User Guide

New Leave

Supervisor Mode

CONTENTS
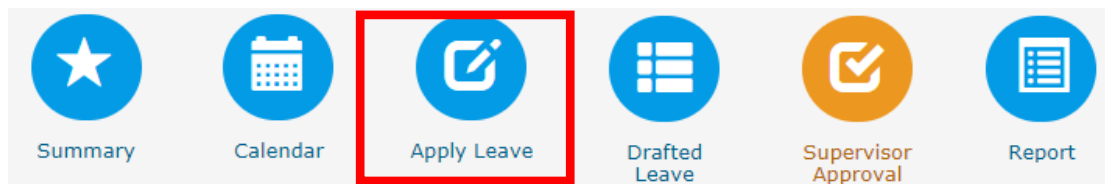
LEAVE APPLICATION

To apply leave, employee must first be assigned with a leave group within an effective date range.
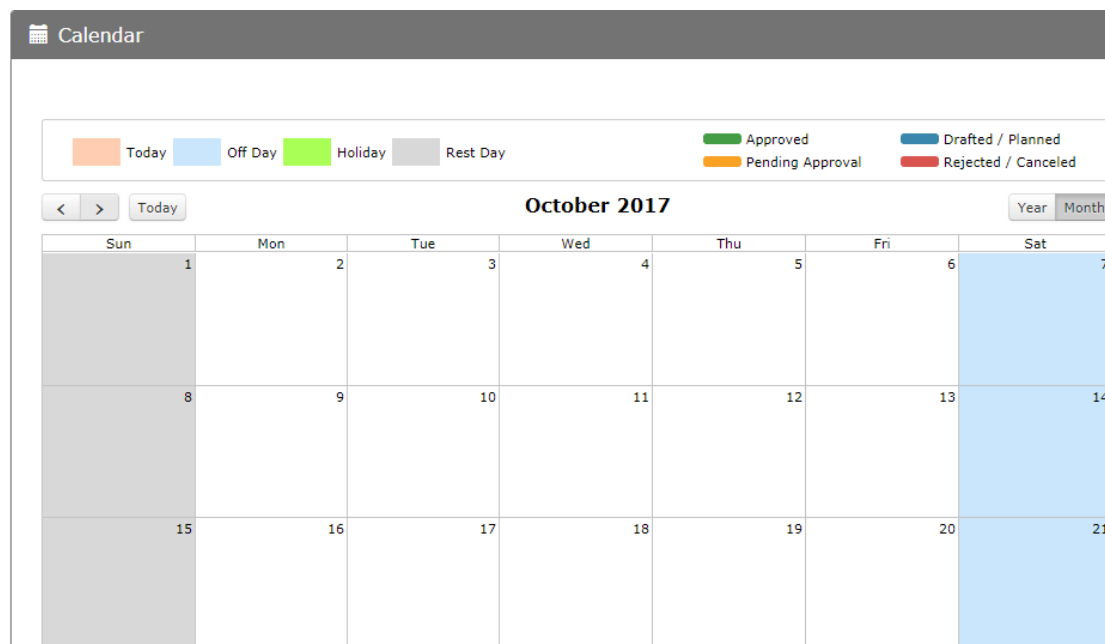
1. Apply Leave

There are two ways to apply leave from the system:

    i.   Click from the icon highlighted below

    ii.   Simply click-hold at any of the cell at the calendar view then release
-    Click-hold : Leave start date
-    Release : Leave end date

Apply Leave

| Employee | Supervisor | | | | Added list |

Employee * : MY0055 - OOI MEI MEI

Leave Type * : [- ▼] [Actual] Plan

Leave Date * : [📅] [📅] [Full Day ▼]

Leave Reason : [   ]

Attachment : [   ] [🔗 Browse...]

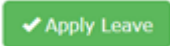Maximum file size per attachment is 3MB. Only .jpeg, .png, .gif & .pdf formats are allowed.

