

# National Industries Park Amend EC with JT User's Manual

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# Table Designs

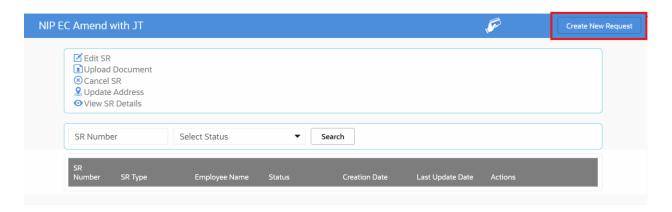
# **DOCUMENT DETAILS**

Document Name	Amend EC with JT
Project Name	
Business Unit	National Industries Park
Author(s)	DT Training Dept.
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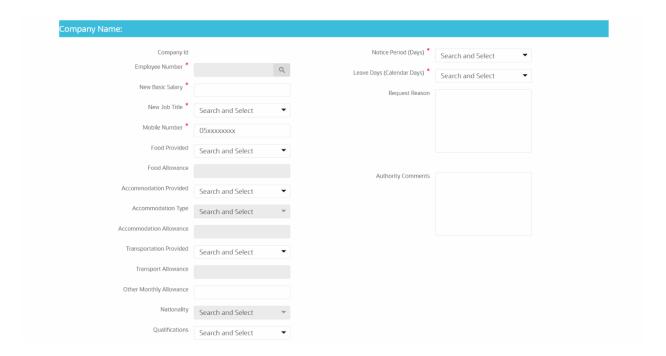
This service is to submit amendment of Employment Contract with Job Title change or with Salary/Allowances increase at the same time.

# **Procedure**:

1. Click "Create New Request" to initiate the process:

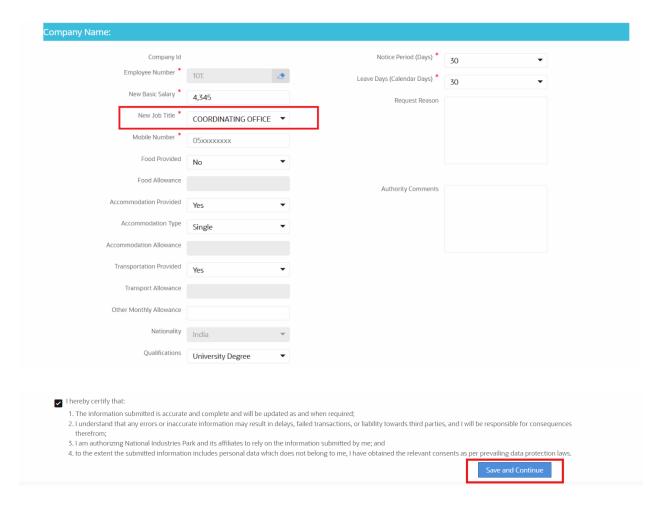


2. Enter the information as shown below:



4. Choose the "Employee Number" using the search look-up.

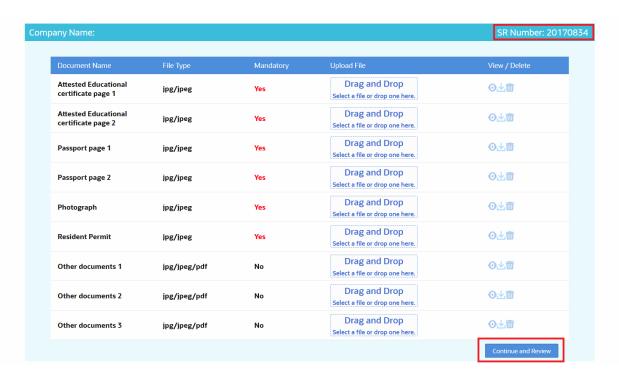
Please wait for the rest of the details to load after selecting/entering the Employee Number. Once the details are loaded, please only change the fields that require amendment. Agree to the terms and conditions then click "Save and Continue".



New Job Title must be updated. You increase the salary information at the same time.

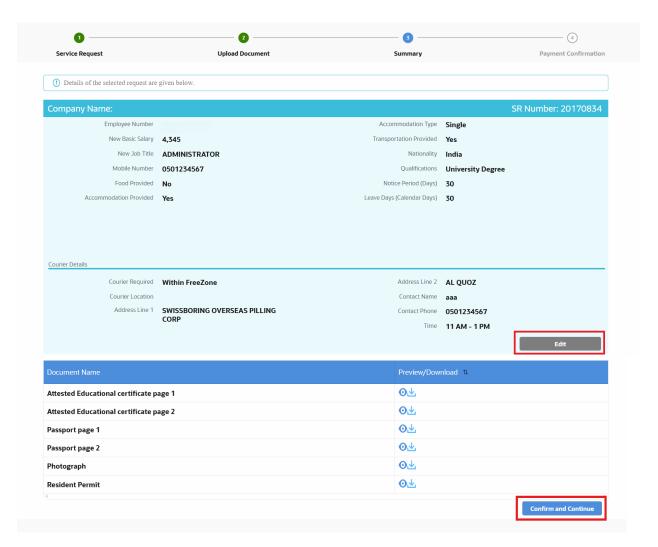
- 5. Upload the required documents by using the "Drag and Drop" option or simply by selecting a file. You can view, download or delete documents uploaded.
  - Required documents are dependent on the information you have entered on the previous page.

The SR number will be generated at this stage.

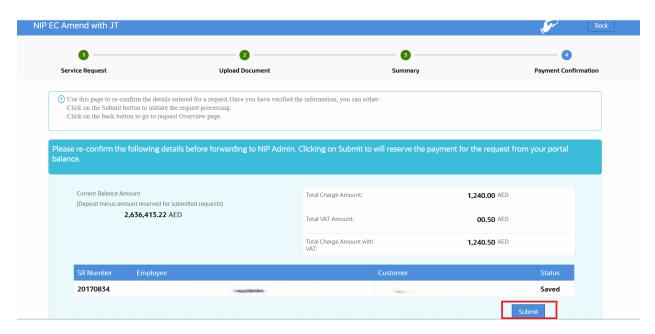


Click "Continue and Review".

6. A summary will be displayed along with the SR number. You can edit the details, view the uploaded document or click "**Confirm and Continue**" to proceed.



7. The fees will be displayed. Click "**Submit**" to complete the request. A successful submission confirmation will be displayed.



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