

# PIM EMPLOYEE REGISTRATION



## CONTACT DETAILS

Contact Numbers  
Emergency Contact  
Email Details  
Probation Indicator



## STAFF PROPERTY

Leave Details  
Employee Avatar  
Working Duration  
\* Normal Days  
\* Ramadan Days  
\* Working Days / Month



## ADDRESS DETAILS

Permanent Address  
Present Address

## JOB DETAILS

Joined Date  
Appointment Type  
Appointment Mode  
Appointed Date  
Chit Number (Contract Number)  
Reference Details  
Position  
Business Unit  
Designation  
Remarks



## EMPLOYEE PROFILE

Employee Staff ID Search  
Service Number  
Name  
Common Name  
Nationality  
National Identification Number  
Bank Account Number  
Bank Name  
Date of Birth  
Gender  
Marital Status  
Blood Group  
Religion  
Proximity Card Number



# PIM EMPLOYEE RESPONSIBILITY

- Employee ID Field
- Effective Date
- Responsibilities
- Responsibility List
- \* Search
- \* Effective Date
- \* Responsibility

# PIM EMPLOYEE CONTRACT

Employee ID Field  
Contract Type  
Contract Number  
Contract Period (From - To)  
Reference  
Remarks  
Contract List  
\* Search  
\* Name  
\* Contract Number  
\* From - To  
\* Reference

List of Staff Contracts  
Vacant Post  
Search Field  
\* Staff ID  
\* Name  
\* Contract Number  
\* From - To

Contract Extension Details  
\* Contract Number  
\* From - To  
\* Salary  
\* Reason

Contract Pie Chart  
Type of Contracts  
No. of Employees / Contract





# PIM EMPLOYEE WORK EXPERIENCE

Employee ID Field  
Reference Number  
Employment Number  
Experienced (From - To)  
Designation  
Organization  
Employment Type  
Remarks  
Staff Work Experience  
Information  
\* Search  
\* Employment Number  
\* From - To  
\* Designation  
\* Organization  
\* Type

# PIM EMPLOYEE VISA

Employee ID Field  
Work Permit  
VISA Number  
VISA (From - To)  
VISA Fee  
Passport Number  
Passport Type  
Issued Country  
Expiry Date  
Remarks  
VISA List

\* Search  
\* Work Permit Number  
\* VISA Number  
\* From - To  
\* Passport Number  
\* Type  
\* Country

# PIM EMPLOYEE WORK PERMIT

Employee ID Field  
Work Permit Number  
Work Permit (From - To)  
Remarks  
Work Permit List  
\* Search  
\* Work Permit Number  
\* From - To  
\* Remarks





# PIM EMPLOYEE SEARCH

## Staff Search Details

Employee Number  
Name  
Designation  
Common Name  
Present Address  
\* Address  
\* Atoll  
Permanent Address  
\* Address  
\* Atoll  
Contact  
\* Home  
\* Mobile  
\* Office  
Date of Birth  
Updated Date  
Updated By

Staff Search  
Employee Number  
Name  
Business Unit  
Designation  
Gender  
Blood Group

# PIM EMPLOYEE REPORTING

**PIM**  
EMPLOYEE  
REGISTRATION

**PIM**  
EMPLOYEE  
RESPONSIBILITY

**PIM**  
EMPLOYEE  
CONTRACT

**PIM**  
EMPLOYEE  
SEARCH

**PIM**  
EMPLOYEE  
WORK  
EXPERIENCE

**PIM**  
EMPLOYEE  
VISA

**PIM**  
EMPLOYEE  
WORK  
PERMIT





# MODULE TIME & ATTENDANCE MANAGEMENT

## MANAGE & CONFIGURE

- New Roster Creation
- New Group Creation
- New Shift Creation

## WORKFLOW AUTOMATION

- Assigning Groups
- Process Duty Schedule
- Time Amend Request
- Attendance Amend Approval
- Overtime Approval
- Break-out Approval

## REPORTING

- Attendance Management Report
- Section Management Report
- Break-out Management Report
- Break-out Section Report
- Daily Attendance Report
- Late Management Report
- Late Section Report
- Overtime Management Report
- Overtime Section Report
- Management Roster
- Section Roster
- System In - Out Log





# **MODULE**

## LEAVE MANAGEMENT

### **MANAGE & CONFIGURE**

- Main Dashboard
- Add Calendar Event
- Leave Date Update View

### **WORKFLOW AUTOMATION**

- Staff Leave Calendar
- Staff Holiday Duty Assignment
- Pending Requests
- Duty Travel Requests
- Leave Request
- Staff Leave Request
- Staff Sick-Leave Application
- Release Request
- Leave Approval
- Sick-Leave Approval
- Duty Travel Approval
- Release Approval

