MY MAJIKAN

Company Admin User Guide

Complete setup, daily operations, payroll, reporting and system administration guide — from A to Z.

My Majikan
Workforce OS

Audience: Company Admins, HR Admins and business owners managing My Majikan.

Guide version: English Customer Edition — 22 August 2026

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How to use this guide

Start with Quick Start, then open the chapter that matches the task you want to complete.

Area	Chapters	Outcome
Getting started	1–4	Sign in, complete the company profile and understand the dashboard.
Workforce	5–6	Create departments, roles, employee records and login accounts.
Daily operations	7–11	Manage branches, GPS attendance, timesheets, leave and claims.
Monthly operations	12–14	Generate payroll, publish payslips and export reports.
Configuration	15–17	Configure settings, subscription, notifications and troubleshooting.
Go-live	18–19	Complete final checks and use the glossary.

Recommended setup order

Company Profile Department & User Role Branch Attendance Settings Shift & Rest Time Leave Types
Payslip Settings Subscription Add Employees.

Key terms

Term	Meaning
Company Admin	The primary company user with administration access.
Employee	A staff member with an individual account.
Draft	A payroll record that is not yet published.
Published	A payslip that is available to the employee.
Active Subscription	A valid plan that allows the admin to add employees.

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Quick Start: set up in 30 minutes

Follow this sequence when preparing a new company account.

1	Sign in with the Company Admin account.
2	Complete Company Profile: logo, registration details, contact information and address.
3	Create departments and internal user roles under Settings.
4	Create each workplace under Branches and set its GPS coordinates and radius.
5	Configure attendance rules, shifts, rest times and leave types.
6	Configure the company identity and PDF design under Payslip Settings.
7	Activate the subscription if you need to add employees.
8	Create employee records and individual login accounts.
9	Run one attendance, leave and payroll test before company-wide launch.

Prepare your data first

Have the company logo, SSM details, employee list, salaries, departments, branches, work schedules, leave policy and bank details ready.

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Sign-in, language and account security

Access the system safely and recover an account when required.

Sign in

1	Open the official My Majikan URL.
2	Enter the registered email or username and password.
3	Select Sign In.
4	Complete company onboarding if the system redirects you to the Company Profile form.

Language and theme

Use the BM / EN switch in the header.
Use the sun or moon icon to change between Light and Dark Mode.
Browser preferences may need to be set again on another device.

Forgot password

1	Select Forgot Password.
2	Enter the registered email address.
3	Retrieve the six-digit OTP from the email inbox.
4	Enter the OTP within 10 minutes.
5	Create a new password of at least eight characters.

Security rule

Never share a password or OTP. Every employee must use an individual account, and admins should sign out from shared computers.

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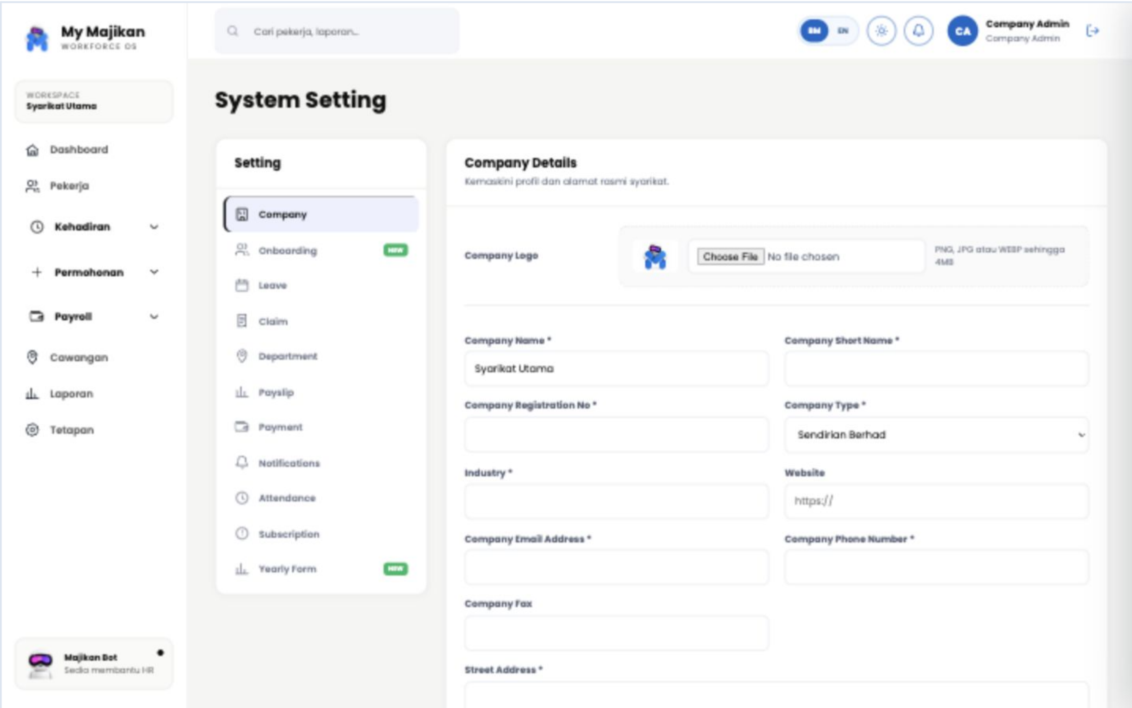
Company Profile

Maintain the official company identity used throughout the system, reports and payslips.

ACTUAL SYSTEM VIEW



System Setting Company: company logo, profile, contact and official address fields.

1	Upload the company logo in PNG, JPG or WebP format, up to 4 MB.
2	Enter the full and short company names.
3	Enter the registration number, company type and industry.
4	Add the website, official email, telephone and fax where applicable.
5	Complete the street address, state, city and postcode.
6	Save the changes and verify the details before producing official documents.

Logo quality

Use a clear logo with a white or transparent background. Confirm that it remains legible when reduced in size on a payslip.

