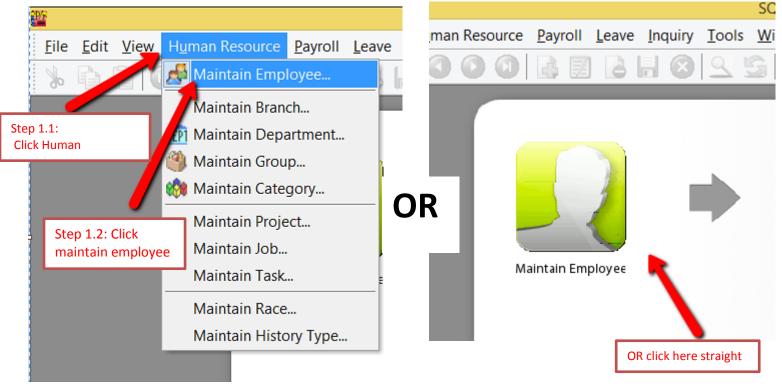
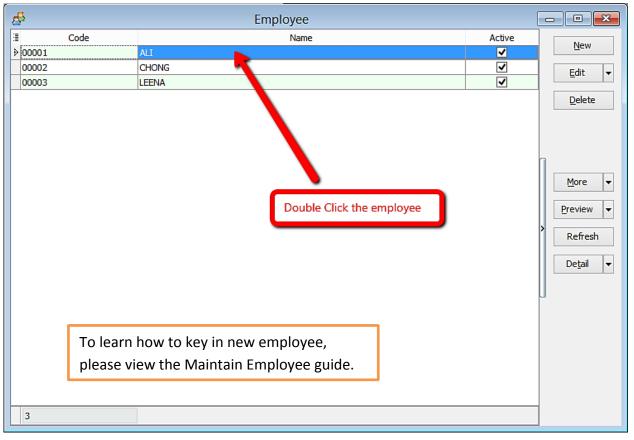
Print Appointment/Confirmation/Increment letter

Step 1: Navigate yourself to the Maintain Employee panel



Step 2: Select the employee



Step 2: Click preview reports

		기브	19 4	Click here to preview reports	
æ				Employee	
Co	ode: 0	0001	~	Job Title: DIRECTOR	New
Na	ame: A	LI			<u>E</u> dit ▼
	_				<u>D</u> elete
Per	rsonal G	Grouping	Family Payro	ll Info. Allowance Deduction Note History Child Attachments	Save
					Cance <u>l</u>
3	Post D 13/06/20		Type	Description Entitled to PARKING with rate 50.00	
	13/06/20			Entitled to NEWSPAPER with rate 30.00	More 🔻
	13/06/20			Entitled to HOUSE with rate 1,000.00	Preview 🔻
	13/06/20) 1 5 ·		Entitled to PETROL with rate 200.00	
	13/06/20)15 ·		Entitled to PHONE with rate 100.00	Refresh
	13/06/20) 1 5 ·		Revise Wages from - to 5,000.00	Browse
	13/06/20			Revise WagesType from to SENIOR	
	13/06/20	15		Revise MaritalStatus from S to M	
				OR click here to preview	

Step 2: Select the report you want by double clicking it

Select Rep	oort ×
HR.Employee.Appointment.Report HR.Employee.Confirmation.Report HR.Employee.Increment.Report HR.Employee.Report PCB.TP1.Report PCB.TP2.Report PCB.TP3.Report Select the report you want	
Select All	OK Cancel

