

# HR2000 e-Office

## Web-Based



HR2000 e-Office is a web based Employee Self-Service (ESS) system that simplifies the process flows of planning, applying and approving of leave.

Handling all types of leaves, it empowers your employee and department heads to self-manage leave application and approval flow anywhere anytime, anywhere, whether in the headquarters or its group of companies/subsidiaries all over the world.

You can save time without messy forms, improve employees' satisfaction, and reduce administrative cost.

**Building a Self  
Service Culture  
that Works...**



### After Sales Services



Hotline & E-mail Support

Software Updates

Remote PC support @ **TeamViewer**



#### → Leave application & approval anytime & anywhere

Application & approving processes are notified via e-mail on every application status. Supports both *internet* & *intranet* environment.

#### → Instant information Retrieval & Updating

Leave balances & entitlement info is available in system. No monthly processing required !

#### → Reduce overhead cost & Reduce HR work load

Employees can self-check leave balances and amend personal information such as Email address, contact number and home address. Managing multiple branches leave is centralized, simplified and up-to-date as leave records are updated instantly upon approval.

#### → Multi Level Leave Approval

Delegate up to 5 levels of leave approval.

#### → Leave Planning

Leave application can now be pre-approved for leave planning.

#### → E-mail notification

Applicants and approvers are constantly updated on each application status via e-mail

#### → Immediate deployment of system

Activate your account in **www.ILogInHR.com** within minutes and you are ready to implement E-Office !

#### → Low investment in hardware & software licenses

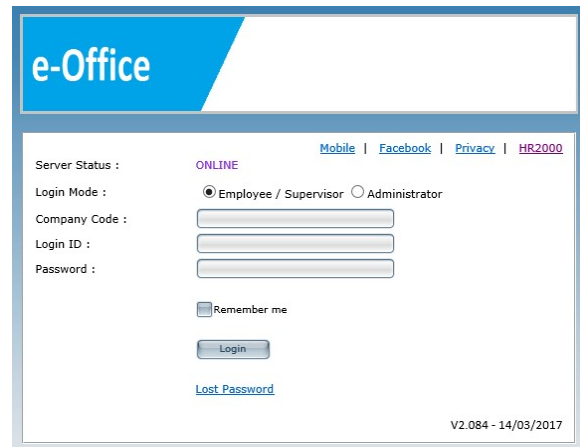
- **www.ILogInHR.com** is an ASP Model (portal based)
- NO investment on server hardware, MS SQL license, hiring support staffs, yearly DOT COM & web hosting fees
- Automated & regular backup done by HR2000
- Immediate response support time when encounter problems as no onsite support is required
- 99.5% server guarantee up time

#### → No worries about support & maintenance

**www.ILogInHR.com** is securely hosted and maintained by HR2000 technical staffs. Access to the server is made available 24 hours/7Days.

# How it Works

- Applicant LOGIN to apply leave & check balances
- Supervisor is notified on *new application* via e-mail
- Supervisor LOGIN to approve or reject application
- Applicant is notified on *application status* via e-mail



## E-OFFICE FEATURES

### 1. Employee Features

- ✔ Login password security
- ✔ Change Password & Lost Password function
- ✔ Apply Leave (with option to attach scanned medical certs')
- ✔ Cancel Leave
- ✔ View leave history in Listing & Calendar format
- ✔ Modify personal detail (bio-data, e-mail, address, phone)
- ✔ View leave entitlement, leave approving supervisors, company declared holidays, company announcements
- ✔ Apply Leave on Behalf of other Employees
- ✔ View other staffs on leave



### 2. Supervisor Features

- ✔ Approve or Reject sub-ordinate leave application via e-mail notification and website login
- ✔ View leave approve/reject transaction history
- ✔ Print sub-ordinate leave taken report
- ✔ Print sub-ordinate leave approved/rejected/pending report

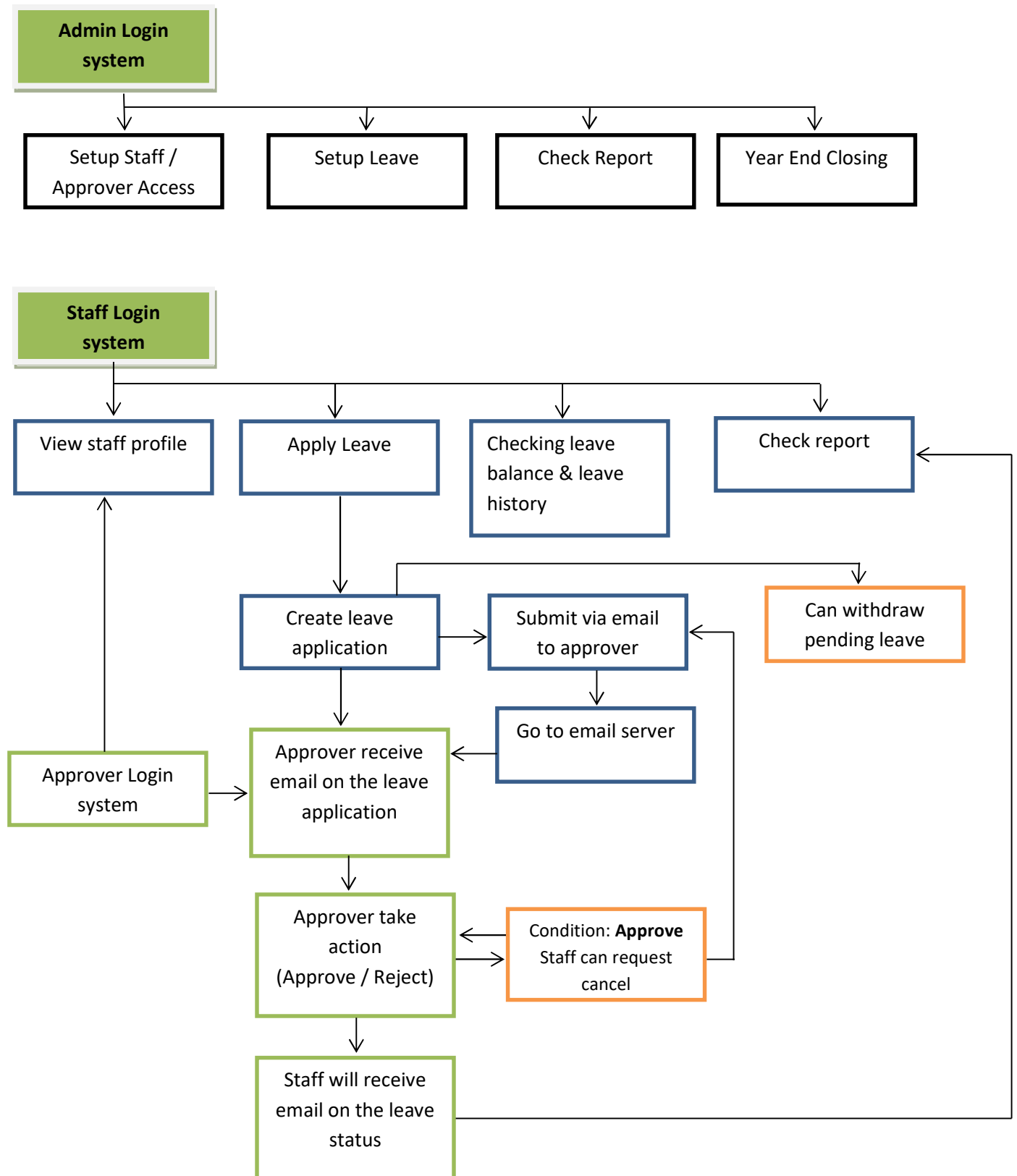
### 3. ADMINISTRATOR Features

- ✔ Setup Company Profile, System Period, Public Holiday and company rest days
- ✔ Setup Employee & Supervisor access control
- ✔ Setup table-of-codes such as department, category, occupation, nationality, religion and race codes
- ✔ Setup leave type (eg. Annual leave, sick leave, maternity leave, study leave, etc)
- ✔ Setup leave entitlement groups
- ✔ Configure employee access to system, leave approval flow, and leave entitlement computation
- ✔ Modify employee leave records & adjustment records
- ✔ Batch entry feature to enter company compulsory or "forced" leave
- ✔ Print report on leave entitlement, taken, pending & rejected

## 4. Other Features:

- Supports **Multi-Company** and **various State Holidays**  
*Supports unlimited company creation and various state holidays.*
- **Leave Entitlement**  
*Auto-computation of leave entitlement, carry-forward, cross-year handling and leave balances. No monthly processing required !*
- Advance **Leave Ruling**  
*Included controls such as back dated application, over taken, maximum days per application, block last minute application, leave cancellation, auto-redirect leave type when insufficient balance, enforce to use only leave earned from previous year, and back-door replacement leave entry by ADMIN users.*
- **Leave Approval** methods – ie. Hierarchy / Any-of-Below / All-of-Below  
*3 types of approval methods with up to 5 levels of approvers.*
- **Attach Medical Certificates** (MC) during leave application (e.g. file docx,pdf,xlsx,jpg,png,bmp,etc)  
*Applicants may attach supporting documents during leave application.  
Maximum size allowed is 5 MB for each file attachment.*
- **Calendar View** to display leave taken in calendar format  
*A simple 2D calendar view of employees leave transactions such as pending, approved, rejected or cancelled.*
- Apply **half day** (am/pm) or full day leave, and **Time-Off** application  
*Employees may apply half day, full day or hourly Time-offs.  
Setting is available to allow or block half day and time-off application by individual types of leave.*
- **E-mail Alert** during application process  
*Email alert to all relevant parties on leave application / approval / rejection.*
- Employee may **apply on behalf**  
*Employee may initiate leave application on behalf of other employees*
- Employee may **notify colleagues** using cc e-mail option during application  
*Notifying colleagues when applying leave is made easy using e-mail broadcast method*
- Display company **logo & banner**, and **employee photo**  
*Customize your own login screen with your company logo, background banner and upload employee photos to enhance your corporate image*
- Display company **E-Bulletin board** for brief summary announcements  
*Update your company brief announcements periodically into EOFFICE. This message is visible within employee main page.*
- Upload company documents using **E-STORAGE module** (e.g. file docx,pdf,xlsx,jpg,png,bmp,etc)  
*Upload and share your company documents to employees. These files can be downloaded from within employee main page..*
- **Mobile Login** designed for small screen displays such as mobile phones & tablets (eg. Android, iOS)
- **Lost password** option  
*Employees can easily recover forgotten password by using the lost password option.*
- **E-Mail reminder** for supervisors  
*Supervisors are constantly reminded via email on pending application waiting for their approval.*
- **Upload new employee records from QUICK PAY**  
*Optional module to upload employee master records from QUICK PAY payroll/HR system.*
- **Secure SSL login (https://)**  
*SSL (Secure Sockets Layer) is the standard security technology for establishing an encrypted link between a web server and a browser. This link ensures that all data passed between the web server and browsers remain private and secure from possible hackers.*

# DATA FLOW for EOFFICE e-LEAVE



# Package #1: Portal Based @ [www.iLoginHR.com](http://www.iLoginHR.com)

HR2000 E-OFFICE is installed at **dedicated web server** <http://www.iLoginHR.com>.

