

Release Note CP 1.0.1

NEW FEATURE

1. (LEAVE) Leave Transaction

Kindly refer to below feature:

- ✓ If source is **E-Leave**, the admin can cancel the staff's leave
- ✓ If source is **Imported**, the admin can delete the staff's leave or edit the staff's leave type
- ✓ If source is **Leave Entry**, the admin can edit the staff's leave

You can filter by employee / leave type / year

Kindly go to Homepage > Leave Management > Leave Transaction

Employee	Apply Date	Apply Reason	Days	Leave Type	Source	Status	Cancellation Reason	Attachment
Andrey Un	26/12/2019	Travel	2d	AL - Annual Leave	E-Leave	Approved	not on leave	
Andrey Un	23/12/2019	EL2	1d	AL - Annual Leave	E-Leave	Cancel	testing 1	
Jacky Phang	21/08/2019	Travel	1d	AL - Annual Leave	Leave Entry	Approved		
Stephanie Ong	21/08/2019	Travel	1d	AL - Annual Leave	Leave Entry	Approved		

2. (LEAVE) Leave Balance

Below is the feature in leave balance screen:

- ✓ Expand / Collapse button to view the staff's leave summary
- ✓ Able to edit the staff's BF leave
- ✓ View the staff's leave transaction & edit it

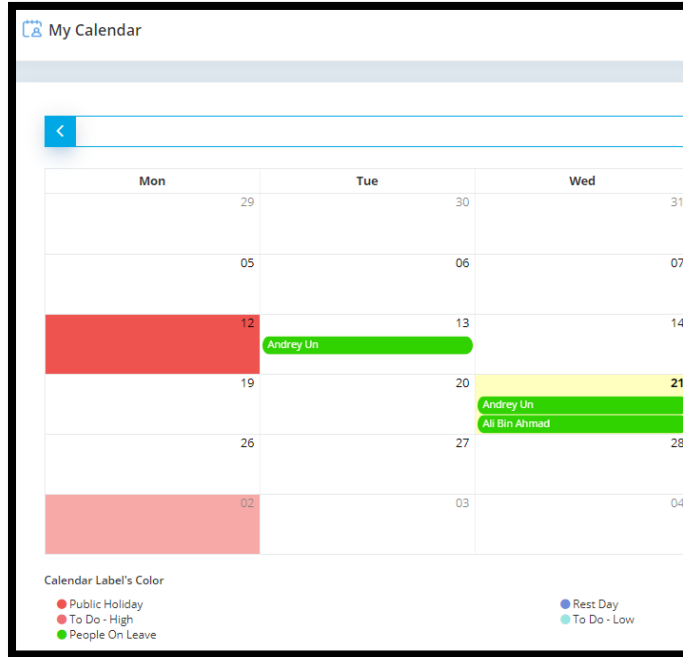
Kindly go to Homepage > Leave Management > Leave Balance

Title	BF	Entitled	Credits	Taken	Expiring Credits	Expired Credits
AL - Annual Leave	0d 0h	24d 0h	0d 0h	0d 0h	0d 0h	0d 0h
EX - Exam Leave	0d 0h	3d 0h	0d 0h	0d 0h	0d 0h	0d 0h
MC - Medical Leave	0d 0h	22d 0h	0d 0h	0d 0h	0d 0h	0d 0h
ML - Maternity Leave	0d 0h	0d 0h	0d 0h	0d 0h	0d 0h	0d 0h
PT - Paternity Leave	0d 0h	1d 0h	0d 0h	0d 0h	0d 0h	0d 0h
UL - Unpaid Leave	0d 0h	0d 0h	0d 0h	0d 0h	0d 0h	0d 0h

ENHANCEMENT

- (CALENDAR)** Added New for Calendar description legend
 - ✓ We have input the explanation of calendar labels colour at the bottom of my calendar screen

