ICT2.0@HRDF

HRDF System:
User Guide for Employers

User Manual – Version 1.1

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Section 1 Overview

1.1 *Project Background*

ICT2.0@HRDF is an ICT project recently embarked by PSMB with the objective to upgrade its overall IT systems and hardware based on the strategic implementation roadmap stated in PSMB's ICT Blueprint.

In line with the Malaysian Government's aim to have "90% services available anytime anywhere", the upgrade will be desired to achieve the following:-

1. Enhance technology for the future of the organisation
2. Increase efficiency in processes
3. Provide integrated and consistent information
4. Ease of reporting
5. Increase user friendliness of the system
6. Ease access to data
7. Increase the organisation's ability to provide better customer service
8. Increase security data

Apart from the major IT hardware upgrade, ICT2.0@HRDF includes newly developed as well as upgraded key systems that will give solutions to the already identified challenges. Listed below are the systems:-

1. HRDF Core System (replacing Informix, EIS, TPIS, Online Application, HRD Programme Library)
2. HRDF Portal (enhanced and upgraded)
3. Employee Self Service Portal (ESS, enhancement from the current e-HR)
4. Finance, Accounting, Asset, Procurement and Inventory System (FAAPI, replacing HumanBase)
5. Human Resource Management System (HRMS, replacing HumanBase)
6. Dashboard Reporting.

1.2 *About This Guide:*

This Guide is a reference to employers on the followings:

- Registration with PSMB
- Levy and Payment of the Levy
- Grants Application
- Claims

1.3 *Who Will Be Using This Guide:*

This guide is written for external users, specifically employers who will be accessing the HRDF system for all activities starting from registration until claims.

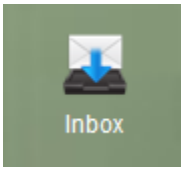
COMMON FUNCTIONS

Section 2 Workflow Common Functions

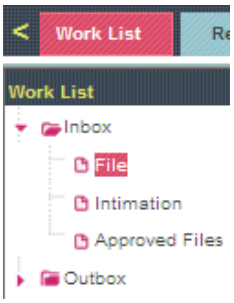
2.1 *View Inbox/Outbox*

When to use:
When Employers receive an application from PSMB, the application form will be in the **Workflow Inbox**.

Which icon:
The 'Inbox' icon is as shown below:

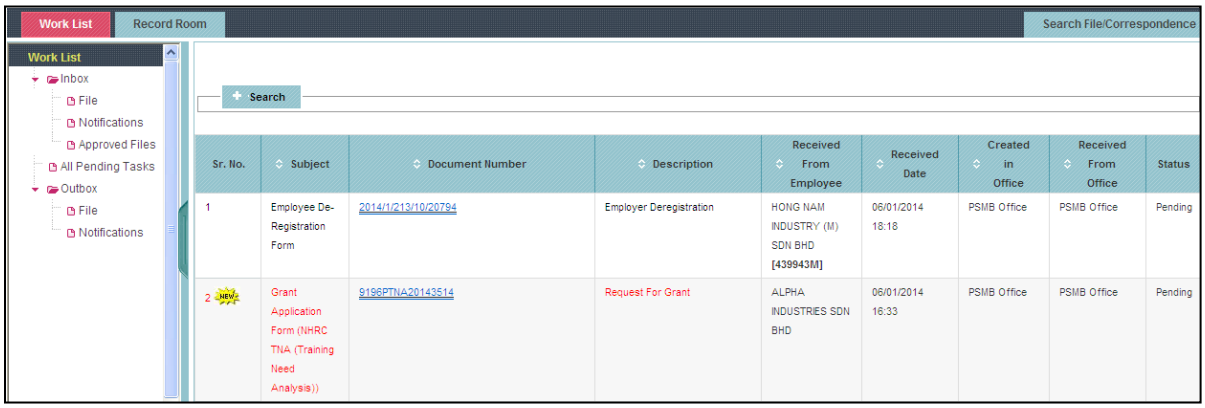


Steps:
Follow the steps below to view record in the workflow inbox.



Screen 'Inbox'

Step 1: Double click on 'Inbox' icon.
Result: Screen 'Work List' is displayed as shown above.



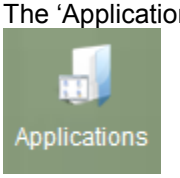
Items Descriptions:
The **'Work List'** items are described below:

No	Work List Items	Descriptions
1	Inbox - File	To view all forms being sent to employers by PSMB.
2	Inbox - Notifications	To view auto notification which being sent to employers by PSMB.

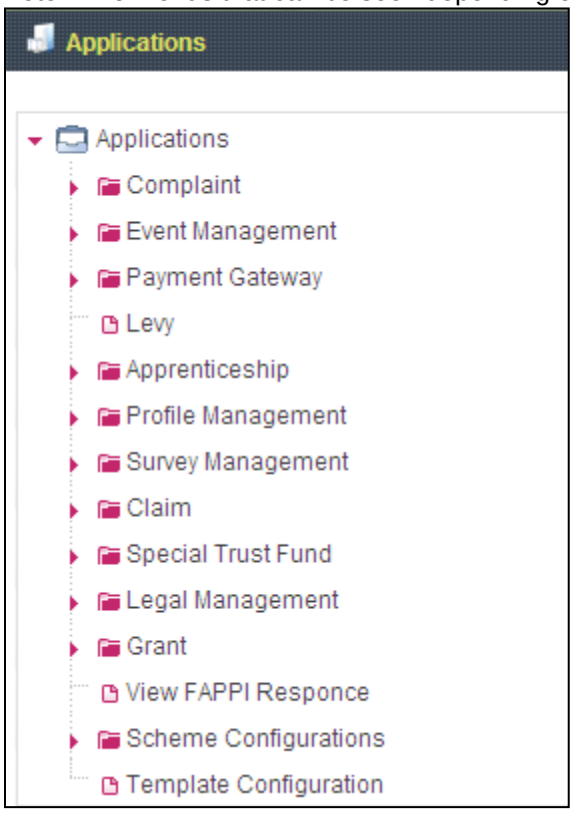
2.2 *Open Application*

When to use:
When Employers need to access any menu related to the module, they need to access it from the **Application** icon.

Which icon:
The 'Application' icon is as shown below:



When clicking on the 'Application' icon, the following menu screen is displayed:
Note: The menus that can be seen depending on the access right given to Employers.

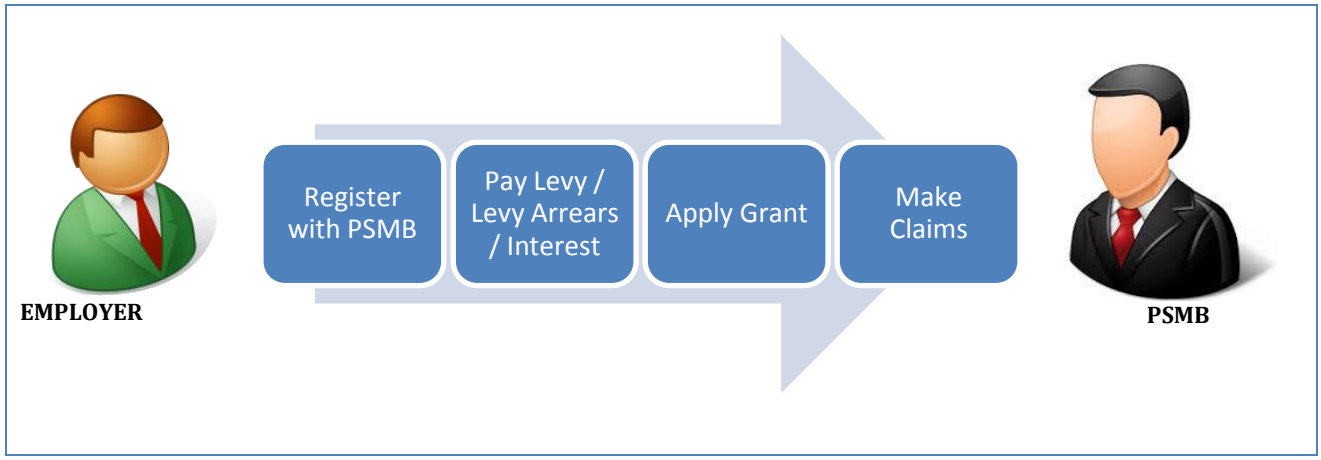


GENERAL APPLICATION FLOW

Section 3 General Flow

3.1 *General Processes Related to Employers*

Below is the general process flow which employer can execute once employers have registered with PSMB.



General Processes related to Employers

The above diagram shows the general process for employers before they can apply for grants and make claims. This guide is sectioned into few parts – Employer registration, Levy, Grants & Claims.

Below are the general descriptions of the above diagram:

1. System provides online registration of employer from HRDF Portal. Online form is based on Form 1.

2. Employer will be able to check registration status of the application through portal.

3. System will provide email notification for success registration on (login) user ID & password for accessing HRDF Portal. If no email, PSMB will send details in printed copy via pos to employer.

