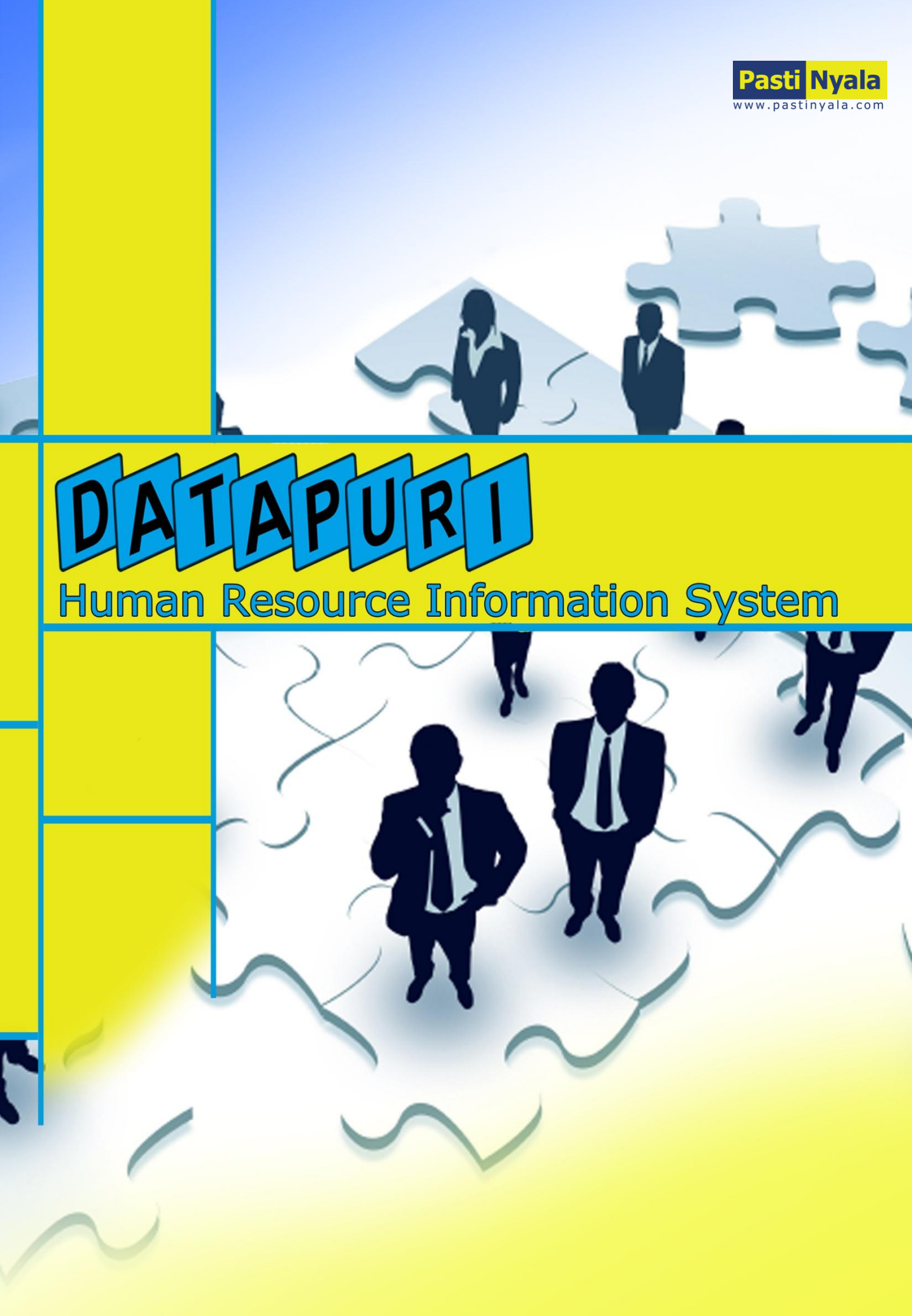
