



E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR HCM ADMIN

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

OPEN LINK (Intranet) → <http://aslusw01/eregistration/leave/> 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 Contact

E-LEAVE 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.admin@bnsy.com.my

.....

Login

STEPS: ADD STAFF

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

HR ADMIN

MAIN NAVIGATION

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

Staff List

+ Add New Staff

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



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

The screenshot shows the 'Add New Staff' dialog box. The staff details section is highlighted with a red box, containing fields for Name, Staff ID, Email, Company Code, Costcenter, Position, Job Grade, Department, Endorser, Approver, Date Joined, Annual Leave, and Carry Forward. The 'Submit' button is also highlighted with a red box at the bottom right.

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

The screenshot shows the 'Staff List' page. A success message 'Successfully Added! New staff is successfully added.' is displayed in a green box. A red box highlights this message. A blue arrow points from the message to the newly added staff entry in the list. The search bar is also highlighted with a red box. The table lists staff details including Name, Department, Endorser, Approver, and Status. The status for the newly added staff is 'Active'. The search bar contains the text 'Testing ABC'.

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



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

Staff List

Staff List

✓ Successfully Updated!
User status successfully updated.

+ Add New Staff

Show 10 entries

Staff	Department	Endorsed	Approver	Status
Abu Bin Ali Date Joined: 20-SEP-19	HUMAN CAPITAL MANAGEMENT	AHMAD NIZAM ...	TOMMY KOAY	<input type="checkbox"/> Inactive
ADMIN Date Joined: 28-AUG-19	INFORMATION SYSTEM	SYANUR EZRIN	TOMMY KOAY	<input checked="" type="checkbox"/> Active
AHMAD NIZAM BIN MAKHTAR	INFORMATION SYSTEM	Not Applicable	TOMMY KOAY	<input checked="" type="checkbox"/> Active

-END-

STEPS: MANAGE APPROVER

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

HRADMIN

Set Endorser & Approver

Update for Many

Staff Endorser & Approver

Show 10 entries

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



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2. EDIT APPROVER ->

Edit Approver Form- **Insert/type** staff name at **Affected** (*can insert many name*) -> **New Endorser** -> **New Approver** and Click **Update**.

MAIN NAVIGATION

Dashboard

Calendar

My Leave

HR Admin Page

Add Staff

Manage Approver

Edit Approver

Affected

New Endorser

New Approver

Update

OR

3. SET ENDORSER & APPROVER->

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

MAIN NAVIGATION

Dashboard

Calendar

My Leave

HR Admin Page

Add Staff

Manage Approver

Manage Entitlement

Manage Holiday

Set Endorser & Approver

Update for Many

Staff Endorser & Approver

Show 10 entries

Name

StaffID

Department

Position

Endorser

Approver

Action

Search: admin

ADMIN

1006

INFORMATION SYSTEM

ADMIN

Not Applicable

Not Applicable

HR ADMIN

1005

HUMAN CAPITAL MANAGEMENT

EXECUTIVE

AHMAD NIZAM...

TOMMY KOAY

Showing 1 to 2 of 2 entries (filtered from 15 total entries)

Previous 1



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4. EDIT APPROVER->

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

The screenshot shows the 'Edit Approver' form. On the left is a sidebar with user info (HRADMIN, 1005) and main navigation (Dashboard, Calendar, My Leave, HR Admin Page, Add Staff, Manage Approver, Manage Entitlement). The main area has a title 'Edit Approver' and a sub-section 'Edit Approver Form'. It displays staff details: Name: ADMIN, Staff ID: 1006. Below this are two dropdowns: 'Endorser' (SYANUR EZRIN) and 'Approver' (TOMMY KOAY), both highlighted with a red box. A green 'Update' button is at the bottom.

5. SET ENDORSER & APPROVER ->

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

The screenshot shows the 'Set Endorser & Approver' page. It has a green header bar with 'Update for Many'. Below is a section for 'Staff Endorser & Approver' with a green box containing a checkmark and the text 'Successfully Updated! Staff Endorser/ Approver Successfully Updated.' A blue arrow points from this message to a table below. The table has columns: Name, Staff ID, Department, Position, Endorser, Approver, and Action. A search bar at the top right shows 'admin'. The table data is: Name: ADMIN, Staff ID: 1006, Department: INFORMATION SYSTEM, Position: ADMIN, Endorser: SYANUR EZRIN, Approver: TOMMY KOAY. The 'Endorser' and 'Approver' columns are circled in red.

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 20-02-19	HUMAN CAPITAL MANAGEMENT	2019	18	0	Edit
ADMIN Assigned on 28-05-19	INFORMATION SYSTEM	2019	9	5	Edit
AHMAD NIZAM BIN MASTHAR Assigned on 16-01-19	INFORMATION SYSTEM	2019	24	5	Edit

2. EDIT ENTITLEMENT ->

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

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



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GUIDELINE FOR HCM ADMIN

3. EDIT ENTITLEMENT ->

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

Edit Entitlement Form

Affected: All Staff Exclude Protege

Staff ID: All Staff Exclude Protege

Year: 2019

Entitlement + by: 0

Update

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

Staff Entitlement						
Update for All						
Staff Entitlement						
✓ Successfully Updated! Staff Entitlement Successfully Updated.						
Staff	Department	Year	Entitlement	Carry Forward	Action	Search:
Abu Bin Ali Assigned on 20-SEP-19	HUMAN CAPITAL MANAGEMENT	2019	18	7	Edit	
ADMIN Assigned on 28-AUG-19	INFORMATION SYSTEM	2019	9	5	Edit	

END



E-LEAVE MANAGEMENT SYSTEM

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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).

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

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

Date	20-Oct-2019
Details	Launch Eleave
Day	Isnin

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.

Successfully Posted!
The News is Successfully Posted.

Date	Leave Name	Day	Action
01-SEP-19	Aval Muhamar (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	Aval Muhamar (Maal Hijrah) - Replace Leave	Iasnin	Delete
09-SEP-19	Hari Keputeraan Seri Paduka Baginda Yang di-Pertuan Agong	Iasnin	Delete
16-SEP-19	Hari Malaysia	Iasnin	Delete
20-OCT-19	Launch Eleave	Iasnin	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).

Manage News

Post News

News

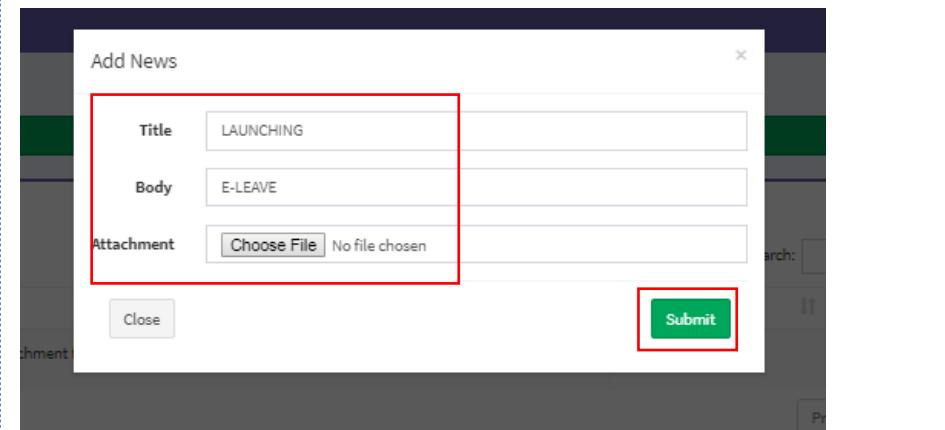
Title	Body	Attachment	Action
User Guide 1.0	Please refer to the attachment for latest user guide for the system	Receipt.pdf	Delete



E-LEAVE MANAGEMENT SYSTEM

GUIDELINE FOR HCM ADMIN

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

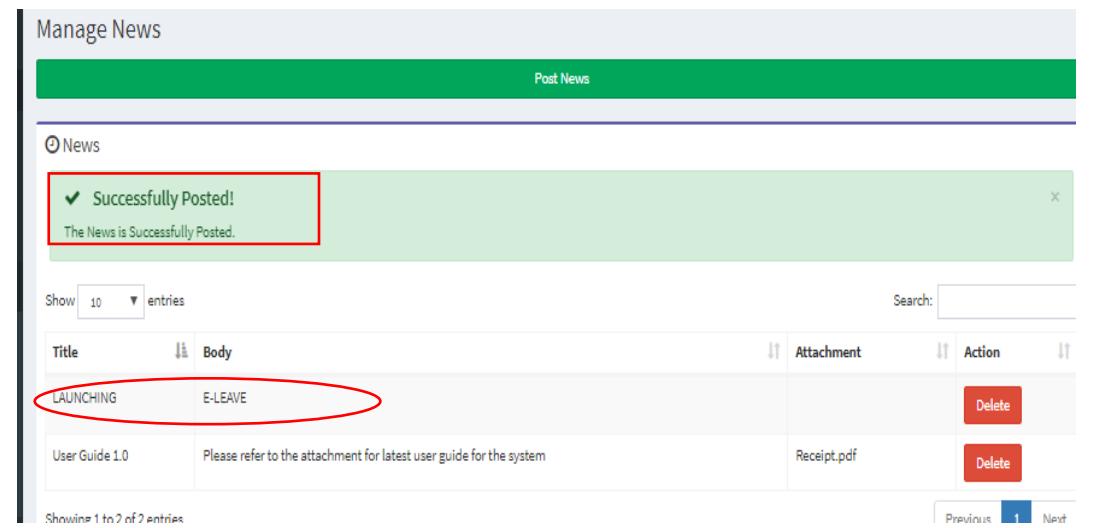


Add News

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

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

Show 10 entries Search:

Showing 1 to 2 of 2 entries Previous 1 Next

----- END -----



E-LEAVE MANAGEMENT SYSTEM

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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.

Name	Staff ID	Department	Position	Action
ADMIN	1006	INFORMATION SYSTEM	ADMIN	<input type="button" value="Edit Role"/>
AHMAD NIZAM BIN MAKTAR	1002	INFORMATION SYSTEM	MANAGER	<input type="button" value="Edit Role"/>
ASRUL EFFENDI HAMZAH	1007	INFORMATION SYSTEM	Manager	<input type="button" value="Edit Role"/>
ASYRAF AFIF	1009	INFORMATION SYSTEM	Staff	<input type="button" value="Edit Role"/>

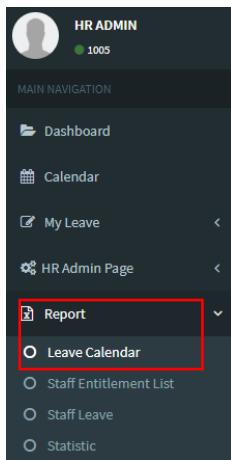
----- END -----



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.

Leave Calendar

Set Your Filter

Department

Click and type to search

INFORMATION SYSTEM

FINANCE AND ACCOUNT

HUMAN CAPITAL MANAGEMENT

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12



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 Page interface. The left sidebar is titled 'MAIN NAVIGATION' and includes 'Dashboard', 'Calendar', 'My Leave', 'HR Admin Page', and a 'Report' section with three options: 'Leave Calendar', 'Staff Entitlement List' (which is highlighted with a red box), and 'Staff Leave/Statistic'. The main content area is titled 'Generate Report' and has a sub-section 'Set Your Filter' with 'Department' and 'Entitlement Year' dropdowns. Below this is a table with columns: Staff ID, Staff Name, Department, Year, Entitlement, and Carry Forward. The table contains three rows of data. At the bottom of the page is a toolbar with various icons.

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

The screenshot shows the 'Generate Report' page with the 'Set Your Filter' section expanded. The 'Department' dropdown is open, showing a list of departments: 'INFORMATION SYSTEM' (which is highlighted with a red box), 'FINANCE AND ACCOUNT', and 'HUMAN CAPITAL MANAGEMENT'. The 'Entitlement Year' dropdown is also visible. Below the filter section is a table with the same data as the previous screenshot. The bottom of the page features a toolbar with various icons.

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



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

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 STAFF LEAVE

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

HR ADMIN 1005

MAIN NAVIGATION

- Dashboard
- Calendar
- My Leave
- HR Admin Page
- Report
- Leave Calendar
- Staff Entitlement List
- Staff Leave**
- Statistic

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

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: 26-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

Requestor: AHMAD NIZAM BIN MAKHTAR
Staff ID: 1002

Department: 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	Staff Name
Click and type to search	NOOR ROHA BINTI ABDULLAH
Leave Type	Date Range
Click and type to search	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.

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

Showing 1 to 2 of 2 entries

Previous 1 Next



E-LEAVE MANAGEMENT SYSTEM

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

Report will be download and automatically save on download folder.

File Name: Leave 2019 NOOR ROHA

Export

Requestor	Department	Type	Date	Endorser
NOOR ROHA BINTI ABDULLAH Staff ID: 1011	INFORMATION SYSTEM Costcenter: 20020400	Annual Leave Type: Full Day	3 Days Start: 16-SEP-19	AHMAD N TOMMY K APPROVED

Leave Leave 2019...xlsx

Click downloaded file to view.

Requestor	Staff ID	Department	Costcenter	Leave Type	Leave Det	Start Date	End Date	Endorser	Approver	Status
NOOR ROHA BINTI ABDULLAH	1011	INFORMATION SYSTEM	20020400	Annual Leave	Full Day	16-SEP-19	19-SEP-19	AHMAD N	TOMMY K	APPROVED
NOOR ROHA BINTI ABDULLAH	1011	INFORMATION SYSTEM	20020400	Annual Leave	Full Day	23-SEP-19	27-SEP-19	AHMAD N	TOMMY K	APPROVED



E-LEAVE MANAGEMENT SYSTEM

GUIDELINE FOR HCM ADMIN

STEPS: GENERATE REPORT STATISTIC

HR Admin Page -> Report ->Choose Statistic.

The screenshot shows the HR Admin Page of the E-Leave Management System. The 'Report' section is selected in the main navigation, and 'Statistic' is highlighted. The 'Leave Statistic' page is displayed, showing a bar chart for 'Leave Taken' in 2019. The chart shows a peak in September (8 days) and a smaller peak in October (2 days). The legend indicates 'Annual Leave' (grey) and 'Medical Leave' (green). The 'Filter' button is visible at the bottom of the filter section.

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

The screenshot shows the 'Leave Statistic' page with a red box highlighting the 'Set Your Filter' section, specifically the 'Department' and 'Entitlement Year' dropdowns and the 'Filter' button. The 'Leave Taken' chart shows a peak in September (8 days) and a smaller peak in October (2 days). The legend indicates 'Annual Leave' (grey) and 'Medical Leave' (green).

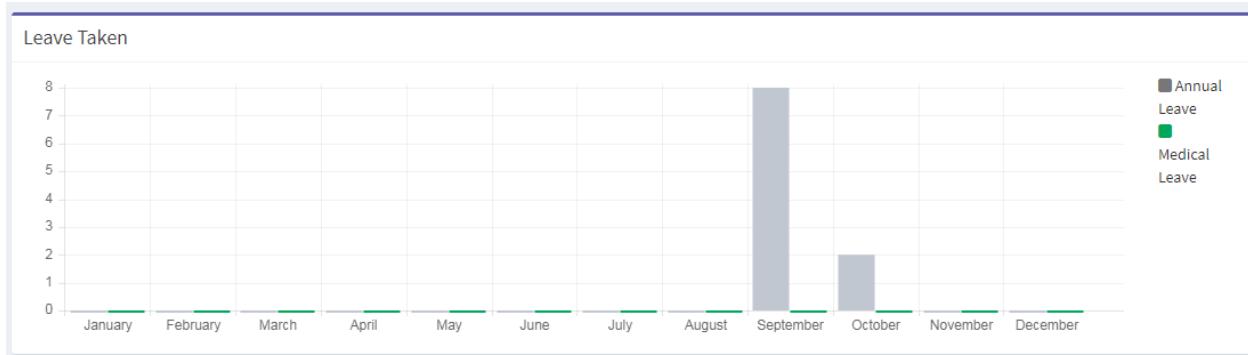


E-LEAVE MANAGEMENT SYSTEM

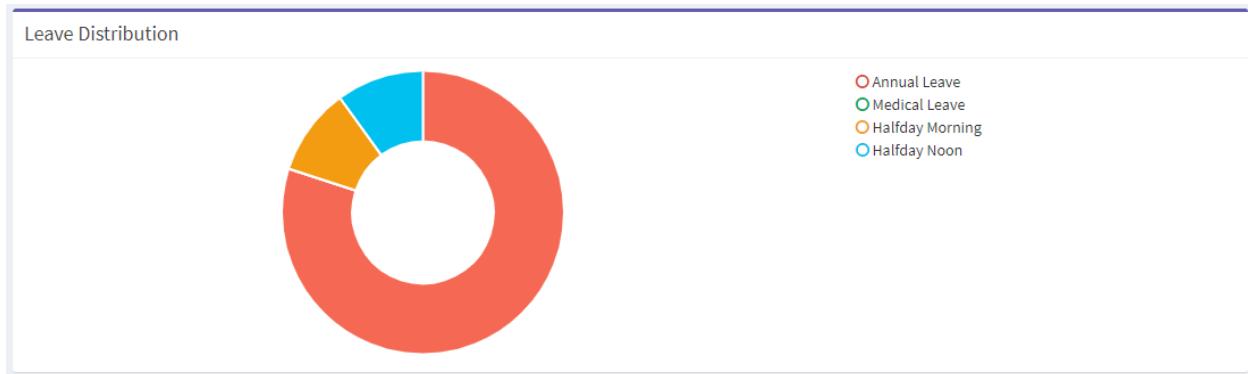
GUIDELINE FOR HCM ADMIN

Statistic Graph will be generated as show below;

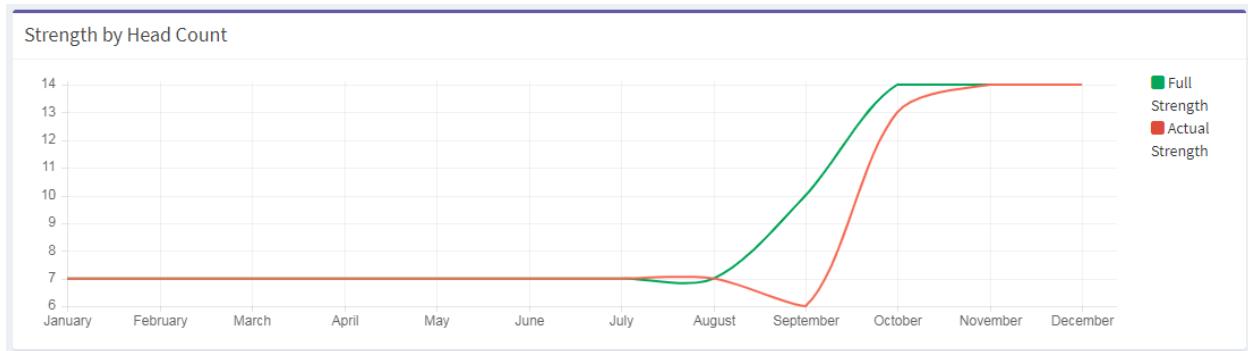
Leave Taken



Leave Distribution



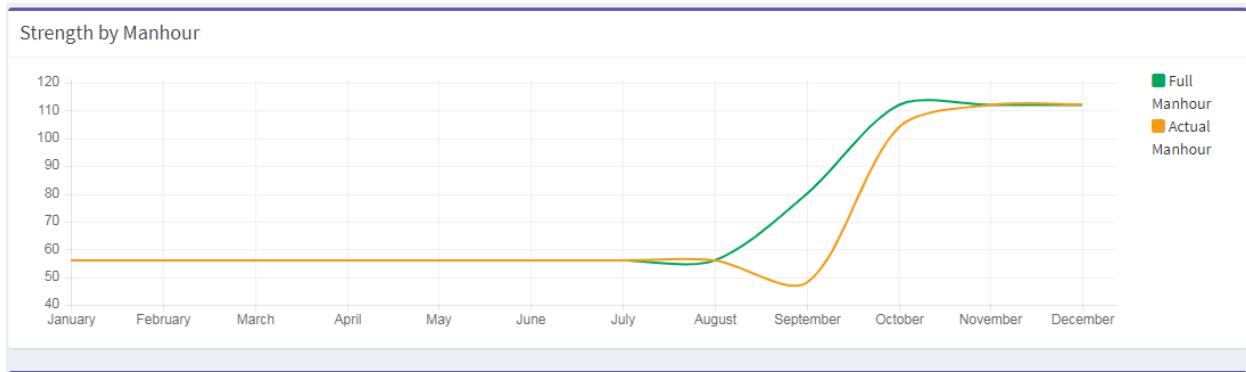
Strength By Head Count





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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

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