

*Our ref.* : ( 11 )PSMB/20/8 Kulit 7  
*Date* : 6 August 2014

## **EMPLOYER CIRCULAR NO. 10/2014**

### **eTRiS APPLICATION SYSTEM GO-LIVE ANNOUNCEMENT FOR REGISTERED EMPLOYERS AND TRAINING PROVIDERS**

#### **1.0 PURPOSE**

- 1.1 The purpose of this circular is to announce the go-live of eTRiS application system (electronic TRansformed Information System) which will replace the Employers Information System (EIS) and the Training Providers Information System (TPIS) on 15 September 2014.
- 1.2 This circular also outlines the key dates and actions required leading up to the go-live.

#### **2.0 BACKGROUND**

- 2.1 ICT2.0@HRDF is an ICT project, recently embarked by PSMB with the objective to upgrade its overall IT systems and hardware based on the strategic implementation roadmap stated in PSMB's ICT Blueprint.

2.2 In line with the Malaysian Government's aim to have "90% services available online", the upgrade will:

- Enhance technology for the future of the organization
- Increase efficiency in processes
- Provide integrated, and consistent information
- Ease of reporting
- Increase user friendliness of the system
- Increase the PSMB's ability to provide better customer service

2.3 The upgraded and enhanced HRDF Systems will benefit PSMB Registered Employers and Training Providers through:

- Process Efficiency with less manual transaction
- Integrated Information system
- Easier access to information
- Provide better and timelier services
- Greater range of customer services with more flexibility

2.4 As part of the ICT2.0@HRDF upgrade, the eTRiS which will be replacing the EIS and TPIS will be made online on 15 September 2014.

### **3.0 HRDF SYSTEM GO-LIVE ACTIVITIES**

3.1 Prior to the go-live there will be several back end activities that will impact the current system. During this time, known as the **blackout period**, all users will not be able to access EIS and TPIS.

3.2 Below are key dates and activities to note:

Date	Activities
2 - 4 September	Final submissions of any applications with query status.
5 September	Final submissions of any other transactions to be “approved” or “rejected” only.
6 -14 September	<p><b>BLACKOUT PERIOD BEGINS</b></p> <ul style="list-style-type: none"> <li>• Only applications of Future Workers Training scheme will be accepted for manual processing.</li> <li>• Grant: Only critical ones will be accepted for manual processing and <b>will need to be re-applied after 15 September 2014 as an appeal.</b></li> <li>• Levy payments can be made over the counter at banks. Please make sure all mandatory information required are filled in accurately.</li> <li>• Only public areas in the HRDF Portal will be accessible. You will not be able to log in to EIS and TPIS.</li> </ul> <p>Any other transactions not stated above will not be processed.</p>
7 – 12 September	User login (MyCoID) and new password will be dispatched. Old password will be invalidated effective 6 September 2014.
15 September	<p><b>8:30AM eTRiS GO-LIVE!</b></p> <p>Commence all transactions via new eTRiS online system.</p>

#### 4.0 Details and Assistance

4.1 To ease the users, enclosed with this circular is the go-live communication pack that contains the do’s and don’ts that you will need to attend prior to the **blackout period** until the go-live.

4.2 This information is also available on the HRDF portal at [www.hrdf.com.my](http://www.hrdf.com.my).

4.3 Please feel free to contact our hotline at 1-800-88-4800 or email [support@hrdf.com.my](mailto:support@hrdf.com.my) should you require further clarification or assistance.

Your attention on this matter is greatly appreciated.

Thank you.

***“HRDF– SHAPING PEOPLE”***

***“PEKERJA BERINOVASI PEMACU TRANSFORMASI”***

Yours sincerely,

**(WAN YON SHAHIMA BINTI WAN OTHMAN)**

Deputy Chief Executive (Management)

for Chief Executive

Pembangunan Sumber Manusia Berhad