



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**



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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 user profile box with a picture and the text "Noor Roha Binti Abdullah". Below this, a green success message box says "Successfully Login! Welcome Noor Roha Binti Abdullah. Below is the review for your leaves." To the left, a sidebar shows "MAIN NAVIGATION" with "Dashboard" and "My Leave" selected. The main content area has four cards: "DETAILS" (Entitlement: 19 Days, Days Left: 8 Days), "CURRENT PRO RATE" (4.833333333333333), "LEAVE TAKEN" (Carry Forward: 5 Days, Entitlement: 3 Days), and "CARRY FORWARD LEAVE" (Carry Forward: 5 Days, Days Left: 0 Days). Below these is a "Your Leave History" table with one entry: "Annual Leave" (Type: Full Day, Requested 1 day(s) ago, Dates: 01-OCT-19 to 04-OCT-19, Approver: AHMAD NIZAM, Status: APPROVED). To the right is a "Latest News Here" section with a link to the User Guide.

2. Click Profile

The screenshot shows the user profile page for "Noor Roha Binti Abdullah" (Staff ID: 1011). It features a large circular placeholder for a profile picture. Below the placeholder, the user's name and staff ID are displayed. At the bottom, there are two buttons: "Profile" (highlighted with a red box) and "Logout".

3. Edit your profile → Save Changes



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Edit Profile

	<input type="button" value="Edit"/>
Noor Roha Binti Abdullah	
1011	
Position	Senior Exec
Email	noor.roha@bnsy.com.my
Costcenter	20020400

Edit

New Profile Picture	<input type="button" value="Choose File"/> 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	*****

Save Changes

4. System will notify once profile is successfully updated

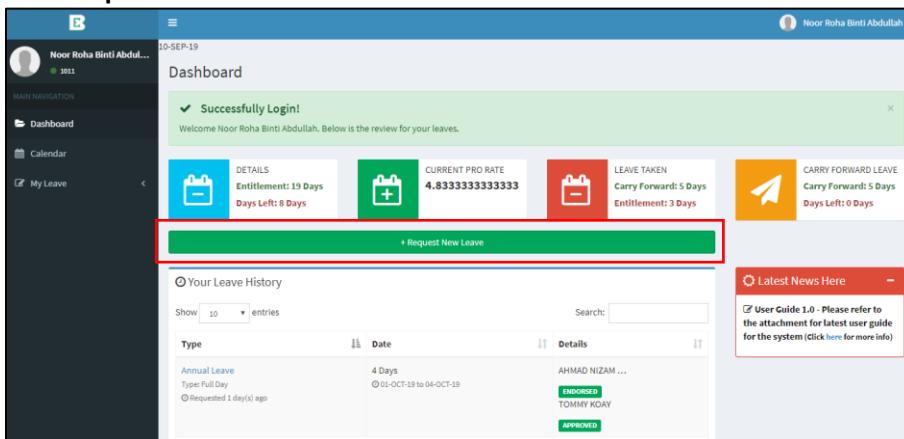
Successfully Update!
Your new information is successfully updated.



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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 Raha Binti Abdullah		
Staff ID	1011		
Email	noor.roha@bnsy.com.my		
Leave Type	Annual Leave		
Annual Leave Type	Full Day		
Attachment	<input type="button" value="Choose File"/> No file chosen		
Start Date	<input type="button" value="09-Oct-2019"/>	End Date	<input type="button" value="09-Oct-2019"/>
Days to Take	1 Days		
Reasons	Personal Matter		
<input type="button" value="Submit"/>			

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

✓ Successfully Submitted!

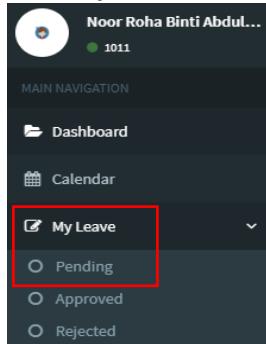
Your leave request is now pending waiting for approval.