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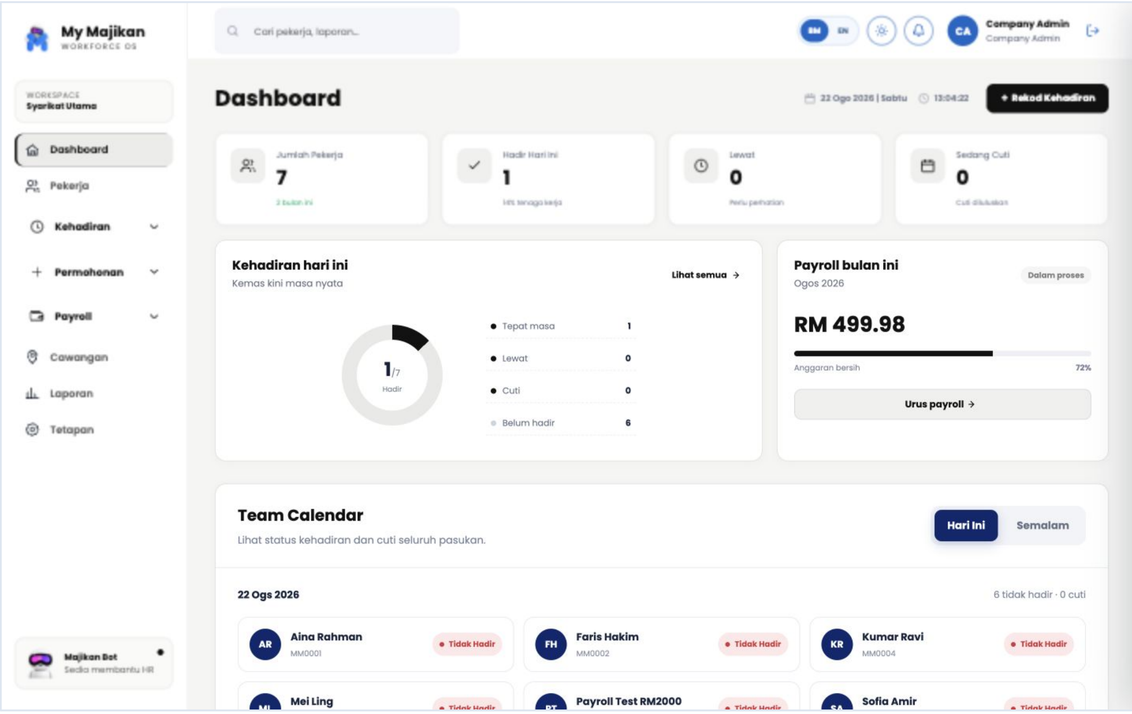
Company Admin Dashboard

Use the dashboard as the daily control centre for attendance and payroll status.

ACTUAL SYSTEM VIEW



Desktop Dashboard showing workforce totals, attendance, payroll and Team Calendar.

Card	Purpose
Total Employees	Number of active employees in the company.
Present Today	Employees with attendance records today.
Late	Employees with recorded late minutes.
On Leave	Approved leave covering today.
Payroll This Month	Current month net payroll summary.

Review attendance at the start of the workday.
Use Team Calendar to compare Today and Yesterday.
Select View all to open Attendance.
Select Manage payroll for monthly payroll operations.
Refresh the page if a recent clock-in is not yet reflected.

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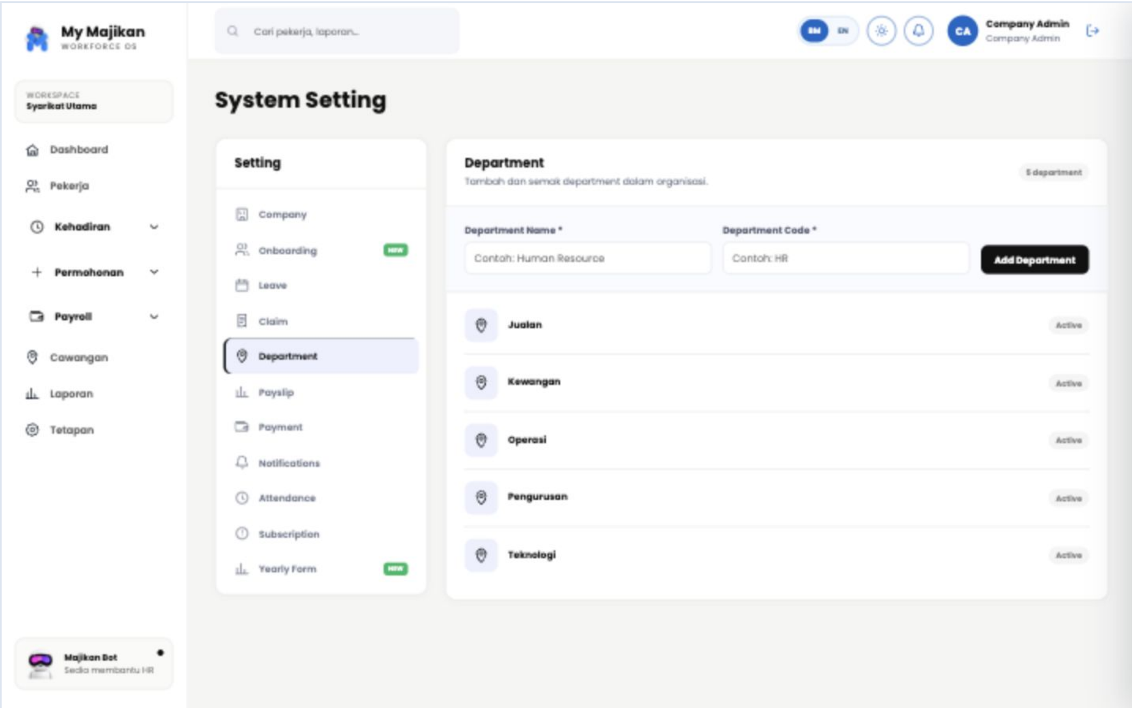
Departments and User Roles

Create the organisation structure before adding employees.

ACTUAL SYSTEM VIEW



System Setting Department: create a department and review active departments.

Add a department

1	Open Settings Department.
2	Enter a department name such as Operations.
3	Enter a short unique code such as OPS.
4	Select Add Department.

Add an internal user role

1	Open Settings Onboarding.
2	Enter a role name such as HR Executive, Manager or Supervisor.
3	Add a short responsibility description.
4	Select Add User Role.

Do not confuse the two

A department is an organisational unit. A user role describes the employee’s internal responsibility. Neither replaces the system roles Company Admin and Employee.

