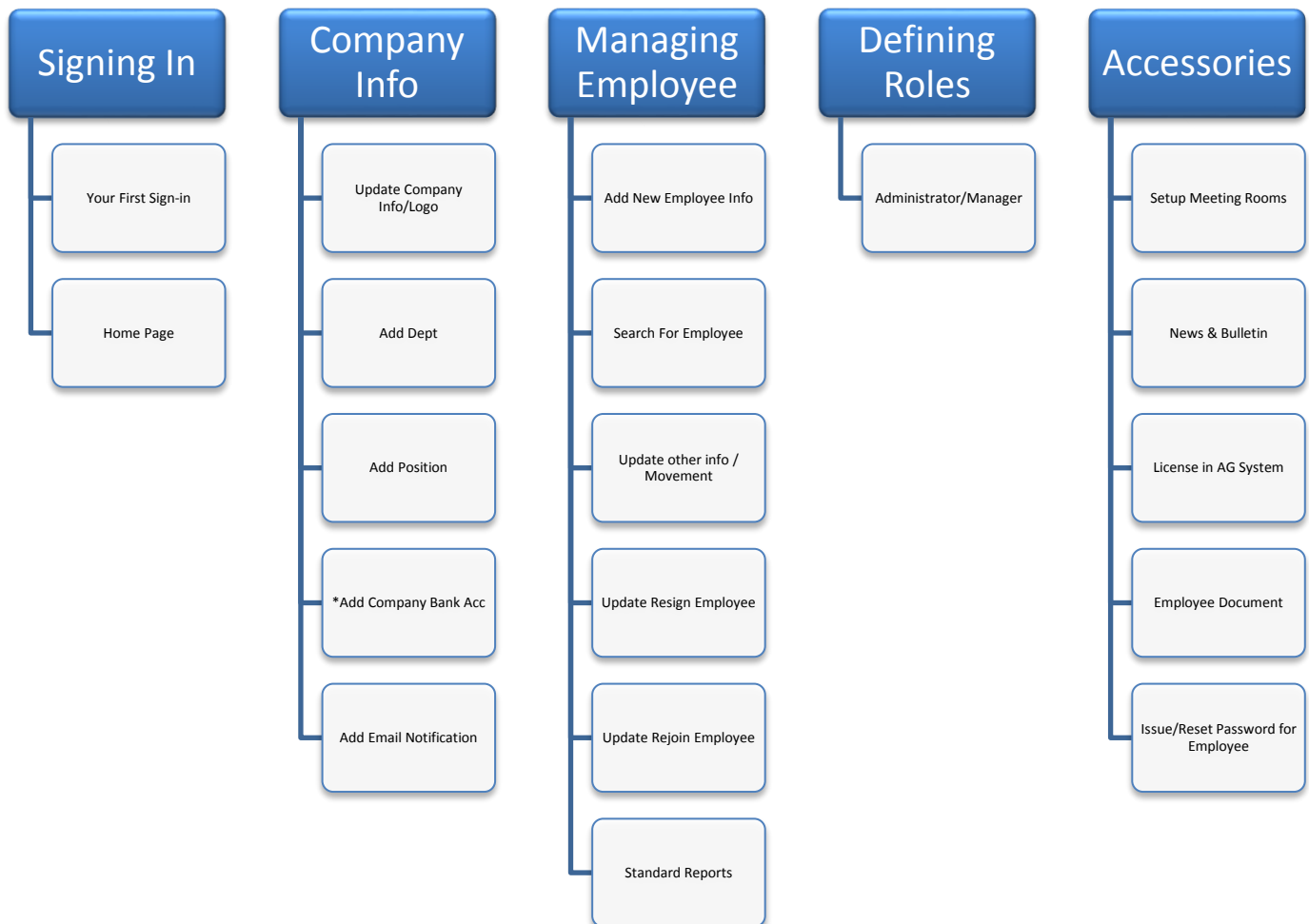


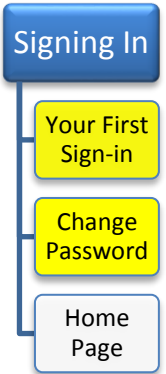
Welcome to AGHRM Administrator Guide.

This is an easy-to-navigate guide that provides you with a quick and seamless way to start using your Personnel Solution.

Personnel & Office Automation Quick Overview



Signing-In



1. An email will be sent to you with an Login ID / Password / Company Web Site Link

From: AG Support [support@agnetedirect.com]
Sent: Thursday, September 15, 2011 12:01 PM
To: Louise Chew
Subject: Your account password has been reset!

Dear Louise Chew Been Lap,

Welcome to the AG Suite, your personal HR portal. AG Net is proud to provide our HR services to you and your organization.

We are pleased to inform you that your access to the e-portal has been activated with the following login details:

a. Login ID : MP10101
b. Password : sb@d5s12
c. URL : <https://live.agnetedirect.com/CompanyABC>

(for security compliance purpose, you will be prompted to change your password upon initial login)

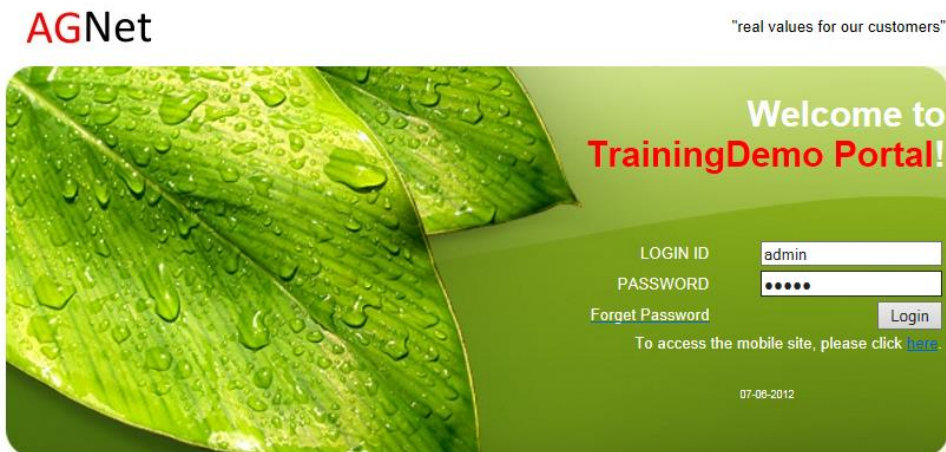
Upon successful login, you will be able to download the User Guide from the Bulletin Board.

Should you require any assistance, please contact your in-house ADMINISTRATOR for policy related matters or you may write to support@agnetedirect.com for portal related matters.

Thank you,

AG Net Operations

2. Click on Link and sign in with the ID & Password



3. System will prompt to change a new password (Min. of 4 characters to a max. of 14 characters). Once done, click save.

Change Password

Hello, please change your password...

New Password	<input type="password"/>
Confirm New Password	<input type="password"/>

Save

Note : Password changes will only be updated to the clocking programs upon the next synchronisation.

Signing-In

(This is the home page of the portal)

The screenshot shows the AGNet portal home page. At the top left is the AGNet logo (callout A). Below it is a main menu with buttons for HOME, CLAIMS, LEAVE, PAYROLL, PERSONNEL, and SYSTEM. On the right of the menu is a 'Help Logout' link. Below the menu, there is a greeting: 'Dear Administrator, Welcome to AG Suite !'. To the right of the greeting are icons for a key and a padlock (callout B). Below the greeting is a 'Dash Board' link (callout F). To the right of the dashboard are icons for 'Employee's Directory' (callout C) and 'Team Leave Calendar' (callout D). Below these icons is an 'Announcement' section with a form containing 'Subject', 'Publish From', and 'Publish To' fields, and a 'Pages :' label. Below the announcement is a 'Today's On Leave' section with a table containing 'Name', 'From', and 'To' columns. A callout F is placed over the 'Name' column header.

A vertical sidebar on the right side of the page. It contains four buttons: 'Signing In' (blue), 'Your First Sign-in' (white with blue border), 'Change Password' (white with blue border), and 'Home Page' (yellow with blue border).

