

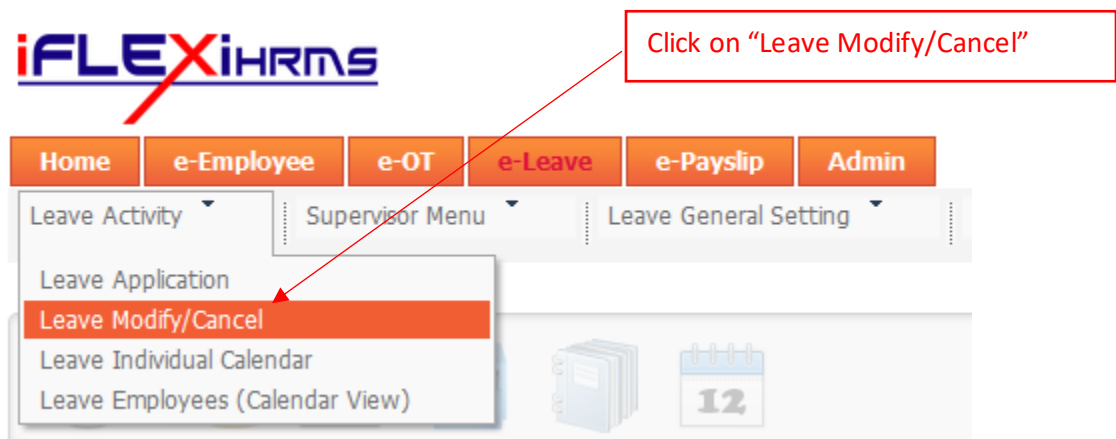
Table of Contents

Cancel Approved Leave Request.....	2
How employee request cancel approved leave?.....	2
Sample Email Received by Employee	7
Approve email received by employee	7
Reject email received by employee.....	7
Sample Notification Received by Employee via Mobile Phone	8
Approve notification received by employee/ supervisor.....	8
Reject notification received by employee.....	9

Cancel Approved Leave Request

If leave already approved, employee cannot cancel leave by himself/herself from ESS system. He/she should request HR to cancel approved leave.

How employee request cancel approved leave?



Leave Modify/Cancel

1. You must select employee name, Date From and Date To.

2. Click on "Refresh" button to retrieve approved leave record.

Employee No:

Name:

Date From: Date To:

Cancel Reason: *

Page 1 of 1 (3 items)

<input type="checkbox"/>	#	EmpNo	Name	Leave From	Leave To	Leave Code	Days	Hour
<input type="checkbox"/>	Detail	K523	MUHAMAD NAZRI BIN ABD RAZAK	10/5/2021 12:00:00 AM	10/5/2021 12:00:00 AM	BT	0.50	
<input type="checkbox"/>	Detail	K523	MUHAMAD NAZRI BIN ABD RAZAK	21/5/2021 12:00:00 AM	21/5/2021 12:00:00 AM	AL	0.50	

1. All approved leave will appear at below page.

3. You must enter cancel approved leave reason. This cancel reason is mandatory field.

Leave Modify/Cancel

Employee No:

Name:

Date From: Date To:

Cancel Reason: *

Page 1 of 1 (3 items)

<input type="checkbox"/>	#	EmpNo	Name	Leave From	Leave To	Leave Code	Days	Hour
<input type="checkbox"/>	Detail	K523	MUHAMAD NAZRI BIN ABD RAZAK	10/5/2021 12:00:00 AM	10/5/2021 12:00:00 AM	BT	0.50	
<input type="checkbox"/>	Detail	K523	MUHAMAD NAZRI BIN ABD RAZAK	21/5/2021 12:00:00 AM	21/5/2021 12:00:00 AM	AL	0.50	

4

2. ✓ respective approved leave record which you want to cancel.

1. Employee will see this message if he/she request cancel approved leave successfully.

• Thank you for submit approved leave cancellation request. Your request will be channeled to the administrator for approval.

