

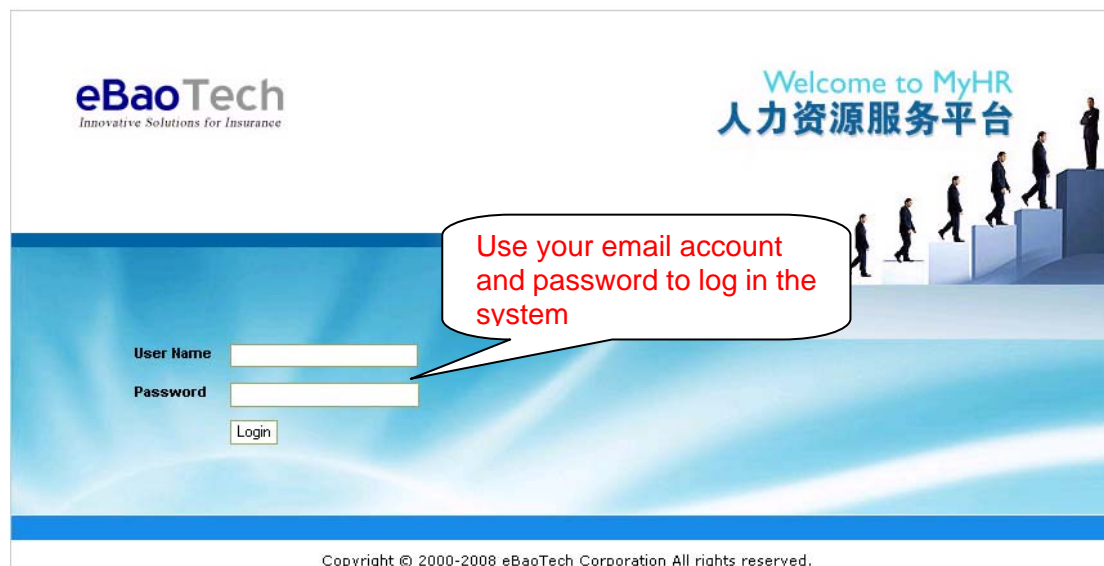
## MyHR System User Guide

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## 1. User Login

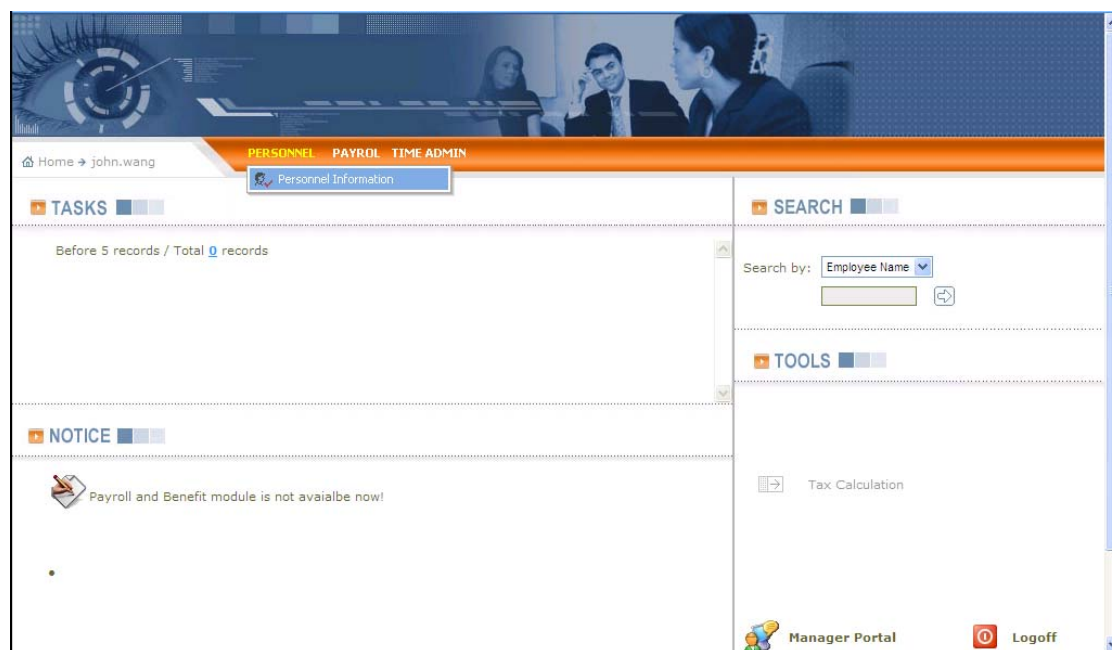
Website address: <http://myhr.ebaotech.com>

As a user, please use your company email account and password to log in the system.



The login page features the eBaoTech logo with the tagline 'Innovative Solutions for Insurance' on the left. On the right, it says 'Welcome to MyHR' and '人力资源服务平台' (Human Resource Service Platform) above an illustration of people climbing stairs. The login form includes fields for 'User Name' and 'Password', and a 'Login' button. A red speech bubble points to the form with the text: 'Use your email account and password to log in the system'. At the bottom, a copyright notice reads: 'Copyright © 2000-2008 eBaoTech Corporation All rights reserved.'

