



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/leave/> to login E-Leave online system.

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

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

Password: **xxxxxx**

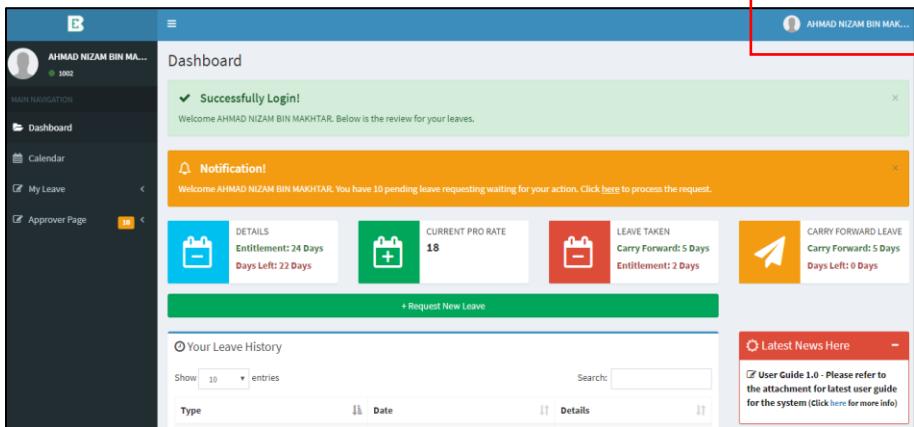
click **Login**



E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR ENDORSER/APPROVER

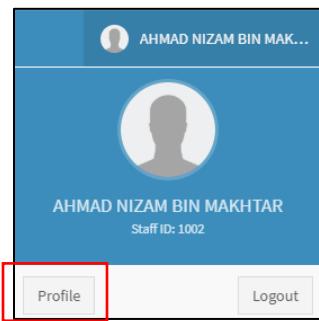
STEPS: UPDATE PROFILE & RESET PASSWORD

1. Click Profile Picture



The screenshot shows the E-Leave Management System dashboard. At the top right, there is a profile picture of a user with the name 'AHMAD NIZAM BIN MAK...' next to it. A red box highlights this profile picture. The dashboard includes a 'Successfully Login!' message, a 'Notification!' box, and several leave-related statistics: Entitlement: 24 Days, Days Left: 22 Days; Current Pro Rate: 18; Leave Taken: Carry Forward: 5 Days, Entitlement: 2 Days; and Carry Forward Leave: Carry Forward: 5 Days, Days Left: 0 Days. There is also a 'Request New Leave' button and a 'Your Leave History' section.

2. Click Profile



The screenshot shows the user profile page for 'AHMAD NIZAM BIN MAKHTAR' (Staff ID: 1002). It features a large profile picture placeholder, the user's name, and staff ID. At the bottom, there are three buttons: 'Profile' (highlighted with a red box), 'Logout', and another unlabeled button.

3. Edit your profile → Save Changes



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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 05-6907072

.....

New Password

.....

Retype New Password

.....

4. System will notify once profile is successfully updated

✓ Successfully Updated!

Your new information is successfully updated.



E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR ENDORSER/APPROVER

STEPS: REQUEST NEW LEAVE

1. Click Request New Leave

The screenshot shows the E-Leave Management System dashboard. On the left is a sidebar with a user profile (AHMAD NIZAM BIN MAKHTAR, Staff ID 1002) and navigation links for Dashboard, Calendar, My Leave, and Approver Page. The main content area has a green banner at the top saying 'Successfully Login!' and a yellow banner below it saying 'Notification!' with a message about pending leave requests. Below these are four cards: 'DETAILS' (Entitlement: 24 Days, Days Left: 22 Days), 'CURRENT PRO RATE' (18), 'LEAVE TAKEN' (Carry Forward: 5 Days, Entitlement: 2 Days), and 'CARRY FORWARD LEAVE' (Carry Forward: 5 Days, Days Left: 0 Days). At the bottom is a large green button labeled '+ Request New Leave' which is highlighted with a red box.

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

The screenshot shows the 'ELeave Form' page. It contains the following fields:

- Name: AHMAD NIZAM BIN MAKHTAR
- Staff ID: 1002
- Email: ahmad.nizam@bnsy.com.my
- Leave Type: Annual Leave
- Annual Leave Type: Full Day
- Attachment: A red box highlights the 'Choose File' button, with the placeholder text 'No file chosen'.
- Start Date: 11-Oct-2019
- End Date: 11-Oct-2019
- Days to Take: 1 Days
- Reasons: A text area placeholder 'Declare your reasons here ...'

At the bottom is a green 'Submit' button.

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!

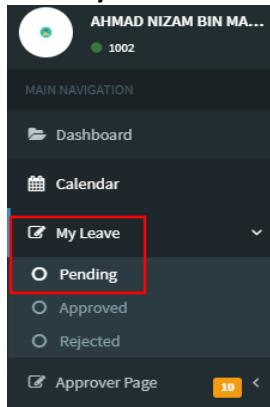
Your leave request is now pending waiting for approval.



