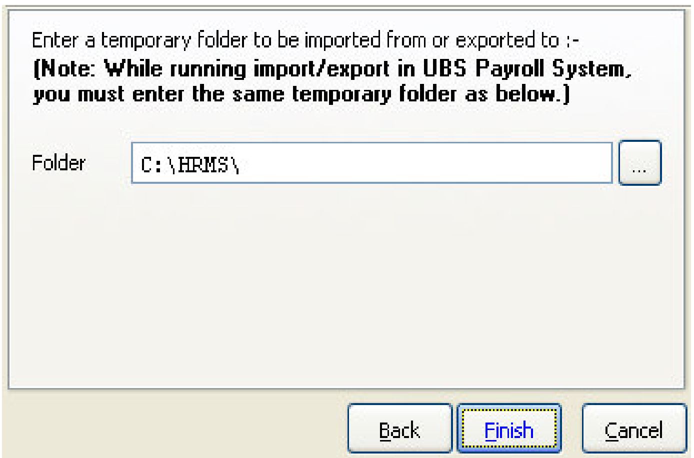
7. Specify the range of ***Leave*** and ***Claim Transaction*** dates. Tick the checkbox "***Leave and claim transaction period are same***" if both should be calculated within the same period. Otherwise, you may define individually by untick this checkbox.

8. Next, specify the ***Year*** and ***Month*** for loan processing. And, enter the ***Loan Payment Date***, which refer to the date of loan repayment. This date will update to **Payment Date** in ***HR Department → Loan - -> Link***.

9. Then, click "**Next**" button to proceed to the following step.



10. Specify the range of employees. Then, click "**Next**" button to proceed. No need to tick the checkbox "***Active Employee Only***" if user wants to export including non-active employees' database, e.g. to cater processing for employees who left the company within the month.



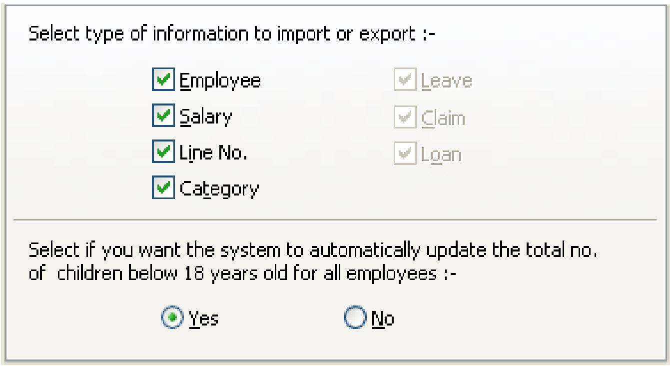
11. This ***Folder*** is the destination where data will be exported to. User must specify the same directory folder when performing import process in *UBS Payroll System*.

12. Lastly, click “**Finish**” and then “**Yes**” button to start the exporting process.

13. Files exported from UBS HRMS are cate9.dbf (category), claim9.dbf (claim amount), leave9.dbf (total leave day taken for AL, MC, MT, MR, CL, HL, LS, NPL & AB), paytran9.dbf (loan repayment amount), salary9.dbf (effective salary and amount), tlineno9.dbf (line number), tpmast.dbf & tpmast.fpt (employee’s details) and CPLeave9.dbf (increased compensation leave).

Import Data

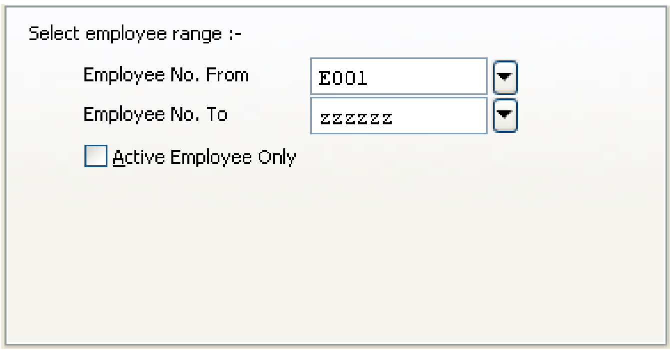
Use these steps to import data after processing export option in *UBS Payroll System* (at ***Miscellaneous → UBS HRMS Option → Export / Import HRMS Files)***. Files exported are Cate9.dbf, Salary9.dbf, Tlineno.dbf, Tpmast.dbf and Tpmast.fpt



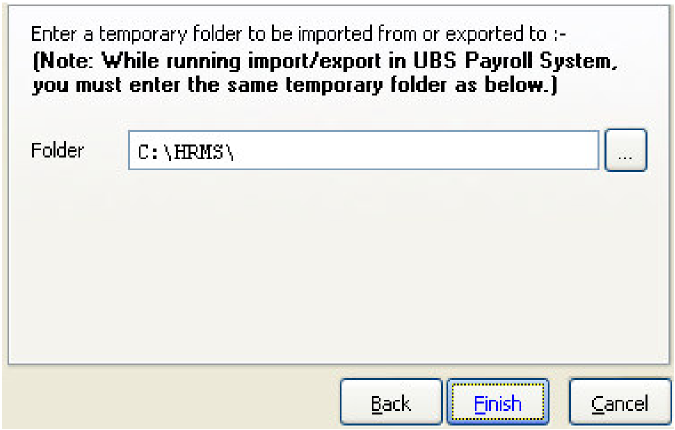
3. Select type of information to import, tick the relevant checkboxes ***Employee***, ***Salary***, ***Line No***. and/or ***Category***.

4. Select “**Yes**” option button if you want to auto update the total number of children below 18 years old for all employees (in ***HR Department → Employee → Personnel File - -> Family***).

5. Then, click “**Next**” button to proceed to the following step.



6. Specify the range of employees to be imported. Then, click “**Next**” button to proceed.



7. This ***Folder*** represents the source where data shall be imported from. User must specify the same directory folder while performing export process at *UBS Payroll System*.

8. Lastly, click "**Finish**" and then "**Yes**" button to start the importing process.

(A) Link with UBS Payroll System

System's Condition	Initial Setup Steps and Procedure
-HRMS (existing users) -Payroll (new users)	1. HRMS : export (Employee, Salary, Line No & Category) 2. Payroll : import (the above 4 files) 3. HRMS : setup data sharing at *Housekeeping → Setup → General Setup - -> Sharing*
- Payroll (existing users) - HRMS (new users)	1. Payroll : update AL balance at *Miscellaneous → UBS HRMS Option → Update Annual Leave Balance* 2. Payroll : export (Salary) 3. HRMS : setup data sharing 4. HRMS : import (Salary)
- HRMS (new users) - Payroll (new users)	1. HRMS : setup data sharing

(B) Not Link with UBS Payroll System

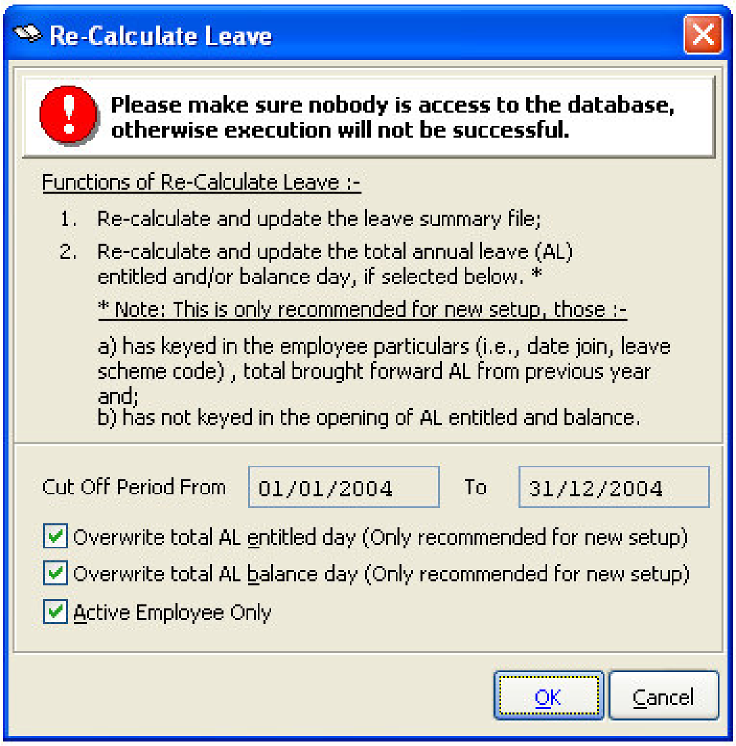
System's Condition	Initial Setup Steps and Procedure
- HRMS (existing users) - Payroll (new users)	1. HRMS : export (Employee, Salary, Line No. & Category) 2. Payroll : import (the above 4 files)
- Payroll (existing users) - HRMS (new users)	1. Payroll : update AL balance at *Miscellaneous → UBS HRMS Option → Update Annual Leave Balance* 2. Payroll : export all files 3. HRMS : import all files

Note:
Subsequently, users should perform export process in HRMS (for Leave, Claim and Loan) and import to Payroll System, on monthly basis.

6.8 Re-Calculate Leave

Menu Location: ***Housekeeping → Re-Calculate Leave***

Description: This option will perform re-calculation and update of the employees' leave entitlement.



Cut-off period is according to the setup in ***Housekeeping → Setup → General Setup --> Leave***

After recalculation, the system will update the leave summary and overwrite ***Total Annual Leave Entitled*** and ***Annual Leave Balance*** in ***HR Department → Employee → Personnel File --> Benefit*** and ***Application/Approval → Leave → Leave Summary***.

6.9 Change Password

Menu Location: ***Housekeeping → Change Password***
Description: This option enables users to change password.

1. Enter User ID and existing password.

2. Key in a new password with maximum of 8 characters.

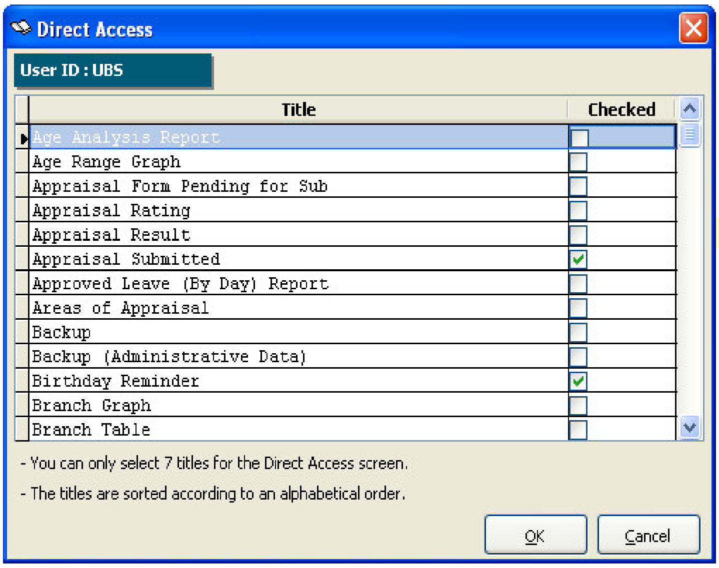
3. Click "**OK**" button and there will be another sub-menu pop-out.

4. Re-enter the same new password entered just now to confirm for execution.

5. Click "**OK**" button to acknowledge change of password.

6.10 Direct Access

Menu Location: ***Housekeeping → Direct Access***
Description: This option enables users to setup preferable menu items and implements them into the direct access function.



1. Tick in the checkbox for the menu items that you want them to be added into direct access.

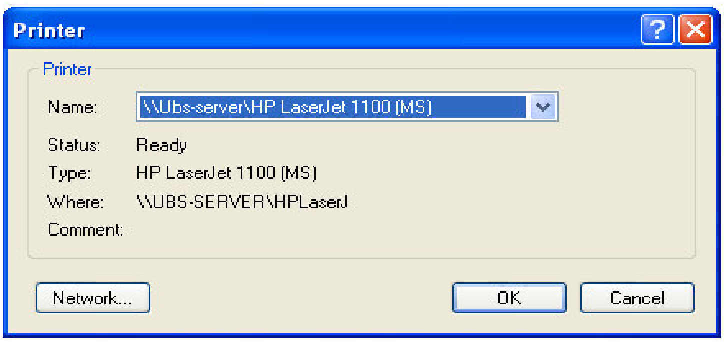
2. Users are only allowed to select 7 titles for direct access.

