

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.

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Tel: 03-5632-9094 (Hunting Lines)

e-Mail : sales@hr2000.com.my Website: www.hr2000.com.my

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

Mobile | Facebook | Privacy | HR2000

Server Status : ONLINE

Login Mode : Employee / Supervisor Administrator

Company Code :

Login ID :

Password :

Remember me

Login

[Lost Password](#)

V2.084 - 14/03/2017

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

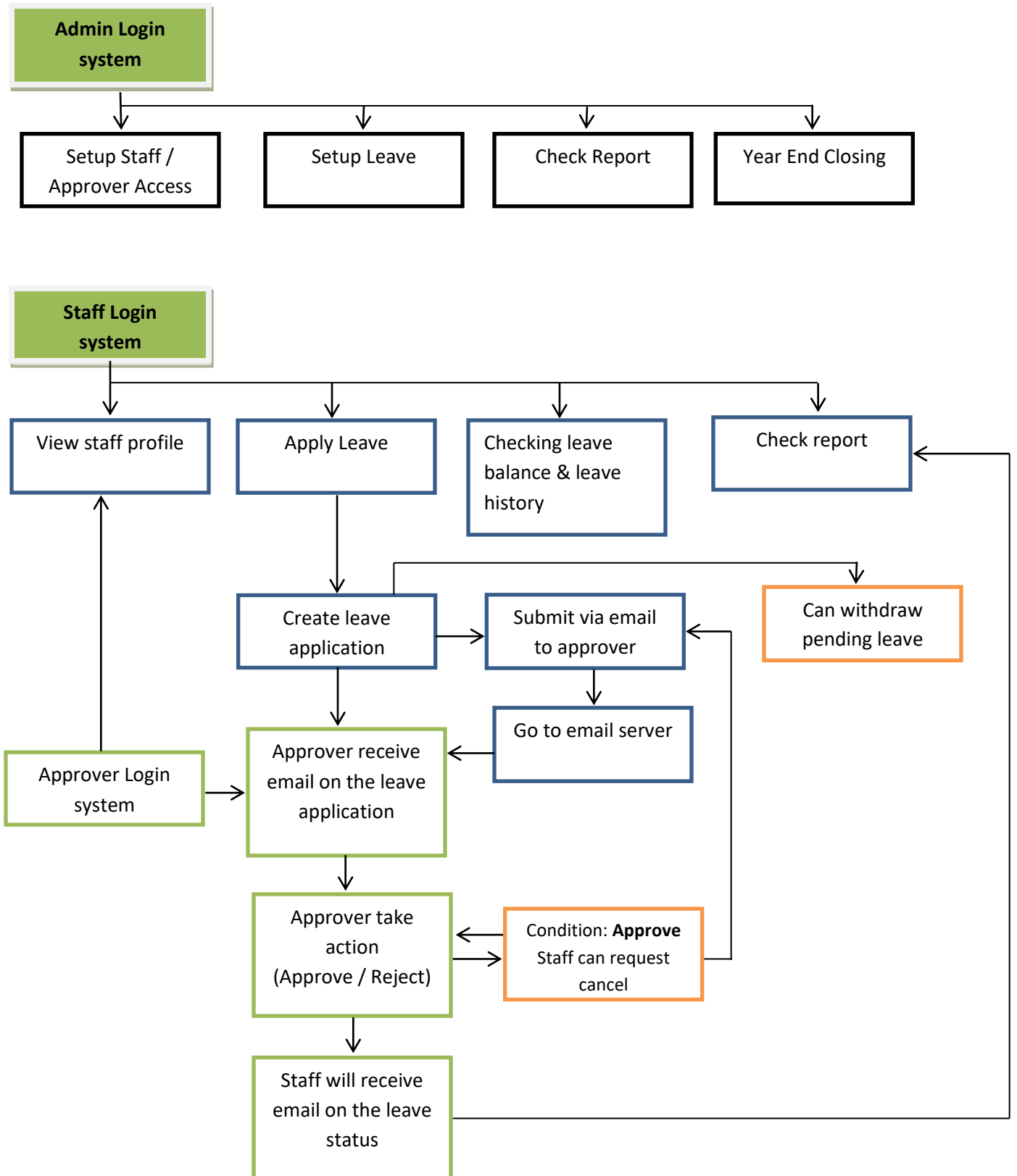
3. ADMINISTRATOR Features

- ✔ 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

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.