Kindly go to Homepage > My Calendar



- (EMPLOYEE PROFILE)** Add New Field for Express

- ✓ Basic rate
- ✓ Deductible child relief point
- ✓ Is spouse working

Kindly go to Homepage > Employee > click Express button in the top right

Express Create

Employee Full Name *

Identity Card/Passport *
IC Pass

Marital Status *
Single

Department *
AC - Account

Wages Type *
Monthly

Pay Frequency *
Monthly

Payment By *
Bank Transfer

Employee Group *
STANDARD

Join Date *
21/08/2019

Basic Rate
0

Deductible Child Relief Point
0

Is Spouse Working

Save Discard

3. (EMPLOYEE PROFILE) Auto fill in for Gender & Date of Birth

- ✓ Gender – referring to the last digit of IC number
- ✓ Date of birth – referring to the first six digit of IC number

Kindly go to Homepage > Employee > click Edit button > Identity Card/Passport under Personal Information

The screenshot shows the 'Personal Profile' tab selected. Under 'Personal Information', the 'Identity Card/Passport' section is active. It contains two tabs: 'IC' and 'Passport'. The 'Passport' tab is selected, showing the value '900101-01-0101'. Below this, there are two fields: 'Gender' with a dropdown menu showing 'Male' and a close button, and 'Date of Birth' with a text input field containing '01/01/1990'.

4. (GENERAL MAINTENANCE) Export for Department

Kindly go to Homepage > General Maintenance > Department > point the arrow to Department List > right click > Export

The screenshot shows a table titled 'Department' with two columns: 'Code' and 'Description'. The table contains the following data:

Code	Description
AC	Account
AD	Admin
DEFAULT	Default Department
HR	Human Resource
LG	Logistic
OP	Operation
PU	Purchase

A context menu is open over the 'HR' row, showing the following options: Export, Column Chooser, Default Layout, Clear All Filter, and Show Filter.

5. (USER SETTING) Added New for Access Group

If the subscriber wants to allow payroll user able to edit / delete / cancel the staff's leave, use the access group which can be located at.

Kindly go to Homepage > User Setting > Access Group > click Edit button for Payroll User > click + Human Resource > click + Leave Management > tick Leave Transaction / Leave Balance

Access Group	
Title	Allow
+ Dashboard	<input checked="" type="checkbox"/>
+ Employee Self Service	<input checked="" type="checkbox"/>
My Calendar	<input checked="" type="checkbox"/>
+ Payroll	<input checked="" type="checkbox"/>
+ Reports	<input checked="" type="checkbox"/>
- Human Resource	<input checked="" type="checkbox"/>
+ My Claim	<input checked="" type="checkbox"/>
+ My Leave	<input checked="" type="checkbox"/>
- Leave Management	<input checked="" type="checkbox"/>
Leave Entry	
Leave Credit	
Leave Transaction	<input type="checkbox"/>
Leave Balance	<input type="checkbox"/>

BUG FIXED

1. (CLAIM) Fix the grid issue
 - ✓ No more duplicate information if there is more than one approver

Kindly go to Homepage > My Claim > Submit Claim OR Claim Approval History

Description	Date	Status	
andrey claim	21/08/2019	In Process	Al
MC Claim	13/08/2019	Approved	Al

2. (PAYSLIP) Able to download payslip via mobile apps

Kindly go to Homepage in mobile apps > Pay Slip > click on the Payslip Month > click Download button in the top right

EARNING		DEDUCTION	
Basic Salary:	10000.00	Deduction:	0.00
Allowance:	55.00	Advance:	0.00
OverTime:	0.00	EPF:	1111.00
Commission:	0.00	SOLSO:	19.75
Bonus:	0.00	EIS:	7.90
Director Fee:	0.00	PCB Tax:	0.00
Paid Leave:	0.00	CP 38 Tax:	0.00
Claim:	0.00	Unpaid Leave:	0.00
Payment Of Arrears:	0.00	Zakat:	0.00
		Employee Levy:	0.00
		Loan:	0.00
		ASN Amt:	0.00
		Tabung Haji Amt:	0.00
Gross Pay:	10055.00	Total Deduction:	1138.65
COMPANY		PCB DETAILS	
BIK:	0.00	Optional Deduction:	0.00
Company EPF:	1212.00	Employee Paid Zakat:	0.00
Company SOLSO:	69.05		
Company EIS:	7.90	Prorated Salary	
Company Levy:	0.00	Days Not Worked:	0.00
NET PAY: 8916.35			

Prepared by Winnie

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