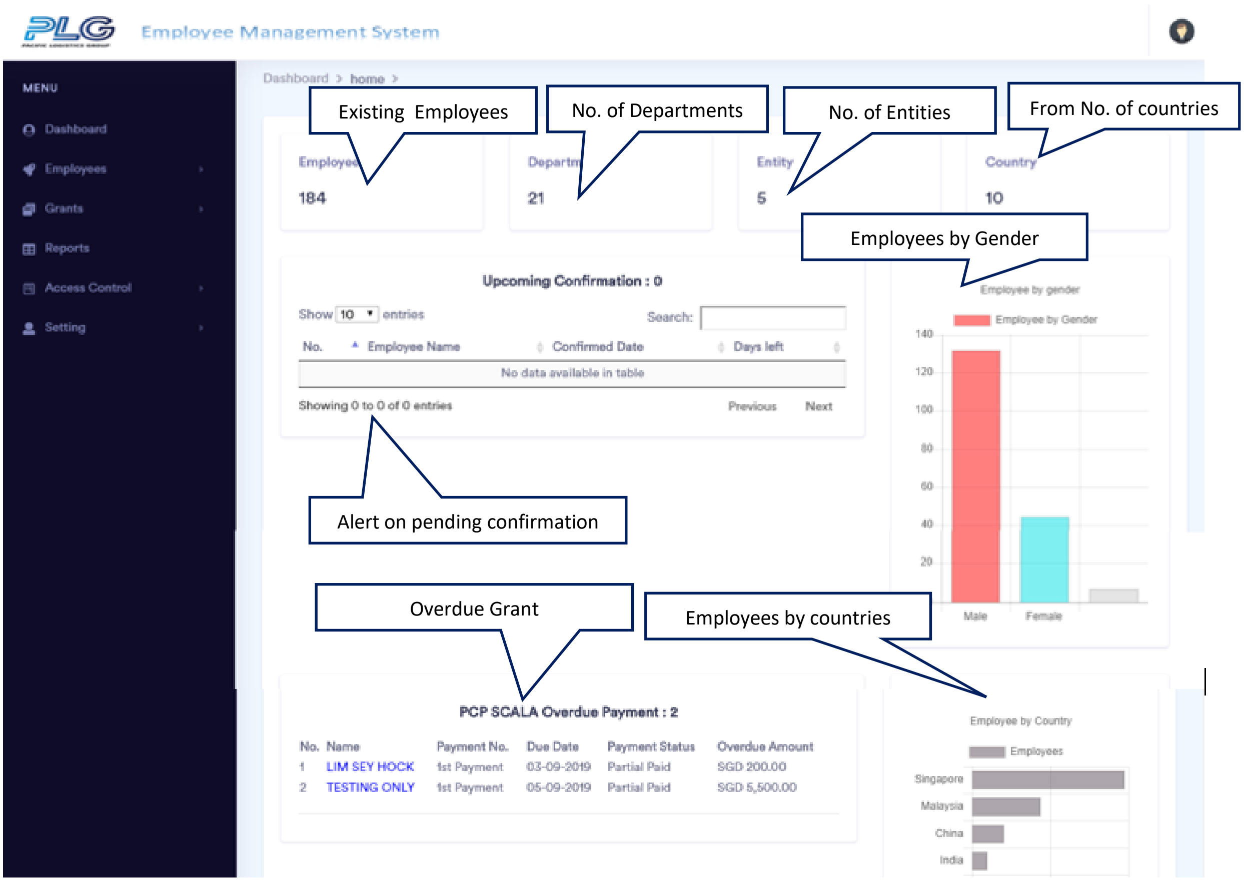
INTRODUCTION TO EMPLOYEE MANAGEMENT SYSTEM (EMS)

EMS is a system to help Human Resource department to manage and dispose task digitally and efficiently, it divided into different module for different tasks and provided report generating function as well.

Dashboard

Provide a quick glance of the overview HR status in the company as well as alerting and reminding HR personnel some of the impending tasks need to perform. For example, alerting pending employee confirmation. User can click the menu or Employee box to view the details.

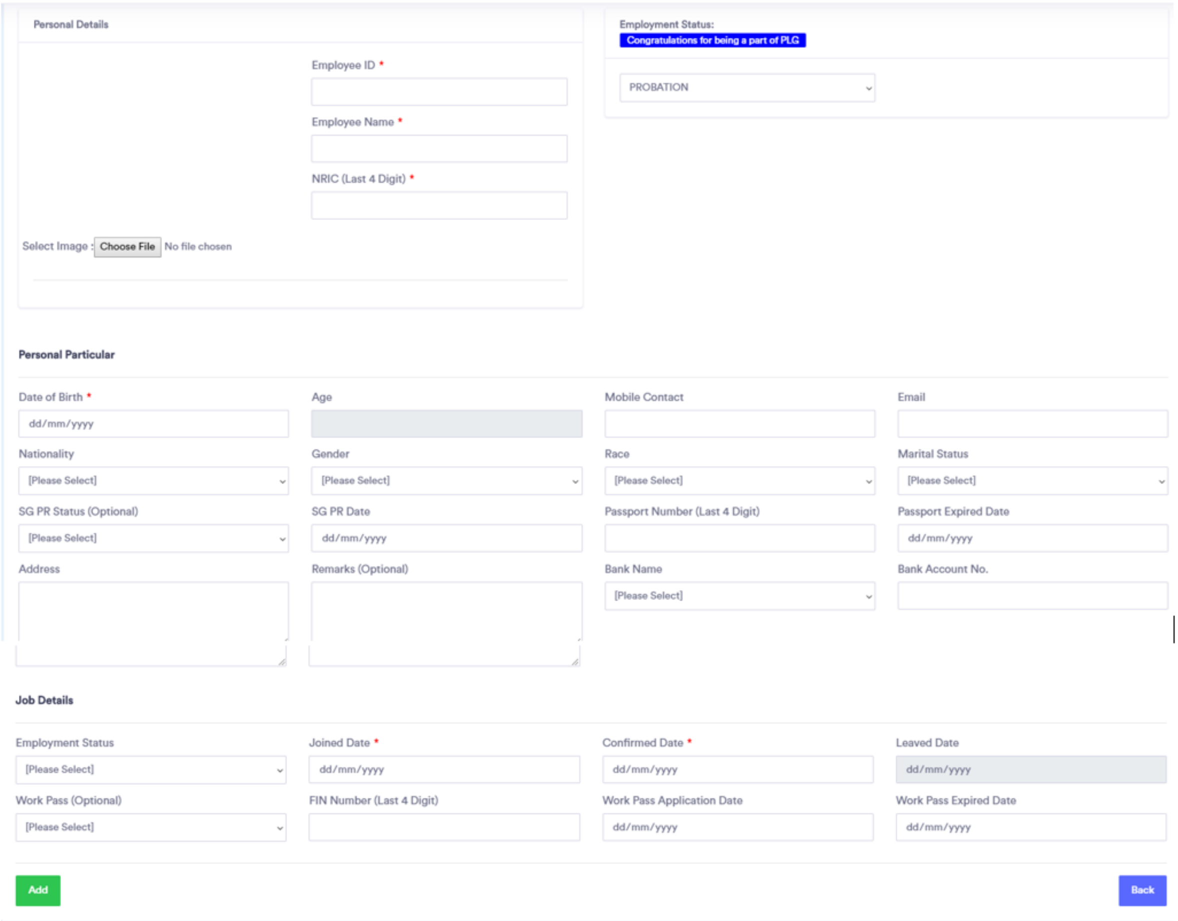


Employees Module

Click the Employees menu on the left to manage and view individual employee and update information related to each employee. User can select Add Employee or view All Employee.

