










# Global HR Cloud Training User Guide

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# 1. Introduction

Welcome to the GlobalHR Cloud User Guide! This comprehensive resource is designed to equip you with the knowledge and skills you need to navigate the various features and functionalities of our powerful human resource management system.

What is GlobalHR Cloud?

GlobalHR Cloud is a cloud-based HR platform that simplifies and streamlines your organization's essential HR processes. From managing employee data and payroll to automating attendance tracking and facilitating approvals, Global HR Cloud offers a centralized and user-friendly solution to enhance your HR efficiency and empower your workforce.

Who is this guide for?

This guide is intended for all users of GlobalHR Cloud, from HR professionals and managers. Whether you're a seasoned user looking to delve deeper into specific features or a new user just getting started, this guide will be your trusted companion on your journey towards mastering GlobalHR Cloud.

What you can expect to find:

- Module-specific sections: This guide is organized around the main modules of GlobalHR Cloud, providing detailed explanations of each feature's purpose, key functionalities, and step-by-step instructions for usage.
- Visual aids: Screenshot files are incorporated throughout the guide to enhance clarity and understanding of complex processes.

Get started today!

We encourage you to explore the guide and discover how GlobalHR Cloud can help you optimize your HR practices and unlock new levels of efficiency for your organization.

## 2. Module: Employee

### Feature: Master

Purpose:

This guide explains how to set up and manage master data in Global HR Cloud, including company profiles, departments, grades, designations, teams, labels, leave types, keywords, public holidays, and GPS locations.

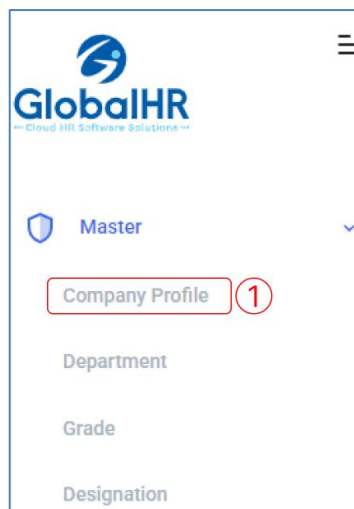
Key Points:

- Master data forms the foundation for your employee data and processes.
- You can set up data manually or import it from an Excel file.
- Different access levels have different permissions for creating and editing master data.
- You can add holidays manually or generate them automatically based on default or government settings.

Step-by-Step Instructions:


#### 1. Accessing Master:

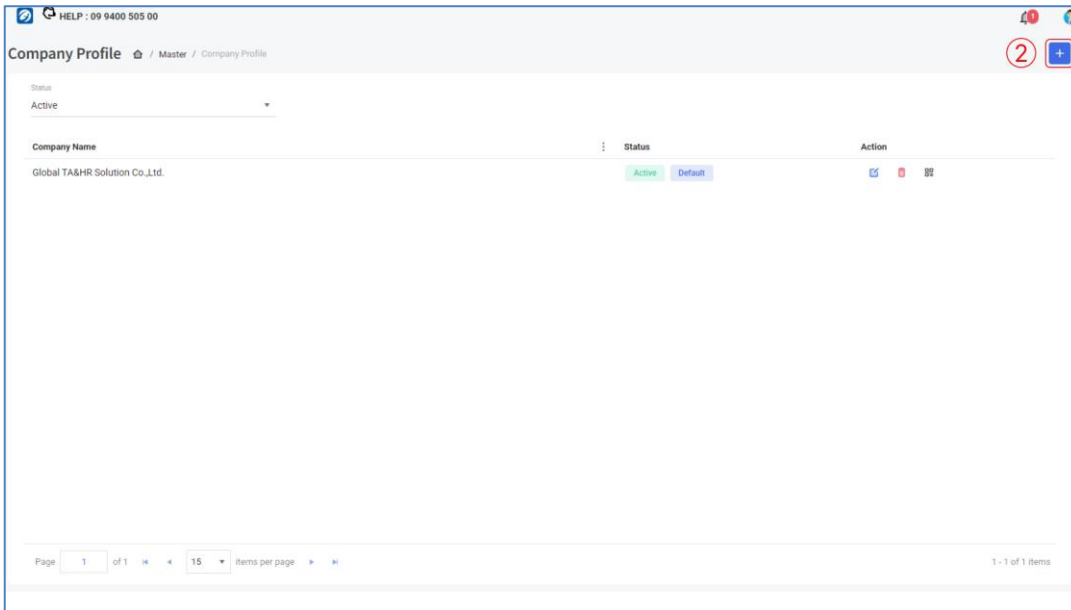
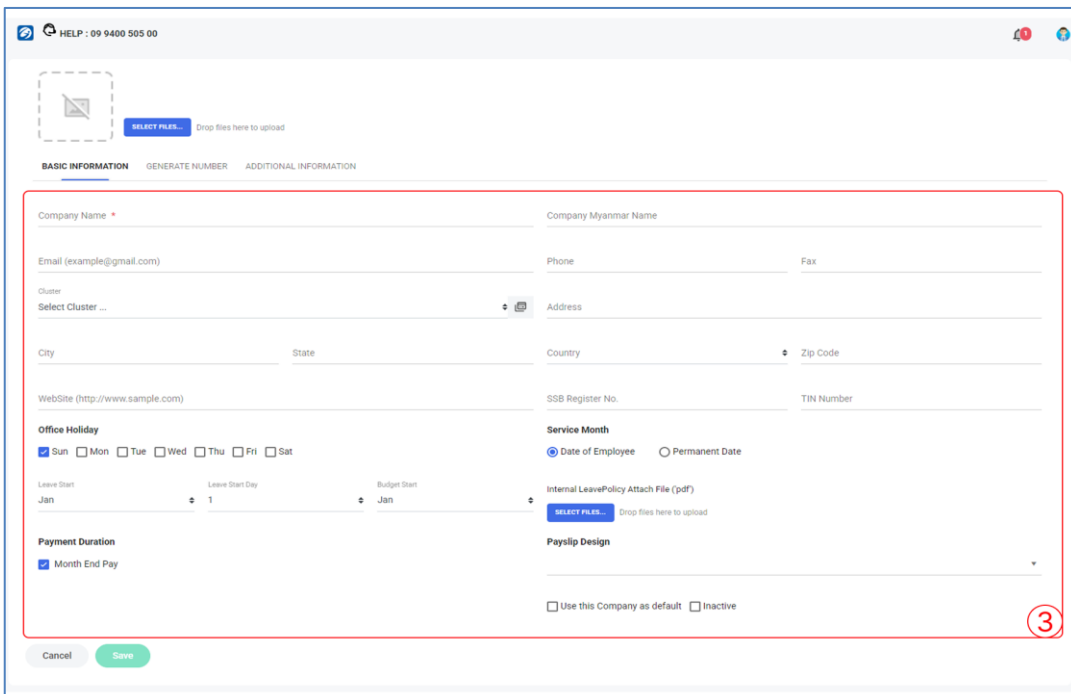
- Log in to Global HR Cloud web software
- Go to “Master” in the left menu panel
- Click “Company Profile”



#### 2. Company Profile:



- To create a new company:
  - Click “Add New” .
  - Basic Information tab can provide company details like “name”, “email”, “phone”, “fax”, “address”, “website”, “SSB Register No.”, “leave period”, “budget period”, and payment settings.
  - Check on or off for “Use this Company as Default”.

- Generate Number tab can generate employee numbers (optional).

HELP : 09 9400 505 00

Add Company Profile / Master / Company Profile

SELECT FILES... Drop files here to upload

BASIC INFORMATION GENERATE NUMBER ADDITIONAL INFORMATION

☐ Use Generate Enroll Number  
☐ Use Generate Employee Code  
☐ Use Same Enroll Number and Employee Code

Cancel Save

4

- Additional Information tab can show the custom field name that is created from Custom Field Setup under Employee menu.
- Click “Save”.

HELP : 09 9400 505 00

Add Company Profile / Master / Company Profile

SELECT FILES... Drop files here to upload

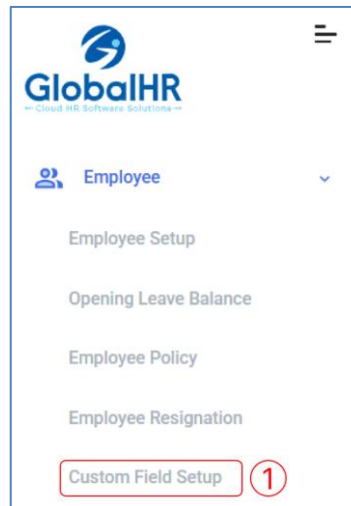
BASIC INFORMATION GENERATE NUMBER ADDITIONAL INFORMATION

Company Old name

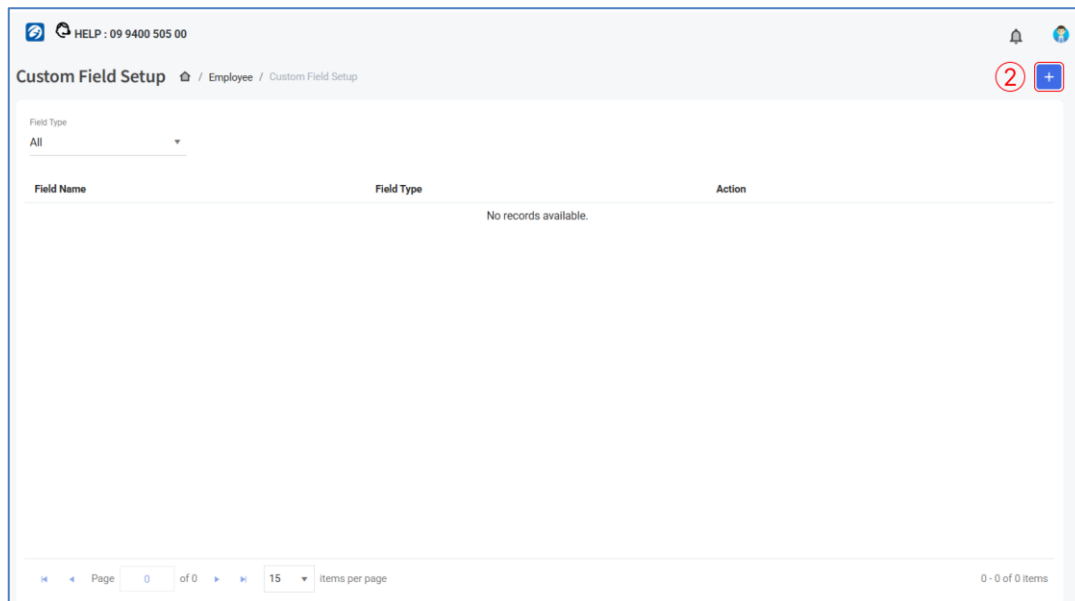
Cancel Save



5



- To create the Custom field name for Additional Information:
  - Go to “Employee” in the left menu panel.
  - Click “Custom Field Setup”.



- Click “Add New” .
- Enter the Custom Field name.
- Choose “Company” for Field Type.
- Click “Save”.

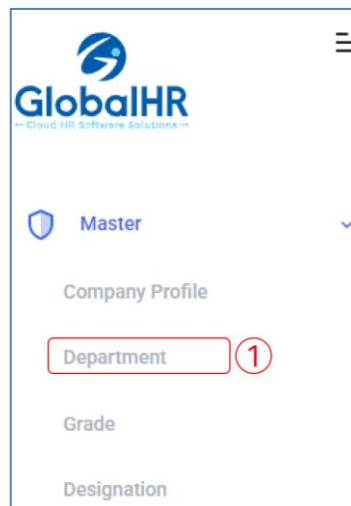


- To edit or delete a company:
  - Locate the company in the list.
  - Click the “Edit”  or “Delete icon” .
  - Make changes or confirm deletion.

Company Name	Status	Action
Global TA&HR Solution Co.,Ltd.	Active Default	 

### 3. Department:

- To create a department:
- Go to “Master” in the left menu panel
- Click “Department”



GlobalHR  
Cloud HR Software Solutions




Master

Company Profile







Department ①


Grade







Designation





- Click “Add New” .
  - Enter department details like “short code”, “name”, “order”, “company”, “parent department”, “shift”.
  - Check on or off for “Use this department as Default”.
  - Click “Save”.
- You can also import departments from the download template Excel file .
- You can also check and display Columns .

Every Short Code field has limitations and can be typed in up to 5 characters.

Department  Master / Department ②     

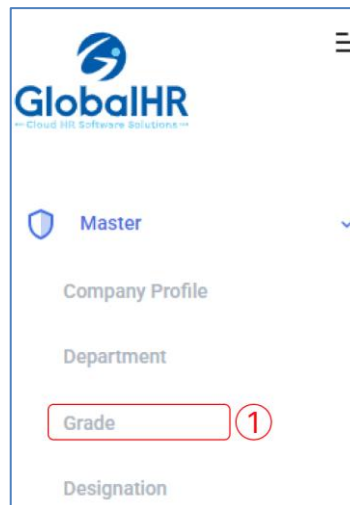
☐ Include Inactive ☐ Inactive Only 


Department Order	Department Name	Status	Action
1	Business Development Department	Active <span>Default</span>	 
2	Human Resource Department	Active	 
3	Admin Department	Active	 


Page 1 of 1   15 Items per page   1 - 3 of 3 items





#### 4. Grade:

- To create a grade:
- Go to “Master” in the left menu panel
- Click “Grade”








- Click “Add New” .
- Enter grade details like “name”, “order”, “upper grade”
- Choose “Default”, “Topmost (optional)”.
- Click “Save”.

Grade  Master / Grade

2    

☐ Include Inactive ☐ Inactive Only

Grade Order	Grade	Upper Grade	Status	Action
1	Staff		Active	 
2	N/A		Active <span>Default</span>	 

Add Grade  Master / Grade

Grade Order  
3

Grade Name \*

Upper Grade




☐ Use this grade as default

☐ Is Topmost

☐ Inactive

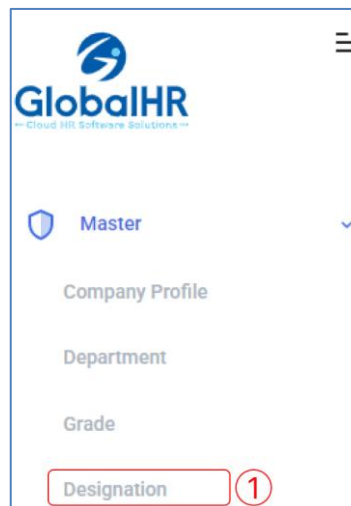
Cancel Save


3

- To edit or delete a grade:
  - Locate the grade in the list.
  - Click the “Edit”  or “Delete icon” .
  - Make changes or confirm deletion.
- You can also export grades to Excel .
- You can also filter by "Include Inactive" or "Inactive Only".


## 5. Designation:





- To create a designation:
- Go to “Master” in the left menu panel
- Click “Designation”









- Click “Add New” .
- Enter designation details like “short code”, “name”, “order”, “grade”
- Choose “Use this Designation as default” (optional).
- Click “Save”.

HELP : 09 9400 505 00


Designation  Master / Designation

☐ Include Inactive ☐ Inactive Only

Designation Order	Short Code	Designation	Status	Action
1	st	Staff	Active	 
3	EHR	Executive HR	Active	 
4	HRM	HR Manager	Active	 

HELP : 09 9400 505 00

Add Designation  Master / Designation

Short Code

DesignationOrder



5


Grade \*

Designation \*

☐ Use this Designation as default





☐ Inactive



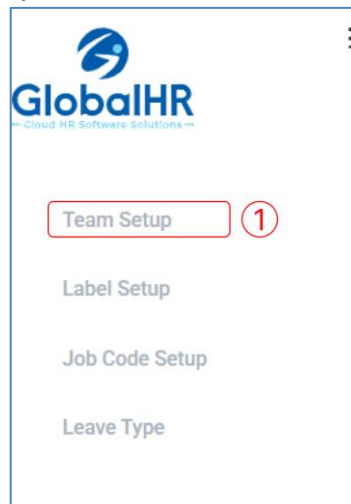
- To edit or delete a designation:




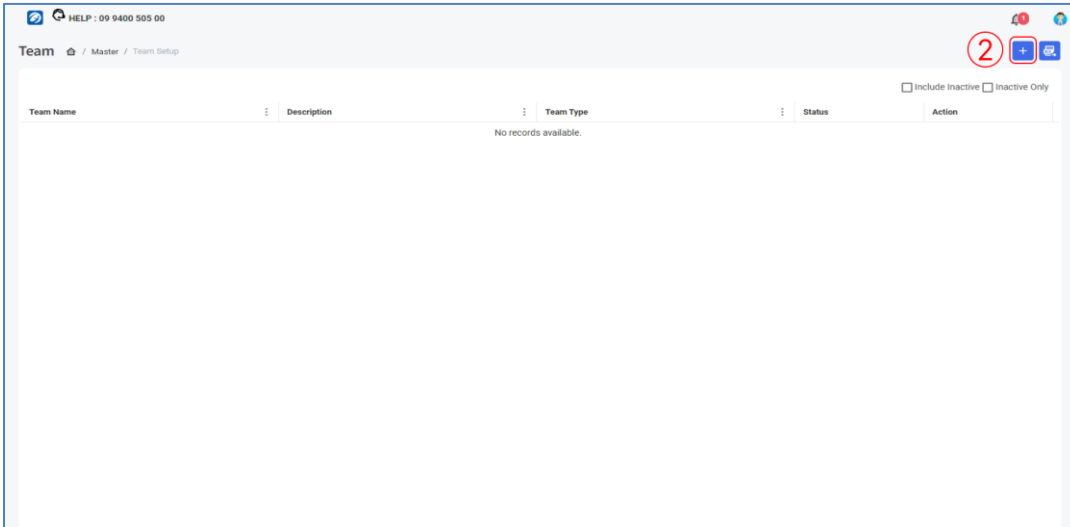
- Locate the designation in the list.
  - Click the “Edit”  or “Delete icon” .
  - Make changes or confirm deletion.
  - You can also export designations to Excel .
  - You can also import designations  from an Excel file
  - You can also filter by “Include Inactive” or “Inactive Only”
- 

## 6. Team Setup:

- To create a team:
- Go to “Master” in the left menu panel
- Click “Team Setup”



- Click “Add New” .
- Enter team details like name, description, product, and type (Team or Project).
- Choose “Inactive” if not currently used.
- Click “Save”.

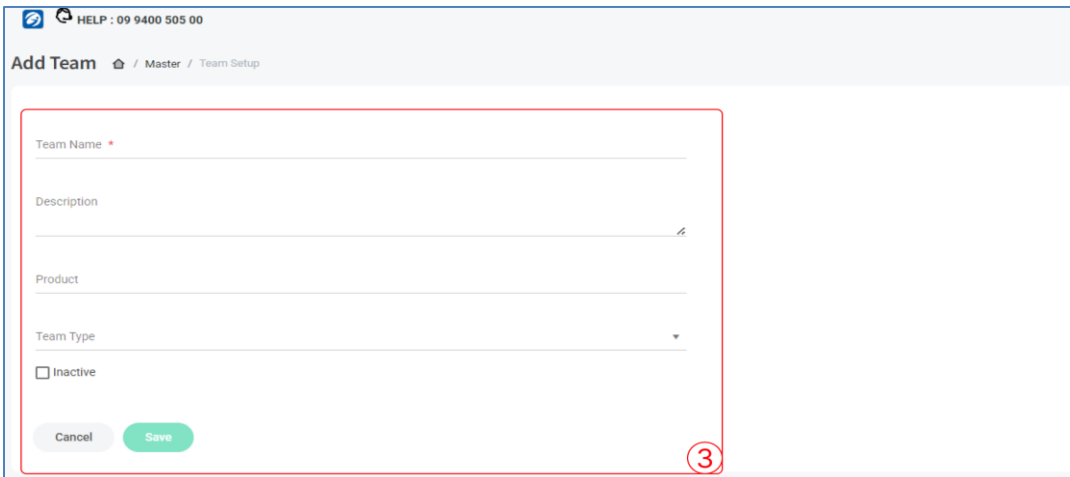


Team / Master / Team Setup

Team Name : Description : Team Type : Status : Action

No records available.

☐ Include Inactive ☐ Inactive Only



Add Team / Master / Team Setup

Team Name \*




Description

Product

Team Type

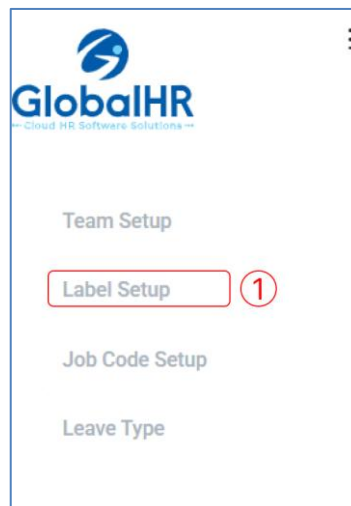
☐ Inactive


Cancel Save

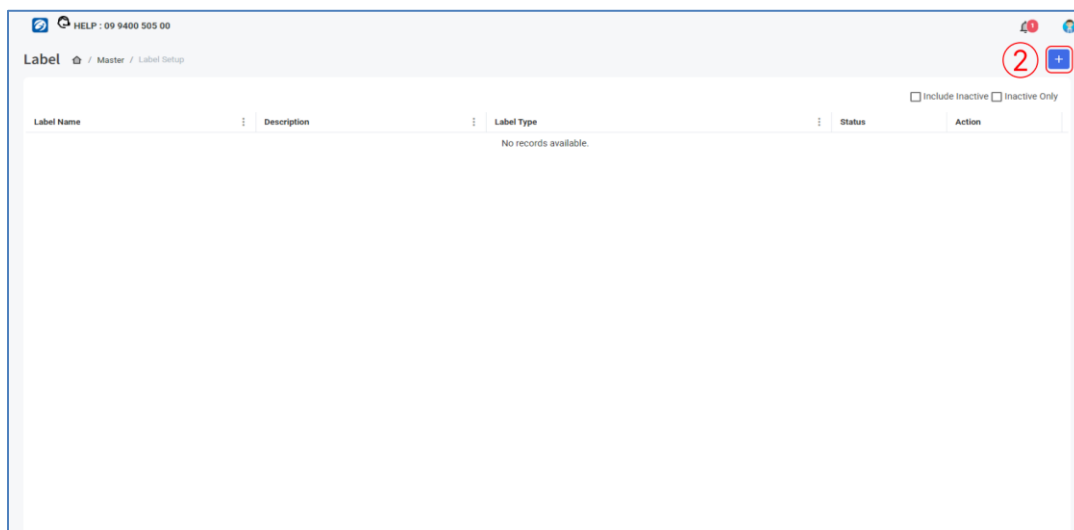
- To edit or delete a team:
  - Locate the team in the list.
  - Click the “Edit”  or “Delete icon” .
  - Make changes or confirm deletion.
- You can also export a list of teams to Excel .
- You can also filter by "Include Inactive" or "Inactive Only"

## 7. Label Setup:



- To create a label:
- Go to “Master” in the left menu panel
- Click “Label Setup”



- Click “Add New” .
- Enter label details like name, description, type (Claim, Attendance, OT, Leave, etc.)
- Choose “Inactive” if not currently used.
- Click Save.

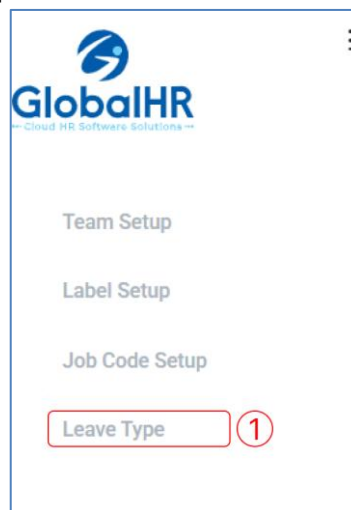



- To edit or delete a label:
  - Locate the label in the list.

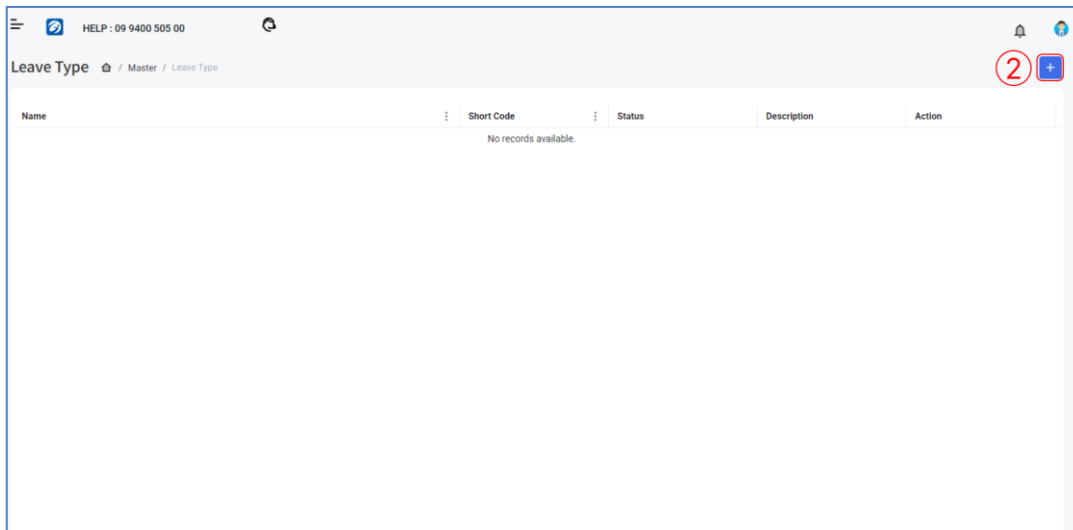
- Click the “Edit”  or “Delete icon” .
  - Make changes or confirm deletion.
  - You can also filter by "Include Inactive" or "Inactive Only".
- 

#### 8. Leave Type:

- To create a leave type:
- Go to “Master” in the left menu panel
- Click “Leave Type”



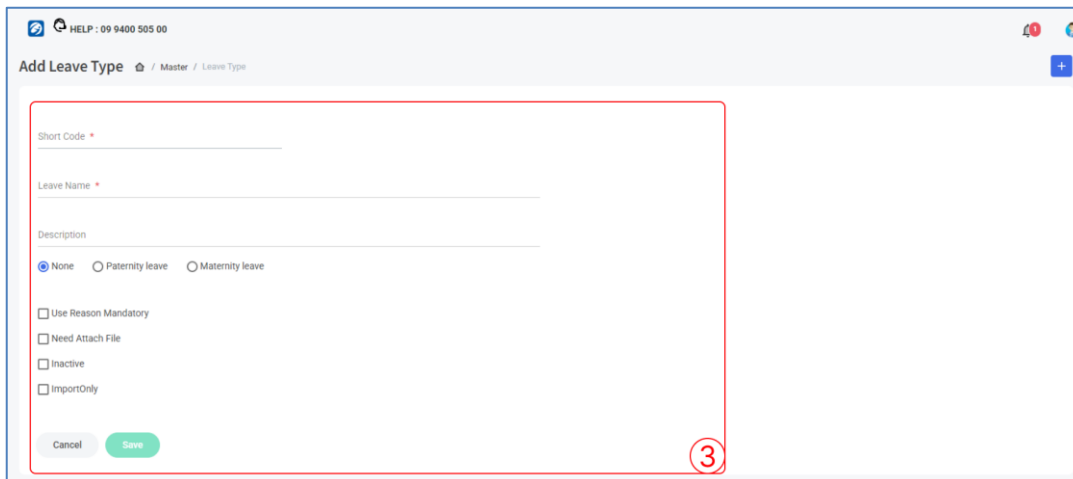
- Click “Add New” .
- Enter leave type details like “short code”, “name”, “Gender Option”(Maternity Leave for Female, Paternity Leave for Male), “Use reason mandatory”, “file attachment option”, and “import-only” option.
- Choose “Inactive” if not currently used.
- Click Save.



HELP : 09 9400 505 00

Leave Type / Master / Leave Type

Name	Short Code	Status	Description	Action
No records available.				



HELP : 09 9400 505 00

Add Leave Type / Master / Leave Type

Short Code \*

Leave Name \*

Description

☒ None ☐ Paternity leave ☐ Maternity leave



☐ Use Reason Mandatory

☐ Need Attach File

☐ Inactive

☐ Import Only

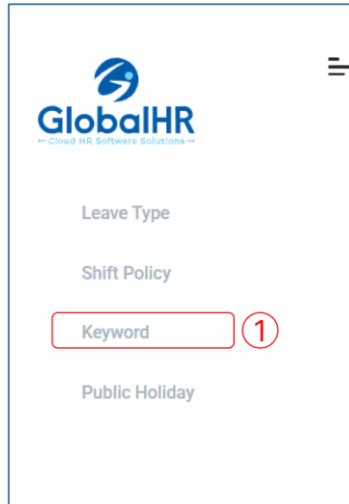
Cancel Save


- To edit or delete a leave type:
  - Locate the leave type in the list.
  - Click the “Edit”  or “Delete icon” .
  - Make changes or confirm deletion.

## 9. Keyword:

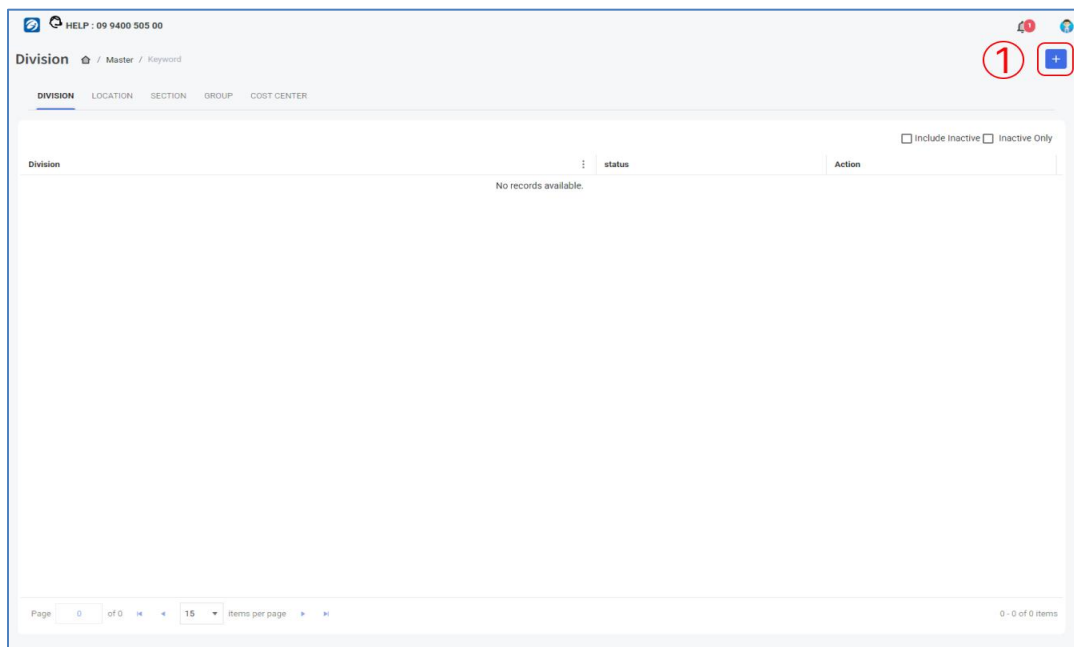
- This category includes various options like Division, Location, Section, Group, and Cost Center.
- Each option has its own setup process similar to creating departments, with details specific to each category (location name, group name, etc.).
- Go to “Master” in the left menu panel

- Click “Keyword”



- Click “Add New” .
- Write “Name”
- Choose “Default”(option)
- Choose “Inactive” if not currently used
- Click “Save”.

Division:



HELP : 09 9400 505 00

Add Division [Master](#) / [Keyword](#)

**DIVISION** LOCATION SECTION GROUP COST CENTER

Division Name \*

☐ Use this division as default

☐ Inactive

Cancel Save

Location:

HELP : 09 9400 505 00

Location [Master](#) / [Keyword](#)

**DIVISION** **LOCATION** SECTION GROUP COST CENTER

☐ Include Inactive ☐ Inactive Only

Location	status	Action
No records available.		

Page 0 of 0 15 items per page 0 - 0 of 0 items

HELP : 09 9400 505 00

Add Location [Master](#) / [Keyword](#)

**DIVISION** **LOCATION** SECTION GROUP COST CENTER

Location Name \*


☐ Use this location as default

☐ Inactive

Cancel Save

Section:

HELP : 09 9400 505 00

Section  Master / Keyword


DIVISION LOCATION **SECTION** GROUP COST CENTER

☐ Include inactive ☐ Inactive Only

Section	status	Action
No records available.		

Page 0 of 0 15 items per page 0 - 0 of 0 items

HELP : 09 9400 505 00

Add Section  Master / Keyword

DIVISION LOCATION **SECTION** GROUP COST CENTER

Section Name \*


☐ Use this section as default

☐ Inactive

Cancel Save

## Group:

HELP : 09 9400 505 00

Group  Master / Keyword

DIVISION LOCATION SECTION **GROUP** COST CENTER

☐ Include inactive ☐ Inactive Only

Group	status	Action
No records available.		

Page 0 of 0 15 items per page 0 - 0 of 0 items



HELP : 09 9400 505 00

Add Group / Master / Keyword

DIVISION LOCATION SECTION **GROUP** COST CENTER

Group Name \*

☐ Use this group as default

☐ Inactive

Cancel Save

## Cost Center:

HELP : 09 9400 505 00

Cost Center / Master / Keyword

DIVISION LOCATION SECTION GROUP **COST CENTER**

☐ Include Inactive ☐ Inactive Only

CostCenter	status	Action
No records available.		

Page 0 of 0 15 items per page 0 - 0 of 0 items

HELP : 09 9400 505 00

Add Cost Center / Master / Keyword



DIVISION LOCATION SECTION GROUP **COST CENTER**

Cost Center Name \*

☐ Use this Cost Center as default

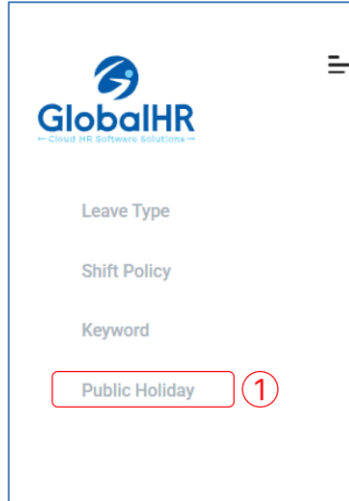
☐ Inactive

Cancel Save


- To edit or delete a keyword:
  - Locate the keyword in the list.
  - Click the “Edit”  or “Delete icon” .
  - Make changes or confirm deletion.
- You can also filter by "Include Inactive" or “Inactive Only”

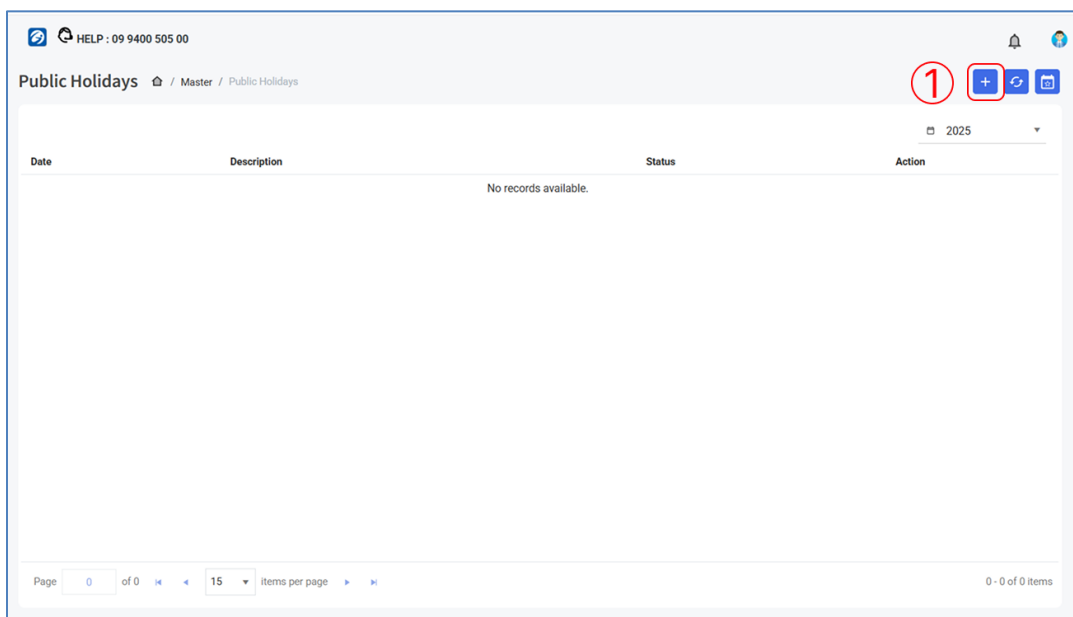
## 10. Public Holiday:

- To create a Public Holiday:
- Go to “Master” in the left menu panel
- Click “Public Holiday”



### a. Manually Adding a Public Holiday:

- Click the “Add New” .
- Choose “Date” or “Date Range”.
- Enter the Date (for a single-day holiday) or set the Start Date and End Date (for a date range).
- Provide a “Description” (name of the holiday).
- Optionally, select Use this holiday as default for holidays with fixed dates.
- Click “Save”.



HELP : 09 9400 505 00

Add New Holiday / Master / Public Holidays

☒ Date ☐ Date Range

Date  
26 Jul 2025

Description \*

Description is limited to 100 characters

☐ Use this holiday as default

☐ Inactive

Cancel Save

2

HELP : 09 9400 505 00

Add New Holiday / Master / Public Holidays

☐ Date ☒ Date Range

From Date  
26 Jul 2025

To Date  
26 Jul 2025

Description \*

Description is limited to 100 characters

☐ Use this holiday as default

☐ Inactive


Cancel Save

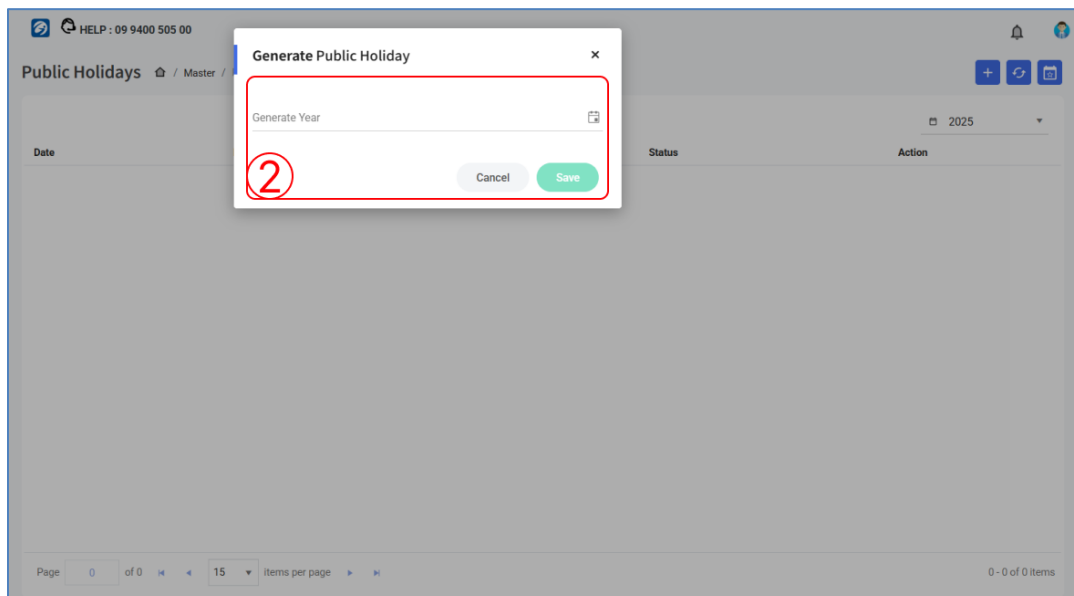
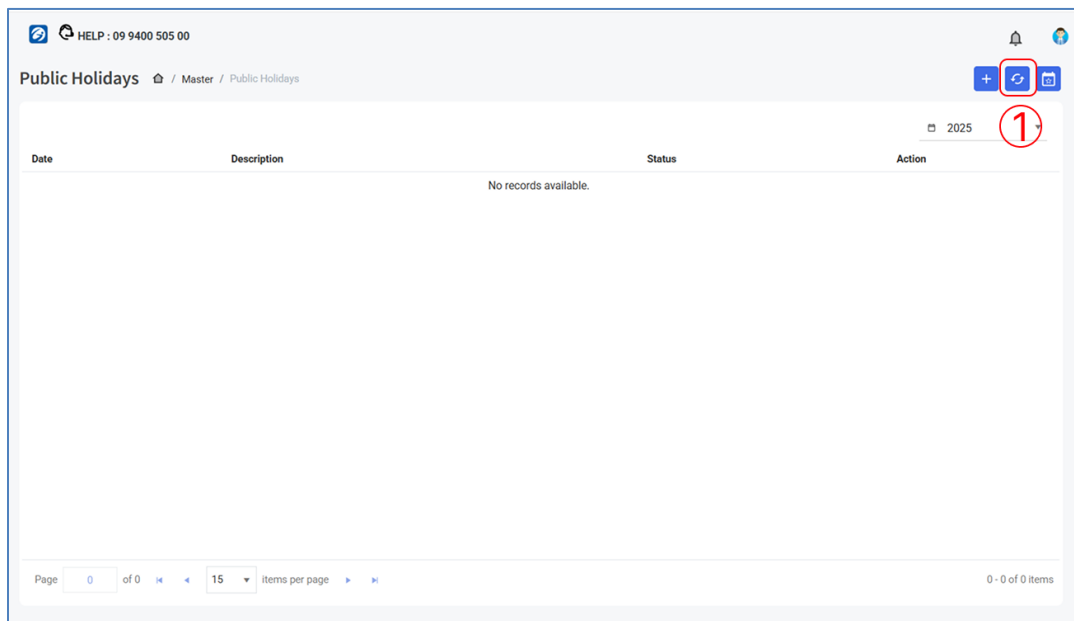
2


## b. Generating Public Holidays:

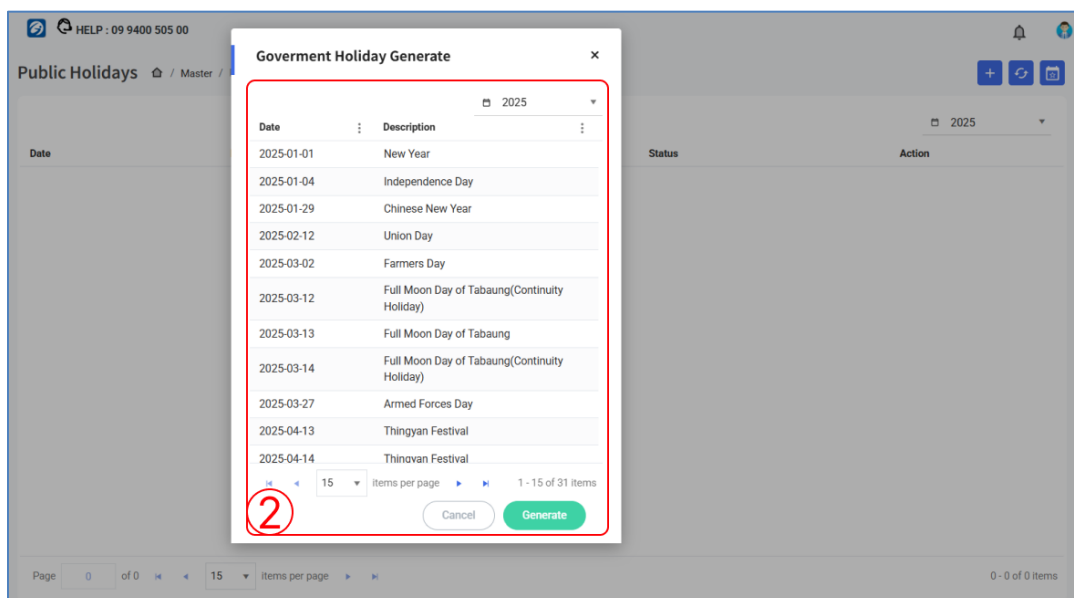
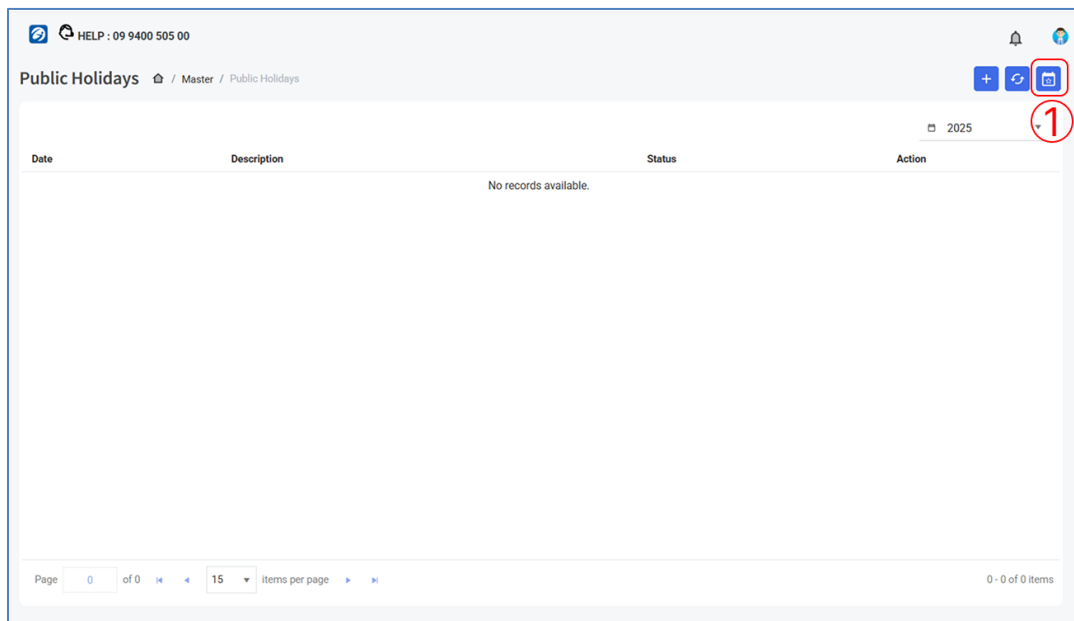
### ○ From Default Option:

For holidays with fixed dates each year, use the Default Option.



- Click the “Generate icon” .
- Enter the Generate Year or use the calendar to select it.
- Click “Generate”.



- From Government Holiday:
  - Click the “Government Holiday icon” .
  - Select “Year” and click “Generate” to set dates and descriptions based on government settings.



























c. To Edit or Delete a holiday:

- Locate the holiday in the list.
- Click the “Edit”  or “Delete” icon .
- Make changes or confirm deletion.

HELP : 09 9400 505 00

Public Holidays / Master / Public Holidays

2025

Date	Description	Status	Action
2025-01-01	New Year	Active	  ①
2025-01-04	Independence Day	Active	 
2025-01-29	Chinese New Year	Active	 
2025-02-12	Union Day	Active	 
2025-03-02	Farmers Day	Active	 
2025-03-12	Full Moon Day of Tabaung(Continuity Holiday)	Active	 
2025-03-13	Full Moon Day of Tabaung	Active	 
2025-03-14	Full Moon Day of Tabaung(Continuity Holiday)	Active	 
2025-03-27	Armed Forces Day	Active	 
2025-04-13	Thingyan Festival	Active	 
2025-04-14	Thingyan Festival	Active	 
2025-04-15	Thingyan Festival	Active	 

Page 1 of 3 15 items per page 1 - 15 of 31 items

























d. Viewing Old Public Holiday Records:

- Use the Calendar choose box to select the desired year.

HELP : 09 9400 505 00

Public Holidays / Master / Public Holidays

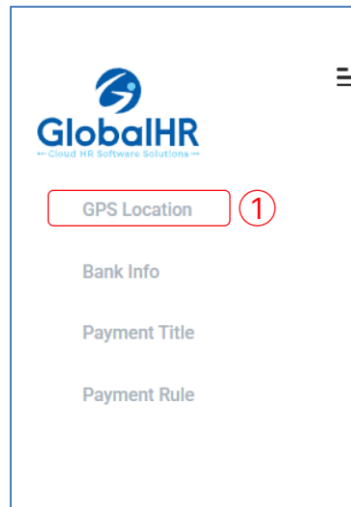
2025


Date	Description	Status	Action
2025-01-01	New Year	Active	 
2025-01-04	Independence Day	Active	 
2025-01-29	Chinese New Year	Active	 
2025-02-12	Union Day	Active	 
2025-03-02	Farmers Day	Active	 
2025-03-12	Full Moon Day of Tabaung(Continuity Holiday)	Active	 
2025-03-13	Full Moon Day of Tabaung	Active	 
2025-03-14	Full Moon Day of Tabaung(Continuity Holiday)	Active	 
2025-03-27	Armed Forces Day	Active	 
2025-04-13	Thingyan Festival	Active	 
2025-04-14	Thingyan Festival	Active	 
2025-04-15	Thingyan Festival	Active	 

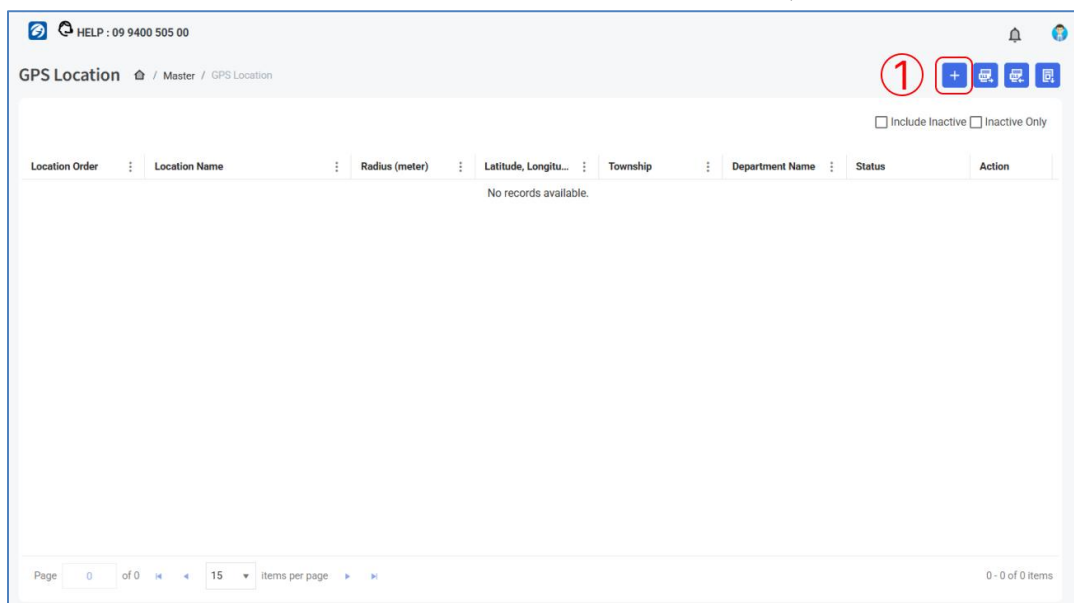
Page 1 of 3 15 items per page 1 - 15 of 31 items

11. GPS Location:

- To create a GPS location:
- Go to "Master" in the left menu panel
- Click "Public Holiday"



- Click “Add New” .
- Choose location method (By Map or By Location).
- If using “By Map”,
- Search for and select the “location”, set the “radius”.



HELP : 09 9400 505 00

Add GPS Location Master / GPS Location

Location Order: 100

Location Name \*

Select Department: Admin Department x Business Development Department x Human Resource Department x

Radius(meter): 100

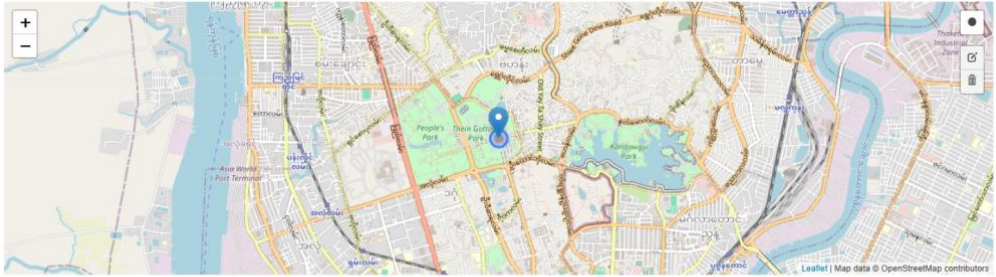
Search for Location

Latitude, Longitude: 16.7983,96.1496

☐ By Map ☐ By Location

☐ Inactive

Locations



Cancel Save

- If using “By Location”,
- Choose “Division” method (Use Division or Not Use Division)
- If not using “Division”, search for and select “country”, “division”, “district”, and “township”.

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Add GPS Location Master / GPS Location

Location Order: 100

Location Name \*

Select Department: Admin Department x Business Development Department x Human Resource Department x

☐ By Map ☒ By Location

Country \*

Division \*

Distinct \*



Township \*



☐ Inactive ☐ Use Division

Cancel Save

- If using “Division”, search for and select “country”, “division”.
- Click “Save”.



- To edit or delete a GPS location:
  - Locate the GPS location in the list.
  - Click the “Edit”  or “Delete” icon .
  - Make changes or confirm deletion.

Location Order	Location Name	Radius (meter)	Latitude, Longitude	Township	Department Name	Status	Action
100	Yangon	0	0 - 0	Yangon (ရန်ကုန်တိုင်းဒေသကြီး)	Admin Department, Bu ...	Active	 

- You can also download template  and import GPS locations from an Excel file  and can also export  GPS locations.
- You can also filter by Include Inactive or Active Only.

