

MY MAJIKAN

Employee User Guide

Complete employee portal guide — timetable, attendance, leave, claims, payslips and profile.



My Majikan
Workforce OS

For: All employees using the My Majikan portal.

How to use this guide

Complete Quick Start first, then open the chapter matching your daily task.

Chapters	Purpose
1-3	Sign-in, Dashboard and My Timetable.
4-5	Clock in/out and attendance history.
6	Leave applications and status.
7	Expense claims and receipts.
8	Monthly payslips and PDF download.
9-11	Profile, notifications, security and troubleshooting.
12	First-use checklist.

Main principle

Use only your own account, verify information before submitting, and contact the Company Admin when an official record requires correction.

Employee Quick Start

First steps after receiving an account from the Company Admin.

1	Open the official My Majikan URL and sign in with your own email/username and password.
2	Use Forgot Password if you need to create a new password.
3	Open My Profile and complete telephone, gender, personal email, address and emergency contact.
4	Open My Timetable and review the shift, work hours, branch and rest days.
5	Allow Location Services and camera access before Clock In.
6	Clock In and Clock Out according to company policy.
7	Use Leave, Claims and Payroll from the left menu.

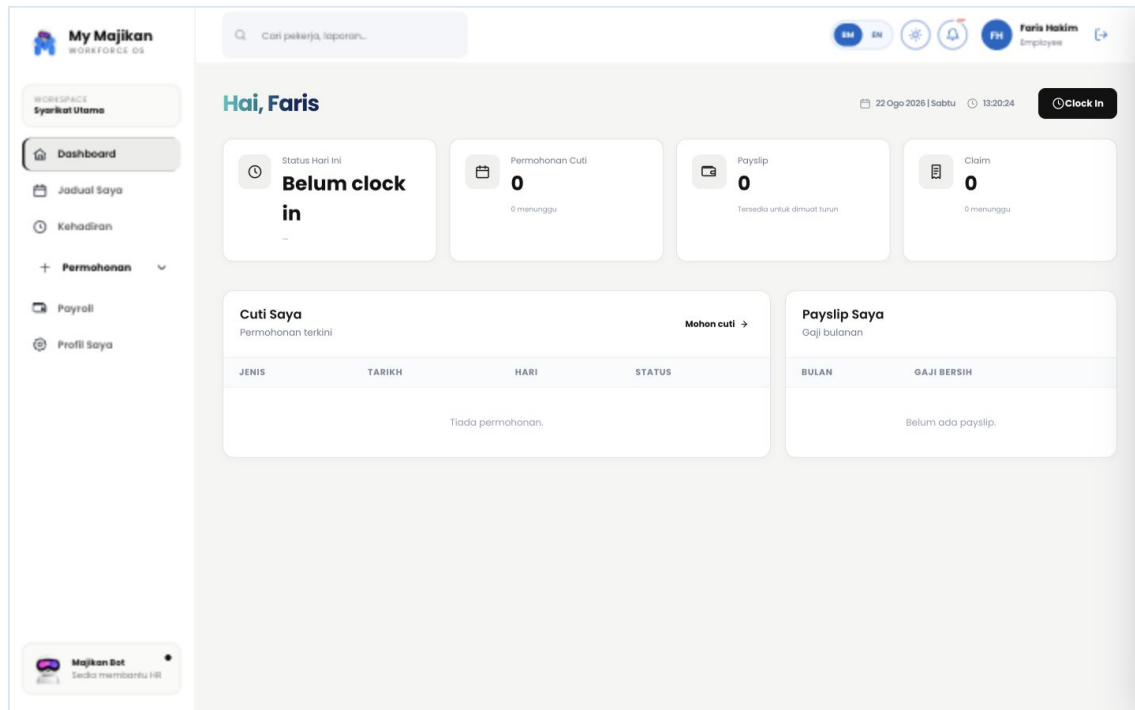
Do not share your account

Passwords and OTPs are private. Never clock in for another person.

Employee Dashboard

A summary of today's status, leave, claims and payslips.

ACTUAL SYSTEM VIEW



Employee Dashboard with the Clock In button and personal status cards.

The Clock In button starts the attendance workflow.

Today's Status shows whether you have clocked in.

Leave Applications and Claims show current counts and pending items.

Payslip shows salary documents available to you.

My Leave and My Payslips show recent records.

My Timetable

Review your weekly shift before attending work or applying for leave.