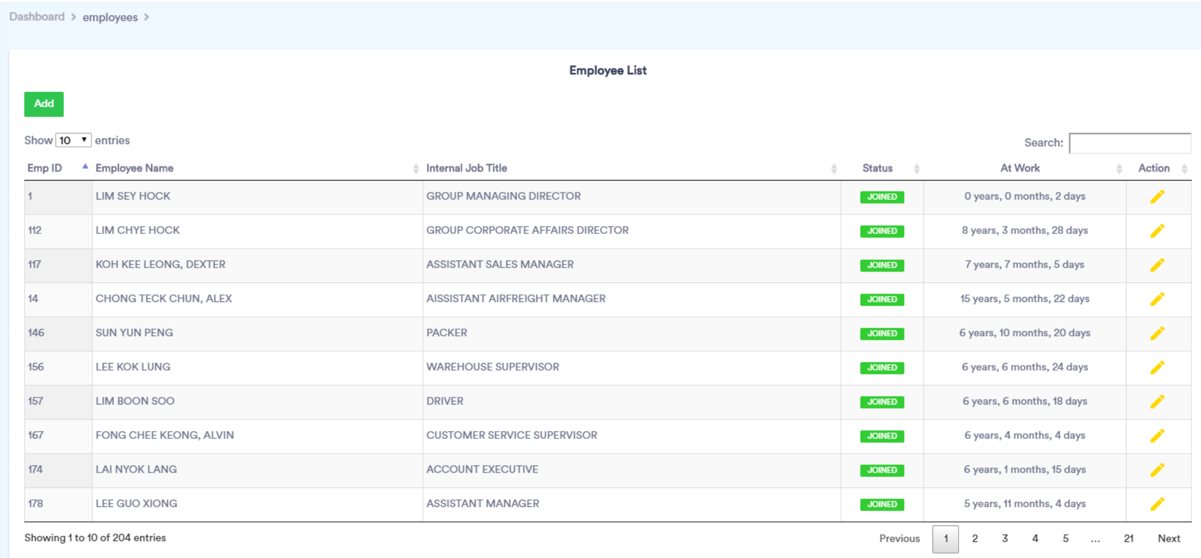
Add Employee

Click this sub-menu to add new employee. User can also upload photo using the <Choose File> button. Fields with * are mandatory field which need to fill-in before system allowed to add the employee using the <Add> button. For non-Singaporean, Work Pass and related date field is also mandatory. Press <Back> button to view all employee.



All Employee

Click this sub-menu to manage or update individual employee’s record. User can narrow the Employee list by suppling part of either <Emp ID>, <Employee Name>, <Internal Job Title> or <Status> field in the search box. User cab also select the number of entries show. To edit the user, click the “Pencil” icon on the right of the row.


Dashboard > employees >

Employee List

Add

Show 10 entries

Search:

Emp ID	Employee Name	Internal Job Title	Status	At Work	Action
1	LIM SEY HOCK	GROUP MANAGING DIRECTOR	JOINED	0 years, 0 months, 2 days	
112	LIM CHYE HOCK	GROUP CORPORATE AFFAIRS DIRECTOR	JOINED	8 years, 3 months, 28 days	
117	KOH KEE LEONG, DEXTER	ASSISTANT SALES MANAGER	JOINED	7 years, 7 months, 5 days	
14	CHONG TECK CHUN, ALEX	AISSISTANT AIRFREIGHT MANAGER	JOINED	15 years, 5 months, 22 days	
146	SUN YUN PENG	PACKER	JOINED	6 years, 10 months, 20 days	
156	LEE KOK LUNG	WAREHOUSE SUPERVISOR	JOINED	6 years, 6 months, 24 days	
157	LIM BOON SOO	DRIVER	JOINED	6 years, 6 months, 18 days	
167	FONG CHEE KEONG, ALVIN	CUSTOMER SERVICE SUPERVISOR	JOINED	6 years, 4 months, 4 days	
174	LAI NYOK LANG	ACCOUNT EXECUTIVE	JOINED	6 years, 1 months, 15 days	
178	LEE GUO XIONG	ASSISTANT MANAGER	JOINED	5 years, 11 months, 4 days	

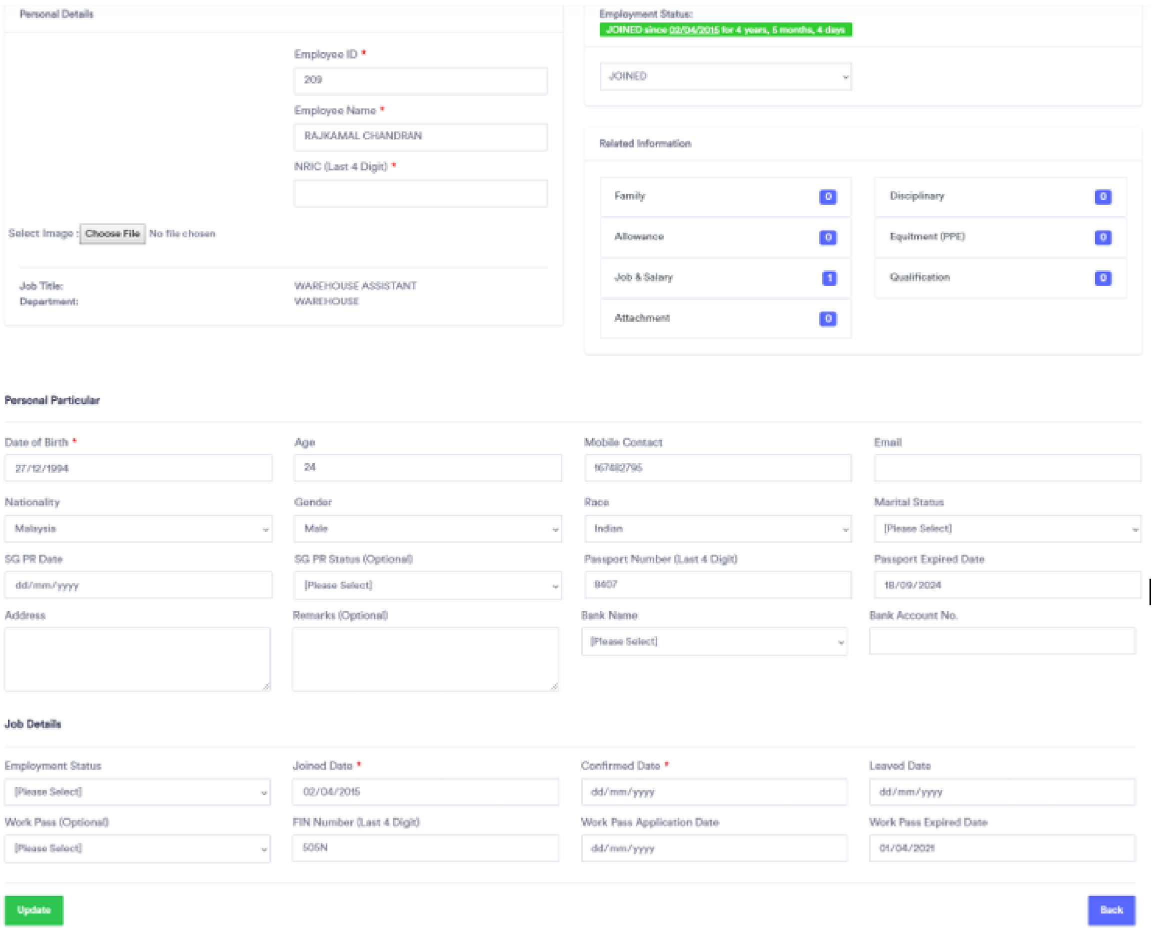
Showing 1 to 10 of 204 entries

Previous 1 2 3 4 5 ... 21 Next

Edit Employee

User can change the data of the individual employee in this page, user can also view or update the details of the employee in the 7 sub-modules.

