

User Guide

New Leave

Admin Mode



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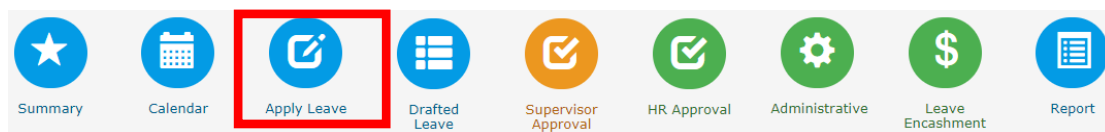
LEAVE APPLICATION (ADMIN)

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

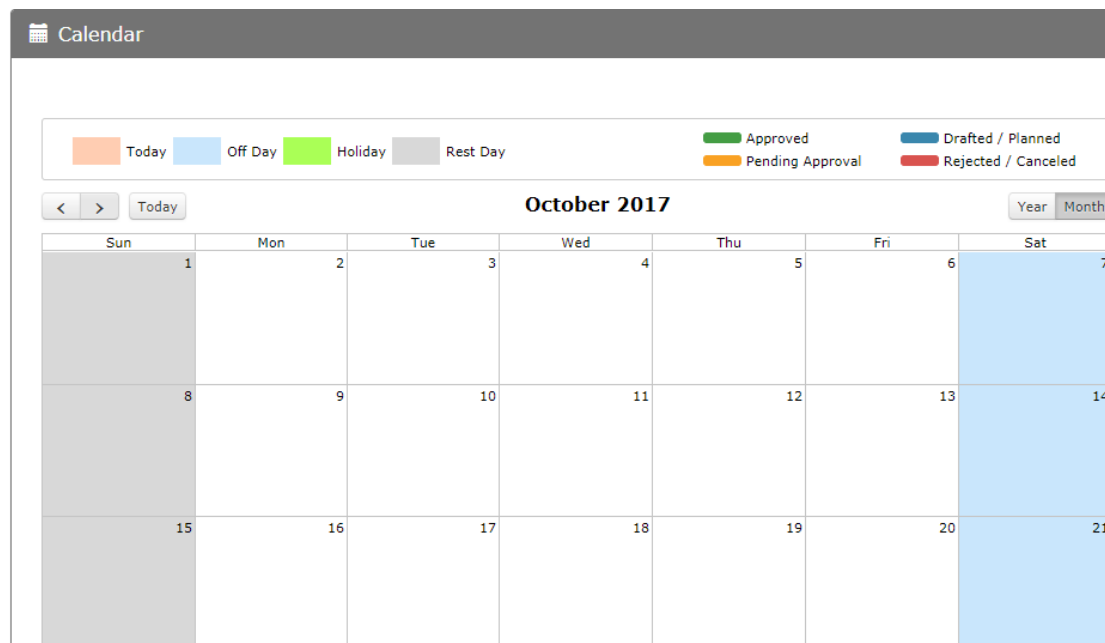
1. Apply Leave

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
Admin

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 (viclee91test@gmail.com)

+ Add to List
✓ Apply Leave
✕ Close

Apply Leave

Employee
Supervisor
Admin

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.

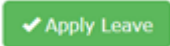
Approval Person :

+ Add to List
✓ Apply Leave
✕ Close

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

Follow the steps below to apply a leave:

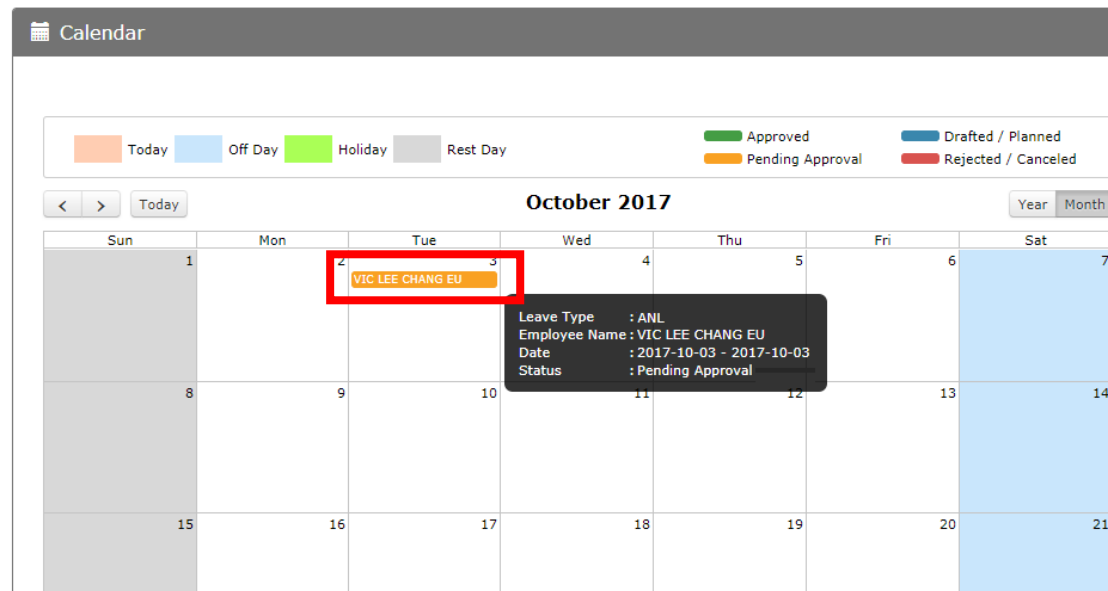
1. Select an employee
2. Select a leave type
3. Select a pair of leave date range
4. Select the leave method

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Only leave which is still under pending approval can be withdrawn.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





The screenshot shows the "Applied Leave" form. At the top, it says "Employee : MY0037 - VIC LEE CHANG EU" and "Application Date : 2017-09-19". Below this, "Leave Type : ANL" is shown. The "Taken leave(s)" section includes a date range from 2017-10-03 to 2017-10-03, a "Full Day" dropdown, and a "Reason" dropdown. A summary box shows "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)

Below the table is a "Leave Reason" text area and an "Attachment" section with 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 at the  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.

