

User Guide

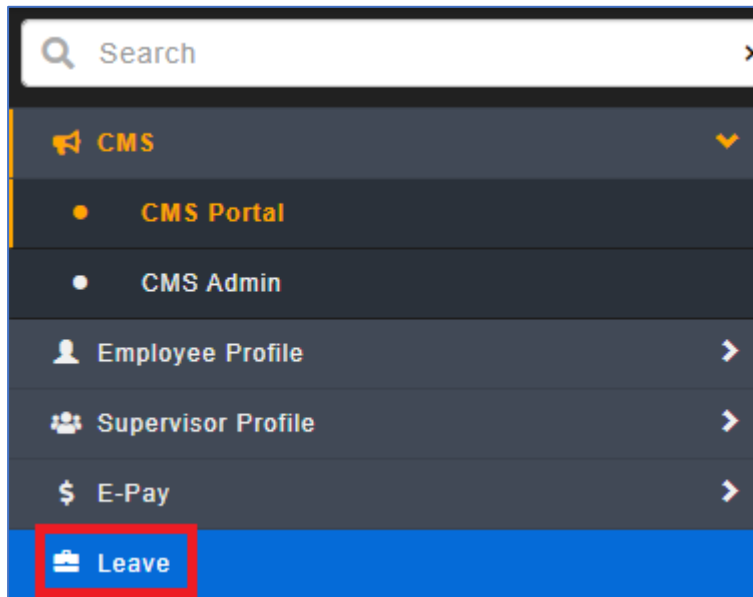
Leave

How to cancel the leave with auto approve

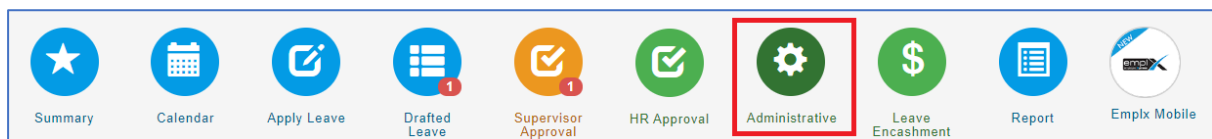


HOW TO CANCEL THE LEAVE WITH AUTO APPROVE

1. Leave



2. Administrative



3. Mass Cancellation / Withdrawal



4. Kindly do filtering

A. click on the Cancellation / Withdrawal

B. select the employee

C. select the leave type

D. select the taken type (optional)

E. select the leave status (optional)

F. select the start date

G. select the end date

H. click Retrieve

The screenshot shows a web form titled "Cancellation / Withdrawal" (labeled A). It contains several input fields and a "Retrieve" button (labeled H). The fields are: Employee (dropdown, labeled B, showing "3 Selected"), Leave Type (dropdown, labeled C, showing "1 selected"), Taken Type (dropdown, labeled D, showing "Select options"), Leave Status (dropdown, labeled E, showing "1 selected"), Start Date (calendar icon, labeled F), and End Date (calendar icon, labeled G). There is also a Remarks field with a "Filter by leave remarks" placeholder and a "500" character limit indicator.

5. tick the employee – click Cancellation/ Withdrawal

Total Employee(s) Selected : 3, Total Record(s) Selected : 34, Total Day(s) Selected : 25, Total Hour(s) Selected : 0

B ✕ Cancellation / Withdrawal

A	Employee No	Employee Name	Leave Type	Start Date	End Date	No. of days / hours	Taken Type	Status	Remarks	Entry Date	Entry By
<input checked="" type="checkbox"/>	>		Annual Leave			1 Day(s)	Full Day	Approved			-
<input checked="" type="checkbox"/>	>		Annual Leave			2 Day(s)	Full Day	Approved			-
<input checked="" type="checkbox"/>	>		Annual Leave			1 Day(s)	Full Day	Approved			-

6. Confirm to cancel/ Withdraw leave

A. Send notification to relevant personnel: **tick** "No, do not send any notification"

B. Leave Cancellation Approval (only for approved leave): **tick** "Not required, status will be changed to cancelled without approval required"

C. Please insert the reason

D. click Proceed

Confirm to cancel / withdraw leave

Total Employee(s) Selected : 3, Total Record(s) Selected : 34, Total Day(s) Selected : 25, Total Hour(s) Selected : 0

Send notification to relevant personnel

☐ Yes, notify respective employee / supervisor / HR

A ☒ No, do not send any notification (Not applicable for approved leave when cancellation approval is required)

Leave Cancellation Approval (only for approved leave)

☐ Required, follow cancellation approval route (respective approval person will receive notification)

B ☒ Not required, status will be changed to **Cancelled** without approval required

Reason

Remain : 476

C

D