



## E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR DEPARTMENT ADMIN

### DESCRIPTION:

Admin Page of Dept. Leave Record & Report are purposely for Admin of Department to view and take an action of the employee notification leave info, status of endorser/approval and data leave released by Admin manually key in/ update in SAP system. The report also can be generated by filtering the type of employee leave, date range and can be export to Excel.

### STEPS: DEPT. LEAVE RECORD

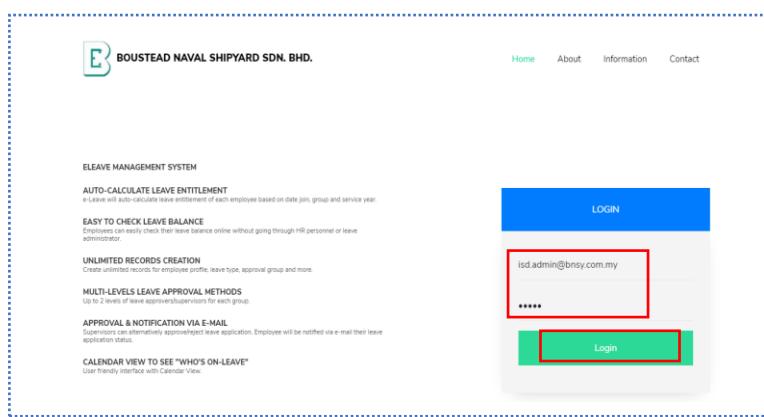
1. **OPEN LINK (Internet)** → <https://e-registration.bhic.com.my/eregistration/leave/> to login E-Leave online system.  
**OPEN LINK (Intranet)** → <http://aslusw01/eregistration/leave/> to login E-Leave online system.

#### LOGIN

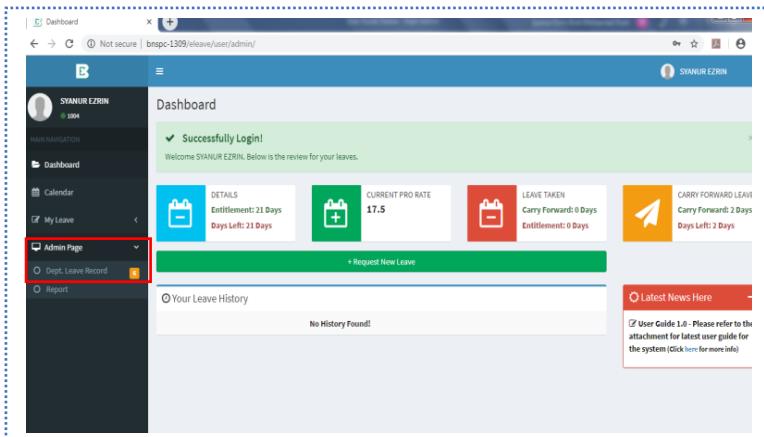
Email: **isd.admin@bnsy.com.my**

Password: **xxxx**

Click **Login**



2. Admin Page -> Choose **Dept. Leave Record**.





## E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR DEPARTMENT ADMIN

### 3. DEPT. RECORDS Admin ->

Department Leave Records – Action column Click **Release** (to release one by one).

The screenshot shows the 'Dept. Records Admin' interface. The left sidebar includes 'Dashboard', 'Calendar', 'My Leave', 'Admin Page', 'Dept. Leave Record' (selected), and 'Report'. The main content area is titled 'Department Leave Records' and shows a table with columns: 'Leave ID', 'Employee', 'Leave Info', 'Status', and 'Action'. The 'Action' column contains a green 'Release' button for each row. The second row, for employee ID 45, has a status of 'Approved' and its 'Action' button is highlighted with a red box.

### 4. RELEASE REQUEST ->

Release Form - Select calendar date for **Date Key in SAP** and click **Submit**.

