HR *e*-Office

HR e-Office Management System

User Manual

Developed and Distributed by

HR 2000 SDN BHD

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

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

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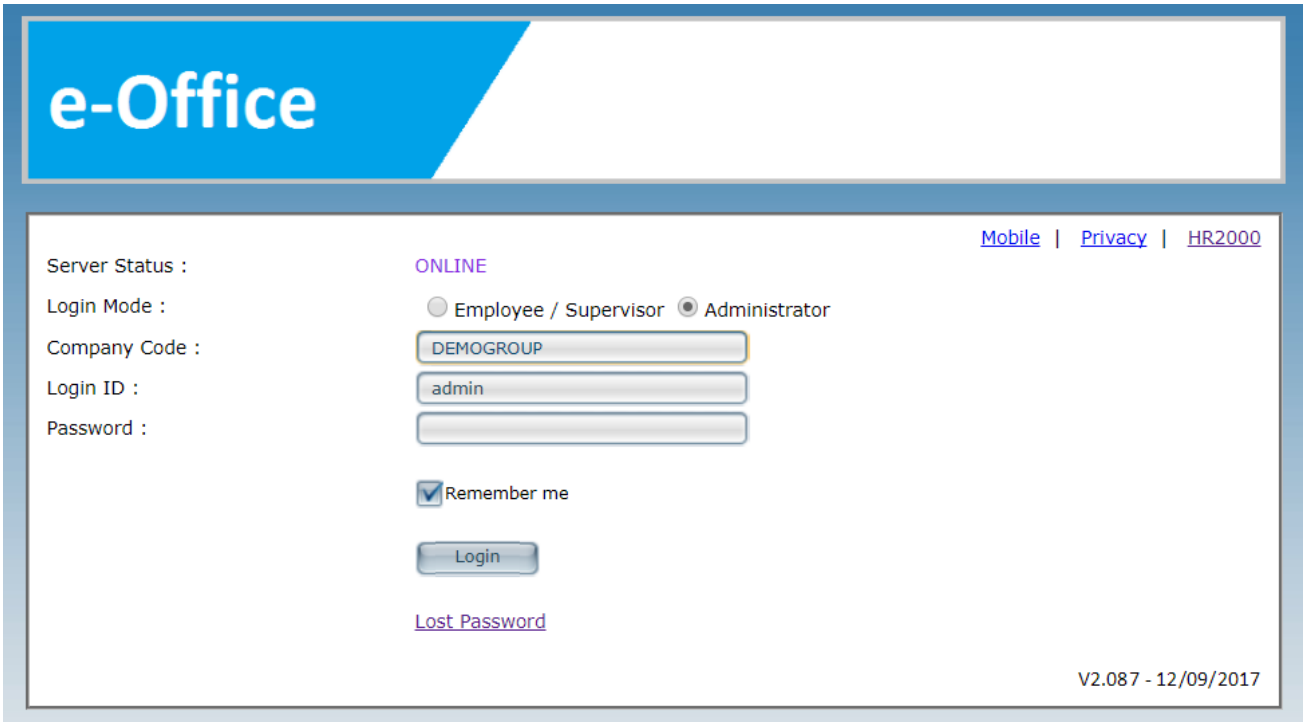
Login Page

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

Website : http://www.iloginhr.com



Server Status

ONLINE : The connection to database is fine.
DISCONNECTED: The Connection to database has disconnected. Please contact HR2000 support helpdesk

Login Mode

Employee / Supervisor : Login in as applicant/approver.
Administrator : Login in as admin, sub-admin.

Company Code : Unique code which created by the HR2000 for each company. Eg: **DEMOGROUP**
*Hint: **Company Code** is not case sensitive.*

Default Administrator ID & Password

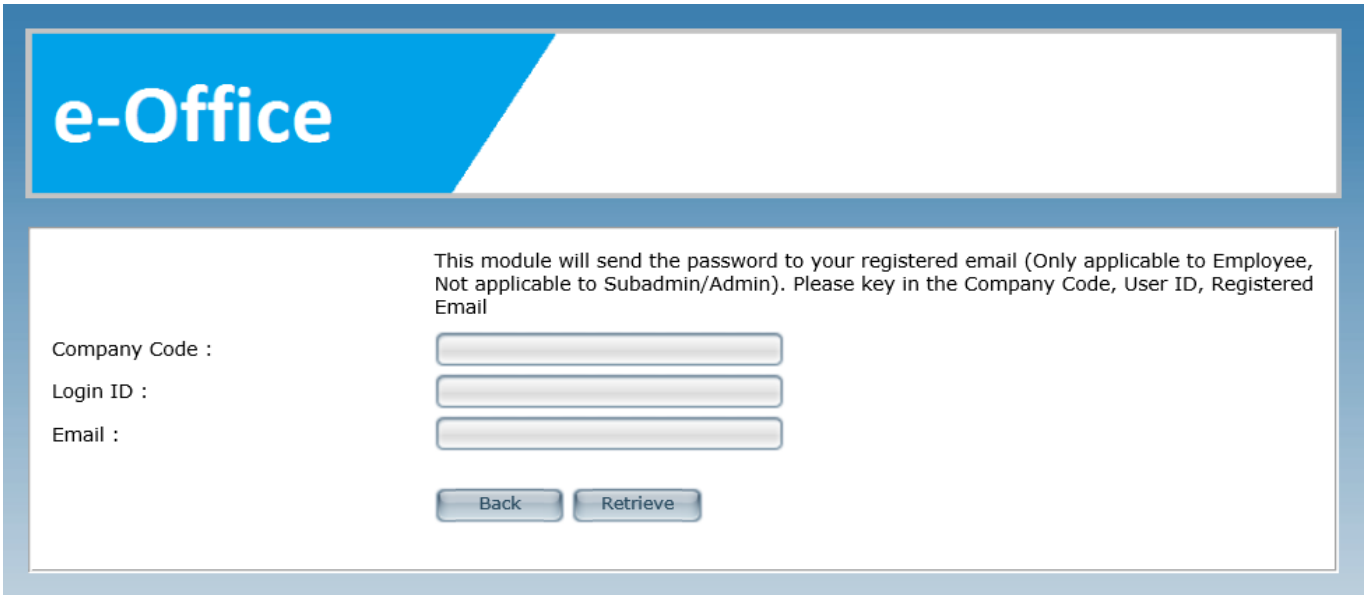
Login ID : admin
Password : admin
*Hint: **Password** is case sensitive.*

Remember me

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

Lost Password

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



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

Admin Main Page

1. Home

1.1 Information

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

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

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

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

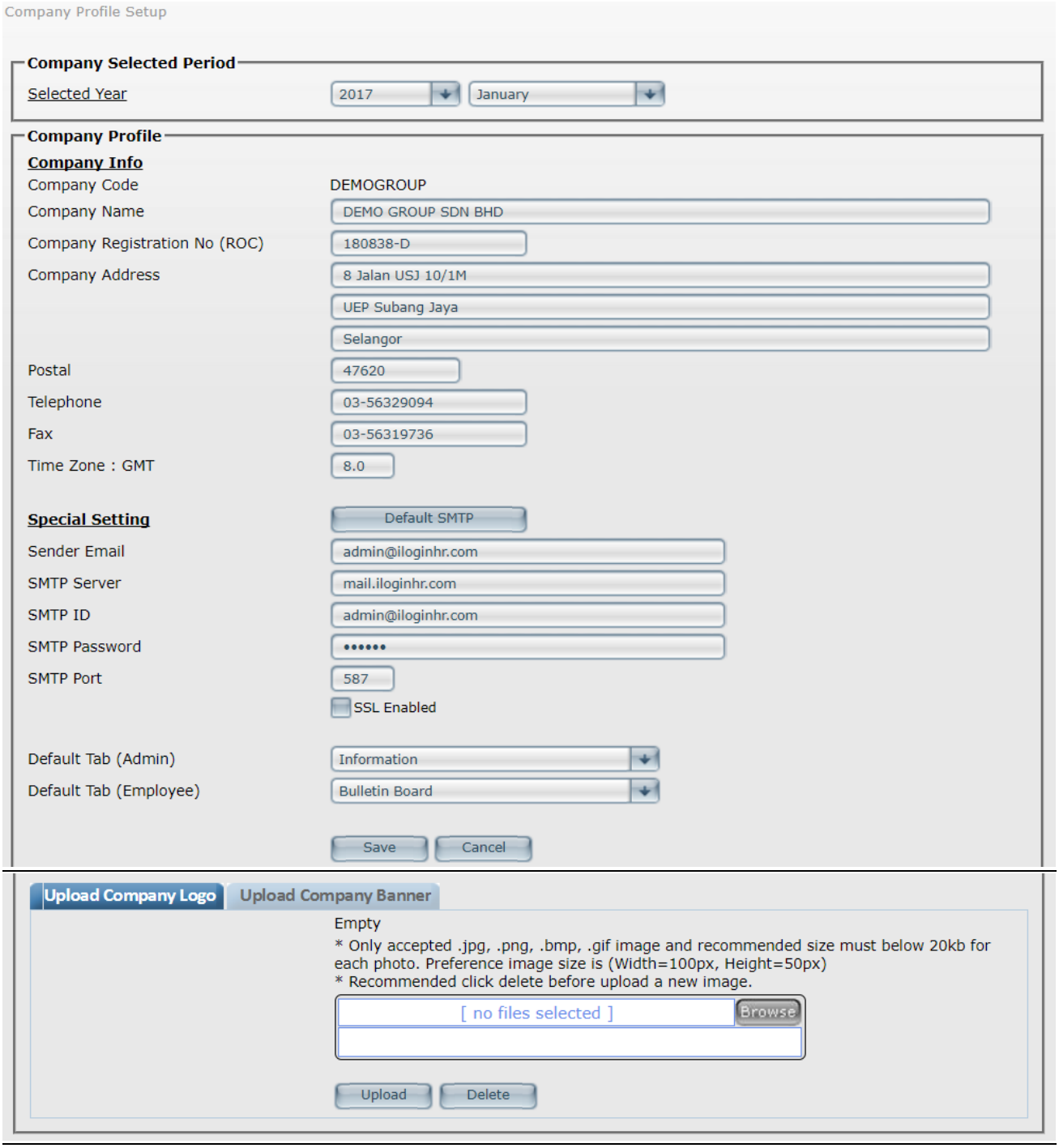
>>>>>>>>>http://www.iloginhr.com/eoffice/SubscribeMailingList.aspx

1.2 Who's on Leave

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

2. System Setup

2.1 Company Profile Setup



Company Selected Period

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

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

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

Company Profile

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

Company Name : Company Full Name

Company Registration No(ROC): Company ROC number

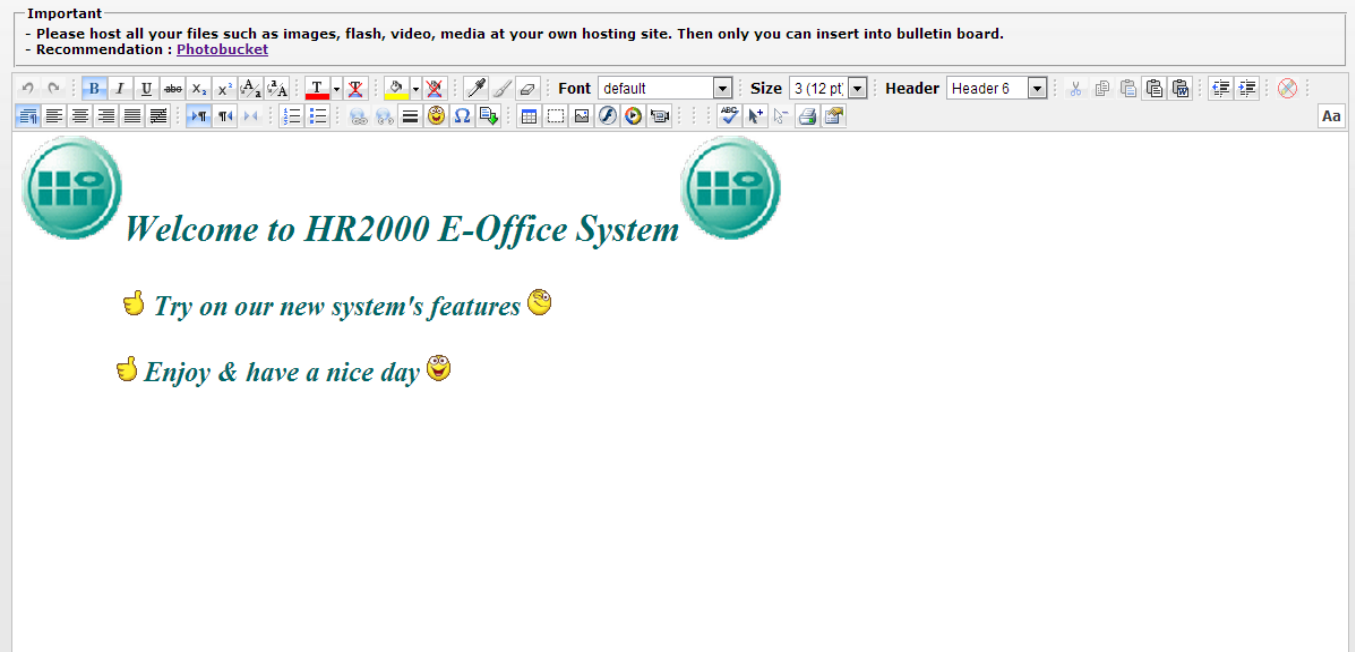
Company Address : Company Full Address
Postal : Postal Code
Telephone / Fax : Company Telephone and Fax number
Time Zone : GMT : Greenwich Meridian Time (Malaysia: 8.0)

