STARVISION INFORMATION TECHNOLOGY
(SDA)

HUMAN RESOURCE INFORMATION SYSTEM
(HRIS)

MecWise ESS User Guide
(For End User)

VERSION 1.0

<u>Table of Contents</u>

1.0 Introduction

The system is designed primarily to empower employees to carry out simple HR functions online such as leave applications, and updating of employee's personal information.

MecWise® Employee Self Service (ESS) system:

(a) Enables employees to submit their leave on-line.

(b) Enables employees to enter and update their personal information as and when required.

(c) Routes submissions to authorized verifier and approving officer for approval.

(d) Enables employees to withdraw any leave applications prior to or after it has been approved; an approval of cancellation is sent to the approving officer.

(e) Provides on-line enquiry facility to allow employees to check the status of their applications.

2.0 Self Help

This module comprises 3 sub-modules, which are included in the ESS entries. The sub-modules are:

- Pay Slip
- Employee Self Service
- Employee Self Service Details Verification

2.1 Pay Slip

This option allows user to view his/her own monthly pay slip record. User needs to enter a password in the field called - **Password used for generation of Payslip** and then click on the month to view the pay slip detail.
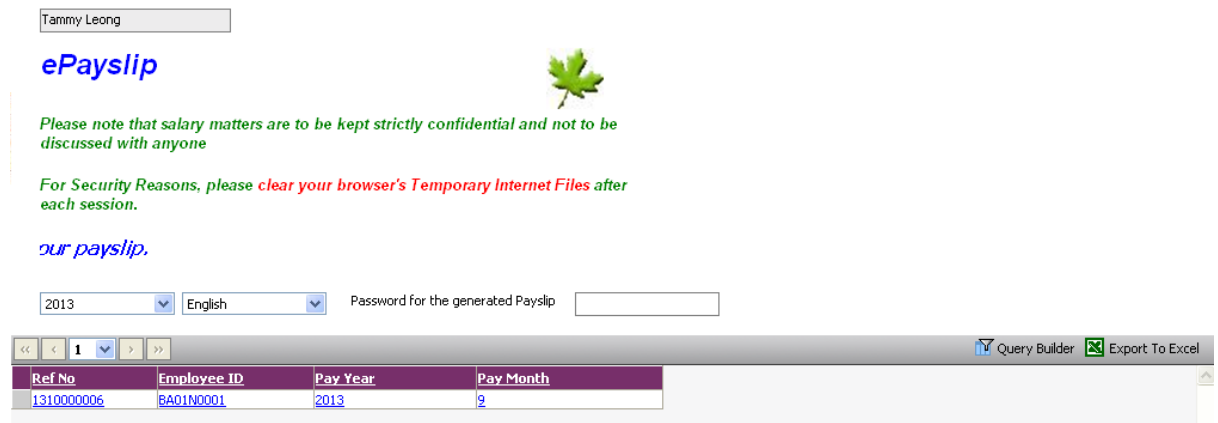
Pay Slip Screen
A Save file dialogue box will appear. Find a directory that you wish to save it to. Click on the Save button
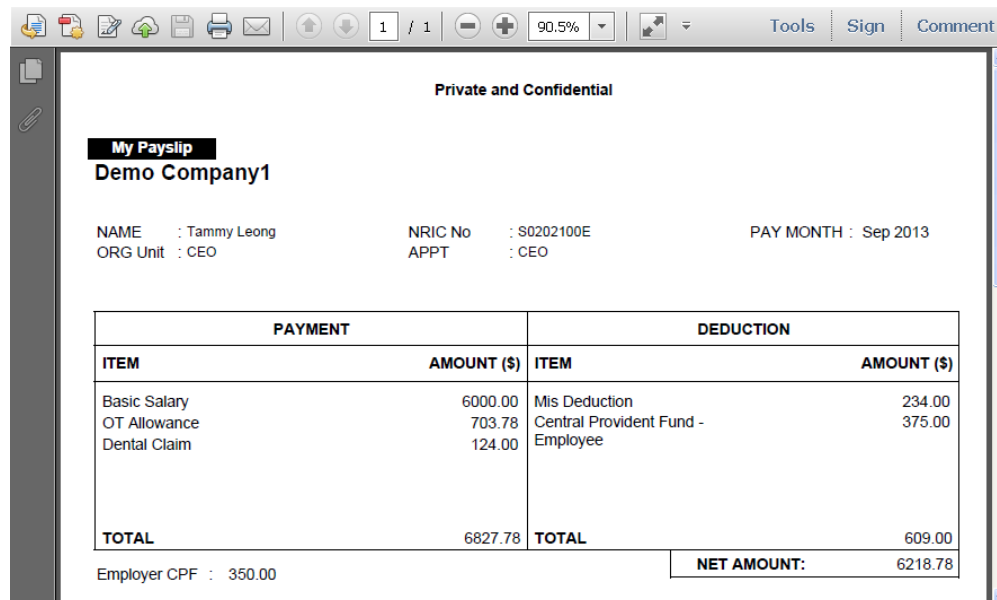
2.2 Employee Self Service