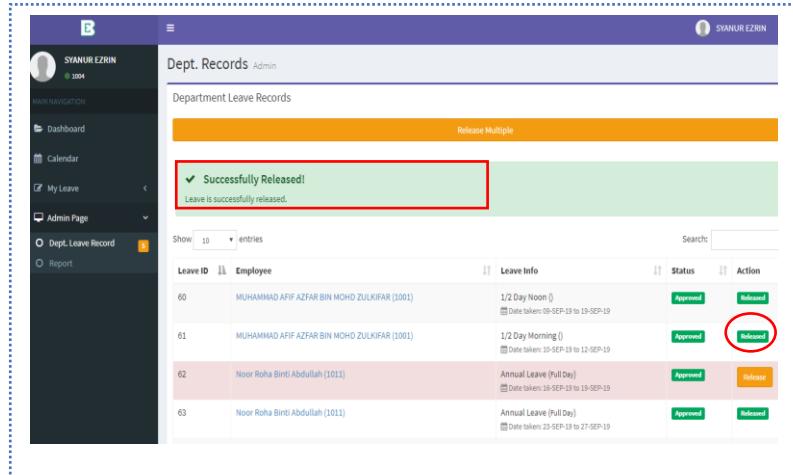
The screenshot shows the 'Release Request' form. The left sidebar is identical to the previous screenshot. The main form has fields: 'Name' (MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR), 'Staff ID' (1001), 'Leave Type' (1/2 Day Morning), 'Leave Description' (Full Day), 'Date Taken' (10-SEP-19 to 12-SEP-19), 'Days' (3), and 'Date Key in SAP' (01-Oct-2019). The 'Date Key in SAP' field is highlighted with a red box.



## E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR DEPARTMENT ADMIN

### 5. DEPT. RECORDS Admin ->

Department Leave Records- ✓ *Successfully Released!* will be appeared.

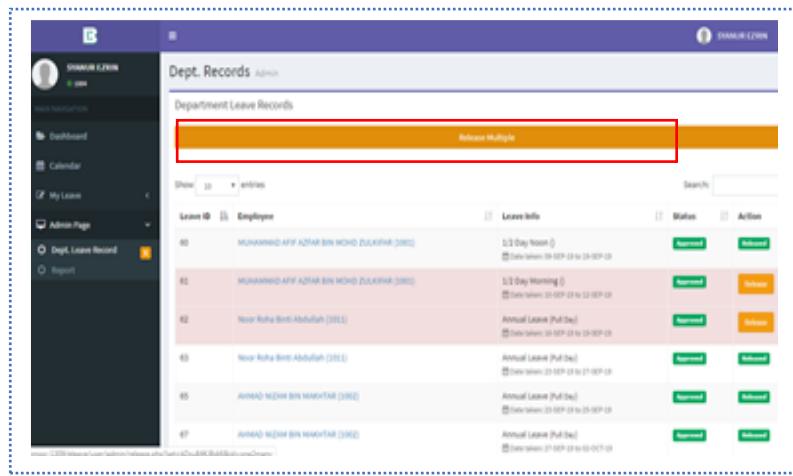


Leave ID	Employee	Leave Info	Status	Action
60	MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR [1001]	1/2 Day Noon Date taken: 09-SEP-19 to 19-SEP-19	Approved	Released
61	MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR [1001]	1/2 Day Morning Date taken: 10-SEP-19 to 12-SEP-19	Approved	Released
62	Noor Raha Binti Abdullah [1011]	Annual Leave (Full Day) Date taken: 16-SEP-19 to 19-SEP-19	Approved	Released
63	Noor Raha Binti Abdullah [1011]	Annual Leave (Full Day) Date taken: 23-SEP-19 to 27-SEP-19	Approved	Released

OR

### 6. DEPT. RECORDS Admin ->

Department Leave Records - Click **Release Multiple** (to release all pending action).



Leave ID	Employee	Leave Info	Status	Action
60	MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR [1001]	1/2 Day Noon Date taken: 09-SEP-19 to 19-SEP-19	Approved	Released
61	MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR [1001]	1/2 Day Morning Date taken: 10-SEP-19 to 12-SEP-19	Approved	Released
62	Noor Raha Binti Abdullah [1011]	Annual Leave (Full Day) Date taken: 16-SEP-19 to 19-SEP-19	Approved	Released
63	Noor Raha Binti Abdullah [1011]	Annual Leave (Full Day) Date taken: 23-SEP-19 to 27-SEP-19	Approved	Released
65	AHMAD NIZAM BIN MAMDUTAR [396]	Annual Leave (Full Day) Date taken: 23-SEP-19 to 25-SEP-19	Approved	Released
67	AHMAD NIZAM BIN MAMDUTAR [396]	Annual Leave (Full Day) Date taken: 27-SEP-19 to 03-OCT-19	Approved	Released



## E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR DEPARTMENT ADMIN

### 7. RELEASE REQUEST ->

Release Form – **Affected** - Select a leave (*can choose more than one employee*).

