User Guide

New Leave

Admin Mode

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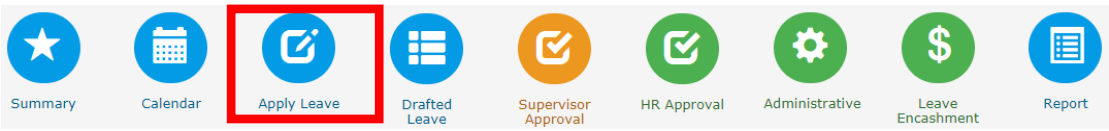
LEAVE APPLICATION (ADMIN)

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

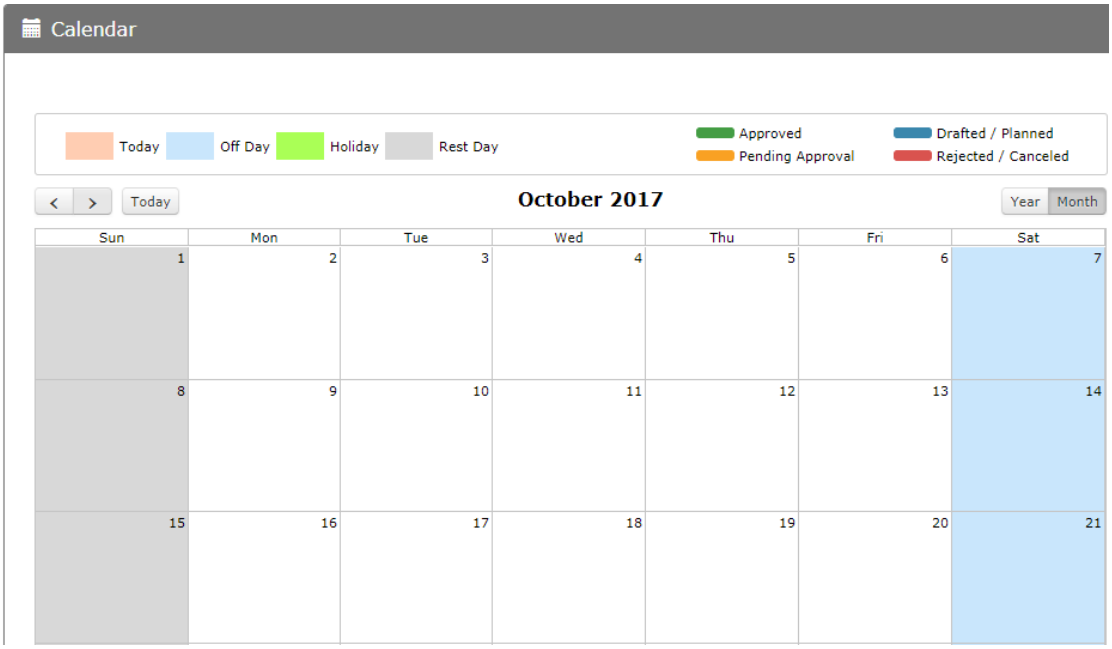
1. Apply Leave

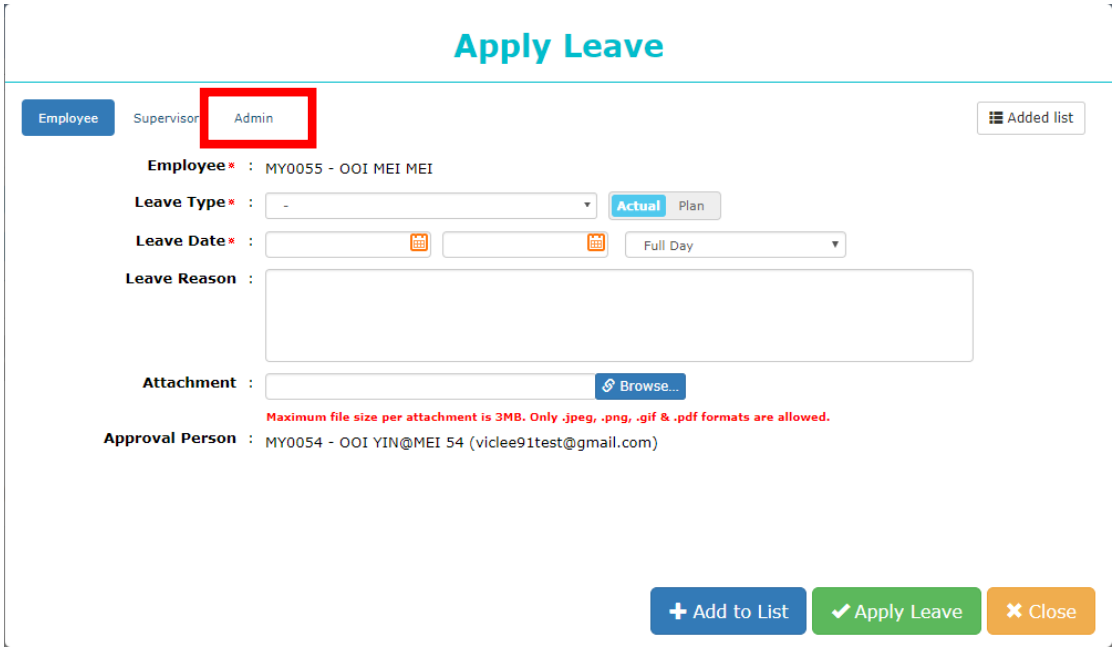
There are two ways to apply leave from the system:

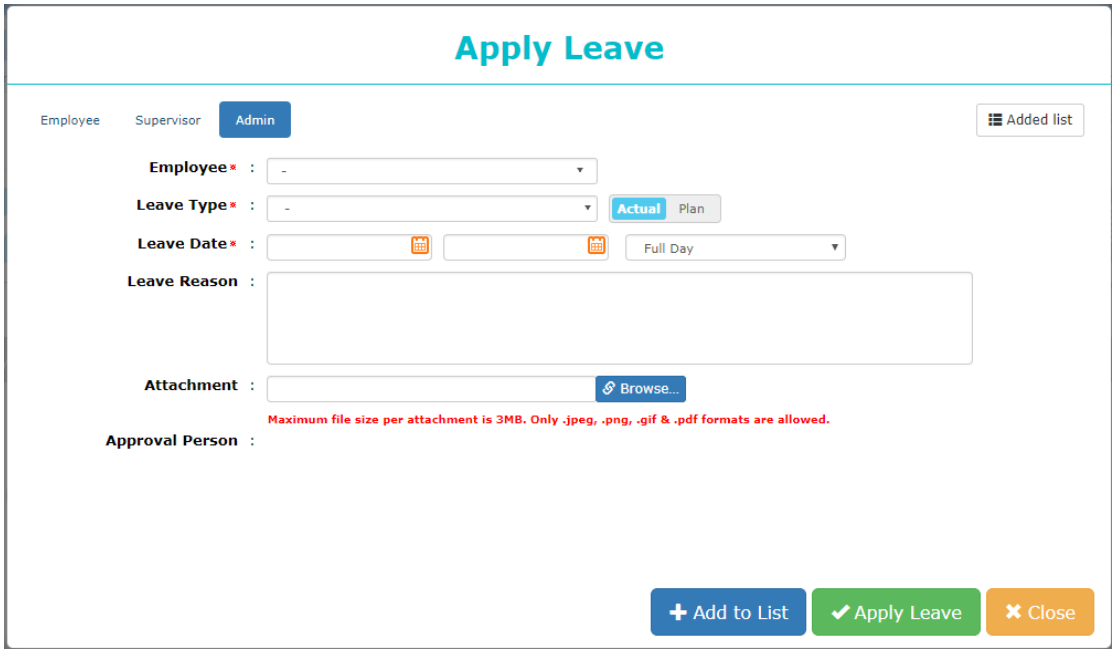
i. Click from the icon highlighted below



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



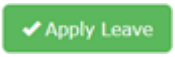




Once the popup box appears as shown as above, click the "Admin" button beside "Employee" and you may start to apply leave.

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

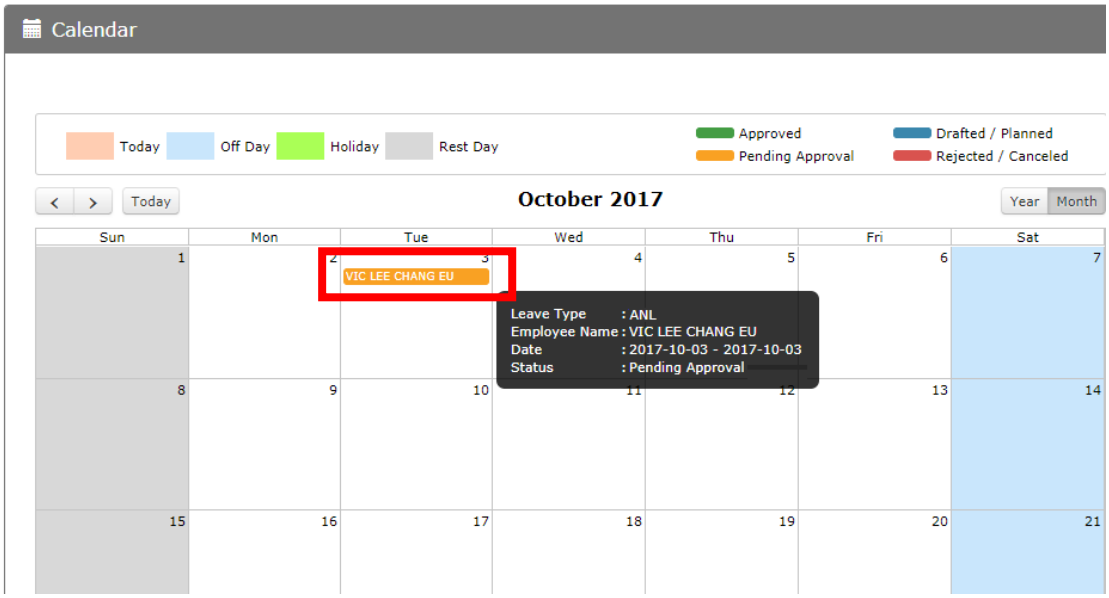
5. Specify your reason (*It may be mandatory depends on the settings*)
6. Attach your attachment (It may be mandatory depends on the settings and *maximum of 3MB per image file*)
7. Click 

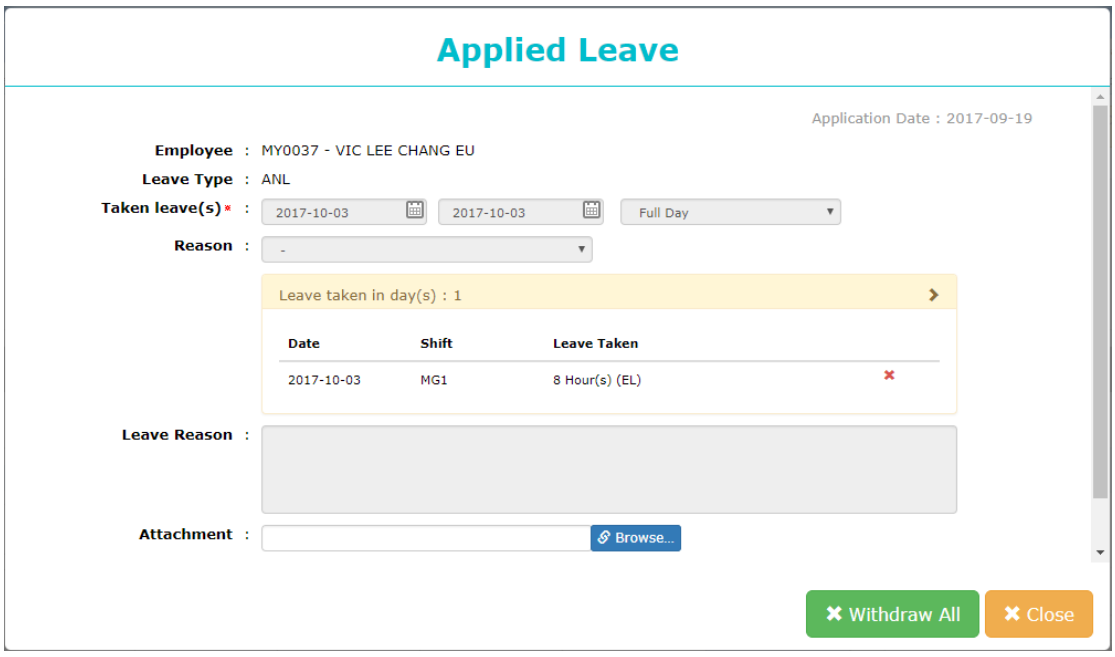
to submit the application

2. Withdraw a leave

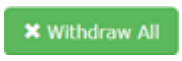
Only leave which is still under pending approval can be withdrawn.

