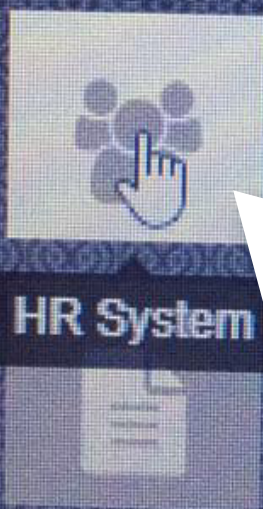
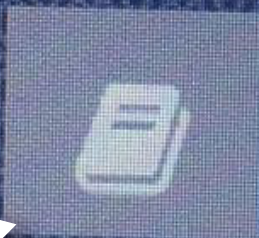




**Augustine D'Souza**  
Sales Manager - Distributors



HR System



## DOCUMENT

Document  
Type

PASSPORT

PASSPORT

**WHEN WE CLICK ON HR SYSTEM BELOW  
PAGE WILL BE OPENED**

### Requests

- Data Change Request
- Log an Issue
- Data Change Approval
- Log an Issue Status
- Bank Detail Change Request
- HC Documents - Request
- HC Documents - Report
- Education allowance Request
- HR Document Line Manager - Approval

### Leave

- New Leave Application
- Leave Summary
- Cancel Leave Application
- Return from Leave
- Leave Monthly Summary
- Manager Leave Search
- Manager Leave Approval
- Leave Detailed Report

### Reports

- Employee Profile
- Employee List
- Birthday List
- Policy Manual
- News and Policy Announcements
- Payslip

### User Tools

- User Password Change
- My Favorite Menu
- Search Attachments

### Training

- iLearn Nomination - Employee
- iLearn Nomination Approval - Manager
- My Learning History
- Action Plan - Line Manager Approval
- My Action Plan
- Learning Post-Metric - Line Manager Approval
- Venue Booking Form Request

### Performance Management

- My IPC
- Review IPC
- Review IPR
- Review YEPA
- Second Manager Review IPR
- Second Manager Review YEPA
- Second Manager Review IPC
- Manager - Direct Employee Assessment Report
- My IPR
- My YEPA