

PROSOFT Human Resource Management System Version 8

Personnel Appendix (Self service)

February 2020

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PROSOFT HRMS Version 8 (Self Service) Help

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Personnel (Self Service) Appendix

Personnel (Self Service) Appendix is a reference guide on the data entry of various forms found in Personnel (Self Service) module. It helps you to know how to navigate within the various forms, input data, approve/reject applications, save and delete data.

1 Personnel Common Buttons and Icons

The following are buttons and icons found in the application.

Icons	Action	
 Approved	Approved personnel update submission	
 Rejected	Rejected personnel update submission	
 Pending Approval	Pending approval for personnel update submission	
 Pending Submission	Personnel update has been saved but not yet submitted	
	Open form to view details	
	Refresh	
	First record	
	Previous record	
	Next record	
	Last record	
	Edit record	
	Delete record	
	Clear selection	
	View details	

2 Main Menu and Personnel (Self Service) update application

2.1 Login Screen

Type in your user ID and password in the login screen. Your user ID is your employee code. If this is your first time logging in, check with the HR Department for your password.



The login screen features a light blue gradient background with rounded corners. It contains the following elements:


- User ID**: A text input field.
- Password**: A text input field.
- Language**: A dropdown menu currently set to "English".
- Forgot your password?**: A blue hyperlink.
- Sign In**: A button.

2.2 Main menu for eServices


In the Main Menu, you can access to the various eServices.




Tan Darryl
[User Settings](#) | [Sign Out](#)




Personnel
Timely personal records update




Leave
Electronic leave applications, anywhere...anytime




Claim
Filing of claims made fast and easy




Attendance
Empower your line supervisors



ePay
Secured paperless payslips



Training
Enhances your people development



Appraisal
Your key to performance excellence

2.3 Personnel (Self Service) Main Menu

Upon clicking on the Personnel button from the Main Menu, the personal Information page is displayed and you can see the original (current) details of the employee.



Personnel		SELECT SYSTEM	EMPLOYEE INFO	Tan Darryl
				User Settings Sign Out
Personal Information Employee Information > Personal Information				
Role	Self	Employee	000010 - Tan Darryl	
<div style="display: flex; justify-content: space-between;"> Personal Information Other Information Address Education Emergency Contact </div>				
	Original		Amend To	
Employee Code	000010		000010	
Login Code				
Last Name				
First Name				
Middle Name				
Employee Name	Tan Darryl		Tan Darryl	
Alias Name				
Alternate Char Name				
Gender	Male		Male	
Title	Mr		Mr <input type="text"/>	
Nationality	Singaporean		Singaporean <input type="text"/>	
Identity No.	S7711541B		S7711541B	
Birth Date	12-08-1977		12-08-1977	
Birth Place	Singapore		Singapore <input type="text"/>	
Age	36 yrs 3 mths		36 yrs 3 mths	
Retire Age	62		62	
Retirement Date	12-08-2039		12-08-2039	
Race	Chinese		Chinese <input type="text"/>	
Dialect	Cantonese		Cantonese <input type="text"/>	
Religion	Catholic/Christianity		Catholic/Christianity <input type="text"/>	
Marital Status	Single		Single <input type="text"/>	
Marriage Date	-		<input type="text"/>	
No. Of Children	0		<input type="text"/>	
Last Updated [000110] Chia Josline, 10-12-2013 (Tue) 03:06:41 PM				
Remarks	<input type="text"/>			
<input style="margin-right: 10px;" type="button" value=" << Back "/> <input style="margin-right: 10px;" type="button" value=" Change History "/> <input style="margin-right: 10px;" type="button" value=" Save "/>				

2.3.1 Personnel Menu Based On Roles

There are several sub-modules in the Personnel (Self Service) module as outlined in the following table.

Depending on the user role, a different type of user can see a different set of personnel menu. There are six types of Personnel users, i.e., Employee, Supervisor, Approver, Head of Department/Division, Coordinator and Administrator.

Menu	Employee	Approver	Supervisor	HOD	Coordinator	Administrator
Select System	X	X	X	X	X	X
Employee Info – Employee Information						
• Personal Information	X	X	X	X	X	
• Other Information	X	X	X	X	X	
• Address	X	X	X	X	X	
• Education	X	X	X	X	X	
• Emergency Contact	X	X	X	X	X	
• other user enabled pages						
Employee Info – Reports						
• Letters	X					
Approval – Approver						
• Pending Actions		X				
• Delegation		X	X			
Manage – Change History						
• Personnel Records						X
Manage – Employee Information						
• Personal Information						X
• Other Information						X
• Address						X
• Education						X
• Emergency Contact						X
Setup – Settings						
• Approval						X
• Transfer Approval Rights						X
• Transfer Pending Approvals						X
• Coordinator						X
• Email Template						X
• Delegation						X
• Field Access						X

Menu	Employee	Approver	Supervisor	HOD	Coordinator	Administrator
User Settings	X	X	X	X	X	X
Sign Out	X	X	X	X	X	X

3 Personnel Menu: Employee role

The personnel menu for a staff that only has employee view is restricted to: Select System and Employee Info.

3.1 Personal Information Form

The following screen will be displayed upon logging into Personnel.

3.1.1 Personal Information tab

This form displays the personal information record tab page of the employee. The information displayed is referenced from the Personnel (Admin) module.

UNIT4
In business for people

Personnel SELECT SYSTEM EMPLOYEE INFO Tan Darryl
User Settings | Sign Out

Employee Information > Personal Information

1 Role [Self] Employee [000010 - Tan Darryl] 1

2 Personal Information Other Information Address Education Emergency Contact

	Original	Amend To
Employee Code	000010	000010
Login Code		
Last Name		
First Name		
Middle Name		
Employee Name	Tan Darryl	Tan Darryl
Alias Name		
Alternate Char Name		
Gender	Male	Male
Title	Mr	Mr
Nationality	Singaporean	Singaporean
Identity No.	S7711541B	S7711541B
Birth Date	12-08-1977	12-08-1977
Birth Place	Singapore	Singapore
Age	38 yrs 3 mths	38 yrs 3 mths
Retire Age	62	62
Retirement Date	12-08-2039	12-08-2039
Race	Chinese	Chinese
Dialect	Cantonese	Cantonese
Religion	Catholic/Christianity	Catholic/Christianity
Marital Status	Single	Single
Marriage Date	-	
No. Of Children	0	0

Last Updated [000110] Chia Josline, 10-12-2013 (Tue) 03:06:41 PM


Remarks

5 << Back 6 Change History 7 Save

Sections of the personal information form:

1. Click the drop down list to select the role available. Select the Employee from the drop down list to view.

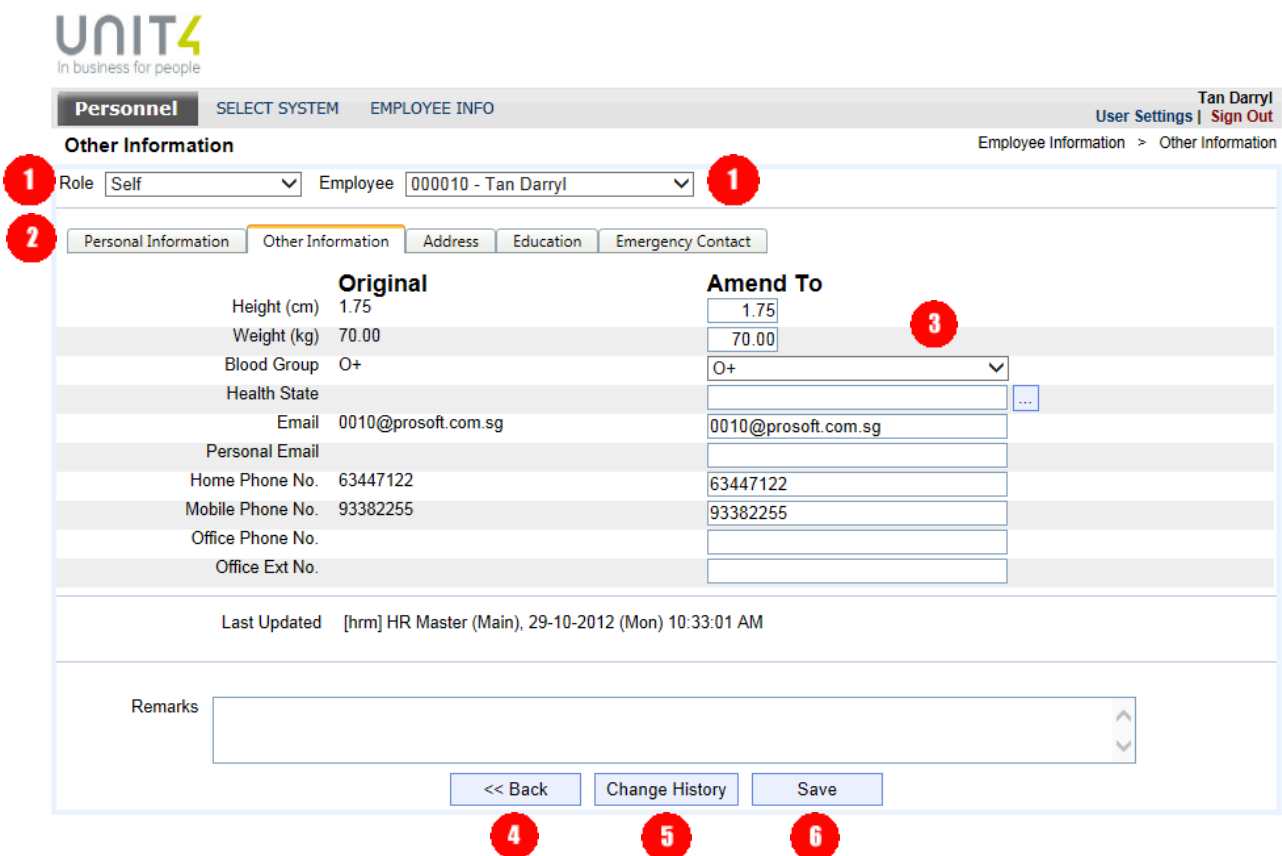
2. Click the tab to view the various employee pages.
3. Only fields that have box outlines are enabled for updates. Updates/Amendments are to be input into the '**Amend To**' column of the form.

For fields that have a detail form, click the detail button () to input OR select from the available drop down list.

4. Click the date button to select a date from the calendar. Direct data input is also accepted in the format "dd-mm-yyyy".
5. Click the Back button to return to the previous screen.
6. Click the Change History button to view the list of change requests of when employee details are added, deleted or modified by the employee.
7. Click the Save button to save the input.

3.1.2 Other Information tab

The Other Information tab displays some of the personal details of the employee such as height, weight & email addresses.




UNIT4
In business for people

Personnel SELECT SYSTEM EMPLOYEE INFO Tan Darryl
User Settings | Sign Out

Other Information Employee Information > Other Information

1 Role Employee 1

2

	Original	Amend To
Height (cm)	1.75	<input type="text" value="1.75"/>
Weight (kg)	70.00	<input type="text" value="70.00"/>
Blood Group	O+	<input type="text" value="O+"/>
Health State		<input type="text" value=""/> 
Email	0010@prosoft.com.sg	<input type="text" value="0010@prosoft.com.sg"/>
Personal Email		<input type="text" value=""/>
Home Phone No.	63447122	<input type="text" value="63447122"/>
Mobile Phone No.	93382255	<input type="text" value="93382255"/>
Office Phone No.		<input type="text" value=""/>
Office Ext No.		<input type="text" value=""/>


Last Updated [hrm] HR Master (Main), 29-10-2012 (Mon) 10:33:01 AM

Remarks

4 5 6

Sections of the other information form:

1. Click the drop down list to select the role available. Select the Employee from the drop down list to view.
2. Click the tab to view the various employee pages.
3. Only fields that have box outlines are enabled for updates. Updates/Amendments are to be input into the '**Amend To**' column of the form.

For fields that have a detail form, click the detail button () to input OR select from the available drop down list.

4. Click the Back button to return to the previous screen.
5. Click the Change History button to view the list of change requests of when employee details are added, deleted or modified by the employee.
6. Click the Save button to save the input.

3.1.3 Address tab

This form displays the address of the employee. Multiple employee addresses can be input.

UNIT4
In business for people

Personnel SELECT SYSTEM EMPLOYEE INFO Tan Darryl
User Settings | Sign Out

Address Employee Information > Address

1 Role: Self Employee: 000010 - Tan Darryl 1

2 Personal Information Other Information **Address** Education Emergency Contact

/ 1 HarbourFront Grove / Add New Record / 5

	Original	Amend To
Main Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Start Date	01-06-2004	01-06-2004 <input type="button" value="📅"/> 4
Address Type	Local	Local <input type="button" value="⌵"/>
Use Block Prefix	<input type="checkbox"/>	<input type="checkbox"/>
Block No.	1	1
Street Name	HarbourFront Grove	HarbourFront Grove
Floor No.	09	09 3
Unit No.	05	05
Building Name	The Harbour	The Harbour
City	Singapore	Singapore <input type="button" value="⋮"/>
Postal Code	098666	098666
State		<input type="button" value="⋮"/>
Country		-- Please Select -- <input type="button" value="⌵"/>
Address Line 1	1 HarbourFront Grove	1 HarbourFront Grove
Address Line 2	#09-05	#09-05
Address Line 3	The Harbour	The Harbour

Remarks

6 << Back 7 Change History 8 Save

Sections of the Address form:

1. Click the drop down list to select the role available. Select the Employee from the drop down list to view.
2. Click the tab to view the various employee pages.
3. Only fields that have box outlines are enabled for updates. Updates/Amendments are to be input into the '**Amend To**' column of the form.