The screenshot shows the 'Release Request' page. On the left is a dark sidebar with a user profile for 'SYANUR EZRIN' and a '1004' badge. The main area has a title 'Release Request' and a sub-section 'Release Form'. In the 'Affected' section, two employees are selected: '68 - MUHAMMAD ...' and '62 - Noor Roha Bi...'. Below this, a list of employees is shown with '68 - MUHAMMAD AFIF AZZAF BIN MOHD SULEIMAN' and '62 - Noor Roha Binti Abdullah' highlighted. A blue bar at the bottom contains the text '70 - Noor Roha Binti Abdullah'.

### 8. Release Form –**Date Key in SAP**- Select date and click **Submit**.

The screenshot shows the 'Release Request' page. The 'Affected' section is the same as the previous screenshot. Below it, the 'Date Key in SAP' section is highlighted with a red box. It shows a date input field with '01-Oct-2019' and a 'Submit' button below it. The rest of the page is similar to the previous screenshot.



## E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR DEPARTMENT ADMIN

### 9. DEPT. RECORDS VIEW ->

Department Leave Records- ✓ *Successfully Released!* will be appeared.

Leave ID	Employee	Leave Info	Status	Action
60	MUHAMMAD AFIIF AZFAR BIN MOHD ZULKIFAR (1001)	1/2 Day Noon () Date taken: 09-SEP-19 to 19-SEP-19	Approved	Released
61	MUHAMMAD AFIIF AZFAR BIN MOHD ZULKIFAR (1001)	1/2 Day Morning () Date taken: 10-SEP-19 to 12-SEP-19	Approved	Released
62	Noor Roha Binti Abdullah (1011)	Annual Leave (Full Day) Date taken: 16-SEP-19 to 18-SEP-19	Approved	Released
63	Noor Roha Binti Abdullah (1011)	Annual Leave (Full Day) Date taken: 23-SEP-19 to 27-SEP-19	Approved	Released
65	AHMAD NIZAM BIN MAKHTAR (1002)	Annual Leave (Full Day) Date taken: 23-SEP-19 to 25-SEP-19	Approved	Released
67	AHMAD NIZAM BIN MAKHTAR (1002)	Annual Leave (Full Day) Date taken: 27-SEP-19 to 02-OCT-19	Approved	Released

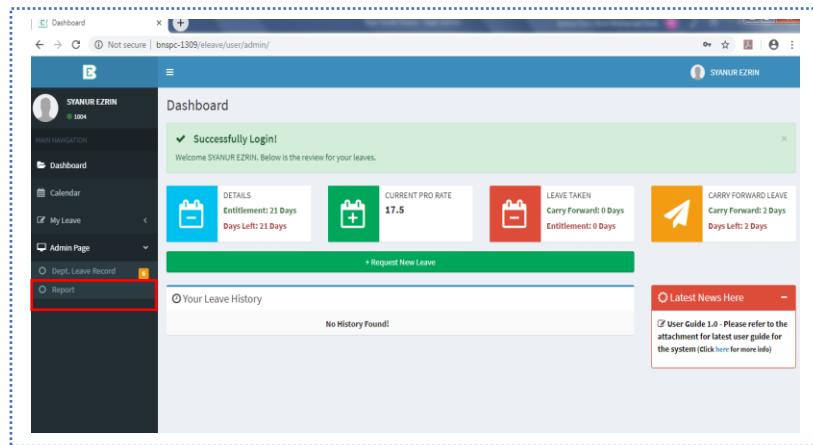
----- END -----



## E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR DEPARTMENT ADMIN

### STEPS: GENERATE REPORT

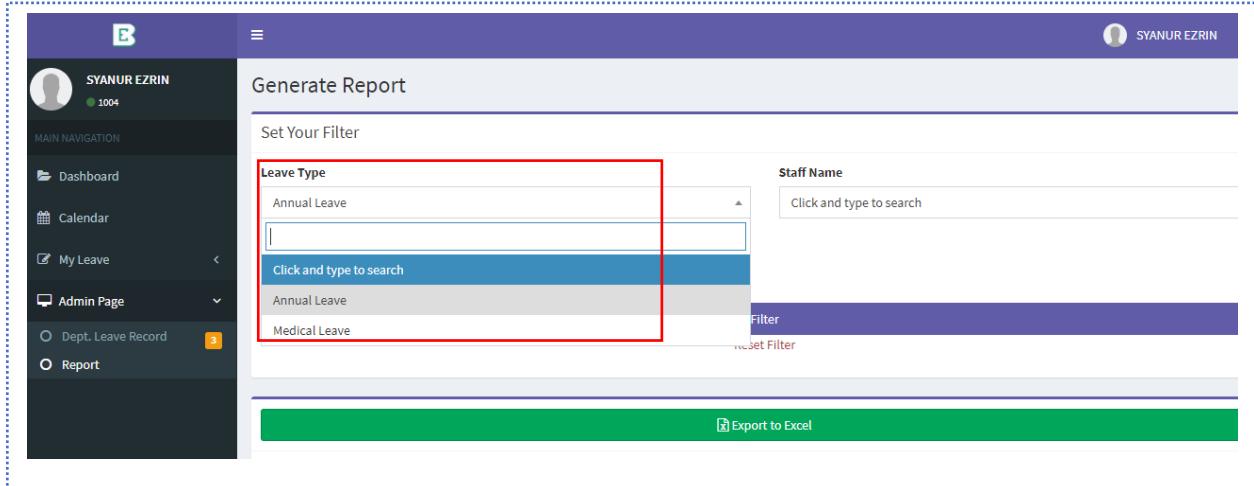
#### 1. Admin Page -> Choose Report.