This is the example of the appointment letter

	ousness so require, working on sunday or Public Holiday, and at such hour as may be required for the proper performance of your duties.	Your retirement age shall be 60 years of age	
	9. WORKING HOURS	16. NON-COMPETITION & NON-SOLICITATION	
	Your working hours and days will be in accordance with that established by the company. They are subjected to	You agree that during your employmentby the Company and for a period of two (2) years after the termination of your employment, provided the Company has not with drawn from selling products in the sale Pacific region.	
15 Jun 2015 Private & Constraints	change as and when deemed necessary. In case of emergency or pressure of work demand, the companyshall	oryour employment, provided the Company has not withdrawn from selling products in the Asia Pacific region, you will not -	
	request you to perform extended hours as deemed necessary for the business.	you will not."	
ALI (1/C No:870325071111) 5.34L4V BESI 123/79D	The following are vorking hours applicable to you (subject to change) >	(a) engage or be directly engaged or concerned with or interested in any business which is in competition or similar	
KELANTAN	menoral are very a possibilitate o to (astern central).	with the business in any country or place where the Company or any of its affiliates or joint ventures (the "Group)	
11600 JELUTONG	Monday - Friday: 9.00 am to 5.00 pm (1 hour lunch break)	has carried on or is carrying on its businesson take whether directly or indirectly, such businessin any country or againt any such person. firm, companyor groanization with technical, commercial or professional advice in relation	
PULAU FINANG	Saturday: 9.00 am to 1.00 pm	to such business; or	
	10. ANNUAL LEAVE	(b) either on your own account or for any person, firm, company or organization solid tor entice or endeavor to solid	
DearAl	You will be entitled to annual leave as stated below:	or entice awayfromany company in the Group whether or not such person would commit any breach of his contract of employment by reason of leaving the service of the relevant company in the Group.	
RE: OFFER OF EMPLOYMENT	Years of service No. of days Less than 2 years DR days	17. STAFF REGULATION	
Following your recent discussion with us, this letter is to summarize the basic terms and conditions of your current employment	2 years buttes than 5 years 12 days	The company reserves the right to promulgate and amend staff regulations from time to time which you will be	
Percente you receive caused merca, the received annual as the base of means on brook of you can entering by merc	5 years and above 16 days	required to observe.	
	11. STCK LEAVE		
 EMPLOYMENT Your position is DIRECTOR in our company with effect from 13 Jun 2015 upon the terms 	11 SUCK LEAVE You will be entited to paysick leave as dated below:		
and conditions here in contained provided that the Company reserves the right to very your duties.		If you agree to the above terms and conclibing of employment, Kindlysign and return the duplicate copy of this letter to us latest by	
	(a) Where no hospitalization is necessary, the entitlement will be as follows:	to us latest by	
 SALARY Your giarynow is RM5.000.00 per month. Your annual salary isbeing defined as the monthlysalary times twelve. 	Years of service No. of days		
The analysis a way be more for an a service of the as the more years were	Less than 2 years 14 days	You's faithfully,	
Your salary/ wages will be credited to your bank account. For this purposes you are to open a bank account which	2 years but lessthan 5 years 18 days	< <new company="">></new>	
is preferred by the Company and provide the Company with the deallis of the account.	5 yearsand above 22 days		
3. PROBATION PERIOD	All sickleaves must be certified by the company's appointed doctor or by		
You are required to serve a protectionary period of three (3) months however; you have already passed your probation	Government doctors in case of emergency.	-	
period and therefore a confirmed employee.	(b) Where hospitalization is necessary, 60days in the appreciate per calendar year, provided that if you have taken any sick leave for non-hospitalization, the no, of days sick leave for hospitalization shall be reduced to the extent	HR DEPARMENT MANAGER	
4. DUTIES	of the round data side leave taken for non-hostitalization.		
You will be required to undertake such dutes as would be assigned to you in the proper performance of your employment			
The company reserves the right to assign to you on a temporary basis, duties outside the nature of your employment or transfer you to any other position or different locations blace of work.	 PUBLIC HOLIDAY You will be entited to 11 of the casette cald public holiday and to any day dedared as a public holiday by the 	1 UC hereby	
or tanate you to any other playtion or cirrerent locations, place or work.	Federal Government under the Holdsveltes But other davids will be substituted instead.	Indestant and accept the above offer of employment	
5. BONUS PROGRAM		oncersare and accept of accept of employment.	
You will be participating in the stebonus programmed. The stebonus program is paid outbased on Company and Incluidual performance.	 MEDICAL BENEFITS During your service with the company, the company will meet the expenses br your medical treatment up to the 		
anarrow performance.	resimum of RMS0000 per year (RMS0.00 per visit). The company will not bear the cost of medical expenses		
6. CONFIDENTIAL INFORMATION.	If such expenses are incurred through any misconduct, negligence or fault on your part.		
You will not, either during the continuance of this contract or after listermination, disclosed or divulge to any parties any secrets, transactions or information in respect of the company's business, which may come within your inowiecte of	14. NOTICE OF TERMINATION	Signature of employee	
sectors, transactions or information in respector the companys business, which may come when your knowledge or possession in the course of your employment without the content of the company.	(a) During the probationary period, either party may at any time give the other party ONE(1) weeknotize in writing	Signature of employee Date	
Upon termination of your employment, you will promptly return to the company, all existing documents made or acquired	or payment in ileu of notice period for termination of this employment contract. After probationary, the required		
by you during your employment which contain or refer to any confidential information.	notce period will be CNE (1) month or salary in lieu of notice with approval from the Company.	Please submit the following documents to Human Resource Department. 1) Duly signed copy of Letter of Offer of Employment	
7. CONFLICT OF INTEREST	(b) The Company mayterminate your employment without notice, in the event of zerious misconduct or neglect of	2) Copies of academic qualifications	
You shall not during the continuance of this contract, except with the knowledge and consent of the company, embark,	duties or breach of any rules, regulations or directives of the Company or breach of any of the terms and	3) Personal Particulars Form	
engage or interest yourself whether for reward or grabulously in any adivity which would interfere with the performance	conditions of the agreement. Please keep in mind that we consider salaries and benefits as personal and private issues. Sharing of this information is not appropriate.	4) 2 Photographs S) Photogoay of Identification Card	
of your duties with this company of which to your knowledge would constitute a conflict of interest with the business of this company.	private textus, and ing or the most networkpy(op) det.	 6) Photocopy of your Bank Account Details (page with name, account no. and branch) 	

Special note:

For increment letter, make sure increment is set in **history** in order for the report to work

æ	Employee	- • •
Code: 00001 Name: ALI	Job Title: DIF 1) Select History	<u>N</u> ew Edit ▼ Delete
Personal Grouping	Family Payroll Info. Allowance Deduction Note History Child Attachments	Save
Code: 00001	Code Description Default History Type Increment Increment	<u>N</u> ew
Name: ALI Personal Grouping Personal Grouping Post Date 13/06/2015 13/06/2015	3) Select this	4) Save Save Cancel More ▼
13/06/2015 13/06/2015 13/06/2015 13/06/2015 13/06/2015 13/06/2015	2 Fetch All A A=a New	Preview ▼ Refresh Browse
▶ 15/06/2015	2) Click the drop down arrow	