

User Guide

Leave E-Signature

Admin



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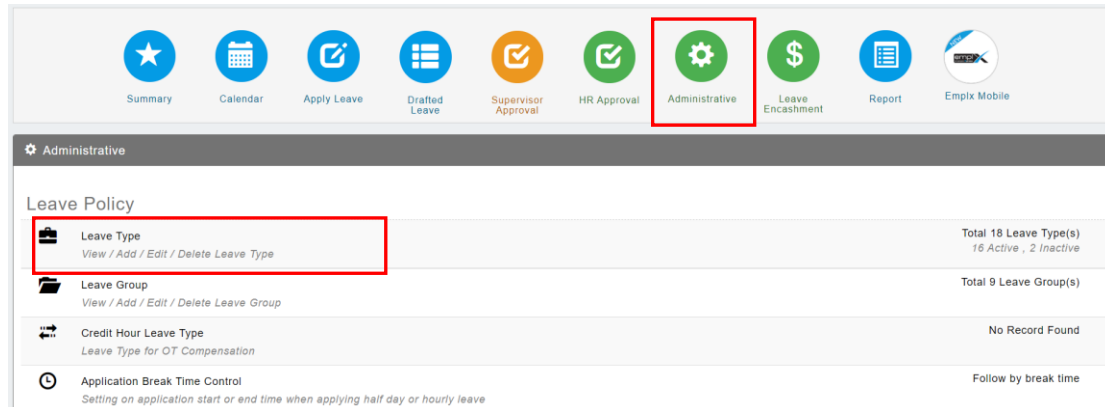
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E-SIGNATURE SETUP

To enable e-signature feature, e-signature policy must be turned on in Leave Setup

1.1. Enable E-Signature for Leave Type

1. Under the toolbar Menu, look for **Administrative** Tab, then select “**Leave Type**”.



2. Click on type of leave to edit/delete



3. Under application tab, there are 2 types of control for e-signature feature.

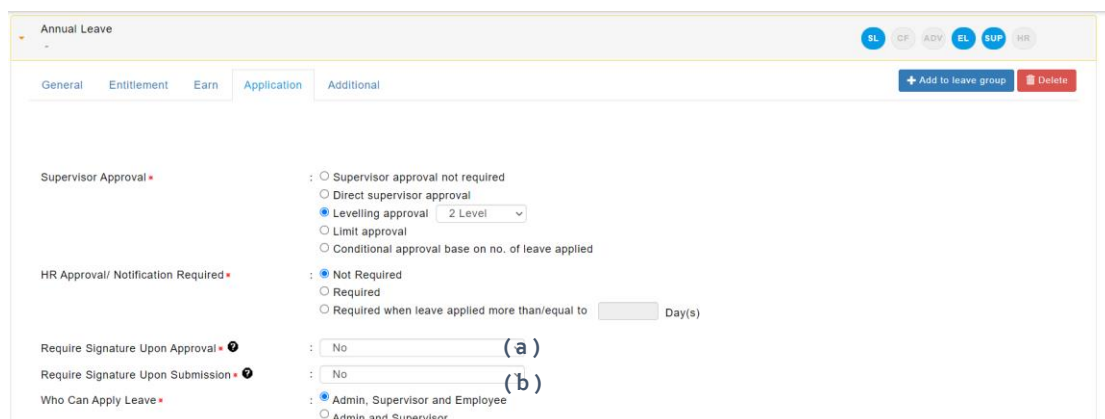


Figure 1.1

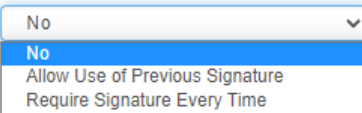
Refer to Figure 1.1

1. **Require Signature Upon Approval** – enable e-signature feature for leave approval, only if approval is required

Require Signature Upon Approval : 

The dropdown menu is open, showing three options: 'No' (highlighted in blue), 'Allow Use of Previous Signature', and 'Require Signature Every Time'.

2. **Require Signature Upon Submission** – enable e-signature feature for leave submission

Require Signature Upon Submission : 

The dropdown menu is open, showing three options: 'No' (highlighted in blue), 'Allow Use of Previous Signature', and 'Require Signature Every Time'.

