

User Guide

Leave E-Signature

User



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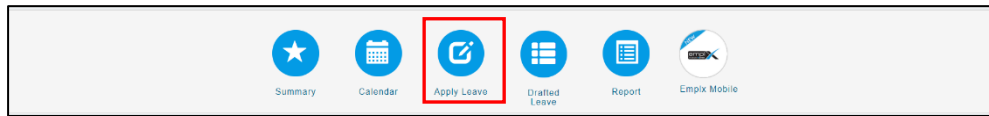
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LEAVE APPLICATION

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

- i. Click from the icon highlighted below



Apply Leave

Employee

Added list

Employee *

Leave Type *

Actual Plan

Leave Date *

Full Day

Leave Reason *

500

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) user may start to apply leave claim.

Follow the steps below to submit leave request:

1. Select types of Leave.
2. Insert date range.
3. Fill in Leave Reason if necessary.
4. Click  to submit the Leave request.
5. 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 large rectangular signature field with the label "Signature" above it. 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".

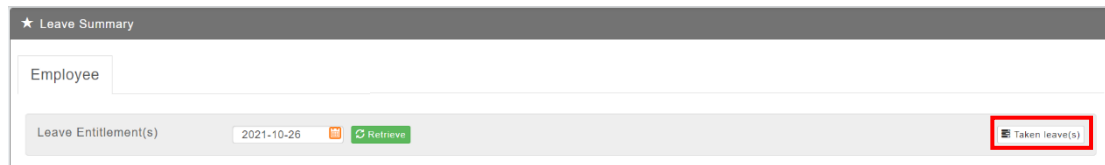
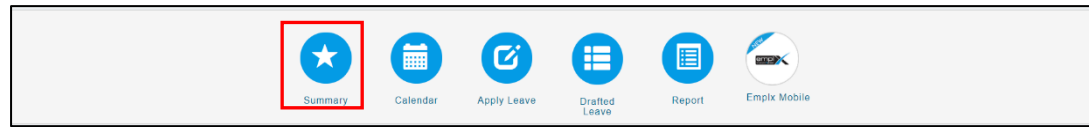
6. Sign then click  to confirm
7. System will prompt previous signature in dialog box (as shown below), if previous signature exists (and policy is turned on). User may click on  to sign again or click  to confirm.

A confirmation dialog box titled "Confirmation" with the subtitle "Confirm submit application?". It features a large rectangular signature field with the label "Signature" above it. Inside the field is a handwritten signature. 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".

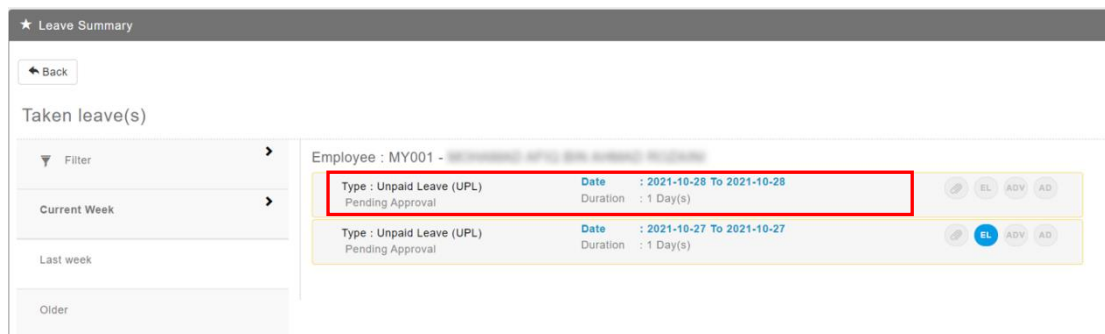
1.2 Withdraw/Cancel Leave Records

Leave Records with pending approval status may be withdrawn while Leave Records with approved status may be cancelled.

