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Preface

Khon Kaen University College (KKUIC) is updating and modernizing many of its work protocols. Using digital platforms to replace some of the paper works is a deployed strategy. The ESS program is for management of personnel information, work attendance, and salary payment slip. The employees can retrieve the data for their own use, update personnel information, and submit a leave request online.

This user manual is aimed for guiding the new ESS users to explore some interesting features of the program. By introducing digital technology into daily routine work, we hope that it will save time, energy, and resources and make our working hours more productive and more pleasant as well.

Samaporn (HR)
Khosit (IT)
Omchai (Accounting)
Wanwisa (Finance)
Nutdanai (Planning)
Login ESS

1. Go to https://essic.kku.ac.th/prosoftess

2. Enter your Username and Password then press Login. You will be in HOME page
1. Personnel Information (Menu: Personnel)

This menu contains private information of the employees. Once the employees log in, go to the main “Menu” ① then select “Personnel” ②. Look for the menu tab “Employee record” ③ on the right side.

Figure 1. Personnel information (Thai version)

Figure 2. Personnel information (English version)
1.1 General Information (Menu: General)

This menu is for general information of the employees. The box with red star (*) cannot be omitted.

![Figure 3. General information (Thai version)](image3)

![Figure 4. General information (English version)](image4)
1.2 Personnel Information (Menu: Personnel Information)

This menu tab consists of 3 sections as follows;

Section 1. Identity of the employees including Thai identification number, place of issue, Date of issue, and expiration date. For international employees, the information includes work permit number, place of issue, date of issue, expiration date, tax payer number, and passport number.

Figure 5. Section 1 for Thai employees

Figure 6. Section 1 for international employees

Section 2 is for marital status. The information includes the status, date of marriage certificate, province and place of marriage registration.

Figure 7. Section 2 Marital status

Section 3. Military status. The menu is only for Thai male employees.

Figure 8. Section 3 Military status
1.3 Employment Information (Menu: Employment)

This part contains information about the organization, employment contract, and transportation to work. The employees are only allowed to view the information in this part. Entering or editing the information can be done only by the HR.

![Figure 9. Employment information](image)

1.4 Capability Information (Menu: Capabilities)

The information consists of linguistic competency and general performance.

![Figure 10. Capability information](image)
Section 1. Linguistic competency (Menu: General Language). To enter the data, click add. To delete the data, highlight the part you want to delete and click delete. To change the information, select button in front of the item you need to change and click Save before leaving.

![Figure 11. Language information](image1)

![Figure 12. Adding a language competency](image2)
Section 2. General ability (Menu: General Capability). To enter the data, click add. To delete the data, highlight the part you want to delete and click delete. To change the information, select button in front of the item you need to change and click Save before leaving.

1.5 Training History (Menu: Training History)

This part is for the record of training that employees received. Function for searching of training attention is available.
2. Time Attendance

2.1 Attendance (Menu: Normal/Late/Before TimeOut/Absent)

This menu is for the record of attendance time which includes the regular office hour, late attendance, early time-off, error time recording, date of absence, and leave of absence. The employees can view their own records by going to the menu 1, then click “Time Attendance” 2 then select “Normal/Late/Before TimeOut/Absent” 3 on the right side.

![Figure 15. Time Attendance](image)

When “Normal/Late/Before TimeOut/Absent” is selected, you will see the summary records of time attendance.

1 Specify the time period you want to view the records of attendance.

2 When you see the records, click “Search” for retrieving the data or “Clear” to refresh the records. You can specify the time interval for retrieving the data as follows;

- All All records
- Normal Normal time attendance
- Late Late attendance
- Leave Before Early time-off
- Absent Work absence
- Error Error recording, such as missing fingerprint scanning in some days
Time attendance records in the selected time intervals.

Figure 16. Summary records of time attendance
2.2 Leave Information (Menu: Leave Information)

This function is for viewing the leave of absence records, such as the types of leave and the number of leave days. Find the menu ① then click “Time Attendance” ② then “Leave Information” ③ on the right side, you will find the records.

![Figure 17. Leave information](image)

You will be able to view the leave records.

![Figure 18. Records of leave](image)

1. Specify the time period you want to view the leave records. Click “Search” for retrieving the data or “Clear” to refresh the records.
2. Summary records of the leave of absence during the selected time period.
2.3 Abstaining of fingerprint scanning (Menu: Abstain Time Stamp)

This function is used when you want to omit the daily time recording due to being assigned to work outside the campus on that day. Fingerprint scanning can be omitted in this case. From the menu ①, click “Time Attendance” ② and then on the right side, click “Abstain Time Stamp” ③, you will see the following menu;

![Figure 19. To find Abstain Time Stamp menu](image)

When you select “Abstain Time Stamp” you will see the menu in Figure 20. Click ④ on the upper right corner, then you will go to the menu “Add Abstain Time” in Figure 21. Fill in the information in the box “Reason for request” and “Contact No.” In case of urgent request, select “Urgent” for faster processing track. By using the urgent track, administrators will be notified directly of your leave request.

