STARVISION INFORMATION TECHNOLOGY

HUMAN RESOURCE INFORMATION SYSTEM
(HRIS)

USER MANUAL
FOR
LEAVE MANAGEMENT SYSTEM
(FOR ESS USERS)

VERSION 1.0

Table of Contents

System Features

Human Resources Information System (HRIS) is designed and developed to operate as web based environment.

Consistency and Simplicity:
It is easy and simple to operate as menus and windows, together with on-line help messages govern the entire system. In addition each module is designed with the same operational procedure. New users need only to learn and be familiar with one module, and soon be familiar with all of them. Hence even users with no computer experience will find it easy to operate.

Flexible:
The system provides flexible master file maintenance for adding, modifying and deleting master file information respectively.

Popup windows/tables:
With the prompt windows, searches through files are made simple and it allows users to obtain prompt and accurate access data.

Reports provided:
Listing and statistical reports are provided too making checking and reporting purposes much more efficient and effective.

1.0 Introduction

The system is designed primarily to empower employees to carry out simple HR functions online such as leave applications, claim applications and updating of employee's personal information.

Leave Management System in Human Resources Information System (HRIS):

(a)   Enables employees to submit their leave on-line.

(b)   Enables employees to enter and update their personal information as and when required.

(c)   Routes submissions to authorized verifier and approving officer for approval.

(d)   Calculates the leave entitlement of all eligible employees every year by adding any leave brought forward from previous year to the current year's entitlement according to their eligibility.

(e)   Enables employees to withdraw any leave applications prior to or after it has been approved; an approval of cancellation is sent to the approving officer.

(f)   Processes the unused commuted leave and payment of the amount due to the employees through the monthly payroll run.

(g)   Provides on-line enquiry facility to allow employees to check the status of their applications.

(h)   Generates relevant management and statistical reports.

2.0 Leave Transaction

This subsystem is consists of 7 modules related to an employee's leave. These 7 modules are used by the Employee to apply for and cancel leave, check leave balance and history.

The 7 modules are:

2.1 Leave Application

This module allows the Employee to apply for different leave types and submit it for approval to a recommending and approving officer.

On entering the module, the employee will see the screen as below.

STARVISION INFORMATION TECHNOLOGY

Leave Transaction-Leave Application

Fields	Description
Employee ID	The employee's ID and Name will be displayed here.
Designation	Designation of this Employee ID.
Balance Section	
Leave Type	Select the relevant type of Leave to be applied by clicking on the drop down list.
Brought Forward[Last / Prev Years]	Leave balance brought forward from last/previous year/s.
Brought Forward Expired	Number of expiry leave B/F.
Brought Forward Total	Total of leave balance brought forward.

Entitlement (Current Year)	Leave entitlement for the current year.
Leave Earned To Date	Number of leave days earned to date.
Leave Adjusted	Number of days that this leave type can be adjusted.
Leave Used to Date	Numbers of days for this leave type that has been used.
Leave Pending Approval	Numbers of days for this leave type that is pending approval.
Leave Balance (3+4+5–6-7)	Number of leave days balance for this leave type.
Last Updated On	The date on which the lasted update was made.
Details Section	
Dates Applied	Displays the dates that employee selected for the leave.
Select Dates	Click this to pick dates to apply leave for from a calendar.
Total No. of Days	Total number of days of leave taken.
Leave Reason	Reason for application of Leave.
Going Overseas?	YES – Overseas Leave. NO – Local Leave.
Leave Address	Overseas address if overseas leave.
Contact Number	Contact number of the employee
Email Address	Email address of oversea leave
Route to the following officers Section:	
Routing Officers Tab:	This tab displays the ID of the Recommending and Approving Officer.
Submit Button:	Click this to submit the Leave Application for approval.

Applying for Leave

Select the desired Leave Type from the drop down list.

Figures for leave balance, usage and entitlement for this Leave Type will be displayed.

Proceed on to the Details section.

Details

Dates Applied

Select Dates

Total No Of Days

Leave Reason

Going Overseas?   No   Submit

Leave Address (if different from usual residential address)

Contact Number (if overseas)   EMail Address (if overseas)

Click on the **Select Dates** button to select the desired dates of leave application. Half-day leave may be selected by clicking on **am** or **pm**.

Click **OK** when done.

Once the dates are selected, they will be displayed in the **Dates Applied:** box.

Fill in the **Leave Address, Contact Number and Email Address** (for Overseas Leave).

Proceed on to the **Route to the following officers** section.

The recommending and approving officer should be displayed in the browser.
If the browser is blank, get the HR Administrator to add the recommending and approving officer for you. (Workflow Administrator → Routing Officer Admin)

Click on the **Save** icon once each Officer has been added.

When done, click on the **Submit** button to submit the leave application.