For fields that have a detail form, click the detail button () to input OR select from the available drop down list.

4. Click the date button to select a date from the calendar. Direct data input is also accepted in the format "dd-mm-yyyy".
5. Click this tab to toggle between various records.
6. Click the Back button to return to the previous screen.
7. Click the Change History button to view the list of change requests of when employee details are added, deleted or modified by the employee.
8. Click the Save button to save the input.

3.1.4 Education tab

This form displays the highest education record of the employee. Multiple education records may also be stored here for viewing.



Personnel SELECT SYSTEM EMPLOYEE INFO Tan Darryl
User Settings | Sign Out

Employee Information > Education

Education

1 Role: Self Employee: 000010 - Tan Darryl 1

2 Personal Information Other Information Address Education Emergency Contact

5 / Degree / Add New Record /

Original	Amend To
Highest Qualification <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Qualification Degree	Degree
Qualification Discipline Arts	Arts
Class / Rank	
Institute Name	
Country	-- Please Select --
Start Date -	
End Date -	
Course Mode	-- Please Select --
Graduation Year 0	0
Recognised	-- Please Select --
Sponsor Name	
Sponsor Type	
Sponsor Status	
Sponsor Amount 0.00	0.00
Bond Start -	
Bond End -	
Subjects Passed 0	0
Subjects Failed 0	0

6 Subjects [Hide Details]


Subject	Result

Remarks

7 << Back 8 Change History 9 Save

Sections of the Education form:

1. Click the drop down list to select the role available. Select the Employee from the drop down list to view.
2. Click the tab to view the various employee pages.
3. Only fields that have box outlines are enabled for updates. Updates/Amendments are to be input into the 'Amend To' column of the form.

For fields that have a detail form, click the detail button () to input OR select from the available drop down list.

4. Click the date button to select a date from the calendar. Direct data input is also accepted in the format "dd-mm-yyyy".

5. Click 'Add New Record' to submit a new detail record. The current record being viewed will be highlighted in yellow.
6. Input text into the text boxes provided.
7. Click the Back button to return to the previous screen.
8. Click the Change History button to view the list of change requests of when employee details are added, deleted or modified by the employee.
9. Click the Save button to save the input.

3.1.5 Emergency Contact

This form displays the emergency contact person for the employee. The emergency contact person may not have to be a family member.

UNIT4
In business for people

Personnel SELECT SYSTEM EMPLOYEE INFO Tan Darryl
User Settings | Sign Out

Emergency Contact Employee Information > Emergency Contact

1 Role Self Employee 000010 - Tan Darryl 1

2 Personal Information Other Information Address Education Emergency Contact

/ Tan Ah Xiong / Add New Record / 5

Original		Amend To 3	
Name	Tan Ah Xiong	Name	Tan Ah Xiong
Relation	Father	Relation	Father
Email		Email	
Home Phone No.		Home Phone No.	
Mobile Phone No.	99865153	Mobile Phone No.	99865153
Address Line 1		Address Line 1	
Address Line 2		Address Line 2	
Address Line 3		Address Line 3	
City		City	...
Postal Code		Postal Code	
State		State	...
Country		Country	-- Please Select --

Remarks

6 << Back 7 Change History 8 Save

Sections of the Emergency Contact form:

1. Click the drop down list to select the role available. Select the Employee from the drop down list to view.
2. Click the tab to view the various employee pages.
3. Only fields that have box outlines are enabled for updates. Updates/Amendments are to be input into the 'Amend To' column of the form.

For fields that have a detail form, click the detail button () to input OR select from the available drop down list.

4. Click the date button to select a date from the calendar. Direct data input is also accepted in the format "dd-mm-yyyy".
5. Click 'Add New Record' to submit a new detail record. The current record being viewed will be highlighted in yellow.
6. Click the Back button to return to the previous screen.
7. Click the Change History button to view the list of change requests of when employee details are added, deleted or modified by the employee.
8. Click the Save button to save the input.

3.2 Update / Amend the Personal Information form

To update / Amend the personal records, go to the Amend To column and input the details.

UNIT4
In business for people

Personnel SELECT SYSTEM EMPLOYEE INFO Tan Darryl
User Settings | Sign Out

Personal Information Employee Information > Personal Information

Role: Self Employee: 000010 - Tan Darryl

Personal Information | Other Information | Address | Education | Emergency Contact

	Original	Amend To
Employee Code	000010	000010
Login Code		
Last Name		
First Name		
Middle Name		
Employee Name	Tan Darryl	Tan Darryl
Alias Name		
Alternate Char Name		
Gender	Male	Male
Title	Mr	Mr
Nationality	Singaporean	Singaporean
Identity No.	S7711541B	S7711541B
Birth Date	12-08-1977	12-08-1977
Birth Place	Singapore	Singapore
Age	38 yrs 3 mths	38 yrs 3 mths
Retire Age	62	62
Retirement Date	12-08-2039	12-08-2039
Race	Chinese	Chinese
Dialect	Cantonese	Hakka
Religion	Catholic/Christianity	Catholic/Christianity
Marital Status	Single	Single
Marriage Date	-	
No. Of Children	0	0

Last Updated [000110] Chia Josline, 10-12-2013 (Tue) 03:06:41 PM

Remarks

<< Back Change History Save

1. An arrow icon highlights the amended data.
2. Click the Save button to confirm the input.

Personal Information

Original **Amend To**

Dialect Cantonese Hakka

Remarks

Cancel Save And Submit Later Submit For Approval

3. The changes will be displayed (as above)
4. Click the Cancel button to undo the action
5. Click the Save And Submit Later button to save the input and submit later.
6. Click the Submit Now button to proceed to submit the change request. The form will be refreshed to display the change request with an arrow symbol.



Personnel SELECT SYSTEM EMPLOYEE INFO Tan Darryl
User Settings | Sign Out

Personal Information Employee Information > Personal Information

Role: Employee:

Personal Information | Other Information | Address | Education | Emergency Contact

	Original	Amend To
Employee Code	000010	000010
Login Code		
Last Name		
First Name		
Middle Name		
Employee Name	Tan Darryl	Tan Darryl
Alias Name		
Alternate Char Name		
Gender	Male	Male
Title	Mr	<input type="text" value="Mr"/> ...
Nationality	Singaporean	<input type="text" value="Singaporean"/> ...
Identity No.	S7711541B	S7711541B
Birth Date	12-08-1977	12-08-1977
Birth Place	Singapore	<input type="text" value="Singapore"/> ...
Age	36 yrs 3 mths	36 yrs 3 mths
Retire Age	62	62
Retirement Date	12-08-2039	12-08-2039
Race	Chinese	<input type="text" value="Chinese"/> ...
Dialect	Cantonese	<input type="text" value="Hakka"/> ...
Religion	Catholic/Christianity	<input type="text" value="Catholic/Christianity"/> ...
Marital Status	Single	<input type="text" value="Single"/> ...
Marriage Date	-	<input type="text" value=""/> ...
No. Of Children	0	<input type="text" value="0"/>

PENDING APPROVAL

Name	Date	Status
Tan Darryl	10-12-2013 03:43:05 PM	Submitted
Chia Joelline		Pending

Last Updated [000110] Chia Joelline, 10-12-2013 (Tue) 03:06:41 PM

Remarks

7. The record will display the Pending Approval Details.
8. Click the Cancel Change button to undo the submitted request.

3.3 Add a New Record

UNIT4
In business for people

Personnel SELECT SYSTEM EMPLOYEE INFO Tan Darryl
User Settings | Sign Out

Emergency Contact Employee Information > Emergency Contact

Role: Employee:

Personal Information Other Information Address Education **Emergency Contact**

/ [Tan Ah Xiong](#) / [Add New Record](#) / **1**

Original		Amend To	
Name	Tan Ah Xiong	<input type="text" value="Tan Ah Xiong"/>	
Relation	Father	<input type="text" value="Father"/>	<input type="text" value="Father"/>
Email		<input type="text"/>	
Home Phone No.		<input type="text"/>	
Mobile Phone No.	99865153	<input type="text" value="99865153"/>	
Address Line 1		<input type="text"/>	
Address Line 2		<input type="text"/>	
Address Line 3		<input type="text"/>	
City		<input type="text"/>	<input type="text" value="..."/>
Postal Code		<input type="text"/>	
State		<input type="text"/>	<input type="text" value="..."/>
Country		<input type="text" value="-- Please Select --"/>	<input type="text"/>

Remarks

1. Click the Add New Record link to open a blank record for input.

Personnel SELECT SYSTEM EMPLOYEE INFO Tan Darryl
User Settings | Sign Out

Emergency Contact Employee Information > Emergency Contact

Role Employee

Personal Information Other Information Address Education **Emergency Contact**

/ Tan Ah Xiong / **Add New Record** / 2

Family

Name

Relation

Email

Home Phone No.

Mobile Phone No.

Address Line 1 3

Address Line 2

Address Line 3

City

Postal Code

State

Country

Remarks

<< Back Change History Save

4 5 6

2. The Add New Record link to show that you may input data into the blank form.
3. Input the New Record details in the provided fields.
4. Click the Back button to return to the previous screen.
5. Click the Change History button to view the list of change requests of when employee details are added, deleted or modified by the employee.
6. Click the Save button to save the input.

Emergency Contact

7 Name Tan Sarah

Relation Sister

Mobile Phone No. 98981234

Remarks

Cancel Save And Submit Later Submit For Approval

8 9 10

7. The changes will be displayed (as above)
8. Click the Cancel button to undo the action
9. Click the Save And Submit Later button to save the input and submit later.
10. Click the Submit Now button to proceed to submit the change request.



Personnel
SELECT SYSTEM
EMPLOYEE INFO

Tan Darryl
[User Settings](#) | [Sign Out](#)

Emergency Contact

Employee Information > Emergency Contact

Data saved 30-10-2012 02:03:40 AM

Employee [000010] Tan Darryl

Name

Tan Sarah

Relation

Sister

Mobile Phone No.

98981234

AUTO-APPROVED

Name	Date	Status
Tan Darryl	30-10-2012 02:03:40 AM	Submitted
Auto-Approved	30-10-2012 02:03:40 AM	Approved

Last Updated [000010] Tan Darryl, 30-10-2012 (Tue) 02:03:40 AM

<< Back

The form is setup to be auto approved, thus the screen displayed.

3.4 View Change History

List the change records submitted by the employee. This listing also indicates the status of the request.



Personnel SELECT SYSTEM EMPLOYEE INFO Tan Darryl
User Settings | Sign Out

Personnel Records

Employee [000010] Tan Darryl Status -- Show All -- Screen Personal Information

2 records					
Screen	Date Submitted	Remarks	Action	Last Updated	Status
Personal Information	10-12-2013 (Tue)		Edit	10-12-2013 (Tue)	?
Personal Information	10-12-2013 (Tue)		Edit	10-12-2013 (Tue)	✓

✓ Approved ✗ Rejected ? Pending Approval ! Pending Submission



1. Click the Screen form to open the detailed record for viewing.



Personnel
SELECT SYSTEM
EMPLOYEE INFO

Tan Darryl
[User Settings](#) | [Sign Out](#)

Personal Information Employee Information > Personal Information

	Original	Amend To
Employee	[000010] Tan Darryl	
Employee Code	000010	000010
Login Code		
Last Name		
First Name		
Middle Name		
Employee Name	Tan Darryl	Tan Darryl
Alias Name		
Alternate Char Name		
Gender	Male	Male
Title	Mr	Mr <input type="text" value=""/>
Nationality	Singaporean	<input type="text" value="Singaporean"/>
Identity No.	S7711541B	S7711541B
Birth Date	12-08-1977	12-08-1977
Birth Place	Singapore	<input type="text" value="Singapore"/>
Age	38 yrs 3 mths	38 yrs 3 mths
Retire Age	62	62
Retirement Date	12-08-2039	12-08-2039
Race	Chinese	<input type="text" value="Chinese"/>
Dialect	Cantonese	<input type="text" value="Hakka"/>
Religion	Catholic/Christianity	<input type="text" value="Catholic/Christianity"/>
Marital Status	Single	<input type="text" value="Single"/>
Marriage Date	-	<input type="text" value=""/>
No. Of Children	0	<input type="text" value="0"/>

PENDING APPROVAL

Name	Date	Status
Tan Darryl	10-12-2013 03:43:05 PM	Submitted
Chia Josline		Pending

Last Updated [000110] Chia Josline, 10-12-2013 (Tue) 03:08:41 PM

Remarks

<< Back
Change History
Save
Cancel Changes

3.5 Employee Info – Reports, Letters

To generate letters, go to **Employee Info: Reports, Letters**.

The letters are published via the Personnel (Admin) System – Letter Reports.

UNIT4
In business for people

Personnel | SELECT SYSTEM | EMPLOYEE INFO | Tan Darryl | User Settings | Sign Out

Letters | Employee Information > Letters

Role: Self | Employee: 000010 - Tan Darryl

Batch Name	Letter No.	Letter Name	Published
Letter of Confirmation	Confirm	Letter of Confirmation	14-10-2012

1. Click the drop down list to select the role available. Select the Employee from the drop down list to view.
2. Click the magnifying glass to open the letter content to view

Letter of Confirmation

Dear Mr Tan Darryl (Identity No. : S7711154I),

We have reviewed your six months probation performance with **UNIT4 Prosoft Pte Ltd**.

