

Compiled Add User Guide





Add User - Basic Details

This article will show you how to add users using the Add User feature. In order for you to see Add User, you must be the Super User.

Other administrators such as payroll, leave or attendance administrators will not see this option.

To add a user using the Add User, do the following:3

Step 1: Login as the superuser.

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

justlogin 🛒			
NIELSIE V Nielsie Test			
^መ My Profile 团 My Setting			
완 User Admin 완 Add User			
Announcements			
Step 3: Click on t	he ^{요+} Add User	option. The sys	stem will show you





Step 4: Enter the Full Name of the Employee

	Full Name *	Enter full name	
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

Enter Email	
	Enter Email

Step 6: Er	nter the use	ername of the	
emplovee	User Name *	Enter Username Username is required	This is the name the
employee	will use to	log in to JustLogin	
Step 7: As	ssign a pas	sword at	Enter Password
Step 8: Re	ECONFIRMINO	Confirm Password	entering the same password as in
Step 9: (C	Detional) Er	nter the Employee	ID]
<u>Step 10: (</u>	Optional) S	Select the departme	ent this employee belongs to at

~

Department



Step 11: (Optional) If the department is not there, you can

+ Add Dept

to add the department.

Basic Details			-		
	Add/Edit Department				
	Department	Action	5. EXPENSE DETAILS		
	Accounting	1 ×			
Full Name *	Customer Service	× ×	Enter Email		
User Name *	Finance and Payroll	1 ×	Enter employee ID		
	Human Resources	1 ×		~	+ Add Dept
Password	Leasing	ø 🗙			
Confirm Password	Management	× 🗙	dd/mm/yyyy		
	Managers	/ ×		~	
	Operations	2 ×			
Employee Roles	Part-Time	/ ×			
🛛 Leave User	Subject Experts	/ ×			
Leave Admi	Enter new department name	+Add	nistrator		
Leave Recor					
Leave Admi Leave Repo		2			
Block Leave	Enter department name	Click Add			
	Close Click on Close 3				

Step 12: Enter the Join Date of the employee

Join Date	dd/mm/yyyy	#
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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.

Leave User Leave Administrator Leave Approving Officer Leave Recommending Officer Leave Administrator Assistant Leave Report Administrator Block Leave Administrator	Attendance User Attendance Administrator Attendance Report Administrator Attendance Mobile App Administrator	Payroll User Payroll Administrator
 Expense User Expense Administrator Staff/People User Staff/People Administrator 	 Form User Form Administrator Benefit User Benefit Administrator 	
SafeClock User SafeClock Administrator		Tick only if this employee is an administrator of a particular module



Add User - Leave Details

If your company is subscribed to the leave module, the system will show this page when you click on the "Next" button in the Add User.

justlogin 🛒	4	=							Ū.	?	Ċ
NIELSIE - Nielsie Test			Leave Details for Test Account	1. BASIC DETAILS	2. LEAVE DETAILS	3. PAY DETAILS	4.CLOCK DETAILS	5. EXPENSE DETAILS			
Mome			Setup opening balance for a	annual leave (2022-20	23)						
B Leave	<		Join Date	01/04/2022	-		Approving Officer	Empty & ×			
Davarall	,		Opening Balance	0		0	Work Week	Normal		~	
Payron			As at date (dd/mm)	01/04/2022		0	Working on PH				
Attendance	<		Grade	Default Grade	,		Gender			~	
SafeClock	<		Yearly Entitlement	0			Marital Status	Single		~	
Expense	K		Child Information								
🛞 People	<		Does this employee have a child be	elow 12 years old? O Yes 🖲	No						
Form	<		Back						Save 8	k Next	
Reports	<										

Step	<u>o 1: En</u>	ter the join date in		1
the	Join Date	01/04/2022	Ê	field.

Step) 2: Se	lect the grade of th	nis staff at	
the	Grade	Default Grade	~f	ield.

Step	3: Select	the work week for this		
staff	Work Week	Normal	~	. The workweek depends
on yo	our leave o	configuration.		· · · · · · · · · · · · · · · · · · ·

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



Ste	ep 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 [.]	Select	the	marital	status	of	the	employ	vee
Oicp	υ.	OCICCI	uic	mantai	้อเฉเนอ	UI.	uic	CITIPIO	ycc

at	Marital Status	Single	~	
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This is important if there are leave types that are based on the marital status of the staff.

Step 7: 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 O No
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This is going to be used by the system to filter the particular child-related leave type that the staff is entitled to. If you choose "No" in this portion, please skip steps 8-12, go directly to step 13.

Ste	ep 8: Enter th	e youngest child's name	
at	Youngest Child's Name	Enter child's name	
a			

Step 9: Enter the Date of Birth of the child

Date of	Birth	dd/mm/yyyy	
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Step 10: The system will automatically show you the Leave Start year based on the date of birth keyed in

Leave Start Year	Enter start year	0
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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: Clic	k on the	& Next	save	the set	tings.

