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## ADMIN TRAINING GUIDE

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eLeave HR Application

4<sup>th</sup> June 2010

## Contents

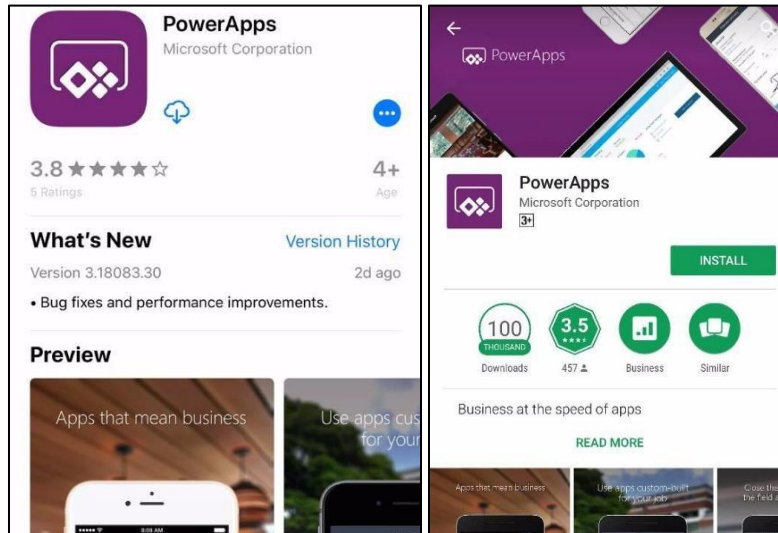
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## Access to PowerApps

### Access through Mobile

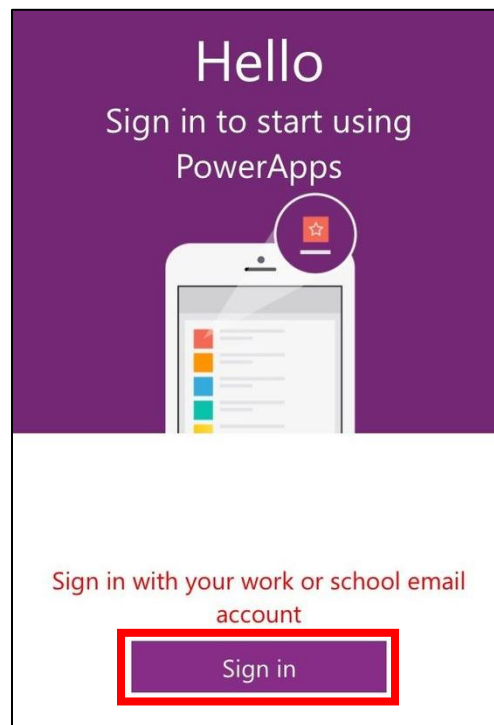
1. Go to **Play Store / App Store** and **Install Power Apps**.



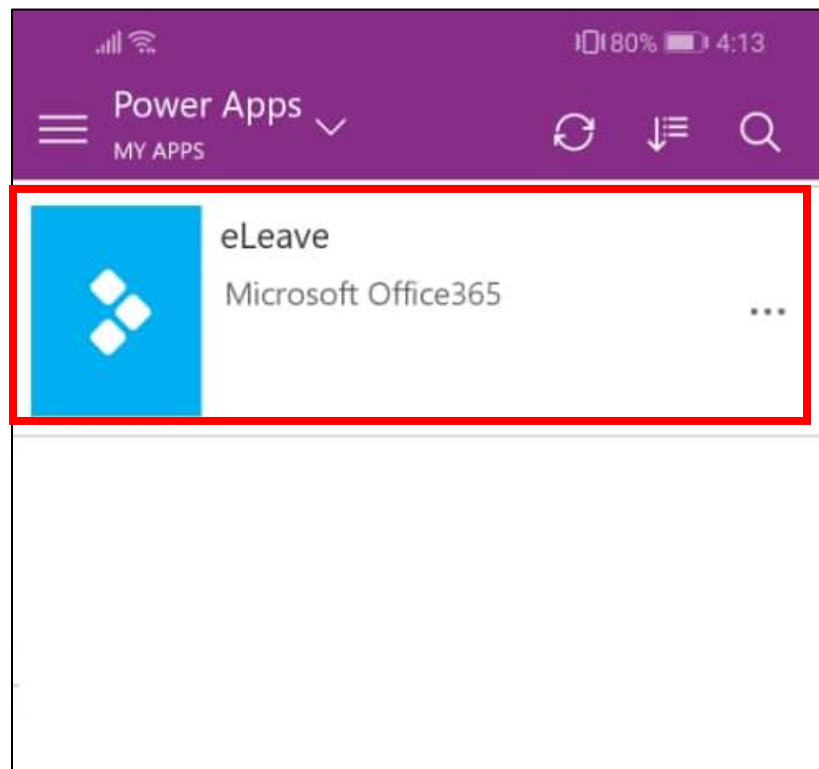
**App Store**

**Play Store**

2. **Sign in** with related email account. Choose related **Work or school account**. Then, enter **Password** and click **Sign In**.

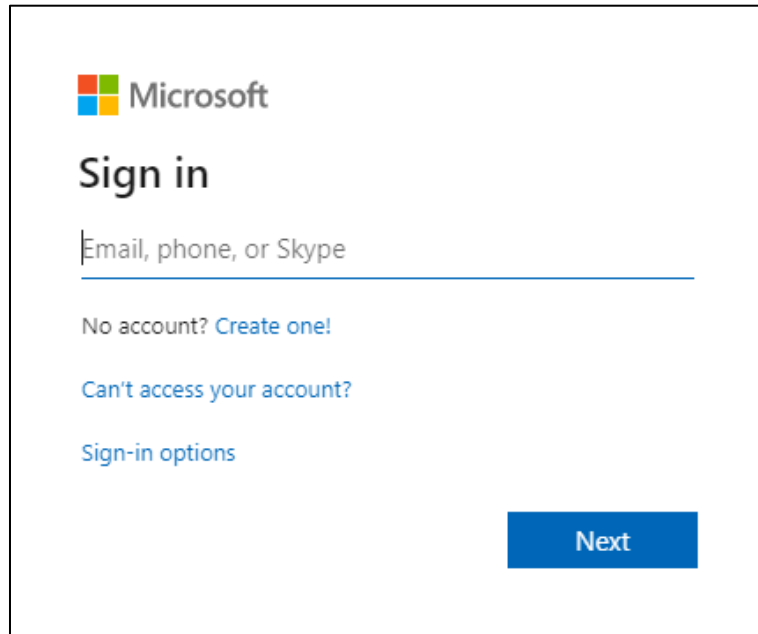


3. Choose “eLeave”.



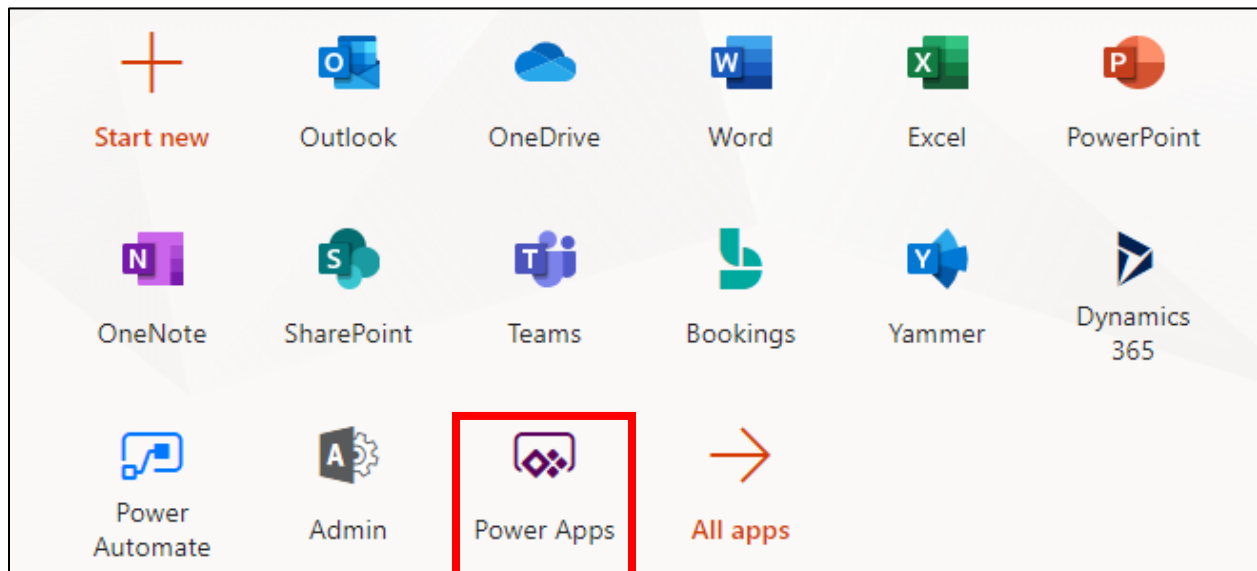
## Access through Web

1. Access your Office 365 account through <https://portal.office.com/>. Enter your credentials.

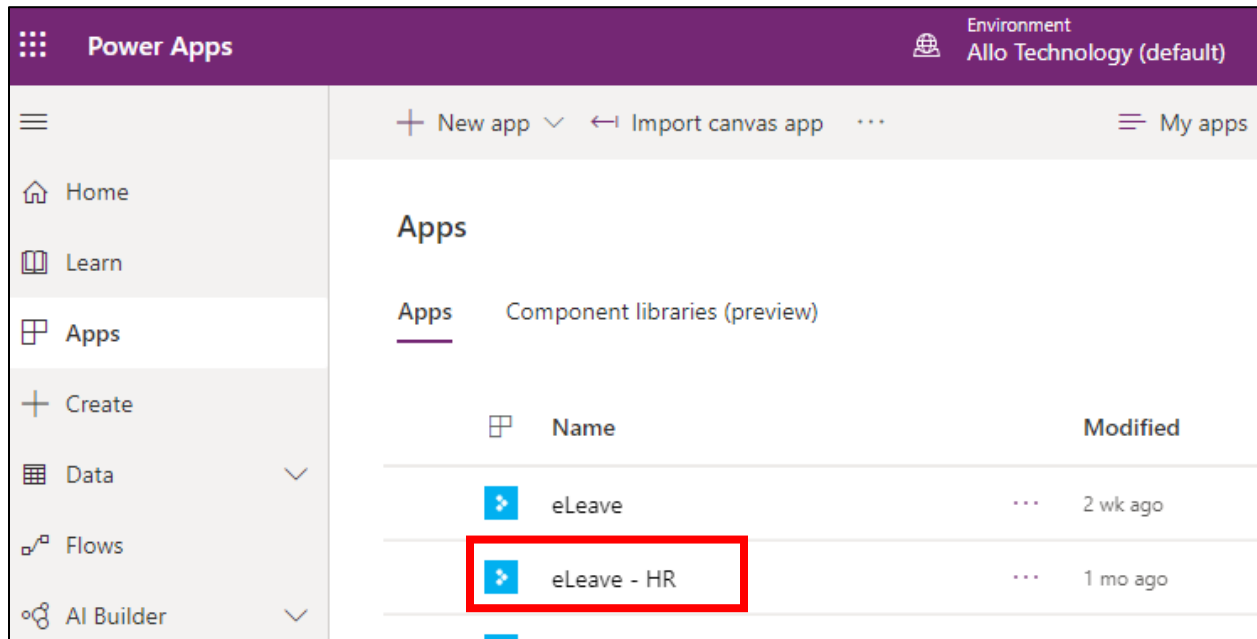


The image shows the Microsoft sign-in page. At the top is the Microsoft logo. Below it is the text "Sign in". There is a text input field with the placeholder text "Email, phone, or Skype". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right is a blue button labeled "Next".

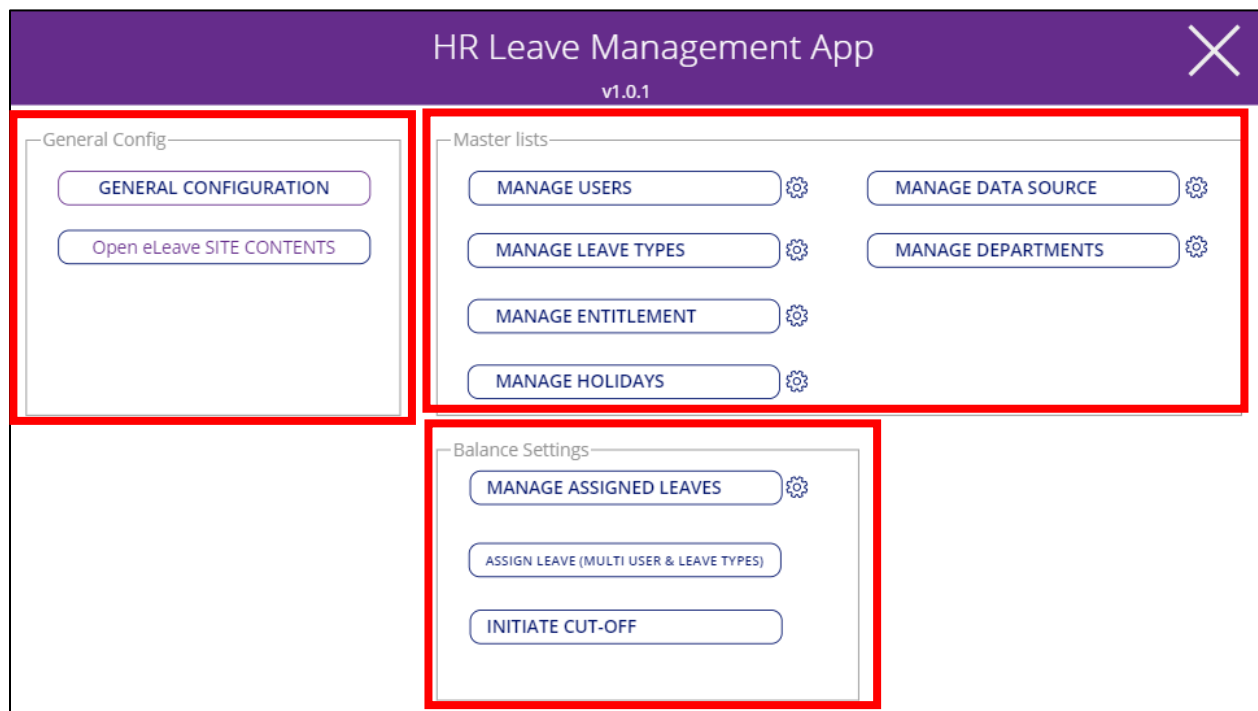
2. From the app icons, select **Power Apps**.