![Figure 20. To request for abstaining of the fingerprint scanning](image)
When the reason for the request is filled in, click the system will show the date that fingerprint scanning will be omitted. Select the exact time of the day from the calendar and then click “Save”.

The system will show the exact date. If you need to change the date, click “Edit” or in front of the row or click to delete the request. The system will ask for confirmation for deletion, and the answer is either yes or no.
2.4 Request of Leave (Menu: Leave Permission and Leave Remain)

This function is for the employees to check on their leave days available in that fiscal year. From the main menu ①, choose “Time Attendance” ② and then “Leave Permission and Leave Remain” ③ on the right side. You will see the following page;

![Figure 23. Leave Permission and Leave Remain](image1)

![Figure 24. Checking the available leave days](image2)
3. Approve of request (Menu: Approve Center)

3.1 List of Leave Request

The employees can submit a request for leave of absence, for example, annual leave (which needs to be submitted at least 14 days in advance), business leave, and sick leave. In case of the sick leave that continues for longer than 3 consecutive days, a medical certificate is needed. Every type of leave request is completed only when the request is approved by the administrator. You can check for this approval in the system.

From the main menu ①, select the menu “Approve Center” ② and then select “Leave Request” ③ on your right.

![Figure 25. Submission of leave request](image-url)
When you select “Leave request”, you will see the following menu;

![List of leave request](image1)

**Figure 26. List of leave request**

From this menu, select the button at the upper right corner to create the request. When you get to the menu in Figure 27, fill in the detail of the leave. Click “Urgent” if you need a faster processing track by directly notifying the administrators that this submission is urgent. Choose the time period in “Start Date” and “To” and then click “Save” on the upper right corner.

![Request for Leave of absence](image2)

**Figure 27. Request for Leave of absence**
4. E-Pay Slip (Online Salary Slip)

4.1 Log in to ES

Once you log in to ESS, select the followings;

1. ① Select Menu

2. ② Select “E-Pay Slip”

3. ③ Select “E-Pay Slip” on your right side

For first time E-Pay Slip user, the program will ask for a new password. E-pay slip password is different from the password for ESS login.

1. Select “NEW Password For E-Pay Slip”
2. You will see the following page.

1. Enter your new password (4-25 characters, numbers or letters, and no special character or Thai/passport identification number). Then enter the new password again.

2. Enter Thai identification number (For Thais) or 13-digit tax identification number (For international employees)

3. Press “Send to Email”

![Figure 3. Sending a new password to your email](image)

4. Open your KKU Email account

5. Press “Confirm Password”

![Figure 4. Confirming a new password](image)
6. The program will confirm the password change. Press “OK”

![Figure 5. New password is confirmed](image)

**Figure 5. New password is confirmed**

### 4.2 In case you forget E-Pay Slip password, or you want to change the password.

1. Click “Forget or Change Password”

![Figure 6. Forget or change a password](image)

**Figure 6. Forget or change a password**

2. You will see the following page.

![Figure 7. Requesting a new password](image)

**Figure 7. Requesting a new password**
3. Enter your new password (4-25 characters, numbers or letters, and no special character or Thai/passport identification number). Then re-enter it again.

4. Press “Send to Email”

5. Open your KKU Email account

6. Press “Confirm Password”

7. The program will confirm the password change. Press “OK”

Figure 8. A new password is set
4.3 To login E-Pay Slip

1. Enter user name and E-Pay Slip password (Not the password for ESS login)

![Log in E-Pay Slip](image)

**Figure 9. Log in E-Pay Slip**

You will see the following page.

![E-Pay Slip page](image)

**Figure 10. E-Pay Slip page**

1. Select the tax year for E-Pay Slip and specify the Paydate. Then click “Search”

2. List of items in E-Pay Slip

3. E-Pay Slip icon. This is for viewing of payment slip.
When you click on an item in 2, you will see the pay slip report.

![Pay slip report image]

**Figure 10. Pay slip report**
You can view the taxable and tax deduction items by clicking the “Tax statement” icon 1 on the right upper corner of the pay slip report, and click the “Tax audit” icon 2 to view the tax summation.

Figure 11. 1 Tax statement icon and 2 Tax auditing icon
The tax statement page showing tax deductible items is demonstrated in figure 12.

Figure 12. Tax statement
The tax auditing page shows the summation of the tax and can only be viewed in Thai.

![Figure 13. Tax summation (only in Thai)](image1)

To view Pay slip, go back to Pay Slip Report Page. Then click “Pay Slip Report” icon in the upper right corner. Specify the tax year and pay date. Then click “Show Report”.

![Figure 14. Icon for E-pay slip viewing](image2)
The pay slip is shown as in figure 15. You can choose to print to save the E-pay slip by clicking at the print or save icon.

Figure 15. E-Pay slip

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For technical support, please contact

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