

HR e-Office

HR e-Office Management System



User Manual

Developed and Distributed by

HR 2000 SDN BHD

No. 9-A, Jalan USJ 10/1C,
Subang Jaya 47610,
Selangor Darul Ehsan, Malaysia
Tel: 03-5632-9094 (Hunting Lines)
Fax: 03-5631-9736
Email: support@hr2000.com.my
Web: www.hr2000.com.my
www.iloginhr.com

Business Hours: Monday - Friday
9:00am to 12:45 pm – 1:45pm to 5:45pm

Updated 27 September 2017

Table of Contents

Login Page	1
Admin Main Page.....	2
1. Home	2
1.1 Information	2
1.2 Who's on Leave	2
2. System Setup	3
2.1 Company Profile Setup	3
2.2 E-Bulletin	4
2.3 E-storage	5
2.4 Change Password	5
2.5 Subadmin Access Module	6
2.6 Employee Access Module	9
2.7 Table of Code	12
2.8 Calendar Group for Public holiday/Rest Day/Off Day	13
3. E-Master	15
3.1 Employee Master	15
3.2 Batch Module	18
3.2.1 Batch: Employee Master	18
3.2.2 Batch: Employee Leave Entitlement.....	19
3.2.3 Batch: Employee Claim Entitlement.....	19
3.2.4 Batch: Employee Leave Approver Group	19
3.2.5 Batch: Employee Claim Approver Group.....	19
3.3 Broadcast Email	20
3.3.1 Create/Change Password	20
3.4 Report.....	20
4. E-Leave	20
4.1 Leave Setup	20
4.1.1 Leave type.....	20
4.1.2 Leave Entitlement.....	21
4.1.3 Approver Group Setup	23
4.2 Leave Management	24
4.2.1 By Employee	24
4.2.2 Batch: Leave Adjustment.....	27
4.2.3 Batch: Leave Entry	28
4.2.4 Batch: Leave Approval	29

4.3 Leave Calculator	29
4.4 Report	30
4.5 Export	31
4.6 Leave Forfeit/Burn Leave	31
4.7 Leave Calendar View	32
4.8 Year End Closing	32
5. E-Claim	33
5.1 Claim Setup	33
5.1.1 Claim Item Code	33
5.1.2 Claim Entitlement	34
5.1.3 Due Date Setup	34
5.1.4 Approver Group Setup	35
5.1.5 GST ID Listing	36
5.2 Claim Management	36
5.2.1 By Employee	36
5.3 Undo Submission	37
5.4 Report	38
5.5 Export	38
6. Miscellaneous	39
6.1 Manual	39
6.2 E-Import	40
6.3 Audit Trail	40

Login Page

E-office website can be accessed using any Internet browser such as **Internet Explorer**, **Google Chrome**, **Firefox**, or etc.

Website : <http://www.iloginhr.com>

e-Office

[Mobile](#) | [Privacy](#) | [HR2000](#)

Server Status : **ONLINE**

Login Mode : ☐ Employee / Supervisor ☒ Administrator

Company Code :

Login ID :

Password :

☒ Remember me

[Lost Password](#)

V2.087 - 12/09/2017

Server Status

ONLINE : The connection to database is fine.

DISCONNECTED: The Connection to database has disconnected. Please contact HR2000 support helpdesk

Login Mode

Employee / Supervisor : Login in as applicant/approver.

Administrator : Login in as admin, sub-admin.

Company Code : Unique code which created by the HR2000 for each company. Eg: **DEMOGROUP**

*Hint: **Company Code** is not case sensitive.*

Default Administrator ID & Password

Login ID : admin

Password : admin

*Hint: **Password** is case sensitive.*

Remember me

If user [tick] ☒ this option; **COMPANY CODE** & **LOGIN ID** will be save.

Lost Password

Retrieve Lost Password for **Employee / Supervisor** Login Mode. Not Applicable for **Administrator** Login Mode.

e-Office

This module will send the password to your registered email (Only applicable to Employee, Not applicable to Subadmin/Admin). Please key in the Company Code, User ID, Registered Email

Company Code :

Login ID :

Email :

Back

Retrieve

User must key in **Company Code**, **Login ID** and **Email** to retrieve password. Then, click **[Retrieve]**. (Email will send to user registered email address)

Admin Main Page

1. Home

1.1 Information

This module will show update/enhancement information for E-office system from HR2000.

Previous Login: Previous login time & date by admin user/sub-admin user.

Pending Leave Application: It shows total pending leave application records.

User is recommends to click link below to subscribe E-Office update newsletter.

>>>>>>><http://www.iloginhr.com/eoffice/SubscribeMailingList.aspx>

1.2 Who's on Leave

This module will allow user to select date range, click **Show** to view employee on leave listing.

Information

Who's On Leave

01/01/2017

31/12/2018

Show

Show Filter

-

Records: 1 - 26 of 26

-

Pages: 1

Date

Employee	Employee Name	Compar	CostCer	Depart	LvDesc	Date	Period
Date: 03/01/2017							
A003	ABU	TEST B	JB	SECURITY	ANNUAL LEAVE	03/01/2017	Full
A002	AHMAD	TEST A	JB	SECURITY	ANNUAL LEAVE	03/01/2017	Full

2. System Setup

2.1 Company Profile Setup

Company Profile Setup

Company Selected Period

Selected Year

2017

January

Company Profile

Company Info

Company Code

DEMOGROUP

Company Name

DEMO GROUP SDN BHD

Company Registration No (ROC)

180838-D

Company Address

8 Jalan USJ 10/1M

UEP Subang Jaya

Selangor

Postal

47620

Telephone

03-56329094

Fax

03-56319736

Time Zone : GMT

8.0

Special Setting

Default SMTP

Sender Email

admin@iloginhr.com

SMTP Server

mail.iloginhr.com

SMTP ID

admin@iloginhr.com

SMTP Password

SMTP Port

587

☐ SSL Enabled

Default Tab (Admin)

Information

Default Tab (Employee)

Bulletin Board

Save

Cancel

Upload Company Logo

Upload Company Banner

Empty

* Only accepted .jpg, .png, .bmp, .gif image and recommended size must below 20kb for each photo. Preference image size is (Width=100px, Height=50px)

* Recommended click delete before upload a new image.

[no files selected]

Browse

Upload

Delete

Company Selected Period

Selected Year : Information to show year & month as well as leave entitlement calculation.

Hint: User may select month for leave entitlement calculation purpose (Applicable for entitlement type "Leave Earn Until Current Month".)

Hint: E-office (E-leave) leave entitlement calculation is default from January to December (yearly).

Company Profile

Company Code : Company ID will auto display as per Login Page, Company code cannot be changed.

Company Name : Company Full Name

Company Registration No(ROC): Company ROC number

Company Address : Company Full Address
Postal : Postal Code
Telephone / Fax : Company Telephone and Fax number
Time Zone : GMT : Greenwich Meridian Time (Malaysia: 8.0)

Special Setting

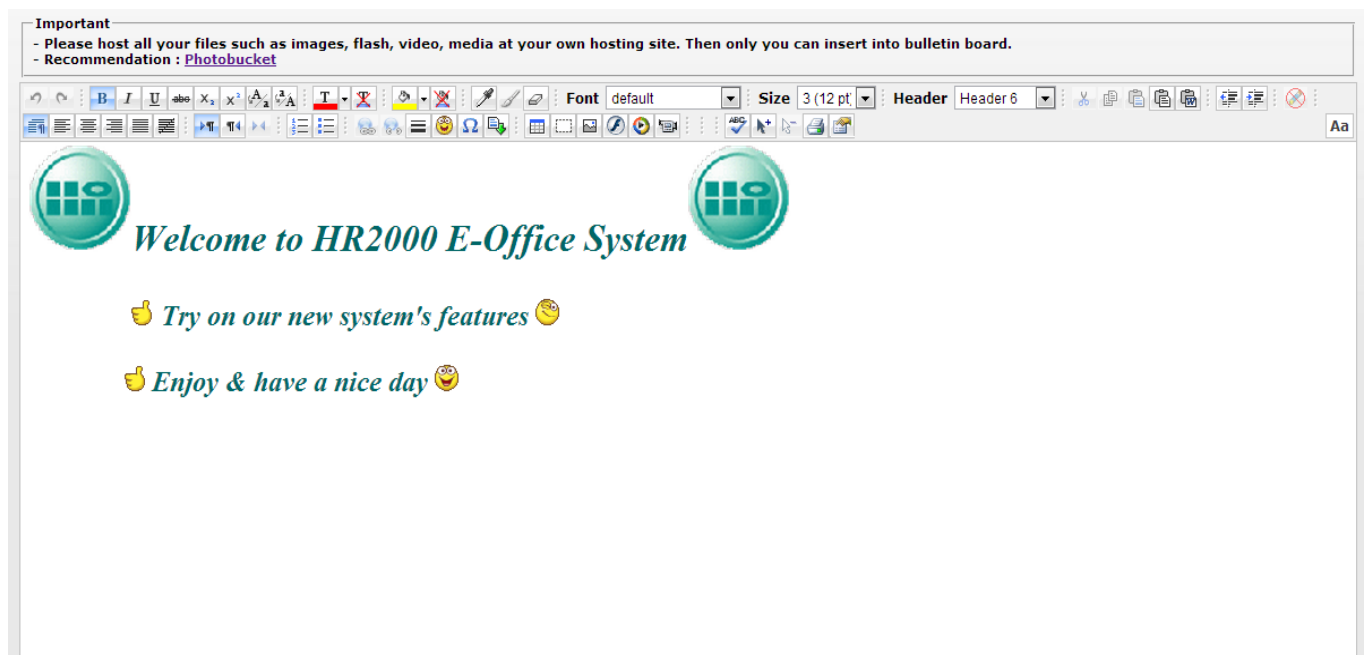
Sender Email : Company Email (Any C.C email will be delivered to this email)
SMTP Server : Company Mail SMTP Server
SMTP ID : An authorized account inside the SMTP Server
SMTP Password : The password to the SMTP ID for authorization
SMTP Port : The SMTP Port Number
☐ **SSL Enabled** : If SSL enabled in the SMTP Server

*Hint: Please do consult current company IT technical person on **SMTP** setting.*

Default Tab (Admin) : Choose default page for Admin/Sub Admin user when login
Default Tab (Employee) : Choose default page for applicant/approver when login

Upload Company Logo : For user to upload company logo
Upload Company Banner : For user to upload company banner

2.2 E-Bulletin



Bulletin Board

Allow user to key in/update announcements that will be appear on all employee main page.

STEPS:

1. Update bulletin board with company events/announcement info.
2. After finalized bulletin board info. Click **[Save]**

Hint: Please host all files such as images, flash, video, media at user/company own hosting site.

2.3 E-storage

Files Management

Allow user to upload/download, and manage files at folders.

Folder:

- [Main]** Contain sub folder, company logo, company banner.
- [Attachment]** Contain all attachment of Leave Application / Claim Application.
- [Download]** Contain files that can be downloaded by Employee from their login.
- [eImport]** Contain DBF database that upload for Import Employee Master profile.
- [EmpPhoto]** Contain all Employee Photo. File Name must same as Employee Number. Recommended Size is below 2MB.
- [Export]** Contain files that generated from Export Module.

The screenshot displays a web application interface for file management. At the top, there is a 'Folder:' dropdown menu currently set to 'Main'. Below this is a table with columns: 'FileName', 'FileSize', 'Type', 'Date', and 'Download'. The table lists several folders (Attachment, Download, eImport, EmpPhoto, Export) and three files (Announcement.txt, LIEWDEMO.jpg, LIEWDEMOBanner.jpg). Each file row has a 'Download' button. Above the table, there are navigation controls including 'Show Filter', 'Records: 1 - 8 of 8 - Pages: 1', and pagination arrows. Below the table, there is a 'Records per page: 500' dropdown and another set of navigation controls. At the bottom left, there are 'Upload' and 'Delete' buttons.

☐	FileName	FileSize	Type	Date	Download
☐	Attachment	0	Folder	05/05/2017 16:22	
☐	Download	0	Folder	14/04/2017 17:36	
☐	eImport	0	Folder	01/06/2017 16:05	
☐	EmpPhoto	0	Folder	02/09/2015 17:46	
☐	Export	0	Folder	23/06/2017 17:09	
☐	Announcement.txt	229	txt	19/06/2017 17:14	<button>Download</button>
☐	LIEWDEMO.jpg	13629	jpg	05/08/2016 17:04	<button>Download</button>
☐	LIEWDEMOBanner.jpg	29587	jpg	03/09/2015 10:13	<button>Download</button>

UPLOAD STEPS:

1. Choose Folder. E.g. choose **[EmpPhoto]**
2. Click **[Upload]**
3. Click **[Browse]** to select file to upload
4. Click **[Start Upload]**

2.4 Change Password

Allow user to change new password.

Hint: Password minimum 6 alphanumeric with mixture of alphabets and digits

The screenshot shows a form titled 'Change Admin / Sub-Admin Password'. It contains three input fields: 'Login as' with the value 'admin', 'New Password', and 'Confirm Password'. At the bottom right, there are 'Save' and 'Cancel' buttons.

Change Admin / Sub-Admin Password	
Login as	admin
New Password	
Confirm Password	
<button>Save</button> <button>Cancel</button>	

2.5 Subadmin Access Module

Allow user to create sub-admin user ID.

Sub Admin Listing

Add

User ID	User Name	User Desc
admin2	Edmund	2nd admin user

Records per page: 10

Show Filter - Records: 1 - 1 of 1 - Pages: 1

STEPS:

1. Click **[Add]**
2. Key-in **User ID** (spacing and symbols is not allowed), **User password** (minimum requirement 6 characters with mixture of alphabets and digits), **User Name**, **Description**.
3. In Tab of **General**, **E-Master**, **E-Leave**, **E-Claim**. Just [tick] ☒ modules that allow sub-admin user to access/edit.

Sub Admin Detail

Editing Sub Admin Profile

User Id : admin2

User Password :

User Name : Edmund

Description : 2nd admin user

General E-Master E-Leave E-Claim

System Setup

- ☒ Company Profile
- ☒ E-Bulletin
- ☒ E-Storage
- ☒ Allow Upload Files
- ☒ Change Password
- ☐ Subadmin Access Module
- ☒ Employee Access Module
- ☒ Table Of Codes
- ☒ Calendar Group

Miscellaneous

- ☒ Manual
- ☒ E-Import
- ☒ Audit Trail

Save Delete Cancel

General

<u>System Setup</u>	
Company Profile	[tick] ☒ if allow user to edit company profile.
E-Bulletin	[tick] ☒ if allow user to edit bulletin board.
E-Storage	[tick] ☒ if allow user to access E-Storage.
Allow Upload Files	[tick] ☒ if allow user to upload files in E-Storage.

