

HRM Accommodation

The **Accommodation** submenu in the **HUMAN RESOURCES** page helps to track and forecast the company's dormitory vacancies i.e. to help the HR team to better manage the dormitory accommodation provided to the foreign employees.

The Accommodation submenu consists of the following pages

- Accommodation
- Rooms/Beds
- Employee's Dormitory Accommodation
- Room Occupancy Report
- Room Availability Report
- Forecasting Report
- Forecasting Detailed Report
- Workers Accommodation Report
- Accommodation Expiring List

Accommodation

The Accommodation page in the Accommodation submenu helps you to create the master data of the dormitory accommodation. Click on this page to add or update the accommodation provided by the respective dormitory operator/vendor.

[image-1709632230460.png](#)

Add Accommodation

Click [image-1709632392811.png](#) to create new dormitory vendor record.

[image-1709632487867.png](#)

To Add new accommodation of the new dormitory vendor, do the following steps

1. In the **Vendor Key** field, enter the Vendor Key to identify this dormitory vendor record.
2. In the **Vendor Name** field, enter the name of this dormitory vendor record.
3. In the **Phone Number** field, enter the phone number of this dormitory vendor record.
4. In the **Tenancy Expiry Date** field, enter this tenancy expiry date of this dormitory vendor record.

5. In the **Address** field, enter the address of this dormitory.

6. In the **Remarks** field, enter the remarks.

Click **Save** button to save the above details for this dormitory vendor record.

Edit Accommodation

You can edit the details of the added accommodation record by using the edit option provided in the Edit column of the Accommodation page. Click **Edit icon** of the respective accommodation you have added. Edit the accommodation details where you want. Click **Save**.

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Delete Accommodation

You can delete the added accommodation by using **Delete icon** provided in the Delete column of the Accommodation page. If you want to delete the Accommodation, click **Yes** otherwise click **No**.

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Note: System will prompt a message if there are rooms and beds recorded for this accommodation record and you will not be able to delete the record.

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Filter Accommodation

If you want to view a specific accommodation record, you can use the filter option provided in the 


upper right corner of the Accommodation page. Click  (Filter button). The filter option opens and input the text to filter.

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Export Accommodation

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You are able to download the added accommodation details as an excel file by using the

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(**Export Excel** button).

Audit Log

[image-1709712553637.png](#)
If you want to view the changes done in this Accommodation page, you can click on the

Image not found or type unknown (Audit Log button) and input the date range to view the updates.

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Rooms/Beds

The Rooms/Beds menu item in the Accommodation submenu helps you to create the master data of the rooms and beds of the dormitory accommodation record. Click on this and it will show the Manage Rooms page to allow you to add or update the rooms and beds provided by the respective dormitory operator/vendor.

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Add Rooms/Beds

Click  (Add Rooms / Beds button) to add.

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To Add new rooms and/or beds of the dormitory vendor, do the following steps


1. In the **Accommodation** field, select the dormitory vendor from the drop down list.
2. In the **Tenancy Start Date** field, select the start date of this selected dormitory vendor record.

3. In the **Tenancy Expiry Date** field, select the expiry date of this selected dormitory vendor record.

4. In the **Room** field, input the room no. e.g. R1.

5. In the **Bed** field, input the bed no. e.g. R1B1. If more beds needs to be added, click on the  icon next to the Bed field to add.

6. If more rooms needs to be added, click on the  icon next to the Room field to add.

7. Click on the  icon next to the Room field and/or Bed field to delete if the room or bed is not required or there is an error in earlier update.

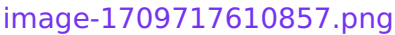



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Click **Save** button to save the rooms and beds details of the selected dormitory vendor record.

Note: If you click **Cancel** button, you will lose all the details which you have entered.

Edit Rooms and Beds

You can edit the details of the added rooms and/or beds record by using the edit option provided in the Edit column of the Manage Rooms page. Click  (Edit icon) of the respective accommodation record you have added. Edit the accommodation details where you want. Click **Save**.





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Delete Manage Rooms Record

You can delete the added manage rooms record by using  (Delete icon) provided in the Delete column of the Manage Rooms page. If you want to delete the accommodation details record, click **Yes** otherwise click **No**.

