

User Guide

Leave E-Signature

Supervisor



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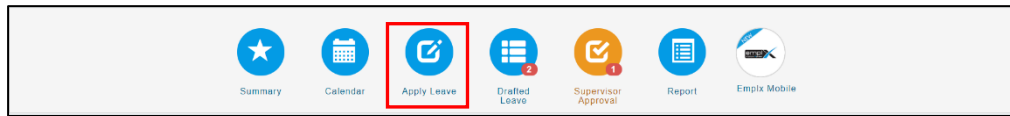
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LEAVE APPLICATION

To request for Leave, employee must be assigned to **Employee Leave Group** with given effective date and e-signature policy turned on.

1.1 Submit Leave Request on Behalf of Employee

- i. Click from the icon highlighted below



Apply Leave

Employee

Supervisor

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 dialog box appears (as shown the above), select the **Supervisor** tab and apply leave claim.

Follow the steps below to submit leave request:

1. Select Employee
2. Select types of Leave.
3. Insert date range.
4. Fill in Leave Reason and attachment if necessary.
5. Click ✓ Apply Leave to submit the Leave request.
6. System will prompt for signature in a dialog box (as shown below), user may click on  to erase signature or  to cancel (if reuse previous signature is allowed).

A confirmation dialog box titled "Confirmation" with the subtitle "Confirm submit application?". It features a "Signature" label above a large, empty rectangular input field. To the right of the field are two small buttons: one with a blue diamond icon and another with a red "X" icon. At the bottom of the dialog are two teal buttons labeled "Yes" and "No".

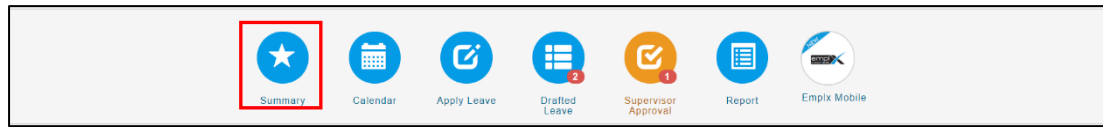
7. Sign then click  to confirm
8. System will prompt previous signature in dialog box (as shown below), if previous signature exists (and policy is turned on). User may click on  to sign again or click  to confirm.

A confirmation dialog box titled "Confirmation" with the subtitle "Confirm submit application?". It features a "Signature" label above a large rectangular input field. Inside the field is a handwritten signature in black ink. To the right of the field are two small buttons: one with a blue diamond icon and another with a red "X" icon. At the bottom of the dialog are two teal buttons labeled "Yes" and "No".

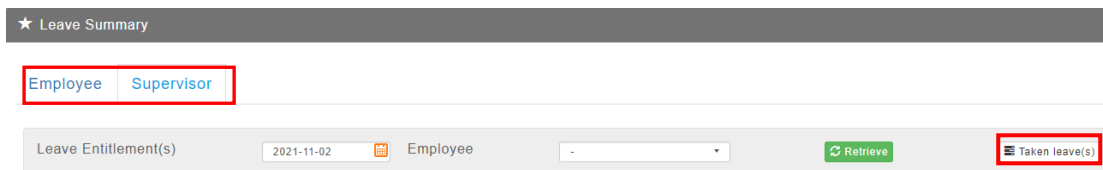
1.2 Withdraw/Cancel Leave Records on Behalf of Employee

Leave Records with pending approval status may be withdrawn while Leave Records with approved status may be cancelled.

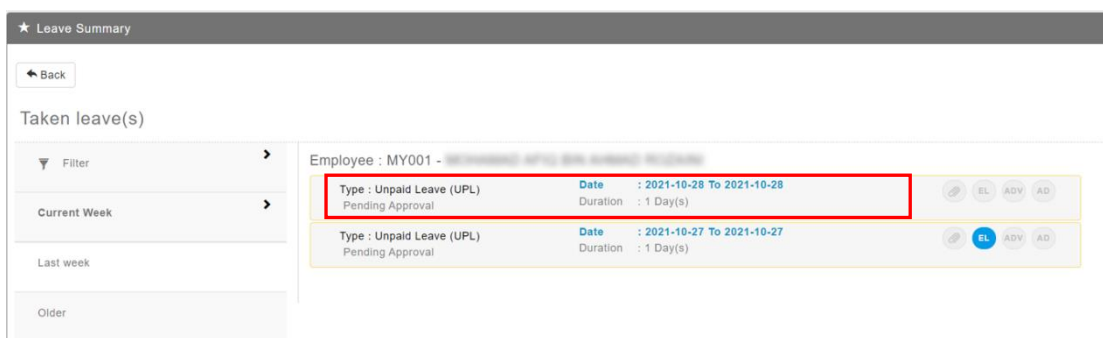
Click the **Summary** icon highlighted below.