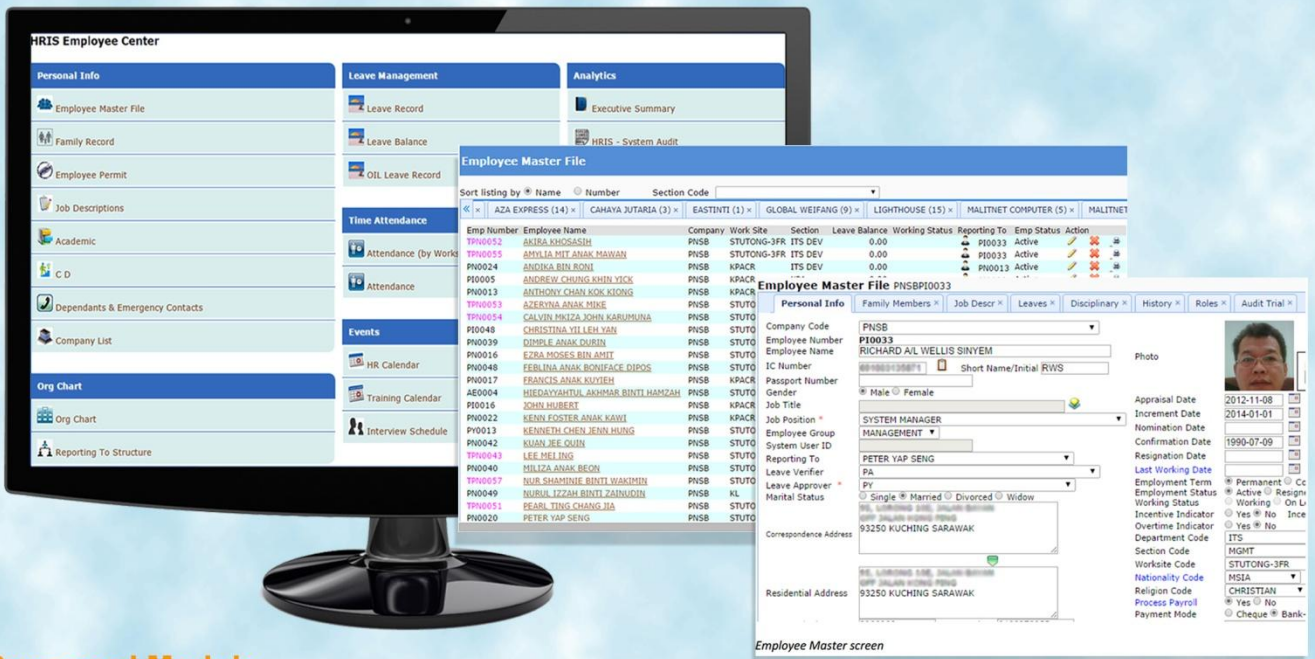