Approval Person : MY0054 - OOI YIN@MEI 54 (rnd_development@mywave.biz)

[➕ Add to List] [✔ Apply Leave] [✖ Close]

Apply Leave

| Employee | Supervisor | | | | Added list |

Employee * : [- ▼]

Leave Type * : [- ▼] [Actual] Plan

Leave Date * : [📅] [📅] [Full Day ▼]

Leave Reason : [   ]

Attachment : [   ] [🔗 Browse...]

Maximum file size per attachment is 3MB. Only .jpeg, .png, .gif & .pdf formats are allowed.

Approval Person :

[➕ Add to List] [✔ Apply Leave] [✖ Close]

Once the popup box appears as shown as above, click the "Supervisor" button beside "Employee" and you may start to apply leave.

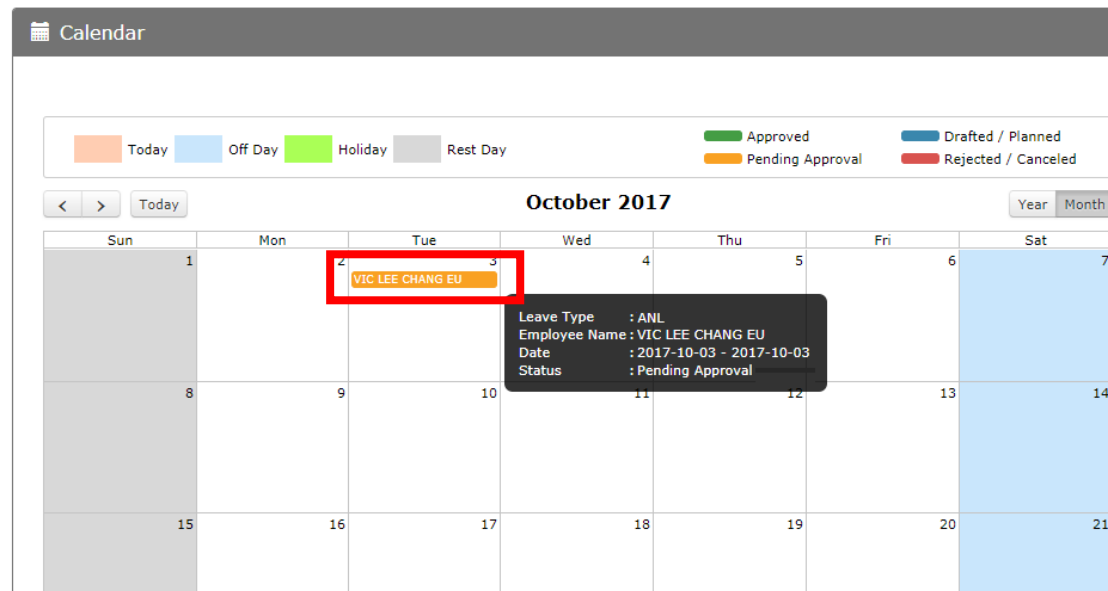Follow the steps below to apply a leave:

1. Select an employee

2. Select a leave type

3. Select a pair of leave date range

4. Select the leave method

5. Specify your reason (*It may be mandatory depends on the settings*)

6. Attach your attachment (It may be mandatory depends on the settings and *maximum of 3MB per image file*)

7. Click to submit the application

2. Withdraw a leave

Only leave which is still under pending approval can be withdrawn.

To withdraw a leave from the system, click at the amber colored-bar as shown in below.

Follow the steps below to withdraw a leave application:

1. Click at the **✖ Withdraw All** to withdraw the whole leave
2. Click at the ✖ icon to withdraw only the particular date

3. Cancel a leave

Only approved leave can be canceled.

To withdraw a leave from the system, click at the green colored-bar as shown in below.