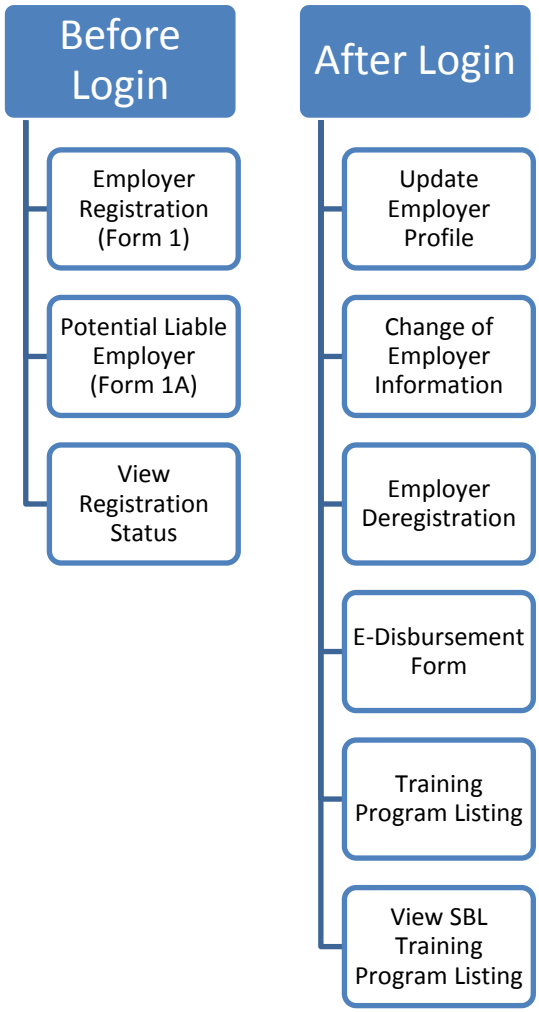
4. Base on Small/Medium/Large company category, employer will need to pay Levy to PSMB.

5. Employer is entitled to apply for Training Grants with PSMB, and then can submit claims to PSMB accordingly.

EMPLOYER REGISTRATION

Section 4 List of Functions

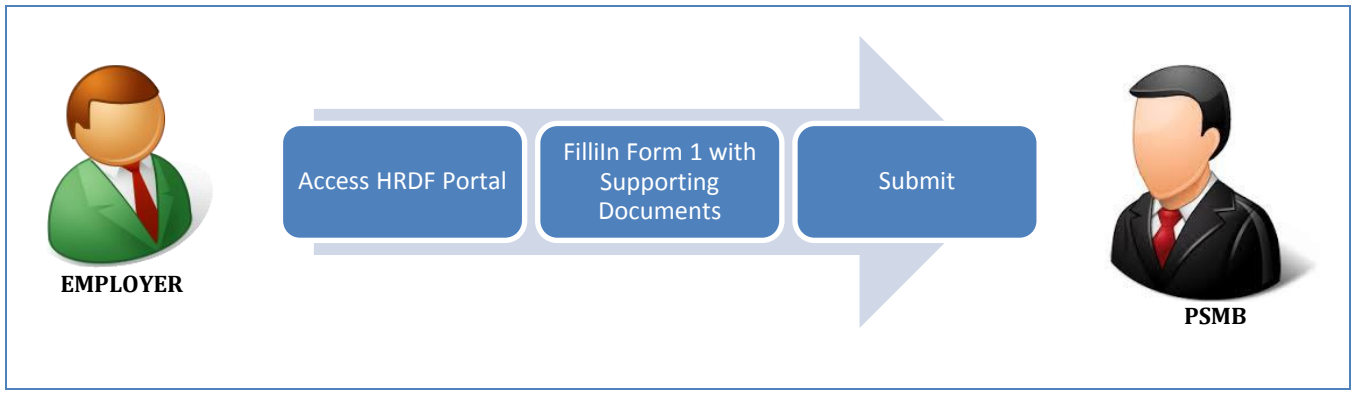
4.1 *List of Functions Related to Employers*



List of Functions related to Employers

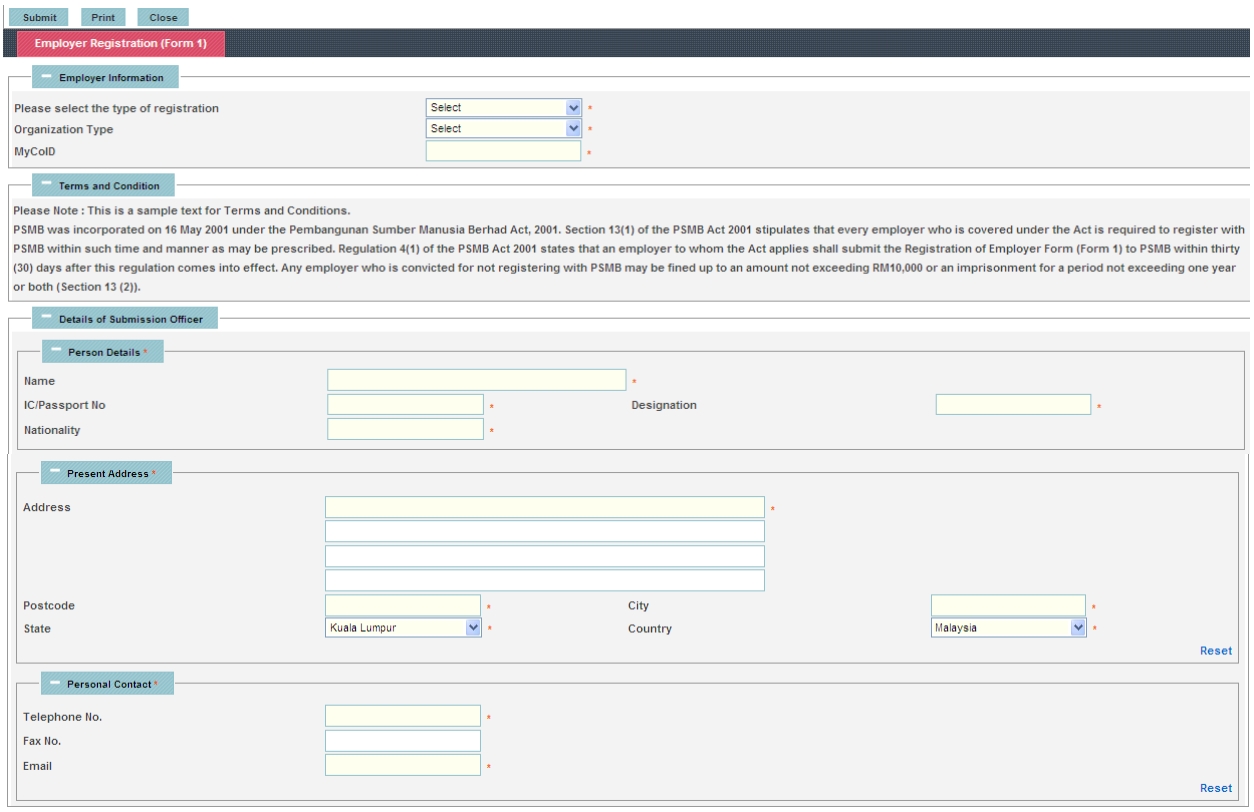
Section 5 Employer Registration

5.1 *Employer Online Registration Flow*



5.2 *Employer Registration*

Pre-requisite: Employer must already be registered with SSM in order to get MyCoID.
An eligible employer shall submit the Registration of Employer Form (Form 1) to PSMB. This section will guide employer on how to submit employer registration form to PSMB, via online.



Employer Profile *

Name *

Employer Address *

☐ Copy Address From — Select

Address *

Postcode * | City *

Country — Malaysia * | State — Kuala Lumpur *

Post Box No.

Employer Contact *

Telephone No. *

Fax No.

Email *

Business Profile *

Year in which Business Or Company was Registered * | Industry Sector — Select *

Type of Ownership — Select * | Sector Code — --Select--

Enterprise Name * | Description/Industry Type *

Enterprise Address *

☐ Copy Address From — Select

Address *

Postcode * | City *

Country — Malaysia * | State — Kuala Lumpur *

Commencement of Enterprise Date *

Employer Details *

EPF No. * | SOCSO No. *

Current Paid Up Capital (RM) Based on Form 24 * | Total Number of Employees (Only for Citizen(s) of Malaysia) at Submission Date *

Total Number of Non-Malaysian Employees on Submission Date * | Total Employees on Submission Date *

Date of Attaining the Number of Employees (Only for Citizen(s) of Malaysia) as specified under the First schedule of Act * | Total Number of Employees (Only for Citizen(s) of Malaysia) in the Previous Month *

Total Amount of Wages Paid to Employees (Only for Citizen(s) of Malaysia) in the Previous Month (RM) *

Other Contact Person

Name * | IC/Passport No. *

Designation * | Telephone No. *

Email *

Add | Reset

Attach Document *

File Description | Attach File — Browse...

