



## E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR ENDORSER/APPROVER

### DESCRIPTION:

Endorser or Approver Leave Page of E-Leave Management System are purposely for Endorser or Approver to manage and view their leave record and to endorsed or approved their subordinates leave request form.

### STEPS: LOGIN TO E-LEAVE MANAGEMENT SYSTEM

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.

Username: **ahmad.nizam@bnsy.com.my**

Password: **xxxxxxx**

click **Login**

**BOUSTEAD NAVAL SHIPYARD SDN. BHD.**

Home About Information Contact

**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**

ahmad.nizam@bnsy.com.my

....

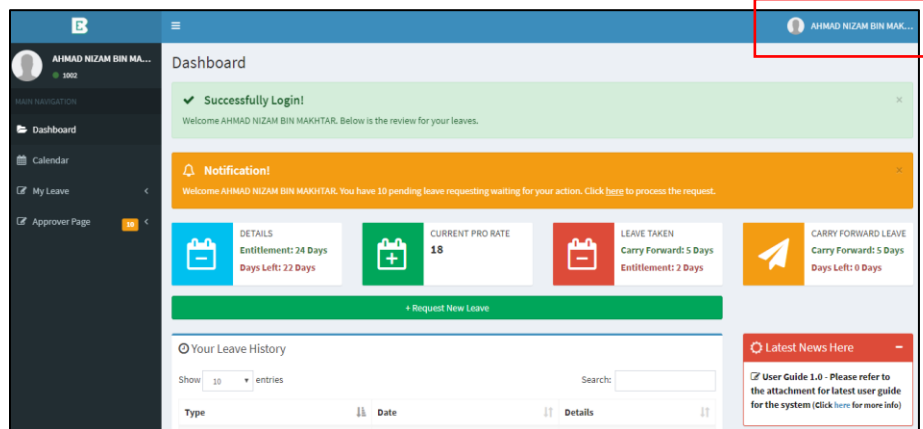
**Login**



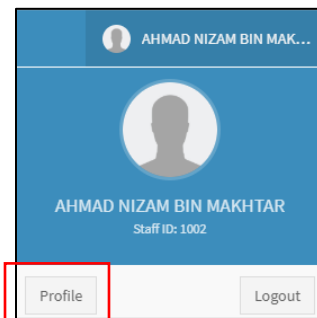
## E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR ENDORSER/APPROVER

### STEPS: UPDATE PROFILE & RESET PASSWORD

#### 1. Click Profile Picture



#### 2. Click Profile




#### 3. Edit your profile → Save Changes



## E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR ENDORSER/APPROVER

### Edit Profile



**AHMAD NIZAM BIN MAKHTAR**  
1002

**Position** MANAGER

**Email** ahmad.nizam@bnsy.com.my

**Costcenter** 20020400

Edit

**New Profile Picture**  No file chosen

**Name** AHMAD NIZAM BIN MAKHTAR

**Email** ahmad.nizam@bnsy.com.my

**Department** INFORMATION SYSTEM

**Costcenter** 20020400

**Endorser** Not Applicable

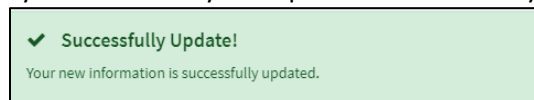
**Approver** TOMMY KOAY

**Extension**

**New Password**

**Retype New Password**

4. System will notify once profile is successfully updated





## E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR ENDORSER/APPROVER

### STEPS: REQUEST NEW LEAVE

#### 1. Click Request New Leave

Dashboard

✓ Successfully Login!  
Welcome AHMAD NIZAM BIN MAKHTAR. Below is the review for your leaves.

Notification!  
Welcome AHMAD NIZAM BIN MAKHTAR, You have 10 pending leave requesting waiting for your action. Click [here](#) to process the request.

DETAILS  
Entitlement: 24 Days  
Days Left: 22 Days

CURRENT PRO RATE  
18

LEAVE TAKEN  
Carry Forward: 5 Days  
Entitlement: 2 Days

CARRY FORWARD LEAVE  
Carry Forward: 5 Days  
Days Left: 0 Days

Request New Leave

Your Leave History

Show 10 entries

Type	Date	Details
Annual Leave	4 Days	No Endorser

Latest News Here

✓ User Guide 1.0 - Please refer to the attachment for latest user guide for the system (Click [here](#) for more info)

#### 2. Enter Leave Type, Annual Leave Type, Start Date, End Date & Reason

ELeave Form

Name AHMAD NIZAM BIN MAKHTAR

Staff ID 1002

Email ahmad.nizam@bnsy.com.my

Leave Type Annual Leave

Annual Leave Type Full Day

Attachment Choose File No file chosen

Start Date 11-Oct-2019 End Date 11-Oct-2019

Days to Take 1 Days

Reasons Declare your reasons here ...

