

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.

Navigate to Employee Setup Dashboard from *Employees -> List of Employees*

Select "Add +" and create new employee

Navigate to *Employee -> Generate Password* to send the employees their login information

1. List of Employees

List of Employee

Home > List of Employee

Add +

Employment Status: Active Change

100

	Username	ID	Full Name	Employment Status	Action
<input type="checkbox"/>	8999	TES	tester	ACTIVE	Dashboard
<input type="checkbox"/>	9999	TES2	TESTER 2	ACTIVE	Dashboard

Showing 1 to 2 of 2 entries

Previous 1 Next

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

New Employee Setup

Home > List of Employee > New Employee Setup

Employee Information

Code	
Title	Mr
Identification Type	NRIC
Identification Number	
Full Name	
Short Name	
Date of Birth	
Gender	Male
Race	Chinese
Religion	NA
Marital Status	Single
Address 1	
Address 2	
Address 3	
Postal Code	
Email	
Home Contact	
Other Contact	
Highest Qualification	NA
Albae Login	No
Company CPF#	
Access Group	Standard Access

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.

List of Employee

Home > List of Employee

Add +

Employment Status: Active Change


100 Search...


	Username	ID	Full Name	Employment Status	Action
<input type="checkbox"/>	8999	TES	tester	ACTIVE	Dashboard
<input type="checkbox"/>	8999	TES2	TESTER 2	ACTIVE	Dashboard


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1.b.1 List of employees page


Action



 Personal Particulars



 Employment Information


 Residential Information


 Salary History


 Pay Items (Recurring)


 Bank Information


 Document Upload

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.

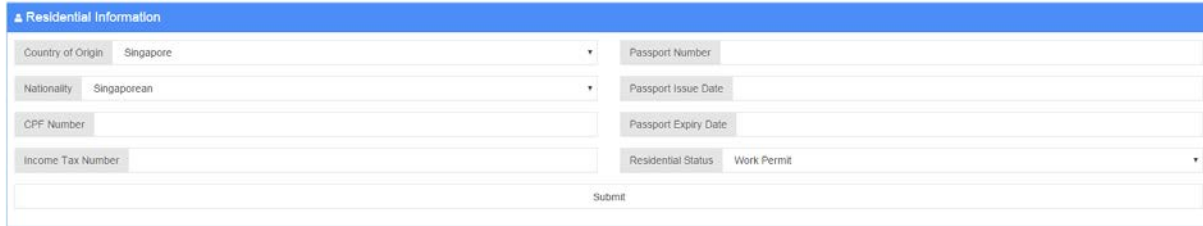
Administrators can also assign the employee's **position, category and grading**, which was created in Company Dashboard, here.

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.

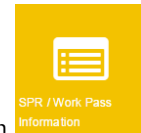
d. Residential Information

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.

The screenshot shows a web form titled "Salary Data". The form is divided into several sections with input fields and dropdown menus. The fields include: Amount, Effective Date, Remarks, Work Hours Per Week (44), Work Days Per Week (6), Daily Rate, Hourly Rate, Overtime Cap (hours) (0.00), Pay Type (Monthly), Eligible for OT? (No), Override Ethnic Funds Contributions? (No), CDAC (0.00), MENDAKI (0.00), SINDA (0.00), Override CPF Contributions? (No), Employee CPF Local Rate (0.00), Employee CPF Overseas Rate (0.00), MBMF (0.00), ECF (0.00), Community Chest (0.00), Employer CPF Local Rate (0.00), and Employer CPF Overseas Rate (0.00). A "Submit" button is located at the bottom right of the form. A large watermark for "Lee Wenyong & Co." and a crest are overlaid on the form.

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)

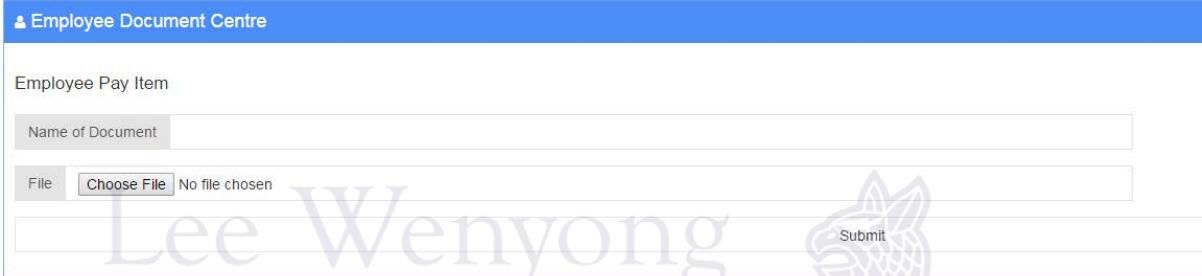
Set up the employee’s recurring pay items in this page. Recurring pay items are allowances or incentives that are provided to the employees, which are factored into their monthly salary. For instance, transport allowance.

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



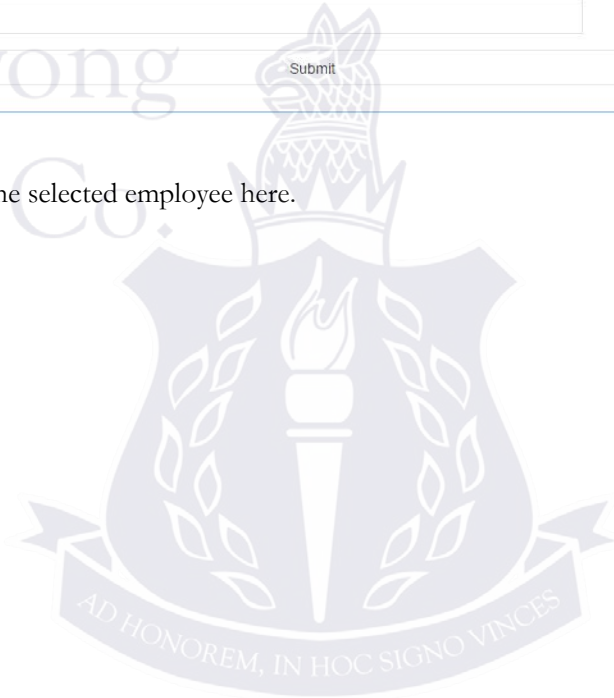
The screenshot shows a web interface titled "Employee Document Centre". Below the title bar, there is a section labeled "Employee Pay Item". This section contains a form with two main input fields: "Name of Document" and "File". The "File" field includes a "Choose File" button and the text "No file chosen". A "Submit" button is located at the bottom right of the form area. A large, semi-transparent watermark for "Lee Wenyong & Co." is overlaid on the form.

1.b.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.

Generate Password

Home > Generate Password

Employment Status: Active

100

<input checked="" type="checkbox"/>	Username	ID	Full Name	Email	Employment Status
<input checked="" type="checkbox"/>	8999	TES	tester		ACTIVE
<input checked="" type="checkbox"/>	8899	TES2	TESTER 2		ACTIVE

Showing 1 to 2 of 2 entries

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.

Demo Company

Generate Password?

2.2 Pop up options