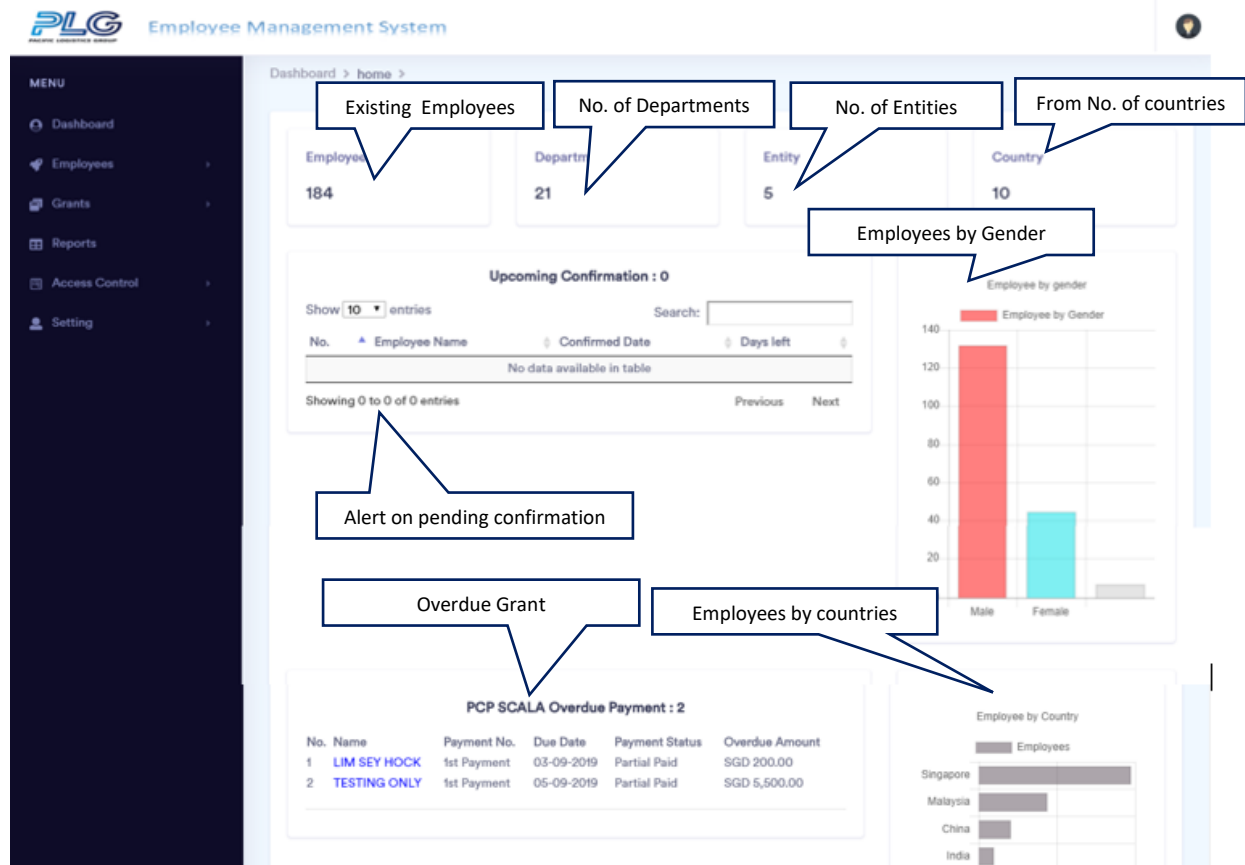


## INTRODUCTION TO EMPLOYEE MANAGEMENT SYSTEM (EMS)

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.

<b>Personal Details</b>		<b>Employment Status:</b> Congratulations for being a part of PLG.	
Employee ID *		PROBATION	
Employee Name *			
NRIC (Last 4 Digit) *			
Select Image: <input type="button" value="Choose File"/> No file chosen			

<b>Personal Particular</b>			
Date of Birth *	Age	Mobile Contact	Email
dd/mm/yyyy			
Nationality	Gender	Race	Marital Status
[Please Select]	[Please Select]	[Please Select]	[Please Select]
SG PR Status (Optional)	SG PR Date	Passport Number (Last 4 Digit)	Passport Expired Date
[Please Select]	dd/mm/yyyy		dd/mm/yyyy
Address	Remarks (Optional)	Bank Name	Bank Account No.
		[Please Select]	

