User Guide

New Leave

User Mode

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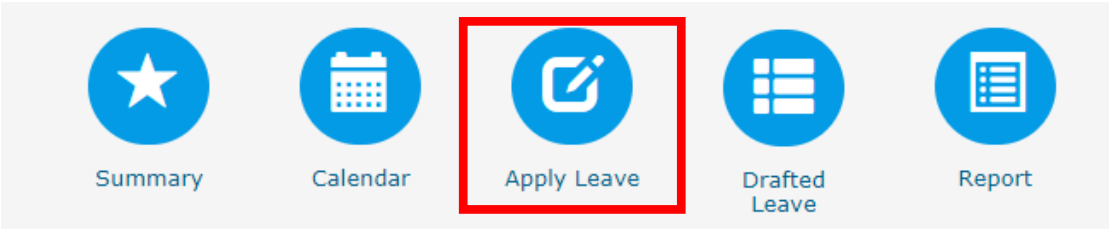
LEAVE APPLICATION

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

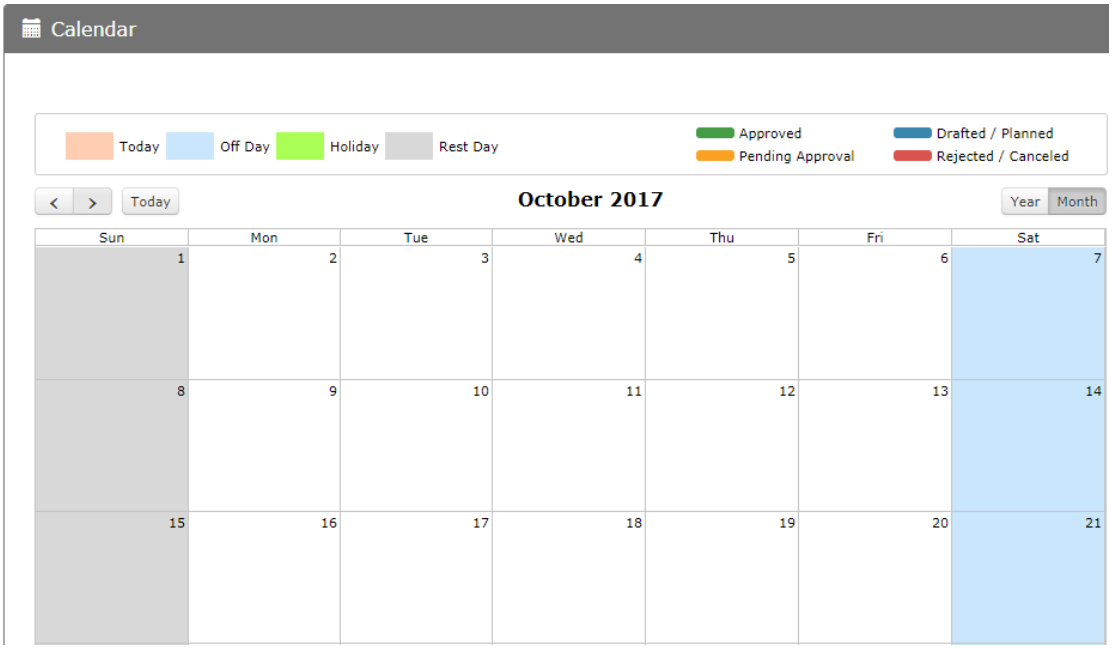
1. Apply Leave

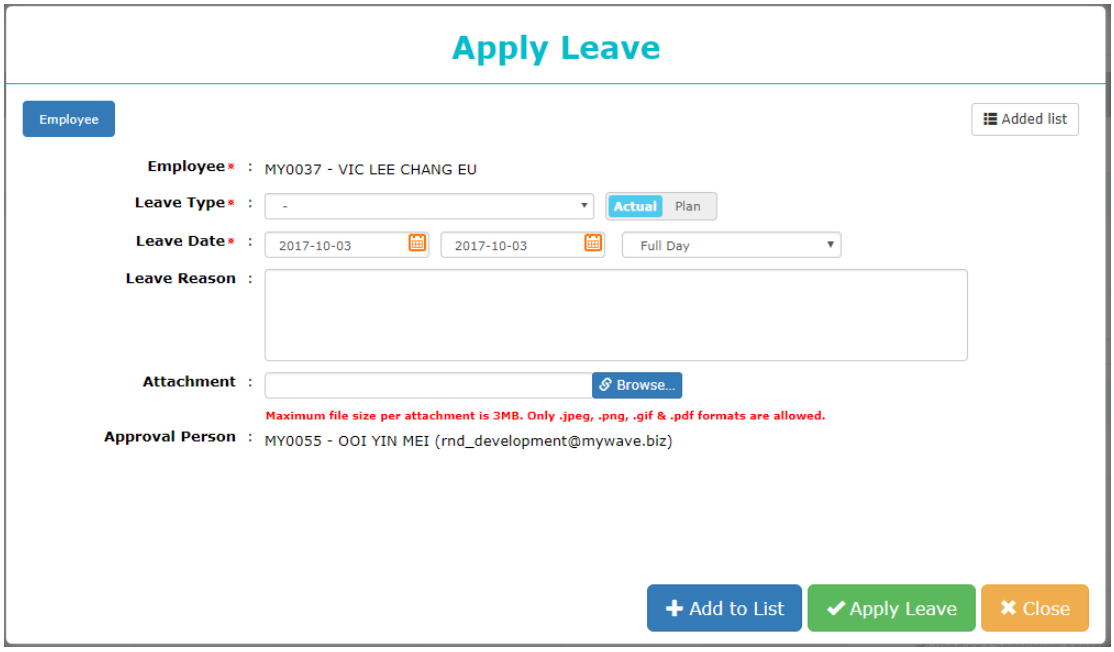
There are two ways to apply leave from the system:

- Click from the icon highlighted below



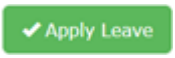
- Simply click-hold at any of the cell at the calendar view then release
  - Click-hold : Leave start date
  - Release : Leave end date





Once the popup box appears as shown as above, you may start to insert the necessary details to apply leave.

Follow the steps below:

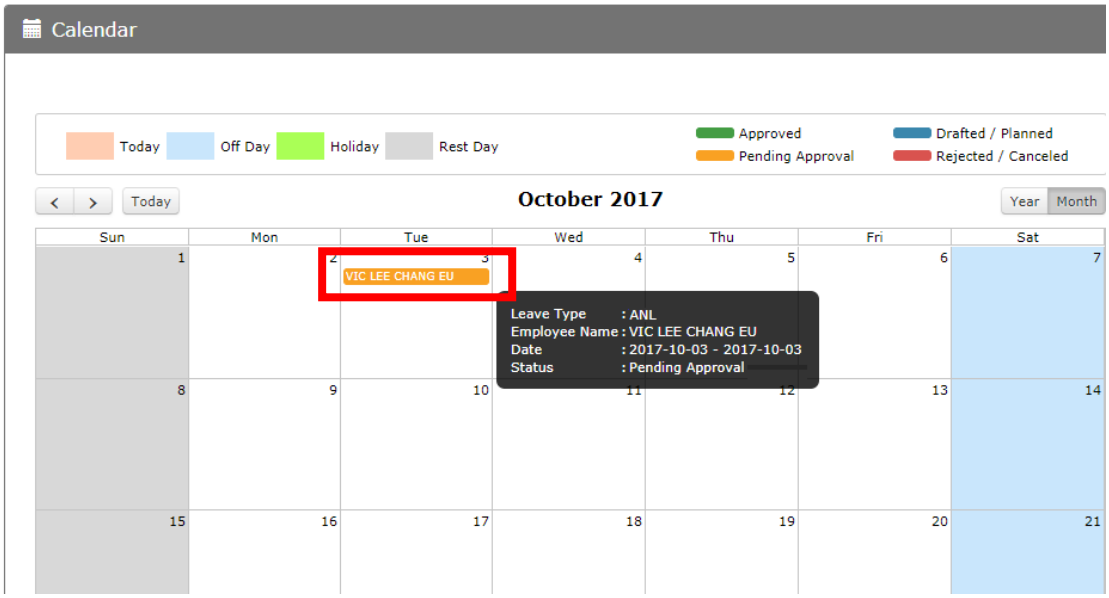
1. Select a leave type
2. Select date range
3. Select the leave method
4. Specify your reason (*It may be mandatory depends on the settings*)
5. Attach document if required (It may be mandatory depends on the settings and *maximum of 3MB per image file*)
6. Click 