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GPS Location / Master / GPS Location

1

☐ Include Inactive ☐ Inactive Only

Location Order	Location Name	Radius (meter)	Latitude, Longitu...	Township	Department Name	Status	Action
100	Yangon	0	0 - 0	Yangon (ရန်ကုန်တိုင်းဒေသကြီး)	Admin Department, Bu ...	Active	<a href="#">✎</a> <a href="#">✖</a>

Page 1 of 1 15 items per page 1 - 1 of 1 items

HELP : 09 9400 505 00

GPS Location / Master / GPS Location

2

☐ Include Inactive ☐ Inactive Only

Location Order	Location Name	Radius (meter)	Latitude, Longitu...	Township	Department Name	Status	Action
100	Yangon	0	0 - 0	Yangon (ရန်ကုန်တိုင်းဒေသကြီး)	Admin Department, Bu ...	Active	<a href="#">✎</a> <a href="#">✖</a>

Page 1 of 1 15 items per page 1 - 1 of 1 items

### Additional Information:

- Experiment with different setup options to find the most efficient configuration for your organization.

- Regularly review and update your Master data to ensure accuracy and alignment with your current needs.
- 

## Feature: Group Policy

### Purpose:

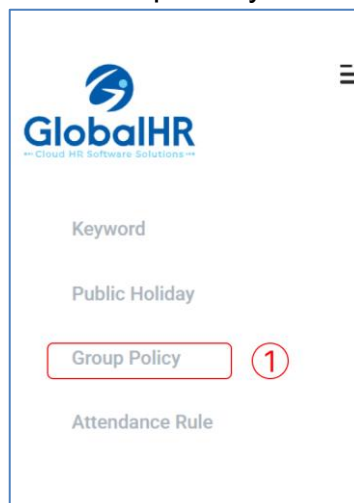
- To establish a unified set of rules and permissions governing attendance, leave, overtime, payroll, and GPS location tracking for employees.
- To ensure consistency and fairness in the application of company policies.


### Key Pints:

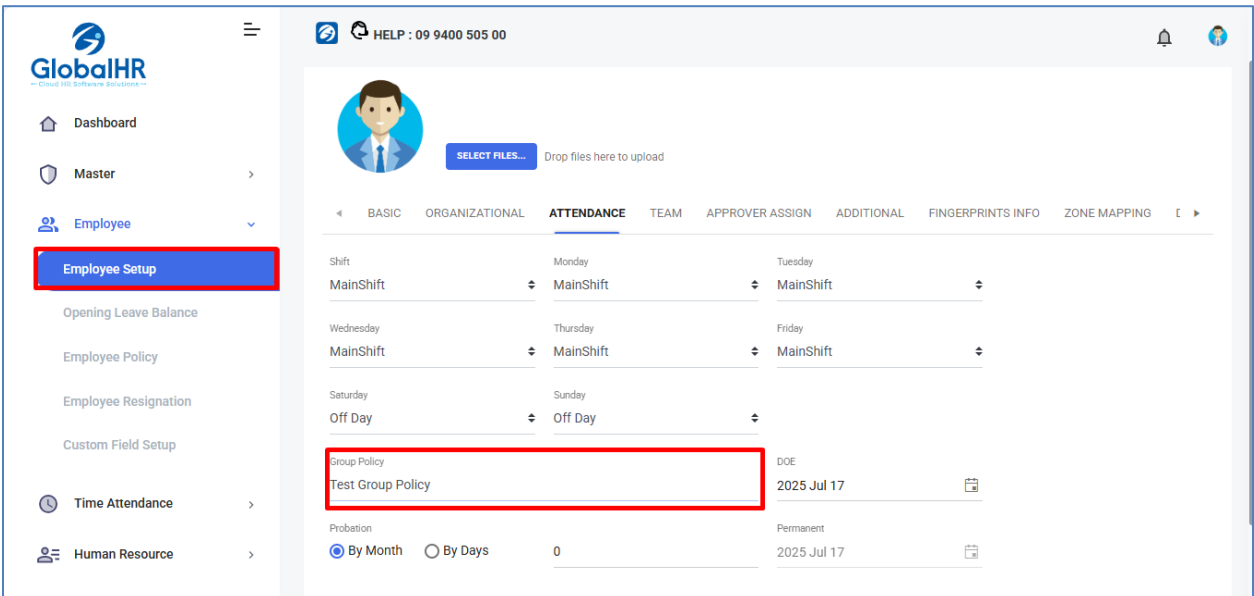
- Multiple group policies: Allows for different policies to be applied to different employee groups or departments.
- Comprehensive coverage: Addresses a wide range of attendance-related topics, including overtime, leave, GPS tracking, and payroll calculations.
- Customizable options: Can be tailored to meet the specific needs of each organization.
- Mobile app integration: Works seamlessly with the Global HR Cloud Mobile App for employee requests and approvals.

### How to Use Group Policy:

1. Create a new group policy:
  - Navigate to Master > Group Policy.



- Click "Add New" .
  - Enter a descriptive name for the policy.
  - Select the desired options for each tab:
    - Group Policy: General settings, such as whether to allow overtime requests and duty swaps.
    - Rule List: Attendance-related rules (e.g., lateness, early departure).
    - Payment Rule List: Payroll-related rules (e.g., basic salary, benefits).
    - Leave Policy List: Leave types and allowances.
    - GPS Location List: Designated check-in/out locations.
    - Attendance Policy List: Request options available in the mobile app.
    - OT Policy List: Overtime calculation methods and restrictions (if applicable).
    - Click the "Save" button.
2. Assign the group policy to employees:
- Assign the policy to individual employees during the employee setup process.
  - Alternatively, assign it to a group of employees in Employee > Employee Policy.



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Dashboard

Master

Employee

**Employee Setup**

Opening Leave Balance

Employee Policy

Employee Resignation

Custom Field Setup

Time Attendance

Human Resource

SELECT FILES... Drop files here to upload

BASIC ORGANIZATIONAL **ATTENDANCE** TEAM APPROVER ASSIGN ADDITIONAL FINGERPRINTS INFO ZONE MAPPING

Shift	Monday	Tuesday
MainShift	MainShift	MainShift
Wednesday	Thursday	Friday
MainShift	MainShift	MainShift
Saturday	Sunday	
Off Day	Off Day	

Group Policy  
Test Group Policy

DOE  
2025 Jul 17

Probation  
By Month By Days 0

Permanent  
2025 Jul 17

Peterson  
Staff

- Dashboard
- Master
- Employee
  - Employee Setup
  - Opening Leave Balance
  - Employee Policy**
  - Employee Resignation
  - Custom Field Setup
- Time Attendance

HELP : 09 9400 505 00

Employee Policy / Employee / Employee Policy

**Preview** **Save**

Employee Name	Shift	Group Policy	Sunday	Monday	Tuesday	Wednes
No records available.						

Page 0 of 0 15 items per page 0 - 0 of 0 items

Peterson  
Staff

- Dashboard
- Master
- Employee
  - Employee Setup
  - Opening Leave Balance
  - Employee Policy**
  - Employee Resignation
  - Custom Field Setup
- Time Attendance

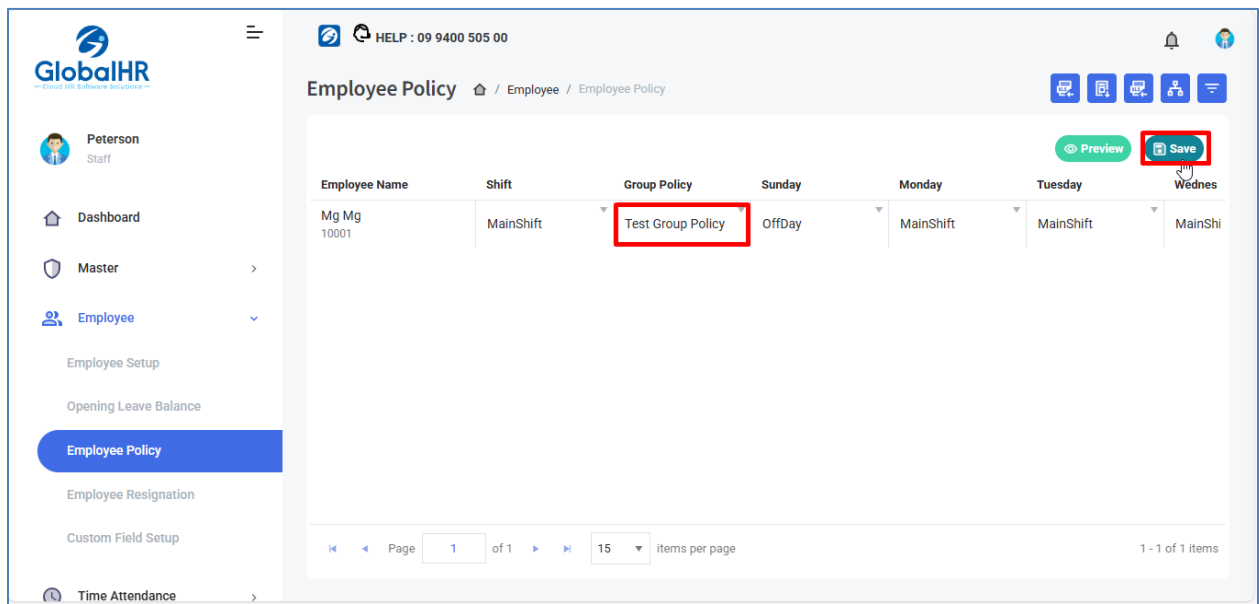
HELP : 09 9400 505 00

Employee Policy / Employee / Employee Policy

**Preview** **Save**

Employee Name	Shift	Group Policy	Sunday	Monday	Tuesday	Wednes
Mg Mg 10001	MainShift	<b>MainGroup</b>	OffDay	MainShift	MainShift	MainShi

Page 1 of 1 15 items per page 1 - 1 of 1 items



#### Additional Notes:


- Contact Global HR & Cloud Service Team for assistance with rule confirmation or policy customization.

#### Tab: Group Policy

##### Purpose:

- To establish general settings related to duty swaps

##### Steps:

1. Access the tab:
  - Click the "Group Policy" tab within the Group Policy section.
2. Create a new policy:
  - Click the "Add New" .
  - Enter a descriptive name for the policy.
3. Configure general settings:
  - Current Group Policy As Default: Check this box to automatically assign the new policy to new employees.
  - Inactive: Check this box to hide the policy from view.
4. Set overtime request options:

- Allow Duty Swap Request: Check this box to allow employees to request duty swaps.
- 5. Additional options:
  - Allow Duty Swap Before And After Off Day: Check this box to allow duty swaps before and after weekends.
- 6. Save the policy:
  - Click the "Save" button.

The screenshot shows the 'Group Policy' configuration page in GlobalHR. The left sidebar lists various setup options, with 'Group Policy' selected. The main area displays the 'GROUP POLICY' tab for 'Test Group'. A red rectangle highlights the following settings:

- Description:** Test Group
- Current Group Policy As Default:** OFF (toggle)
- Inactive:** ☐ (unchecked)
- Allow Duty Swap Request:** No Restriction (dropdown)
- Allow Duty Swap Before And After Off Day:** ☒ (checked)

A green 'Save' button is located at the bottom of the configuration panel.

## Tab: Rule List

Purpose:

- To configure specific attendance rules that will be applied to employees based on the selected group policy.

Steps:

1. Access the tabs:
  - Click the "Rule List" tab within the Group Policy section.
2. Review available rules:
  - The available rules will be listed, organized by category.
  - The specific rules displayed will depend on the user organization's attendance policies.
3. Select applicable rules:

- Check the boxes next to the rules that you want to include in the group policy.
  - If you're unsure about a rule's meaning or application, consult with your HR team.
4. Review rule details (optional):
- Click on a rule's name to view more detailed information about its definition and usage.
5. Save the policy:
- Click the "Save" button to apply the selected rules to the group policy.

The screenshot shows the 'Group Policy' configuration page in GlobalHR. The 'RULE LIST' tab is selected, displaying a table of rules. The table has columns for 'Rule Name', 'Display Rule Name', and a checkbox for selection. The rules listed are 'AfterResignDays', 'LateMins', and 'UnEmploymentDays'. A 'Save' button is located at the bottom of the table.

<input type="checkbox"/>	Rule Name	Display Rule Name
<input type="checkbox"/>	AfterResignDays	AfterResignDays
<input type="checkbox"/>	LateMins	LateMins
<input type="checkbox"/>	UnEmploymentDays	UnEmploymentDays

Save

#### Additional Notes:

- The Rule List tab works in conjunction with the general settings in the Group Policy tab.
- Some rules may have additional configuration options that can be accessed by clicking on the rule name.
- If you need to modify the available rules or create new ones, contact GlobalHR – Cloud HR Solution's Rule Team for assistance.
- The Rule Confirmation Letter - User Policy serves as a reference for the initial rule selections.
- Contact GlobalHR – Cloud HR Solution's Rule Team for support with rule configuration or policy changes.



## Tab: Leave Policy List

### Purpose:

- To define the types of leave available to employees within a group policy, along with their specific allowances, restrictions, and calculation rules.

### Steps:

1. Access the tab:
  - Click the "Leave Policy List" tab within the Group Policy section.
2. Select leave types:
  - Check the boxes next to the leave types you want to include in the policy.
  - These types should have already been defined in the Master > Leave Type section.
3. Configure leave options for each selected type:
  - Leave Start Date: Choose when the leave year begins (Company Default, DOE, or Permanent Date).
  - Max Day: Set the maximum number of days allowed per year for this leave type.
  - Max Continuous Day: Set the maximum number of consecutive days that can be taken for this leave type.
  - Min Continuous Day: Set the minimum number of consecutive days that must be taken for this leave type.
  - Use Monthly Rate: Check this box to allocate leave on a monthly basis instead of annually.
  - Monthly Rate: If using a monthly rate, specify the number of days granted per month.
  - Period: Set the frequency at which the leave allowance is refreshed (Per Year, Per Month, or other options).
  - Use Permanent Date: Check this box to start the leave allowance from the employee's permanent date.
  - Service Month: If applicable, specify the number of service months required before leave entitlement begins.
  - Use Full Day Leave: Check this box to only allow full-day leave requests in the mobile app.
  - Deduct Pending From Balance: Check this box to immediately deduct pending leave requests from the balance.
  - Use Custom Rules: Check this box to apply custom rules written in code for specific leave conditions.
4. Additional setup (optional):

- Click "Addition" to access further options for leave requests, carry-over, deductions, combining leave types, and more.
  - Review and configure these options as needed.
5. Save the policy:
- Click the "Save" button to apply the leave settings to the group policy.

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Group Policy Master / Group Policy

Peterson Staff

Dashboard Master Employee Time Attendance Human Resource Payroll Management User Level Management System

Test Group Policy MainGroup

GROUP POLICY RULE LIST PAYMENT RULE LIST **LEAVE POLICY LIST** GPS LOCATION LIST

+ Add Leave Type

Leave Name	Leave Start Date	Max Day	Max Continuous ...	Min Conti
<input checked="" type="checkbox"/> WithoutPayLeave	<input checked="" type="radio"/> Company Default <input type="radio"/> DOE <input type="radio"/> Permanent Date	40	3	0.5
<input type="checkbox"/> Casual Leave	Company Default	0	0	0.5
<input type="checkbox"/> Annual Leave	Company Default	0	0	0.5
<input type="checkbox"/> Medical Leave	Company Default	0	0	0.5

Save

GlobalHR Cloud HR Software Solutions

HELP : 09 9400 505 00

Group Policy Master / Group Policy

Peterson Staff

Dashboard Master Employee Time Attendance Human Resource Payroll Management User Level Management System

Test Group Policy MainGroup

GROUP POLICY RULE LIST PAYMENT RULE LIST **LEAVE POLICY LIST** GPS LOCATION LIST

+ Add Leave Type

Leave Name	Use Monthly ...	Monthly R...	Period	Use Permanent
<input checked="" type="checkbox"/> WithoutPayLeave	<input checked="" type="checkbox"/>	40.00	Per Month	<input checked="" type="checkbox"/>
<input type="checkbox"/> Casual Leave	<input type="checkbox"/>	0	Per Year	<input type="checkbox"/>
<input type="checkbox"/> Annual Leave	<input type="checkbox"/>	0	Per Year	<input type="checkbox"/>
<input type="checkbox"/> Medical Leave	<input type="checkbox"/>	0	Per Year	<input type="checkbox"/>

Save

Group Policy Master / Group Policy

Test Group Policy  
MainGroup

GROUP POLICY RULE LIST PAYMENT RULE LIST **LEAVE POLICY LIST** GPS LOCATION LIST

[+ Add Leave Type](#)

<input type="checkbox"/>	Leave Name	D...	Service Mo...	Use Service Mont...	Use FullDay Leave
<input checked="" type="checkbox"/>	WithoutPayLeave		12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Casual Leave		0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Annual Leave		0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Medical Leave		0	<input type="checkbox"/>	<input type="checkbox"/>

[Save](#)

Group Policy Master / Group Policy

Test Group Policy  
MainGroup

GROUP POLICY RULE LIST PAYMENT RULE LIST **LEAVE POLICY LIST** GPS LOCATION LIST

[+ Add Leave Type](#)

<input type="checkbox"/>	Leave Name	Deduct Pending F...	Use Custom Rule	Addition
<input checked="" type="checkbox"/>	WithoutPayLeave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Casual Leave	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Annual Leave	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Medical Leave	<input type="checkbox"/>	<input type="checkbox"/>	

[Save](#)

#### Additional Notes:

- The available leave types and options will depend on your organization's specific leave policies.
- Contact GlobalHR – Cloud HR Solution's Rule Team for assistance with configuring custom rules or if you have any questions about leave policy setup.
- To add a new leave type, use the "Add Leave Type" function

## Tab: Attendance Policy List

### Purpose:

- To determine which attendance request options will be available to employees within a group policy, specifically within the Global HR Cloud Mobile App.

### Steps:

1. Access the tab:
  - Click the "Attendance Policy List" tab within the Group Policy section.
2. Select available request types:
  - Check the boxes next to the attendance request types you want to enable for employees:
    - Use Intime (request work time)
    - Use Outtime (request time off work)
    - Use Ferry Late (request for working hours adjustment)
    - Use OnDuty (request for working outside the designated location all day)
    - Use Travel
    - Use Off Day
    - Use Work From Home
3. Configure request restrictions (optional):
  - Allow Attendance Request: Choose when employees can submit attendance requests:
    - Before Attendance Day
    - After Attendance Day
    - Before & After Attendance Day
    - Between Attendance Day
    - During Attendance Day
    - No Restrictions
  - Allow Max Attendance Request: Check this box to set a maximum number of attendance requests allowed per employee.
  - Restriction Day: Select whether restrictions apply on:
    - Calendar Day (Including Off day/ Holiday)
    - Working Day (Not including Off day/ Holiday)
  - Allow one time request only per day: Check this box to set one-time attendance requests allowed per employee per day.
4. Save the policy:
  - Click the "Save" button to apply the attendance request settings to the group policy.

The image displays two screenshots of the GlobalHR web application interface, specifically the 'ATTENDANCE POLICY LIST' configuration page. The top screenshot shows the 'ATTENDANCE POLICY LIST' tab selected, with a red box highlighting the configuration area. The bottom screenshot shows the same page with the 'Use Work From Home' and 'Use Earlyout' policies configured, and a red box highlighting the 'Allow Max Attendance Regu...' dropdown and 'RestrictionDay' radio buttons.

**GlobalHR** HELP : 09 9400 505 00

Group Policy / Master / Group Policy

Peterson Staff

Dashboard

Master

Employee

Time Attendance

Human Resource

Payroll Management

User Level Management

System

Test Group Policy

MainGroup

ATTENDANCE POLICY LIST

Use Intime

Allow Attendance R... Before Attendance D... 1

Not Allow Off Day

Not Allow

Use Outtime

Allow Attendance R... After Attendance Day 1

Not Allow Off Day

Not Allow

Use Ferry Late

Allow Attendance...

Not Allow Off Day

Not Allow

Use OnDuty

Allow Attendance...

Not Allow Off Day

Not Allow

Use Work From Home

Allow Attendance...

Not Allow Off Day

Not Allow

Use Earlyout

Allow Attendance...

Not Allow Off Day

Not Allow

Allow Max Attendance Regu... No Restriction

RestrictionDay

Calendar Day

Working Day

Allow One time Request only per day

Save

#### Additional Notes:

- The available request types and restrictions may vary depending on your organization's specific attendance policies.
- The selected request types will be visible in the Global HR Cloud Mobile App for employees within the group policy.
- Contact Global HR & Cloud Service Team for assistance with configuring attendance request options or if you have any questions about the Attendance Policy List.

## Tab: OT Policy List

### Purpose:

The OT Policy List tab allows you to define which overtime request options are available to employees under a specific group policy. These settings also apply within the Global HR Cloud Mobile App.

### Availability:

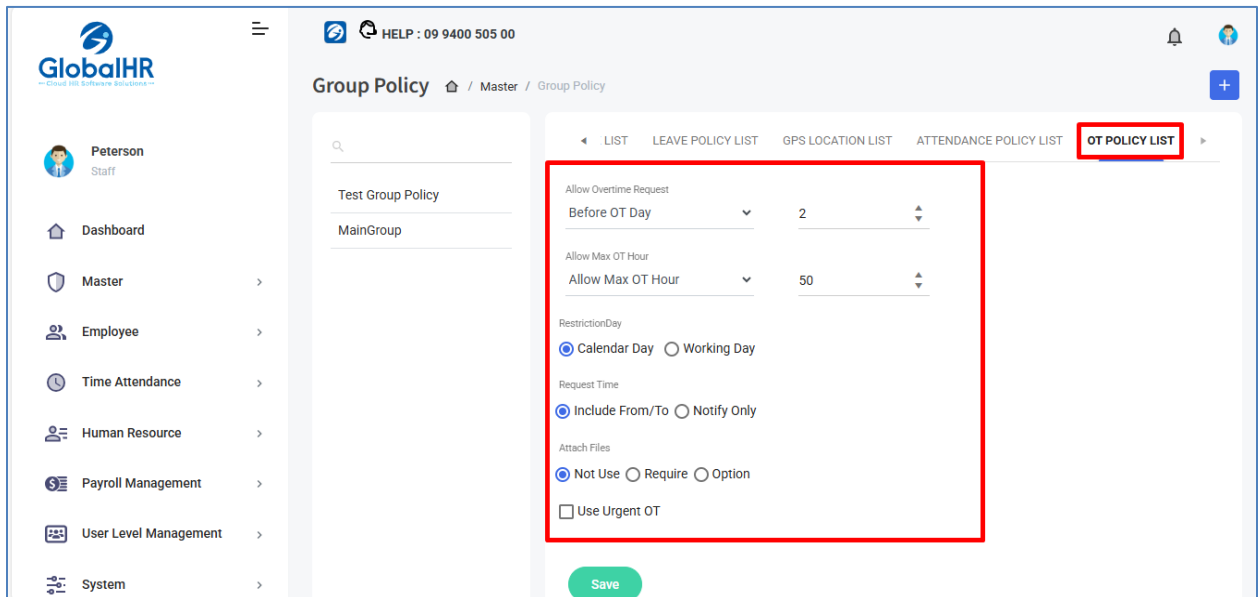
This feature is available under Group Policy settings.

### Key Features:

- Restrict or allow overtime request hours.
- Set maximum overtime hour limits per employee.
- Add an Urgent OT condition for special cases.

### Steps:

1. Access the Tab
  - Go to Group Policy.
  - Click on the OT Policy List tab.
2. Configure Overtime Request Restrictions (optional)
  - Allow Overtime Request: Choose when employees can submit OT requests:
    - Before Attendance Day
    - After Attendance Day
    - Before & After Attendance Day
    - Between Attendance Day
    - During Attendance Day
    - No Restrictions
  - Allow Max OT Hour: Enable this option and set the maximum number of OT hours allowed per employee.
  - Restriction Day: Select whether restrictions apply on:
    - Calendar Day (Including Off day/ Holiday)
    - Working Day (Not including Off day/ Holiday)
  - Request Time: Choose how requests are handled:
    - Include From/To
    - Notify Only
  - Attach Files: Configure attachment requirements:
    - Not Use
    - Require
    - Option
  - Urgent OT: Tick this option to allow employees to mark requests as urgent.
3. Save the Policy
  - Click Save to apply the overtime request settings to the selected group policy.



GlobalHR Cloud HR Software Solutions

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Group Policy / Master / Group Policy

OT POLICY LIST

Allow Overtime Request

Before OT Day 2

Allow Max OT Hour

Allow Max OT Hour 50

RestrictionDay

☒ Calendar Day ☐ Working Day

Request Time

☒ Include From/To ☐ Notify Only

Attach Files

☒ Not Use ☐ Require ☐ Option

☐ Use Urgent OT

Save

#### Additional Notes:

- Contact Global HR & Cloud Service Team for assistance with configuring OT policies or if you have any questions about the OT Policy List.

## Feature: User Level Management

#### Purpose:

- Define and control user access to system features and employee data based on roles and responsibilities.

#### Key Features:

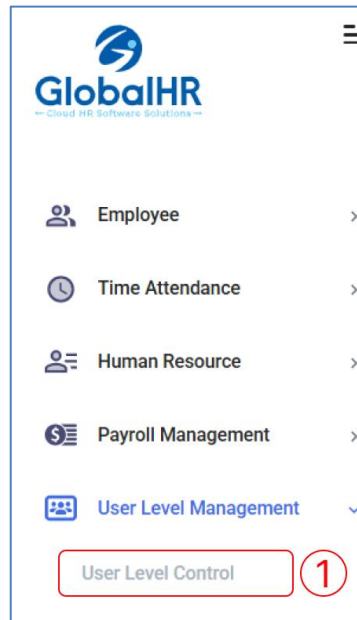
- Forms:
  - User Level Management
  - User Level Control
  - User Employee Access
- Access Permission Enhancements:
  - Menu List: Grant access to specific menus for each user level.
  - User Level Permission: Control which user levels can be seen and managed by other user levels.
- Employee List Access:
  - Permission Type options: By Employee, By Department, By Company.

- Automatic employee attachment for By Department and By Company.
- User Level Creation:
  - HR User Levels require +Add User Level Control for Employee List access.
  - Administrator Levels have direct access to Permission Types.

How to Create a New User Level:

1. User Level Control:

- Go to “User Level Managment” in the left menu panel
- Click “User Level Control”



2. Create User Level:

- Create a new user level with “name” and “description”.
- “Assign permissions” (Login, Menu List).
- “Save”.





### 3. Access Permissions:

- Grant “menu” access (Request, Approve).
- “Add user level control” for HR User Level (if applicable).
- “Update”.

HELP : 09 9400 505 00

User Level Control / User Level Management / User Level Control

Administrator

Staff

Approver\_Level **Access Permission**

HR\_Level

Manager\_Level

Enter Current Admin Password

Password is required

**Access Permission**

Menu List

- Application Main Menu
  - Master
    - Company Profile
    - Department
    - Grade
    - Designation
    - Team Setup
    - Label Setup
    - Job Code Setup
    - Leave Type
    - Shift Policy
    - Keyword
    - Public Holiday
    - Group Policy

User Level Permission

+ Add User Level Control

Search...

Update

3

### 4. User Employee Access:

- Go to “User Level Management” in the left menu panel
- Click “User Employee Access”

GlobalHR

Employee

Time Attendance

Human Resource

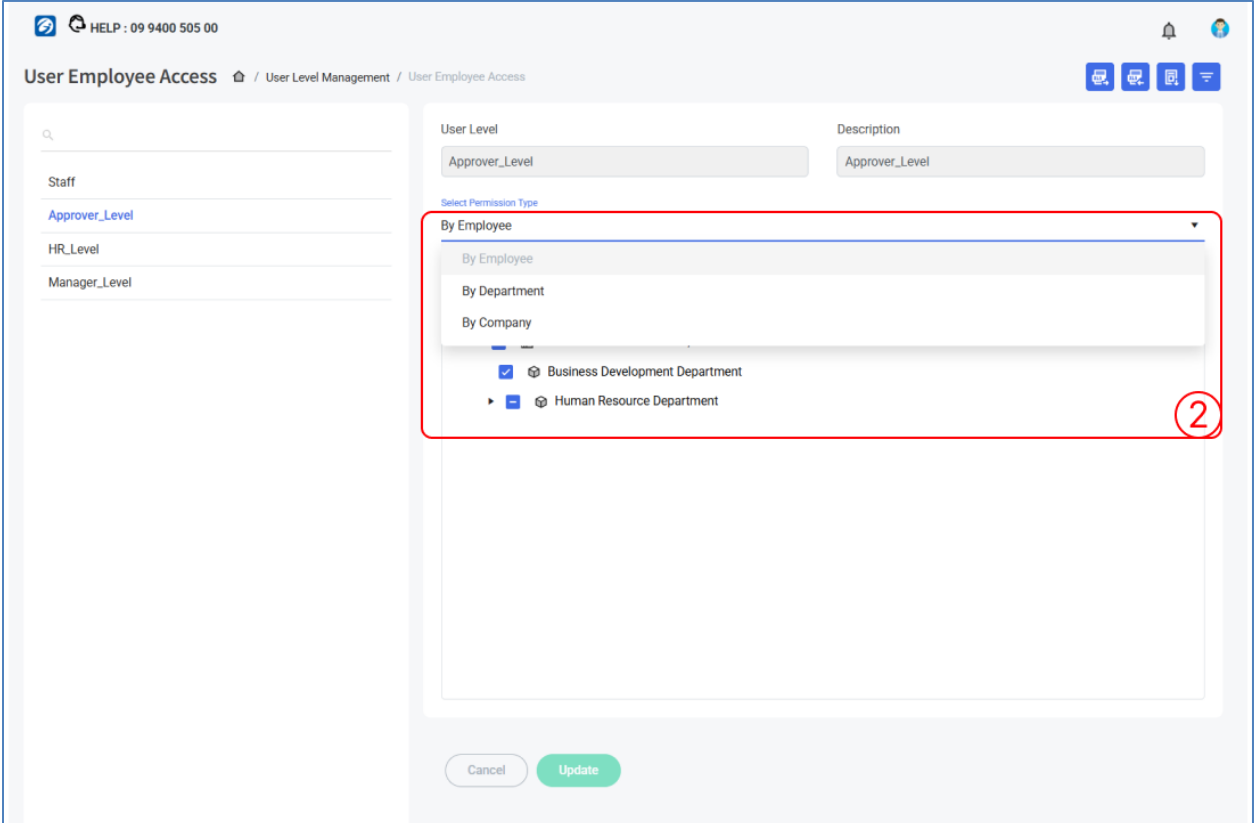
Payroll Management

User Level Management

User Level Control

User Employee Access 1

- Select “Permission Type” (By Employee, By Department, By Company).
- Choose “employees” or “departments” or “companies”.
- “Update”.



### Special Tips:

- Use User Employee Access to control employee visibility in forms.
- Administrator Level must assign Employee List permission for all HR levels.

### Common Questions:

- Q: Will new employees be attached to Approver Groups?
- A: Yes, for relevant Attendance Requests.
- Q: Will Approvers see new employees in other forms?
- A: Not unless attached in User Employee Access.
- Q: Does Administrator Level assign Employee List permission to all HR levels?
- A: Yes, for all HR levels to have access.

## Feature: Approver

### Purpose:

- To designate individuals within the organization who are responsible for reviewing and approving employee requests, such as attendance requests, leave requests, and overtime requests.
- To streamline the request approval process and ensure compliance with company policies.

### Key Points:

- Two assignment settings: Normal Level (direct assignment) and Multi-Level (approval groups)
- Final Approver designation for ultimate approval authority
- Delegated Transactions for temporary approval assignments
- Employee Group Transactions for managing approver changes within groups
- Filter and Export options for data management
- Import functionality to assign approvers from Excel

### Sections:

#### 1. Setting Up Approvers:

- Normal Level:
  - Navigate to “System” > “Approver Setting” > “Normal Level for Approver Assign”.
  - Select desired options (e.g., final approval, edit permission).
  - Choose employees and assign their approvers.
  - Click “Publish”.
- Multi Level:
  - Navigate to “System” > “Approver Setting” > “Multi Level for Approver Assign”.
  - Select desired options (e.g., update permission, skip for the same approver).
  - Create Approver “Groups” with names and policies.
  - Add approvers to each group level.
  - Assign employees to relevant Approver Groups.

## Section: Normal Level Approver

### Purpose:

- Directly assign approvers to individual employees for efficient approval processes.
- Grant approvers final approval authority or the ability to edit requests as needed.

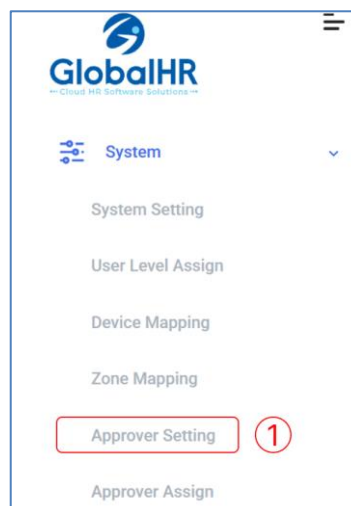
### Key Points:

- Direct assignment of approvers to employees
- Options for final approval and request editing
- Skipping approval when the requester is also the approver
- Designation of final approvers

### How to Use Normal Level Approver:

#### 1. Setting Up Normal Level Approvers:

1. Navigate to “System” > “Approver Setting” > “Normal Level for Approver Assign”.



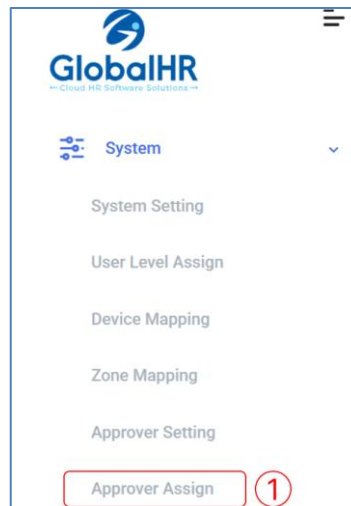
#### 2. Select desired options:

- Approver is finally approved Attendance/Overtime Request
- Approver is finally approved Leave Request
- Approver has permission to edit Attendance/Overtime Requests
- Approver has permission to edit Leave Request
- Skip Approve If Requester is Same with Approver

3. Click Check on any options that you want.

## 2. Assigning Approvers to Employees:

1. Go to “System” > “Approver Assign”.



2. Choose employees using “Organization structure”  or “Filter by Employee”



3. Click Search.

4. Click “Edit”  under the “Action” Column.

5. Select the Approver(s) for the employee.

6. Click “Publish”.

HELP : 09 9400 505 00

Approvers Assign

System / Approvers Assign

Search

Reset Default

Employee Name	Approvers List
No records available.	

15

items per page

Filters

View By

Department

Other

Preview

Organization Structure

- ☒ Global TA&HR Solution Co
  - ☒ Global TA&HR Solution Co
    - ☒ Admin
    - ☒ Department\_KMT
  - ☒ EEP Company
    - ☒ HR Department\_EEP
  - ☒ Cluster LLO
    - ☒ Company LLO
  - ☒ Cluster\_Eimon
    - ☒ Company\_Eimon

GlobalHR

Payroll Management

User Level Management

System

System Setting

User Level Assign

Device Mapping

Zone Mapping

Approvers Setting

Approvers Assign

Report

Searching Employee

Enroll Number

Employee Code

Employee Name

<input type="checkbox"/>	1001	EEP_0001	EEP_Test01
<input type="checkbox"/>	1002	EEP_0002	EEP_Staff1
<input type="checkbox"/>	1003	EEP_0003	EEP_Staff2
<input type="checkbox"/>	1004	EEP_0004	EEP_Supervisor
<input type="checkbox"/>	1005	EEP_0005	EEP_Manager
<input type="checkbox"/>	10001	Emp_001	Mg Mg

40

items per page

Total Employee Count

14

Cancel

Select

51

HELP : 09 9400 505 00

Approvers Assign / System / Approvers Assign

Search Reset Default Publish

Employee Name Approver List Action

No records available.

15 items per page 0 - 0 of 0 items

HELP : 09 9400 505 00

Approvers Assign / System / Approvers Assign

Search Reset Default Publish

Employee Name Approver List Action

Mg Mg		...
Ma Ma		Edit
Ko Ko		Delete

15 items per page 1 - 3 of 3 items



**Searching Approver**

<input type="checkbox"/>	Enroll Number	Employee Code	Employee Name
<input type="checkbox"/>	1001	EEP_0001	EEP_Test01
<input type="checkbox"/>	1002	EEP_0002	EEP_Staff1
<input type="checkbox"/>	1003	EEP_0003	EEP_Staff2
<input type="checkbox"/>	1004	EEP_0004	EEP_Supervisor
<input type="checkbox"/>	1005	EEP_0005	EEP_Manager
<input type="checkbox"/>	10001	Emp_001	Mg Mg
<input type="checkbox"/>	10002	Emp_002	Ma Ma
<input type="checkbox"/>	10003	Emp_003	Ko Ko
<input type="checkbox"/>	10004	Emp_004	Ma Ma
<input type="checkbox"/>	10005	Emp_005	Ko Ko
<input type="checkbox"/>	10006	Emp_006	Ma Ma
<input type="checkbox"/>	10007	Emp_007	Ko Ko
<input type="checkbox"/>	10008	Emp_008	Ma Ma
<input type="checkbox"/>	10009	Emp_009	Ko Ko
<input type="checkbox"/>	10010	Emp_010	Ma Ma

40 items per page 1 - 14 of 14 items

Total Employee Count **14**

Cancel Select


**Approver Assign** / System / Approver Assign

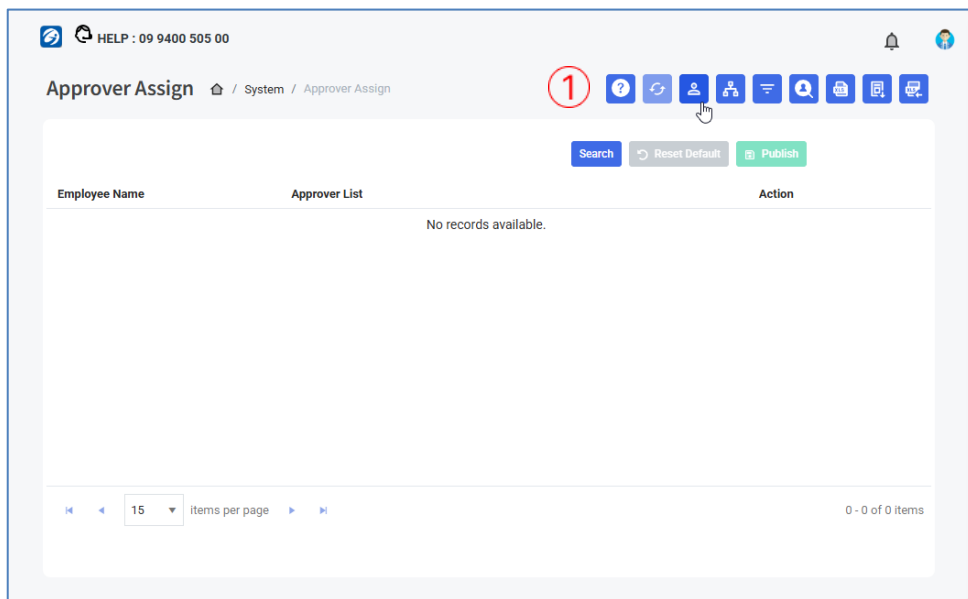
Search Reset Default Publish

Employee Name	Approver List	Action
Mg Mg	Ko Ko	
Ma Ma		
Ko Ko		

15 items per page 1 - 3 of 3 items

### 3. Creating Final Approvers (Optional):

1. In “Approver Assign” Page, click “the Final Approver icon” .
2. Click “+ Add Final Approver”.
3. Select “Approver Name”.
4. Check on “Attendance”/ “Leave”/ “OT”/ “DutySwap”/ “Claim”/ “Resign”/ “Payment” as needed.
5. Click “Select”.
6. Click “OK” for Save Successful Box.



HELP : 09 9400 505 00

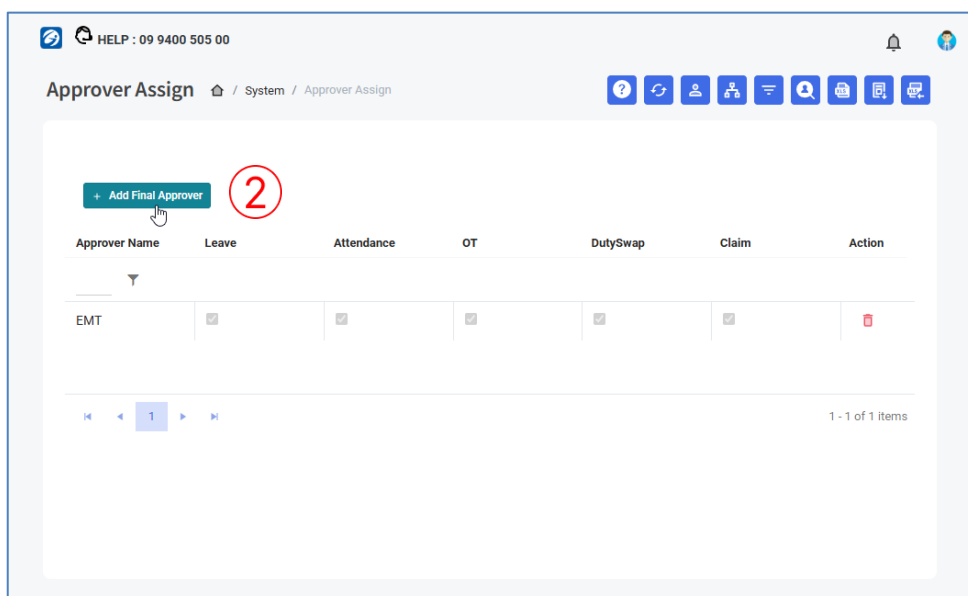
Approver Assign / System / Approver Assign

1

Search Reset Default Publish

Employee Name	Approver List	Action
No records available.		


15 Items per page 0 - 0 of 0 items



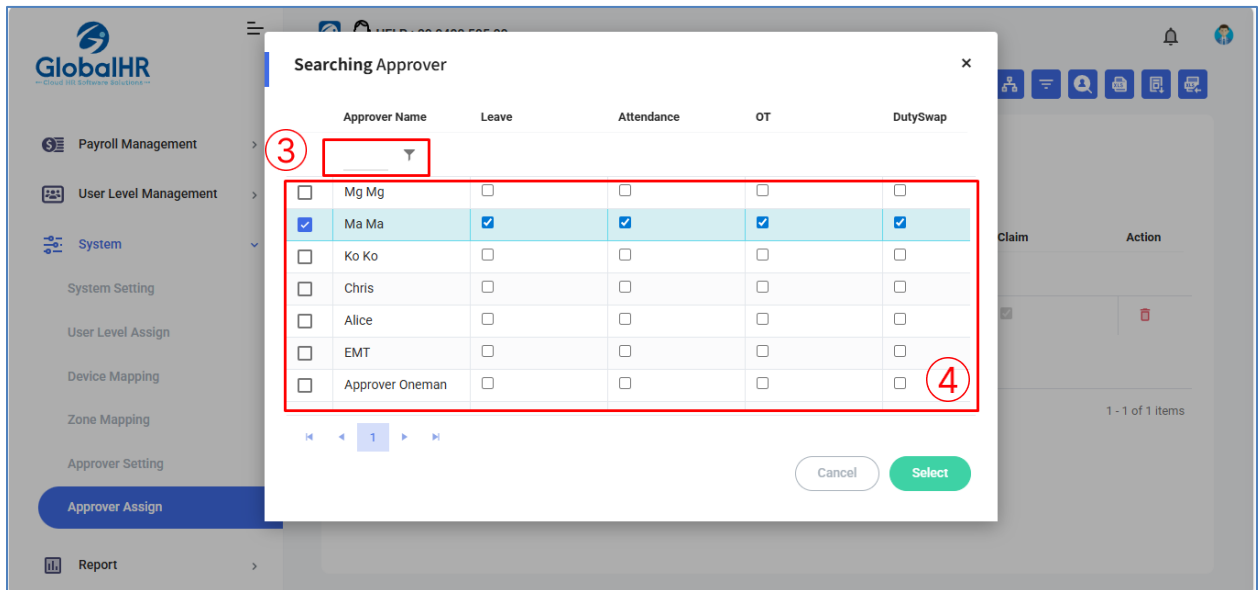
HELP : 09 9400 505 00

Approver Assign / System / Approver Assign

+ Add Final Approver 2

Approver Name	Leave	Attendance	OT	DutySwap	Claim	Action
EMT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

1 1 - 1 of 1 items



#### Additional Notes:

- Ensure User Levels are set appropriately for approvers to access necessary menus and functions.
- Refer to User Level Control documentation for guidance:  
<https://www.globalhr.com.mm/support/userlevelcontrol/>

#### Section: Multi-Level Approver

##### Purpose:

- Establish a chain of approvers with varying levels of responsibility for structured approval processes.
- Create Approver Groups for efficient assignment of approvers to employees.

##### Key Points:

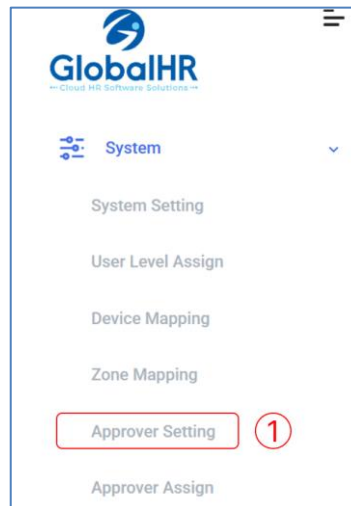
- Approver Groups with multiple levels and policies
- Final Approver designation
- Delegated Transactions for temporary approval assignments
- Employee Group Transactions for managing approver changes within groups
- Filtering and exporting options for data management

- Import functionality for assigning Approver Groups from Excel

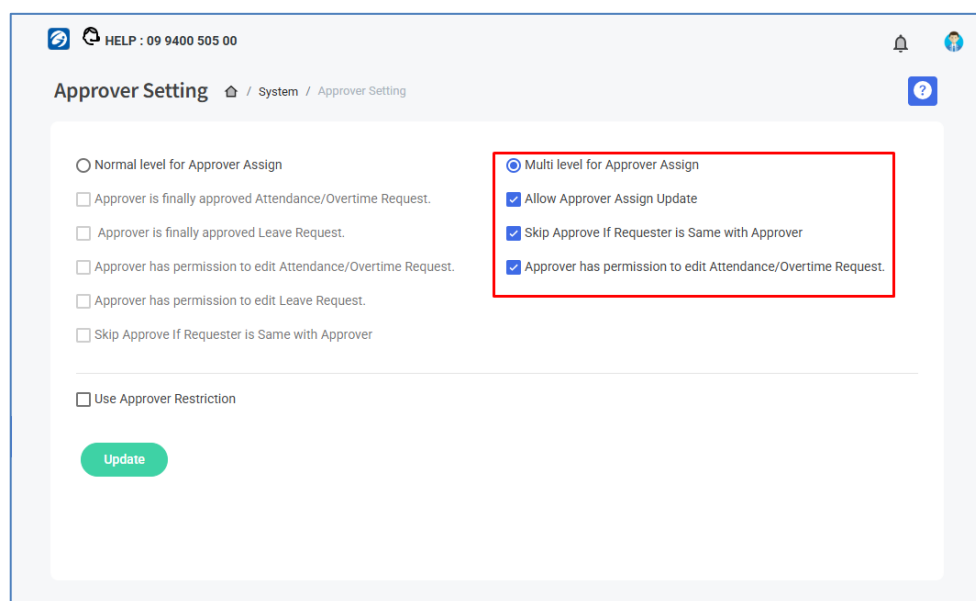
How to Use Multi-Level Approver:

## 1. Setting Up Multi-Level Approvers:

1. Navigate to “System” > “Approver Setting” > “Multi Level for Approver Assign”.

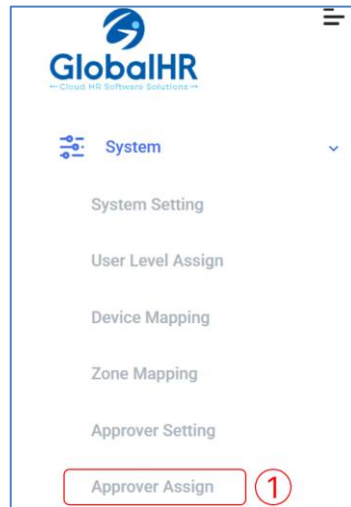



2. Select desired options:
  - Allow Approver Assign Update
  - Skip Approve If Requester is Same with Approver
  - Approver has permission to edit Attendance/Overtime Requests
3. Click Check on the any options that you want.

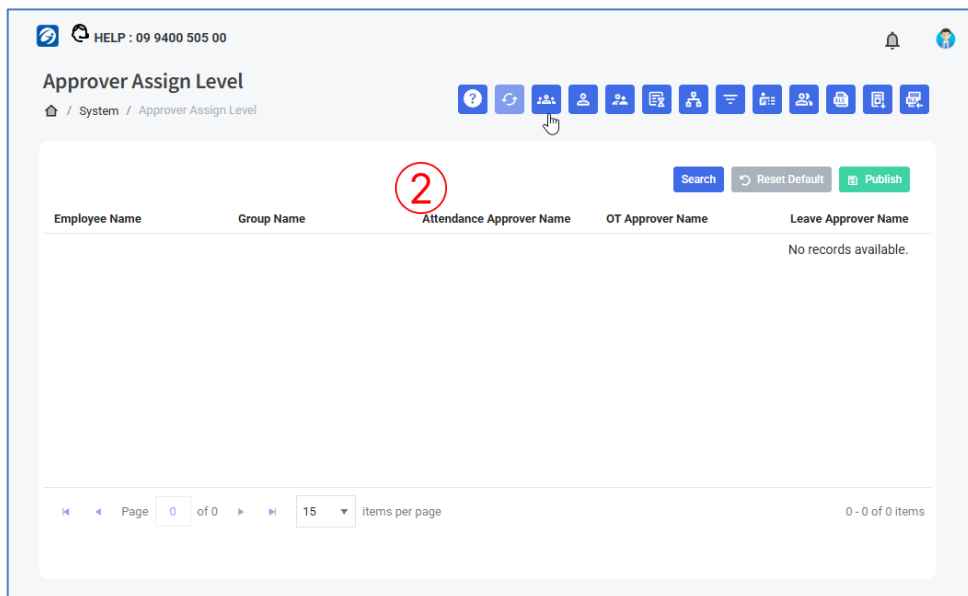


## 2. Creating Approver Groups:

1. Go to "System" > "Approver Assign".



2. Click "Group" Setup .
3. Click "+ Add Group" and provide a Group Name.
4. Click "+ Add Policy" and provide a Policy Name and check on the box to use the Policy.
5. Click "Add Approver" to add approvers for each level.
6. Click "+ Add New Level" to create additional levels as needed.
7. Click "Save".



HELP : 09 9400 505 00

**Approver Assign Level** / System / Approver Assign Level

Group Name:  ☐ Employee Not Use Group

**3** [Preview](#) [+ Add Group](#)

[EXPORT TO EXCEL](#)

Group Name	Action
+ Admin Group	<a href="#">✕</a> <a href="#">✕</a>

Page 1 of 1 15 items per page 1 - 1 of 1 items

HELP : 09 9400 505 00

**Approver Assign Level** / System / Approver Assign Level

**Add New Group**

Group Name :  [+ Add Policy](#)

HELP : 09 9400 505 00

## Approver Assign Level

System / Approver Assign Level

**Add New Group**

Group Name :  
QA Group

+ Add Policy

4

HELP : 09 9400 505 00

## Add Policy For QA Group


Policy Name :  
QA Policy

+ Add New Level

Level: 1

☒ Leave  
☒ WithoutPayLeave  
☒ Casual Leave  
☒ Annual Leave  
☒ Medical Leave  
☐ OT  
☐ Attendance  
☐ DutySwap  
☐ Claim  
☐ Payment  
☐ Resign

Cancel Save


HELP : 09 9400 505 00
🔔
👤

### Add Policy For QA Group


Policy Name : QA Policy + Add New Level

Level: 1

☒ Leave
 ☒ WithoutPayLeave
 ☒ Casual Leave
 ☒ Annual Leave
 ☒ Medical Leave
 ☐ OT
 ☐ Attendance
 ☐ DutySwap
 ☐ Claim
 ☐ Payment
 ☐ Resign

5
🔍

Cancel
Save


HELP : 09 9400 505 00
🔔
👤

### Add Policy For QA Group

Policy Name : QA Policy + Add New Level

Level: 1 Ma Ma

☒ Leave
 ☒ WithoutPayLeave
 ☒ Casual Leave
 ☒ Annual Leave
 ☒ Medical Leave
 ☐ OT
 ☐ Attendance
 ☐ DutySwap
 ☐ Claim
 ☐ Payment
 ☐ Resign

6
🔍

Cancel
Save



HELP : 09 9400 505 00

### Add Policy For QA Group




Policy Name : QA Policy + Add New Level

▼ ☒ Leave Level: 1 Ma Ma 👤  
☒ WithoutPayLeave 🗑️  
☒ Casual Leave  
☒ Annual Leave Level: 2 Ko Ko 👤  
☒ Medical Leave 🗑️

☐ OT  
☐ Attendance  
☐ DutySwap  
☐ Claim  
☐ Payment  
☐ Resign

Cancel Save 7

### 3. Assigning Approver Groups to Employees:

1. Use “Organization Tree” , “Filter by Employee”  to select employees and then click Search.
2. Click “Down Arrow icon”  and then click “Add Group” in the Group Name column
3. Select the Approver Group for the employee.
4. Click “Publish”.

HELP : 09 9400 505 00

### Approver Assign Level

System / Approver Assign Level

🔍 🔄 👤 👤 👤 📄 👤 🔍 📄 👤 📄 👤 📄 👤 📄

1 Search Reset Default Publish

Employee Name	Group Name	Attendance Approver Name	OT Approver Name	Leave Approver Name
No records available.				

