

# Employers' Management of Employees

An overview

jobsplus

# Employer Dashboard

## Companies & Details

The screenshot displays the Employer Dashboard interface. At the top, there is a section titled "My Companies" with an information icon. Below this, there is a list of companies: "Company 2" (highlighted in dark blue with a green person icon) and "Company 1". A button labeled "CREATE A NEW COMPANY" is positioned below the list. Below the "My Companies" section, there is a section titled "Company 2's Details" with an information icon. This section displays contact information: "27 Bahar Ic-Caghaq Star Estate, Bahar Ic-Caghaq, BJR1234, Malta" and "employer2@email.com". A button labeled "MANAGE DETAILS" is located at the bottom of this section. Green arrows point from the explanatory text boxes to the green icon, the "CREATE A NEW COMPANY" button, and the "MANAGE DETAILS" button.

A list of companies that one is associated with. A green marker indicates super administrative control you have of the account.

Click one of your companies to set it as active & load its details.

You can also **Create a New Company** in this page

Company details are listed and may be modified accordingly

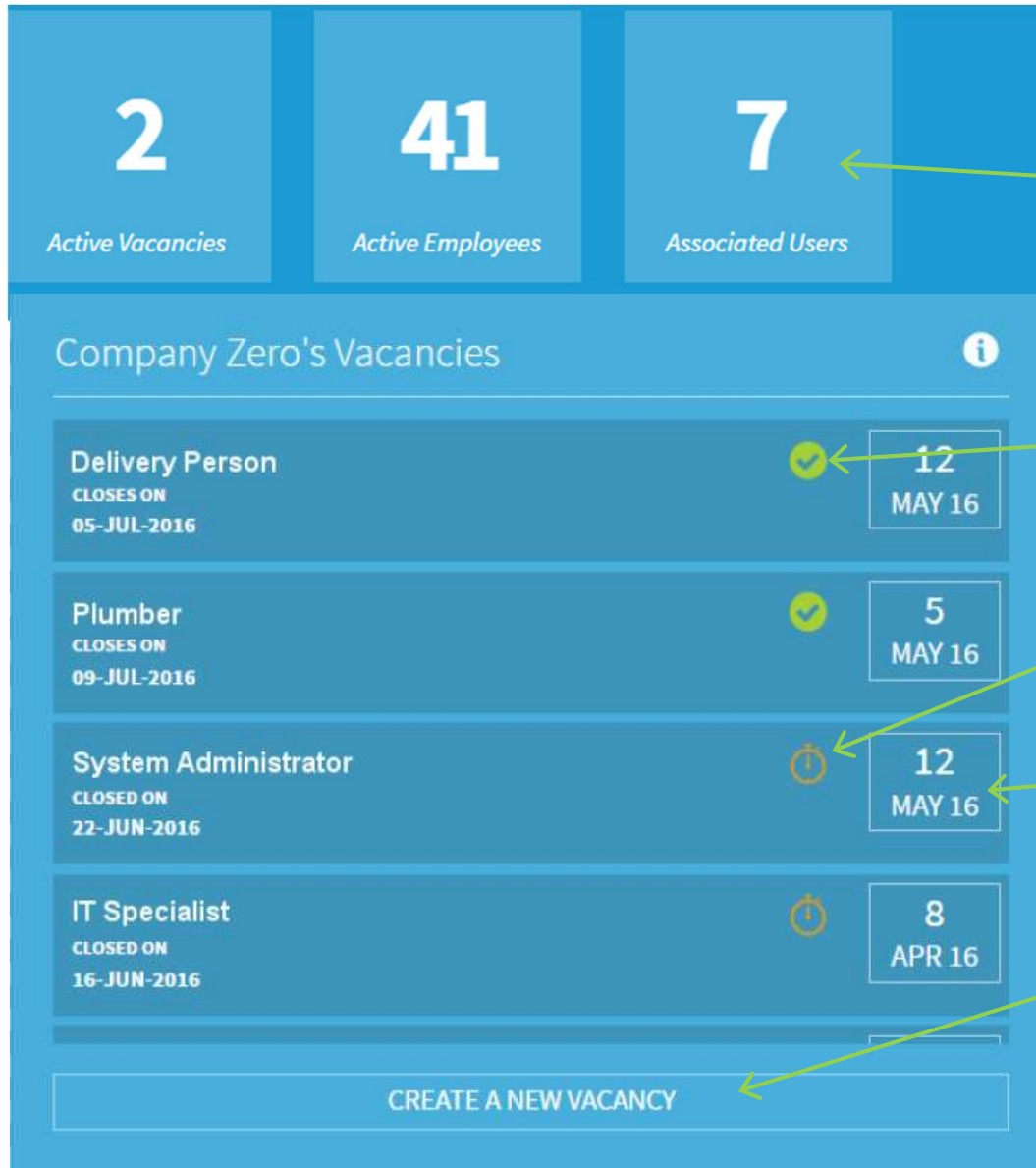
# Employer Dashboard

## Companies & Details

The dashboard is divided into several sections:

- My Companies:** A search bar with the text "Search company..." and a magnifying glass icon. Below it is a list of company cards, each with a blurred name, a person icon, a group icon, and a share icon. A button labeled "SEARCH TO ACCESS COMPANY" is at the bottom.
- Statistics:** Four blue boxes showing key metrics:
  - 0 Active Vacancies
  - 5 Active Employees (with a "VIEW ALL" button)
  - 0 Employment Licences (with a "VIEW ALL" button)
  - 7 Associated Users
- Details:** A section for a selected company with the title "Details". It shows:
  - Head Office, Malta
  - Phone: N/A
  - Email: N/A
  - Address: N/AA "MANAGE DETAILS" button is at the bottom.
- Users:** A section titled "Users" showing a list of user cards. Each card has a person icon, a blurred name, and a green checkmark.
- Vacancies:** A section titled "Vacancies" showing a list of job openings:
  - Card 1: OPENS ON 02-FEB-2018, REF. NO 330533, 2 FEB 18
  - Card 2: OPENS ON 02-FEB-2018, REF. NO 330487, 2 FEB 18
  - Card 3: OPENS ON 02-NOV-2017, REF. NO 326791, 2 NOV 17A "CREATE A NEW VACANCY" button is at the bottom.

# Employer Dashboard



## Vacancy Summary

Summary data for the active company

Active Vacancies & Information

Vacancy Status

Closing Date

Click to **Create a New Vacancy.**

# Employer Dashboard

## Users & Employees

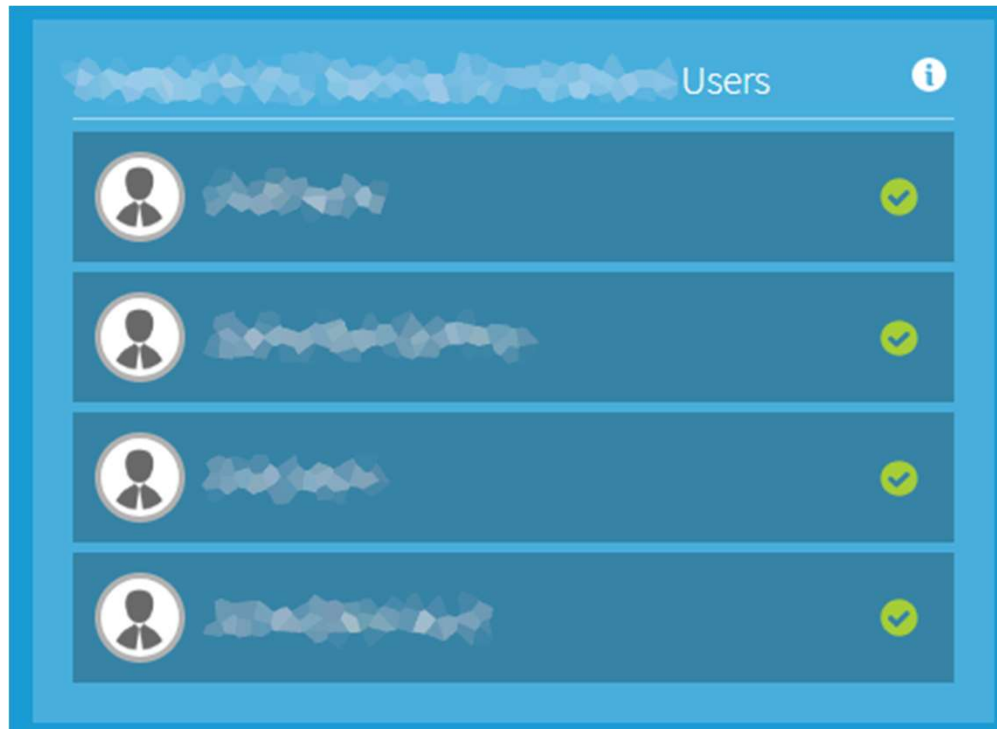
Click to go view the full list of employees and/ or submit engagements/ terminations.

