

E-STAFF SYSTEM – LEAVE MODULE

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e-Leave

- If want to apply leave, go to **E-Leave -> Leave Activity -> Leave Application**.
- Once apply must wait for system pop out message “**update completed**”.
- After apply successfully, user can go to **e-Leave -> Leave Activity -> Leave Modify/Cancel** to double check the leave record already apply and save into the system.
- If don't have AL balance, system will not allow you to apply the leave and system will pop out message: **Insufficient Balance**.
- If want to check AL full entitlement can go to **E-leave-> Leave Reports-> Leave Entitlement Listing**.
- System will automatic deduct off day and rest day.
- Once user apply leave, system will send out e-mail to notify her/his superior. User can allow cancel leave before superior approve leave, please go to **e-Leave -> Leave Activity -> Leave Modify/Cancel to cancel leave**.
- If you want cancel **approve** leave, please contact HR to cancel it.
- When leave already submitted, staff only can amend day, hour, reason or remarks only. Day only can change from 1 day to 0.5 day or vice versa.

How to apply leave?

The screenshot shows the 'e-Leave' application interface. At the top, there is a navigation menu with tabs: Home, e-Employee, e-OT, e-Leave, e-Payslip, e-Claims (Welfare), and Admin. Below this is a sub-menu with options: Leave Activity, Supervisor Menu, Leave General Setting, Leave Reports, and Leave Administration. A dropdown menu is open under 'Leave Activity', showing 'Leave Application' (highlighted), 'Leave Modify/Cancel', and 'Leave Individual Calendar'. A box labeled 'Step 1' points to the 'e-Leave' tab. A box labeled 'Step 2' points to the 'Leave Application' option in the dropdown. The main form area is titled 'Leave Application' and contains the following fields and controls:

- Got Attachment?
- Check Actual Leave Days
- Employee No: AP5B0060;AB. KHALIQ BIN AB. HAMID (with a Refresh button)
- Name: AB. KHALIQ BIN AB. HAMID
- Leave Code: * AL; ANNUAL LEAVE
- Reason: * Travel
- From Date: * 23/9/2020
- To Date: * 24/9/2020
- Radio buttons: Daily Leave, Hourly Leave
- Days: 2 (with a spinner control)
- Radio buttons: Full Day, First Half Day, 2nd Half Day
- Remarks: (text area)

Step 1

Step 2

Click Hourly Leave if you want to apply Time Off.

All * is mandatory fields.

No need to enter "Days", system will auto calculated days after you select "From Date" and "To Date". However, if you want to apply ½ day leave, please change this field to 0.5 days.

Please click **update** and waiting system pop out message: "Update Completed".

How to apply ½ day leave?

Leave Application Form Attachment Leave Balance Pending Leave

Leave Application

Got Attachment?

Check Actual Leave Days

Employee No: Refresh Name:

Leave Code: * Reason: *

From Date: * To Date: *

Daily Leave Hourly Leave

Days: Full Day First Half Day 2nd Half Day

Remarks:

1. Choose "Daily Leave".

2. Change "1" to "0.5" days.

3. Choose whether "First Half Day" or "2nd Half Day".

- * First Half Day -> Morning session
- * 2nd Half Day -> Afternoon session

Please click **update** and waiting system pop out message: "Update Completed".

How to apply Time Off?

The screenshot shows a web-based 'Leave Application Form' with several fields and tabs. The tabs at the top are 'Leave Application Form' (active), 'Attachment', 'Leave Balance', and 'Pending Leave'. The form contains the following fields and options:

- Got Attachment?**: A checkbox that is currently unchecked.
- Check Actual Leave Days**: A red text label.
- Employee No.**: A text field containing 'APSB0060;AB. KHALIQ BIN AB. HAMID' with a dropdown arrow and a 'Refresh' icon.
- Name**: A text field containing 'AB. KHALIQ BIN AB. HAMID'.
- Leave Code: ***: A dropdown menu showing 'TOF; TIME OFF'.
- Reason: ***: A text field containing 'Travel'.
- From Date: ***: A date field containing '23/9/2020'.
- To Date: ***: A date field containing '23/9/2020'.
- Leave Type**: Radio buttons for 'Daily Leave' (unchecked) and 'Hourly Leave' (checked).
- Hours**: A spinner field containing the number '2'.
- Knock Off Type**: Radio buttons for 'All Unpaid Hours' (unchecked), 'Late In' (unchecked), 'Early Out' (unchecked), and 'Time Off' (checked).
- Remarks**: A text area with a vertical scrollbar.

