

ELECTRONIC LEAVE TRAINING GUIDE - USER

LEAVE MANAGEMENT SYSTEM (LMS)

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1 Overview

The BMS Leave Management System (LMS) is an easy-to-use and efficient full web-based application to replace the previous LMS that was developed in 1999.

The new LMS streamlines communication between the HR and every individual staff and facilitates a simple-to-use yet efficient system to manage all employee leave matters.

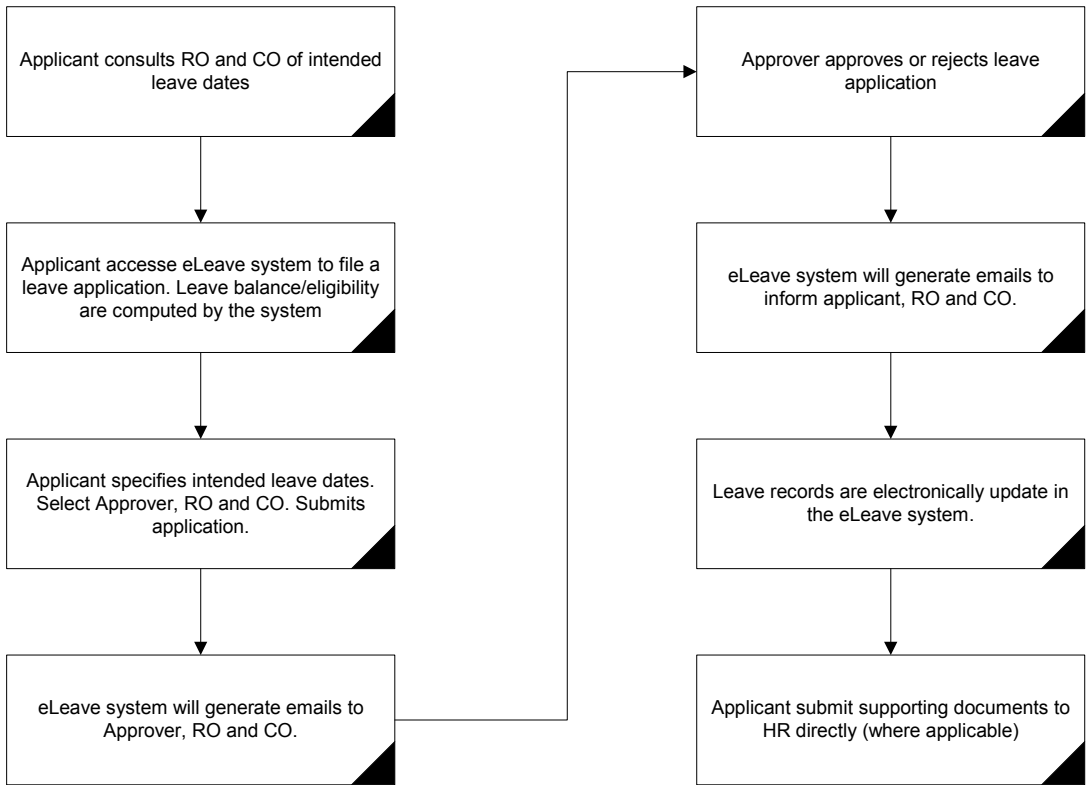
At the same time, the LMS ensures that all leave application and request are accurately accounted so that staffs can apply, approve and view leave records without the hassle and delay through admin staffs – it's all at a few mouse click anytime, anywhere with broadband Internet access.

The minimum system requirement is any Windows-based computer (or PC notebook) that can run Microsoft Internet Explorer 5.5 and above efficiently on any broadband connection (512Kbps and above).

The new LMS has the many features that benefit the staffs:

- **Fast & Efficient**, the improved leave system has further streamlined the leave application/approval workflows such that it is much more convenient for staff make leave application and managers to approve.
- **Easy-to-Use**, the new LMS is specifically designed to be intuitive so that the system is very easy to learn and use by the administrators, approving offices and applicants.
- **Real-Time Information**, the new LMS operates on Real-Time whereby information is updated instantly whenever a leave transaction is completed. As such, all staff can check instantly who's on leave, applying for leave or other status, etc.
- **Supports All Leave Types**, the new LMS is designed to support all existing leave types in the organization. All history leave records are tabulated automatically and archived securely in the system.
- **Integrates with HR, Time and Payroll System**, the new LMS is seamlessly integrated to the BMS to become 1 single system.
- **Single Sign-On**, there is no need to log into the new LMS again once user has already logon onto the Intranet. (*Depending on company Intranet Policy*)