Add Attachment

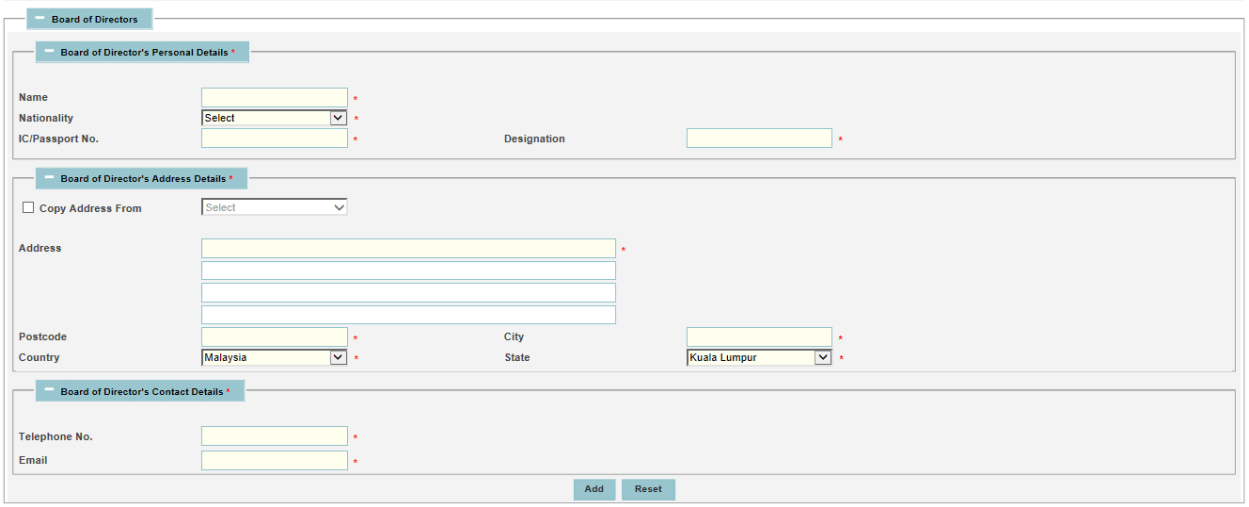
Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

Supporting Document

File Description | Attach File — Browse...

Add Attachment

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)



Form 1 Screen

Follow the steps below to register with PSMB via HRDF Portal.

Step 1: Select from menu 'Profile Management' >'Employer' >'Employer Registration (Form 1)'.
Result: The above screen (Form 1) is displayed.

Step 2: Fill-in the form.
Note: Mandatory fields are mark with (*).

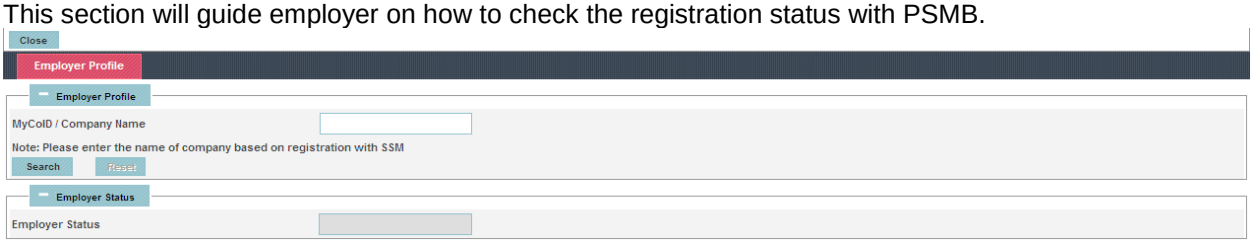
Step 3: Click on the 'Submit' button.
Result: A message 'Your Request Has Been Submitted Successfully'

Step 4: Click on the 'OK' button.

Section 6 View Registration Status

6.1 *View Registration Status*

This section will guide employer on how to check the registration status with PSMB.



Screen 'View Registration Status'

Follow the steps below to view status of registration.

Step 1: Select from menu 'Profile Management' >'Employer' >View Registration Status'.
Result: The above screen is displayed.

Step 2: Key-in the 'MyCoID or Company Name, then click on the 'Search' button.
Result: The employer status is displayed under 'Employer Status' as shown below:

Note: Mandatory fields are mark with (*).

Section 7 Potential Liable Employer Registration

7.1 *Potential Liable Employer Registration*

Pre-requisite: Employer must have already been registered with SSM in order to get MyCoID.

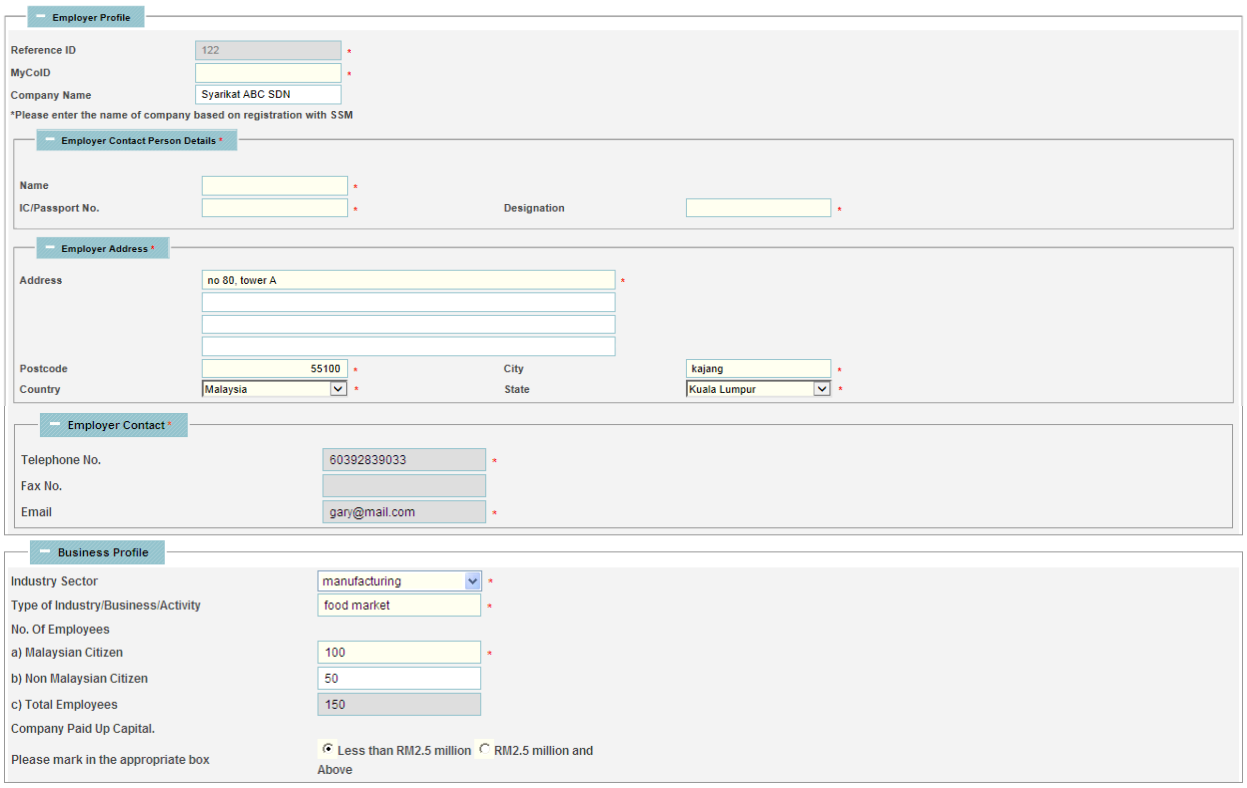
An employer who is potentially liable (has not yet registered with PSMB), will receive Form 1 and 1A and notification letter. Once employer received the notification, the employer will need to submit the forms to PSMB. This section will guide employer on how to submit the online forms to PSMB.

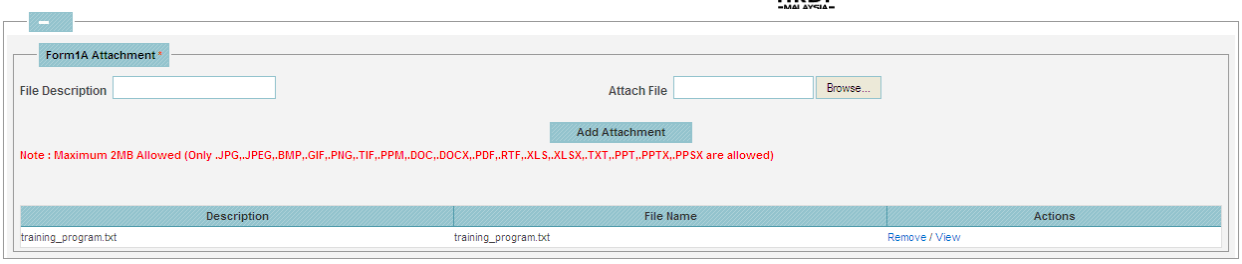
Follow the steps below to register as Potential Liable Employer.

Step 1: Select from menu 'Profile Management' >'Employer' >'Potential Liable Employer Registration (Form1A)'.
Result: The above screen is displayed.

