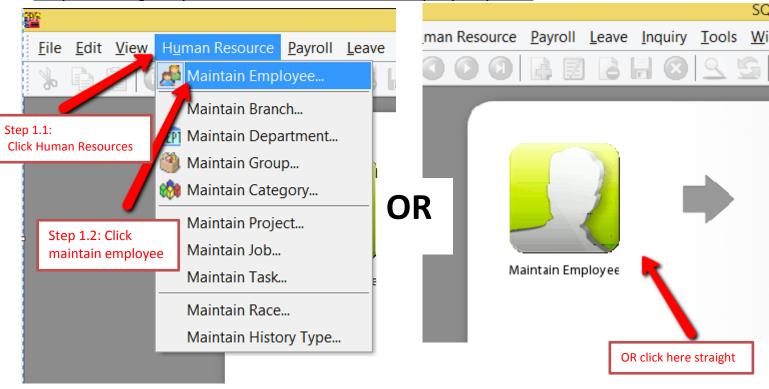
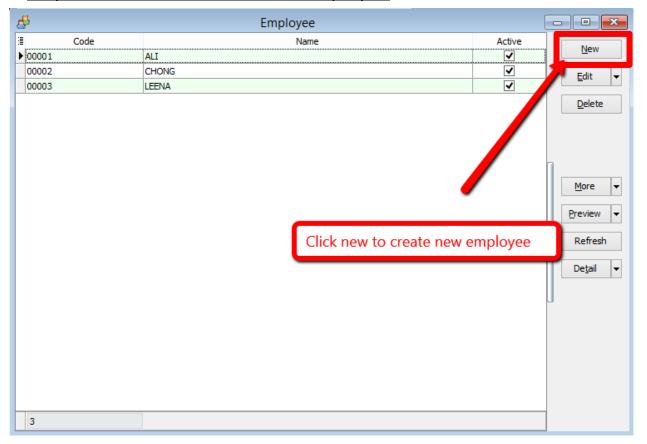
# **Maintain employee**

Whenever a new staff/worker/person/crew enter the company,
Maintain Employee is the place where user needs to key in the details

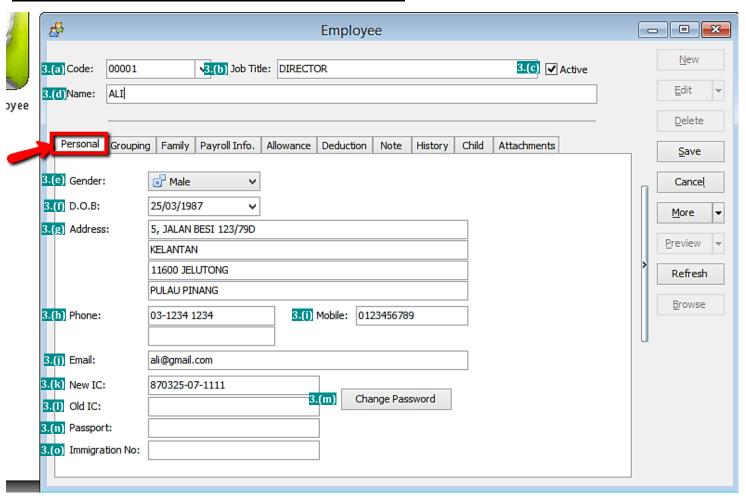
Step 1: Navigate yourself to the Maintain Employee panel



