# 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…

**WARRANTY 3 YEARS WARRANTY**

### 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

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**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

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# 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

**Single LOGIN for Employees, Supervisors & Admin**

## 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
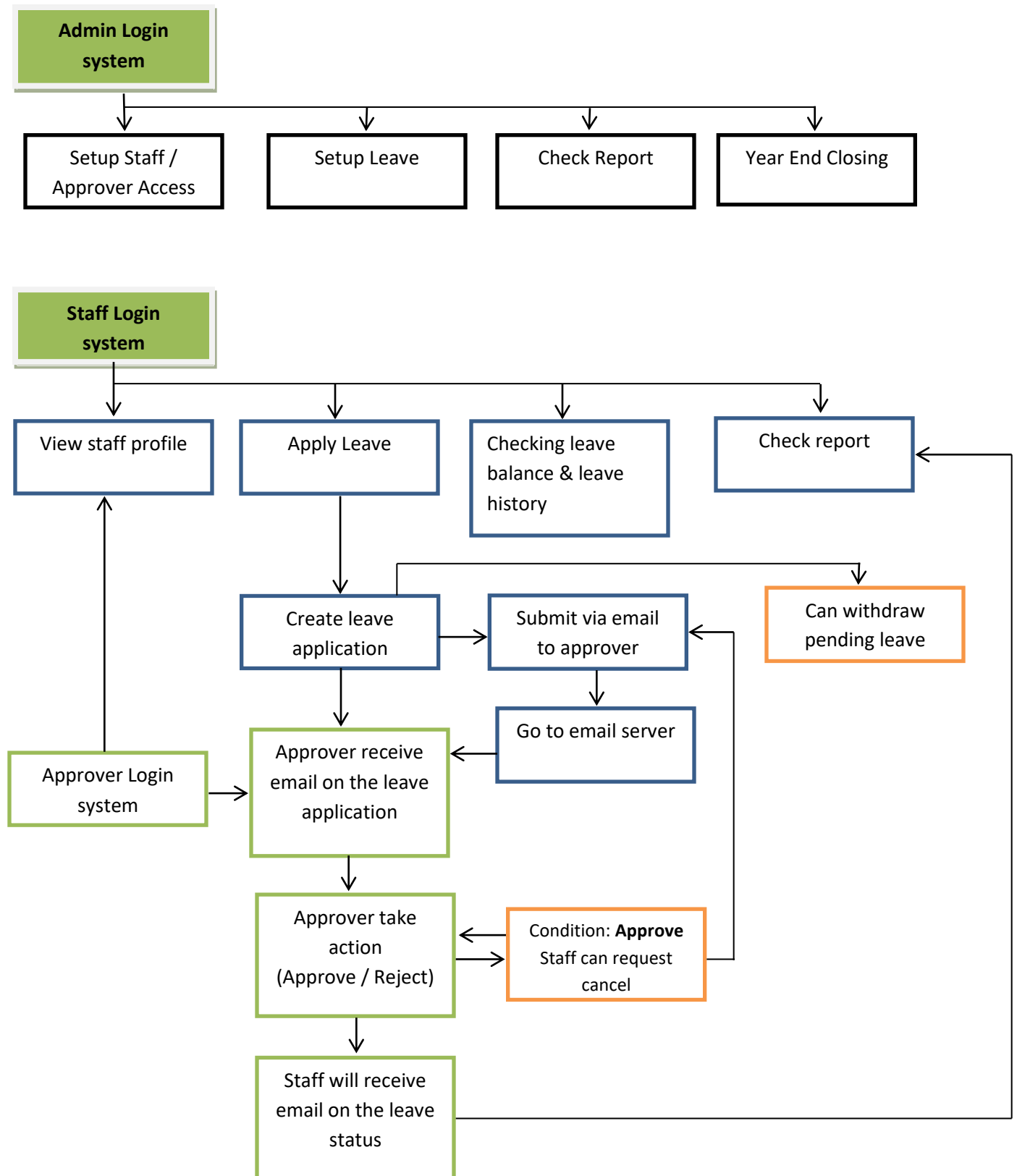✓ Print sub-ordinate leave approved/rejected/pending report