The screenshot shows the Admin Page interface. On the left, a sidebar menu includes 'Dashboard', 'Calendar', 'My Leave' (with a checked checkbox), 'Admin Page' (selected and highlighted with a red box), 'Dept. Leave Record', and 'Report'. The main content area displays a 'Dashboard' with sections for 'DETAILS' (Entitlement: 21 Days, Days Left: 21 Days), 'CURRENT PRO RATE' (17.5), 'LEAVE TAKEN' (Carry Forward: 0 Days, Entitlement: 0 Days), and 'CARRY FORWARD LEAVE' (Carry Forward: 2 Days, Days Left: 2 Days). A green button '+ Request New Leave' is visible. Below this is a section 'Your Leave History' with the message 'No History Found!'. A 'Latest News Here' box and a 'User Guide 1.0' link are also present.

#### 2. GENERATE REPORT ->

Sets Your Filter – Click search and type of **Leave Type**. (*Annual Leave or Medical Leave*).



The screenshot shows the 'Generate Report' page. The sidebar is identical to the Admin Page. The main area has a title 'Generate Report' and a 'Set Your Filter' section. On the left is a 'Leave Type' dropdown menu with 'Annual Leave' selected. A red box highlights this selection. To the right is a 'Staff Name' search input field with placeholder text 'Click and type to search'. Below these are buttons for 'Filter' and 'Reset Filter'. At the bottom is a green 'Export to Excel' button.



## E-LEAVE MANAGEMENT SYSTEM

### GUIDELINE FOR DEPARTMENT ADMIN

#### 3. GENERATE REPORT ->

Sets Your Filter – Click search and type of **Staff Name**.

MAIN NAVIGATION

- Dashboard
- Calendar
- My Leave
- Admin Page
- Dept. Leave Record
- Report

Set Your Filter

Leave Type: Annual Leave

Date Range: 01-Oct-2019 - 01-Oct-2019

Staff Name: MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR

Click and type to search

TAUFIK ADIB

ASYRAF AFIF

ASRUL EFFENDI HAMZAH

MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR

AHMAD NIZAM BIN MAKHTAR

Export to Excel

#### 4. GENERATE REPORT ->

Sets Your Filter – Click search and type of **Date Range** and click **Apply**.

MAIN NAVIGATION

- Dashboard
- Calendar
- My Leave
- Admin Page
- Dept. Leave Record
- Report

Set Your Filter

Leave Type: Annual Leave

Staff Name: MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR

Date Range: 01-Oct-2019 - 01-Nov-2019

Oct 2019 Nov 2019

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5	27	28	29	30	31	1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31	1	2	24	25	26	27	28	29	30
3	4	5	6	7	8	9	1	2	3	4	5	6	7

Apply

Filter

set Filter

Export to Excel

Search:

Date: 4 Days

Endorser: No Endorser

Approver: TOMMY KOA

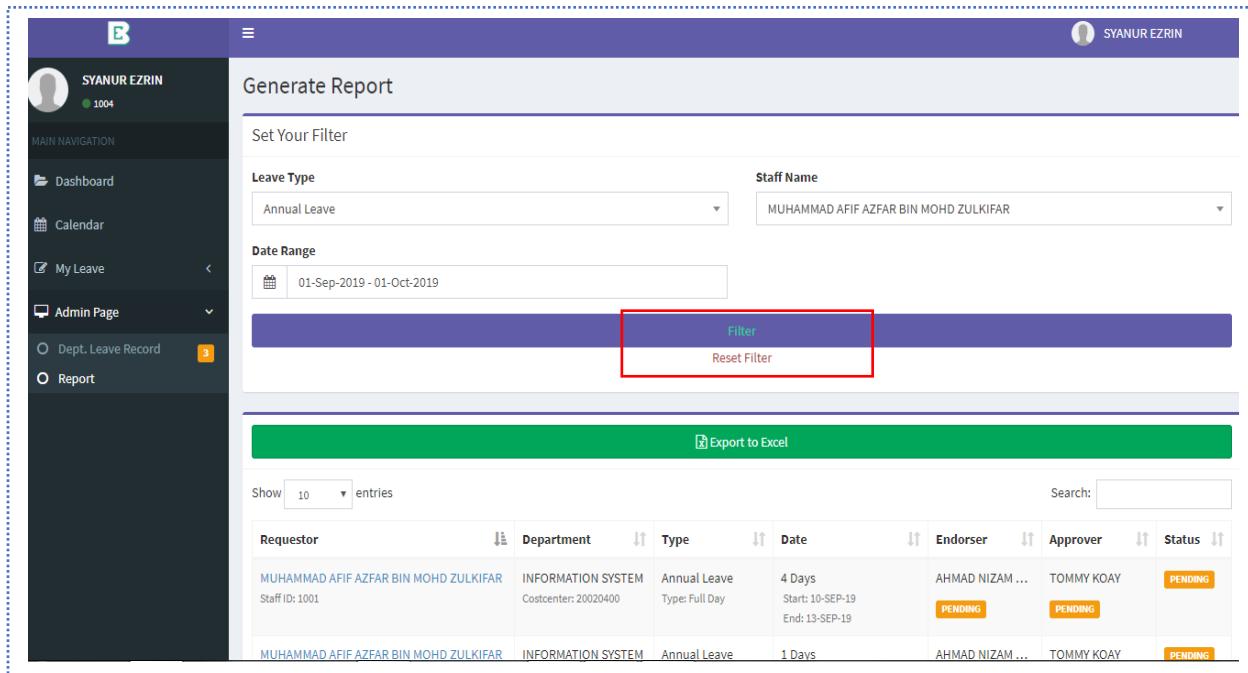
Approved



## E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR DEPARTMENT ADMIN

### 5. GENERATE REPORT ->

Sets Your Filter – Click **Filter** and the report will be appeared below or click **Reset Filter** for new report.

