



E-Leave Management

Effective and easy to use leave management and attendance for your organization

Managers, do you find it a chore when your team leaves you trails of paperwork when applying for leave approval? Employees, do you find a hassle to question the HR often for the vacation availability? Save troubles by taking leave management online.

The e-leave management system streamlines communication between the HR and employees and facilitates efficient management of employee leave. E-leave ensures that all leaves taken and requested are properly monitored, where everybody can apply and view leave records at your fingertips anytime, anywhere – without the hassle of having to go through HR department.

Organization distributed by Many Groups or Locations

- Quicker knowledge of resources availability of different groups, locations, countries outside of Head Quarter Office
- Global Admins have better management of human resources of employees in isolated, remote location.

All changes are directly updated and reflected on the application

Audit Logs for Compliance & Accountability

- All your changes done for leaves approval are logged and recorded
- Periodical changes and utilization can be analyzed out of historical log records

Additional Metadata for Users can be stored

Why customers use E-leave management

- ◆ Reduce paperwork – going green.
- ◆ Easy administration at a glance.
- ◆ Customizable leave type/entitlement

No Compromise on Work Efficiency

- E-leave management can be done without the hassle and delay of administrative staff.
- Accessible anytime, anywhere.

Protected from hassle and saves the Earth

App is in use for customers more than 2 years without any impact or support even when Microsoft Office 365 has been constantly changing and adding features.

E-Leave Management



Company Logo

LEAVE APPLICATION FORM

1: STAFF INFORMATION

Requester	Ahmad Hanis Aiman Bin Che Mohd Noor		
Department	TCU	Manager	Kah Boon Chua

2: LEAVE APPLICATION

Folio	LR-102		
From	16/11/2017	To	20/11/2017
Leave Type	Medical Leave	Leave Balance	14
Half-Day	<input type="checkbox"/> (Check if it is true or leave unchecked)		
Reason	Diagnosed with high blood pressure.		
Attachments	<input type="button" value="Click here to attach a file"/> ✗ Medical Certificate.pdf		

Home

Welcome, Ahmad Hanis Aiman Bin Che Mohd Noor

Leave Applied

5

Pending Leave

0

Rejected Leave

1

Approved Leave

1

Leave Entitlement

Leave Application

Entitlement

new item or edit this list

Name	Position	Annual Leave	Emergency Leave	Medical Leave	Unpaid Leave
<input type="checkbox"/> Kah Boon Chua	Manager	7	7	22	0
<input type="checkbox"/> Grace Kue	Manager	16	16	22	0
<input type="checkbox"/> NIK FIKRIE	Senior Executive	5	5	14	0
<input type="checkbox"/> Ahmad Hanis Aiman Bin Che Mohd Noor	Junior Executive	8	8	14	0
<input type="checkbox"/> Mohammad Hanif Rashid	Non-Executive	8	8	12	0
<input type="checkbox"/> Noraisah Binti Othman	Junior Executive	5	5	10	0
<input type="checkbox"/> Nazron Rusly	Senior Executive	14	14	22	14

My Task: Pending

There are no items to show in this view of the "Workflow Tasks" list.

Approved Leave

November, 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3	4
			NIK FIKRIE		Ahmad Hanis Aiman Bin Che Mohd Noor	
			Ahmad Hanis Aiman Bin Che Mohd Noor			
				Ahmad Hanis Aiman Bin Che Mohd Noor		
				:1 more item	:3 more items	:3 more items
5	6	7	8	9	10	11
Ahmad Hanis Aiman Bin Che Mohd Noor						
Ahmad Hanis Aiman Bin Che Mohd Noor						
Ahmad Hanis Aiman Bin Che Mohd Noor						
:2 more items		:2 more items		:1 more item		:1 more item
12	13	14	15	16	17	18
Ahmad Hanis Aiman Bin Che Mohd Noor						
Ahmad Hanis Aiman Bin Che Mohd Noor						
19	20	21	22	23	24	25
26	27	28	29	30	1	2

✕
✓

Leave Application

* Requester

Ahmad Hanis Aiman Bin Che Mohd Noor

* Department

TCU

* Manager

Kah Boon Chua

* Folio

LR-102

Leave Start

11/16/2017

Leave End

11/20/2017

* Leave Type

Annual Leave

Half Day

Off

