AGHR Manual Pengguna Kemaskini Maklumat Data Sejarah Perkhidmatan

Pengurus Sumber Manusia akan kunci masuk ke sistem AGHR menggunakan no. Kad pengenalan pegawai perakaunan yang terlibat untuk aktiviti pengemaskinian data Sejarah Perkhidmatan pegawai.



Pilih Company

1. Setelah masukkan Username dan Password serta pilih pada Company, seterusya ke butang *Login*.

Username: **No kad pengenalan pegawai** Password: **test1234**



Rajah 2: Makluman menukar kata laluan

2. Pengurus Sumber Manusia perlu klik pada butang *Continue* untuk ke skrin seterusnya.

Jika langkah pada rajah 2 tiada, sila ke langkah seterusnya (langkah 4).

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Rajah 3: Skrin tukar kata laluan

3. Untuk mengubah katalaluan, Pengurus Sumber Manusia perlu mengisi kata laluan semasa (test1234), kata laluan yang baru (test1234) dan ulang kata laluan yang baru (test1234) untuk pengesahan.

Setelah selesai, Pengurus Sumber Manusia perlu klik pada butang *Submit* seperti yang dipaparkan.

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Rajah 4: Skrin Main Page

4. Untuk langkah seterusnya, mohon untuk klik pada button Self Service.



Rajah 5: Skrin Self Service

5. Untuk ke modul My Movement History, perlu klik pada menu e-data.

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Rajah 6: Skrin e-data

6. Kemudian klik pada button **GO** (seperti yang dipaparkan) untuk akses ke *Modul My Movement History*

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Rajah 7: Skrin *My Movement History*

7. Untuk menambah atau mengemaskini maklumat sejarah perkhidmatan bagi pegawai, Pengurus Sumber Manusia perlu klik pada butang *ADD* (seperti yang dipaparkan).



Rajah 8: Skrin Add Movement History

8. Pengurus Sumber Manusia perlu memasukkan jumlah data sejarah perkhidmatan yang hendak dikemaskini atau ditambah ke dalam kotak yang disediakan.

Kemudian klik pada butang GO.

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Rajah 10: Skrin Add Movement History

9. Setelah ruangan data Sejarah Perkhidmatan selesai diisi, user perlu klik pada butang **SAVE** untuk menyimpan maklumat yang telah dikemaskini.

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10. Sekiranya berlaku kesilapan, Pengurus Sumber Manusia boleh edit kembali data yang disahkan oleh *Expert User (Admin AGHR)* tetapi Pengurus Sumber Manusia harus klik pada radio button 🔘 untuk memilih rekod yang berkaitan dan seterusnya klik pada butang *edit*.

Data yang dikemaskini tadi akan dipaparkan dalam paparan *Pending Items* di sebelah bawah. Data yang dikemaskini tadi akan bewarna merah sehingga proses pengesahan dilakukan oleh *Expert User (Admin AGHR).*

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	16/06/	1983 Lantikan	Tetap W3	Akaur	itan Bahagi Kewang	an I	Kementerian Pel Malaysia (KPM)	ajaran	0		
	25/05/3	1985 Pertukara	an W41	Akaur	Jabata Akaunt Negara Cawang Kuching Sarawa	n an Malaysia gan g, k	Kementerian Kei	vangan	۲		
	22/06/:	1988 Kenaikar Pangkat	W44	Akaur	Pengur Itan Teknol Maklun (BPTM)	an usan ogi nat , JANM	(ementerian Kei (MOF)	vangan	0		
	02/02/2	2000 Pertukara sebab Memangi Akauntar	an atas ku n W48	Akaur (Mem W48)	angku Kewang	an I gan, KDN I	Kementerian Dal (KDN)	am Negeri	0		
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Cara untuk hapuskan maklumat yang telah ditambah atau dikemaskini:

11. Di ruangan ini, Pengurus Sumber Manusia boleh menghapuskan maklumat yang salah dengan klik pada *radio button* obagi maklumat yang berkenaan dan seterusnya klik pada butang **Delete** untuk menghapuskan data yang telah dicipta.

Sekiranya data tersebut telah disahkan oleh *Expert User (Admin AGHR),* data tersebut tidak boleh dihapuskan. Sila hubungi *Expert User (Admin AGHR)* untuk menghapuskan maklumat yang salah.