


## 1. Workflow setup for Travel Request / Advance and Claims

 Workflow For Expenses Application / Claim Application

**Fields are mandatory**

### General Settings

Workflow Title : Manager & Below (LOCAL)  
Position : 1

### Workflow Setting

Approver Setting for : ☐ Travelling Application ☐ Claim Application ☒ Both  
Type : Domestic-Local  
Entitlement Amount ( >= ) : 0.00

### Organization Setting

Company : DNU - myQuickHR SDN BHD  
DMNY - APPLIED INTEGRATORS SDN BHD  
Division : BAUT - THERMAL SYSTEM DIVISION  
BBDO - COMMON DIVISION  
BCAM - CORPORATE AFFAIRS DIVISION  
BELE - ELECTRONICS DIVISION  
GCCAM - SALES & SERVICE DIVISION  
Department : 1BDO - Board  
1CCA - Corporate Communication & Administration Services  
1CSO - Customer Support  
1FBM - Finance & Business Management  
1HRO - Human Resource  
Section : 111 - MD OFFICE  
112 - DIRECTOR THERMAL  
114 - DIRECTOR ELECTRONICS  
115 - DIRECTOR CORPORATE  
121 - HUMAN RESOURCE  
Cost Center : 111A - 111A  
112A - 112A  
114A - 114A  
115A - 115A  
121A - HUMAN RESOURCE

### Applicant Setting

Job Grade : 1 - Managing Director  
2 - Director Board/Executive Director  
3 - Senior General Manager/Senior Advisor  
4 - General Manager/Advisor  
5 - Assistant General Manager/Assistant Advisor  
Staff List : Add  
002580 ROZITA BINTI MOKTHAR  
Job : AAM - Admin Asst Manager  
AA - Administration Assistant  
ADVJ - Advisor  
ADV - Advisor  
AGM - Assistant General Manager  
Location : 2SF1 - 2 SHIFT (E1)  
2SF2 - 2 SHIFT (E2)  
3SHF - 3 SHIFT (ALTERNATE SATURDAY)  
BQ - BANGI  
QL - GLENMARE

### Approvers Settings

**Approver No 1**

Approver No 1 : None Or Or  
Approver No 1 Title : Incumbent  
Approver No 1 Roles : Immediate Supervisor  
Admin  
Pending Label : Head of Company  
Head of Division  
Head of Department  
Head of Section  
Head of Cost Center  
Rejected Label : 1st Upline  
2nd Upline  
3rd Upline  
4th Upline  
5th Upline  
Reject And Send Back To Previous Approver  
Approver Label :  
Reject And Send Back To First Approver Label :  
Fix Position : No

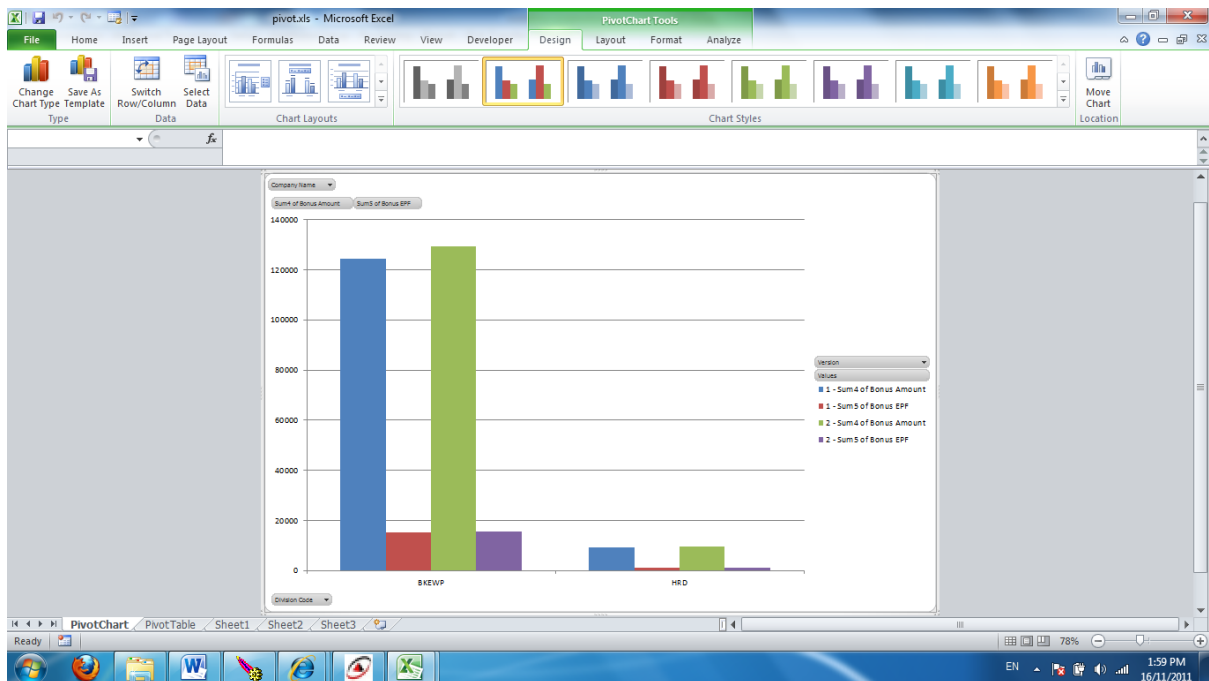
**Approver No 2**

Approver No 2 : None Or Or  
Approver No 2 Title :  
Approver No 2 Roles :  
Pending Label : Pending  
Approved Label : Approved  
Rejected Label : Rejected  
Reject And Send Back To Previous Approver Label :

Note that:

1. Multiple workflow settings can be set up, workflow for claims can also be set based on approval limit of the approver
2. Items under the Claim Type, Organization Level, Job Grade, Job and Location are configurable and appear based on what is setup/
3. The selections under Organization Level and Applicant Settings sections will determine which employees will fall under this workflow
4. Multiple approvers can be added in the workflow (up to 10) and the flow is determined by the role selected e.g. incumbent, immediate supervisor, supervisor's supervisor, Head of Division etc. or even a named user.

## 2. Output from Bonus / Increment Simulation



The diagram above shows the comparison of bonus and employer EPF amount for a 2 month and 3 month quantum for 2 divisions.

Division Code	Sum4 of Bonus Amount	Sum5 of Bonus EPF	Grand Total
BKEWP	124310	15232	129375
HRD	9165	1104	9750
<b>Grand Total</b>	<b>133475</b>	<b>16336</b>	<b>139125</b>

The Pivot Table for the chart is also available.

## 3. List of HR Avenue components

## What HR Avenue has to Offer

Confidential

Property of myQuickHR Sdn Bhd

- Public Recruitment
- Personnel Administration & e-Personnel
- Recruitment & e-Vacancy
- Manpower Planning & e-Manpower Planning & e-Manpower Request
- Job Information & e-Job Description
- Staff Movement & e-Service History
- Payroll Administration & e-Pay
- Time Management & e-Attendance
- Transport Management\*
- Duty Roster
- Reporting and Decision Support System
- Policies and Procedures & e-Policy
- e-Leave & Leave Admin
- e-Training & Training Admin
- e-Loan & Loan Admin
- e-ESOS & ESOS Admin
- e-Grievance & Grievance Admin
- e-Appraisal & Appraisal Admin
- e-Claims & Claims Admin
- e-OT & Overtime Admin
- Flexible Benefit
- e-Medical & Medical Admin
- Insurance
- e-Bonus Increment & Bonus Increment Admin
- e-Disciplinary & Disciplinary Admin
- Managerial Self Service
- Announcement & Communication