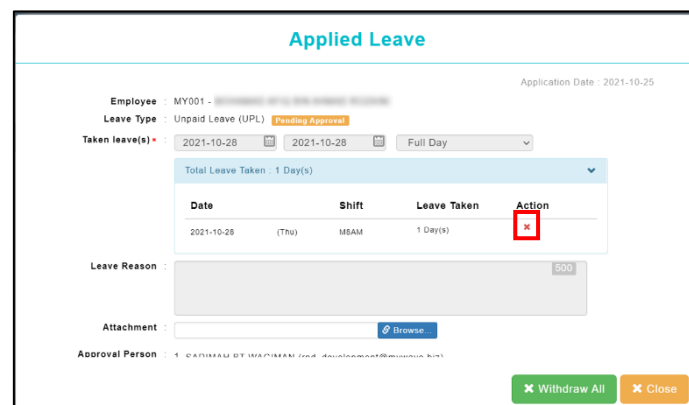
Click the **Summary** icon highlighted below.



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 **X** to proceed withdrawal on pending approval leave. Click **Cancel All** or **X** 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 is a black signature. To the right of the input field is a small square button containing a green icon of a document with a checkmark. 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 user to create Leave requests 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" in a teal header. Below the header, there's a blue button labeled "Employee" and a button with a list icon labeled "Added list". The form fields include: "Employee" with a dropdown menu; "Leave Type" with a dropdown menu and "Actual" and "Plan" toggle buttons; "Leave Date" with two date pickers and a "Full Day" dropdown; "Leave Reason" with a large text area and a "500" character count; "Attachment" with a "Browse..." button; and "Approval Person" with a dropdown menu. 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" (blue), "✓ Apply Leave" (green), and "✕ Close" (orange).

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


1. Select a Leave Type.
2. Insert the date range.
3. Fill in Leave Reason and attachment if necessary.
4. 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 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.


The screenshot shows the 'Apply Leave' form. At the top, there's a title 'Apply Leave' in teal. Below it, on the left, is a blue button labeled 'Employee'. On the right, there's a button labeled 'Added list'. The form fields include: 'Employee' with a dropdown menu; 'Leave Type' with a dropdown menu and two buttons, 'Actual' and 'Plan', where 'Plan' is highlighted with a red box; 'Leave Date' with two date pickers and a 'Full Day' dropdown; 'Leave Reason' with a text area and a '500' character count; 'Attachment' with a 'Browse...' button; and 'Approval Person' with a dropdown menu. A red note below the attachment field states: 'Maximum file size per attachment is 3MB. Only .jpeg, .png, .gif & .pdf formats are allowed.' At the bottom right, there are two buttons: a green 'Save Plan Leave' button and an orange 'Close' button.

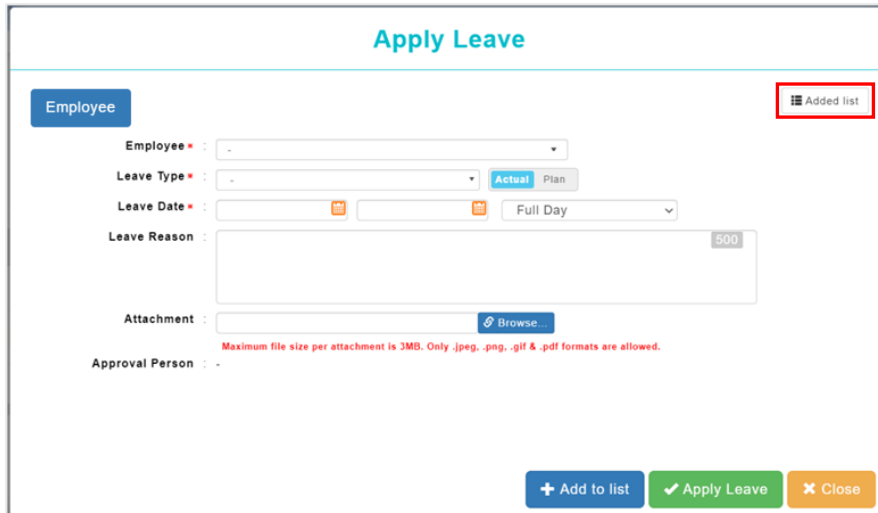
Follow the steps below to add item to list and save as plan:

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.

