

Integrated Management System (IMS) Education



IMS HR & Administration **Staff Profile**

Functions for Administrator (*PTJ*)
USER GUIDE MANUAL

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July 2009

Version 1.0

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Staff Profile

Staff profile module keeps information about the staff from the basic information, e.g. profile, contact information, academic qualification and family, to all the information regarding service, asset declaration and acting position. Staff may also apply for pension scheme option and Housing Loan and Head of Department may state information about acting position. Staff profile covers all types of staff whether permanent, contractual or part-time.

Setup

This function allow user to maintain setup for staff account, service book, tax information, CV Online setup, housing loan and family relation setup. The detail describe as below.

Staff Account Setup

This screen allows staff to do setup for account information. Staff can add, update and delete the record. See **Figure 1.1**.The functions are described as follows.

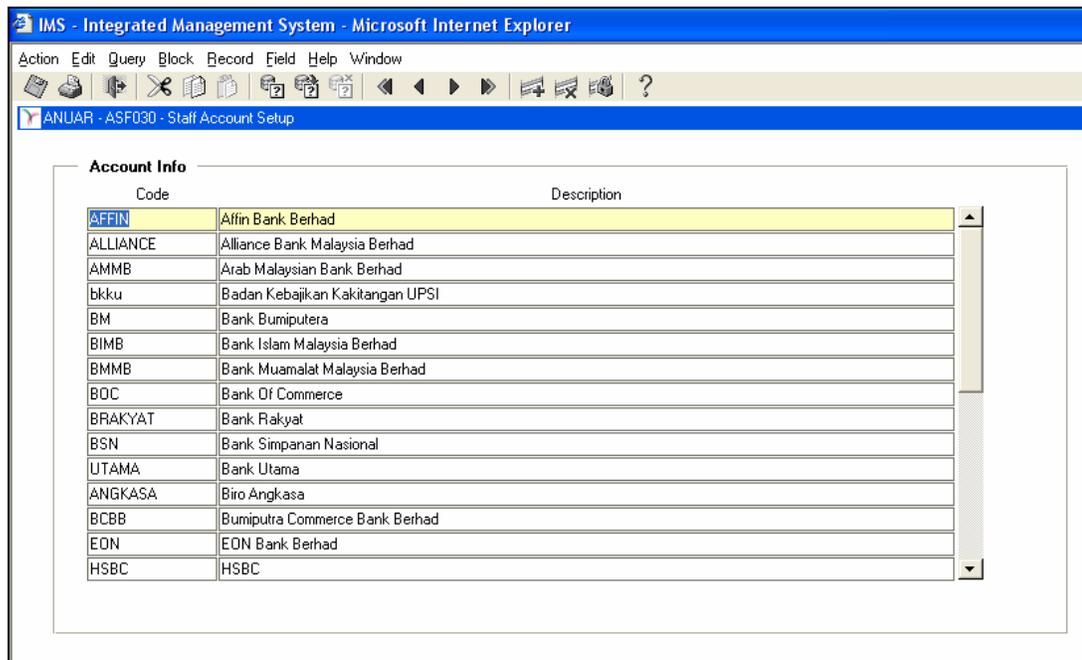


Figure 1.1 – Staff Account Setup Interface

Opening Staff Account Setup Screen

- Select **Staff Information** from menu bar
- Select **Setup** function
- Select **Staff Account Setup** sub menu

Viewing Staff Account Setup Information

Place cursor in the **Account Info** frame.

Click **Execute Query** button to view all records or click **Enter Query** Button and key in search criteria by entering “%xxx” to find for certain record and then click **Execute Query** button to view particular records.

Use Scroll bar to navigate through the records.

Adding Staff Account Setup Information

Place cursor at **Account Info** frame

Click **Insert Record** button.

Fill in information to add

Code: Type it account code.

Description: Type in account description.

Click **Save Record** button to save the changes

Editing Staff Account Setup Information

Select record to edit and make changes on it.

Click **Save Record** button to save the changes.

Deleting Staff Account Setup Information

1. Select record to delete then click **Remove Record**.
2. Click **Save Record** button to save the changes.

Digital Service Book Setup

This screen allows staff to do setup for service book entry and service book format for entry. Staff can add, update and delete the record. See **Figure 1.2**.The functions are described as follows.

Code	Description
S0001	Lantikan pertama penjawat awam
S0002	Dilantik dalam perjawatan UPSI
S0003	Diluluskan perlepasan dengan izin
S0004	Diluluskan penyambungan perkhidmatan lepas
S0005	Dilantik ke dalam perjawatan UPSI dengan status sementara
S0006	Dilantik ke dalam perjawatan UPSI dengan status Tetap dalam Percubaan
S0007	Hadir dengan jayanya kursus induksi umum dan khusus
S0008	Telah lulus peperiksaan yang telah disyaratkan dalam skim perkhidmatan
S0009	Disahkan dalam jawatan
S0010	Diluluskan pemberian Taraf Pekerja Berpencen

Format for Entry

Service Book Entry: Dilantik dalam perjawatan UPSI

Format for Entry: [Empty text box]

Figure 1.2 – Digital Service Book Setup Form

Opening Service Book Setup Screen

1. Select **Staff Information** from menu bar
2. Select **Setup** sub menu
3. Select **Staff Account Setup**

Viewing Service Book Setup Information

Place cursor in the desired frame.

Click **Execute Query** button to view all records or click **Enter Query** Button and key in search criteria by entering “%xxx” to find for certain record and then click **Execute Query** button to view particular records.

Use Scroll bar to navigate through the records.

Adding Service Book Setup Information

Place cursor at **Types of Service Book Entry** frame
Click **Insert Record** button
Fill in information for service book information
Description: Type in description for the account
Click **Save Record** button to save the changes.

Adding Format for Entry

Place cursor at **Format for Entry** frame
Type in **format for entry** information
Click **Save** record button to save the changes.

Editing Service Book Setup Information

Select record to edit and make changes on it.
Click **Save Record** button to save the changes.

Deleting Service Book Setup Information

Select record to delete then click **Remove Record**.
Click **Save Record** button to save the changes.

Tax Information Setup

This screen allows staff to do setup for tax relief on children. Staff can add, update and delete the record. See **Figure 1.3**. The functions are described as follows.

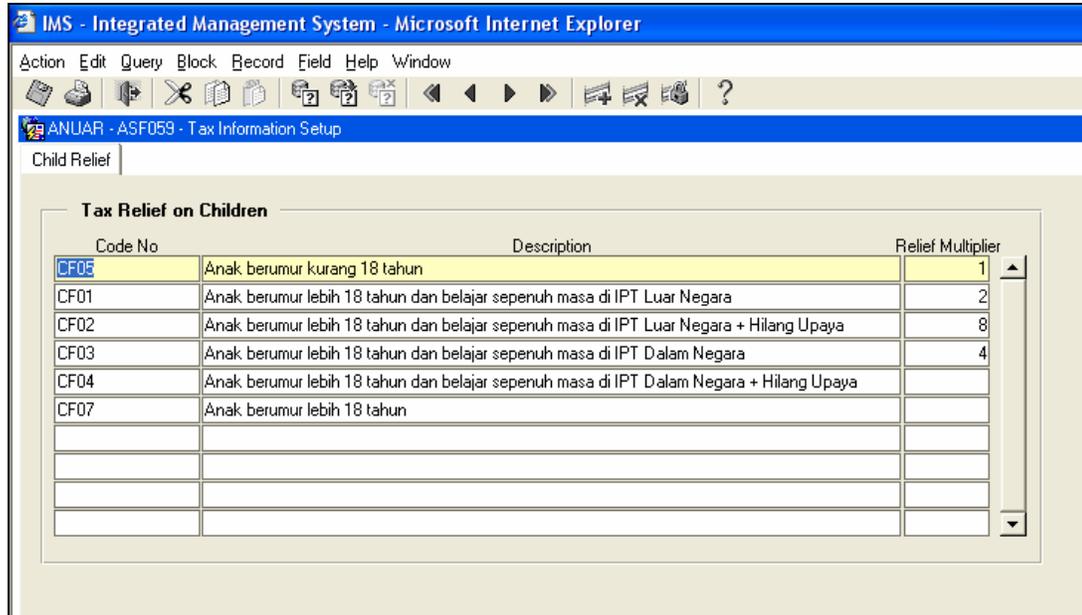


Figure 1.3 – Tax Information Setup Screen

Opening Tax Information Setup Screen

- Select **Staff Information** from menu bar
- Select **Setup** function
- Select **Tax Information Setup** sub menu

Viewing Tax Information Setup

- Place cursor in the **Tax Relief on Children** frame.
- Click **Execute Query** button to view all records or click **Enter Query** Button and key in search criteria by entering “%xxx” to find for certain record and then click **Execute Query** button to view particular records.
- Use Scroll bar to navigate through the records.

Adding Tax Information Setup Information

- Place cursor in the **Tax Relief on Children** frame.
- Click **Insert Record** button

Fill in the information needed:

Code No: Type in code number for children.

Description: Type in children description.

Relief Multiplier: Type in relief multiplier information.

Click **Save Record** button to save the information.

Editing Tax Information Setup Information

Select record to edit and make changes on it.

Click **Save Record** button to save changes.

Deleting Tax Information Setup Information

Select record to delete and click **Remove Record** button.

Click **Save Record** button to save the changes.

CV Online Setup

This screen allows staff to do setup for publication type and article type information. Staff can add, update and delete the record. See **Figure 1.4**. The functions are described as follows.

Publication Type Tab

This screen allow user to maintain setup for publication type. The detail describe as below.

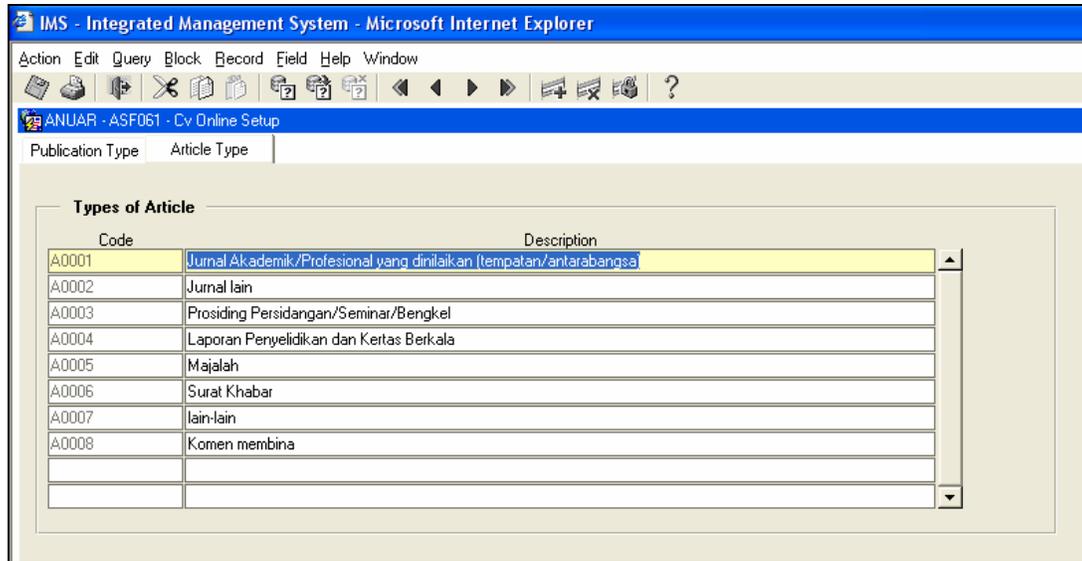


Figure 1.4 – CV Online Setup Screen: Publication Type Tab

Opening CV Online Setup Screen

Select **Staff Information** from menu bar.

Select **Setup** function

Select Staff **Account Setup** sub menu

Select tab to view:

Publication Type Tab: To maintain setup for publication type

Article Type Tab: To maintain setup for article type.

Viewing CV Online Setup

Select tab to view

Place cursor in the desired frame.

Click **Execute Query** button to view all records or click **Enter Query** Button and key in search criteria by entering “%xxx” to find for certain record and then click **Execute Query** button to view particular records.

Use Scroll bar to navigate through the records.

Adding Publication Type Information

Select **Publication Type Tab**

Place cursor in the **Types of Article** tab.

Click **Insert Record** button to add new record.

Fill in the information needed for the types of publication

Description: Type in the description for the publication.

Click **Save** button to save the information added.

Editing Publication Type Information

Select record to edit and make changes on it.

Click **Save** button to save the changes.

Deleting Publication Type Information

Select record to delete and click **Remove Record** button.

Click **Save Record** button to save changes.

Article Type Tab

This screen allow user to maintain setup for article type. The detail describe as below.

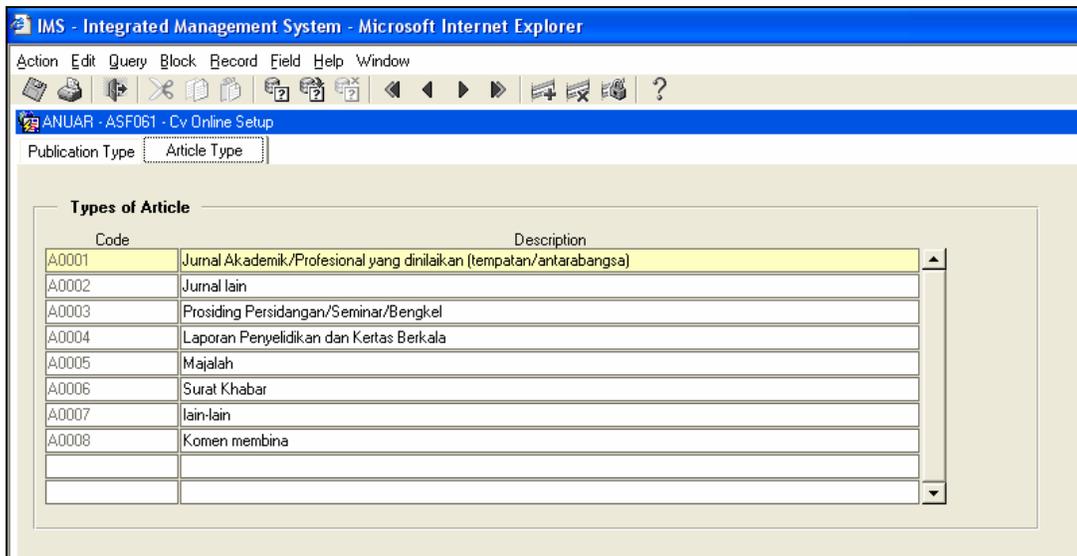


Figure 1.5 – CV Online Setup Screen: Article Type tab

Adding Type of Article Information

Select **Article Type Tab**.

Click **Insert Record** button.

Fill in the information to add article type information

Description: Type in description of the article.

5. Click **Save Record** button to save the new data.

Editing Type of Article Information

Select record to edit and make changes on it.

Click **Save Record** button to save the changes.

Deleting Type of Article Information

Select record to remove then click **Remove Record** button.

