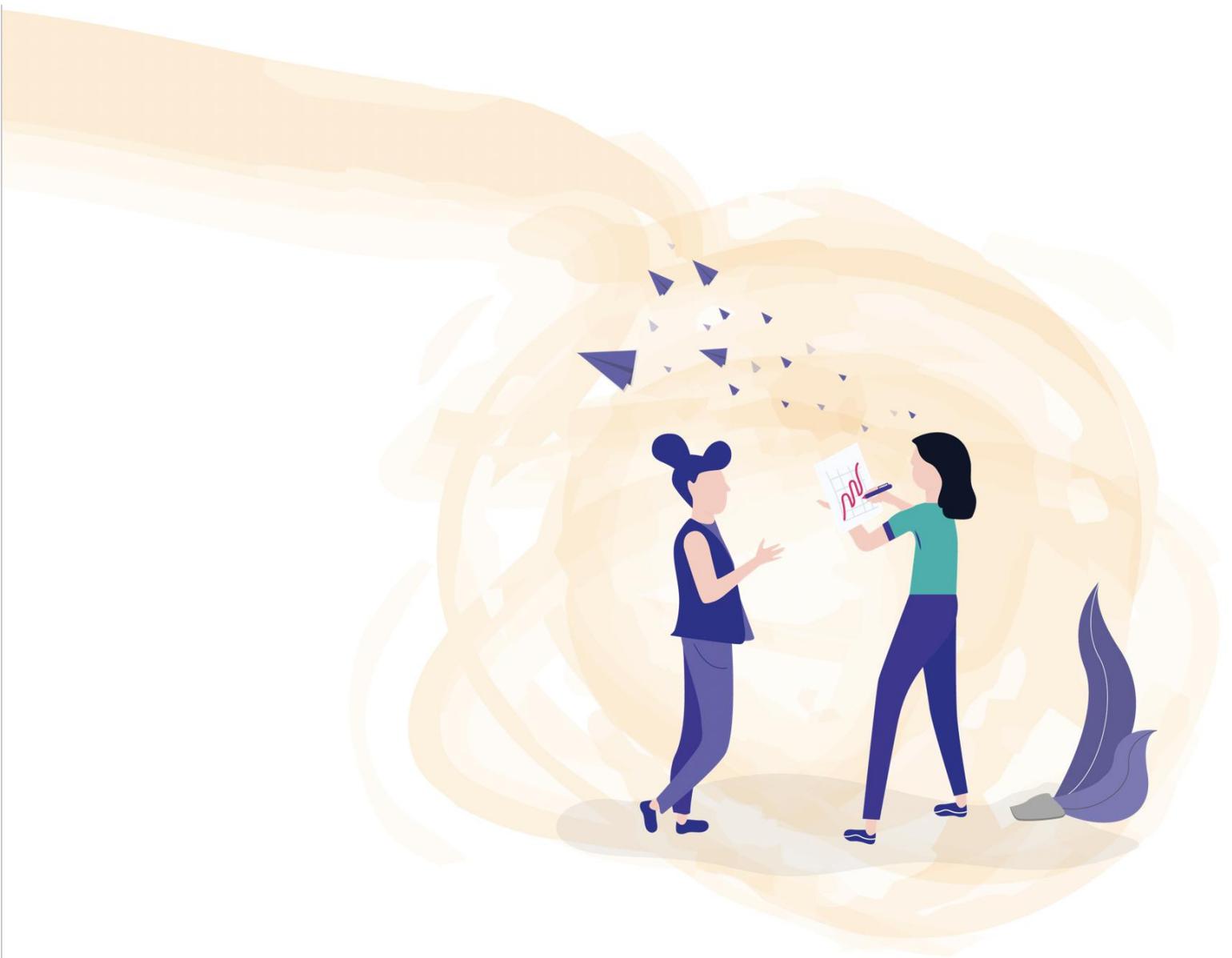




# Compiled Add User Guide



## Add User - Basic Details

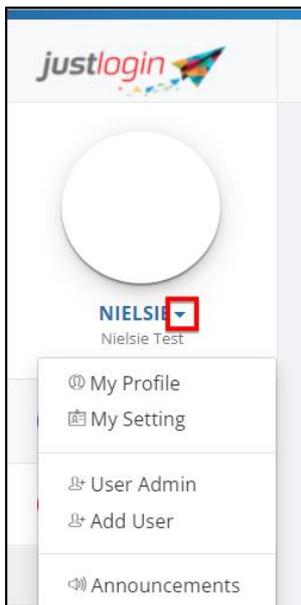
This article will show you how to add users using the Add User feature. In order for you to see Add User, you must be the Super User.