A. The Main Menu Panel

- System (Store News bulletin and meeting room booking details)
- Personnel (Store employee personal information)
- Payroll (Store pay policies and pay info of employee)
- Leave (Store leave policies and Leave info of employee)
- Claim (Store Claim policies and Claim details of employee)

B. Change Password or Log out

C. Employee's Directory that shows employee email / telephone details

D. Team Calendar that shows whether your manager or team member is on leave

E. Bulletin or News

F. Staff who are on leave today

Update Company Info / Logo

(Start by filling in your company details into the information below)

1. Click on **Personnel -> Manage Personnel -> Company** → Click on **Company Name**
2. Click on **<Company Name>** to view/edit the details. Click on **Save** when it's done

Manage Companies

Code	Name	Status
001	AG Net Pte Ltd	Active

Select File

Address 1

Address 2

Address 3

Country

Postal

Phone

Fax

Payroll Engine

CSN Source

CSN - CPF Submission Number
<UEN No> PTE01 (No dashes is required)

Registration Type

Source

Tax Reference Number
<UEN No>

Status

File Name : company-logo.jpg Dimension : W:160 x H:60 A

625 Aljunied Road B

#04-08B

Singapore

389836

61234567

61234568

PAYSG

Company CSN C

200001888WPTE01 D

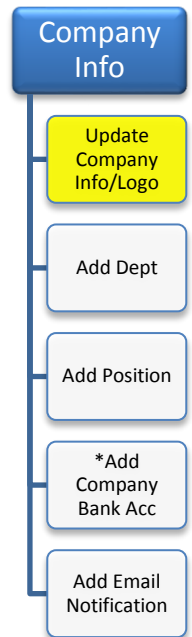
UEN Local Company Registration number issued by ACRA

Private Sector E

200001888W

Active

Save



- A. You can click on Browse to upload your Company Logo into the System by ensuring the file name and dimension are set
 - File Name: **Company-logo.jpg**
 - Dimension: **Width 160 x Height 60**
- B. Fill in the company information like address and phone number
- C. ***Fill in the company CSN number, ACRA number and indicate PTE01 and the end**
 - Example: **200601888WPTE01**
- D. ***Pick the Company Registration Number as either ROB / ROC**
 - UEN Business Registration number issued by ACRA (ROB)
 - UEN Local Company Registration number issued by ACRA (ROC)
- E. ***Retain the Source as (Private Sector)**
- F. ***Fill Company Tax Reference Number**

(Fill in the details marked with * asterisk only if you have a Payroll system)

Add Department

There are some ready-made department that you can use. You can include additional department of your choice or change the name

1. Click on **Personnel -> Manage Personnel -> OrgUnit**
2. To add new department, click [**New Org Unit**]
3. Click on **<Department Name>** to edit the details. Click on **Save** when it's done

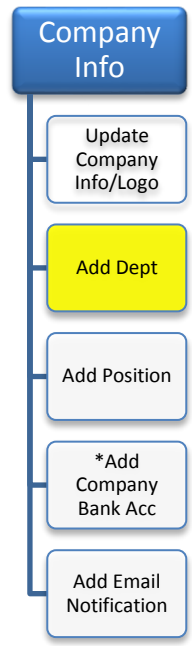
Manage Organisation Units

Select the company to manage :

AG Net Pte Ltd ▾

Name	Path	Status
<input type="checkbox"/> Accounting	Accounting	Active
<input type="checkbox"/> Customer Service	Customer Service	Active
<input type="checkbox"/> Finance	Finance	Active

New Org Unit



Organisation Unit Details

Name A

Status ▾

Org Unit Hierarchy

Level 1 B ▾

Level 2 ▾

Level 3 ▾

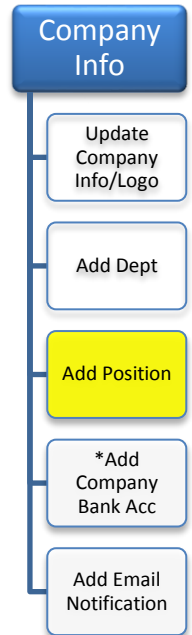
<< Manage OUs **Save**

- A. Fill in the department Name
- B. Optional – Level 1 (This is selectable only if you would like to indicate this Dept. is under another dept. Example Accounts is under Finance on Level1)

Add Position

There are some ready-made positions that you can use. You can include additional position of your choice or change the name

1. Click on **Personnel -> Manage Personnel -> SysCodes**
2. Select **Positions** and click on Search
3. To add new position, click [**New Code**]
4. Click on **<Position Name>** to edit the details. Click **Save** once it's done



Manage System Codes

Company: All (non individual company) | POSITION | Search

Select All | Clear All | Delete | New Code

Code	Name	Seq No
<input type="checkbox"/> Accountant	Accountant	99
<input type="checkbox"/> Customer Service Officer	Customer Service Officer	99
<input type="checkbox"/> HR Executive	HR Executive	99
<input type="checkbox"/> HR Manager	HR Manager	99
<input type="checkbox"/> IT Engineer	IT Engineer	99

System Code Details

Code Group: POSITION

Code: Accountant

Description: Accountant

Seq No.: 99

<< Manage System Codes | Save

- A. Select the System Codes Group to review all types of system library codes that are available
- B. Fill in Codes in short form and Descriptions. If you would like this position to be shown out as the first item, indicate the Seq No. as 1

Note:

The Sys Codes Library stores other information that allows you to add other items like Religions, Employee Category, Resons4Leaving, etc. Whenever there is a need to add new items, you can do so at SysCodes

Add Company Bank Account

If you own the payroll system, do fill in the Company Bank Account number

1. Click on **Personnel -> Manage Personnel -> GroupMgt** → Click on **Payroll_Group**
2. Click on **<Payroll Group ID>** to view/edit the details. Click **Save** once it's done

Manage Groups

Company AG Net Pte Ltd ▼
Search

Select All		Clear All	Delete	New Group	
<input type="checkbox"/>	Group ID	Group Name	Status	Module	
<input type="checkbox"/>	Payroll_Group	Payroll_Group	Active	PAYROLL	
Select All		Clear All	Delete	New Group	

Group Details

Group ID:

Group Name:

AG Module: ▼

Status: ▼

Originating Bank Number: ▼

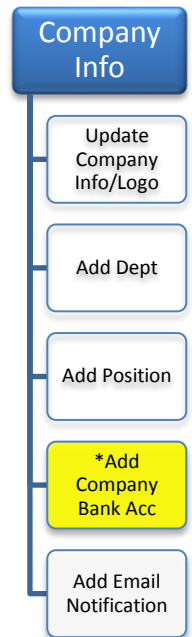
Originating Branch Number:

Originating Account Number:

Originator Name:

<< Manage Groups **Save**

- A. Select the bank information
- Original Bank Number (Name of bank your company is using)
 - Original Branch Number (3 digits number, if it's a POSB account, please indicate '081')
 - Original Branch Number (Company's account number WITHOUT dashes '-' or symbols)
 - Originator Name (Company's Name)



Add Email Notification

This Email alert notification facility is allow the system to send email alert for the following administration

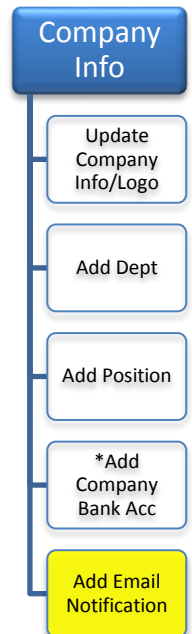
1. Click on **Personnel -> Manage Personnel -> Email Alert Setup**
2. Click on **Save** when it's done

Email Alert Settings

Company A AG Net Pte Ltd ▼

<input type="checkbox"/> New Hire Alert	Send To	<input type="text"/>	Days before	<input type="text"/>
<input checked="" type="checkbox"/> Date of Birth (DOB) Alert	Send To	<input type="text" value="your email address"/>	Days before	<input type="text" value="3"/>
<input type="checkbox"/> Probation Confirmation Alert	Send To	<input type="text"/>	Days before	<input type="text"/>
<input type="checkbox"/> Termination (Resignation) Alert	Send To	<input type="text"/>	Days before	<input type="text"/>
<input checked="" type="checkbox"/> Work Permit (WP) Expiry Alert	Send To	<input type="text" value="your email address"/>	Days before	<input type="text" value="60"/>
<input type="checkbox"/> Passport Expiry Alert	Send To	<input type="text"/>	Days before	<input type="text"/>
<input type="checkbox"/> Certificate Expiry Alert	Send To	<input type="text"/>	Days before	<input type="text"/>
<input type="checkbox"/> Employee Anniversary Alert	Send To	<input type="text"/>	Days before	<input type="text"/>

Save



A. To turn on alert

- Tick on the alert items
- Fill in the email address to that will be alerted
- Indicate how many days before the date which it will alert you

Managing Employee - Add Employee (Singapore Citizen)

(* is mandatory to fill in)

1. Click on **Personnel -> Manage Employee -> Employees**
2. Click on **[New employee]**
3. **[Basic]** Fill in Employee's Name, ID & Join Date (The login name will auto be shown base on the Employee ID. Amend if require)
4. **[Personal]** Fill in Gender, Date of Birth & Race