Installation works, system maintenance & upgrade, and database backup are fully managed by HR2000 - without any technical hassle from customer side.

## **ADVANTAGES:**

- Allow login from anywhere with internet access
- NO need to invest on server hardware, MS-SQL database license, MS Internet License
- NO need to hire web & server support staffs
- NO cost on yearly DOT COM fees & web space rental fee
- Database backup is done regularly by HR2000
- Faster support response time when encounter problems (no onsite support required)
- Without worrying on electricity fee or hardware replacement costs

## **Portal Based**

- *Included ONE database creation*
- *Included Unmetered disk space & bandwidth*
- *Included Onsite User Training*



Recommended  
Option !

# Package #2: On-site Based @ Customer Own Server

HR2000 E-OFFICE is installed at **customer own server**. Customer is required to invest on server hardware with MS-SQL and MS Internet Licenses. First time installation is managed by HR2000 - while subsequent system upgrade & maintenance is self-managed by customer.

## **NOTES:**

- Require broadband Fixed IP address for outside office login
- Require investment on server hardware, MS-SQL license, MS Internet License
- Require investment to hire own web & server support staffs
- Database backup is done by customer
- Additional cost on electricity fee or hardware replacement (if any)



Require  
customer own IT  
technical  
support



## FREQUENTLY ASKED QUESTIONS

### Q) About iLoginHR.com Server hosted @ Shinjiru [ISO 9001:2008] :

- Dedicated Server: Windows Xeon Dual Hex Core / 64GB RAM / Bandwidth : 1 Gbps
- Server Location : Hosting by Shinjiru @ AIMS Kuala Lumpur, Malaysia
- Windows Server 2019
- MSSQL Web Edition 2019
- **Unmetered** bandwidth & disk space for customer account
- Secure SSL connection (encrypted data transfer)
- Protected & monitored with RAID, Firewall, Antivirus, DDOS Protection, Auto Backup, 24/7 monitoring
- Daily automated database backup to multiple locations
- Software fully managed by HR2000 technicians
- Hardware fully managed by SHINJIRU (hosting) technicians

## Support & Services

- 3 years Free Maintenance
- Hotline & E-Mail support
- Software Updates
- Remote PC support @ **Teamviewer**

**Unmetered  
Bandwidth**

**Unmetered  
Disk Space**

**3 Years  
Free  
Maintenance**

**Q) What are the **tools** used to develop E-Office ?**

E-OFFICE is developed using Microsoft software development products such as VB.NET, ASP.NET, MS SQL, and DotNet Framework. The application and database is designed using 2 tiers layer design.

**Q) Which **package plan** would you strongly recommend ?**

We strongly **recommend Package #1 – Portal Based**. Package #2 is less favorable as it requires customer own technical team to manage/support applications such as IIS, Dotnet Framework, MS SQL configuration, E-mail server settings, and many other web configurations.

**Q) Can I **change plan** from PACKAGE #1 to PACKAGE #2 (vice-versa) ?**

Yes. You can switch packages from Portal to Own server (vice-versa). *Note: System migration fee may apply.*

**Q) How **secure** is HR2000 E-Office ?**

iLoginHR.com website is protected by firewall and using secured HTTPS connection. Server files and databases are backup daily to multiple locations.

**Q) Which **web browsers** are supported by E-OFFICE ?**

E-OFFICE works with most popular desktop browsers such as Microsoft IE, Firefox, Google Chrome, Safari, Opera, etc. Apple IOS may use Safari while Android OS is recommended to use FireFox.

**Q) What are the capacity or limitation of bandwidth & disk space ?**

We do not limit your bandwidth & disk space usage.

**Q) How do we **housekeep** our documents in E-OFFICE server ?**

Option is available to your ADMIN user to upload and delete your server files.

**Q) How long does E-OFFICE server keeps our documents ?**

E-OFFICE server does not automatically remove your documents. You need to manually free up your server space by deleting previously uploaded documents.

**Q) Can I **export data** from HR2000 e-OFFICE ?**

Yes. You may export records as **CSV files**. Type of data can be exported are Employee Master, Leave Records, and Non-paid leave records. This function is available to system administrator user-id. As for reports, you may print or save report into **Ms Excel** , **Ms Words** and PDF format.

**Q) Do we need to pay **annual maintenance** fee for this Module ?**

Optional. Annual maintenance fee for E-OFFICE module is optional.

**Q) Can we still use E-OFFICE if annual support/maintenance fee is not paid ?**

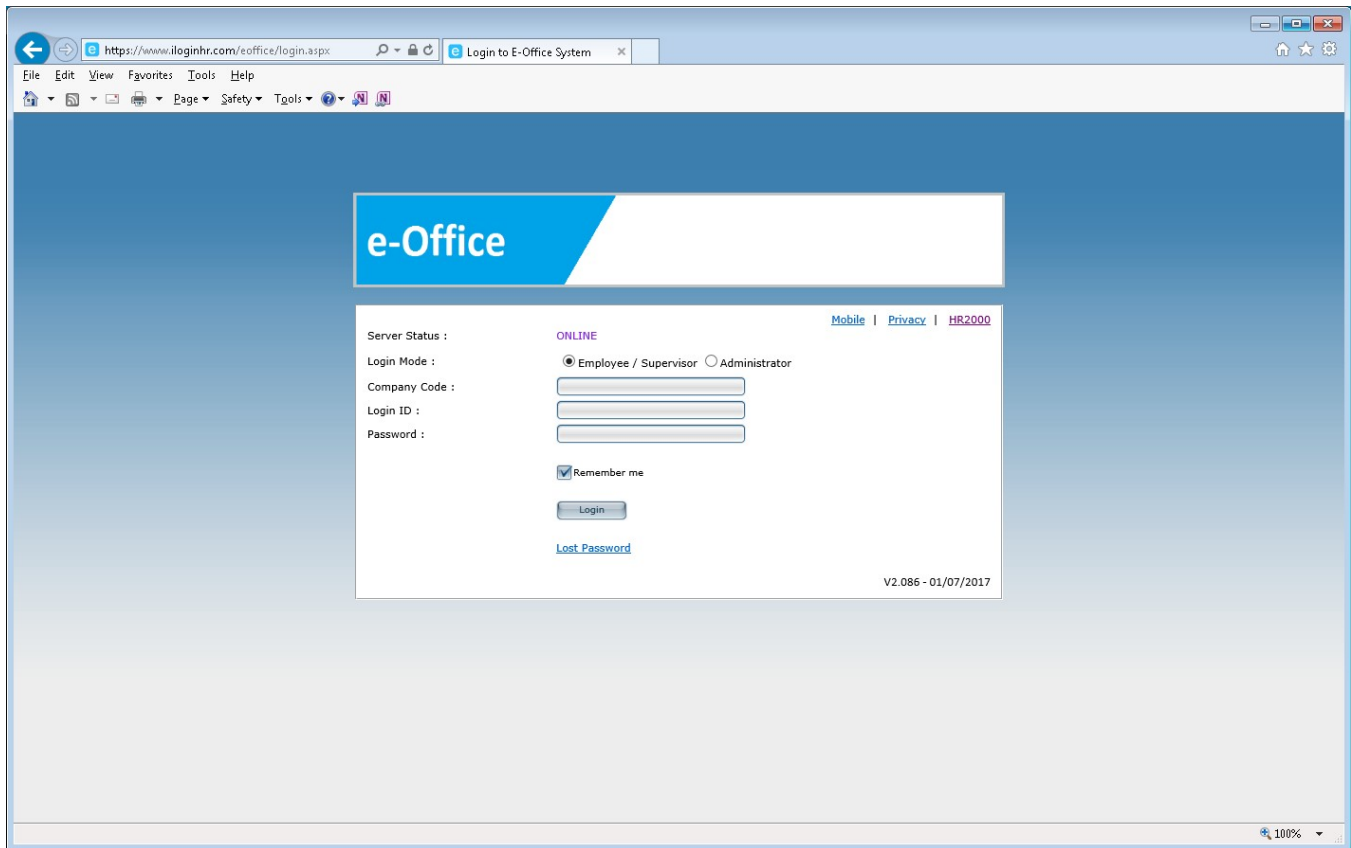
Yes, Admin users & Employees can still access & use the website without any restrictions.



## **Sample SCREEN SHOTS**



## A. Single Point Login Screen



- The main single login entry point for employees, supervisors and database administrator requires login with User-ID and password to gain access to HR2000 E-Office system.
- Database administrator may activate/deactivate user login and control user access rights on modules within the system.
- Allow mobile devices login using mobile smart phones, iPads, etc

## B. EMPLOYEE Module

HR 2000 SDN BHD  
Login as : JENNIFER WHITE (001) Company : DEMO\_CORY Current Year : 02/2017 Date : 04/07/2017

Home Employee > Supervisor > Miscellaneous > Log Out

Main Page

Bulletin Board **My Leave**  
 E-Leave Module > Leave Application  
 E-Claim Module > Time Off Application  
 E-WebSpace > Leave History  
 Apply on Behalf  
 Reports

Leave Entitlement [Click Here](#)

Leave Type	Leave Description	Leave Bring Forward	Leave Entitlement	Leave Burn	Leave Adjustment	Leave Taken	Leave Balance
AL	ANNUAL LEAVE	5.00	22.00	0.00	2.50	1.00	26.50
SL	SICK LEAVE	0.00	22.00	0.00	0.00	0.00	22.00

Records per page: All Records: 1 - 2 of 2 - Pages: 1

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

Drag a column header here to group by that column.

Trx N	Leave Type	Leave Description	Date Apply	From	To	Total	Reason	Status	
3820955	SL	SICK LEAVE	04/07/2017	01/09/2017	01/09/2017	1.00	Stomach ache	Pending	<a href="#">Withdraw</a>
3820952	AL	ANNUAL LEAVE	04/07/2017	04/12/2017	04/12/2017	1.00	Family holiday trip to Port Dickson	Approved	<a href="#">Request Cancel</a>
3820956	AL	ANNUAL LEAVE	04/07/2017	05/12/2017	05/12/2017	1.00	Balik Kampung	Pending	<a href="#">Withdraw</a>

Records per page: 500 Records: 1 - 3 of 3 - Pages: 1

Best view in Chrome & Internet Explorer 11.0 or latest at resolution 1280 x 800 pixels  
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- Employee may apply or cancel leave application, check entitlement & balances, check leave history, attach medical certificates, modify personal detail, view company bulletin, view company declared holidays, and change login password.
- Administrator can also allow selective employees to **apply-on-behalf** for other colleagues.
- Employees and Supervisors are kept informed on "WHO is on Leave" and company declared holidays. Such information may prove useful to employees within the organization who wishes to plan for future holiday vacations.