Change Password	[tick] ☒ if allow user to change password.
Subadmin Access Module	[tick] ☒ if allow user to create/edit sub-admin user ID.
Employee Access Module	[tick] ☒ if allow user to create/edit employee access module.
Table of Codes	[tick] ☒ if allow user to create/edit Table of Codes.
Calendar Group	[tick] ☒ if allow user to create/edit Calendar Group for Public Holiday, Rest Day, Off day.
<u>Miscellaneous</u>	
Manual	[tick] ☒ if allow user to download admin user manual, and employee/supervisor user manual.
E-import	[tick] ☒ if allow user to access E-Import module.
Audit Trail	[tick] ☒ if allow user to access/check audit trail records.

Sub Admin Detail

Editing Sub Admin Profile

User Id :
User Password :
User Name :
Description :

General E-Master E-Leave E-Claim

☒ Employee Master
☒ Batch Module
☒ Batch : Employee Master
☒ Batch : Employee Leave Entitlement
☒ Batch : Employee Claim Entitlement
☒ Batch : Employee Leave Approver Group
☒ Batch : Employee Claim Approver Group
☒ Broadcast Email
☒ Report

E-Master

Employee Master	[tick] ☒ if allow user to create/edit employee master data.
Batch Module	[tick] ☒ if allow user to access Batch Module.
Batch: Employee Master	[tick] ☒ if allow user to access/run Batch: Employee Master.
Batch: Employee Leave Entitlement	[tick] ☒ if allow user to access/run Batch: Employee Leave Entitlement.
Batch: Employee Claim Entitlement	[tick] ☒ if allow user to access/run Batch: Employee Claim Entitlement
Batch: Employee Leave Approver Group	[tick] ☒ if allow user to access/run Batch: Employee Leave Approver Group.
Batch: Employee Claim Approver Group	[tick] ☒ if allow user to access/run Batch: Employee Claim Approver Group.
Broadcast Email	[tick] ☒ if allow user to send broadcast email to employees.
Report	[tick] ☒ if allow user to generate/view reports.

Editing Sub Admin Profile

User Id :

admin2

User Password :

User Name :

Edmund

Description :

2nd admin user

General

E-Master

E-Leave

E-Claim

Leave Setup

Leave Type

Leave Entitlement

Leave Approval Group Setup

Leave Management

By Employee

Batch : Leave Adjustment

Batch : Leave Entry

Batch : Leave Approval

Leave Calculator

Report

Export

Leave Forfeit / Burn Leave

Leave Calendar View

Year End Closing

E-Leave

Leave Setup	[tick] ☒ if allow user to access Leave Setup for Leave Type and Leave Entitlement.
Leave Type	[tick] ☒ if allow user to create/edit leave type.
Leave Entitlement	[tick] ☒ if allow user to create/edit leave entitlement.
Leave Approver Group Setup	[tick] ☒ if allow user to create/edit leave approver group setup.
Leave Management	[tick] ☒ if allow user to access leave management
By Employee	[tick] ☒ if allow user to do leave bring forward, leave adjustment, and leave entry for employee.
Batch: Leave Adjustment	[tick] ☒ if allow user to do leave adjustment by batch for a group of employees.
Batch: Leave Entry	[tick] ☒ if allow user to do leave entry by batch for a group of employees.
Batch: Leave Approval	[tick] ☒ if allow user to change the status of Pending leave transaction to Approve / Reject / Cancel.
Leave Calculator	[tick] ☒ if allow user to check leave entitlement calculation.
Report	[tick] ☒ if allow user to generate/view leave reports.
Export	[tick] ☒ if allow user to export leave CSV file for Quick TMS/Quick Pay import purpose.
Leave Forfeit / Burn Leave	[tick] ☒ if allow user to perform forfeit/burn unutilized leave that has been brought forward from previous year entitlement.
Leave Calendar View	[tick] ☒ if allow user to view employees' leave records in calendar view.
Year End Closing	[tick] ☒ if allow user to perform leave balance bring forward to next processing year.

Editing Sub Admin Profile

User Id :

User Password :

User Name :

Description :

General E-Master E-Leave **E-Claim**

☒ Claim Setup

☒ Claim Item Code

☒ Claim Entitlement

☒ Due Date Setup

☒ Claim Approval Group Setup

☒ GST ID Listing

☒ Claim Management

☒ By Employee

☒ Undo Submission

☒ Report

☒ Export

E-Claim	
Claim Setup	[tick] ☒ if allow user to access Claim Setup for Claim Type and Claim Entitlement.
Claim Item Code	[tick] ☒ if allow user to create/edit claim item codes.
Claim Entitlement	[tick] ☒ if allow user to create/edit claim entitlement.
Due Date Setup	[tick] ☒ if allow user to set monthly claim due date.
Claim Approval Group Setup	[tick] ☒ if allow user to create/edit claim approval group setup.
GST ID Listing	[tick] ☒ if allow user to add new company GST ID.
Claim Management	[tick] ☒ if allow user to access claim management.
By Employee	[tick] ☒ if allow user to create/edit employee claim record.
Undo Submission	[tick] ☒ if allow user to run undo submission for selected employee.
Report	[tick] ☒ if allow user to generate/view claim reports.
Export	[tick] ☒ if allow user to export claim CSV file for Quick Pay import purpose.

- Click **[Save]** after finalised sub-admin **User ID** settings.

2.6 Employee Access Module

Allow user to setup **Employee Access** level; such as **Applicant**, and **Approver**.

Employee Access Module Listing

Show Filter - Records: 1 - 2 of 2 - Pages:

Access Module Code	Access Module Desc
Applicant	Applicant
Approver	Approver

Records per page:

Show Filter - Records: 1 - 2 of 2 - Pages:

STEPS:

1. Click **[Add]**
2. In Tab of **General, E-Master, E-Leave, E-Claim**. Just [tick] ☒ those modules that allow employee to access. (For **Applicant** access level, it is not advisable to [tick] ☐ on **Supervisor Menu**)

Employee Access Detail

Editing Employee Module Profile

Code

Description

General E-Master E-Leave E-Claim

☒ Employee Menu ☐ Supervisor Menu ☐ Show Employee On Leave Listing

Calendar View / Who's On Leave

☐ Everyone ☒ Me Only ☐ My Subordinate ☐ My Company ☐ My CostCentre ☐ My Department

General

Employee Menu	[tick] ☒ if allow employee to access employee menu for profile, change password, E-Leave Module, E-Claim module, E-Webspace.
Supervisor Menu	[tick] ☒ for Approver level to take action for subordinate leave application.
Show Employee On Leave Listing Calendar View / Who's On Leave	[tick] ☒ if allow/disallow employee view Calendar view/who's on leave listing with category in the drop-down list such as Everyone, Me Only, My subordinate, My Company, My Cost Centre, My department.

Employee Access Detail

Editing Employee Module Profile

Code

Description

General **E-Master** E-Leave E-Claim

Employee

☒ Profile ☐ Edit Profile ☒ Change Password

E-Master

Profile	[tick] ☒ if allow employee to view his/her profile.
Edit Profile	[tick] ☒ if allow employee update his/her profile.
Change Password	[tick] ☒ if allow employee to change his/her login password.

Editing Employee Module Profile

Code

Description

General E-Master **E-Leave** E-Claim

Employee

- ☒ Leave Application
- ☒ Allow Cancel Leave Pending
- ☒ Allow Cancel Leave Approved
- ☒ Leave History
- ☐ Apply On Behalf
- Filtering :
- ☐ TimeOff
- ☒ Report

Supervisor

- ☐ Approved/Reject
- ☐ Subordinate Leave Entry
- ☐ Enable Create/Add Button
- ☐ Enable Cancellation Button
- ☐ Subordinate Leave Adjustment Entry
- ☐ Enable Create Adjustment Button
- ☐ Report
- ☐ Enable Email Reminder (Pending Transaction)

Save

Delete

Cancel

E-Leave

<u>Employee</u>	
Leave Application	[tick] ☒ if allow employee to apply leave.
Allow Cancel Leave Pending	[tick] ☒ if allow employee to cancel those pending leave application
Allow Cancel Leave Approved	[tick] ☒ if allow employee to cancel those leave applications that had been approved.
Leave History	[tick] ☒ if allow employee to view/check his/her leave application status.
Apply on Behalf	[tick] ☒ if allow employee to apply on behalf for other employee with Filtering such as All, Company, Cost centre, Department, Section, Division, Category, and Job Grade.
Time Off	[tick] ☒ if allow employee to apply time off. Time off module had been fixed to two (2) hours per application. E.g. Employee would like to apply time off for 2 hours to go to bank.
Report	[tick] ☒ if allow employee to view his/her report.
<u>Supervisor</u>	
Approved/Reject	[tick] ☒ if allow approver to approve/reject subordinate leave application.
Subordinate Leave Entry	[tick] ☒ if allow approver to access/view leave entry for subordinate.
Enable Create/Add Button	[tick] ☒ if allow approver to create/add leave records for subordinate.
Enable Cancellation Button	[tick] ☒ if allow approver to cancel subordinate leave application that had been approved.
Subordinate Leave Adjustment Entry	[tick] ☒ if allow approver to access/view leave adjustment.
Enable Create Adjustment Button	[tick] ☒ if allow approver to do leave adjustment for subordinate.
Report	[tick] ☒ if allow approver to view/generate subordinate leave report.
Enable Email Reminder (Pending Transaction)	[tick] ☒ if approver wish to receive email reminder by daily 6:00 a.m

Employee Access Detail

Editing Employee Module Profile

Code

Description

General E-Master E-Leave **E-Claim**

<u>Employee</u>	<u>Supervisor</u>
☒ Claim Application	☐ Claim Approve
☒ Claim Editing (Draft)	☐ Edit Data
☒ Claim Submission	☐ Subordinate Claim Listing
☒ Claim History	☐ Report
☒ Report	

Save Delete Cancel

E-Claim

<u>Employee</u>	
Claim Application	[tick] ☒ if allow employee to apply claim.
Claim Editing (Draft)	[tick] ☒ if allow employee to edit claim's draft records.
Claim Submission	[tick] ☒ if allow employee to submit claim.
Claim history	[tick] ☒ if allow employee to view/check his/her claim application status.
Report	[tick] ☒ if allow employee to view his/her report.
<u>Supervisor</u>	
Claim Approver	[tick] ☒ if allow approver to approve subordinate claim application.
Edit Data	[tick] ☒ if allow approver to edit subordinate claim records.
Subordinate Claim Listing	[tick] ☒ if allow approver to view/check subordinate claim records.
Report	[tick] ☒ if allow approver to view/generate subordinate claim reports.

- Click **[Save]** after finalized **Employee Access** module settings.

2.7 Table of Code

Allow user to create **Table of Code** such as **Company, Cost Center, Department, Section, Division, Category, Occupation, Job Grade, Qualification, Race, Religion, Nationality, Clinic/Hospital**

Hint: If user having Quick Pay system (with DBF Utilities module). Table of Code such as **Cost Center, Department, Section, Category, Occupation, Job Grade, Qualification, Race, Religion, Nationality, Clinic/Hospital** able to import from Quick Pay into E-office system.

Table of Code

Add

Show Filter - Records: 1 - 3 of 3 - Pages: 1

Code	Description
ACCOUNT	ACCOUNT
HR	HUMAN RESOURCE
PROD	PRODUCTION

Records per page: 500

Show Filter - Records: 1 - 3 of 3 - Pages: 1

STEPS:

1. Select from Table of Codes e.g **Department**
2. Click **[Add]**
3. Key in **Code** and **Description**
4. Click **[Save]**

2.8 Calendar Group for Public holiday/Rest Day/Off Day

Allow user to setup calendar grouping for Public Holidays, Rest Day and Off Day.

Create New Calendar Group

Group Code:

Group Description:

Add Refresh

Group Listing

Show Filter - Records: 1 - 2 of 2 - Pages: 1

Code	Description	PH	RD	OD
KL	KUALA LUMPUR	0	0	0
SELANGOR	SELANGOR	14	104	0

Records per page: 500

Show Filter - Records: 1 - 2 of 2 - Pages: 1

STEPS:

1. Key-in **Group Code** and **Group Description**
2. Click **[Add]**
3. Click on the **Code** to access setting screen. E.g. **KL**.
4. Click **[Batch Entry]** in **Public Holiday** column

Calendar Group Detail

Calendar : Group Info

Group Code: KL

Group Description: KUALA LUMPUR

Save Delete Cancel

Public Holiday / Off Day / Rest Day

Public Holiday

Edit PH Batch Entry

Show Filter - Records: 0 - 0 of 0 - Pages: 1

Code	Description	Date	Day
There are no records available.			

Records per page: 10

Show Filter - Records: 0 - 0 of 0 - Pages: 1

OffDay

Edit OD Batch Entry

Show Filter - Records: 0 - 0 of 0 - Pages: 1

Code	Description	Date	Day
There are no records available.			

Records per page: 10

Show Filter - Records: 0 - 0 of 0 - Pages: 1

Rest Day

Edit RD Batch Entry

Show Filter - Records: 0 - 0 of 0 - Pages: 1

Code	Description	Date	Day
There are no records available.			

5. [tick] ☒ Public holiday's date that entitle for KL calendar group.
Hint: Public holiday list will update by HR2000; mostly will be around end of quarter (yearly).

Calendar Group Detail : Batch Entry

Calendar : Group Info

Group Code: KL

Group Description: KUALA LUMPUR

Public Holiday List

Show Filter - Records: 1 - 45 of 45 - Pages: 1

	Code	Description	Date	Day	DayType
☒	N02	Chinese New Year Day 1	28/01/201	Saturday	1
☒	N03	Chinese New Year Day 2	29/01/201	Sunday	1
☒	N04	Labour Day	01/05/201	Monday	1
☐	N05	Wesak Day	10/05/201	Wednesday	1
☒	N06	Agong Birthday	09/09/201	Saturday	1
☒	N07	Hari Raya Puasa/Aidilfitri Day 1	25/06/201	Sunday	1

6. Click [Add]
7. In **Off Day** column and **Rest Day** column. Click [Batch Entry] and [tick] ☒ at the relevant day(s) as **Off Day** and **Rest Day**. Then, click [Add].

Calendar Group Detail : Batch Entry

Batch Entry : Off Day

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☒ Saturday ☐ Sunday

Add Cancel

Calendar Group Detail : Batch Entry

Batch Entry : Rest Day

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☒ Sunday

Add Cancel

8. After that, click [Save] to save current calendar group setting.

3. E-Master

3.1 Employee Master

Employee Master Listing

☒ Show Active Employee Only

Show Filter Records: 1 - 8 of 8 Pages: 1

Drag a column header here to group by that column.