Submit

3. To attach supporting document, click **Choose File**
4. Select file to be attach → **Open**
5. Click **Submit**
6. System will notify once request is successfully submitted

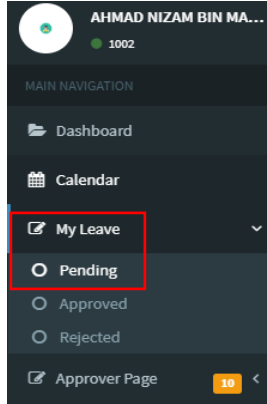
✓ Successfully Submitted!  
Your leave request is now pending waiting for approval.



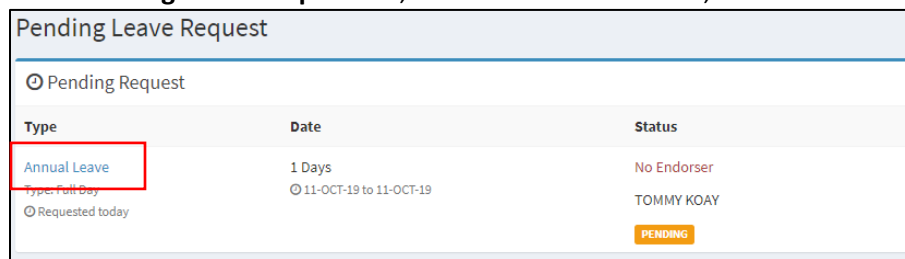
## E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR ENDORSER/APPROVER

### STEPS: CANCEL PENDING LEAVE

1. Click **My Leave** → **Pending**



2. From **Pending Leave Request** list, select leave to be cancel, click **Annual Leave**



3. Click **Cancel Request**

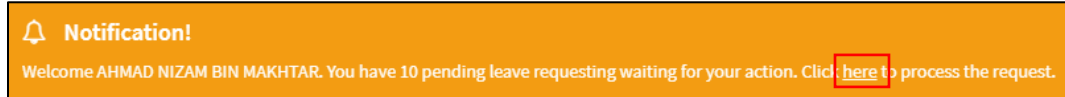




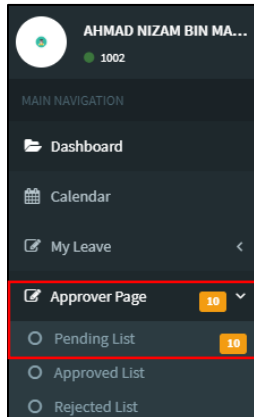
## E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR ENDORSER/APPROVER

### STEPS: APPROVE OR REJECT REQUEST LEAVE

1. Click **here** on notification box



2. Or click **Approve Page** → **Pending List**



3. Click **Approve** or **Reject** to approve or reject request leave and to view request leave details

Pending Leave Request





Endorsement

Approval

Pending Request

Requestor	Date	Status	Action
<div>SYANUR EZRIN</div> <div>Annual Leave</div> <div>Type:</div>	<div>0.5 Days</div> <div>Start: 07-OCT-19</div> <div>End: 08-OCT-19</div>	<div>AHMAD NIZAM ...</div> <div>PENDING</div> <div>TOMMY KOAY</div> <div>PENDING</div>	<div>Approve</div> <div>Reject</div>
<div>NOOR ROHA BINTI ABDULLAH</div> <div>Annual Leave</div> <div>Type: Full Day</div>	<div>1 Days</div> <div>Start: 09-OCT-19</div> <div>End: 09-OCT-19</div>	<div>AHMAD NIZAM ...</div> <div>PENDING</div> <div>TOMMY KOAY</div> <div>PENDING</div>	<div>Approve</div> <div>Reject</div>
<div>MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR</div> <div>Emergency Leave</div> <div>Type: 1/2 Day Morning</div>	<div>0.5 Days</div> <div>Start: 30-SEP-19</div> <div>End: 01-OCT-19</div>	<div>AHMAD NIZAM ...</div> <div>PENDING</div> <div>TOMMY KOAY</div> <div>PENDING</div>	<div>Approve</div> <div>Reject</div>

4. To view Requestor's leave details, click symbol +

Approve Request			
Leave Entitlement			
 DETAILS Entitlement: 19 Days Days Left: 8 Days	 CURRENT PRO RATE 4.8333333333333	 LEAVE TAKEN Carry Forward: 5 Days Entitlement: 3 Days	 CARRY FORWARD L... Carry Forward: 5 Days Days Left: 0 Days



