E-STAFF SYSTEM – LEAVE MODULE

Version: 1.0.11.0
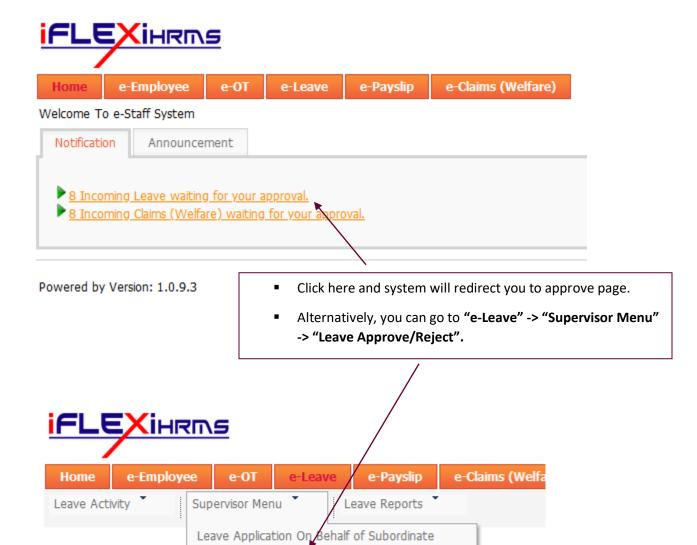
Updated on 28-Sep-2020

Contents
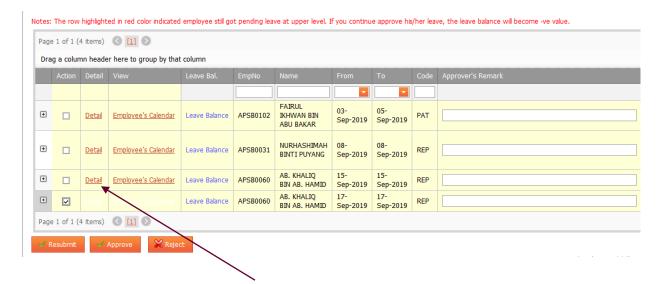
Approve Leave

- If approver approve leave, he/she not necessary must enter approve reason. However, if approver request employee to re-submit leave, or reject leave, approver must enter their re-submit/ reject reason.

- When approve leave, approver allow to amend day, hour, reason and employee' remarks. Day only can change from 1 day to 0.5 day or vice versa.

iFLEXiHRMS

Home	e-Employee	e-OT	e-Leave	e-Payslip	e-Claims (Welfare)

Welcome To e-Staff System

Notification	Announcement

▶ 8 Incoming Leave waiting for your approval.
▶ 8 Incoming Claims (Welfare) waiting for your approval.

Powered by Version: 1.0.9.3

- Click here and system will redirect you to approve page.

- Alternatively, you can go to **"e-Leave" -> "Supervisor Menu" -> "Leave Approve/Reject".**

iFLEXiHRMS

Home	e-Employee	e-OT	e-Leave	e-Payslip	e-Claims (Welfa

Leave Activity ▼	Supervisor Menu ▼	Leave Reports ▼

Leave Application On Behalf of Subordinate
Leave Approve/Reject
Leave Route Calendar

Page 1 of 1 (4 items) ◁ [1] ▷

Drag a column header here to group by that column

Action	Detail	View	Leave Bal.	EmpNo	Name	From	To	Code	Approver's Remark
⊞ ☐	Detail	Employee's Calendar	Leave Balance	APSB0102	FAIRUL IKHWAN BIN ABU BAKAR	03-Sep-2019	05-Sep-2019	PAT	
⊞ ☐	Detail	Employee's Calendar	Leave Balance	APSB0031	NURHASHIMAH BINTI PUYANG	08-Sep-2019	08-Sep-2019	REP	
⊞ ☐	Detail	Employee's Calendar	Leave Balance	APSB0060	AB. KHALIQ BIN AB. HAMID	15-Sep-2019	15-Sep-2019	REP	
⊞ ☑	Detail	Employee's Calendar	Leave Balance	APSB0060	AB. KHALIQ BIN AB. HAMID	17-Sep-2019	17-Sep-2019	REP	

Page 1 of 1 (4 items) ◁ [1] ▷

✓ Resubmit   ✓ Approve   ✗ Reject

- ✓ this box if you want to approve this leave record.

- Click "Approve" button.

Page 1 of 1 (4 items) ◁ [1] ▷

Drag a column header here to group by that column

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⊞ ☐	Detail	Employee's Calendar	Leave Balance	APSB0060	AB. KHALIQ BIN AB. HAMID	15-Sep-2019	15-Sep-2019	REP	
⊞ ☑	Detail	Employee's Calendar	Leave Balance	APSB0060	AB. KHALIQ BIN AB. HAMID	17-Sep-2019	17-Sep-2019	REP	

Page 1 of 1 (4 items) ◁ [1] ▷

✓ Resubmit   ✓ Approve   ✗ Reject

- If you want to see more details, you can click "Detail" here.

Alert Pending Leave at Upper Level

- Approver must alert before they approve employee's leave because they must realize is there any pending leave which still haven't approve at upper level approver. If they keep continue approve leave, the upper level approver will receive many pending leave at once time. It's a good practice for lower level approver to make sure there is no any pending leave at upper level before they continue approve employee's leave at his/her level.

- System will highlighted the record with red color if detect current pending leave in upper level already exceed employee's current leave balance.

- If approver realize the "Upper Pending Leave" already over "Leave Balance", he/she shouldn't approve this pending leave again, otherwise upper level approver will receive too many pending leave.