



## E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR BNS STAFF

### DESCRIPTION:

Staff Leave Page of E-Leave Management System are purposely for BNS staff to manage and view their leave record.

### 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: **noor.roha@bnsy.com.my**

Password: **xxxxxx**

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**

noor.roha@bnsy.com

\*\*\*\*\*

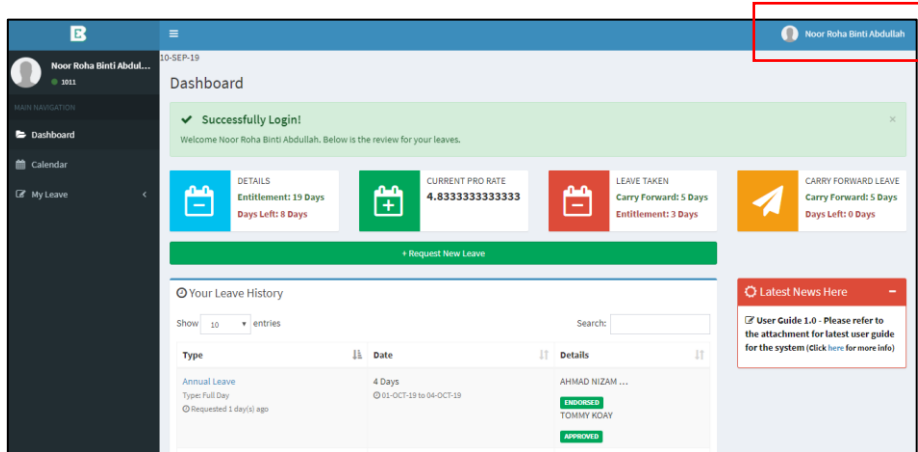
**Login**



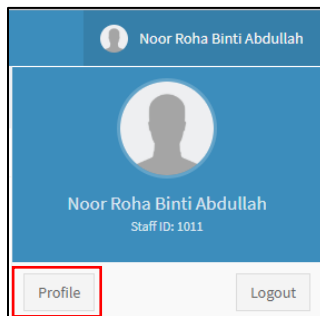
## E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR BNS STAFF