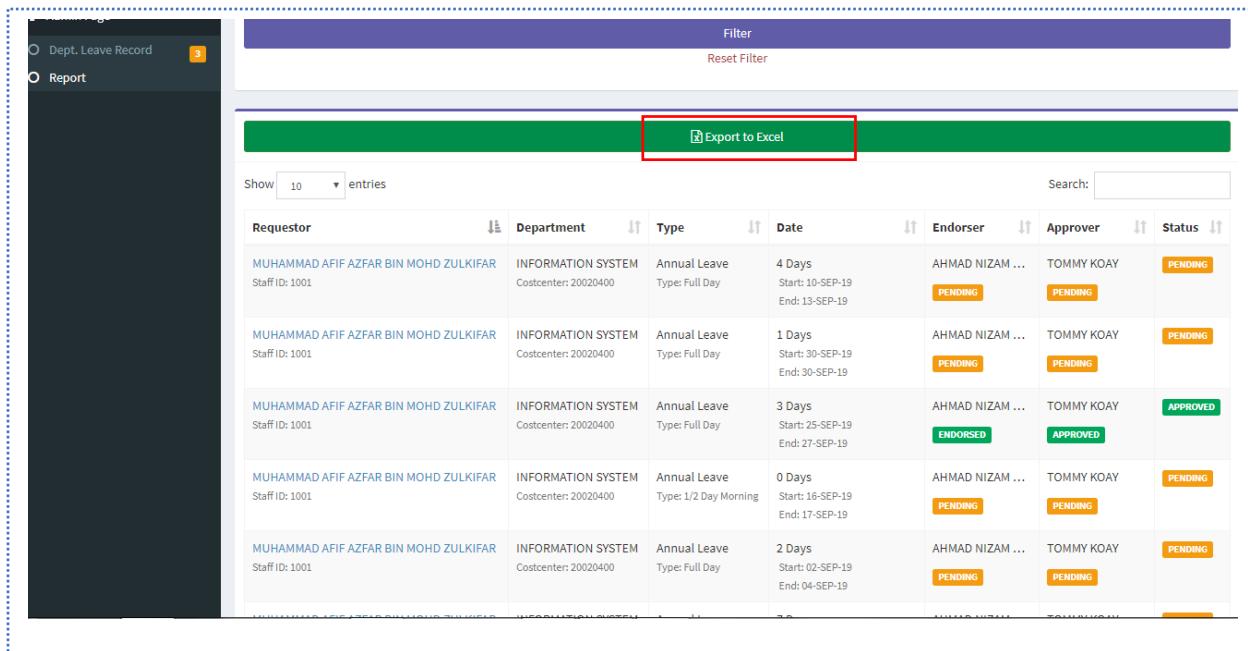


The screenshot shows the 'Generate Report' page. On the left, there is a sidebar with a user profile for 'SYANUR EZRIN' (Staff ID: 1004) and a 'MAIN NAVIGATION' section with links for 'Dashboard', 'Calendar', 'My Leave', 'Admin Page', 'Dept. Leave Record' (with a '3' notification), and 'Report'. The main content area has a title 'Generate Report' and a 'Set Your Filter' section. It includes fields for 'Leave Type' (set to 'Annual Leave'), 'Staff Name' (set to 'MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR'), and a 'Date Range' (set to '01-Sep-2019 - 01-Oct-2019'). Below these is a purple bar with a 'Filter' button (highlighted with a red box) and a 'Reset Filter' button. At the bottom, there is a green bar with an 'Export to Excel' button. The main table displays two rows of leave requests. The first row is for 'MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR' (Staff ID: 1001) with a 4-day annual leave from Sep 10 to Sep 13. The second row is for the same staff member with a 1-day annual leave from Sep 30 to Sep 30. The table includes columns for Requestor, Department, Type, Date, Endorser, Approver, and Status (both pending).

Requestor	Department	Type	Date	Endorser	Approver	Status
MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR Staff ID: 1001	INFORMATION SYSTEM Costcenter: 20020400	Annual Leave Type: Full Day	4 Days Start: 10-SEP-19 End: 13-SEP-19	AHMAD NIZAM ... <span>PENDING</span>	TOMMY KOAY <span>PENDING</span>	<span>PENDING</span>
MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR Staff ID: 1001	INFORMATION SYSTEM Costcenter: 20020400	Annual Leave Type: Full Day	1 Days Start: 30-SEP-19 End: 30-SEP-19	AHMAD NIZAM ... <span>PENDING</span>	TOMMY KOAY <span>PENDING</span>	<span>PENDING</span>

### 6. GENERATE REPORT ->

Sets Your Filter – Report will be appeared as below and click **Export to Excel** to view in Excel format.



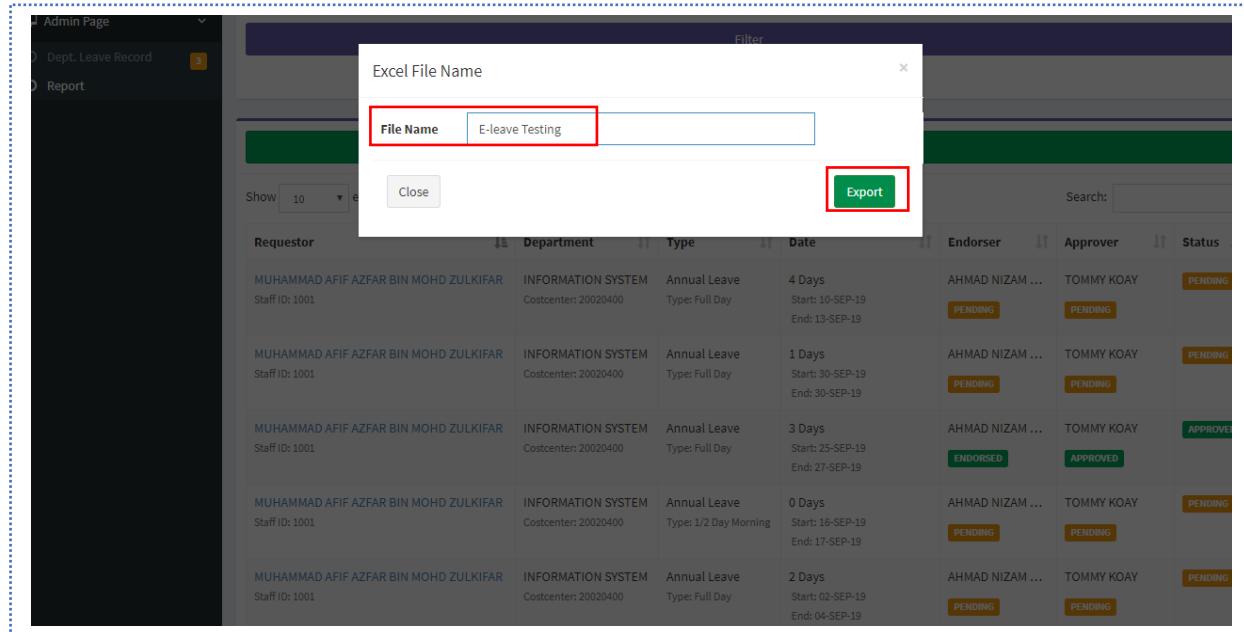
The screenshot shows the 'Generate Report' page with a different set of leave requests. The main table displays five rows of leave requests. The first four rows are for 'MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR' (Staff ID: 1001) with various leave durations and status. The fifth row is for the same staff member with a 2-day annual leave from Sep 02 to Sep 04. The table includes columns for Requestor, Department, Type, Date, Endorser, Approver, and Status (some pending, some approved).

