



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/eleave/> to login E-Leave online system.
OPEN LINK (Intranet) → <http://aslusw01/eregistration/eleave/> to login E-Leave online system.

LOGIN

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

Password: **xxxx**

Click **Login**

BOUSTEAD NAVAL SHIPYARD SDN. BHD.

Home About Information Contact

E-LEAVE 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 approvals/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

isd.admin@bnsy.com.my

xxxx

Login

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

Dashboard

Successfully Login!
Welcome SYANUR EZRIN, Below is the review for your leaves.

DETAILS
Entitlement: 21 Days
Days Left: 21 Days

CURRENT PRO RATE
17.5

LEAVE TAKEN
Carry Forward: 0 Days
Entitlement: 0 Days

CARRY FORWARD LEAV
Carry Forward: 2 Days
Days Left: 2 Days

+ Request New Leave

Your Leave History
No History Found!

Latest News Here

User Guide 1.0 - Please refer to the attachment for latest user guide for the system (Click here for more info)



E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR DEPARTMENT ADMIN

3. DEPT. RECORDS Admin ->

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

| Leave ID | Employee | Leave Info | Status | Action |
|----------|--|---|----------|---------|
| 80 | MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR (1001) | 1/2 Day Noon Date Taken: 10-SEP-19 to 10-SEP-19 | Approved | Release |
| 81 | MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR (1001) | 1/2 Day Morning Date Taken: 10-SEP-19 to 10-SEP-19 | Approved | Release |
| 82 | Nor Raha Binti Abdulrah (1001) | Annual Leave (Full Day) Date Taken: 10-SEP-19 to 10-SEP-19 | Approved | Release |
| 83 | Nor Raha Binti Abdulrah (1001) | Annual Leave (Full Day) Date Taken: 10-SEP-19 to 10-SEP-19 | Approved | Release |
| 85 | ANWAR HAZIM BIN HANAFIAR (1001) | Annual Leave (Full Day) Date Taken: 10-SEP-19 to 10-SEP-19 | Approved | Release |
| 87 | ANWAR HAZIM BIN HANAFIAR (1001) | Annual Leave (Full Day) Date Taken: 10-SEP-19 to 10-SEP-19 | Approved | Release |

4. RELEASE REQUEST ->

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

Release Request

Release Form

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

Date Key in SAP: 01-Oct-2019

Submit



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5. DEPT. RECORDS Admin ->

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

Dept. Records Admin

Department Leave Records

Release Multiple

✓ **Successfully Released!**
Leave is successfully released.

Show 10 entries

| Leave ID | Employee | Leave Info | Status | Action |
|----------|--|---|----------|---------|
| 60 | MUHAMMAD AFF AZFAR BIN MOHD ZULKIFAR (101) | 1/2 Day Noon () Date taken: 09-SEP-19 to 19-SEP-19 | Approved | Release |
| 61 | MUHAMMAD AFF AZFAR BIN MOHD ZULKIFAR (101) | 1/2 Day Morning () Date taken: 10-SEP-19 to 13-SEP-19 | Approved | Release |
| 62 | Noor Roha Binti Abdullah (101) | Annual Leave (Full Day) Date taken: 10-SEP-19 to 19-SEP-19 | Approved | Release |
| 63 | Noor Roha Binti Abdullah (101) | Annual Leave (Full Day) Date taken: 23-SEP-19 to 27-SEP-19 | Approved | Release |