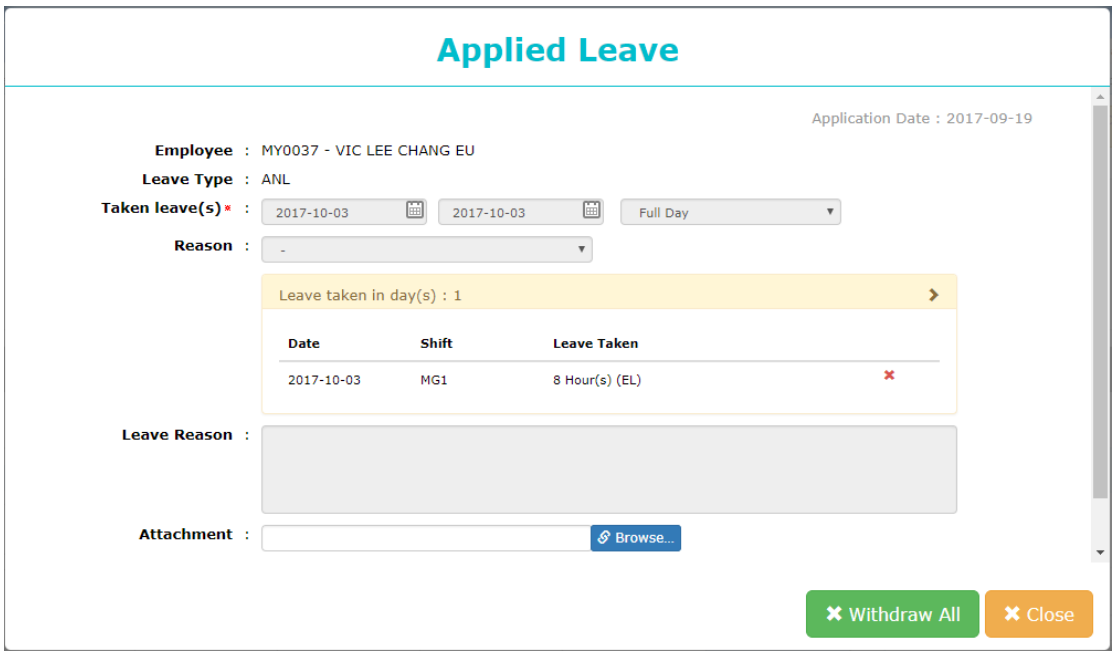
to submit the application

2. Withdraw a leave

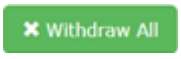
Only leave which is still pending approval can be withdrawn.

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





Follow the steps below to withdraw a leave application:

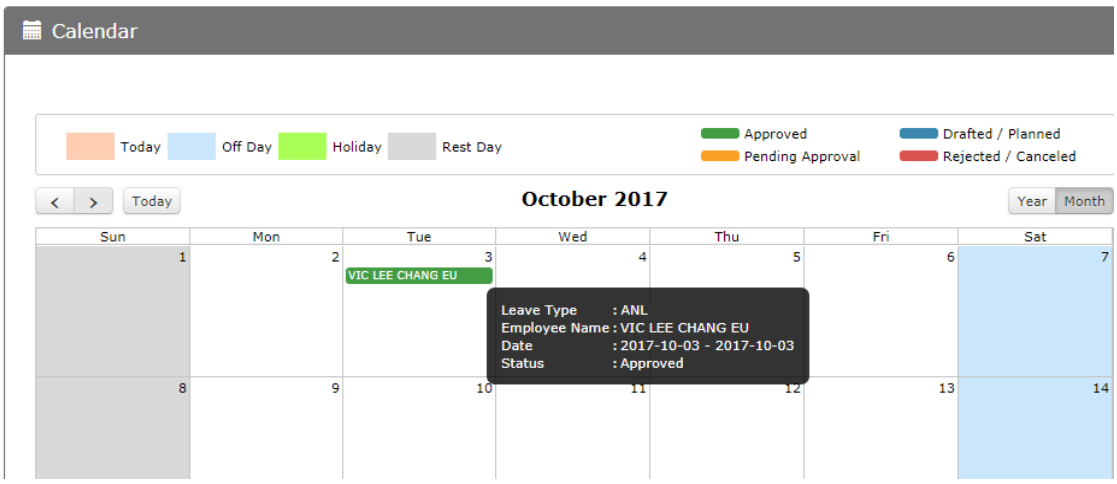
1. Click 

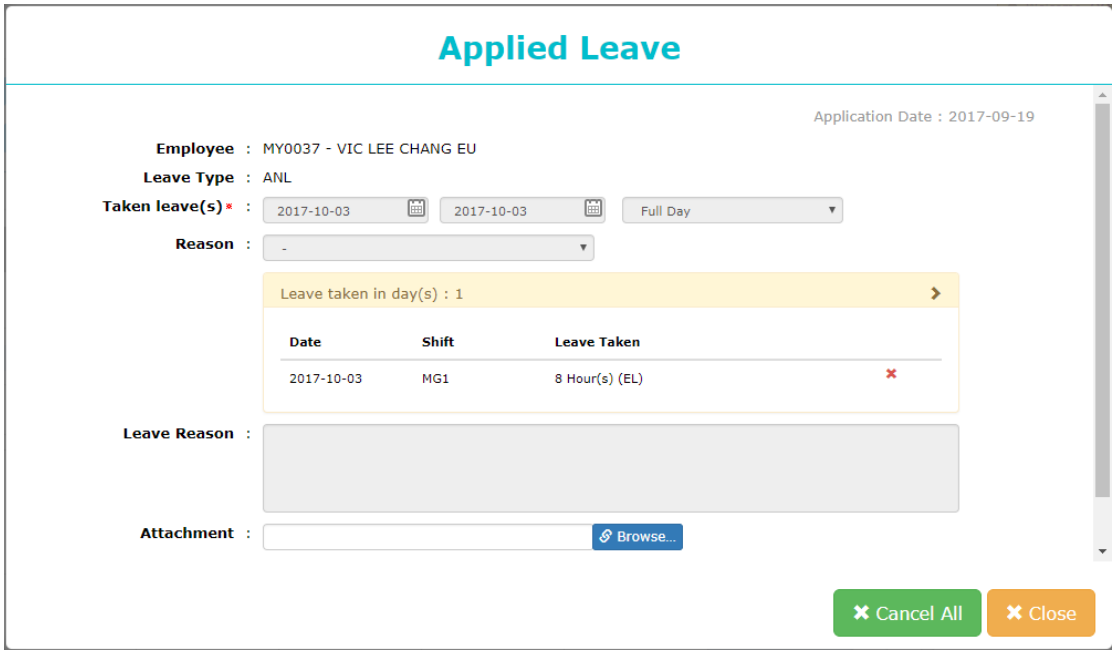
to withdraw the whole record
2. Click ✖ icon to withdraw certain record only with selected date.

3. Cancel a leave

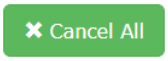
Only approved leave can be canceled.

First, withdraw leave record from the system, click at the green colored bar as shown





Follow the steps below to cancel a leave application:

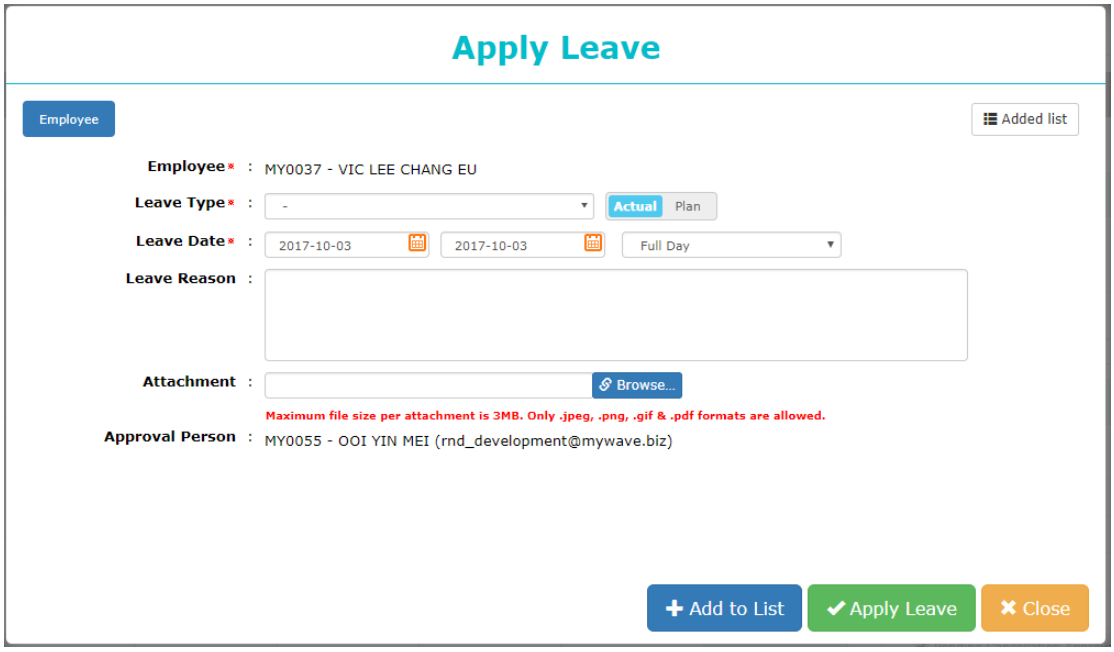
1. Click 

to cancel the whole record
2. Click * icon to cancel selected record only based on the date

4. Add draft leave

Draft leave is an action to draft a leave record in order to be submitted later.