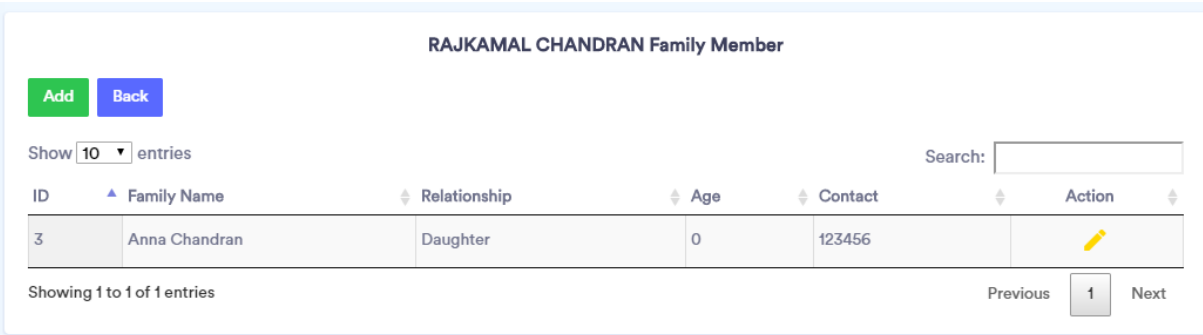
Family **Allowance** **Job & Salary** **Attachment** **Disciplinary** **Equipment** **Qualification**



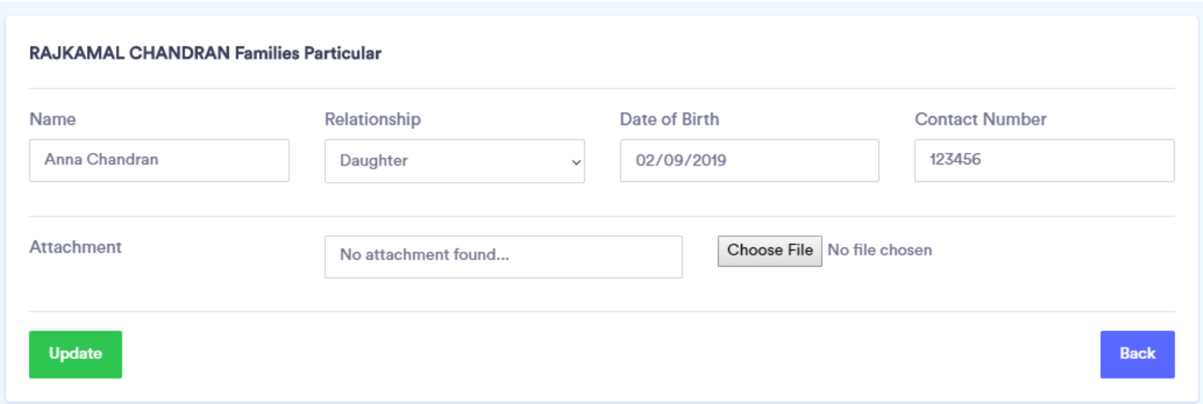
Family

This sub-module is for user view, edit or add employee family member's data. To edit data, click the "Pencil" icon on the right of the row.

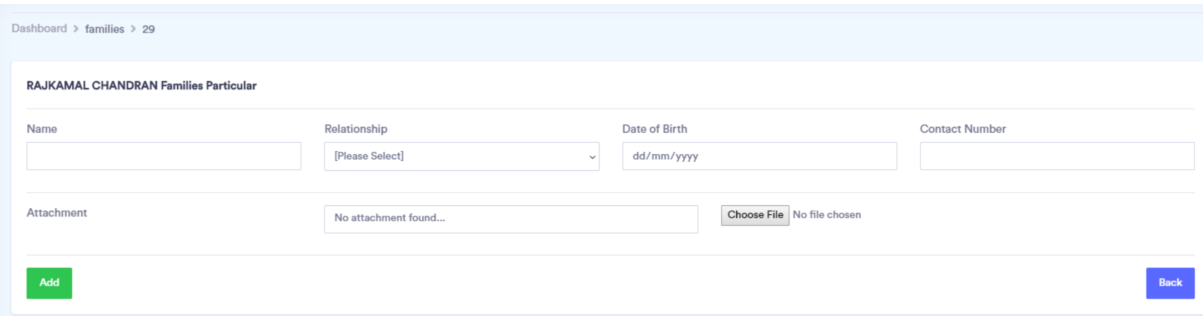
*Data shown here are for illustration purpose only.



User can make changes to the field and press <Update> to save changes.



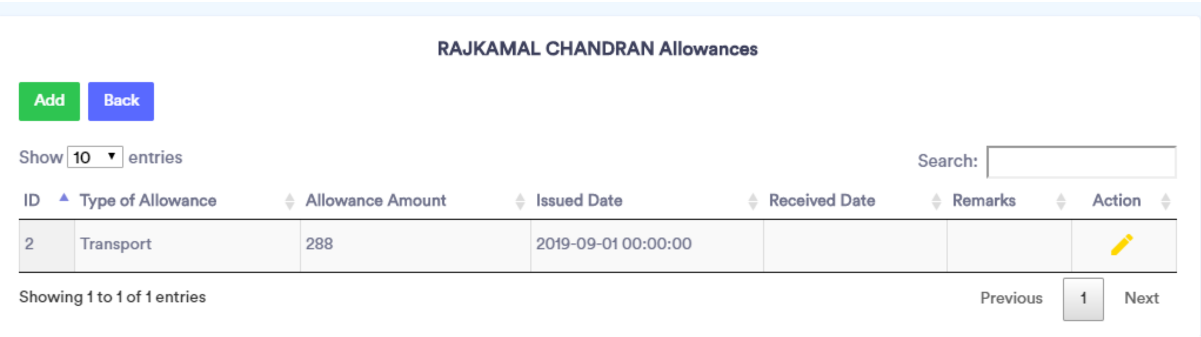
To add a new member, key in the respective field and add a file attachment if necessary. Press <Add> button to save changes. Name, Relationship, Date of Birth & Contact Number fields are mandatory.