## 2. Self-service Terminal



The self-service terminal interface shows a user logged in as 'john.wang'. The top navigation bar includes 'PERSONNEL', 'PAYROL', and 'TIME ADMIN'. The 'PERSONNEL' section is active, showing 'Personnel Information'. The main area displays 'Before 5 records / Total 0 records' under the 'TASKS' tab. A 'NOTICE' section states 'Payroll and Benefit module is not available now!'. On the right, the 'SEARCH' section has a dropdown for 'Employee Name' and a search button. Below it, the 'TOOLS' section includes a 'Tax Calculation' link. At the bottom, there are links for 'Manager Portal' and 'Logoff'.

### 2.1. Personal Information View or Modify

Click **Personal information** to view or Modify related information

[Click here to modify personal information](#)

Browse...

Upload

Delete

Save

Save

## 2.2. Other Information View or Append

Click **Master File** / **Profile A** / **Profile B** to view or append related information

### 3. Online Leave Application

#### 3.1. Balance Query

Click **Time Admin > Leave > Balance Query**

#### 3.2. Leave Record Query

Click **Time Admin > Leave > Leave Records**

#### 3.3. Leave Application

Click **Time Admin > Leave > Leave Application**

Home → john.wang

PERSONNEL PAYROLL TIME ADMIN

Enter Leave Details [Application Leave Records](#)

Select Leave Type: A1 Additional Annual Leave

- During the first year in the Company (from the effective date of employment contract), once employees pass probationary periods, they may have 10 days of paid annual leave. - Employees that having worked in the Company continuously for a year (from the effective date of employment contract), can be given one more day of paid annual leave and then goes on like that with no more than 25 days of paid annual leave. - The acquisition of mandatory annual leave should be subject to the relevant re

Please select vacation dates: 03/08/2009 03/08/2009

Please enter the duration of leave: 1.0 Days

Select Supervisor(): 000001 - jeffrey.mo

Please enter Remarks information(500characters):

Please enter the copied e-mail address (separated by a semicolon):

Submit Reset

Leave Code	Assigned	Unit	Used	Balance Previous Year	Adjust	Balance Current Year	Current Distribution	Current Entitlement
Paid Sick Leave	6.00	Days	0.00	0.00	0.00	6.00	6.00	6.00
Personal Leave	30.00	Days	0.00	0.00	0.00	30.00	30.00	30.00

- Click leave type dropdown list, select leave type you want to apply
- Click to select leave start/end date
- Click **Duration** pane, system will automatically calculate leave days via vacation dates
- Select Supervisor: Direct up level
- Click **Submit** button, system will send leave application to your supervisor for approval

#### 3.4. Leave Application Modification

Click **Time Admin > Leave > Approval Status**

Home → michelle.peng

PERSONNEL PAYROLL TIME ADMIN

Leave Application Records ([Print off Single](#))

Leave Type	From	End	Duration	Apply Date	Remark
Mandatory Annual Leave	05/08/2009	05/08/2009	1.00	04/08/2009	testing
Mandatory Annual Leave	05/08/2009	05/08/2009	0.00	04/08/2009	testing
Mandatory Annual Leave	05/08/2009	05/08/2009	1.00	04/08/2009	TEST

- Click to modify leave start/end date

#### 3.5. Leave Approval Status

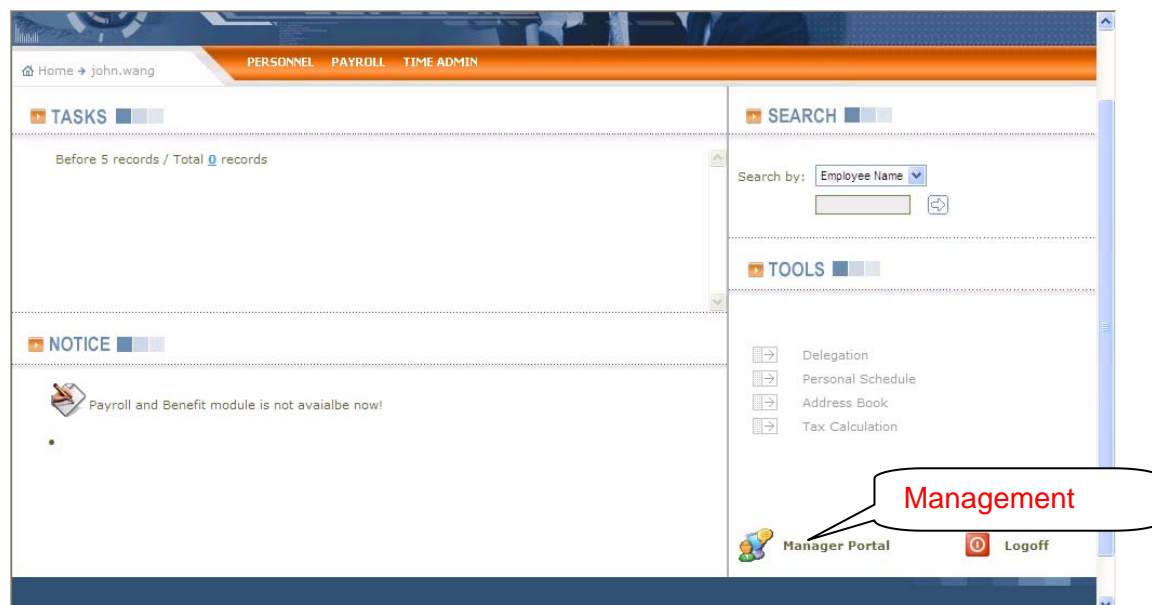
Click **Time Admin > Leave > Approval Status**

