

HUMAN RESOURCE INFORMATION SYSTEM (HRIS)

USER MANUAL FOR LEAVE MANAGEMENT SYSTEM (FOR ESS USERS)

VERSION 1.0



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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:

▲ Leave Transaction
Leave Application
Leave Cancellation
Leave Balance
Leave History/Withdrawal
Leave Roster
Leave Approver Enquiry
Employee Leave Record

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.



Leave Application			
Employee ID	BA01N0001 Tammy Leon	g	
Designation	CEO		
Balance			
Leave Type	Annual Leave	~]
1. Brought Forward [I	.ast / Prev Years]	0.00	
2. Brought Forward E	xpired	0.00	
3. Brought Forward T	otal	0.00	
4. Entitlement [Curre	nt Year / Earned To Date]	10.00 8.00	
5. Leave Adjusted		0.00	
6. Leave Used to Dat	e	0.00	
7. Leave Pending App	iroval	0.00	
Balance [Current Yea	r / Earned To Date]	10.00 8.00	
Balance [Available fo	r Application]	10.00	
(= [3]+[4]+	-[5]-[6]-[7])		
Last Updated On		07/10/2013 19:24:28	
Details			
			Select Dates
Dates Applied			
Total No Of Days			
Leave Reason		~	
		~	
Going Overseas?	No	Submit	
Leave Address (if dit	ferent from usual residentia	al address)	
		~	
		~	
Contact Number (if a	overseas) EMail Add	ress (if overseas)	
		. ,	
·			
		Attach Document	
			1
Route to the following	g officers	Edit Routing List	
			🔽 Query Builder 🛛 Export To Excel
Recipient	Role		
	Koic		

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.



Leave entitlement for the current year.
Number of leave days earned to date.
Number of days that this leave type can be adjusted.
Numbers of days for this leave type that has been used.
Numbers of days for this leave type that is pending approval.
Number of leave days balance for this leave type.
The date on which the lasted update was made.
Displays the dates that employee selected for the leave.
Click this to pick dates to apply leave for from a calendar.
Total number of days of leave taken.
Reason for application of Leave.
YES – Overseas Leave. NO – Local Leave.
Overseas address if overseas leave.
Contact number of the employee
Email address of oversea leave
officers Section:
This tab displays the ID of the Recommending and
Approving Officer.
Click this to submit the Leave Application for approval.



Applying for Leave

Leave Application				
Employee ID	BA01N0001	Tammy Leong		
Designation	CEO	·		
Balance				
Leave Type	Annual Leave		~	
1. Brought Forward [L 2. Brought Forward Ex	Compactionate L	(6 days) eave		×
3. Brought Forward To		(2 days) ave		
4. Entitlement [Curren	Hospitalisation Le Injury Leave	ave		
5. Leave Adjusted	Leave To Attend	International/Regional & Bilateral Cultura	l Events	
6. Leave Used to Date	No-Pay Leave			
7. Leave Pending App	National Service L Off in Lieu	Leave		
Balance [Current Year	Parent-care Leav Paternity Leave	e		
Balance [Available for	Paternity Leave (amont only a		
(= [3]+[4]+	Represent Singap	oore Civil Service		
Last Updated On	Ordinary Sick Lea Sick Leave (Witho Shared Parental L	out MC)		
Details	Unpaid Infant Ca Unrecorded Leav Study/Examinatic Union Leave	re Leave e		
Dates Applied				Select Dates

Select the desired Leave Type from the drop down list.

Leave Application				
Employee ID	BA01N0001	Tammy Leong		
Designation	CEO			
Balance				
Leave Type	Annual Leave			*
1. Brought Forward [L	.ast / Prev Years	5]	0.00	0.00
2. Brought Forward E>	kpired		0.00	
3. Brought Forward To	otal		0.00	
4. Entitlement [Currer	nt Year / Earned	To Date]	10.00	8.00
5. Leave Adjusted			0.00	
6. Leave Used to Date	•		0.00	
7. Leave Pending App	roval		0.00	
Balance [Current Year	r / Earned To Da	ate]	10.00	8.00
Balance [Available for	Application]		10.00	
(= [3]+[4]+	[5]-[6]-[7])			
Last Updated On			07/10/2013 19:24:28	

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

Proceed on to the Details section.



