

User Guide

EmplX Mobile App

User



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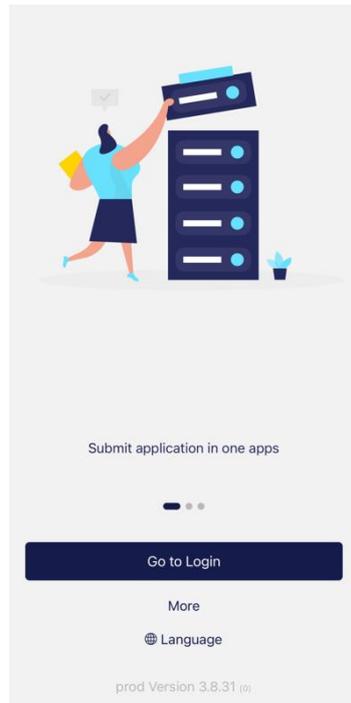
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SECURITY

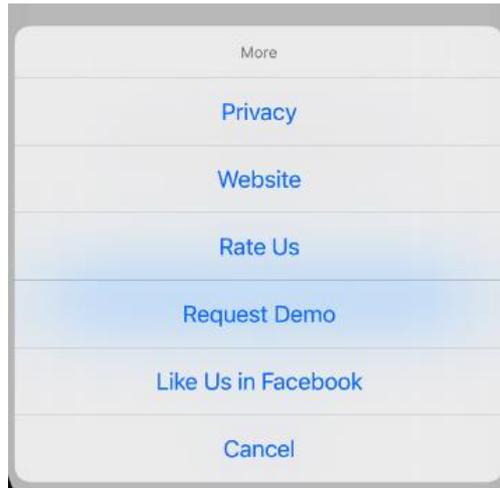
1.1 Onboarding

Once the app is launched, the onboarding page will be shown to the user. The onboarding page consists of the introduction to the app. In addition, the user can select the language for the app and know more about the EmplX system as well.

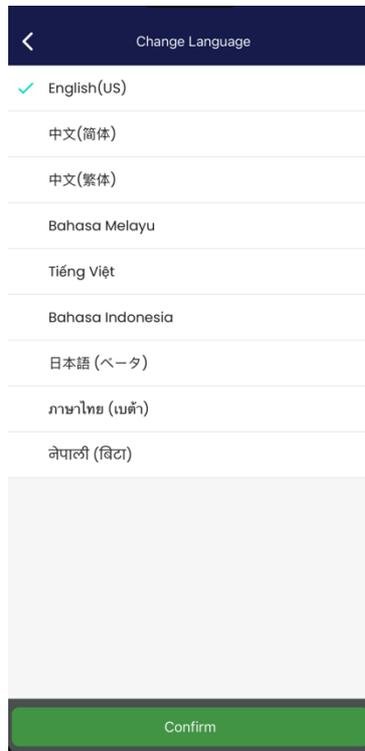
1.1.1 Landing



1. This is the onboarding page for the EmplX app.
2. User can tap on “Go to Login” to go to login page.
3. User can know about updates for EmplX products by tapping on the “More” link. There are 5 options.
 - a. Privacy
 - b. Website
 - c. Rate us.
 - d. Request Demo
 - e. Like Us in Facebook



4. User can change the language for the app by tapping on “Language” link. Currently there are 4 languages available in the app.



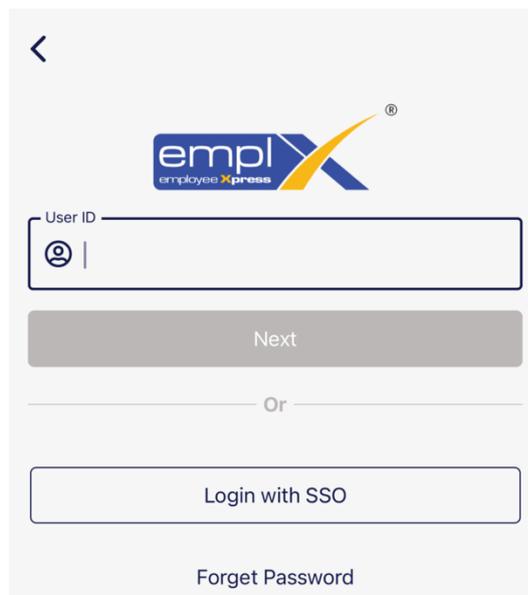
5. User able to find the app version on the bottom for the onboarding page.

1.2 Login / Forget Password

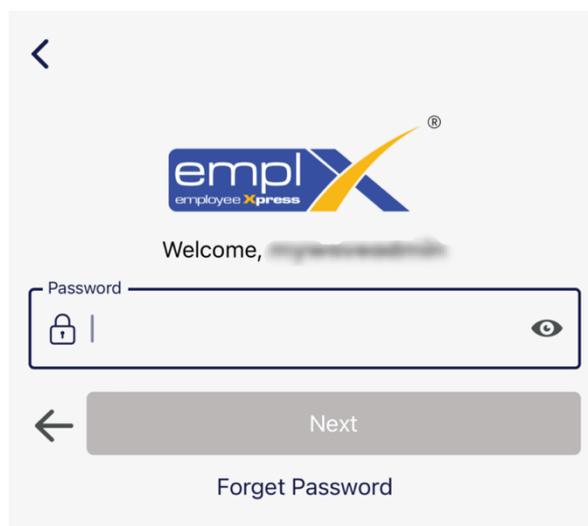
User able to login to the EmplX app by authenticating through login ID and password. The app also utilizes device authentication (fingerprint and Face ID) after the first-time login. SAML login is also available for user with existing Okta account.

1.2.1 Login with User ID

1. Insert the user ID and tap on “Next” button.



2. Tap on “Next” after inserting the password. User can view the password entered by tapping on  button.

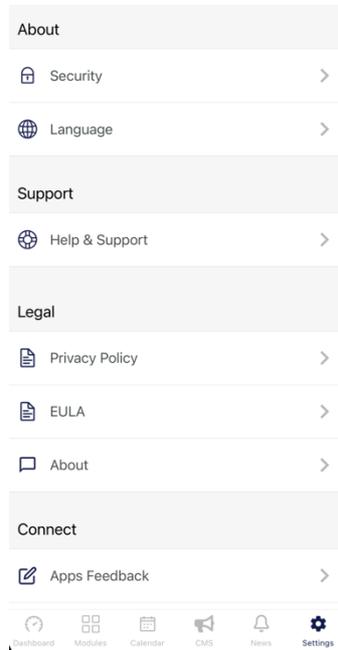


3. User will be redirected to Dashboard or Company Selection (*if more than 1 company*) if the authentication is successful

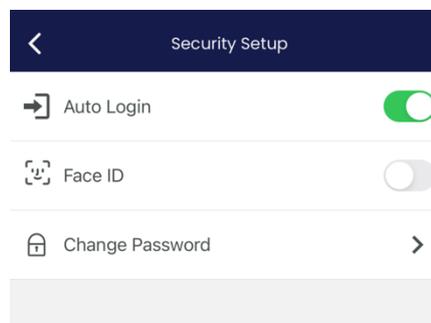
1.2.2 Login with local device authentication (Fingerprint & Face ID) / Auto Login

EmplX app also provides local device authentication such as fingerprint or Face ID. This feature is only applicable for the devices which support local authentication.

1. To turn on the local authentication, please go to “Profile” tab and tap on “Security”.



2. The local device authentication will be shown if applicable. Switch on the local device authentication to use it.



3. The local device authentication button will be shown each time the user opens the app. User can skip the login by authenticating using local device authentication.



1.2.3 Login with SAML

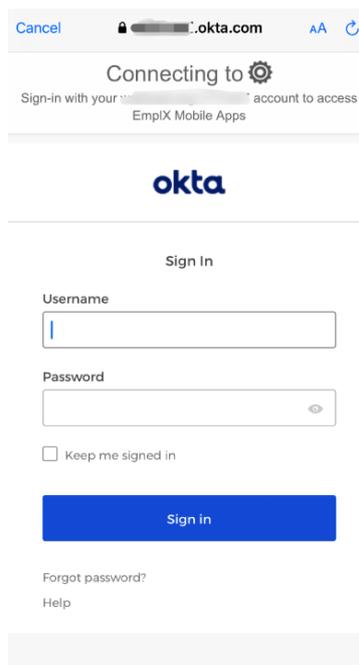
1. Tap on “Login with SAML” to login using Okta account.



2. Fill in user ID and tap on the “Next” button.



3. User will be redirected to the SAML login screen. Fill in the username and password then tap on “Sign In” to sign into the account.



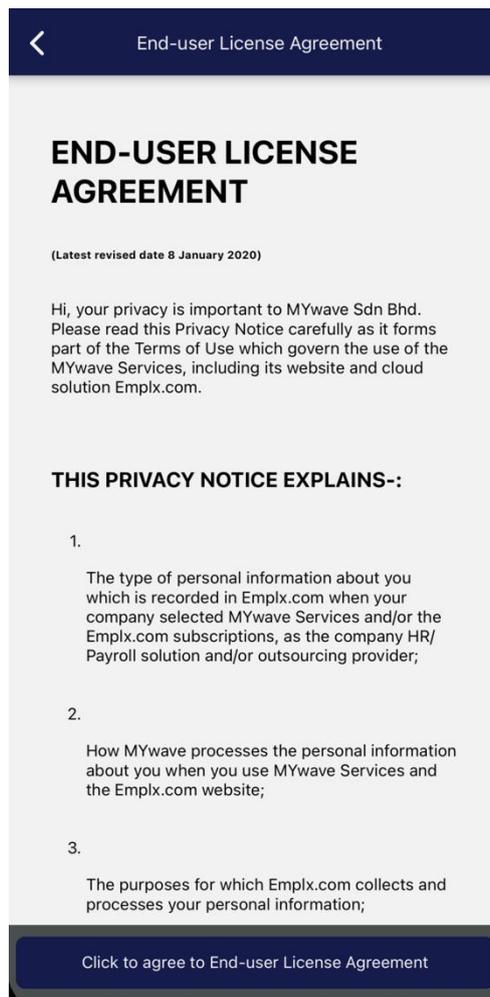
4. An error message will be shown if user's account does not have any SAML linkage or if the account linkage is incorrect.



5. Otherwise, user will be redirected to multiple company selection or dashboard once successfully logged in.

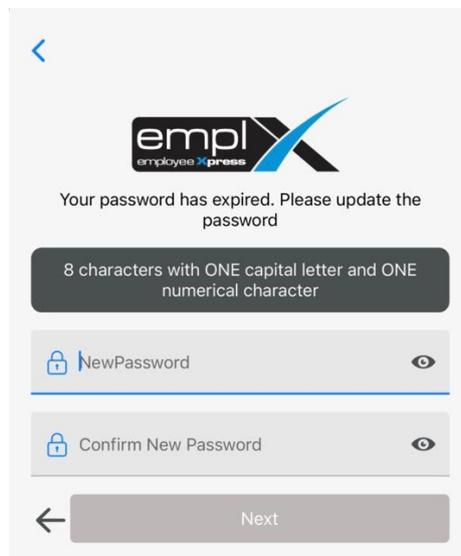
Users can log in to the EmplX app by authenticating through login ID and password. The app also utilizes device authentication (fingerprint and Face ID) after the first-time login. SAML login is also available for users with existing accounts.

1.2.4 End user license agreement (EULA)



1. EULA will appear for the first-time login user in EmplX system.
2. Click to agree to EULA to proceed to use the EmplX system.
3. The EULA's specifics can be viewed from this link:
https://mywavesuite1.biz/MYwaveApplication/security/legal_statement/display/legal_statement.php?iL=y

1.2.5 Password Expiry



1. The password will expire based on company setting or first-time login with custom password.
2. Insert the new password and confirm new password based on the password requirements.
3. Ensure the new password and confirm new password both are same.
4. Click "Next" button to proceed the password change.
5. It required to re-login again with the new password after changed successfully.

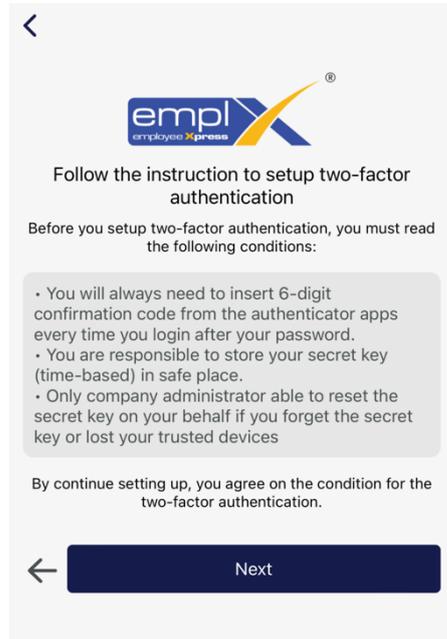
1.2.6 Two-factor authentication (2FA) setup

1. 2FA setup only applicable for the user that turn on the setting and first-time login user.

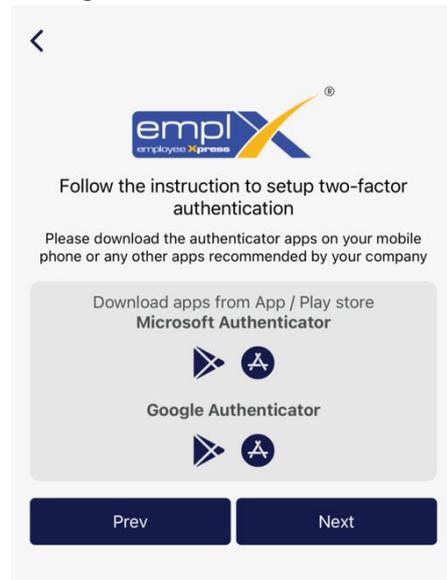


2. For the secure word setup, please insert the preferred secure word to verify the authenticity of EmplX login page.

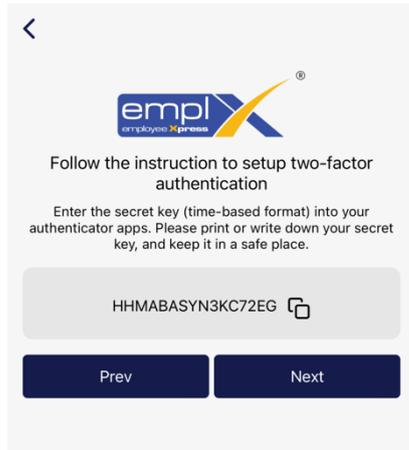
3. Click "Next" after inserted the secure word to complete the setup.
4. It required to re-login after setup successfully for the secure word.



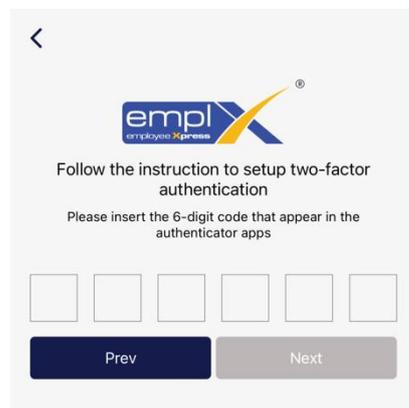
5. 6 pin code setups will appear after re-login.
6. Click "Next" button after reading the conditions and instructions to agree on them.



7. Install the recommended authenticator apps from Google Play Store or Apps Store.

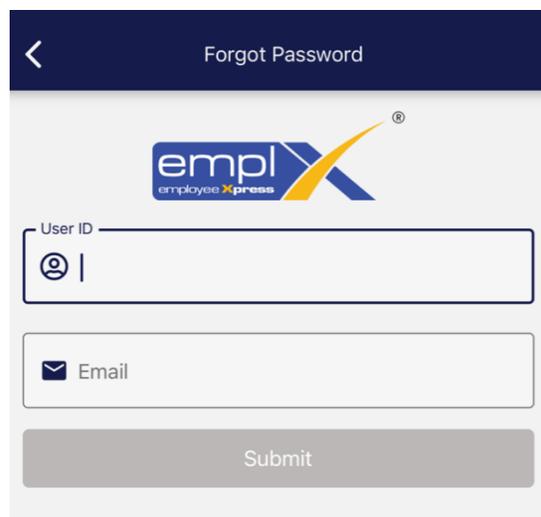


8. Copy the secret key and paste into the installed authenticator apps. The 6-pin code will appear in the apps.



9. Type in the 6-pin code and click "Next" button to complete setup.
10. It required to login again after successfully setup the 6-pin code.

