



# How to use HR E-Services



## **Bangna Office**

909 Ample Tower,  
5<sup>th</sup>, Debaratna Road, Bangna-Nua,  
Bangna, Bangkok, 10260 THAILAND

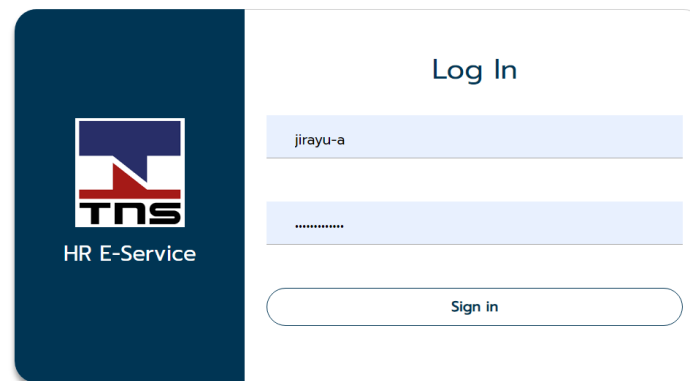
## **Bangpakong Office**

14 Moo14 Sukhumvit Road,  
Tumbol Bangpakong, Amphur Bangpakong,  
Chachoengsao 24130 THAILAND

Upon entering the program, you will encounter the HR E-Service login page as shown in the image below. The program can be accessed via <https://webhost03.thainippon.co.th/tns-hr-eservices/index.php> by logging in with the same Username and Password used for logging into your own computer.

The user statuses are divided as follows:

- General users
- "Admin" level users



## **This program has two main functions as follows:**

1. **Self-Evaluation:** Employees can use this function to evaluate themselves and their performance.
2. **BONUS & ANNUAL Assessment:** Supervisors can use this function to assess employees' performance and determine bonuses.

## **How to use the HR E-Service program:**

1. Go to the HR E-Service program web page.
2. Enter your username and password.
3. Click the "Sign in" button.
4. Select the function you want to use.
5. Follow the on-screen instructions.

## **Requirements for using the HR E-Service program:**

- Employees must have a username issued by the company.
- Employees must use a computer with an internet connection within the company.

## General users

In the image below, you can see the HR E-Service program screen for general users. This screen displays the two main functions:

1. **Self-Evaluation:** Employees can use this function to evaluate themselves and their performance e.
2. **BONUS & ANNUAL Assessment:** Supervisors can use this function to assess employees' performance and determine bonuses.



## Your Record Form All


#	Topic Form	Status
1	<a href="#">Self-Evaluation</a>	Record
2	<a href="#">BONUS &amp; ANNUAL Assessment</a>	Record



## General users (continued)

In the image below, you can see the Self-Evaluation screen of the HR E-Service program, which is used for employee evaluation at THAI NIPPON STEEL ENGINEERING & CONSTRUCTION CORPORATION LTD.

The Self-Evaluation screen displays self-assessment information for employees in the current year.



JIRAYU AUNKHUNTHEE [Log Out](#)

## Self-Evaluation Record

[Self-Evaluation Form](#)

#	Date	Year Submit	Employee ID	Employee Name	Hired Date	Status	PDF
<a href="#">Self-Evaluation2024</a>	26-Apr-2024	2024	TT01588	JIRAYU AUNKHUNTHEE	01-Dec-2022	Submit	<a href="#">Download</a>

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## General users (continued)

Details on the Self-Evaluation screen:

- **Username:** JIRAYU AUNKHUNTHEE
- **Title:** Self-Evaluation
- **Table:**
  - **#:** Displays the sequence of self-assessments
  - **Date:** Shows the date of self-assessment
  - **Year Submit:** Displays the year of self-assessment
  - **Employee ID:** Shows the employee ID
  - **Employee Name:** Shows the employee name
  - **Hired Date:** Shows the date of employment
  - **Status:** Shows the status of self-assessment
  - **PDF:** Link to download the PDF file of the self-assessment form

Functions on the Self-Evaluation screen:

**Click on the PDF:** link to download the self-assessment form PDF file.

### Note:

- If an employee has already self-evaluated in the current year, they cannot press the "Submit" button again to self-evaluate.
- If an employee needs to modify their self-assessment form, they can press the "Re-submit" button.