			Select Date
Dates Applied			
Total No Of Days			
Leave Reason		~	
Going Overseas?	No	Submit	
Leave Address (if d	ifferent from usual residential addres	s)	
		×	
Contact Number (if	overseas) EMail Address (if c	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.

**	<		Octo	ber 201	3		> »
\diamond	Sun	Mon	Tue	Wed	Thu	Fri	Sat
>	29 ^{am}	30 am	1 am	2 am	3 am	4 am	5 am
	pm	pm	pm	pm	pm	pm	pm
>	6 am	7 am	8 am	9 am	10 am	11 am	12 am
	pm	7 pm	pm	9 pm	pm	pm	pm
>	13 am	14 am	15 am	16 am	17 am	18 am	19 am
	pm	pm	pm	pm	pm	pm	pm
>	20 am	21 am	22 am	23 am	24 am	25 am	26 am
	pm	pm	pm	pm	pm	pm	pm
>	27 am	28 am	29 am	30 am	31 am	1 am	2 am
	pm	pm	pm	pm	pm	pm	pm
>	3 am	4 am	5 am	6 am	7 am	8 am	9 am
	pm	pm	pm	pm	pm	pm	9 pm
ays	Selected	0			ОК		Cancel

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 \rightarrow 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.

Submit

The following pop up will display upon successful submission.

Message	from webpage
♪	Leave Application successfully submitted!
	ОК

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.



ave Cancellation				
Employee ID	BA01N0001 Tammy Leor	ng		
Designation	CEO			
lance				
Leave Type	Annual Leave		*	
1. Brought Forward [Last / Prev Years]	0.00	0.00	<u>~</u>
2. Brought Forward B	xpired	0.00		
3. Brought Forward 1	otal	0.00		
4. Entitlement [Curre	nt Year / Earned To Date]	10.00	8.00	
5. Leave Adjusted		0.00		
6. Leave Used to Dat	e	0.00		
7. Leave Pending Ap	proval	1.00		
Balance [Current Ye	ar / Earned To Datel	9.00	7.00	
Balance [Available fo		9.00	1.00	
	+[5]-[6]-[7])			
Last Updated On		07/10/2013 19:24:28		
Dates Applied				Select Dates
Tabl No. of David				
Total No Of Days				
Leave Reason			<	
Going Overseas?	No	[Submit	
Leave Address (if di	fferent from usual residenti	ial address)		
	norone nom usuar residend		~	
			~	
Contact Number (if	overseas) EMail Adı	dress (if overseas)		
L		г		
			Attach Document	
		-		
ute to the followin	g officers		Edit Routing List	

Leave Transaction-Leave Cancellation

Role

Select the Leave Type that is to be cancelled.

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

Recipient

🕅 Query Builder 🛛 🕱 Export To Excel



~	٠		Octo	ber 201	3		> »
\diamond	Sun	Mon	Tue	Wed	Thu	Fri	Sat
>	29 ^{am}	30 am	1 am	2 am	3 am	4 am	5 am
	pm	pm	pm	pm	pm	pm	pm
>	6 am	7 am	8 am	9 am	10 am	11 am	12 am
	pm	pm	pm	pm	pm	pm	pm
>	13 am	14 am	15 am	16 am	17 am	18 am	19 am
	pm	pm	pm	pm	pm	pm	pm
>	20 am	21 am	22 am	23 am	24 am	25 am	26 am
	pm	pm	pm	pm	pm	pm	pm
>	27 am	28 am	29 am	30 am	31 am	1 am	2 am
	pm	pm	pm	pm	pm	pm	pm
>	3 am	4 am	5 am	6 am	7 am	8 am	9 am
	pm	pm	pm	pm	pm	pm	9 pm
ays	Selected	0			ОК		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.

Microso	it Internet Explorer 🛛 💈	<
	Leave Cancellation successfully submitted	11
	ок	



2.3 Leave Balance

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

Leave Balance				
Employee ID	BA01N0001 🔊 Tammy Le	eong		
Designation	CEO			
Balance				
Leave Type	Annual Leave		~	
Leave Forfeited [Last Ye	ar]	0.0		
1. Brought Forward [[Last / Prev Years]	0.0	0.0	
2. Brought Forward B	Expired	0.0		
3. Brought Forward 1	Total	0.0		
4. Entitlement [Curre	ent Year / Earned To Date]	10.0	8.0	
5. Leave Adjusted		0.0		
6. Leave Used to Da	te	0.0		
7. Leave Pending Ap	7. Leave Pending Approval			
Balance [Current Ye	ar / Earned To Date]	9.0	7.0	
Balance [Available fo	or Application]	9.0		
(= [3]+[4]	+[5]-[6]-[7])			
Last Updated On		07/10/2013 19:24:28		