1.2.7 Forget password.



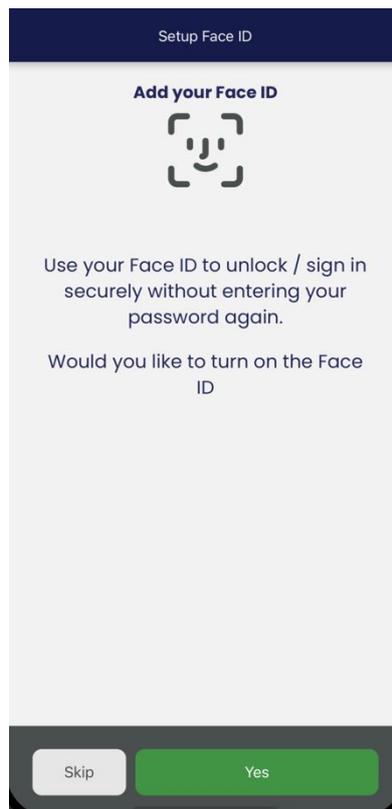
4. Insert the login ID and email for the account.
5. Click on the “Submit” button.
6. A reset password email will be sent to the respective valid email.
7. Users can reset the password by following the instructions from the email.

1.2.8 Multiple companies



1. The selected company page is only applicable for users who have more than one company account with EmplX
2. Users can search the company name using the search button at the top of the page.
3. Tap on the company name to confirm the selection.

1.2.9 Setup Local Authentication



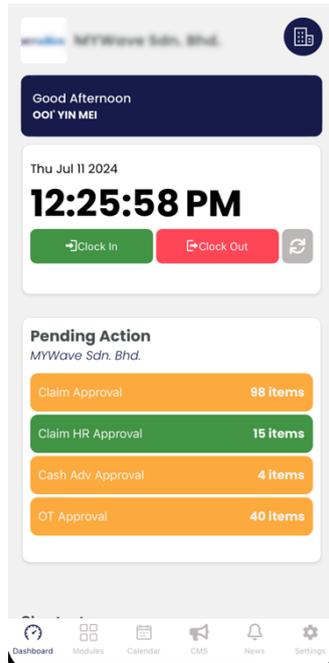
1. It will request users to enable local device authentication (such as Face ID or Fingerprint).
2. Skip this step if do not prefer automatic login using local device authentication

DASHBOARD

2.1 Dashboard

Dashboard is the landing page after user login. The user can view various information from the app including user profile, selected company, pending action, health declaration, timecard error, leave and claim balance. User is also able to switch company in this page as well.

2.1.1 Switch company



1. Click on the top right company icon to switch company.



2. The company list will be shown. User can search for the company name as well. Tap on the company name to confirm the selection.

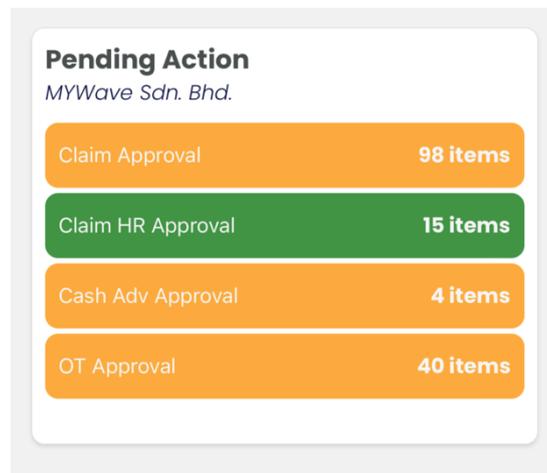


3. After that user will be redirected to the dashboard of the selected company.

2.2 Pending Action

To avoid missing any pending action, user can view pending action items from different companies in the pending action section.

2.2.1 Pending Action



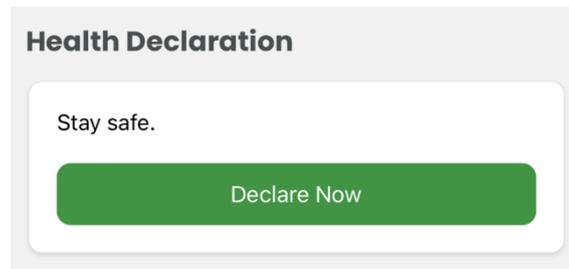
1. User can tap on the pending action item and the app will redirect the user to the respective approval pages.
2. User also can swipe left or right for viewing different company's pending action items.
3. By tapping on pending action items from different companies, the app will auto switch to the respective company.

2.3 Health Declaration

The health declaration module is only applicable for users that subscribe to this service. The “Declare Now” button is a shortcut to the health declaration module.

2.3.1 Health Declaration

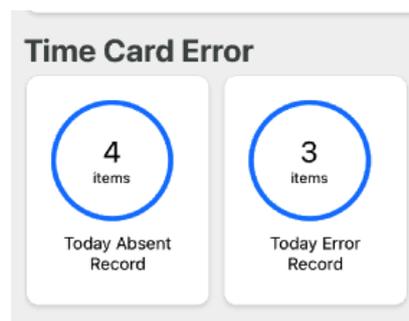
1. Tap on “Declare Now” button will redirect user to health declaration page.



2.4 Timecard Error

Timecard error will appear if there is absent or error record on the day.

2.4.1 Timecard Error Summary



1. User can view the summary for the timecard absent record or error for current day.
2. By tapping the button, user can view the detailed information.

2.5 Leave/Claim Balance

This section consists of the summary for the leave balance and claim balance.

2.5.1 Leave and claim balance.



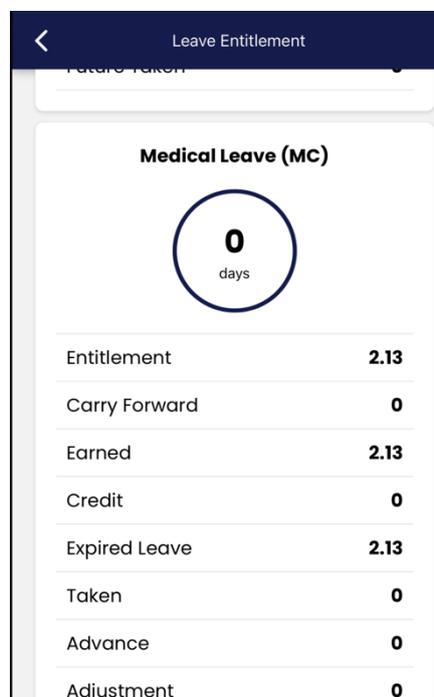
1. User can view the balance and expiry date for leave and claim entitlements.
2. User will be redirected to the respective application screen by tapping on the leave/claim type cards.

2.6 Upcoming Maintenance

The upcoming maintenance message will appear in dashboard for the notice and awareness to the user.



2.5.1 Leave and claim balance.



The screenshot shows the 'Leave Entitlement' screen. At the top, there is a dark blue header with a back arrow and the text 'Leave Entitlement'. Below the header, there is a white card titled 'Medical Leave (MC)'. Inside the card, there is a large circular graphic with the number '0' and the word 'days' below it. Below the graphic is a table with the following data:

Entitlement	2.13
Carry Forward	0
Earned	2.13
Credit	0
Expired Leave	2.13
Taken	0
Advance	0
Adjustment	0

1. User can view the balance and expiry date for leave and claim entitlements.

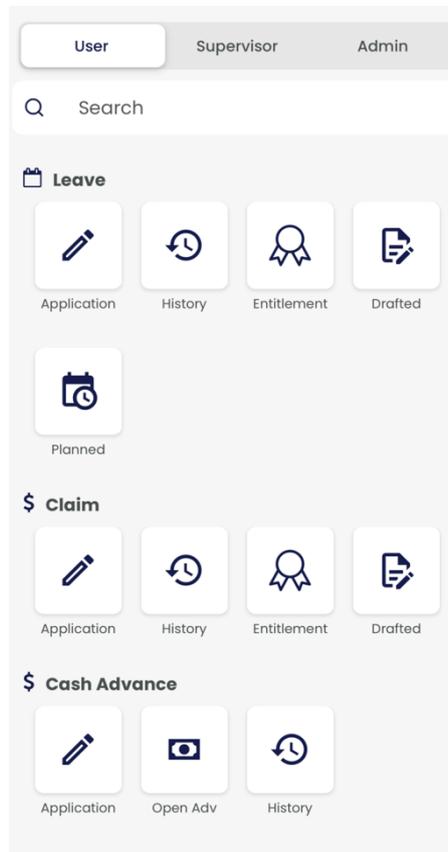
-
2. User will be redirected to the respective application screen by tapping on the leave/claim type cards.

APPLICATION

3.1 Application Home

Application home is the menu for the various modules. User can find the respective modules and functions on this page.

3.1.1 Home

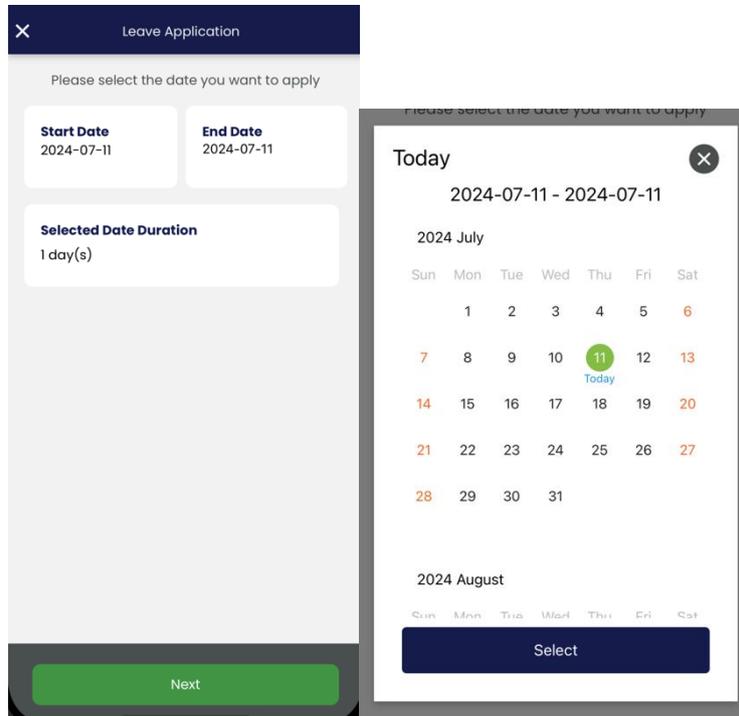


1. User able to search the modules using the search bar.
2. Tapping on a button will navigate user to the respective page.

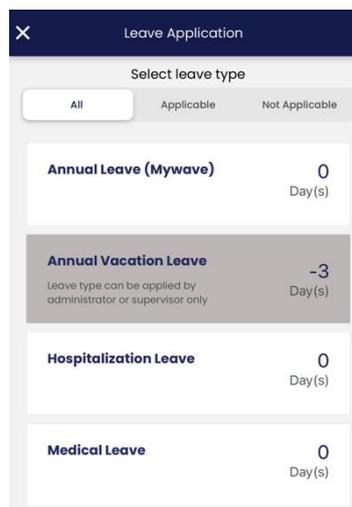
3.2 Leave

3.2.1 Leave Application

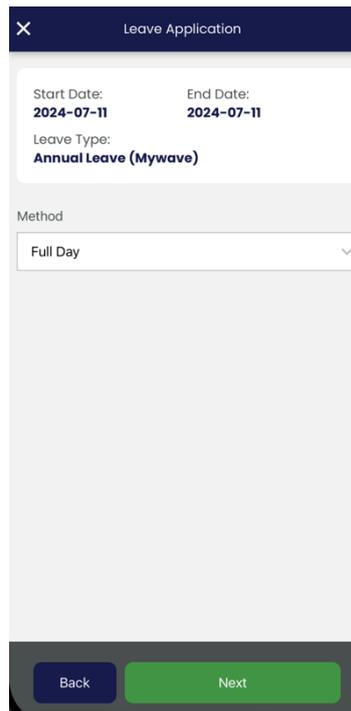
1. Tap on Leave “Application” on the application menu to start leave application. Tap “Start Date” or “End Date” to select the leave dates. Then tap on “Next” to continue.



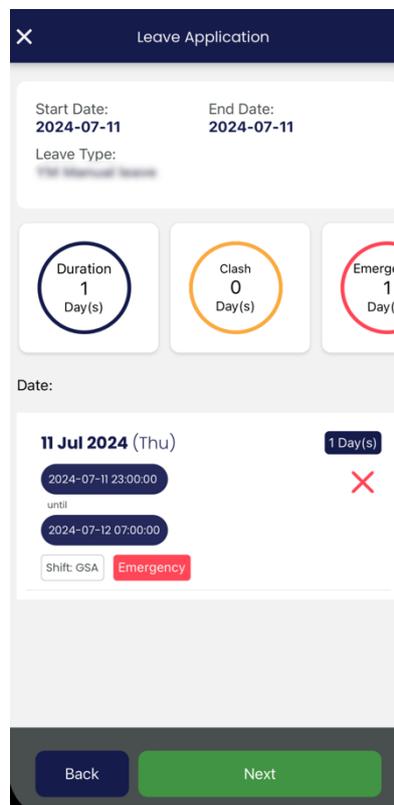
2. The entitled leave type and days will be shown. Select the leave type to proceed.



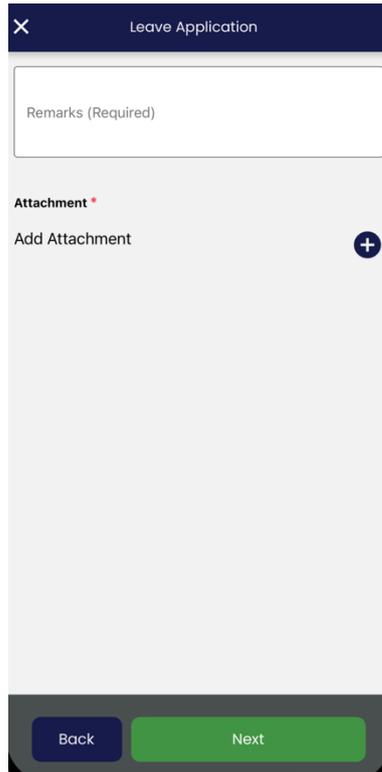
3. Then select the leave method (Full Day, Half Day and Hourly), session (First session, Second session) and hour for the leave. Tap “Next” after select leave method and session.



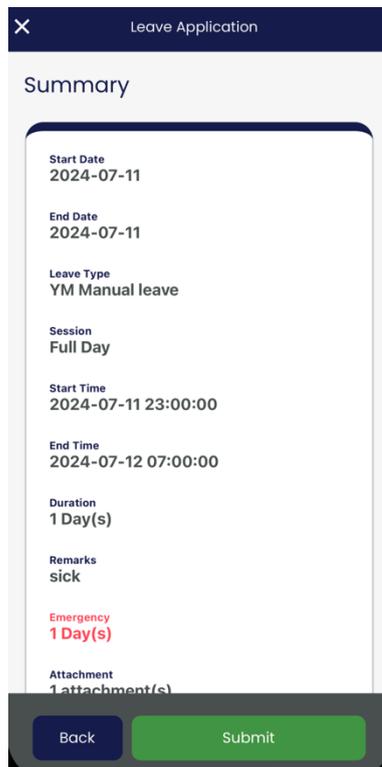
4. The duration, clash and emergency leave count will be displayed. User can exclude the leave dates by pressing **X**. Press "Next" button once confirmed.



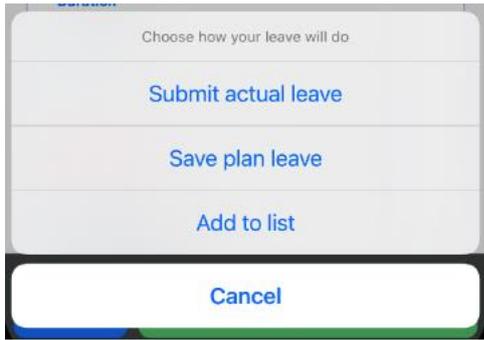
5. User can insert leave remarks and add attachments through file explorer, gallery or by taking photos.



