1. EMPLOYEE DATA

* Name
* Employee Number
* Division
* Position

1. PESONAL DETAILS

* Other Name
* Address
* NPF Number
* Gender
* Marital
* DOB

1. POSITION AND SALARY

* Position
* Division
* Salary Grade
* Salary
* First Appointment
* Employee Type

1. LEAVE MAINTENANCE

Leave Type – AL

* SL
* LSL

Leave Entitlements

Leave Taken

Leave Balances

1. LEAVE HISTORY

Leave Type From To Remarks

1. LEAVE ADJUST

Leave Type Date Days Description

1. PAYROLL HISTORY

Transaction Type Effective Date Position Salary/Grade