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 History										
	Transactions	Aj	Applied On-behalf							
						🗹 Show/Hi	de FilterRow 🛭 🚼 Show/Hide	GroupPanel 🛛 🕅 Query Bu		
Drag a column he	ader here to group by tha	t column								
Submit Date	Leave Type	Start Date	End Date	Days	Hours	Status	Leave Status	Application No		

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 Roster - Windows Internet	Explorer Explorer
Leave Roster Printed on : 17 Oct 2013 05:26:48 PM	View LegendCloseMonth/YearOctoberV2013V
+	October, 2013
Starvision IT Pte Ltd Croporate Administration Corporate Administration Finance Human Resource Information Technology Operation Production Purchase Sales Warehouse Work Shop	Employee Name 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Leave Transaction-Leave Roster

2.6 Leave Approver Enquiry

Leave A	Approver I	Enquiry									
Approver II	D	3A01N0001 🔊	Tammy Leong								
Employee T	ype	Active Employe	ees		*						
Employee	•	% 🔊	(All Employees)								
Leave Type	• [AL (Annual Lea	ive)		V Re	fresh					
Entit	Entitlement (by Days) Entitlement (by Hours)		by Hours)	Lear	ve Applied						
	🕁 Show/Hide FilterRow 🛛 🔀 Show/Hide GroupPanel 👖 Query Builder 🛛 🔀 Export To Exc										
Drag a column header here to group by that column											
Empe ID	Name	0	rg Unit	Org Unit Desc	Leave Type	Description	B/F	B/F(Expired)	Adjusted	Entitlement	Earned

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.

Entitlem	ent (by Days)	Entitlement (by Hou	irs) Lea	ve Applied					
				🗹 si	now/Hide Filter	rRow [🚼 S	ihow/Hide GroupPanel 🛛 🕅 Query B	Builder 🔣	Export To E>
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 Rec	ord			
Record Selection :				
	Print All Records	*	Select Criteria	
	Print the Report (Batc	h Job)	Click Here	
Report Output Select Report	Гуре PDF	= Document	~	
Report Paramete	rs			
Approver ID		N0001	0	
Employee Type	e Activ	e	8	
Employee ID	%		2	
Sort By	Emple	oyeeID	0	



3.0 Scenario Testing

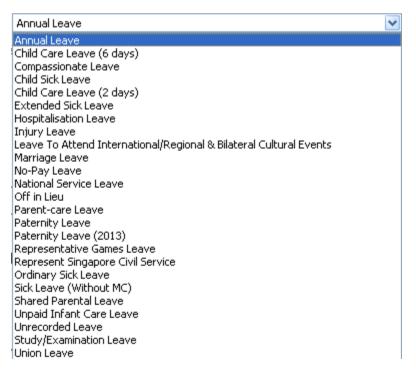
3.1 How to process Leave Application, Cancellation & Withdrawal

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.



 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.



« < October 2013 > >									
\diamond	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
>	29 ^{am}	30 am	1 am	2 am	3 am	4 am	5 am		
	pm	pm	pm	pm	pm	pm	pm		
>	6 am	7 am	8 am	9 am	10 am	11 am	12 am		
	pm	7 pm	pm	pm	pm	pm	pm		
>	13 am	14 am	15 am	16 am	17 am	18 am	19 am		
	pm	pm	pm	pm	pm	pm	pm		
>	20 am	21 am	22 am	23 am	24 am	25 am	26 am		
	pm	pm	pm	pm	pm	pm	pm		
>	27 am	28 am	29 am	30 am	31 am	1 am	2 am		
	pm	pm	pm	pm	pm	pm	pm		
>	з <mark>Б</mark> орг	1 day _n Lo	ave _{am}	6 аг Бо	r half _r da	y Leave	9 am		
	з рт	⁴ pm	5 pm	рт	pm	⁸ pm	9 pm		
Days Selected 0									

5) Fill in the Leave Reason, and Leave Address

Details

	23-Oct-2013 [Wed]		Select Dates
Dates Applied			
Total No Of Days	1		
Leave Reason			
Going Overseas?	No	Submit	Fill in
Leave Address (if d	ifferent from usual residential address)	< >	
Contact Number (if	overseas) EMail Address (if overseas)		
		Attach Document	

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



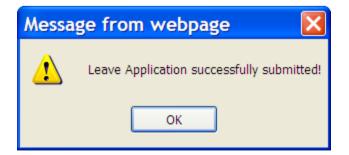
If the browser is blank, click on the **Edit Routing List** button icon and select the relevant Employee IDs for the recommending and approving officer

Route to the following officers		Edit Routing List To edit routing officer	
		🔂 Query Builder	Export To Excel
Recipient	Role		~

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

🔏 EpfForm	- Webpage Dialog					×
					🕅 Query Builder	🔀 Export To Excel 🧴
Serial No	Recipient	Covering To	Modified on	Modified by		~
	Amy Chan	-	17-Oct-13 11:55	eplatform		
20	1 Tey Siu Moi	-	17-Oct-13 11:55	eplatform		
<	To edit					>
Routing	List					
Ro	For Information	n (CC) 🛛 🔽				
Re	ecipient	,			0	
Re	emark					
				4	-	
Cr	eated by		Modified by			
	To add nev		New Delete	Save Exit		
<			IIII			>

8) Click "Submit" button.



To withdraw Leave



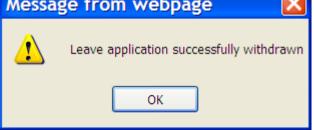
 Go to Leave Transaction → Leave History menu. All leave information of employee will be displayed

MecWise™		Leave Histor	y								
HUMAN RESOURCES		-	Transactions	Ap	oplied On-beh	alf					
 Claim Withdraw And Resubmit 	^							🗹 Show/H	ide FilterRow 🚺 Show/Hid	e GroupPanel 🛛 M Query Builde	r 🔣 Export To Excel
✓ Claim History		Drag a column he	ader here to group by that	column							1
 Claim Administration 	- 1	Submit Date	Leave Type	Start Date	End Date	Days	Hours	Status	Leave Status	Application No	
Claim Administration	- 17										
✓ Claim Report		17-Oct-2013	Annual Leave	01-Oct-2013	01-Oct-2013	1.00	00:00	SUBMIT	Application	2013000001	
✓ Leave Master Files											
▲ Leave Transaction											
Leave Application											
Leave Cancellation											
• Leave Balance											
Leave History/Withdrawal											
Leave Roster											
Leave Approver Enquiry	Ξ										8
Employee Leave Record		<									>

2) Select a Leave Application which is not yet approved to withdraw and then click "Withdraw Leave" button to withdraw leave application.

Details

	01-Oct-2013 [Tue]	Select Dates
Dates Applied		
Total No Of Days	1.00	
Leave Reason	test	
Overseas	No Withdraw Leav	ve for a second s
Leave Address (if	different from usual residential address)	
Contact Number (i	if overseas) EMail Address (if overseas)	
	View Attached Document(s)
essage fro	m webpage 🛛 🔀	





To re-apply Leave again

1) Go to Leave Transaction → Leave Application menu.



- Leave Approver Enquiry
- Employee Leave Record
- 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.

Messa	ge from webpage 🛛 🛛 🚺	<
⚠	Leave Application successfully submittee	1!
	ОК	



Reporting Officer to approve Leave Application of employee

1) Log-in using Approving Officer user role.

2) Click on Workflow → Outstanding For Action menu

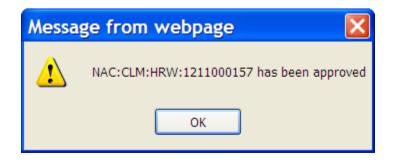
▲ Workflow	
Application History	
Outstanding For Action	
Outstanding For Info	

3) Select an Leave Application to approve

··· · 1 🗸	> >> Document Type 🗸		y Quick Search	🗹 Q	uery Builder	🛚 Export To Excel
HR Claims	NAC:CLM:HRW:1211000157 23/11/2012	TEST NAME 11	Art Council Organisation Unit : Art & Community Claim Date : 23/11/2012 Currency : SGD Allowable Claim Amount : 255.00 Supporting Documents are not attached to this claim.	<u>Approval</u>	<u>27/11/2012</u>	*
<						>
Outstanding A	ctions					

4) Click on "Approve" button to approve the Leave Application

Comm Previous Officer	Ints Optional CC Optional CC Optional CC	^
Comments		*
Your Comments		^
		~
	Click it Approve Deny	





To cancel approved Leave

- 1) Log-in using Employee ESS user role again.
- 2) Go to Leave Transaction → Leave Cancellation menu.