When the employee clicks on this module, he will see his personal information being displayed. Each employee will only be able to update/view his own personal information.

Click on the **Update** icon at the top toolbar to update the information displayed.

Self Help-Employee Self Service

Fields	Description
Approval Status:	New – Select New when updating information. Submit for Approval – Select this when information has been updated for submission.
Dependant Button	Click this to update Next of Kin information.
Education/Training Button	Click this to update Qualification information.
Emergency Contact Button	Click this to update Emergency contact information.
Print CV Button:	Click this to print the Employee's CV.
Job Info Section:	Fields in this Section cannot be updated.
Personal Info Section:	Details such as the employee's Address and Contact Details can be updated here.
National Service Info Section:	Male employees can update details on their National Service here.

Self Help-Employee Self Service – Dependant

To add a new next of kin, click on the **Add** button on the top and fill in the fields in mandatory fields that include relationship code, sex, Name, birth date and citizenship. Click on the **Save** icon once it is finished.

Likewise you can update a current next of kin by choosing it from the list above and then click on the **Update** button to make the necessary changes.

Self Help-Employee Self Service – Education/Training

To add a new qualification, click on the **Add** button on the top and fill in the fields in mandatory fields that include qualification code. You can add in the education details for that code.

Likewise you can update the qualification by choosing it from the list above and then click on the **Update** button to make the necessary changes.

Self Help-Employee Self Service – Qualification – Education Detail

Click on the **Save** icon once it is finished.

Once all of the information has been updated, go back to the main self help page and click on the **Save** icon. (Ensure that Approval Status has been set to Submit for Approval).

The employee will be above to view the **Approval Status** of the update once it has been approved/denied or is still in progress by accessing this module.

2.3 Employee Self Service Details Verification

This module allows the System Administrator/HR personnel/Supervisor to approve or deny the Updates/Changes made in the Employee Self Service Module.

On entering this module, the user will see details on any recent updates that employees have submitted for approval.
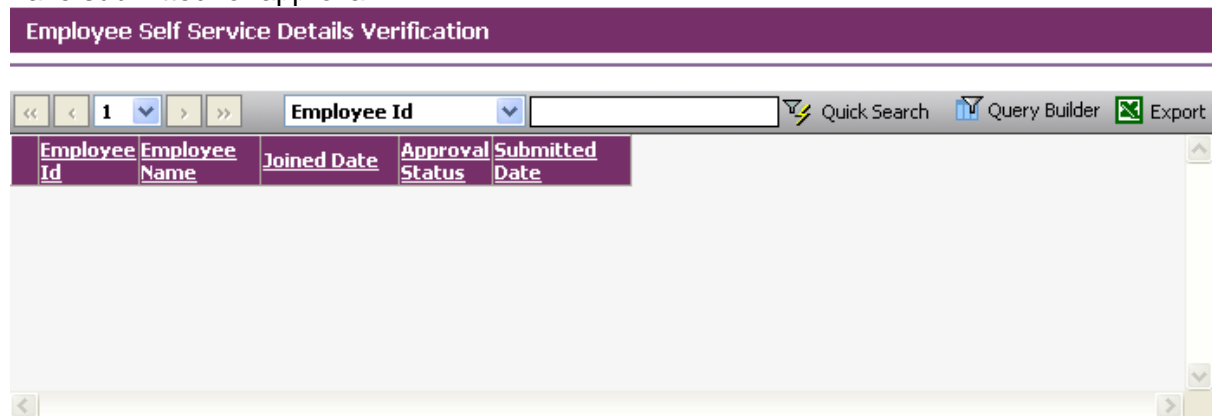
Self Help-Employee Self Service Details Verification

Click on the record to view the Employee's profile and changes made to it.
Details that employee has updated will be highlighted in red.

