



# **USER GUIDE**

## **eLeave**

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**Table of Content**

<b>1.0. Introduction .....</b>	<b>3</b>
<b>1.1. Overview Process Flow .....</b>	<b>4</b>
<b>2.0 Overview User Role with System Feature .....</b>	<b>5</b>
<b>3.1 Home Page – My Leave View .....</b>	<b>6</b>
3.1.1 New Leave Form .....	7
3.1.2 My Entitlement .....	8
3.1.3 My Department Absentees.....	8
3.1.4 Time Keeping Report .....	9
<b>3.2 On Behalf .....</b>	<b>9</b>
3.2.1 On Behalf - New Leave From .....	9
3.2.2. On Behalf Leave View .....	11
3.2.3 on Behalf Entitlement .....	13
3.2.4 on Behalf Time Keeping Report .....	13
<b>3.3 Approver .....</b>	<b>14</b>
3.3.1 Leave Pending Approval .....	14
3.3.2 My Team’s Leave Details .....	15
3.3.3 My Team’s Absentees .....	16
3.3.4 My Team’s Entitlement .....	17
3.3.5 Time Keeping Report .....	17
<b>3.4 HR .....</b>	<b>18</b>
3.4.1 View Leave Details.....	18
3.4.2 Absentees Report.....	18
3.4.3 Annual Leave Provision Report.....	18
3.4.4 Employee Resign.....	19
3.4.5 Time Keeping Report.....	19
3.4.6 Utilized leave report (CCE/MLE).....	19
3.4.6 Manage Entitlement.....	19
3.4.6 Mass Entitlement.....	20
3.4.6 Assign Credit Leave.....	20
3.4.6 Carry Forward Process.....	20
<b>3.5 Administrator .....</b>	<b>21</b>
3.5.1 Calendar .....	21
3.5.2 Holiday Type .....	21

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<b>3.5.3 Calendar Setting.....</b>	<b>22</b>
<b>3.5.4 Leave type.....</b>	<b>22</b>
<b>3.5.5 Sub leaves Type.....</b>	<b>23</b>
<b>3.5.6 Block Leave.....</b>	<b>23</b>
<b>3.5.7 Assign On-behalf.....</b>	<b>24</b>
<b>3.5.9 Routing Matrix.....</b>	<b>24</b>
<b>3.5.10 Approval Matrix.....</b>	<b>25</b>

## 1.0. Introduction

**Eleave System** employees staff to submit leave application. The system will manage all the Leave approval routing process, Employee's calendar settings, Company Leave types and Entitlements etc.

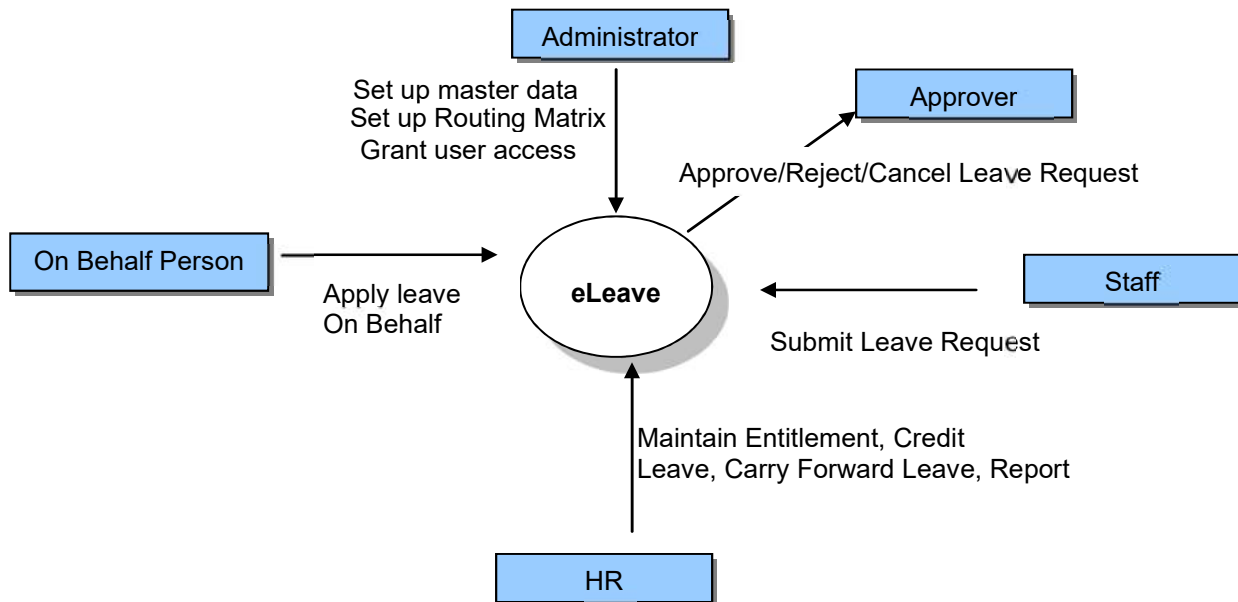
Below is the list of leave types for which the staffs are usually entitled:

- Annual Leave (Privilege Leave)
- Medical Leave (Sick Leave)
- Hospitalization Leave
- Compassionate Leave
- Childcare Leave
- Childcare Leave (Enhanced)
- Maternity Leave
- Maternity Leave (Extended)
- Paternity Leave
- Family care Leave
- Marriage Leave
- Study/Exam Leave
- National Service
- Unpaid Leave
- Unpaid Infant care Leave
- Special Leave

Note that the leave types vary for different country. Please check your employee handbook for the leave type that is applicable to your company.

This document will guide and describe how to use the system.

## 1.1. Overview Process Flow



## 2.0 Overview User Role with System Feature

### Staff

1. New Leave Form
2. My Leave View
3. My Entitlement
4. My Dept. Absentees
5. Time Keeping Report

### On-Behalf Access

1. On-Behalf Leave View
2. Absentees Report
3. On-Behalf Entitlement
4. Time Keeping Report

### Approver

1. Leave Pending Approval
2. My Team's Leave Details
3. My Team's Absentees
4. My Team's Entitlement
5. Time Keeping Report

### HR

1. View Leave Detail
2. Absentees Report
3. Annual Leave Provision Report
4. Employee Resign
5. Time Keeping Report
6. Utilized Leave Report(CCE/MLE)

7. Manage Entitlement
8. Mass Entitlement
9. Assign Credit Leave
10. Carry Forward Process

Administrator

1. Calendar
2. Holidays Type
3. Calendar Setting
4. Leave Type
5. Sub Leave Type
6. Block Leave
7. Policy
8. Assign On-Behalf
9. Routing Matrix
10. Approval Routing
11. User Group Member

### 3.1 Home Page – My Leave View

The My Leave View is the home page of the eLeave system.

The My Leave View displays the all leave application for the period of past 1 month and the application status.

User can search the particular leave application using the application reference no, leave type, status and leave date.

**My Leave View**

Search Criteria

Leave Date(From) \* 23-Mar-2016

Leave Date(To) \* 23-Apr-2018

Status \* <All>

Reference No.

Leave Type <All>

Export to Excel

Ref No	Submitted Date	Leave Type	Sub Leave Type	From Date	To Date	Portion	Partial/Cancel	Total of Days	Status	Next Approver
0262/122016	09-Dec-2016	Annual Leave	Annual Leave	18-Feb-2017	27-Feb-2017	Full Day	N	6.0	Approved	--
0630/122016	15-Dec-2016	Medical Leave	Medical Leave	16-Dec-2016	16-Dec-2016	Full Day	N	1.0	Approved	--
3197/072016	14-Jul-2016	Annual Leave	Annual Leave	26-Oct-2016	26-Oct-2016	Full Day	Y	1.0	Approved	--
4124/082016	03-Aug-2016	Medical Leave	Medical Leave	03-Aug-2016	03-Aug-2016	2nd Half	N	0.5	Approved	--
4720/082017	10-Aug-2017	Annual Leave	Annual Leave	23-Oct-2017	27-Oct-2017	Full Day	N	5.0	Approved	--
5312/012016	13-Jan-2016	Annual Leave	Annual Leave	25-Apr-2016	04-May-2016	Full Day	N	7.0	Approved	--
5313/012016	13-Jan-2016	Familycare Leave	Familycare Leave	05-May-2016	06-May-2016	Full Day	N	2.0	Approved	--
5503/032017	27-Mar-2017	Annual Leave	Annual Leave	08-May-2017	08-May-2017	Full Day	N	1.0	Approved	--
5504/032017	27-Mar-2017	Familycare Leave	Familycare Leave	09-May-2017	11-May-2017	Full Day	N	2.0	Approved	--
6187/062017	30-Aug-2017	Annual Leave	Annual Leave	18-Sep-2017	18-Sep-2017	Full Day	N	1.0	Recalled	--
6521/042017	18-Apr-2017	Medical Leave	Medical Leave	18-Apr-2017	18-Apr-2017	2nd Half	N	0.5	Approved	--
7144/102016	13-Oct-2016	Medical Leave	Medical Leave	12-Oct-2016	12-Oct-2016	Full Day	N	1.0	Approved	--
9793/122016	02-Dec-2016	Annual Leave	Annual Leave	31-Jan-2017	31-Jan-2017	Full Day	N	1.0	Approved	--

User can click on the RefNo to view the entire leave application details.