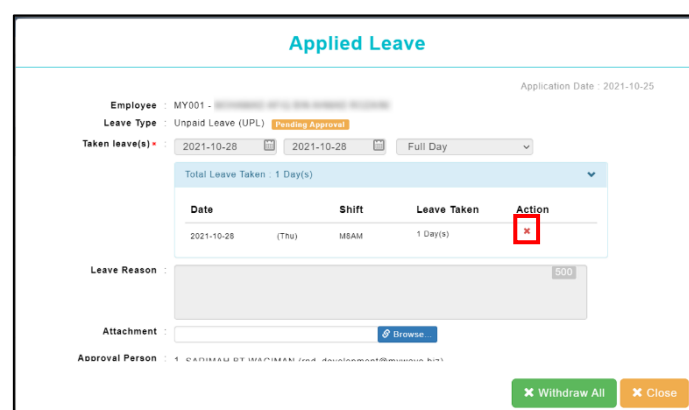
Select **Supervisor** tab.



Select an employee then click **Taken leave(s)** to view Leave Records.





Select the Leave record to withdraw (for pending approval leave)/ cancel (for approved leave)




Follow the steps below to withdraw a leave record:




1. Click **Withdraw All** or **Cancel All** to proceed withdrawal on pending approval leave. Click **Cancel All** or **Withdraw All** to proceed cancellation on approved leave.

2. System will prompt for signature in a dialog box (as shown below), user may click on

 to erase signature or  to cancel (if reuse previous signature is allowed).



The dialog box has a title bar with the word "Confirmation" in blue. Below the title bar is a horizontal line. The main content area contains the text "Withdraw leave?" followed by the label "Signature" above a large rectangular text input field. To the right of the input field are two small square buttons: the top one contains an eraser icon and the bottom one contains a red 'X' icon. At the bottom of the dialog box are two blue buttons labeled "Yes" and "No".

3. Sign then click  to confirm
4. System will prompt previous signature in dialog box (as shown below), if previous signature exists (and policy is turned on). User may click on  to sign again or click  to confirm.



The dialog box has a title bar with the word "Confirmation" in blue. Below the title bar is a horizontal line. The main content area contains the text "Withdraw leave?" followed by the label "Signature" above a large rectangular text input field. Inside the input field, there is a black handwritten signature. To the right of the input field is a small square button containing a green icon of a document with a pencil. At the bottom of the dialog box are two blue buttons labeled "Yes" and "No".

1.3 Add Leave Request to List and Save as Drafted Leave

This function allows supervisor to create Leave requests on behalf of employee and add them to list to be saved as drafted leave. The listed items can be submitted later. Items saved as drafted leave can be viewed by individual employee/direct supervisor and authorized admin.

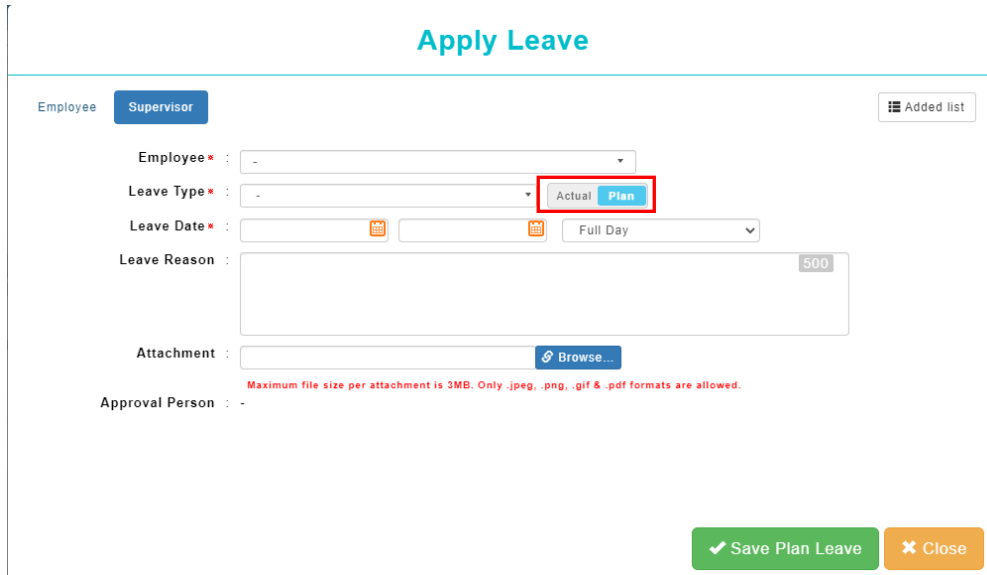
The screenshot shows a web form titled "Apply Leave". At the top, there are two tabs: "Employee" and "Supervisor", with "Supervisor" being the active tab. In the top right corner, there is a button labeled "Added list". The form contains several fields: "Employee" (a dropdown menu), "Leave Type" (a dropdown menu with "Actual" and "Plan" buttons next to it), "Leave Date" (two date pickers and a "Full Day" dropdown), "Leave Reason" (a large text area with a "500" character count), "Attachment" (a file upload field with a "Browse..." button), and "Approval Person" (a dropdown menu). Below the "Attachment" field, there is a red text warning: "Maximum file size per attachment is 3MB. Only .jpeg, .png, .gif & .pdf formats are allowed." At the bottom right of the form, there are three buttons: "+ Add to list" (blue), "✓ Apply Leave" (green), and "✕ Close" (orange).