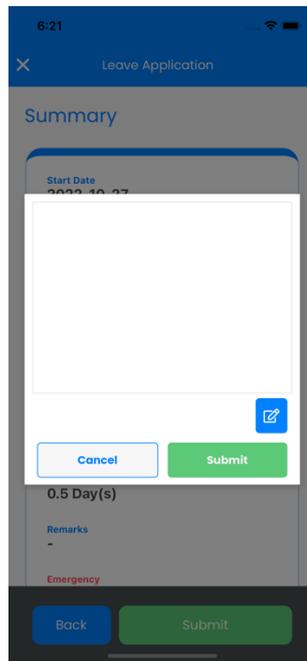
6. User can review leave details before submitting. Tap the “Submit” button to proceed.



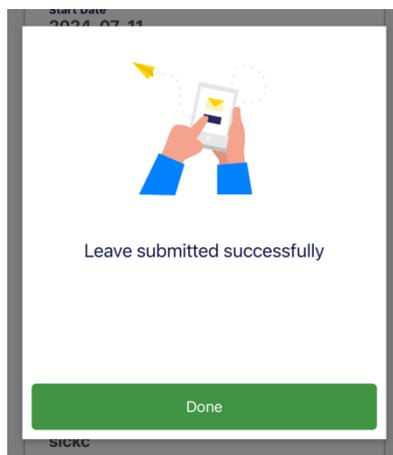
7. There are 3 options for the submission which are “Submit actual leave”, “Save plan leave” and “Add to list”.



8. If the signature required, it would prompt the e-signature box to let the user to sign with their signature.

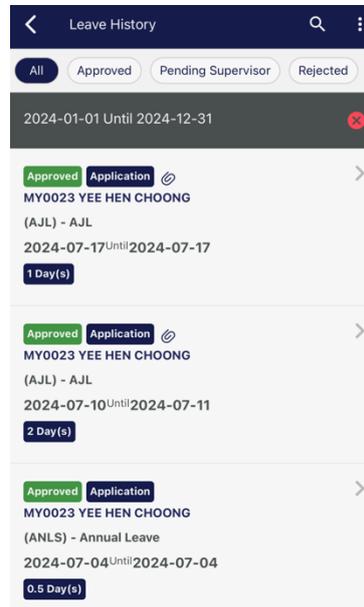


9. Submission notification will be pop out once user submit successfully.

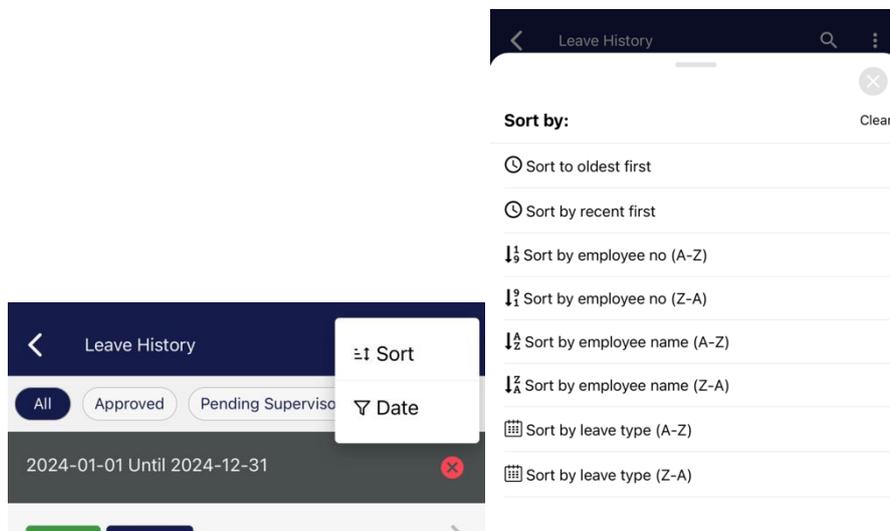


i. Leave History

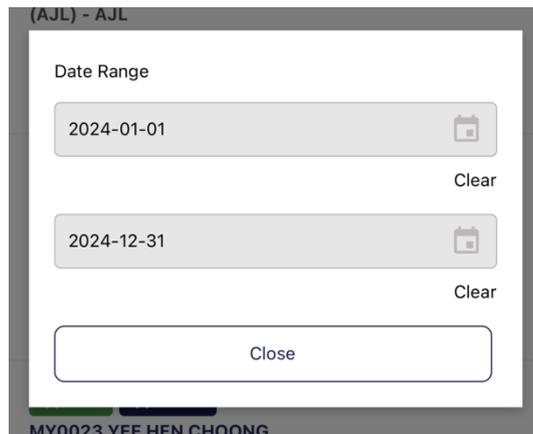
1. Tap on Leave “History” from the application menu. A list of leave history will be displayed. User can browse through the history of applied leave here.



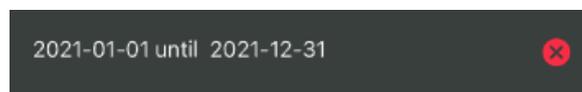
2. User can tap on three dots on the top right to sort or filter through date range for the leave history. By tapping on “Sort”, user can sort based on the provided list.



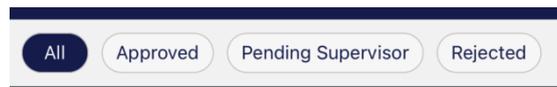
- By tapping on "Date", the date filter will pop out. User can filter the leave history based on the date range.



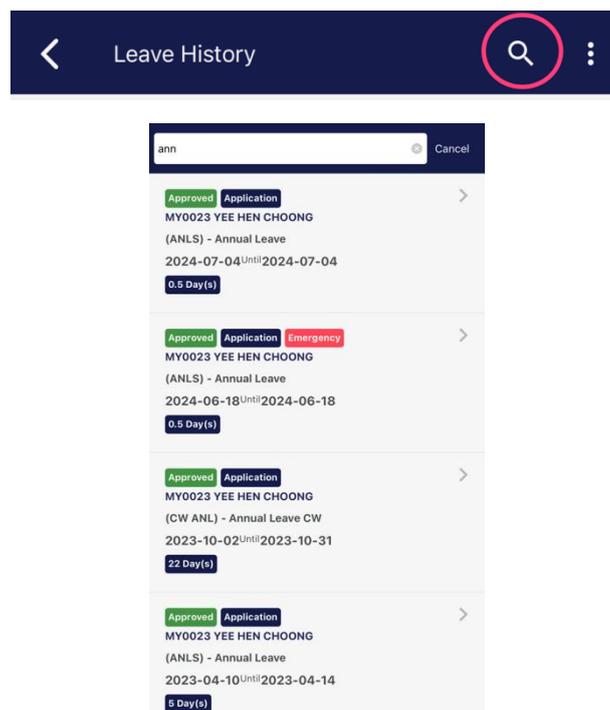
- To clear the date range filter, user just need to tap on the close button.



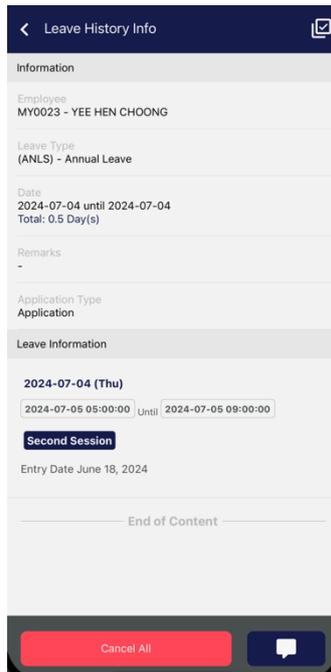
- User is also able to filter the leave status by tapping on the badge menu on the top of the page.



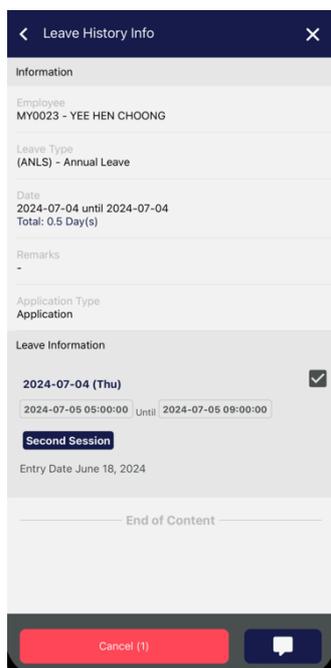
- User can search for the history by tapping on the magnifying glass icon. By inserting the search information in the search bar, the relevant leave history items will appear in the search result.



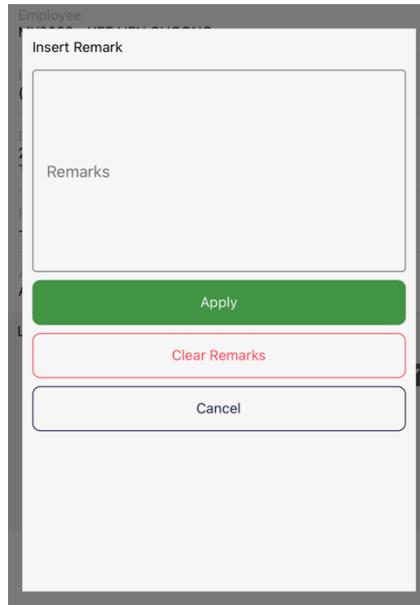
- By tapping the item, user can view details of leave history. User can withdraw / cancel the leave by tapping the Cancel / Withdraw button at the bottom.



- Click on the check box on top right if user want to select specific leave date to withdraw and cancel.

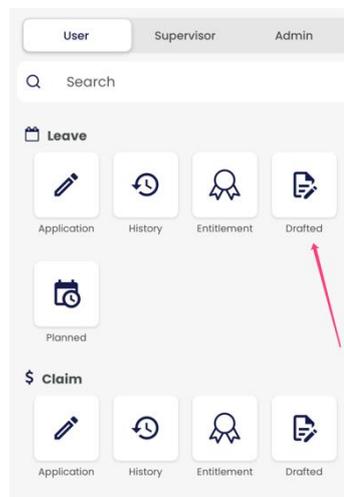


9. Tap the  button to pop out the remarks panel for filling in the leave remarks. User can apply or clear the remarks in this panel as well.

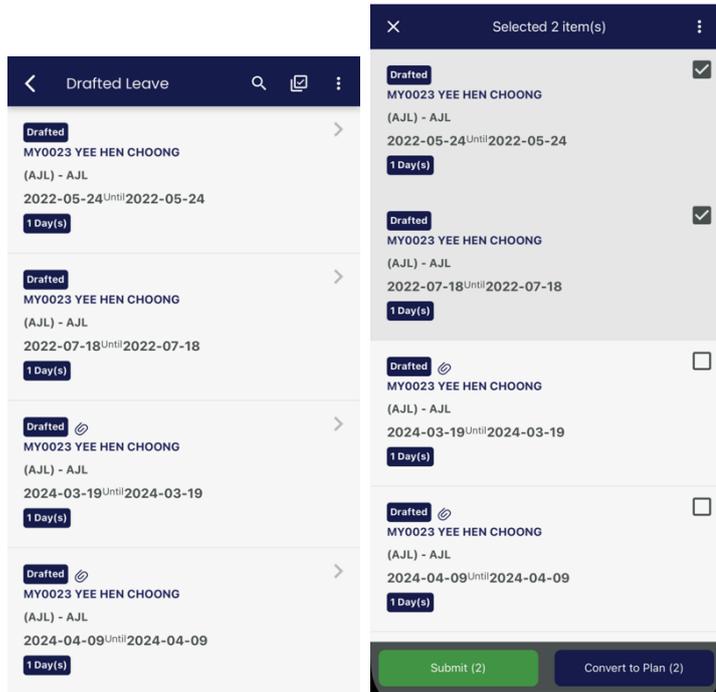


3.2.3 Drafted Leave

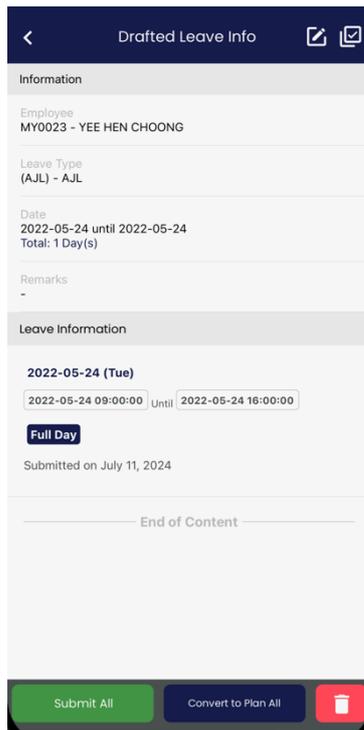
1. Tap on “Draft” in application menu to view the drafted leave.



2. Drafted leave items will be listed on screen. User can select the drafted leave item and tap on “Convert to Plan” to convert drafted leave to planned leave or “Submit” to apply leave.



3. User can tap on the item to view details of the draft and select specific date to submit.



4. Users can edit the drafted leave by tapping the edit button.

Drafted Leave Info

Information

Employee
MY0023 - YEE HEN CHOONG

Leave Type
(AJL) - AJL

Date
2022-05-24 until 2022-05-24
Total: 1 Day(s)

Remarks
-

Leave Information

2022-05-24 (Tue)

2022-05-24 09:00:00 Until 2022-05-24 16:00:00

Full Day

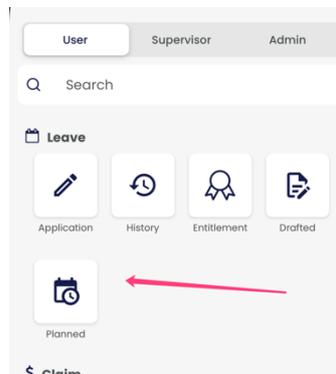
Submitted on July 11, 2024

End of Content

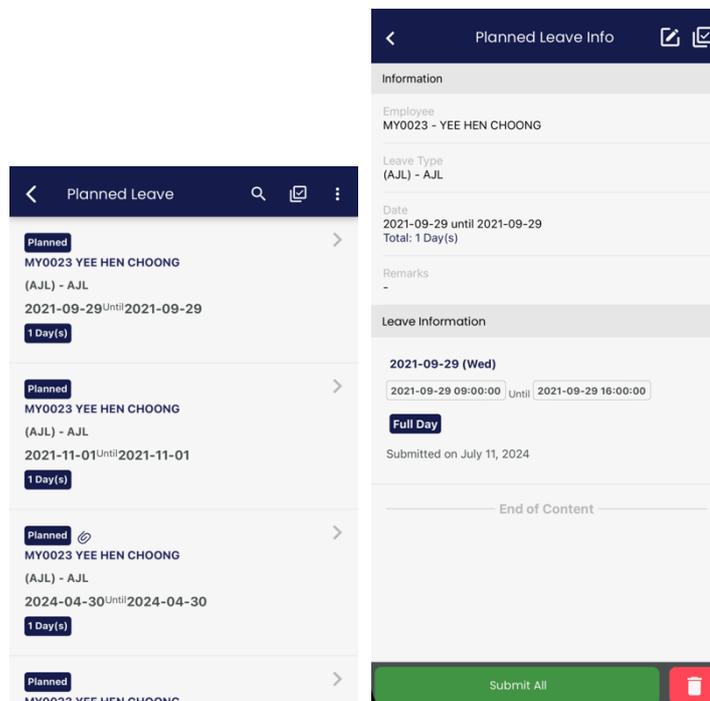
Submit All Convert to Plan All

3.2.4 Planned Leave

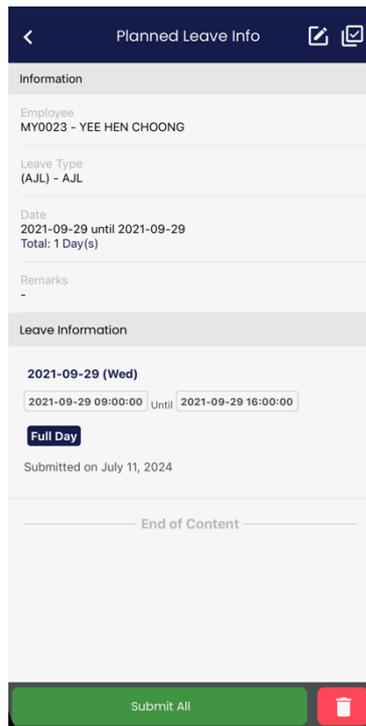
1. Tap the “Planned” in application menu to view the planned leave.