OR

6. DEPT. RECORDS Admin ->

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

Dept. Records Admin

Department Leave Records

Release Multiple

Show 10 entries

| Leave ID | Employee | Leave Info | Status | Action |
|----------|--|---|----------|---------|
| 60 | MUHAMMAD AFF AZFAR BIN MOHD ZULKIFAR (101) | 1/2 Day Noon () Date taken: 09-SEP-19 to 19-SEP-19 | Approved | Release |
| 61 | MUHAMMAD AFF AZFAR BIN MOHD ZULKIFAR (101) | 1/2 Day Morning () Date taken: 10-SEP-19 to 13-SEP-19 | Approved | Release |
| 62 | Noor Roha Binti Abdullah (101) | Annual Leave (Full Day) Date taken: 10-SEP-19 to 19-SEP-19 | Approved | Release |
| 63 | Noor Roha Binti Abdullah (101) | Annual Leave (Full Day) Date taken: 23-SEP-19 to 27-SEP-19 | Approved | Release |
| 64 | ANWAR MUHAMMAD BIN MUHAMMAD (101) | Annual Leave (Full Day) Date taken: 27-SEP-19 to 02-OCT-19 | Approved | Release |
| 65 | ANWAR MUHAMMAD BIN MUHAMMAD (101) | Annual Leave (Full Day) Date taken: 27-SEP-19 to 02-OCT-19 | Approved | Release |
| 66 | ANWAR MUHAMMAD BIN MUHAMMAD (101) | Annual Leave (Full Day) Date taken: 27-SEP-19 to 02-OCT-19 | Approved | Release |



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7. RELEASE REQUEST ->

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

The screenshot shows the 'Release Request' form in the E-Leave Management System. The 'Affected' field is highlighted with a red box, showing a list of employees: 68 - MUHAMMAD ... and 62 - Noor Roha Bi... Below it, a list of dates is shown: 68 - MUHAMMAD AFI AFZAL BIN MOHD ZULKIFAR, 62 - Noor Roha Binti Abdullah, 69 - Noor Roha Binti Abdullah, 74 - Noor Roha Binti Abdullah, and 70 - Noor Roha Binti Abdullah.

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

The screenshot shows the 'Release Request' form in the E-Leave Management System. The 'Date Key in SAP' field is highlighted with a red box, showing a date picker set to 01-Oct-2019. Below it, a green 'Submit' button is visible.



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9. DEPT. RECORDS VIEW ->

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

Department Leave Records

Release Multiple

✓ **Successfully Released!**
Leave is successfully released.

Show 10 entries

| Leave ID | Employee | Leave Info | Status | Action |
|----------|--|---|----------|----------|
| 60 | MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR (3001) | 1/2 Day Noon () Date taken: 09-SEP-19 to 10-SEP-19 | Approved | Released |
| 61 | MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR (3001) | 1/2 Day Morning () Date taken: 10-SEP-19 to 11-SEP-19 | Approved | Released |
| 62 | Noor Roha Binti Abdullah (1011) | Annual Leave (Full Day) Date taken: 10-SEP-19 to 10-SEP-19 | Approved | Released |
| 63 | Noor Roha Binti Abdullah (1011) | Annual Leave (Full Day) Date taken: 23-SEP-19 to 23-SEP-19 | Approved | Released |
| 65 | AHMAD NIZAM BIN MAKHTAR (3002) | Annual Leave (Full Day) Date taken: 23-SEP-19 to 25-SEP-19 | Approved | Released |
| 67 | AHMAD NIZAM BIN MAKHTAR (3002) | Annual Leave (Full Day) Date taken: 27-SEP-19 to 02-OCT-19 | Approved | Released |

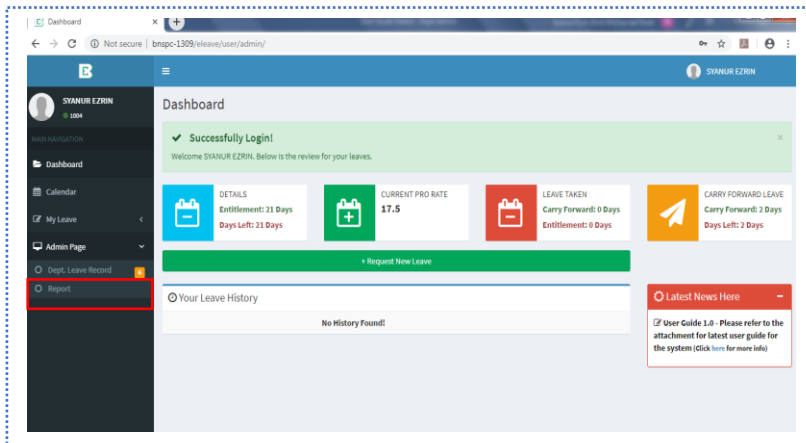
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E-LEAVE MANAGEMENT SYSTEM GUIDELINE FOR DEPARTMENT ADMIN

