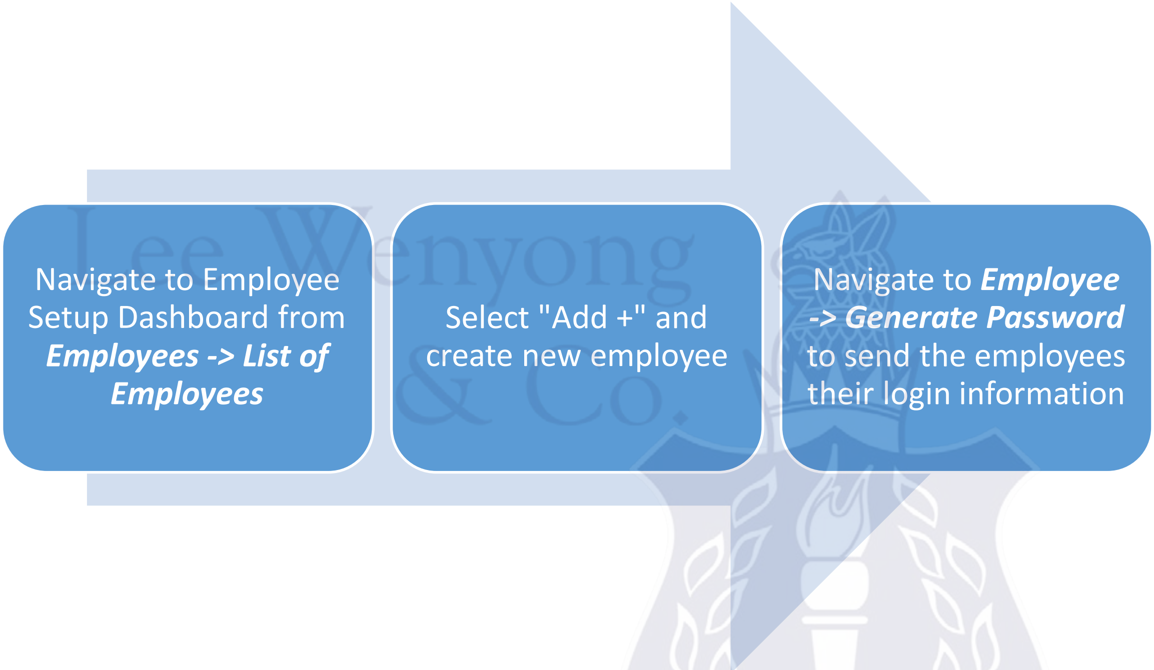
L12 HR EMPLOYEES SETUP GUIDE

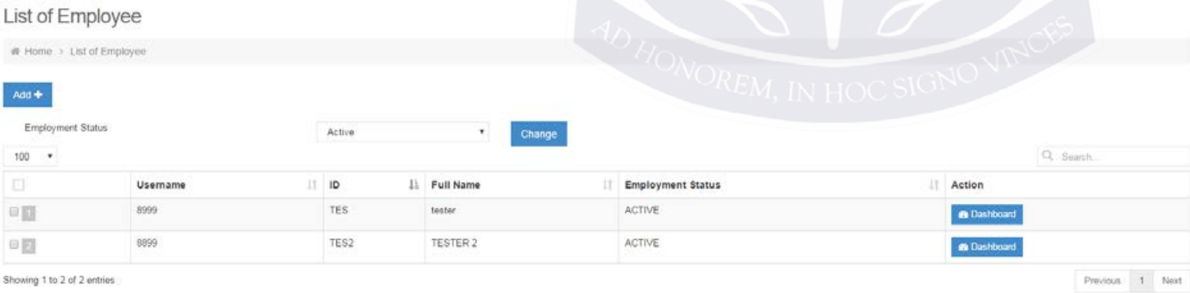
Welcome to the L12 HR Employees Setup Guide. This guide will be going through the steps needed to create new employees in the L12 HR System.

Employees is defined as a user account in the L12 HR System.

Here is a **work flow** for setting up new employees account.

