

Employers' Management of Employees

An overview

Employer Dashboard

Companies & Details

The screenshot displays the 'My Companies' section with a list of two companies: 'Company 2' and 'Company 1'. 'Company 2' is highlighted with a green background and a green person icon, indicating super administrative control. Below the list is a button labeled 'CREATE A NEW COMPANY'. The 'Company 2's Details' section shows contact information: '27 Bahar Ic-Caghaq Star Estate, Bahar Ic-Caghaq, BJR1234, Malta' and 'employer2@email.com'. A 'MANAGE DETAILS' button is located at the bottom of the details section.

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

Need help? [Click here](#) to visit the site guide and learn more about

DASHBOARD

MESSAGES

COMPANIES

JOB SEEKER VIEW

My Companies

SEARCH TO ACCESS COMPANY

To search for your company – click either button.

IMPORTANT: If your company already exists then you will NOT want to Create a New Company on the new Jobsplus website.

Employer Dashboard

Companies & Details

My Companies i



Is it a new company?
Click here if so.

Create New Company

Search Companies i

COMPANY NAME

BUSINESS ACTIVITY

Otherwise search by name.
(Hint: Start with a key word)

Search

Employer Dashboard



Summary data for the active company

0	0	0	0
Active Vacancies	Active Employees	Employment Licences	Associated Users
	VIEW ALL	VIEW ALL	

Dashboard Navigation

Summary data for the active company



Company Zero's Vacancies

Delivery Person CLOSES ON 05-JUL-2016	✓	12 MAY 16
Plumber CLOSES ON 09-JUL-2016	✓	5 MAY 16
System Administrator CLOSED ON 22-JUN-2016	⌚	12 MAY 16
IT Specialist CLOSED ON 16-JUN-2016	⌚	8 APR 16

[CREATE A NEW VACANCY](#)

Direct to employment licence info (those not handled by Identity Malta)

Direct to engagements, terminations & employee list

Direct to job matching system and vacancy publication section

Employer Dashboard

The dashboard features a top navigation bar with four summary cards: Active Vacancies (0), Active Employees (0), Employment Licences (0), and Associated Users (0). Below this is a section titled 'Company Zero's Vacancies' containing a list of four vacancies. Each vacancy card displays the role name, closing status, closing date, and a status icon. A 'CREATE A NEW VACANCY' button is located at the bottom of the list.

Role	Status	Closing Date
Delivery Person	Open (Green checkmark)	12 MAY 16
Plumber	Open (Green checkmark)	5 MAY 16
System Administrator	Closed (Red clock)	12 MAY 16
IT Specialist	Closed (Red clock)	8 APR 16

[CREATE A NEW VACANCY](#)

Vacancy Summary

Vacancy Information Summary

Vacancy Status

Closing Date

Click to **Create a New Vacancy.**

Manage Employments

Active Employments

Manage Employment

Currently managing employment for Employment & Training Corporation...

IDENTIFICATION NUMBER (ID NO.)

NAME

Search List of employees
by ID or Name

Clear

Search

List of employees shown
below may be sorted by
clicking each column's title

Active
Employments

Vetting
Employments

Previous
Employments

Training
Licences



FULL TIME



PART TIME



REDUCED HOURS (FT)

DOWNLOAD EMPLOYEES DOCUMENT

Reference No.

Identification No.

Name

Engagement Date

EM201003

EM201003

EM201003

EM201003
2010

Click to access and print
Employee List document

Manage Employments

Active Employments

The screenshot displays the 'Manage Employments' interface. At the top, there are four tabs: 'Active Employments', 'Vetting Employments', 'Previous Employments', and 'Employment Licences'. Below the tabs, there are three filter buttons: 'FULL TIME' (checked), 'PART TIME' (checked), and 'REDUCED HOURS (FT)' (checked). A 'DOWN ARROW' button is also visible. Below the filters is a table with the following columns: 'Reference No.', 'Identification No.', 'Name', and 'Engagement Date'. The table contains several rows of data. At the bottom of the interface is a pagination control with buttons for 'First', 'Previous', '1', '2', '3', '4', '5', 'Next', and 'Last'. The '1' button is highlighted.