Employee No	Employee Name	Company	Cost Centre	Department	Hire Date	Resign Date	User ID	Status
0001	KRISHNATHAN A/L SUBRAMANIAM			SECURITY	01/08/2013	17/08/2017	0001	Active
A001	ALI	TEST A	JB	SECURITY	07/08/2008		A001	Active
A002	AHMAD	TEST A	JB	SECURITY	29/12/2013		A002	Active

Show Active Employee Only: This option default is [tick] ☒, to show Active Status employee only.

STEPS:

1. Click **[Add]** to create a new employee master data entry.

Editing Employee Master

Personal

Employee No	A003	*Required
Employee Name	Abu Bin Ali	
	*Required	
Sex	Male	
Marital Status	Single	
Birth Date	01/01/1980	
Race	Malay - Malay	
Religion	Muslim - Muslim	
Nationality	Malaysian - Malaysian	
New IC	800101-10-1111	
Old IC		
Passport		
Passport Expired Date		
Immigration No		
Address	No. 10, Jalan USJ10/4, Subang Jaya	
Postal	47620	
Home Phone	03 5632 9094	
Mobile Phone	012 3336 5432	
Email	ali.bin.abu@yahoo.com.my	*Required
Hire Date	01/01/2011	*Required
Confirm Date	01/04/2011	
Resign Date	01/01/2012	
Retired Date	01/01/2040	
Company	HR2000 - HR2000	
Cost Centre	Subang Jaya - Subang Jaya	
Department	IT - IT	
Section	IT - Software - IT - Software	
Division	IT - Support - IT - Support	
Category	Full Time - Full Time	
Occupation	IT Manager - IT Manager	
Job Grade	A1 - A1	
Qualification	Degree in Information Technology - Degree in Information Technology	



Access / Security Setup

Security Access Group: Applicant - Applicant *Required

Active Status: ☒ Active

Login ID: A003

Password:

Miscellaneous Setup

Calendar Group: KL - KL

Leave Approver: Admin - Admin

Claim Approver: Admin - Admin

Save Delete Cancel

Sample Employee Master Data

Employee Number : A003
Employee Name : Abu Bin Ali
Sex : Male
Marital Status : Single
Birth date : 01/01/1980
Race : Malay
Religion : Muslim
Nationality : Malaysian
New IC : 800101-10-1111
Old IC :
Passport :
Passport Expired Date :
Immigration No :
Address : No. 10, Jalan USJ10/4, Subang Jaya
Postal : 47620
Home Phone : 03 5632 9094
Mobile Phone : 012 3336 5432
Email : ali.bin.abu@yahoo.com.my
Hire Date : 01/01/2011
Confirm Date : 01/04/2011
Resign Date : 01/01/2012
Retired Date : 01/01/2040
Company : HR2000
Cost Centre : Subang Jaya
Department : IT
Section : IT - Software
Division : IT - Support
Category : Full Time
Occupation : IT Manager
Job Grade : A1
Qualification : Degree in Information Technology

*Hint: To add more list in the drop-down list of **Company** till **Qualification**; go to **System Setup** > **Table of Code***

Security Access Group : Applicant (Please create the grouping at **System Setup** > **Access Module**)
Active Status : ☒ Active (Advisable to 'un-tick' ☐, after resigned employee left company)
Login ID : A003
Password : *****

*Hint: For **Login ID** and **Password** can leave it blank. Normally, employee number will be default as **Login ID**. Password will be based on the password that employee update/key-in in the link that send from **Broadcast Email** to user.*

Calendar Group : KL

*Hint: To create **Calendar Group** > go to **System Setup** > **Calendar Group for Public Holiday/Rest Day/Off Day***

Leave Approver : Admin

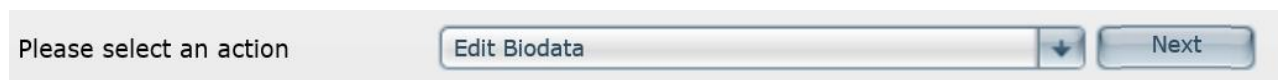
*Hint: To create **Leave Approver Group** > go to **E-Leave** > **Leave Setup** > **Approver Group Setup***

Claim Approver : Admin

*Hint: To create **Claim Approver Group** > **E-Claim** > **Claim Setup** > **Approver Group Setup***

*Hint: If user having Quick Pay system (with DBF Utilities module). Most of the above data columns able to import from Quick Pay data. (Except for column of **Company, Division**). For **Security Access Group, Calendar Group, Leave Approver, Claim Approver**, need to be set manually by user in E-Office system.*

2. ***Required** - Must update/key-in with data for **Employee Number, Employee Name, Email, Hire Date, and Security Access Group**,
3. Once completely key in the employee data, click **[Save]**



Please select an action Edit Biodata Next

4. In above column of **Please select an action** > click **Arrow** button & choose **Edit Bio Data** > click **[Next]**. Then, update/change any data column that require. Click **[Save]** to save latest update data.



Please select an action Edit Leave Setup Next

5. In above column of **Please select an action** > click **Arrow** button & choose **Edit Leave Setup** > click **[Next]**. Then, choose those **Leave Type** and **Leave Entitlement** accordingly. Click **[Save]** to save latest changes.

*Hint: To create **Leave Type** and **Leave Entitlement** > go to **E-Leave** > **Leave Setup** > choose **Leave Type** > or choose **Leave Entitlement***



Please select an action Edit Claim Setup Next

6. In above column of **Please select an action** > click **Arrow** button & choose **Edit Claim Setup** > click **[Next]**. Then, choose those **Claim Type** and **Claim Entitlement** accordingly. Click **[Save]** to save latest changes.

*Hint: To create **Claim Type** and **Claim Entitlement** > go to **E-Claim** > **Claim Setup** > choose **Claim Type** > or choose **Claim Entitlement***

7. The **[Save]** button is to save latest update/changes of data.
8. The **[Delete]** button is to delete/remove current employee master data. Once the employee master had been deleted /removed, all data (*inclusive of all leave records*) of current employee unable to retrieve back.
9. The **[Cancel]** button is to cancel current update/changes of data without saving.

3.2 Batch Module

3.2.1 Batch: Employee Master

This module is to update **Employee Master** details by batch for the list of employees selected.

Example: Batch update column of **Security Access Group, Calendar Group, Leave Approver, Claim Approver, or Password** in **Employee Master**.

Caution:

- I. This module will overwrite previous employee master details.
- II. Normally, Batch module only recommended for first-time usage. E.g. For new clients who

newly purchase/start/begin to use E-Office system.

STEPS:

1. In **Security Access Group** > select **Applicant** > select/tick ☒ all employees > click **[Save]**
2. In **Security Access Group** > select **Approver** > select/tick ☒ employees who belong to approver level > click **[Save]** to proceed batch changes.

[3.2.2 Batch: Employee Leave Entitlement](#)

This module is to update **Leave Type** and **Leave Entitlement** by batch for the list of employees selected.

Caution:

- I. This module is going to overwrite previous **Leave Type** and **Leave Entitlement**.
- II. Normally, Batch module only recommended for first-time usage.

STEPS:

1. Select **Leave Type** and **Leave Entitlement**.
2. Select/tick ☒ those employees who entitle to selected **Leave Type** and **Leave Entitlement**. Then, click **[Save]** batch changes.

[3.2.3 Batch: Employee Claim Entitlement](#)

This module is to update **Claim Type** and **Claim Entitlement** by batch for the list of employees selected.

Caution:

- I. This module is going to overwrite previous **Claim Type** and **Claim Entitlement**.
- II. Normally, Batch module only recommended for first-time usage.

STEPS:

1. Select **Claim Type** and **Claim Entitlement**.
2. Select/tick ☒ those employees who entitle to selected **Claim Type** and **Claim Entitlement**. Then, click **[Save]** batch changes.

[3.2.4 Batch: Employee Leave Approver Group](#)

This module is to update leave approver group by batch for the list of employees selected.

STEPS:

1. Select **Approver** code.
2. Select/tick ☒ those employees who belong to the chosen **Leave Approver Group**. Then, click **[Save]** batch changes.

[3.2.5 Batch: Employee Claim Approver Group](#)

This module is to update claim approver group by batch for the list of employees selected.

STEPS:

1. Select **Approver** code.
2. Select/tick ☒ those employees who belong to the chosen **Claim Approver Group**.
Then, click **[Save]** batch changes.

*The **[Preview]** button is to preview the Approver Employee Listing by Group

3.3 Broadcast Email

3.3.1 Create/Change Password

Send out email to all/selected employee that contains a link for employee create new password.

Hint: It is not advisable to select those employees without email address, or not active employees.

STEPS:

1. Select/tick ☒ employees
2. Click **[Send]**

3.4 Report

Employee Master Report : Report for **Employee Master** data.

Leave Setup Report : Report for employee's **Leave Type** and **Leave Entitlement** that had been attached.

Claim Setup Report : Report for employee's **Claim Type** and **Claim Entitlement** that had been attached.

4. E-Leave

4.1 Leave Setup

In **Leave Setup**, user can create for **Leave Type**, **Leave Entitlement**, and **Approver Group Setup**.

4.1.1 Leave type

Default leave types such as **Annual Leave**, **Birthday Leave**, **Compassionate Leave**, **Disaster Leave**, **Exam Leave**, **Hajj Leave**, **Hospitalization Leave**, **Marriage Leave**, **Maternity Leave**, **Non Pay Leave** (*unpaid leave*), **Paternity Leave**, **Pro-long Illness**, **Replacement Leave**, **Sick Leave**, and **Study Leave**.

STEPS:

1. Click **[Add]**.
2. Key-in **Leave Code** and **Leave Description**. Click **[Save]**.

The screenshot displays the 'Leave Type Listing' window. At the top left is an 'Add' button. The main area contains a table with two columns: 'Code' and 'Description'. The table lists 15 leave types, each with a unique code and a corresponding description. At the bottom, there is a 'Records per page' dropdown set to 500, and a 'Show Filter' button. The table is as follows:

Code	Description
AL	Annual Leave
BIRTHDAY	Birthday Leave
CPL	Compassionate Leave
DISASTER	Disaster Leave
EXAM	Exam Leave
HAJJ	Hajj Leave
HPL	Hospitalisation Leave
MRL	Marriage Leave
MTL	Maternity Leave
NPL	Non Pay Leave
PRL ILL	Prolong Illness
PTL	Paternity Leave
RPL	Replacement Leave
SL	Sick Leave
STUDY	Study Leave

4.1.2 Leave Entitlement

To create leave entitlement policy of the organization.

Leave Entitlement Setup

Leave Entitlement Group

Leave Entitlement Code AL

Leave Entitlement Description ANNUAL LEAVE

Detail

Attach leave type AL - ANNUAL LEAVE

Time off module ☒ Allow

Allow applicant to apply leave ☒ Allow

Allow applicant to apply leave in advance ☒ Allow

Allow applicant to apply leave of the following year ☒ Allow

Allow applicant to apply half day (0.5 day) leave ☒ Allow

Attach certificate/supporting documents (e.g Medical Certificate) ☐ Yes

Exclude day type for leave day(s) calculation ☒ Holiday ☒ Rest day ☒ Off day

Apply Before 5 day

Exclude day type ☒ Holiday ☒ Rest day ☒ Off day

Allow applicant to apply leave in advance before number of day(s) stated above ☐ Allow SHORT NOTICE APPLICATION

Apply Within 0 day

Exclude day type ☒ Holiday ☒ Rest day ☒ Off day

Allow applicant to submit backdated leave after number of day(s) stated above ☒ Allow BACK DATED APPLICATION

Allow applicant to apply more than leave balance ☐ Allow

Allow approver to approve if leave balance is insufficient ☐ Allow

Maximum day per leave application 99

Allow to apply leave after Confirmation

Allow applicant to cancel leave after start/expired date ☐ Allow

Allow applicant to use previous year bring forward leave only ☐ Allow

Leave entitlement type Leave Earn Until Current Month

Leave entitlement rounding Round Nearest to 1.00

When balance equal zero or negative value, automatic convert to

Leave Entitlement

Level	Service Year From	Service Year To	Entitled Day	Bring Forward
1	0.00	2.00	12.00	6.00
2	2.01	5.00	14.00	7.00
3	5.01	99.00	16.00	8.00
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Save Delete Cancel

STEPS:

1. Click **[Add]**
2. Key in **Leave Entitlement Code** and **Leave Entitlement Description**.
3. Setup **Detail and Leave Entitlement**. Click **[Save]**.

21

User may refer to table below for more hints:

Columns' Title	Hints
Attach leave type	Choose leave type for current entitlement.
Time off module	[tick] ☒ if allow employee apply current leave entitlement through Time Off module.
Allow application to apply leave	[tick] ☒ if allow employee apply through system.
Allow applicant to apply leave in advance	[tick] ☒ if allow employee apply leave in advance.
Allow applicant to apply leave of the following year	[tick] ☒ if allow employee apply next year leave based on selected period year.
Allow applicant to apply half day (0.5 day) leave	[tick] ☒ if allow employee apply 0.5 day through system.
Attach certificate/supporting documents (e.g Medical Certificate)	[tick] ☒ if employee must attach file during leave application.
Exclude day type for leave day(s) calculation	[tick] ☒ day type(s) that will be exclude from being calculated as leave taken .
Apply Before	Key-in number of day(s) require for leave application in advance.
Exclude day type	[tick] ☒ day type(s) that will be exclude from being calculated as number of days in Apply Before .
Allow applicant to apply leave in advance before number of day(s) stated above	[tick] ☒ if still allow employee apply leave although didn't follow rule in Apply Before . E.g [SHORT NOTICE APPLICATION]
Apply Within	Key-in number of day(s) required for backdated leave submission.
Exclude day type	[tick] ☒ day type(s) that will be exclude from being calculated as number of days in Apply Within .
Allow applicant to submit backdated leave after number of day(s) stated above	[tick] ☒ if still allow employee apply leave although didn't follow rule in Apply Within . E.g [BACK DATED APPLICATION]
Allow applicant to apply more than leave balance	[tick] ☒ if allow applicant to apply more than leave balance.
Allow approver to approve if leave balance is insufficient	[tick] ☒ if allow approver to approve if leave balance is insufficient.
Maximum day per leave application	Key-in number of days that can be apply in each leave application.
Allow to apply leave after	Choose condition that allow employee apply leave after... E.g. allow employee to apply leave after Confirmation .
Allow applicant to cancel leave after start/expired date	[tick] ☒ if allow employee cancel leave after on leave date. E.g [LEAVE CANCELLATION]
Allow applicant to use previous year bring forward leave only	[tick] ☒ if allow employee apply leave using current year bring forward amount only
Leave entitlement type	Choose leave entitlement method. [Full 12 month and Prorate Not Required] It calculates for the whole year entitlement without prorate. (Mostly use by Sick Leave, Compassionate Leave.) [Leave Earn Until Current Month] It calculates till the selected month in company profile and it <i>prorated</i> . (Mostly use by Annual Leave.) [Leave Earn Until Current December] It calculates till the end of December. Use by Annual Leave. [Leave Earn Until Current Month (Hired Year as First Year)] It calculates till the selected month in company profile and it <i>prorated with condition of hired year as first year</i> . (Use by Annual Leave.) [Leave Earn Until Current December(Hired Year as First Year)] It calculates till the end of December with <i>condition of hired year as first year</i> . (Use by Annual Leave.)
Leave entitlement rounding	Choose leave entitlement rounding method. [Round Down 1.00] Eg: 2.64 -> 2.00 [Round Nearest 1.00] Eg : 2.49 -> 2.00 ; 2.50 -> 3.00 [Round Up 1.00] Eg : 2.01 -> 3.00 [Round Down 0.5] Eg: 2.64 -> 2.50 [Round Nearest 0.5] Eg : 2.49 -> 2.50 ; 2.50 -> 2.50 [Round Up 0.5] Eg : 2.01 -> 2.50
When balance equal zero or negative value, automatic convert to	Choose leave type to be auto convert; when leave balance equal zero or negative value.
Leave Entitlement	Set Leave Entitlement conditions; such as Service Year From, Service Year To, Entitled Day, and Bring Forward .