Special Setting
Sender Email : Company Email (Any C.C email will be delivered to this email)
SMTP Server : Company Mail SMTP Server
SMTP ID : An authorized account inside the SMTP Server
SMTP Password : The password to the SMTP ID for authorization
SMTP Port : The SMTP Port Number
☐SSL Enabled : If SSL enabled in the SMTP Server
*Hint: Please do consult current company IT technical person on **SMTP** setting.*

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

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

2.2 E-Bulletin



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

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

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

2.3 E-storage

Files Management

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

Folder:

[Main] Contain sub folder, company logo, company banner.

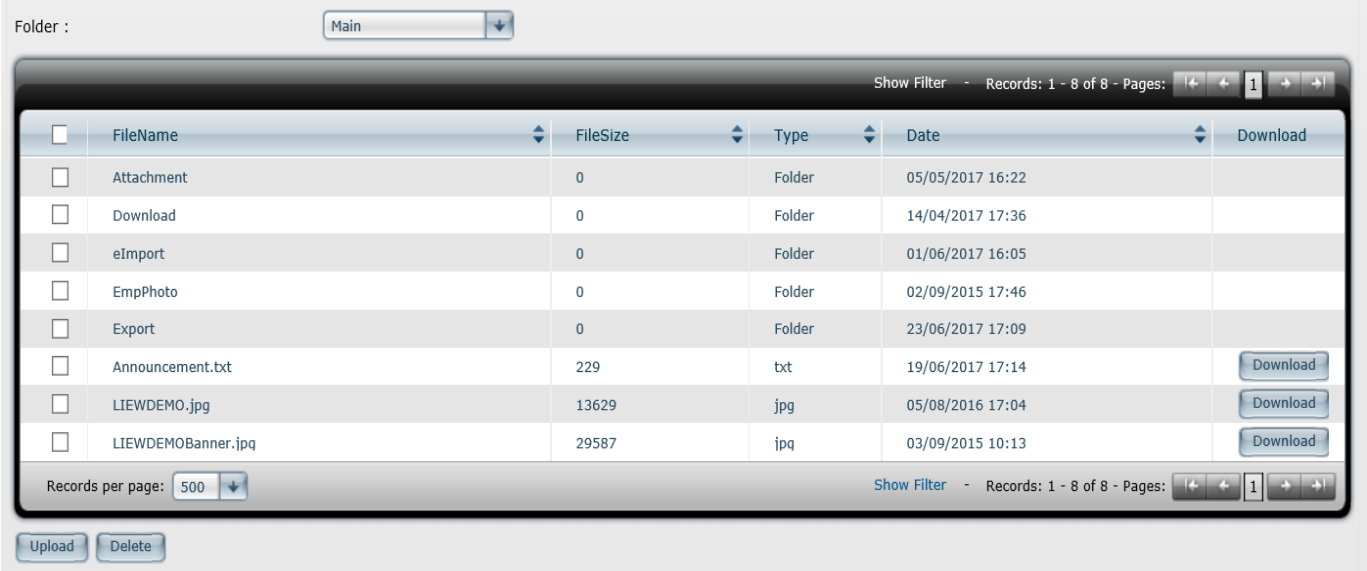
[Attachment] Contain all attachment of Leave Application / Claim Application.

[Download] Contain files that can be downloaded by Employee from their login.

[eImport] Contain DBF database that upload for Import Employee Master profile.

[EmpPhoto] Contain all Employee Photo. File Name must same as Employee Number. Recommended Size is below 2MB.

[Export] Contain files that generated from Export Module.



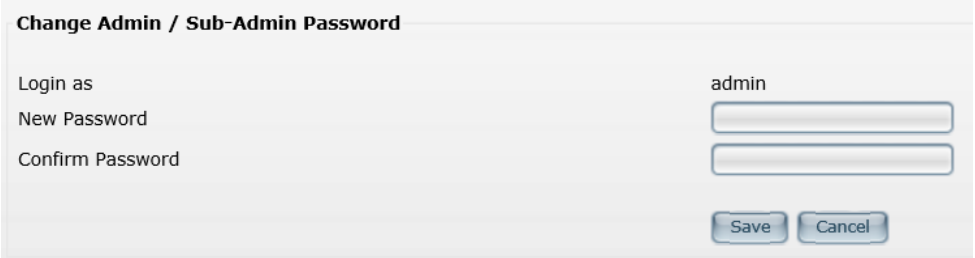
UPLOAD STEPS:

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

2.4 Change Password

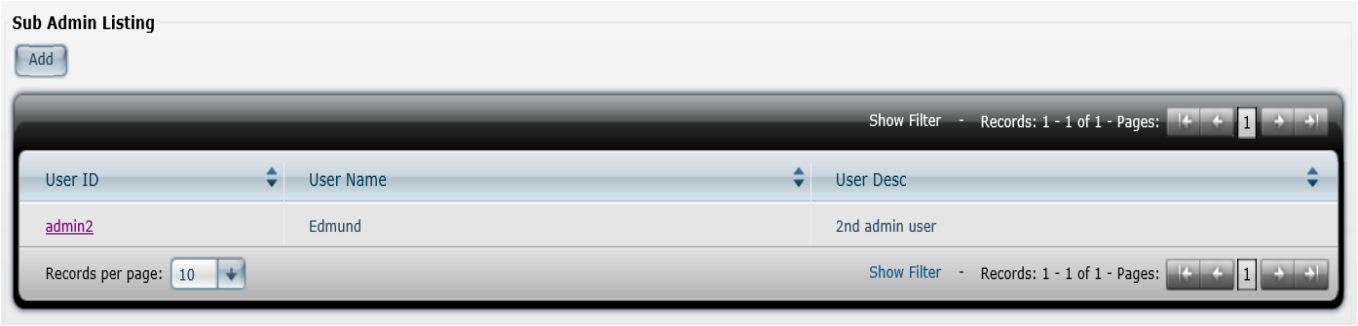
Allow user to change new password.

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



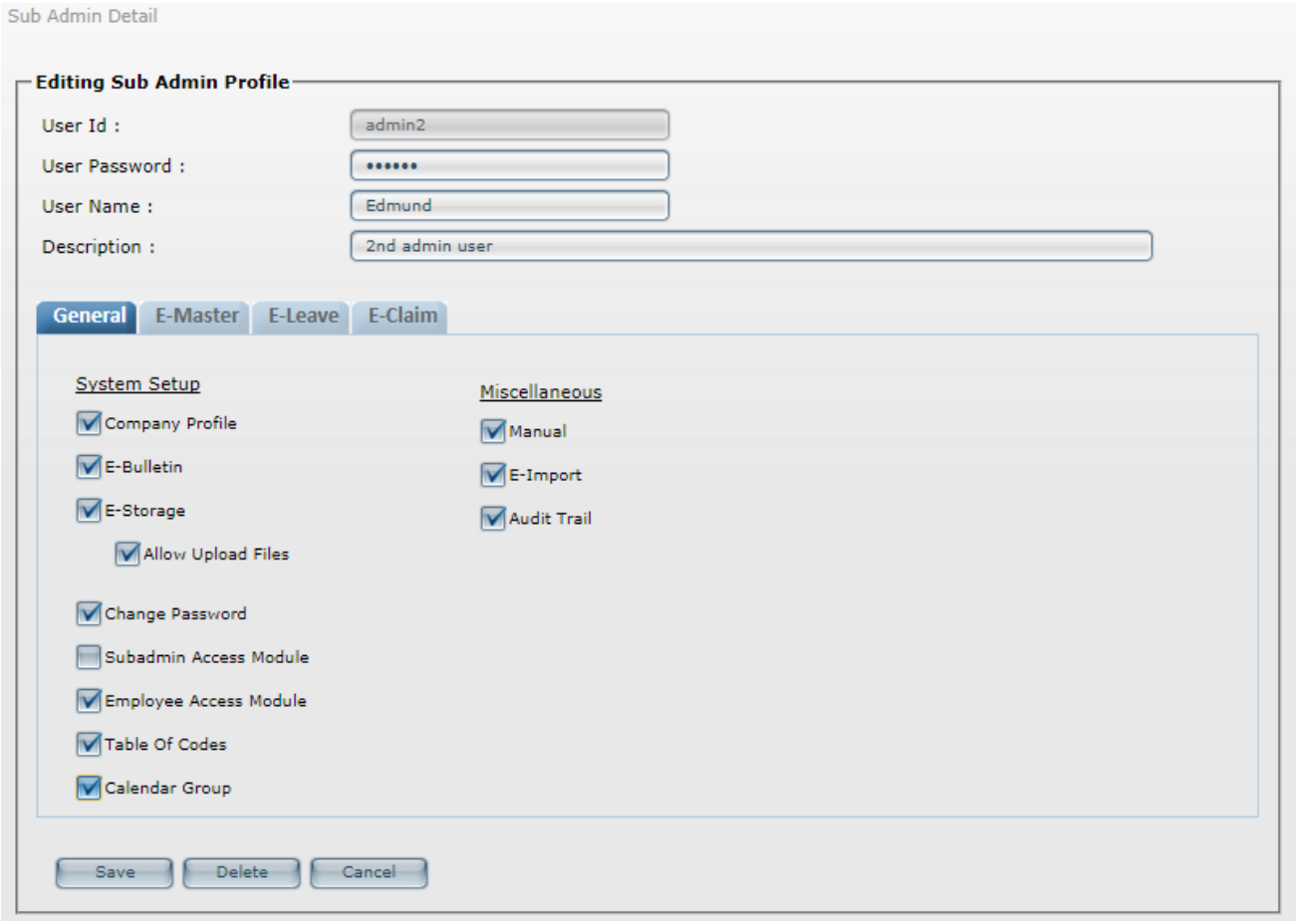
2.5 Subadmin Access Module

Allow user to create sub-admin user ID.



