

PLG HR EMPLOYEE MANAGEMENT SYSTEM (EMS) USER GUIDE

HR System User Guide

HR employee management system (EMS) is designed to manage employee information using MS Access Tools.

The objective of this tools:

1. To have a better system to manage PLG employee information
2. To have a better employee data quality
3. To have our in-house customize report generation

***Important Note:**

- a. Please contact Administrator if you want to add new User to the HR system as only Administrator can add new User.
- b. Any feedback and suggestion are welcome.

Navigation Button List:

1. Home

- This form will show some statistic data for reference. Example, total headcounts, upcoming event etc

Emp_Navigation

PLG Employee Record

Home View All Records Records Reports

User: Admin Total Employee: 169 Active Employee: 169 Tuesday, June 18, 2019 10:27:29 AM

Upcoming Events:

Birthday

Record: 14 of 1 No Filter Search

2. View All Records

- Click the View All Employee Record button
- View all employee record in tabular format
- In this tab, users are NOT allowed to add, edit, and delete users (Read-only)
- User can specific or filter which column to view

Emp_Navigation

PLG Employee Record

Home View All Records Records Reports

ID	Name	Date Joint	Contact	Internal Title	Entity	Department	HOD	Nationality	NRIC/Passport Num
309	AFFANDI BIN HASHIM	26-Jul-17	91328227	DRIVER		TRAFFIC		SINGAPORE	S1351028H
364	ALMAZAN NEIL ARRIANNE	08-Jun-18	90614995	KEY ACCOUNT EXECUTIVE		CS		FILIPINO	
277	ANG GEE BENG	09-Jan-17	93530649	SALES MANAGER		SALES		SINGAPORE	S7142236D
340	ANG LAY YEAN	19-Feb-18	93984798	ACCOUNTS/OPERATIONS EXECUTIVE		ACCOUNT		SINGAPORE	S1753329J
R050	ARULDEVAN SARAVANAN	25-Jun-18	01126984456	MATERIAL & FREIGHT HANDLING WO		WHSE		MALAYSIA	
395	ARVINDIA SIVAKUMAR	11-Sep-18		WAREHOUSE ASSISTANT CUM DRIVER		WHSE		MALAYSIA	
394	BON SOUNDALA	15-Jun-18		CHIEF REPRESENTATIVE LAOS		LAOS		OTHER	
342	CAO SHUAI	13-Mar-18		PRIME MOVER DRIVER		HAULIER		CHINA	
282	CHAN MING BING	13-Feb-17	92330110	ASSISTANT OPERATIONS MANAGER		FACILITY		MALAYSIA	S79874011
SLF004	CHEONG CHEE KEONG, ALE	30-Apr-18	96392921	SALES MANAGER		SALES		SINGAPORE	S1503909D
384	CHEW KENG JOKE, KERWIN	13-Aug-18	96780466	BUSINESS DEVELOPMENTVELOPMENT MG		SALES		SINGAPORE	S1550622I
307	CHIA LAI YAN	14-Jul-17	0106672507	ORDER ADMINISTRATOR		CS		MALAYSIA	920801055346
260	CHIN CHENG KOK	05-Jul-16	98336088	TRAFFIC SUPERVISOR		TRAFFIC		SINGAPORE	S1767139A
014	CHONG TECK CHUN	15-Mar-04	91148980	ASSIST. AIRFREIGHT MGR		AIRFREIGHT		SINGAPORE	S7779098E
R012	CHONG YAN CHIN, EDDIE	01-Sep-14	97908289	ASSISTANT MANAGER (ACCOUNTING)		ACCOUNT		SINGAPORE	S2013950A
084	CHONG YEE KIAT	07-Jul-08	916802747	ASS BUSINESS SUPPORT MGR		BUSINESS DEV		MALAYSIA	S8461400I
379	CHRISTOPHER LIM KUO HIAI	06-Aug-18	97256682	REGIONAL BUSINESS DEVELOPMENT		SALES		SINGAPORE	S7811716H
385	CHUA BENG TECK	30-Jul-18	84135628	DRIVER		HR		SINGAPORE	S0147593B
G064	CHUA KIM HOCK	01-Jul-16	97369945	DRIVER		TRAFFIC		SINGAPORE	S1400538B
018	CHUA WEE CHIANG	18-Aug-04	98183911	PACKING SUPERVISOR		PACKING		MALAYSIA	
R056	CHUNG KOK MENG	12-Sep-18	97108207	LOGISTICS & OPS MGR		WHSE		SINGAPORE	S7539836J
400	CLEMENT CHEN KAI WEN	15-Oct-18		DATA ANALYST		IT		MALAYSIA	
G052	ELVIA HIDAYAT	01-Jan-16	0816877733	ASSISTANT GENERAL MANAGER JA		MGMT		INDIA	S7283228J
R055	FADILAH DIANA BINTE JAILAI	13-Aug-18	87672004	REGIONAL KEY ACCOUNT EXECUTIVE		CS		SINGAPORE	S9225619G
R031	FIONA LIM XIU MEI	04-Dec-17	81283317	CUSTOMER SERVICE EXECUTIVE		PROJECT		SINGAPORE	S9434839J
167	FONG CHEE KEONG	02-May-13	98897113	CUSTOMER SERVICES SUPERVISOR		TRAFFIC		SINGAPORE	S7107077H
357	FU ZHI QUAN	15-May-18	86739318	PRIME MOVER DRIVER		HAULIER		CHINA	
R051	GAJENDRAN VALLAKIAMALAI	02-Jul-18	149826086	MATERIAL & FREIGHT HANDLING WO		WHSE		MALAYSIA	