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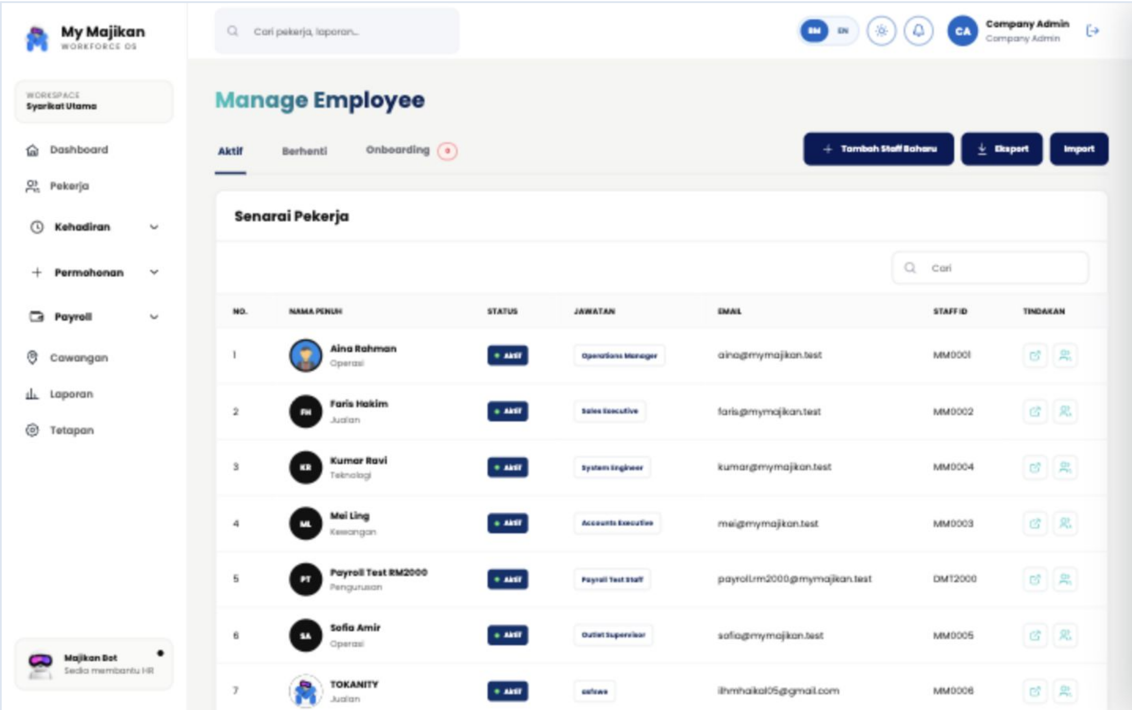
Employees: create staff and login accounts

Create an employment record and an individual Employee account in one workflow.

ACTUAL SYSTEM VIEW



Manage Employee: employee list, search, status filters and Add New Staff action.

Subscription required

The company must have an active subscription before a Company Admin can add a new employee.

1	Open Employees and select Add New Staff.
2	Enter the employee’s name, work email, telephone, position, base salary and start date.
3	Select the correct department, branch and user role.
4	Enter a unique login email and username.
5	Create and confirm a password of at least eight characters.
6	Add bank and statutory details where available.
7	Upload any initial documents within the displayed size limit.
8	Save the record and provide login details through a secure channel.

Email addresses and usernames must be unique.
The system generates the staff number automatically.
Use search and status tabs to locate Active, Inactive or Onboarding employees.

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Employee profiles, documents and status

Keep staff information accurate throughout the employment lifecycle.

1	Open Employees and select the View icon beside a staff member.
2	Review profile, employment, bank/statutory, documents, leave, claims and payslip sections.
3	Select Edit, update the required information and save.
4	Upload HR documents only to the correct employee profile.

Area	Examples
Basic details	Name, email, telephone, position, salary and start date.
Organisation	Department, branch, role and employment status.
Bank/statutory	Bank account, account holder, EPF and SOCSO.
Additional profile	Address, emergency contact, gender and profile image.
Documents	Offer letter, identity document, certificate or other HR record.

Before setting Inactive

Complete final payroll, claims, leave and document checks first. An inactive employee can no longer sign in.

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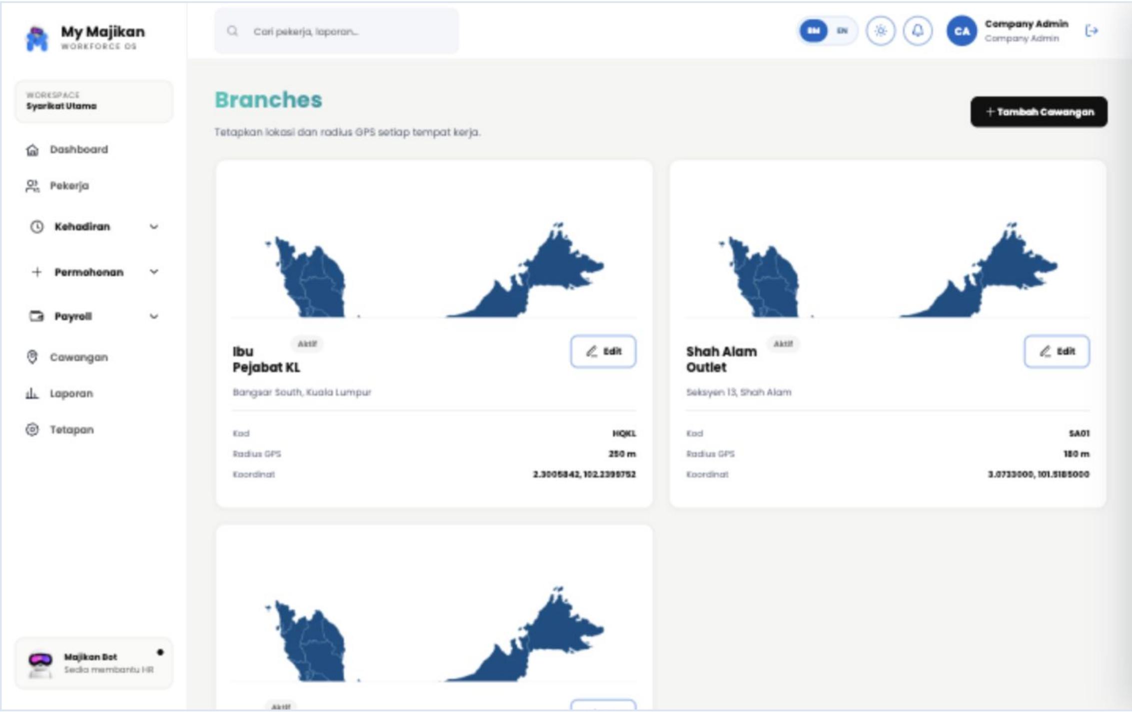
Branches and GPS location control

Define approved workplaces and their clock-in or clock-out radius.

ACTUAL SYSTEM VIEW



Branches: branch cards displaying maps, addresses, coordinates and Edit actions.

1	Open Branches and select Add Branch.
2	Enter a unique branch name and code.
3	Enter the address.
4	Choose the location on the map or enter latitude and longitude.
5	Set the permitted radius in metres; the minimum is 10 metres.
6	Save and test the location using an employee device.

Recommended starting radius

Start at approximately 100–300 metres depending on the premises and GPS accuracy. A very small radius may reject genuine staff; a very large radius weakens location control.