Page 0 of 0 15 Items per page 0 - 0 of 0 items

HELP : 09 9400 505 00

Approvers Assign Level / System / Approvers Assign Level

Search Reset Default Publish

Employee Name	Group Name	Attendance Approver Name	OT Approver Name	Leave Approver Name	Claim Approver Name
Mg Mg GHR-00013	2				
Ma Ma GHR-00011					
HR GHR-00009					
Chris GHR-00015					
Alice GHR-00014					
EMT GHR-00016					
Peterson GHR-00001					

Page 1 of 1 10 Items per page 1 - 14 of 14 items

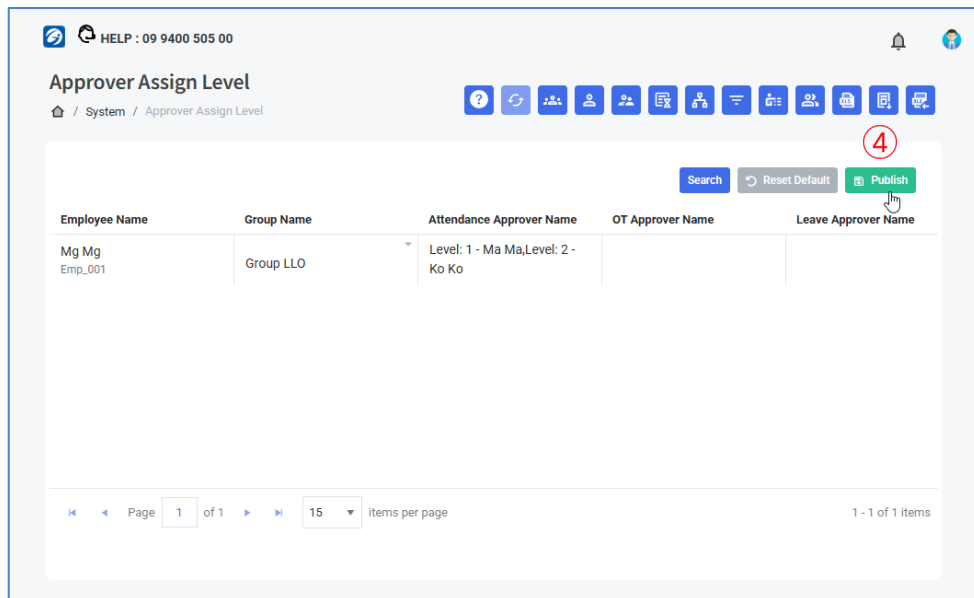
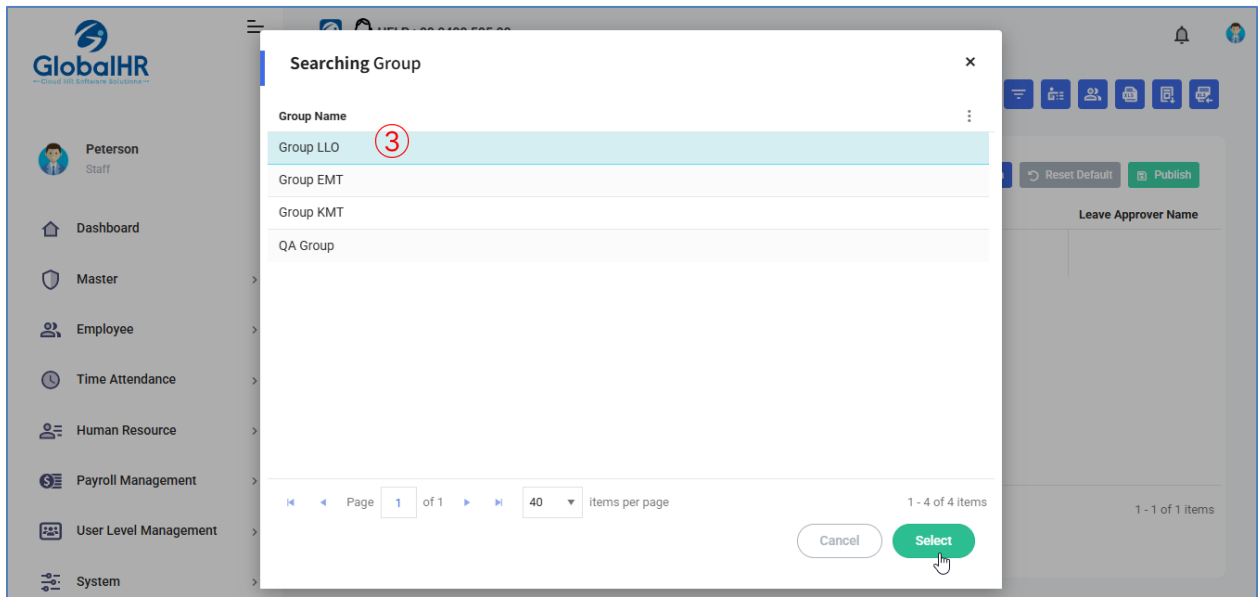
HELP : 09 9400 505 00

Approvers Assign Level / System / Approvers Assign Level




Search Reset Default Publish

Employee Name	Group Name	Attendance Approver Name	OT Approver Name	Leave Approver Name	Claim Approver Name
Mg Mg GHR-00013	2				
Ma Ma GHR-00011					
HR GHR-00009					
Chris GHR-00015					
Alice GHR-00014					
EMT GHR-00016					
Peterson GHR-00001					

Page 1 of 1 10 Items per page 1 - 14 of 14 items



#### 4. Additional Information:

- Final Approver: Specify a final approver for each Approver Group.
- Delegated Transactions: Manage temporary approval assignments.
- Employee Group Transactions: Manage approver changes within groups.
- Filter & Export: Use options to find specific approvers, groups, and export  data to Excel.
- Import: Use “Download Template”  and Import icons to assign Approver Groups from Excel .

## Section: Auto Approve

### Purpose:




The Approver Setting feature allows you to configure an automatic approval or rejection process for various requests (such as Attendance, OverTime, and Leave). This ensures that requests are resolved in a timely manner, even if an assigned approver forgets to take manual action. The system will automatically process the request after a predefined waiting period has passed.

### Key Points:

- **Automatic Action:** The system can be configured to automatically approve or reject a request if the approver has forgotten to act within a specific timeframe.
- **Flexible Day Counting:** The waiting period or restricted day count can be defined by either **Calendar Days** (including weekends and holidays) or **Working Days** (excluding weekends and holidays), giving you control over the deadline.
- **Date Calculation:** The day count for the waiting period begins from the day *after* the request is submitted.
- **Request Types:** This feature supports auto-approval or rejection for different types of requests, including **Attendance**, **OverTime**, and **Leave**.

### Step-by-Step Instructions:

1. **Open Approver Setting:** From the main navigation, go to **System** and select **Approver Setting**.
2. **Enable Approver Restriction:** Check the box next to **Use Approver Restriction**.


HELP : 09 9400 505 00



☐ Normal level for Approver Assign
☒ Multi level for Approver Assign

☐ Approver is finally approved Attendance/Overtime Request.
☐ Allow Approver Assign Update

☐ Approver is finally approved Leave Request.
☐ Skip Approve If Requester is Same with Approver

☐ Approver has permission to edit Attendance/Overtime Request.
☐ Approver has permission to edit Attendance/Overtime Request.

☐ Approver has permission to edit Leave Request.

☐ Skip Approve If Requester is Same with Approver





☒ Use Approver Restriction

<input type="checkbox"/> Attendance	Days(minimum 1 day) 1	Status Auto Approve
<input type="checkbox"/> OverTime	Days(minimum 1 day) 1	Status Auto Approve
<input type="checkbox"/> Leave	Days(minimum 1 day) 1	Status Auto Approve

☐ Calendar Day
☒ Working Day

Update

- Configure Each Request Type:** For each category (**Attendance**, **OverTime**, **Leave**), specify the settings:
  - Days:** Enter the number of days for the waiting period. The minimum value is 1.
  - Status:** Select the desired automatic action from the dropdown menu (**Auto Approve** or **Auto Reject**).



HELP : 09 9400 505 00



☐ Normal level for Approver Assign
☒ Multi level for Approver Assign

☐ Approver is finally approved Attendance/Overtime Request.
☐ Allow Approver Assign Update

☐ Approver is finally approved Leave Request.
☐ Skip Approve If Requester is Same with Approver

☐ Approver has permission to edit Attendance/Overtime Request.
☐ Approver has permission to edit Attendance/Overtime Request.

☐ Approver has permission to edit Leave Request.
☐ Approver has permission to edit Leave Request.

☐ Skip Approve If Requester is Same with Approver

☒ Use Approver Restriction

	Days(minimum 1 day)	Status
<input checked="" type="checkbox"/> Attendance	1	Auto Approve
<input checked="" type="checkbox"/> OverTime	1	Auto Reject
<input checked="" type="checkbox"/> Leave	1	Auto Approve

☐ Calendar Day
☒ Working Day

Update

- Select Day Type:** Choose between **Calendar Day** or **Working Day** to define how the waiting period is counted.
- Save Changes:** Click the **Update** button to save your settings.

#### Additional Notes:


- Calendar Day:** The system counts every day in the waiting period, including weekends and public holidays.
- Working Day:** The system will only count weekdays that are not defined as holidays in your company's settings.
- This feature ensures that the workflow for requests does not get stuck due to an approver's oversight, with the flexibility to account for different work schedules.

## Feature: Employee Setup


Purpose:

- Create and maintain accurate employee profiles within the system.
- Define essential personal, work-related, and access information.
- Ensure accurate workforce data for attendance, payroll, and other HR functions.

#### Key Points:

- Multiple Tab Menus: Organize employee information into categories for easy access and management.
- Flexible Data Entry: Add new employees manually or import multiple profiles using Excel templates .
- Comprehensive Information Coverage: Capture a wide range of employee details, including:
  - Personal information
  - Login credentials
  - User levels
  - Organizational structure
  - Attendance settings
  - Team
  - Approvers
  - Social security and tax registration numbers
  - Marital status and education
  - Bank information
  - Custom fields
  - Fingerprint scanner selection (if applicable)
  - Work location mapping (if applicable)
  - Household dependents (if applicable)
  - Check-in/out methods and photo capture settings

#### Essential Steps:

1. Complete Organizational Master Setup: Ensure company structure is in place before adding employees.
2. Add New Employees:
  - Navigate to “Employee” > “Employee Setup”
  - Manual Entry: Click "Add New"  button and enter the required information.

Peterson  
Staff

- Dashboard
- Master
- Employee
  - Employee Setup
  - Opening Leave Balance
  - Employee Policy
  - Employee Resignation
  - Custom Field Setup

HELP : 09 9400 505 00

Employee Information

Enroll Number: 10010, Employee Code: GHR-00004

Title, Name, Myanmar Name, Gender (Male/Female), Date of Birth: 16 Jul 2025, Father Name, NRC No., Nationality, Card ID, Phone

SELECT FILES...

Drop files here to upload

Peterson  
Staff

- Dashboard
- Master
- Employee
  - Employee Setup
  - Opening Leave Balance
  - Employee Policy
  - Employee Resignation
  - Custom Field Setup

HELP : 09 9400 505 00

Employee Information

Enroll Number: 10010, Employee Code: GHR-00004

Title, Name, Myanmar Name, Gender (Male/Female), Date of Birth: 16 Jul 2025, Father Name, NRC No., Nationality, Card ID, Phone, Office Phone, Email, Viber

SELECT FILES...

Drop files here to upload



**Peterson**  
Staff

- Dashboard
- Master
- Employee
- Employee Setup**
  - Opening Leave Balance
  - Employee Policy
  - Employee Resignation
  - Custom Field Setup

HELP : 09 9400 505 00

Office Phone Email Viber

Facebook Telegram Line

Login Password \*

User Level  
Staff

Address

Employment Type  
Permanent

Contact Address

Employee Status  
☐ Inactive Employee 
 ☐ Inactive Card 
 ☐ Probation Alert

Save

**Peterson**  
Staff

- Dashboard
- Master
- Employee
- Employee Setup**
  - Opening Leave Balance
  - Employee Policy
  - Employee Resignation
  - Custom Field Setup

HELP : 09 9400 505 00

SELECT FILES... Drop files here to upload

< BASIC **ORGANIZATIONAL** ATTENDANCE TEAM APPROVER ASSIGN ADDITIONAL FINGERPRINTS INFO ZONE MAPPING >

Company  
Global TA&HR Solution Co.,Ltd.

Department  
Admin

Designation  
A

Grade  
N/A

Save

**Peterson**  
Staff

- Dashboard
- Master
- Employee
  - Employee Setup**
  - Opening Leave Balance
  - Employee Policy
  - Employee Resignation
  - Custom Field Setup

HELP : 09 9400 505 00

SELECT FILES... Drop files here to upload

- BASIC
- ORGANIZATIONAL
- ATTENDANCE**
- TEAM
- APPROVER ASSIGN
- ADDITIONAL
- FINGERPRINTS INFO
- ZONE MAPPING
- DE

Shift	Monday	Tuesday
MainShift	MainShift	MainShift
Wednesday	Thursday	Friday
MainShift	MainShift	MainShift
Saturday	Sunday	
Off Day	Off Day	
Group Policy	DOE	
MainGroup	2025 Jul 16	
Probation	Permanent	
<input checked="" type="radio"/> By Month <input type="radio"/> By Days	0	2025 Jul 16

**Peterson**  
Staff

- Dashboard
- Master
- Employee
  - Employee Setup**
  - Opening Leave Balance
  - Employee Policy
  - Employee Resignation
  - Custom Field Setup

HELP : 09 9400 505 00

**Employee Information** / Employee / Employee Information

SELECT FILES... Drop files here to upload

- IDANCE
- TEAM**
- APPROVER ASSIGN
- ADDITIONAL
- FINGERPRINTS INFO
- ZONE MAPPING
- DEPENDENTS
- CHECK IN/OUT SETUP

+ Add Team

Save

Peterson  
Staff

- Dashboard
- Master
- Employee
  - Employee Setup**
    - Opening Leave Balance
    - Employee Policy
    - Employee Resignation
    - Custom Field Setup

HELP : 09 9400 505 00

**SELECT FILES...** Drop files here to upload

BASIC ORGANIZATIONAL ATTENDANCE TEAM **APPROVER ASSIGN** ADDITIONAL FINGERPRINTS INFO ZONE MAPPING DE

Approver Group

- ☐ Allow Approving Leave
- ☐ Allow Approving Attendance
- ☐ Allow Approving OverTime
- ☐ Allow Approving DutySwap
- ☐ Allow Approving Claim
- ☐ Allow Approving Profile
- ☐ Allow Approving Resign

**+ Add User Level Control**

Requester_LLO	⊖
Approver_LLO_Lv1	⊖
Approver_LLO_Lv2	⊖
Approver_EMT1	⊖
Approver_EMT2	⊖

Peterson  
Staff

- Dashboard
- Master
- Employee
  - Employee Setup**
    - Opening Leave Balance
    - Employee Policy
    - Employee Resignation
    - Custom Field Setup

HELP : 09 9400 505 00

BASIC ORGANIZATIONAL ATTENDANCE TEAM APPROVER ASSIGN **ADDITIONAL** FINGERPRINTS INFO ZONE MAPPING DE

SSB\_Registration\_No TaxNo Marital Status

Highest Education

Specialization

Other Specialization

**Bank Information**

Bank Name	Account Name	Account Number	Status	Action
No records available.				

**+ Add Bank**

**Scan QR Code**

**SELECT FILES...**  
Drop files here to upload

**Peterson**  
Staff

Dashboard

Master

Employee

**Employee Setup**

Opening Leave Balance

Employee Policy

Employee Resignation

Custom Field Setup

HELP : 09 9400 505 00

**SELECT FILES...** Drop files here to upload

[BASIC](#)
[ORGANIZATIONAL](#)
[ATTENDANCE](#)
[TEAM](#)
[APPROVER ASSIGN](#)
[ADDITIONAL](#)
[FINGERPRINTS INFO](#)
[ZONE MAPPING](#)
[DE](#)

FingerPrint Password	Privilege	FingerPrint Count
		0

☐ **FingerPrint Devices**

No records available.

[◀](#)
[▶](#)
Page 0 of 0
15 items per page
0 - 0 of 0 items

**Peterson**  
Staff

Dashboard

Master

Employee

**Employee Setup**

Opening Leave Balance

Employee Policy

Employee Resignation

Custom Field Setup

HELP : 09 9400 505 00

**SELECT FILES...** Drop files here to upload

[BASIC](#)
[ORGANIZATIONAL](#)
[ATTENDANCE](#)
[TEAM](#)
[APPROVER ASSIGN](#)
[ADDITIONAL](#)
[FINGERPRINTS INFO](#)
[ZONE MAPPING](#)
[DE](#)

☐ **Zone Mapping**

☐ Kamayut

[◀](#)
[▶](#)
Page 1 of 1
15 items per page
1 - 1 of 1 items

**Save**

Peterson  
Staff

- Dashboard
- Master
- Employee
  - Employee Setup**
  - Opening Leave Balance
  - Employee Policy
  - Employee Resignation
  - Custom Field Setup

HELP : 09 9400 505 00

SELECT FILES... Drop files here to upload

- IDANCE
- TEAM
- APPROVER ASSIGN
- ADDITIONAL
- FINGERPRINTS INFO
- ZONE MAPPING
- DEPENDENTS**
- CHECK IN/OUT SETUP

Name	Ge...	DOB	NRC	Relat...	Status	C...	Remark	Action
No records available.								

Save

+ Add Dependent

Peterson  
Staff

- Dashboard
- Master
- Employee
  - Employee Setup**
  - Opening Leave Balance
  - Employee Policy
  - Employee Resignation
  - Custom Field Setup

HELP : 09 9400 505 00

Employee Information

SELECT FILES... Drop files here to upload

- IDANCE
- TEAM
- APPROVER ASSIGN
- ADDITIONAL
- FINGERPRINTS INFO
- ZONE MAPPING
- DEPENDENTS
- CHECK IN/OUT SETUP**

☐ Bluetooth
 ☐ Normal
 ☐ GPS

Save

+ Add

+

+

+

+

+

+

+

**GlobalHR** HELP : 09 9400 505 00

Employee Information / Employee / Employee Information

Peterson Staff

Dashboard

Master

Employee

**Employee Setup**

Opening Leave Balance

Employee Policy

Employee Resignation

Custom Field Setup

SELECT FILES... Drop files here to upload

Bluetooth

☒ Normal

☒ Use OT Check in/out Photo

☒ Use Check in/out Photo

☐ GPS

Save


○ Excel Import:

1. Download the template by clicking the "Download Template"

icon .

2. Fill in the template with employee details.

3. Import data:

- Click the "Import" icon .
- Select the file.
- Click "Validate Data" and then "Import Data."

**GlobalHR** HELP : 09 9400 505 00

Employee Information / Employee / Employee Information

Peterson Staff

Dashboard

Master

Employee

**Employee Setup**

Opening Leave Balance

Employee Policy

Employee Resignation

Custom Field Setup

SELECT FILES... Drop files here to upload

BASIC ORGANIZATIONAL ATTENDANCE TEAM APPROVER ASSIGN ADDITIONAL FINGERPRINTS INFO ZONE MAPPING

Enroll Number 10011 Employee Code GHR-00004

Title Name Myanmar Name Gender ☒ Male ☐ Female

Date of Birth 16 Jul 2025 Father Name NRC No.

Nationality Card ID Phone

GlobalHR  
Cloud HR Software Solutions

- Peterson  
Staff
- Dashboard
- Master
- Employee
  - Employee Setup
  - Opening Leave Balance
  - Employee Policy
  - Employee Resignation
  - Custom Field Setup

HELP : 09 9400 505 00

Employee Information

SELECT FILES... Drop files here to upload

Enroll Number: 10011 Employee Code: GHR-00004

Title Name Myanmar Name Gender: ☒ Male ☐ Female

Date of Birth: 16 Jul 2025 Father Name NRC No.

Nationality Card ID Phone

GlobalHR  
Cloud HR Software Solutions

- Peterson  
Staff
- Dashboard
- Master
- Employee
  - Employee Setup
  - Opening Leave Balance
  - Employee Policy
  - Employee Resignation
  - Custom Field Setup

HELP : 09 9400 505 00

Employee Information

Import From Excel

Browse File

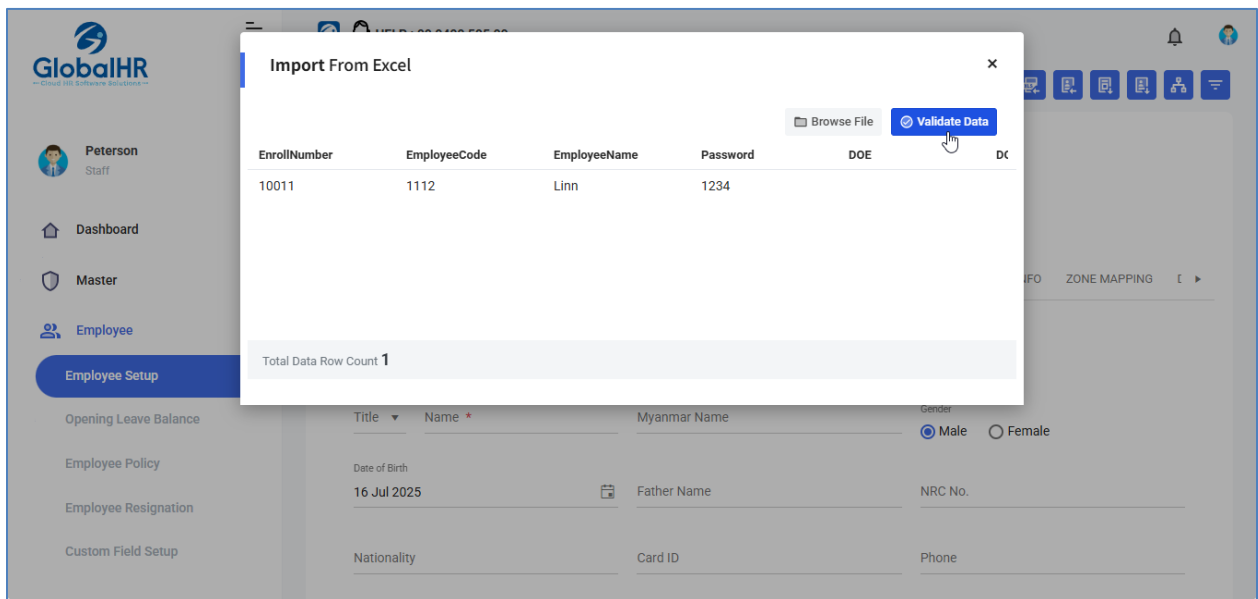
No records available.

Total Data Row Count

Title Name Myanmar Name Gender: ☒ Male ☐ Female

Date of Birth: 16 Jul 2025 Father Name NRC No.

Nationality Card ID Phone




### 3. Complete Additional Setup (if applicable):

- Attendance settings
- Team assignments
- Approver assignments
- Fingerprint information
- Zone mapping
- Dependent information
- Check-in/out methods and photo capture settings


### Key Points:

- Mandatory Fields: Enroll Number, Employee Code, Name, Login Password, User Level, Date of Birth, Date of Employment
- Default User Level: Administrator
- Excel Format: General format (not formula-based)
- Error Handling: Excel import prevents import and displays error codes if errors are found.

### Additional Information:

- Employee Information Form: Contains basic information for attendance functionality.
- Select Files: Limited to profile photos and QR codes (during COVID).
- Organization Tree : View employees by department structure.



- Filter by Employee : Search for employees using various criteria.
- 

## Feature: Employee Resignation



### Purpose:

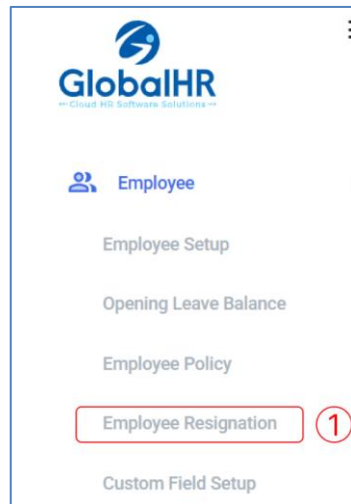
- Process employee departures within the system.
- Record final working dates, resignation reasons, and statuses.
- Maintain accurate workforce data and ensure proper offboarding procedures.

### Key Points:

- Record Resignation:
  - Specify last working date.
  - Select resignation status (create new statuses if needed).
  - Add optional comments for context.
- Cancel Resignation:
  - Reverse resignation for employees who mistakenly resigned or are rejoining.
- View Resigned Employees:
  - Filter to include all resigned employees, inactive employees, or those who resigned within a specific period.
  - Resigned employees are visually marked in red text.

### Resigning an Employee:

1. Navigate to Employee > Employee Resignation.
2. Click the “Search Employee” icon .
3. Select the employee.
4. Tick the checkbox to confirm resignation and enter the resignation date.
5. Select the resignation status (click “Setup” icon  to create new if needed).
6. Add optional comments.
7. Click "Resign" to finalize.




HELP : 09 9400 505 00

**Employee Resignation** / Employee / Employee Resignation

**RESIGN** APPROVE

**EMPLOYEE INFORMATION** ADDITIONAL INFORMATION FINGERPRINT INFORMATION

Enroll Number  Employee Code

Name Designation Group Policy

DOE Email

User Level Department

Company Card ID

**2**

HELP : 09 9400 505 00

Employee Resignation

RESIGN APPROVE

EMPLOYEE INFORMATION

Enroll Number

Name

DOE

User Level

Company

Resign

☐ Resign

Resign Date

year-month-day

☐ Resign Label

Searching Employee

Enroll Number	Employee Code	Employee Name
10001	GHR-00013	Mg Mg
10004	GHR-00015	Chris
10005	GHR-00014	Alice
10007	GHR-00001	Peterson
10008	GHR-00002	Grace
10009	GHR-00003	Thomas
10011	GHR-00012	Mo Mo
10012	GHR-00016	Mike

40

Items per page

1 - 8 of 8 items

Total Employee Count 8

3

Cancel

Select

HELP : 09 9400 505 00

Employee Resignation

RESIGN APPROVE

Mg Mg

Executive HR

Admin Department

EMPLOYEE INFORMATION

ADDITIONAL INFORMATION

FINGERPRINT INFORMATION

Enroll Number

10001

Employee Code

GHR-00013

Name

Mg Mg

Designation

Executive HR

Group Policy

MainGroup Policy

DOE

2025-06-08

Email

Kaunimyatthu@globalta.com.mm

User Level

Staff

Department

Admin Department

Company

Global TA&HR Solution Co.,Ltd.

Card ID

Resign

☐ Resign

☐ Clear Finger Print Data

Resign Date

2025-08-19

Last Working Date

2025-08-18

Status

Select Status

☐ Resign Label

Comment

Remark

Resign

79

HELP : 09 9400 505 00

Employee Resignation

RESIGN APPROVE

**Mg Mg**  
Executive HR  
Admin Department

**EMPLOYEE INFORMATION** ADDITIONAL INFORMATION FINGERPRINT INFORMATION

Enroll Number: 10001 Employee Code: GHR-00013

Name: Mg Mg Designation: Executive HR Group Policy: MainGroup Policy

DOE: 2025-06-08 Email: kaungmyatthu@globalta.com.mm

User Level: Staff Department: Admin Department

Company: Global TA&HR Solution Co.,Ltd. Card ID:

**Resign**

☒ Resign ☒ Clear Finger Print Data

Resign Date: 2025-08-19 Last Working Date: 2025-08-18 Status: Resign

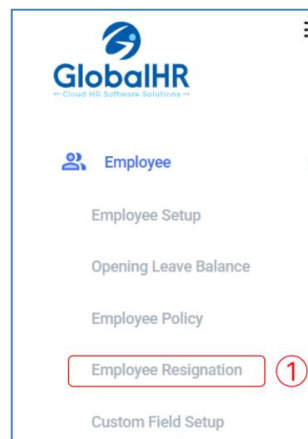
☐ Resign Label

Comment: Remark:

Resign

## Cancelling a Resignation:

1. Navigate to Employee > Employee Resignation.
2. Click the "Search Employee" icon
3. Search for the resigned employee and Select the employee.
4. Click the "Cancel Resign" button.




HELP : 09 9400 505 00

**Employee Resignation** / Employee / Employee Resignation

**RESIGN** **APPROVE**

**EMPLOYEE INFORMATION** **ADDITIONAL INFORMATION** **FINGERPRINT INFORMATION**

Enroll Number  Employee Code

Name Designation Group Policy

DOE Email

User Level Department

Company Card ID

HELP : 09 9400 505 00

**Employee Resignation** / Employee

**RESIGN** **APPROVE**

**EMPLOYEE INFORMATION** **ADDITIONAL INFORMATION** **FINGERPRINT INFORMATION**

Enroll Number Name DOE User Level Company

**Resign**

☐ Resign

Resign Date  
year-month-day

☐ Resign Label

Comment

**Searching Employee**

Enroll Number	Employee Code	Employee Name
10001	GHR-00013	Mg Mg
10004	GHR-00015	Chris
10005	GHR-00014	Alice
10007	GHR-00001	Peterson
10008	GHR-00002	Grace
10009	GHR-00003	Thomas
10011	GHR-00012	Mo Mo
10012	GHR-00016	Mike

40 items per page 1 - 8 of 8 items

Total Employee Count: 8

Cancel Select

HELP : 09 9400 505 00

Employee Resignation

RESIGN APPROVE

**Mike**  
Staff  
Admin Department

**EMPLOYEE INFORMATION** ADDITIONAL INFORMATION FINGERPRINT INFORMATION

Email Number: 10012 Employee Code: GHR-00016

Name: Mike Designation: Staff Group Policy: MainGroup Policy

DOB: 2020-07-26 Email:

User Level: Staff Department: Admin Department

Company: Global TA&HR Solution Co.,Ltd. Card ID:

**Resign**

☒ Resign ☐ Clear Finger Print Data [Rejoin](#)

Resign Date: 2025-08-13 Last Working Date: 2025-08-12 Status: Resign

☐ Resign Label

Comment: Career changed

Remark:

**4**

[Cancel Resign](#) [Update Resign](#)

### Additional Notes:


- Resigned employees are no longer visible in most workforce reports and forms.
- Resigned employee data is retained for historical purposes.
- System access for resigned employees is typically revoked

## Feature: Profile Approve

### Purpose:

- This guide explains how to review and approve or reject employee profile changes requested through the Mobile App, ensuring the accuracy and consistency of employee information in the system.

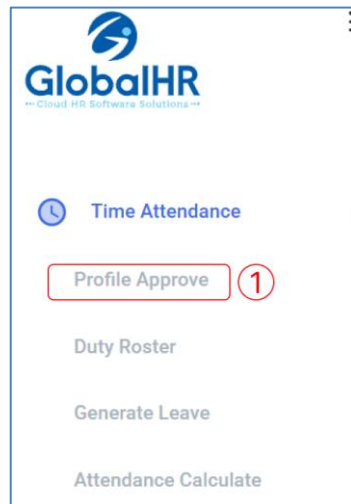
### Key Points:

- Profile Approve enables authorized users to manage employee-initiated profile changes.
- Changes can include phone numbers, addresses, and other relevant information.
- Users can filter profiles by status, employee, and organizational structure  for efficient review.
- Approved changes are incorporated into the system, while rejected changes are not.



### Step-by-Step Instructions:

#### 1. Accessing Profile Approve:

- Log in to Global HR Cloud web software.
- Go to “Time Attendance” in the left menu panel.
- Click “Profile Approve”.



#### 2. Filtering Profiles:

- Select the desired Period for review.
- Choose the “Status” of profiles you want to see (pending, approved, rejected, or All).
- Optionally, “filter by Employee”  or “Organizational Structure”  for a more focused view.

#### 3. Previewing Profiles:

- Click “Preview” to view profiles based on your selected criteria.

#### 4. Managing Profile Changes:

- For each profile:
  - Click Approve to accept the changes and incorporate them into the system.
  - Click Reject to deny the changes and maintain the existing data.
  - Click View Details to examine the specific changes requested, with new data highlighted in green text.

- Dashboard
- Master
- Employee
- Time Attendance
  - Profile Approve**
  - Duty Roster
  - Generate Leave
  - Attendance Calculate
  - Attendance Process
  - Attendance Lock
  - Leave Request
  - Leave Approve

Profile Approve
Time Attendance / Profile Approve

PERSONAL INFORMATION

ADDITIONAL INFORMATION

EDUCATION HISTORY

EXTERNAL

Period

This Month

From Date

2025-08-01

To Date

2025-08-31

Status

Pending

Preview

Action	Enroll Number	Employee Code	Employee Name
<div> <div>⋮</div> <div> <div>Approve</div> <div>Reject</div> <div>View Details</div> </div> </div>	10007	GHR-00001	Peterson

Page 1 of 1

15 items per page

1 - 1 of 1 items

- Employee
- Time Attendance
  - Profile Approve**
  - Duty Roster
  - Generate Leave
  - Attendance Calculate
  - Attendance Process
  - Attendance Lock
  - Leave Request
  - Leave Approve
  - Attendance Request

Profile Approve
Time Attendance / Profile Approve

PERSONAL INFORMATION

**ADDITIONAL INFORMATION**

EDUCATION HISTORY

EXTERNAL

Period

Custom

From Date

2025-07-17

To Date

2025-07-17

Status

All

Preview

Action	Employee Code	Employee Name	Custom Field Name	Old Custom Data
No records found				

Page 0 of 0

15 items per page

0 - 0 of 0 items



Period	From Date	To Date	Status	
Custom	2025-07-17	2025-07-17	All	
Preview				
Action	Employee Code	Employee Name	Custom Field Name	Old Custom Data
<input checked="" type="checkbox"/> <input type="checkbox"/>	Emp_001	Mg Mg	Interest	
Page 1 of 1 15 items per page 1 - 1 of 1 items				

Period	From Date	To Date	Status	
Custom	2025-07-17	2025-07-17	All	
Preview				
Action	Employee Code	Employee Name	Custom Field Name	Old Custom Data
<input checked="" type="checkbox"/> <input type="checkbox"/>	Emp_001	Mg Mg	Interest	
Page 1 of 1 15 items per page 1 - 1 of 1 items				

Preview

Period From Date To Date Status  
Custom 2025-07-17 2025-07-17 All


Action	Employee Code	Employee Name	Degree	Field Of Study	University	GPA
No records available.						

Page 0 of 0 15 items per page

0 - 0 of 0 items

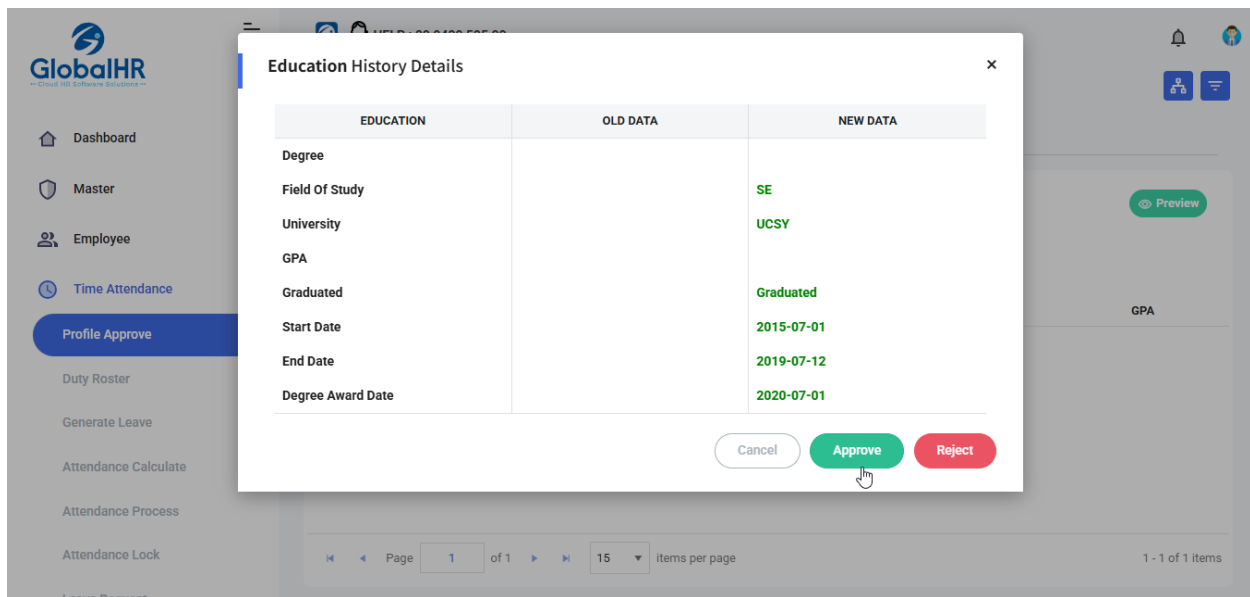
Preview

Period From Date To Date Status  
Custom 2025-07-17 2025-07-17 All

Action	Employee Code	Employee Name	Degree	Field Of Study	University	GPA
	Emp_001	Mg Mg		SE	UCSY	

Page 1 of 1 15 items per page

1 - 1 of 1 items



#### Additional Information:

- Regularly review pending profile changes to ensure timely processing.
- Use filters effectively to manage large numbers of profiles efficiently.
- Carefully review change details before approving or rejecting to maintain data accuracy.

## 3. Module: Time Attendance

### Feature: Shift Policy

#### Purpose:

- Define and manage various work shifts within the organization.
- Set rules and conditions for each shift, such as:
  - Start and end times
  - Break times
  - Overtime rules
  - Late arrival and early departure allowances
  - Half-day absence rules

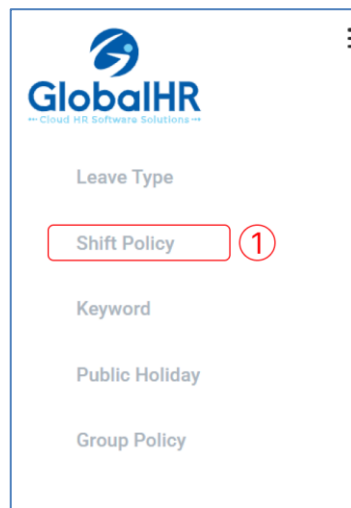
## Key Points:

- Create and manage multiple shift policies.
- Assign shifts to employees in the Duty Roster module.
- Use shift policies in attendance calculations and reports.
- Integrate with the Mobile App for employee check-ins and outs.


## How to Use Shift Policy:

### 1. Access the Shift Policy:

- Go to the Master module.
- Click on Shift Policy.



### 2. Create a New Shift Policy:

- Click the "Add New"  button.
- Fill in the following details:
  - Description (name of the shift)
  - Short Code (unique identifier)
  - Work Code (optional code for external systems)
  - Shift Color (for visual distinction)
  - Allow in Mobile (enable for Mobile App use)
  - Inactive Shift (toggle to deactivate)
  - Use User TimeZone (for employees in different time zones)
  - Duty In (start time)
  - Duty Out (end time)
  - Earliest In Time (earliest allowed check-in)
  - Late Minutes (threshold for considering an employee late)
  - Half Absent (rules for half-day absences)
  - Current Shift As Default Shift (for imports)
  - Select Department (restrict usage to specific departments)

- Leave Count (set leave entitlements for the shift)
- 3. Set Shift Times:
  - Click the "Shift Time" tab.
  - Define:
    - Late Start Time
    - Earliest Out Time
    - MOT Start Time (morning overtime start)
    - Last MOT Start Time (last time for morning overtime)
    - Evening OT Start Time
    - Evening OT End Time
- 4. Add Break Times (optional):
  - Click the "Break Time" tab.
  - Click "Add Break Time."
  - Fill in:
    - Description (name of the break)
    - Break Out (start time)
    - Break Out Gap/Min (duration)
    - Break In (end time)
    - Break In Gap/Min (gap between break and work resumption)
    - Exclude in Working Hour (toggle to exclude from working hours)
- 5. Save the Shift Policy:
  - Click the "Save" button.

#### Tips:

- Use descriptive names and short codes for easy identification.
- Set appropriate overtime and late arrival rules based on company policies.
- Consider break times and how they should be calculated in working hours.
- Assign shifts to employees in the Duty Roster module to manage their schedules.

HELP : 09 9400 505 00

Shift Policy / Master / Shift Policy

☐ Include Inactive ☐ Inactive Only

Name	Short Code	Duty In / Out	Total Workin...	Status	Action
Duty Shift	DS	09:00 AM - 05:00 PM	8.00	Active	<a href="#">✎</a> <a href="#">✖</a>
MainShift	MS	09:00 AM - 05:00 PM	8	Active <span>Default</span>	<a href="#">✎</a> <a href="#">✖</a>

Page 1 of 1 15 Items per page 1 - 2 of 2 items

HELP : 09 9400 505 00

Add Shift Policy / Master / Shift Policy

**SHIFT POLICY** SHIFT TIME BREAK TIME

Description  
Shift LLO

Short Code  
LLO Work Code

Duty In  
08:00 AM

Duty Out  
05:00 PM

First Period  
4

Second Period  
5

Select Department  
 Admin x Department LLO 1 x  
 Department LLO 2 x  
 Department\_Eimon x  
 Department\_KMT x  
 HR Department\_EEP x

Shift Color  
 ● ● ● ● ● ...  
☐ Allow In Mobile ☐ Inactive Shift

Earliest In Time  
06:00 AM

☐ OFF Current shift As Default Shift

Leave Count  
1

06:00 AM  
Earliest In Time

08:00 AM  
Duty In Time

05:00 PM  
Duty Out Time

HELP : 09 9400 505 00

### Add Shift Policy

Master / Shift Policy

SHIFT POLICY

**SHIFT TIME**

BREAK TIME

Late Start Time	08:00 AM	Earliest Out Time	05:00 PM
MOT Start Time	08:00 AM	Last MOT Start Time	08:00 AM
Evening OT Start Time	05:00 PM	Evening OT End Time	05:00 PM

Cancel

Save

06:00 AM

Earliest In Time

08:00 AM

MOT Start Time

08:00 AM

Duty In Time

08:00 AM

Late Start Time

05:00 PM

HELP : 09 9400 505 00

### Add Shift Policy

Master / Shift Policy

SHIFT POLICY

SHIFT TIME

**BREAK TIME**

+ Add Break Time

Name	Break Out/In	Action
Launch	12:00 PM - 1:00 PM	

Page 1 of 1

15

Items per page

1 - 1 of 1 items

Cancel

Save

06:00 AM

Earliest In Time

08:00 AM

MOT Start Time

08:00 AM

Duty In Time

08:00 AM

Late Start Time

05:00 PM

HELP : 09 9400 505 00

Add Shift Policy / Master / Shift Policy

SHIFT POLICY SHIFT TIME **BREAK TIME**

+ Add Break Time

Name	Break Out/In	Action
Launch	12:00 PM - 1:00 PM	

Page 1 of 1 15 items per page 1 - 1 of 1 items

Cancel Save

06:00 AM Earliest In Time

08:00 AM MOT Start Time

08:00 AM Duty In Time

08:00 AM Late Start Time

05:00 PM

## Feature: Duty Roster

### Purpose:

- Assign work shifts to employees based on their specific duties and tasks.
- Plan and organize workforce schedules effectively.

### Prerequisites:

- Shifts must be pre-defined in the Shift Policy module.






### Key Points:

- Assign shifts to employees individually or in bulk.
- View and manage duty rosters by date, employee, or shift.
- Export duty rosters to Excel for reporting or analysis.
- Import duty rosters from Excel for quick and easy scheduling.
- Filter and search duty rosters by various criteria.

### How to Use Duty Roster:

1. Access the Duty Roster:
  - Go to the Time Attendance module.



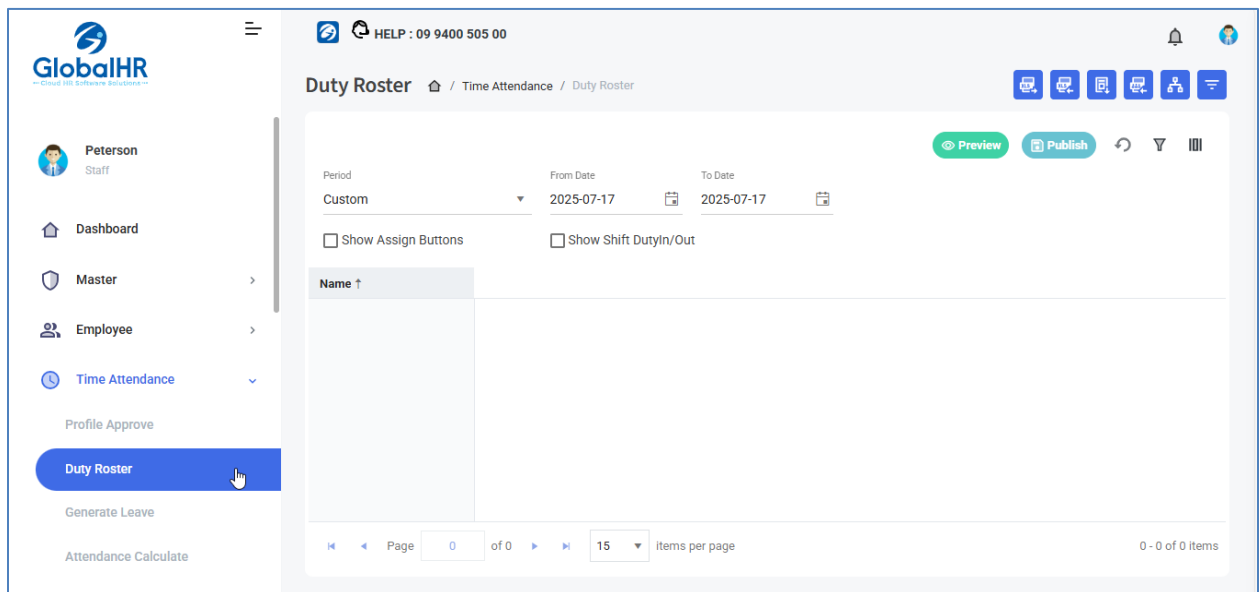
- Click on Duty Roster.
- 2. Choose a Period:
  - Select the time period for which you want to view or assign duty rosters (e.g., Today, This Week, This Month, Custom).
- 3. Select Employees:
  - Choose the employees you want to include in the duty roster using the Organization Tree  or Filter by Employee  options.
- 4. Preview Duty Roster:
  - Click the Preview button to view the current duty roster for the selected employees and period.
- 5. Assign Duty Roster:
  - Method 1: Show Assign Buttons:
    - Check the Show Assign Buttons checkbox.
    - Select a shift and leave type for each date.
    - Click on the Shift Short Code Name box under the date to assign the duty.
    - Click Publish to confirm the assignments.
  - Method 2: Pop-Up Window Box:
    - Click on the Shift Short Code Name box under the date you want to change.
    - Select a shift and leave type in the pop-up window.
    - Choose an assignment frequency (e.g., Doesn't Repeat, Daily, Workdays).
    - Click Update.
    - Click Publish to confirm the assignments.
  - Method 3: Excel Import:
    - Click the "Download Template" icon  to download the Excel template.
    - Fill in the template with shift short codes, leave short codes, and employee names.
    - Click the "Import Excel" icon .
    - Select the filled template file.
    - Click Validate Data.
    - Click Import Data.
- 6. Export Duty Roster:
  - Click the "Export Excel" icon  to create an Excel report of the duty roster.
  - Check the Show Shift Duty In/Out checkbox to include shift timings in the report.
- 7. Additional Options:
  - Reset: Revert to the previous duty roster.

- Copy this assigned data: Duplicate assignments for other dates or employees.
- Cancel this assigned data: Remove assignments.
- Apply this row data to all employees: Apply assignments horizontally for all employees.
- Apply this column data to all employees: Apply assignments vertically for all employees.
- View Roster Transaction: View the history of changes to the duty roster.

### Benefits of Using Duty Roster:

- Improved workforce planning and scheduling
- Enhanced communication and coordination
- Reduced confusion and errors
- Facilitated time-off requests
- Increased compliance with labor laws and company policies

### Screenshot for Method 1:



Peterson  
Staff

- Dashboard
- Master
- Employee
- Time Attendance
  - Profile Approve
  - Duty Roster**
  - Generate Leave
  - Attendance Calculate

HELP : 09 9400 505 00

**Duty Roster** / Time Attendance / Duty Roster

Period  
Custom

From Date  
2025-07-17

To Date  
2025-07-17

☐ Show Assign Buttons
☐ Show Shift DutyIn/Out

Name ↑
--------

Page 0 of 0
15 items per page
0 - 0 of 0 items

Peterson  
Staff

- Dashboard
- Master
- Employee
- Time Attendance
  - Profile Approve
  - Duty Roster**
  - Generate Leave
  - Attendance Calculate

HELP : 09 9400 505 00

**Duty Roster** / Time Attendance / Duty Roster

Period  
This Month

From Date  
2025-07-01

To Date  
2025-07-31

☐ Show Assign Buttons
☐ Show Shift DutyIn/Out

Name ↑
--------

Page 0 of 0
15 items per page
0 - 0 of 0 items

Peterson  
Staff

- Dashboard
- Master
- Employee
- Time Attendance
- Profile Approve
- Duty Roster**
- Generate Leave
- Attendance Calculate

HELP : 09 9400 505 00

**Duty Roster** / Time Attendance / Duty Roster

Preview Publish

Period: This Month From Date: 2025-07-01 To Date: 2025-07-31

☐ Show Assign Buttons ☐ Show Shift DutyIn/Out

Name ↑
--------

Page 0 of 0 15 items per page 0 - 0 of 0 items

Peterson  
Staff

- Dashboard
- Master
- Employee
- Time Attendance
- Profile Approve
- Duty Roster**
- Generate Leave
- Attendance Calculate

HELP : 09 9400 505 00

**Duty Roster** / Time Attendance / Duty Roster

Preview Publish

Period: This Month From Date: 2025-07-01 To Date: 2025-07-31

☒ Show Assign Buttons ☐ Show Shift DutyIn/Out

Name ↑	Jul-01(Tue)	Jul-02(Wed)	Jul-03(Thu)	Jul-04(Fri)	Jul-05(Sat)	Jul-06(Sun)	Jul-07(Mon)
Mg Mg 10001	MS	MS	MS	MS	MS OFFDAY	MS OFFDAY	MS

Page 1 of 1 15 items per page 1 - 1 of 1 items

Peterson  
Staff

- Dashboard
- Master
- Employee
- Time Attendance
- Profile Approve
- Duty Roster**
- Generate Leave
- Attendance Calculate

HELP : 09 9400 505 00

**Duty Roster** / Time Attendance / Duty Roster

Preview Publish

Period: This Month From Date: 2025-07-01 To Date: 2025-07-31

☒ Show Assign Buttons ☐ Show Shift DutyIn/Out

Shift: Duty Shift

Leave: Casual Leave

☒ Full Day ☐ Morning ☐ Evening

☐ OnDuty ☐ Off Day ☐ Travel ☐ Work From Home

Name ↑	Jul-01(Tue)	Jul-02(Wed)	Jul-03(Thu)	Jul-04(Fri)	Jul-05(Sat)	Jul-06(Sun)	Jul-07(Mon)
Mg Mg 10001	MS	MS	MS	MS	MS OFFDAY	MS OFFDAY	MS

Peterson  
Staff

- Dashboard
- Master
- Employee
- Time Attendance
- Profile Approve
- Duty Roster**
- Generate Leave
- Attendance Calculate

HELP : 09 9400 505 00

**Duty Roster** / Time Attendance / Duty Roster

Preview Publish

Period: This Month From Date: 2025-07-01 To Date: 2025-07-31

☒ Show Assign Buttons ☐ Show Shift DutyIn/Out

Shift: Duty Shift

Leave: Casual Leave

☒ Full Day ☐ Morning ☐ Evening

☐ OnDuty ☐ Off Day ☐ Travel ☐ Work From Home

Name ↑	Jul-01(Tue)	Jul-02(Wed)	Jul-03(Thu)	Jul-04(Fri)	Jul-05(Sat)	Jul-06(Sun)	Jul-07(Mon)
Mg Mg 10001	MS	MS	MS	MS	MS OFFDAY	MS OFFDAY	MS

**GlobalHR**  
Cloud HR Software Solutions

- Peterson Staff
- Dashboard
- Master
- Employee
- Time Attendance
- Profile Approve
- Duty Roster**
- Generate Leave
- Attendance Calculate

HELP : 09 9400 505 00

**Duty Roster** / Time Attendance / Duty Roster

Preview Publish

Period: This Month From Date: 2025-07-01 To Date: 2025-07-31

☒ Show Assign Buttons ☐ Show Shift DutyIn/Out

Shift: Duty Shift Leave: Casual Leave

☒ Full Day ☐ Morning ☐ Evening  
☐ OnDuty ☐ Off Day ☐ Travel ☐ Work From Home

Name ↑	Jul-01(Tue)	Jul-02(Wed)	Jul-03(Thu)	Jul-04(Fri)	Jul-05(Sat)	Jul-06(Sun)	Jul-07(Mon)
Mg Mg 10001	DS CL(P)	MS	MS	MS	MS OFFDAY	MS OFFDAY	MS

**GlobalHR**  
Cloud HR Software Solutions

- Peterson Staff
- Dashboard
- Master
- Employee
- Time Attendance
- Profile Approve
- Duty Roster**
- Generate Leave
- Attendance Calculate

HELP : 09 9400 505 00

**Duty Roster** / Time Attendance / Duty Roster

Preview Publish

Period: This Month From Date: 2025-07-01 To Date: 2025-07-31

☒ Show Assign Buttons ☐ Show Shift DutyIn/Out

Shift: Duty Shift Leave: Casual Leave

☒ Full Day ☐ Morning ☐ Evening  
☐ OnDuty ☐ Off Day ☐ Travel ☐ Work From Home

Name ↑	Jul-01(Tue)	Jul-02(Wed)	Jul-03(Thu)	Jul-04(Fri)	Jul-05(Sat)	Jul-06(Sun)	Jul-07(Mon)
Mg Mg 10001	DS CL(P)	MS	MS	MS	MS OFFDAY	MS OFFDAY	MS

The screenshot shows the GlobalHR Duty Roster interface. A confirmation dialog box is displayed in the center, asking: "Please confirm... Are you sure want to save all assigned DutyRoster Data? :". The dialog has "No" and "Yes" buttons. The "Yes" button is highlighted with a mouse cursor. In the background, the "Duty Roster" page is visible, showing a table with columns for dates from Jul-01 to Jul-07. The table contains shift assignments for employee "Mg Mg 10001", including "DS", "MS", "CLIF", and "OFFDAY".