Draft leave yet submitted for approval can only be view by own, supervisor and authorized admin(s).



Follow the steps below to add a drafted leave:

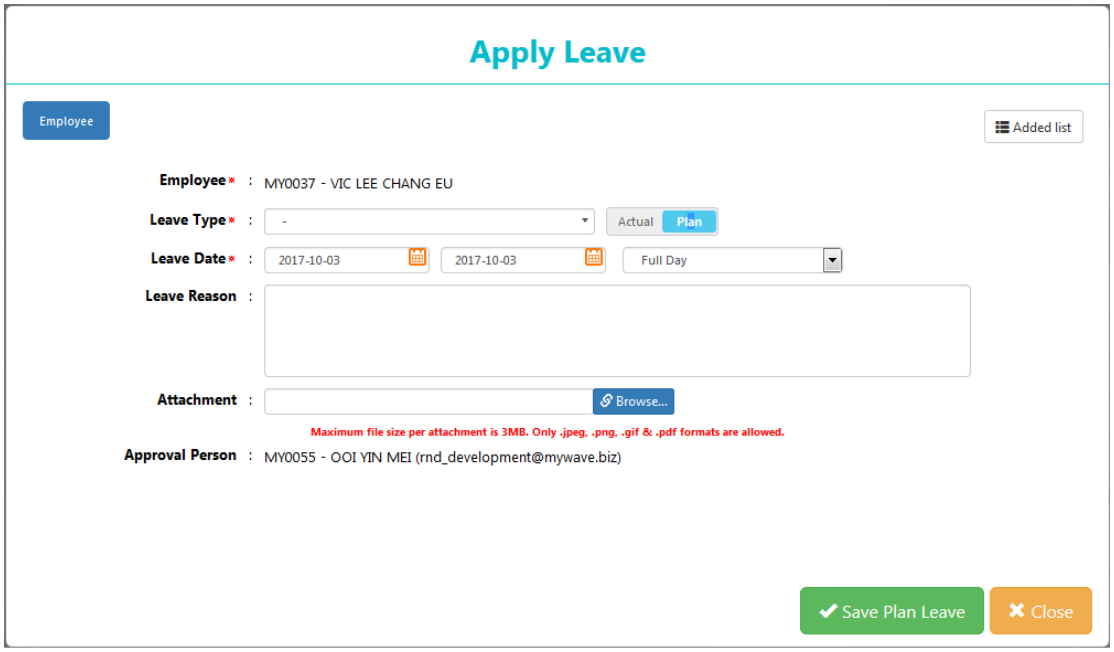
1. Select an employee
2. Select a leave type
3. Select date range
4. Select the leave method
5. Specify your reason (*It may be mandatory depends on the settings*)
6. Attach document if required (It may be mandatory depends on the settings and *maximum of 3MB per image file*)
7. Click

to add draft.

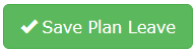
5. Add a plan leave

Planned leave is quite similar like drafted leave. The only difference is that the planned leave will be published to inform other colleagues that this employee has planned for vacation on certain days.

**** ONLY AUTHORISED EMPLOYEE(S) IS/ARE ABLE TO VIEW THE PLANNED VACATION**



Follow the steps below to add a draft leave:

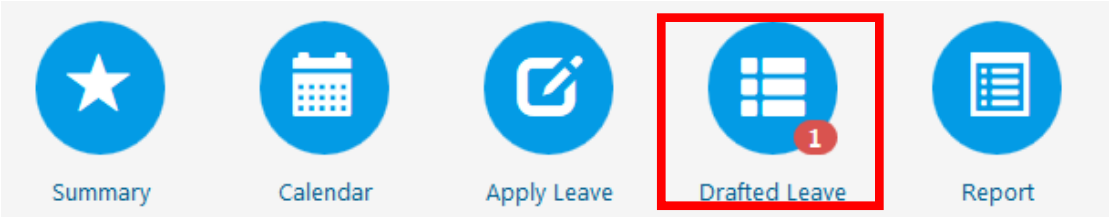
1. Select an employee
2. Select a leave type
3. Select date range
4. Toggle Actual -> Plan
5. Select the leave method
6. Specify your reason (*It may be mandatory depends on the settings*)
7. Attach document (It may be mandatory depends on the settings and *maximum of 3MB per image file*)
8. Click 

to add a draft leave

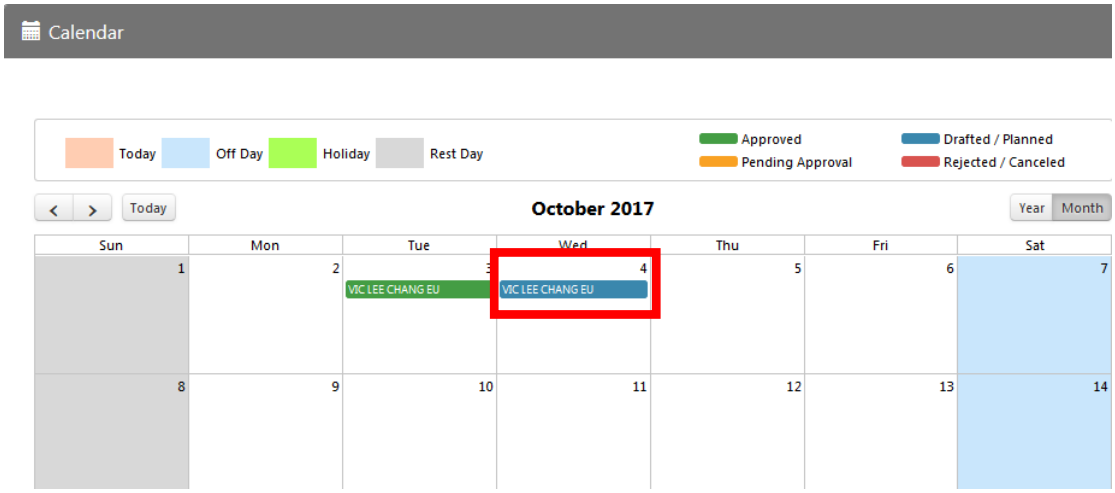
6. Convert draft/planned leave

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

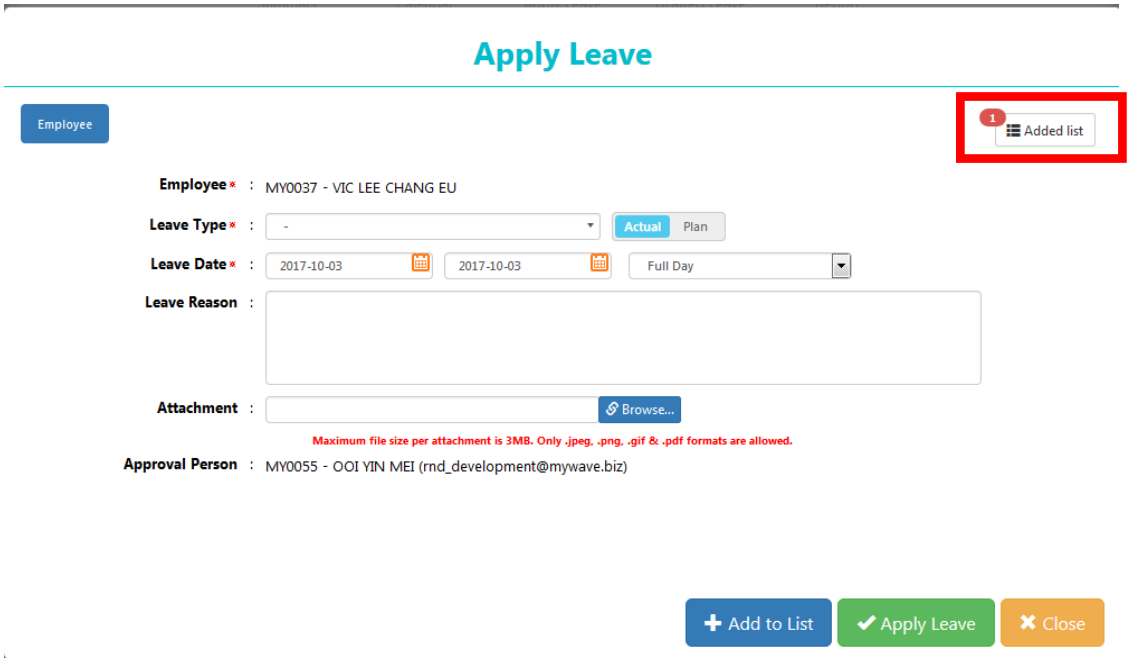
i. Click from the icon highlighted below