2 Workflow



3 Get Started

Logon to <http://www.bmsonline.sg>

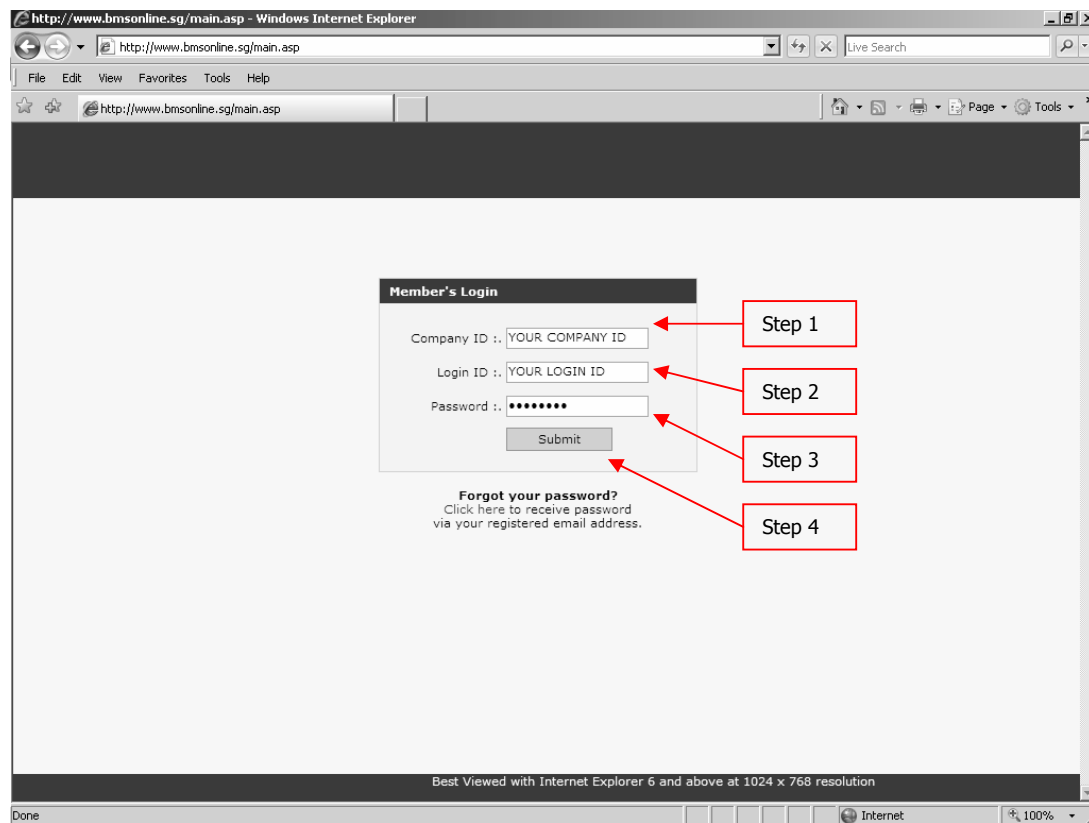


Fig 1. <http://www.bmsonline.sg>

To access the system, just follow the steps below to login

- Step 1. Enter your company id.
- Step 2. Enter your login id
- Step 3. Enter your password
- Step 4. Click on 'Submit' button to login

Note: Please check with HR if you do not have all the detail

4 eLeave System

4.1 Access the Leave System

1. On the left hand side panel, click Leave Application

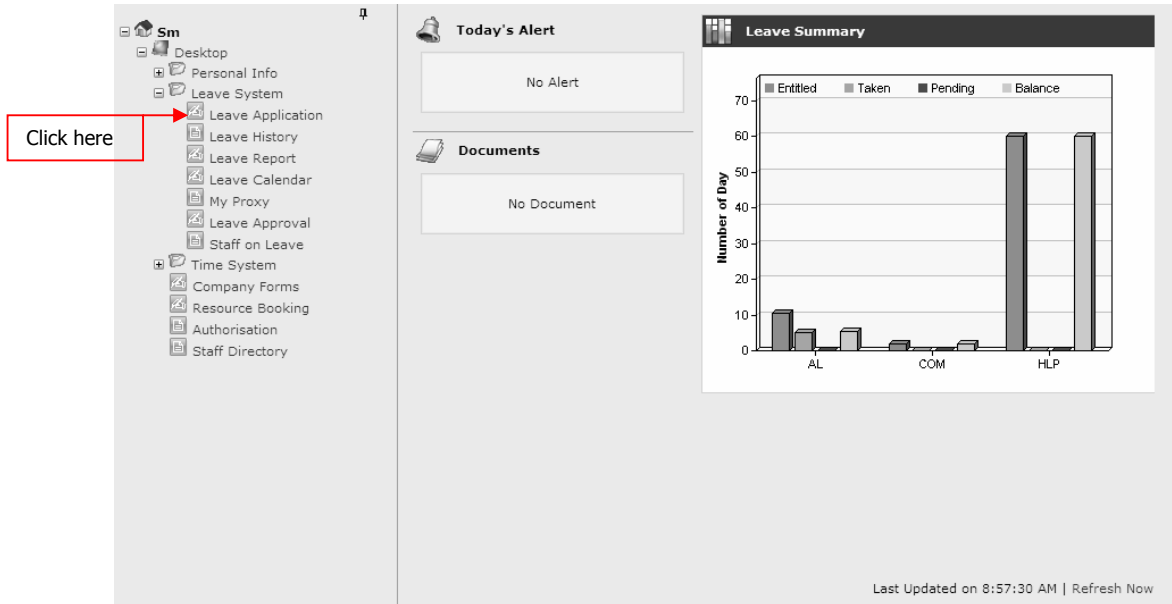


Fig 2. Main Screen

2. After clicking on the leave application, the following screen will appear:

The screenshot shows the 'Leave Application' form. The top navigation bar includes 'Leave Application', 'Leave History', 'Leave Report', 'Leave Calendar', 'My Proxy', and 'Leave Approval'. The form is titled 'Apply for' with a dropdown set to 'Myself' and a 'New Application' button. The 'Leave Type' is set to 'Annual Leave (AL)'. The 'Leave Period' is from 27/03/2008 AM to 27/03/2008 PM. There are input fields for 'Approver', '*RO(s)', and 'CO(s)'. The 'Destination' is set to 'Local'. A 'Remark' field is at the bottom. To the right, a 'Leave Summary' table shows the current leave status for AL, COM, and HLP. At the bottom, there are 'Save as draft' and 'Submit' buttons.