In view of the above, we are pleased to inform you that we find your performance satisfactory and you have been confirmed to the position of **Project Consultant** with effect from **01-Dec-2004**.

Your salary has been revised to **SGD1,800.00** per month, with effect from your confirmation date. You shall receive your payment on or before the 27th of every month.

Your salary will be reviewed every 12 months and increases will be based upon satisfactory performance in the position. All other terms and conditions of your appointment will remain the same.

Please signify your acceptance of these terms and conditions by signing this letter and returning it to me at an earliest convenient time. In case you have any queries, do not hesitate to reach your manager/supervisor.

We congratulate you on your confirmation and wish you well in your position.

Yours sincerely,
General Manager

I accept the company's terms and conditions and confirm my taking up the position of **Project Consultant** from 01-Dec-2004.

Signed

Date:

3.6 User Settings

To view the system settings, click the User Settings link.

The screenshot displays the 'User Settings' interface. At the top right, the user's name 'Tan Darryl' and a 'Sign Out' link are visible. Below this, a 'User Settings' link is highlighted. The main content area is divided into several sections: 'Change Password' and 'Set Password Question' buttons at the top; a section for system parameters (Country, Language, Alternate Language, Time Zone, Show Popup Help) with red circle 1 pointing to the language settings; a 'Data Grid' section (No. Of Records Per Page, Pager Position) with red circle 2 pointing to the pager position; a 'Dashboard' section (Show Dashboard) with red circle 3 pointing to the 'Save' button; an 'Appraisal' section (Show Session Timer) with red circle 4 pointing to the 'Save And Close' button; and a footer with '<< Back', 'Save', and 'Save And Close' buttons, with red circles 5, 6, and 7 pointing to them respectively.

1. Input the parameters for default language of system, system time zone, popup help, etc.
2. Input the parameters for data grid, dashboard and tick the check box to activate the Appraisal system session timer display.
3. Click the <<Back button to return to the main menu.
4. Click the Save button to save the settings defined.
5. Click the Save And Close button to save the settings and return to the main menu.
6. Click the Change Password button to reset web login password. Refer to 3.6.1 Change Password.
7. Click the Set Password Question button to set the 'Forget password' question and answer. Refer to 3.6.2 Set Password Question.

3.6.1 Change Password

Tan Darryl
User Settings | Sign Out

Change Password

1

Current Password

New Password

Confirm Password

2 3 4

<< Back Reset Save

PSS AIRETESTDATATRaining Copyright © 2007 Professional Software Systems Pte Ltd Version 8.2010.2.23

1. Enter your Current Password, enter the New Password and re-enter your new password in the Confirm New Password field.
2. Click the <<Back button to return to the main menu.
3. Click on Reset button to clear all fields.
4. Click the Save button to save the changed password.

3.6.2 Set Password Question

Tan Darryl
[User Settings](#) | [Sign Out](#)

Set Password Question

1 Select Question
Answer

The Password Question feature provides an additional level of security to prevent unauthorised changes to your account. If you forget your password, you will be required to answer your secret question before you will be able to reset your password.

2 << Back **3** Save **4** Save And Close

PSS AIRETESTDATATRaining Copyright © 2007 Professional Software Systems Pte Ltd Version 8.2010.2.23

1. Select from the drop down list, an available question. Next, input the answer.
2. Click the <<Back button to return to the main menu.
3. Click the Save button to save the settings defined.
4. Click the Save And Close button to save the settings and return to the main menu.

3.7 Sign Out

Click on **Sign Out** link to quit/logout from the system.

4 Personnel Menu: Approver role

The personnel menu for a staff that is an approving officer is restricted to: Select System, Approval and Employee Info.

The administrator role will be able to view all options/forms covered under Employee Role. Refer to 3.1 Personal Information Form, 3.2 Update / Amend the Personal Information form, 3.3 Add a New Record, 3.4 View Change History, 3.5 Employee Info – Reports, Letters, 3.6 User Settings, 3.7 Sign Out.

The following sections will cover the additional forms available to the Approving Officer Role.

4.1 Personal Information Form

The following screen will be displayed upon logging into Personnel. This form displays the menu view for an Approving Officer. For details, refer to 3.1 Personal Information Form.

UNIT4
In business for people

Personnel SELECT SYSTEM APPROVAL EMPLOYEE INFO Chia Josline
User Settings | Sign Out

Personal Information Employee Information > Personal Information

Role: Self Employee: 000110 - Chia Josline Sort By Name

Personal Information | Other Information | Address | Education | Emergency Contact

	Original	Amend To
Employee Code	000110	000110
Login Code		
Last Name		
First Name		
Middle Name		
Employee Name	Chia Josline	Chia Josline
Alias Name		
Alternate Char Name		
Gender	Female	Female
Title	Ms	Ms
Nationality	Singaporean	Singaporean
Identity No.	S7711246D	S7711246D
Birth Date	22-10-1977	22-10-1977
Birth Place	Singapore	Singapore
Age	36 yrs 1 mths	36 yrs 1 mths
Retire Age	0	0
Retirement Date	22-10-1977	22-10-1977
Race		-- Please Select --
Dialect		-- Please Select --
Religion		-- Please Select --
Marital Status	Single	Single
Marriage Date	-	
No. Of Children	0	0

Last Updated [HRM] HR Master (Main), 30-09-2013 (Mon) 03:35:17 PM

Remarks

<< Back Change History Save

4.2 Approval – Pending Actions

This menu is for approving officers to view their to-do-list and also allows for delegation of approving role. Go to **Approval: Approver Options, Pending Actions**.

4.2.1 Global Approval

Approval may be done globally.



Personnel SELECT SYSTEM APPROVAL EMPLOYEE INFO Chia Josline
User Settings | Sign Out

Pending Actions Approval > Pending Actions

Employee Information

Employee	Date Submitted ▲	Screen	Description	Covering For	Status
Tan Darryl	10-12-2013 (Tue)	Personal Information			?

? Pending Approval

1. Click on the employee name to open the detail record. Refer to 4.2.2 Individual Approval.

4.2.2 Individual Approval

Approving officers may view the details of the change submitted to approve/reject request.

UNIT4
In business for people

Personnel SELECT SYSTEM APPROVAL EMPLOYEE INFO Chia Josline
[User Settings](#) | [Sign Out](#)

Personal Information Employee Information > Personal Information

Employee [000010] Tan Darryl

Original		Amend To	
Dialect	Cantonese	Hakka	

PENDING APPROVAL			
Name	Date	Status	
Tan Darryl	01-11-2012 01:54:31 PM	Submitted	
Chia Josline		Pending	

Last Updated [hrm] HR Master (Main), 01-11-2012 (Thu) 01:42:34 PM

1 Remarks

2
3
4
5

1. Input remarks as required.
2. Click the <<Back button to return to the main menu.
3. Click the Change History button to view the list of change requests of when employee details are added, deleted or modified by the employee.
4. Click the Approve button to approve the request.
5. Click the Reject button to reject the request.

Upon approval, the screen will be refreshed with the approved status.



Personnel
SELECT SYSTEM
APPROVAL
EMPLOYEE INFO

Chia Josline
[User Settings](#) | [Sign Out](#)

Personal Information Employee Information > Personal Information

Employee [000010] Tan Darryl

Dialect Hakka

APPROVED

Name	Date	Status
Tan Darryl	01-11-2012 01:54:31 PM	Submitted
Chia Josline	01-11-2012 02:11:46 PM	Approved

Last Updated [000110] Chia Josline, 01-11-2012 (Thu) 02:11:46 PM

<< Back

4.3 Delegation

Approving officers / Supervisors are allowed to delegate the approval duties to another employee. Go to **Approval: Approver Options, Delegation**.

UNIT4
In business for people

Personnel SELECT SYSTEM APPROVAL EMPLOYEE INFO Chia Josline
User Settings | Sign Out

Delegation (Personnel) Approval > Delegation Reports

1 Show All

2 Add New Record

Covering Person	Covering For	Role	Start Date	End Date	Actions
000111 - Tay Wendy	000110 - Chia Josline	Approver	02-12-2013	31-12-2013	Approve

3

1. Select from the drop down to view All delegation records or only Current records.
2. Click the Add New Record button to create a new record.
3. Click the pencil symbol to edit the detail record.

4.3.1 Add/Modify Delegation

UNIT4
In business for people

Personnel SELECT SYSTEM APPROVAL EMPLOYEE INFO Chia Josline
User Settings | Sign Out

Delegation (Personnel) Approval > Delegation > [000110] Chia Josline

1 Covering Person 000111 - Tay Wendy

Covering For 000110 - Chia Josline

2 Role Supervisor

Actions Manage Personal Information Manage Address Records
 Manage Other Information Manage Emergency Contact Records
 Manage Education Records

4 Start Date 02-12-2013
End Date 31-12-2013

Date Created [000110] Chia Josline, 11-12-2013 (Wed) 10:23:23 AM
Last Updated [000110] Chia Josline, 11-12-2013 (Wed) 10:25:19 AM

5 << Back 6 Save 7 Save And Close

1. Input the details for covering person. Click the detail button to select from the employee listing.
2. Input the details for covering duty of the officer. Select the role, tick the check box for the required action type.
3. To remove the selected employee, click the brush symbol, to clear. Otherwise, click the trash bin symbol to delete the record.
4. Input the date range for the duty.
5. Click the <<Back button to return to the main menu.
6. Click the Save button to save the settings defined.
7. Click the Save And Close button to save the settings and return to the main menu.

4.4 Viewing / Updating Employee Info for Others

Supervisors / Approving officer may be given access to view / update other employees data. The data viewed is based on the Role selected.

UNIT4
In business for people

Personnel SELECT SYSTEM APPROVAL EMPLOYEE INFO Chia Josline
User Settings | Sign Out

Personal Information

1 Role: Supervisor

2 Filter: Employee Go Advanced Filter

Show: Department Division

3

4

Code	Employee Name	Department	Division
000010	Tan Darryl	TEC - 10 Technical Infotech	TEC - Technical
000040	Loh Jolin	TEC - 10 Technical Infotech	ST - Strategic Planning
000210	Tan Da Siong	TEC - 10 Technical Infotech	TEC - Technical

1. Select the Role.
2. Filter and Advanced Filter option will allow the administrator to group the employees for easy review.
3. Select from the drop down list the preferred reference type to display in the listing.
4. Click the Employee Code or Name to view the personal records. The following screen will be displayed.



Role: Employee: Sort By Name

	Original	Amend To
Employee Code	000010	000010
Login Code		
Last Name		
First Name		
Middle Name		
Employee Name	Tan Darryl	Tan Darryl
Alias Name		
Alternate Char Name		
Gender	Male	Male
Title	Mr	<input type="text" value="Mr"/> <input type="button" value="..."/>
Nationality	Singaporean	<input type="text" value="Singaporean"/> <input type="button" value="..."/>
Identity No.	S7711541B	S7711541B
Birth Date	12-08-1977	12-08-1977
Birth Place	Singapore	<input type="text" value="Singapore"/> <input type="button" value="..."/>
Age	36 yrs 3 mths	36 yrs 3 mths
Retire Age	62	62
Retirement Date	12-08-2039	12-08-2039
Race	Chinese	<input type="text" value="Chinese"/> <input type="button" value="..."/>
Dialect	Cantonese	<input type="text" value="Cantonese"/> <input type="button" value="..."/>
Religion	Catholic/Christianity	<input type="text" value="Catholic/Christianity"/> <input type="button" value="..."/>
Marital Status	Single	<input type="text" value="Single"/> <input type="button" value="..."/>
Marriage Date	-	<input type="text" value=""/> <input type="button" value="..."/>
No. Of Children	0	<input type="text" value="0"/>

Last Updated [000110] Chia Josline, 10-12-2013 (Tue) 03:06:41 PM

Remarks

5 Personnel Menu: Administrator role

The personnel menu for a staff that is an administrator is restricted to: Select System, Manage and Setup.

The administrator role will be able to view all options/forms covered under Employee Role. Refer to 3.1 Personal Information Form, 3.2 Update / Amend the Personal Information form, 3.3 Add a New Record, 3.4 View Change History, 3.5 Employee Info – Reports, Letters, 3.6 User Settings, 3.7 Sign Out.

The following sections will cover the additional forms available to the Administrator.

5.1 Manage

The manage section for the administrator is to be able to view updates submitted by the staff for approval.

NOTE: Administrators need to go into the Personnel (Admin) System to update/create employee records.

5.1.1 Change History – Personnel Records

The following is the list of employees and the link to view the Change History records.

The screenshot displays the 'Change History' page in the UNIT4 HRMS system. At the top, there are navigation tabs: 'Personnel', 'SELECT SYSTEM', 'MANAGE', and 'SETUP'. The user is logged in as 'HR Master (Main)' with options for 'User Settings' and 'Sign Out'. The page title is 'Change History'. Below the title, there are several filters and options:

- 1**: Role dropdown menu set to 'Administrator'.
- 2**: Filter dropdown menu set to 'Employee' and a 'Go' button.
- 3**: 'Show' dropdown menu set to 'Department' and a 'Division' dropdown menu.
- 4**: Two checkboxes: 'Advanced Filter' (unchecked) and 'Hide Resignees' (unchecked).
- 5**: A red circle highlights the 'Code' column in the table, indicating it is clickable.