## General users

### Details on the Self-Evaluation screen:

**Title:** Self-Evaluation

**Form:** Consists of various sections including:

- **General Information:** Displays general employee information such as name, employee ID, position, etc.
- **Performance Evaluation:** Employees can assess their performance in various aspects such as work efficiency, skills, knowledge, etc.
- **Goals for the Next Year:** Employees can set goals for the upcoming year.
- **Comments and Suggestions:** Employees can write comments and suggestions regarding their work and the company.

**Timeframe:** Indicates the period allowed for filling out the form.

**Note:**

- Employees can fill out the form only during the specified timeframe.
- The PDF file of the self-assessment form can be downloaded from the "Your Record Form All" screen.

## General users

Example of usage:

### Let's keep it concise:


Suppose employee **JIRAYU AUNKHUNTHEE** wants to self-evaluate. The system will display the allowed timeframe for filling out the form. Employees can only fill out the form during the specified timeframe.

- If the employee fills out the form within the specified timeframe: They can click the Submit or Save Draft button.
- If the employee tries to fill out the form outside the specified timeframe: The system will notify them that they cannot enter data at that time.

## General users

From the image below, this is the BONUS & ANNUAL Assessment screen of the HR E-Service program, which is used for employee performance evaluation at THAI NIPPON STEEL ENGINEERING & CONSTRUCTION CORPORATION LTD.

The BONUS & ANNUAL Assessment screen displays a list of employees that supervisors need to evaluate for performance and bonuses in the current year. The list of employees is divided by grades.

 JIRAYU AUNKHUNTHEE [Log Out](#)

### BONUS & ANNUAL Assessment

Search BONUS & ANNUAL Assessment

Year Assessment :  
2024

Employee ID :

Employee Name :

Status :  
- Select -

[Search](#) [Clear](#)

Employee Name	Grade	Employee ID	Submit Date	Year Assessment	Status
<a href="#">MR. ADUL KUNSANG</a>	G2	ST03923			N/A
<a href="#">MR. SRIKANTIP SIRINARADECHAKUL</a>	G5	ST03823			N/A
<a href="#">MR. THOSSAWAT WONGKONG</a>	G6	ST04065			N/A
<a href="#">MS. KORAKORN RAKSAYAT</a>	G4	ST03538	21-Jun-2024	2024	Submit
<a href="#">MS. WALAILAK SUKSOMBOON</a>	NA	ST04170	21-Jun-2024	2024	Submit

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## General users

### Details on the **BONUS & ANNUAL Assessment** screen:

**Title:** BONUS & ANNUAL Assessment

**Table:**

- **Employee Name:** Displays the employee's name
- **Employee ID:** Displays the employee's ID
- **Grade:** Displays the employee's grade
- **Submit Date:** Displays the date when the supervisor submits the assessment results
- **Year Assessment:** Displays the year of assessment
- **Status:** Displays the status of the assessment

**Buttons:**

- Search: Search for employees
- Clear: Clear the search criteria

## General users

### Note:

- Supervisors can click on an employee's name to evaluate their performance and bonuses.
- Supervisors can assess performance and bonuses only for employees listed.
- Supervisors can view the history of employee performance assessments and bonuses from the "Your Record Form All" screen.

### Example of usage:

Suppose the supervisor, **JIRAYU AUNKHUNTHEE**, wants to evaluate the performance and bonuses of an employee. The supervisor can click on the employee's name in the list, and the system will display a screen for performance evaluation and bonuses. The supervisor can enter the information and submit the evaluation results.

