**Requirement/Confirmation List - Simplex**

**Everything in Capped Lock for Employee Particular.**

1. **Employee Fields :**
   1. Personnel Details:
      1. First Name
      2. Last Name
      3. Preferred name
      4. Photograph
      5. DOB, (Age auto-calculate)
      6. Gender
      7. Marital Status:
      8. Race:
      9. Religion:
      10. Handphone Number
      11. Alternate Phone Number (Home)
      12. Office Email/ Personal Email Address (meant for reset)
      13. Local Address
      14. Permanent Address
   2. Company Details
      1. Employee Id (Employee Can’t change it, only view)
      2. Department (Employee Can’t change it, only view)
      3. Designation (Employee Can’t change it, only view)
      4. Reporting Manager (Employee Can’t change it, only view)
      5. Leave Approval 1 (Employee Can’t change it, only view)
      6. Leave Approval 2 (Employee Can’t change it, only view)
      7. Auto Approve leave? if yes then how many days ? (not visible to employee, only admin/HR can see)
      8. Date of Joining (Employee can’t change it, only view)
      9. Date of Leaving (not visible to employee, only admin/HR can see)
      10. Probation Period – 3 or 6 Months (Employee can’t change it, only view)
      11. Status – Active/Inactive (not visible to employee, only admin/HR can see)
   3. Account Details
      1. Userid (by default it will be employee id)- employee can’t change it.
      2. Password
      3. Medical Claims/Year Limit
      4. Leave Entitlement (Based on the Leave Entitlement Rules)
         1. Annual Leave
         2. Sick/Medical leave
         3. Casual Leave
         4. etc
      5. Which Document Folders can access?
   4. Other Details:
      1. Passport Country (FREEZE)
      2. Nationality: (Drop down bar to choose) (FREEZE)
      3. Country of birth: (Drop down bar to choose) (FREEZE)
      4. Passport Number: (FREEZE)
      5. Passport Expiry: (FREEZE)
      6. Work Permit Type (SPass, EPass, work permit etc) (FREEZE)
      7. FIN/NRIC Number (FREEZE)
      8. Date of Issue (FREEZE):
      9. Permit Expiration Date (FREEZE):
      10. Vehicle Number:
      11. Vehicle IU Number:
   5. Family Background

Parents/Sibling/Spouse working

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Relations | Working in Related Industries (Yes/No)?  If yes, please specify: | Company Name: | Occupation: |
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Only for employees with children’s

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | NRIC | DOB | Citizenship | Age |
|  |  |  |  |  |
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In case of emergency:

Contact 1:

* + 1. Emergency Name:
    2. Relations:
    3. Address:
    4. Handphone Number:
    5. Alternative Number:

Contact 2:

1. Emergency Name:

ii. Relations:

iii. Address:

iv. Handphone Number:

* + 1. Alternative Number:

Highest Education Level: (Drop down- Master, Degree…)

Completion of National Service (ORD): Yes/No

Completion of Relief of Duty (ROD): Yes/No

1. **Roles & Permission :**

**Can pull out all employees’ details from all countries (Malaysia, China, Vietnam, Mongolia and Singapore), can edit all the countries.**

* 1. Super Admin: HR Manager
     1. Manage Employees (View/Add/Edit/Delete/Export).
     2. Manage Departments (View/Add/Edit/Delete/Export).
     3. Manage Designation (View/Add/Edit/Delete/Export).
     4. Manage Holiday List (View/Add/Edit/Delete/Export).
     5. Manage Attendance (View/Add/Edit/Delete/Export).
     6. Manage Leave Type (View/Add/Edit/Delete/Export).
     7. Manage Leaves (View/Add/Edit/Delete/Export).
     8. Manage Leave Rules (View/Add/Edit/Delete/Export).
     9. Manage Employee Department Calendar (View/Add/Edit/Delete/Export all department calendar).
     10. Manage Notices Board (View/Add/Edit/Delete/Export)
     11. Manage Notifications (View/Add/Edit/Delete/Export)
     12. Probation Period Popup Reminder (View/Edit/Delete)
     13. Manage Document Folder (View only those which are assigned)
     14. Notification alerts on Employees update on his/her personal data
  2. Admin – access to below things (Only for respective country)
     1. Manage Users for this portal (View/Add/Edit/Delete/Export).
     2. Manage Roles & Permissions.
     3. Manage Employees (View/Add/Edit/Delete/Export).
     4. Manage Departments (View/Add/Edit/Delete/Export).
     5. Manage Designation (View/Add/Edit/Delete/Export).
     6. Manage Holiday List (View/Add/Edit/Delete/Export).
     7. Manage Medical Claims (View/Add/Edit/Delete/Export).
     8. Manage Attendance (View/Add/Edit/Delete/Export).
     9. Manage Leave Type (View/Add/Edit/Delete/Export).
     10. Manage Leaves (View/Add/Edit/Delete/Export).
     11. Manage Leave Rules (View/Add/Edit/Delete/Export).
     12. Manage Employee Department Calendar (View/Add/Edit/Delete/Export all department calendar).
     13. Manage Notices Board (View/Add/Edit/Delete/Export)
     14. Manage Notifications (View/Add/Edit/Delete/Export)
     15. Probation Period Popup Reminder (View/Edit/Delete)
     16. Manage Document Folder (View/Assign/Add/Edit/Delete/Export)
  3. Accountant
     1. Manage Employees (View/Export).
     2. Manage Holiday List (View/Export).
     3. Manage Medical Claims (View/Add/Export).
     4. Manage Leaves (View/Export).
     5. Manage Notices Board (View)
     6. Manage Document Folder (View only those which are assigned)
  4. Employee
     1. Manage Holiday List (View/Export).
     2. Manage Medical Claims (View/Add/Edit/Delete/Export).
     3. Manage Attendance (View/Export).
     4. Manage Leaves (View/Add/Export).
     5. Manage Employee Department Calendar (View only for his department (Sales & Marketing)).
     6. Manage Notices Board (View)
     7. Manage Notifications (View)
     8. Manage Document Folder (View only those which are assigned)
     9. Manage those cells that editable. E.g. Passport details, T shirt size.