The table contains 271 records. The visible records are as follows:

Code	Employee Name	Department	Division
000001	Chia Kym Yan	CON - 01 Project Management	FINANCE - Finance
000002	Yan Soo Kiat	GEN - 02 Management Office	HR - Human Resource
000003	Lai Ming Soon	HRM - 03 Human Resource	SALES - Sales
000004	Ong Joseph	SQM - 04 Software Quality Management	ST - Strategic Planning
000005	Loh Soo Lin	MKS - 05 Marketing	
000006	Ang Cheng Siang	OUT - 06 Outsourcing	FINANCE - Finance
000007	Yeo Hwee Kuan	PDT - 07 Product Development	TEC - Technical
000008	See Pui San	TRG - 08 Training & Learning Dev't	ST - Strategic Planning
000009	Goh Esther	SUP - 09 Support Team	FINANCE - Finance
000010	Tan Darryl	TEC - 10 Technical Infotech	TEC - Technical

At the bottom of the table, there is a pagination control showing 'Page: 1 / 28 Go'.

1. Select the Role.
2. Filter and Advance Filter option will allow the administrator to group the employees for easy review.
3. Select from the drop down list the preferred reference type to display in the listing.
4. Tick the checkbox to exclude resignee records.
5. Click the Employee Code or Name to view the change detail records. The following screen will be displayed the list of changes.



Personnel SELECT SYSTEM MANAGE SETUP HR Master (Main)
User Settings | Sign Out

Personnel Records

Employee ... View All Status Screen

Screen	Date Submitted	Remarks	Action	Last Updated	Status
Personal Information	10-12-2013 (Tue)		Edit	11-12-2013 (Wed)	✗
Emergency Contact - Tan Sarah	10-12-2013 (Tue)		Add	10-12-2013 (Tue)	✓
Personal Information	10-12-2013 (Tue)		Edit	10-12-2013 (Tue)	✓

Approved
 Rejected
 Pending Approval
 Pending Submission

1

1. Click to view the detail record and changes done.



Personnel SELECT SYSTEM MANAGE SETUP HR Master (Main)
User Settings | Sign Out

Personal Information Employee Information > Personal Information

Employee [000010] Tan Darryl

Employee Code	
Login Code	
Last Name	
First Name	
Middle Name	
Employee Name	
Alias Name	
Alternate Char Name	
Gender	
Title	
Nationality	
Identity No.	
Birth Date	-
Birth Place	
Age	0 yrs 0 mths
Retire Age	
Retirement Date	-
Race	
Dialect	Hakka
Religion	
Marital Status	
Marriage Date	-
No. Of Children	

APPROVED		
Name	Date	Status
Tan Darryl	01-11-2012 01:54:31 PM	Submitted
Chia Josline	01-11-2012 02:11:46 PM	Approved

Last Updated [000110] Chia Josline, 01-11-2012 (Thu) 02:11:46 PM

5.2 Setup

This section defines the company / viewing policies for the personnel system. To perform the function, go to Personnel, **Personnel: Setup, Settings**.

5.2.1 Approval

The approving officers and covering officers are defined here. Go to **Personnel: Setup, Settings, Approval**.



Personnel SELECT SYSTEM MANAGE SETUP HR Master (Main)
User Settings | Sign Out

Approval (Personnel) Setup > Approval Reports

1 record Add New Record

Approval ID	Field Name	Item Codes	Employee Range
1	Screen	*	All Records

1. Click the Add New Record button to create new record.
2. Click the pencil symbol to edit the existing details or click the document symbol to copy the existing details. Refer to next screen.
3. Click the Report link to open up the Approval Setup Reports form.

5.2.1.1 Edit Button



Personnel SELECT SYSTEM MANAGE SETUP HR Master (Main)
User Settings | Sign Out

Approval (Personnel) Setup > Approval > 1

Approval ID: 1
Field Name: Screen
Item Codes: *
Employee Range: All Records

Approvers

Seq	Approver	Coverer 1	Coverer 2	Coverer 3
1	#SUP1 - Supervisor Level			

CC Persons

CC Person

Date Created [000001] Chia Kym Yan, 23-03-2010 (Tue) 06:53:35 PM
Last Updated [HRMSG08] 08 HR Master, 08-03-2013 (Fri) 09:31:24 AM

<< Back Save Save And Close

1. Input the condition for the approval, eg. base on Screen / Forms. Also indicate the employee range.
2. Input the levels of approving officers.
3. Indicate the levels of CC Persons.
4. Click the <<Back button to return to the main menu.
5. Click the Save button to save the settings defined.
6. Click the Save And Close button to save the changes made and return to the main menu.
7. Click the trash bin symbol to delete the record or click the document button to copy the record.

5.2.1.2 Copy Button

The screenshot shows the 'Copy Approval (Personnel)' screen in the UNIT4 HRMS. The interface includes a top navigation bar with 'Personnel', 'SELECT SYSTEM', 'MANAGE', and 'SETUP'. On the right, there are links for 'HR Master (Main)', 'User Settings | Sign Out', and a breadcrumb trail 'Setup > Approval > 1 > Copy'. The main content area is divided into two sections: 'Copy From' and 'Copy To'. The 'Copy From' section shows 'Approval ID 1'. The 'Copy To' section shows 'Approval ID' followed by an empty input field. A red circle with the number '1' is positioned to the left of the 'Copy To' section. At the bottom of the form, there are two buttons: '<< Back' and 'Next >>'. Red circles with numbers '2' and '3' are placed below these buttons respectively.

1. Input the Approval ID that you want to be copied to.
2. Click the <<Back button to return to the main menu.
3. Click the Next>> button to continue and input the parameters.

5.2.2 Transfer Approval Rights

Approving officers rights can be transferred should there be a change of role. From this screen, the Transfer or Removal of Approval rights can be performed.



Personnel SELECT SYSTEM MANAGE SETUP HR Master (Main)
User Settings | Sign Out

Setup > Transfer Approval Rights

Transfer Approval Rights

1 Action Transfer Approval Rights Remove Approval Rights

2 Current Approval Personnel 000110 - Chia Josline

New Approval Personnel 000111 - Tay Wendy

3 Fields Approvers Coverers CC Persons

Systems Personnel Attendance

4

1. Select the preferred Action for change
2. Click the detail button to select the Current Approval Personnel and the New Approval Personnel that will take over.
3. Click the checkbox to indicate the fields and systems to be updated.
4. Click the Update Approval Setup button to confirm the action or <<Back button to cancel.

5.2.3 Transfer Pending Approvals

Pending approving action records may also be transferred by the administrator by using this feature.

Pending approval records will be displayed by default if transfer approval is possible. The Employee Range to be listed can be defined in the query.

The screenshot shows the 'Transfer Pending Approvals (Personnel Records)' screen in the UNIT4 HRMS. The interface includes a navigation bar with 'Personnel', 'SELECT SYSTEM', 'MANAGE', and 'SETUP'. The main content area shows a table with columns for 'Current' and 'After Update', including 'Level', 'Approver', and 'Coverers'. A red circle '1' highlights a checkbox next to the record for '[000001] Chia Kym Yan'. A red circle '2' highlights the 'Global Update Selected' button below the table.

1. Click the checkbox to indicate select the record.
2. Click the Global Update Selected to confirm the transfer action.

5.2.4 Coordinator

Coordinators may also be created to help oversee some of the maintenance of employees. Go to **Personnel: Setup, Settings, Coordinator**.

The screenshot shows the 'Coordinator (Personnel)' screen in the UNIT4 HRMS. The interface includes a navigation bar with 'Personnel', 'SELECT SYSTEM', 'MANAGE', and 'SETUP'. The main content area shows a search bar with 'Code Or Name' and a 'Go' button. A red circle '1' highlights the 'Add New Record' button. A red circle '2' highlights a pencil icon next to the record for '000022 - Su Li Lin'.

1. Click the Add New Record button to create new record.
2. Click the pencil symbol to edit the existing details. Refer to next screen.

Personnel SELECT SYSTEM MANAGE SETUP HR Master (Main)
User Settings | Sign Out

Coordinator (Personnel) Setup > Coordinator > [000022] Su Li Lin

1	Coordinator	000022 - Su Li Lin	6
2	Employee Range	(Department between 'GEN' and 'GEN')	
Date Created [HRM] HR Master (Main), 01-11-2012 (Thu) 05:41:51 PM Last Updated [HRM] HR Master (Main), 01-11-2012 (Thu) 05:42:22 PM			
<input style="margin-right: 20px;" type="button" value=" << Back "/> <input style="margin-right: 20px;" type="button" value=" Save "/> <input style="margin-right: 20px;" type="button" value=" Save And Close "/>			

1. Input the coordinator employee code.
2. Input the employee range that the coordinator is in charge of.
3. Click the <<Back button to return to the main menu.
4. Click the Save button to save the settings defined.
5. Click the Save And Close button to save the changes made and return to the main menu.
6. Click the trash bin symbol to delete the record

5.2.5 Email Template

The system has a list of email templates that may be used when sending out notifications / reminders to the persons in charge.



Personnel				HR Master (Main)	
SELECT SYSTEM				User Settings Sign Out	
MANAGE				Setup > Email Template	
SETUP					
Email Template (Personnel)					
20 records					
Code	Name	Field Name	Item Codes		
PERSubSelf	Personnel Data Submission By Employee			Add New Template	Edit Default
PERSubOnBehalf	Personnel Data Submission (On Behalf) Of Employee			Add New Template	Edit Default
PERSubCC	Personnel Data Submission CC Notification			Add New Template	Edit Default
PERSubNtfEM	Personnel Data Submission (to notify employee when submitted on his/her behalf)			Add New Template	Edit Default
PERCancel	Personnel Data Invalidation (While Record Is Pending Approval)			Add New Template	Edit Default
PERApprSingle	Personnel Data Approval			Add New Template	Edit Default
PERApprMultiple	Personnel Data Approval (Multiple)			Add New Template	Edit Default
PERApprNtf	Personnel Data Approval Notification			Add New Template	Edit Default
PERApprNtfEM	Personnel Data Approval (to notify employee after each stage of rejection)			Add New Template	Edit Default
PERApprCC	Personnel Data Approval CC Notification			Add New Template	Edit Default
PERRejSingle	Personnel Data Rejection			Add New Template	Edit Default
PERRejMultiple	Personnel Data Rejection (Multiple)			Add New Template	Edit Default
PERRejNtf	Personnel Data Rejection Notification			Add New Template	Edit Default
PERRejNtfEM	Personnel Data Rejection (to notify employee after each stage of rejection)			Add New Template	Edit Default
PERRejCC	Personnel Data Rejection CC Notification			Add New Template	Edit Default
PERApprFinal	Personnel Data Final Approval (To Employee)			Add New Template	Edit Default
PERApprFinalNtf	Personnel Data Final Approval Notification			Add New Template	Edit Default
PERRejFinal	Personnel Data Final Rejection (To Employee)			Add New Template	Edit Default
PERRejFinalNtf	Personnel Data Final Rejection Notification			Add New Template	Edit Default
PERApprAutoCC	Personnel Data Auto Approved			Add New Template	Edit Default

5.2.6 Delegation

Refer to 4.3 Delegation for more details

5.2.7 Field Access

The administrator can decide what are the read / write access to the fields to be displayed. Making fields compulsory for data input and subject to approval may also be defined for the employee, supervisor and approving officer.



Personnel | SELECT SYSTEM | MANAGE | SETUP | 08 HR Master | User Settings | Sign Out

Field Access (Personnel) | Setup > Field Access | Reports

35 records

Screen	Enabled	
Personal Information	Yes	
Other Information	Yes	
Employment	No	
Assignment	No	
Statutory (Singapore)	No	
Salary	No	
Work Calendar	No	
Attendance	No	
Others	No	
Identity	No	
Address	Yes	
Education	Yes	
Emergency Contact	Yes	
Family	No	
Achievement	No	
Activity	No	
Appraisal	No	
Attachment	No	
Certification	No	
Clinic	No	
Contract	No	
Driving License	No	
Employment History	No	
Incident	No	
Insurance	No	
Inventory	No	
Job Description	No	
Language	No	
Loan	No	
Medical	No	
Membership	No	
Misconduct	No	
National Service (Singapore)	No	
Secondment	No	
Training	No	

1

1. Click on the pencil to open the form to define the required parameters.

Personnel SELECT SYSTEM MANAGE SETUP HR Master (Main)
User Settings | Sign Out

Field Access (Personnel) Setup > Field Access > Personal Information

Screen: Personal Information

Show Changed Data In Email:

Allow Delegation:

Submission Message:

Instruction Message:

Seq	Field Name	Read Access	Write Access	Compulsory	Require Approval
10	Employee Code	*	...		
20	Login Code	*	...		
30	Last Name	*	...		
40	First Name	*	...		
50	Middle Name	*	...		
60	Employee Name	*	...		
70	Alias Name	*	...		
80	Alternate Char Name	*	...		
90	Gender	*	...		
100	Title	*	...	No	Yes
110	Nationality	*	...	Yes	Yes
120	Identity No.	*	...		
130	Birth Date	*	...		
140	Birth Place	*	...	Yes	Yes
150	Age	*	...		
160	Retire Age	*	...		
170	Retirement Date	*	...		
180	Race	*	...	Yes	Yes
190	Dialect	*	...	Yes	Yes
200	Religion	*	...	Yes	Yes
210	Marital Status	*	...	Yes	Yes
220	Marriage Date	*	...	Yes	Yes
230	No. Of Children	*	...	No	Yes

Last Updated [HRM] HR Master (Main), 11-12-2013 (Wed) 10:15:10 AM

<< Back Save Save And Close

1. Input the parameters for the specific form.
2. Sequence order can be changed as preferred.
3. Click on the detail button to access the Read / Write Access user list.
4. Indicate if the field is compulsory for input.
5. Indicate if the field requires approval.
6. Click the <<Back button to return to the main menu.
7. Click the Save button to save the settings defined.
8. Click the Save And Close button to save the changes made and return to the main menu.