### Editing Data:

- If the supervisor has already submitted the evaluation results, they can still edit the data by clicking the "Re-submit" button. The system will allow the supervisor to make edits again.
- Once the supervisor submits the evaluation results, the system automatically generates a PDF file.

### Timeframe:

- The BONUS & ANNUAL Assessment screen will have specific opening and closing dates for data entry, set by the admin. Supervisors can assess performance and assign bonuses to employees only during the specified timeframe.



From the image, it's the BONUS & ANNUAL Assessment for Foreman & below screen of the HR E-Service program, which is used for employee performance evaluation at THAI NIPPON STEEL ENGINEERING & CONSTRUCTION CORPORATION LTD.

This page is for junior staff starting from Grade NA. The system will display leave records retrieved from each individual's database to calculate the Leave Score. This score is then combined with the Section Assessment score for grading purposes, which determines eligibility for future bonuses. The system automatically generates a PDF when the supervisor submits the assessment.

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From the image, it shows the BONUS & ANNUAL Assessment screen for Grade 4 – Grade 6 of the HR E-Service program, which is used for employee performance evaluation at THAI NIPPON STEEL ENGINEERING & CONSTRUCTION CORPORATION LTD.

This page is designed for employees in Grade G4 – G6. The system retrieves leave records from each individual's database to display and calculate a Leave Score. This score is then combined with the Section Assessment score to determine the overall grade, which is used for bonus consideration. Upon submission by the supervisor, the system automatically generates a PDF.

[illegible]








## User (Admin)

From the image below, it's the Admin Login screen of the TNS HR E-Services system, used for managing employee data. This screen is intended for system administrators to log in and access employee information.

Management All HR Import \*JIRAYU AUNKHUNTHEE [Log Out](#)

### Your Record Form All

#	Topic Form	Status
1	<a href="#">Self-Evaluation</a>	Record
2	<a href="#">BONUS &amp; ANNUAL Assessment</a>	Record

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## User (Admin)

### Screen Components

#### Top Menu Bar:

- **Screen Title:** "Admin Login" displays the current screen name.
- **Main Menu:** Includes the menus "Management All" and "HR Import."
- **Logout Button:** A button for logging out of the system.

#### Additional Menus:

- **Management All:** This menu is used for managing all data within the system.
- **HR Import:** This menu is used for importing employee data from Excel files.

#### Usage Examples:

- The administrator can use the "Management All" menu to manage various data, such as adding, editing, and deleting items, as well as setting form opening and closing times.
- The administrator can use the "HR Import" menu to import employee data from Excel files.

#### Summary:

This screen is the Admin Login screen of the TNS HR E-Services system, used for system administrators to log in and manage employee data.



## User (Admin)

From the image below, it is the Management All for HR screen of the TNS HR E-Services system, used for managing employee data. This screen allows administrators to manage employee information in various ways.



## Management All for HR

#	Topic Management	Status
1	<a href="#">Admin</a>	Manage
2	<a href="#">Self-Evaluation</a>	Topic & Sub-Item
3	<a href="#">BONUS &amp; ANNUAL Assessment</a>	Topic & Sub-Item
4	<a href="#">Exit Interview</a>	Topic & Sub-Item
5	<a href="#">Schedule</a>	Manage

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## User (Admin)


This screen displays the following sections:

- **Admin:** This section is used for managing administrator information.
- **Self-Evaluation:** This section is used for managing employee self-evaluations.
- **BONUS & ANNUAL Assessment:** This section is used for managing annual assessments and bonuses for employees.
- **Exit Interview:** This section is used for managing employee exit interviews.
- **Schedule:** This section is used for managing the opening and closing of various forms.



## User (Admin)

From the image below, it is the Import File Excel Employee screen of the TNS HR E-Services system, which is used for importing employee data from Excel files.