Four red arrows point from text boxes to specific fields: one to the 'Leave Code' dropdown, one to the 'Hourly Leave' radio button, one to the 'Hours' spinner, and one to the 'Time Off' radio button.

2. Select "Leave Code" you want to apply.

1. Choose "Hourly Leave".

3. Enter "Hours" you want to apply.

* 2 means 2 hours.

4. Choose which knock off type you want to apply.

Update Close

Please click **update** and waiting system pop out message: "Update Completed".

Check Current Leave Balance

Use your mouse to click on "Leave Balance" tab, you will see your current leave balance as below.

Leave Application Form Attachment **Leave Balance** Pending Leave

Leave Balance Detail

Page 1 of 1 (3 items) < [1] >

Leave Code	BFwd	Entitlement	Taken	Adjust	Pending & Process	Available Balance
AL	8.00	16.00	6.00	6.00	0.0	22.00
HOSP	0.00	60.00	0.00	0.00	0.0	60.00
MC	0.00	18.00	1.00	0.00	0.0	17.00

Page 1 of 1 (3 items) < [1] >

 Update

 Close

Upload Leave Attachment

- Staffs can attach their MC certificate if they want to apply MC or others leave type which attachment is compulsory for leave submission. It depend on each company leave policy.

Leave Application Form | Attachment | Leave Balance | Pending Leave

Leave Application

Got Attachment? → Step 1: ✓ this box.

Check Actual Leave Days

Employee No: APSB0060;AB. KHALIQ BIN AB. HAMID Refresh Name: AB. KHALIQ BIN AB. HAMID

Leave Code: * TOF; TIME OFF Reason: * Travel

From Date: * 23/9/2020 To Date: * 23/9/2020

Daily Leave Hourly Leave

Hours: 2

Knock Off Type
 All Unpaid Hours Late In Early Out Time Off

Remarks:

ActiveGo to 5

Leave Application Form | Attachment | Leave Balance | Pending Leave

Attach File

Browse...

Browse...

Note: Maximum File Size: 20MB.
You can upload JPG, GIF, PNG, DOC, DOCX or PDF file.

Step 2: Click on "Attachment" tab.

Step 3: Click on "Browse" button to choose your files.

Update

Close

Where to Cancel Leave?

The screenshot shows the e-Leave system interface. At the top, there is a navigation menu with tabs: Home, e-Employee, e-OT, e-Leave, e-Payslip, e-Claims (Welfare), and Admin. Below this is a sub-menu with options: Leave Activity, Supervisor Menu, Leave General Setting, Leave Reports, and Leave Administration. A dropdown menu is open under Leave Activity, showing options: Leave Application, Leave Modify/Cancel, and Leave Individual Calendar. A box labeled "Step 1" points to the e-Leave tab. A box labeled "Step 2" points to the Leave Modify/Cancel option. Below the menu, there are fields for Employee No. (APSB0025; ABDUL HALIM AZMI BIN) and Name (ABDUL HALIM AZMI BIN MOHD BAJURI). There are two tabs: Pending/Process/Resubmit Leave Record and Approve/Reject/AdminCancel Leave Record. Below the tabs is a table with columns: #, #, Leave ID, From, To, Code, Days, Hours, 1st half, 2nd half, Knock Off Type, Created Date, Status, Reason. The table contains one row with Leave ID LEA-08/09/20-004826, From 08-Sep-2020, To 08-Sep-2020, Code AL, Days 1.00, Hours 0.00, 1st half N, 2nd half N, Knock Off Type, Created Date 08-Sep-2020 15:45:29, Status PENDING, Reason Travel. A box labeled "Step 3" points to the table with the text "Step 3: ✓ respective leave record which you want to cancel leave." Below the table is a "Cancel Leave" button. A box labeled "Step 4" points to the button with the text "Step 4: Click on 'Cancel Leave' button."