ACTUAL SYSTEM VIEW

Jadual Kerja Saya

MINGGU DIPAPARKAN: 17 Ogs – 23 Ogs 2026

TOKANITY aldrstadsalsaf

Hari Dijadualkan: 5 (dari pada 7 hari)

Jumlah Waktu: 50.0 (jam dirancang)

Hari Rehat: 2 (minggu ini)

Timetable Mingguan
Waktu sebenar akan muncul selepas anda clock in atau clock out.

TARIKH	HARI	SHIFT	WAKTU KERJA	LOKASI	JENIS HARI	REKOD KEHADIRAN
17 Ogs 2026	Isnin	DEFAULT	08:00 → 18:00	TOKANITY	Hari Bekerja	Tiada rekod
18 Ogs 2026	Selasa	DEFAULT	08:00 → 18:00	TOKANITY	Hari Bekerja	Tiada rekod
19 Ogs 2026	Rabu	DEFAULT	08:00 → 18:00	TOKANITY	Hari Bekerja	Tiada rekod
20 Ogs 2026	Khamis	DEFAULT	08:00 → 18:00	TOKANITY	Hari Bekerja	Tiada rekod
21 Ogs 2026	Jumaat	DEFAULT	08:00 → 18:00	TOKANITY	Hari Bekerja	Tiada rekod
22 Ogs 2026	Sabtu	DEFAULT	—	TOKANITY	Hari Rehat	Tiada rekod
23 Ogs 2026	Ahad	DEFAULT	—	TOKANITY	Hari Rehat	Akan datang

Employee weekly timetable with shift, work hours, location, day type and attendance record.

1	Open My Timetable.
2	Choose Previous Week, This Week or Next Week.
3	Review scheduled days, total planned hours and rest days.
4	Check each date, shift, work time, location and day type.
5	Actual time appears after clock-in or clock-out.

Incorrect schedule

Take a screenshot and contact the Company Admin or HR before the shift begins.

Clock In and Clock Out

Record time, GPS location and selfie evidence according to company policy.

1	Open Dashboard or Attendance.
2	Select Clock In / Out.
3	Choose Clock In or Clock Out.
4	Allow location access when requested.
5	Capture or select a clear selfie.
6	Wait for location detection and validation.
7	Select Save Record once.
8	Verify the entry in Attendance History.

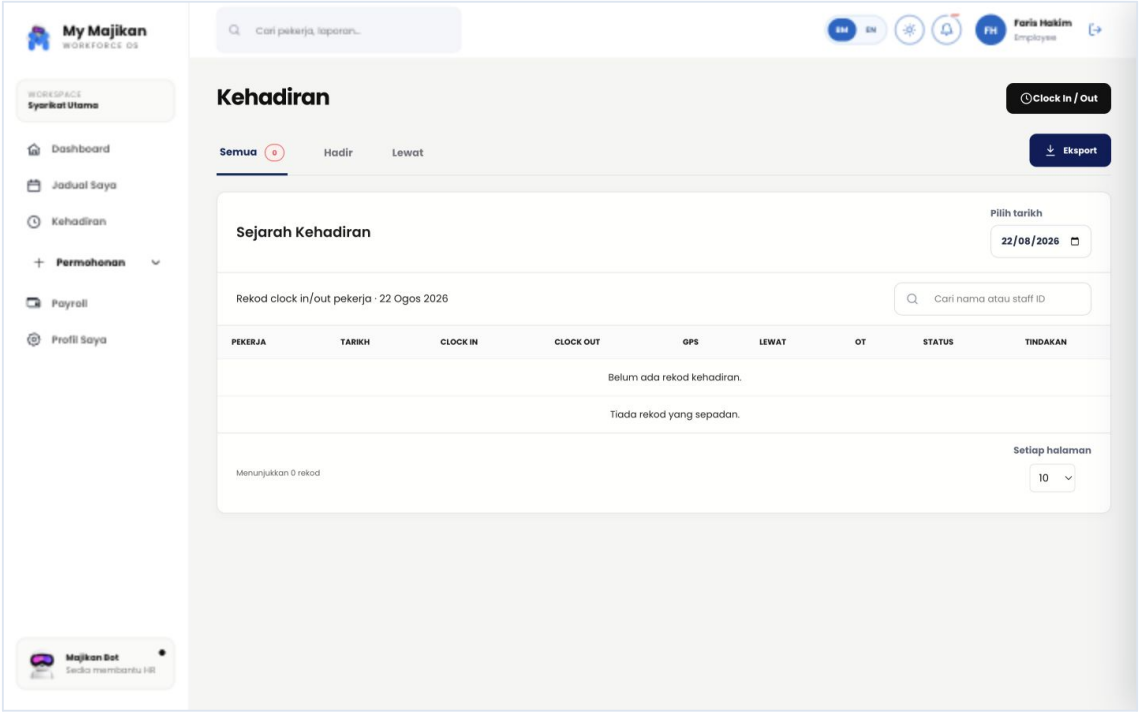
Before recording

Be within the branch radius, enable GPS, keep the camera clear and use a stable internet connection. Do not refresh while submission is in progress.