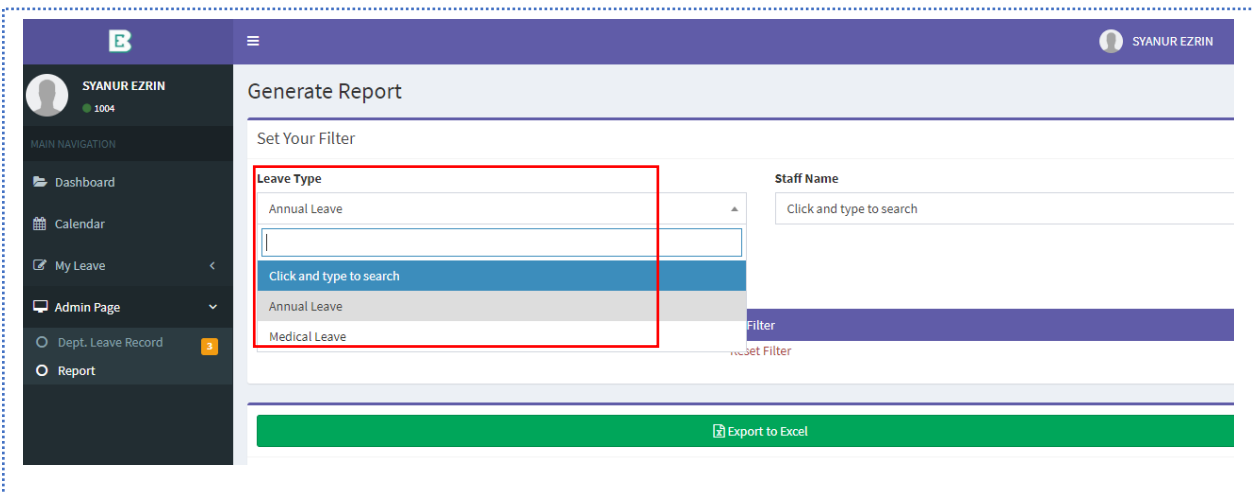
STEPS: GENERATE REPORT

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



2. **GENERATE REPORT ->**

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





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

Filter

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

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

Staff Name: MUHAMMAD AFIF AZFAR BIN MOHD ZULKIFAR

Filter

Export to Excel

Search:

| Date | Endorser | Approver |
|----------------------------|-------------|-----------|
| 4 Days Start: 27-SEP-19 | No Endorser | TOMMY KOA |



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5. GENERATE REPORT ->

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

| 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 | INFORMATION SYSTEM | Annual Leave | 1 Days | AHMAD NIZAM ... | TOMMY KOAY | PENDING |