Entitlement Balance will be displayed in details. (Balance = Entitlement + Carry Forward + Credit Leave - Leave Taken – Leave Forfeited – Block leave – Advanced leave from last Period)

**Leave Details**

Reference No.: 0917/012018

Status: Approved

Leave Type: Annual Leave

Sub Leave Type: Annual Leave

Leave From: 02-Apr-2018 To: 03-Apr-2018

Portion: Full Day

Total of Days: 2.0

Emergency: N

Reason: Shifting family to Singapore

Sub Leave Type	From Period	To Period	Enttl.	Carry Forward	Credit Leave	Leave Taken	Forfeited	Block Leave	Advanced From Last Period	Balance (inc. Pen.)
Annual Leave	01-Jan-2018	31-Dec-2018	25.0	0.0	1.0	5.5	0.0	5.5	0.0	17.0

Attachments (Supporting Documents)

Documents

1.

2.

3.

To attach a document Please save the Leave Request form first.

User can click on the Block Leave to view the details.

Block Leave Details					
	Staff ID	Preferred Name	Block Leave Date	Duration	Remarks
<input type="checkbox"/>	HQ000007	Adeline Chiu	26-Dec-2018	1.0	ANNUAL LEAVE SHUT DOWN
<input type="checkbox"/>	HQ000007	Adeline Chiu	27-Dec-2018	1.0	ANNUAL LEAVE SHUT DOWN
<input type="checkbox"/>	HQ000007	Adeline Chiu	28-Dec-2018	1.0	ANNUAL LEAVE SHUT DOWN
<input type="checkbox"/>	HQ000007	Adeline Chiu	31-Dec-2018	0.5	ANNUAL LEAVE SHUT DOWN

1  
4 record(s) found

### 3.1.1 New Leave Form



User can click on the New Leave Form link under “Staff” submenu to submit for a new leave application.

User can choose the leave type, sub leave type”. Once the Leave type is selected, the Entitlement for that leave type and its balance will be displayed at the top right of the leave form.

(Balance = Entitlement + Carry Forward + Credit Leave - Leave Taken – Leave Forfeited – Block leave – Advanced leave from last Period).

User then select leave dates and leave portion as either Full day, Half day or Mixed.

If the leave application is saved then the status will be “Draft”. When the application is submitted then only the status will become “Pending User can click on the Block Leave to view the details.

Block Leave

Block Leave Information

Issue For:  Department: TSS - Shared - Delivery Operations

Issue By:  Country: DDAP-CHQ (Dimension Data Asia Pacific)

Leave Details

Reference No.:

Status: Draft

Leave Type: Annual Leave

Sub Leave Type: Annual Leave

Leave From:  To:

Portion: ☐ Full Day ☐ 1st Half ☐ 2nd Half ☐ Mixed

Total of Days: 0

Emergency:

Reason:

Sub Leave Type	From Period	To Period	Entit.	Carry Forward	Credit Leave	Leave Taken	Forfeited	Block Leave	Advanced From Last Period	Balance(Incl. Pen.)
Annual Leave	01-Jan-2018	31-Dec-2018	20.0	4.0	1.6	4.0	0.0	3.5	0.0	17.5

Attachments (Supporting Documents)

Documents

1.

2.

3.

To attach a document Please save the Leave Request form first.

If there is Block Leave, user can click on the Block Leave (hyperlink or popup) to display the block leave dates and remarks.

Validation, if user has blocked leave across the application period, prompt user that there is blocked leave and cannot proceed with the submission.



### 3.1.2 My Entitlement



This section will display the actual days the user is entitled to apply for any leave.

This section will also display the carry forward leave, credit leave; leave taken, leave forfeited, block leave, advanced from last period, leave pending and balance etc.

My Entitlement

Search Criteria

Year \*

2018

Leave Type \*

<All>

Sub Leave Type

Search

Export to Excel

Period From	Period To	Leave Type	Sub Leave Type	Entitlement	Carry Forward	Credit Leave	Leave Taken	Leave forfeited	Block Leave	Advanced from Last Period	Leave Pending	Balance
01-Sep-2018	30-Sep-2018	Birthday Leave	Birthday Leave	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0
01-May-2018	31-May-2018	Anniversary Leave	Anniversary Leave	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0
01-Jan-2018	31-Dec-2018	Annual Leave	Annual Leave	15.0	10.0	1.0	0.0	10.0	3.5	0.0	0.0	12.5
01-Jan-2018	31-Dec-2018	Compassionate Leave	Compassionate Leave	3.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.0
01-Jan-2018	31-Dec-2018	Familycare Leave	Familycare Leave	2.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0	2.0
01-Jan-2018	31-Dec-2018	Hospitalization Leave	Hospitalization Leave	46.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	46.0
01-Jan-2018	31-Dec-2018	Medical Leave	Medical Leave	14.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	14.0

7 record(s) found

### 3.1.3 My Department Absentees



User can see the list of employees, who are all absent in their department for the selected data range. This will give info about the, list of absentees and the leave portion & Total No days.

My Department Absentees

Search Criteria

Leave Date (From) \*23-Apr-2017

Leave Date (To) \*24-Apr-2018

Leave Type<All>

Sub Leave Type

Search

Staff ID	Staff Name	Leave Type	Sub Leave Type	Leave From	Leave To	Portion	Partial Approval	Total of Days
HQ000829		Annual Leave	Annual Leave	20-Nov-2017	24-Nov-2017	Full Day	N	5.0
HQ000829		Annual Leave	Annual Leave	26-Dec-2017	28-Dec-2017	Mix	N	3.5
HQ000829		Annual Leave	Annual Leave	22-Dec-2017	22-Dec-2017	Mix	N	0.5
HQ000829		Annual Leave	Annual Leave	02-Feb-2018	02-Feb-2018	Full Day	N	1.0
HQ000829		Annual Leave	Annual Leave	02-Apr-2018	02-Apr-2018	Full Day	N	1.0
HQ000829		Annual Leave	Annual Leave	09-Jun-2017	09-Jun-2017	Full Day	N	1.0
HQ000370		Annual Leave	Annual Leave	22-Jan-2018	25-Jan-2018	Full Day	N	4.0
HQ000370		Annual Leave	Annual Leave	18-Dec-2017	18-Dec-2017	Full Day	N	1.0
HQ000370		Annual Leave	Annual Leave	21-Dec-2017	21-Dec-2017	Full Day	N	1.0
HQ000370		Annual Leave	Annual Leave	13-Oct-2017	13-Oct-2017	2nd Half	N	0.5
HQ000370		Annual Leave	Annual Leave	15-Sep-2017	15-Sep-2017	Full Day	N	1.0

### 3.1.4 Time Keeping Report

[Staff]  
[New Leave Form](#)  
[My Leave View](#)  
[My Entitlement](#)  
[My Dept Absentees](#)  
[Time Keeping Report](#)

Monthly Time Keeping Report will display the entire calendar for the selected Month & Year.

It helps the user to have a quick look on the list of days the user took leave and what type of leave he/she took with total number of days leave taken (AL) and block leave (BL) in the selected month.

Monthly Time Keeping Report

Search Criteria

Year / Month \* 2018 March

Staff ID

ID	Staff ID	Staff	Company	Department	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	Total Leave Taken
22444	HQ900975		DOLP-ORQ (Dimension Data Asia Pacific Pte. Ltd.)	People & Culture																																1.5

Search

Note: Only the approved leaves will be displayed.

### 3.2 On Behalf

If the user has “On Behalf Access” rights then he/she can able to see “On Behalf” menu in the side menu.

#### 3.2.1 On Behalf - New Leave From

If the user has On Behalf access right to submit leave forms then the list of employee names for who the logged in user has On Behalf of access rights will be listed under “Issue For” drop down list.

Similar to that of saving & submitting own leave application, user can select the employee name from the list, on behalf of who he/she is submitting the leave form.