Attendance History

Review Clock In, Clock Out, GPS, late time, overtime and attendance status.

ACTUAL SYSTEM VIEW



Employee Attendance with filters, date selection and clock-in/out history.

- Choose the date you want to review.
- Use All, Present or Late filters.
- Review Clock In, Clock Out, GPS, Late, OT and Status.
- Open the detail view when available.
- For missing or incorrect records, give the admin the date, actual time and evidence.

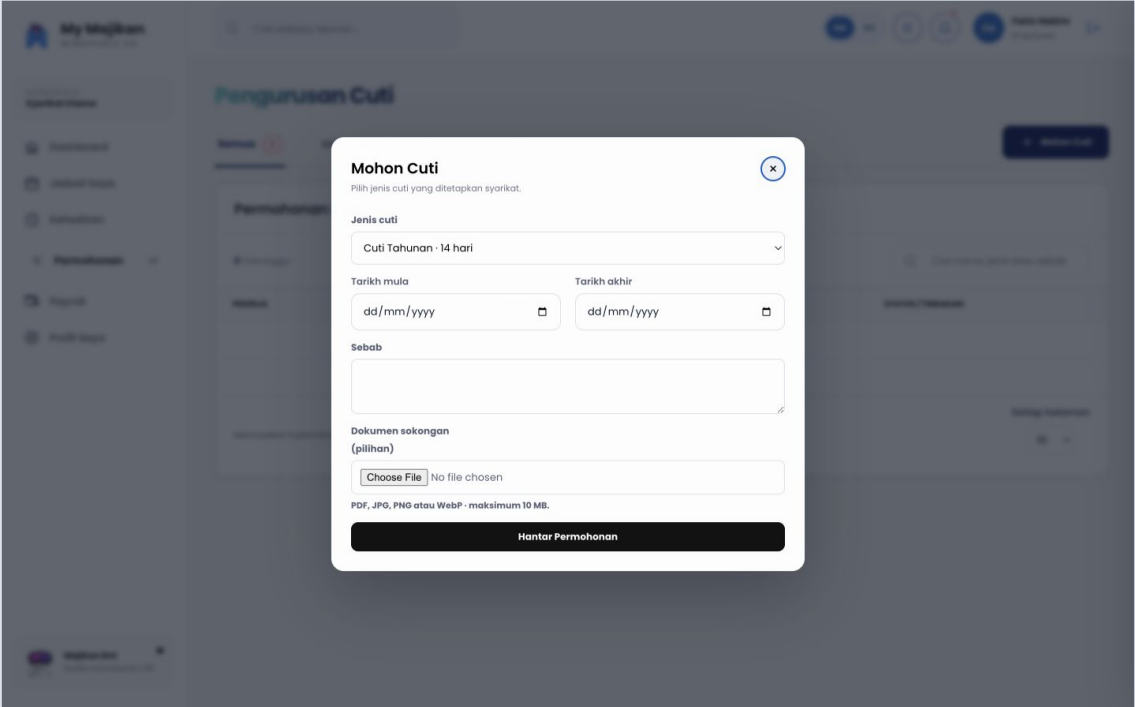
Avoid duplicate records

If an existing record is wrong, ask the admin to adjust it. Duplicate records may affect timesheets and payroll.

Apply for Leave

Submit complete dates, reason and supporting documents.

ACTUAL SYSTEM VIEW



Apply for Leave form with leave type, dates, reason and supporting document.

1	Open Applications Leave and select Apply for Leave.
2	Choose the leave type and review the displayed entitlement.
3	Enter start and end dates.
4	Write a clear reason.
5	Upload PDF, JPG, PNG or WebP when required, up to 10 MB.
6	Select Submit Application once.
7	Track Pending, Approved or Rejected status.