6. GENERATE REPORT ->

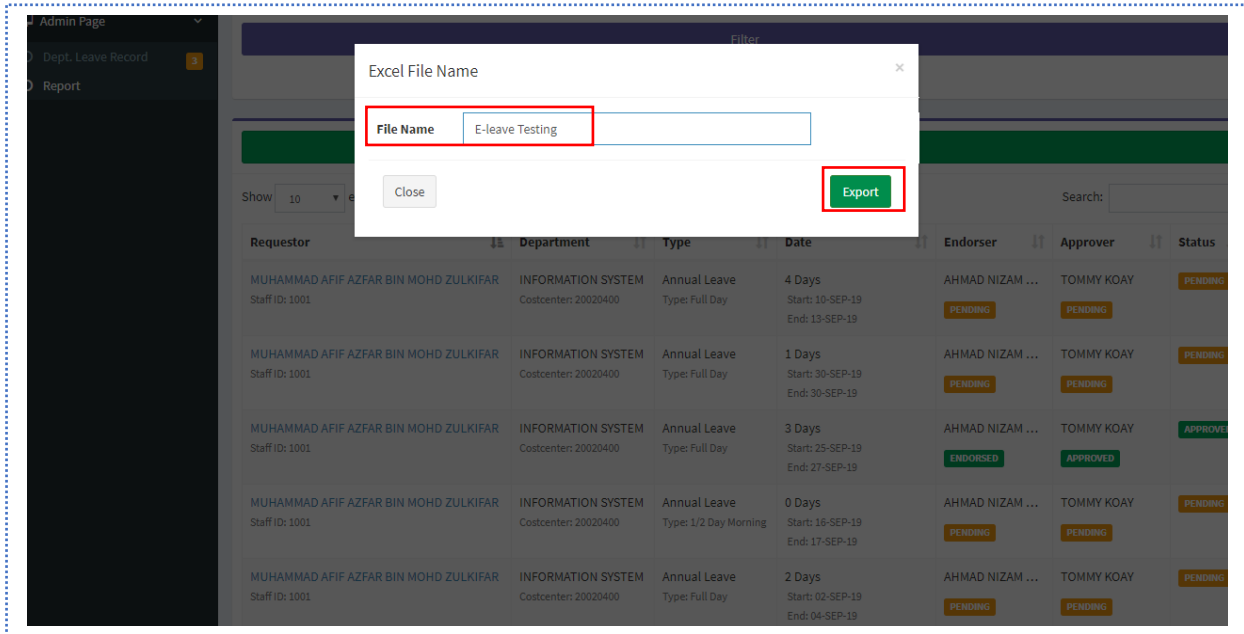
Sets Your Filter – Report will be appeared as below and click **Export to Excel** to view in Excel format.

| 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 |

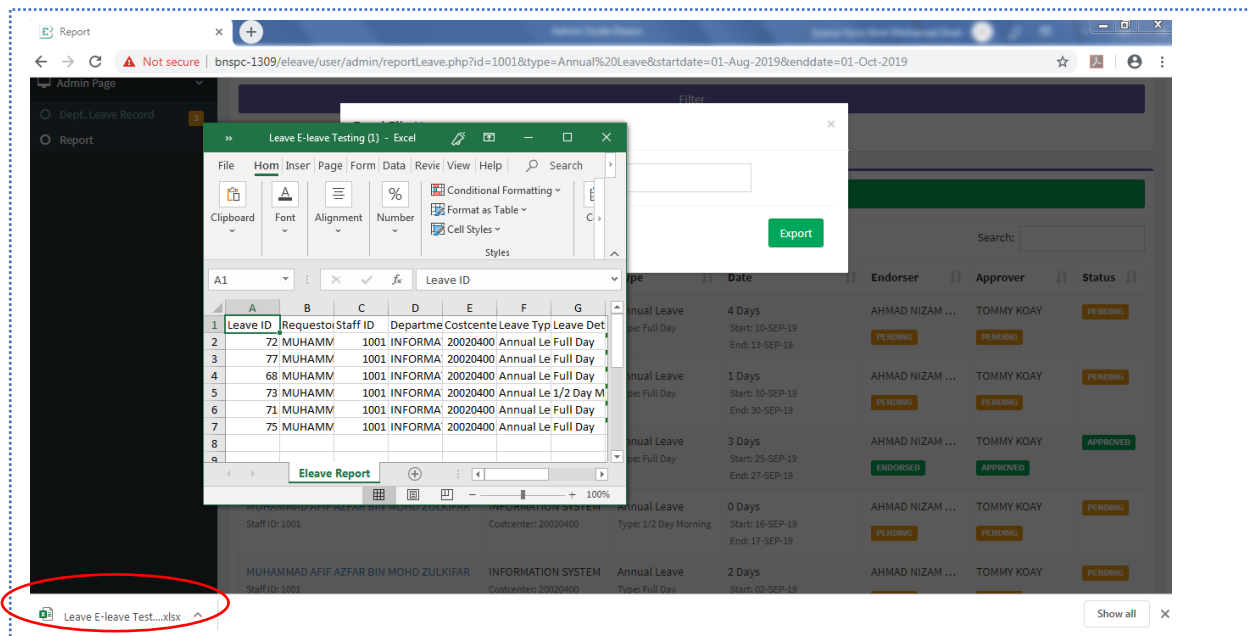


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7. EXCEL FILE NAME-> Insert **File Name** and click **Export**.



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



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