3. Click "**OK**" button to confirm and exit the screen.

4. Logoff from the system and login again to observe the setup effect at the front page after system refresh.

6.11 Select Printer

Menu Location: ***Housekeeping → Select Printer***
Description: This option enables users to select the printer for printing of reports and forms.



1. Click on the arrow down button at ***Name*** to select and specify the printer that you will be using.

2. Click on "**OK**" button to confirm the correct printer to be printed from.

3. If it is not shown in the printer name list, you might need to setup and add a printer from the network. Click on the "**Network**" to locate the new printer.

Human Resource Management User Manual

(Others)

CONTENTS

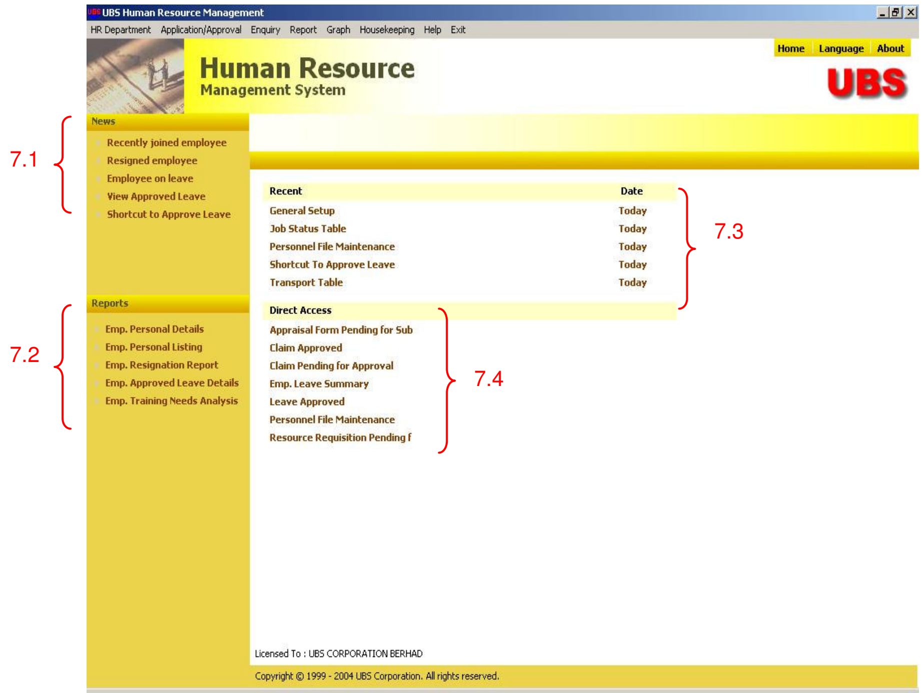
Chapter 7 Others

7.1 News
7.2 Reports
7.3 Recent
7.4 Direct Access
7.5 Help
7.6 Exit

Chapter 7 OTHERS

Overview:

This chapter explains matters related to other features available in the system. Certain features are accessible at the front page as short-cut link to the respective menu.



7.1 News

This section provides 5 fast access links enabling users to retrieve essential information for quick view in employees' database.

7.1.1 Recently Joined Employee

It will display the summary of new employee(s) who joined the company recently within current week.

Point to the ***Recently joined employee*** hyperlink and click on the left mouse button once to display the list.
Click **Back** or **Next** button at bottom of the screen to access forward or backward through the new employee listing.

New employees who will be joining this week are listed below:

Employee No.	Name	Department	Commencement
E004	TAN MING LING	R&D	01/08/2004
E005	ANDY LOO CHIN SIM	MRKT	01/08/2004
E006	ROBERT LIM HUI MUN	HR	06/08/2004
E007	LINDA OOI POH POH	MRKT	07/08/2004

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7.1.2 Resigned Employee

It will display the employees who have resigned from the company within current week. It will indicate the employee number, name, department and resigned date. Information will be sorted by resigned date.

Point to the ***Resigned employee*** hyperlink and click on the left mouse button once to display the list.
Click **Back** or **Next** button at bottom of the screen to access forward or backward through the resigned employee listing.

Employees who have resigned this week are listed below:

Employee No.	Name	Department	Resigned
E003	SITI BINTI ABDULLAH	ADMIN	10/08/2004
E007	LINDA OOI POH POH	MRKT	14/08/2004

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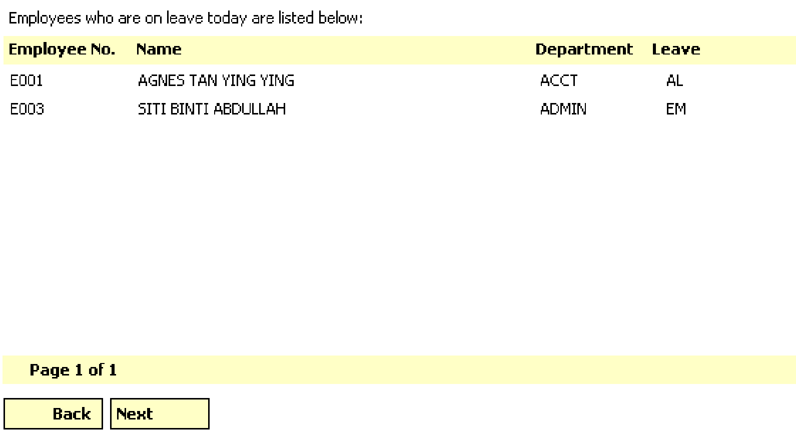
7.1.3 Employee On Leave

It will display the employees who are on leave today. It will indicate the employee number, name, department and type of leave applied.

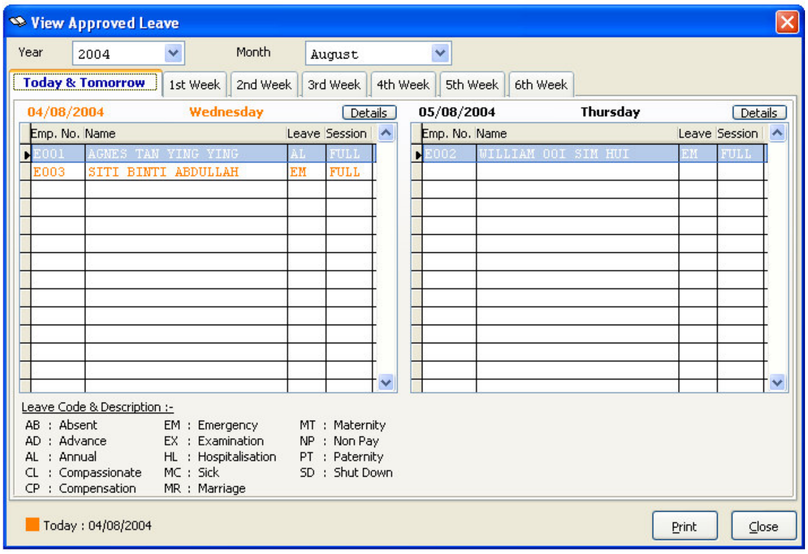
Point to the ***Employee on leave*** hyperlink and click on the left mouse button once to display the list.
Click **Back** or **Next** button at bottom of the screen to access forward or backward through the listing.



7.1.4 View Approved Leave

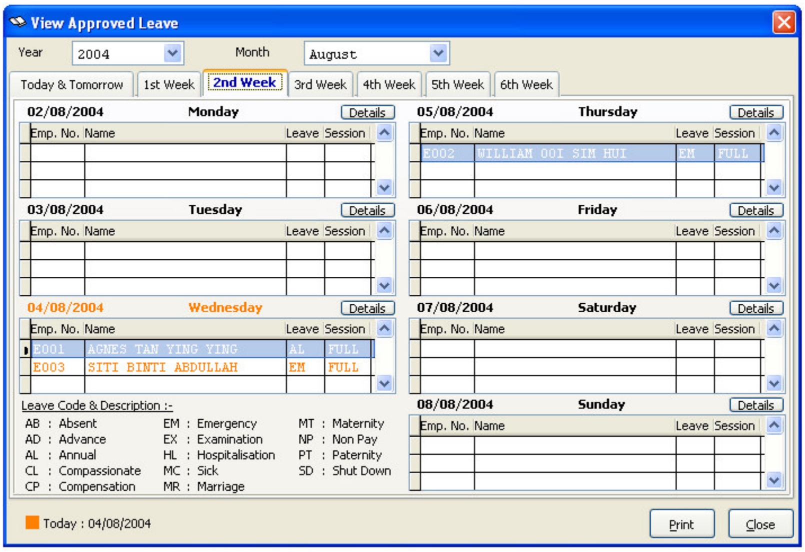
It will display the summary of all approved leave within specified period of time.

Point to the hyperlink titled ***View Approved Leave*** and click on the left mouse button once to access to the menu.



Specify by selecting the related ***Year*** and/or ***Month*** if user wants to view the details for a specified period of time.

The main page of multiple index pages in the grid table shows summary of leave taken by employees for ***Today & Tomorrow*** respectively. Select the record and click "***Details***" button placed at the top of the table to access to the *Leave Details*.



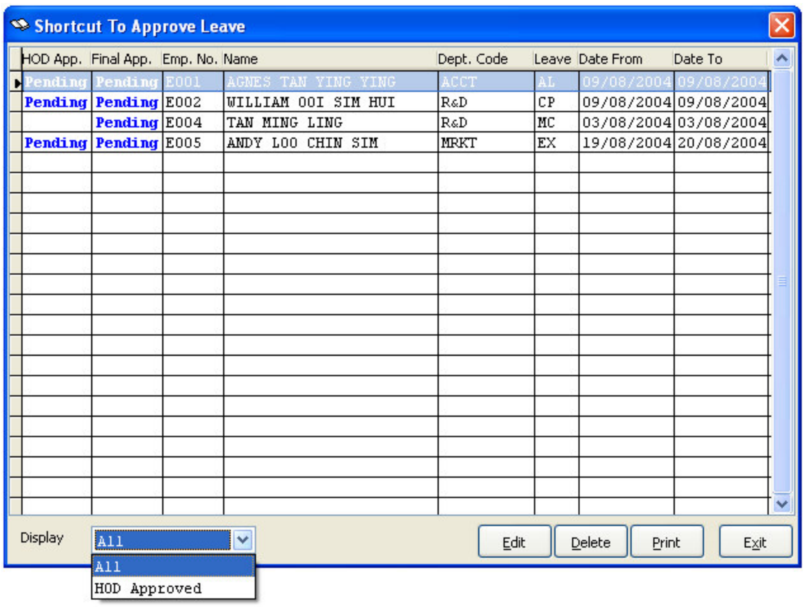
Navigate through the index-page labeled ***1st week***, ***2nd week*** and so on, observing the remark and information indicated inside individual table. The first item (e.g. Monday) in the page is appeared according to user setup of ***First Day of the Week*** in ***Housekeeping → Setup → General Setup - -> Leave***. Current date's records will be colored differently to differentiate from other day. Employees who are on leave will be indicated in the related date. Click on the "**Details**" button to access to the respective *Leave Details*.

Click on the "**Print**" button to access and print the *Approved Leave (By Day) Report*.

7.1.5 Shortcut to Approved Leave

This feature enables eligible users to have a quick view of the leave application pending approval or fast access to the particular leave application so that to process approval, cancellation or deletion.

This option is only accessible by System Administrator, HR Manager (HRM) and Head of Department (HOD). This menu will pop out whenever a system administrator, HRM or HOD login the system, whenever there is any leave application pending for approval.



The table will list out approval status (HOD approved and Final Approval), employee number and name, department, type of leave applied and date when take leave.

User may choose to display ***All*** leave application or only ***HOD Approved*** application, by clicking the arrow down button "**Display**" located at the bottom left of the menu.

Select a particular leave record and click on "**Edit**" button to approve or cancel the application. Select "**Delete**" button if user wants to delete the unwanted leave application.

Select "**Print**" button to preview or print out the *Leave Application Form* or *Employee Leave Details (Pending for Approval) Report.*

7.2 Reports

This section will highlight 5 types of common and demanded reports that most users will access to. Reports available are:-

(i) Employee Personal Details
(ii) Employee Personal Listing
(iii) Employee Resignation Report
(iv) Employee Approved Leave Details
(v) Employee Training Needs Analysis

Point the mouse cursor to a particular report hyperlink and click left mouse button once to access to the respective report menu.

7.3 Recent

This section will show 5 menu options that user had accessed recently. It will indicate the date of last access to the particular menu.

User may point the mouse cursor to a particular menu and left click mouse button once, to access directly to the respective menu again.