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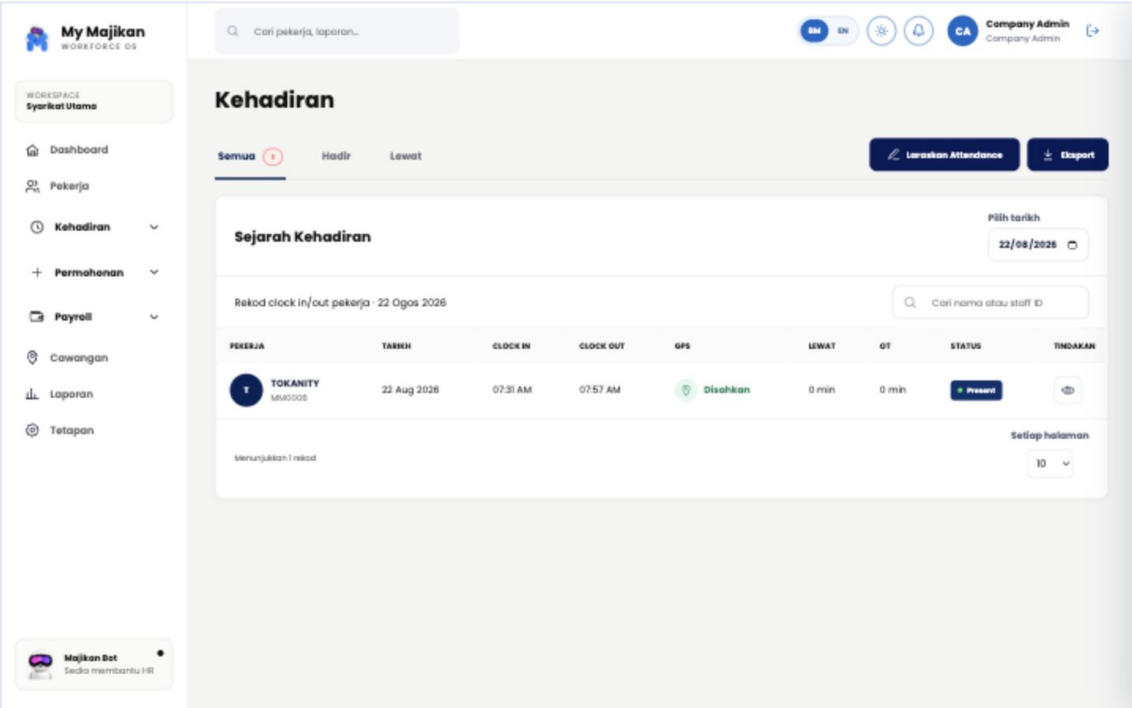
Attendance: clock-in, clock-out and evidence

Review working time, GPS, selfie evidence, late arrival, early departure and overtime.

ACTUAL SYSTEM VIEW



Attendance history with date filter, employee records, status and row actions.

Employee workflow

The employee signs in using an individual account.
The system reads the device location and validates the branch.
The employee captures a selfie when required.
The employee selects Clock In or Clock Out.
The system stores time, coordinates and evidence.

Admin review

1	Open Attendance and choose the date.
2	Search for the employee.
3	Review Clock In, Clock Out, GPS, Late, OT and Status.
4	Open the detail view to inspect assigned hours, selfie evidence and maps.

Sensitive data

Selfies and precise locations are sensitive information. Restrict access and use them only for legitimate attendance administration.

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Manual attendance adjustments

Correct missing or inaccurate records with a clear reason and internal approval.

1	Open Attendance.
2	Select Adjust Attendance or edit an existing record.
3	Choose the employee and work date.
4	Enter Clock In and Clock Out times.
5	Write a specific adjustment reason.
6	Save, reopen the detail view and verify the Admin Adjustment label and note.

Good reason example

“Employee attended work but the device could not access GPS on 22 Aug 2026; verified by Branch Manager.” Avoid vague notes such as “change time”.

- Obtain supervisor evidence before editing.
- Do not remove lateness without approval.
- Recheck payroll after changing attendance.
- Retain external HR evidence when required by company policy.

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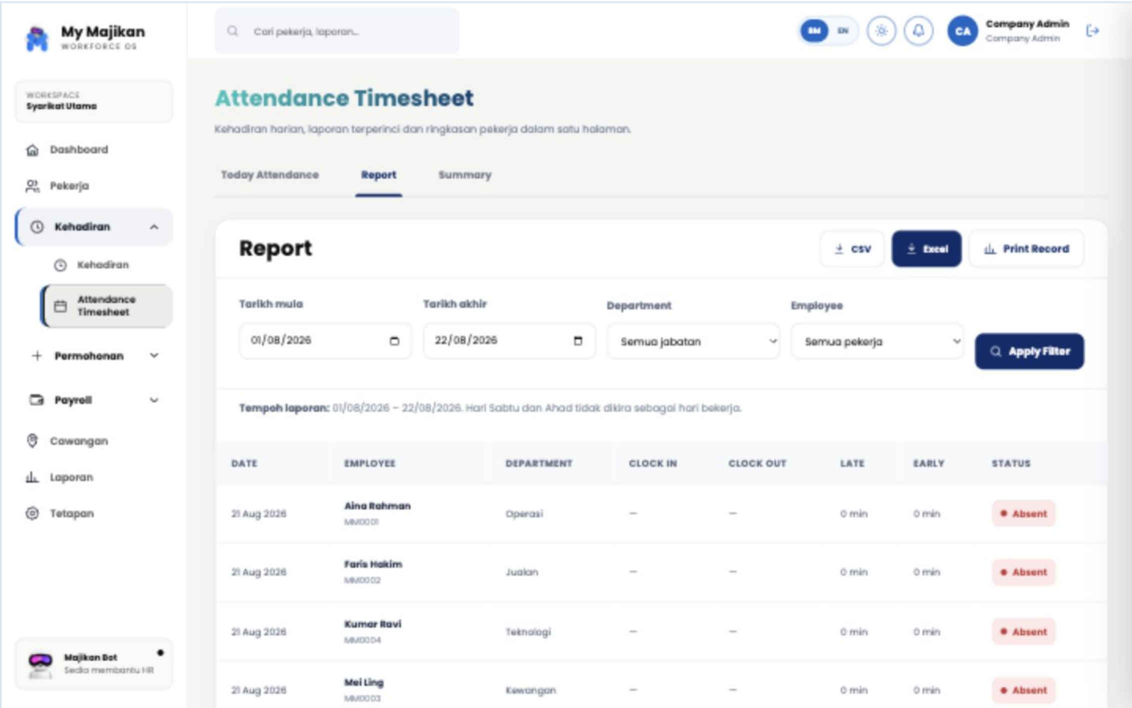
Attendance Timesheet and export

Analyse attendance using Today Attendance, Report and Summary.

ACTUAL SYSTEM VIEW



Attendance Timesheet Report with date, department and employee filters plus CSV and Excel export.