Click filters to alter the breadth of the results

Clicking a column sorts the list by that column

Long lists are paginated on site for faster loading

Manage Employments

Vetting Employments

Active Employments Vetting Employments Previous Employments Employment Licences

✓ PENDING (AWAITING ACTIVATION) ✓ PENDING (AWAITING FOR DOCUMENTS)

✓ PENDING (AWAITING JOBSPLUS VALIDATION) ✓ ACCEPTED

✓ REJECTED

Reference No.	Identification No.	Name	Input Date		
EE2017			10/01/2017	✓	Download

Filters & column sorts (as well as the search boxes not shown further up) facilitate search.

Click to view & download Eng/ Term document on-screen

Employer Dashboard

Previous Employments

Active Employments Vetting Employments **Previous Employments** Employment Licences

All From: _____ To: _____ [DOWNLOAD TURNOVER](#)

Reference No.	Identification No.	Name	Engaged On	Terminated On
EE2015				

Click to access and print Employee Turnover List

All filter, sort, & search options are available as per other tabs

Insert date range to produce the appropriate 'Employee Turnover' list

Employer Dashboard

Employment Licences

Active Employments Vetting Employments Previous Employments Employment Licences

INPUTTED PENDING IN PROCESS TEMPORARY

ACTIVE RENEWED EXPIRED CANCELLED - HRIU

CANCELLED REFUSED REVOKED

Reference No.	Identification No.	Name	Application Date	Status	
1	3 / 2 / 6	[blurred]	[blurred]	2006	EXPIRED

All filter, sort, & search options are available as per other tabs

Important: “Single Permit Process” Employment licences are **not** present on this list as such applications are now under the remit of Identity Malta & not processed by Jobsplus

Manage Employment

Panel Overview

The screenshot displays the 'Manage Employment' interface, which is divided into several panels. The 'Company Employees' panel on the left lists employees with their names, roles, and start dates, each with a red 'X' icon for termination. The 'Vetting Employments' panel below it lists vetting records with status and due dates, each with a green checkmark and a download icon. The 'Add Employee' button is located at the bottom of the Company Employees panel. The 'Employment Licences' panel on the right shows details for a specific licence, including reference number, application date, licence status, and stakeholders. A callout box points to the 'X' icon in the Company Employees panel, stating 'Click to go to the Termination Form screen'. Another callout box points to the 'Add Employee' button, stating 'Click to go to the Add Employee screen'. A third callout box points to the download icon in the Vetting Employments panel, stating 'Click to view Engagement Acknowledgement on screen'.

Click to go to the Termination Form screen

Click to go to the Add Employee screen

Click to view Engagement Acknowledgement on screen

Employer Dashboard

Employment Licences

Name of person holding licence

The screenshot displays the 'Employment Licences' section of an 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 row of small, colorful icons representing different licence types. The main content area is divided into two columns: 'Licence Information' and 'Stakeholders'. The 'Licence Information' column contains two rows of data: 'Reference No. 13409 / 166106' and 'Application Date 21 April 2006', followed by '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 next to it.

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

Adding an Employee

Engagement Process

Manage Employment

Currently managing employment for Employment & Training Corporation...

IDENTIFICATION NUMBER (ID NO.)

Within the **Manage Employments** section of the **Manage employments Screen** you see the **'New Engagement'** panel

Search

Active
Employments

Vetting
Employments

Previous
Employments

Employment
Licences

FULL TIME

PART TIME

REDUCED HOURS (FT)

DOWNLOAD EMPLOYEES DOCUMENT

New Engagement

Search Employees

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

IDENTIFICATION NUMBER (ID NO.)

DATE OF BIRTH

Search

Once an engagement is in, you can follow its **vetting** status **from** here.

