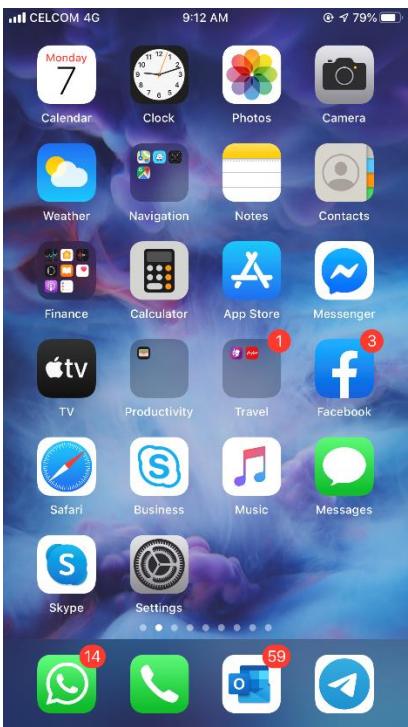




E-LEAVE MANAGEMENT SYSTEM

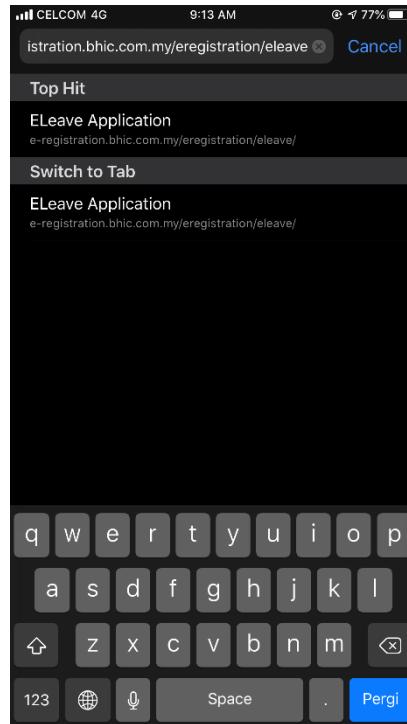
GUIDELINE TO ADD SHORTCUT AT IPHONE HOME SCREEN

Step 1 – Open Safari at Iphone Home Screen

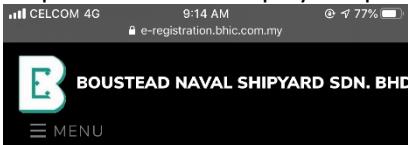


Step 2 – Click Safari and Type or copy this link

<https://e-registration.bhic.com.my/eregistration/eleave/>



Step 3 – Safari will display the portal

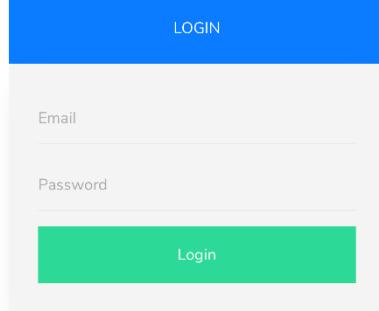


UNLIMITED RECORDS CREATION
Create unlimited records for employee profile, leave type, approval group and more.

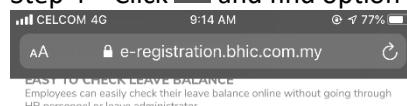
MULTI-LEVELS LEAVE APPROVAL METHODS
Up to 2 levels of leave approvers/supervisors for each group.

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.



Step 4 – Click  and find option for Add to Home Screen



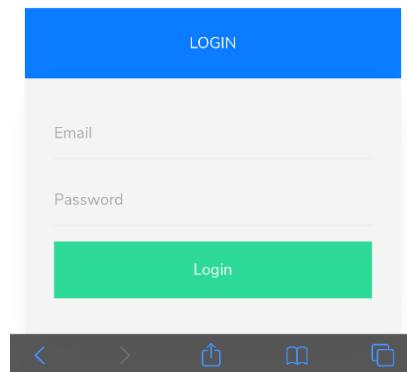
EASY TO CHECK LEAVE BALANCE
Employees can easily check their leave balance online without going through HR personnel or leave administrator.

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.

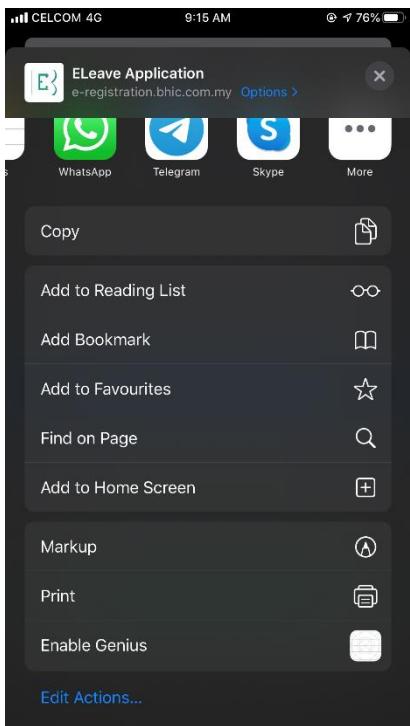
CALENDAR VIEW TO SEE "WHO'S ON-LEAVE"
User friendly interface with Calendar View.





E-LEAVE MANAGEMENT SYSTEM
GUIDELINE TO ADD SHORTCUT AT IPHONE HOME SCREEN

Step 5 – Select Add to Home Screen



Step 6 – Search for BNS Leave Icon at your Iphone home screen