New Employee Wizard

Basic	
Company	AG Net Pte Ltd
* Name	Ang Pei Lee
* Login Name	S1234565D
* Employee ID	S1234565D
* Join Date	1 Jan 2013
Personal	
* Gender	F
* Race	Chinese
* Date of Birth (DOB)	1 Jan 1990
Religion	Please Select
Statutory	
* ID Card No	S1234565D
* CPF No	S1234565D <input checked="" type="checkbox"/> same as ID Card No
* Current Resident Status	Citizen
* ID Card Type	Citizen
* Effective Date	1 Jan 1990
Work Permit No	
FWL	Please Select
* Pay Group	Payroll_Group (PAYROLL)
* Payment Method	Bank
Career Data	
* Org Unit	Human Resource
* Designation	HR EXEC
Category	Please Select
Grade	Please Select
Salary Data	
* Currency	Singapore Dollar
* Basic Salary	2000
* Pay Basis	Monthly/Rate
* MVC	0
* Work Calendar	5Days Week Cal
Bank Account Details	
Bank Code	DBS Bank Ltd / Post Office Savings Bank
Account No	1234567
Branch Code	001
Account Name	Ang Pei Lee
Workflow Data	
Email	ano@abc.com
Leave Scheme	Non-Management
Benefit Scheme	General Scheme
Manager 1 (Employee Name/ID)	Loh Mee Mee (S1399001)
Manager 2 (Employee Name/ID)	
Leave Calendar	SG 5DAYS

Save

[Statutory - For Singapore Citizen]

- A. Fill in the ID Card No & CPF No. as (NRIC) Example: S1234565D
- B. Select ID Card Type: (Citizen)
- C. Select Resident Status as (Citizen)
- D. Select Effective Date (Date of Birth)

Managing Employee

Add New Employee Info

Search For Employee

Update Resign Employee

Update other info / Movement

Update Rejoin Employee

Standard Reports

3. **[Statutory]** Select Pay Group & Payment Method (Cash, Cheque or Bank)
4. **[Career Data]** Select Org.Unit & Designation
5. **[Salary Data]**
 - Select Currency
 - Fill in Basic Salary Amount
 - Fill in MVC Amount if applicable (Company that uses Monthly Variable Component as add on to basic salary)
 - Pay Basis
 - Select MONTHLY RATE for fixed monthly wage
 - Select HOURLY RATE for hourly pay employee
 - Work Calendar (Select 5 days, 5.5 days week calendar etc. depending on Employer-Employee Agreement)
6. **[Bank Account Details]** (Necessary if you have selected Payment Method as Bank)
 - Select Bank Code
 - Fill in Branch Code and Account No.
 - Account name will auto be shown base on the Employee's Name (Amend if require)
7. **[Workflow Data]**
 - Fill in the email address of employee (This is to allow email alert for when leave is approve)
 - Leave Scheme
 - Select type of leave scheme
 - Select the leave calendar
 - Select type of Claim Benefit Scheme
 - Reporting Manager
 - Manager 1 (Immediate manager to approve employee's leave or expense claims)
 - Manager 2 (Next manager to endorse the leave or expense claims after Manager 1 has approved it – only if you are using 2-Tiers approval method)
8. Click **SAVE** once it's done

Managing Employee - Add Employee (1st, 2nd or 3rd year Singapore Permanent Resident)

(* is mandatory to fill in)

New Employee Wizard

Basic

Company: AG Net Pte Ltd
 * Name: Ang Pei Lee
 * Login Name: S1234565D
 * Employee ID: S1234565D
 * Join Date: 1 May 2013

Personal

* Gender: F
 * Race: Chinese
 * Date of Birth (DOB): 1 Jan 1930
 Religion: Please Select

Statutory

* ID Card No: S1234565D
 * CPF No: S1234565D same as ID Card No
 * Current Resident Status: First year PR
 * ID Card Type: Singapore PR
 * Effective Date: 1 Jan 2013

Work Permit No

FWL: Please Select
 * Pay Group: Payroll_Group (PAYROLL)
 * Payment Method: Bank

Career Data

* Org Unit: Human Resource
 * Designation: HR EXEC
 Category: Please Select
 Grade: Please Select

Salary Data

* Currency: Singapore Dollar
 * Basic Salary: 2000
 * Pay Basis: Monthly/Rate
 * MVC: 0
 * Work Calendar: 5Days/Week Cal

Bank Account Details

Bank Code: DBS Bank Ltd / Post Office Savings Bank
 Account No: 1234567
 Branch Code: 081
 Account Name: Ang Pei Lee

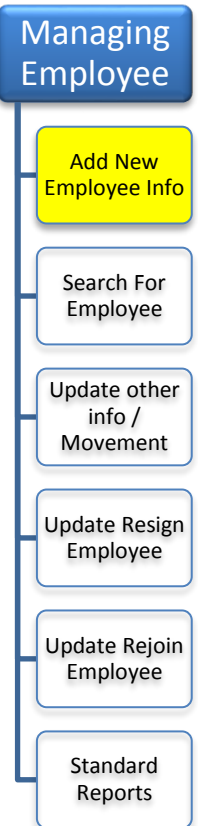
Workflow Data

Email: ano@abc.com
 Leave Scheme: Non-Management
 Benefit Scheme: General Scheme
 Manager 1 (Employee Name/ID): Loi Mee Mee (S13698011)
 Manager 2 (Employee Name/ID):
 Leave Calendar: SG 5DAYS

Save

[Statutory - For 1st/2nd/3rd year Singapore Permanent Resident]

- A. Fill in the ID Card No & CPF No. as (NRIC) Example: S1234565D
- B. Select ID Card Type: (Singapore PR)
- C. Select Current Resident Status as:
 - i. For 1st Year Singapore Permanent Resident, choose (First Year PR)
 - ii. For 2nd Year Singapore Permanent Resident, choose (Second Year PR)
 - iii. For 3rd Year Singapore Permanent Resident, choose (Third Year PR)
- D. Select Effective Date (Card Issued Date)



Managing Employee - Add Employee (Work Permit / SPASS / EPASS Holder)

(* is mandatory to fill in)

New Employee Wizard

Basic

Company: AG Net Pte Ltd
 * Name: Ang Pei Lee
 * Login Name: G1234565U
 * Employee ID: G1234565U
 * Join Date: 1 May 2013

Personal

* Gender: F
 * Race: Chinese
 * Date of Birth (DOB): 1 Jan 1990
 Religion: Please Select

Statutory

* ID Card No: G1234565U
 * CPF No: G1234565U same as ID Card No
 * Current Resident Status: Foreign Worker
 * ID Card Type: Foreign Worker
 * Effective Date: 1 May 2013
 Work Permit No: 52715221
 Work Permit Type: Please Select

FWL

* FWL: Services, Above 25% to 40% of the total workforce, Skilled/Unskilled (Mthly Rate : 800, Daily Rate : 19.73)
 * Payment Method: Bank

Career Data

* Org Unit: Human Resource
 * Designation: HR EXEC
 * Category: Please Select
 Grade: Please Select

Salary Data

* Currency: Singapore Dollar
 * Basic Salary: 2000
 * Pay Basis: Monthly/Rate
 * MVC: 0
 * Work Calendar: 5Days Week Cal

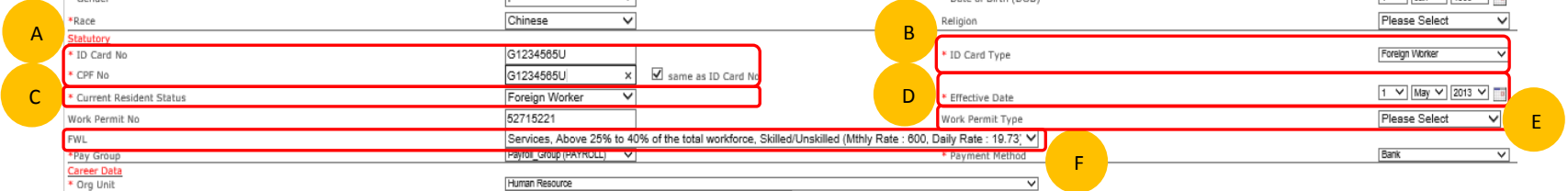
Bank Account Details

Bank Code: DBS Bank Ltd / Post Office Savings Bank
 Account No: 1234567
 Branch Code: 081
 Account Name: Ang Pei Lee