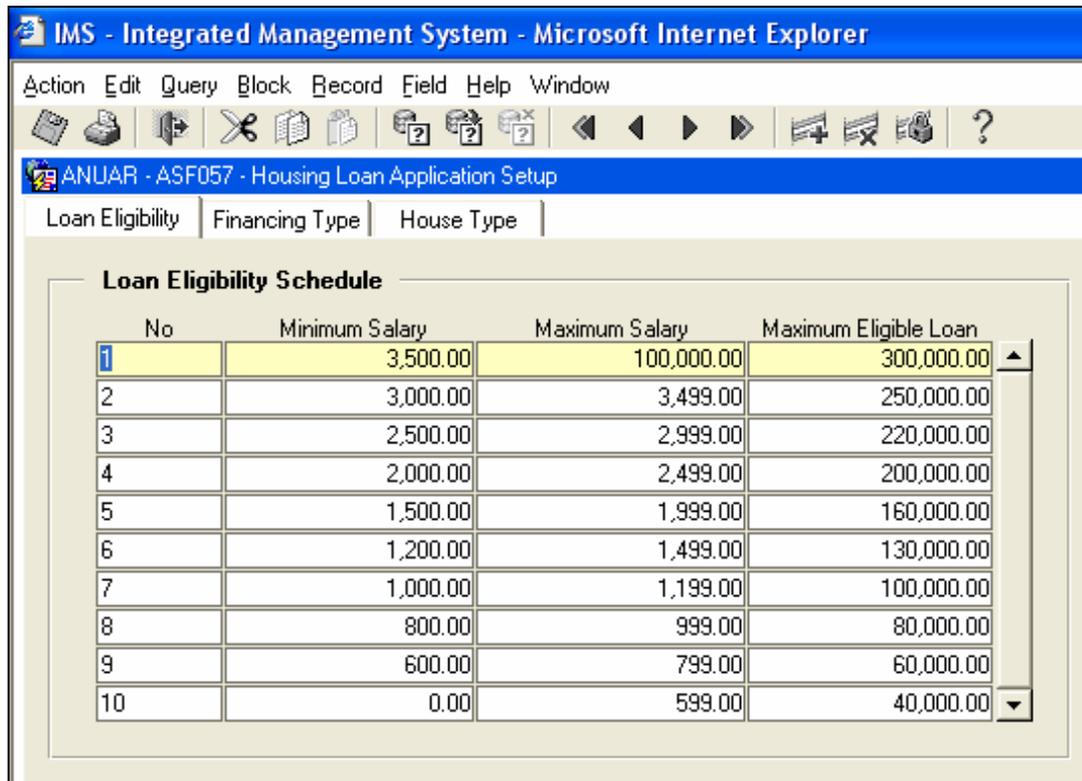
Click **Save Record** button to save the changes.

Housing Loan Setup

This screen allows staff to do setup for loan eligibility, financing type and house type information. Staff can add, update and delete the record. See **Figure 5.6**. The functions are described as follows.

Loan Eligibility Tab

This screen allow user to maintain setup for loan eligibility. The detail describe as below.



The screenshot shows a web browser window titled "IMS - Integrated Management System - Microsoft Internet Explorer". The address bar displays "ANUAR - ASF057 - Housing Loan Application Setup". The page has three tabs: "Loan Eligibility", "Financing Type", and "House Type". The "Loan Eligibility" tab is active, displaying a table titled "Loan Eligibility Schedule".

No	Minimum Salary	Maximum Salary	Maximum Eligible Loan
1	3,500.00	100,000.00	300,000.00
2	3,000.00	3,499.00	250,000.00
3	2,500.00	2,999.00	220,000.00
4	2,000.00	2,499.00	200,000.00
5	1,500.00	1,999.00	160,000.00
6	1,200.00	1,499.00	130,000.00
7	1,000.00	1,199.00	100,000.00
8	800.00	999.00	80,000.00
9	600.00	799.00	60,000.00
10	0.00	599.00	40,000.00

Figure 1.6 – Housing Loan Setup Screen: Loan Eligibility Tab

Opening Housing Loan Setup Screen

Select **Staff Information** from menu bar

Select **Setup** sub menu

Select **Housing Loan Setup**

Select tab to view:

Loan Eligibility Tab: To maintain setup for loan eligibility

Financing Type Tab: To maintain setup for financing type

House Type Tab: To maintain setup for house type.

Viewing Housing Loan Setup

Select tab to view

Place cursor in the desired frame.

Click **Execute Query** button to view all records or click **Enter Query Button** and key in search criteria by entering “%xxx” to find for certain record and then click **Execute Query** button to view particular records.

Use Scroll bar to navigate through the records.

Adding Loan Eligibility Schedule Information

Select **Loan Eligibility Tab**

Place cursor at **Loan Eligibility Schedule** frame

Click **Insert Record** button.

Fill in the information for loan eligibility schedule

Minimum Salary: Type in setup for minimum salary

Maximum Salary: Type in setup for maximum salary.

Maximum Eligible Loan: Type in setup for maximum eligible loan.

5. Click **Save Record** button to save the changes.

Editing Loan Eligibility Schedule Information

Select record to change and make changes on

Click **Save Record** button to save changes.

Deleting Loan Eligibility Schedule Information

Select record to delete then click **Remove Record** button.

Click **Save Record** button to save the changes.

Financing Type Tab

This screen allow user to maintain setup for financing type. The detail describe as below.

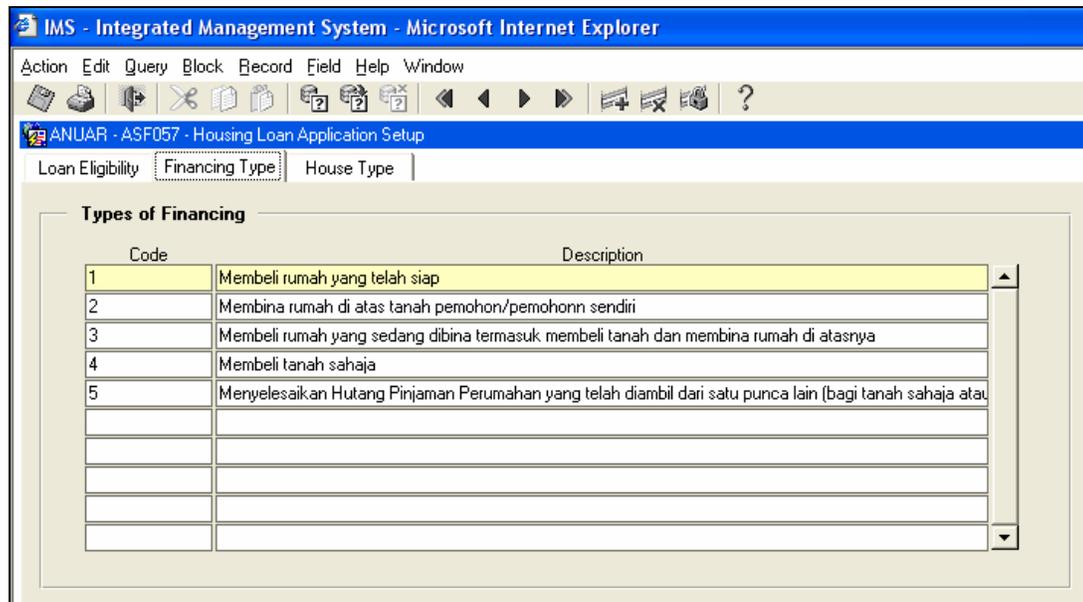


Figure 1.7 – Housing Loan Setup Screen: Financing Type Tab

Adding Types of Financing Information

Select **Loan Eligibility Tab**

Place cursor in the **Types of Financing** frame.

Click **Insert Record** button.

Type in **description** for financing type.

Click **Save Record** button to save the changes.

Editing Types of Financing Information

Select record to change and make changes on it.

Click **Save Record** button to save changes.

Deleting Types of Financing Information

Select record to delete then click **Remove Record** button.

Click **Save Record** button to save the changes.

House Type Tab

This screen allow user to maintain setup for house type. The detail describe as below.

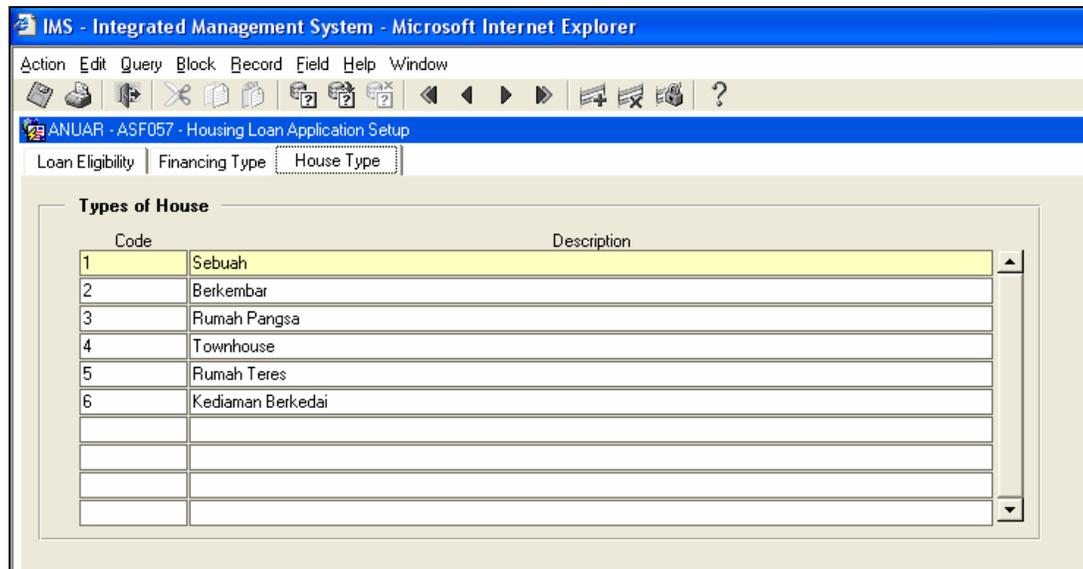


Figure 1.8 – Housing Loan Setup Screen: House Type Tab

Adding Type of House Information

Select **House Type Tab**.

Place cursor in the **House Type** frame.

Click **Insert Record** button to add new record.

Type in **description** for the house type.

Click **Save Record** button to save the changes.

Editing Type of House Information

Select record to edit and make changes on it.

Click **Save Record** button to save the changes.

Deleting Type of House Information

Select record to delete then click **Remove Record** button.

Click **Save Record** button to save the changes.

Family Relation Setup

This screen allows staff to do setup for family relationship. Staff can add, update and delete the record. See **Figure 1.9**. The functions are described as follows.

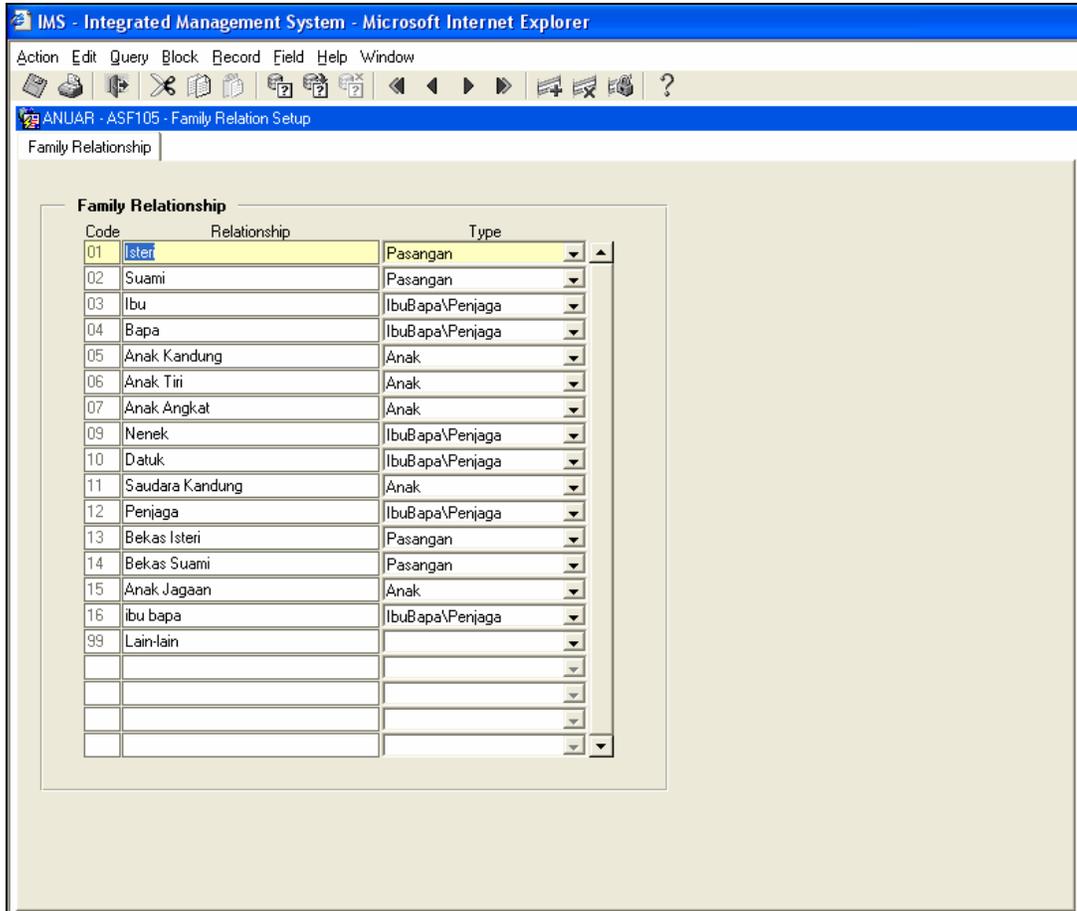


Figure 1.9 – Family Relationship Setup Screen

Opening Family Relation Setup Screen

- Select **Staff Information** from menu bar
- Select **Setup** sub menu
- Select **Family Relation Setup**

Viewing Family Relation Setup Information

- Select tab to view
- Place cursor in the desired frame.

Click **Execute Query** button to view all records or click **Enter Query** Button and key in search criteria by entering “%xxx” to find for certain record and then click **Execute Query** button to view particular records.

Use Scroll bar to navigate through the records.

Adding Family Relation Setup Information

Place cursor at the **Family Relationship** frame.

Click **Insert Record** button to add new record.

Fill in the information for family relationship:

Relationship: Type in family relationship.

Type: Select relationship type from the screen.

Click **Save Record** button to save changes.

Editing Family Relation Setup Information

Select record to edit and make changes on it.

Click **Save Record** button to save the changes.

Deleting Family Relation Setup Information

Select record to remove and click **Remove Record** button.

Click **Save Record** button to save the changes.