## 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

**Admin Login system**

- Setup Staff / Approver Access
- Setup Leave
- Check Report
- Year End Closing

**Staff Login system**

- View staff profile
- Apply Leave
- Checking leave balance & leave history
- Check report

Create leave application → Submit via email to approver

Can withdraw pending leave

Submit via email to approver → Go to email server

Go to email server → Approver receive email on the leave application

Approver Login system → Approver receive email on the leave application

Approver receive email on the leave application → Approver take action (Approve / Reject)

Approver take action (Approve / Reject) → Condition: **Approve** Staff can request cancel

Approver take action (Approve / Reject) → Staff will receive email on the leave status

# 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
- <u>Unmetered</u> 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 ?**
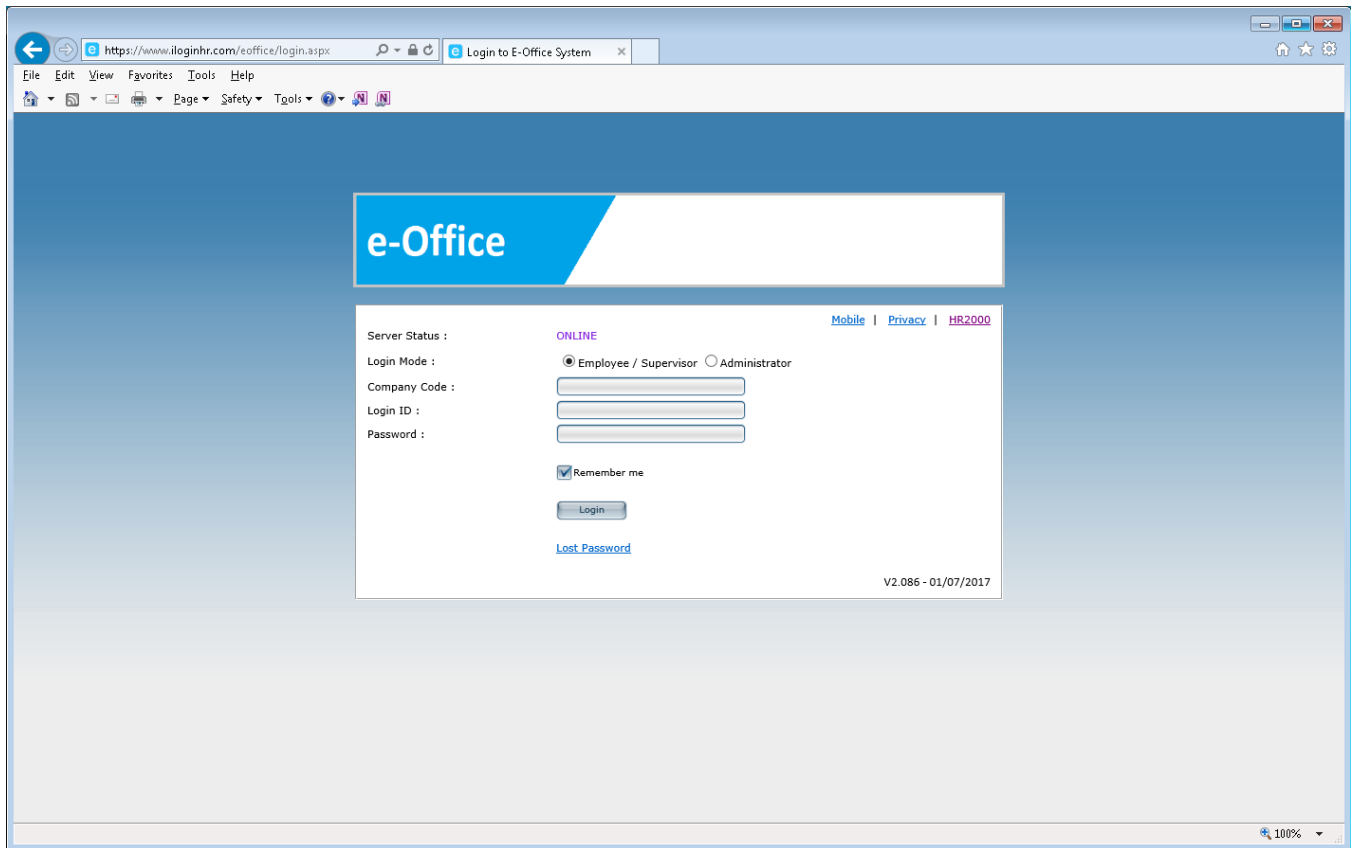Optional. Annual maintenance fee for E-OFFICE module is optional.