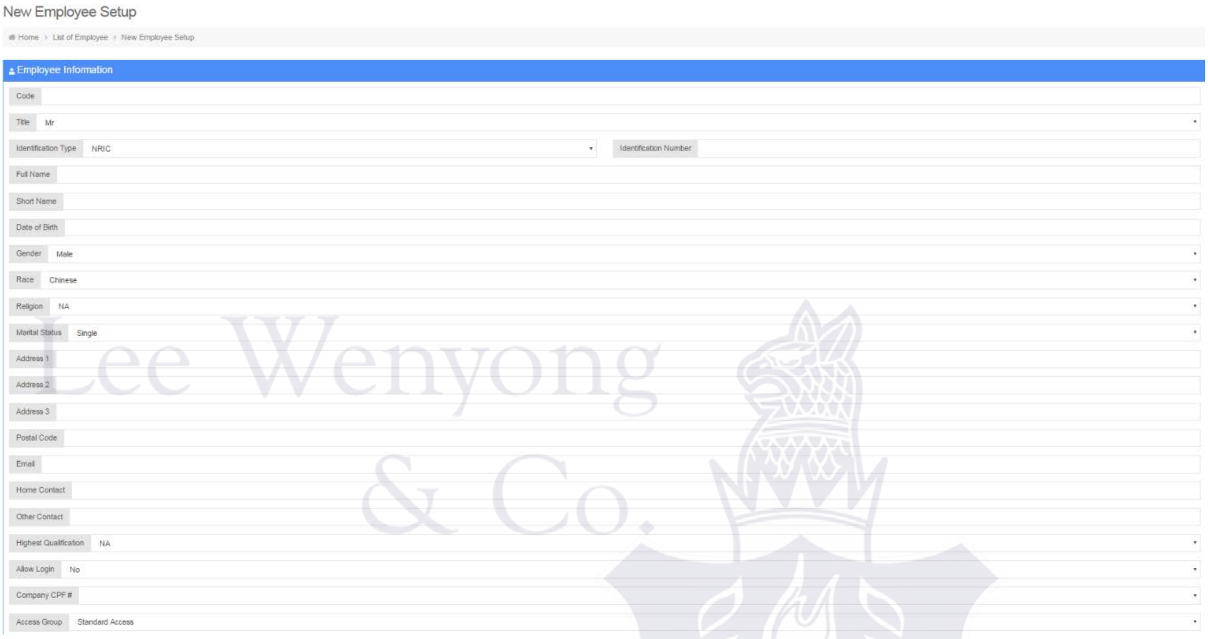


1. List of Employees



The list of employees contain the overall list of employees in the company, in L12 HR. To add new employees, click on the "***Add +***" button.

a. Add new employee



1.a.1 Add new employee page

Fill in the fields that you see in screenshot 1.a.1. Please note that there are only 2 available Access Group available for Free L12 HR.

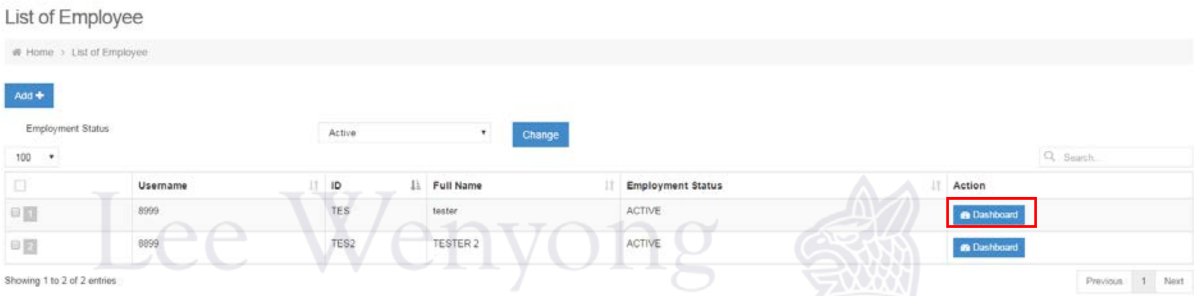
The available User Access Groups are:

1. Standard Access
    a. Accounts for typical end users
    b. Standard access to the homepage where they can apply and view their leave and claims

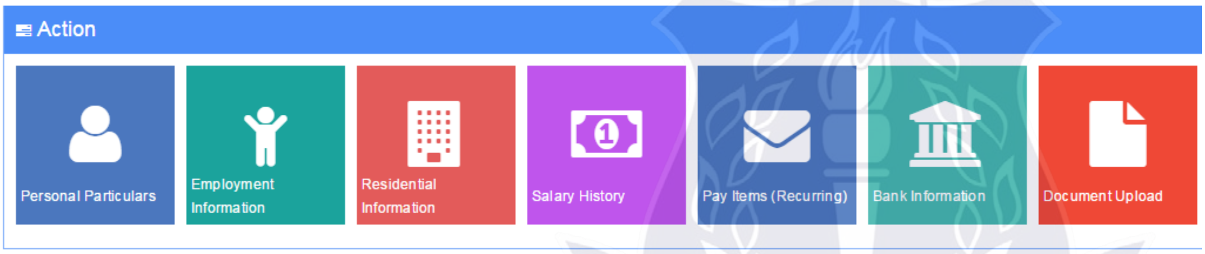
2. Standard Administrator
    a. The administrator account is able to create/edit/delete company and employee information
    b. Ability to generate reports
    c. Ability to access leaves & claims information