Leave Code	Entitled	Taken	Pending	Balance
AL	10.5	5.0	0.0	5.5
COM	2.0	0.0	0.0	2.0
HLP	60.0	0.0	0.0	60.0

Legends
 AL - Annual Leave
 COM - Compassionate Leave
 HLP - Hospitalisation Leave

Fig 3. Leave Application Main Screen

4.2 Apply Leave

Under the left hand side of the leave application screen:

The screenshot shows the 'Apply for' leave application screen. At the top, there are two dropdown menus: 'Apply for' (set to 'Myself') and 'New Application'. Below these are several input fields and buttons, with red arrows and boxes indicating the steps to follow:

- Step 1:** Points to the '*Leave Type:' dropdown menu, which currently shows 'Annual Leave (AL)'.
- Step 2 & 3:** Points to the '*Leave Period:' field, which shows '27/03/2008' and 'AM'.
- Step 4:** Points to the '*Approver:' field.
- Step 5:** Points to the '*RO(s):' field.
- Step 6:** Points to the 'CO(s):' field.
- Step 7:** Points to the 'Destination:' section, which has radio buttons for 'Local' (selected) and 'Overseas'.
- Step 8:** Points to the 'Remark:' text input field.
- Step 9:** Points to the 'Save as draft' and 'Submit' buttons at the bottom.


Fig 4. Application of Leave

Step 1. Choose the leave type by clicking on the drop-down list box. The default type is Vacation Leave (AL).

The screenshot shows the dropdown menu for selecting a leave type. The options are:

- Vacation Leave (AL)
- Compassionate Leave (COM)
- Exam Leave (EXM)
- Maternity Leave (MAT)
- Medical Leave (Hospitalisation) (MCH)
- Medical Leave (Outpatient) (MC)
- Non-Certified Sick Leave (UMC)
- Unconditional Childcare Leave (UCL)

Fig 5. Leave Type

Step 2. Key in or choose the Leave Period. Click on the  icon to display the calendar.

The screenshot shows a calendar for August 2004. The days of the week are listed at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are arranged in a grid. At the bottom, there are buttons for 'Today', 'Clear', and a close button 'x'.


Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Fig 6. Calendar

Click on the ">" for forwarding a month or "<" for the previous month.

Click on ">>" for forwarding a year or "<<" for backwarding a year.
Click on the date in the calendar to choose the date.

- Step 3. Choose the "time" (AM or PM).
- Select AM to AM if you are applying for half day morning leave
 - Select PM to PM if you are applying for half day afternoon leave
 - Select AM to PM if you are applying for 1 day leave

You may apply leave that crosses the weekend within one application and the system will calculate the number of days accordingly. To find out the number of days for the selected period, just click on the leave calculator icon  beside the leave period. You will see the following pop-up window.

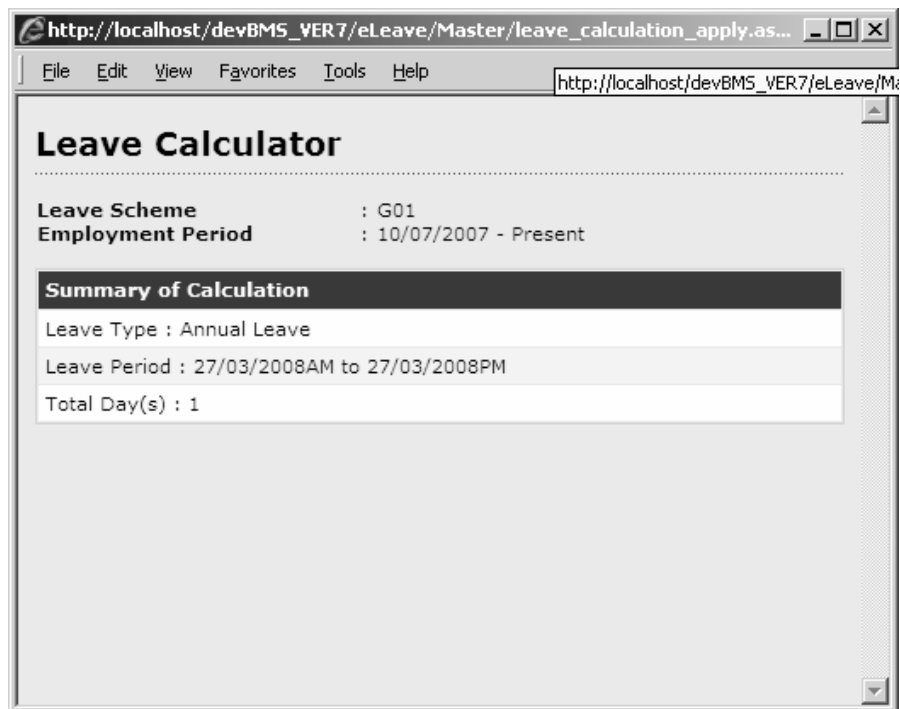



Fig 7. Leave Calculator

- Step 4. Click on the  icon to select the Approver. You may select the proxy approver if your approver is away. You may enter the approver name or department on the "Staff Name" and "Department" text box respectively to narrow down the search results.