The image shows two screenshots from a leave management system. The top screenshot is a calendar for October 2017. It features a legend with color-coded boxes: Today (orange), Off Day (light blue), Holiday (green), and Rest Day (grey). A green bar on Tuesday, October 3rd, indicates an approved leave for 'VIC LEE CHANG EU'. A tooltip over this bar shows: Leave Type : ANL, Employee Name : VIC LEE CHANG EU, Date : 2017-10-03 - 2017-10-03, Status : Approved. The bottom screenshot is the 'Applied Leave' form. It displays employee details (MY0037 - VIC LEE CHANG EU), leave type (ANL), and application date (2017-09-19). The 'Taken leave(s)' section shows a date range from 2017-10-03 to 2017-10-03 for 'Full Day'. Below this, a table shows 'Leave taken in day(s) : 1' with a detailed entry for 2017-10-03, MG1 shift, for 8 hours. At the bottom right of the form are two buttons: 'Cancel All' (green) and 'Close' (orange).

Follow the steps below to cancel a leave application:

1. Click at the  to cancel the whole leave
2. Click at the  icon to cancel only the particular date

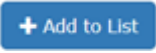
4. Add draft leave

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).

The screenshot shows a web form titled "Apply Leave". At the top, there are three tabs: "Employee", "Supervisor", and "Admin", with "Admin" currently selected. In the top right corner, there is a button labeled "Added list". The form contains several fields: "Employee *" is a dropdown menu; "Leave Type *" is a dropdown menu with "Actual" and "Plan" buttons next to it; "Leave Date *" consists of two date pickers and a "Full Day" dropdown; "Leave Reason" is a large text area; "Attachment" is a file upload field with a "Browse..." button; and "Approval Person" is a text field. Below the attachment field, a red error message states: "Maximum file size per attachment is 3MB. Only .jpeg, .png, .gif & .pdf formats are allowed." At the bottom right, there are three buttons: "+ Add to List", "✓ Apply Leave", and "✗ Close".

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  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**

Apply Leave

Employee **Supervisor** Admin 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 * :

✓ Save Plan Leave ✗ Close

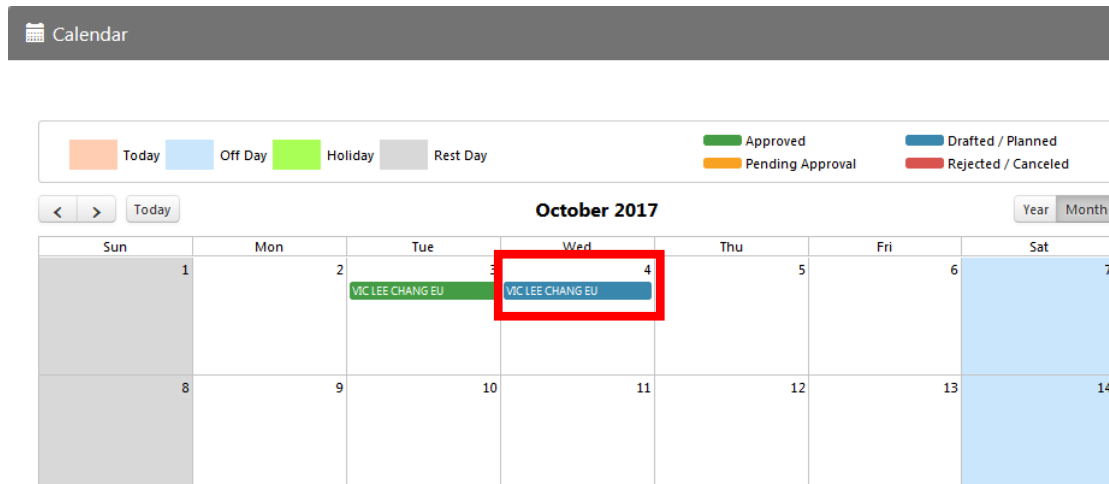
Follow the steps below to add a drafted leave:

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

Apply Leave

Employee

Supervisor

Added list

Employee *

MY0037 - VIC LEE CHANG EU

Leave Type *

-

Actual

Plan

Leave Date *

Full Day

Leave Reason *

Attachment *

Browse...

Approval Person *

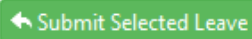
Maximum file size per attachment is 3MB. Only .jpeg, .png, .gif & .pdf formats are allowed.

+ Add to List

✓ Apply Leave

✕ Close

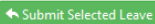
A. Drafted/planned leave to actual leave

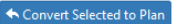
For convert drafted leave to actual leave, simply tick the leave you want and click at the  to submit the selected leave which shown below.


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

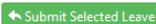



For convert planned leave to actual leave, simply tick the leave you want and click at the  to submit the selected leave which shown below.