### **REPORTING**

- Calendar Events
- Duty Travel Report
- Employee Calendar
- Holiday Calendar
- Leave Dates & Leave Requests
- Release Dates & Release Requests
- Sick-Leave Dates & Requests



# **MODULE** BENEFITS MANAGEMENT

## **MANAGE & CONFIGURE**

- Dashboard
- Person Type View
- Plan Type View
- Plan View
- Program View
- Provider View
- Relative Type View
- Relative View
- Tier Level View

## **WORKFLOW AUTOMATION**

- Staff Plan
- Staff Relative
- Staff Accommodation
- Staff Incident Compensation
- Program Plan

## **REPORTING**

- Staff Relative Report
- Staff Plan Report

# MODULE

## QUALIFICATIONS MANAGEMENT



### MANAGE & CONFIGURE

Institute Type View  
Award View  
Awarding Body View  
Award Type View  
Grade View  
License View  
Membership View  
Membership Type View  
Module View  
Qualification View  
Qualification Institute View  
Qualification Level View  
Qualification Type View  
Skill View  
Language View  
View Award Document  
View License Document  
View Membership Document  
View Qualification Document  
View Skill Document  
View Language Document

### WORKFLOW AUTOMATION

Staff Award Entry  
Staff License Entry  
Staff Membership Entry  
Staff Qualification Entry  
Staff Skill Entry  
Staff Language Entry

### REPORTING

Staff Award  
Staff License  
Staff Membership  
Staff Qualification  
Staff Skill  
Staff Language



## MODULE

# RECRUITMENT MANAGEMENT

### MANAGE & CONFIGURE

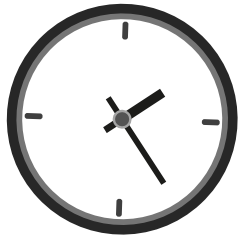
- Aptitude Test
- Candidate Entry
- Competency View
- Criteria View
- Vacant Type View
- Interview Question View
- Qualification Weight View

### WORKFLOW MANAGEMENT

- Candidate Interview
- Candidate Evaluation
- Candidate Application
- Post Vacancy Entry
- Work Experience Entry
- Interview Panel
- Overall Score Composition
- Award Document
- Candidate Application Document
- License Document
- Membership Document
- Qualification Document
- Skill Document
- Language Document
- Recruitment Approval

### REPORTING

- Shortlist
- Aptitude Shortlist
- Interview Shortlist
- Final Shortlist



# **MODULE** SUPERVISION & WORKFLOW

## **WORKFLOW MANAGEMENT**

- Authority
- Authority Level
- Authority Setting
- Supervision
- Assign Supervisor



## MODULE

# TRANSACTION MANAGEMENT

### WORKFLOW MANAGEMENT

- Authority
- Authority Level
- Authority Setting
- Supervision
- Assign Supervisor



# **MODULE** TRAINING MANAGEMENT

## **MANAGE & CONFIGURE**

Intended Party View  
Training Type View  
Training Type View  
Resource Program  
Training Area  
Training Subject

## **WORKFLOW MANAGEMENT**

Nominate Staff  
Training Attendance  
Training Request  
Staff Training Request

## **REPORTING**

Requested Training  
Training



# **MODULE** PAYROLL MANAGEMENT

## **MANAGE & CONFIGURE**

- Info Type View
- Wage Type View
- Pay Mode View
- Pay Unit View

## **WORKFLOW MANAGEMENT**

- Wage Formula
- Individual Wage Settings
- Staff Wage Settings
- Loan
- Loan Schedule

## **REPORTING**

- Late Fine
- Late Fine (Section Report)
- Overtime
- Overtime (Section Report)
- Loan Schedule
- Payroll Sheet
- Payroll Slip





## EMPLOYEE SELFSERVICE PORTAL

- My Attendance
- My Break-In
- My Break-Out
- My Late
- My Overtime
- My Change(s)
- My Probation(s)
- My Hibernation(s)
- My Reactivation(s)
- My Relieving(s)
- My Transfer(s)
- My Caution(s)
- My Contracts(s)
- My VISA(s)
- My Work Permits(s)
- My Employment Experience(s)
- My Duty Travel Status
- My Leave Status
- My Release Status
- My Sick Leave Status
- My Qualification(s)
- My Loan(s)