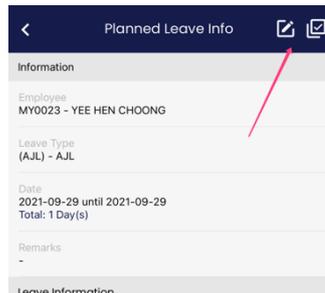
2. Planned leave items will be listed on screen. User can select the planned leave item to submit the leave.



3. User can tap on the item to view details of the planned leave and select specific date to submit.



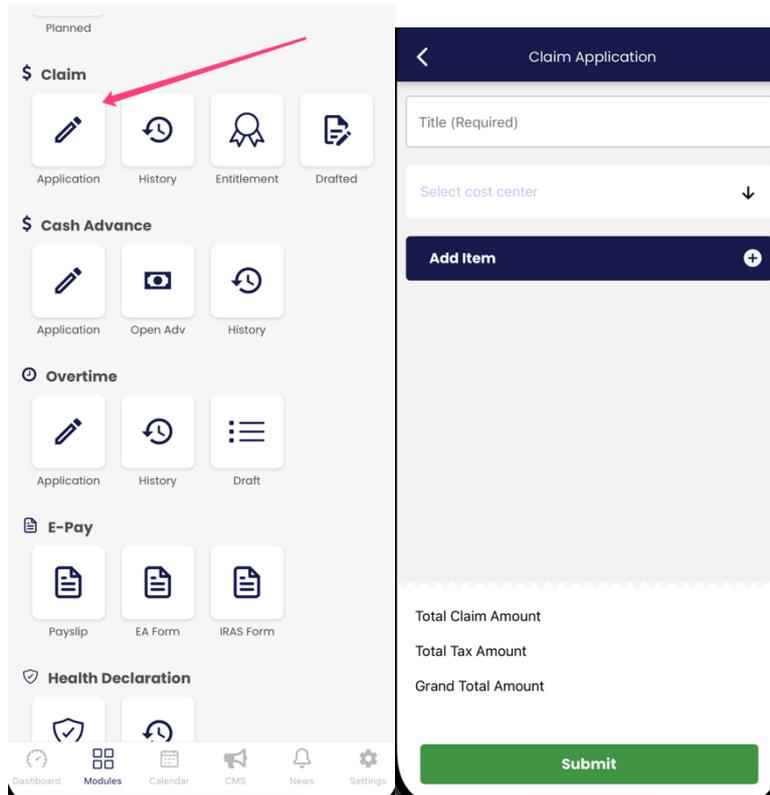
4. Users can edit the planned leave by tapping the edit button.



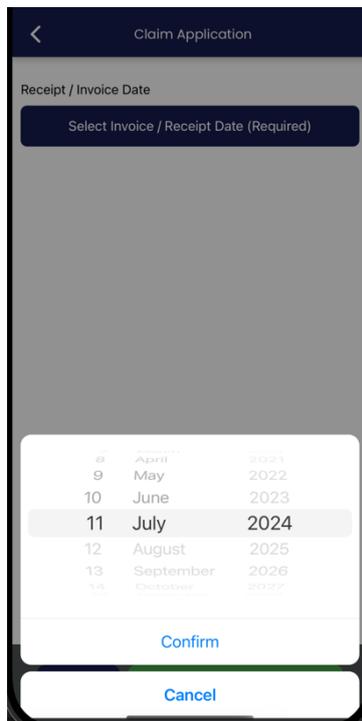
3.3 Claim

3.8.1 Claim Application

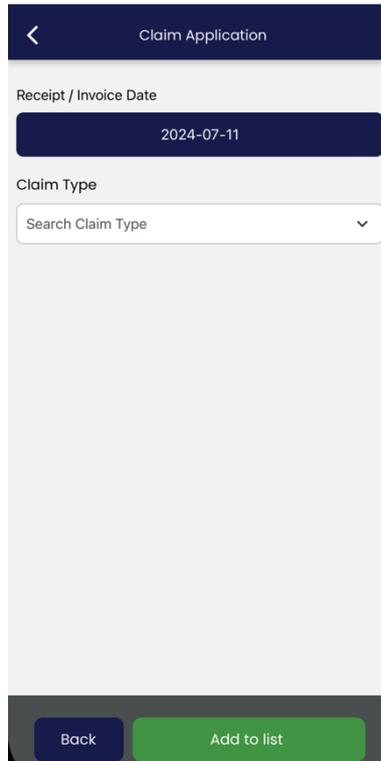
1. Tap on the Claim "Application" in the application menu to start claim application. Then, fill in the claim title and tap on "Add item" to add the claim item.



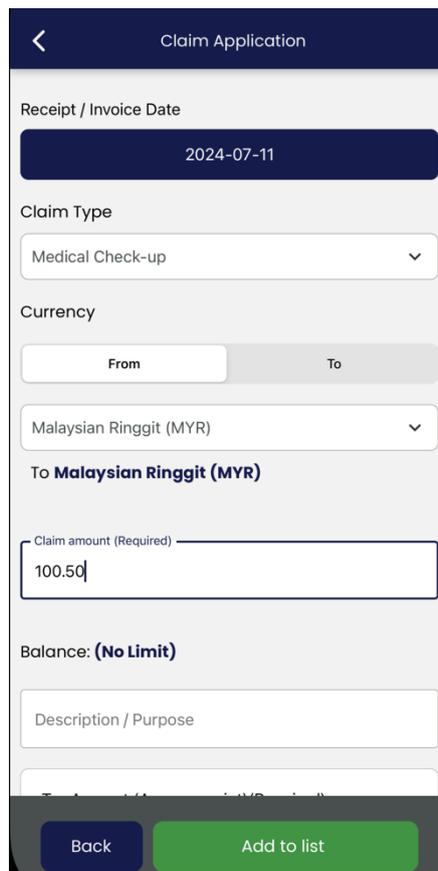
2. Fill in the invoice/receipt date for the claim item.



3. Select the claim type to be applied.

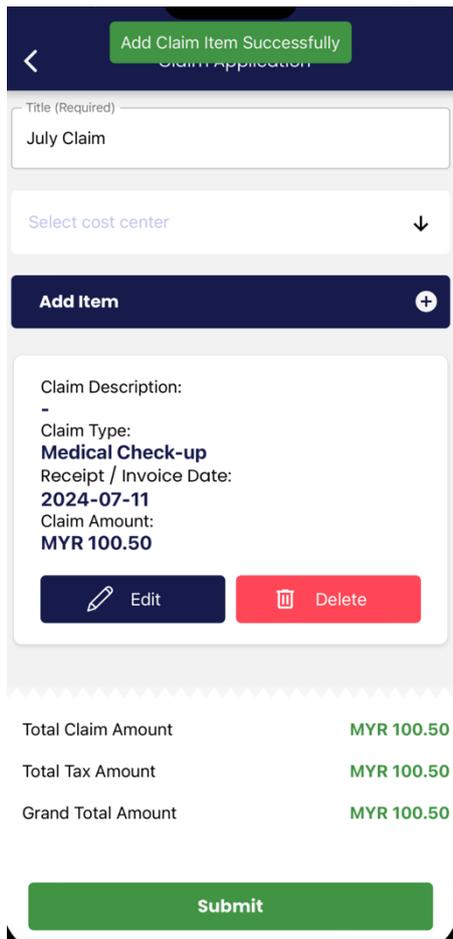


4. Click on “Add to list” after all information has been filled up.

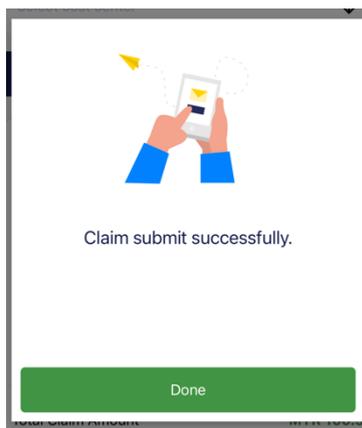


5. The item will be shown on the application page once it has been successfully added to list.

User can tap on  to remove the claim item or tap on  to edit the claim item.

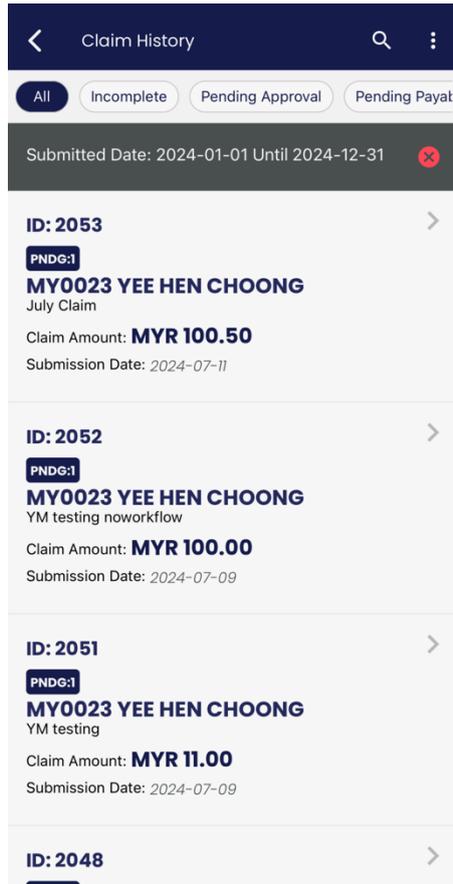


6. Tap on "Submit" to submit the claim application. Submission notification will pop out once user submit successfully.

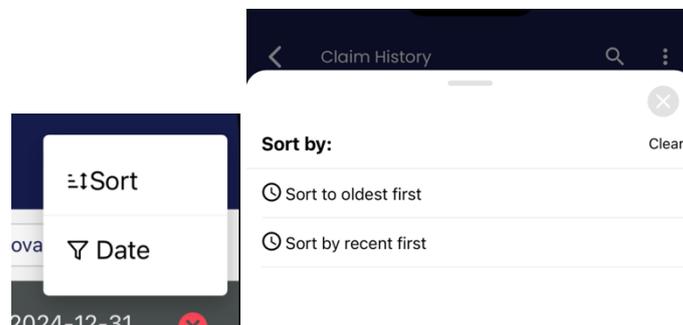


3.8.2 Claim History

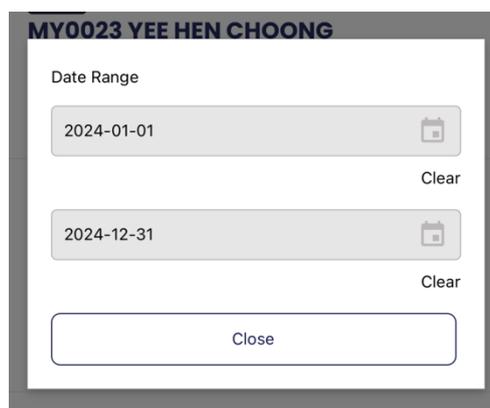
1. Tap on Claim "Claim History" in the application menu to navigate to claim history page. User can browse through the history of applied claims.



2. User can tap on three dots on top right to sort or filter through invoice/receipt date range for the claim history. By tapping on "Sort", user can sort the list based on the provided list.



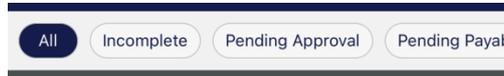
3. By tapping on "Date", the date filter will pop out. User able to filter the claim history items based on the invoice/receipt date range.



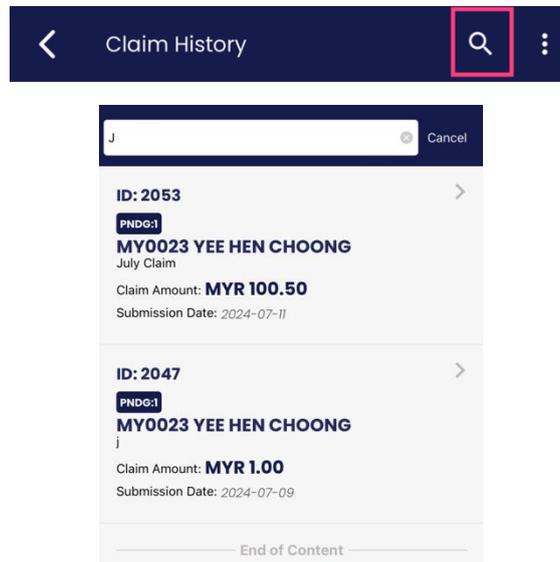
4. To clear the date range filter, user just need to tap on the close button.



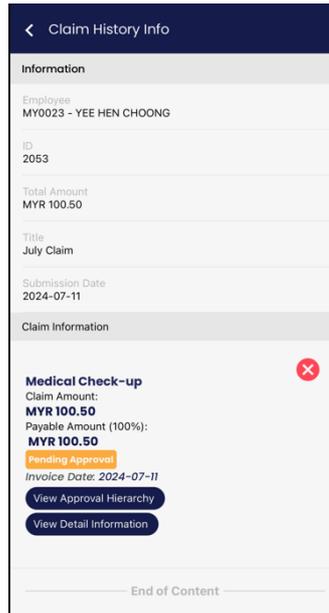
5. User is also able to filter the claim status by tapping on the badge menu on the top of the page.



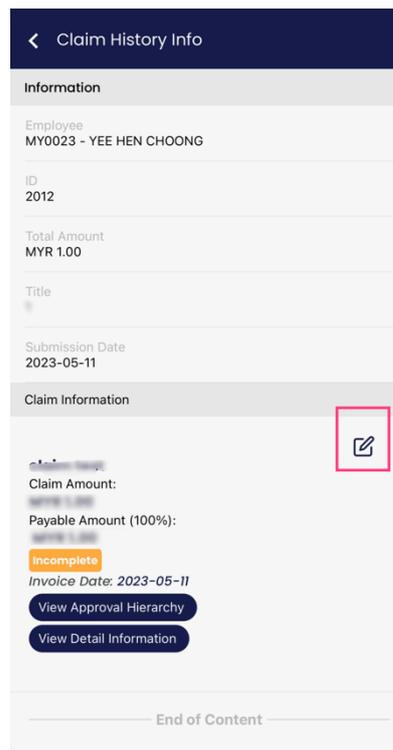
6. User can search for the history by tapping on the magnifying glass icon. By inserting the search information in the search bar, the relevant claim history items will appear in the search result.



7. By tapping the item, user can view details of claim history. Only claims that have not been approved are allowed to be cancelled. User can tap on the checkbox to select desired claim items and tap "Cancel" button at the right side of the item to withdraw claims.

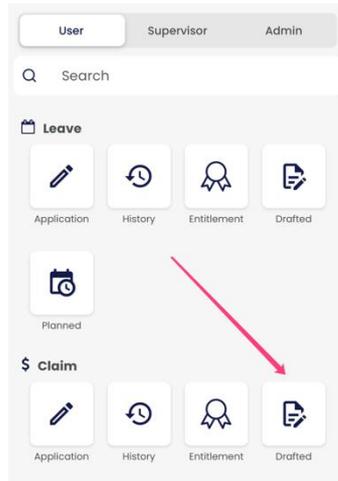


8. User can edit the incomplete claim by finance or supervisor by tapping the edit icon.

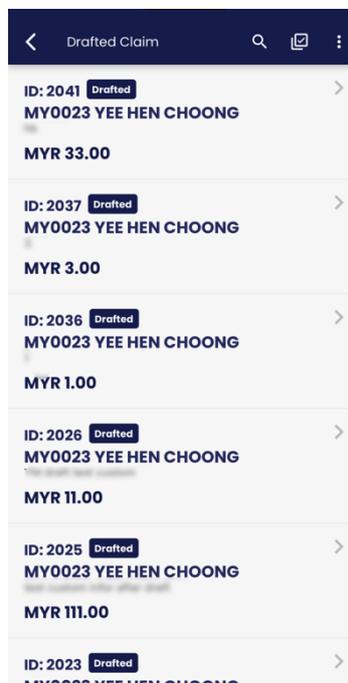


3.3.3 Drafted Claim

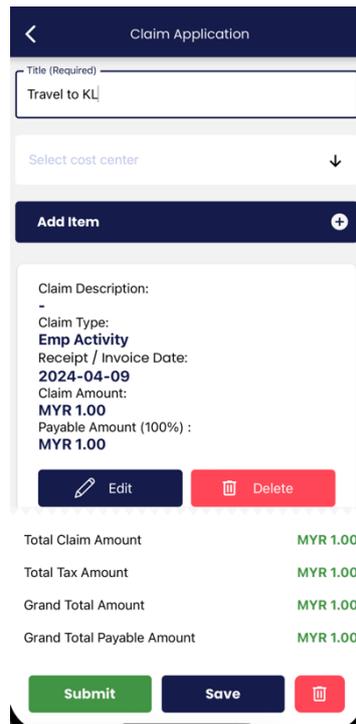
1. Tap on Claim "Draft" in the application menu to navigate to drafted claim page. User can browse through the drafted claim items.