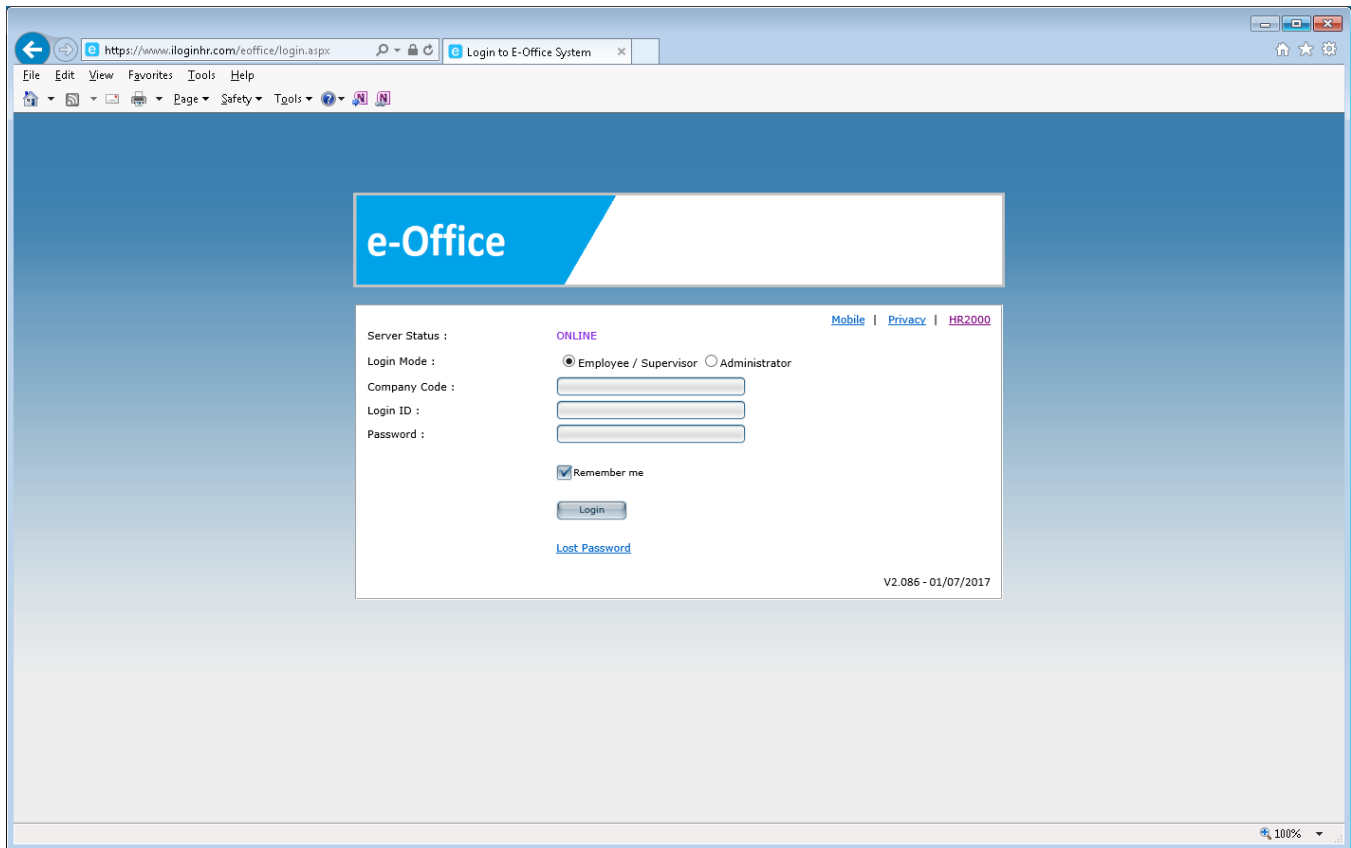
Q) Can we still use E-OFFICE if annual support/maintenance fee is not paid ?

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

The screenshot displays the HR 2000 SDN BHD Employee Main page. The user is logged in as JENNIFER WHITE (001) from the DEMO_CORY company, with the current year set to 02/2017 and the date to 04/07/2017. The navigation menu includes Home, Employee, Supervisor, Miscellaneous, and Log Out. The 'My Leave' dropdown menu is open, showing options like Leave Application, Time Off Application, Leave History, and Apply on Behalf. Below the menu are two tables: 'Leave Entitlement' and 'Upcoming Leave Status'.

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	28.50
SL	SICK LEAVE	0.00	22.00	0.00	0.00	0.00	22.00

Trx N	Leave Type	Leave Description	Date Apply	From	To	Total	Reason	Status	Action
382095	SL	SICK LEAVE	04/07/2017	01/09/2017	01/09/2017	1.00	Stomach ache	Pending	Withdraw
382095	AL	ANNUAL LEAVE	04/07/2017	04/12/2017	04/12/2017	1.00	Family holiday trip to Port Dickson	Approved	Request Cancel
382095	AL	ANNUAL LEAVE	04/07/2017	05/12/2017	05/12/2017	1.00	Balik Kampung	Pending	Withdraw

- 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

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

Employee Profile

Biodata - * Cannot be altered

Employee No: 001

Employee Name: JENNIFER WHITE

Sex: Female

Marital Status: Single

Birth Date: 01/01/1980

Race: [Dropdown]

Religion: [Dropdown]

Nationality: [Dropdown]

New IC: [Text]

Old IC: [Text]

Immigration No: [Text]

Job Setup

Hire Date: 01/01/2000

Confirm Date: [Text]

Resign Date: [Text]

Retired Date: [Text]

Company: HR2000 - HR 2000 SDN BHD

Cost Centre: KL - KUALA LUMPUR

Department: [Dropdown]

