

# User Guide

New Leave

User Mode



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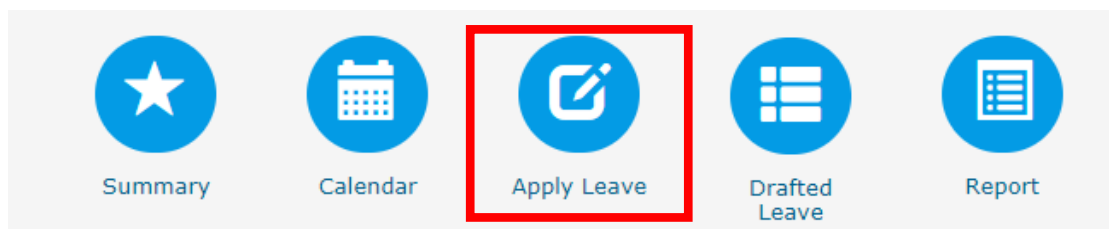
## LEAVE APPLICATION

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

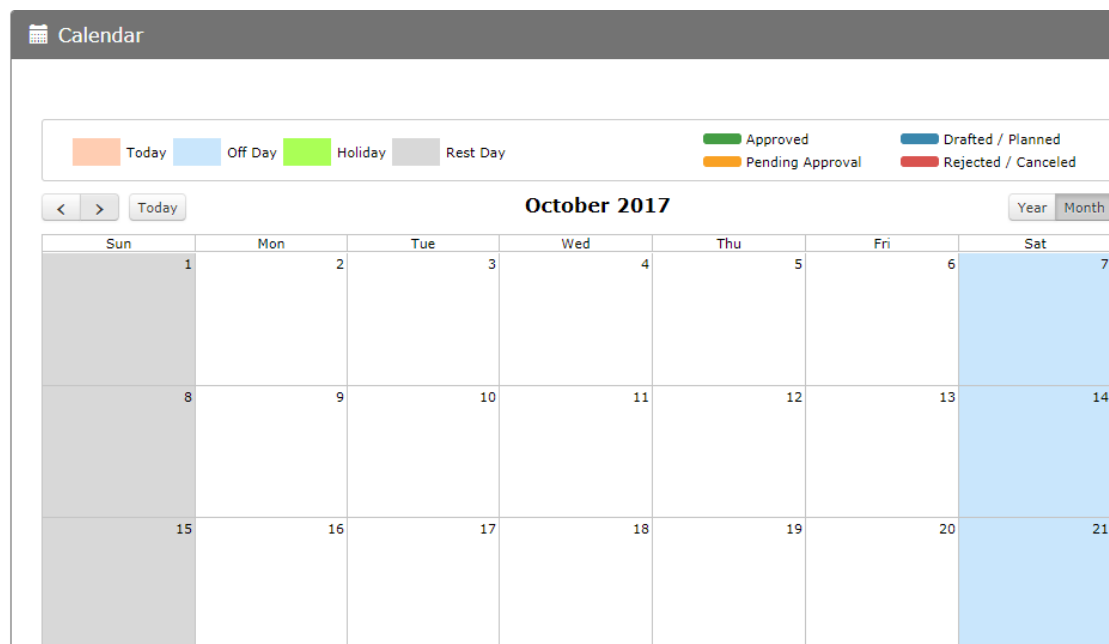
### 1. Apply Leave

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



## Apply Leave

Employee

Added list

**Employee\*** : MY0037 - VIC LEE CHANG EU

**Leave Type\*** : - Actual Plan

**Leave Date\*** : 2017-10-03 2017-10-03 Full Day ▼

**Leave Reason** :

**Attachment** :  Browse...

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

**Approval Person** : MY0055 - OOI YIN MEI (rnd\_development@mywave.biz)

+ Add to List
✓ Apply Leave
✕ Close

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

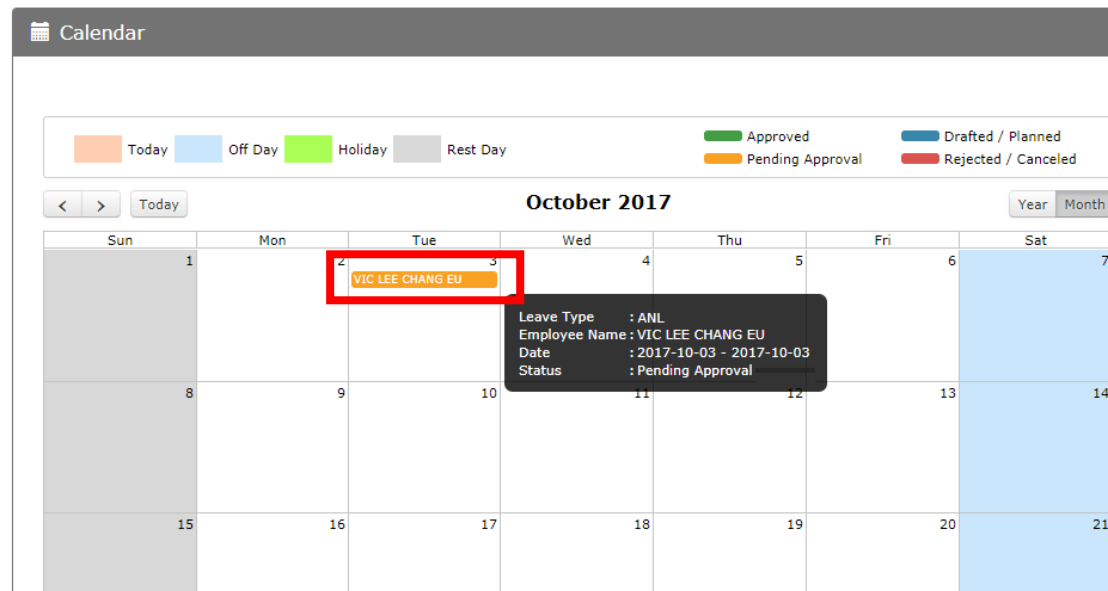
Follow the steps below:

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 ✓ Apply Leave 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Only leave which is still pending approval can be withdrawn.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.





The screenshot shows the 'Applied Leave' form for Employee MY0037 - VIC LEE CHANG EU. The Application Date is 2017-09-19. The Leave Type is ANL. The Taken leave(s) section shows a date range from 2017-10-03 to 2017-10-03 for a Full Day. The Reason is set to '-'. A summary box indicates 'Leave taken in day(s) : 1'. Below this is a table with the following data:

Date	Shift	Leave Taken
2017-10-03	MG1	8 Hour(s) (EL)

The table has a red 'x' icon next to the last row. The Leave Reason field is empty. The Attachment field has a 'Browse...' button. At the bottom right, there are two buttons: 'Withdraw All' (green) and 'Close' (orange).