7.4 Direct Access

This section reflects user-defined direct access for 7 types of menu options. User may change preferable and most frequent used menu option at ***Housekeeping → Direct Access***.

Point the mouse cursor to the selected direct access option and left click mouse button once to access directly to the respective menu.

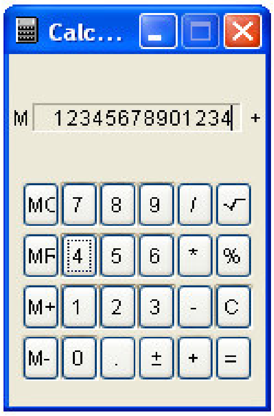
7.5 Help

7.5.1 About

This section reveals the software's copyright and its legal users with authorized license. It will indicate the software version, working and database folder, current login user and the product status.

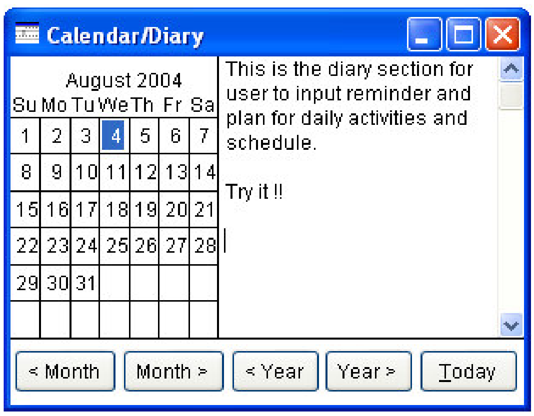
7.5.2 Calculator

This system is embedded with built-in 14-digit calculator for the convenience of users in performing calculation.



7.5.3 Calendar

The system is also embedded with calendar/diary facilities, enables users to search for a specified period in calendar as well as inputting notes and planning daily schedule.

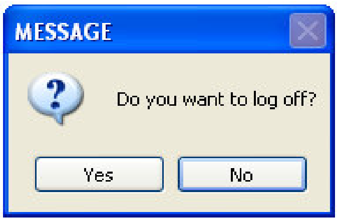


7.6 Exit

There can be two situations when users want to leave the system.

7.6.1 User Log Off

This option enables users to log out from the authorization level but not totally out from the program.



If you click "**Yes**" button, you will be asked to login again to access to the system. If you click "**No**" button, you are still remain in the system.

7.6.2 Exit Application

This option allows user to quit the UBS Human Resource Management System.

Click "**Yes**" button to exit the system completely. Click "**No**" button to remain in the system.

Human Resource Management

Bonus

(Tip Allowance)

Tip

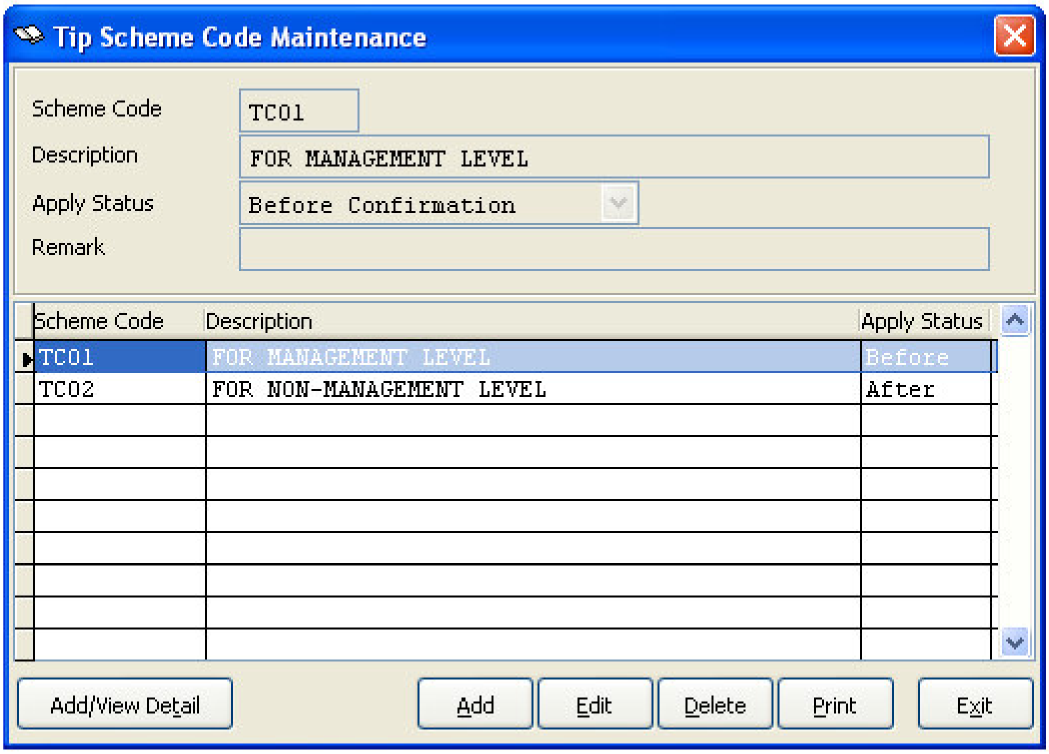
Some companies provide the benefit of tip allowance to their employees. Therefore, the employers need to record and calculate amount of tip or number of point earned by each employee. Then, at the end of a specified period, users can include the tip figure and export to UBS Payroll System for salary processing.

Typical operations for setting, recording and calculating tip can be summarized as the following steps-

i) create the tip scheme (in ***HR Department → Tip → Tip Scheme***)
ii) implement default tip scheme based on job title (in ***HR Department → Tip → Default Tip Scheme***)
iii) assign particular tip scheme to respective employees (in ***HR Department → Employee → Personnel File***)
iv) maintain/modify individual employee's tip figure (in ***HR Department → Employee → Tip***)
v) calculation of tip value (in ***HR Department → Tip → Tip Value***)
vi) view summary reports (in ***Report → Tip → Employee Tip Amount Report*** and ***Report → Tip → Employee Salary and Tip Summary Report***)

Basically, there are two types of tip activities, whether it is operated by amount or point. Users can setup the necessary operation method in ***Housekeeping → Setup → General Setup - -> Tip*** & ***Tip (2)***

Menu Location: ***HR Department → Tip → Tip Scheme***
Description: This option enables users to create/setup different tip schemes.



9. Click "**Add**" button to create a new scheme.

10. Enter the relevant information:-

Scheme Code : Create an abbreviation code for each scheme (not more than 4 characters)

Description : Define the scheme code with details not more than 50 characters.

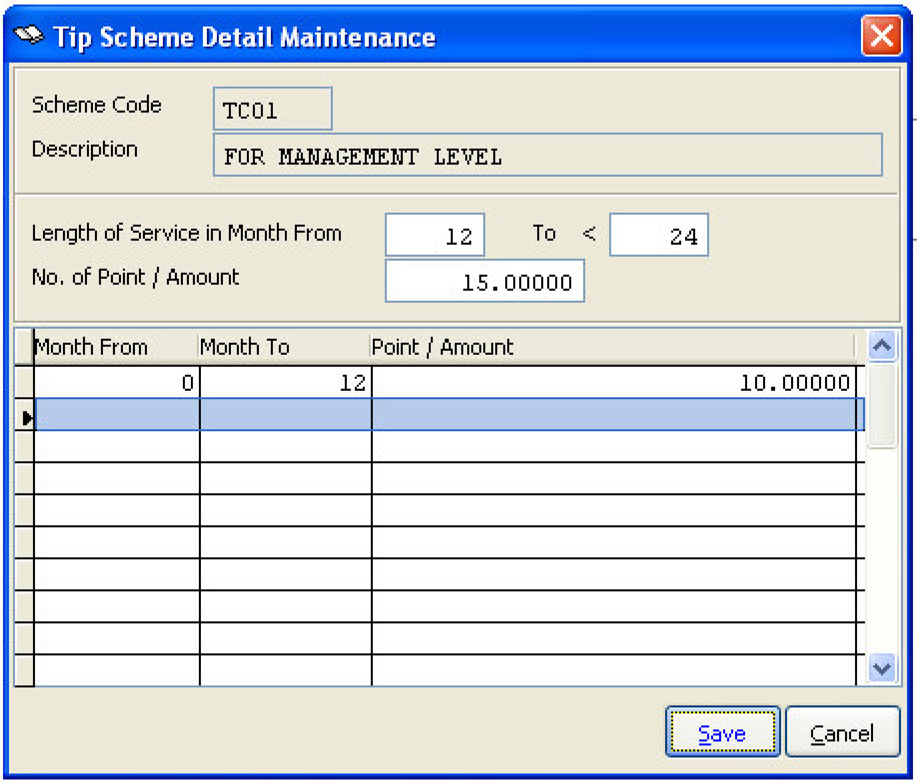
Apply Status : Specify the scheme is to be applied before or after the employees' confirmation to the job (select *Before Confirmation* or *After Confirmation*).

Remark : Any additional notes or explanation pertaining to the scheme's status.

11. Click "**Save**" button to store the information.

12. Point to the newly created scheme code, select "**Add/View Detail**" button on the left of the module.

13. At **Tip Scheme Detail Maintenance** sub-menu, click "**Add**" button.

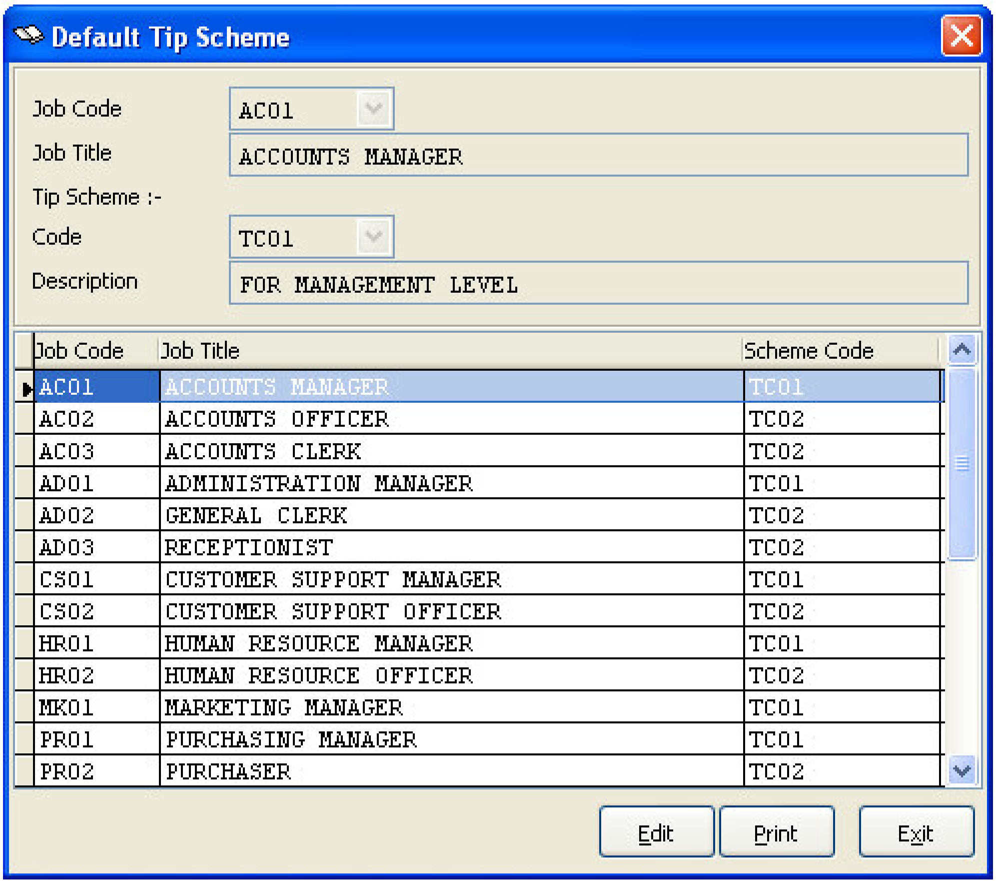


14. Then, classify the category by entering number of months in both ***Length of Service in Month From*** and ***To***. And, specify the number of point or amount for each range of months. This will determine the default value earned by each employee based on their length of service with the company.

15. After that, click "**Save**" button to update the details. Click "**Add**" button again if there are more range of months to be maintained. Repeat step 6 and 7.