**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 <u>single login entry point</u> 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*** <u>devices</u> login using mobile smart phones, iPads,etc

## B. EMPLOYEE Module



- 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



- 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
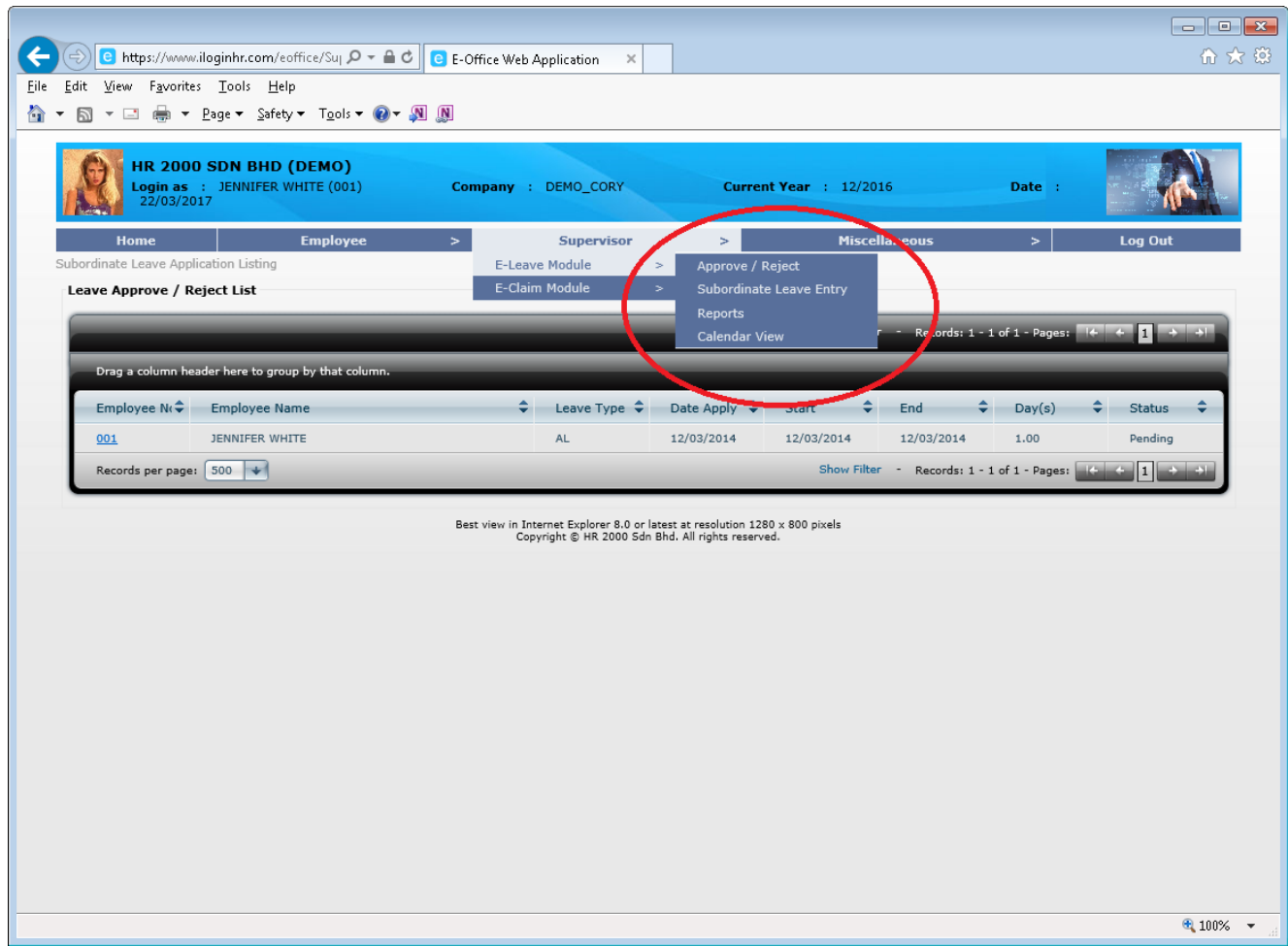


- ”Supervisor Menu” allows Supervisors to <u>manage sub-ordinate leave application</u>. Administrator may also choose to allow supervisors to create leave records for their subordinates.