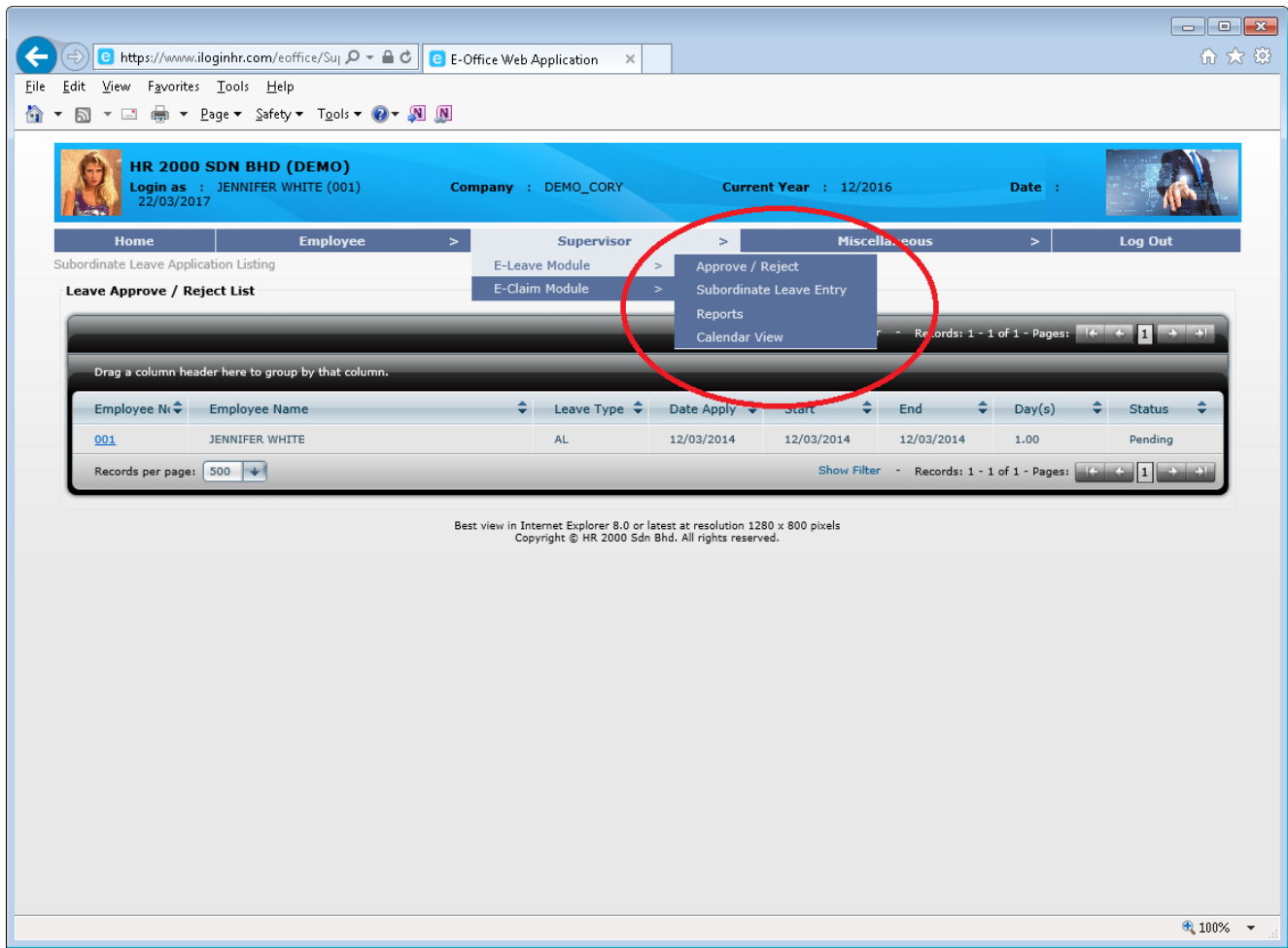
Section: [Dropdown]

Division: [Dropdown]

100%

- 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



The screenshot shows the HR 2000 SDN BHD (DEMO) E-Office Web Application interface. 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 navigation menu includes Home, Employee, Supervisor, Miscellaneous, and Log Out. The 'Supervisor' menu is expanded, showing options: Approve / Reject, Subordinate Leave Entry, Reports, and Calendar View. Below the menu is a table titled 'Subordinate Leave Application Listing' with the following data:

Employee No	Employee Name	Leave Type	Date Apply	Start	End	Day(s)	Status
001	JENNIFER WHITE	AL	12/03/2014	12/03/2014	12/03/2014	1.00	Pending

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

Best view in Internet Explorer 8.0 or latest at resolution 1280 x 800 pixels
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- "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 a web application interface for supervisor approval of leave. The main window is titled "Mail Leave Approve/Reject" and shows the following information:

- 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.

A callout window titled "Leave Application Date Info" shows a table with the following data:

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

- 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

HR 2000 SDN BHD (DEMO)
Login as : admin Company : DEMO_CORY Current Year : 12/2016 Date : 22/03/2017

Home System Setup > E-Master > **E-Leave >** E-Claim > Miscellaneous > Log Out

Main Page

Information **Who's On Leave**

22/03/2012 31/12/2018 Show

Grouping : [v]

Leave Setup >
Approval Management >
Leave Management >
Leave Calculator
Report
Export
Leave Forfeit/ Burn Leave
Leave Calendar View
Year End Closing

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

Employee No.	Employee Name	LvDesc	Date	Period
Date: 06/11/2012				
001	JENNIFER WHITE	ANNUAL LEAVE	06/11/2012	Full
Date: 31/12/2013				
001	JENNIFER WHITE	ANNUAL LEAVE	31/12/2013	Full
Date: 20/01/2014				
001	JENNIFER WHITE	ANNUAL LEAVE	20/01/2014	Full

Records per page: All Show Filter Records: 1 - 3 of 3 Pages: [1]

Best view in Internet Explorer 8.0 or latest at resolution 1280 x 800 pixels
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- 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

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)" from the company "DEMO_CORY". The current year is "12/2016" and the date is "22/03/2017".

