

Employees

1. Introduction

2. Employees

2.1 Add New Employee

Go to **Profile > Admin Console > Employees > New Employee > Fill in details > Add**

Details include:

1. Company
2. Project
3. Full Name as per IC/Passport
4. Gender
5. Tax Category
6. Employee No.
7. Position
8. IC/Passport No.
9. KWSP EPF No.
10. Mobile Phone No.
11. Email Address
12. Country of Origin
13. First Day of Work
14. Bank Name
15. Bank Account No.
16. Mailing Address
17. HOMESERVA Username
18. HOMESERVA Password
19. Direct Report Superior
20. Select a project first (The superior who to provide authorization PIN code for invoice amount change requests.
21. Authorization PIN Code (The code to provide to subordinates for invoice amount change requests)
22. Select Permissions

The screenshot displays the VYROX Admin Console interface. The top navigation bar shows 'VYROX > Operation Insights' and the user 'Staff 001'. The main content area is divided into three sections: a 'To Do List' with 9 items, a 'Security Monitor' section, and a 'Customer Accounts' section. The 'Admin Console' menu item is highlighted with a red box. The 'Logout' button is visible at the bottom right of the interface.

HOMESERVA

Admin Console > Employees

⦿ Staff 001

Employees
2025-01-10 (Today)
+ New Employee

Show

50

employees

Phone No.	Status	
663338	Active	⋮
070207	Active	⋮
820608	Active	⋮
1334006	Active	⋮
	Active	⋮
663338	Active	⋮
663338	Active	⋮
663338	Active	⋮
348	Active	⋮
5464546	Active	⋮
8262563	Active	⋮
8262521	Active	⋮
203338	Active	⋮
485340	Active	⋮
	Active	⋮
663338	Active	⋮
263338	Active	⋮
883726	Active	⋮
2220800	Active	⋮
748976	Active	⋮
6826181	Active	⋮
5125478	Active	⋮

Showing 1 to 22 of 22 employees

Prev
Next

New Employee

✕

Details
Permissions

Company
Perak Corporation

Project
-- Select --

Full Name as per IC/Passport

Gender
Male

Tax Category
Single

Employee No.

Position
Select a project first

IC/Passport No.

KWSP EPF No.

Mobile Phone No.
+60

Email Address

Country of Origin
Malaysia

First Day of Work

Bank Name

Bank Account No.

Mailing Address

HOMESERVA Username

HOMESERVA Password

Direct Report Superior
Select a project first

Authorization PIN Code

The superior who to provide authorization PIN code for invoice amount change requests.

The code to provide to subordinates for invoice amount change requests

Add

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