



**STARVISION INFORMATION TECHNOLOGY
(SDA)**

**HUMAN RESOURCE INFORMATION SYSTEM
(HRIS)**

**USER MANUALS
FOR
EMPLOYEE PROFILE MANAGEMENT SYSTEM**

VERSION 1.0

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Human Resources Information System (HRIS)

1 Introduction

MecWise® *.Net HR* is a fully integrated Human Resource system designed for Human Resource Professionals to streamline administration and maximize strategic management. It aids HR to keep track of all the Employees within the organization and empowers them to administer their own requirements.

Features available: -

- Employee Profile
- New / Change Appointment, Resignation and Rejoin of Employee
- Promotion / Merit Increment / Upgrading
- Termination / Retirement / Resignation
- Personnel Report
- Export to Excel Reports

2 Master File Maintenance

You only need to maintain the master files (Admin and Personnel) when there are changes such as creation of new course or country. Otherwise, you may ignore this step.

3 Employee Profile Maintenance

Employee Records maintain employee’s current and historical information; records of joining, promotion and resignation.

This module captures and maintains employee’s information such as personal particulars, payroll details, next of kin details, bank details, fund details and career progression. It allows creation, amendment or viewing of an employee’s record. Each employee is assigned a unique identification number (ID) that will be used in payroll entry.


3.1 Creating an Employee Profile

This option allows users to create an Employee profile for a newly joined employee.

3.1.1 Definition

- a) Definition – Employee Profile Header

Employee Profile


 Photo currently not available.

Employee Id

Name

Name	Address	Personal	Identification	Foreigner	NS	Payroll	Remark	Progression
Salutation	<input style="width: 100%;" type="text" value="Mr"/>							
Alias Name	<input style="width: 100%;" type="text"/>							
Chinese Name	<input style="width: 100%;" type="text"/>							
Created by	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input type="button" value="Calendar"/>	Modified By	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input type="button" value="Calendar"/>	

Qual/Prof/Edu	Skill/Other Exp	ECA	Past Employment	Awards	Language	Reservist
Membership	Family Members	Contact	Vehicle Licence	Occurrence	Screening	Exam
Union	Bank	Fund	Part Time	Disciplinary Action		

No.	Field	Description
1	Employee ID	For ‘Add’ mode, Employee ID will be auto-generated by system

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		based on format: YYNNN (YY-Current Year, NNN-Running No. And resets at beginning of year.
2	Salutation	This field is to capture the salutation of the Employee.
3	Name	This field is to capture the name of the Employee.
4	Alias Name	This field is to capture the alias name of the Employee.
5	Chinese Name	This field is to capture the salutation of the Employee.
6	Building #	This field is to capture the building number of the Employee's address.
7	Flr #	This field is to capture the floor number of the Employee's address.
8	Unit #	This field is to capture the unit number of the Employee's address.
9	Street Name	This field is to capture the Street name of the Employee's address.
10	State Name	This field is to capture the State name of the Employee's address.
11	Postal Code	This field is to capture the postal code of the Employee's address.
12	Country Code	This field is to capture the country code of the Employee's address.
13	Email ID	This field is to capture the email address of the Employee.
14	Home Tel #	This field is to capture the home contact number of the Employee.
15	Office Tel #	This field is to capture the office contact number of the Employee.
16	Hand phone #	This field is to capture the mobile phone number of the Employee.
17	Birth Date	This field is to capture the Date of Birth of the Employee. Calendar is provided for the user to select the date.
18	Birth place	This field is to capture the place of Birth of the Employee. Help key is provided to select from the existing list.
19	Age	This field is to capture the age of the Employee and is generated by the system according to the birth-date.
20	Gender	This field is to capture the gender of the Employee. Help key is provided to select from the existing list.

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21	Marital Status	This field is to capture the marital status of the Employee. Help key is provided to select from the existing list.
22	Marriage Date	This field is to capture the date of marriage if the Employee is not single. Calendar is provided for the user to select the date.
23	Citizenship	This field is to capture the citizenship code of the Employee. Help key is provided to select from the existing list.
24	Nationality	This field is to capture the citizenship of the Employee. Help key is provided to select from the existing list.
25	Race	This field is to capture the race of the Employee. Help key is provided to select from the existing list.
26	Dialect	This field is to capture the dialect of the Employee. Help key is provided to select from the existing list.
27	Religion	This field is to capture the religion of the Employee. Help key is provided to select from the existing list.
28	Converted Date	This field is to capture the date when the Employee is converted to Muslim.
29	NRIC/ UIN #	This field is to capture the identification number of the Employee.
30	NRIC Color	This field is to capture the colour the identification card. Help key is provided to select from the existing list.
31	FIN #	This field is to capture the foreigner identification number of the Employee.
32	Passport #	This field is to capture the foreigner passport number of the Employee.
33	Issue Place	This field is to capture the issue place of the identification card. Help key is provided to select from the existing list.
34	Issue Date	This field is to capture the issue date of the identification card. Calendar is provided for the user to select the date.
35	CPF Ref.	This field is to capture the Central Provident Fund reference number of the Employee.
36	CPF Type	This field is to capture the type of CPF. Help key is provided to select from the existing list.
37	Tax Ref.	This field is to capture the income revenue tax reference number of the Employee.
38	CPF Voluntary	This field is to capture the CPF Voluntary. Help key is provided to select from the existing list.

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39	Date of Technical Entry	This field is to capture the issue date of the old identification card. Calendar is provided for the user to select the date.
40	Access Code	This field is to capture the access code of the Employee.
41	Include in Headcount	This field is to capture the status of Headcount.
42	Granted Date	This field is to capture the date when the Employee was granted the Permanent Resident. Calendar is provided for the user to select the date.
43	Expiry Date	This field is to capture the P/R expiry date of the Employee. Calendar is provided for the user to select the date.
44	Citizenship Granted Date	This field is to capture the date when the Employee is granted citizenship. Calendar is provided for the user to select the date.
45	W/P #	This field is to capture the Work Permit number of the Employee.
46	Issue Date	This field is to capture the Issue Date of the Work Permit. Calendar is provided for the user to select the date.
47	Expiry Date	This field is to capture the Expiry Date of the Work Permit. Calendar is provided for the user to select the date.
48	Emp Pass #	This field is to capture the Employment Pass number of the Employee.
49	Issue Date	This field is to capture the Issue Date of the Employment Pass. Calendar is provided for the user to select the date.
50	Expiry Date	This field is to capture the Expiry Date of the Employment Pass. Calendar is provided for the user to select the date.
51	NS Code	This field is to capture the National Service code of male Employee. Help key is provided for user to select from the existing list.
52	Place	This field is to capture the place where the National Service is held. Help key is provided for user to select from the existing list.
53	Start Date	This field is to capture the start date of the National Service. Calendar is provided for the user to select the date.
54	End Date	This field is to capture the end date of the National Service. Calendar is provided for the user to select the date.
55	Unit	This field is to capture the unit which the Employee is during National Service.
56	Length of Srv	This field is to capture the length of Employee's National

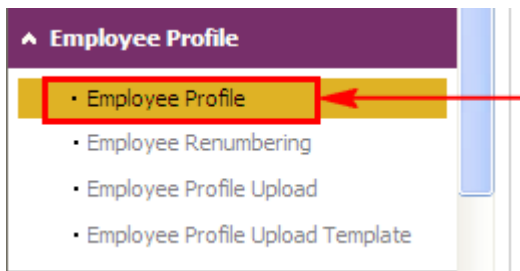
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		Service.
57	Rank	This field is to capture the rank of Employee during National Service.
58	Vocation	This field is to capture the vocation of the National Service.
59	Conduct	This field is to capture the conduct of the National Service. Help key is provided for user to select from the existing list.
60	Performance	This field is to capture the performance of the National Service. Help key is provided for user to select from the existing list.
61	Pay Frequency	This field is to capture the type of payroll frequency. Help key is provided for user to select from the existing list.
62	Tenure of Officer	This field is to capture the tenure of Officer code. Help key is provided for user to select from the existing list.
63	Medical Code	This field is to capture the medical code of the Employee. Help key is provided for user to select from the existing list.
64	MSO CPF	This field is to capture the MSO CPF. Help key is provided for user to select from the existing list.
65	Shift Code	This field is to capture the Shift Code of the Employee. Help key is provided for user to select from the existing list.
66	Employer CPF	This field is to capture the Employer CPF account number. Help key is provided for user to select from the existing list.
67	FWL Type	This field is to capture the Foreign Worker Levy Type of the Employee. Help key is provided for user to select from the existing list.
68	Retire Due date	This field is to capture the retire date of the Employee.
69	Optional Retire	This field is to capture the optional retire date of the Employee.
70	Payment Method	This field is to capture the type of Payment Method.
71	Service: Years	This field is to capture the service year of the Employee.
72	Months	This field is to capture the month of service of the Employee.
73	Calculate	This command calculates the year, month of the Employee's service.
74	Remark	This field is to capture the remark.

3.1.2 Employee Profile Flow

To begin with, go to **Employee Profile > Employee Profile**.

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System will show the following screen:

Employee Profile






Photo currently not available.

Employee Id

Name

Name	Address	Personal	Identification	Foreigner	NS	Payroll	Remark	Progression
Salutation	<input style="width: 100%;" type="text" value="Mr"/>							
Alias Name	<input style="width: 100%;" type="text"/>							
Chinese Name	<input style="width: 100%;" type="text"/>							
Created by	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>		Modified By	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>		

Qual/Prof/Edu	Skill/Other Exp	ECA	Past Employment	Awards	Language	Reservist
Membership	Family Members	Contact	Vehicle Licence	Occurrence	Screening	Exam
Union	Bank	Fund	Part Time	Disciplinary Action		

Click on the **Add button** to create a new record.

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+ Add
 Update
 Delete
 Search
 Query
 Print
 Move Prev
 Move Next
 Save
 Cancel
 Exit

Employee Profile

Photo currently not available.

Employee Id

Name

Name	Address	Personal	Identification	Foreigner	NS	Payroll	Remark	Progression
Salutation	<input type="text" value="Mr"/>							
Alias Name	<input style="width: 95%;" type="text"/>							
Chinese Name	<input style="width: 95%;" type="text"/>							
Created by	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	Modified By		<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>		

Enter the Employee information under **Name, Address, Personal, and identification, Foreigner** (if the Employee is non-local), **NS, Payroll, Remark** and the 21 **Tabs** found below.

You need to fill up those fields that are highlighted, as they are the mandatory fields before you can save the whole record. System will prompt for missing information if you leave out any mandatory field when you are saving the Employee record.

Employee Profile

Photo currently not available.

Employee Id

Name

Name	Address	Personal	Identification	Foreigner	NS	Payroll	Remark	Progression
Salutation	<input type="text" value="Mr"/>							
Alias Name	<input style="width: 95%;" type="text"/>							
Chinese Name	<input style="width: 95%;" type="text"/>							
Created by	<input style="width: 40px;" type="text" value="eplatform15/10/2013"/>	<input style="width: 40px;" type="text"/>	Modified By		<input style="width: 40px;" type="text" value="eplatform15/10/2013"/>	<input style="width: 40px;" type="text"/>		

Under the **Identification Tab**, for Employee that contributes to CPF, you need to fill up the **CPF Type**. '1' for normal CPF contribution, 'Y1' is for PR 1st year and 'Y2' is for PR 2nd year. And make sure that the **CPF Ref.** And **Tax Ref.** follows the Employee's NRIC number (which will affect CPFLine and CFPAL Export).

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Name	Address	Personal	Identification	Foreigner	NS	Payroll	Remark	Progression
NRIC / UIN #	S1175023J		NRIC Color	B (BLUE)				
FIN #			Passport #					
Issue Place			Issue Date					
CPF Ref.			CPF Type					
Tax Ref.			CPF Voluntary					
Date of Technical Entry			Access Code	BA01				
Include in Headcount	Yes							

Click on the CPF Type pick list to choose the CPF Type.

CPF Ref. CPF Type

System will launch the Pick List which shows existing CPF type record then select a CPF type by clicking on that record.

CPF_TYPE	CPF_TYPE_DESC	GOVT_CPF_TYPE
0	Not Contributing	
1	Private Sector Employees	PRI-EMPE
2	Non-Pensionable Employees	PUN-EMPE
3	Pensionable Employees	PUP-EMPE
4	Work Permit	
9	Others	
Y1	1st Year PR (Graduated Rates)	PRI-PR-GY1
Y2	2nd Year PR (Graduated Rates)	PRI-PR-GY2

After the record is selected, system will display the select record on the screen.

CPF Type

Under the **Payroll Tab**, you need to define **Pay Frequency** (as defined under **Payroll > Master File > Company > Pay Period**, which will affect on the payment time; which is Bi-monthly or Monthly), **Shift Code** (as defined under **Payroll > Master File > Company > Working Hours**, which will affect the prorated salary, no pay leave), **Employer CPF**, **Payment Method**.

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Name	Address	Personal	Identification	Foreigner	NS	Payroll	Remark	Progression
Pay Frequency	M (Monthly)			Tenure of Officer				
Medical Code				MSO CPF				
Shift Code	FT5 (Full Time (5 days w			Employer CPF	1234567.8			
FWL Type								
Retire Due date				Optional Retire				
Payment Method	Bank	Service : Years	0	Months	0	Calculate		

For the **21 Tabs** at the below screen, with the respective Tab selected, click on the **New icon** to create new records. The Tabs capture skills sets and Employee’s personality assets, which can be used to access Employee’s capability.

Name	Address	Personal	Identification	Foreigner	NS	Payroll	Remark	Progression
Pay Frequency	M (Monthly)			Tenure of Officer				
Medical Code				MSO CPF				
Shift Code	FT5 (Full Time (5 days w			Employer CPF	1234567.8			
FWL Type								
Retire Due date				Optional Retire				
Payment Method	Bank	Service : Years	0	Months	0	Calculate		

Qual/Prof/Edu	Skill/Other Exp	ECA	Past Employment	Awards	Language	Reservist
Membership	Family Members	Contact	Vehicle Licence	Occurrence	Screening	Exam
Union	Bank	Fund	Part Time	Disciplinary Action		

<< < 1 > >> S/N Quick Search **Add New** Query Builder

S/N	Qual. Type	Code	Description	Start Value	School Code	General Remarks	Start Date	End Date	Attained Date
-----	------------	------	-------------	-------------	-------------	-----------------	------------	----------	---------------

The system will show below

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Qualification

S/N:

Qual. Type:

Code:

Description:

School Code:

General Remark:

Start Date: End Date:

Attained date:

Created by: Modified By:

Education Details

Navigation: << < 1 > >> S/N: Quick Search Add New Query Builder Export To Excel

S/N	Subject Code	Subject Description	Subject Grade	Subject Mark	Created Date	Created By	Time Log	User Log
-----	--------------	---------------------	---------------	--------------	--------------	------------	----------	----------

After all the mandatory **Tab**s information are entered, click on the **Save button** and click **Exit** to go back to the previous page and then click **Save button** the Employee Profile main page.



Qualification

S/N:

Qual. Type:

Code:

Description:

School Code:

General Remark:

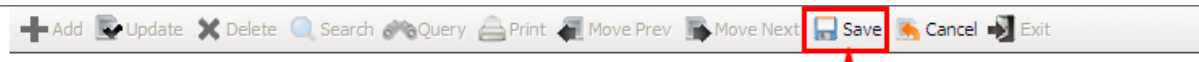
Start Date: End Date:

Attained date:

Created by: Modified By:

Education Details

STARVISION INFORMATION TECHNOLOGY (SDA)



Employee Profile

Photo currently not available.

Employee Id

Name

Name	Address	Personal	Identification	Foreigner	NS	Payroll	Remark	Progression
Salutation	<input type="text" value="Mr"/>							
Alias Name	<input type="text"/>							
Chinese Name	<input type="text"/>							
Created by	<input type="text" value="eplatform/15/10/2013"/>		Modified By	<input type="text" value="eplatform/15/10/2013"/>				

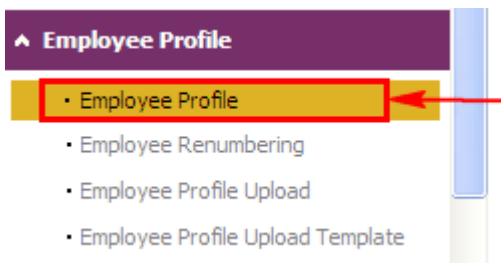
Before the record is saved, the system checks if the required fields are empty. If these fields are empty, system will prompt messages which are shown below. Click on the **OK** button to close the message box and fills the indicated fields. Then save the record again.

If the information entered is correct, the record will be saved into the system.

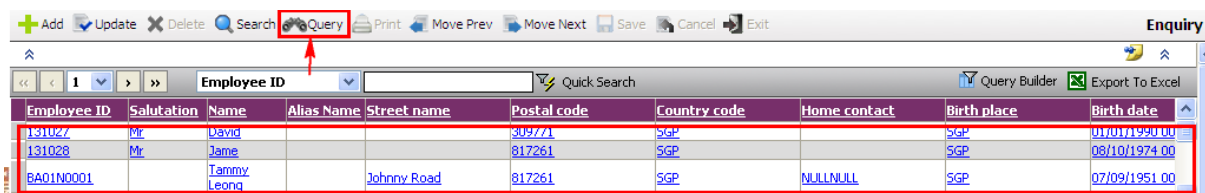
Employee ID	Salutation	Name	Alias Name	Street name	Postal code	Country code	Home contact	Birth place	Birth date
131027	Mr	David			309771	SGP		SGP	01/01/1990.00
131028	Mr	Jame			817261	SGP		SGP	08/10/1974.00
BA01N0001		Jammv Leong		Johnny Road	817261	SGP	NULLNULL	SGP	07/09/1951.00

3.1.3 Updating/Deleting an Employee Profile

To begin with, go to **Employee Profile > Employee Profile**



Click on the click on the **Query** button to show the listing of Employees in the Organization.



Then select the Employee record link and click on the **Update** button to make changes.

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+ Add
Update
✕ Delete
🔍 Search
🔗 Query
🖨️ Print
⏪ Move Prev
⏩ Move Next
💾 Save
🚫 Cancel
🚪 Exit

Employee Profile




Photo currently not available.

Employee Id

Name

Name	Address	Personal	Identification	Foreigner	NS	Payroll	Remark	Progression
Salutation	<input type="text" value="Mr"/>							
Alias Name	<input type="text"/>							
Chinese Name	<input type="text"/>							
Created by	<input type="text" value="eplatform15/10/2013"/>		Modified By		<input type="text" value="eplatform15/10/2013"/>			

After making the changes, click on the **Save button**.

Note: System does not allow deletion of created Employee profile (even though record maybe wrongly input). Records of resigned Employees are still required to be printed for the IR8A form. An Employee's records can remove by adding his record under Resignation Module

3.2 New Appointment

After creating a new Employee profile, make sure you create a new appointment record for the new Employee profile. **Prior to data-entry for New Appointment Details, please ensure that the following information have been completed: - Employee Profile, Position Database, Personnel Master File and Payroll Master File.**

3.2.1 Definition

New Appointment Details

Employee

Action Transaction Date

Current

Organisation Unit Grade

Job Family Appointment Code

Effective Date Joined Date

Confirm Date Appointment Date

Next Inctl Date

Payroll:

Payroll Mode Salary Code

Basic Salary Cost Centre Code

Basic 1

Basic 2

Monthly Salary Gross Salary

Reason Code Position Code

Essential Post Essential Category

Hold Against:

Job Family

Appointment

Designation:

Designation

Title

Progress Remark

No.	Field	Description
1	Employee	This field is to capture the Employee ID. Help key is provided for user to select from the existing list.
2	Action	This field display the system generated action code (NA).
3	Transaction Date	This field is to capture the date of Created of this

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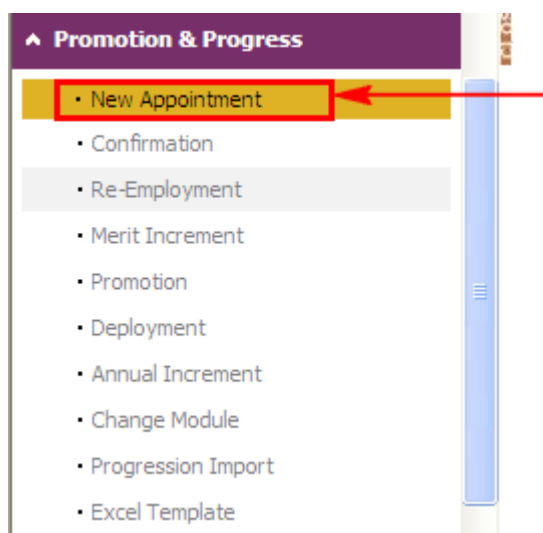
		document. Its default value is the system date.
4	Organisation Unit	This field is to capture the Organisation Unit . Help key is provided to select from the existing list.
5	Appointment Code	This field is to capture the appointment code. Help key is provided to select from the existing list.
6	Job Family	This field is to capture the Job Family . Help key is provided to select from the existing list.
7	Division Status	This field is to capture the division status. Help key is provided to select from the existing list.
8	Effective Date	This field is to capture the effective date. Calendar is provided for the user to select the date.
9	Join Date	This field is to capture the joined date. Calendar is provided for the user to select the date.
10	Confirm Date	This field is to capture the confirmation date. Calendar is provided for user to select date.
11	Appointment Date	This field is to capture the appointment date. Calendar is provided for the user to select the date.
12	Next Inctl Date	This field is to capture the next incremental date. Calendar is provided for the user to select the date.
13	Payroll Mode	This field is to capture the payroll mode. Help key is provided to select from the existing list.
14	Salary Code	This field is to capture the current salary code. Help key is provided to select from the existing list.
15	Basic Salary	This field is to capture the basic salary. Help key is provided to select from the existing list.
16	Cost Centre Code	This field is to capture the cost centre code. Help key is provided to select from the existing list.
17	Basic 1	This field is to capture the Basic amount 1.
18	NWC Amount	This field is to capture the NWC amount.
19	Monthly Salary	This field display the Monthly Salary = Basic Salary + NPC Amount.
20	Gross Salary	This field display the Gross Salary = Monthly Salary + NPVP Amount.

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21	Reason Code	This field is to capture the reason of leaving. Help key is provided to select from the existing list.
22	Position Code	This field is to capture the position code. Help key is provided to select from the existing list.
23	Essential Post	This field is to capture the essential position. Help key is provided to select from the existing list.
24	Essential Category	This field is to capture the essential category. Help key is provided to select from the existing list.
25	Job Family	This field is to capture Job Family . Help key is provided to select from the existing list.
26	Designation	This field is to capture the designation. Help key is provided to select from the existing list.
27	Appointment	This field is to capture the appointment code of the Employee. Help key is provided to select from the existing list.
28	Title	This field is to capture the title.
29	Progress Remark	This field is to capture the progress remark.
30	Basic 2	This field is to capture the Basic amount 2.

3.2.2 New Appointment Flow

To begin with, go to **Promotion & Progress > New Appointment**.



System will show the following screen:

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New Appointment Details

Employee	<input type="text"/>		<input type="text"/>
Action	<input type="text"/>	Transaction Date	<input type="text"/>

Current

Organisation Unit	<input type="text"/>		Grade	<input type="text"/>	
Job Family	<input type="text"/>		Appointment Code	<input type="text"/>	
Effective Date	<input type="text"/>		Joined Date	<input type="text"/>	
Confirm Date	<input type="text"/>		Appointment Date	<input type="text"/>	
			Next Inctl Date	<input type="text"/>	

Payroll:

Payroll Mode	<input type="text"/>		Salary Code	<input type="text"/>	
Basic Salary	<input type="text"/>		Cost Centre Code	<input type="text"/>	
Basic 1	<input type="text"/>		NWC Amount	<input type="text"/>	
Basic 2	<input type="text"/>		Gross Salary	<input type="text"/>	
Monthly Salary	<input type="text" value="0.00"/>		Reason Code	<input type="text"/>	
			Position Code	<input type="text"/>	
			Essential Post	<input type="text"/>	
			Essential Category	<input type="text"/>	

Hold Against:

Job Family	<input type="text"/>	
Appointment	<input type="text"/>	

Designation:

Designation	<input type="text"/>	
Title	<input type="text"/>	

Progress Remark

Click on the **Add button** to create a new record.

STARVISION INFORMATION TECHNOLOGY (SDA)

New Appointment Details

Employee
 Action Transaction Date

Current

Organisation Unit Grade
 Job Family Appointment Code
 Effective Date Joined Date
 Confirm Date Appointment Date
 Next Inctl Date

Payroll:

Payroll Mode Salary Code
 Basic Salary Cost Centre Code
 Basic 1 NWC Amount
 Basic 2
 Monthly Salary Gross Salary

Define all the fields highlighted in purple accordingly. Those fields with pick-list are defined under the **Payroll > Master File > Company**. Add or amend the necessary details to suit your Organization needs.

STARVISION INFORMATION TECHNOLOGY (SDA)

New Appointment Details

Employee	<input type="text" value="BA01N0003"/>	<input type="text" value="Cindy Lee"/>
Action	<input type="text" value="NA"/>	Transaction Date <input type="text" value="07/10/2013"/>

Current

Organisation Unit	<input type="text" value="CEO-ADMIN-HR"/>	Grade	<input type="text" value="I"/>
Job Family	<input type="text" value="HR"/>	Appointment Code	<input type="text" value="HR-ADMIN"/>
Effective Date	<input type="text" value="10/01/2011"/>	Joined Date	<input type="text" value="10/10/2010"/>
Confirm Date	<input type="text" value="10/01/2011"/>	Appointment Date	<input type="text" value="10/10/2010"/>
		Next Inctl Date	<input type="text" value="10/10/2011"/>

Payroll:

Payroll Mode	<input type="text" value="M"/>	Salary Code	<input type="text" value="GEN"/>
Basic Salary	<input type="text" value="2000.00"/>	Cost Centre Code	<input type="text" value="ADMIN"/>
Basic 1	<input type="text" value="0.00"/>	NWC Amount	<input type="text" value="0.00"/>
Basic 2	<input type="text" value="0.00"/>		
Monthly Salary	<input type="text" value="2000.00"/>	Gross Salary	<input type="text" value="2000.00"/>
Reason Code	<input type="text"/>	Position Code	<input type="text" value="ACC03"/>
Essential Post	<input type="text"/>	Essential Category	<input type="text"/>

Hold Against:

Job Family	<input type="text"/>
Appointment	<input type="text"/>

Designation:

Designation	<input type="text"/>
Title	<input type="text"/>

Progress Remark

After completion, click on the **Save button**

STARVISION INFORMATION TECHNOLOGY (SDA)

+ Add Update Delete Search Query Print Move Prev Move Next Save Cancel Exit

New Appointment Details

Employee BA01N0003 Cindy Lee
 Action NA Transaction Date 07/10/2013

Current

Organisation Unit CEO-ADMIN-HR Grade I
 Job Family HR Appointment Code HR-ADMIN
 Effective Date 10/01/2011 Joined Date 10/10/2010
 Confirm Date 10/01/2011 Appointment Date 10/10/2010
 Next Inctd Date 10/10/2011

Payroll:

Payroll Mode M Salary Code GEN
 Basic Salary 2000.00 Cost Centre Code ADMIN
 Basic 1 0.00 NWC Amount 0.00
 Basic 2 0.00
 Monthly Salary 2000.00 Gross Salary 2000.00

Reason Code Position Code ACC03
 Essential Post Essential Category

Hold Against:

Job Family
 Appointment

Designation:

Designation
 Title

Progress Remark

Deleting existing record(s)

If the created record is wrong, click on the **Query button** and select the record that you wanted to delete. Then click on the **Delete button** and the record will be removed permanently.

+ Add Update Delete Search Query Print Move Prev Move Next Save Cancel Exit Enquiry

Employee Id Quick Search Query Builder Export To Excel

Employee Id	Employee Name	Action Code	Scheme of Srvc	Appointment code	Division Status	Joined date	Appointment date	Next Inctd date	Salary code	Basic salary	Cost cc
BA01N0003	Cindy Lee	NA	HR	HR-ADMIN	I	10/10/2010	10/10/2010	10/10/2011	GEN	2,000.00	ADMIN
BA01N0005	Shuquanvan Muthu	NA	HR	HR-ADMIN	I	01/01/2010	01/01/2010	01/01/2011	GEN	0.00	ADMIN
BA01N0009	Ona Ming Chuan	NA	HR	HR-ADMIN	I	01/01/2011	01/01/2011	01/01/2012	GEN	0.00	ADMIN

Updating existing record(s)

If the created record needs amendments, select the Employee ID link and then click on the **Update button** amend the details record. After the changes have been made, click **Save button** to save the changes.

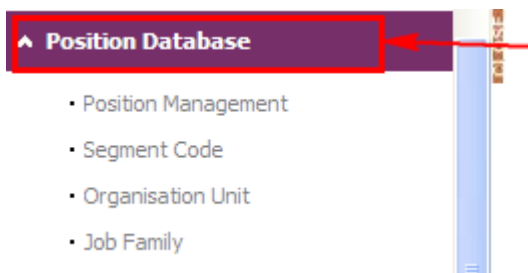
4 Position Database

Introduction of Position Database master files and setup:

Operation Modes available:

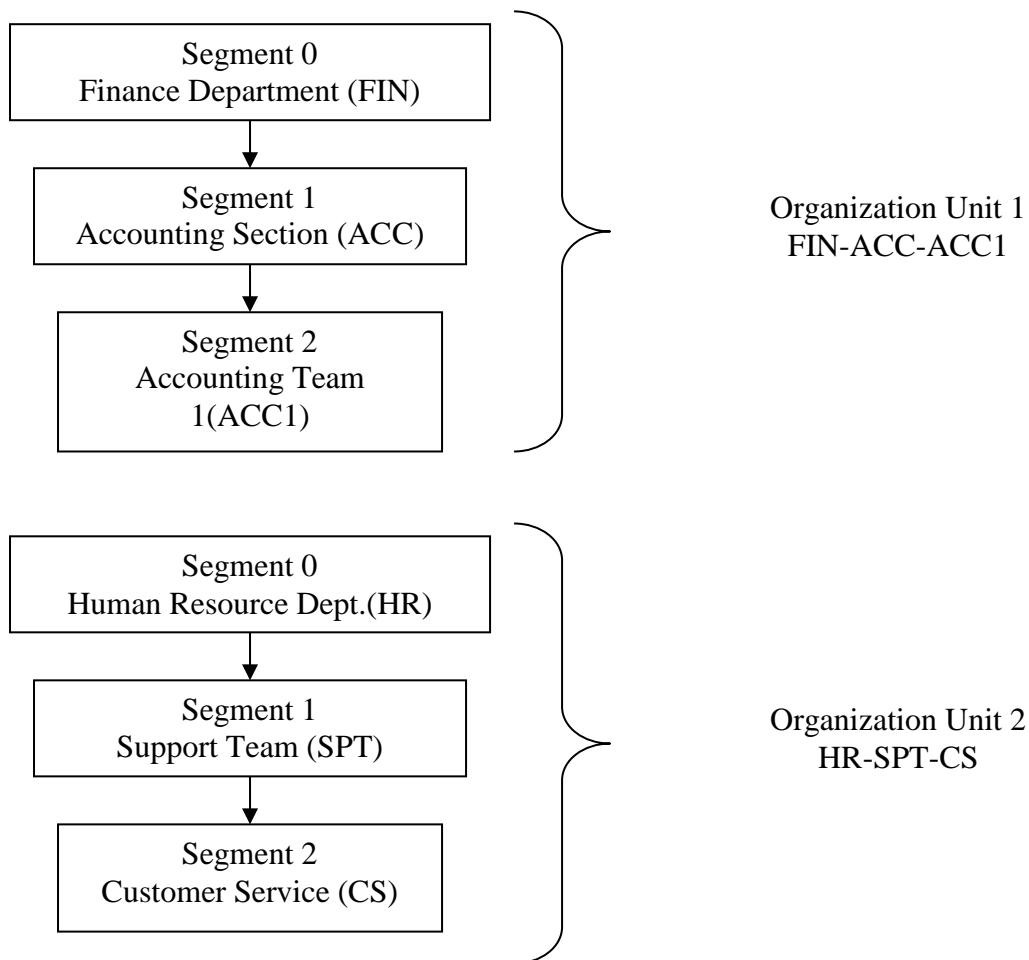
- Addition of New Records.
- Enquiry and Updating Records.
- Enquiry and Deletion of Records.
- Printing of Master File listing.