The “Issue For” will display the name of the employee for who the application is issue.

The “Issue By” will display the name of the user who submitted the application.

**New Leave**

**User Information**

**Issue For :** Jason Ye Kun Ji  
Jimmy Cham  
Jit Chheng Lim  
John Lim  
Joyce Chan  
Kang Yeong Wong  
Ken Lim  
Kiang Peng Yeo  
Kin Meng, Dawson Sewo  
Lay Peng Poh  
Lih Hsin, Justin Khng  
Mary John  
Michelle Catherine May Limbo  
Mohammad Ziaur (MZ) Rahman  
Nagendra Seetharamaiah  
Newson Xin Sheng Ng  
Patricia Lee  
Paul M Constable  
Philip Lim  
Puay Koon, Joseph Lim  
Ridwan Bin Suri  
Ronggui Liu  
Ronson Ong  
RV Chng  
Sabrina Kuek  
Sam Tat Hong Lee  
Santoso Suwignyo  
Sek Chye Goh  
Shien Yiang Lim  
Siew Ling, Juliana Lim

**Issue By :**

**Department :** MS

**Country :** DCSG-STC (DC Singapore - STC), S

**Leave Details**

**Reference No. :**

**Status :**

**Leave Type : \***

**Sub Leave Type : \***

**Leave From : \***

**Portion : \***

**Total of Days :**

**Emergency :**

**Reason : \***

**Approval Route List**

**Workflow Log**

**Workflow Log Remarks :**

Note: Refer to the Workflow Log for any remarks made by other approvers.

**Save** **Submit** **Exit**

### 3.2.2. On Behalf Leave View



User can click on the “On-Behalf Leave View” to view the status of the leave application which are created & submitted by the logged in user on behalf of others.


Once the link is clicked by default those leave applications that are created/submitted within the past one month will be displayed.


Once the search button is clicked based on the selected search criteria the records will be extracted from the system and the display is as below.

**On Behalf Leave View**

Search Criteria

Leave Date (From) \* 24-Mar-2018  Leave Date (To) \* 24-Apr-2018 

Status \* <All>  Reference No.

Leave Type <All> 


Ref No	Staff ID	Staff Name	Submitted Date	Leave Type	Sub Leave Type	From Date	To Date	Portion	Partial Approval	Total of Days	Status	Next Approver
0665/012018			25-Jan-2018	Childcare Leave (Enhanced)	Childcare Leave (Enhanced)	26-Mar-2018	26-Mar-2018	Full Day	N	1.0	Approved	--
0917/012018			29-Jan-2018	Annual Leave	Annual Leave	02-Apr-2018	03-Apr-2018	Full Day	N	2.0	Approved	--
2416/022018			08-Feb-2018	Annual Leave	Annual Leave	18-Apr-2018	27-Apr-2018	Full Day	N	8.0	Approved	--
3709/022018			20-Feb-2018	Annual Leave	Annual Leave	23-Apr-2018	27-Apr-2018	Full Day	N	5.0	Approved	--


User can click on the “RefNo” to view the entire details about the application.

The “Issue For” will display the name of the employee for who the application is issue.

The “Issue By” will display the name of the user who submitted the application.

**User Information**

Issue For :  Department : Consulting - Program & Project Mana

Issue By :  Country : DDAF-OHQ (Dimension Data Asia Pi

att



**Leave Details**

Reference No. : 0665/012018

Status : Approved

Leave Type : \* Childcare Leave (Enhanced)

Sub Leave Type : \* Childcare Leave (Enhanced)

Leave From : \* 26-Mar-2018  to 26-Mar-2018 

Portion : \* ☒ Full Day ☐ 1st Half ☐ 2nd Half ☐ etc

Total of Days : 1.0

Emergency : N

Reason : \* Cataract Operation for Mum

Sub Leave Type	From Period	To Period	Enbtl	Carry Forward	Credit Leave	Leave Taken	Forfeited	Block Leave	Advanced From Last Period	Balance(Incl. Pen.)
Childcare Leave (Enhanced)	01-Jan-2018	31-Dec-2018	6.0	0.0	0.0	6.0	0.0	0.0	0.0	0.0

**Attachments (Supporting Documents)**

Documents

1.

2.

3.

To attach a document Please save the Leave Request form first.

If the status is “Pending” / “Approved” then user won’t be able to edit the leave details.

If the status is “Draft” then user can edit the leave details.

Based on the leave entitlement setup by the HR, user can apply for the leave for others.

Public holidays, Non-Working days like Saturday & Sundays (whenever applicable) will auto deducted from the total number of leave days.

### 3.2.3 on-Behalf Entitlement

This section helps the user to view the Entitlement for the employees for whom he has rights to submit leave application on behalf of them.

User can search the On-Behalf of entitlement by Year, Staff Name, and Leave Type & Sub Leave Type.

Once the “Search” button is clicked, based on the selection made the records will be extracted from the system.

System.

On-Behalf Entitlement

Search Criteria

Year \*  
2018

Staff Name  
<All>

Leave Type \*  
<All>

Sub Leave Type

Search

Export to Excel

Staff ID	Staff Name	Period From	Period To	Leave Type	Sub Leave Type	Entitlement	Carry Forward	Credit Leave	Leave Taken	Leave Forfeited	Block Leave	Advanced From Last Period	Leave Pending	Balance
		01-May-2018	31-May-2018	Anniversary Leave	Anniversary Leave	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0
		01-May-2018	31-May-2018	Birthday Leave	Birthday Leave	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0
		01-Jan-2018	31-Dec-2018	Annual Leave	Annual Leave	20.0	4.0	1.0	4.0	0.0	1.5	0.0	0.0	17.5
		01-Jan-2018	21-Aug-2018	Childcare Leave (Extended)	Childcare Leave (Extended)	2.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	1.0
		01-Jan-2018	31-Dec-2018	Compassionate Leave	Compassionate Leave	3.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.0
		01-Jan-2018	31-Dec-2018	Hospitalization Leave	Hospitalization Leave	46.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	46.0
		01-Jan-2018	31-Dec-2018	Medical Leave	Medical Leave	14.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	12.0
		01-Jul-2018	31-Jul-2018	Anniversary Leave	Anniversary Leave	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0
		01-Jun-2018	30-Jun-2018	Birthday Leave	Birthday Leave	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0
		01-Feb-2018	17-Jul-2018	Annual Leave	Annual Leave	8.5	0.0	1.0	0.0	0.0	0.0	0.0	0.0	9.5
		01-Feb-2018	31-Jan-2019	Annual Leave	Annual Leave	19.0	0.0	1.0	1.0	0.0	3.5	0.0	0.0	15.5
		01-Feb-2018	31-Jan-2019	Childcare Leave	Childcare Leave	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0
		01-Feb-2018	31-Jan-2019	Compassionate Leave	Compassionate Leave	3.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.0
		01-Feb-2018	31-Jan-2019	Hospitalization Leave	Hospitalization Leave	46.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	46.0
		01-Feb-2018	31-Jan-2019	Medical Leave	Medical Leave	14.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	14.0
		09-Jan-2018	17-Jul-2018	Compassionate Leave	Compassionate Leave	3.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.0
		09-Jan-2018	17-Jul-2018	Hospitalization Leave	Hospitalization Leave	46.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	46.0
		09-Jan-2018	17-Jul-2018	Medical Leave	Medical Leave	14.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	12.0
		18-Jul-2017	31-Jan-2018	Annual Leave	Annual Leave	10.0	0.0	0.0	10.5	0.0	0.0	0.0	0.0	-0.5
		18-Jul-2017	31-Jan-2018	Annual Leave	Annual Leave	19.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	19.0

### 3.2.4 on-Behalf Time Keeping Report

Monthly Time Keeping Report will display the entire calendar for the selected Month & Year.

It helps the user to have a quick look on the list of days the user took leave and what type of leave he/she took with total number of days leave taken in the selected month.