APPROVER SEARCH

Staff Name (Contains)	Department (Contains)
<input type="text"/>	<input type="text"/>
<input type="button" value="Search"/>	<input type="button" value="Close"/>

Search Results: 3 record(s) found!

Staff Name	Department
G B Srithar s/o G Balakrishnan	Change Mgmt
Lim Neo Chian	Dy Chmn & CE's office
(Proxy) Yong Yean Chau	
Quek Miaw Noi, Shirley	Human Resource & Organisational Change

Fig 8. Approver search and selection

- Step 5. Click on the  icon to select the Reporting Officers. You may select more than one RO. You may enter the reporting officer name or department on the "Staff Name" and "Department" text box respectively to narrow down the search results.

REPORTING OFFICER SEARCH


Staff Name (Contains)	Department (Contains)
<input type="text"/>	<input type="text"/>
<input type="button" value="Search"/>	<input type="button" value="Close"/>

Search Results: 483 record(s) found!

GoTo 1 2 3 4 5 >> >|

Staff Name	Department
Abdul Rahman Bin P Mohideen	Legislative Framework
Abu Hasan Efianty	Events & Entertainment Clusters Development
Adam Timotius Edy Paulus	Technology Devt
Alimah Neamat	Research & Statistics
Ang Ah Seng	Corp Support Svs

Fig 9. Reporting Officer search and selection

- Step 6. (Optional) Click on the  icon to select the Covering Officers. You may select more than one CO. You may enter the covering officer name or department on the "Staff Name" and "Department" text box respectively to narrow down the search results.

COVERING OFFICER SEARCH

Staff Name (Contains)	Department (Contains)
<input type="text"/>	<input type="text"/>
<input type="button" value="Search"/>	<input type="button" value="Close"/>

Search Results: 483 record(s) found! GoTo 1 2 3 4 5 >> >|

Staff Name	Department
Abdul Rahman Bin P Mohideen	Legislative Framework
Abu Hasan Efianty	Events & Entertainment Clusters Development
Adam Timotius Edy Paulus	Technology Devt
Alimah Neamat	Research & Statistics
Ang Ah Seng	Corp Support Svs

Fig 10. Covering Officer search and selection

- Step 7. Select the destination option. Key in the address for overseas selection
- Step 8. (Optional) Key in any remark.
- Step 9. If you do not wish to submit this application, click "Save as Draft" to save this application. Otherwise click on "Submit" to submit this application for approval.
- Step 10. A message box will pop up informing you the application detail for confirmation.



Fig 11. Confirmation of leave application

- Step 11. Click OK to proceed or Cancel to edit the leave application.
- Step 12. Upon successful submission, the system will pop up the following pending approval screen.



Fig 12. Application Successful Pop-up Message

NOTE: There are rules and policies in governing the validity and calculation of a leave application. Please refer to the HR guidelines for the rules and policies, should your leave application is not successful.

Step 13. Once the leave is approved or rejected, the employee will receive an e-mail informing them of the outcome.

Tips:

Double click on the name of the reporting officer or covering officer to remove it from the list box.

4.3 Editing and Submitting Draft Applications

1. On the top of the leave application screen, select the draft application you want to edit. Then, click on "Retrieve" button.



Fig 13. Draft Application Selection

2. Make the necessary editing and click "Submit" to submit the draft application for approval.

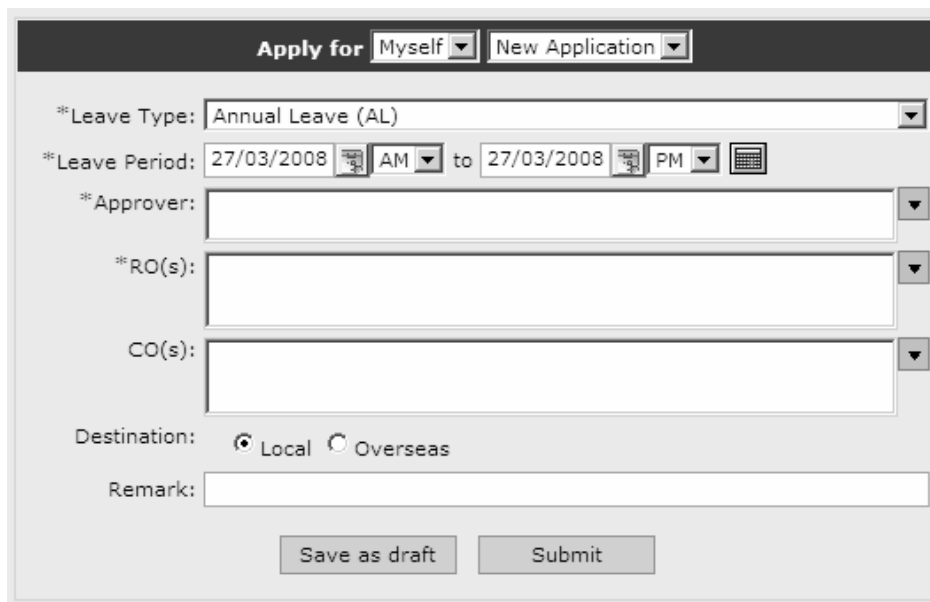
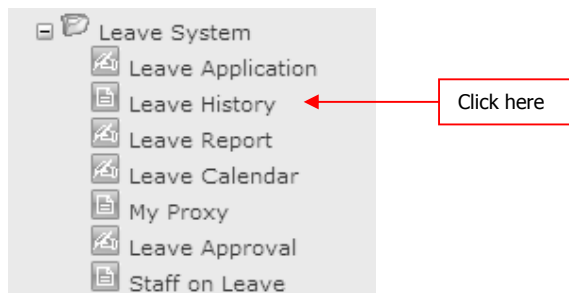