This sub system consists of 3 Modules.



This sub system allows the user to set the Segment Codes relevant to a Organization's structure. Segment Codes form the levels that make up the Organization units existing in a Organization.

Note that the Segment Name is not unique for each organization unit, i.e. multiple segment codes exist for a single segment name.



Organisation Unit

This module captures different organization units within the Organization. Reports are available for printing by **Organisation Unit**.

4.1.1 Definition

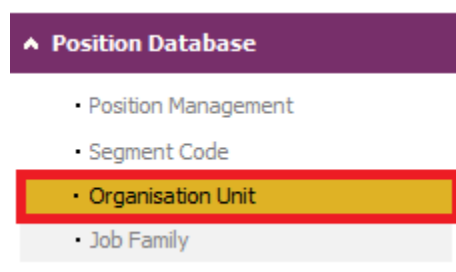
Organisation Unit Master

Organisation Unit	<input style="width: 100%;" type="text"/>		
Cost Centre	<input style="width: 80%;" type="text"/>		
Segment 0	<input style="width: 80%;" type="text"/>	Segment 5	<input style="width: 80%;" type="text"/>
Segment 1	<input style="width: 80%;" type="text"/>	Segment 6	<input style="width: 80%;" type="text"/>
Segment 2	<input style="width: 80%;" type="text"/>	Segment 7	<input style="width: 80%;" type="text"/>
Segment 3	<input style="width: 80%;" type="text"/>	Segment 8	<input style="width: 80%;" type="text"/>
Segment 4	<input style="width: 80%;" type="text"/>	Segment 9	<input style="width: 80%;" type="text"/>
Description	<input style="width: 100%;" type="text"/>		
Modified By/On	<input style="width: 20%;" type="text"/>	<input style="width: 20%;" type="text"/>	

No	Field	Description
1	Organisation Unit	User defined abbreviation representing this Organisation Unit.
2	Cost Centre	A pick-list is available to select the Cost Centre this organization unit is under.
3	Segment 0 - 9	A pick-list is available to pick up the segment from Segment Code master file. Note that multiple segment code selected will form an Organisation Unit Code.
4	Description	Default from segment code master file as a segment code is selected. User may over-write the description is required.
5	Created By	Record created user and created date.
6	Modified By	Record modified user and modified date.

4.1.2 Organisation Unit Flow

Click on the **Position Database** → **Organisation Unit** link from the left menu.






STARVISION INFORMATION TECHNOLOGY (SDA)



System will show the following screen:



Organisation Unit Master



Organisation Unit



Cost Centre 

Segment 0  Segment 5 


Segment 1  Segment 6 

Segment 2  Segment 7 












Segment 3  Segment 8 


Segment 4  Segment 9 

Description

Modified By/On 


Click the **Add** button to add a new record.



          







Organisation Unit Master



Organisation Unit



Cost Centre 

Segment 0  Segment 5 


Segment 1  Segment 6 

Segment 2  Segment 7 

Segment 3  Segment 8 

Segment 4  Segment 9 

Description

Modified By/On 

STARVISION INFORMATION TECHNOLOGY (SDA)

System will show as follow.

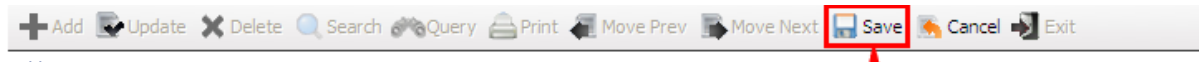
Organisation Unit Master			
Organisation Unit	<input type="text"/>		
Cost Centre	<input type="text"/>		
Segment 0	<input type="text"/>	Segment 5	<input type="text"/>
Segment 1	<input type="text"/>	Segment 6	<input type="text"/>
Segment 2	<input type="text"/>	Segment 7	<input type="text"/>
Segment 3	<input type="text"/>	Segment 8	<input type="text"/>
Segment 4	<input type="text"/>	Segment 9	<input type="text"/>
Description	<input type="text"/>		
Modified By/On	<input type="text"/>	<input type="text"/>	

User needs to fill the **Cost Centre, Segment 0, etc..**

Organisation Unit Master			
Organisation Unit	CEO-ADMIN-FIN		
Cost Centre	FIN		
Segment 0	CEO	Segment 5	<input type="text"/>
Segment 1	ADMIN	Segment 6	<input type="text"/>
Segment 2	FIN	Segment 7	<input type="text"/>
Segment 3	<input type="text"/>	Segment 8	<input type="text"/>
Segment 4	<input type="text"/>	Segment 9	<input type="text"/>
Description	<input type="text"/>		
Modified By/On	dbo	03/10/2013	

Click the **Save button** to save the record.

STARVISION INFORMATION TECHNOLOGY (SDA)



Organisation Unit Master

Organisation Unit: CEO-ADMIN-FIN

Cost Centre: FIN

Segment 0: CEO Segment 5: []

Segment 1: ADMIN Segment 6: []

Segment 2: FIN Segment 7: []

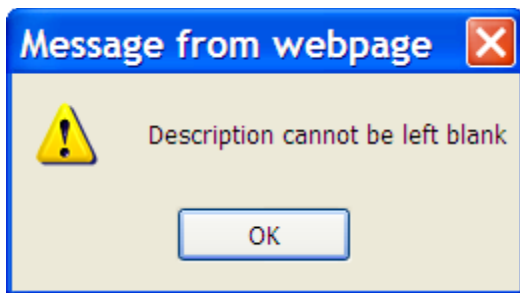
Segment 3: [] Segment 8: []

Segment 4: [] Segment 9: []

Description: []

Modified By/On: dbo 03/10/2013

Before the record is saved, the system checks if the required fields are empty. If these fields are empty, system will prompt messages which are shown below. Click on the **OK button** to close the message box and fills the indicated fields. Then save the record again. Below is the sample of the message box prompt.



If the information entered is correct, the record will be saved into the system.

Toolbar: Add, Update, Delete, Search, Query, Print, Move Prev, Move Next, Save, Cancel, Exit

Organisation unit co: [] Quick Search

Organisation unit code	Time log	User log
CEO	03/10/2013 14:04:10	dbo
CEO-ADMIN-FIN	03/10/2013 14:05:42	dbo
CEO-ADMIN-HR	03/10/2013 14:05:09	dbo
CEO-ADMIN-IT	03/10/2013 14:06:16	dbo
CEO-OPER-PRO	03/10/2013 14:08:14	dbo

4.2 Segment Code

This master file allows entry of different segment code. The different segment code will help to form the organization unit code in the **Organisation Unit Master** file. Note that the organization unit code can accept max 40 characters only.

4.2.1 Definition

Segment Code

Segment Name

Segment Code

Description

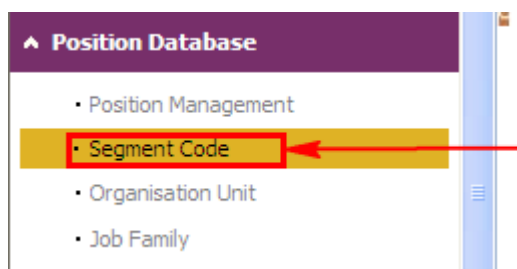
Abbr Description

Modified By/On

No	Field	Description
1	Segment Name	Choose from system default drop down list. 10 segments available (0-9).
2	Segment Code	Unique code for particular segment defined by user (Max 10 Characters).
3	Description	Description for this segment.
4	Abbr. Description	Optional abbreviation description for segment.
5	Created By	Record created user and created date.
6	Modified By	Record modified user and modified date.

4.2.2 Segment Code Flow


Click on the link through the left menu **Position Database → Segment Code**



System will show the skill set master screen as below.

STARVISION INFORMATION TECHNOLOGY (SDA)


Segment Code

Segment Name 


Segment Code

Description


Abbr Description

Modified By/On 

Click the **Add button** to add a new record.

 Update Delete Search Query Print Move Prev Move Next Save Cancel Exit


Segment Code

Segment Name 

Segment Code


Description

Abbr Description

Modified By/On 

User needs to fill the **Segment Name**, **Segment Code** and **Description** Fields.


Segment Code

Segment Name 

Segment Code

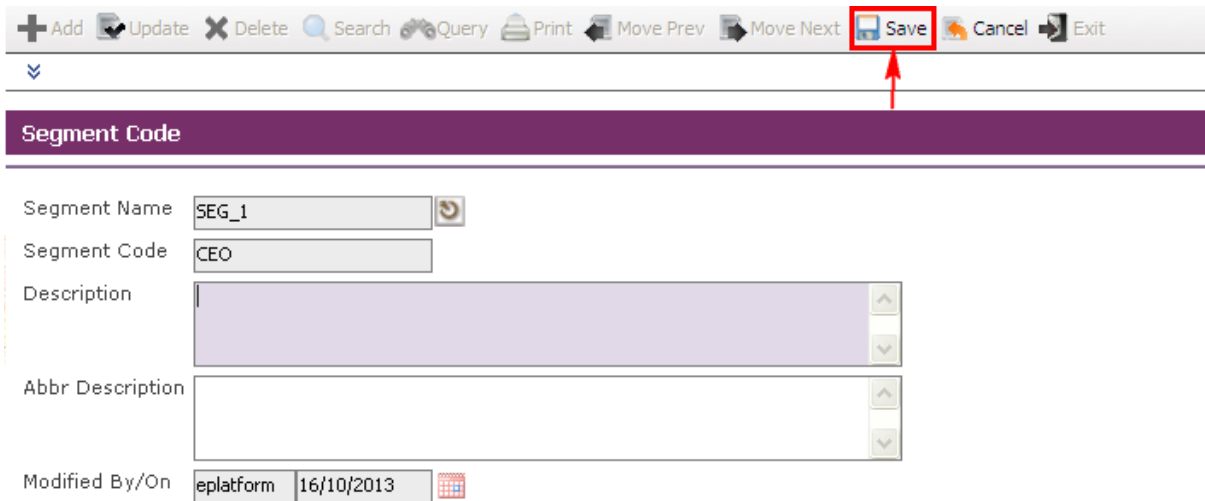
Description

Abbr Description

Modified By/On 

STARVISION INFORMATION TECHNOLOGY (SDA)

Click the **Save button** to save the record.



Segment Code

Segment Name: SEG_1

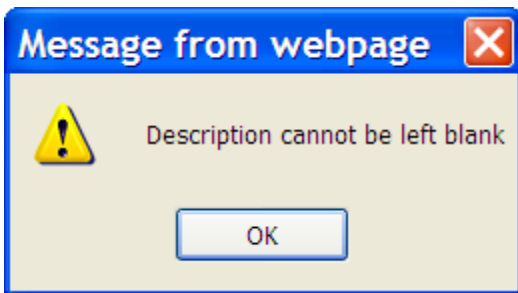
Segment Code: CEO

Description:

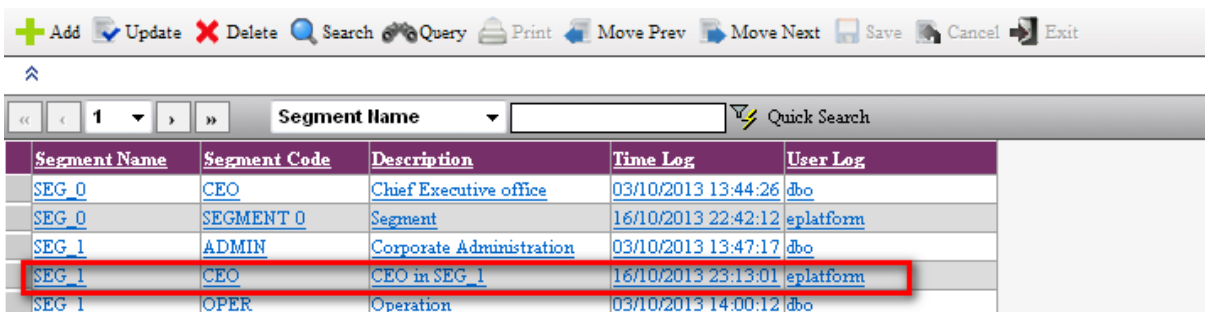
Abbr Description:

Modified By/On: eplatform 16/10/2013

Before the record is saved, the system checks if the required fields are empty. If these fields are empty, system will prompt messages which are shown below. Click on the **OK button** to close the message box and fills the indicated fields. Then save the record again. Below is the sample of the message box prompt.



If the information entered is correct, the record will be saved into the system.




Segment Name	Segment Code	Description	Time Log	User Log
SEG_0	CEO	Chief Executive office	03/10/2013 13:44:26	dbo
SEG_0	SEGMENT 0	Segment	16/10/2013 22:42:12	eplatform
SEG_1	ADMIN	Corporate Administration	03/10/2013 13:47:17	dbo
SEG_1	CEO	CEO in SEG_1	16/10/2013 23:13:01	eplatform
SEG_1	OPER	Operation	03/10/2013 14:00:12	dbo

4.3 Job Family

This **Job Family** master file screen is for the user to setup/maintain the **Job Family** and description.



4.3.1 Definition



Job Family Master

Job Family Code  Probation period Month(s)

Job Family Desc.

Remark

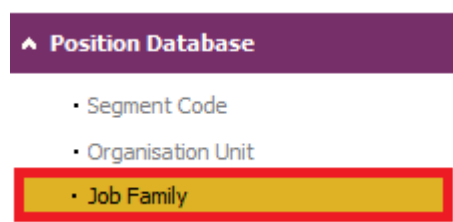
Effective Date From  Effective Date To 

Created by  Modified by 

No	Field	Description
1	Job Family Code	This field is to capture the Job Family code. Help key is provided for user to select from the existing Job Family list.
2	Job Family Description	This field is to capture the Job Family description.
3	Probation period	This field is to capture the probation period.
4	Remark	This field is to capture the remark.
5	Eff. Date From	This field is to capture Effective Date From. Calendar is provided for the user to select the date.
6	Eff. Date To	This field is to capture Effective Date To. Calendar is provided for the user to select the date.
7	Created By	Record created user and created date.
8	Modified By	Record modified user and modified date.

4.3.2 Job Family Flow

Click on the link through the left menu **Position Database** → **Job Family**



STARVISION INFORMATION TECHNOLOGY (SDA)

System will show the **Job Family** master screen as below.

Job Family Master

Job Family Code Probation period Month(s)

Job Family Desc.

Remark

Effective Date From Effective Date To

Created by Modified by

Click the **Add button** to add a new record.

Job Family Master

Job Family Code Probation period Month(s)

Job Family Desc.

Remark

Effective Date From Effective Date To

Created by Modified by

User needs to fill the **Job Family Code, Probation Period, Job Family Description and Remark and Effective Dates Fields.**

Job Family Master

Job Family Code Probation period Month(s)

Job Family Desc.

Remark

Effective Date From Effective Date To

Created by Modified by

<< < 1 > >>
Appointment code Quick Search

Appointment code	Appointment description	Appointment abbrev. desc.	Division Status	Create date	Created by
------------------	-------------------------	---------------------------	-----------------	-------------	------------

Click the **Save button** to save the record.

STARVISION INFORMATION TECHNOLOGY (SDA)

Job Family Master

Job Family Code:
 Probation period: Month(s)

Job Family Desc.:

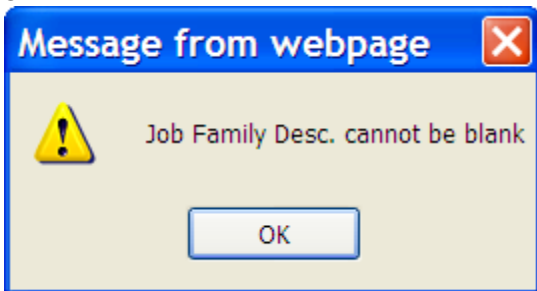
Remark:

Effective Date From:
 Effective Date To:

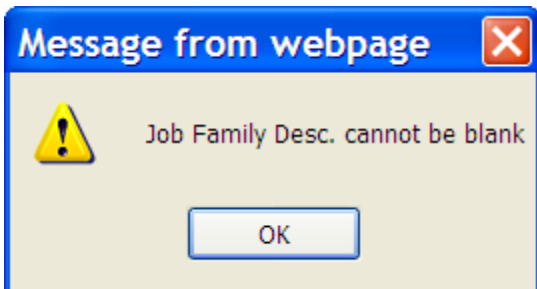
Created by:
 Modified by:

Before the record is saved, the system checks if the required fields are empty. If these fields are empty, system will prompt messages which are shown below. Click on the **OK** button to close the message box and fills the indicated fields. Then save the record again.

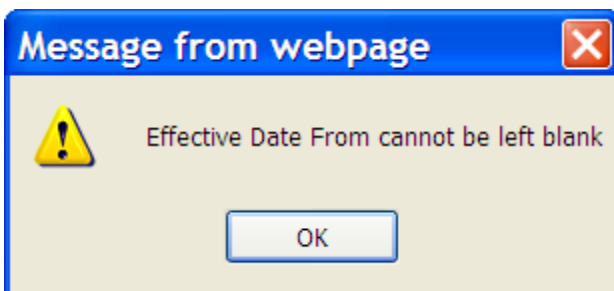
Or



Or



Or



If the information entered is correct, the record will be saved into the system.

STARVISION INFORMATION TECHNOLOGY (SDA)

Scheme of Service code	Scheme of Service desc.	Probation Period	Remark	Effective Date From	Effective Date To	Create by	Create date
FIN	Finance	3		01/01/2006 00:00:00	01/01/2099 00:00:00	dbo	10/01/2007 10:12:00
GEN	General Job Family	1		01/01/2008 00:00:00	01/01/2099 00:00:00	dbo	07/01/2009 19:43:13
HR	Human Resource	3		26/07/2010 00:00:00	01/01/2099 00:00:00	dbo	26/07/2010 16:45:20
PROD	Production Staffs	6		01/01/2006 00:00:00	01/01/2099 00:00:00	dbo	10/01/2007 10:12:00

To add detail information

Click on the click on the **Query** button to view the existing record (s).

Scheme of Service code	Scheme of Service desc.	Probation Period	Remark	Effective Date From	Effective Date To	Create by	Create date
FIN	Finance	3		01/01/2006 00:00:00	01/01/2099 00:00:00	dbo	10/01/2007 10:12:00
GEN	General Job Family	1		01/01/2008 00:00:00	01/01/2099 00:00:00	dbo	07/01/2009 19:43:13
HR	Human Resource	3		26/07/2010 00:00:00	01/01/2099 00:00:00	dbo	26/07/2010 16:45:20
PROD	Production Staffs	6		01/01/2006 00:00:00	01/01/2099 00:00:00	dbo	10/01/2007 10:12:00

Then select a record to add detail information and click on the **Update** button to make changes.

Scheme of Service code	Scheme of Service desc.	Probation Period	Remark	Effective Date From	Effective Date To	Create by	Create date
FIN	Finance	3		01/01/2006 00:00:00	01/01/2099 00:00:00	dbo	10/01/2007 10:12:00
GEN	General Job Family	1		01/01/2008 00:00:00	01/01/2099 00:00:00	dbo	07/01/2009 19:43:13
HR	Human Resource	3		26/07/2010 00:00:00	01/01/2099 00:00:00	dbo	26/07/2010 16:45:20
PROD	Production Staffs	6		01/01/2006 00:00:00	01/01/2099 00:00:00	dbo	10/01/2007 10:12:00

Click the **Add** button to create the detail record of Appointment Code.

Job Family Master

Job Family Code: FIN Probation period: 3 Month(s)

Job Family Desc.: Finance

Remark:

Effective Date From: 01/01/2006 Effective Date To: 01/01/2099

Created by: dbo 10/01/2007 Modified by: dbo 01/11/2011

Appointment code	Appointment description	Appointment abbrev. desc.	Division Status	Create date	Created by	Time log	User
ACC-I	Accountant		I	26/10/2007 11:57:22	dbo	13/08/2013 10:17:38	dbo

The System will show the screen below.

STARVISION INFORMATION TECHNOLOGY (SDA)

Job Family Appointment Code

Appointment Code

Description

Abbrev. Description Grade

Created By Modified By

Navigation: << < 1 > >> Srl No Quick Search Add New

Srl No	Salary code	Salary range from	Salary range to	Create date	Create by	Time log
--------	-------------	-------------------	-----------------	-------------	-----------	----------

User needs to fill the Appointment Code, Description and Abbrev. Description.

Job Family Appointment Code

Appointment Code

Description

Abbrev. Description Grade

Created By Modified By

Navigation: << < 1 > >> Srl No Quick Search Add New

Click the **Save button** to save the record.

Job Family Appointment Code

Appointment Code

Description

Abbrev. Description Grade

Created By Modified By

Navigation: << < 1 > >> Srl No Quick Search

Srl No	Salary code	Salary range from	Salary range to	Create date	Create by
--------	-------------	-------------------	-----------------	-------------	-----------

If the information entered is correct, the record will be saved into the system.

Click the **Add button** to create the detail record of Salary Code.

Job Family Appointment Code

Appointment Code

Description

Abbrev. Description Grade

Created By Modified By

Navigation: << < 1 > >> Srl No Quick Search

STARVISION INFORMATION TECHNOLOGY (SDA)

User needs to fill the **Salary Code, Salary Range From /To Fields.**

Appointment Salary Scale

S/N: 10

Salary Code: GEN

Salary Range From: 0.00 Salary Range To: 9999999.00

Created By: eplatfor 17/10/2013 Modified By: eplatfor 17/10/2013

Click the **Save button** to save the record.

Appointment Salary Scale

S/N: 10

Salary Code: GEN

Salary Range From: 0.00 Salary Range To: 0.00

Created By: eplatfor 17/10/2013 Modified By: eplatfor 17/10/2013

If the information entered is correct, the record will be saved into the system.

Job Family Appointment Code

Appointment Code: ACC-I

Description: Accountant

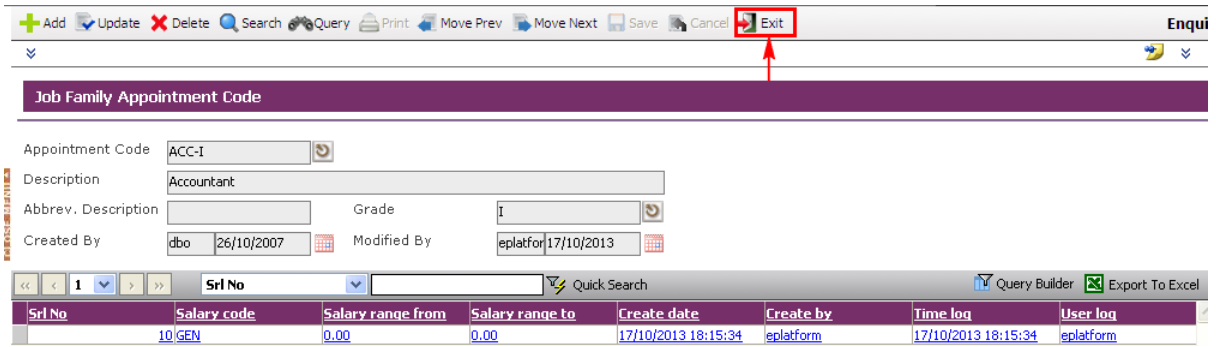
Abbrev. Description: Grade:

Created By: dbo 26/10/2007 Modified By: eplatfor 17/10/2013

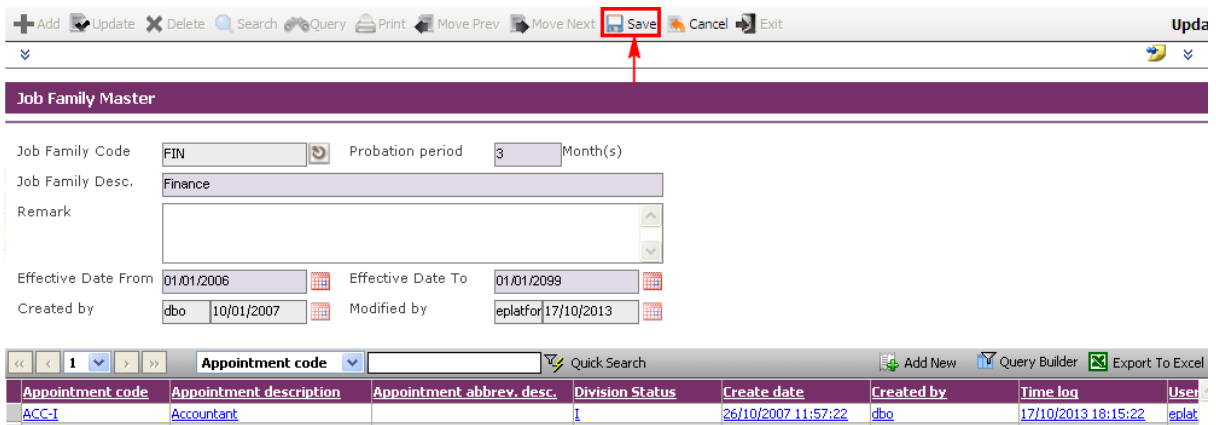
Srl No	Salary code	Salary range from	Salary range to	Create date	Create by	Time log	User log
10	GEN	0.00	0.00	17/10/2013 18:15:34	eplatfor	17/10/2013 18:15:34	eplatfor

Click **Exit button** to go to the previous Header screen.

STARVISION INFORMATION TECHNOLOGY (SDA)



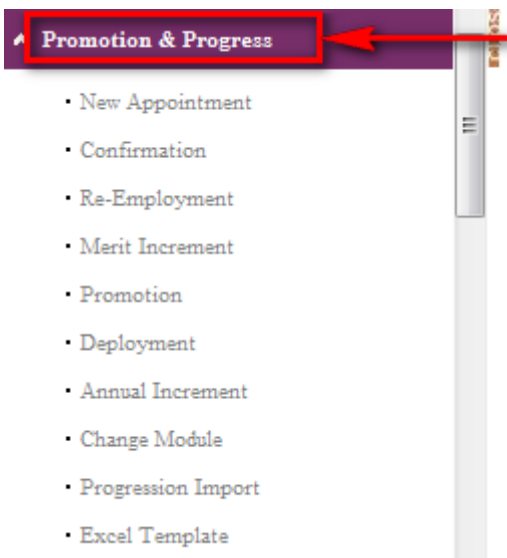
Click **Save** button to save the changes.



5 Promotion & Progress

This module caters for joining and confirmation of new Employee; promotion, upgrading, increment progression for an Employee. Personal information pertaining to the Employee, HR-related matters and information as well as payroll-related matters and information are duly captured and stored.

This system consists of the following sub-systems listed as below:



Updating of Appointment

After an Employee has been assigned with a new appointment, changes can be made under the Promotion & Progress to track the changes.

5.1.1 Updating New Appointment

To begin with, go to **Promotion & Progress** → **New Appointment**.



System will show the following screen:

STARVISION INFORMATION TECHNOLOGY (SDA)

New Appointment Details

Employee	<input type="text"/>		<input type="text"/>
Action	<input type="text"/>	Transaction Date	<input type="text"/>

Current

Organisation Unit	<input type="text"/>		Grade	<input type="text"/>	
Job Family	<input type="text"/>		Appointment Code	<input type="text"/>	
Effective Date	<input type="text"/>		Joined Date	<input type="text"/>	
Confirm Date	<input type="text"/>		Appointment Date	<input type="text"/>	
			Next Inctl Date	<input type="text"/>	

Payroll:

Payroll Mode	<input type="text"/>		Salary Code	<input type="text"/>	
Basic Salary	<input type="text"/>		Cost Centre Code	<input type="text"/>	
Basic 1	<input type="text"/>		NWC Amount	<input type="text"/>	
Basic 2	<input type="text"/>		Gross Salary	<input type="text"/>	
Monthly Salary	<input type="text" value="0.00"/>		Position Code	<input type="text"/>	
Reason Code	<input type="text"/>		Essential Category	<input type="text"/>	
Essential Post	<input type="text"/>				

Hold Against:

Job Family	<input type="text"/>	
Appointment	<input type="text"/>	

Designation:

Designation	<input type="text"/>	
Title	<input type="text"/>	

Progress Remark

STARVISION INFORMATION TECHNOLOGY (SDA)

Click on the **Query button** show a listing of Employees in the Organization.

+ Add Update X Delete Search **Query** Print Move Prev Move Next Save Cancel Exit

New Appointment Details

Employee

Action Transaction Date

Current

Organisation Unit Grade
 Job Family Appointment Code
 Effective Date Joined Date
 Confirm Date Appointment Date
 Next Inctd Date

Payroll:

Payroll Mode Salary Code
 Basic Salary Cost Centre Code
 Basic 1 NWC Amount
 Basic 2
 Monthly Salary Gross Salary

Reason Code Position Code
 Essential Post Essential Category

Hold Against: **Designation:**

Job Family Designation
 Appointment Title

Progress Remark

The list of Employee will be shown in the header browse.

+ Add Update X Delete Search Query Print Move Prev Move Next Save Cancel Exit
Enquiry

Employee Id Quick Search Query Builder Export To Excel

Employee Id	Employee Name	Action Code	Scheme of Srvc	Appointment code	Division Status	Joined date	Appointment date	Next Inctd date	Salary code	Basic salary	Cost c
BAQIN0011	Dennis Lim	NA	HR	HR-ADMIN	L	15/10/2013	15/10/2013	15/10/2014	GEN	1,000.00	CEO

Select the desire Employee from the listing and the information will be displayed on the page. Then click on the **Update button** to make changes.

STARVISION INFORMATION TECHNOLOGY (SDA)

Add
 Update
 Delete
 Search
 Query
 Print
 Move Prev
 Move Next
 Save
 Cancel
 Exit

New Appointment Details

Employee
 Action Transaction Date

Current

Organisation Unit Grade
 Job Family Appointment Code
 Effective Date Joined Date
 Confirm Date Appointment Date
 Next Inctl Date

Payroll:

Payroll Mode Salary Code
 Basic Salary Cost Centre Code
 Basic 1
 Basic 2
 Monthly Salary Gross Salary

Reason Code Position Code
 Essential Post Essential Category

Hold Against:

Job Family
 Appointment

Designation:

Designation
 Title

Progress Remark

After making changes, click on the **Save button**

5.2 Confirming an Employee

This module records confirmation of Employee after his/her probation period.

5.2.1 Definition

Confirmation

Progress No Transaction Date

Action Confirmation Date From To

Organisation Unit

Job Family Grade

Appointment From Appointment To

Circulation Status

Created by/On Modified By/On

Employees Routing Officers Routing Status

No.	Field	Description
1	Progress No	This field display the system generated Run Number of this document.
2	Transaction Date	This field is to capture the date of Created of this document. Its default value is the system date.
3	Action	This field display the system generated action code (RJ).
4	Confirmation Date From/To	This field is to capture the date of Confirmed of this document. Its default value is the system date.
5	Organisation Unit	This field is to capture the Organisation as search criteria.
6	Job Family	This field is to capture the Job Family as search criteria.
7	Division Status	This field is to capture the division status as search criteria.
8	Appointment From	This field is to capture the appointment code from range as search criteria.
9	Appointment To	This field is to capture the appointment code to range as

STARVISION INFORMATION TECHNOLOGY (SDA)

		search criteria.
10	Circulation Status	This field is to capture the Circulation Status of the document in the workflow. Help key is provided for user to select from the existing list.

5.2.2 Confirmation Flow

To begin with, go to **Promotion & Progress > Confirmation**.



The System will show the following screen:

The image shows a 'Confirmation' form with a purple header. The form contains several input fields and buttons:

- Progress No:** Includes a 'PGR' dropdown, a date picker, and a refresh icon.
- Transaction Date:** A date picker with a refresh icon.
- Action:** A dropdown menu.
- Confirmation Date From/To:** Two date pickers with refresh icons.
- Organisation Unit:** A dropdown menu with a refresh icon.
- Job Family:** A dropdown menu with a refresh icon.
- Grade:** A dropdown menu with a refresh icon.
- Appointment From/To:** Two dropdown menus with refresh icons.
- Criteria:** A button.
- Check...:** A button.
- Circulation Status:** A dropdown menu with a refresh icon.
- Created by/On:** A dropdown menu and a date picker.
- Modified By/On:** A dropdown menu and a date picker.
- List Employees:** A button.
- Employees:** A button with a red underline.
- Routing Officers:** A button.
- Routing Status:** A button.