Step 2: Click new to create new employee

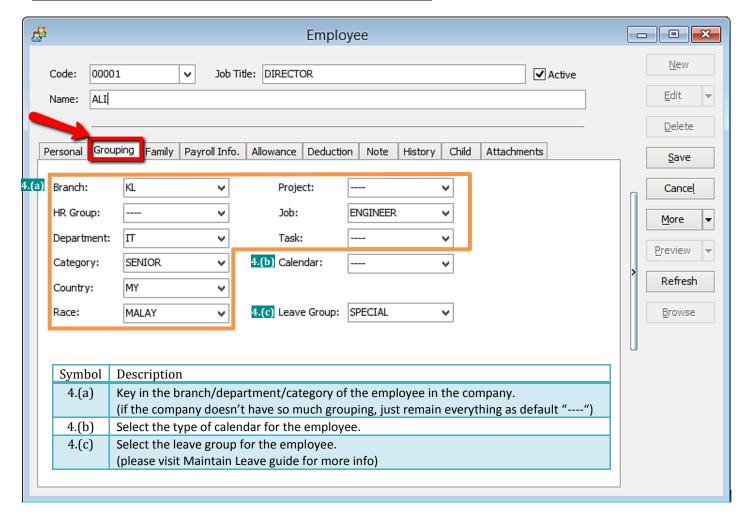


### Step 3: Key in the employee's personal detais

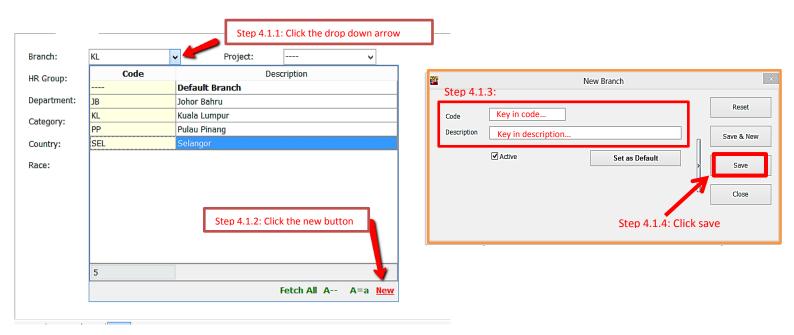


Symbol	Description
3.(a)	A unique code for the employee, it also act as a <b>username</b> for the employee to login.
3.(b)	The name of the position the employee will hold. (eg: chairman, secretary, auditor)
3.(c)	To be untick when an employee resigns. (if resign date is not set in payroll info.)
3.(d)	The name of the employee.
3.(e)	The gender/sex of the employee.
3.(f)	The date of birth of the employee (recommended to set so that can capture the age)
3.(g)	The housing address of the employee.
3.(h)	The house number of the employee.
3.(i)	The handphone number of the employee.
3.(j)	The email of the employee.
3.(k)	The Identification Card number of the employee.
3.(l)	The OLD Identification Card number of the employee. (only some very senior people will have)
3.(m)	The <b>password</b> for the employee to login his account. (need to set/change once in order to work)
3.(n)	The passport number of the employee (usually only recorded for foreign worker)
3.(o)	The immigration number of the employee

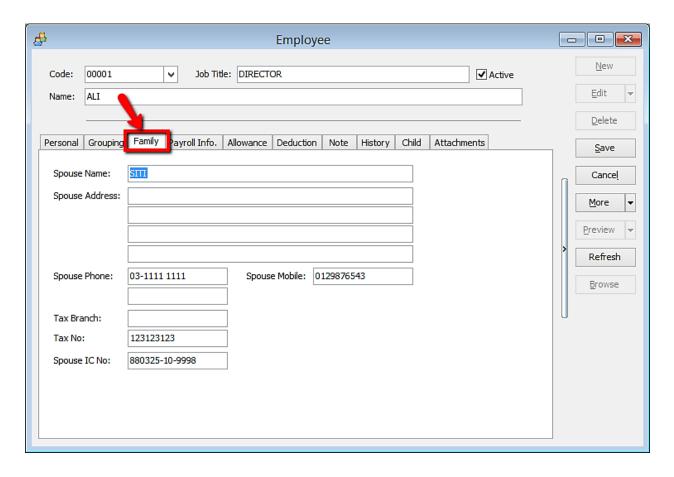
### Step 4: Key in the employee's grouping details



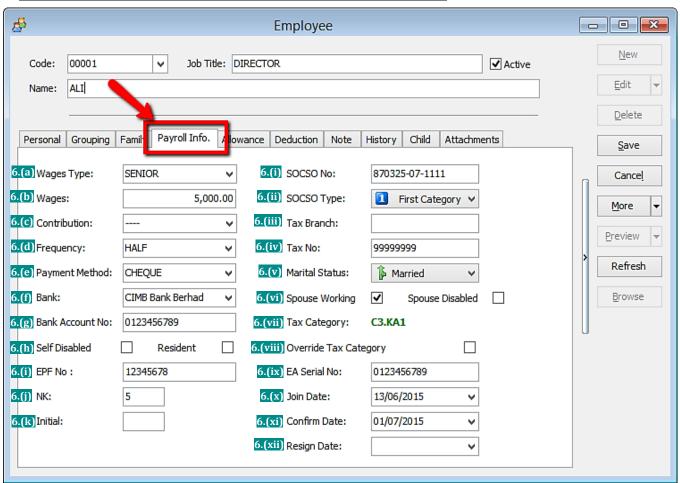
Step 4.1: Create new Branch/HR Group/Department/Category/Country/Race



