

KAJIMA (MALAYSIA) SDN. BHD.

User's Manual for Employee Self Service Application System (E-Schedule, E-Appraisal, E-Payslip, E-EA)

25th Aug 2015

Login to the Application System via URL **http://172.18.0.4/ehr/Login.aspx**

Support browser : Internet Explorer and Google Chrome only

1. User/Employee Code = User's ID (Your Employee No.)
2. Password for 1st time login = Last 5 digit of your New I. C./Passport No.
3. Company = Always shown as KAJIMA (MALAYSIA) SDN. BHD.
4. Click "LOGIN"

Remarks :

- i. A message will be prompted and request you to change your password immediately after your 1st login.
- ii. Password set must be at least 6 digit in "Alphanumeric"; eg. Pass1234. After you have successfully change your password, a message will prompt to inform and you may start to use the system.
- iii. It will request you to change your password on every 3 months. If you had failed to attempt to login for 3 times, please consult Human Resource to reset your password.
- iv. By default, the colour theme is set in "Blue", you may change it according to the colour theme provided before login.

Please enter your Employee ID and Password

User/Employee Code [1.]

Password [2.]

Company [3.] KAJIMA (MALAYSIA) S

[4.] [\[Forgot password \]](#)

Click here to change the theme:

[iv]

Please enter your new password (password change: on first login login)

[i]

New Password

Confirm New Password

[\[Forgot password \]](#)

Click here to change the theme:

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Homepage

KAJIMA (MALAYSIA) SDN. BHD.

Welcome, [User Icon]

SoftFac HCR -

- E - Schedule [1]
- E - Appraisal
- Reports

welcome HUMAN CAPITAL RESOURCES MANAGEMENT Portal

[4] Change Password [5] Home Logout

Employee Attendance Info

Total Employee (1)

Month 8 2015 (By Employee) [2]

Late In
Early Out

Previous Day Info		Description	Time(s)
	Early Out		0

Today Info		Description	Time(s)
	Late In		0
	Early Out		0

No data found!

Company Announcement [3]

Operator Payroll Process
Operator Payroll for Aug 2014 will be cutoff on 31-Aug-14 and process on 1-Sep-14.

Things To Do Prior Operator Payroll Process
(1) Approve daily attendance [Operator] from 1-Aug-14 until 31-Aug-14. (2) Apply and approve OT [Operator] by 31-Aug-14. (3) Apply and approve leave [Operator] by 31-Aug-14. (4) Submit MC [Operator] to our in-house clinic by 31-Aug-14.

Remarks :

1. The type of Application to use; i.e. E-Schedule, E-Appraisal, Reports for Time Sheet, Payslip, EA , etc.
2. Show your late in and early out info for the pass 1 month
3. Company Announcement, such as announcement of new staff, release of E-payslip, time sheet, reminder and etc. Staff have to take note of these announcement.
4. Please click here if you wish to change your password.
5. Staff are required to logout the ESS Application system before left your workplace for data security purpose.

E-Schedule (Click on the E-Schedule → E-Schedule Planning)

Schedule: [Plan & Application](#) | [View](#) | [Approval](#) | [Report](#) | “PLAN” your own Schedule

Select “Plan” at [1] Type → [2] Period → [3] Schedule → click on the “Date” you wish to apply → [4] “Submit Monthly Plan”

Schedule: [Plan & Application](#) | [View](#) | [Approval](#) | [Report](#) |

Type [1] Period [2] Schedule [3] Destination

Reason / Purpose

Offset Leave Earned
Year 2015
<input type="text" value="1 Day(s)"/>

Month <input type="text" value="August"/> Year <input type="text" value="2015"/>													
Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Plan	Apply	Plan	Apply	Plan	Apply	Plan	Apply	Plan	Apply	Plan	Apply	Plan	Apply
31										1		2	
3		4		5		6		7		8		9	
10		11		12		13		14		15		16	
17		18		19		20		21		22		23	
24		25		26		27		28		29		30	

Period: 01/01/2015 - 31/12/2015			
Entitlement	Applied	Approved	Balance
	Pending		

Public Holiday
31/08/2015 National Day

Submit Monthly Plan [4]

Note :

Staff can only PLAN your own schedule for the following month.