Record: 14 of 169 No Filter Search

3. Records

a. Click Modify Records

PLG Employee Record

Home View All Records **Records** Reports

Record Modification

Modify Records
Upcoming Confirmation
Pending Confirmation

Important:

1. Employee ID is unique and mandatory field for each employee.
2. All * are require field to be fillup.
3. If you want to add employee picture, please saved the picture inside Emp_Photo folder located inside [D:\HR System\Emp_Photo] first.
4. Save the photo using this naming convention. For example, Employee ID is 123 and Employee Name is John Lee. Then, saved the photo as 123_JohnLee (ID_Name).

Records: 14 1 of 1 No Filter Search

b. Click New Record

c. ID field stand for Employee ID which is a mandatory and unique field

d. Please store all photo in “Emp_Photo” folder before you add employee photo

e. Please follow this name convention “EmpID_Name” when you want to save photo. For example, if EmpID is 100 and Name is John, then save as “100_John”

Notes

- *Require Field
- *Saved photo in Emp_Photo

Additional Information

Employee Status: **ACTIVE**

GOVERNMENT	FAMILY PARTICULAR	PERFORMANCE APPRAISAL	DISCIPLINARY
TRAINING	ALLOWANCE	PPE	TERMINATION

Add Photo \HR System\Emp_Photo\123_Name.jpg

*ID 001

*Name LIM SEY HOCK

*Date of Birth 4/12/1970

Age 48

Gender Male

Contact

Marital Status MARRIED

Race CHINESE

Religion

Nationality SINGAPORE

Singapore PR

Address

Type of Employment

Work Pass

FIN Number

Application Date

Expired Date

NRIC/Passport No.

Passport Expired Date

*Salary

Bank

Bank Account No.

Internal Title

External Title

Job Classification

Date Joint 1/4/2000

Confirmation Date

Confirmed Status CONFIRMED

Date Leave

Floor Level

Year of Service

Long Service Award

Entity

Department

HOD

MANAGING DIRECTOR

New Record Save Record Find Record Update Delete Refresh Back

- f. Click Save Record → Save employee record to database
- g. Click New Record → Create new employee record
- h. Click Find Record → Find specific employee record
- i. Click Update → Update the employee record
- j. Click Delete → Delete the employee record

4. Additional Information

- a. Go to particular tab (Government, Training, Family Particular, Allowance, Performance Appraisal, PPE, Disciplinary, Termination)
- b. You can create, update, delete, and view all the additional information for particular employee

Notes
 *Require Field
 *Saved photo in Emp_Photo

Additional Information

Employee Status: ACTIVE

GOVERNMENT	FAMILY PARTICULAR	PERFORMANCE APPRAISAL	DISCIPLINARY
TRAINING	ALLOWANCE	PPE	TERMINATION

Personal Information:
 *ID:
 *Name:
 *Date of Birth:
 Age:
 Gender:
 Contact:
 Marital Status:
 Race:
 Religion:
 Nationality:
 Singapore PR:
 Address:

Employment Information:
 Type of Employment:
 Work Pass:
 FIN Number:
 Application Date:
 Expired Date:
 NBIC/Passport No.:
 Passport Expired Date:
 *Salary:
 Bank:
 Bank Account No.:

Performance Information:
 Internal Title:
 External Title:
 Job Classification:
 Date Joist: 18/4/2019
 Confirmation Date:
 Confirmed Status: PENDING
 Date Leave:
 Floor Level:
 Year of Service:
 Long Service Award:
 Enty:
 Department:
 HOD:

5. Reports

- c. Generate simple view all report to show all employee record
- d. Generate a chart to show the statistic of employee joint date order by yearly based
- e. Any requested reports

PLG Employee Record

Home View All Records Records Reports

Report Type

Report	Chart
All Employee by Department	Joint Trend by Year
PCP Pending Disbursement	
Employment (3-6Months) As of 31/12/2018	

Record: 1 of 1