Monthly Time Keeping Report

Search Criteria

Year / Month \*

2018

April

Staff Name

Staff ID

Search

ID	Staff ID	Staff	Company	Department	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	Total Leave Taken
42				Learning Services																														0.0	
165				TSS - Shared - Delivery Operations														CCE(E)															1.0		
356				TSS - Shared - Delivery Operations																													0.0		
378				TSS - Shared - Management																									AL		AL		2.0		
386				TSS - Shared - Delivery Operations																													1.0		
388				TSS - Shared - Management															FC(E)														1.0		
398				TSS - Shared - Delivery Operations																													0.0		
613				TSS - Technical Services - Delivery																													0.0		
1075				TSS - Shared - Management																													0.0		
2344				TSS - Shared - Delivery Operations							AL																						1.0		
3005				TSS - Shared - Management																													0.0		
3596				Learning Services																													0.0		
4075				TSS - Shared - Delivery Operations								AL(E)																					0.5		
4076				Learning Services																													0.0		
4185				TSS - Shared - Delivery Operations																													0.0		
4958				Learning Services																													0.0		
5172				TSS - Shared - Delivery Operations								AL	AL																				2.0		
5373				TSS - Shared - Delivery Operations																													0.0		
5605				Learning Services																													0.0		
5677				TSS - Shared - Management																													0.0		
6252				TSS - Shared - Delivery Operations																				AL		AL	AL		AL	AL	AL	AL	8.0		
7601				TSS - Shared - Delivery Operations																											AL		AL	2.0	

Note: Only the approved leaves will be displayed.

### 3.3 Approver

[Approver]  
[Leave Pending Approval](#)  
[My Team's Leave Details](#)  
[My Team's Absentees](#)  
[My Team's Entitlement](#)  
[Time Keeping Report](#)

If the logged in user is an approver then he/she can view the "Approve" menu in the side menu.

The user can approve the leave request, he/she can view his/her team's leave details, his Team's entitlements, Team's absentees list and Monthly Time keep report for his team.

#### 3.3.1 Leave Pending Approval

Once the user clicks on the "Leave Pending Approval" link, it will display the entire leave application request, which is pending for his approval.

Leave Pending Approval

Leave Pending Approval List

<input type="checkbox"/> All	Ref No	Staff ID	Requestor	Preferred Name	Submitted Date	Leave Type	Sub Leave Type	From Date	To Date	Portion	Partial Approval	Action By (Previous Approver)
<input type="checkbox"/>	00230122017				01-Dec-2017	Annual Leave	Annual Leave	16-Jan-2018	19-Jan-2018	Full Day	N	--
<input type="checkbox"/>	00390102016				03-Oct-2016	Casual Leave	Casual Leave	29-Sep-2016	30-Sep-2016	Full Day	N	--
<input type="checkbox"/>	04270102017				12-Oct-2017	Casual Leave	Casual Leave	26-Dec-2017	29-Dec-2017	Full Day	N	--
<input type="checkbox"/>	1001/012018				29-Jan-2018	Casual Leave	Casual Leave	18-Jan-2018	18-Jan-2018	Full Day	N	--
<input type="checkbox"/>	1002/012018				29-Jan-2018	Casual Leave	Casual Leave	07-Feb-2018	07-Feb-2018	Full Day	N	--
<input type="checkbox"/>	11310102016				17-Oct-2016	Casual Leave	Casual Leave	14-Oct-2016	14-Oct-2016	Full Day	N	--
<input type="checkbox"/>	0742/032018				08-Mar-2018	Annual Leave	Annual Leave	08-Mar-2018	08-Mar-2018	2nd Half	N	--

Remarks

Note: Remarks is applicable for all the selected claim request.

Approve Reject Revert

Approver can click on the “Ref No” to view the entire leave application details and he can approve/ Reject/ revert the application.

Issue For:		Department:	Sales-Client Manager
Issue By:		Country:	DDIN (Dimension Data India Pvt.Ltd.)
		att:	

**Leave Details**  
Reference No.: 0029812017  
Status: **Pending**  
Leave Type: Annual Leave  
Sub Leave Type: Annual Leave  
Leave From: 16-Jan-2018 To: 19-Jan-2018  
Portion: 1st Half  
Total of Days: 4.0  
Emergency: N  
Reason: Going on Vacation

Sub Leave Type	From Period	To Period	Entitl.	Carry Forward	Credit Leave	Leave Taken	Forfeited	Black Leave	Advanced From Last Period	Balance(Inc. Per.)
Annual Leave	01-Jan-2018	31-Dec-2018	30.0	00.0	0.0	0.0	30.0	0.0	0.0	0.0

**Approval Route List**  

Level No	Approver
1	Waher, Henezes

**Workflow Log**  

Date	Author	Actions	Remarks
01-Dec-2017 18:22:25	Shahik, Manood	Submitted	
01-Dec-2017 18:22:30	Henezes, Waher	Pending	
01-Dec-2017 18:22:25	Jawadkarian, Hahanna	Pending	
29-Jan-2018 17:18:34	Shahik, Manood	Recalled	need to change the date
29-Jan-2018 17:19:11	Shahik, Manood	Submitted	dates changed

Workflow Log Remarks:  
Note: Refer to the Workflow Log for any remarks made by other approvers.

Approve Reject Revert Exit

### 3.3.2 My Team's Leave Details

Approver can view his team's leave details like how many days his team member has applied for leave and what type of leave he has applied etc.,

Approver can search his team's leave records using the start and end, Leave status, leave type , application ref.no or by staff name.

Once the approver clicks on the “Search” button the leave details will be extracted from the system based on the selection criteria made.

**Staff**  
New Leave Form  
My Leave View  
My Exit Element  
My Dept Absences  
Time Keeping Report

**Approver**  
Leave Details Approval  
My Team's Leave Details  
My Team's Absences  
Time Keeping Report

**View Approved Leave**  
Search Criteria  
Leave Date(From): 25-Mar-2017 To: 25-Apr-2018  
Status: All  
Leave Type: All  
Reference No.:  
Staff Name: No Records  
Search

Export to Excel

Ref No	Staff ID	Staff Name	Preferred Name	Submitted Date	Leave Type	Sub Leave Type	From Date	To Date	Portion	Partial Approval	Total of Days	Status	Next Approver
0025012017				01-Dec-2017	Annual Leave	Annual Leave	19-Jan-2018	19-Jan-2018	Full Day	N	4.0	Pending	---
00440072017				03-Jul-2017	Casual Leave	Casual Leave	06-Jul-2017	07-Jul-2017	Full Day	N	2.0	Approved	---
00670052017				02-May-2017	Annual Leave	Annual Leave	16-May-2017	19-May-2017	Full Day	N	4.0	Approved	---
01520052017				03-May-2017	Annual Leave	Annual Leave	16-May-2017	19-May-2017	Mix	N	3.5	Approved	---
0390042017				06-Apr-2017	Medical Leave	Medical Leave	11-Apr-2017	13-Apr-2017	Full Day	N	3.0	Approved	---
04170542017				06-Apr-2017	Casual Leave	Casual Leave	10-Apr-2017	11-Apr-2017	Full Day	N	2.0	Approved	---
04250102017				12-Oct-2017	Casual Leave	Casual Leave	20-Oct-2017	20-Oct-2017	Full Day	N	1.0	Approved	---
04260102017				12-Oct-2017	Annual Leave	Annual Leave	29-Dec-2017	29-Dec-2017	Full Day	N	4.0	Cancelled	---

Approver can click on the “Ref.No” to view the entire leave application details.

### 3.3.3 My Team's Absentees

This section helps the approver to know about his team's absentees list.

The approver can also search the absentees list by leave date or by leave types.

Based on the selection criteria the records will be extracted from the system along with the leave types, leave from and leave to dates, leave portion like "Half day /Full Day" and Total number of days.

[Return to Work AP](#)  
[Return to e-Application](#)  
[Return to HR Portal](#)

**[Staff]**  
[View Leave From](#)  
[My Leave View](#)  
[My Entitlement](#)  
[My Dept Absentees](#)  
[Time Keeping Report](#)

**[Approver]**  
[Leave Pending Approval](#)  
[My Leave Details](#)  
[My Team's Absentees](#)  
[My Team's Entitlement](#)  
[Time Keeping Report](#)

**My Team's Absentees**  
Search Criteria  
Leave Date (From) \* 25-Mar-2018  
Leave Date (To) \* 25-Apr-2018  
Leave Type \* -All-  
Sub Leave Type  
Search

Staff ID	Staff Name	Leave Type	Sub Leave Type	Leave From	Leave To	Portion	Partial Approval	Total of Days
		Medical Leave	Medical Leave	21-Mar-2018	31-Mar-2018	Full Day	N	8.0
		Annual Leave	Annual Leave	26-Mar-2018	05-Apr-2018	Full Day	N	11.0
		Casual Leave	Casual Leave	30-Mar-2018	30-Mar-2018	Full Day	N	1.0
		Casual Leave	Casual Leave	06-Apr-2018	06-Apr-2018	Full Day	N	1.0
		Medical Leave	Medical Leave	09-Apr-2018	09-Apr-2018	Full Day	N	1.0
		Casual Leave	Casual Leave	13-Apr-2018	13-Apr-2018	Full Day	N	1.0
		Casual Leave	Casual Leave	16-Apr-2018	17-Apr-2018	Full Day	N	2.0

7 record(s) found

### 3.3.4 My Team's Entitlement

This section helps the approver to view his team member's Entitlement records

Approver can search his team member's entitlement by Year, Staff Name, and Leave Type & Sub Leave Type.

