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.

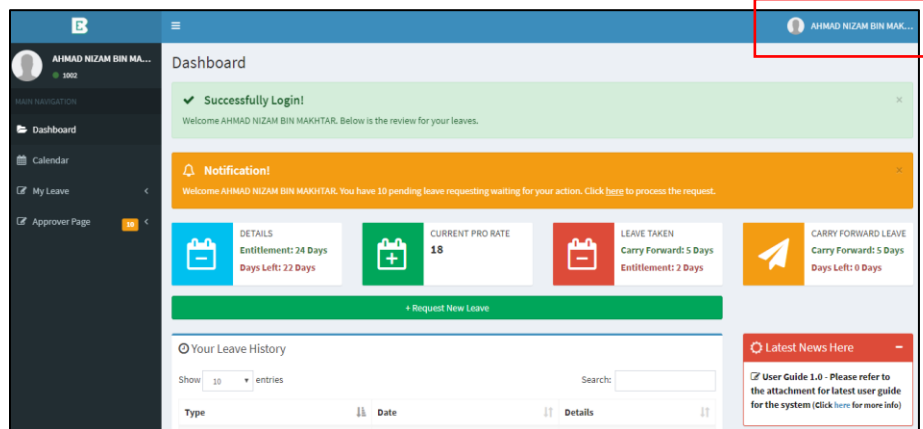   Username: **ahmad.nizam@bnsy.com.my**
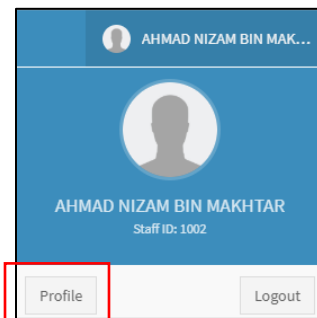   Password: **xxxxxx**
   click **Login**

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**

Edit Profile

AHMAD NIZAM BIN MAKHTAR	
1002	

Position	MANAGER
Email	ahmad.nizam@bnsy.com.my
Costcenter	20020400

Edit

New Profile Picture	Choose File 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	•••••

Save Changes

4. System will notify once profile is successfully updated

✔ **Successfully Update!**
Your new information is successfully updated.
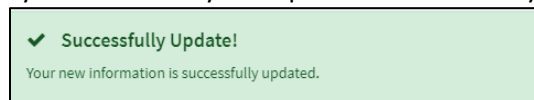
E-LEAVE MANAGEMENT SYSTEM
GUIDELINE FOR ENDORSER/APPROVER

STEPS: REQUEST NEW LEAVE

1. Click **Request New Leave**

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

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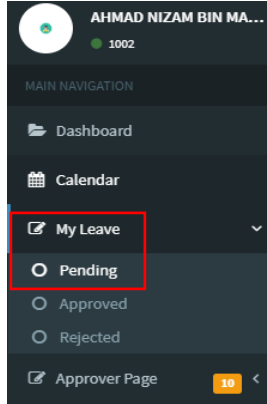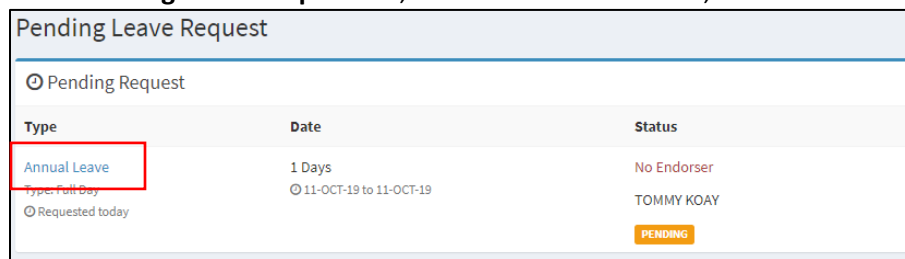6. System will notify once request is successfully submitted

E-LEAVE MANAGEMENT SYSTEM
GUIDELINE FOR ENDORSER/APPROVER

STEPS: <u>CANCEL PENDING LEAVE</u>

1. Click **My Leave** → **Pending**

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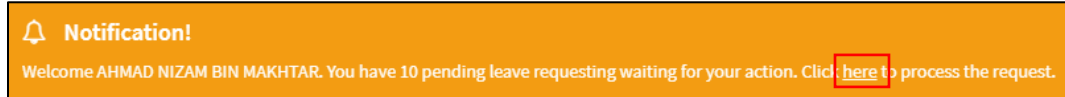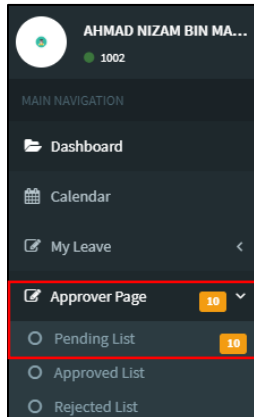

3. Click **Cancel Request**

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

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

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 ...

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	11-SEP-19 to 20-SEP-19
Days	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.

STEPS: <u>VIEW LEAVE HISTORY</u>

1. Click **Dashboard**

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

3. Click **Annual Leave** to view leave details
4. Request leave also can be view separately by status as below;

STEPS: <u>VIEW LEAVE CALENDAR</u>

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

< > today	September 2019					
Sun	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**
1 Awal Muharam (Maal Hijrah)	2 Awal Muharam (Maal Hijrah) -	3	4	5	6	7
8	9 MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR	10	11	12	13	14
	Hari Keputeraan Seri Paduka	MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR				
15 MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR	16 NOOR ROHA BINTI ABDULLAH	17	18	19	20	21
	Hari Malaysia					
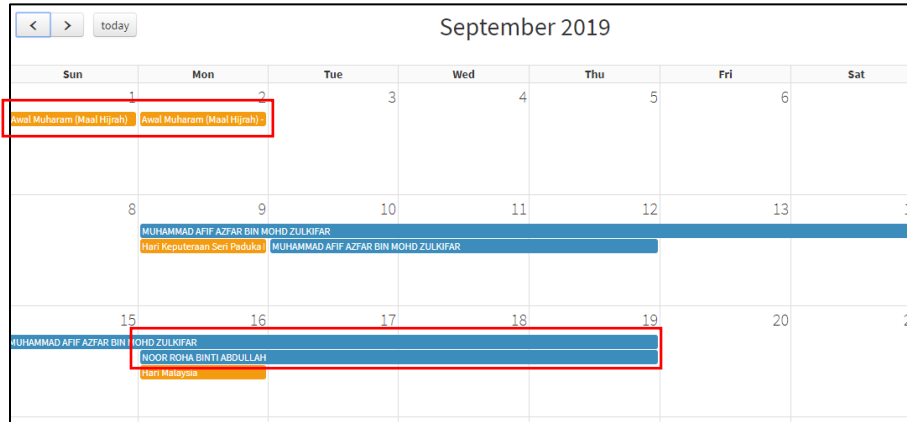
3. Click on the blue box to view leave details

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: <u>LOGOUT FROM E-LEAVE MANAGEMENT SYSTEM</u>

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

AHMAD NIZAM BIN MAK...

AHMAD NIZAM BIN MAKHTAR
Staff ID: 1002

Profile   Logout