5.2.8 Read / Write Access form

Tick the check box to indicate the respective user permission for the form viewing.

	Code	Name
<input type="checkbox"/>	SELF	Employee
<input type="checkbox"/>	SUP	Supervisor
<input type="checkbox"/>	APRI	Immediate Approver
<input type="checkbox"/>	HOCC	Head Of Cost Centre
<input type="checkbox"/>	HOD	Head Of Department
<input type="checkbox"/>	HOV	Head Of Division
<input type="checkbox"/>	CR	Coordinator

Select All

Note:

The Field Access for various pages will have a different top section from the Personal Information Screen (see below)



Personnel | SELECT SYSTEM | MANAGE | SETUP | HR Master (Main) | User Settings | Sign Out

Field Access (Personnel) | Setup > Field Access > Other Information

Screen	Other Information
Show Changed Data In Email	<input type="checkbox"/>
Allow Delegation	<input checked="" type="checkbox"/>
Enabled	<input checked="" type="checkbox"/>
Accessible By	* <input type="text"/> ...
Submission Message	<input type="text"/>
Instruction Message	<input type="text"/>

Seq	Field Name	Read Access	Write Access	Compulsory	Require Approval
-----	------------	-------------	--------------	------------	------------------

5.3 Field Access Screen Pages

5.3.1 Personnel



Personnel
SELECT SYSTEM
MANAGE
SETUP

08 HR Master
[User Settings](#) | [Sign Out](#)

Field Access (Personnel)
[Setup](#) > [Field Access](#) > [Personal Information](#)

Screen
Personal Information

Show Changed Data In Email

Allow Delegation

Submission Message

Please provide supporting documentation as proof. Thank you.

Instruction Message

* There will be Approval for the input submitted. *

Seq	Field Name	Read Access	Write Access	Compulsory	Require Approval
10	Employee Code	* <input type="text"/>	<input type="text"/>		
20	Login Code	* <input type="text"/>	<input type="text"/>		
30	Last Name	* <input type="text"/>	<input type="text"/>		
40	First Name	* <input type="text"/>	<input type="text"/>		
50	Middle Name	* <input type="text"/>	<input type="text"/>		
60	Employee Name	* <input type="text"/>	<input type="text"/>		
70	Alias Name	* <input type="text"/>	<input type="text"/>		
80	Alternate Char Name	* <input type="text"/>	<input type="text"/>		
90	Gender	* <input type="text"/>	<input type="text"/>		
100	Title	* <input type="text"/>	* <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
110	Nationality	* <input type="text"/>	* <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
120	Identity No.	* <input type="text"/>	<input type="text"/>		
130	Birth Date	* <input type="text"/>	<input type="text"/>		
140	Birth Place	* <input type="text"/>	* <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
150	Age	* <input type="text"/>	<input type="text"/>		
160	Retire Age	* <input type="text"/>	<input type="text"/>		
170	Retirement Date	* <input type="text"/>	<input type="text"/>		
180	Race	* <input type="text"/>	* <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
190	Dialect	* <input type="text"/>	* <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
200	Religion	* <input type="text"/>	* <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
210	Marital Status	* <input type="text"/>	* <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
220	Marriage Date	* <input type="text"/>	* <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
230	No. Of Children	* <input type="text"/>	* <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Last Updated [HRMSG08] 08 HR Master, 08-03-2013 (Fri) 09:29:29 AM

<< Back
Save
Save And Close

5.3.2 Other Information



Personnel SELECT SYSTEM MANAGE SETUP 08 HR Master
User Settings | Sign Out

Field Access (Personnel) [Setup](#) > [Field Access](#) > [Other Information](#)

Screen: Other Information

Show Changed Data In Email:

Allow Delegation:

Enabled:

Accessible By: * ...

Submission Message:

Instruction Message: * This page of information is for VIEWING only. *

Seq	Field Name	Read Access	Write Access	Compulsory	Require Approval
10	Height (cm)	* <input type="text"/> ...	<input type="text"/> ...	No <input type="checkbox"/>	-- Please Sel <input type="checkbox"/>
20	Weight (kg)	* <input type="text"/> ...	<input type="text"/> ...	No <input type="checkbox"/>	-- Please Sel <input type="checkbox"/>
30	Blood Group	* <input type="text"/> ...	<input type="text"/> ...	No <input type="checkbox"/>	-- Please Sel <input type="checkbox"/>
40	Health State	* <input type="text"/> ...	<input type="text"/> ...	No <input type="checkbox"/>	-- Please Sel <input type="checkbox"/>
70	Email	* <input type="text"/> ...	<input type="text"/> ...	No <input type="checkbox"/>	-- Please Sel <input type="checkbox"/>
80	Personal Email	* <input type="text"/> ...	<input type="text"/> ...	No <input type="checkbox"/>	-- Please Sel <input type="checkbox"/>
90	Home Phone No.	* <input type="text"/> ...	<input type="text"/> ...	No <input type="checkbox"/>	-- Please Sel <input type="checkbox"/>
100	Mobile Phone No.	* <input type="text"/> ...	<input type="text"/> ...	No <input type="checkbox"/>	-- Please Sel <input type="checkbox"/>
110	Office Phone No.	* <input type="text"/> ...	<input type="text"/> ...	No <input type="checkbox"/>	-- Please Sel <input type="checkbox"/>
120	Office Ext No.	* <input type="text"/> ...	<input type="text"/> ...	No <input type="checkbox"/>	-- Please Sel <input type="checkbox"/>

Last Updated [HRMSG08] 08 HR Master, 08-03-2013 (Fri) 09:30:01 AM

5.3.3 Employment



Personnel SELECT SYSTEM MANAGE SETUP 08 HR Master
User Settings | Sign Out

Field Access (Personnel) Setup > Field Access > Employment

Screen: Employment

Allow Delegation:

Enabled:

Accessible By: ...

Instruction Message:

Seq	Field Name	Read Access
10	Country	* <input type="text"/> ...
20	Company	* <input type="text"/> ...
30	Join Date	* <input type="text"/> ...
40	Initial Join Date	* <input type="text"/> ...
50	Confirmation Due	* <input type="text"/> ...
60	Confirmation Date	* <input type="text"/> ...
70	Service Length	* <input type="text"/> ...
80	Previous Work Experience	* <input type="text"/> ...
90	Work Experience To-Date	* <input type="text"/> ...
100	Resign Tender Date	* <input type="text"/> ...
110	Exit Interview Date	* <input type="text"/> ...
120	Last Day of Work	* <input type="text"/> ...
130	Resign Date	* <input type="text"/> ...
140	Resign Reason	* <input type="text"/> ...
150	Resign Rating	* <input type="text"/> ...
160	Previous Employee Code	* <input type="text"/> ...

Last Updated -

5.3.4 Assignment



Personnel
SELECT SYSTEM MANAGE SETUP
08 HR Master
User Settings | Sign Out

Field Access (Personnel)
Setup > Field Access > Assignment

Screen Assignment

Allow Delegation

Enabled

Accessible By ...

Instruction Message

Seq	Field Name	Read Access
10	Division	* <input type="text" value=""/> ...
20	Department	* <input type="text" value=""/> ...
30	Cost Centre	* <input type="text" value=""/> ...
40	Section	* <input type="text" value=""/> ...
50	Group	* <input type="text" value=""/> ...
60	Location	* <input type="text" value=""/> ...
70	Designation	* <input type="text" value=""/> ...
80	Category	* <input type="text" value=""/> ...
90	Classification	* <input type="text" value=""/> ...
100	Employee Type	* <input type="text" value=""/> ...
110	Band	* <input type="text" value=""/> ...
120	Job Group	* <input type="text" value=""/> ...
130	Leave Grade	* <input type="text" value=""/> ...
140	Medical Scheme	* <input type="text" value=""/> ...
150	Pay Group	* <input type="text" value=""/> ...
160	Main Supervisor	* <input type="text" value=""/> ...
170	Contract Type	<input type="text" value=""/> ...

Last Updated -

<< Back
Save
Save And Close

5.3.5 Statutory (Singapore)



Personnel
SELECT SYSTEM MANAGE SETUP
08 HR Master
User Settings | [Sign Out](#)

Field Access (Personnel)
[Setup](#) > [Field Access](#) > [Statutory \(Singapore\)](#)

Screen Statutory (Singapore)

Allow Delegation

Enabled

Accessible By ...

Instruction Message

Seq	Field Name	Read Access
10	Union Organisation	* <input type="text" value=""/> ...
20	Union Start Date	* <input type="text" value=""/> ...
30	Union End Date	* <input type="text" value=""/> ...
40	Union Membership No.	* <input type="text" value=""/> ...
50	MOM Occupation	* <input type="text" value=""/> ...
60	MOM Occupation Group	* <input type="text" value=""/> ...
70	MOM Employee Type	* <input type="text" value=""/> ...
80	MOM Category	* <input type="text" value=""/> ...
100	CPF Employee Type	* <input type="text" value=""/> ...
110	CPF Method	* <input type="text" value=""/> ...
120	Levy Type	* <input type="text" value=""/> ...
130	PR Issue Date	* <input type="text" value=""/> ...
135	PR Expiry Date	<input type="text" value=""/> ...
140	Funds	* <input type="text" value=""/> ...

Last Updated -

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Save
Save And Close

5.3.6 Salary



Personnel
SELECT SYSTEM MANAGE SETUP
08 HR Master
User Settings | Sign Out

Field Access (Personnel)
Setup > Field Access > Salary

Screen: Salary

Allow Delegation:

Enabled:

Accessible By: ...

Instruction Message:

Warning: Employee salary will be visible in the e-Personnel via web browser.
Ensure the appropriate Roles are selected in the Read Access.

Seq	Field Name	Read Access
10	Pay Mode	<input type="text"/> ...
20	Pay Type	<input type="text"/> ...
30	Bank Code (1st)	<input type="text"/> ...
40	Bank Branch (1st)	<input type="text"/> ...
50	Bank Account No. (1st)	<input type="text"/> ...
60	Bank Code (2nd)	<input type="text"/> ...
70	Bank Branch (2nd)	<input type="text"/> ...
80	Bank Account No. (2nd)	<input type="text"/> ...
90	Salary Fixed	<input type="text"/> ...
100	MVC	<input type="text"/> ...
150	Salary Gross	<input type="text"/> ...
160	Salary Grade	<input type="text"/> ...
170	Reason	<input type="text"/> ...
180	Remarks	<input type="text"/> ...

Last Updated -

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Save
Save And Close

5.3.7 Work Calendar



Personnel | SELECT SYSTEM | MANAGE | SETUP | 08 HR Master | User Settings | Sign Out

Field Access (Personnel) | Setup > Field Access > Work Calendar

Screen: Work Calendar

Allow Delegation:

Enabled:

Accessible By: ...

Instruction Message:

Seq	Field Name	Read Access
10	Calendar Code	<input type="text"/> ...

Last Updated -

<< Back | Save | Save And Close

5.3.8 Attendance



Personnel | SELECT SYSTEM | MANAGE | SETUP | 08 HR Master | User Settings | Sign Out

Field Access (Personnel) | Setup > Field Access > Attendance

Screen: Attendance

Allow Delegation:

Enabled:

Accessible By: ...

Instruction Message:

Seq	Field Name	Read Access
10	Badge Number	<input type="text"/> ...
20	Clock Flag	<input type="text"/> ...
30	Clocks	<input type="text"/> ...
40	Break Code	<input type="text"/> ...
50	Overtime Group	<input type="text"/> ...
110	#OvertimePayableSettings	<input type="text"/> ...
120	#LatenessDeductibleSettings	<input type="text"/> ...
130	#UndertimeDeductibleSettings	<input type="text"/> ...
140	#TimeElements	<input type="text"/> ...

Last Updated -

<< Back | Save | Save And Close

5.3.9 Others



Personnel
SELECT SYSTEM MANAGE SETUP
08 HR Master
User Settings | Sign Out

Field Access (Personnel)
Setup > Field Access > Others

	Screen	Others					
Show Changed Data In Email		<input type="checkbox"/>					
Allow Delegation		<input checked="" type="checkbox"/>					
Enabled		<input type="checkbox"/>					
Accessible By		<input type="text"/>		<input type="button" value="..."/>			
Submission Message		<input style="width: 100%; height: 40px;" type="text"/>					
Instruction Message		<input style="width: 100%; height: 40px;" type="text"/>					

Seq	Field Name	Read Access	Write Access	Compulsory	Require Approval
50	Residence Location	<input type="text"/>	<input type="text"/>	-- Please Sel	-- Please Sel
110	Entry Interview	<input type="text"/>	<input type="text"/>	-- Please Sel	-- Please Sel

Last Updated -

5.3.10 Identity



Personnel
SELECT SYSTEM MANAGE SETUP
08 HR Master
User Settings | Sign Out

Field Access (Personnel)
Setup > Field Access > Identity

Screen Identity

Show Changed Data In Email

Allow Delegation

Enabled

Accessible By

Submission Message

Instruction Message

Seq	Field Name	Read Access	Write Access	Compulsory	Require Approval
10	Identity Type	* <input style="width: 40px;" type="text" value="..."/>	* <input style="width: 40px;" type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
20	Identity No.	* <input style="width: 40px;" type="text" value="..."/>	* <input style="width: 40px;" type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
30	Identity Class	* <input style="width: 40px;" type="text" value="..."/>	* <input style="width: 40px;" type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
40	New Issue	* <input style="width: 40px;" type="text" value="..."/>	* <input style="width: 40px;" type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
50	Issuing Country	* <input style="width: 40px;" type="text" value="..."/>	* <input style="width: 40px;" type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
60	Date Issued	* <input style="width: 40px;" type="text" value="..."/>	* <input style="width: 40px;" type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
70	Date Of Expiry	* <input style="width: 40px;" type="text" value="..."/>	* <input style="width: 40px;" type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
80	Date Cancelled	* <input style="width: 40px;" type="text" value="..."/>	* <input style="width: 40px;" type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
90	Date Application	* <input style="width: 40px;" type="text" value="..."/>	* <input style="width: 40px;" type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼

Last Updated -

<< Back
Save
Save And Close

5.3.11 Address



Personnel | SELECT SYSTEM | MANAGE | SETUP
08 HR Master
User Settings | Sign Out

Field Access (Personnel) Setup > Field Access > Address

Screen: Address

Show Changed Data In Email:

Allow Delegation:

Enabled:

Accessible By: ...