 Leave Transaction
Leave Application
Leave Cancellation
• Leave Balance
Leave History/Withdrawal
Leave Roster
Leave Approver Enquiry
Employee Leave Record

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

etails						
					Select Dates]
Dates Applied						
Total No Of Days						
Leave Reason				~		
				~		
Going Overseas?	No	•	S	ubmit		
Leave Address (if dif	ferent from usual resid	ential address)				
				~		
Contact Number (if o	verseas)	EMail Address (if oversea	s)			
L			Attach	Document		

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	Status Enquiry									
Leave Typ Empe Type Employee Query Dat	Active Employees D % e 17/10/2013	nt (by Hours)	Refresh							
					🗹 Show/	'Hide FilterRow 🛛 🚼 S	how/Hide Groupf	Panel 🕅	Query Builder	🗙 Export To Exc
Drag a colur	Drag a column header here to group by that column									
Empe ID	Name	Org Unit	Org Unit Desc	Scheme	Туре	Leave Desc.	Eff. From	B/F	Entitlement	ETD

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

Leave Transa	action									
Туре	Active Employ	ees		~						
Employee				3)					
Leave Scheme										
	Show Current	Year Reco	rds 💌	Refresh			Application	Cancellat	ion	
Transactio	on Details		Entitlement (t	y Days)	En	ntitlement (b	y Hours)			
« < 1 💙)	» » Lea	ve Date	v			🏹 Quick Sear	rch			📝 Query Builder 🛛 Export To Excel
Leave Date	Duration	<u>Гуре</u>	Description		<u>Days</u>	<u>Hours</u>	Apply Type	<u>Status</u>	<u>Status Date</u>	Submitted by

Field	Description
Туре	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 Le	2000					
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 [l	ast / Prev Years]	0.00	0.00				
2. Brought Forward E:		0.00	0.00				
3. Brought Forward To		0.00					
	nt Year / Earned To Date]	10.00	8.00				
5. Leave Adjusted		0.00	0.00				
6. Leave Used to Date		0.00					
7. Leave Pending App	roval	0.00					
Balance [Current Yea	r / Earned To Date]	10.00	8.00				
Balance [Available for		10.00					
(= [3]+[4]+	·[5]-[6]-[7])						
Details							
	01-Oct-2013 [Tue]			Selec	t Dates		
Data da Kad							
Dates Applied							
Total No Of Days	1.00						
Leave Reason	test		<u>^</u>				
Overseas	No						
			Withdraw Leave				
Leave Address (if dif	ferent from usual residentia	al address)	~				
Contact Number (if c	verseas) EMail Add	ress (if overseas)					
			h d D and d D				
		view Atta	ched Document(s)				
Pouting Status							
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 Transa	action				
Туре	Active Employees		•		
Employee		8			
Leave Scheme					
	Show Current Yea	ar Records 💽 Refresh	Application	Cancellation	
Transactio	on Details	Entitlement (by Days)	Entitlement (by Hours)		
« < 1 💌 >	> >> Leave	Type 🔽	Vy Quick Search		🕅 Query Builder 🛛 🔣 Export To Exc
Leave Type De	escription	<u>Entitlement</u>	<u>B/F Adjusted Ear</u>	ned <u>Used Balan</u> ı	ce Updated On Effec



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

Employee Leave Entitl	ement Details							
Employee ID	BA01N0001 (Tamr	my Leong)			গ			
Leave Scheme	10DAYSAL	Serial	No	10 1	.0			
Entitlement Start Date	01/01/2010	Entitler	ment End Date					
Leave Type	AL	Unit Of	Measurement	DAY				
B / F [Last / Prev Years] 0.00 0.00	Leave F	orfeited [Last Year]	0.00				
Brought Forward Expire	d 0.00	Date E	xpired					
Brought Forward Total	0.00							
Current Year Entitlemer	10.00	Leave	Earned To Date	8.00				
Leave Adjusted	0.00	Servic	e Year Adjusted	0.000000				
Leave Used To Date	0.00							
Balance [Current Year]	10.00	Balanc	e [Earned To Dat	e] 8.00				
Balance [for Application	10.00	ETD U	dated as at	07/10/2013 1	9:24:28			
Leave Pending	1.00	Next Y	Next Year Leave Approved		0.00			
Next Balance Expiry Da	ys 10.00	Next Ex	piry Date	31/12/2014				
Posting Year From	01/01/2013	Posting	i Year To	31/12/2013				
Effective From	01/01/2013	Effecti	ve To	01/01/2099				
Remarks					~			
					~			
Details	Adjustment	Transactions						
« < 1 💙 > »	Leave Type 🛛 🗸	•	🛂 Quick Sea	rch			📝 Query Builder	Export To Excel
Leave Type Ent. Year	Post Type Efi	fective Date	Expiry Date	Entitlement	<u>Used</u>	Balance	Expired	Updated (