## **B1. EMPLOYEE Self-Service on Personal Particulars**

The screenshot shows a web browser window with the URL <https://www.iloginhr.com/eoffice/Err>. The page title is "E-Office Web Application". The user is logged in as "JENNIFER WHITE (001)" on "22/03/2017". The company is "DEMO\_CORY" and the current year is "12/2016". The date is "22/03/2017".

The navigation menu includes: Home, Employee, Supervisor, Miscellaneous, and Log Out.

The "Employee Profile" section is titled "Employee Profile". It contains two main sections: "Biodata" and "Job Setup".

**Biodata - \* Cannot be altered**

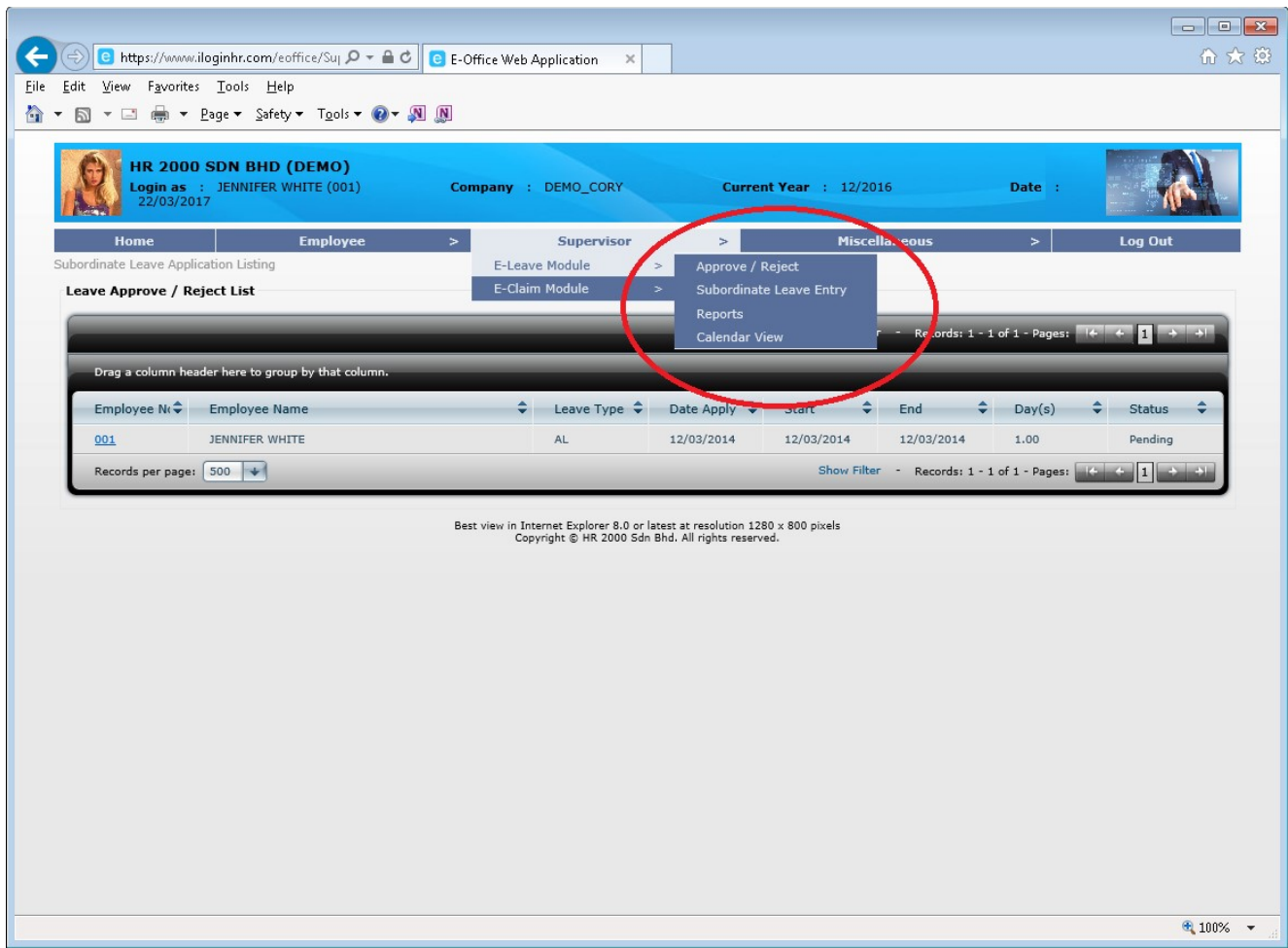
Employee No	001
Employee Name	JENNIFER WHITE
Sex	Female
Marital Status	Single
Birth Date	01/01/1980
Race	
Religion	
Nationality	
New IC	
Old IC	
Immigration No	

**Job Setup**

Hire Date	01/01/2000
Confirm Date	
Resign Date	
Retired Date	
Company	HR2000 - HR 2000 SDN BHD
Cost Centre	KL - KUALA LUMPUR
Department	
Section	
Division	

- Employees can easily perform “Self Service” changes to update Human Resource Department on their latest changes on e-mail, contact phone, and home address.

## C. SUPERVISOR Module



- "Supervisor Menu" allows Supervisors to manage sub-ordinate leave application. Administrator may also choose to allow supervisors to create leave records for their subordinates.
- Supervisors may approve or reject sub-ordinate leave application and the applicant shall be notified via e-mail immediately.
- Leave approval process is configured & controlled by Administrator. You may configure leave approval process to use either "All Approver (Hierarchy)" method or just a simple "Any Approver (Any-of-Below)" method.

## C1. SUPERVISOR Approval Screen (Via E-mail)

The screenshot displays the 'Mail Leave Approve/Reject' interface in a web browser. The main form contains the following sections:

- Employee Profile:** Period Year: 2016, Employee Number: 001, Employee Name: JENNIFER WHITE.
- Employee Leave Info:** Leave Type: AL - ANNUAL LEAVE, Current Status: Pending, Balance: 22.00, Apply Date: 22/03/2017, From: 22/03/2017, To: 22/03/2017, Number of day(s): 1.00, Reason: [EMERGENCY LEAVE] Personal Reasons.
- Action:** Radio buttons for Approve (selected), Reject, and Cancel.
- Remark:** A text box containing 'OK ! Approved' and a 'Confirm' button.
- Attachment:** Download Attachment.

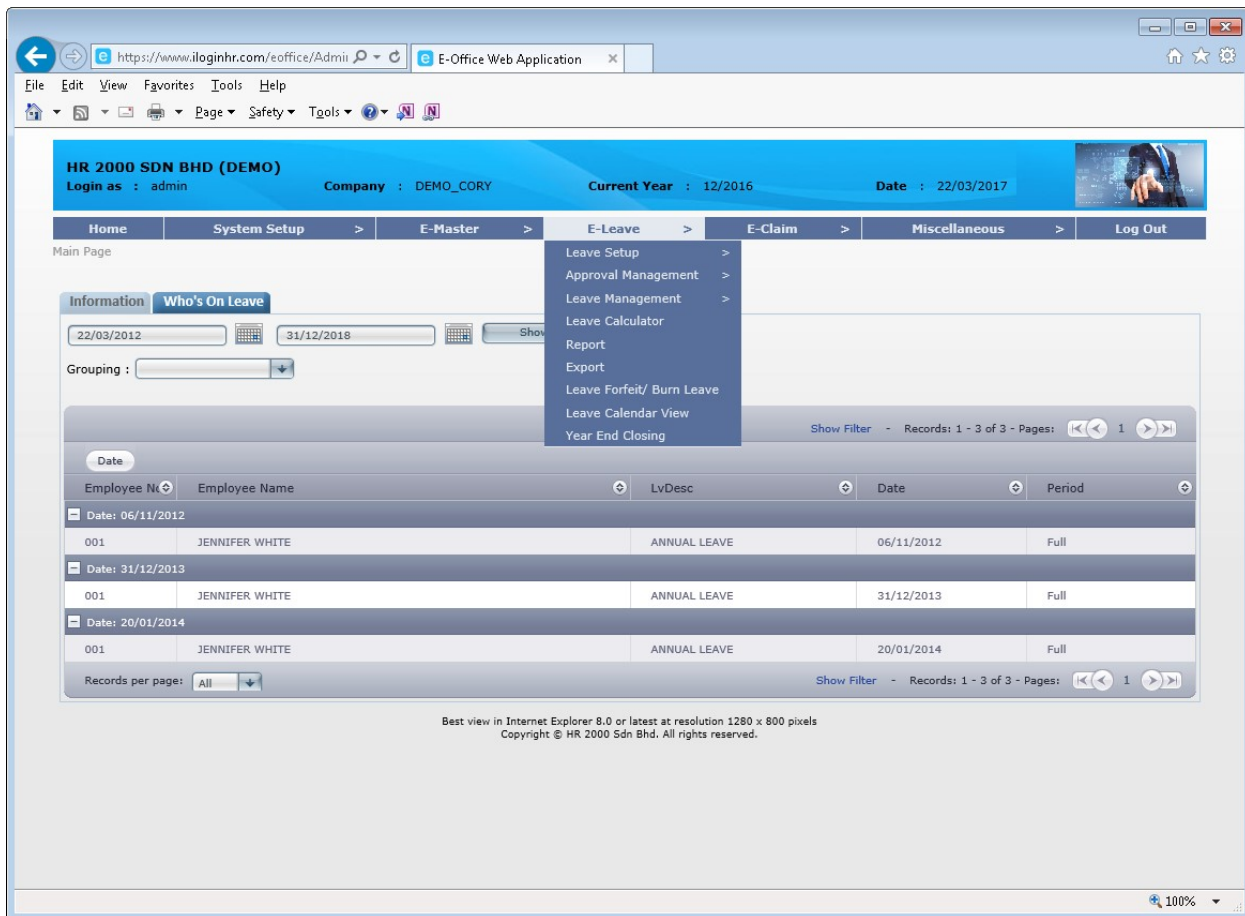
A callout box titled 'Leave Application Date Info - Windows Internet Explorer' shows a table with the following data:

Date	Description	Type	Day	Period
14/09/2011	Wednesday		1.00	Full

At the bottom of the main screen, there is a table with columns: No, Name, Status, Action, Remark. The message 'There are no records available.' is displayed below the table. The footer shows 'Records: 0 - 0 of 0 - Pages: 1'.

- Once employee applied for leave, Supervisor will receive e-mail notification from E-LEAVE system. The e-mail has a shortcut link that allows Supervisors to approve or reject a leave application within seconds.
- Above screen illustrate “Supervisor Leave Approve/Reject” screen with information such as leave type, leave balance, and other leave detail necessary for any supervisors to make quick approval or rejection decisions.