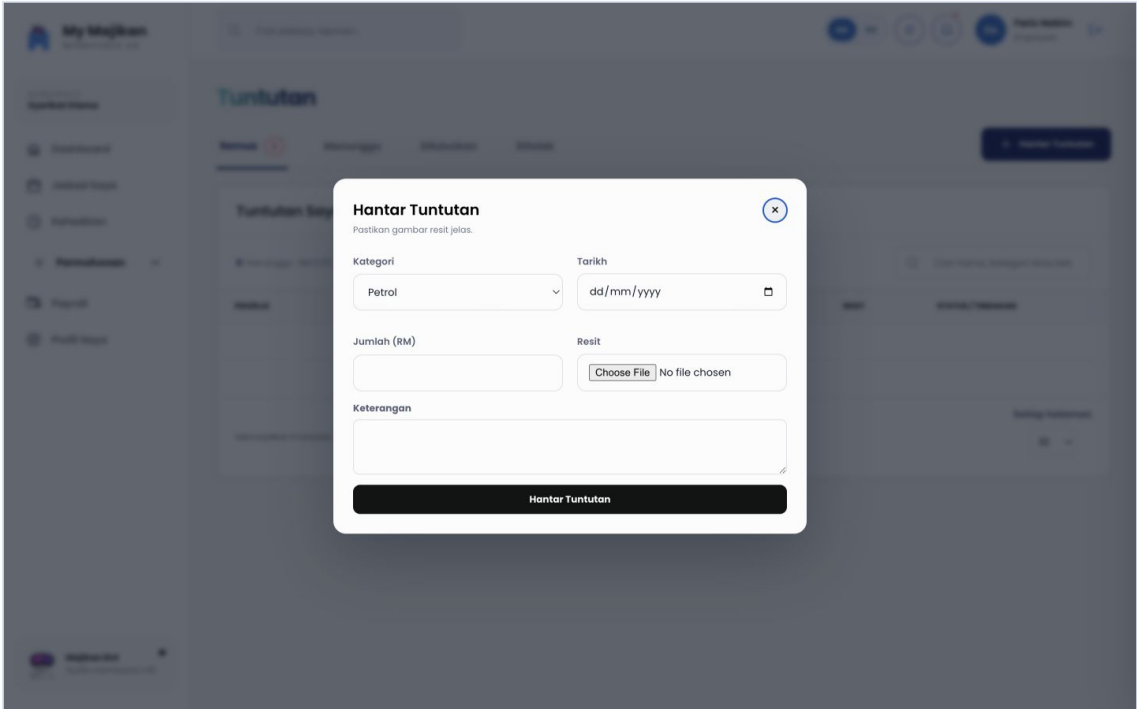
Supporting evidence

Some leave types require a document. Ensure the medical certificate or evidence is clear and matches the requested period.

Submit a Claim

Submit an expense with a clear receipt and accurate amount.

ACTUAL SYSTEM VIEW



Submit Claim form with category, date, amount, receipt and description.

1	Open Applications Claims and select Submit Claim.
2	Choose Petrol, Parking, Meal, Hotel or Other.
3	Enter the expense date.
4	Enter the amount in RM.
5	Upload a complete, legible receipt image.
6	Describe the business purpose.
7	Submit once and track the status.