The following pop up will display upon successful submission.
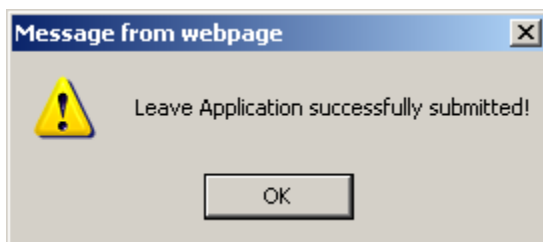
2.2 Leave Cancellation

This module allows the Employee to cancel a leave application that has been approved. The layout of this module is similar to that for Leave Application.
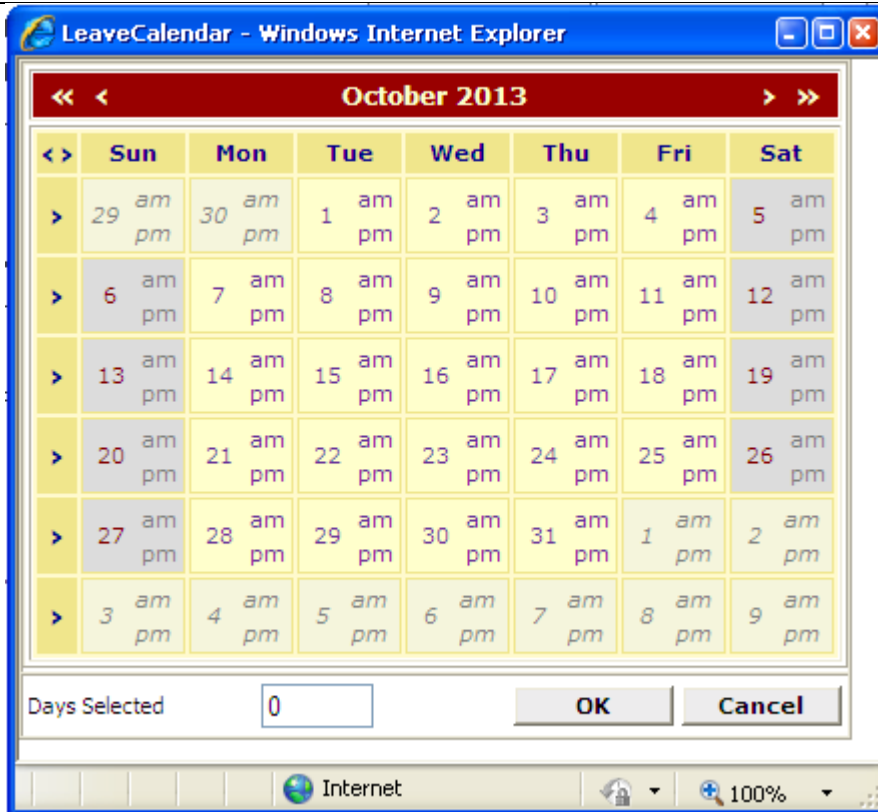
Leave Transaction-Leave Cancellation

Select the **Leave Type** that is to be cancelled.

Click on the **Select Dates** button to select the dates of approved leave to cancel.

Once done, click on **OK**.

Check the Routing Officers, then click **Submit** to submit the cancellation request for approval.

The following pop up will appear if the submission is successful.

2.3 Leave Balance

This module allows the employee to view his/her leave balance for each leave type.

Leave Transaction-Leave Balance

To view the leave balance, the employee has to select the desired Leave Type from the drop down list.

Figures for the respective fields will be shown accordingly.

2.4 Leave History/Withdrawal

This module allows the employee to view a history of leave transactions (Leave Application, Leave Cancellation) that he/she has made.

The transactions will be listed in a transaction tab's grid as below.

Leave Transaction-Leave History/Withdrawal

To view any of the transactions, click on any record to view details on the transaction.

Figures for the respective fields will be shown accordingly.

2.5 Leave Roster

This module allows the employee to view the leave roster of all the leave taken by the users of the system.
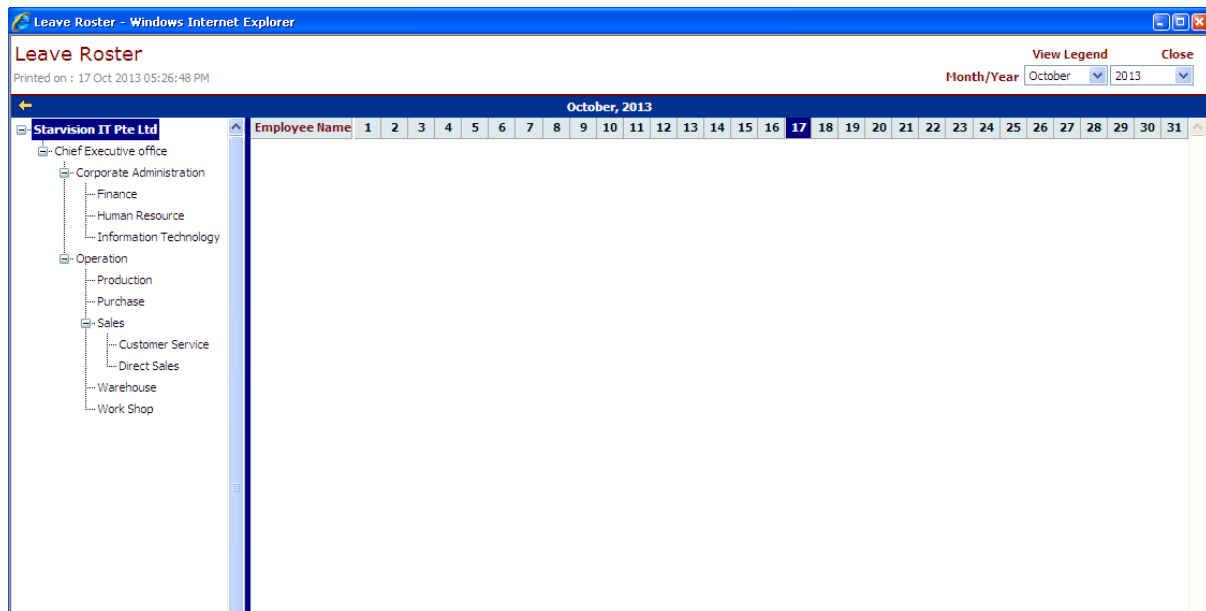
Leave Transaction-Leave Roster

2.6 Leave Approver Enquiry

Leave Administration-Leave Approver Enquiry

Fields	Description
Approver ID	Tied to your ESS login
Employee Type	Allows the employee to pick to only show Active or Resigned staff.