The screenshot shows the GlobalHR Duty Roster interface after a successful save. A success message dialog box is displayed in the center, titled "DutyRoster Multi Assign" and containing the text "Save Successfully". The dialog has an "Ok" button, which is highlighted with a mouse cursor. The background shows the same "Duty Roster" page with the shift assignment table. At the bottom of the page, there is a pagination bar showing "Page 1 of 1" and "15 items per page".

## Screenshot for Method 2:

The screenshot shows the GlobalHR interface with the 'Duty Roster' tab selected. The left sidebar contains navigation options: Dashboard, Master, Employee, Time Attendance, Profile Approve, Duty Roster (highlighted), Generate Leave, and Attendance Calculate. The main area displays the roster for 'Mg Mg 10001' for the period 'This Month' (2025-07-01 to 2025-07-31). The roster table shows shifts for each day: Jul-01 (Tue) has DS and Cl(F) shifts; Jul-02 (Wed) has an MS shift; Jul-03 (Thu) has an MS shift; Jul-04 (Fri) has an MS shift; Jul-05 (Sat) has an MS shift and an OFFDAY; Jul-06 (Sun) has an MS shift and an OFFDAY; Jul-07 (Mon) has an MS shift. A mouse cursor is hovering over the MS shift on Jul-02. At the bottom, there is a pagination bar showing 'Page 1 of 1' and '15 items per page'.

This screenshot shows the same GlobalHR interface, but with a modal window open for assigning a shift to 'Jul-02(Wed)'. The modal contains the following fields and options: 'Shift' is set to 'Duty Shift'; 'Leave' is set to 'WithoutPayLeave'; 'Full Day' is selected under the 'Assign' section; 'Morning' and 'Evening' are unselected; 'OnDuty', 'Off Day', 'Travel', and 'Work From Home' are all unchecked; and 'Doesn't repeat' is selected under the 'Assign' section. At the bottom of the modal are 'Cancel' and 'Update' buttons. The background shows the roster table with the MS shift on Jul-02 highlighted.



The screenshot shows the GlobalHR interface with a modal open for assigning a shift to an employee. The modal is titled "Jul-02(Wed)" and contains the following options:

- Shift:** Duty Shift (selected)
- Leave:** WithoutPayLeave (selected)
- Full Day:** ☒ (selected)
- Morning:** ☐ (unselected)
- Evening:** ☐ (unselected)
- OnDuty:** ☐ (unselected)
- Off Day:** ☐ (unselected)
- Travel:** ☐ (unselected)
- Work From Home:** ☐ (unselected)
- Assign:** Doesn't repeat (selected)

At the bottom of the modal are "Cancel" and "Update" buttons. The background shows the "Duty Roster" page for the employee "Mg Mg" (ID 10001) for the month of July 2025. The roster shows a grid of days with assigned shifts: MS (Morning Shift) and OFFDAY.

The screenshot shows the GlobalHR interface with the "Duty Roster" page for the employee "Mg Mg" (ID 10001) for the month of July 2025. The page displays a grid of days with assigned shifts:

Name ↑	Jul-01(Tue)	Jul-02(Wed)	Jul-03(Thu)	Jul-04(Fri)	Jul-05(Sat)	Jul-06(Sun)	Jul-07(Mon)
Mg Mg 10001	DS CL(F)	DS WP(F)	MS	MS	MS OFFDAY	MS OFFDAY	MS

The "Duty Roster" page includes a sidebar with navigation options: Dashboard, Master, Employee, Time Attendance, Profile Approve, Duty Roster (selected), Generate Leave, and Attendance Calculate. The main content area shows the "Duty Roster" title, a "Preview" button, and a "Publish" button. The grid shows the assigned shifts for each day, with "DS" (Duty Shift) and "WP(F)" (Without Pay Leave) highlighted for Jul-02(Wed).

Peterson  
Staff

- Dashboard
- Master
- Employee
- Time Attendance
  - Profile Approve
  - Duty Roster**
  - Generate Leave
  - Attendance Calculate

HELP : 09 9400 505 00

**Duty Roster** / Time Attendance / Duty Roster

Preview Publish

Period: This Month From Date: 2025-07-01 To Date: 2025-07-31

☐ Show Assign Buttons ☐ Show Shift DutyIn/Out

Name ↑	Jul-01(Tue)	Jul-02(Wed)	Jul-03(Thu)	Jul-04(Fri)	Jul-05(Sat)	Jul-06(Sun)	Jul-07(Mon)
Mg Mg 10001	DS CL(F)	DS WP(F)	MS	MS	MS OFFDAY	MS OFFDAY	MS

Page 1 of 1 15 items per page 1 - 1 of 1 items

Peterson  
Staff

- Dashboard
- Master
- Employee
- Time Attendance
  - Profile Approve
  - Duty Roster**
  - Generate Leave
  - Attendance Calculate

HELP : 09 9400 505 00

**Duty Roster** / Time Attendance / Duty Roster

Preview Publish

Period: This Month From Date: 2025-07-01 To Date: 2025-07-31

☐ Show Assign Buttons ☐ Show Shift DutyIn/Out

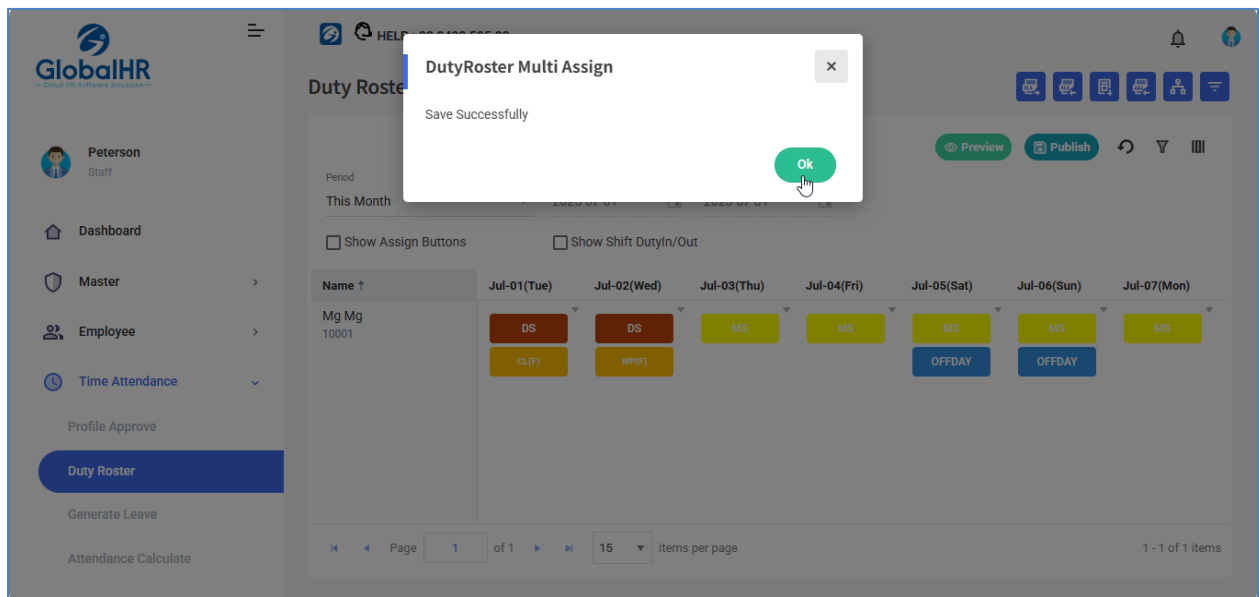
Name ↑	Jul-01(Tue)	Jul-02(Wed)	Jul-03(Thu)	Jul-04(Fri)	Jul-05(Sat)	Jul-06(Sun)	Jul-07(Mon)
Mg Mg 10001	DS CL(F)	DS WP(F)	MS	MS	MS OFFDAY	MS OFFDAY	MS

Page 1 of 1 15 items per page 1 - 1 of 1 items

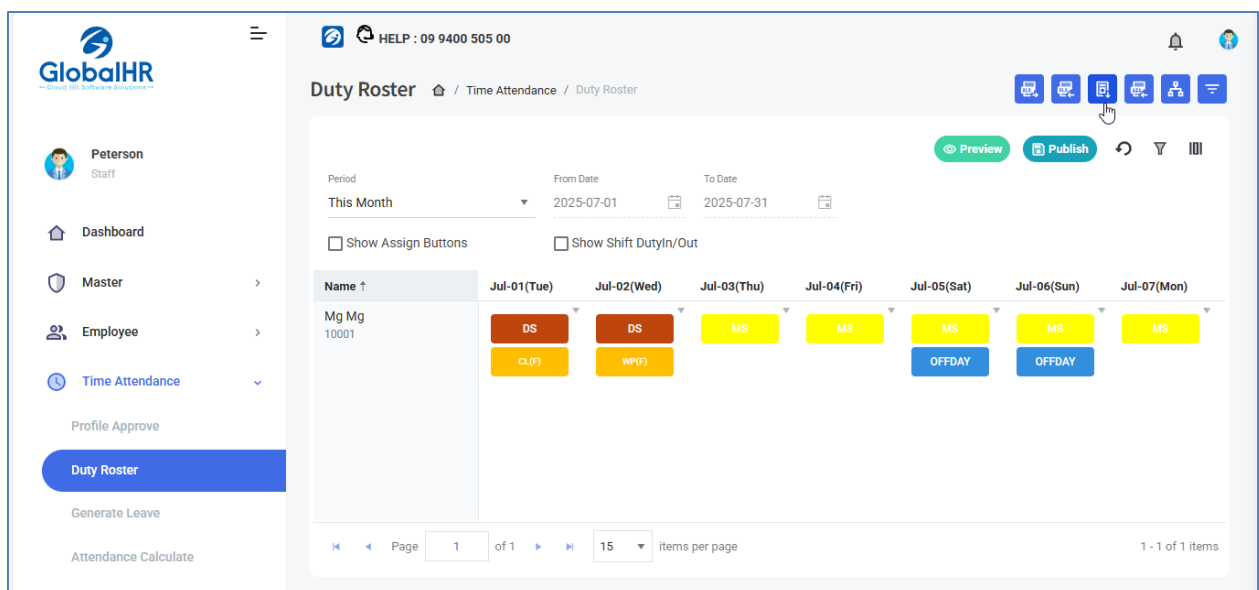
Please confirm...

Are you sure want to save all assigned DutyRoster Data? :

No Yes



Screenshot for Method 3:



Peterson  
Staff

- Dashboard
- Master
- Employee
- Time Attendance
- Profile Approve
- Duty Roster**
- Generate Leave
- Attendance Calculate

HELP : 09 9400 505 00

**Duty Roster** / Time Attendance / Duty Roster

Preview Publish

Period: This Month From Date: 2025-07-01 To Date: 2025-07-31

☐ Show Assign Buttons ☐ Show Shift DutyIn/Out

Name ↑	Jul-01(Tue)	Jul-02(Wed)	Jul-03(Thu)	Jul-04(Fri)	Jul-05(Sat)	Jul-06(Sun)	Jul-07(Mon)
Mg Mg 10001	DS CL(F)	DS WP(F)	MS	MS	MS OFFDAY	MS OFFDAY	MS

Page 1 of 1 15 items per page 1 - 1 of 1 items

Peterson  
Staff

- Dashboard
- Master
- Employee
- Time Attendance
- Profile Approve
- Duty Roster**
- Generate Leave
- Attendance Calculate

HELP : 09 9400 505 00

**Import From Excel**

Browse File

No records available.

Total Data Row Count

## Screenshot for Export:

The screenshot shows the GlobalHR web application interface. On the left is a sidebar with navigation options: Dashboard, Master, Employee, Time Attendance, Profile Approve, **Duty Roster** (selected), Generate Leave, and Attendance Calculate. The main header includes the GlobalHR logo, a help icon, and the text 'HELP : 09 9400 505 00'. The breadcrumb trail is 'Duty Roster / Time Attendance / Duty Roster'. In the top right corner, there is a row of icons for various actions: a document with a download arrow (highlighted by a mouse cursor), a document with a print icon, a document with a refresh icon, a document with a filter icon, a document with a list icon, and a document with a share icon. Below these icons are buttons for 'Preview' and 'Publish'. The main content area displays a roster for 'Mg Mg' (ID 10001) for the month of July 2025. The roster table has columns for each day from Tuesday to Monday. The shifts are: DS (Dark Shift) on Tue and Wed, MS (Morning Shift) on Thu, Fri, and Mon, and OFFDAY on Sat and Sun. Below the table is a pagination bar showing 'Page 1 of 1' and '15 items per page'. At the bottom right, it says '1 - 1 of 1 items'.

This screenshot shows the same GlobalHR interface as the first one, but with a modal dialog box open in the center. The dialog box is titled 'Duty Roster' and contains the text 'Export Successfully!'. There is a green 'Ok' button at the bottom right of the dialog box, which is being clicked by a mouse cursor. The background interface is dimmed, showing the same sidebar, header, and roster table as in the first screenshot.

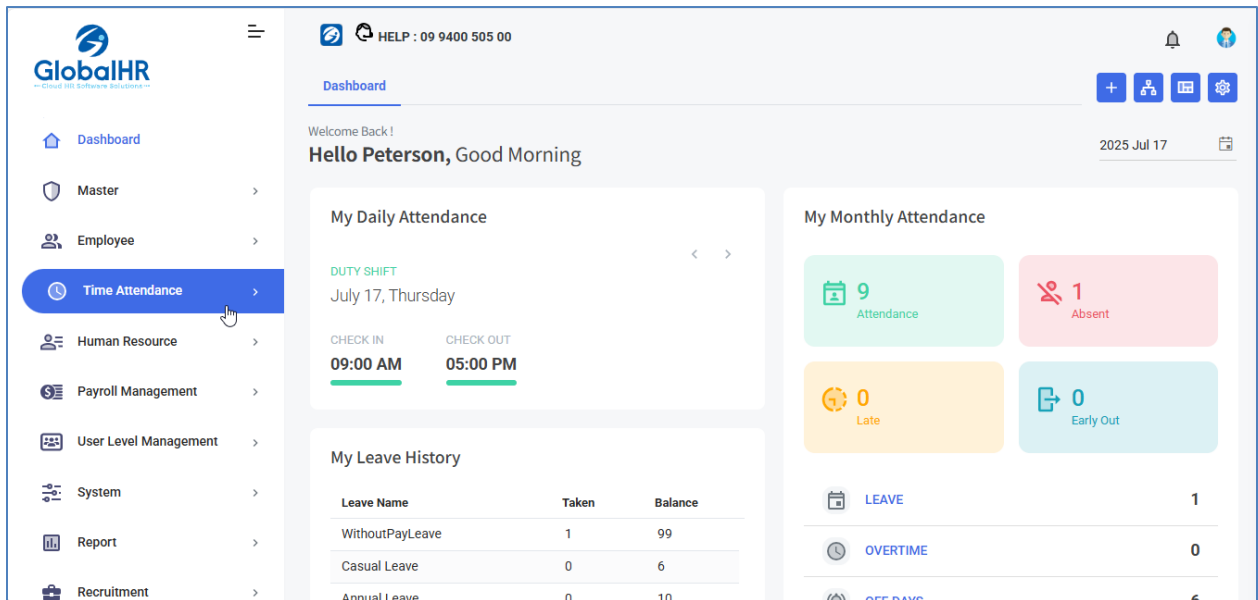
## Feature: Attendance Process

### Purpose:

- Manages check-in/out times from various devices and sources
- Displays attendance data in a clear format
- Calculates attendance, overtime, and leave
- Applies attendance rules
- Generates reports
- Integrates with payroll
- Integration with Devices and Data Sources:
  - Mobile App
  - Fingerprint Device
  - Bluetooth Device
  - Manually entered data
  - Approved attendance requests

### Accessing the Attendance Process Menu:

1. Click the Time Attendance tab in the left menu panel.
2. Click Attendance Process.



**GlobalHR** Cloud HR Software Solutions

Dashboard

Welcome Back!  
**Hello Peterson, Good Morning**

2025 Jul 17

**My Daily Attendance**

DUTY SHIFT  
July 17, Thursday

CHECK IN: 09:00 AM  
CHECK OUT: 05:00 PM

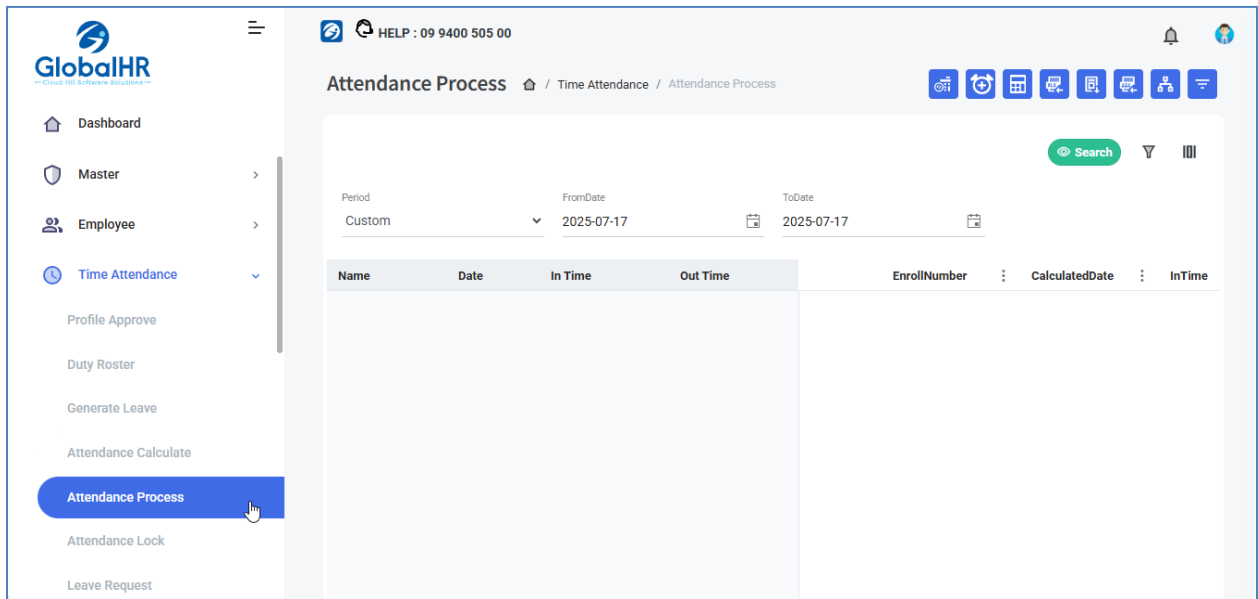
**My Monthly Attendance**

9 Attendance  
1 Absent  
0 Late  
0 Early Out

**My Leave History**

Leave Name	Taken	Balance
WithoutPayLeave	1	99
Casual Leave	0	6
Annual Leave	0	10

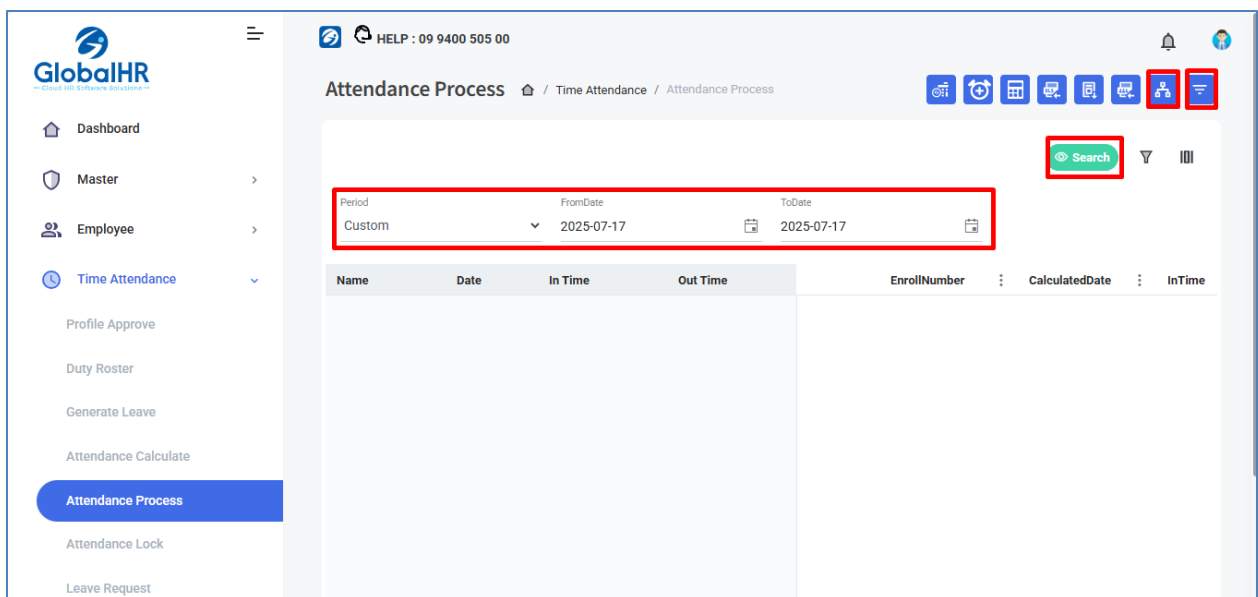
LEAVE: 1  
OVERTIME: 0  
OFF DAYS: 6



## Key Functionalities:

### Manual Attendance Form

- Purpose:
  - Default view for attendance data
  - Displays In/Out times, leaves, overtime, and attendance rules
  - Allows for manual editing of attendance



- Dashboard
- Master
- Employee
- Time Attendance
  - Profile Approve
  - Duty Roster
  - Generate Leave
  - Attendance Calculate
  - Attendance Process**
  - Attendance Lock
  - Leave Request

HELP : 09 9400 505 00

Attendance Process / Time Attendance / Attendance Process

Period: This Week

FromDate: 2025-07-13

ToDate: 2025-07-19

Name	Date	In Time	Out Time	LeaveName	Comment	AttReq
Mg Mg Emp_001	2025-07-13					
Mg Mg Emp_001	2025-07-14					
Mg Mg Emp_001	2025-07-15					
Mg Mg Emp_001	2025-07-16					

- Dashboard
- Master
- Employee
- Time Attendance
  - Profile Approve
  - Duty Roster
  - Generate Leave
  - Attendance Calculate
  - Attendance Process**
  - Attendance Lock
  - Leave Request

HELP : 09 9400 505 00

Attendance Process / Time Attendance / Attendance Process

Period: This Week

FromDate: 2025-07-13

ToDate: 2025-07-19

Name	Date	In Time	Out Time	LeaveName	Comment	AttReq
Mg Mg Emp_001	2025-07-13	09:00 AM				
Mg Mg Emp_001	2025-07-14					
Mg Mg Emp_001	2025-07-15					
Mg Mg Emp_001	2025-07-16					

Attendance Process  
Save Success



GlobalHR  
Cloud HR Software Solutions

- Dashboard
- Master
- Employee
- Time Attendance
  - Profile Approve
  - Duty Roster
  - Generate Leave
  - Attendance Calculate
  - Attendance Process**
  - Attendance Lock
  - Leave Request

HELP : 09 9400 505 00

Attendance Process / Time Attendance / Attendance Process

Search

Period: This Week FromDate: 2025-07-13 ToDate: 2025-07-19

Name	Date	In Time	Out Time	LeaveName	Comment	AttReq
Mg Mg Emp_001	2025-07-13	09:00 AM				
Mg Mg Emp_001	2025-07-14					
Mg Mg Emp_001	2025-07-15					
Mg Mg Emp_001	2025-07-16					

GlobalHR  
Cloud HR Software Solutions

- Dashboard
- Master
- Employee
- Time Attendance
  - Profile Approve
  - Duty Roster
  - Generate Leave
  - Attendance Calculate
  - Attendance Process**
  - Attendance Lock
  - Leave Request

HELP : 09 9400 505 00

Attendance Process / Time Attendance / Attendance Process

Attendance Process Save Success

Search

Period: This Week FromDate: 2025-07-13 ToDate: 2025-07-19

Name	Date	In Time	Out Time	LeaveName	Comment	AttReq
Mg Mg Emp_001	2025-07-13	09:00 AM	05:00 PM			
Mg Mg Emp_001	2025-07-14					
Mg Mg Emp_001	2025-07-15					
Mg Mg Emp_001	2025-07-16					

GlobalHR  
Cloud HR Software Solutions

- Dashboard
- Master
- Employee
- Time Attendance
  - Profile Approve
  - Duty Roster
  - Generate Leave
  - Attendance Calculate
  - Attendance Process**
  - Attendance Lock
  - Leave Request

HELP : 09 9400 505 00

Search

Period: This Week FromDate: 2025-07-13 ToDate: 2025-07-19

Name	Date	In Time	Out Time	LeaveName	Comment	AttRequ
Mg Mg Emp_001	2025-07-13	09:00 AM	05:00 PM			
Mg Mg Emp_001	2025-07-14					
Mg Mg Emp_001	2025-07-15					
Mg Mg Emp_001	2025-07-16					

GlobalHR  
Cloud HR Software Solutions

- Dashboard
- Master
- Employee
- Time Attendance
  - Profile Approve
  - Duty Roster
  - Generate Leave
  - Attendance Calculate
  - Attendance Process**
  - Attendance Lock
  - Leave Request

HELP : 09 9400 505 00

Search

Period: This Week FromDate: 2025-07-13 ToDate: 2025-07-19

Name	Date	In Time	Out Time	LeaveName	Comment	AttRequ
Mg Mg Emp_001	2025-07-13	09:00 AM	05:00 PM			
Mg Mg Emp_001	2025-07-14					
Mg Mg Emp_001	2025-07-15					
Mg Mg Emp_001	2025-07-16					

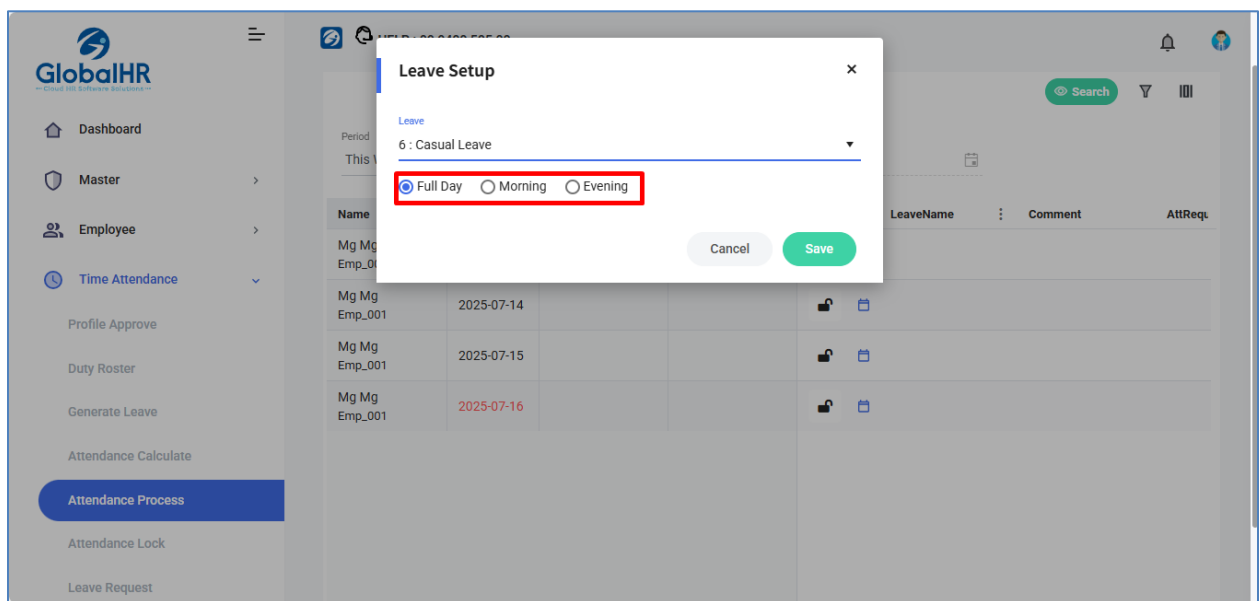
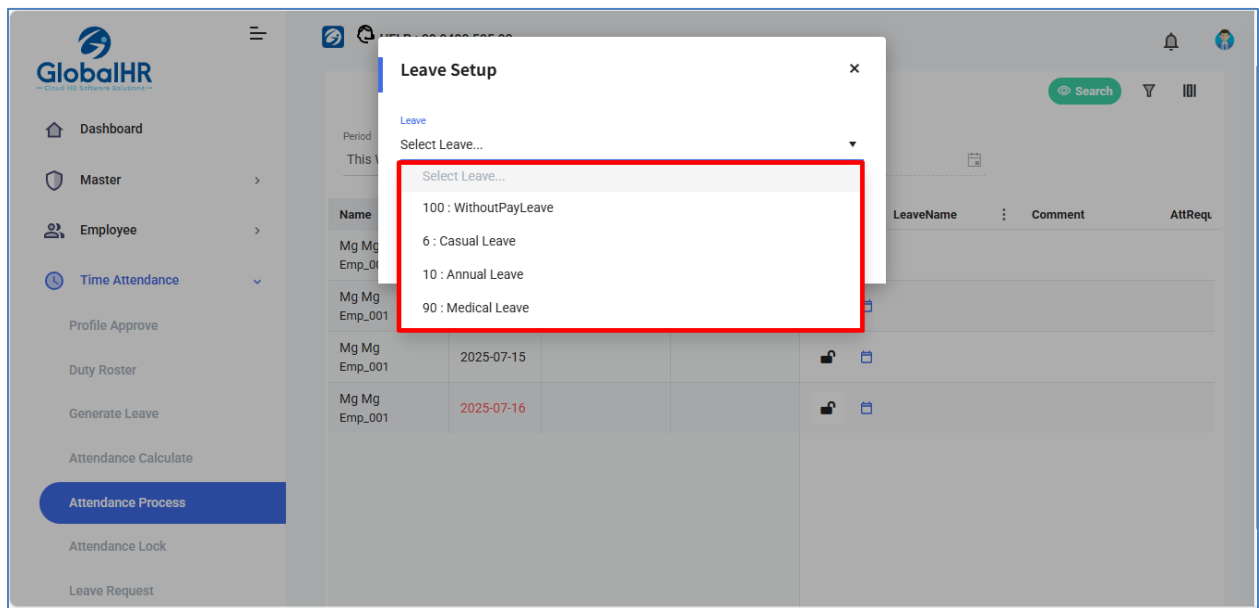
**Leave Setup**

Leave

Select Leave...

☒ Full Day
☐ Morning
☐ Evening

Cancel Save



**Leave Setup**

Leave  
6 : Casual Leave

☒ Full Day ☐ Morning ☐ Evening

Cancel Save

Name	Date	In Time	Out Time	LeaveName	Comment	AttRequ
Mg Mg Emp_001	2025-07-14					
Mg Mg Emp_001	2025-07-15					
Mg Mg Emp_001	2025-07-16					

**Attendance Process**

Period: This Week FromDate: 2025-07-13 ToDate: 2025-07-19

Attendance Process Save Success

Name	Date	In Time	Out Time	LeaveName	Comment	AttRequ
Mg Mg Emp_001	2025-07-13	09:00 AM	05:00 PM	CL(F)		
Mg Mg Emp_001	2025-07-14					
Mg Mg Emp_001	2025-07-15					
Mg Mg Emp_001	2025-07-16					

**Attendance Process** / Time Attendance / Attendance Process

Success :100 % Pending :0 % Retry :0 % Fail :0 %

Period: This Week FromDate: 2025-07-13 ToDate: 2025-07-19

Name	Date	In Time	Out Time	LeaveName	Comment	AttReq
Mg Mg Emp_001	2025-07-13	09:00 AM	05:00 PM	CL(F)		
Mg Mg Emp_001	2025-07-14					
Mg Mg Emp_001	2025-07-15					
Mg Mg Emp_001	2025-07-16					
Mg Mg Emp_001	2025-07-17					
Mg Mg Emp_001	2025-07-19					

## Attendance Editor

- Purpose:
  - Provides advanced editing options for attendance data
  - Deletes/hides/adds press times
  - Views attendance by shift or day
  - Generate attendance based on custom times or assigned shifts
  - Imports attendance data from Excel

**Attendance Process** / Time Attendance / Attendance Process

Success :100 % Pending :0 % Retry :0 % Fail :0 %

Period: This Week FromDate: 2025-07-13 ToDate: 2025-07-19

Name	Date	In Time	Out Time	LeaveName	Comment	AttReq
Mg Mg Emp_001	2025-07-13	09:00 AM	05:00 PM	CL(F)		
Mg Mg Emp_001	2025-07-14					
Mg Mg Emp_001	2025-07-15					
Mg Mg Emp_001	2025-07-16					
Mg Mg Emp_001	2025-07-17					
Mg Mg Emp_001	2025-07-19					

- Dashboard
- Master
- Employee
- Time Attendance
  - Profile Approve
  - Duty Roster
  - Generate Leave
  - Attendance Calculate
  - Attendance Process**
  - Attendance Lock
  - Leave Request

HELP : 09 9400 505 00

Attendance Editor / Time Attendance / Attendance Process

Preview

+ Add Press Time

Name	Date	Comment
No records available.		

- Dashboard
- Master
- Employee
- Time Attendance
  - Profile Approve
  - Duty Roster
  - Generate Leave
  - Attendance Calculate
  - Attendance Process**
  - Attendance Lock
  - Leave Request

HELP : 09 9400 505 00

Attendance Editor / Time Attendance / Attendance Process

Preview

+ Add Press Time

Name	Date	Comment	Press_Time1	Press_Time2
Mg Mg Emp_001	2025-07-13		09:00 AM	05:00 PM
Mg Mg Emp_001	2025-07-14			
Mg Mg Emp_001	2025-07-15			
Mg Mg Emp_001	2025-07-16			
Mg Mg Emp_001	2025-07-17			
Mg Mg Emp_001	2025-07-18			
Mg Mg Emp_001	2025-07-19			

- Dashboard
- Master
- Employee
- Time Attendance**
  - Profile Approve
  - Duty Roster
  - Generate Leave
  - Attendance Calculate
  - Attendance Process**
  - Attendance Lock
  - Leave Request

HELP : 09 9400 505 00

Attendance Editor / Time Attendance / Attendance Process

Preview

+ Add Press Time

Name	Date	Comment	Press_Time1	Press_Time2
Mg Mg Emp_001	2025-07-13		09:00 AM	05:00 PM
Mg Mg Emp_001	2025-07-14			
Mg Mg Emp_001	2025-07-15			
Mg Mg Emp_001	2025-07-16			
Mg Mg Emp_001	2025-07-17			
Mg Mg Emp_001	2025-07-18			
Mg Mg Emp_001	2025-07-19			

Delete

Inactive

- Dashboard
- Master
- Employee
- Time Attendance**
  - Profile Approve
  - Duty Roster
  - Generate Leave
  - Attendance Calculate
  - Attendance Process**
  - Attendance Lock
  - Leave Request

HELP : 09 9400 505 00

Attendance Editor / Time Attendance / Attendance Process

Preview

+ Add Press Time

Name	Date	Comment	Press_Time1	Press_Time2
Mg Mg Emp_001	2025-07-13		09:00 AM	05:00 PM
Mg Mg Emp_001	2025-07-14			
Mg Mg Emp_001	2025-07-15			
Mg Mg Emp_001	2025-07-16			
Mg Mg Emp_001	2025-07-17			
Mg Mg Emp_001	2025-07-18			
Mg Mg Emp_001	2025-07-19			

- Dashboard
- Master
- Employee
- Time Attendance
  - Profile Approve
  - Duty Roster
  - Generate Leave
  - Attendance Calculate
  - Attendance Process**
  - Attendance Lock
  - Leave Request

HELP : 09 9400 505 00

Attendance Editor / Time Attendance / Attendance Process

Preview

+ Add Press Time

Name	Date	Comment	Press_Time1
Mg Mg Emp_001	2025-07-13		05:00 PM
Mg Mg Emp_001	2025-07-14		
Mg Mg Emp_001	2025-07-15		
Mg Mg Emp_001	2025-07-16		
Mg Mg Emp_001	2025-07-17		
Mg Mg Emp_001	2025-07-18		
Mg Mg Emp_001	2025-07-19		

- Dashboard
- Master
- Employee
- Time Attendance
  - Profile Approve
  - Duty Roster
  - Generate Leave
  - Attendance Calculate
  - Attendance Process**
  - Attendance Lock
  - Leave Request

HELP : 09 9400 505 00

Attendance Editor / Time Attendance / Attendance Process

Preview

+ Add Press Time

Name	Date	Comment	Press_Time1
Mg Mg Emp_001	2025-07-13		05:00 PM
Mg Mg Emp_001	2025-07-14		
Mg Mg Emp_001	2025-07-15		
Mg Mg Emp_001	2025-07-16		
Mg Mg Emp_001	2025-07-17		
Mg Mg Emp_001	2025-07-18		
Mg Mg Emp_001	2025-07-19		

Delete  
**Inactive**



HELP : 09 9400 505 00

**Attendance Editor** / Time Attendance / Attendance Process

☐ Inactive Preview + Add Press Time

Name	Date	Comment	Press_Time1
Mg Mg Emp_001	2025-07-13		05:00 PM
Mg Mg Emp_001	2025-07-14		
Mg Mg Emp_001	2025-07-15		
Mg Mg Emp_001	2025-07-16		
Mg Mg Emp_001	2025-07-17		
Mg Mg Emp_001	2025-07-18		
Mg Mg Emp_001	2025-07-19		

## Add Press Time

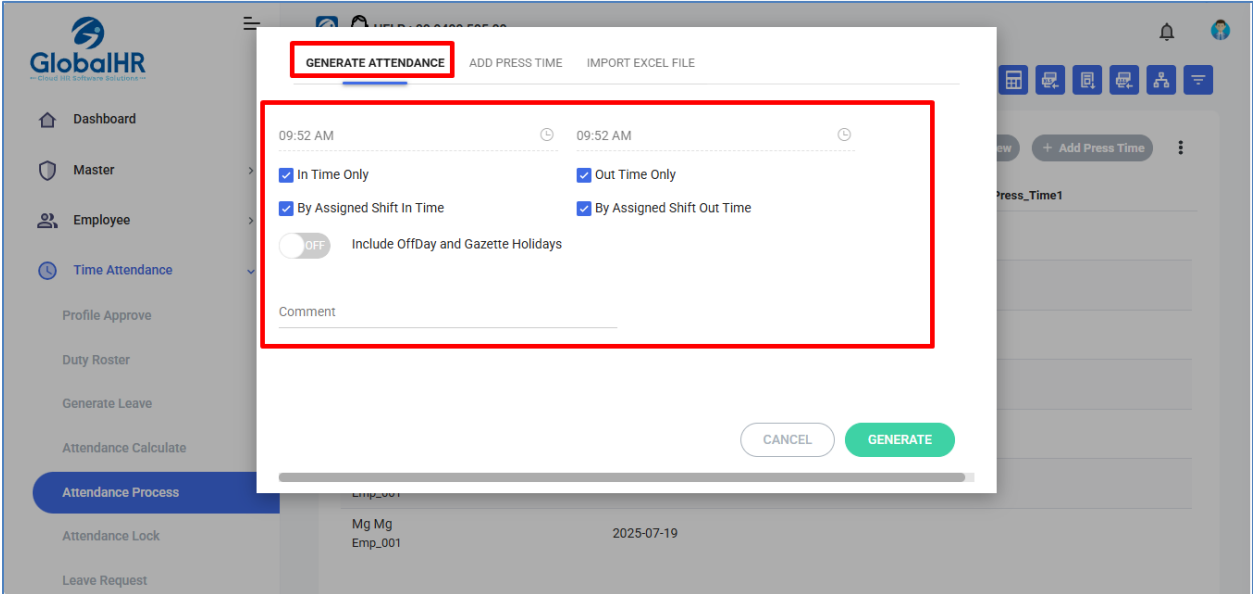
- Purpose:
  - Adds or generates press times (In/Out times)
  - Generates press times based on custom times or assigned shifts
  - Imports press times from Excel

HELP : 09 9400 505 00

**Attendance Editor** / Time Attendance / Attendance Process

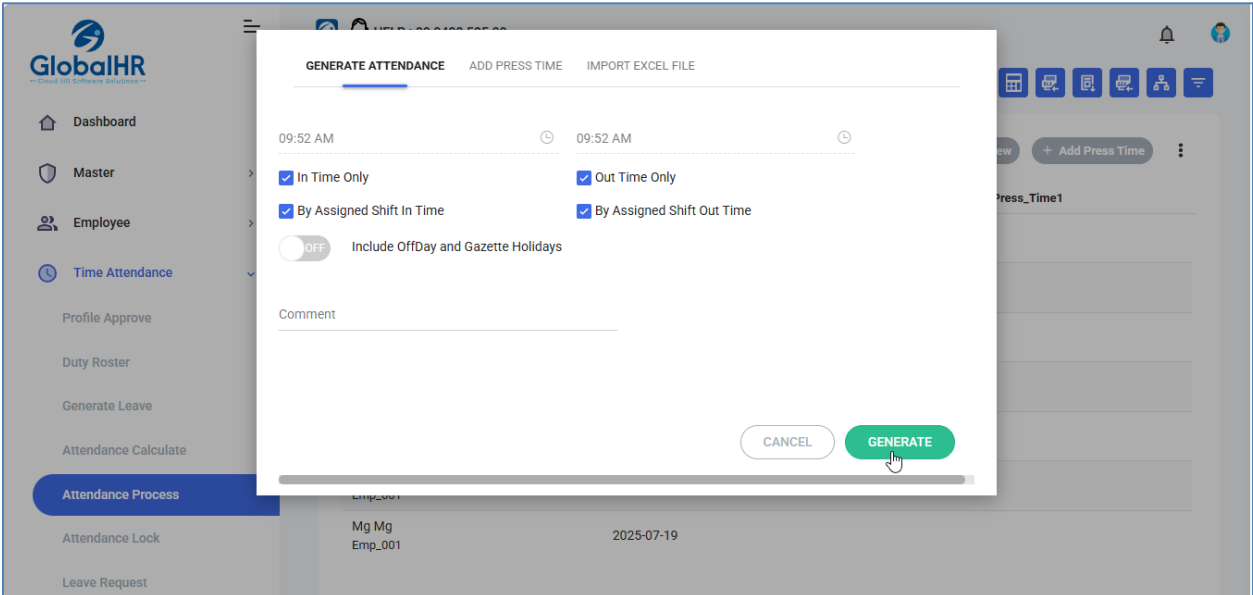
☐ Inactive Preview + Add Press Time

Name	Date	Comment	Press_Time1
Mg Mg Emp_001	2025-07-13		
Mg Mg Emp_001	2025-07-14		
Mg Mg Emp_001	2025-07-15		
Mg Mg Emp_001	2025-07-16		
Mg Mg Emp_001	2025-07-17		
Mg Mg Emp_001	2025-07-18		
Mg Mg Emp_001	2025-07-19		



The screenshot shows the 'GENERATE ATTENDANCE' modal in the GlobalHR application. The modal is titled 'GENERATE ATTENDANCE' and has three tabs: 'GENERATE ATTENDANCE', 'ADD PRESS TIME', and 'IMPORT EXCEL FILE'. The 'GENERATE ATTENDANCE' tab is selected. The modal contains the following fields and options:

- Start Time: 09:52 AM
- End Time: 09:52 AM
- ☒ In Time Only
- ☒ Out Time Only
- ☒ By Assigned Shift In Time
- ☒ By Assigned Shift Out Time
- ☐ OFF Include OffDay and Gazette Holidays
- Comment:
- 
- 



This screenshot is identical to the one above, showing the 'GENERATE ATTENDANCE' modal. A hand cursor is visible over the 'GENERATE' button, indicating it is about to be clicked.

GENERATE ATTENDANCE **ADD PRESS TIME** IMPORT EXCEL FILE

Date  
2025-07-17

Time

Comment

Cancel Save

Mg Mg	Emp_001	2025-07-16
Mg Mg	Emp_001	2025-07-17
Mg Mg	Emp_001	2025-07-18
Mg Mg	Emp_001	2025-07-19

GENERATE ATTENDANCE **ADD PRESS TIME** IMPORT EXCEL FILE

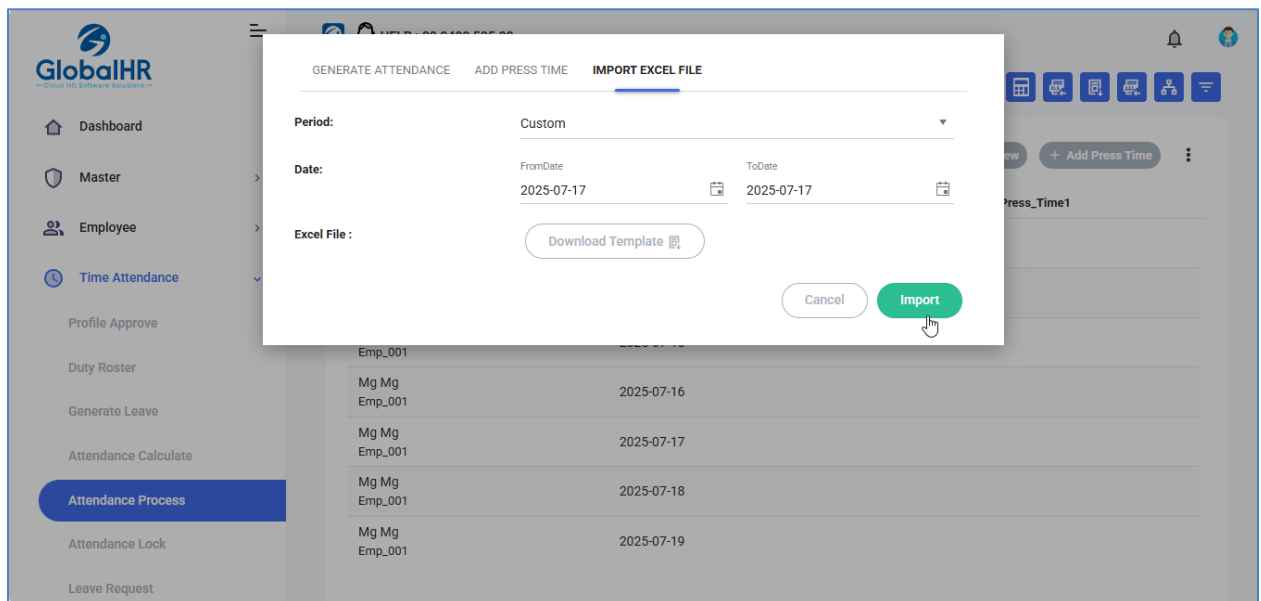
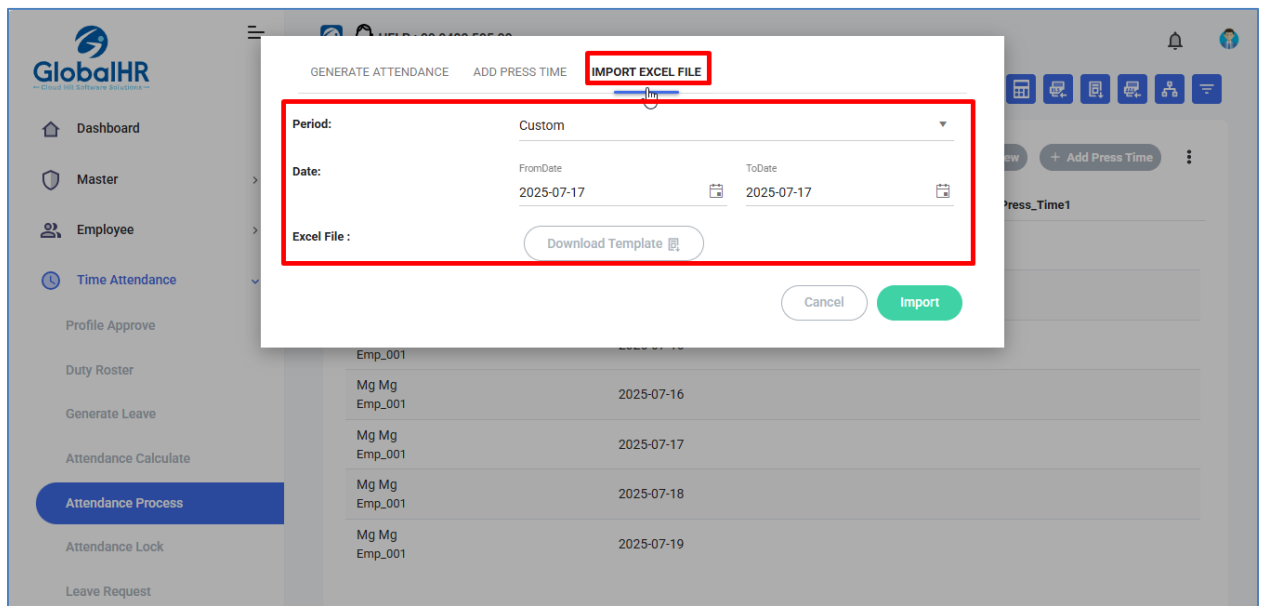
Date  
2025-07-17

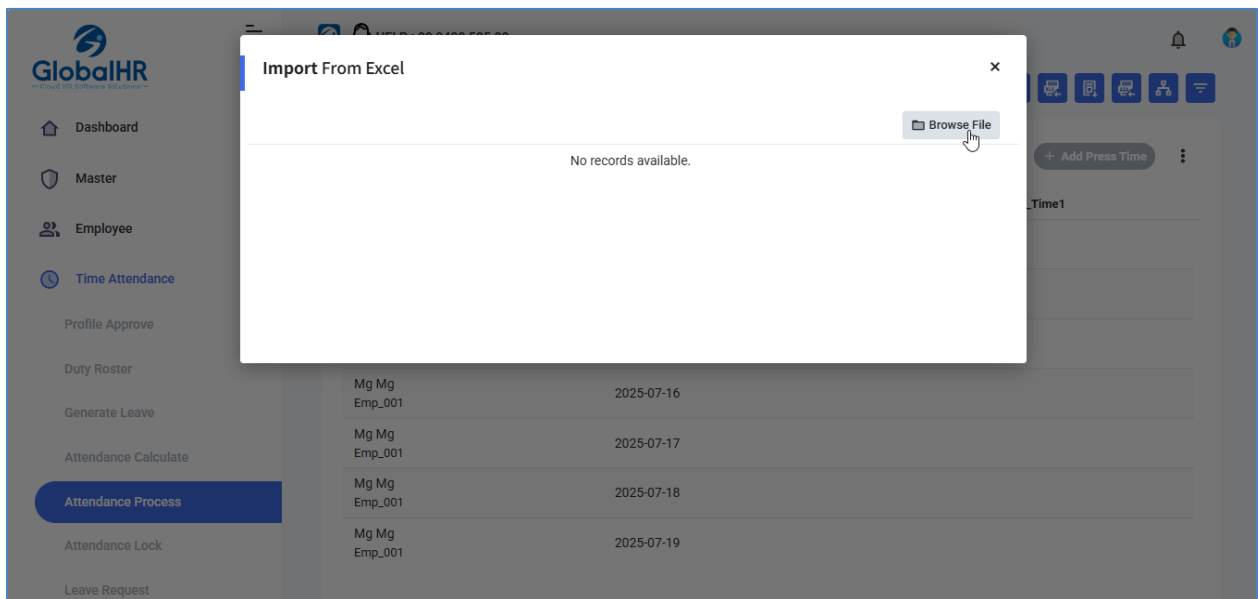
Time  
09:00 AM

Comment

Cancel Save

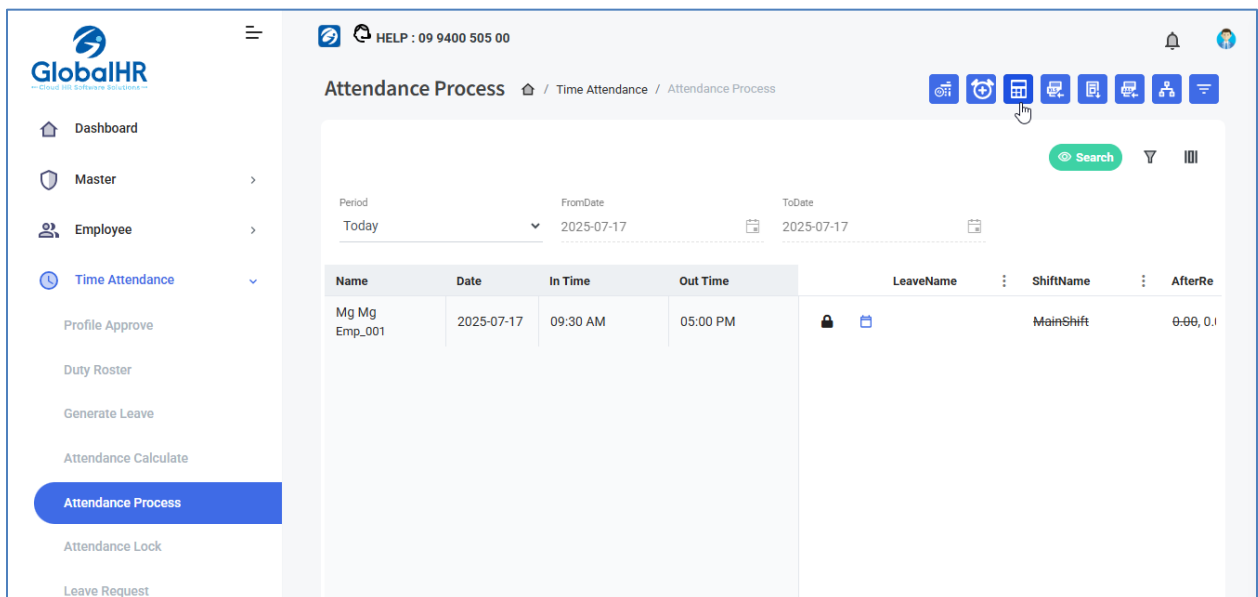
Mg Mg	Emp_001	2025-07-16
Mg Mg	Emp_001	2025-07-17
Mg Mg	Emp_001	2025-07-18
Mg Mg	Emp_001	2025-07-19

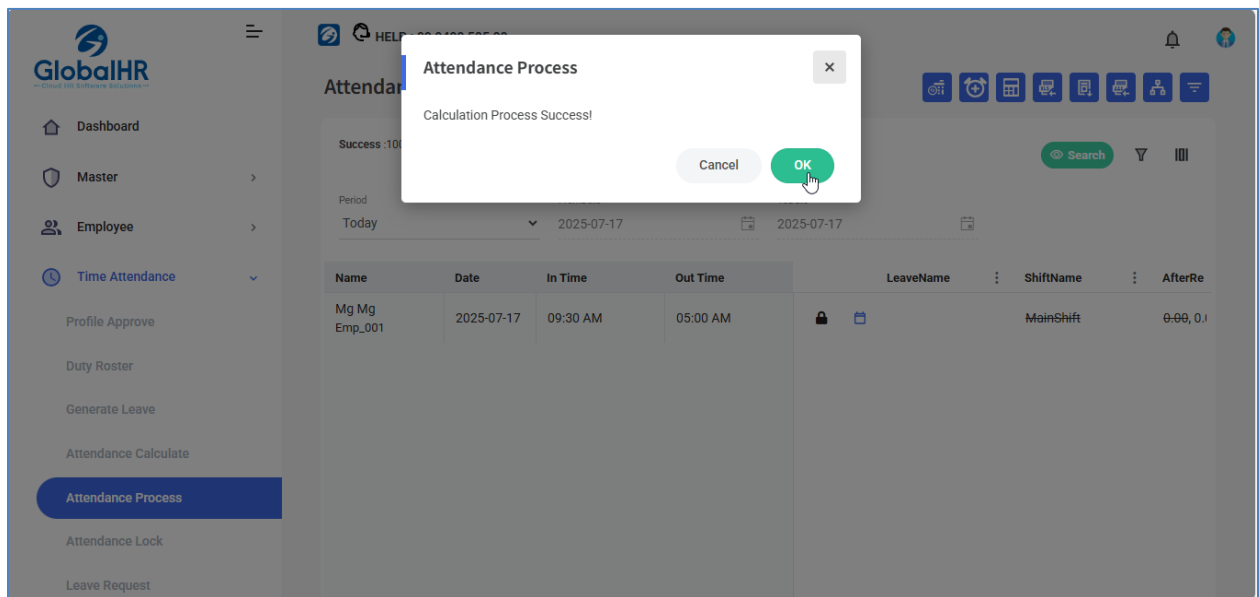




## Attendance Calculation

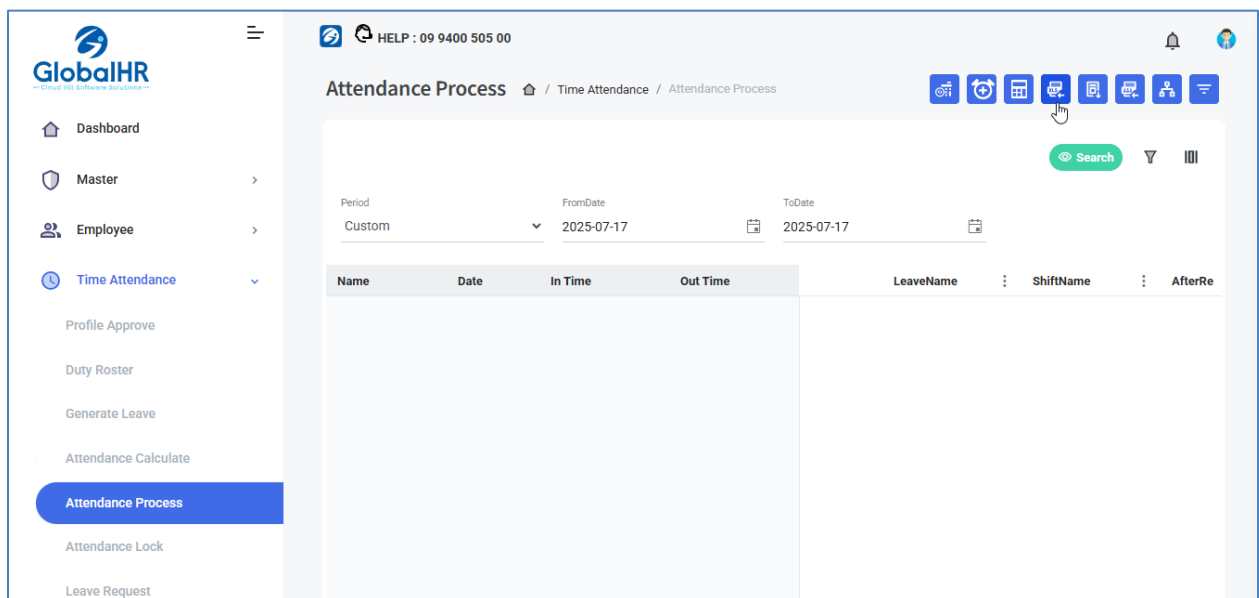
- Purpose:
  - Calculates attendance-related data (In/Out times, leaves, overtime, etc.)
  - Must be performed before generating reports or for payroll

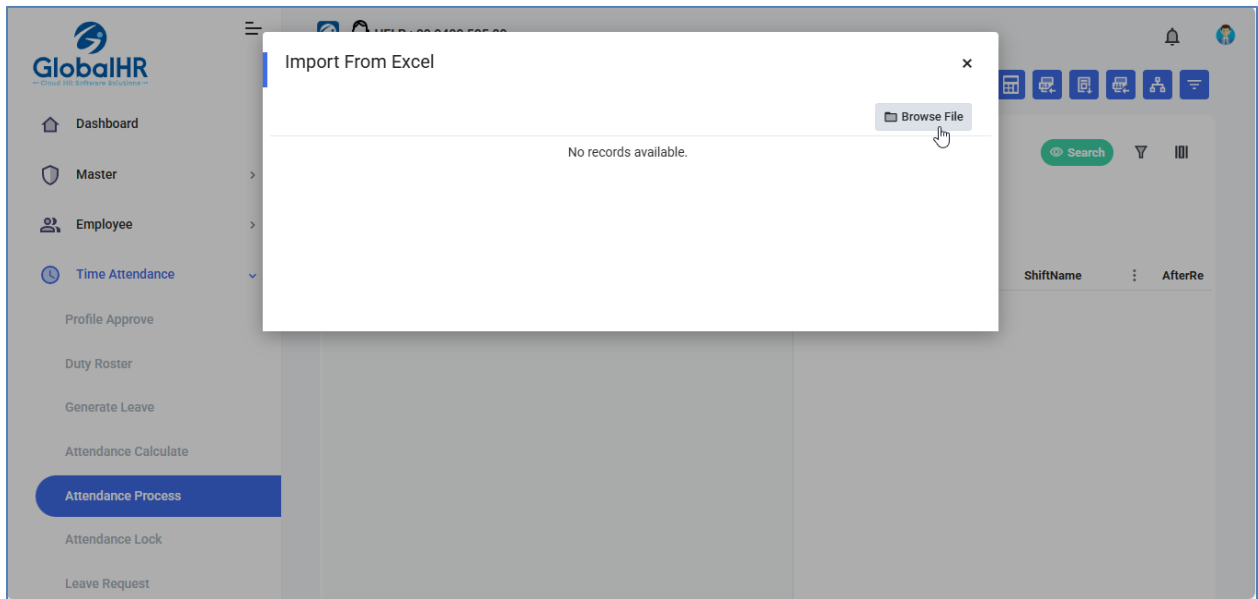




## “Import Excel”

- Purpose:
  - Imports attendance data in bulk from Excel
  - Separate templates for press times and leave data





## Attendance Rule

- Purpose:
  - Displays calculated attendance values (hours/minutes/days)
  - Applies attendance rules and calculations

---

## Feature: Duty Swap

### Purpose:

- Allow employees with the same responsibilities but different work schedules to exchange shifts.
- Accommodate emergencies, personal needs, or scheduling preferences.