Service Setup

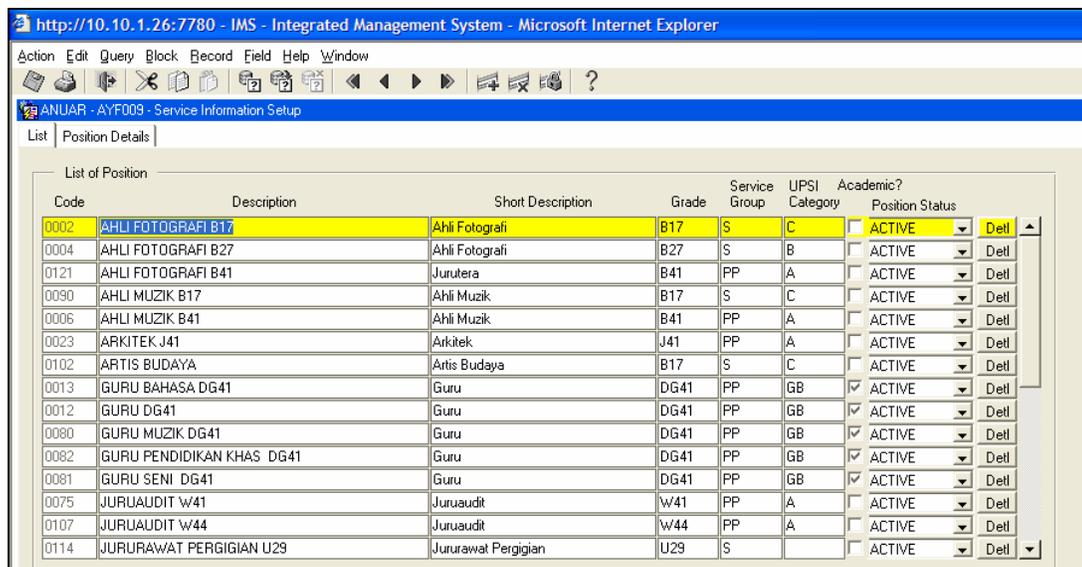
This function allow user to maintain setup for service information, service/salary grade, service group maintenance and administration post. The function describe as below.

Service Information Setup

This screen allows staff to do setup for job position. Staff can add, update and delete the record. See **Figure 5.10**. The functions are described as follows.

List Tab

This screen allow user to maintain setup for position list. The detail describe as below.



Code	Description	Short Description	Grade	Service Group	UPSI Category	Academic?	Position Status	Del
0002	AHLI FOTOGRAFI B17	Ahli Fotografi	B17	S	C	<input type="checkbox"/>	ACTIVE	Del
0004	AHLI FOTOGRAFI B27	Ahli Fotografi	B27	S	B	<input type="checkbox"/>	ACTIVE	Del
0121	AHLI FOTOGRAFI B41	Jurutera	B41	PP	A	<input type="checkbox"/>	ACTIVE	Del
0090	AHLI MUZIK B17	Ahli Muzik	B17	S	C	<input type="checkbox"/>	ACTIVE	Del
0006	AHLI MUZIK B41	Ahli Muzik	B41	PP	A	<input type="checkbox"/>	ACTIVE	Del
0023	ARKITEK J41	Arkitek	J41	PP	A	<input type="checkbox"/>	ACTIVE	Del
0102	ARTIS BUDAYA	Artis Budaya	B17	S	C	<input type="checkbox"/>	ACTIVE	Del
0013	GURU BAHASA DG41	Guru	DG41	PP	GB	<input checked="" type="checkbox"/>	ACTIVE	Del
0012	GURU DG41	Guru	DG41	PP	GB	<input checked="" type="checkbox"/>	ACTIVE	Del
0080	GURU MUZIK DG41	Guru	DG41	PP	GB	<input checked="" type="checkbox"/>	ACTIVE	Del
0082	GURU PENDIDIKAN KHAS DG41	Guru	DG41	PP	GB	<input checked="" type="checkbox"/>	ACTIVE	Del
0081	GURU SENI DG41	Guru	DG41	PP	GB	<input checked="" type="checkbox"/>	ACTIVE	Del
0075	JURUAUDIT W41	Juruaudit	W41	PP	A	<input type="checkbox"/>	ACTIVE	Del
0107	JURUAUDIT W44	Juruaudit	W44	PP	A	<input type="checkbox"/>	ACTIVE	Del
0114	JURURAWAT PERGIGIAN U29	Jururawat Pergigian	U29	S		<input type="checkbox"/>	ACTIVE	Del

Figure 1.10 – Service Information Setup Screen: List Tab

Opening Service Information Setup

Click **Staff Information** on the menu bar.

Select **Service Setup Sub Menu**

Select **Service Information Setup**

Select tab to view:

List Tab: To maintain setup for position list

Position Details Tab: To maintain setup for position details information

Viewing Service Information Setup

Select tab to view

Place cursor in the desired frame.

Click **Execute Query** button to view all records or click **Enter Query** button and key in search criteria by entering “%xxx” to find for certain record and then click **Execute Query** button to view particular records.

Use Scroll bar to navigate through the records.

Click **Detl** button will bring up to the **Position Details** Tab. See **Figure 1.11**.

Adding Position List Information

Select **List** tab

Place cursor in the **List of Position** frame

Click **Insert Record** button to add new information

Fill in the information needed:

Code: Code is auto generated by the system

Description: Type in description for the position

Short Description: Type in short description for the position

Grade: Type in grade for the position

Service Group: Type in service group for the position

UPSI Category: Type in UPSI category for the position

Academic?: Tick on the checkbox for academic position. Leave blank for non academic position

Position Status: Select position status from the drop down list.

Click **Save Record** button to save the changes

Editing Position List Information

Select record to edit and make changes on it

Click **Save Record** button to save the changes

Deleting Position List Information

Select record to remove and click **Remove Record** button

Click **Save Record** button to save the changes

Position Details Tab

This screen allow user to update detail information for position. The detail describe as below.

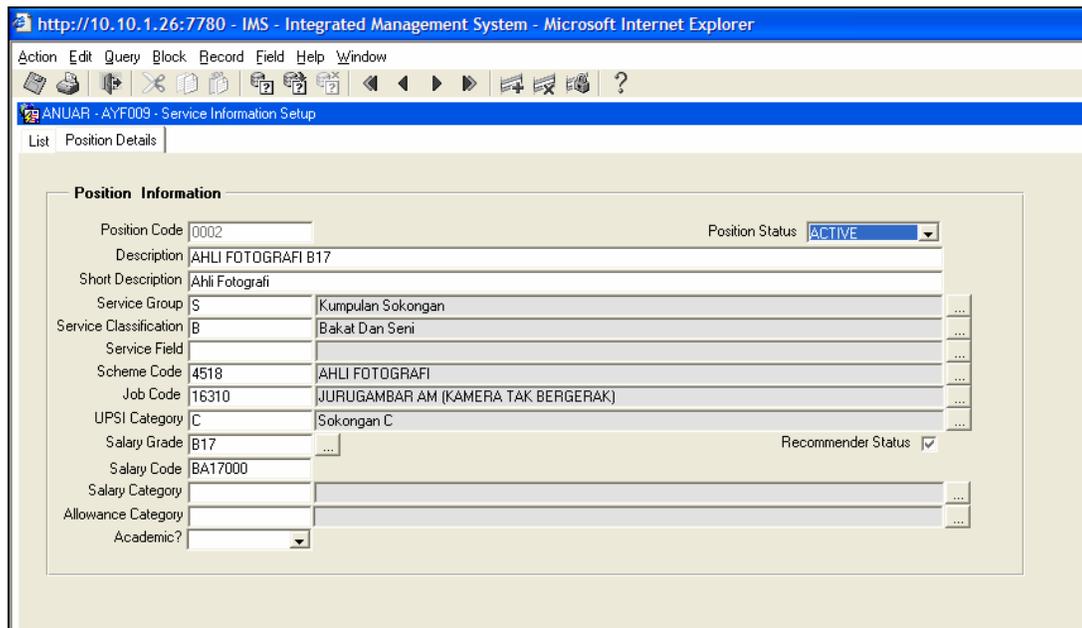


Figure 1.11 – Service Information Setup Screen: Position Details Tab

Adding Position Details Information

Place cursor in the **Position Information** frame.

Click **Insert Record** button to add new record.

Fill in the information needed for job position.

Position Code: The code is auto generated by the system

Position Status: Select position status from the drop down list

Description: Type in job position description.

Short Description: Type in short description for the job position.

Service Group: Select service group from the list of value for the job position by click on the “...” button.

Service Classification: Select service classification from the list of value for the job position by click on the “...” button.

Service Field: Select service field from the list of value for the job position by click on the “...” button.

Scheme Code: Select scheme code from the list of value for the job position by click on the “...” button.

Job Code: Select job code from the list of value for the job position by click on the “...” button.

UPSI Category: Select UPSI category from the list of value for the job position by click on the “...” button.

Salary Grade: Select salary grade from the list of value for the job position by click on the “...” button.

Salary Code: Type in salary code for the job position

Recommender Status: Tick on the checkbox if the position needed recommender.

Salary Category: Select salary category from the list of value by click “...” button.

Allowance Category: Select allowance category from the list of value for the job position by click on the “...” button.

Academic?: Select from the list whether the job position under academic or not from the drop down list

Click **Save Record** button to save the record.

Editing Position Details Information

Select record to edit and make changes on it.

Click **Save Record** button to save the changes.

Deleting Position Details Information

Select record to delete and click **Remove Record** button.

Click **Save Record** button to save the changes.

Service/Salary Grade Setup

This screen allows staff to do setup for service grade and salary matrix information. Staff can add, update and delete the record. See **Figure 5.11**. The functions are described as follows.

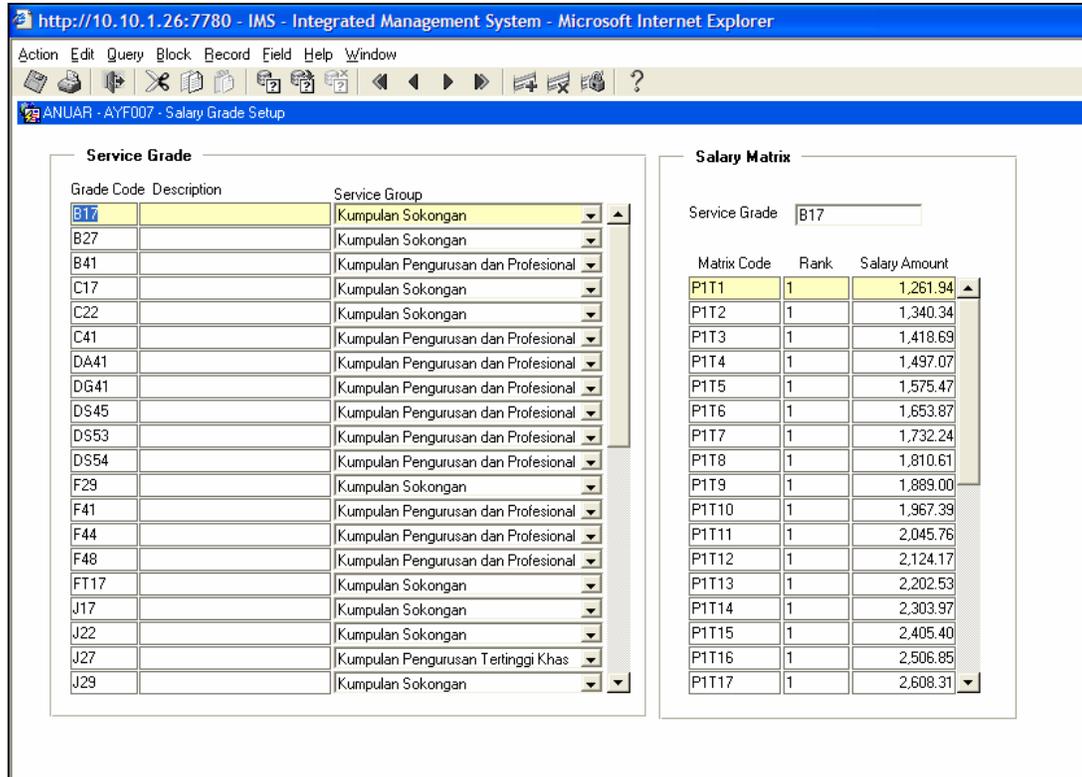


Figure 1.11 – Service/Grade Salary Setup Screen

Opening Service/Salary Grade Setup

- Click **Staff Information** on the menu bar.
- Select **Service Setup Sub Menu**
- Select **Service/Grade Salary Setup**

Viewing Service/Grade Salary Setup Information

- Place cursor in the **Service Grade** frame.
- Click **Execute Query** button to view all records or click **Enter Query** Button and key in search criteria by entering “%xxx” to find for certain record and then click **Execute Query** button to view particular records.
- Use Scroll bar to navigate through the records.

Adding Service/Grade Salary Information

- Open **Service/Grade Salary Screen**

Click **Insert Record** button to add new record.

Fill in the information needed for service grade.

- i. **Grade Code:** Type in grade code for the service grade.
- ii. **Description:** Type in description for the service grade.
- iii. **Matrix Code:** Type in Matrix code for the service grade.
- iv. **Rank:** Type in rank for the service grade.
- v. **Salary Amount:** Type in salary amount for the service grade.

Click **Save Record** button to save the record.

Editing Service/Grade Salary Information

Select record to edit and make changes on it.

Click **Save Record** button to save the changes.

Deleting Service/Grade Salary Information

Select record to delete and click **Remove Record** button.

Click **Save Record** button to save the changes.

Service Group Maintenance

This screen allows staff to do setup for service group maintenance information. Staff can add, update and delete the record. See **Figure 5.12**. The functions are described as follows.

Service Group Tab

This screen allow user to maintain setup for service group. The detail describe as below.

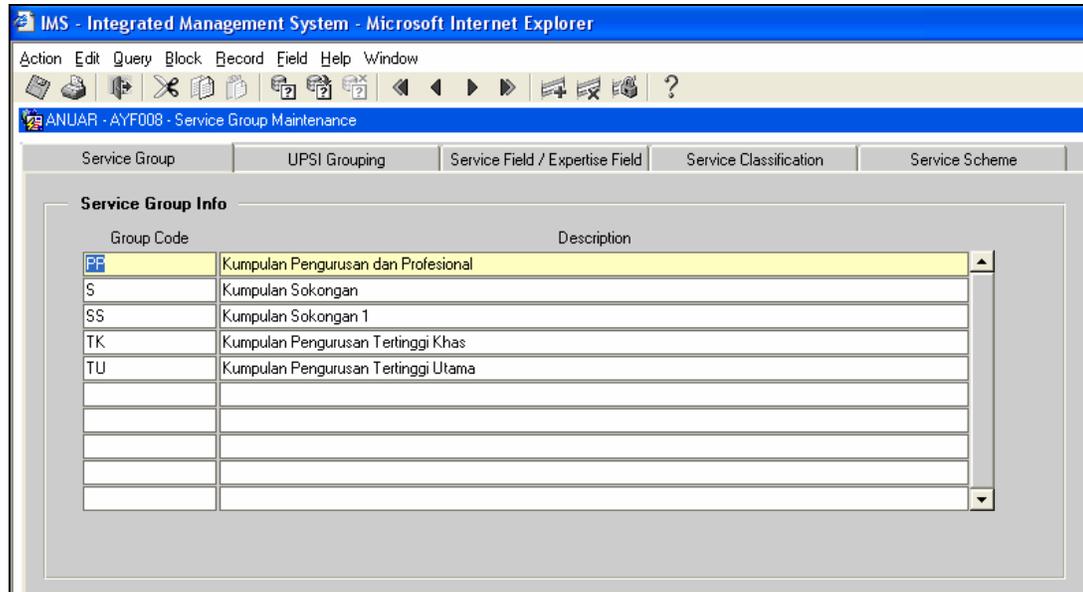


Figure 1.12 – Service Group Maintenance Screen: Service Group Tab

Opening Service Group Maintenance

Click **Staff Information** on the menu bar.