## E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR ENDORSER/APPROVER

5. To approve, enter **Approver Remark** if requires, click **Approve**

Approve Form

Name	NOOR ROHA BINTI ABDULLAH
Staff ID	1011
Leave Type	Annual Leave
Annual Leave Type	Full Day
Date Taken	09-OCT-19 to 09-OCT-19
Days	1
Reasons	personal matter
Approver Remark	Enter your remark ...
<b>Approve</b>	

6. To reject, enter **Approver Remark** if requires, click **Reject**

Reject Form

Name	MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR
Staff ID	1001
Leave Type	Annual Leave
Annual Leave Type	Full Day
Date Taken	11-SEP-19 to 20-SEP-19
Days	7
Reasons	
Approver Remark	Enter your remark ...
<b>Reject</b>	

7. System will notify once request leave is successfully approved or rejected

✓ **Successfully Approved!**  
Leave request is successfully approved by you.



## E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR ENDORSER/APPROVER

### STEPS: VIEW LEAVE HISTORY

#### 1. Click **Dashboard**

Dashboard

✓ Successfully Login!  
Welcome AHMAD NIZAM BIN MAKHTAR, Below is the review for your leaves.

Notification!  
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DETAILS  
Entitlement: 24 Days  
Days Left: 22 Days

CURRENT PRO RATE  
18

LEAVE TAKEN  
Carry Forward: 5 Days  
Entitlement: 2 Days

+ Request New Leave

Your Leave History

Show 10 entries

Search:

Type	Date	Details
Annual Leave Type: Full Day Requested 1 day(s) ago	1 Days 11-OCT-19 to 11-OCT-19	No Endorser TOMMY KOAY PENDING

Latest News F

✓ User Guide 1.0 - P  
the attachment for l  
for the system (click

#### 2. Use **Search** function to search for specific date leave

Your Leave History

Show 10 entries

Search: 23-

Type	Date	Details
Annual Leave Type: Full Day Requested 14 day(s) ago	3 Days 23-SEP-19 to 25-SEP-19	No Endorser TOMMY KOAY APPROVED

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

Previous 1 Next

#### 3. Click **Annual Leave** to view leave details

#### 4. Request leave also can be view separately by status as below;

AHMAD NIZAM BIN MA...

1002

MAIN NAVIGATION

Dashboard

Calendar

My Leave

Pending

Approved

Rejected

Approver Page

10

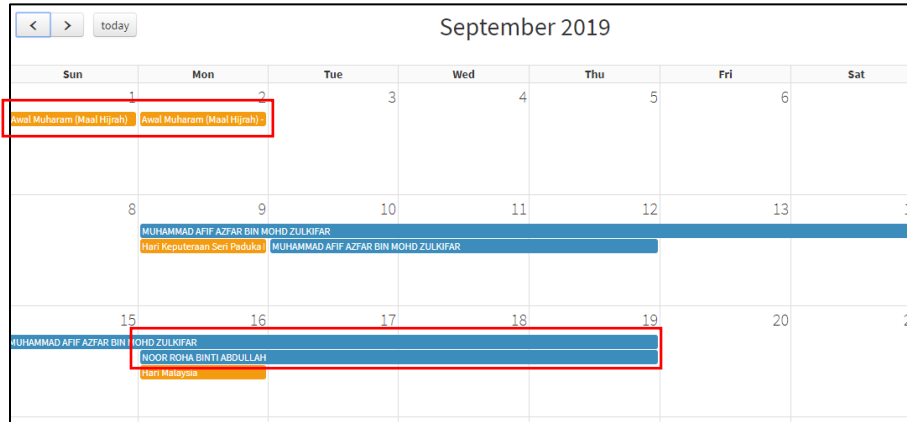




## E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR ENDORSER/APPROVER

### STEPS: VIEW LEAVE CALENDAR

1. Click **Calendar**
2. The blue box is referring to the approved leave and the orange box is referring to the public holiday. Approver or Endorser also can view their subordinates calendar leave



3. Click on the blue box to view leave details

Leave Details 1011

Noor Roha Binti Abdullah

Annual Leave

APPROVED

Leave Details

Name	: Noor Roha Binti Abdullah
Staff ID	: 1011
Email	: noor.roha@bnsy.com.my
Leave Type	: Annual Leave
Start Date	: 16-SEP-19
End Date	: 19-SEP-19

18-SEP-19

Leave request submitted

18-SEP-19

Endorsed by AHMAD NIZAM BIN MAKHTAR

18-SEP-19

Approved by TOMMY KOAY

Complete!

### STEPS: LOGOUT FROM E-LEAVE MANAGEMENT SYSTEM

1. Click **Profile Picture** → **Logout**

AHMAD NIZAM BIN MAK...

AHMAD NIZAM BIN MAKHTAR  
Staff ID: 1002

Profile

Logout