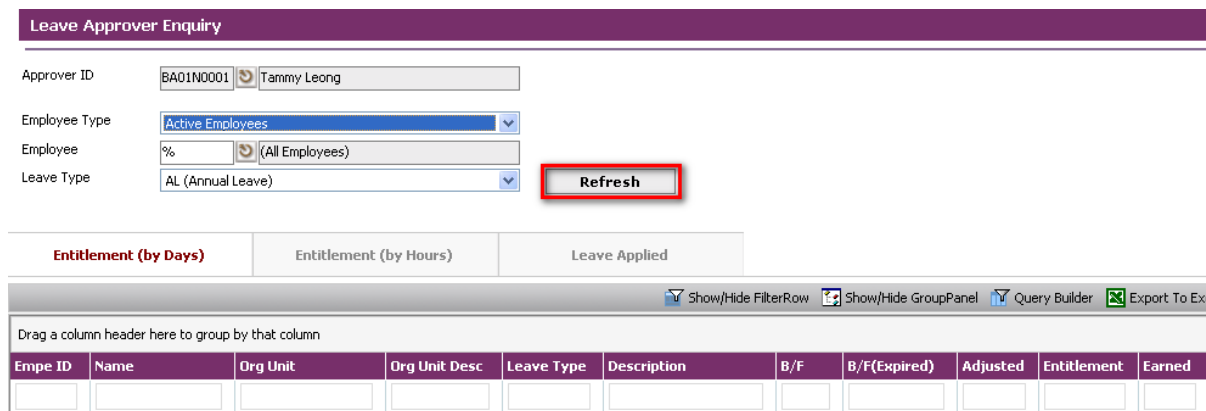| Employee	Allows the employee to choose all or individual employees
Leave Type	Allows the employee to view all or single Leave Types

Click on the Refresh button to generate the data.

The Entitlement (by Days) and Entitlement (by Hours) tab at the Details will be filled up and the employee can view his/her information here. The employee can also click on the Leave Applied tab to show all the transactions made.

Entitlement (by Days)	Entitlement (by Hours)	**Leave Applied**

Show/Hide FilterRow   Show/Hide GroupPanel   Query Builder   Export To Exc

Drag a column header here to group by that column

Employee ID	Name	Org Unit	Org Unit Desc	Leave Date	Duration	Leave Type	Description	Days	Hours

2.7 Employee Leave Record

This module allows the employee to print leave records of him/herself and their subordinates. Click on Click Here to proceed.

Employee Leave Record

Record Selection :

Print All Records	▼		Select Criteria
Print the Report (Batch Job)			Click Here

Report Output

Select Report Type   PDF Document ▼

Report Parameters

Approver ID	BA01N0001	↻
Employee Type	Active	↻
Employee ID	%	↻
Sort By	EmployeeID	↻

3.0 Scenario Testing

3.1 How to process Leave Application, Cancellation & Withdrawal

To apply Leave

1) Log-in using Employee ESS user role.