Step 2: Enter the search criteria then click on 'Search' button.
Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Double-click on the record.
Result: Potential Liable Employer Registration (Form 1A) is displayed as shown below:





Screen 'Potential Liable Employer Registration (Form1A)'

Step 4: Fill-in the form.
Note: Mandatory fields are mark with (*).

Step 5: Click on the 'Submit' button.

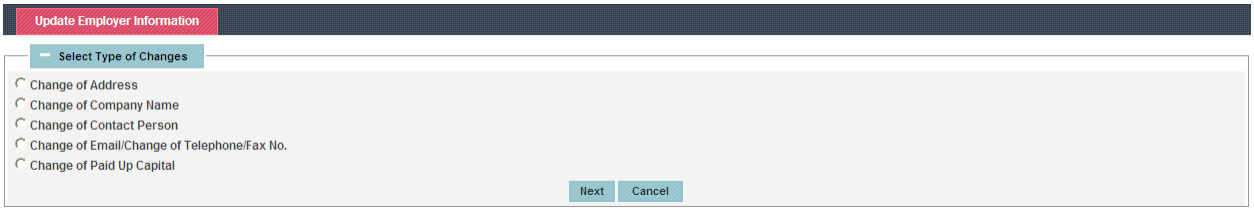
Section 8 Update Employer Profile

8.1 *Update Employer Profile*

Pre-requisite: The Employer should have already been registered with PSMB.

If there is any information changes related to company profile (i.e. Change of Address, Company Name, etc), employer needs to update the changes by filling up an online form.

This section will guide employer on how to submit new updates on company details as shown on below screen.



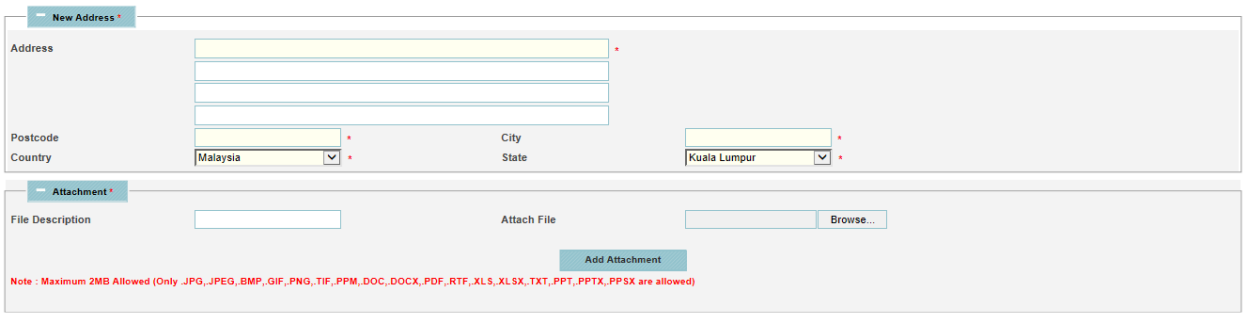
Screen 'Update Employer Profile'

Follow the steps below to update employer information. The information that can be updated is as shown on the above screen.

Step 1: Select from menu 'Profile Management' >'Employer' >Update Employer Profile'.
Result: The above screen is displayed.

Step 2: Select the radio button for type of changes then click on the 'Next' button.

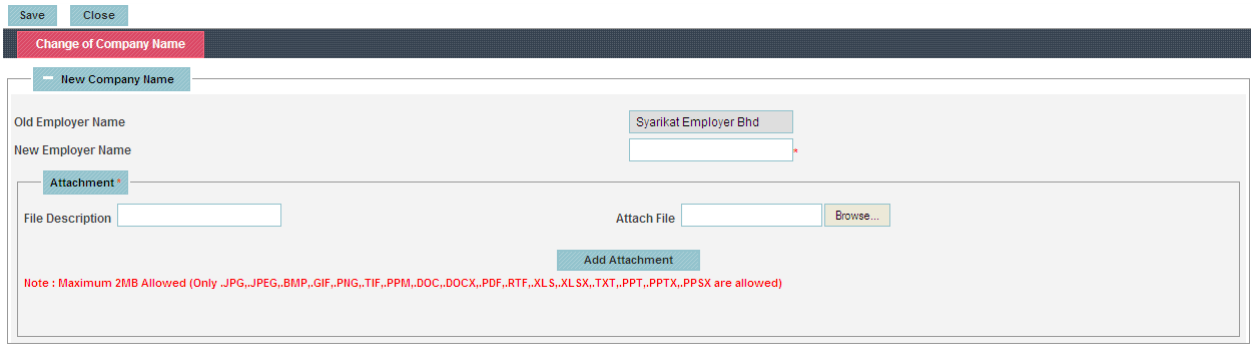
Step 2a: If you select 'Change of Address'



Screen 'Change of Address'

Fill-in the form.
Note: Mandatory fields are mark with (*).

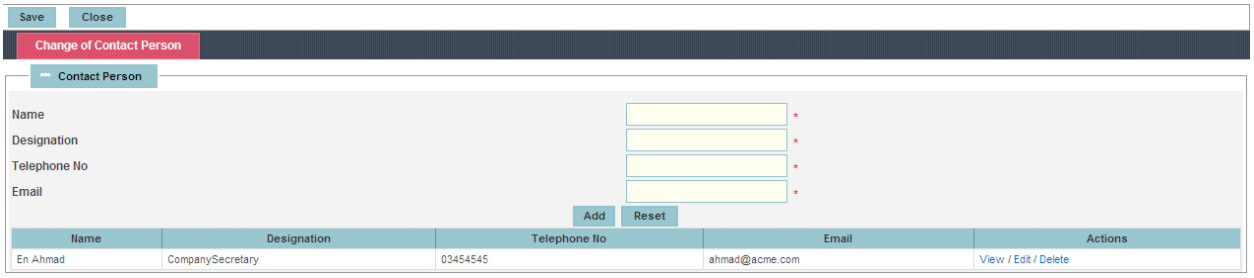
Step 2b: If you select 'Change of Company Name'



Screen 'Change of Company Name'

Fill-in the form.
Note: Mandatory fields are mark with (*).

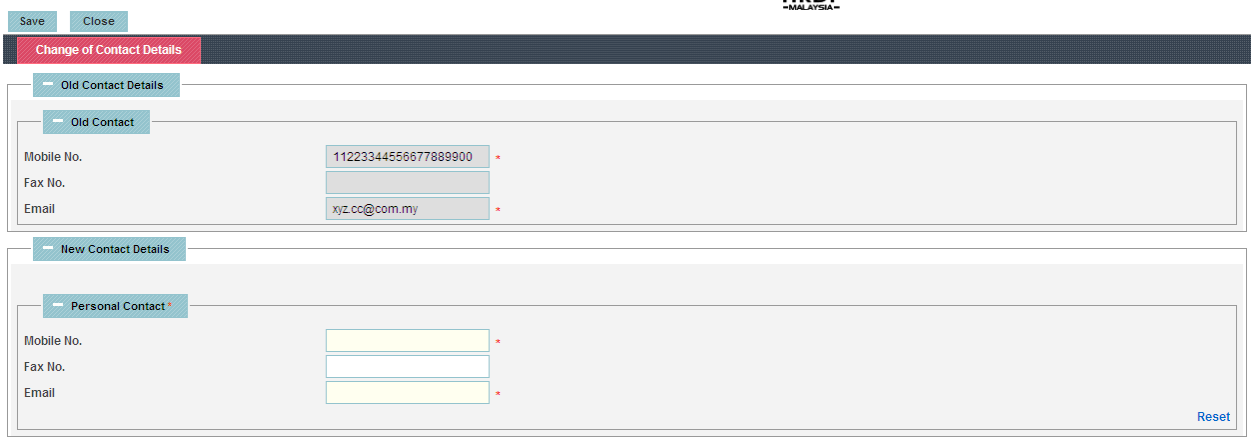
Step 2c: If you select 'Change of Contact Person'



Screen 'Change of Contact Person'

Fill-in the form.
Note: Mandatory fields are mark with (*).

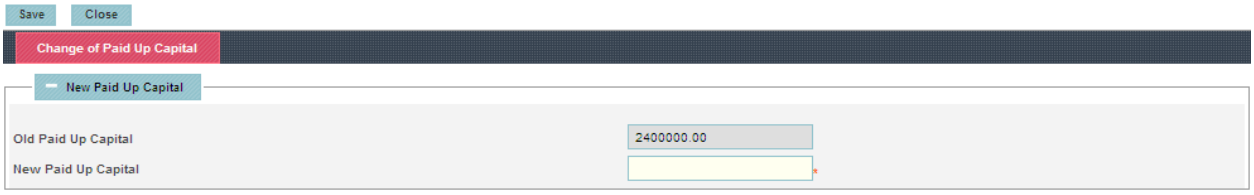
Step 2d: If you select 'Change of Email/Change of Telephone/Fax No.'



Screen 'Change of Email/Change of Telephone/Fax No.'

Fill-in the form.
Note: Mandatory fields are mark with (*).