You are required to submit your Plan Schedule especially for:

- Year End (December)
- Chinese New Year
- Hari Raya Puasa

E-Schedule (Click on the E-Schedule → E-Schedule Application)

Schedule: [Plan & Application](#) | [View](#) | [Approval](#) | [Report](#) | [Application of Schedule](#)

Complete the [1] Type → [2] Period → [3] Schedule → [4] Reason / Purpose → click on the “Date” you wish to apply for before click on [6] “Submit Application”.
[5] Destination only applicable for Application on Home Trip, Home Leave & Business Trip.

Welcome, [User Name]

SoftFac HCR -

[E - Schedule](#)
[E - Schedule Application](#)
[E - Appraisal](#)
[Reports](#)

Schedule: [Plan & Application](#) | [View](#) | [Approval](#) | [Report](#)

[1] Type Period [2] Schedule [3] Destination [5]

Reason / Purpose [4]

Offset Leave Earned
Year

0 Day(s)

Month Year

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Plan	Apply	Plan	Apply	Plan	Apply	Plan	Apply	Plan	Apply	Plan	Apply	Plan	Apply
1		2		3		4		5		6		7	
8		9		10		11		12		13		14	
15		16		17		18		19		20		21	
22		23		24		25		26		27		28	
29		30											

Period: 01/01/2015 - 31/12/2015

Entitlement	Applied		Balance
	Pending	Approved	
20	0	0	20

Public Holiday
06/06/2015 King's Birthday

[6] Submit Application

To

Cc

E-Schedule (Click on the E-Schedule → E-Schedule Application)

- continued

1. After sending your application, an Email will be sending to the your immediate superior to notify him/her for further action.
2. An Email will be sending to the Applicant to notify the status of the schedule after such schedule has been approved / rejected by your immediate superior.

eSchedule
Schedule Application for Pending

To KM -
Cc KM -

Dear Sir/Madam,

Please refer to Pending Schedule Application below for for your approval.

Schedule Application - Pending					
No.	From Date	To Date	Schedule	Destination	Reason / Purpose
1	Tue 16/06/2015, Full Day	---	ANNUAL LEAVE	---	Testing for new system
2	Fri 19/06/2015, Full Day	---	Business Trip	Testing	Testing for new system

eSchedule
Schedule Application for Approved

To KM -
Cc KM -

Dear Sir/Madam,

Please be informed that Schedule Application below for has been approved by on 12/06/2015 4:18 PM.

Schedule Application - Approved					
No.	From Date	To Date	Schedule	Destination	Reason / Purpose
1	Tue 16/06/2015, Full Day	---	ANNUAL LEAVE	---	Testing for new system
2	Fri 19/06/2015, Full Day	---	Business Trip	Testing	Testing for new system

Thank you.

E-Schedule (Click on the E-Schedule → E-Schedule Application)

- continued

Application of Overtime

There are 2 types of **Overtime schedule** to select which is:-

a) OTA Overtime (Claim OT Allowance)

Please apply this schedule if you opt for **Overtime Payment**. It's applicable for weekday midnight work (12:00am~05:00am), Off Day, Rest Day and Public Holiday.

b) OTL Overtime (Claim Offset Leave)

Please apply this schedule if you wish to convert your overtime working in Off Day to **Offset Leave**. It's only applicable for work perform on Company Designated Off day.

Type: Period: Schedule: Destination:

Reason / Purpose:

Monday			Tuesday			Wednesday			Thursday			Friday			Saturday		Sunday	
Plan	Apply		Plan	Apply		Plan	Apply		Plan	Apply		Plan	Apply		Plan	Apply		
31															1		2	
3			4			5			6			7			8		9	
10			11			12			13			14			15		16	
17			18			19			20			21			22		23	
24			25			26			27			28			29		30	

OTA | OVERTIME (CLAIM O'
 AL | ANNUAL LEAVE
 CL | COMPASSIONATE LEAVE
 HL | HOSPITAL LEAVE (INCLUSIVE OF MEDICAL LEAVE)
 MC | MEDICAL LEAVE
 NL | NO PAY LEAVE
 OF | OFFSET LEAVE
 OTA | OVERTIME (CLAIM OT ALLOWANCE)
 OTL | OVERTIME (CLAIM OFFSET LEAVE)
 WL | MATRIMONIAL LEAVE
 BT | BUSINESS TRIP
 HT | HOME TRIP
 < Cancel >

Note:

Any changes on your option after the approval please email to HR before 05th of the following month.