The screenshot displays the Employer Dashboard interface. On the left, the 'My Companies' section includes a search bar and a 'SEARCH TO ACCESS COMPANY' button. Below this is the 'Details' section for the selected company, showing 'Head Office, Malta' and contact information (phone, email, and document icons) all marked as 'N/A'. A 'MANAGE DETAILS' button is located at the bottom of this section. On the right, four key metrics are shown: 'Active Vacancies' (0), 'Active Employees' (5), 'Employment Licences' (0), and 'Associated Users' (7). Each metric has a 'VIEW ALL' button. A yellow arrow points from the 'VIEW ALL' button for 'Active Employees' to the 'MANAGE DETAILS' button. A text box on the right provides a note about the 'MANAGE DETAILS' button.

**Note:** The '[Organization] Users' panel on the dashboard is for information purposes only. To manage (super)admin applications you actually need to look at the '[Organization] Details' panel & click 'Manage Details'.

# Employer Dashboard

Users/ (Super)Administrators



**Note:** The '[Organization] Users' panel on the dashboard is for information purposes only. To manage (super)admin applications you actually need to look at the '[Organization] Users' panel and click 'Manage Details'.

# Employer Dashboard

Vacancies

The little green icon signifies superadministrator access

The screenshot displays the Employer Dashboard interface. On the left, the 'My Companies' section includes a search bar and a list of companies. A green arrow points to a small green person icon in the company list, which the text identifies as a superadministrator access icon. Below this is a 'Details' section for a company, showing 'Head Office, Malta' and contact information (phone, email, and document icons) all marked as 'N/A'. On the right, a summary row shows four metrics: 0 Active Vacancies, 5 Active Employees, 0 Employment Licences, and 7 Associated Users. Below this is a 'Vacancies' panel with a list of two vacancies. Each vacancy entry shows 'OPENS ON 02-FEB-2018', 'REF. NO' (330533 and 330487), a red 'X' icon, and a box indicating '2 FEB 18'. At the bottom of the dashboard, a 'CREATE A NEW VACANCY' button is visible, with a green arrow pointing to it from the text below.

One can create vacancies from the Company Vacancies panel.

# Employer Dashboard

## Employment Licences

Name of person holding licence

Some employment licences will not show on website as data taken over by Identity Malta.

The screenshot displays the 'Employment Licences' section of the Employer Dashboard. At the top, there is a header 'Employment Licences' with an information icon. Below the header is a dark blue bar containing a group of people icons. The main content is divided into two columns: 'Licence Information' and 'Stakeholders'. The 'Licence Information' column includes fields for 'Reference No.' (13409 / 166106), 'Application Date' (21 April 2006), 'Licence Status' (EXPIRED), and 'Status Date' (31 October 2007). The 'Stakeholders' column lists 'Department of Citizenship and Expatriates Affairs' and 'Inland Revenue' with a green checkmark icon.