Employee No:
Name:

2. Record will become red font color and check box will disappear, to prevent employee submit request again.

Pending/Process/Resubmit Leave Record **Approve Leave Record** Reject/AdminCancel Leave Record

Date From: Date To:

Cancel Reason:

Page 1 of 1 (3 items)

<input type="checkbox"/>	#	EmpNo	Name	Leave From	Leave To	Leave Code	Days	Ho
<input type="checkbox"/>	Detail	K523	MUHAMAD NAZRI BIN ABD RAZAK	10/5/2021 12:00:00 AM	10/5/2021 12:00:00 AM	BT	0.50	
<input type="checkbox"/>	Detail	K523	MUHAMAD NAZRI BIN ABD RAZAK	21/5/2021 12:00:00 AM	21/5/2021 12:00:00 AM	AL	0.50	
<input type="checkbox"/>	Detail	K523	MUHAMAD NAZRI BIN ABD RAZAK	31/5/2021 12:00:00 AM	31/5/2021 12:00:00 AM	AL	1.00	


3. Please wait HR to take necessary action and email notification will send to employee if HR already take action to the respective record. Alternatively, employee also can login to the ESS, if the leave record appear in "AdminCancel Leave Record", meaning HR already cancel approved leave.

Employee or supervisor will receive message as below if HR already take an action for their approved leave cancellation request.



- Home
- e-Employee
- e-OT
- e-Leave
- e-Payslip
- Admin

Welcome To e-Staff System

 [Leave Employees](#)

- Notification
- Announcement
- Dashboard

- ▶ [1 Cancel Approved Leave waiting for your action.](#)
- ▶ [Request for leave approved cancellation already approved by HR. Emp No: K523, Leave Date: 13/04/2021 - 13/04/2021, Leave Code: NPL](#)

Sample Email Received by Employee

Approve email received by employee



Mon 12/07/2021 2:40 PM

██████████@gmail.com

Request Cancel Approved Leave - APPROVED

To ██████████Tan @ Flexi Team

Dear MUHAMAD NAZRI BIN ABD RAZAK,

Please be informed your request to cancel approved leave already **APPROVED** by HR. Please refer to below leave detail:

Emp No.:	K523
Name:	MUHAMAD ██████████ BIN ██████████
Leave Date:	02-Apr-2021 - 02-Apr-2021
Leave Code:	EL
Reason:	urusan di balai polis

HRMS Portal Administration.

Reject email received by employee



Mon 12/07/2021 2:46 PM

██████████@gmail.com

Request Cancel Approved Leave - REJECT

To ██████████Tan @ Flexi Team

Dear MUHAMAD ██████████,

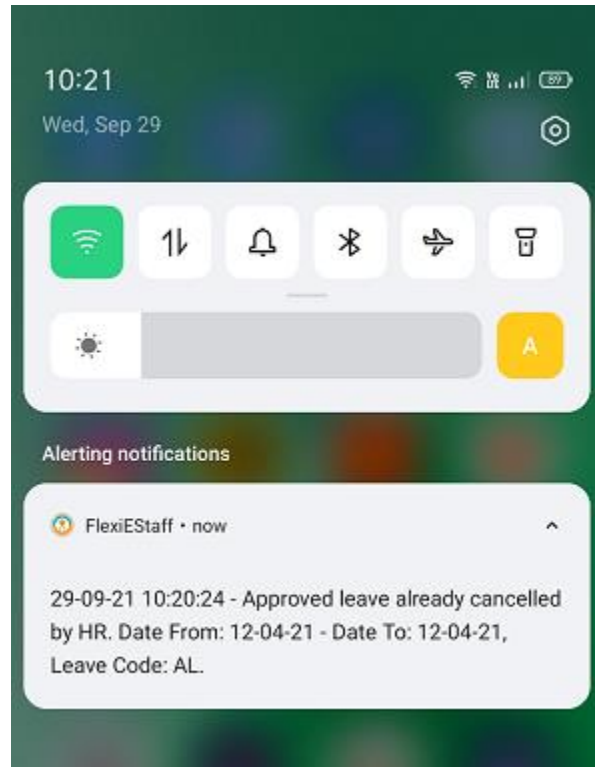
Please be informed your request to cancel approved leave already **REJECT** by HR. Please refer to below leave detail:

Emp No.:	K██████
Name:	MUHAMAD ██████████
Leave Date:	13-Apr-2021 - 13-Apr-2021
Leave Code:	EL
Reason:	test
Reject Reason:	Leave period already closed

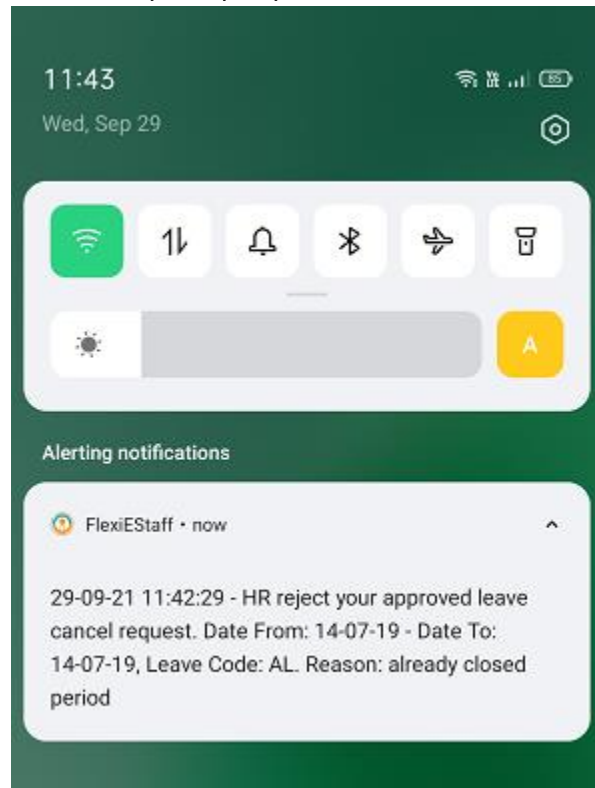
HRMS Portal Administration.

Sample Notification Received by Employee via Mobile Phone

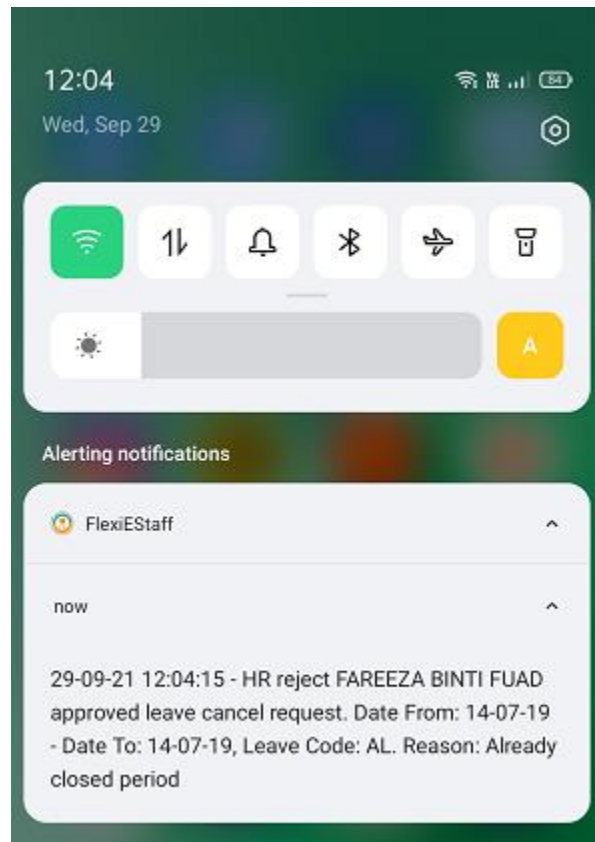
Approve notification received by employee/ supervisor



Reject notification received by employee



Reject notification received by supervisor



* Notes:

If supervisor want to receive push notification, he/she must turn on the setting “**Receive notification of subordinate**” in his/her mobile leave app -> “Supervisor Settings”.