Rules to convert to Offset Leave shall follow the Employee respective Employment Contract.

E-Schedule (Click on the E-Schedule → E-Schedule Application)

- continued

Home Trip (HT) Application

- Only applicable to staff who has **relocated on single basis by Company** and limited to **two (2) times only in a month**.
- Please select Home Trip instead of Business Trip. Click on the **Period** your wish to apply → follow by **Schedule [1] HT Home Trip** → key in your **[2] Destination** → stated your **[3] Reason/Purpose** → **[4] Click on the date** you wish to apply → **[5] Submit Application**
- You **can apply Annual Leave** on the **same date** if the Home Trip applied falls on normal working day **after you had applied for Home Trip**. Refer to **[6] & [7]**

Schedule: [Plan & Application](#) | [View](#) | [Approval](#) | [Report](#)

Type: Apply Period: F | Full Schedule: HT | HOME TRIP [1] Destination: Selangor [2]
Reason / Purpose: Home trip [3]

Month August Year 2015						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Plan	Apply	Plan	Apply	Plan	Apply	Plan
31					1	2
3	4	5	6	7 [4]	8	9
10	11	12	13	14	15	16
				HT-F	HT-F	HT-F
17	18	19	20	21	22	23
HT-F						
24	25	26	27	28	29	30

1 Day(s)

Period: 01/01/2015 - 31/12/2015

Entitlement	Applied	Balance
Pending	Approved	
-	4	0

Public Holiday
31/08/2015 National Day

Submit Application (4) [5]

To:
Cc:

tion | [View](#) | [Approval](#) | [Report](#)

Type: Apply Period: F | Full Schedule: AL | ANNUAL LEAVE Destination:
Reason / Purpose: Holiday

Month August Year 2015						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Plan	Apply	Plan	Apply	Plan	Apply	Plan
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
				AL-F HT-F [6]	HT-F	HT-F
17	18	19	20	21	22	23
AL-F HT-F [7]						
24	25	26	27	28	29	30

15 - 31/12/2015

Entitlement	Applied	Balance
Pending	Approved	
-	4	0

Public Holiday
31/08/2015 National Day

Submit Application (6)

To:
Cc:

E-Schedule (Others Schedule Application)

- continued

EHL Expatriate Home Leave

- Only applicable for selected **expatriate staff only**.

Type Period Schedule Destination

Reason / Purpose

Month <input type="text" value="August"/> Year <input type="text" value="2015"/>													
Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Plan	Apply	Plan	Apply	Plan	Apply	Plan	Apply	Plan	Apply	Plan	Apply	Plan	Apply
31	EHL-F									1		2	
3		4		5		6		7		8		9	
10		11		12		13		14		15		16	
17		18		19		20		21		22		23	
24		25		26		27		28		29		30	
	EHL-F		EHL-F		EHL-F		EHL-F		EHL-F		EHL-F		EHL-F

Public Holiday

Email Pending Application

To

Note:

Saturday, Sunday & Public Holiday shall be included whenever the date of Home Leave is falls on the respective day type

E-Schedule (Click on the E-Schedule → E-Schedule Application)

- continued

At Schedule: [Plan & Application](#) | [View](#) | [Approval](#) | [Report](#) | To view for all Employees approved schedule

[1] Employee OR Department → [2] Legend (Type of Schedule) → [3] Week & Month

Schedule: [Plan & Application](#) | [View](#) | [Approval](#) | [Report](#) |

[1] * Department ☐ Employee [1] Records 1 - 15 of 15 ≤ ≥ Legend [2]

Week ≤ ≥ Month [3] Year

No.	Employee	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday 01		Sunday 02	
		Plan	Apply	Plan	Apply	Plan	Apply	Plan	Apply	Plan	Apply	Plan	Apply	Plan	Apply

At Schedule: [Plan & Application](#) | [View](#) | [Approval](#) | [Report](#) | To view own schedule which is pending for approval or to approve/reject subordinate schedule

To check your approved/rejected schedule ; click on the checked box [4] → [5] to select your approved / pending / rejected leave.