Fig 14. Leave Application Screen

4.4 Leave History

To view leave history, click on the Leave History link on the left panel



After clicking on the Leave History link, the following screen will appear




Fig 14. Leave History Search

1. **View History of:** Allow the user to view his/her own or his/her subordinates leave history.
2. **Leave Status:** Allow the user to filter leave history by leave status.
3. **Leave Date Range:** Allow the user to filter leave history by date
4. **Leave Type:** Allow the user to filter leave history by leave type
5. **Sort:** Allow the user to sort leave history by selected column.
6. **Retrieve:** Click on this button to retrieve leave history
7. **Download to excel:** Allow the user to download current page into excel format
8. **Print this page:** Allow the user to print current page


Pending For Approval

Print	Edit	Leave Type	Date Applied	Leave Period	Taken	Leave Status	Remarks	Cancel
		Child Sick Leave	03/04/2007 3:37:55 PM	23/04/2007 AM to 27/04/2007 PM	5.0	Pending for G B Srithar s/o G Balakrishnan approval		<input type="checkbox"/>
Total:					5.0			
		Unconditional Childcare Leave	03/04/2007 4:11:33 PM	30/04/2007 AM to 02/05/2007 PM	2.0	Pending for G B Srithar s/o G Balakrishnan approval		<input type="checkbox"/>
Total:					2.0			

Approved

Print	Leave Type	Date Applied	Leave Period	Taken	Leave Status	Remarks	Cancel
	Vacation Leave (Pending Cancellation Approval)	27/03/2007 11:11:14 AM	28/03/2007 AM to 29/03/2007 AM	1.5	Approved by G B Srithar s/o G Balakrishnan on 27/03/2007 11:15:00 AM		<input type="checkbox"/>
Total:				1.5			
	Telecommuting Leave	27/03/2007 11:25:51 AM	27/03/2007 AM to 27/03/2007 PM	1.0	Approved by G B Srithar s/o G Balakrishnan on 27/03/2007 11:37:00 AM		<input type="checkbox"/>
	Telecommuting Leave	27/03/2007 11:29:51 AM	08/03/2007 AM to 08/03/2007 PM	1.0	Approved by G B Srithar s/o G Balakrishnan on 27/03/2007 11:37:00 AM		<input type="checkbox"/>
Total:				2.0			

Cancelled/Rejected

Print	Leave Type	Date Applied	Leave Period	Taken	Leave Status	Remarks	Cancel
	Child Sick Leave	03/04/2007 3:37:20 PM	09/04/2007 AM to 13/04/2007 PM	5.0	Cancelled by Han Mee Nee on 03/04/2007 4:11:00 PM		<input type="checkbox"/>
Total:				5.0			



1	2	3	4	5	6	7	8
↓	↓	↓	↓	↓	↓	↓	↓
Print	Leave Type	Date Applied	Leave Period	Taken	Leave Status	Remarks	Delete
	Vacation Leave	27/03/2007 10:43:43 AM	13/03/2007 AM to 27/03/2007 PM	(0.0)			<input type="checkbox"/>
Total:				(0.0)			

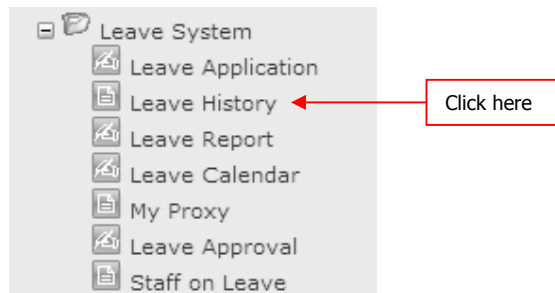
Fig 15. Leave History Table

- Print:** Click on  icon to print leave form
- Leave Type:** Type of leave applied
- Date Applied:** Date and time of the leave application
- Leave Period:** Period of leave applied
- Taken:** Duration of leave taken for that particular leave application
- Leave Status:**
 - Approved* – Leave is approved
 - Pending* – Leave is pending for Approval
 - Updated* – Leave is updated by HR Admin
 - Cancelled* – Leave is cancelled
 - Rejected* – Application of leave is rejected
- Remarks:** Remarks of the leave application
- Delete:** Click on check box to delete draft copy

4.5 Canceling Leave Records

Leave can be cancelled when the leave status is "pending for approval". If the leave status is "approved", the leave cancellation application will be routed to the approving officer for approval.

- (1) Click on the Leave History link on the left panel



After clicking on the Leave History link, the following screen will appear

Pending For Approval

Print	Edit	Leave Type	Date Applied	Leave Period	Taken	Leave Status	Remarks	Cancel
		Vacation Leave	07/03/2007 9:58:16 PM	07/03/2007 AM to 07/03/2007 PM	1.0	Pending for Yong Yean Chau approval		<input type="checkbox"/>
Total:					1.0			

Fig 17. Leave record pending for approval

- (2) Check the box to select the leave to be cancelled.
- (3) Key in the reason for cancellation. (Optional)



Fig 18. Leave Cancellation Reason Script Prompt

- (4) Click OK to continue or cancel to abort the operation.