- It will be re-directed to your organization **Power Apps** environment. Select **eLeave – HR App**. The app will launch and the main screen for **HR Leave Management App** will be displayed.



## eLeave – HR Part (Main Screen)



1. The **HR Leave Management App** main screen contains the following sections for **HR Admins'** perusal:

I. **General Config section:**

- i. General Configuration
- ii. Open eLeave Site Contents

II. **Master Lists section:**

- i. Manage Users
- ii. Manage Leave Types
- iii. Manage Entitlement
- iv. Manage Holidays
- v. Manage Data Source
- vi. Manage Departments

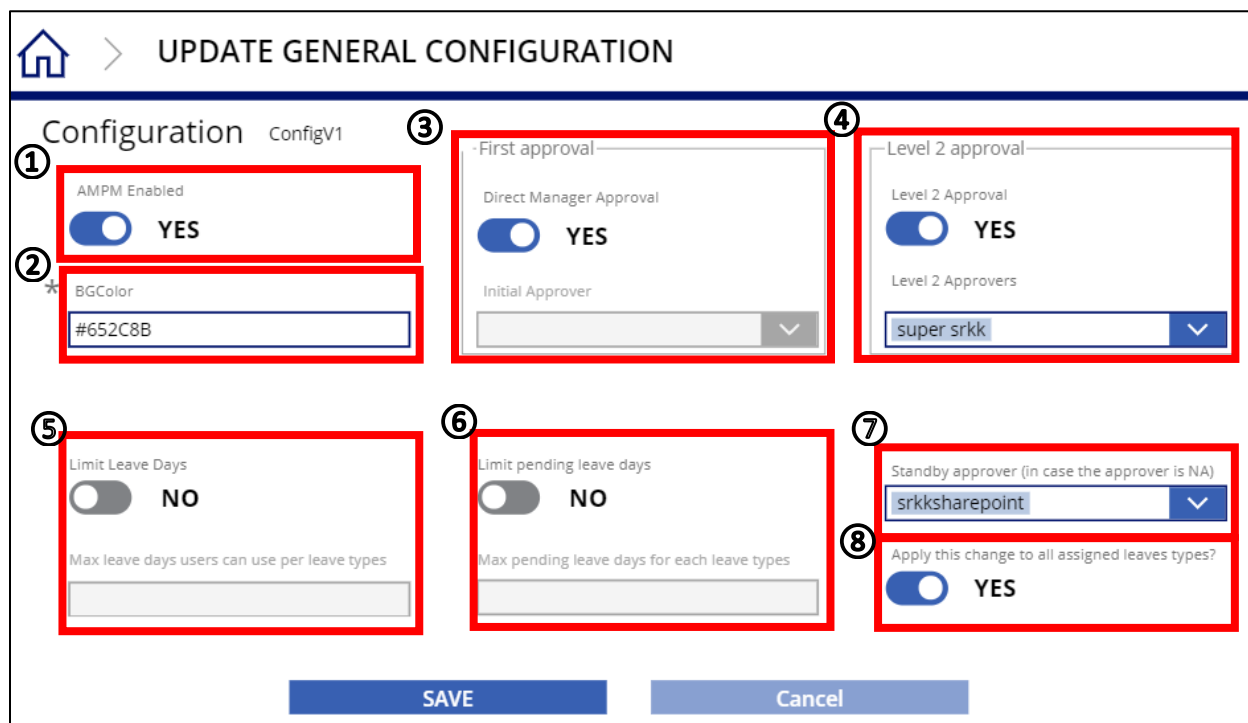
III. **Balance Settings section:**

- i. Manage Assigned Leaves
- ii. Assign Leave (Multi User and Leave types)
- iii. Initiate Cut-Off



## General Configuration

1. The **General Configuration**, located under the **General Configuration** section contains the overall settings of the **eLeave App**. **HR Admin** will update the following settings only once, or when a change is necessary.



No.	Feature	Description
1	AM/PM Enabled	Toggle button that describes the specification on time on the leave application.
2	BGColor	The colour of the background on the application. This field is required to be filled.
3	Direct Manager Approval	Toggle button to allow the first level approval of leave request to be directed to user's manager.
4	Level 2 Approval	Specify Approver for Level 2 Approval of leave request if 2 level of approval is needed.
5	Limit Leave Days	Toggle button that limit the leave day a user be able to apply on each leave types.
6	Limit pending leave days	Toggle button to denote the limitation of pending leave days that is allowed on each leave types.
7	Standby approver	Specify an approver if the approver of a user is not found.

8	Apply changes	Toggle button that applied the approver specification to all assigned leaves types if no approver is found.
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## Update Background Colour

1. In the **Update General Configuration** screen, the **BGColor** field requires HEX color code.



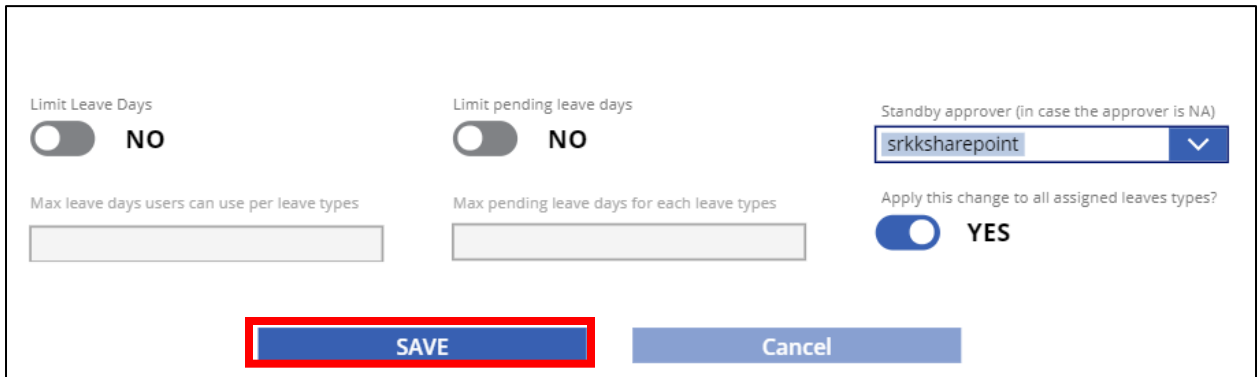
AMPM Enabled

☒ YES

\* BGColor

#652C8B

2. Click **SAVE** on the bottom to save the changes.



Limit Leave Days ☐ NO

Limit pending leave days ☐ NO

Standby approver (in case the approver is NA)

Max leave days users can use per leave types

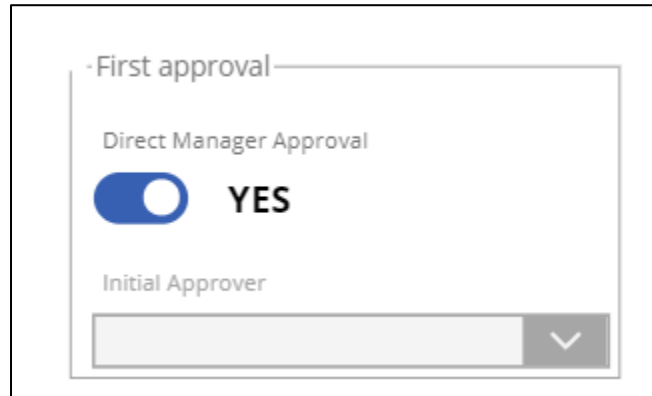
Max pending leave days for each leave types

Apply this change to all assigned leaves types? ☒ YES

**SAVE** Cancel

## Update First level approval

1. In the **Update General Configuration** screen, toggle the button of Direct Manager Approval to allow or disallow the user's manager to be the first level approver of the leave request. Specify initial approver on the dropdown if this toggle is set to 'No'.



-First approval-

Direct Manager Approval

☒ YES

Initial Approver

▼

2. Click **SAVE** on the bottom to save the changes.



Limit Leave Days

☐ NO

Limit pending leave days

☐ NO

Standby approver (in case the approver is NA)

srkksharepoint ▼

Max leave days users can use per leave types

Max pending leave days for each leave types


Apply this change to all assigned leaves types?

☒ YES

**SAVE** Cancel

## Update Second level approval

1. In the **Update General Configuration** screen, toggle the button of Level 2 Approval to allow or disallow the next approval process and specify the approver on the dropdown if needed.



Level 2 approval

Level 2 Approval

**NO**

Level 2 Approvers

[Dropdown menu]

2. Click **SAVE** on the bottom to save the changes.



Limit Leave Days

☐ **NO**

Limit pending leave days

☐ **NO**

Standby approver (in case the approver is NA)

srkksharepoint

Max leave days users can use per leave types

Max pending leave days for each leave types

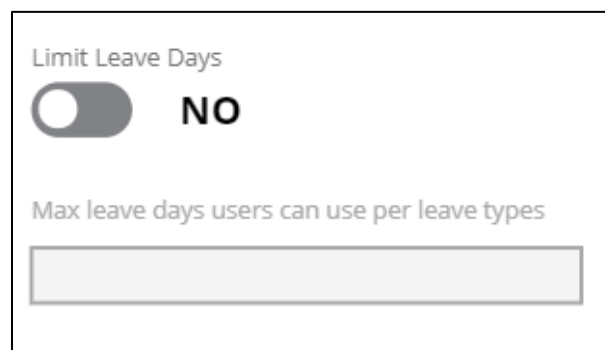
Apply this change to all assigned leaves types?

☒ **YES**

**SAVE** Cancel

## Update Limit leave days

1. In the **Update General Configuration** screen, toggle the button of **Limit Leave Days** to limit the days that a user is allowed to request per leave types and set the maximum days if the toggle button is set to 'Yes'.



Limit Leave Days

☐ **NO**

Max leave days users can use per leave types

[Input field]

- Click **SAVE** on the bottom to save the changes.

Limit Leave Days  
☐ NO  
Max leave days users can use per leave types

Limit pending leave days  
☐ NO  
Max pending leave days for each leave types

Standby approver (in case the approver is NA)  
   
Apply this change to all assigned leaves types?  
☒ YES

## Update Pending leave days

- In the **Update General Configuration** screen, toggle the button of Limit Leave Days to limit the pending days that is allowed per leave types and set the maximum days if the toggle button is set to 'Yes'.

Limit pending leave days  
☒ YES  
Max pending leave days for each leave types

- Click **SAVE** on the bottom to save the changes.

Limit Leave Days  
☐ NO  
Max leave days users can use per leave types


Limit pending leave days  
☐ NO  
Max pending leave days for each leave types

Standby approver (in case the approver is NA)  
   
Apply this change to all assigned leaves types?  
☒ YES

## Update Standby Approver

1. In the **Update General Configuration** screen, select the approver to be responsible of the leave request from user with missing approver details. Toggle the button under the dropdown to apply the approver specification to all assigned leave types.

Standby approver (in case the approver is NA)



Apply this change to all assigned leaves types?

☐

NO

2. Click **SAVE** on the bottom to save the changes.

Limit Leave Days

☐


NO

Limit pending leave days

☐

NO

Standby approver (in case the approver is NA)



Max leave days users can use per leave types

Max pending leave days for each leave types

Apply this change to all assigned leaves types?

☒

YES


SAVE

Cancel

## Open eLeave Site Content

1. This button will re-direct **HR Admins** to the **eLeave Master Lists** in the SharePoint **Site Contents**. The lists are where all eLeave data are stored in SharePoint.