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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 Type: Full Day Requested today	2 Days 07-OCT-19 to 08-OCT-19	AHMAD NIZAM ... PENDING TOMMY KOAY
Annual Leave Type: Full Day Requested today	1 Days 09-OCT-19 to 09-OCT-19	AHMAD NIZAM ... PENDING TOMMY KOAY

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

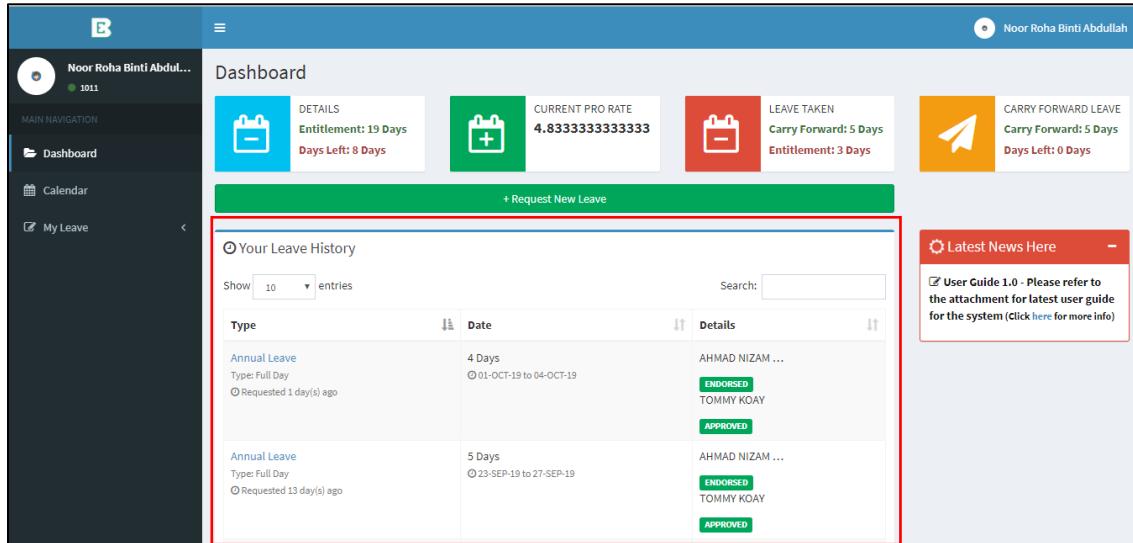
Cancel Request



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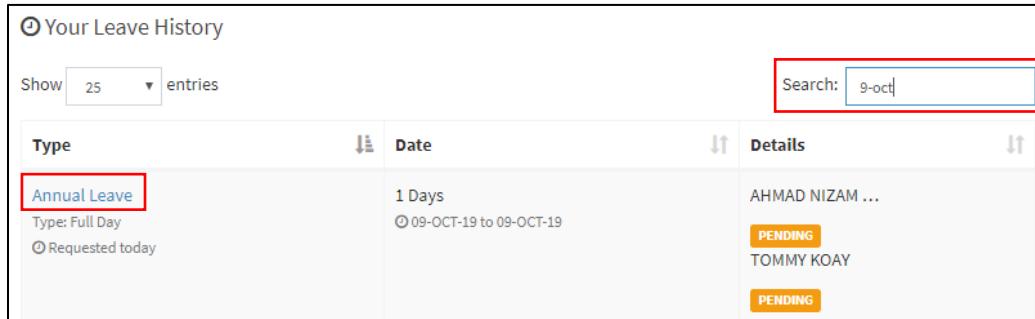
STEPS: VIEW LEAVE HISTORY

1. Click Dashboard



The screenshot shows the E-Leave Management System dashboard. On the left, there is a sidebar with a user profile picture, the name 'Noor Roha Binti Abdul...', and a status '1011'. Below this are 'MAIN NAVIGATION' links for 'Dashboard', 'Calendar', and 'My Leave'. The main content area is titled 'Dashboard' and contains several cards: 'DETAILS' (Entitlement: 19 Days, Days Left: 8 Days), 'CURRENT PRO RATE' (4.833333333333333), 'LEAVE TAKEN' (Carry Forward: 5 Days, Entitlement: 3 Days), and 'CARRY FORWARD LEAVE' (Carry Forward: 5 Days, Days Left: 0 Days). A green button '+ Request New Leave' is at the top. Below it is a table titled 'Your Leave History' with columns 'Type', 'Date', and 'Details'. The table shows two entries: 'Annual Leave' (4 Days, 01-OCT-19 to 04-OCT-19) and 'Annual Leave' (5 Days, 23-SEP-19 to 27-SEP-19). Each entry has a green 'ENDORSED' button, a blue 'APPROVED' button, and a red 'PENDING' button. A red box highlights the 'Your Leave History' table. To the right, there is a 'Latest News Here' section with a note about the user guide.