STEPS:

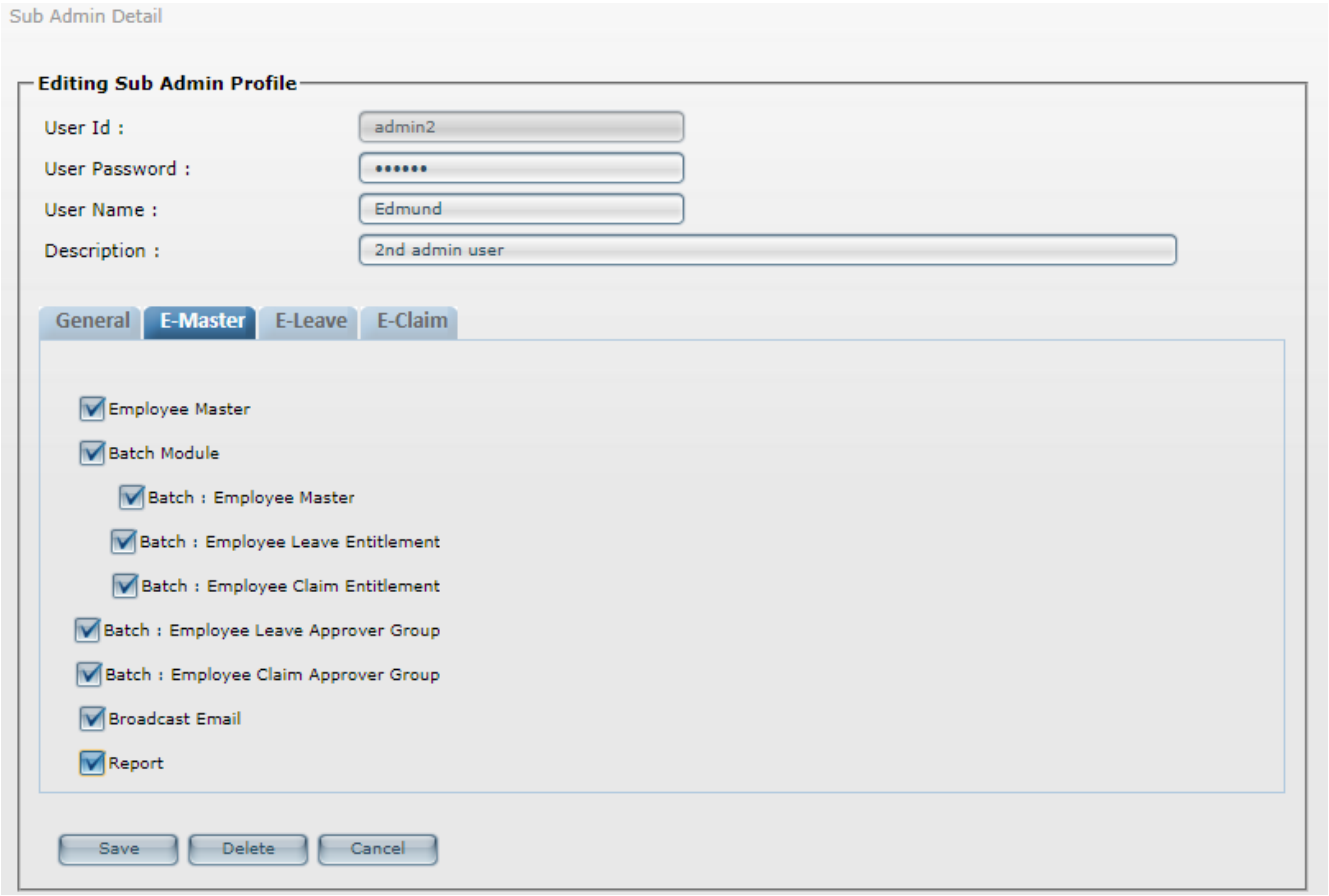
1. Click **[Add]**
2. Key-in **User ID** *(spacing and symbols is not allowed),* **User password** *(minimum requirement 6 characters with mixture of alphabets and digits),* **User Name**, **Description**.
3. In Tab of **General, E-Master, E-Leave, E-Claim**. Just [tick] ☑ modules that allow sub-admin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



General

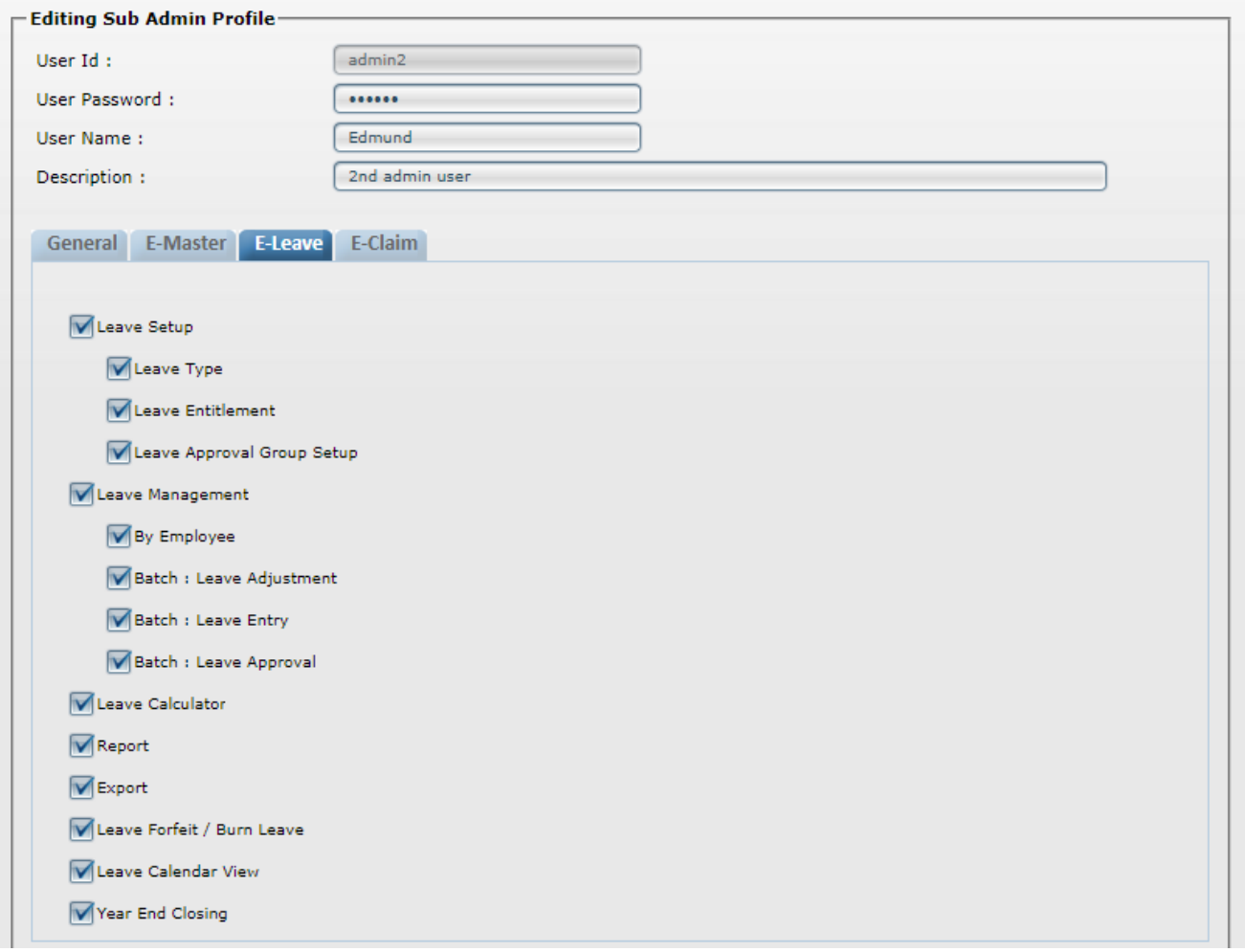
System Setup	
Company Profile	*[tick] ☑ if allow user to edit company profile.*
E-Bulletin	*[tick] ☑ if allow user to edit bulletin board.*
E-Storage	*[tick] ☑ if allow user to access E-Storage.*
Allow Upload Files	*[tick] ☑ if allow user to upload files in E-Storage.*

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



E-Master

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



E-Leave

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

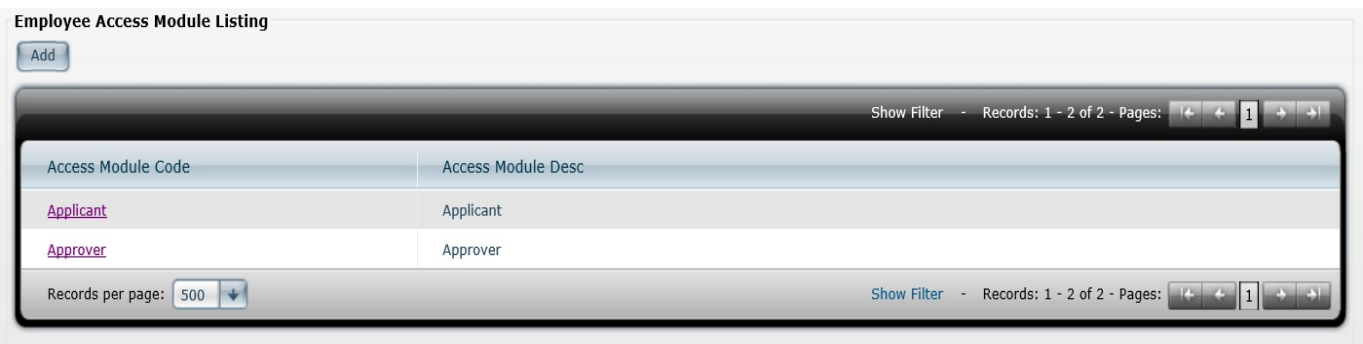
E-Claim

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

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

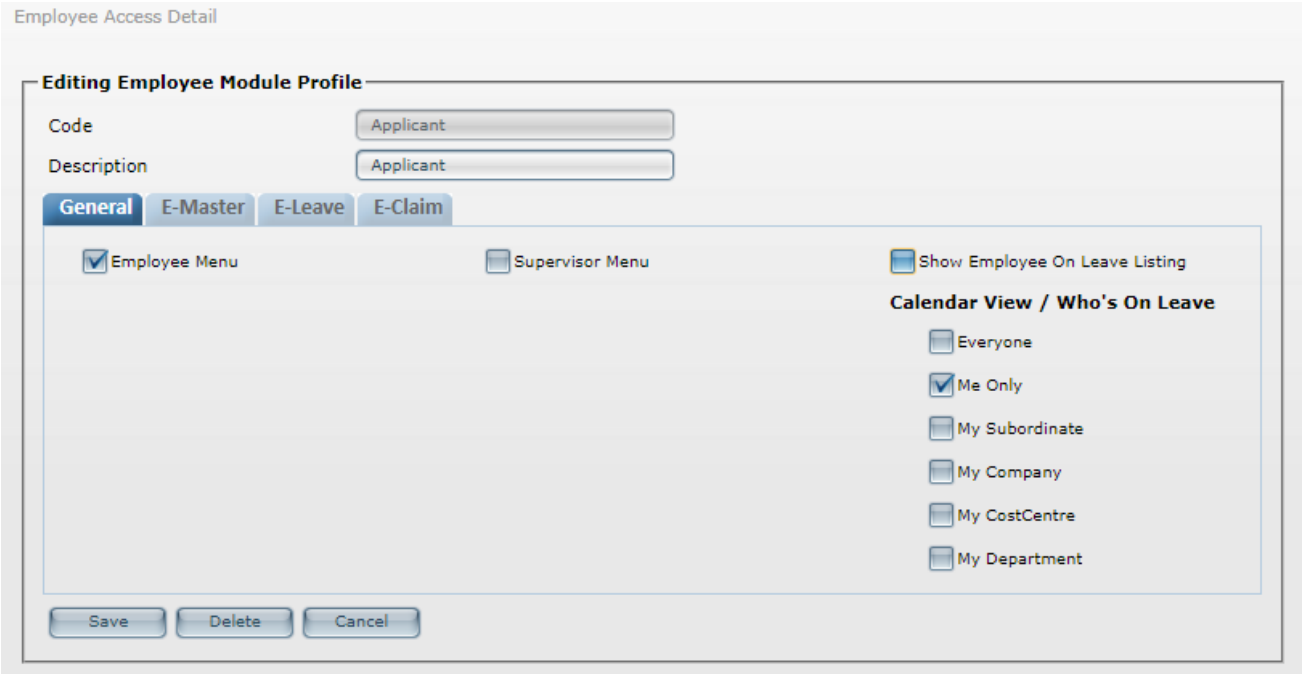
2.6 Employee Access Module

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



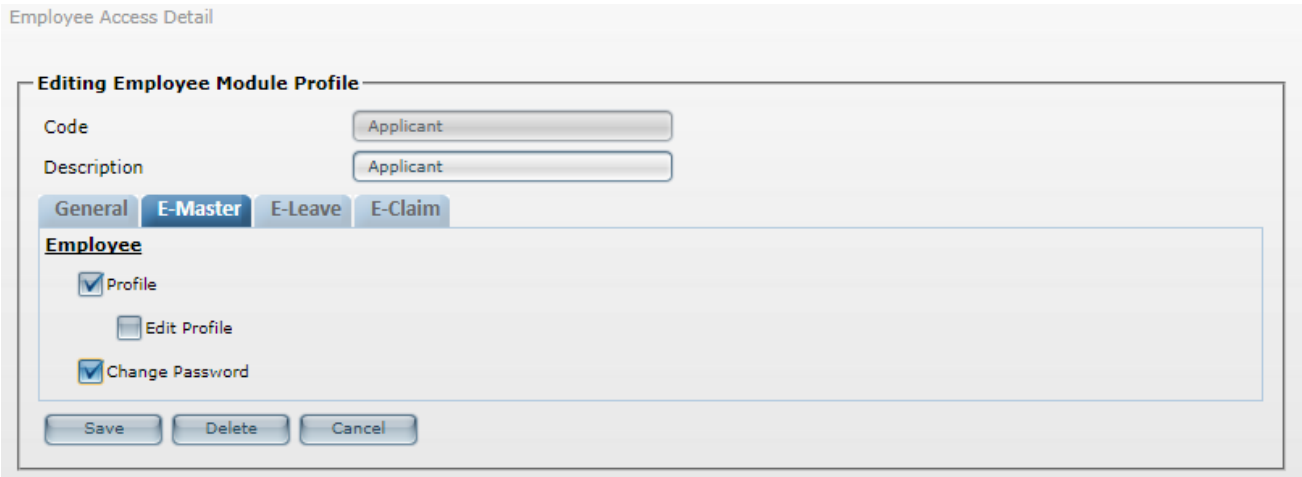
STEPS:

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



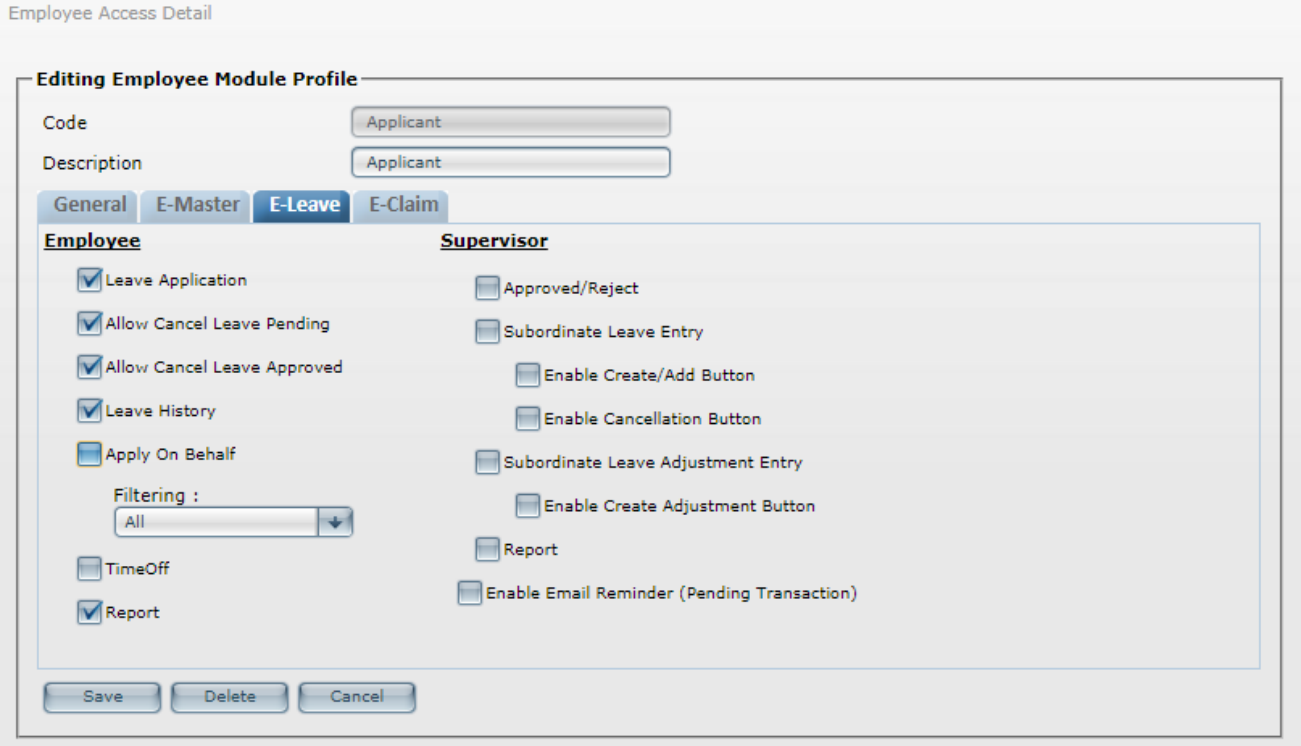
General

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



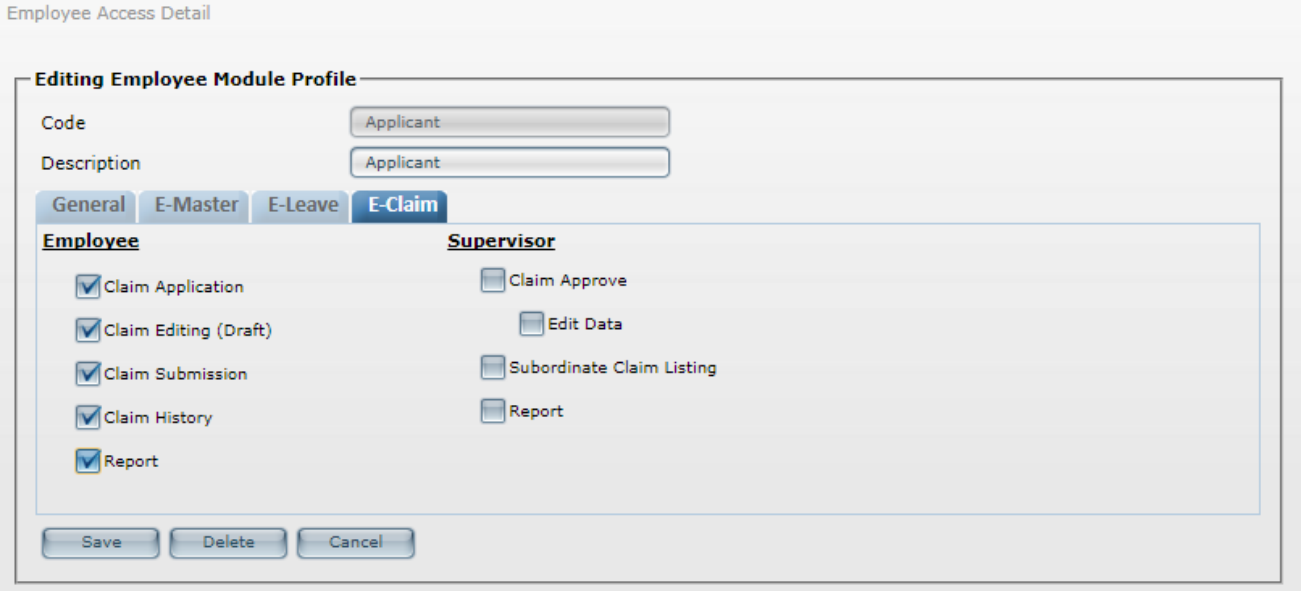
E-Master

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



E-Leave

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



E-Claim

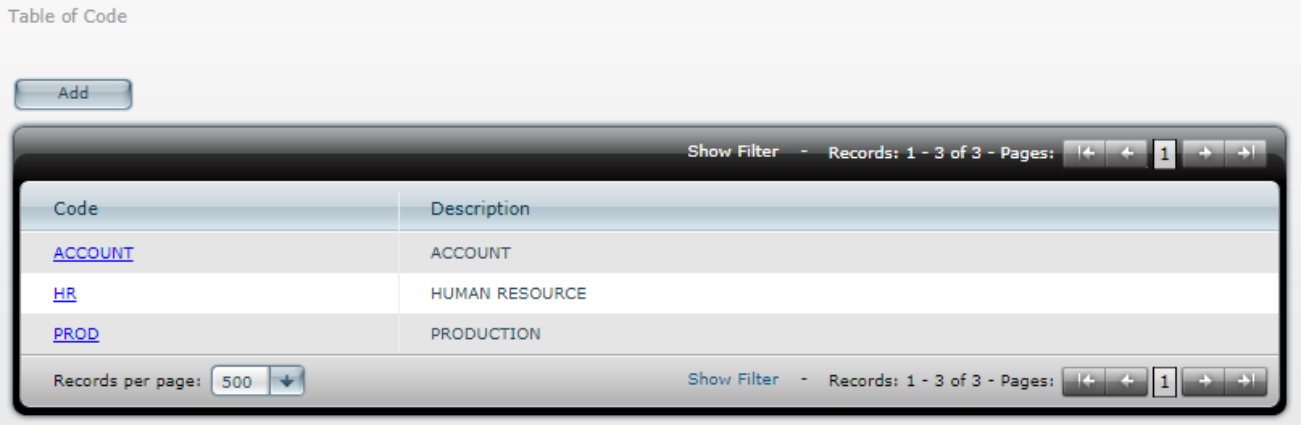
Employee	
Claim Application	*[tick] ☑ if allow employee to apply claim.*
Claim Editing (Draft)	*[tick] ☑ if allow employee to edit claim's draft records.*
Claim Submission	*[tick] ☑ if allow employee to submit claim.*
Claim history	*[tick] ☑ if allow employee to view/check his/her claim application status.*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

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

2.7 Table of Code

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

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

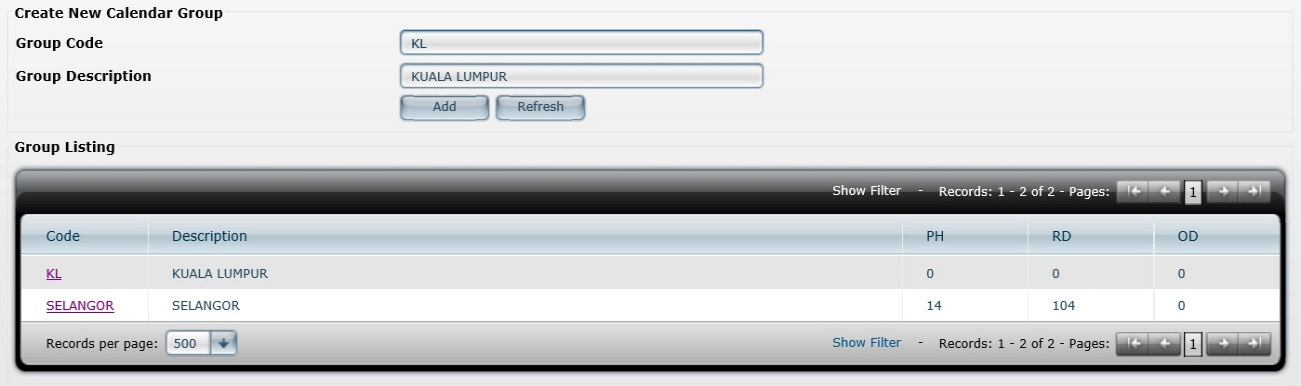


STEPS:

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

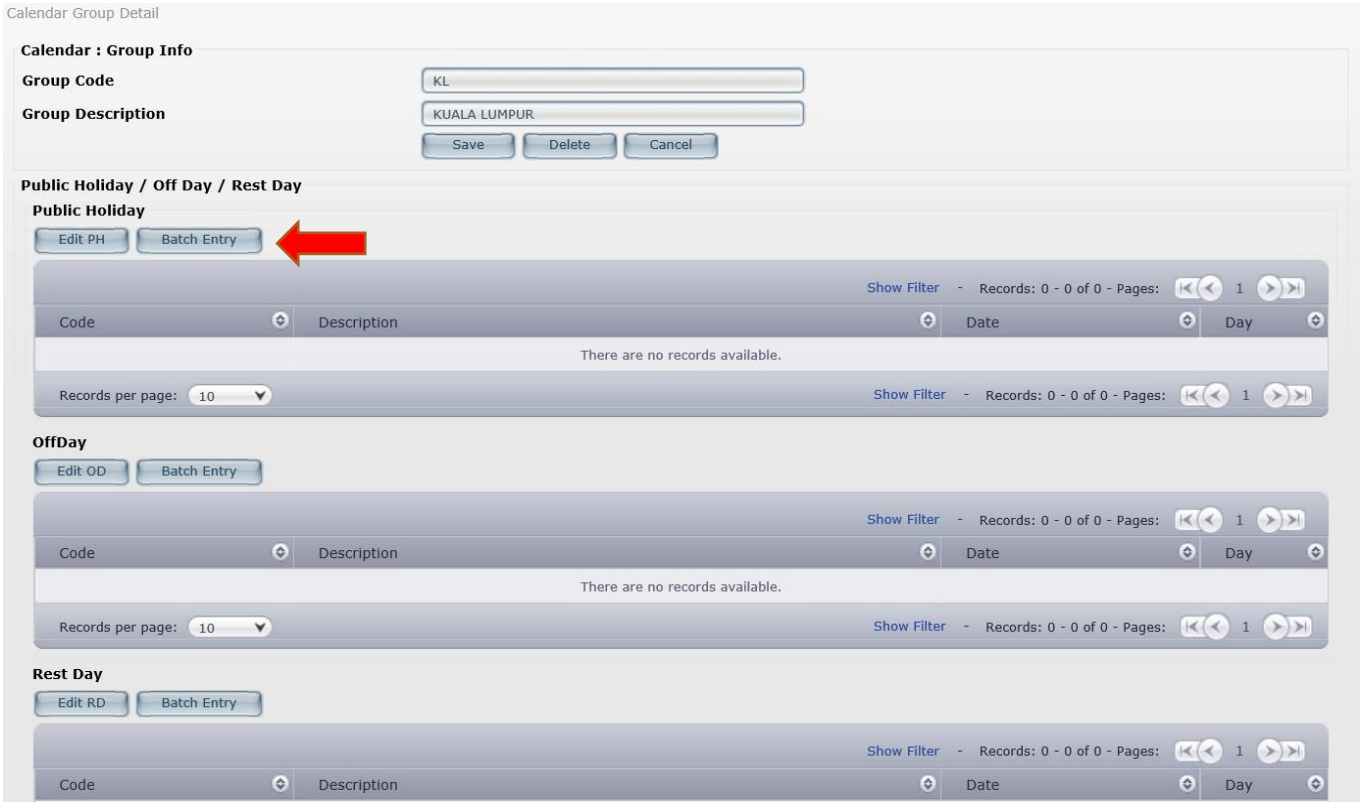
2.8 Calendar Group for Public holiday/Rest Day/Off Day

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

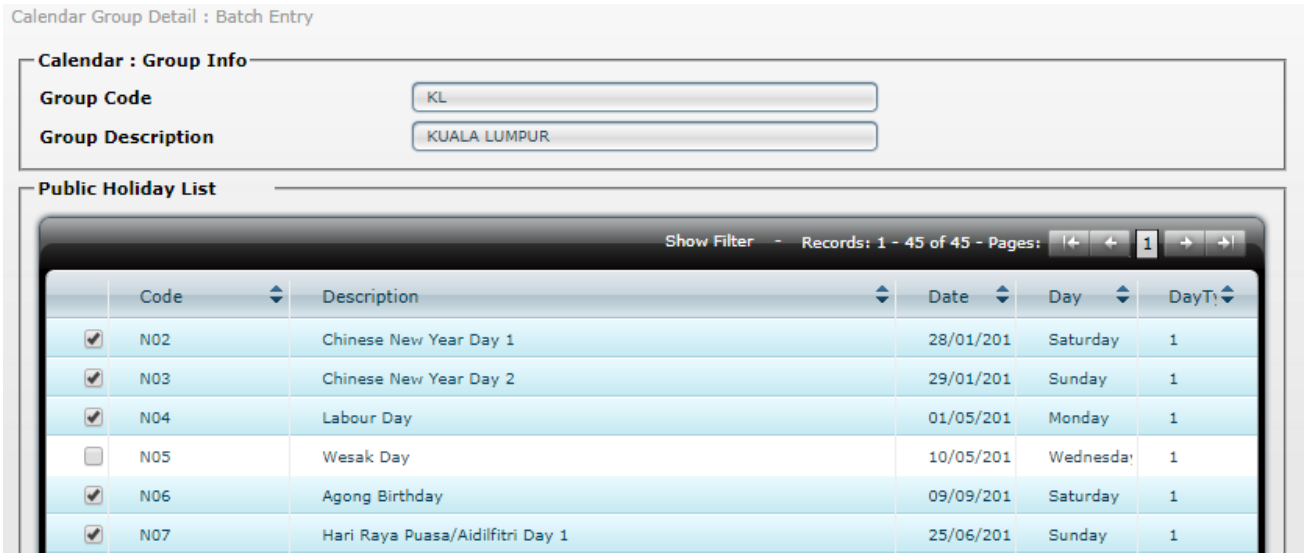


STEPS:

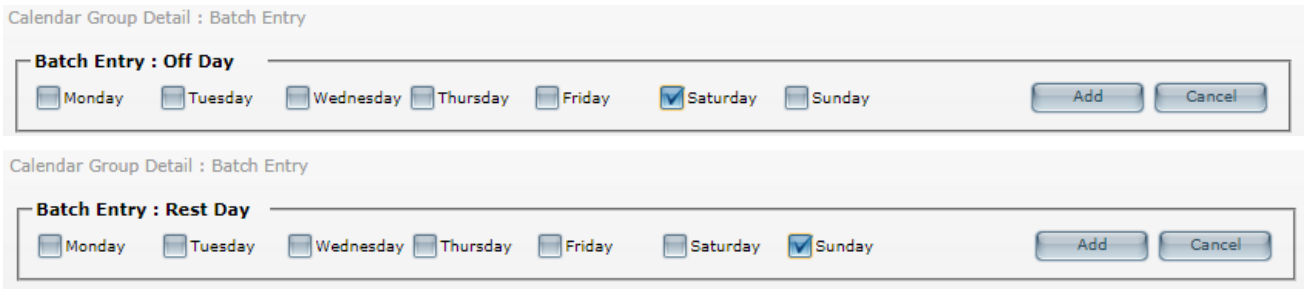
1. Key-in ***Group Code*** and ***Group Description***
2. Click **[Add]**
3. Click on the **Code** to access setting screen. E.g. **KL**.
4. Click **[Batch Entry]** in **Public Holiday** column



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



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



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

3. E-Master

3.1 Employee Master

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

STEPS:

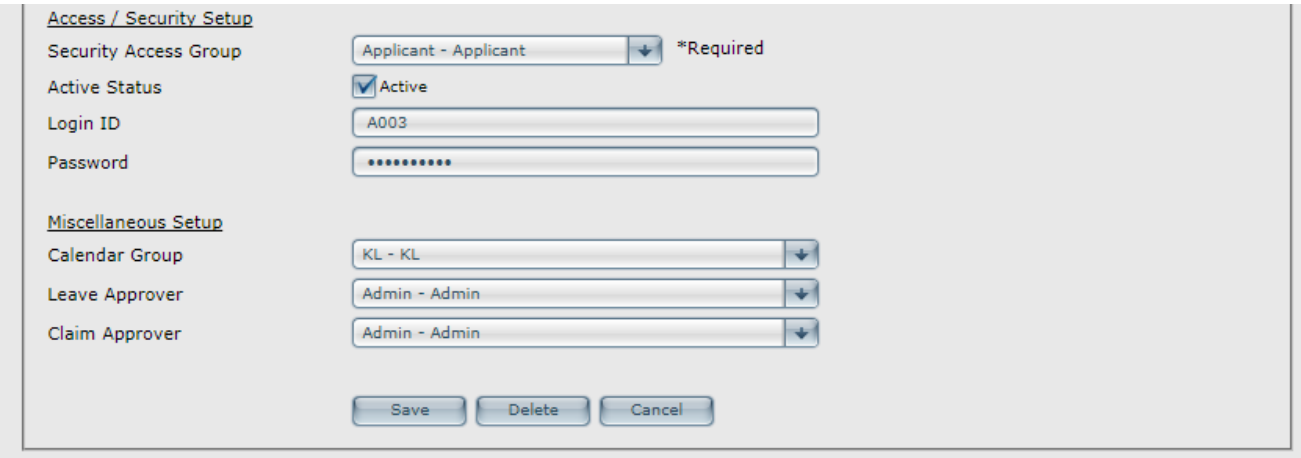
1. Click **[Add]** to create a new employee master data entry.

Employee Master Profile

Editing Employee Master

Personal

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



Sample Employee Master Data

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

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

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

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

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

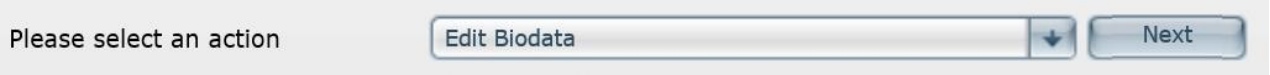
Leave Approver : Admin
*Hint: To create **Leave Approver Group** > go to **E-Leave** > **Leave Setup** > **Approver Group Setup***

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

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

2. ***Required** - Must update/key-in with data for **Employee Number**, **Employee Name**, **Email**, **Hire Date**, and **Security Access Group**,

3. Once completely key in the employee data, click **[Save]**



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

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

6. In above column of **Please select an action** > click **Arrow** button & choose **Edit Claim Setup** > click **[Next].** Then, choose those **Claim Type** and **Claim Entitlement** accordingly. Click **[Save]** to save latest changes.
*Hint: To create **Claim Type** and **Claim Entitlement** > go to **E-Claim** > **Claim Setup** > choose **Claim Type** > or choose **Claim Entitlement***
7. The **[Save]** button is to save latest update/changes of data.
8. The **[Delete]** button is to delete/remove current employee master data. Once the employee master had been deleted /removed, all data *(inclusive of all leave records)* of current employee unable to retrieve back.
9. The **[Cancel]** button is to cancel current update/changes of data without saving.

3.2 Batch Module

3.2.1 Batch: Employee Master

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

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

Caution:

I. This module will overwrite previous employee master details.

II. Normally, Batch module only recommended for first-time usage. E.g. *For new clients who*

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

STEPS:

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

3.2.2 Batch: Employee Leave Entitlement

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

Caution:

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

STEPS:

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

3.2.3 Batch: Employee Claim Entitlement

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

Caution:

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

STEPS:

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

3.2.4 Batch: Employee Leave Approver Group

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

STEPS:

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

3.2.5 Batch: Employee Claim Approver Group

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

STEPS:

1. Select **Approver** code.
2. Select/tick ☑ those employees who belong to the chosen **Claim Approver Group**.

   Then, click **[Save]** batch changes.

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

3.3 Broadcast Email

3.3.1 Create/Change Password

Send out email to all/selected employee that contains a link for employee create new password.
Hint: It is not advisable to select those employees without email address, or not active employees.