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
<div></div> 2017-10-04 (Wed)	2017-10-04 18:00:00	2017-10-05 06:00:00	Full Day	No





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

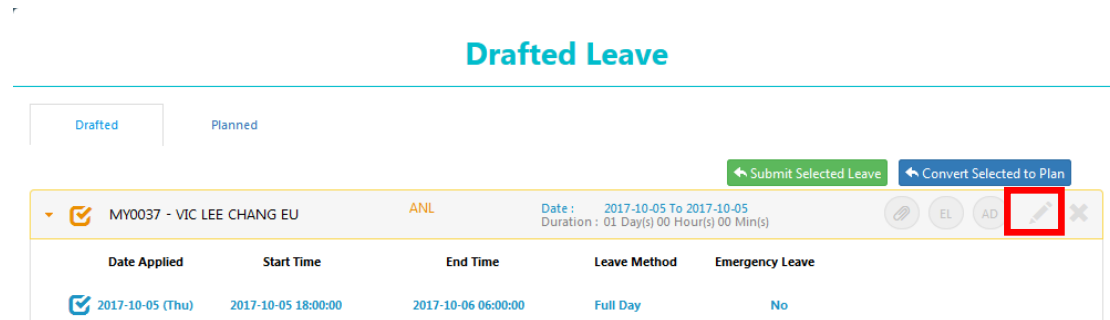
Date Applied	Start Time	End Time	Leave Method	Emergency Leave
<div>2017-10-05 (Thu)</div>	2017-10-05 18:00:00	2017-10-06 06:00:00	Full Day	No

Close

7. Edit drafted/planned leave

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

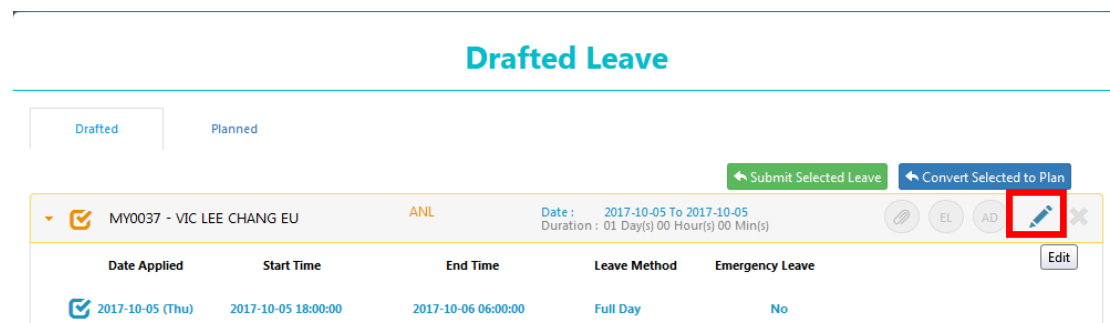
Simply move your mouse's cursor at the header level and a greyed out pencil-like icon will then appears as shown below.



Drafted Leave

Date Applied	Start Time	End Time	Leave Method	Emergency Leave
<input checked="" type="checkbox"/> 2017-10-05 (Thu)	2017-10-05 18:00:00	2017-10-06 06:00:00	Full Day	No

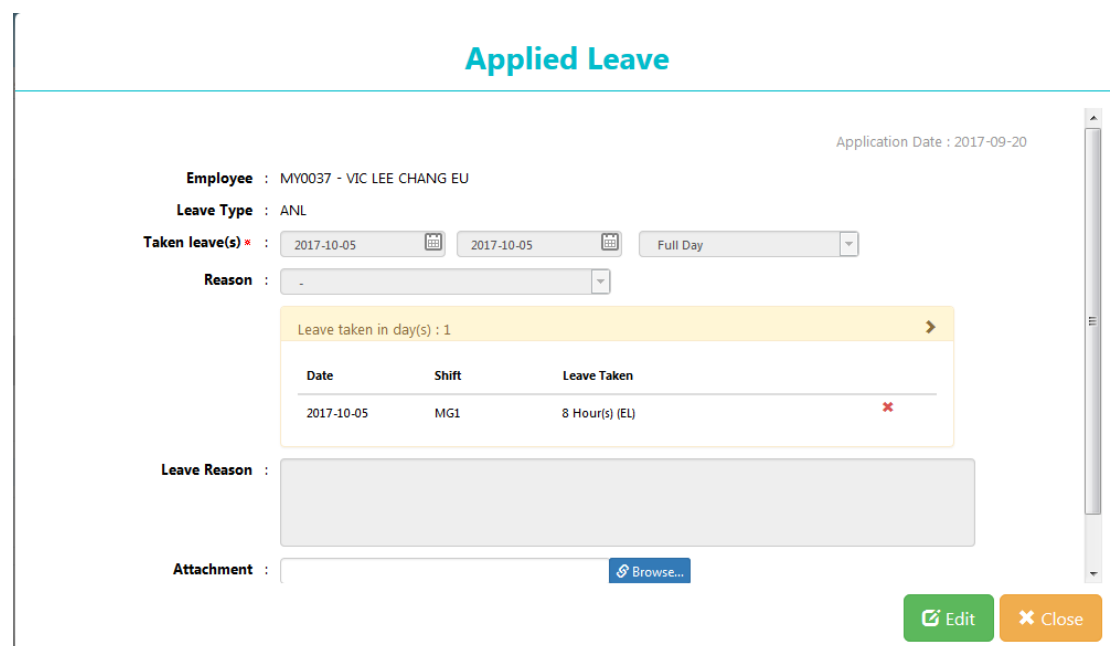
Click at the pencil-like icon to edit the drafted/planned leave



Drafted Leave

Date Applied	Start Time	End Time	Leave Method	Emergency Leave
<input checked="" type="checkbox"/> 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 to edit the leave details as shown below.