<b>Job Details</b>			
Employment Status	Joined Date *	Confirmed Date *	Leaved Date
[Please Select]	dd/mm/yyyy	dd/mm/yyyy	dd/mm/yyyy
Work Pass (Optional)	FIN Number (Last 4 Digit)	Work Pass Application Date	Work Pass Expired Date
[Please Select]		dd/mm/yyyy	dd/mm/yyyy

All Employee

Click this sub-menu to manage or update individual employee’s record. User can narrow the Employee list by supplying 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					
<div>Add</div>					
Show 10 entries			Search: <input type="text"/>		
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			<div>Previous12345...21Next</div>		

## 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**

<b>Personal Details</b>	<b>Employment Status:</b> JOINED since 02/04/2015 for 4 years, 5 months, 4 days
Employee ID * 209	JOINED
Employee Name * RAJKAMAL CHANDRAN	
NRIC (Last 4 Digit) * 	
Select Image: <input type="button" value="Choose File"/> No file chosen	
Job Title: Department:	WAREHOUSE ASSISTANT WAREHOUSE
<b>Related Information</b>	
Family 0	Disciplinary 0
Allowance 0	Equipment (PPE) 0
Job & Salary 1	Qualification 0
Attachment 0	

<b>Personal Particular</b>			
Date of Birth * 27/12/1994	Age 24	Mobile Contact 167482795	Email 
Nationality Malaysia	Gender Male	Race Indian	Marital Status [Please Select]
SG PR Date dd/mm/yyyy	SG PR Status (Optional) [Please Select]	Passport Number (Last 4 Digit) 8657	Passport Expired Date 18/09/2024
Address 	Remarks (Optional) 	Bank Name [Please Select]	Bank Account No. 

<b>Job Details</b>			
Employment Status [Please Select]	Joined Date * 02/04/2015	Confirmed Date * dd/mm/yyyy	Leaved Date dd/mm/yyyy
Work Pass (Optional) [Please Select]	FIN Number (Last 4 Digit) 505N	Work Pass Application Date dd/mm/yyyy	Work Pass Expired Date 01/04/2021
<input type="button" value="Update"/>		<input type="button" value="Back"/>	

## 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.

RAJKAMAL CHANDRAN Family Member					
<a href="#">Add</a> <a href="#">Back</a>					
Show <input type="text" value="10"/> entries		Search: <input type="text"/>			
ID	Family Name	Relationship	Age	Contact	Action
3	Anna Chandran	Daughter	0	123456	
Showing 1 to 1 of 1 entries					Previous <span>1</span> Next

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

**RAJKAMAL CHANDRAN Families Particular**

Name

Relationship

Date of Birth

Contact Number

Anna Chandran

Daughter

02/09/2019

123456

Attachment

No attachment found...

Choose File

No file chosen

Update

Back

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.

Dashboard > families > 29

**RAJKAMAL CHANDRAN Families Particular**

Name

Relationship

Date of Birth

Contact Number

[Please Select]

dd/mm/yyyy

Attachment

No attachment found...

Choose File

No file chosen

Add

Back

## 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.

**RAJKAMAL CHANDRAN Allowances**

AddBack

Show 10 entries

Search:

ID	Type of Allowance	Allowance Amount	Issued Date	Received Date	Remarks	Action
2	Transport	288	2019-09-01 00:00:00			

Showing 1 to 1 of 1 entries

Previous1Next

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

\*Data shown here are for illustration purpose only.

**RAJKAMAL CHANDRAN Allowances**

Type of Allowance

Allowance Amount

Issued Date

Received Date

Transport

288

01/09/2019

dd/mm/yyyy

Remarks

Attachment

No attachment found...

Choose File

No file chosen

Update

Back

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.

**RAJKAMAL CHANDRAN Allowances**

Type of Allowance

Allowance Amount

Issued Date

Received Date

[Please Select]

dd/mm/yyyy

dd/mm/yyyy

Remarks

Attachment

No attachment found...

Choose File

No file chosen


Add

Back

## 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.

RAJKAMAL CHANDRAN Salary & Job Progression						
<a href="#">Add</a> <a href="#">Back</a>						
Show <b>10</b> entries		Search: <input type="text"/>				
No	Internal Job Title	Department	Changes	Salary (SGD)	Salary Adjustment	Action
1	WAREHOUSE ASSISTANT	WAREHOUSE		2000		
Showing 1 to 1 of 1 entries						Previous <b>1</b> Next

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

RAJKAMAL CHANDRAN Salary & Job Progression

Internal Job Title  
WAREHOUSE ASSISTANT

External Job Title  
WAREHOUSE ASSISTANT

Department \*  
WAREHOUSE

Entity  
PIL

Head of Department  
[Please Select]

Salary  
2000

Salary Adjustment  
[Please Select]

Changes  
[Please Select]

Appraisal

Remarks  
Starting Salary

Start Date  
01/09/2019

Attachment  
No attachment found... [Choose File](#) No file chosen

[Update](#) [Back](#)

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.