### Key Points:

- Two-way swap: Exchange shifts with one other employee.
- Mobile App access: Request and approve swaps through the Global HR Cloud Mobile App.
- Approver confirmation: Supervisors or managers can approve or reject swap requests based on designated settings.
- Reason and remarks: Provide details about the swap request and add any necessary comments.

- Pending and approved lists: Track the status of swap requests and view a list of approved swaps.

## How to Use Duty Swap:

### As a Requester:

1. Open the Global HR Cloud Mobile App.
2. Go to "Requests" > Duty Swap Request.
3. Click the "+" icon  to create a new request.
4. Select the "For" date and shift you want to swap.
5. Select the "With" date and shift you want to receive.
6. Choose the substitute team member you want to swap with.
7. Select the request type:
  - Job Requirement: Swap due to work-related reasons.
  - Personal: Swap due to personal reasons.
8. \*\* Briefly explain the reason for your swap request.\*\*
9. Click Send to submit the request.

### As an Approver:

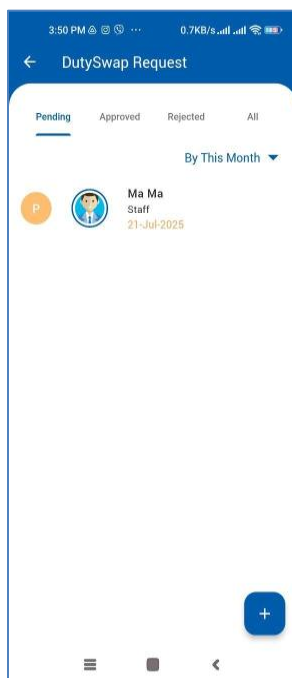
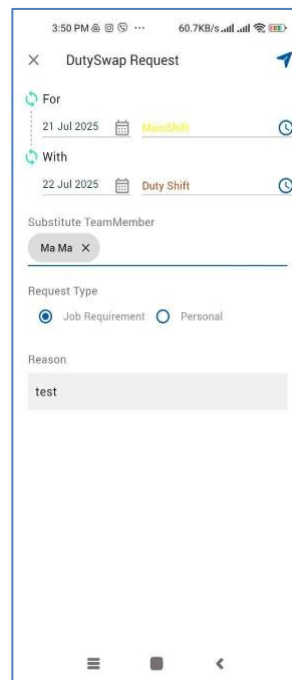
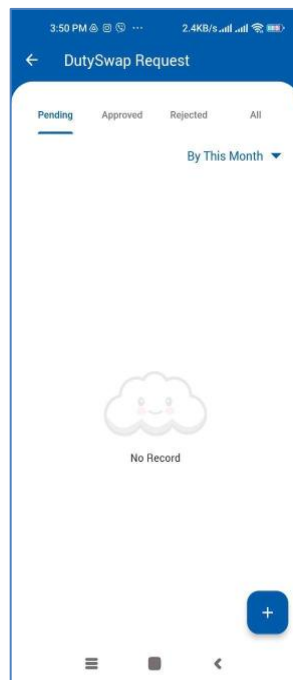
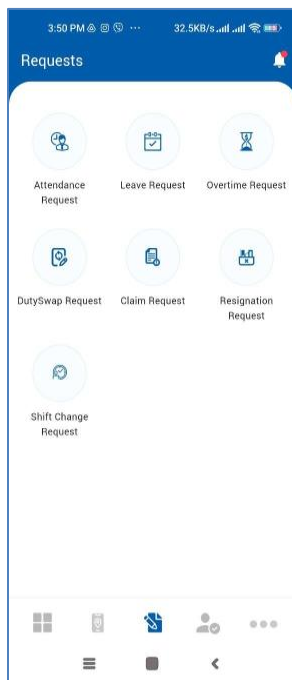
1. Open the Global HR Cloud Mobile App.
2. Go to "Requests" > Duty Swap Request.
3. Click the "Pending Tab" to view pending swap requests.
4. Open the relevant Duty Swap Pending List.
5. Review the requested swap details, including dates, shifts, and reason.
6. Add any remarks if needed.
7. Click "Approve" to confirm the swap.
8. Click "Reject" if you cannot approve the swap.

### Accessing Duty Swap List:

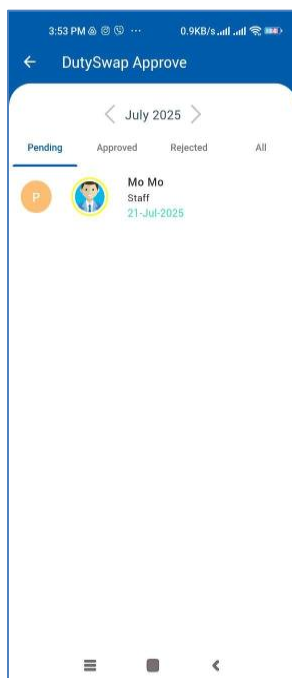
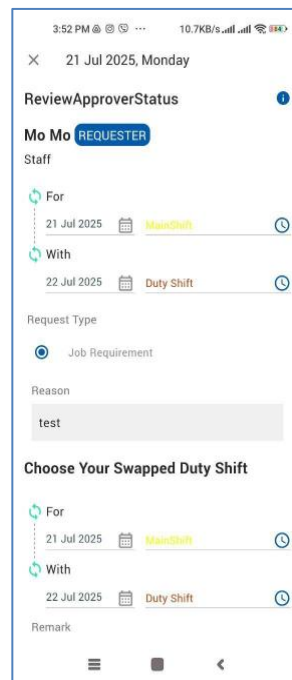
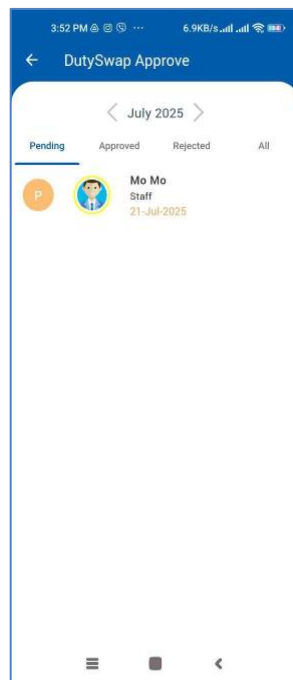
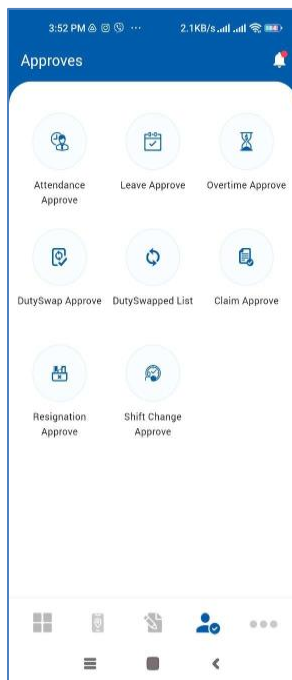
1. Open the Global HR Cloud Mobile App.
2. Go to "Requests" > Duty Swap Request.
3. View the list of approved and pending Duty Swaps.
4. For pending swaps, review details and take necessary actions (Approve/Reject) based on the designated approver settings.

### Requester

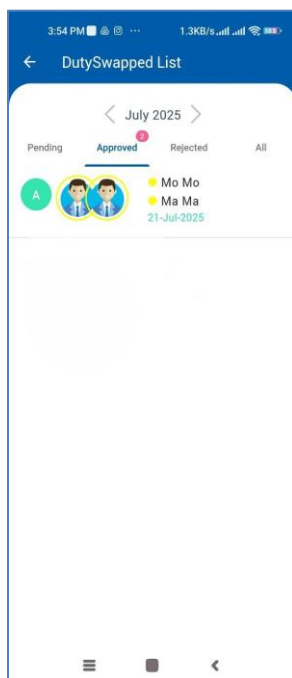
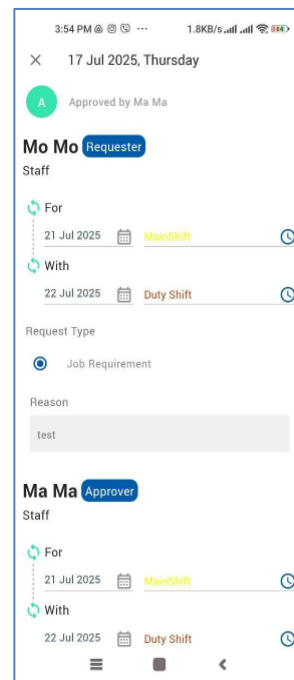
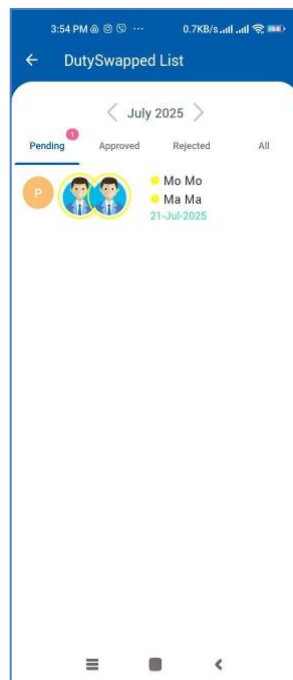
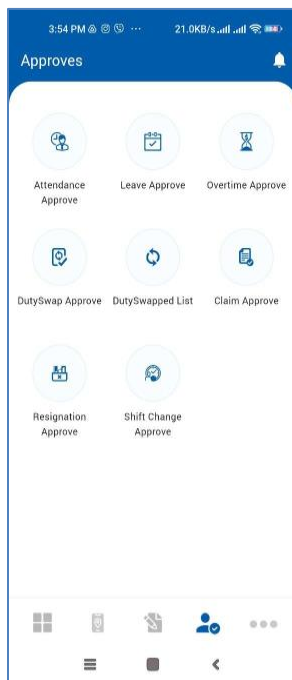




Swap Approver



Accessing DutySwap List- Group Approver



## Feature: Device Mapping


### Purpose:

- This guide explains how to connect fingerprint and Bluetooth devices to employees in Global HR Cloud, enabling them to use these devices for attendance recording and access control.

### Key Points:

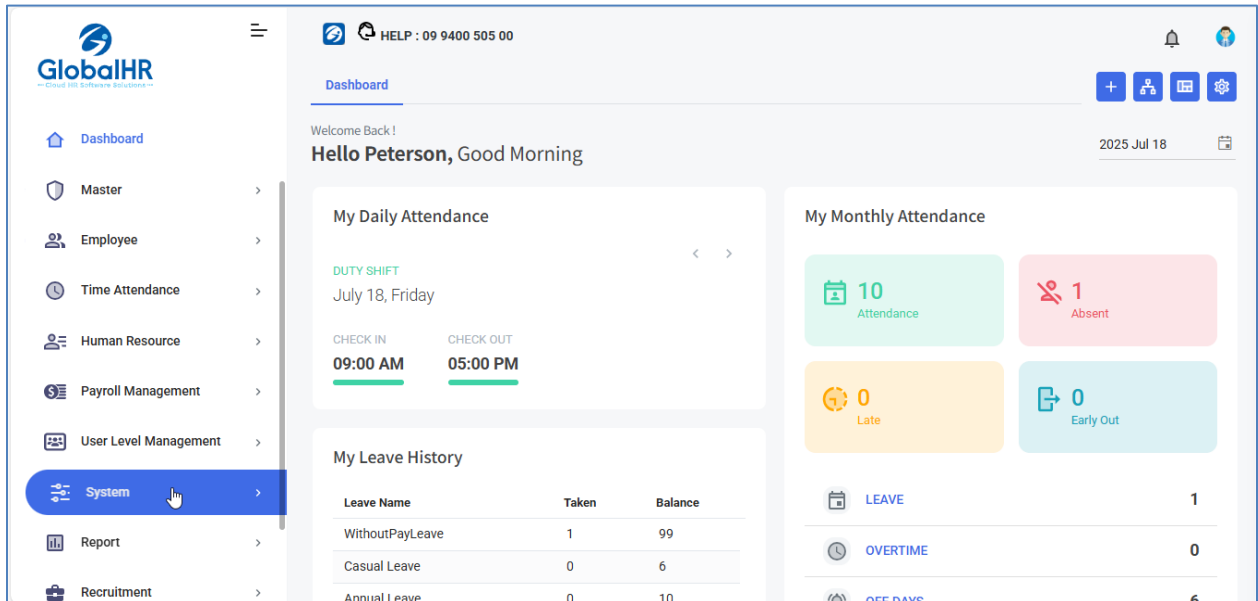
- Device mapping links specific devices to individual employees.
- You can choose from various file types (Bluetooth, Fingerprint, etc.).
- Filter employees for efficient mapping.
- Additional options allow viewing existing device mappings and clearing device data.

### Step-by-Step Instructions:

1. Accessing Device Mapping
  - In the left menu panel, go to System and select Device Mapping.
2. Mapping Devices:
  - Choose the device type from the File Type option.
  - Click Filter By Employee  to select specific employees.
  - Check the boxes next to the desired employees.
  - Click Select.
  - Click Save to complete the mapping.
3. Additional Options:
  - Show Only Device's Employee: View employees already mapped to the selected device by choosing its file type.
  - Include Clear Command: When mapping, this option erases old data on the device and sets it for the chosen employee.
4. Important Notes:
  - Device Configuration: Contact the GlobalHR – Cloud HR Solution's Data Setup Team to initially set up the device configuration and provide the device serial number.
  - Internet Connection: Ensure the device has internet access and the ADMS (Automatic Data Master Server) function is enabled.

Remember:

- Proper device mapping is crucial for accurate attendance recording and access control using fingerprint and Bluetooth devices.
- Always consult with the GlobalHR – Cloud HR Solution's Data Setup team for initial device setup and assistance.



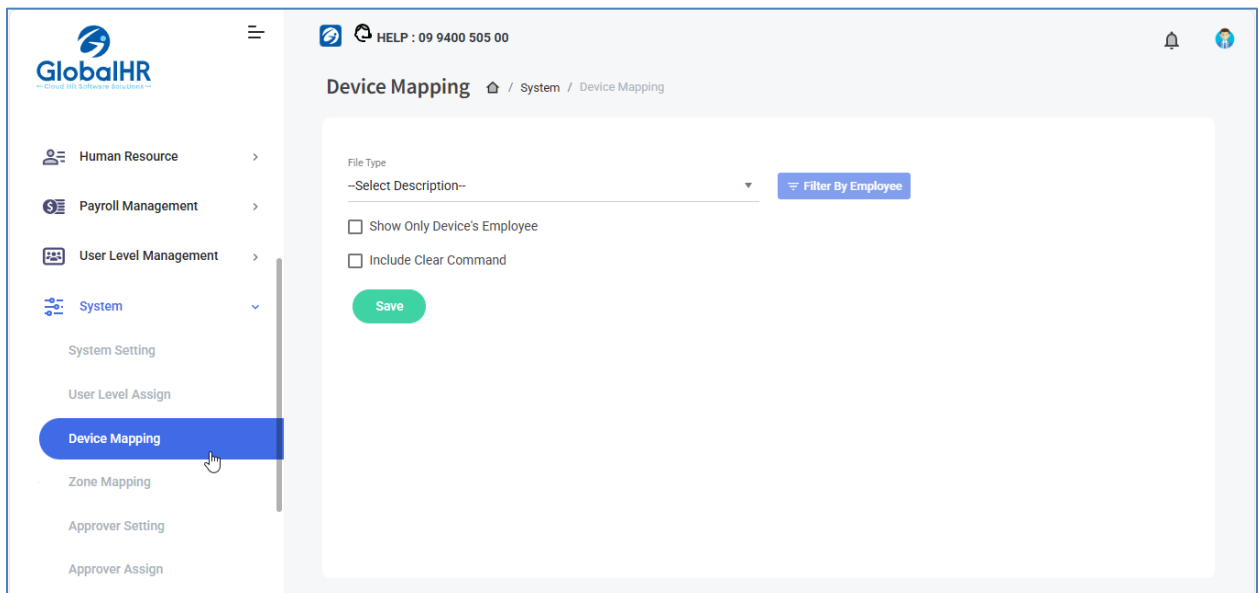
The screenshot shows the GlobalHR Dashboard for user Peterson. The left sidebar contains navigation links: Dashboard, Master, Employee, Time Attendance, Human Resource, Payroll Management, User Level Management, System (highlighted), Report, and Recruitment. The main content area displays the following information:

- Welcome Back!** Hello Peterson, Good Morning (2025 Jul 18)
- My Daily Attendance** (DUTY SHIFT, July 18, Friday):
 

CHECK IN	CHECK OUT
09:00 AM	05:00 PM
- My Monthly Attendance** (July 18, Friday):
 

Attendance	Absent	Late	Early Out
10	1	0	0
- My Leave History**

Leave Name	Taken	Balance
WithoutPayLeave	1	99
Casual Leave	0	6
Annual Leave	0	10



The screenshot shows the GlobalHR Device Mapping page. The left sidebar contains navigation links: Human Resource, Payroll Management, User Level Management, System (highlighted), Device Mapping (highlighted), Zone Mapping, Approver Setting, and Approver Assign. The main content area displays the following information:

- Device Mapping** (System / Device Mapping)
- File Type** (Select Description)
- Filter By Employee** (Filter By Employee)
- ☐ Show Only Device's Employee
- ☐ Include Clear Command
- Save** (Save)

## Feature: Zone Mapping


### Purpose:

- This guide explains how to assign employees to designated zones in Global HR Cloud, enabling location-based attendance tracking and access control.

### Key Points:

- Zone mapping links specific zones to individual employees.
- Zones can represent physical locations or virtual boundaries.
- Filter employees for efficient mapping.
- View existing zone mappings based on file type.

### Step-by-Step Instructions:

1. Accessing Zone Mapping:
  - In the left menu panel, go to “System” and select “Zone Mapping”.
2. Mapping Zones:
  - Choose the desired zone from the Description list.
  - Click Filter By Employee  to select specific employees.
  - Check the boxes next to the desired employees.
  - Click Select.
  - Click Save to complete the mapping.
3. Additional Options:
  - Show Only Zone's Employee: View employees already mapped to the selected zone by choosing its file type.
4. Important Notes:
  - Zone Configuration:
    - Contact the GlobalHR – Cloud HR Solution’s Data Setup Team for initial setup.
    - Provide the zone location details.
    - Alternatively, create zones under “Master” >> “GPS Location”.
  - GPS Location Creation: Create GPS locations before zone mapping.

### Remember:

- Zone mapping is essential for accurate location-based attendance and access control.
- Create GPS locations before defining zones.

The dashboard displays the following information for user Peterson:

- My Daily Attendance:** DUTY SHIFT on July 18, Friday. Check in at 09:00 AM and check out at 05:00 PM.
- My Monthly Attendance:**
  - 10 Attendance (green)
  - 1 Absent (red)
  - 0 Late (orange)
  - 0 Early Out (blue)
- My Leave History:**

Leave Name	Taken	Balance
WithoutPayLeave	1	99
Casual Leave	0	6
Annual Leave	0	10

The Zone Mapping interface includes the following elements:

- Left Sidebar:** System (selected), System Setting, User Level Assign, Device Mapping, Zone Mapping (selected), Approver Setting, Approver Assign, Report, Recruitment, Claim.
- Main Content Area:**
  - Description:** A dropdown menu with the option "--Select Description--".
  - Filter By Employee:** A button to filter the data.
  - Show Only Zone's Employee:** A checkbox option.
  - Save:** A green button to save the configuration.

System

- System Setting
- User Level Assign
- Device Mapping
- Zone Mapping**
- Approver Setting
- Approver Assign
- Report
- Recruitment
- Claim

HELP : 09 9400 505 00

Zone Mapping / System / Zone Mapping

Description

Kamayut

Filter By Employee

Show Only Zone's Employee

Save

- Global TA&HR Solution Co.,Ltd.
- Global TA&HR Solution Co.,Ltd.
  - Admin
  - Department\_KMT
- EEP Company
- Cluster LLO
- Cluster\_Eimon

System

- System Setting
- User Level Assign
- Device Mapping
- Zone Mapping**
- Approver Setting
- Approver Assign
- Report
- Recruitment
- Claim

HELP : 09 9400 505 00

Zone Mapping / System / Zone Mapping

Description

Kamayut

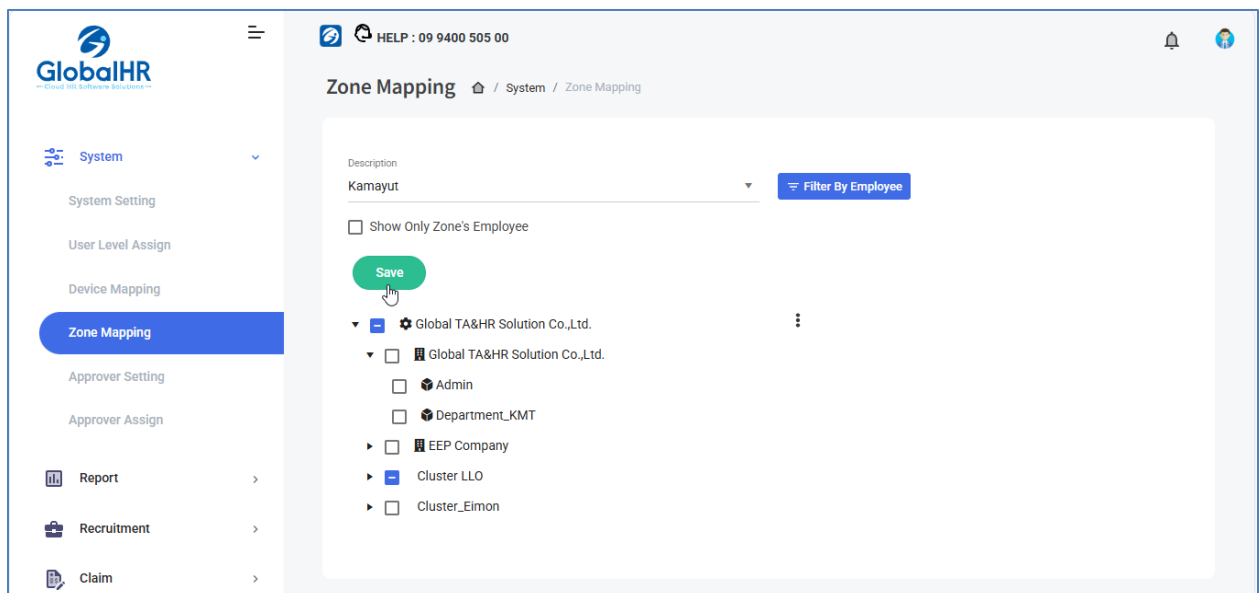
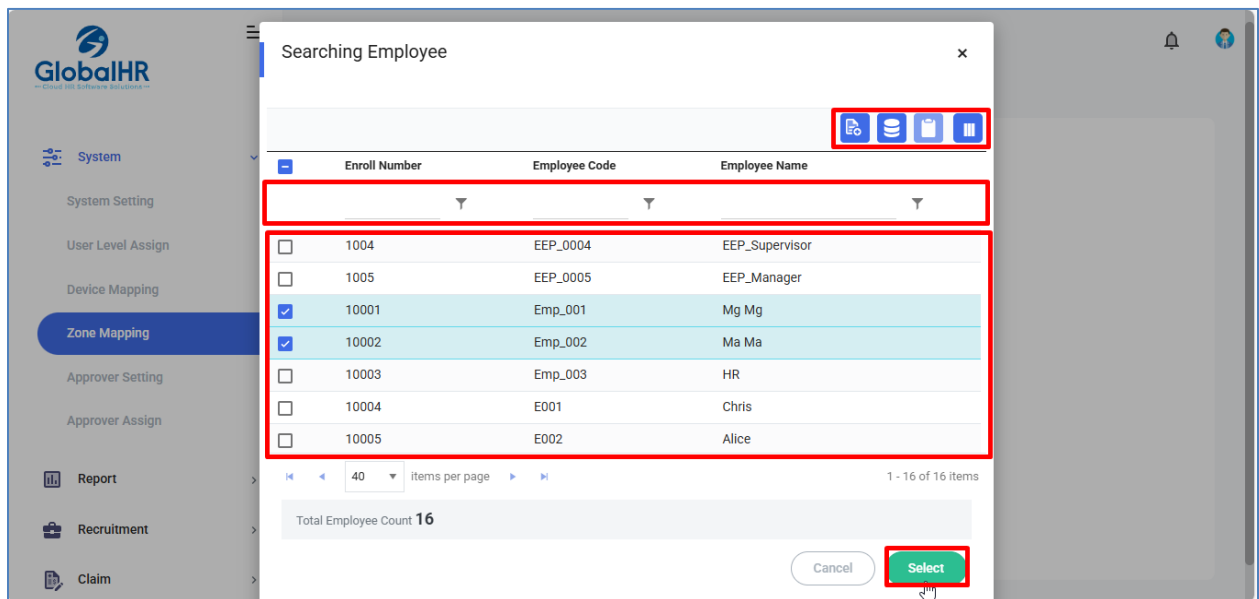
Filter By Employee

Show Only Zone's Employee

Save

- Global TA&HR Solution Co.,Ltd.
- Global TA&HR Solution Co.,Ltd.
  - Admin
  - Department\_KMT
- EEP Company
- Cluster LLO
- Cluster\_Eimon





## 4. Module: HR


### Feature: Dashboard

Purpose:

- To provide a visual overview of important Attendance/HR/Payroll data in a customizable and user-friendly format

- To enable users to personalize their Dashboard experience for efficient information access

#### Key Points:


- Dashboard is the first page users see after logging in
- Gadgets display data graphically for easy interpretation
- Dashboard can be customized with multiple pages, layouts, and gadgets
- Data can be filtered by organizational structure  and date range

#### Step-by-Step Instructions:


##### Accessing the Dashboard:

- Select "Dashboard" in the left menu panel


##### Dashboard Configuration:

- Adding Dashboard Pages:
- Click the "Configuration icon" 
- Enter a name for the new page
- Click "ADD"

##### Changing View Layout:


- Click the "Layout icon" 
- Choose a layout from the options

##### Organizational Structure:


- Click the "Organization Structure" icon 
- Select the desired department or company
- Click "Refresh" icon

#### Using and Removing Gadgets:

##### Adding Gadgets:











- Click "+ Add Gadget icon"  or "Add Gadget"
- Select a gadget and click "Add"

##### Removing Gadgets:




- Click the "Delete icon"  in the top right corner of the gadget

##### Available Gadgets:




Summary: (View overall summaries and trends)

- Monthly Requests Summary 
- Monthly Attendance Summary 
- Daily Attendance Summary 
- Daily Attendance Summary By Teammates 
- Attendance Employee Counts by Graph 
- Attendance Rule Summary 
- Labor Cost by Company 
- Employee Age Report 
- Total Labor Cost per Company 
- Labor Cost per Headcount 





#### My Attendance: (View personal attendance information)

- My Daily Attendance 
- My Monthly Attendance 
- My Leave History 

#### Team: (View team-related information)

- My Team 
- Leave Requested by Teammates 
- Manpower List 

#### News: (View announcements and updates)

- Teammates' Birthdays 
- Upcoming Holidays 
- Monthly Announcements 
- Permanent Employee List 

#### Specifying Dashboard Date:

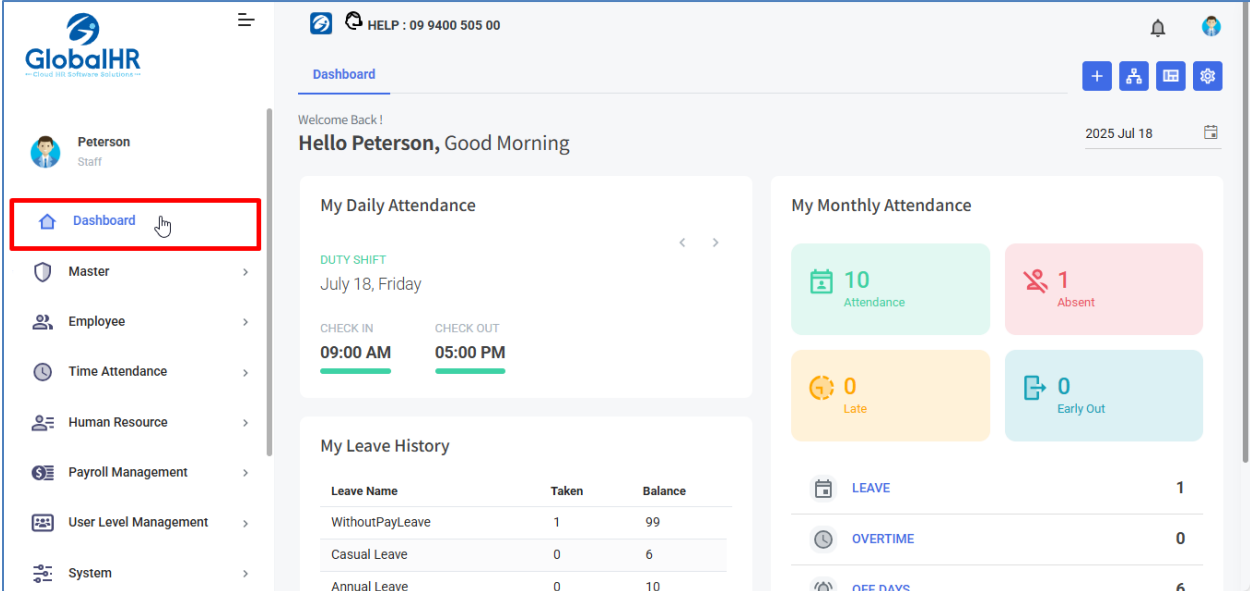
- Click "Date" to select a specific date range for data display

#### Additional Information:

- Watch the sample video for a visual demonstration: [Dashboard Setup Link]
- Experiment with different layouts and gadgets to find the most informative and useful setup for your needs

- Regularly review and update your Dashboard configuration to ensure it aligns with your current priorities

Screenshots:



**GlobalHR** Cloud HR Software Solutions

HELPER : 09 9400 505 00

Welcome Back!  
**Hello Peterson, Good Morning**

2025 Jul 18

**My Daily Attendance**

DUTY SHIFT  
July 18, Friday

CHECK IN: 09:00 AM  
CHECK OUT: 05:00 PM

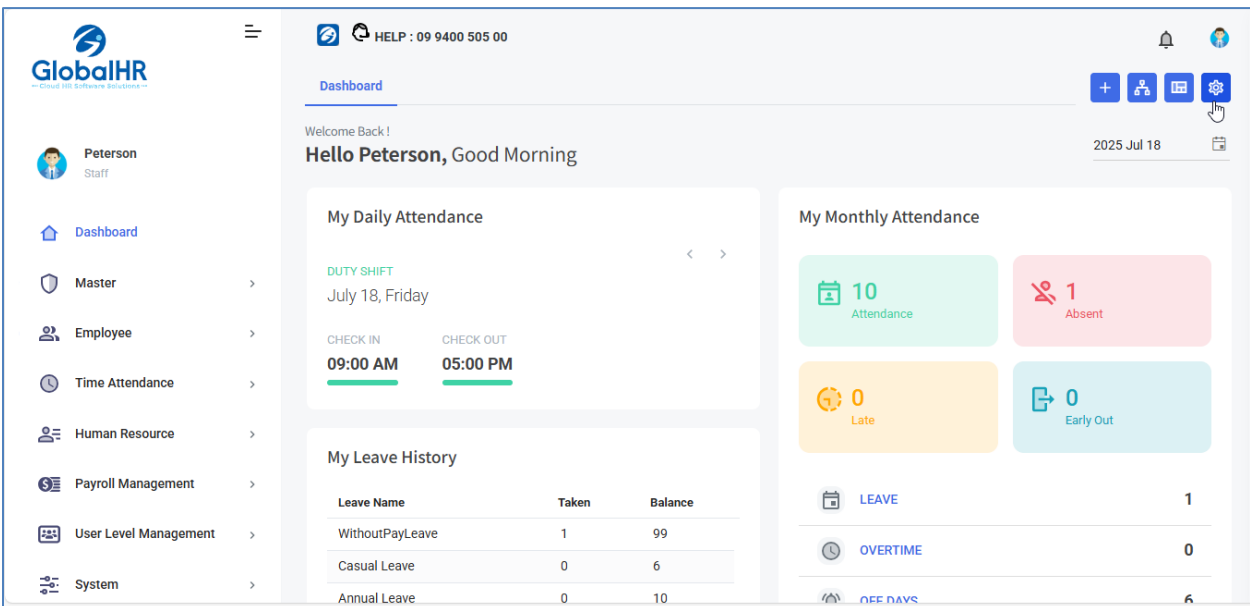
**My Monthly Attendance**

10 Attendance  
1 Absent  
0 Late  
0 Early Out

**My Leave History**

Leave Name	Taken	Balance
WithoutPayLeave	1	99
Casual Leave	0	6
Annual Leave	0	10

LEAVE: 1  
OVERTIME: 0  
OFF DAYS: 6



**GlobalHR** Cloud HR Software Solutions

HELPER : 09 9400 505 00

Welcome Back!  
**Hello Peterson, Good Morning**

2025 Jul 18

**My Daily Attendance**

DUTY SHIFT  
July 18, Friday

CHECK IN: 09:00 AM  
CHECK OUT: 05:00 PM

**My Monthly Attendance**

10 Attendance  
1 Absent  
0 Late  
0 Early Out

**My Leave History**

Leave Name	Taken	Balance
WithoutPayLeave	1	99
Casual Leave	0	6
Annual Leave	0	10

LEAVE: 1  
OVERTIME: 0  
OFF DAYS: 6

GlobalHR Cloud HR Software Solutions

Dashboard

Configuration

Boards Options

#	Name	EDIT	DELETE
1	Dashboard		

Enter Dashboard Name

Test Dashboard

ADD

Close

2025 Jul 18

1 Absent

0 Early Out

Leave Name Taken Balance

WithoutPayLeave 1 99

Casual Leave 0 6

Annual Leave 0 10

LEAVE 1

OVERTIME 0

OFF DAYS 6

GlobalHR Cloud HR Software Solutions

Dashboard

Welcome Back !

Hello Peterson, Good Morning

2025 Jul 18

My Daily Attendance

DUTY SHIFT

July 18, Friday

CHECK IN 09:00 AM CHECK OUT 05:00 PM

My Monthly Attendance

10 Attendance

1 Absent

0 Late

0 Early Out

My Leave History

Leave Name	Taken	Balance
WithoutPayLeave	1	99
Casual Leave	0	6
Annual Leave	0	10

LEAVE 1

OVERTIME 0

OFF DAYS 6

GlobalHR Cloud HR Software Solutions

Dashboard

Welcome Back !

Hello Peterson, Good Morning

2025 Jul 18

My Daily Attendance

DUTY SHIFT

July 18, Friday

CHECK IN 09:00 AM CHECK OUT 05:00 PM

My Monthly Attendance

10 Attendance

1 Absent

0 Late

0 Early Out

My Leave History

Leave Name	Taken	Balance
WithoutPayLeave	1	99
Casual Leave	0	6
Annual Leave	0	10

LEAVE 1

OVERTIME 0

OFF DAYS 6

Layout

10 Attendance

1 Absent

0 Late

0 Early Out

LEAVE 1

OVERTIME 0

OFF DAYS 6

Peterson

Staff

Dashboard

Master

Employee

Time Attendance

Human Resource

Payroll Management

User Level Management

System

HELP : 09 9400 505 00

+

2025 Jul 18

Dashboard

Welcome Back !

Hello Peterson, Good Morning

My Daily Attendance

DUTY SHIFT

July 18, Friday

CHECK IN

09:00 AM

CHECK OUT

05:00 PM

My Leave History

Leave Name	Taken	Balance
WithoutPayLeave	1	99
Casual Leave	0	6
Annual Leave	0	10

My Monthly Attendance

10 Attendance

1 Absent

0 Late

0 Early Out

LEAVE

1

OVERTIME

0

OFF DAYS

6

Peterson

Staff

Dashboard

Master

Employee

Time Attendance

Human Resource

Payroll Management

User Level Management

System

HELP : 09 9400 505 00

+

2025 Jul 18

Dashboard

Welcome Back !

Hello Peterson, Good Morning

My Daily Attendance

DUTY SHIFT

July 18, Friday

CHECK IN

09:00 AM

CHECK OUT

05:00 PM

My Leave History

Leave Name	Taken	Balance
WithoutPayLeave	1	99
Casual Leave	0	6
Annual Leave	0	10

My Monthly Attendance

10 Attendance

1 Absent

0 Late

0 Early Out

LEAVE

1

OVERTIME

0

OFF DAYS

6

Organization Structure

- Global TA&HR Solution ...
  - Global TA&HR Soluti...
    - Admin
    - Department\_KMT
  - EEP Company
    - HR Department\_EEP
  - Cluster LLO
    - Company LLO
  - Cluster\_Eimon
    - Company\_Eimon

Peterson

Staff

Dashboard

Master

Employee

Time Attendance

Human Resource

Payroll Management

User Level Management

System

HELP : 09 9400 505 00

+

2025 Jul 18

Dashboard

Welcome Back !

Hello Peterson, Good Morning

My Daily Attendance

DUTY SHIFT

July 18, Friday

CHECK IN

09:00 AM

CHECK OUT

05:00 PM

My Leave History

Leave Name	Taken	Balance
WithoutPayLeave	1	99
Casual Leave	0	6
Annual Leave	0	10

My Monthly Attendance

10 Attendance

1 Absent

0 Late

0 Early Out

LEAVE

1

OVERTIME

0

OFF DAYS

6

138

GlobalHR Cloud HR Software Solutions

HELPER : 09 9400 505 00

Peterson Staff

Dashboard Master Employee Time Attendance Human Resource Payroll Management User Level Management System

**Add Gadget**

Begin typing gadget name

Summary

- Monthly requests summary (1)
- Monthly attendance summary (1)
- Daily attendance summary (1)
- Daily attendance summary by teammates (1)
- Attendance employee counts by graph (1)
- Attendance rule summary (1)
- Labor cost by company (1)
- Employee age report (1)
- Total labor cost per company (1)
- Labor cost per headcount (1)

My Attendance

My Leave History

Monthly Requests Summary

Monthly requests summary

Add

2025 Jul 18

1 Absent

0 Early Out

1

0

6

GlobalHR Cloud HR Software Solutions

HELPER : 09 9400 505 00

Peterson Staff

Dashboard Master Employee Time Attendance Human Resource Payroll Management User Level Management System

**Monthly Requests Summary**

Period: July-2025 From Date: 2025-07-01 To Date: 2025-07-31

3.5  
3  
2.5  
2  
1.5  
1  
0.5  
0

ATTENDANCE LEAVE OVERTIME

Attendance Details Leave Details Overtime Details

GlobalHR Cloud HR Software Solutions

HELPER : 09 9400 505 00

Peterson Staff

Dashboard Master Employee Time Attendance Human Resource Payroll Management User Level Management System

Welcome Back!

**Hello Peterson, Good Morning**

2025 Jul 18

**My Daily Attendance**

DUTY SHIFT

July 18, Friday

CHECK IN 09:00 AM CHECK OUT 05:00 PM

**My Leave History**

Leave Name	Taken	Balance
WithoutPayLeave	1	99
Casual Leave	0	6
Annual Leave	0	10

**My Monthly Attendance**

10 Attendance

1 Absent

0 Late

0 Early Out

LEAVE 1

OVERTIME 0

OFF DAYS 6

## Feature: Announcement

### Purpose:


- Share important company information, policies, news, and events with employees in a timely and efficient manner.
- Increase employee engagement and awareness of key organizational updates.
- Provide a centralized platform for storing and accessing announcements.

### Key Points:

- Create Posts:
  - Add announcement titles and reference numbers.
  - Compose detailed messages with rich text formatting and image insertion.
  - Attach PDF files for additional information.
  - Select target audience by department, designation, employee, location, etc.
  - Decide on public visibility (publish immediately or schedule for later).
- Manage Posts:
  - Edit announcement content and settings.
  - Delete unwanted posts.
  - Track post performance with viewership reports for seen and unseen employees.
- Employee Access:
  - View announcements on the Global HR Cloud web and mobile app dashboards.
  - Filter announcements by category and date.
  - Mark announcements as seen or unread.

### Step-by-Step Guide to Creating an Announcement:

#### 1. Create Post:

- Click the + Add New icon .
- Enter a title and reference number.
- Craft your announcement message with text formatting and (optional) image.
- Attach a relevant PDF file if needed.
- Choose your target audience using various department, employee, or location filters.

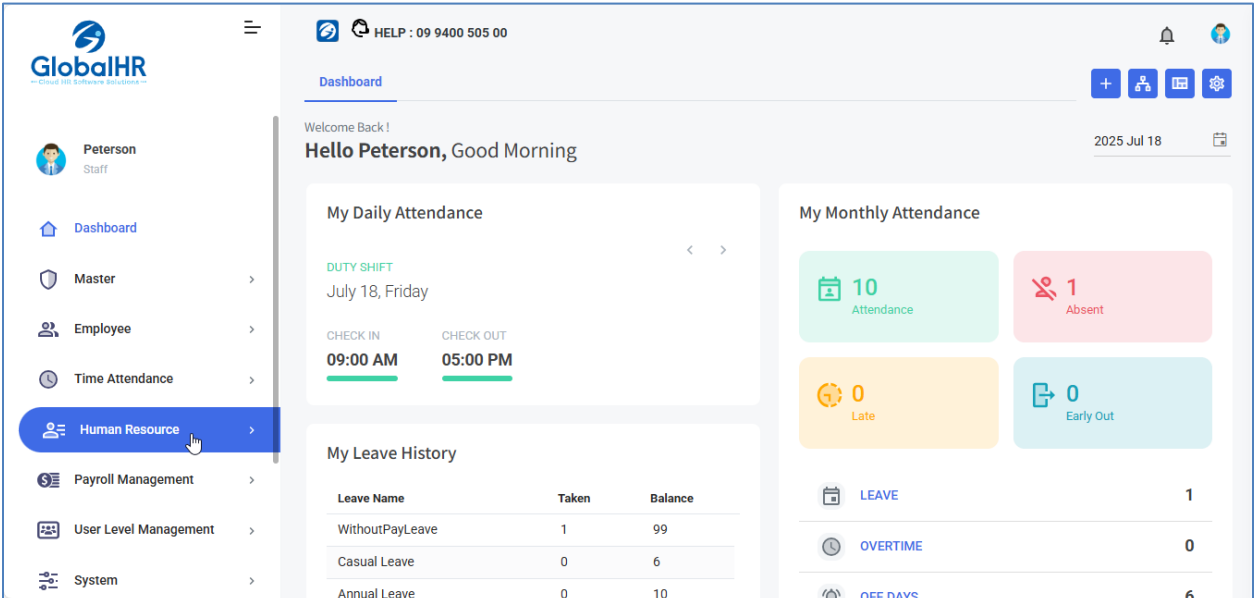


- Decide whether to publish the announcement immediately or schedule it for later.
2. Manage Posts:
- You can edit content, visibility settings, and audience targeting after creation.
  - Delete unwanted announcements.
  - View reports on how many employees have seen or unread the announcement.
3. Employee Access:
- Employees can see announcements on their Global HR Cloud dashboards (web and mobile).
  - Filter announcements by category and date for easy navigation.
  - Mark announcements as seen or unread for personal organization.

#### Additional Tips:

- Use clear and concise language in your announcements.
- Highlight important information with bold text or bullet points.
- By utilizing the Announcement module effectively, you can keep your employees informed, engaged, and aligned with organizational goals.

#### Screenshots:



**GlobalHR** Cloud HR Software Solutions

HELPER : 09 9400 505 00

Dashboard

Welcome Back!  
**Hello Peterson, Good Morning**

2025 Jul 18

**My Daily Attendance**

DUTY SHIFT  
July 18, Friday

CHECK IN: 09:00 AM  
CHECK OUT: 05:00 PM

**My Monthly Attendance**

10 Attendance  
1 Absent  
0 Late  
0 Early Out

**My Leave History**

Leave Name	Taken	Balance
WithoutPayLeave	1	99
Casual Leave	0	6
Annual Leave	0	10

LEAVE: 1  
OVERTIME: 0  
OFF DAYS: 6

- Peterson  
Staff
- Dashboard
- Master
- Employee
- Time Attendance
- Human Resource
- Announcement**
- Transfer
- Education History

HELP : 09 9400 505 00

Announcement list / Human Resource / Announcement

By This Month

Search

Title	Date	Created By	Seen By	Unseen	Created Date	Audience
No records available.						

Page 0 of 0
15 items per page
0 - 0 of 0 items

- Peterson  
Staff
- Dashboard
- Master
- Employee
- Time Attendance
- Human Resource
- Announcement**
- Transfer
- Education History

HELP : 09 9400 505 00

Announcement list / Human Resource / Announcement

By This Month

Search

Title	Date	Created By	Seen By	Unseen	Created Date	Audience
No records available.						