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





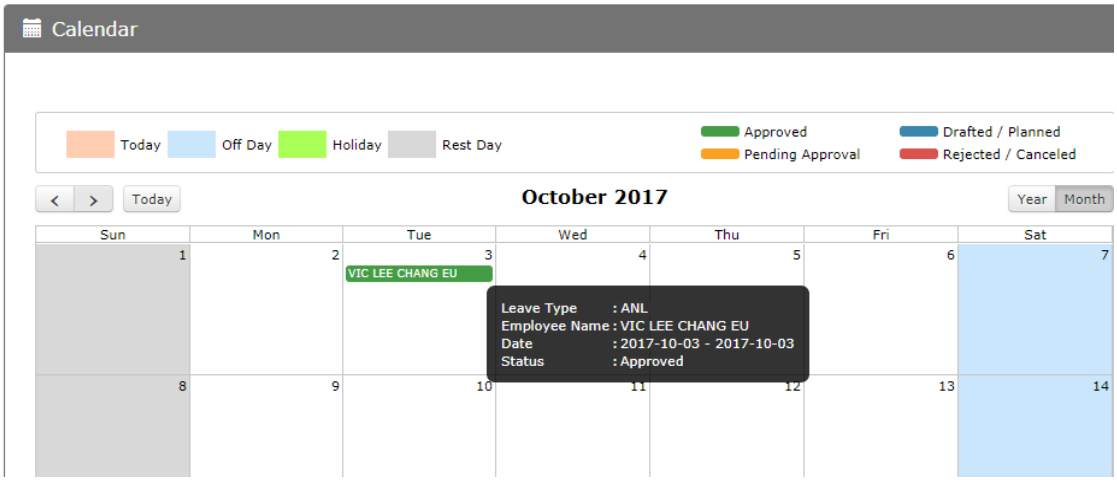
Follow the steps below to withdraw a leave application:

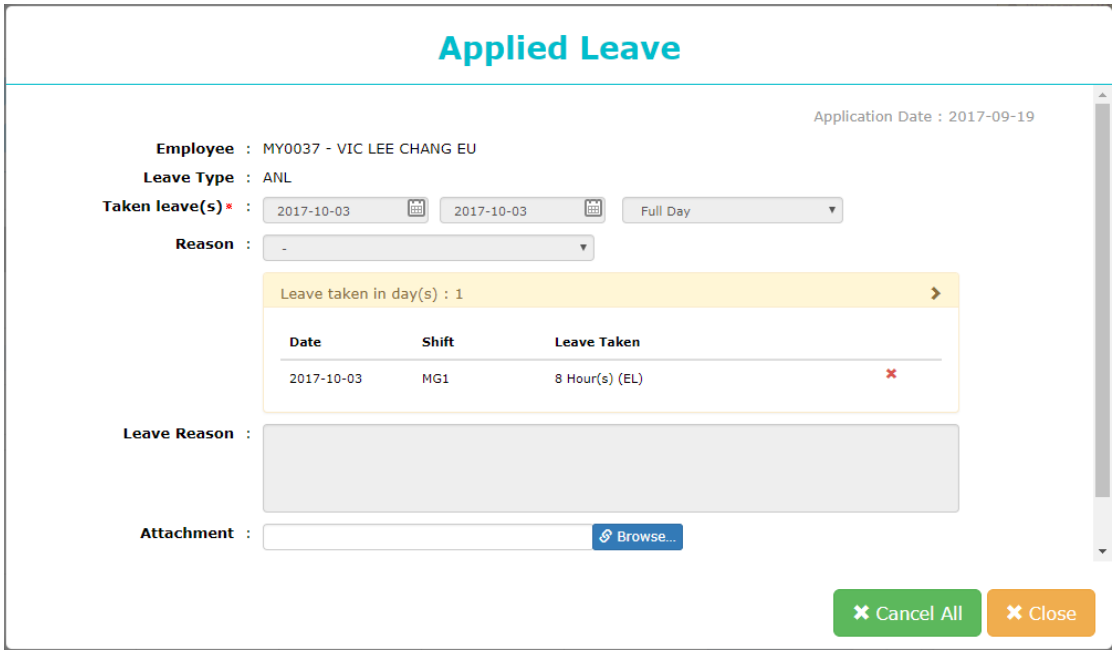
1. Click at the  to withdraw the whole leave
2. Click at the * icon to withdraw only the particular date

3. Cancel a leave

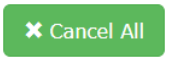
Only approved leave can be canceled.

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





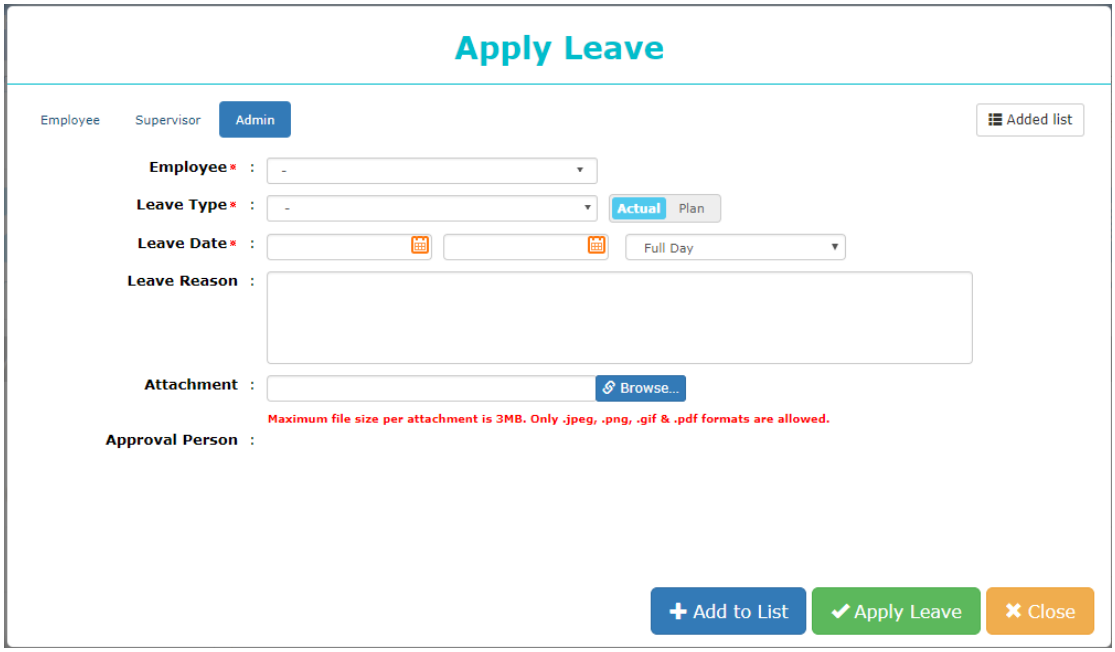
Follow the steps below to cancel a leave application:

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).



Follow the steps below to add a drafted leave:

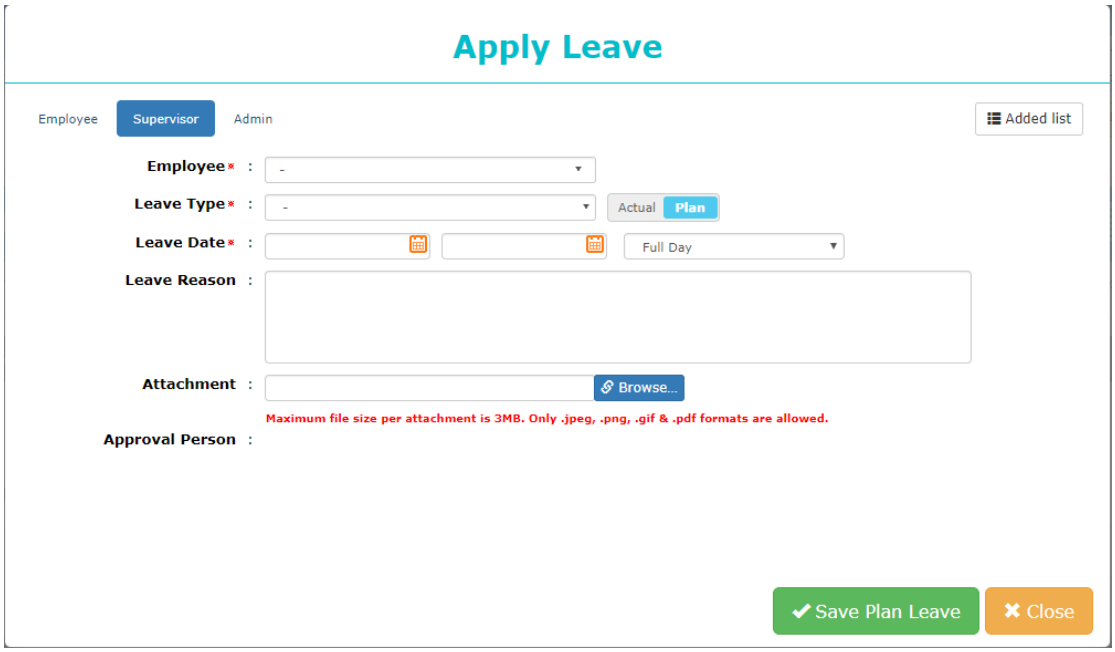
1. Select an employee
2. Select a leave type
3. Select a pair of leave date range
4. Select the leave method
5. Specify your reason (*It may be mandatory depends on the settings*)
6. Attach your attachment (It may be mandatory depends on the settings and *maximum of 3MB per image file*)
7. Click

to add a drafted leave

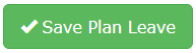
5. Add a plan leave

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**



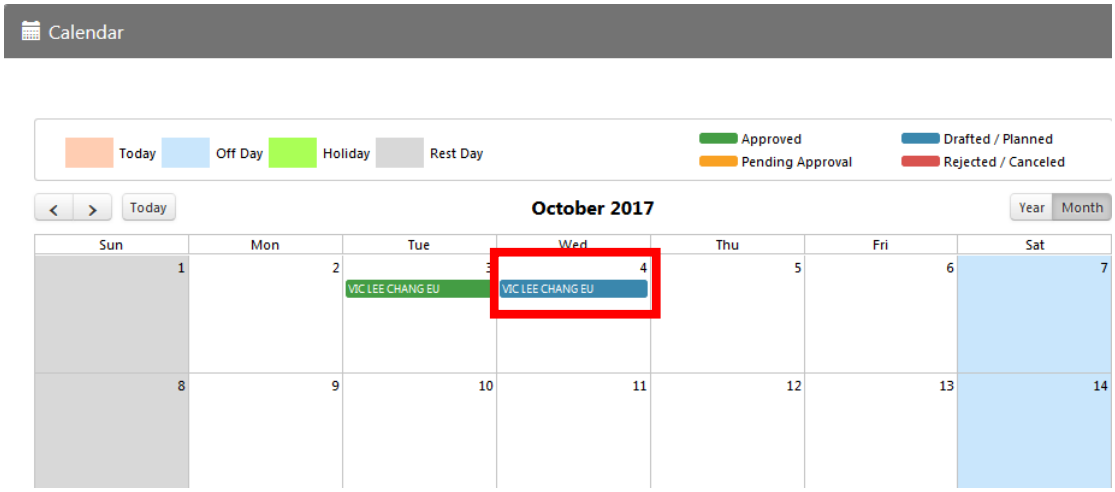
Follow the steps below to add a drafted leave:

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  to add a drafted leave

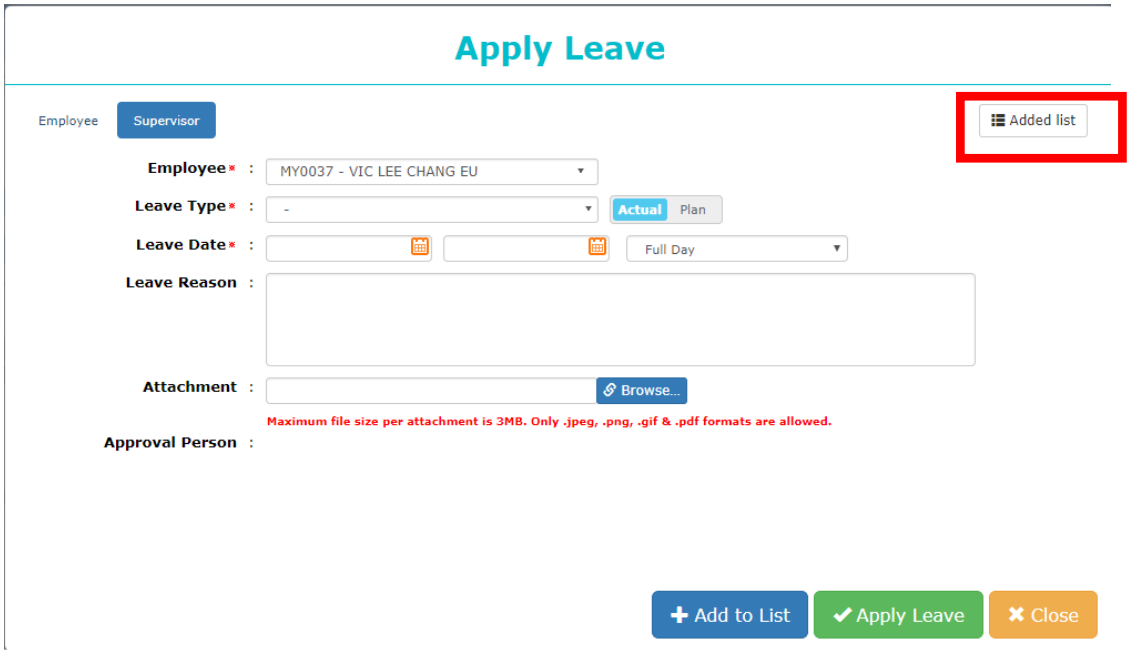
6. Convert drafted/planned leave

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

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

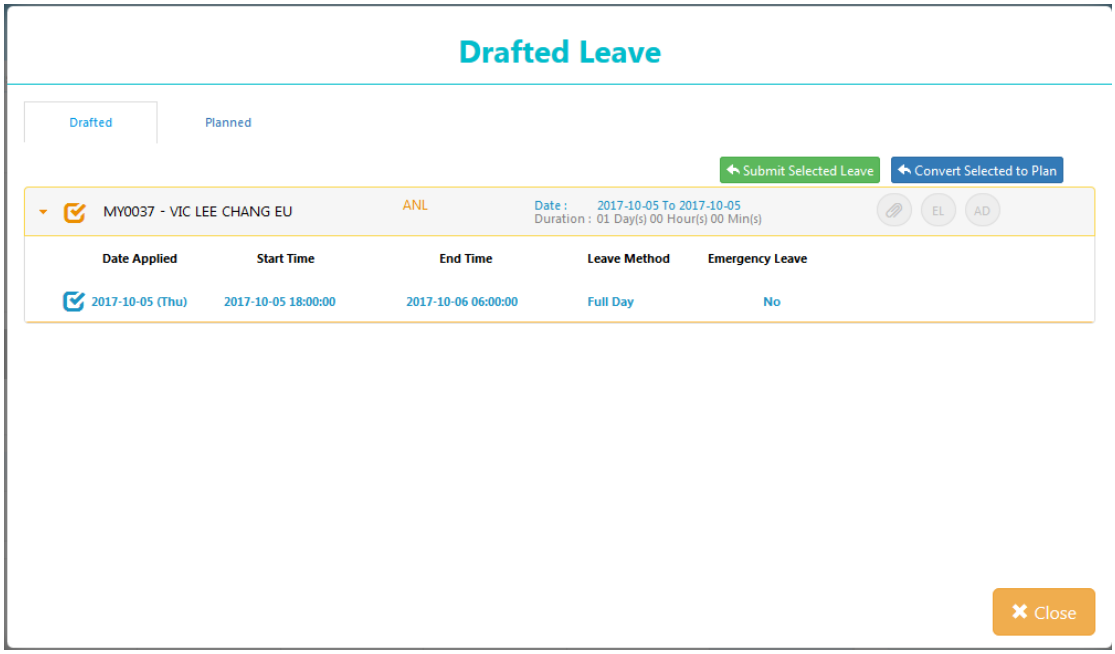


ii. Top-right hand corner when applying leave which highlighted below

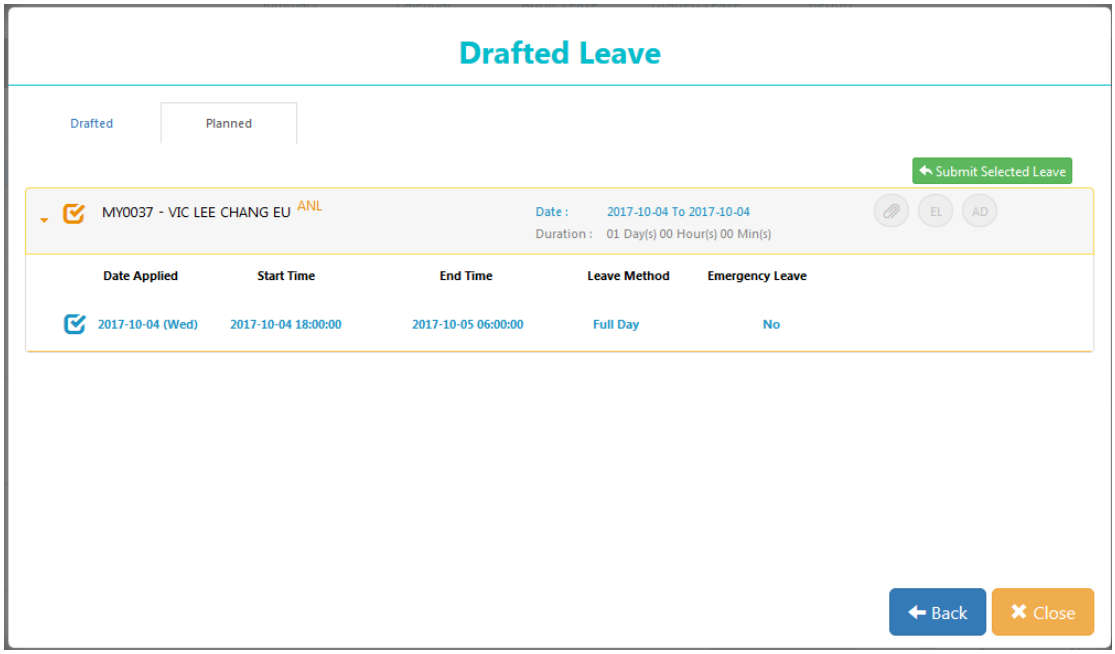


A. Drafted/planned leave to actual leave

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.

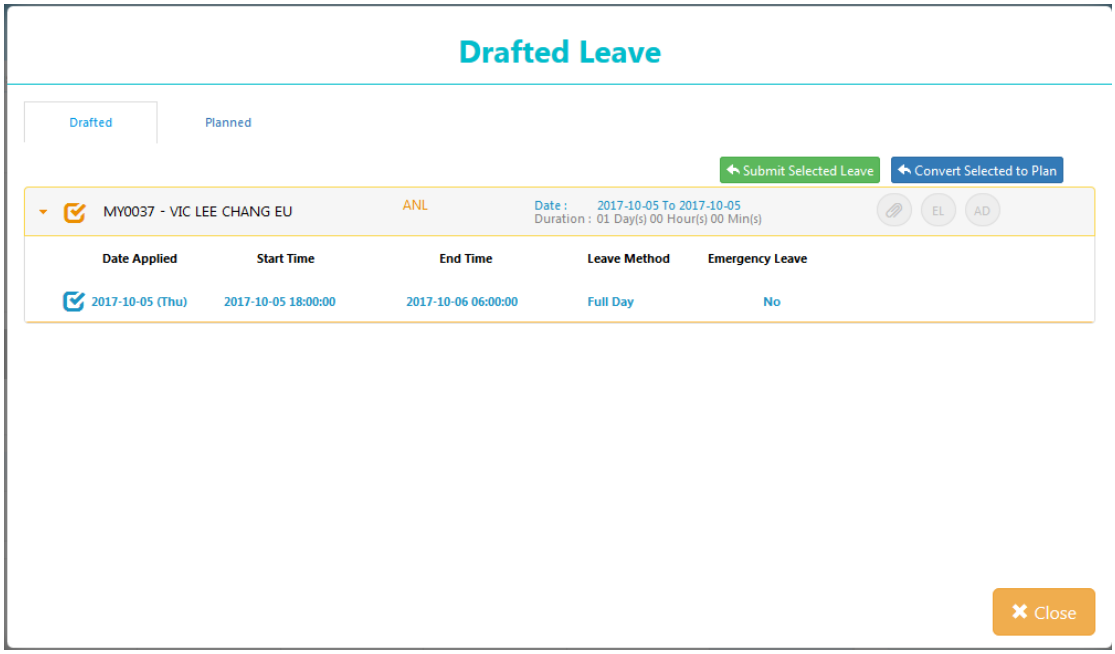


For convert planned leave to actual leave, simply tick the leave you want and click at the Submit Selected Leave to submit the selected leave which shown below.