1	Open Attendance Timesheet Report.
2	Choose start and end dates.
3	Select a department and employee, or leave both as All.
4	Select Apply Filter.
5	Review Date, Employee, Department, Clock In, Clock Out, Late, Early and Status.
6	Use CSV for raw data or Excel for a formatted workbook.

Export rules

The report period is limited to 93 days. Weekends are excluded from expected working days. The Excel workbook includes a title, employer, period, generated time, filters and styled status cells.

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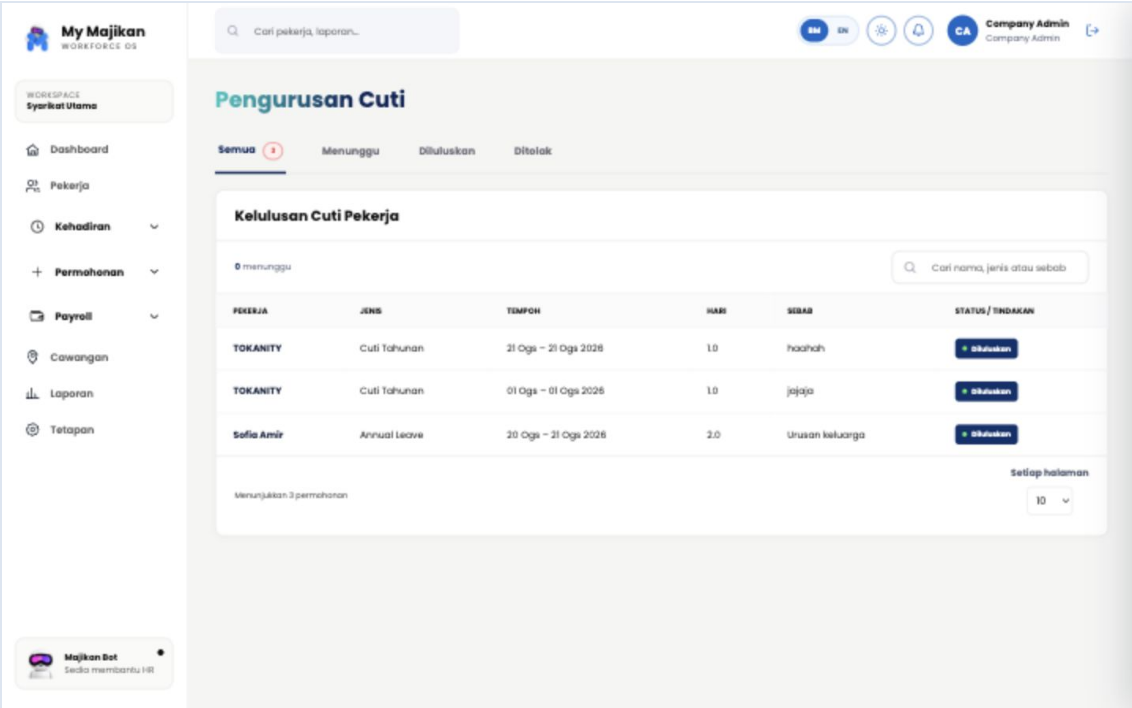
Leave: types, quota and approval

Configure leave policy and process employee applications consistently.

ACTUAL SYSTEM VIEW



Leave Management: applications, search, status and admin approval actions.

Configure leave

1	Open Settings Leave.
2	Review or add each leave type.
3	Set the annual default allocation.
4	Enable supporting documents where required.
5	Optionally assign a different allocation to selected employees.
6	Save the settings.

Approve or reject

1	Open Leave and select the Pending tab.
2	Review leave type, dates, number of days, reason and attachment.
3	Approve or reject the request according to policy.

Check before approving

Confirm remaining balance, date overlap, supporting documents, team coverage and the employee's manager approval.

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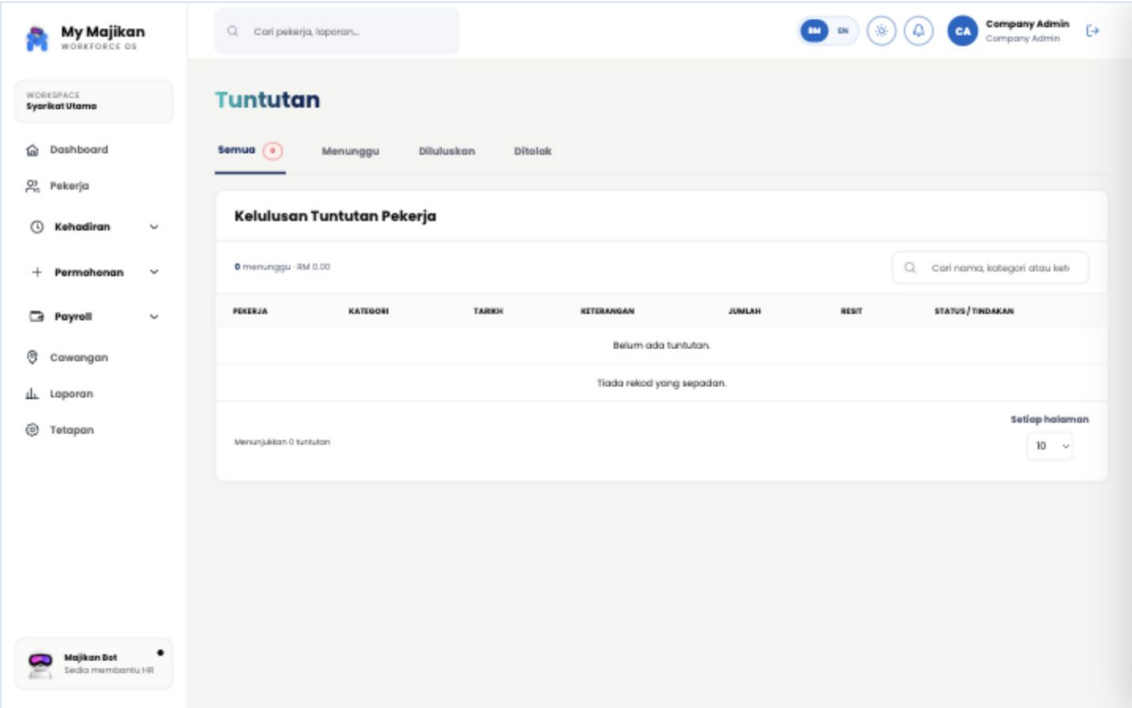
Claims: review receipts and approval

Process employee claims using category, date, description, amount and receipt evidence.

ACTUAL SYSTEM VIEW



Claims Management: claim list and the review or approval workspace.

1	Open Claims.
2	Select a Pending claim.
3	Review the claim category, date, description and amount.
4	Open and verify the uploaded receipt.
5	Compare the receipt total with the claimed amount.
6	Approve or reject with a useful internal note.

