



E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR HCM ADMIN

1. **OPEN LINK (Internet)** → <https://e-registration.bhic.com.my/eregistration/eleave/> to login E-Leave online system.

OPEN LINK (Intranet) → <http://aslusw01/eregistration/eleave/> to login E-Leave online system.

LOGIN

Email: **hr.admin@bnsy.com.my**

Password: **xxxx**

Click **Login**

BOUSTEAD NAVAL SHIPYARD SDN. BHD.

Home About Information Cont

ELEAVE MANAGEMENT SYSTEM

AUTO-CALCULATE LEAVE ENTITLEMENT
e-Leave will auto-calculate leave entitlement of each employee based on date join, group and service year.

EASY TO CHECK LEAVE BALANCE
Employees can easily check their leave balance online without going through HR personnel or leave administrator.

UNLIMITED RECORDS CREATION
Create unlimited records for employee profile, leave type, approval group and more.

MULTI-LEVELS LEAVE APPROVAL METHODS
Up to 2 levels of leave approvers/supervisors for each group.

APPROVAL & NOTIFICATION VIA E-MAIL
Supervisors can alternatively approve/reject leave application. Employee will be notified via e-mail their leave application status.

CALENDAR VIEW TO SEE "WHO'S ON-LEAVE"
User friendly interface with Calendar View.

LOGIN

hr.adim@bnsy.com.my

.....

Login

STEPS: ADD STAFF

2. HR Admin Page -> Choose **Add Staff** – Staff List-> Click **+Add New Staff**.

HR ADMIN

1005

MAIN NAVIGATION

- Dashboard
- Calendar
- My Leave
- HR Admin Page**
- Add Staff**
- Manage Approver
- Manage Entitlement
- Manage Holiday
- Manage News

Staff List

+ Add New Staff

Show 10 entries

Search:

Staff	Department	Endorsed	Approver	Status
Abu Bin Ali Date Joined: 20-SEP-19	HUMAN CAPITAL MANAGEMENT	Not Applicable	Not Applicable	Inactive
ADMIN Date Joined: 28-AUG-19	INFORMATION SYSTEM	Not Applicable	Not Applicable	Inactive
AHMAD NIZAM BIN MAKHTAR Date Joined: 01-APR-05	INFORMATION SYSTEM	Not Applicable	TOMMY KOAY	Active



E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR HCM ADMIN

3. Add New Staff screen will pop-up ->
Insert staff **particular/details** and click **Submit**.

Add New Staff

Name: TestingABC

Staff ID: 12345678

Email: ABC@bnsy.com.my

Company Code: BPS

Costcenter: 20020400

Position: Supervisor

Job Grade: N1B

Department: INFORMATION SYSTEM

Endorser: ASRUL EFFENDI HAMZAH

Approver: TOMMY KOAY

Date Joined: 02-Oct-2019

Annual Leave: 4 Days

Carry Forward: 0 Days

Close Submit

4. STAFF LIST - **✓ Successfully Added!** will be appeared and use **Search** column to find value added staff.

Staff List

Staff List

✓ Successfully Added!
New staff is successfully added.

+ Add New Staff

Show 10 entries

Search: TestingABC

Staff	Department	Endorsed	Approver	Status
TestingABC Date Joined: 02-OCT-19	INFORMATION SYSTEM	ASRUL EFFENDI...	TOMMY KOAY	✓ Active
TestingABC Date Joined: 02-OCT-19	INFORMATION SYSTEM	ASRUL EFFENDI...	TOMMY KOAY	✓ Active
TestingABC Date Joined: 02-OCT-19	INFORMATION SYSTEM	ASRUL EFFENDI...	TOMMY KOAY	✓ Active

Showing 1 to 3 of 3 entries (filtered from 15 total entries)

Previous 1 Next



E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR HCM ADMIN

5. STAFF LIST- **Tick/Untick** at Status column to **Active/Inactive** staffs and ✓ **Successfully Update!** will be appeared.

Staff List

Staff List

✓ Successfully Updated!
User status successfully updated.

+ Add New Staff

Show 10 entries Search:

Staff	Department	Endorsed	Approver	Status
Abu Bin Ali Date Joined: 20-SEP-19	HUMAN CAPITAL MANAGEMENT	AHMAD NIZAM ...	TOMMY KOAY	Inactive
ADMIN Date Joined: 28-AUG-19	INFORMATION SYSTEM	SYANUR EZRIN	TOMMY KOAY	Active
AHMAD NIZAM BIN MAKHITAR	INFORMATION SYSTEM	Not Applicable	TOMMY KOAY	Active

---END---

STEPS: MANAGE APPROVER

1. HR Admin Page -> Choose **Manage Approver** –Set Endorser & Approver-> Click **Update for Many**.

HR ADMIN

Set Endorser & Approver

Update for Many

Staff Endorser & Approver

Show 10 entries Search:

Name	Staff ID	Department	Position	Endorser	Approver	Action
Abu Bin Ali	1015	HUMAN CAPITAL MANAGEMENT	Executive	Not Applicable	Not Applicable	Edit
ADMIN	1006	INFORMATION SYSTEM	ADMIN	Not Applicable	Not Applicable	Edit



E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR HCM ADMIN

2. EDIT APPROVER ->

Edit Approver Form- **Insert/type** staff name at **Affected** (*can insert many name*) ->

New Endorser -> **New Approver** and Click **Update**.

OR

3. SET ENDORSER & APPROVER->

Staff Endorser & Approver- Use **Search Box** to find staff name -> Action column Click **Edit**.



E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR HCM ADMIN

4. EDIT APPROVER->

Edit Approver Form- **Insert** name at **Endorser** and **Approver** -> Click **Update**.

The screenshot shows the 'Edit Approver' form. The left sidebar contains navigation links: Dashboard, Calendar, My Leave, HR Admin Page, Add Staff, Manage Approver, and Manage Entitlement. The main form area has the title 'Edit Approver' and a sub-header 'Edit Approver Form'. The form fields are: Name (ADMIN), Staff ID (1006), Endorser (SYANUR EZRIN), and Approver (TOMMY KOAY). A red box highlights the Endorser and Approver fields, and a green 'Update' button is located below them.

5. SET ENDORSER & APPROVER ->

Staff Endorser & Approver- ✓ **Successfully Updated!** will be appeared.

The screenshot shows the 'Set Endorser & Approver' page. The top bar has the title 'Set Endorser & Approver' and a green button 'Update for Many'. Below the bar, there is a section 'Staff Endorser & Approver' with a success message '✓ Successfully Updated! Staff Endorser/ Approver Successfully Updated.' highlighted by a red box. Below the message, there is a table with columns: Name, Staff ID, Department, Position, Endorser, Approver, and Action. The table contains one row for 'ADMIN' with Staff ID '1006', Department 'INFORMATION SYSTEM', and Position 'ADMIN'. The 'Endorser' and 'Approver' columns are highlighted by a red circle, and a blue arrow points from the success message to the table.

Name	Staff ID	Department	Position	Endorser	Approver	Action
ADMIN	1006	INFORMATION SYSTEM	ADMIN	SYANUR EZRIN	TOMMY KOAY	Edit

END



E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR HCM ADMIN

STEPS: MANAGE ENTITLEMENT

1. HR Admin Page -> Choose **Manage Entitlement** –
Staff Entitlement-> Click **Search** box to find staff and Click **Edit** (to manage individual entitlement) or
Click **Update for All**.

Staff	Department	Year	Entitlement	Carry Forward	Action
Abu Bin Ali Assigned on 20-SEP-19	HUMAN CAPITAL MANAGEMENT	2019	18	0	Edit
ADMIN Assigned on 20-AUG-19	INFORMATION SYSTEM	2019	9	5	Edit
AHMAD NIZAM BIN NAHHTAR Assigned on 20-AUG-19	INFORMATION SYSTEM	2019	24	5	Edit

2. EDIT ENTITLEMENT ->

Edit Entitlement Form – Insert **Year**, **Entitlement**, **Carry Forward** and Click **Update** (for individual update).

DETAILS
Entitlement: 18 Days
Days Left: 18 Days

CURRENT PRO RATE
15

Edit Entitlement Form

Name: Abu Bin Ali
Staff ID: 1015

Year: 2019

Entitlement: 18

Carry Forward: 0

[Update](#)



E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR HCM ADMIN

3. EDIT ENTITLEMENT ->

Edit Entitlement Form – Insert **Year**, **Entitlement**, and Click **Update**. (*Update for All*).

4. Staff Entitlement – **✓ Successfully Added!** will be appeared and use **Search** column to find value added.

-----END-----



E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR HCM ADMIN

STEPS: MANAGE HOLIDAY

1. HR Admin Page -> Choose **Manage Holiday** –
Manage Holiday-> Click **+ New Holiday** (to add) and Click **Delete** at action column (to delete holiday).

HR ADMIN

MAIN NAVIGATION

- Dashboard
- Calendar
- My Leave
- HR Admin Page
 - Add Staff
 - Manage Approver
 - Manage Entitlement
 - Manage Holiday**

Manage News

+ New Holiday

News

Show 10 entries

Search:

Date	Leave Name	Day	Action
01-JAN-19	Tahun Baru 2019	Selasa	Delete
01-MAY-19	Hari Pekerja	Rabu	Delete
01-NOV-19	Hari Keputeraan Sultan Perak	Jumaat	Delete

2. Add Holiday – Insert **Date and Details** and Click **Submit**.

Add Holiday

Date: 20-Oct-2019

Details: Launch Eleave

Day: Isnin

Close Submit



E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR HCM ADMIN

3. Manage Holiday– **✓ Successfully Posted!** will be appeared and use **Search** column to find value added.

Calendar

My Leave

HR Admin Page

Add Staff

Manage Approver

Manage Entitlement

Manage Holiday

Manage News

Manage Role

Report

✓ Successfully Posted!
The News is Successfully Posted.

Show 25 entries

Search:

Date	Leave Name	Day	Action
01-SEP-19	Awal Muharam (Maal Hijrah)	Ahad	Delete
11-AUG-19	Hari Raya Qurban	Ahad	Delete
19-MAY-19	Hari Wesak	Ahad	Delete
27-OCT-19	Hari Deepavali	Ahad	Delete
02-SEP-19	Awal Muharam (Maal Hijrah) - Replace Leave	Isnin	Delete
09-SEP-19	Hari Keputeraan Seri Paduka Baginda Yang di-Pertuan Agong	Isnin	Delete
16-SEP-19	Hari Malaysia	Isnin	Delete
20-OCT-19	Launch Eleave	Isnin	Delete

----- END -----

STEPS: MANAGE NEWS

1. HR Admin Page -> Choose **Manage News** –
Manage News-> Click **Post News** (to add) and Click **Delete** at action column (to delete news).

HR ADMIN

1003

MAIN NAVIGATION

Dashboard

Calendar

My Leave

HR Admin Page

Add Staff

Manage Approver

Manage Entitlement

Manage Holiday

Manage News

Manage News

Post News

News

Show 10 entries

Search:

Title	Body	Attachment	Action
User Guide 1.0	Please refer to the attachment for latest user guide for the system	Receipt.pdf	Delete

Showing 1 to 1 of 1 entries

Previous 1 Next



E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR HCM ADMIN

2. Add News– Insert **Title**, **Body**, **Attachment** and Click **Submit**.

Add News

Title LAUNCHING

Body E-LEAVE

Attachment Choose File No file chosen

Close Submit

3. News – **✓ Successfully Posted!** will be appeared and use **Search** column to find value added.

Manage News

Post News

News

✓ Successfully Posted!
The News is Successfully Posted.

Show 10 entries Search:

Title	Body	Attachment	Action
LAUNCHING	E-LEAVE		Delete
User Guide 1.0	Please refer to the attachment for latest user guide for the system	Receipt.pdf	Delete

Showing 1 to 2 of 2 entries Previous 1 Next

-----END-----



E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR HCM ADMIN

STEPS: MANAGE ROLE

1. HR Admin Page -> Choose **Manage Role** –
Staff Role-> Click **Normal User / Department Admin / HCM Admin** -> **Edit Role** Click to apply and change staff role.

The screenshot displays the HR Admin Page interface. On the left sidebar, the 'Manage Role' option is highlighted. The main content area shows the 'Staff Role' management page. At the top, there are tabs for 'Normal User', 'Department Admin', and 'HCM Admin'. Below these tabs, there is a table with columns: Name, Staff ID, Department, Position, and Edit Role. The table contains five rows of staff data. The 'Edit Role' column for each row has a dropdown menu. The dropdown menu for the first row is open, showing options: 'Normal User', 'Click to apply changes', 'Department Admin', 'Normal User', 'HCM Admin', and 'Normal User'. The 'Normal User' option is selected.

Name	Staff ID	Department	Position	Edit Role
ADMIN	1006	INFORMATION SYSTEM	ADMIN	Normal User
AHMAD NIZAM BIN MAKHITAR	1002	INFORMATION SYSTEM	MANAGER	Click to apply changes Department Admin Normal User HCM Admin Normal User
ASRUL EFFENDI HAMZAH	1007	INFORMATION SYSTEM	Manager	
ASYRAF AFIF	1009	INFORMATION SYSTEM	Staff	Normal User

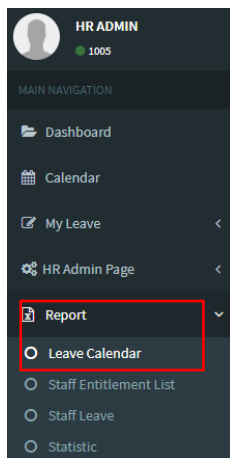
----- END -----



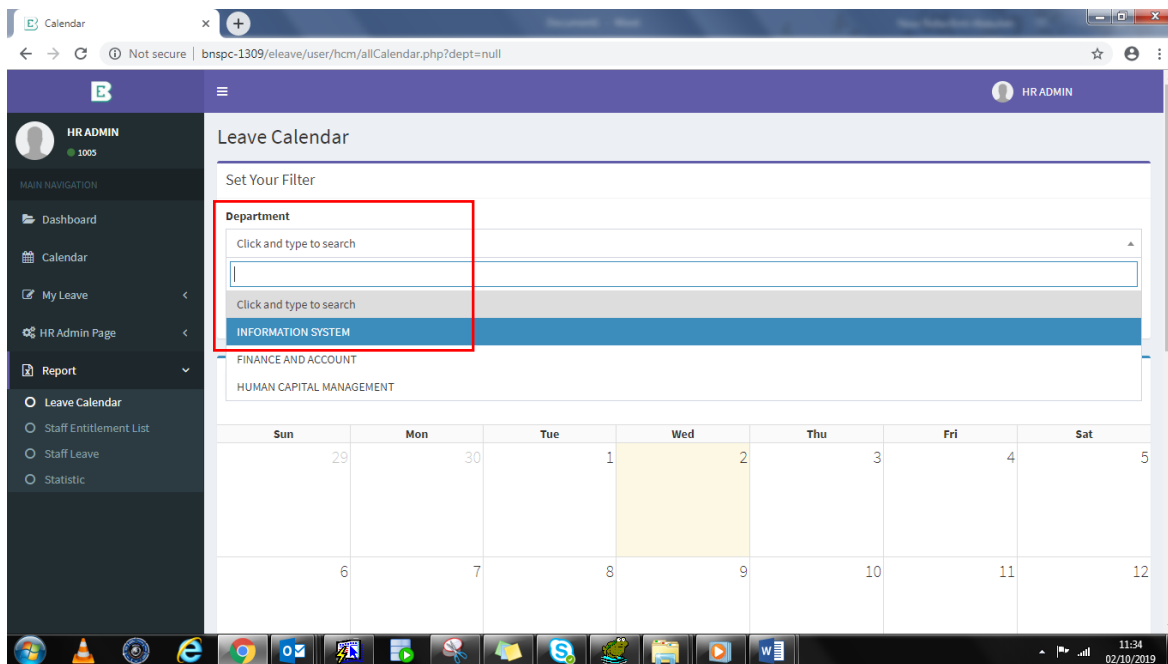
E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR HCM ADMIN

STEPS: GENERATE REPORT LEAVE CALENDAR

HR Admin Page -> **Report** -> Choose **Leave Calendar**.



Set Your Filter → Select or type **Department** from list → **Filter**.





E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR HCM ADMIN

STEPS: GENERATE REPORT STAFF ENTITLEMENT LIST

HR Admin Page -> **Report** -> Choose **Staff Entitlement List**.

The screenshot shows the HR Admin interface. The left sidebar has a 'Report' menu item with a sub-item 'Staff Entitlement List' highlighted. The main content area is titled 'Generate Report'. Under 'Set Your Filter', there are two dropdown menus: 'Department' (with a search prompt) and 'Entitlement Year' (set to 2019). Below these is a blue 'Filter' button and a red 'Reset Filter' link. A green 'Export to Excel' button is also visible. Below the filters is a table with 7 columns: Staff ID, Staff Name, Department, Year, Entitlement, and Carry Forward. The table contains 3 rows of data for staff members MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR, AHMAD NIZAM BIN MAKHTAR, and TOMMY KOAY.

Staff ID	Staff Name	Department	Year	Entitlement	Carry Forward
1001	MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR Assigned on 28-AUG-19	INFORMATION SYSTEM	2019	8	5
1002	AHMAD NIZAM BIN MAKHTAR Assigned on 28-AUG-19	INFORMATION SYSTEM	2019	24	5
1003	TOMMY KOAY Assigned on 28-AUG-19	INFORMATION SYSTEM	2019	25	0

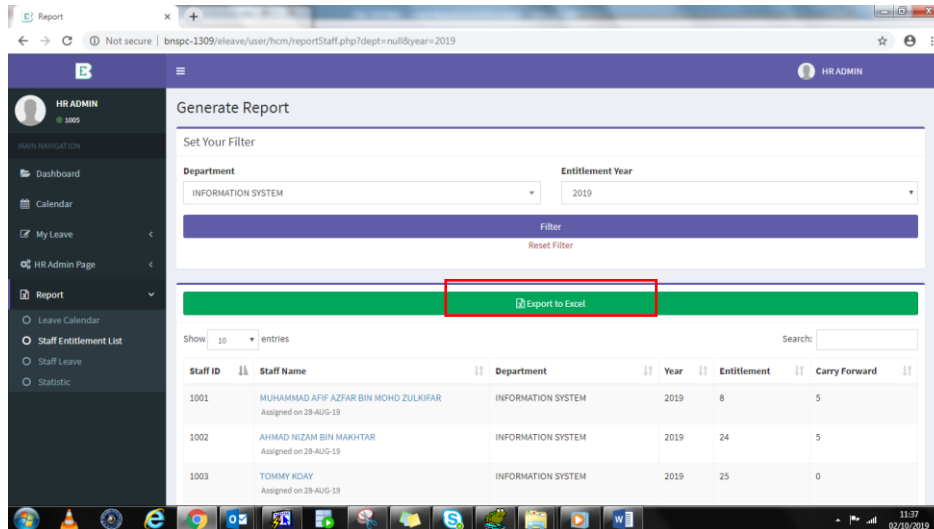
Set Your Filter → Select or type criteria; **Department** and **Year** from list → **Filter**

This screenshot shows the 'Department' dropdown menu open in the 'Set Your Filter' section. The dropdown list contains three options: 'INFORMATION SYSTEM', 'FINANCE AND ACCOUNT', and 'HUMAN CAPITAL MANAGEMENT'. The 'Filter' button is highlighted in blue. The rest of the interface, including the 'Entitlement Year' dropdown and the data table, remains the same as in the previous screenshot.



E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR HCM ADMIN

Report will be appeared as below and click **Export to Excel** to view in Excel format.



Excel File Name → Insert **Filename** and click **Export**.

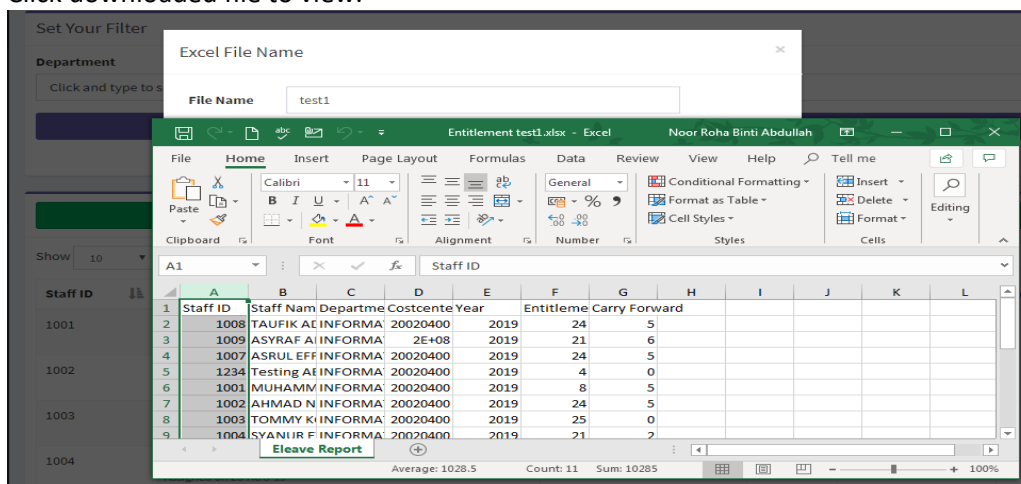
Excel File Name

File Name

Close

Export

Report will be download and automatically save on download folder.
Click downloaded file to view.





E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR HCM ADMIN

STEPS: GENERATE REPORT STAFF LEAVE

HR Admin Page -> **Report** -> Choose **Staff Leave**.

Generate Report

Set Your Filter

Department
Click and type to search

Staff Name
Click and type to search

Leave Type
Click and type to search

Date Range
03-Oct-2019 - 03-Oct-2019

Filter
Reset Filter

Export to Excel

Show 10 entries

Requestor	Department	Type	Date	Endorser
AHMAD NIZAM BIN MAKHTAR Staff ID: 1002	INFORMATION SYSTEM Costcenter: 20020400	Annual Leave Type: Full Day	3 Days Start: 23-SEP-19 End: 25-SEP-19	No Endorser

Set Your Filter → Select or type criteria to be filter; if criteria **Date Range** is inserted, click **Apply**.

Generate Report

Set Your Filter

Department
INFORMATION SYSTEM

Staff Name
NOOR ROHA BINTI ABDULLAH

Leave Type
Medical Leave

Date Range
02-Oct-2019 - 02-Oct-2019

01-Jan-2019 30-Sep-2019 Apply Cancel

Jan 2019 Feb 2019

Su	Mo	Tu	We	Th	Fr	Sa
30	31	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	1	2
3	4	5	6	7	8	9

Show 10 entries

Requestor	Department
AHMAD NIZAM BIN MAKHTAR Staff ID: 1002	INFORMATION SYSTEM Costcenter: 20020400



E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR HCM ADMIN

Generate Report-> Set Your Filter -Click **Filter**.

Generate Report

Set Your Filter

Department
Click and type to search

Staff Name
NOOR ROHA BINTI ABDULLAH

Leave Type
Click and type to search

Date Range
01-Jan-2019 - 30-Sep-2019

Filter

Reset Filter

Export to Excel

Show 10 entries

Search:

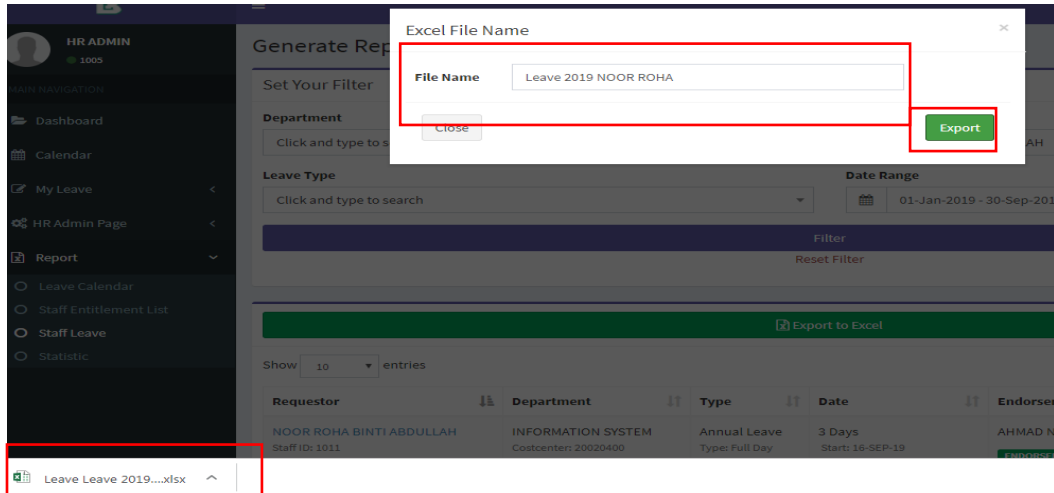
Report will be appeared as below and click **Export to Excel** to view in Excel format.

Export to Excel							
Showing 1 to 2 of 2 entries							
Previous 1 Next							
Requestor	Department	Type	Date	Endorser	Approver	Status	
NOOR ROHA BINTI ABDULLAH Staff ID: 1011	INFORMATION SYSTEM Costcenter: 20020400	Annual Leave Type: Full Day	3 Days Start: 16-SEP-19 End: 19-SEP-19	AHMAD NIZAM ... ENDORSED	TOMMY KOAY APPROVED	APPROVED	
NOOR ROHA BINTI ABDULLAH Staff ID: 1011	INFORMATION SYSTEM Costcenter: 20020400	Annual Leave Type: Full Day	5 Days Start: 23-SEP-19 End: 27-SEP-19	AHMAD NIZAM ... ENDORSED	TOMMY KOAY APPROVED	APPROVED	

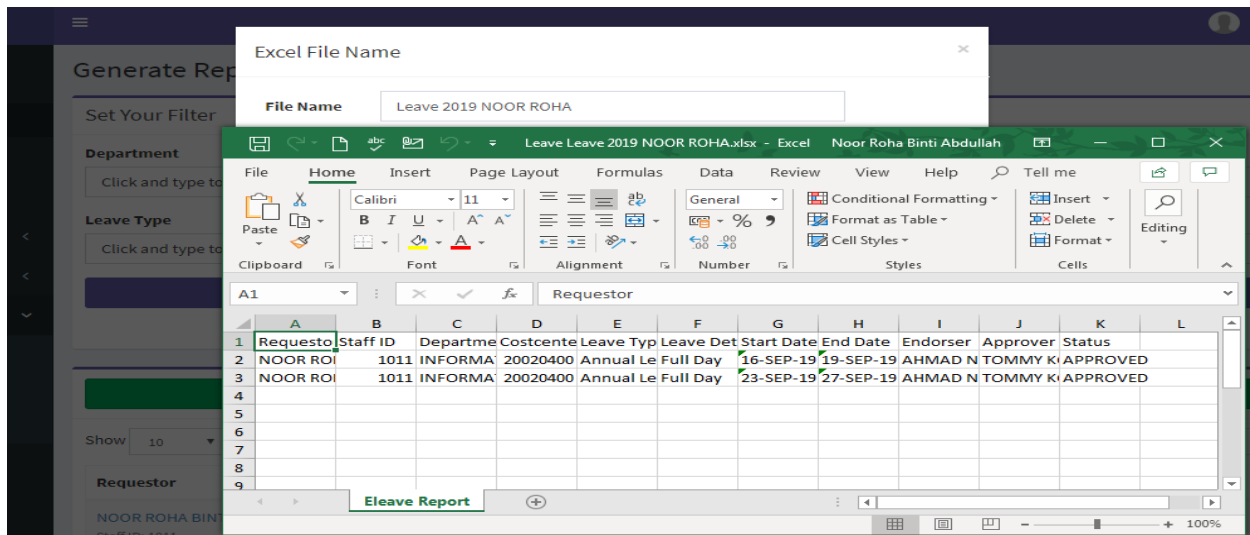


E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR HCM ADMIN

Excel File Name → Insert **Filename** and click **Export**.
Report will be download and automatically save on download folder.



Click downloaded file to view.

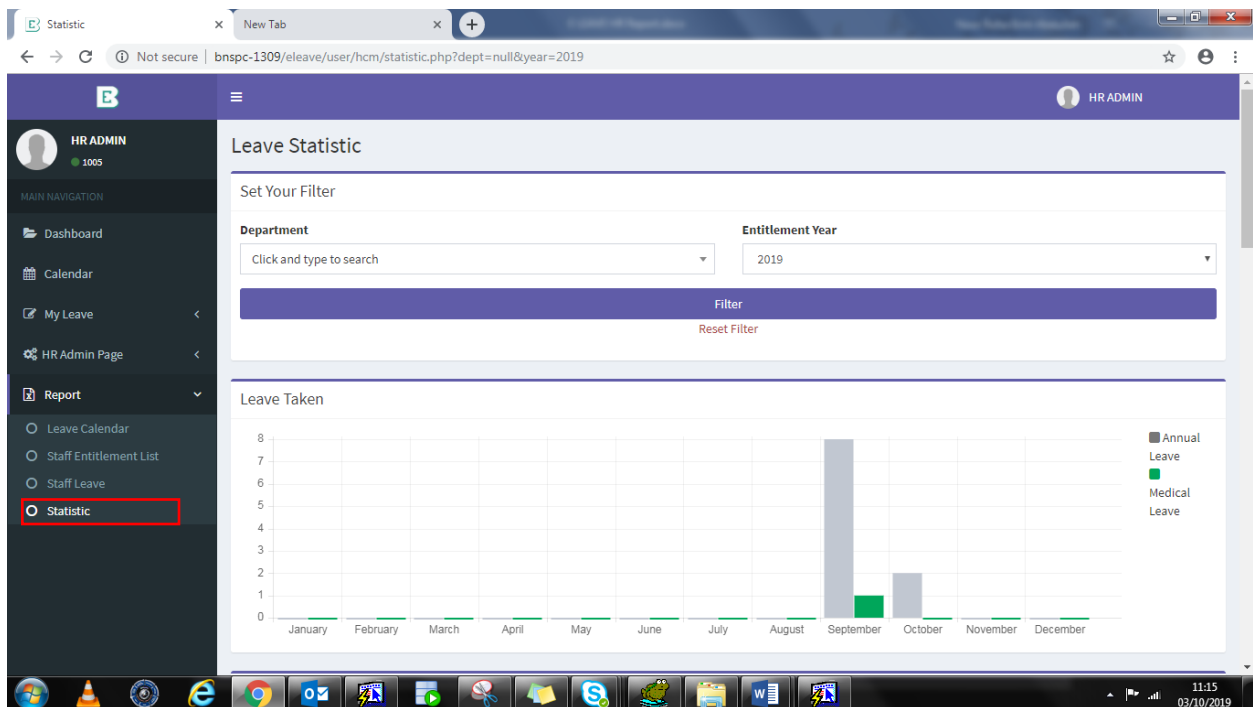




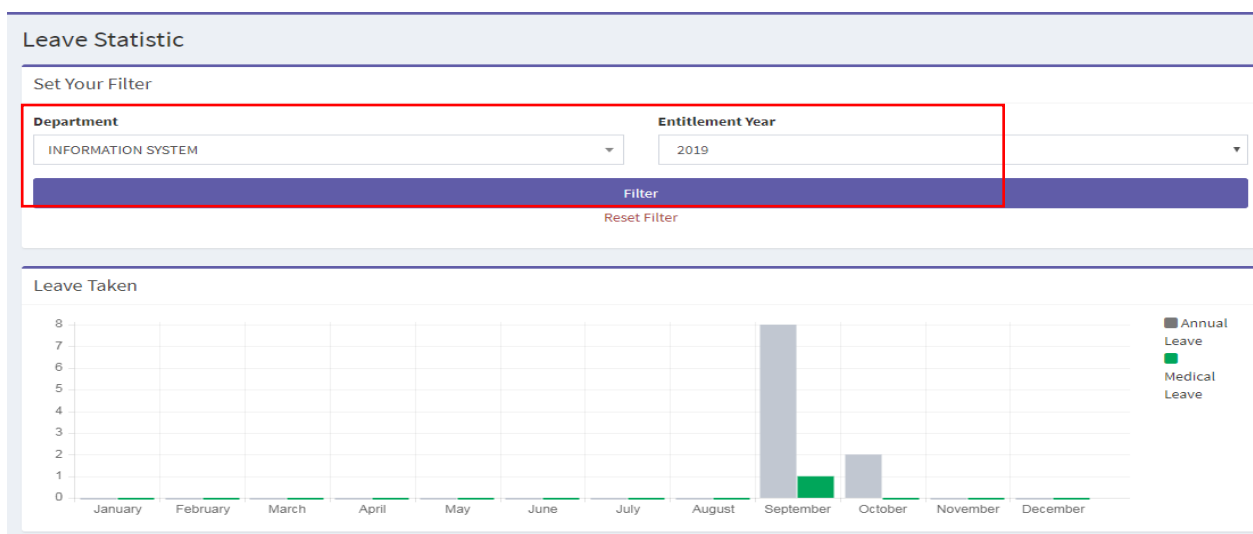
E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR HCM ADMIN

STEPS: GENERATE REPORT STATISTIC

HR Admin Page -> **Report** -> Choose **Statistic**.



Set Your Filter → Select or type criteria to be filter; click **Filter**.

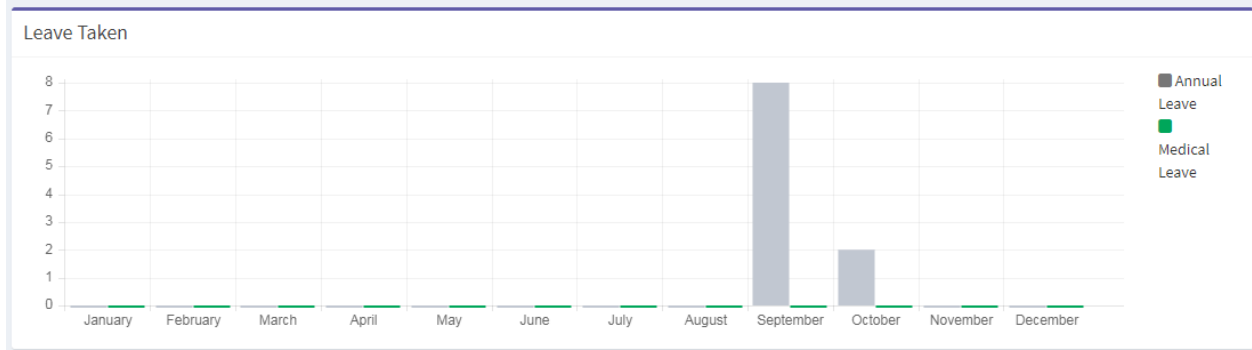




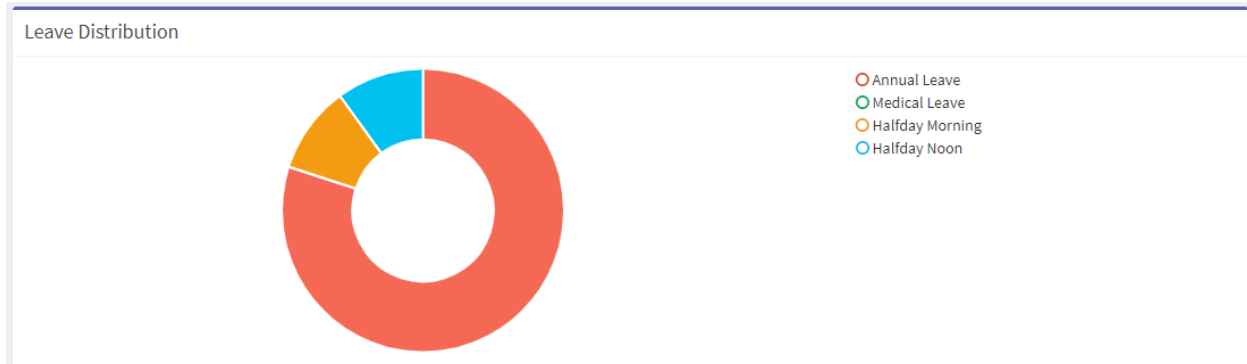
E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR HCM ADMIN

Statistic Graph will be generated as show below;

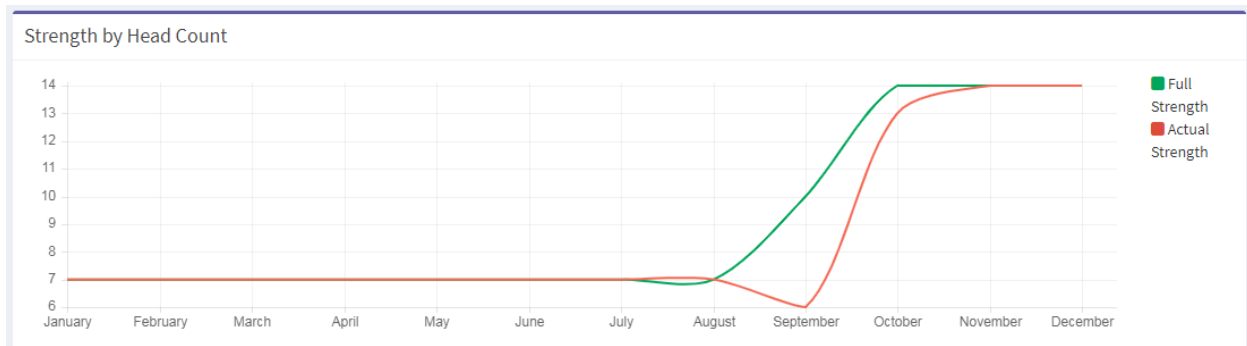
Leave Taken



Leave Distribution



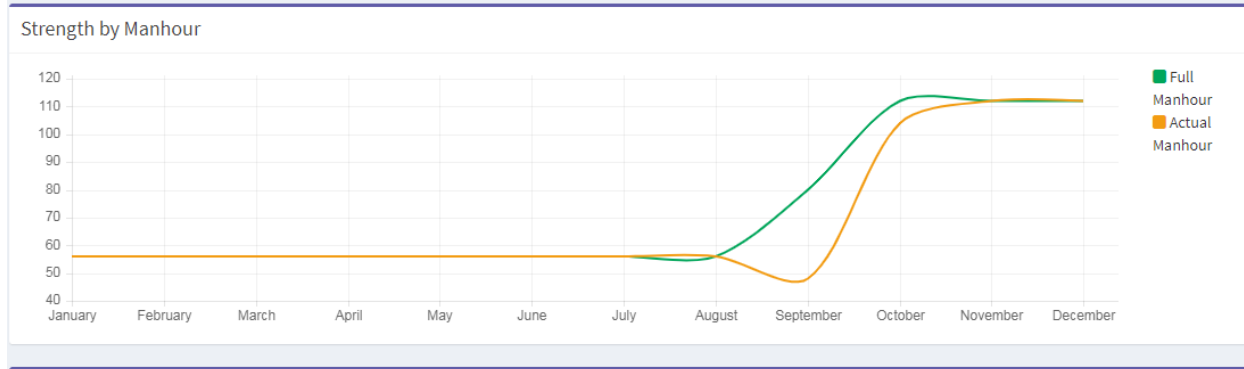
Strength By Head Count





E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR HCM ADMIN

Strength By Man Hour



Leave Taken by Job Grade

Leave Taken by Job Grade																									
Grade	January		February		March		April		May		Jun		July		August		September		October		November		December		
	AL	MC	AL	MC	AL	MC	AL	MC	AL	MC	AL	MC	AL	MC	AL	MC	AL	MC	AL	MC	AL	MC	AL	MC	
E1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
E2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
E3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
E4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
E5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
E6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
E7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	
E8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
E9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
E10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3	-	2	-	-	-	-	-	
E11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

-----END-----