Workflow Data

Email: ano@abc.com
 Leave Scheme: Non-Management
 Benefit Scheme: General Scheme
 Manager 1 (Employee Name/ID): Loh Mee Mee (S13598011)
 Manager 2 (Employee Name/ID):
 Leave Calendar: SG 5DAYS

Save



Managing Employee

- Add New Employee Info
- Search For Employee
- Update Other Info / Movement
- Update Resign Employee
- Update Rejoin Employee
- Standard Reports

- A. Fill in the ID Card No as (FIN no.) Example: G1234565U
- B. Select ID Card Type as:
 - i. For Foreign Worker or EPASS or SPASS , choose **(Foreign Worker)**
 - ii. For Work Permit holder, choose **(Work Permit)**
- C. Select Current Resident Status as:
 - i. For EPASS holder, choose **(Employment Pass)**
 - ii. For Work Permit / SPASS holder, choose **(Foreign Worker)**

D. Select Effective Date (**Card Issued Date**)

E. Select Work Permit type as:

- i. For EPASS /Work Permit Holder , choose (**Employment Permit**)
- ii. For S-PASS holder, choose (**SPASS**)

F. Select FWL (Foreign Worker Levy Rate) as :

i. Pick the relevant rate in accordance to your employee levy

Services, Up to 20% of the total workforce, Unskilled (Mthly Rate : 310, Daily Rate : 10.2)
Services, Above 20% to 30% of the total workforce, Skilled (Mthly Rate : 330, Daily Rate : 10.85)
Services, Above 20% to 30% of the total workforce, Unskilled (Mthly Rate : 430, Daily Rate : 14.14)
Services, Above 30% to 50% of the total workforce, Skilled/Unskilled (Mthly Rate : 470, Daily Rate : 15.46)

Note:

If the company Foreign Worker Levy is paid to Ministry of Manpower (MOM) by Cheque/ Giro every month base on the MOM billing, you do not need to indicate the FWL.

Update Other Info(Personal/Statutory/Office Details)

1. The screen below appears after you create the record
2. Go to **[Personal]** → Update Religion, Marital Status, Country of Birth & Nationality
Click **Save**

Ang Pei Lee (S1234565D)'s Basic Information

Employee Name/ID

Basic Personal Statutory Office

Gender: F
 Religion: Buddhism
 Date of Birth: 1 May 1960
 Marital Status: Single
 Country of Birth: Singapore
 Race: Chinese
 Age: 55
 Marital Date: -- -- -- --
 Nationality: Singapore
 Languages Spoken:
 Languages Written:

Save New Employee

Created By: System Admin
 Last Modified By: System Admin
 Created On: 5/3/2015 7:45:34 PM
 Last Modified On: 5/3/2015 8:06:16 PM

<< Back to Manage Employee

Personal
 Basic
 Contact
 Bank Info
 Family
 Education
 Certification
 Work History
 Career
 Career Document
 Salary
 Recurring Pay
 Service Records
 Bond
 Learning
 Appraisal
 Disciplinary
 Accident
 System
 Role Access
 Reporting

3. Go to **[Statutory]** → For Foreign Worker; update Work Permit Issue date & Expiry Date
Click **Save**

Ang Pei Lee (S1234565D)'s Basic Information

Record has been saved successfully!
 1) Please goto Career to update career details if necessary
 2) Please goto Salary to update salary details if necessary

Employee Name/ID

Basic Personal Statutory Office

*IC Card No: G1234565D
 Passport No:
 Passport Expiry Date: -- -- -- --
 Work Permit No:
 WP Issue Date: 1 Apr 2013
 WP Cancel Date: -- -- -- --
 *Current Resident Status: Foreign Worker
 FWL: Services, Above 25% to 45% of the total workforce, Skilled (Mithly Rate : 600, Daily Rate : 19.73)
 *CPF No: G1234565D
 *IC Card Type: Foreign Worker
 Issuing Country: Please Select
 Work Permit Type: Employee Permit
 WP Expiry Date: 1 Apr 2016
 *Effective Date: 1 Feb 2013
 same as ID Card No Skip Tax Declaration

Others Info
 Contract Start:
 Bus:

Save New Employee

Personal
 Basic
 Contact
 Bank Info
 Family
 Education
 Certification
 Work History
 Career
 Career Document
 Salary
 Recurring Pay
 Service Records
 Bond
 Learning
 Appraisal
 Disciplinary
 Accident
 System
 Role Access
 Reporting

4. Go to **[Office]** → Update Office telephone number, DID, Extension & Email
Click **Save**

Ang Pei Lee (S1234565D)'s Basic Information

Record has been saved successfully!
 1) Please goto Career to update career details if necessary
 2) Please goto Salary to update salary details if necessary

Employee Name/ID

Basic Personal Statutory Office

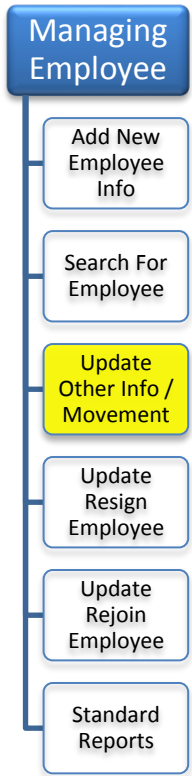
Telephone (0): 65189938
 Extension:
 Email: anc@abc.com
 DID:
 Mobile:

Save New Employee

Created By: System Admin
 Last Modified By: System Admin
 Created On: 5/3/2015 7:45:34 PM
 Last Modified On: 5/3/2015 7:45:35 PM

<< Back to Manage Employee

Personal
 Basic
 Contact
 Bank Info
 Family
 Education
 Certification
 Work History
 Career
 Career Document
 Salary
 Recurring Pay
 Service Records
 Bond
 Learning
 Appraisal
 Disciplinary
 Accident
 System
 Role Access
 Reporting



Update Other Info(Contact/ Bank Info/ Family)


1. Click on [Contact] → Click [New Contact] to update Home Address
Click Add

Contact Details

Employee Name (Emp ID) Ang Pei Lee (S1234565D)
 Contact Type PRIMARY
 Address Blk 111, Ang Mo Kio Avenue 2
 #05-235
 Country Singapore
 Postal Code 560111
 Telephone (H) 61234567
 Mobile 91234567
 Fax

Add

<< Back to Manage Contact

- Personal
 - Basic
 - Contact 
 - Bank Info
 - Family
 - Education
 - Certification
 - Work History
- Career
 - Career
 - Document
 - Salary
 - Recurring Pay
 - Service Records
 - Bond
 - Learning
 - Appraisal
 - Disciplinary
 - Accident
- System
 - Role Access
 - Reporting

Managing Employee

Add New Employee Info

Search For Employee

Update Other Info / Movement

Update Resign Employee

Update Rejoin Employee

Standard Reports

2. Click on [Bank Info] → To view/edit the details. Click Save once it's done


Bank Record

Employee Name/ID

Employee Name (Emp ID) Ang Pei Lee (S1234565D)
 Rec # 1
 Bank Code DBS Bank Ltd / Post Office Savings Bank
 Branch Code 081
 Account No 1234567
 Account Name Ang Pei Lee

Delete **Save**

<< Back to Employee Basic

- Personal
 - Basic
 - Contact
 - Bank Info 
 - Family
 - Education
 - Certification
 - Work History
- Career
 - Career
 - Document
 - Salary
 - Recurring Pay
 - Service Records
 - Bond
 - Learning
 - Appraisal
 - Disciplinary
 - Accident
- System
 - Role Access
 - Reporting


3. Click on [Family] → Click [New Family] to update Family member's records
Click Add

Family Details

Employee Name (Emp ID) Ang Pei Lee (S1234565D)
 Emergency Contact Yes
 Name Anh Ying Ying
 Relationship Daughter
 Nationality Singapore
 Birth Date 1 Feb 2013
 Telephone (O)
 Telephone (H)
 Mobile

Add

<< Back to Manage Family

- Personal
 - Basic
 - Contact
 - Bank Info
 - Family 
 - Education
 - Certification
 - Work History
- Career
 - Career
 - Document
 - Salary
 - Recurring Pay
 - Service Records
 - Bond
 - Learning
 - Appraisal
 - Disciplinary
 - Accident
- System
 - Role Access
 - Reporting

Update Other Info(Career Progression/ Designation/ Org. Unit)

1. Click on [Career] → Click [New Career] to update details
 - a. Indicate Career Effective Date
 - b. Designation (Position)
 - c. Org Unit (Department)

Click **Add**

Career Details

Employee Name (Emp ID) Ang Pin Xiang (G1234567D)