STEPS:

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

3.4 Report

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

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

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

4. E-Leave

4.1 Leave Setup

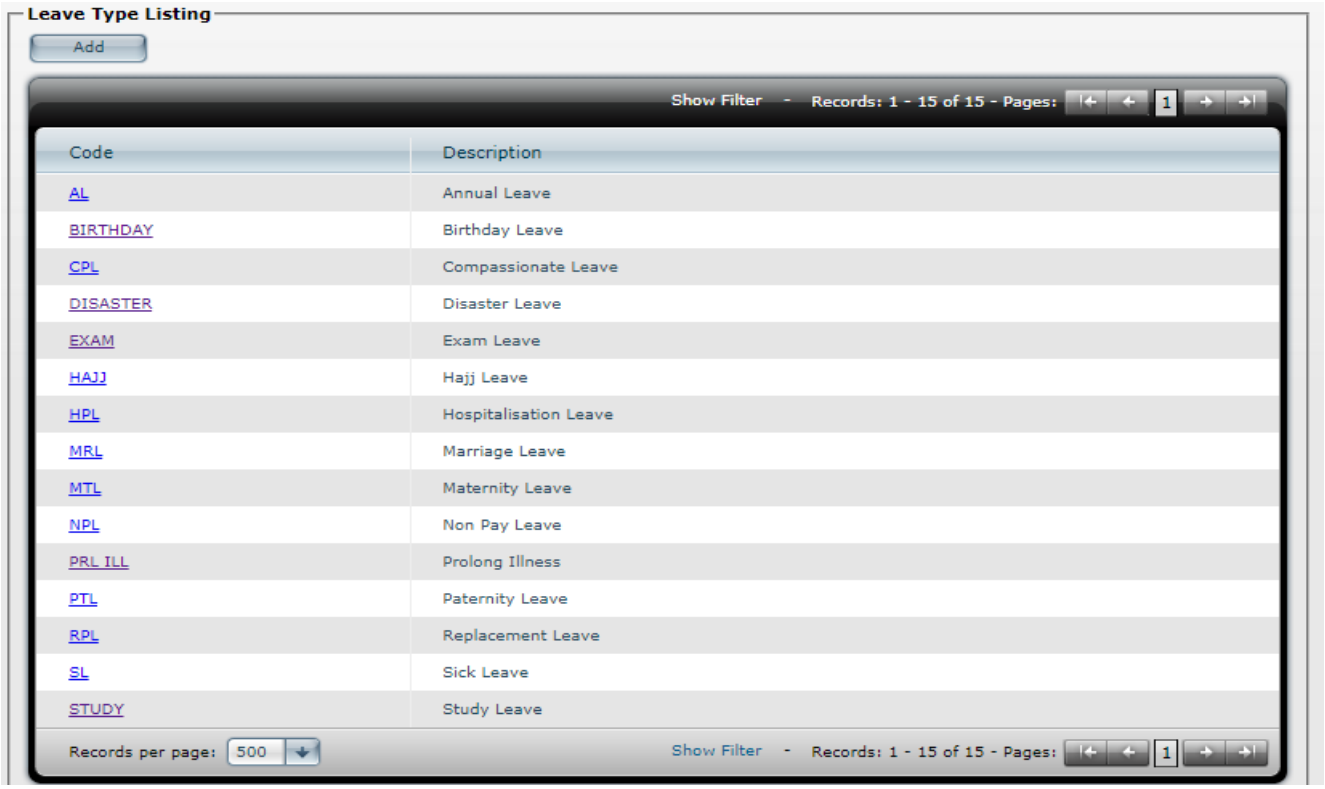
In **Leave Setup**, user can create for **Leave Type**, **Leave Entitlement**, and **Approver Group Setup**.

4.1.1 Leave type

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

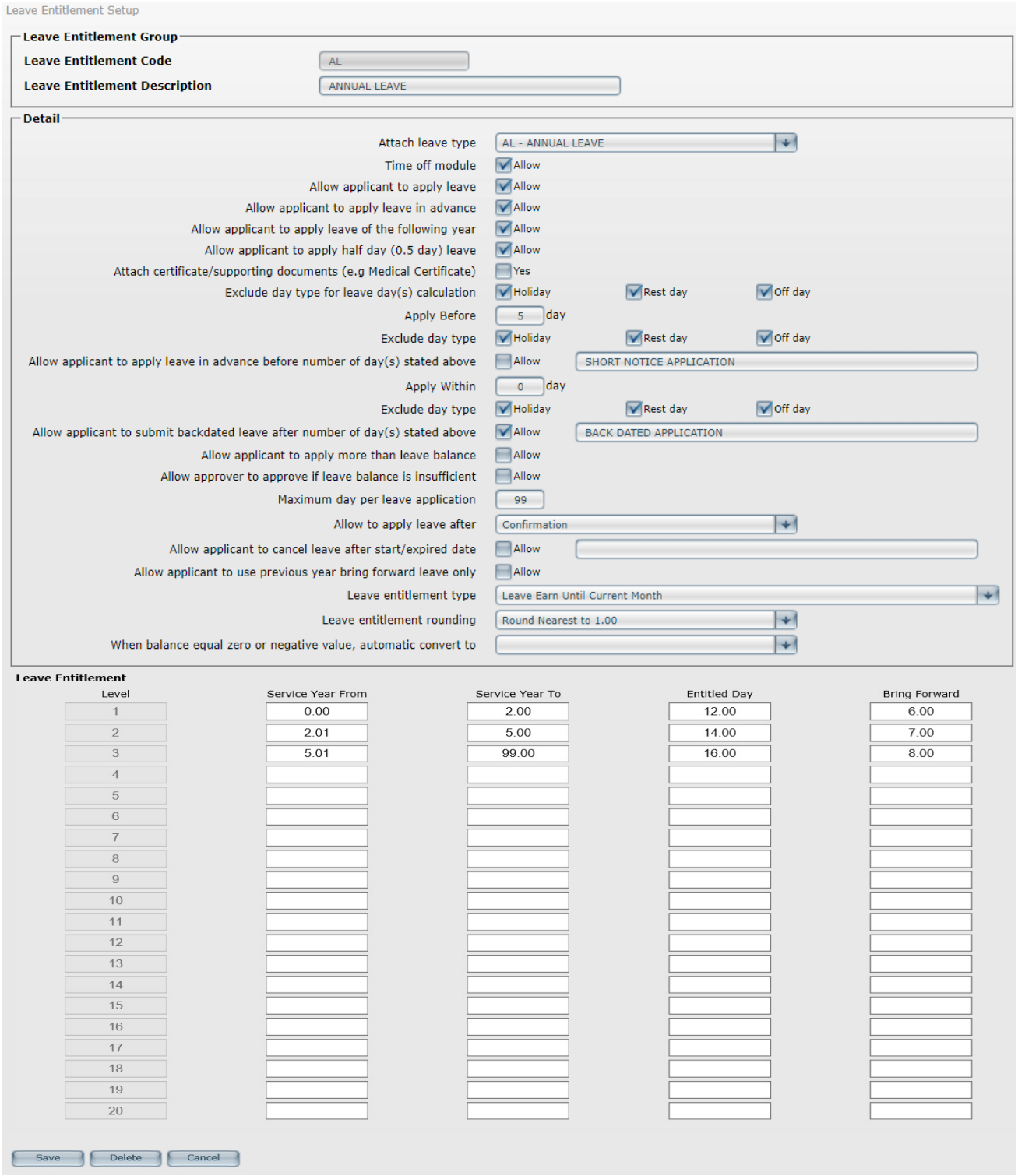
STEPS:

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



4.1.2 Leave Entitlement

To create leave entitlement policy of the organization.



STEPS:

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

User may refer to table below for more hints:

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

Example of Leave Entitlement Table

[Annual Leave]

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

[Sick Leave]

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

[Maternity Leave]

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

[Paternity Leave]

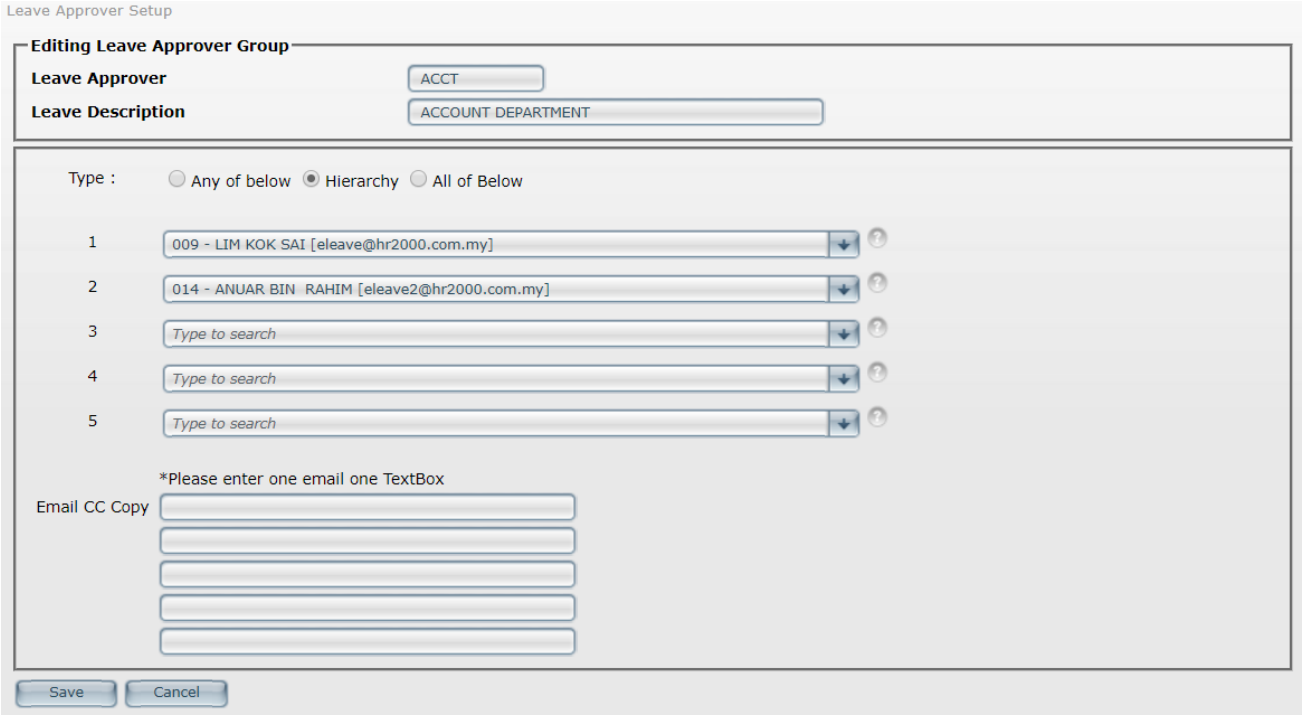
Service Year From	Service Year To	Entitled Day	Bring Forward
0.00	99.00	2	0

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

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

4.1.3 Approver Group Setup

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



STEPS:

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

***Type** info:*

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

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

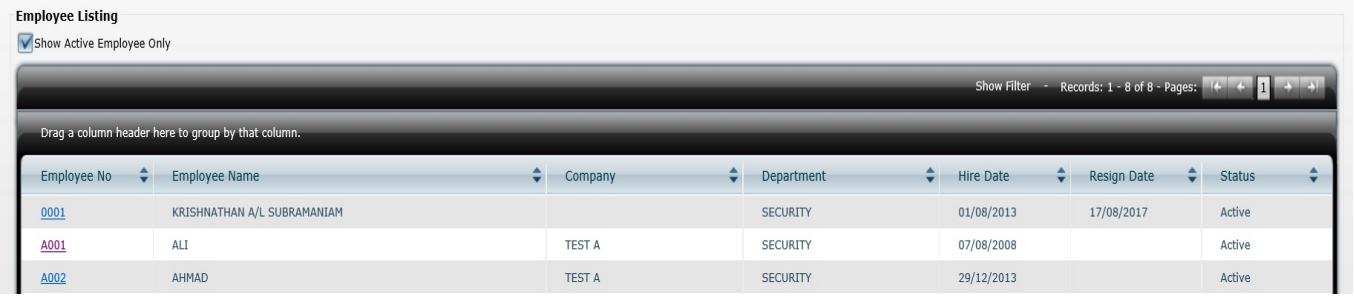
4.2 Leave Management

4.2.1 By Employee

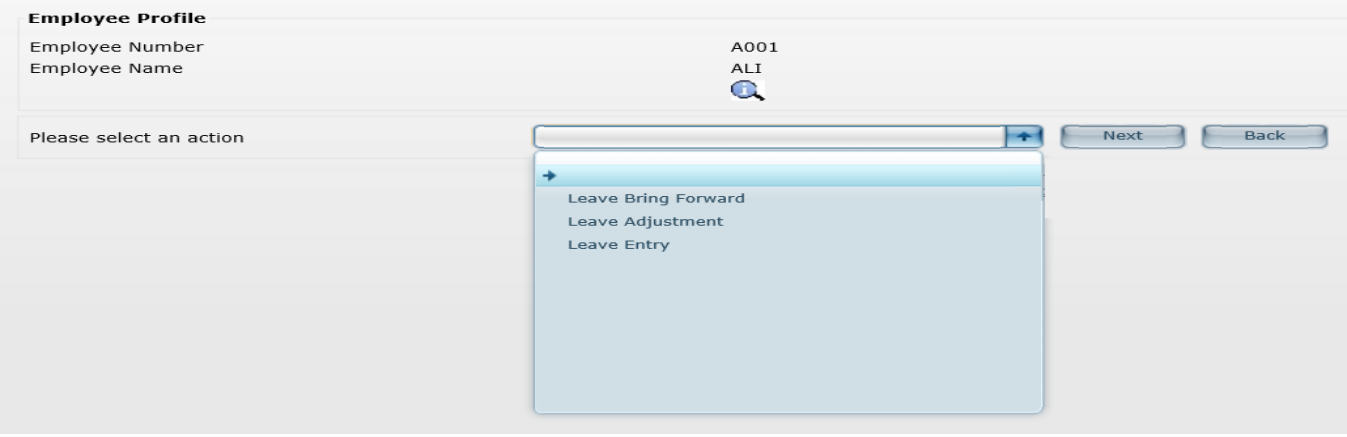
Allow user to entry for individual employee's **Leave Bring Forward**, **Leave Adjustment**, **Leave Entry**.