The main content area is titled "Calendar View : Show January - December Leave Taken." and includes a legend for leave status:

- Pending (Yellow)
- Approved (Green)
- Rejected (Red)
- Cancelled (Blue)

The calendar view shows the month of March 2017. The days of the week are Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The dates are 26, 27, 28, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, and 18. The calendar shows two days with leave taken, both marked as "AL: [Pending]":

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

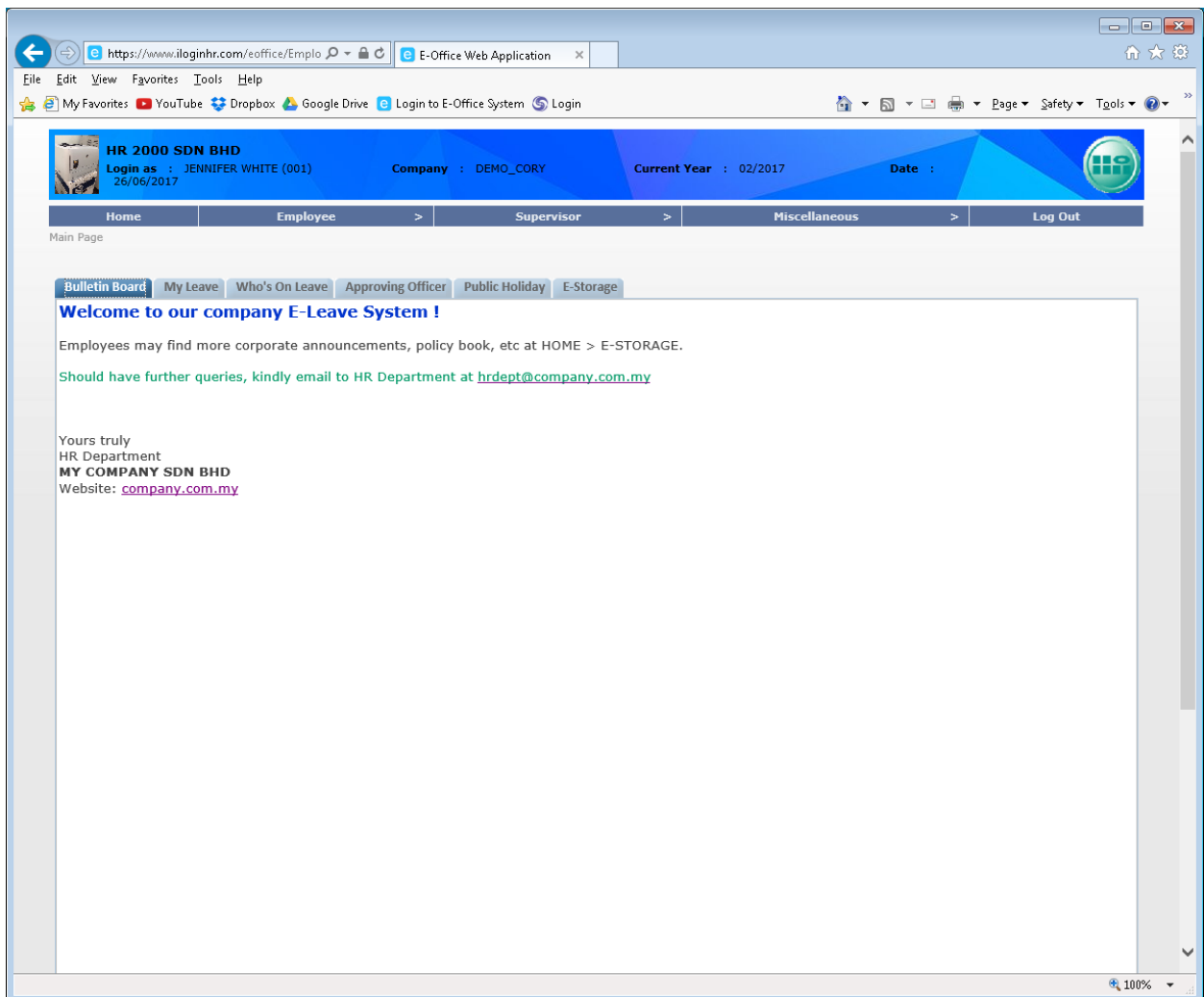
The zoom level is set to 100%.

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



The screenshot displays a web browser window with the URL <https://www.iloginhr.com/eoffice/Empl...> and the page title "E-Office Web Application". The browser's address bar shows the URL, and the page title is "E-Office Web Application". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar shows "My Favorites", "YouTube", "Dropbox", "Google Drive", "Login to E-Office System", and "Login".