B. Drafted leave to planned leave

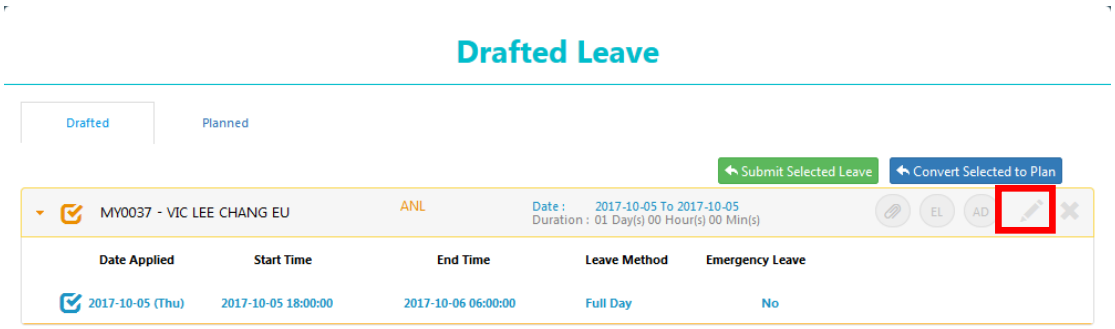
For convert drafted leave to planned leave, simply tick the leave you want and click at the Convert Selected to Plan to convert the selected leave which shown below.



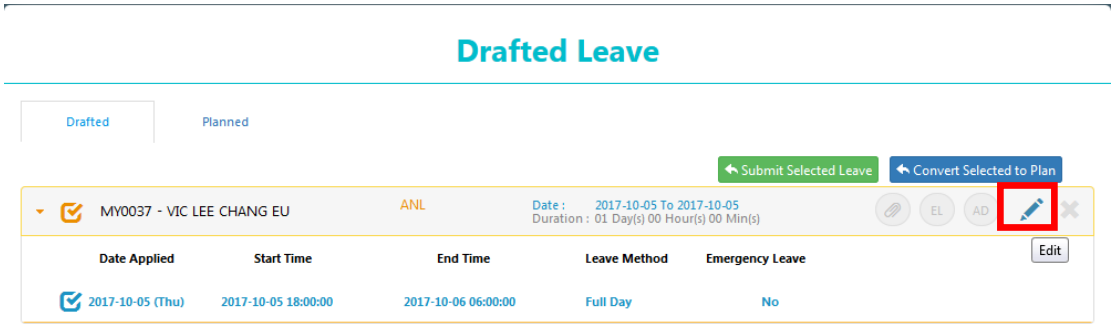
7. Edit drafted/planned leave

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

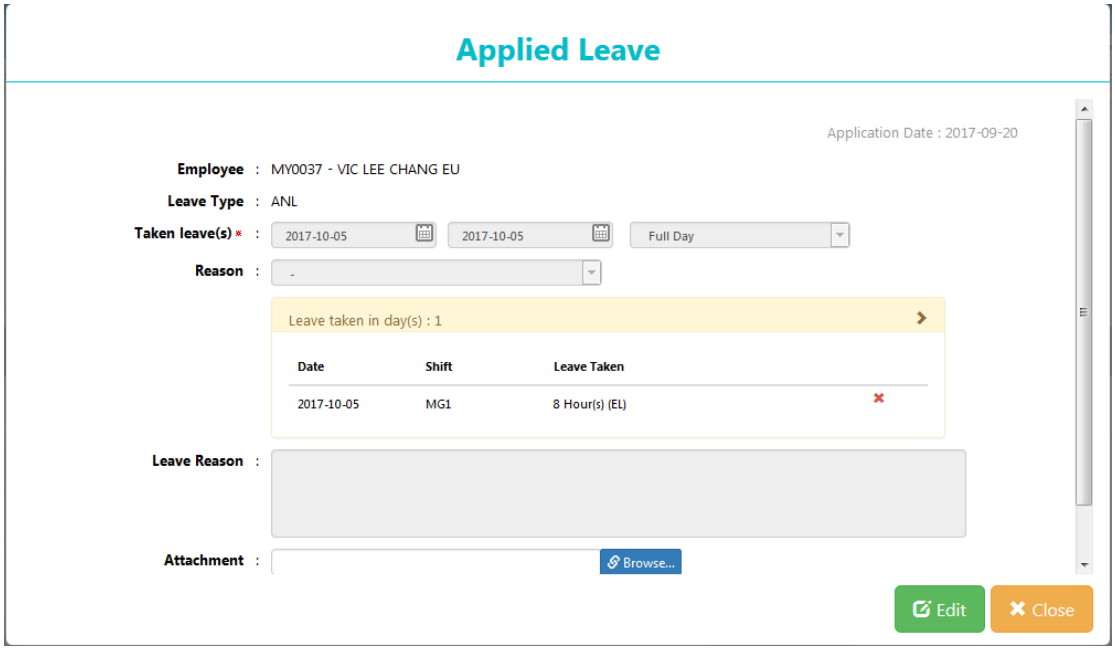
Simply move your mouse's cursor at the header level and a greyed out pencil-like icon will then appears as shown below.



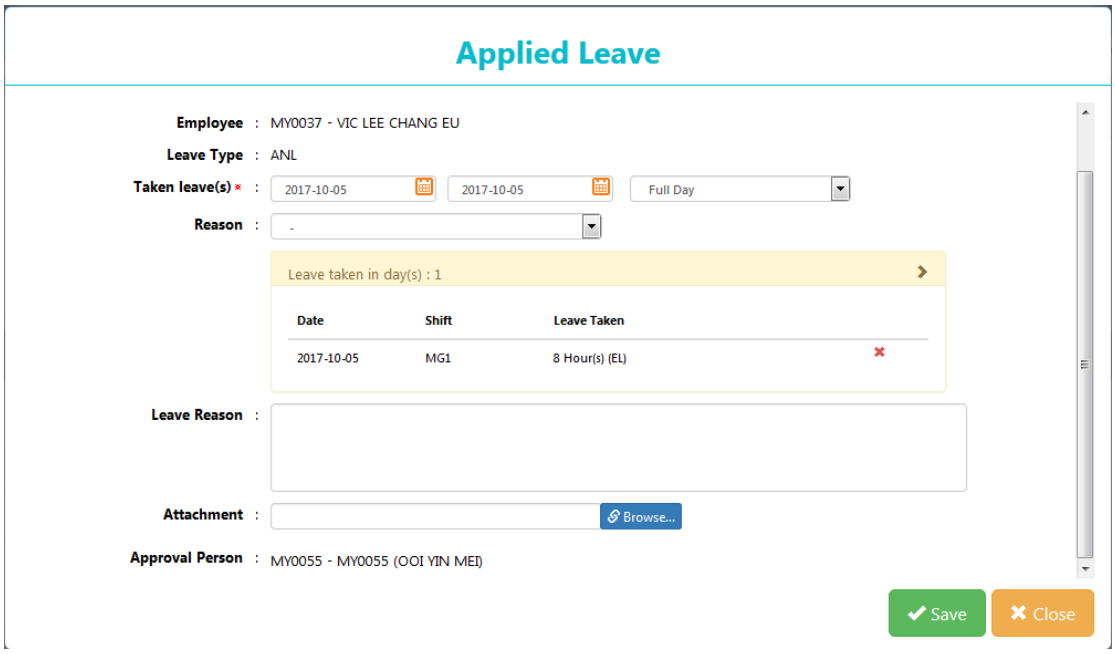
Click at the pencil-like icon to edit the drafted/planned leave



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.



8. Remove drafted/planned leave

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

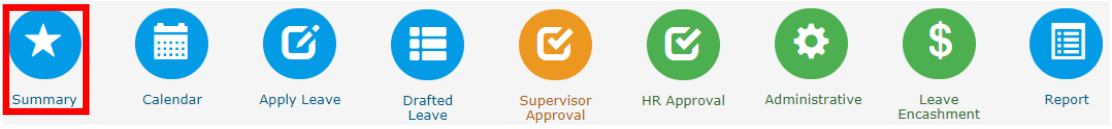
Simply move your mouse's cursor at the header level and a greyed out cross-like icon will then appears as shown below.

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

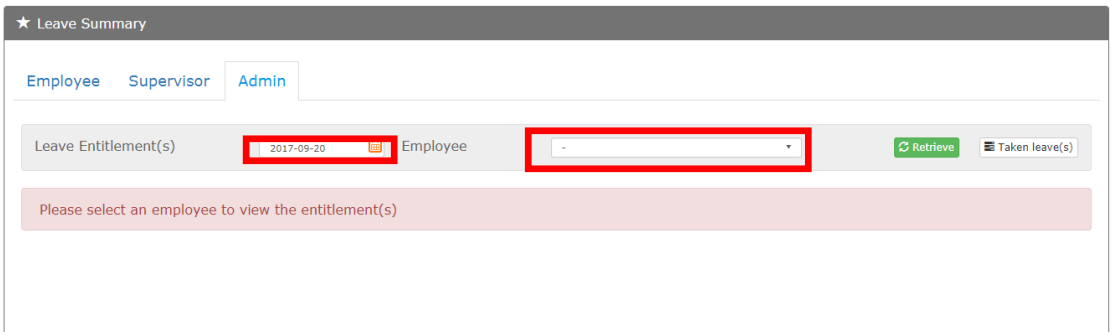
LEAVE SUMMARY

1. View quick summary

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



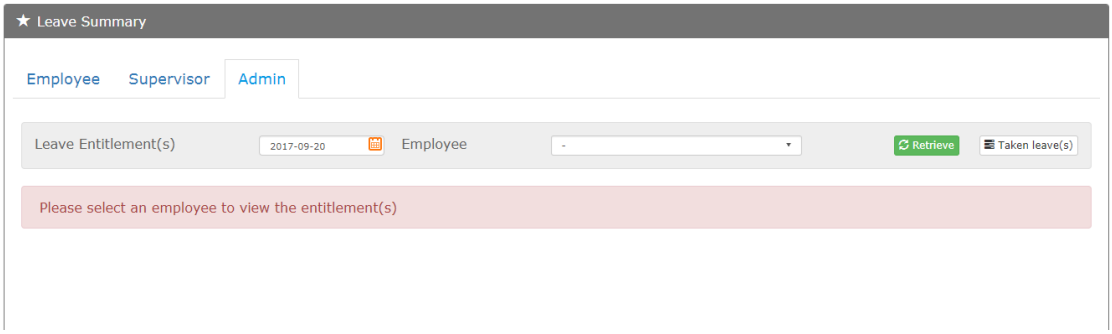
System will then retrieve employee's leave entitlement from the reference date and employee as highlighted below



2. View taken leave(s)

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

Click Taken leave(s) as shown below.