Submission Message:

Please provide a copy of your new address to HR. Thank you.

Instruction Message:

- Enter address as indicated.
- Start date is effective date of address used.
* There will be Approval for the input submitted. *

Seq	Field Name	Read Access	Write Access	Compulsory	Require Approval
10	Main Address	* <input type="text" value="..."/>	* <input type="text" value="..."/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
20	Start Date	* <input type="text" value="..."/>	* <input type="text" value="..."/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
30	Address Type	* <input type="text" value="..."/>	* <input type="text" value="..."/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
40	Use Block Prefix	* <input type="text" value="..."/>	* <input type="text" value="..."/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
50	Block No.	* <input type="text" value="..."/>	* <input type="text" value="..."/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
60	Street Name	* <input type="text" value="..."/>	* <input type="text" value="..."/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
70	Floor No.	* <input type="text" value="..."/>	* <input type="text" value="..."/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
80	Unit No.	* <input type="text" value="..."/>	* <input type="text" value="..."/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
90	Building Name	* <input type="text" value="..."/>	* <input type="text" value="..."/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
100	City	* <input type="text" value="..."/>	* <input type="text" value="..."/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
110	Postal Code	* <input type="text" value="..."/>	* <input type="text" value="..."/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
120	State	* <input type="text" value="..."/>	* <input type="text" value="..."/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
130	Country	* <input type="text" value="..."/>	* <input type="text" value="..."/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
140	Address Line 1	* <input type="text" value="..."/>	* <input type="text" value="..."/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
150	Address Line 2	* <input type="text" value="..."/>	* <input type="text" value="..."/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
160	Address Line 3	* <input type="text" value="..."/>	* <input type="text" value="..."/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>

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<< Back
Save
Save And Close

5.3.12 Education



Personnel
SELECT SYSTEM MANAGE SETUP
08 HR Master
User Settings | Sign Out

Field Access (Personnel)
Setup > Field Access > Education

Screen: Education

Show Changed Data In Email:

Allow Delegation:

Enabled:

Accessible By:

Submission Message:

Please give HR a copy of your education certificates.

Instruction Message:

* There will be Approval for the input submitted. *

Seq	Field Name	Read Access	Write Access	Compulsory	Require Approval
210	#Subjects	<input type="text" value="*"/> <input type="button" value="..."/>	<input type="text" value="*"/> <input type="button" value="..."/>		
10	Highest Qualification	<input type="text" value="*"/> <input type="button" value="..."/>	<input type="text" value="*"/> <input type="button" value="..."/>	Yes <input type="button" value="v"/>	Yes <input type="button" value="v"/>
20	Qualification	<input type="text" value="*"/> <input type="button" value="..."/>	<input type="text" value="*"/> <input type="button" value="..."/>	Yes <input type="button" value="v"/>	Yes <input type="button" value="v"/>
30	Qualification Discipline	<input type="text" value="*"/> <input type="button" value="..."/>	<input type="text" value="*"/> <input type="button" value="..."/>	Yes <input type="button" value="v"/>	Yes <input type="button" value="v"/>
50	Class / Rank	<input type="text" value="*"/> <input type="button" value="..."/>	<input type="text" value="*"/> <input type="button" value="..."/>	No <input type="button" value="v"/>	Yes <input type="button" value="v"/>
60	Institute Name	<input type="text" value="*"/> <input type="button" value="..."/>	<input type="text" value="*"/> <input type="button" value="..."/>	Yes <input type="button" value="v"/>	Yes <input type="button" value="v"/>
70	Country	<input type="text" value="*"/> <input type="button" value="..."/>	<input type="text" value="*"/> <input type="button" value="..."/>	Yes <input type="button" value="v"/>	Yes <input type="button" value="v"/>
80	Start Date	<input type="text" value="*"/> <input type="button" value="..."/>	<input type="text" value="*"/> <input type="button" value="..."/>	Yes <input type="button" value="v"/>	Yes <input type="button" value="v"/>
90	End Date	<input type="text" value="*"/> <input type="button" value="..."/>	<input type="text" value="*"/> <input type="button" value="..."/>	Yes <input type="button" value="v"/>	Yes <input type="button" value="v"/>
100	Course Mode	<input type="text" value="*"/> <input type="button" value="..."/>	<input type="text" value="*"/> <input type="button" value="..."/>	No <input type="button" value="v"/>	Yes <input type="button" value="v"/>
110	Graduation Year	<input type="text" value="*"/> <input type="button" value="..."/>	<input type="text" value="*"/> <input type="button" value="..."/>	Yes <input type="button" value="v"/>	Yes <input type="button" value="v"/>
120	Recognised	<input type="text" value="*"/> <input type="button" value="..."/>	<input type="text" value="*"/> <input type="button" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
130	Sponsor Name	<input type="text" value="*"/> <input type="button" value="..."/>	<input type="text" value="*"/> <input type="button" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
140	Sponsor Type	<input type="text" value="*"/> <input type="button" value="..."/>	<input type="text" value="*"/> <input type="button" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
150	Sponsor Status	<input type="text" value="*"/> <input type="button" value="..."/>	<input type="text" value="*"/> <input type="button" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
160	Sponsor Amount	<input type="text" value="*"/> <input type="button" value="..."/>	<input type="text" value="*"/> <input type="button" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
170	Bond Start	<input type="text" value="*"/> <input type="button" value="..."/>	<input type="text" value="*"/> <input type="button" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
180	Bond End	<input type="text" value="*"/> <input type="button" value="..."/>	<input type="text" value="*"/> <input type="button" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
190	Subjects Passed	<input type="text" value="*"/> <input type="button" value="..."/>	<input type="text" value="*"/> <input type="button" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
200	Subjects Failed	<input type="text" value="*"/> <input type="button" value="..."/>	<input type="text" value="*"/> <input type="button" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>

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5.3.13 Emergency Contact



Personnel
SELECT SYSTEM
MANAGE
SETUP

08 HR Master
User Settings | [Sign Out](#)

Field Access (Personnel)
Setup > Field Access > Emergency Contact

Screen: Emergency Contact

Show Changed Data In Email:

Allow Delegation:

Enabled:

Accessible By: ...

Submission Message:

Please input Emergency contact person.
* There will be No Verification / Approval for the input submitted. *

Instruction Message:

Please input Emergency contact person.
* There will be No Verification / Approval for the input submitted. *

Seq	Field Name	Read Access	Write Access	Compulsory	Require Approval
10	Name	<input type="text" value="*"/> ...	<input type="text" value="*"/> ...	Yes <input type="checkbox"/>	No <input type="checkbox"/>
20	Relation	<input type="text" value="*"/> ...	<input type="text" value="*"/> ...	Yes <input type="checkbox"/>	No <input type="checkbox"/>
30	Email	<input type="text" value="*"/> ...	<input type="text" value="*"/> ...	No <input type="checkbox"/>	No <input type="checkbox"/>
40	Home Phone No.	<input type="text" value="*"/> ...	<input type="text" value="*"/> ...	No <input type="checkbox"/>	No <input type="checkbox"/>
50	Mobile Phone No.	<input type="text" value="*"/> ...	<input type="text" value="*"/> ...	Yes <input type="checkbox"/>	No <input type="checkbox"/>
60	Address Line 1	<input type="text" value="*"/> ...	<input type="text" value="*"/> ...	No <input type="checkbox"/>	No <input type="checkbox"/>
70	Address Line 2	<input type="text" value="*"/> ...	<input type="text" value="*"/> ...	No <input type="checkbox"/>	No <input type="checkbox"/>
80	Address Line 3	<input type="text" value="*"/> ...	<input type="text" value="*"/> ...	No <input type="checkbox"/>	No <input type="checkbox"/>
90	City	<input type="text" value="*"/> ...	<input type="text" value="*"/> ...	No <input type="checkbox"/>	No <input type="checkbox"/>
100	Postal Code	<input type="text" value="*"/> ...	<input type="text" value="*"/> ...	No <input type="checkbox"/>	No <input type="checkbox"/>
110	State	<input type="text" value="*"/> ...	<input type="text" value="*"/> ...	No <input type="checkbox"/>	No <input type="checkbox"/>
120	Country	<input type="text" value="*"/> ...	<input type="text" value="*"/> ...	No <input type="checkbox"/>	No <input type="checkbox"/>

Last Updated [HRMSG08] 08 HR Master, 08-03-2013 (Fri) 09:29:03 AM

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5.3.14 Family



Personnel
SELECT SYSTEM
MANAGE
SETUP

08 HR Master
[User Settings](#) | [Sign Out](#)

Field Access (Personnel)

[Setup](#) > [Field Access](#) > [Family](#)

Screen
Family

Show Changed Data In Email

Allow Delegation

Enabled

Accessible By ...

Submission Message

Instruction Message

Seq	Field Name	Read Access	Write Access	Compulsory	Require Approval
10	Name	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel <input type="text" value=""/>	-- Please Sel <input type="text" value=""/>
20	Relation	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel <input type="text" value=""/>	-- Please Sel <input type="text" value=""/>
30	Dependant	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel <input type="text" value=""/>	-- Please Sel <input type="text" value=""/>
40	Gender	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel <input type="text" value=""/>	-- Please Sel <input type="text" value=""/>
50	Nationality	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel <input type="text" value=""/>	-- Please Sel <input type="text" value=""/>
60	Identity Type	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel <input type="text" value=""/>	-- Please Sel <input type="text" value=""/>
70	Identity No.	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel <input type="text" value=""/>	-- Please Sel <input type="text" value=""/>
80	Birth Date	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel <input type="text" value=""/>	-- Please Sel <input type="text" value=""/>
85	Date Of Intent (Adoption)	<input type="text" value=""/> ...	<input type="text" value=""/> ...	-- Please Sel <input type="text" value=""/>	-- Please Sel <input type="text" value=""/>
90	Birth Place	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel <input type="text" value=""/>	-- Please Sel <input type="text" value=""/>
92	Blood Group	<input type="text" value=""/> ...	<input type="text" value=""/> ...	-- Please Sel <input type="text" value=""/>	-- Please Sel <input type="text" value=""/>
100	Date Of Decease	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel <input type="text" value=""/>	-- Please Sel <input type="text" value=""/>
110	Qualification	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel <input type="text" value=""/>	-- Please Sel <input type="text" value=""/>
120	Occupation	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel <input type="text" value=""/>	-- Please Sel <input type="text" value=""/>
130	Employer	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel <input type="text" value=""/>	-- Please Sel <input type="text" value=""/>
140	Work Place	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel <input type="text" value=""/>	-- Please Sel <input type="text" value=""/>
150	Address Line 1	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel <input type="text" value=""/>	-- Please Sel <input type="text" value=""/>
160	Address Line 2	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel <input type="text" value=""/>	-- Please Sel <input type="text" value=""/>
170	Address Line 3	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel <input type="text" value=""/>	-- Please Sel <input type="text" value=""/>
180	City	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel <input type="text" value=""/>	-- Please Sel <input type="text" value=""/>
190	Postal Code	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel <input type="text" value=""/>	-- Please Sel <input type="text" value=""/>
200	State	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel <input type="text" value=""/>	-- Please Sel <input type="text" value=""/>
210	Country	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel <input type="text" value=""/>	-- Please Sel <input type="text" value=""/>
220	Home Phone No.	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel <input type="text" value=""/>	-- Please Sel <input type="text" value=""/>
230	Mobile Phone No.	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel <input type="text" value=""/>	-- Please Sel <input type="text" value=""/>
240	Remarks	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel <input type="text" value=""/>	-- Please Sel <input type="text" value=""/>

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5.3.15 Achievement



Personnel SELECT SYSTEM MANAGE SETUP 08 HR Master
User Settings | Sign Out

Field Access (Personnel) [Setup](#) > [Field Access](#) > [Achievement](#)

Screen: Achievement

Show Changed Data In Email:

Allow Delegation:

Enabled:

Accessible By: ...