Follow the steps below to add item to list and save as draft:


1. Select **Supervisor** tab.
2. Select Employee.
3. Select a Leave Type.
4. Insert the date range.
5. Fill in Leave Reason and attachment if necessary.
6. Click **+ Add to list** to add item to list and save as draft.

1.4 Add Leave Request to List and Save as Planned Leave

This function allows supervisor to create Leave requests on behalf of employee and add them to list to be saved as planned leave. The listed items can be submitted later. Items saved as planned leave can be viewed by individual employee/direct supervisor and authorized admin.




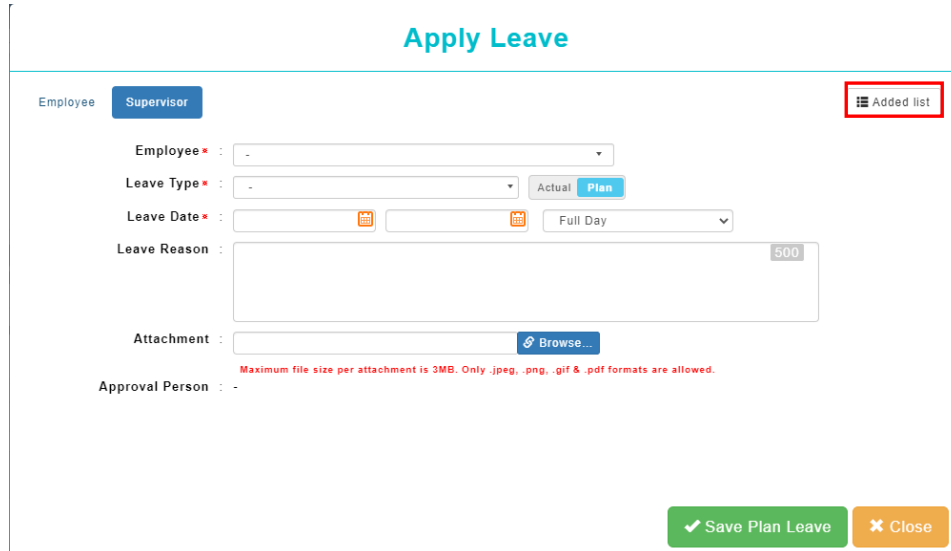
Follow the steps below to add item to list and save as plan:

1. Select **Supervisor** tab.
2. Select Employee.
3. Select a Leave Type. Switch from Actual to Plan.
4. Insert the date range.
5. Fill in Leave Reason and attachment if necessary.
6. Click  to add item to list and save as draft.