Click on the **Add button** to add a new record.

STARVISION INFORMATION TECHNOLOGY (SDA)

Confirmation

Progress No: PGR | | | Transaction Date: |
 Action: | Confirmation Date From: | To: |

Organisation Unit: |
 Job Family: | Grade: |
 Appointment From: | Appointment To: |

Circulation Status: |
 Created by/On: | Modified By/On: |

Define the **Confirmation Date From** and **To** which the newly joined Employees confirmation date fall between this periods.

Confirmation

Progress No: PGR | HR | | | Transaction Date: 22/10/2013 |
 Action: CF | Confirmation Date From: 15/10/2013 | To: 20/10/2013 |

Organisation Unit: % | |
 Job Family: % | | Grade: % | |
 Appointment From: 0000000000000000 | Appointment To: ZZZZZZZZZZZZZZZZZZ |

Circulation Status: 0 (NEW) |
 Created by/On: | Modified By/On: |

STARVISION INFORMATION TECHNOLOGY (SDA)

There are 2 ways to select the respective Employee/Employees entitled to this confirmation.

- 1) Specify the **Organisation Unit, Job Family**, Division Status, Appointment From and Appointment To for the filtering.

Confirmation

Progress No: PGR HR [icon] [icon] Transaction Date: 22/10/2013 [calendar icon]

Action: CF Confirmation Date From: 15/10/2013 [calendar icon] To: 20/10/2013 [calendar icon]

Organisation Unit: CEO-ADMIN-HR [icon]

Job Family: HR [icon] Grade: II [icon]

Appointment From: 0000000000000000 [icon] Appointment To: ZZZZZZZZZZZZZZZZ [icon]

Criteria **Check...**

Circulation Status: 0 (NEW) [icon]

Created by/On: [icon] [calendar icon] Modified By/On: [icon] [calendar icon]

List Employees

Employees Routing Officers Routing Status

- 2) Click on the **Criteria** button to show the Query builder to select specific Employee base on an Employee progression (e.g. Organisation Unit, Appointment Code, etc).

Confirmation

Progress No: [icon] [icon]

Action: [icon] [icon]

Organisation Unit: [icon]

Job Family: [icon]

Appointment From: [icon]

Criteria

Circulation Status: [icon]

Created by/On: [icon] [calendar icon]

List Employees

Employees Routing Officers Routing Status

ePlatform.NET QueryBuilder -- Webpage Dialog

Query Form Order By

And And Not Equal To

Or Or Not Not Equal To

Greater Than
 Greater Than Equal To
 Less Than
 Less Than Equal To
 Like
 Is NULL
 Is Not NULL
 In
 Not In

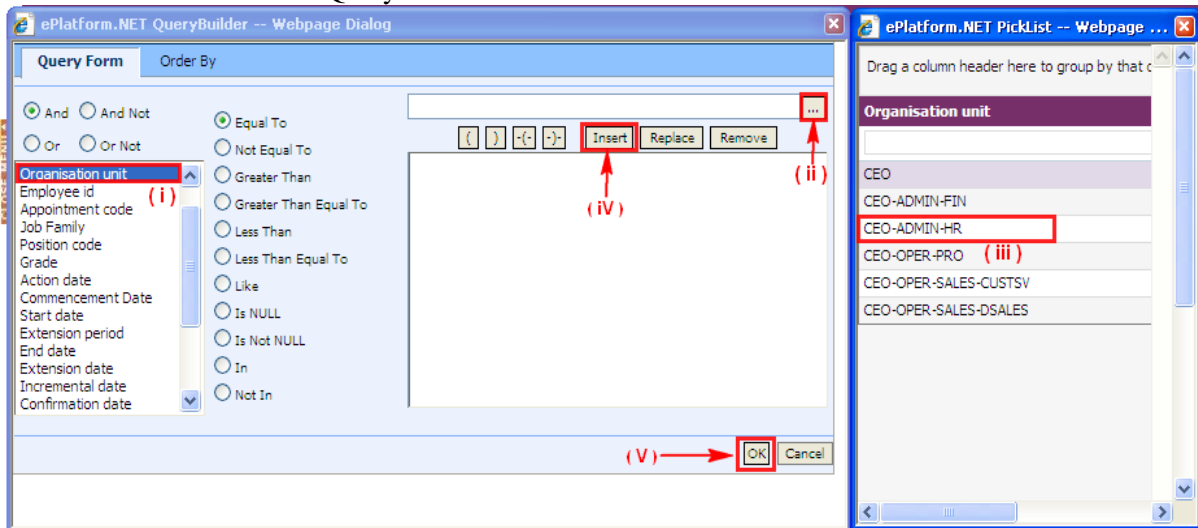
Action code
 Transaction date
Organisation unit
 Employee id
 Appointment code
 Job Family
 Position code
 Grade
 Action date
 Commencement Date
 Start date
 Extension period
 End date
 Extension date

[()] [- ()] [-)] Insert Replace Remove

OK Cancel

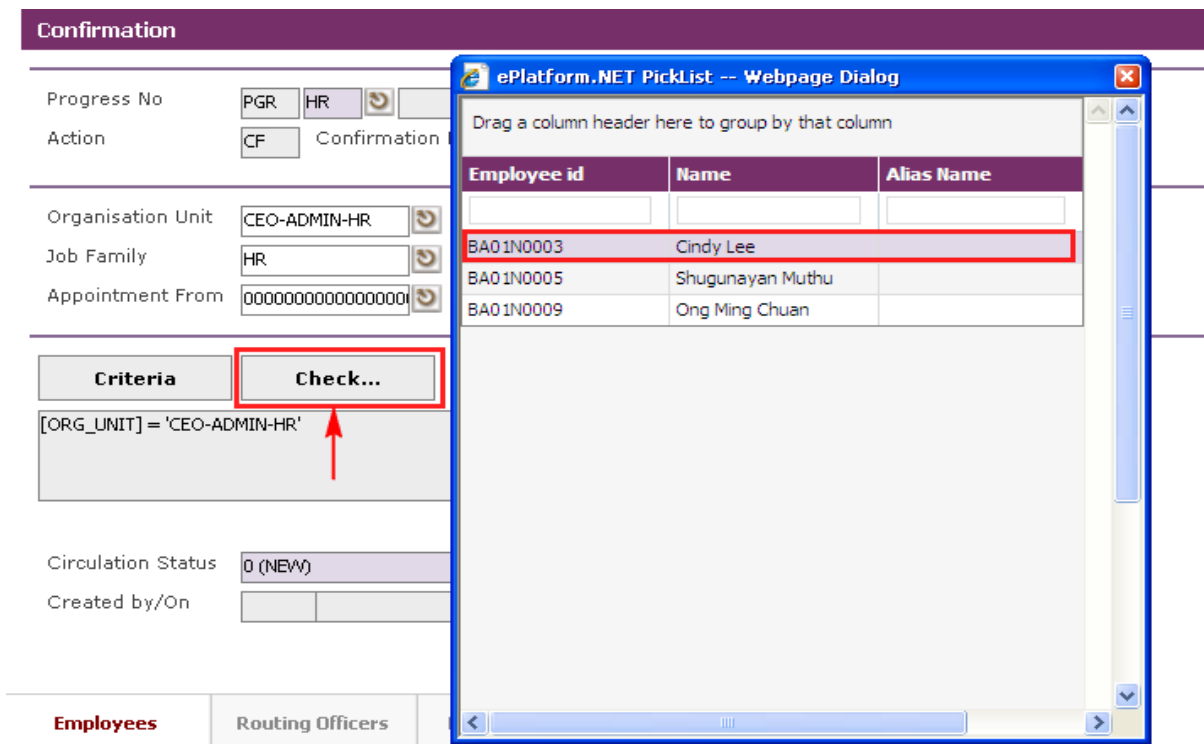
STARVISION INFORMATION TECHNOLOGY (SDA)

Define the criteria from the Query builder.



- (i) Select parameter that you want to filter
- (ii) Click this **button** to see the selected parameter list
- (iii) Select record to set
- (iv) Click **Insert button** to place the criteria
- (v) Click **OK button** to filter the record

After defining the criteria from the Query builder, click on the corresponding **Check button** to see if the query retrieves the correct Employee records.



*Note: The **List Employees button** will display a list of Employees based on the selection filtering done in a. and b and in Section 4.1.3. Thus, all fields left as default denote all the records.*

STARVISION INFORMATION TECHNOLOGY (SDA)

After specifying the conditions for the specific group of Employees for confirmation, click on the **List Employees button** to select the desire Employee(s).

Confirmation

Progress No Transaction Date

Action Confirmation Date From To

Organisation Unit

Job Family Grade

Appointment From Appointment To

Criteria

Check...

[ORG_UNIT] = 'CEO-ADMIN-HR'

Circulation Status

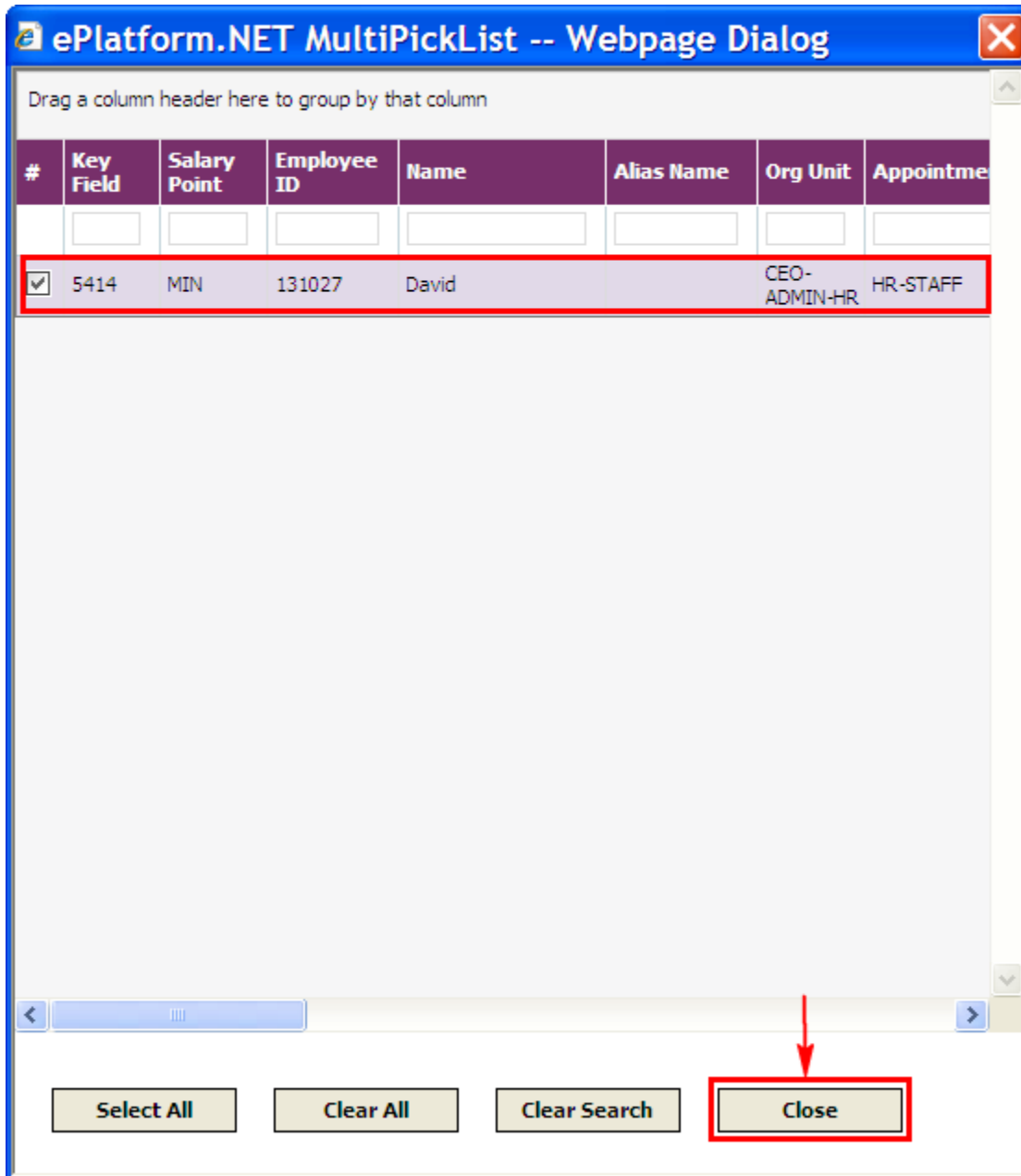
Created by/On Modified By/On

List Employees

Employees	Routing Officers	Routing Status
------------------	------------------	----------------

- 3) Click to **List Employees button**. Select the Employee ID and Click **Close button**. The selected Employee(s) are added under the **Employees Tab**.

STARVISION INFORMATION TECHNOLOGY (SDA)



Employee ID	Employee Name	Scheme of Service	Appointment Code	Division Status	Cost Centre Code	Org Unit	Appointment Date	Incremental Date	Salary Code	Basic Salary	NPC Amt	NPVP Amt	Gross Salary
131027	David	HR	HR-STAFF	III	ADMIN	CEO-ADMIN-HR	17/10/2013	17/10/2014	GEN	0.00	0.00	0.00	0.00

Under the **Employees Tab**, click the Employee record and select the **New icon** to check that the **Approval** status must reflect as 'A' (approve) for the specify Employee confirmation to take effect. Then click on **Exit button** to return to previous page.

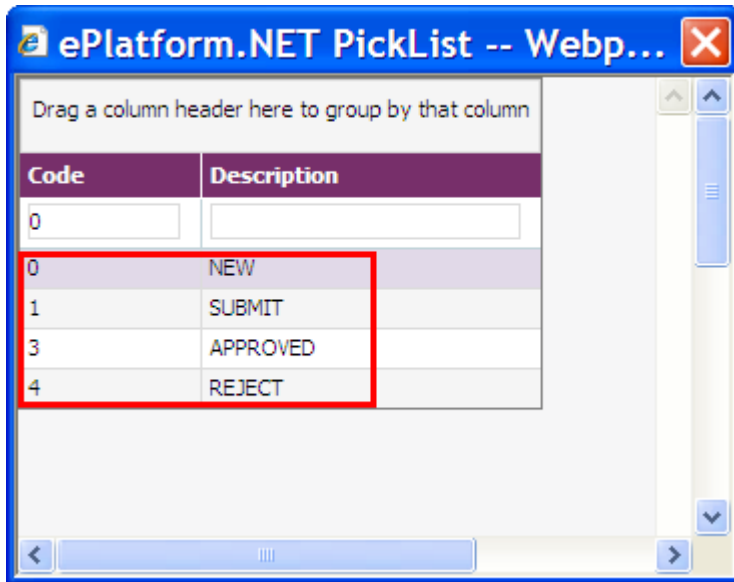
STARVISION INFORMATION TECHNOLOGY (SDA)

Confirmation Details

Employee:
 New Action: Prev. Action:

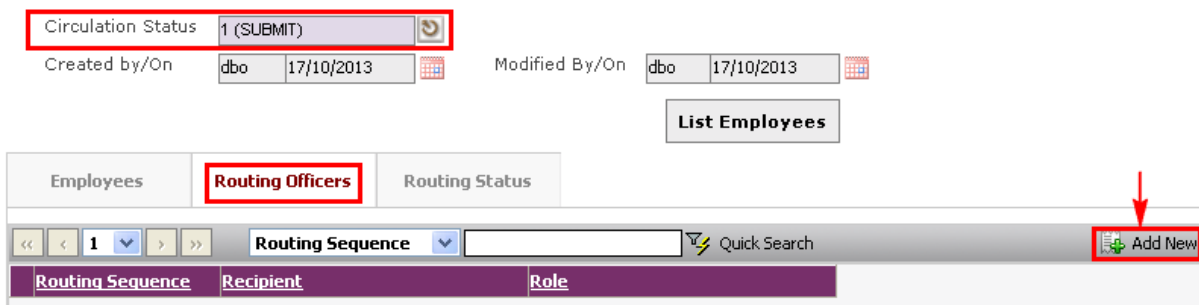
Current	New		
Organisation Unit	<input type="text" value="CEO-OPER-SALES-CUST"/>	Grade	<input type="text" value="IV"/>
Job Family	<input type="text" value="SALES"/>	Appointment Code	<input type="text" value="SALESCLK"/>
Approval	<input type="text" value="A"/>	Appointment Date	<input type="text" value="01/01/2011"/>
Period	<input type="text"/>	Effective Date	<input type="text" value="01/01/2011"/>
Status	<input type="text" value="P"/>	Commencement Date	<input type="text" value="01/01/2011"/>
		Incremental Date	<input type="text" value="01/01/2012"/>
		Confirmation Date	<input type="text" value="01/04/2011"/>
Payroll Mode	<input type="text" value="M"/>	Salary Code	<input type="text" value="GEN"/>
Basic Salary	<input type="text" value="3000.00"/>	Cost Centre Code	<input type="text" value="SALES"/>
Basic 1	<input type="text" value="0.00"/>	NWC Amount	<input type="text" value="0.00"/>
Basic 2	<input type="text" value="0.00"/>	Gross Salary	<input type="text" value="3000.00"/>
Monthly Salary	<input type="text" value="3000.00"/>		
Reason Code	<input type="text"/>	Essential Post / Cat	<input type="text"/> / <input type="text"/>
Hold Against:		Designation:	
Job Family	<input type="text"/>	Designation Code	<input type="text"/>
Appointment	<input type="text"/>	Title	<input type="text"/>
Progress Remark	<input type="text"/>		

Change **Circulation Status** to one of the following status to proceed:
 '0' (NEW), '1' (SUBMIT), '3' (APPROVED), '4' (REJECT)

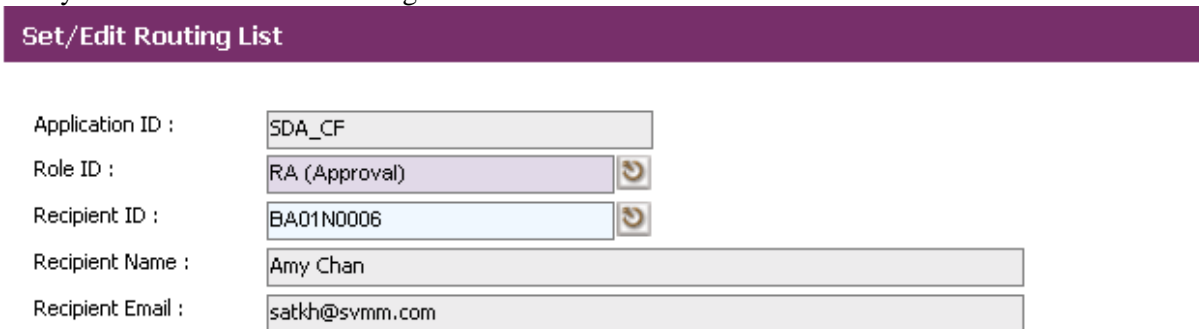


If there is no need to route this progression to other personnel’s approval to approve this, just set the **Circulation Status** to ‘3’ (APPROVED). However, if there is a need for other personnel’s approval, set the **status** to ‘1’ (SUBMIT).

If **Circulation Status** is set to ‘1’ (SUBMIT), there is a need to entry for the **Routing Officer Tab** to add the respective recommender or approver (Email will be send to them respective to seek for their approval).



The system will show the following screen:



After setting up the Routing list, click **Exit** to go back to main page.

Once the entry is saved, the record cannot be updated or deleted and the **Circulation Status** is to be set to ‘1’ (SUBMIT), ‘3’ (APPROVED), ‘4’ (REJECT).

STARVISION INFORMATION TECHNOLOGY (SDA)

Re-Employment

This module is used to perform re-employment for certain employee(s) who are going to retired in a few months and has been approved do re-employment within organisation.

5.2.3 Definition

Re-Employment

Progress No Transaction Date

Action

Organisation Unit

Job Family Division Status

Appointment From Appointment To

Progress Remark

Circulation Status

Created by/On Modified By/On

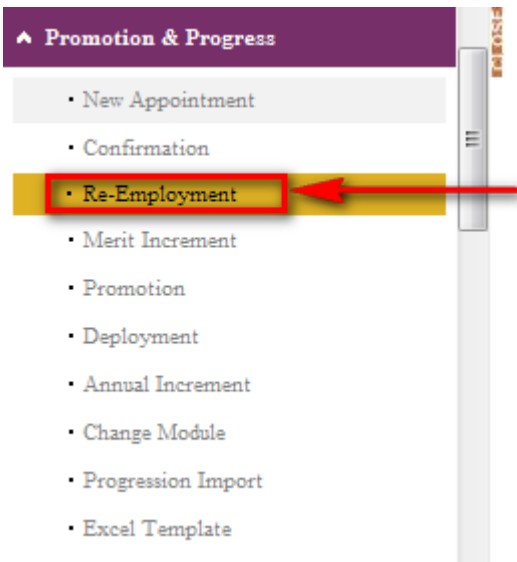
No.	Field	Description
1	Progress No	This field display the system generated Run Number of this document.
2	Transaction Date	This field is to capture the date of Created of this document. Its default value is the system date.
3	Action	This field displayed the system generated action code (AI).
4	Organisation Unit	This field is to capture the Organisation as search criteria.
5	Job Family	This field is to capture the Job Family as search criteria.
6	Division Status	This field is to capture the division status as search criteria.
7	Appointment From	This field is to capture the appointment code from range as search criteria.
8	Appointment To	This field is to capture the appointment code to range as search criteria.

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9	Progress Remark	This field is to capture any progress remark.
10	Circulation Status	This field is to capture the Circulation Status of the document in the workflow. Help key is provided for user to select from the existing list.

5.2.4 Re- Employment Flow

To begin with, go to **Promotion & Progress > Re-Employment**.



The System will show the following screen:

Re-Employment

Progress No Transaction Date

Action

Organisation Unit

Job Family Division Status

Appointment From Appointment To

Progress Remark

Circulation Status

Created by/On Modified By/On

Click on the **Add button** to add a new record.

STARVISION INFORMATION TECHNOLOGY (SDA)



Re-Employment

Progress No Transaction Date 
Action

Organisation Unit 
Job Family  Division Status 
Appointment From  Appointment To 

Progress Remark

Circulation Status 
Created by/On  Modified By/On 

List Employees

Click on the **List Employees** to choose individual or several Employees from a listing entitled for this progression. Then click on the **Close button**.

STARVISION INFORMATION TECHNOLOGY (SDA)

Drag a column header here to group by that column

#	Key Field	Salary Point	Employee ID	Name	Alias Name	Org Unit Code
<input checked="" type="checkbox"/>	5396		BA01N0001	Tammy Leong		CEO
<input checked="" type="checkbox"/>	5397		BA01N0002	Harry Wong		CEO-ADMIN-FIN
<input checked="" type="checkbox"/>	5398		BA01N0003	Cindy Lee		CEO-ADMIN-HR
<input type="checkbox"/>	5399		BA01N0004	Po Siew Leng		CEO-OPER-PRO
<input type="checkbox"/>	5400	MIN	BA01N0005	Shugunayan Muthu		CEO-ADMIN-HR
<input type="checkbox"/>	5406		BA01N0006	Amy Chan		CEO-OPER-SALES-CUSTSV
<input type="checkbox"/>	5407		BA01N0007	Hong Pao Pao		CEO-OPER-SALES-DSALES
<input type="checkbox"/>	5408	MIN	BA01N0008	Tan Leng Leng		CEO-OPER-PRO
<input type="checkbox"/>	5409	MIN	BA01N0009	Ong Ming Chuan		CEO-ADMIN-HR
<input type="checkbox"/>	5410	MIN	BA01N0010	Tey Siu Moi		CEO-ADMIN-FIN
<input type="checkbox"/>	5412	MIN	131028	Jame		CEO-ADMIN-FIN
<input type="checkbox"/>	5414	MIN	131027	David		CEO-ADMIN-

Buttons: Select All, Clear All, Clear Search, Close

The selected Employee(s) are added automatically under the **Employees Tab**.
To update employee information, click on the Employee’s record link under the **Employees Tab**.

Employee ID	Employee Name	Org Unit	Scheme of Service	Appointment Code	Division Status	Appointment Date	Incremental Date	Cost Centre Code	Salary Code	Basic Salary	NPC Amt	NPVP Amt	Gross
BA01N0001	Tammy Leong	CEO	TOP-MGMT	CEO	IV	01/01/2010	01/01/2011	CEO	GEN	6,000.00	100.00	100.00	
BA01N0002	Harry Wong	CEO-ADMIN-FIN	FIN	ACC-1	I	20/10/2011	20/10/2012	FIN	GEN	3,600.00	0.00	0.00	

When the detail screen is shown as follows:





STARVISION INFORMATION TECHNOLOGY (SDA)

Re-Employment

Employee	<input type="text" value="BA01N0001"/>	<input type="text" value="Tammy Leong"/>
New Action	<input type="text" value="CF"/>	Prev. Action <input type="text" value="NA"/>

Current

New

Organisation Unit	<input type="text" value="CEO"/>	Division Status	<input type="text" value="IV"/>
Job Family	<input type="text" value="TOP-MGMT"/>	Appointment Code	<input type="text" value="CEO"/>
Effective Date	<input type="text" value="01/01/2010"/> 	1st Joined Date	<input type="text" value="01/01/2010"/> 
Review Date	<input type="text"/> 	Prev Appt Date	<input type="text" value="01/01/2010"/> 
Confirm Date	<input type="text" value="01/01/2010"/> 	Incremental Date	<input type="text" value="01/01/2011"/> 
Status/Approval	<input type="text" value="P"/> / <input type="text" value="A"/>	Last day of service	<input type="text"/> 

Payroll Mode	<input type="text" value="M"/>	Salary Code	<input type="text" value="GEN"/>
Basic Salary	<input type="text" value="6000.00"/>	Cost Centre Code	<input type="text" value="CEO"/>
Basic 1	<input type="text" value="0.00"/>	NWC Amt	<input type="text" value="100.00"/>
Basic 2	<input type="text" value="100.00"/>	Gross Salary	<input type="text" value="6200.00"/>
Monthly Salary	<input type="text" value="6100.00"/>		

Reason Code

Hold Against:

Job Family

Appointment

Progress Remark

Designation:

Designation Code

Title

Click on the **New Tab**, to update information.

Update employee information such as salary information, division, Job Family, etc.

After the changes has been made, click on the **Save button** to save the record.

STARVISION INFORMATION TECHNOLOGY (SDA)

Re-Employment

Employee:
 New Action: Prev. Action:

Organisation Unit	<input type="text" value="CEO"/>	Division Status	<input type="text" value="IV"/>
Job Family	<input type="text" value="TOP-MGMT"/>	Appointment Code	<input type="text" value="CEO"/>
Effective Date	<input type="text" value="01/01/2010"/>	Joined Date	<input type="text" value="01/01/2010"/>
Review Date	<input type="text" value="01/01/2010"/>	Appointment Date	<input type="text" value="01/01/2010"/>
Confirm Date	<input type="text" value="01/01/2010"/>	Next Incl Date	<input type="text" value="01/01/2011"/>
Status	<input type="text" value="P"/>	Approval	<input type="text" value="A"/>
		Last day of service	<input type="text"/>
Payroll Mode	<input type="text" value="M (Monthly)"/>	Salary Code	<input type="text" value="GEN"/>
Basic Salary	<input type="text" value="6000.00"/>	Cost Centre Code	<input type="text" value="CEO"/>
Basic 1	<input type="text" value="0.00"/>	NWC Amount	<input type="text" value="100.00"/>
Basic 2	<input type="text" value="100.00"/>		
Monthly Salary	<input type="text" value="6100.00"/>	Gross Salary	<input type="text" value="6200.00"/>

Reason Code:

Hold Against:

Job Family:
 Appointment:
 Progress Remark:

Designation:

Designation:
 Title:

To go to the previous header screen, click on the **Exit** button.

Re-Employment

Employee:
 New Action: Prev. Action:

Change **Circulation Status** to one of the following status to proceed:
 '0' (NEW), '1' (SUBMIT), '3' (APPROVED), '4' (REJECT)

STARVISION INFORMATION TECHNOLOGY (SDA)

Organisation Unit: % [refresh]
 Job Family: % [refresh] Division Status: % [refresh]
 Appointment From: 0000000000000000 [refresh] Appointment To: ZZZZZZZZZZZZZZZZZZ [refresh]

Progress Remark: [text area]

Circulation Status: 0 (NEW) [refresh] Created by/On: [calendar]

ePlatform.NET PickList -- Webpage Dialog

Drag a column header here to group by that column

Code	Description
0	
0	NEW
1	SUBMIT
3	APPROVED
4	REJECT

Employees Routing Officers Routing

If there is no need to route this progression to other personnel’s approval to approve this, just set the **Circulation Status** to ‘3’ (APPROVED).

If **Circulation Status** is set to ‘1’ (SUBMIT), then routing officer(s) information needs to be inserted the **Routing Officer Tab** to route to the respective recommender or approver (Email will be send to them respective to seek for their approval).

Click on the **Add New** button in the **Routing Officers Tab**.

Circulation Status: 1 (SUBMIT) [refresh] Modified By/On: [calendar]

[List Employees]

Employees **Routing Officers** Routing Status

Routing Sequence Recipient Role

Quick Search Add New Query Builder Export To Excel

The System will show the following screen:

Set/Edit Routing List

Application ID :	<input style="width: 90%;" type="text" value="SDA_REMP"/>
Role ID :	<input style="width: 90%;" type="text"/>
Recipient ID :	<input style="width: 90%;" type="text"/>
Recipient Name :	<input style="width: 90%;" type="text"/>
Recipient Email :	<input style="width: 90%;" type="text"/>

After setting up the Routing list, click **Exit button** to go back to main page.

Click on the **Save button** to save the record..

To view progression history, go to Employee Profile → Employee Profile Screen.

Select on the desired employee to retrieve employee information.

Click on the **Progression** to check on the progression history records.

5.4 Creating a Merit Increment

This module is to maintain salary increment in employees' progression.

5.4.1. Definition

Merit Increment

Progress No Transaction Date

Action Effective Date

Organisation Unit

Job Family Grade

Appointment From Appointment To

Increment Percent Increment Amount

Circulation Status

Created by/On Modified By/On

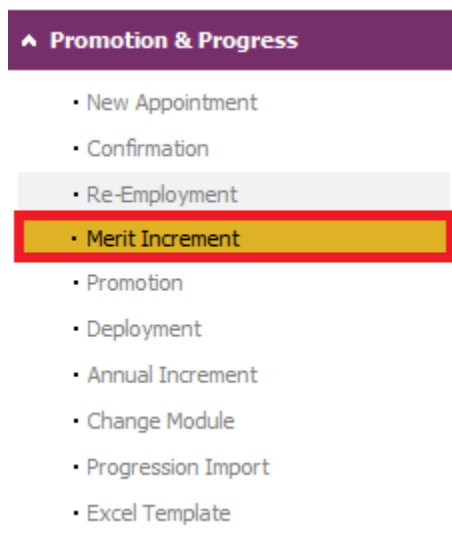
No.	Field	Description
1	Progress No	This field display the system generated Run Number of this document.
2	Transaction Date	This field is to capture the date of Created of this document. Its default value is the system date.
3	Action	This field display the system generated action code (RJ).
4	Effective Date	This field is to capture the Effective Date of this document. Its default value is the system date.
5	Organisation Unit	This field is to capture the Organisation as search criteria.
6	Job Family	This field is to capture the Job Family as search criteria.
7	Division Status	This field is to capture the division status as search criteria.
8	Appointment From	This field is to capture the appointment code from range as search criteria.

STARVISION INFORMATION TECHNOLOGY (SDA)

9	Appointment To	This field is to capture the appointment code to range as search criteria.
10	Increment Percent	This field is to capture the increment percent.
11	Increment Amount	This field is to capture the increment amount.
12	Circulation Status	This field is to capture the Circulation Status of the document in the workflow. Help key is provided for user to select from the existing list.