Select **Service Setup** function.

Select **Service Group Maintenance** sub menu.

Select Tab to view:

Service Group Tab: To maintain setup for service group

UPSI Grouping Tab: To maintain setup for UPSI grouping

Service Field/Expertise Field Tab: To maintain setup for service/expertise field.

Service Classification: To maintain setup for service classification

Service Scheme: To maintain setup for service scheme.

Viewing Service Group Maintenance Information

Select desired tab.

Place cursor in the desired frame.

Click **Execute Query** button to view all records or click **Enter Query Button** and key in search criteria by entering “%xxx” to find for certain record and then click **Execute Query** button to view particular records.

Use Scroll bar to navigate through the records.

Adding Service Group Information

Select **Service Group Tab**

Place cursor in the **Service Info** frame.

Click **Insert Record** button to add new record.

Fill in the information needed:

Group Code: Type in service group code.

Description: Type in service group description.

Click **Save Record** button to save the record.

Editing Service Group Information

Select record to edit and make changes on it.

Click **Save Record** button to save the changes.

Deleting Service Group Information

Select record to delete and click **Remove Record** button.

Click **Save Record** button to save the changes.

UPSI Grouping Tab

This screen allow user to maintain setup for UPSI grouping. The detail describe as below.

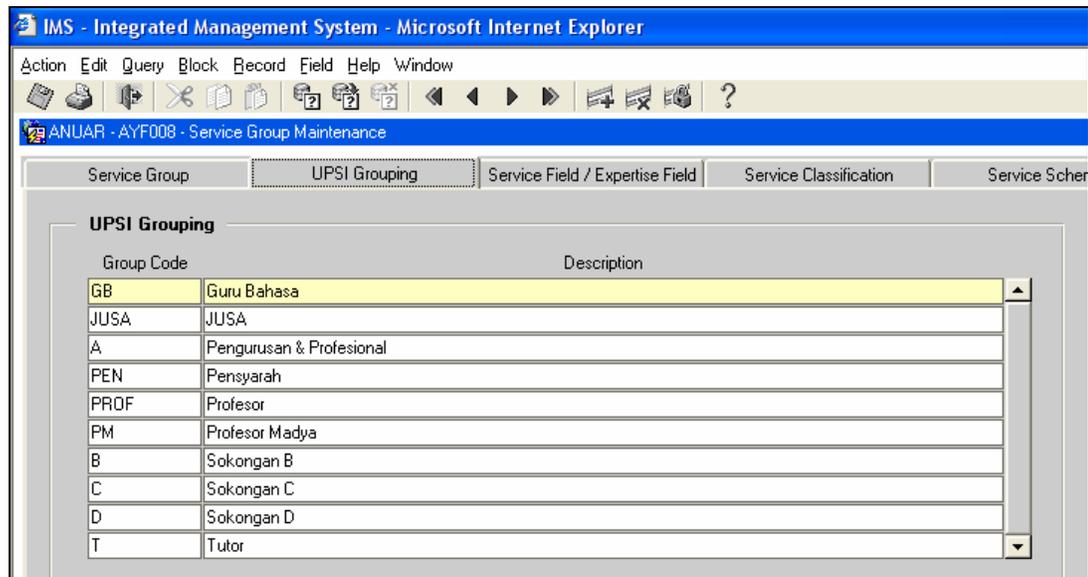


Figure 1.13 – Service Group Maintenance Screen: UPSI Grouping Tab

Adding UPSI Grouping Information

Select **UPSI Grouping Tab**

Place cursor in the **UPSI Grouping** frame.

Click **Insert Record** button to add new record.

Fill in the information needed:

Group Code: Type in UPSI group code.

Description: Type in UPSI group description.

Click **Save Record** button to save the record.

Editing UPSI Grouping Information

Select record to edit and make changes on it.

Click **Save Record** button to save the changes.

Deleting UPSI Grouping Information

Select record to delete and click **Remove Record** button.

Click **Save Record** button to save the changes.

Service Field/Expertise Field Tab

This screen allow user to maintain setup for service/expertise filed. The detail describe as below.

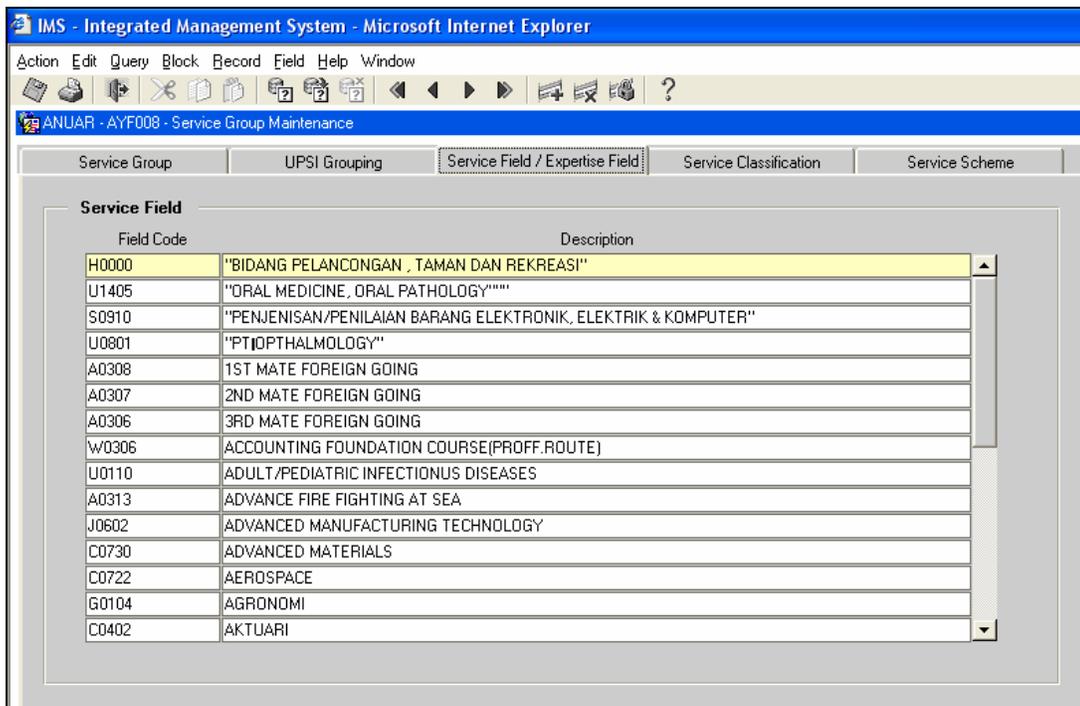


Figure 1.14 – Service Group Maintenance Screen: Service Field/Expertise Field Tab

Adding Service Field/Expertise Information

Place cursor in the **Service Field** frame

Click **Insert Record** button to add new record.

Fill in the information needed:

Field code: Type in service field code.

Description: Type in service field description

Click **Save Record** button to save the record.

Editing Service Field/Expertise Information

Select record to edit and make changes on it.

Click **Save Record** button to save the changes.

Deleting Service Field/Expertise Information

Select record to delete and click **Remove Record** button.

Click **Save Record** button to save the changes.

Service Classification Tab

This screen allow user to maintain setup for service classification. The detail describe as below.

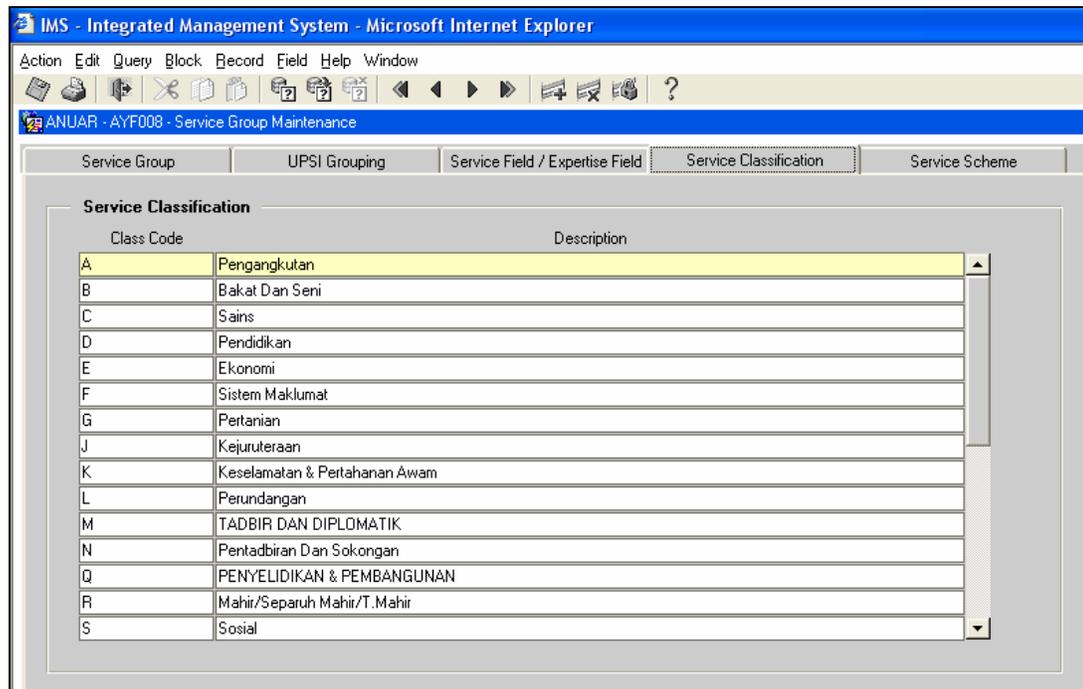


Figure 1.15 – Service Group Maintenance Screen: Service Classification Tab

Adding Service Classification Information

Select **Service Classification Tab**

Click **Insert Record** button to add new record.

Fill in the information needed:

Description: Type in description for the service classification.

Click **Save Record** button to save the record.

Editing Service Classification Information

Select record to edit and make changes on it.

Click **Save Record** button to save the changes.

Deleting Service Classification Information

Select record to delete and click **Remove Record** button.

Click **Save Record** button to save the changes.

Editing Service Scheme Information

Select record to edit and make changes on it.
Click **Save Record** button to save the changes.

Deleting Service Scheme Information

Select record to delete and click **Remove Record** button.
Click **Save Record** button to save the changes.

Administration Post

This screen allows staff to do setup for administration position information. Staff can add, update and delete the record. See **Figure 1.17**. The functions are described as follows.

Code	Administration Post	Monthly Allowance	Income Type	Service Type
01	KETUA JABATAN	300.00	A027	ELAUN KETUA JABATAN/F ... S0014 Dilantik sebagai Ketua Jabat ...
02	DEKAN	500.00	A026	ELAUN DEKAN ...
03	TIMB DEKAN	400.00	A026	ELAUN DEKAN ...
04	PENGARAH	400.00	A027	ELAUN KETUA JABATAN/F ...
05	TIMB PENGARAH			...
06	PENGERUSI RANCANGAN			...
07	PENYUNTING AKADEMIK			...
08	PENYELARAS	300.00	A027	ELAUN KETUA JABATAN/F ...
09	PEN PENYELARAS			...
10	PENGGAWA			...
11	PENOLONG PENGGAWA			...
12	PENG. J/K LUAR KAMP			...
13	PENYL BIMB & P LANJ			...
14	TIMB NAIB CANSELOR			...
15	KETUA RANCANGAN			...
16	AHLI JAWATANKUASA			...
17	PENG. RANC KO-K			...
18	PENYL RANCANGAN			...
19	FELLOW			...
20	NAIB CANSELOR			...

Figure 1.17 – Administration Post Screen

Opening Administration Post Screen

Click **Staff Information** on the menu bar.

Select **Service Setup Sub Menu**

Select **Administration Post**.

Viewing Administration Post Information

Place cursor in the **Administration Post** frame.

Click **Execute Query** button to view all records or click **Enter Query** Button and key in search criteria by entering “%xxx” to find for certain record and then click **Execute Query** button to view particular records.

Use Scroll bar to navigate through the records.

Adding Administration Post Information

Open **Administration Post** Screen

Click **Insert Record** button to add new record.

Fill in the information needed:

Administration Post: Type in administration post

Monthly allowance: Type in monthly allowance for the post.

Income Type: Select income type for the post from the list of value by click the “...” button.

Service Type: Select service type for the post from the list of value by click the “...” button.

Click **Save Record** button to save the record.

Editing Administration Post Information

Select record to edit and make changes on it.

Click **Save Record** button to save the changes.

Deleting Administration Post Information

Select record to delete and click **Remove Record** button.

Click **Save Record** button to save the changes.

My Profile Online Application

My Profile keeps all information of staff. It allows them to add, edit, delete and view for staff profile information. It will be used for current and future references for staff information. Staff need to login into the My UPSI web portal. Select the application to use.

The application is located under the **Human Resource** function. See **Figure 5.18** to view the resource book link. It is located on the left site screen.



Figure 1.18 – Human Resource Book Link Interface

Click on the **Human Resource book link** will display the list of function covered under the Human Resource task in the E-community portal. Staff can select My Profile link that located on the left screen. See **Figure 5.19**.



Figure 1.19 – My Profile Resource Book Link Interface

The link provide in the **My Profile** function are describe as follow. Staffs just click on the hyperlink to view the page.

Staff Info 1

This function views the information of staff personal information.

Viewing Staff Information

Click **Staff Info 1** Hyperlink. It will bring up to the Staff Info 1 Interface. See **Figure 1.20**.



The screenshot displays a web interface for viewing staff information. At the top left, there is a 'Profile' tab. The main content area is titled 'Staff Info 1' and features a profile picture of a man. Below the photo is a table of personal and professional details. The table includes fields such as Staff Id, Staff Name, Gender, No. of Child, Status, IC No., Passport No, Marital Status, Birth Date, Birth Place, Birth State, Race, Religion, Job, PTJ, Citizen, Current Address, Current City, State, Country, and Post Code. There are 'Edit' buttons in the top right and bottom right corners of the interface.

Staff Id	K00549
Staff Name	Ismail Bin Man
Gender	Lelaki
No. of Child	3
Status	Aktif
IC No.	590714085679
Passport No	
Marital Status	Berkahwin
Birth Date	14-Jul-1959
Birth Place	Bagan Tiang, Parit Buntar, Perak
Birth State	Perak
Race	Melayu
Religion	ISLAM
Job	PEG TADBIR N41
PTJ	Bahagian Sumber Manusia
Citizen	Malaysia
Current Address	107, Blok B, Kolej Za'ba, Kampus Sultan Azlan Shah, Universiti Pendidikan Sultan Idris
Current City	Tanjung Malim, Perak
State	Perak
Country	Malaysia
Post Code	35600

Figure 1.20 – Staff Info 1 Interface

Figure 1.20 show the details information off staff profile.

Editing Staff Information

Click on the **Edit** button on the top/bottom right of the screen. It will bring up to the page for Edit Staff Info page. See **Figure 1.21**

Profile	
Edit Staff Info 1	
Staff Id	K00549
Staff Name	Ismail Bin Man
Gender	Lelaki
No. of Child	3
Status	Aktif
IC No	590714085679
Passport No	
Marital Status	Berkahwin
Birth Date	14-Jul-1959
Birth Place	Bagan Tiang, Parit Buntar, Perak
Birth State	Perak
Race	Melayu
Religion	ISLAM
Job	PEG TADBIR N41
PTJ	Bahagian Sumber Manusia
Citizen	Malaysia
Current Address	107, Blok B, Kolej Za'ba, Kampus Sultan Azlan Shah, Universiti
Current City	Tanjung Malim, Perak
State	08 - Perak
Country	MYS - Malaysia
Post Code	35600
Current Password	<input type="password"/>
New Password	<input type="password"/>
Verify New Password	<input type="password"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Figure 1.21 – Edit Staff Information 1 Interface

Make changes to the information to edit.

Current Address: Type in current address.

Current City: Type in current address city.

State: Select current address state.

Country: Select current address Country.

Post Code: Type in current address post code.

Current Password: Type in staff current password.

New Password: Type in staff new password

Verify New Password: Re-enter staff new password.

After edit the information staff can submit the changes by click **Save** button.

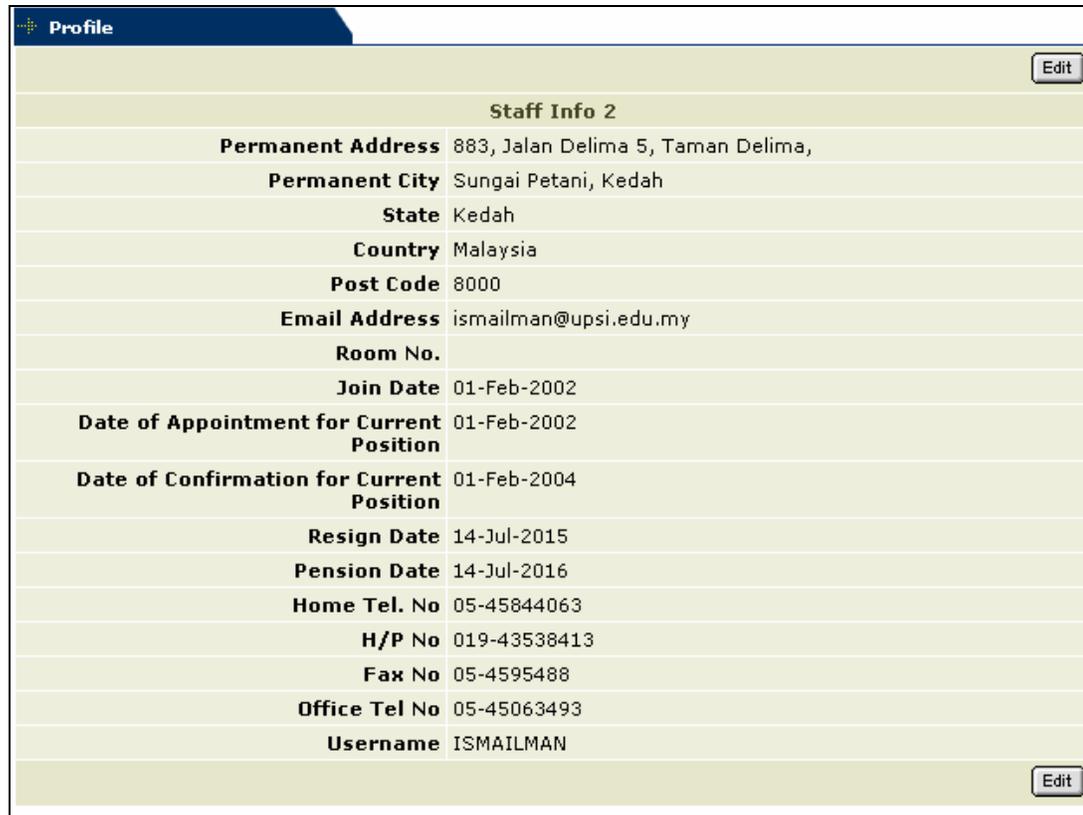
For not doing any changes staff can just click **Cancel** button to go back to the previous page.

Staff Info 2

This function allow user to view for staff detail information of staff contact and staff position.

Viewing Staff Info 2

Click on the Staff Info 2 Hyperlink under the My Profile link. It will bring up to the Staff Info 2 Interface. See **Figure 1.22**.



The screenshot shows a web interface for viewing staff information. At the top left, there is a 'Profile' tab. The main content area is titled 'Staff Info 2' and contains a list of fields and their corresponding values. An 'Edit' button is located in the top right corner of the form area.

Staff Info 2	
Permanent Address	883, Jalan Delima 5, Taman Delima,
Permanent City	Sungai Petani, Kedah
State	Kedah
Country	Malaysia
Post Code	8000
Email Address	ismailman@upsi.edu.my
Room No.	
Join Date	01-Feb-2002
Date of Appointment for Current Position	01-Feb-2002
Date of Confirmation for Current Position	01-Feb-2004
Resign Date	14-Jul-2015
Pension Date	14-Jul-2016
Home Tel. No	05-45844063
H/P No	019-43538413
Fax No	05-4595488
Office Tel No	05-45063493
Username	ISMAILMAN

Figure 1.22 – Staff Info 2 Interface

Editing Staff Detail Information

Click on **Edit** button at the top/bottom right of the screen. It will bring up to the Edit Staff Info 2 page. See **Figure 1.23**.

Profile	
Edit Staff Info 2	
Permanent Address	883, Jalan Delima 5, Taman Delima,
Permanent City	Sungai Petani, Kedah
State	Kedah
Country	Malaysia
Post Code	8000
Email Address	ismailman@upsi.edu.my
Room No.	
Join Date	01-Feb-2002
Date of Appointment for Current Position	01-Feb-2002
Date of Confirmation for Current Position	01-Feb-2004
Resign Date	14-Jul-2015
Pension Date	14-Jul-2016
Home Tel. No	05-45844063
H/P No	019-43538413
Fax No	05-4595488
Office Tel No	05-45063493
Username	ISMAILMAN
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Figure 1.23 – Edit Staff Information 2 page

Make changes for the information to edit.

Permanent Address: Type in permanent address.

Permanent City: Type in permanent city.

State: Select state from the list.

Country: Select Country from the list.

Post Code: Type in post code.

Home Tel. No: Type in home telephone number.

H/P No: Type in hand phone number.

Fax No: Type in fax number.

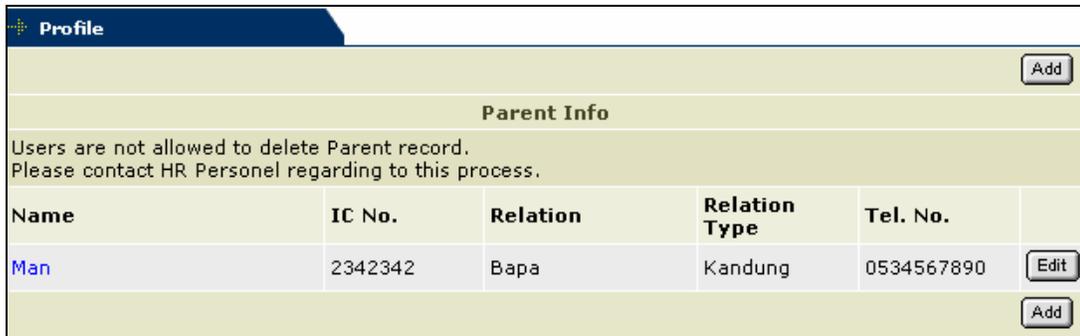
Office Tel No: Type in office telephone number.

After edit the information click **Save** button to save the changes.

To cancel edit the information click **Cancel** button and it will bring back to Staff Info 2 interface.

Parent Information

This function allow user to view for staff parent information. Click **Parent Hyperlink** under the **My Profile** link. It will bring up to the **Parent Info** Interface. See **Figure 1.24**.



Profile

Add

Parent Info

Users are not allowed to delete Parent record.
Please contact HR Personal regarding to this process.

Name	IC No.	Relation	Relation Type	Tel. No.	
Man	2342342	Bapa	Kandung	0534567890	Edit

Add

Figure 1.24– Parent Info Interface

Figure 1.24 show the list of staff parent. Staff can add, edit and view their parent information.

Add Parent Information

To add new parent information click **Add** button on the top/bottom right of Parent Info Interface.

It will bring up to the page for add Parent Info. See **Figure 1.25**.

Parent Info	
Name	Mariam bt Muhammad
IC No	34521654
Relation	Ibu
Relation Type	Kandung
Address	Kalumpang
City	Tg Malim
State	Perak
Country	Malaysia
Post Code	35241
Telephone Number	04-5584214
Save Cancel	

Figure 1.25 – Add Parent Info Interface

Fill in the information for add Parent Information

Name: Type in parent's name.

IC No: Type in parent's IC number.

Relation: Select relation from the list.

Relation Type: Select relation type from the list.

Address: Type in parent's address.

City: Select city from the list.

State: Select state form the list.

Country: Select country from the list.

Postcode: Type in postcode number.

Telephone Number: Type in parent's telephone number.

Click **Save** button to add the information.

To cancel for add the information just click **Cancel** button to go back to the previous page.

Edit Parent Information

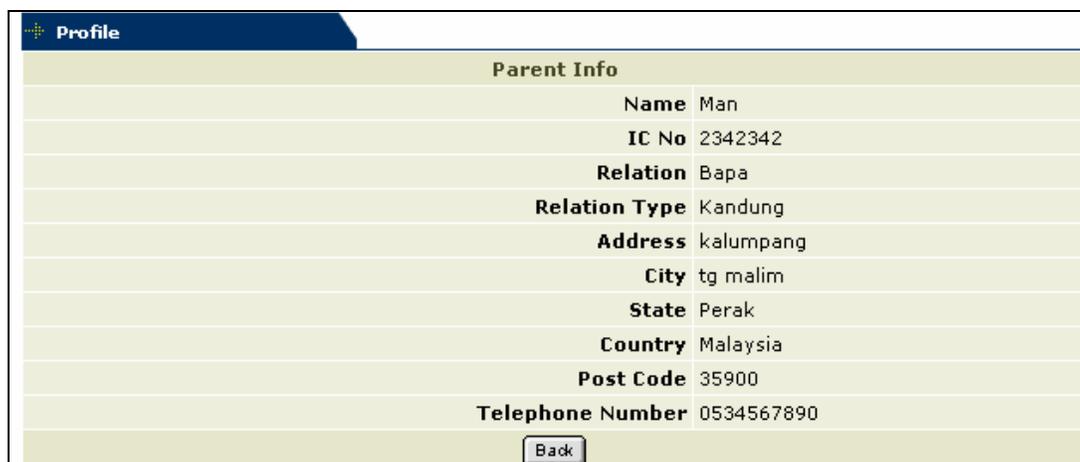
Staff can edit their parent information by click **Edit** button beside the parent's name. It will bring up to the Parent Info Interface. See **Figure 1.24**.

Make changes on the information then click **Save** button to save.

To cancel for edit the information just click **Cancel** button and it will bring back to the Parent Information main page.

View Parent Information

1. To view the detail information off parent, staff can click on the *Name hyperlink* (e.g. Man) at the **Parent Info** main page. It will bring up to the selected parent information. See **Figure 1.26**.



Parent Info	
Name	Man
IC No	2342342
Relation	Bapa
Relation Type	Kandung
Address	kalumpang
City	tg malim
State	Perak
Country	Malaysia
Post Code	35900
Telephone Number	0534567890
<input type="button" value="Back"/>	

Figure 1.26 – Parent Information page

2. **Figure 1.26** view the parent information. To close the page click **Back** button and it will bring back to the **Parent Information** interface.

Spouse Information.

This function allow user to view for staff parent information. Click **Spouse Hyperlink** under the **My Profile** link. It will bring up to the **Spouse Info** Interface. See **Figure 1.27**.

Profile			
			Add
Spouse Info			
Users are not allowed to delete Spouse and Children record. Please contact HR Personel regarding to this process.			
Spouse Name		Marriage Date	
aminah	--Children--	01/12/2004	Edit Add Children
Razak			Edit
ani	--Children--	01/12/2004	Edit Add Children
nadia			Edit
			Add

Figure 1.27 – Spouse Information Interface

Figure 5.27 show the list of staff spouse. Staff can add spouse, edit spouse information, view spouse information, add children, edit children information and view children information.

Add Spouse Information

Staff can add spouse information by click **Add** button on the top/bottom right of the Spouse Information Interface. It will bring up to the Spouse Detail Interface. See **Figure 1.28**.

Profile	
Spouse Info	
Spouse Details	
Name	<input type="text"/>
IC No	<input type="text"/>
Birth Date	21 Jan 2005
Marriage Date	01 Jan 2005
Divorce Date	01 Jan 2005 <input type="checkbox"/> (check if applicable)
Race	Melayu
Religion	ISLAM
Citizenship	Malaysia
Home Address	<input type="text"/>
City	<input type="text"/>
State	Luar Negeri
Country	Malaysia
Post Code	<input type="text"/>
Contact Number	<input type="text"/>
Email	<input type="text"/>
Spouse Job <input type="checkbox"/> (check if applicable)	
Job	<input type="text"/>
Spouse Job <input type="checkbox"/> (check if applicable)	
Job	<input type="text"/>
Employer	<input type="text"/>
Office Address	<input type="text"/>
State	...
Country	...
Post Code	<input type="text"/>
Start Date	01 Jan 2005
IncomeTax No	<input type="text"/>
IncomTax Branch	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Figure 1.28 – Add Spouse Information Interface

Fill in the information for add Spouse Information Details.

Name: Type in spouse name.

IC Number: Type in spouse IC number.

Birth Date: Select spouse birth date from the list.
Marriage Date: Select marriage date from the list.
Divorce Date: Select divorce date if applicable.
Race: Select race from the list.
Religion: Select religion from the list.
Citizenship: Select spouse citizenship from the list.
Home Address: Type in spouse home address.
City: Type in city.
State: Select address state from the list.
Country: Select address country from the list
Postcode: Type in address postcode.
Contact Number: Type in spouse contact number.
Email: Type in spouse email.
Job: Type in spouse job if applicable.
Employer: Type in spouse employer if applicable.
Office Address: Type in spouse office address if applicable.
State: Select spouse office address state from the list if applicable.
Country: Select spouse office address country from the list if applicable.
Postcode: Type in spouse office address postcode if applicable.
Start Date: Select spouse job start date from the list if applicable.
Income Tax Number: Select spouse income tax number if applicable.
Income Tax Branch: Type in spouse income tax branch if applicable.

Click **Save** button to save the information added.

To cancel add the spouse information click **Cancel** button and it will bring back to the Spouse Information Interface.

Edit Spouse Information

Staff can edit their spouse information by click **Edit** button beside the spouse name at the **Spouse Information** main page. It will bring up to the **Edit Spouse Detail** page. See **Figure 1.29**.

Profile	
Edit Spouse Info	
Spouse Details	
Name	Aminah
IC Number	700204056788
Birth Date	08 Dec 1964
Marriage Date	01 Dec 1997
Divorce Date	01 Jan 1950 <input type="checkbox"/> (check if applicable)
Race	Melayu
Religion	ISLAM
Citizenship of	Malaysia
Home Address	Kalumpang
City	Tanjung Malim
State	Perak
Country	Malaysia
Post Code	365210
Contact No	04-5246321
Email	
Spouse Job <input type="checkbox"/> (check if applicable)	
Job	
Employer	
Office Address	
State	...
Country	...
Post Code	
Start Date	01 Jan 1950
IncomeTax No	
IncomeTax Branch	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Figure 1.29 – Edit Spouse Information Interface

Make changes of the data:

Name: Type in spouse name.

IC Number: Type in spouse IC number.

Birth Date: Select spouse birth date from the list.

Marriage Date: Select marriage date from the list.

Divorce Date: Select divorce date if applicable.

Race: Select race from the list.

Religion: Select religion from the list.

Citizenship: Select spouse citizenship from the list.

Home Address: Type in spouse home address.

City: Type in city.

State: Select address state from the list.

Country: Select address country from the list

Postcode: Type in address postcode.

Contact Number: Type in spouse contact number.

Email: Type in spouse email.

Job: Type in spouse job if applicable.

Employer: Type in spouse employer if applicable.

Office Address: Type in spouse office address if applicable.

State: Select spouse office address state from the list if applicable.

Country: Select spouse office address country from the list if applicable.

Postcode: Type in spouse office address postcode if applicable.

Start Date: Select spouse job start date from the list if applicable.

Income Tax Number: Select spouse income tax number if applicable.

Income Tax Branch: Type in spouse income tax branch if applicable.

After updating the information click **Save** button to save the changes.

To cancel update the information click **Cancel** button and it will bring back to the Spouse Information main page.

View Spouse Information

To view spouse details information click *Spouse Name hyperlink* (e.g. Aminah). It will bring up to the Spouse Detail Interface. See **Figure 1.30**.

Spouse Info	
Spouse Details	
Spouse Name	aminah
IC Number	700204056788
Birth Date	08-Dec-2004
Marriage Date	01-Dec-2004
Divorce Date	
Race	Melayu
Religion	ISLAM
Citizenship	Malaysia
Home Address	
City	
State	Wilayah Persekutuan Putrajaya
Country	Malaysia
Postcode	
Contact No	
Email	
Spouse Job	
Job	
Employer	
Office Address	
State	
Country	
Postcode	
Start Date	
IncomeTax No	
IncomTax Branch	
<input type="button" value="Back"/>	

Figure 1.30 – Spouse Details Interface

Figure 5.30 shows the spouse detail information.

Click **Back** button to exit from the screen and it will bring back to the Spouse Info Interface.

Add Children Information

Staff can add children information by click **Add Children** button. It will bring up to the page for add children information. See **Figure 1.31**.

The screenshot shows a web interface titled "Profile" with a sub-section "Children Info". The form contains the following fields and controls:

- Birth Certificate No./IC No.:** A text input field.
- Name:** A text input field.
- Relation:** A dropdown menu with "Anak Kandung" selected.
- Birth Date:** Three dropdown menus for day (21), month (Jan), and year (2005).
- State:** A dropdown menu with "Luar Negeri" selected.
- Gender:** A dropdown menu with "Lelaki" selected.
- Email:** A text input field.
- Buttons:** "Save" and "Cancel" buttons at the bottom right.

Figure 1.31 – Children Info Interface

Fill in the information for children.

Birth Certificate No. /IC No.: Type in birth certificate number.

Name: Type in children's name.

Relation: Select relation from the list.

Birth Date: Select children's birth date

State: Select state from the list.

Gender: Select children's gender.

Email: Type in children's email.

Click **Save** button to add the information.

Click **Cancel** button to cancel adding the information and it will bring back to the Staff Spouse Information main page.

Edit Children Information

Staff can edit children's information by click **Edit** button beside the children's name. It will bring up to the **Children Info Interface**. See **Figure 1.27**.

Make changes for the information and click **Save** button.

To cancel edit the children's information click **Cancel** button and it will bring back to the **Staff Info Interface**.

View Children Information

Staff can view their children information listed by click on the **Children Name hyperlink** (e.g. Razak). It will bring up to the Children Info Interface. See **Figure 1.32**.



The screenshot shows a web interface titled "Profile" with a sub-section "Children Info". The information is presented in a table-like format with the following details:

Birth Certificate No./IC No.	52463521
Name	Razak
Relation	Anak Kandung
Birth Date	05-JAN-2005
State	Perak
Gender	Lelaki
Email	

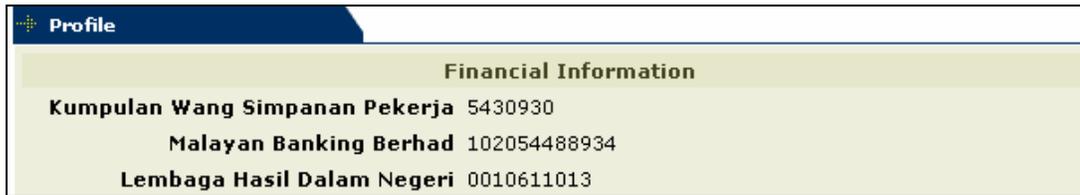
At the bottom of the card, there is a "Back" button.

Figure 1.32 – Children Info Interface

Figure 1.52 show the detail information of the selected children. Click **Back** button to return back to the **Spouse Info** Interface.

Financial Information

This function allow user to view for their financial Information. Click **Finance Hyperlink** under **My Profile** link. It will bring up to the **Financial Information Interface**. See **Figure 1.33**.



The screenshot shows a user profile interface. At the top left, there is a blue tab labeled 'Profile'. Below this, a light green header contains the text 'Financial Information'. The main content area is white and lists three financial institutions with their respective identification numbers:

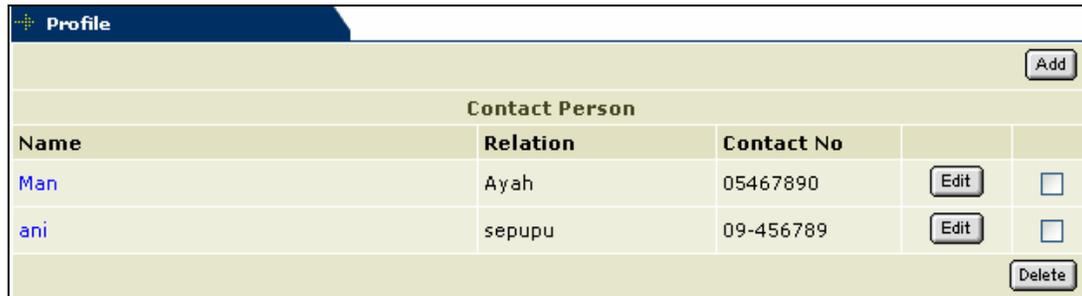
Financial Information	
Kumpulan Wang Simpanan Pekerja	5430930
Malayan Banking Berhad	102054488934
Lembaga Hasil Dalam Negeri	0010611013

Figure 1.33– Financial information page

Figure 5.33 view the financial information of staff.

Contact Person Information.

This function allow user to view for their contact person information. Click **Contact Person Hyperlink** under **My Profile** link. It will bring up to the **Contact Person Interface**. See **Figure 1.34**.



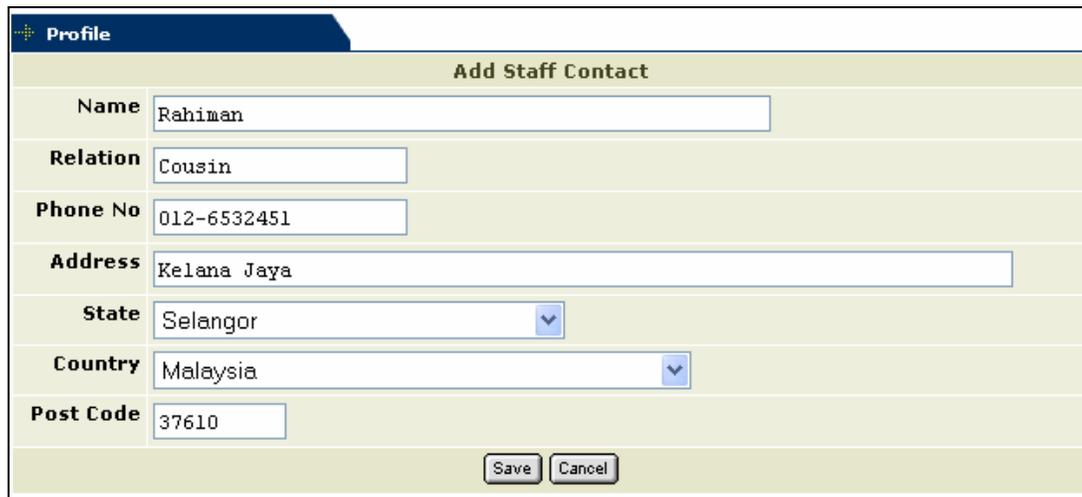
Profile				
Contact Person				
Name	Relation	Contact No		
Man	Ayah	05467890	Edit	<input type="checkbox"/>
ani	sepupu	09-456789	Edit	<input type="checkbox"/>
Delete				

Figure 1.34 – Contact Person Interface

Figure 3.36 shows the staff contact person information. Staff can add, edit and delete their contact person information.

Add New Contact Information

Staff can add their contact person by click **Add** button on the top right of the screen. It will bring up to the **Add Staff Contact Interface**. See **Figure 1.35**.



Profile	
Add Staff Contact	
Name	<input type="text" value="Rahiman"/>
Relation	<input type="text" value="Cousin"/>
Phone No	<input type="text" value="012-6532451"/>
Address	<input type="text" value="Kelana Jaya"/>
State	<input type="text" value="Selangor"/>
Country	<input type="text" value="Malaysia"/>
Post Code	<input type="text" value="37610"/>
Save Cancel	

Figure 1.35 – Add Staff Contact Interface.

Fill in the information for the staff contact:

Name: Type in contact name.

Relation: Type in contact relation.

Phone No.: Type in contact phone number.

Address: Type in contact address.

State: Select contact state from the list.

Country: Select contact country from the list.

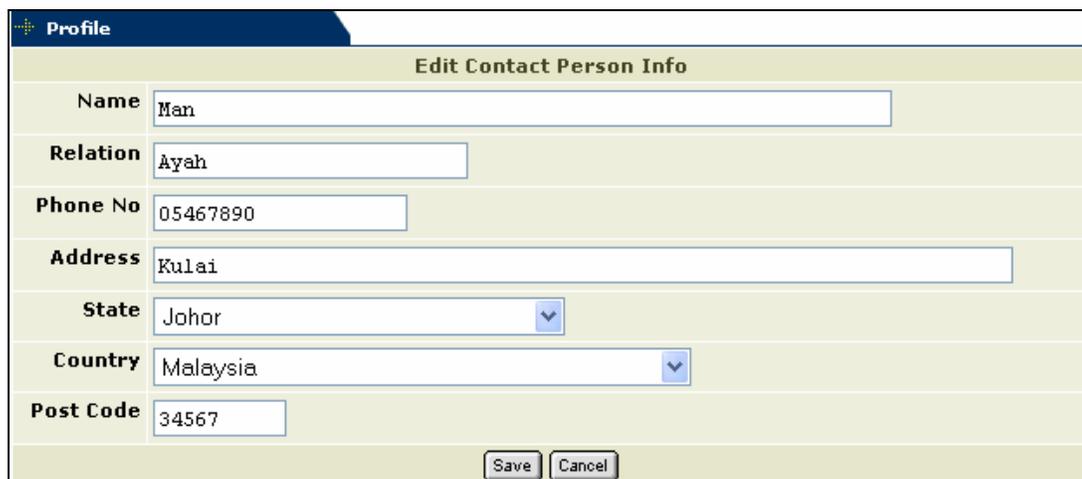
Post Code: Type in contact post code.

Click **Save** button to save the contact information.

To cancel add contact information click **Cancel** button and it will bring back to the **Contact Person Interface**.

Edit Staff Contact Information

Staff can edit contact information by click **Edit** button beside the contact name at Contact Person main page. It will bring up to **Edit Contact Person Info** page. See **Figure 1.36**.



Profile	
Edit Contact Person Info	
Name	Man
Relation	Ayah
Phone No	05467890
Address	Kulai
State	Johor
Country	Malaysia
Post Code	34567
Save Cancel	

Figure 1.36 – Edit Contact Person Info Interface

Make changes for the information to edit:

Name: Type in contact name.

Relation: Type in contact relation.

Phone No.: Type in contact phone number.

Address: Type in contact address.

State: Select contact state from the list.

Country: Select contact country from the list.

Post Code: Type in contact post code.

Click **Save** button to save the changes.

To cancel edit the information click **Cancel** button and it will bring back to the Contact Person main page.

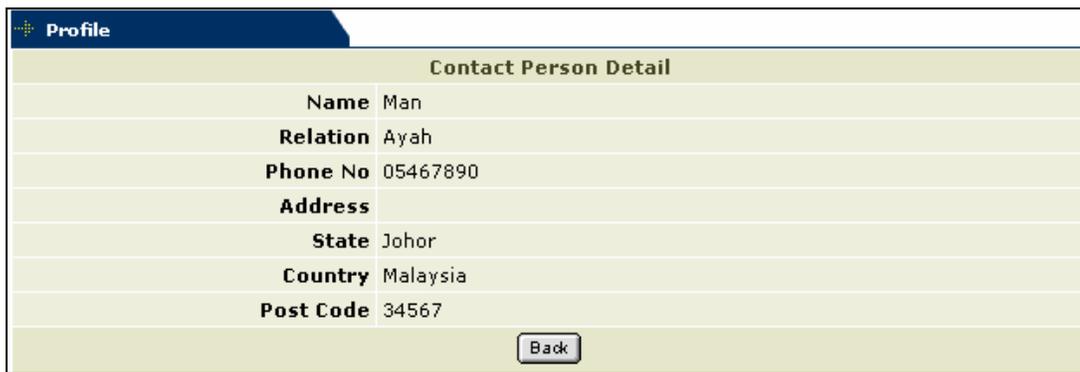
Delete Contact Information

Staff can delete their listed contact information. Select the contact by click on the **Check Box** and click **Delete** button on the bottom up of the page to remove the contact.