- **No** – No Signature is required on leave submission/approval
- **Allow Use of Previous Signature** – Signature is needed on first leave submission/approval. Previous signature used in submission/approval can be applied to subsequent leave submission/approval.
- **Require Signature Every Time** – Signature is required on every leave submission/approval

4. Click on save button to save changes.

The 'Save' button is highlighted with a red border.

LEAVE APPLICATION

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

2.1 Submit Leave Request on Behalf of Employee

- i. Click from the icon highlighted below

Summary Calendar **Apply Leave** Drafted Leave Supervisor Approval HR Approval Administrative Leave Encashment Report Emplx Mobile

Apply Leave

Employee Supervisor **Admin** Added list

Employee * : -

Leave Type * : - Actual Plan

Leave Date * : [Calendar] [Calendar] Full Day

Leave Reason : [Text Area] 500

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

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

Follow the steps below to submit leave request:

1. Select Employee.
2. Select type 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 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".

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?". The signature field now contains a handwritten signature. The "Signature" label is still above the field. The buttons on the right and the "Yes/No" buttons at the bottom remain the same as in the previous image.

2.2 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 **Admin** tab.

★ Leave Summary

Employee Supervisor Admin

Leave Entitlement(s) 2021-11-02 Employee - Retrieve Taken leave(s)

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

★ Leave Summary

Back

Taken leave(s)

Filter

Current Week

Last week

Older

Employee : MY001 -

Type : Unpaid Leave (UPL)	Date : 2021-10-28 To 2021-10-28	EL ADV AD
Pending Approval	Duration : 1 Day(s)	
Type : Unpaid Leave (UPL)	Date : 2021-10-27 To 2021-10-27	EL ADV AD
Pending Approval	Duration : 1 Day(s)	

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

Applied Leave

Employee : MY001 -

Leave Type : Unpaid Leave (UPL) Pending Approval

Taken leave(s) : 2021-10-28 To 2021-10-28 Full Day

Total Leave Taken : 1 Day(s)

Date	Shift	Leave Taken	Action
2021-10-28	(Thu)	MSAM 1 Day(s)	✖

Leave Reason : 500

Attachment : Browse



Approval Person : 1 CATHARINE DE WILHELM (catharine.de.wilhelm@bureauvernet.be)


Withdraw All Close

Follow the steps below to withdraw a leave record:




1. Click **Withdraw All** or **✖** to withdraw leave records pending approval. Click **Cancel All** or **✖** to cancel 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".

2.3 Add Leave Request to List and Save as Drafted Leave

This function allows admin 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 application titled "Apply Leave". At the top, there are three tabs: "Employee", "Supervisor", and "Admin", with "Admin" currently selected. To the right of the tabs is a button labeled "Added list". Below the tabs, 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 text field with a "Browse..." button), and "Approval Person" (a dropdown menu). A red error message is displayed below the attachment field: "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 **Admin** 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.

2.4 Add Leave Request to List and Save as Planned Leave

This function allows admin 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.

Apply Leave

Employee Supervisor **Admin**

Added list

Employee * : -

Leave Type * : -

ActualPlan

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 : -

✓ Save Plan Leave

✕ Close

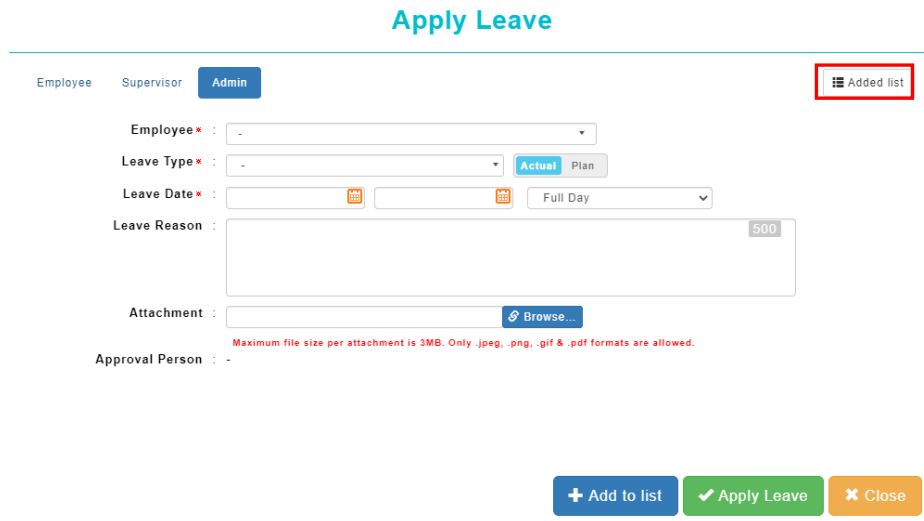
Follow the steps below to add item to list and save as plan:

1. Select **Admin** 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 ✓ Save Plan Leave to add item to list and save as draft.

2.5 Submit Leave Items Added to List

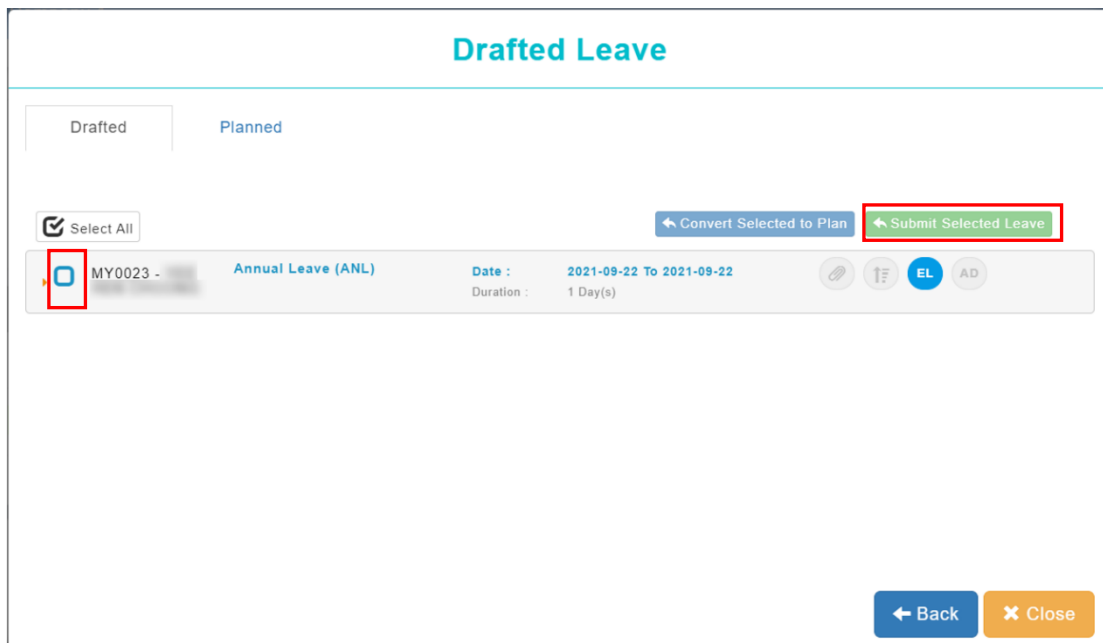
Follow the steps below to submit leave request which have been added to list:

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).

Confirmation

Confirm submit application?

Signature

Yes

No

5. Sign then click

Yes

 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


Yes

 to confirm.

Confirmation

Confirm submit application?

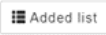
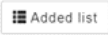
Signature



Yes


No

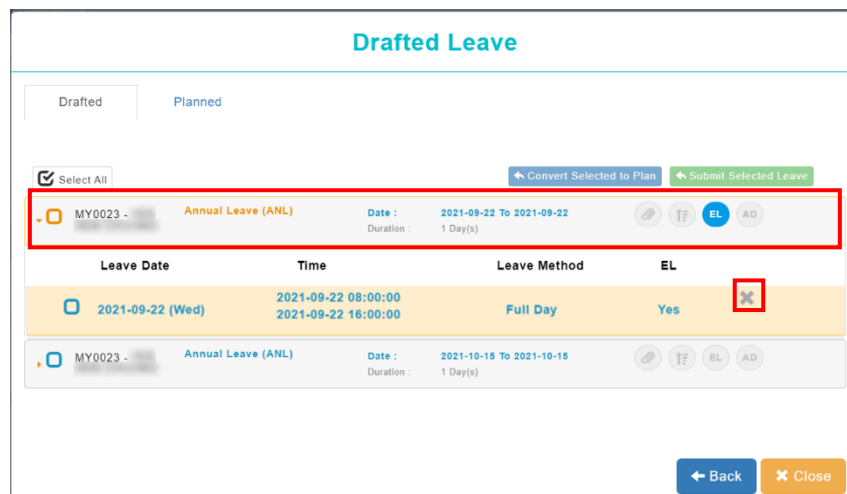
2.6 Remove Leave Items That Have Been Added to List