Applied Leave

Application Date : 2017-09-20

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 :

After everything has been amended, click  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 : 

Approval Person : MY0055 - MY0055 (OOI YIN MEI)



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.

The screenshot shows the 'Drafted Leave' interface. At the top, there are tabs for 'Drafted' and 'Planned'. Below the tabs, there are two buttons: 'Submit Selected Leave' and 'Convert Selected to Plan'. A table displays leave details for 'MY0037 - VIC LEE CHANG EU' with leave type 'YMSgANL (YMSgANL)'. The table has columns for 'Date Applied', 'Start Time', 'End Time', 'Leave Method', and 'Emergency Leave'. A red box highlights a cross icon in the top right corner of the table header area.

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 cross-like icon to remove the drafted/planned leave

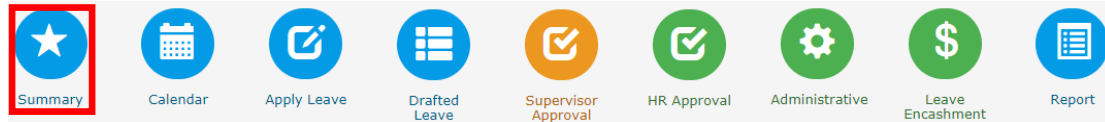
This screenshot is similar to the previous one, but it includes a 'Remove' tooltip that appears when the cross icon is hovered over. The tooltip is located at the bottom right of the red box.

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

LEAVE SUMMARY

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

★ Leave Summary

Employee Supervisor Admin

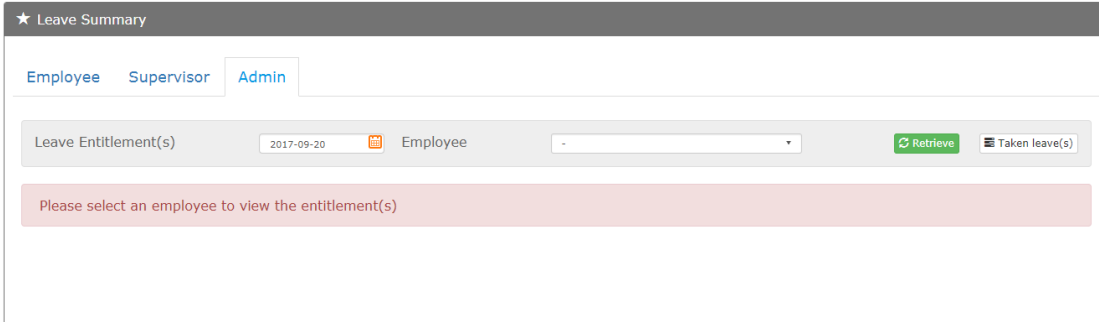
Leave Entitlement(s) Employee

Please select an employee to view the entitlement(s)

2. View taken leave(s)

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

Click  **Taken leave(s)** as shown below.



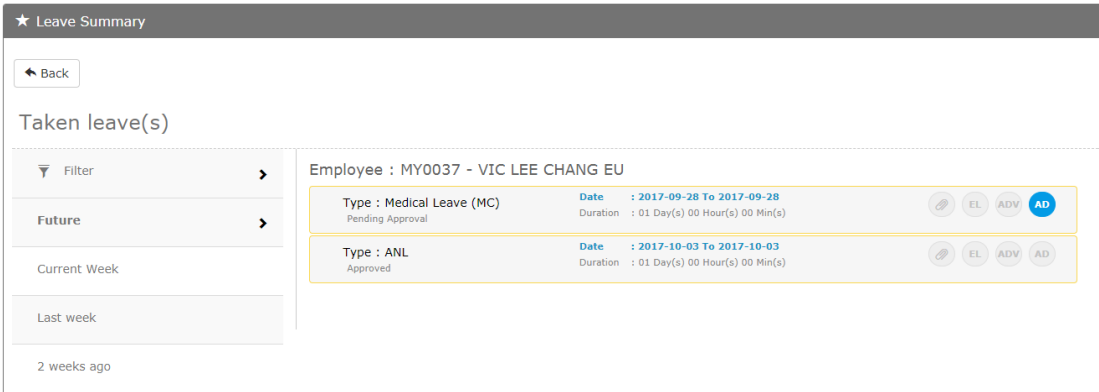
★ Leave Summary

Employee Supervisor Admin

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

Please select an employee to view the entitlement(s)

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



★ Leave Summary

Back

Taken leave(s)