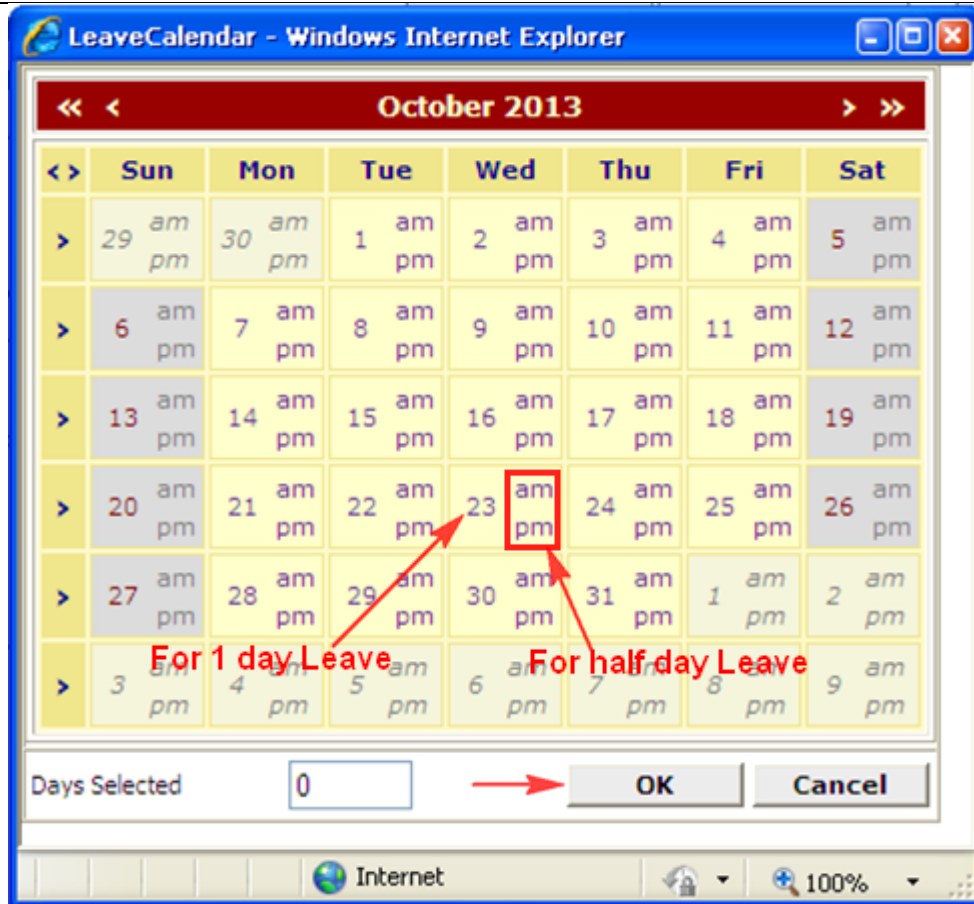2) Go to **Leave Transaction** → **Leave Application** menu.
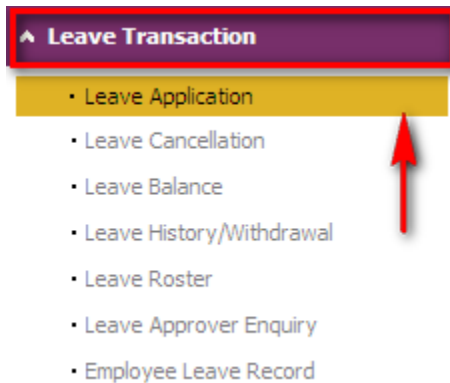
3) Select the desired **Leave Type** from the drop down list.

4) Click on the **Select Dates/View Calendar** button to select the desired dates of leave application. Half-day leave may be selected by clicking on **am** or **pm**. Click **OK** when done.

5) Fill in the **Leave Reason**, and **Leave Address**
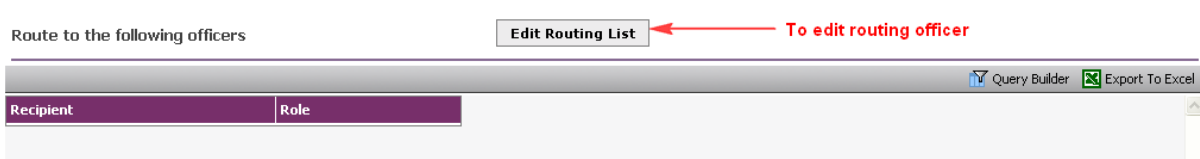

6) In **Route to the following officers** section, The recommending and approving officer should be displayed in the browser

If the browser is blank, click on the **Edit Routing List** button icon and select the relevant Employee IDs for the recommending and approving officer

7) Click **Add New** to add new approving officer or select on the existing approving office to update. Click **"Save" button** when routing officer changes are done. Then click "**Exist" button** to go the previous screen
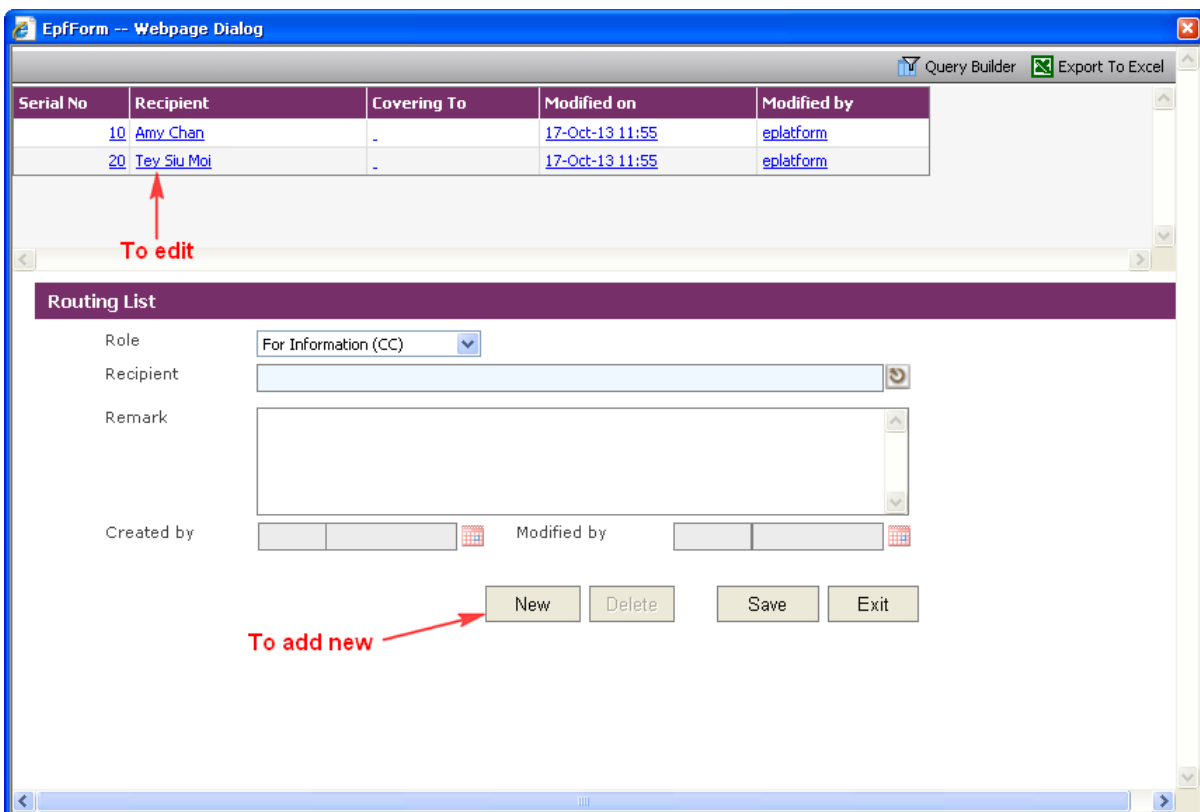
8) Click **"Submit" button.**
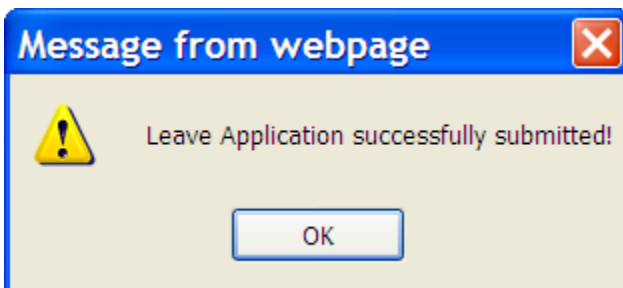
To withdraw Leave

