

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

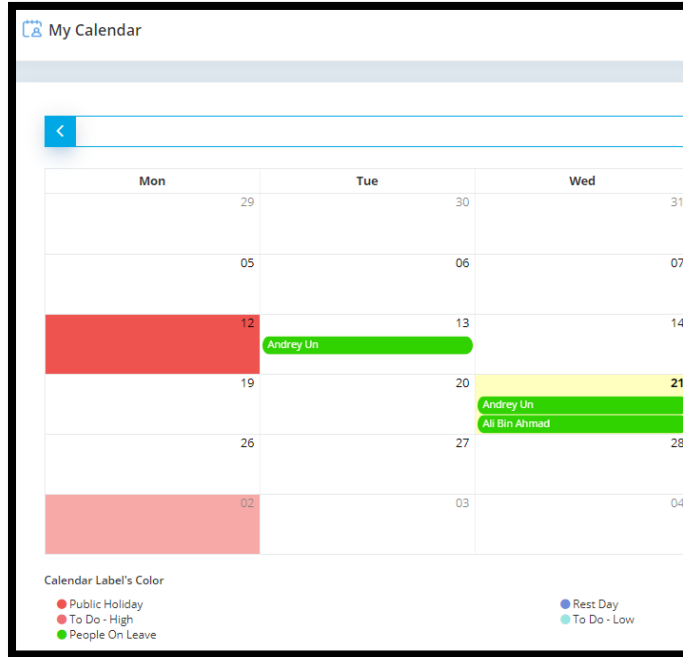
Title	BF	Entitled	Credits	Taken	Expiring Credits	Expired Credits
AL - Annual Leave	0d 0h	24d 0h	0d 0h	0d 0h	0d 0h	0d 0h
EX - Exam Leave	0d 0h	3d 0h	0d 0h	0d 0h	0d 0h	0d 0h
MC - Medical Leave	0d 0h	22d 0h	0d 0h	0d 0h	0d 0h	0d 0h
ML - Maternity Leave	0d 0h	0d 0h	0d 0h	0d 0h	0d 0h	0d 0h
PT - Paternity Leave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

1. (CALENDAR) Added New for Calendar description legend

- ✓ We have input the explanation of calendar labels colour at the bottom of my calendar screen