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STEPS: CANCEL PENDING LEAVE

1. Click **My Leave** → **Pending**



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

Pending Leave Request		
Type	Date	Status
Annual Leave	1 Days 11-OCT-19 to 11-OCT-19	No Endorser
Type: Full Day Requested today		TOMMY KOAY
		PENDING

3. Click **Cancel Request**

AHMAD NIZAM BIN MAKHTAR
Annual Leave
PENDING

Leave Details	
Name	: AHMAD NIZAM BIN MAKHTAR
Staff ID	: 1002
Email	: ahmad.nizam@bnsy.com.my
Leave Type	: Annual Leave
Start Date	: 11-OCT-19
End Date	: 11-OCT-19
Days	: 1 Days
Endorser	: Not Applicable
Approver	: TOMMY KOAY

Cancel Request



E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR ENDORSER/APPROVER

STEPS: APPROVE OR REJECT REQUEST LEAVE

1. Click **here** on notification box

Notification!

Welcome AHMAD NIZAM BIN MAKHTAR. You have 10 pending leave requesting waiting for your action. Click **here** to process the request.

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

AHMAD NIZAM BIN MA...
1002

MAIN NAVIGATION

Dashboard

Calendar

My Leave

Approver Page 10

Pending List 10

Approved List

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

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

Approve Request

Leave Entitlement

	DETAILS Entitlement: 19 Days Days Left: 8 Days		CURRENT PRO RATE 4.833333333333333		LEAVE TAKEN Carry Forward: 5 Days Entitlement: 3 Days		CARRY FORWARD L... Carry Forward: 5 Days Days Left: 0 Days
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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	<input type="text" value="09-OCT-19 to 09-OCT-19"/>
Days	<input type="text" value="1"/>
Reasons	personal matter
Approver Remark	Enter your remark...
Approve	

6. To reject, enter **Approver Remark** is 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	<input type="text" value="11-SEP-19 to 20-SEP-19"/>
Days	<input type="text" value="7"/>
Reasons	
Approver Remark	Enter your remark...
Reject	

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 ENDOSER/APPROVER

STEPS: VIEW LEAVE HISTORY

1. Click Dashboard

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

2. Use Search function to search for specific date leave

Type	Date	Details
Annual Leave Type: Full Day Requested 14 day(s) ago	3 Days ① 23-SEP-19 to 25-SEP-19	No Endorser TOMMY KOAY APPROVED

3. Click Annual Leave to view leave details

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

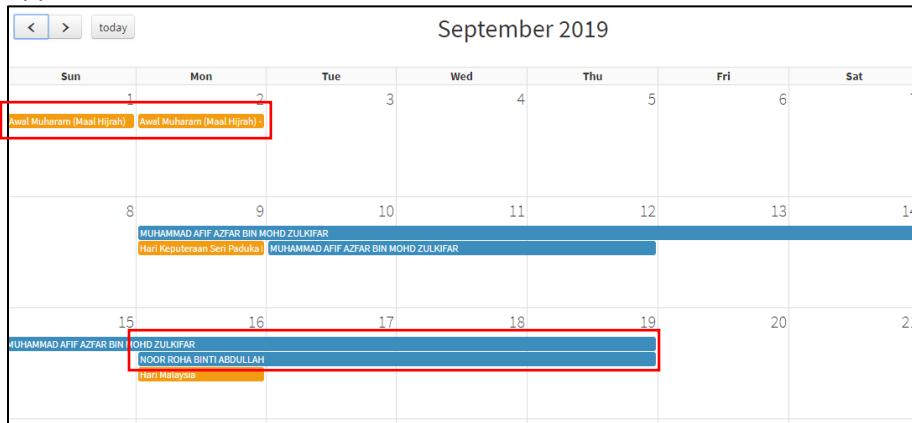
- Dashboard
- Calendar
- My Leave
 - Pending
 - Approved
 - Rejected
- Approver Page



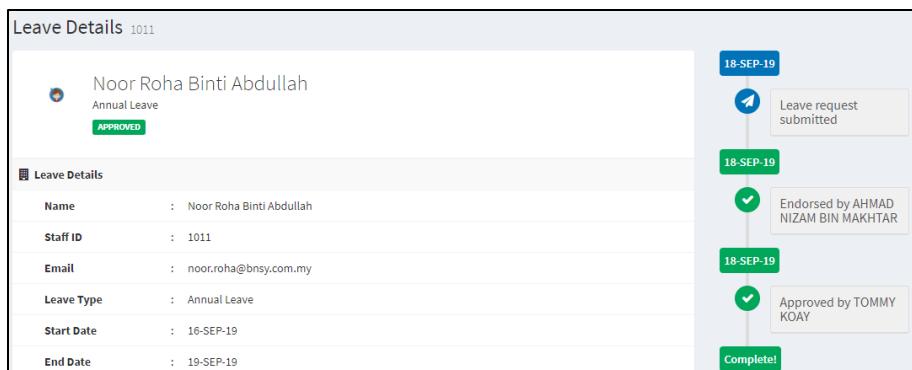
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STEPS: VIEW LEAVE CALENDAR

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



STEPS: LOGOUT FROM E-LEAVE MANAGEMENT SYSTEM

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

