# 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

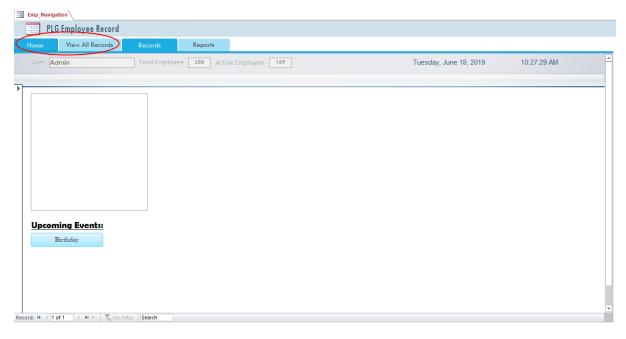
## \*Important Note:

- 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:**

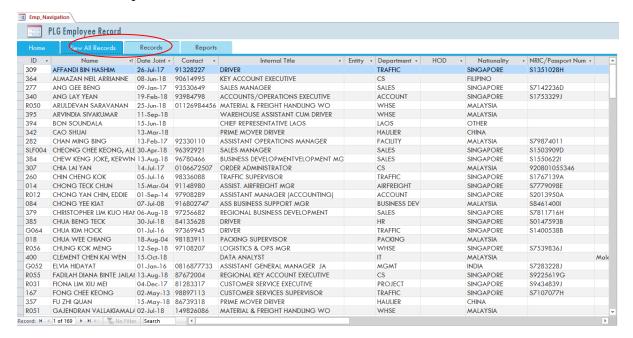
#### 1. Home

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



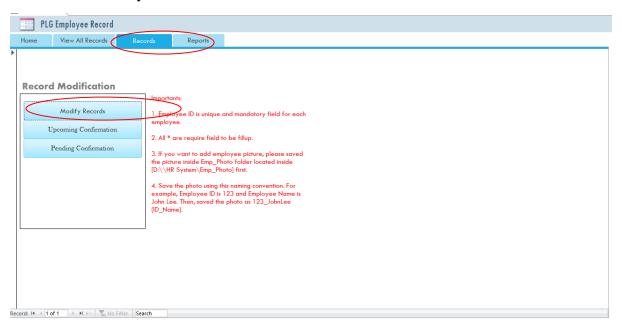
#### 2. View All Records

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

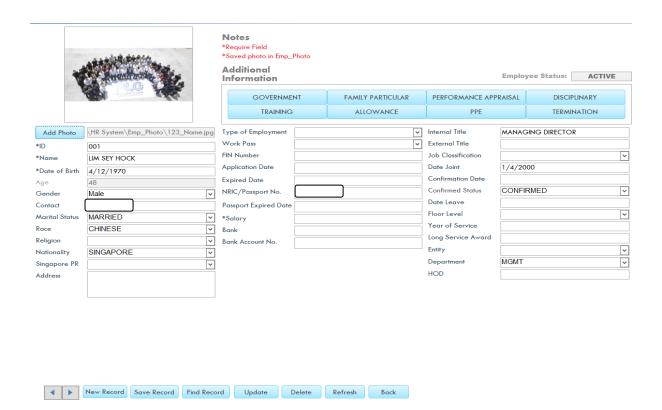


#### 3. Records

a. Click Modify Records



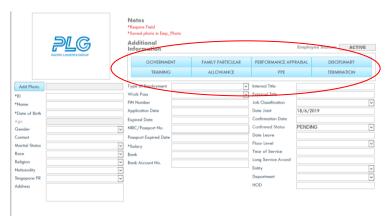
- b. Click New Record
- c. ID field stand for Employee ID which is a mandatory and unique field
- d. Please store all photo in "Emp\_Photo" folder before you add employee photo
- e. Please follow this name convention "EmpID\_Name" when you want to save photo. For example, if EmpID is 100 and Name is John, then save as "100 John"



- 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



## 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