## Step 5: Key in the employee's family details



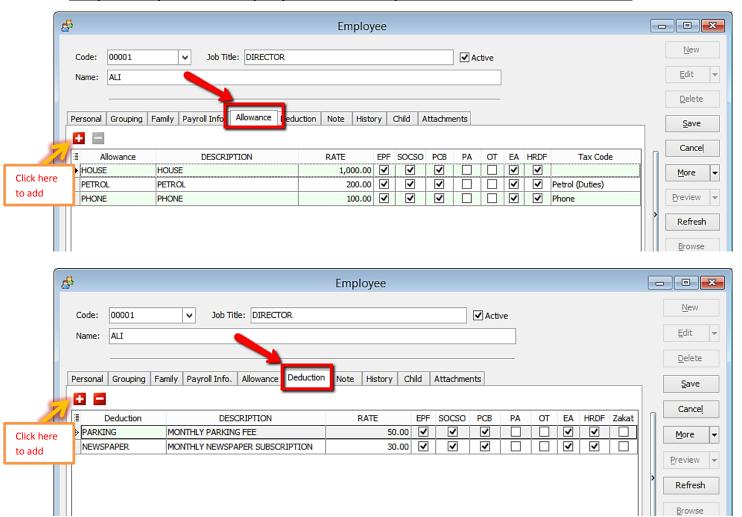
Step 6: Key in the employee's payroll information



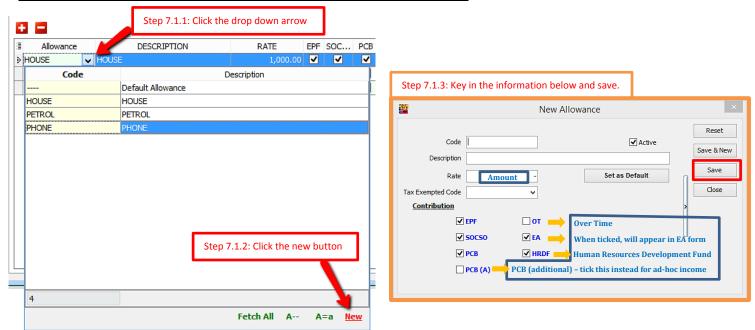
Symbol	Description
6.(a)	Type of income/wages. (Please visit Maintain Wages guide for more details)
6.(b)	Monthly basic income/wages amount.
6.(c)	Type of contribution. (Please view Maintain Contribution guide for more details)
6.(d)	Frequency of salary issuance. (Please view Payroll Frequency Setting guide for more details)
6.(e)	Type of payment method. (eg: cash, cheque, bank transfer)
6.(f)	Employee's Bank
6.(g)	Employee's Bank Account number
6.(h)	Employee detail (these 2 will affect the taxable amount, tax relief, tax rebate sort of stuff)
6.(i)	Employees Provident Fund (EPF) number
6.(j)	A number that will appear in KWSP borang A form (usually old members only have)
	B No. N NO.KAD NAMA PEKERJA / AHLI K PENGENALAN (Seperti yang terdapat di dalam Kad Pengenalan)  Jumlah yang dibawa dari mukasurat terdabulujiha ada)  1 12345678 5 870325071111 ALI
6.(k)	Just something for a remark purpose

