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**
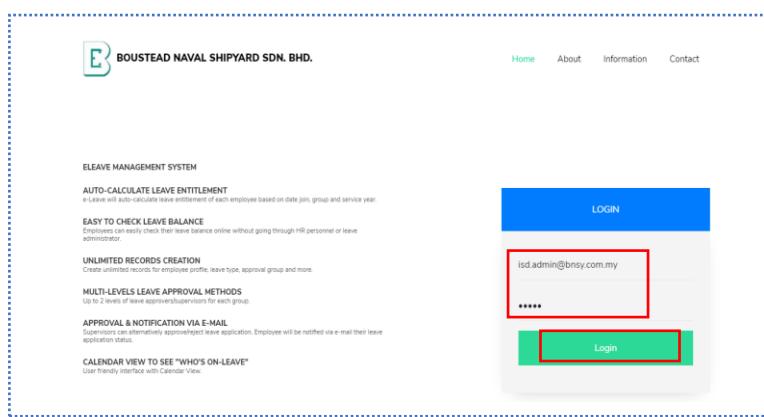
2. Admin Page -> Choose **Dept. Leave Record**.
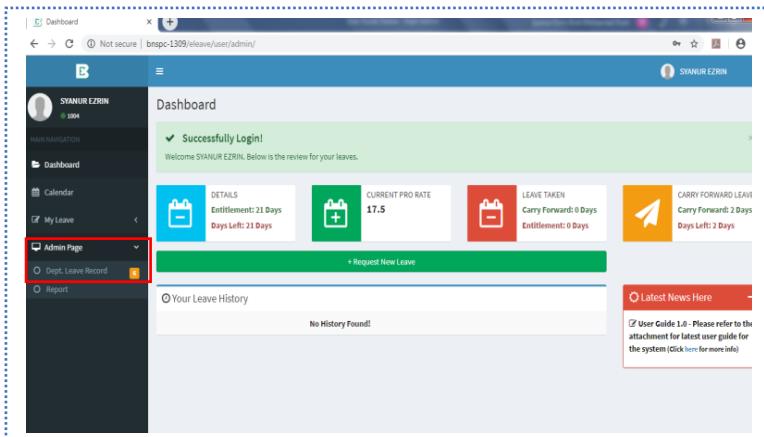
3. **DEPT. RECORDS Admin ->**
   Department Leave Records – Action column Click **Release** *(to release one by one).*

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

5. **DEPT. RECORDS Admin ->**
    Department Leave Records- √ *Successfully Released!* will be appeared.

OR

6. **DEPT. RECORDS Admin ->**
    Department Leave Records - Click **Release Multiple** *(to release all pending action).*

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

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

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9.   DEPT. RECORDS VIEW ->
Department Leave Records- √ *Successfully Released!* will be appeared.

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E-LEAVE MANAGEMENT SYSTEM
## GUIDELINE FOR DEPARTMENT ADMIN

STEPS: <u>GENERATE REPORT</u>

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

2. **GENERATE REPORT ->**
   Sets Your Filter – Click search and type of **Leave Type**. *(Annual Leave or Medical Leave)*.
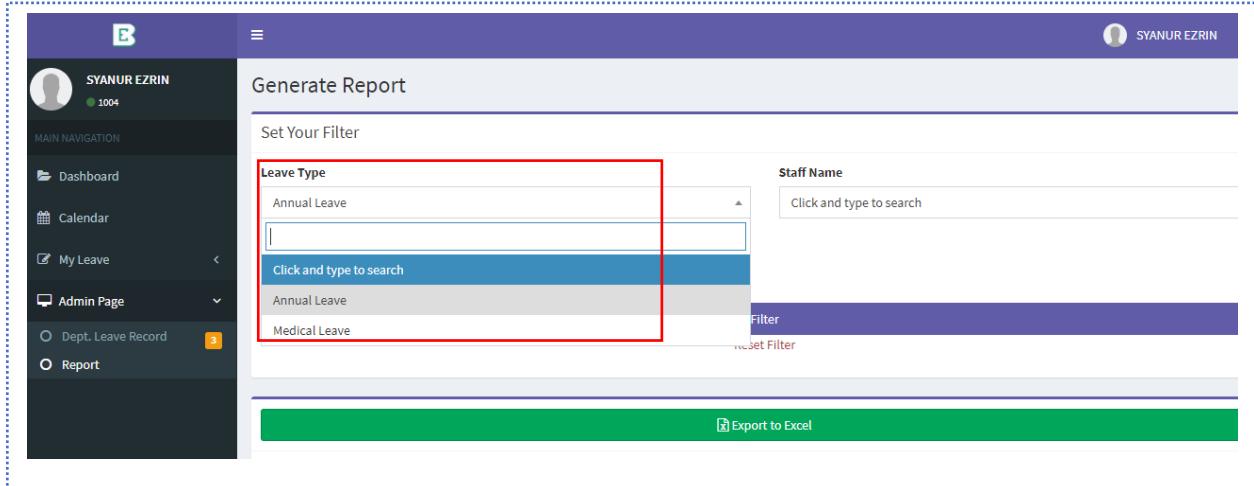
3. **GENERATE REPORT ->**
   Sets Your Filter – Click search and type of **Staff Name**.

4. **GENERATE REPORT ->**
   Sets Your Filter – Click search and type of **Date Range** and click **Apply**.

5. **GENERATE REPORT ->**
   Sets Your Filter – Click **Filter** and the report will be appeared below or click **Reset Filter** for new report.

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

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

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

- **END** -