RAJKAMAL CHANDRAN Salary & Job Progression

Internal Job Title  
[Please Select]

External Job Title  
[Please Select]

Department \*  
[Please Select]

Entity  
[Please Select]

Head of Department  
[Please Select]

Salary

Salary Adjustment  
[Please Select]

Changes  
[Please Select]

Appraisal

Remarks

Start Date  
dd/mm/yyyy

Attachment  
No attachment found... [Choose File](#) No file chosen

[Add](#) [Back](#)

## 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.

**RAJKAMAL CHANDRAN Attachments**

Upload Back

Show 10 entries Search:

ID	Type	Attachment (Can Download)	Updated At	Action
1	Application Letter	<a href="#">1567844572_Raj Application Letter.docx</a>	07-09-2019	

Showing 1 to 1 of 1 entries Previous 1 Next

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

**RAJKAMAL CHANDRAN Attachments**

Type of Attachment

Attachment

[Please Select]

Choose File

No file chosen

Upload

Back



## Disciplinaries

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

\*Data shown here are for illustration purpose only.

RAJKAMAL CHANDRAN Disciplinaries							
<a href="#">Add</a> <a href="#">Back</a>							
Show <b>10</b> entries		Search: <input type="text"/>					
ID	Incident	Type of Discipline	Issued Date	Written Warning	Correction	Remarks	Action
3	Incident	Other	2019-09-01 00:00:00			Test	
Showing 1 to 1 of 1 entries							Previous <b>1</b> Next

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

**RAJKAMAL CHANDRAN Disciplinaries**

Incident

Incident

Type of Discipline

Other

Issued Date

01/09/2019

Review Date

dd/mm/yyyy

Correction

Remarks

Test

Verbal Warning

[Please Select]

Written Warning

[Please Select]

Attachment

No attachment found...

[Choose File](#) No file chosen

[Update](#)

[Back](#)

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.

**RAJKAMAL CHANDRAN Disciplinaries**

Incident

Type of Discipline

[Please Select]

Issued Date

dd/mm/yyyy

Review Date

dd/mm/yyyy

Correction

Remarks

Verbal Warning

[Please Select]

Written Warning

[Please Select]

Attachment

No attachment found...

[Choose File](#) No file chosen

[Add](#)

[Back](#)

## 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.

RAJKAMAL CHANDRAN Equipments						
<a href="#">Add</a> <a href="#">Back</a>						
Show <input type="text" value="10"/> entries		Search: <input type="text"/>				
ID	Type of Equipment	Size	Issued Date	Return Date	Remarks	Action
2	Pants	M	2019-09-02 00:00:00			
Showing 1 to 1 of 1 entries						Previous <span>1</span> Next

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

RAJKAMAL CHANDRAN Equipments

Type of Equipment

Size

Issued Date

Remarks

Return Status

Return Date

Attachment  
  No file chosen

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.

RAJKAMAL CHANDRAN Equipments

Type of Equipment

Size

Issued Date

Remarks

Return Status

Return Date

Attachment  
  No file chosen

## 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.

RAJKAMAL CHANDRAN Qualifications						
<b>Add</b> <b>Back</b>						
Show <b>10</b> entries		Search: <input type="text"/>				
No	Degree	Major	Minor	Institute	Graduated Date	Action
1	Secondary School	Other	NA	ABC Logistics	2011-12-13 00:00:00	
Showing 1 to 1 of 1 entries						Previous <b>1</b> Next

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

**RAJKAMAL CHANDRAN Qualifications**

Degree

Secondary School

Major

Other

Minor

CGPA

NA

Institute

Country

India

Graduated Date

13/12/2011

Attachment

No attachment found...

Choose File

No file chosen

Add

Back

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.

**RAJKAMAL CHANDRAN Qualifications**

Degree

[Please Select]

Major

[Please Select]

Minor

CGPA

Institute

Country

[Please Select]

Graduated Date

dd/mm/yyyy

Attachment

No attachment found...