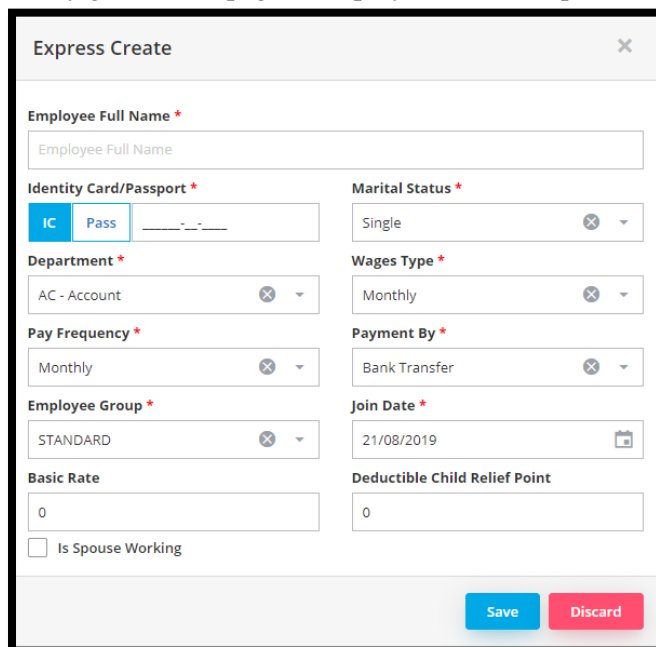
Kindly go to Homepage > My Calendar



2. (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 *

Employee Full Name

Identity Card/Passport * Marital Status *

IC Pass ____-__-____ Single

Department * Wages Type *

AC - Account Monthly

Pay Frequency * Payment By *

Monthly Bank Transfer

Employee Group * Join Date *

STANDARD 21/08/2019

Basic Rate Deductible Child Relief Point

0 0

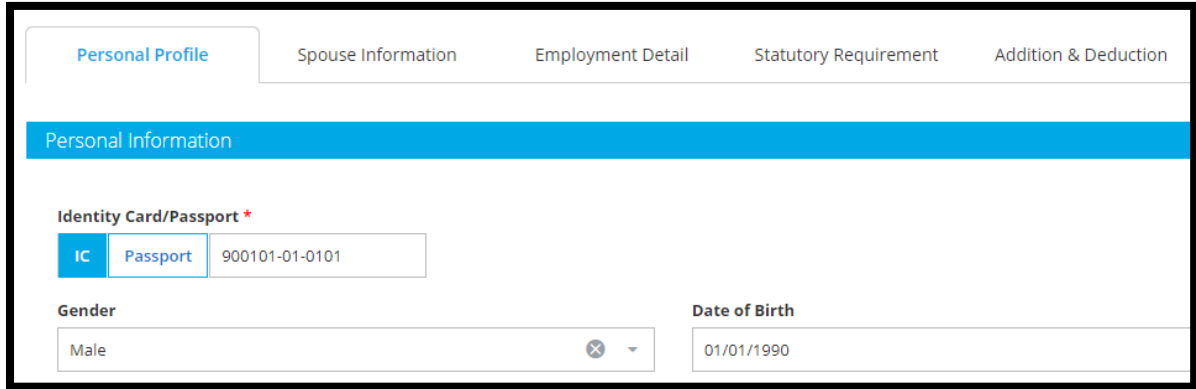
Is Spouse Working

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

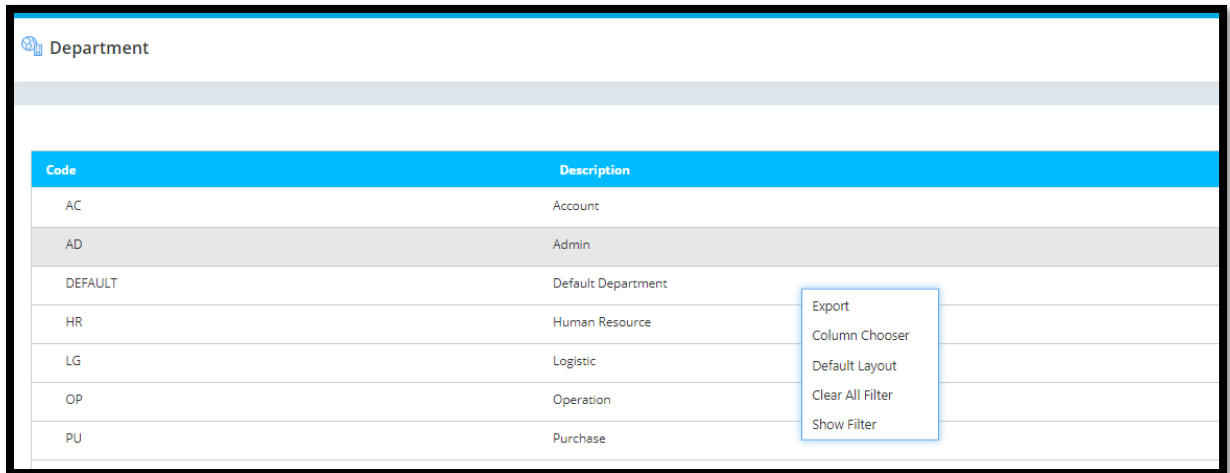
Kindly go to Homepage > Employee > click Edit button > Identity Card/Passport under Personal Information



The screenshot shows the 'Personal Profile' tab selected. Under 'Personal Information', the 'Identity Card/Passport' section has two tabs: 'IC' (selected) and 'Passport'. The 'IC' field contains the value '900101-01-0101'. Below this, the 'Gender' dropdown menu is open, showing 'Male' selected. The 'Date of Birth' field contains '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 the 'Department' table with a context menu open over the 'Human Resource' row. The table has two columns: 'Code' and 'Description'. The context menu options are: Export, Column Chooser, Default Layout, Clear All Filter, and Show Filter.

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

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.

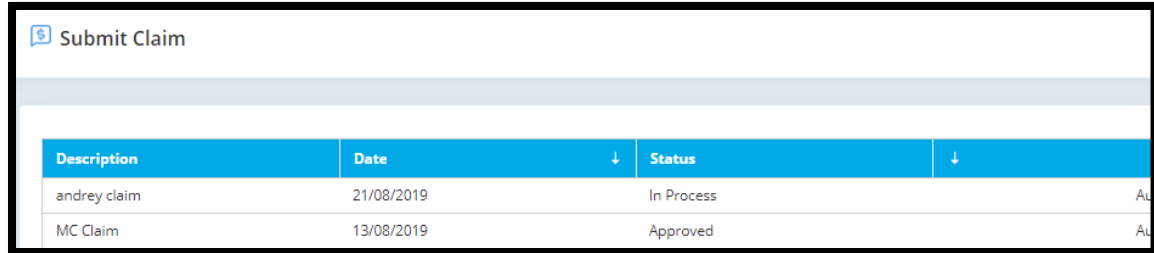
Kindly go to Homepage > User Setting > Access Group > click Edit button for Payroll User > click + Human Resource > click + Leave Management > tick Leave Transaction / Leave Balance

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

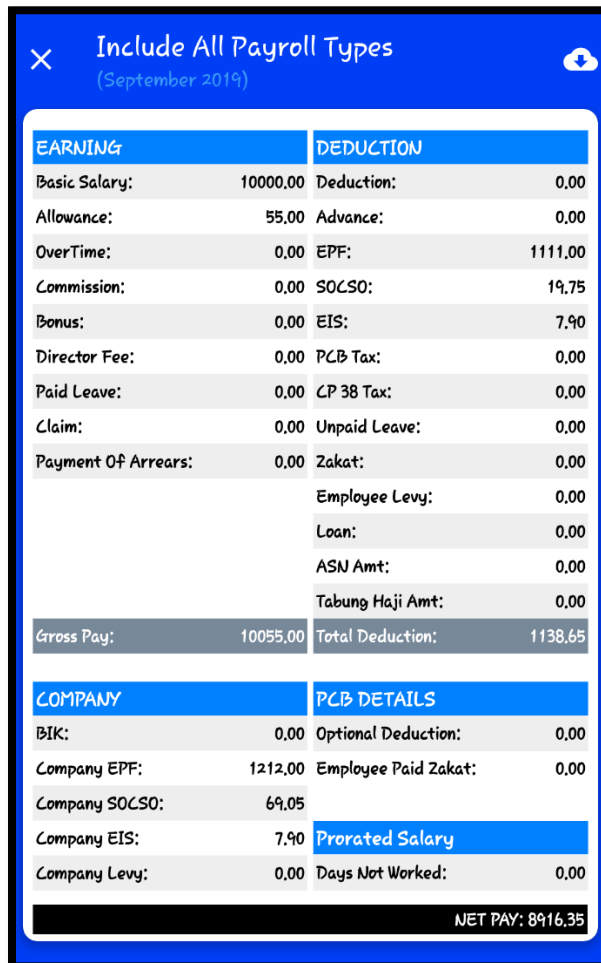
Kindly go to Homepage > My Claim > Submit Claim OR Claim Approval History



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

Last Modified 21st August 2019