DATAPURI

Human Resource Information System





Personnel Module

Employee Information module allows the HR staff to capture and maintain the personnel information of each employee. Other information captured is such as the family record, permit, job description, leave entitlement and assessment (appraisal).

Employee Detailed Record

From the same screen, the HR staff is able to view the employee personal particulars, list of family members, job description, leave records, disciplinary records, employment service history, roles and audit trial.

Personnel Module Key Features

Some key features of HRIS Personnel Module includes:

- Allow user-definition of Companies, Departments, Section, Worksite, Team, Position, Employment Term, GL Linkage Code, Nationality, Holiday Group, Race, Religion, etc.
- Ability to manage Multiple Companies environment where employee's movement within the Group can be tracked.
- Provide graphical Organization Chart.
- Comprehensive Employee Spouse, Family and their relationship. Included also is if the child is dependent, studying in oversea higher learning institution and handicapped flag (Orang Kurang Upaya – OKU) to accurately compute the tax contribution of an employee.
- Managing of all Statutory Reference Numbers, e.g. EPF, SOCSO, TAX
- Managing of Assets provided to Employees. E.g Handphone, Uniforms, PPE, Laptop, Tablet, office keys, etc. Value of the Asset is also maintained.

TRAINING & DEVELOPMENT

HR TRAINING AND DEVELOPMENT

Training

Training and Development module allows the HR staff to capture and maintain employee's training records, counseling / disciplinary records as well as working experiences.

Training Statistics

Training Statistics page presents summary figures of different category of training in terms of cost and duration (hour).

Training Statistics for 2013

Year	2013	Query											
2013	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Training Cost (RM)	0.00	5,647.62	3,340.00	10,187.93	7,100.00	6,550.00	209.00	7,402.80	2,657.60	900.00	3,860.00	34,238.25	82,084.20
Training Hours	4.00	93.50	82.50	373.00	120.00	126.00	17.00	110.00	231.50	44.00	72.00	1,077.00	2,350.50
Number of Inhouse Training	0	11	0	17	0	0	0	0	1	0	0	26	55
Number of External Training	1	0	10	11	12	13	2	6	17	4	9	3	88
HRDF Claimable Amount (RM)	0.00	5,134.20	2,150.00	6,732.19	2,650.00	3,650.00	0.00	0.00	850.00	900.00	1,080.00	24,900.00	48,046.39
HRDF Claimable Percentage	0.0%	90.9%	64.4%	66.1%	37.3%	55.7%	0.0%	0.0%	32.0%	100.0%	28.0%	72.7%	64.5%

Disciplinary

Counseling & Disciplinary Notices recorded in DATAPURI HRIS allows the management to review the employee working attitude and to encourage employee to adhere to company policies.

EMPLOYEE	COUNSELLING DATE & TYPE	COUNSELLING & EMPLOYEE NOTES	EMPLOYEE NOTE ACCEPTED	REMEDIATION ACTION
ABDUL AIDIL AMAN BIN ABDUL RAHMAN	2013-10-16 1ST COUNSELLING	Counselling: Absent from work on 14/10 (2nd Shift) without informing immediate supervisor. Employee: Admitted guilty. Having dinner with family.	No	By HR: Penalty = 1 day x 2 days x 1.5 quantum x RM500/28 days By HOD: Advised not to repeat the same mistake again and to inform immediate supervisor should there be any problem. Follow Company's policy.
ABDUL AIDIL AMAN BIN ABDUL RAHMAN	2013-11-28 LETTER OF ADVISE	Counselling: Taking sick leaves very often for the past 5 mths (July-Nov '13) Employee:	No	By HR: To make immediate improvement to work performance and sick leave management in future. Future occurrence of such unacceptable behavior will be liable to disciplinary action including dismissal. By HOD:
ABDUL AIDIL AMAN BIN ABDUL RAHMAN	2014-02-04 3RD COUNSELLING	Counselling: Late on 4/2/14 for 20mins (0700-0720) Employee: Sick operation start late.	No	By HR: Penalty = 2 quantum x 1.5 times x RM500/28hrs By HOD: Penalty = 1 quantum x 1.5 times x RM500/28hrs
ABDUL AIDIL AMAN BIN ABDUL RAHMAN	2014-02-04 2ND COUNSELLING	Counselling: Absence on 2/1/14 without informing immediate supervisor Employee: Admit guilty. Toothache	No	By HR: Penalty = 1 day x 2 quantum x 1.5 times x RM500/28 days By HOD: As per Company's policy. Advised not to repeat the same misconduct again and to inform immediate supervisor if there is any problem.
ABDUL AIDIL AMAN BIN ABDUL RAHMAN	2014-02-04 1ST WARNING LETTER	Counselling: On 2/1/14 you didn't attend Team B meeting although being informed earlier. Employee: Admit guilty. Take care of children at home.	No	By HR: 1st Warning Letter based on 7/14 By HOD: Advised staff to attend any meeting organized as it is important for the staff to voice out their problem. To issue 1st warning letter.
ABDUL AIDIL AMAN BIN ABDUL RAHMAN	2014-03-24 FINAL COUNSELLING	Counselling: Late on 24/3/14 for 2 hrs (0700-0900) Employee: Send sister/brother in-law to bus terminal	No	By HR: Penalty = 2 quantum x 1.5 times x RM500/28hrs By HOD: Penalty = 1 quantum x 1.5 times x RM500/28hrs
ABDUL AIDIL AMAN BIN ABDUL RAHMAN	2014-04-23 1ST VERBAL ADVICE	Counselling: Late on 24/4/14 (0700-1000) for 3 hrs Employee: Bring son to clinic.	No	By HR: Penalty = 12 quantum x 1.5 times x RM500/28hrs By HOD: Penalty = 2 quantum x 1.5 times x RM500/28hrs
ABDUL AIDIL AMAN BIN ABDUL RAHMAN	2014-05-17 2ND WARNING LETTER	Counselling: AWOL on 14/5/14 Employee: Guilty. Toothache.	No	By HR: Issue 2nd Warning Letter dated 22/5/14. Penalty = 1 day x 2 quantum x 1.5 times x RM500/28 days By HOD: To issue 2nd warning letter. As per Company policy.