Choose File

No file chosen

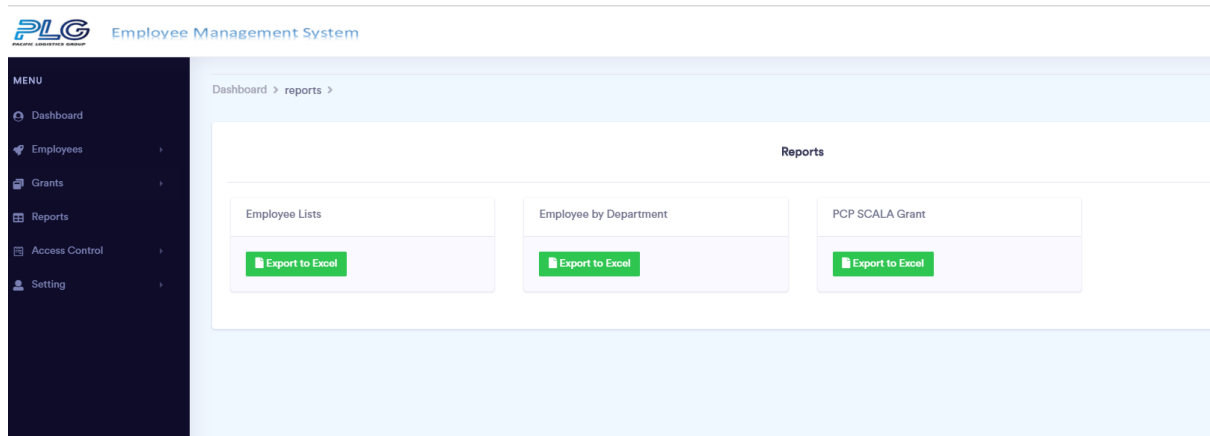
Add

Back

## 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.

The screenshot shows the 'User Management' interface. On the left is a dark sidebar menu with options: Dashboard, Employees, Grants, Reports, Access Control (expanded), Manage Users (selected), Manage Roles, Activities Log, and Setting. The main content area has a breadcrumb 'Dashboard > admin > users' and a title 'User Management'. Below the title are 'Add' and 'Back' buttons. A table lists users with columns: No, User Name, Email, Roles, and Action. The table contains two entries: 1. Administrator (ems.admin@plg-logistics.com, Administrator role) and 2. Michelle (michelle.lee@plg-logistics.com, User role). Each row has a pencil icon in the Action column. Below the table, it says 'Showing 1 to 2 of 2 entries' and has 'Previous', '1', and 'Next' pagination controls.

No	User Name	Email	Roles	Action
1	Administrator	ems.admin@plg-logistics.com	Administrator	
2	Michelle	michelle.lee@plg-logistics.com	User	

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

The 'Edit Role' form has three input fields: 'User Name' (containing 'Administrator'), 'Email' (containing 'ems.admin@plg-logistics.com'), and 'Roles'. The 'Roles' section has two radio buttons: 'Administrator' (selected) and 'User'. At the bottom left is a green 'Update' button, and at the bottom right is a blue 'Back' button.

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.

The 'Add User' form has four input fields: 'Name', 'E-mail Address', 'Password', and 'Confirm Password'. Below these is a 'Roles' section with two radio buttons: 'Administrator' and 'User'. At the bottom left is a green 'Add' button, and at the bottom right is a blue 'Back' button.

## 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.

Role Management

AddBack

Show10entries

Search:

No	Role Name	Description	Action
1	admin	User has access to all system functionality	
2	user	User can only create and edit data in the system	

Showing 1 to 2 of 2 entries

Previous

1

Next

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

Role Name <input type="text" value="user"/>	Display Name <input type="text" value="User"/>	Description <input type="text" value="User can only create and edit data in the system"/>	Permissions <input checked="" type="checkbox"/> Create Record <input checked="" type="checkbox"/> Edit Record <input type="checkbox"/> Delete Record <input type="checkbox"/> Manage Users <input type="checkbox"/> Manage Salary
<a href="#">Update</a>			<a href="#">Back</a>

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.

Add Role			
Role Name <input type="text"/>	Display Name <input type="text"/>	Description <input type="text"/>	Permissions <input type="checkbox"/> Create Record <input type="checkbox"/> Edit Record <input type="checkbox"/> Delete Record <input type="checkbox"/> Manage Users <input type="checkbox"/> Manage Salary
<a href="#">Add</a>			<a href="#">Back</a>

## 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  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.

Edit Role

User Name

Email

Roles  
☒ Administrator  
☐ User

[Update](#)[Back](#)

## Logout

To log out of the system.