## D. ADMINISTRATOR Module



- Database Administrator can easily manage leave entitlement computation, process leave entitlement & balances, and configure approval process.
- Leave reports available are Leave Entitlement, Leave Pending Listing, Leave Taken Listing, Leave Rejected Listing, and Leave Analysis Statistic. Reports can also be exported to Ms Word, Ms Excel and PDF format.
- Export module is available to create CSV files for integration with payroll & human resource systems. *Exported CSV files are compatible with Microsoft Excel application.*

## E. CALENDAR VIEW Module

Employees & supervisors can view leave taken in 2D calendar format

**HR 2000 SDN BHD (DEMO)**  
Login as : JENNIFER WHITE (001)  
22/03/2017

Company : DEMO\_CORY

Current Year : 12/2016

Date :

Home Employee > Supervisor > Miscellaneous > Log Out

**Calendar View : Show January - December Leave Taken.**

Legend  
Pending  
Approved  
Rejected  
Cancelled

March 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	1	2 ★ AL : [Pending]	3	4
5	6 ★ AL : [Pending]	7	8	9	10	11
12	13	14	15	16	17	18

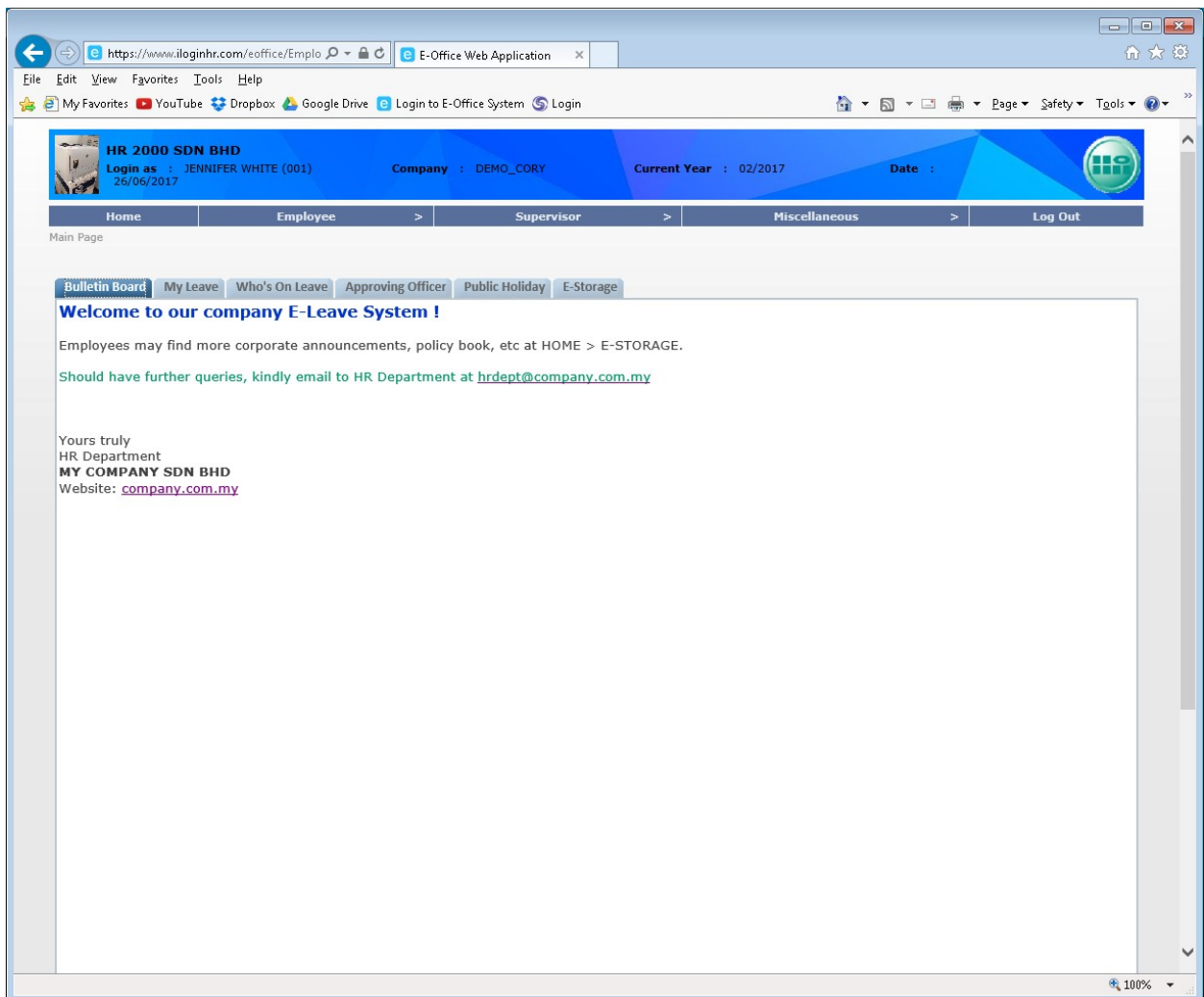
100%

## **F. Company E-BULLETIN Module**

Update your company brief announcements periodically into EOFFICE.


This message is visible within employee main page.

*Note: E-BULLETIN supports internet protocols such as http, https, mailto*





## G. Dedicated Server hosting with ISO Certification

			
<b>DRAFT CERTIFICATE OF APPROVAL</b>			
This is to certify that the Management System of:			
<b>Shinjiru Technology Sdn. Bhd. (603640-V)</b>			
<b>No. 19-2, Wisma Laxton</b>			
<b>Jalan Desa, Taman Desa, Off Jalan Klang Lama</b>			
<b>58100 Kuala Lumpur, Malaysia</b>			
has been approved by Lloyd's Register Quality Assurance			
to the following Management System Standard(s):			
<b>ISO 9001:2008</b>			
The Management System is applicable to:			
<b>Provision of dedicated server, server co-location and shared web hosting services</b>			
Suffix / (for example, /A, /B, etc)	Technical review date: (office use only)	Certificate expiry date: (office use; assessor to enter if non-standard)	14 SEP 2018

	
<b>CERTIFICATE OF COMPLIANCE</b>	
<b>Shinjiru Technology Sdn Bhd</b>	
✓ Unit # 11.8, 8F, Menara AIMS, Changkat Raja Chulan, Kuala Lumpur, Wilayah Persekutuan, Malaysia 50200	
has been audited by <b>ControlCase LLC</b> and found to be in compliance with requirements of <b>PCI Data Security Standard Version 3.2</b> as per <b>Report on Compliance</b> issued on <b>September 26, 2017</b>	
The <b>PCI Data Security Standard</b> is used by all major card brands as the common security standard for their compliance programs. Brands and programs include,	
<ul style="list-style-type: none"><li>•VISA USA - (CISP - Cardholder Information Security Program)</li><li>•VISA International - (AIS - Account Information Security)</li><li>•MasterCard Worldwide - (SDP- Site Data Protection)</li><li>•American Express - (DSOP - Data Security Operating Policy)</li><li>•Discover Network - (DISC - Discover Information Security and Compliance)</li><li>•JCB - Fully supports the PCI DSS mandate</li></ul>	
Please note that this certificate does not substitute for the need to register with the card brands directly in order to be listed on their websites and for them to confirm you as compliant per their individual programs.	
<b>PAYMENT CARD INDUSTRY STANDARD</b>	
Level of Certification: <b>Level 1</b>	
Reference no.: <b>09262017KLIASDC</b>	
Expiration Date: <b>September 25, 2018</b>	
Assessed by: <b>ControlCase LLC</b>	

ControlCase is a Qualified Security Assessor (QSA) certified by the PCI Security Standards Council.



# Network & Data Centres



HR2000 web-based solutions are fully hosted in **SHINJIRU Malaysia**.

## About Shinjiru Malaysia

Shinjiru has 2 data centres in Malaysia, one in Menara AIMS, Kuala Lumpur and another in CX2, Cyberjaya. SHINJIRU Malaysia is a leading web hosting solutions company in Malaysia (since 1998). Over the years SHINJIRU has achieved numerous awards and certifications such as the ISO9001:2008 Certification, APNIC IP Provider, Certified ICANN Registrar, Official MYNIC Partner, MSC Status, Deloitte Technology Fast500 Award, Microsoft 1-Tier Cloud Solutions Provider, Microsoft Silver Certified Partner and many more.

### Anti-DDoS Protection

With the help of our built-in Distributed Denial of Service (DDoS) detection and mitigation services, our premium network is able to absorb the DDoS attack before it reaches your server.

### Sophisticated Detection Techniques

Built-in attack profiles, statistical and behavioral analysis methods to quickly identify attacks in progress.

### Advanced Monitoring Network System

Scrutinizes network traffic in real-time to identify anomalies, quarantines attack packets and blocks malicious traffic.

### Clean Pipe Network

Our premium network cleans all internet traffic, eliminates malware, spam and viruses without you incurring capital expenditure on hardware. Rest assured that your data is clean and secured.

### Higher Burstable Level

Our premium network allows you to burst your bandwidth up to 10 times more than a normal network.

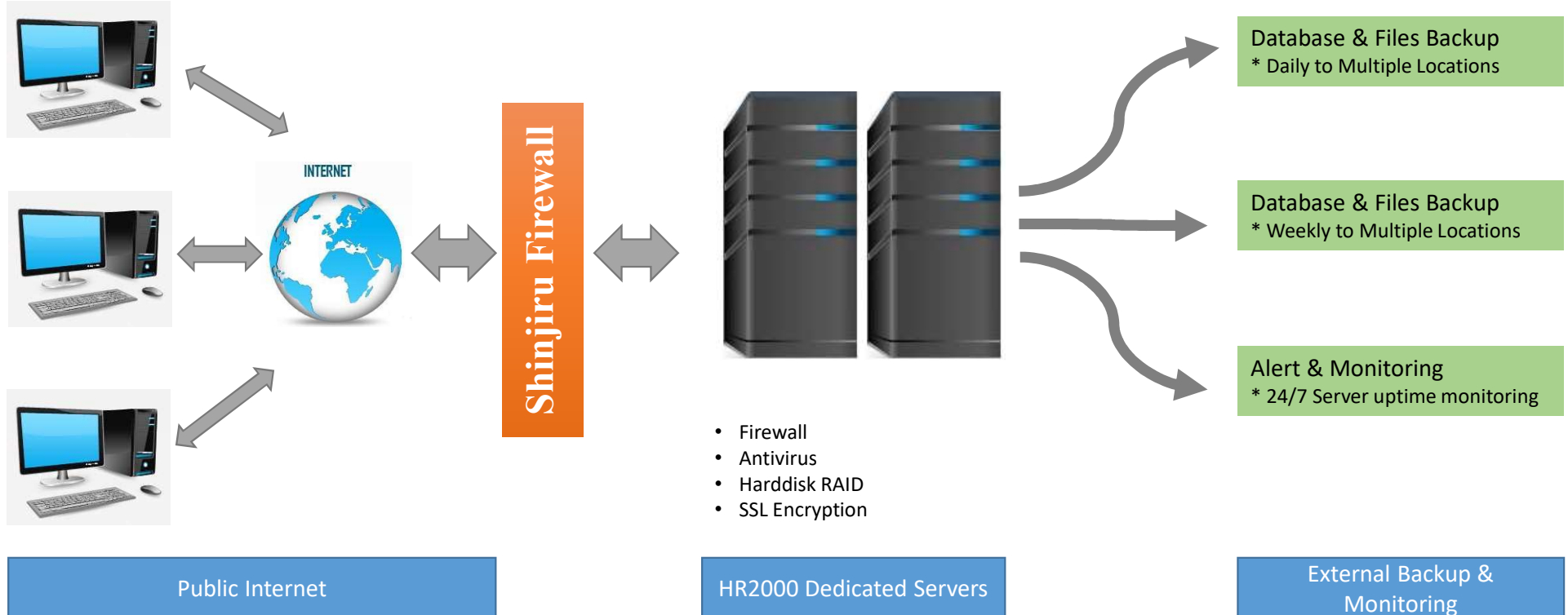
### 100% Bandwidth Utilisation

Our system eliminates threats and ensures clean traffic, which is why you get the optimal utilization of bandwidth you purchased. You get 100% of what you paid for!