The main content area of the application is titled "HR 2000 SDN BHD" and displays the following information:

- Login as : JENNIFER WHITE (001)
- Company : DEMO_CORY
- Current Year : 02/2017
- Date :

The navigation menu includes "Home", "Employee", "Supervisor", "Miscellaneous", and "Log Out". The "Main Page" is displayed, and the "Bulletin Board" tab is selected. The bulletin board content reads:

Welcome to our company E-Leave System !


Employees may find more corporate announcements, policy book, etc at HOME > E-STORAGE.

Should have further queries, kindly email to HR Department at hrdept@company.com.my

Yours truly
HR Department
MY COMPANY SDN BHD
Website: company.com.my

The browser's status bar at the bottom right shows "100%".

G. Dedicated Server hosting with ISO Certification



DRAFT CERTIFICATE OF APPROVAL

This is to certify that the Management System of:

Shinjiru Technology Sdn. Bhd. (603640-V)
No. 19-2, Wisma Laxton
Jalan Desa, Taman Desa, Off Jalan Klang Lama
58100 Kuala Lumpur, Malaysia

has been approved by Lloyd's Register Quality Assurance to the following Management System Standard(s):

ISO 9001:2008

The Management System is applicable to:

Provision of dedicated server, server co-location and shared web hosting services

Suffix /	Technical review date:	Certificate expiry date:	14 SEP 2018
(for example, IA, /B, etc)	(office use only)	(office use; assessor to enter if non-standard)	



CERTIFICATE OF COMPLIANCE

Shinjiru Technology Sdn Bhd

✓ Unit # 11.8, 8F, Menara AIMS, Changkat Raja Chulan, Kuala Lumpur, Wilayah Persekutuan, Malaysia 50200

has been audited by **ControlCase LLC** and found to be in compliance with requirements of **PCI Data Security Standard Version 3.2** as per **Report on Compliance** issued on **September 26, 2017**

The **PCI Data Security Standard** is used by all major card brands as the common security standard for their compliance programs. Brands and programs include,

- VISA USA - (CISP - Cardholder Information Security Program)
- VISA International - (AIS - Account Information Security)
- MasterCard Worldwide - (SDP- Site Data Protection)
- American Express - (DSOP - Data Security Operating Policy)
- Discover Network - (DISC - Discover Information Security and Compliance)
- JCB - Fully supports the PCI DSS mandate

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.

Level of Certification: Level 1

Reference no.: 09262017KLIASDC

Expiration Date: September 25, 2018

Assessed by: ControlCase LLC



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



Network & Data Centers



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

About Shinjiru Malaysia

Shinjiru has 2 data centers 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). SHINJIRU has achieved numerous awards and certifications such as the ISO9001:2015 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. Shinjiru is SOC2 certified by DELOITTE PLT

<https://www.shinjiru.com.my/accreditations-awards/>

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.

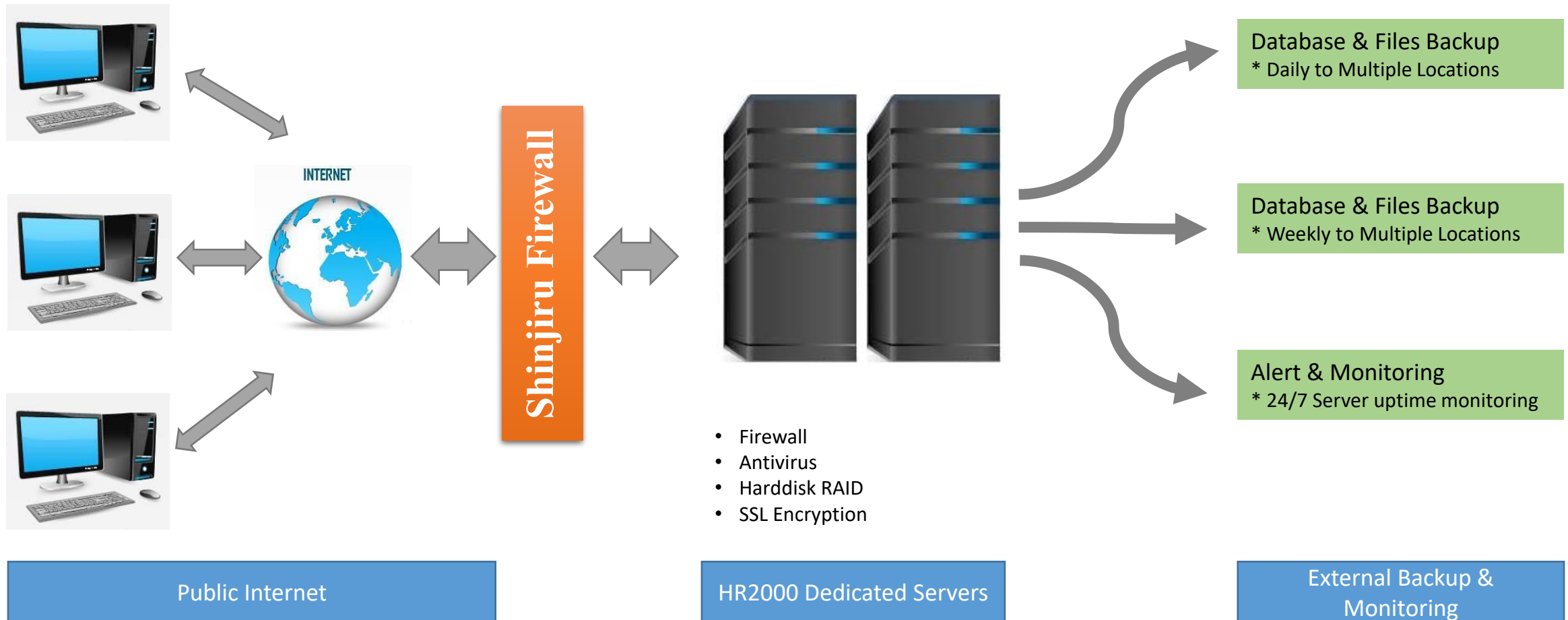
100% Bandwidth Utilization

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!