Step 2e: If you select 'Change of Paid Up Capital'



Screen 'Change of Paid Up Capital'

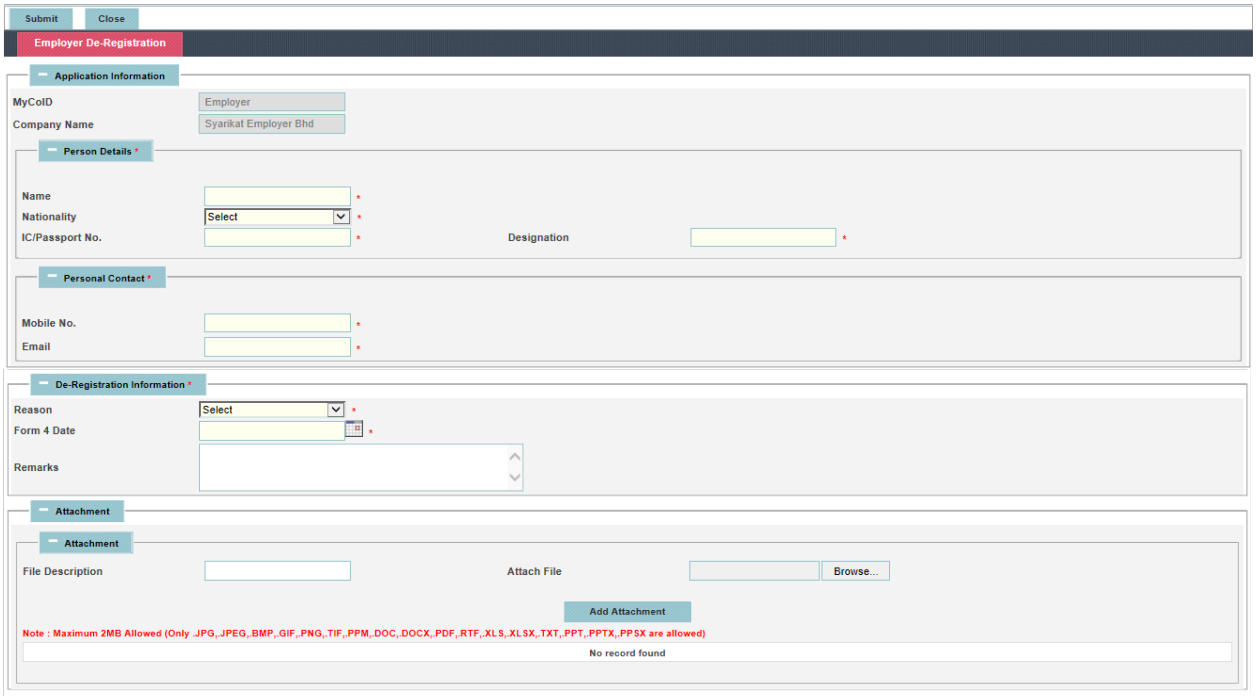
Fill-in the form.
Note: Mandatory fields are mark with (*).

Section 9 Employer Deregistration

9.1 *Employer Deregistration*

Pre-requisite: The Employer should have already been registered with PSMB.

Under certain circumstances (closed company, activities not covered under Act, reduction of number of employees or company merging) employer who needs to de-register with PSMB will need to submit Form 4 to PSMB. This section will guide employer on how to do de-registration for Employer HQ and Branch.



Screen 'Employer De-registration (Form 4)'

Follow the steps below to deregister with PSMB via HRDF Portal.

Step 1: Select from menu 'Profile Management' >'Employer' >'Employer De-registration'.
Result: The above screen is displayed.

Step 2: Fill-in the form.
Note: Mandatory fields are mark with (*).

Step 3: Click on the 'Submit' button.

Important :

When PSMB Officer approved the deregistration application, employer will receive notification in the 'Inbox'. Refer to the 'Workflow Common Function' section on how to view Inbox.

The 'Inbox' icon is as shown below:

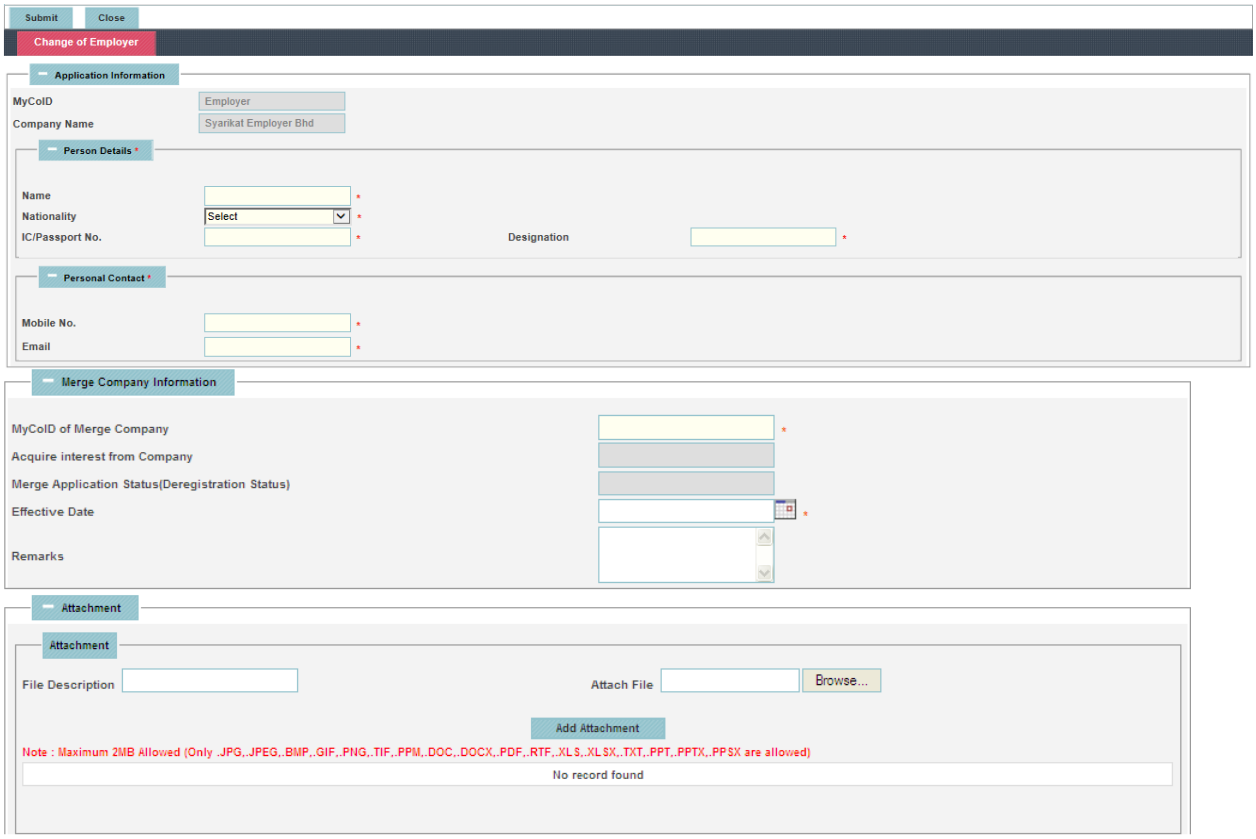
Section 10 Change of Employer Information

10.1 *Change of Employer Information*

Pre-requisite:

- The Employer should have already been registered with PSMB.
- No outstanding Arrears/Interest
- Form 4 (Company De-Registration) is already submitted.

Employer which merged with other company will need to submit Form 5 application to PSMB. However, if the new employer needs to make a new registration with PSMB, it needs to submit Form 1 to PSMB. This section will guide this employer on how to submit Form 5 via online.



Screen 'Change of Employer Information (Form 5)'

Follow the steps below to change the employer information.

Step 1: Select from menu 'Profile Management' >'Employer' >Change of Employer Information'.
Result: The above screen is displayed.

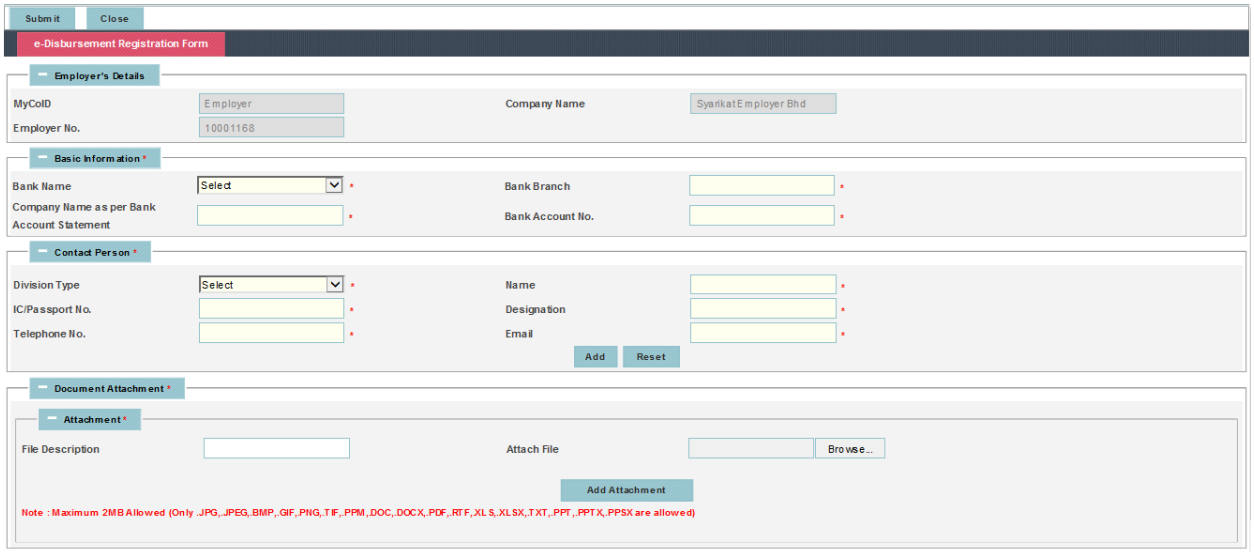
Step 2: Fill-in the form.
Note: Mandatory fields are mark with (*).