Training Calendar

Training Calendar allows the HR Department to have a quick glance of past trainings or upcoming training.

HR Training Calendar for July 2014						
<< July 2014 >>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 ZULKARNAIN B I	2	3	4	5
6 RAMZI HAMDI B	7	8	9 SHERYL CAROLI WENDY TAN CHI	10	11	12
			External: Briefing on Recognition of Prior Learning (RPL) Scheme 2014 (2014-07-09 to 2014-07-09)			
13	14	15	16	17	18 JULIAS ABAAK J NIXON BANSA A	19
20 LILLY TANG LEE MARGARET YAP	21	22	23	24	25	26
27	28	29	30	31		

HEALTH AND SAFETY

Accident Summary

Accident may cost the company as well as productivity due to stop page of work or staff injuries. As such the Accident Summary reflects the level of safety of the company so that the management and HR Department can improve the working environment and safety procedures.

ACCIDENT SUMMARY (ver 1.01)

Actions: Add new Accident record, See Monthly Accident records, Search for an Accident record

Safety First
33,118 Zero Lost-Time Injuries
hours (accident free since 2011-01-03 18:50:00)

3,300 Zero Lost-Time Injuries
man-hours for 100 employees

Accident Quick Stats

Latest Accident Listing

REFERENCE NUMBER	ACCIDENT DATE/TIME	LOCATION	NATURE OF ACCIDENT	PERSON INVOLVED	MACHINE INVOLVED	MACHINE DAMAGED	INJURY	ACTION
140013	2014-03-13 1640	YARD	RTG 502 Spreader Was swaying and hitting container	Mohd Amin	S02	NO	NO	
140012	2014-02-26 1700	WHARF	While hoisting a container, it sway and hit another container	Charles Anak Bamaba	QC3	NO	NO	
140011	2014-02-25 1350	OTHERS	The KATO Crane was imbalance then tip over	British Anak Dawai	KATO Crane	YES	NO	
140010	2014-02-24 1205	YARD	SL99 was unable to steer then hit the container	Benny Anak Gatin	TT SL99	YES	NO	
140003	2014-02-05 1850	YARD	K19 Spreader was Mt a container while reversing	Abu Seman B. Maghrib	K19	YES	NO	
140001	2014-01-08 0915	OTHERS	Collision	Mahadi B. Awang Mus	TT SL29	NO	NO	
140002	2014-01-03 1930	WHARF	Lifting Accident	Mohd Zahri B. Suppa	TT SL07 & QC5	NO	NO	