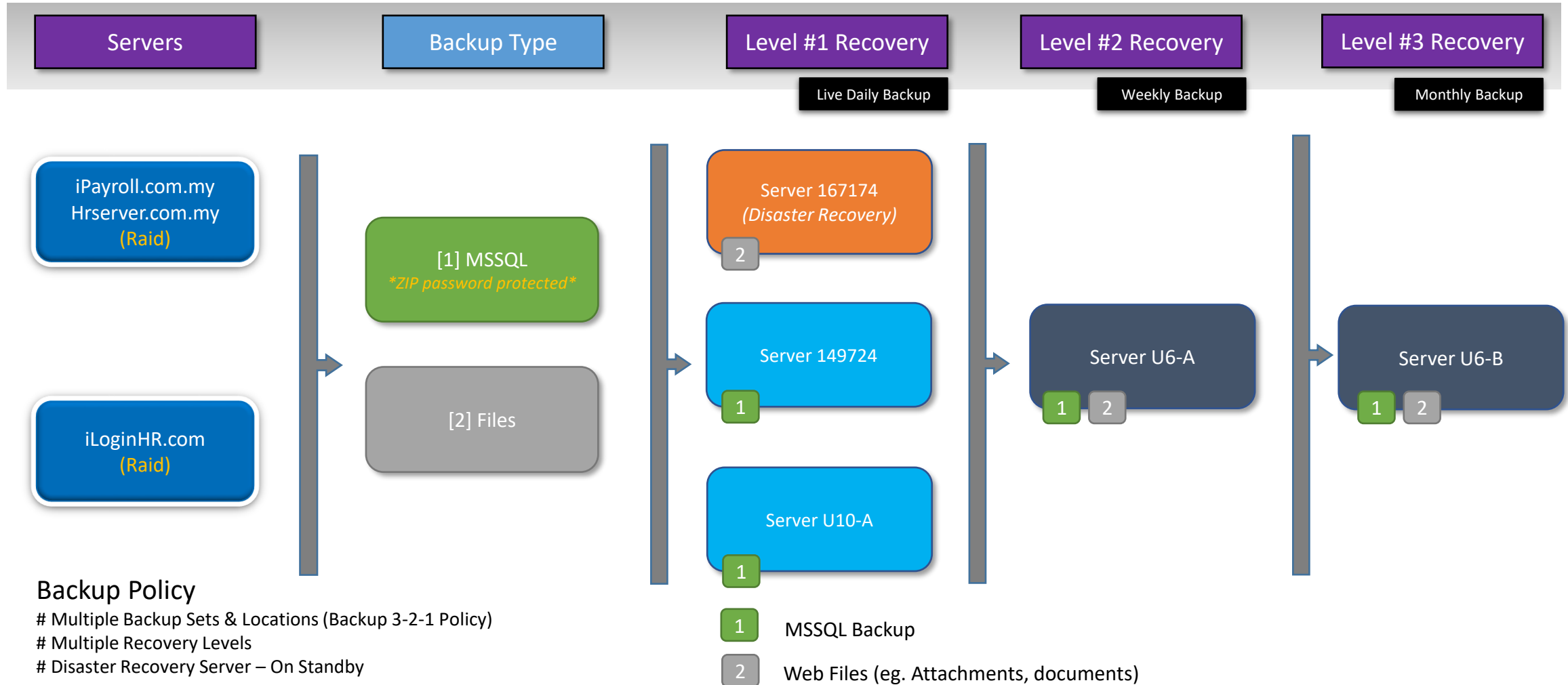


Server Infrastructure Diagram





Backup Diagram



Backup 3-2-1 Policy

The 3-2-1 backup rule is a data protection strategy that recommends creating three copies of your data, storing them on two different media types, and keeping one copy off-site. This method ensures data redundancy and protection against various failure scenarios, including hardware failures, data corruption, and natural disasters. By following this rule, you can significantly reduce the risk of data loss and improve your ability to recover data in case of a disaster.

Disaster Recovery

Disaster recovery (DR) is a process for restoring an organization's IT infrastructure and operations after a disruptive event, whether natural or human-caused. The goal is to minimize the impact of the disaster and restore normal operations as quickly as possible.

Firewall

A firewall is a network security device that acts as a barrier between a trusted internal network and untrusted external networks, like the internet. It monitors, filters, and controls incoming and outgoing network traffic based on predefined security rules. Firewalls help protect networks from unauthorized access, malicious activities, and potential threats.

Antivirus

Antivirus software is a security program designed to protect computers and other devices from malware, such as viruses, worms, trojans, and ransomware. It works by detecting, preventing, and removing these malicious threats, helping to keep devices secure and prevent data loss or damage.