Company AG Net Pte Ltd ▼

Career Effective Date 1 ▼ Apr ▼ 2013 ▼

Designation Accountant ▼

Contract Type Permanent ▼

Category Executive ▼

Grade Please Select ▼

Cost Centre Please Select ▼

Org Unit Accounts ▼

Worksite Please Select ▼

Work Pattern Please Select ▼

Status Active ▼

Reason First Record ▼

Add

Personal

- Basic
- Contact
- Bank Info
- Family
- Education
- Certification
- Work History

Career

- Career
- Document
- Salary
- Recurring Pay
- Service Records
- Bond
- Learning
- Appraisal
- Disciplinary
- Accident

System

- Role Access

Managing Employee

- Add New Employee Info
- Search For Employee
- Update Other Info/Movement
- Update Resign Employee
- Update Rejoin Employee
- Standard Reports

2. If there is future changes on Employee's Position/Department, you can click on [Dup] (Duplicate) button. This will provide all previous career details and you can change the Career Effective Date / Position/department before saving it. Duplicate save time in creating new career record

Managing Ang Pin Xiang (G1234567D)'s Career

Employee Name/ID

Select All		Clear All		Delete		New Career	
	Company	Effective Date	Position			Dup	
<input type="checkbox"/>	AG Net Pte Ltd	01 Apr 2013	Accountant			Dup	

Personal

- Basic
- Contact
- Bank Info
- Family
- Education
- Certification
- Work History

Career

- Career

Update Other Info(Salary Adjustment)

1. Click on [**Salary**] → Click [**New Salary**] button to update details
 - a. Indicate Salary Effective Date (Start of new salary)
 - b. Indicate Progression Date (Same as Salary Effective Date)
 - c. Basic Salary Amount
 - d. MVC (Monthly Variables Component) Amount (if any)
 - e. Pay Basis (Monthly Rated / Hourly Rated)
 - f. Work calendar (5 days, 5.5 days etc.)
 - g. Reason for Salary Adjustment
 - h. Remarks (if any)

2. Click **Save**

Salary Details

Employee Name (Emp ID) Ang Pin Xiang (G1234567D)

Salary Effective Date 1 Feb 2013

Progression Date 1 Feb 2013

Salary Amount Singapore Dollar 2000 ==>Basic + MVC
(Note : Salary Amount will be re-computed after you save or add the data.)

Basic Salary 2000

MVC 0

Pay Basis MonthlyRated

BackPay CPF Please Select

Work Calendar 5Days Week Cal

Reason Please Select

Remarks

Save

Personal

Basic
Contact
Bank Info
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Education
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Career

Career
Document
Salary
Recurring Pay
Service Records
Bond
Learning
Appraisal
Disciplinary
Accident

System

Role Access
Reporting

Managing Employee

Add New Employee Info

Search For Employee

Update Other Info / Movement

Update Resign Employee

Update Rejoin Employee

Standard Reports

Update Other Info(Fixed Payment/Recurring items)

If you have Fixed Monthly Allowance / Deduction to process in monthly pay out, Recurring Pay screen allows you to indicate those items. Salary, statutory contribution like Agency Fund, EE/ER CPF & SDL are automatically created here in the system upon creation of new employees

1. Click on [Recurring Pay] → Click [New Recur Pay].

Managing Lim Zheng Long (S1234567D)'s Recurring Pay


Employee Name/ID

Select All			Clear All			Delete			New Recur Pay		
	Start Date	End Date	Run Type	Pay Item	Amount						
<input type="checkbox"/>	01 Apr 2013		ALL	CDAC	\$0.00						
<input type="checkbox"/>	01 Apr 2013		ALL	EE_CPF	\$0.00						
<input type="checkbox"/>	01 Apr 2013		ALL	ER_CPF	\$0.00						
<input type="checkbox"/>	01 Apr 2013		ALL	Salary	\$0.00						
<input type="checkbox"/>	01 Apr 2013		ALL	SDL	\$0.00						

Personal

Basic
Contact
Bank Info
Family
Education
Certification
Work History

Career

Career
Document
Salary
Recurring Pay 
Service Records
Bond

Managing Employee

Add New Employee Info

Search For Employee

Update Other Info / Movement

Update Resign Employee

Update Rejoin Employee

Standard Reports

Recurring Pay Details

Employee Name (Emp ID)

Pay Item

Start Date

End Date

Run Type

Amount

<< Back to Manage Recurring Pay

Personal

Basic
Contact
Bank Info
Family
Education
Certification
Work History

Career

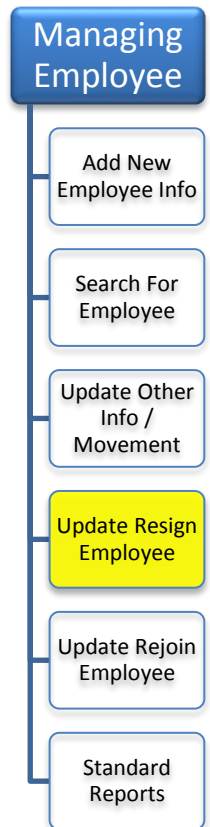
Career
Document
Salary
Recurring Pay

2. Select Pay Item (This list comes from the payroll element)
3. Indicate Start Date (When employee start getting this pay item)
4. Indicate End Date (Leave blank, only indicate if there is an end date)
5. Run Type (Leave it as All Pay runs)
6. Amount (Indicate the fixed \$ amount)

Click **Add**

Update Resign Employee

1. Click on **Personnel** → **Manage Employees** → **Employees** → Click on **Employee Name**
2. Click on **[Basic]**



Basic Personal Statutory Office

*Company: AG Net Pte Ltd

*Employee ID: S1234565D

*Login Name: S1234565D

*Employee Name: Ang Pei Lee

Title: Please Select

Other Name:

*Date Join: 1 Jan 2013

Reason for Leaving: Resignation

Last Pay Date: 15 May 2015

Confirmation Due Date: -- -- --

Status: Confirmed

Remarks:

Pay Group: Payroll Group (PAYROLL)

Payment Method: Bank

Photo Size Dimension : 96 x 96
Attached Photo : No Photo Available
Select Photo: Browse...

Year of Service: 2.34 year(s)

Date Left: 15 May 2015

Last Work Date: 15 May 2015

Confirmation Extended To: -- -- --

Save New Employee

- Indicate Date Left (Last day of employee's pay)
- Last Work Date - to allow employee to view payslip till last day (Will auto be shown as Date left, amend if require)
- Indicate Last Pay Date (Will auto be shown as Date left)
- Indicate Reason of Leaving
- Indicate Payment Method (Cash / Cheque – if you wish to hold the amount and pay only by cheque to employee)

Note:

- The Salary will automatically be prorated base on the Date left
- In Recurring Pay, employee "Salary" will automatically show an End Date indicate the last day of pay

Update Rejoin Employee

1. Click on **Personnel**→**Manage Employees**→**Employees** → **Search for resigned staff** (ensure status as inactive when searching)
2. Click on **<Employee Name>**

Manage Employees

Company: AG Net Pte Ltd | Status: **Inactive** | Designation: | Employee Category: All | Contract Type: All

Employee ID: S1234565D | Employee Name: Ang Pei Lee | Email: anc@abc.com | Date Join: 01 Jan 2013 | Date Left: 31 Dec 2014

Basic | Personal | Statutory | Office

*Company: AG Net Pte Ltd | *Employee ID: S1234565D | *Login Name: S1234565D | *Employee Name: Ang Pei Lee

Title: Please Select | Other Name: | *Date Join: 1 Feb 2013 | Reason for Leaving: Please Select | Last Pay Date: 31 Dec 2014 | Confirmation Due Date: | Status: Confirmed

Remarks: | Pay Group: Payroll_Group (PAYROLL) | Payment Method: Bank

Buttons: Save | New Employee | **Rejoin**

3. Under **[Basic]**, Click on **[Rejoin]**
4. Fill in the Re-Join Date & Click **Save**

REJOIN

Re-Join Date: 5 May 2015

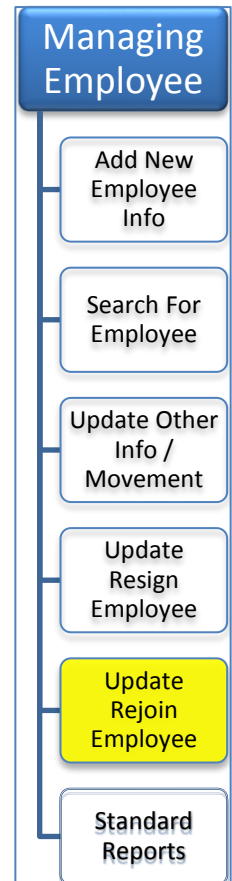
Buttons: Save | Cancel

Note: Clicking on [Save] button will automatically update the previous join date & date left into a Service Record for historical tracking. A career record will also be created to indicate this staff is a re-join case.