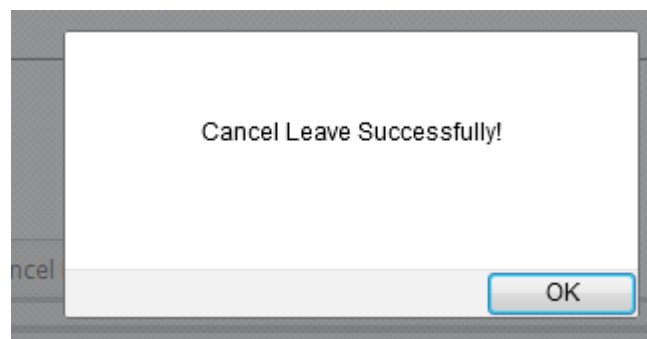
Step 1

Step 2

Step 3: ✓ respective leave record which you want to cancel leave.

Step 4: Click on "Cancel Leave" button.

Step 4: Click on "Cancel Leave" button.



Step 5: You will see above message when you cancel leave successfully.

Why Cannot See Pending/Progress Leave in Leave Modify Page?

1. When retrieve pending/progress leave record. System will default capture those leave record based on “-15” days, which date from is “-15/Month/Year” and date to is “today date”. If you want to see earlier pending/progress leave, you can set “Active Leave Date” in “General Setup”, refer to below screen shot:

The screenshot displays the user interface of the e-Leave system. At the top, there is a navigation bar with tabs for Home, e-Employee, e-Attendance, e-OT, e-Leave, e-Payslip, and Admin. Below this is a secondary navigation bar with dropdown menus for Configuration, User Account, Access Page, Database, Route Setting, and Supervisor Me. A green 'Update' button is visible on the left. The main content area shows the 'e-Leave' configuration page with tabs for General, e-Pay, e-Employee, e-Leave, e-OT, e-OT Plan, Attendance, e-Claims, and Mobile ESS. The 'Leave General Setting' section includes the following fields:

- Leave Active Time (from): 1/1/2022 (highlighted with a red circle)
- Alert if late submission: -1 Days (Default -1 to turn off the alert)
- Allow Upload Attachment?

Where to check my leave application status?

Method 1: View by Form

The screenshot shows the 'e-Leave' section of the system. The 'Leave Application' menu is highlighted, with an arrow pointing to 'Step 1'. Below the menu, the employee information is displayed: Employee No: APSB0025; ABDUL HALIM AZMI BIN and Name: ABDUL HALIM AZMI BIN MOHD BAJURI. The 'Pending/Process/Resubmit Leave Record' tab is active. A table below shows one pending leave record:

#	#	Leave ID	From	To	Code	Days	Hours	1st half	2nd half	Knock Off Type	Created Date	Status	Reason	
+	Detail	<input type="checkbox"/>	LEA-08/09/20-004826	08-Sep-2020	08-Sep-2020	AL	1.00	0.00	N	N		08-Sep-2020 15:45:29	PENDING	Travel

An arrow points from the 'PENDING' status in the table to 'Step 3'.

The screenshot shows the 'e-Leave' section of the system. The 'Leave Application' menu is highlighted, with an arrow pointing to 'Step 1'. Below the menu, the employee information is displayed: Employee No: APSB0025; ABDUL HALIM AZMI BIN and Name: ABDUL HALIM AZMI BIN MOHD BAJURI. The 'Approve/Reject/AdminCancel Leave Record' tab is active. The date range is set to 01-Sep-2019 to 30-Sep-2019. A table below shows two leave records:

#	Leave ID	From	To	Code	Days	Hours	1st half	2nd half	Knock Off Type	Created Date	Status	Attachment	Reason	
+	Detail	LEA-03/09/19-004544	02-Sep-2019	03-Sep-2019	MC	2.00	0.00	N	N		03-Sep-2019 22:09:49	APPROVE	15675193203551505299632_201993221146.jpg	Dis
+	Detail	LEA-12/09/19-004638	15-Sep-2019	15-Sep-2019	AL	1.00	0.00	N	N		12-Sep-2019 11:26:22	REJECT	-	Ar Le

An arrow points from the 'REJECT' status in the table to 'Step 3'.