5.4.2. Merit Increment Flow

To begin with, go to **Promotion & Progress > Merit Increment**.



The System will show the following screen:

STARVISION INFORMATION TECHNOLOGY (SDA)

Merit Increment

Progress No	PGR	<input type="text"/>	<input type="text"/>	Transaction Date	<input type="text"/>
Action	<input type="text"/>			Effective Date	<input type="text"/>

Organisation Unit	<input type="text"/>	Grade	<input type="text"/>
Job Family	<input type="text"/>	Appointment To	<input type="text"/>
Appointment From	<input type="text"/>		

Criteria

Check...

Increment Percent	<input type="text"/>	Increment Amount	<input type="text"/>
Circulation Status	<input type="text"/>	Modified By/On	<input type="text"/>
Created by/On	<input type="text"/>		

List Employees

Click on the **Add button** to add a new record.

Add
←
Update
×
Delete
🔍
Search
🔗
Query
🖨
Print
↶
Move Prev
↷
Move Next
💾
Save
🚫
Cancel
🚪
Exit

Merit Increment

Progress No	PGR	<input type="text"/>	<input type="text"/>	Transaction Date	<input type="text"/>
Action	<input type="text"/>			Effective Date	<input type="text"/>

Organisation Unit	<input type="text"/>	Grade	<input type="text"/>
Job Family	<input type="text"/>	Appointment To	<input type="text"/>
Appointment From	<input type="text"/>		

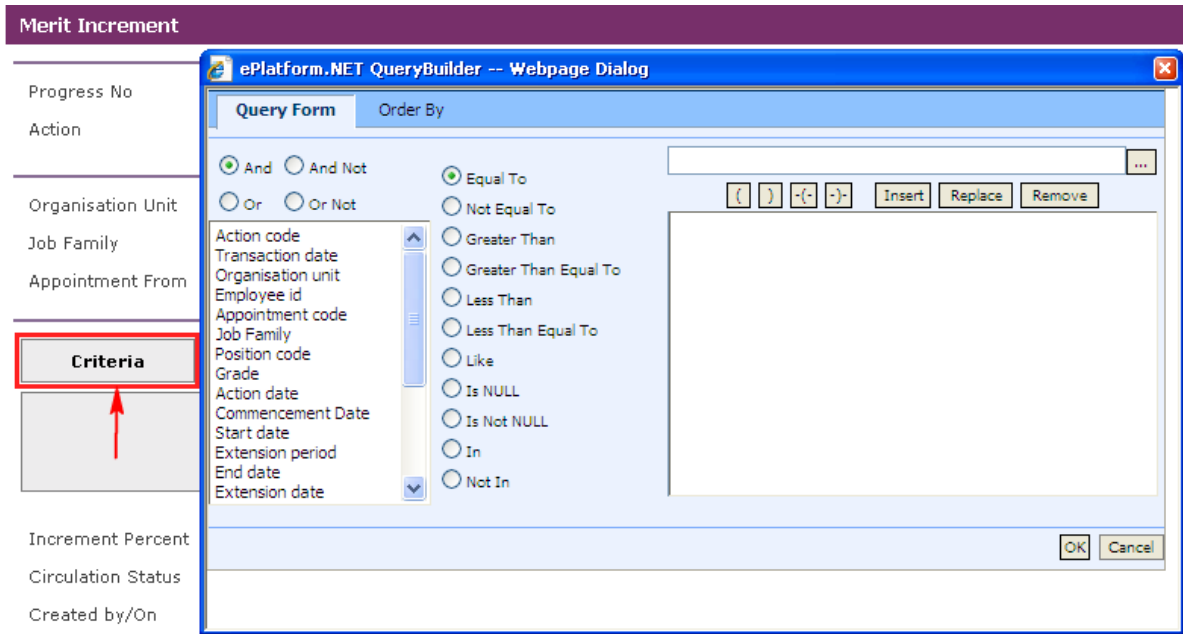
Criteria

Check...

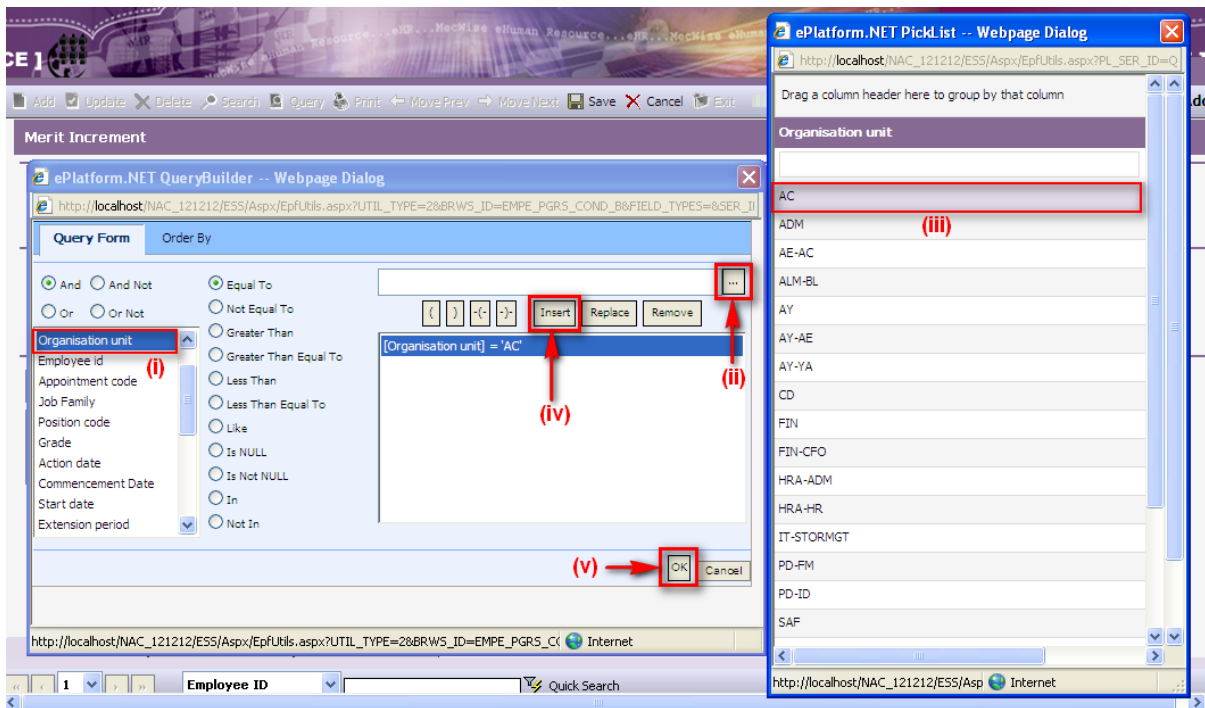
Increment Percent	<input type="text"/>	Increment Amount	<input type="text"/>
Circulation Status	<input type="text"/>	Modified By/On	<input type="text"/>
Created by/On	<input type="text"/>		

List Employees

STARVISION INFORMATION TECHNOLOGY (SDA)



Define the criteria from the Query builder.



- (i) Select parameter that you want to filter
- (ii) Click this **button** to see the selected parameter list
- (iii) Select record to set
- (iv) Click **Insert button** to place the criteria
- (v) Click **OK button** to filter the record

After defining the criteria from the Query builder, click on the **Check button** to see if the query retrieves the correct Employee records.

STARVISION INFORMATION TECHNOLOGY (SDA)

The screenshot displays the 'Merit Increment' application interface. On the left, there are several input fields: 'Progress No' with 'PGR' and 'HR' buttons, 'Action' with 'MI' button, 'Organisation Unit' with a '%' dropdown, 'Job Family' with a '%' dropdown, and 'Appointment From' with a numeric field. Below these is a 'Criteria' section containing a 'Check...' button, which is highlighted with a red box and an arrow pointing to it. The criteria text is '[ORG_UNIT] = 'CEO-ADMIN-HR''. Further down are fields for 'Increment Percent', 'Circulation Status' (set to '0 (NEW)'), and 'Created by/On'. At the bottom left, there are two tabs: 'Employees' (selected) and 'Routing Officers'. On the right, a 'PickList' dialog box is open, titled 'ePlatform.NET PickList -- Webpage Dialog'. It contains a table with columns 'Employee id', 'Name', and 'Alias Name'. The table has three rows: BA01N0003 (Cindy Lee), BA01N0005 (Shugunayan Muthu), and BA01N0009 (Ong Ming Chuan). A red box highlights these three rows. Above the table is a text prompt: 'Drag a column header here to group by that column'.

*Note: The **Check button** will show the Employee records that are defined with the **Criteria button** and also the **Organisation Unit**, **Job Family**, **Grade**, **Appointment From** and **Appointment To**. Thus, a “%” denotes all the records.*

- 2) Alternatively, user can click on the **List Employees** to choose individual or several Employees from a listing entitled for this progression. Then click on the **Close button**

STARVISION INFORMATION TECHNOLOGY (SDA)

ePlatform.NET MultiPickList -- Webpage Dialog

Drag a column header here to group by that column

#	Key Field	Salary Point	Employee ID	Name	Alias Name	Org Unit Code
<input checked="" type="checkbox"/>	5396		BA01N0001	Tammy Leong		CEO
<input checked="" type="checkbox"/>	5397		BA01N0002	Harry Wong		CEO-ADMIN-FIN
<input checked="" type="checkbox"/>	5398		BA01N0003	Cindy Lee		CEO-ADMIN-HR
<input type="checkbox"/>	5399		BA01N0004	Po Siew Leng		CEO-OPER-PRO
<input type="checkbox"/>	5400	MIN	BA01N0005	Shugunayan Muthu		CEO-ADMIN-HR
<input type="checkbox"/>	5406		BA01N0006	Amy Chan		CEO-OPER-SALES-CUSTSV
<input type="checkbox"/>	5407		BA01N0007	Hong Pao Pao		CEO-OPER-SALES-DSALES
<input type="checkbox"/>	5408	MIN	BA01N0008	Tan Leng Leng		CEO-OPER-PRO
<input type="checkbox"/>	5409	MIN	BA01N0009	Ong Ming Chuan		CEO-ADMIN-HR
<input type="checkbox"/>	5410	MIN	BA01N0010	Tey Siu Moi		CEO-ADMIN-FIN
<input type="checkbox"/>	5412	MIN	131028	Jame		CEO-ADMIN-FIN
<input type="checkbox"/>	5414	MIN	131027	David		CEO-ADMIN-

Buttons: Select All, Clear All, Clear Search, **Close**

Background buttons: **List Employees**

The selected Employee(s) are added under the **Employees Tab**.

Employee ID	Employee Name	Org Unit	Scheme of Service	Appointment Code	Division Status	Appointment Date	Incremental Date	Cost Centre Code	Salary Code	Basic Salary	NPC Amt	NPVP Amt	Gross
BA01N0001	Tammy Leong	CEO	TOP-MGMT	CEO	IV	01/01/2010	01/01/2011	CEO	GEN	6,000.00	100.00	100.00	
BA01N0002	Harry Wong	CEO-ADMIN-FIN	FIN	ACC-I	I	20/10/2011	20/10/2012	FIN	GEN	3,600.00	0.00	0.00	

Enter either **Increment Percentage** or **Increment Amount** given to the Employee(s) defined.
(If either of the two above fields is filled, then the system will increase salary based on the entered value for **ALL** employees listed in the **Employees Tab**.)

STARVISION INFORMATION TECHNOLOGY (SDA)

Merit Increment

Progress No: PGR HR 1310000007 Transaction Date: 23/10/2013
 Action: MI Effective Date: 31/10/2013

Organisation Unit: % Job Family: % Grade: %
 Appointment From: 0000000000000000 Appointment To: ZZZZZZZZZZZZZZZZZZZ

Criteria: Check...

[ORG_UNIT] = 'CEO-ADMIN-HR'

Increment Percent: 10 Increment Amount: 100
 Circulation Status: 0 (NEW)
 Created by/On: dbo 23/10/2013 Modified By/On: dbo 23/10/2013

List Employees

Employee ID	Employee Name	Org Unit	Scheme of Service	Appointment Code	Division Status	Appointment Date	Incremental Date	Cost Centre Code	Salary Code	Basic Salary	NPC Amt	NPVP Amt
BA01N0003	Cindy Lee	CEO-ADMIN-HR	HR	HR-ADMIN	I	10/10/2010	10/10/2011	ADMIN	GEN	2,000.00	0.00	0.00

If increment is different for all individual Employees, you need not enter the Increment percentage or amount. You need to select each Employee's record link under the **Employees Tab**.

Increment Percent: 10 Increment Amount: 100
 Circulation Status: 0
 Created by/On: dbo 23/10/2013 Modified By/On: dbo 23/10/2013

List Employees

Employees Routing Officers Routing Status

Employee ID	Employee Name	Org Unit	Scheme of Service	Appointment Code	Division Status	Appointment Date	Incremental Date	Cost Centre Code	Salary Code	Basic Salary	NPC Amt	NPVP Amt	Gross
BA01N0003	Cindy Lee	CEO-ADMIN-HR	HR	HR-ADMIN	I	10/10/2010	10/10/2011	ADMIN	GEN	2,000.00	0.00	0.00	2

When the details are shown, click on the **New Tab**. Enter the increment amount at the NWC Amount and then click on the **Save button** to save the changes.

STARVISION INFORMATION TECHNOLOGY (SDA)

Merit Increment Details

Employee: BA01N0003 Cindy Lee
 New Action: MI Prev. Action: CF

Current	New		
Organisation Unit	CEO-ADMIN-HR	Grade	I
Job Family	HR	Appointment Code	HR-ADMIN
Approval	A	Appointment Date	10/10/2010
		Next Incl Date	10/10/2011
		Effective Date	31/10/2013

Payroll Mode	M (Monthly)	Salary Code	GEN
Basic Salary	2000.00	Cost Centre Code	ADMIN
Basic 1	0.00	NWC Amount	0.00
Basic 2	0.00		
Monthly Salary	2000.00	Gross Salary	2000.00

Reason Code: Essential Post:
 Essential Category:

Hold Against:

Job Family:
 Appointment:

Designation:

Designation:
 Title:

Progress Remark:

To modify next employee information, click on the Header Browse to view employee list. Then click on a desired employee record to update.

Enquiry

Employee ID	Employee Name	Org Unit	Scheme of Service	Appointment Code	Division Status	Appointment Date	Incremental Date	Cost Centre Code	Salary Code	Basic Salary	NPC Amt	NPYP Amt	Gross
BA01N0003	Cindy Lee	CEO-ADMIN-HR	HR	HR-ADMIN	I	10/10/2010	10/10/2011	ADMIN	GEN	2,000.00	0.00	0.00	2,000.00
BA01N0005	Shunpavan Muthu	CEO-ADMIN-HR	HR	HR-ADMIN	I	01/01/2010	01/01/2011	ADMIN	GEN	0.00	0.00	0.00	0.00

Click on the **Update** button to update.

STARVISION INFORMATION TECHNOLOGY (SDA)

+ Add
Update
✗ Delete
🔍 Search
🎮 Query
🖨️ Print
⏪ Move Prev
⏩ Move Next
💾 Save
🚫 Cancel
➡ Exit

Merit Increment Details

Employee	<input type="text" value="BA01N0003"/>	<input type="text" value="Cindy Lee"/>
New Action	<input type="text" value="MI"/>	Prev. Action <input type="text" value="CF"/>

Current	New		
Organisation Unit	<input type="text" value="CEO-ADMIN-HR"/>	Grade	<input type="text" value="I"/>
Job Family	<input type="text" value="HR"/>	Appointment Code	<input type="text" value="HR-ADMIN"/>
Approval	<input type="text" value="A"/>	Appointment Date	<input type="text" value="10/10/2010"/> 📅
		Effective Date	<input type="text" value="10/01/2011"/> 📅
		Next Inctd Date	<input type="text" value="10/10/2011"/> 📅
Payroll Mode	<input type="text" value="M"/>	Salary Code	<input type="text" value="GEN"/>
Basic Salary	<input type="text" value="2000.00"/>	Cost Centre Code	<input type="text" value="ADMIN"/>
Basic 1	<input type="text" value="0.00"/>	NWC Amount	<input type="text" value="0.00"/>
Basic 2	<input type="text" value="0.00"/>		
Monthly Salary	<input type="text" value="2000.00"/>	Gross Salary	<input type="text" value="2000.00"/>
Reason Code	<input type="text"/>	Essential Post / Cat	<input type="text"/> / <input type="text"/>

Click on the **New Tab** to update. Change necessary information such as salary information.

After the changes have been made, click on the **Save button** to save.

To go back to the previous header screen, click on the **Exit button**.

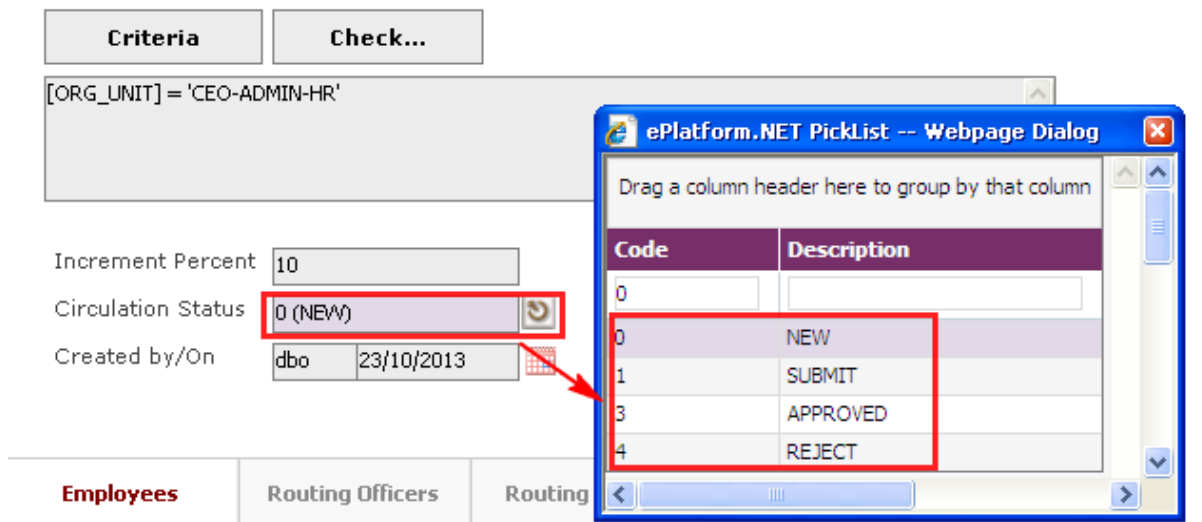
+ Add
Update
✗ Delete
🔍 Search
🎮 Query
🖨️ Print
⏪ Move Prev
⏩ Move Next
💾 Save
🚫 Cancel
Exit

Merit Increment Details

Employee	<input type="text" value="BA01N0003"/>	<input type="text" value="Cindy Lee"/>
New Action	<input type="text" value="MI"/>	Prev. Action <input type="text" value="CF"/>

Change **Circulation Status** to one of the following status to proceed:
 '0' (NEW), '1' (SUBMIT), '3' (APPROVED), '4' (REJECT)

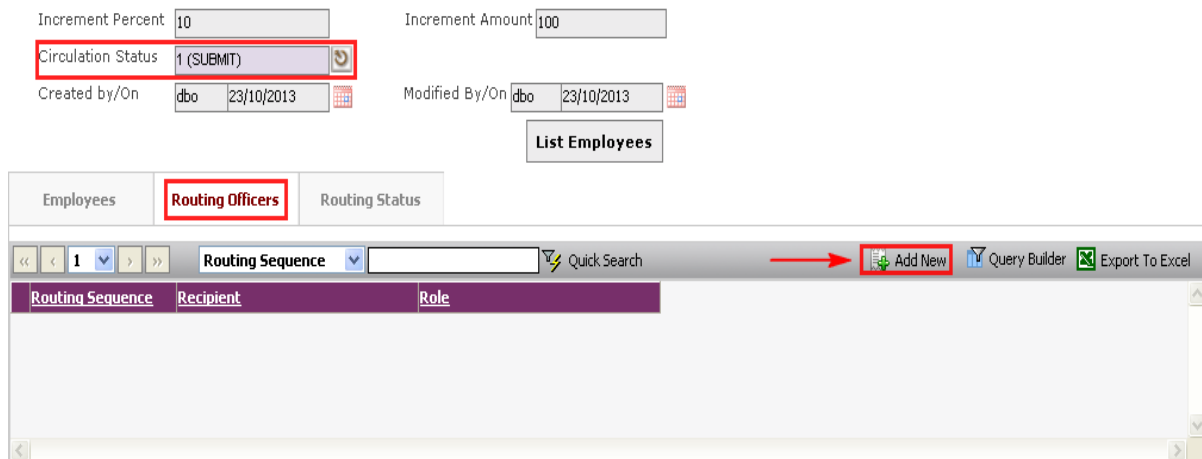
STARVISION INFORMATION TECHNOLOGY (SDA)



If there is no need to route this progression to other personnel’s approval to approve this, just set the **Circulation Status** to ‘3’ (APPROVED).

If **Circulation Status** is set to ‘1’ (SUBMIT), then routing officer(s) information needs to be inserted the **Routing Officer Tab** to route to the respective recommender or approver (Email will be send to them respective to seek for their approval).

Click on the **Add New button** in the **Routing Officers Tab**.



The System will show the following screen:

Set/Edit Routing List

Application ID :	SDA_MI
Role ID :	<input style="width: 90%;" type="text"/> <input style="width: 5%; border: none; background-color: #ccc; cursor: pointer;" type="button" value="e"/>
Recipient ID :	<input style="width: 90%;" type="text"/> <input style="width: 5%; border: none; background-color: #ccc; cursor: pointer;" type="button" value="e"/>
Recipient Name :	<input style="width: 100%;" type="text"/>
Recipient Email :	<input style="width: 100%;" type="text"/>

After setting up the Routing list, click **Exit button** to go back to main page.

Click on the **Save button** to save.

To view progression history, go to **Employee Profile → Employee Profile** Screen.

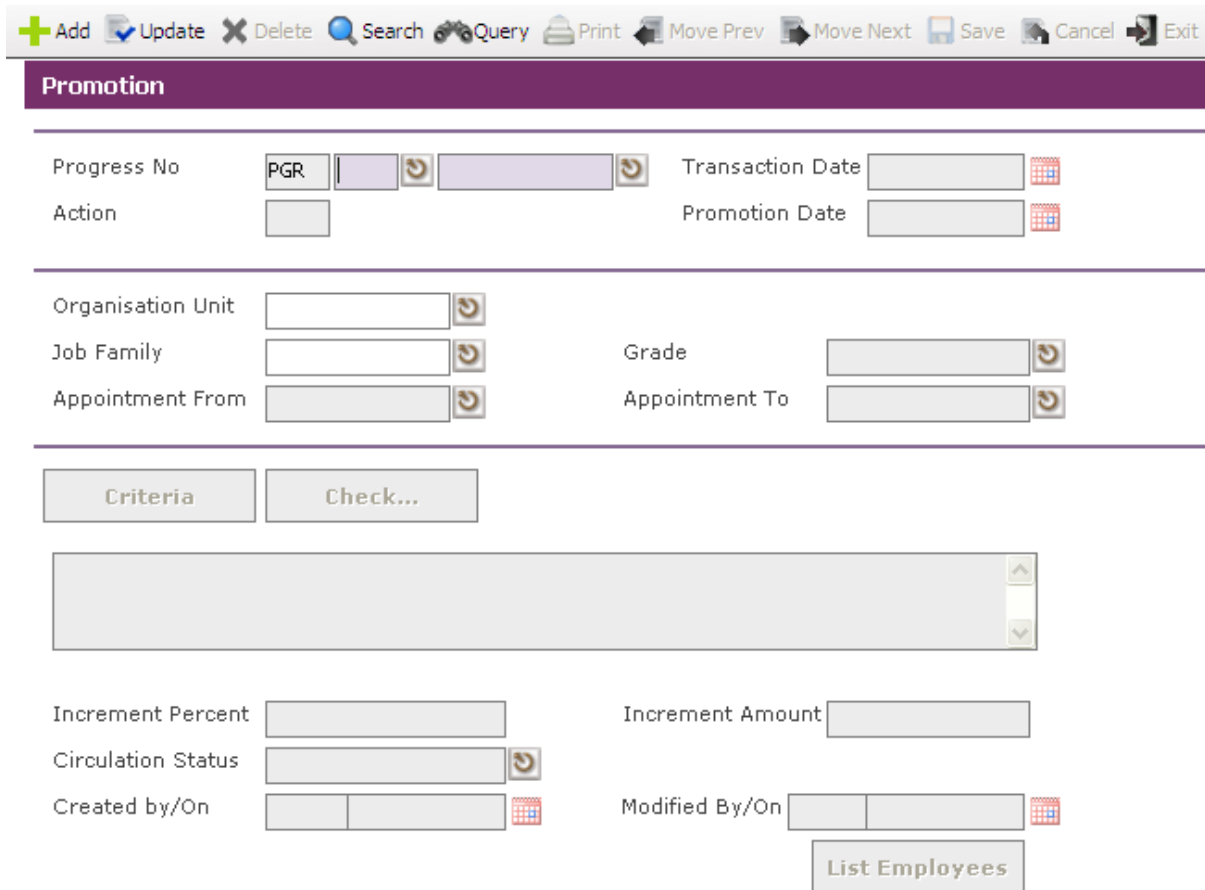
Select on the desired employee to retrieve employee information.

Click on the **Progression Tab** to check on the progression history records.

5.5 Promotion of an Employee

This module is used to keep track of employee’s promotion in the organisation.

5.5.1 Definition



The screenshot shows a web-based form titled "Promotion". At the top, there is a navigation bar with icons for Add, Update, Delete, Search, Query, Print, Move Prev, Move Next, Save, Cancel, and Exit. Below the title bar, the form contains several input fields:

- Progress No:** A text field with a value of "PGR" and a refresh icon.
- Transaction Date:** A date picker field.
- Action:** A text field.
- Promotion Date:** A date picker field.
- Organisation Unit:** A text field with a refresh icon.
- Job Family:** A text field with a refresh icon.
- Grade:** A text field with a refresh icon.
- Appointment From:** A text field with a refresh icon.
- Appointment To:** A text field with a refresh icon.

Below the input fields, there are two buttons: "Criteria" and "Check...". Underneath these is a large, empty rectangular area, likely a list or table. At the bottom of the form, there are more input fields:

- Increment Percent:** A text field.
- Increment Amount:** A text field.
- Circulation Status:** A text field with a refresh icon.
- Created by/On:** A text field with a calendar icon.
- Modified By/On:** A text field with a calendar icon.

A "List Employees" button is located at the bottom right of the form.

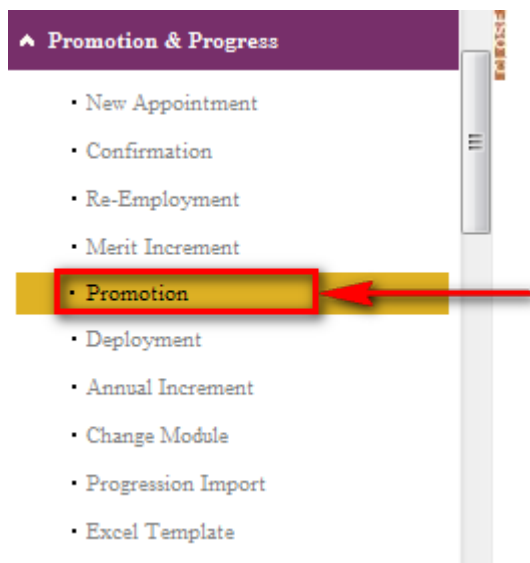
No.	Field	Description
1	Progress No	This field display the system generated Run Number of this document.
2	Transaction Date	This field is to capture the date of Created of this document. Its default value is the system date.
3	Action	This field display the system generated action code (RJ).
4	Promotion Date	This field is to capture the Promotion Date of this document. Its default value is the system date.
5	Organisation Unit	This field is to capture the Organisation as search criteria.
6	Job Family	This field is to capture the Job Family as search criteria.
7	Division Status	This field is to capture the division status as search criteria.

STARVISION INFORMATION TECHNOLOGY (SDA)

8	Appointment From	This field is to capture the appointment code from range as search criteria.
9	Appointment To	This field is to capture the appointment code to range as search criteria.
10	Increment Percent	This field is to capture the increment percent.
11	Increment Amount	This field is to capture the increment amount.
12	Circulation Status	This field is to capture the Circulation Status of the document in the workflow. Help key is provided for user to select from the existing list.

5.5.2 Promotion Flow

To begin with, go to **Promotion & Progress > Promotion**.



The System will show the following screen:

STARVISION INFORMATION TECHNOLOGY (SDA)

+ Add Update Delete Search Query Print Move Prev Move Next Save Cancel Exit

Promotion

Progress No PGR Transaction Date
 Action Promotion Date

Organisation Unit
 Job Family Grade
 Appointment From Appointment To

Criteria Check...

Increment Percent Increment Amount
 Circulation Status
 Created by/On Modified By/On

List Employees

Click on the **Add** button to add a new record.

+ Add Update Delete Search Query Print Move Prev Move Next Save Cancel Exit

Promotion

Progress No PGR Transaction Date
 Action Promotion Date

Organisation Unit
 Job Family Grade
 Appointment From Appointment To

Criteria Check...

Increment Percent Increment Amount
 Circulation Status
 Created by/On Modified By/On

List Employees

Enter the **Promotion Date** to record when this progression is going to take effect from.

Promotion	
Progress No	PGR HR [refresh] [refresh]
Action	PM
Transaction Date	23/10/2013
Promotion Date	15/10/2013

There are 2 ways to select the respective Employee/Employees entitled to this progression.

- 1) Click on the **Criteria** button to show the Query builder to select specific Employee for this progression.

The screenshot shows the 'Promotion' form with the 'Criteria' button highlighted. An arrow points from this button to the 'ePlatform.NET QueryBuilder -- Webpage Dialog' window. The dialog box has two tabs: 'Query Form' and 'Order By'. Under 'Query Form', there are radio buttons for logical operators (And, Or, And Not, Or Not) and comparison operators (Equal To, Not Equal To, Greater Than, Greater Than Equal To, Less Than, Less Than Equal To, Like, Is NULL, Is Not NULL, In, Not In). A list of fields is shown on the left, including 'Organisation unit', 'Employee id', 'Appointment code', etc. The 'Insert' button in the dialog is highlighted with a red box.

Define the criteria from the Query builder.

