

E-STAFF SYSTEM – LEAVE MODULE

Version: 1.0.11.0

Updated on 28-Sep-2020

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Apply Leave on Behalf



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

Leave Activity Supervisor Menu Leave General Setting Leave Reports Le:

Leave Application On Behalf of Subordinate ← Step 1

Leave Approve/Reject

Leave Route Calendar

Leave Application Form

Leave Application

Got Attachment?

Leave Application Form Attachment Leave Balance Pending Leave

Leave Application

Got Attachment?

Employee No: Refresh Name:

Emp No	Name
APSB0047	KHONG CHUNG LUN
APSB0149	LEE LI TENG
APSB0098	LILY REHANA BINTI AHMAT
APSB0103	LIM MEI TONG
APSB0048	LOW CHEE HOOI
DIR3	MD NAIM BIN NASIR
APSB0128	MOHAMAD FARITH BIN MOHD SAUFI

Leave Code: *

From Date: *

Days: Full Day First Half Day 2nd Half Day

Remarks:

Step 2: Select your subordinate's name from employee list.

How to view Subordinates' Leave?

Method 1: View by Form

Emp No.	Name
APSB0060	AB. KHALIQ BIN AB. HAMID
DIR2	ABD AZIZ BIN DAING RAHM
APSB0095	ABD RASHID BIN KANAFI
APSB0025	ABDUL HALIM AZMI BIN MO
APSB0104	ABDUL RAHMAN BIN RAHIM
APSB0100	AHMAD IRSYADUDDIN BIN I
APSB0056	AMIRUDDIN BIN ABDUL AZI

 The table is currently empty, showing 'No data to display'. A 'Cancel Leave' button is visible at the bottom left.

Method 2: View by Calendar

Subordinates's Leave Calendar

Leave Status: APPROVE PENDING PROGRESS REJECT PLANNING LEAVE HOLIDAY

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

Date: 8/9/2020 Refresh Print

Start Date: 25-Aug-20 End Date: 08-Oct-20

September 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 DAENG HAMIZAH BINTI ABD AZIZ - NPL (Full Day)	2 DAENG HAMIZAH BINTI ABD AZIZ - NPL (Full Day)	3	4	5
6	7	8 DAENG HAMIZAH BINTI ABD AZIZ - AL (Full Day) ABDUL HALIM AZMI BIN MOHD BAJURI - AL (Full Day)	9 DAENG HAMIZAH BINTI ABD AZIZ - AL (Full Day)	10 DAENG HAMIZAH BINTI ABD AZIZ - AL (Full Day)	11	12
13	14	15	16	17	18	19

Leave Reports

Leave per User



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

Leave Activity | Supervisor Menu | Leave General Setting | Leave Reports | Leave Adm

Leaves Per User ← Step 1

- Leaves Per Month
- Leave Status + Balance
- Leave Entitlement Listing
- Plan Leave Per Month

Leaves Per User

- Please select Range From.
- Please select Range To.

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ABC Company Sdn Bhd Print On: 08/Sep/2020 16:48:54

Leaves Per User Report Page 1/1

Emp No. APSB0019 User : flexi
 Name: CHIN CHEK WAH

No.	Description	Date From	Date To	Leave	Days	Hours	Status	Created Date	Approving Officer	Last Approve Date
1	go back hometown for family matters	05-Sep-19	07-Sep-19	AL	2.50	.00	APPROVE	03-Sep-19 17:34	LOW CHEE HOOI	04-Sep-19 14:04:11

Emp No. APSB0023
 Name: NOR'AZIYAN BINTI YA'ACOB

No.	Description	Date From	Date To	Leave	Days	Hours	Status	Created Date	Approving Officer	Last Approve Date
1	FAMILY MATTERS	08-Sep-19	08-Sep-19	AL	.50	.00	APPROVE	03-Sep-19 16:16	LEE SHIH YI	08-Sep-19 12:14:08
2	VISIT MY SISTER@HSA	12-Sep-19	12-Sep-19	TOF	.00	1.00	PENDING	12-Sep-19 10:12		

Emp No. APSB0007
 Name: NORZAHIAN BINTI SHAFIEI

No.	Description	Date From	Date To	Leave	Days	Hours	Status	Created Date	Approving Officer	Last Approve Date
1	personal matter	08-Sep-19	08-Sep-19	TOF	.00	.50	APPROVE	08-Sep-19 09:57	JEFFREY YEE CHEZE HUI	08-Sep-19 17:24:04
2	personal matter	10-Sep-19	10-Sep-19	TOF	.00	.50	APPROVE	10-Sep-19 17:34	JEFFREY YEE CHEZE HUI	12-Sep-19 11:38:58

Emp No. APSB0013
 Name: ROZANA BINTI AHMAD

No.	Description	Date From	Date To	Leave	Days	Hours	Status	Created Date	Approving Officer	Last Approve Date
1	Resting	04-Sep-19	04-Sep-19	TOF	.00	1.50	APPROVE	04-Sep-19 16:20	JAUHAR BIN AHMAD	204-Sep-19 16:20:39
2	Resting	08-Sep-19	08-Sep-19	TOF	.00	.50	APPROVE	08-Sep-19 17:40	JAUHAR BIN AHMAD	208-Sep-19 17:41:18

Leave per Month



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

Leave Activity Supervisor Menu Leave General Setting Leave Reports Leave Adm

Leaves Per User

- Leaves Per User
- Leaves Per Month ← Step 1
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Leaves Per User

- Please select Range From.
- Please select Range To.