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.

Leave Transa	iction				
Туре	Active Employees	~	1		
Employee		2	2		
Leave Scheme					
	Show Current Yea	ar Records 🛛 🖌 Refresh	Application	Cancellation	
Transactio	n Details	Entitlement (by Days)	Entitlement (by Hours)		
« < 1 💌 >	>>> Leave	Type 🔽	Vy Quick Search		🕅 Query Builder 🛛 🔣 Export To Exce
Leave Type De	scription	Entitlement B/F (Prev) <u>B/F B/F (Last) (Expired)</u>	Adjusted Earned Use	d <u>Balance (ETD)</u> Balance (Year) Bal

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



Employee Leave Entitlement Details (by Hours)
Employee Leave Entitlement Details Tby Hours I

Employee ID	BA01N0001 (Tammy	Leong)		গ	
Leave Scheme	10DAYSAL	Serial No		10	
Entitlement Start Date	01/01/2010	Entitlement En	nd Date		
Leave Type		Unit Of Measu	rement [
B / F [Last / Prev Years	00:00 00:00	Leave Forfeited	[Last Year]	00:00	
Brought Forward Expire	d 00:00	Date Expired			
Brought Forward Total	00:00		h.		
Current Year Entitlemer	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 [Earn	ed To Date]	00:00	
Balance [for Application] 00:00	ETD Updated -	as at		
Next Balance Expiry Ho	urs 00:00	Next Expiry Date	,		
Leave Pending	00:00	Next Year Lea	ve Approved	00:00	
Posting Year From		Posting Year T	• ľ		
Effective From		Effective To	Ĩ		
Remarks				~	
				~	
Details	Adjustment	Transaction			

j	<u>Leave Type</u>	<u>Ent. Year</u>	<u>Post Type</u>	Effective Date	Expiry Date	<u>Entitlement</u>	<u>Used</u>	<u>Balance</u>	<u>Expired</u>	Updated On	
	« < 1 💌 >	·	eave Type	*	🔤 🏹 Quick Searc	h		📝 Query Builder 🛛 🔀 Export To Exc			
	Details		Adjustment	Transaction							

3.4 Leave Posting

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

Leave Posting		i j					
Leave Scheme to post Show Log for the month o	(All)	~	Post	Repost Brought Forward]		
Posting Test Test Post Date	01/01/2014		Refresh Test Run				
« (1 > »	Time Log	~		Vy Quick Search			Export To Excel
Time Log	Session ID	Event (<u>Operation</u>	<u>Message</u>		<u>User ID</u>	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 A	Approver	Enquiry											
Approver II	D		0										
Employee T	fype	Active Empl	loyees	*									
Employee		%	(All Employees)										
Leave Type	9	AL (Annual	Leave)		~	Refres	5h						
Entitl	lement (by	/ Days)	Entitleme	ent (by Hours)		Leave A	pplied						
							🗹 Show/Hid	le FilterR	ow 💽 Sł	how/Hide GroupPar	nel 🕅 Query	Builder 🔣 Exp	port To Exc
Drag a colur	mn header h	ere to group	by that column										
Empe ID	Name		Org Unit	Org Unit Desc		Leave Type	Description		B/F	B/F(Expired)	Adjusted	Entitlement	Earned

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.

Entitlem	ent (by Days)	Entitlement (by Hou	urs)	Lea	ve Applied							
					🗹 si	now/Hide Filt	erRow 🚼 🛙	5how/Hide GroupPanel 🛛 🕅	Query Bui	ilder 🔣 I	Export To Exi	
Drag a column h	rag a column header here to group by that column											
Employee ID	Name	Org Unit	Org Unit I	Desc	Leave Date	Duration	Leave Type	Description		Days	Hours	