2. User can select the drafted claim item to be submitted or tap the list item to edit the drafted claim.

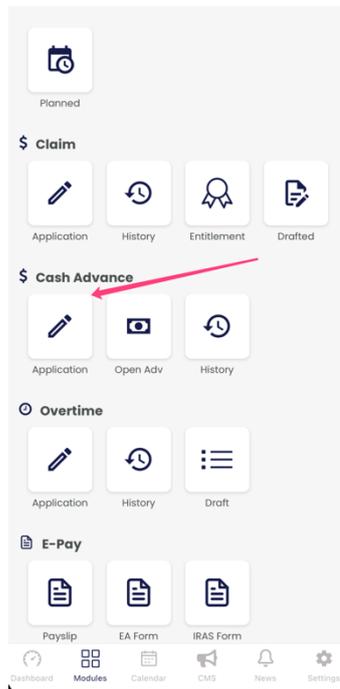


3. The claim application form will appear. User can refer to the claim application steps to continue the application. Click "Save" to save the changes and click the trash icon to delete the drafted claim.



3.3.4 Cash Advance Application

1. Tap on Cash Advance “Cash Adv” in the application menu to navigate to cash advance application page. User can apply the cash advance on the following screen.



2. Fill in the claim title and tap on “Add item” to add the cash advance item.

< Cash Adv Application

Title (Required)

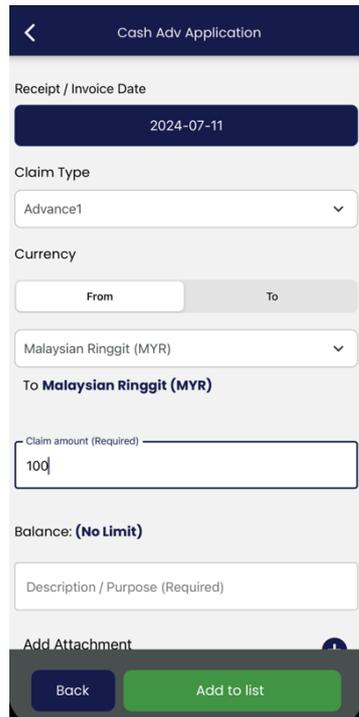
Add Item +

Status

Grand Total Amount

Submit

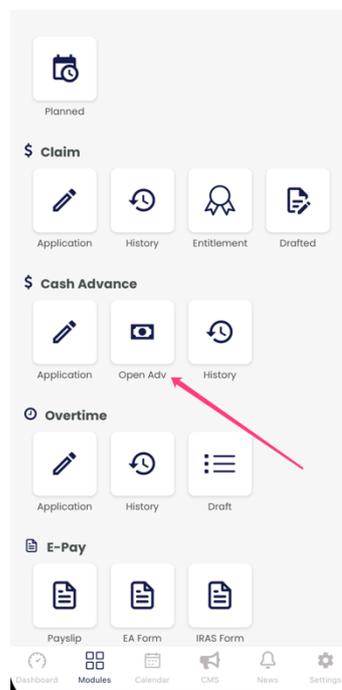
3. Cash advance application form will be shown. Follow the steps from claim application to complete the application.



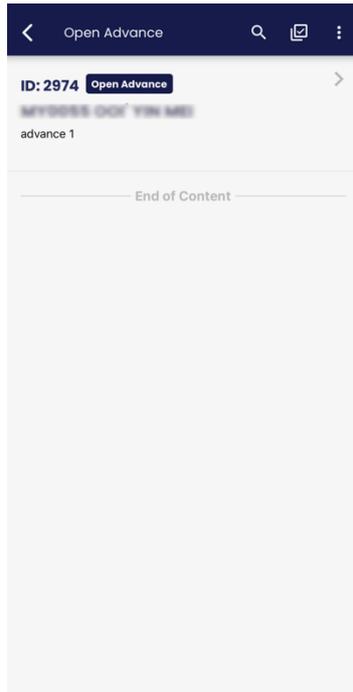
The screenshot shows a mobile application form titled "Cash Adv Application". At the top, there is a back arrow and the title. Below the title, the "Receipt / Invoice Date" is set to "2024-07-11". The "Claim Type" is set to "Advance1". The "Currency" is set to "Malaysian Ringgit (MYR)". There are "From" and "To" input fields for the currency. The "Claim amount (Required)" is set to "100". Below this, it says "Balance: (No Limit)". There is a "Description / Purpose (Required)" input field. At the bottom, there is an "Add Attachment" section with a plus icon. The bottom navigation bar has a "Back" button and an "Add to list" button.

3.3.5 Open Advance

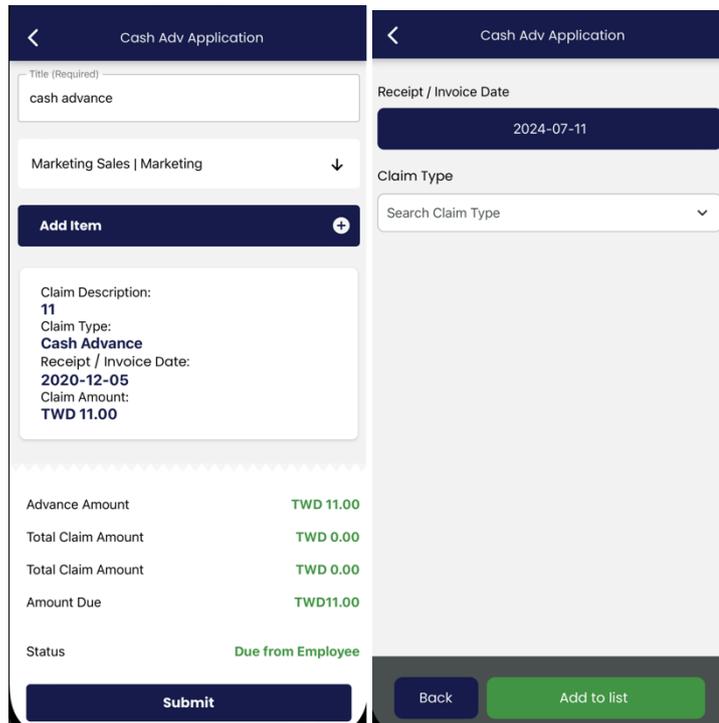
1. Tap on "Open Adv" in the application menu to navigate to open advance application page. User can submit the open advance on the following screen.



2. The list of open advances will be shown on screen. Tap on the open advance item to add the reimbursement claim item to the open advance and submit.

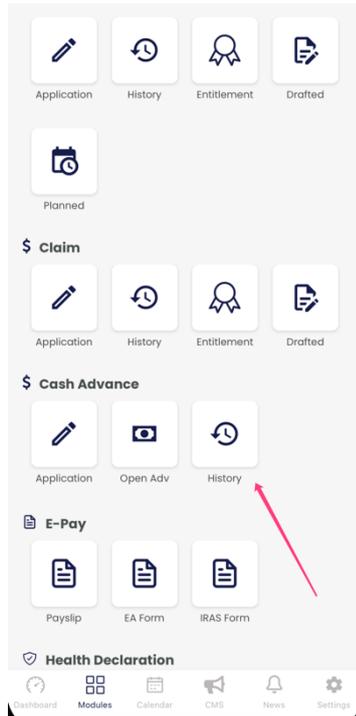


3. Tap “Add Item”, and the application form will be displayed on screen. Follow the steps from claim application to complete the application.

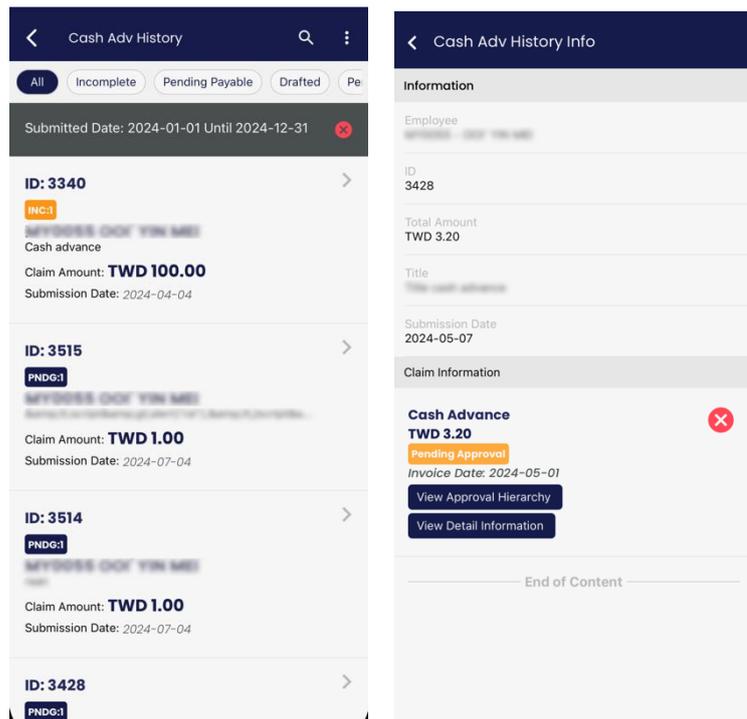


3.3.6 Cash Advance History

2. Tap on Cash Advance “Cash Adv History” in the application menu to navigate to cash advance history page. User can browse cash advance history through the page.



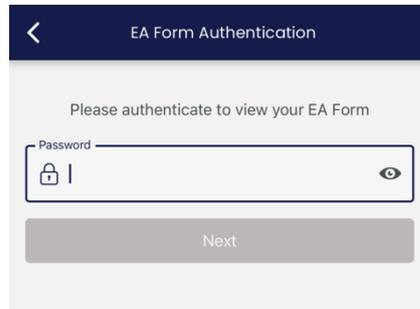
3. Tap on cash advance item to view more details.



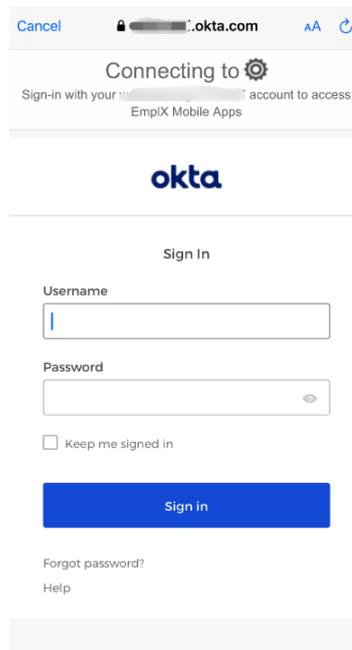
3.4 EA Form

3.4.1 Authentication

1. Tap on the “EA Form” in application home to navigate to the authentication page. User can choose to insert password or use local device authentication to authenticate.
2. Press “Next” after entering the correct password.

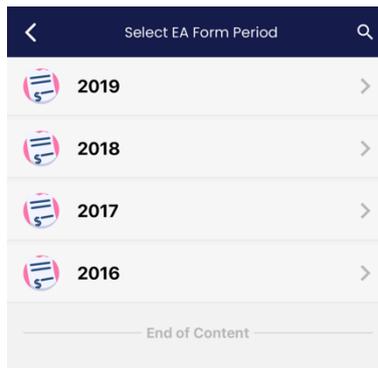


3. If user logged in previously using SAML, password option is not available. Instead, user is required to verify with SAML to authenticate themselves. Click on “Verify with SAML”. User will be redirected to SAML login screen. Fill in the username and password then tap on “Sign In” to sign into the account.



3.4.2 EA Form

1. The list of EA tax year will be shown on the screen. Tap on the year to view the EA Form. User can also search for the tax year by using the search bar.



- The EA form will be displayed on the screen. Tap on “Save” to save the form as a PDF document or tap on “Print” to print the EA form based on the device printer settings.

2019

INCOME TAX

EMPLOYEE'S EARNINGS STATEMENT

THIS FORM IS TO BE PROVIDED BY EMPLOYER TO THE EMPLOYEE FOR INCOME TAX PURPOSES

PARTICULARS OF EMPLOYEE

1. Full Name of Employee/Personnel (Mr./Miss/Ms/Ms) (SPECIAL DAMAGES)

2. Job Number

3. Job Title

4. Date of Birth

5. Date of Appointment

6. Date of Termination

7. Date of Resignation

8. Date of Retirement

9. Date of Death

10. Date of Dismissal

EMPLOYMENT INCOME, BENEFITS AND LIVING ACCOMMODATION

1. (a) Gross salary, wages or leave pay (including overtime pay)

(b) Fees (including director fees), commission or bonus

(c) Gross tax, perquisites, awards/bonuses or other allowances (Details of payment)

(d) Income Tax borne by the Employer in respect of his Employee

(e) Employer Share Option Scheme (ESOS) benefit

(f) Gratuity for the period from - to

2. Details of arrears and others for preceding years paid in the current year

3. Benefits in kind (Specify)

4. Value of living accommodation provided (Address)

5. Refund from unapproved Provident/Pension Fund

6. Compensation for loss of employment

PENSION AND OTHERS

1. Pension

2. Annuities or other Periodical Payments

TOTAL

TOTAL DEDUCTION

1. Monthly tax Deductions (MTE) remitted to LHM

2. CP 38 Deductions

3. Zakat paid via salary deduction

4. Total claim for deduction by employee via Form TP1 in respect of

5. Total qualifying child relief

CONTRIBUTIONS PAID BY EMPLOYEE TO APPROVED PROVIDENT/PENSION FUND AND SOCSA

1. Name of Provident Fund

2. SOCSA: Amount of compulsory contribution paid (state the employee's share of contribution only)

TOTAL TAX EXEMPT ALLOWANCES / PERQUISITES / GIFTS / BENEFITS

Name of Officer

Signature

Name and Address of Employer

Employer's Taxpayer No.

Date: 31/03/2020

Print **Save**

- Select the language for EA Form

2019

INCOME TAX

STATEMENT OF REMUNERATION FROM EMPLOYMENT FOR THE YEAR ENDED 31 DECEMBER 2019

THIS FORM EA MUST BE PREPARED AND PROVIDED TO THE EMPLOYEE FOR INCOME TAX PURPOSES

PARTICULARS OF EMPLOYEE

1. Full Name of Employee/Pensioner (Mr./Miss/Madam) **ABDUL RAHMAN**

2. Job Designation **TEKNIKSIAN**

3. Staff No./Payroll No. **EMP001**

4. New I.C. No. **773105-07-9999**

5. Passport No. _____

6. EPF No. **907861**

7. SOCSO No. **773105-07-9999**

8. Number Of Children **3**

9. If the period of employment is less than 3 year, please state: _____

10. Date of commencement _____

11. Date of cessation _____

EMPLOYMENT INCOME, BENEFITS AND LIVING ACCOMMODATION

(Excluding Tax Exempt Allowances/Perquisites/Gifts/Benefits)

1. (a) Gross salary, wages or leave pay (including overtime pay)	22,700.00
(b) Fees (including director fees), commission or bonus	0.00
(c) Gross tips, perquisites, awards/rewards or other allowances (Details of payment)	12,000.00
(d) Income Tax borne by the Employer in respect of his Employee	0.00
(e) Employee Share Option Scheme (ESOS) benefit	0.00
(f) Gratuity for the period from to	0.00
2. Details of arrears and rebates for preceding years paid in the current year	0.00

2017

INCOME TAX

STATEMENT OF REMUNERATION FROM EMPLOYMENT FOR THE YEAR ENDED 31 DECEMBER 2017

THIS FORM EA MUST BE PREPARED AND PROVIDED TO THE EMPLOYEE FOR INCOME TAX PURPOSES

PARTICULARS OF EMPLOYEE

1. Full Name of Employee/Pensioner (Mr./Miss/Madam) **TEE HEN CHING**

2. Job Designation **TEKNIKSIAN**

3. Staff No./Payroll No. **EMP001**

4. New I.C. No. **773105-07-9999**

5. Passport No. _____

6. EPF No. **907861**

7. SOCSO No. **773105-07-9999**

8. Number Of Children **3**

9. If the period of employment is less than 3 year, please state: _____

10. Date of commencement _____

11. Date of cessation _____

EMPLOYMENT INCOME, BENEFITS AND LIVING ACCOMMODATION

(Excluding Tax Exempt Allowances/Perquisites/Gifts/Benefits)

1. (a) Gross salary, wages or leave pay (including overtime pay)	22,700.00
(b) Fees (including director fees), commission or bonus	0.00
(c) Gross tips, perquisites, awards/rewards or other allowances (Details of payment)	12,000.00
(d) Income Tax borne by the Employer in respect of his Employee	0.00
(e) Employee Share Option Scheme (ESOS) benefit	0.00
(f) Gratuity for the period from to	0.00
2. Details of arrears and rebates for preceding years paid in the current year	0.00

SELECT EA LANGUAGE

English

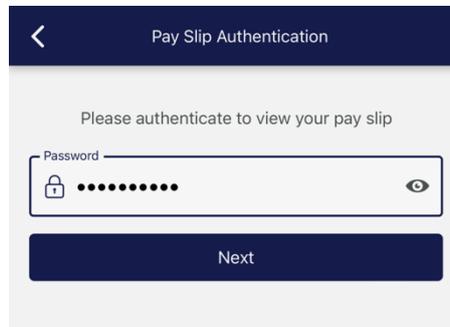
Malay

Done

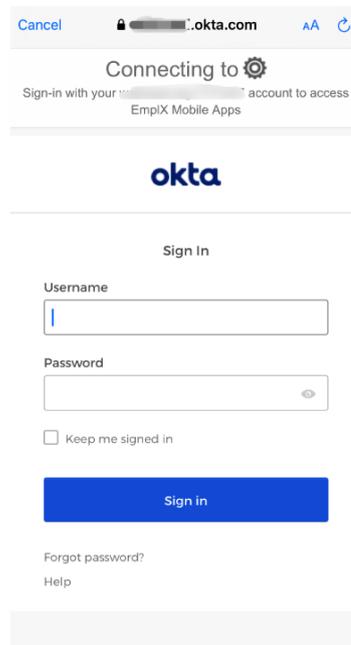
3.5 Pay Slip

3.5.1 Authentication

1. Tap on the “Pay Slip” in application home to navigate to the authentication page. User can choose to insert password or use local device authentication to authenticate.
2. Press “Next” after entering the correct password.