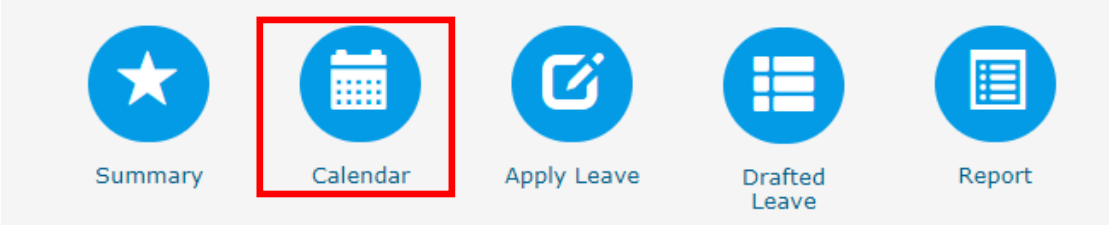
System will then retrieve employee's leave taken as shown below

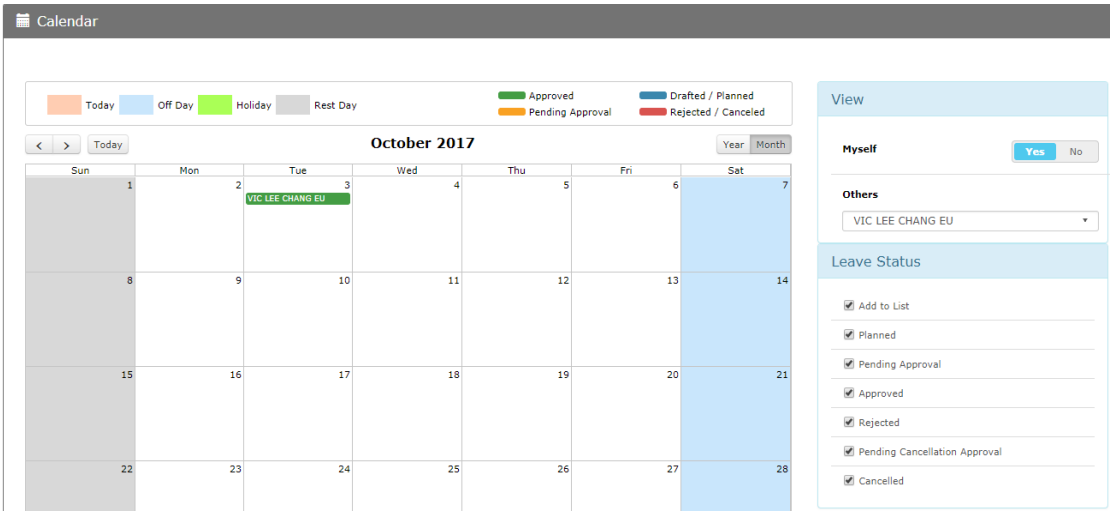
Employee/Supervisor/Admin can still perform leave cancellation/withdrawal from this screen

CALENDAR

1. Calendar View

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



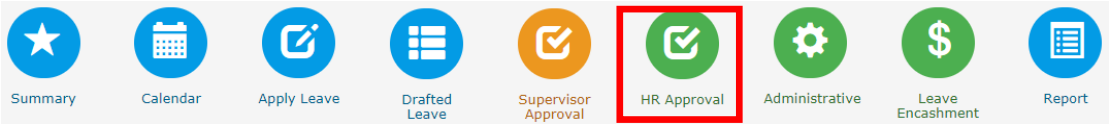


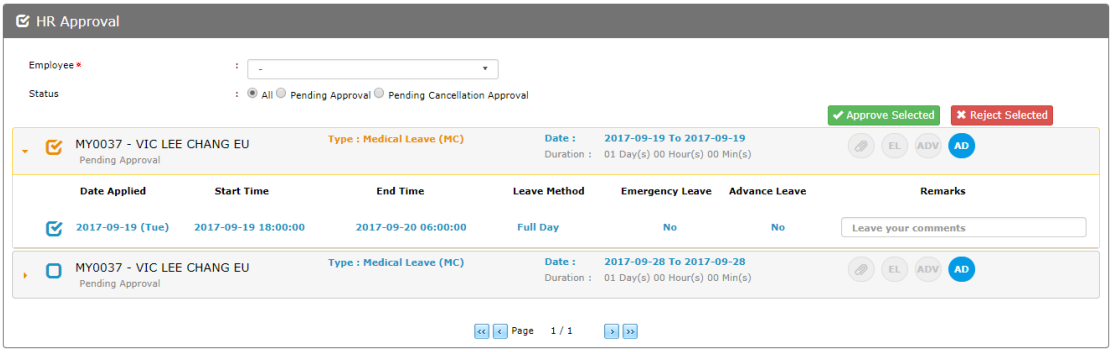
- Employee can choose to exclude himself/herself from appearing in the calendar view in **Myself** section
- Employee can choose to include other employees to appear in the calendar view in the **Others** section
- Employee can choose to filter the leave status at the **Leave Status** section

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)



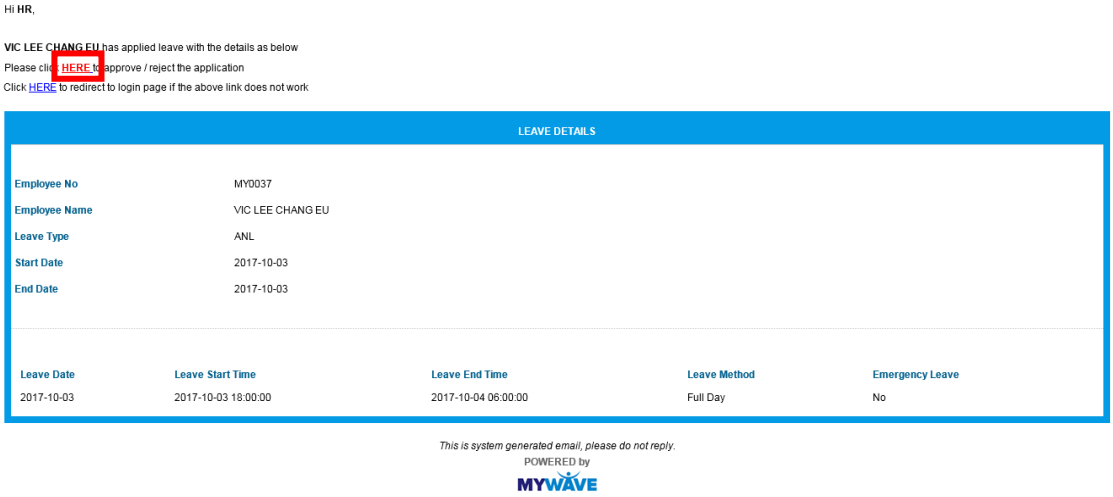


Admin/HR can choose to filter the employees before approve/reject the leave application/cancellation

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 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 **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

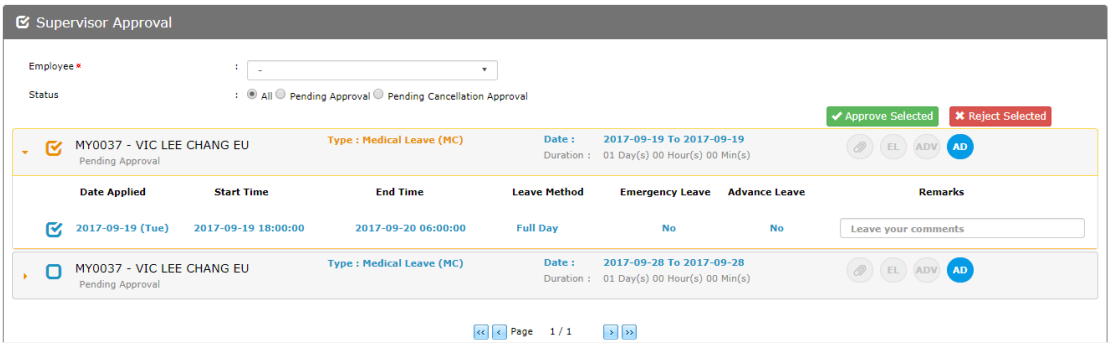
Employee No	MY0037
Employee Name	VIC LEE CHANG EU
Leave Type	ANL
Start Date	2017-10-03
End Date	2017-10-03

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.

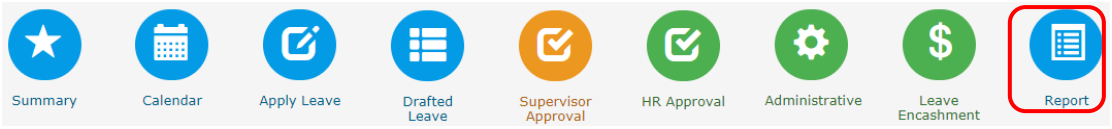


Admin/HR can choose to filter the employees before approve/reject the leave application/cancellation

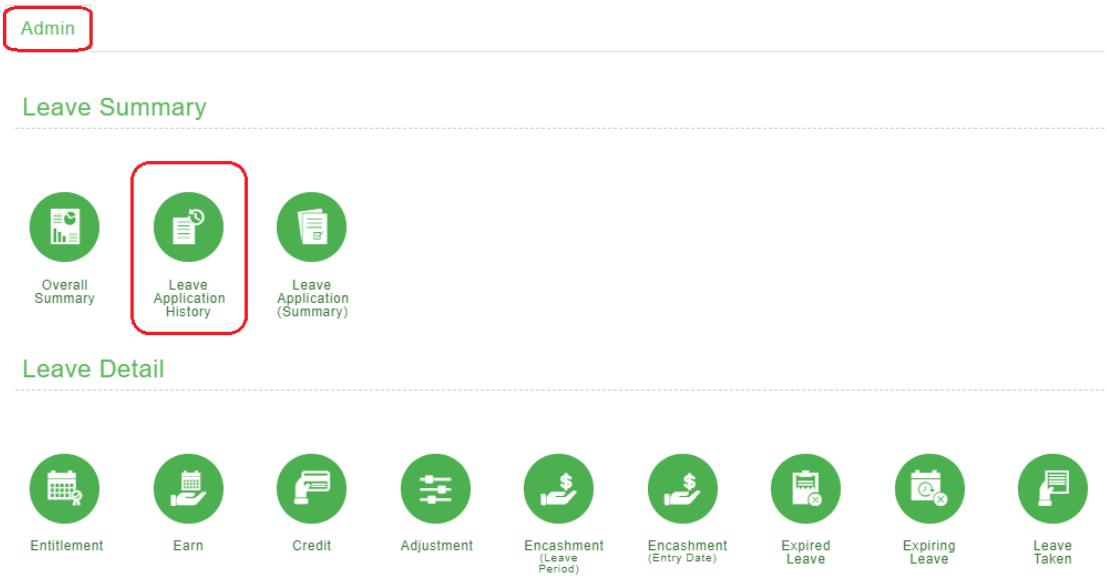
Follow the steps below to approve/reject leave:

1. Click at the leave headers to view more details
2. To key in remarks type in the 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 employee' leave, click on the Report icon.
2. Click on Admin Tab. Below are the reports available. Click on the individual report to view.