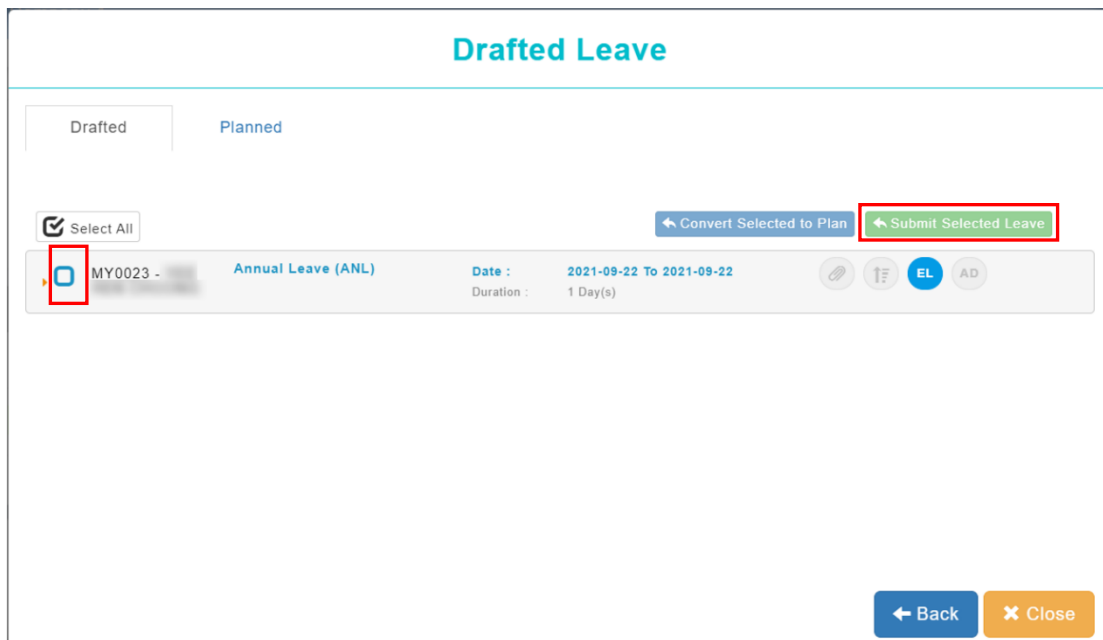
1.5 Submit Leave Items Added to List

Follow the steps below to submit leave request which have been added to list:



1. Select  to view the added draft list.






2. Mark ☒ to the Leave Record that you wish to submit
3. Select  to submit Leave record.



4. System will prompt for signature in a dialog box (as shown below), user may click on

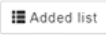
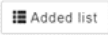
 to erase signature or  to cancel (if reuse previous signature is allowed).

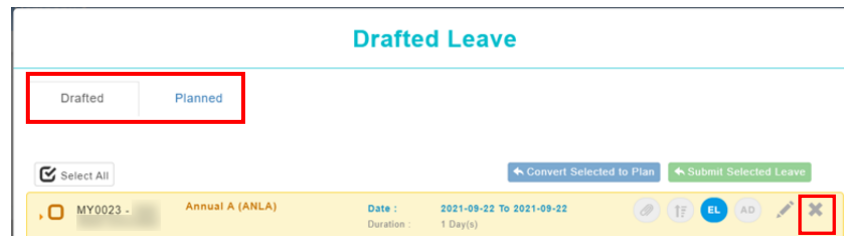
A confirmation dialog box titled "Confirmation" with a subtitle "Confirm submit application?". It features a large rectangular signature box labeled "Signature" above it. To the right of the signature box are two small square buttons: the top one contains a blue upward-pointing arrow, and the bottom one contains a red "X". Below the signature box are two teal buttons labeled "Yes" and "No".

5. Sign then click  to confirm
6. System will prompt previous signature in dialog box (as shown below), if previous signature exists (and policy is turned on). User may click on  to sign again or click  to confirm.


A confirmation dialog box titled "Confirmation" with a subtitle "Confirm submit application?". It features a large rectangular signature box labeled "Signature" above it. Inside the signature box is a black ink signature. To the right of the signature box is a small square button containing a green checkmark and a pencil icon. Below the signature box are two teal buttons labeled "Yes" and "No".

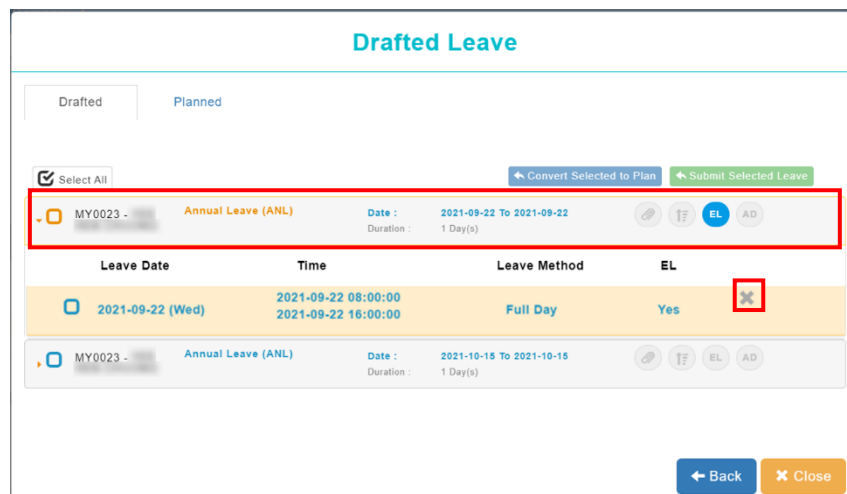
1.6 Remove Leave Items That Have Been Added to List

1. To retrieve Leave record, go to  at the top-right corner, click  and a list of leave record will be shown.
2. Click on Drafted or Planned Leave.




Option 1: To remove all items include the main header.