Once the "Search" button is clicked, based on the selection made the records will be extracted from the system.

[Return to Work AP](#)  
[Return to e-Application](#)  
[Return to HR Portal](#)

**[Staff]**  
[View Leave From](#)  
[My Leave View](#)  
[My Entitlement](#)  
[My Dept Absentees](#)  
[Time Keeping Report](#)

**[Approver]**  
[Leave Pending Approval](#)  
[My Leave Details](#)  
[My Team's Absentees](#)  
[My Team's Entitlement](#)  
[Time Keeping Report](#)

**My Team's Entitlement**  
Search Criteria  
Year \* 2018  
Staff Name \* -All-  
Leave Type \* -All-  
Sub Leave Type  
Search

[Export to Excel](#)

Staff ID	Staff Name	Period From	Period To	Leave Type	Sub Leave Type	Entitlement	Carry Forward	Credit Leave	Leave Taken	Leave Forfeited	Block Leave	Advanced From Last Period	Leave Pending	Balance
01-Jan-2018	31-Dec-2018	Annual Leave	Annual Leave	30.0	90.0	0.0	11.0	30.0	0.0	0.0	0.0	0.0	79.0	
01-Jan-2018	31-Dec-2018	Casual Leave	Casual Leave	10.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0	
01-Jan-2018	31-Dec-2018	Medical Leave	Medical Leave	14.0	42.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	56.0	
01-Jan-2018	31-Dec-2018	Annual Leave	Annual Leave	25.0	-20.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5.0	
01-Jan-2018	31-Dec-2018	Casual Leave	Casual Leave	10.0	0.0	0.0	1.5	0.0	0.0	0.0	0.0	0.0	8.5	
01-Jan-2018	31-Dec-2018	Medical Leave	Medical Leave	13.0	0.0	0.0	13.0	0.0	0.0	0.0	0.0	0.0	0.0	
01-Jan-2018	31-Dec-2018	Annual Leave	Annual Leave	30.0	85.0	0.0	0.0	25.0	0.0	0.0	0.0	0.0	90.0	
01-Jan-2018	31-Dec-2018	Casual Leave	Casual Leave	10.0	0.0	0.0	4.0	0.0	0.0	0.0	0.0	0.0	6.0	
01-Jan-2018	31-Dec-2018	Medical Leave	Medical Leave	14.0	42.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	56.0	
01-Jan-2018	31-Dec-2018	Annual Leave	Annual Leave	9.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	9.0	
01-Jan-2018	31-Dec-2018	Casual Leave	Casual Leave	10.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0	
01-Jan-2018	31-Dec-2018	Medical Leave	Medical Leave	9.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	9.5	
01-Jan-2018	31-Dec-2018	Annual Leave	Annual Leave	15.0	66.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	81.3	
01-Jan-2018	31-Dec-2018	Casual Leave	Casual Leave	10.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0	
01-Jan-2018	31-Dec-2018	Medical Leave	Medical Leave	10.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	17.0	
01-Jan-2018	31-Dec-2018	Annual Leave	Annual Leave	30.0	77.0	0.0	10.0	7.0	0.0	0.0	0.0	-12.0	90.0	
01-Jan-2018	31-Dec-2018	Casual Leave	Casual Leave	10.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	9.0	
01-Jan-2018	31-Dec-2018	Medical Leave	Medical Leave	14.0	42.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	56.0	
01-Jan-2018	31-Dec-2018	Annual Leave	Annual Leave	30.0	74.0	0.0	0.0	14.0	0.0	0.0	0.0	0.0	90.0	
01-Jan-2018	31-Dec-2018	Casual Leave	Casual Leave	10.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	8.0	



### 3.3.5 Time Keeping Report

Monthly Time Keeping Report will display the entire calendar for the selected Month & Year.

It helps the Approver to have a quick look on the list of days his team member has got leave approval and what type of leave he/she took with total number of days leave taken in the selected month.

[Return to My eAP](#)  
[Return to e-Applications](#)  
[Return to eAP Portal](#)

[New Leave Form](#)  
[My Leave View](#)  
[My Enrolment](#)  
[My Dept. Assignments](#)  
[Time Keeping Report](#)

[Leave Pending Approval](#)  
[My Team's Leave Details](#)  
[My Team's Absences](#)  
[My Team's Time Keeping Report](#)

#### Monthly Time Keeping Report

Search Criteria

Year / Month \* 2018 March

Staff Name

Staff ID

Search

ID	Staff ID	Staff	Company	Department	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	Total Leave Taken
2832				TSS - Managed Services - Team Empowerment	AL	AL	AL	AL	AL																									5.0	
4996				TSS - Support Services - Delivery Operations																														0.0	
9192				TSS - Support Services - Delivery																	CS	CS	CS											2.0	
9196				TSS - Support Services - Delivery																														1.0	
10302				TSS - Managed Services - Delivery Dedicated																														0.0	
10658				TSS - Managed Services - Delivery Dedicated																														0.0	
10758				TSS - Managed Services - Delivery Dedicated																														0.0	
11792				TSS - Shared - Delivery Operations							CS		H																					2.0	
13131				TSS - Managed Services - Delivery Dedicated																														0.0	
13715				TSS - Managed Services - Delivery Dedicated																														0.0	
15303				TSS - Managed Services - Team Empowerment																														0.0	
15610				TSS - Support Services - Delivery Operations																														0.0	

### 3.4 HR

**[HR]**  
**View Leave Detail**  
**Absentees Report**  
**Annual Leave Provision**  
**Report**  
**Employee Resign**  
**Time Keeping Report**  
**Utilized Leave Report**  
**(CCE/MLE)**

**Manage Entitlements**  
**Mass Entitlements**  
**Assign Credit Leave**  
**Carry Forward Process**

**Approval Routing**  
**Assign On-Behalf**  
**Calendar**  
**Calendar Setting**  
**Employee**  
**Leave Type**  
**Routing Matrix**  
**Sub Leave Type**

If the logged in user is a HR, he/she can view the view leave details taken by employees and leave report. The user can also manage entitlements and manage carry forward process and master setting.

#### 3.4.1 View Leave Detail

HR can view leave details like how many days all employees has applied for leave and what type of leave he has applied. HR can search all employees leave records using the start and end, leave status, leave type, application ref.no or by staff name. Once the “Search” button is clicked, the leave details will be extracted from the system based on the selection criteria made.

View Leave Details

Search Criteria

Leave Date(From) \*

25-Mar-2018

Company

DDAP-OHQ (Dimension Data Asia Pacific)

Company Department

<All>

Staff Name

Reference No.

Leave Date(To) \*

25-Apr-2018

Status \*

<All>

Leave Type

<All>

Staff ID

Employment Type

<All>

Location

<All>

Search

Export to Excel

Ref No	Staff ID	Staff Name	Preferred Name	Submitted Date	Leave Type	Sub Leave Type	From Date	To Date	Portion	Partial Approval	Total of Days	Status	Next Approver
0917/012018				21-Jan-2018	Annual Leave	Annual Leave	26-Mar-2018	02-Apr-2018	Full Day	N	6.0	Approved	--
0541/012018				24-Jan-2018	Familycare Leave	Familycare Leave	29-Mar-2018	29-Mar-2018	Full Day	N	1.0	Approved	--
0542/012018				24-Jan-2018	Familycare Leave	Familycare Leave	28-Mar-2018	28-Mar-2018	Full Day	N	1.0	Approved	--
0547/012018				24-Jan-2018	Annual Leave	Annual Leave	26-Mar-2018	27-Mar-2018	Full Day	N	2.0	Approved	--
0665/012018				25-Jan-2018	Childcare Leave (Enhanced)	Childcare Leave (Enhanced)	26-Mar-2018	26-Mar-2018	Full Day	N	1.0	Approved	--
0834/012018				26-Jan-2018	Annual Leave	Annual Leave	27-Mar-2018	29-Mar-2018	Mix	N	2.0	Approved	--
0902/012018				29-Jan-2018	Childcare Leave (Extended)	Childcare Leave (Extended)	27-Mar-2018	27-Mar-2018	2nd Half	N	0.5	Approved	--
0904/012018				29-Jan-2018	Annual Leave	Annual Leave	28-Mar-2018	29-Mar-2018	Full Day	N	2.0	Approved	--
0917/012018				29-Jan-2018	Annual Leave	Annual Leave	02-Apr-2018	03-Apr-2018	Full Day	N	2.0	Approved	--
1093/012018				30-Jan-2018	Annual Leave	Annual Leave	19-Mar-2018	27-Mar-2018	Full Day	N	7.0	Cancelled	--
1148/012018				30-Jan-2018	Annual Leave	Annual Leave	29-Mar-2018	06-Apr-2018	Full Day	N	6.0	Cancelled	--
1544/102017				31-Oct-2017	National Service	National Service	09-Apr-2018	16-Apr-2018	Full Day	N	8.0	Cancelled	--
1596/022018				02-Feb-2018	Annual Leave	Annual Leave	23-Apr-2018	30-Apr-2018	Full Day	N	6.0	Approved	--
1739/022018				05-Feb-2018	Annual Leave	Annual Leave	18-Apr-2018	23-Apr-2018	Full Day	N	4.0	Approved	--
1801/022018				05-Feb-2018	Annual Leave	Annual Leave	23-Mar-2018	29-Mar-2018	Mix	N	4.5	Approved	--

