

Release Note CP 1.0.2

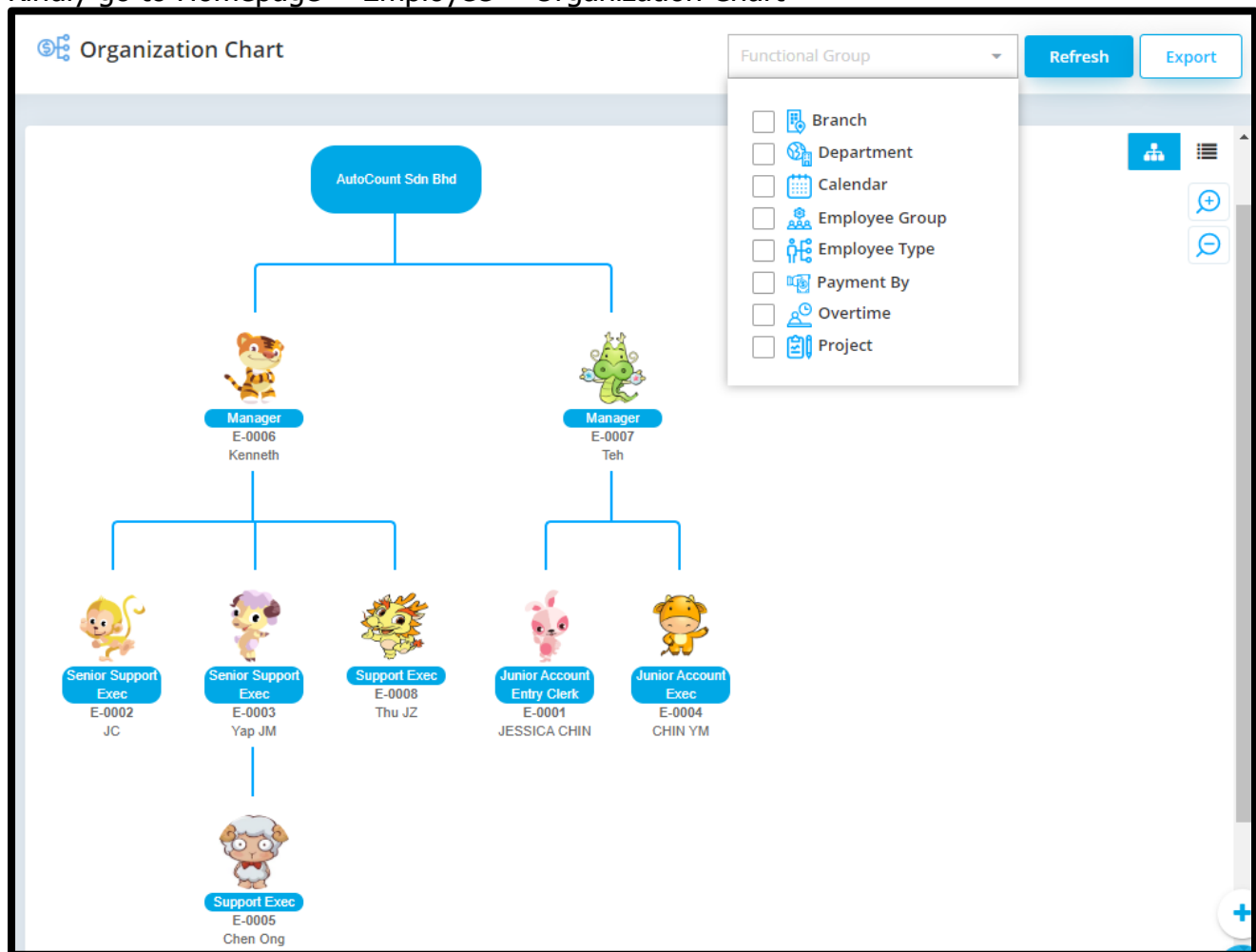
NEW FEATURE

1. (EMPLOYEE) Organization Chart

Below is the feature in organization chart:

- ✓ Able to view the organization chart in tree view and list view
- ✓ Can direct drag and drop the employee from 1 functional group to another functional group
- ✓ May direct click and edit employee profile
- ✓ Total 8 functional group for user to choose for grouping view
- ✓ Support up to maximum 3 level

Kindly go to Homepage > Employee > Organization Chart



2. (REPORTS) Human Resource Letter

Below is the new report available:

- ✓ Application Form
- ✓ Appointment Letter
- ✓ Confirmation Letter
- ✓ Extend Probation Letter
- ✓ Increment Letter
- ✓ Promotion Letter
- ✓ Termination Letter
- ✓ Warning Letter