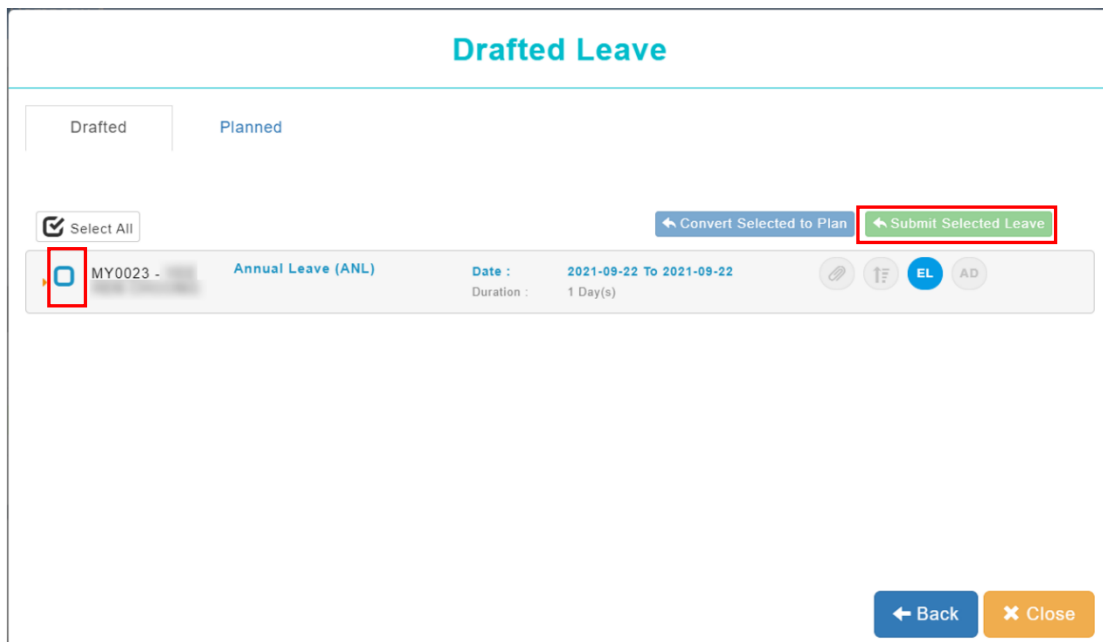
1.5 Submit Leave Items Added to List



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



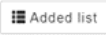
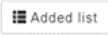
4. System will prompt for signature in a dialog box (as shown below), user may click on  to erase signature or  to cancel (if reuse previous signature is allowed).

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

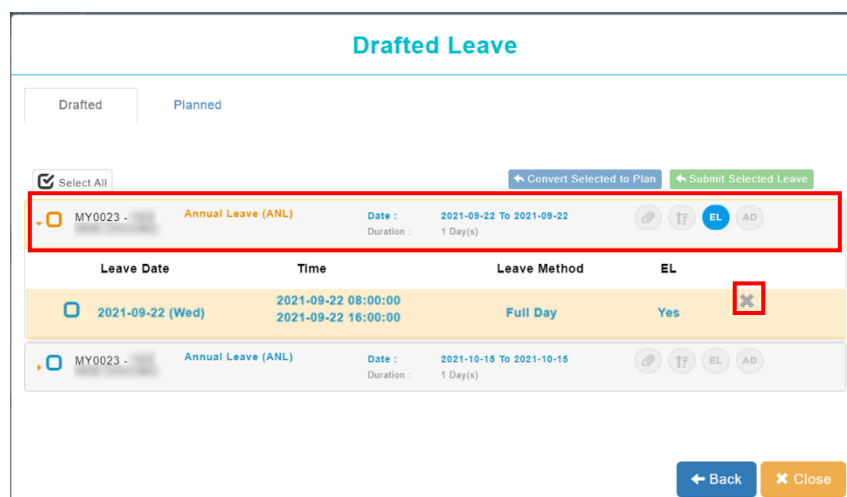
1.6 Remove item that have been added to list