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

**Calendar**

Today Off Day Holiday Rest Day Approved Pending Approval Drafted / Planned Rejected / Canceled

October 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 VIC LEE CHANG EU	4	5	6	7
8	9	10	11	12	13	14

**Applied Leave**

Application Date : 2017-09-19

Employee : MY0037 - VIC LEE CHANG EU

Leave Type : ANL

Taken leave(s) : 2017-10-03 2017-10-03 Full Day

Reason : -

Leave taken in day(s) : 1



Date	Shift	Leave Taken
2017-10-03	MG1	8 Hour(s) (EL)

Leave Reason :

Attachment : Browse...

Cancel All Close

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.

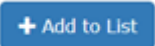
Draft leave yet submitted for approval can only be view by own, supervisor and authorized admin(s).

The screenshot shows a web form titled "Apply Leave". At the top left is a blue button labeled "Employee". At the top right is a button labeled "Added list". The form contains the following fields and controls:

- Employee \***: MY0037 - VIC LEE CHANG EU
- Leave Type \***: A dropdown menu showing "-", with "Actual" and "Plan" buttons next to it.
- Leave Date \***: Two date pickers showing "2017-10-03" and "2017-10-03", followed by a dropdown menu showing "Full Day".
- Leave Reason \***: A large text input area.
- Attachment \***: A text input field with a "Browse..." button.
- A red error message below the attachment field: "Maximum file size per attachment is 3MB. Only .jpeg, .png, .gif & .pdf formats are allowed."
- Approval Person \***: MY0055 - OOI YIN MEI (rnd\_development@mywave.biz)

At the bottom right, there are three buttons: "+ Add to List" (blue), "✓ Apply Leave" (green), and "✕ Close" (orange).

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**

The screenshot shows a web form titled "Apply Leave". At the top left is a blue button labeled "Employee". At the top right is a button with a list icon labeled "Added list". The form contains the following fields and controls:

- Employee \***: MY0037 - VIC LEE CHANG EU
- Leave Type \***: A dropdown menu showing "-", with "Actual" and "Plan" buttons to its right.
- Leave Date \***: Two date pickers both showing "2017-10-03", and a dropdown menu showing "Full Day".
- Leave Reason \***: A large text input area.
- Attachment \***: A text input field with a "Browse..." button.
- A red note below the attachment field: "Maximum file size per attachment is 3MB. Only .jpeg, .png, .gif & .pdf formats are allowed."
- Approval Person**: MY0055 - OOI YIN MEI (rnd\_development@mywave.biz)

At the bottom right, there are two buttons: a green button with a checkmark icon labeled "Save Plan Leave" and an orange button with an 'X' icon labeled "Close".

Follow the steps below to add a draft leave:

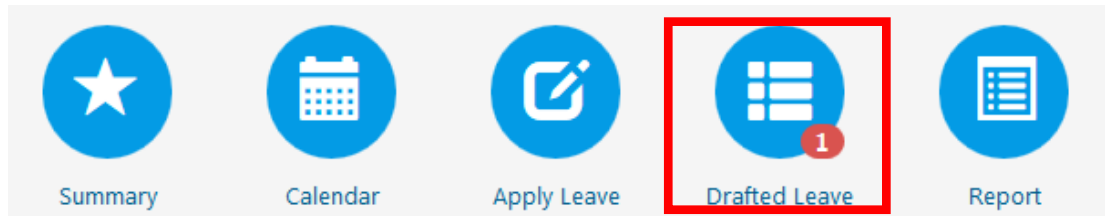
1. Select an employee
2. Select a leave type
3. Select date range
4. Toggle Actual -> Plan
5. Select the leave method
6. Specify your reason (*It may be mandatory depends on the settings*)
7. Attach document (*It may be mandatory depends on the settings and maximum of 3MB per image file*)
8. Click  to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



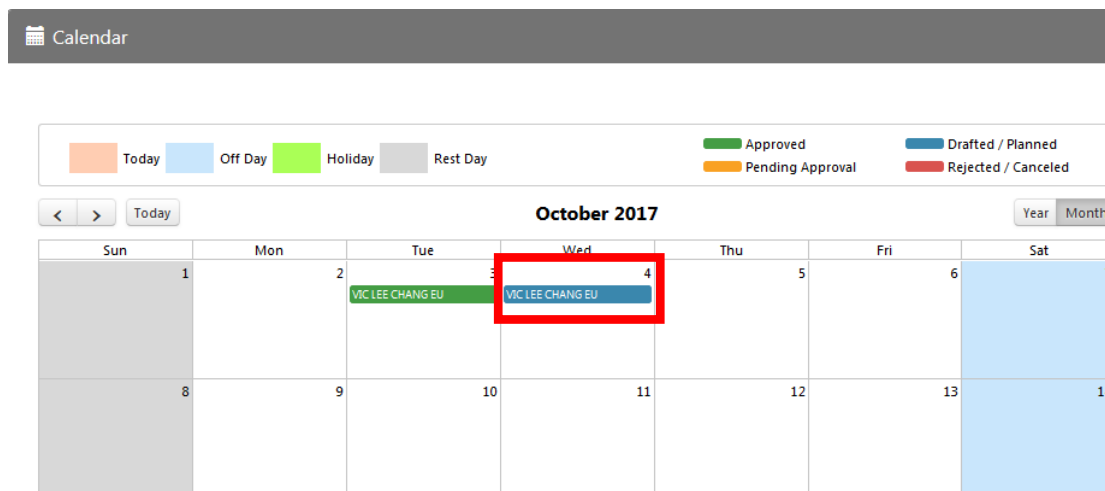
## 6. Convert draft/planned leave

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

### Apply Leave

Employee

1

Added list

**Employee \*** : MY0037 - VIC LEE CHANG EU

**Leave Type \*** : 

-

Actual

Plan

**Leave Date \*** : 

2017-10-03

2017-10-03

Full Day

**Leave Reason \*** :

**Attachment** : 

Browse...

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

**Approval Person** : MY0055 - OOI YIN MEI (rnd\_development@mywave.biz)


+ Add to List

✓ Apply Leave

✕ Close

### A. Draft/planned leave to actual leave


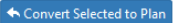
To convert draft leave to actual leave, simply tick the leave you want and click at the

 for submission (as shown below).


### Drafted Leave

Drafted

Planned




 


▼


 MY0037 - VIC LEE CHANG EU

ANL


Date : 2017-10-05 To 2017-10-05  
Duration : 01 Day(s) 00 Hour(s) 00 Min(s)

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



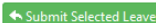
To convert planned leave to actual leave, simply tick the leave you wish to convert and click

 for submission (as shown below).


