

EMPLOYEE RESIGNATION



MY SITES
REGISTRATION
CONTRIBUTION
PAYMENT
COMPOUND
INSPECTION

Employer Name
OMEGA MANAGEMENT SERVICES
Employer Code
F8301002253K

1 i) Click **My Sites**

2 ii) **Registration**

3 i) Click **Update**
ii) Choose **Update Add Employee Resigned Date**

4 Click **Action**

5 **Employee Resigned Date**
i) Click **All OR Specific**
ii) Key in employee resign date
iii) Key in employee name or identification no. (if choose specific) and click
iv) Click action

6 Click **SAVE & CONTINUE**

7 i) Click **ADD DOCUMENT**
ii) Click **Save & Continue**

8 i) Click **SUBMIT**
ii) Click **CONFIRM**

Remarks Employee Selection:
All - Resign all the employee
Specific - Resign certain employee

MyASSIST Registration **UPDATE** Search EIS Update

Registration Information
Update Add New Employee
Update Add New Employee By Upload File
Employer Profile **Update Add Employee Resigned Date**
Update Employee Information (Employer)
Update Employer Information
Update Director/Owner Information
Update Add Supporting Document
Cessation As Employer (Discontinue Business)

Update Add Employee Resigned Date

Search For Employer

Employer Code SEARCH FOR EMPLOYER

No.	Code	Name	Liability Date	Business Entity	Status	Status Reason	Action
1	F8301002253K	OMEGA MANAGEMENT SERVICES	01/11/2017	Sole Proprietor / Individual Business/Servant	Active	Active	

Employee Resigned Date

Employee Selection
 All Specific (i)

Employment Resign Date (ii)
30/09/2021

New Identification (iii)
000918141709

No.	Identification Type	Identification No.	Name	Date of Birth	Gender	Race	Employment Start Date	Action
1	New IC No.	000918141709	JAZEMAN HAIQAL BIN JOENAUDE	18/08/2000	Male	Malay	01/01/2021	(iv)

Employee That Had Added Resigned Date

No.	Identification Type	Identification No.	Name	New Resign Date	Action
1	New IC No.	000918141709	JAZEMAN HAIQAL BIN JOENAUDE	31/05/2022	

SAVE & CONTINUE

Supporting Document(s) Checklist

Uploaded Supporting Document(s) Listing

No.	Document	Description	Remarks	Uploaded Date	Action
			Record Not Found.		

ADD DOCUMENT (i)

SAVE & CONTINUE (ii)

Employee That Had Added Resigned Date

No.	Identification Type	Identification No.	Name	New Resign Date
	New IC No.	000918141709	JAZEMAN HAIQAL BIN JOENAUDE	31/05/2022

Uploaded Supporting Document(s) Listing

No.	Document	Description	Remarks	Uploaded Date
			Record Not Found.	

SUBMIT

CONFIRMATION
Proceed for Submission?

CANCEL CONFIRM