User Guide

Approve/Reject Leave Application through Email

For the reporting supervisor/delegated supervisor to approve/reject leave application



APPROVE/REJECT LEAVE APPLICATION THROUGH EMAIL

- 1. When the employee applied leave, the supervisor(s) will receive the email notification as screenshot below.
- 2. Click on the <u>HERE</u> will redirect to the page to approve the leave.
- 3. Click on the <u>HERE</u> will direct to Mywave web application to login.

ease click <u>HERE</u> t	o login			
		LEAVE DETAILS		
Employee No	EMPA001			
Employee Name	TESTING_NEW_E	MP		
eave Type	Annual A - ANLA			
Start Date	2020-03-10			
End Date	2020-03-10			
Leave Date	Start Time	End Time	Leave Method	Emergency Leave
2020-03-10	2020-03-10 08:00:00	2020-03-10 17:00:00	Full Day	Yes

- 4. Click on <u>HERE</u> will go to leave approve page as screenshot below.
- 5. The supervisor can select their subordinate (A) to view their leave application.
- 6. Click on the tab (B) will show the detail of the leave application.

Employe Status	yee * Finite Control of Pending Approval of Pending Cancellation Approval of Pending Cancellation Approval									
C Selec	: All									Approve All
	0	Pending Approval		Annual Leave (A	ANL)	Date : 2020-03-10 To 2020-03-10 Duration : 1 Day(s)			🖉 🗈 ADY AD	
*	Le	ave Date	Time	Leave Method	EL	ADV	Submission Date	Status	Remarks	
0	202	0-03-10 (Tue)	2020-03-10 08:00:00 2020-03-10 17:30:00	Full Day	Yes	No	2020-05-28 06:10	—	Leave your comments	

- 7. If the employee applied leave with attachment, you can point to (C) icon.
- 8. Click on attachment link (D) to view the file attachment.

Employe Status	ee ×	: ● All ● Pending Approval ● Pending Cancellation Approval										
C Selec	t All								D	With Attachment Click the link below <u>1. How to upload attachment.pdf</u>	Approve All	
•	0	Clocks - ACCRECTION ALL PROF. Annu Report All Pending Approval		Annual Leave (A	NL)	Date : 2020-03-10 To 2020-03-10 Duration : 1 Day(s)				C 🖉 EL ADV (ad) 🧷	
	Le	eave Date	Time	Leave Method	EL	ADV	Submission Date	Status		Remarks		
0	202	:0-03-10 (Tue)	2020-03-10 08:00:00 2020-03-10 17:30:00	Full Day	Yes	No	2020-05-28 06:10	—		Leave your comments		

9. Supervisor can click on (E) to approve all the subordinate's leave application at once.

Employ Status	nployee • :										
E Select All								E Approve All			
-	Q10002 - NORADLINNAINI BINTI MUHAMAD Pending Approval		Annual Leave (A	NL)) Date : 2020-03-10 To 2020-03-10 Duration : 1 Day(5)			🥔 🕵 🔊 🔊 🗾			
	Le	eave Date	Time	Leave Method	EL	ADV	Submission Date	Status	Remarks		
0	202	0-03-10 (Tue)	2020-03-10 08:00:00 2020-03-10 17:30:00	Full Day	Yes	No	2020-05-28 06:10	—	Leave your comments		

OR

- 10. [Tick] on (F) or (G) to choose which subordinate/leave application in specific that you want to approve.
- 11. Supervisor can click on (H) to <u>Approve</u> the selected record(s) or click on (J) to <u>Reject</u> the selected record(s).

Employee × Status	н	1						
Select All							✓ Approve Selected	× Reject Selected
F C Solida - Norman University Pending Approval	an 2947) -	Annual Leave (A	NL)	Date : Duration :	2020-03-10 То 2020-03-10 1 Day(s)			ADV AD
Leave Date G	Time	Leave Method	EL	ADV	Submission Date	Status	Remarks	
2020-03-10 (Tue)	2020-03-10 08:00:00 2020-03-10 17:30:00	Full Day	Yes	No	2020-05-28 06:10		Leave your comment	ŝ