Click on the main header to retrieve all details, identify the record that you wish to remove from list, simply mouse over the greyed-out  icon to select only certain record to delete.

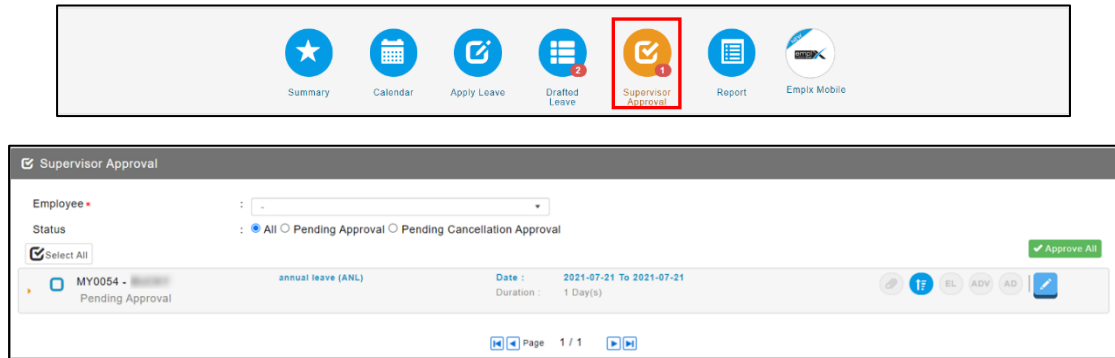


Option 2: To remove only certain item inside the header.

If user wish to clear all record belonged to the main title, select **the header**, then mouse over to greyed-out  icon to delete **all records** inside the main header.



LEAVE APPROVAL

2.1 Approve/ Reject Leave Request via System





Approver can choose to apply filter to select employee before making approval/reject Leave request.

Follow the steps below to approve/reject leave:

1. Click the icon of **“Approval”** as highlighted above
2. Mark **✓** on checkbox for action.
3. To approve, click **✓ Approve Selected**, to reject, click **✗ Reject Selected**
4. System will prompt for signature in a dialog box (as shown below), user may click on  to erase signature or  to cancel (if reuse previous signature is allowed).

Step 5: Sign then click  to confirm

Step 6: System will prompt previous signature in dialog box (as shown below), if previous signature exists (and policy is turned on). User may click on  to sign again or click  to confirm.

Confirmation

Confirm submit approval?

Signature





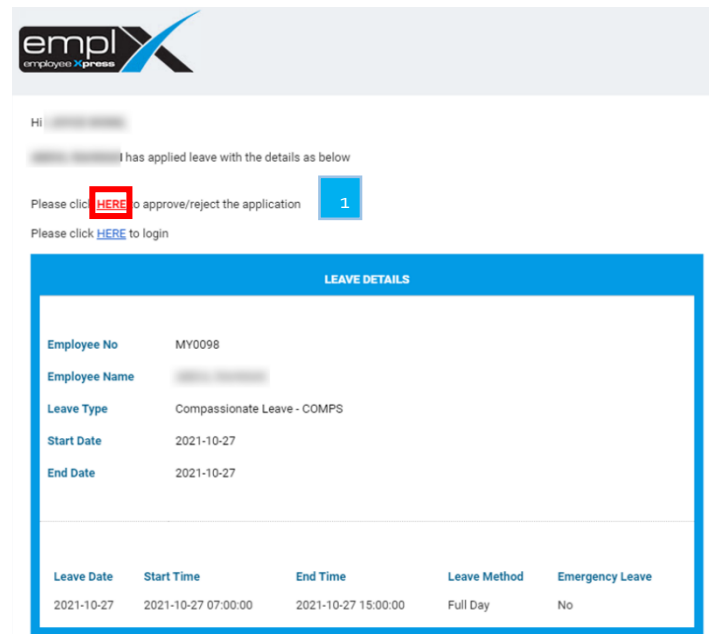
Yes

No

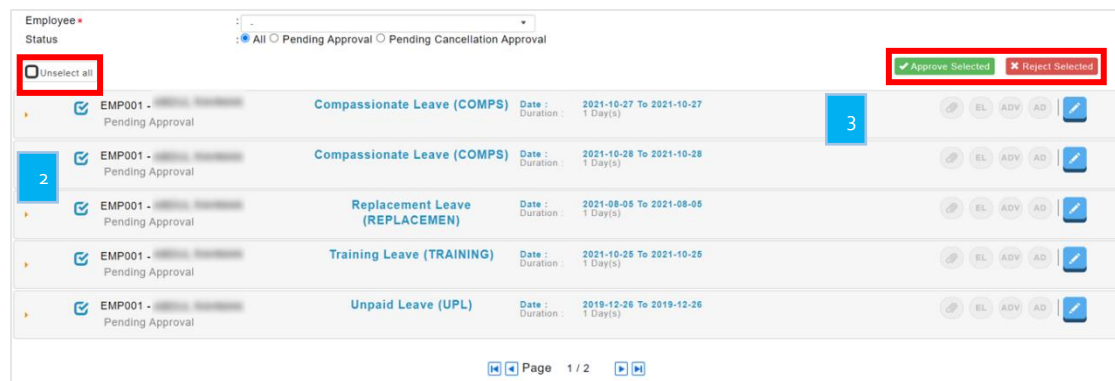
Note: Approval can be made via system / email / mobile apps.