### 4. Attendance Records Query

Click **Time Admin > Attendance Records**



## 5. Manager Portal



### 5.1. Staff Query

Click **Manager Portal > Staff Query**



Click **the folder icon** and you will find your subordinates list, and then click one staff name or staff code to view his/her details authenticated by HR

### 5.2. Staff Balance Check

Click **Manager Portal > Time Admin > Leave Records > Records > Balance Check**

Staff No.	Staff Name	Leave Policy	Leave Type	Date From	Date Exp.	Duration
Total	0					

### 5.3. Leave Approve (HR System)

Click **Manager Portal > Time Admin > Leave Approve > To process**

### 5.4. Leave Approve (Email)

Double click email attachment you received and then do the related action (Approve or Reject)

## 5.5. Staff Attendance Query

Click **Manager Portal > Time Admin > Attendance Check**

Manager Portal

RANGE

Home

User :john.wang

Personnel

TIME ADMIN

01/07/2009 - 31/07/2009

Page ( 1 / 1 )

Previous

Next

Refresh

Help

Export

Note : Only data within attendanc period is available

Staff No.	Staff Name	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	31	
000382	dawei.ku	-	-	-	-	-	-	8.0	8.0	8.0	8.0	-	-	8.0	0.0	8.0	8.0	8.0	-	-	8.0	8.0	8.0	8.0	8.0	-	-	8.0	8.0	8.0	8.0	8.0	
000544	frank.sun	-	-	-	-	-	-	8.0	8.0	8.0	8.0	-	-	8.0	8.0	8.0	8.0	8.0	-	-	8.0	8.0	8.0	8.0	8.0	-	-	8.0	8.0	8.0	8.0	8.0	
000843	charles.vao	-	-	-	-	-	-	8.0	0.0	8.0	8.0	-	-	8.0	8.0	8.0	0.0	8.0	-	-	8.0	8.0	8.0	8.0	8.0	-	-	8.0	8.0	8.0	8.0	8.0	
001206	siel.vang	-	-	-	-	-	-	8.0	8.0	8.0	8.0	-	-	8.0	8.0	8.0	8.0	8.0	-	-	8.0	8.0	8.0	8.0	8.0	-	-	8.0	8.0	8.0	8.0	8.0	
001385	david.wel	-	-	-	-	-	-	8.0	8.0	8.0	8.0	-	-	8.0	8.0	8.0	8.0	8.0	-	-	8.0	8.0	8.0	8.0	8.0	0.0	-	-	8.0	8.0	8.0	8.0	8.0
001515	junie.zhang	-	-	-	-	-	-	8.0	8.0	8.0	8.0	-	-	8.0	8.0	8.0	8.0	8.0	-	-	8.0	8.0	8.0	8.0	8.0	-	-	0.0	8.0	8.0	8.0	8.0	
001549	perry.gu	-	-	-	-	-	-	8.0	8.0	8.0	8.0	-	-	8.0	8.0	8.0	8.0	8.0	-	-	8.0	8.0	8.0	8.0	8.0	-	-	8.0	8.0	8.0	8.0	8.0	
OS077	yudong.shen	-	-	-	-	-	-	8.0	8.0	8.0	8.0	-	-	8.0	8.0	8.0	8.0	8.0	-	-	8.0	8.0	8.0	8.0	8.0	-	-	8.0	8.0	8.0	8.0	8.0	
OS189	zhixin.hu	-	-	-	-	-	-	8.0	8.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	0.0	-	-	8.0	8.0	8.0	8.0	8.0	-	-	8.0	8.0	8.0	8.0	8.0	
OS232	leo.vu	-	-	-	-	-	-	8.0	8.0	8.0	8.0	-	-	8.0	8.0	8.0	8.0	8.0	-	-	8.0	8.0	8.0	8.0	8.0	-	-	8.0	8.0	8.0	8.0	8.0	
OS255	lance.lin	-	-	-	-	-	-	8.0	8.0	8.0	8.0	-	-	8.0	8.0	8.0	8.0	8.0	-	-	8.0	8.0	8.0	8.0	8.0	-	-	8.0	8.0	8.0	8.0	8.0	
Total	11	0.0	0.0	0.0	0.0	0.0	0.0	88.0	80.0	80.0	80.0	0.0	0.0	80.0	72.0	80.0	72.0	72.0	0.0	0.0	88.0	88.0	88.0	88.0	72.0	0.0	0.0	80.0	88.0	88.0	88.0	88.0	

Click one **Staff Name** or **Staff Code** to view attendance details