b. Employee Setup Dashboard

After an employee is created, you will be able to access their dashboard (***see screenshot 1.b.2***), by clicking on the "**Dashboard**" button at the end of the individual's row.



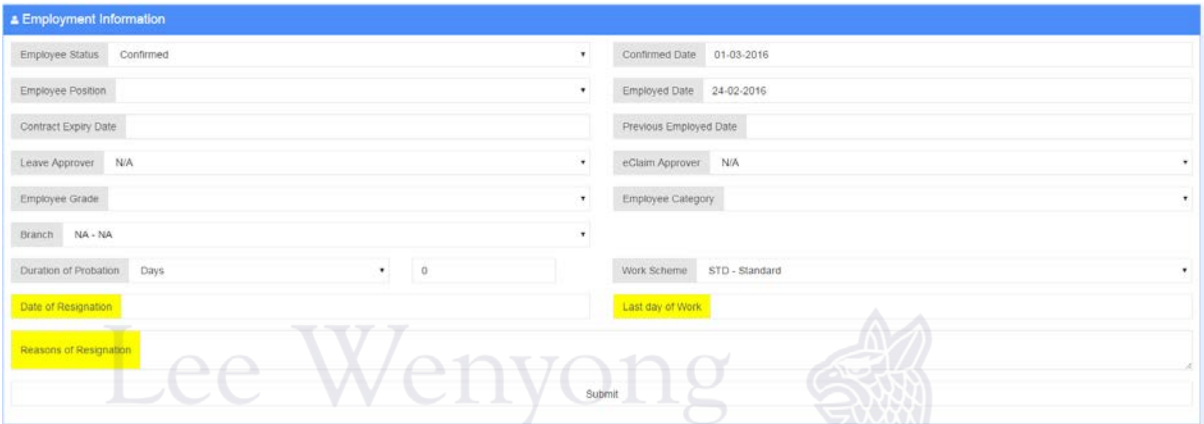
1.b.1 List of employees page



1.b.2 Employee setup dashboard

A number of options will appear in the dashboard. Administrators will have to fill in each of the sections to the best of their ability.

c. Employment Information



1.g.1 Employment information creation page

Populate the employment information of the selected employee in this page.

In this page, administrators can configure the **Leave and Claims approver** of the employee.

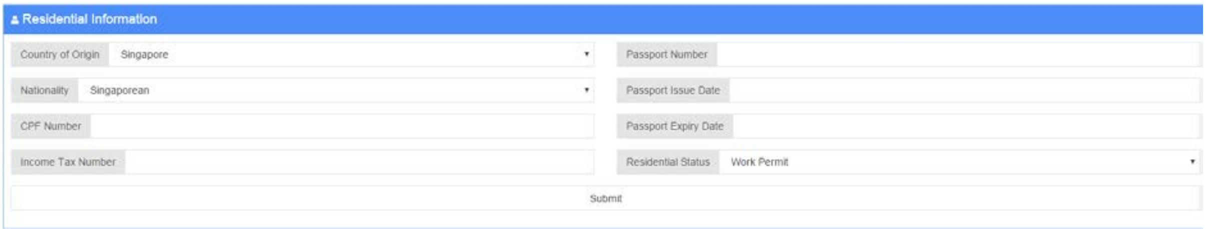
Administrators can also assign the employee's **position, category and grading**, which was created in Company Dashboard, here.

In addition, administrators should also define the **work scheme** that this employee is currently on here.

Other than the above, administrators are able to configure if the employee is confirmed, or still on probation, or if the employee is resigning as well as the reason of leaving the company.

d. Residential Information

In the Residential Information, administrators are required to fill up the employee's nationality, where he or she stays and etc.



