



How to add user?



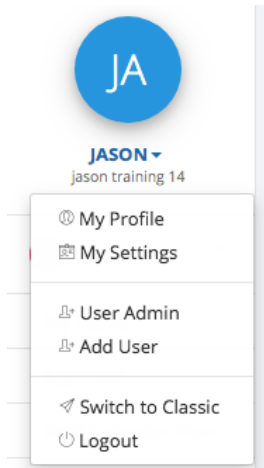
Introduction

This is to create new employee profile in system such as Leave Details, Pay Details, Attendance Details etc.

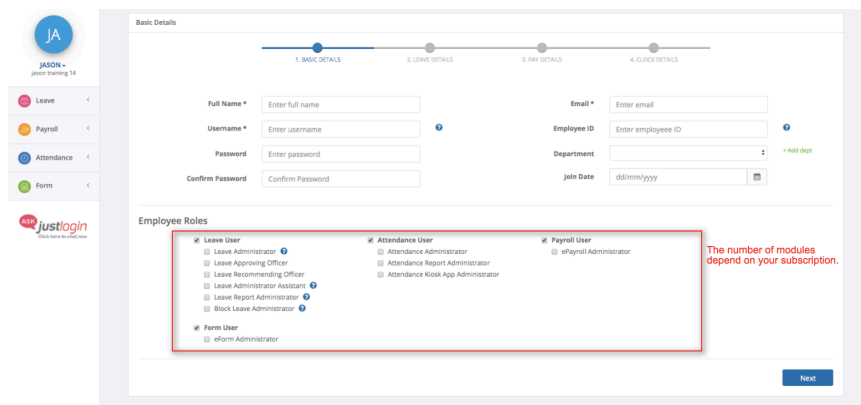
Steps

Step 1: Login as the Super Administrator

Step 2: You should be able to see the **User Admin** and the **Add User** at this place



Step 3: Click on the **Add User** option. The system will show you this



Step 4: Enter the Full Name of the Employee at . If you subscribed to Payroll, do enter the name as in the person's identification document such as their NRIC or their passport. The reason is that the system will use this name for other documents such as the tax documents and CPF.

Step 5: Enter the email address of the employee at



Step 6: Enter the username of the employee

Username *

. This is the name the employee will use to login to Justlogin.

Step 7: Assign a password at

Password

Step 8: Reconfirming the password by entering the same password as in Step 7.

Step 9: (Optional) Enter the Employee ID at

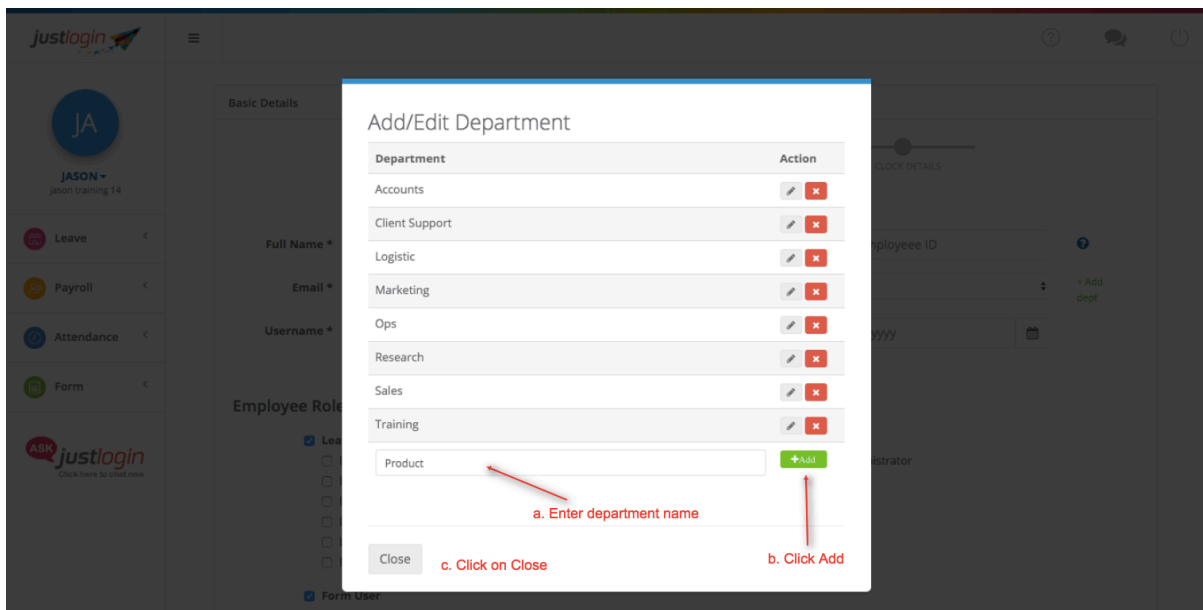
Employee ID

Step 10: (Optional) Select the department this employee belongs to

at Department

+ Add dept

Step 11: (Optional) If the department is not there, you can click to add the department.