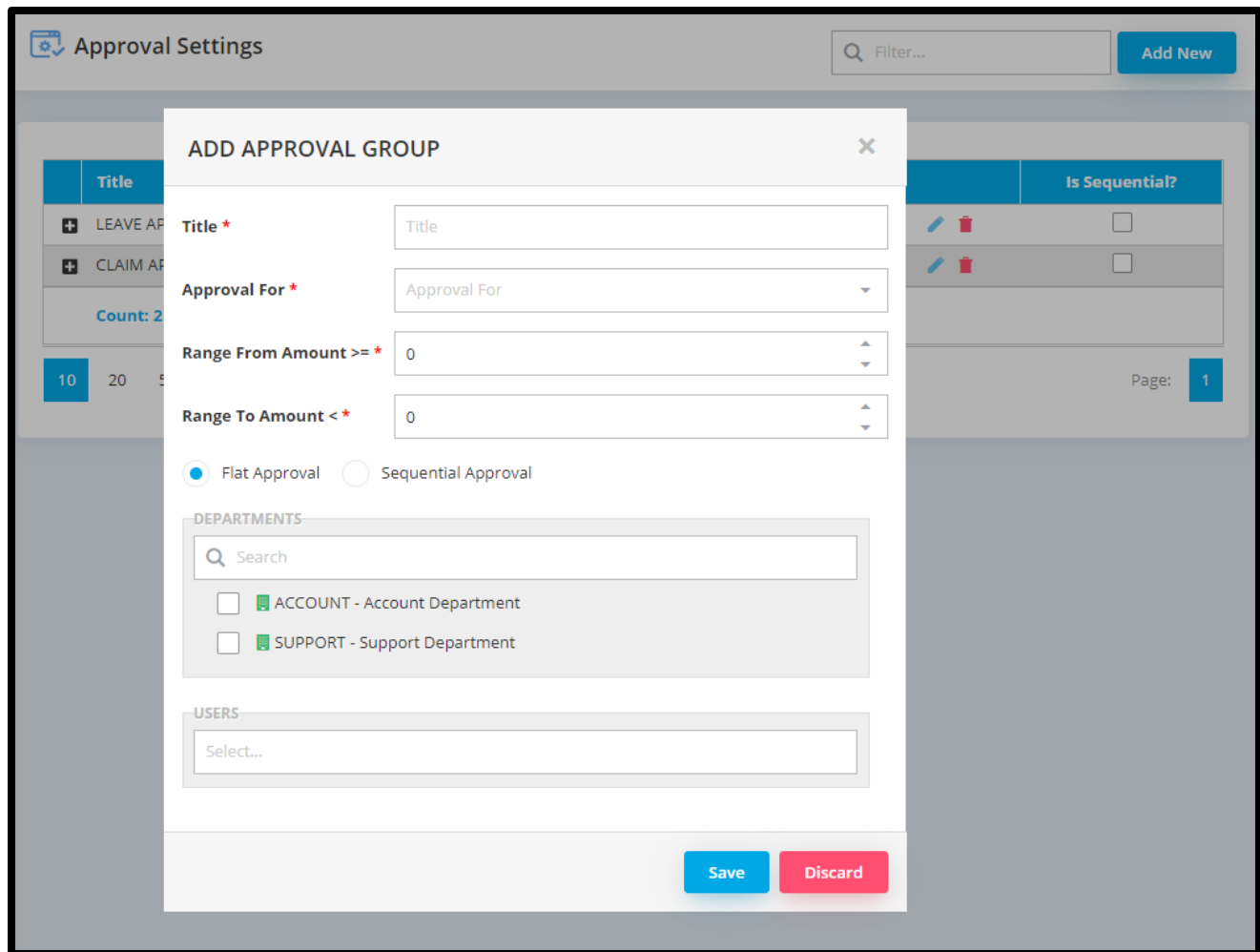
Kindly go to Homepage > Reports > Human Resource Letter

The screenshot shows the 'Human Resource Letter' configuration page. At the top, there are 'Design' and 'Preview' buttons. Below the title, there is a dropdown menu currently set to 'Application Form', with a refresh icon to its right. The dropdown menu is open, showing a list of letter types: 'Application Form' (highlighted), 'Appointment Letter', 'Confirmation Letter', 'Extend Probation Letter', 'Increment Letter', 'Promotion Letter', 'Termination Letter', and 'Warning Letter'. To the right of the dropdown, there are two date pickers, each with a 'To' label and a calendar icon. Below these, there are two checkboxes: 'By Employee' and 'Show Inactive Employees'. There is also a 'Filter by Multiselect' dropdown and a 'Select...' dropdown.

3. (E-LEAVE/E-CLAIM) Sequential Approval

A new approval setting in the system. After the setting is ticked, leave/claim request will be send to approver based on the sequential setting.

Kindly go to Homepage > User Setting > Approval Setting



4. (GENERAL) New Company Setup Wizard

A new wizard to replace the previously "WHAT TO DO NOW" for user to easy start use of the system. It will be auto show to user when a new company is created.

ENHANCEMENT

1. (E-LEAVE) MULTI SELECT

User now can multi select on the leave days when apply leave. Just click on the start date and press on the CTRL key and click on the last day of the leave.

2. (PAYROLL) HSBC BANK – EMLOYEE BANK PAYMENT FILE

3. (E-LEAVE/E-CLAIM) AUTO APPROVE

When the approver himself/herself apply leave or submit claim, it will be auto approved. In the case where the request needs more than 1 approver, then it will auto skip the requestor approval.

BUG FIXED

1. (E-CLAIM) ATTACHEMNT FILE AUTO DISSAPEAR AFTER SOMETIMES
2. (REPORT) CP39 "BIL NO" IS MISSING
3. (PAYROLL) ADHOC PAYROLL ITEM > CLAIM DOESN'T SHOW THE COMMA FOR THOUSAND AMOUNT.
4. (PAYROLL) CIMB – EPF BANK PAYMENT FILES UPLOAD ISSUE
5. (PAYROLL) PB ENTERPRISE – EPF, SOCSO, PCB BANK PAYMENT FILES UPLOAD ISSUE

Prepared by Jessica

Last Modified 30th Sept 2019