- 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)



- Once employee applied for leave, Supervisor will receive <u>e-mail notification</u> 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

## 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*
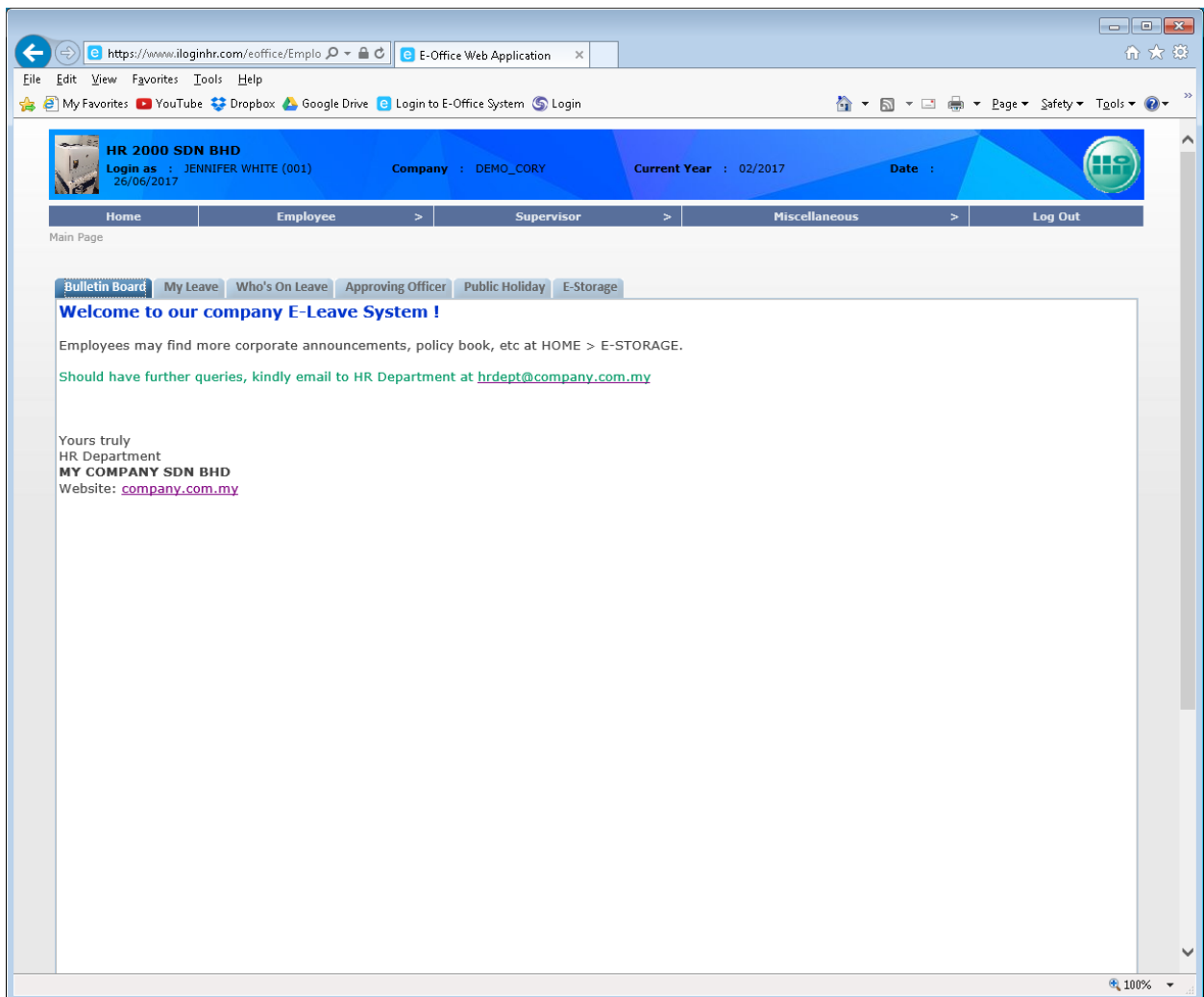
# G. Dedicated Server hosting with ISO Certification