Filter >

Future >

Current Week

Last week

2 weeks ago

Employee : MY0037 - VIC LEE CHANG EU

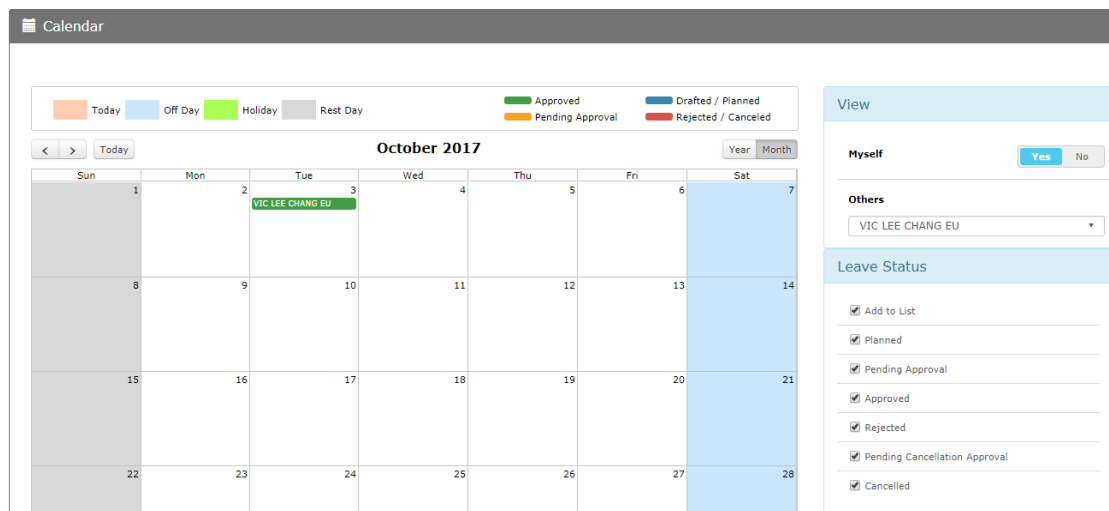
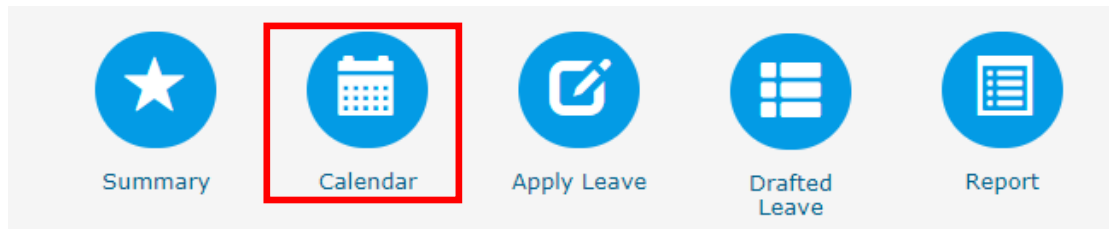
Type : Medical Leave (MC) Pending Approval	Date : 2017-09-28 To 2017-09-28 Duration : 01 Day(s) 00 Hour(s) 00 Min(s)	EL ADV AD
Type : ANL Approved	Date : 2017-10-03 To 2017-10-03 Duration : 01 Day(s) 00 Hour(s) 00 Min(s)	EL ADV AD

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

CALENDAR

1. Calendar View

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

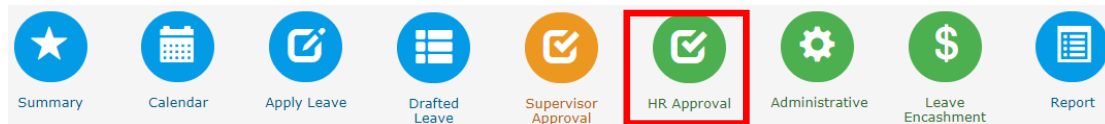


- Employee can choose to exclude himself/herself from appearing in the calendar view in **Myself** section
- Employee can choose to include other employees to appear in the calendar view in the **Others** section
- Employee can choose to filter the leave status at the **Leave Status** section

LEAVE APPROVAL (ADMIN)

Admin/HR can choose to approve the leave application / leave cancellation from via system and email

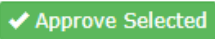
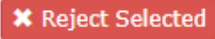
1. Approve/Reject Leave (via System)



Date Applied	Start Time	End Time	Leave Method	Emergency Leave	Advance Leave	Remarks
2017-09-19 (Tue)	2017-09-19 18:00:00	2017-09-20 06:00:00	Full Day	No	No	Leave your comments

Admin/HR 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 **"HR Approval"** icon highlighted above
2. Click at the leave headers to view more details
3. To key in remarks type in the which provided in each of the details
4. Tick at the checkboxes
5. To approve click  , to reject click 

2. Approve/Reject Leave (via Email)

Hi HR,

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 Approval

Employee *

:

-

Status

:

All

Pending Approval

Pending Cancellation Approval

✓ Approve Selected

✗ Reject Selected

MY0037 - VIC LEE CHANG EU

Type : Medical Leave (MC)

Date : 2017-09-19 To 2017-09-19

Duration : 01 Day(s) 00 Hour(s) 00 Min(s)

EL

ADV

AD

Pending Approval

Date Applied	Start Time	End Time	Leave Method	Emergency Leave	Advance Leave	Remarks
<div><div></div></div> 2017-09-19 (Tue)	2017-09-19 18:00:00	2017-09-20 06:00:00	Full Day	No	No	<div>Leave your comments</div>

MY0037 - VIC LEE CHANG EU

Type : Medical Leave (MC)

Date : 2017-09-28 To 2017-09-28

Duration : 01 Day(s) 00 Hour(s) 00 Min(s)