#### 3.4.2 Absentees Report

HR can view the absentees report details which shows the number of days all employees has been absent and for which type of leave. HR can search all employees leave records using the start and end, department,

leave type, or by staff name, location and employment type. Once the “Search” button is clicked, the absentees report will be extracted from the system based on the selection criteria made and export to excel.

**Absentees Report**

Search Criteria

Leave Date (From) *	25-Apr-2018	Leave Date (To) *	25-Apr-2018
Company	DDAP-OHQ (Dimension Data Asia Pacific)	Department	<All>
Leave Type	<All>	Sub Leave Type	<All>
Staff Name		Staff ID	
Location	<All>	Employment Type	<All>

Export to Excel Search

Staff ID	Staff Name	Leave Type	Sub Leave Type	Leave From	Leave To	Portion	Partial Approval	Total of Days
		Annual Leave	Annual Leave	23-Apr-2018	30-Apr-2018	Full Day	N	6.0
		Annual Leave	Annual Leave	18-Apr-2018	27-Apr-2018	Full Day	N	8.0
		Unpaid Leave	Unpaid Leave	26-Mar-2018	15-Jun-2018	Mix	N	55.5
		Annual Leave	Annual Leave	23-Apr-2018	27-Apr-2018	Full Day	N	5.0
		Annual Leave	Annual Leave	25-Apr-2018	25-Apr-2018	Full Day	N	1.0
		Annual Leave	Annual Leave	25-Apr-2018	25-Apr-2018	Full Day	N	2.0
		Annual Leave	Annual Leave	26-Apr-2018	04-May-2018	Full Day	N	6.0
		Annual Leave	Annual Leave	25-Apr-2018	30-Apr-2018	Full Day	N	6.0
		Annual Leave	Annual Leave	26-Apr-2018	30-Apr-2018	Full Day	N	3.0
		Annual Leave	Annual Leave	26-Apr-2018	30-Apr-2018	Full Day	N	3.0
		Annual Leave	Annual Leave	22-Apr-2018	30-Apr-2018	Full Day	N	6.0
		Hospitalization Leave	Hospitalization Leave	05-Apr-2018	25-Apr-2018	Full Day	N	15.9

12 record(s) found

### 3.4.3 Annual Leave Provision Report

HR can generate the Annual Leave Provision report based on a cut-off date and organization name.

The report lists the actual Annual Leave entitlement, as well as the Prorated Entitlement based on the cut-off date. The no of credit leave and block leave falls within the cut-off date. The Balance is derived from the pro-rated entitlement + Carry Forward + Credit Leave – Leave Forfeited – Block Leave – Advanced Leave from Last Period.

**Annual Leave Provision Report**

Search Criteria

CutOff Date \* 31-Dec-2018 Organization Name : Dimension Data Asia Pacific Pte. Ltd.

Search Export to Excel Export to Excel 2007

Company	Back Employee ID	Legal Name	Preferred Name	Cost Centre	DateOfJoin	Length Of Service	Cut Off Date	Basic Salary	Business Unit	Employment Type	LeaveType	Period From	Period To	Entitlement	AL Entitlement (Prorated)	Carry Forward	Credit Leave	Leave Taken	Leave Forfeited	Block Leave	Advanced From Last Period	Balance
				50025CS500_Consulting Services Mgt & Biz Consultant	02-06-2014	4.590000	31-12-2018	0.00	Consulting - Management	P	Annual Leave	01-01-2018	31-12-2018	21.0	21	0.0	1.00	10.0	0.0	3.5	0.0	8.5
				50025CS500_Consulting Services Mgt & Biz Consultant	01-08-2017	1.420000	31-12-2018	0.00	Consulting - Management	P	Annual Leave	01-01-2018	31-12-2018	20.0	20	5.0	1.00	0.0	5.0	3.5	0.0	17.5
				50025CS500_Consulting Services Mgt & Biz Consultant	24-04-2018	0.690000	31-12-2018	0.00	Consulting - Management	P	Annual Leave	24-04-2018	31-12-2018	10.5	10.5	0.0	0.00	0.0	0.0	3.5	0.0	7
				50025CS500_Consulting Services Mgt & Biz Consultant	03-10-2005	13.250000	31-12-2018	0.00	Consulting - Business Consultant	P	Annual Leave	01-01-2018	31-12-2018	20.0	20	11.0	1.00	11.0	0.0	3.5	0.0	17.5
				50025CS500_Consulting Services Mgt & Biz Consultant	15-10-2012	6.220000	31-12-2018	0.00	Consulting - Business Consultant	P	Annual Leave	01-01-2018	31-12-2018	18.0	18	3.5	1.00	3.5	0.0	3.5	0.0	15.5
				50025CS500_Consulting Services Mgt & Biz Consultant	15-09-2014	4.300000	31-12-2018	0.00	Consulting - Business Consultant	P	Annual Leave	01-01-2018	31-12-2018	16.0	16	0.5	1.00	8.0	0.0	3.5	0.0	6
				50025CS500_Consulting Services Mgt & Biz Consultant	25-05-2015	3.610000	31-12-2018	0.00	Consulting - Business Consultant	P	Annual Leave	01-01-2018	31-12-2018	15.0	15	5.0	1.00	7.0	0.0	3.5	0.0	10.5

Ltd.

### 3.4.4 Employee Resign

HR can generate prorated leave entitlement for resigned employee using company, month, year, employee and department. Once the HR clicks on the “Search” button the prorated leave entitlement and balance for resigned employee will be extracted from the system based on the selection criteria made. The Resign Date of the employee is synched from the Workday system.

Prorated Leave for Resigned Employee

Company \*

DDAP-OHQ (Dimension Data Asia Pacific ▼)

Year / Month \*

2018 ▼ All ▼

Department \*

All ▼

Resigned Employee \*

All ▼

Preview Prorated Leave

Staff ID	Staff Name	Resign Date	Period From	Period To	Leave Type	Sub Leave Type	Entitlement	Prorated Leave	Carry Forward	Credit Leave	Leave Taken	Leave Forfeited	Balance
HQ000236		10-Jan-2018	01-Jan-2018	10-Jan-2018	Annual Leave	Annual Leave	1.0	1	2.5	1.0	0.0	2.5	2
HQ000572		11-Feb-2018	01-Jan-2018	11-Feb-2018	Annual Leave	Annual Leave	2.0	2	1.0	0.0	0.0	1.0	2
HQ000571		07-Jan-2018	01-Jan-2018	07-Jan-2018	Annual Leave	Annual Leave	0.5	0.5	0.0	0.0	0.0	0.0	0.5
HQ000471		08-Jan-2018	10-Jul-2017	31-Jan-2018	Annual Leave	Annual Leave	10.0	9	0.0	0.0	10.5	0.0	-1.5
HQ000488		18-Jan-2018	01-Jan-2018	18-Jan-2018	Annual Leave	Annual Leave	1.0	1	6.5	0.0	0.0	6.5	1

5 records(s) found

5 record(s) found

### 3.4.5 Time Keeping Report

Monthly Time Keeping Report will display the entire calendar for the selected Month & Year and company. It helps the HR to have a quick look on the number of days employees has taken leave and for which type of leave in a selected month and year.