ACCIDENT REPORT

GENERAL	PARTICULARS OF AFFECTED/INJURED	DESCRIPTION OF DAMAGE
Location: WHARF OTHERS	Staff No: []	Activity in progress at time of accident: []
Exact Location of accident: []	Name: []	Event from beginning to end with extent of injury/damage: []
Nature of Accident: []	Gender: MALE FEMALE	Possible Causes: []
Date/Time of Occurrence: []	Employee Name and Address: []	Immediate Action Taken: []
Severity Potential: MINOR SERIOUS MINOR	Attack With Pass/ID Card: YES NO	
Supervisor on Duty: []	Employee Category: EMPLOY OTHERS	
Person Involve: []	Experience On Job: 1 MONTH 6 MONTH OVER 1 YEAR	
Machine Involve: []	Place of Employee Workday: ON DUTY OFF DUTY OTHERS	
Environment Condition: GOOD MEDIUM POOR	at Time of Accident: []	
Machine Damage: YES NO		
Injury(s): YES NO		

Reporting of an Accident

Comprehensive information pertaining to an accident or incident can be captured in the following screen to further analysis.

PPE Utilization

Personal Protective Equipment (PPE) Utilization allows the company to monitor the issuance of PPE in order to comply to safety requirement as well as to avoid the abuse of PPE issuance.

Staff Personal Protective Equipment

STAFF	POSITION	PPE TYPE	Qty	First Set	Replacement Set
ABANG SHAHRUL NIZAM BIN ABANG MANSURAHUD	TY DRIVER CUM GENERAL WORKER	First Set	Yes	Yes	
ABDUL ADIL AMAN BIN		First Set	Yes	Yes	
ABDUL RAHMAN		First Set	Yes	Yes	
ABDUL HANIM BIN ZAHORREN MURWAN		First Set	Yes	Yes	
ABDUL RAHMAN BIN BEHTEERA	ASSISTANT MECHANICAL TECHNICIAN	Replacement Set	Yes	Yes	
ABDUL RAHMAN BIN JULIANE	PLANNING MANAGEMENT UNIT EXECUTIVE	Replacement Set	No	Yes	
ABDUL RAHIM BIN ATAI		First Set	Yes	Yes	
ABDUL RAHIM BIN ATAN		Replacement Set	No	Yes	
ABU SIBKIAN BIN HADIRUB		First Set	Yes	Yes	
ACDY ANAK TITUT		First Set	Yes	Yes	
ADRIAN ANTHONY GOMEZ		First Set	Yes	Yes	
ADLIANI ANAK JUMET		First Set	Yes	Yes	
AFFAN FARAFY BIN ZAMMARE		First Set	Yes	Yes	
AHMAD BAKHTIAR BIN SARI		First Set	Yes	Yes	
AHMAD BAKHTIAR BIN SARI		Replacement Set	No	Yes	
AHMAD BAKHTIAR BIN SARI		Replacement Set	No	Yes	
AHMAD BAKHTIAR BIN SARI		Replacement Set	No	Yes	
AHMAD TARIK BIN KARIM	TY DRIVER CUM GENERAL WORKER	First Set	Yes	Yes	

Monthly PPE Monitoring Usage (ver 1.01)

Month/Year: November 2011

Monthly PPE Monitoring Usage Percentage - First Set

Category	Usage Percentage
Helmet	~30%
Vest	~25%
Shoes	~25%
Raincoat	~10%
Gloves	~10%
Uniform	0%

Monthly PPE Monitoring Usage Percentage - Replacement Set

















Category	Usage Percentage
Helmet	0%
Vest	0%
Shoes	0%
Raincoat	0%
Gloves	0%
Uniform	0%

LEAVE MANAGEMENT

Leave Management module allows the HR staff to maintain the employee leave balance and keep tab on sick leave and medical claim records.

This module is also used to manage who has the authority to verify or approve an employee leave application. The Verification and Approval of employee's leave is done via the *Employee Self Service (ESS)* portal.