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 **x** icon to select only certain record to delete.

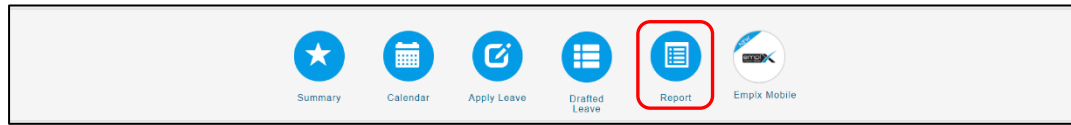


Option 2: To remove only certain item inside the header.

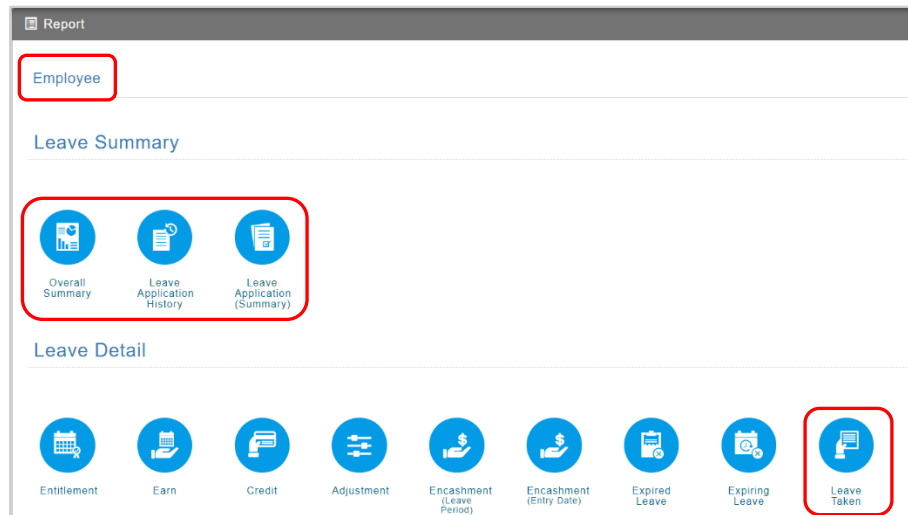
If user wish to clear all record belonged to the main title, select **the header**, then mouse over to greyed-out **x** icon to delete **all records** inside the main header.

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															
As of : 2021-10-27															
Leave Type	Unit Of Measure	Entitlement	Balance	Future	Carry Forward	Earn	Credit	Taken	Adjustment	Encashment	Expired	Advance	Next Expiring (Current Period)	Expire on (Current Period)	Expired (Resigned)
Annual Leave	Day	4	1	0	0	1	0	4	0	0	0	0	-	-	-
Calamity Leave	Day	2	2	0	0	2	0	0	0	0	0	0	-	-	-
Compassionate	Day	3	3	0	0	3	0	0	0	0	0	0	-	-	-
Convocation Leave	Day	1	1	0	0	1	0	0	0	0	0	0	-	-	-
Examination Leave	Day	5	5	0	0	5	0	0	0	0	0	0	5	2021-12-31	-
Hospital Leave	Day	60	60	0	0	60	0	0	0	0	0	0	60	2021-12-31	-
Medical Leave	Day	14	14	0	0	14	0	0	0	0	0	0	14	2021-12-31	-
Marriage Leave	Day	3	3	0	0	3	0	0	0	0	0	0	-	-	-
Paid Time Off	Day	0	0	0	0	0	0	0	0	0	0	0	-	-	-
Paternity Leave	Day	2	2	0	0	2	0	0	0	0	0	0	-	-	-
Prolonged Illness (1st 3 months - Full Pay)	Day	90	90	0	0	90	0	0	0	0	0	0	-	-	-
Prolonged Illness (2nd 3 months - Half Pay)	Day	90	90	0	0	90	0	0	0	0	0	0	-	-	-
Prolonged Illness (3rd 3 months - Quarter Pay)	Day	90	90	0	0	90	0	0	0	0	0	0	-	-	-