**Link:** [https://allotech.sharepoint.com/sites/Apps/eleave/\\_layouts/15/viewlsts.aspx?view=14](https://allotech.sharepoint.com/sites/Apps/eleave/_layouts/15/viewlsts.aspx?view=14)



eLeave

Home
Notebook
Documents
Pages
Site contents
Recycle bin
Edit

+ New

Contents

Subsites

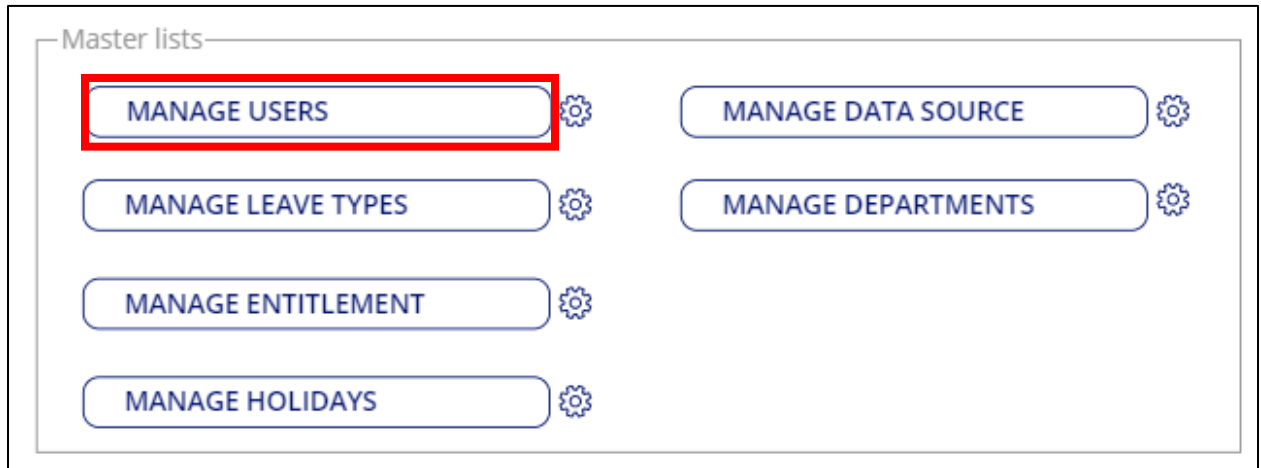
Name	Type	Items	Modified
Documents	Document library	0	26/02/2020 17:23
Site Assets	Document library	1	26/02/2020 17:23
Announcements	List	2	13/03/2020 10:26
Approval Logs	List	18	28/04/2020 16:01
Cut-Off Records	List	0	29/03/2020 22:49
Cut-Off Schedule	List	0	29/03/2020 22:46
Departments	List	9	02/03/2020 10:14
eLeave Config	List	1	21/04/2020 16:31
Employment Type	List	2	23/03/2020 13:58
Entitlement Non-Full Time	List	0	27/02/2020 11:55
Entitlements	List	52	02/03/2020 16:01
HR Group	List	3	02/03/2020 16:11
JobLevel	List	17	02/03/2020 14:33
Leave App Users	List	66	23/03/2020 13:57

Return to classic SharePoint

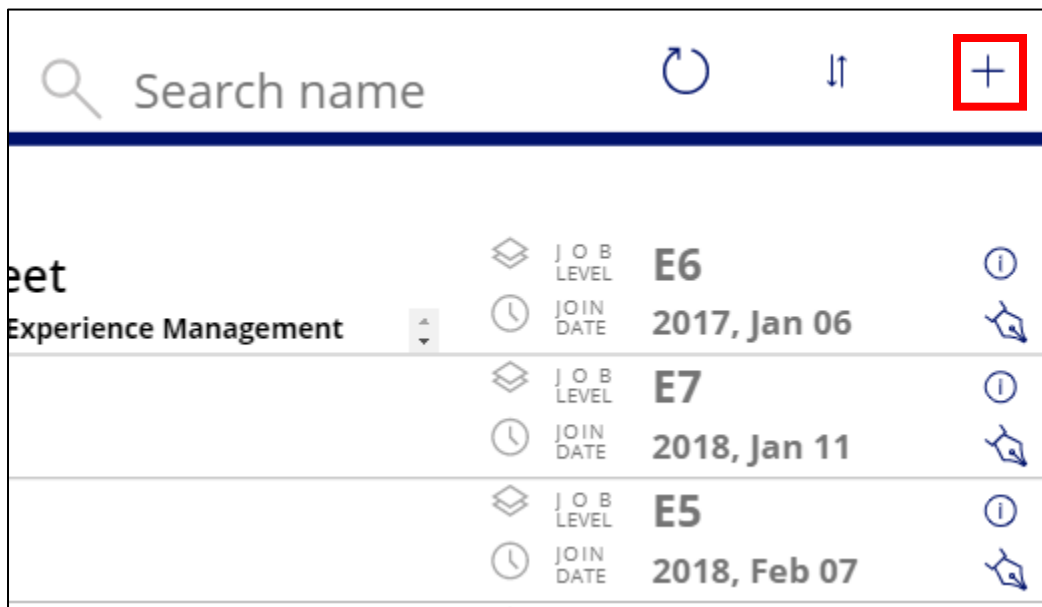
## Managing Users

Add new user

1. Click **MANAGE USERS** button under **Master lists** section.




2. Click the **+** icon from User accounts screen.





- Fill up the fields and specify the user as necessary. Click **SAVE** button to complete adding user.


> NEW USER

---

\* Staff

Job level

\* Employment type

Department

Remarks

\* Start date

Job title

\* Office location

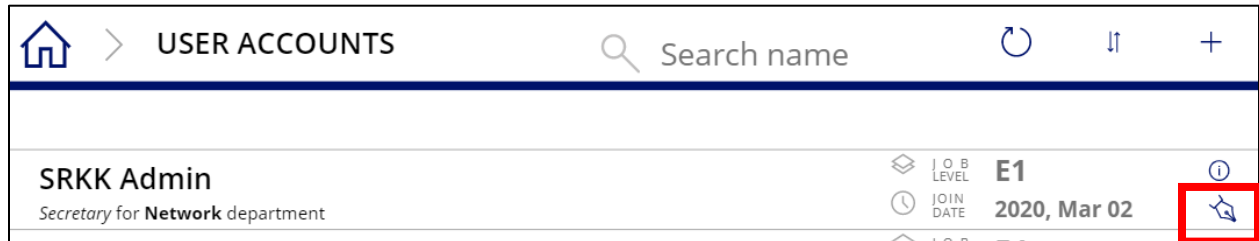
\* Gender

SAVE

Cancel


## Update user information

1. From **MANAGE USERS** screen, click the **Edit** icon.



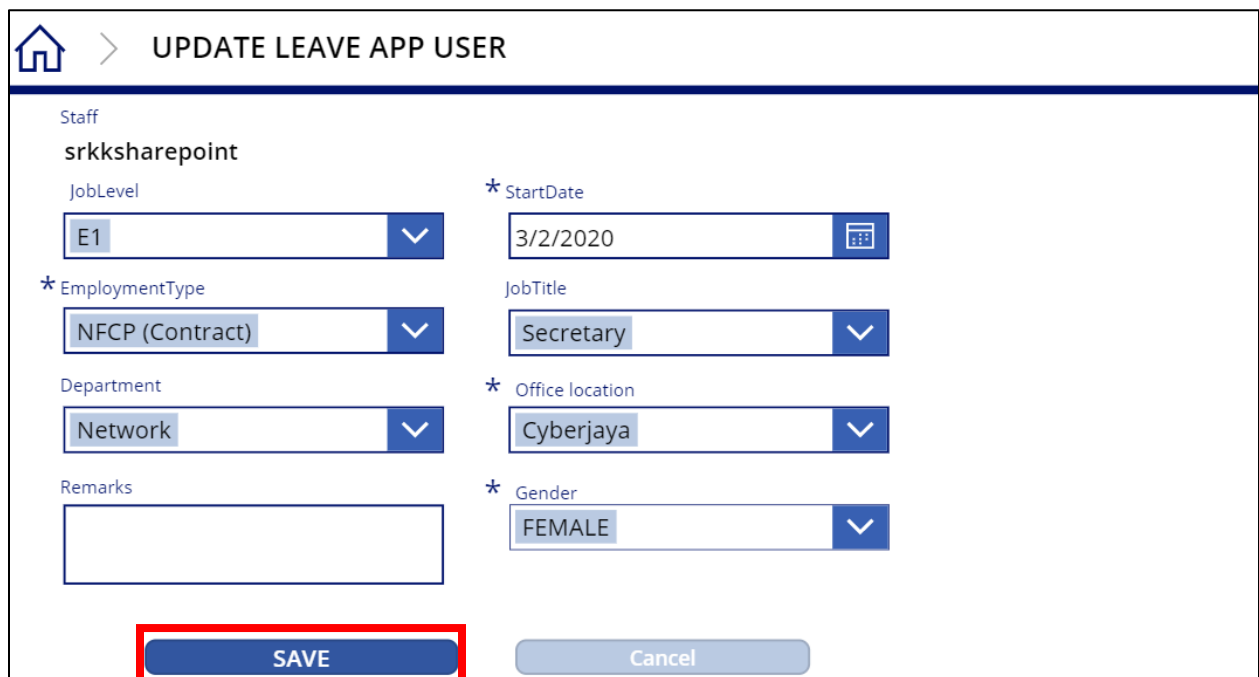
Home > USER ACCOUNTS

Search name

Staff	Job Level	Join Date	Action
SRKK Admin Secretary for Network department	E1	2020, Mar 02	

2. Update information as necessary. Click **SAVE** to apply the changes of the staff details.

**\*Note:** Staff's name cannot be changed for security purpose.



Home > UPDATE LEAVE APP USER

Staff  
srkksharepoint

JobLevel  
E1

\* EmploymentType  
NFCP (Contract)

Department  
Network

Remarks

\* StartDate  
3/2/2020

JobTitle  
Secretary


\* Office location  
Cyberjaya


\* Gender  
FEMALE




**SAVE** Cancel

## Delete user

1. From the **MANAGE USERS** screen, click the info icon on the user to be deleted.




> USER ACCOUNTS









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**SRKK Admin**  
*Secretary for Network department*

 **J O B LEVEL**  
 **JOIN DATE**

**E1**  
**2020, Mar 02**

2. Then, click **DELETE** button.


> USER INFO

---

**Staff**  
 srkksharepoint

**JobLevel**  
 NFCP (Contract)

**EmploymentType**  
 Network

**StartDate**  
 3/2/2020

**JobTitle**  
 Secretary

**Remarks**

**LEAVE NAME**  
 Annual  
 Marriage  
 Sick  
 Hospitalization

**TAKEN**  
 13  
 0  
 14  
 0

**BALANCE**  
 7  
 0  
 8  
 60

**ENTITLEMENT**  
 20  
 0  
 22  
 60

**CLOSE**

**DELETE**

3. To confirm deletion of user from staff list, click **CONFIRM DELETE** button.

**CLOSE**

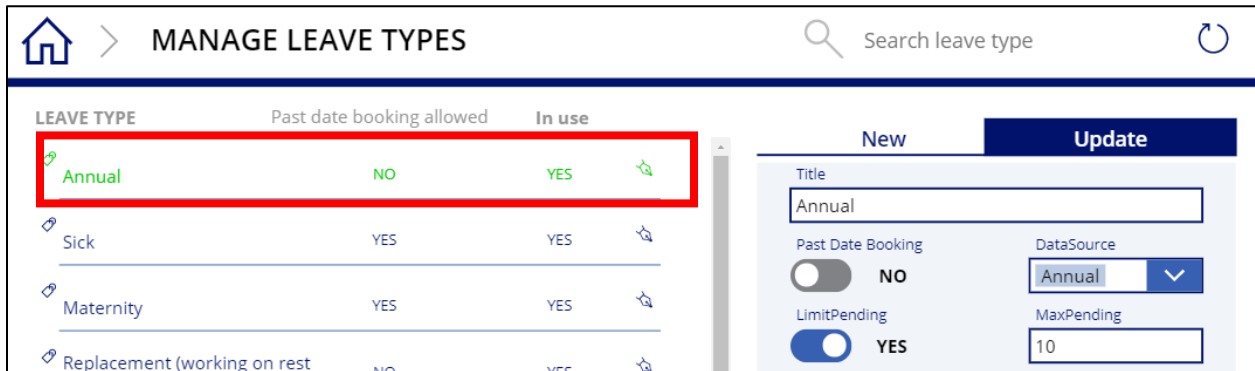
**CONFIRM DELETE**

## Managing Leave Types

### Add new leave type

- From the **MANAGE LEAVE TYPES** screen, by default, when you open leave types screen, the first row from the **Leave Type** list will be selected.