Step 3: Click on the 'Submit' button.

Section 11 E-Disbursement Registration/e-Disbursement Form

11.1 *E-Disbursement Registration/e-Disbursement Form*

Pre-requisite: The Employer should have already been registered with PSMB.
This section will guide employer on how to register the company's bank account information to PSMB.



Screen 'e-Disbursement Registration Form'

Follow the steps below to register e-disbursement

Step 1: Select from menu 'Profile Management' >'Employer' >'e-Disbursement Form'.
Result: The above screen is displayed.

Step 2: Fill-in the form.
Note: Mandatory fields are mark with (*).

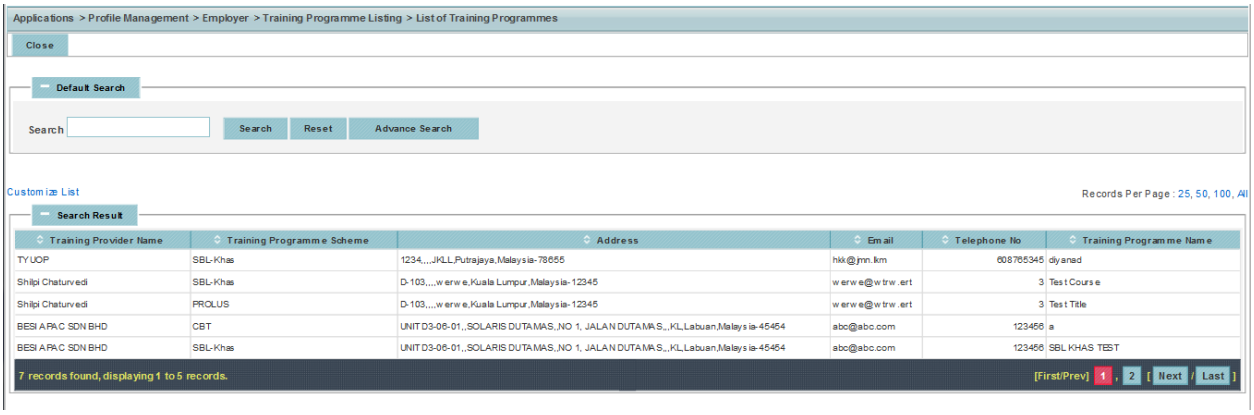
Step 3: Click on the 'Submit' button.
Result: A message 'Your Request Has Been Submitted Successfully'

Step 6: Click on the 'OK' button.

Section 12 View Training Programme Listing

12.1 *View Training Programme Listing*

This section will guide employer on how to view training programme offered by Training Providers



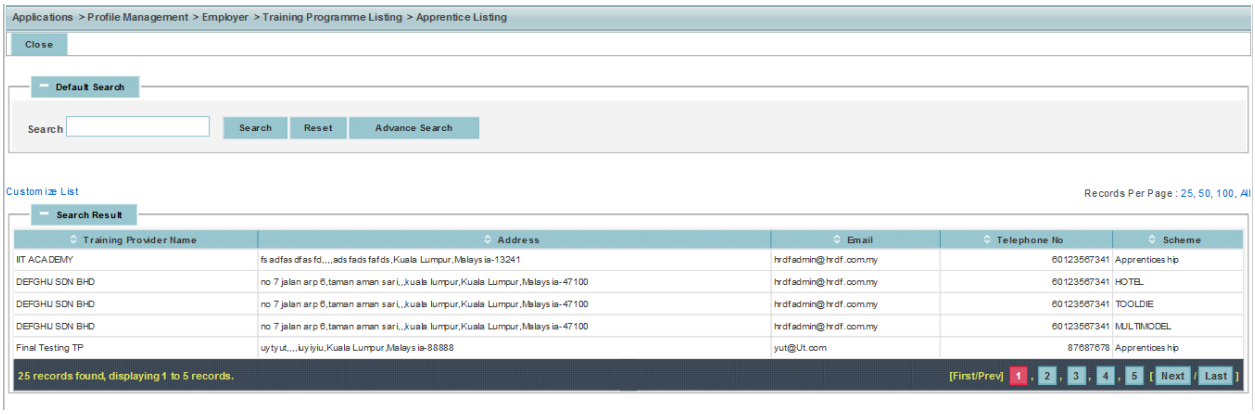
Screen 'List of Training Programmes'

Follow the steps below to view training programme listing

Step 1: Select from menu 'Profile Management' >'Employer' >'Training Programme Listing'>'List of Training Programmes'.
Result: The above screen is displayed.

Step 2: Enter the search criteria then click on 'Search' button.
Result: Records base on the search criteria will be displayed under 'Search Result' section.

12.2 *Apprentice Listing*



Screen 'Apprentice Listing'

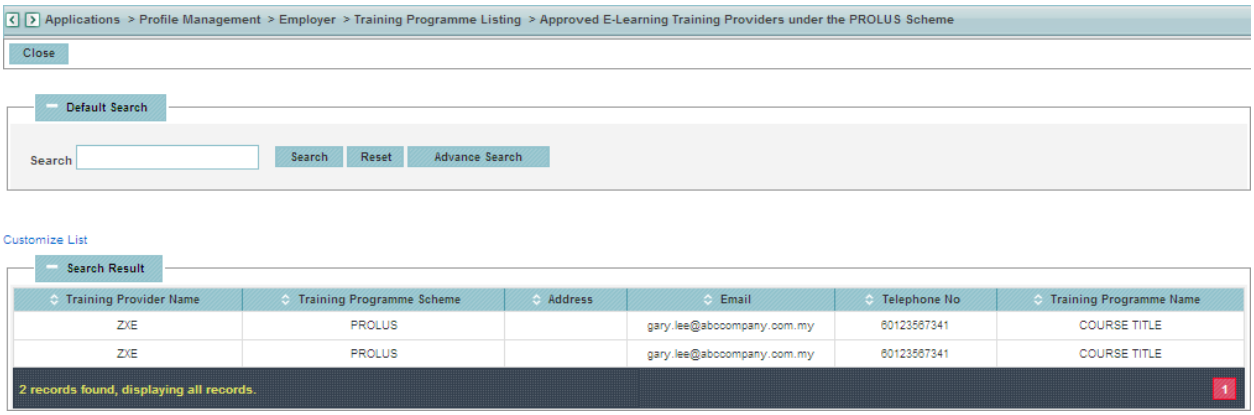
Follow the steps below to view apprentice listing.

Step 1: Select from menu 'Profile Management' >'Employer' >'Training Programme Listing'>'Apprentice Listing'.
Result: The above screen displayed.

Step 2: Enter the search criteria then click on 'Search' button.
Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the 'Close' button.
Result: The page will route back to the menu.

12.3 *Approved E-Learning Training Providers under the PROLUS Scheme*



Screen 'Approved E-Learning Training Providers under the PROLUS Scheme'

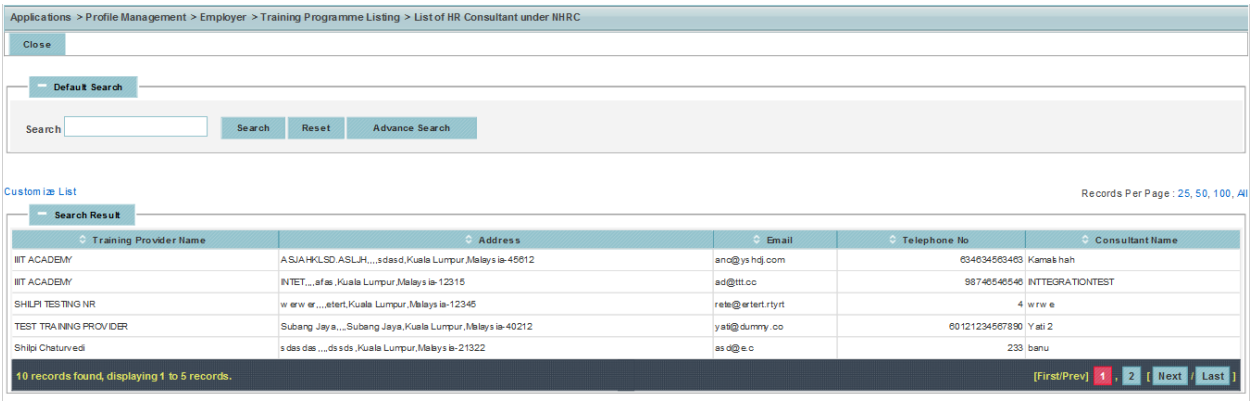
Follow the steps below to view list of approved e-learning training providers under the PROLUS scheme.