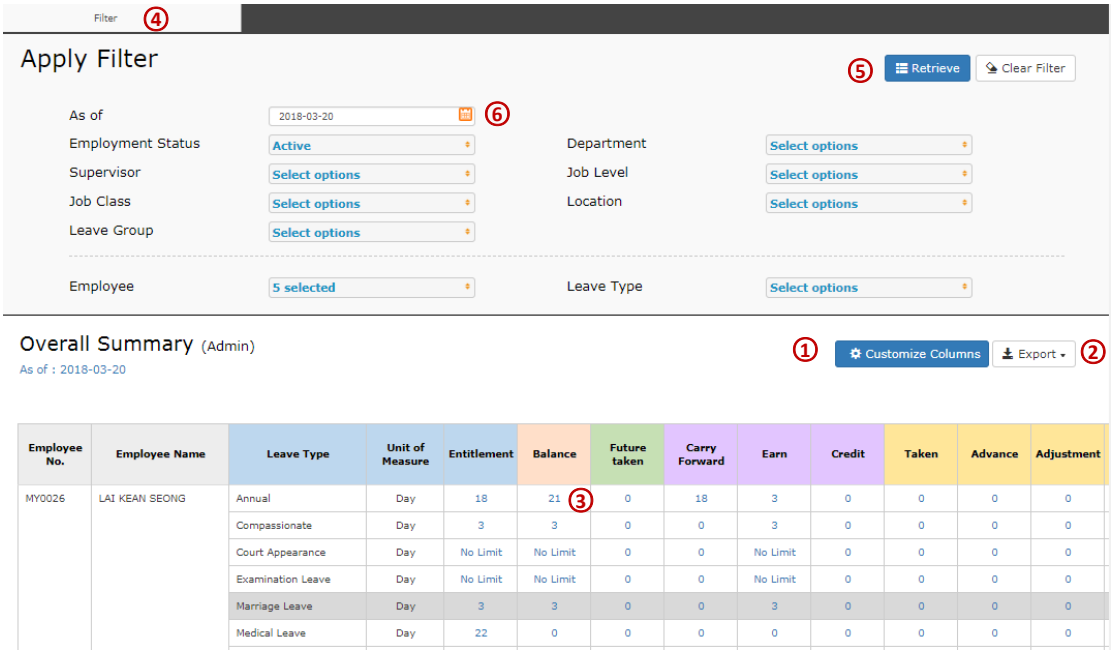


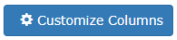
List of reports:

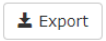
a. Overall Summary
b. Leave Application History
c. Leave Application (Summary)
d. Detail reports on :-
   - Entitlement
   - Earn
   - Credit
   - Adjustment
   - Encashment (Leave Period)
   - Encashment (Entry Date)
   - Expired Leave
   - Expiring Leave
   - Leave Taken
e. Actual Balance Report
f. Simulated Balance Report

a. Overall Summary

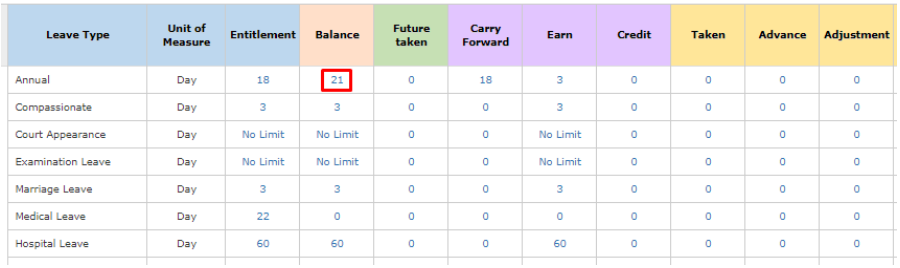
By default, the report shows leave summary as of current date.



1. Click on  to show more column

2. Click on  to download report to excel

3. Click on the value to show details record that contribute to the value

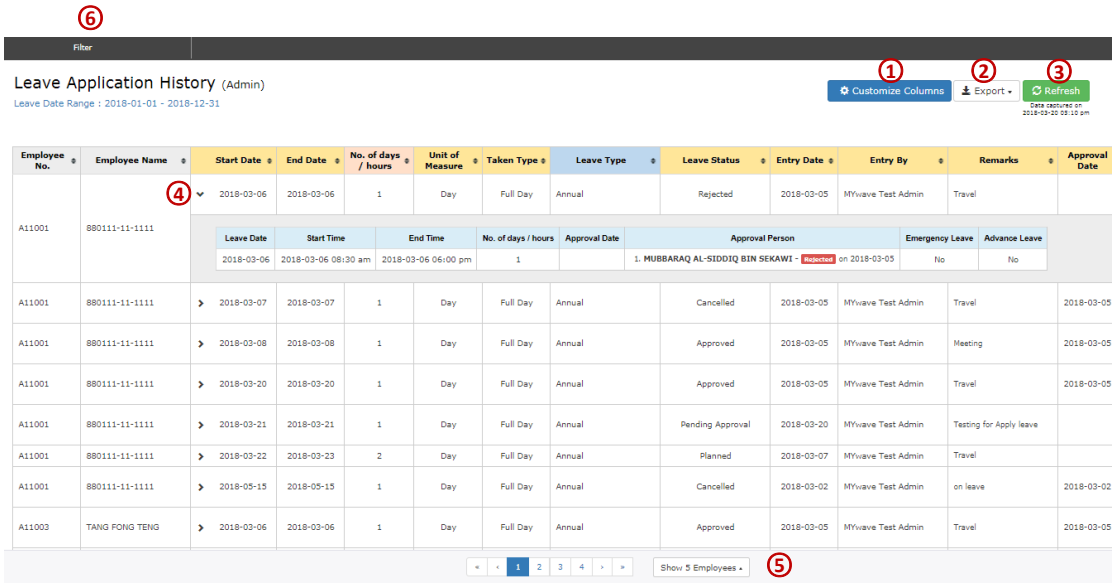


4. Click on Filter to apply filtering for the report

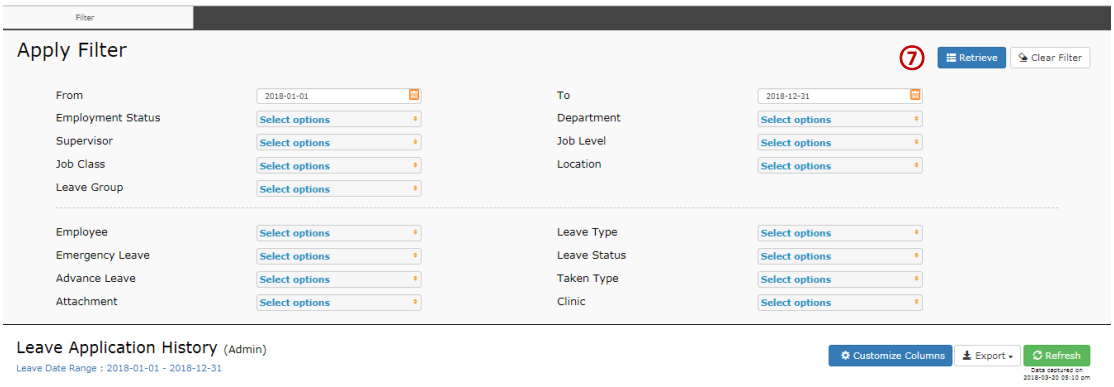
5. Click on to filter the data.

b. Leave Application History

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



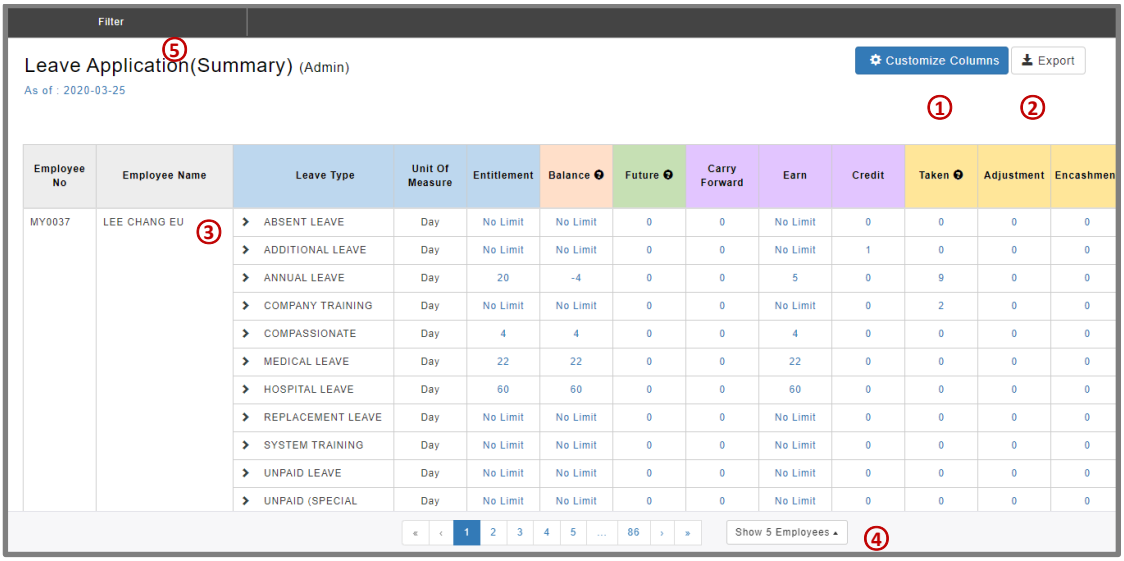
1. Click on Customize Columns to show more column
2. Click on Export to download report to excel
3. Click on Refresh to retrieve latest data.
4. Click on record to show individual date and detail of the application record.
5. Paging and no. of employee per page
6. Click on Filter to apply filtering for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



7. Click Retrieve to filter the data.

c. Leave Application (Summary)

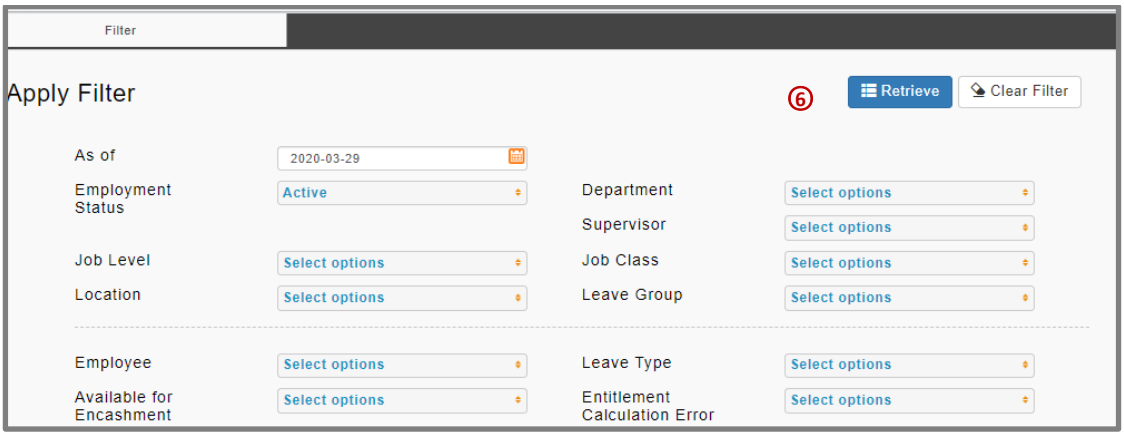
By default, the report shows leave as of current date.



Employee No	Employee Name	Leave Type	Unit Of Measure	Entitlement	Balance	Future	Carry Forward	Earn	Credit	Taken	Adjustment	Encashmen
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

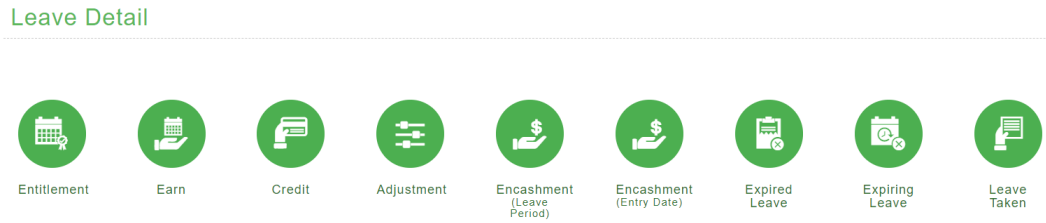
« ‹ 1 2 3 4 5 ... 86 › » Show 5 Employees

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.