## Lloyd's Register LRQA

### 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, /A, /B, etc) | | (office use only) | | (office use; assessor to enter if non-standard) | |

## ControlCase
**Compliance as a Service**

### 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.

**PAYMENT CARD INDUSTRY STANDARD**

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 .

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). 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 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

**Shinjiru Firewall**

INTERNET

- Firewall
- Antivirus
- Harddisk RAID
- SSL Encryption

**Database & Files Backup**
* Daily to Multiple Locations

**Database & Files Backup**
* Weekly to Multiple Locations

**Alert & Monitoring**
* 24/7 Server uptime monitoring

Public Internet

HR2000 Dedicated Servers

External Backup & Monitoring

# Backup Diagram

| Servers | Backup Type | Level #1 Recovery | Level #2 Recovery | Level #3 Recovery |
|---|---|---|---|---|
| | | Live Daily Backup | Weekly Backup | Monthly Backup |

**iPayroll.com.my**
**Hrserver.com.my**
(Raid)

**[1] MSSQL**
*ZIP password protected*

**Server 149724**
`1`

**[2] Files**

**Server 167174**
*(Disaster Recovery)*
`2`

**Server U6-A**
`1` `2`

**Server U6-B**
`1` `2`

**iLoginHR.com**
(Raid)

**Server U10-A**
`1`

## Backup Policy
# Multiple Backup Sets & Locations (Backup 3-2-1 Policy)
# Multiple Recovery Levels
# Disaster Recovery Server – On Standby

`1` MSSQL Backup

`2` Web Files (eg. Attachments, documents)

## 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.

## Harddisk 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.

# SLA

## HR2000 :: SERVICE LEVEL AGREEMENT (SLA)

Version Date: June 26th 2025

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. . **iPayroll.com.my** / **iLoginHR.com / HRserver.com.my**  (hereinafter referred to as "**SERVICES**") are trademarks of HR2000.

**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.**

1. **HR2000 is committed in providing:**
   - E-mail & phone support response time is guaranteed within 60 minutes (exclude peak hours).
   - 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.
   - A highest possible 99.75% uptime for its paid services, excluding scheduled maintenance.
   - Secure HTTPS access, server firewall, and server antivirus.
   - 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 case of HR2000 server hardware failure, HR2000 will execute 4 hour replacement to hardware (such as hard drive, memory, processor, power supply, NIC, motherboard).
   - In the event of data disaster, HR2000 will perform a 24-hour data recovery from the most recent sets of reliable backup data.

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.  **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:

(a) "Severity Level 1 (S1 - Critical)" means the most severe issues, often impacting the entire system or organization. Examples include a complete system outage or a critical security breach.

(b) "Severity Level 2 (S2 - High)" means significant problems that affect a large portion of users or applications, but not the entire system. Examples include a major network outage or a critical data corruption.

(c) "Severity Level 3 (S3 - Medium)" means issues that affect a smaller subset of users or applications, but are still disruptive. Examples include a functional issue or a performance degradation.

(d) "Severity Level 4 (S4 - Low)" means issues that have limited impact and are not considered critical. Examples include a cosmetic bug or a minor performance slowdown.

| Severity Level | Support Resolution Time | Sample Incidents |
| --- | --- | --- |
| S1 (Critical) | 5 business days (max) | **Complete system outage or a critical security breach** *eg. affects an entire service, resulting in the inability to perform/provide the functions of the service* |
| S2 (High) | 2 business days (max) | **Major network outage or a critical data corruption** *eg. affects user's ability to perform a function that is critical to their role and standard business operations* |
| S3 (Medium) | 24 business hours (max) | **Functional issue or a performance degradation** *eg. moderately affects a user's ability to perform functions as a part of their role* |
| S4 (Low) | 4 business hours (max) | **Cosmetic bug or a minor performance slowdown** *eg. Does not impede a user's ability to perform a function or a workaround is available* |

4. **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

   *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

5. **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.

