

# L12 HR SYSTEMS SETUP GUIDE

Welcome to the L12 HR Systems Setup Guide. This guide will be going through some of the system configuration that the administrators can configure to what their company need.

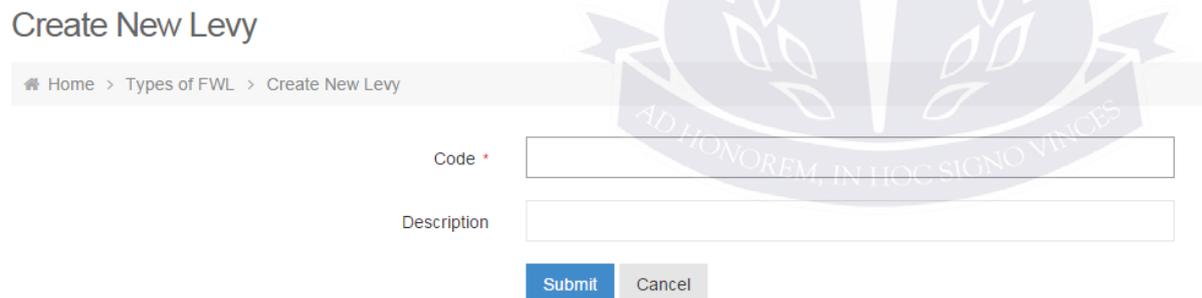
## 1. Foreign Work Levy (FWL) Setup

Administrators can setup the FWL rate in this page. Screenshot 1.1 shows the overview page of the FWL Setup. To add a new FWL rate, click on the “**Add +**” button



### 1.1 FWL Overview Page

After clicking on the add button, administrators will be directed to the Create New Levy page. Here, enter the **Code** and **Description** for the **Levy**. After that, click on the Submit button. (See 1.2 screenshot)



### 1.2 Create New Levy page

After creating and submitting your new levy code and description, head back to the FWL overview page. Click on the Manage button of the levy that you have just created. (See 1.3 screenshot)

### Types of FWL

Home > Types of FWL

Add +

100

ID	Code	Description	Monthly	Daily	Effective Date	Action
1	test	this is a test fwl levy				<a href="#">Manage</a> <a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 1 of 1 entries

### 1.3 FWL Overview page

In the Manage page, administrators can configure the **Daily** and **Monthly Rate** of the levy. Administrators can also decide on the **Effective Date**, when this levy is going to be implemented. (See 1.4 screenshot)

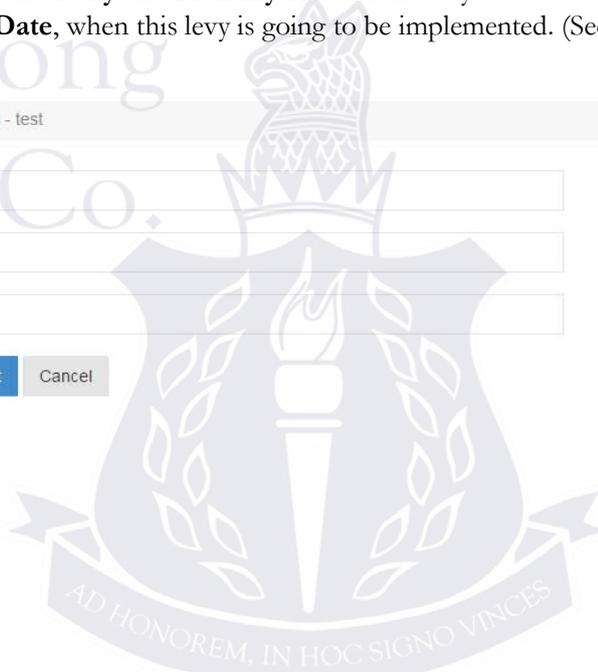
Home > Types of FWL > Levy Rates > [[LEVY\_DETAIL\_CREATE]] - test

Daily Rate \*

Monthly Rate

Effective Date

Submit Cancel



### 1.4 Manage FWL page

## 2. Holidays Setup

In the Systems Setup -> Holidays Setup page, administrators can create holidays that pertain to the company needs. The L12 HR System came with a set of default public holidays. Administrators can create and add more to the list.

\*\* Note that the public holidays created will affect how the leaves function. Holidays created here will not count as a working day for employees if they happen to take leave on that day.

Home > Company > [[COMPANY\_BANK\_ACCOUNT]] > [[HOLIDAY\_CREATE]]

Short Name \*

Date

### 2.1 Holiday creation page

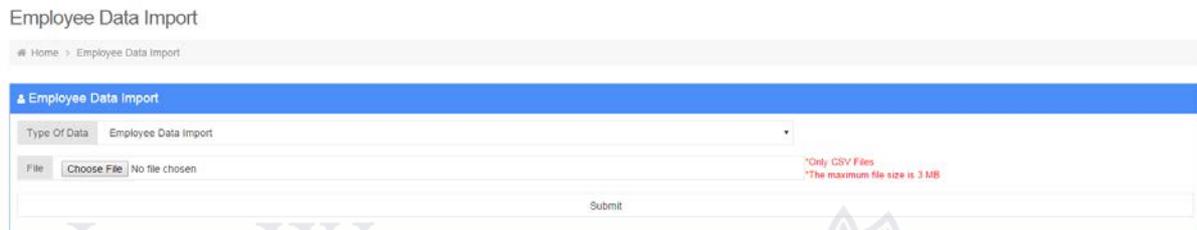
To create a new holiday, click on the “Add +” button in the Holidays Setup page. Administrators should then be navigated to the creation page, like screenshot 2.1.

Enter a **short name** for the holiday, and select the **date** of when this holiday is effective.



### 3. Import Data

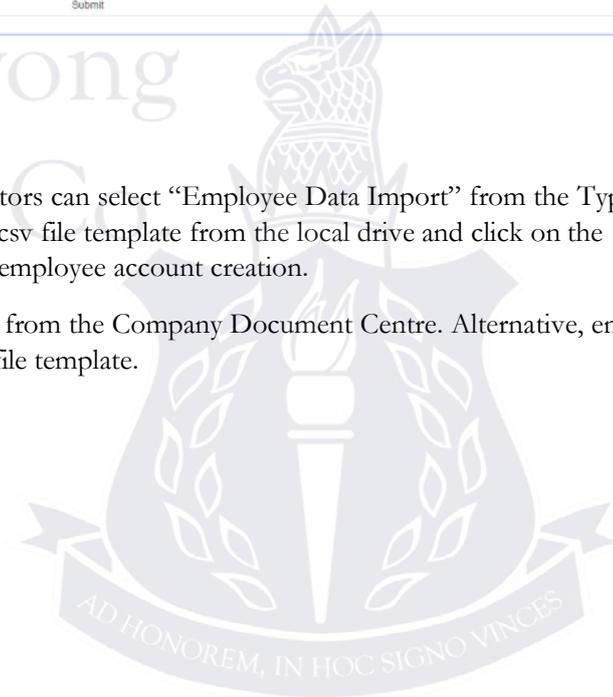
Administrators are able to perform bulk .csv import of employee's data. This is an alternate method to the creation of employee accounts. To create single employee account, please refer to the Employee Setup Guide.



#### 3.1 Employee Data Import page

In Systems Setup -> Import Data, administrators can select “Employee Data Import” from the Type of Data drop down list. Thereafter, choose the .csv file template from the local drive and click on the Submit button to execute the bulk import of employee account creation.

Administrators may find the csv file template from the Company Document Centre. Alternative, email [112@leewenyong.com](mailto:112@leewenyong.com) to request for the csv file template.



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