To approve/reject : click on the checked box [6] to select subordinate → “Pending” leave at [5] → [7] to “Approve or Reject” their leave. Write down the reason in [8] Remarks (if rejected) → [9] OK (Email will be send to relevant parties)

Schedule: [Plan & Application](#) | [View](#) | [Approval](#) | [Report](#) |

[4] ☒ Personal [5]
[6] ☐ Subordinate Status [5] Month Year Records 1 - 1 of 1 ≤ ≥

No.	<input type="checkbox"/> NA - [7]	Employee	Apply For	Period	Schedule	Destination
1	<input type="checkbox"/>		23/02/2015, Monday	Full	ANNUAL LEAVE	---

Remark : [8] [9]

E-Schedule (Click on the E-Schedule → E-Schedule Application)

- continued

At Schedule: [Plan & Application](#) | [View](#) | [Approval](#) | [Report](#) | To view Personal / Subordinates Schedule Details Report

[1] Personal/Subordinate → [2] Details → [3] Date Period → [4] Schedule → [5] Retrieve

Schedule: [Plan & Application](#) | [View](#) | [Approval](#) | [Report](#) |

☒ Personal [1] ☐ Subordinate [5]

☒ Details [2] Date Period ~ [3] Schedule [4]

☐ Summary [6] Date As At

To view Personal / Subordinate Schedule Summary Report , please select [6] follow by the date and press [5] Retrieve

Schedule: [Plan & Application](#) | [View](#) | [Approval](#) | [Report](#) |

☒ Personal ☐ Subordinate

☐ Details Date Period ~ Schedule

☒ Summary Date As At

KAJIMA (MALAYSIA) SDN. BHD. (185918-U)
 SCHEDULE SUMMARY REPORT
 Date As At: 31/12/2015

Printed: 8/15/2015 3:22:10 PM

No.	Employee Name	Period	Annual Leave			Offset Leave			Expatriate Home Leave			Medical Leave		
			Entitlement	Taken	Balance	Earned	Taken	Balance	Entitlement	Taken	Balance	Entitlement	Taken	Balance
1		01/01/2015 - 31/12/2015	12	2.5	9.5	-	1	-	-	-	-	18	1	17

E-Payslip Reports (Click on the Report → Payroll → E-Payslip)

Staff are required to print their own payslip for safe keeping

HR will announce to staff once the E-Payslip is ready for view & print via ESS Homepage under 'Company Announcement'

To view & print own **payslip**, please select the year & month that you wish to view [1] & [2] and click on the [3] PRINT

KAJIMA (MALAYSIA) SDN. BHD. 185918-U

EMPID / NAME : NRIC :
 PAYMENT MODE : BANK PAYSLIP FOR : Jul/2015 (END MONTH) BANK A/C NO :

EARNINGS / ALLOWANCES	DEDUCTIONS	YEAR TO DATE
BASIC SALARY	EMPLOYEE - EPF	SALARY
TRANSPORT ALLOWANCE	EMPLOYEE - SOCSO	ALLOWANCES
HANDPHONE ALLOWANCE	PCB	EPF
CLASSIFICATION ALLOWANCE		SOCSO
		PCB

Note:

You may return to the E-payslip menu after printing by placing your cursor on the top follow by right click of your mouse and select the "Back".

Time Sheet Reports (Click on the Reports → Roster → Time Sheet Report)

Time Sheet Reports

- **Staff are required to print their own timesheet through ESS Application System.**
- You may print your own timesheet through the system on the time frame given below:
1st half month Timesheet (17th~21st of the month)
2nd half month Timesheet (2nd~6th of the following month)
- You are required to fill up the incomplete attendance & remarks (if any); sign, obtain superior's approval and return to our respective admin staff within **3 days**.
- Admin staff are required to submit the completed timesheet to HR no later than **10th** (previous 2nd half month timesheet) and **26th** (1st half month timesheet) of the month.
- Staff are required to submit your completed timesheet together with the necessary attachment; such as Medical Certificate (if any), etc timely.
- You may refer to the step to print out the timesheet report as shown in the following page:

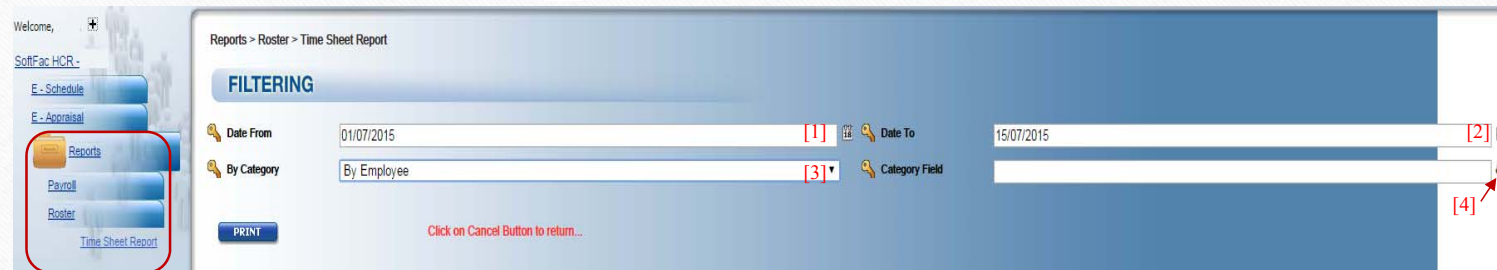


Time Sheet Reports (Reports > Roster > Time Sheet Report)

- continued

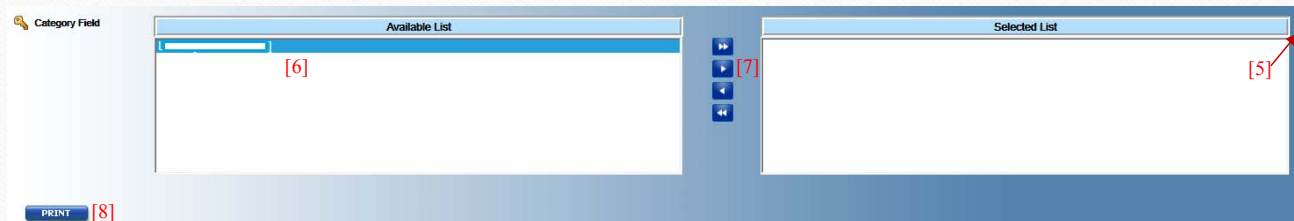
Click on Reports → Roster → Time Sheet Report.

Choose the timesheet you wish to print out; eg. 1st Half for July; [1] Date From (dd/mm/yyyy or choose from the calendar ) → [2] Date To → [3] By Category choose “By Employee” → and click the [4]  to retrieve at Category Field.



After you had click the retrieve icon , you will see the changes in Category Field as below.

Please click the [5] to retrieve again, you will see your name appear in the [6] “Available List”, select & press [7]  to the “Selected List” follow by Print [8]



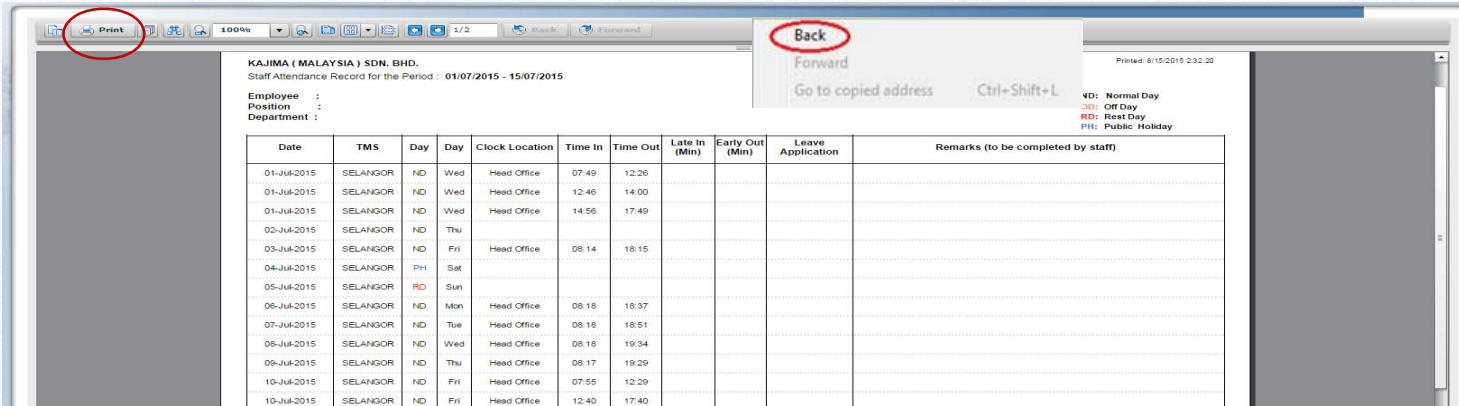
Reports (Reports > Roster > Time Sheet Report)