Requestor	Department	Type	Date	Endorser	Approver	Status
MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR Staff ID: 1001	INFORMATION SYSTEM Costcenter: 20020400	Annual Leave Type: Full Day	4 Days Start: 10-SEP-19 End: 13-SEP-19	AHMAD NIZAM ... <span>PENDING</span>	TOMMY KOAY <span>PENDING</span>	<span>PENDING</span>
MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR Staff ID: 1001	INFORMATION SYSTEM Costcenter: 20020400	Annual Leave Type: Full Day	1 Days Start: 30-SEP-19 End: 30-SEP-19	AHMAD NIZAM ... <span>PENDING</span>	TOMMY KOAY <span>PENDING</span>	<span>PENDING</span>
MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR Staff ID: 1001	INFORMATION SYSTEM Costcenter: 20020400	Annual Leave Type: Full Day	3 Days Start: 25-SEP-19 End: 27-SEP-19	AHMAD NIZAM ... <span>ENDORSED</span>	TOMMY KOAY <span>APPROVED</span>	<span>APPROVED</span>
MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR Staff ID: 1001	INFORMATION SYSTEM Costcenter: 20020400	Annual Leave Type: 1/2 Day Morning	0 Days Start: 16-SEP-19 End: 17-SEP-19	AHMAD NIZAM ... <span>PENDING</span>	TOMMY KOAY <span>PENDING</span>	<span>PENDING</span>
MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR Staff ID: 1001	INFORMATION SYSTEM Costcenter: 20020400	Annual Leave Type: Full Day	2 Days Start: 02-SEP-19 End: 04-SEP-19	AHMAD NIZAM ... <span>PENDING</span>	TOMMY KOAY <span>PENDING</span>	<span>PENDING</span>



## E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR DEPARTMENT ADMIN

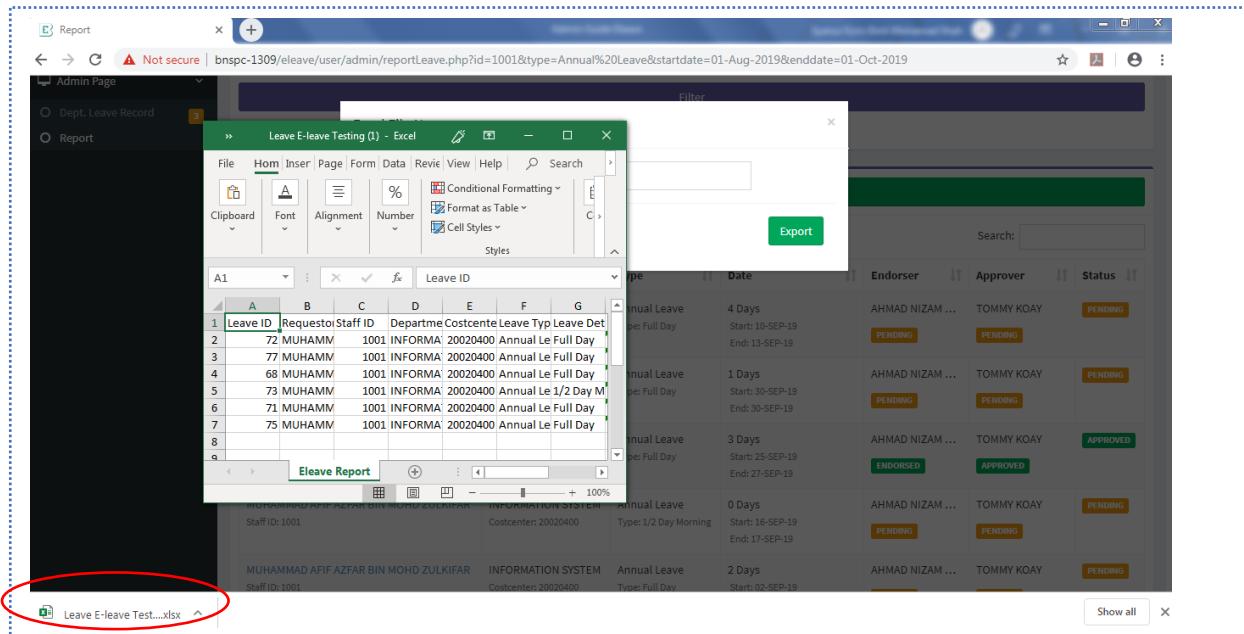
### 7. EXCEL FILE NAME-> Insert File Name and click Export.