ii. Simply click at the blue colored-bar which highlighted below

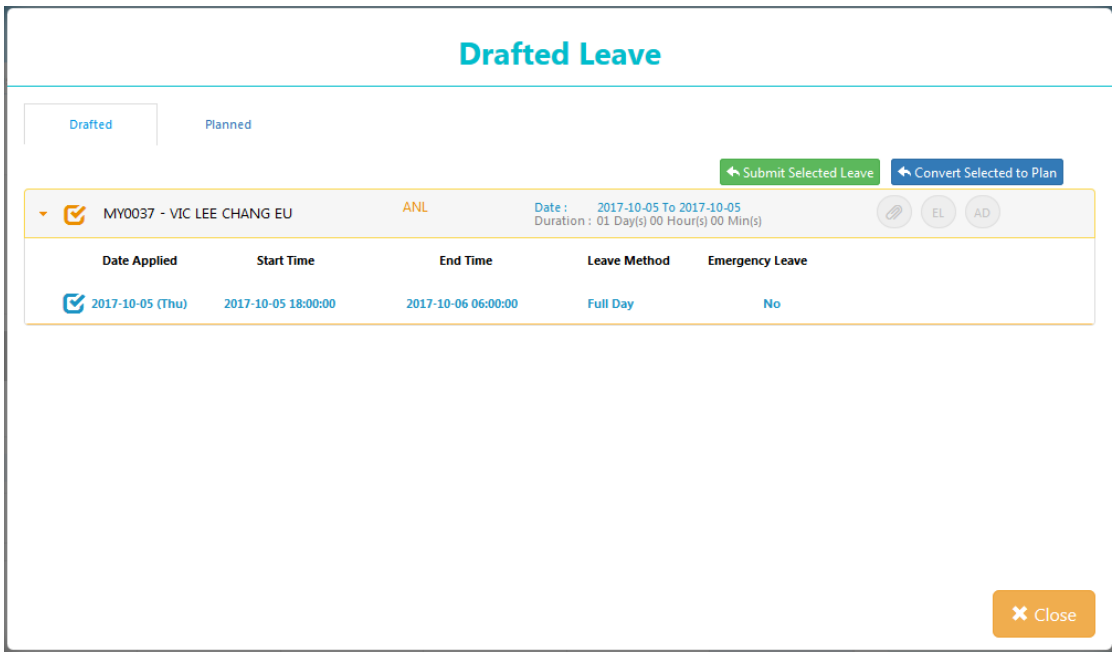


iii. Top-right hand corner when applying leave which highlighted below

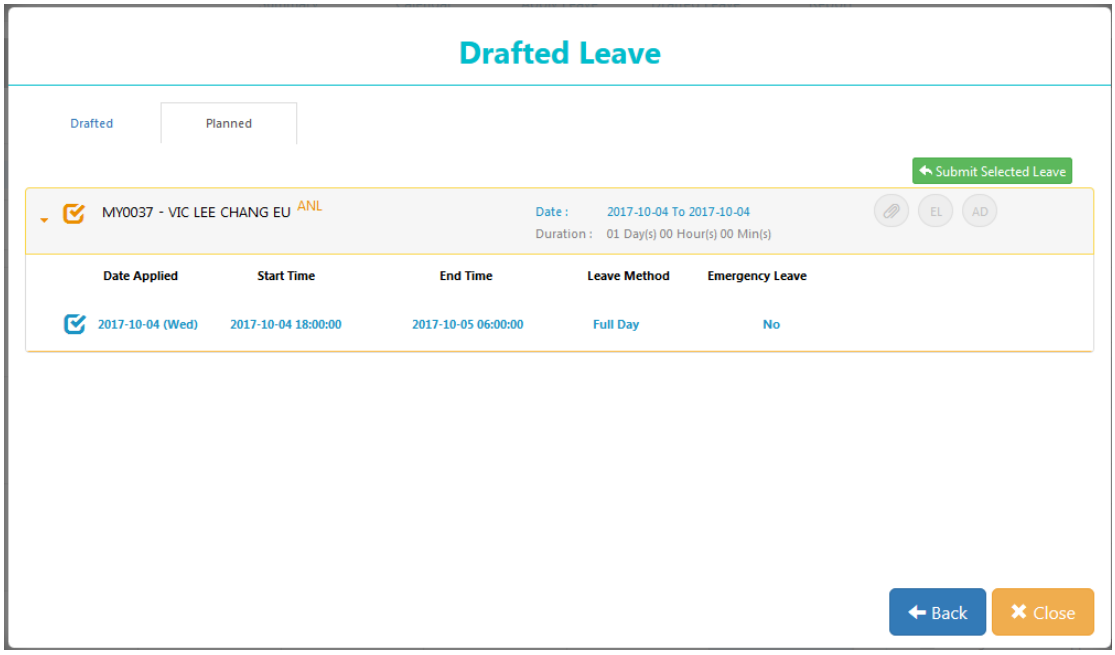


A. Draft/planned leave to actual leave

To convert draft leave to actual leave, simply tick the leave you want and click at the Submit Selected Leave for submission (as shown below).

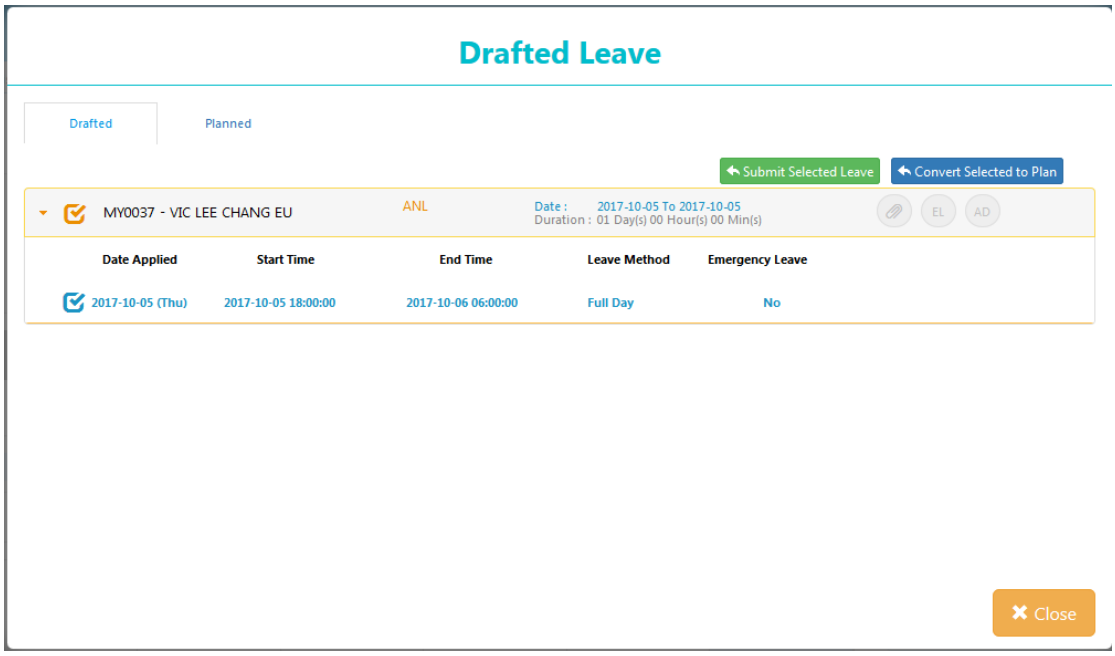


To convert planned leave to actual leave, simply tick the leave you wish to convert and click Submit Selected Leave for submission (as shown below).