1) Go to **Leave Transaction → Leave History** menu. All leave information of employee will be displayed
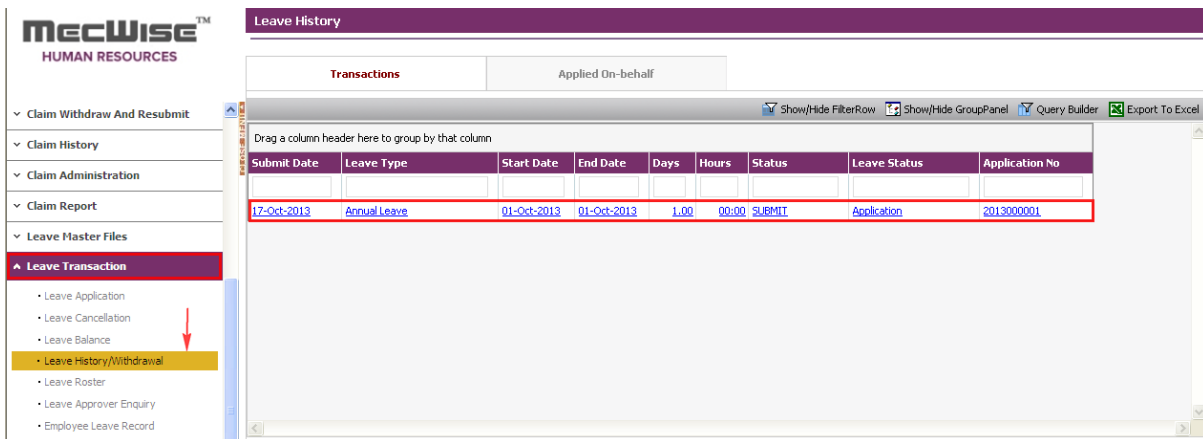
2) Select a Leave Application which is not yet approved to withdraw and then click **"Withdraw Leave" button** to withdraw leave application.
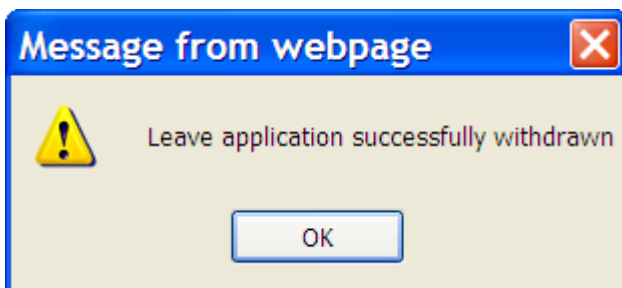
To re-apply Leave again

1) Go to **Leave Transaction → Leave Application** menu.
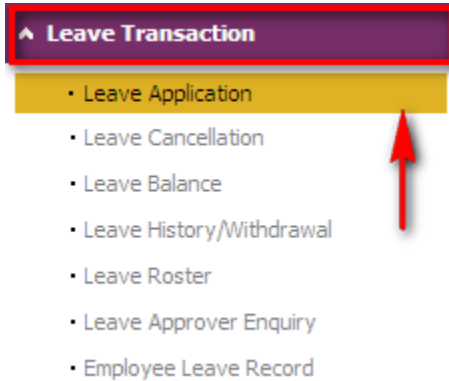
2) Select the desired **Leave Type** from the drop down list and leave date(s), etc.