<< Back to Home

Note:

System will automatically re-instate the staff status. You will be require to update their new salary record (refer to page 18) and ensure that past records (e.g.: payment method, Bank account, contact etc.) are updated.



Standard Reports

All reports shown below can be exported to Excel

1. Click on **Personnel** → **Manage Employees** → **Reports** → Click on the **Report Name**

Reports

No	Report Name	Description	Category
1	List of Employee with no bank records	List of Employee with no bank records	EXCEPTION
2	Booking : Top 20 Requestors	Booking : Top 20 Requestors	LIST
3	Booking Details	Booking Details	LIST
4	Booking Details - Townhall	Booking Details - Townhall	LIST
5	Cost of Leave Taken	Cost of Leave Taken	LIST
6	Employee Belong to Multiple Groups	Employee Belong to Multiple Groups	LIST
7	Employee Salary Analysis By Position	Employee Salary Analysis By Position	LIST
8	Headcount Report by Department by Race	Headcount Report by Department by Race	LIST
9	Leave Accrual	Leave Accrual	LIST
10	List of Bond By Department	List of Bond By Department	LIST
11	List of Career Changes	List of Career Changes	LIST
12	List of Emergency Contact of Employees	List of Emergency Contact of Employees	LIST
13	List of Employee By Salary Grade	List of Employee By Salary Grade	LIST
14	List of Employees by Age Group / Gender	List of Employees by Age Group / Gender	LIST
15	List of Employees By Department by Position	List of Employees By Department by Position	LIST

(For Employee Master List, please select No.20: List of Employees Information)

2. There are others reports available for Export, such as:

- New Hire
- Resigned Employee
- Career Progression
- Salary Change
- Resident Change
- Pay Item

3. Go to **System** → **Export Control**

4. On [**Interface**], select respective info. (E.g.: **New Hire**), select Date Join, from & to date

5. Click on **Begin Export**

Data Export Interface

Company: AG Net Pte Ltd

Interface: New Hire

New Hire Selection: By Join Date

From Date: 1 Jan 2013

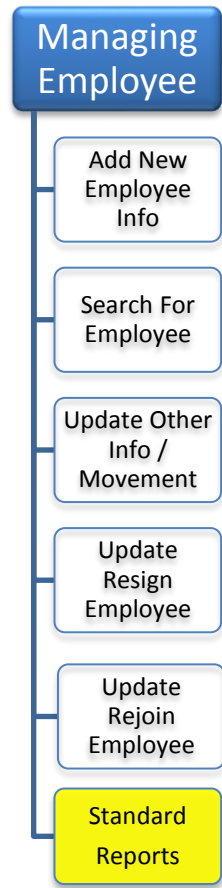
To Date: 30 Apr 2013

Begin Export

6. Click on **Export to Excel**

Export New Hire Data

EmpID	Title	Emp Name	Identity Type	Identity Number	Religion	Marital Status	More...
S1234567D		Lim Zheng Long	SNRIC(PINK)	S1234567D	Catholic		...



Defining Role (Administrator/Manager)

When creating New Employee, the system will automatically pre-set the Employee to have a standard "Employee Role" to sign-in. Do this only if you need to add additional role like Manager or Administrator to the person

1. Click on **Personnel**→**Manage Employee**→**Employees** → Click on **Employee Name**
2. Click [**Role Access**]. Tick on relevant Role, Click **Save** when it's done



Managing Ang Pin Xiang (G1234567D)'s Role

Employee Name/ID

Grant Web Access

Name

- Employee
- Claims - Administrators
 - AG Net Pte Ltd
- Leave - Administrators
 - AG Net Pte Ltd
- Personnel - Administrators
 - AG Net Pte Ltd
- System - Administrators
 - AG Net Pte Ltd
- Personnel - Immediate Manager
- Leave - Manager
- Claims - Immediate Manager
- Claims - Clerk
 - Accounts
 - Customer Service
 - Finance
 - Human Resource

Save

Personal

Basic
Contact
Bank Info
Family
Education
Certification
Work History

Career

Career
Document
Salary
Recurring Pay
Service Records
Bond
Learning
Appraisal
Disciplinary
Accident

System

Role Access
Reporting



User Type	User Role	Module	Menu Items	Jurisdiction	Purpose
Administrator	System - Administrators	ALL	ALL	By Company	All module menu
	Personnel - Administrators	Personnel	Manage Personnel Manage Employees	By Company	All Personnel modules menu
	Payroll - Administrators	Payroll	Manage Payroll Execute Payroll IRAS Process	By Company	All Payroll modules menu
	Leave - Administrators	Leave	Manage Leave Manage Trans.	By Company	All Leave modules menu
	Claims - Administrators	Claims	Manage Claims Manage Trans.	By Company	All Claims modules menu
Clerk	Leave - Clerk	Leave	Manage Trans. - Clerk	By Emp Group	Assigned leave scheme View leave data Mass Processing (Apply/Crediting of leave) View Report View Leave Trans
	Claims - Clerk By Emp Group	Claims	My Staff Claims	By Emp Group	Inbox (To view staff claim application) Claim Balance History
	Claims - Clerk By Org.Unit	Claims	My Staff Claims	By Org.Unit	Inbox (To view staff claim application) Claim Balance History
Manager	Personnel - Immediate Manager	Personnel	My Staff Records	By Subordinate	Search (To view staff personal & career record. Salary information will not be disclose)
	Leave - Manager	Leave	My Staff Leave	By Subordinate	Inbox (To view staff leave application) Apply on Behalf Leave Data Reports Leave Overview (leave calendar) Leave Delegation
	Learning - Manager				Not in use
	Claims - Immediate Manager	Claims	My Staff Claims	By Subordinate	Inbox (To view staff claims application) Claims Balance History

Defining
Role

Administrator/
Manager

User Type	User Role	Module	Menu Items	Jurisdiction	Purpose
Employee	Employee	ALL	My Personnel Records	Own	View personal particular, payslips and IR8A form Manage booking for meeting room
			My Leave	Own	Apply Leave, View leave (status/balance/history/credit) record Leave Options (set email cc list when he/she apply leave)
			My Claims	Own	Submit claim, View claims (status/balance/history) record
Others	Sys Sub Admin	System	Portal Utilities	By Company	Manage Bulletin, Resources & Bookings
			ReadOnly Control	By Company	
			Export Control	By Company	Export of reports (New hire, Resigned, Career Progression, Salary Change, Resident Change & pay item)
			Currency Rate	By Company	View/Edit currency rate
	Personnel - Sub Admin	Not in use			
	Payroll Executive	Payroll	Execute Payroll - Executive	By Pay Group	Initial PayRun Payment/Deduction Pay Calculation Reports (selected report) Payout (For Cheque & Cash only)
					Payroll Customer
			IRAS Process	By Company	View IR8A Form/ Benefits in Kind/ Stock Option
	Leave - Report Viewer	Leave	Manage Trans.	By Company	View reports (Leave Balance & Leave Taken)

Accessories(News & Bulletin)

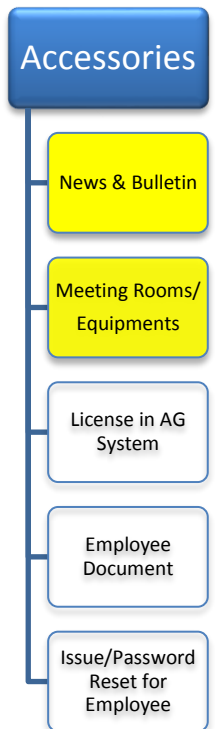
The HR Portal comes with News/Announcement features. You can easily add News by following the steps below

1. Click on **System**→**Portal Utilities**→ **Manage Bulletin**→ Click [**New Bulletin**]
2. Fill in the Subject, Details and the publishing period. For permanent publishing, just indicate in publish “To” date to 2023
3. Click on Browse to attach the pdf document (size limit to 1MB). Once done, click **Add**

Bulletin Details

Subject	April News Letter
Details	Welcome to company New bulletin. We are happy to welcome our new CEO <u>Mr. Ang Peng Xiong</u>
Publish From	1 Apr 2013
Publish To	30 Apr 2013
Attach File	Browse...
Currently Attached File	
Detach attached File	<input type="checkbox"/>

Add



Accessories(Meeting Room/Equipment)

