

## 1. UPDATE: SOCSO DETAILS IN EMPLOYEE PROFILE

### Local

*Employee Name	TAY SENG HOA	*Employee Id	0001
*Sex	Male	*Birthday	08/07/1974
*Employee Email	shtay@tshgroup.com.sg	*Employee Type	Local
*Recruitment Date	11/01/2010	*Tel Number1	0125670685
Tel Number2	-	*Marital Status	Single/Spouse Not Claimed Children
Age	50	Retire Date	08/07/2034
Identity Card	740807016059	Old Identity Card	
Number		Number	

-if the employee is Local, the identity card and old identity card number column will appear,

### Foreigner

*Employee Name	NGUYEN THI TUYEN	*Employee Id	0027
*Sex	Female	*Birthday	09/01/1983
*Employee Email	anh20n03@gmail.com	*Employee Type	Foreigner
*Recruitment Date	07/03/2018	*Tel Number1	011-39756348
Tel Number2	-	*Marital Status	Single/Spouse Not Claimed Children
Age	41	Retire Date	09/01/2043
*Race	NONE	*Nationality	MYANMAR

-under government payments i have added ssfw number there

Socso	
Socso Class	Employment Injury and Invalidity Scheme(CLASSI)
Socso Account	
	Number
SSFW Effective Date	
SSFW Number	000000000000

Going forward, i think omitting the dashes(-) in the numbers are better

## 2.UPDATE: EMPLOYEE CAREER PATH

Edit Master Career Path (PROMO)

Save

Delete

\* Career Path Type

PROMOTION

\* Career Path Code

PROMO

Category

OCCUPATION

Description

-occupation of the job appear because in the master career path part the occupation is chosen as the category, others option include SECTION, DIVISION, DEPARTMENT, OCCUPATION, JOB GRADE and COST CENTRE

Edit Master Career Path (PROMO)

Save

Delete

\* Career Path Type

PROMOTION

\* Career Path Code

PROMO

Category

Description

INCREMENT

DECREMENT

PROMOTION

DEMOTION

TRANSFER

-If the career path is regarding salary increment/decrement, please choose the INCREMENT/DECREMENT in career path type  
Example

New Employee Career Path

Save

\* Path Code

INCR

\* Employee ID

0927

New Value

400.00

\* Effective Date

02/03/2025

Action Description

0927 will get a increment from 3111 to 3511

Description

### 3. UPDATE: EMPLOYEE PERSONAL DATA FOR FOREIGNERS

-solved, really sorry for my mistake, for now foreigner and local data can be saved

### 4.UPDATE: EMPLOYEE DATA ON CAREER PATH

INCR	07/02/2023	0927 will get a increment from 4611 to 4711
INCR	09/24/2024	0927 will get a increment from 4711 to 4911

I have implemented the function, the function to rollback the changes applied will be updated within this week

### 5.UPDATE: EMPLOYEE DATA

-I have checked but not face the problem when i open the employee profile of tee jing vei, tan eng kiong and MUHAMMAD IZZAT BIN ABDUL WAHAB, if the same problem persists please tell me what employee you clicked when the error pop out

### 6.UPDATE: TEXT FILE TESTING (NOT SUCCESSFUL)

-i am really sorry for the error, it has been fixed now, please help me submit the text file and provide feedback

## 7.Probation Period

Join Date 02/05/2025

**Probation**

Probation Period 0.00 months Probation From 00/00/0000 Probation Until 00/00/0000

Passed Probation No Probation

The requested probation period column has been implemented,  
Originally, the “probation from” column is linked to “recruitment date” column, i delink it in consideration that sometimes **join date** and **recruitment date** might not be same  
Upon creation of the employee profile will be 3, this can be set in company settings also,

New Employee Profile

Save

Basic Employee Information Working Information Payments Information Government Payments Rates