[Return to Home Page](#)
[Return to e-Application](#)
[Return to EWS Portal](#)

[\[Staff\]](#)
[New Leave Form](#)
[My Leave View](#)
[My Entitlement](#)
[My Dept. Absences](#)
[Time Keeping Report](#)

[\[Approve\]](#)
[Leave Pending Approval](#)
[My Team's Leave Details](#)
[My Team's Absences](#)
[My Team's Entitlement](#)
[Time Keeping Report](#)

[\[HR\]](#)
[View Leave Detail](#)
[Absences Report](#)
[Annual Leave Provision Report](#)
[Time Keeping Report](#)
[Annual Leave Approvals \(MLE\)](#)
[Manage Entitlements](#)
[Main Entitlements](#)
[Accrual Credit Leave](#)

Monthly Time Keeping Report

Search Criteria

Year / Month\*

2018

April

Company

DDAP-OHQ (Dimension Data As

Department

<All>

Staff Name

Staff ID

Search

ID	Staff ID	Staff	Company	Department	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	Total Leave Taken
42				Learning Services																														0.0	
105				TSS - Shared - Delivery Operations																														1.0	
343				Sales																														AL: 1.0	

### 3.4.6 Utilized Leave Report (CCE/MLE)

Utilized Leave Report (CCE and MLE ONLY) will display the report for leave taken specifically for Childcare Enhanced and Maternity Leave Enhanced. User can select the leave date range, the company and leave type.

Return to Work AP  
Return to e-Application  
Return to EWS Portal

My Leave Forecast  
My Leave View  
My Entitlement  
My Dept Absenteeism  
Time Keeping Report

Leave Pending Approval  
My Team's Leave Details  
My Team's Absences  
My Team's Entitlement  
Time Keeping Report

View Leave Detail  
Absenteeism Report  
Annual Leave Provision Report  
Employee Resign  
Team Expenses Report

Utilized Leave Report(CCE/MLE)

Utilized Leave Report(CCE/MLE)

Search Criteria

Leave Date (From) \*

27-Mar-2018

Leave Date (To) \*

27-Apr-2018

Company \*

DDAP-OHQ (Dimension Data As ▾)

Leave Type \*

Childcare Leave (Enhanced) ▾

Export to Excel

Search

Staff ID	Staff Name	ServiceDate	ResignDate	NROC	Employment Type	Contract Start Date	Contract End Date	Department	Leave Type	LeaveRefNo	Leave From	Leave To	Portion	NoOfDays	Total No of Days
		03-May-2011		S6927799E	P			Dimension Data Global	CCE	9678/042018	03-Apr-2018	06-Apr-2018	H	3.5	3.5
		07-Jun-2010		S8620999E	P			Corporate Communication & Marketing	CCE	2142/022018	27-Apr-2018	04-May-2018	F	5.0	5.0

### 3.4.7 Manage Entitlement

HR can manage employees' entitlement.

HR can search employees' entitlement using year, company, department, leave type, sub leave type, location, and employment type or by staff name/ID.

To add a new entitlement, click the "Add" button or manage an entitlement, click on "Edit" link.

Return to Work AP  
Return to e-Application  
Return to EHS Portal

Staff:  
New Leave Form  
My Leave View  
My Entitlement  
My Leave Allocation  
Leave Allocation Report

Approves:  
Leave Request Approval  
My Leave's Leave Details  
My Leave's Allocation  
My Leave's Entitlement  
Leave Request Report

HR:  
Leave Detail  
Allocation Report  
Period Leave Provision Report  
Employee Report  
Leave Allocation Report  
Period Leave Report (EHS/HR)

Manage Entitlements

Search Criteria

Year: 2018  
Company: DDAP-OHQ (Dimension Data Asia Pacific)  
Department: <All>  
Staff ID:

Leave Type: <All>  
Sub Leave Type:  
Staff Name:  
Employment Type: <All>  
Location: <All>

Add Export to Excel Close

Staff ID	Department	Preferred Name	Period From	Period To	Leave Type	Sub Leave Type	Entitlement	Carry Forward	Credit Leave	Leave Taken	Leave Forfeited	Block Leave	Advanced From Last Period	Leave Pending	Balance	
	Consulting - Management		01-Aug-2018	31-Aug-2018	Birthday Leave	Birthday Leave	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.00
	Consulting - Management		24-Apr-2018	31-Dec-2018	Annual Leave	Annual Leave	10.5	0.0	0.0	0.0	0.0	3.5	0.0	0.0	7.0	0.00
	Consulting - Management		24-Apr-2018	31-Dec-2018	Compassionate Leave	Compassionate Leave	3.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.0	0.00

The balance is derived as Entitlement + Carry Forward + Credit Leave – Leave Forfeited– Block Leave – Advanced Leave – Leave Taken– Leave Pending

**Edit Entitlement**

\* Mandatory Field

Company : \* DDAP-OHQ (Dimension Data Asia Pacific Pte. Ltd.)

Employee : \*

Leave Type : \* Annual Leave

Sub Leave Type : \* Annual Leave

From Period : \* 24-Apr-2018

To Period : \* 31-Dec-2018

Entitlement : \* 10.5 AutoCalculate

Advanced from last period : 0

Block Leave : 3.5 View

Carry Forward : 0.0

Credit Leave : 0.0

Leave Taken : 0.0

Leave Forfeited : 0.0

Balance : 7.0

Carry Forward Processed : ☐ Once checked, leave application for this period will not be allowed

Remarks :

Save Clear Cancel

To cancel an employee's block leave, Administrator can click on the Block Leave details and select the block leave dates to cancel.

Advanced from last period: If there is any negative balance from last period, the negative balance will be updated as Advanced from last period.

### 3.4.8 Mass Entitlement

Mass entitlement creates entitlement for a new calendar period.

Click on Preview Mass entitlement to preview the leave entitlement to be granted.

Return to Work AP  
Return to e-Application  
Return to FMS Portal

**Mass Entitlement**

Year \* 2018  
Company \* DDAP-OHQ (Dimension Data As)  
Department \* All

Main Emp Type \* Permanent  
Emp Type \* All  
Staff Name

Confirm

Preview Mass Entitlement

Staff ID	Staff Name	Job Level	Year Served	Period From	Period To	Leave Type	Sub Leave Type	Entitlement
✓		Normal	3	01-Jan-2018	31-Dec-2018	Annual Leave	Annual Leave	16
✓		Normal	3	01-Jan-2018	31-Dec-2018	Medical Leave	Medical Leave	14
✓		Normal	3	01-Jan-2018	31-Dec-2018	Hospitalization Leave	Hospitalization Leave	46
✓		Normal	3	01-Jan-2018	31-Dec-2018	Compassionate Leave	Compassionate Leave	3
✓		Normal	19	01-Jan-2018	31-Dec-2018	Annual Leave	Annual Leave	20
✓		Normal	19	01-Jan-2018	31-Dec-2018	Medical Leave	Medical Leave	14

### 3.4.9 Assign Credit Leave

HR can assign the credit leave for using company, department, employee type, calendar type.

HR can preview the list of employees which will be granted credit leave before confirming to add the Credit leave. Credit leave will not be granted to those on the shift calendar.

Return to Work AP  
Return to e-Application  
Return to FMS Portal

**Assign Credit Leave**

Credit Leave Date \* 02-Apr-2018  
Remark \* testing

Company \* All  
Department \* All  
Emp Type \* All  
Calendar Type \* All

Confirm This will exclude all the shift calendar employees

Preview Credit Leave

Staff ID	Staff Name	Emp Type	Credit Leave Date	Remark
✓		Contractor External	02-Apr-2018	test
✓		Contractor External	02-Apr-2018	test
✓		Contractor External	02-Apr-2018	test
✓		Contractor External	02-Apr-2018	test
✓		Contractor External	02-Apr-2018	test

### 3.4.10 Carry Forward Process

HR can use the Carry Forward process to carry forward leave from the previous period to the current year. (Please run this process after the new entitlement is created)

HR can use Forfeit Unused Carry Forward Leave after the the C/F Due Date, any leave not utilized will be forfeited.

Return to Work AP  
Return to e-Application  
Return to FMS Portal

**Carry Forward Leave Process**

Generate Carry Forward Leave (Please run this process after year end)

Company \* DDAP-OHQ (Dimension Data As)  
Entitlement Year To C/F \* 2017  
Emp Type \* Intern

Note: Please to ensure the staff have next year entitlement. Otherwise, system will not able to create Carry Forward Leave

0 record(s) found

Preview Carry Forward Leave

Forfeit Unused Carry Forward Leave (Please run this process after the C/F Due Date)

Company \* DDAP-OHQ (Dimension Data As)  
Entit. Year for Forfeit C/F \* 2018  
Emp Type \* Contractor Internal  
C/F Due Date \* 31-Mar

Confirm

Preview Forfeited Leave From

Staff ID	Staff Name	Period From	Period To	Leave Type	Sub Leave Type	Carry Forward	Leave Used	Leave Going to Forfeit
✓								

Note: Please to ensure the staff have next year entitlement. Otherwise, system will not able to create Carry Forward Leave.