The screenshot shows a modal dialog box titled 'Excel File Name' with a 'File Name' input field containing 'E-leave Testing' and a red box around the 'Export' button. In the background, a table of leave requests is visible, showing various details like Requestor, Department, Type, Date, and Status.

Requestor	Department	Type	Date	Endorser	Approver	Status
MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR Staff ID: 1001	INFORMATION SYSTEM Costcenter: 20020400	Annual Leave Type: Full Day	4 Days Start: 10-SEP-19 End: 13-SEP-19	AHMAD NIZAM ... PENDING	TOMMY KOAY PENDING	PENDING
MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR Staff ID: 1001	INFORMATION SYSTEM Costcenter: 20020400	Annual Leave Type: Full Day	1 Days Start: 30-SEP-19 End: 30-SEP-19	AHMAD NIZAM ... PENDING	TOMMY KOAY PENDING	PENDING
MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR Staff ID: 1001	INFORMATION SYSTEM Costcenter: 20020400	Annual Leave Type: Full Day	3 Days Start: 25-SEP-19 End: 27-SEP-19	AHMAD NIZAM ... ENDORSED	TOMMY KOAY APPROVED	APPROVED
MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR Staff ID: 1001	INFORMATION SYSTEM Costcenter: 20020400	Annual Leave Type: 1/2 Day Morning	0 Days Start: 16-SEP-19 End: 17-SEP-19	AHMAD NIZAM ... PENDING	TOMMY KOAY PENDING	PENDING
MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR Staff ID: 1001	INFORMATION SYSTEM Costcenter: 20020400	Annual Leave Type: Full Day	2 Days Start: 02-SEP-19 End: 04-SEP-19	AHMAD NIZAM ... PENDING	TOMMY KOAY PENDING	PENDING

### 8. FILE EXPORT-> Report will be download and automatically save on Desktop/download folder.



The screenshot shows a Microsoft Excel dialog box titled 'Leave E-leave Testing (1) - Excel' with a red circle highlighting the file name 'Leave E-leave Test...xlsx' at the bottom left. The dialog box is overlaid on the main leave request table, which is identical to the one in the previous screenshot.

Leave ID	Requestor/Staff ID	Department	Costcenter	Leave Type	Leave Details	Date	Endorser	Approver	Status
1	72 MUHAMM	1001 INFORMA	20020400	Annual Leave	Full Day	4 Days Start: 10-SEP-19 End: 13-SEP-19	AHMAD NIZAM ... PENDING	TOMMY KOAY PENDING	PENDING
2	77 MUHAMM	1001 INFORMA	20020400	Annual Leave	Full Day	1 Days Start: 30-SEP-19 End: 30-SEP-19	AHMAD NIZAM ... PENDING	TOMMY KOAY PENDING	PENDING
4	68 MUHAMM	1001 INFORMA	20020400	Annual Leave	1/2 Day Morning	0 Days Start: 16-SEP-19 End: 17-SEP-19	AHMAD NIZAM ... PENDING	TOMMY KOAY PENDING	PENDING
5	73 MUHAMM	1001 INFORMA	20020400	Annual Leave	Full Day	3 Days Start: 25-SEP-19 End: 27-SEP-19	AHMAD NIZAM ... ENDORSED	TOMMY KOAY APPROVED	APPROVED
6	71 MUHAMM	1001 INFORMA	20020400	Annual Leave	Full Day	0 Days Start: 16-SEP-19 End: 17-SEP-19	AHMAD NIZAM ... PENDING	TOMMY KOAY PENDING	PENDING
7	75 MUHAMM	1001 INFORMA	20020400	Annual Leave	Full Day	2 Days Start: 02-SEP-19 End: 04-SEP-19	AHMAD NIZAM ... PENDING	TOMMY KOAY PENDING	PENDING

END