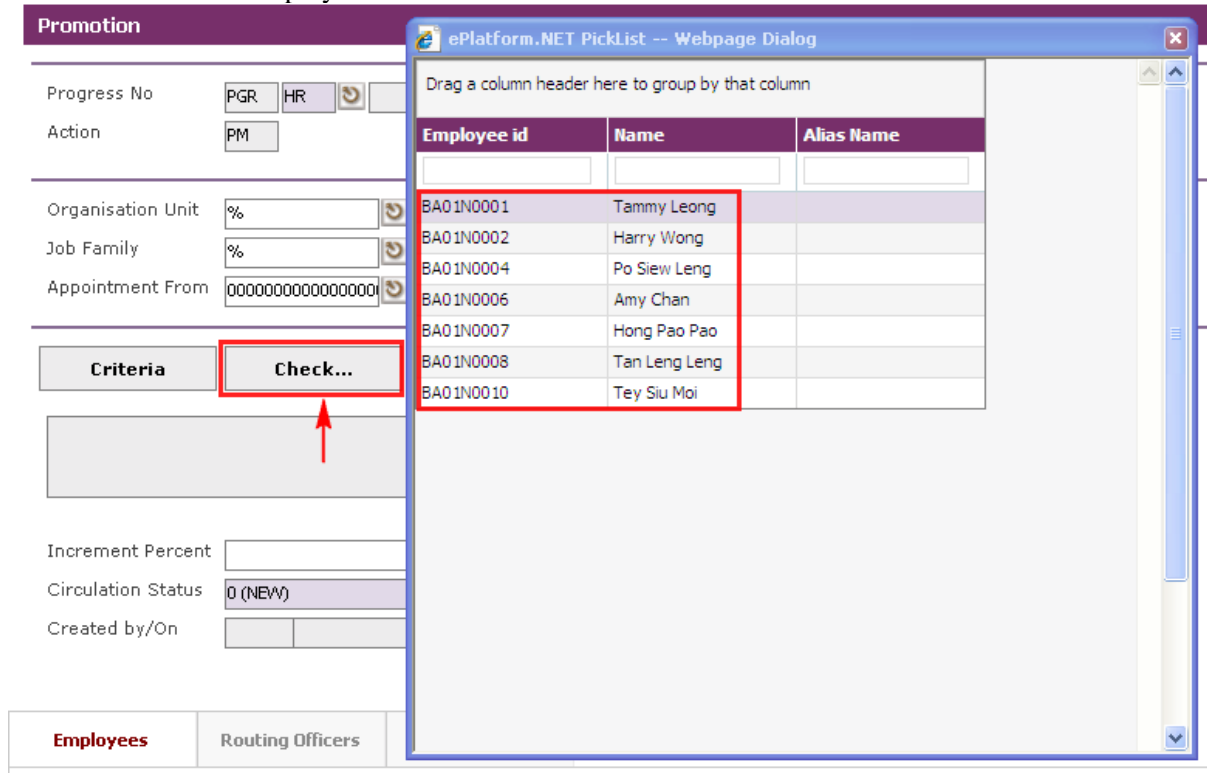
The left screenshot shows the 'ePlatform.NET QueryBuilder -- Webpage Dialog' with 'Organisation unit' selected in the field list. The 'Insert' button is highlighted with a red box and labeled (iv). The 'OK' button is also highlighted with a red box and labeled (v). The right screenshot shows the 'ePlatform.NET PickList -- Webpage ...' dialog with 'CEO-ADMIN-HR' selected in the list, highlighted with a red box and labeled (iii). Other labels include (i) for 'Appointment code' in the field list, (ii) for the '...' button in the Query Builder, and (iii) for the selected item in the PickList.

- (i) Select parameter that you want to filter

STARVISION INFORMATION TECHNOLOGY (SDA)

- (ii) Click this **button** to see the selected parameter list
- (iii) Select record to set
- (iv) Click Insert **button** to place the criteria
- (v) Click **OK button** to filter the record

After defining the criteria from the Query builder, click on the **Check button** to see if the query retrieves the correct Employee records.



*Note: The **Check button** will show the Employee records that are defined with the **Criteria button** and also the **Organisation Unit**, **Job Family**, **Grade**, **Appointment From** and **Appointment To**. Thus, a “%” denotes all the records.*

2) Click on the **List Employees** to choose individual or several Employees from a listing entitled for this progression. Then click on the **Close button** to add.

STARVISION INFORMATION TECHNOLOGY (SDA)

Drag a column header here to group by that column

#	Key Field	Salary Point	Employee ID	Name	Alias Name	Org Unit Code
<input checked="" type="checkbox"/>	5399		BA01N0004	Po Siew Leng		CEO-OPER-PRO
<input checked="" type="checkbox"/>	5400	MIN	BA01N0005	Shugunayan Muthu		CEO-ADMIN-HR
<input checked="" type="checkbox"/>	5406		BA01N0006	Amy Chan		CEO-OPER-SALES-CUSTSV
<input type="checkbox"/>	5407		BA01N0007	Hong Pao Pao		CEO-OPER-SALES-DSALES
<input type="checkbox"/>	5408	MIN	BA01N0008	Tan Leng Leng		CEO-OPER-PRO
<input type="checkbox"/>	5409	MIN	BA01N0009	Ong Ming Chuan		CEO-ADMIN-HR
<input type="checkbox"/>	5410	MIN	BA01N0010	Tey Siu Moi		CEO-ADMIN-FIN
<input type="checkbox"/>	5412	MIN	131028	Jame		CEO-ADMIN-FIN
<input type="checkbox"/>	5414	MIN	131027	David		CEO-ADMIN-HR

Buttons: Select All, Clear All, Clear Search, Close

Buttons: List Employees

The selected Employee(s) are added under the **Employees Tab**.

Employee ID	Employee Name	Org Unit	Scheme of Service	Appointment Code	Division Status	Appointment Date	Incremental Date	Cost Centre Code	Salary Code	Basic Salary	NPC Amt	NPVP Amt	Gross
BA01N0001	Tammy Leong	CEO	TOP-MGMT	CEO	IV	01/01/2010	01/01/2011	CEO	GEN	6,000.00	100.00	100.00	
BA01N0002	Harry Wong	CEO-ADMIN-FIN	FIN	ACC-I	I	20/10/2011	20/10/2012	FIN	GEN	3,600.00	0.00	0.00	

Enter either **Increment Percentage** or **Increment Amount** given to the Employee(s) defined. (If either of the two above fields is filled, then the system will increase salary based on the entered value for **ALL** employees listed in the **Employees Tab**.)

STARVISION INFORMATION TECHNOLOGY (SDA)

Promotion

Progress No: PGR HR 1310000008 Transaction Date: 23/10/2013
 Action: PM Promotion Date: 01/10/2013

Organisation Unit: %
 Job Family: % Grade: %
 Appointment From: 0000000000000000 Appointment To: ZZZZZZZZZZZZZZZZZZZ

Criteria: Check...

Increment Percent: 10 Increment Amount: 100
 Circulation Status: 0 (NEW)
 Created by/On: dbo 23/10/2013 Modified By/On: dbo 23/10/2013

List Employees

Employees Routing Officers Routing Status

Employee ID	Org Unit	Scheme of Service	Appointment Code	Division Status	Effective date	Appointment Date	Incremental Date	Cost Centre Code	Salary Code	Basic Salary	NPC Amt	NPVP Amt	Gross Salary	Designation
BA01N0001	CEO	TOP-MGMT	CEO	IV	01/01/2010	01/01/2010	01/01/2011	CEO	GEN	6,000.00	100.00	100.00	6,200.00	

If increment is different for all individual Employees, you need not enter the Increment percentage or amount. You need to select each Employee’s record link under the **Employees Tab**.

Increment Percent: 10 Increment Amount: 100
 Circulation Status: 0
 Created by/On: dbo 23/10/2013 Modified By/On: dbo 23/10/2013

List Employees

Employees Routing Officers Routing Status

Employee ID	Employee Name	Org Unit	Scheme of Service	Appointment Code	Division Status	Appointment Date	Incremental Date	Cost Centre Code	Salary Code	Basic Salary	NPC Amt	NPVP Amt	Gross
BA01N0003	Cindy Lee	CEO-ADMIN- HR	HR	HR-ADMIN	I	10/10/2010	10/10/2011	ADMIN	GEN	2,000.00	0.00	0.00	2,000.00

When the details are shown, click on the **New Tab** to update.

Enter new information for promotion and then click on the **Save button** to save the changes.

STARVISION INFORMATION TECHNOLOGY (SDA)

+ Add Update X Delete Search Query Print Move Prev Move Next Save Cancel Exit

Promotion Details

Employee:
 New Action: Prev. Action:

Current	New		
Organisation Unit	<input type="text" value="CEO"/>	Grade	<input type="text" value="IV"/>
Job Family	<input type="text" value="TOP-MGMT"/>	Appointment Code	<input type="text"/>
Approval	<input type="text" value="A"/>	Appointment Date	<input type="text" value="01/01/2010"/>
Status	<input type="text" value="P"/>	Next Inctd Date	<input type="text" value="01/01/2011"/>
		Effective Date	<input type="text" value="01/10/2013"/>
Payroll Mode	<input type="text"/>	Salary Code	<input type="text" value="GEN"/>
Basic Salary	<input type="text" value="6000.00"/>	Cost Centre Code	<input type="text" value="CEO"/>
Basic 1	<input type="text" value="0.00"/>	NWC Amount	<input type="text" value="100.00"/>
Basic 2	<input type="text" value="100.00"/>		
Monthly Salary	<input type="text" value="6100.00"/>	Gross Salary	<input type="text" value="6200.00"/>
Reason Code	<input type="text"/>	Essential Post	<input type="text"/>
Position Code	<input type="text" value="ACC01"/>	Essential Category	<input type="text"/>
Hold Against:		Designation:	
Job Family	<input type="text"/>	Designation	<input type="text"/>
Appointment	<input type="text"/>	Title	<input type="text"/>
Progress Remark	<input type="text"/>		

To modify next employee information, click on the Header Browse to view employee list. Then click on a desired employee record to update.

+ Add Update X Delete Search Query Print Move Prev Move Next Save Cancel Exit
Enquiry

Employee ID	Org Unit	Scheme of Service	Appointment Code	Division Status	Effective date	Appointment Date	Incremental Date	Cost Centre Code	Salary Code	Basic Salary	NPC Amt	NPWP Amt	Gross Salary	Designation
BA01N0005	CEO-ADMIN-HR	HR	HR-ADMIN	I	01/04/2010	01/01/2010	01/01/2011	ADMIN	GEN	0.00	0.00	0.00	0.00	

Click on the **Update** button to update.

STARVISION INFORMATION TECHNOLOGY (SDA)

Promotion Details

Employee: BA01N0001 Tammy Leong
 New Action: PM Prev. Action: CF

Current	New
Organisation Unit	CEO
Job Family	TOP-MGMT
Approval	A
Status	P
Grade	IV
Appointment Code	
Appointment Date	01/01/2010
Next Inctl Date	01/01/2011
Effective Date	01/10/2013

Click on the **New Tab** to update. Change necessary information such as salary information.

After the changes have been made, click on the **Save button** to save.

To go back to the previous header screen, click on the **Exit button**.

Promotion Details

Employee: BA01N0001 Tammy Leong
 New Action: PM Prev. Action: CF

Change **Circulation Status** to one of the following status to proceed:
 '0' (NEW), '1' (SUBMIT), '3' (APPROVED), '4' (REJECT)

[ORG_UNIT] = 'CEO-ADMIN-HR'

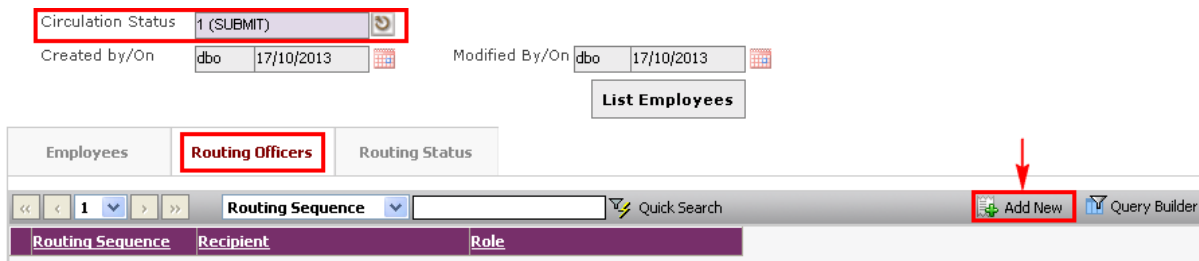
Increment Percent: 10
 Circulation Status: 0 (NEW)
 Created by/On: dbo 23/10/2013

Code	Description
0	NEW
1	SUBMIT
3	APPROVED
4	REJECT

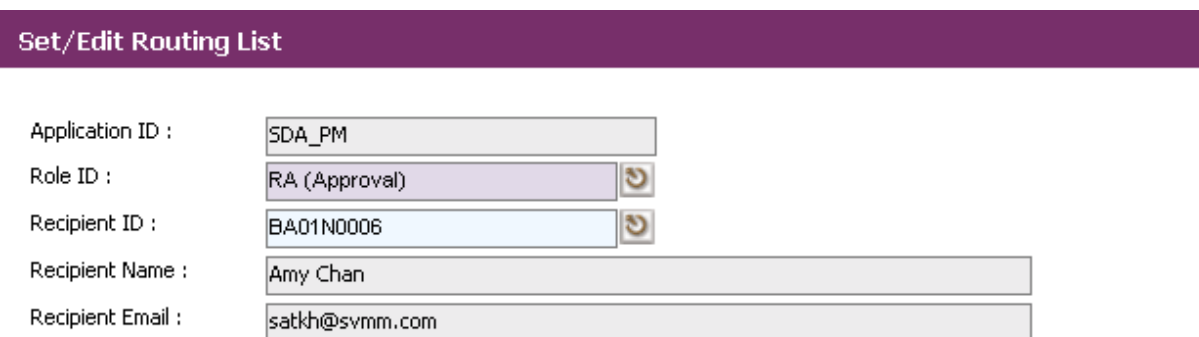
If there is no need to route this progression to other personnel’s approval to approve this, just set the **Circulation Status** as ‘3’ (APPROVED).

If **Circulation Status** is set as ‘1’ (SUBMIT), then routing officer(s) information needs to be inserted the **Routing Officer Tab** to route to the respective recommender or approver (Email will be send to them respective to seek for their approval).

Click on the **Add New button** in the **Routing Officers Tab**.



The System will show the following screen:



After setting up the Routing list, click **Exit button** to go back to main page.

Click on the **Save button** to save the record.

To view progression history, go to **Employee Profile → Employee Profile** Screen.

Select on the desired employee to retrieve employee information.

Click on the **Progression Tab** to check on the progression history records.

5.6 Creating deployment for Employee(s)

This module is used to keep track of employee’s deployment within the organisation.

5.6.1. Definition

STARVISION INFORMATION TECHNOLOGY (SDA)

Add
 Update
 Delete
 Search
 Query
 Print
 Move Prev
 Move Next
 Save
 Cancel
 Exit

Deployment

Progress No Transaction Date

Action

Organisation Unit

Job Family

Grade

Appointment From

Appointment To

Criteria

Check...

Remark

Circulation Status

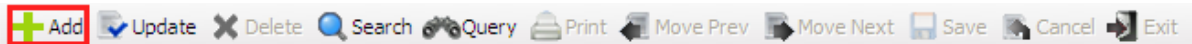
Created By/On

Modified By/On

List Employees

No.	Field	Description
1	Progress No	This field display the system generated Run Number of this document.
2	Transaction Date	This field is to capture the date of Created of this document. Its default value is the system date.
3	Action	This field display the system generated action code (RJ).
4	Organisation Unit	This field is to capture the Organisation as search criteria.
5	Job Family	This field is to capture the Job Family as search criteria.
6	Division Status	This field is to capture the division status as search criteria.
7	Appointment From	This field is to capture the appointment code from range as search criteria.
8	Appointment To	This field is to capture the appointment code to range as search criteria.
10	Remark	This field is to capture any remark.
11	Circulation Status	This field is to capture the Circulation Status of the document in the workflow. Help key is provided for user to select from the existing list.

STARVISION INFORMATION TECHNOLOGY (SDA)



Deployment

Progress No: PGR | [] [] | Transaction Date: [] [] [] [] [] []

Action: []

Organisation Unit: [] [] | Job Family: [] [] | Grade: [] [] [] []

Appointment From: [] [] [] [] | Appointment To: [] [] [] [] [] []

Criteria [] Check... []

Remark: []

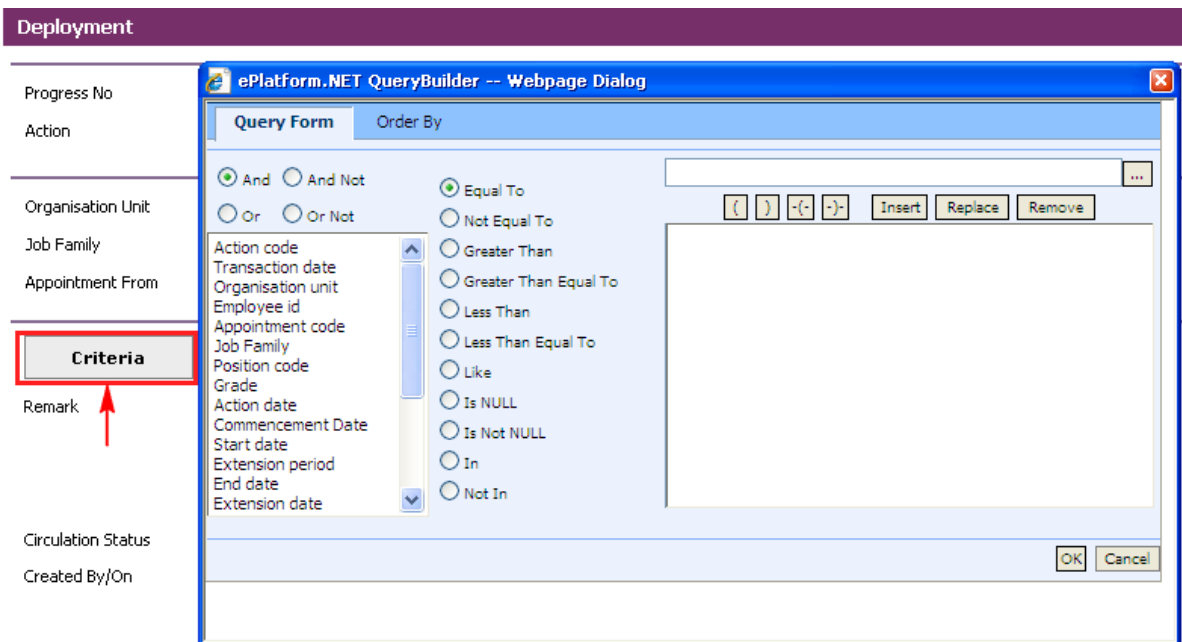
Circulation Status: [] [] | Modified By/On: [] [] [] [] [] []

Created By/On: [] [] [] [] [] []

[] **List Employees** []

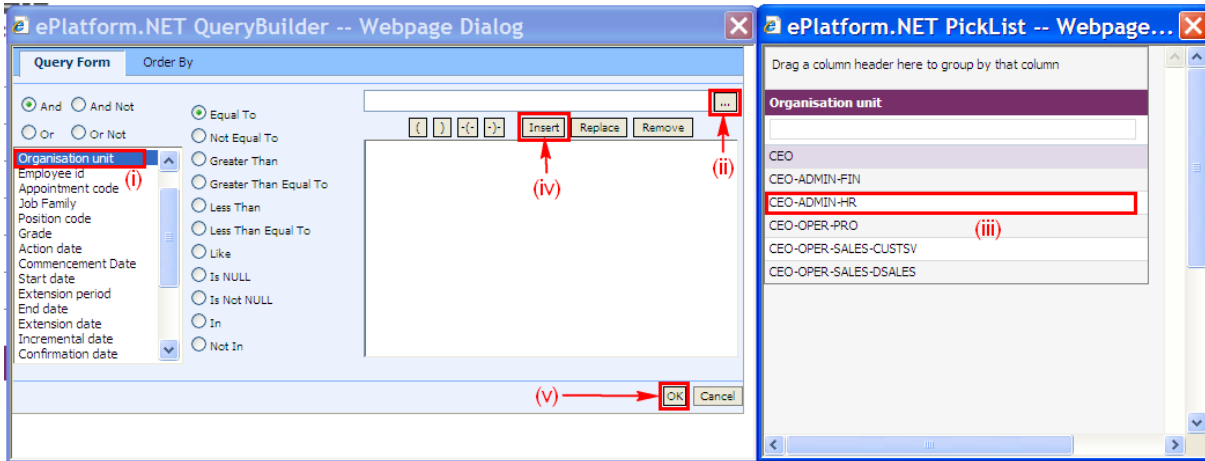
There are 2 ways to select the respective Employee/Employees entitled to this progression.

- 1) Click on the **Criteria** button to show the Query builder to select specific Employee for this progression.



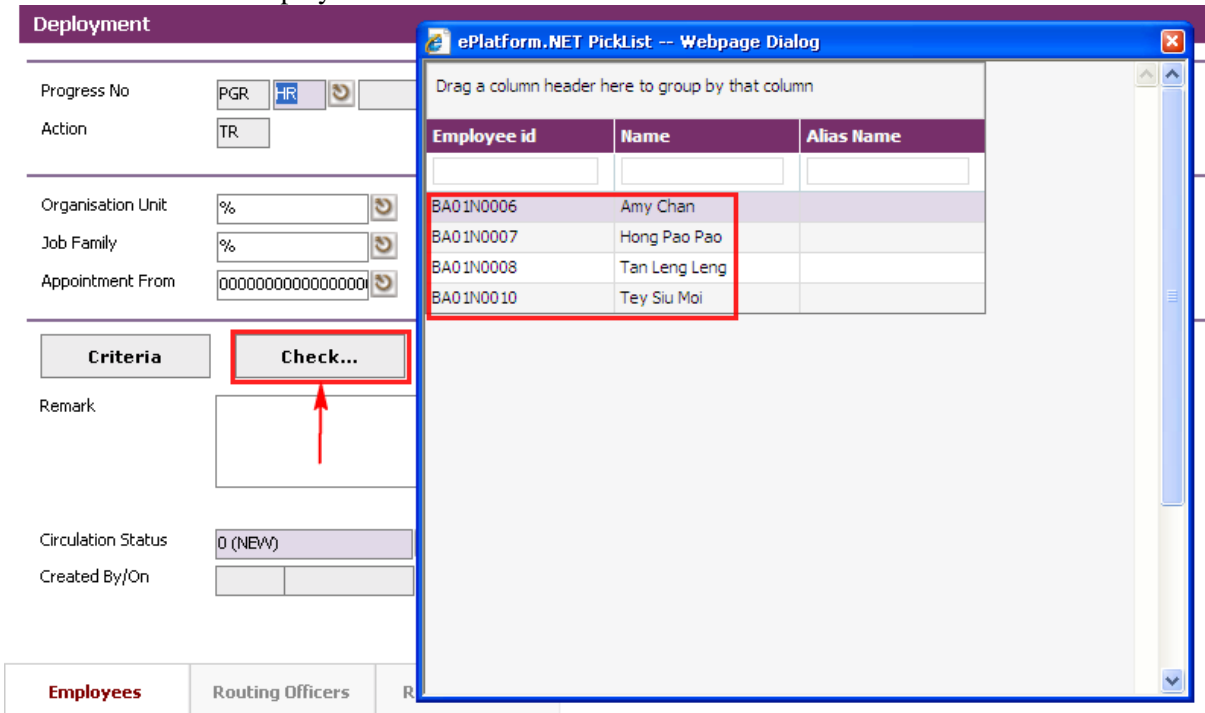
Define the criteria from the Query builder.

STARVISION INFORMATION TECHNOLOGY (SDA)



- (i) Select parameter that you want to filter
- (ii) Click this **button** to see the selected parameter list
- (iii) Select record to set
- (iv) Click **Insert button** to place the criteria
- (v) Click **OK button** to filter the record

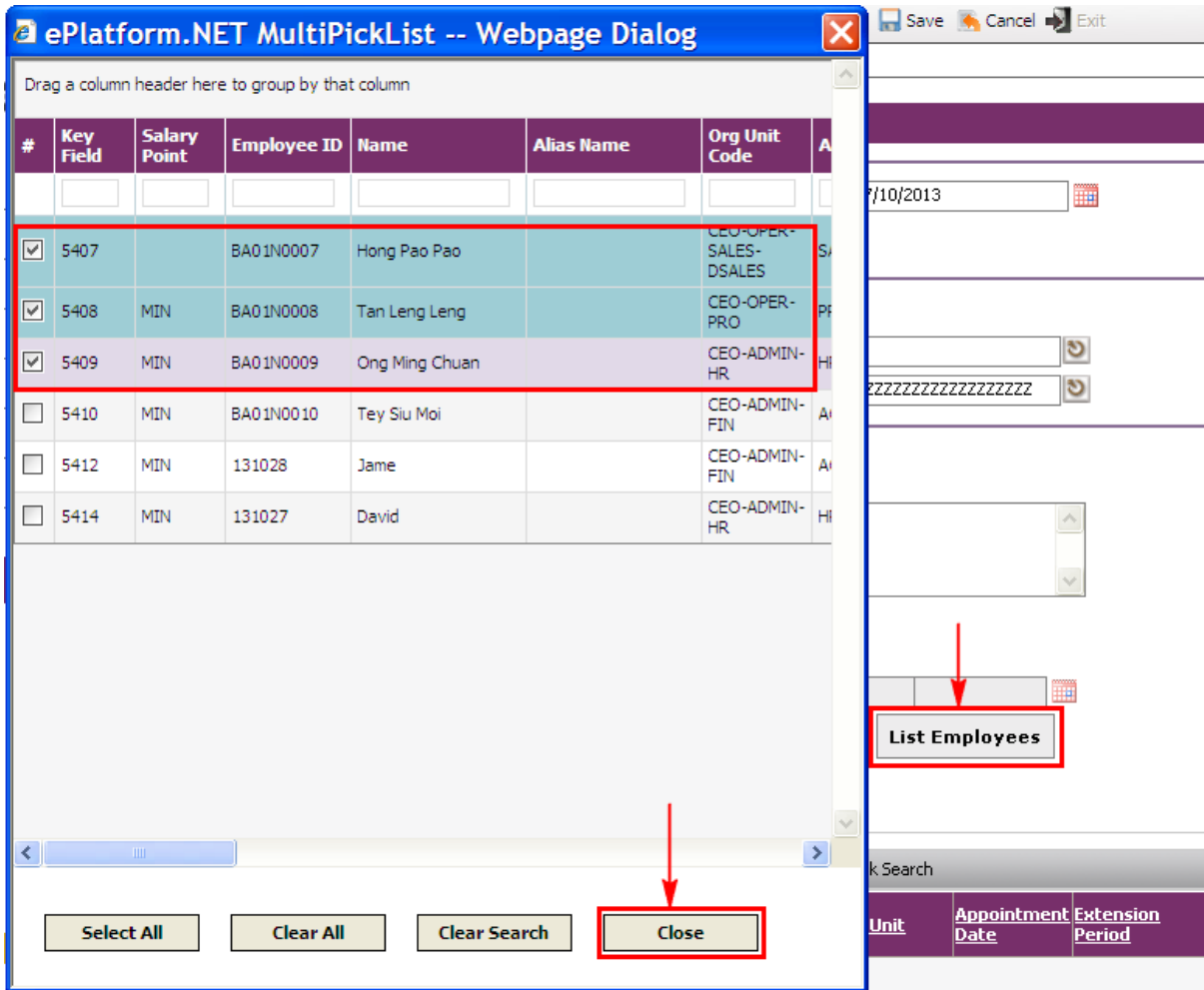
After defining the criteria from the Query builder, click on the **Check button** to see if the query retrieves the correct Employee records.



*Note: The **Check button** will show the Employee records that are defined with the **Criteria button** and also the **Organisation Unit**, **Job Family**, **Grade**, **Appointment From** and **Appointment To**. Thus, a “%” denotes all the records.*

- 2) Alternatively, click on the **List Employees** to choose individual or several Employees from a listing entitled for this progression. Then click on the **Close button**.

STARVISION INFORMATION TECHNOLOGY (SDA)



The selected Employee(s) are added automatically under the **Employees Tab**.

Employee ID	Employee Name	Scheme of Srvc	Appointment Code	Division Status	Cost Centre Code	Org Unit	Appointment Date	Extension Period	Salary Code	Basic Salary	NPC Amt	NPVP Amt	Gross
BA01N0007	Hong Pao Pao	SALES	SALESEXEC	IV	SALES	CEO-OPER-SALES-DSALES	01/02/2011		0.00 GEN	4,000.00	0.00	0.00	
BA01N0008	Tan Leng Leng	PROD	PRODENG	IV	PRODUCTION	CEO-OPER-PRO	10/10/2009		0.00 GEN	0.00	0.00	0.00	

To modify employee's information for deployment, click on an Employee's record link under the **Employees Tab**.

Employee ID	Employee Name	Scheme of Srvc	Appointment Code	Division Status	Cost Centre Code	Org Unit	Appointment Date	Extension Period	Salary Code	Basic Salary	NPC Amt	NPVP Amt	Gross
BA01N0007	Hong Pao Pao	SALES	SALESEXEC	IV	SALES	CEO-OPER-SALES-DSALES	01/02/2011		0.00 GEN	4,000.00	0.00	0.00	
BA01N0008	Tan Leng Leng	PROD	PRODENG	IV	PRODUCTION	CEO-OPER-PRO	10/10/2009		0.00 GEN	0.00	0.00	0.00	

STARVISION INFORMATION TECHNOLOGY (SDA)

When the details are shown, click on the **New Tab** to update.

Enter new information for employee's deployment and then click on the **Save button** to save the changes.

+ Add
 ↻ Update
 ✖ Delete
 🔍 Search
 🔗 Query
 🖨 Print
 ⏪ Move Prev
 ⏩ Move Next
 💾 Save
 🚫 Cancel
 🚪 Exit

Deployment Details

Employee	BA01N0006	Amy Chan	
New Action	TR	Prev. Action	CF

Current	New		
Organisation Unit	CEO-OPER-SALES-CUS	Grade	IV
Job Family	SALES	Appointment Code	SALESCLK
Approval	A	Appointment Date	01/01/2011
Effective Date	23/10/2013	Confirmation Date	01/04/2011
		Next Inctl Date	01/01/2012

Payroll Mode	M	Salary Code	GEN
Basic Salary	3000.00	Cost Centre Code	SALES
Basic 1	0.00	NWC Amount	0.00
Basic 2	0.00		
Monthly Salary	3000.00	Gross Salary	3000.00

Reason Code		Essential Post	
		Essential Category	

Hold Against:		Designation:	
Job Family		Designation	
Appointment		Title	
Progress Remark			

To modify next employee information, click on the Header Browse to view employee list. Then click on a desired employee record to update.

+ Add
 ↻ Update
 ✖ Delete
 🔍 Search
 🔗 Query
 🖨 Print
 ⏪ Move Prev
 ⏩ Move Next
 💾 Save
 🚫 Cancel
 🚪 Exit
 Enquiry

⏪
1
⏩
🔍 Employee ID
 Quick Search
Query Builder
Export To Excel

Employee ID	Employee Name	Scheme of Srvc	Appointment Code	Division Status	Cost Centre Code	Org Unit	Appointment Date	Extension Period	Salary Code	Basic Salary	NPC Amt	NPVP Amt	Gross S
BA01N0007	Hong Pao Pao	SALES	SALESEXEC	IV	SALES	CEO-OPER-SALES-DSALES	01/02/2011		0.00 GEN	4,000.00	0.00	0.00	4,000.00
BA01N0010	Tey Siu Moi	FIN	ACC-II	II	FIN	CEO-ADMIN-FIN	10/10/2011		0.00 GEN	0.00	0.00	0.00	

STARVISION INFORMATION TECHNOLOGY (SDA)

Click on the **Update** button to update.

Current	New
Organisation Unit	CEO-OPER-SALES-CUST
Job Family	SALES
Approval	A
Effective Date	23/10/2013
Grade	IV
Appointment Code	SALESCLK
Appointment Date	01/01/2011
Confirmation Date	01/04/2011
Next Incl Date	01/01/2012

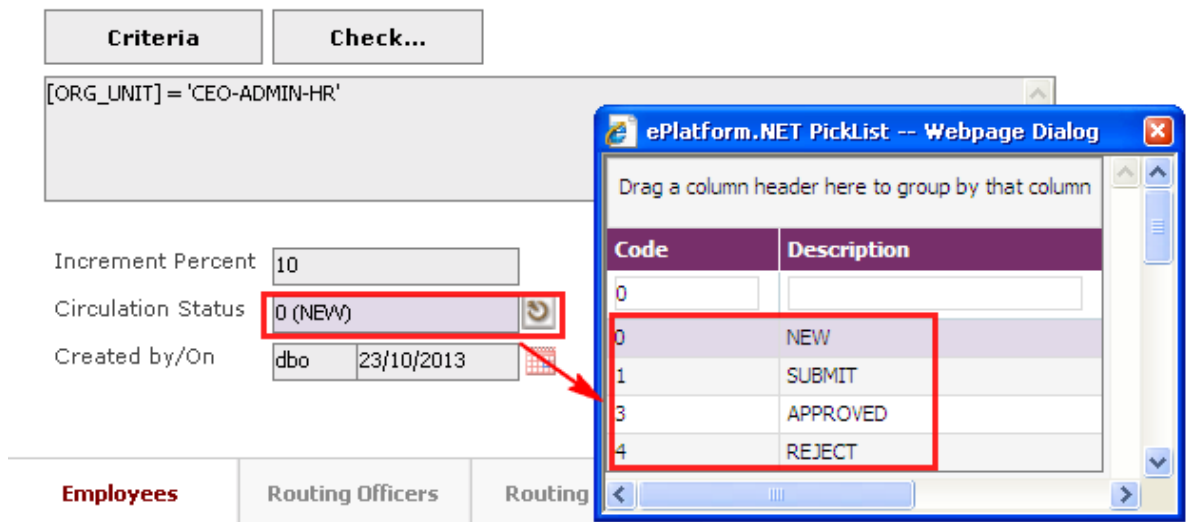
Click on the **New Tab** to update. Change necessary information such as salary information.