Page 0 of 0
15 items per page
0 - 0 of 0 items

Peterson  
Staff

- Dashboard
- Master
- Employee
- Time Attendance
- Human Resource
  - Announcement
  - Transfer
  - Education History

HELP : 09 9400 505 00

Announcement list / Human Resource / Announcement

**Create Announcement**

Title	ReferenceNo
Testing	1234567

Paragraph

**Test creating Announcement**

**This is testing how announcemnet works.**

Peterson  
Staff

- Dashboard
- Master
- Employee
- Time Attendance
- Human Resource
  - Announcement
  - Transfer
  - Education History

HELP : 09 9400 505 00

**This is testing how announcemnet works.**

Attach File (pdf) ☒ Is Download

**SELECT FILES...** Drop files here to upload

Choose Audience

By Company Company LLO

Cancel
Post

Peterson  
Staff

- Dashboard
- Master
- Employee
- Time Attendance
- Human Resource
- Announcement**
- Transfer
- Education History

HELP : 09 9400 505 00

By This Month

Search

ated By	Seen By	Unseen	Created Date	Audience	Is Download	Is Public	Action
erson	0	5	2025-07-18	By Company	Allow	OFF	<div>Edit</div> <div>Delete</div>

Page 1 of 1 15 items per page 1 - 1 of 1 items

Peterson  
Staff

- Dashboard
- Master
- Employee
- Time Attendance
- Human Resource
- Announcement**
- Transfer
- Education History

HELP : 09 9400 505 00

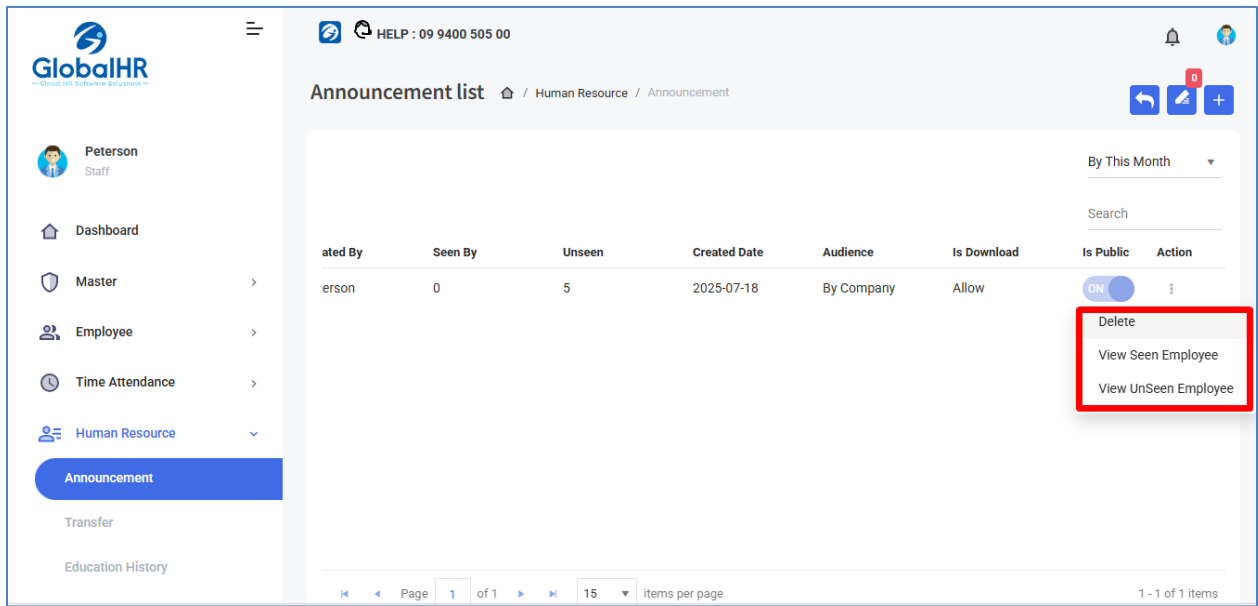
Announcement list / Human Resource / Announcement

By This Month

Search

ated By	Seen By	Unseen	Created Date	Audience	Is Download	Is Public	Action
erson	0	5	2025-07-18	By Company	Allow	ON	

Page 1 of 1 15 items per page 1 - 1 of 1 items






## Feature: Contract Employee List

### Purpose:

- Separates contract employees (those working for a limited period) from permanent employees within the system.
- Stores essential contract details for efficient management.

### Key Points:

- Add New Contract Employee:
  - Enter contract details (date, start/end dates, compensation, status, number, shift, remarks).
  - Add employers or witnesses if required.
- “Import Excel”  Data:
  - Manage multiple contracts using a template.
  - “Download template” , fill in mandatory fields (red headers), and import.
  - Validate data before importing.
- Find Contract Employee List:
  - Filter by period, employee, contract type, and other criteria.
  - Preview and export  data to Excel.



### Step-by-Step Guide to Creating a New Contract Employee:

## Add New Contract Employee:



### 1. Access the Contract Employee List:

- From the left menu panel, navigate to "Human Resource."
- Select "Contract Employee List."




### 2. Add New Contract Employee (Manual Entry):

- Click "Add New" .
- Click the "Search Employee" icon  to select the employee.
- Fill in contract details:
  - Contract Date
  - Start Date
  - End Date
  - Compensation Amount
  - Contract Status (create first if needed)
  - Contract Number
  - Contract Shift
  - Remark (optional)
  - If applicable, check "Use Employers or Witness" and add those details.
- Click "Save."


### 3. Import Contract Employees (Excel Template):

- Click "Download Template" .
- Open the template and fill in mandatory fields (red headers).
- Click "Import Excel" .
- Browse and select the completed Excel file.
- Click "Validate" to check for errors.
- If valid, click "Import."


### 4. Find Contract Employee List:

- Select a period in the "Period" box.
- Choose employees by organization structure  or filter by employee .
- Apply additional filters as needed (e.g., contract type).
- Click "Preview" to view results.
- Click "Export Excel"  to download data.

## 5. Create Contract Status Options (if needed):

- Click the setup icon .
- Write the contract status name.
- Click "Save."

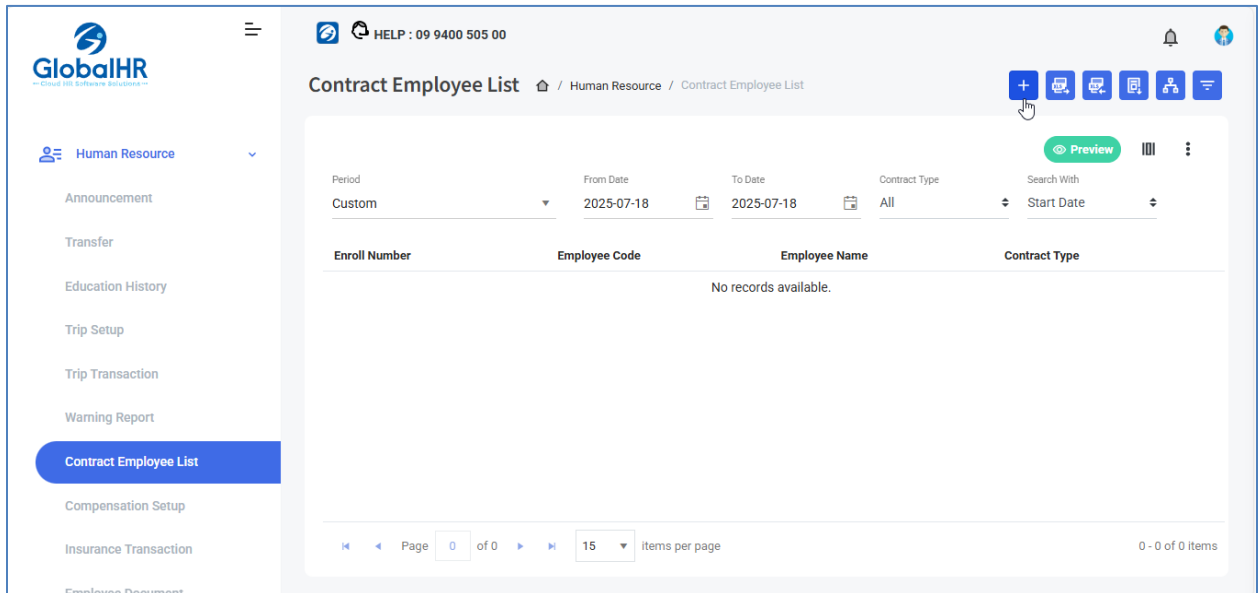
### Key Points:

- Ensure all mandatory fields are filled in the template  before importing.
- Use the "Use Employers or Witness" option based on contractual needs.
- Always validate data to catch errors before importing.
- Utilize filters to refine search results.

### Additional Information:

- Contract status options must be created before use.
- The "Contract Shift" field specifies the assigned shift during the contract period.
- The "Remark" field allows for additional notes or comments.

### Screenshots:



The screenshot displays the GlobalHR web application interface for the 'Contract Employee List'. The left sidebar shows the 'Human Resource' menu with options like 'Announcement', 'Transfer', 'Education History', 'Trip Setup', 'Trip Transaction', 'Warning Report', 'Contract Employee List' (highlighted), 'Compensation Setup', 'Insurance Transaction', and 'Employee Document'. The main content area is titled 'Contract Employee List' and includes a breadcrumb trail: 'Human Resource / Contract Employee List'. A top navigation bar contains a 'HELP' link and a phone number. Below the title, there are several action icons (add, edit, delete, etc.) and a 'Preview' button. The main table area shows filters for 'Period' (Custom), 'From Date' (2025-07-18), 'To Date' (2025-07-18), and 'Contract Type' (All). The search criteria are set to 'Start Date'. The table headers are 'Enroll Number', 'Employee Code', 'Employee Name', and 'Contract Type'. The message 'No records available.' is displayed in the table body. At the bottom, there is a pagination bar showing 'Page 0 of 0' and '15 items per page'.

Human Resource

- Announcement
- Transfer
- Education History
- Trip Setup
- Trip Transaction
- Warning Report
- Contract Employee List**
- Compensation Setup
- Insurance Transaction
- Employee Document

HELP : 09 9400 505 00

**Contract Employee Form** / Human Resource / Contract Employee List

EmployeeCode  
Emp\_004

Employee Name  
Mo Mo

Contract Date  
2025-01-01

Start Date  
2025-02-01

End Date  
2025-12-31

Compensation Amount  
3

Contract Status  
Project A

Contract Number  
123

Contract Shift  
MainShift

Remark

☐ Use Employers or Witness

Cancel

Save

Human Resource

- Announcement
- Transfer
- Education History
- Trip Setup
- Trip Transaction
- Warning Report
- Contract Employee List**
- Compensation Setup
- Insurance Transaction
- Employee Document

HELP : 09 9400 505 00

**Contract Employee List** / Human Resource / Contract Employee List

+

Print

Export

Preview

Refresh

Filter

Preview

Filter

Period

From Date

To Date

Contract Type

Search With

Custom

2025-07-18

2025-07-18

All

Start Date

Enroll Number	Employee Code	Employee Name	Contract Type
No records available.			

Page 0 of 0

15 items per page

0 - 0 of 0 items

Human Resource

- Announcement
- Transfer
- Education History
- Trip Setup
- Trip Transaction
- Warning Report
- Contract Employee List**
- Compensation Setup
- Insurance Transaction
- Employee Document

HELP : 09 9400 505 00

**Contract Employee List** / Human Resource / Contract Employee List

+

Print

Export

Preview

Refresh

Filter

Preview

Filter

Period

From Date

To Date

Contract Type

Search With

Custom

2025-07-18

2025-07-18

All

Start Date

Enroll Number	Employee Code	Employee Name	Contract Type
No records available.			

Page 0 of 0

15 items per page

0 - 0 of 0 items



**Import Excel**

Browse File

No records available.

Total Data Row Count 0

**Contract Employee List**

Period: Custom, From Date: 2025-07-18, To Date: 2025-07-18, Contract Type: All, Search With: Start Date

No records available.

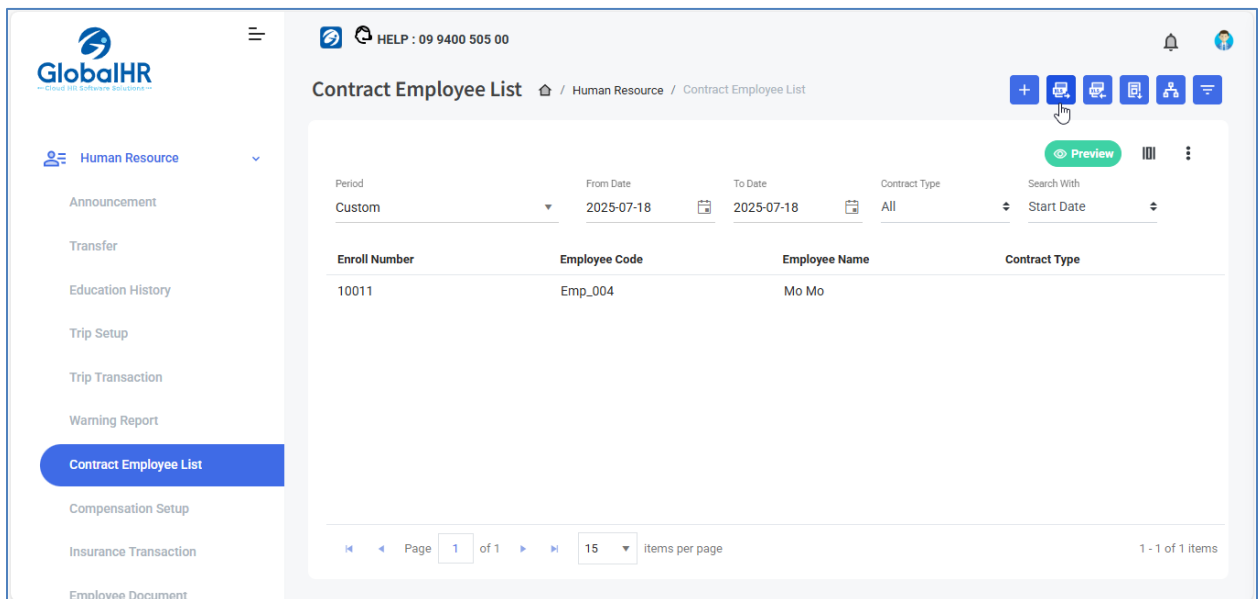
Page 0 of 0, 15 items per page, 0 - 0 of 0 items

**Contract Employee List**

Period: Custom, From Date: 2025-07-18, To Date: 2025-07-18, Contract Type: All, Search With: Start Date

No records available.

Page 0 of 0, 15 items per page, 0 - 0 of 0 items



## Feature: Education History

### Purpose:

- Stores educational information about employees for reference and analysis.
- Tracks degrees, fields of study, institutions, dates, and achievements.

### Key Points:

#### Add New Education History:

- Enter employee details (degree, field of study, university, start/end dates, GPA, award date, graduation status, remarks).

#### View and Existing Records:

- Access and modify existing education information as needed.

### Key Points:

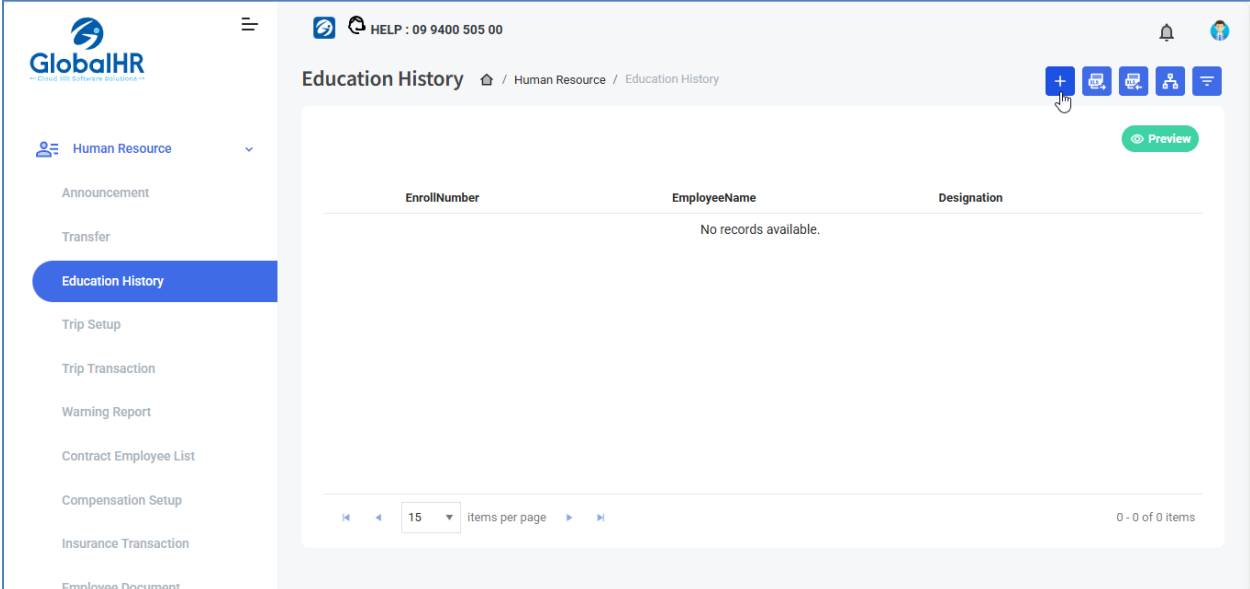
- All mandatory fields must be filled before saving.
- Multiple education records can be added for each employee.
- The feature provides a comprehensive overview of employees' educational backgrounds.

### Additional Information:

- The "GPA" field captures grade point averages.

- The "Award Date" specifies when a degree or certificate was conferred.
- The "Remarks" field allows for additional notes or comments.

Screenshots:



GlobalHR Cloud HR Software Solutions

HELP : 09 9400 505 00

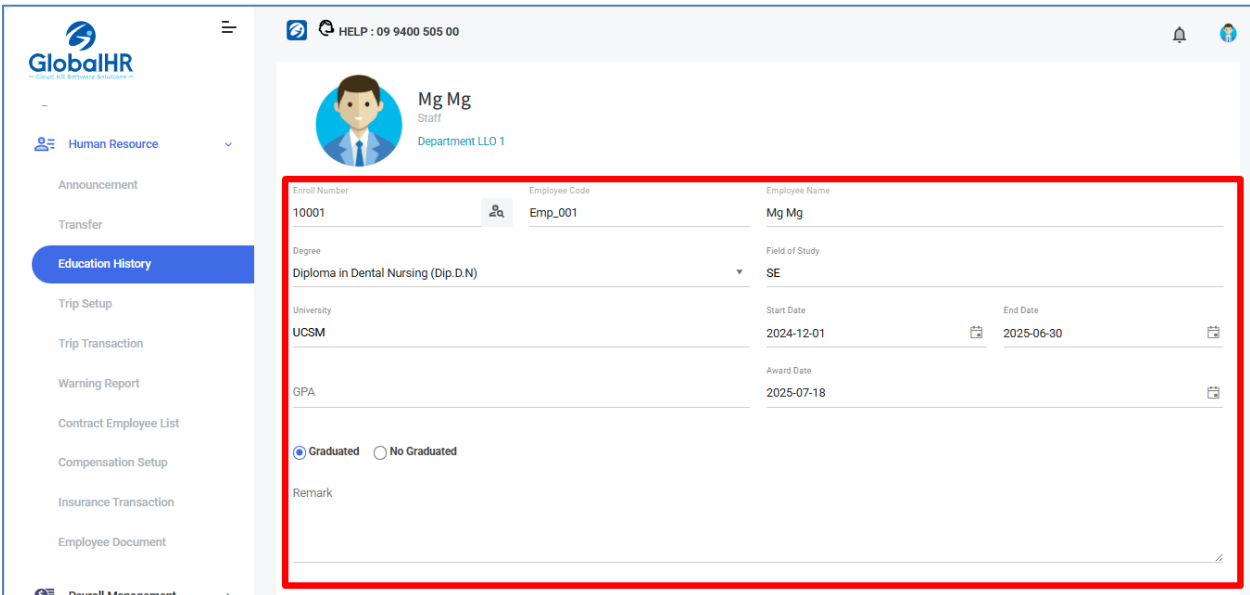
Education History / Human Resource / Education History

EnrollNumber EmployeeName Designation

No records available.

Preview

15 items per page 0 - 0 of 0 items



GlobalHR Cloud HR Software Solutions

HELP : 09 9400 505 00

Mg Mg  
Staff  
Department LLO 1

Enroll Number 10001 Employee Code Emp\_001 Employee Name Mg Mg

Degree Diploma in Dental Nursing (Dip.D.N) Field of Study SE

University UCISM Start Date 2024-12-01 End Date 2025-06-30

GPA Award Date 2025-07-18

☒ Graduated ☐ No Graduated

Remark

Payroll Management

Human Resource

- Announcement
- Transfer
- Education History**
- Trip Setup
- Trip Transaction
- Warning Report
- Contract Employee List
- Compensation Setup
- Insurance Transaction
- Employee Document

HELP : 09 9400 505 00

Education History / Human Resource / Education History

Preview

EnrollNumber	EmployeeName	Designation
No records available.		

15 items per page 0 - 0 of 0 items

Human Resource

- Announcement
- Transfer
- Education History**
- Trip Setup
- Trip Transaction
- Warning Report
- Contract Employee List
- Compensation Setup
- Insurance Transaction
- Employee Document

HELP : 09 9400 505 00

Education History / Human Resource / Education History

Preview

EnrollNumber	EmployeeName	Designation
10001	Mg Mg	Staff

15 items per page 1 - 1 of 1 items

Human Resource

- Announcement
- Transfer
- Education History**
- Trip Setup
- Trip Transaction
- Warning Report
- Contract Employee List
- Compensation Setup
- Insurance Transaction
- Employee Document

HELP : 09 9400 505 00

Education History / Human Resource / Education History

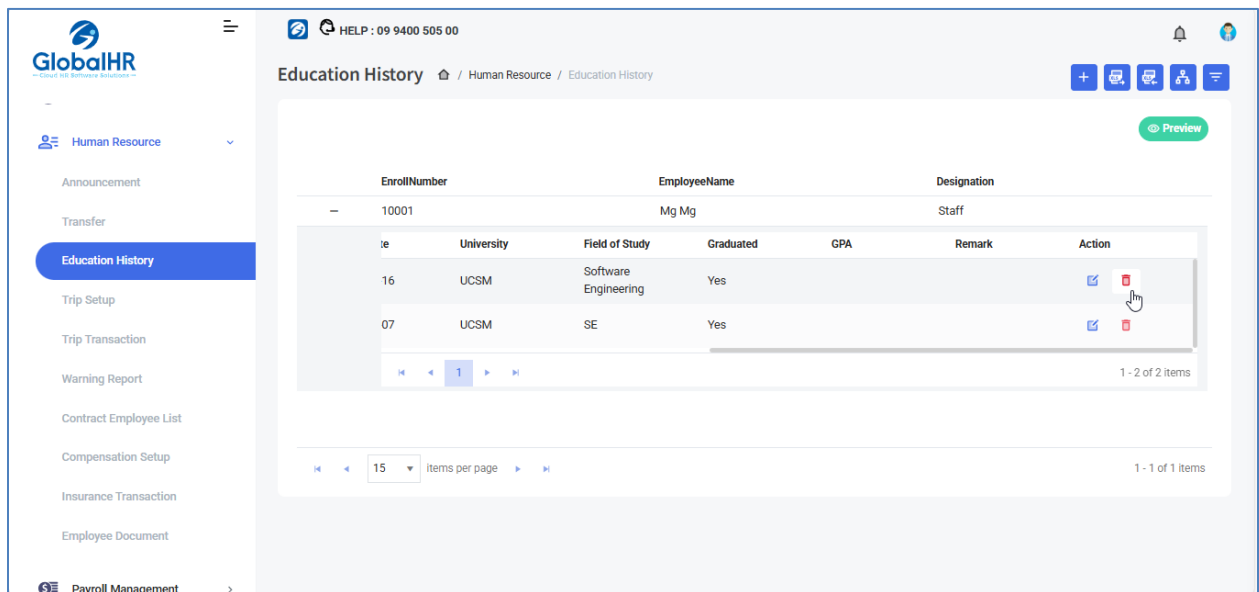
Preview

EnrollNumber	EmployeeName	Designation
10001	Mg Mg	Staff

EnrollNumber	University	Field of Study	Graduated	GPA	Remark	Action
16	UCSM	Software Engineering	Yes			
07	UCSM	SE	Yes			

15 items per page 1 - 2 of 2 items

15 items per page 1 - 1 of 1 items





## Feature: Transfer

### Purpose:






- The Transfer feature in GlobalHR – Cloud HR Solution allows you to manage employee reassignments within your organization efficiently. Whether it's a change in department, location, title, or even company, you can easily record and track transfers.

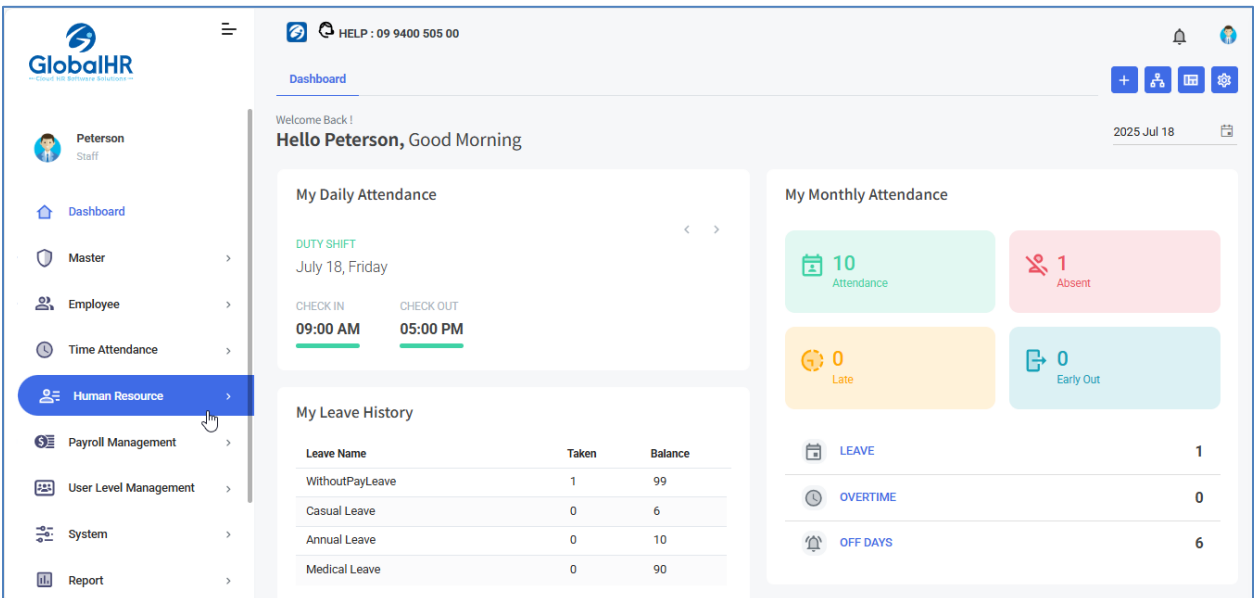
### Key Points:

- Individual or Bulk Transfers: Manage transfers for single employees or import data for multiple transfers using an Excel template .
- Detailed Tracking: Record essential information like order date, effective date, transfer type (internal, external, temporary), new company/department, and remarks.
- Flexible Data Management: Choose specific data points to update during the transfer process through the "Choosing Columns"  option.
- Easy Reporting: Generate Excel reports based on selected timeframes and employees to analyze transfer trends or retrieve specific data.

### Step-by-Step Guide:

#### 1. Single Employee Transfer:

- Go to Left Menu Panel > Human Resource > Transfer.
- Click "+ Add New" .
- Choose the employee using Filter by Employee  or Organization Structure .
- Click Preview to confirm the employee selection.
- Fill in the transfer details:
  - Order Date: Date the transfer is initiated/approved.
  - Effective Date: Date the transfer takes effect.
  - Status: Internal (within department/business), External (to another company), or Temporary (duration defined in Change Status).
  - Change Status: Create and choose a "Change Status" name specific to this transfer type.
  - Company and Department: Select the new company and department (default values can be changed through "Choosing Columns" .
- Choosing Columns : Check additional data points like division, location, section, designation, group, or cost center you want to change.
- Remark: (Optional) Add any relevant notes about the transfer.
- Click Save to complete the single-employee transfer.



**GlobalHR**  
Cloud HR Software Solutions

HELPER : 09 9400 505 00

Dashboard

Welcome Back !  
**Hello Peterson, Good Morning**

2025 Jul 18

**My Daily Attendance**

DUTY SHIFT  
July 18, Friday

CHECK IN: 09:00 AM  
CHECK OUT: 05:00 PM

**My Monthly Attendance**

10 Attendance  
1 Absent  
0 Late  
0 Early Out

**My Leave History**

Leave Name	Taken	Balance
WithoutPayLeave	1	99
Casual Leave	0	6
Annual Leave	0	10
Medical Leave	0	90

LEAVE: 1  
OVERTIME: 0  
OFF DAYS: 6

- Dashboard
- Master
- Employee
- Time Attendance
- Human Resource
  - Announcement
  - Transfer**
  - Education History
  - Trip Setup
  - Trip Transaction
  - Warning Report
  - Contract Employee List

HELP : 09 9400 505 00

Transferred Employee List

Human Resource / Transfer

+

📄

👤

🔍

Preview

Period: Custom

From Date: 2025-07-18

To Date: 2025-07-18

Transfer Type: All

Action	Enroll Number	Employee Code	Employee Name	Company	Department	Status	Transfer Type
No records available.							

Page 0 of 0

15 items per page

0 - 0 of 0 items

- Dashboard
- Master
- Employee
- Time Attendance
- Human Resource
  - Announcement
  - Transfer**
  - Education History
  - Trip Setup
  - Trip Transaction
  - Warning Report
  - Contract Employee List

HELP : 09 9400 505 00

Add Transfer Employee

Human Resource / Transfer

+

📄

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🔍

Preview

Customer Information

Action

No records available.

0 - 0 of 0 items

Order Date: 2025-07-18

Effective Date: 2025-07-18

Status:

☒ Internal
☐ External
☐ Temporary

Change Status \*

Transfer Type:

GlobalHR Cloud HR Software Solutions

HELP : 09 9400 505 00

Order Date: 2025-07-18 Effective Date: 2025-07-18

Status: ☒ Internal ☐ External ☐ Temporary Change Status: New Project

Transfer Type: ☐ Default ☒ Promotion ☐ Demotion

Old Company: Company LLO Company: Company LLO

Old Department: Department LLO 1 Department: Department LLO 2

Remark: Test

Cancel Save

GlobalHR Cloud HR Software Solutions

HELP : 09 9400 505 00

Order Date: 2025-07-18 Effective Date: 2025-07-18

Status: ☒ Internal ☐ External ☐ Temporary Change Status: New Project

Transfer Type: ☐ Default ☒ Promotion ☐ Demotion



Old Company: Company LLO Company: Company LLO

Old Department: Department LLO 2 Department: Department LLO 2

Remark: Test

Cancel Save

## 2. Multi-Employee Transfer (Excel Import)

- Follow steps 1-2 from the single employee transfer.
- Click the “Download Template” icon  to download the Transfer Excel Template.
- Fill in the template with transfer data for multiple employees, ensuring mandatory columns like Enroll Number, Employee Code, Employee Name, Order Date, Effective Date, Status, Change Status, Old Company, and New Company are complete.
- Click the “Import Excel” icon .



- Browse and select the completed Excel file.
- Click Validate Data to check for errors.
- Once validated, click Import to complete the bulk transfer.

GlobalHR Cloud HR Software Solutions

HELP : 09 9400 505 00

Transferred Employee List / Human Resource / Transfer

Period: Custom From Date: 2025-07-18 To Date: 2025-07-18 Transfer Type: All

Action	Enroll Number	Employee Code	Employee Name	Company	Department	Status	Transfer Type
No records available.							

Page 0 of 0 15 Items per page 0 - 0 of 0 items

GlobalHR Cloud HR Software Solutions

HELP : 09 9400 505 00

Transferred Employee List / Human Resource / Transfer

Period: Custom From Date: 2025-07-18 To Date: 2025-07-18 Transfer Type: All

Action	Enroll Number	Employee Code	Employee Name	Company	Department	Status	Transfer Type
No records available.							

Page 0 of 0 15 Items per page 0 - 0 of 0 items

Human Resource

- Announcement
- Transfer**
- Education History
- Trip Setup
- Trip Transaction
- Warning Report
- Contract Employee List
- Compensation Setup
- Insurance Transaction
- Employee Document

Payroll Management

HELP : 09 9400 505 00

**Add Transfer Employee** / Human Resource / Transfer

Preview

Customer Information

Action

No records available.

0 - 0 of 0 items

Order Date

Effective Date

2025-07-18

2025-07-18

Status:

☒ Internal
 ☐ External
 ☐ Temporary

Change Status \*

Transfer Type:

Human Resource

- Announcement
- Transfer**
- Education History
- Trip Setup
- Trip Transaction
- Warning Report
- Contract Employee List
- Compensation Setup
- Insurance Transaction
- Employee Document

Payroll Management

HELP : 09 9400 505 00

**Add Transfer Employee** / Human Resource / Transfer

Preview

Customer Information

Action

No records available.

0 - 0 of 0 items

Order Date

Effective Date

2025-07-18

2025-07-18

Status:

☒ Internal
 ☐ External
 ☐ Temporary

Change Status \*

Transfer Type:

Human Resource

- Announcement
- Transfer**
- Education History
- Trip Setup
- Trip Transaction
- Warning Report
- Contract Employee List
- Compensation Setup
- Insurance Transaction
- Employee Document

Payroll Management

HELP : 09 9400 505 00

**Add Transfer Employee** / Human Resource / Transfer

Preview

Customer Information

Action

No records available.

0 - 0 of 0 items

Order Date

Effective Date

2025-07-18

2025-07-18

Status:

☒ Internal
 ☐ External
 ☐ Temporary




Change Status \*

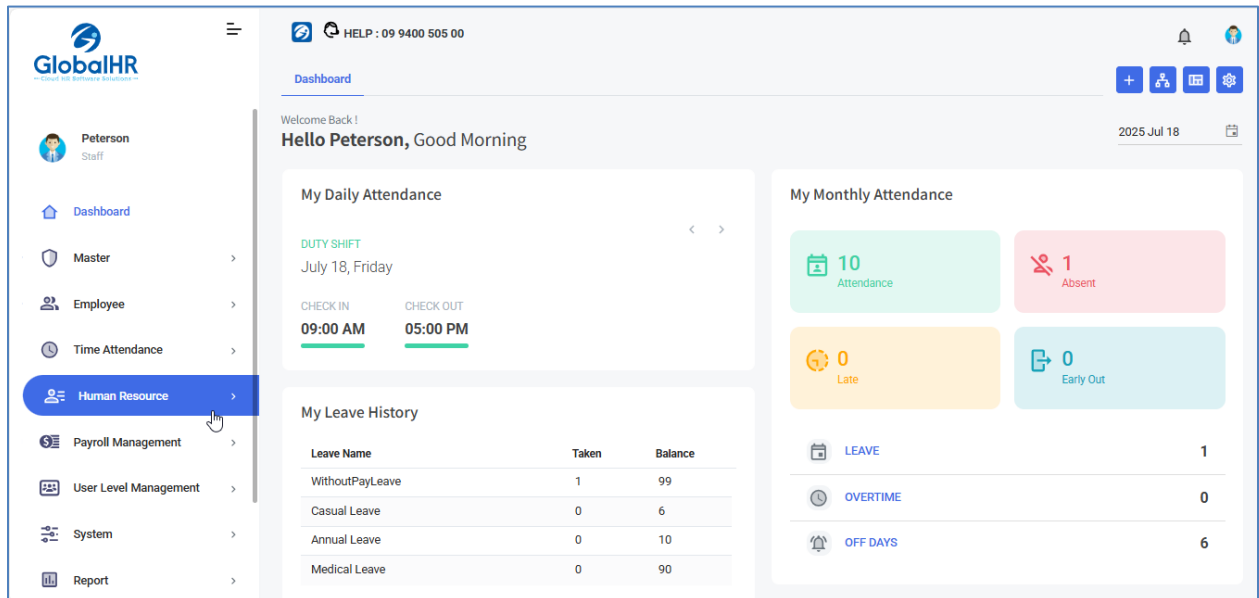
Transfer Type:

Import Transferred From Excel

Browse File

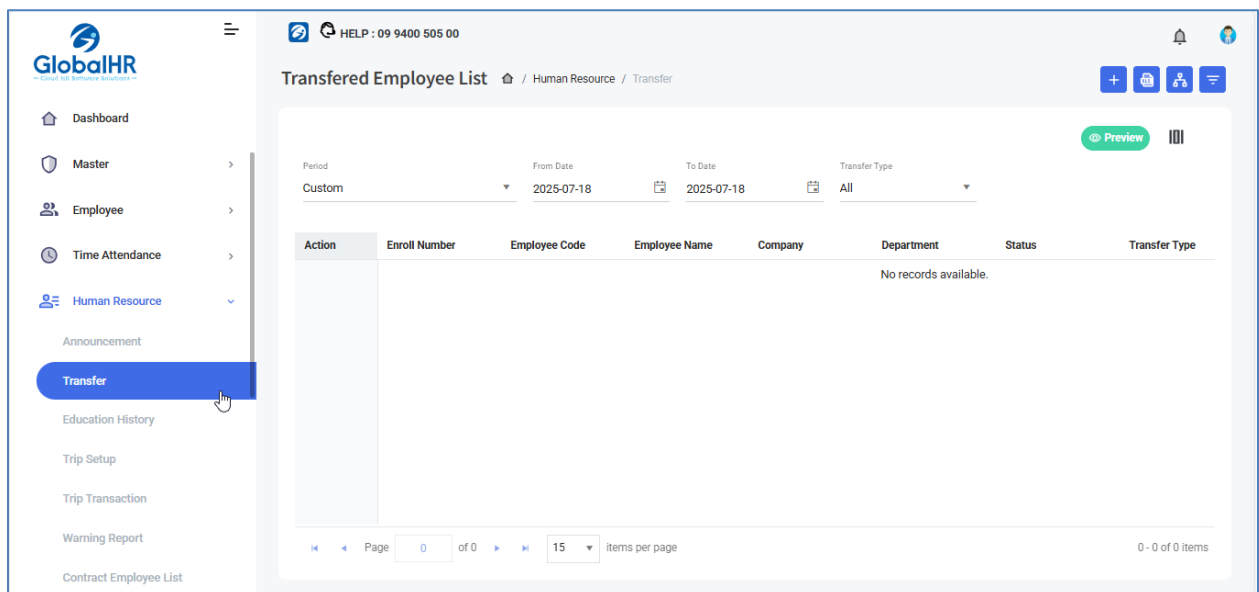
### 3. Exporting Transfer Data:

- Go to Left Menu Panel > Human Resource > Transfer.
- Choose a Period for the report.
- Select the staff using Filter by Employee  or Organization Structure .
- Click Preview to see the filtered employee list.
- Click “Export Excel”  to download the data in an Excel report format.



The screenshot shows the GlobalHR Dashboard for user Peterson. The left sidebar contains the navigation menu with 'Human Resource' highlighted. The main content area displays 'My Daily Attendance' for July 18, Friday, with a duty shift from 09:00 AM to 05:00 PM. It also shows 'My Monthly Attendance' with 10 Attendance, 1 Absent, 0 Late, and 0 Early Out. A 'My Leave History' table is visible:

Leave Name	Taken	Balance
WithoutPayLeave	1	99
Casual Leave	0	6
Annual Leave	0	10
Medical Leave	0	90



The screenshot shows the 'Transferred Employee List' page. The left sidebar has 'Transfer' highlighted under 'Human Resource'. The main content area displays a table with columns: Action, Enroll Number, Employee Code, Employee Name, Company, Department, Status, and Transfer Type. The table is currently empty, showing 'No records available.' The filters at the top are: Period: Custom, From Date: 2025-07-18, To Date: 2025-07-18, and Transfer Type: All. A 'Preview' button is visible in the top right corner.

Transferred Employee List / Human Resource / Transfer

Period: Yesterday From Date: 2025-07-17 To Date: 2025-07-17 Transfer Type: All

Action	Enroll Number	Employee Code	Employee Name	Company	Department	Status	Transfer Type
No records available.							

Page 0 of 0 15 items per page 0 - 0 of 0 items

Transferred Employee List / Human Resource / Transfer

Period: Today From Date: 2025-07-18 To Date: 2025-07-18 Transfer Type: All

Action	Enroll Number	Employee Code	Employee Name	Company	Department	Status	Transfer Type
	10001	Emp_001	Mg Mg	Company LLO	Department LLO 2	Internal	Promotion

Page 1 of 1 15 items per page 1 - 1 of 1 items

### Additional Tips:

- Review the transfer process steps before moving employees.
- Ensure all mandatory fields are filled correctly during individual or bulk transfers.
- Utilize the "Choosing Columns" option to update specific data points for each transfer efficiently.
- The Transfer feature helps maintain accurate employee records and simplifies employee movement within your organization.

## Feature: Trip Setup

### Purpose:

- GlobalHR – Cloud HR Solution allows you to define business travel routes for drivers and manage related transactions seamlessly. This improves route planning, driver allocation, and expense tracking.

### Key Points:



- Trip Setup: Create and store predefined travel routes with details like start/end points, car information, and notes.
- Trip Transaction: Record individual trips based on a chosen route, specifying date, driver, expenses, and remarks.
- Simplified Management: Organize routes, track vehicle usage, and monitor driver activity for efficient fleet operations.

### Step-by-Step Guide:

#### 1. Trip Setup:

- Access: Left Menu Panel > Human Resource > Trip Setup

Click Add New :

- Trip Name & Short Code: Define a descriptive name and short code for the route.
- Way From & Way To: Click the "Setup" icon  to specify the start and end points for the route.
- Car No & Wheel: Click the "Setup" icon  to define the car assigned to the route and its number of wheels.
- Remark: (Optional) Add any relevant notes about the route.
- Save: Click "Save" to store the new trip setup.

- Dashboard
- Master
- Employee
- Time Attendance
- Human Resource**
- Payroll Management
- User Level Management
- System
- Report

HELP : 09 9400 505 00

Dashboard

Welcome Back !  
**Hello Peterson, Good Afternoon**

2025 Jul 18

**My Daily Attendance**

DUTY SHIFT  
July 18, Friday

CHECK IN: 09:00 AM  
CHECK OUT: 05:00 PM

**My Monthly Attendance**

10 Attendance

1 Absent

0 Late

0 Early Out

LEAVE	1
OVERTIME	0
OFF DAYS	6

**My Leave History**

Leave Name	Taken	Balance
WithoutPayLeave	1	99
Casual Leave	0	6
Annual Leave	0	10
Medical Leave	0	90

- Dashboard
- Master
- Employee
- Time Attendance
- Human Resource**
  - Announcement
  - Transfer
  - Education History
  - Trip Setup**
  - Trip Transaction
  - Warning Report
  - Contract Employee List

HELP : 09 9400 505 00

Trip Setup

Human Resource / Trip Setup

TripName	ShortCode	Way From	Way To	CarNo	Wheel	Remark	Action
No records available.							

Page 0 of 0 10 Items per page 0 - 0 of 0 Items

- Dashboard
- Master
- Employee
- Time Attendance
- Human Resource**
  - Announcement
  - Transfer
  - Education History
  - Trip Setup**
  - Trip Transaction
  - Warning Report
  - Contract Employee List

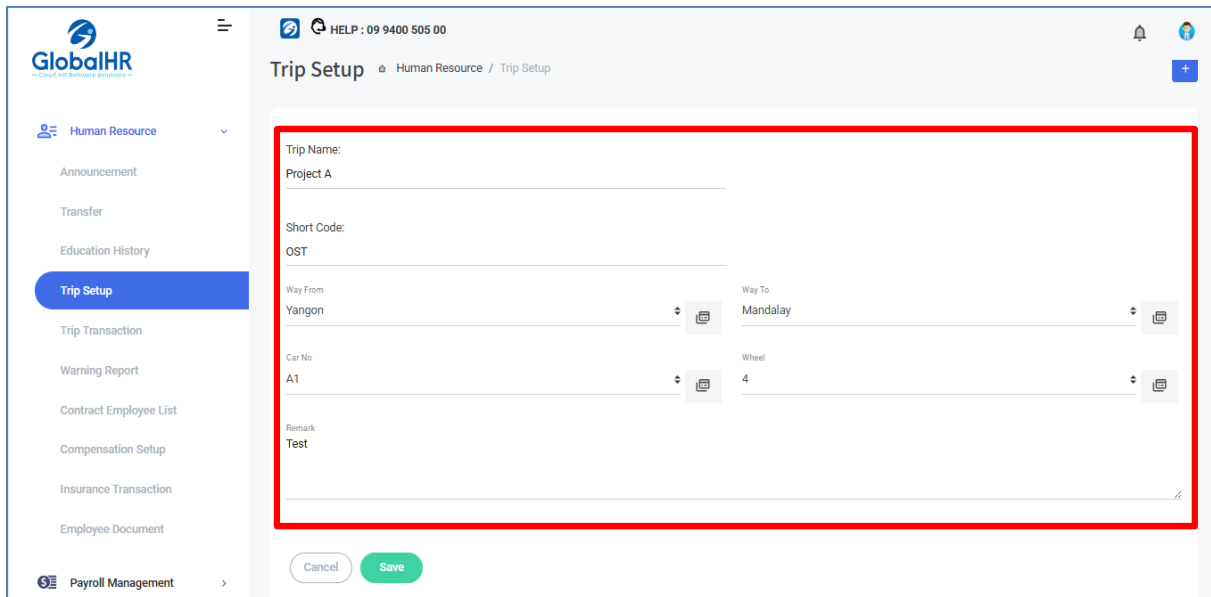
HELP : 09 9400 505 00

Trip Setup

Human Resource / Trip Setup

TripName	ShortCode	Way From	Way To	CarNo	Wheel	Remark	Action
No records available.							

Page 0 of 0 10 Items per page 0 - 0 of 0 Items



GlobalHR Cloud HR Software Solutions

HELP : 09 9400 505 00

**Trip Setup** Human Resource / Trip Setup

Trip Name:  
Project A

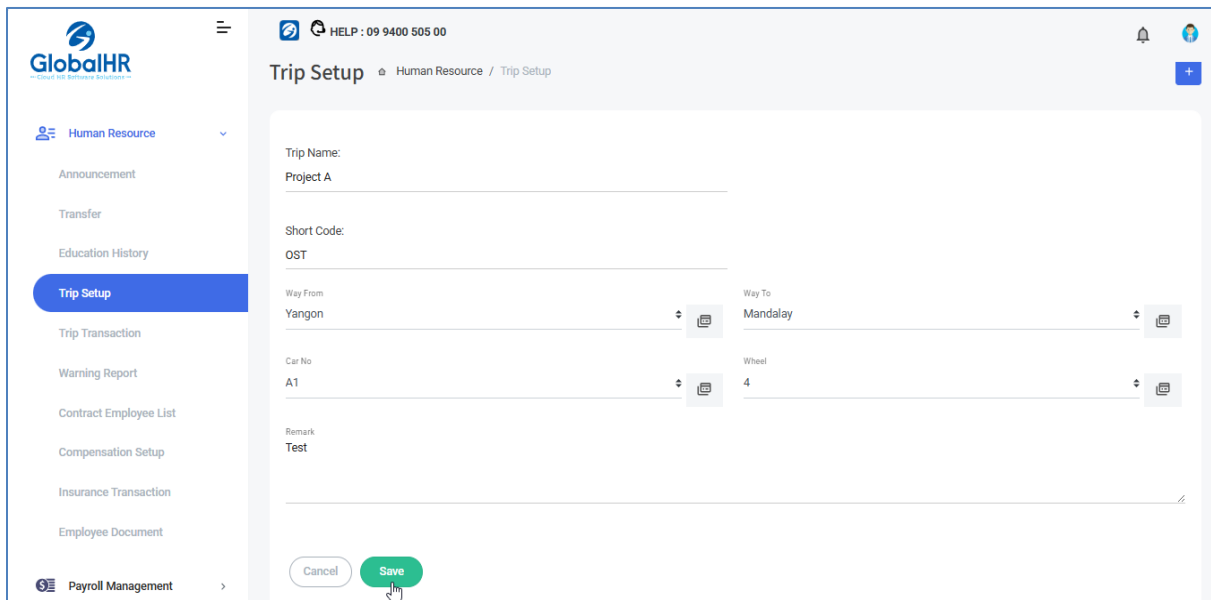
Short Code:  
OST

Way From: Yangon Way To: Mandalay

Car No: A1 Wheel: 4

Remark:  
Test

Cancel Save



GlobalHR Cloud HR Software Solutions

HELP : 09 9400 505 00

**Trip Setup** Human Resource / Trip Setup

Trip Name:  
Project A

Short Code:  
OST

Way From: Yangon Way To: Mandalay

Car No: A1 Wheel: 4


Remark:  
Test


Cancel Save

## 2. Trip Transaction:

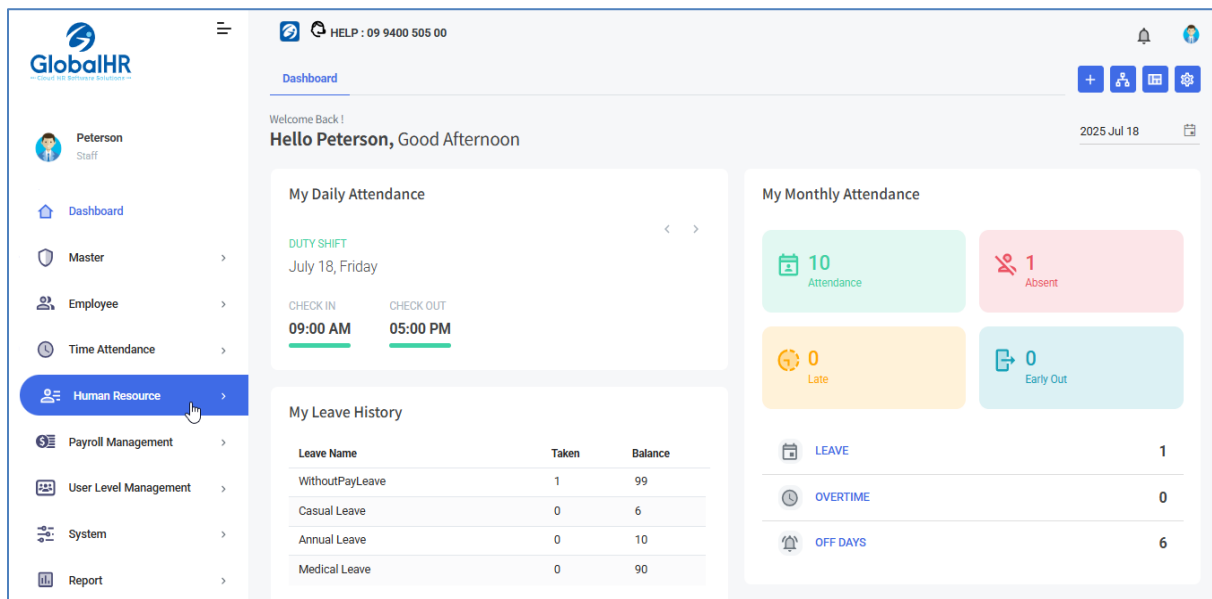
- Access: Left Menu Panel > Human Resource > Trip Transaction

Click Add New :

- Trip Name: Click the "Setup" icon  and select a pre-defined route from Trip Setup.
- Trip Date: Specify the date for the specific trip.

- Driver & Assistant Driver: Click the "Choose" icon  to select the driver and optional assistant driver for the trip.
- Price: (Optional) Enter any associated travel expenses, like fuel costs or tolls.
- Remark: (Optional) Add any notes about the trip.
- Save: Click "Save" to record the trip transaction.

## Screenshots:



**Dashboard**

Welcome Back!  
**Hello Peterson, Good Afternoon**

2025 Jul 18

**My Daily Attendance**

DUTY SHIFT  
July 18, Friday

CHECK IN: 09:00 AM  
CHECK OUT: 05:00 PM

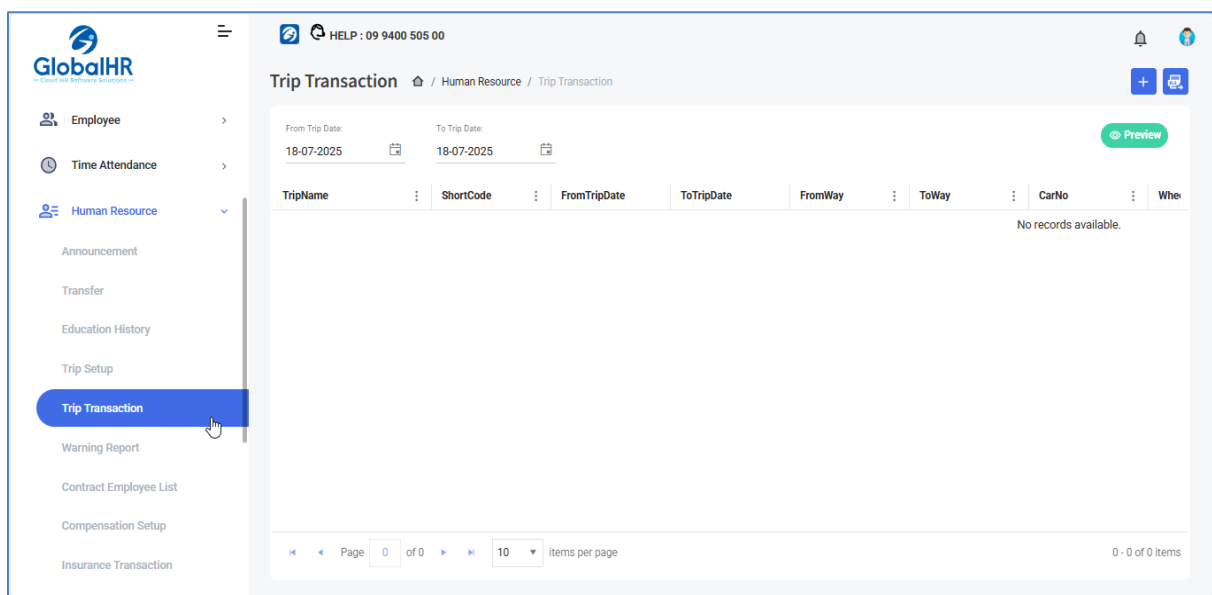
**My Monthly Attendance**

10 Attendance  
1 Absent  
0 Late  
0 Early Out

**My Leave History**

Leave Name	Taken	Balance
WithoutPayLeave	1	99
Casual Leave	0	6
Annual Leave	0	10
Medical Leave	0	90

LEAVE: 1  
OVERTIME: 0  
OFF DAYS: 6



**Trip Transaction** / Human Resource / Trip Transaction

From Trip Date: 18-07-2025 To Trip Date: 18-07-2025

[Preview](#)

TripName	ShortCode	FromTripDate	ToTripDate	FromWay	ToWay	CarNo	Whe
No records available.							

Page 0 of 0 10 items per page 0 - 0 of 0 items



- Employee
- Time Attendance
- Human Resource
  - Announcement
  - Transfer
  - Education History
  - Trip Setup
  - Trip Transaction**
  - Warning Report
  - Contract Employee List
  - Compensation Setup
  - Insurance Transaction

HELP : 09 9400 505 00

Trip Transaction

Human Resource / Trip Transaction

From Trip Date: 18-07-2025

To Trip Date: 18-07-2025

Preview

TripName	ShortCode	FromTripDate	ToTripDate	FromWay	ToWay	CarNo	Who
No records available.							