Fig 19. Leave Cancellation Successful

- (5) The cancellation record will be displayed as follows:

Cancelled/Rejected

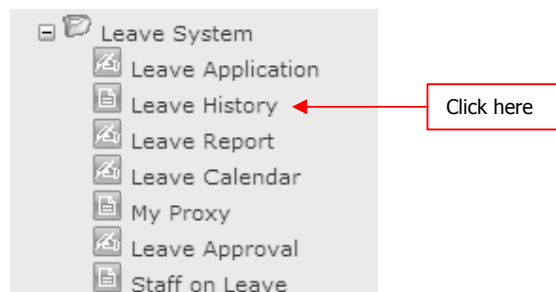
Print	Leave Type	Date Applied	Leave Period	Taken	Leave Status	Remarks	Cancel
	Vacation Leave	07/03/2007 9:58:16 PM	07/03/2007 AM to 07/03/2007 PM	1.0	Cancelled by Yong Yean Chau		
Total:				1.0			

Fig 20. Cancellation status recorded in the leave history

4.6 Amending Leave Records

You can only amend the duration, Approver, RO and CO of a Leave Application that is in "Pending Approval" status that is within the current calendar year. All amended leave will be routed to HOD for approval.

- (1) Click on the Leave History link on the left panel




After clicking on the Leave History link, the following screen will appear

Pending For Approval

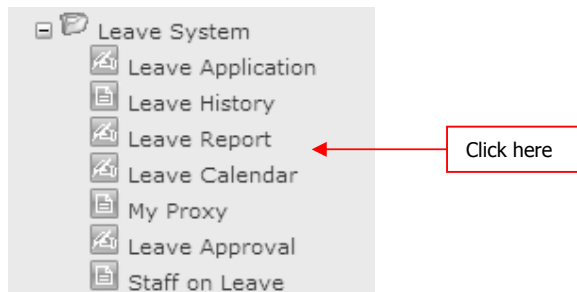
Print	Edit	Leave Type	Date Applied	Leave Period	Taken	Leave Status	Remarks	Cancel
		Vacation Leave	07/03/2007 9:58:16 PM	07/03/2007 AM to 07/03/2007 PM	1.0	Pending for Yong Yean Chau approval		
Total:				1.0				

Fig 21. Leave record pending for approval

- (2) Click on the  icon to amend the leave record.
- (3) Make the necessary amendment and click "Submit" to submit the amended application for approval.

4.7 Leave Report

To view leave report, click on the Leave Report link on the left panel



After clicking on the Leave Report link, the following screen will appear

Leave Report

View Report of	Leave Type	Year	
Myself	- Any -	2007	Retrieve

Download to excel Print this page

Fig 22. Leave Report Search

1. **View Report of:** Allow the user to view his/her own or his/her subordinates leave report.
2. **Leave Type:** Allow the user to filter leave report by leave type
3. **Year:** Allow the user to filter leave report by calendar year
4. **Retrieve:** Click on this button to retrieve leave report
5. **Download to excel:** Allow the user to download current page into excel format
6. **Print this page:** Allow the user to print current page

Vacation Leave Analysis			
Vacation Leave Period: 01/01/2007 - 31/12/2007			
Carry Forward:	3.5	Taken on or before 13/05/2007:	1.5
Entitlement:	21.0	Taken after 13/05/2007:	0.0
	24.5		1.5
		Full Year Entitlement:	21.0
		Balance as at 13/05/2007:	23.0
		Actual Balance:	23.0

Fig 23. Vacation Leave Analysis

- (1) **Carry forward:** Number of days carried forward from last year.
- (2) **Entitlement:** Number of day entitled for current year.
- (3) **Taken on or before <Date>:** Number of days taken on or before the current date.

(4) **Taken after <Date>**: Number of days taken after the current date.

(5) **Full Year Entitlement** = Number of day entitled for current full year

(6) **Balance as at <Date>** = (1) + (2) – (3)

(7) **Actual Balance** = (5) – (4)

Entitlement Base Leave Type				
Leave Type	Entitlement	Taken	Pending	Balance
Child Sick Leave	10.0	0.0	5.0	5.0
Exam Leave	12.0	0.0	0.0	12.0
Maternity Leave	84.0	0.0	0.0	84.0
Medical Leave (Hospitalisation)	60.0	0.0	0.0	60.0
Medical Leave (Outpatient)	30.0	0.0	0.0	30.0
Non-Certified Sick Leave	3.0	0.0	0.0	3.0
Unconditional Childcare Leave	2.0	0.0	2.0	0.0

Fig 24. Entitlement Base Leave Type Analysis

1. **Leave Type:** Type of leave entitled.
2. **Entitlement:** No of day entitled for the year
3. **Taken:** No of day taken for the year
4. **Pending:** No of day pending approval for the year
5. **Balance:** No of day balance for the year (Entitlement – Taken – Pending)

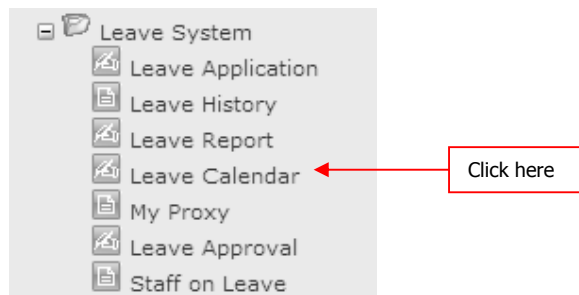
Leave History					
Leave Type	From	To	Taken	Leave Status	Remarks
Vacation Leave	28/03/2007 AM	29/03/2007 AM	1.5	Approved	
Total:			1.5		
Telecommuting Leave	08/03/2007 AM	08/03/2007 PM	1.0	Approved	
Telecommuting Leave	27/03/2007 AM	27/03/2007 PM	1.0	Approved	
Total:			2.0		

Fig 25. Detail Leave History

1. **Leave Type:** Type of leave taken.
2. **From:** Start of leave
3. **To:** End of leave
4. **Taken:** Total no. of days taken
5. **Leave Status:** Status of leave taken
6. **Remarks:** Remarks of leave taken

4.8 Leave Calendar

To view leave calendar, click on the Leave Calendar link on the left panel.