Example of Leave Entitlement Table

[Annual Leave]

Service Year From	Service Year To	Entitled Day	Bring Forward
0.00	2.00	10	5
2.01	5.00	14	5
5.01	99.00	18	5

[Sick Leave]

Service Year From	Service Year To	Entitled Day	Bring Forward
0.00	2.00	14	0
2.01	5.00	18	0
5.01	99.00	22	0

[Maternity Leave]

Service Year From	Service Year To	Entitled Day	Bring Forward
0.00	99.00	60	0

[Paternity Leave]

Service Year From	Service Year To	Entitled Day	Bring Forward
0.00	99.00	2	0

[Compassionate Leave][Marriage Leave][Replacement Leave][Emergency Leave]

Service Year From	Service Year To	Entitled Day	Bring Forward
0.00	99.00	0	0

4.1.3 Approver Group Setup

Allow user to create leave approver group according those departments that are exist in current company.

Leave Approver Setup

Editing Leave Approver Group

Leave Approver ACCT

Leave Description ACCOUNT DEPARTMENT

Type : ☐ Any of below ☒ Hierarchy ☐ All of Below

1

009 - LIM KOK SAI [eleave@hr2000.com.my]

?

2

014 - ANUAR BIN RAHIM [eleave2@hr2000.com.my]

?

3

Type to search

?

4

Type to search

?

5

Type to search

?

*Please enter one email one TextBox

Email CC Copy

Save

Cancel

STEPS:

1. Click **[Add]**.
2. Key-in **Approver Code** and **Approver Description**.
3. Select **Type** of **Any of below**, **Hierarchy**, or **All of below**.

Type info:

Any of below	If there are two (2) approvers in the list. Any one of the approver 'approved' subordinate leave application. This leave application is will be considered 'approved'. Once employee applies leave, email will send to all approvers.
Hierarchy	If there are two (2) approvers in the list. Subordinate leave application need to be approved according to the approver sequence that had been setup. Once employee applies leave, email will send to the approvers in hierarchy approval sequence. E.g. First approver needs to approve subordinate leave application. Then, only this leave application will forward to second approver. If the first approver never/ forgot take action, this leave application always will be in pending status.
All of below	If there are two (2) approver in the list. Both approvers must approve his/her subordinate leave application. Else, this subordinate leave application always will be in pending status. Once employee applies leave, email will send to all approvers.

4. Select **Approver name** (max. 5 Approvers).
5. Optional to key **Email CC Copy** to notify third party.
6. Click **[Save]** to save changes.
*The **[Preview]** button is to preview the Leave Approver Group Listing.

4.2 Leave Management

4.2.1 By Employee

Allow user to entry for individual employee's **Leave Bring Forward, Leave Adjustment, Leave Entry**.

STEPS:

1. Click on employee number to select staff.

Employee Listing

☒ Show Active Employee Only

Show Filter - Records: 1 - 8 of 8 - Pages: 1

Drag a column header here to group by that column.

Employee No	Employee Name	Company	Department	Hire Date	Resign Date	Status
0001	KRISHNATHAN A/L SUBRAMANIAM		SECURITY	01/08/2013	17/08/2017	Active
A001	ALI	TEST A	SECURITY	07/08/2008		Active
A002	AHMAD	TEST A	SECURITY	29/12/2013		Active

2. Select either **Leave Bring Forward, Leave Adjustment, or Leave Entry**. Then, click **[Next]**.

Employee Profile

Employee Number: A001
Employee Name: ALI

Please select an action

Next Back

- Leave Bring Forward
- Leave Adjustment
- Leave Entry

By Employee: Leave Bring Forward

Allow user to key in previous year leave balance days. (Usually for first time using E-Office system)

Leave Management : Leave Bring Forward

Employee Profile

Employee Number : A003
Employee Name : ABU BIN ALI

Year : 2017

Leave Type : AL - ANNUAL LEAVE

Last Year Balance : 0.00

Brought Forward : 5.00

Last Year Balance Forfeited : 0.00

Burn Leave (Unutilized Brought Forward Leave) : 0.00

Save Cancel

STEPS:

1. Select **Leave Type**, E.g. **Annual Leave**.
2. In **Brought Forward**, key in previous year leave balance, E.g. 5 days
3. Click **[Save]**

By Employee: Leave Adjustment

Allow user to make adjustment of number of leave days.

Leave Management : Leave Adjustment

Employee Profile

Period Year : 2017
Employee Number : A003
Employee Name : ABU BIN ALI

Year : 2017

Please select a Leave Type : RPL - REPLACEMENT LEAVE

Trx No.	Date	Trx Year	Day(s)	Reason	Remark
There are no records available.					

Records per page: 10

Leave Adjustment Entry

Number of day : 2

Reason : Worked on Hari Raya 1st day & 2nd day.

Add Cancel Reset

STEPS:

1. Select **Leave Type**, E.g. **Replacement Leave**.
2. Key in **Number of day** (+/-). E.g 1 or -1
3. Key-in the **Reason** for this leave adjustment record.
Hint: Column of Reason cannot be blank; must key-in reason.
4. Then click **[Add]** to save changes.
5. **[Reset]** is to clear/reset **Number of day**, and **Reason** to blank.

By Employee: Leave History/Leave Entry

Allow user to key in leave record for employee, or allow user to change/edit employee existing leave record.
(Usually for first time using E-Office system on backdated leave record entry)

Leave Management : Leave History

Employee Profile

Period Year : 2017
Employee Number : A003
Employee Name : ABU BIN ALI

Year : 2017
Please select a Leave Type : SL - SICK LEAVE

Back Add

Leave Listing

Drag a column header here to group by that column.

Trx No.	Leave Type	Date Apply	From	To	Day(s)	Reason	Status
3946774	SL	07/08/2017	31/07/2017	31/07/2017	1.00	fever	Approved

Records per page: 50

Show Filter - Records: 1 - 1 of 1 - Pages: 1

STEPS:

1. Select **Leave Type**, E.g. **Sick Leave**. Click **[Add]**.
2. Select date **From**, and **To** > Key-in **Reason** > Click **[Next]**.

Hint: [tick] ☒ **Notification to Employee and CC to Supervisor**; if would like to send email notification to employee for current leave entry record.

Leave Management : Leave Entry

Employee Profile

Period Year : 2017
Employee Number : A003
Employee Name : ABU BIN ALI

Leave Type : SL - SICK LEAVE
Status : Approved
Balance : 21.00
From : 02/08/2017 To : 02/08/2017
Number of day(s) :
Reason : fever

Back Next Reset

☐ Notification to Employee And CC to Supervisor

Leave Management : Leave Entry

Employee Profile

Period Year : 2017
Employee Number : A003
Employee Name : ABU BIN ALI

Leave Type : SL - SICK LEAVE
Status : Approved
Balance : 21.00
From : 02/08/2017 To : 02/08/2017
Number of day(s) : 1
Reason : fever

Date	Description	Type	Day	Period
02/08/2017	Wednesday		1	Full

☐ Notification to Employee And CC to Supervisor

Attachment

Attachment : [no files selected]

3. In column of [Attachment], click **[Browse]** to choose supporting document (*if necessary*). E.g. scan copy of Medical Certificate.
4. Select either **0, 0.5, 1.0**; In column of **Period**, select **Full, AM, PM**.
Hint: E.g. (Day = 1.0; Period = Full) or (Day = 0.5; Period = AM, or PM) or (Day = 0; Period = Blank)
5. Click **[Save]**.

4.2.2 Batch: Leave Adjustment

Allow user to do leave adjustment for all leave type in batch.

Example: Adjust Replacement Leave for employees who worked on Sunday/ Rest Day

Leave Adjustment : Batch Entry

Leave Adjustment by Batch Module
Hints : Allows user to key in leave adjustment entry for a group of employees in batch.

Steps :

- (1) Select Leave Type from drop down selection list.
- (2) Select number of day(s) from selection list.
- (3) Key in leave entry reason.
- (4) Select employee(s) name from the list.
- (5) Click "Add" to insert leave entry.
- (6) Click "OK" to proceed to run batch entry adjustment.

Caution :

- (1) Leave adjustment entry will add/deduct leave entitlement for leave type selected.

Leave Adjustment Entry

Leave type : RPL - REPLACEMENT LEAVE
Number of day : 1
Reason : Worked on Sunday event.

Employee N	Emp. Name	Company	Department	Status
☒ A001	ALI	TEST A	SECURITY	Active
☒ A002	AHMAD	TEST A	SECURITY	Active
☒ A003	ABU BIN ALI	TEST B	SECURITY	Active

Records per page: 500

Show Filter - Records: 1 - 3 of 3 - Pages: 1

STEPS:

1. Select **Leave Type**, E.g. **Replacement Leave**.
2. Key in **Number of day** (+/-). E.g 1 or -1
3. Key-in the actual **Reason** for this leave adjustment record.
Hint: Column of Reason cannot be blank; must key-in reason
4. [Tick] ☒ those employees who entitle for current leave adjustment.
5. Then, click **[Add]** and **[OK]** to save changes.
6. **[Reset]** is to clear/reset **Number of day**, and **Reason** to blank.

4.2.3 Batch: Leave Entry

Allow user to key in leave entry for a group of employees in batch.

Example: Compulsory Leave taken by selective employees for Company trip

Leave Entry : Batch Entry

Hints : Allows user to key in leave entry for a group of employees in batch.

Steps :

- (1) Select Leave Type from drop down selection list.
- (2) Select/Key in transaction Date (dd/mm/yyyy).
- (3) Select number of day(s) from selection list (1 day(Full) or 0.5 day(AM/PM)).
- (4) Key in leave entry reason.
- (5) Select employee(s) name from the list.
- (6) Click "Add" to insert leave entry.
- (7) Click "OK" to proceed to run leave entry in batch.

Caution :

- (1) Leave entry will be update accordingly to selection list.

Leave Entry

Leave type :

Date :

Number of day :

Reason :

	Employee N	Emp. Name	Company	Department	Status
☒	0001	KRISHNATHAN A/L SUBRAMANIAM		SECURITY	Active
☒	A001	ALI	TEST A	SECURITY	Active
☒	A002	AHMAD	TEST A	SECURITY	Active
☒	A003	ABU BIN ALI	TEST B	SECURITY	Active

STEPS:

1. Select **Leave Type**, E.g. **Annual Leave**.
2. Key-in leave **Date**.
3. Select either **0**, **0.5**, **1.0**; select **Full**, **AM**, **PM**.
Hint: E.g. (Day = 1.0; Period = Full) or (Day = 0.5; Period = AM, or PM) or (Day = 0; Period = Blank)
4. In column of **Reason**, key-in reason for current leave entry record.
Hint: Column of Reason cannot be blank; must key-in reason.
5. Then, click **[Add]** and **[OK]** to save current leave entry record.

4.2.4 Batch: Leave Approval

Allow user to change the status of **Pending** leave transactions to **Approve / Reject / Cancel** in batch.

Leave Approve/Reject : Batch Entry

Leave Approve / Reject by Batch
Hints : Allows user to change the status of Pending leave transaction to Approve / Reject / Cancel.

Steps :
(1) Select transaction Year from drop down selection list.
(2) Select Option to change status Approve / Reject / Cancel.
(3) Select employee(s) name from the list.
(4) Click "Add" to proceed the changes.
(5) Click "OK" to proceed run batch entry approval.

Caution :
(1) Transaction will be overwritten to newly selected status.
(2) Status can be change 1 time only. Any further changes of leave application status, may need to perform in E-Leave->Leave Management->By Employee.

Leave Approve / Reject / Cancel

Year :

Option :

Drag a column header here to group by that column.

☐	Employee N	Employee Name	Leave Type	Date Apply	Start	End	Da	Status
☒	A002	AHMAD	AL	04/05/2017	04/05/2017	04/05/2017	1.00	Pending
☒	A002	AHMAD	CPL	31/05/2017	29/05/2017	29/05/2017	1.00	Pending
☒	A002	AHMAD	AL	09/06/2017	13/06/2017	13/06/2017	1.00	Pending

STEPS:

1. Select status of **Approve / Reject / Cancel**.
2. In Grid listing, [tick] ☒ those Pending leave transactions. Then, click **[Save]** and **[OK]** to save changes.

4.3 Leave Calculator

Allow user to generate leave calculation from the system.

Leave Calculator

Leave Calculator
Hints : Allows user to generate leave calculation from the system.

Choose the Year / Month and Leave Type

Calculate Until

Employee

Leave Type

Detail

Calculate Method :

Rounding Method :

Hire Date :

Resign Date :

Leave Entitlement

Level	Service Year From	Service Year To	Entitled Day
1	0.00	2.00	12.00
2	2.01	5.00	14.00
3	5.01	99.00	16.00

STEPS:

1. Select **Year & Month**. E.g. Generate employee **Leave Entitlement** up-to August, 2017.
2. Select **Employee Name**.
3. Select **Leave Type**. E.g. **Annual Leave**.

- Then, click **[Calculate]**. User will know the **Leave Entitlement** for chosen employee.
*Hint: In **Employee/Supervisor** login, also will have same **Leave Calculator** module.*

4.4 Report

Allow user to preview leave reports, and export into **Excel**, **Word** or **PDF**.

Leave Report
Hints : Allows user to preview leave report and export into Excel, Word or PDF.

Reminder
- Please disable/turn off pop up blocker.

Leave Report

Report

Report Title

Leave Type :

Format

Selected Year

Date Range

Active Within

Sorting

Employee No

31/12/2017

Type to search

Type to search

STEPS:

- Select **Report**, E.g. **Leave Detail Report**
- Optional **Report Title** field to key in additional sub title if necessary.
- Select one **Leave Type**, or all leave type.
- [tick] ☒ certain status, or all status. E.g. **Pending, Approved, Rejected, Cancelled**.
- In column of **Format**, choose either **Report Type**, or **Grid Type**.

Hint of Report format:

Report Type	:	This report type can export to Excel, Word or PDF without Grouping sorting.
Grip Type	:	This report type can export to Excel, Word or PDF with Grouping sorting; such as Company, Cost Centre, Department, Section, Division, and Category .

- Select year /month to show entitlement report as at the **Selected Year** and month.
- Select **Date Range**
- Select employees that **Active Within** the selected date range.
- Select the query range for example, Department: Acct - Admin to use as filter for particular group of employees only.
- Then, click **[Next]**.
- [tick] ☒ those employee that user would like to generate in report. Then, click **[Preview]** to view report.

4.5 Export

Allow user to export leave details from selected date range into (.CSV) file and to import leave records into Quick TMS (*all leave type*)/Quick Pay (*non-pay leave only*).

Please Select Date

From : 01/07/2017 To : 31/07/2017

Export

File Name	File Size	Type	Date	Download
EL_ELeaveData.csv	38	csv	07/08/2017 12:13	Download

Records per page: 500

Delete

STEPS:

1. Select date range in column **Please Select Date**, Then Click **[Export]**.
2. After export completed. Click **[Download]** to save **EL_ELeaveData.csv** to a folder/directory.
3. [Tick] ☒ **EL_ELeaveData.csv** file, click **[Delete]** to delete the exported file.

4.6 Leave Forfeit/Burn Leave

Allow user to forfeit/burn unutilized leave from last year brought forward.

Leave Forfeit/Burn Processing
Hints : Allows user to perform forfeit/burn unutilized leave that has been brought forward from previous year entitlement.

Example :
Carry Forward : 10 days
Expiry Date : 31st March

Formulae :
Amount Burn = Last Year bring forward - Leave Taken till 31st March.

CheckList :
(1) Ensure all leave applications have been taken into action and no more pending leave before the expiry date.
(2) Ensure all backdated leave applications had been updated/key in.
(3) Only run this module after the expiry date.

Caution :
(1) Transaction will overwritten previous processing results.
(2) Not advisable to run this module more than one time.

Leave type : AL - ANNUAL LEAVE

Expiry Date : 31/07/2017

Process

Employee No	Emp. Name	Company	Department	Status
0001	KRISHNATHAN A/L SUBRAMANIAM	TEST A	SECURITY	Active
A001	ALI	TEST A	SECURITY	Active
A002	AHMAD	TEST A	SECURITY	Active

STEPS:

1. Choose **Leave Type**.
2. Key-in **Expiry Date**.
3. [tick] ☒ employee. Then, click **[Process]**.

Hint: Leave Forfeit/Burn = Last Year Leave Brought Forward – Leave Taken up-to Expiry Date.

4.7 Leave Calendar View

View employees' leave records in **Calendar View**.

Leave : Calendar View

Legend
Pending
Approved
Rejected
Cancelled
(P) : Pending
(T) : Taken

July 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6 ★ (P) NPL-AHMAD	7	8
9	10 ★ (P) NPL-AHMAD	11	12	13	14 ★ (T) NPL-AHMAD	15

4.8 Year End Closing

Allow user to process leave bring forward to next following year.

Year End Closing Processing
Hints : Allows user to perform leave bring forward to next processing year.

CheckList :
(1) Ensure leave entitlement bring forward setting is set up accordingly.
(2) Ensure leave applications had been taken action and no more pending leave for current year.
(3) Ensure backdated leave applications had been updated / key in.
(4) Ensure selected period is in December month.
(5) Ensure status "Inactive" is set for resigned staff in Employee Master profile.

Caution :
(1) Transaction will overwritten previous processing results.

Closing Year : 2017

Employee : 0001 - KRISHNATHAN A/L SUBRAMANIAM S001 - SITI

Process

STEPS:

1. Go to **System Setup > Company Profile** > select month **December**.
2. Employee number will be default from first employee to last employee.
3. Proceed to **E-Leave > Leave Management > Batch: Leave Approval** to take action for pending leave records if there is an error as below.



Current Year Leave Transaction that still pending : (8). Please check before run the Year End Closing Procedure.

4. Otherwise, click **[Process]** to perform **Year End Closing**.

5. E-Claim

5.1 Claim Setup

Allow user to create **Claim Item Code**, **Claim Entitlement**, **Due Date Setup**, **Approver Group Setup**, and **GST ID listing**.

5.1.1 Claim Item Code

Allow user to update 10 claim item codes in each default **Claim Category**; such as **Travelling**, **Medical**, **Entertainment**, and **Miscellaneous**.

Claim Item Code

Important :

- After do setup, please do not simply change the item description.

- Please do not use this symbol : ', ", ?, and etc.

** - Read tooltips

TRAVELLING

Item 01

MILEAGE

**

Item 02

TOLL

Item 03

ACCOMODATION

Item 04

CAR RENTAL

Item 05

PARKING

Item 06

Item 07

Item 08

Item 09

Item 10

MEDICAL

Item 01

MEDICAL

Item 02

DENTAL

Item 03

OPTICAL

Item 04

SPECIALIST

Key-in claim item code in each item column (Item 01 to Item 10). After that, click **[Save]**.

33

5.1.2 Claim Entitlement

Allow user to create entitlement for each **Claim Category**.

Claim Entitlement Setup

Claim Entitlement Group

Claim Entitlement Code: TRAVELLING SALES

Claim Entitlement Description: TRAVELLING SALES

Detail

Claim Category: Travelling Claim

Claim Item	Export Code	Max Per Application (RM)	Max Per Month (RM)	Max Per Year (RM)
MILEAGE	MILEAGE	1000.00	1000.00	12000.00
TOLL	TOLL	300.00	700.00	8400.00
ACCOMODATION	ACCOMODATION	300.00	1000.00	12000.00
CAR RENTAL		0.00	0.00	0.00
PARKING		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00

Mileage : Car Mileage : Motorcycle

Claim Entitlement

Level	(KM) From	(KM) To	Entitled Rate Each KM
1	0.00	9999.00	0.70
2			
3			

STEPS:

1. Click **[Add]**.
2. Key-in **Claim Entitlement Code**, **Claim Entitlement Description**.
3. Select **Claim Category** such as **Travelling**, **Medical**, **Entertainment**, and **Miscellaneous**.
4. Key-in **Export code** (for Quick Pay import purpose), key-in limit amount in **Max Per Application**, **Max Per Month**, **Max Per Year**. After done, click **[Save]**.

5.1.3 Due Date Setup

Allow user to setup monthly due date for **Claim Submission**.

2017

Monthly Due Date

No	Month	Date
01	January	31/01/2017
02	February	28/02/2017
03	March	31/03/2017
04	April	30/04/2017
05	May	31/05/2017
06	June	30/06/2017
07	July	31/07/2017
08	August	31/08/2017
09	September	30/09/2017
10	October	31/10/2017
11	November	30/11/2017
12	December	31/12/2017

Save Cancel

STEPS:

1. Select **Year**.
2. Then, click on **Calendar** , and select due date for each month (From January till December).
3. Click **[Save]**.

5.1.4 Approver Group Setup

Allow user to create **Claim Approver Group**.

Claim Approver Setup

Editing Claim Approver Group

Claim Approver

Claim Approver Description

Type : ☒ Hierarchy

1  

2  

3  

4  

5  

*Please enter one email one TextBox

Email CC Copy

STEPS:

1. Click **[Add]**.
2. Key-in **Claim Approver Code** and **Claim Approver Description**.
3. Select **Approver**.
4. Optional to key **Email CC Copy** to notify third party.
5. Click **[Save]**.

Hierarchy	<i>If there are two (2) approvers in the list. Subordinate claim application need to be approved according to the approver sequence that had been setup. Once employee applies leave, email will send to the approvers in hierarchy approval sequence. E.g. First approver needs to approve subordinate claim application. Then, only this claim application will forward to second approver. If the first approver never/ forgot take action, this claim application always will be in pending status.</i>
------------------	---

5.1.5 GST ID Listing

Allow user to create new **GST ID**.

Important :
* These data is shared among all the client.

Create New GST ID

GST ID	
Business / Company Name	
Business / Company Registration No.	

STEPS:

1. Key-in GST number in column **GST ID**.
2. Key-in company name in column **Business/Company Name**.
3. Key-in company registration number (R.O.C no.) in column **Business/Company Registration No**.
4. Click **[Add]**.

5.2 Claim Management

5.2.1 By Employee

Allow user to key in Claim record, or edit existing **Claim History** records.

Claim Management (Employee)

Employee Profile

Employee Number	A003
Employee Name	ABU BIN ALI



Please select an action

STEPS:

1. Click on the employee number to select employee.
2. Select **Claim History**. Then, click **[Next]**.
3. Click **[Add]** to add claim record.

Claim Management : Claim Entry

Period Year :	2017
Employee Number :	001
Employee Name :	JENNIFER WHITE

Claim Type :	Travelling Claim		
Claim Period :	2017	September	
Date of Claim :	12/09/2017		
Client Name / Location / Remark	JASA MAJU MAKMUR SDN BHD		
	Key in Kilometre		
	45	Car	
	Amount (GST/Non GST)	GST Amount	GST ID
MILEAGE	27.00	0.00	
TOLL	3.20	0.00	
ACCOMODATION	0.00	0.00	
CAR RENTAL	0.00	0.00	
PARKING	0.00	0.00	
	0.00	0.00	
	0.00	0.00	
	0.00	0.00	
	0.00	0.00	
	0.00	0.00	
	0.00	0.00	
	0.00	0.00	
	0.00	0.00	
Claims Total Amount	30.20		

4. Select **Claim Type** (E.g. **Travelling Claim**), **Claim Period** (Year and Month), **Client Name/Location/Remark** and other columns whichever applicable. Then, click **[Save]**.
5. To edit existing claim records, click on **Trx No.**

5.3 Undo Submission

Allow user to undo claim submission for certain employee.

Claim Undo Submission

Year	2017
Month	August
Employee	A003 - ABU BIN ALI

* IMPORTANT : All transaction below will be revert back to Draft.

Show Filter - Records: 1 - 2 of 2 - Pages: 1						
Drag a column header here to group by that column.						
Trx No.	Claim Type	Date Claim	Month	Total	Remark	Status
3939475	Medical	02/08/2017	08	40.00	KLINIK EFG	Pending
3939465	Travel	01/08/2017	08	18.00	JALAN ABC	Pending

Records per page: 10

Show Filter - Records: 1 - 2 of 2 - Pages: 1

STEPS:

1. Select **Year, Month, Employee**. Then, click **[Confirm]**.

5.4 Report

Allow user to preview claim report and export report to **Excel, Word** or **PDF**.

Claim Report
Hints : Allows user to preview leave report and export into Excel, Word or PDF.

Reminder
- Please disable/turn off pop up blocker.

Claim Report

Report

Report Title

Claim type :

Format

Selected Year

Date Range

Active Within

Sorting

☐ Employee No

Employee No

Type to search

31/12/2017

Type to search

Claim Entitlement Report
Monthly Claim Taken Information
Monthly GST Information
Claim Detail Listing

STEPS:

1. Select **Report**, E.g. **Claim Detail Report**
2. Optional **Report Title** field to key in additional sub title if necessary.
3. Choose a claim type, in **Claim Type**. E.g. **Travelling Claim**.
4. [Tick] ☒ certain status, or all status. E.g. **Pending, Approved, Rejected, Cancelled**.
5. Select report **format**, either **Report Type**, or **Grid Type**.

Hint of Report format:

Report Type	:	This report type can export to Excel, Word or PDF without Grouping sorting.
Grip Type	:	This report type can export to Excel, Word or PDF with Grouping sorting; such as Company, Cost Centre, Department, Section, Division, and Category .

6. Select year /month to show entitlement report as at the **Selected Year** and month.
7. Select **Date Range**
8. Select employees that **Active Within** the selected date range.
9. Select the query range for example, Department: Acct - Admin to use as filter for particular group of employees only.
10. Then, click **[Next]**.
11. [tick] ☒ to select employee. Then, click **[Preview]** to view report.

5.5 Export

Allow user to export claim details (.CSV) file from selected date range for Quick Pay import claim records into > Salary Entry > Allowance/Deduction column.

Hint : All claim codes must match the allowance code in Quick Pay.

Claim Export

Please Choose Your Period

2017 August

Export

☐	FileName	FileSize	Type	Date	Download
☐	EC_EClaimData.csv	0	csv	08/08/2017 17:14	Download

Records per page: 500

Show Filter - Records: 1 - 1 of 1 - Pages: 1

Delete

STEPS:

1. Select **Year and Month**. Then, click **[Export]**.
2. Click **[Download]** to save **EC_EClaimData.csv** to a folder/directory.
3. [Tick] ☒ **EC_EClaimData.csv** file.
4. Click **[Delete]** to delete the exported file.

6. Miscellaneous

6.1 Manual

Allow user to download **Admin Manual** or **Employee/Supervisor Manual** (PDF)

Click **[Download]** , to download **Admin Manual** or **Employee/Supervisor Manual**.

Manual Download
Hints : Allows user to download User Manual from the system.

Download File	Download
File Name	
Admin Manual	
Employee / Supervisor Manual	

6.2 E-Import

Allow user to upload **Employee Master** data using (.DBF) files that is exported from Quick Pay system.

Hints : Allows user to upload Employee Master data by using (.dbf) files as stated below.

- * Only accept file format (.dbf)
- * (1) Synchronize : Add New Employee only (Note : Only import new employee data. Existing employee data remains unchanged.)
- * Synchronize : Add & Overwrite All Employee Data (Note : Transaction will overwrite Employee Master profile.)
- * Select only 12 files below to upload:
[Category.dbf][Center.dbf][Clinic.dbf][Dept.dbf][JobGrade.dbf][Master.dbf]
[National.dbf][Occup.dbf][Qualify.dbf][Race.dbf][Religion.dbf][Section.dbf]

Synchronize : Add New Employee only

[no files selected] Browse

Start Upload

STEPS:

1. Select either **Add New Employee only**, or **Add & Overwrite All Employee Data**.

Add New Employee only	Import new employee data only. Existing employee data remain unchanged.
Add & Overwrite All Employee Data	Transaction will overwrite all Employee Master profile.

2. Click [**Browse**] and select 12 files as below, and click [**Start Upload**].
[Category.dbf] [Center.dbf] [Clinic.dbf] [Dept.dbf] [JobGrade.dbf] [Master.dbf]
[National.dbf] [Occup.dbf] [Qualify.dbf] [Race.dbf] [Religion.dbf] [Section.dbf]

6.3 Audit Trail

Allow user to check audit log records.

Audit Trail
Hints : Allow user preview list of audit log records.

Log Records :
(1) Successful action in creating, editing, deleting in all related module.
(2) Activities of report preview and e-leave calculator.

