

Employee

Purpose

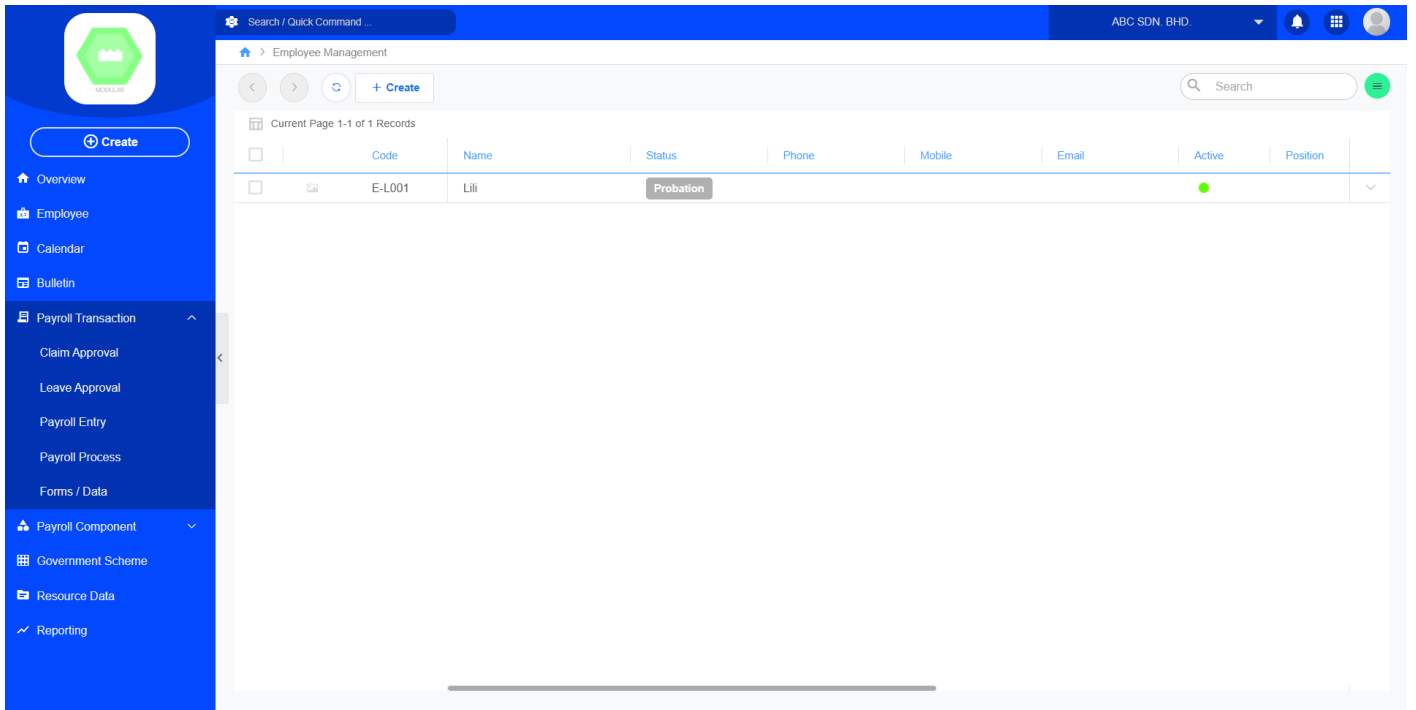
The **Employee** module is used to manage employee records within the Payroll system. Users can create new employee profiles, search existing employees, and maintain employee information throughout their employment lifecycle.

Functions

The Employee module allows users to:

- Create a new employee record.
 - Search and filter employee records.
 - View employee information.
 - Update employee details.
 - Manage employee employment status.
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Navigation



Employee List

The Employee List displays all employee records registered in the system.

Available Information

Field	Description
Code	Unique employee identification code.
Name	Employee's full name.
Status	Employment status (e.g., Active, Resigned, Terminated).
Phone	Office telephone number.
Mobile	Employee's mobile phone number.
Email	Employee's email address.
Active	Indicates whether the employee account is active.
Position	Employee's job title or position.
Department	Department assigned to the employee.
Join Date	Employee's joining date.
Confirm Date	Date the employee's employment was confirmed.

Field	Description
Last Working	Employee's last working date (if applicable).
Branch	Branch or office assigned to the employee.
Created	Date and time the employee record was created.

Create Employee

Purpose

Create a new employee profile for payroll and HR management.

Procedure

1. Navigate to **Payroll → Employee**.
2. Click **Create**.
3. Enter the employee's personal information.
4. Assign the employee's department, position, and branch.
5. Enter employment details such as Join Date and Confirm Date.
6. Save the employee record.



Create

Overview

Employee

Calendar

Bulletin

Payroll Transaction

Claim Approval

Leave Approval

Payroll Entry

Payroll Process

Forms / Data

Payroll Component

Government Scheme

Resource Data

Reporting

Search / Quick Command ...

ABC SDN. BHD.

Employee Management > New Record

Employee



Code
Code

Branch / Company
HQ / ABC SDN. BHD.

Department
Select Department

Position
Select Position

Employee Name
Employee Name as per IC / Passport

Active

Profile

Payroll

Report To

Allowance

Deduction

Tax Benefits

Income Tax

Internal Note

Basic Information

Passport

Immigration

Permit

Spouse

Emergency Contact

Gender
Gender

Race
Race

IC / IJ No #
Identify Card No #

Religion
Religion

Birthday
Birthday

Marital Status
Marital Status

Passport
Passport

Residence Status
Citizen

Retirement date
Retirement

Highest Education
Highest Education

Nationality
Nationality

Phone
Phone

Mobile
Mobile

Email
Email

Address
Address

Edit Address

Save Changes

Search Employee

Users can search employees using available search criteria, including:

- Employee Code
- Employee Name
- Department
- Position
- Branch
- Employment Status
- Active Status

Searching helps users quickly locate employee records.

Employee Status

Common employee statuses include:

Status	Description
Active	Employee is currently employed.
Inactive	Employee account is disabled or inactive.
Resigned	Employee has resigned from the company.
Terminated	Employee employment has been terminated.

“ The available status options may vary depending on the company's ERP configuration.