Leave Management Module

Transaction	Adjustment	Setup
 Leave Record	 OIL Leave Record	 Leave Type
 Leave Balance	 ESS Leave Adjustment	 Leave Entitlement Scheme
 Sick Leave Summary	 Compulsory Leave	
 Sick Leave Summary (by Work Site)	 TAC Listing	
 Medical Claims		
 Medical Summary		
	Manage Workflow	
	 Employee Leave Group	
	 Leave Approver Code	
	 Leave Verifier Code	
	 Leave Admin Code	

RECRUITMENT

To support the Manpower Intake process, the Recruitment module allows the HR Department to capture the Applicant records, set up Interview Schedule as well as to follow-up on the recruitment process.

Other features of this module includes managing unsuccessful applicants in a KIV file and analyzing the efficiency of various recruitment mediums e.g, newspaper, agency, internet, etc.



HRIS Recruitment Module

Recruitment

- Applicant List
- Interview Schedule

Enquiry & Reporting

- Staff Movement Enquiry
- Staff Turnover Enquiry
- Employee Probation List
- Employee Nomination List
- Employee Contract Expiry List
- Staff Movement Executive Summary

Exit Interview

- Exit Interview Dashboard
- Exit Interview Survey
- Exit Interview Feedback

Setup

- Job Recruitment Type
- Job Application Status



PAYROLL MANAGEMENT

Payroll Processing

The Payroll Processing module support monthly and fortnightly payroll processing (which covers basic salary, allowances, overtime, incentive as well as deduction) for various type of employment such as Permanent, Contract, Daily Paid as well as Internship. This module also supports the generation of bank-in data for posting to the Bank's backend system.

The screenshot shows the Payroll Processing module interface with several menu categories:

- Payroll Processing:** Overtime, Claims, TOS Incentive Payout, Employee Payroll Salary, Income & Deduction Batch Adjustment, TP1 (Individual Rebate), TP2 (BIK and VOLA), EA Form.
- Auto Pay/ Electronic Credit Payment:** AMBank Autopay Nationality-Country Mapping, AMBank Autopay Pay Item Setup, AMBank Autopay Addition.
- Costing:** Payroll Costing.
- Intern Allowance:** Intern Details, Intern Payout.
- Setup:** Pay Period Table, Overtime Rate Table, Claim Type Table, Employee Basic Pay, Employee Payroll Detail.

On the right, a sidebar menu lists: Payroll, Duty Ow, Payslip, and Maximur. A pop-up window titled "Monthly Report Payroll" displays "HR Monthly Remuneration Report by Company" with the following actions:

- Print [Total Salary Report](#) by Company by Period
- Print [Basic Salary Report](#) by Company by Period
- Print [Allowances Report](#) by Company by Period
- Print [Bonus Report](#) by Company by Period
- Print [Employer EPF Contribution Report](#) by Company by Period
- Print [Employer SOCSO Contribution Report](#) by Company by Period
- Print [Tax Paid by Employer & HRDF Report](#) by Company by Period
- Print [Incentive Report](#) by Company by Period
- Print [Overtime Report](#) by Company by Period

Payroll Features

Some key features of HRIS Payroll includes:

- HRIS Payroll allows user-defined Payroll Attributes for Allowances, Incomes, Deductions and Overtime.
- The user is allowed to defined unlimited number of Pay Period or Pay Runs.
- Providing Management or Finance Department with a Monthly Salary Reconciliation and Detailed Payroll Transaction Listing.
- Bank Auto Credit Exporting – supports AM Bank, etc.
- Ability to interface with external Accounting System.
- Ability to output the report to file, e.g PDF, MS EXCEL, ASCII, etc
- Full compliance with the Statutory Requirements on KWSP (EPF), SOCSO, Taxation (LHDN) and HRDF contribution.
- Printing of all Statutory Reports including EPF Borang A, SOCSO 8A, CP 39 Tax Submission, EA Form, CP159, etc.
- Provide integration to other DATAPURI Modules, e.g Time Attendance System, Medical Transaction Registration by Panel Clinics (eMedic), DATAPURI Financial System.