Licence Information		Stakeholders	
Reference No.	Application Date	Department of Citizenship and Expatriates Affairs	
13409 / 166106	21 April 2006	Inland Revenue	
Licence Status	Status Date		
EXPIRED	31 October 2007		

Information about the employment licence

Stakeholders and their status



# Manage Employment

## Panel Overview (1)

Manage Employment

Currently managing employment for [redacted]

IDENTIFICATION NO.  
[input field]

NAME  
[input field]

Clear Search

Active Employments Vetting Employments Previous Employments Employment Licences

FULL TIME  PART TIME  REDUCED HOURS (FT) DOWNLOAD EMPLOYEES DOCUMENT

Reference No.	Identification No.	Name	Engagement Date
EM [redacted]	[redacted]	[redacted]	03/12/ [redacted]
EM [redacted]	[redacted]	[redacted]	01/01/ [redacted]

New Engagement

Search Employees  
Start by searching for an employee to create an engagement form.

IDENTIFICATION NO.  
[input field]

DATE OF BIRTH  
[input field]

Search

Click button for 'Employee List'

You can narrow a search via ID and/or name and/or surname

Clickable checkboxes and column titles for search

# Manage Employment

## Panel Overview (2)

The screenshot displays the 'Manage Employment' interface. On the left, there are search filters for 'IDENTIFICATION NO.' and 'NAME', with 'Clear' and 'Search' buttons. Below these are tabs for 'Active Employments', 'Vetting Employments', 'Previous Employments', and 'Employment Licences'. The 'Active Employments' tab is selected, showing a table with columns for 'Reference No.', 'Identification No.', 'Name', and 'Engagement Date'. The table contains two rows of data. On the right, the 'New Engagement' panel is visible, featuring search filters for 'IDENTIFICATION NO.' and 'DATE OF BIRTH', and a 'Search' button. A 'DOWNLOAD EMPLOYEES DOCUMENT' button is also present in the table area.

Reference No.	Identification No.	Name	Engagement Date
EM [redacted]	[redacted]	[redacted]	03/12/ [redacted]
EM [redacted]	[redacted]	[redacted]	01/01/ [redacted]

Fill details for engagement form

Tabs for other lists – such as vetting of employment forms

Click an employee for details & termination form

# Manage Employment

## Panel Overview (3)

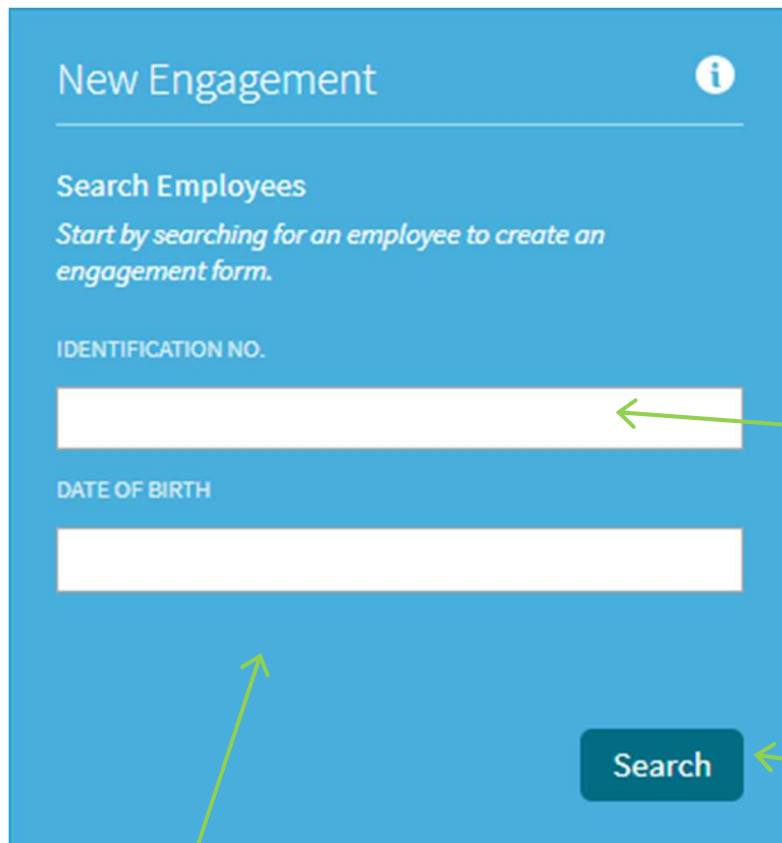
Active Employments	Vetting Employments	Previous Employments	Employment Licences		
<input checked="" type="checkbox"/> PENDING (AWAITING ACTIVATION)	<input checked="" type="checkbox"/> PENDING (AWAITING FOR DOCUMENTS)	<input checked="" type="checkbox"/> PENDING (AWAITING JOBSPLUS VALIDATION)			
<input checked="" type="checkbox"/> ACCEPTED	<input checked="" type="checkbox"/> REJECTED				
Reference No.	Identification No.	Name	Input Date		
[blurred]	[blurred]	[blurred]	[blurred] 2018	<input checked="" type="checkbox"/>	
[blurred]	[blurred]	[blurred]	[blurred] 2018	<input checked="" type="checkbox"/>	
[blurred]	[blurred]	[blurred]	[blurred] 2018	<input checked="" type="checkbox"/>	
[blurred]	[blurred]	[blurred]	[blurred] 2017	<input checked="" type="checkbox"/>	
[blurred]	[blurred]	[blurred]	[blurred] 2018	<input checked="" type="checkbox"/>	