Follow the steps below to cancel a leave application:

1. Click at the **✖ Cancel All** to cancel the whole leave
2. Click at the **✖** icon to cancel only the particular date

4. Add draft leave

Draft leave is a leave was drafted by employee/supervisor and to be submitted later on.

Drafted leave will not submit for approval and can only be seen by employee himself/herself, supervisor and also authorized admin(s).

Follow the steps below to add a drafted leave:

1. Select an employee
2. Select a leave type
3. Select a pair of leave date range
4. Select the leave method
5. Specify your reason (*It may be mandatory depends on the settings*)
6. Attach your attachment (It may be mandatory depends on the settings and *maximum of 3MB per image file*)
7. Click **+ Add to List** to add a drafted leave

5. Add a plan leave

Planned leave is similar to drafted leave. The only difference is that the planned leave is to publish the leave and to inform employee's colleagues that the employee has planned to take the leave on certain days.

** ONLY AUTHORISED EMPLOYEE(S) IS/ARE ABLE TO VIEW THE PLAN LEAVE

Follow the steps below to add a drafted leave:

1. Select an employee
2. Select a leave type
3. Select a pair of leave date range
4. Toggle Actual -> Plan
5. Select the leave method
6. Specify your reason (*It may be mandatory depends on the settings*)
7. Attach your attachment (It may be mandatory depends on the settings and *maximum of 3MB per image file*)
8. Click [✔ Save Plan Leave] to add a drafted leave

6. Convert drafted/planned leave

There are two ways to view drafted/planned leave from the system:

i. Simply click at the blue colored-bar which highlighted below
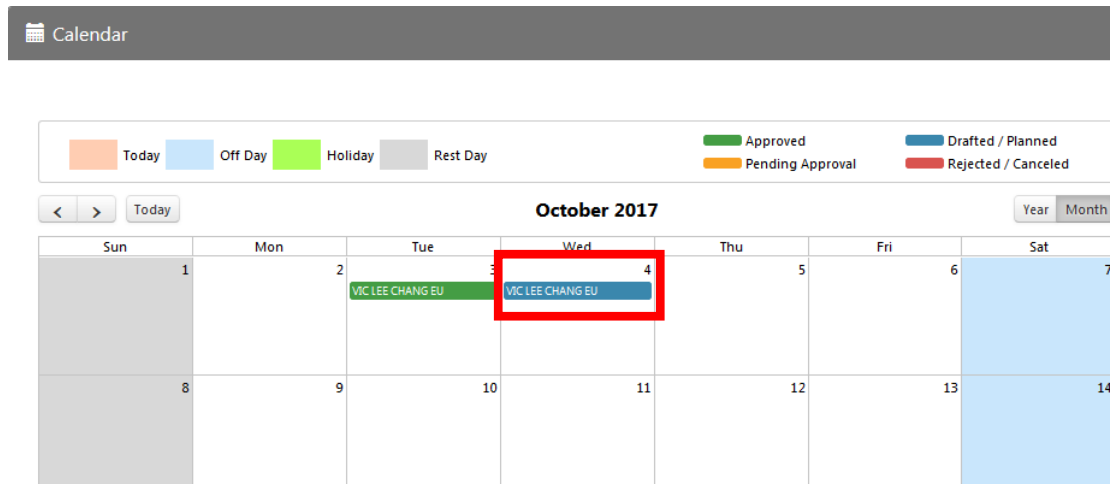
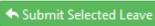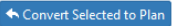ii. Top-right hand corner when applying leave which highlighted below

A. Drafted/planned leave to actual leave

For convert drafted leave to actual leave, simply tick the leave you want and click at the
[Submit Selected Leave] to submit the selected leave which shown below.
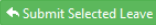

For convert planned leave to actual leave, simply tick the leave you want and click at the
[Submit Selected Leave] to submit the selected leave which shown below.

B. Drafted leave to planned leave

For convert drafted leave to planned leave, simply tick the leave you want and click at the
← Convert Selected to Plan to convert the selected leave which shown below.

Drafted Leave

Drafted   Planned

← Submit Selected Leave   **← Convert Selected to Plan**

MY0037 - VIC LEE CHANG EU   ANL   Date :   2017-10-05 To 2017-10-05
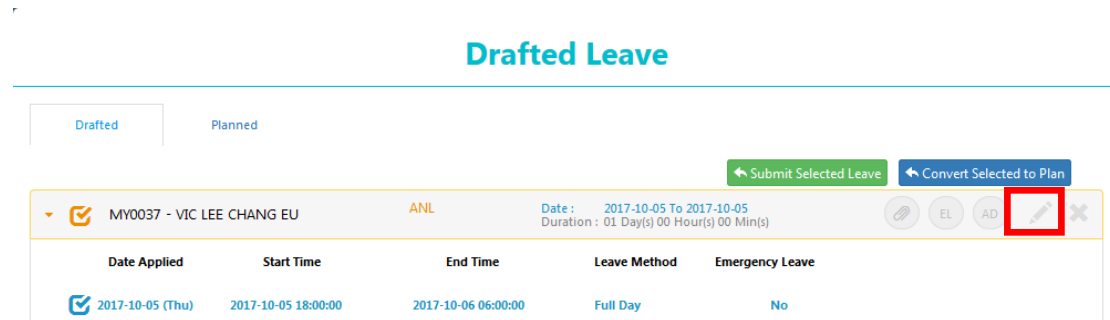Duration : 01 Day(s) 00 Hour(s) 00 Min(s)   EL   AD

Date Applied	Start Time	End Time	Leave Method	Emergency Leave
2017-10-05 (Thu)	2017-10-05 18:00:00	2017-10-06 06:00:00	Full Day	No

✖ Close

7. Edit drafted/planned leave

To access to drafted/planned leave please refer to **"6. Convert drafted/planned leave"**
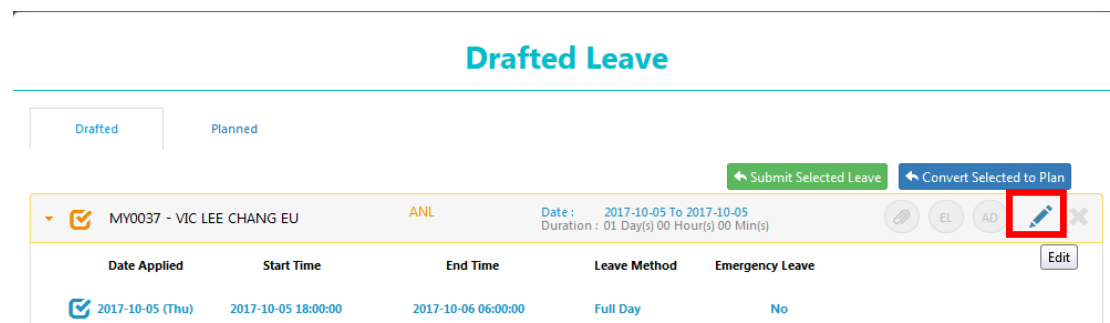
Simply move your mouse's cursor at the header level and a greyed out pencil-like icon will then appears as shown below.
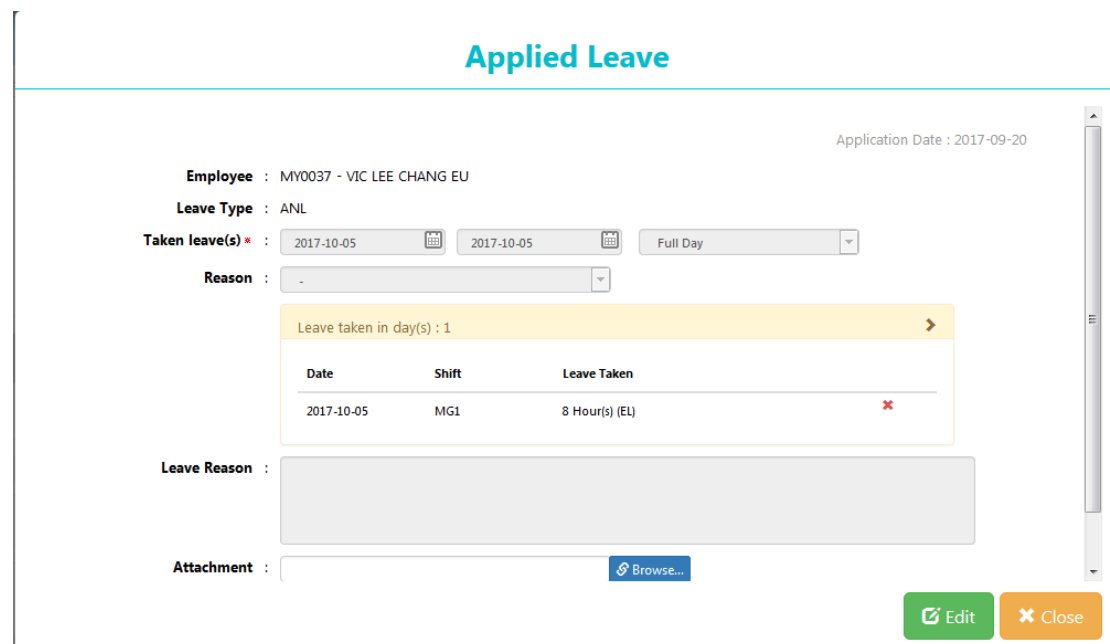
Click at the pencil-like icon to edit the drafted/planned leave

Then you will be brought to a new screen. Click [Edit] to edit the leave details as shown below.

After everything has been amended, click ✔ Save to save the details.

Applied Leave

Employee :	MY0037 - VIC LEE CHANG EU
Leave Type :	ANL
Taken leave(s) * :	2017-10-05 2017-10-05 Full Day
Reason :	_

Leave taken in day(s) : 1

Date	Shift	Leave Taken	
2017-10-05	MG1	8 Hour(s) (EL)	✖

Leave Reason :

Attachment : 🔗 Browse...

Approval Person : MY0055 - MY0055 (OOI YIN MEI)

✔ Save   ✖ Close

8. Remove drafted/planned leave

To access to drafted/planned leave please refer to **"6. Convert drafted/planned leave"**

Simply move your mouse's cursor at the header level and a greyed out cross-like icon will then appears as shown below.

Click at the cross-like icon to remove the drafted/planned leave

1. View quick summary

To access to summary to view leave entitlement, click at the highlighted icon below

System will then retrieve employee's leave entitlement from the reference date and employee as highlighted below
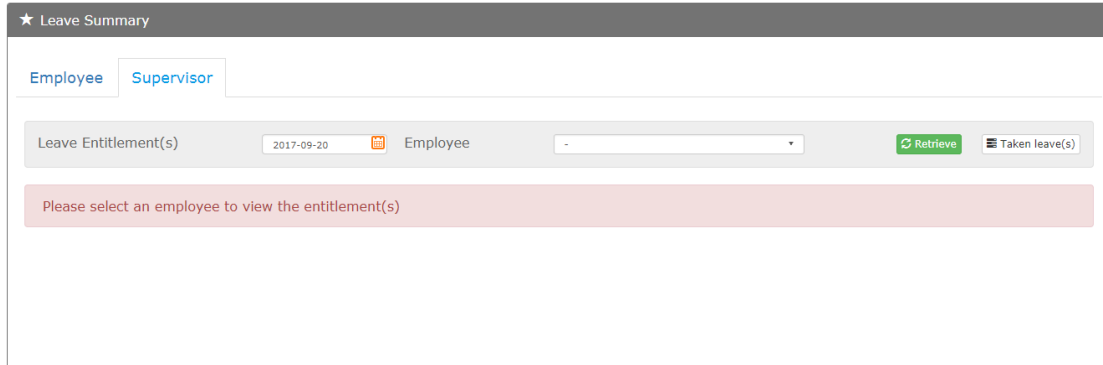
2. View taken leave(s)

To access to taken leave, please refer to **"9. View quick summary"**

Click [Taken leave(s)] as shown below.

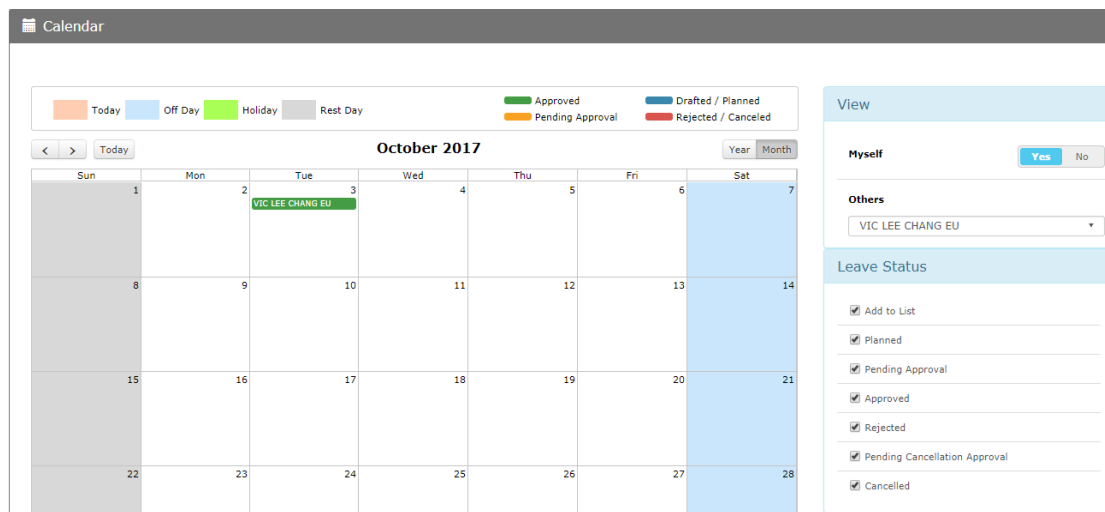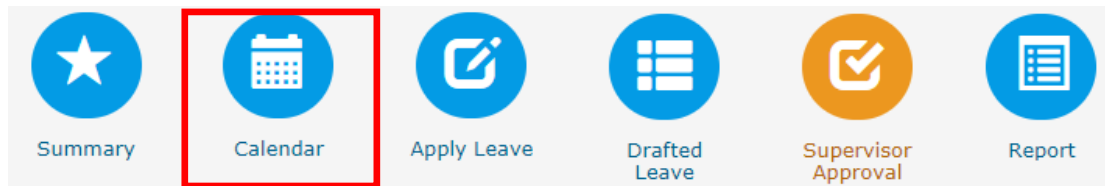System will then retrieve employee's leave taken as shown below

Employee/Supervisor can still perform leave cancellation/withdrawal from this screen

1. Calendar View

In calendar view, employees can choose to view other employees' planned/approved leave(s) (Depends on company settings).