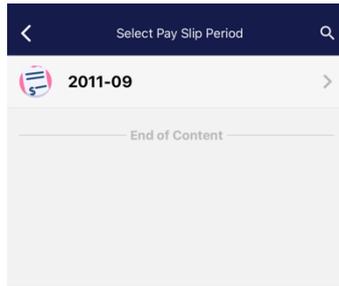


3. If user logged in previously using SAML, password option is not available. Instead, user is required to verify with SAML to authenticate themselves. Click on “Verify with SAML”. User will be redirected to SAML login screen. Fill in the username and password then tap on “Sign In” to sign into the account.

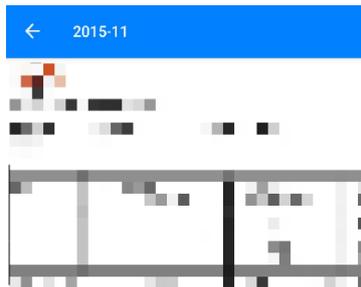


3.5.2 Pay Slip

1. The list of pay slip period will be shown on the screen. Tap on the pay slip period to view pay slip. User can also search for the pay slip period by using the search bar.



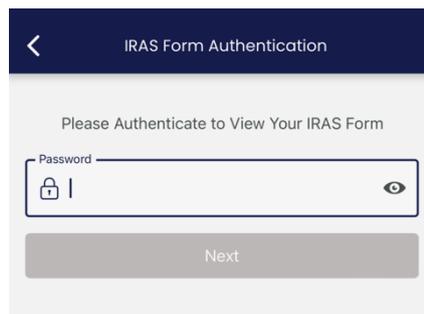
2. The Pay Slip will be displayed on the screen. Tap on “Save” to save the pay slip as a PDF document or tap on “Print” to print the Pay Slip based on the device printer settings.



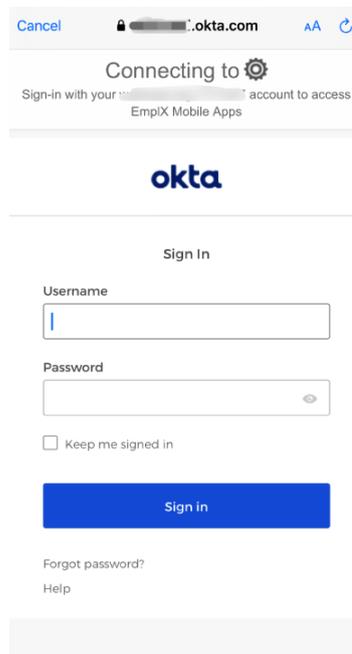
3.6 IRAS Form (only applicable for Singapore company)

3.6.1 Authentication

1. Tap on the “IRAS Form” in application home to navigate to the authentication page. User can choose to insert password or use local device authentication to authenticate.
2. Press “Next” after entering the correct password.

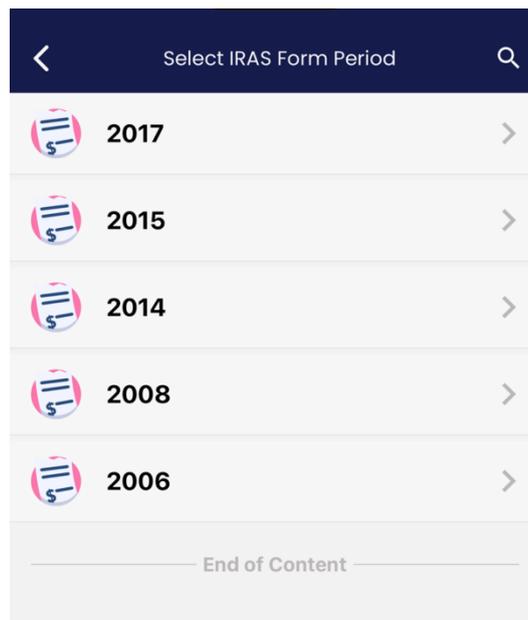


3. If user logged in previously using SAML, password option is not available. Instead, user is required to verify with SAML to authenticate themselves. Click on “Verify with SAML”. User will be redirected to SAML login screen. Fill in the username and password then tap on “Sign In” to sign into the account.

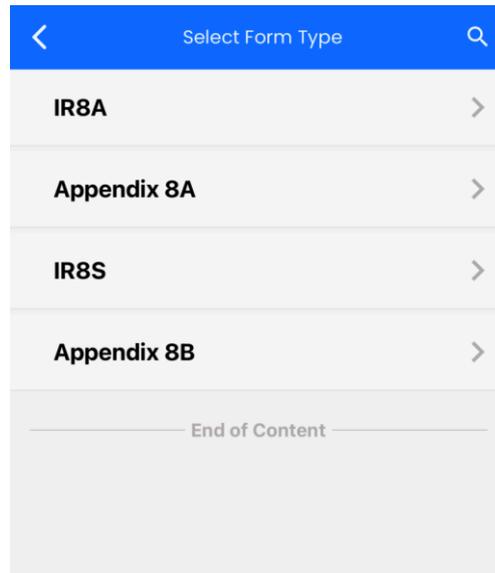


3.6.2 IRAS Form

1. The list of IRAS Form period will be shown on the screen. Tap on the IRAS form period to view IRAS form. User can also search for the IRAS form period by using the search bar.



2. Select the form type from the IRAS form and tap “Next.”



3. The IRAS form will be displayed on the screen. Tap on “Save” to save the IRAS form as a PDF document or tap on “Print” to print the IRAS form based on the device printer settings.



3.7 Health Declaration

3.7.1 Declare

Health Declaration Application

Do you have fever (37.5° or higher)?(Required)

No

Body Temperature

Do you have cough?(Required)

Select

Do you have the difficulty in breathing?(Required)

Select

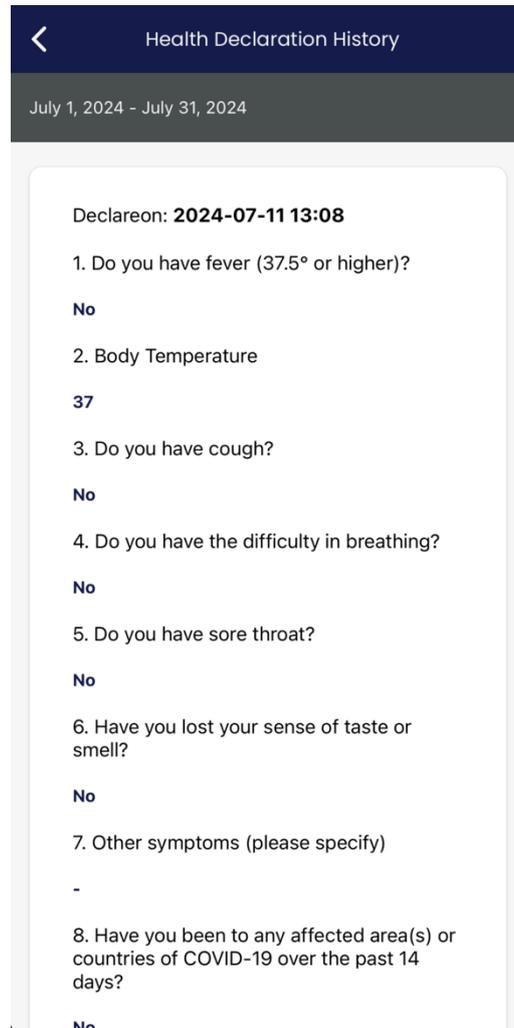
Do you have sore throat?(Required)

Select

Declare

1. Tap on “Declare” in application menu to navigate to the health declaration form.
2. Fill in the correct information and tap on “Declare” to submit.

3.7.2 History

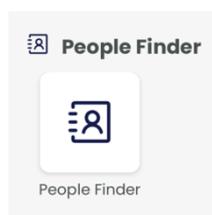


1. Tap on “History” in application menu to navigate to health declaration history. The app will show health declaration history up to the previous 30 days.

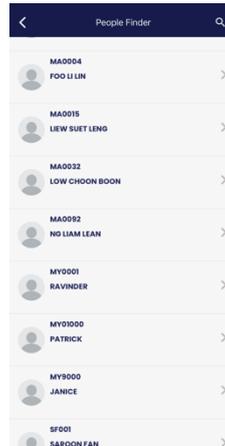
3.8 People Finder

3.8.1 People Finder

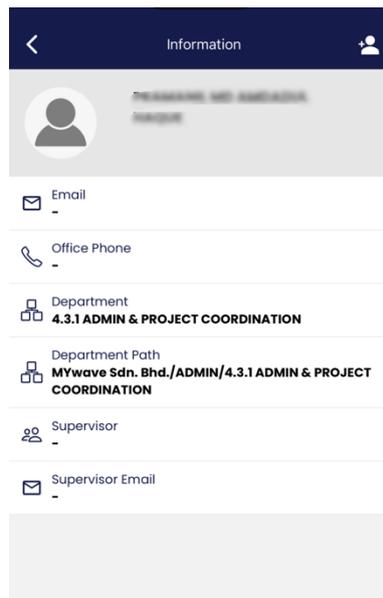
1. User able to find the supervisors, subordinates, or peers contacts in this module. First click the People Finder in Modules



2. After that, the name for the supervisors, subordinates, or peers will appear in the list. User just need can search and tap on the name to view more details.



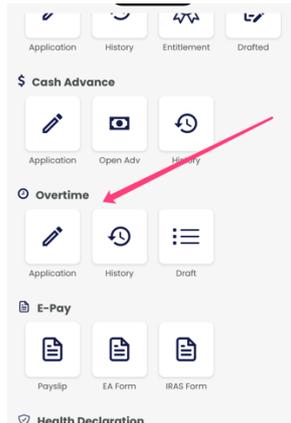
3. The information for the selected employee or peers will display in the screen. User can press the phone to call or email address to send the email. User can press  to add the respective employee to the phone contact list.



3.9 Overtime

3.9.1 Application

1. Tap on the Overtime "Application" in the application menu to start overtime application.



2. Fill the respective information for the overtime application. Click on “Next” button to

The 'Overtime Application' form contains the following fields:

- Overtime Type:** Radio buttons for 'OTC' (selected) and 'OTP'.
- Start Date:** Text input with placeholder 'Select The Start Date'.
- Start Time:** Text input with placeholder 'Select Start Time'.
- End Date:** Text input with placeholder 'Select The End Date'.
- End Time:** Text input with placeholder 'Select End Time'.
- Remarks:** Text area with a red asterisk indicating it is required.
- Duration:** Text input field.
- Next:** Green button at the bottom.

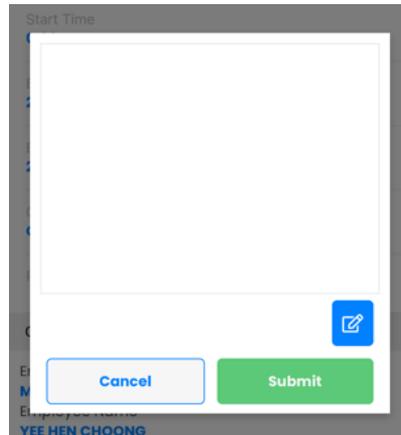
1. Click “Add to list” button if want to draft the overtime application or click on “Submit” if want to submit the application. Meanwhile, you could choose the compensation method if the option allowed to change.

The 'OT Application' summary screen displays the following information:

- Information:**
 - Start Date: 2024-07-11
 - Start Time: 0:00
 - End Date: 2024-07-11
 - End Time: 1:00
 - Overtime Type: OTC
 - Remarks: Overtime
- Compensatory Information:**
 - Employee No: EMP007
 - Employee Name: GHAFAR AHMAD
 - Compensatory method: Cash Out (dropdown menu)

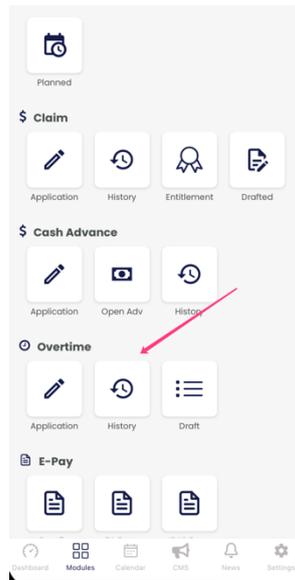
 At the bottom, there are two buttons: 'Add to list' (dark blue) and 'Submit' (green).

2. If signature required, the signature box will prompt for the e-signature. You can sign inside the signature box then tap on submit.

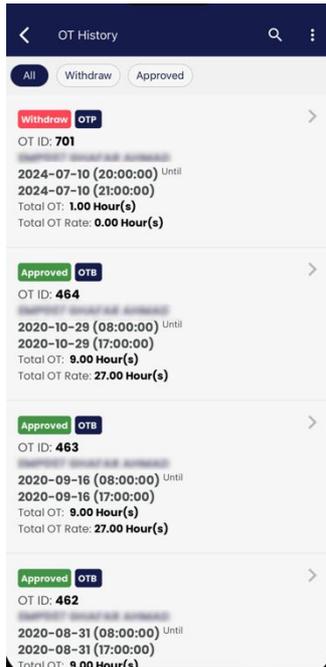


3.9.2 History

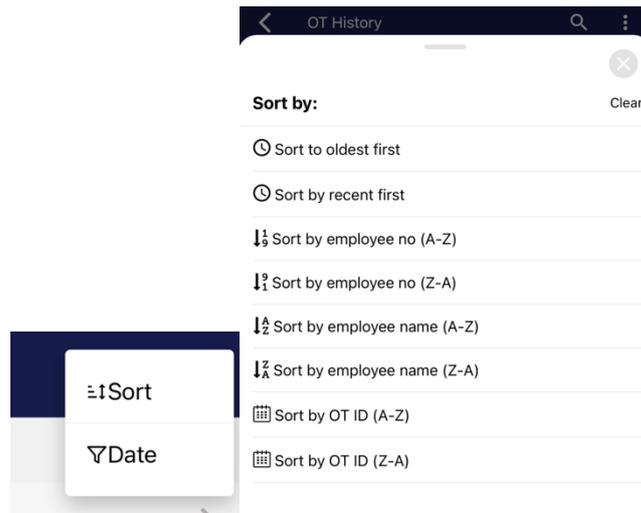
1. Tap on the Overtime "History" in the application menu navigate to overtime history page.