Date Range: 2017/01/01 00:00:00 2017/12/31 23:59:59

Search: Search

Drag a column header here to group by that column.

User	Modul	Webpage	Action Date Time	Action	Error / Remark
admin	Company Profile	AdminCompanyProfile	07/08/2017 12:42:04	Editing :	
admin	ELeave Export	AdminExport	07/08/2017 12:13:41	Usage : 01/07/2017 31/07/2017	
admin	Leave Entitlement	AdminLeaveEntEntryII	07/08/2017 11:27:46	Create : AL	
admin	E-Storage	AdminFilesManagement	04/08/2017 17:25:32	Deletion : [File] - \calendar arp.jpg	
A002	Employee Claim Submission	EmployeeClaimSubmission	04/08/2017 16:44:46	Editing : Claim Submission - A002 2017 08	

STEPS:

1. Select **Date** range.
2. In **Search** column, type in the search item, E.g. A001. Then, click [**Search**].

HR e-Office

HR e-Office Management System



Employee / Supervisor Manual

Developed and Distributed by

HR 2000 SDN BHD

No. 9-A, Jalan USJ 10/1C,
Subang Jaya 47610,
Selangor Darul Ehsan, Malaysia
Tel: 03-5632-9094 (Hunting Lines)
Fax: 03-5631-9736
Email: support@hr2000.com.my
Web: www.hr2000.com.my
www.iloginhr.com

Business Hours: Monday - Friday
9:00am to 12:45 pm – 1:45pm to 5:45pm

Updated 27 September 2017

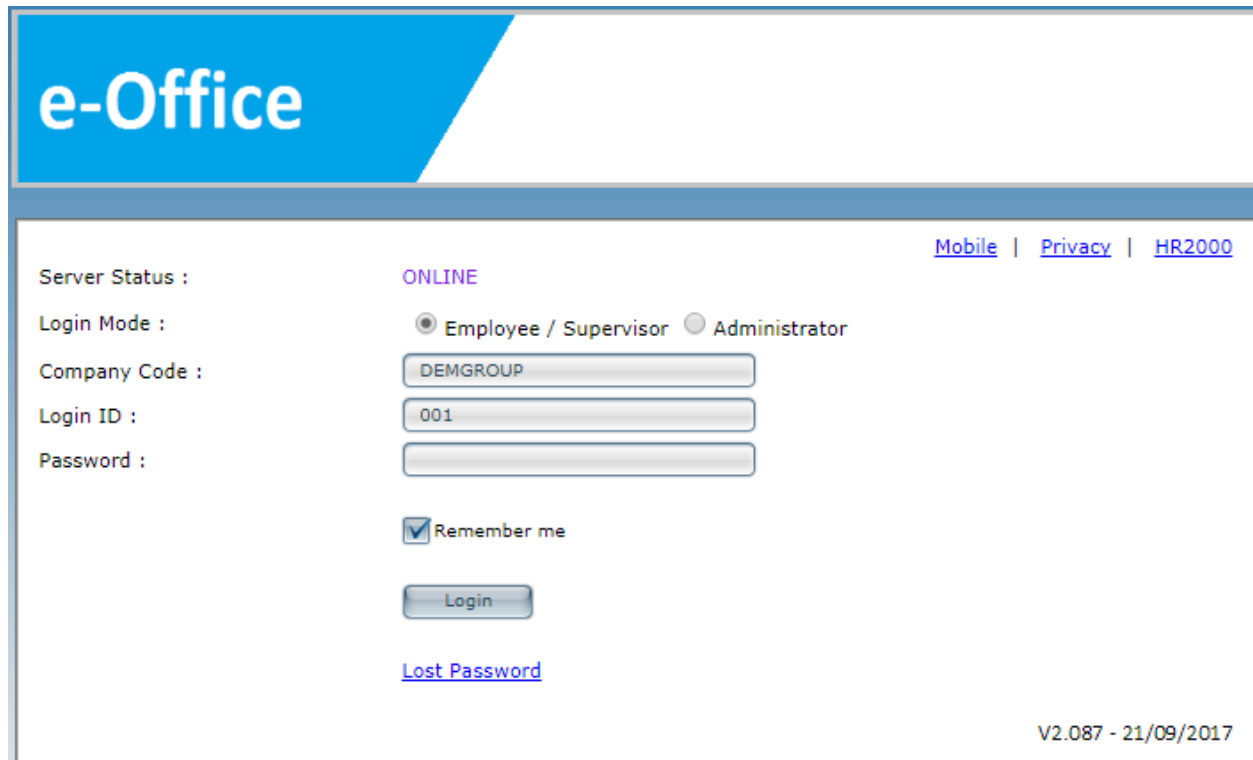
Table of Contents

Login Page	1
Employee / Supervisor Main Page	2
1. Home	2
1.1 Bulletin Board	2
1.2 My Leave	3
1.2.1 Leave Entitlement.....	3
1.2.2 Upcoming Leave Status	3
1.3 Who's on Leave	4
1.4 Approving Officer.....	4
1.5 Public Holiday	4
1.6 E-Storage	5
2. Employee Menu	5
2.1 Profile	5
2.2 Change Password.....	6
2.3 E-Leave Module.....	7
2.3.1 Leave Application	7
2.3.2 Time Off Application.....	7
2.3.3 Leave History	8
2.3.4 Report.....	9
2.4 E-Claim Module.....	10
2.4.1 Draft: Claim Application.....	10
2.4.2 Draft: Claim Editing.....	10
2.4.3 Monthly Claim Submission	11
2.4.4 Claim History	12
2.4.5 Report.....	13
2.5 E-WebSpace Module.....	13
3. Supervisor Menu	14
3.1 E-Leave Module.....	14
3.1.1 Approve/Reject.....	14
3.1.2 Subordinate Leave Entry	15
3.1.3 Subordinate Leave Adjustment Entry.....	16
3.1.4 Report.....	17
3.2 E-Claim Module.....	18
3.2.1 Approve/Reject.....	18
3.2.2 Subordinate Claim Listing.....	19
3.2.3 Report.....	20
4. Miscellaneous	20
4.1 Manual	20

Login Page

E-office website can be accessed using any Internet browser such as **Internet Explorer**, **Google Chrome**, **Firefox**, or etc.

Website : <http://www.iloginhr.com>



e-Office

[Mobile](#) | [Privacy](#) | [HR2000](#)

Server Status : **ONLINE**

Login Mode : ☒ Employee / Supervisor ☐ Administrator

Company Code :

Login ID :

Password :

☒ Remember me

[Lost Password](#)

V2.087 - 21/09/2017

Server Status

ONLINE : The connection to database is fine.

DISCONNECTED: The connection to database has disconnected.

Login Mode

Employee / Supervisor : Login in as applicant/approver.

Administrator : Login in as admin, sub-admin.

Company Code : Unique code which created by the HR2000 for each company. Eg: **DEMGROUP**

*Hint: **Company Code** is not case sensitive.*

Default Employee ID & password

Login ID : Employee Number/ID

Password : Key-in the password that employee had updated in system.

*Hint: **Password** is case sensitive.*

Remember me

If user [tick] ☒ this option; **COMPANY CODE** & **LOGIN ID** will be save.

Lost Password

Retrieve Lost Password for **Employee / Supervisor** Login Mode. Not Applicable for **Administrator** Login Mode.

e-Office

This module will send the password to your registered email (Only applicable to Employee, Not applicable to Subadmin/Admin). Please key in the Company Code, User ID, Registered Email

Company Code :

Login ID :

Email :

User must key in **Company Code**, **Login ID** and **Email** to retrieve password. Then, click **[Retrieve]**. (Email will send to user registered email address)

Employee / Supervisor Main Page

1. Home

1.1 Bulletin Board

Memo, messages or bulletin which posted / updated by Admin user/HR Department officer/E-Office administrator

**DEMO2011**
Login as : ALI BIN ABU (A001)
14/08/2017

Company : DEMO2011

Current Year : 03/2017

Date :



[Home](#) | [Employee](#) > | [Supervisor](#) > | [Miscellaneous](#) > | [Log Out](#)

Main Page

[Bulletin Board](#) | [My Leave](#) | [Who's On Leave](#) | [Approving Officer](#) | [Public Holiday](#) | [E-Storage](#)



Welcome to HR2000 E-Office System

👍 Try on our new system's features 😊

👍 Enjoy & have a nice day 😊

1.2 My Leave

1.2.1 Leave Entitlement

This grid displays employee leave entitlement and leave type that had been attached. All leave entitlement calculation is up to date automatically.

For **Leave Entitlement** Computation, click on [\(Click Here for Calculator\)](#)

This module allow employee to self-check on the leave entitlement calculation.

Main Page

Bulletin Board **My Leave** Who's On Leave Approving Officer Public Holiday E-Storage

Leave Entitlement [\(Click Here for Calculator\)](#)

Records: 1 - 9 of 9 - Pages: 1

Leave Type	Leave Description	Leave Bring Forward	Leave Entitlement	Leave Burn	Leave Adjustment	Leave Taken	Leave Balance
AL	ANNUAL LEAVE	0.00	16.00	0.00	0.00	0.00	16.00
CPL	COMPASSIONATE LEAVE	0.00	3.00	0.00	0.00	0.00	3.00
HL	HOSPITALIZATION LEAVE	0.00	38.00	0.00	0.00	0.00	38.00
MTL	MATERNITY LEAVE	0.00	60.00	0.00	0.00	0.00	60.00
NPL	NON PAY LEAVE	0.00	0.00	0.00	0.00	0.00	0.00
PTL	PATERNITY LEAVE	0.00	1.00	0.00	0.00	0.00	1.00
RL	REPLACEMENT LEAVE	0.00	0.00	0.00	0.00	0.00	0.00
SL	SICK LEAVE	0.00	22.00	0.00	0.00	0.00	22.00
TIME OFF	Time Off	0.00	1.00	0.00	0.00	0.00	1.00

Records per page: All Records: 1 - 9 of 9 - Pages: 1

Leave Calculator

Choose the Year / Month and Leave Type

Calculate Until: 2017 September

Leave Type: AL - ANNUAL LEAVE

Calculate

Detail

Calculate Method: Leave Earn Until December

Rounding Method: Round Nearest to 1.00

Hire Date: 01/01/1988

Resign Date:

Leave Entitlement

Level	Service Year From	Service Year To	Entitled Day
1	0.00	2.00	12.00
2	2.01	5.00	14.00
3	5.01	99.00	16.00

Calculation / Formulae

Service Year Calculation From (01/01/1988 to 01/01/2017) = (Month + (Day / Day In a Month))/12 = 348.032 / 12 = 29.01 : (Entitle[A] Day :- 16)

Month Calculation From (01/01/2017 to 31/12/2017) = (Month + (Day / Day In a Month)) = 12

FORMULAE

= (Entitle[A] * Month Calculation) / 12

= (16 * 12) / 12

= 16 = 16

1.2.2 Upcoming Leave Status

This grid displayed employee upcoming leave application status such as Approved, Pending, Rejected or Cancelled.

For Pending application, employee still can cancel application by click on **[Withdraw]**.

For Approved application, employee can request to cancel by click on **[Request Cancel]**.

For **Upcoming Leave Status** in Calendar View Format, click on [\(Click Here for Calendar View\)](#)

Upcoming Leave Status [\(Click Here for Calendar View\)](#)

Trx N°	Leave Type	Leave Description	Date Apply	From	To	Total	Reason	Status	
1657083	AL	ANNUAL LEAVE	30/10/2015	06/11/2015	06/11/2015	1.00	Testing for GEA	Pending	<button>Withdraw</button>
4139690	AL	ANNUAL LEAVE	21/09/2017	02/10/2017	02/10/2017	1.00	Vacation	Pending	<button>Withdraw</button>
4071976	AL	ANNUAL LEAVE	07/09/2017	01/11/2017	03/11/2017	3.00	test	Approved	<button>Request Cancel</button>

Records per page: 500

Calendar View Sample Screen

Calendar View : Show January - December

Filter:

Legend
 Pending
 Approved
 Rejected
 Cancelled

(P) : Pending
 (T) : Taken

August 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31 ★ SL [Approved]	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 ★ AL : [Pending]	19
20	21	22	23	24	25	26
27	28	29	30	31 ★ National Day	1 ★ AL : [Pending]	2

1.3 Who's on Leave

This module displays a name list which filtered by Everyone/ Me Only/ My Subordinates/ My Company/ My Cost Centre/My Department, controlled from Admin setup.

Click **[Show]** to display the name list of staff who are on leave according to the date selection.

1.4 Approving Officer

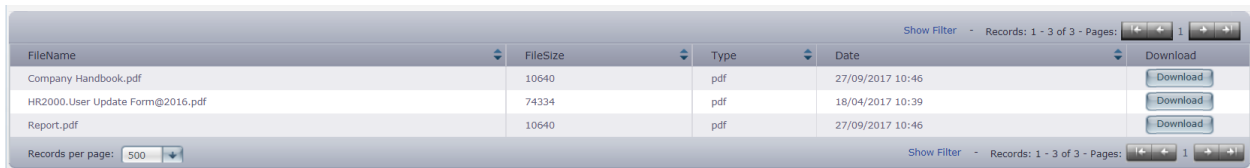
This grid will show approver who going to approve current employee leave application.

1.5 Public Holiday

List of public holiday that granted by company.

1.6 E-Storage

Allow employee to download file(s) which uploaded by admin.