2.2 Approve/Reject Leave Request via Email

Once email of approver is set in system, employee leave request will be sent to department supervisor/manager via email notification. In the email, click the highlighted **HERE** to redirect to the approval page.





Approval/rejection can be made once user is being redirected to the approval page.






Approver can choose to filter the employees before approve/reject the Leave Record

Follow the steps below to approve/reject Leave:

1. Tick at the checkboxes
2. To approve click **✓ Approve Selected**, to reject click **✗ Reject Selected**
3. System will prompt for signature in a dialog box (as shown below), user may click on  to erase signature or  to cancel (if reuse previous signature is allowed).

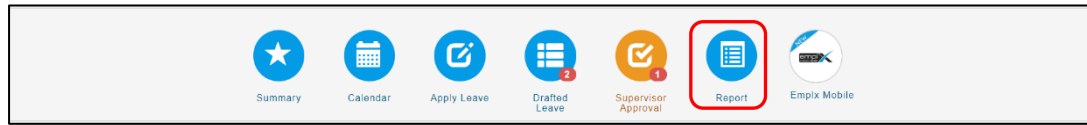
A confirmation dialog box titled "Confirmation" with a subtitle "Confirm submit approval?". It features a large rectangular signature field labeled "Signature". To the right of the field are two small square buttons: the top one contains a blue icon of a document with an arrow, and the bottom one contains a red "X". Below the signature field are two blue buttons labeled "Yes" and "No".

4. Sign then click  to confirm
5. System will prompt previous signature in dialog box (as shown below), if previous signature exists (and policy is turned on). User may click on  to sign again or click  to confirm.

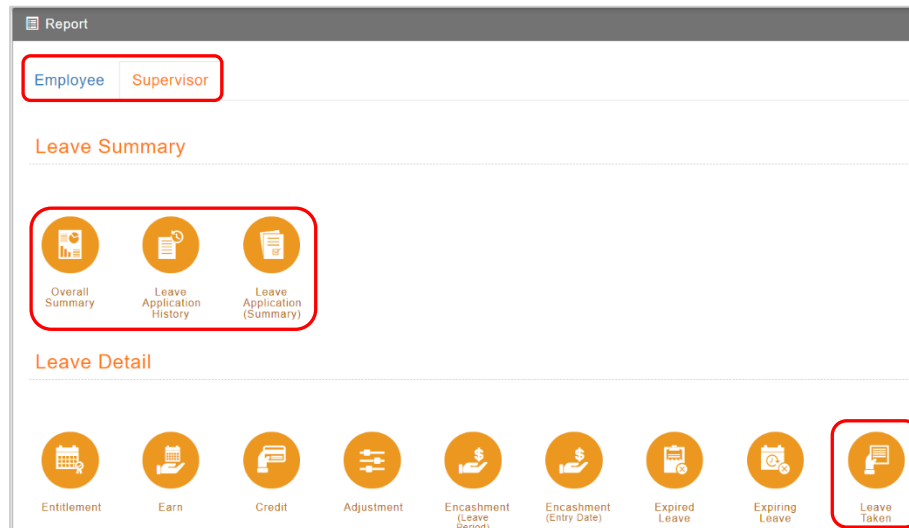
A confirmation dialog box titled "Confirmation" with a subtitle "Confirm submit approval?". It features a large rectangular signature field labeled "Signature" which contains a handwritten signature. To the right of the field is a single small square button containing a green icon of a document with a checkmark. Below the signature field are two blue buttons labeled "Yes" and "No".

LEAVE REPORT

3.1 Retrieve and View Employee Leave Records



1. To view more details about Employee Leave, click on the **Report** icon.
2. Select desired Tab, and it will display all reports which available. Click on the report listed below to view.



List of reports:

- a. Leave Summary
 - Overall Summary
 - Leave Application History
 - Leave Application (Summary)
- b. Leave Details
 - Leave Taken

1. Overall Summary

By default, the report displays the employees and their entitled leave details.