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

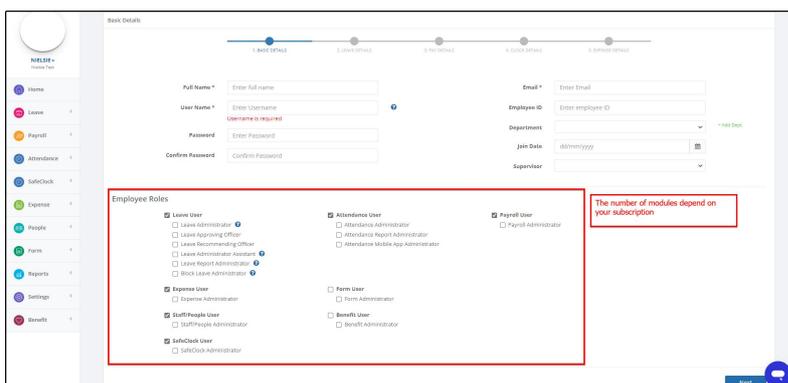
Step 1: Login as the superuser.

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



**Add User**

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





#### Step 4: Enter the Full Name of the Employee

at 

<b>Full Name *</b>	<input type="text" value="Enter full name"/>
--------------------	--

.

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 

<b>Email *</b>	<input type="text" value="Enter Email"/>
----------------	--

.

#### Step 6: Enter the username of the

employee 

<b>User Name *</b>	<input type="text" value="Enter Username"/> <small>Username is required</small>
--------------------	--

. This is the name the employee will use to log in to JustLogin.

<b>Password</b>	<input type="text" value="Enter Password"/>
-----------------	---

.

#### Step 8: Reconfirming the password by entering the same password as in

Step 7 in 

<b>Confirm Password</b>	<input type="text" value="Confirm Password"/>
-------------------------	---

.

#### Step 9: (Optional) Enter the Employee ID

at 

<b>Employee ID</b>	<input type="text" value="Enter employee ID"/>
--------------------	--

.

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

<b>Department</b>	<input type="text" value=""/>
-------------------	-------------------------------

 ..

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

Step 12: Enter the Join Date of the employee at Join Date dd/mm/yyyy.

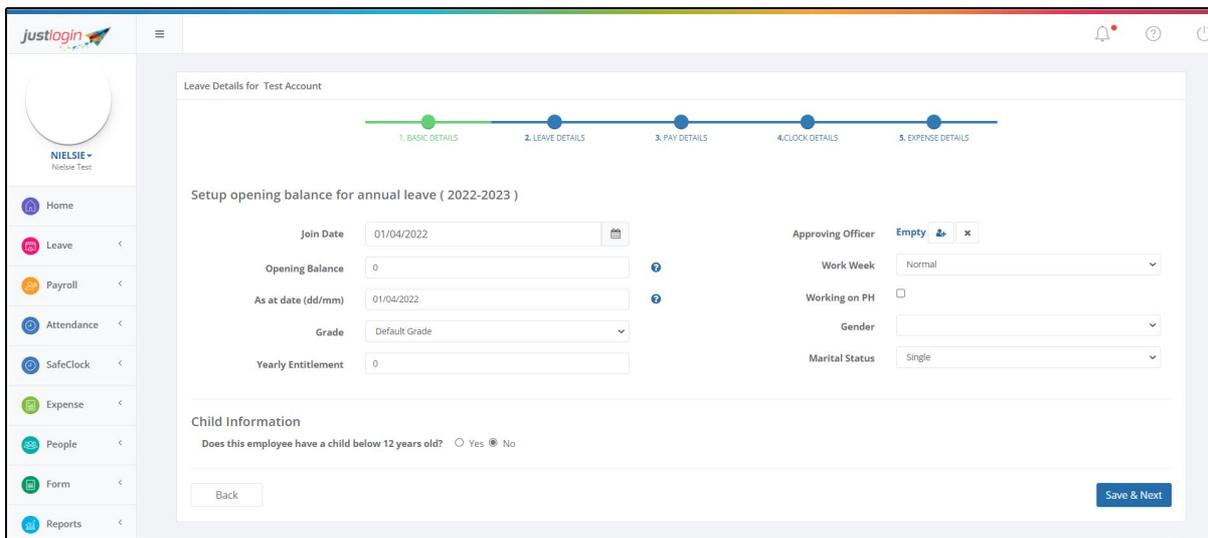
Step 13: Select the modules that this employee can use. The boxed areas should not be ticked unless the person is an administrator or an approving person.