After the changes have been made, click on the **Save** button to save.

To go back to the previous header screen, click on the **Exit** button.

Change **Circulation Status** to one of the following status to proceed:
 '0' (NEW), '1' (SUBMIT), '3' (APPROVED), '4' (REJECT)

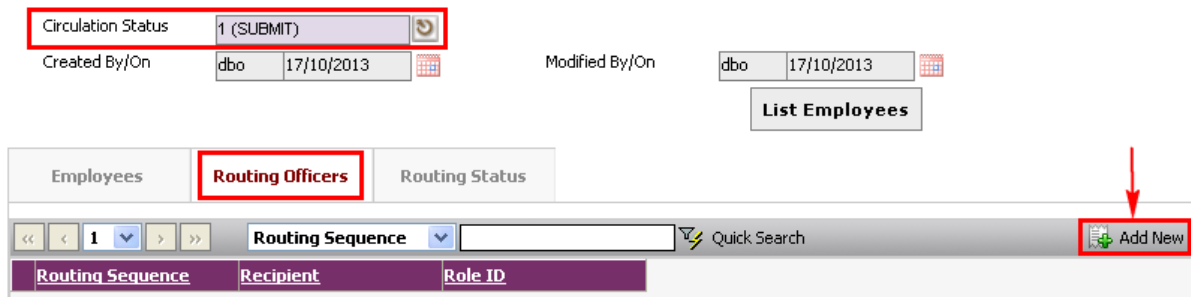
STARVISION INFORMATION TECHNOLOGY (SDA)



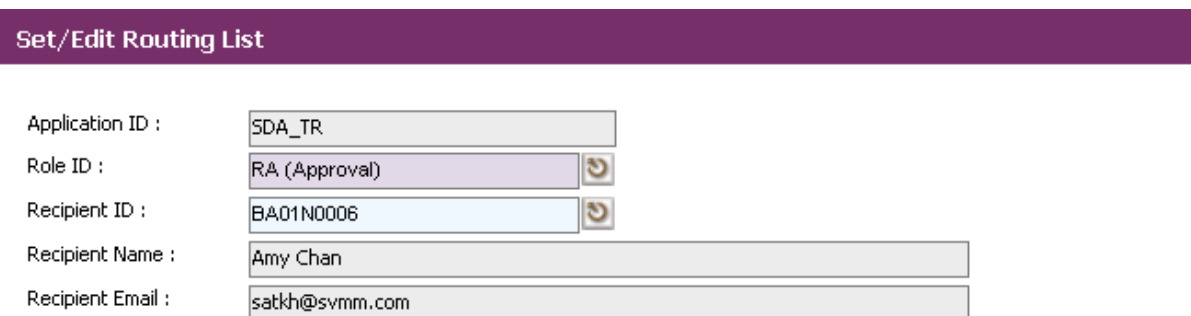
If there is no need to route this progression to other personnel's approval to approve this, just set the **Circulation Status** as '3' (APPROVED).

If **Circulation Status** is set as '1' (SUBMIT), then routing officer(s) information needs to be inserted the **Routing Officer Tab** to route to the respective recommender or approver (Email will be send to them respective to seek for their approval).

Click on the **Add New button** in the **Routing Officers Tab**.



The System will show the following screen:



After setting up the Routing list, click **Exit button** to go back to main page.

Click on the **Save button** to save the record.

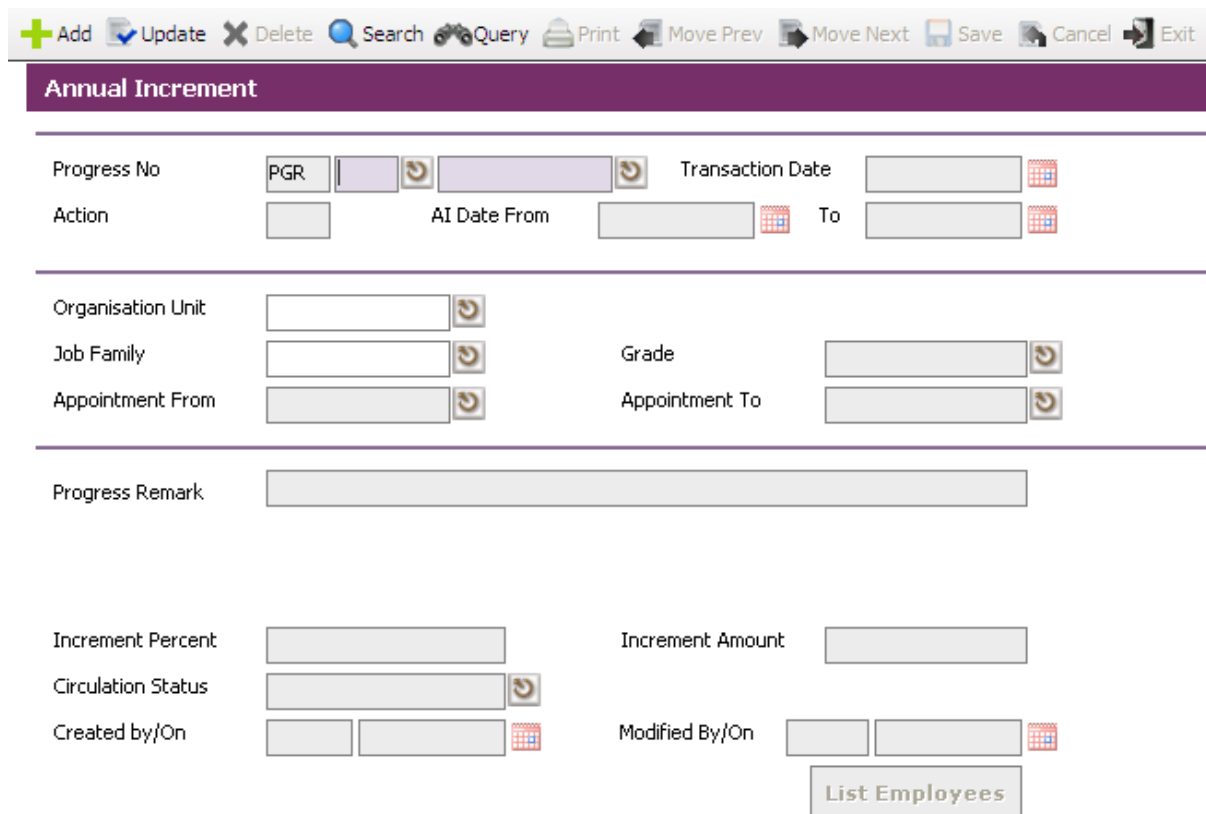
STARVISION INFORMATION TECHNOLOGY (SDA)

To view progression history, go to **Employee Profile** → **Employee Profile** Screen.
 Select on the desired employee to retrieve employee information.
 Click on the **Progression Tab** to check on the progression history records.

5.7 Creating Annual Increment

This module is used to keep track of employee's annual increment within the organisation.

5.7.1. Definition



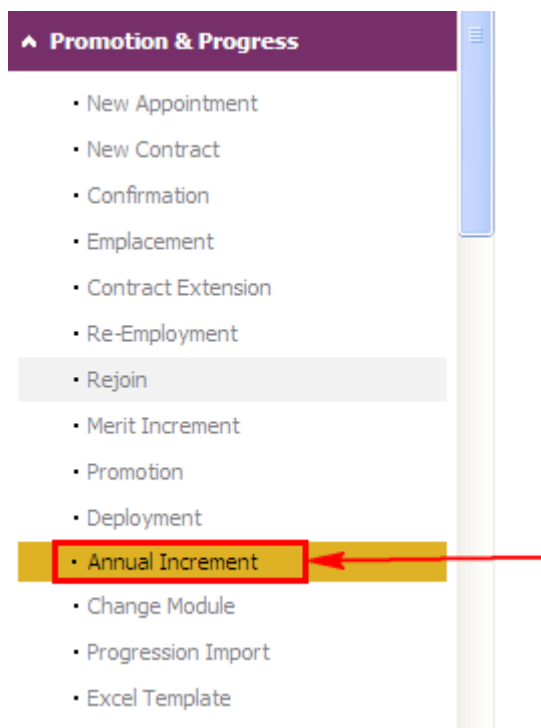
No.	Field	Description
1	Progress No	This field display the system generated Run Number of this document.
2	Transaction Date	This field is to capture the date of Created of this document. Its default value is the system date.
3	Action	This field displayed the system generated action code (AI).
4	AI Date From	This field is to capture AI date from. Calendar is provided for the user to select the date.
5	AI Date To	This field is to capture AI date to. Calendar is provided for the user to select the date.

STARVISION INFORMATION TECHNOLOGY (SDA)

6	Organisation Unit	This field is to capture the Organisation as search criteria.
7	Job Family	This field is to capture the Job Family as search criteria.
8	Division Status	This field is to capture the division status as search criteria.
9	Appointment From	This field is to capture the appointment code from range as search criteria.
10	Appointment To	This field is to capture the appointment code to range as search criteria.
11	Increment Percent	This field is to capture the increment percent.
12	Increment Amount	This field is to capture the increment amount.
13	Circulation Status	This field is to capture the Circulation Status of the document in the workflow. Help key is provided for user to select from the existing list.

5.7.2. Annual Increment Flow

To begin with, go to **Promotion & Progress > Annual Increment**.



The System will show the following screen:

STARVISION INFORMATION TECHNOLOGY (SDA)

Add
 Update
 Delete
 Search
 Query
 Print
 Move Prev
 Move Next
 Save
 Cancel
 Exit

Annual Increment

Progress No Transaction Date

Action AI Date From To

Organisation Unit

Job Family Grade

Appointment From Appointment To

Progress Remark

Increment Percent Increment Amount

Circulation Status

Created by/On Modified By/On

List Employees

Click on the **Add** button to add a new record.

Add
 Update
 Delete
 Search
 Query
 Print
 Move Prev
 Move Next
 Save
 Cancel
 Exit

Annual Increment

Progress No Transaction Date

Action AI Date From To

Organisation Unit

Job Family Grade

Appointment From Appointment To

Progress Remark

Increment Percent Increment Amount

Circulation Status






Created by/On Modified By/On

List Employees

STARVISION INFORMATION TECHNOLOGY (SDA)

Enter the **AI Date From** (Annual Increment) and **To fields** to record when t this progression is going to take effect from.

Annual Increment

Progress No	PGR	HR				Transaction Date	17/10/2013	
Action	AI	AI Date From		17/10/2013		To	19/10/2013	

There are 2 ways to select the respective Employee/Employees entitled to this progression.

The rest steps are the same as Merit Increment. **See Merit Increment 5.8.**

STARVISION INFORMATION TECHNOLOGY (SDA)

5.8 Change Module

Change Module allows the administrator to make changes to the current progression of any employee. This module is best used to make minor adjustments or correction as the changes are not tracked. Changes that need to be tracked should be made under the **Promotion & Progress**.

5.8.1. Definition

Change Details			
Employee ID	<input type="text"/>	<input type="text"/>	
Action	<input type="text"/>	Transaction Date	<input type="text"/>
Current			
Organisation Unit	<input type="text"/>	Grade	<input type="text"/>
Job Family	<input type="text"/>	Appointment Code	<input type="text"/>
Effective Date	<input type="text"/>	Joined Date	<input type="text"/>
Confirm Date	<input type="text"/>	Appointment Date	<input type="text"/>
Next Conf. Date	<input type="text"/>	Next Inctl Date	<input type="text"/>
Last day of service	<input type="text"/>		
Payroll:			
Payroll Mode	<input type="text"/>	Salary Code	<input type="text"/>
Basic Salary	<input type="text"/>	Cost Centre Code	<input type="text"/>
Basic 1	<input type="text"/>	NWC Amount	<input type="text"/>
Basic 2	<input type="text"/>	Gross Salary	<input type="text"/>
Monthly Salary	<input type="text" value="0.00"/>		
Reason Code	<input type="text"/>	Position Code	<input type="text"/>
		Essential Category	<input type="text"/>
Hold Against:		Designation:	
Job Family	<input type="text"/>	Designation	<input type="text"/>
Appointment	<input type="text"/>	Title	<input type="text"/>
Progress Remark	<input type="text"/>		

No.	Field	Description
-----	-------	-------------

STARVISION INFORMATION TECHNOLOGY (SDA)

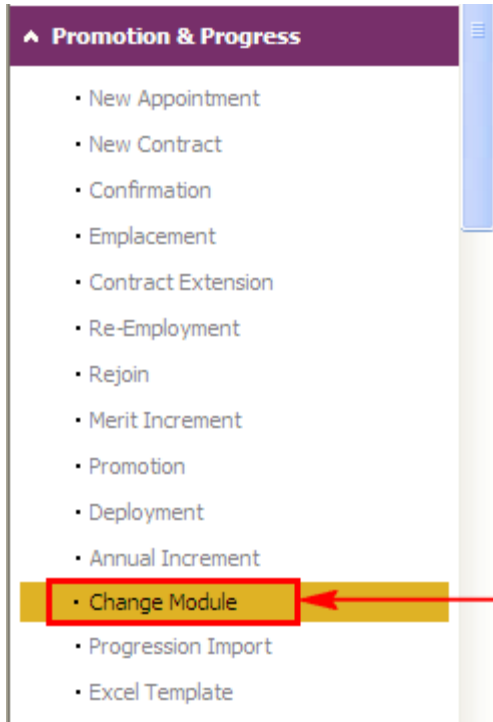
1	Employee ID	This field is to capture the Employee ID. Help key is provided for user to select from the existing list.
2	Action	This field display the system generated action code (NA).
3	Transaction Date	This field is to capture the Created date of the transaction. Its default value is the system date.
4	Organisation Unit	This field is to capture the Organisation Unit of the Employee. Help key is provided for user to select from the existing list.
5	Division Status	This field is to capture the divisional status of the Employee. Help key is provided for user to select from the existing list.
6	Job Family	This field is to capture the Job Family code of the Employee. Help key is provided for user to select from the existing list.
7	Appointment Code	This field is to capture the appointment code of the Employee. Help key is provided for user to select from the existing list.
8	Effective Date	This field is to capture the effective date of the Employee. Calendar is provided for the user to select the date.
9	Joined Date	This field is to capture the joined date of the Employee. Calendar is provided for the user to select the date.
10	Confirm Date	This field is to capture the confirmed date of the Employee. Calendar is provided for the user to select the date.
11	Appointment Date	This field is to capture the appointment date of the Employee. Calendar is provided for the user to select the date.
12	Next Conf. Date	This field is to capture the next confirmation date of the Employee. Calendar is provided for the user to select the date.
13	Next Inctl. Date	This field is to capture the next incremental date of the Employee. Calendar is provided for the user to select date.
14	Last day of service	This field is to capture the last day of service the Employee. Calendar is provided for the user to select date.
15	Payroll Mode	This field is to capture the payroll mode of the Employee. Help key is provided for user to select from the existing list.

STARVISION INFORMATION TECHNOLOGY (SDA)

16	Salary Code	This field is to capture the salary code of the Employee. Help key is provided for user to select from the existing list.
17	Basic Salary	This field is to capture the basic salary of the Employee. Help key is provided for user to select from the existing list.
18	Cost Centre Code	This field is to capture cost centre code of Employee. Help key is provided for user to select from the existing list.
19	Basic 1	This field is Basic amount 1.
20	NWC Amount	This field is to capture the NWC amount.
21	Monthly Salary	This field display the Monthly Salary = Basic Salary + NPC Amount.
22	Gross Salary	This field display the Gross Salary = Monthly Salary + NPVP Amount.
23	Reason Code	This field is to capture the reason code of the resignation. Help key is provided for user to select from the existing list.
24	Position Code	This field is to capture the reason code of the resignation. Help key is provided for user to select from the existing list.
25	Essential Category	This field is to capture the essential category of the Employee. Help key is provided for user to select from the existing list.
26	Job Family	This field is to capture the hold against Job Family of the Employee. Help key is provided for user to select from the existing list.
27	Designation	This field is to capture the designation code of the Employee. Help key is provided for user to select from the existing list.
28	Appointment	This field is to capture the appointment of the Employee.
29	Title	This field is to capture the new designation title of the Employee and is generated by the system according to the selected Designation code.
30	Progress Remark	This field is to capture any progress remark.
31	Basic 2	This field is Basic amount 2.

5.8.2. Change Module Flow

To begin with, go to **Promotion & Progress > Change Module**.



The System will show the following screen:

STARVISION INFORMATION TECHNOLOGY (SDA)

+ Add Update X Delete Search Query Print Move Prev Move Next Save Cancel Exit

Change Details

Employee ID	<input type="text"/>	<input type="text"/>
Action	<input type="text"/>	Transaction Date <input type="text"/>

Current

Organisation Unit	<input type="text"/>	Grade	<input type="text"/>
Job Family	<input type="text"/>	Appointment Code	<input type="text"/>
Effective Date	<input type="text"/>	Joined Date	<input type="text"/>
Confirm Date	<input type="text"/>	Appointment Date	<input type="text"/>
Next Conf. Date	<input type="text"/>	Next Incl Date	<input type="text"/>
Last day of service	<input type="text"/>		

Payroll:

Payroll Mode	<input type="text"/>	Salary Code	<input type="text"/>
Basic Salary	<input type="text"/>	Cost Centre Code	<input type="text"/>
Basic 1	<input type="text"/>	NWC Amount	<input type="text"/>
Basic 2	<input type="text"/>		
Monthly Salary	<input type="text" value="0.00"/>	Gross Salary	<input type="text"/>

Reason Code	<input type="text"/>	Position Code	<input type="text"/>
		Essential Category	<input type="text"/>

Hold Against:

Job Family	<input type="text"/>
Appointment	<input type="text"/>

Designation:

Designation	<input type="text"/>
Title	<input type="text"/>

Progress Remark

Click on the **Query button** to retrieve of employee within organisation.

STARVISION INFORMATION TECHNOLOGY (SDA)



Change Details

Employee ID:

Action: Transaction Date:

Current

Organisation Unit: Grade:

Job Family: Appointment Code:

Effective Date: Joined Date:

Confirm Date: Appointment Date:

Next Conf. Date: Next Incl Date:

Last day of service:

The list of Employee will be shown in the header browse. Click the desired Employee from the **Header Browse** to modify

Action code	Employee id	Employee Name	Organisation Unit	Division Status	Scheme of Service	Appointment code	Effective date	Next Incl Date	Salary code	Basic salary	Cost c
CF	BA01N0001	Tammy Leong	CEO	IV	TOP-MGMT	CEO	01/01/2010	01/01/2011	GEN	6,000.00	CEO
CF	BA01N0002	Harry Wong	CEO-ADMIN-FIN	I	FIN	ACC-I	20/01/2012	20/10/2012	GEN	3,600.00	FIN
CF	BA01N0003	Cindy Lee	CEO-ADMIN-HR	I	HR	HR-ADMIN	10/01/2011	10/10/2011	GEN	2,000.00	ADMIN
CF	BA01N0004	Po Siew Leng	CEO-OPER-PRO	IV	PROD	PRODASST	20/04/2011	20/10/2011	GEN	3,500.00	PRODI
CF	BA01N0005	Shuuanavan Muthu	CEO-ADMIN-HR	I	HR	HR-ADMIN	01/04/2010	01/01/2011	GEN	0.00	ADMIN

Then click on the **Update** button to make changes.



Change Details

Employee ID:

Action: Transaction Date:

Current

Organisation Unit: Division Status:

Scheme of Service: Appointment Code:

Effective Date: Joined Date:

Confirm Date: Appointment Date:

Next Conf. Date: Next Incl Date:

Enter/make changes in information for an employee if needed. After the changes have been made, click on the **Save** button to save the record.

To view progression history, go to **Employee Profile → Employee Profile** Screen.
Select on the desired employee to retrieve employee information.
Click on the **Progression Tab** to check on the progression history records.

5.9 Importing Employee's Progress Information

5.9.1. Promotion & Progress → Excel Template

This module is to download excel template to import progression information for employee(s) via import function.

Progression Excel Templates

Right click on the link and choose "Save Target As"

[New Appointment Template](#)
[Confirmation Template](#)
[Merit Inc. Template](#)
[Upgrading Template](#)
[Promotion Template](#)
[Termination Template](#)
[Resignation Template](#)
[Retirement Template](#)
[Rejoin Template](#)
[Salary Revision Template](#)
[Deployment Template](#)
[Emplacement Template](#)

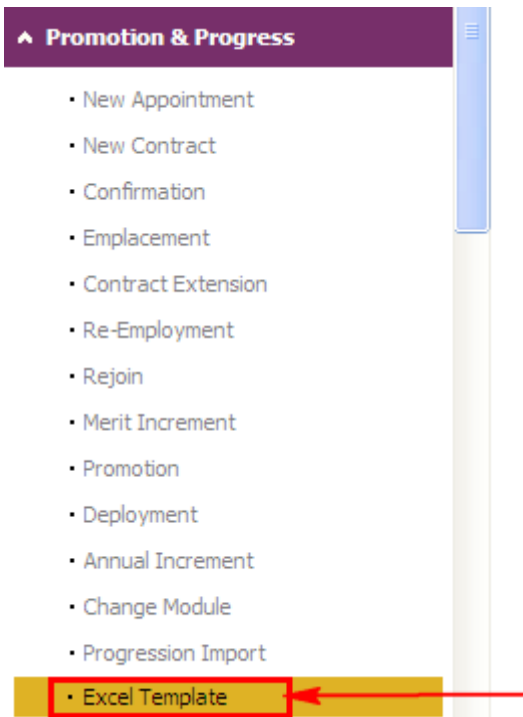
Please Note

- A new Record Terminator column has been added to the template files. This column must contain the value EOR. This is to circumvent Excel Bug which occurs when there are more than 15 records while saving as Excel.
- All date entries must be in one of the following formats
 - **dd MMM yyyy** for e.g. 01 Aug 2005
 - **yyyy/MM/dd** for e.g 2005/08/01
- Remember to save your files in **Excel** format

5.9.1.1. Excel Template Flow

To begin with, go to **Promotion & Progress → Excel Template**.

STARVISION INFORMATION TECHNOLOGY (SDA)



The System will show the following screen:

Progression Excel Templates

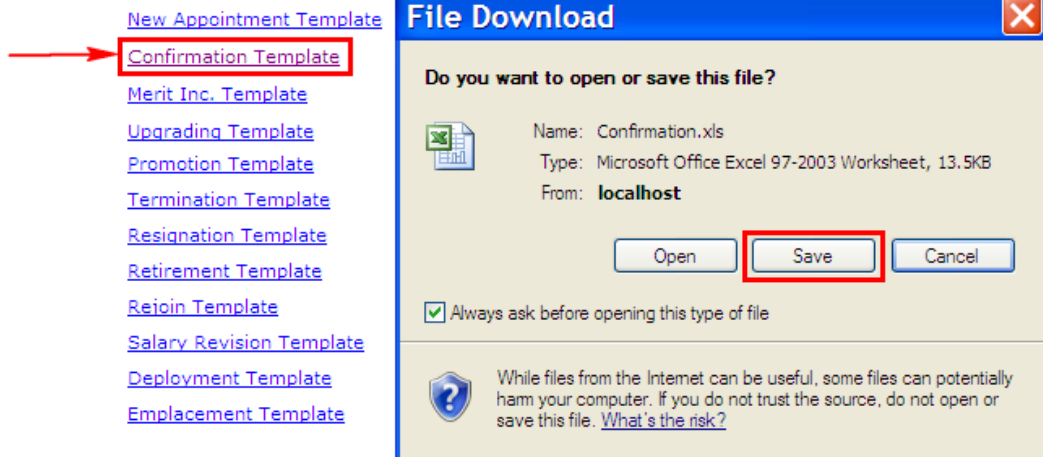
Right click on the link and choose "Save Target As"

- [New Appointment Template](#)
- [Confirmation Template](#)
- [Merit Inc. Template](#)
- [Upgrading Template](#)
- [Promotion Template](#)
- [Termination Template](#)
- [Resignation Template](#)
- [Retirement Template](#)
- [Rejoin Template](#)
- [Salary Revision Template](#)
- [Deployment Template](#)
- [Emplacement Template](#)

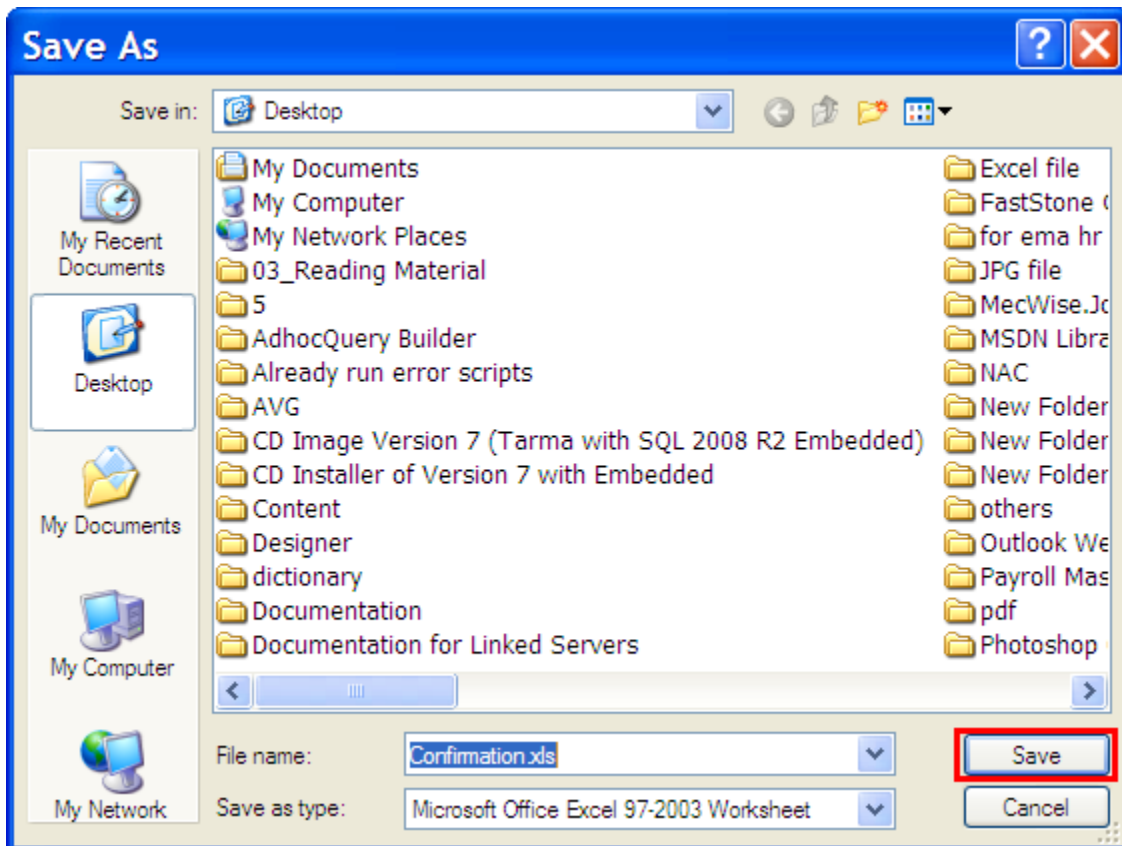
Please Note

- A new Record Terminator column has been added to the template files. This column must contain the value EOR. This is to circumvent Excel Bug which occurs when there are more than 15 records while saving as Excel.
- All date entries must be in one of the following formats
 - dd MMM yyyy for e.g. 01 Aug 2005
 - yyyy/MM/dd for e.g. 2005/08/01
- Remember to save your files in Excel format

Assume that employees' confirmation records are needed to import. Then click on the **Confirmation Template**. The system will prompt the download dialog box. Click on the **Save button** to save the excel template.



The following save dialog box will appear.
Choose a location to save the template.
Click **Save button** to save the template.





Use this Confirmation excel sheet to fill employee information for confirmation process.

5.10 Promotion & Progress → Progression Import


This module is to upload progression information via import function.

5.10.1. Definition

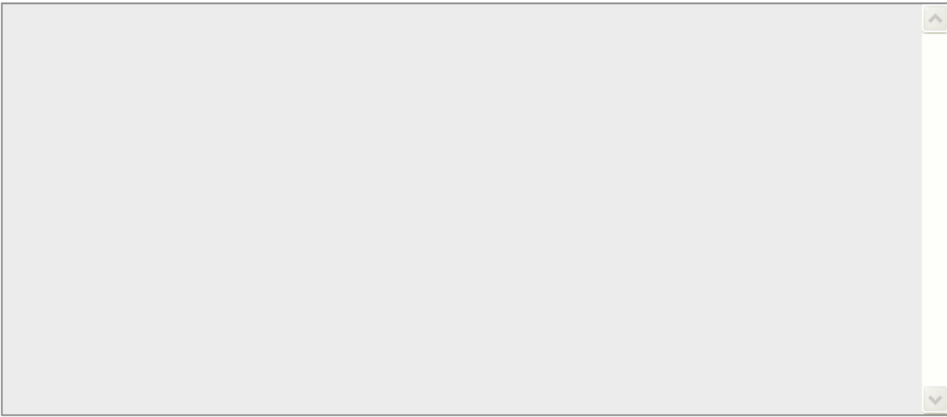
Progression Importer

Progress No	PGR	HR		Transaction Date	17/10/2013	
Action	Select...					

Remark

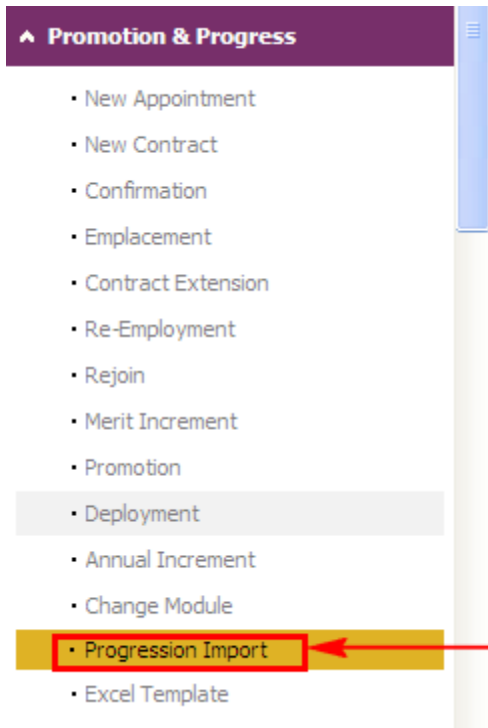
Insert Detail 

Message



5.10.1.1. Progression Import Flow


To begin with, go to **Promotion & Progress > Progression Import**




The System will show the following screen:


STARVISION INFORMATION TECHNOLOGY (SDA)

Progression Importer

Progress No: Transaction Date: 

Action: 

Remark:

Insert Detail: 


Message


Click **Action's list box**, and then choose desired progression action.



Assume that the users need to process employee's confirmation. Then choose "**Confirmation**" from the **Action** field.


Then **the Date From and To fields** will become visible. Enter Date information in both fields.