Allowance

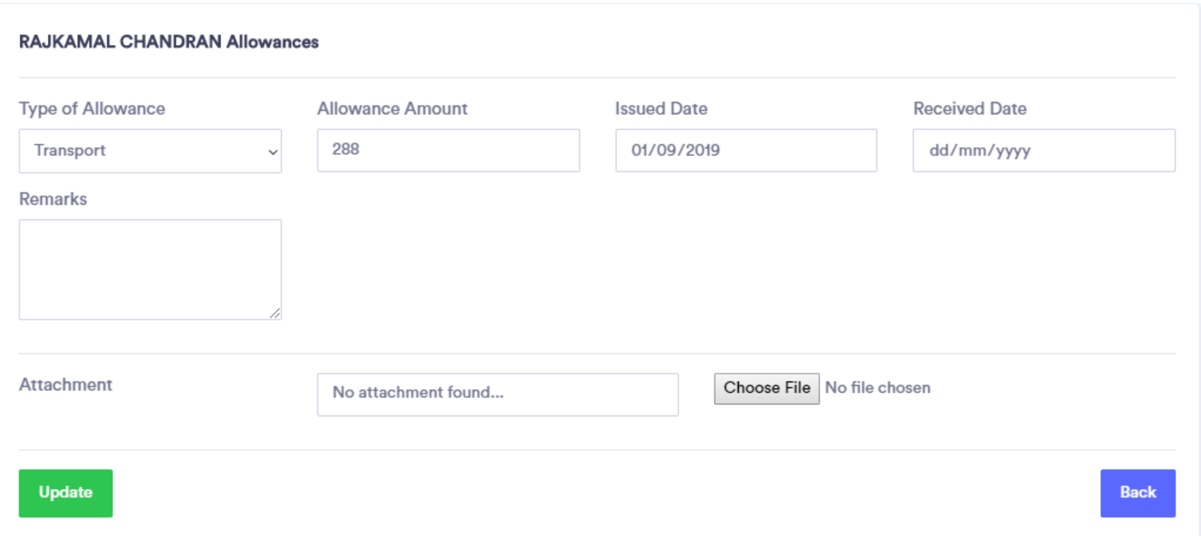
This sub-module is for user view, edit or add employee allowance's data. To edit data, click the "Pencil" icon on the right of the row.

*Data shown here are for illustration purpose only.

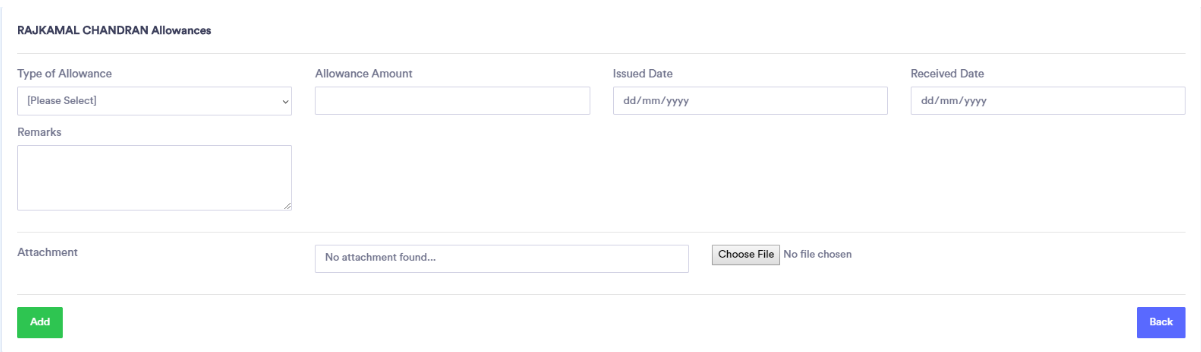


User can make changes to the field and press <Update> to save changes.

*Data shown here are for illustration purpose only.



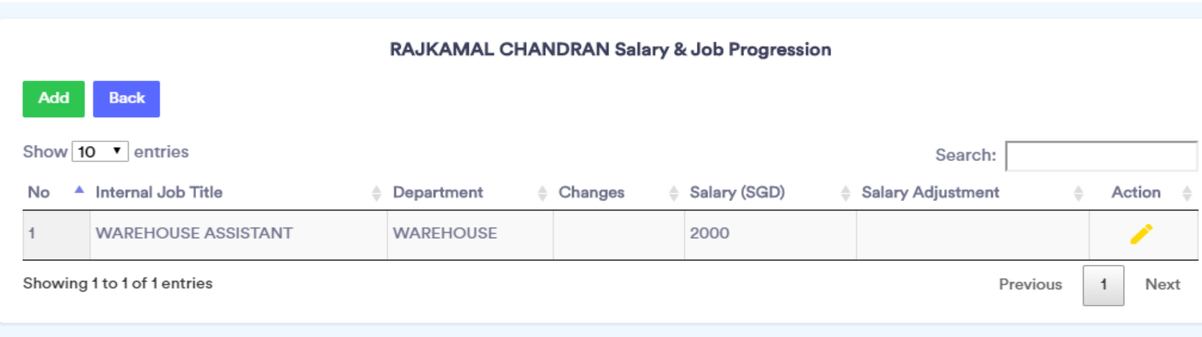
To add a new member, key in the respective field and add a file attachment if necessary. Press <Add> button to save changes. Type of Allowance, Allowance Amount, Issued date are mandatory.



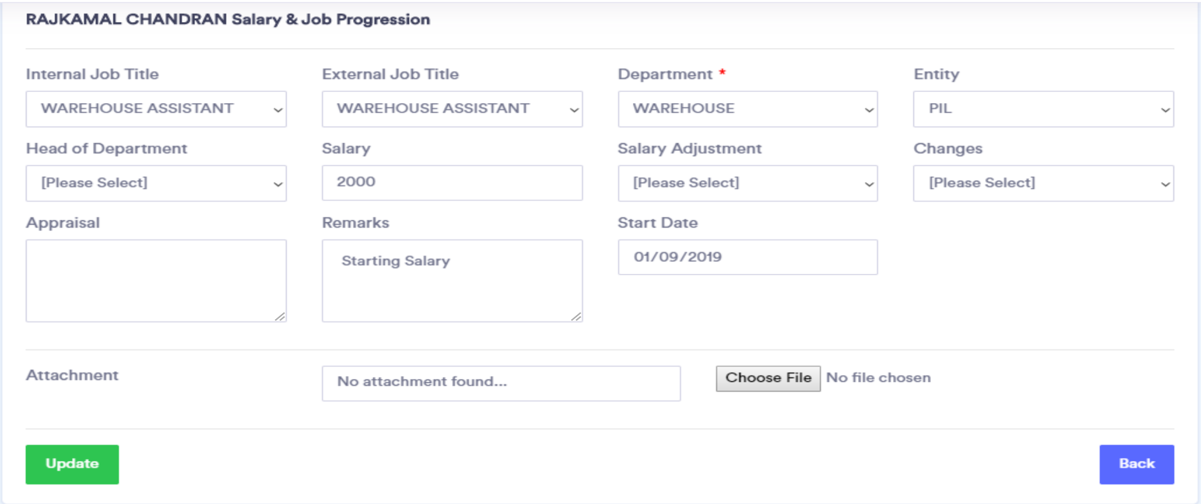
Salary & Job Progression

This sub-module is for user view, edit or add employee Salary & Job Progression’s data. To edit data, click the “Pencil” icon on the right of the row.