FileName	FileSize	Type	Date	Download
Company Handbook.pdf	10640	pdf	27/09/2017 10:46	Download
HR2000.User Update Form@2016.pdf	74334	pdf	18/04/2017 10:39	Download
Report.pdf	10640	pdf	27/09/2017 10:46	Download

Records per page: 500

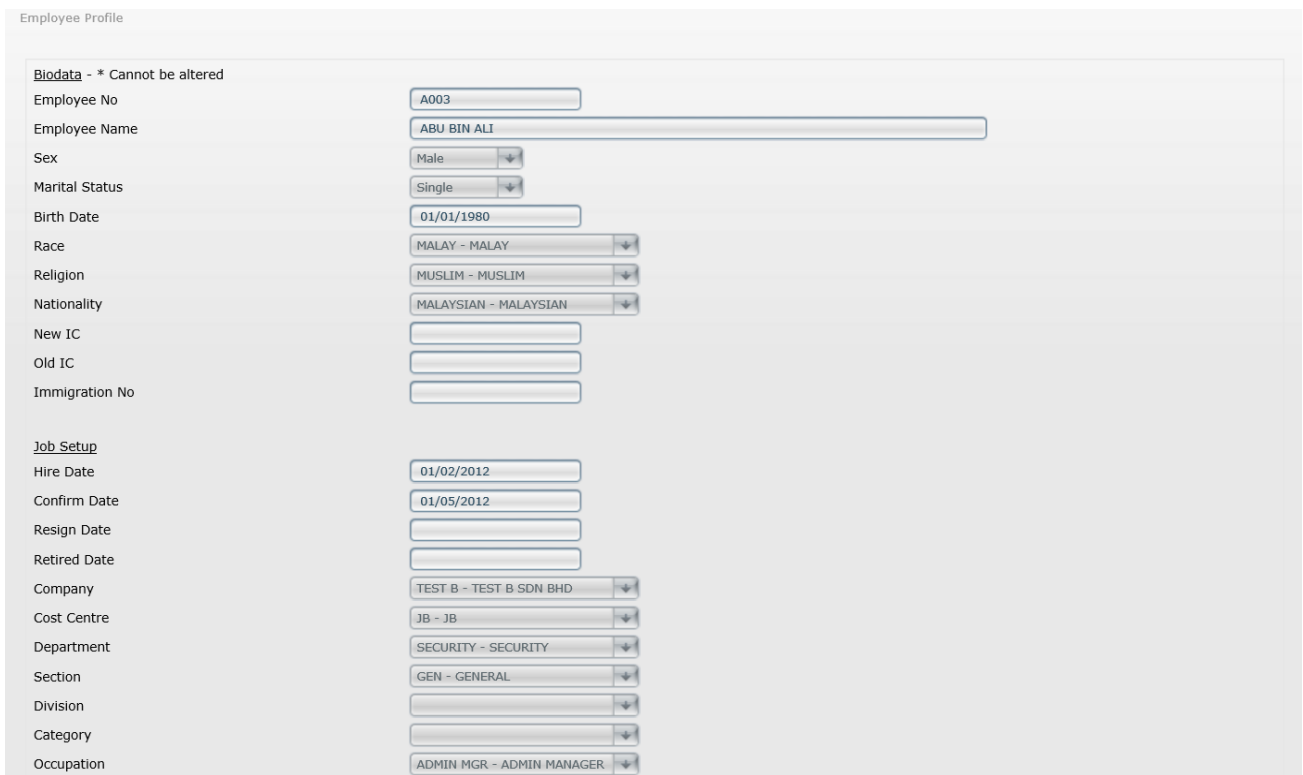
Click on [**Download**] button to download.

2. Employee Menu



2.1 Profile

This module is to view employee personal profile. Only certain info can be change according to the administrator setting.



Employee Profile

Biodata - * Cannot be altered

Employee No: A003

Employee Name: ABU BIN ALI

Sex: Male

Marital Status: Single

Birth Date: 01/01/1980

Race: MALAY - MALAY

Religion: MUSLIM - MUSLIM

Nationality: MALAYSIAN - MALAYSIAN

New IC:

Old IC:

Immigration No:

Job Setup

Hire Date: 01/02/2012

Confirm Date: 01/05/2012

Resign Date:

Retired Date:

Company: TEST B - TEST B SDN BHD

Cost Centre: JB - JB

Department: SECURITY - SECURITY

Section: GEN - GENERAL

Division:

Category:

Occupation: ADMIN MGR - ADMIN MANAGER

Info - * Can be altered

Passport	
Passport Expired Date	
Address	NO. 10, JALAN 10/1C
	SUBANG JAYA
	SELANGOR
Postal	47620
Home Phone	03-5632 9094
Mobile Phone	010-9638527
Email	hr2keo@yahoo.com.my
Cancel	

Hint: Employee unable to change Biodata and Job Setup info. Please do inform the administrator for any changes/update.

Fields that allowed to update/change by Employee (Only if permitted by Administrator)

1. Passport No
2. Passport Expiry Date
3. Address
4. Postal
5. Home Phone
6. Mobile Phone
7. Email

2.2 Change Password

Allow user to change new password.

Hint: Password minimum 6 alphanumeric with mixture of alphabets and digits

Password Setup

Change Password

Login as	A003
New Password	
Confirm Password	
Save Cancel	

STEPS:

1. **Login As** using employee login ID.
2. Enter the new password and confirm again password.
3. Click **[Save]**

2.3 E-Leave Module

2.3.1 Leave Application

This module allows employee to apply leave.

Period Year : 2017

Leave Type : AL - ANNUAL LEAVE

Balance : 4.00

From : 24/08/2017 To : 24/08/2017

Number of day(s) : 1

Reason : test

Back Next Reset

Additional C.C Email : Type to search Add

Date	Description	Type	Day	Period
24/08/2017	Thursday		1	Full

Attachment : [no files selected] Browse

Back Submit Cancel

STEPS:

1. Choose **Leave Type** from the drop-down list.
2. Check on leave balance.
3. Choose date **From**, and **To**.
4. Type in the reason.
5. Click **[Next]**, list of selected date(s) will be displayed.
6. Under column's **Day**, choose **0** or **1.0**; **Period** – **Full**. For **0.5** day; **Period** - **AM**, **PM**.
Hint: Eg. (Day = 1.0; Period = Full) or (Day = 0.5; Period = AM, or PM) or Day = 0; Period = Blank)
7. Click **[Browse]** to attach file. (Eg: Medical Certificate)
8. Click **[Submit]**

2.3.2 Time Off Application

This module allows employee to apply Time Off, which standard to 2 hour (0.25 unit) for each application.

Time Off Application

Period Year : 2017

Leave Type : AL - ANNUAL LEAVE

Date : 03/10/2017

Number of day(s) : 1

Reason : Time Off

Back Next Reset

Attachment :

Time Off Application

Period Year : 2017

Leave Type : AL - ANNUAL LEAVE

Date : 03/10/2017

Number of day(s) : 0.25

Reason : [TIME OFF] Time Off

Attachment : [no files selected] Browse

Date	Description	Type	Hours	Period
03/10/2017	Tuesday		2 hour	AM

Back Submit Cancel

STEPS:

1. Choose **Leave Type** from the drop-down list.
2. Choose **Date**
3. Type in the reason.
4. Click **[Next]**, selected date will be displayed.
5. Choose **Period** to **AM**, or **PM**.
6. Click **[Submit]**

2.3.3 Leave History

This module allows employee to view personal leave application or leave adjustment history within current year.

Year : 2017

Leave Type : All

Leave History

Show Filter - Records: 1 - 2 of 2 - Pages: 1

Drag a column header here to group by that column.

Trx No.	Type	Date Apply	From	To	Day(s)	Reason	Status
3945720	AL	07/08/2017	17/08/2017	17/08/2017	1.00	test	Pending
3946430	AL	07/08/2017	24/08/2017	24/08/2017	1.00	test	Approved

Records per page: 10

Show Filter - Records: 1 - 2 of 2 - Pages: 1

Leave Adjustment Info

Show Filter - Records: 1 - 2 of 2 - Pages: 1

Drag a column header here to group by that column.

Leave Code	Adj Date	Day(s)	Reason	Remark
AL	08/08/2017	1.00	leave adjustment	
AL	09/08/2017	1.00	II	

Records per page: 10

Show Filter - Records: 1 - 2 of 2 - Pages: 1

STEPS:

1. Choose **Year** and **Leave Type**.
2. Click on **Trx No.** to view leave application detail.

Leave Detail

Leave Type :	AL - ANNUAL LEAVE
Status :	Approved
ApplyDate :	29/05/2017
From :	16/06/2017 To 16/06/2017
Number of day(s) :	1.00 Click here for more info
Reason :	
Cancellation Reason :	
Admin Remark :	
Clinic / Hospital	
Claims Code	
Receipt No	
Claims Amount	0.00
Attachment :	Download Attachment
	Back

Supervisor Action History

[Leave Application]

Drag a column header here to group by that column.

No	Name	Status	Action	Remark
002	Penny testing	Approved	29/05/2017	

[Show Filter](#) - Records: 1 - 1 of 1 - Pages: [1](#)

[Leave Cancellation Request]

Drag a column header here to group by that column.

No	Name	Status	Action	Remark
002	Penny testing	Cancelled	29/05/2017	Leave cancellation requested

[Show Filter](#) - Records: 1 - 1 of 1 - Pages: [1](#)

3. Sample **Leave Detail** above displayed the leave info detail & editing is not allowed.
4. **Supervisor Action History** column, employee able to check/view action taken by supervisor on the leave application.

2.3.4 Report

This module allows user to preview leave reports, and export into **Excel**, **Word** or **PDF**.

Leave Report

Leave Report
Hints : Allows user to preview leave report and export into Excel, Word or PDF.

Reminder
- Please disable/turn off pop up blocker.

Leave Report

Report	Leave Detail Report
Leave Type :	All Leave
Format	Report Type
Selected Year	
Date Range	01/01/2017 31/12/2017

[Preview](#)

STEPS:

1. Select **Report**, Eg: **Leave Detail Report**
2. Select one **Leave Type**, or all leave type.
3. [Tick] ☒ certain status. Eg: **Pending**, **Approved**, **Rejected**, **Cancelled**.
4. In column of **Format**, choose either **Report Type**, or **Grid Type**.
5. Select **Date Range**.
6. Click [**Preview**] to view report.

2.4 E-Claim Module

2.4.1 Draft : Claim Application

This module allows employee to add in claim from - Draft: Claim Application

Draft : Claim Application

Period Year : 2017

Claim Type : Travelling Claim

Date of Claim : 02/08/2017

Client Name / Location / Remark : ABC SDN BHD

Key in Kilometre : 60

Car

Mileage	Amount (GST/Non GST)	GST Amount	GST ID	Tax Invoice
36.00	0.00			
0.00	0.00			
0.00	0.00			
0.00	0.00			
0.00	0.00			
0.00	0.00			
0.00	0.00			
0.00	0.00			
0.00	0.00			
0.00	0.00			
0.00	0.00			

Claims Total Amount 36.00

Attachment : [no files selected] [Browse](#)

[Save](#) [Cancel](#)

Best view in Chrome & Internet Explorer 11.0 or latest at resolution 1280 x 800 pixels
Copyright © HR 2000 Sdn Bhd. All rights reserved.

STEPS:

1. Choose **Claim Type** from the drop down list.
2. Key in **Date of Claim** and **Client's Name/ Location/ Remark**.
3. Key in amount for applicable claim item.
4. Click **[Browse]** to attach receipt.
5. Click **[Save]**

2.4.2 Draft : Claim Editing

This module allows employee to Edit or Delete the draft.

Draft : Claim Editing

Show Filter - Records: 1 - 1 of 1 - Pages: 1

Drag a column header here to group by that column.

Trx No.	Claim Type	Date Claim	Month	Total	Remark	Status	Info
3345407	Travel	08/08/2017		36.00	ABC SDN BHD	Draft	More info...

Records per page: 10

Show Filter - Records: 1 - 1 of 1 - Pages: 1

Best view in Chrome & Internet Explorer 11.0 or latest at resolution 1280 x 800 pixels
Copyright © HR 2000 Sdn Bhd. All rights reserved.

Claim Detail

Claim Type : Travelling Claim

Claim Period : 2017 August

Status : Pending

Client Name / Location / Remark : ABC SDN BHD

Claim Date : 08/08/2017

Created : 27/09/2017

Submission :

36.00 Car

Mileage	Amount (GST/Non GST)	GST Amount	GST ID	Tax Invoice
	21.60	0.00		
	0.00	0.00		
	0.00	0.00		
	0.00	0.00		
	0.00	0.00		
	0.00	0.00		
	0.00	0.00		
	0.00	0.00		
	0.00	0.00		
	0.00	0.00		
	0.00	0.00		
	0.00	0.00		
	0.00	0.00		
	0.00	0.00		

Claims Total Amount : 21.60 0.00

Attachment : [Download Attachment](#)

Save Delete Cancel

Supervisor Action History

No	Name	Status	Action	Remark
There are no records available.				

Records: 0 - 0 of 0 - Pages: 1

STEPS: (Claim Editing)

1. Click on **Trx No.** to Edit the draft.
2. Update/Change necessary information in Claim Detail.
3. Click **[Save]**

STEPS: (Claim Deletion)

1. Click on **Trx No.** to Edit the draft.
2. Check the Claim Detail
3. Click **[Delete]**

2.4.3 Monthly Claim Submission

This module will submit drafts to approver for necessary action according to submission month. Employee is allowed to submit ONCE only & no further submission within same month.

Monthly Claim Submission

Claim Listing

Show Filter - Records: 1 - 1 of 1 - Pages: 1

Drag a column header here to group by that column.

Trx No.	Claim Type	Date Claim	Month	Total	Remark	Status	Info
4160243	Travel	08/08/2017		21.60	ABC SDN BHD	Draft	More info...

Records per page: 10

Show Filter - Records: 1 - 1 of 1 - Pages: 1

Submit claim for Period : 2017 September

WARNING : You are allowed to submit ONLY once every month. No further submission shall be allowed for the month after submitting.

Best view in Chrome & Internet Explorer 11.0 or latest at resolution 1280 x 800 pixels
Copyright © HR 2000 Sdn Bhd. All rights reserved.

STEPS:

1. Choose the Year and the Month from drop down list at the **Submit claim for Period**.
2. Click **[Submit]**

2.4.4 Claim History

This module displayed status and details for each claim record.

Claim Detail Listing

Year : 2017

Claim Type : All Claim

Claim History

Show Filter - Records: 1 - 1 of 1 - Pages: 1

Drag a column header here to group by that column.

Trx No.	Claim Type	Date Claim	Month	Total	Remark	Status	Info
3945407	Travel	08/08/2017		36.00	ABC SDN BHD	Draft	More info...

Records per page: 10

Show Filter - Records: 1 - 1 of 1 - Pages: 1

Best view in Chrome & Internet Explorer 11.0 or latest at resolution 1280 x 800 pixels
Copyright © HR 2000 Sdn Bhd. All rights reserved.

Claim Detail

Claim Type : Travelling Claim

Claim Period : 2017 October

Status : Approved

Client Name / Location / Remark : ABC SDN BHD

Claim Date : 08/08/2017

Created : 26/09/2017

Submission : 26/09/2017

60.00 Car

Amount (GST/Non GST)	GST Amount	GST ID	Tax Invoice
36.00	0.00		
0.00	0.00		
0.00	0.00		
0.00	0.00		
0.00	0.00		
0.00	0.00		
0.00	0.00		
0.00	0.00		
0.00	0.00		
0.00	0.00		

Claims Total Amount : **36.00**

Attachment : [Download Attachment](#)

STEPS:

1. Choose the **Year** and **Claim Type**.
2. Click on **Trx No**.
3. Record only can be viewed.
4. **Supervisor Action History** column, employee able to check/view action taken by supervisor on the claim application.

2.4.5 Report

This module allows user to preview claim reports, and export into **Excel**, **Word** or **PDF**.

Claim Report

Hints : Allows user to preview leave report and export into Excel, Word or PDF.

Reminder
- Please disable/turn off pop up blocker.