Press **'Search'** to begin the engagement process

Adding an Employee

Engagement Process

Company Employees

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

IDENTIFICATION NUMBER (ID NO.)

DATE OF BIRTH
13/05/2016

Cancel Search

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.

AUSTIN 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

Engagement Process

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

Cancel Submit

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

ENGAGEMENT Form

Request Details
Transaction Ref.: 0010000104 Status: PENDING

Contact Details
Name: GREEN SUPPLIES LTD
Contact: STEPHEN TAYLOR
Email:
Address: WCALETT ROAD
WILSONS LEAS TX
MURUMBidgee SP28012
Tel. No.:

Employee Personal Details
ID Card Number: 4894 Social Security Number: 048
Surname: JEFFERSON
First Name: AUSTIN
Employee Address: 15
TRUC BAO PHUOC
141 COCHIN QUARTER
Date of Birth: 13/05/1988 Gender: MALE
Citizen: MALAYSIAN Nationality: MALAYSIAN
Marital Status: MARRIED

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

Engagement form successfully submitted.

A Word on Occupation

DESIGNATION

OCCUPATION

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 keyword.

Keeping Track of Employees

Vetting Employments



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 application window titled "Employment Details" with a close button (X) in the top right corner. The window is divided into two main sections. On the left is a "Personal Details" sidebar with fields for Name, Surname, Identification No, Date of Birth, Gender, Marital Status, Citizenship, Nationality, and National Insurance No. Below this are sections for "Address Details" and "Engagement Information". On the right is the "Termination Form" overlay, which contains the following fields and labels: "TERMINATION DATE (LAST WORKING DAY INCLUDING VACATION LEAVE)", "NOTICE MONEY WAS PAID BY EMPLOYER UP TO (IF APPLICABLE)", "EMPLOYEE OCCUPATION" (with a search input "Type to search..."), "DESIGNATION", and "REASON FOR TERMINATION" (with a dropdown menu showing "Please select termination reason."). A "Submit" button is located at the bottom right of the form.

In the **Manage Employments screen** in the 'Active Employees' tab you can click on any employee listed.

Clicking one will bring up his/her details along with an online termination form side-by-side.

Removing Employees

Termination Process

Termination Form

Fill in the following form to terminate the selected employee.

TERMINATION DATE (LAST WORKING DAY INCLUDING VACATION LEAVE)

NOTICE MONEY WAS PAID BY EMPLOYER UP TO (IF APPLICABLE) 

EMPLOYEE OCCUPATION

DESIGNATION

REASON FOR TERMINATION

Submit

(close-up of termination)

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

Removing Employees

Termination Process

Company Employees

Terminate Employee
Fill in the following form to terminate the selected employee.

TERMINATION DATE
13/05/2016

NOTICE DATE
27/05/2016

EMPLOYEE OCCUPATION
Waiter

DESIGNATION
TEST E4

REASON FOR TERMINATION
RESIGNED

Cancel Submit

TERMINATION Form

Request Details
Transaction Ref: 10052016 Status: ACCEPTED (10/05/2016)

Contact Details
Name: ANNA'S COMPANY VAT No.: 10666666
Contact: DON DRAPER
Email:
Address: 7
TRIQ IL-VITORJA
PEMBROKE GZR1234
Tel. No.:

Employee Personal Details
ID Card Number: 0000 Social Security Number: 0600
Surname: DRAPER
First Name: DON
Employee Address: TRIQ IL-VITORJA
PEMBROKE GZR1234
Date of Birth: 03/10/1949 Gender: MALE
Citizen: MALTESE Nationality: MALTA
Marital Status: MARRIED

Employment Details
Type of Employment: FULL TIME Nature of Employment: INDEFINITE
Date of Termination: 10/05/2016
Designation: TEST123
Place of work: IL-BELT VALLETTA
Notice Date: 24/05/2016
Termination Reason: RESIGNED

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