4.1.2 Enter Trainee’s Details Individually

1. Click on the “Add Trainee to List” button.

2. The system will display the “Add Trainee Details” page.

3. Enter all necessary fields. Please note that mandatory fields are indicated by the red asterisk (*).

4. For application that are requesting for absentee payroll for trainee:

   a. Enter “Hours worked per week***” field. The field is pre-filled with a default value of 44 hours based on a standard work week. You may edit the value according to the working hours stated on the trainee’s employment contract.

   b. Click the “Compute” button to compute the hourly basic salary after you have keyed in the monthly basic salary and number of hours worked per week.

5. Click the “Add” button.

6. The system will display the “View Trainee Details” page.
7. Click the "Back" button. The system will display the list of trainee details.

8. Click the radio button to select the trainees whom you are applying for the training grant and click the "Next" button.