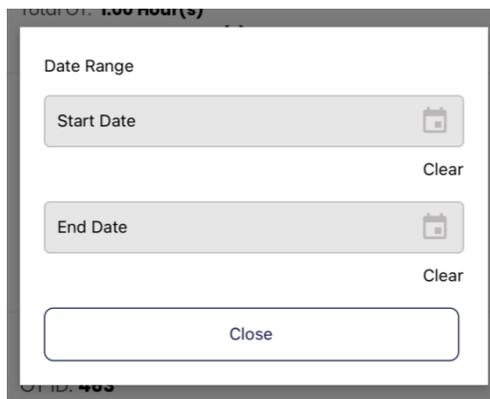
2. User can browse through the history of applied overtime.



- User can tap on three dots on top right to sort or filter through overtime date range for the overtime history. By tapping on “Sort”, user can sort the list based on the provided list.



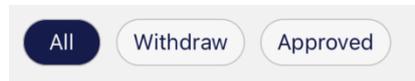
- By tapping on “Date”, the date filter will pop out. User able to filter the overtime history items based on the overtime date range.



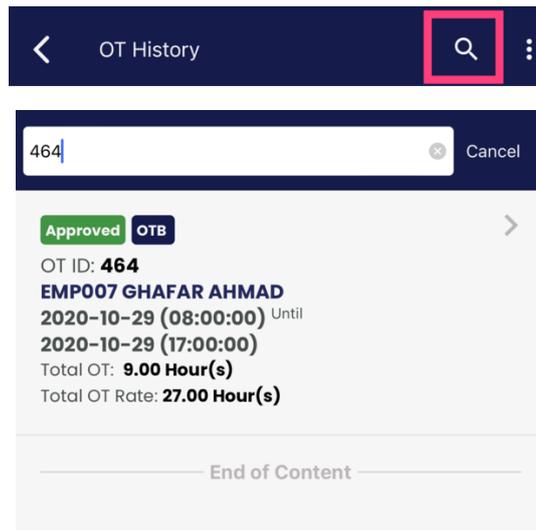
6. To clear the date range filter, user just need to tap on the close button.



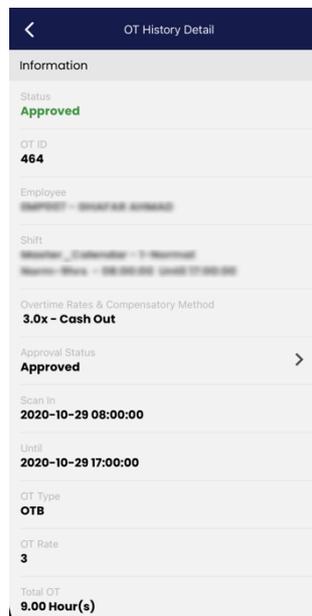
7. User is also able to filter the overtime status by tapping on the badge menu on the top of the page.



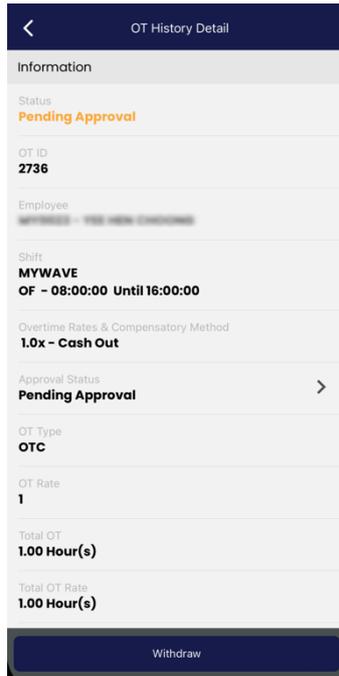
8. User can search for the history by tapping on the magnifying glass icon. By inserting the search information in the search bar, the relevant overtime history items will appear in the search result.



9. By tapping the item, user can view details of overtime history.



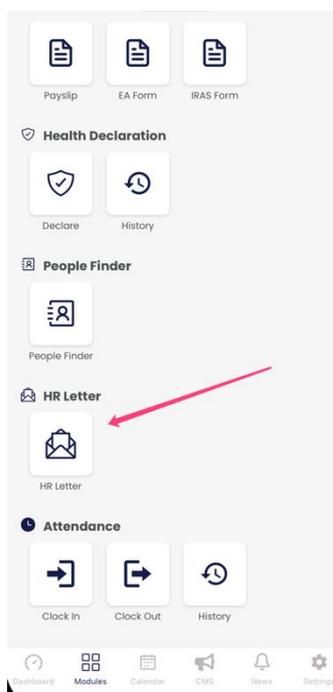
10. User able to withdraw the pending approval overtime by tapping “Withdraw” button.



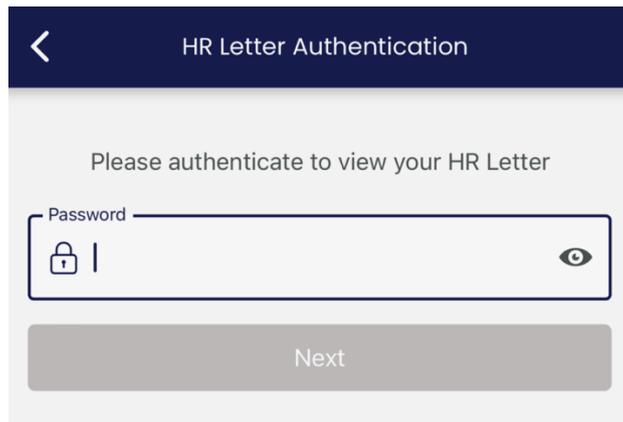
3.10 HR Letter

3.10.1 Authentication

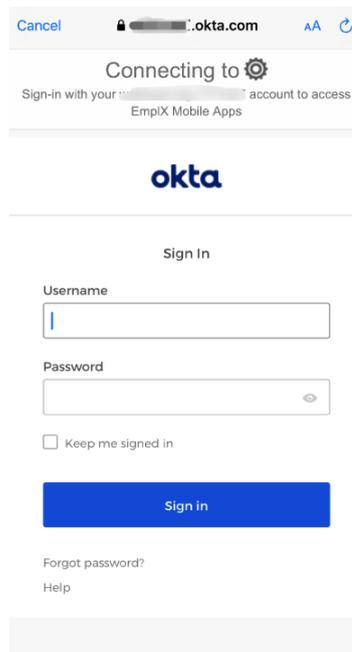
1. Tap on the "HR Letter" in the application menu to start overtime application.



1. User can choose to insert password or use local device authentication to authenticate.
2. Press "Next" after entering the correct password.

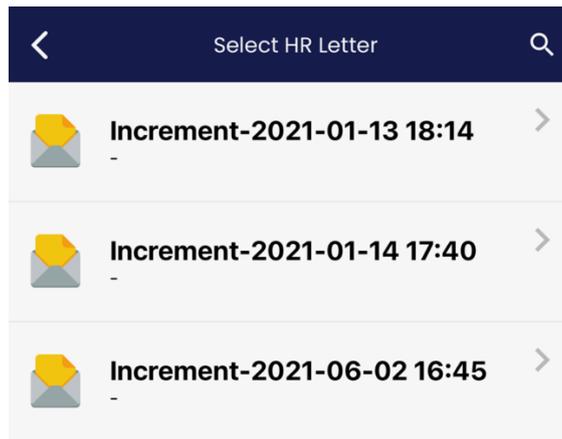


3. If user logged in previously using SAML, password option is not available. Instead, user is required to verify with SAML to authenticate themselves. Click on “Verify with SAML”. User will be redirected to to SAML login screen. Fill in the username and password then tap on “Sign In” to sign into the account.



3.10.2 HR Letter

1. Select the letter to be viewed.



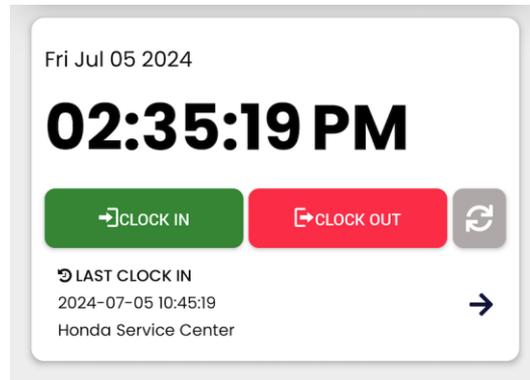
2. The letter will be shown and option to print or download as pdf been provided.



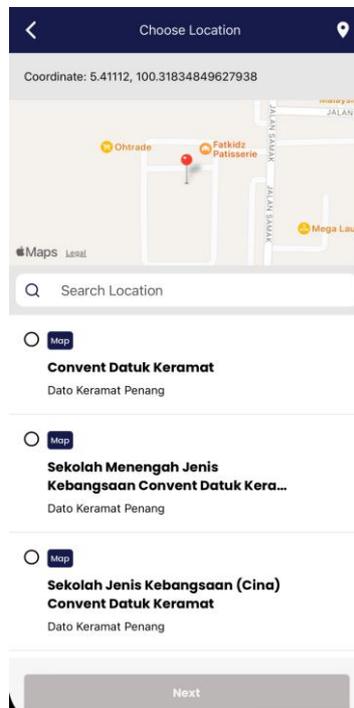
3.5 Attendance

3.5.1 Clock In / Out (Online or with stable internet)

3. The attendance feature is only available for subscribed customers. If your company is interested, please contact our sales team. The attendance with the clock in/out button will appear on the dashboard.



1. Click the “Clock In/Out” button to start the clock-in process. The page will display a map along with nearby locations. Ensure location permissions are granted to load the map. Select the desired location for clocking in or out, then click the “Next” button. Users can also use the search feature to find a specific location from the list.

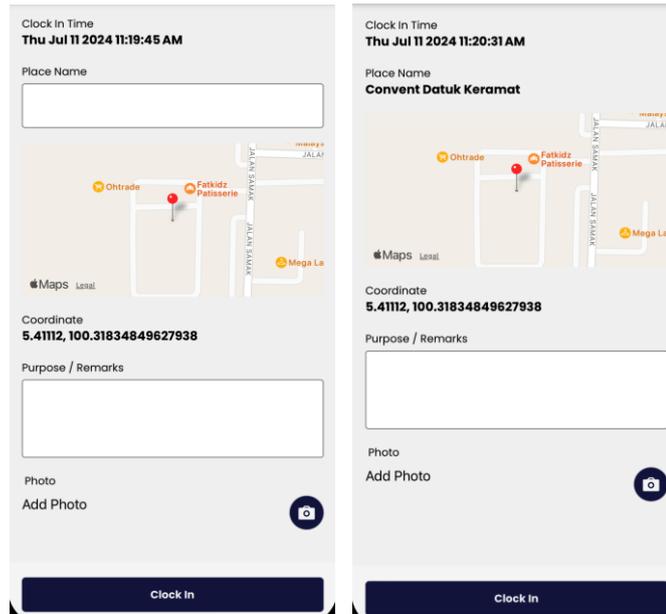


2. If users cannot find the location and want to add a new place, they can click the “Add a New Place” button. This feature is only available if it has been enabled in the settings.

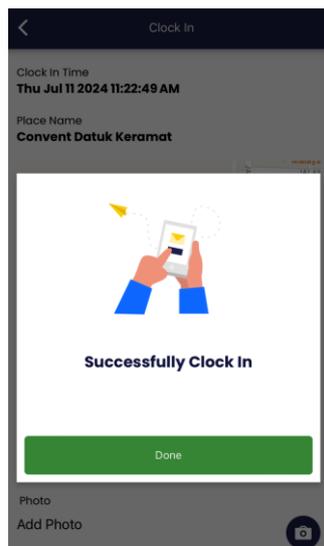
+ Add a new place

- Users can add a photo and remarks or purpose before clocking in. The place name will be automatically filled if a location is selected. If not, please enter the name for a new place.

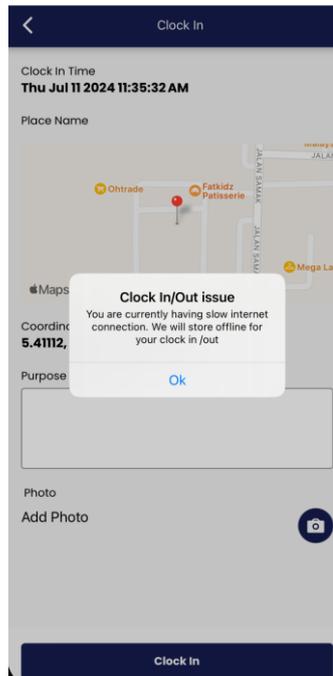
4.



- A "Successfully Clock In/Out" message will appear once the submission is complete.

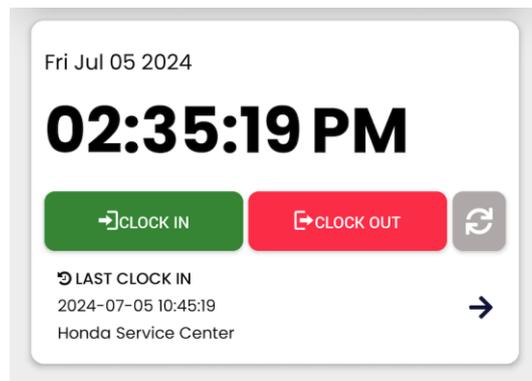


6. If the internet is slow or unavailable, a message will pop up, and the information will be stored offline. It will sync automatically once the connection is restored.

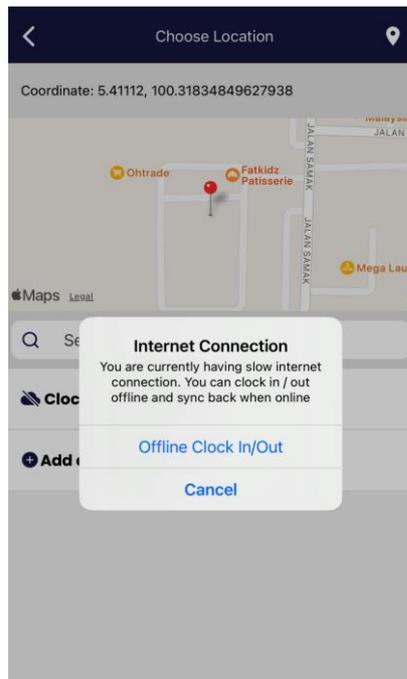


3.5.1 Clock In / Out (Offline or unstable internet)

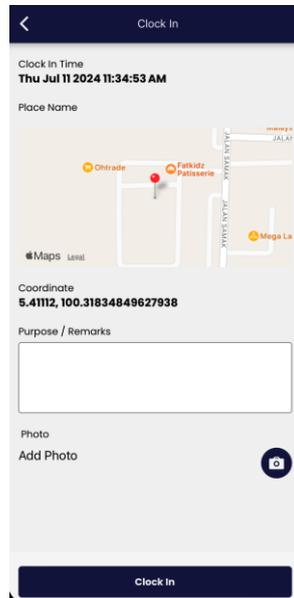
1. Click the “Clock In/Out” button to clock in or out.



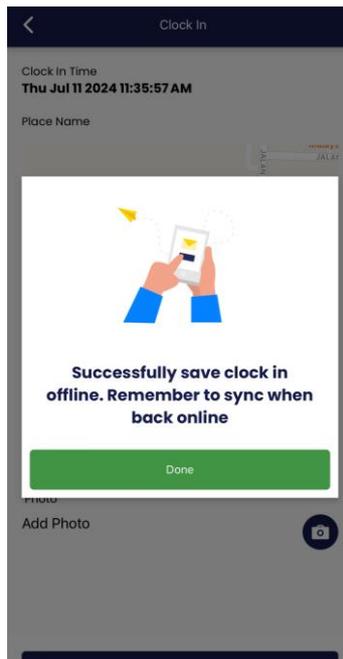
2. If there's no internet connection or the connection is slow, a message will appear. To proceed, click on “Offline Clock In/Out.”



