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**EMPLOYERS CIRCULAR NO 4/2007**  
**EMPLOYER INFORMATION SYSTEM (EIS)**

**1. PURPOSE**

1.1 The purpose of this circular is to inform all employers registered with Pembangunan Sumber Manusia Berhad (PSMB) on the following matters: -

- (a) the consolidation of online services for employers into an Employer Information System (EIS); and
- (b) enhancements made on online applications of training grant under the SBL scheme (SBL Online) and the SBL-Khas scheme (SBL-Khas Online).

**2. BACKGROUND**

2.1 Since its inception on 16 May 2001, PSMB had introduced several online services to employers. Among them are the SBL Online, SBL-Khas Online, IT Online, HRDNet Online and E-Form. In the past, employers would have to establish a separate access to these services through PSMB's website at [www.hrdnet.com.my](http://www.hrdnet.com.my). This method is less efficient as employers were required to login into the system for every online services to be utilized.

2.2 To improve the online services, PSMB has taken the initiative to consolidate all of these services into a single menu entitled "Employer Information System (EIS)". Through EIS, employers are only required to perform a single login into the system and have access to all online services offered.

2.3 In addition to the above, PSMB has also introduced several enhancements in the online applications of training grant under the SBL Scheme (SBL Online) and the SBL-Khas scheme (SBL-Khas Online).

**3. EMPLOYER INFORMATION SYSTEM (EIS)**

3.1 The online services that have been consolidated under EIS are as follow: -

- a) Employer levy statement;
- b) Employer current levy information;
- c) Enquiry on the status of training grant application;
- d) Enquiry on the status of claims;
- e) Application of training grant under the SBL Scheme and the SBL-Khas Scheme (SBL Online dan SBL-Khas Online);
- f) Application of grant under the Purchase of Computer Scheme (IT Online);
- g) Registration of 3 empowered officers; and
- h) E-Form for claims.

3.2 EIS is available at [www.hrdnet.com.my](http://www.hrdnet.com.my) and is accessible through (Employer Information System/ EIS) located on the main page of the website.

#### **4. CHANGES ON THE SBL ONLINE AND SBL-KHAS ONLINE SYSTEMS**

- 4.1 To further improve the online services, a few enhancements have been carried out on the SBL Online and SBL-Khas Online systems.
- 4.2 Under EIS, these systems had been consolidated under a single menu entitled, "Online Grant Application - SBL Online & SBL-Khas Online". Please refer to online guidelines available in the website.
- 4.3 Employers would still be able to refer to the previous transactions created under the old screens using "Archive SBL Online Previous Application" and "Archive SBL-Khas Online Previous Application".
- 4.4 Once sent to PSMB, all online applications will be diverted to the respective processing officers in the Training Grant Division. Please refer to namelist in [APPENDIX A](#).
- 4.5 Employers are advised to always update the particulars of the 3 officers authorized to certify online application of training grants.
- 4.6 All online applications that have been queried and returned to employers must be responded within 1 (one) month from the date of return. Failure to do so will result in these applications being deleted from the system automatically. Therefore, employers are urged to submit their responses to the queries within 1 month from the dates of queries.
- 4.7 Employers now have the option to delete their online applications using the Delete button for as long as the applications have not been sent to PSMB, i.e., still having the status "Not Send (NS)".
- 4.8 If any changes are required on the online applications that have been processed by PSMB, employers would have to contact the respective processing officers for assistance.

#### **5. REMINDER**

- 5.1 Employers are reminded that under Section 41 Human Resource Development Act 2001, it is clearly stated that if, in any way, employers are found guilty of receiving any financial assistance/ training grants from PSMB by way of giving false or misleading documents or statements, employers will be charged under the said section and PSMB can and will demand a full recovery of any payment made with immediate effect.

#### **6. EFFECTIVE DATE**

- 6.1 PSMB hopes that with the improved online services offered, employers would be able to manage their applications for training grants more efficiently.
- 6.2 This circular takes effect immediately.

Thank you.

**“PEKERJA TERLATIH MENJANA KECEMERLANGAN”  
“PEKERJA PRODUKTIF NEGARA KOMPETITIF”**

Yours Sincerely,

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