Page 0 of 0

10 Items per page

0 - 0 of 0 items

- Human Resource
  - Announcement
  - Transfer
  - Education History
  - Trip Setup
  - Trip Transaction**
  - Warning Report
  - Contract Employee List
  - Compensation Setup
  - Insurance Transaction
  - Employee Document
- Payroll Management

HELP : 09 9400 505 00

Add Trip Transaction

Human Resource / Trip Transaction

Trip Name

Project A

Short Code

OST

From Trip Date

18-07-2025

To Trip Date

19-07-2025

From Way

Yangon

To Way

Mandalay

Car No

A1

Wheel

4

Driver

Mg Mg

Asst Driver

Mo Mo

Price

1000000

Remark

Test

165

GlobalHR Cloud HR Software Solutions

Human Resource

Announcement

Transfer

Education History

Trip Setup

**Trip Transaction**

Warning Report

Contract Employee List

Compensation Setup

Insurance Transaction

Employee Document

Payroll Management

HELP : 09 9400 505 00

Project A

OST

From Trip Date: 18-07-2025

To Trip Date: 19-07-2025

From Way: Yangon

To Way: Mandalay

Car No: A1

Wheel: 4

Driver: Mg Mg

Asst Driver: Mo Mo

Price: 1000000

Remark: Test

Cancel Save

### Additional Tips:

- Utilize predefined routes in Trip Setup to avoid repetitive data entry during transactions.
- Track driver activity and vehicle usage by analyzing trip transactions.
- Monitor travel expenses by filtering transactions based on specific routes or timeframes.
- Use the "Remark" field in both setup and transactions for additional information.

## Feature: Warning Report

### Purpose:

- Records and tracks disciplinary information about employees for performance or behavior-related concerns.
- Provides a centralized repository for warning history, aiding in decision-making and employee development.


### Key Points:

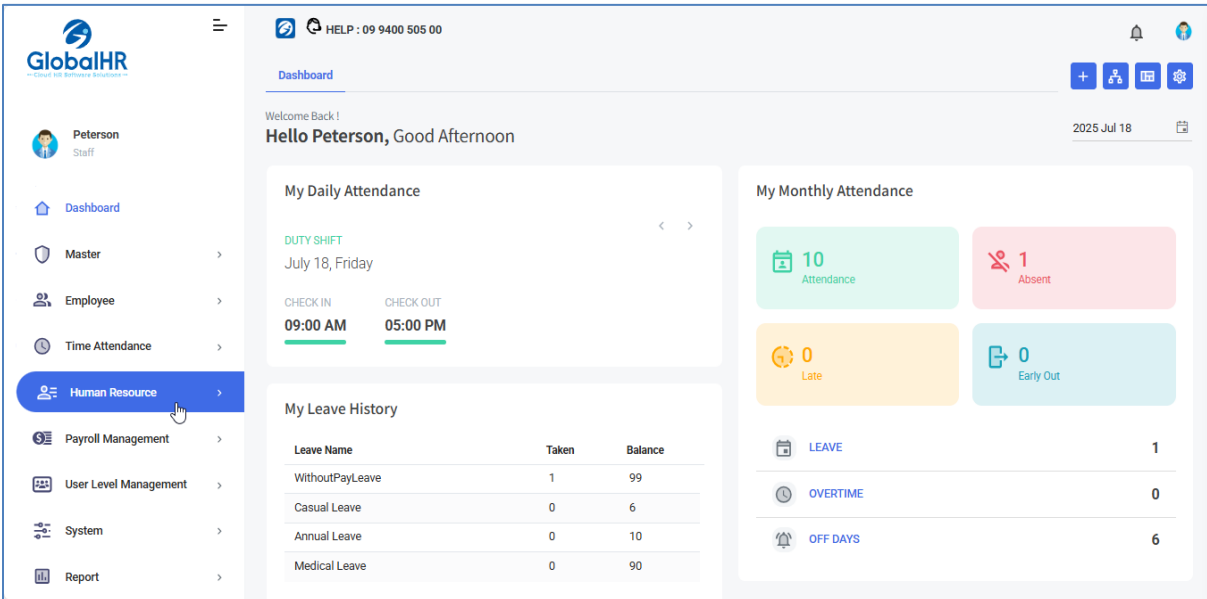
- Essential for documenting workplace issues and interventions.
- Offers a structured approach to managing employee warnings.

- Facilitates data-driven decisions for addressing performance or conduct concerns.

Steps:

### 1. Creating a New Warning Report:

- Access: Left Menu Panel > Human Resource > Warning Report
- Click "Add New" .
- Find Employee: Click the "Find" icon and select the employee.
- Fill in Warning Details:
- Warning Date
- Warning Status (create first if needed)
- Warning Level (create first if needed)
- Warning Description
- Remark (optional)
- Click "Save."



**GlobalHR**  
Cloud HR Software Solutions

HELPER : 09 9400 505 00

Welcome Back!  
**Hello Peterson, Good Afternoon**

2025 Jul 18

**My Daily Attendance**

DUTY SHIFT  
July 18, Friday

CHECK IN: 09:00 AM  
CHECK OUT: 05:00 PM

**My Monthly Attendance**

10 Attendance  
1 Absent  
0 Late  
0 Early Out

**My Leave History**

Leave Name	Taken	Balance
WithoutPayLeave	1	99
Casual Leave	0	6
Annual Leave	0	10
Medical Leave	0	90

LEAVE: 1  
OVERTIME: 0  
OFF DAYS: 6

- Employee
- Time Attendance
- Human Resource
  - Announcement
  - Transfer
  - Education History
  - Trip Setup
  - Trip Transaction
  - Warning Report**
  - Contract Employee List
  - Compensation Setup
  - Insurance Transaction

HELP : 09 9400 505 00

Warning Report List

Human Resource / Warning

+
Print
Share
Filter

Preview

Period: Custom From Date: 2025-07-18 To Date: 2025-07-18 Warning Status: All Warning Level: All

Action	Enroll Number	Employee Code	Employee Name	Company	Department	Warning Date	Warning Ye
No records available.							

Page 0 of 0 15 Items per page 0 - 0 of 0 Items

- Employee
- Time Attendance
- Human Resource
  - Announcement
  - Transfer
  - Education History
  - Trip Setup
  - Trip Transaction
  - Warning Report**
  - Contract Employee List
  - Compensation Setup
  - Insurance Transaction

HELP : 09 9400 505 00

Warning Report List

Human Resource / Warning

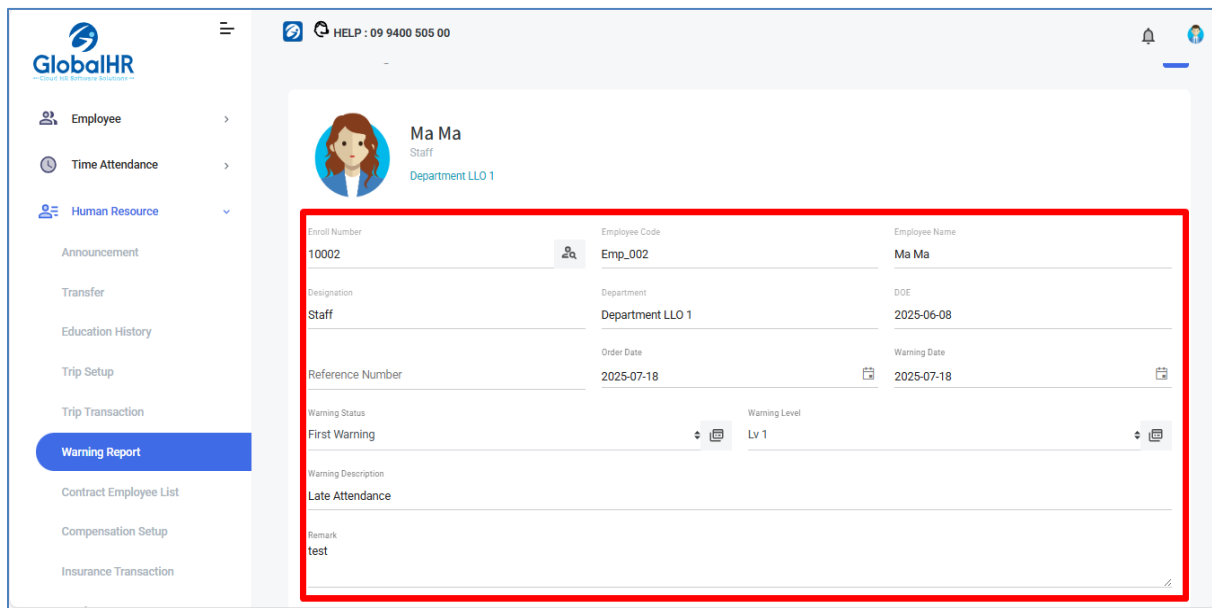
+
Print
Share
Filter

Preview

Period: Custom From Date: 2025-07-18 To Date: 2025-07-18 Warning Status: All Warning Level: All

Action	Enroll Number	Employee Code	Employee Name	Company	Department	Warning Date	Warning Ye
No records available.							

Page 0 of 0 15 Items per page 0 - 0 of 0 Items

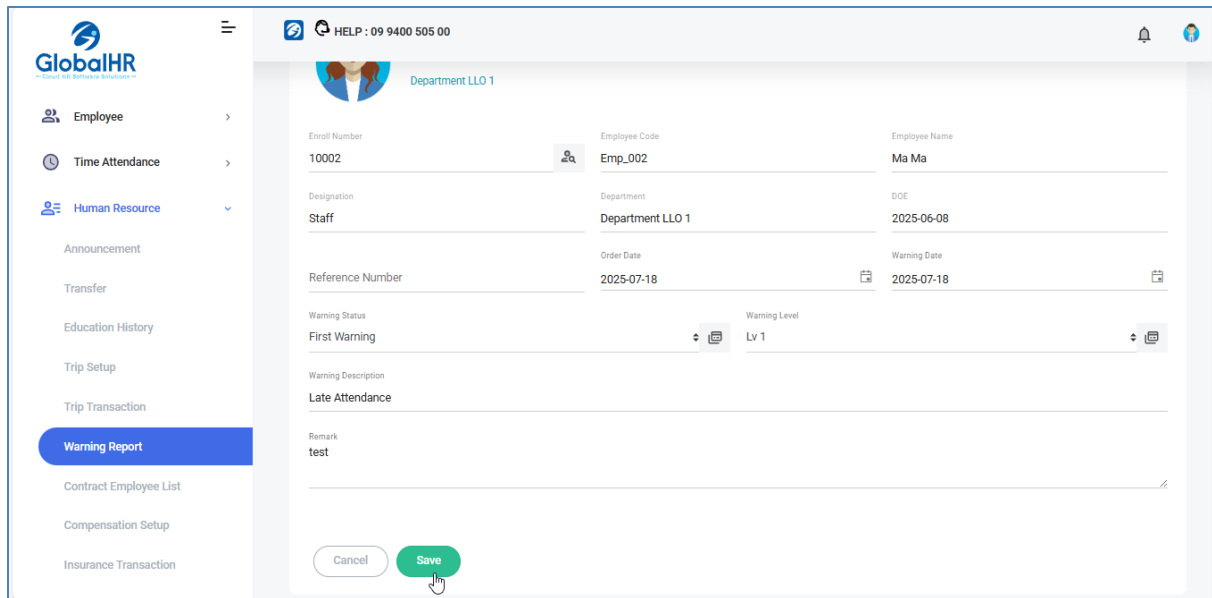


**GlobalHR** Cloud HR Software Solutions

HELP : 09 9400 505 00

**Ma Ma**  
Staff  
Department LLO 1

Enroll Number	Employee Code	Employee Name
10002	Emp_002	Ma Ma
Designation	Department	DOE
Staff	Department LLO 1	2025-06-08
Reference Number	Order Date	Warning Date
	2025-07-18	2025-07-18
Warning Status	Warning Level	
First Warning	Lv 1	
Warning Description		
Late Attendance		
Remark		
test		



**GlobalHR** Cloud HR Software Solutions




HELP : 09 9400 505 00

**Ma Ma**  
Staff  
Department LLO 1

Enroll Number	Employee Code	Employee Name
10002	Emp_002	Ma Ma
Designation	Department	DOE
Staff	Department LLO 1	2025-06-08
Reference Number	Order Date	Warning Date
	2025-07-18	2025-07-18
Warning Status	Warning Level	
First Warning	Lv 1	
Warning Description		
Late Attendance		
Remark		
test		

Cancel Save

## 2. Finding Existing Warning Reports:

- Choose a Period in the "Period" box.
- Select Employee: Filter by employee  or use the organization structure .
- Click "Preview" to view the reports filtered.
- Apply Filters: Refine results by Warning Status and/or Warning Level.
- Click "Export Excel"  to download data.

Warning Report List / Human Resource / Warning

Period: This Week, From Date: 2025-07-13, To Date: 2025-07-19, Warning Status: All, Warning Level: All

Action	Enroll Number	Employee Code	Employee Name	Company	Department	Warning Date	Warning Yr
No records available.							

Page 0 of 0, 15 items per page, 0 - 0 of 0 items

Warning Report List / Human Resource / Warning

Period: This Week, From Date: 2025-07-13, To Date: 2025-07-19, Warning Status: All, Warning Level: All

Action	Enroll Number	Employee Code	Employee Name	Company	Department	Warning Date	Warning Yr
	10002	Emp_002	Ma Ma	Company LLO	Department LLO 1	2025-07-18	2025

Page 1 of 1, 15 items per page, 1 - 1 of 1 items

### Additional Tips:

- Ensure all necessary details are accurate and complete.
- Use filters to efficiently locate specific reports.
- Utilize warning reports to guide performance improvement plans or disciplinary actions.

## Feature: Employee Document

### Purpose:

- This guide explains how to store and manage employee documents within Global HR Cloud, allowing you to securely archive important information related to your workforce.

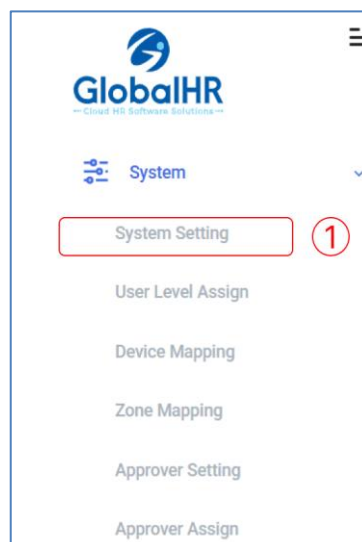
### Key Points:

- Global HR Cloud offers a dedicated section for storing employee documents.
- You can upload various document types, including contracts, resumes, certificates, and ID cards.
- Documents are stored securely in cloud storage (currently Google Drive).
- Configure storage settings before using the employee document feature.

### Step-by-Step Instructions:

#### 1. Accessing Employee Documents:

- Go to System in the left menu panel.
- Click System Setting.
- Ensure the Storage Setting is configured with the necessary information (currently Google Drive).



HELP : 09 9400 505 00


Storage [System](#) / [System Setting](#)

APPLICATION OPTION MAIL PASSWORD POLICY **STORAGE** DEVICE MANAGEMENT FTP PAYMENT

Drive Email  
kanekiiminato@gmail.com



Server Email  
storagetest@aerobic-cyclist-351707.iam.gserviceaccount.com

Folder  
Emp\_Documents

 Browse File

[Test Storage Setting](#) [Save](#)

## 2. Uploading Documents:

- Go to Human Resource in the left menu panel.
- Click Employee Document.
- Click “Add New” .
- Use the Find icon  to select the desired employee.
- Enter the File Name and Description of the document.
- Click Browse to locate the file on your computer.
- Click Save to upload the document to cloud storage.



Peterson  
Staff

- Dashboard
- Master
- Employee
- Time Attendance
- Human Resource**
- Payroll Management
- User Level Management
- System
- Report

HELP : 09 9400 505 00

Dashboard

Welcome Back !  
**Hello Peterson, Good Afternoon**

2025 Jul 18

**My Daily Attendance**

DUTY SHIFT  
July 18, Friday

CHECK IN: 09:00 AM  
CHECK OUT: 05:00 PM

**My Monthly Attendance**

10 Attendance  
1 Absent  
0 Late  
0 Early Out

LEAVE	1
OVERTIME	0
OFF DAYS	6

**My Leave History**

Leave Name	Taken	Balance
WithoutPayLeave	1	99
Casual Leave	0	6
Annual Leave	0	10
Medical Leave	0	90

Human Resource

- Announcement
- Transfer
- Education History
- Trip Setup
- Trip Transaction
- Warning Report
- Contract Employee List
- Compensation Setup
- Insurance Transaction
- Employee Document**
- Payroll Management

HELP : 09 9400 505 00

Employee Document / Human Resource / Employee Document

Preview

EnrollNumber	EmployeeCode	EmployeeName	Department	Designation	FileName	Description	Download File
No records available.							

10 items per page 0 - 0 of 0 items

GlobalHR  
Cloud HR Software Solutions

Human Resource

- Announcement
- Transfer
- Education History
- Trip Setup
- Trip Transaction
- Warning Report
- Contract Employee List
- Compensation Setup
- Insurance Transaction
- Employee Document**

Payroll Management

HELP : 09 9400 505 00

Employee Document / Human Resource / Employee Document

Preview

EnrollNumber	EmployeeCode	EmployeeName	Department	Designation	FileName	Description	Download File
No records available.							

10 Items per page 0 - 0 of 0 Items

GlobalHR  
Cloud HR Software Solutions

Human Resource

- Announcement
- Transfer
- Education History
- Trip Setup
- Trip Transaction
- Warning Report
- Contract Employee List
- Compensation Setup
- Insurance Transaction
- Employee Document**

Payroll Management

HELP : 09 9400 505 00

Employee Document / Human Resource / Employee Document

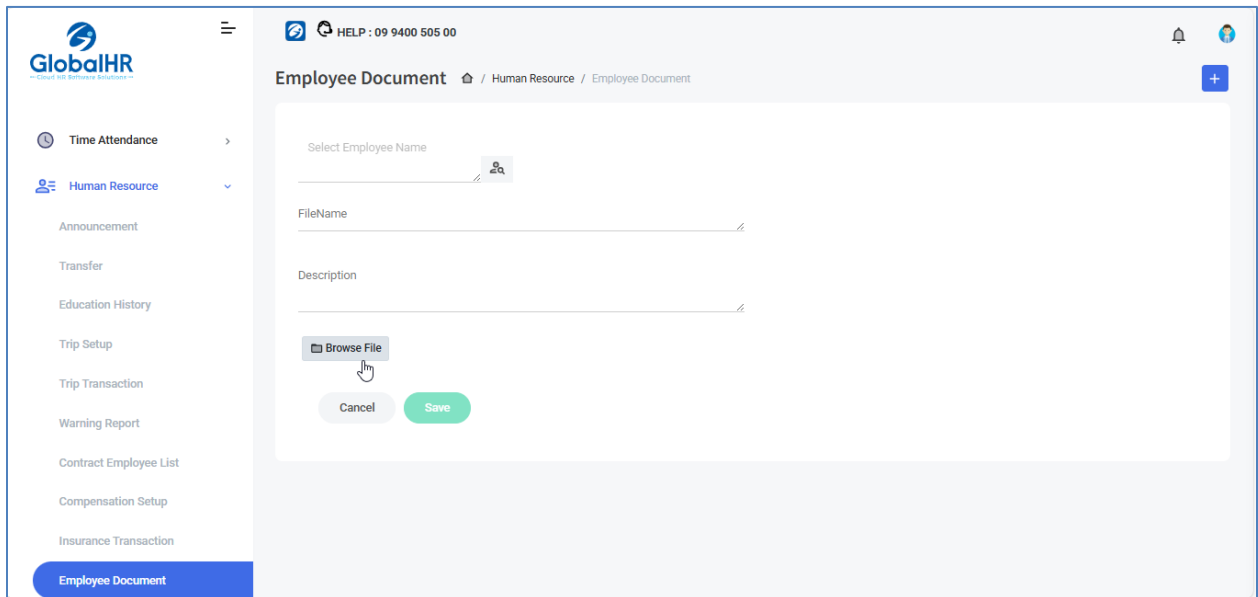
Select Employee Name

FileName

Description

Browse File

Cancel Save



The screenshot shows the GlobalHR web interface. On the left is a sidebar menu with options: Time Attendance, Human Resource (selected), Announcement, Transfer, Education History, Trip Setup, Trip Transaction, Warning Report, Contract Employee List, Compensation Setup, Insurance Transaction, and Employee Document (highlighted in blue). The main content area is titled 'Employee Document' and shows a breadcrumb path: Home / Human Resource / Employee Document. The form contains a 'Select Employee Name' dropdown with a search icon, a 'FileName' text field, and a 'Description' text field. Below these is a 'Browse File' button with a folder icon, and 'Cancel' and 'Save' buttons at the bottom.

### 3. Additional Notes:

- You can manage uploaded documents later by accessing the same menu and searching for the employee.
- Remember to follow your organization's data security practices for sensitive documents.

## Feature: Claim

### Purpose:

- Claim: Request reimbursement for work-related expenses.
- Leave from OT: Claim replacement leave days for overtime worked.

### Key Points:


- Customizable Claim Names: Define different claim categories (e.g., travel, transport, mobile) and manage them by user role.
- User Permissions: Control which users can submit claims and approve them through User Level settings.
- Mobile App Submission: Employees easily submit claims with photos and descriptions through the mobile app.
- Leave from OT: Claim replacement leave for overtime days worked on holidays.

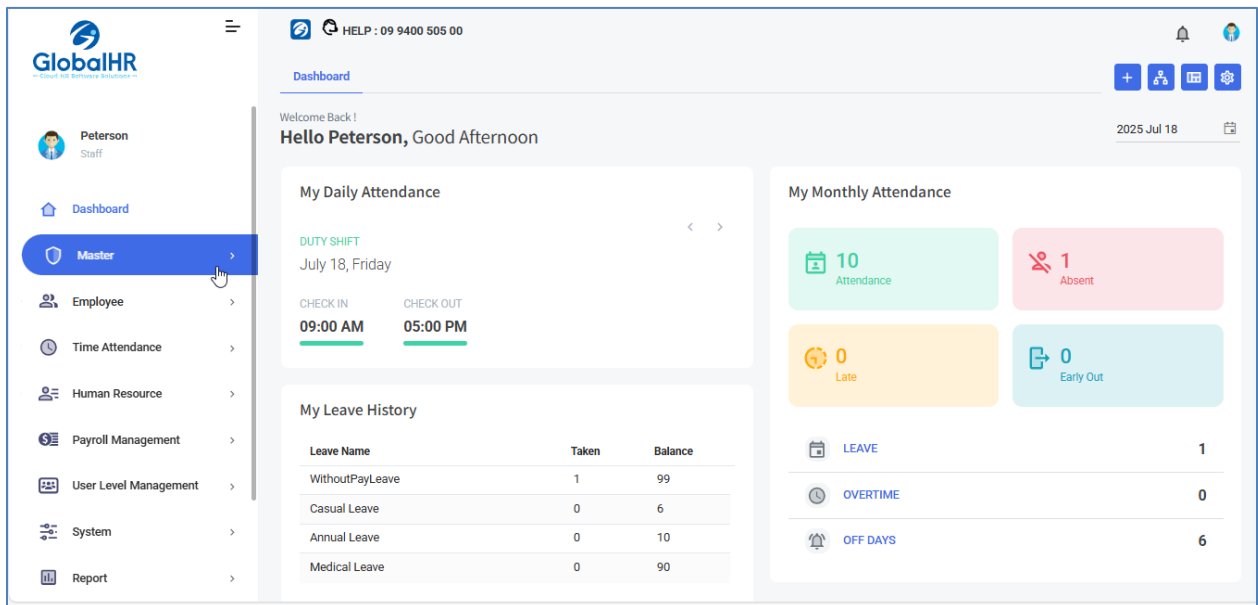
- Approvals and Reports: Managers review and approve claims on mobile or web, and access detailed reports.

Steps:

### 1. Setting Up Claims (for HR/System Admin):

Claim Names:

- Open Global HR Cloud Web URL.
- Go to Master Menu > Label Setup.
- Click "Add New"  and define claim names and descriptions.
- Set "Label Type" to "Claim."
- Click "Save."



**GlobalHR** Dashboard

Welcome Back! Hello Peterson, Good Afternoon

2025 Jul 18

#### My Daily Attendance

DUTY SHIFT  
July 18, Friday

CHECK IN: 09:00 AM    CHECK OUT: 05:00 PM

#### My Monthly Attendance

10 Attendance	1 Absent
0 Late	0 Early Out

#### My Leave History

Leave Name	Taken	Balance
WithoutPayLeave	1	99
Casual Leave	0	6
Annual Leave	0	10
Medical Leave	0	90

LEAVE: 1  
OVERTIME: 0  
OFF DAYS: 6

GlobalHR

Dashboard

Master

Company Profile

Department

Grade

Designation

Team Setup

Label Setup

Job Code Setup

Leave Type

Shift Policy

Keyword

Public Holiday

HELP : 09 9400 505 00

Label

Master / Label Setup

Include Inactive

Inactive Only

Label Name	Description	Label Type	Status	Action
Covid issue		Leave	Active	<a href="#">Edit</a> <a href="#">Delete</a>

Page 1 of 1

15 items per page

1 - 1 of 1 items

GlobalHR

Dashboard

Master

Company Profile

Department

Grade

Designation

Team Setup

Label Setup

Job Code Setup

Leave Type

Shift Policy

Keyword

Public Holiday

HELP : 09 9400 505 00

Label

Master / Label Setup

Include Inactive

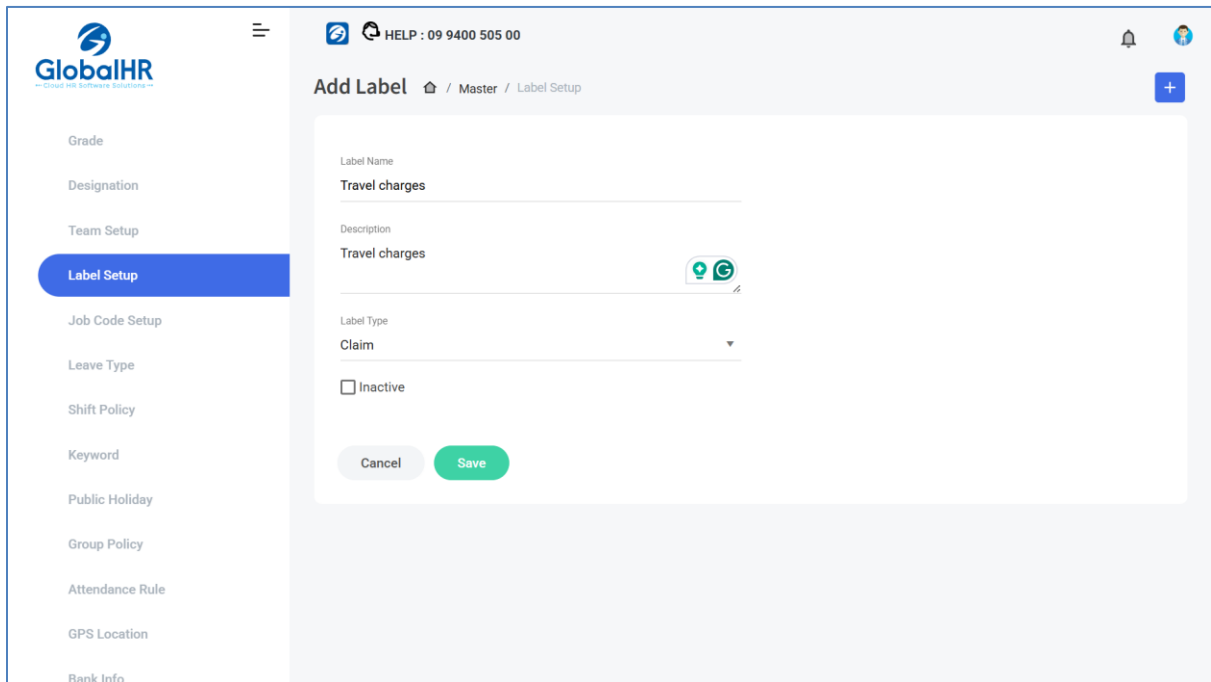
Inactive Only

Label Name	Description	Label Type	Status	Action
Covid issue		Leave	Active	<a href="#">Edit</a> <a href="#">Delete</a>

Page 1 of 1

15 items per page


1 - 1 of 1 items

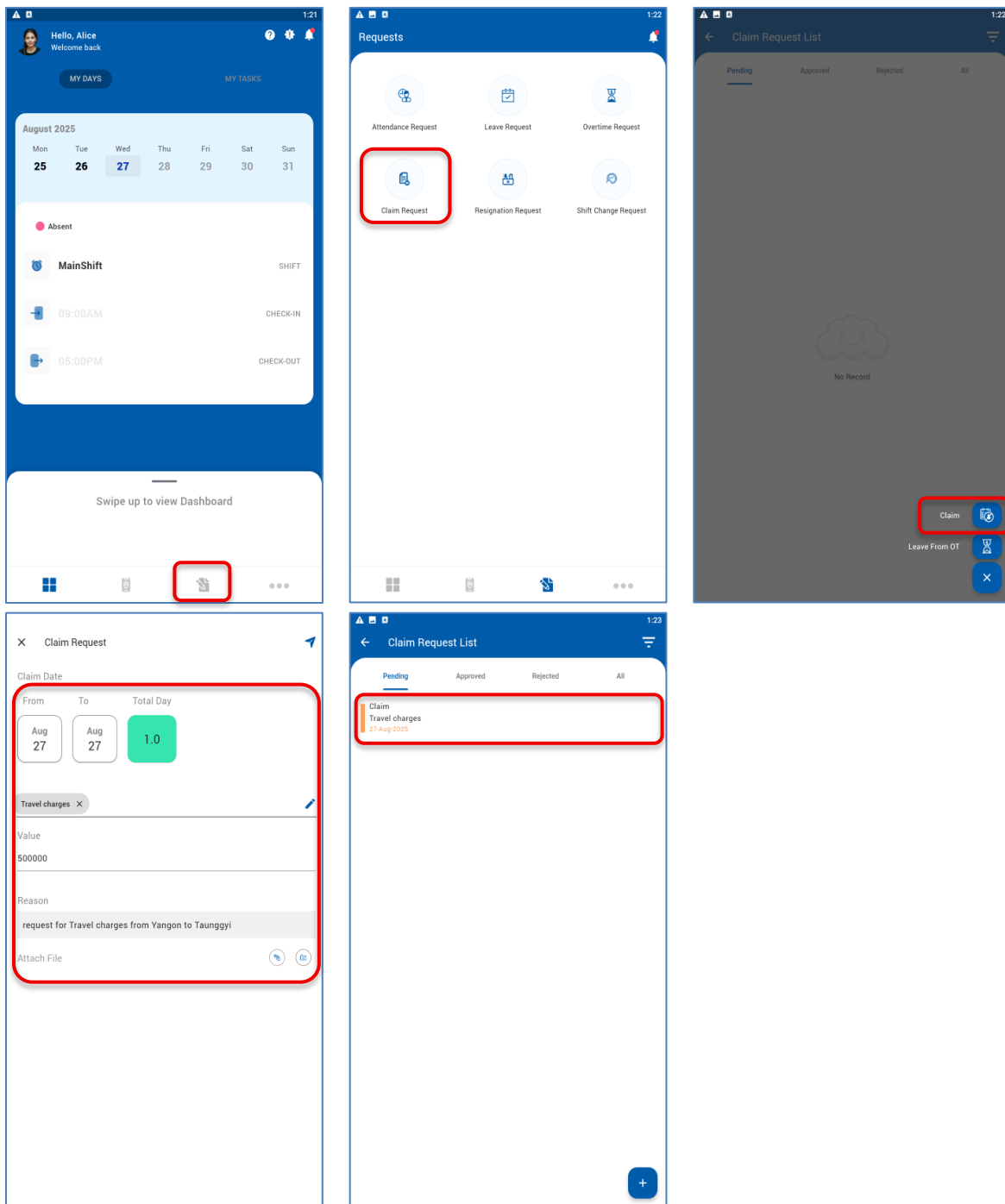


## User Permissions:

- Go to User Level Management > User Level Control.
- Find user levels (e.g., employee, supervisor, manager) and click Access Permission.
- Grant appropriate Claim menu permissions (e.g., ClaimRequest, ClaimApprove, Claim Report) based on user level.
- For "Approver/Final Approver" settings, refer to <https://www.globalhr.com.mm/support/approver/>

## 2. Submitting Claims (Employee):

- Open Global HR Cloud Mobile App.
- Go to Request forms > Click "Claim Request."
- Click "Add" icon  and choose a claim category.
- Select the claim date, value, and reason.
- Attach photos (optional) and click "Send."



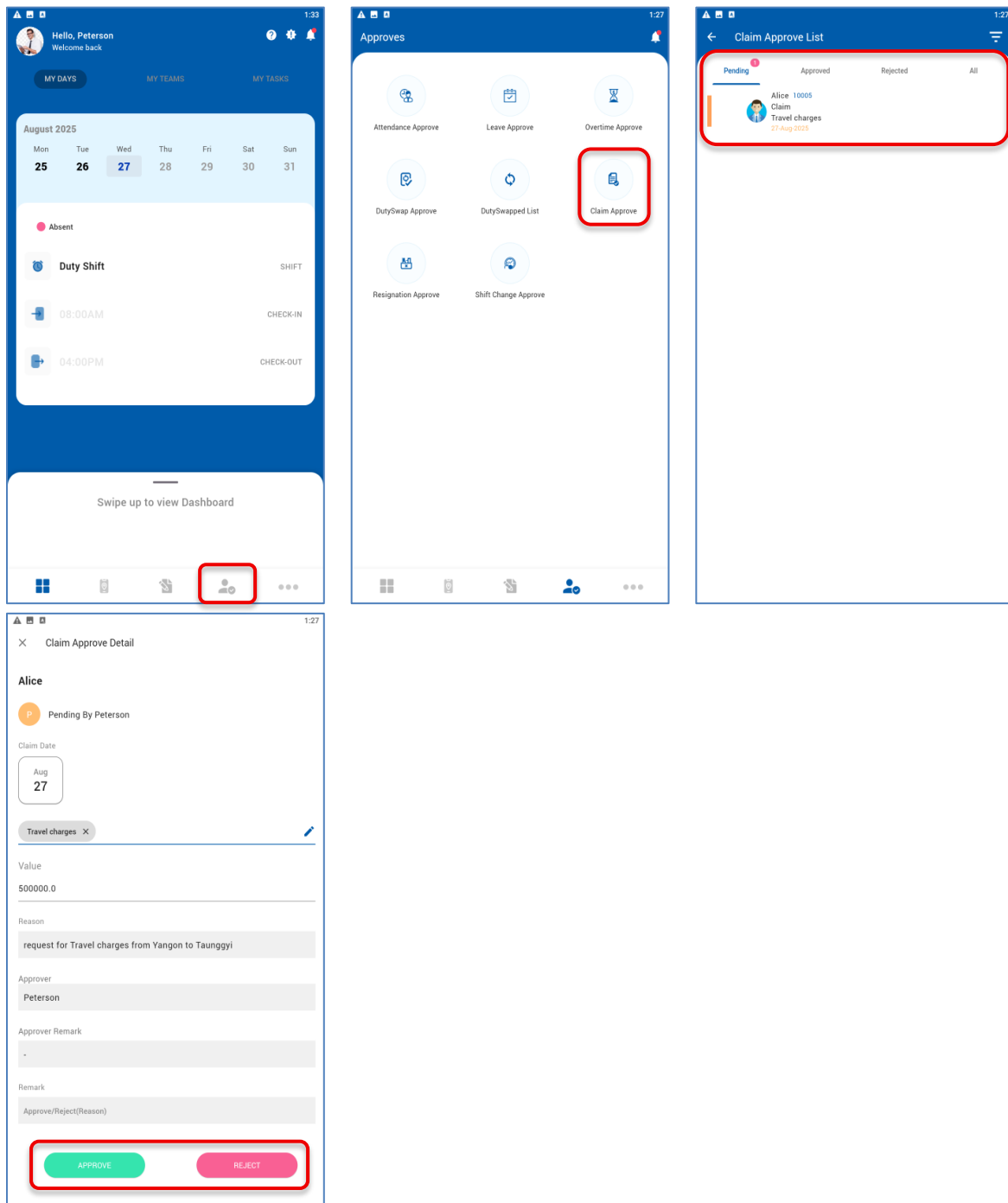
### 3. Leave from OT Claims:

- Follow the steps for submitting claims (above).
- In the Overtime Request Form, check the "Use as Substitute Leave" option for overtime worked on holidays.
- If the option isn't available, log out and log back in, or contact HR or Global HR Cloud Operator Service.

#### 4. Approving Claims (Manager):


##### Mobile App:

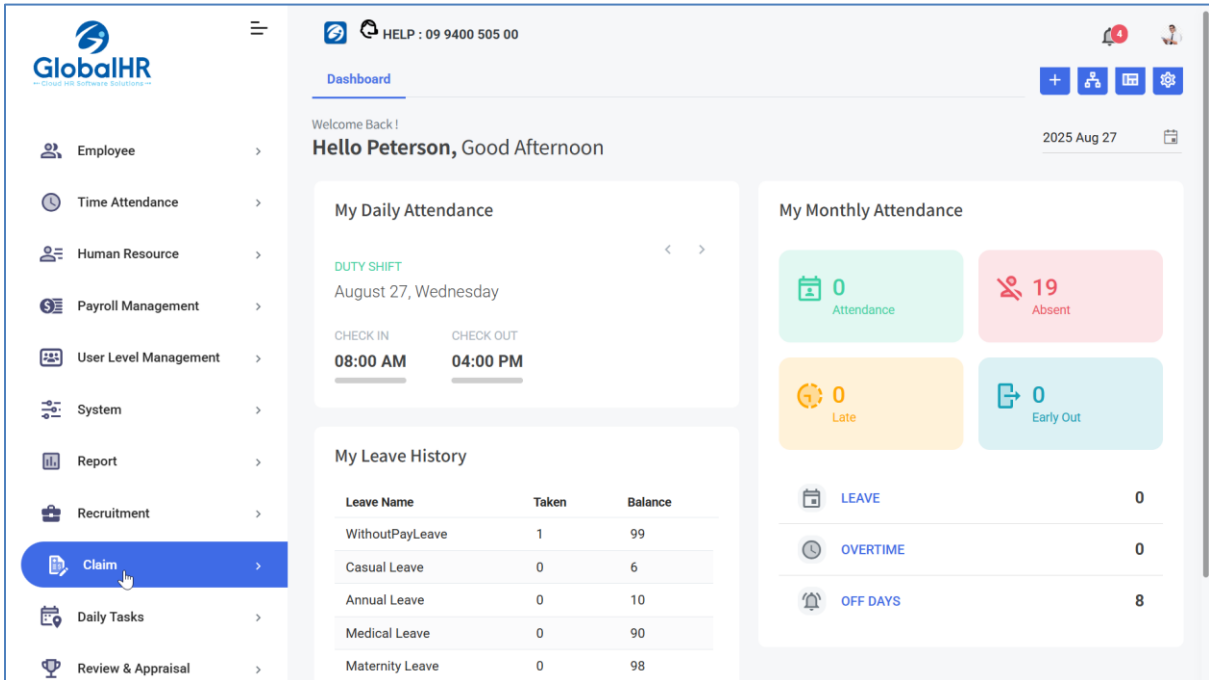
- Go to Approve forms > Click "Claim Approve".
- Check claim requests under the "Pending" tab.
- Click on a request, review details, and click "Approve" or "Reject".





## Web Browser:

- Go to Claim Menu > Claim Approve.
- Choose period, request type, label, and filtering options.
- Click "Preview" to see claims.
- Click "Approve," "Reject," "View Detail," or "Delete"  under the Action columns.



**GlobalHR** HELP : 09 9400 505 00

Dashboard

Welcome Back!  
**Hello Peterson, Good Afternoon** 2025 Aug 27

**My Daily Attendance**

DUTY SHIFT  
August 27, Wednesday

CHECK IN 08:00 AM CHECK OUT 04:00 PM

**My Monthly Attendance**

Attendance: 0	Absent: 19
Late: 0	Early Out: 0
LEAVE: 0	OVERTIME: 0
OFF DAYS: 8	

**My Leave History**

Leave Name	Taken	Balance
WithoutPayLeave	1	99
Casual Leave	0	6
Annual Leave	0	10
Medical Leave	0	90
Maternity Leave	0	98

Employee

Time Attendance

Human Resource

Payroll Management

User Level Management

System

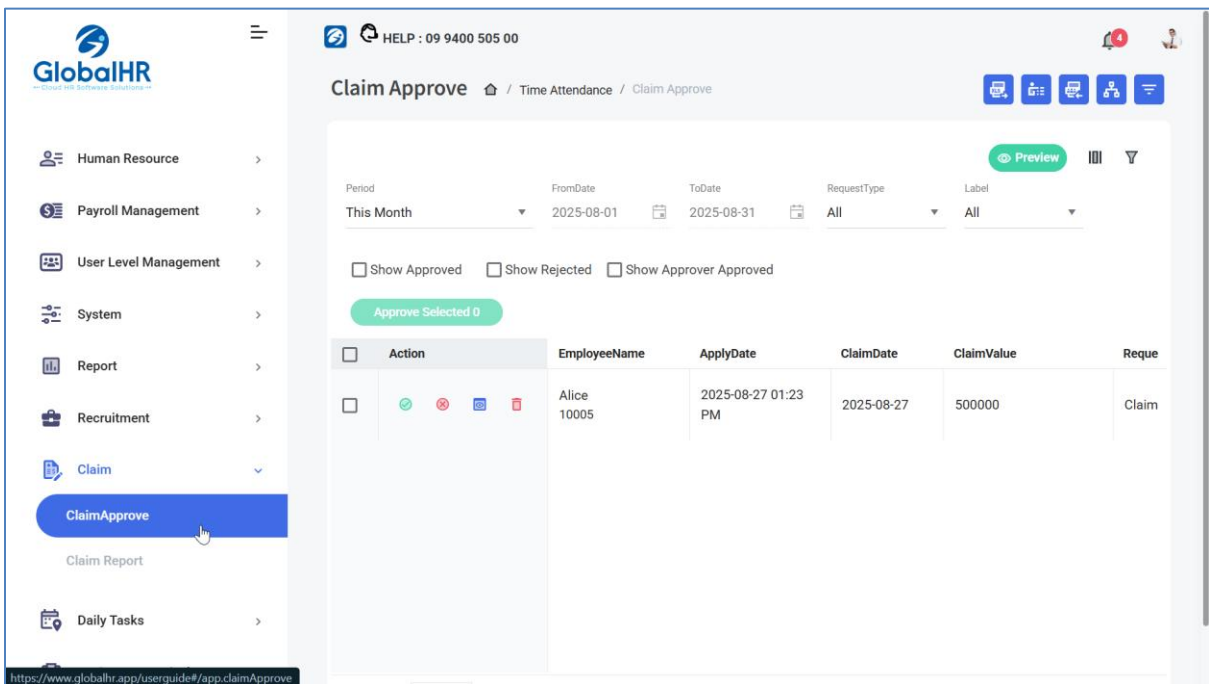
Report

Recruitment

**Claim**

Daily Tasks

Review & Appraisal



**GlobalHR** HELP : 09 9400 505 00

Claim Approve / Time Attendance / Claim Approve

Preview

Period: This Month FromDate: 2025-08-01 ToDate: 2025-08-31 RequestType: All Label: All

☐ Show Approved ☐ Show Rejected ☐ Show Approver Approved

Approve Selected 0

Action	EmployeeName	ApplyDate	ClaimDate	ClaimValue	Reque
<input type="checkbox"/>	Alice 10005	2025-08-27 01:23 PM	2025-08-27	500000	Claim

Human Resource

Payroll Management

User Level Management

System

Report

Recruitment

Claim


**ClaimApprove**

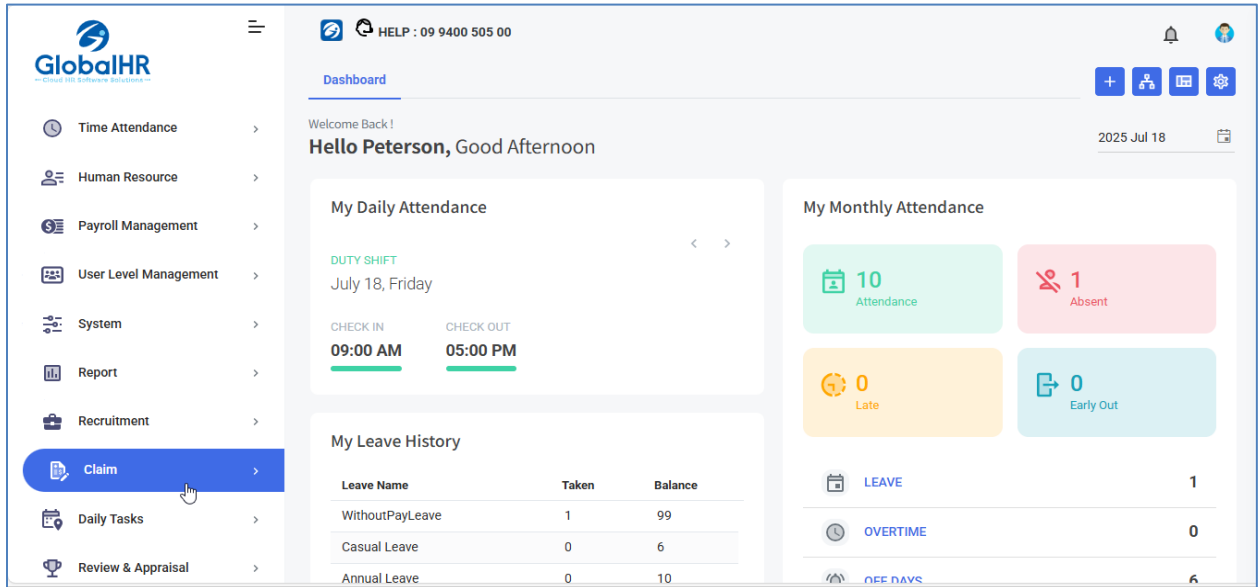
Claim Report

Daily Tasks

<https://www.globalhr.app/userguide#/app.claimApprove>

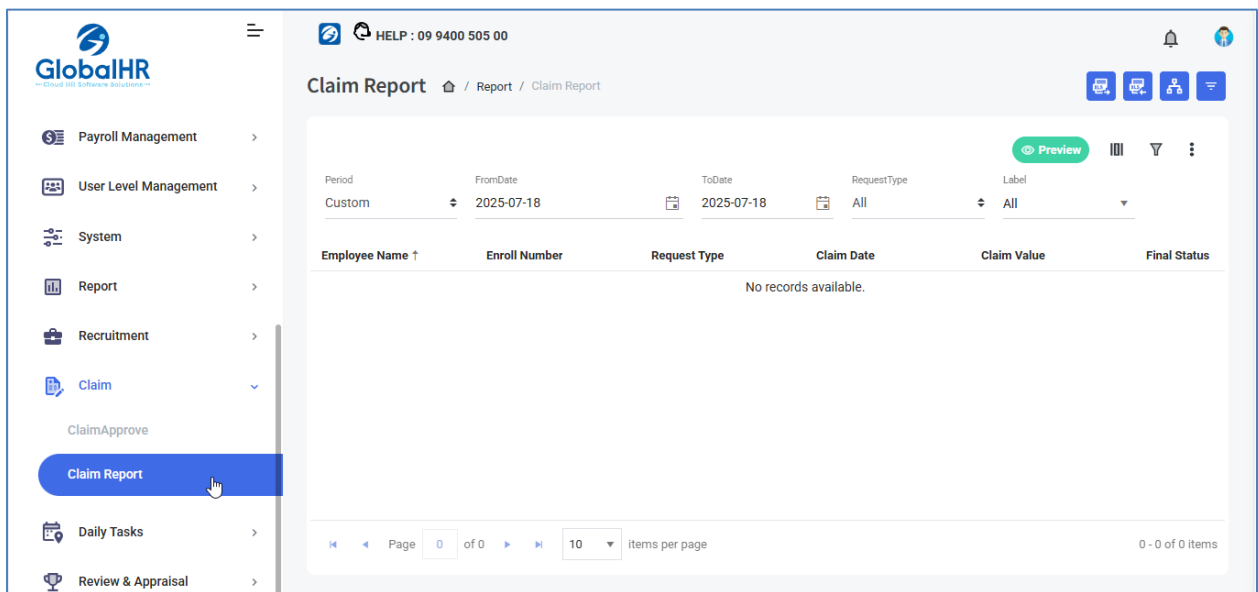
## 5. Claim Reports (for HR/Manager):

- Go to Claim Menu > Claim Report.
- Choose period, request type, label, and filtering options.
- Select a custom template or choose "Choosing Columns"  to customize the report.
- Click "Preview" to see the report.



The dashboard shows the user's profile (Hello Peterson, Good Afternoon) and the date (2025 Jul 18). The left sidebar contains various menu items, with 'Claim' highlighted. The main content area displays 'My Daily Attendance' for July 18, Friday, with a duty shift from 09:00 AM to 05:00 PM. It also shows 'My Monthly Attendance' with statistics: 10 Attendance, 1 Absent, 0 Late, and 0 Early Out. A 'My Leave History' table is also present.

Leave Name	Taken	Balance
WithoutPayLeave	1	99
Casual Leave	0	6
Annual Leave	0	10



The 'Claim Report' page shows filters for Period (Custom), FromDate (2025-07-18), ToDate (2025-07-18), RequestType (All), and Label (All). A 'Preview' button is visible. The table below shows no records available.

Employee Name ↑	Enroll Number	Request Type	Claim Date	Claim Value	Final Status
No records available.					

Page 0 of 0, 10 items per page, 0 - 0 of 0 items

The screenshot shows the GlobalHR Claim Report interface. The left sidebar contains navigation options: Payroll Management, User Level Management, System, Report, Recruitment, Claim (selected), Claim Approve, Claim Report (highlighted), Daily Tasks, and Review & Appraisal. The main content area is titled 'Claim Report' and includes a breadcrumb trail: Home / Report / Claim Report. A red box highlights the filter section at the top, which includes a 'Preview' button, a filter icon, and a dropdown menu. The filter section contains the following fields: Period (Custom), FromDate (2025-07-18), ToDate (2025-07-18), RequestType (All), and Label (All). Below the filter section is a table with the following columns: Employee Name ↑, Enroll Number, Request Type, Claim Date, Claim Value, and Final Status. The table is currently empty, displaying 'No records available.' at the bottom. The pagination shows 'Page 0 of 0' and '10 items per page'.

The screenshot shows the GlobalHR Claim Report interface with one record displayed. The left sidebar and main content area are the same as in the previous screenshot. The filter section at the top is the same, but the 'Preview' button is now green. The table below the filter section contains one record:

Employee Name ↑	Enroll Number	Request Type	Claim Date	Claim Value	Final Status
Mg Mg	10001	Claim	2025-07-18	10000	Pending

The pagination shows 'Page 1 of 1' and '10 items per page'.

### Tips:

- For Leave from OT balance details, click "Balance Detail View" in Claim Report.
- To set claim expiry days, go to System > System Setting > Application Option > General > Claim Restricted Days.

### Additional Resources:

- Approver settings: <https://www.globalhr.com.mm/support/approver/>

- Global HR Cloud Operator Service: Mobile App > “More Settings” > Chatwoot
- 

## 5. Module: Payroll

### Feature: Payroll Management

#### Purpose:

- This guide explains how to manage payroll processes in Global HR Cloud, including pre-payroll setup, actual calculation, and post-payroll reporting.
- To provide secure and convenient options for delivering payslips to employees
- To maintain a record of payment calculations and comments

#### Key Points:

- Pre-payroll: Define rules for salary calculations (attendance, leave, overtime, etc.), gather employee data (salary, allowances, bonuses), and adjust salaries (loans, advances, savings).
- Actual calculation: Run payroll calculations for a chosen period and approve calculated payments.
- Post-payroll: Generate reports on salaries, taxes, and other payroll-related data.

#### Pre-Payroll Process:

- Master Menu:
  - Job Code Setup, Payment Title, Payment Rule, Payment Definition, Addition & Deduction, Award & Deduction, Salary Adjustment (Loan, Advance, Savings)
- Payroll Management:
  - Addition & Deduction, Award & Deduction, Salary Adjustment, Loan, Advanced and Savings

## Actual Payroll Calculation & Approve Process:

- Payroll Management: Payment Calculation, Payment Approve, Finish Job Code by Employee

## Post-Payroll Process:

### Report Menu:

- Payment Comparison, Monthly Payment Report, SSB Contribution Report, Quarterly Tax Report, Tax Summary Report, Personal Income Tax IRD 16 Reports, PIT Monthly Report

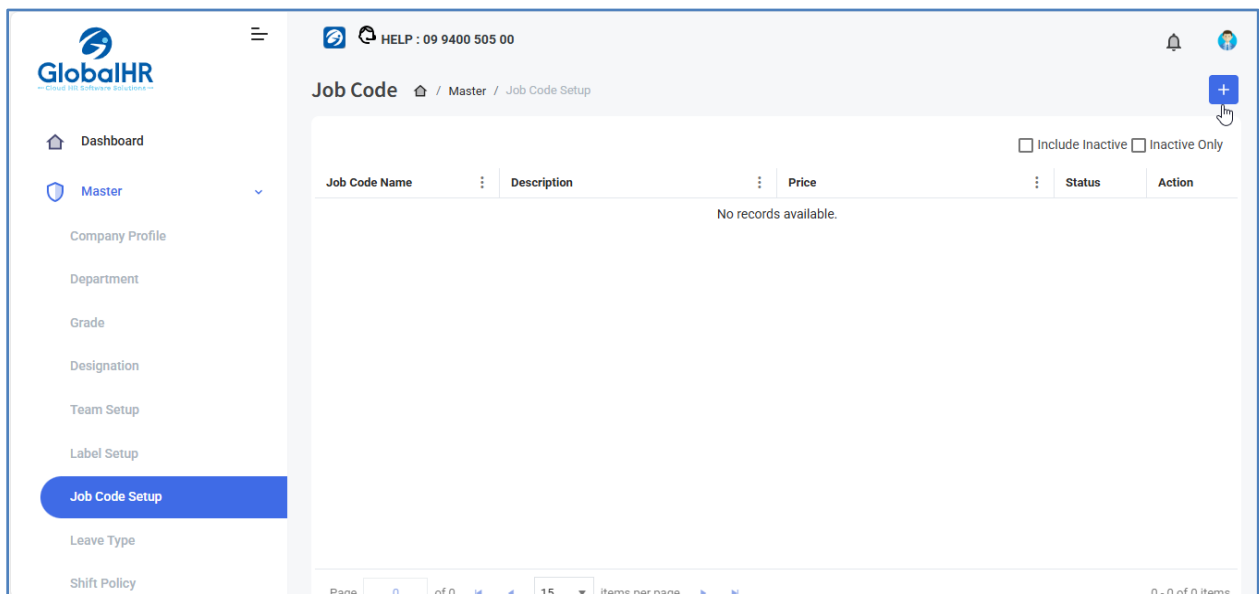
## Steps:

### 1. Pre-Payroll Process:

#### 1.1 Job Code Setup (Master Menu > Job Code Setup):

- Define job codes with descriptions and per-amount salaries.