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 included in 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.

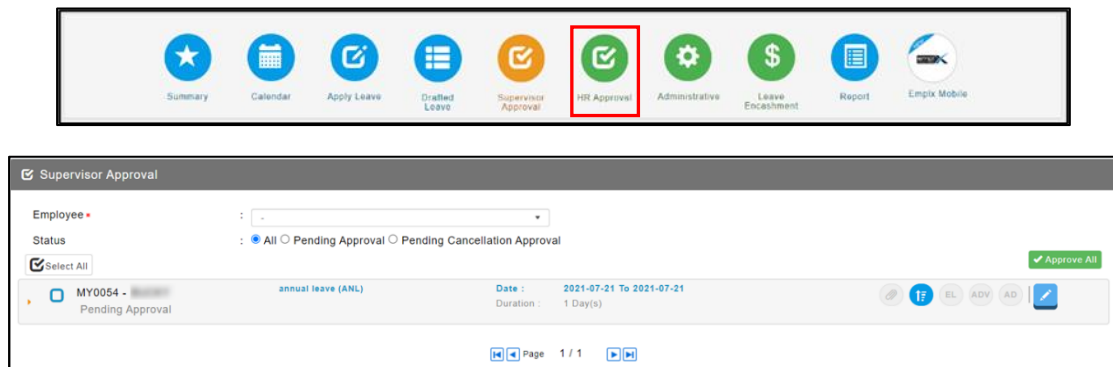


Option 2: To remove only certain item inside the header.

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



LEAVE APPROVAL

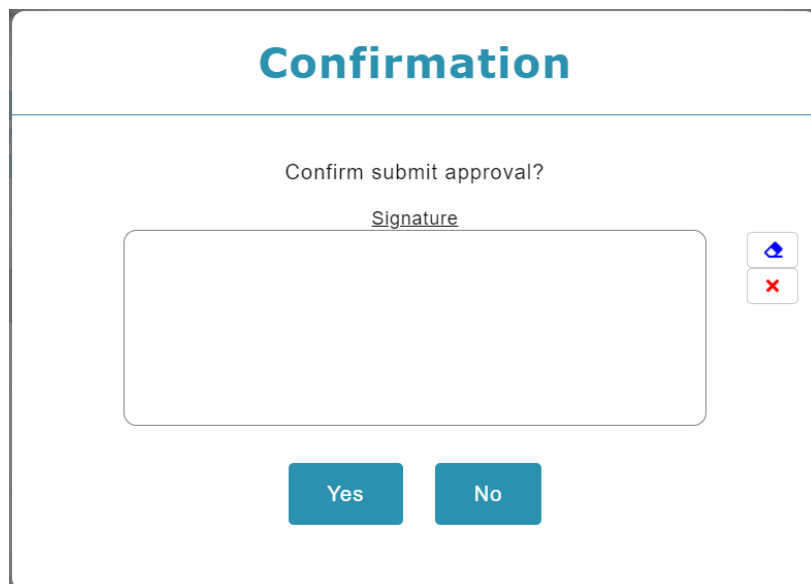
3.1 Approve/ Reject Leave Request via System




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 **HR Approval** tab 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).



5. Sign then click **Yes** 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 **Yes** to confirm.

Confirmation

Confirm submit approval?