**\*Note:** In some cases, it will not automatically select the first row.



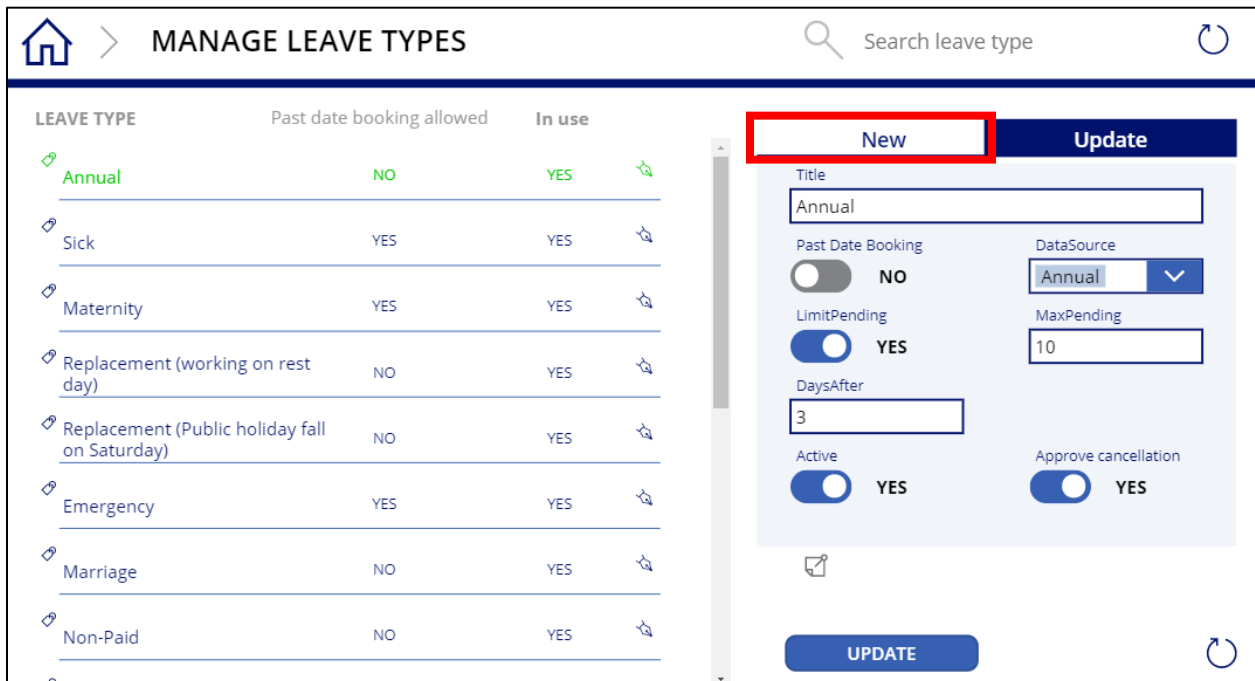
The screenshot shows the 'MANAGE LEAVE TYPES' screen. On the left, there is a table with columns: LEAVE TYPE, Past date booking allowed, and In use. The first row, 'Annual', is highlighted with a red box. On the right, there is a form for editing the selected leave type. The 'New' tab is selected, and the form contains fields for Title, Past Date Booking, LimitPending, DataSource, and MaxPending.

LEAVE TYPE	Past date booking allowed	In use
Annual	NO	YES
Sick	YES	YES
Maternity	YES	YES
Replacement (working on rest day)	NO	YES

**Form Fields:**

- Title: Annual
- Past Date Booking: ☐ NO
- LimitPending: ☒ YES
- DataSource: Annual
- MaxPending: 10

- To change the add new leave type, click the **New** tab on top right section of the screen.



The screenshot shows the 'MANAGE LEAVE TYPES' screen. On the left, there is a table with columns: LEAVE TYPE, Past date booking allowed, and In use. The first row, 'Annual', is highlighted with a red box. On the right, there is a form for editing the selected leave type. The 'New' tab is selected, and the form contains fields for Title, Past Date Booking, LimitPending, DaysAfter, Active, Approve cancellation, DataSource, and MaxPending.



LEAVE TYPE	Past date booking allowed	In use
Annual	NO	YES
Sick	YES	YES
Maternity	YES	YES
Replacement (working on rest day)	NO	YES
Replacement (Public holiday fall on Saturday)	NO	YES
Emergency	YES	YES
Marriage	NO	YES
Non-Paid	NO	YES

















**Form Fields:**

- Title: Annual
- Past Date Booking: ☐ NO
- LimitPending: ☒ YES
- DaysAfter: 3
- Active: ☒ YES
- Approve cancellation: ☒ YES
- DataSource: Annual
- MaxPending: 10

**Buttons:** UPDATE

3. Fill up fields as necessary then click **SAVE** to complete adding new leave type.


> MANAGE LEAVE TYPES
Search leave type


LEAVE TYPE	Past date booking allowed	In use	
 Annual	NO	YES	
 Sick	YES	YES	
 Maternity	YES	YES	
 Replacement (working on rest day)	NO	YES	
 Replacement (Public holiday fall on Saturday)	NO	YES	
 Emergency	YES	YES	
 Marriage	NO	YES	
 Non-Paid	NO	YES	

NewUpdate

Title

Past Date Booking

☐ NO

LimitPending

☐ NO

DaysAfter

0

Active

☒ YES


Approve cancellation

☐ NO

DataSource

MaxPending

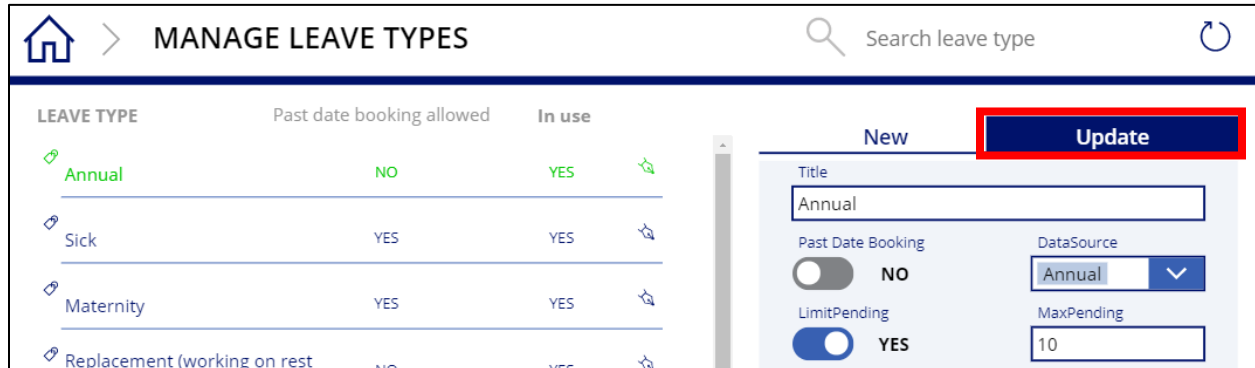
0



Save

## Update leave type

1. From **MANAGE LEAVE TYPES** screen, to update leave type, select the leave type you want to update on the left section of the screen.



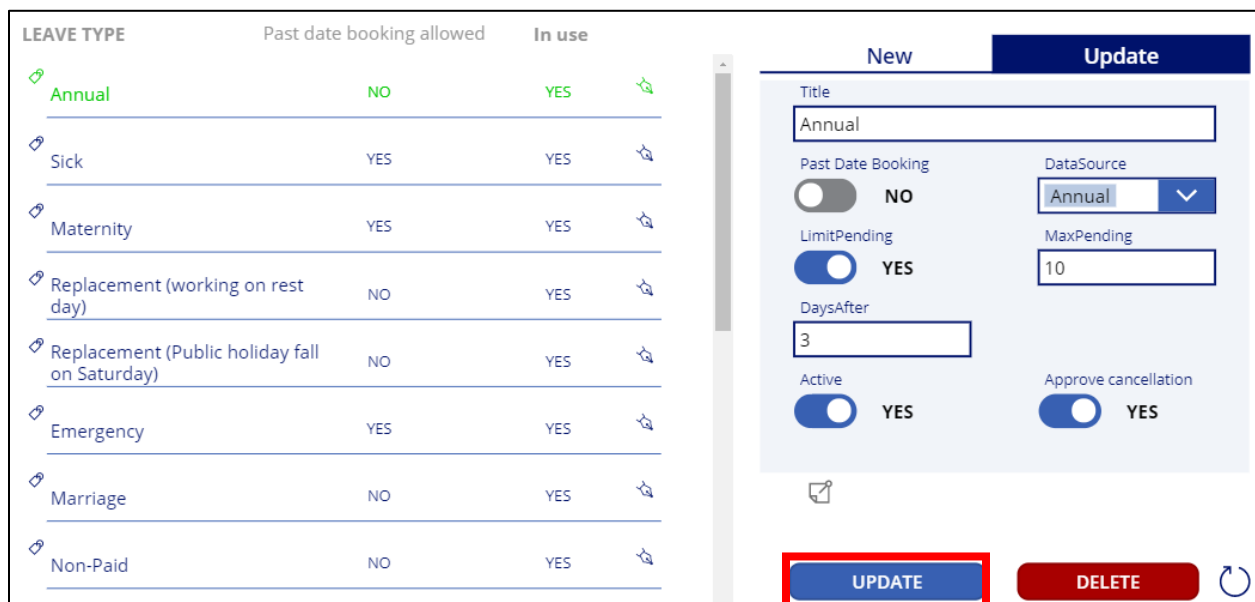
The screenshot shows the 'MANAGE LEAVE TYPES' screen. On the left, there is a table with columns: LEAVE TYPE, Past date booking allowed, and In use. The 'Annual' leave type is selected. On the right, there is a form with fields for Title, Past Date Booking, LimitPending, DataSource, and MaxPending. The 'Update' button is highlighted in red.

LEAVE TYPE	Past date booking allowed	In use
Annual	NO	YES
Sick	YES	YES
Maternity	YES	YES
Replacement (working on rest day)	NO	YES

Form fields:

- Title: Annual
- Past Date Booking: NO
- LimitPending: YES
- DataSource: Annual
- MaxPending: 10

2. The leave type form will automatically revert to edit mode and load the values based on the selected row from existing leave types. Change values as necessary then click **UPDATE** button.  
**\*Note:** It is not recommended to change title or data source if this leave type is already used or referenced by any leave forms.



The screenshot shows the 'MANAGE LEAVE TYPES' screen with the 'Annual' leave type selected. The form on the right is now in edit mode, showing fields for Title, Past Date Booking, LimitPending, DataSource, MaxPending, DaysAfter, Active, and Approve cancellation. The 'Update' button is highlighted in red.

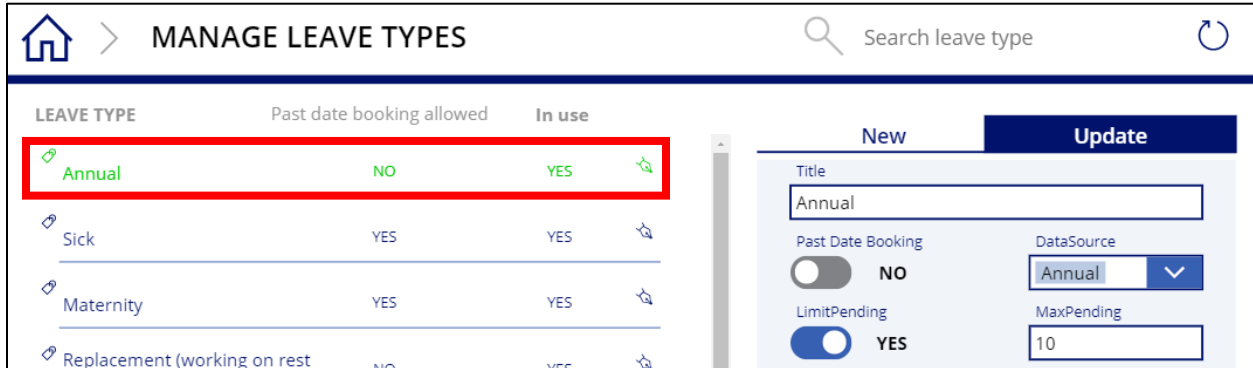
LEAVE TYPE	Past date booking allowed	In use
Annual	NO	YES
Sick	YES	YES
Maternity	YES	YES
Replacement (working on rest day)	NO	YES
Replacement (Public holiday fall on Saturday)	NO	YES
Emergency	YES	YES
Marriage	NO	YES
Non-Paid	NO	YES

Form fields:

- Title: Annual
- Past Date Booking: NO
- LimitPending: YES
- DataSource: Annual
- MaxPending: 10
- DaysAfter: 3
- Active: YES
- Approve cancellation: YES

## Delete leave type

1. From the **MANAGE LEAVE TYPES** screen, select the leave type from existing leave types.



**MANAGE LEAVE TYPES**

Search leave type

LEAVE TYPE	Past date booking allowed	In use
Annual	NO	YES
Sick	YES	YES
Maternity	YES	YES
Replacement (working on rest	NO	YES

**New** **Update**

Title: Annual

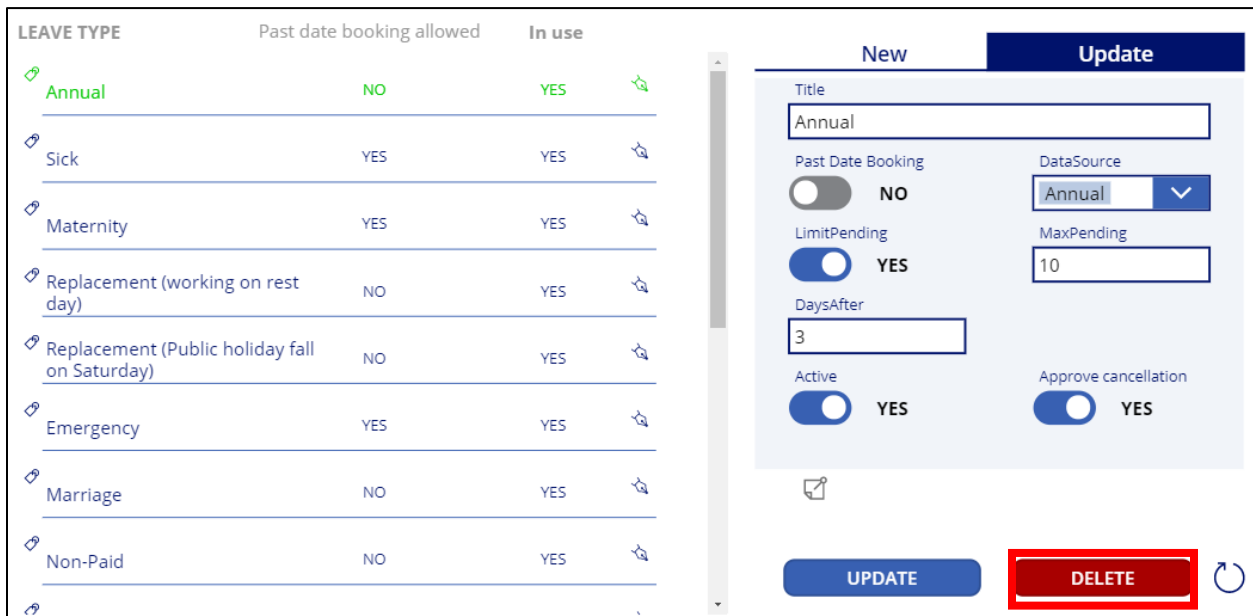
Past Date Booking: ☐ NO ☒ YES

LimitPending: ☒ YES ☐ NO

DataSource: Annual

MaxPending: 10

2. Click **DELETE** button then click **CONFIRM DELETE** button to confirm delete action.



**MANAGE LEAVE TYPES**

Search leave type

LEAVE TYPE	Past date booking allowed	In use
Annual	NO	YES
Sick	YES	YES
Maternity	YES	YES
Replacement (working on rest day)	NO	YES
Replacement (Public holiday fall on Saturday)	NO	YES
Emergency	YES	YES
Marriage	NO	YES
Non-Paid	NO	YES