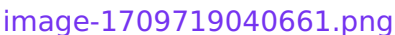


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Filter Manage Rooms

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If you want to view a specific accommodation record on rooms and beds, you can use the filter

option provided in the upper right corner of the **Manage Rooms** page. Click **(Filter)** button). The filter option opens and input the text to filter.

Export Manage Rooms

You are able to download the added accommodation details as an excel file by using the

(Export Excel) button).

Audit Log

If you want to view the changes done in this Manage Rooms page, you can click on the

(Audit Log) button) and input the date range to view the updates.

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Employee's Dormitory Accommodation

In the cuteOffice **HRM Personal Particulars** page of the foreign employee, once this "Accommodation By Company" field is set to **Yes** then you will be able to set the dorm bed/room number in the Dorm Room Number field in the HRM Personal Particulars page.

Accommodation By Company

YES NO

In the Dorm Room Number field, system will display the vacant dorm bed/room number for user's selection.

Dorm Room Number *



Once selected and click Save button, the selected dorm room number will be saved against the selected hrm employee record and the record will be shown in the Accommodation page of the hrm employee record.

Note: Enable global settings "enableDormitory" as true to view "Dorm Room Number field".

Room Occupancy Report


You need to input the date range and the vendor dormitory record and then click on the Search button. Based on these two search criteria, system will display the results on the screen.

Export Excel

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You are able to download the room occupancy details as an excel file by using the Image not found or typ (Export Excel button).

Room Availability Report

You need to input the date range and the vendor dormitory record and then click on the  button to search. Based on these two search criteria, system will display the results on the screen showing the room availability of the selected vendor dormitory record. For New Hires row in the report, if there is a number, it means that there is new hire but not allocated the dormitory room/bed number. In the results shown below, there is no new hire based on the date range input in the report.


Room Availability Report

Date Range * 07/10/2024 - 21/10/2024 Accommodation Westlite - Westlite Papan   Excel

Rooms	07-Oct	08-Oct	09-Oct	10-Oct	11-Oct	12-Oct	13-Oct	14-Oct	15-Oct	16-Oct	17-Oct	18-Oct	19-Oct	20-Oct	21-Oct
5C 01-23	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
New Hires	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Beds Available	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7


Export Excel

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You are able to download the room availability details as an excel file by using the  (Export Excel button).

Forecasting Report

The Forecasting Report menu item in the Accommodation submenu helps you to view the statistics of the dormitories' vacancies and also forecast of the future occupancy for the next 2-3 months based on the factors such as employee's home leave and employee's resignation if there is any.

Forecasting Report 

Description	01 Oct - 15 Oct	16 Oct - 31 Oct	01 Nov - 15 Nov	16 Nov - 30 Nov	01 Dec - 15 Dec	16 Dec - 31 Dec	01 Jan - 15 Jan	16 Jan - 31 Jan
Total Bed Space	352	352	283	172	172	52	28	28
Total Workers	182	180	151	104	104	4	4	4
Supervisor Room	3	3	0	0	0	0	0	0
Vacancy	167	169	132	68	68	48	24	24
Worker Going for Home Leave	2	0	0	0	0	0	0	0
Worker coming Back from Home Leave	2	0	1	0	0	0	0	0
Resigning	1	0	0	0	0	0	0	0
Total Vacancy Balance	163	169	131	68	68	48	24	24

Note: When creating worker's home leave application in the E-Leave module, you need to select Leave Type = Unpaid Leave and Home Leave? option to set to Yes.

Leave Type * Unpaid Leave ✕

Reason * Back home

Home Leave ?

Export Excel

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You are able to download the forecasting details as an excel file by using the **Export Excel** button).

Forecasting Detailed Report

This report will give the statistics based on the selected date range and the vendor dormitory record.


Forecasting Detailed Report												
Date Range *		Accommodation										
07/10/2024 - 07/09/2025		Westlite - Westlite Papan										
Description	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Total Bed Space	16	16	16	16	16	16	16	16	0	0	0	0
Total Workers	4	3	3	4	3	3	3	3	0	0	0	0
Supervisor Room	0	0	0	0	0	0	0	0	0	0	0	0
Vacancy	12	13	13	12	13	13	13	13	0	0	0	0
Worker Going for Home Leave	2	0	0	0	0	0	0	0	0	0	0	0
Worker coming Back from Home Leave	1	1	0	0	0	0	0	0	0	0	0	0
Resigning	1	0	0	0	0	0	0	0	0	0	0	0
Total Vacancy Balance	9	12	13	12	13	13	13	13	0	0	0	0

Export Excel

You are able to download the forecasting detailed results as an excel file by using the **Export Excel** button).