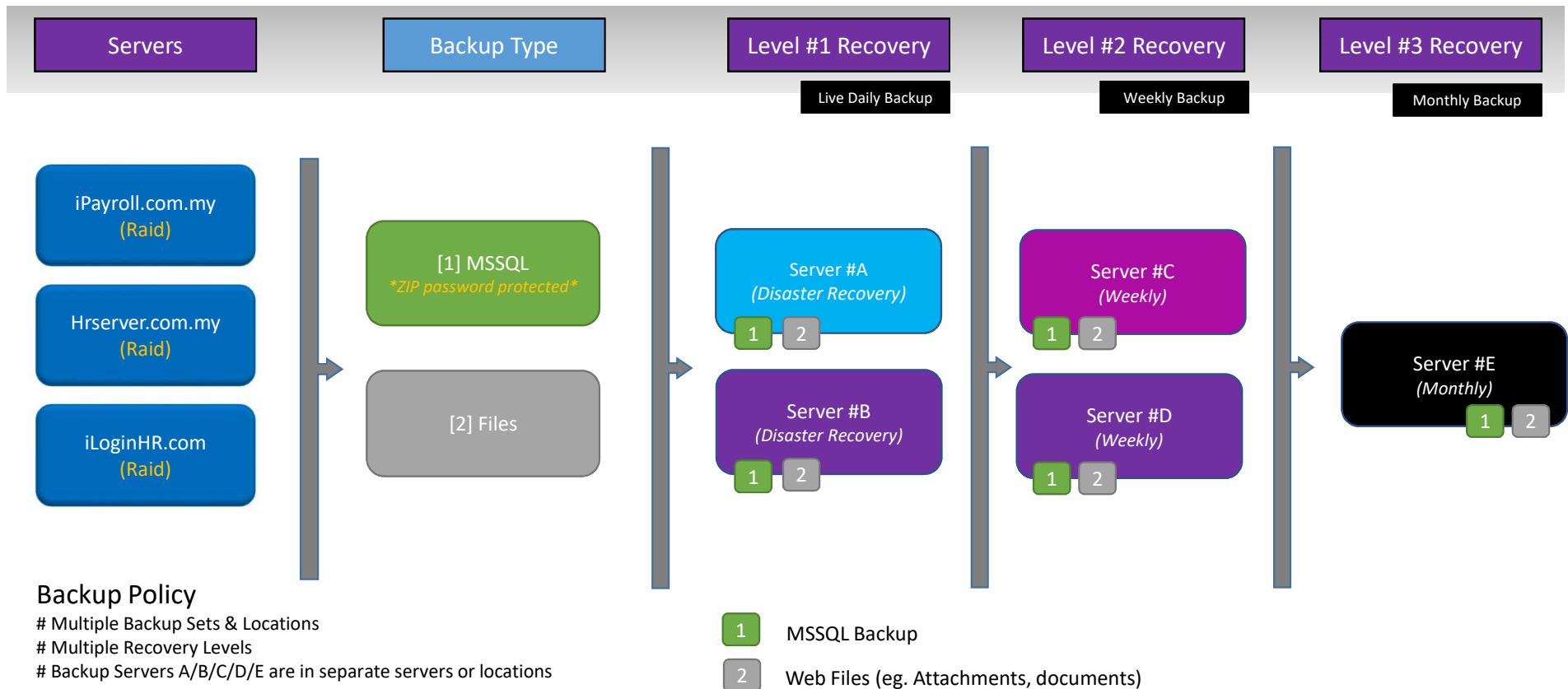


## Server Infrastructure Diagram





# Backup Diagram





## HR2000 :: SERVICE LEVEL AGREEMENT (SLA)

Version Date: 24 August 2023

This Service Level Agreement (**SLA**) describes the standard level of service customers can expect from HR2000. This SLA attempts to quantify the levels of service that customer (hereinafter referred to as "**CUSTOMER**") of HR 2000 SDN BHD (hereinafter referred to as "**HR2000**") can expect, and the remedies we offer in case HR2000 fails to provide service at those levels.

**HR2000 will carry out our obligations with highest care and skill to ensure customers data safety and application reliability and performance. HR2000 is committed to offering an exceptional level of service to all customers.**

This SLA guarantees CUSTOMER's website and/or email service availability, reliability and performance.

### **1. HR2000 is committed in providing:**

- Technical assistance in the event of a glitch; to repair and fully restore in the event data corruption is detected
- E-mail & phone support response time is guaranteed within 60 minutes (exclude peak hours).
- Regular software updates included system stability improvements, bug fixes, new and/or enhanced features, and further improvements to performance
- A highest possible 99.75% uptime for its paid services, excluding scheduled maintenance
- Regularly apply/fix system security vulnerabilities
- Secure HTTPS access, server firewall, server antivirus
- Backup & Redundancy to multiple different locations in Malaysia, namely
  1. Redundancy data protection Using **RAID**
  2. Databases & Files backup located to multiple secured remote locations
- In case of HR2000 server hardware failure, HR2000 will execute 4 hour replacement to hardware (such as hard drive, memory, processor, power supply, NIC, motherboard).

## 2. This SLA does not cover (without limitation):

- network performance at CUSTOMER's physical location or internet access point (such as a local DSL/cable modem)

## 3. Dedicated Server hosted @ Shinjiru [ISO 9001:2008]

- Dedicated Server: Quad Core Xeon E3 / 64GB RAM / Bandwidth : 1 Gbps
- Server Location : Hosting by Shinjiru @ AIMS Kuala Lumpur, Malaysia
- Windows Server 2019 Standard
- MSSQL Web Edition 2019
- Average 99.75% server uptime
- **Unmetered** bandwidth & disk space for customer account
- Shinjiru Anti DDOS Protection (refer <https://www.shinjiru.com.my/security/ddos-protection/>)
- Secure SSL connection (encrypted data transfer)
- Protected & monitored with RAID, Firewall, Antivirus, DDOS Protection, Auto Backup, 24/7 monitoring
- Daily automated database backup to multiple locations
- Software fully managed by HR2000 technicians
- Hardware fully managed by SHINJIRU (hosting) technicians

### ***Note: Shinjiru Anti DDOS Protection Feature:***

1 Gbps Protection / Unlimited Amount of Attacks / Website Application Firewall (WAF) / Performance Optimization (CDN) / Network (Layer 3/4) DDoS Protection / Http & Https Layer 7 DDoS Protection / High Availability/Load Balancing / Firewall – HTTPS & PCI Compliant / Multiple Caching Level

## 4. Trademarks & Copyright

iPayroll.com.my / iLoginHR.com / HRserver.com.my (hereinafter referred to as "SERVICES") are trademarks of HR2000. HR2000's trademarks may not be used in connection with any product or service that is not of HR2000 in any manner that is likely to cause confusion among customers. All trademarks not owned by HR2000 that appear on this WEBSITES are the property of their respective owners. All content included on the site, such as text, graphics, logos, button icons, images, audio clips, digital downloads, data compilations, and software, is the property of HR2000. All software used on this site is the property of HR2000 or its software suppliers and is protected by Malaysian and international copyright laws.

## **5. Your Account**

If you use the SERVICES, you are responsible for maintaining the confidentiality of your account and password and for restricting access to your computer, and you agree to accept responsibility for all activities that occur under your account or password. HR2000 reserves the right to refuse service, terminate accounts or remove or edit content in its sole discretion. You authorize and grant HR2000 the right of processing your data for your usage of the system, include but not limited to reporting and analytics, billing, processing HR procedures, referring new customers and others. During support of your usage, you may need to furnish some information to ease troubleshooting. The data we asked should be relevant to troubleshoot and fix your issue in using the SERVICES.

## **6. Disclaimer of Warranties and Limited Liability**

The service is made available "AS IS" and "AS AVAILABLE". Your use of the Service is entirely at your own risk. In order to use the Service, you must submit accurate salary/wage and payroll information to Service during the enrollment process. Thereafter, you shall timely and accurately update all wage and payroll information as necessary to reflect changes. It is your responsibility to submit complete and accurate information to the Service and to remit the fees due in connection with the Service. It is your responsibility to check that statutory contributions and banking files are calculated accurately.

HR2000 disclaims all other warranties, express or implied, including but not limited to implied warranties of merchantability and fitness for a particular purpose, for the service and all accompanying written materials. HR2000 is not liable for damages for loss of business profits, business interruption, loss of business information, or other pecuniary loss arising out of use or inability to use the service.

## **7. Notification of Changes**

HR2000 reserves the right to change the terms of this policy, at our sole discretion, to ensure that it is consistent with our future developments, industry trends, and/or any changes in legal or regulatory requirements. Notices to you regarding any modifications to this policy may be sent to you through email or ordinary mail. Any modifications to our policy will be announced on our website and other important pages. Therefore, it is suggested that you frequently read this declaration.

**HR 2000 SDN BHD (475163-M)**





# Terms

## HR2000 :: TERMS & CONDITIONS

Version Date: 20 July 2022

These terms and conditions govern your use of these SERVICES; by using the SERVICES, you accept these terms and conditions in full.

### **1. Privacy Statement**

HR2000 is committed to protecting your privacy. Authorized employees within the company on a need to know basis only use any information collected from individual customers. We constantly review our systems and data to ensure the best possible service to our customers.

### **2. Confidentiality & Personal Data Protection Act 2010**

HR2000 respects the privacy of individuals with regard to personal data and is committed to protecting the privacy of our users, and strives to provide a safe, secure user experience. Client records are regarded as confidential and therefore will not be divulged to any third party. We will not sell, share, or rent your personal information to any third party.

### **3. Retention of the data**

If you're still actively using the SERVICES, the data shall be kept at a minimum of 7 years according to the law. If you're not using the SERVICES anymore or requests us to remove the data totally, we will clean it and not keeping a copy of your data in our website.

### **4. Prohibitions**

You must not misuse this SERVICES. You will not: commit or encourage a criminal offense; transmit or distribute a virus, trojan, worm, logic bomb or any other material which is malicious, technologically harmful, in breach of confidence or in any way offensive or obscene; hack into any aspect of the Service; corrupt data; cause annoyance to other users; infringe upon the rights of any other person's proprietary rights; send any unsolicited advertising or promotional material, commonly referred to as "spam"; or attempt to affect the performance or functionality of any computer facilities of or accessed through this SERVICES.