**New** **Update**

Title: Annual

Past Date Booking: ☐ NO ☒ YES

LimitPending: ☒ YES ☐ NO

DataSource: Annual

MaxPending: 10

DaysAfter: 3

Active: ☒ YES ☐ NO

Approve cancellation: ☒ YES ☐ NO

**UPDATE** **DELETE**

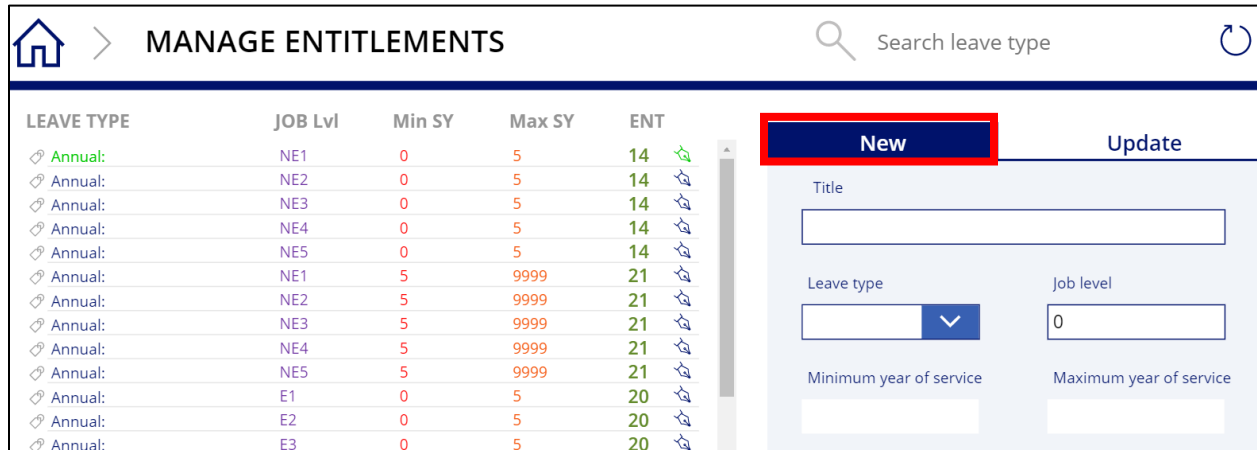


**UPDATE** **CONFIRM DELETE**

## Managing Entitlements

### Add Entitlement

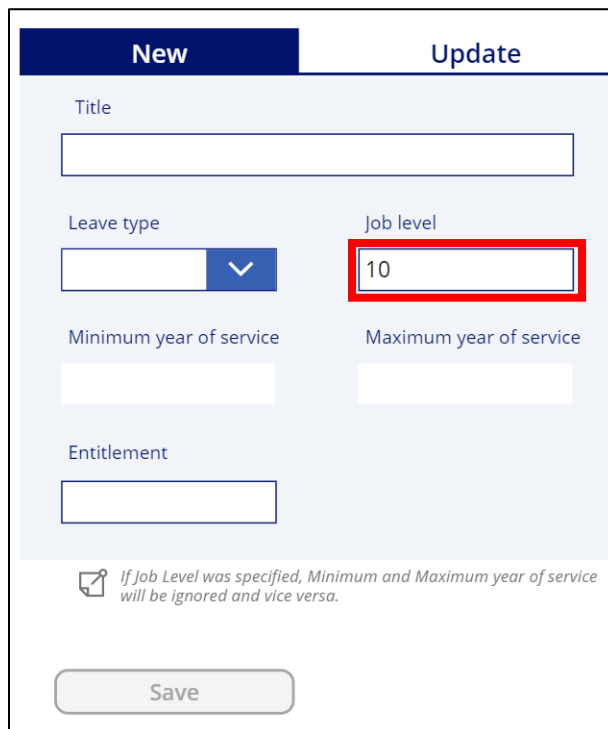
- From **MANAGE ENTITLEMENTS** screen, click **New** tab. A new form will be displayed.



The screenshot shows the 'MANAGE ENTITLEMENTS' screen. At the top, there is a search bar labeled 'Search leave type' and a refresh icon. Below the header is a table with columns: LEAVE TYPE, JOB Lvl, Min SY, Max SY, and ENT. The table lists various leave types (Annual) with their corresponding job levels (NE1 to E3) and service years. To the right of the table, there are two tabs: 'New' (highlighted in red) and 'Update'. The 'New' tab is active, showing a form with fields for Title, Leave type (a dropdown menu), Job level (a text input with '0'), Minimum year of service, and Maximum year of service. There is also an 'Entitlement' field at the bottom.

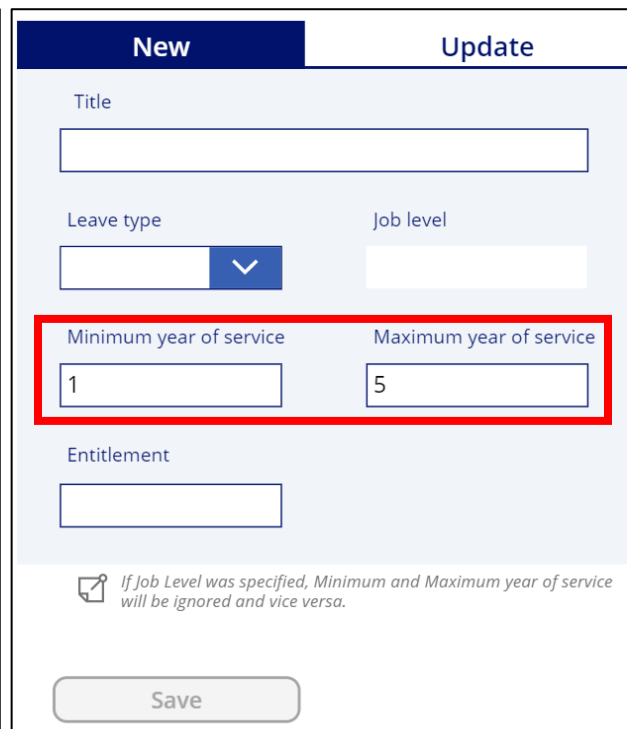
- If **Job Level** field is filled, **Year or Services** fields will be disabled and vice versa. The example below shows the differences in the form if the **Job Level (A)** or **Service Years (B)** is specified. Click **SAVE** to complete adding leave entitlement.

#### A: using Job level



This screenshot shows the 'New' form for adding a leave entitlement. The 'Job level' field is highlighted with a red box and contains the value '10'. The 'Leave type' field is a dropdown menu. The 'Minimum year of service' and 'Maximum year of service' fields are disabled (grayed out). The 'Entitlement' field is at the bottom. A note at the bottom states: 'If Job Level was specified, Minimum and Maximum year of service will be ignored and vice versa.' A 'Save' button is at the bottom right.

#### B: using year of services










This screenshot shows the 'New' form for adding a leave entitlement. The 'Minimum year of service' and 'Maximum year of service' fields are highlighted with a red box and contain the values '1' and '5' respectively. The 'Job level' field is disabled (grayed out). The 'Leave type' field is a dropdown menu. The 'Entitlement' field is at the bottom. A note at the bottom states: 'If Job Level was specified, Minimum and Maximum year of service will be ignored and vice versa.' A 'Save' button is at the bottom right.




## Update Entitlement of Leave


- From **MANAGE ENTITLEMENTS** screen, choose the leave type from existing leave types and the form of the selected leave will be shown on the right side of the screen.


>
**MANAGE ENTITLEMENTS**

LEAVE TYPE	JOB Lvl	Min SY	Max SY	ENT	
 Annual:	NE1	0	5	14	
 Annual:	NE2	0	5	14	
 Annual:	NE3	0	5	14	

- Update the available fields of the leave. Then, click **UPDATE** to apply the changes.





New

Update

Title


Leave type

Job level

Minimum year of service

Maximum year of service


Entitlement



If Job Level was specified, Minimum and Maximum year of service will be ignored and vice versa.

UPDATE

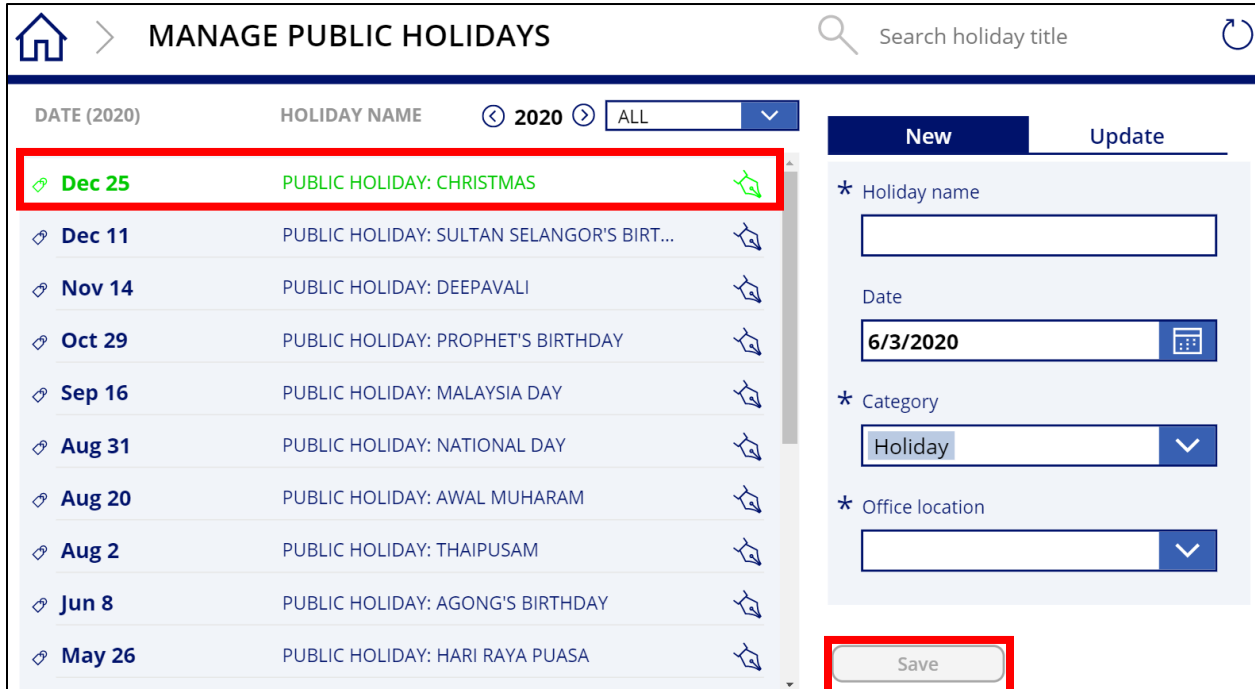
DELETE



## Managing Holidays

### Add new holiday

- From the **MANAGED HOLIDAYS** screen, on the right section of the screen, click **New** tab and a new form will be displayed. Fill in the fields and click **SAVE** button under the form.




The screenshot shows the 'MANAGE PUBLIC HOLIDAYS' interface. On the left, a table lists existing holidays for the year 2020. The first row, 'Dec 25 PUBLIC HOLIDAY: CHRISTMAS', is highlighted with a red box. On the right, the 'New' tab is selected, displaying a form with fields for 'Holiday name', 'Date' (set to 6/3/2020), 'Category' (set to Holiday), and 'Office location'. A 'Save' button is located at the bottom right of the form, also highlighted with a red box.

DATE (2020)	HOLIDAY NAME	2020	ALL
Dec 25	PUBLIC HOLIDAY: CHRISTMAS		
Dec 11	PUBLIC HOLIDAY: SULTAN SELANGOR'S BIRT...		
Nov 14	PUBLIC HOLIDAY: DEEPAVALI		
Oct 29	PUBLIC HOLIDAY: PROPHET'S BIRTHDAY		
Sep 16	PUBLIC HOLIDAY: MALAYSIA DAY		
Aug 31	PUBLIC HOLIDAY: NATIONAL DAY		
Aug 20	PUBLIC HOLIDAY: AWAL MUHARAM		
Aug 2	PUBLIC HOLIDAY: THAIPUSAM		
Jun 8	PUBLIC HOLIDAY: AGONG'S BIRTHDAY		
May 26	PUBLIC HOLIDAY: HARI RAYA PUASA		

### Update holiday

- From the **MANAGED HOLIDAYS** screen, select the holiday to be edit from the existing holiday list and click on **Update** tab next to the list.