After viewing the updates, select the desired **Approval Status**.

Click on the **Save** icon, then **Return** to return to the previous screen.

3.0 Leave Transaction

This subsystem is consists of 5 modules related to an employee's leave. These 5 modules are used by the Employee to apply for and cancel leave, check leave balance and history.

The 5 modules are:

- Leave Application
- Leave Cancellation
- Leave Balance
- Leave History
- Leave Roster
- Leave Approver Enquiry
- Employee Leave Record

3.1 Leave Application

This module allows the Employee to apply for different leave types and submit it for approval to a recommending and approving officer.
On entering the module, the employee will see the screen as below.

Leave Transaction-Leave Application

Fields	Description
Employee ID	The employee's ID and Name will be displayed here.
Designation	Designation of this Employee ID.
Apply on behalf	Allows the employee to apply leave on behalf of another employee if the rights are given by the administrator thro the 'Workflow Administration-Delegation' module.
Balance Section	
Leave Type	Select the relevant type of Leave to be applied by clicking on the drop down list.
Leave Balance Brought Forward	Leave balance brought forward from last/previous year/s.
Brought Forward Expired	Number of expiry leave B/F.
Brought Forward Total	Total of leave balance brought forward.
Entitlement (Current Year)	Leave entitlement for the current year.
Leave Earned To Date	Number of leave days earned to date.
Leave Adjusted	Number of days that this leave type can be adjusted.
Leave Used to Date	Numbers of days for this leave type that has been used.
Leave Pending Approval	Numbers of days for this leave type that is pending approval.
Leave Balance	Number of leave days balance for this leave type.

(3+4+5–6-7)	
Last Updated On	The date on which the lasted update was made.
Details Section	
Dates Applied	Displays the dates that employee selected for the leave.
Select Dates	Click this to pick dates to apply leave for from a calendar.
Total No. of Days	Total number of days of leave taken.
Leave Reason	Reason for application of Leave.
Leave Country	YES – Overseas Leave. NO – Local Leave.
Leave Address	Overseas address if overseas leave.
Route to the following officers Section:	
Routing Officers Tab:	This tab displays the ID of the Recommending and Approving Officer.
Submit Button:	Click this to submit the Leave Application for approval.

Applying for Leave

Leave Application

| Employee ID | BA01N0001 | Tammy Leong |
| Designation | CEO | |

Balance

Leave Type: Annual Leave ▾

Annual Leave
Child Care Leave (6 days)
Compassionate Leave
Child Sick Leave
Child Care Leave (2 days)
Extended Sick Leave
Hospitalisation Leave
Injury Leave
Leave To Attend International/Regional & Bilateral Cultural Events
Marriage Leave
No-Pay Leave
National Service Leave
Off in Lieu
Parent-care Leave
Paternity Leave
Paternity Leave (2013)
Representative Games Leave
Represent Singapore Civil Service
Ordinary Sick Leave
Sick Leave (Without MC)
Shared Parental Leave
Unpaid Infant Care Leave
Unrecorded Leave
Study/Examination Leave
Union Leave

1. Brought Forward [L...
2. Brought Forward Ex...
3. Brought Forward To...
4. Entitlement [Curren...
5. Leave Adjusted
6. Leave Used to Date
7. Leave Pending Appr...

Balance [Current Year...
Balance [Available for...
(= [3]+[4]+...

Last Updated On

Details

Select the desired Leave Type from the drop down list.