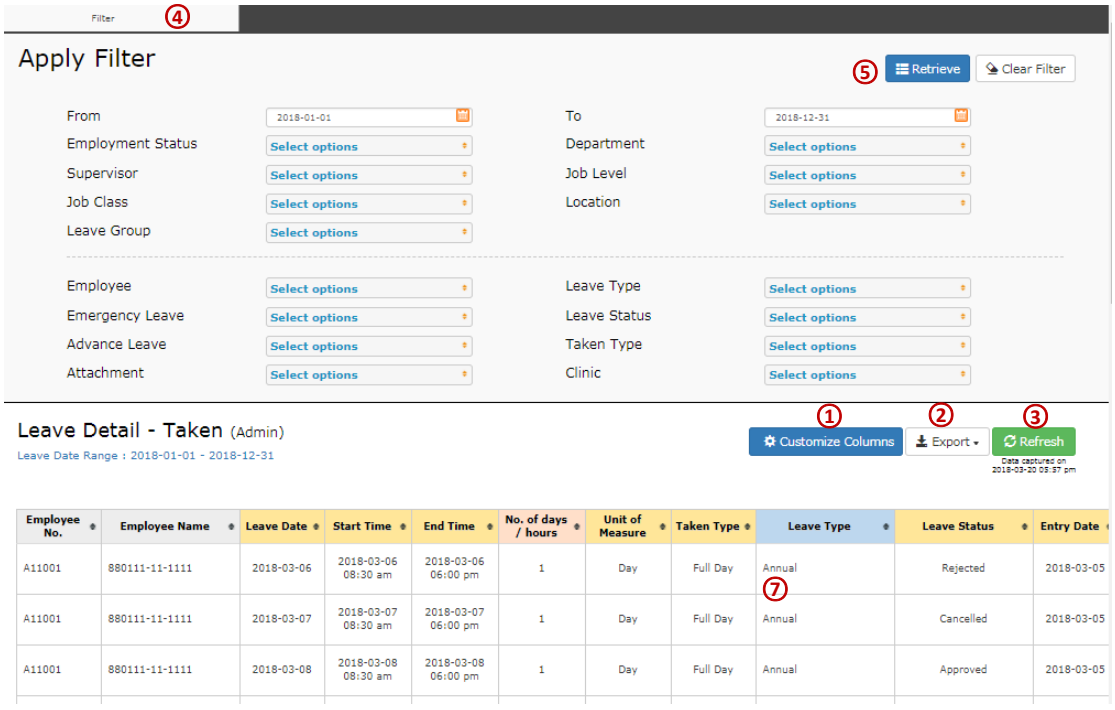
6. Click Retrieve to filter the data.

d. Leave Detail Report



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.

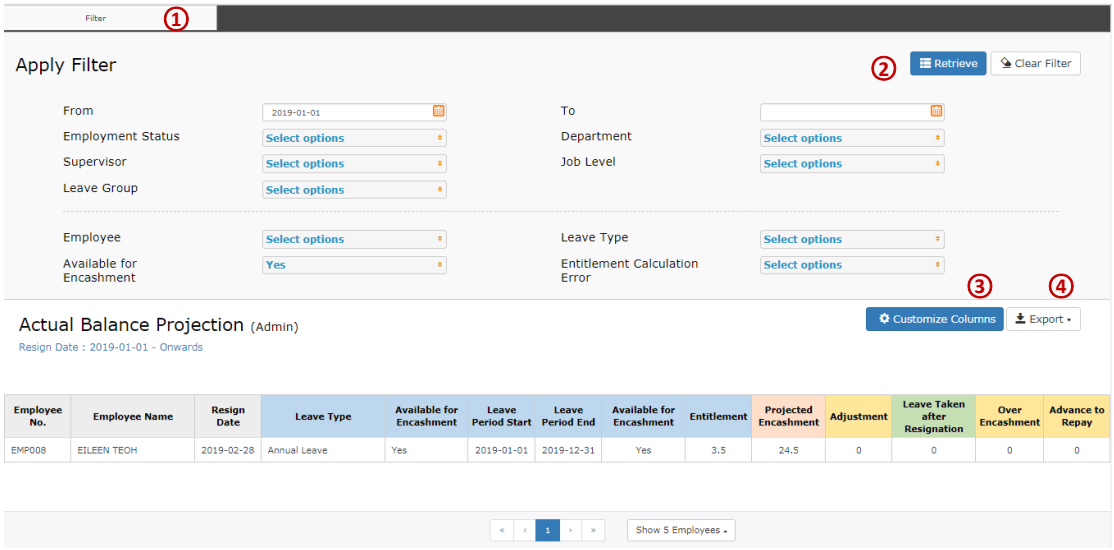


1. Click on Customize Columns to show more column
2. Click on Export to download report to excel
3. Click on Refresh to retrieve latest data.
4. Click on Filter to apply filtering for the report.

5. Click Retrieve to filter the data.

e. Actual Balance Projection

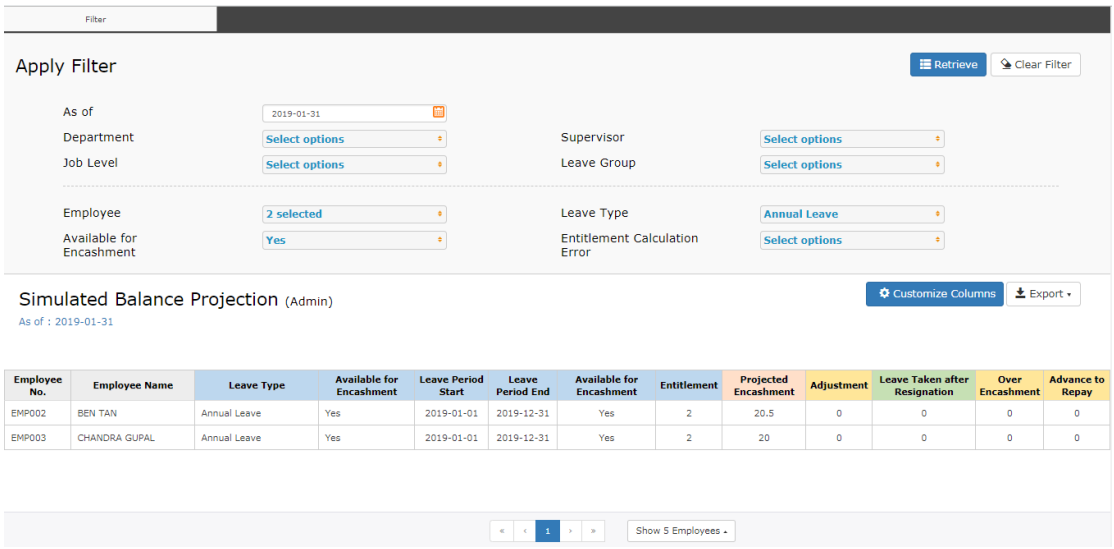
Balance to cash out when employee is resigned



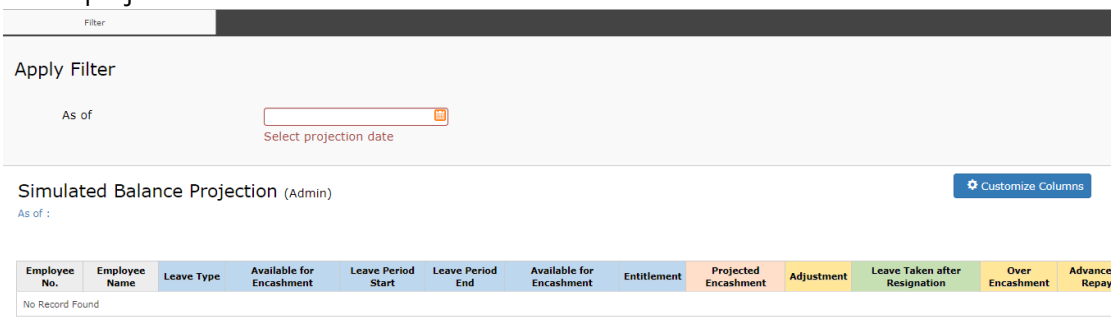
1. Click on Filter to apply filtering for the report
2. Select date and click Retrieve. By default, it shows first day of current month.
3. Click on Customize Columns to show more column
4. Click on Export to download report to excel

f. Simulated Balance Projection

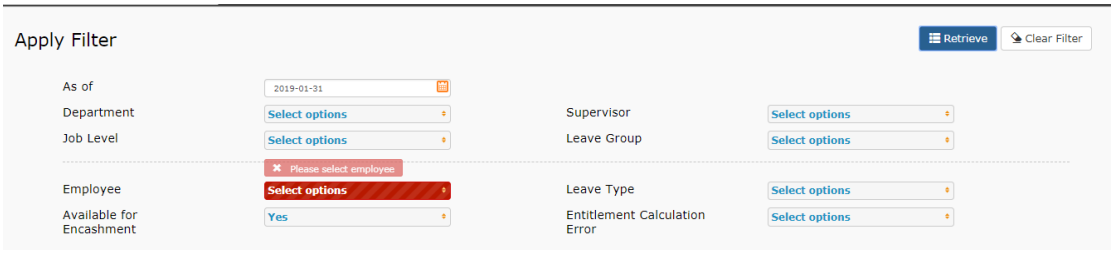
Simulate leave balance projection on a specific date

