E-leave

**How to apply?**

* On the vertical navbar, click on “**e-Leave**”
* Click the **“Make Leave Request”** button in blue
* Enter your name
* Select your leave type
* Select the from and to date
* The number of hours will be automatically calculated from your dates. You can edit number if you want to add more hours
* Enter the reason for leave
* Enter the email of the person you want to request leave from
* Click the “clip” icon in red to add attachments. This can Medical Certificates, Proof-of-Absence, Letters, etc. We only accept png, jpeg, pdf, and svg format. You can add more than 1 attachment
* Click the “**Submit Leave”** button in blue to submit your e-leave application
* A pop-up dialog will appear telling you whether your application was successful or not

You can view, edit or delete your e-leave application(s) by going to “**e-Leave**” in your navbar and the options will be on the far right side.

**Optional:**

If you are taking for only 1 day, a “Half Day Leave” checkbox will appear, you can check that box if you want to take a half day leave.

**Leave Types:**

* Casual Leave - for travel, vacation, rest, and family events.
* Reservist Leave – for going back into camp in NS.
* Time Off In-lieu – take leave and add leave hours into another day instead.
* Unpaid Leave – for various reasons but will always be unpaid.

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E-claim

**How to apply?**

* On the vertical navbar, click on “**e-Claim**”
* Click the **“Make Claim Request”** button in blue.
* After clicking the “Make claim request” button, the employee name, date, and claim number will be automatically filled in.
* Select the month, year, and date.
* Then select the claim type then enter the amount.
* Then click the **“Save”** button.

You can view, edit, or delete your e-leave application(s) by going to “**e-Claim**” in your navbar and the options will be on the far-right side at the options column.

**Optional:**

If you are not using Singapore Dollars (SGD) to make an e-Claim, you can select another currency type. You can also add a CC email address and remarks, as well as choosing a project.

**Claim Types:**

* AC – Travel Accommodation
* AT– Air Ticket
* ENT – Entertainment Claim
* MC – Medical Claim
* TC – Transport Claim

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E-Appraisal

**How to apply?**

* On the vertical navbar, click on “**e-Appraisal**”
* Click the **“Create New”** button in blue.
* After clicking the “Create New” button, the employee name, joining date, and department will be automatically filled in.
* Select an appraisal code.
* Once the appraisal code is selected, the review period, appraisal period, and the template will all be automatically filled in depending on the appraisal code selected.
* Then click the **“Load”** button.
* Once the “Load” button is clicked, a “Position Objectives & Major Responsibilities” survey will appear at the bottom of the page.
* If you want to save the e-appraisal details for editing later, click the **“Draft”** button.
* Otherwise, click the **“Submit”** button to submit the e-appraisal.

You can view, edit, or delete your e-leave application(s) by going to “**e-Appraisal**” in your navbar and the options will be on the far-right side at the options column.

If you have any questions, please contact +65 6708 9398 or email us at [info@adaptivebizapp.com](mailto:info@adaptivebizapp.com?subject=Help%20with%20AdaptivePay)

E-Timesheet

**How to apply?**

* On the vertical navbar, click on “**e-Timesheet**”
* Click the **“Create New”** button in blue.
* Select the from and to dates
* Select an appraisal code.
* Once the appraisal code is selected, the review period, appraisal period, and the template will all be automatically filled in depending on the appraisal code selected.
* Then click the **“Load”** button.
* Once the “Load” button is clicked, a “Position Objectives & Major Responsibilities” survey will appear at the bottom of the page.
* If you want to save the e-appraisal details for editing later, click the **“Draft”** button.
* Otherwise, click the **“Submit”** button to submit the e-appraisal.

You can view, edit, or delete your e-leave application(s) by going to “**e-Appraisal**” in your navbar and the options will be on the far-right side at the options column.

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How to Approve or reject E-leave

You need to be an admin

* go Approval and dorp the menu down
* click on ‘e-Leave approval”
* You can filter the list by status, month, year, employee name, location and city by clicking the **fetch** button and clear the filter by **clear** button.
* Select the claim or person you want to approve or reject
* Then click the **“Approve”** icon toapproveor the **“Reject”** icon to reject the claim.
* A message will pop-up telling you whether it is approved or rejected
* If there is an error, please contact our email [info@adaptivebizapp.com](mailto:info@adaptivebizapp.com?subject=Help%20with%20AdaptivePay)
* By clicking the paper icon we can view the details by clicking the **Approve** button can approve the claim and **Reject** button can reject the claim.
* By clicking the bin icon we can delete it.