The screenshot shows the 'MANAGE PUBLIC HOLIDAYS' interface. On the left, a table lists existing holidays for the year 2020. The first row, 'Dec 25 PUBLIC HOLIDAY: CHRISTMAS', is highlighted with a red box. On the right, the 'Update' tab is selected, displaying a form with fields for 'Holiday name', 'Date', 'Category', and 'Office location'. A 'Save' button is located at the bottom right of the form.

DATE (2020)	HOLIDAY NAME	2020	ALL
Dec 25	PUBLIC HOLIDAY: CHRISTMAS		
Dec 11	PUBLIC HOLIDAY: SULTAN SELANGOR'S BIRT...		
Nov 14	PUBLIC HOLIDAY: DEEPAVALI		
Oct 29	PUBLIC HOLIDAY: PROPHET'S BIRTHDAY		

2. Update the fields as necessary then click **UPDATE** button to save the changes.

New

Update

\* Holiday name

PUBLIC HOLIDAY: CHRISTMAS

Date

12/25/2020

\* Category

Holiday

\* Office location


Cyberjaya



UPDATE





















DELETE

## Delete holiday

- From **MANAGED HOLIDAYS** screen, select the holiday to be edit from the existing holiday list and click on **Update** tab next to the list. Below the form, click **DELETE** button and then click **CONFIRM DELETE** to confirm deletion of holiday.


>
**MANAGE PUBLIC HOLIDAYS**

 Search holiday title
 

DATE (2020)	HOLIDAY NAME	<div> <div>2020</div> <div>ALL</div> </div>
 <b>Dec 25</b>	PUBLIC HOLIDAY: CHRISTMAS	
 <b>Dec 11</b>	PUBLIC HOLIDAY: SULTAN SELANGOR'S BIRT...	
 <b>Nov 14</b>	PUBLIC HOLIDAY: DEEPAVALI	
 <b>Oct 29</b>	PUBLIC HOLIDAY: PROPHET'S BIRTHDAY	
 <b>Sep 16</b>	PUBLIC HOLIDAY: MALAYSIA DAY	
 <b>Aug 31</b>	PUBLIC HOLIDAY: NATIONAL DAY	
 <b>Aug 20</b>	PUBLIC HOLIDAY: AWAL MUHARAM	
 <b>Aug 2</b>	PUBLIC HOLIDAY: THAIPUSAM	
 <b>Jun 8</b>	PUBLIC HOLIDAY: AGONG'S BIRTHDAY	
 <b>May 26</b>	PUBLIC HOLIDAY: HARI RAYA PUASA	

New

Update

\* Holiday name

PUBLIC HOLIDAY: CHRISTMAS

Date

12/25/2020

\* Category


Holiday

\* Office location

Cyberjaya

UPDATE



DELETE





























## Managing Data Source


### Add new data source

1. From **MANAGED DATA SOURCE** screen, click **New** on the right section of the screen to create a new data source. Fill in the fields as necessary and click **SAVE** button under the form.


> MANAGE DATA SOURCE
Search leave type


TITLE NAME	
 Annual	
 Compassionate	
 Emergency	
 Hospitalization	
 Marriage	
 Maternity	
 Maternity	
 Non-Paid	
 Paternity	
 Replacement	
 Sick	
 Special	
 Voting	




New



\* Leave name

Leave description

Format

B
/
U














...

Company remarks

Save

## Update data source




1. From **MANAGED DATA SOURCE** screen, select the **Edit** icon of the data source to be update and a form contains the selected information will be displayed.



TITLE NAME		New	Update
Annual			
Compassionate			
Emergency			
Hospitalization			
Marriage			
Maternity			
Maternity			
Non-Paid			
Paternity			
Replacement			

\* Leave name






Leave description

Format

**B** / U |   














  | ...

2. On the **UPDATE** tab, edit the fields of the selected data source. Then, click **UPDATE** button to save the new changes.

New	Update
<p>* Leave name</p> <input type="text" value="Compassionate"/> <p>Leave description</p> <div> <p>Format</p> <p><b>B</b> / <u>U</u>     </p> <p>    ...</p> </div> <p>Company remarks</p> <input type="text"/>	
<p><b>UPDATE</b> <b>DELETE</b></p>	

## Delete data source

1. From **MANAGED DATA SOURCE** screen, select on the **Edit** icon of the data source to be deleted and a form contains the selected information will be displayed. Click **DELETE**, then click **CONFIRM DELETE** to delete the selected data source.

TITLE NAME		New	Update
Annual			
Compassionate			
Emergency			
Hospitalization			
Marriage			
Maternity			
Maternity			
Non-Paid			
Paternity			
Replacement			
Sick			
Special			
Voting			

\* Leave name

Leave description

Format

B
/
U

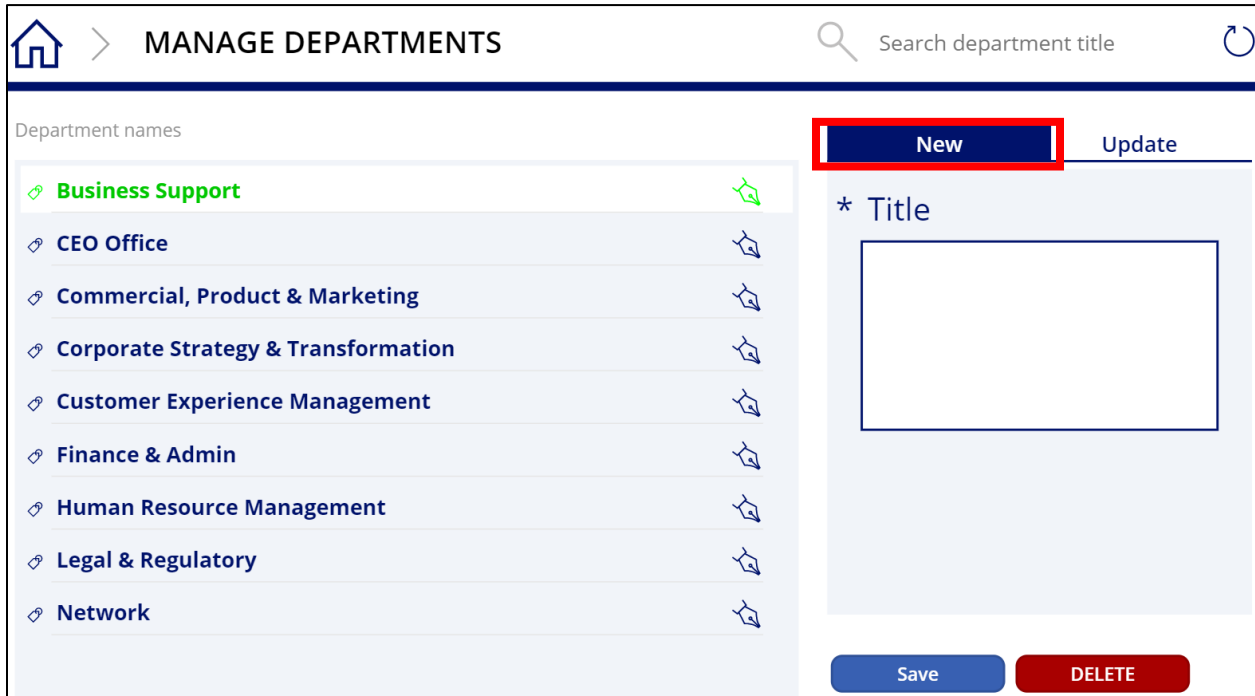
Company remarks

UPDATE
DELETE

## Managing Department

### Create department

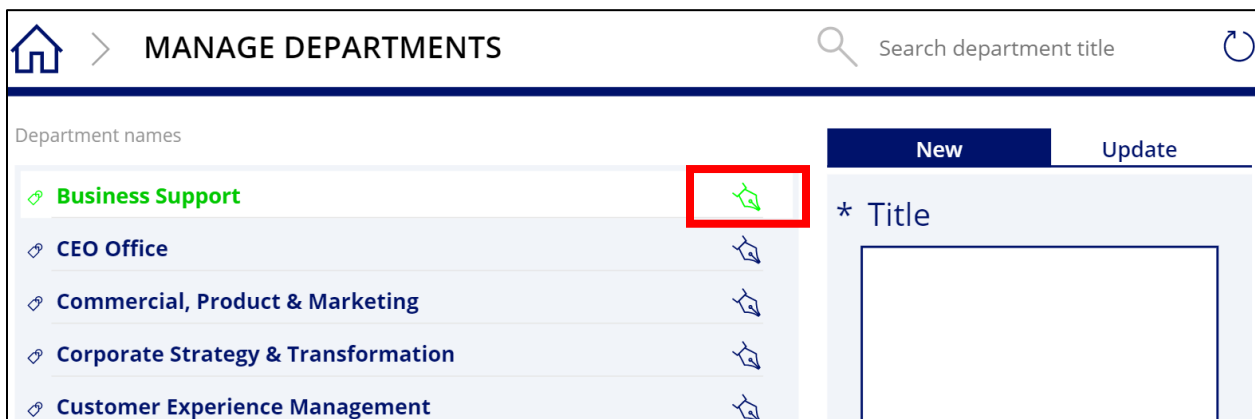
1. From the **MANAGE DEPARTMENTS** screen, on the left section of the screen, click **New** tab to add the new department. To add the department, click **SAVE** button.



The screenshot shows the 'MANAGE DEPARTMENTS' screen. On the left, there is a list of department names: Business Support, CEO Office, Commercial, Product & Marketing, Corporate Strategy & Transformation, Customer Experience Management, Finance & Admin, Human Resource Management, Legal & Regulatory, and Network. Each item has a small edit icon to its right. On the right side, there are two tabs: 'New' and 'Update'. The 'New' tab is selected and highlighted with a red box. Below the tabs, there is a form with a label '\* Title' and a large text input field. At the bottom right of the form, there are two buttons: 'Save' and 'DELETE'.

### Edit department

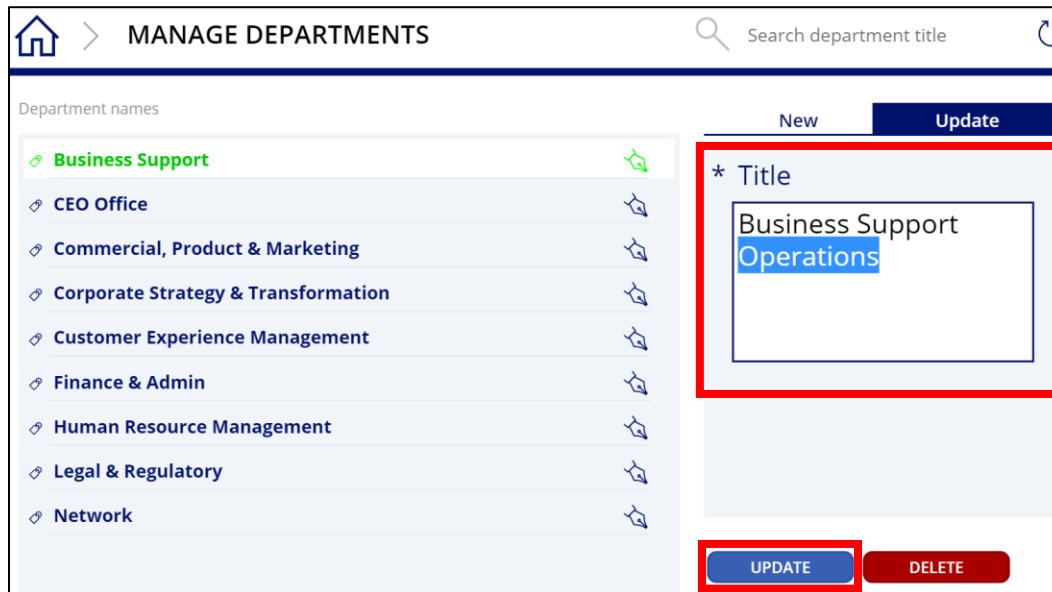
1. From the **MANAGE DEPARTMENTS** screen, choose the department to edited on the left section of the screen. Click on the **Edit** icon and a form will be displayed on the right side of screen.



The screenshot shows the 'MANAGE DEPARTMENTS' screen. On the left, there is a list of department names: Business Support, CEO Office, Commercial, Product & Marketing, Corporate Strategy & Transformation, and Customer Experience Management. Each item has a small edit icon to its right. The 'Business Support' item and its corresponding edit icon are highlighted with a red box. On the right side, there are two tabs: 'New' and 'Update'. The 'Update' tab is selected. Below the tabs, there is a form with a label '\* Title' and a large text input field.












- On the **Update** tab, change the **Title** field to modify the selected department name. Click **UPDATE** button to update the department detail. Once done, click **Update**.