B. Drafted leave to planned leave

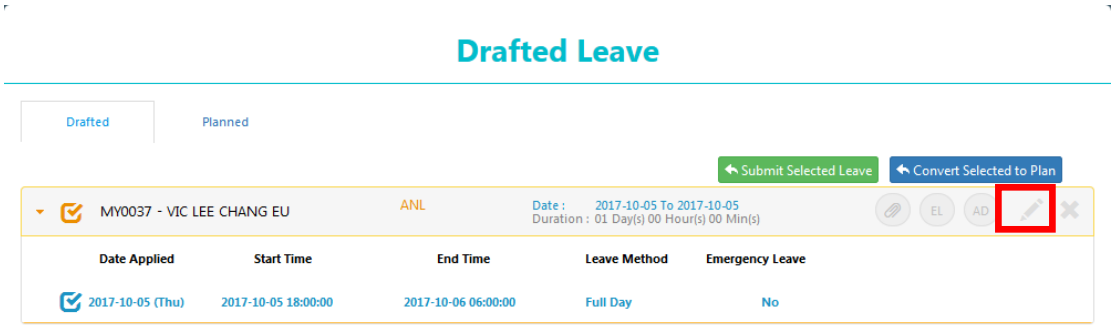
To convert draft leave to planned leave, simply tick the record you wish to convert and click Convert Selected to Plan to convert (as shown below).



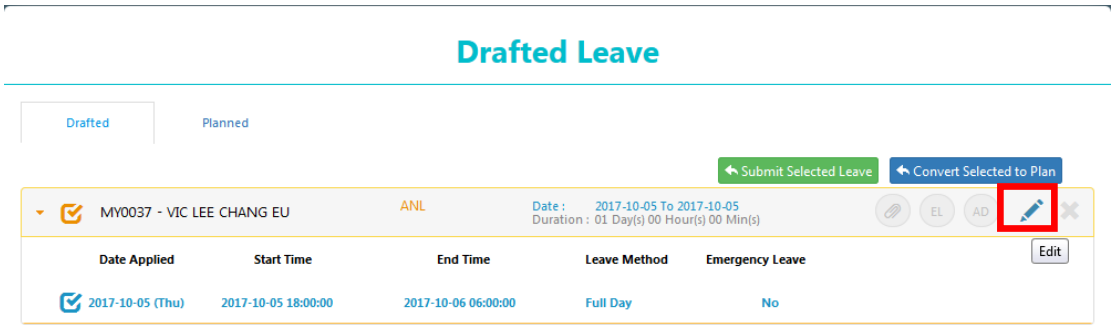
7. Edit draft/planned leave

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

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

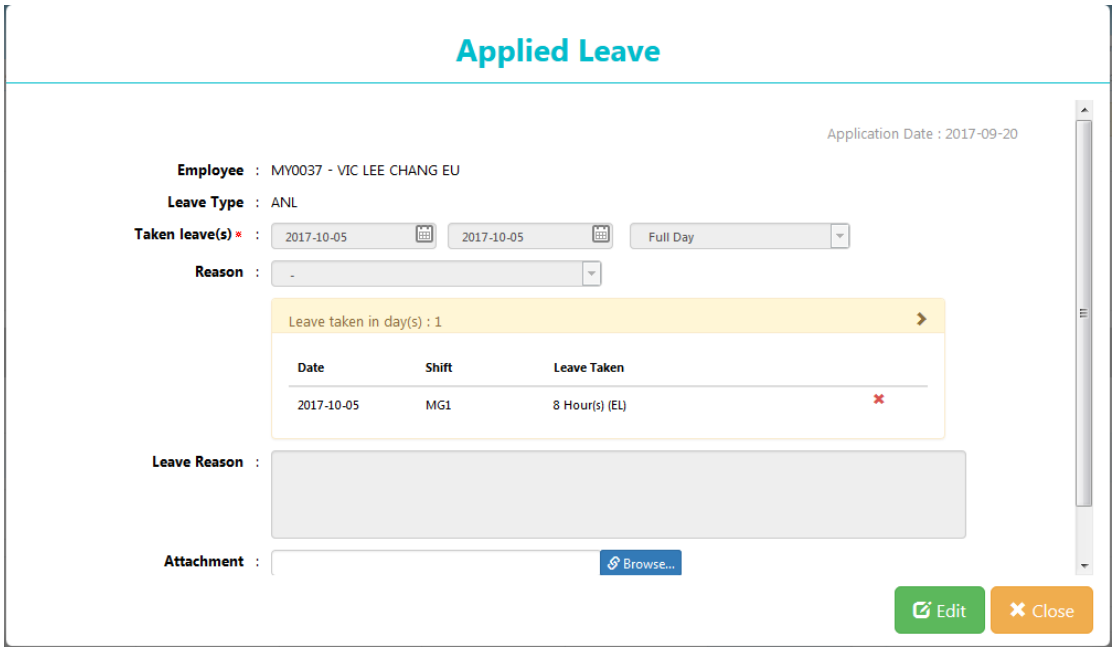


Click at the pencil-like icon to edit the drafted/planned leave

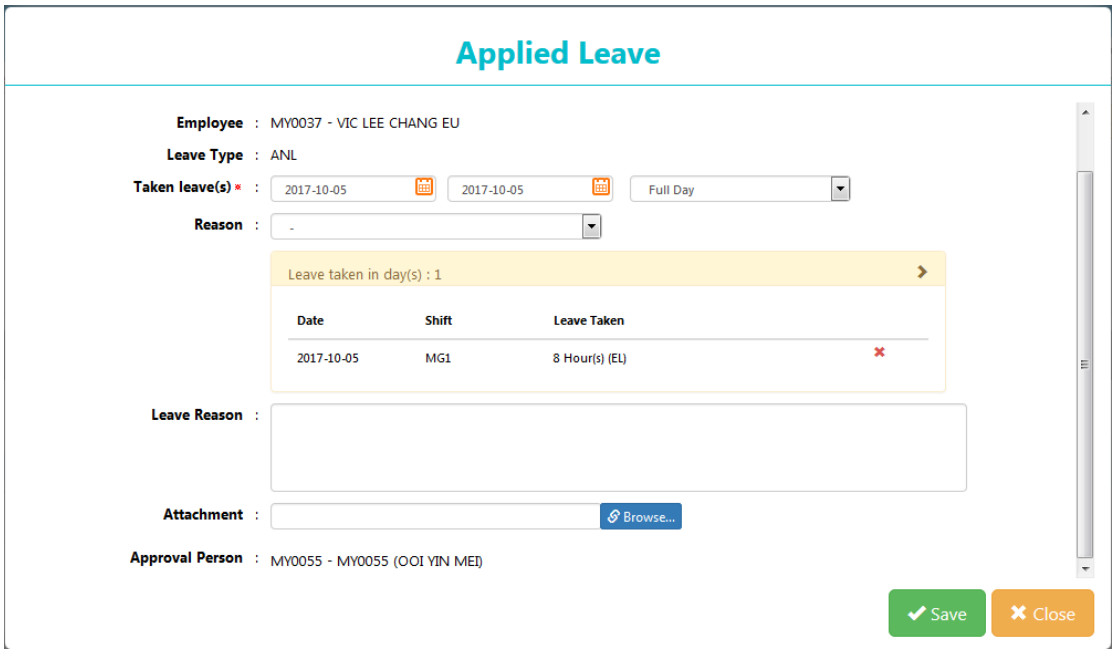


Then you will be brought to a new screen. Click

to modify the details.



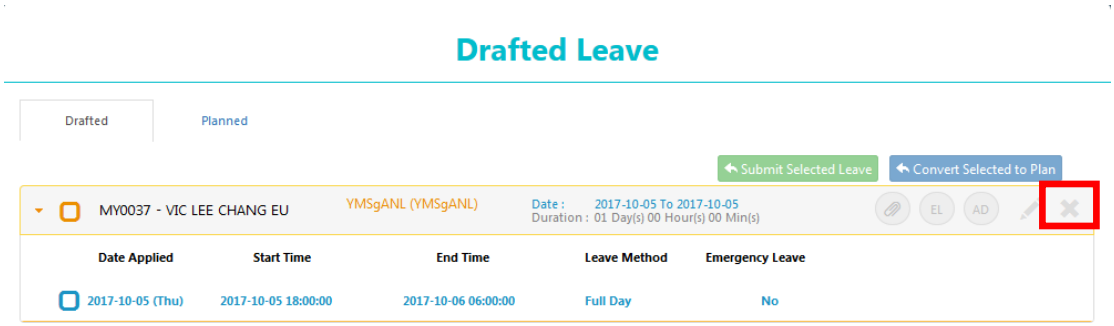
Once completed, click



8. Remove draft/planned leave

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

Simply move your mouse's cursor at the header, a greyed out cross-like icon will then appear.