Claim Management

Claims and Benefits form is part of the additional perks enjoyed by certain employees and is sometimes processed and paid out together with Salary Payment or as an incentive scheme which is paid separately.

Claim Transaction
Update the Staff Claim

Company Code: PASTI NYALA SDN BHD
 Claim Year: 2014
 Claim Month: JAN
 Staff Name: MARK ANAK LAYANG
 Accommodation / Hotel: 0.00
 Air Ticket: 0.00
 Staff Amenities: 0.00
 Car Maintenance: 0.00
 Entertainment: 0.00
 Fuel/Mileage: 15.00
 Handphone: 0.00
 Hardware: 0.00
 Medical: 0.00
 Parking: 0.00
 Subsistence/Shift /Meal: 71.50
 Transport: 0.00
 Others: 0.00

Claim Report

Company Name: PASTI NYALA SDN BHD
 Report Title: Staff Claim on FEB 2014
 Print Date: _____

No	Name	Department	Position	Claim Description														Total (RM)
				Accommodation/Hotel	Air Ticket	Staff Amenities	Car Maintenance	Entertainment	Fuel/Mileage	Handphone	Hardware	Medical	Parking	Subsistence/Shift /Meal	Transport	Others		
1	ANDREW CHENG KIM YOK	ITS	ACTING COMPUTER OPERATOR SUPERVISOR	0.00	0.00	12.00	0.00	0.00	90.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	112.00
2	ANTHONY CHEN KOK KONG	ITS	SOFTWARE ENGINEER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00	0.00	0.00	0.00	30.00
3	FRANCO ANAK KUYEN	ITS	COMPUTER OPERATOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00	0.00	0.00	0.00	30.00
4	HEIDIYANTI ANAK ANWARA BINTI HASRAN	ITS	ADMINISTRATIVE ASSISTANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00	0.00	0.00	0.00	30.00
5	JOHN HUBERT	ITS	ACTING COMPUTER OPERATOR SUPERVISOR	0.00	0.00	0.00	0.00	0.00	90.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00
6	MARK ANAK LAYANG	ITS	COMPUTER OPERATOR	0.00	0.00	0.00	0.00	0.00	75.00	0.00	0.00	0.00	0.00	0.00	45.50	0.00	0.00	120.50
7	MUHAMMAD ADWIN BIN SAUD	ITS	COMPUTER OPERATOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	ROSE BIN FRANCIS BOON	ITS	IT Hardware & Network Specialist	0.00	0.00	0.00	0.00	0.00	180.00	0.00	0.00	0.00	0.00	30.00	0.00	0.00	0.00	210.00
				0.00	0.00	12.00	0.00	0.00	465.00	0.00	0.00	142.50	0.00	110.50	0.00	45.50	0.00	763.50

Prepared By: _____ Checked By: _____ Authored By: _____
 Hand Input: _____ Alias Input: _____ Jang Peh Chin



EMPLOYEE SELF SERVICE

Online Leave Application

The Employee Self Service is a portal that allows an employee to apply their leave online, check their leave balance and attendance, as well as to print their own payslip. ESS portal can also be used as an electronic bulletin board by the HR Department to convey official memo and management instruction to all employees. For Supervisors or Head of Departments, they can use the ESS portal to verify or approve their subordinate leave application. This online leave application and approval system eliminates paper trail. It also relieves the HR Department from reposting the leave application, as when the leave is approved, it is automatically posted to the HR database.

ESS Benefits

Manager functions

Managers have instant access to employee data. They can review attendance information, employee performance, leave information and more.

Payroll Information

Employee is able to preview their personal information, leave records and own pay slip.

System workflow

ESS Workflow features, such as automated notifications and delegated approval rights, can significantly improve HR processes.

HOD Leave Calendar

This screen allows the Head of Department to view their subordinate's leave records so that they can do better manpower planning and scheduling.




























