

Frequently Asked Questions

HR Module

Q. The data in the Staff Movement Entry is not the same as the data in the Employee Master > Job information.

A. All the Staff Movement Transactions (eg. Increment, Transfer, Promotion) should go through Staff Movement Entry. Users are not allowed to change the information directly from Employee Master, otherwise information in the Staff Movement Entry will not be updated as and when changes are made. If users encounter such a problem, please update the changes made into Staff Movement Entry.

Q. I would like to have a HR report which allows me to generate HR information on demand.

A. Employee Detail Report could be best for you, where this report allows you to select any field for Personal Detail, Job Information, Salary Information and Employee Bank Detail based on your need.

Q. How do I do a Staff Movement (e.g. Increment salary, transfer) for the past month?

A: Key into employee master > hr record > service history, and then change the latest info in the employee detail.

Q. For Re-join employees, how do I key in the data and does the system check whether this employee joined before?

A: Yes, user can use the re-instate function in the staff movement entry, and can use the same employee no. or user can re-create this employee with a new Employee No, and system will use the IC No. as a form of checking to detect if the employee has been employed before.

Q. How does the workflow work for selected modules?

A: The workflow can be set to a maximum of 4 approvers per level, and this function can be applied to leave, claim, appraisal, training modules and so on. Each application applied, the system will send an email notification to selected approver based on the workflow setting.

Q. Can the Head of department (HOD) view only their group of staffs?

A: Yes, users can use the access level control function to group particular staffs and give the access rights to the right HOD.