16. If there are no more details to specify, select "**Exit**" button to quit.

Menu Location: **HR Department → Tip → Default Tip Scheme**
Description: This option facilitates users to setup tip scheme by assigning different scheme to different job title. This process enables the system to recognize the tip scheme entitlement based on the employee's job title.



All job titles created in ***HR Department* ➔ *Miscellaneous Files* ➔ *Job Function*** will be listed in the module. To assign a specify job title with a particular tip scheme,

6. Select a particular ***Job Code*** from the table. Click "**Edit**" button.

7. At the field **Tip Scheme Code**, click the arrow down button to select the relevant tip scheme. This code selected refers to the detailed tip scheme created earlier in ***HR Department* ➔ *Tip* ➔ *Tip Scheme***.

8. Click "**Save**" button to confirm the scheme assigned for the particular job title.

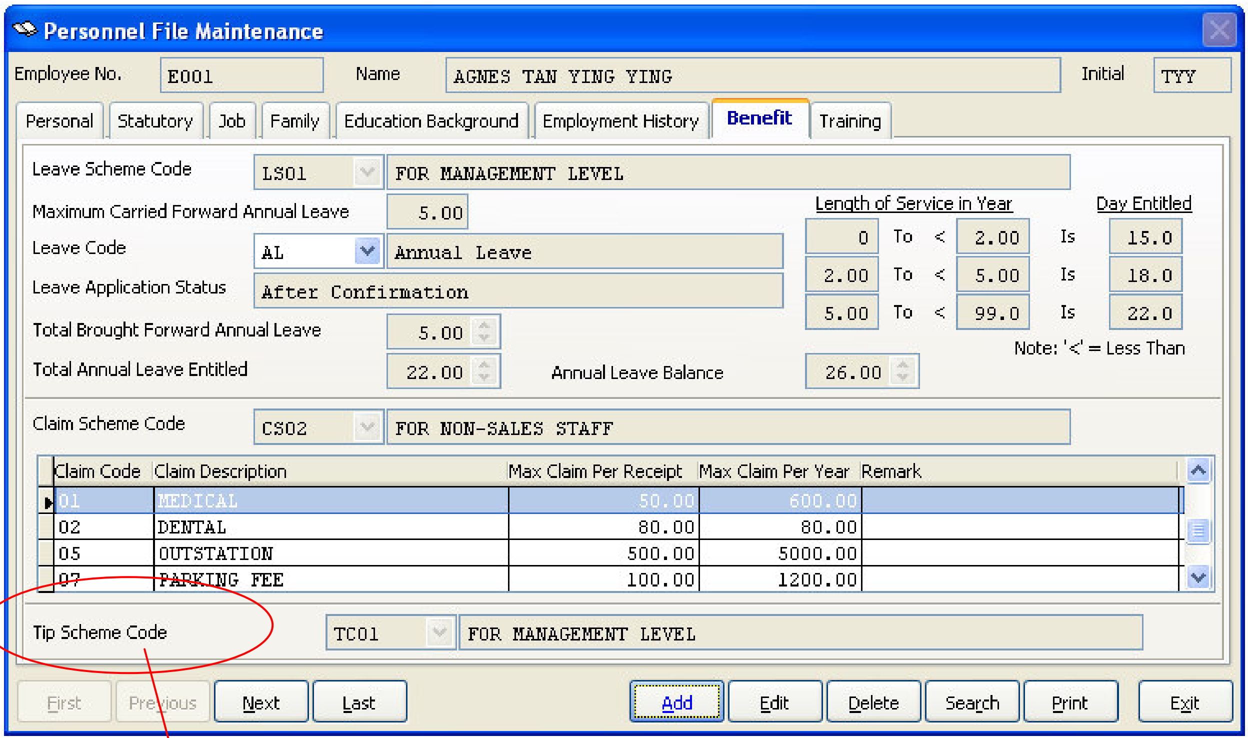
9. Proceed to the next job title record and complete the scheme assignment process. Repeat step 1 to 3.

10. Click "**Exit**" button to quit this module.

Menu Location: ***HR Department* ➔ *Employee* ➔ *Personnel File***

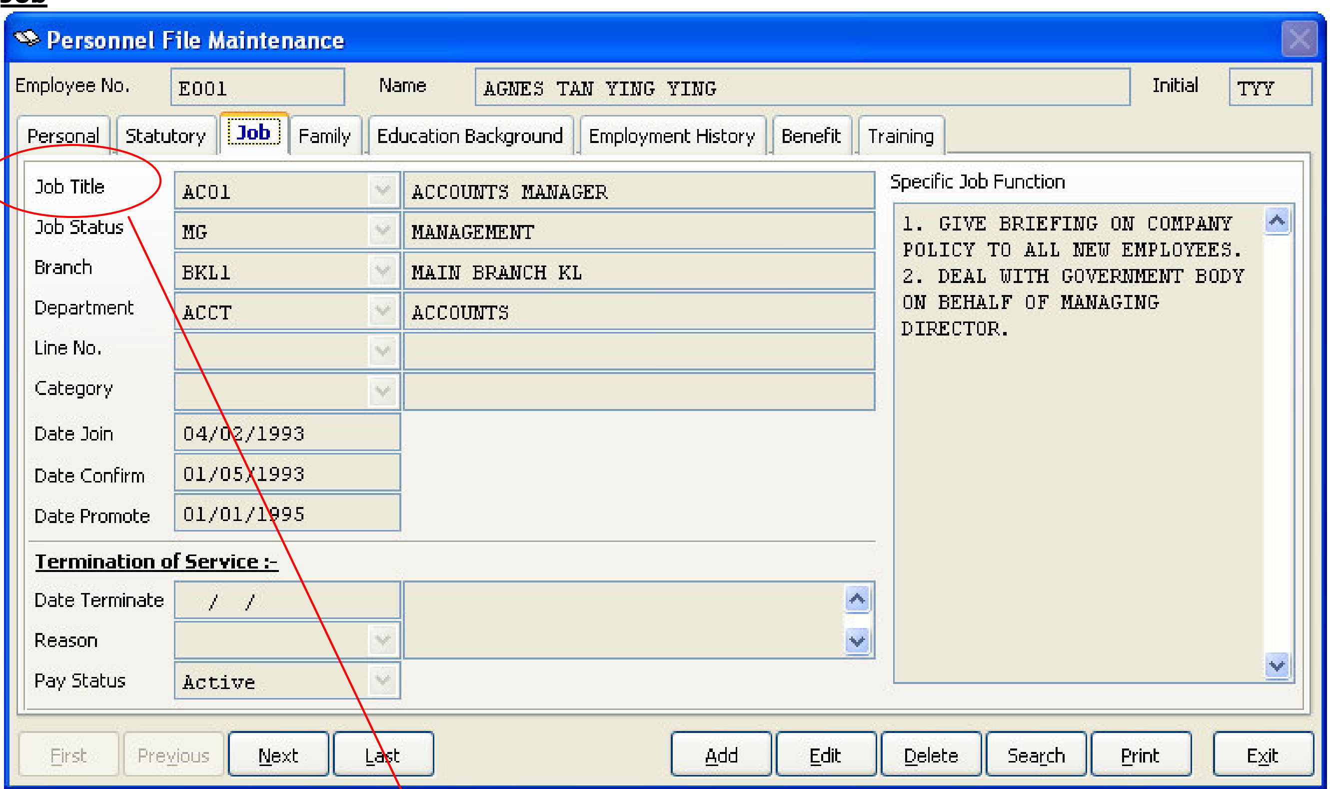
During the employee's personnel file maintenance, two areas which will be controlling and affecting the tip operations are the **Benefit** and **Job** page in the *Personnel File Maintenance* module.

<u>Benefit</u>



Select the relevant ***Tip Scheme Code*** for the respective employee. The scheme detail is setup in ***HR Department → Tip → Tip Scheme***.

Job



The tip scheme applicable to the respective employee is according to the appointed job title, which is preset in ***HR Department → Tip → Default Tip Scheme***.

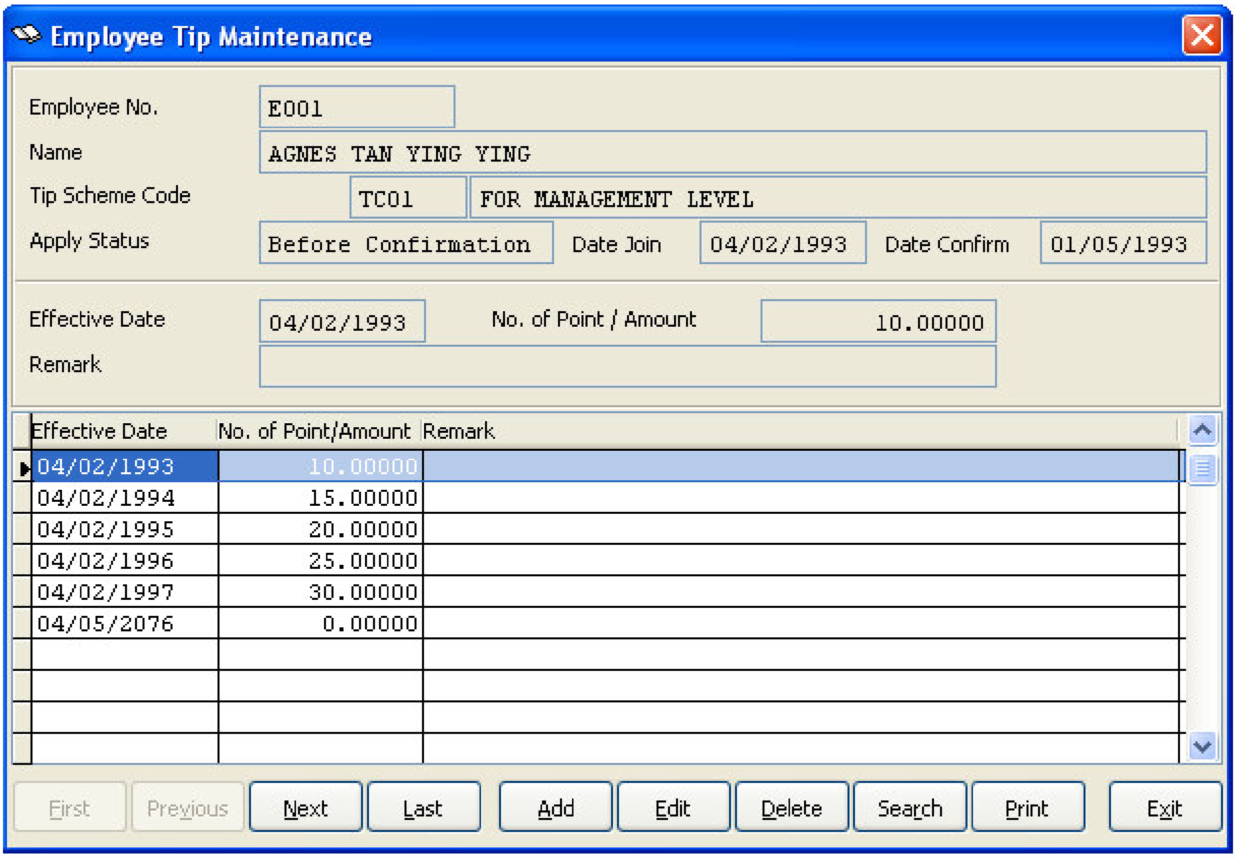
Note:

5. If a user inputs the employee's job title (in **Job** page) but does not specify the tip scheme code in **Benefit** page, the system will still capture the related scheme based on the employee's job title, provided user had done setup in ***HR Department → Tip → Default Tip Scheme***.

6. If a user chooses the relevant tip scheme code in **Benefit** page but does not specify the employee's job title, the system will process the tip calculation accordingly based on the tip scheme code selected.

7. If both pages were inputted but there exists conflict of information, e.g. user selecting a job title with scheme different from the assigned tip scheme in **Benefit** page, the system will follow tip scheme setting in the **Benefit** page. In other words, ***Tip Scheme Code*** in **Benefit** page selected will be privileged and on higher priority.