Hard disk RAID

HDD RAID refers to using multiple hard disk drives (HDDs) together in a Redundant Array of Independent Disks (RAID) configuration. RAID is a storage system that combines multiple physical drives into a single logical unit to improve performance, increase storage capacity, or provide data redundancy (protection against drive failures).

SSL Encryption

SSL encryption, or Secure Sockets Layer, is a protocol that secures online communication by encrypting data transmitted between a website and a web browser or between two servers. It's a key part of what makes websites appear secure, represented by a padlock icon in the browser's address bar. Essentially, SSL encryption ensures that sensitive information like passwords, payment details, and personal data remains private and protected from interception during online transmission.

Alert & Monitoring

An alert and monitoring tool is a system used to proactively track the health and performance of systems, applications, or infrastructure, and then automatically notify administrators or operators when specific conditions are met or thresholds are breached. These tools help identify and resolve potential issues before they impact users.



Definitions:

HR 2000 SDN BHD (“**HR2000**”, “we”, “our”, or “us”) is committed to carry out our obligations to ensure customers data safety and application reliability and performance.

HR2000 operates a web-based solution available via our website and sub-domains of **iPayroll.com.my / iLoginHR.com / HRserver.com.my** (our “**Website**”), our application software (our “**Platform**”), and our mobile application software for digital tablets and mobile phones (our “**App**”) as well as other products and services that we make available (together, the “**Services**”).

“**Customer**” shall mean the organization (company or other legal entity) that is receiving our Services pursuant to HR2000’s general terms and conditions of services and “**End User**” shall mean any individual who has access to our Website, Platform, and/or App.

“**Confidential Information**” means all information, data, documents, materials, reports, records, or communications (whether written, oral, physical, electronic or otherwise) disclosed by the Customer to HR2000 that is not in the public domain and includes employee information, payroll data, system access credentials, and business processes, or any information which comes to our knowledge or possession while carrying out any assignment relating to the Services for the Customer.

1. Purpose

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 of HR2000 can expect, and the remedies we offer in case HR2000 fails to provide service at those levels.



2. HR2000 is committed in providing:

- E-mail & phone **support response** time is guaranteed within 60 minutes (exclude peak hours) and available within HR2000 standard business day.
- **Technical assistance** in the event of a glitch; to repair and fully restore in the event data corruption is detected.
- Regular **software updates** included system stability improvements, bug fixes, system security fixes, new and/or enhanced features, and further improvements to performance. HR2000 retains the right to modify the frequency of features release availability at its discretion.
- 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.
- The following services are available upon customers' request and subject to additional fees:
 - Re-fresher Software training
 - Re-installing the SERVICES into customers computing environment
 - Poller Installation
 - Payslip Customization
 - Database Conversion
 - Database Clone Setup
 - Database Portability: To obtain your Personal Data that you have provided to us with your consent in a format which enables you to transfer that Personal Data to another organization
 - Plug-In: CEO Login (Group) / Claim Project / MTD Payroll GL Report / Claim GL Report
- A highest possible 99.75% **server uptime** for its paid services, excluding scheduled maintenance.
- **Backup & Redundancy** to multiple different locations in Malaysia, namely
 - (a) Redundancy data protection Using **RAID**
 - (b) Databases & Files backup located to multiple secured remote locations
- In the event of **data disaster**, HR2000 will perform a 24-hour data recovery from the most recent sets of reliable backup data.
- **Data Security Assurance**: SSL/TLS (SHA-256) encrypts data transmitted between the website and the user's browser; Database backup sets are in encrypted ZIP (AES-256) format; Data User login with Two-factor authentication (2FA); PDF password protected with 128-bit AES;
- **Server Security Assurance**: HTTPS secure access; Antivirus; Firewall; DDOS Protection; Harddisk RAID; Backup 3-2-1 policy; Internal Penetration Testing; Server OS updates; Secured administrator access login with NLA and SSL enabled; Disaster Recovery server; Server Alert & Monitoring;

3. 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).



4. Service Availability & Response Time

Telephone and e-mail support (Mon – Fri) 9:00 am to 5:45 pm - excluding State & Public holidays. All reports of Incidents must be made to HR2000 by customer’s Authorized Contact(s) either via e-mail or telephone.

HR2000 will respond to service-related incidents and/or requests submitted by the Customer within the following time frames. These levels are used to categorize the impact and urgency of incidents, allowing for more efficient and targeted support:

Severity Level	Support Resolution Time	Sample Incidents
S1 (Critical)	5 business days (max)	<p>Complete system outage or a critical security breach</p> <p>Means the most severe issues, often impacting the entire system or organization. Examples include a complete system outage or a critical security breach.</p> <p><i>eg. affects an entire service, resulting in the inability to perform/provide the functions of the service</i></p>
S2 (High)	2 business days (max)	<p>Major network outage or a critical data corruption</p> <p>Means significant problems that affect a large portion of users or applications, but not the entire system. Examples include a major network outage, critical data corruption or server hardware failure (such as hard drive, memory, processor, power supply, NIC and motherboard).</p> <p><i>eg. affects user’s ability to perform a function that is critical to their role and standard business operations</i></p>
S3 (Medium)	24 business hours (max)	<p>Functional issue or a performance degradation</p> <p>Means issues that affect a smaller subset of users or applications, but are still disruptive. Examples include a functional issue or a performance degradation.</p> <p><i>eg. moderately affects a user’s ability to perform functions as a part of their role</i></p>
S4 (Low)	4 business hours (max)	<p>Cosmetic bug or a minor performance slowdown</p> <p>Means issues that have limited impact and are not considered critical. Examples include a cosmetic bug or a minor performance slowdown.</p> <p><i>eg. Does not impede a user’s ability to perform a function or a workaround is available</i></p>