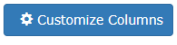


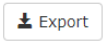
1. Select projection date



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

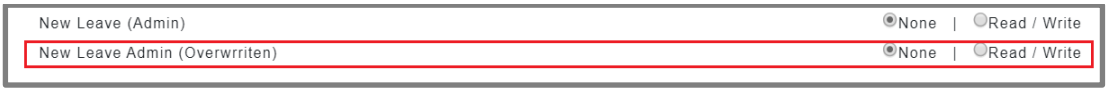


3. Click on  to show more column

4. Click on  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:

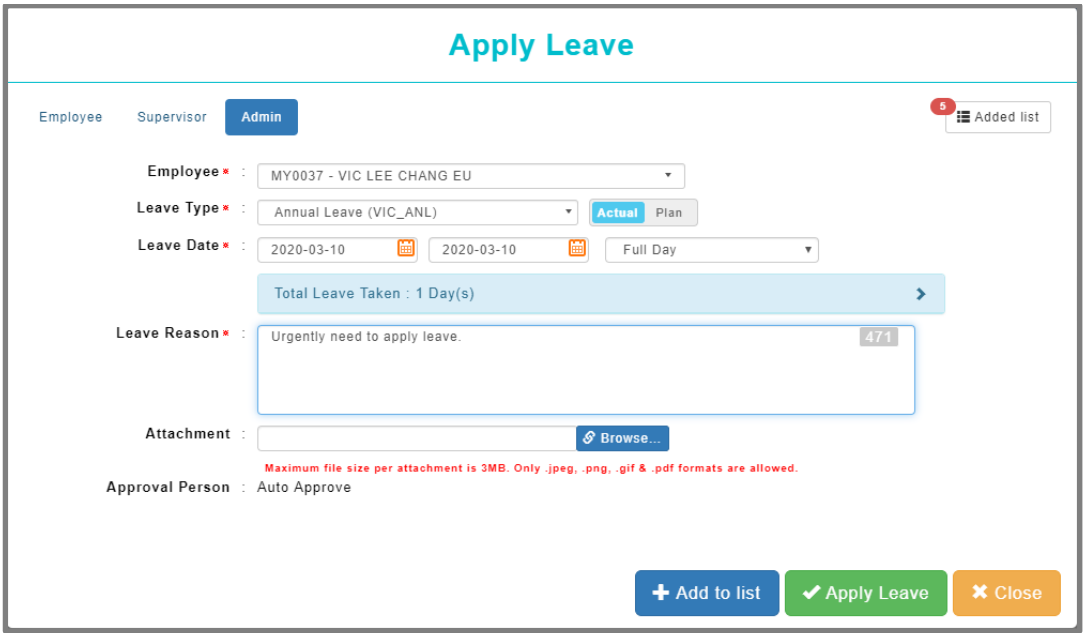


1. Select employee, leave and date(s).

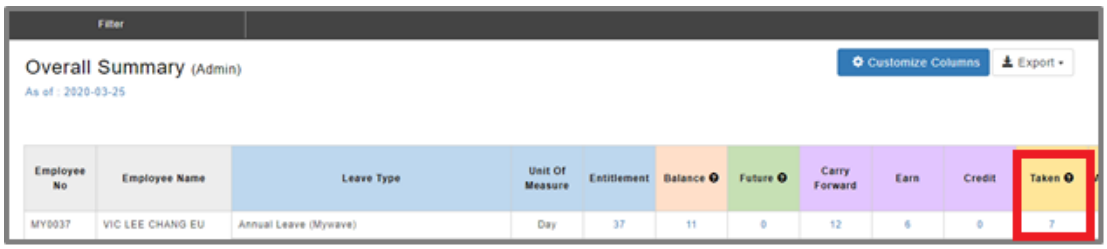
2. System shall prompt admin whether to enforce advance leave when system has detected that the leave has exceeded the allowable limit. [*Non-applicable for Per Life Time and Manual Credit Leave*]

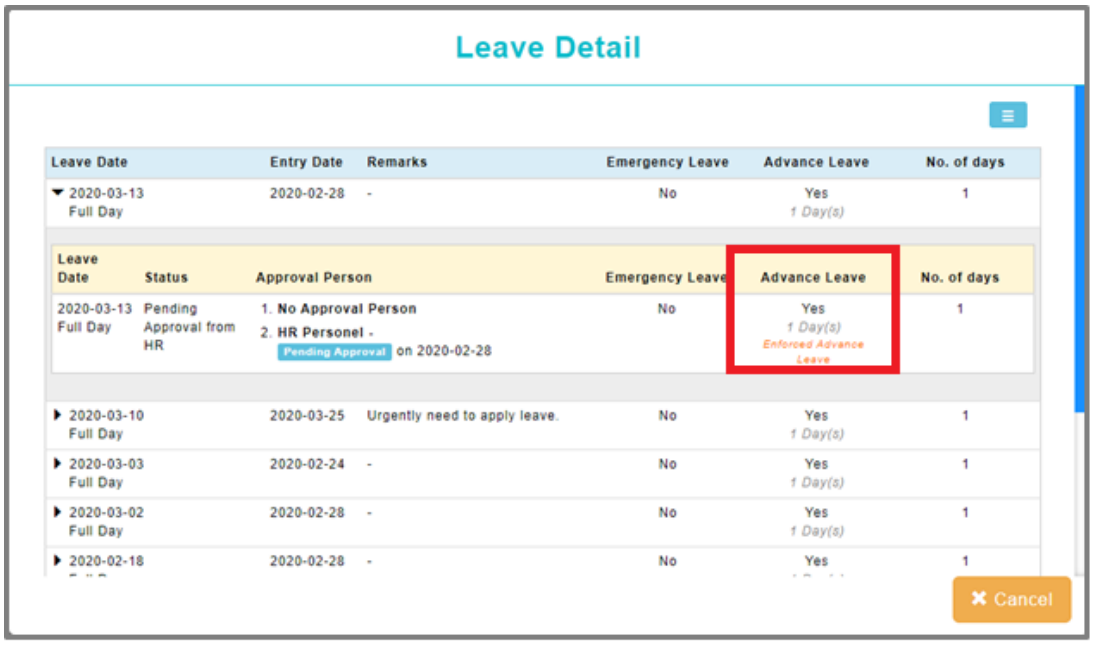
3. Tick the ***Enforced Advance Leave*** and re-submit again.

4. System will log this as amendment and will reflect in reports.



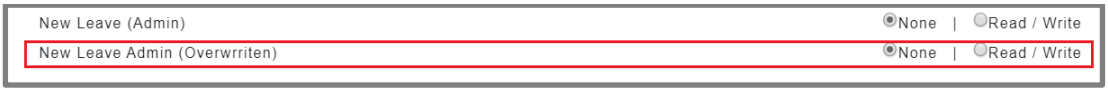
6. In the report, admin(s) is/are able to view back the log via all taken reports by clicking the *numbers* in the **Taken** column.





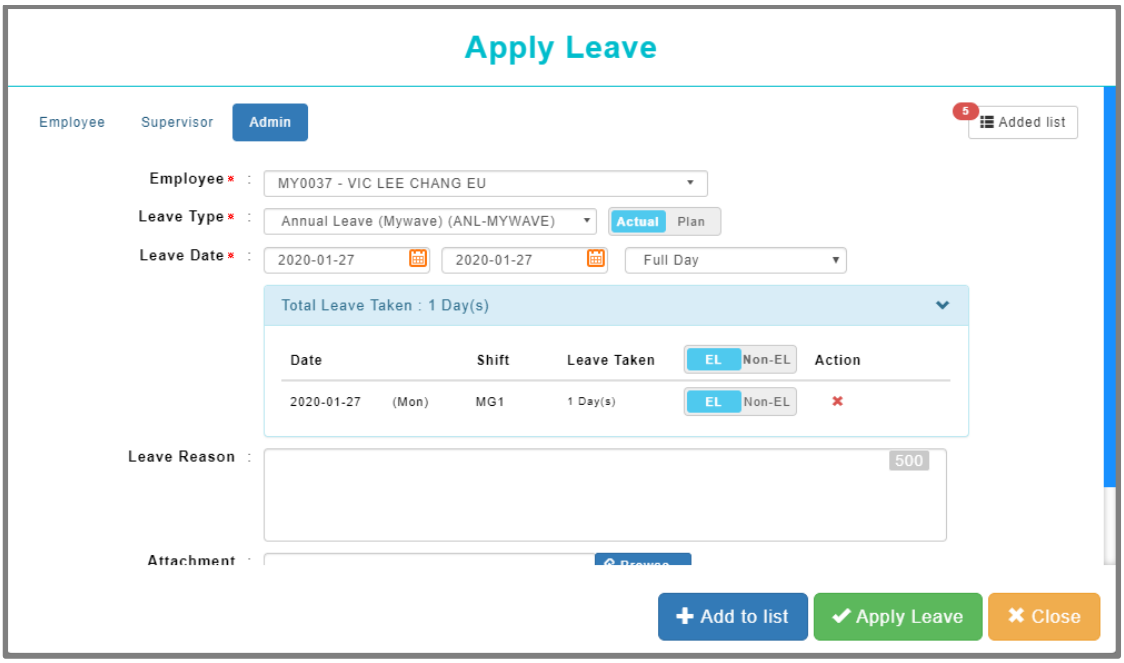
LEAVE APPLICATION CHANGE EL TO NON-EL

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

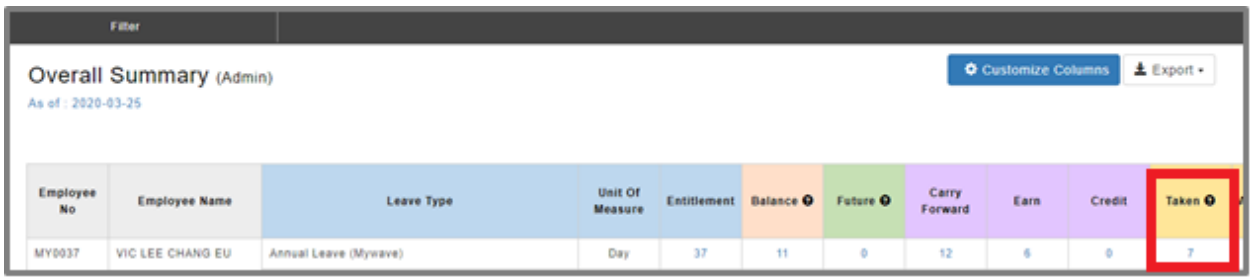


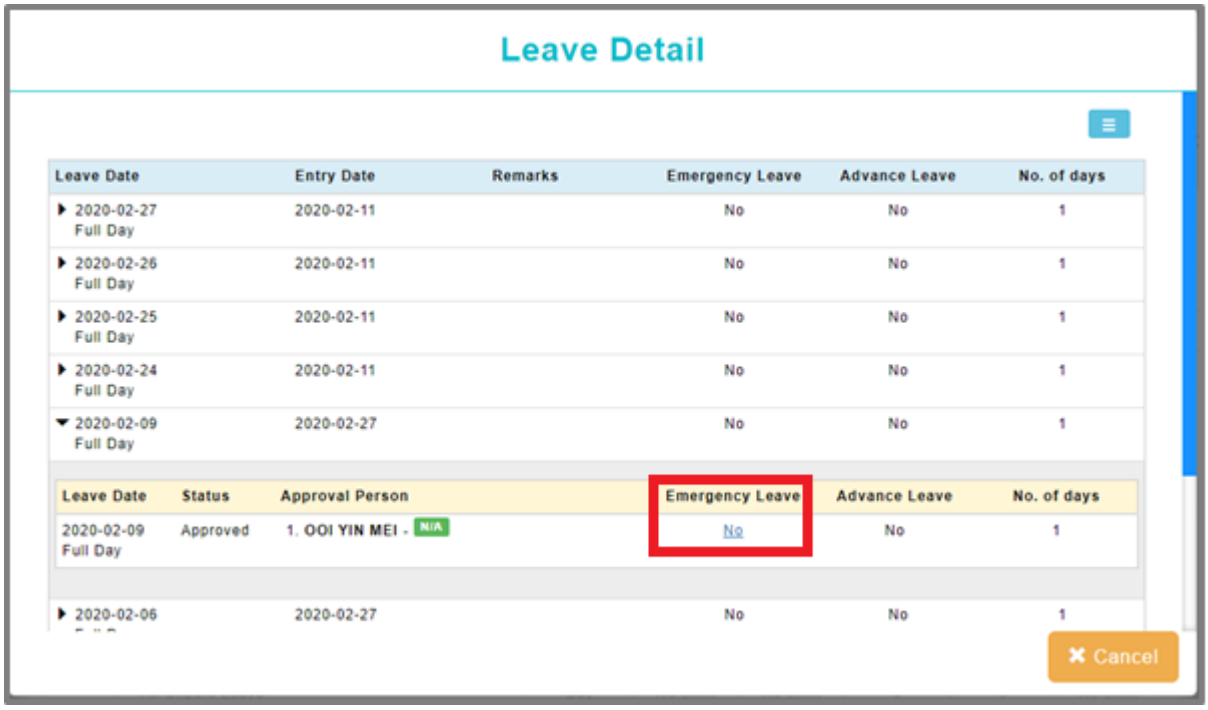
1. In the application screen, admin can choose to amend the EL to Non-EL

2. System will log the action and will reflect the historical changes in the report.



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




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 - N/A
No
No
1
2020-02-06
2020-02-27
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