EL

ADV

AD

Pending Approval

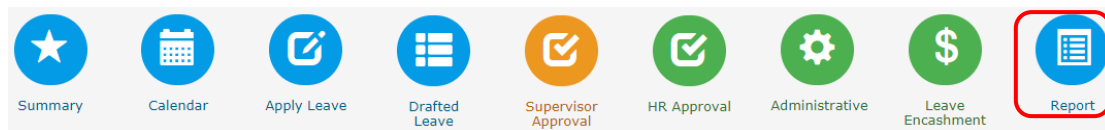
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Admin/HR can choose to filter the employees before approve/reject the leave application/cancellation

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 which provided in each of the details
3. Tick at the checkboxes
4. To approve click , to reject click

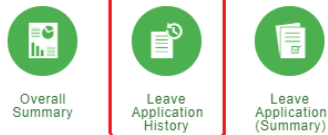
LEAVE REPORT



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

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 (Leave Period)
 - Encashment (Entry Date)
 - Expired Leave
 - Expiring Leave
 - Leave Taken
- e. Actual Balance Report
- f. Simulated Balance Report

a. Overall Summary

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

Filter

Apply Filter

As of
2018-03-20

Employment Status
Active

Supervisor
Select options

Job Class
Select options

Leave Group
Select options

Employee
5 selected

Department
Select options

Job Level
Select options

Location
Select options

Leave Type
Select options

Retrieve
Clear Filter

Overall Summary (Admin)

As of : 2018-03-20

Customize Columns
Export

Employee No.	Employee Name	Leave Type	Unit of Measure	Entitlement	Balance	Future taken	Carry Forward	Earn	Credit	Taken	Advance	Adjustment
MY0026	LAI KEAN SEONG	Annual	Day	18	21	0	18	3	0	0	0	0
		Compassionate	Day	3	3	0	0	3	0	0	0	0
		Court Appearance	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0
		Examination Leave	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0
		Marriage Leave	Day	3	3	0	0	3	0	0	0	0
		Medical Leave	Day	22	0	0	0	0	0	0	0	0

- Click on **Customize Columns** to show more column
- Click on **Export** to download report to excel
- Click on the value to show details record that contribute to the value

Leave Type	Unit of Measure	Entitlement	Balance	Future taken	Carry Forward	Earn	Credit	Taken	Advance	Adjustment
Annual	Day	18	21	0	18	3	0	0	0	0
Compassionate	Day	3	3	0	0	3	0	0	0	0
Court Appearance	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0
Examination Leave	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0
Marriage Leave	Day	3	3	0	0	3	0	0	0	0
Medical Leave	Day	22	0	0	0	0	0	0	0	0
Hospital Leave	Day	60	60	0	0	60	0	0	0	0

- Click on Filter to apply filtering for the report

Report
Filter

Apply Filter

Employment Status
Active

Department
Select options

Leave Group
Select options

Employee
MY0029 - OOI YIN MEI

Supervisor
Select options

Leave Type
Select options

Clear Filter

- 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.

6

Filter

Leave Application History (Admin)

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

1 Customize Columns **2** Export **3** Refresh

Date retrieved on 2018-03-20 09:10 pm

Employee No.	Employee Name	Start Date	End Date	No. of days / hours	Unit of Measure	Taken Type	Leave Type	Leave Status	Entry Date	Entry By	Remarks	Approval Date
A11001	880111-11-1111	2018-03-06	2018-03-06	1	Day	Full Day	Annual	Rejected	2018-03-05	MYwave Test Admin	Travel	
		Leave Date	Start Time	End Time	No. of days / hours	Approval Date	Approval Person	Emergency Leave	Advance Leave			
		2018-03-06	2018-03-06 08:30 am	2018-03-06 06:00 pm	1		1. MURBARAQ AL-SIDDIQ BIN SEKAWI - Rejected on 2018-03-05	No	No			
A11001	880111-11-1111	2018-03-07	2018-03-07	1	Day	Full Day	Annual	Cancelled	2018-03-05	MYwave Test Admin	Travel	2018-03-05
A11001	880111-11-1111	2018-03-08	2018-03-08	1	Day	Full Day	Annual	Approved	2018-03-05	MYwave Test Admin	Meeting	2018-03-05
A11001	880111-11-1111	2018-03-20	2018-03-20	1	Day	Full Day	Annual	Approved	2018-03-05	MYwave Test Admin	Travel	2018-03-05
A11001	880111-11-1111	2018-03-21	2018-03-21	1	Day	Full Day	Annual	Pending Approval	2018-03-20	MYwave Test Admin	Testing for Apply leave	
A11001	880111-11-1111	2018-03-22	2018-03-23	2	Day	Full Day	Annual	Planned	2018-03-07	MYwave Test Admin	Travel	
A11001	880111-11-1111	2018-05-15	2018-05-15	1	Day	Full Day	Annual	Cancelled	2018-03-02	MYwave Test Admin	on leave	2018-03-02
A11003	TANG PONG TENG	2018-03-06	2018-03-06	1	Day	Full Day	Annual	Approved	2018-03-05	MYwave Test Admin	Travel	2018-03-05

1 2 3 4 5 Show 5 Employees

5

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.

Filter

Apply Filter

7 Retrieve Clear Filter

From 2018-01-01 To 2018-12-31

Employment Status **Select options**

Supervisor **Select options**

Job Class **Select options**

Leave Group **Select options**

Employee **Select options**

Emergency Leave **Select options**

Advance Leave **Select options**

Attachment **Select options**

Department **Select options**

Job Level **Select options**

Location **Select options**

Leave Type **Select options**

Leave Status **Select options**

Taken Type **Select options**

Clinic **Select options**

Leave Application History (Admin)

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

Customize Columns Export Refresh

Date retrieved on 2018-03-20 09:10 pm

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

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

Employee No	Employee Name	Leave Type	Unit Of Measure	Entitlement	Balance	Future	Carry Forward	Earn	Credit	Taken	Adjustment	Encashment
MY0037	LEE CHANG EU	> 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 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.