## 6. 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.

## 7. 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.

## 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)**

# 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)**

# PDPA

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

Version Date: June 26th 2025

**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.

**Data Protection Officer (DPO):**

**Mr WK CHIN**

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

Tel: 03-56329094 (Hotline)

## HR2000 :: Anti-Bribery and Anti-Corruption Statement

Version Date: June 26th 2025

### Anti-Bribery and Anti-Corruption Statement

HR 2000 SDN BHD ("HR2000") adopt a zero-tolerance approach against all forms of bribery and corruption. We are committed to conduct business in an ethical and honest manner in accordance with the Malaysian Anti-Corruption Commission Act 2009 and the MACC (Amendment) Act 2018 ("MACC Act").

### Reporting Channel

HR2000 encourages all parties to notify the company via email if you become aware of/suspect any potential corruption activities or misconducts. We will review every report submitted and either investigate without delay or forward the report to the responsible specialist department depending on the nature of the report. Should you have any queries or further questions, please do not hesitate to contact below:

**Compliance Department:**

**Mr KW CHEW**

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

Tel: 03-56329094 (Hotline)

# Management Reports

**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 |

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
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Report

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Favorites

**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 | 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 kampong |

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

Print          Export to Excel          Export to Word

**Leave Cancellation Report**

File   Edit   View   Favorites   Tools   Help

⭐ Favorites

**Leave Entitlement Report**
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**
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: 1

Print    Export to Excel    Export to Word

**Leave Rejected Report - Windows Internet Explorer**

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**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 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

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

Google

File   Edit   View   Favorites   Tools   Help

Favorites   Page ▾   Safety ▾   Tools ▾

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.

**Action Required : Leave Application From 002-TAN CHENG MEI**          TO: You   CC: 1 recipient    Show Details

📮 **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

olb Automatic Organizer

📅 Calendar

🖼 Edit Photos

E Evite

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

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          ✕

**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.**

Done                                          🌐 Internet | Protected Mode: Off          🔍 100% ▾

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

Google

File   Edit   View   Favorites   Tools   Help

Favorites      Page ▼   Safety ▼   Tools ▼

SmarterMail Professional 6.9

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

Email   Collaborate   Workspace   Reports   Settings

**Email**

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

**Inbox (1)**

New   Mark   Move   Delete   Search   Refresh

Reply   Reply All   Forward   Print

| 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

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

1 message(s), 0 deleted, 1 unread

Internet | Protected Mode: Off     100%

| 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

| Employee No | Employee Name | Leave Code | Leave Description | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | January | February | March | April | May | June | July | August | September | October | November | December | Total |
| 001 | JENNIFER WHITE | AL | ANNUAL LEAVE | | | | | | | | | | | | | |
| | | | | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2.00 |
| 001 | JENNIFER WHITE | CPL | COMPASSIONATE LEAVE | | | | | | | | | | | | | |
| | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 001 | JENNIFER WHITE | HPL | HOSPITALISATION LEAVE | | | | | | | | | | | | | |
| | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 001 | JENNIFER WHITE | MC | MEDICAL LEAVE | | | | | | | | | | | | | |
| | | | | 0.00 | 0.00 | 10.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 10.00 |
| 001 | JENNIFER WHITE | MTL | MATERNITY LEAVE | | | | | | | | | | | | | |
| | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 001 | JENNIFER WHITE | NPL | NON PAID LEAVE | | | | | | | | | | | | | |
| | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 001 | JENNIFER WHITE | RPL | REPLACEMENT LEAVE | | | | | | | | | | | | | |
| | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 002 | HARITH OSMAN B. MUSTAFA | AL | ANNUAL LEAVE | | | | | | | | | | | | | |
| | | | | 0.00 | 4.00 | 0.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4.50 |
| 002 | HARITH OSMAN B. MUSTAFA | CPL | COMPASSIONATE LEAVE | | | | | | | | | | | | | |
| | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 002 | HARITH OSMAN B. MUSTAFA | HPL | HOSPITALISATION LEAVE | | | | | | | | | | | | | |
| | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |