Integrated Management System (IMS)

**Education**

# *IMS HR & Administration*

## Staff Profile

Functions for Administrator (*PTJ*)

USER GUIDE MANUAL

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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.

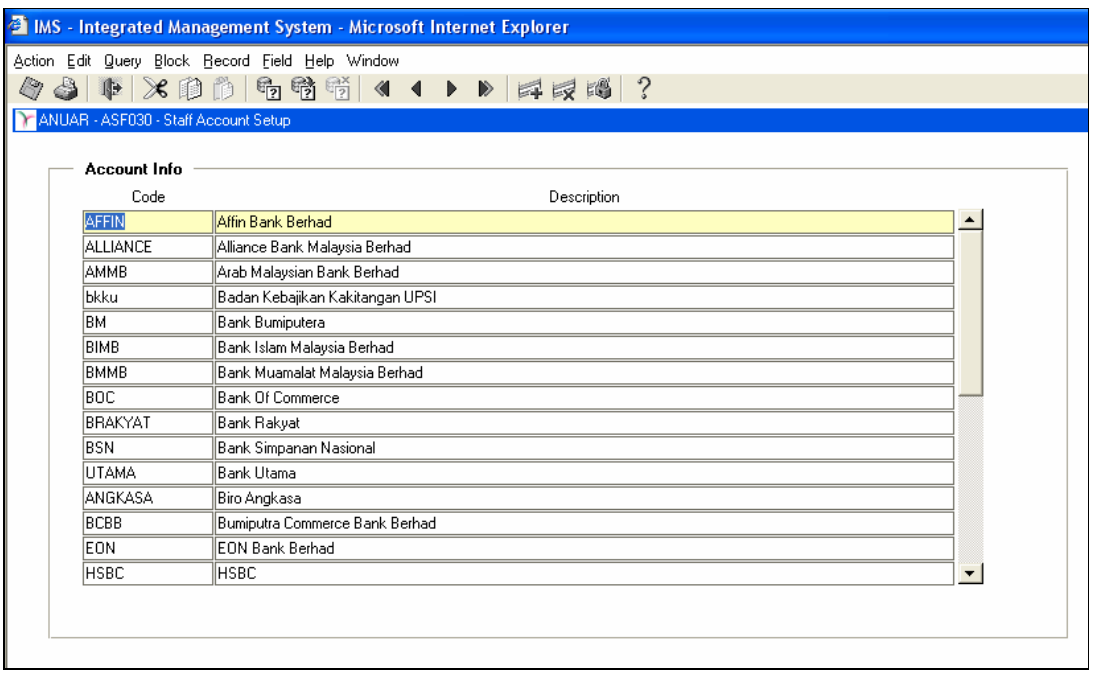


*Figure 1.1 – Staff Account Setup Interface*

***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.

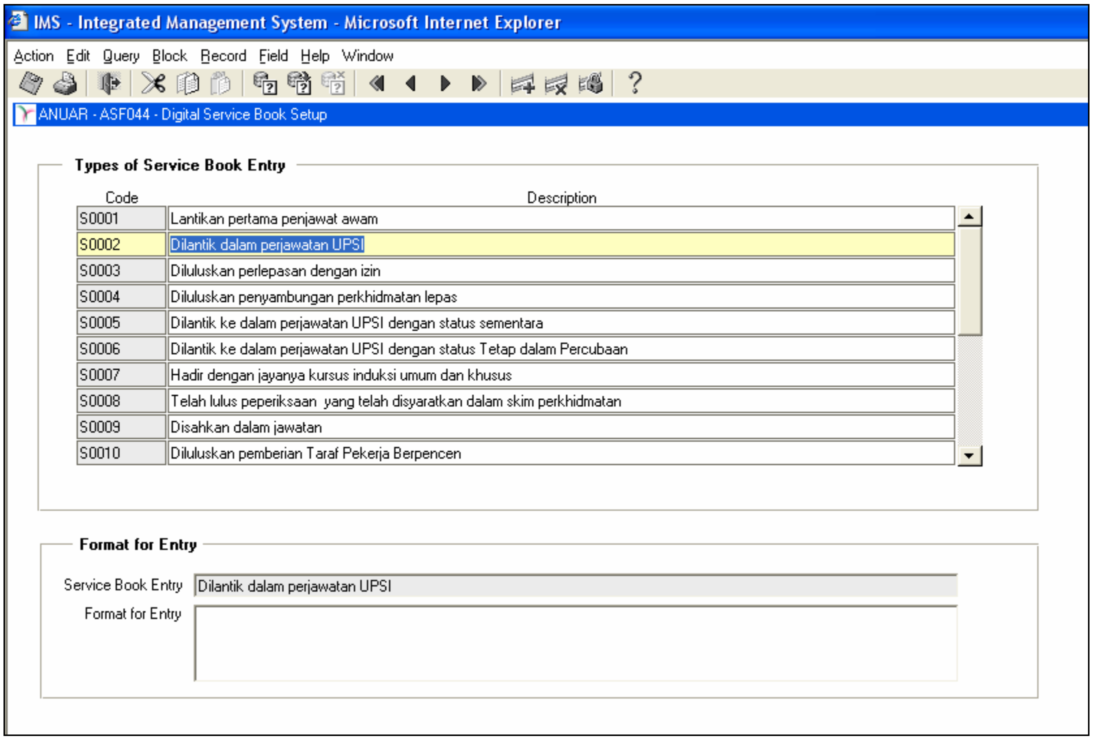


*Figure 1.2 – Digital Service Book Setup Form*

### *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.

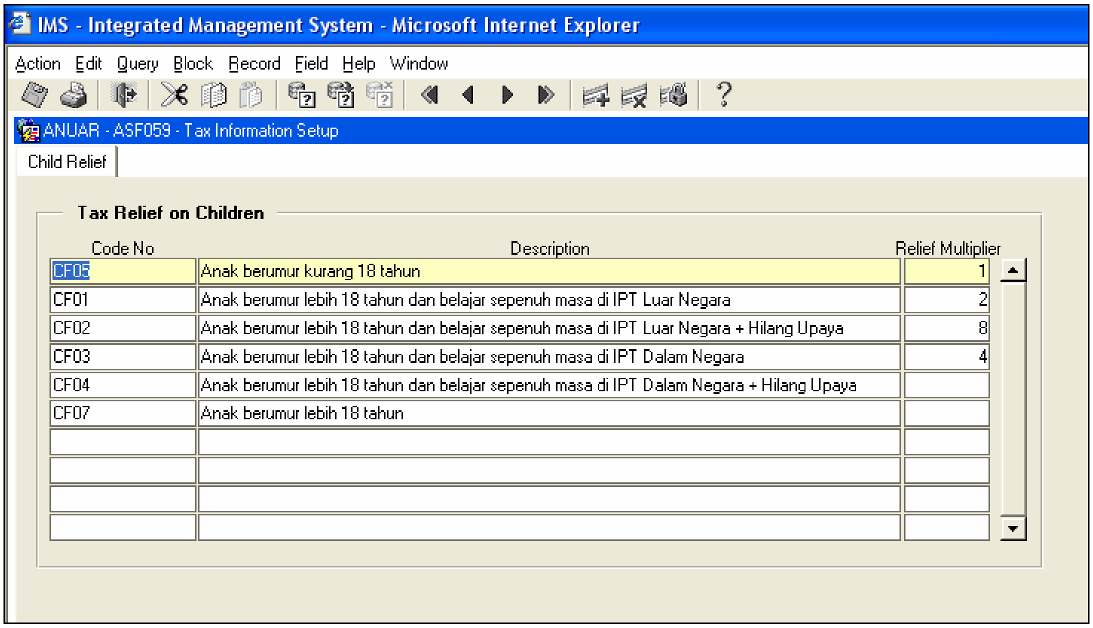


**Figure 1.3 – Tax Information Setup Screen**

***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.

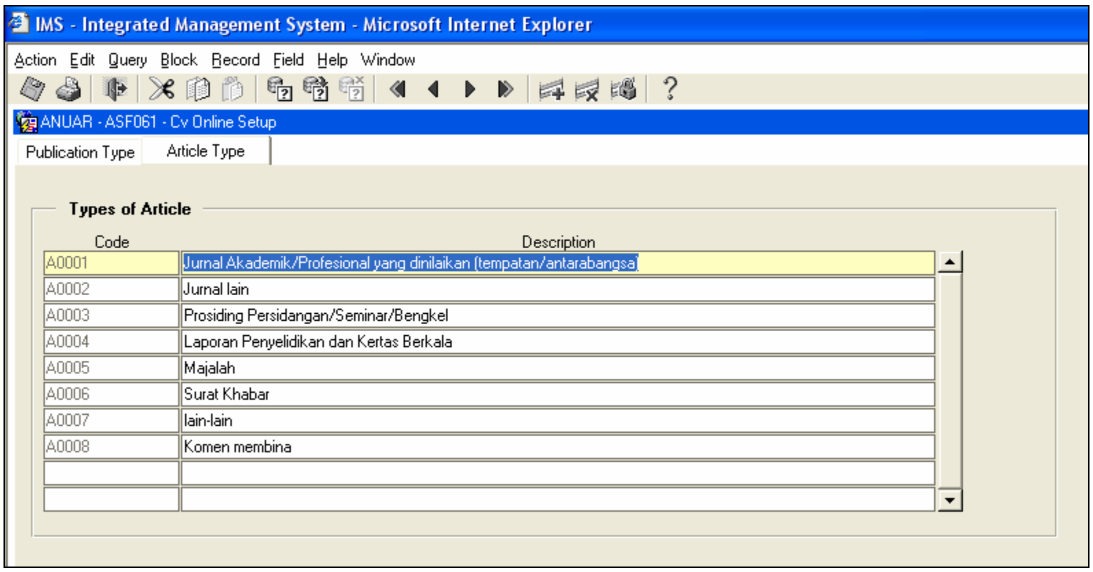


***Figure 1.4 – CV Online Setup Screen: Publication Type Tab***

***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.

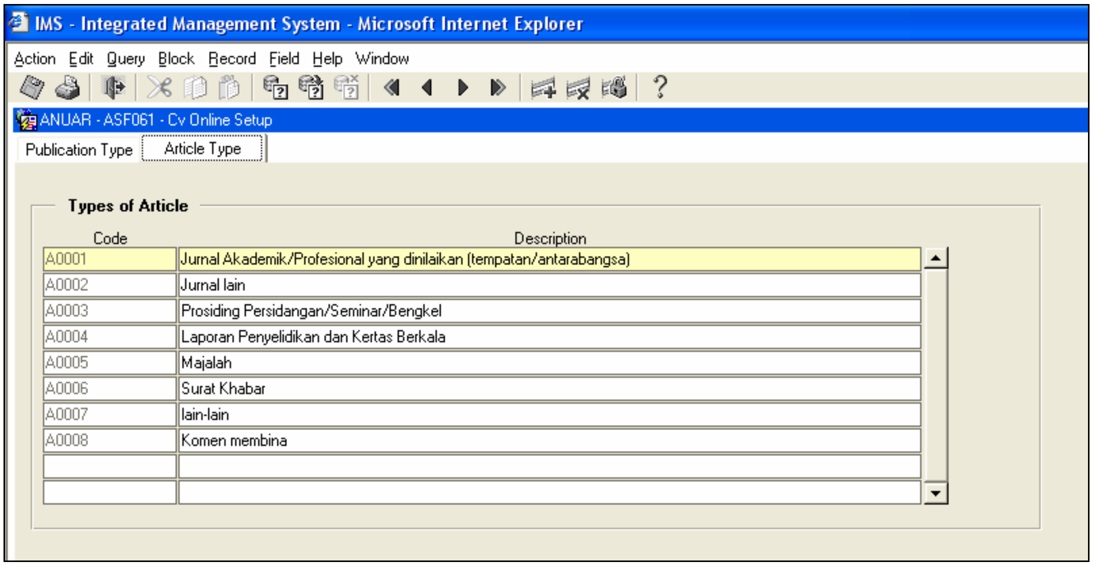


*Figure 1.5 – CV Online Setup Screen: Article Type tab*

### *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.

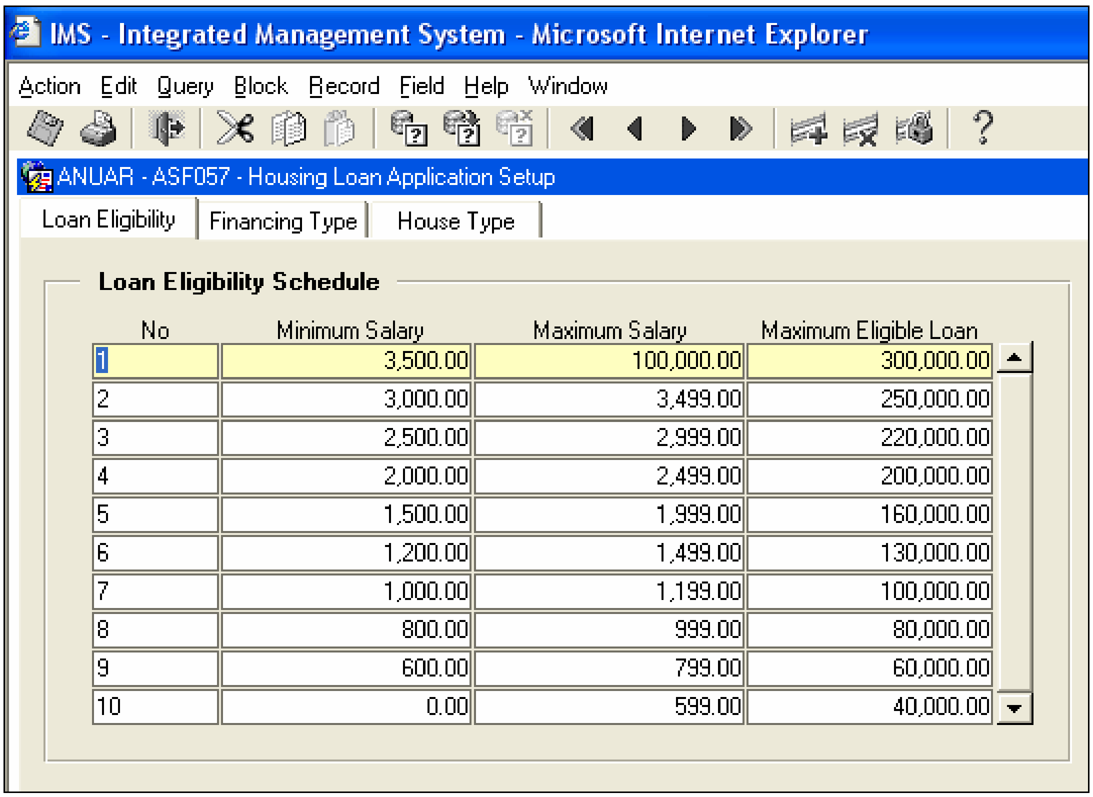


***Figure 1.6 – Housing Loan Setup Screen: Loan Eligibility Tab***

***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.

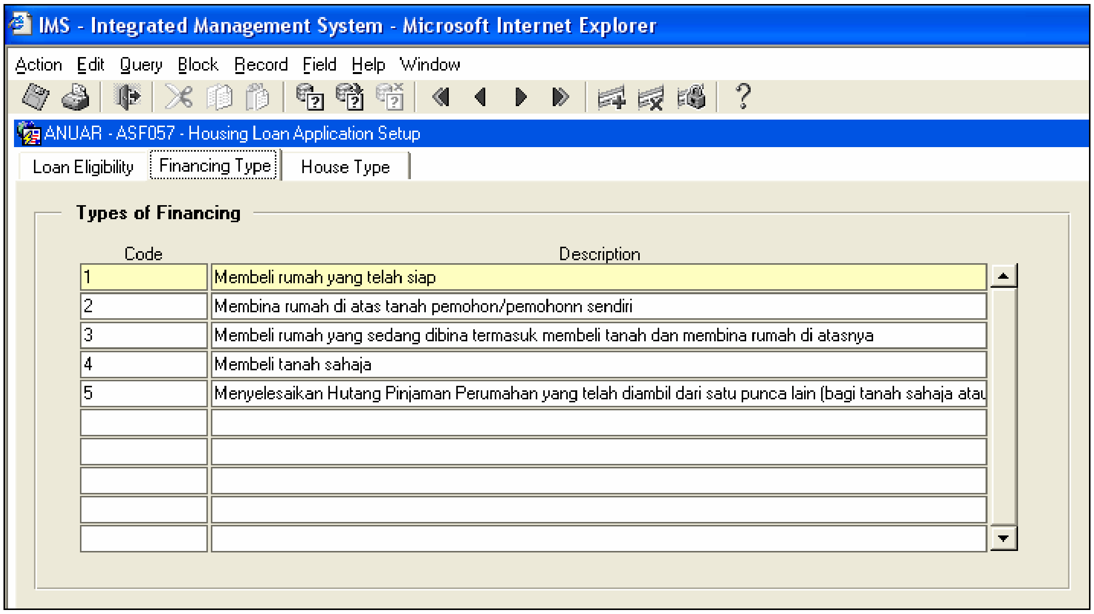


***Figure 1.7 – Housing Loan Setup Screen: Financing Type Tab***

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***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.

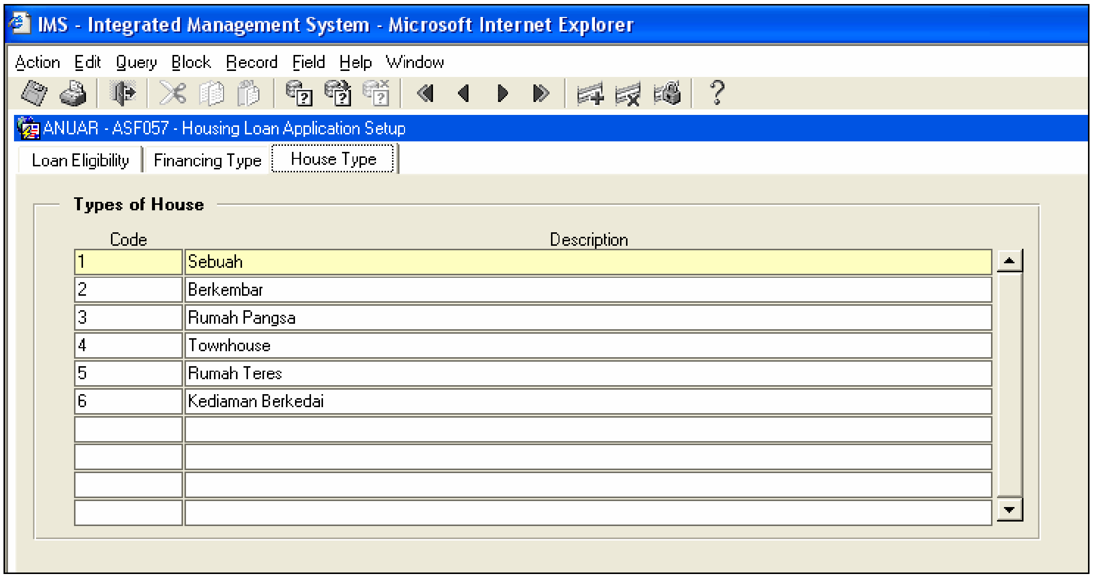



***Figure 1.8 – Housing Loan Setup Screen: House Type Tab***

***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.

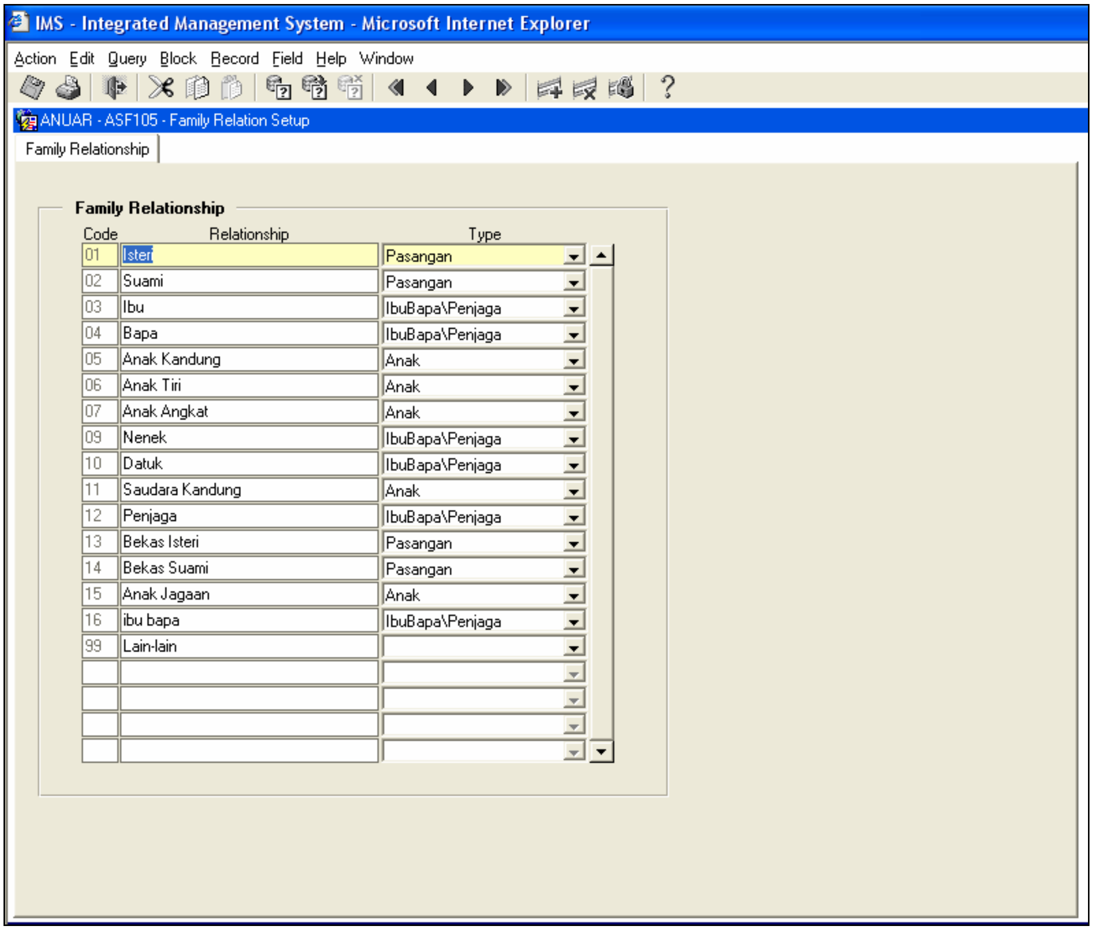



*Figure 1.9 – Family Relationship Setup Screen*

### *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.

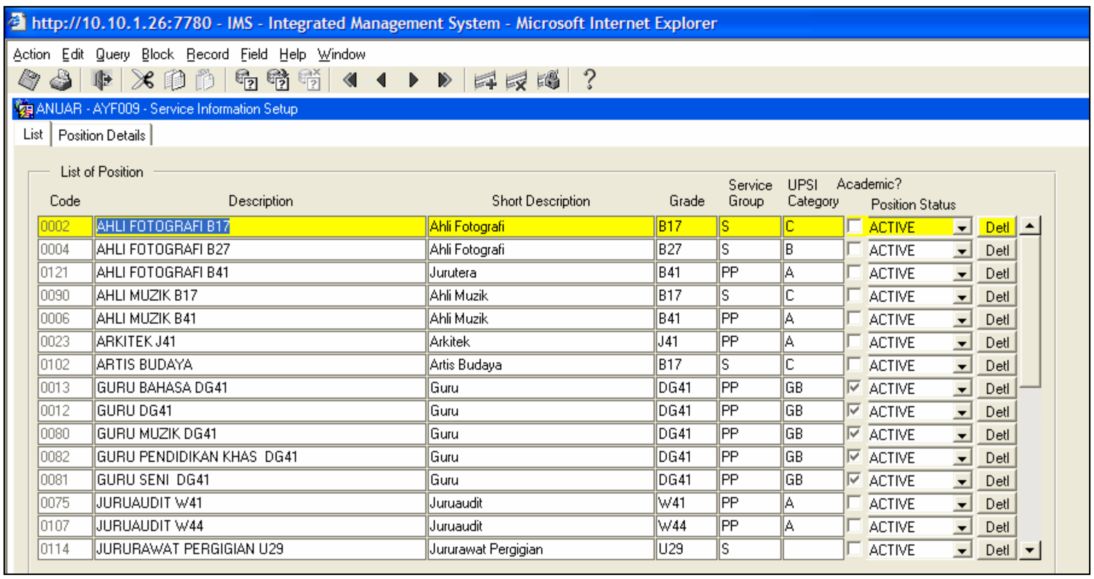



*Figure 1.10 – Service Information Setup Screen: List Tab*

***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.

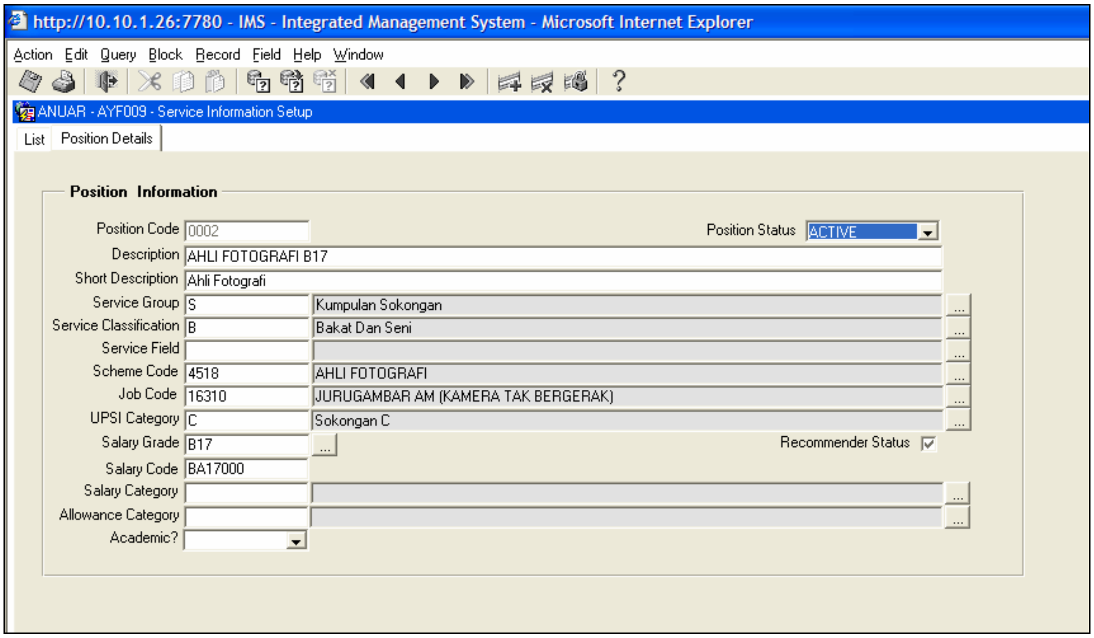



***Figure 1.11 – Service Information Setup Screen: Position Details Tab***

### *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.

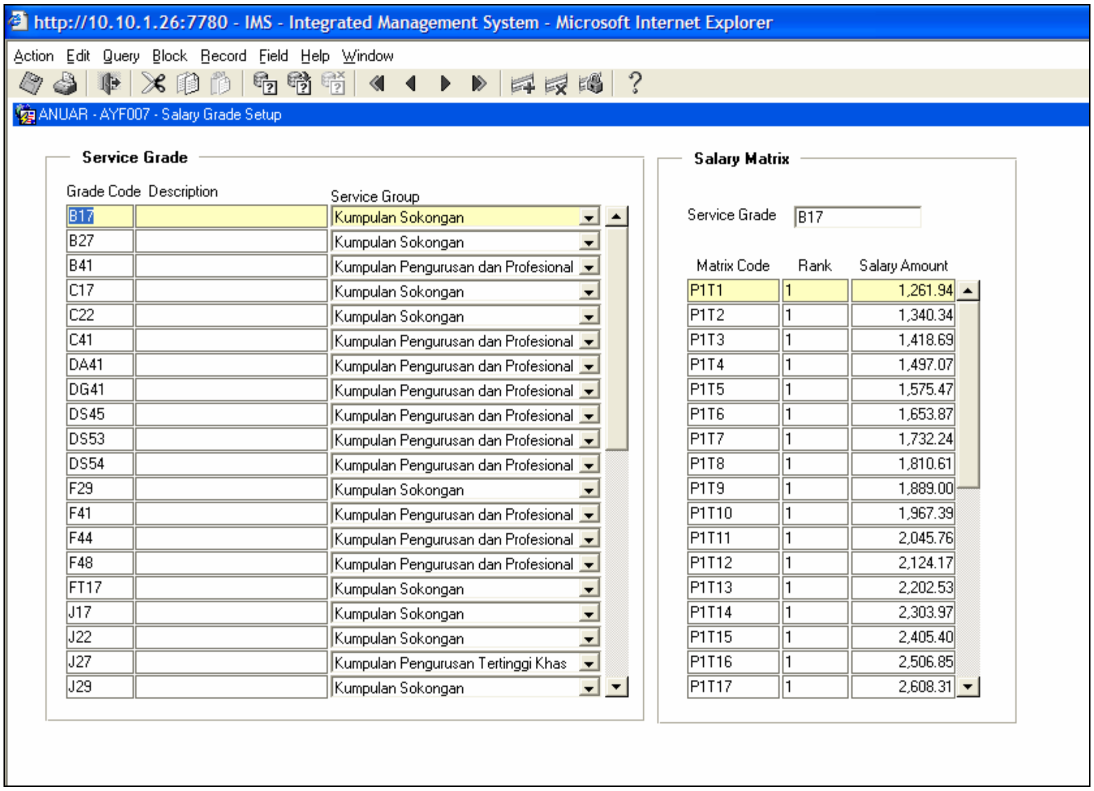



***Figure 1.11 – Service/Grade Salary Setup Screen***

***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.

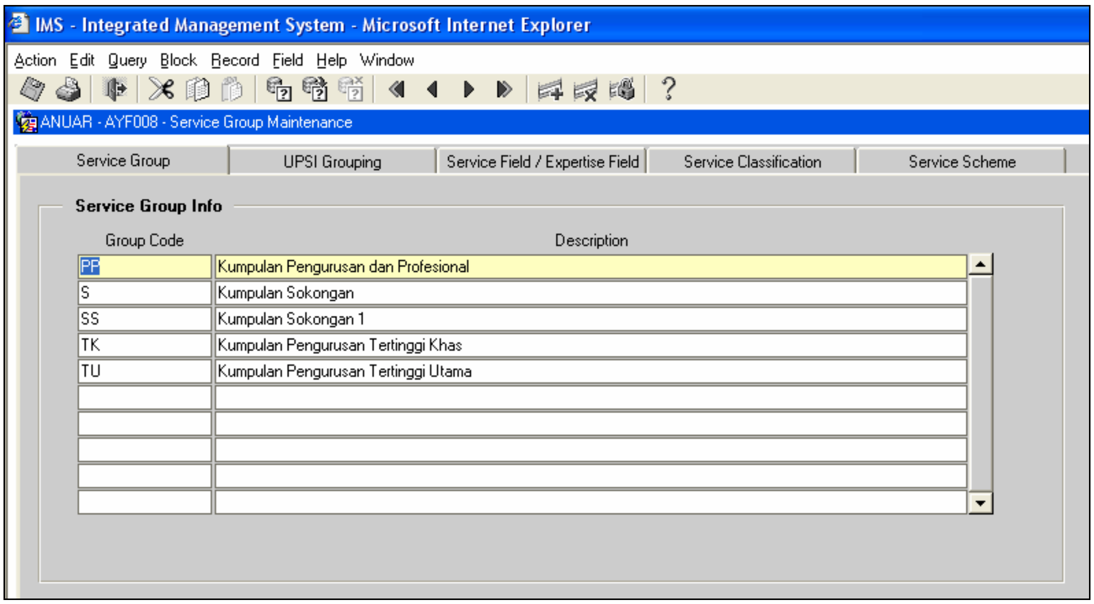



*Figure 1.12 – Service Group Maintenance Screen: Service Group Tab*

***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.

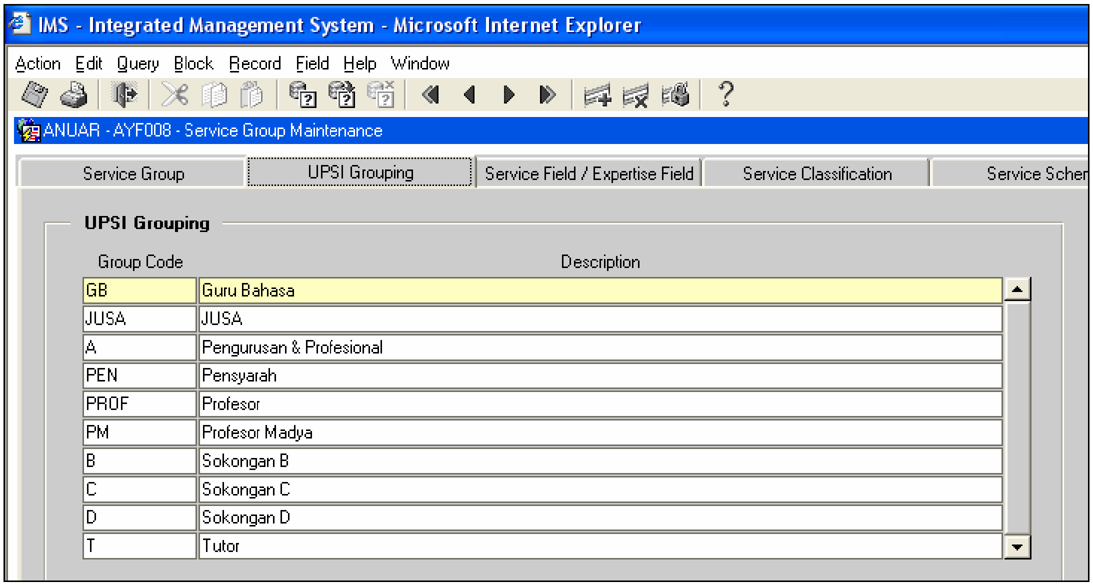



***Figure 1.13 – Service Group Maintenance Screen: UPSI Grouping Tab***

***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.

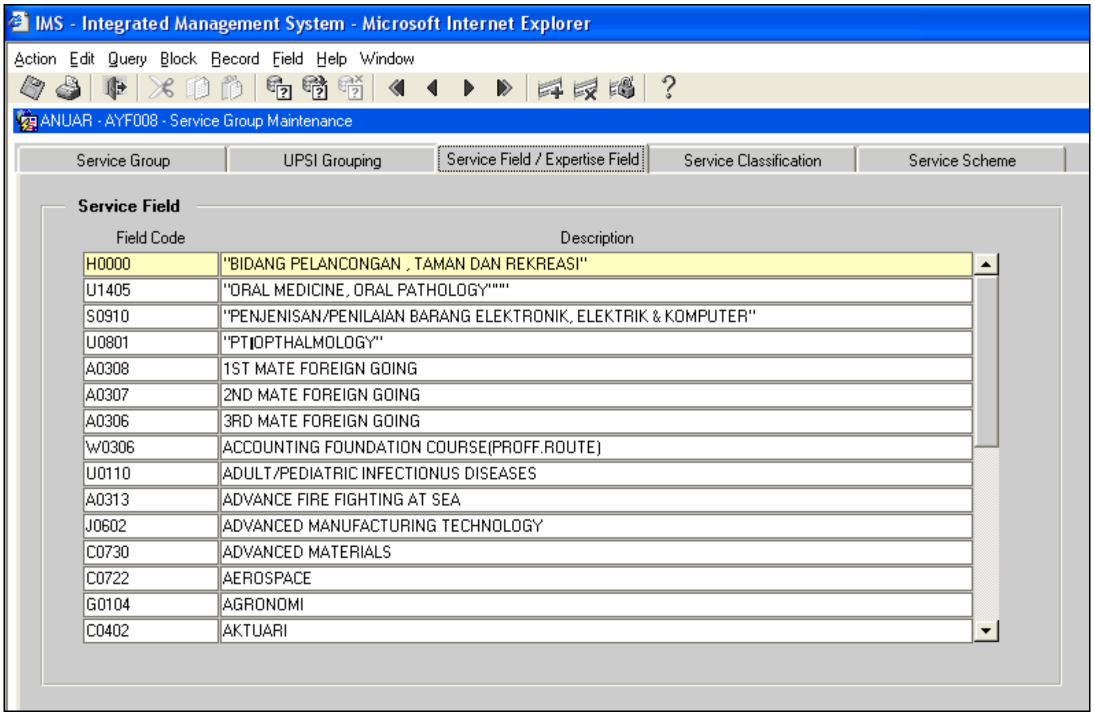



***Figure 1.14 – Service Group Maintenance Screen: Service Field/Expertise Field Tab***

***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.

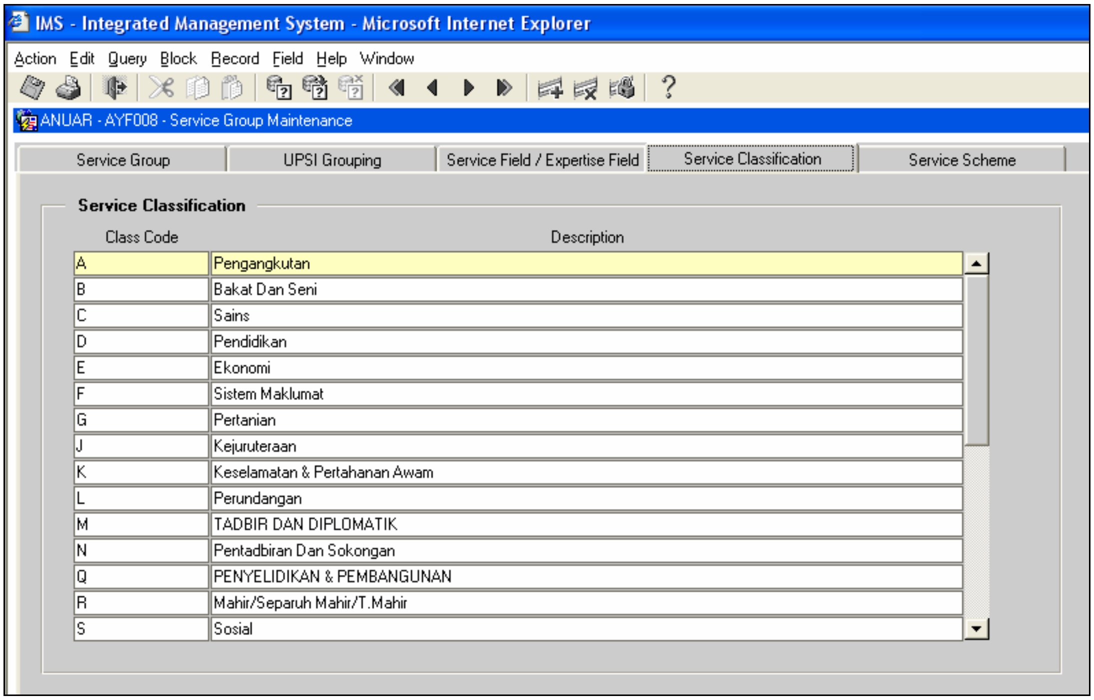



*Figure 1.15 – Service Group Maintenance Screen: Service Classification Tab*

### *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.

## Service Scheme Tab

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

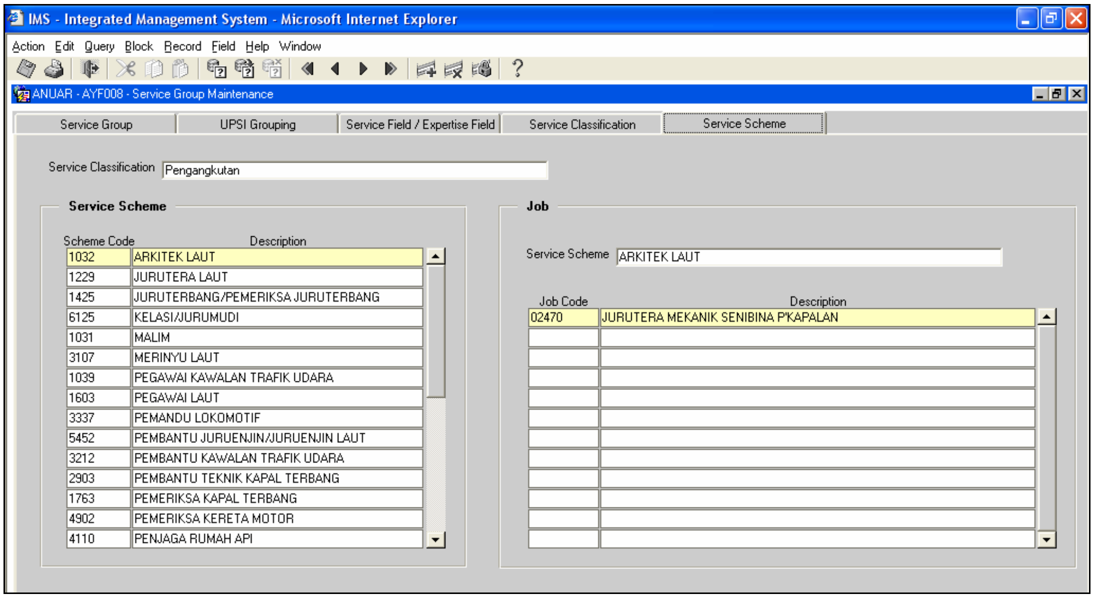



*Figure 1.16 – Service Group Maintenance Screen: Service Scheme Tab*

### *Adding Service Scheme Information*

Select **Service Scheme Tab**

Place cursor in the **Service Scheme** frame

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

Fill in the information needed:

**Service Classification:** Type in service classification for the service scheme

**Description:** Type in service classification description for the service scheme.

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

### *Adding Job Information*

Select **Service Scheme Tab**

Place cursor in the **Job** frame

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

Fill in the information needed:

**Job Code:** Type in job code for the service scheme

**Description:** Type in job code description for the service scheme.

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

### *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.

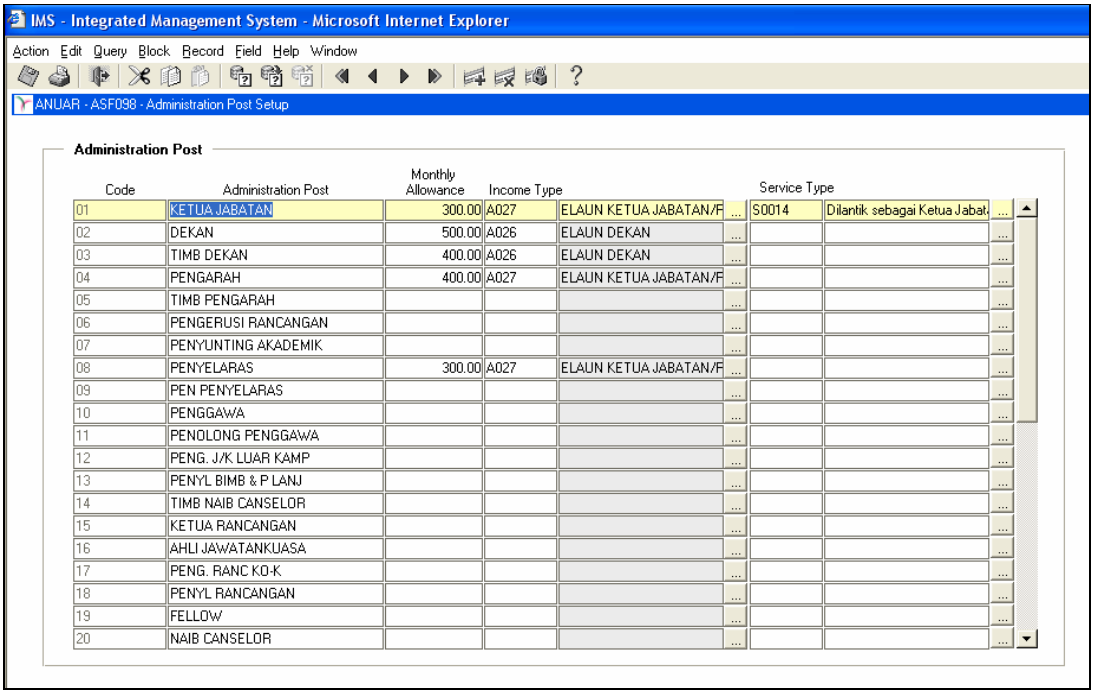



*Figure 1.17 – Administration Post Screen*

***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.**

**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 Pendidikan Sultan Idris |
| **Current City** | Tanjung Malim, Perak |
| **State** | Perak |
| **Country** | Malaysia |
| **Post Code** | 35600 |

Edit

*Figure1.20 – 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**


*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.

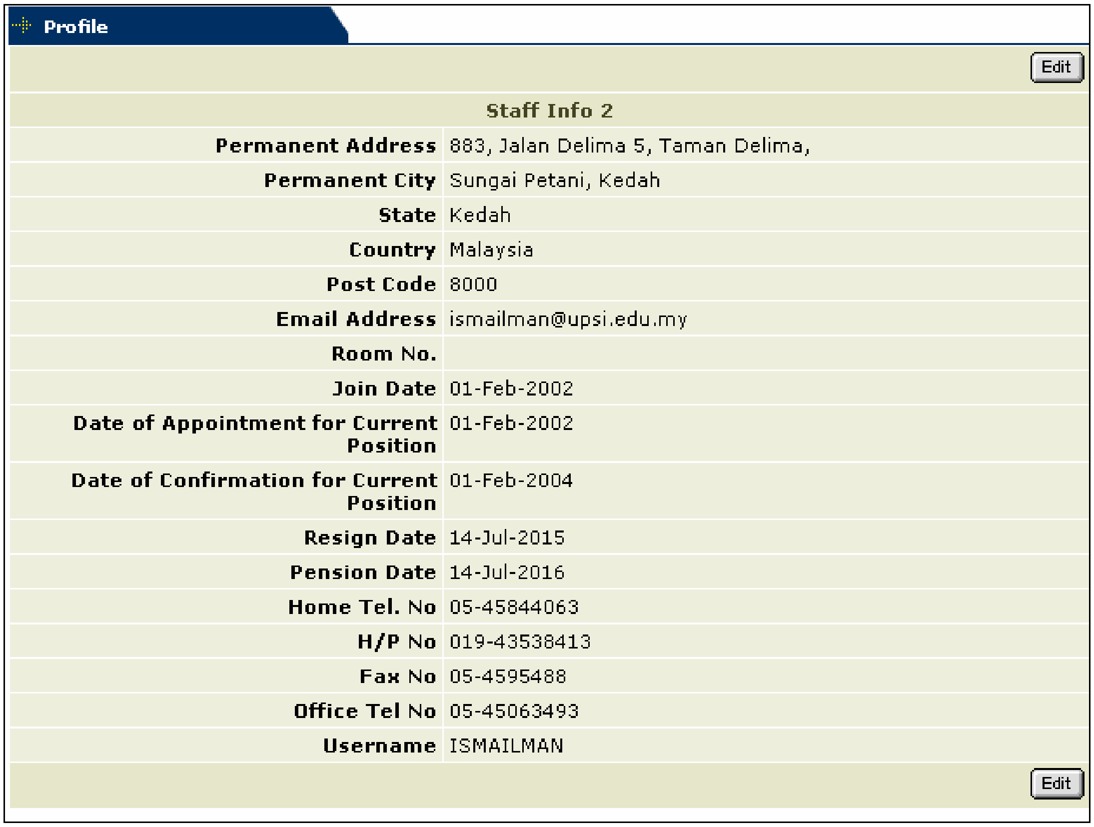
For not doing any changes staff can just click **Cancel** button to go back to the previous page.

## 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.**


Profile

Edit

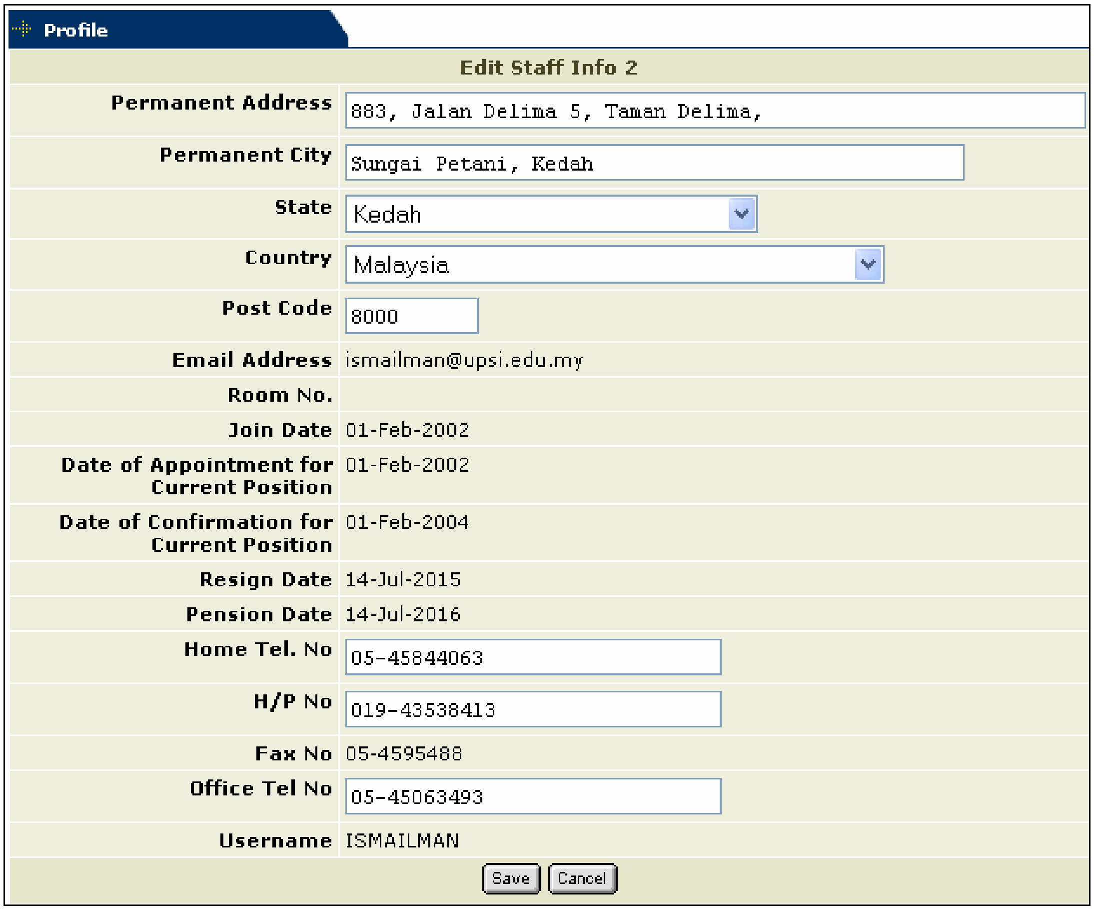
| Staff Info 2 | |
|---|---|
| Permanent Address | 883, Jalan Delima 5, Taman Delima, |
| Permanent City | Sungai Petani, Kedah |
| State | Kedah |
| Country | Malaysia |
| Post Code | 8000 |
| Email Address | ismailman@upsi.edu.my |
| Room No. | |
| Join Date | 01-Feb-2002 |
| Date of Appointment for 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 |

Edit

*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 |

Save 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**.

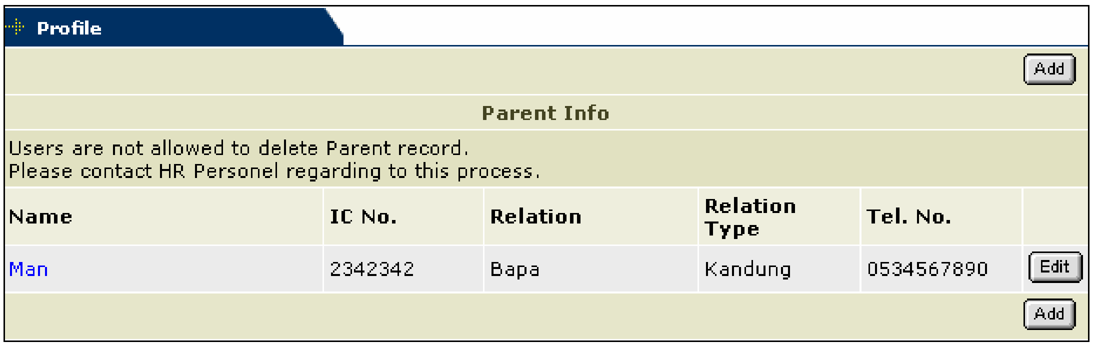



**Figure 1.24– Parent Info Interface**

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.**

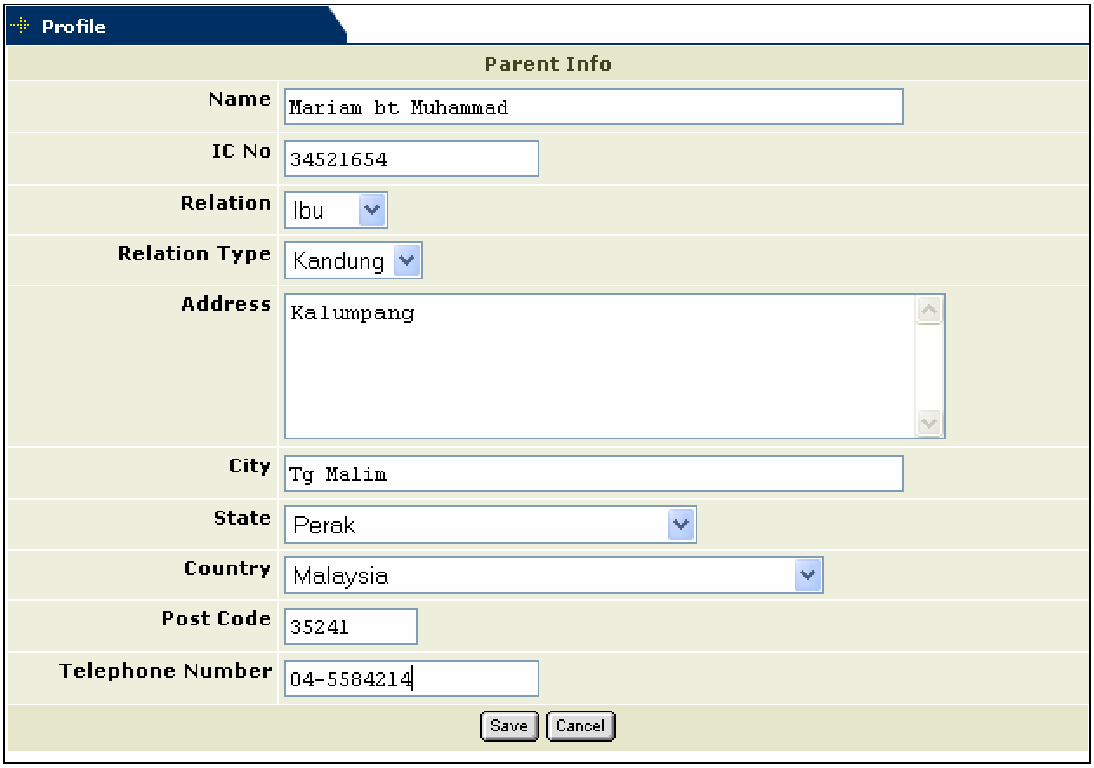



Figure 1.25 – Add Parent Info Interface

---

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.**

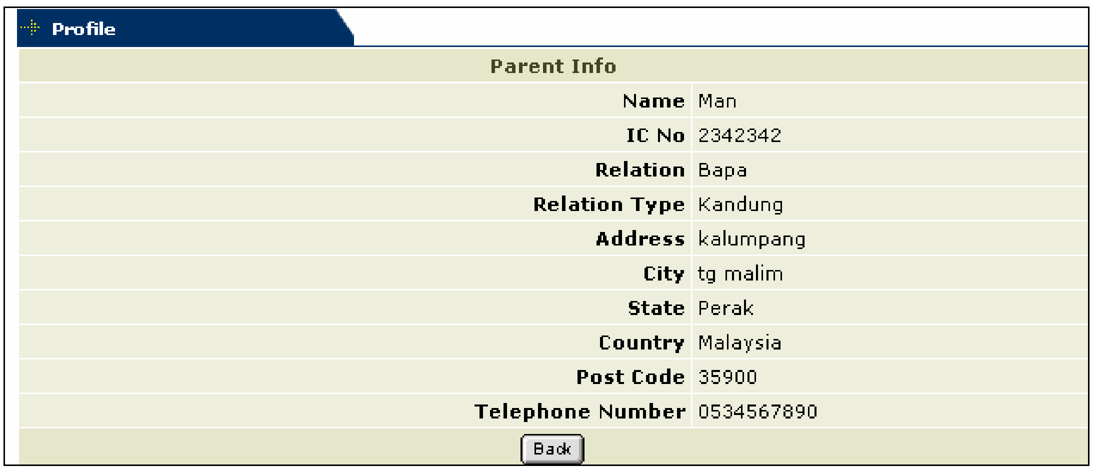



***Figure 1.26 – Parent Information page***

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**.

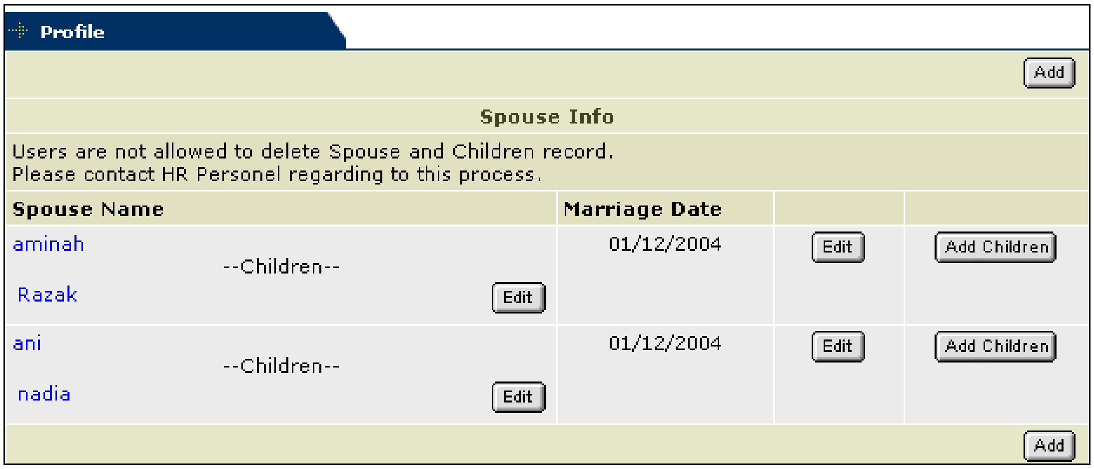



**Figure 1.27 – Spouse Information Interface**

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.**

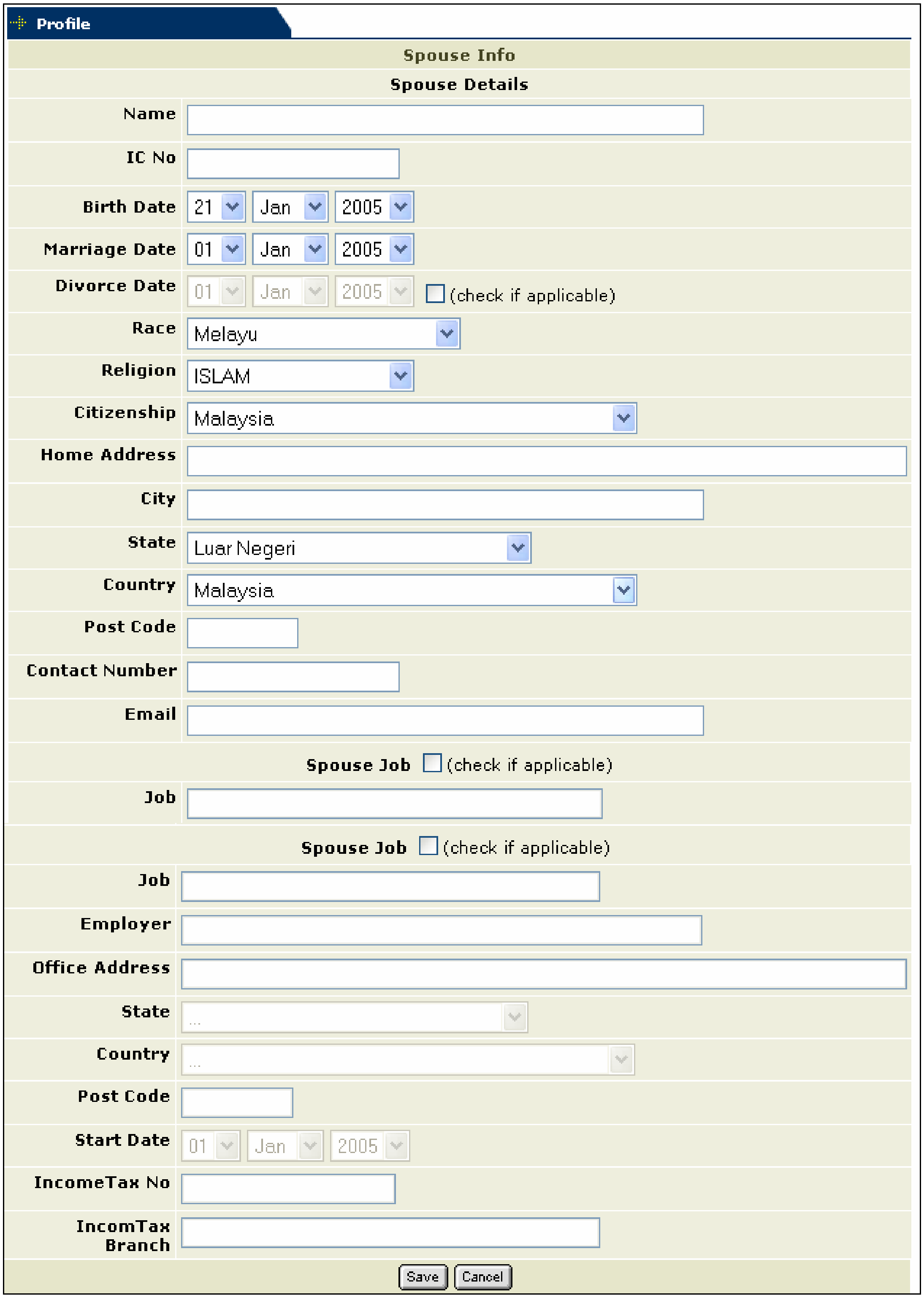



*Figure 1.28 – Add Spouse Information Interface*

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.**

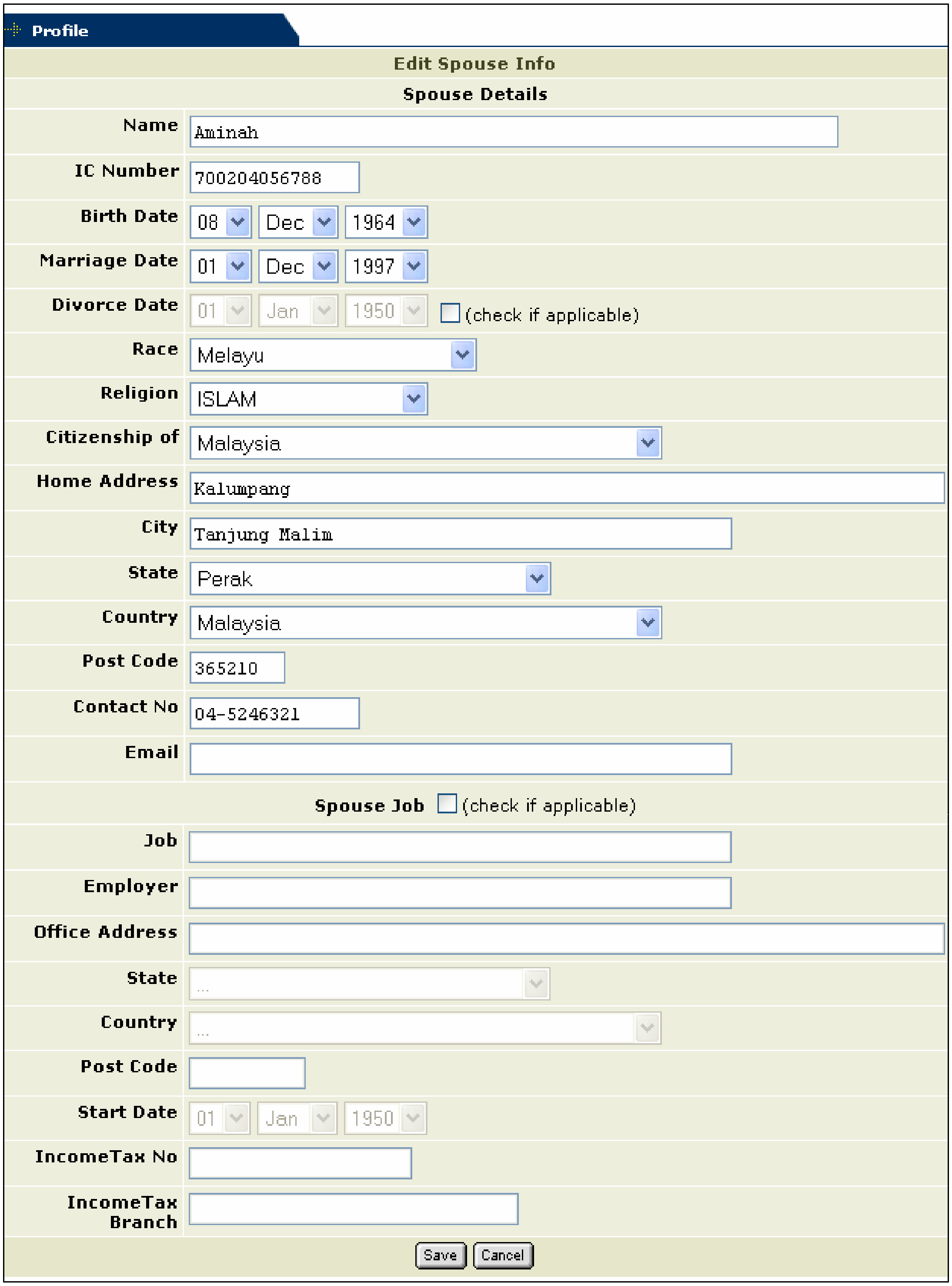



***Figure 1.29 – Edit Spouse Information Interface***

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 **Cance**l 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.**

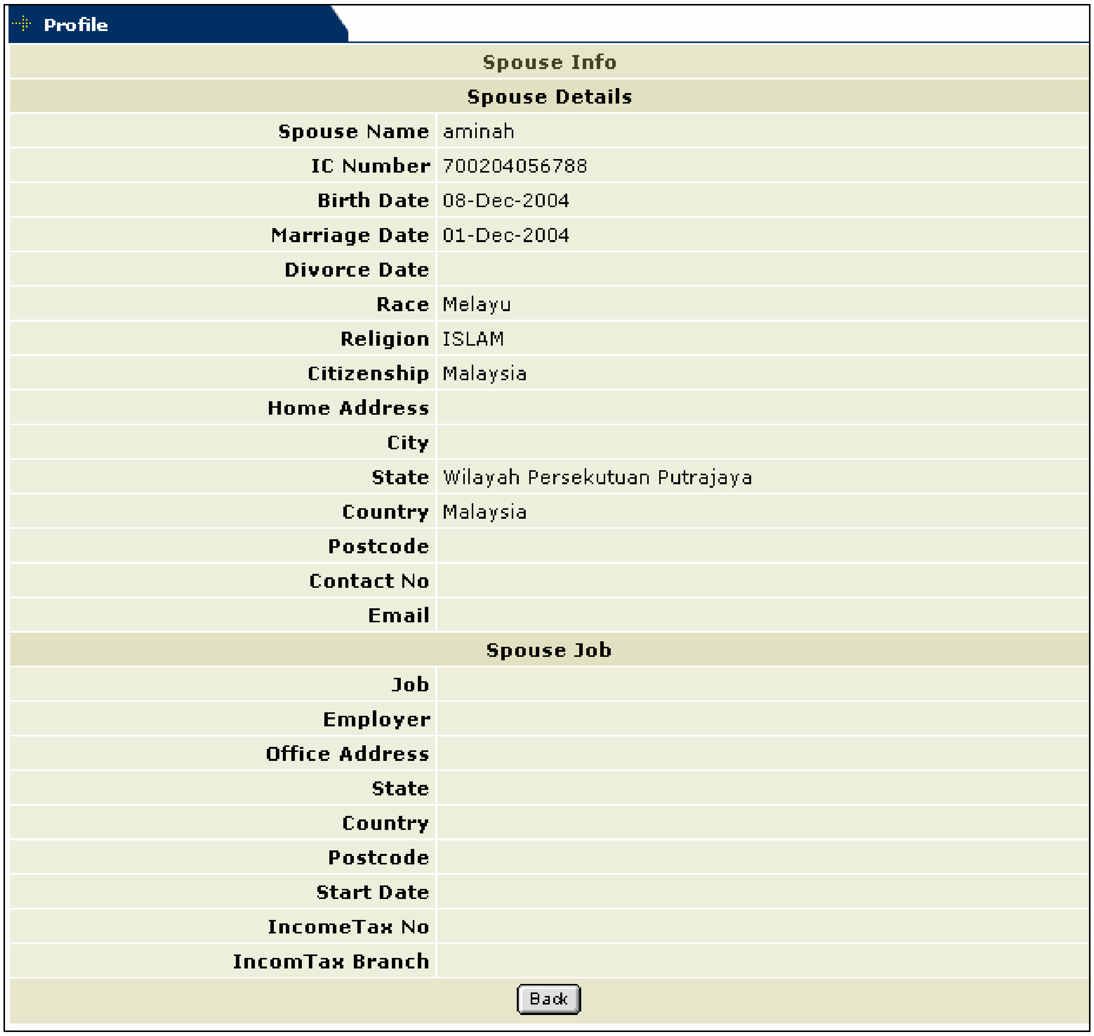



***Figure 1.30 – Spouse Details Interface***

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.**

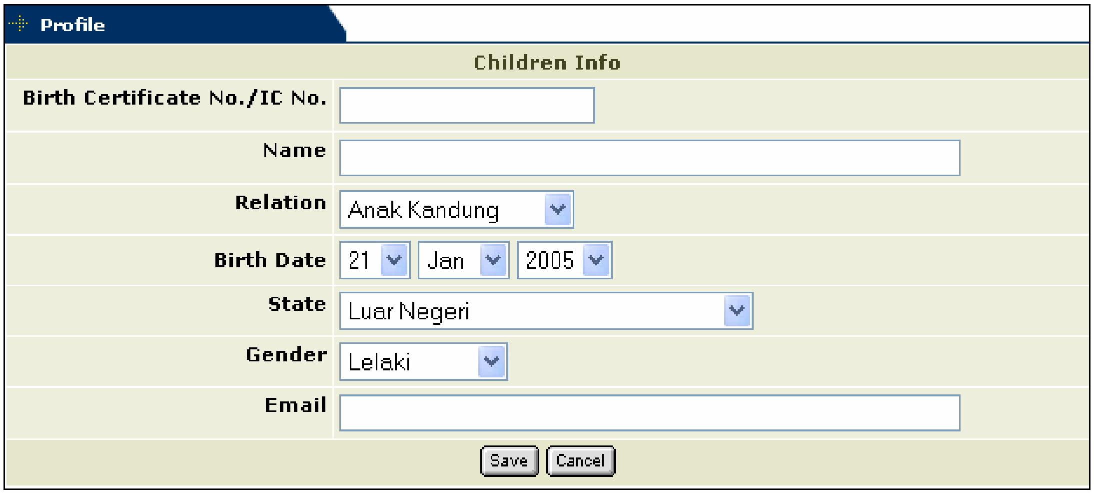



***Figure 1.31 – Children Info Interface***

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.**


***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.**

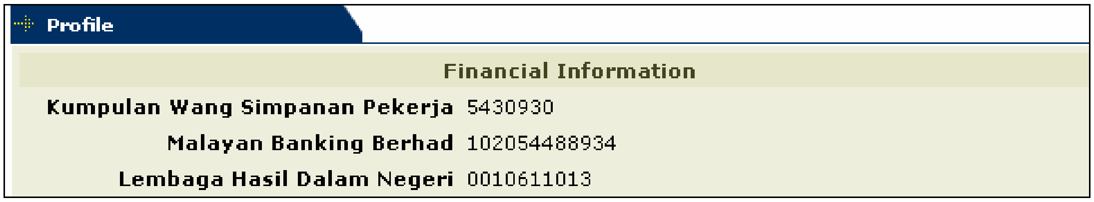



***Figure 1.33– Financial information page***

**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.**

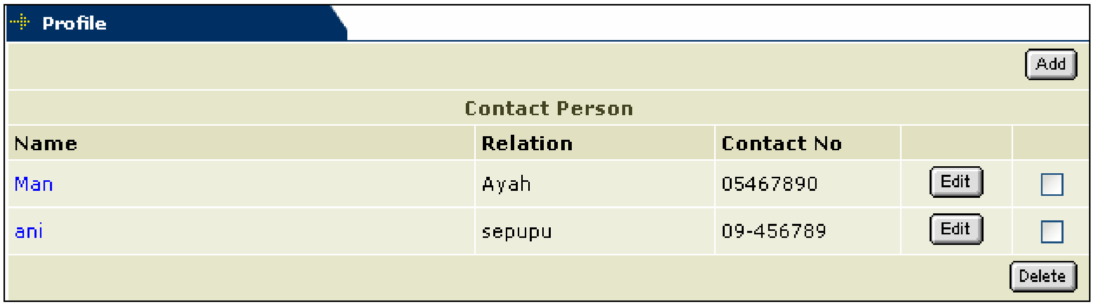



*Figure 1.34 – Contact Person Interface*

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.**

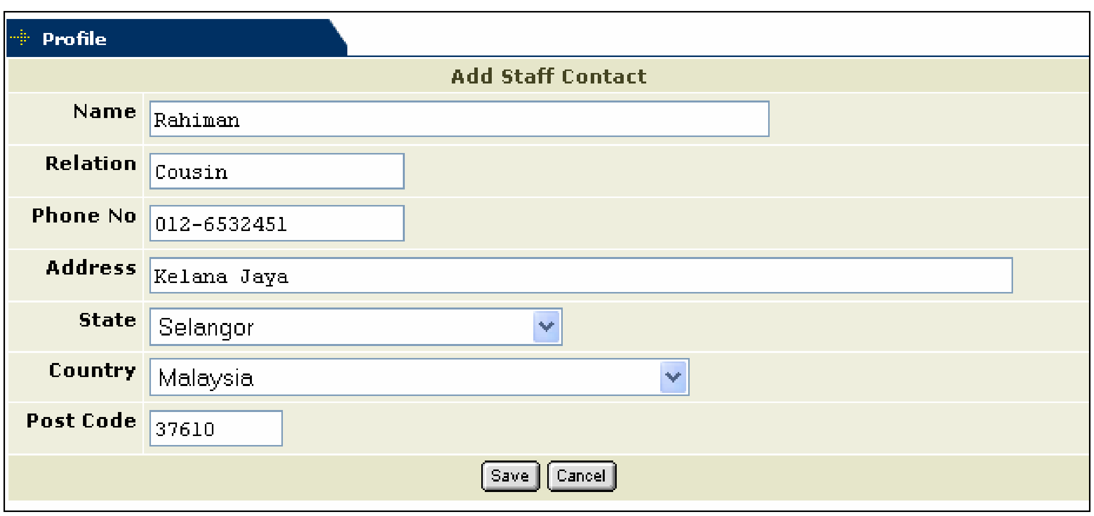



*Figure 1.35 – Add Staff Contact Interface.*

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.**

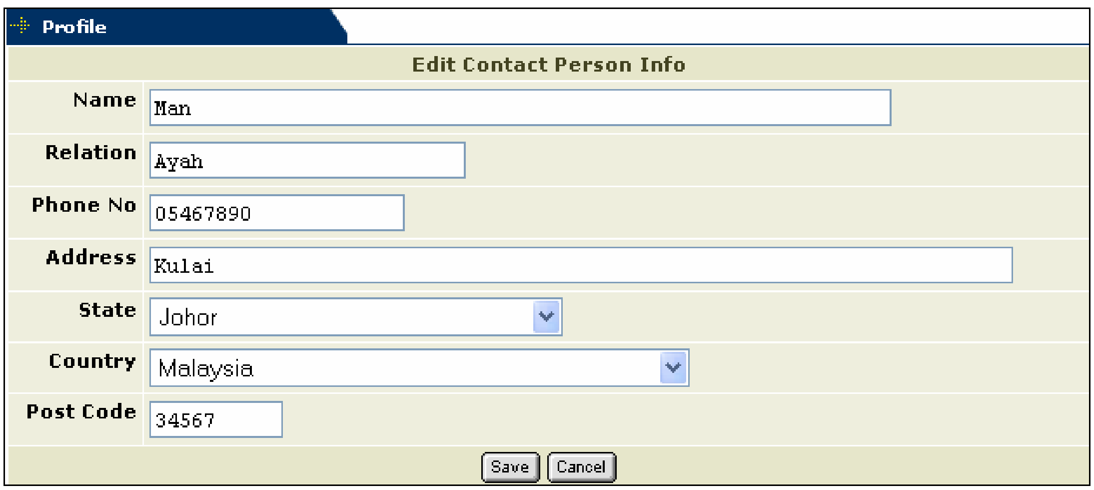



***Figure 1.36 – Edit Contact Person Info Interface***

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.**


***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.

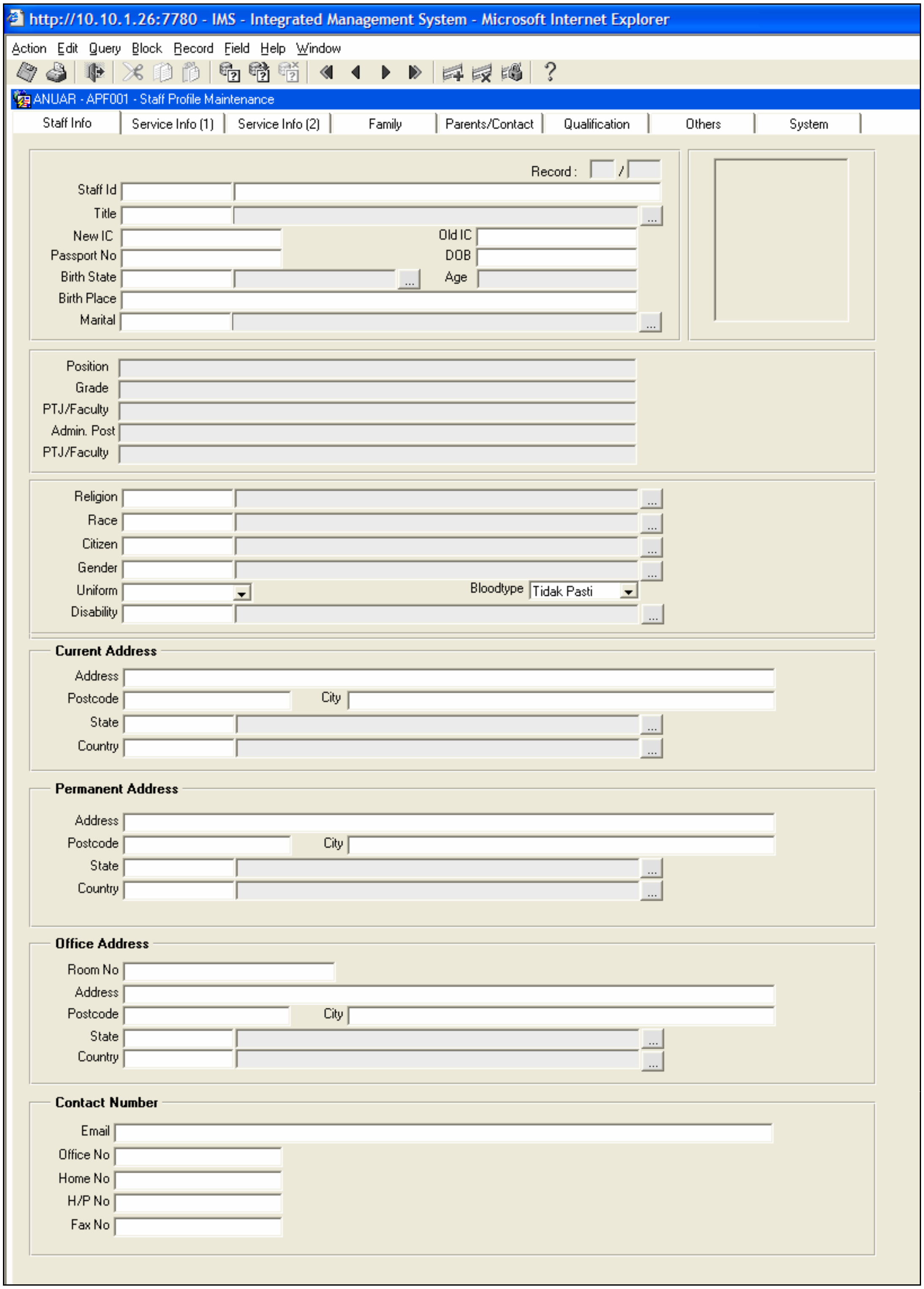



***Figure 1.38 – Staff Profile Form: Staff Info Tab***

## *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.

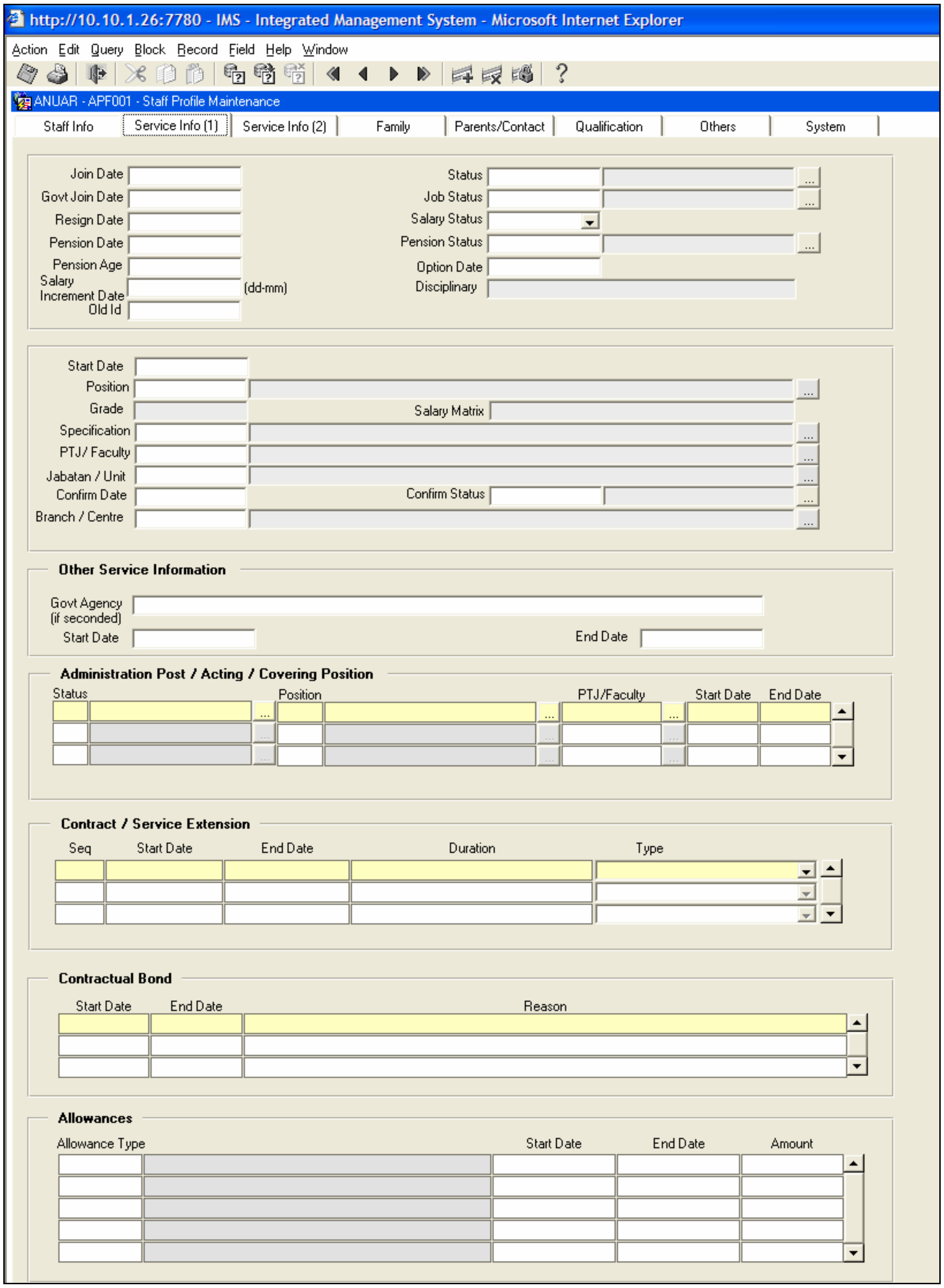



*Figure 1.39 – Staff Profile Form: Service Info Tab*

## *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.

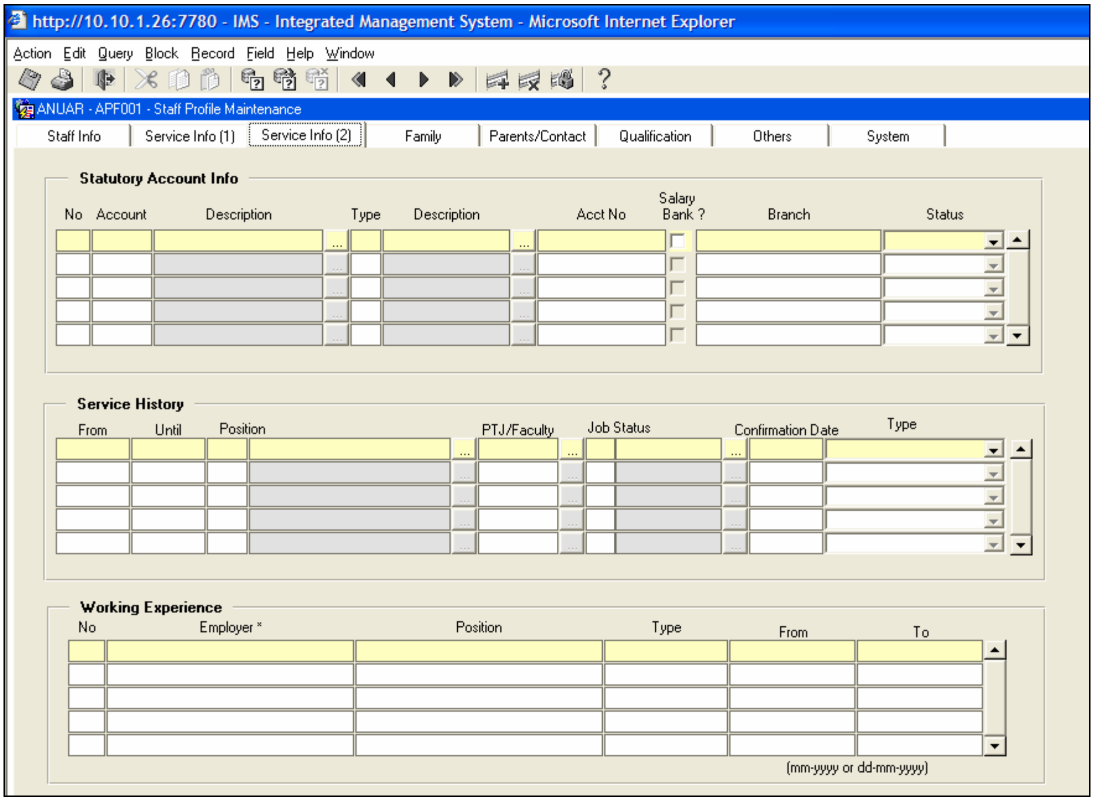



*Figure 5.40– Staff Profile Form: Service Info 2Tab*

---

### *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.

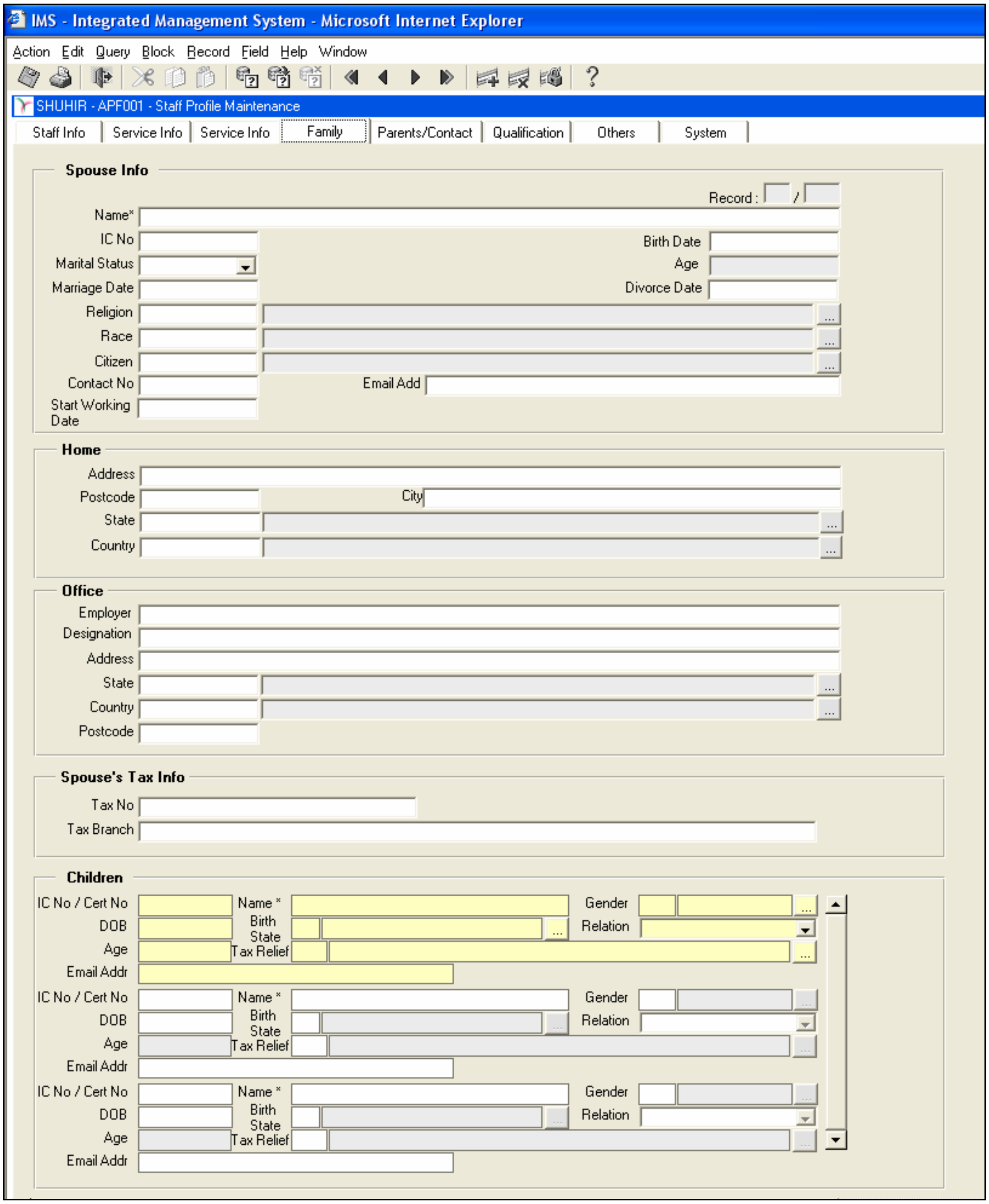



*Figure 1.41 – Staff Profile Form: Family Tab*

## *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.

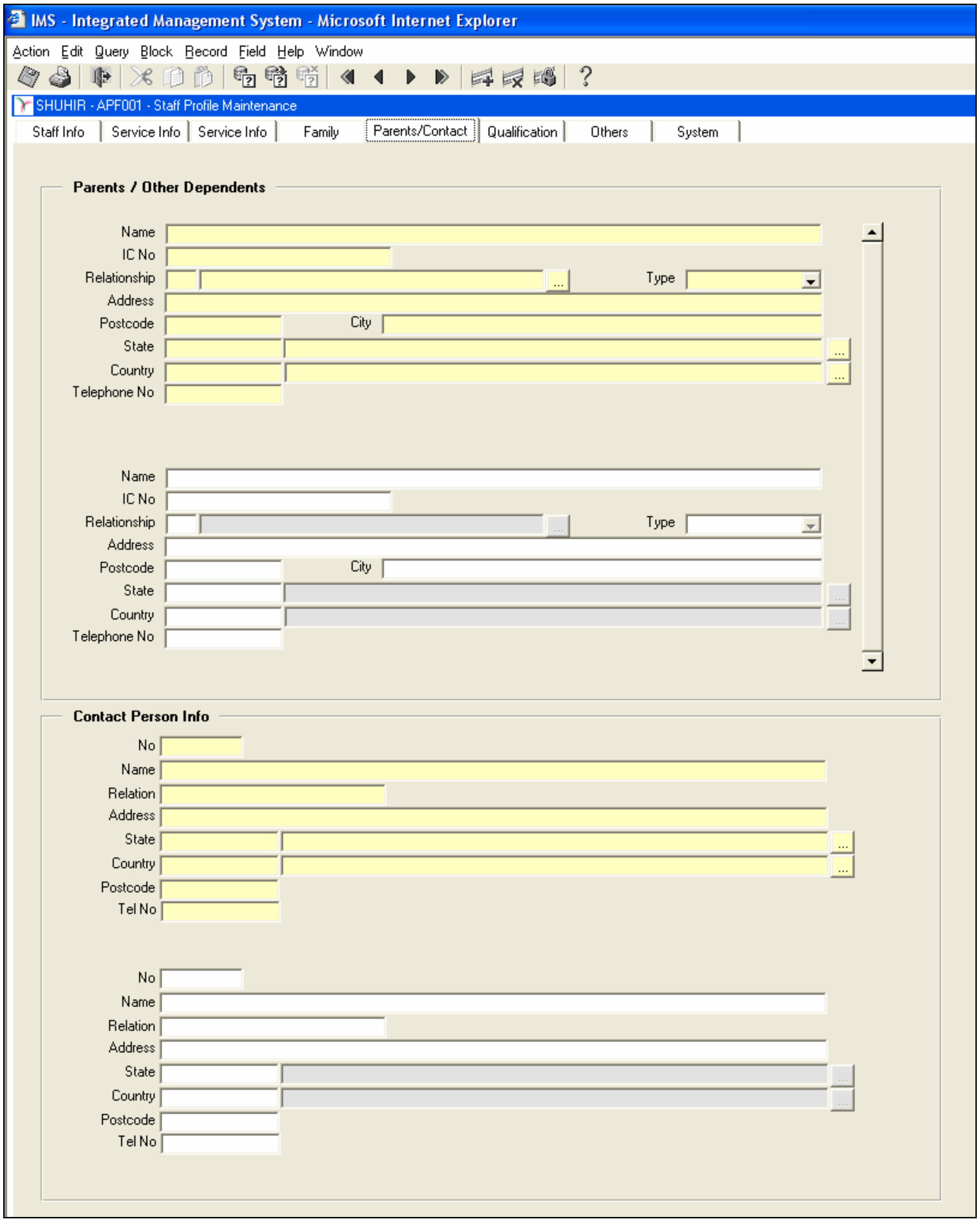



*Figure 1.42 – Staff Profile Form: Parents/Contact Tab*

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***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.

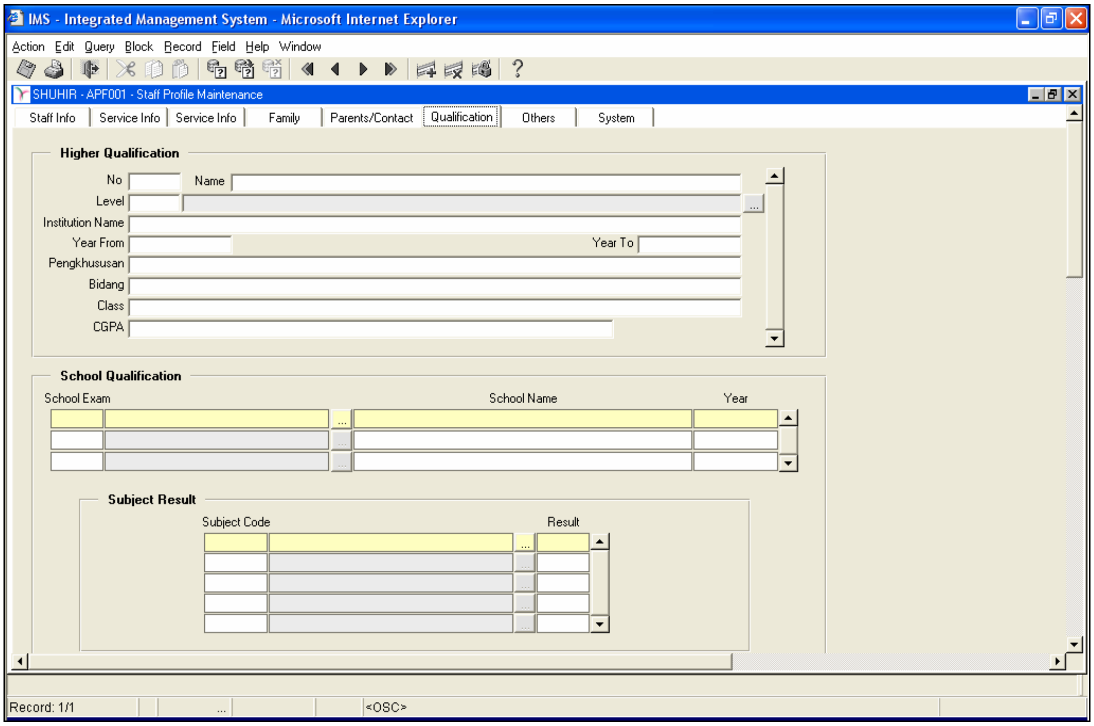


*Figure 1.43 – Staff Profile Form: Qualification Tab*

### *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.

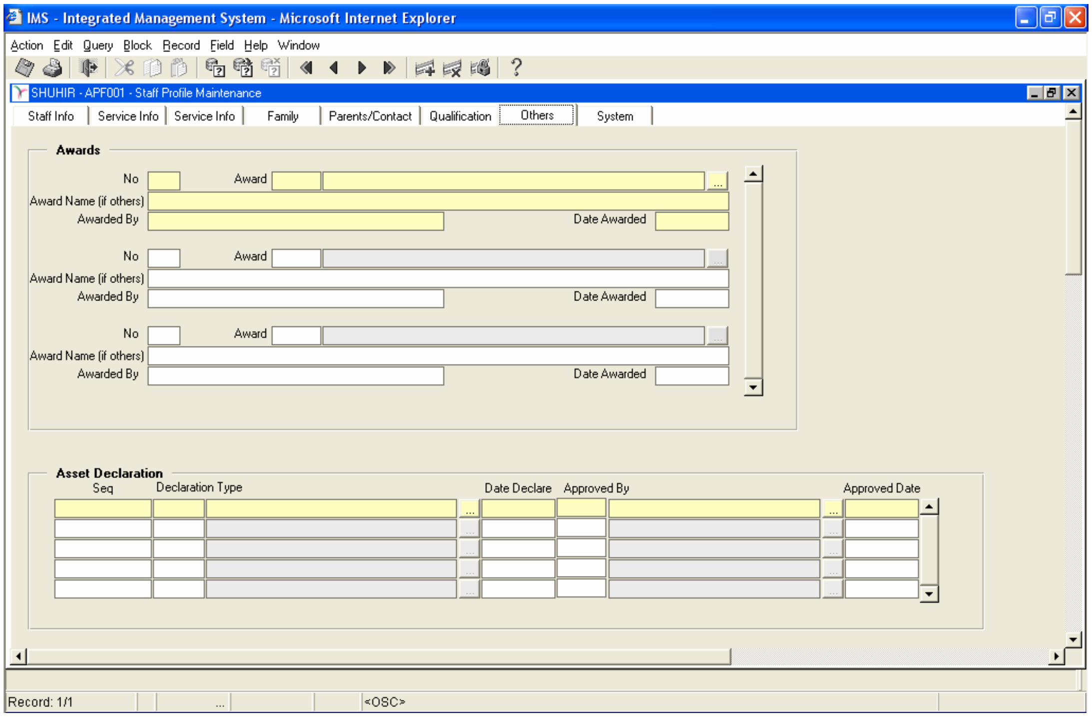


*Figure 1.44 – Staff Profile Form: Others Tab*

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### *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.

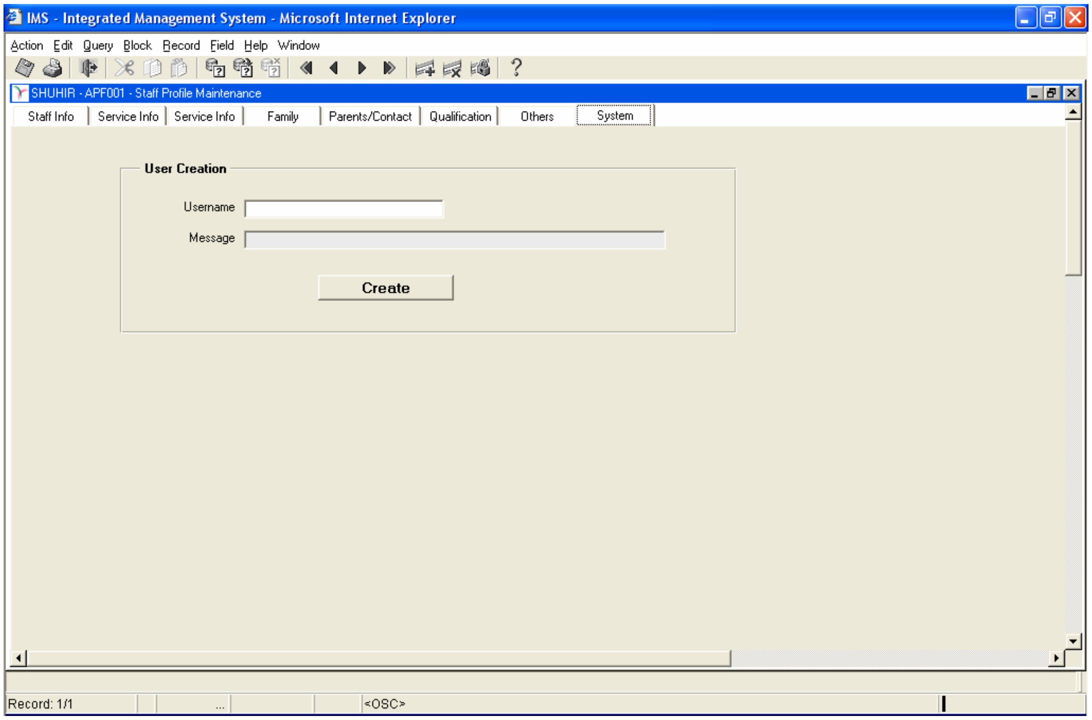


*Figure 1.45 – Staff Profile Form: System Tab*

***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.

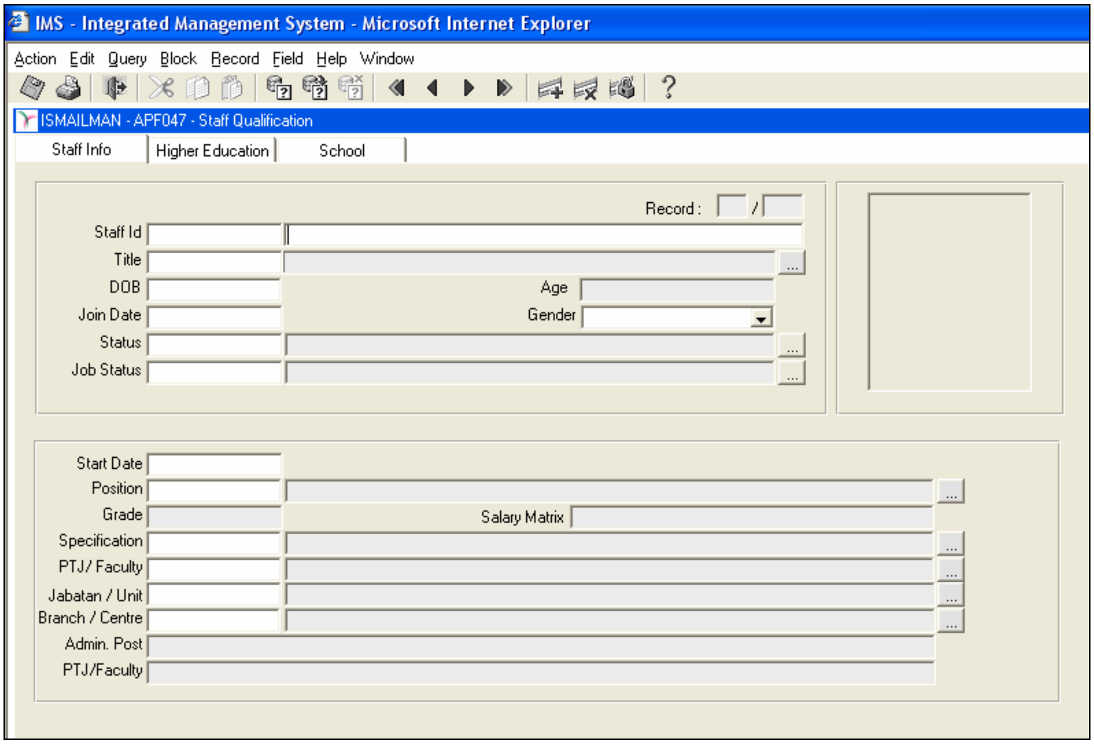


*Figure 1.46 – Staff Qualification Screen: Staff Info Tab*

***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.

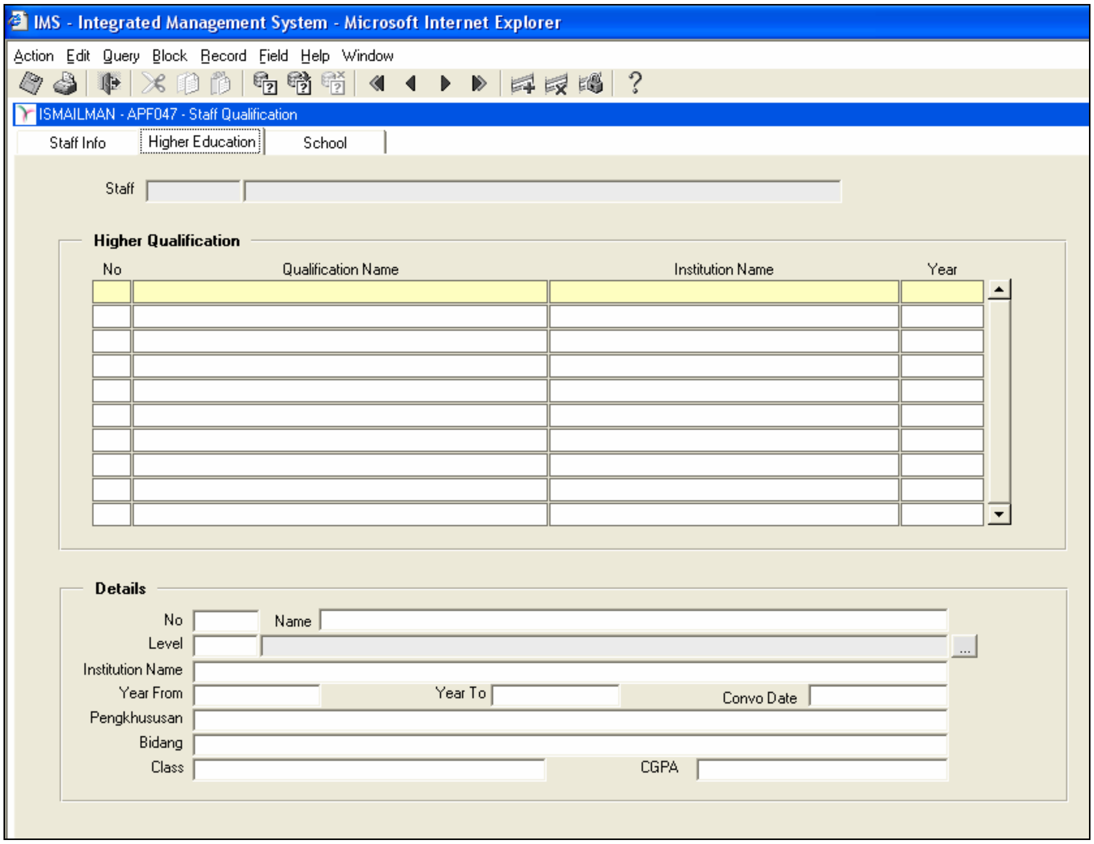


*Figure 1.47 – Staff Qualification Screen: Higher Education Tab*

### *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.

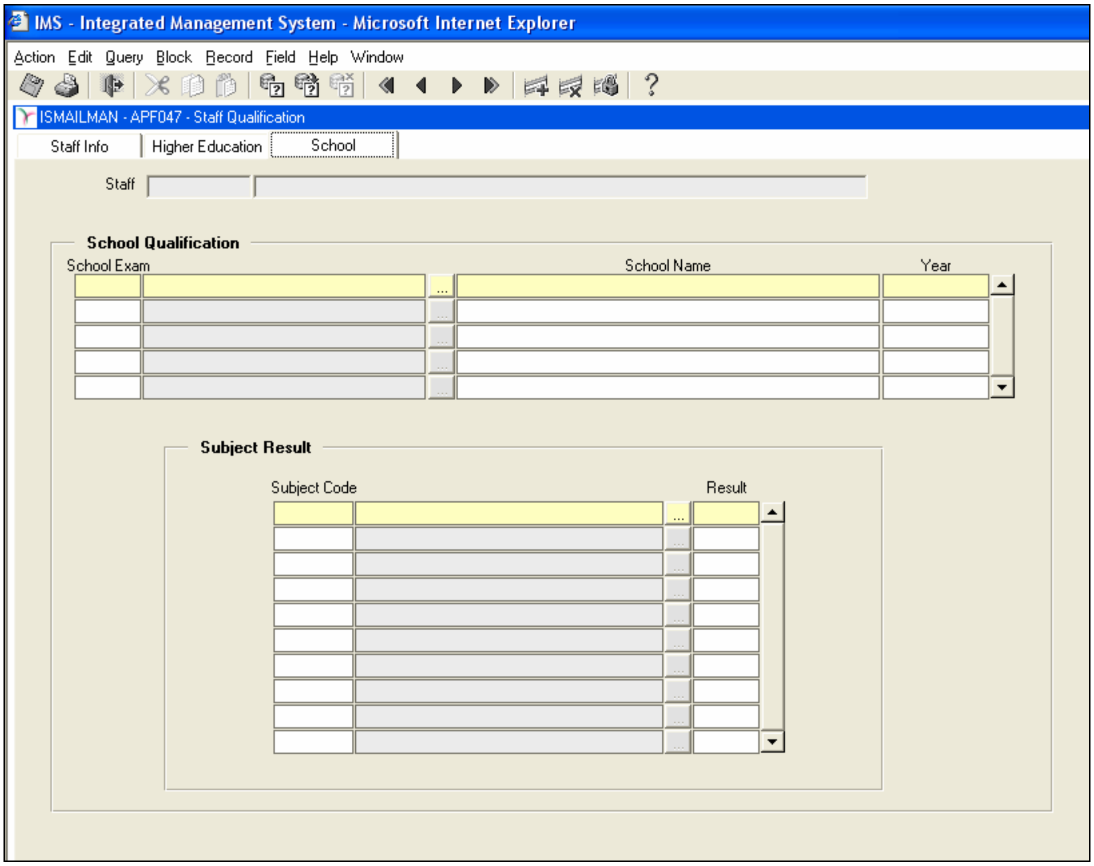


*Figure 1.48 – Staff Qualification Screen: School Tab*

***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.