5. HR2000 Dedicated Server hosted @ Shinjiru [ISO 9001:2015]

- 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/>)
- Shinjiru ISO 9001:2015 Certified (refer <https://www.shinjiru.com.my/accreditations-awards/>)
- 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

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

6. Your Account and Confidentiality

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. 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 will no longer provide support for obsolete or unsupported Windows operating systems, including Windows XP, Windows Vista, and Windows 7. To ensure security, stability, and full compatibility with our products and services, we recommend upgrading to a currently supported version of Windows.

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. 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)



Introduction:

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

1. Trademarks & Copyright

iPayroll.com.my / iLoginHR.com / HRserver.com.my / Quick Pay / Quick Staff / Quick TMS 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.

2. Software License Agreement

Each software license issued by HR2000 grants the customer a limited, non-exclusive, and **non-transferable** right to use the software solely for internal business purposes. The software is licensed, not sold, and all ownership and intellectual property rights remain with HR2000. Licenses may not be transferred, resold, rented, or sublicensed to any third party.

3. 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. 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.

4. Confidentiality & Personal Data Protection

HR2000 is committed to protecting the privacy of our users, and strives to provide a safe, secure user experience. You authorize and grant HR2000 the right of processing your data for your usage of the SERVICES. During support of your usage, you may need to furnish some information to ease troubleshooting and fix your issue in using the SERVICES. HR2000 reserves the right to refuse service, terminate accounts or remove or edit content in its sole discretion. We will take all reasonable measures to guarantee that no employee, agent, or other person hired to provide services to the customer discloses or makes public the confidential information, and that these individuals are informed of the confidential nature of the assignments. We state and undertake that we shall not disclose any Confidential Information to any third party without first obtaining the Customer's written consent. We further agree and undertake that all such Confidential Information shall be kept confidential and shall not be used or applied for purposes other than carrying out the assignments requested by the Customer and for the Services herein. We will not sell, share, or rent your personal information to any third party.



5. 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.

6. 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.

7. Customer Responsibilities

Customer acknowledges that they are solely responsible for the security of their account, including but not limited to, the protection of their login credentials, access to the service, and any data or information stored or processed within the service. Customer agrees to implement reasonable security measures to prevent unauthorized access to their account and data, including, but not limited to, using strong passwords, regularly updating their systems, and being vigilant against phishing and social engineering attacks. Customer is responsible for all activities that occur under their account.

8. 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.

9. 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.



10. Annual Maintenance Contract & Fees

The SERVICES will be updated and maintained by HR2000. HR2000 retains the right to modify the frequency of features release availability at its discretion. Future software additions, such as revisions to the employment act or statutory board, bank format, and year-end reporting, require an annual maintenance contract. This agreement will automatically be renewed annually after the first term ends, provided that one month's notice is given beforehand. Either party may terminate the maintenance contract agreement by providing written notice before the actual contract expiration date. HR2000 maintains the right to amend maintenance fees with at least one (1) month's written notice. A number of causes, such as rising operational costs, inflation, or shifts in third-party service provider fees, may necessitate such alterations.

11. Redemption of Training Sessions

All Training session must be redeemed within 90 days period starting on the invoice date. Otherwise, the user is deemed to have been trained.

12. Redemption of Plug-In Module

Every supplied PLUG-IN module must be redeemed within the warranty period starting on the invoice date. The following PLUG-IN services are available upon customers' request and subject to additional fees:

- Poller Installation
- Payslip Customization
- Database Conversion
- Database Clone Setup
- Database Portability: To obtain your Personal Data that you have provided to us with your consent in a format which enables you to transfer that Personal Data to another organization
- Plug-In: CEO Login (Group) / Claim Project / MTD Payroll GL Report / Claim GL Report

13. 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.

14. 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. 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



Windows Internet Explorer

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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

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

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	Tota	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:

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
00012	SAIFUL ANUAR BIN ZAINAL	Unpaid Leave	0.00	0.00	0.00	0.00	0.00	0.00
00012	SAIFUL ANUAR BIN ZAINAL	Medical Leave	0.00	22.00	0.00	0.00	0.00	22.00
00012	SAIFUL ANUAR BIN ZAINAL	SUSPEND	0.00	0.00	0.00	0.00	0.00	0.00

Leave Entitlement Report

Leave Pending Report - Windows Internet Explorer

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

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

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:

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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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.ilqinhr.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|sectir

File Edit View Favorites Tools Help

SmarterMail Professional 6.9
corychew@hr2000.com.my | Reminders | Logout | Help

Email Collaborate Workspace Reports Settings

Email

Inbox (1)

New Message
My Today Page
Inbox (1)
Deleted Items
Drafts
Sent Items

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

Reply Reply All Forward Print

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