1. **Leave Rules :**
   1. Below are the Complete List of Leave Rules (Pls add/amend if any other rules, we have to fix and confirm all the rules then only can code/program)
      1. Carry Forward Rule ? 5 DAYS
      2. Expiry Rule ? BEFORE NEXT CALENDER YEAR
      3. Earned Leave Rule ? AFTER 3 MONTHS PROBATION PERIOD
      4. Leave Approval Rule ? Urgent Leave & Medical Leave (Auto Approved)
      5. Pro-Rated Leave Entitlement Rule ?

- AUTO CALCULATION BASED ON JOINED DATE.

BEFORE 15TH, CREDIT DAY FOR THE MONTH, AFTER 15TH WILL NOT RECEIVED THE CREDIT FOR THE MONTH.

E.G JOIN DATE = 15 FEB

PRO-RATED = 11/12 (NO OF MONTH/ TOTAL YEAR) X 14 (ENTILEMENT) = 13 DAYS

JOIN DATE = 16 FEB IS 12 DAYS

* + 1. Entitlement Rules

- JOB CLASSIFICATION ENTILEMENT

1) SM-III TO SM-I (SENIOR MANAGEMENT)

Entitlement = 21

After 1 year add 1 day, capped at 25 Days

2) M-III TO M-I (MANAGEMENT)

Entitlement = 18

After 1 year add 1 day, capped at 21 Days

3) NE-II TO E-I (EXECUTIVE & SUPERVISOR)

Entitlement = 14

After 1 year add 1 day, capped at 18 Days

4) NE - III (WAREHOUSE/DRIVER/TECHNICIAN)

Entitlement = 7

After 1 year add 1 day, capped at 14 Days

- AUTO ADD ON 1 DAYS FOR JOB CLASSIFICATION

* + 1. Probation Rules (HR= ISUPER ADMIN)

Entitlement: Zero, auto notification for 3 months’ probation.

* + 1. Any other Rule (pls specify here so that we can program/code it)?

1) OFF IN LIEU (PH) - AUTO ADDED FOR PUBLIC HOLIDAY THAT FALLS ON SATURDAY.

1i) OFF IN LIEU (MISC) – APPROVAL FROM CEO

2) MC – 14 DAYS

- PRORATED FROM JOIN DATE

BEFORE 15TH, CREDIT DAY FOR THE MONTH, AFTER 15TH WILL NOT RECEIVED THE CREDIT FOR THE MONTH.

E.G JOIN DATE = 15 FEB

PRO-RATED = 11/12 (NO OF MONTH/ TOTAL YEAR) X 14 (ENTILEMENT) = 13 DAYS

JOIN DATE = 16 FEB IS 12 DAYS

- MEDICAL ENTILEMENT

1) SM-III TO SM-I (SENIOR MANAGEMENT)

Entitlement = $500

2) M-III TO M-I (MANAGEMENT)

Entitlement = $400

3) NE-II TO E-I (EXECUTIVE & SUPERVISOR)

Entitlement = $300

4) NE - III (WAREHOUSE/DRIVER/TECHNICIAN)

Entitlement = $300

3) HOSPITALISATIN – 60 DAYS IF NO MC IS TAKEN

4) MATERNITY

Entitlement = 16 WEEKS (16 X 7days)

Entitlement = 12 WEEKS (SINGLE PARENT)

FOR MALE EMPLOYEE (5&6) (REFER TO GENDER COLUMN)

5) PATERNITY

Entitlement = 7 DAYS

6) SHARED PARENTAL LEAVE (LEAVE FROM MATERNITY LEAVE)

Entitlement = 7 DAYS

7) MARRIAGE

Entitlement = 2 DAYS

8) COMPASSIONATE LEAVE

Entitlement = 1 DAY - CRITICAL ILLNESS LEAVE (DANGEROUSLY ILL LIST CERTIFIED BY DOC)

Entitlement = 3 DAYS – DEATH (GRANDPARENT, PARENT, PARENT IN LAW,

SIBILINGS, SPOUSE,CHILD)

9) CHILDCARE LEAVE

Entitlement = 6 DAYS

10) ADOPTION LEAVE

Entitlement = 4 WEEKS

11) NATIONAL SERVICE LEAVE

Entitlement = 40 DAYS PER CALENDAR YEAR

12) EXAM LEAVE

Entitlement = 3 DAYS

13) UNPAID LEAVE

MAXIMUM PER CALENDAR YEAR: 5 DAYS

14) Urgent Leave (Please minus from Annual Leave)

MAXIMUM PER CALENDAR YEAR: 5 DAYS

1. **Departments & Designations:** 
   1. Please share us the List of all your departments and their Designations.

REFER TO EXCEL.