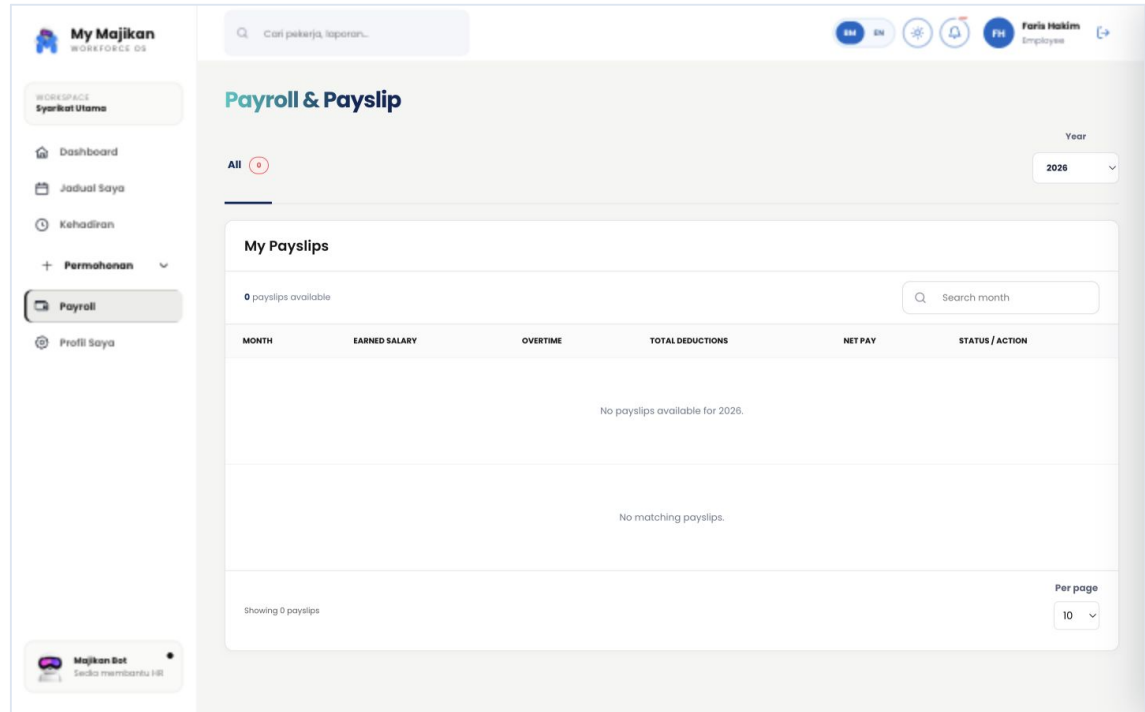
Check before submission

The amount must match the receipt, the date must be correct, the image must be readable and the claim must not be a duplicate.

Payroll and My Payslips

View payslips published by the Company Admin.

ACTUAL SYSTEM VIEW



My Payslips with year filter, month search, salary totals and PDF action.

1	Open Payroll.
2	Choose the relevant year.
3	Find the payroll month.
4	Review Earned Salary, Overtime, Total Deductions, Net Pay and Status.
5	Use Download/View to open the PDF when available.
6	Store the PDF securely in a private location.

Incorrect amount

Do not edit the document. Contact HR or the Company Admin with the payroll month and disputed item.

My Profile

Maintain permitted personal information without changing official employment records.

ACTUAL SYSTEM VIEW

My Majikan
WORKFORCE OS

WORKSPACE
Syarikat Utama

Dashboard

Jadual Saya

Kehadiran

Permohonan

Payroll

Profil Saya

MyMajikan Bot

Selamat membantu HR

Cari pekerja, laporan...

Profil Saya

FH

Faris Hakim

Sales Executive - Jualan

STAFF ID
MM0002

E-MAIL KERJA
faris@mymajikan.test

CAWANGAN
TOKANITY

TETAPAN PROFIL

Maklumat Peribadi

Sambor baharu akan menggantikan gambar yang ditetapkan oleh admin.

Nama Penuh

Faris Hakim

Telefon

Jantina

Belum ditetapkan

E-mel Peribadi

Alamat

Nama Kontak Kecemasan

Hubungan

Telefon Kecemasan

Simpan Profil

My Profile with employment summary and editable Employee personal details.

1	Open My Profile.
2	Review name, position, department, staff ID, work email and branch.
3	Complete telephone, gender, personal email and address.
4	Enter the emergency contact name, relationship and telephone.
5	Select Save Profile.

Admin-controlled fields

Contact the Company Admin if the official name, position, department, branch, staff ID or work email is incorrect.

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Notifications, language and theme

Use the header for application updates and display preferences.

Select the bell icon for clock-in reminders, leave decisions, claim updates or payslips.

Mark notifications as read after reviewing them.

Use BM / EN to change language.

Use the sun/moon icon for Light or Dark Mode.

Verify in the source module

Always open the original module to confirm the final application or payslip status.

Security and troubleshooting

First-line actions when an Employee function does not work as expected.

Problem	Action
Cannot sign in	Use Forgot Password, verify account status with admin and never share the OTP.
GPS unavailable	Enable Location Services, browser permission, internet and confirm branch radius.
Camera unavailable	Allow camera access, close other camera apps and retry.
Clock-in failed	Do not tap repeatedly; check history and send a screenshot to admin.
Leave/claim pending	Review status and contact the approver or HR according to policy.
Payslip missing	It may not be published; verify the year and contact HR.
Official profile error	Contact the Company Admin because some fields cannot be changed by Employee.

Information for support

Provide name, staff ID, module, date/time, screenshot and exact error. Never provide a password or OTP.

First-use checklist

Confirm these items before using the portal every day.

- You can sign in using your own account.
- Telephone, address and emergency contact are complete.
- Timetable, branch and shift are correct.
- Location Services and camera work.
- You know how to Clock In and Clock Out.
- You know how to apply for leave and submit claims.
- You know where to download payslips.
- You know the Company Admin or HR contact for support.

Ready to use

Once all items are confirmed, your Employee portal is ready for daily operations.