1.d.1 Residential information creation page

If the employee is not a Singaporean as entered in the residential information, a new button 

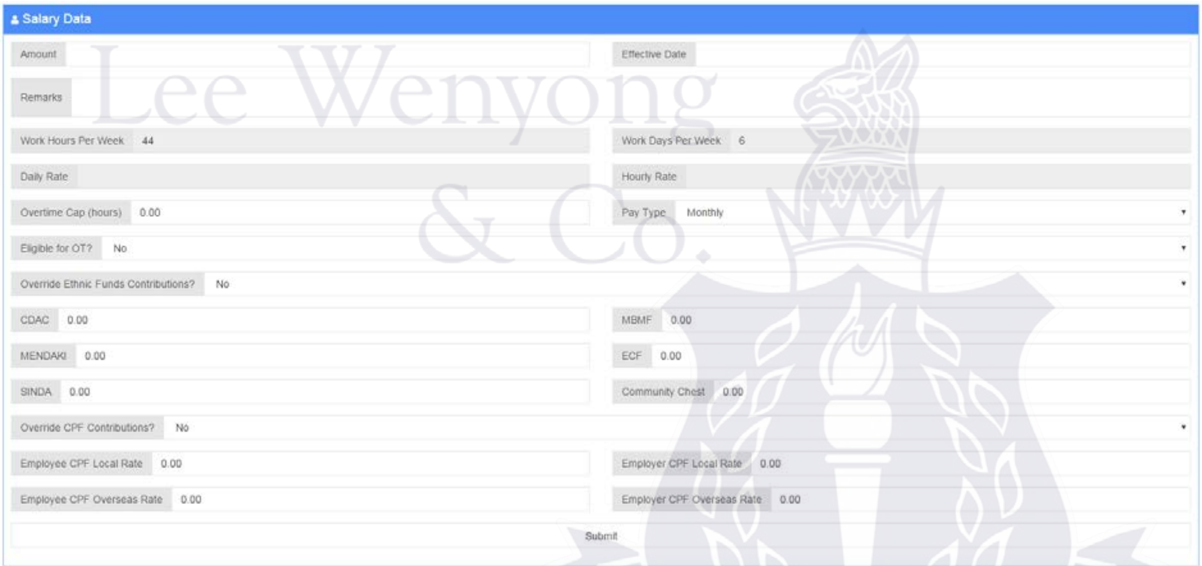
will appear in the Employee Setup Dashboard.

e. Salary History

Administrators can create the salary history for the employees here; Administrators can enter the salary drew by the selected employee before the L12 HR System was used.

It is required for administrators to enter the employee's salary history.

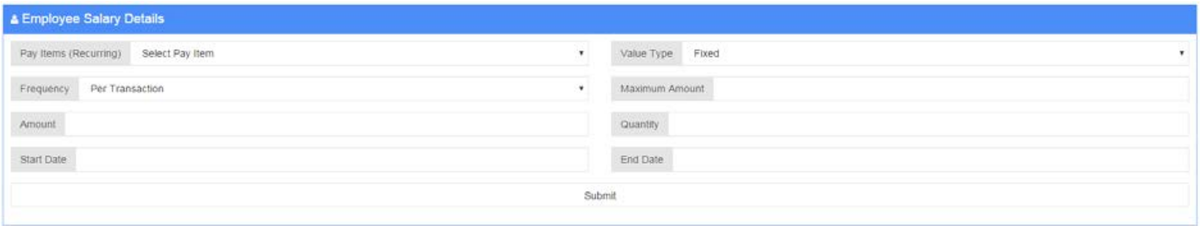
To create salary history, click on the "**Add New +**" button. You will then see the page like screenshot 1.e.1.



1.e.1 Add new salary data page

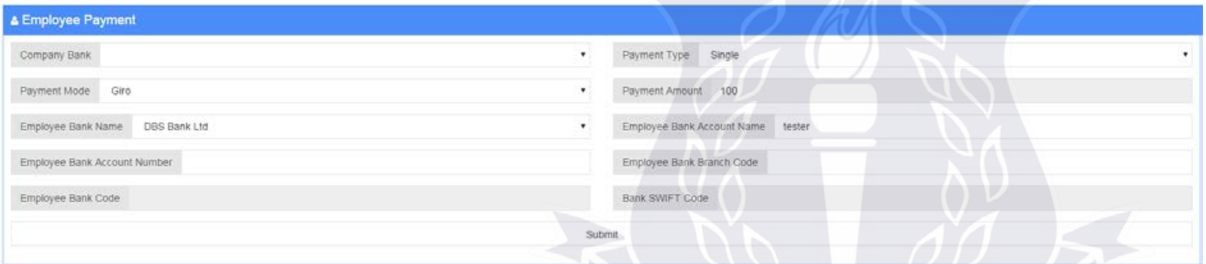
Enter the relevant data into each of the fields for an accurate representation of the employee's salary history.

f. Pay Items (Recurring)



Set up the employee's recurring pay items in this page. Recurring pay items are allowances or incentives that are provided to the employees, which are factored into their monthly salary. For instance, transport allowance.