- continued

To “Print” monthly time sheet for your action and return to menu after printing

Note:

You may return to the Time Sheet Report menu after printing by placing your cursor on the top follow by right click of your mouse and select the “Back”.



KAJIMA (MALAYSIA) SDN. BHD.
Staff Attendance Record for the Period : 01/07/2015 - 15/07/2015

Employee :
Position :
Department :

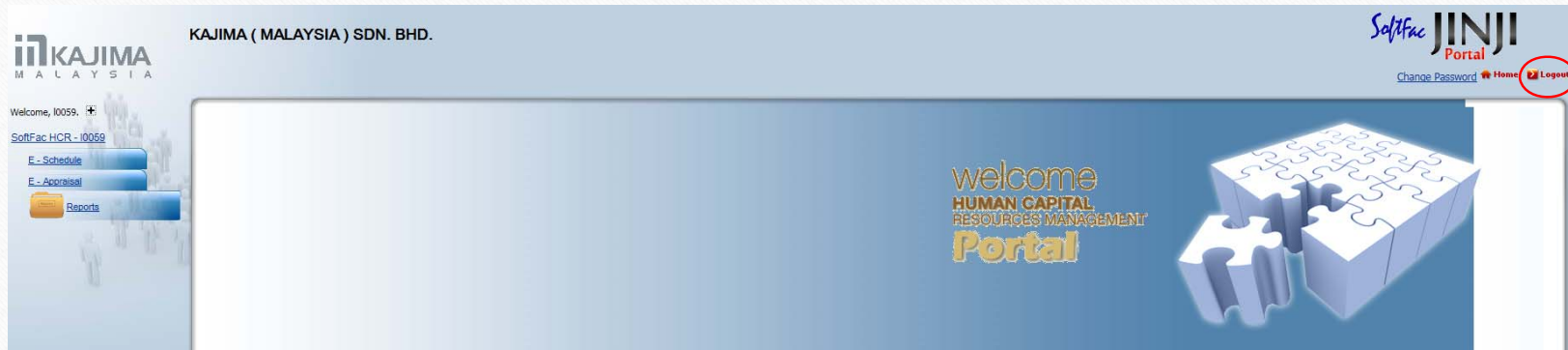
Date	TMS	Day	Day	Clock Location	Time In	Time Out	Late In (Min)	Early Out (Min)	Leave Application	Remarks (to be completed by staff)
01-Jul-2015	SELANGOR	ND	Wed	Head Office	07:49	12:26				
01-Jul-2015	SELANGOR	ND	Wed	Head Office	12:46	14:00				
01-Jul-2015	SELANGOR	ND	Wed	Head Office	14:56	17:49				
02-Jul-2015	SELANGOR	ND	Thu							
03-Jul-2015	SELANGOR	ND	Fri	Head Office	08:14	18:15				
04-Jul-2015	SELANGOR	PH	Sat							
05-Jul-2015	SELANGOR	RD	Sun							
06-Jul-2015	SELANGOR	ND	Mon	Head Office	08:16	18:37				
07-Jul-2015	SELANGOR	ND	Tue	Head Office	08:16	18:51				
08-Jul-2015	SELANGOR	ND	Wed	Head Office	08:16	19:34				
09-Jul-2015	SELANGOR	ND	Thu	Head Office	08:17	19:29				
10-Jul-2015	SELANGOR	ND	Fri	Head Office	07:55	12:29				
10-Jul-2015	SELANGOR	ND	Fri	Head Office	12:40	17:40				

Printed: 8/15/2015 2:32:20

ND: Normal Day
OD: Off Day
RD: Rest Day
PH: Public Holiday

Logout

Always remember to press  Logout from the system after you have completed your work or whenever you are about to leave your working desk due to the information contain are highly confidential.





The End