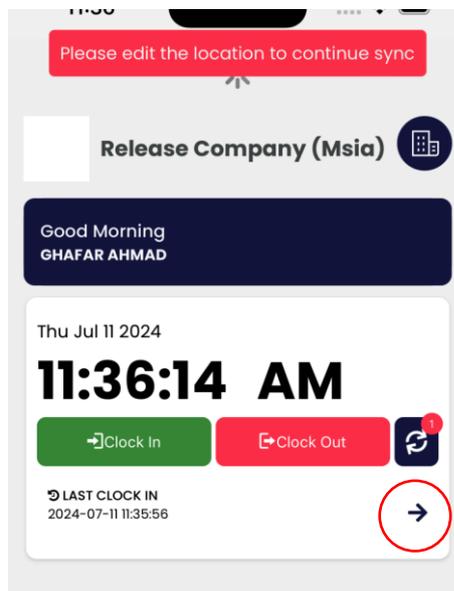
Before clocking in or out, users must fill in the required information. If offline, the data for offline clock in/out will be temporarily stored on the device. Users can edit the location and sync it online once they regain internet access.



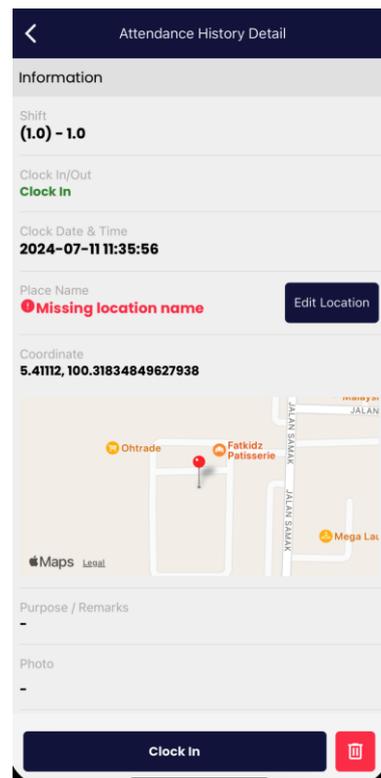
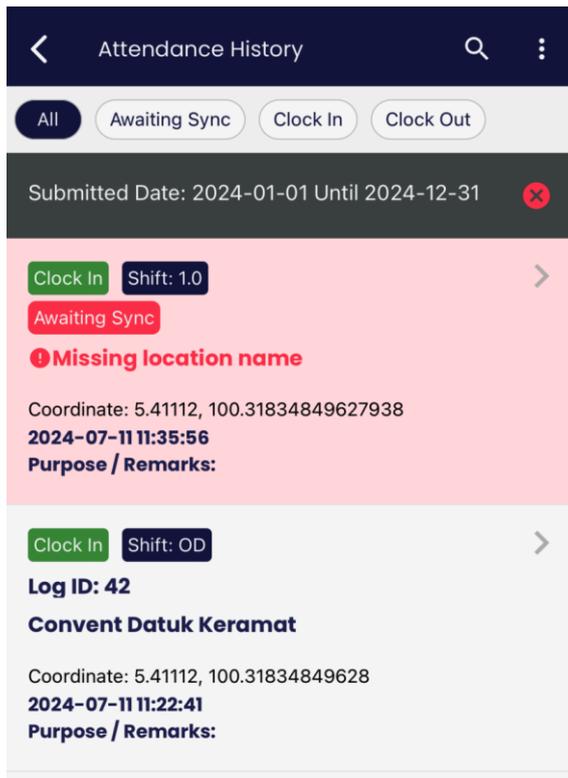
3. A reminder will prompt the user to sync back once they are back online



4. In the dashboard, a reminder will appear again for clock-in/out entries missing location names. Users can click on the arrow to edit the location for previous offline clock-ins/outs.



5. For offline clock-ins, it will display “Missing location name” and the status will be “Awaiting sync.” Users can click to edit the location information or delete the offline clock-in/out entry. Once they’ve completed selecting the location, users can click on the “Clock In” or “Clock Out” button to send the information to emplX.



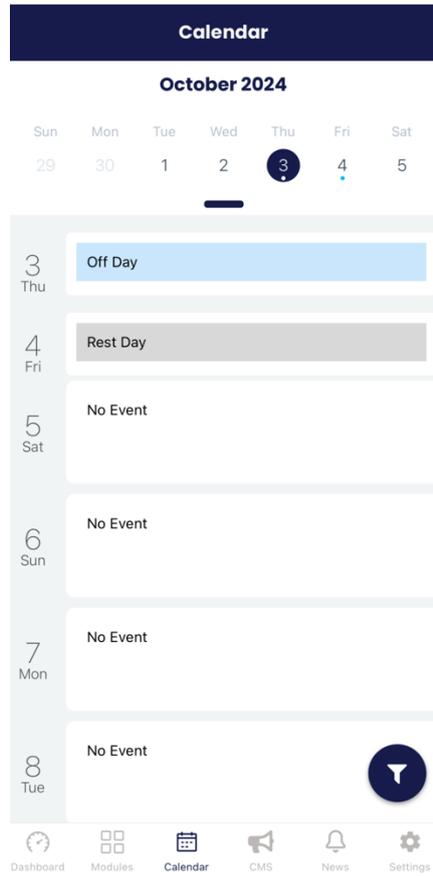
CALENDAR

4.1 Calendar (Leave, Shift and Public Holiday)

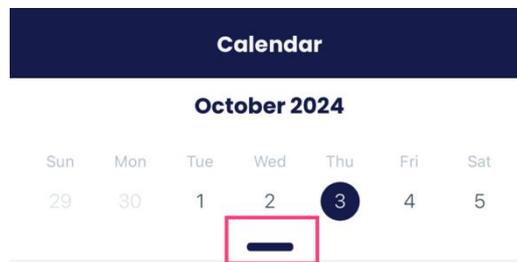
User able to view the leave, shift, and public holiday events in the calendar.

4.1.1 Agenda

1. User can scroll to browse the calendar events.



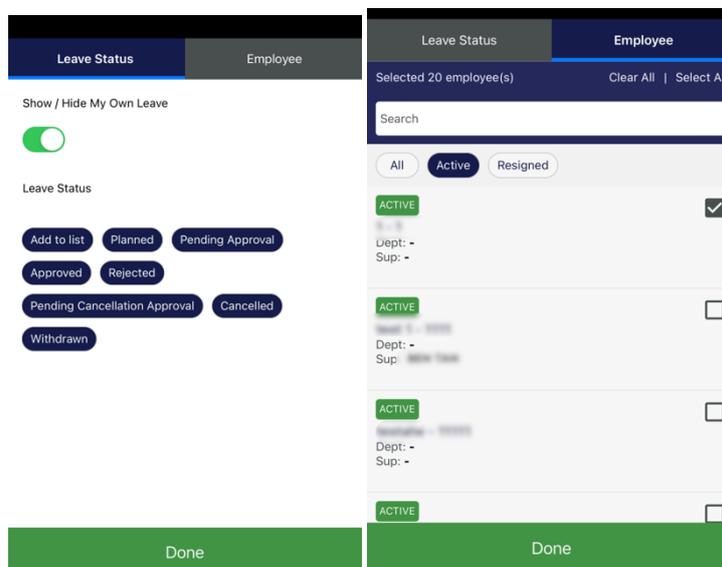
2. User can swipe down the knot to jump to specific date for the events.





4.1.2. Filter

1. By tapping the fab icon on the bottom right, the calendar filter screen will pop out. User able to filter calendar by leave status or selected employee. The filter will save and synchronize with the leave calendar settings on the web version. Any adjustments made to settings on the desktop version will also be mirrored on the mobile version.

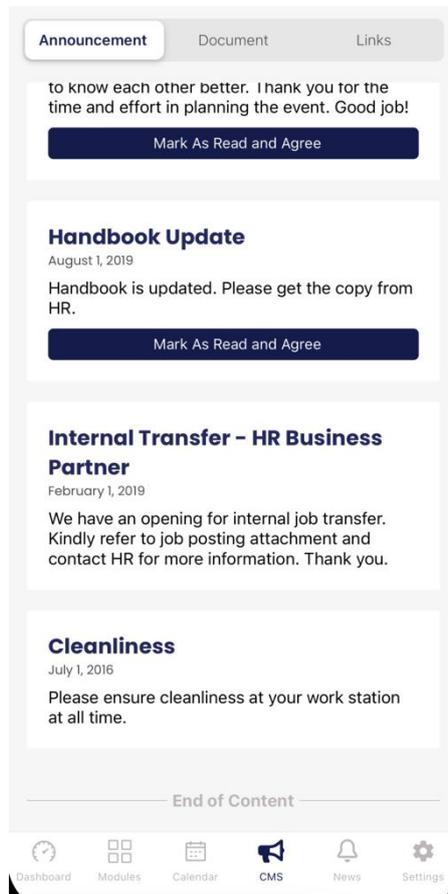


CMS

5.1 CMS

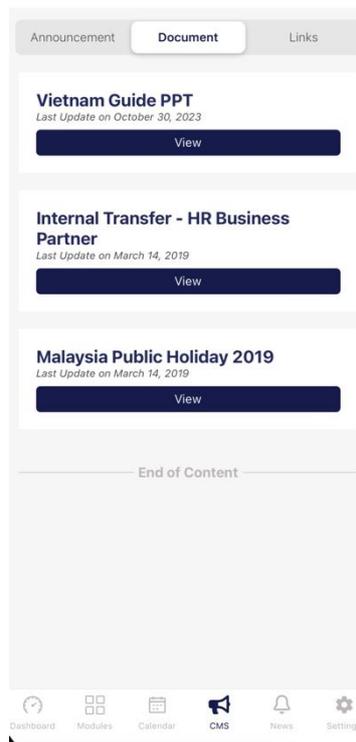
CMS is the page where the user can get information including announcements, documents, and links from the respective companies.

5.1.1 Announcement



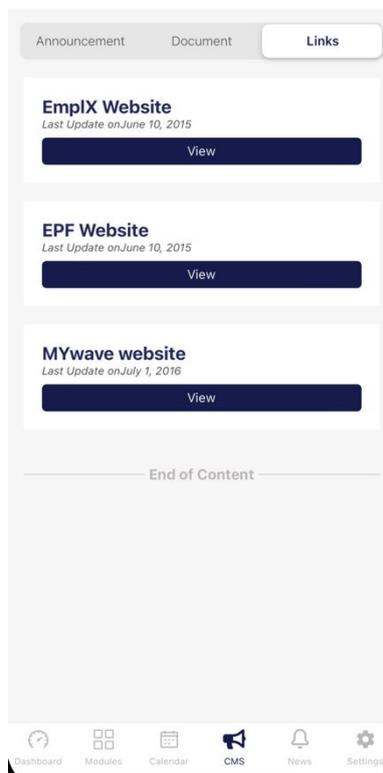
1. Announcement tab consists of the announcements that have been published by the company. Announcements listed here are the same as those on the EmplX website.
2. User can tap on “Mark as Read & Agree” to mark as read for specific announcement.

5.1.2 Document



1. Document tab consists of the documents that have been published by the company. Documents published here are the same as those on the EmplX website.
2. User can view the attached document by tapping on “View” button.

5.2 Links

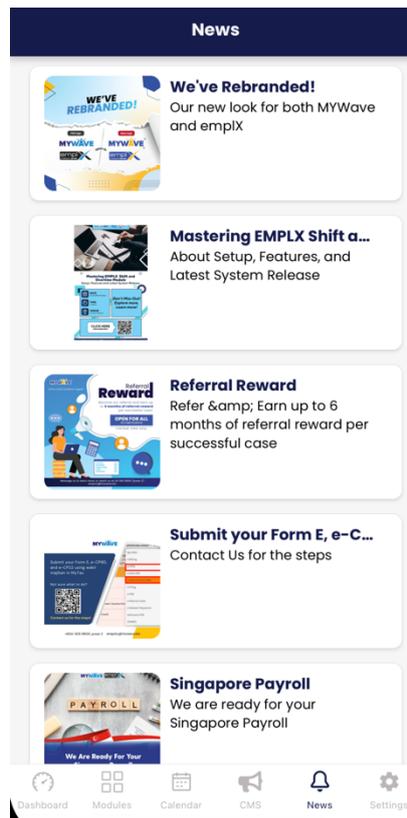


1. Link tab consists of the links that have been attached by the company.
2. User can tap on “View” to browse the attached links.

NEWS

6.1 News

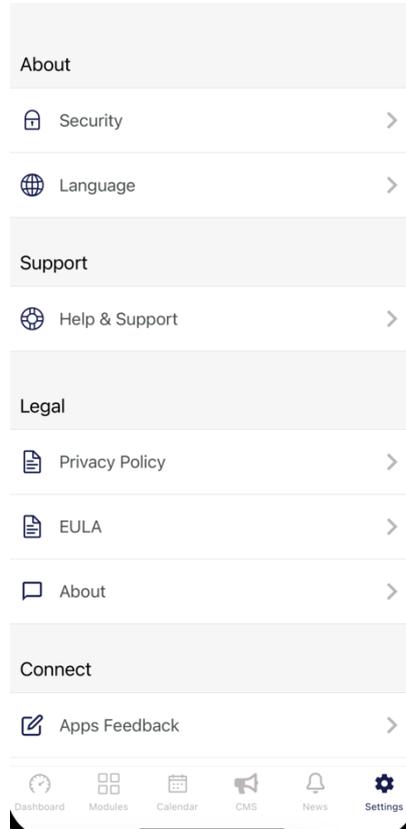
The **News** tab consists of the latest news and updates from EmplX. User can view this tab to keep up to date with latest EmplX information.



PROFILE

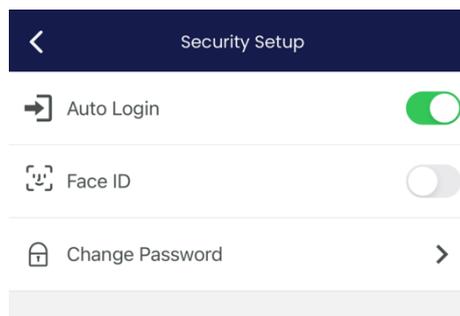
7.1 Profile

Profile tab consists of the user preferences such as security and language. It also includes support, legal and connect section as well.



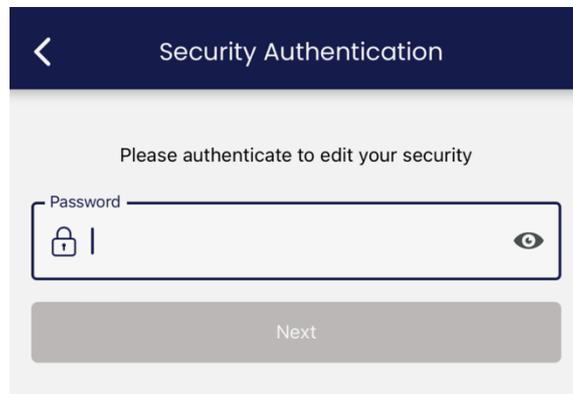
7.1.1 Security

1. Tap on “Security” to navigate to Security Setup page.
2. User can turn on/off auto login feature. If auto login feature is turned off, Login ID and password will be required every time the user opens the app.
3. Local device authentication is only applicable for devices which are equipped with local device authentication (Face ID, fingerprint). The device must be enrolled first before it can be used in the EmplX Mobile app.

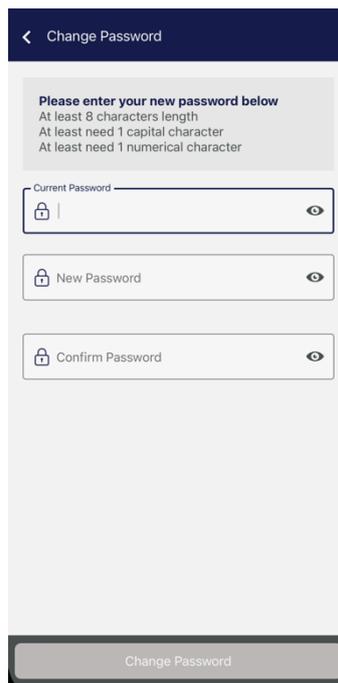


7.1.2 Change Password

1. Tap on “Change Password” to change the password. Password authentication or local device authentication required before changing the password.



2. User will be redirected to change password screen once authenticated successfully.
3. Fill the current password and the new password correctly based on the stated password requirements.
4. Tap on “Change Password” once the information has been filled in.



7.1.3 Change Language

1. Tap on “Language” to switch the language for the app. Currently, there are only 4 languages available in the app.
2. Select the preferred language and press on the “Confirm” to change the language for the apps. Once done, the app needs to be restarted for the changes to be applied.



7.1.4 Logout

1. Tap on “Logout” to logout from EmplX app.
2. Tap on “Logout” again when prompted to confirm.
3. User will be logged out successfully and redirected to onboarding page.