MANAGE DEPARTMENTS

Search department title

Department names

Department names	
<b>Business Support</b>	
CEO Office	
Commercial, Product & Marketing	
Corporate Strategy & Transformation	
Customer Experience Management	
Finance & Admin	
Human Resource Management	
Legal & Regulatory	
Network	

New Update

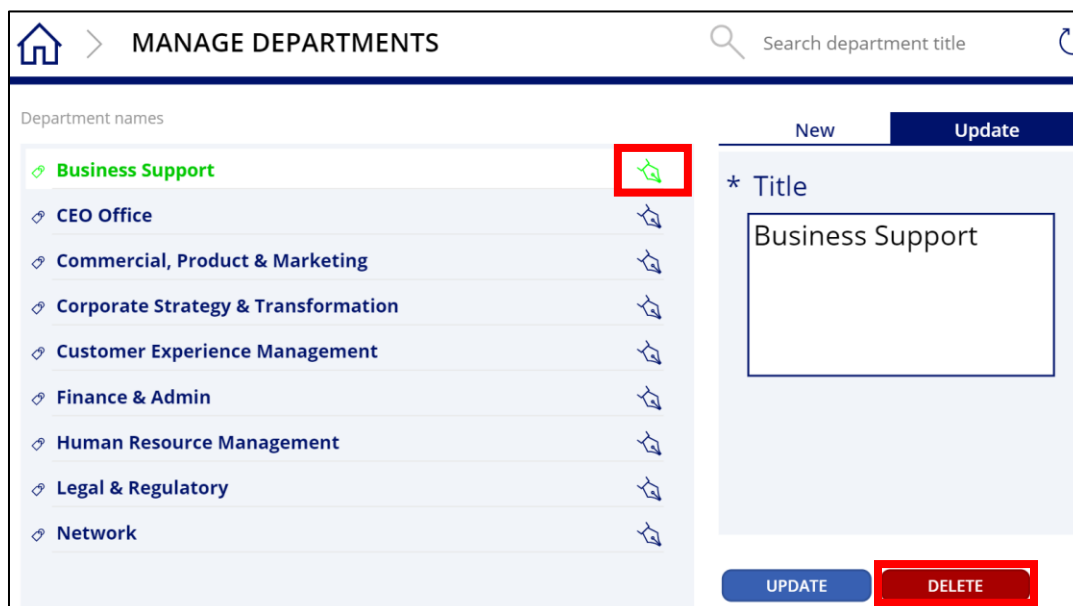
\* Title

Business Support  
Operations

UPDATE DELETE

## Delete department










- From the **MANAGE DEPARTMENTS** screen, choose the department then click on the **Edit** icon and on the **Update** tab, click **DELETE**. Click **CONFIRM DELETE** to proceed the deletion of the selected department.



MANAGE DEPARTMENTS

Search department title

Department names

Department names	
<b>Business Support</b>	
CEO Office	
Commercial, Product & Marketing	
Corporate Strategy & Transformation	
Customer Experience Management	
Finance & Admin	
Human Resource Management	
Legal & Regulatory	
Network	

New Update

\* Title

Business Support

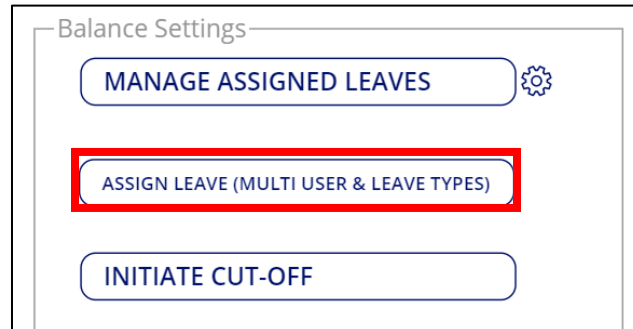
UPDATE DELETE

## Assigning Leave

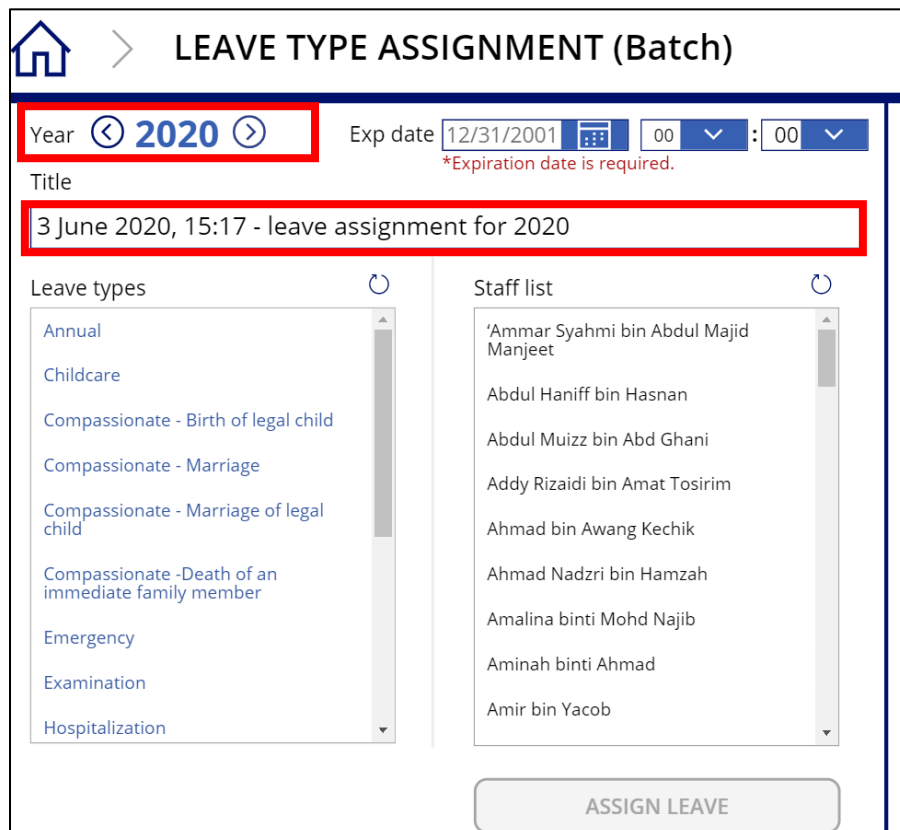
Assign multiple leave types to multiple users

**\*Note:** Balance and Entitlements will be based from Entitlements master list.

1. To assign multiple leave types to multiple users, use the **ASSIGN LEAVE (MULTI USER & LEAVE TYPES)** button under **Balance Settings** on the main screen.



2. Click left and right arrow in between the year to modify it. Changing the year will change the year value in the **Title** field. By default, the Title field has a default autofill value. You can change it to the suitable name if needed.



LEAVE TYPE ASSIGNMENT (Batch)

Year: 2020 Exp date: 12/31/2001 00:00


\*Expiration date is required.

Title: 3 June 2020, 15:17 - leave assignment for 2020

Leave types	Staff list
Annual	'Ammar Syahmi bin Abdul Majid Manjeet
Childcare	Abdul Haniff bin Hasnan
Compassionate - Birth of legal child	Abdul Muizz bin Abd Ghani
Compassionate - Marriage	Addy Rizaidi bin Amat Tosirim
Compassionate - Marriage of legal child	Ahmad bin Awang Kechik
Compassionate -Death of an immediate family member	Ahmad Nadzri bin Hamzah
Emergency	Amalina binti Mohd Najib
Examination	Aminah binti Ahmad
Hospitalization	Amir bin Yacob

ASSIGN LEAVE

- For **Exp Date**, select expired date the leave being assigned can be used by the selected users from **Staff** list panel.


>


## LEAVE TYPE ASSIGNMENT (Batch)

Year ⏪ **2020** ⏩
Exp date 12/31/2001 00 : 00

\*Expiration date is required.

Title

- Select one or multiple leave types from available leave types selection (left panel). You may also select one or multiple staffs or users for the selected leave types (right panel). Once done, click **ASSIGN LEAVE** button to proceed assigning the leave.


>

## LEAVE TYPE ASSIGNMENT (Batch)

Year ⏪ **2020** ⏩
Exp date 12/31/2001 00 : 00

\*Expiration date is required.

Title

Leave types


- Annual
- Childcare
- Compassionate - Birth of legal child
- Compassionate - Marriage
- Compassionate - Marriage of legal child
- Compassionate -Death of an immediate family member
- Emergency
- Examination
- Hospitalization

Staff list


- 'Ammar Syahmi bin Abdul Majid Manjeet
- Abdul Haniff bin Hasnan
- Abdul Muizz bin Abd Ghani
- Addy Rizaidi bin Amat Tosirim
- Ahmad bin Awang Kechik
- Ahmad Nadzri bin Hamzah
- Amalina binti Mohd Najib
- Aminah binti Ahmad**
- Amir bin Yacob

## Assign multiple leave types to single user

- To assign multiple leave types to multiple users, configure the **Year**, **Title** and **Expiry Date and Time**. Then, select multiple leave types from available leave types selection (left panel), then select the desired staff (right panel). Click **ASSIGN LEAVE** button to proceed assigning the leave.


>

### LEAVE TYPE ASSIGNMENT (Batch)

Year ⏪ **2020** ⏩
Exp date    ⏴ :  ⏵

Title

Leave types

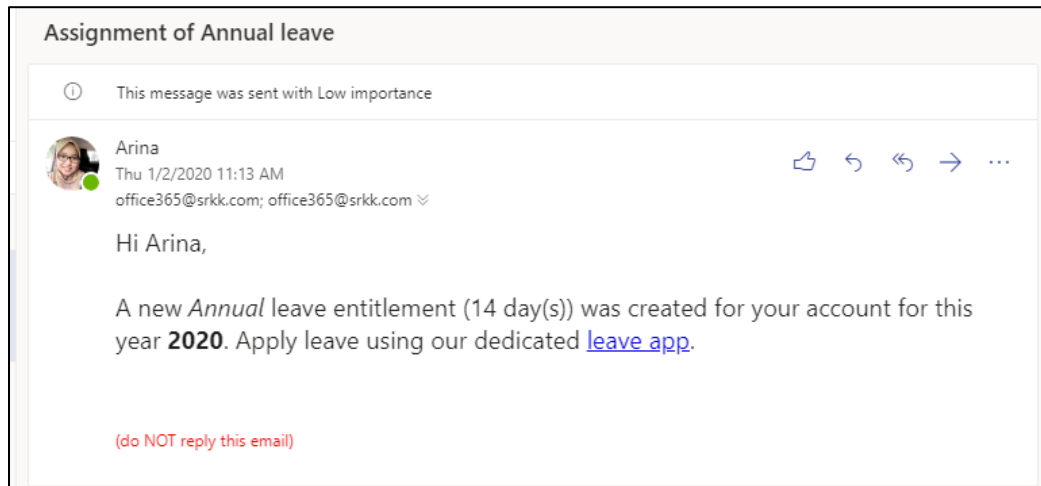
Annual  
Childcare  
Compassionate - Birth of legal child  
Compassionate - Marriage  
Compassionate - Marriage of legal child  
Compassionate -Death of an immediate family member  
Emergency  
Examination  
Hospitalization



Staff list

Siti Uhanis binti Omar  
**SRKK Admin**  
Syahmi bin Ghazali  
Syaiful Hazan bin Nawawi  
Wahidah binti Shaharuddin  
Wan Zaireen Sofea bt. Safrul Ridzuan  
Zaid Aslam bin Aziz  
Zuhairie Haziq bin Ahmad Zaki  
Zulfadzli bin Aziz  
Zulkifly bin Yusof @ Mohd Jusof


ASSIGN LEAVE


2. An email notification will be sent with the assignment leave details that have been submitted to the staff.










## MANAGE LEAVE ASSIGNMENT





☐ Show inactive

LEAVE TYPES	TAKEN	BALANCE	ENT	ASSIGNED	EXP. DATE
srkksharepoint					
✓ Annual	13	7	20	Mar 31 2020	Dec 31, 2020 
Hospitalization	0	60	60	Apr 22 2020	Apr 30, 2020 
Marriage	0	0	0	Mar 31 2020	Dec 31, 2020 
Sick	14	8	22	Apr 22 2020	Apr 30, 2020 

STAFF

srkksharepoint

LEAVE NAME

Annual

BALANCE

7

TAKEN

13

CARRY FORWARD

0

YEAR

2020

ENTITLEMENT

20

SPECIFY APPROVER

☐ NO

Active


☒ YES

Allow past date

☐ NO

Expiry date

12/31/2020



Hour (24h)

01

▼

Minute

00

▼

Exp date: 12/31/2020 12:00 AM

Current date: 6/3/2020 3:53 PM



Expired: NO

UPDATE





DELETE

## Delete assigned leave

- From the **MANAGE ASSIGNED LEAVES** screen, select on the assigned leave or **Edit** icon of assigned leave to be deleted on the left section of the screen. Click **DELETE** button and click **CONFIRM DELETE** to proceed the deletion.