The selected contact has been deleted.

View Contact Person

Staff can view their contact person information by click on the **Name hyperlink** (e.g. Man) at the **Contact Person Interface**. It will bring up to the **Contact Person Detail Interface**. See **Figure 1.37**.



Contact Person Detail	
Name	Man
Relation	Ayah
Phone No	05467890
Address	
State	Johor
Country	Malaysia
Post Code	34567
<input type="button" value="Back"/>	

Figure 1.37 – Contact Person Detail Interface

Click **Back** button to return back to the **Contact Person Interface**.

Staff Profile

This screen allows user to maintain profile of staff. The users of this screen are Human Resources Department and other owners of human resources e.g. Pusat Penyelidikan Pelajar for Research Assistant and Bahagian Akademik for Visiting Professors. Each human resources owner may view and update records of their own staff only. Except for HRD, other owners may add new staff using this screen.

Show the Staff Information Form. See **Figure 1.38**.

Staff Info Tab

This screen allow user to maintain staff detail information. The detail describe as below.

http://10.10.1.26:7780 - IMS - Integrated Management System - Microsoft Internet Explorer

Action Edit Query Block Record Field Help Window

ANUAR - APF001 - Staff Profile Maintenance

Staff Info | Service Info (1) | Service Info (2) | Family | Parents/Contact | Qualification | Others | System

Record : /

Staff Id
Title
New IC
Passport No
Birth State
Birth Place
Marital

Old IC
DOB
Age

Position
Grade
PTJ/Faculty
Admin. Post
PTJ/Faculty

Religion
Race
Citizen
Gender
Uniform
Disability

Bloodtype Tidak Pasti

Current Address
Address
Postcode City
State
Country

Permanent Address
Address
Postcode City
State
Country

Office Address
Room No
Address
Postcode City
State
Country

Contact Number
Email
Office No
Home No
H/P No
Fax No

Figure 1.38 – Staff Profile Form: Staff Info Tab

Opening Staff Profile Form

Select **Staff Information** from the menu bar.

Select **Staff Profile** sub menu

Select Tab to view:

- i. **Staff Info Tab:** To maintain staff detail information.
- ii. **Service Info1Tab:** To maintain staff service information.
- iii. **Service Info 2 Tab:** To maintain other information for staff service
- iv. **Family Tab:** To maintain staff family information.
- v. **Parents/Contact Tab:** To maintain staff contact information
- vi. **Qualification Tab:** To maintain staff qualification information
- vii. **Other Tab:** To maintain staff other information
- viii. **System Tab:** To maintain staff system information

Viewing Staff Profile Information

1. Select desired tab to view.
2. Click on the desired frame.
3. Click **Execute Query** button to view all records or click **Enter Query** Button and key in search criteria and then click **Execute Query** button to view particular records.
4. Use Scroll bar to navigate through the records.

Adding new Staff Information

Select **Staff Info Tab**.

Click **Insert Query** button to insert new record.

Fill in the information needed for adding new staff Information in the desired frame:

Staff Information Frame: Fill in the information for complete the staff profile personal data.

Current Address Frame: Type in staff information for current address.

Permanent Frame: Type in staff information for permanent address.

Office Address Frame: Type in staff information for office address.

Contact Number Frame: Type in staff information for staff contact number.

Click **Save** button to save the information added

Editing Staff Information

Select **Staff Info** Tab

Place cursor in the desired frame.

Select record to edit and make changes on it.

Click **Save** button to save the changes

Service Info(1) Tab

This screen allow user to maintain information for staff service. The detail describe as below.

The screenshot shows the 'Service Info (1)' tab of the 'Staff Profile Maintenance' form. The browser address bar indicates the URL is 'http://10.10.1.26:7780 - IMS - Integrated Management System - Microsoft Internet Explorer'. The form is divided into several sections:

- Personal and Service Dates:** Fields for Join Date, Govt Join Date, Resign Date, Pension Date, Pension Age, Salary Increment Date (dd-mm), and Old Id.
- Job Details:** Fields for Status, Job Status, Salary Status (dropdown), Pension Status, Option Date, and Disciplinary.
- Other Service Information:** Fields for Start Date, Position, Grade, Specification, PT/J/ Faculty, Jabatan / Unit, Confirm Date, Branch / Centre, Salary Matrix, and Confirm Status.
- Other Service Information:** Fields for Govt Agency (if seconded), Start Date, and End Date.
- Administration Post / Acting / Covering Position:** A table with columns: Status, Position, PT/J/Faculty, Start Date, and End Date.
- Contract / Service Extension:** A table with columns: Seq, Start Date, End Date, Duration, and Type.
- Contractual Bond:** A table with columns: Start Date, End Date, and Reason.
- Allowances:** A table with columns: Allowance Type, Start Date, End Date, and Amount.

Figure 1.39 – Staff Profile Form: Service Info Tab

Adding Other Service Information

1. Select **Service Info 1** Tab
2. Place cursor in the **Other Service Information** frame
3. Click **Insert Record** button to add new record
4. Fill in the information needed:

Govt Agency: Type in agency for the service

Start Date: Type in start date for the service

End Date: Type in end date for the service

Click **Save Record** button to save the changes

Adding Administration Post/Acting/Covering Position Information

1. Select **Service Info 1** tab
2. Place cursor in the **Administration Post/Acting/Covering Position Information** frame
3. Click **Insert Record** button to add new record
4. Fill in the information needed:
 - Status:** Select status from the list of value by click “..” button
 - Position:** Select position from the list of value by click “...” button.
 - PTJ/Faculty:** Select PTJ/Faculty from the list of value by click “...” button
 - Start Date:** Type in start date for the position
 - End Date:** Type in end date for the position
5. Click **Save Record** button to save the changes

Service Info(2) Tab

This screen allow user to maintain other information for staff service. The detail describe as below.

The screenshot shows the 'Service Info 2' tab of the Staff Profile Maintenance form. It contains three main data entry sections:

- Statutory Account Info:** A table with columns: No, Account, Description, Type, Description, Acct No, Salary Bank?, Branch, and Status.
- Service History:** A table with columns: From, Until, Position, PTJ/Faculty, Job Status, Confirmation Date, and Type.
- Working Experience:** A table with columns: No, Employer *, Position, Type, From, and To. A date format note '(mm-yyyy or dd-mm-yyyy)' is visible at the bottom right of this section.

Figure 5.40– Staff Profile Form: Service Info 2Tab

Adding Statutory Account Information

1. Select **Service Info 2 Tab**
2. Place cursor in the **Statutory Account Info** frame
3. Click **Insert Record** button to add new record
4. Fill in the information needed:

No: Number is auto generated by the system

Account: Select account from the list of value by click “...” button. It will display the **account description**.

Type: Select account type from the list of value by click “...” button. It will display **account type description**.

Acct No: Type in account number

Salary Bank?: Tick whether the account use for salary or not

Branch: Type in branch for bank account

Status: Select status for the account.

5. Click **Save Record** button to save the changes

Adding Service History Information

1. Select **Service Info 2** Tab
2. Place cursor in the **Statutory Account Info** frame
3. Click **Insert Record** button to add new record
4. Fill in the information needed:
 - From:** Type in date from for the service history
 - Until:** Type in date to for the service history
 - Position:** Select position for the service from the list of value by click “...” button.
 - PTJ/Faculty:** Select PTJ/Faculty from the list of value by click “...” button
 - Job Status:** Select job status from the list of value by click “...” button
 - Confirmation Date:** Type in confirmation date for the service history
 - Type:** Select service type from the drop down list.
5. Click **Save Record** button to save the changes

Adding Working Experience Information

1. Select **Service Info 2** Tab
2. Place cursor in the **Working Experience 2** frame
3. Click **Insert Record** button to add new record
4. Fill in the information needed:
 - i. **No:** Number is auto generated by the system
 - ii. **Employer:** Type in employer name
 - iii. **Position:** Type in position
 - iv. **Type:** Type in working type
 - v. **From:** Type in experience date from
 - vi. **To:** Type in experience date to
5. Click **Save Record** button to

Editing Service Info2 Information

Select record to edit and make changes on it. Only selected record can be edited.
Click **Save** button to save the changes.

Deleting Service Info2 Information

Select data to remove then click **Remove Record** button.

Click **Save** button to save the changes.

Family Tab

This screen allow user to maintain information for staff family. The detail describe as below.

The screenshot shows a web browser window titled "IMS - Integrated Management System - Microsoft Internet Explorer". The address bar shows "SHUHIR - APF001 - Staff Profile Maintenance". The browser's menu bar includes "Action", "Edit", "Query", "Block", "Record", "Field", "Help", and "Window". The browser's toolbar contains various navigation and utility icons. The main content area displays the "Staff Profile Maintenance" form with the "Family" tab selected. The form is organized into several sections:

- Spouse Info:** Includes fields for Name*, IC No, Marital Status (dropdown), Marriage Date, Religion, Race, Citizen, Contact No, Start Working Date, Birth Date, Age, Divorce Date, and Email Add.
- Home:** Includes fields for Address, Postcode, State, and Country, with a "City" label next to the Address field.
- Office:** Includes fields for Employer, Designation, Address, State, Country, and Postcode.
- Spouse's Tax Info:** Includes fields for Tax No and Tax Branch.
- Children:** A list of three child records, each with fields for IC No / Cert No, Name *, Birth, State, Age, Tax Relief, Gender, and Relation (dropdown). The first record is highlighted in yellow.

Figure 1.41 – Staff Profile Form: Family Tab

Adding Spouse Information

Select **Family Tab**.

Place cursor in the **Spouse Info** frame

Fill in the information needed for adding new the information.

Name: Type in spouse name

IC No: Type in spouse IC number
Birth Date: Type in spouse birth date
Age: Type in spouse age
Marital Status: Select marital status from the drop down list
Marriage Date: Type in marriage date
Divorce Date: Type in divorce date
Religion: Select religion from the list of value by click “...” button
Race: Select race from the list of value by click “...” button
Citizen: Select citizen from the list of value by click “...” button
Contact No: Type in contact number from the list of value
Email Add: Type in email address from the list of value
Start Working Date: Type in start working date

Click **Save Record** button to save the data.

Adding Home Information

1. Select **Family Tab**.
2. Place cursor in the **Home** frame
3. Fill in the information needed for adding new the information:
 - i. **Address:** Type in home address
 - ii. **Postcode:** Type in postcode
 - iii. **City:** Type in city
 - iv. **State:** Select state from the list of value by click “...” button
 - v. **Country:** Select country from the list of value by click “...” button
4. Click **Save Record** button to save the changes

Adding Office Information

1. Select **Family Tab**.
2. Place cursor in the **Office** frame
3. Fill in the information needed for adding new the information:
 - i. **Employer:** Type in employer name
 - ii. **Designation:** Type in office designation name
 - iii. **Address:** Type in office address
 - iv. **State:** Select state from the list of value by click on the “...” button.

- v. **Country:** Select country from the list of value by click on the “...” button
 - vi. **Postcode:** Type in office post code.
4. Click **Save Record** button to save the changes

5.4.4.4 Adding Spouse Tax Information

1. Select **Family Tab**.
2. Place cursor in the **Spouse’s Tax Info** frame
3. Fill in the information needed for adding new the information:
 - i. **Tax No:** Type in spouse’s tax number
 - ii. **Tax Branch:** Type in tax branch
4. Click **Save Record** button to save the changes

Adding Children Information

1. Select **Family Tab**.
2. Place cursor in the **Spouse Info** frame
3. Fill in the information needed for adding new the information:
 - i. **IC No/Cert No:** Type in children’s IC number or certificate number
 - ii. **DOB:** Type in children’s date of birth
 - iii. **Age:** Type in children’s age
 - iv. **Name:** Type in children’s name
 - v. **Birth State:** Select children’s birth state from the list of value by click “...” button
 - vi. **Tax Relief:** Select children’s tax relief from the list of value by click “...” button
 - vii. **Gender:** Select children’s gender from the list of value by click “...” button
 - viii. **Relation:** Select relation from the drop down list
 - ix. **Email Addr:** Type in children’s email address
4. Click **Save Record** button to save the changes

Editing Family Info

Place cursor in the desired frame
Select record to edit and make changes on it.
Click **Save** button to save the changes.

Deleting Family Info

Place cursor in the desired frame

Select record to remove then click **Remove Record** button.

Click **Save Record** button to save the changes.

Parents/Contact Tab

This screen allow user to maintain information for staff parents/contact. The detail describe as below.

The screenshot shows a web browser window titled "IMS - Integrated Management System - Microsoft Internet Explorer". The address bar shows "SHUHIR - APF001 - Staff Profile Maintenance". The browser's menu bar includes "Action", "Edit", "Query", "Block", "Record", "Field", "Help", and "Window". The browser's toolbar contains various navigation and utility icons. The main content area displays a tabbed interface with the following tabs: "Staff Info", "Service Info", "Service Info", "Family", "Parents/Contact", "Qualification", "Others", and "System". The "Parents/Contact" tab is active and contains two main sections:

- Parents / Other Dependents:** This section contains two vertically stacked frames. Each frame has a vertical scrollbar on the right. The top frame has the following fields: Name (text), IC No (text), Relationship (text with a dropdown arrow), Type (dropdown), Address (text), Postcode (text), City (text), State (text with a dropdown arrow), Country (text with a dropdown arrow), and Telephone No (text). The bottom frame has the same set of fields.
- Contact Person Info:** This section contains two vertically stacked frames. Each frame has the following fields: No (text), Name (text), Relation (text), Address (text), State (text with a dropdown arrow), Country (text with a dropdown arrow), Postcode (text), and Tel No (text).

Figure 1.42 – Staff Profile Form: Parents/Contact Tab

Adding Parents/Other Dependents Information

Select **Parents/Contact** tab.

Place cursor in the **Parents/Other Dependents** frame

Fill in the information needed for adding new the information in the desired frame:

Name: Type in parent name

IC No: Type in IC number

Relationship: Select relationship from the list of value by click “...” button

Type: Select type from the drop down list

Address: Type in address

Postcode: Type in postcode

City: Type in city

State: Select state from the list of value by click “...” button

Country: Select country from the list of value by click “...” button

Telephone No: Type in telephone number

Click **Save** button to save the data.

Adding Contact Person Information

1. Select **Parents/Contact** tab.
2. Place cursor in the **Contact Person Info** frame
3. Fill in the information needed for adding new the information in the desired frame:
 - i. **No:** Number is auto generated by the system
 - ii. **Name:** Type in contact name
 - iii. **Relation:** Type in contact person relation
 - iv. **Type:** Select type from the drop down list
 - v. **Address:** Type in address
 - vi. **Postcode:** Type in postcode
 - vii. **City:** Type in city
 - viii. **State:** Select state from the list of value by click “...” button
 - ix. **Country:** Select country from the list of value by click “...” button
 - x. **Telephone No:** Type in telephone number
4. Click **Save Record** button to save the data.