### 3.5 Administrator

**[Administration]**  
**Calendar**  
**Holiday Type**  
**Calendar Setting**  
**Leave Type**  
**Sub Leave Type**  
**Block Leave**  
**Policy**  
**Assign On-Behalf**  
**Routing Matrix**  
**Approval Routing**  
**User Group Member**

If the logged in user is an administrator, he/she can view the “administration” menu in the side menu.

The administrator can set up master data such as calendar, holiday type, calendar setting, leave type, sub leave type, block leave, policy, assign on-behalf, routing matrix, approval routing, user group member.

#### 3.5.1 Calendar

Calendar			
Calendar Name: <input type="text"/>		Search <input type="button" value="Search"/>	
Calendar Type	Calendar Name	Status	Edit
CN	CN Calendar	Active	<a href="#">Edit</a>
H1	HK Cal Set Gp 1	Active	<a href="#">Edit</a>
H2	HK Cal Set Gp 2	Active	<a href="#">Edit</a>
HK	HK Calendar	Active	<a href="#">Edit</a>
ID	ID Calendar	Active	<a href="#">Edit</a>
IN	IN Calendar	Active	<a href="#">Edit</a>
SO	IN SSO Calendar	Active	<a href="#">Edit</a>
JP	JP Calendar	Active	<a href="#">Edit</a>
KR	KR Calendar	Active	<a href="#">Edit</a>
MY	MY Calendar	Active	<a href="#">Edit</a>
1 2			
10 record(s) found			
<a href="#">Add</a>		<a href="#">Close</a>	

Click on Add button to add a new calendar. Click on Edit to update an existing calendar.

#### 3.5.2 Holiday Type

Holiday Type				
Holiday Type Desc: <input type="text"/>		Search <input type="button" value="Search"/>		
Holiday Type Code	Holiday Type Desc	Color	Status	Edit
1	Sat/Sun		Active	<a href="#">Edit</a>
10	Sat Half-day		Active	<a href="#">Edit</a>
3	Public Holiday		Active	<a href="#">Edit</a>
4	Replacement for Hol. Fall on Sunday		Active	<a href="#">Edit</a>
8	Replacement Hol. Fall on Saturday		Active	<a href="#">Edit</a>
1				
5 record(s) found				
<a href="#">Add</a>		<a href="#">Close</a>		

Click on Add button to add a new holiday type. Click on Edit to update an existing holiday type.

### 3.5.3 Calendar Setting

**Calendar Setting**

Mandatory Field

Year \*

Calendar \*

---

Recurring Option

Day Of Week \*  Leave Portion \*  Holiday Type \*

---

Holiday Option

Date \*  Leave Portion \*  Holiday Type \*

---

View Calendar:

**January**

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		

**February**

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			

**March**

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

**April**

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					

**May**

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		

**June**

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						

Calendar Setting is used to set up for non-working days for a calendar.

Use the Recurring Option to create recurring non-working days such as Saturday and Sunday.

Use Holiday Option to create a public holiday. Enter the date, leave portion (Full day, half day) and holiday type and click on Create. To remove a holiday, click on the date and click on Remove button.

### 3.5.4 Leave Type

**Leave Type**

Company:

Company	Leave Type Code	Leave Type Name	Status	Rate
DDAP-ONG (Dimension Data Asia Pacific Pte. Ltd.)	ADP	Maternity Leave (Unpaid)	Active	0.00
DDAP-ONG (Dimension Data Asia Pacific Pte. Ltd.)	AL	Annual Leave	Active	0.00
DDAP-ONG (Dimension Data Asia Pacific Pte. Ltd.)	ALX	Annual Leave (Extended)	Active	0.00
DDAP-ONG (Dimension Data Asia Pacific Pte. Ltd.)	BL	Birthday Leave	Active	0.00
DDAP-ONG (Dimension Data Asia Pacific Pte. Ltd.)	CC	Children Leave	Active	0.00
DDAP-ONG (Dimension Data Asia Pacific Pte. Ltd.)	CCP	Children Leave (Extended)	Active	0.00
DDAP-ONG (Dimension Data Asia Pacific Pte. Ltd.)	CCX	Children Leave (Extended)	Active	0.00
DDAP-ONG (Dimension Data Asia Pacific Pte. Ltd.)	CL	Compassionate Leave	Active	0.00
DDAP-ONG (Dimension Data Asia Pacific Pte. Ltd.)	FL	Familial Leave	Active	0.00
DDAP-ONG (Dimension Data Asia Pacific Pte. Ltd.)	H	Hospitalization Leave	Active	0.00

1 of 1

25 records found

Leave Type is used to set up leave type for a company. It can also be used to activate or deactivate a leave type.

### 3.5.5 Sub Leave Type

**Sub Leave Type**

Company:

Leave Type:

Company	Leave Type	Sub Leave Type Code	Sub Leave Type Name	Rate	Rate Type	Rate Value	Rate Unit	Rate Period	Rate Frequency	Rate Calculation	Rate Formula	Rate Status	Rate Rate
DDAP-ONG (Dimension Data Asia Pacific Pte. Ltd.)	ADP	ADP	Maternity Leave (Unpaid)	1	1	1	1	1	1	1	1	1	1
DDAP-ONG (Dimension Data Asia Pacific Pte. Ltd.)	AL	AL	Annual Leave	1	1	1	1	1	1	1	1	1	1
DDAP-ONG (Dimension Data Asia Pacific Pte. Ltd.)	ALX	ALX	Annual Leave (Extended)	1	1	1	1	1	1	1	1	1	1
DDAP-ONG (Dimension Data Asia Pacific Pte. Ltd.)	BL	BL	Birthday Leave	1	1	1	1	1	1	1	1	1	1
DDAP-ONG (Dimension Data Asia Pacific Pte. Ltd.)	CC	CC	Children Leave	1	1	1	1	1	1	1	1	1	1
DDAP-ONG (Dimension Data Asia Pacific Pte. Ltd.)	CCP	CCP	Children Leave (Extended)	1	1	1	1	1	1	1	1	1	1
DDAP-ONG (Dimension Data Asia Pacific Pte. Ltd.)	CCX	CCX	Children Leave (Extended)	1	1	1	1	1	1	1	1	1	1
DDAP-ONG (Dimension Data Asia Pacific Pte. Ltd.)	CL	CL	Compassionate Leave	1	1	1	1	1	1	1	1	1	1
DDAP-ONG (Dimension Data Asia Pacific Pte. Ltd.)	FL	FL	Familial Leave	1	1	1	1	1	1	1	1	1	1
DDAP-ONG (Dimension Data Asia Pacific Pte. Ltd.)	H	H	Hospitalization Leave	1	1	1	1	1	1	1	1	1	1

1 of 1

25 records found

Sub Leave Type is used to set up a sub leave type under a leave type. The properties of leave type is also maintained here.



### 3.5.6 Block Leave

“Block Leave” is forced leave that is approved by the DD Group and is compulsory for all employees (unless permission has been given to exempt from block leave due to work reasons) for that company and the leave will be deducted from the Annual Leave.

The eLeave system will use the saved Blocked Leave Dates data to assign the block dates to employees with Annual Leave entitlement within this leave date period.

**Assign Block Leave**

Year:

Company:

Company	Block Leave Date	Portion	Remarks	
	26-Dec-2018	F	ANNUAL LEAVE SHUT DOWN	Delete
	27-Dec-2018	F	ANNUAL LEAVE SHUT DOWN	Delete
	28-Dec-2018	F	ANNUAL LEAVE SHUT DOWN	Delete
	26-Dec-2018	F	ANNUAL LEAVE SHUT DOWN	Delete
	27-Dec-2018	F	ANNUAL LEAVE SHUT DOWN	Delete
	28-Dec-2018	F	ANNUAL LEAVE SHUT DOWN	Delete
	31-Dec-2018	H	ANNUAL LEAVE SHUT DOWN	Delete
	27-Dec-2018	F	ANNUAL LEAVE SHUT DOWN	Delete
	28-Dec-2018	F	ANNUAL LEAVE SHUT DOWN	Delete
	31-Dec-2018	F	ANNUAL LEAVE SHUT DOWN	Delete

1 2 3 4

39 record(s) found

The required information will be Company, Leave Type, Block Leave Date, Portion and Remarks.