>
**MANAGE LEAVE ASSIGNMENT**
Search name


☐ Show inactive

LEAVE TYPES	TAKEN	BALANCE	ENT	ASSIGNED	EXP. DATE
srkksharepoint					
Annual	13	7	20	Mar 31 2020	Dec 31, 2020 
✓ Hospitalization	0	60	60	Apr 22 2020	Apr 30, 2020 
Marriage	0	0	0	Mar 31 2020	Dec 31, 2020 
Sick	14	8	22	Apr 22 2020	Apr 30, 2020 

**STAFF**  
srkksharepoint

**BALANCE**  
60

**CARRY FORWARD**  
0

**ENTITLEMENT**  
60

**Active**  
YES

**Expiry date**  
4/30/2020

**Exp date:** 4/30/2020 12:00 AM  
**Current date:** 6/3/2020 3:56 PM  
**Expired:** YES

**LEAVE NAME**  
Hospitalization

**TAKEN**  
0

**YEAR**  
2020

**SPECIFY APPROVER**  
NO

**Allow past date**  
YES

**Hour (24h)**  
01

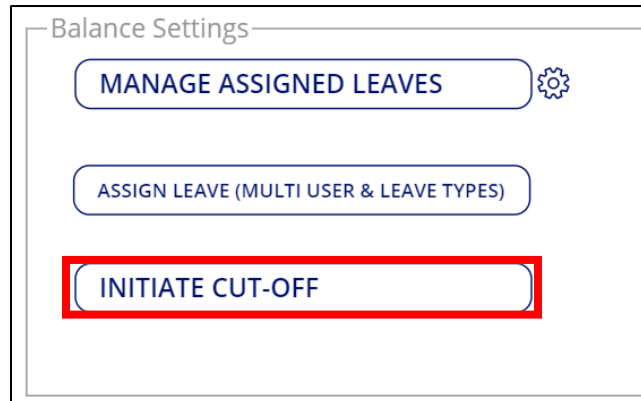
**Minute**  
00

**DELETE**

## Managing Cut-Off

### Initiate Cut-Off

1. To manage yearly leave cut-off, use the **INITIATE CUT-OFF** button under **Balance Settings** on the main screen.



Balance Settings

MANAGE ASSIGNED LEAVES

ASSIGN LEAVE (MULTI USER & LEAVE TYPES)

INITIATE CUT-OFF

2. From the **INITIATE CUT-OFF** screen, fill the **Title** and **Year** fields of **Yearly Cut-Off**. When done filling the required fields, click the **Initiate Cut-Off** button under the form.



YEARLY CUT-OFF

\* Title

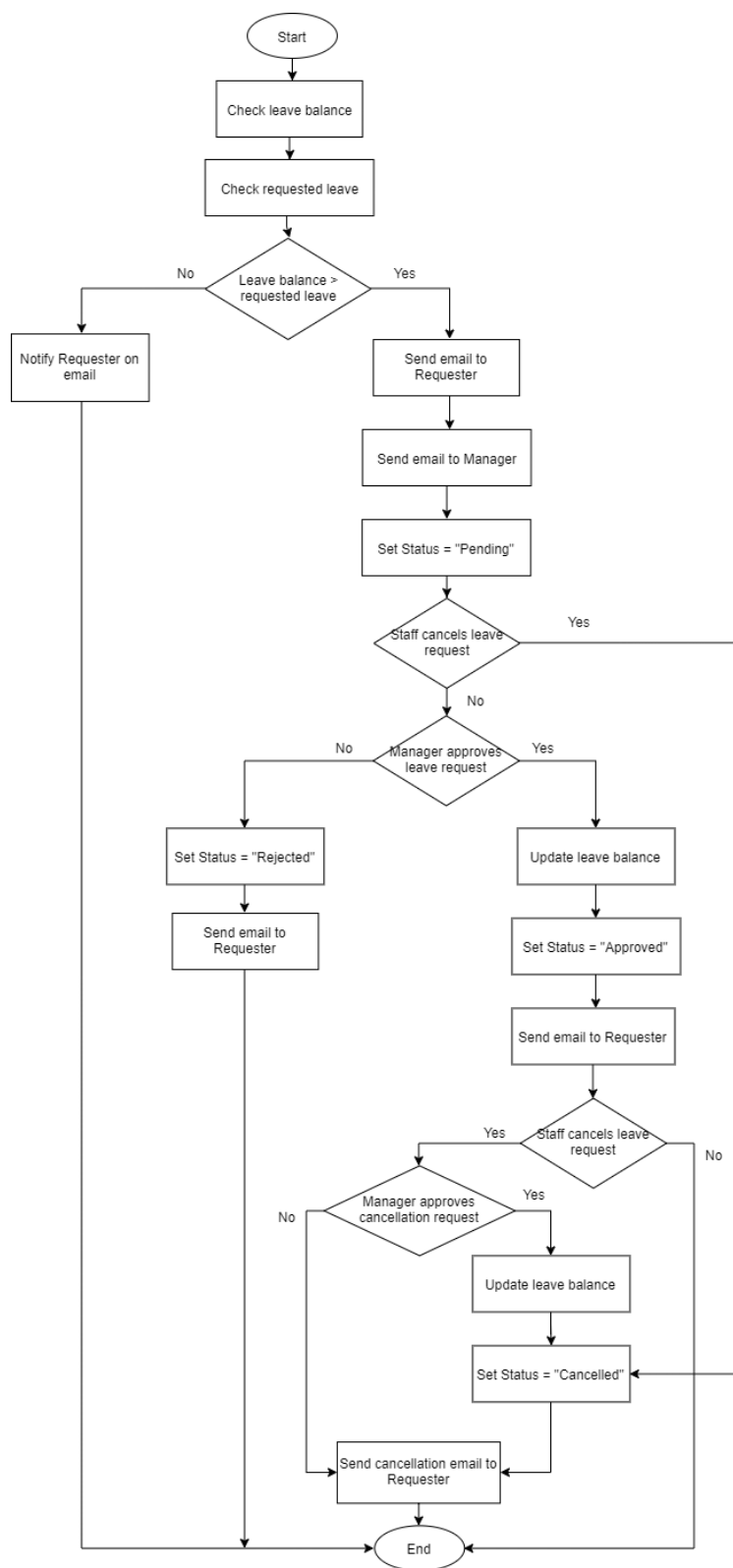
\* Year

INITIATE CUTOFF

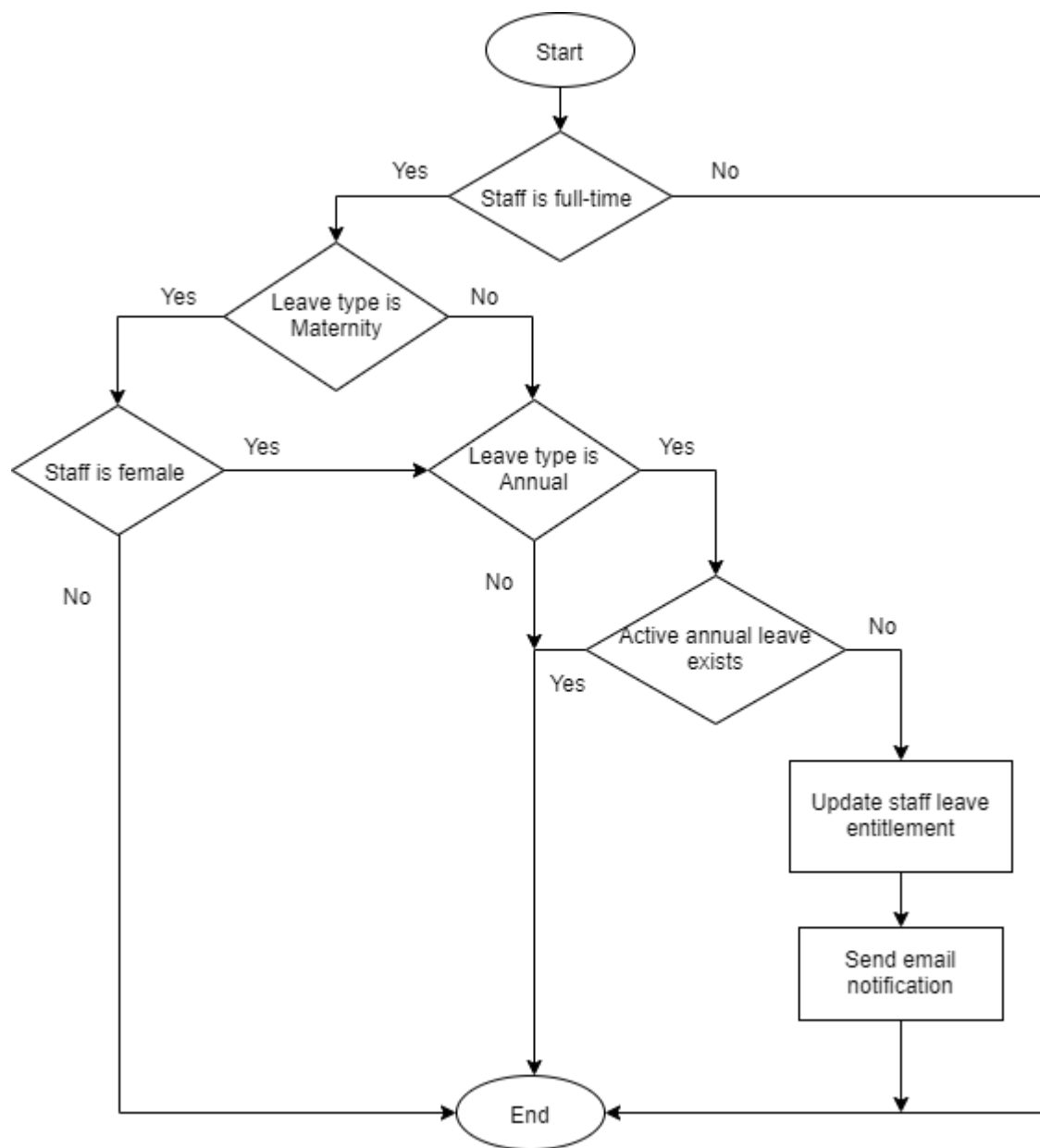


## Workflows

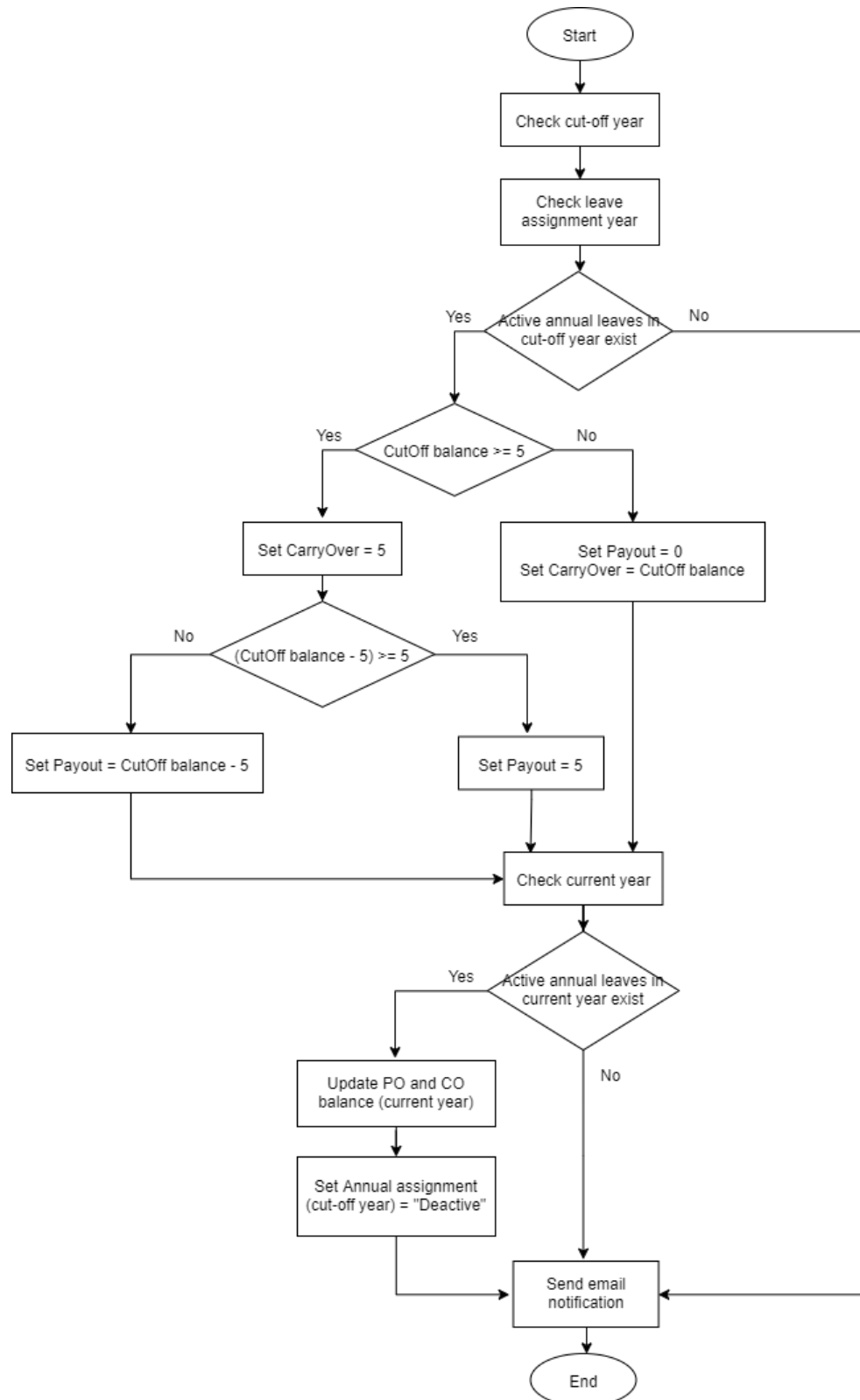
### Request Leave



## Assign Leave



## Cut-Off Leave



## Acceptance

In witness, thereof, the parties, in signing this acceptance, have agreed to the approach and design detailed out in the document.

ALLO Representatives		SRKK Representatives	
Name:		Name:	
Title:		Title:	
Date:		Date:	
Signature:		Signature:	
Name:		Name:	
Title:		Title:	
Date:		Date:	
Signature:		Signature:	
Name:		Name:	
Title:		Title:	
Date:		Date:	
Signature:		Signature:	
Name:		Name:	
Title:		Title:	
Date:		Date:	

Signature:		Signature:	
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