Filter

Overall Summary (Supervisor)

As of : 2021-11-02

(1)

Customize Columns

Export

(2)

Employee No	Employee Name	Leave Type	Unit Of Measure	Entitlement	Balance	Future	Carry Forward	Earn	Credit	Taken	Adjustment	Encashment	Expired	Advance
000004		Annual Leave	Day	18	1.5	0	0.5	16.5	0	15.5	0	0	0	0
		Business Trip / Training	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0	0	0
		Calamity Leave	Day	2	2	0	0	2	0	0	0	0	0	0
		Compassionate Leave	Day	3	3	0	0	3	0	0	0	0	0	0
		Examination & Study Leave	Day	7	7	0	0	7	0	0	0	0	0	0
		Sick Leave	Day	22	5	0	0	22	0	17	0	0	0	0
		Hospitalization	Day	60	60	0	0	60	0	0	0	0	0	0
		Marriage Leave	Day	3	3	0	0	3	0	0	0	0	0	0
		Paternity Leave	Day	1	1	0	0	1	0	0	0	0	0	0
		Replacement Leave	Day	0	0	0	0	0	1	1	0	0	0	0
		Unpaid Leave	Day	No Limit	No Limit	0	0	No Limit	0	1.5	0	0	0	0
		Unpaid Leave (Absent)	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0	0	0
		Unpaid Leave (Half pay)	Day	0	0	0	0	0	0	0	0	0	0	0

<<

1

2

3

4

>>

Show 5 Employees

(3)

Step 1: Click on **Customize Columns** to show more columns

Step 2: Click on **Export** to download report to excel, or generate print report.

Step 3: Paging and no. of employee per page

Step 4: Apply Filter to for user preference report format.

Step 5: Click **Retrieve** to filter the data.

Filter																
Apply Filter (4)										(5)	Retrieve	Clear Filter				
As of 2021-10-27																
Employment Status Active					Department Select options											
Supervisor Select options					Job Level Select options											
Job Class Select options					Leave Group Select options											
Employee Select options					Leave Type Select options											
Available for Encashment Select options					Entitlement Calculation Error Select options											

Step 6: Click data in the taken column.

Step 7: Click on the eye icon.

Leave Detail

Leave Date	Entry Date	Remarks	Emergency Leave	Advance Leave	No. of days
▶ 2021-10-28 Full Day	2021-10-26 10:34:44		No	No	1
▼ 2021-10-27 Full Day	2021-10-26 09:12:54		No	No	1

Leave Date	Status	Approval Person	Emergency Leave	Advance Leave	No. of days
2021-10-27 Full Day	Approved	1. <div></div> <div>Approved on 2021-10-26 17:44:28</div>	No	No	1
		2. <div></div> <div>Approved on 2021-10-26 17:46:04</div>			

| ▶ 2021-10-25 Full Day | | 2021-10-19 13:42:31 | No | No | 1 |

Cancel

Signature

Name:

Date: 2021-10-26 10:34:44

Close

2. Leave Application History

By default, the report displays the leave record submitted & approved.

Filter

Leave Application History (Supervisor)

Customize Columns

Export

Refresh

Leave Date Range : 2021-01-01 - 2021-12-31

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	Re
000084		2021-01-12	2021-01-12	1	Day	Full Day	Annual Leave	Approved	2021-01-05 10:25:46		
000084		2021-01-26	2021-01-26	0.5	Day	First Half	Annual Leave	Approved	2021-01-19 16:27:34		
000084		2021-01-28	2021-01-28	1	Day	Full Day	Work From Home	Approved	2021-01-28 12:50:59		
000084		2021-01-30	2021-01-30	1	Day	Full Day	Work From Home	Approved	2021-01-30 11:27:49		
000084		2021-02-06	2021-02-06	1	Day	Full Day	Work From Home	Approved	2021-02-09 12:01:54		
000084		2021-02-09	2021-02-09	1	Day	Full Day	Annual Leave	Approved	2021-02-02 15:34:04		

1 2 3 4

Show 5 Employees

Step 1: Click on **Customize Columns** to show more columns

Step 2: Click on **Export** to download report to excel, or generate print report.

Step 3: Click on **Refresh** to retrieve latest data.

Step 4: Paging and no. of employee per page

Step 5: Apply Filter to for user preference report format.

Step 6: Click **Retrieve** to filter the data.

Filter

Apply Filter

Retrieve

Clear Filter

From

2021-01-01

To

2021-12-31

Employment Status

Select options

Department

Select options

Supervisor

Select options

Job Level

Select options

Job Class

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











Available for Encashment

Select options

Entitlement Calculation Error

Select options

Step 7: Click on the eye icon.