Signature





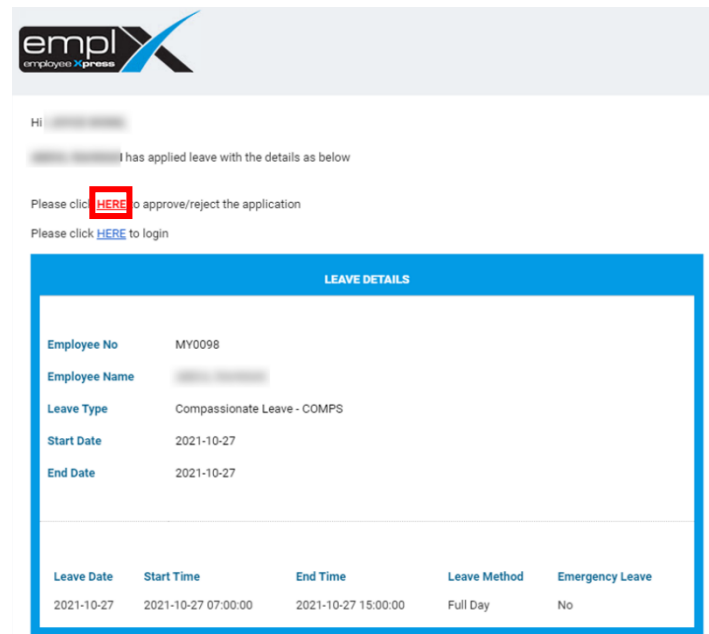
Yes

No

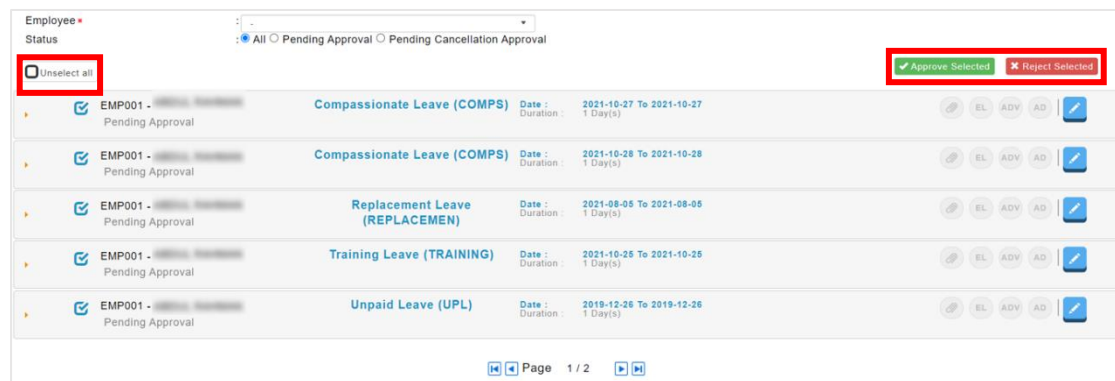
Note: Approval can be made via system / email / mobile apps.

3.2 Approve/Reject Leave Request via Email

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





Approval/rejection can be made once user is 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 with a blue upward-pointing arrow and the bottom one with 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 black ink signature. To the right of the field is a single small square button with a green checkmark icon. Below the signature field are two blue buttons labeled "Yes" and "No".

LEAVE MASS CANCELLATION

4.1 Mass Cancel/ Withdraw Employee's Leave Records



1. Click on **Administrative** tab.
2. Click on Mass Cancellation / Withdrawal tab under Mass Cancellation / Withdrawal

Mass Cancellation / Withdrawal

Mass Cancellation / Withdrawal
Perform mass cancellation / withdrawal for employees' leaves

Status Change
Change current leave status to other status

3. Enter desired filters and click on **Retrieve** to retrieve employee' leave records

Administrative

Back

Cancellation / Withdrawal

Retrieve

Employee : Leave Type :

Taken Type : Leave Status :

Start Date : End Date :



Remarks :

4. Tick at the checkboxes
5. Click on **Cancellation / Withdrawal** to cancel/ withdraw employee' leave records




Total Employee(s) Selected : 0, Total Record(s) Selected : 0, Total Day(s) Selected : 0, Total Hour(s) Selected : 0