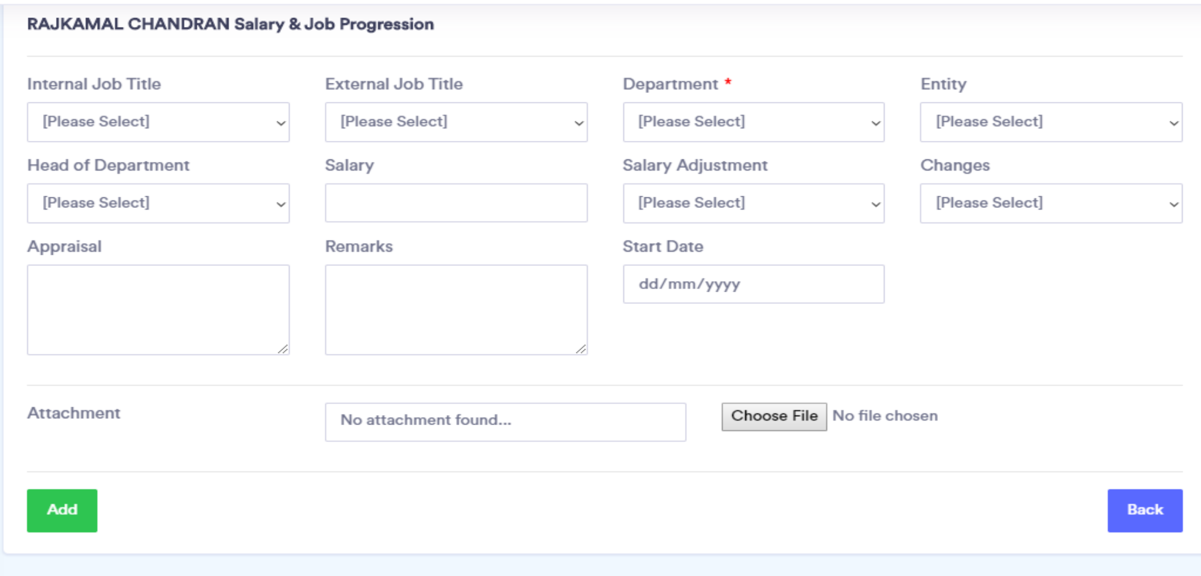
*Data shown here are for illustration purpose only.



User can make changes to the field and press <Update> to save changes.

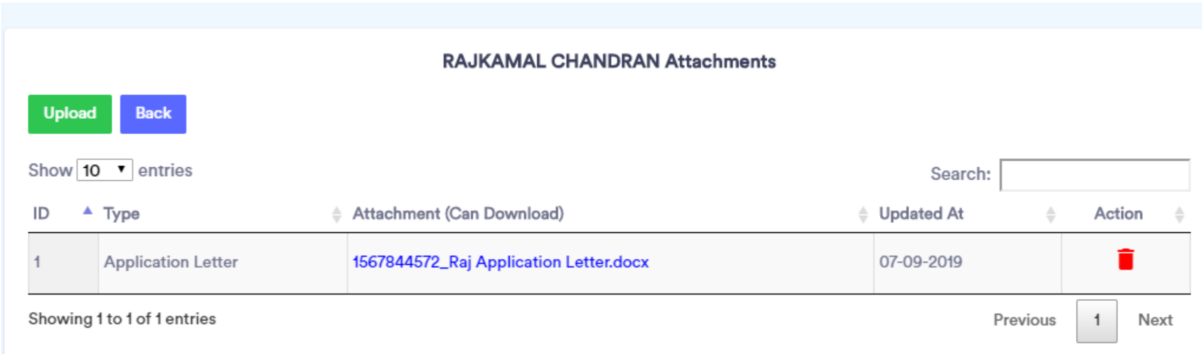


To add a new member, key in the respective field and add a file attachment if necessary. Press <Add> button to save changes. Internal Job Title, Department, Start date, Entity and Remarks are mandatory.

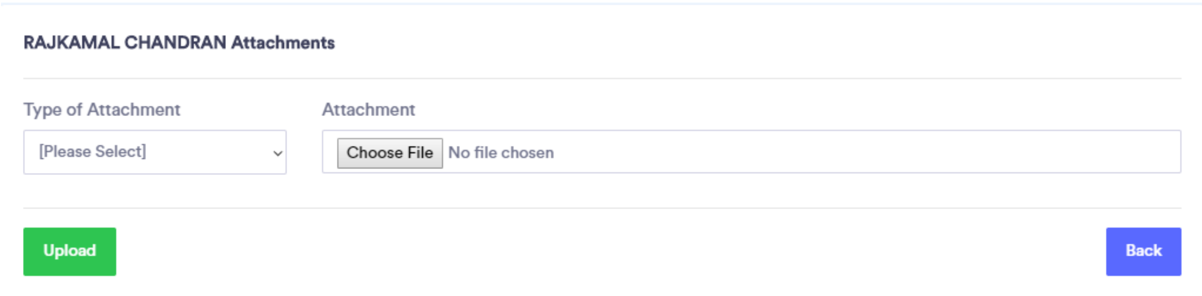


Attachment

This sub-module is for user upload, download or delete employee attachments. To delete the attachment, click the “dustbin” icon on the right of the row. To download the file, click the necessary row under the Attachment (Can Download) column. To add new file to upload, click the <Upload> button.



To add a new file, choose a file & select the type of attachment then press <Upload> button.

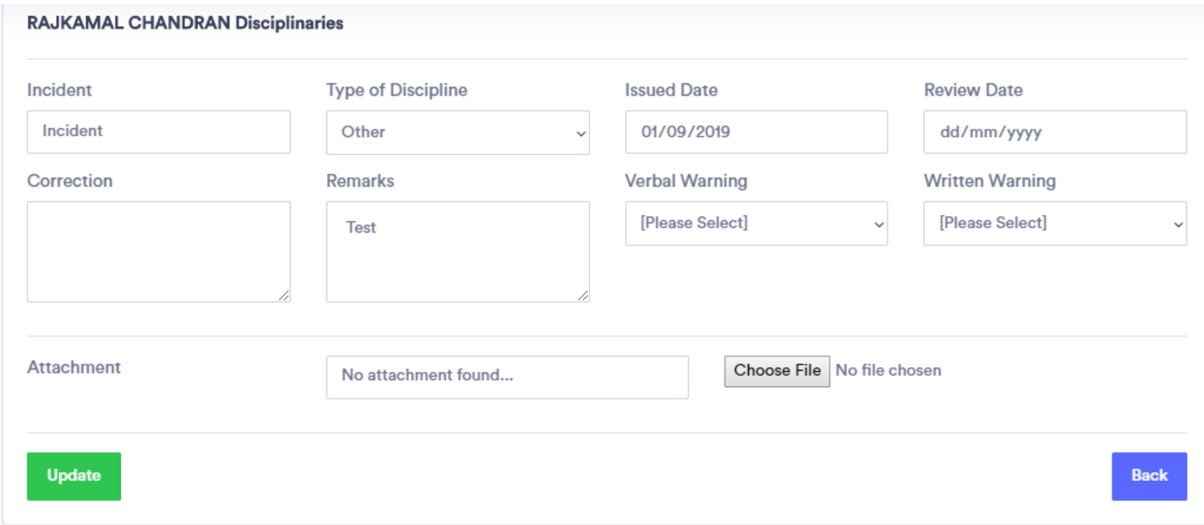


Disciplinaries

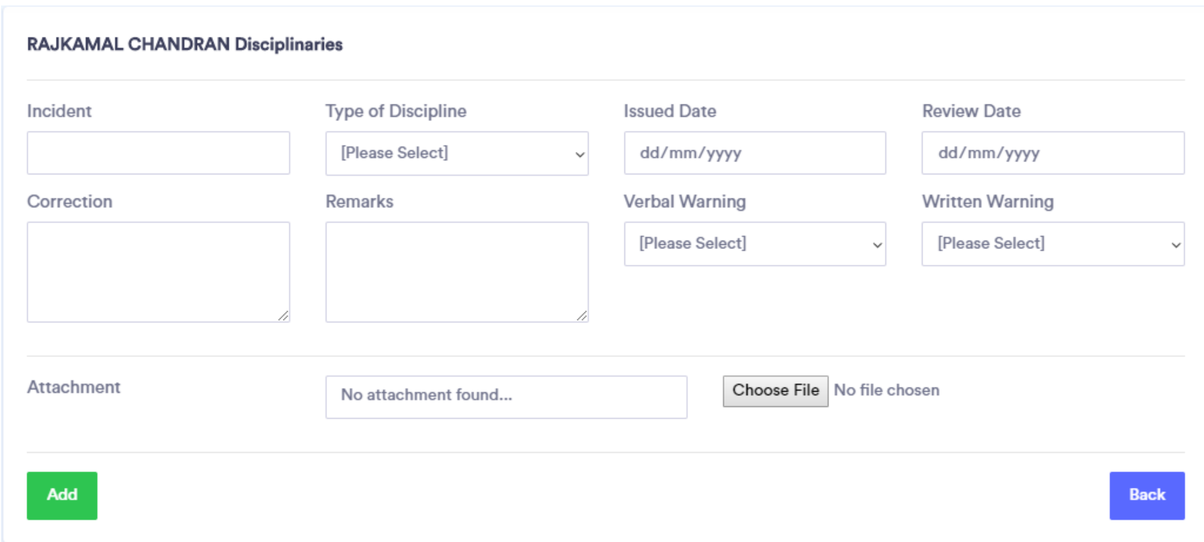
This sub-module is for user view, edit or add employee disciplinaries record. To edit data, click the “Pencil” icon on the right of the row.