Step 12: Enter the Join Date of the employee at

Join Date

Step 13: Select the modules that this employee can use. The boxed areas should not be ticked unless the person is an administrator or an approving person.

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1. BASIC DETAILS 2. LEAVE DETAILS 3. PAY DETAILS 4. CLOCK DETAILS

Full Name * Employee ID ?

Email * Department + Add dept

Username * ? Join Date

Employee Roles


<input checked="" type="checkbox"/> Leave User	<input checked="" type="checkbox"/> Attendance User	<input checked="" type="checkbox"/> Payroll User
<input type="checkbox"/> Leave Administrator ?	<input type="checkbox"/> Attendance Administrator	<input type="checkbox"/> ePayroll Administrator
<input type="checkbox"/> Leave Approving Officer	<input type="checkbox"/> Attendance Report Administrator	
<input type="checkbox"/> Leave Recommending Officer	<input type="checkbox"/> Attendance Kiosk App Administrator	
<input type="checkbox"/> Leave Administrator Assistant ?		
<input type="checkbox"/> Leave Report Administrator ?		
<input type="checkbox"/> Block Leave Administrator ?		

Form User

eForm Administrator

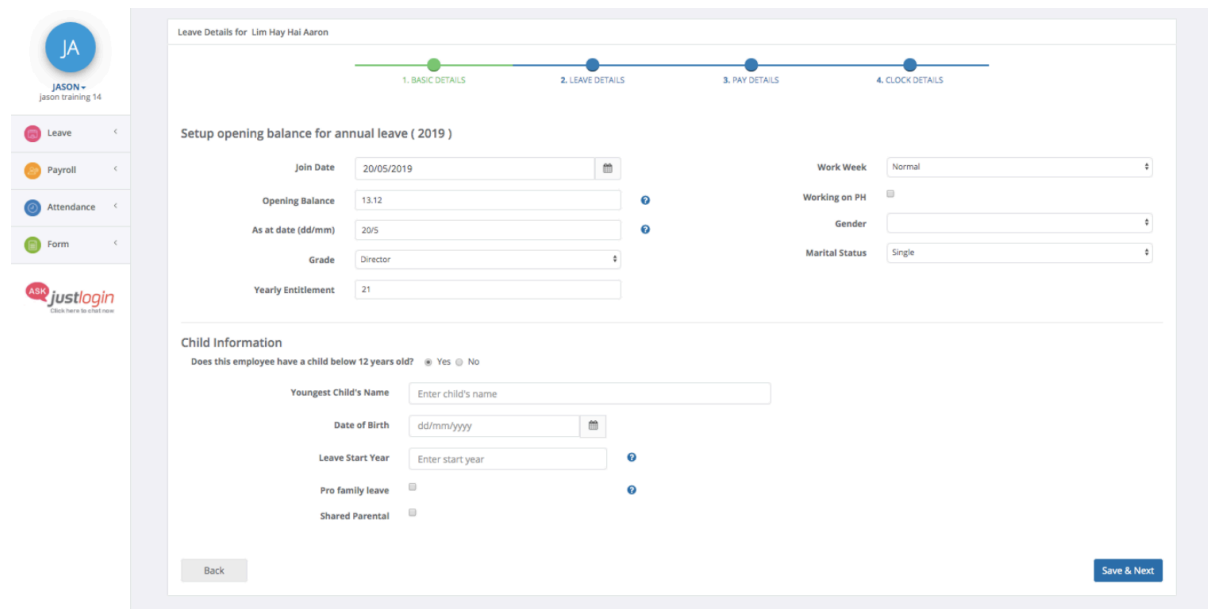
Tick only if this employee is an administrator of a particular module

Next

Step 14: Click on  to proceed to the next step of the configuration.

Add User – Leave Setup

If your company subscribes to the leave module, the system will show this page when you click on the next button in the Add User.



Step 1: Enter the join date at the **Join Date** field.

Step 2: (Only if you have grade) Select the grade of this staff at the **Grade** field and the system will auto-calculate the opening balance for the staff.

Step 3: Select the work week for this staff **Work Week** . The work week depends on your leave configuration.

Step 4: (Optional) If this staff needs to work on Public Holiday, make sure that the **Working on PH** is checked.

Step 5: Select the staff's gender at **Gender** field. This field is helpful in the filtering of leave according to genders such as Maternity and Paternity leaves.

Step 6: (Optional) Select the marital status of the employee at **Marital Status**

Step 7: (Optional) If the person has a child below 12 years, select the Yes option at

Does this employee have a child below 12 years old? Yes No

Step 8: Enter the youngest child's name at **Youngest Child's Name**



Step 9: Enter the Date of Birth of the child at **Date of Birth**

Step 10: The system will automatically show you the Leave Start year based on the date of birth keyed in Step 9. **Leave Start Year**

Step 11: If the child is a Singaporean, please check the checkbox at **Pro family leave**

Step 12: If this person is using shared parental, then click on the checkbox at **Shared Parental**

Step 13: Click on the **Save & Next** to save the settings.