Cancellation / Withdrawal

	Employee No	Employee Name	Leave Type	Start Date	End Date	No. of days / hours	Taken Type	Status	Remarks	Entry Date	Entry By	Emergency Leave	Advance Leave
<input type="checkbox"/>	MY007		Movement Control Order	2021-10-01	2021-10-01	1 Day(s)	Full Day	Approved		2021-10-23	-	0	0
<input type="checkbox"/>	MY007		Movement Control Order	2021-10-11	2021-10-11	1 Day(s)	Full Day	Approved		2021-10-23	-	0	0
<input type="checkbox"/>	MY012		Annual Leave	2021-10-05	2021-10-05	1 Day(s)	Full Day	Pending Approval		2021-10-21	-	0	0
<input type="checkbox"/>	MY012		Annual Leave	2021-10-11	2021-10-11	1 Day(s)	Full Day	Pending Approval		2021-10-21	-	0	0
<input type="checkbox"/>	MY0023		Annual Leave	2021-10-14	2021-10-14	1 Day(s)	Full Day	Approved		2021-10-26	-	0	0
<input type="checkbox"/>	MY0023		Annual Leave	2021-10-25	2021-10-25	1 Day(s)	Full Day	Approved		2021-10-19	-	0	0

6. System will prompt for signature in a dialog box (as shown below), user may click on  to erase signature or  to cancel



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. Optionally, user may insert comment after signing

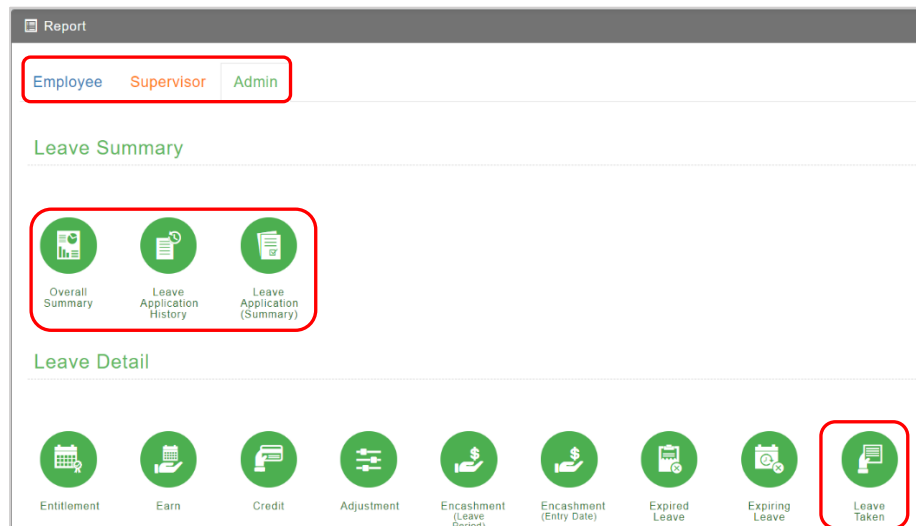


LEAVE REPORT

5.1 Retrieve and View Employee Leave Records



1. To view more details about Employee Leave, click on the **Report** icon.
2. Select **Admin** 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 (Admin)

As of : 2021-10-26

(1) Customize Columns

(2) Export

Employee No	Employee Name	Leave Type	Unit Of Measure	Entitlement	Balance	Future	Carry Forward	Earn	Credit	Taken	Adjustment	Encashment	Expired	Advance
MY001		-	-	-	-	-	-	-	-	-	-	-	-	-
MY004		-	-	-	-	-	-	-	-	-	-	-	-	-
MY005		-	-	-	-	-	-	-	-	-	-	-	-	-
MY009		Annual Leave	Day	14.5	1.5	0	0	1.5	0	4	0	0	0	0
		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
		Medical Leave	Day	22	22	0	0	22	0	0	0	0	0	0
		Hospitalization Leave	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
		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

«

<

1

2

3

4

5

...