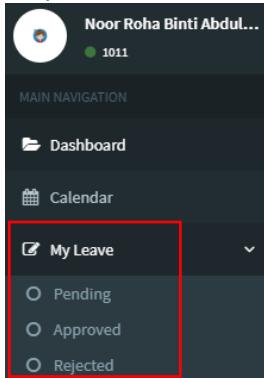
2. Use Search function to search for specific date leave



The screenshot shows a search result for 'Your Leave History'. The search bar at the top right contains the text '9-oct'. The results table has columns 'Type', 'Date', and 'Details'. One entry is highlighted with a red box: 'Annual Leave' (1 Days, 09-OCT-19 to 09-OCT-19) with a green 'ENDORSED' button, a blue 'APPROVED' button, and a red 'PENDING' button. The rest of the table is visible but not highlighted.

3. Click Annual Leave to view leave details

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



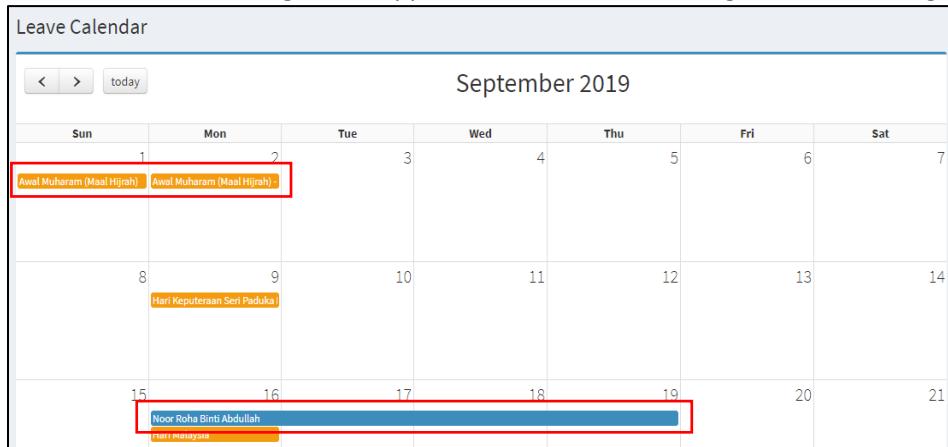
The screenshot shows the 'My Leave' section of the sidebar. A red box highlights the 'My Leave' link. Below it are radio buttons for 'Pending', 'Approved', and 'Rejected' leave requests.



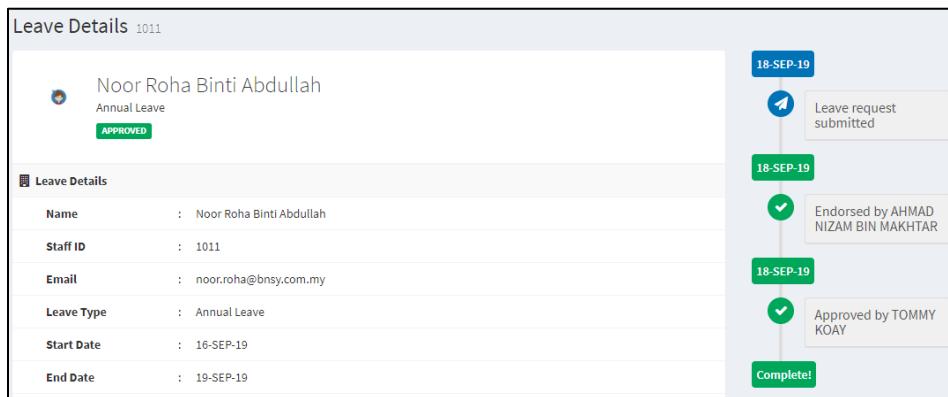
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STEPS: VIEW LEAVE CALENDAR

1. Click **Calendar**
2. The blue box is referring to the approved leave and the orange box is referring to the public holiday



3. Click on the blue box to view leave details



STEPS: LOGOUT FROM E-LEAVE MANAGEMENT SYSTEM

1. Click **Profile Picture** → Logout