## Screenshots:



HELPER : 09 9400 505 00

Add Job Code / Master / Job Code Setup

Job Code Name \*

Description

Per Amount \*

☐ Inactive ☐ Use Attendance

Cancel Save

## 1.2 Payment Title (Master Menu > Payment Title):

- Create named benefits (additions, allowances, awards/deductions) with payment methods (payment or deduction).

Screenshots:

HELPER : 09 9400 505 00

Payment Title / Master / Payment Title

☐ Include Inactive ☐ Inactive Only

Description	Payment Type	Payment Method	Status	Action
SixMonthBonus	Payment	Addition	Active	<a href="#">✎</a> <a href="#">✖</a>
TransportationAllowance	Payment	Allowance	Active	<a href="#">✎</a> <a href="#">✖</a>
StandardMonthlyPersonAward	Payment	Award and Deduction	Active	<a href="#">✎</a> <a href="#">✖</a>
Other_General_Deductions	Deduction	Addition	Active	<a href="#">✎</a> <a href="#">✖</a>

Page 1 of 1 15 items per page 1 - 4 of 4 items

HELP : 09 9400 505 00

Add Payment Title / Master / Payment Title

Description  
SixMonthBonus

Payment Method  
Addition

Award and Deduction  
☐ Inactive Payment Title

Cancel Save

### 1.3 Payment Rule (Master Menu > Payment Rule):

- Define formulas for calculating various benefits based on chosen payment type.

Screenshots:

HELP : 09 9400 505 00

Payment Rule / Master / Payment Rule

Addition

**RULE INFORMATION** FORMULA

Rule Order  
2

Rule Description

Payment Rule Type  
Select Payment Rule Type

Rule Display Name

Rule Display Order  
2

Rule Condition & Calculation

☐ Include In Payslip ☐ Show Amount Zero ☐ Use Bank Payment ☐ Use Round Amount ☐ Show On Dashboard

## 1.4 Payment Definition:

### 1.4.1 Direct Data Input (Payroll Management > Payment Definition):

- Choose employees and enter salary and allowance amounts.

### 1.4.2 Excel Import (Payroll Management > Payment Definition):

- “Export Excel” , fill in data, and import.

Screenshots:

Enroll Number	Employee Code	Employee Name	Department	Designation	Grade	DOE	BasicSalary
No records available.							



## 1.5 Addition & Deduction:

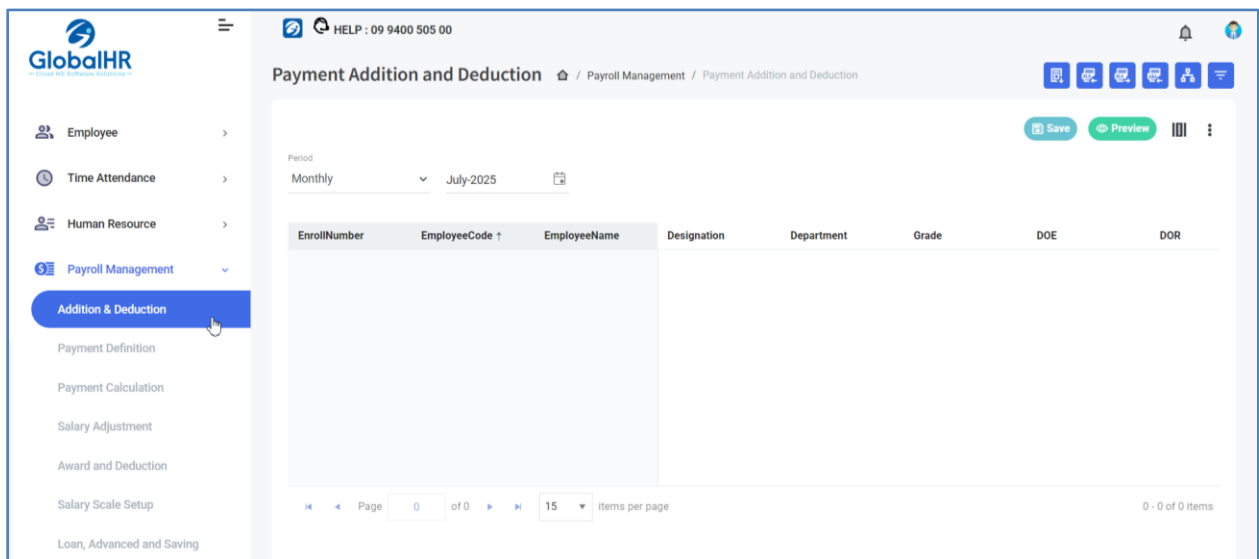
### 1.5.1 Direct Data Input (Payroll Management > Addition & Deduction):

- Choose employees and enter addition/deduction amounts.

### 1.5.2 Excel Import (Payroll Management > Addition & Deduction):

- “Download template with Date Range”  or “Export Excel” , fill in data, and import.

## Screenshots:



## 1.6 Award & Deduction:

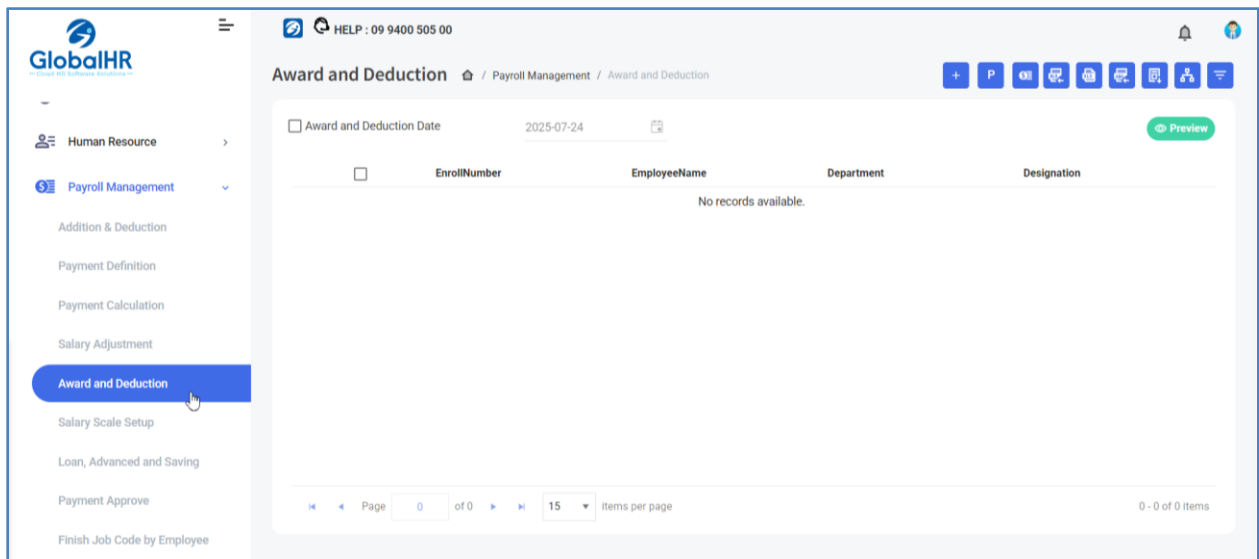
### 1.6.1 Direct Data Input (Payroll Management > Award & Deduction):

- Choose employees, date, and award/deduction type, then enter amount and set payment/deduction.

### 1.6.2 Excel Import (Payroll Management > Award & Deduction):

- “Download template” , fill in data, and import.

## Screenshots:



## 1.7 Salary Adjustment (Payroll Management > Salary Adjustment):

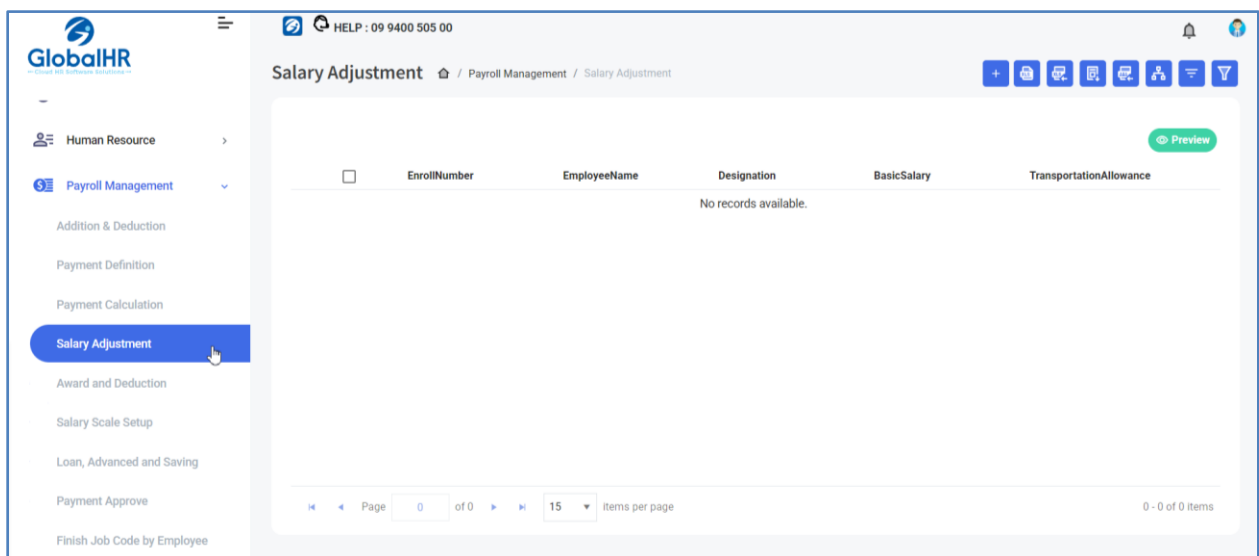
### 1.7.1 Direct Data Input:

- Choose employees, date, and adjustment type (increase/decrease), then enter the amount and set the adjustment title.

### 1.7.2 Excel Import

- “Download template” , fill in the data, and import.

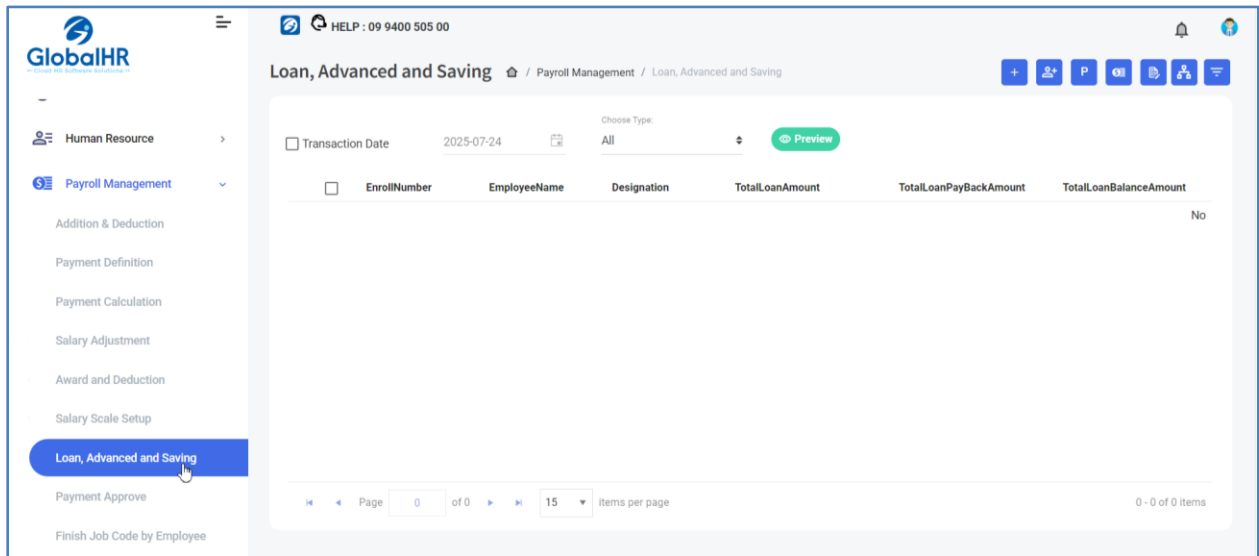
Screenshots:



## 1.8 Loan, Advanced, and Saving (Payroll Management > Loan, Advanced, and Saving):

- Choose employees, transaction date, amount, and loan/advance/saving type. Set repayment plan and start date.

Screenshots:

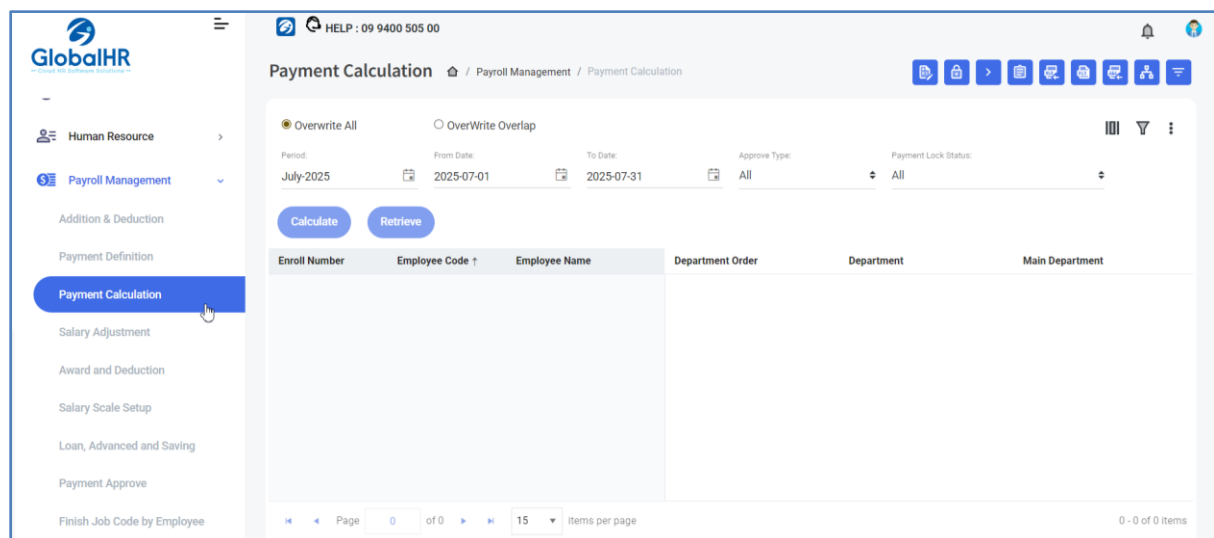


The screenshot shows the 'Loan, Advanced and Saving' page in the GlobalHR system. The left sidebar contains a menu with 'Payroll Management' expanded, showing options like 'Addition & Deduction', 'Payment Definition', 'Payment Calculation', 'Salary Adjustment', 'Award and Deduction', 'Salary Scale Setup', 'Loan, Advanced and Saving' (highlighted), 'Payment Approve', and 'Finish Job Code by Employee'. The main content area has a header 'Loan, Advanced and Saving' and a breadcrumb 'Payroll Management / Loan, Advanced and Saving'. Below the header, there are filters for 'Transaction Date' (2025-07-24) and 'Choose Type' (All), with a 'Preview' button. A table with columns 'EnrollNumber', 'EmployeeName', 'Designation', 'TotalLoanAmount', 'TotalLoanPayBackAmount', and 'TotalLoanBalanceAmount' is shown, with a 'No' result. At the bottom, there is a pagination bar showing 'Page 0 of 0' and '15 items per page'.

## 2. Actual Payroll Calculation & Payslip & Approve Process:

### 2.1 Payment Calculation (Payroll Management > Payment Calculation):

- Choose period and employees, then click "Calculate."



The screenshot shows the 'Payment Calculation' page in the GlobalHR system. The left sidebar is similar to the previous screenshot, with 'Payment Calculation' highlighted. The main content area has a header 'Payment Calculation' and a breadcrumb 'Payroll Management / Payment Calculation'. Below the header, there are radio buttons for 'Overwrite All' and 'OverWrite Overlap'. There are filters for 'Period' (July-2025), 'From Date' (2025-07-01), 'To Date' (2025-07-31), 'Approve Type' (All), and 'Payment Lock Status' (All). There are 'Calculate' and 'Retrieve' buttons. A table with columns 'Enroll Number', 'Employee Code', 'Employee Name', 'Department Order', 'Department', and 'Main Department' is shown. At the bottom, there is a pagination bar showing 'Page 0 of 0' and '15 items per page'.

### 2.1.1 After Payment Calculation:

- Available after payment calculation is approved

Options for sending payslips: mobile, email, print

- HR or system administrator can set payslip passwords for mobile delivery
- Payment records can be locked for security
- Comments can be added to individual or all payment records

Step-by-Step Instructions:

1. Retrieve or Calculate Payment Calculation:
  - Navigate to Payroll Management > Payment Calculation
2. Choose the relevant period
  - Retrieve the approved payment calculation or calculate it if not already done

Access Additional Options  :

- Click the "additional option icon"  within the Payment Calculation Form

Choose Payslip Delivery Method:

Select one or more options:

- Email Payslip
- Send to Mobile (password-protected)
- Print Payslip

Payment Calculation / Payroll Management / Payment Calculation

Overwrite All | OverWrite Overlap

Period: July-2025 | From Date: 2025-07-01 | To Date: 2025-07-31 | Approve Type: All | Payment Lock Status: All

Calculate | Retrieve


Success: 100 % | Pending: 0 % | Retry: 0 % | Fail: 0 %

Enroll Number	Employee Code ↑	Employee Name	Department Order	Department	Main Department
10007	GHR-00001	Peterson	1	Admin Department	Admin Department
10011	GHR-00012	Mo Mo	1	Admin Department	Admin Department
10001	GHR-00013	Mg Mg	1	Admin Department	Admin Department
10005	GHR-00014	Alice	1	Admin Department	Admin Department
10004	GHR-00015	Chris	1	Admin Department	Admin Department

Page 1 of 1 | 15 items per page | 1 - 5 of 5 items

Set Payslip Password (if applicable):

Here's how HR or a system administrator can set passwords for mobile payslips:


- **Enable Payslip Passwords:** First, you need to activate the payslip password option. Go to System > System Setting > Setup > Employee Information and enable "Use Payslip Password."
- **Set Individual Employee Passwords:** Once enabled, you can set passwords for each employee individually. Navigate to Employee > Employee Setup > Set Payslip Password.
- **Password Management:**
  - **Import Passwords:** If employee data is already set up, you can import payslip passwords using the Employee template .
  - **Reset All Passwords:** Alternatively, you can reset passwords for all employees at once using the "Reset Password" option in People Directory.
- **Initial Passwords:** After setting up passwords, provide employees with their initial passwords. They will be prompted to change these upon their first login.

Lock Payment Record (optional):

- Follow Step 1- 2, Click “Lock icon”  for added security, lock the payment record

View and Comment on Payment Records:


Access Record & Set Comment to:

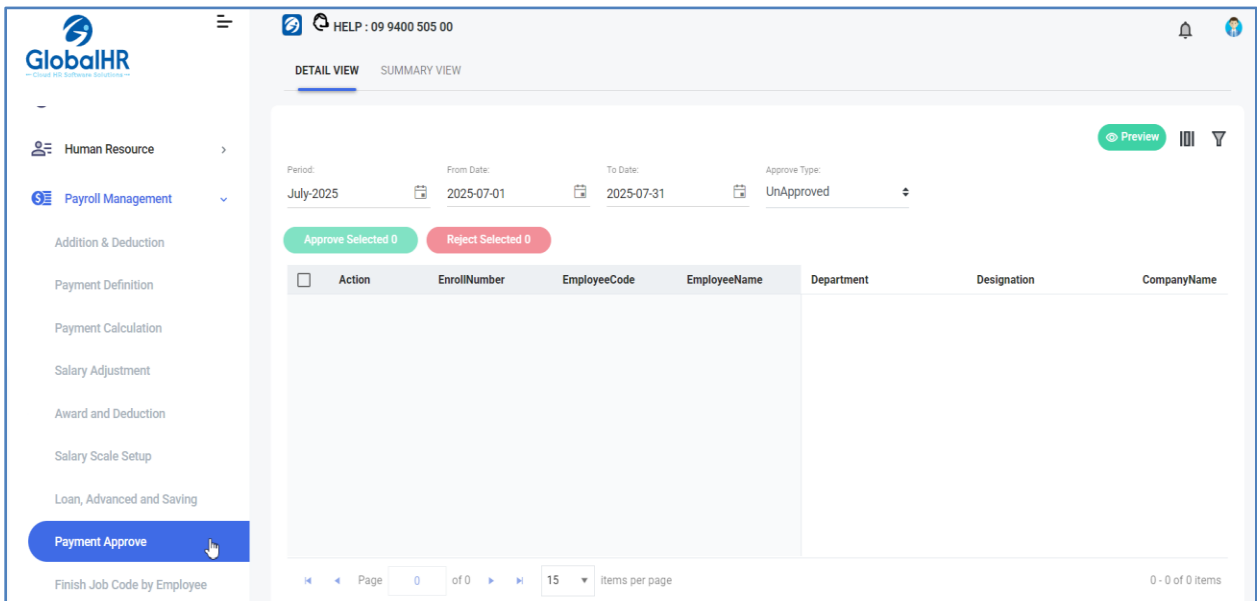
- Follow Step 1- 2, Click “Payment Record icon”  for view individual payment records

- Follow Step 1- 2, Click “Add Comment icon”  for add comments to individual or all records

## 2.2 Payment Approve (Payroll Management > Payment Approve):

### 2.2.1 For Payment Approved:

- Choose period and employees, then click "Retrieve" and then "Send Approve"  in Payment Calculation.
- Payment Approve View has “Detail View” and “Summary View”:
  - Choose period and employees view in Detail View and click "Preview." Then Approve or reject payments.
  - Choose period and Group by (Department or Company) in Summary View and click "Preview." Then Approve or reject payments.



## 2.3 Finish Job Code by Employee (Payroll Management > Finish Job Code by Employee):

- Choose period and employees, select job code, click "Preview," and enter finish quantity. Save data.

**Finish Job Code by Employee** / Payroll Management / Finish Job Code by Employee

Period: Custom, FromDate: 2025-07-01, ToDate: 2025-07-24, Select Job Code: Job 1

Name	Finish Date	Job Code	Per Amount	Finish Quantity	Net Amount
No records available.					

Page 0 of 0, 15 items per page, 0 - 0 of 0 items

**Finish Job Code by Employee** / Payroll Management / Finish Job Code by Employee

Period: Custom, FromDate: 2025-07-01, ToDate: 2025-07-01, Select Job Code: Job 1

Name	Finish Date	Job Code	Per Amount	Finish Quantity	Net Amount
Mg Mg GHR-00013	2025-07-01	Job 1	100,000.00		0.00
Alice GHR-00014	2025-07-01	Job 1	100,000.00	0	0.00
Peterson GHR-00001	2025-07-01	Job 1	100,000.00	0	0.00
Mo Mo GHR-00012	2025-07-01	Job 1	100,000.00	0	0.00

Page 1 of 1, 15 items per page, 1 - 4 of 4 items

### 3. Post-Payroll Process:

- Generate various reports from the Report Menu based on your needs.


#### Report Menu:

- Payment Comparison, Monthly Payment Report, SSB Contribution Report, Quarterly Tax Report, Tax Summary Report, Personal Income Tax IRD 16 Reports, PIT Monthly Report

#### Screenshots:



## Payment Comparison



Report

- People Directory
- Resigned Employee
- Attendance Detail
- Attendance Summary
- Attendance Log
- Payment Comparison**
- Monthly Payment Report
- Break Time Summary
- Leave Status Report
- Late Report
- Supervisor Dashboard Report
- Customer Information

HELP : 09 9400 505 00

Payment Comparison Report


Payment Month: July-2025 Compare Month: June-2025 ☐ Only Show Different Amount

[Preview](#)

SrNo	Enroll Number	Employee Name	BasicPay			Addition		
			Jul_2025	Jun_2025	Different	Jul_2025	Jun_2025	Different
1	10001	Mg Mg	1,500,000.00	0.00	1,500,000.00	0.00	0.00	0.00
2	10004	Chris	1,000,000.00	0.00	1,000,000.00	0.00	0.00	0.00
3	10005	Alice	1,000,000.00	0.00	1,000,000.00	0.00	0.00	0.00
4	10007	Peterson	1,000,000.00	0.00	1,000,000.00	0.00	0.00	0.00
5	10011	Mo Mo	1,000,000.00	0.00	1,000,000.00	0.00	0.00	0.00

Page 1 of 1 15 items per page 1 - 5 of 5 items

## Monthly Payment Report



Report

- People Directory
- Resigned Employee
- Attendance Detail
- Attendance Summary
- Attendance Log
- Payment Comparison
- Monthly Payment Report**
- Break Time Summary
- Leave Status Report
- Late Report
- Supervisor Dashboard Report
- Customer Information

HELP : 09 9400 505 00

Monthly Payment Report

From Month: This Month Jul/2025 First GroupBy: None ☒ Summary ☐ Detail

☐ Net Payment Only ☒ Custom Calculation ☐ Show Summary Amount

[Preview](#)

SrNo	Enroll Number	Employee Code	Employee Name	Addition	Other_Deductions	Total Payment	Total Deduction	Net Payment
1	10001	GHR-00013	Mg Mg	0.00	0.00	1,500,000.00	416,667.00	1,083,333.00
2	10004	GHR-00015	Chris	0.00	0.00	1,000,000.00	0.00	1,000,000.00
3	10005	GHR-00014	Alice	0.00	0.00	1,000,000.00	0.00	1,000,000.00
4	10007	GHR-00001	Peterson	0.00	0.00	1,000,000.00	0.00	1,000,000.00
5	10011	GHR-00012	Mo Mo	0.00	0.00	1,000,000.00	0.00	1,000,000.00
						5,500,000	416,667	5,083,333

Page 1 of 1 15 items per page 1 - 5 of 5 items

Report

- People Directory
- Resigned Employee
- Attendance Detail
- Attendance Summary
- Attendance Log
- Payment Comparison
- Monthly Payment Report**
- Break Time Summary
- Leave Status Report
- Late Report
- Supervisor Dashboard Report
- Customer Information

HELP : 09 9400 505 00

Monthly Payment Report

From Month: Jul/2025

First GroupBy: Company

Second GroupBy: Department

Summary Detail

Net Payment Only Custom Calculation

Show Summary Amount Show GroupBy Summary

SrNo	Employee Count	Company	Department	Payment Month	Payment From	Payment To	Loan Amount	BasicPay
Company: Global TA&HR Solution Co.,Ltd.								
1	5	Global TA&HR Solution Co.,Ltd.	Admin Department	2025-07	2025-07-01	2025-07-31	416,666.67	5,500,000
	5						416,666.67	5,500,000

Page 1 of 1 15 items per page 1 - 1 of 1 items

Report

- People Directory
- Resigned Employee
- Attendance Detail
- Attendance Summary
- Attendance Log
- Payment Comparison
- Monthly Payment Report**
- Break Time Summary
- Leave Status Report
- Late Report
- Supervisor Dashboard Report
- Customer Information

HELP : 09 9400 505 00

Monthly Payment Report

From Month: Jul/2025

First GroupBy: Company

Second GroupBy: Department

Summary Detail

Net Payment Only Custom Calculation

Show Summary Amount Show GroupBy Summary

SrNo	Employee Count	Company	Department	Payment Month	Payment From	Payment To	Loan Amount	BasicPay
Company: Global TA&HR Solution Co.,Ltd.								
1	5	Global TA&HR Solution Co.,Ltd.	Admin Department	2025-07	2025-07-01	2025-07-31	416,666.67	5,500,000
	5						416,666.67	5,500,000

Page 1 of 1 15 items per page 1 - 1 of 1 items

## SSB Contribution Report

- Supervisor Dashboard Report
- Customer Information
- Event Viewer
- SSB Contribution Report**
- Quarterly Tax Report
- Tax Summary Report
- Personal Income Tax IRD 16 Report
- Custom Report
- PIT Monthly Report
- Attendance Status Report
- OT Status Report
- Absenteeism Report

HELP : 09 9400 505 00

SSB Contribution Report

Period: Monthly

Month: July 2025

Type: SSB Employee

☒ Default View
 ☐ Detail View

☐ Show Footer For Export PDF
 ☐ Use English Name

No.	Insurer's Name	SSN No.	Pay	Employer SSB 2%	Employee SSB 2%	Employer SSB 1%	Employer SSB Tc
1	မောင်မောင်	1234.44.12	0	6,000	6,000	3,000	9

Page 1 of 1

15 items per page

1 - 1 of 1 items

နည်းဥပဒေ ၆၆(က) ၊ ပုံစံ-၁၃ (က)

လူမှုဖူလုံရေးအဖွဲ့

အာမခံထားသူများအတွက် လစဉ်ထည့်ဝင်ကြေးပေးသွင်းငွေစာရင်း

အလုပ်သမား မှတ်ပုံတင်အမှတ် -

၂၀၂၅ ခြည့်နှစ် ၊ ဇူလိုင်လအတွက်

No. စဉ်	Insurer's Name အာမခံထားသူ အမည်	SSN No. အာမခံစိစစ်ရေးအမှတ်	Pay လုပ်ခလစာ	Health and Social Care Insuranc System ကျန်းမာရေးနှင့် လူမှုရေးစောင့်ရှောက်မှုအာမခံစနစ်		Employment Injury Benefit Insuranc System အလုပ်တွင်ထိခိုက်မှုအကျိုးခံစားခွင့်အာမခံစနစ်	Total စုစုပေါင်း			Remark မှတ်ချက်
				Employer အလုပ်ရှင်	Employee အလုပ်သမား	Employer အလုပ်ရှင်	Employer အလုပ်ရှင်	Employee အလုပ်သမား	Total စုစုပေါင်း	
၁	မောင်မောင်	1234.44.12	0.00	6,000.00	6,000.00	3,000.00	9,000.00	6,000.00	15,000.00	
စုစုပေါင်း			0.00	6,000.00	6,000.00	3,000.00	9,000.00	6,000.00	15,000.00	

အလုပ်ရှင်/မန်နေဂျာလက်မှတ်

ကျား / 1

မ / 0

1

## Quarterly Tax Report

GlobalHR

Quarterly Tax Report

Tax Summary Report

Personal Income Tax IRD 16 Report

Custom Report

PIT Monthly Report

Attendance Status Report

OT Status Report

Absenteeism Report

Compensation Report

Recruitment

Claim

Daily Tasks

HELP : 09 9400 505 00

Quarterly Tax Report / Report / Quarterly Tax Report

Period: Budget Year Year: 2025 From Month: April-2025 To Month: March-2026 Type: All Employee

No	TaxNo	Name	Designation	Grade	Grade Order	NRC	Pa
1	4563	Grace	Staff	Staff	1	11/KATANA(N)789321	20
2	4563	Grace	Staff	Staff	1	11/KATANA(N)789321	20
3	4563	Grace	Staff	Staff	1	11/KATANA(N)789321	20
4	4563	Grace	Staff	Staff	1	11/KATANA(N)789321	20
5	8523	Thomas	Staff	Staff	1	13/KAKARA(N)654987	20
6	8523	Thomas	Staff	Staff	1	13/KAKARA(N)654987	20
7	8523	Thomas	Staff	Staff	1	13/KAKARA(N)654987	20
8	8523	Thomas	Staff	Staff	1	13/KAKARA(N)654987	20

Page 1 of 1 15 Items per page 1 - 8 of 8 Items

ဝင်ငွေခွန်ဥပဒေပုဒ်မ ၁၆(ဃ) နှင့် ၁၆(စ) အရ လစာခေါင်းစဉ်နှင့် အကျုံးဝင်သည့် ဝင်ငွေမှ လစာဝင်ငွေခွန်  
လစဉ်နှုတ်ယူသည့်စာရင်း

၂၀၂၅ ဖြည့်နှစ်၊ ဧပြီ လအတွက်

အမှတ်စဉ်	အခွန်ထမ်းအမှတ်	လစာအမည်	ရာထူး/ အလုပ်အကိုင်	မှတ်ပုံတင်အမှတ်	လစာငွေ			မှတ်ချက်
					ကျပ်	ကျပ်	ပြား	
1	4563	Grace	Staff	11/KATANA(N)789321	1,000,000	54,756	36	
2	8523	Thomas	Staff	13/KAKARA(N)654987	1,000,000	54,756	36	
စုစုပေါင်းဝင်ငွေခွန်					2,000,000	109,512	72	


လတ်မှတ်:-----

အမည်:-----

ရာထူး:-----

ဌာန/အဖွဲ့အစည်း:-----

## Tax Summary Report



- Customer Information
- Event Viewer
- SSB Contribution Report
- Quarterly Tax Report
- Tax Summary Report**
- Personal Income Tax IRD 16 Report
- Custom Report
- PIT Monthly Report
- Attendance Status Report
- OT Status Report
- Absenteeism Report
- Compensation Report
- Recruitment
- Claim

HELP : 09 9400 505 00

**Tax Summary Report** / Report / Tax Summary Report

TAX SUMMARY REPORT FORM 15A TAX REPORT


Period: Apr-2025 Budget Year: 2025 Budget Start: 2025-04-01 Budget End: 2026-03-31

[Preview](#)

No.	Employee Name	Enroll Number	Yearly Income	Basic Allowance	Parent Relief	Spouse Relief	Children Relief	SSB Relief	Lif
1	Peterson	10007	11,994,000.00	2,398,800.00	0.00	1,000,000.00	500,000.00	6,000.00	
2	Grace	10008	11,994,000.00	2,398,800.00	0.00	0.00	0.00	6,000.00	
3	Thomas	10009	11,994,000.00	2,398,800.00	0.00	0.00	0.00	6,000.00	
4	Mo Mo	10011	11,994,000.00	2,398,800.00	0.00	0.00	0.00	6,000.00	

Page 1 of 1 15 items per page 1 - 4 of 4 items

## Personal Income Tax IRD 16 Reports



- Quarterly Tax Report
- Tax Summary Report
- Personal Income Tax IRD 16 Report**
- Custom Report
- PIT Monthly Report
- Attendance Status Report
- OT Status Report
- Absenteeism Report
- Compensation Report
- Recruitment
- Claim
- Daily Tasks

HELP : 09 9400 505 00

**Personal Income Tax IRD 16 Report** / Report / Personal Income Tax IRD 16 Report

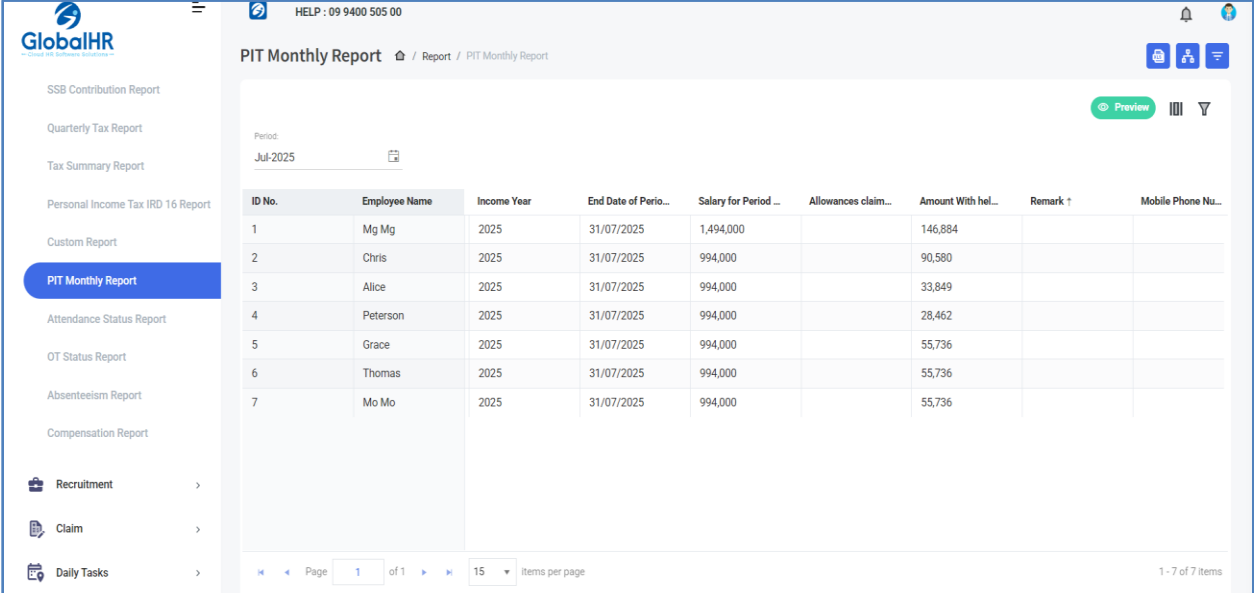
Period: Jul-2025 ☒ IRD 16 ☐ IRD 16-A

[Preview](#)

SR. No.	Employee No.	Name of Employee	GIR No	Position/Employ...	Io. of Children	Total Relief	Taxable Income
1	10001	Mg Mg	1234	Staff	1	3,270,800	10,223,200
2	10004	Chris	5678	Staff	0	1,870,800	7,123,200
3	10005	Alice	9874	Staff	0	3,870,800	5,123,200
4	10007	Peterson	9456	Staff	1	3,370,800	5,623,200
5	10008	Grace	4563	Staff	0	1,870,800	7,123,200
6	10009	Thomas	8523	Staff	0	1,870,800	7,123,200
7	10011	Mo Mo	7415	Staff	0	1,870,800	7,123,200

Page 1 of 1 15 items per page 1 - 7 of 7 items

## PIT Monthly Report



The screenshot shows the GlobalHR web application interface for the PIT Monthly Report. The left sidebar contains a menu with options: SSB Contribution Report, Quarterly Tax Report, Tax Summary Report, Personal Income Tax IRD 16 Report, Custom Report, PIT Monthly Report (highlighted), Attendance Status Report, OT Status Report, Absenteeism Report, Compensation Report, Recruitment, Claim, and Daily Tasks. The main content area displays the PIT Monthly Report for the period of Jul-2025. It includes a table with 9 columns: ID No., Employee Name, Income Year, End Date of Period, Salary for Period, Allowances claim, Amount With hel, Remark, and Mobile Phone Nu. The table lists 7 employees with their respective salaries and allowances. At the bottom, there is a pagination bar showing 'Page 1 of 1' and '15 items per page'.

ID No.	Employee Name	Income Year	End Date of Period	Salary for Period	Allowances claim	Amount With hel	Remark	Mobile Phone Nu
1	Mg Mg	2025	31/07/2025	1,494,000		146,884		
2	Chris	2025	31/07/2025	994,000		90,580		
3	Alice	2025	31/07/2025	994,000		33,849		
4	Peterson	2025	31/07/2025	994,000		28,462		
5	Grace	2025	31/07/2025	994,000		55,736		
6	Thomas	2025	31/07/2025	994,000		55,736		
7	Mo Mo	2025	31/07/2025	994,000		55,736		

### Benefits of Payroll Software:

- Saves time and improves efficiency.
- Ensures accuracy in calculations and reduces errors.
- Expands to accommodate growing businesses.
- Facilitates recordkeeping and reporting.

### Additional Resources:

- Contact GlobalHR – Cloud HR Solution’s Rule Team for assistance with rule setup and policies.
- Employees accessing mobile payslips will need to change their initial password upon first use.
- Consider locking payment records after all necessary actions are completed to ensure data integrity.
- Comments can be used to provide additional information or context for payment records

## 6. Module: Recruitment

The Recruitment module in Global HR Cloud is an all-in-one solution designed to simplify and manage the entire hiring process from beginning to end. It provides a centralized platform for creating job posts, managing candidate applications, scheduling interviews, and seamlessly hiring new employees.

### Feature: Job Post List

Purpose:

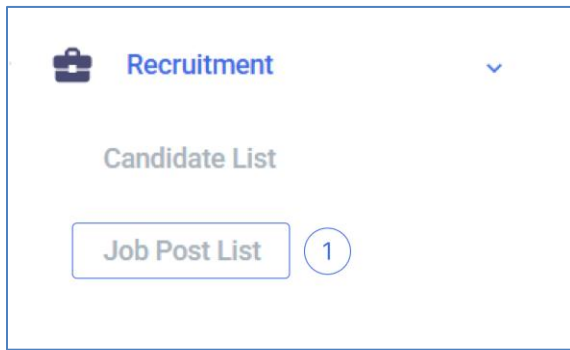
The **Job Post List** feature is the central hub for creating, managing, and sharing all your company's job openings. It provides a clear overview of all active and inactive positions, helping you track recruitment efforts efficiently.

Key Points:

- **Centralized Creation:** Create a new job post by filling in all relevant details in a single form.
- **Versatile Sharing:** Easily generate a shareable online link or a QR code to distribute job openings.
- **Real-time Status:** View key information at a glance, including the job's expiration date, its current status (**Active/Inactive**), and the number of applications received.
- **Actionable Items:** Each job post entry includes action buttons to quickly share, edit, or delete the post.

Step-by-Step Instructions:



1. **Open the Job Post List:** From the main navigation, go to the **Recruitment** menu and select **Job Post List**.





2. **Create a New Job:** Click the **Create New Job** button. Fill in the required fields:

- **Job Title** (e.g., *Finance Associate*)
- **Job Role** (e.g., *Chief Financial Officer*)
- **Job Description** (duties and responsibilities)
- **Salary Type, Expected Salary, Education, and Experience**
- **Job Type (Full Time or Part Time)**
- **Expiration Date**
- **Job Location Details**





HELP : 09 9400 505 00

Job Post List
/ Recruitment
/ Job Post List

+

### Create New Job

Job Title  
Finance associate

Job Role  
Chief Financial Officer

Job Description  
forecasting, monthly reconciliations and system improvement.

Salary  
Expected Salary  
1500000

Salary Type  
MMK

Advance Information  
Education  
Bachelor Degree and above

Experience  
5 yrs

Job Type  
Full-Time

Expiration Date  
2025-09-14

Country  
Myanmar

Division  
Yangon

District  
Yangon (East)

Township  
Thingangyun

☐ Fully Remote Position
☐ isInactive

Cancel

Save

2

3. **Save the Post:** Click **Save**. The new job will appear in the list.

HELP : 09 9400 505 00

Job Post List / Recruitment / Job Post List

Preview

Job Title	Job Role	Expired Date	Status	Applications	Action
Finance associate	Chief Financial Officer	2025-09-14	Active	0	<a href="#">🔗</a> <a href="#">📄</a> <a href="#">🗑️</a>

Page 1 of 1 15 Items per page 1 - 1 of 1 items

4. **Share the Job:** Click the **Applicant Enroll Link** icon next to the job title to either **Generate Link** or **Generate QR Code** for sharing.

4

Applicant Enroll Link


Send via: [🔗](#) [📄](#)

<https://www.globalhr.app/userguide/#/applicantform/UlpQeTVmbzINV2h3K3dpQm9JUGFxaFNoUTBWT1A1aEZRTIDREVkR3RuRT0%3D>

Copy

Applicant Enroll Link

Send via: [🔗](#) [📄](#)



Download as PNG

#### Additional Notes:

- You can mark a job post as a **Fully Remote Position** by ticking the relevant box.

- To temporarily hide a job from candidates without deleting it, tick the **Is Inactive** box.
- 

## Feature: Candidate List

### Purpose:

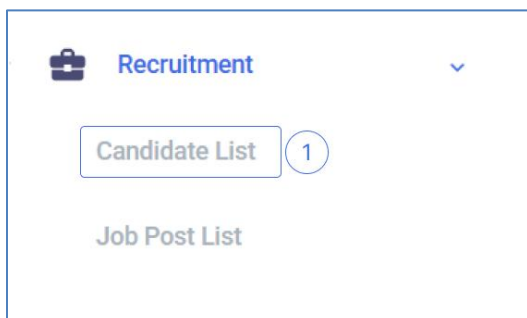
The **Candidate List** is your central repository for managing all incoming applications. It allows you to review, sort, and update the status of candidates as they progress through the hiring pipeline, from initial application to final employment.

### Key Points:

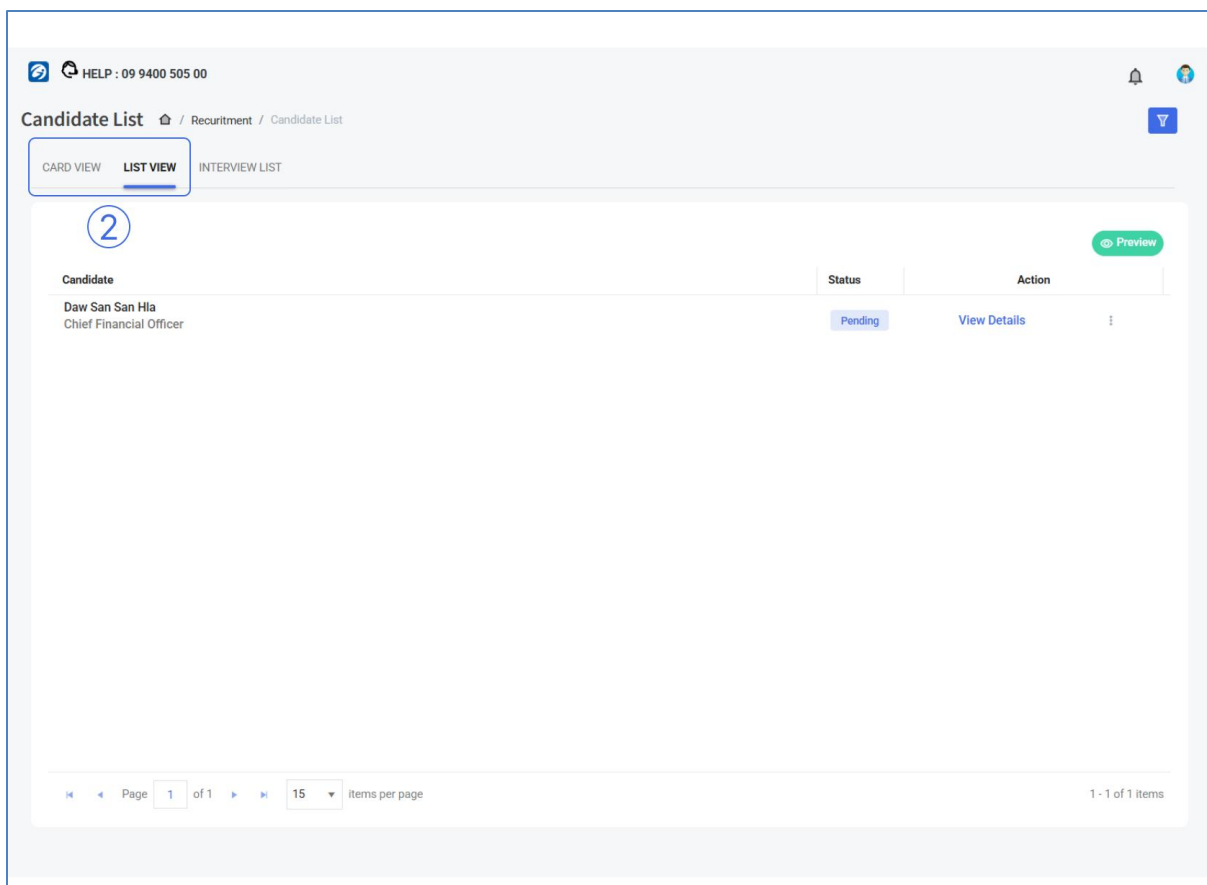
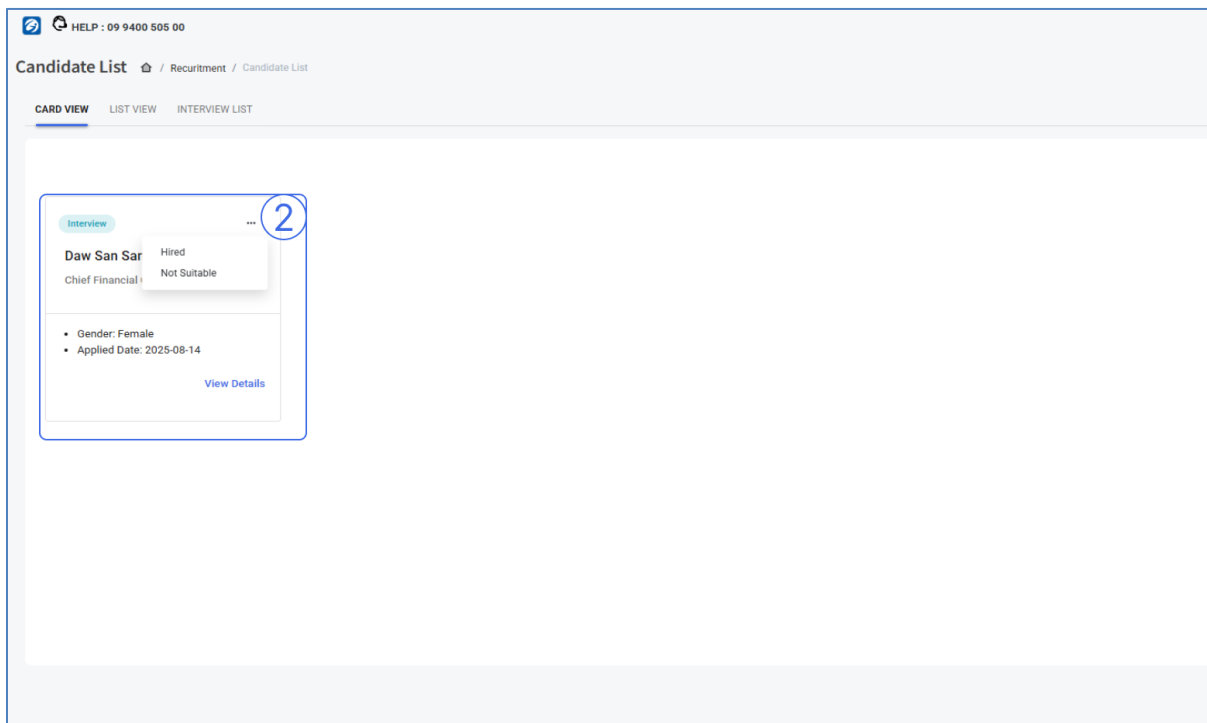
- **Centralized Tracking:** All submitted applications are automatically added to this list.
- **Multiple Views:** You can switch between a **Card View** and a **List View** to manage applications in a way that suits your preference.
- **Flexible Status Updates:** Easily change a candidate's status to reflect their progress (**Pending, In Review, Interview, Not Suitable, or Hired**).
- **Integrated Scheduling:** Directly create an interview schedule when a candidate is shortlisted.
- **Streamlined Hiring:** Automatically create an employee account by changing a candidate's status to "Hired."

### Step-by-Step Instructions:

1. **Open the Candidate List:** From the **Recruitment** menu, select **Candidate List**.



- 2. View and Select a Candidate:** Locate the candidate you wish to manage and click on their card or row.



3. **Update Candidate Status:** Change their status from the dropdown menu to reflect their current stage.

The screenshot displays the 'Candidate List' page in the GlobalHR system. The page has a header with a help icon and the text 'HELP : 09 9400 505 00'. Below the header, there are navigation tabs: 'CARD VIEW', 'LIST VIEW' (which is active), and 'INTERVIEW LIST'. A 'Preview' button is visible in the top right corner of the list area.

The main content area shows a table with one candidate listed:

Candidate	Status	Action
Daw San San Hla Chief Financial Officer	Pending	View Details

A dropdown menu is open for the 'Pending' status, showing the following options: 'In Review', 'Interview', and 'Not Suitable'. A blue circle with the number '3' is placed next to the 'Interview' option, indicating the step to click on it to update the status.

At the bottom of the page, there is a pagination bar showing 'Page 1 of 1' and '15 items per page'. The total number of items is '1 - 1 of 1 items'.

4. **Create an Interview Schedule:** When you change a candidate's status to **Interview**, the **Create Interview Form** will appear. Fill in the required fields (**Event Name, Location, Date, Time**) and click **Save**.

HELP : 09 9400 505 00

Create Interview / Recruitment / Create Interview

Let's make a scheduling for each person!

**Selected Candidates**

Daw San San Hla  
Chief Financial Officer

Interview Date

2025-08-25

Event Name

First Interview

Location

Zoom

Phone Call

In person

Back Save

4

**Select Interview Time**

From Time To Time

10:00 AM 12:00 PM

Time Duration

2hr

5. **Hire a Candidate:** Change the candidate's status to **Hired**. This will open the **Hired Employee Form**.

HELP : 09 9400 505 00

Candidate List / Recruitment / Candidate List

CARD VIEW LIST VIEW INTERVIEW LIST

**Candidate**

Daw San San Hla  
Chief Financial Officer

Status	Action
Interview	View Details

Preview

Hired

Not Suitable

5

Page 1 of 1 15 items per page

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6. **Fill in Employee Details:** Complete the form with the new employee's information, including **Enroll Number**, **Employee Code**, **Department**, **DOE**,

and create a **Username** and **Password** for their account. Click **Apply** to finalize the process.

Hired Employee Form

Enroll Number

10013

Employee Code \*

Company

Global TA&HR Solution Co.,Ltd.

Department

Admin Department

Designation

A

Group Policy

MainGroup Policy

Shift

MainShift

DOE

8/14/2025

Permanent Date

8/14/2025

Probation

☒ By Month
 ☐ By Days

0

User Level

Staff

Employment Type

Permanent

Login Information

Username

Daw San San Hla

Password \*

Remark \*

Cancel

Apply

#### Additional Notes:

- When a candidate submits their application, they receive an email with a status link. This link will update automatically as you change their status in the **Candidate List**.
- The **Hired** status only becomes available after a candidate has been moved to **Interview**.