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ABC Company Sdn Bhd Print On: 08/Sep/2020 16:50:16

Leaves Per Month Report Page 1/1 User : flexi

Emp No.	Name	Dept	Start Date	End Date	Days	Hours	Details	Leave	Status	Created Date	Approving Officer	Last Approve Date
APSB0023	NOR'AZIYAN BINTI YA'ACOB	FINANCE	08-Sep-19	08-Sep-19	.50	.00	FAMILY MATTERS	AL	APPROVE	03-Sep-19 16:16	LEE SHIH YI	08-Sep-19 12:14:08
APSB0019	CHIN CHEK WAH	PROJECT	05-Sep-19	07-Sep-19	2.50	.00	go back hometown for family matters	AL	APPROVE	03-Sep-19 17:34	LOW CHEE HOOI	04-Sep-19 14:04:11
APSB0025	ABDUL HALIM AZMI BIN MOHD BAJURI	PROJECT	02-Sep-19	03-Sep-19	2.00	.00	Diarrhoea	MC	APPROVE	03-Sep-19 22:09	AZURA BINTI ARBAIN	12-Sep-19 09:14:55
APSB0013	ROZANA BINTI AHMAD	MGMINT	04-Sep-19	04-Sep-19	.00	1.50	Resting	TOF	APPROVE	04-Sep-19 16:20	JAUHAR BIN AHMAD 2	04-Sep-19 16:20:39
APSB0007	NORZAHIAN BINTI SHAFIEI	PROJECT	08-Sep-19	08-Sep-19	.00	.50	personal matter	TOF	APPROVE	08-Sep-19 09:57	JEFFREY YEE CHEZE HUI	08-Sep-19 17:24:04
APSB0013	ROZANA BINTI AHMAD	MGMINT	08-Sep-19	08-Sep-19	.00	.50	Resting	TOF	APPROVE	08-Sep-19 17:40	JAUHAR BIN AHMAD 2	08-Sep-19 17:41:18
APSB0007	NORZAHIAN BINTI SHAFIEI	PROJECT	10-Sep-19	10-Sep-19	.00	.50	personal matter	TOF	APPROVE	10-Sep-19 17:34	JEFFREY YEE CHEZE HUI	12-Sep-19 11:38:58
APSB0023	NOR'AZIYAN BINTI YA'ACOB	FINANCE	12-Sep-19	12-Sep-19	.00	1.00	VISIT MY SISTER@HSA	TOF	PENDING	12-Sep-19 10:12		
APSB0025	ABDUL HALIM AZMI BIN MOHD BAJURI	PROJECT	15-Sep-19	15-Sep-19	1.00	.00	Annual Leave	AL	REJECT	12-Sep-19 11:26	JAUHAR BIN AHMAD 2	01-Apr-20 19:06:54

Total Record : 9

End Of Report

Leave Entitlement Listing



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

Leave Activity Supervisor Menu Leave General Setting Leave Reports Leave Adm

Leaves Per User

- Leaves Per User
- Leaves Per Month
- Leave Status + Balance
- Leave Entitlement Listing ← Step 1
- Plan Leave Per Month

Leaves Per User

- Please select Range From.
- Please select Range To.

Company : 1 ABC Company Sdn Bhd

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Employee Entitlement Listing

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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	
APSB0004										
APSB0004	JAUHAR BIN AHMAD	AL	11.00	22.00	22.00	0.00	5.00	20.00	42.00	31/12/2020
APSB0004	JAUHAR BIN AHMAD	HOSP	0.00	60.00	60.00	0.00	0.00	0.00	60.00	31/12/2020
APSB0004	JAUHAR BIN AHMAD	MC	0.00	22.00	22.00	0.00	0.00	0.00	22.00	31/12/2020
APSB0006										
APSB0006	DAENG HAMIZAH BINTI ABD AZIZ	AL	11.00	22.00	15.50	21.00	11.50	20.00	35.00	12/09/2019
APSB0006	DAENG HAMIZAH BINTI ABD AZIZ	HOSP	0.00	60.00	60.00	0.00	0.00	0.00	60.00	12/09/2019
APSB0006	DAENG HAMIZAH BINTI ABD AZIZ	MC	0.00	22.00	22.00	0.00	0.00	0.00	22.00	12/09/2019
APSB0007										
APSB0007	NORZAHIAN BINTI SHAFIEI	AL	1.50	22.00	15.50	0.00	9.00	0.00	8.00	12/09/2019
APSB0007	NORZAHIAN BINTI SHAFIEI	HOSP	0.00	60.00	60.00	0.00	0.00	0.00	60.00	12/09/2019
APSB0007	NORZAHIAN BINTI SHAFIEI	MC	0.00	22.00	22.00	0.00	3.00	0.00	19.00	12/09/2019
APSB0013										
APSB0013	ROZANA BINTI AHMAD	AL	9.00	18.00	12.50	0.00	15.00	0.00	6.50	12/09/2019