Symbol	Description	
6.(i)	Employee's SOCSO number.	
6.(ii)	Employee's SOCSO Type (most people is First Category) -Second Category is usually for above 55 years old employee. However, if employee D.O.B is set, user <b>do not</b> need to manually change this, system will auto capture)	
6.(iii)	Employee's Tax Branch.	
6.(iv)	Employee's Tax Number.	
6.(v)	Employee's relationship status. (will affect tax category)	
6.(vi)	Employee's wife detail. (these 2 will affect the taxable amount, tax relief, tax rebate sort of stuff)	
6.(vii)	Employee's Tax Category. (system will auto generate according to the details keyed in)	
6.(viii)	When untick, can manually change tax category.	
	(not recommended) Tax Category: C3.K	
	{vellow means is user manually set} Override Tax Category	
6.(ix)	Employee's EA number	
6.(x)	The date when the employee join the company. (usually key this if there is a probation/training period before one join the company)	
6.(xi)	The date when the employee <b>officially</b> join the company.	
6.(xii)	The date when the employee resigns/leaves officially.	

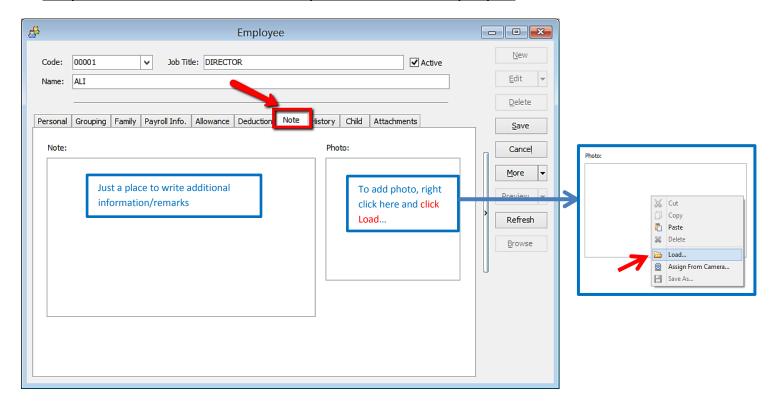
Step 7: Key in the employee's monthly fix allowances/deductions



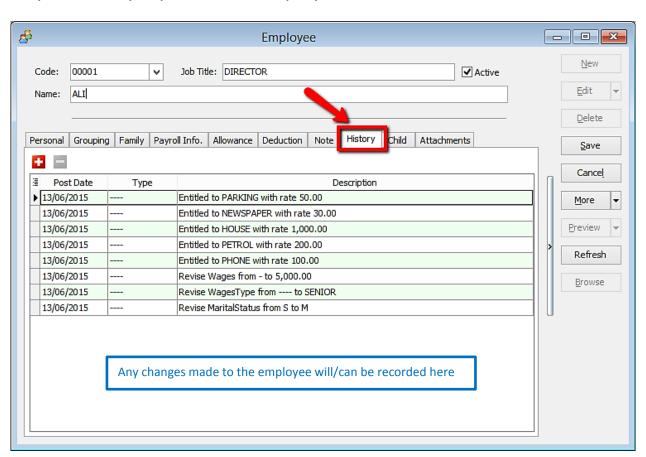
Step 7.1: How to create a new allowance/deduction



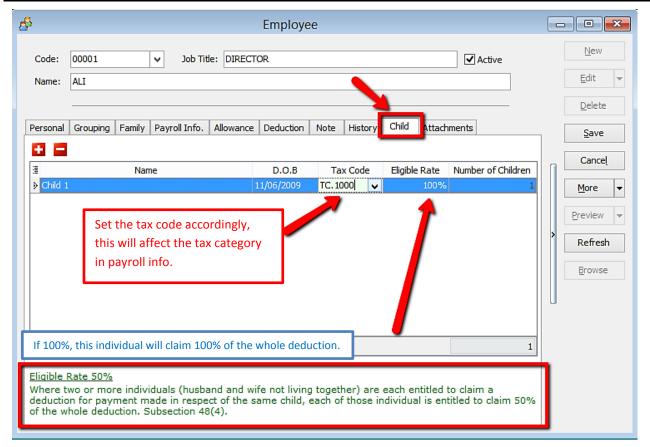
Step 8: Add notes/remark and photo for the employee



Step 9: History report of the employee



#### Step 10: Add the employee's children information (will affect tax category)



#### Step 11: Add any attachment related to the employee

(eg: resume, curriculum vitae, contract agreement, receipt claims etc)