Add User - Pay Details

If you subscribe to the Payroll module, you can in Add User enter the pay details of an employee at the **Add User** module. You will see the following page when adding a user in **Add User**.

Element Name	Element Type	Wage Type	Formula/Amount	Prorated	Pay CPF	Active	Actions
No Data Found							

The steps are:

Step 1: Enter the **Date of Birth** of the employee at **Date of Birth** . The date is important as it will affect the CPF payment if the person is a Singapore Citizen or a Permanent Resident.



Step 2: Enter the **NRIC/FIN** of the employee at

. Note that the initial character and the last character must be in **uppercase**.

Step 3: Enter the **Race** of the staff. This is important in Singapore as Chinese, Indian, Malay, and Eurasian are required to contribute to their own community. The employees can opt out of the contribution on their own at the respective community agencies. Select the Race at the field.

Step 4: Enter the **Religion** at

Note that the only religion that needs to contribute is if the employee is a Muslim (regardless of race and nationality).

Step 5: Enter the **Residency** of the employee at . This is important as this would affect whether this employee contributes CPF.

Step 6: Enter the pay of the staff at . For Part-timers, enter the hour rate. For Monthly and Fortnightly, enter the monthly payment.

Step 7: Enter pay period at Monthly Fortnightly

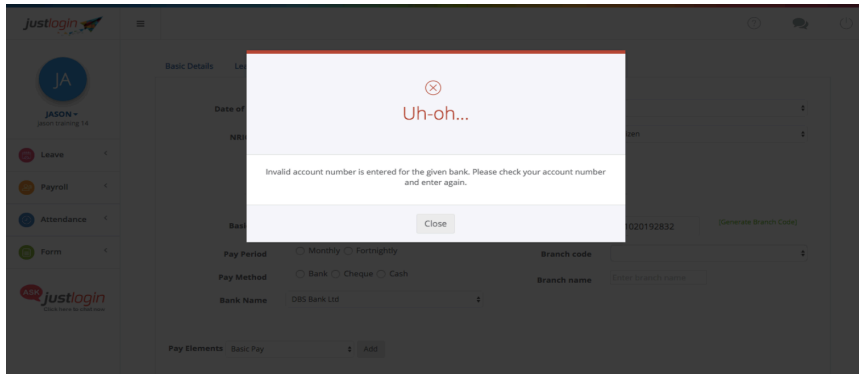
Step 8: Select Bank Cheque Cash

Only if you chose Bank as the Pay Method

Step 9: Select the employee's bank at

Step 10: Enter the account number.

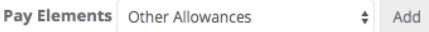

Step 11: Click on the [\[Generate Branch Code\]](#). Justlogin will validate to make sure that the account number is valid. If the bank account is valid, the system will automatically fill in the Branch Code and the Branch Name appearing. If the bank account is invalid, the following message will appear




Adding Pay Elements

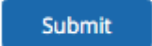
You can add on pay elements for the employees on the onset. I would recommend that only pay elements that the employees will get or deducted every month to place here.

To add pay elements on the onset, do the following:

Step 12: Select the **Pay Element** at the  and then click on the  button.

Step 13: (Optional) If the pay element's default value is 0, you can click on the .

Step 14: (Optional) Go the  and manually enter the **Amount/Formula**

Step 15: Click on the  to save the setting.

Optional info required for IRAS filing

Recommend that you fill in all the staff's relevant information at the beginning so you will not need to fill in the information later.

Step 16: Enter the **Designation** of the staff. Note that this is a must for all users. If a particular designation is not there, you can create new designation by clicking on the

Step 17: Enter the **Gender**

Step 18: Enter the **Marital Status**

Step 19: Enter the **Nationality**



Step 20: Enter the **Country**. The Country is the country for the address that they stay now.

Step 21: Enter the Address 1, Address 2 and the Postal Code.

Step 22: Click on the

Save

Add User - Attendance Details

If you subscribe to Attendance, you can set up the Attendance at the Add User Attendance.

Step 1: Enter the Time Zone at

Timezone (GMT+08:00) Kuala Lumpur, Singapore

Step 2: Select the OT policy for this employee at

OT Policy

None

Step 3: The Weekly Hours will open up if you select Weekly in Step 2

Step 4: If allow employees to edit the Attendance, you can pick at

Allow edit



Step 5: (optional) Select what you should do if a staff worked on a public holiday at

Public Holiday Policy

Given Off-In-Lieu

There are 2 choices; one is Given Off-in-Lieu and the other is Paid-one-day. Note that this option is just a remark and any adjustment must be done in the leave module or the payroll module.

Step 6: (optional) Select the employee type at
Again this is just a remark.

Employee Type

Executive

Step 7: Enter a unique or generate a pin number for the staff at the

PIN

Enter PIN

Generate PIN

field . This unique pin is used to identify the employee in the kiosk mode.