Step 1: Select from menu 'Profile Management' >'Employer' >'Training Programme Listing'>'Approved E-Learning Training Providers under the PROLUS Scheme'.
Result: The above screen displayed.

Step 2: Enter the search criteria then click on 'Search' button.
Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the 'Close' button.
Result: The page will route back to the menu.

12.4 *List of HR Consultant under NHRC*



Screen 'List of HR Consultant under NHRC'

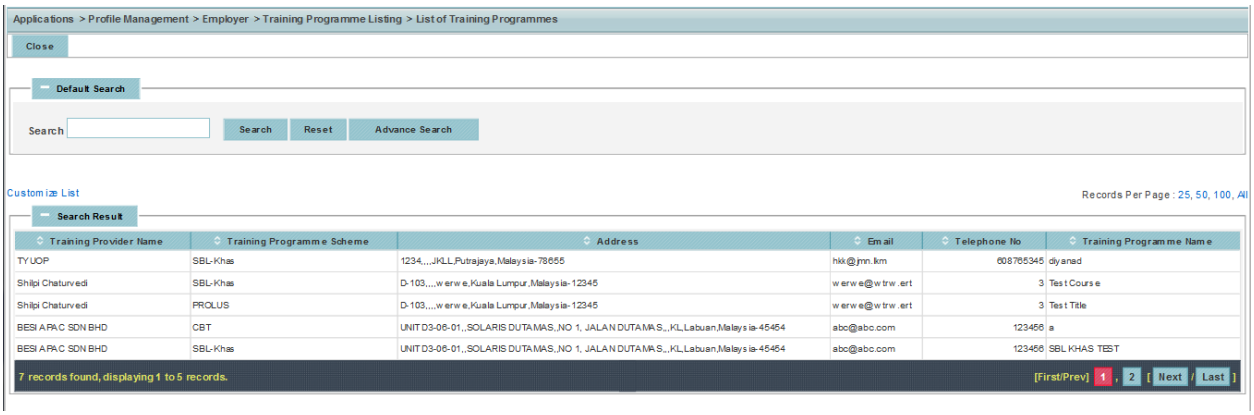
Follow the steps below to view list of HR Consultant under NHRC.

Step 1: Select from menu 'Profile Management' >'Employer' >'Training Programme Listing'>'List of HR Consultant under NHRC'.
Result: The above screen displayed.

Step 2: Enter the search criteria then click on 'Search' button.
Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the 'Close' button.
Result: The page will route back to the menu.

12.5 *List of Training Programme*



Screen 'List of Training Programmes'

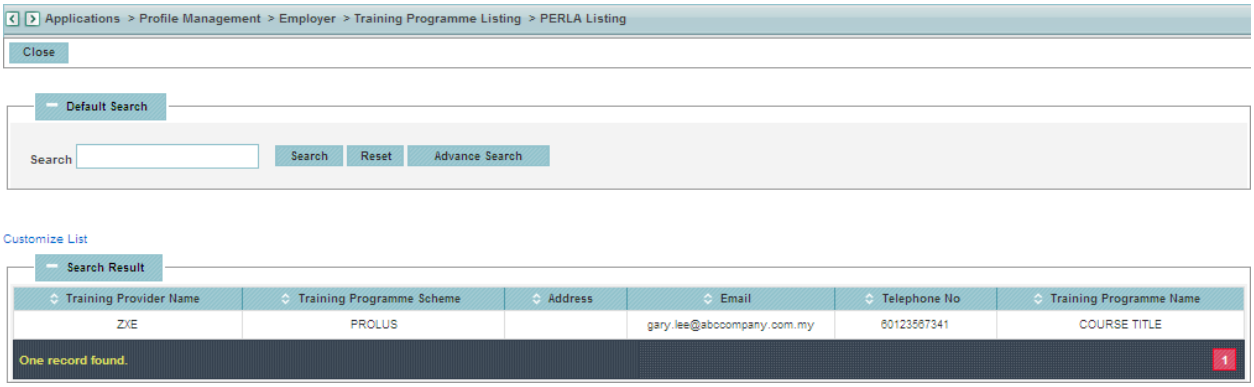
Follow the steps below to view list of Training Programmes.

Step 1: Select from menu 'Profile Management' >'Employer' >'Training Programme Listing'>'List of Training Programmes'.
Result: The above screen displayed.

Step 2: Enter the search criteria then click on 'Search' button.
Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the 'Close' button.
Result: The page will route back to the menu.

12.6 *PERLA Listing*



Screen 'PERLA Listing'

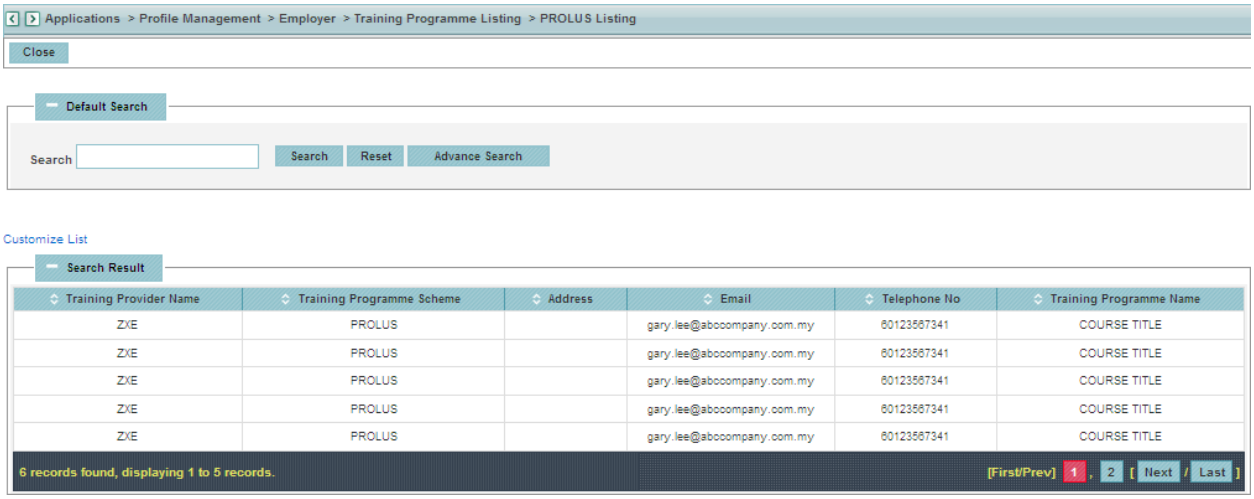
Follow the steps below to view list of PERLA.
Note:

Step 1: Select from menu 'Profile Management' >'Employer' >'Training Programme Listing'>'PERLA Listing'.
Result: The above screen displayed.

Step 2: Enter the search criteria then click on 'Search' button.
Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the 'Close' button.
Result: The page will route back to the menu.

12.7 *PROLUS Listing*



Screen 'PROLUS Listing'

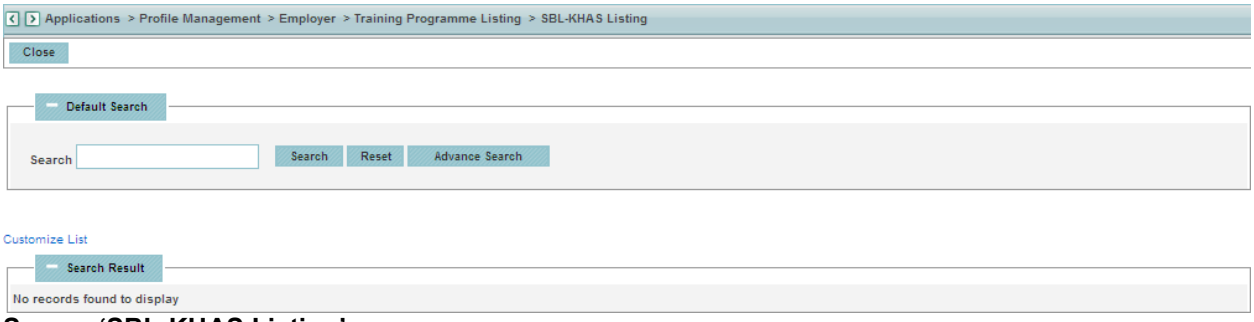
Follow the steps below to view list of PROLUS.

Step 1: Select from menu 'Profile Management' >'Employer' >'Training Programme Listing'>'PROLUS Listing'.
Result: The above screen displayed.

Step 2: Enter the search criteria then click on 'Search' button.
Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the 'Close' button.
Result: The page will route back to the menu.