Leave Application

Employee ID	BA01N0001	Tammy Leong
Designation	CEO	

Balance

Leave Type	Annual Leave	
1. Brought Forward [Last / Prev Years]	0.00	0.00
2. Brought Forward Expired	0.00	
3. Brought Forward Total	0.00	
4. Entitlement [Current Year / Earned To Date]	10.00	8.00
5. Leave Adjusted	0.00	
6. Leave Used to Date	0.00	
7. Leave Pending Approval	0.00	
Balance [Current Year / Earned To Date]	10.00	8.00
Balance [Available for Application] (= [3]+[4]+[5]-[6]-[7])	10.00	
Last Updated On	07/10/2013 19:24:28	

Figures for leave balance, usage and entitlement for this Leave Type will be displayed.
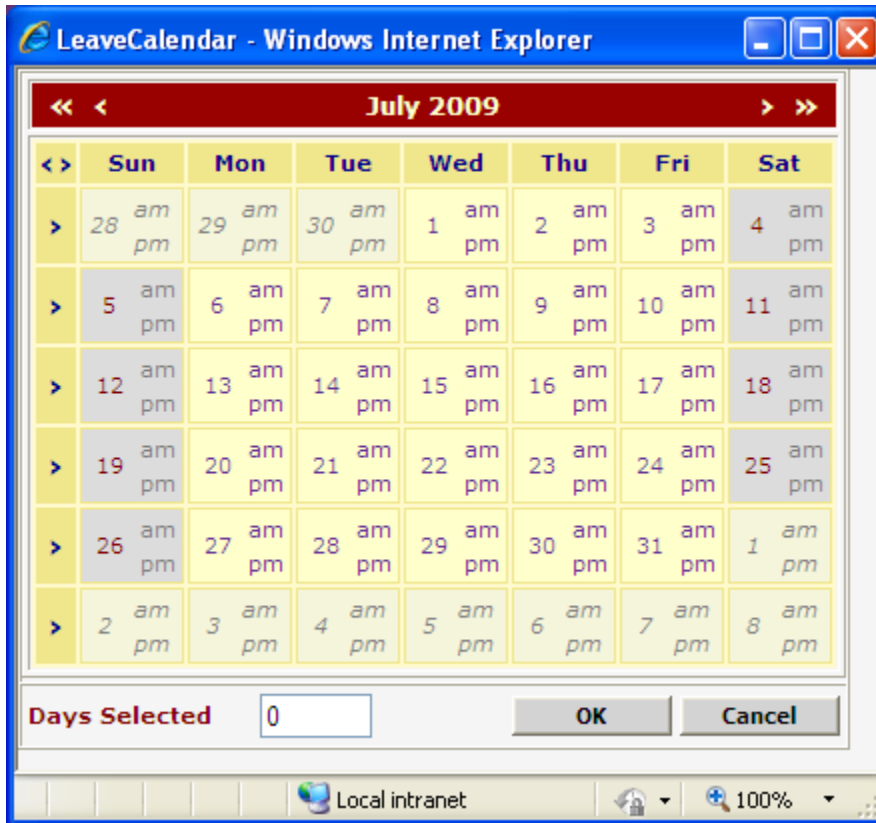
Proceed on to the Details section.

Details

Dates Applied	**Select Dates**
Total No Of Days	
Leave Reason	
Going Overseas?	No ▾ **Submit**

Leave Address (if different from usual residential address)

Contact Number (if overseas)   EMail Address (if overseas)

Attach Document

Route to the following officers   **Edit Routing List**

Click on the **Select Dates** button to select the desired dates of leave application. Half-day leave may be selected by clicking on **am** or **pm**.

Click **OK** when done.

Once the dates are selected, they will be displayed in the **Dates Applied:** box.

Fill in the **Leave Reason**, and **Leave Address** (for Overseas Leave).

Proceed on to the **Route to the following officers** section.

The recommending and approving officer should be displayed in the browser.
If the browser is blank, get the HR Administrator to add the recommending and approving officer for you. (Workflow Administrator → Routing Officer Admin)

Click on the **Save** icon once each Officer has been added.

When done, click on the **Submit** button to submit the leave application.
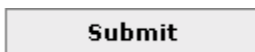
The following pop up will display upon successful submission.

3.2 Leave Cancellation

This module allows the Employee to cancel a leave application that has been approved. The layout of this module is similar to that for Leave Application.

Leave Transaction-Leave Cancellation

Select the **Leave Type** that is to be cancelled.