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: Apply Filter to for user preference report format.

Step 4: Click **Retrieve** to filter the data.

Filter

Apply Filter

As of

2021-10-27

Leave Type

Select options

Available for Encashment

Select options

Entitlement Calculation Error

Select options

Retrieve

Clear Filter

Step 5: Click data in the taken column.

Step 6: 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. Approved on 2021-10-26 17:44:28	No	No	1	
		2. Approved on 2021-10-26 17:46:04				
▶ 2021-10-25 Full Day		2021-10-19 13:42:31	No	No	1	

Signature



Name:

Microsoft Test System

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											
Leave Date Range : 2021-01-01 - 2021-12-31											
<div> <div>(1)</div> <div>Customize Columns</div> <div>Export</div> <div>Refresh (3)</div> <div>(2)</div> </div>											
Start Date	End Date	No. of days / hours	Unit Of Measure	Taken Type	Leave Type	Leave Status	Entry Date	Entry By	Remarks	Approval Date	Ap
2021-09-13	2021-09-13	1	Day	Full Day	Unpaid Leave	Withdrawn	2021-09-12 22:43:56		Vaccination		
2021-09-13	2021-09-13	1	Day	Full Day	Unpaid Leave	Approved	2021-09-12 22:52:08			2021-09-12 22:52:24	1. Approved

Step 1: Click on to show more columns

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

Step 3: Click on to retrieve latest data.

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

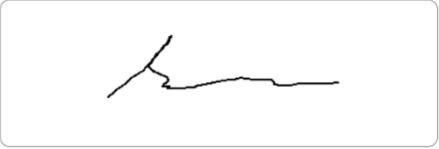
Step 5: Click to filter the data.

Filter																	
Apply Filter (4)																	
<div> <div>(5)</div> <div>Retrieve</div> <div>Clear Filter</div> </div>																	
From		2021-01-01		To		2021-12-31											
Leave Type		Select options		Leave Status		Select options											
Emergency Leave		Select options		Taken Type		Select options											
Advance Leave		Select options		Available for Encashment		Select options											
Attachment		Select options															
Entitlement Calculation Error		Select options															

Step 6: Click on the eye icon.

Entry Date	Entry By	Remarks	Approval Date	Approval Person
2021-10-26 15:44:43	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

3. Leave Application (Summary)

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

Filter															
Leave Application(Summary)															
As of : 2021-10-27															
Leave Type	Unit Of Measure	Entitlement	Balance	Future	Carry Forward	Earn	Credit	Taken	Adjustment	Encashment	Expired	Advance	Next Expiring (Current Period)	Expire on (Current Period)	Expire (Resig)
Annual Leave	Day	8	2.5	0	5	3.5	0	4	0	0	2	0	2	2022-05-11	-
Business Travel Leave	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0	0	0	-	-	-
Compassionate Leave	Day	2	2	0	0	2	0	0	0	0	0	0	-	-	-
Exam Leave	Day	4	4	0	0	4	0	0	0	0	0	0	4	2021-12-31	-
Medical Leave	Day	14	14	0	0	14	0	0	0	0	0	0	14	2021-12-31	-
Hospitalization Leave	Day	60	60	0	0	60	0	0	0	0	0	0	60	2021-12-31	-
Marriage Leave	Day	3	3	0	0	6	0	0	0	0	3	0	-	-	-
OT Leave	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0	0	0	-	-	-
Paternity Leave	Day	1	1	0	0	1	0	0	0	0	0	0	-	-	-
Quarantine Leave	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0	0	0	-	-	-
Replacement Leave	Day	No Limit	No Limit	0	0	No Limit	0	1	0	0	0	0	-	-	-
Socso Leave	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0	0	0	-	-	-
Unpaid Leave	Day	No Limit	No Limit	0	0	No Limit	0	2	0	0	0	0	-	-	-
Work From Home	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0	0	0	-	-	-