3) Click **"Submit" button** to submit leave application again.
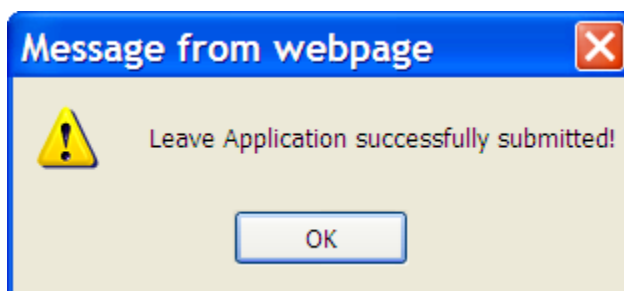
Reporting Officer to approve Leave Application of employee

1) Log-in using Approving Officer user role.

2) Click on **Workflow → Outstanding For Action** menu
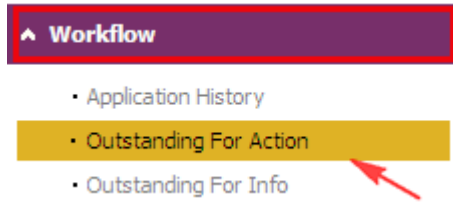
3) Select an Leave Application to approve

4) Click on **"'Approve" button** to approve the Leave Application
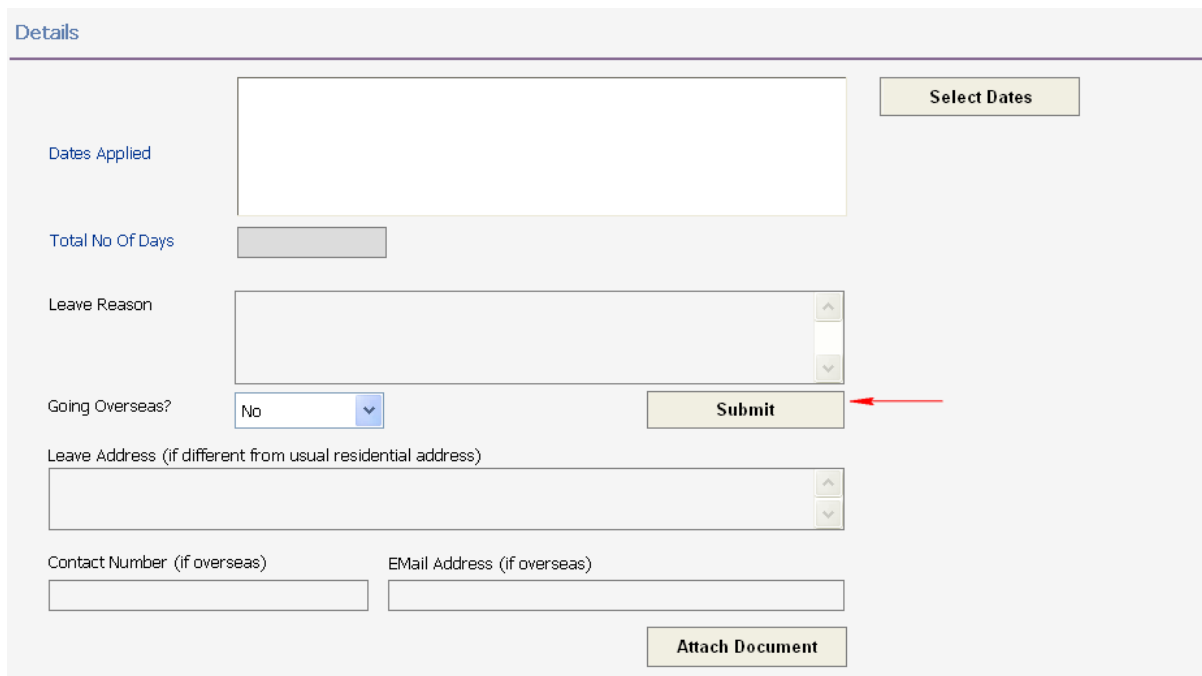
To cancel approved Leave

1) Log-in using Employee ESS user role again.

2) Go to **Leave Transaction → Leave Cancellation** menu.

3) Select an approved Leave Application to be cancelled and click **"Submit" button** to submit leave cancellation request.
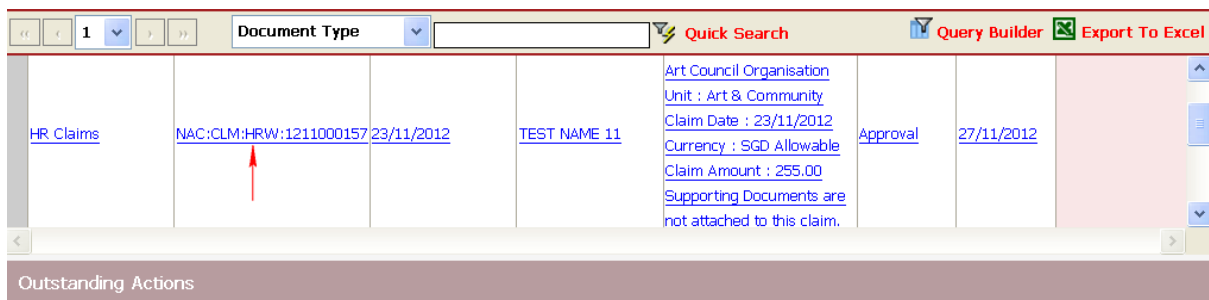