Submission Message:

Instruction Message:

Seq	Field Name	Read Access	Write Access	Compulsory	Require Approval
10	Achievement Type	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel ▼	-- Please Sel ▼
20	Description	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel ▼	-- Please Sel ▼
30	Achievement Date	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel ▼	-- Please Sel ▼
40	Duration Time	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel ▼	-- Please Sel ▼
50	Duration Interval	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel ▼	-- Please Sel ▼
60	Remarks	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel ▼	-- Please Sel ▼

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5.3.16 Activity



Personnel
SELECT SYSTEM MANAGE SETUP
08 HR Master
User Settings | Sign Out

Field Access (Personnel)
Setup > Field Access > Activity

Screen Activity

Show Changed Data In Email

Allow Delegation

Enabled

Accessible By ...

Submission Message

Instruction Message

Seq	Field Name	Read Access	Write Access	Compulsory	Require Approval
10	Activity Type	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel ▼	-- Please Sel ▼
20	Description	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel ▼	-- Please Sel ▼
30	Activity Date	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel ▼	-- Please Sel ▼
40	Duration Time	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel ▼	-- Please Sel ▼
50	Duration Interval	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel ▼	-- Please Sel ▼
60	Remarks	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel ▼	-- Please Sel ▼

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5.3.17 Appraisal



Personnel SELECT SYSTEM MANAGE SETUP 08 HR Master
User Settings | Sign Out

Field Access (Personnel) Setup > Field Access > Appraisal

Screen: Appraisal

Show Changed Data In Email:

Allow Delegation:

Enabled:

Accessible By:

Submission Message:

Instruction Message:

Seq	Field Name	Read Access	Write Access	Compulsory	Require Approval
10	Appraisal Type	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
20	Date Start	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
30	Date End	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
40	Score	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
42	Maximum Score	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
44	Score %	<input type="text" value="..."/>	<input type="text" value="..."/>		
50	Rating	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
60	Bonus Quantum	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
70	Bonus Amount	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
80	Reviewer	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
90	Remarks	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼

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5.3.18 Attachment



Personnel SELECT SYSTEM MANAGE SETUP 08 HR Master
User Settings | Sign Out

Field Access (Personnel) [Setup](#) > [Field Access](#) > Attachment

Screen	Attachment
Allow Delegation	<input checked="" type="checkbox"/>
Enabled	<input type="checkbox"/>
Accessible By	<input type="text"/> ...

Seq	Field Name	Read Access	Write Access
10	#Files	<input type="text"/> ...	<input type="text"/> ...

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5.3.19 Certification



Personnel
SELECT SYSTEM MANAGE SETUP
08 HR Master
User Settings | Sign Out

Field Access (Personnel)
Setup > Field Access > Certification

Screen: Certification

Show Changed Data In Email:

Allow Delegation:

Enabled:

Accessible By:

Submission Message:

Instruction Message:

Seq	Field Name	Read Access	Write Access	Compulsory	Require Approval
10	Certification Type	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel	-- Please Sel
20	Description	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel	-- Please Sel
30	Start Date	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel	-- Please Sel
40	End Date	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel	-- Please Sel
50	Test Date	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel	-- Please Sel
60	Results	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel	-- Please Sel
70	Remarks	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel	-- Please Sel

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5.3.20 Clinic



Personnel SELECT SYSTEM MANAGE SETUP 08 HR Master
User Settings | Sign Out

Field Access (Personnel) Setup > Field Access > Clinic

Screen: Clinic

Show Changed Data In Email:

Allow Delegation:

Enabled:

Accessible By: ...

Submission Message:

Instruction Message:

Seq	Field Name	Read Access	Write Access	Compulsory	Require Approval
1	Clinic	* <input type="text"/> ...	* <input type="text"/> ...	-- Please Sel v	-- Please Sel v
1	Remarks	* <input type="text"/> ...	* <input type="text"/> ...	-- Please Sel v	-- Please Sel v

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5.3.21 Contract



Personnel | SELECT SYSTEM | MANAGE | SETUP
08 HR Master
User Settings | Sign Out

Field Access (Personnel) Setup > Field Access > Contract

Screen: Contract

Show Changed Data In Email:

Allow Delegation:

Enabled:

Accessible By: ...

Submission Message:

Instruction Message:

Seq	Field Name	Read Access	Write Access	Compulsory	Require Approval
10	Start Date	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel ▼	-- Please Sel ▼
20	End Date	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel ▼	-- Please Sel ▼
30	Contract Type	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel ▼	-- Please Sel ▼
40	Contractor Name	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel ▼	-- Please Sel ▼
50	Remarks	* <input type="text" value=""/> ...	* <input type="text" value=""/> ...	-- Please Sel ▼	-- Please Sel ▼

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5.3.22 Driving License



Personnel
SELECT SYSTEM MANAGE SETUP
08 HR Master
User Settings | Sign Out

Field Access (Personnel)
Setup > Field Access > Driving License

Screen **Driving License**

Show Changed Data In Email

Allow Delegation

Enabled

Accessible By ...

Submission Message

Instruction Message

Seq	Field Name	Read Access	Write Access	Compulsory	Require Approval
10	Main Driving License	<input type="text" value=""/> ...	<input type="text" value=""/> ...	-- Please Sel v	-- Please Sel v
10	Driving Class	<input type="text" value=""/> ...	<input type="text" value=""/> ...	-- Please Sel v	-- Please Sel v
20	Date Issued	<input type="text" value=""/> ...	<input type="text" value=""/> ...	-- Please Sel v	-- Please Sel v
30	Date Of Expiry	<input type="text" value=""/> ...	<input type="text" value=""/> ...	-- Please Sel v	-- Please Sel v

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5.3.23 Employment History



Personnel
SELECT SYSTEM MANAGE SETUP
08 HR Master
User Settings | Sign Out

Field Access (Personnel)
Setup > Field Access > Employment History

Screen: Employment History

Show Changed Data In Email:

Allow Delegation:

Enabled:

Accessible By:

Submission Message:

Instruction Message:

Seq	Field Name	Read Access	Write Access	Compulsory	Require Approval
10	Company	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel	-- Please Sel
20	Industry Type	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel	-- Please Sel
30	Designation	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel	-- Please Sel
40	Duties	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel	-- Please Sel
50	Resign Reason	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel	-- Please Sel
60	Join Date	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel	-- Please Sel
70	Resign Date	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel	-- Please Sel
80	Service Length	* <input type="text" value="..."/>			
82	Service Length In-Active	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel	-- Please Sel
85	Service Length After Adjustment	<input type="text" value="..."/>			
90	Relevant	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel	-- Please Sel
95	Initial Salary	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel	-- Please Sel
100	Last Salary	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel	-- Please Sel
110	Currency	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel	-- Please Sel
120	Address Line 1	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel	-- Please Sel
130	Address Line 2	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel	-- Please Sel
140	Address Line 3	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel	-- Please Sel
150	City	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel	-- Please Sel
160	Postal Code	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel	-- Please Sel
170	State	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel	-- Please Sel
180	Country	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel	-- Please Sel
190	Telephone	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel	-- Please Sel
200	Fax	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel	-- Please Sel
210	Remarks	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel	-- Please Sel

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5.3.24 Incident



Personnel
SELECT SYSTEM
MANAGE
SETUP

08 HR Master
User Settings | Sign Out

Field Access (Personnel) Setup > Field Access > Incident

Screen Incident

Show Changed Data In Email

Allow Delegation

Enabled

Accessible By

Submission Message

Instruction Message

Seq	Field Name	Read Access	Write Access	Compulsory	Require Approval
10	Incident Date	* <input type="text" value=""/> <input type="button" value="..."/>	* <input type="text" value=""/> <input type="button" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
20	Incident Time	* <input type="text" value=""/> <input type="button" value="..."/>	* <input type="text" value=""/> <input type="button" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
30	Description	* <input type="text" value=""/> <input type="button" value="..."/>	* <input type="text" value=""/> <input type="button" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
40	Place	* <input type="text" value=""/> <input type="button" value="..."/>	* <input type="text" value=""/> <input type="button" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
50	Cause	* <input type="text" value=""/> <input type="button" value="..."/>	* <input type="text" value=""/> <input type="button" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
60	Agency	* <input type="text" value=""/> <input type="button" value="..."/>	* <input type="text" value=""/> <input type="button" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
70	Witness	* <input type="text" value=""/> <input type="button" value="..."/>	* <input type="text" value=""/> <input type="button" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
80	Nature	* <input type="text" value=""/> <input type="button" value="..."/>	* <input type="text" value=""/> <input type="button" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
90	Injury	* <input type="text" value=""/> <input type="button" value="..."/>	* <input type="text" value=""/> <input type="button" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
100	Remarks	* <input type="text" value=""/> <input type="button" value="..."/>	* <input type="text" value=""/> <input type="button" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
110	Hospital Name	* <input type="text" value=""/> <input type="button" value="..."/>	* <input type="text" value=""/> <input type="button" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
120	Hospital Start	* <input type="text" value=""/> <input type="button" value="..."/>	* <input type="text" value=""/> <input type="button" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
130	Hospital End	* <input type="text" value=""/> <input type="button" value="..."/>	* <input type="text" value=""/> <input type="button" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
140	Hospital Fee	* <input type="text" value=""/> <input type="button" value="..."/>	* <input type="text" value=""/> <input type="button" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
150	Leave Start	* <input type="text" value=""/> <input type="button" value="..."/>	* <input type="text" value=""/> <input type="button" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
160	Leave End	* <input type="text" value=""/> <input type="button" value="..."/>	* <input type="text" value=""/> <input type="button" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
170	Lost Days	* <input type="text" value=""/> <input type="button" value="..."/>	* <input type="text" value=""/> <input type="button" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
180	Reported to MOM	* <input type="text" value=""/> <input type="button" value="..."/>	* <input type="text" value=""/> <input type="button" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
190	Claim Amount	* <input type="text" value=""/> <input type="button" value="..."/>	* <input type="text" value=""/> <input type="button" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
200	Policy No.	* <input type="text" value=""/> <input type="button" value="..."/>	* <input type="text" value=""/> <input type="button" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
210	Company	* <input type="text" value=""/> <input type="button" value="..."/>	* <input type="text" value=""/> <input type="button" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>

Last Updated -

5.3.25 Insurance



Personnel
SELECT SYSTEM MANAGE SETUP
08 HR Master
User Settings | Sign Out

Field Access (Personnel)
Setup > Field Access > Insurance

Screen Insurance

Show Changed Data In Email

Allow Delegation

Enabled

Accessible By

Submission Message

Instruction Message

Seq	Field Name	Read Access	Write Access	Compulsory	Require Approval
-1	#InsuredMembers	* <input style="width: 40px;" type="text" value="..."/>	* <input style="width: 40px;" type="text" value="..."/>		
10	Insurance Type	* <input style="width: 40px;" type="text" value="..."/>	* <input style="width: 40px;" type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
20	Insurance Plan	* <input style="width: 40px;" type="text" value="..."/>	* <input style="width: 40px;" type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
30	Description	* <input style="width: 40px;" type="text" value="..."/>	* <input style="width: 40px;" type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
40	Insurer	* <input style="width: 40px;" type="text" value="..."/>	* <input style="width: 40px;" type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
50	Date Start	* <input style="width: 40px;" type="text" value="..."/>	* <input style="width: 40px;" type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
60	Date End	* <input style="width: 40px;" type="text" value="..."/>	* <input style="width: 40px;" type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
70	Premium Amount	* <input style="width: 40px;" type="text" value="..."/>	* <input style="width: 40px;" type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
80	Employee Amount	* <input style="width: 40px;" type="text" value="..."/>	* <input style="width: 40px;" type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
90	Payment Month	* <input style="width: 40px;" type="text" value="..."/>	* <input style="width: 40px;" type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
100	Payment Recurrence	* <input style="width: 40px;" type="text" value="..."/>	* <input style="width: 40px;" type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
110	Remarks	* <input style="width: 40px;" type="text" value="..."/>	* <input style="width: 40px;" type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
120	Payment Pay Run Code	* <input style="width: 40px;" type="text" value="..."/>	* <input style="width: 40px;" type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼

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Save
Save And Close

5.3.26 Inventory



Personnel
SELECT SYSTEM MANAGE SETUP
08 HR Master
User Settings | [Sign Out](#)

Field Access (Personnel)
[Setup](#) > [Field Access](#) > [Inventory](#)

Screen: Inventory

Show Changed Data In Email:

Allow Delegation:

Enabled:

Accessible By:

Submission Message:

Instruction Message:

Seq	Field Name	Read Access	Write Access	Compulsory	Require Approval
10	Item	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="-- Please Sel"/>	<input type="text" value="-- Please Sel"/>
20	Purpose	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="-- Please Sel"/>	<input type="text" value="-- Please Sel"/>
30	Issued By	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="-- Please Sel"/>	<input type="text" value="-- Please Sel"/>
40	Date Issued	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="-- Please Sel"/>	<input type="text" value="-- Please Sel"/>
50	Due Date	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="-- Please Sel"/>	<input type="text" value="-- Please Sel"/>
60	Date Returned	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="-- Please Sel"/>	<input type="text" value="-- Please Sel"/>
62	Inventory Number	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="-- Please Sel"/>	<input type="text" value="-- Please Sel"/>
65	Serial Number	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="-- Please Sel"/>	<input type="text" value="-- Please Sel"/>
67	Quantity	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="-- Please Sel"/>	<input type="text" value="-- Please Sel"/>
70	Remarks	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="-- Please Sel"/>	<input type="text" value="-- Please Sel"/>

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5.3.27 Job Description

UNIT4
In business for people

Personnel | SELECT SYSTEM | MANAGE | SETUP | 08 HR Master | User Settings | Sign Out

Field Access (Personnel) | Setup > Field Access > Job Description

Screen: Job Description

Allow Delegation:

Enabled:

Accessible By:

Instruction Message:

Seq	Field Name	Read Access
10	Job Description	<input type="text" value="*"/> <input type="text" value="..."/>

Last Updated: -

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5.3.28 Language

UNIT4
In business for people

Personnel | SELECT SYSTEM | MANAGE | SETUP | 08 HR Master | User Settings | Sign Out

Field Access (Personnel) | Setup > Field Access > Language

Screen: Language

Show Changed Data In Email:

Allow Delegation:

Enabled:

Accessible By:

Submission Message:

Instruction Message:

Seq	Field Name	Read Access	Write Access	Compulsory	Require Approval
10	Language	<input type="text" value="*"/> <input type="text" value="..."/>	<input type="text" value="*"/> <input type="text" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
20	Ability	<input type="text" value="*"/> <input type="text" value="..."/>	<input type="text" value="*"/> <input type="text" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
30	Proficiency	<input type="text" value="*"/> <input type="text" value="..."/>	<input type="text" value="*"/> <input type="text" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
40	Mother Tongue	<input type="text" value="*"/> <input type="text" value="..."/>	<input type="text" value="*"/> <input type="text" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
50	Main Language	<input type="text" value="*"/> <input type="text" value="..."/>	<input type="text" value="*"/> <input type="text" value="..."/>	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>

Last Updated: -

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5.3.29 Loan



Personnel SELECT SYSTEM MANAGE SETUP 08 HR Master
User Settings | Sign Out

Field Access (Personnel) Setup > Field Access > Loan

Screen Loan

Allow Delegation

Enabled

Accessible By ...