## **5. Breaches of these terms and conditions**

Without prejudice to HR2000 other rights under these terms and conditions, if you breach these terms and conditions in any way, HR2000 may take such action as HR2000 deems appropriate to deal with the breach, including suspending your access to the SERVICE, prohibiting you from accessing the SERVICES, blocking computers using your IP address from accessing the SERVICES.

## **6. Force Majeure**

Neither party shall be liable to the other for any failure to perform any obligation under any Agreement which is due to an event beyond the control of such party including but not limited to any Act of God, terrorism, war, Political insurgence, insurrection, riot, civil unrest, act of civil or military authority, uprising, earthquake, flood or any other natural or man-made eventuality outside of our control, which causes the termination of an agreement or contract entered into, nor which could have been reasonably foreseen. Any Party affected by such event shall forthwith inform the other Party of the same and shall use all reasonable endeavors to comply with the terms and conditions of any Agreement contained herein.

## **7. Indemnity**

You agree to indemnify, defend and hold harmless HR2000, its directors, officers, employees, consultants, agents, and affiliates, from any and all third party claims, liability, damages and/or costs (including, but not limited to, legal fees) arising from your use the SERVICES or your breach of the Terms of Service.

## **8. Notification of Changes**

HR2000 reserves the right to change the terms of this policy, at our sole discretion, to ensure that it is consistent with our future developments, industry trends, and/or any changes in legal or regulatory requirements. Notices to you regarding any modifications to this policy may be sent to you through email or ordinary mail. Any modifications to our policy will be announced on our website and other important pages. Therefore, it is suggested that you frequently read this declaration.

**HR 2000 SDN BHD (475163-M)**



## HR2000 :: PERSONAL DATA PROTECTION ACT (PDPA) 2010

Version Date: 2nd April 2023

### **What is PDPA ?**

The Personal Data Protection Act 2010 ("PDPA") is an Act that regulates the processing of personal data in regards to commercial transaction. It was gazette in June 2010. References: <http://www.pdp.gov.my>

### **How does HR2000 comply with PDPA ?**

HR 2000 respects the privacy of individuals with regard to personal data and is committed to protecting the privacy of our users, and strives to provide a safe, secure user experience. This privacy policy is formulated in accordance with the Personal Data Protection Act 2010 ("Act"), which describes how your information is collected and used and your choices with respect to your Personal Data.

#### **1.Information collected**

We collect information about users during the registration process for certain parts of our websites/applications; through their participation in certain activities and through the use of cookies. When you request pages from our websites/applications, it automatically collects some information about your preferences, including your IP address. We use this to help diagnose problems with our server, and to administer our site. The user-supplied information collected is not shared with other organizations for commercial purposes.

#### **2. Purpose of Personal Data collected**

Personal Data that you provide to us voluntarily on our website and its other related channels will be processed for the following purposes ("Purposes"): to complete transactions with you; to direct market to you; to understand and analyze our sales, and your needs and preferences; to develop, enhance, market and provide products and services to meet your needs; to improve our services; and, to respond to requests or complaints. Although the precise details of the Personal Data collected will vary according to the specific purpose whether via online or otherwise, we may typically collect the following Personal Data from or in relation to you: Name; Address; Phone number(s); Date of birth; Email address; Gender; Identity card number or passport number; Other personal particulars and salary related information.

### **3. Use and Disclosure**

We may disclose your Personal Data to other subsidiaries within our group. These subsidiaries will treat your Personal Data as confidential, in accordance with this Privacy Policy and with all applicable Data Protection legislation and will process such Personal Data only for the Purposes and within the terms set out herein. We are responsible for the Personal Data under our control, including Personal Data disclosed by us to a Vendor (often referred to as the data processor). “Vendor” in this Privacy Policy means in relation to Personal Data any person or entity (other than an employee of HR 2000 SDN BHD) who processes the Personal Data on behalf of us. “Processing”, in relation to Personal Data means for example obtaining, recording, holding or using the Personal Data in carrying out any operation or set of operations on the Personal Data including organization, compilation, retrieval disclosure of the Personal Data for verification Purposes. We take every measure to provide a comparable level of protection for Personal Data should the information be Processed by a Vendor.

### **4. Storage and Retention of Personal Data**

Your Personal Data shall be stored either in hard copies in our offices or stored in servers and operated by us or our service providers. Any Personal Data supplied by you will be retained by our organization as long as necessary for the fulfillment of the purposes stated in (2) above or is required to satisfy legal regulatory, accounting requirements or to protect our interests.

### **5. Internet Cookies**

When you access our websites, we may collect non-personal data (e.g. type of Internet browser and operating system used, domain name of the website from which you came, number of visits, average time spent on the site, pages viewed). When you view our websites, we may store some data on your computer in the form of a “cookie” to automatically recognize your personal computer next time you visit. Cookies can help us in many ways, for example, by allowing us to tailor a website to better match your interests or to store your password to save you having to re-enter it each time. If you do not wish to receive cookies, please configure your Internet browser to erase all cookies from your computer’s hard drive, block all cookies or to receive a warning before a cookie is stored.

### **6. Third Party Links**

We may provide links and references to third party sites (e.g. articles, Malaysian government website links to KWSP, LHDN, PERKESO). We have no control over such third party sites, and you acknowledge and agree that we are not responsible for the availability of such external sites or resources, and do not endorse and are not responsible or liable for any content, advertising, products, services or materials on or available through such sites or resources, including Third Party Content. You further acknowledge and agree that we shall not be responsible or liable, directly or indirectly, for any damage or loss caused by or in connection with use of or reliance on any content, goods or services on or available through any such site or resource.

## **7. Confidentiality & Security**

Personal Data held by us will be kept confidential in accordance with this Privacy Policy pursuant to any applicable law that may from time to time be in force. The websites/applications have security measures in place to protect the loss, misuse and alteration of the information under our control. For the internet, unfortunately, no data transmission over the internet can be guaranteed as completely secure. So while we strive to protect such Personal Data, we cannot ensure or warrant the security of any Personal Data transmitted to us and individuals do so at their own risk. We will take reasonable steps to protect that information from misuse and loss and from unauthorized access, modification or disclosure.

## **8. Right of Access to Personal Data**

Under the Act, you have the right of access to your Personal Data held by us. If you have any questions regarding this Privacy Policy or if you wish to request access to your Personal Data or if you wish to correct your Personal Data or if you wish to withdraw your consent to us for the processing of your Personal Data for the purposes as set out in (2) above or for the transfer of your Personal Data to the parties stated in (3) above, you may send your request in writing to us.

## **9. Malaysian Governing Law & Compliance with EU General Data Protection Regulation (GDPR)**

This policy shall be governed in all respects by the laws of Malaysia.

We reassure our clients that the Malaysian PDPA, along with our SLA and T&C, complies with many of the requirements of the EU GDPR.

## **10. Notification of Changes**

HR2000 reserves the right to change the terms of this policy, at our sole discretion, to ensure that it is consistent with our future developments, industry trends, and/or any changes in legal or regulatory requirements. Notices to you regarding any modifications to this policy may be sent to you through email or ordinary mail. Any modifications to our policy will be announced on our website and other important pages. Therefore, it is suggested that you frequently read this declaration.

**HR 2000 SDN BHD (475163-M)**



## Management Reports



Last Year Leave Forfeited Report - Windows Internet Explorer

File Edit View Favorites Tools Help

★ Favorites

**Last Year Leave Forfeited Report**  
 Company : DEMO2000  
 Leave Period : 2012 / 03  
 Report Date : 08/03/2012 - 23:57  
 Grouping :

Drag a column header here to group by that column.

Emp No	Emp Name	LvDesc	PY Bal	PY BF	PY Forfeit	Expiry Forfeit
00006	SUHAIMI BIN HASSAN	ABSENT	0.00	0.00	0.00	0.00
00006	SUHAIMI BIN HASSAN	Annual Leave	10.00	10.00	0.00	0.00
00006	SUHAIMI BIN HASSAN	Compassionate Leave	0.00	0.00	0.00	0.00
00006	SUHAIMI BIN HASSAN	Exam Leave	3.00	0.00	3.00	0.00
00006	SUHAIMI BIN HASSAN	Hospitalisation and Surgical	60.00	0.00	60.00	0.00
00006	SUHAIMI BIN HASSAN	Marriage Leave	2.00	0.00	2.00	0.00
00006	SUHAIMI BIN HASSAN	Unpaid Leave	0.00	0.00	0.00	0.00
00006	SUHAIMI BIN HASSAN	Paternity Leave	2.00	0.00	2.00	0.00
00006	SUHAIMI BIN HASSAN	Medical Leave	5.00	0.00	5.00	0.00
00006	SUHAIMI BIN HASSAN	SUSPEND	0.00	0.00	0.00	0.00
00009	SHAMILA BINTI MOHAMAD YUSOFF	ABSENT	0.00	0.00	0.00	0.00
00009	SHAMILA BINTI MOHAMAD YUSOFF	Annual Leave	24.00	24.00	0.00	0.00
00009	SHAMILA BINTI MOHAMAD YUSOFF	Compassionate Leave	-1.00	0.00	-1.00	0.00
00009	SHAMILA BINTI MOHAMAD YUSOFF	Exam Leave	3.00	0.00	3.00	0.00
00009	SHAMILA BINTI MOHAMAD YUSOFF	Hospitalisation and Surgical	60.00	0.00	60.00	0.00
00009	SHAMILA BINTI MOHAMAD YUSOFF	Marriage Leave	2.00	0.00	2.00	0.00
00009	SHAMILA BINTI MOHAMAD YUSOFF	Maternity Leave	60.00	0.00	60.00	0.00
00009	SHAMILA BINTI MOHAMAD YUSOFF	Unpaid Leave	0.00	0.00	0.00	0.00
00009	SHAMILA BINTI MOHAMAD YUSOFF	Medical Leave	21.00	0.00	21.00	0.00
00009	SHAMILA BINTI MOHAMAD YUSOFF	SUSPEND	0.00	0.00	0.00	0.00
00012	SAIFUL ANUAR BIN ZAINAL	ABSENT	0.00	0.00	0.00	0.00
00012	SAIFUL ANUAR BIN ZAINAL	Annual Leave	18.00	18.00	0.00	0.00
00012	SAIFUL ANUAR BIN ZAINAL	Compassionate Leave	0.00	0.00	0.00	0.00
00012	SAIFUL ANUAR BIN ZAINAL	Exam Leave	3.00	0.00	3.00	0.00
00012	SAIFUL ANUAR BIN ZAINAL	Hospitalisation and Surgical	60.00	0.00	60.00	0.00
00012	SAIFUL ANUAR BIN ZAINAL	Marriage Leave	2.00	0.00	2.00	0.00

## Last Year Leave Forfeited Report



Leave Adjustment Report - Windows Internet Explorer

Bing

File Edit View Favorites Tools Help

★ Favorites

Leave Adjustment Report

Company : DEMO2000

Leave Period : 2012 / 03

Report Date : 09/03/2012 - 14:26

Grouping :

Drag a column header here to group by that column.