Reject duplicate or unreadable receipts.
Confirm the expense is within company policy.
Check whether the expense date is within the permitted period.

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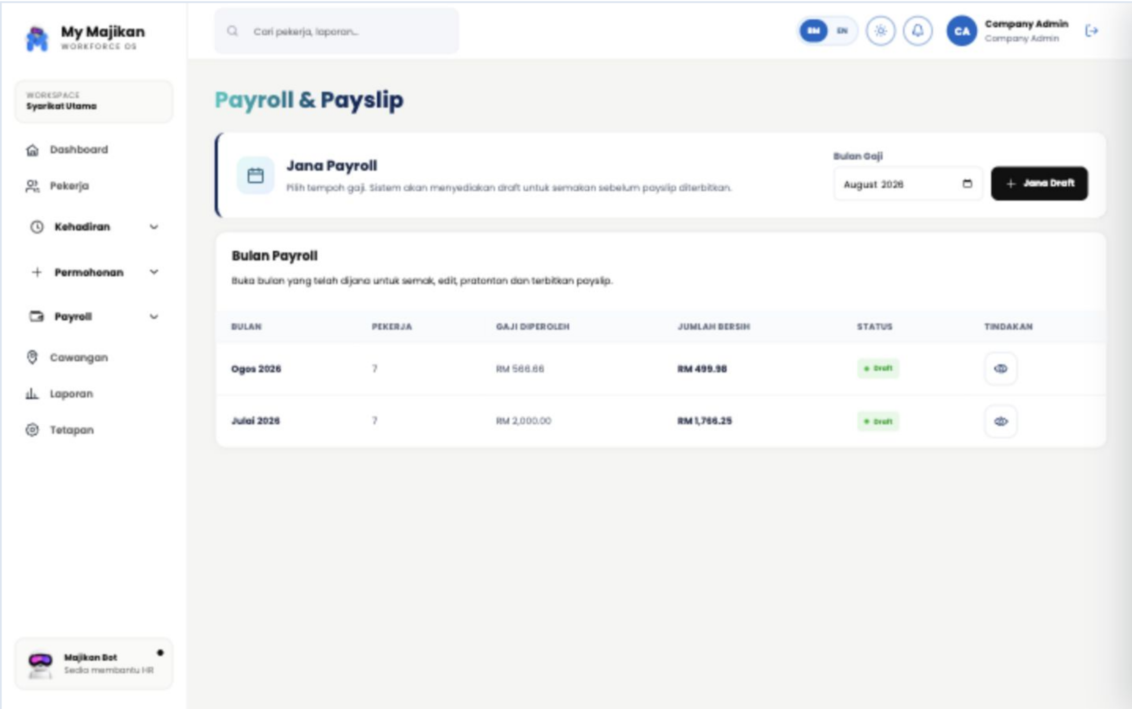
Payroll: draft, review and publish

Use a controlled monthly process from payroll generation to employee payslips.

ACTUAL SYSTEM VIEW



Payroll & Payslip: generate a new draft and review payroll records by month.

1	Open Payroll Generate Payroll.
2	Choose the payroll month.
3	Select Generate Draft.
4	Open each employee calculation and review earnings, deductions, statutory items and net salary.
5	Correct employee settings or source records where required.
6	Regenerate or update the draft, then perform a second-person review.
7	Publish only when all totals are approved.

Check	What to verify
Employment	Employee active status and correct payroll month.
Earnings	Base salary, allowance, overtime and eligible additions.
Deductions	Late/absence policy and authorised deductions.
Statutory	EPF, SOCSO, EIS and tax where configured.
Net pay	Final amount approved for payment.

Publishing is a control point

Published payslips become available to employees. Revoke only when a genuine correction is required and follow the company approval process.

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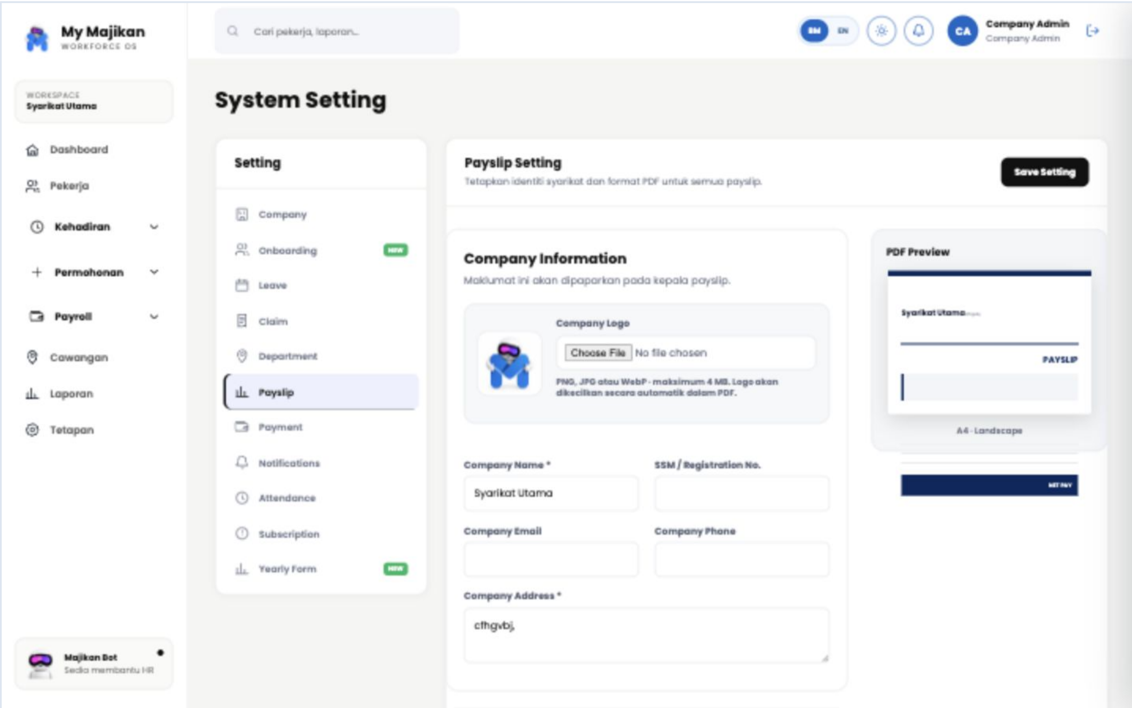
Payroll payment and payslip settings

Record payment status and maintain a professional company PDF identity.

ACTUAL SYSTEM VIEW



System Setting Payslip: company identity fields and PDF preview.

Payment status

1	Open a published payroll record.
2	Choose the payment action.
3	Enter the payment date and method.
4	Save and verify that the payroll shows Paid.