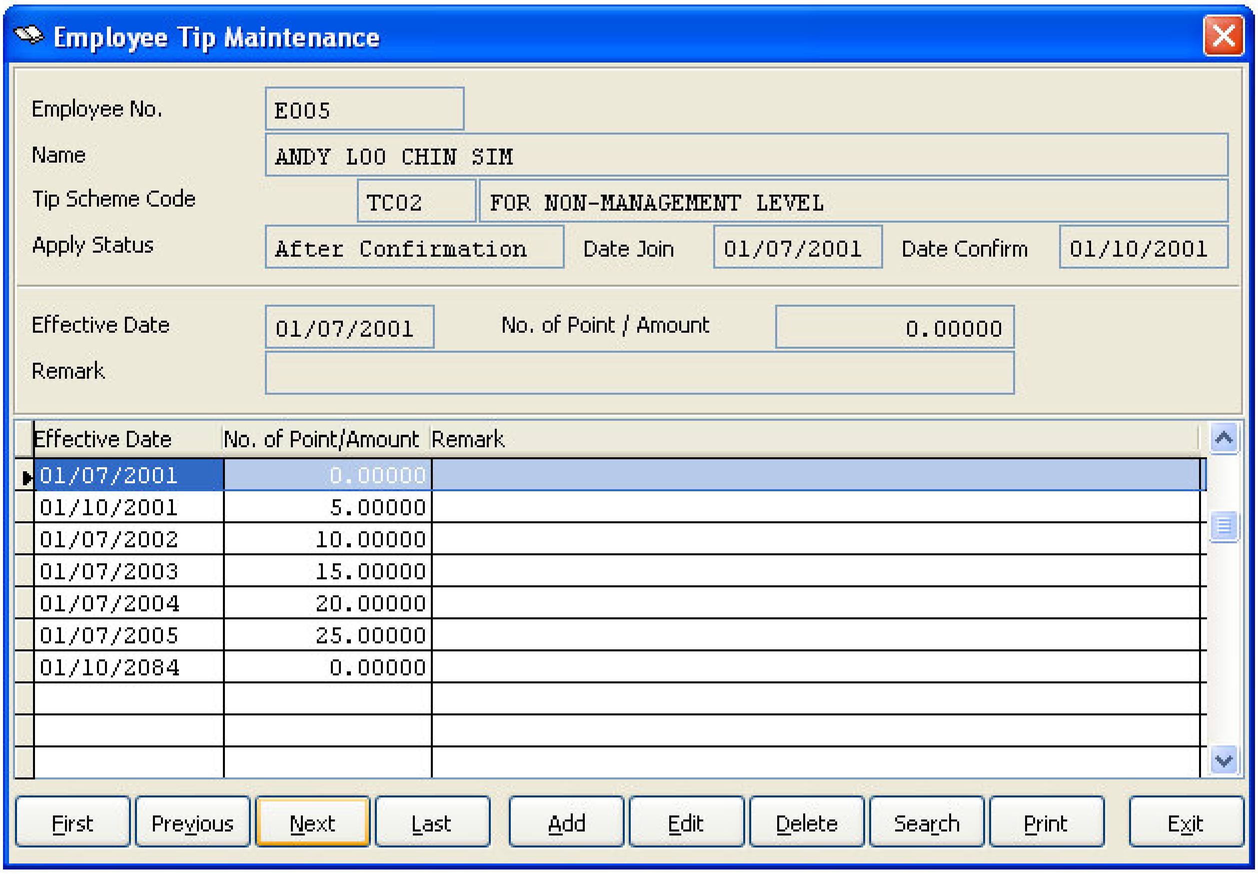
Menu Location: **HR Department → Employee → Tip**
Description: This option facilitates users to maintain or modify the respective employees' tip figure.



The footer of the module will display the ***Employee No***, ***Name*** and ***Tip Scheme Code*** according to the maintenance in the employee's personnel file. ***Apply Status*** indicates the particular tip scheme is to be applied before or after employment confirmation of the employee. ***Date Join*** will be the first record as effective date to start the tip calculation. ***Date Confirm*** will be the starting date indicator when to begin the tip calculation if the tip scheme is to be applied *After Confirmation*.

If a tip scheme is to be applied *Before Confirmation*, the first tip point/amount shall be taking effect immediately from the date the employee joined the company (same as *Date Join*).

On the other hand, if a tip scheme is to be applied *After Confirmation*, the first tip point/amount will only be effective on the employee's confirmed date (same as *Date Confirm*).



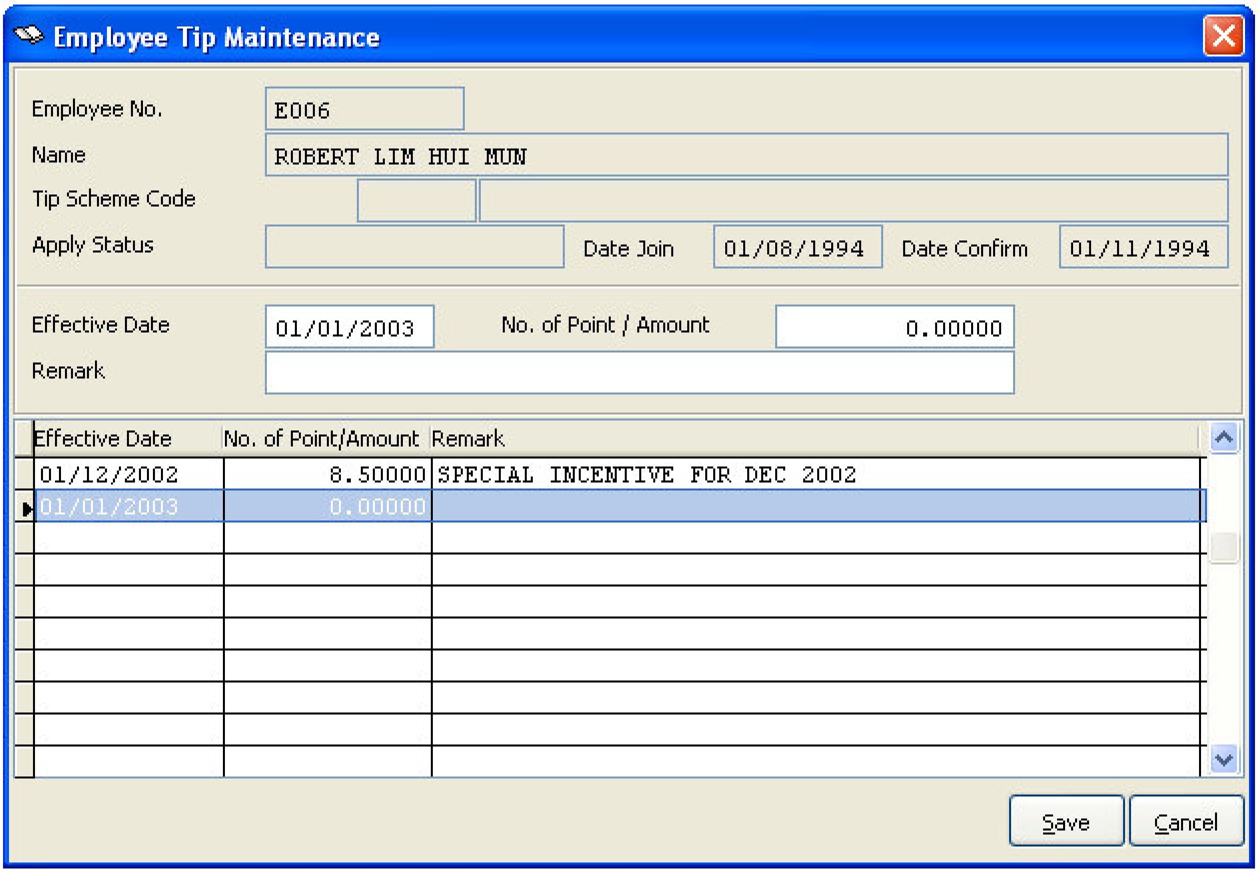
For instance, based on the sample screen shown above, this employee is having a tip scheme which will be applied *After Confirmation*. He joined the company on 01/07/2001 and was confirmed 3 months later, which is on 01/10/2001. Therefore, his *Date Join* is the first effective date to begin the tip calculation. But, he is still not entitled for the tip benefit until he obtained his employment confirmation. Thus, he will only be entitled for the tip benefit with effective from *Date Confirm* onwards.

Records in the ***Effective Date*** and ***No. of Point/Amount*** will be listed according to the tip scheme code assigned or job title appointed during the employee's personnel file maintenance.

Nevertheless, if user does not setup any specify scheme and assign it to the employees, user can still create/maintain the tip structure individually. For instance, when a company introduce a special tip only for a specify group of employees for a specified period of time.

To add tip details

6. At the relevant employee's record, click "**Add**" button to insert the tip detail.



7. Enter the ***Effective Date*** when the tip scheme shall begin. Then, input the ***No. of Point/Amount***. Indicate the **Remark** (not more than 50 characters) for reason to implement this special tip.

8. Click "**Save**" button to update the record.

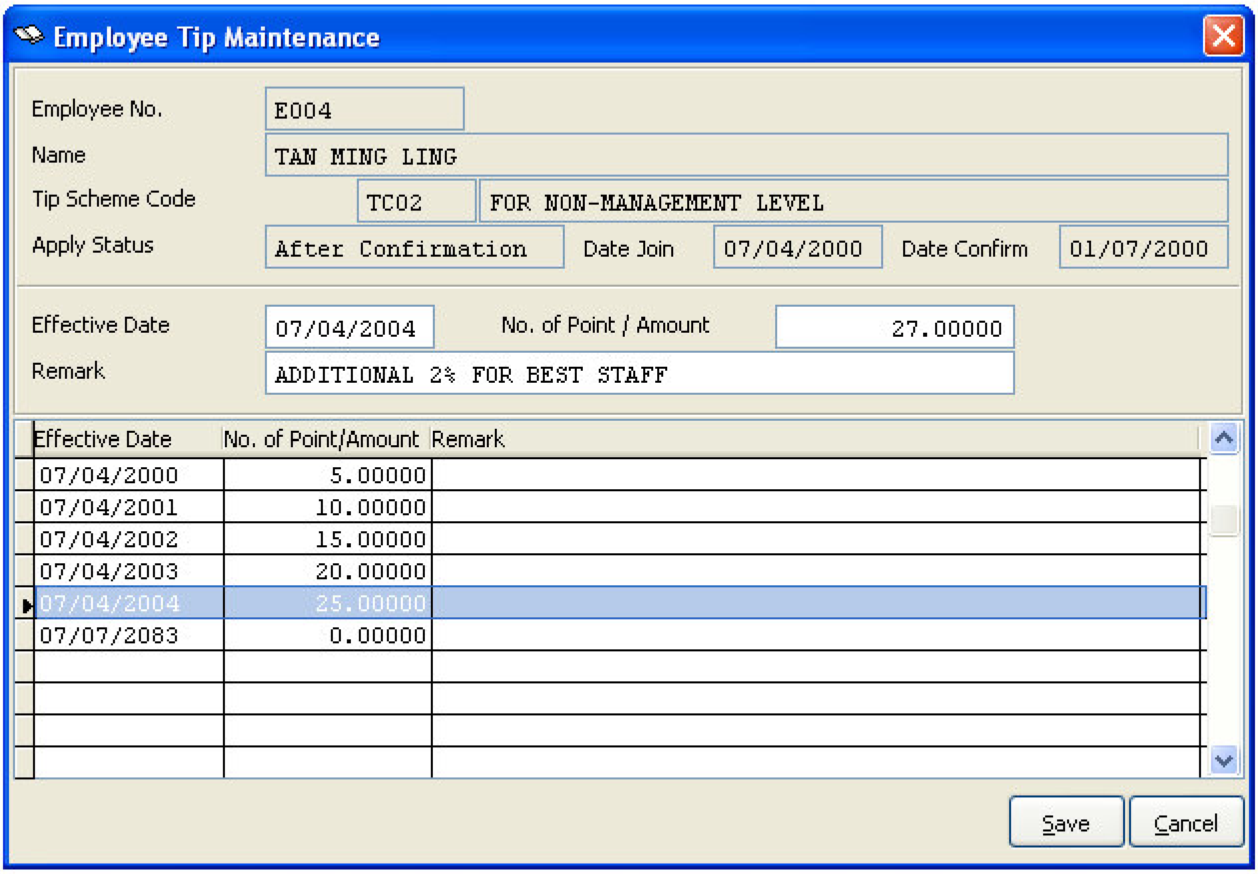
9. If the tip is only for a specified period of time or temporary basis, it is advisable to insert another record to terminate the tip calculation. For example, in the sample screen shown, the special tip is only for the month of December 2002, therefore, user should insert another record to terminate the tip calculation from 01/01/2003 onwards. Repeat step 1 to 3 to perform insert action.