Editing Parents/Contact Info

Place cursor in the desired frame

Select record to edit and make changes on it.

Click **Save** button to save the changes.

Deleting Parents/Contact Info

Place cursor in the desired frame

Select record to remove then click **Remove** record button.
Click **Save** button to save the changes.

Qualification Tab

This screen allow user to maintain information for staff qualification. The detail describe as below.

The screenshot shows a web browser window titled "IMS - Integrated Management System - Microsoft Internet Explorer". The address bar shows "SHUHIR - APFD01 - Staff Profile Maintenance". The browser's menu bar includes "Action", "Edit", "Query", "Block", "Record", "Field", "Help", and "Window". The browser's toolbar contains various navigation icons. The main content area displays the "Staff Profile Maintenance" form with the "Qualification" tab selected. The form has a navigation bar at the top with tabs for "Staff Info", "Service Info", "Family", "Parents/Contact", "Qualification", "Others", and "System".

The "Higher Qualification" section contains the following fields:

- No:
- Name:
- Level:
- Institution Name:
- Year From:
- Year To:
- Pengkhususan:
- Bidang:
- Class:
- CGPA:

The "School Qualification" section contains a table with the following columns: "School Exam", "School Name", and "Year".

The "Subject Result" section contains a table with the following columns: "Subject Code" and "Result".

At the bottom of the form, there is a status bar that reads "Record: 1/1" and a button labeled "<OSC>".

Figure 1.43 – Staff Profile Form: Qualification Tab

Adding Higher Qualification Information

Select **Qualification Tab**

Place cursor in the **Higher Qualification** frame

Fill in the information needed for adding new the information in the desired frame:

No: Number is auto generated by the system

Name: Type in qualification name

Level: Type in qualification level

Institution Name: Type in institution name

Year From: Type in qualification year from

Year To: Type in qualification year to

Pengkhususan: Type in majoring

Bidang: Type in area

Class: Type in qualification class

CGPA: Type in CGPA

Click **Save Record** button to save the data.

Adding School Qualification Information

1. Select **Qualification Tab**
2. Place cursor in the **School Qualification** frame
3. Fill in the information needed for adding new the information in the desired frame:
 - School Exam:** Select school exam from the list of value by click on the “...” button
 - School Name:** Type in school name
 - Year:** Type in year
4. Click **Save Record** button to save the changes

Adding School Qualification Information

1. Place cursor in the **School Qualification** frame
2. Fill in the information needed for adding new the information in the desired frame:
 - i. **School Exam:** Select school exam from the list of value by click on the “...” button
 - ii. **School Name:** Type in school name
3. Click **Save Record** button to save the changes

Editing Qualification Info

Place cursor in the desired frame
Select record to edit and make changes on it.
Click **Save Record** button to save the changes.

Deleting Qualification Info

Place cursor in the desired frame
Select record to remove then click **Remove** record button.
Click **Save Record** button to save the changes.

Others Tab

This screen allow user to maintain other information of staff. The detail describe as below.

The screenshot shows a web browser window titled "IMS - Integrated Management System - Microsoft Internet Explorer". The address bar shows "SHUHIR - APF001 - Staff Profile Maintenance". The browser's menu bar includes "Action", "Edit", "Query", "Block", "Record", "Field", "Help", and "Window". The browser's toolbar contains various navigation icons. The main content area displays the "Staff Profile Maintenance" form with several tabs: "Staff Info", "Service Info", "Service Info", "Family", "Parents/Contact", "Qualification", "Others" (selected), and "System".

The "Others" tab contains two main sections:

- Awards:** This section contains three rows of form fields. Each row starts with a "No" field (checkbox) and an "Award" field (text input with a dropdown arrow). Below each "Award" field is a long text input field for "Award Name (if others)". Below the "Award Name" field are two more fields: "Awarded By" and "Date Awarded".
- Asset Declaration:** This section contains a table with the following columns: "Seq", "Declaration Type", "Date Declare", "Approved By", and "Approved Date". The table has several rows, with the first row highlighted in yellow.

At the bottom of the browser window, the status bar shows "Record: 1/1" and a navigation button labeled "<-OSC>".

Figure 1.44 – Staff Profile Form: Others Tab

Adding Awards Information

Select **Others Tab**

Place cursor in the Awards frame

Click **Insert Record** button to add new record.

Fill in the information needed for adding new the information

No: Award number is auto generated by the system

Award: Select award name from the list of value by click on the “...” button

Award Name: Type in award name if the award is not in the list of value.

Awarded By: Type in awarded by name

Date Awarded: Type in date for the award

Click **Save Record** button to save the data.

Editing Awards Info

Select record to edit and make changes on it.

Click **Save Record** button to save the changes.

Deleting Awards Info

Select record to remove then click **Remove** record button.
Click **Save Record** button to save the changes.

System Tab

This screen allow user to maintain system information for staff. The detail describe as below.

The screenshot shows a web browser window titled "IMS - Integrated Management System - Microsoft Internet Explorer". The address bar displays "SHUHIR - APF001 - Staff Profile Maintenance". The browser's menu bar includes "Action", "Edit", "Query", "Block", "Record", "Field", "Help", and "Window". The main content area features a navigation menu with tabs: "Staff Info", "Service Info", "Service Info", "Family", "Parents/Contact", "Qualification", "Others", and "System". The "System" tab is selected. Below the menu is a "User Creation" form with two input fields: "Username" and "Message", and a "Create" button. The status bar at the bottom indicates "Record: 1/1" and "<OSC>".

Figure 1.45 – Staff Profile Form: System Tab

Creating IMS User Account

Select **System** tab.

Place cursor in the **User Creation** frame

Fill in staff **username** for the system.

Click **Create** button to save the data.

Staff Qualification

This function allow user to store information of staff qualification. The function describe as below.

Staff Info Tab

This screen allow user to maintain staff information. The detail describe as below.

The screenshot shows a web browser window titled "IMS - Integrated Management System - Microsoft Internet Explorer". The address bar shows "ISMAILMAN - APF047 - Staff Qualification". The browser has a menu bar with "Action", "Edit", "Query", "Block", "Record", "Field", "Help", and "Window". Below the menu bar is a toolbar with various icons. The main content area has three tabs: "Staff Info", "Higher Education", and "School". The "Staff Info" tab is selected. The form contains several input fields and dropdown menus. At the top right, there is a "Record:" field with a dropdown and a "/" symbol. The fields are: Staff Id, Title, DOB, Age, Gender, Status, Job Status, Start Date, Position, Grade, Salary Matrix, Specification, PTJ/ Faculty, Jabatan / Unit, Branch / Centre, Admin. Post, and PTJ/Faculty. Each field has a small "..." button to its right, indicating a search or selection function.

Figure 1.46 – Staff Qualification Screen: Staff Info Tab

Opening Staff Qualification

Click **Staff Information** on the menu bar.

Select **Staff Qualification** sub menu

Select Tab to view:

Staff Info Tab: To view staff detail information

Higher Education Tab: To maintain staff higher education information

School Tab: To maintain staff school information

Viewing Staff Qualification Information

Select desired tab to view.

Click on the desired frame.

Click **Execute Query** button to view all records or click **Enter Query** Button and key in search criteria by entering “%xxx” to find for certain record and then click **Execute Query** button to view particular records.

Use Scroll bar to navigate through the records.

Higher Education Tab

This screen allow user to maintain information for staff higher education. The detail describe as below.

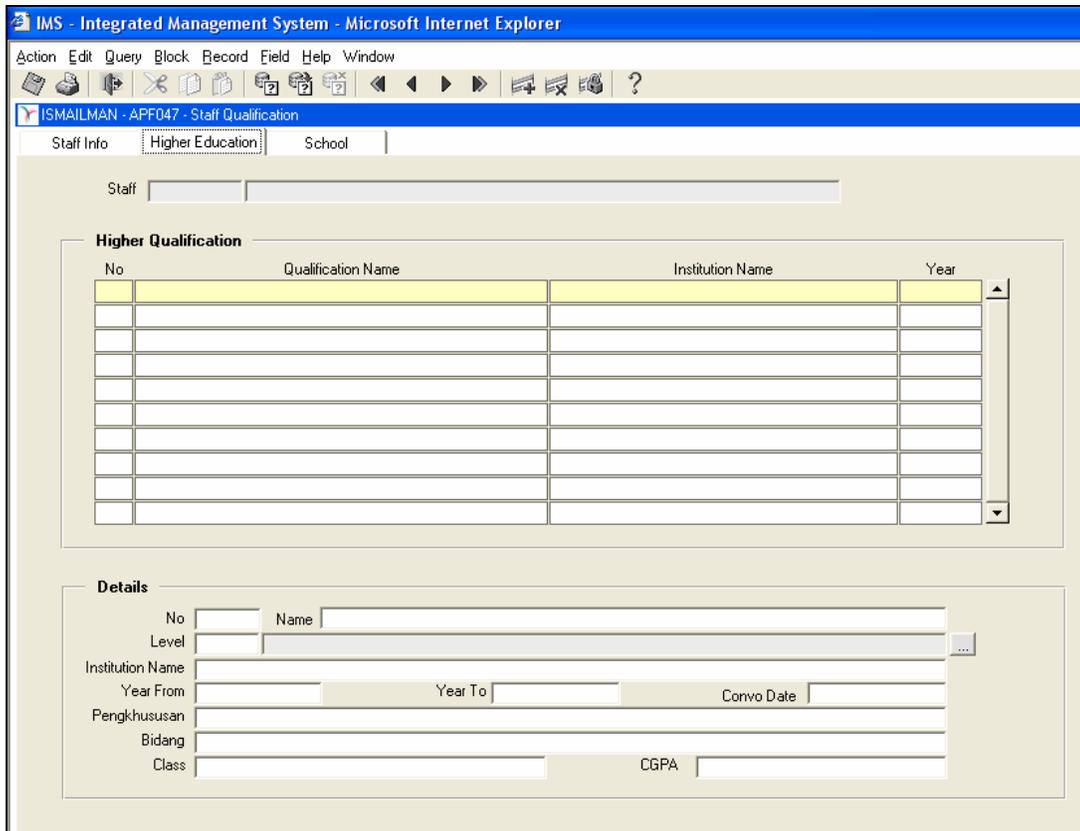


Figure 1.47 – Staff Qualification Screen: Higher Education Tab

Adding Higher Education Information

Select **Higher Education** Tab

Place cursor in the desired frame.

Click Insert Record button to add new record

Fill in the information needed for higher education.

Name: Type in qualification name.

Level: Select level of qualification from the list by click on the “...” button.

Institution Name: Type in institution name of qualification

Year From: Type in year from of qualification

Year To: Type in year from to of qualification

Convo Date: Type in convo date of qualification

Pengkhususan: Type in pengkhususan of qualification

Bidang: Type in bidang of qualification

Class: Type in class of qualification

CGPA: Type in CGPA of qualification

Click **Save Record** button to save changes.

Editing Higher Education Information

Select record to edit and make changes on it.

Click **Save Record** button to save changes.

Deleting Higher Education Information

Select record to delete and click **Remove Record** button.

Click **Save Record** button to save changes.

School Tab

This screen allow user to maintain for staff school information. The detail describe as below.

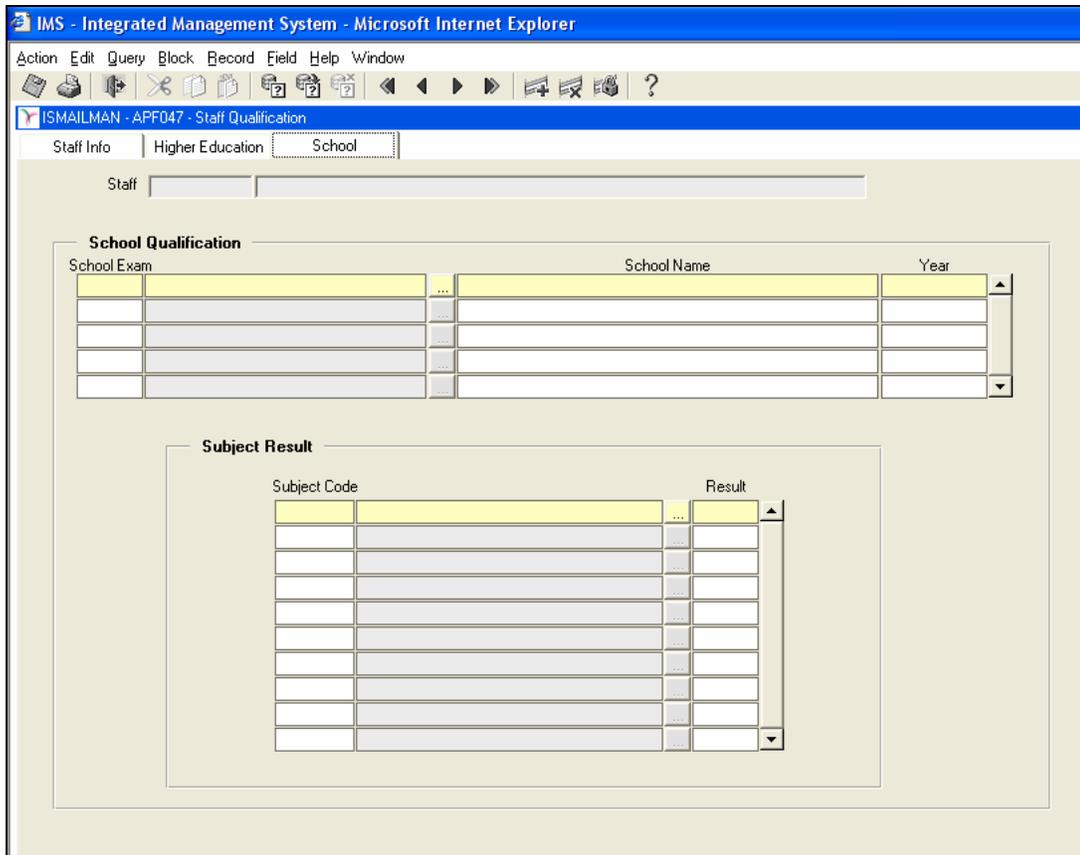


Figure 1.48 – Staff Qualification Screen: School Tab

Adding School Information

Select **School Tab**

Place cursor in the desired frame.

Click **Insert Record** button to add new record

Fill in the information needed for higher education.

School Exam: Select school exam from the list by click “...” button.

School Name: Type in school name.

Year: Type in year of school qualification.

Subject Code: Select subject code from the list by click “...” button.

Result: Type in subject result.

Click **Save Record** button to save changes.

Editing School Information

Select record to edit and make changes on it.

Click **Save Record** button to save changes.

Deleting School Information

Select record to remove then click **Remove Record** button.

Click **Save Record** button to save changes.