

HEXATECH	COMPANY ADMINISTRATION	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 5 of 17
	Company Filing Index (CFI)	Revision No.: 0		Document Ref.: AD-REC-CFI

FILE NO.	FILE NAME	CONTENTS (GUIDE ONLY)	PERSON-IN-CHARGE	
			HRM	
HRA	HUMAN RESOURCE ADMINISTRATION (HRA)			
HRA01	Human Resource Administration - Personnel Profile, Policies, Rules & Regulations	Employee or company personnel profile, personnel presentation, HR policies, rules & regulations, employee handbook, etc.	Yes	
HRA02	Recruitment & Selection	Recruitment advertisement, search, resume, CV, candidate selection, employee job application form, interview arrangement & result, issuance of appointment letter, etc.	Yes	
HRA03	Job Descriptions	Duties & responsibilities of each position, job functions, terms of reference, etc.	Yes	
HRA04	Employee Competency Development & Training	Induction training, competency upgrading, skill training needs analysis, continuing learning & development for employees, training plan, training budget, training quotation, trainer profile, training manual/kits, attendance, training evaluation form, etc	Yes	
HRA05	Employee Remuneration, Welfare, Loan & Subsidies	Documentation for grade, remuneration package (basic pay, allowance, bonus, etc.), pay slips, income tax returns, personal loan, study loan, scholarship, computer loan, membership subsidies, staff welfare, etc.	Yes	
HRA06	Employee Disciplinary and Industrial Issues	Misconduct reports, disciplinary actions, industrial matters, labour issues, warning letters, show clause letters, etc.	Yes	
HRA07	Personnel File	One Personnel File for one employee. Filing of all records specific to each employee such as employee job application form, resume, CV, photocopy NRIC, photocopy driving license, letter of appointment, individual job descriptions, induction checklist, leave record, medical chits, personnel training record, training certifications, review of appointment record, promotion, resignation letter, disciplinary record, termination letter, etc.	Yes	
HRA08	Employee Payroll	Monthly salary reports, EPF/Socso/PCB records, etc.	Yes	
HRA09	Employee Insurance & Medical	Insurance and medical benefits and reports for employee.	Yes	