Icons: Green = accepted, Red = rejected, Amber = pending

Click to view employment form on-screen

# Adding an Employee

## Engagement Process



The screenshot shows a blue-themed web form titled "New Engagement" with an information icon in the top right. Below the title is a "Search Employees" section with the instruction "Start by searching for an employee to create an engagement form." There are two input fields: "IDENTIFICATION NO." and "DATE OF BIRTH". A dark blue "Search" button is located at the bottom right. A green arrow points from the "Search" button to the bottom of the form, and another green arrow points from the "Search" button to the "IDENTIFICATION NO." field.

For enhanced security reasons the Employer needs **both** the **ID no.** (or Passport no.) and the **Date of Birth** of the prospective employee in order to proceed.

Press 'Search' to load up the person's details for engagement

If employee is not traced, then the employer needs to input all the employee details on an online engagement form

# Adding an Employee

Company Employees

Engage a New Employee  
Fill in the following form to engage the below employee.

AUSTYN JEFFERSON  
MALE

ENGAGEMENT DATE  
13/05/2016

EMPLOYMENT TYPE  
FULL TIME

EMPLOYMENT NATURE  
INDEFINITE

DESIGNATION

OCCUPATION  
Type to search...

EMPLOYMENT LOCALITY  
BAHAR IC-CAGHAQ

Cancel Submit

## Engagement Process



Basic details of the individual are loaded for the engagement.

Click to **Edit Employee Details**


**Designation:** This is the actual job title that shows on forms  
**Occupation:** This represents the category of a job & is linked to a keyword-generated list. You need to choose one of them.

Press the 'submit' button to continue with the engagement.

# Adding an Employee

Company Employees  

Engage a New Employee  
Fill in the following form to engage the below employee.

**AUSTIN JEFFERSON**  
  
MALE

ENGAGEMENT DATE  
13/05/2016

EMPLOYMENT TYPE  
FULL TIME

EMPLOYMENT NATURE  
INDEFINITE

DESIGNATION  
Cast Iron Worker

OCCUPATION  
Worker, iron, concrete (reinforcement)

EMPLOYMENT LOCALITY  
BIRZEBBUGA

## Engagement Process

ENGAGEMENT Form

Request Details  
Transaction Ref: 00016660146 **Status: PENDING**

Contact Details  
Name: GREEN SUPPLIES LTD  
Contact: STEPHEN TAYLOR  
Email:   
Address: WCALETT ROAD  
WYOMBA LEARD TX  
BURNHAMPTON SP66612  
Tel No:   
Fax No:   
Employee Personal Details  
ID Card Number: 4694  
Surname: JEFFERSON  
First Name: AUSTIN  
Employee Address: 15  
TRINITY PARK PHARMACY  
141 CORNWALL ROAD  
Date of Birth: 13/05/1988  
Gender: MALE  
Citizen: WA, TSE  
Nationality: WA, TA  
Marital Status: MARRIED  
Social Security Number: 0488

Employment Details  
Type of Employment: FULL TIME  
Date of Engagement: 13/05/2016  
Designation: CAST IRON WORKER  
Place of work: BIRZEBBUGA  
Nature of Employment: INDEFINITE

Once submitted, the form goes into 'pending' status until processed by Jobsplus HRIU

Engagement form successfully submitted.

# A Word on Occupation

DESIGNATION
<input type="text"/>
OCCUPATION
<input type="text" value="Type to search..."/>

*Employer: "But the intended occupation is not on this list!"*

## What is going on when I start to type into Occupation?

When you start typing, this is compared to a list whereby all phrases or words typed in are matched, and a suggested occupation list is displayed.

Notice that the typed in word or phrase are in **bold**.

Select the desired occupation or one which is very close to it. If no match, then try another key word.





# Keeping Track of Employees

## Vetting Employments

Vetting Employments	
WOLFGANG HOPE 35542744 TERMINATION due date: 31 May 2016	✓ ↓
ADAM HEDENSON 40244 ENGAGEMENT due date: 13 May 2016	⋮ ↓

When Employment forms are submitted they show on the Vetting Employments panel.

A copy of the form acknowledgement can be downloaded in present status

These listings will also indicate if the forms have been processed, or if they are still pending.

**Why is the form pending?**  
A submitted form goes on queue and gets vetted and processed by HRIU staff members.

# Removing Employees

## Termination Process



The screenshot shows a web interface for managing employments. At the top, there are four tabs: 'Active Employments' (selected), 'Vetting Employments', 'Previous Employments', and 'Employment Licences'. Below the tabs, there are three filter buttons: 'FULL TIME', 'PART TIME', and 'REDUCED HOURS (FT)', each with a checkmark. To the right of these filters is a button labeled 'DOWNLOAD EMPLOYEES DOCUMENT'. Below the filters is a table with the following columns: 'Reference No.', 'Identification No.', 'Name', and 'Engagement Date'. The table contains four rows of data. The third row has a 'stop sign' icon (a circle with a diagonal line) to its right. A green arrow points from the text box below to this icon.

Reference No.	Identification No.	Name	Engagement Date	
EM			08/12/	⊘
EM			01/01/	⊘
EE			02/02/	⊘
EE			12/01/	⊘

In the **Company Employees** tile of the **Manage Employments** screen you will note a '**stop sign**' near employee's names. Clicking it will take you to an online Termination form.

Basic details like date of termination and reason for termination (among others) will be required

# Removing Employees

## Termination Process

### Employment Details

#### Personal Details

Name

Surname

Identification No.

Date of Birth

Gender

Marital Status

Citizenship

Nationality

National Insurance No.

#### Address Details

#### Engagement Information

#### Termination Information

⚠ Employee has been provisionally terminated. Please fill in and submit an actual termination form.

#### Termination Form

Fill in the following form to terminate the selected employee.

TERMINATION DATE (LAST WORKING DAY INCLUDING VACATION LEAVE) \*

EMPLOYEE OCCUPATION \*

WAITER

DESIGNATION \*

Test E4

REASON FOR TERMINATION \*

RESIGNATION: EMPLOYED ELSEWHERE

HIGHEST ACADEMIC EDUCATION LEVEL ATTAINED \*

Lower secondary education - Level (2)

TERMINATION DOCUMENTS

Choose Files No file chosen

Submit

When a person's employment is 'provisionally terminated' it is still necessary to submit a termination

jobsplus.gov.mt says:

Are you sure you want to terminate this employee?

OK

Cancel



**Thank you for  
your attention**

**Further queries can be made via  
email to: [it.jobsplus@gov.mt](mailto:it.jobsplus@gov.mt)**