Click on the **Select Dates** button to select the dates of approved leave to cancel.
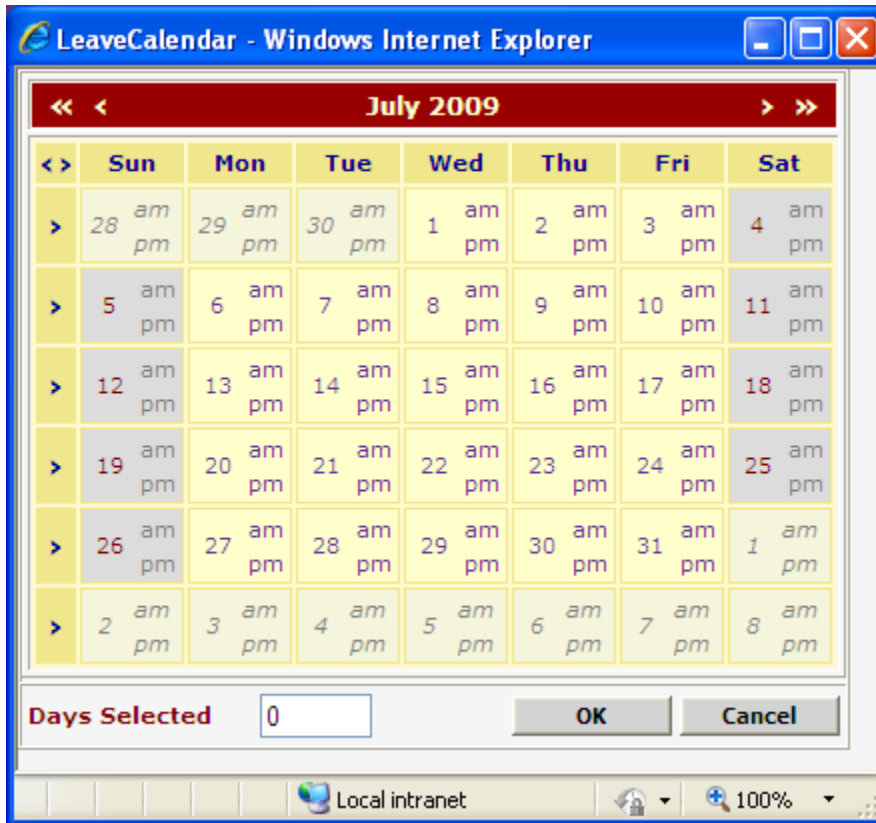
Once done, click on **OK**.

Check the Routing Officers, then click **Submit** to submit the cancellation request for approval.

The following pop up will appear if the submission is successful.

3.3 Leave Balance

This module allows the employee to view his/her leave balance for each leave type.

Leave Transaction-Leave Balance

To view the leave balance, the employee has to select the desired Leave Type from the drop down list.

Figures for the respective fields will be shown accordingly.

A description of the fields can be found in "**Leave Application Module**".

Formula for Leave Calculation:

Entitlement for 1st year   = 14
Entitlement for 2nd year   = 15
Entitlement for 3rd year   = 16

Please Note:
If the calculated result has a decimal value that is between 0 and 0.49, the system will round down the value to the nearest integer.

Example: 14.42 => 14.00

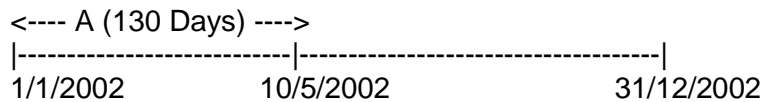If the result is between 0.5 and 0.99, the system will round the value down to 0.5.

Example: 14.75 => 14.5

Formula for calculating proportionate annual leave in respect of an incomplete year of service for pro-rating.

Example:

Joined Date: 10/5/2002

```
<---- A (130 Days) ---->
|--------------------------|----------------------------------|
1/1/2002            10/5/2002                  31/12/2002
```

Current Year Leave Entitlement = 14 Days
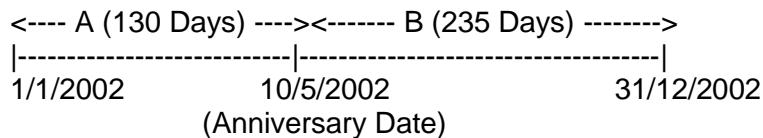
Leave Earned To Date = [(365 – 130) / 365] * 14 Days
                     = 9 Days

Formula for calculating leave entitlement of employee in service for more than 1 year.