Claim Report

Report: Claim Detail Listing

Claim type : Travelling Claim

☐ Pending ☒ Approved ☐ Rejected ☐ Cancelled

Format: Report Type

Selected Year:

Date Range: 01/01/2017 31/12/2017

Sorting: Employee No

Preview

STEPS:

1. Select **Report**, Eg: **Claim Detail Report**
2. Select one **Claim Type**.
3. [Tick] ☒ certain status. Eg: **Pending**, **Approved**, **Rejected**, **Cancelled**.
4. In column of **Format**, choose either **Report Type**, or **Grid Type**.
5. Select **Date Range**.
6. Click [**Preview**] to view report.

2.5 E-WebSpace Module

This module allows employee to view or download E-payslip, E-CP8A/E-CP8C and E-PCB2 in pdf format.

E-WebSpace

Show Filter - Records: 1 - 7 of 7 - Pages: 1

FileName	FileSize	Type	Date	Download	View
001.2012-04-End Month.epayslip.pdf	14910	pdf	23/09/2014 15:53	Download	View
001.2014-03-End Month.cp8a.pdf	11864	pdf	08/09/2014 16:04	Download	View
001.2014-03-End Month.epayslip.pdf	328121	pdf	08/09/2014 16:03	Download	View
001.2014-03-End Month.pcb2.pdf	10889	pdf	08/09/2014 16:05	Download	View
001.2015-04-End Month.epayslip.pdf	7909	pdf	12/01/2016 11:49	Download	View
001.2016-08-End Month.epayslip.pdf	10001	pdf	27/07/2016 14:48	Download	View
001.2016-12-End Month.epayslip.pdf	8850	pdf	20/10/2016 16:02	Download	View

Records per page: 500 Show Filter - Records: 1 - 7 of 7 - Pages: 1

3. Supervisor Menu

3.1 E-Leave Module

3.1.1 Approve/Reject

This module is for Approver to Approve/Reject the leave.

Subordinate Leave Application Listing

The following PENDING Leave Applications requires your immediate action.

Pending Application

Show Filter - Records: 1 - 1 of 1 - Pages: 1

Drag a column header here to group by that column.

Trx No.	Employee ID	Employee Name	Leave Type	Date Apply	From	To	Day(s)	Status
4139690	001	Employee	AL	21/09/2017	02/10/2017	02/10/2017	1.00	Pending

Records per page: 500 Show Filter - Records: 1 - 1 of 1 - Pages: 1

The following LEAVE CANCELLATION requires your immediate action.
Warning: Below records have already been APPROVED !

Cancellation Requests

Show Filter - Records: 1 - 2 of 2 - Pages: 1

Drag a column header here to group by that column.

Trx No.	Employee ID	Employee Name	Leave Type	Date Apply	From	To	Day(s)	Status
4071875	001	Employee	AL	07/09/2017	21/09/2017	21/09/2017	0.50	Approved
3707133	001	Employee	AL	05/06/2017	27/07/2017	27/07/2017	1.00	Approved

Records per page: 500 Show Filter - Records: 1 - 2 of 2 - Pages: 1

Approver will receive an email as the sample below once the subordinate applied leave. Action can be taken by clicking on the provided link.

From: admin@iloginhr.com [mailto:admin@iloginhr.com]
Sent: Monday, 7 August, 2017 4:27 PM
To: support@hr2000.com.my
Cc: admin@iloginhr.com
Subject: Action Required : Leave Application From Employee-Employee
Importance: High

Dear Approver (Approver)

Below are the details of Employee Leave Application generated from HR E-Office Management System.

Company : DEMO2011
Employee : Employee - Employee
Company :
Cost Centre:
Department :
Section :
Division :
Leave Type : AL - ANNUAL LEAVE
Leave Days : 1
Leave Date : 24/08/2017 - 24/08/2017
Reason : test

Your immediate action is required.

To Approve/Reject, click :

<https://www.iloginhr.com/EOOffice/SupervisorMailARDv1.aspx?Hash=343f3c3b393b3e3c4f535a5f414242455883858486937e815c8e8d928e9886965659595e5b635c&Server=eOfficeS1>

Please do not reply this system auto generated e-mail. Please refer to HR Department for any enquiries.

Thank You

This module is for Approver to Allow Cancellation/Reject Cancellation thru Cancellation Requests.

Subordinate Leave Cancellation Request Detail (Action Required)

Application

Employee Profile

Period Year : 2017
 Employee Number : 001
 Employee Name : Employee

Employee Leave Info

Leave Type : AL - ANNUAL LEAVE
 Current Status : Approved
 Balance : 6.00
 ApplyDate : 05/06/2017
 From : 27/07/2017 To : 27/07/2017
 Number of day(s) : 1.00 [Click here for more info](#)
 Cancellation Reason :
 Attachment : Download Attachment

[Click here to view your subordinate On Leave Listing](#)

Action : ☐ Allow Cancellation ☐ Reject Cancellation

Supervisor Remark :
 Confirm Cancel

No	Name	Status	Action	Remark
There are no records available.				

Records: 0 - 0 of 0 - Pages: 1

STEPS:

1. Click on **Trx No.** to view the details of the application.
2. For Action, choose in between **Allow Cancellation** or **Reject Cancellation**.
3. Key in necessary remark in Supervisor Remark.
4. Click **[Confirm]**

3.1.2 Subordinate Leave Entry

This module allows Approver to add in the leave record.

Employee Listing

☒ Show Active Employee Only

Show Filter - Records: 1 - 1 of 1 - Pages: 1

Employee No	Employee Name	Company	Department	Hire Date	Resign Date	Status
Employee	Employee			01/01/2015		Active

Records per page: 500

Show Filter - Records: 1 - 1 of 1 - Pages: 1

Employee Profile

Period Year : 2017
Employee Number : Employee
Employee Name : Employee

Year : 2017
Please select a Leave Type : All
Add

Trx No.	Type	Date Apply	From	To	Day(s)	Reason	Status
3945720	AL	07/08/2017	17/08/2017	17/08/2017	1.00	test	Pending
3946430	AL	07/08/2017	24/08/2017	24/08/2017	1.00	test	Pending

Records per page: 500

Employee Profile

Period Year : 2017
Employee Number : Employee
Employee Name : Employee

Leave Type : AL - ANNUAL LEAVE
Status : Approved
Balance : 4.00
From : 28/08/2017 To : 28/08/2017
Number of day(s) : 1
Reason : leave

Date	Description	Type	Day	Period
28/08/2017	Monday		1	Full

Notification to Employee And CC to Supervisor

Attachment : [no files selected] Browse

Back Save Cancel

STEPS:

1. Click on Employee No from the Employee Listing.
2. Click **[Add]** to create new record.
3. Choose **Leave Type** from the drop-down list.
4. Check the leave balance.
5. Choose date **From** and **To**.
6. Type in the reason.
7. Click **[Next]**, list of selected date(s) will be displayed.
8. Under column's **Day**, choose **0** or **1.0**; **Period** – **Full**. For **0.5** day; **Period** - **AM, PM**
Hint: Where, Day = 1.0; Period = Full. Where, Day = 0.5; Period = AM, or PM. Where, Day = 0; Period = Blank.
9. Click **[Submit]**

3.1.3 Subordinate Leave Adjustment Entry

This module allows Approver to do leave adjustment for the subordinates.

Employee Listing

☒ Show Active Employee Only

Employee No	Employee Name	Company	Department	Hire Date	Resign Date	Status
Employee	Employee			01/01/2015		Active

Records per page: 500

Employee Profile

Period Year : 2017
Employee Number : Employee
Employee Name : Employee

Year : 2017
Please select a Leave Type : AL - ANNUAL LEAVE

Drag a column header here to group by that column.

Trx No.	Date	Trx Year	Day(s)	Reason	Remark
There are no records available.					

Records per page: 10

Leave Adjustment Entry

Number of day : 1
Reason : leave adjustment

Add Cancel Reset

STEPS:

1. Employee Listing, click on **Employee No.**
2. Select **Leave Type** from the drop down list. Eg: Annual Leave
3. Key in **Number of day**. Enter positive value to increase the leave or negative value to decrease.
4. Key in the reason
5. Click **[Add]**

3.1.4 Report

This module allows approver to preview leave reports, and export into **Excel, Word** or **PDF**.

Leave Report
Hints : Allows user to preview leave report and export into Excel, Word or PDF.

Reminder
- Please disable/turn off pop up blocker.

Leave Report

Report : Leave Entitlement Report

Leave Type :
Format :
Selected Year :
Date Range :
Active Within :
Sorting :
Employee No :
Employee Name :
Company :
Cost Centre :
Department :

Leave Entitlement Report
Leave Detail Report
Leave Adjustment Report
Leave Analysis Report

31/12/2017

Type to search

STEPS:

1. Select **Report**, E.g. **Leave Detail Report**
2. Select one **Leave Type**, or all leave type.
3. [tick] ☒ certain status, or all status. E.g. **Pending, Approved, Rejected, Cancelled**.
4. In column of **Format**, choose either **Report Type**, or **Grid Type**.

Hint of Report format:

Report Type	:	This report type can export to Excel, Word or PDF without Grouping sorting.
Grip Type	:	This report type can export to Excel, Word or PDF with Grouping sorting; such as Company, Cost Centre, Department, Section, Division, and Category .

5. Select year /month to show entitlement report as at the **Selected Year** and month.
6. Select **Date Range**

7. Select employees that **Active Within** the selected date range.
8. Select the query range for example, Department: Acct - Admin to use as filter for particular group of employees only.
9. Then, click **[Next]**.
10. [tick] ☒ those employee that user would like to generate in report. Then, click **[Preview]** to view report.

3.2 E-Claim Module

3.2.1 Approve/Reject

This module is for Approver to Approve/Reject the claim.

Employee Listing
 The following PENDING Claim Applications requires your immediate action.

Employee No	Employee Name	Company	Department	Year	Month	Hire Date	Resign Date	Claim
001	SITI	BW	HR	2017	09	01/08/2012		4

Records per page: 500

Employee Profile
 Period Year : 2017
 Employee Number : 001
 Employee Name : SITI

Claim Listing

Trx No.	Date Claim	Year	Month	Claim Type	Total	Remark	Info	Select	Download
4006300	23/08/2017	2017	09	Travel	70.00	test2	More info...	☒ Approve ☐ Reject	Download
4006282	22/08/2017	2017	09	Travel	35.00	test	More info...	☒ Approve ☐ Reject	Download
4006316	09/08/2017	2017	09	Travel	7.00	test	More info...	☒ Approve ☐ Reject	Download
4006402	09/08/2017	2017	09	Travel	140.00	test3	More info...	☒ Approve ☐ Reject	Download

Records per page: All

Back Save

STEPS:

1. Employee Listing listed all subordinate name list and claim column will showed the total claim record.
2. Click on **Employee No**
3. Click on each **Trx No.** to view the claim detail
4. Choose **Approve** or **Reject**
5. Click **[Save]**

Approver will receive an email as the sample below once the subordinate submit claims thru Monthly Claim Submission. The provided link will direct approver to e-office login page and login is required before any action can be taken.



eo hr2000@gmail.com

bengwee@hr2000.com.my; eo hr2000@gmail.com

5:35 PM

Action Required : Claim Application From 001-SITI

This message was sent with High importance.

Dear Fione (002)

Below are the details of Employee Claim Application generated from HR E-Office Management System.

Company : DEMO_BWE

Employee : 001 - SITI

Your immediate action is required.

To Approve/Reject, click :

<https://www.iloginhr.com/EOOffice/Login.aspx?>

[CM=Y&CompanyCode=DEMO_BWE&EmployeeNo=001&SupervisorNo=002&Server=eOfficeS1&Year=2017&Month=10&Hash=3b3a3c3d4b4f565b6a5064553f4242444348464c4b534f](https://www.iloginhr.com/EOOffice/Login.aspx?CM=Y&CompanyCode=DEMO_BWE&EmployeeNo=001&SupervisorNo=002&Server=eOfficeS1&Year=2017&Month=10&Hash=3b3a3c3d4b4f565b6a5064553f4242444348464c4b534f)

Please do not reply this system auto generated e-mail. Please refer to HR Department for any enquiries.

Thank You

3.2.2 Subordinate Claim Listing

This module listed subordinate's claim according to Year and Claim Type selection.

Employee Profile	
Period Year :	2017
Employee Number :	001
Employee Name :	SITI

Year :	2017
Please select a Claim Type	All Claim

Trx No.	Claim Type	Date Claim	Year	Month	Total	Remark	Status	Info
4006300	Travel	23/08/2017	2017	09	70.00	test2	Pending	More Info...
4006282	Travel	22/08/2017	2017	09	35.00	test	Pending	More Info...
3945881	Travel	10/08/2017	2017	08	35.00	test	Rejected	More Info...
4006316	Travel	09/08/2017	2017	09	7.00	test	Pending	More Info...
4006402	Travel	09/08/2017	2017	09	140.00	test3	Pending	More Info...
4158026	Travel	08/08/2017	2017	10	36.00	ABC SDN BHD	Approved	More Info...
4160243	Travel	08/08/2017			21.60	ABC SDN BHD	Draft	More Info...
3770281	Travel	01/06/2017	2017	08	210.00	test	Approved	More Info...
3600519	Medical	03/05/2017	2017	05	100.00	test	Approved	More Info...

Records per page: 10

STEPS:

1. Click on **Employee No**
2. Select **Claim Type** from the drop down list.
3. Point to **More Info...** to view the claim detail.

3.2.3 Report

This module allows approver to preview Claim reports, and export into **Excel, Word or PDF**.

Claim Report
Hints : Allows user to preview leave report and export into Excel, Word or PDF.

Reminder
- Please disable/turn off pop up blocker.

Claim Report

Report

Claim type :

Format

Selected Year

Date Range

Active Within

Sorting

Employee No

Employee Name

Claim Entitlement Report

Monthly Claim Taken Information

Claim Detail Listing

Cancelled

31/12/2017

Type to search

Type to search

STEPS:

1. Select **Report**, Eg: **Claim Detail Listing**
2. Select one **Claim Type**.
3. [Tick] ☒ certain status. Eg: **Pending, Approved, Rejected, Cancelled**.
4. In column of **Format**, choose either **Report Type**, or **Grid Type**.

Hint of Report format:

Report Type	:	This report type can export to Excel, Word or PDF without Grouping sorting.
Grid Type	:	This report type can export to Excel, Word or PDF with Grouping sorting; such as Company, Cost Centre, Department, Section, Division, and Category .

5. Select **Date Range**.
6. Select employees that **Active Within** the date range.
7. Select the query range for example, Department: Acct – Admin to use as filter for particular group of employee only
8. Then, Click **[Next]**
9. [Tick] ☒ those employee that user would like to generate in report. Then, Click **[Preview]** to view report.

4. Miscellaneous

4.1 Manual

This module allows employee to download **Employee/Supervisor Manual** (PDF), Click on **[Download]** .

Download File

File Name	Download
Employee / Supervisor Manual	