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Workers Accommodation Report

You can select the vendor dorm record at the Dorm Key, the number of employee(s) and then click on the  search icon to search on the worker's accommodation. Based on the dorm key and all employees, system will display the results on the screen and you can click to export out as pdf file or excel file for reference.



S. No	Employee No	Name	Accommodation Key	Accommodation Name	Room	Bed	Start Date	End Date	Created By	Created Date
1	A727	HOSSAIN ABUL	TVD (111 BEDS)	TUAS VIEW DORM	D1-02-11	1	05/10/2024	15/11/2024	S129	05/10/2024
2	A941	SIDDIKEE MAHMODOL HASAN	TVD (111 BEDS)	TUAS VIEW DORM	D1-02-11	2	05/10/2024	15/11/2024	S129	05/10/2024

PDF export

You are able to download the workers accommodation results as an excel file by using the  (PDF button).

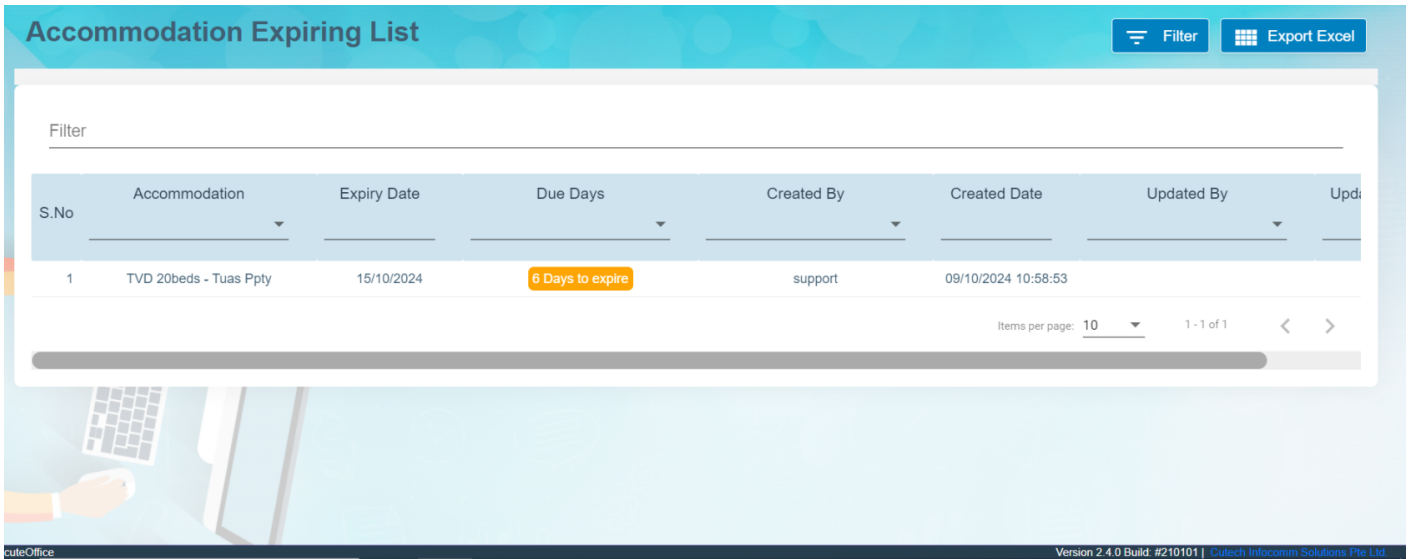
Export Excel

You are able to download the forecasting detailed results as an excel file by using the 



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Accommodation Expiring List

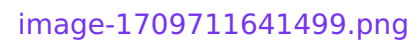
System will display those vendor dormitory record(s) when the tenancy date is 15 days before the tenancy date of the vendor dormitory record(s) as shown in the below example where this vendor dormitory record has a tenancy expiry date of 15 October 2024.




Filter

If you want to view a specific accommodation record, you can use the filter option provided in the  upper right corner of the page. Click  (Filter button). The filter option opens and input the text to filter.

Export Excel



You are able to download the results as an excel file by using the  (Export Excel button).

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Created 5 March 2024 08:05:45 by anson

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