1. Click on **System**→**Portal Utilities**→ **Manage Resources**→ Click [**New Resource**]
2. Fill in Item Name, Type, Description, Sequence No., Min. Pax & Max. Pax of attendees
3. Indicate Allow Public Book (**Allow/Not Allow**). Once done, click **Add**

Resource Details

Name>	Meeting Room A
Type	Meeting Room
Description	Small Meeting Room
Status	Active
InActive From	10 Apr 2013
InActive To	10 Apr 2013
Seq No	1
Min Pax (Attendees)	1
Max Pax (Attendees)	5
Allow Public Booking	Allow

Add

<< Back to Manage Resources

To manage booking or amend any booking, just do the following:

1. Click on **System**→**Portal Utilities**→ **Manage Booking**
2. To book resource, click [**New Booking**]
3. Click on <**Resource item**> to view/edit the details

Accessories(License in AG System)

Wonder how many license you left? Here's a quick glance to view the total usage of user license

1. Go to **System**→**About AGHRM**

AGHRM

Version Information

Version number 1
Build number 1.2.8

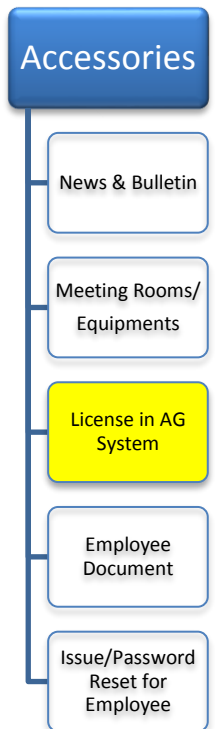
License Details

Company Code	Company Name	Modules	Lic Count	Total Lic
001	AG Net Pte Ltd	PERSONNEL LEAVE CLAIMS PAYSG PAYROLL	1000	31
002	AG Testing Pte Ltd	PERSONNEL LEAVE CLAIMS PAYROLL PAYID	100	0

- Lic Count show total purchased
- Total Lic show how many you have utilized

Note:

If you need additional licenses, please email: sales@aghrm.com or call +65 6844 8712



Accessories(Employee Document Centre)

The HR Portal comes with Employee softcopy information storage. You can easily add contracts or CV information by following the steps below.

1. Click on **Personnel**→**Manage Employees**→ **Employees**→ Click on **Employee Name**
2. Click [**Document**]
3. Click Browse to attach the pdf document (Size limit to 1MB)
4. Tick if documents can be view by Manager/Employee. Once done, Click **Add**

Documents Details

Employee Name: Ang Pin Xiang (G1234567D)
(Emp ID)

Attached File

Attach File:

Description:

Keywords:

Doc Type:

Manager Viewable:

Employee Viewable:

Personal

- Basic
- Contact
- Bank Info
- Family
- Education
- Certification
- Work History

Career

- Career
- Document
- Salary
- Recurring Pay
- Service Records
- Bond
- Learning
- Appraisal
- Disciplinary
- Accident

System

- Role Access



Accessories(Issue/Password Reset For Employee)

1. Click on **Personnel**→**Manage Employees**→ **Employees**
2. **Tick** on the Employee
3. Click on [**Password Reset**] (Within 15mins, an email notification will be sent to employee which contains the Employee Login ID / password / Web link)

Manage Employees

Company: AG Net Pte Ltd | Status: Active

Grade: All | Designation: All

Cost Centre: All | Employee Category: All

Work Site: All | Contract Type: All

Email:

Employee ID/Name:

Select All
Clear All
Delete Selected
Password Reset
Replace Manager
New Employee

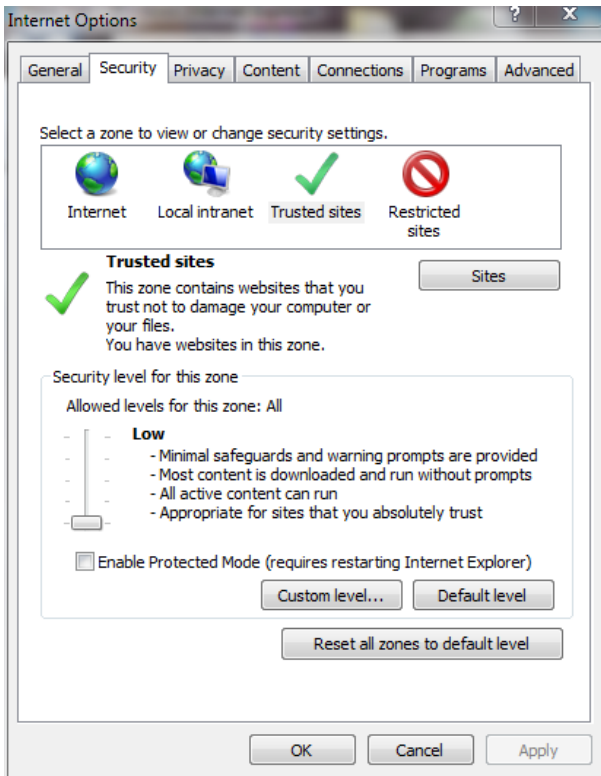
	Employee ID	Employee Name	Email	Date Join	Date Left	Quick Links
<input type="checkbox"/>	admin	Administrator		01 Jan 2013		CA RA
<input checked="" type="checkbox"/>	G1234567D	Ang Pin Xiang	ang@abc.com	01 Feb 2013		CA RA
<input type="checkbox"/>	S1234567D	Lim Zheng Long	abc@abc.com	01 Apr 2013		CA RA

Select All
Clear All
Delete Selected
Password Reset
Replace Manager
New Employee

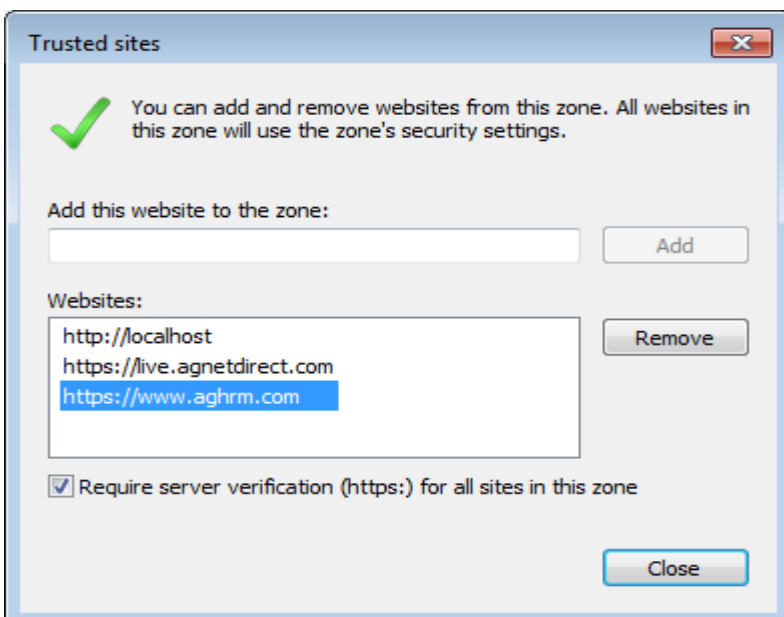
Internet Explorer Setting

TURN ON SERVICE TO UPLOAD DATA USING INTERNET EXPLORER 11

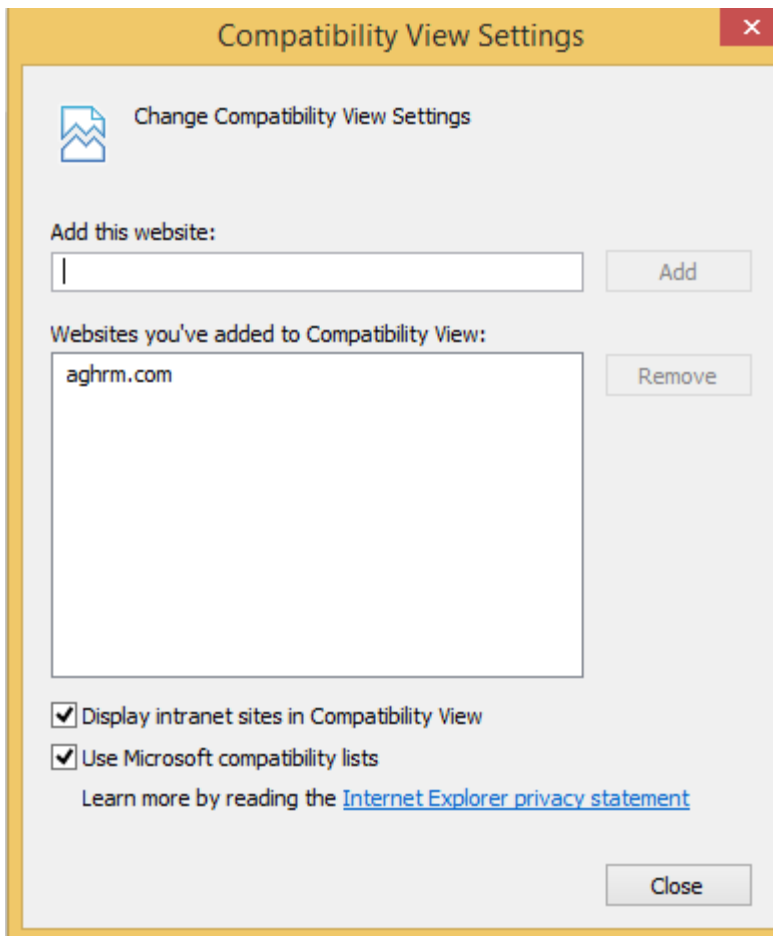
1. We need to change the default security settings for Trusted Sites in the user Internet Explorer.
2. Go to Tools -> Internet Options. Click on Security tab and select Trusted Sites.