*Data shown here are for illustration purpose only.

User can make changes to the field and press <Update> to save changes.



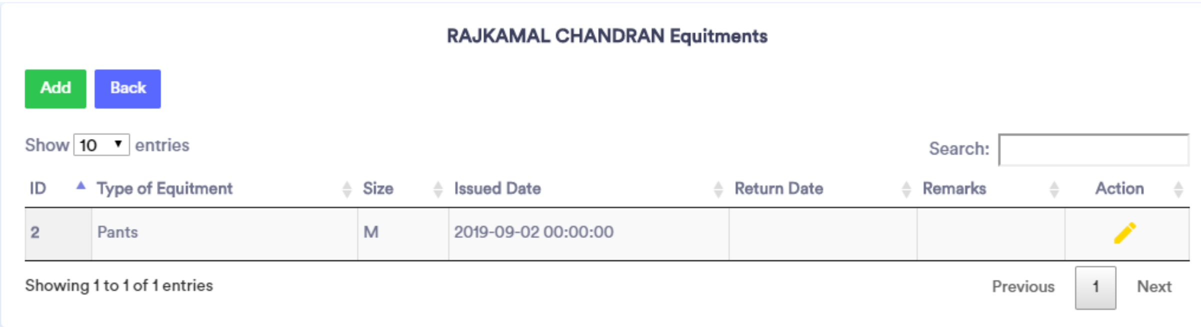
To add a new disciplinary record, key in the respective field and add a file attachment if necessary. Press <Add> button to save changes. Incident, Type of incident, Issued Date, and Remarks are mandatory.



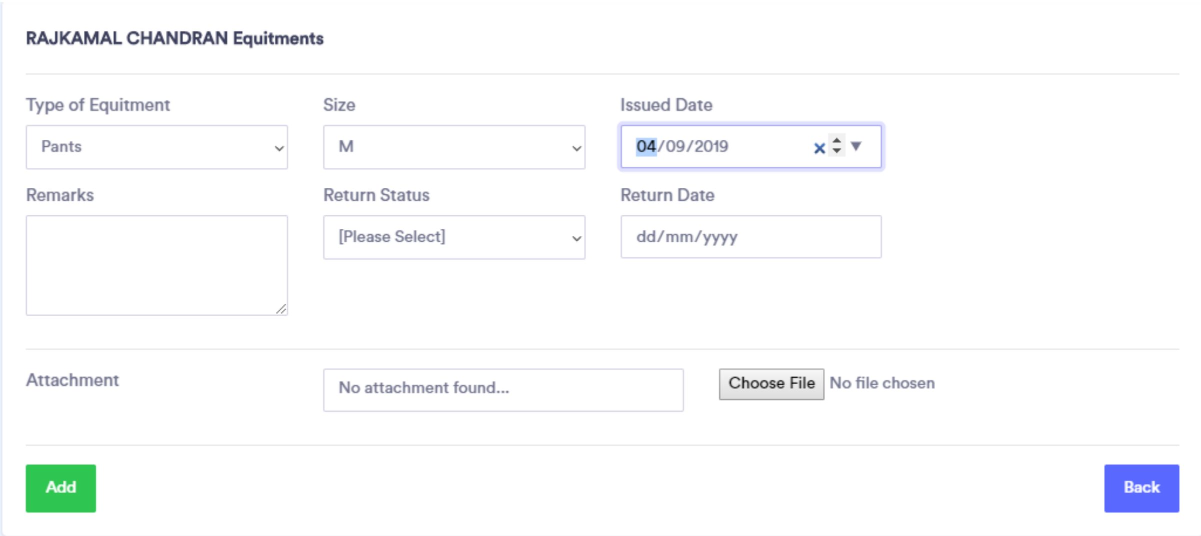
Equipment

This sub-module is for user to view, edit or add employee equipment record. To edit data, click the "Pencil" icon on the right of the row.

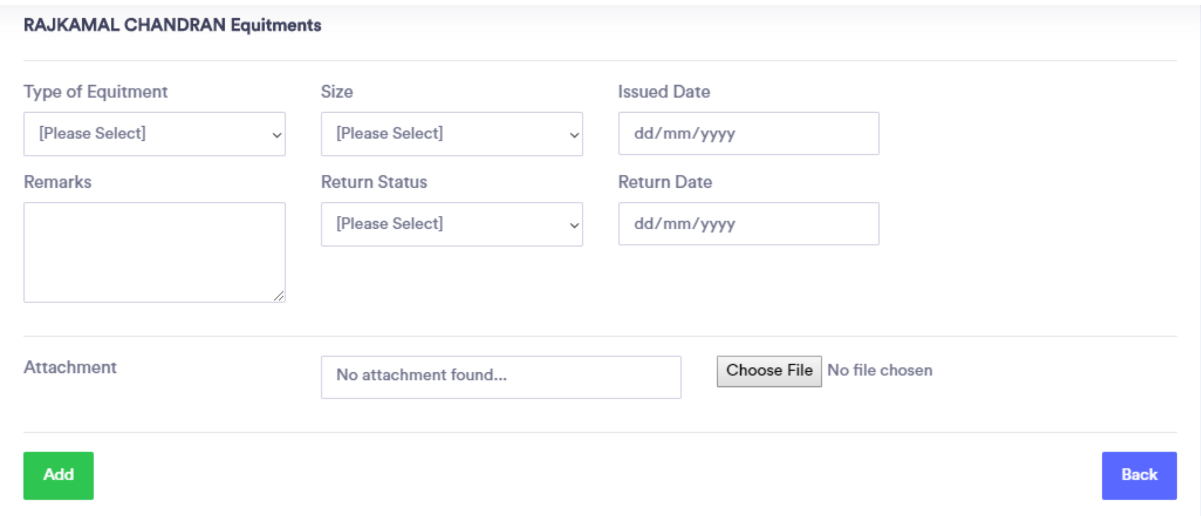
*Data shown here are for illustration purpose only.



User can make changes to the field and press <Update> to save changes.



To add a new equipment record, key in the respective field and add a file attachment if necessary. Press <Add> button to save changes. Type of Equipment, Size and Issued Date are mandatory.