10. Click "**Exit**" button to quit this module.

<u>To modify tip details</u>

Use **Edit** mode to change or modify contents of the tip when the changes only affecting a particular employee, without major reshuffle to the existing tip scheme. For instance, when an employee is granted an additional increment in tip benefit other than the existing tip scheme he/she is entitled for.

6. At the respective employee's record, locate and point to the affected tip record to be modified from the table. Click "**Edit**" button.



7. Specify the ***Effective Date*** and ***No. of Point/Amount***. Enter the ***Remark*** to indicate the reason for this tip benefit. In the sample screen shown, the existing effective tip point/amount from 07/04/2004 is 25.00000, now, it will be changed to 27.00000

8. Click "**Save**" button to update the record.

9. If the tip benefit is to be applied for certain period of time, remember to insert another tip record to terminate the tip calculation.

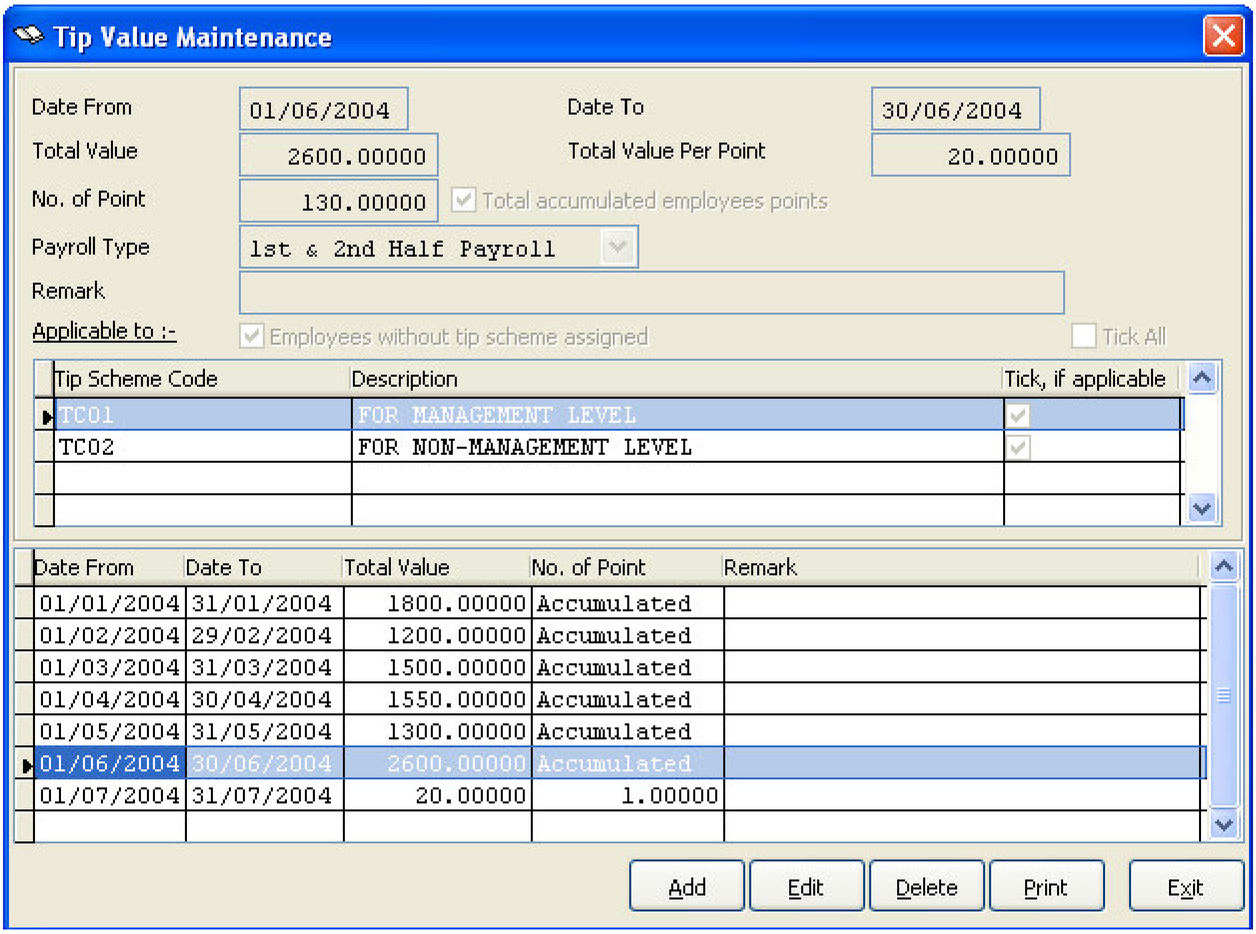
10. Click "**Exit'** button to quit this module.

<u>To print tip listing</u>

Click "**Print**" button to access to print option to list/print out the *Employee Tip Listing*.

Summary report will list out the current effective tip point/amount. Detailed report will display all tip point/amount from the first until the latest effective date in the employee history.

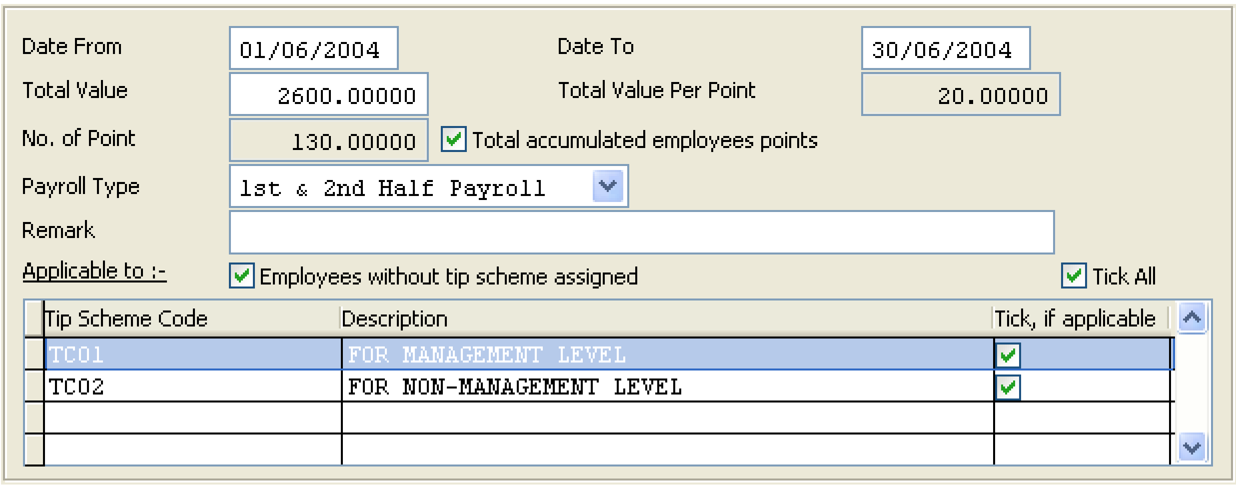
Menu Location: ***HR Department → Tip → Tip Value***
Description: This option facilitates users to determine total value to be distributed among groups of employees. The system will calculate the employees' tip amount based on the value and criteria defined by user in this module.



11. Click "**Add**" button to define a new formula.

12. Specify the tip utilization period ***Date From*** and ***Date To***.

13. Enter the tip's ***Total Value***.



14. Tick the checkbox labeled "***Total accumulated employees points***".

15. Then, user must specify the source of employees' points by ticking the relevant group(s) listed in the table.

Tip Scheme Code	Description	Tick, if applicable
TC01	FOR MANAGEMENT LEVEL	☑
TC02	FOR NON-MANAGEMENT LEVEL	☑

16. If user wants to include those employees without any tip scheme assigned at respective *Employee Personnel File Maintenance*, tick the checkbox labeled "***Employees without tip scheme assigned***".

    ☑ Employees without tip scheme assigned

    In the sample shown above, 130 points is accumulated from three categories of employees, including those employees classified under tip scheme code TC01 and TC02, as well as other employees without any particular tip scheme assigned.

17. The formula for value per point is:

$$\textbf{Total Value Per Point} = \frac{\textbf{Total Value}}{\textbf{No. of Point}}$$

18. Next, specify the ***Payroll Type*** of salary processing method as *1st Half Payroll*, *2nd Half Payroll* or *1st & 2nd Half Payroll*.

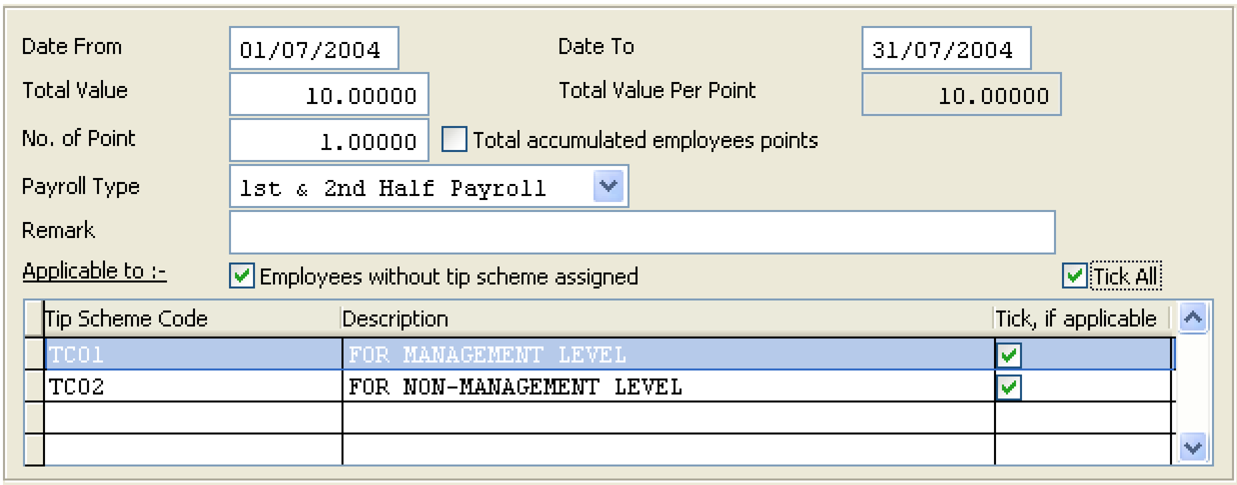
19. Enter ***Remark*** for any additional note, if any.

20. Click "**Save**" button to update the details.

Alternatively, if users are using fixed value to calculate, follow these steps:-

9. Click "**Add**" button to create the formula setup.

10. Specify the tip utilization period ***Date From*** and ***Date To***.



11. Enter the ***Total Value*** and ***No. of Point***. In the sample shown, under the fixed value method, 1 point is equal to a value of 10. For instance, if an employee is entitled for 20 point for the month

of July 2004, this employee will earned 200 in value. If another employee is entitled for 35 points for the period, he/she will has 350 in value, and so on.

12. Do not tick the checkbox labeled "***Total accumulated employees points***".

13. But, user must specify the calculation is to be applied to which group of employees. Tick the checkboxes listed below column named "***Tick, if applicable***" for the relevant tip scheme code or include those employees without tip scheme assigned.