HOD Approve/Reject Employee Leave ver: 2.02												
EMPLOYEE	DESIGNATION	LEAVE TYPE	APPLICATION DATE	START DATE	END DATE	LEAVE DAYS	REASON	STATUS	MED FEES	REPLACEMENT	ACTION	
HEDYANTUL AKHMAR BINI HAMZAH	BUSINESS ANALYST	1-SL	2014-07-23	2014-07-22	2014-07-22	1.0	sick leave	Pending	32.00		<input type="button" value="Approve"/> <input type="button" value="Reject"/>	
ANDIKA BIN ROH	SOFTWARE ENGINEER	1-SL	2014-07-23	2014-07-23	2014-07-23	1.0	Sick (Cough)	Pending	49.00		<input type="button" value="Approve"/> <input type="button" value="Reject"/>	
KENNI FOSTER ANAK KAWI	COMPUTER OPERATOR	1-SL	2014-10-02	2014-08-30	2014-10-01	2.0	Foot Pain	Verified (by P10016)			<input type="button" value="Approve"/> <input type="button" value="Reject"/>	

Yearly Leave Record PNSB												
2014	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
January			1 SICK	2 HEDYANTUL AKHMAR BINI HAMZAH	3 HEDYANTUL AKHMAR BINI HAMZAH	4 ANDIKA BIN ROH	5 ANDIKA BIN ROH	6 ANDIKA BIN ROH	7 ANDIKA BIN ROH	8 ANDIKA BIN ROH	9 ANDIKA BIN ROH	10 ANDIKA BIN ROH
February				1 ANDIKA BIN ROH	2 ANDIKA BIN ROH	3 ANDIKA BIN ROH	4 ANDIKA BIN ROH	5 ANDIKA BIN ROH	6 ANDIKA BIN ROH	7 ANDIKA BIN ROH	8 ANDIKA BIN ROH	9 ANDIKA BIN ROH
March				1 ANDIKA BIN ROH	2 ANDIKA BIN ROH	3 ANDIKA BIN ROH	4 ANDIKA BIN ROH	5 ANDIKA BIN ROH	6 ANDIKA BIN ROH	7 ANDIKA BIN ROH	8 ANDIKA BIN ROH	9 ANDIKA BIN ROH
April	1 ANDIKA BIN ROH	2 ANDIKA BIN ROH	3 ANDIKA BIN ROH	4 ANDIKA BIN ROH	5 ANDIKA BIN ROH	6 ANDIKA BIN ROH	7 ANDIKA BIN ROH	8 ANDIKA BIN ROH	9 ANDIKA BIN ROH	10 ANDIKA BIN ROH	11 ANDIKA BIN ROH	12 ANDIKA BIN ROH

HR SETUP

Various code setup functions are available in DATAPURI HRIS to allow the user to govern how HRIS works and to fit their HR requirements.

HRIS Setup Module

Locality	Personal Attributes	Payroll	Others
 Company Code	 Employee Group	 Income/Deduction Code	 Permit Type
 Department Code	 Employee Role **	 Income Deduction Posting Setup	 Disciplinary Type
 Section Code	 Job Position	 Income Tax Table	 Entitlement Type
 Worksite Code	 Race Code	 Bank Code	 Uniform Size
 Company Group	 Religion Code		
 Business Unit	 Team Code		
 Country Code			
 NationalityCode			
Indicators	Leave Management		
 KRA Level	 Public Holidays		
	 Public Holiday Type		
	 Fixed Public Holidays		
	 Leave Type		
	 Clinic Code		

CONTACT US

Pasti Nyala

Pasti Nyala Sdn Bhd

3rd Floor No.7 Lot 8513
Tabuan Stutong Commercial Centre,
Jalan Setia Raja,
93350 Kuching, Sarawak

Tel : + 60 82-360091

Fax : + 60 82-369454

Email : sales@pastinyala.com

Web : www.pastinyala.com | www.datapuri.com