### Drafted Leave

Drafted

Planned







▼



 MY0037 - VIC LEE CHANG EU

ANL

Date : 2017-10-04 To 2017-10-04  
Duration : 01 Day(s) 00 Hour(s) 00 Min(s)

Date Applied	Start Time	End Time	Leave Method	Emergency Leave
 2017-10-04 (Wed)	2017-10-04 18:00:00	2017-10-05 06:00:00	Full Day	No

8

## 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).

### 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
<div><input checked="" type="checkbox"/> 2017-10-05 (Thu)</div>	2017-10-05 18:00:00	2017-10-06 06:00:00	Full Day	No

Close

## 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.

**Drafted Leave**

[Drafted](#) [Planned](#)

[Submit Selected Leave](#) [Convert Selected to Plan](#)

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

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

**Drafted Leave**

[Drafted](#) [Planned](#)

[Submit Selected Leave](#) [Convert Selected to Plan](#)

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

Then you will be brought to a new screen. Click [Edit](#) to modify the details.

**Applied Leave**

Application Date : 2017-09-20

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...](#)




[Edit](#) [Close](#)


Once completed, click 


### Applied Leave


**Employee :** MY0037 - VIC LEE CHANG EU

**Leave Type :** ANL


**Taken leave(s) \* :**      

**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)

## 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.

**Drafted Leave**

---

Drafted

Planned

Submit Selected Leave

Convert Selected to Plan

MY0037 - VIC LEE CHANG EU

YMSgANL (YMSgANL)

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
<div>2017-10-05 (Thu)</div>	2017-10-05 18:00:00	2017-10-06 06:00:00	Full Day	No

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

**Drafted Leave**

---

Drafted

Planned

Submit Selected Leave

Convert Selected to Plan

MY0037 - VIC LEE CHANG EU

YMSgANL (YMSgANL)

Date : 2017-10-05 To 2017-10-05  
Duration : 01 Day(s) 00 Hour(s) 00 Min(s)

EL

AD

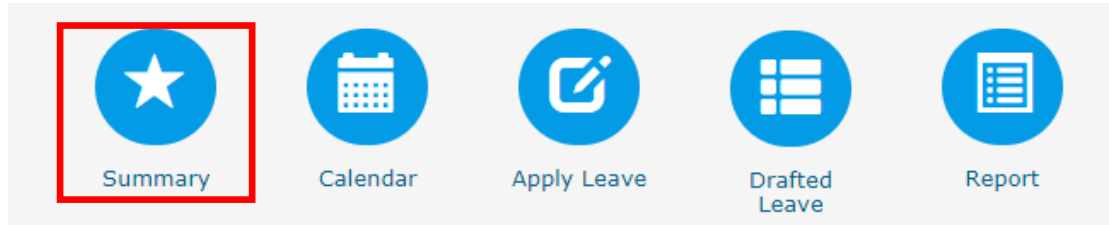
Date Applied	Start Time	End Time	Leave Method	Emergency Leave
<div>2017-10-05 (Thu)</div>	2017-10-05 18:00:00	2017-10-06 06:00:00	Full Day	No

Remove

## 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)

Employee

Leave Entitlement(s) 2017-09-20 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