Instruction Message

Seq	Field Name	Read Access
<input type="checkbox"/>	10 LoanType	<input type="text"/> ...
<input type="checkbox"/>	20 LoanDate	<input type="text"/> ...
<input type="checkbox"/>	30 Description	<input type="text"/> ...
<input type="checkbox"/>	40 Guarantors	<input type="text"/> ...
<input type="checkbox"/>	50 Principal Amount	<input type="text"/> ...
<input type="checkbox"/>	60 Interest Formula	<input type="text"/> ...
<input type="checkbox"/>	70 No of Installment Months	<input type="text"/> ...
<input type="checkbox"/>	80 Interest Rate %	<input type="text"/> ...
<input type="checkbox"/>	90 Interest Amount	<input type="text"/> ...
<input type="checkbox"/>	100 Total Loan	<input type="text"/> ...
<input type="checkbox"/>	110 First Payment Month	<input type="text"/> ...
<input type="checkbox"/>	120 Installment First Principal	<input type="text"/> ...
<input type="checkbox"/>	130 Installment First Interest	<input type="text"/> ...
<input type="checkbox"/>	140 Installment Last Principal	<input type="text"/> ...
<input type="checkbox"/>	150 Installment Last Interest	<input type="text"/> ...
<input type="checkbox"/>	160 Remarks	<input type="text"/> ...
<input type="checkbox"/>	170 #Details	<input type="text"/> ...

Last Updated -

5.3.30 Medical



Personnel
SELECT SYSTEM
MANAGE
SETUP

08 HR Master
[User Settings](#) | [Sign Out](#)

Field Access (Personnel)
Setup > Field Access > Medical

Screen **Medical**

Show Changed Data In Email

Allow Delegation

Enabled

Accessible By ...

Submission Message

Instruction Message

Seq	Field Name	Read Access	Write Access	Compulsory	Require Approval
10	Medical Condition	* <input style="width: 40px;" type="text"/> ...	* <input style="width: 40px;" type="text"/> ...	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
20	Description	* <input style="width: 40px;" type="text"/> ...	* <input style="width: 40px;" type="text"/> ...	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
30	Type	* <input style="width: 40px;" type="text"/> ...	* <input style="width: 40px;" type="text"/> ...	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
40	Check-Up Date	* <input style="width: 40px;" type="text"/> ...	* <input style="width: 40px;" type="text"/> ...	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
50	Next Check-Up Date	* <input style="width: 40px;" type="text"/> ...	* <input style="width: 40px;" type="text"/> ...	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
60	Remarks	* <input style="width: 40px;" type="text"/> ...	* <input style="width: 40px;" type="text"/> ...	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>

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5.3.31 Membership



Personnel
SELECT SYSTEM MANAGE SETUP
08 HR Master
User Settings | [Sign Out](#)

Field Access (Personnel)
[Setup](#) > [Field Access](#) > [Membership](#)

Screen Membership

Show Changed Data In Email

Allow Delegation

Enabled

Accessible By

Submission Message

Instruction Message

Seq	Field Name	Read Access	Write Access	Compulsory	Require Approval
10	Association	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
20	Position	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
30	Membership Type	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
40	Membership No.	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
50	Start Date	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
60	End Date	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
70	Sponsored	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
80	Monthly Fee	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
90	Yearly Fee	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
100	Remarks	* <input type="text" value="..."/>	* <input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼

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5.3.32 Misconduct



Personnel
SELECT SYSTEM
MANAGE
SETUP

08 HR Master
[User Settings](#) | [Sign Out](#)

Field Access (Personnel)

[Setup](#) > [Field Access](#) > [Misconduct](#)

Screen Misconduct

Show Changed Data In Email

Allow Delegation

Enabled

Accessible By ...

Submission Message

Instruction Message

Seq	Field Name	Read Access	Write Access	Compulsory	Require Approval
10	Offence Type	<input type="text" value=""/> ...	<input type="text" value=""/> ...	-- Please Sel v	-- Please Sel v
20	Offence Description	<input type="text" value=""/> ...	<input type="text" value=""/> ...	-- Please Sel v	-- Please Sel v
30	Offence Date	<input type="text" value=""/> ...	<input type="text" value=""/> ...	-- Please Sel v	-- Please Sel v
40	Action Type	<input type="text" value=""/> ...	<input type="text" value=""/> ...	-- Please Sel v	-- Please Sel v
50	Action Description	<input type="text" value=""/> ...	<input type="text" value=""/> ...	-- Please Sel v	-- Please Sel v
60	Action Date	<input type="text" value=""/> ...	<input type="text" value=""/> ...	-- Please Sel v	-- Please Sel v
100	Remarks	<input type="text" value=""/> ...	<input type="text" value=""/> ...	-- Please Sel v	-- Please Sel v

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5.3.33 National Service (Singapore)



Personnel
SELECT SYSTEM
MANAGE
SETUP

08 HR Master
[User Settings](#) | [Sign Out](#)

Field Access (Personnel)

Setup > Field Access > National Service (Singapore)

Screen National Service (Singapore)

Show Changed Data In Email

Allow Delegation

Enabled

Accessible By ...

Submission Message

Instruction Message

Seq	Field Name	Read Access	Write Access	Compulsory	Require Approval
10	Status	* <input style="width: 30px;" type="text"/> ...	* <input style="width: 30px;" type="text"/> ...	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
20	Type	* <input style="width: 30px;" type="text"/> ...	* <input style="width: 30px;" type="text"/> ...	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
30	Unit	* <input style="width: 30px;" type="text"/> ...	* <input style="width: 30px;" type="text"/> ...	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
40	Vocation	* <input style="width: 30px;" type="text"/> ...	* <input style="width: 30px;" type="text"/> ...	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
50	Rank	* <input style="width: 30px;" type="text"/> ...	* <input style="width: 30px;" type="text"/> ...	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
60	Active	* <input style="width: 30px;" type="text"/> ...	* <input style="width: 30px;" type="text"/> ...	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
70	Salary Increment	* <input style="width: 30px;" type="text"/> ...	* <input style="width: 30px;" type="text"/> ...	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
80	Operationally Ready Date	* <input style="width: 30px;" type="text"/> ...	* <input style="width: 30px;" type="text"/> ...	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
90	Enlistment Date	* <input style="width: 30px;" type="text"/> ...	* <input style="width: 30px;" type="text"/> ...	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
100	Service Length	* <input style="width: 30px;" type="text"/> ...	* <input style="width: 30px;" type="text"/> ...	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
110	Rating	* <input style="width: 30px;" type="text"/> ...	* <input style="width: 30px;" type="text"/> ...	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
120	Mob Code-1	* <input style="width: 30px;" type="text"/> ...	* <input style="width: 30px;" type="text"/> ...	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
130	Mob Code-2	* <input style="width: 30px;" type="text"/> ...	* <input style="width: 30px;" type="text"/> ...	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
140	Next Reservist Date	* <input style="width: 30px;" type="text"/> ...	* <input style="width: 30px;" type="text"/> ...	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
150	End Date	<input style="width: 30px;" type="text"/> ...	<input style="width: 30px;" type="text"/> ...	-- Please Sel <input type="button" value="v"/>	-- Please Sel <input type="button" value="v"/>
210	#IPPTRRecords	<input style="width: 30px;" type="text"/> ...	<input style="width: 30px;" type="text"/> ...		

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5.3.34 Secondment



Personnel | SELECT SYSTEM | MANAGE | SETUP | 08 HR Master | User Settings | Sign Out

Field Access (Personnel) | Setup > Field Access > Secondment

Screen: Secondment

Allow Delegation:

Enabled:

Accessible By: ...

Instruction Message:

Seq	Field Name	Read Access
10	Start Date	* <input type="text"/> ...
20	End Date	* <input type="text"/> ...
30	Type	* <input type="text"/> ...
40	Company	* <input type="text"/> ...
50	Location	* <input type="text"/> ...
60	Department	* <input type="text"/> ...
70	Designation	* <input type="text"/> ...
80	Salary	* <input type="text"/> ...
90	Allowance	* <input type="text"/> ...
100	Remarks	* <input type="text"/> ...

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5.3.35 Training



Personnel SELECT SYSTEM MANAGE SETUP 08 HR Master
User Settings | Sign Out

Field Access (Personnel) Setup > Field Access > Training

Screen: Training

Show Changed Data In Email:

Allow Delegation:

Enabled:

Accessible By:

Submission Message:

Instruction Message:

Seq	Field Name	Read Access	Write Access	Compulsory	Require Approval
10	Institute Name	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
20	Course Code	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
30	Location	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
40	Planned	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
50	Sponsored	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
60	Nature of Training	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
70	Full Time / Part Time	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
80	Duration in Hours	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
90	Duration in Days	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
100	Duration in Years	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
110	Application Date	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
120	Commencement Date	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
125	Completion Date	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
130	Exam Date	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
140	Approved By	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
150	Approved Date	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
160	Course Status	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
170	Results	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
180	Bond Value	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
190	Bond Duration in months	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
200	Bond Start	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
210	Bond End	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
220	Registration Fee	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
230	Registration Fee (Tax)	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
240	Membership Fee	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼
250	Membership Fee (Tax)	<input type="text" value="..."/>	<input type="text" value="..."/>	-- Please Sel ▼	-- Please Sel ▼

260	Course Fee	<input type="text"/>	...	<input type="text"/>	...	-- Please Sel	-- Please Sel
270	Course Fee (Tax)	<input type="text"/>	...	<input type="text"/>	...	-- Please Sel	-- Please Sel
280	Exam Fee	<input type="text"/>	...	<input type="text"/>	...	-- Please Sel	-- Please Sel
290	Exam Fee (Tax)	<input type="text"/>	...	<input type="text"/>	...	-- Please Sel	-- Please Sel
300	Other Fee	<input type="text"/>	...	<input type="text"/>	...	-- Please Sel	-- Please Sel
310	Other Fee (Tax)	<input type="text"/>	...	<input type="text"/>	...	-- Please Sel	-- Please Sel
320	Accommodation Cost	<input type="text"/>	...	<input type="text"/>	...	-- Please Sel	-- Please Sel
330	Accommodation Cost (Tax)	<input type="text"/>	...	<input type="text"/>	...	-- Please Sel	-- Please Sel
340	Transport Allowance	<input type="text"/>	...	<input type="text"/>	...	-- Please Sel	-- Please Sel
350	Transport Allowance (Tax)	<input type="text"/>	...	<input type="text"/>	...	-- Please Sel	-- Please Sel
360	Meal Allowance	<input type="text"/>	...	<input type="text"/>	...	-- Please Sel	-- Please Sel
370	Meal Allowance (Tax)	<input type="text"/>	...	<input type="text"/>	...	-- Please Sel	-- Please Sel
373	Total Cost	<input type="text"/>	...				
377	Total Cost (Tax)	<input type="text"/>	...				
380	SDF Percentage	<input type="text"/>	...	<input type="text"/>	...	-- Please Sel	-- Please Sel
390	SDF Amount Applied	<input type="text"/>	...	<input type="text"/>	...	-- Please Sel	-- Please Sel
400	SDF Application Date	<input type="text"/>	...	<input type="text"/>	...	-- Please Sel	-- Please Sel
410	SDF Reference Number	<input type="text"/>	...	<input type="text"/>	...	-- Please Sel	-- Please Sel
420	SDF Amount Approved	<input type="text"/>	...	<input type="text"/>	...	-- Please Sel	-- Please Sel
430	SDF Approval Date	<input type="text"/>	...	<input type="text"/>	...	-- Please Sel	-- Please Sel
440	SDF Claim Date	<input type="text"/>	...	<input type="text"/>	...	-- Please Sel	-- Please Sel
450	SDF Receipt Date	<input type="text"/>	...	<input type="text"/>	...	-- Please Sel	-- Please Sel
460	Remarks	<input type="text"/>	...	<input type="text"/>	...	-- Please Sel	-- Please Sel

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