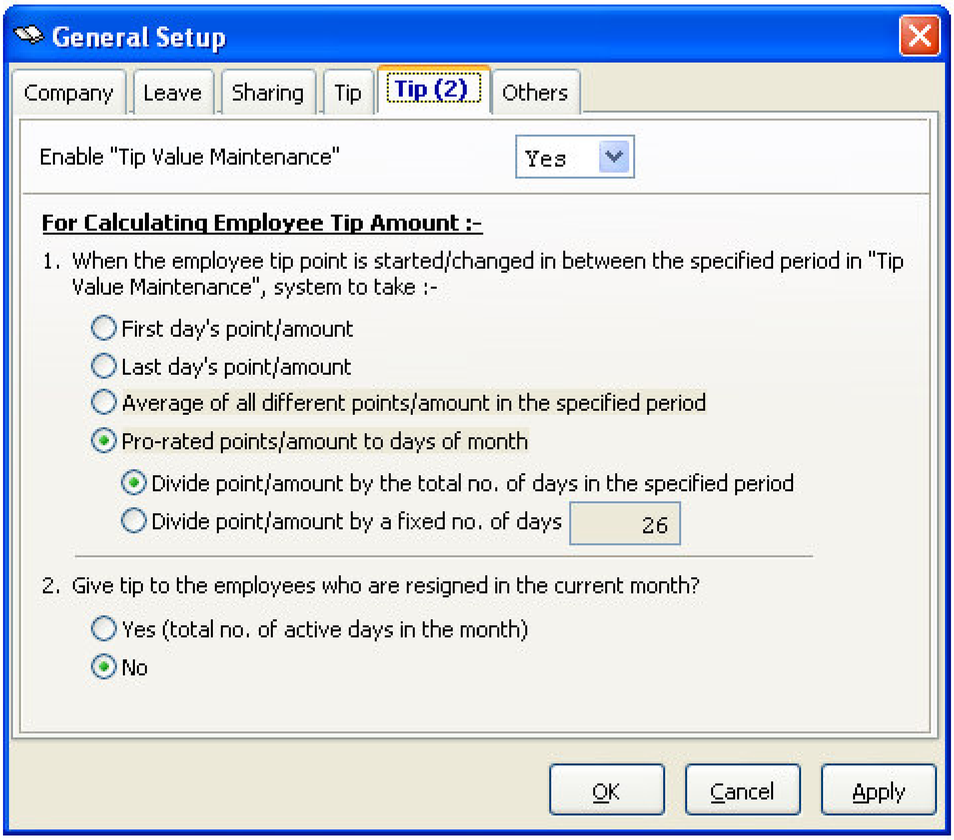
14. Specify the ***Payroll Type***.

15. Enter ***Remark*** if necessary.

16. Click "**Save**" button to update the details.

> Note:
> To view and verify the employees' tip amount, go to ***Report → Tip → Employee Tip Amount Report***. This report will display tip amount earned by the employees for a specified period of time.

The UBS HRMS allows users to customize the tip calculation method. Go to ***Housekeeping → Setup → General Setup*** to perform the necessary setup.



If users are practising tip point method, select "*Yes*" in ***Enable "Tip Value Maintenance"*** so that to activate the module ***HR Department → Tip → Tip Value***.

Otherwise, select "*No*" to disable the **Tip Value Maintenance** module.

Let us evaluate the effect of each calculation method with examples.

Staff A	Effective Date	Point/Amount
	01/07/2004	20.00000
	16/07/2004	25.00000

Staff B	Effective Date	Point/Amount
	01/07/2004	30.00000

Assumptions:

(i) Utilisation period is from 01/07/2004 to 31/07/2004
(ii) Total value is 1000.00000
(iii) Staff A will be granted increase of point/amount with effect from 16/07/2004

Steps:

- Setup staffs' tip details in ***HR Department → Employee → Tip***
- Maintain item (i) & (ii) in ***HR Department → Tip → Tip Value***
- Change different calculation methods in ***Housekeeping → Setup → General Setup***
- Verify the difference of end results in ***Report → Tip → Employee Tip Amount Report***

Formula:

3. Total Value Per Point = Total Value / No. of Point
4. Employee Tip Amount = Total Value Per Point X Number of Point or Amount for particular employee

<u>Example One: First day's point/amount</u>

$$\text{Total Value Per Point} = \frac{1000}{20 + 30} = 20$$

Employee	Tip Amount
Staff A	400.00000
Staff B	600.00000
Total	1000.00000

Remark: taking the first effective date's tip point/amount, regardless any adjustment at later date within the same period

<u>Example Two: Last day's point/amount</u>

$$\text{Total Value Per Point} = \frac{1000}{25 + 30} = 18.18182$$

Employee	Tip Amount
Staff A	454.54550
Staff B	545.45460
Total	1000.00010

Remark: taking the latest effective date's tip point/amount, regardless any adjustment in earlier days within the same period

<u>Example Three: Average of all different points/amount in the specified period</u>

$$\text{No. of Point for Staff A} = \frac{20 + 25}{2} = 22.5$$

1000

$$\text{Total Value Per Point} = \frac{}{22.5 + 30} = 19.04762$$

Employee	Tip Amount
Staff A	428.57145
Staff B	571.42860
Total	1000.00005

Remark:
First, calculate the average number of point for employee who has multiple tip point/amount schemes within the same period.
Then, use this figure to divide total value and also calculate the actual tip amount.

Example Four: Divide point/amount by the total no. of days in the specified period

$$\text{No. of Point for Staff A} = \left(20 \times \frac{15}{31}\right) + \left(25 \times \frac{16}{31}\right) = 22.58065$$

$$\text{Total Value Per Point} = \frac{1000}{22.58065 + 30} = 19.018402$$

Employee	Tip Amount
Staff A	429.44783
Staff B	570.55200
Total	999.99983

Remark:
First, multiple each different tip point/amount scheme with the exact number of days in the specified period.
Then, total up all different tip schemes to get the actual number of point for the respective staff.

> Note:
> By default, the system will use this method to calculate the employees' tip amount.

Example Five: Divide point/amount by a fixed no. of days

This method is the same as example four, the main difference is that it allows user to specify a fixed total number of days as a base.

Assuming that we are using 26 days as the base.

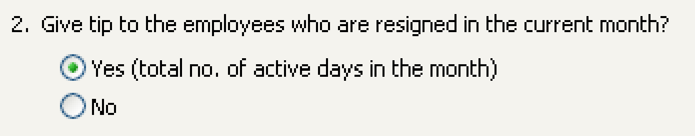
$$\text{No. of Point for Staff A} = \left(20 \times \frac{15}{26}\right) + \left(25 \times \frac{16}{26}\right) = 26.92308$$

$$\text{Total Value Per Point} = \frac{1000}{26.92308 + 30} = 17.56757$$

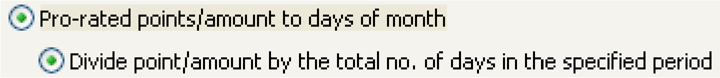
Employee	Tip Amount
Staff A	472.97309
Staff B	527.02710
Total	1000.00019

Example Six: Resigned employees

At ***Housekeeping → Setup → General Setup***, select the option button labeled "**Yes (total no. of active days in the month**" to include calculation for those employees resigned within the specified period.



Assume that we select calculation method to divide point/amount by the total no. of days.

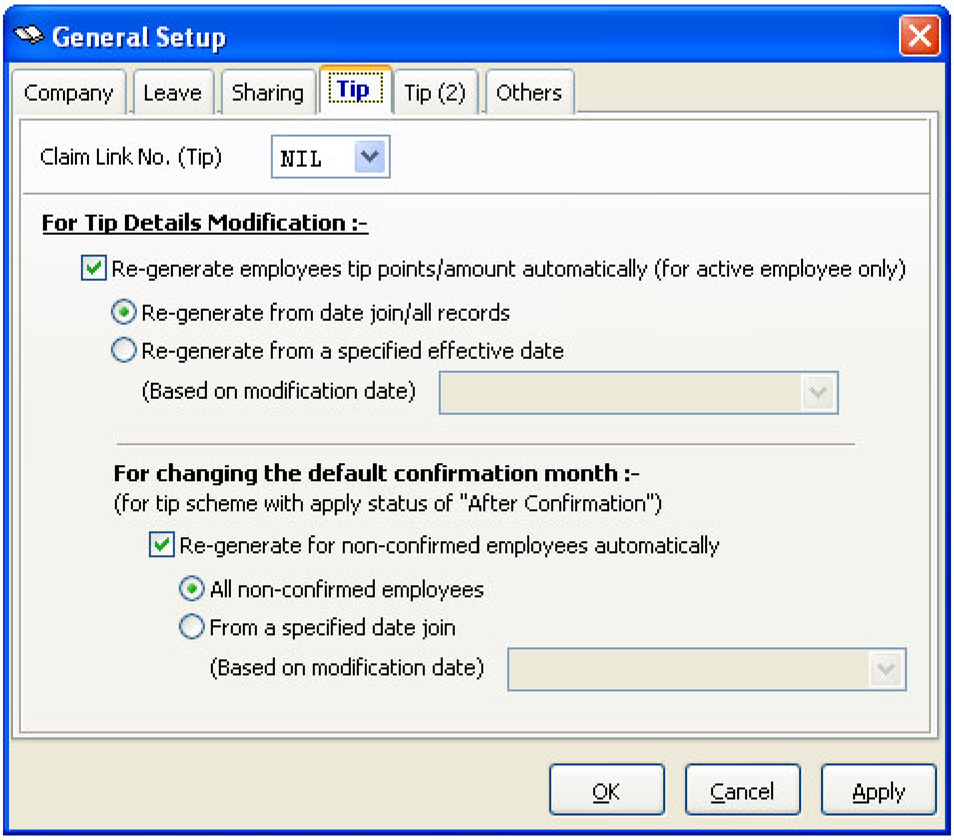


And, assuming that Staff B has resigned on 18/07/2004, therefore,

Employee	**No. of Point**	**Tip Amount**
Staff A	$(20 \times \frac{15}{31}) + (25 \times \frac{16}{31}) = 22.58065$	25.61983 x 22.58065 = 578.51241
Staff B	$30 \times \frac{17}{31} = 16.45161$	25.61983 x 16.45161 = 421.48745

$$\text{Total Value Per Point} = \frac{1000}{22.58065 + 16.45161}$$

$$= 25.61983$$



First of all, specify the column number in ***Claim Link No. (Tip)*** to be transferred to and linked into **UBS Payroll System**.

For the following examples, please refer the scenario with reference to *Table One* and *Table Two*.
Assuming current month is July 2004.
Verify the effect/end result of each setup or changes in ***HR Department → Employee → Tip***.

Table One

Employee	Date Join	Tip Scheme	Default Confirmation Month	Date Confirm
Staff A	01/07/2004	TS01	3 months	01/10/2004
Staff B	16/07/2004	TS01	3 months	16/10/2004
Staff C	01/06/2004	TS01	3 months	01/09/2004

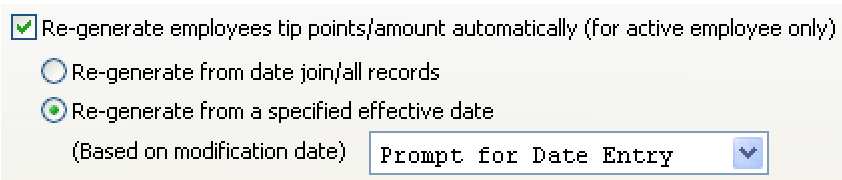
Table Two

Tip Scheme	TS01	TS02
Apply Status	After Confirmation	After Confirmation
Tip Details:-		
0 to < 12	2.00000	3.50000
12 to < 24	5.00000	6.00000

Example One

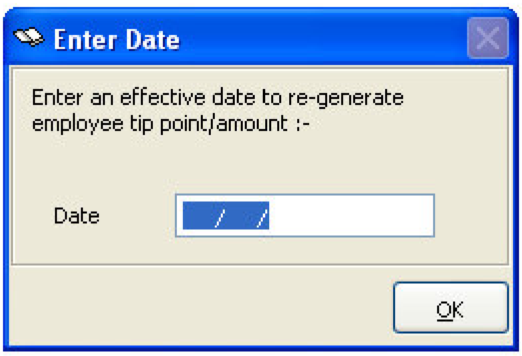
Select this option during the initial setup or first time using of UBS HRMS for updating of all employees' record with the new tip scheme.

Example Two



Tick the relevant option button and specify the effective date to re-generate tip points/amount, whether the new adjustment shall be effective from *Today*, *Tomorrow*, *1st Day of Current Month*, *1st Day of Next Month* or *1st Day of Next Year*.

Alternatively, user may preset the system to "*Prompt for Date Entry*", allowing user to define and specify an exact effective date to re-generate the adjusted tip points/amount.



Now, let us look into a scenario.
Staff A from scheme TS01 will be promoted on 01/12/2004 and change to another scheme TS02.

4. Go to ***HR Department* ➔ *Employee* ➔ *Personnel File - -> Benefit*** to change the employee's ***Tip Scheme Code*** to TS02.

5. Enter the effective date as 01/12/2004 when the system prompts for date entry.

6. Then, go to ***HR Department* ➔ *Employee* ➔ *Tip*** to verify the changes.

Before adjustment

Effective Date	No. of Point/Amount
01/07/2004	0.00000
01/10/2004	2.00000
-	
01/07/2005	5.00000

After adjustment

Effective Date	No. of Point/Amount
01/07/2004	0.00000
01/10/2004	2.00000
01/12/2004	3.50000
01/07/2005	6.00000

Note:
(iii) Tip point/amount's records before adjustment will be retained.
(iv) From the adjustment's effective date onwards, the tip point/amount will change and follow the new scheme.