 Management All HR Import ▾

JIRAYU AUNKHUNTHEE Log Out

### Import File Excel Employee

Choose File No file chosen

[Download Format Excel](#)

Import

### Search Employee

Employee ID :

Employee name :

Employee Grade :

Status :  

- Select - ▾

Section :

Division :

Superior name :

Superior Grade :

Search Clear

#	Employee ID	Employee name	Employee Grade	Hired date	Section	Division	Superior name	Superior Grade	Status
1	TT01588	JIRAYU AUNKHUNTHEE	G6	01-Dec-2022	131-PMIS & ERP	Digital Transformation Center	MS. KORAKORN RAKSAYAT	G4	Active
2	ST03538	MS. KORAKORN RAKSAYAT	K	09-Apr-2011	131-PMIS & ERP	Digital Transformation	MRS.NUTCHAREE LIEW	G3	Active

## User (Admin)

- **Upload Area: Space for uploading files.:**
  - **"Choose File" Button:** Used to select the Excel file for import.
  - **File Name:** Displays the name of the selected Excel file.
  - **"Import" Button:** Used to import employee data from the selected Excel file.
- **"Download Format Excel" Button:** Used to download an Excel Template format for filling out employee information.

## Steps for importing data:

1. Download the Excel Template file from the "Download Format Excel" button.
2. Fill out employee information in the Excel Template file.
3. Click on the "Choose File" button and select the Excel Template file with the filled-out information.
4. Click on the "Import" button.

## Note:

- The Excel Template file must adhere to the correct format as specified by the system.
- Employee data in the Excel Template file must be accurate and complete.

## Example of Usage:

- The system administrator can download the Excel Template file and enter new employee information.
- After entering the information, the system administrator can upload the Excel Template file with the filled-out data to import new employee information.



## User (Admin)


### Summary:

This screen is used for importing employee data from an Excel file. The system administrator can download an Excel Template file, enter employee information into it, and then upload the filled-out file to import new employee data.



## User (Admin)

From the image below, it is the "Import File Excel Import Leave & Punishment Record" page of the TNS HR E-Services system, used for importing employee data from an Excel file.

 Management All HR Import ▼JIRAYU AUNKHUNTHEE Log Out

### Import File Excel Import Leave & Punishment Record

Choose File No file chosen

[Download Format Excel](#)

Import

### Search Leave Record

Employee ID :

Sick leave :

Business leave :

Absenteeism :

Late :

Search

Clear

#	Employee ID	Created Date	From 1 Sep [YYYY] to 31 Dec [YYYY]				From 1 Jan [YYYY] to 31 Aug [YYYY]				Verbal Warning	Letter warning
			Business leave	Sick leave	Absenteeism	Late	Business leave	Sick leave	Absenteeism	Late		
1	ST03538	2024-04-29 14:36:05	17	14	0	0	2	1	0	0	0	0
2	ST03823	2024-04-29 14:36:05	1	2	4.3	2	1	0	16	2	2	3
3	ST03923	2024-04-29 14:36:05	3	7	6	3	13	17	21	25	12	567

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## User (Admin)

- **Upload Area: Space for uploading files:**
  - **"Choose File" Button:** Used to select the Excel file for import.
  - **File Name:** Displays the name of the selected Excel file.
  - **"Import" Button:** Used to import employee data from the selected Excel file.
- **"Download Format Excel" Button:** Used to download an Excel Template file for filling out employee information.

### Steps for importing data:

1. Download the Excel Template file from the "Download Format Excel" button.
2. Enter employee information in the Excel Template file.
3. Click on the "Choose File" button and select the Excel Template file with the filled-out information.
4. Click on the "Import" button.

### Notes:

- The Excel Template file must adhere to the correct format as specified by the system.
- Leave and punishment data for employees in the Excel Template file must be accurate and complete.

### Example of usage:

- The system administrator can download the Excel Template file and enter new leave and punishment data for employees.
- The system administrator can upload the Excel Template file with the filled-out information to import new leave and punishment data for employees.



## User (Admin)

### Summary:

This screen is used for importing employee leave and punishment data from an Excel file. The system administrator can download an Excel Template file, enter leave and punishment data for employees, and upload the filled-out file to import new leave and punishment data for employees.