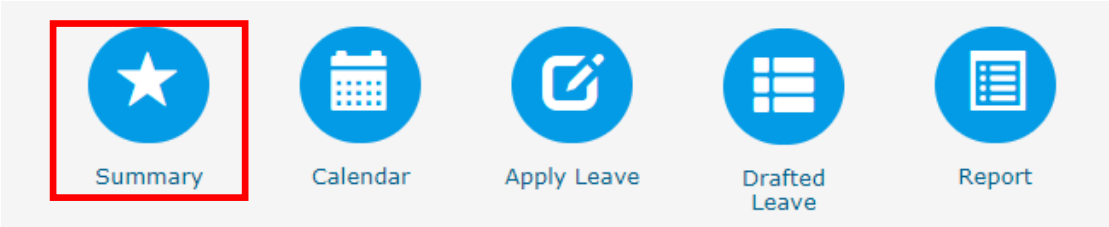


Click at the cross-like icon to remove the drafted/planned leave

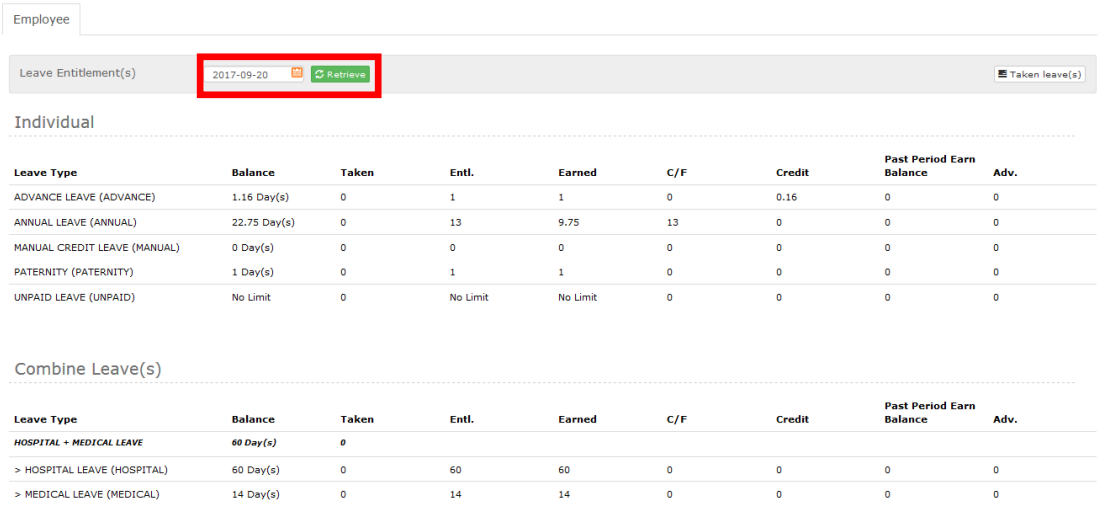
LEAVE SUMMARY

1. View quick summary

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



System will then retrieve leave entitlement based on the reference date (as highlighted below)



Leave Type	Balance	Taken	Entl.	Earned	C/F	Credit	Past Period Earn Balance	Adv.
ADVANCE LEAVE (ADVANCE)	1.16 Day(s)	0	1	1	0	0.16	0	0
ANNUAL LEAVE (ANNUAL)	22.75 Day(s)	0	13	9.75	13	0	0	0
MANUAL CREDIT LEAVE (MANUAL)	0 Day(s)	0	0	0	0	0	0	0
PATERNITY (PATERNITY)	1 Day(s)	0	1	1	0	0	0	0
UNPAID LEAVE (UNPAID)	No Limit	0	No Limit	No Limit	0	0	0	0

Leave Type	Balance	Taken	Entl.	Earned	C/F	Credit	Past Period Earn Balance	Adv.
HOSPITAL + MEDICAL LEAVE	*60 Day(s)*	*0*						
> HOSPITAL LEAVE (HOSPITAL)	60 Day(s)	0	60	60	0	0	0	0
> MEDICAL LEAVE (MEDICAL)	14 Day(s)	0	14	14	0	0	0	0

2. View taken leave(s)

To check record on leave taken, please refer to **"9. View quick summary"**

Click Taken leave(s) as shown below.

Employee

Leave Entitlement(s) 2017-09-20 Retrieve Taken leave(s)

Individual

Leave Type	Balance	Taken	Entl.	Earned	C/F	Credit	Past Period Earn Balance	Adv.
ADVANCE LEAVE (ADVANCE)	1.16 Day(s)	0	1	1	0	0.16	0	0
ANNUAL LEAVE (ANNUAL)	22.75 Day(s)	0	13	9.75	13	0	0	0
MANUAL CREDIT LEAVE (MANUAL)	0 Day(s)	0	0	0	0	0	0	0
PATERNITY (PATERNITY)	1 Day(s)	0	1	1	0	0	0	0
UNPAID LEAVE (UNPAID)	No Limit	0	No Limit	No Limit	0	0	0	0

Combine Leave(s)

Leave Type	Balance	Taken	Entl.	Earned	C/F	Credit	Past Period Earn Balance	Adv.
HOSPITAL + MEDICAL LEAVE	***60 Day(s)***	***0***						
> HOSPITAL LEAVE (HOSPITAL)	60 Day(s)	0	60	60	0	0	0	0
> MEDICAL LEAVE (MEDICAL)	14 Day(s)	0	14	14	0	0	0	0

System will then retrieve leave taken record as shown below

Leave Summary

Back

Taken leave(s)

Filter

Current Week

Employee : MY0037 - Vic Lee Chang Eu

Type : Medical Leave (MC)
Pending Approval

Date : 2017-09-20 To 2017-09-20
Duration : 01 Day(s) 00 Hour(s) 00 Min(s)

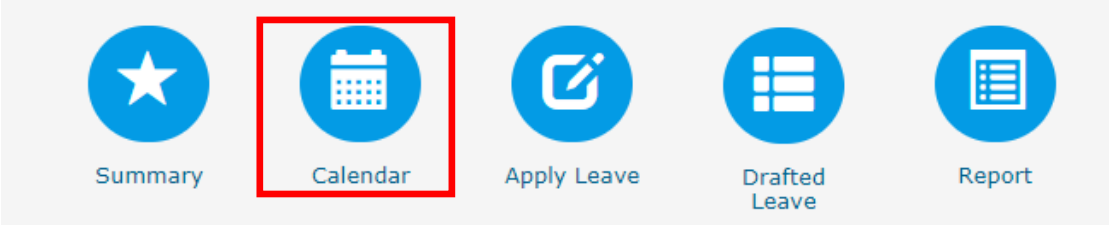
EL ADV AD

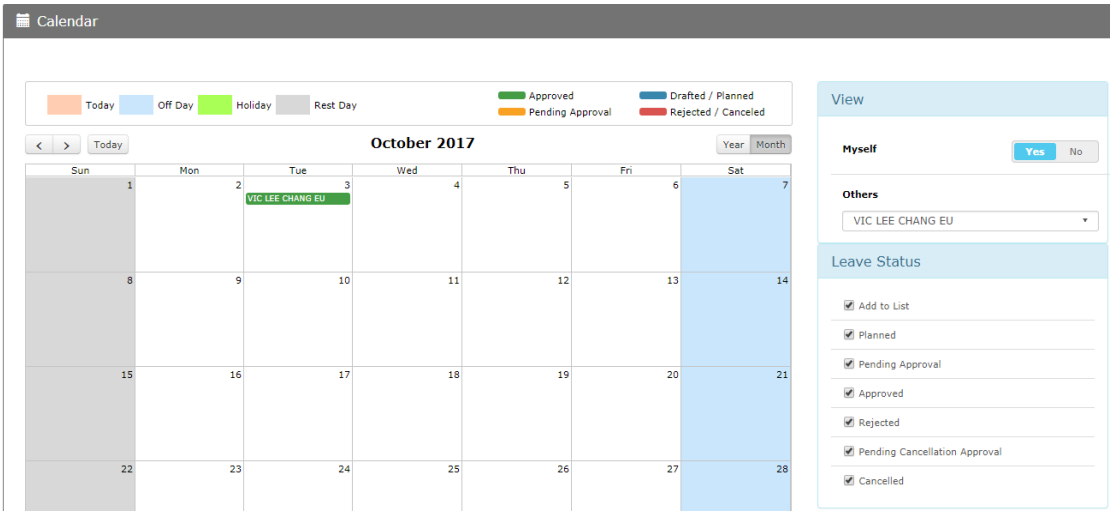
User can still perform leave cancellation/withdrawal from this screen

EMPLOYEE'S HOLIDAY CALENDAR

1. Control View of Employee's Holiday Calendar

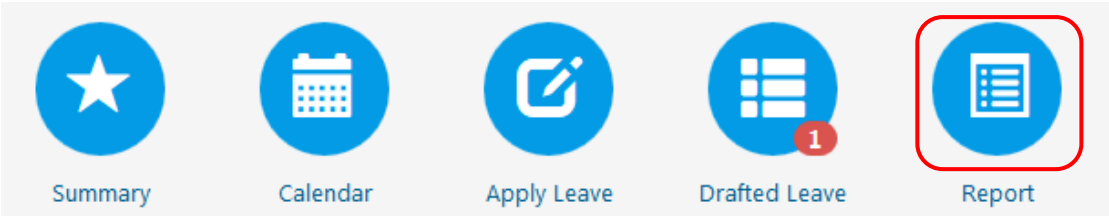
In calendar view, user can choose to view colleagues planned/approved leave(s) (Depends on administrative settings).