Entry Date	Entry By	Remarks	Approval Date	Approval Person
2021-10-26 15:44:43  (7)	MYwave Test Admin		2021-10-26 17:46:03	1.  - Approved on 2021-10-26 17:44:28  2.  - Approved on 2021-10-26 17:46:15 
2021-10-26 15:45:04	MYwave Test Admin			
2021-10-19 21:43:29 	MYwave Test Admin			1.  - Approved on 2021-10-19 21:45:03  2.  - Rejected on 2021-10-19 21:46:19 

Signature



Name: 
Date: 2021-10-26 17:44:28

Close

By default, the report displays the employees and their entitled and taken leave details.


[illegible]

Step 1: Click on  to show more columns

Step 2: Click on **Export** to download report to excel, or generate print report.

Step 3: Paging and no. of employee per page

Step 4: Apply Filter to for user preference report format.

Step 5: Click  to filter the data.

Filter

Apply Filter (4)

(5)

Retrieve

Clear Filter

As of	2021-10-27		
Employment Status	Active	Department	Select options
Supervisor		Job Level	Select options
Job Class	Select options	Leave Group	Select options
Employee	Select options	Leave Type	Select options
Available for Encashment	Select options	Entitlement Calculation Error	Select options

Step 6: Click data in the taken column.

Step 7: Click on the eye icon.

Leave Detail

Leave Date	Entry Date	Remarks	Emergency Leave	Advance Leave	No. of days
▶ 2021-10-28 Full Day	2021-10-26 10:34:44		No	No	1
▼ 2021-10-27 Full Day	2021-10-26 09:12:54		No	No	1

Leave Date	Status	Approval Person	Emergency Leave	Advance Leave	No. of days
2021-10-27 Full Day	Approved	1. <div></div> <div>Approved on 2021-10-26 17:44:28</div>	No	No	1
		2. <div></div> <div>Approved on 2021-10-26 17:46:04</div>			

| ▶ 2021-10-25 Full Day | | 2021-10-19 13:42:31 | No | No | 1 |

Cancel

Signature

Name:

Date: 2021-10-26 10:34:44

Close

4. Leave Taken

By default, the report displays the leave record submitted & approved.

Filter											
Leave Detail - Taken (Supervisor)								(1) Customize Columns	(2) Export	(3) Refresh	Data captured on 2021-11-02 11:32:56
Leave Date Range : 2021-01-01 - 2021-12-31											
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	Entry By
000084		2021-01-12	2021-01-12 08:00:00	2021-01-12 16:45:00	1	Day	Full Day	Annual Leave	Approved	2021-01-05 10:25:46	
000084		2021-01-26	2021-01-26 08:00:00	2021-01-26 11:54:00	0.5	Day	First Half	Annual Leave	Approved	2021-01-19 16:27:34	
000084		2021-01-28	2021-01-28 08:00:00	2021-01-28 16:45:00	1	Day	Full Day	Work From Home	Approved	2021-01-28 12:50:59	
000084		2021-01-30	2021-01-30 08:00:00	2021-01-30 16:45:00	1	Day	Full Day	Work From Home	Approved	2021-01-30 11:27:49	
000084		2021-02-06	2021-02-06 08:00:00	2021-02-06 16:45:00	1	Day	Full Day	Work From Home	Approved	2021-02-09 12:01:54	
000084		2021-02-09	2021-02-09 08:00:00	2021-02-09 16:45:00	1	Day	Full Day	Annual Leave	Approved	2021-02-02 15:34:04	
<div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>Show 5 Employees</div>											

Step 1: Click on **Customize Columns** to show more columns

Step 2: Click on **Export** to download report to excel, or generate print report.

Step 3: Click on **Refresh** to retrieve latest data.

Step 4: Paging and no. of employee per page

Step 5: Apply Filter to for user preference report format.

Step 6: Click **Retrieve** to filter the data.

Filter

Apply Filter (5)

From

2021-01-01

Select options

To

2021-12-31

Select options

Employment Status

Select options

Department

Select options

Supervisor

Select options

Job Level

Select options

Job Class

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

Available for Encashment

Select options















Entitlement Calculation Error

Select options

(6) Retrieve

Clear Filter

Step 7: Click on the eye icon.

Entry Date	Entry By	Remarks	Approval Date	Approval Person
2021-10-26 15:44:43  (7)	MYwave Test Admin		2021-10-26 17:46:03	1.  -  on 2021-10-26 17:44:28  2.  -  on 2021-10-26 17:46:15 
2021-10-26 15:45:04	MYwave Test Admin			
2021-10-19 21:43:29 	MYwave Test Admin			1.  -  on 2021-10-19 21:45:03  2.  -  on 2021-10-19 21:46:19 

Signature



Name: 

Date: 2021-10-26 17:44:28