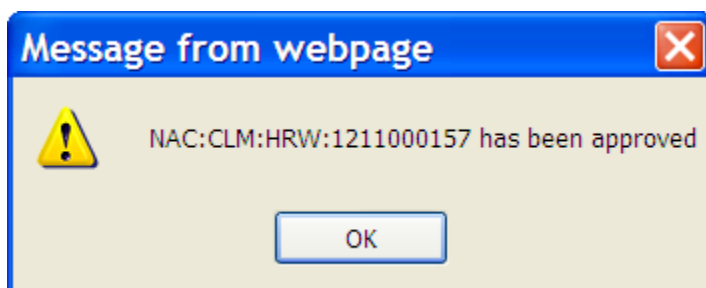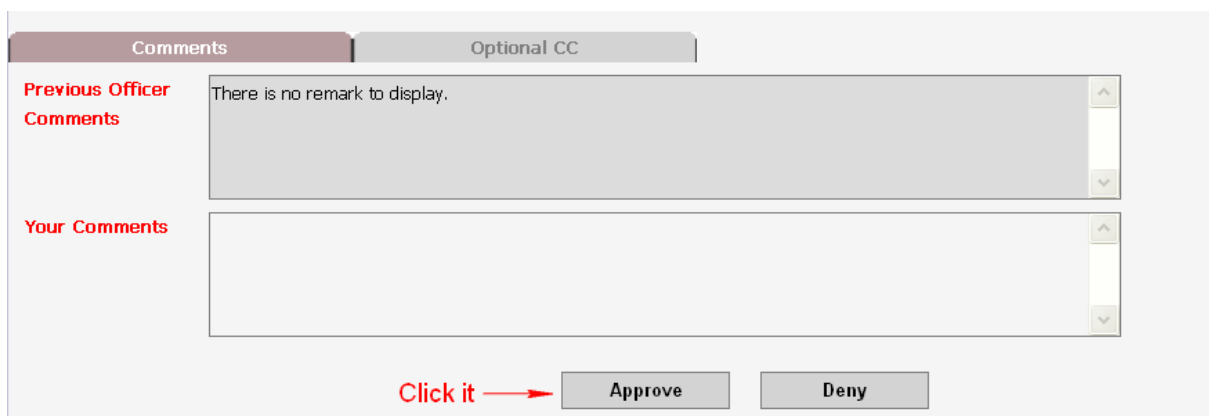**Reporting Officer to approve Leave Cancellation of employee**

1) Log-in using Approving Officer user role.

2) Click on **Workflow → Outstanding For Action** menu
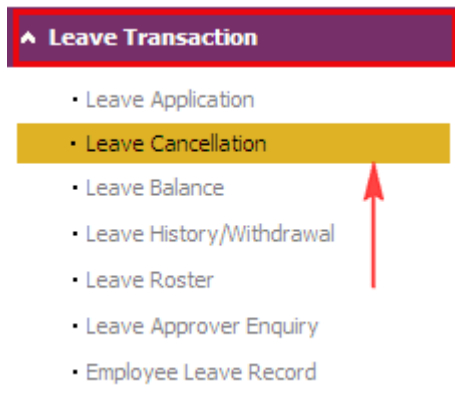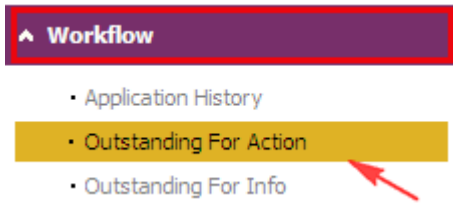
3) Select a Leave Cancellation Request to approve.

3.2 Leave Status Enquiry

This module allows HR user to view the leave status for a selected employee or the entire organisation
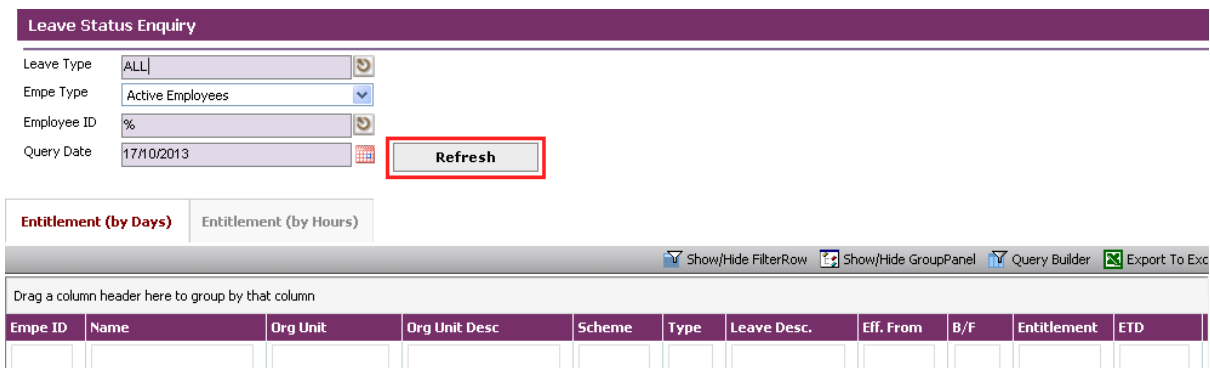
Leave Administration-Leave Status Enquiry

Field	Description
Leave Type	To define the leave type of the leave application user wishes to view
Empe Type	To define the employee's type: active employees or resigned employees
Employee ID	To define the employee ID whose leave applications are to be viewed by the user
Query Date	To define date of the leave application user wishes to view

After define the search criteria, click on the **Refresh** button to retrieve the filtered records. Click on the record to view the record's details

The entitlement (by Days) tab is to show the specified employee's leave entitlement, leave balance and the pertained leave scheme by days.