## 2. View taken leave(s)


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


Click  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

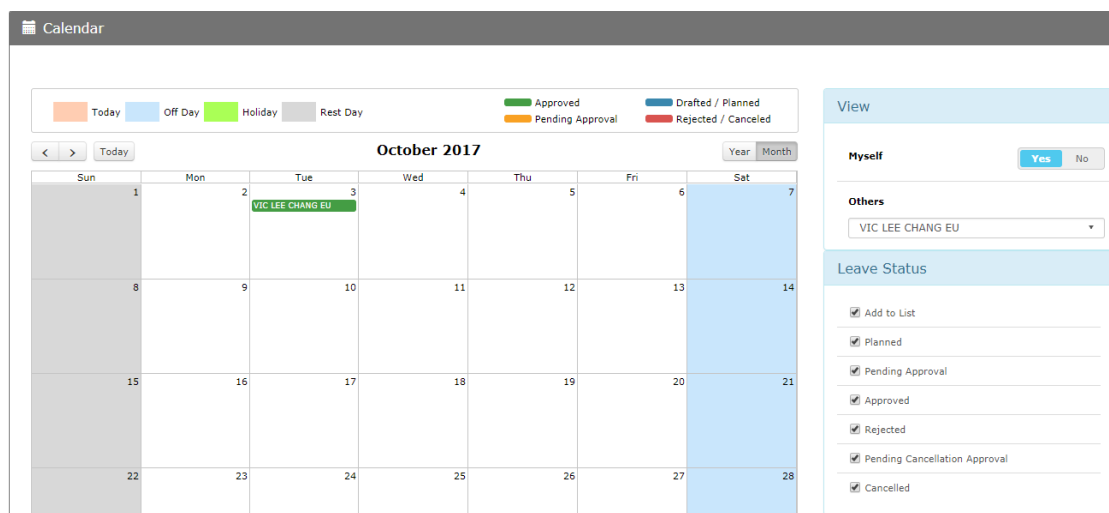
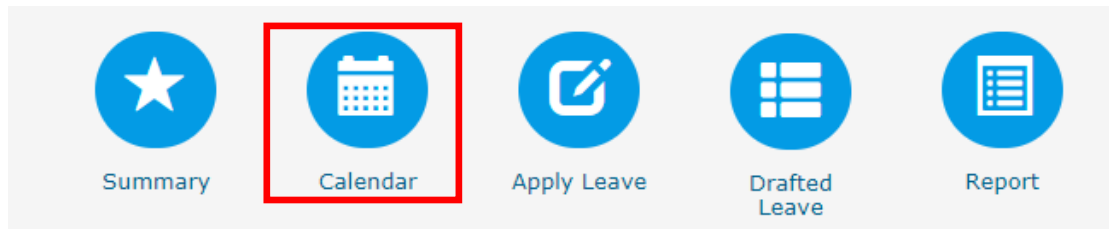
**User can still perform leave cancellation/withdrawal from this screen**



## EMPLOYEE'S HOLIDAY CALENDAR

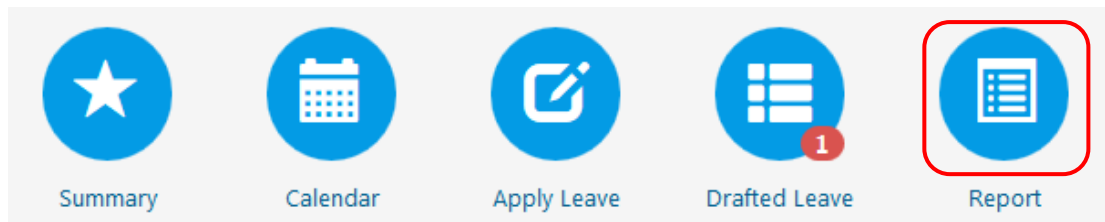
### 1. Control View of Employee's Holiday Calendar

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

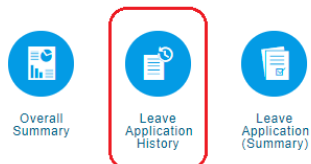
## LEAVE REPORT



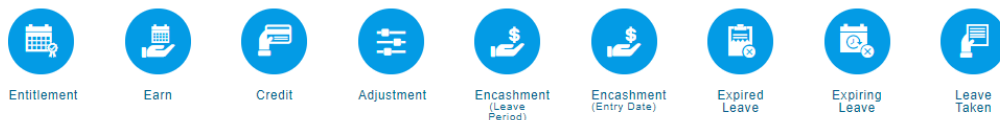
1. To view more detail on personal leave, click on the Report icon.
2. Below are the reports available. Click on the individual report to view.

Employee Supervisor Admin

### Leave Summary



### Leave Detail



### 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

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

Overall Summary

As of : 2018-03-20



1

2

Customize Columns

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	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  to show more columns
2. Click on  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



### c. Leave Application (Summary)

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

Filter

Leave Application(Summary) (Admin)

Customize Columns

Export

As of : 2020-03-25

③ Leave Type	Unit Of Measure	Entitlement	Balance	Future	Carry Forward	Earn	Credit	Taken	Adjustment	Encashment
> 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

2

3

4

5

...

86

>

Show 5 Employees

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

### Leave Detail

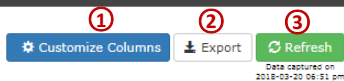


Detail reports inclusive of :-

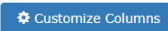


- Entitlement
- Earn
- Credit
- Adjustment
- Encashment
- Expired Leave
- Expiring Leave
- Leave Taken

### Leave Detail - Taken

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



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  to show more columns
2. Click  to download report to excel format.
3. Click  to retrieve latest data.