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: Apply Filter to for user preference report format.

Step 4: Click [Retrieve](#) to filter the data.

Filter															
Apply Filter															
As of 2021-10-27															
Available for Encashment Select options															
Entitlement Calculation Error Select options															

Step 5: Click data in the taken column.

Step 6: 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 (6)		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>Approved on 2021-10-26 17:44:28</div> <div>Approved on 2021-10-26 17:46:04</div>	No	No	1
▶ 2021-10-25 Full Day			No	No	1

✕ Cancel

Signature

Name:

Officer: Tan Seng

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								(1)	Customize Columns	Export	Refresh	(3)
Leave Date Range : 2021-01-01 - 2021-12-31												
Leave Date	Start Time	End Time	No. of days / hours	Unit Of Measure	Taken Type	Leave Type	Leave Status	Entry Date	Entry By	Remarks	Approval Date	
2021-01-25	2021-01-25 20:00:00	2021-01-26 04:15:00	1	Day	Full Day	Annual Leave	Approved	2021-01-19 08:30:06			2021-01-27 14:02:53	
2021-01-30	2021-01-30 08:00:00	2021-01-30 16:15:00	1	Day	Full Day	Annual Leave	Approved	2021-01-27 23:09:33			2021-02-01 13:23:12	
2021-03-22	2021-03-22 20:00:00	2021-03-23 04:00:00	1	Day	Full Day	Annual Leave	Approved	2021-03-17 08:33:29			2021-03-17 16:10:04	
2021-04-26	2021-04-26 08:00:00	2021-04-26 16:00:00	1	Day	Full Day	Annual Leave	Withdrawn	2021-04-21 22:24:58				
2021-05-17	2021-05-17 20:00:00	2021-05-18 04:00:00	1	Day	Full Day	Annual Leave	Approved	2021-05-05 02:37:11			2021-05-12 08:48:41	
2021-05-21	2021-05-21 20:00:00	2021-05-22 04:00:00	1	Day	Full Day	Annual Leave	Approved	2021-05-25 08:49:55			2021-05-25 12:56:23	
2021-07-01	2021-07-01 20:00:00	2021-07-02 04:00:00	1	Day	Full Day	Annual Leave	Approved	2021-06-28 20:56:49			2021-06-29 11:42:48	

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: Apply Filter to for user preference report format.

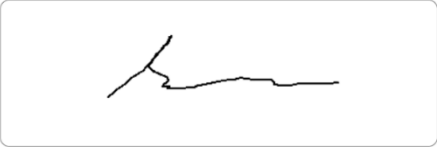
Step 5: Click **Retrieve** to filter the data.

Filter														
Apply Filter (4)								(5)	Retrieve	Clear Filter				
From				To										
2021-01-01				2021-12-31										
Leave Type				Select options										
Emergency Leave				Select options										
Advance Leave				Select options										
Attachment				Select options										
Entitlement Calculation Error				Select options										
				Leave Status										
				Select options										
				Taken Type										
				Select options										
				Available for Encashment										
				Select options										

Step 6: Click on the eye icon.

Entry Date	Entry By	Remarks	Approval Date	Approval Person
2021-10-26 15:44:43 (6)	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