- Employee can choose to exclude himself/herself from appearing in the calendar view in **Myself** section
- Employee can choose to include other employees to appear in the calendar view in the **Others** section
- Employee can choose to filter the leave status at the **Leave Status** section

LEAVE APPROVAL (SUPERVISOR)

Supervisor can choose to approve the leave application / leave cancellation from via system/email/mobile

1. Approve/Reject Leave (via System)

Supervisor can choose to filter the employees before approve/reject the leave application/cancellation

Follow the steps below to approve/reject leave:

1. Click at the **"Supervisor Approval"** icon highlighted above

2. Click at the leave headers to view more details

3. To key in remarks type in the [Leave your comments] which provided in each of the details

4. Tick at the checkboxes

5. To approve click [✔ Approve Selected], to reject click [✖ Reject Selected]

2. Approve/Reject Leave (via Email)

Hi **OOI YIN MEI**,

VIC LEE CHANG EU has applied leave with the details as below

Please click HERE to approve / reject the application

Click HERE to redirect to login page if the above link does not work

LEAVE DETAILS				
Employee No	MY0037			
Employee Name	VIC LEE CHANG EU			
Leave Type	ANL			
Start Date	2017-10-03			
End Date	2017-10-03			
Leave Date	**Leave Start Time**	**Leave End Time**	**Leave Method**	**Emergency Leave**
2017-10-03	2017-10-03 18:00:00	2017-10-04 06:00:00	Full Day	No

This is system generated email, please do not reply.
POWERED by
MYWAVE

Click the highlighted link if it is applicable to you.

Supervisor can choose to filter the employees before approve/reject the leave application/cancellation

Follow the steps below to approve/reject leave:

1. Click at the leave headers to view more details

2. To key in remarks type in the [Leave your comments] which provided in each of the details

3. Tick at the checkboxes

4. To approve click **✔ Approve Selected**, to reject click **✖ Reject Selected**

LEAVE REPORT

1. To view more detail on subordinates' leave, click on the Report icon.
2. Click on Supervisor Tab. Below are the reports available. Click on the individual report to view.
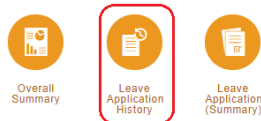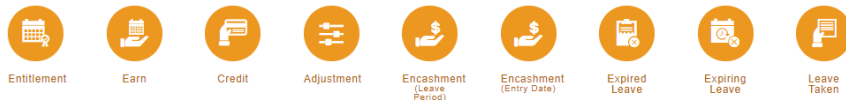
List of reports:

a. Overall Summary
b. Leave Application History
c. Leave Application (Summary)
d. Detail reports on :-
   - Entitlement
   - Earn
   - Credit
   - Adjustment
   - Encashment
   - Expired Leave
   - Expiring Leave
   - Leave Taken

a. Overall Summary

By default, the report shows leave summary as of current date.

1. Click on ⚙ Customize Columns to show more column
2. Click on ± Export to download report to excel
3. Click on the value to show details record that contribute to the value

4. Click on Filter to apply filtering for the report

Click on 📋 Retrieve to filter the data.

b. Leave Application History

By default, the report shows leave taken from 1ˢᵗ Jan until 31ˢᵗ Dec of the year.

1. Click on **⚙ Customize Columns** to show more column
2. Click on **⬇ Export** to download report to excel
3. Click on **⟳ Refresh** to retrieve latest data.
4. Click on record to show individual date and detail of the application record.
5. Paging and no. of employee per page
6. Click on Filter to apply filtering for the report.

7. Click **☰ Retrieve** to filter the data.

c. Leave Application (Summary)

By default, the report shows leave as of current date.

1. Click on ⚙ Customize Columns to show more column
2. Click on ⬇ Export to download report to excel
3. Click on record to show individual date and detail of the application record.
4. Paging and no. of employee per page
5. Click on Filter to apply filtering for the report.

6. Click on ☰ Retrieve to filter the data.

d. Leave Detail Report

Leave Detail

Detail reports inclusive of :-

- Entitlement
- Earn
- Credit
- Adjustment
- Encashment
- Expired Leave
- Expiring Leave
- Leave Taken

1. Click on **⚙ Customize Columns** to show more column
2. Click on **⬇ Export** to download report to excel
3. Click on **↻ Refresh** to retrieve latest data.
4. Click on Filter to apply filtering for the report.
5. Click **☰ Retrieve** to filter the data.