Payslip PDF settings

Upload the company logo.
Confirm company name, registration number, email, telephone and address.
Choose A4 portrait or landscape orientation.
Set the approved accent colour and footer note.
Preview the PDF before the first company-wide payroll.

Before employee access

Confirm that the employee name, payroll month, company identity and net salary are correct before publishing.

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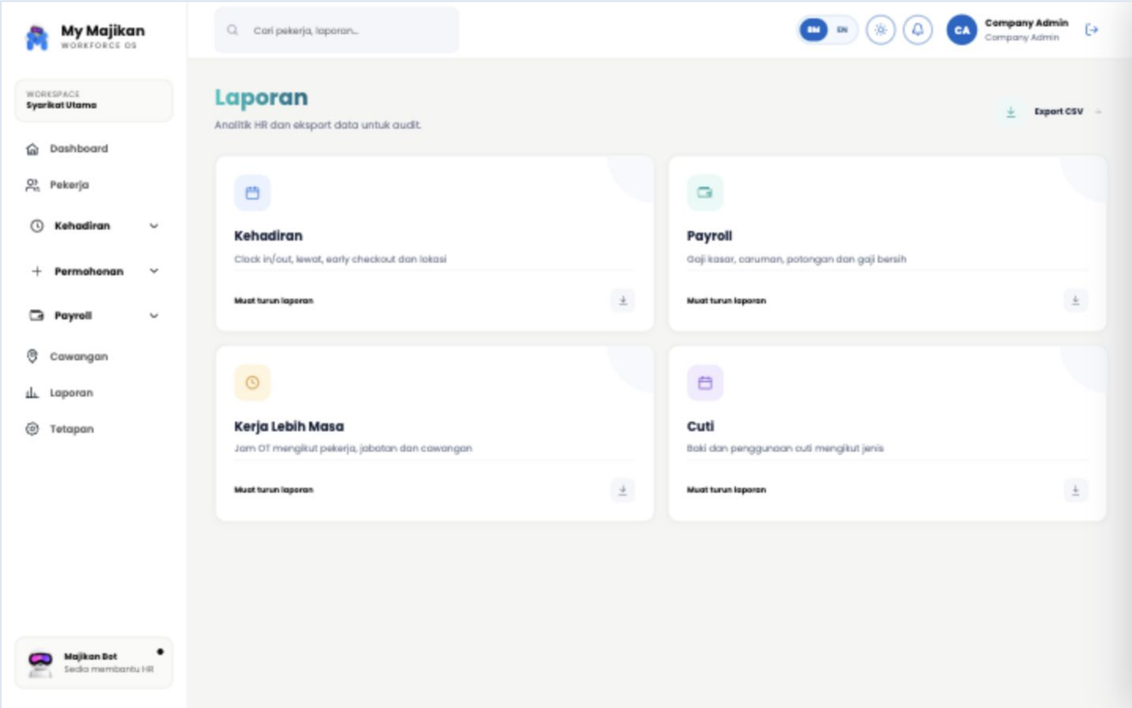
Reports and exports

Use reporting outputs for internal audit, management review and customer records.

ACTUAL SYSTEM VIEW



Reports hub: quick access to Attendance, Payroll, Overtime and Leave reporting.

Report	Typical use
Attendance	Daily records, late arrival, absence and time evidence.
Payroll	Monthly totals, employee payroll and payment review.
Overtime	OT duration and related operations.
Leave	Applications, approvals and employee leave records.

Good export practice

Apply the correct reporting period first.
Use department or employee filters where needed.
Export to CSV for data processing and Excel for formatted delivery.
Name files consistently, for example: attendance_2026-08_department.xlsx.
Store exported files in a restricted HR location.

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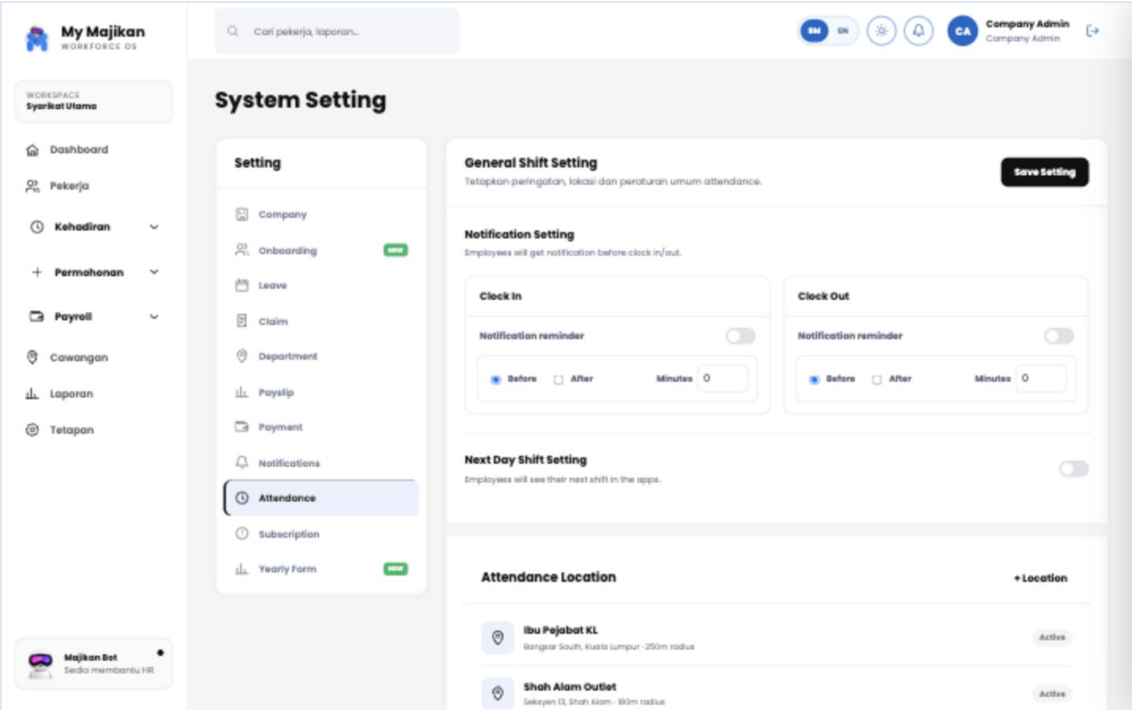
Settings: attendance, shifts and rest time

Configure how attendance is evaluated and displayed in daily operations.

ACTUAL SYSTEM VIEW



System Setting Attendance: notifications, work rules, locations and related controls.

Attendance rules

Configure Clock In and Clock Out notification timing.
Enable or disable Next Day Shift rules where appropriate.
Verify every attendance location and its active status.

Work shifts

1	Open the applicable shift settings.
2	Create the shift name and code.
3	Set working days, start time and end time.
4	Configure late rules and grace periods where available.
5	Assign the shift to the correct employees.
6	Test with one employee before mass assignment.