Progression Importer

Progress No: Transaction Date: 

Action: 

Date From:  **To**: 

Circulation Status: 

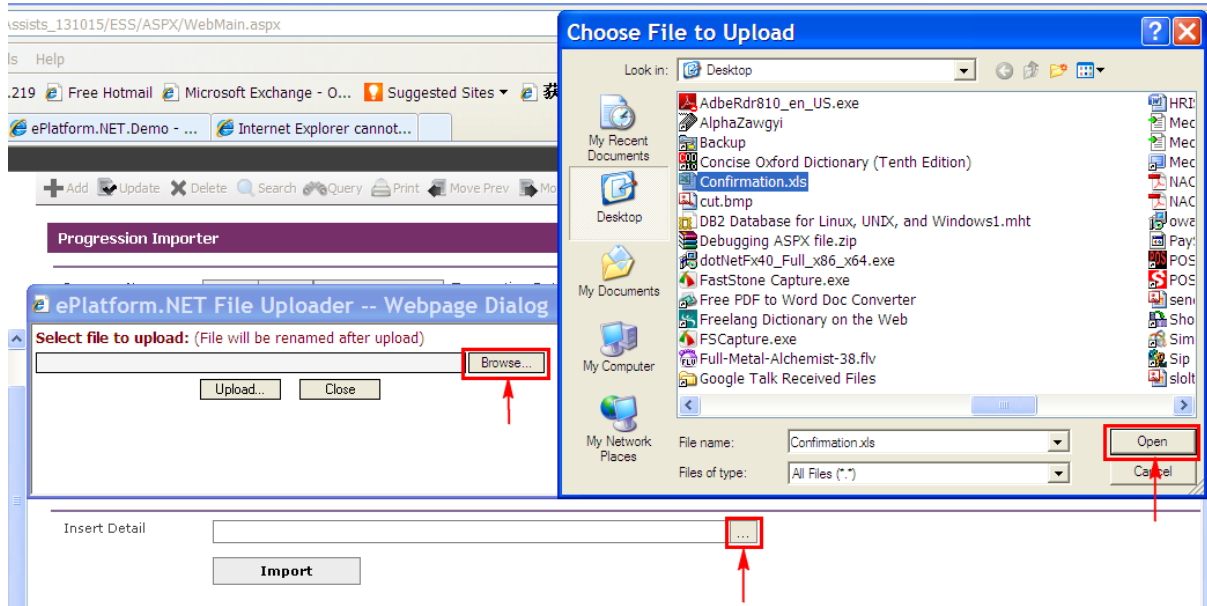
Remark:

Click on the **Insert Detail pick-list** field to import excel sheet.

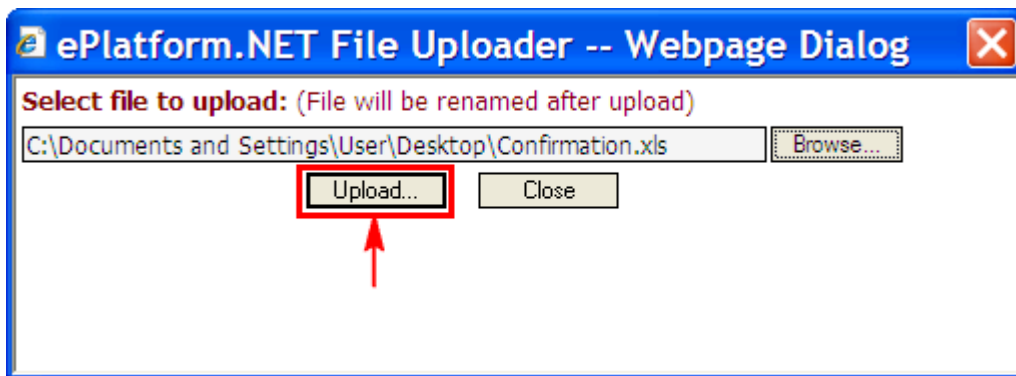
STARVISION INFORMATION TECHNOLOGY (SDA)

The system will prompt the Upload dialog box to upload.

Click **Browse button** and choose the confirmation excel sheet that filled with employee progression. Then click **Open button** to upload.

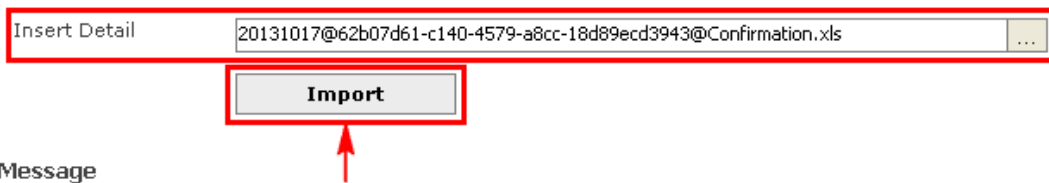


Then click on the **Upload button** to upload excel sheet.



The selected file filled in the Insert Detail field as follow.

Click on the **Import button** to import excel sheet.



Message

When the record(s) in the excel sheet are successfully uploaded, the system will prompt the following message in the **Message Box**.

STARVISION INFORMATION TECHNOLOGY (SDA)

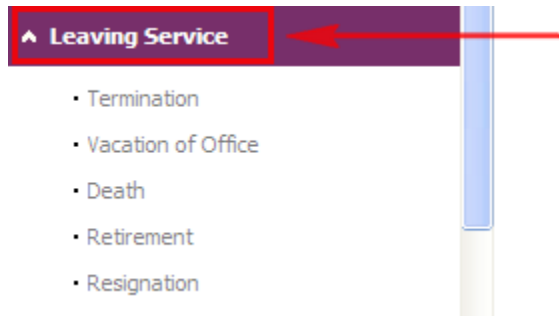
Message

1 record(s) have been imported successfully.

6 Leaving Service

This module allows user to set the last day of service for a group of Employee or specific individuals (For example, Termination / Vacation of Office/ Death / Retirement / Resignation reasons). It is important to enter the Last Day of Service and Effective Date as the prorated salary will be based on both of them.

The Leaving Service consists of the following sub-modules:



6.1 Termination

This option allows users to terminate the Employee(s) from the Organization.

6.1.1 Definition

Employee ID	Employee Name	Job Family	Appointment Code	Grade	Cost Centre Code	Organisation Unit	Appointment Date	Extension Period

No.	Field	Description
1	Progress No	This field display the system generated Run Number of this document.
2	Transaction Date	This field is to capture the date of Created of this document. Its default value is the system date.
3	Action	This field display the system generated action code (TM).
4	Progress Remark	This field is to capture the progress remark.

STARVISION INFORMATION TECHNOLOGY (SDA)

5	Circulation Status	This field is to capture the Circulation Status of the document in the workflow. Help key is provided for user to select from the existing list.
---	--------------------	---

6.1.2 Termination Flow

To begin with, go to **Leaving Service > Termination**.



The system will show the following screen:

The screenshot displays the 'Termination' form. At the top, there's a purple header 'Termination'. Below it, there are several input fields: 'Progress No' with a 'PGR' dropdown and a date picker, 'Action' with a dropdown, and 'Transaction Date' with a date picker. A 'Progress Remark' text area is also present. Further down, there are 'Circulation Status' and 'Created by/On' fields with dropdowns and date pickers, and a 'Modified By/On' field with a date picker. A 'List Employees' button is located below these fields. At the bottom, there's a table with columns: 'Employee ID', 'Employee Name', 'Job Family', 'Appointment Code', 'Grade', 'Cost Centre Code', 'Organisation Unit', 'Appointment Date', and 'Extension Period'. The table is currently empty.

Click on the **Add button** to create a new record. Action code is default as 'TM'.

STARVISION INFORMATION TECHNOLOGY (SDA)

Qu

Termination

Progress No: PGR | | |
 Transaction Date: |

Action:

Progress Remark:

Circulation Status: |

Created by/On: | |
 Modified By/On: |

Employee ID	Employee Name	Job Family	Appointment Code	Grade	Cost Centre Code	Organisation Unit	Appointment Date	Extension Period
-------------	---------------	------------	------------------	-------	------------------	-------------------	------------------	------------------

Click on the **List Employees button** to view all active Employees within the Organization. Here, you may wish to terminate a group of Employee and select Employee and click **Close button** to terminate the service.

HUMAN RESOURCES Termination

Termination Date: 17/10/2013

ePlatform.NET MultiPickList -- Webpage Dialog

Drag a column header here to group by that column

#	Key Field	Salary Point	Employee ID	Name	Alias Name	Org Unit	Appointment
<input checked="" type="checkbox"/>	5396		BA01N0001	Tammy Leong		CEO	CEO
<input type="checkbox"/>	5397		BA01N0002	Harry Wong		CEO-ADMIN-FIN	ACC-I
<input type="checkbox"/>	5398		BA01N0003	Cindy Lee		CEO-ADMIN-HR	HR-ADMIN
<input type="checkbox"/>	5399		BA01N0004	Po Siew Leng		CEO-OPER-PRO	PRODASST
<input type="checkbox"/>	5400	MIN	BA01N0005	Shugunayan Muthu		CEO-ADMIN-HR	HR-ADMIN
<input type="checkbox"/>	5406		BA01N0006	Amy Chan		CEO-OPER-SALES-CUSTSV	SALESCLK
<input type="checkbox"/>	5407		BA01N0007	Hong Pao Pao		CEO-OPER-SALES-DSALES	SALESEXEC
<input type="checkbox"/>	5408	MIN	BA01N0008	Tan Leng Leng		CEO-OPER-PRO	PRODENG
<input type="checkbox"/>	5409	MIN	BA01N0009	...		CEO-ADMIN-HR	HR-ADMIN

The selected Employee(s) are added automatically under the **Employees Tab**.

STARVISION INFORMATION TECHNOLOGY (SDA)

Employees		Routing Officers	Routing Status					
<input type="text" value="Employee ID"/> Quick Search Query Builder Export To Excel								
Employee ID	Employee Name	Job Family	Appointment Code	Grade	Cost Centre Code	Organisation Unit	Appointment Date	Extension Period
BA01N0001	Tammy Leong	TOP-MGMT	CEO	IV	CEO	CEO	01/01/2010 00:00:00	

Under the **Employees Tab**, click the Employee record link to set different resignation date for different individual.

The system will display the following details screen.

Select the **New Tab** to update the **Notice Date**, **Last Day of Service** and **Effective Date**.

Then click on the **Save button** to save the record.

+ Add
Update
X Delete
Search
Query
Print
Move Prev
Move Next
Save
Cancel
Exit

Termination Details

Employee	BA01N0007	Hong Pao Pao
New Action	TM	Prev. Action CF

Current	New	
---------	---	--

Organisation Unit	CEO-OPER-SALES-DSALE	↻	Grade	IV	↻
Job Family	SALES	↻	Appointment Code	SALESEXEC	↻
Approval	A	↻	Notice Date	01/10/2013	📅
Period	0.00		Last day of service	01/11/2013	📅
			Effective Date	02/11/2013	📅

Payroll Mode	M (Monthly)	↻	Salary Code	GEN	↻
Basic Salary	4000.00	↻	Cost Centre Code	SALES	↻
Basic 1	0.00		NWC Amount	0.00	
Basic 2	0.00		Gross Salary	4000.00	
Monthly Salary	4000.00				

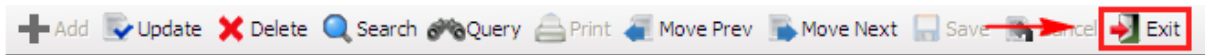
Reason Code	
-------------	--

Hold Against:	Designation:
Job Family	Designation
Appointment	Title
Progress Remark	

Note: Effective date should be one day after the Employee Last day of service.

STARVISION INFORMATION TECHNOLOGY (SDA)

Then click on the **Exit button** to return to the previous page.



Termination Details

Employee: BA01N0007 Hong Pao Pao
 New Action: TM Prev. Action: CF

Current	New		
Organisation Unit	CEO-OPER-SALES-DSALE	Grade	IV
Job Family	SALES	Appointment Code	SALESEXEC
Approval	A	Notice Date	01/10/2013
Period	0.00	Last day of service	01/11/2013
		Effective Date	02/11/2013

Change **Circulation Status** to one of the following status to proceed:
 '0' (NEW), '1' (SUBMIT), '3' (APPROVED), '4' (REJECT)

Termination

Progress No: PGR HR 1310000007 Transaction Date: 17/10/2013
 Action: TM

Progress Remark:

Circulation Status: 0 (NEW)

Created by/On: dbo 17/10/2013

ePlatform.NET PickList -- Webpage Dialog

Drag a column header here to group by that column

Code	Description
0	NEW
1	SUBMIT
3	APPROVED
4	REJECT

Employees Routing Officers Routing Status

Employee ID: Quick Search

Employee ID	Employee Name	Job Family	Appointment Code	Grade	Cost Centre Code	Organisation Unit
BA01N0001	Tammy Leong	TOP-MGMT	CEO	IV	CEO	CEO

If there is no need to route this progression to other personnel's approval to approve this, just set the **Circulation Status** as '3' (APPROVED).

If **Circulation Status** is set as '1' (SUBMIT), then routing officer(s) information needs to be inserted the **Routing Officer Tab** to route to the respective recommender or approver (Email will be send to them respective to seek for their approval).

STARVISION INFORMATION TECHNOLOGY (SDA)

Click on the **Add New button** in the **Routing Officers Tab**.

Termination

Progress No: PGR HR 1310000007 Transaction Date: 17/10/2013
 Action: TM

Progress Remark:

Circulation Status: 1 (SUBMIT)
 Created by/On: dbo 17/10/2013 Modified By/On: dbo 17/10/2013

Employees Routing Officers Routing Status

Add New

Routing Sequence	Recipient	Role

The System will show the following screen:

Set/Edit Routing List

Application ID : SDA_TM

Role ID :

Recipient ID :

Recipient Name :

Recipient Email :

After setting up the Routing list, click **Exit button** to go back to main page.

Click on the **Save button**.

The system will capture the details of the Employee(s) termination. And their salary will be pro-rated according to their last day of service.

6.2 Vacation of Office

This option allows users to set the vacation of officer for employee(s) in the Organization.

6.2.1 Definition

Vacate Office

Progress No Transaction Date

Action

Progress Remark

Circulation Status

Created by/On Modified By/On

Employees

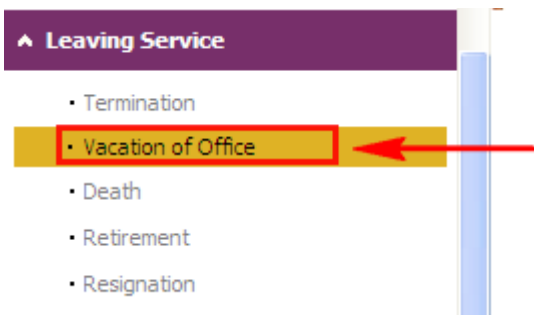
Routing Officers

Routing Status

Employee ID	Employee Name	Job Family	Appointment Code	Grade	Cost Centre Code	Organisation Unit	Appointment Date	Extension Period

6.2.2 Vacation of Office Flow

To begin with, go to **Leaving Service > Vacation of Office**.



The system will show the following screen:

Vacate Office

Progress No Transaction Date

Action

Progress Remark

Circulation Status

Created by/On Modified By/On

Employees

Routing Officers

Routing Status

Employee ID	Employee Name	Job Family	Appointment Code	Grade	Cost Centre Code	Organisation Unit	Appointment Date	Extension Period

STARVISION INFORMATION TECHNOLOGY (SDA)

HUMAN RESOURCES Vacate Office

Date: 17/10/2013

Drag a column header here to group by that column

#	Key Field	Salary Point	Employee ID	Name	Alias Name	Org Unit	Appointment
<input checked="" type="checkbox"/>	5397		BA01N0002	Harry Wong		CEO-ADMIN-FIN	ACC-I
<input type="checkbox"/>	5398		BA01N0003	Cindy Lee		CEO-ADMIN-HR	HR-ADMIN
<input type="checkbox"/>	5399		BA01N0004	Po Siew Leng		CEO-OPER-PRO	PRODASST
<input type="checkbox"/>	5400	MIN	BA01N0005	Shugunayan Muthu		CEO-ADMIN-HR	HR-ADMIN
<input type="checkbox"/>	5406		BA01N0006	Amy Chan		CEO-OPER-SALES-CUSTSV	SALESCLK
<input type="checkbox"/>	5407		BA01N0007	Hong Pao Pao		CEO-OPER-SALES-DSALES	SALESEXEC
<input type="checkbox"/>	5408	MIN	BA01N0008	Tan Leng Leng		CEO-OPER-PRO	PRODENG
<input type="checkbox"/>	5409	MIN	BA01N0009	Ong Ming Chuan		CEO-ADMIN-HR	HR-ADMIN

Buttons: Select All, Clear All, Clear Search, Close

Buttons: List Employees

The selected Employee(s) are added automatically under the **Employees Tab**.

Employees Routing Officers Routing Status

Employee ID: [Search Box] Quick Search Query Builder Export To Excel

Employee ID	Employee Name	Job Family	Appointment Code	Grade	Cost Centre Code	Organisation Unit	Appointment Date	Extension Period
BA01N0002	Harry Wong	FIN	ACC-I	I	FIN	CEO-ADMIN-FIN	20/10/2011 00:00:00	

Under the **Employees** tab, click the employee record link to update. The following screen will be displayed.

STARVISION INFORMATION TECHNOLOGY (SDA)

Select the **New Tab** to update the **Notice Date, Last Day of Service** and **Effective Date**.

Vacate Office Details

Employee	BA01N0010	Tey Siu Moi	
New Action	VO	Prev. Action	CF

Current	New		
Organisation Unit	CEO-ADMIN-FIN	Grade	II
Job Family	FIN	Appointment Code	ACC-II
Approval	A	Absent Date	01/10/2013
Period	0.00	Last day of service	01/11/2013
		Effective Date	23/11/2013

Payroll Mode	M (Monthly)	Salary Code	GEN
Basic Salary	0.00	Cost Centre Code	FIN
Basic 1	0.00	NWC Amount	0.00
Basic 2	0.00		
Monthly Salary	0.00	Gross Salary	0.00

Designation:

Designation	
Title	
Progress Remark	

Note: Effective date should be one day after the employee Last day of service.

Click on the **Save button** to save the record.

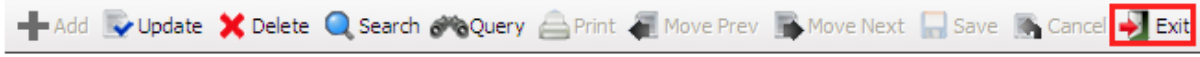
+ Add
Update
X Delete
Search
Query
Print
Move Prev
Move Next
Save
Cancel
Exit

Vacate Office Details

Employee	BA01N0010	Tey Siu Moi	
New Action	VO	Prev. Action	CF

Then click on the **Exit** icon to return to the previous page.

STARVISION INFORMATION TECHNOLOGY (SDA)



Vacate Office Details

Employee: BA01N0002 Harry Wong
 New Action: VO Prev. Action: CF

This created record's **circulation status** can be set as '0', '1', '3', '4' depending on the user who create this progression records wants to do with it.

Vacate Office

Progress No: PGR HR 1310000008 Transaction Date: 17/10/2013
 Action: VO

Progress Remark: [Empty]

Circulation Status: 3 (APPROVED)

Created by/On: dbo 17/10/2013

ePlatform.NET PickList -- Webpage Dialog

Drag a column header here to group by that column

Code	Description
0	NEW
1	SUBMIT
3	APPROVED
4	REJECT

Employee ID	Employee Name	Job Family	Appointment Code	Grade	Cost Centre Code
BA01N0002	Harry Wong	FIN	ACC-I	I	FIN

If there is no need to route this progression to other personnel's approval to approve this, just set the **circulation status** to '3'. However, if there is a need for other personnel's approval, set the **status** to '1'.

If circulation status is set to '1', there is a need to entry for the **Routing Officer** tab to add the respective recommender or approver (Email will be send to them respective to seek for their approval).

Click on the **Save button**.

The system will capture the details of the employee(s) termination. And their salary will be pro-rated according to their last day of service.

6.3 Retirement

This option allows users to prepare retirement for Employee(s) in the Organization.

6.3.1 Definition

Retirement

Progress No: PGR Transaction Date:

Action: Retirement Date From: To:

Organisation Unit:

Job Family: Grade:

Appointment From: Appointment To:

Progress Remark:

Circulation Status:

Created by/On: Modified By/On:

Employees | Routing Officers | Routing Status

Employee ID: Quick Search

Employee ID	Employee Name	Job Family	Appointment Code	Grade	Cost Centre Code	Organisation Unit	Appointment Date	Extension Period	Last

6.3.2 Retirement Flow

To begin with, go to **Leaving Service > Retirement**.



The system will show the following screen:

STARVISION INFORMATION TECHNOLOGY (SDA)

Retirement

Progress No: PGR Transaction Date:

Action: Retirement Date From: To:

Organisation Unit:

Job Family: Grade:

Appointment From: Appointment To:

Progress Remark:

Circulation Status:

Created by/On: Modified By/On:

Employees

Routing Officers

Routing Status

<< < 1 > >>
Employee ID
Quick Search
Query Builder Export To Excel

Employee ID	Employee Name	Job Family	Appointment Code	Grade	Cost Centre Code	Organisation Unit	Appointment Date	Extension Period	Last

Click on the **Add** button to create a new record.

Qu

Retirement

Progress No: PGR Transaction Date:

Action: Retirement Date From: To:

Organisation Unit:

Job Family: Grade:

Appointment From: Appointment To:

Progress Remark:

Circulation Status:

Created by/On: Modified By/On:

Employees

Routing Officers

Routing Status

<< < 1 > >>
Employee ID
Quick Search
Query Builder Export To Excel

Employee ID	Employee Name	Job Family	Appointment Code	Grade	Cost Centre Code	Organisation Unit	Appointment Date	Extension Period	Last

Define the Retirement Date From and To. Click on the **List Employees** button to view all Employees with their retirement dates (fall within the period defined in Section 5.2.3) and the filtering defined at the **Organisation Unit**, **Job Family**, **Grade**, **Appointment From** and **Appointment To**.

STARVISION INFORMATION TECHNOLOGY (SDA)

HUMAN RESOURCES Retirement

Progress No: PGR HR Transaction Date: 17/10/2013

Action: RT Retirement Date From: 01/10/2013 To: 31/10/2099

Employee Profile

Self Help

Promotion & Pro

Leaving Service

- Termination
- Vacation of Off
- Death
- Retirement**
- Resignation

ManPower Repo

Claim Master

Claim Application

Claim Withdraw

Claim History

Claim Administr

Claim Report

Leave Master Fil

Leave Transacti

Leave Administr

Leave Report

Payroll Master F

Drag a column header here to group by that column

#	Employee ID	Name	Alias Name	Org Unit Code	Appointment	Job F
<input checked="" type="checkbox"/>	BA01N0003	Cindy Lee		CEO-ADMIN-HR	HR-ADMIN	HR
<input type="checkbox"/>	BA01N0004	Po Siew Leng		CEO-OPER-PRO	PRODASST	PROD
<input type="checkbox"/>	BA01N0005	Shugunayan Muthu		CEO-ADMIN-HR	HR-ADMIN	HR
<input type="checkbox"/>	BA01N0006	Amy Chan		CEO-OPER-SALES-CUSTSV	SALESCLK	SALES
<input type="checkbox"/>	BA01N0007	Hong Pao Pao		CEO-OPER-SALES-DSALES	SALESEXEC	SALES
<input type="checkbox"/>	BA01N0008	Tan Leng Leng		CEO-OPER-PRO	PRODENG	PROD
<input type="checkbox"/>	BA01N0009	Ong Ming Chuan		CEO-ADMIN-HR	HR-ADMIN	HR
<input type="checkbox"/>	BA01N0010	Tey Siu Moi		CEO-ADMIN-FIN	ACC-II	FIN

Select All Clear All Clear Search Close

List Employees

Quick Search

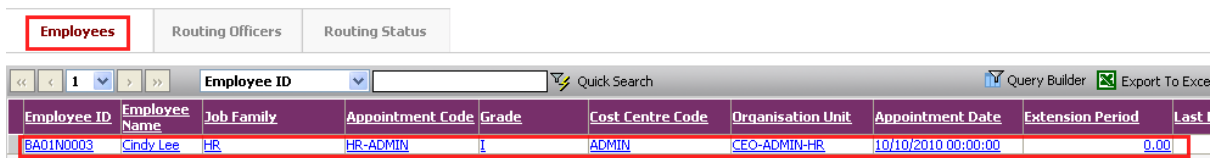
Cost Centre Code

Select Employee and click **Close** button to retire the service.

STARVISION INFORMATION TECHNOLOGY (SDA)



The selected Employee(s) are added automatically under the **Employees Tab**.



Under the **Employees Tab**, click the Employee record link to set different retirement date for individual Employee.

Then select the **New Tab** to update the **Notice Date**, **Last Day of Service** and **Effective Date**.

STARVISION INFORMATION TECHNOLOGY (SDA)

Retirement Details

Employee	<input type="text" value="BA01N0003"/>	<input type="text" value="Cindy Lee"/>
New Action	<input type="text" value="RT"/>	Prev. Action <input type="text" value="CF"/>
Age (Year)	<input type="text" value="37"/>	Activity Status <input type="text" value="Optional"/> <input type="button" value="v"/> D.O.B. <input type="text" value="04/06/1976"/> <input type="button" value="Calendar"/>

Current	New
Organisation Unit	<input type="text" value="CEO-ADMIN-HR"/> <input type="button" value="Refresh"/>
Job Family	<input type="text" value="HR"/> <input type="button" value="Refresh"/>
Approval	<input type="text" value="A"/> <input type="button" value="Refresh"/>
Effective Date	<input type="text" value="17/11/2013"/> <input type="button" value="Calendar"/>
Grade	<input type="text" value="I"/> <input type="button" value="Refresh"/>
Appointment Code	<input type="text" value="HR-ADMIN"/> <input type="button" value="Refresh"/>
Notice Date	<input type="text" value="01/10/2013"/> <input type="button" value="Calendar"/>
Last day of service	<input type="text" value="01/12/2013"/> <input type="button" value="Calendar"/>
Payroll Mode	<input type="text" value="M (Monthly)"/> <input type="button" value="Refresh"/>
Salary Code	<input type="text" value="GEN"/> <input type="button" value="Refresh"/>
Basic Salary	<input type="text" value="2000.00"/> <input type="button" value="Refresh"/>
Cost Centre Code	<input type="text" value="ADMIN"/> <input type="button" value="Refresh"/>
Basic 1	<input type="text" value="0.00"/>
NWC Amount	<input type="text" value="0.00"/>
Basic 2	<input type="text" value="0.00"/>
Monthly Salary	<input type="text" value="2000.00"/>
Gross Salary	<input type="text" value="2000.00"/>

Click on the **Save** button and

Retirement Details

Employee	<input type="text" value="BA01N0003"/>	<input type="text" value="Cindy Lee"/>
New Action	<input type="text" value="RT"/>	Prev. Action <input type="text" value="CF"/>
Age (Year)	<input type="text" value="37"/>	Activity Status <input type="text" value="Optional"/> <input type="button" value="v"/> D.O.B. <input type="text" value="04/06/1976"/> <input type="button" value="Calendar"/>

Click on the **Exit** button to return to the previous page.

Retirement Details

Employee	<input type="text" value="BA01N0003"/>	<input type="text" value="Cindy Lee"/>
New Action	<input type="text" value="RT"/>	Prev. Action <input type="text" value="CF"/>
Age (Year)	<input type="text" value="37"/>	Activity Status <input type="text" value="Optional"/> <input type="button" value="v"/> D.O.B. <input type="text" value="04/06/1976"/> <input type="button" value="Calendar"/>

STARVISION INFORMATION TECHNOLOGY (SDA)

Change **Circulation Status** to one of the following status to proceed:
'0' (NEW), '1' (SUBMIT), '3' (APPROVED), '4' (REJECT)

Retirement

Progress No: PGR HR 1310000009 Transaction Date: 17/10/2013
 Action: RT Retirement Date From: 01/10/2013 To: 31/10/2099

Organisation Unit: % Job Family: % Grade: %
 Appointment From: 0000000000000000 Appointment To: ZZZZZZZZZZZZZZZZZZZ

Progress Remark:

Circulation Status: 0 (NEW) Created by/On: dbo 17/10/2013

ePlatform.NET PickList -- Webpage Dialog

Drag a column header here to group by that column

Code	Description
0	NEW
1	SUBMIT
3	APPROVED
4	REJECT

Employees Routing Officers Routing Status

Employee ID	Employee Name	Job Family	Appointment Code	Grade	Cost Centre Code	Organisation Unit
BA01N0003	Cindy Lee	HR	HR-ADMIN	I	ADMIN	CEO-ADMIN-HR

If there is no need to route this progression to other personnel's approval to approve this, just set the **Circulation Status** as '3' (APPROVED).

If **Circulation Status** is set as '1' (SUBMIT), then routing officer(s) information needs to be inserted the **Routing Officer Tab** to route to the respective recommender or approver (Email will be send to them respective to seek for their approval).

Click on the **Add New** button in the **Routing Officers Tab**.

Circulation Status: 1 (SUBMIT) Created by/On: dbo 17/10/2013 Modified By/On: dbo 17/10/2013

List Employees

Employees Routing Officers Routing Status

Routing Sequence Recipient Role

Add New

The System will show the following screen:

STARVISION INFORMATION TECHNOLOGY (SDA)

Click on the **Add** button to create a new record.

Death

Progress No
 Transaction Date

Action

Progress Remark

Circulation Status

Created by/On
 Modified By/On

Employees	Routing Officers	Routing Status
-----------	------------------	----------------

Employee ID	Employee Name	Job Family	Appointment Code	Grade	Cost Centre Code	Organisation
-------------	---------------	------------	------------------	-------	------------------	--------------

Here, you may wish to terminate a group of employee under this record and set different resignation date for individual employee. Click on the **List Employees** button to view all active employees in the company.

Next, select the desire employee(s).

STARVISION INFORMATION TECHNOLOGY (SDA)

HUMAN RESOURCES **Death**

17/10/2013

Employee Profile
Self Help
Promotion & Progr
Leaving Service
• Termination
• Vacation of Office
• **Death**
• Retirement
• Resignation
ManPower Report
Claim Master
Claim Applications
Claim Withdraw An
Claim History
Claim Administrati
Claim Report
Leave Master Files
Leave Transaction
Leave Administrat
Leave Report

Drag a column header here to group by that column

#	Key Field	Salary Point	Employee ID	Name	Alias Name	Org Unit	Appointmen
<input checked="" type="checkbox"/>	5399		BA01N0004	Po Siew Leng		CEO-OPER-PRO	PRODASST
<input type="checkbox"/>	5400	MIN	BA01N0005	Shugunayan Muthu		CEO-ADMIN-HR	HR-ADMIN
<input type="checkbox"/>	5406		BA01N0006	Amy Chan		CEO-OPER-SALES-CUSTSV	SALESCLK
<input type="checkbox"/>	5407		BA01N0007	Hong Pao Pao		CEO-OPER-SALES-DSALES	SALESEXEC
<input type="checkbox"/>	5408	MIN	BA01N0008	Tan Leng Leng		CEO-OPER-PRO	PRODENG
<input type="checkbox"/>	5409	MIN	BA01N0009	Ong Ming Chuan		CEO-ADMIN-HR	HR-ADMIN
<input type="checkbox"/>	5410	MIN	BA01N0010	Tey Siu Moi		CEO-ADMIN-FIN	ACC-II

List Employees

Quick Search

Cost Centre Code

Select All Clear All Clear Search **Close**

Under the **Employees** tab, click the employee record link to modify.

Employees Routing Officers Routing Status

Employee ID

Employee ID	Employee Name	Job Family	Appointment Code	Grade	Cost Centre Code	Organisation Unit	Appointment Date	Extension Period	Last
BA01N0004	Po Siew Leng	PROD	PRODASST	IV	PRODUCTION	CEO-OPER-PRO	20/10/2010 00:00:00	0.00	

The following detail screen will be shown. Click on the **New Tab** to update. Enter the **Last Day of Service** and **Effective Date** field.

STARVISION INFORMATION TECHNOLOGY (SDA)

+ Add Update Delete Search Query Print Move Prev Move Next Save Cancel Exit

Death Details

Employee BA01N0004 Po Siew Leng
 New Action DE Prev. Action CF

Current	New		
Organisation Unit	CEO-OPER-PRO	Grade	IV
Job Family	PROD	Appointment Code	PRODASST
Approval	A	Last day of service	01/10/2013
		Effective Date	17/11/2013
Payroll Mode	M (Monthly)	Salary Code	GEN
Basic Salary	3500.00	Cost Centre Code	PRODUCTION
Basic 1	0.00	NWC Amount	0.00
Basic 2	0.00		
Monthly Salary	3500.00	Gross Salary	3500.00

Note: **Effective date** should be one day after the employee **Last day of service**.