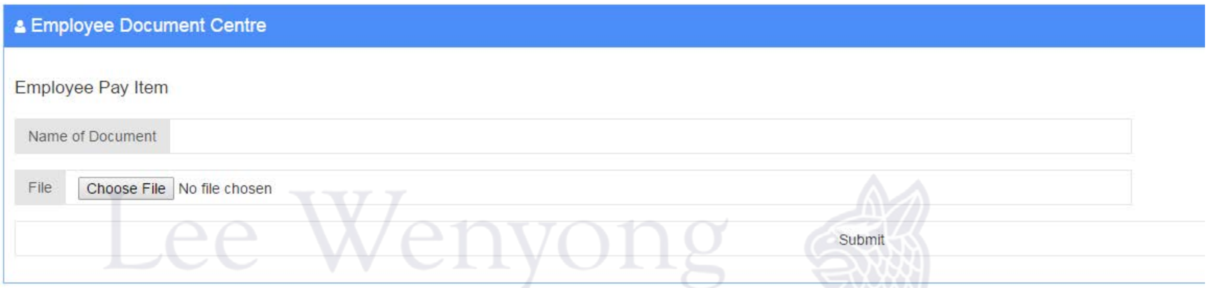
g. Bank Information



1.g.1 Bank information creation page

Set up the bank information for the employee here. Enter the relevant bank information of the employee's bank account.

h. Document Upload



1.h.1 Document upload page

Upload any relevant documents with regard to the selected employee here.

Instances of documents uploading would be:

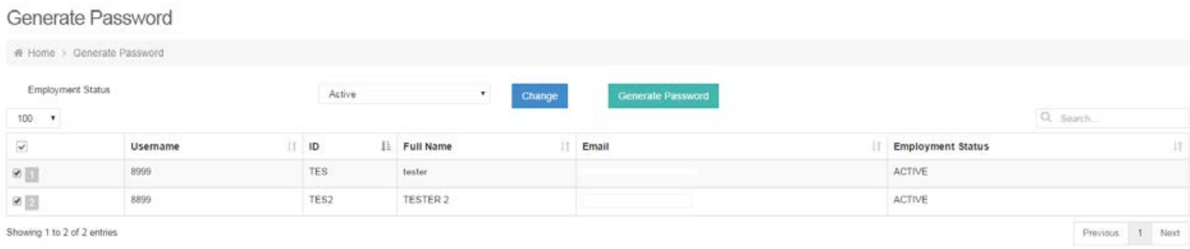
- Work Permit scan
- Identification card scan
- Contract scan
- Etc…

2. GENERATE PASSWORD

Generate Password page is found under **Employee** section from the left side-menu.

The Generate Password page allows the administrators to send the login information to the employees through email, or downloadable through zip file. Administrators can also use this function to help employees reset their password, if they forget.

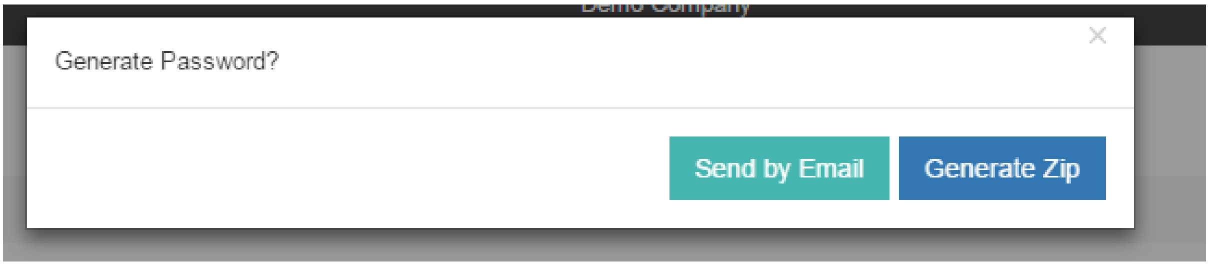
In the Generate Password page, click on the check box at the left most of each row, to generate password for that employee account.



2.1 Generate password overview page

After selecting the accounts, click on the "Generate Password" button at the top. A small pop-up window like screenshot 2.2 should appear.

Administrators can choose to send by email, or download as a zip file.



2.2 Pop up options