After clicking on the Leave Calendar link, the following screen will appear

Leave Calendar

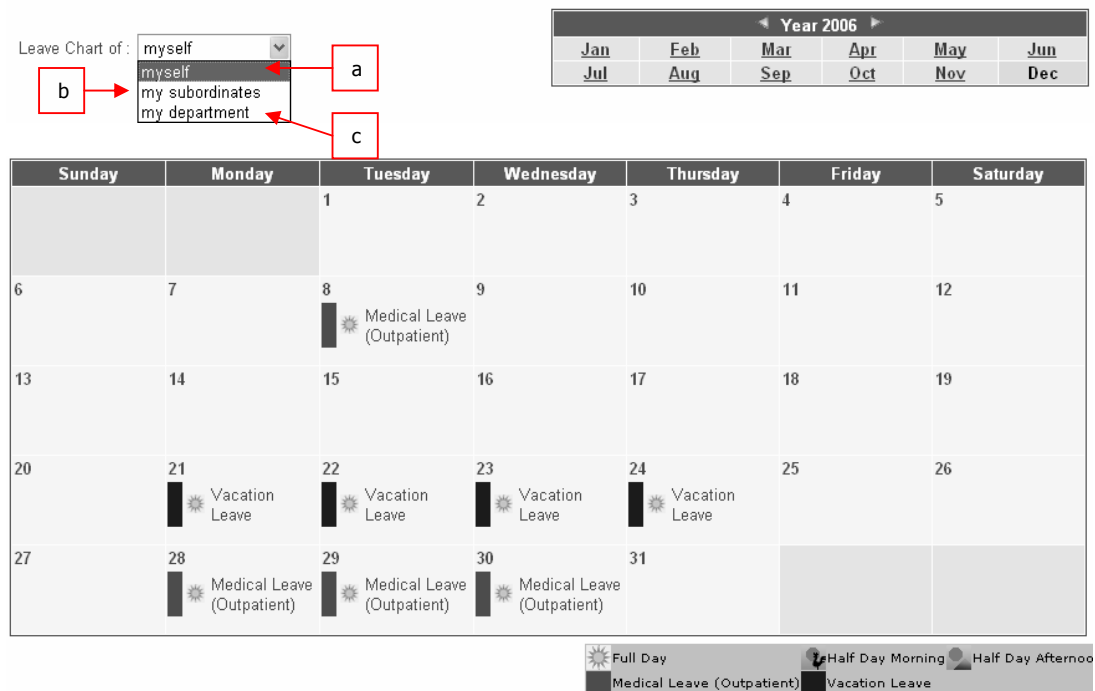


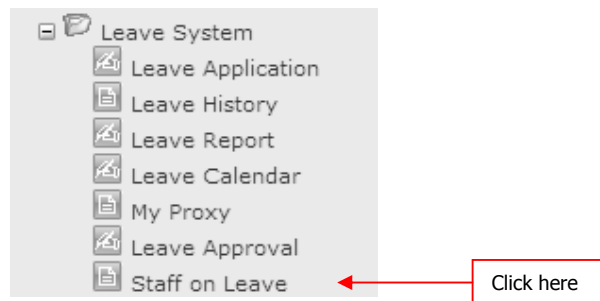
Fig 26. Leave Calendar Screen

Select different Leave Chart option to view the calendar.

- myself - will display all your leave taken for the month.
- my subordinates - will display all your subordinate's leave taken for the month.
- my department - will display all the staff leave taken for the month of your department.

4.9 Viewing Staff on Leave

To view staff on leave, click on the Staff on Leave link on the left panel.



After clicking on the Leave Report link, the following screen will appear

A screenshot of the 'Staff on Leave' search form. The form has several fields and a 'Retrieve' button. Numbered callouts are present: 1 points to the 'Staff Name (Contains)' field, 2 points to the 'Division/Department (Contains)' field, 3 points to the 'Leave Date Range' field (which shows '11/06/2007' and '11/06/2007'), 4 points to the 'Sort...' section (which includes 'Sort by', 'Period From', and 'Ascending' dropdowns), and 5 points to the 'Retrieve' button.

Fig 27. Staff on Leave

1. **Staff Name (Contains):** Allow the user to narrow down the search by entering the staff name.
2. **Division/Department:** Allow the user to narrow down the search by entering the staff division/department.
3. **Leave Date Range:** Allow the user to narrow down the search by entering the leave date
4. **Sort:** Allow the user to sort the results by selected column.
5. **Retrieve:** Click on this button to retrieve list of staff that was/were on leave

The default display will show all the staff on leave from current date. You may define the search/display by filtering to a specific staff, department or leave date range.