Click on the **Save** icon and click on the **Back** icon to return to the previous page.

Change **Circulation Status** to one of the following status to proceed:
 '0' (NEW), '1' (SUBMIT), '3' (APPROVED), '4' (REJECT)

Death

Progress No PGR HR 1310000010 Transaction Date 17/10/2013
 Action DE

Progress Remark

Circulation Status 0 (NEW)
 Created by/On dbo 17/10/2013

ePlatform.NET PickList -- Webpage Dialog

Drag a column header here to group by that column

Code	Description
0	
0	NEW
1	SUBMIT
3	APPROVED
4	REJECT

Employees	Routing Officers	Routing Status
Employee ID	Employee Name	Job Family
BA01N0004	Po Siew Leng	PROD
		Appointment Code
		PRODASST
		Grade
		IV
		Cost Centre Code
		PRODUCTION
		Organisation Unit
		CEO-OPER-PRO

STARVISION INFORMATION TECHNOLOGY (SDA)

If there is no need to route this progression to other personnel's approval to approve this, just set the **Circulation Status** as '3' (APPROVED).

If **Circulation Status** is set as '1' (SUBMIT), then routing officer(s) information needs to be inserted the **Routing Officer Tab** to route to the respective recommender or approver (Email will be send to them respective to seek for their approval).

Click on the **Add New button** in the **Routing Officers Tab**.

Death

Progress No: PGR HR 1310000010 Transaction Date: 17/10/2013
 Action: DE

Progress Remark: [Empty text area]

Circulation Status: 1 (SUBMIT)

Created by/On: dbo 17/10/2013 Modified By/On: dbo 17/10/2013

List Employees

Employees | **Routing Officers** | Routing Status

Routing Sequence | Recipient | Role ID

Quick Search [] Add New

The System will show the following screen:

Set/Edit Routing List

Application ID : SDA_DE

Role ID : RA (Approval)

Recipient ID : BA01N0006

Recipient Name : Amy Chan

Recipient Email : BA01N0006@starvisionit.comx

After setting up the Routing list, click **Exit button** to go back to main page.

Click on the **Save button** to capture the details for the Employee(s) termination. And their salary will be pro-rated according to their last day of service.

6.5 Resignation

This option allows you to resign the Employee(s) from the Organization.

6.5.1 Definition

Resignation

Progress No Transaction Date

Action

Organisation Unit

Job Family Grade

Appointment From Appointment To

Progress Remark

Circulation Status

Created by/On Modified By/On

Employees

Routing Officers

Routing Status

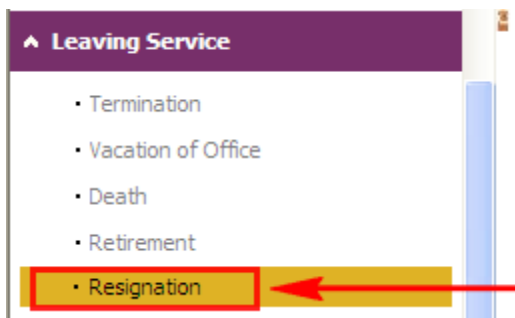
1

Quick Search
Query Builder
Export To Excel

Employee ID	Employee Name	Job Family	Appointment Code	Grade	Cost Centre Code	Organisation Unit	Appointment Date	Extension Period

6.5.2 Resignation Flow

To begin with, go to **Leaving Service > Resignation**.



The system will show the following screen:

STARVISION INFORMATION TECHNOLOGY (SDA)

Resignation

Progress No Transaction Date

Action

Organisation Unit

Job Family Grade

Appointment From Appointment To

Progress Remark

Circulation Status

Created by/On Modified By/On

Employees

Routing Officers

Routing Status

Quick Search

Employee ID	Employee Name	Job Family	Appointment Code	Grade	Cost Centre Code	Organisation Unit	Appointment Date	Extension Period
-------------	---------------	------------	------------------	-------	------------------	-------------------	------------------	------------------

Click on the **Add button** to create a new record.

Query

Resignation

Progress No Transaction Date

Action

Organisation Unit

Job Family Grade

Appointment From Appointment To

Progress Remark

Circulation Status

Created by/On Modified By/On

Employees

Routing Officers

Routing Status

Quick Search

Employee ID	Employee Name	Job Family	Appointment Code	Grade	Cost Centre Code	Organisation Unit	Appointment Date	Extension Period
-------------	---------------	------------	------------------	-------	------------------	-------------------	------------------	------------------

Click on the **List Employees button** to view all Employees with their retirement dates (fall within the period defined in Section 5.2.3) and the filtering defined at the **Organisation Unit**, Job Family, Grade, Appointment From and Appointment To.

Select Employee and click **Close button** to retire the service.

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HUMAN RESOURCES **Resignation**

Resignation Date: 17/10/2013

Leaving Service:

- Termination
- Vacation of Office
- Death
- Retirement
- Resignation**

ManPower Report

Claim Master

Claim Application

Claim Withdrawal

Claim History

Claim Administration

Claim Report

Leave Master File

Leave Transaction

Leave Administration

Leave Report

Payroll Master File

ePlatform.NET MultiPickList -- Webpage Dialog

Drag a column header here to group by that column

#	Key Field	Salary Point	Employee ID	Name	Alias Name	Org Unit Code	Ap
<input checked="" type="checkbox"/>	5400	MIN	BA01N0005	Shugunayan Muthu		CEO-ADMIN-HR	HR
<input type="checkbox"/>	5406		BA01N0006	Amy Chan		CEO-OPER-SALES-CUSTSV	SAL
<input type="checkbox"/>	5407		BA01N0007	Hong Pao Pao		CEO-OPER-SALES-DSALES	SAL
<input type="checkbox"/>	5408	MIN	BA01N0008	Tan Leng Leng		CEO-OPER-PRO	PRO
<input type="checkbox"/>	5409	MIN	BA01N0009	Ong Ming Chuan		CEO-ADMIN-HR	HR
<input type="checkbox"/>	5410	MIN	BA01N0010	Tey Siu Moi		CEO-ADMIN-FIN	ACC

Buttons: Select All, Clear All, Clear Search, **Close**

Buttons: List Employees

The selected Employee(s) are added automatically under the **Employees Tab**.

Employees Routing Officers Routing Status

Employee ID: [BA01N0005] Quick Search Query Builder Export To Excel

Employee ID	Employee Name	Job Family	Appointment Code	Grade	Cost Centre Code	Organisation Unit	Appointment Date	Extension Period
BA01N0005	Shugunayan Muthu	HR	HR-ADMIN	I	ADMIN	CEO-ADMIN-HR	01/01/2010 00:00:00	

Under the **Employees Tab**, click the Employee record link to set different retirement date for individual Employee.

Then select the **New Tab** to update the **Notice Date**, **Last Day of Service** and **Effective Date**.

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Resignation Details

Employee: BA01N0010 Tey Siu Moi
 New Action: VO Prev. Action: CF

Current	New
Organisation Unit	CEO-ADMIN-FIN
Job Family	FIN
Approval	A
Period	0.00
Grade	II
Appointment Code	ACC-II
Absent Date	01/10/2013
Last day of service	01/11/2013
Effective Date	23/11/2013
Payroll Mode	M (Monthly)
Salary Code	GEN
Basic Salary	0.00
Cost Centre Code	FIN
Basic 1	0.00
NWC Amount	0.00
Basic 2	0.00
Monthly Salary	0.00
Gross Salary	0.00

Click on the **Save button**.

Add
 Update
 Delete
 Search
 Query
 Print
 Move Prev
 Move Next
 Save
 Cancel
 Exit

Resignation Details

Employee: BA01N0010 Tey Siu Moi
 New Action: VO Prev. Action: CF

Click on the **Exit button** to return to the previous page.

Add
 Update
 Delete
 Search
 Query
 Print
 Move Prev
 Move Next
 Save
 Cancel
 Exit

Resignation Details

Employee: BA01N0010 Tey Siu Moi
 New Action: VO Prev. Action: CF

Change **Circulation Status** to one of the following status to proceed:
 '0' (NEW), '1' (SUBMIT), '3' (APPROVED), '4' (REJECT)

STARVISION INFORMATION TECHNOLOGY (SDA)

Resignation

Progress No: PGR HR 1310000011 Transaction Date: 17/10/2013
 Action: RS

Organisation Unit: %
 Scheme of Service: % Division Status: %
 Appointment From: 0000000000000000 Appointment To: ZZZZZZZZZZZZZZZZ

Progress Remark:

Circulation Status: 0 (NEW)
 Created by/On: dbo 17/10/2013 Modified By/On:

ePlatform.NET PickList -- Webpage Dialog

Drag a column header here to group by that column

Code	Description
0	
0	NEW
1	SUBMIT
3	APPROVED
4	REJECT

Employees Routing Officers Routing Status

Employee ID: Quick Search

If there is no need to route this progression to other personnel’s approval to approve this, just set the **Circulation Status** as ‘3’ (APPROVED).

If **Circulation Status** is set as ‘1’ (SUBMIT), then routing officer(s) information needs to be inserted the **Routing Officer Tab** to route to the respective recommender or approver (Email will be send to them respective to seek for their approval).

Click on the **Add New button** in the **Routing Officers Tab**.

Circulation Status: 1 (SUBMIT)
 Created by/On: dbo 17/10/2013 Modified By/On: dbo 17/10/2013

List Employees



Employees Routing Officers Routing Status

Routing Sequence: Quick Search Add New

Routing Sequence	Recipient	Role
------------------	-----------	------

The System will show the following screen:

Set/Edit Routing List

Application ID :	SDA_RS
Role ID :	RA (Approval) 
Recipient ID :	BA01N0006 
Recipient Name :	Amy Chan
Recipient Email :	BA01N0006@starvisionit.comx

After setting up the Routing list, click **Exit button** to go back to main page.

Click on the **Save button**. The system will capture the details of the employee(s) resignation. And their salary will be pro-rated according to their last day of service.

7 Ad-hoc Query / Reports

This section explains how to do Ad-hoc Query and print Reports.

7.1 Ad-hoc Query

This module allows user to view information using ad-hoc queries. There are sub-modules as follows:

- Employee Queries
- Personnel Record Queries
- Audit Queries

Welcome
For novices users, please go to "Getting started" menu for step by step guide on usage of the system.

Step by step guide to run payroll in the "How To Do..." menu

- Step 1 Master File Setup**
Go to the "Master File Setup" to setup initial master file first.
- Step 2 Company Detail Setup**
After completing the "Master File Setup", please continue to fill up company details in the "Company Details Setup" menu.
- Step 3 Employee Profile Setup**
After "Company Details Setup" is completed, go to the "Employee Profile Setup" menu to setup employee details as per the guided screens.
- Step 4 Run Payroll**
When the above steps are completed, please go to the "Run Payroll" menu to enter transaction(s) which are necessary for the payroll.

Knowledge Center
The Toolbar Explained
Hover the icon on the toolbar to learn more about each function.

Menu Instructions
For Experienced Users, please use the followings specific functional menus for expeditious access. For example:

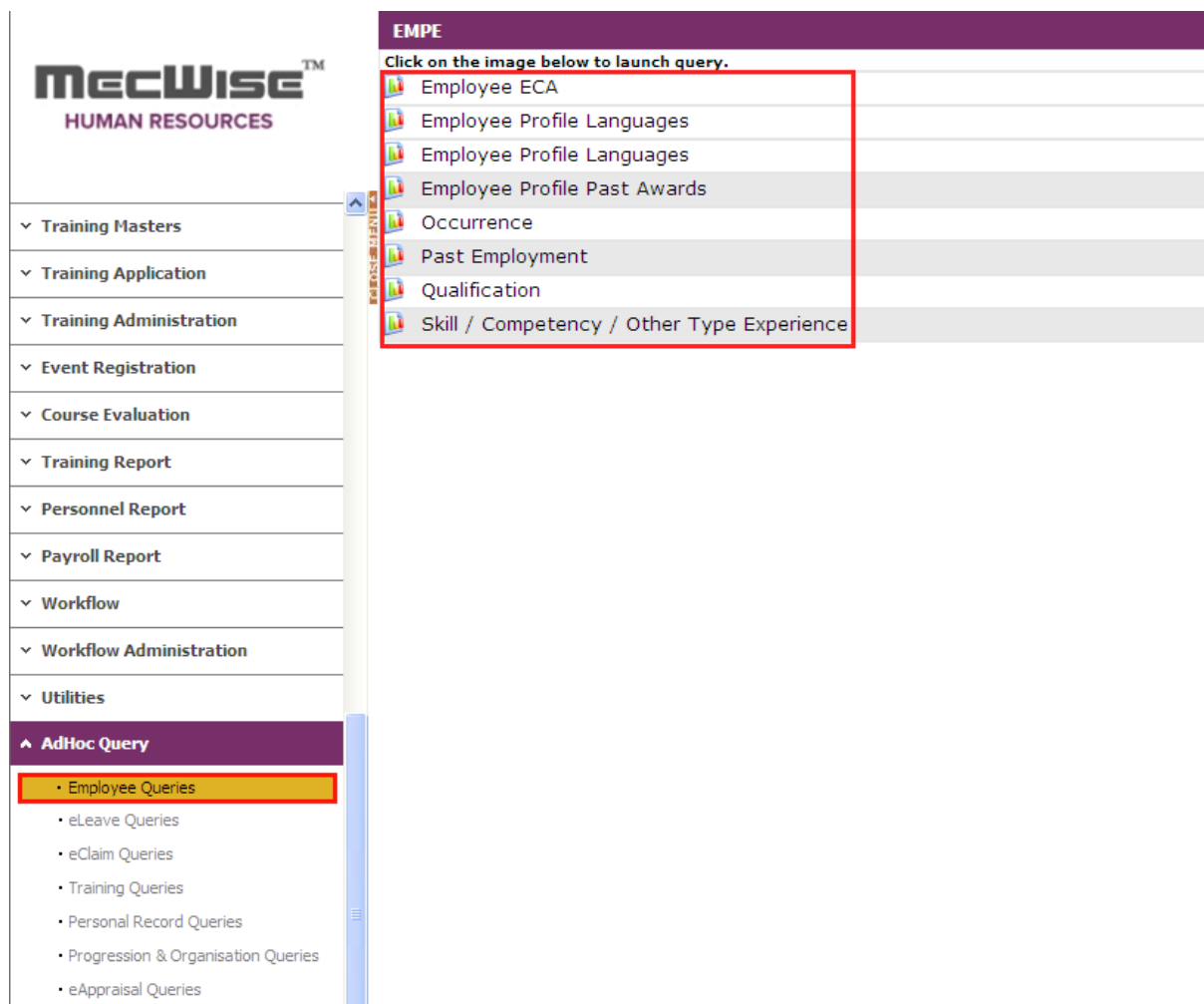
To begin with, go to **Adhoc Query**. The sub-modules will be shown.

Adhoc Query

- Employee Queries
- eLeave Queries
- eClaim Queries
- Training Queries
- Personal Record Queries
- Progression & Organisation Queries
- eAppraisal Queries
- Audit Queries

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Click on any sub-module e.g. Employee Queries and the list of queries in the sub-module will be shown.



Click on any Query in the list e.g. Past Employment and the Ad-hoc query for List of Training Application will be shown

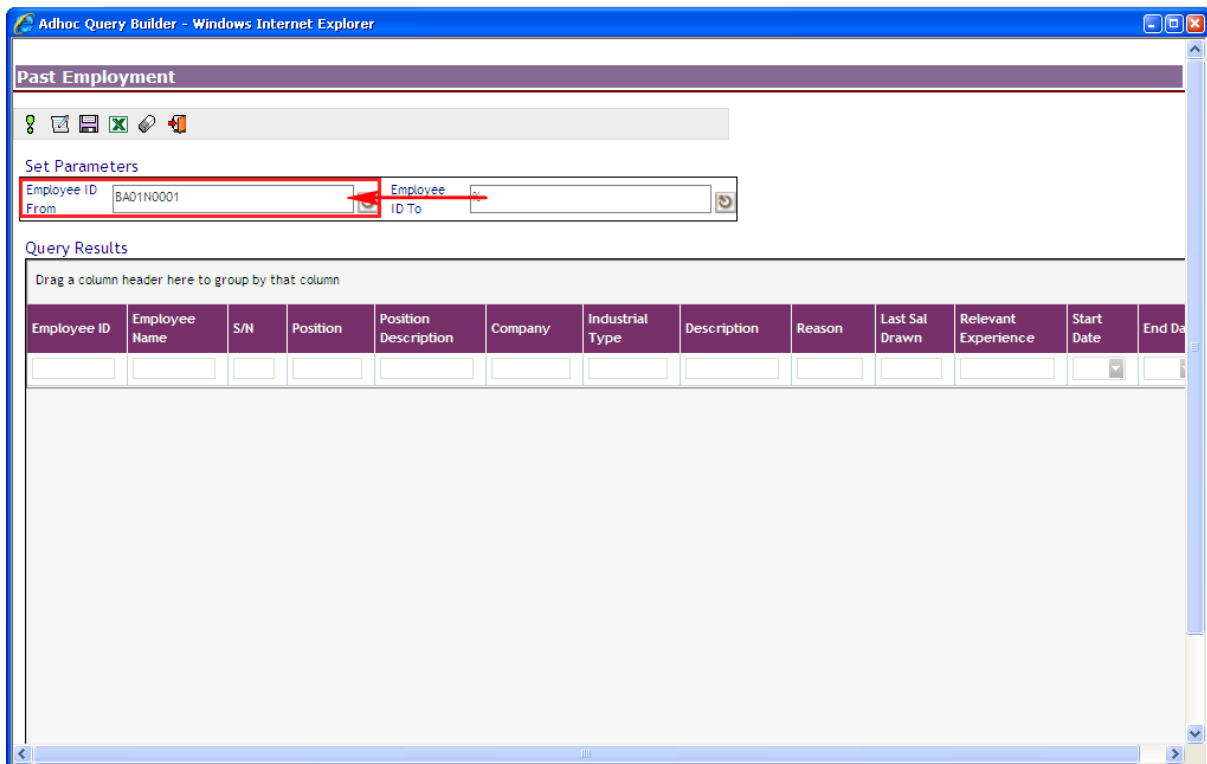
STARVISION INFORMATION TECHNOLOGY (SDA)

The screenshot shows the MecWise Human Resources application interface. On the left is a vertical navigation menu with the following categories: Training Masters, Training Application, Training Administration, Event Registration, Course Evaluation, Training Report, Personnel Report, Payroll Report, Workflow, Workflow Administration, Utilities, and AdHoc Query. The AdHoc Query category is expanded, showing sub-items: Employee Queries, eLeave Queries, eClaim Queries, Training Queries, Personal Record Queries, Progression & Organisation Queries, and eAppraisal Queries. On the right, a panel titled 'EMPE' contains a list of queries. The 'Past Employment' query is highlighted with a red rectangular box. The list includes: Employee ECA, Employee Profile Languages, Employee Profile Languages, Employee Profile Past Awards, Occurrence, Past Employment, Qualification, and Skill / Competency / Other Type Experience.

This screenshot shows the 'AdHoc Query Builder' window for the 'Past Employment' query. The window title is 'AdHoc Query Builder - Windows Internet Explorer'. The interface includes a 'Set Parameters' section with 'Employee ID From' and 'Employee ID To' input fields. Below this is a 'Query Results' section with a table header. The table has 13 columns: Employee ID, Employee Name, S/N, Position, Position Description, Company, Industrial Type, Description, Reason, Last Sal Drawn, Relevant Experience, Start Date, and End Date. The table body is currently empty. The left navigation menu is visible on the left side of the window, showing the 'AdHoc Query' category expanded.

Employee ID	Employee Name	S/N	Position	Position Description	Company	Industrial Type	Description	Reason	Last Sal Drawn	Relevant Experience	Start Date	End Date

Enter or Select the Employee ID From pick list to Set Parameters.



After entering the Set Parameters, process the Query by clicking the ‘Execute’ icon (circled above). Data from the Query will be displayed as above.

7.2 Reports

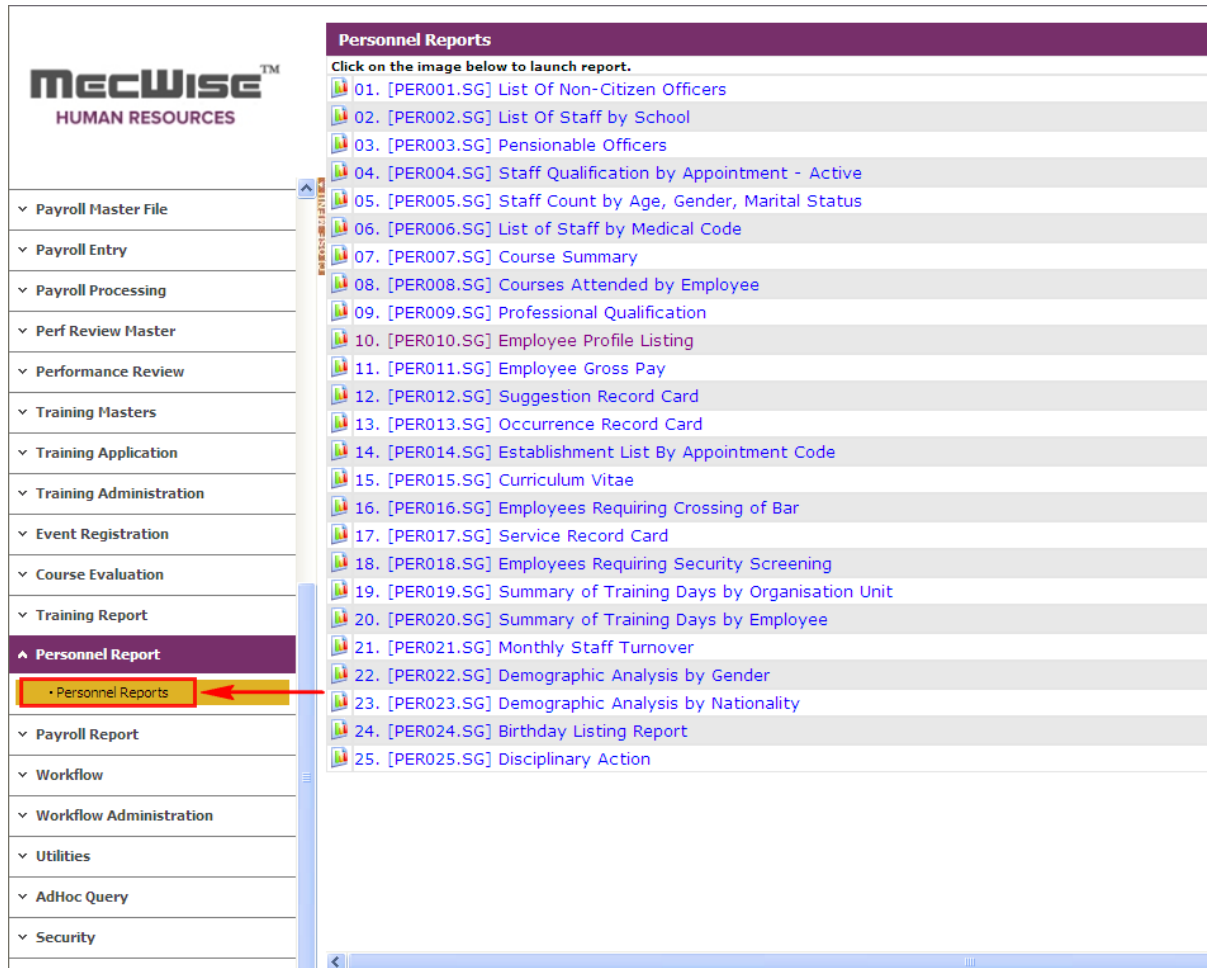
This section explains how to print reports.

To begin with, go to any Report sub-module e.g. Personnel Reports.



Click on the Report sub-module e.g. Personnel Reports and the list of reports in the sub-module will be shown.

STARVISION INFORMATION TECHNOLOGY (SDA)



The screenshot displays the MecWise Human Resources software interface. On the left is a navigation menu with various categories, including 'Personnel Report' which is expanded to show 'Personnel Reports'. A red box highlights this 'Personnel Reports' item, with a red arrow pointing to it. The main area on the right is titled 'Personnel Reports' and contains a list of 25 reports, each with a small icon and a title. The reports are numbered 01 through 25. A red circle highlights the small icon next to report 10, 'Employee Profile Listing', and a red arrow points from the 'Personnel Reports' menu item to this icon.

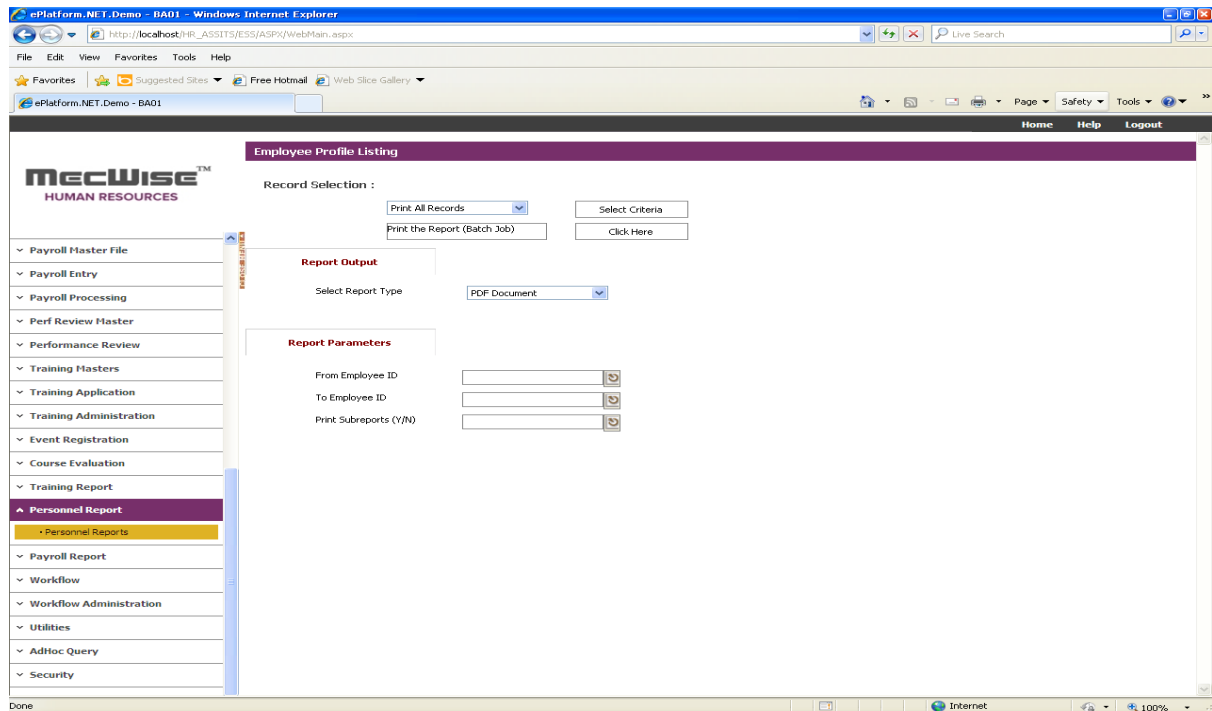
Personnel Reports

Click on the image below to launch report.

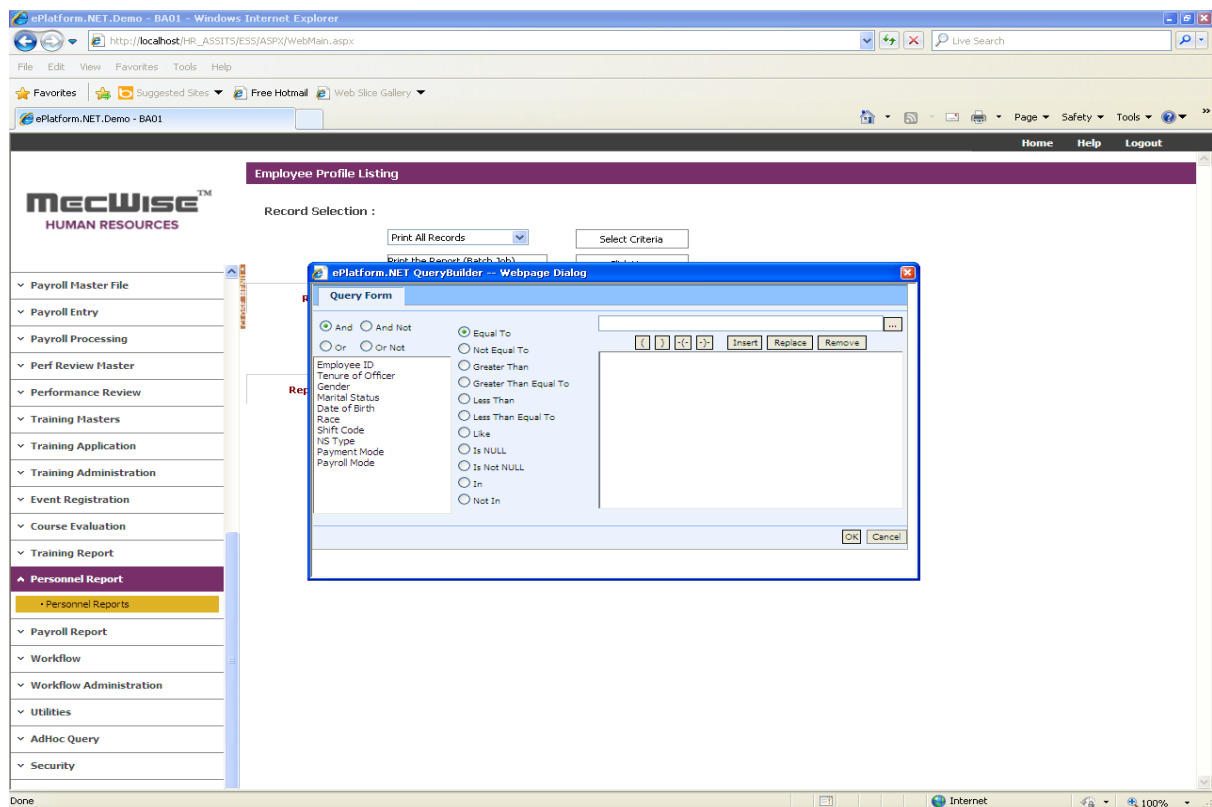
01. [PER001.SG] List Of Non-Citizen Officers
02. [PER002.SG] List Of Staff by School
03. [PER003.SG] Pensionable Officers
04. [PER004.SG] Staff Qualification by Appointment - Active
05. [PER005.SG] Staff Count by Age, Gender, Marital Status
06. [PER006.SG] List of Staff by Medical Code
07. [PER007.SG] Course Summary
08. [PER008.SG] Courses Attended by Employee
09. [PER009.SG] Professional Qualification
10. [PER010.SG] Employee Profile Listing
11. [PER011.SG] Employee Gross Pay
12. [PER012.SG] Suggestion Record Card
13. [PER013.SG] Occurrence Record Card
14. [PER014.SG] Establishment List By Appointment Code
15. [PER015.SG] Curriculum Vitae
16. [PER016.SG] Employees Requiring Crossing of Bar
17. [PER017.SG] Service Record Card
18. [PER018.SG] Employees Requiring Security Screening
19. [PER019.SG] Summary of Training Days by Organisation Unit
20. [PER020.SG] Summary of Training Days by Employee
21. [PER021.SG] Monthly Staff Turnover
22. [PER022.SG] Demographic Analysis by Gender
23. [PER023.SG] Demographic Analysis by Nationality
24. [PER024.SG] Birthday Listing Report
25. [PER025.SG] Disciplinary Action

Click on the process **button** (circled above) of any Report in the list e.g. Employee Profile Listing and the Employee Profile Listing will be shown

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Click the ‘Select Criteria’ and the Query Builder screen will be displayed for you to enter or select the parameters for printing the report. After entering or selecting the parameters, click ‘OK’.



Enter or select the ‘Report Parameters’ and enter the parameters for printing the report. After entering or selecting the parameters, click the ‘Click Here’ **button**. The report will be printed.