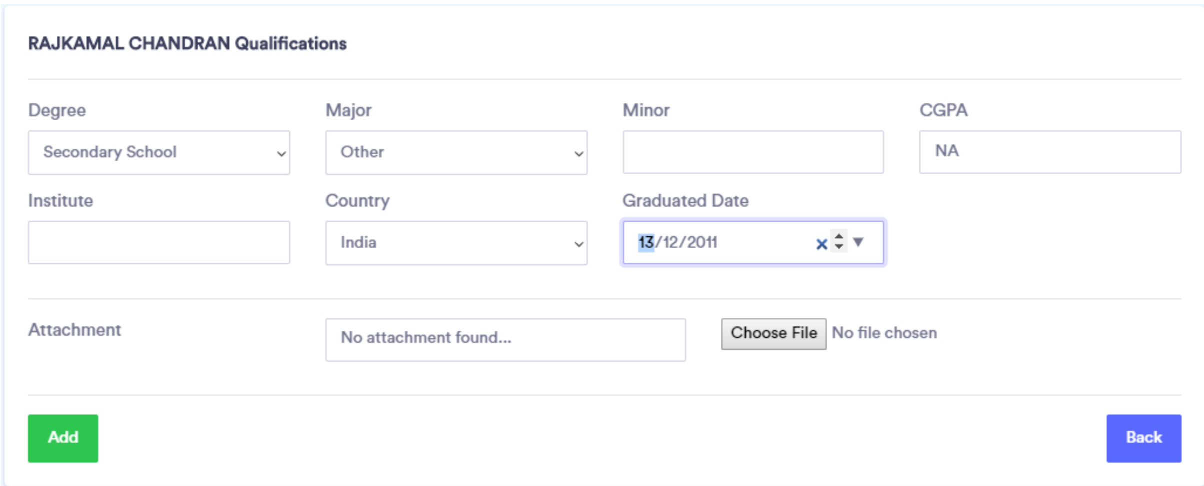


Qualification

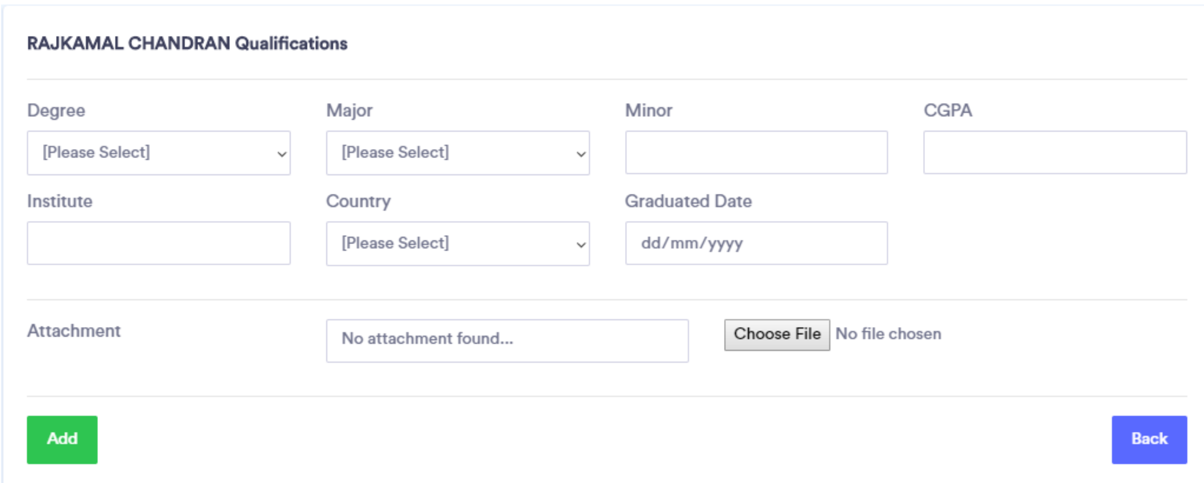
This sub-module is for user to view, edit or add employee qualifications record. To edit data, click the “Pencil” icon on the right of the row.

*Data shown here are for illustration purpose only.

User can make changes to the field and press <Update> to save changes.



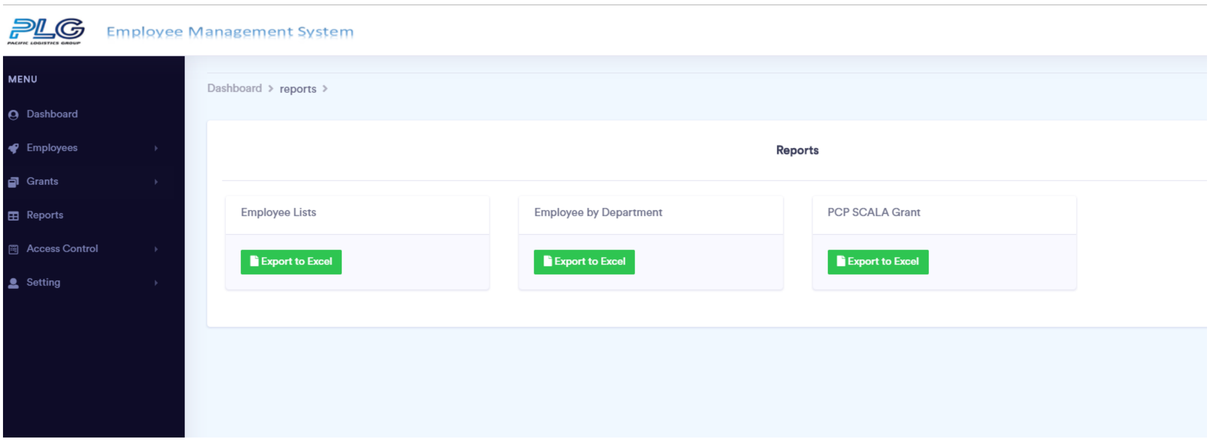
To add a new qualification record, key in the respective field and add a file attachment if necessary. Press <Add> button to save changes. Degree, Institute, CPGA, Graduate Date, Major, Minor, Country are mandatory.



Reports Module

Access by pressing the Reports icon on the navigation panel on the left side.

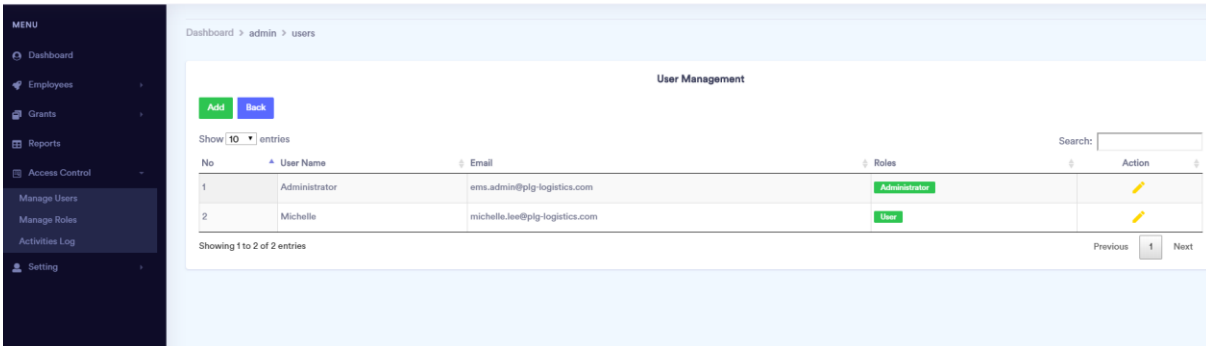
Press the Export to Excel to export various data in Excel format.