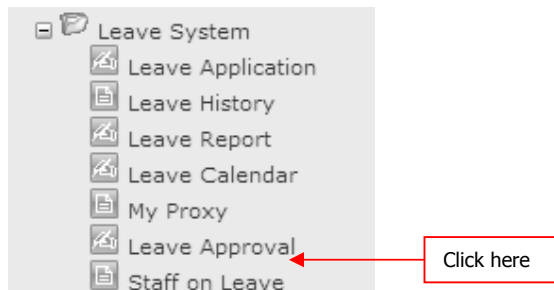
Search Results: 2 record(s) found!

Staff Name	Division/Department	Leave Description
Cheng Mee Chin	Business Development (Cluster II)	From 11 Aug 2006 AM To 10 Aug 2007 PM
Lim Leng Lee	HR Mgmt	From 01 Jun 2007 AM To 30 Jun 2007 PM

Fig 28. Staff on Leave

4.10 Approving/Rejecting Leave Applications *(For Leave Approver and Proxy)*

To view leave pending your approval, click on the Leave Approval link on the left panel.



After clicking on the Leave Approval link, the following screen will appear

Leave Approval

Staff Name (Contains)	Leave Type	Sort...		
<input type="text"/>	- Any -	Sort by	Leave Period	Ascending
Department (Contains)	Application Date Range	then by		Ascending
<input type="text"/>	<input type="text"/>	then by		Ascending
				<input type="button" value="Retrieve"/>

Leave Application - Pending For Approval						
Print	Edit	Date Applied	Description	Day(s) Applied	Action / Status	Cancel
		07/03/2007 11:08:21 PM	Employee Name : Ng Seok Chin Leave Type : Vacation Leave Period : 07 Mar 2007 AM To 07 Mar 2007 PM Remark :	1.0	<input checked="" type="radio"/> Pending <input type="radio"/> Approve <input type="radio"/> Reject	<input type="checkbox"/>
		07/03/2007 11:08:21 PM	Employee Name : Ng Seok Chin Leave Type : Vacation Leave Period : 07 Mar 2007 AM To 07 Mar 2007 PM Remark :	1.0	<input type="radio"/> Pending <input checked="" type="radio"/> Approve <input type="radio"/> Reject <div style="border: 1px solid gray; height: 20px; width: 100%; margin-top: 5px;"></div>	<input type="checkbox"/>

Fig 29. Leave Approval Screen

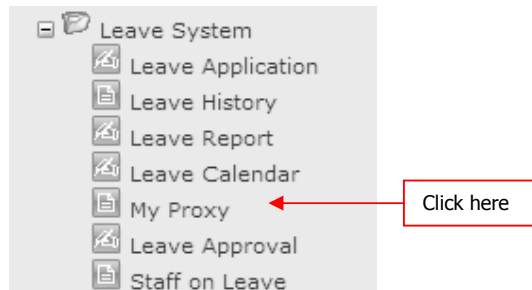
Note: No record will be displayed if there is no leave pending for approval

- (1) To approve the application, click on the "Approve" radio button. Optionally you may put some remarks under the textbox.
- (2) To reject the application, click on the "Reject" radio button. Optionally you can put some remarks/reasons under the textbox.
- (3) Click on "Pending" radio button if you do not want to approve or reject the application.
- (4) Click "Approve / Reject Leave" to approve or reject the leave application.
- (5) Once approved or rejected, an e-mail will be sent to the staff informing them of

the status

4.11 Maintaining your Proxy List *(Only applicable to Approver)*

To maintain your proxy list, click on the My Proxy List link on the left panel.




After clicking on the My Proxy List link, the following screen will appear

My Proxy List

The screenshot shows the 'My Proxy List' screen. At the top, there is a 'New Proxy' section with a text input field for 'New Proxy Name', an 'Update' button, and a 'Reset' button. Below this is a table titled 'Existing Proxy List' with columns for 'Proxy Name', 'Division/Department', 'Proxy Approver', 'Authorise Access', and 'Delete'. The table contains three rows of data. Numbered callouts are present: '1' points to the dropdown arrow in the 'New Proxy Name' field; '2' points to the 'Update' button; '3' points to the 'Proxy Approver' checkbox in the first row of the table; '4' points to the 'Authorise Access' checkbox in the first row; and '5' points to the 'Delete' checkbox in the first row.

Proxy Name	Division/Department	Proxy Approver	Authorise Access	Delete
G B Srithar s/o G Balakrishnan	Change Mgmt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Koh Yoon Nee	HR Mgmt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tan Hui Huang, Amy	HR Mgmt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fig 30. My Proxy List Screen

- (1) Click on the  icon to select the staff that you want to add as a proxy
- (2) Click "Update" button to save the selection or "Reset" to clear the selection
- (3) Tick "Proxy Approver" to set the officer as proxy approver
- (4) Tick "Authorise Access" to allow officer to apply leave on behalf or access your leave history and report
- (5) If you wish to delete any proxy, tick the check box to delete

5 Verification of Documents

For application of the following leave types, officer has to submit relevant documents to HR for verification:

Leave Type	Document Required
Marriage leave	Marriage Certificate
Maternity leave	Maternity Leave Medical Certificate Child Birth Certificate
Paternity leave	Child Birth Certificate
Medical leave	Medical Certificate

6 Contact us/Helpdesk

6.1 Technical Helpdesk

Tel: (65) 65572516

Fax: (65) 65572517

Email: support@ibase.com.sg

6.2 Operating Hours

Monday to Friday, 9am to 6pm. (Excl. Public Holidays)