108

>

»

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 2021-10-26																		
Employment Status					Department													
Supervisor					Job Level													
Job Class					Location													
Leave Group																		
Employee					Leave Type													
Available for Encashment					Entitlement Calculation Error													

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>Approved on 2021-10-26 17:44:28</div>	No	No	1
		2. <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:

Approved Test Admin

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 (Admin)								(1) Customize Columns	Export	Refresh (3)	Data captured on 2021-10-26 17:20:14
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	Remarks
MY0078		2021-01-02	2021-01-11	8	Day	Full Day	Dummy Leave	Approved	2021-01-18 21:47:08		UPM
MY0078		2021-01-12	2021-03-15	52	Day	Full Day	Socso Leave	Approved	2021-03-01 17:05:38		socso leave
MY0078		2021-03-16	2021-04-26	36	Day	Full Day	Socso Leave	Approved	2021-03-24 15:01:35		socso leave
MY0078		2021-04-27	2021-07-19	66	Day	Full Day	Socso Leave	Approved	2021-05-27 14:18:44		socso leave
MY0120		2021-01-25	2021-01-25	1	Day	Full Day	Annual Leave	Approved	2021-01-19 08:30:06		Urusan pent
MY0120		2021-01-30	2021-01-30	1	Day	Full Day	Annual Leave	Approved	2021-01-27 23:09:33		Pindah Rumi
MY0120		2021-03-22	2021-03-22	1	Day	Full Day	Annual Leave	Approved	2021-03-17 08:17:10		Urusan peng
<div> <div>1 2 3 4 5 ... 113</div> <div>Show 5 Employees (4)</div> </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 for user preference report format.

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

Filter													
Apply Filter (5)								(6) 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		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		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

3. Leave Application (Summary)

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

Filter

Leave Application(Summary) (Admin)

As of : 2021-10-26

Customize Columns

Export

Employee No	Employee Name	Leave Type	Unit Of Measure	Entitlement	Balance	Future	Carry Forward	Earn	Credit	Taken	Adjustment	Encashment	Expired	Advanced
MY001		> -	-	-	-	-	-	-	-	-	-	-	-	-
MY004		> -	-	-	-	-	-	-	-	-	-	-	-	-
MY005		> -	-	-	-	-	-	-	-	-	-	-	-	-
MY009		> Annual Leave	Day	14.5	1.5	0	0	1.5	0	4	0	0	0	0
		> 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
		> Medical Leave	Day	22	22	0	0	22	0	0	0	0	0	0
		> Hospitalization Leave	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
		> 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
										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: 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)									

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>Approved on 2021-10-26 17:44:28</div>	No	No	1
		2. <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:

Approved Test Admin

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 (Admin)								(1) Customize Columns	Export (2)	Refresh (3)	
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
MY0078		2021-01-02	2021-01-02 08:15:00	2021-01-02 13:00:00	1	Day	Full Day	Dummy Leave	Approved	2021-01-18 21:47:08	
MY0078		2021-01-04	2021-01-04 08:00:00	2021-01-04 17:15:00	1	Day	Full Day	Dummy Leave	Approved	2021-01-18 21:47:08	
MY0078		2021-01-05	2021-01-05 08:00:00	2021-01-05 17:15:00	1	Day	Full Day	Dummy Leave	Approved	2021-01-18 21:47:08	
MY0078		2021-01-06	2021-01-06 08:00:00	2021-01-06 17:15:00	1	Day	Full Day	Dummy Leave	Approved	2021-01-18 21:47:08	
MY0078		2021-01-07	2021-01-07 08:00:00	2021-01-07 17:15:00	1	Day	Full Day	Dummy Leave	Approved	2021-01-18 21:47:08	
MY0078		2021-01-08	2021-01-08 08:00:00	2021-01-08 18:00:00	1	Day	Full Day	Dummy Leave	Approved	2021-01-18 21:47:08	
MY0078		2021-01-09	2021-01-09 08:15:00	2021-01-09 13:00:00	1	Day	Full Day	Dummy Leave	Approved	2021-01-18 21:47:08	
MY0078		2021-01-11	2021-01-11 08:00:00	2021-01-11 17:15:00	1	Day	Full Day	Dummy Leave	Approved	2021-01-18 21:47:08	
MY0078		2021-01-12	2021-01-12 08:00:00	2021-01-12 17:15:00	1	Day	Full Day	Socso Leave	Approved	2021-03-01 17:05:38	
<div> <div>1 2 3 4 5 ... 113</div> <div>Show 5 Employees (4)</div> </div>											

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: Paging and no. of employee per page

Step 5: Apply Filter for user preference report format.

Step 6: Click to filter the data.

Filter													
Apply Filter (5)								(6) 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			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			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.  -  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

Close