Example Three

Modify scheme TS01 as below and apply to all staffs the newly adjusted scheme to replace the old scheme with effective from 01/07/2005.

Tip Scheme	TS01
Apply Status	After Confirmation
Tip Details:-	
0 to < 12	3.00000
12 to < 24	8.00000

4. Go to ***HR Department* ➔ *Tip* ➔ *Tip Scheme*** to modify the tip details.

5. Enter effective date as 01/07/2005

6. Then, go to ***HR Department* ➔ *Employee* ➔ *Tip*** to verify the changes for staff B & staff C.

Staff B

Before adjustment

Effective Date	No. of Point/Amount
16/07/2004	0.00000
16/10/2004	2.00000
-	
16/07/2005	5.00000

After adjustment

Effective Date	No. of Point/Amount
16/07/2004	0.00000
16/10/2004	2.00000
01/07/2005	3.00000
16/07/2005	8.00000

Staff C

Before adjustment

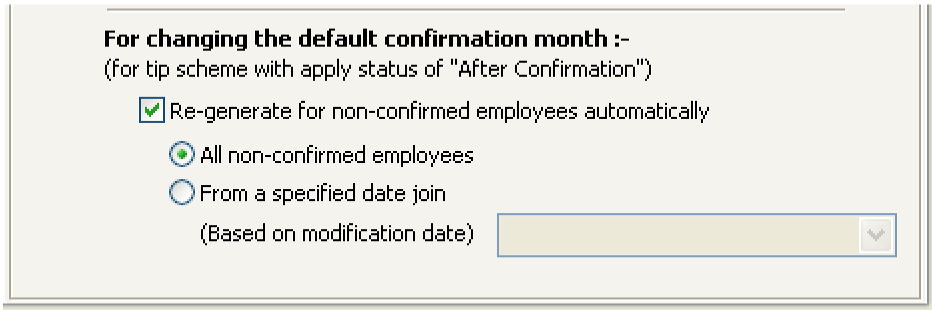
Effective Date	No. of Point/Amount
01/06/2004	0.00000
01/09/2004	2.00000
01/06/2005	5.00000
-	

After adjustment

Effective Date	No. of Point/Amount
01/06/2004	0.00000
01/09/2004	2.00000
01/06/2005	5.00000
01/07/2005	8.00000

Note:
(iii) Effective from 01/07/2005 onwards, staff B will utilize the new adjusted tip point/amount and ignore the remainder record from old scheme.
(iv) On 01/06/2005 before the scheme adjustment, staff C still follows the old scheme. But, effective from 01/07/2005 onwards, staff C will change to utilize the newly modified scheme.

Modification of Employees' Confirmation Month

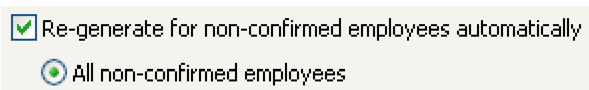


Note:
4. All modifications are only applicable for the tip schemes with apply status "*After Confirmation*". Changes of setup in this option only affecting group of employees with tip scheme applied after their confirmation.

5. All modifications are only affecting those employees who are not yet confirmed by the employer. In other words, the ***Date Confirm*** in ***HR Department ➔ Employee ➔ Personnel File - -> Job*** MUST BE blank or not input yet.

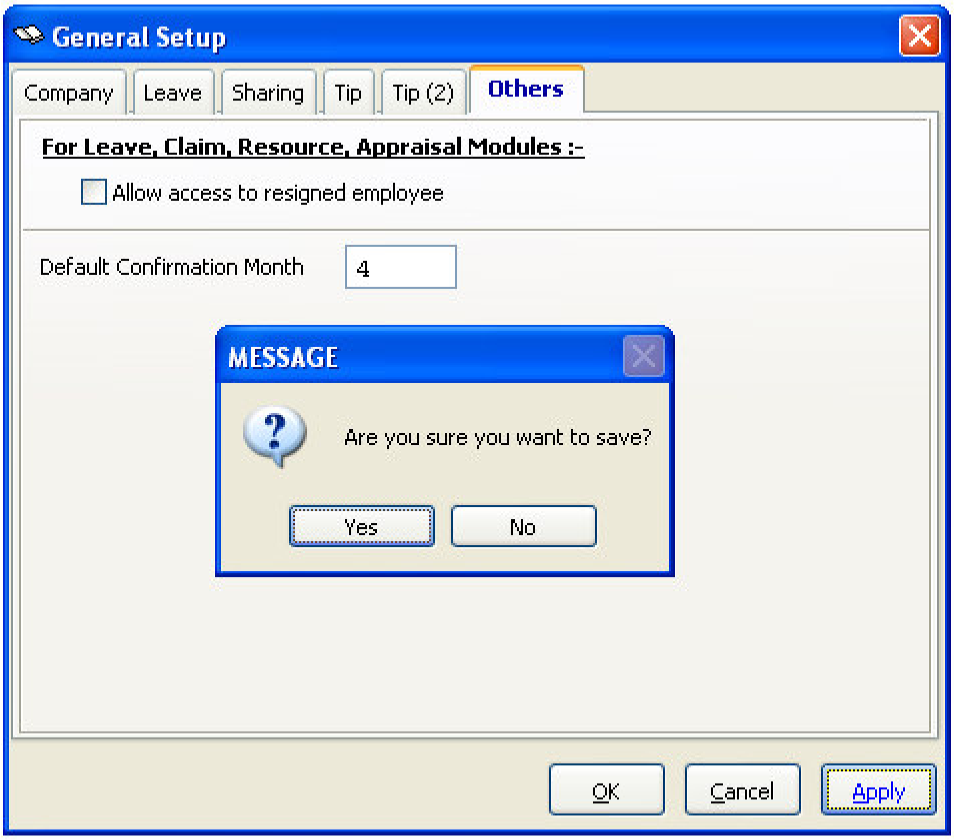
6. Modify the number of confirmation month in ***Housekeeping ➔ Setup ➔ General Setup - -> Others*** or ***Housekeeping ➔ Setup ➔ Default Setting ➔ Confirmation Month*** to differentiate the effect of each selected option in this module.

Example Four
Change the confirmation month from 3 (old record) to 4 months (new adjustment) for ALL STAFFS, regardless when the staffs have joined the company.



5. Tick the checkbox and select the first option button as shown above.

6. Go to ***Housekeeping ➔ Setup ➔ General Setup - -> Others*** to change the default confirmation month to 4.



7. Click "**Apply**" and then "**Yes**" button to execute the setup.

8. Then go to ***HR Department → Employee → Tip*** to verify the effect of modification.

Staff A

Before modification (confirmation 3 months)

Effective Date	No. of Point/Amount
01/07/2004	0.00000
01/10/2004	2.00000

After modification (new confirmation 4 months)

Effective Date	No. of Point/Amount
01/07/2004	0.00000
01/11/2004	2.00000

Staff B

Before modification (confirmation 3 months)

Effective Date	No. of Point/Amount
16/07/2004	0.00000
16/10/2004	2.00000

After modification (new confirmation 4 months)

Effective Date	No. of Point/Amount
16/07/2004	0.00000
16/11/2004	2.00000

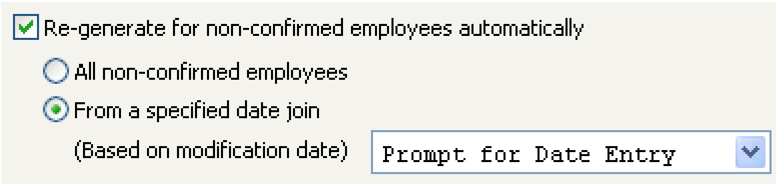
Note:

(iii) Before modification, staff A who joined on 01/07/2004 should be confirmed 3 months later on 01/10/2004. But, after modification, the estimated confirmation date has changed to 01/11/2004, which is 4 months later.

(iv) The structure of tip scheme in number of point/amount remains unchanged.

Example Five

With effective from 01/07/2004, confirmation month for the staffs will be changed to 5 months instead of old default confirmation month of 3 months.

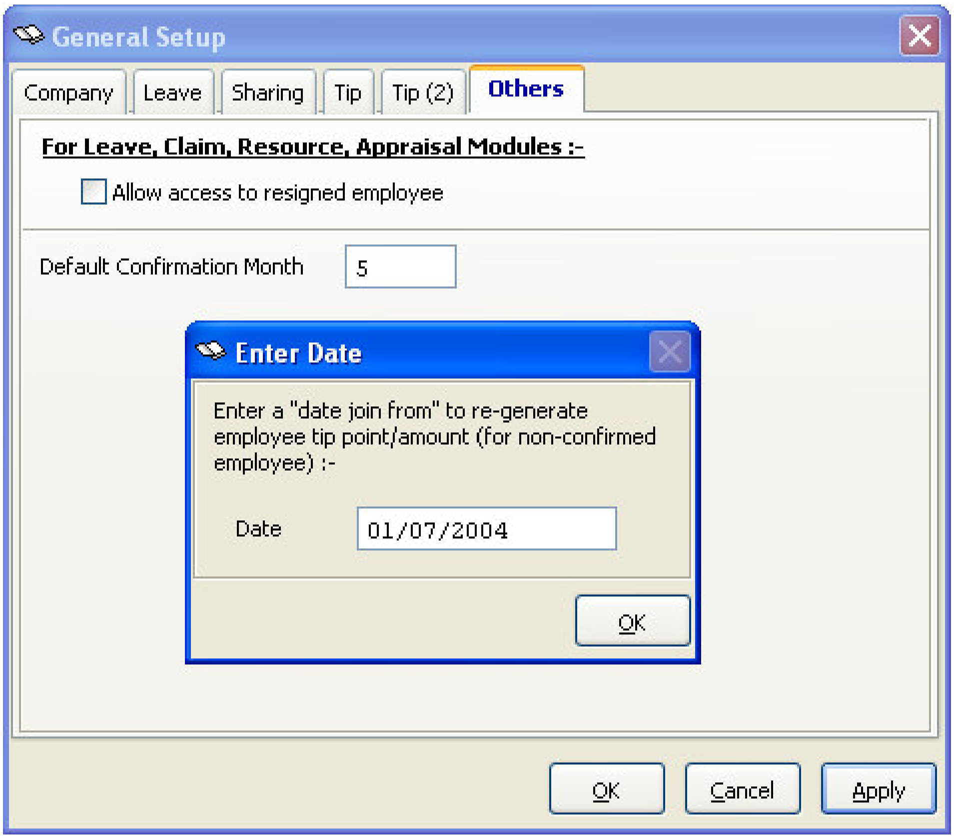


7. Tick the relevant option button and specify the effective date to re-generate tip points/amount, whether the new adjustment shall be effective from *Today*, *Tomorrow*, *1st Day of Current Month*, *1st Day of Next Month* or *1st Day of Next Year*.

8. Alternatively, user may preset the system to "*Prompt for Date Entry*", allowing user to define and specify an exact starting date to re-generate the tip points/amount's effective date.

9. Then, go to ***Housekeeping → Setup → General Setup - -> Others*** to change the default confirmation month to 5.

10. Click "**Apply**" and then "**Yes**" button.



11. Enter the effective date 01/07/2004 to re-generate the tip point/amount details. Click "**OK**" and then "**Yes**" button to acknowledge the setup.

12. Go to ***HR Department → Employee → Tip*** to verify the effect of modification.

Staff B

Before modification (confirmation 3 months)

Effective Date	No. of Point/Amount
16/07/2004	0.00000
16/10/2004	2.00000

After modification (new confirmation 5 months)

Effective Date	No. of Point/Amount
16/07/2004	0.00000
16/12/2004	2.00000

Staff C

Before modification (confirmation 3 months)

Effective Date	No. of Point/Amount
01/06/2004	0.00000
01/09/2004	2.00000

After modification (retain confirmation 3 months)

Effective Date	No. of Point/Amount
01/06/2004	0.00000
01/09/2004	2.00000

Note:

(v) Before modification, all staffs are having confirmation month of 3

(vi) After modification with effective from 01/07/2004, staff B who joined the company after the date will be affected.

(vii) Staff C who has joined the company earlier that the modification date will not be affected. Staff C still using the original effective date to calculate the tip point/amount.

(viii) The structure of tip scheme in number of point/amount remains unchanged.