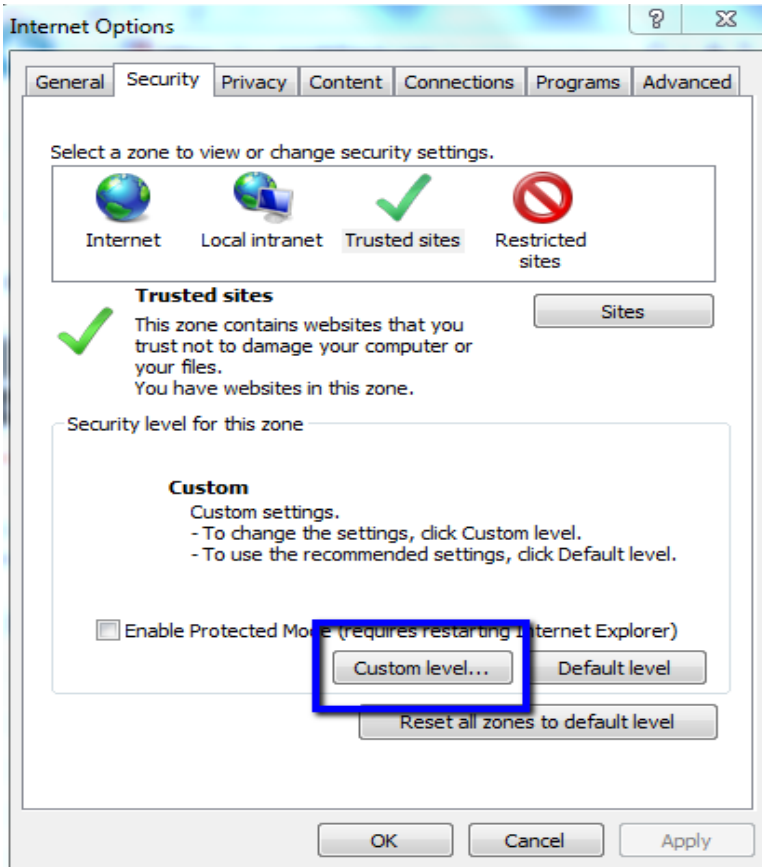
3. Click on the Sites button to add <https://aghrm.com> as a trusted site.



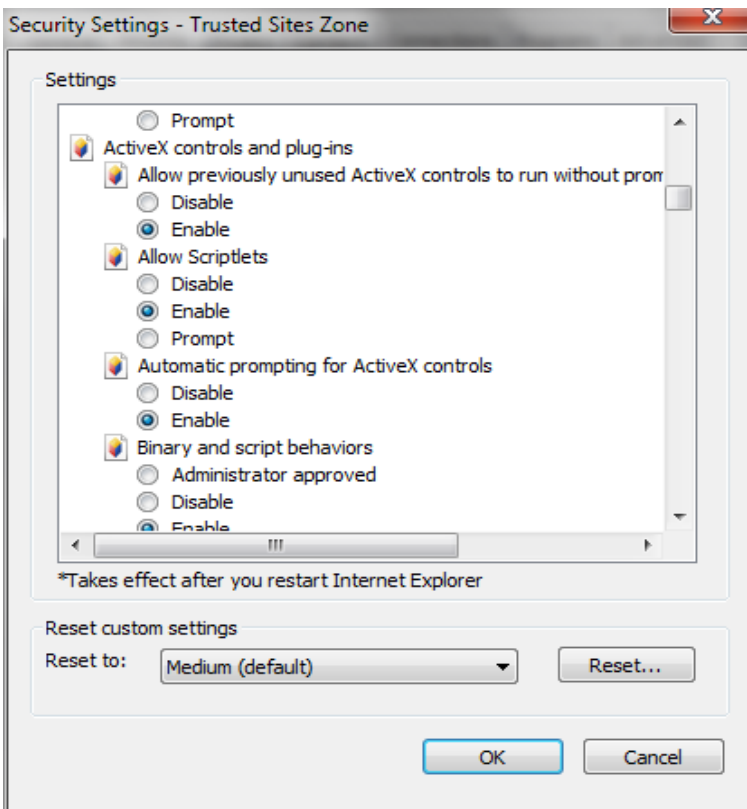
4. Go to Tools→Compatibilities view settings
5. Add **aghrm.com**



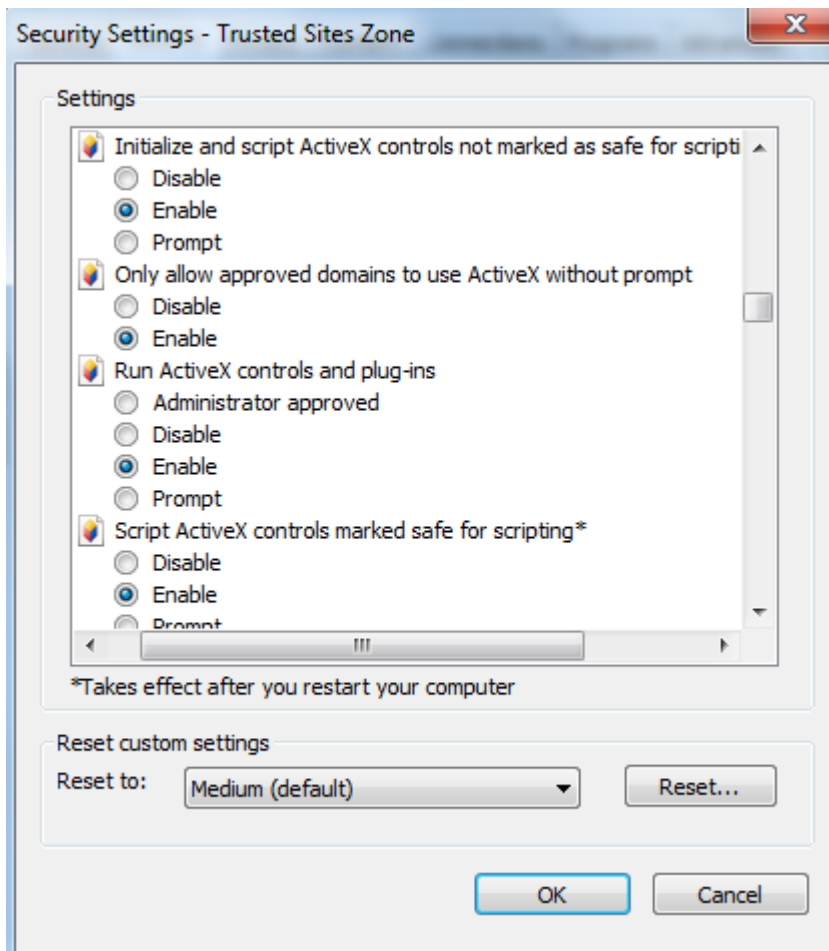
6. Click on Custom Level for trusted/Local Intranet sites.
(Do this for both Internet Explorer 10 or 11)



7. Change all settings under Active X Controls and Plug-ins to “ENABLE”.



8. Scroll down to the “Initialize and script ActiveX controls not marked as safe”. Click the “Enable” option, and click “OK”.



9. Click OK and restart your computer.

AGHRM Customer Care Service

Operating Hours:

Monday – Friday : 9:00am - 6:00pm

Contact No : (65) 6844 8712/ Fax: (65) 6844 1712

Email Address : support@aghrm.com

Note: Customer Care and technical helpdesk support is provided to users who have subscribed to our maintenance plans.