Account Policy

New Joined/Existing Account

eBizOS	eHRM	GP
- Key person will require to raise on behalf staff. - Raise for Email/ Internet Access/ Account Application. - Login to eBizOS system, WORKBENCH > WORKBENCH > MASTERS > ACCOUNT APPLICATION. - Department head will approve under APPROVAL > Approval Manager > Approval Module > Approval List module in eBizOS system.	Only HR registered employee with valid employee no, IC & email address able to register access eHRM by employee itself	Finance Manager will register new user at GP once received application form

Resignee

eBizOS	eHRM	GP
- Company property such as laptop/pc, mouse shall remain. - eBizOS account will be inactive upon HR resigned date update.	**i)Inactive Login** Access will be inactive on the day resignee not report to work by HR.	Finance Manager will de-activate GP user once resignee have not report to work

Account Control

eBizOS	eHRM	GP
i) Not login more than 30 days • Account will be inactive. • Raise eService if require to activate. **ii)Password expired** • Account will be inactive every 90 days upon password change. • Change password to enable login again. **iii)First time login** • "abc123" password is not allow to be use. • Require to change password upon receive username. **iv)Reset Password** • Allow GL/ Production Assistance/ Supervisor to reset password to default password ("abc123") for their operators if operators forgot their password in the system. **v)Forgot Password** • Only applicable for non- OPERATOR to use to retrieve their password.	**i)Forgot Password** • Only applicable for non- OPERATOR to use to retrieve their password. **ii)Change Password** • Only applicable for non- OPERATOR to use to change their password. Note: Operator not allow to access eHRM. All transaction (OT, Attendance, leave) will be done by Supervisor	**i)Password Expired** • Account will be inactive every 90 days upon password change. • Request Finance Manager to extend password expiry date.

Change Job Role

eBizOS	eHRM	GP
• Raise an eService. • MIS will update on special instruction for user to get new department head email approval. • User will include/forward to their new department head. • Upon received email approval, MIS will proceed. • What will happen to the current account? ○ Old account will be inactive and new account will be created Example: Purchaser transfer to Production	• User to seek for HR to update and transfer the related information.	N/A