Basic Info | Probation | Passport Details | Address

Probation

Probation Period 3.00 months Probation From Probation Until

Passed Probation Under Probation

The probation period can be 3.5 months also(with decimal points behind

**Probation**

Probation Period 3.50 months Probation From 01/01/2025 Probation Until 4/16/2025

Passed Probation Under Probation

Save

Company Information Shift Pattern Information Leave Refresh Method Salary Information OT Settings Penalty calculation settings

Working Days Information Application Approvals

**Late Arrival Rate**

ProbationPeriod(In 3.00 Months)

## Under Probation

Join Date 02/02/2025

**Probation**

Probation Period 3.00 months Probation From 02/02/2025 Probation Until 5/2/2025

Passed Probation Under Probation

## Passed Probation

Join Date	02/14/2024		
Probation			
Probation Period	3.00	months	Probation From 02/14/2024 Probation Until 5/14/2024
Passed Probation	Passed Probation		

## Example

If a employee joined on 01/01/2025 and his probation for 3 months has passed, please click on the confirm employee to switch the state of the employee to Passed Probation, even if the current date is before the “probation until” date, confirm is also allowed

## Before:

Save	Delete	Employee Retire	Confirm Employee	Terminate Employee	Employee Resign
Basic Employee Information Working Information Payments Information Government Payments Rates					
Basic Info   Probation   Passport Details   Address					
Number					
* Race	CHINESE	* Nationality	Nepal		
* State	Skudai	* City	asd		
Join Date	01/01/2025				
Probation					
Probation Period	3.00	months	Probation From 01/01/2025	Probation Until	04/01/2025
Passed Probation	Under Probation				

## After:

Edit Employee Profile (JJ01234)					
Save	Delete	Employee Retire	Terminate Employee	Employee Resign	
Basic Employee Information Working Information Payments Information Government Payments Rates					
Basic Info   Probation   Passport Details   Address					
Number					
* Race	CHINESE	* Nationality	Nepal		
* State	Skudai	* City	asd		
Join Date	01/01/2025				
Probation					
Probation Period	3.00	months	Probation From 01/01/2025	Probation Until	04/01/2025
Passed Probation	Passed Probation				

After confirmed, i will seal the “probation period” column

Question:

- Does Passed Probation means confirmed?
- After passed probation, do you want auto confirm
- If no probation, automatically confirmed?

8.I have opened the Department, division .... Part to be changed

However, i dont allow the changes to the column to be made together with the career path,

Employee Profile Form Fields:

- Cp8d: --select--
- Division: HQ
- Job Grade: \N
- Cost Centre: --select--
- Department: IT
- Section: PROGRAMMER
- Occupation: IT ENGINEER
- Job Description: Select File

Employee Career Path Table:

Path Code	Effective Date	Action Description
INCR	01/08/2025	0927 will get a increment from 3000 to 3111
PROMO	01/15/2025	0927 is promoted from IT PROGRAMME Occupation to ACC ASSIST Occupation
PROMO	01/07/2025	0927 is promoted from ACC ASSIST Occupation to IT ENGINEER Occupation

Eg. if i try to change the division to BMW, this dialog will appear

Alert Dialog Box:

The edits to Basic Salary, Division, Department, Occupation, Job Grade and Section must be saved before Making employee progressions

Background Form Fields:

- Division: BMW
- Section: PROGRAMMER
- Occupation: IT ENGINEER

### 9. Transfer Career Path type has been added

New Master Career Path

Save

\* Career Path Type

TRANSFER

\* Career Path Code

TRANS

Description

New Employee Career Path

Save

\* Path Code

TRANS

New Division

BMW

New Department

IT

New Section

VSI

New Occupation

OPERATOR

New Job Grade

\N

New Cost Centre

--select--

\* Employee ID

0927

\* Effective Date

01/02/2025

Action Description

0927 is transferred  
DIVISION: from HQ to BMW  
OCCUPATION: from IT ENGINEER  
to OPERATOR

Description

Manpower support

The requested UI has been implemented

### 10. For opening edit of the User part,

i will make it happen within this week, please give me some time to rethink the streamlined workflow

Theres actually some limitations on the Username and Password