Emp No	Emp Name	LvDesc	AdjDate	Tota	Reason
00006	SUHAIMI BIN HASSAN	Annual Leave	18/01/2012	-3.00	ADVANCE FOR CHINESE NEW YEAR
00009	SHAMILA BINTI MOHAMAD YUSOFF	Annual Leave	18/01/2012	-3.00	ADVANCE FOR CHINESE NEW YEAR
00012	SAIFUL ANUAR BIN ZAINAL	Annual Leave	18/01/2012	-3.00	ADVANCE FOR CHINESE NEW YEAR
00013	AMIRAN HAMZAH BIN AHMED	Annual Leave	18/01/2012	-3.00	ADVANCE FOR CHINESE NEW YEAR
00016	MUHAMMAD FAIZAL BIN SAFFIAN	Annual Leave	18/01/2012	-3.00	ADVANCE FOR CHINESE NEW YEAR

Records per page:

Show Filter - Records: 1 - 5 of 5 - Pages: 

1


Print

Export to Excel

Export to Word

## Leave Adjustment Report

Leave Cancellation Report - Windows Internet Explorer



File Edit View Favorites Tools Help

## Leave Cancellation Report

Company : DEMO2000

Leave Period : 2012 / 03

Report Date : 08/03/2012 - 23:51

Grouping :

Drag a column header here to group by that column.

Emp No	Emp Name	LvDesc	Apply	Start	End	Total	Reason
00192	LEE WEI KONG	Annual Leave	04/01/2012	30/01/2012	03/02/2012	5.00	Chinese New Year Lion Dance Performance
00192	LEE WEI KONG	Annual Leave	13/02/2012	15/02/2012	15/02/2012	1.00	[Short Notice] Personal
00020	MOHD ARIF BIN MOHD ARIS	Annual Leave	21/02/2012	25/02/2012	25/02/2012	0.50	balik kampung

Records per page:  

Show Filter

Records: 1 - 3 of 3 - Pages:

1

Print

[Export to Excel](#)

Export to Word

## Leave Cancellation Report



Leave Entitlement Report - Windows Internet Explorer

Company : DEMO2000  
 Leave Period : 2012 / 03  
 Report Date : 08/03/2012 - 23:42  
 Grouping :

Drag a column header here to group by that column.

Emp No	Emp Name	LvDesc	Lv BF	Lv Ent	Lv Burn	Lv Adj	Lv Taken	Lv Bal
00006	SUHAIMI BIN HASSAN	ABSENT	0.00	0.00	0.00	0.00	0.00	0.00
00006	SUHAIMI BIN HASSAN	Annual Leave	10.00	5.00	0.00	-3.00	3.00	9.00
00006	SUHAIMI BIN HASSAN	Compassionate Leave	0.00	0.00	0.00	0.00	0.00	0.00
00006	SUHAIMI BIN HASSAN	Exam Leave	0.00	3.00	0.00	0.00	0.00	3.00
00006	SUHAIMI BIN HASSAN	Hospitalisation and Surgical	0.00	60.00	0.00	0.00	0.00	60.00
00006	SUHAIMI BIN HASSAN	Marriage Leave	0.00	2.00	0.00	0.00	0.00	2.00
00006	SUHAIMI BIN HASSAN	Unpaid Leave	0.00	0.00	0.00	0.00	0.00	0.00
00006	SUHAIMI BIN HASSAN	Paternity Leave	0.00	2.00	0.00	0.00	0.00	2.00
00006	SUHAIMI BIN HASSAN	Medical Leave	0.00	22.00	0.00	0.00	0.00	22.00
00006	SUHAIMI BIN HASSAN	SUSPEND	0.00	0.00	0.00	0.00	0.00	0.00
00009	SHAMILA BINTI MOHAMAD YUSOFF	ABSENT	0.00	0.00	0.00	0.00	0.00	0.00
00009	SHAMILA BINTI MOHAMAD YUSOFF	Annual Leave	24.00	6.00	0.00	-3.00	3.00	24.00
00009	SHAMILA BINTI MOHAMAD YUSOFF	Compassionate Leave	0.00	0.00	0.00	0.00	0.00	0.00
00009	SHAMILA BINTI MOHAMAD YUSOFF	Exam Leave	0.00	3.00	0.00	0.00	0.00	3.00
00009	SHAMILA BINTI MOHAMAD YUSOFF	Hospitalisation and Surgical	0.00	60.00	0.00	0.00	0.00	60.00
00009	SHAMILA BINTI MOHAMAD YUSOFF	Marriage Leave	0.00	2.00	0.00	0.00	0.00	2.00
00009	SHAMILA BINTI MOHAMAD YUSOFF	Maternity Leave	0.00	60.00	0.00	0.00	0.00	60.00
00009	SHAMILA BINTI MOHAMAD YUSOFF	Unpaid Leave	0.00	0.00	0.00	0.00	0.00	0.00
00009	SHAMILA BINTI MOHAMAD YUSOFF	Medical Leave	0.00	22.00	0.00	0.00	0.00	22.00
00009	SHAMILA BINTI MOHAMAD YUSOFF	SUSPEND	0.00	0.00	0.00	0.00	0.00	0.00
00012	SAIFUL ANUAR BIN ZAINAL	ABSENT	0.00	0.00	0.00	0.00	0.00	0.00
00012	SAIFUL ANUAR BIN ZAINAL	Annual Leave	18.00	4.00	0.00	-3.00	4.50	14.50
00012	SAIFUL ANUAR BIN ZAINAL	Compassionate Leave	0.00	0.00	0.00	0.00	0.00	0.00
00012	SAIFUL ANUAR BIN ZAINAL	Exam Leave	0.00	3.00	0.00	0.00	0.00	3.00
00012	SAIFUL ANUAR BIN ZAINAL	Hospitalisation and Surgical	0.00	60.00	0.00	0.00	0.00	60.00
00012	SAIFUL ANUAR BIN ZAINAL	Marriage Leave	0.00	2.00	0.00	0.00	0.00	2.00

## Leave Entitlement Report

Leave Pending Report - Windows Internet Explorer

Bing

File Edit View Favorites Tools Help

★ Favorites

Leave Pending Report

Company : DEMO2000

Leave Period : 2012 / 03

Report Date : 08/03/2012 - 23:48

Grouping :

Drag a column header here to group by that column.

Emp No	Emp Name	LvDesc	Apply	Start	End	Tota	Reason
00197	TANG FUI TZE	Annual Leave	04/01/2012	30/01/2012	30/01/2012	1.00	CNY
00197	TANG FUI TZE	Annual Leave	01/02/2012	08/02/2012	29/02/2012	16.00	Clear leave
00110	YIP KOON SAN	Annual Leave	13/02/2012	15/02/2012	15/02/2012	1.00	[Short Notice] AL
00120	G KANASON S/O SUBRAMANIYAM	Annual Leave	29/02/2012	05/03/2012	05/03/2012	1.00	annual leave
00176	KANG SIEW CHENG	Annual Leave	08/03/2012	16/03/2012	16/03/2012	1.00	Bring mum HUKM medical check.
00151	SUMI RESHNU A/P SHANMUGAM	Annual Leave	08/03/2012	12/03/2012	12/03/2012	0.50	Personal
00151	SUMI RESHNU A/P SHANMUGAM	Annual Leave	08/03/2012	13/03/2012	13/03/2012	0.50	Personal

Records per page:

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

Print

Export to Excel

Export to Word

Leave Pending Report

Leave Rejected Report - Windows Internet Explorer

File Edit View Favorites Tools Help

★ Favorites

Leave Rejected Report

Company : DEMO2000

Leave Period : 2012 / 01

Report Date : 09/03/2012 - 15:20

Grouping :

Drag a column header here to group by that column.

Emp No	Emp Name	LvDesc	Apply	Start	End	Tota	Reason
SCM342	NOOR FARAH BINTI RASHID	ANNUAL LEAVE	11/01/2012	03/02/2012	03/02/2012	1.00	Family Matter. I have to go my hometown in Perak

Records per page:

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

1

Print

Export to Excel

Export to Word

Leave  
Rejected  
Report

Leave Taken Report - Windows Internet Explorer

File Edit View Favorites Tools Help

★ Favorites

Leave Taken Report

Company : DEMO2000

Leave Period : 2012 / 03

Report Date : 08/03/2012 - 23:45

Grouping :

Drag a column header here to group by that column.

Emp No	Emp Name	LvDesc	Apply	Start	End	Tota	Reason
00028	NORZITA BINTI NASIR	Annual Leave	21/12/2011	04/01/2012	04/01/2012	1.00	manage daughters in a 1st day school yr 2012
00101	TANG YING YING	Annual Leave	29/12/2011	04/01/2012	04/01/2012	1.00	To sons school
00016	MOHD FAIZAL BIN SOFFIAN	Annual Leave	30/12/2011	05/01/2012	06/01/2012	2.00	clear leave
00101	TANG YING YING	Annual Leave	06/01/2012	11/01/2012	11/01/2012	1.00	to sons school
00031	CHAN LENG CHAI	Annual Leave	09/01/2012	25/01/2012	30/01/2012	5.00	Chinese New Year
00012	SHAIFUL ANUAR BIN ZAINAL ABIDIN	Annual Leave	10/01/2012	04/01/2012	05/01/2012	2.00	going to school
00006	ZAINAL BIN HUSSIN	Annual Leave	20/01/2012	25/01/2012	27/01/2012	3.00	Chinese New Years
00012	SHAIFUL ANUAR BIN ZAINAL ABIDIN	Annual Leave	20/01/2012	30/01/2012	31/01/2012	2.00	personnel method[perlis]

Records per page:

Show Filter - Records: 1 - 20 of 20 - Pages: 

1

Print

Export to Excel

Export to Word

Leave  
Taken  
Report



(1 unread) - corychew - Yahoo! Mail - Windows Internet Explorer

http://us.mg5.mail.yahoo.com/neo/launch?.rand=761kci0me8f27

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★ Favorites

Hi, corychew | Sign Out | Options | Help

Make Y! My Homepage

Go Mobile | My Y! | Yahoo!

**YAHOO! MAIL**

Search

Search Mail Search Web

WHAT'S NEW INBOX (3) CONTACTS Action Required : Le...

Compose Message Delete Reply Forward Spam Print

Domain names for \$1.99/1st yr.

**Inbox** 1

Conversations

Drafts

Sent

Spam 122

Trash 105

Smart Folders

Email from Contacts

Folders

Online Contacts

Facebook Friends

You are signed out of Facebook Chat. Click the to sign in.

Applications

All My Purchases

Attach Large Files

Automatic Organizer

Calendar

Edit Photos

Evite

**Action Required : Leave Application From 002-TAN CHENG MEI**

TO: You CC: 1 recipient Show Details

Dear JENNIFER WHITE (001)

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

Company : DEMO\_CORY  
Employee : 002 - TAN CHENG MEI  
Leave Type : SL - SICK LEAVE  
Leave Days : 1  
Leave Date : 12/03/2012 - 12/03/2012  
Reason : Stomach ache

Your immediate action is required.