Example:

Joined Date: 10/5/2001

```
<---- A (130 Days) ----><------- B (235 Days) -------->
|--------------------------|------------------------------------|
1/1/2002            10/5/2002                  31/12/2002
                  (Anniversary Date)
```

Leave Entitlement for 2nd year = 15 Days

Leave Earned To Date = [(130 / 365) * 14 Days] + [(235 / 365) * 15 Days]
                     = 14.5 Days

Formula for calculating the proportionate annual leave in respect of resignation/termination of service for pro-rating.

Example:

Joined Date: 10/5/2001
Last Day of Service: 20/10/2002

```
<--A (130 Days)--><---B (161 Days)---><-C (74 Days)->
|--------------------|--------------------------|------------------|
1/1/2002       10/5/2002          20/10/2002  31/12/2002
     (Anniversary Date) (Last day of service)
```
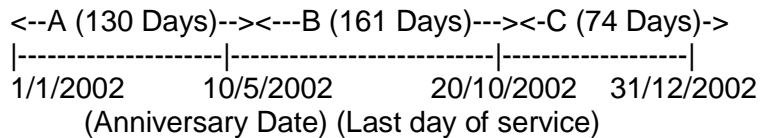
Leave Entitlement for 2002 = 15 Days

Leave Earned To Date 2002 = [(130 / 365) * 14 Days] + [(161 / 365) * 15 Days]

= 11.5 Days

3.4 Leave History

This module allows the employee to view a history of leave transactions (Leave Application, Leave Cancellation) that he/she has made.

The transactions will be listed in a browser as below.

Leave Transaction-Leave History

To view any of the transactions, click on any record to view details on the transaction.

Figures for the respective fields will be shown accordingly.

3.5 Leave Roster

This module allows the employee to view the leave roster of all the leave taken by the users of the system.

*Leave Transaction-Leave Roster*

3.6 Leave Approver Enquiry

This module allows the employee to view the leave entitlement and transactions of their subordinates (based on the routing officer structure).

Fields	Description
Approver ID	Tied to your ESS login
Employee Type	Allows you to pick to only show Active or Resigned staff.
Employee	Allows you to choose all or individual employees
Leave Type	Allows you to view all or single Leave Types

Click on the Refresh button to generate the data.

The Entitlement tab at the Details will be filled up and you can view your information here. You can also click on the Leave Applied tab to show all the transactions made.
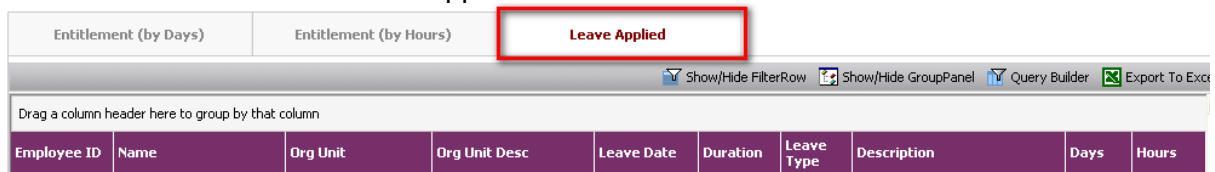
3.7 Employee Leave Record

This module allows the employee to print leave records of him/herselves and their subordinates. Click on Click Here to proceed.

Starvision Information Pte Ltd

Print Date: 13-Oct-08 17:19

Employee Leave Record

| Employee: | 100003 - Sandy Tan | Leave Scheme: | AL-14 |
| Org Unit: | SS-FINANCE-FINANCE-SING (Production Section) | Posting Date: | 01-Jan-08 |

Leave Balance   (13-Oct-08)

Brought Forward Total	0.0
Brought Forward Expired	0.0
Current Year Entitlement	19.0
Earned to Date Entitlement	11.5
Leave Adjusted	0.0
Leave Approved	1.0
Earned to Date Leave Balance	**10.5**
Current Year Leave Balance	**18.0**

Leave Type	Start	End	Days
AL - Annual Leave	17-Jul-08	17-Jul-08	1.0

Balance Brought Forward (Year/Days)

2006	0.0
2007	0.0

Summary of Leave Transaction (Days)

AL - Annual Leave	1.0