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

## 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.



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

Step 2: Select the grade of this staff at the **Grade** field.

Step 3: Select the work week for this staff **Work Week**. The workweek 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  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 employee

at

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

Yes  No

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.

Step 8: Enter the youngest child's name

at

Step 9: Enter the Date of Birth of the child

at

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

Step 11: If the child is a Singaporean, please check the checkbox

at



Step 12: If this person is using shared parental, then click on the

checkbox at 

Step 13: Click on the  to save the settings.

## 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.

The steps are:

Step 1: Enter the Date of Birth of the employee

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

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.

Race

Step 4: Enter the Religion at

Religion

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

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

at

Step 7: Enter the pay of the staff

at

For Part-timers, enter the hourly rate. For Monthly and Fortnightly, enter the monthly payment.

Step 8: Enter pay period at

Pay Period  Monthly  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

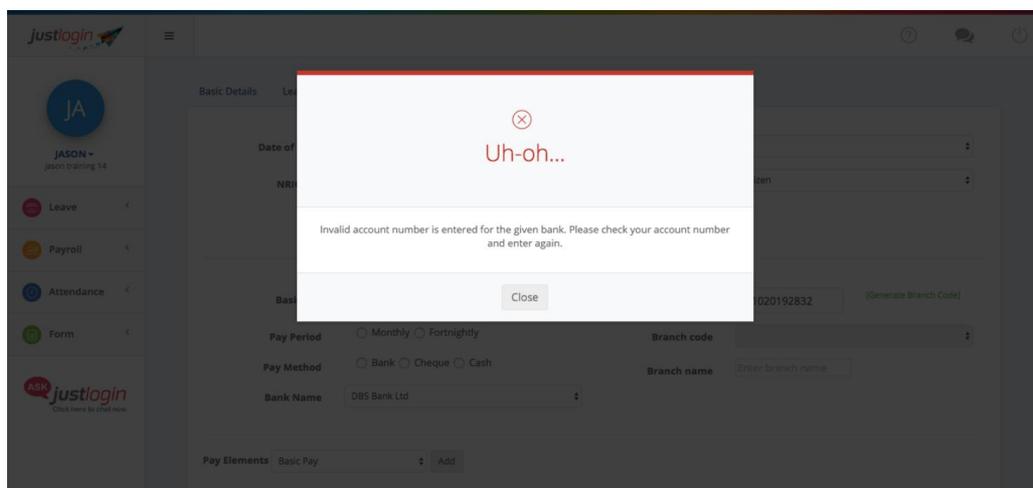


Bank Name

Step 11: Enter the account number.

Generate branch code

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.



## 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:

Step 13: Select the Pay Element at

the **Pay Elements**   and then click on the  button.

Step 14: (Optional) If the pay element's default value is 0, you can click

on the .



Step 15: (Optional) Go to

the  and manually enter the Amount/Formula.

Step 16: Click on the  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 - <https://support.justlogin.com/hc/en-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: Enter the Time Zone at

<b>Timezone</b>	(GMT+08:00) Kuala Lumpur, Singapore	▼
-----------------	-------------------------------------	---

Step 2: Select the OT policy for this employee at

<b>OT Policy</b>	None	▼
------------------	------	---

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

<b>Weekly Hours</b>	Enter weekly hours
---------------------	--------------------

Step 4: If employees are allowed to edit their clock in/out data, you can

put a tick at 

<b>Allow edit</b>	<input type="checkbox"/>	?
-------------------	--------------------------	---

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

<b>Public Holiday Policy</b>	Treat as Working Day	▼	i
------------------------------	----------------------	---	---

Step 6: (optional) Select the employee type

at 

<b>Employee Type</b>	Executive	▼
----------------------	-----------	---

. Again this is just a remark.

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

at 

<b>PIN</b>	Enter PIN	?
	<a href="#">Generate PIN</a>	

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