12.8 *SBL-KHAS Listing*



Screen 'SBL-KHAS Listing'

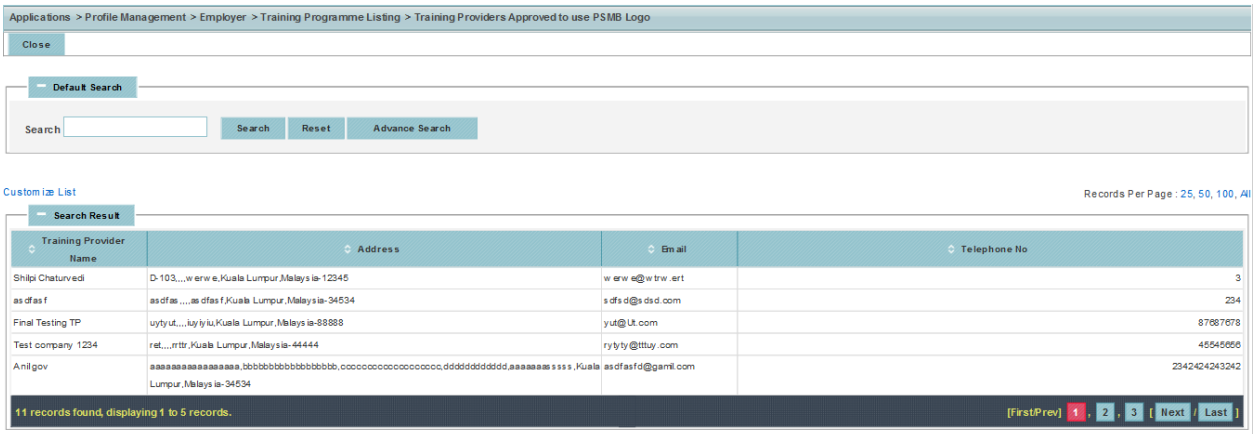
Follow the steps below to view list of SBL-KHAS.

Step 1: Select from menu 'Profile Management' >'Employer' >'Training Programme Listing'>'SBL-KHAS Listing'.
Result: The above screen displayed.

Step 2: Enter the search criteria then click on 'Search' button.
Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the 'Close' button.
Result: The page will route back to the menu.

12.9 *Training Providers Approved to use PSMB Logo*



Screen 'Training Providers Approved to use PSMB Logo'

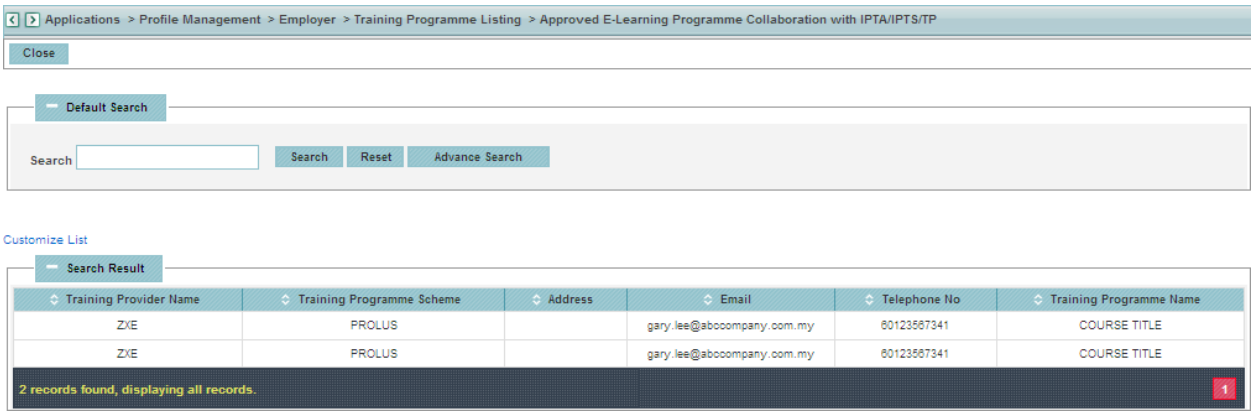
Follow the steps below to view list of training providers approved to use PSMB logo.

Step 1: Select from menu 'Profile Management' >'Employer' >'Training Programme Listing'>' Training Providers Approved to use PSMB Logo'.
Result: The above screen displayed.

Step 2: Enter the search criteria then click on 'Search' button.
Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the 'Close' button.
Result: The page will route back to the menu.

12.10 *Approved E-Learning Programme Collaboration with IPTA/IPTS/TP*



Screen 'Approved E-Learning Programme Collaboration with IPTA/IPTS/TP'

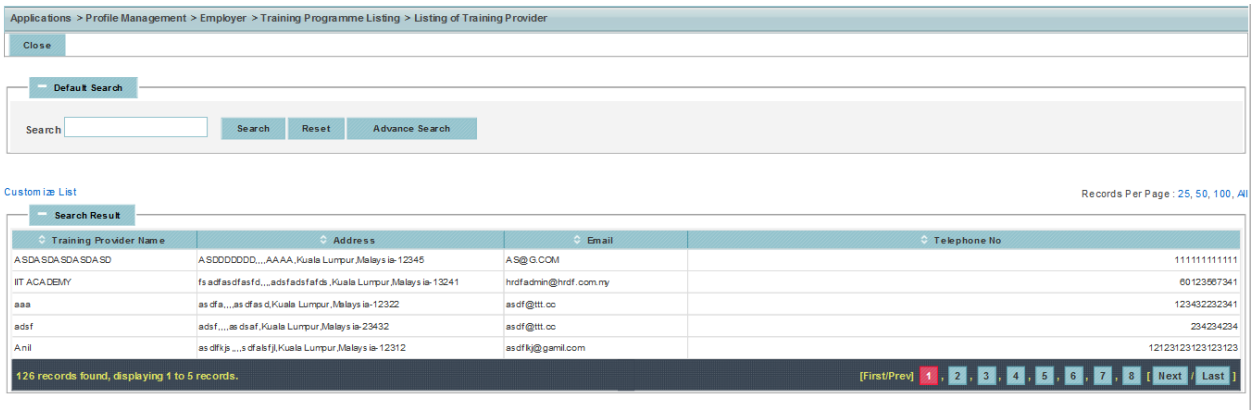
Follow the steps below to view list approved e-learning programme collaboration with IPTA/IPTS/TP.

Step 1: Select from menu 'Profile Management' >'Employer' >'Training Programme Listing'>' Approved E-Learning Programme Collaboration with IPTA/IPTS/TP'.
Result: The above screen displayed.

Step 2: Enter the search criteria then click on 'Search' button.
Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the 'Close' button.
Result: The page will route back to the menu.

12.11 *Training Provider Listing*



Screen 'Listing of Training Provider'

Follow the steps below to view list of Training Provider.

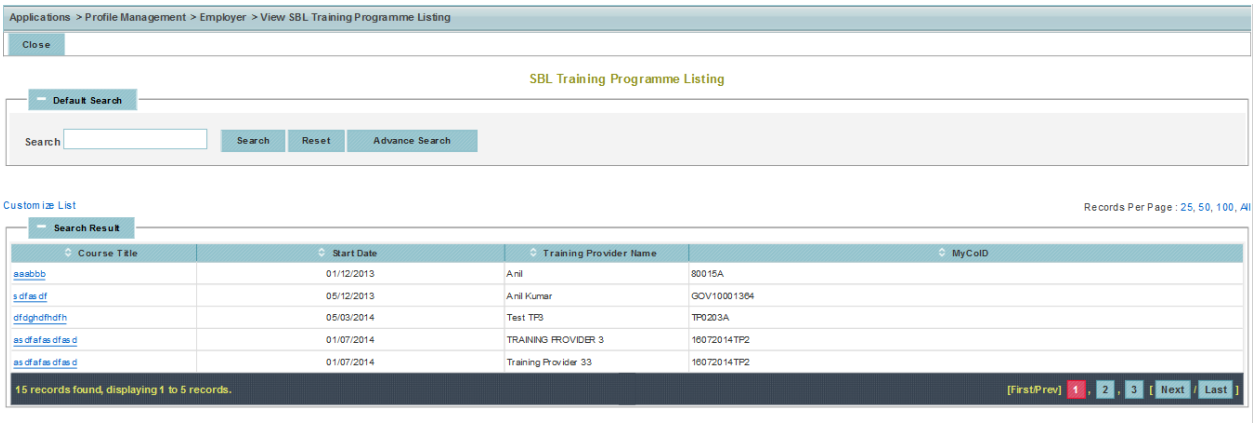
Step 1: Select from menu 'Profile Management' >'Employer' >'Training Programme Listing'>'List of Training Provider '.
Result: The above screen displayed.

Step 2: Enter the search criteria then click on 'Search' button.
Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the 'Close' button.
Result: The page will route back to the menu.

Section 13 View SBL Training Programme Listing

13.1 *View SBL Training Programme Listing*



Screen 'View SBL Training Programme Listing'

Follow the steps below to view SBL training programme listing.

Step 1: Select from menu 'Profile Management' >'Employer' >'View SBL Training Programme Listing'.
Result: The above screen is displayed.

Step 2: Enter the search criteria then click on 'Search' button.
Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the record to view its details.