Rest time

Create the approved rest period.
Assign it to the correct employees or shift.
Review the current system note on how rest time affects payroll before deployment.

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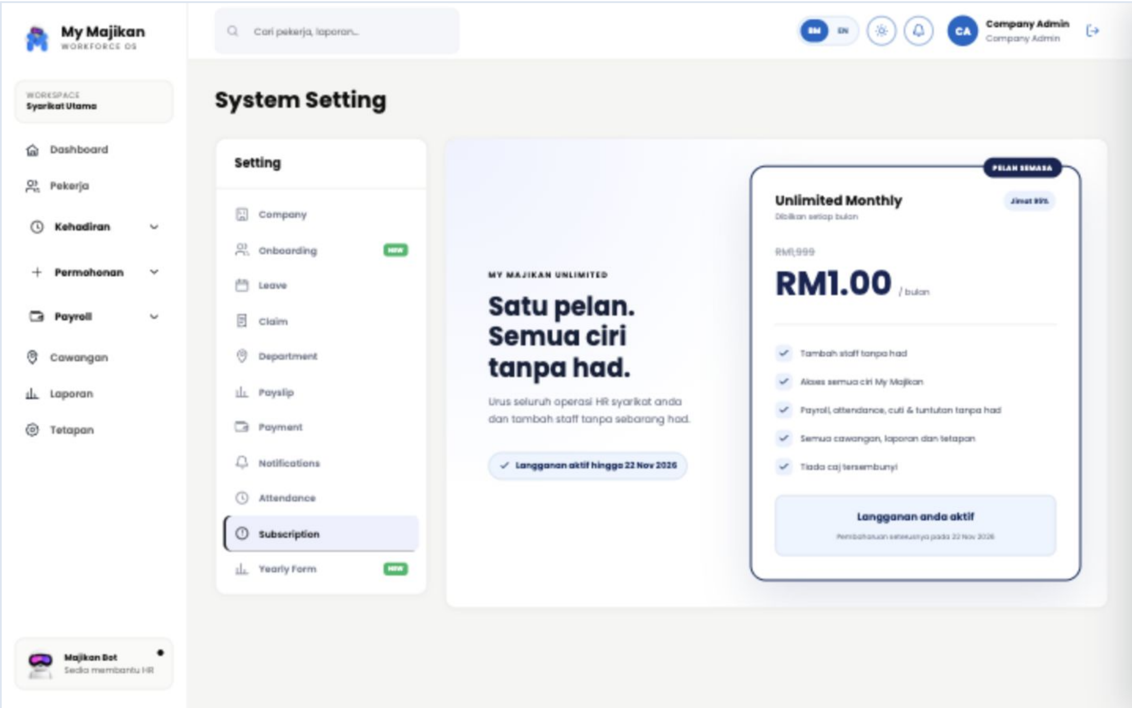
Subscription and payment

An active plan is required to add employees and use unrestricted company operations.

ACTUAL SYSTEM VIEW



System Setting Subscription: Unlimited Monthly plan status and next renewal date.

1	Open Settings Subscription.
2	Review the plan price, active status and renewal date.
3	If inactive, choose FPX Online Banking, Touch 'n Go eWallet or DuitNow QR.
4	Continue to the secure Fiuu payment page.
5	Complete payment once and wait for confirmation.
6	Return to Subscription and confirm that the status and expiry date have updated.

Pending payment

Do not repeatedly create new payments while a transaction is still being confirmed. Wait briefly, refresh Subscription and contact support with the order reference if the status remains unchanged.

Successful payment

The subscription is activated for the company.
The customer receives a payment email and an official PDF receipt.
The Company Admin can add employees while the plan remains active.

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Notifications and admin routines

Use consistent daily, weekly and monthly checks to keep operations accurate.

Notification centre

Open the bell icon in the header.

Review unread items and follow the linked module.

Mark items as read only after action is complete.

Frequency	Recommended checks
Daily	Attendance exceptions, leave and claim requests, urgent employee updates.
Weekly	Branches, inactive/onboarding employees, unresolved adjustments and documents.
Monthly	Payroll review, payslip publication, payment records, exports and subscription renewal.

Separation of duties

Where possible, one person prepares payroll and another approves it before publication and payment.

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Troubleshooting

Use these first-line checks without deleting data or repeating financial transactions.

Problem	Recommended action
Cannot sign in	Reset the password, verify account status and clear browser cache.
OTP not received	Check Spam/Junk, confirm the email address and request a new OTP after a short wait.
GPS rejected	Enable location permission, confirm branch coordinates and test the configured radius.
Cannot add employee	Confirm that the subscription is active and the login email/username is unique.
Attendance not updated	Refresh the page, verify the selected date and reopen the record detail.
Payroll total incorrect	Review employee settings, attendance source data, earnings and deductions before regenerating.
Payment still pending	Do not pay twice; refresh Subscription and contact support with the reference.
Email not received	Check SMTP configuration, recipient address, Spam/Junk and the application log.
Excel font differs	Poppins must be installed on the computer or viewer; otherwise the spreadsheet application may substitute another font.

Information for support

Provide the module, employee name or staff ID, date, order/reference number, screenshot and exact error message. Never send passwords or OTPs.

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Go-live checklist

Complete these checks before inviting all employees to use the system.

Organisation

Company Profile and logo are correct.
Departments, user roles and branches are complete.
GPS coordinates and radii have been tested.

People

Every employee has a unique account and the correct department, branch and role.
Employee status, salary and bank/statutory information have been reviewed.
Login details are distributed securely.

Policy and payroll

Attendance rules, shifts, rest times and leave types are approved.
Payslip identity and PDF preview are correct.
A test attendance record, leave request and payroll draft have been completed.

Launch gradually

Start with a small pilot group, correct operational issues, then onboard the remaining employees.

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Glossary and help

A quick reference for the terms used throughout My Majikan.

Term	Definition
Attendance	Working-time record containing clock-in and clock-out evidence.
Branch	Approved workplace with GPS coordinates and radius.
Claim	Employee reimbursement request supported by details and receipt.
Department	An organisational unit such as Operations or Finance.
Employee	A staff member with an individual system account.
Late / Early	Minutes after the expected start or before the expected end.
Net Salary	Final salary after additions and deductions.
Onboarding	Employee setup stage before normal active operations.
Published	Payroll status that makes a payslip available to the employee.
Rest Time	Approved break period configured for the workforce.
Subscription	Paid company plan that permits unrestricted staff addition.
User Role	Internal responsibility such as Manager or HR Executive.

Need help?

Contact support

Include the company name, relevant module, employee name or staff ID, date, screenshot, error wording and payment reference where applicable. Do not include passwords or OTPs.