Method 2: View by Calendar

[Home](#) | [e-Employee](#) | [e-OT](#) | [e-Leave](#) | [e-Payslip](#) | [e-Claims \(Welfare\)](#)

Leave Activity | Supervisor Menu | Leave Reports

Leave Application | Leave Modify/Cancel | Leave Individual Calendar

Step 1

APPROVE | PENDING | PROGRESS | REJECT | PLANNING LEAVE | HOLIDAY

(Actual + Plan) Leave | Actual Leave Only | Plan Leave

Date: 8/9/2019 | Refresh | Print

Start Date: 25-Jul-19 | End Date: 23-Oct-19

September 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25 AB_KHALIQ BIN AB_HAMID - RS_ (Full Day)	26 AB_KHALIQ BIN AB_HAMID - RS_ (Full Day)	27	28	29	30	31 NATIONAL DAY
1 AWAL MUHARAM (MAAL HURAH)	2	3	4	5	6	7
8	9 AGONG BIRTHDAY SERI PADUKA BAGINDA	10	11	12	13	14

Activate Windows
Go to Settings to activate Windows.

Leave Reports

Leave per User

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

Leave Activity | Supervisor Menu | Leave Reports

Leaves Per User | Leaves Per Month | Leave Entitlement Listing

Step 1

Home > Default

Leaves Per User

Filter Options

Emp No.:

Department:

Range From:

Range To:

Query Options

Leave Type:

Leave Status:

Report Options

Group by:

Sort by:

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ABC Company Sdn Bhd

Leaves Per User Report

Print On: 08/Sep/2020 16:27:41
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User: APSB0060

Emp No. APSB0060
Name: AB. KHALIQ BIN AB. HAMID

No.	Description	Date From	Date To	Leave	Days	Hours	Status	Created Date	Approving Officer	Last Approve Date
1	R/L : 23/8/2019	15-Sep-19	15-Sep-19	REP	1.00	.00	PROGRESS	11-Sep-19 15:16		
2	R/L : 24/8/2019	17-Sep-19	17-Sep-19	REP	1.00	.00	PROGRESS	11-Sep-19 15:18		

End Of Report

Activate W
Go to Settings

Leave per Month

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

Leave Activity | Supervisor Menu | Leave Reports

Leaves Per User | Leaves Per Month | Leave Entitlement Listing

Step 1

Home > Default

Leaves Per Month

Filter Options

Emp No.:

Department:

Range From:

Range To:

Query Options

Leave Type:

Leave Status:

Report Options

Group by:

Sort by:

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ABC Company Sdn Bhd

Leaves Per Month Report

Print On: 08/Sep/2020 16:29:52
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User: APSB0060

Emp No.	Name	Dept	Start Date	End Date	Days	Hours	Details	Leave	Status	Created Date	Approving Officer	Last Approve Date
APSB0060	AB. KHALIQ BIN AB. HAMID	SM	15-Sep-19	15-Sep-19	1.00	.00	R/L : 23/8/2019	REP	PROGRESS	11-Sep-19 15:16		
APSB0060	AB. KHALIQ BIN AB. HAMID	SM	17-Sep-19	17-Sep-19	1.00	.00	R/L : 24/8/2019	REP	PROGRESS	11-Sep-19 15:18		

Total Record : 2

End Of Report

Activate W
Go to Setting

Leave Entitlement Listing

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

Leave Activity | Supervisor Menu | Leave Reports

- Leaves Per User
- Leaves Per Month
- Leave Entitlement Listing

Employee Entitlement Listing

Filter Options

Emp No.:

Query Options

Leave Code:

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Company : 1 ABC Company Sdn Bhd Print On: 08/Sep/2020 16:31:01

Employee Entitlement Listing Page 1/1

Date From : 01/01/0001 To: 01/01/0001

Emp No.	Name	Leave Code	Brought Yearly Ent Forward(Full)	Prorate Entitlement	Encashment Taken	Adjust Balance	Update On
APSB0060							
APSB0060	AB. KHALIQ BIN AB. HAMID	AL	8.00	16.00	16.00	0.00	31/12/2020
APSB0060	AB. KHALIQ BIN AB. HAMID	HOSP	0.00	60.00	60.00	0.00	31/12/2020
APSB0060	AB. KHALIQ BIN AB. HAMID	MC	0.00	18.00	18.00	0.00	31/12/2020

End Of Report

Step 1