The entitlement (by Hours) tab is to show the specified employee's leave entitlement, leave balance and the pertained leave scheme by hours.

3.3 Leave Transaction

This module allows the HR user to apply and cancel leave applications upon receiving the request from employees

Field	Description
Type	To define the employee's type: active employees or resigned employees
Employee	To define the employee HR users wish to apply or cancel his/her leave
Leave Scheme	To display Leave Scheme as defined by user.

Transaction Details Tab

The transaction detail tab will display all the leave history records pertaining to the specified employee. User can click at the circled field to retrieve the records for current year or for all.

Click on the record to view the transaction details. Please refer to 7.1 for more explanations

Leave Application

Employee ID	BA01N0001	Tammy Leong
Designation	CEO	
Application No	LTA	WLV	2013000001	Submitted on	17/10/2013 11:23:4
Workflow ID		Submitted by	BA01N0001
Application Status	1 (New)	Status date	17/10/2013 11:23:4

Balance

Leave Type	AL (Annual Leave)	
1. Brought Forward [Last / Prev Years]	0.00	0.00
2. Brought Forward Expired	0.00	
3. Brought Forward Total	0.00	
4. Entitlement [Current Year / Earned To Date]	10.00	8.00
5. Leave Adjusted	0.00	
6. Leave Used to Date	0.00	
7. Leave Pending Approval	0.00	
Balance [Current Year / Earned To Date]	10.00	8.00
Balance [Available for Application]	10.00	
(= [3]+[4]+[5]-[6]-[7])		

Details

	01-Oct-2013 [Tue]	**Select Dates**
Dates Applied		
Total No Of Days	1.00	
Leave Reason	test	
Overseas	No	**Withdraw Leave**
Leave Address (if different from usual residential address)		
Contact Number (if overseas)	EMail Address (if overseas)	

View Attached Document(s)

Routing Status

Query Builder   Export To Excel

| Name | Role | Status | Remarks |

Leave Transaction Details

Entitlement Tab (by Days)

The entitlement tab is to show the specified employee's leave entitlement, leave balance and the pertained leave scheme by days.

Leave Transaction

Type	Active Employees
Employee	
Leave Scheme	
	Show Current Year Records	Refresh	Application	Cancellation

| Transaction Details | Entitlement (by Days) | Entitlement (by Hours) |

1   Leave Type   Quick Search   Query Builder   Export To Exce

| Leave Type | Description | Entitlement | B/F | Adjusted | Earned | Used | Balance | Updated On | Effect |

Click on the record to view the leave type's details.

Entitlement Tab (by Hours)

The entitlement tab is to show the specified employee's leave entitlement, leave balance and the pertained leave scheme by hours.

Click on the record to view the leave type's details.

Employee Leave Entitlement Details (by Hours)

Employee ID	BA01N0001 (Tammy Leong)		
Leave Scheme	10DAYSAL	Serial No	10
Entitlement Start Date	01/01/2010	Entitlement End Date	
Leave Type		Unit Of Measurement	
B / F [Last / Prev Years]	00:00 00:00	Leave Forfeited [Last Year]	00:00
Brought Forward Expired	00:00	Date Expired	
Brought Forward Total	00:00		
Current Year Entitlement	00:00	Leave Earned To Date	00:00
Leave Adjusted	00:00	Service Year Adjusted	0.00
Leave Used To Date	00:00		
Balance [Current Year]	00:00	Balance [Earned To Date]	00:00
Balance [for Application]	00:00	ETD Updated as at	
Next Balance Expiry Hours	00:00	Next Expiry Date	
Leave Pending	00:00	Next Year Leave Approved	00:00
Posting Year From		Posting Year To	
Effective From		Effective To	
Remarks			

Details	Adjustment	Transaction

| « ‹ 1 › » | Leave Type | | Quick Search | Query Builder | Export To Exc |

Leave Type	Ent. Year	Post Type	Effective Date	Expiry Date	Entitlement	Used	Balance	Expired	Updated On

3.4 Leave Posting

This module allows HR user to perform Leave Posting for all the employees or by Leave Scheme.

Leave Posting

Leave Scheme to post	(All)	Post	Repost Brought Forward
Show Log for the month of	17/10/2013	Refresh	

Posting Test

Test Post Date	01/01/2014	Test Run	

| « ‹ 1 › » | Time Log | | Quick Search | Query Builder | Export To Excel |

Time Log	Session ID	Event	Operation	Message	User ID	Host Use

Leave Administration-Leave Posting

Every Leave Posting ran is logged into the log table and users can view the results from the above screen. Click on **Post** to start the Leave Posting or click the **Refresh** button to refresh the results table.

3.5 Leave Approver Enquiry

This module allows the employee to view the leave entitlement and transactions of their subordinates (based on the routing officer structure).

Leave Administration-Leave Approver Enquiry

Fields	Description
Approver ID	Allow you to choose to your approver
Employee Type	Allows you to pick to only show Active or Resigned staff.
Employee	Allows you to choose all or individual employees
Leave Type	Allows you to view all or single Leave Types

Click on the Refresh button to generate the data.

The Entitlement (by Days) and Entitlement (by Hours) tab at the Details will be filled up and you can view your information here. You can also click on the Leave Applied tab to show all the transactions made.