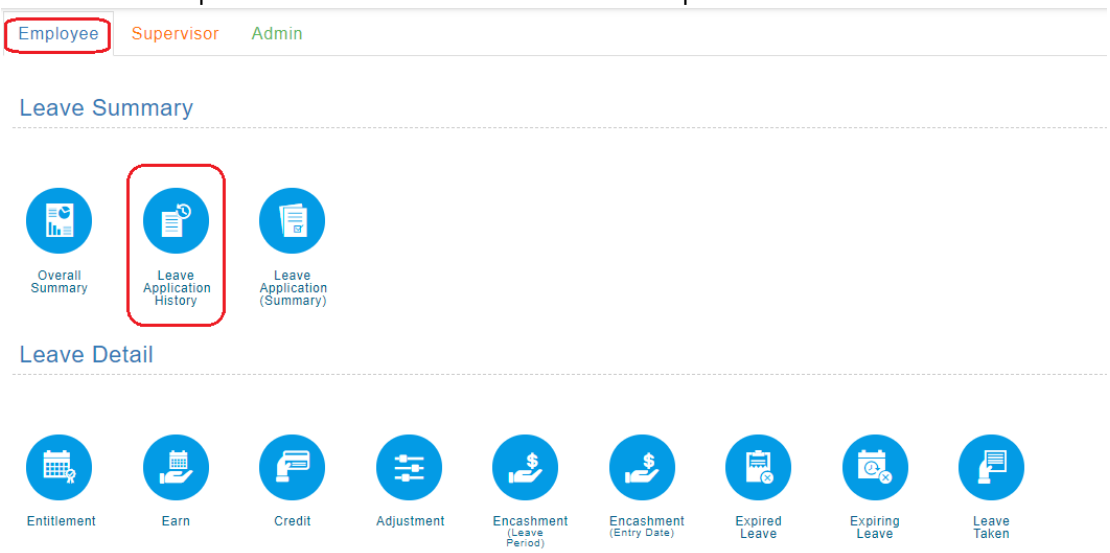


- Employee can choose to exclude himself/herself from appearing in the calendar view in **Myself** section
- Employee can choose to include other colleagues to appear in the calendar view in the **Others** section
- Employee can choose to filter the leave status at the **Leave Status** section

LEAVE REPORT



1. To view more detail on personal leave, click on the Report icon.
2. Below are the reports available. Click on the individual report to view.



<u>List of reports:</u>

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

The report by default setting shows leave summary as of current date.

Overall Summary

As of : 2018-03-20

1 Customize Columns 2 Export

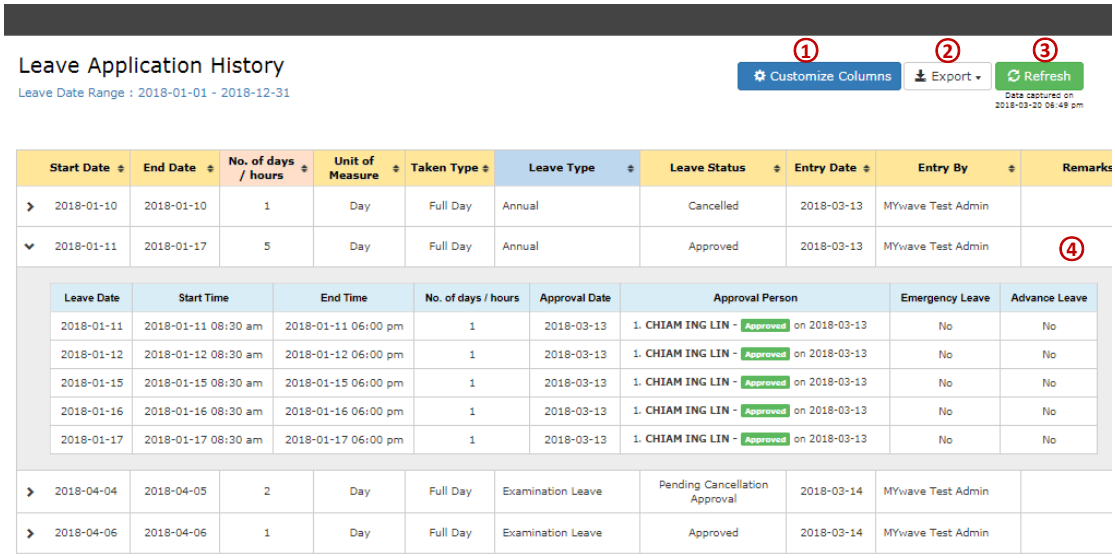
Leave Type	Unit of Measure	Entitlement	Balance	Future taken	Carry Forward	Earn	Credit	Taken	Advance	Adjustment	Encashment	Expiring	Expired on	Expired	Expired (Resigned)	Total Taken (Current Period)	Emergen Leave (Cur Period)
Annual	Day	18	16 3	0	18	3	0	5	0	0	0	13	2018-12-31	0	-	5	0
Compassionate	Day	3	3	0	0	3	0	0	0	0	0	3	2018-12-31	0	-	0	0
Court Appearance	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0	0	-	-	-	-	0	0
Examination Leave	Day	No Limit	No Limit	0	0	No Limit	0	3	0	0	0	-	-	-	-	3	0
Hospital Leave	Day	60	60	0	0	60	0	0	0	0	0	60	2018-12-31	0	-	0	0
Marriage Leave	Day	3	3	0	0	3	0	0	0	0	0	-	-	0	-	0	0
Medical Leave	Day	22	0	0	0	0	0	0	0	0	0	-	-	0	-	0	0
Paid Time Off	Day	0	0	0	0	0	0	0	0	0	0	-	-	0	-	0	0
Paternity Leave	Day	1	1	0	0	1	0	0	0	0	0	-	-	0	-	0	0
Unpaid Leave	Day	0	0	0	0	0	0	0	0	0	0	-	-	0	-	0	0

1. Click on Customize Columns to show more columns
2. Click on Export to download report to excel format
3. Click on the value to show details record that contributed to the value

Leave Type	Unit of Measure	Entitlement	Balance	Future taken	Carry Forward	Earn	Credit	Taken	Advance	Adjustment	Encashment
Annual	Day	18	16	0	18	3	0	5	0	0	0
Compassionate	Day	3	3	0	0	3	0	0	0	0	0
Court Appearance	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0	0
Examination Leave	Day	No Limit	No Limit	0	0	No Limit	0	3	0	0	0
Hospital Leave	Day	60	60	0	0	60	0	0	0	0	0
Marriage Leave	Day	3	3	0	0	3	0	0	0	0	0
Medical Leave	Day	22	0	0	0	0	0	0	0	0	0
Paid Time Off	Day	0	0	0	0	0	0	0	0	0	0
Paternity Leave	Day	1	1	0	0	1	0	0	0	0	0
Unpaid Leave	Day	0	0	0	0	0	0	0	0	0	0

b. Leave Application History

The report by default setting shows leave taken from 1st Jan until 31st Dec of the year.