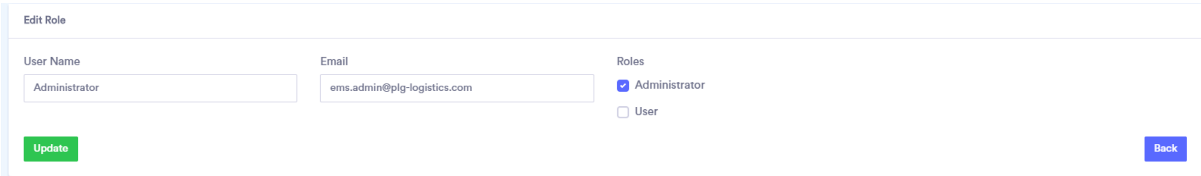
Access Control Module (For Administrator version only)

Manage Users

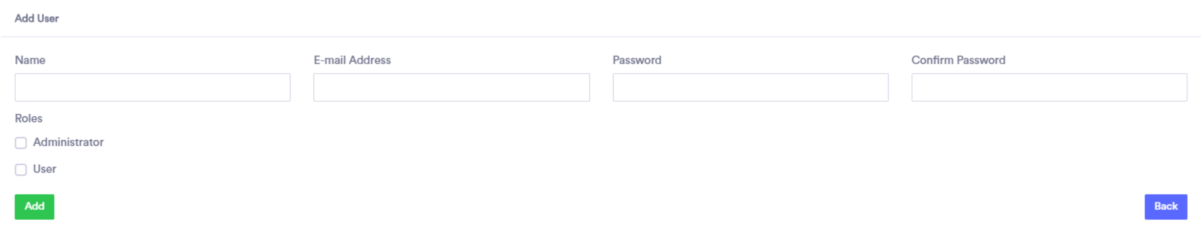
This sub-module is for administrator to view, edit or add user record. To edit data, click the “Pencil” icon on the right of the row.



Administrator can make changes to the field and press <Update> to save changes.

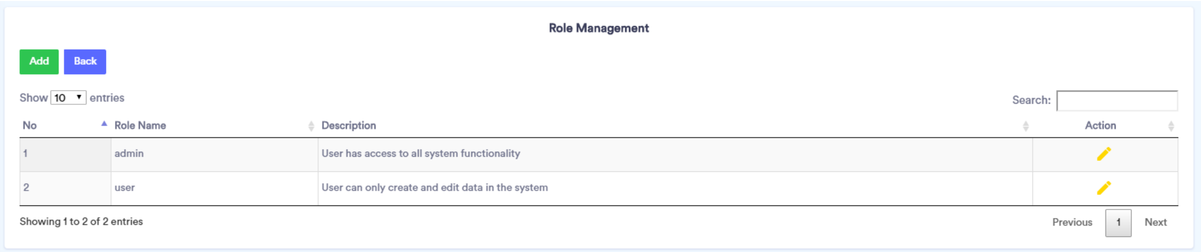


To add a new user record, key in the respective field and add a file attachment if necessary. Press <Add> button to save changes. name, email, password and roles are mandatory.

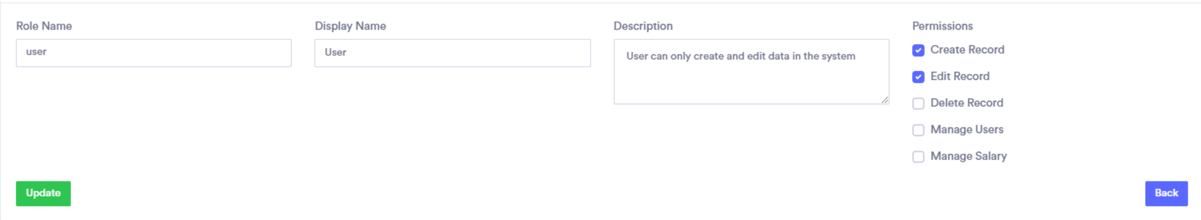


Manage Roles

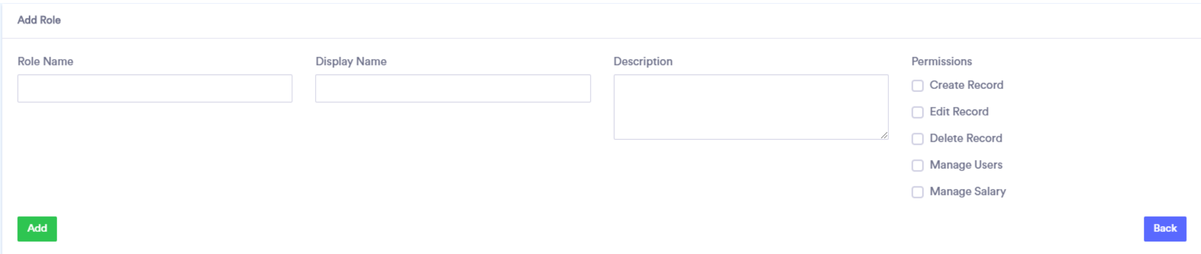
This sub-module is for administrator to view, edit or add user’s role. To edit data, click the “Pencil” icon on the right of the row.



Administrator can make changes to the field and press <Update> to save changes.



To add a new role, key in the respective field and add a file attachment if necessary. Press <Add> button to save changes. Role name, Display Name, Description and Permissions are mandatory.



Activities Log

Provide a log of all the changes made to the system. User can choose the number of entries shown, as well as using search panel for keyword in Subject, Module, Description fields to shorten the list.

User Activity Logs (1 Year Only)

Back

Show 10 entries

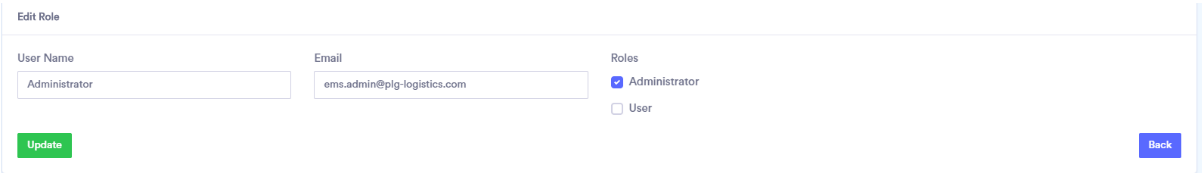
Search:

No	Subject	Module	Description	By User	Time	Updated at
1	LIM SEY HOCK - PCP SCALA	Grant	PCP SCALA created by Administrator	Administrator	4 days ago	2019-09-05 03:30:22
2	LIM SEY HOCK	GrantPayment	Grant Payment created by Administrator	Administrator	4 days ago	2019-09-05 03:30:59
3	LIM SEY HOCK	GrantPayment	Updated payment_due_date from 2019-09-05 00:00:00 to 2019-09-04 00:00:00	Administrator	4 days ago	2019-09-05 03:32:32
4	LIM SEY HOCK	GrantPayment	Updated payment_due_date from 2019-09-04 00:00:00 to 2019-09-03 00:00:00	Administrator	4 days ago	2019-09-05 03:33:12
5	LIM SEY HOCK	GrantPayment	Updated payment_status, payment_amt from , to Partial Paid, 100	Administrator	4 days ago	2019-09-05 03:38:32
6	LIM SEY HOCK	Salary	Updated salary, date, remarks, dpt_name from , , , MANAGEMENT to 10000, 2019-09-05 00:00:00, TESTING, MANAGEMENT	Administrator	4 days ago	2019-09-05 03:43:54
7	LIM SEY HOCK	GrantPayment	Updated payment_no from to 1st Payment	Administrator	3 days ago	2019-09-05 05:54:38
8	TESTING ONLY	Employee	TESTING ONLY created by Administrator	Administrator	3 days ago	2019-09-05 06:00:01

Setting Module (For Administrator version only)

Profile

For administrator to change the role of user.



Logout

To log out of the system.