Filter

Apply Filter Retrieve Clear Filter

As of: 2020-03-29

Employment Status: Active

Job Level: Select options

Location: Select options

Employee: Select options

Available for Encashment: Select options

Department: Select options

Supervisor: Select options

Job Class: Select options

Leave Group: Select options

Leave Type: Select options

Entitlement Calculation Error: Select options

6. Click Retrieve to filter the data.

d. Leave Detail Report

Leave Detail



Detail reports inclusive of :-

- Entitlement – To retrieve Leave Entitlement details.
- Earn – To retrieve Leave Earn details.
- Credit – To retrieve Leave Credit details.
- Adjustment – To retrieve Leave Adjustment details.
- Encashment (Leave Period) – To retrieve Encashment details based on leave period filter.
- Encashment (Entry Date) – To retrieve Encashment details based on entry date filter.
- Expired Leave – To retrieve Expired Leave details
- Expiring Leave – To retrieve Expiring Leave details.
- Leave Taken – To retrieve Leave Taken details.

Filter ④

Apply Filter

⑤ Retrieve Clear Filter

From: 2018-01-01 To: 2018-12-31

Employment Status: Select options Department: Select options

Supervisor: Select options Job Level: Select options

Job Class: Select options Location: Select options

Leave Group: Select options

Employee: Select options Leave Type: Select options

Emergency Leave: Select options Leave Status: Select options

Advance Leave: Select options Taken Type: Select options

Attachment: Select options Clinic: Select options

Leave Detail - Taken (Admin)

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

① Customize Columns ② Export ③ Refresh

Data captured on: 2018-03-20 03:07 pm

Employee No.	Employee Name	Leave Date	Start Time	End Time	No. of days / hours	Unit of Measure	Taken Type	Leave Type	Leave Status	Entry Date
A11001	880111-11-1111	2018-03-06	2018-03-06 08:30 am	2018-03-06 06:00 pm	1	Day	Full Day	Annual ⑦	Rejected	2018-03-05
A11001	880111-11-1111	2018-03-07	2018-03-07 08:30 am	2018-03-07 06:00 pm	1	Day	Full Day	Annual	Cancelled	2018-03-05
A11001	880111-11-1111	2018-03-08	2018-03-08 08:30 am	2018-03-08 06:00 pm	1	Day	Full Day	Annual	Approved	2018-03-05

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.

- Click  to filter the data.

e. Actual Balance Projection

Balance to cash out when employee is resigned

Filter ①

Apply Filter

From

2019-01-01

To

Employment Status

Select options

Department

Select options

Supervisor

Select options

Job Level

Select options

Leave Group

Select options

Employee

Select options

Leave Type

Select options

Available for Encashment

Yes

Entitlement Calculation Error

Select options

Retrieve ②

Clear Filter

Actual Balance Projection (Admin)

Customize Columns ③


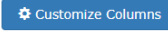

Export ④

Resign Date : 2019-01-01 - Onwards

Employee No.	Employee Name	Resign Date	Leave Type	Available for Encashment	Leave Period Start	Leave Period End	Available for Encashment	Entitlement	Projected Encashment	Adjustment	Leave Taken after Resignation	Over Encashment	Advance to Repay
EMP008	EILEEN TEOH	2019-02-28	Annual Leave	Yes	2019-01-01	2019-12-31	Yes	3.5	24.5	0	0	0	0

1

Show 5 Employees

- Click on Filter to apply filtering for the report
- Select date and click . By default, it shows first day of current month.
- Click on  to show more column
- Click on  to download report to excel

f. Simulated Balance Projection

Simulate leave balance projection on a specific date

Filter

Apply Filter
Retrieve
Clear Filter

As of: 2019-01-31
Department: Select options
Supervisor: Select options
Job Level: Select options
Leave Group: Select options
Employee: 2 selected
Leave Type: Annual Leave
Available for Encashment: Yes
Entitlement Calculation Error: Select options

Simulated Balance Projection (Admin)
Customize Columns
Export

As of : 2019-01-31

Employee No.	Employee Name	Leave Type	Available for Encashment	Leave Period Start	Leave Period End	Available for Encashment	Entitlement	Projected Encashment	Adjustment	Leave Taken after Resignation	Over Encashment	Advance to Repay
EMP002	BEN TAN	Annual Leave	Yes	2019-01-01	2019-12-31	Yes	2	20.5	0	0	0	0
EMP003	CHANDRA GUPAL	Annual Leave	Yes	2019-01-01	2019-12-31	Yes	2	20	0	0	0	0

1
Show 5 Employees

1. Select projection date

Filter

Apply Filter

As of:
Select projection date

Simulated Balance Projection (Admin)
Customize Columns

As of :

Employee No.	Employee Name	Leave Type	Available for Encashment	Leave Period Start	Leave Period End	Available for Encashment	Entitlement	Projected Encashment	Adjustment	Leave Taken after Resignation	Over Encashment	Advance to Repay
No Record Found												