### STEPS: UPDATE PROFILE & RESET PASSWORD

#### 1. Click **Profile Picture**



#### 2. Click **Profile**

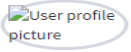


#### 3. Edit your profile → **Save Changes**



## E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR BNS STAFF

### Edit Profile



Noor Roha Binti Abdullah

1011

**Position** Senior Exec

**Email** noor.roha@bnsy.com.my

**Costcenter** 20020400

Edit

**New Profile Picture**  No file chosen

**Name** Noor Roha Binti Abdullah

**Email** noor.roha@bnsy.com.my

**Department** INFORMATION SYSTEM

**Costcenter** 20020400

**Endorser** AHMAD NIZAM BIN MAKHTAR

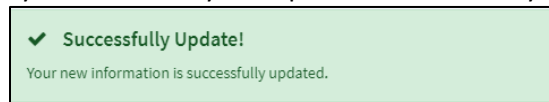
**Approver** TOMMY KOAY

**Extension**

**New Password**

**Retype New Password**

4. System will notify once profile is successfully updated

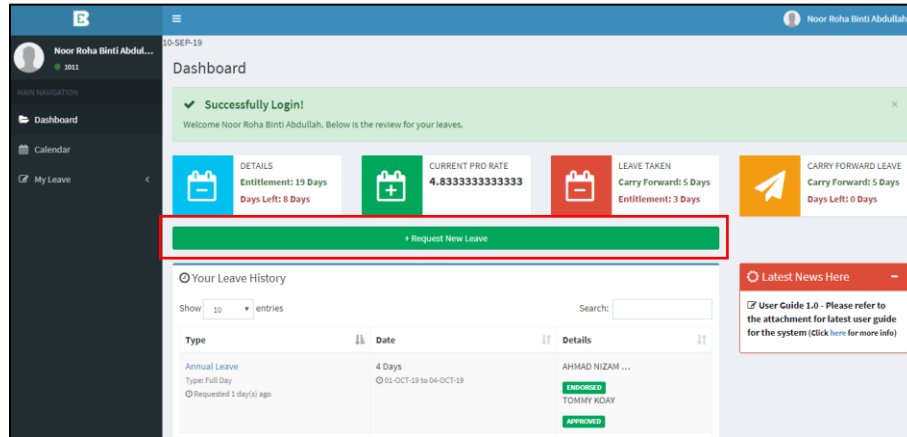




## E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR BNS STAFF

### STEPS: REQUEST NEW LEAVE

#### 1. Click Request New Leave



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

ELeave Form

Name: Noor Roha Binti Abdullah

Staff ID: 1011

Email: noor.roha@bnsy.com.my

Leave Type: Annual Leave

Annual Leave Type: Full Day

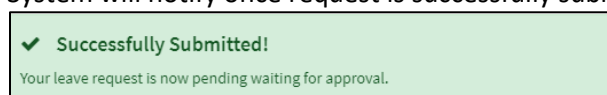
Attachment:  No file chosen

Start Date:  End Date:

Days to Take: 1 Days

Reasons:

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.

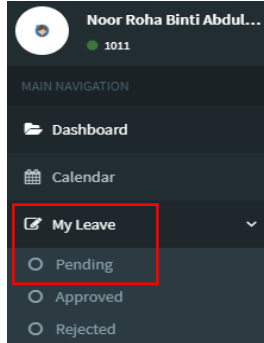




## E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR BNS STAFF

### 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		
⊙ Pending Request		
Type	Date	Status
Annual Leave Type: Full Day ⊙ Requested today	2 Days ⊙ 07-OCT-19 to 08-OCT-19	AHMAD NIZAM ... <b>PENDING</b> TOMMY KOAY <b>PENDING</b>
Annual Leave Type: Full Day ⊙ Requested today	1 Days ⊙ 09-OCT-19 to 09-OCT-19	AHMAD NIZAM ... <b>PENDING</b> TOMMY KOAY <b>PENDING</b>

3. Click **Cancel Request**

Noor Roha Binti Abdullah  
Annual Leave  
**PENDING**

⌵

Leave Details

Name	: Noor Roha Binti Abdullah
Staff ID	: 1011
Email	: noor.roha@bnsy.com.my
Leave Type	: Annual Leave
Start Date	: 07-OCT-19
End Date	: 08-OCT-19
Days	: 2 Days
Endorser	: AHMAD NIZAM BIN MAKHTAR
Approver	: TOMMY KOAY

Cancel Request



## E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR BNS STAFF

### STEPS: VIEW LEAVE HISTORY

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

Dashboard

DETAILS  
Entitlement: 19 Days  
Days Left: 8 Days

CURRENT PRO RATE  
4.833333333333333

LEAVE TAKEN  
Carry Forward: 5 Days  
Entitlement: 3 Days

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

+ Request New Leave

Your Leave History

Show 10 entries

Search:

Type	Date	Details
Annual Leave Type: Full Day Requested 1 day(s) ago	4 Days 01-OCT-19 to 04-OCT-19	AHMAD NIZAM ... ENDORSED TOMMY KOAY APPROVED
Annual Leave Type: Full Day Requested 13 day(s) ago	5 Days 23-SEP-19 to 27-SEP-19	AHMAD NIZAM ... ENDORSED TOMMY KOAY APPROVED

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

Your Leave History

Show 25 entries

Search: 9-oct

Type	Date	Details
Annual Leave Type: Full Day Requested today	1 Days 09-OCT-19 to 09-OCT-19	AHMAD NIZAM ... PENDING TOMMY KOAY PENDING

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

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

Noor Roha Binti Abdul...

1011

MAIN NAVIGATION

Dashboard

Calendar

My Leave

- Pending
- Approved
- Rejected



## E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR BNS STAFF

### 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

Leave Calendar						
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 Hari Keputeraan Seri Paduka	10	11	12	13	14
15	16 Noor Roha Binti Abdullah	17	18	19	20	21

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

Completed

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

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

NOOR ROHA BINTI ABD...

NOOR ROHA BINTI ABDULLAH

Staff ID: 1011

Profile

Logout