Leave Application History

Leave Date Range : 2018-01-01 - 2018-12-31

① Customize Columns ② Export ③ Refresh

Data captured on 2018-03-20 06:49 pm

	Start Date	End Date	No. of days / hours	Unit of Measure	Taken Type	Leave Type	Leave Status	Entry Date	Entry By	Remarks
>	2018-01-10	2018-01-10	1	Day	Full Day	Annual	Cancelled	2018-03-13	MYwave Test Admin	
⌄	2018-01-11	2018-01-17	5	Day	Full Day	Annual	Approved	2018-03-13	MYwave Test Admin	④

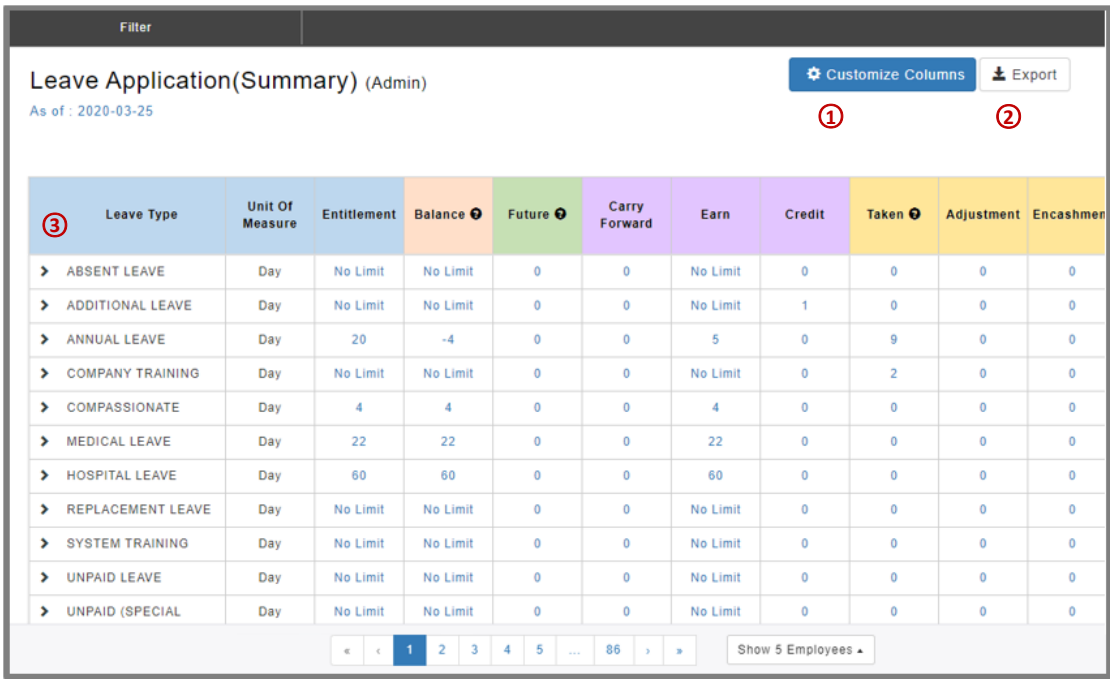
Leave Date	Start Time	End Time	No. of days / hours	Approval Date	Approval Person	Emergency Leave	Advance Leave
2018-01-11	2018-01-11 08:30 am	2018-01-11 06:00 pm	1	2018-03-13	1. CHIAM ING LIN - Approved on 2018-03-13	No	No
2018-01-12	2018-01-12 08:30 am	2018-01-12 06:00 pm	1	2018-03-13	1. CHIAM ING LIN - Approved on 2018-03-13	No	No
2018-01-15	2018-01-15 08:30 am	2018-01-15 06:00 pm	1	2018-03-13	1. CHIAM ING LIN - Approved on 2018-03-13	No	No
2018-01-16	2018-01-16 08:30 am	2018-01-16 06:00 pm	1	2018-03-13	1. CHIAM ING LIN - Approved on 2018-03-13	No	No
2018-01-17	2018-01-17 08:30 am	2018-01-17 06:00 pm	1	2018-03-13	1. CHIAM ING LIN - Approved on 2018-03-13	No	No

>	2018-04-04	2018-04-05	2	Day	Full Day	Examination Leave	Pending Cancellation Approval	2018-03-14	MYwave Test Admin	
>	2018-04-06	2018-04-06	1	Day	Full Day	Examination Leave	Approved	2018-03-14	MYwave Test Admin	

1. Click on Customize Columns to show more columns
2. Click on Export to download report to excel format
3. Click on Refresh to retrieve latest data.
4. Click on record to show individual date and detail of the application record.

c. Leave Application (Summary)

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



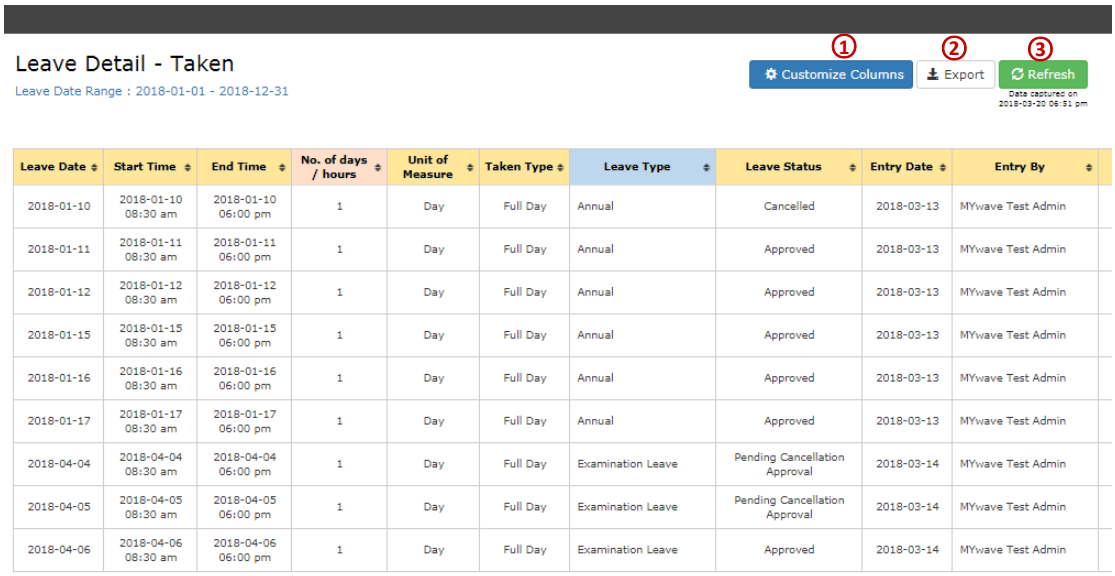
Leave Type	Unit Of Measure	Entitlement	Balance	Future	Carry Forward	Earn	Credit	Taken	Adjustment	Encashmen
ABSENT LEAVE	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0
ADDITIONAL LEAVE	Day	No Limit	No Limit	0	0	No Limit	1	0	0	0
ANNUAL LEAVE	Day	20	-4	0	0	5	0	9	0	0
COMPANY TRAINING	Day	No Limit	No Limit	0	0	No Limit	0	2	0	0
COMPASSIONATE	Day	4	4	0	0	4	0	0	0	0
MEDICAL LEAVE	Day	22	22	0	0	22	0	0	0	0
HOSPITAL LEAVE	Day	60	60	0	0	60	0	0	0	0
REPLACEMENT LEAVE	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0
SYSTEM TRAINING	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0
UNPAID LEAVE	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0
UNPAID (SPECIAL	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0

1. Click on Customize Columns to show more columns
2. Click on Export to download report to excel format
3. Click on record to show individual date and detail of the application record.

d. Leave Detail Report

Detail reports inclusive of :-

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



Leave Date	Start Time	End Time	No. of days / hours	Unit of Measure	Taken Type	Leave Type	Leave Status	Entry Date	Entry By
2018-01-10	2018-01-10 08:30 am	2018-01-10 06:00 pm	1	Day	Full Day	Annual	Cancelled	2018-03-13	MYwave Test Admin
2018-01-11	2018-01-11 08:30 am	2018-01-11 06:00 pm	1	Day	Full Day	Annual	Approved	2018-03-13	MYwave Test Admin
2018-01-12	2018-01-12 08:30 am	2018-01-12 06:00 pm	1	Day	Full Day	Annual	Approved	2018-03-13	MYwave Test Admin
2018-01-15	2018-01-15 08:30 am	2018-01-15 06:00 pm	1	Day	Full Day	Annual	Approved	2018-03-13	MYwave Test Admin
2018-01-16	2018-01-16 08:30 am	2018-01-16 06:00 pm	1	Day	Full Day	Annual	Approved	2018-03-13	MYwave Test Admin
2018-01-17	2018-01-17 08:30 am	2018-01-17 06:00 pm	1	Day	Full Day	Annual	Approved	2018-03-13	MYwave Test Admin
2018-04-04	2018-04-04 08:30 am	2018-04-04 06:00 pm	1	Day	Full Day	Examination Leave	Pending Cancellation Approval	2018-03-14	MYwave Test Admin
2018-04-05	2018-04-05 08:30 am	2018-04-05 06:00 pm	1	Day	Full Day	Examination Leave	Pending Cancellation Approval	2018-03-14	MYwave Test Admin
2018-04-06	2018-04-06 08:30 am	2018-04-06 06:00 pm	1	Day	Full Day	Examination Leave	Approved	2018-03-14	MYwave Test Admin

1. Click Customize Columns to show more columns
2. Click Export to download report to excel format.
3. Click Refresh to retrieve latest data.