2. Choose employees, leave type or other filter and click Retrieve.

Apply Filter
Retrieve
Clear Filter

As of: 2019-01-31
Department: Select options
Supervisor: Select options
Job Level: Select options
Leave Group: Select options
Employee: Please select employee
Leave Type: Select options
Available for Encashment: Yes
Entitlement Calculation Error: Select options

3. Click on **Customize Columns** to show more column

4. Click on **Export** to download report to excel

LEAVE ENFORCE ADVANCE

In order to change the status of the leave, please make sure the admin has the access as below:

New Leave (Admin)	<input checked="" type="radio"/> None <input type="radio"/> Read / Write
New Leave Admin (Overwritten)	<input checked="" type="radio"/> None <input type="radio"/> Read / Write

1. Select employee, leave and date(s).
2. System shall prompt admin whether to enforce advance leave when system has detected that the leave has exceeded the allowable limit. [*Non-applicable for Per Life Time and Manual Credit Leave*]
3. Tick the **Enforced Advance Leave** and re-submit again.
4. System will log this as amendment and will reflect in reports.

Apply Leave

Employee
Supervisor
Admin

Employee
: MY0037 - VIC LEE CHANG EU

Leave Type
: Annual Leave (VIC_ANL)

Actual

Plan

Leave Date
: 2020-03-10
2020-03-10
Full Day

Total Leave Taken : 1 Day(s)

Leave Reason
: Urgently need to apply leave.
471

Attachment
:

Browse...

Approval Person
: Auto Approve

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

+ Add to list

✓ Apply Leave

✕ Close

Error

Advance Leave Is Not Allowed

☒ **Enforced Advance Leave**

Yes

No

6. In the report, admin(s) is/are able to view back the log via all taken reports by clicking the *numbers* in the **Taken** column.

Filter										
Overall Summary (Admin)										
As of : 2020-03-25										
Employee No	Employee Name	Leave Type	Unit Of Measure	Entitlement	Balance	Future	Carry Forward	Earn	Credit	Taken
MY0037	VIC LEE CHANG EU	Annual Leave (Mywave)	Day	37	11	0	12	6	0	7

Leave Detail

Leave Date	Entry Date	Remarks	Emergency Leave	Advance Leave	No. of days
▼ 2020-03-13 Full Day	2020-02-28	-	No	Yes 1 Day(s)	1
Leave Date	Status	Approval Person	Emergency Leave	Advance Leave	No. of days
2020-03-13 Full Day	Pending Approval from HR	1. No Approval Person 2. HR Personnel - Pending Approval on 2020-02-28	No	Yes 1 Day(s) Enforced Advance Leave	1
► 2020-03-10 Full Day	2020-03-25	Urgently need to apply leave.	No	Yes 1 Day(s)	1
► 2020-03-03 Full Day	2020-02-24	-	No	Yes 1 Day(s)	1
► 2020-03-02 Full Day	2020-02-28	-	No	Yes 1 Day(s)	1
► 2020-02-18 - - -	2020-02-28	-	No	Yes - - -	1

✕ Cancel

LEAVE APPLICATION CHANGE EL TO NON-EL

In order to change the status of the leave, please make sure the admin has the access as below:

New Leave (Admin)	<input checked="" type="radio"/> None <input type="radio"/> Read / Write
New Leave Admin (Overwritten)	<input checked="" type="radio"/> None <input type="radio"/> Read / Write

1. In the application screen, admin can choose to amend the EL to Non-EL
2. System will log the action and will reflect the historical changes in the report.

Apply Leave

Employee Supervisor Admin
5 Added list

Employee * : MY0037 - VIC LEE CHANG EU

Leave Type * : Annual Leave (Mywave) (ANL-MYWAVE) Actual Plan

Leave Date * : 2020-01-27 2020-01-27 Full Day

Total Leave Taken : 1 Day(s)

Date	Shift	Leave Taken	EL	Non-EL	Action
2020-01-27	(Mon)	MG1	1 Day(s)	EL Non-EL	✖

Leave Reason :

Attachment : Browse

+ Add to list
✓ Apply Leave
✖ Close

3. Admin(s) is/are able to view back the log via all taken reports by clicking the [numbers](#) in the **Taken** column.

Filter											
Overall Summary (Admin)											
As of : 2020-03-25											
<div style="float: right;"> Customize Columns Export </div>											
Employee No	Employee Name	Leave Type	Unit Of Measure	Entitlement	Balance	Future	Carry Forward	Earn	Credit	Taken	
MY0037	VIC LEE CHANG EU	Annual Leave (Mywave)	Day	37	11	0	12	6	0	7	

Leave Detail

Leave Date	Entry Date	Remarks	Emergency Leave	Advance Leave	No. of days
▶ 2020-02-27 Full Day	2020-02-11		No	No	1
▶ 2020-02-26 Full Day	2020-02-11		No	No	1
▶ 2020-02-25 Full Day	2020-02-11		No	No	1
▶ 2020-02-24 Full Day	2020-02-11		No	No	1
▼ 2020-02-09 Full Day	2020-02-27		No	No	1
Leave Date	Status	Approval Person	Emergency Leave	Advance Leave	No. of days
2020-02-09 Full Day	Approved	1. OOI YIN MEI - NIA	No	No	1
▶ 2020-02-06 Full Day			No	No	1

✕ Cancel

Action Log

No. ◆	Action ◆	Modified By ◆	Modified On ◆
1	Changed from Emergency Leave to Non-Emergency Leave	OOI YIN MEI	2020-02-27 14:55:38.579184

Ok