Add User - Pay Details

If your company is subscribed to the Payroll module, you can 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.

justlogin 🛫	=			Q• ()
		Pay Details For sample		
NIELSIE - Nielsie Test			LENGC DETAILS 2. LENGE DETAILS 3. EXPENSED DETAILS 4. CLOCK DETAILS 3. EXPENSED DETAILS	
B Home		Date of Birth	Select date 🛍 Religion	~
Eave	<	NRIC/FIN	Enter National ID Citizen	~
😕 Payroll	ĸ	Passport	Enter Passport Payroll User Group	~
O Attendance	<	Race	v	
SafeClock	<			
Expense	<	Basic Pay	Enter basic pay	
🛞 People	×	Pay Period Pay Method	Montmy O Fortnigmuy Bank O Cheque O Cash	
Form	<			
Reports	<	Bank Name	v	
Settings	×	Account no.	Do not type "-" Generate branch code	Q

The steps are:

Step	1:	Enter	the	Date	of	Birth	of	the	em	ploy	yee
20		0									ΰf

- 4	Date of Birth	Select date	m
at			

The date is important as it will affect the CPF payment if the person is a Singapore Citizen or a Permanent Resident, particularly if there's a change in CPF rate when the staff reaches the age of 55.

Step 2: Enter the NRIC/FIN of the employee

ot	NRIC/FIN	Enter National ID	
all			



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 <u>own at the respective community agencies</u>.

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

Residency	Citizen	~
a)		

This is important as this would affect whether this employee contributes to CPF.

Step 6: (Optional) You can also assign the staff to a Payroll Group if you already have existing groups

	Payroll User Group	~	
at			

Step 7: Enter the pay of the staff

at	Basic Pay	Enter basic pay	For Part-timers, enter the
ho	urly rate	For Monthly and Fortnightly, e	nter the monthly payment.

Step 8: Enter pay period at	Pay Period	Monthly O Fortnightly	
			-

Step 9: Select

Pay Method

Bank
Cheque
Cash

Only if you chose Bank as the Pay Method Step 10: Select the employee's bank at



Bank Name	
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Step 11: Enter the account number.

Step 12: 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.

justlogin 🛒	=	0 9	2	Ċ
JASON - Juson - Juson - Jason	Basic Details Lo S Date of NR3 Xen Xen			
Payroll 4	Invalid account number is entered for the given bank. Please check your account number and enter again.			
O Attendance	Basi Close 020192832			
Form (Pay Period O Monthly O Fortnightly Branch code			
Click here to ched now	Pay Method Bank Cheque Cash Enter branch name Bank Name DBS Bank Ltd 4			
	Pay Elements Basic Pay \$ Add			

Adding Pay Elements

You can add pay elements for the employees at the onset. I would recommend that only pay elements that the employees will get or deducted every month be placed here.

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

the	Pay Elements	Other Allowances	✓ Add	and then o	click on the	Add	utton.
Ste	o 1 <u>4: (O</u> p	tional) If the p	oay elemen	t's default	value is 0, y	ou can	click
on t	he 💽.						



Step	o 15: (Optiona	l) Go to		
the	Amount/Formula 🟮 😧	0	[Validate]	and manually
ente	er the Amount/	Formula.		,
Step	o 16: Click on	the Submit to save the setting.		

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 17: Enter the Designation of the staff. The Designation must be set in the People module.

See related article here - <u>https://support.justlogin.com/hc/en-</u> us/articles/9812601098137-How-to-add-and-assign-Designation

Note that this is a must for all users. If a particular designation is not there, you can create a new designation.

Step 18: Enter the Gender.

Step 19: Enter the Marital Status.

Step 20: Enter the Nationality.

Step 21: Enter the Country. The Country is the country for the address that they stay now.

Step 22: Enter the Address 1, Address 2, and the Postal Code.



Step 23: Click on the



Add User - Attendance Details

If your company is subscribed to the Attendance module, you can set up the Attendance details of the staff at the Add User Attendance.

Step 1: Ente	er the Time Zone at	
Timezone	(GMT+08:00) Kuala Lumpur, Singapore	~

Step 2: Select the OT policy for this employee at

OT Policy	None	~
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Step 3: The Weekly Hours will open up if you select Weekly in Step 2

Weekly Hours	Enter weekly hours					
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Step 4: If employees are allowed to edit their clock in/out data, you can

put a tick at	Allow edit	0

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

Public Holiday Policy	Treat as Working Day	~	0

Step 6: (optional) Select the employee type

	Employee Type	Executive	~	
at		1	8	. Again this is just

a remark.

Step 7: Enter a unique or generate a PIN for the staff

	PIN	Enter PIN	0	
at		Generate PIN		

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