To Approve/Reject, click :  
[http://www.iloginhr.com/eOffice/SupervisorMailApproveRejectDetail.aspx?CompanyCode=DEMO\\_CORY&EmployeeNo=002&SupervisorNo=001&LeaveCode=SL&TrxCode=47555&Server=eOfficeS1](http://www.iloginhr.com/eOffice/SupervisorMailApproveRejectDetail.aspx?CompanyCode=DEMO_CORY&EmployeeNo=002&SupervisorNo=001&LeaveCode=SL&TrxCode=47555&Server=eOfficeS1)

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

Thank You

Reply to sales@hr2000.com.my Send

Done

Internet | Protected Mode: Off

100%

**Approving officers will receive e-mail notification from E-OFFICE system.**

**To approve or reject, just click on internet link to login to E-OFFICE system.**

Inbox (1) - hr2000.com.my - SmarterMail - Windows Internet Explorer

http://www.hr2000.com.my:9998/Default.aspx?page=/Main/frmMessages.aspx?user=corychew&folder=inbox&mapped=false&leftnav=true|secti

File Edit View Favorites Tools Help

★ Favorites Home RSS Print Page Safety Tools ?

SmarterMail Professional 6.9

corychew@hr2000.com.my | Reminders | Logout | Help

Email

Inbox (1)

New Mark Move Delete Search Refresh

Date: Fri 3/9/2012 10:54 PM

From: sales@hr2000.com.my

To: corychew@hr2000.com.my

Cc: sales@hr2000.com.my

Subject: Leave Been Approved

View: HTML | Text | Header | Raw Content

This message was sent with High importance

Dear TAN CHENG MEI ( 002 )

Your Leave Application Has Been Approved by JENNIFER WHITE ( 001 )

Leave Type : SL - SICK LEAVE  
Leave Date : 12/03/2012 - 12/03/2012  
Total Day : 1

Kindly login to the System to check your latest balance.

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

Thank You

1 message(s), 0 deleted, 1 unread

Internet | Protected Mode: Off 100%

Upon leave approval or rejection, employee will be notified via e-mail.

Company : DEMONSTRATION COMPANY (DEMO\_RAZMAH)

Report Title : Leave Entitlement Report

Period : 2018 / 12

Report Date : 09/03/2018 (Fri) 05:45 PM

Employee No	Employee Name	Leave Description	Bring Forward	Entitlement	Burn Leave	Adjustment	Taken	Balance
001	JENNIFER WHITE	ANNUAL LEAVE	5.00	22.00	0.00	0.00	2.00	25.00
001	JENNIFER WHITE	COMPASSIONATE LEAVE	0.00	3.00	0.00	0.00	0.00	3.00
001	JENNIFER WHITE	HOSPITALISATION LEAVE	0.00	38.00	0.00	0.00	0.00	38.00
001	JENNIFER WHITE	MEDICAL LEAVE	0.00	22.00	0.00	0.00	10.00	12.00
001	JENNIFER WHITE	MATERNITY LEAVE	0.00	60.00	0.00	0.00	0.00	60.00
001	JENNIFER WHITE	NON PAID LEAVE	0.00	0.00	0.00	0.00	0.00	0.00
001	JENNIFER WHITE	REPLACEMENT LEAVE	0.00	0.00	0.00	0.00	0.00	0.00
002	HARITH OSMAN B. MUSTAFA	ANNUAL LEAVE	0.00	16.00	0.00	0.00	4.50	11.50
002	HARITH OSMAN B. MUSTAFA	COMPASSIONATE LEAVE	0.00	3.00	0.00	0.00	0.00	3.00
002	HARITH OSMAN B. MUSTAFA	HOSPITALISATION LEAVE	0.00	38.00	0.00	0.00	0.00	38.00
002	HARITH OSMAN B. MUSTAFA	MEDICAL LEAVE	0.00	22.00	0.00	0.00	1.00	21.00
002	HARITH OSMAN B. MUSTAFA	Marriage Leave	0.00	3.00	0.00	0.00	0.00	3.00
002	HARITH OSMAN B. MUSTAFA	NON PAID LEAVE	0.00	0.00	0.00	0.00	0.00	0.00
002	HARITH OSMAN B. MUSTAFA	REPLACEMENT LEAVE	0.00	0.00	0.00	0.00	0.00	0.00
003	TAN CHENG MEI	ANNUAL LEAVE	2.00	16.00	0.00	0.00	3.00	15.00
003	TAN CHENG MEI	COMPASSIONATE LEAVE	0.00	3.00	0.00	0.00	0.00	3.00

Company : DEMONSTRATION COMPANY (DEMO\_RAZMAH)

Report Title : Leave Detail Report

Period : 2018 / 03

Report Date : 09/03/2018 (Fri) 05:51 PM

Employee No	Employee Name	Leave Code	Leave Description	Apply Date	From	To	Number of day
		Reason					Status
		Remark					
001	JENNIFER WHITE	AL	ANNUAL LEAVE	17/07/2017	02/01/2018	02/01/2018	1.00
		next year leave					Approved
		Edited Using Leave Approval By Batch.					
001	JENNIFER WHITE	AL	ANNUAL LEAVE	07/02/2018	22/02/2018	22/02/2018	1.00
		test					Approved
001	JENNIFER WHITE	MC	MEDICAL LEAVE	09/03/2018	02/03/2018	15/03/2018	10.00
		Chicken Pox					Approved
002	HARITH OSMAN B. MUSTAFA	AL	ANNUAL LEAVE	09/03/2018	13/02/2018	19/02/2018	4.00
		Short Vocation at Langkawi					Approved
002	HARITH OSMAN B. MUSTAFA	AL	ANNUAL LEAVE	09/03/2018	06/03/2018	06/03/2018	0.50
		Follow up for medical checkup at Klinik Kesihatan 19					Approved
002	HARITH OSMAN B. MUSTAFA	MC	MEDICAL LEAVE	09/03/2018	20/02/2018	20/02/2018	1.00
		FEVER					Approved



Company : DEMONSTRATION COMPANY (DEMO\_RAZMAH)

Report Title : Leave Adjustment Report

Period : 2018 / 03

Report Date : 09/03/2018 (Fri) 05:55 PM

Employee No	Employee Name	Leave Code	Leave Description	Date	Year	No Of Day	Reason
003	TAN CHENG MEI	RPL	REPLACEMENT LEAVE	09/03/2018	2018	1.00	Working on Rest Day on 10/03/2018
003	TAN CHENG MEI	RPL	REPLACEMENT LEAVE	09/03/2018	2018	1.00	Working on Public Holiday on 01/01/2018
007	SAKURA OSHIN YAMAHA	RPL	REPLACEMENT LEAVE	09/03/2018	2018	1.00	Working on Public Holiday 01/01/2018
007	SAKURA OSHIN YAMAHA	RPL	REPLACEMENT LEAVE	09/03/2018	2018	1.00	Working on Rest Day on 10/02/2018
007	SAKURA OSHIN YAMAHA	RPL	REPLACEMENT LEAVE	09/03/2018	2018	1.00	Working on Rest Day on 10/03/2018
009	LIM KOK SAI	RPL	REPLACEMENT LEAVE	09/03/2018	2018	1.00	Working on Public Holiday on 01/01/2018
108	CHONG CHEE HUAT	RPL	REPLACEMENT LEAVE	09/03/2018	2018	1.00	Working on Rest Day on 10/03/2018
114	HANIF BIN BUJONG	RPL	REPLACEMENT LEAVE	09/03/2018	2018	1.00	Working on Public Holiday on 01/01/2018
115	MAH SEE SEE	RPL	REPLACEMENT LEAVE	09/03/2018	2018	1.00	Working on Rest Day on 10/03/2018
119	MAJID BIN LONGMAN	RPL	REPLACEMENT LEAVE	09/03/2018	2018	1.00	Working on Rest Day on 04/02/2018
119	MAJID BIN LONGMAN	RPL	REPLACEMENT LEAVE	09/03/2018	2018	1.00	Working on Rest Day on 10/02/2018
119	MAJID BIN LONGMAN	RPL	REPLACEMENT LEAVE	09/03/2018	2018	1.00	Working on Public Holiday on 01/01/2018
208	LIM SENG KIAT	RPL	REPLACEMENT LEAVE	09/03/2018	2018	1.00	Working on PH on 01/01/2018

Company : DEMONSTRATION COMPANY (DEMO\_RAZMAH)

Report Title : Leave Claim Report

Period : 2018 / 03

Report Date : 09/03/2018 (Fri) 05:56 PM

Employee No	Employee Name	Clinic Code	Clinic Name	Claim Code	Date	Receipt Number	Amount
001	JENNIFER WHITE	GH-KL	General Hospital Kuala Lumpur	MC	02/03/2018	E52451	50.00
002	HARITH OSMAN B. MUSTAFA	K-KITA	KLINIK KITA	MC	20/02/2018	A01521	75.00
009	LIM KOK SAI	K-KITA	KLINIK KITA	MC	27/02/2018	E5256	50.00
219	HAZLINDA BTE BADAWI	K-KITA	KLINIK KITA	MC	06/03/2018	R82326	100.00

Company : DEMONSTRATION COMPANY (DEMO\_RAZMAH)

Report Title : Last Year Leave Forfeited Report

Period : 2018 / 12

Report Date : 09/03/2018 (Fri) 05:58 PM

Employee No	Employee Name	Leave Code	Leave Description	Previous Year Balance	Bring Forward	Forfeited	Current Year Burn Leave
001	JENNIFER WHITE	AL	ANNUAL LEAVE	5.00	5.00	0.00	3.00
003	TAN CHENG MEI	AL	ANNUAL LEAVE	2.00	2.00	0.00	1.00
004	PHANG LEE BENG (TONY)	AL	ANNUAL LEAVE	5.00	5.00	0.00	5.00
008	TIAN FATT HUAT	AL	ANNUAL LEAVE	4.00	4.00	0.00	0.00
019	MOHD ASMAWI BIN KURUS	AL	ANNUAL LEAVE	8.00	8.00	0.00	8.00
108	CHONG CHEE HUAT	AL	ANNUAL LEAVE	5.00	5.00	0.00	3.00
115	MAH SEE SEE	AL	ANNUAL LEAVE	1.00	1.00	0.00	0.00
119	MAJID BIN LONGMAN	AL	ANNUAL LEAVE	3.00	3.00	0.00	2.00
208	LIM SENG KIAT	AL	ANNUAL LEAVE	10.00	10.00	0.00	4.00
215	MOH CHUN LIN	AL	ANNUAL LEAVE	2.00	2.00	0.00	0.00
219	HAZLINDA BTE BADAWI	AL	ANNUAL LEAVE	4.00	4.00	0.00	4.00

Company : DEMONSTRATION COMPANY (DEMO\_RAZMAH)

Report Title : Leave Analysis Report

Period : 2018

Report Date : 09/03/2018 (Fri) 06:00 PM

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