STEPS:

1. Click on employee number to select staff.

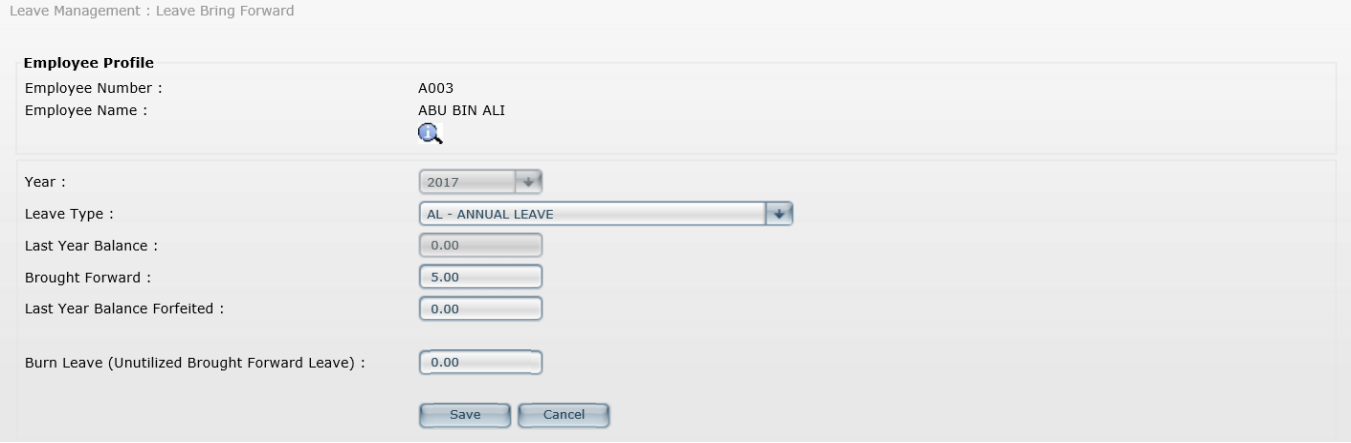


2. Select either Leave **Bring Forward**, **Leave Adjustment**, or **Leave Entry**. Then, click **[Next].**



By Employee: Leave Bring Forward

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

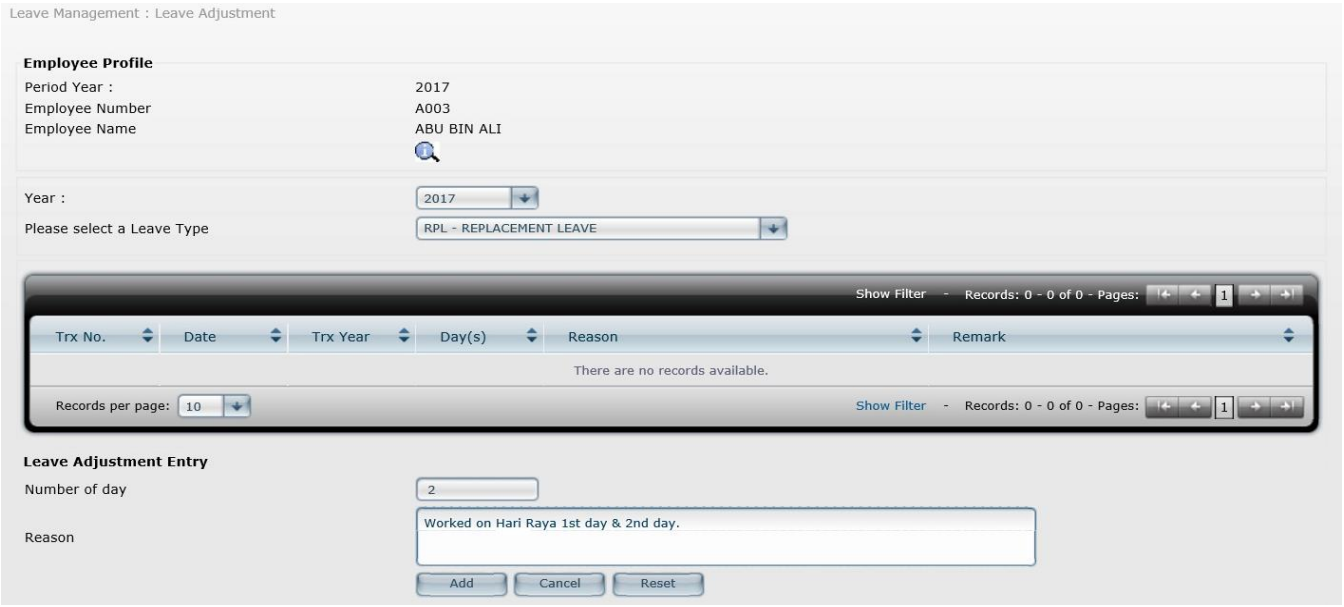


STEPS:

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

By Employee: Leave Adjustment

Allow user to make adjustment of number of leave days.

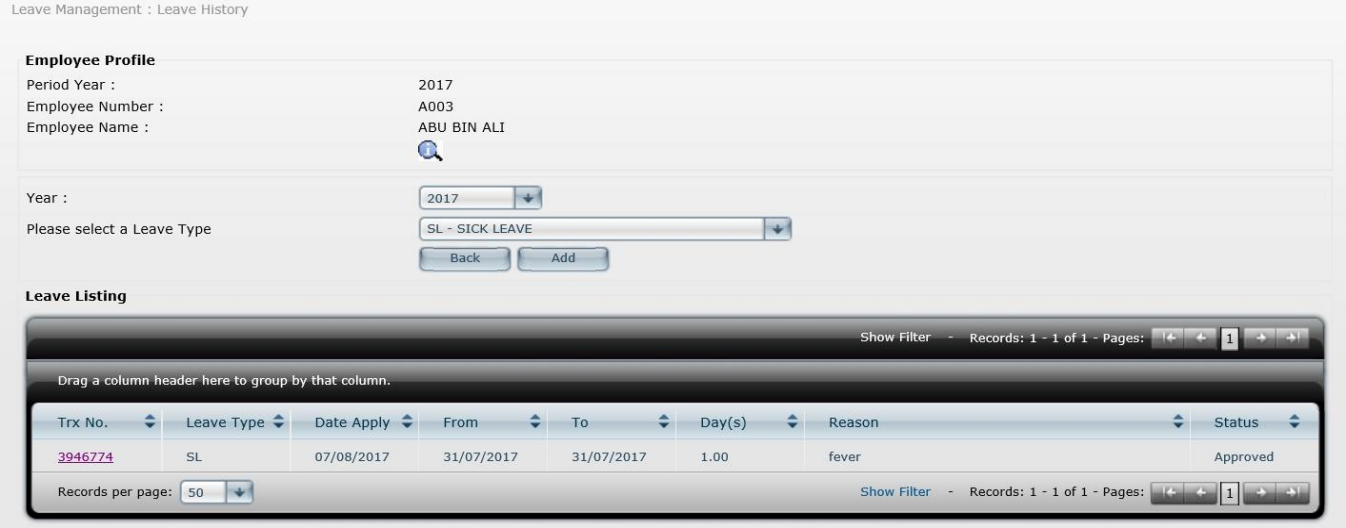


STEPS:

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

By Employee: Leave History/Leave Entry

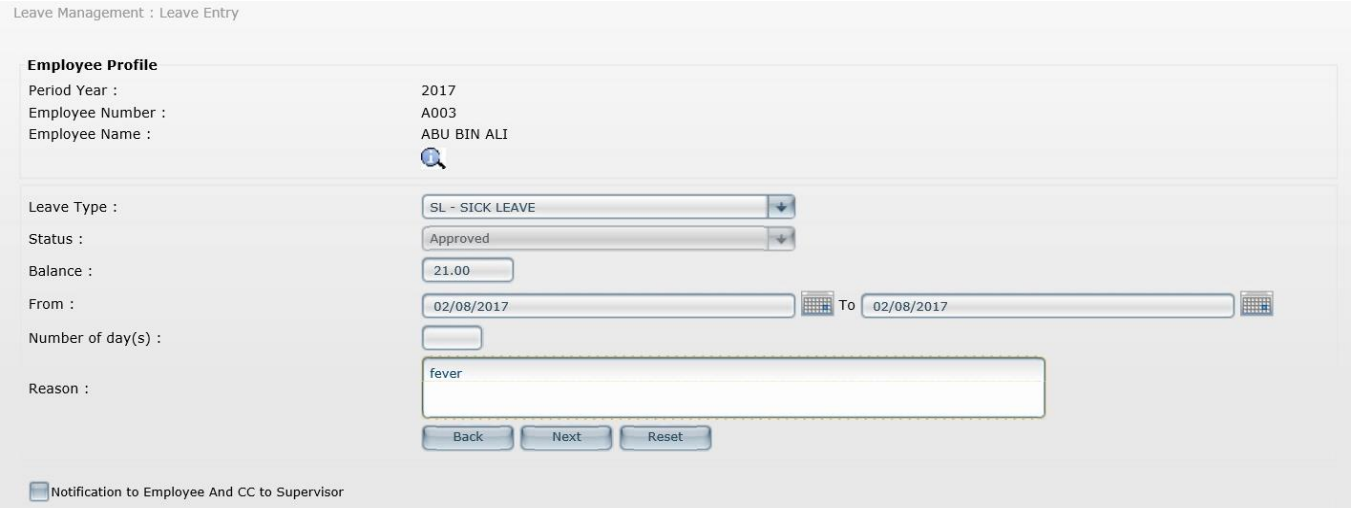
Allow user to key in leave record for employee, or allow user to change/edit employee existing leave record. *(Usually for first time using E-Office system on backdated leave record entry)*

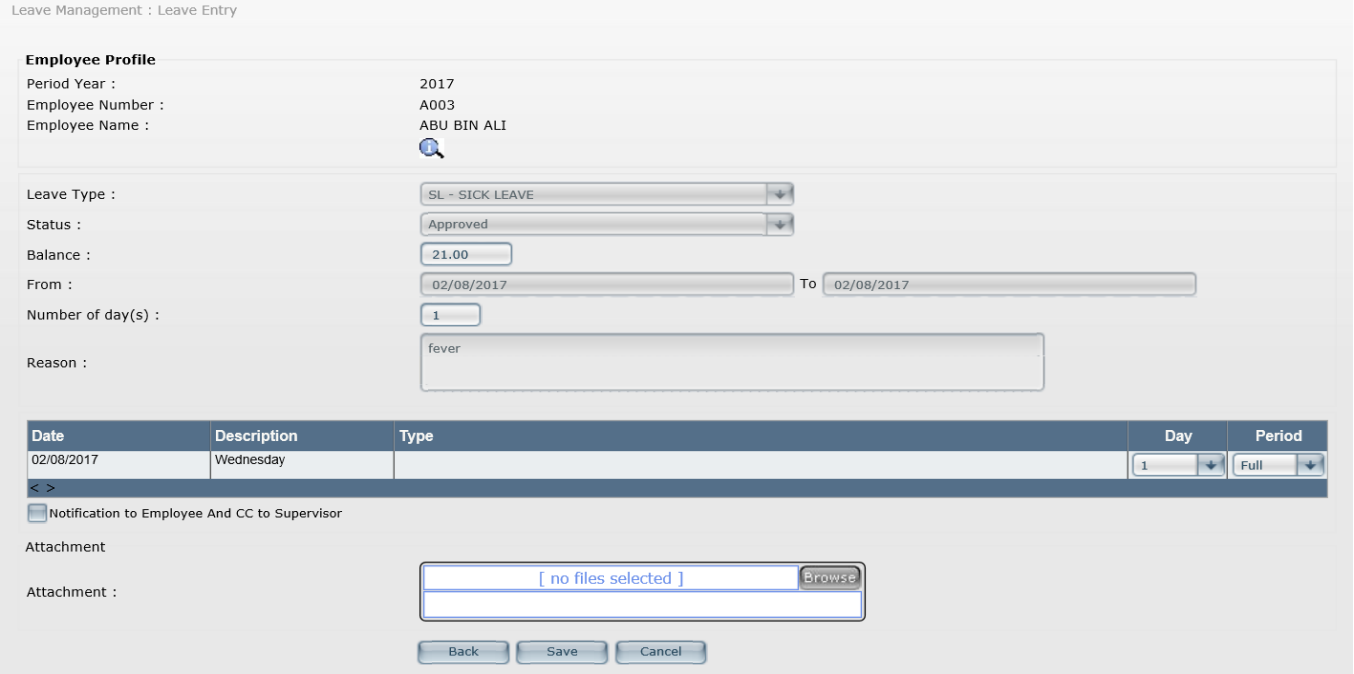


STEPS:

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

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

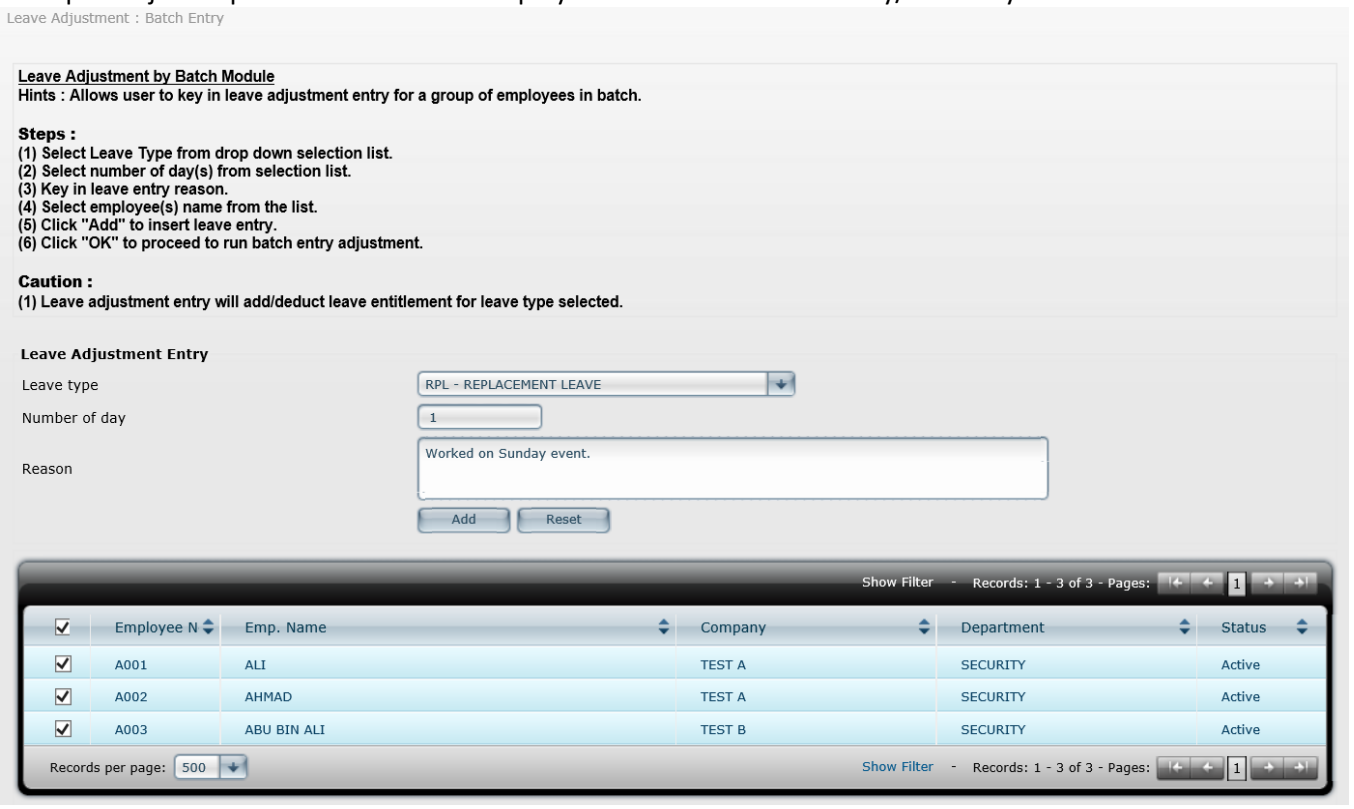




3. In column of [Attachment], click **[Browse]** to choose supporting document *(if necessary).* E.g. scan copy of Medical Certificate.
4. Select either **0**, **0.5**, **1.0**; In column of **Period**, select **Full**, **AM**, **PM**.
   Hint: E.g. (Day = 1.0; Period = Full) or (Day = 0.5; Period =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

4.2.2 Batch: Leave Adjustment

Allow user to do leave adjustment for all leave type in batch.
Example: Adjust Replacement Leave for employees who worked on Sunday/ Rest Day

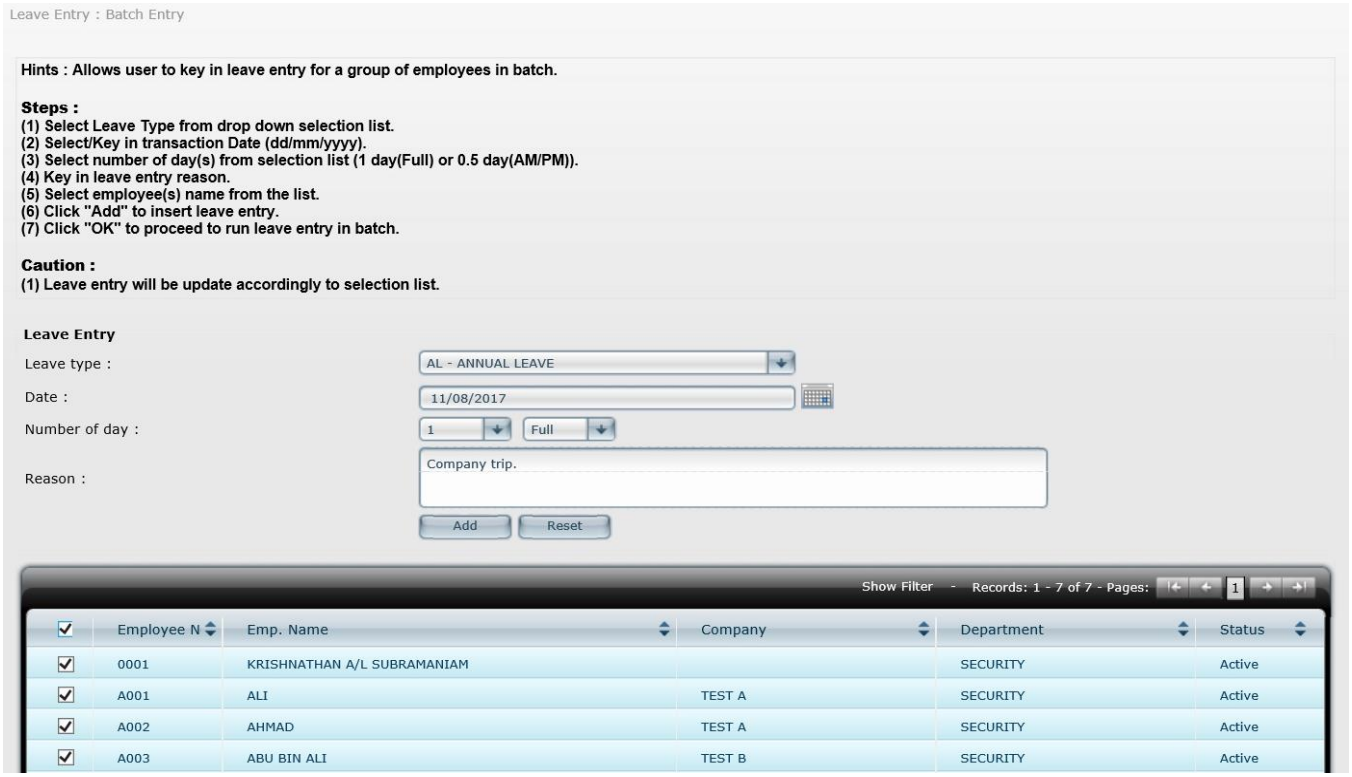


STEPS:

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

4.2.3 Batch: Leave Entry

Allow user to key in leave entry for a group of employees in batch.
Example: Compulsory Leave taken by selective employees for Company trip

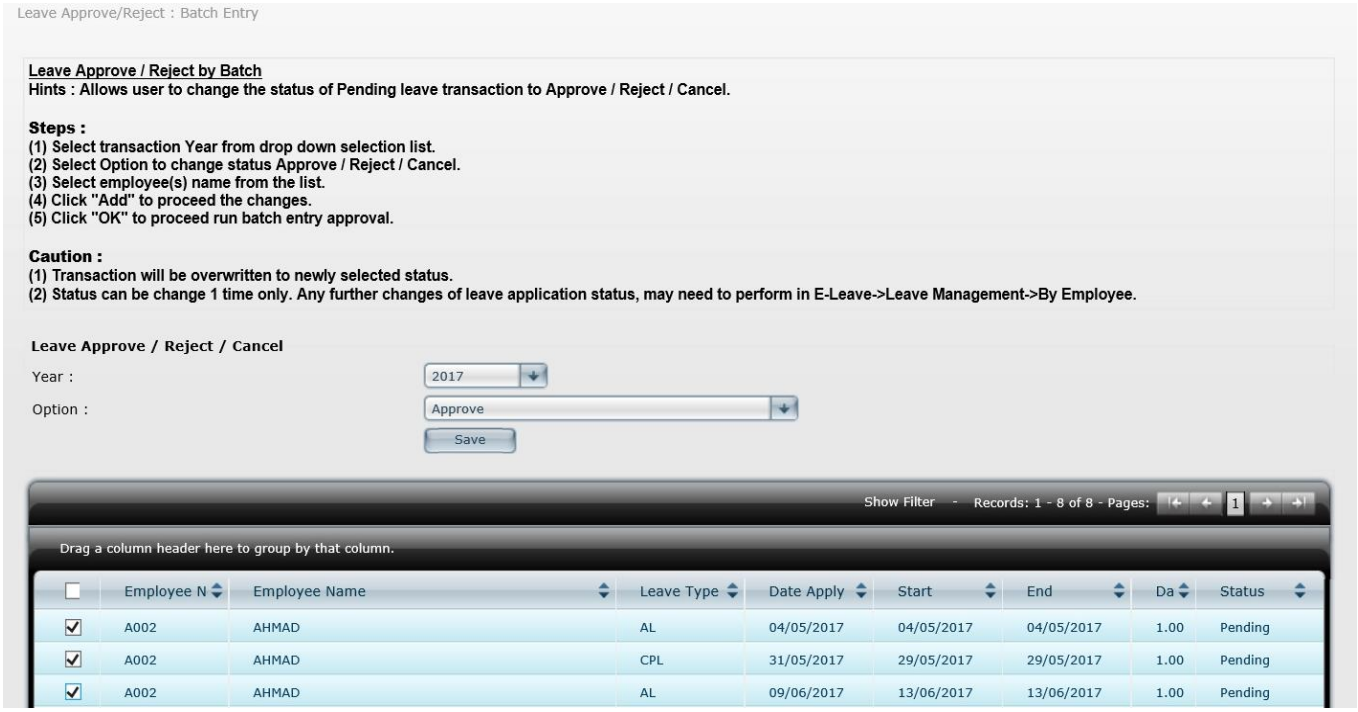


STEPS:

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

4.2.4 Batch: Leave Approval

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

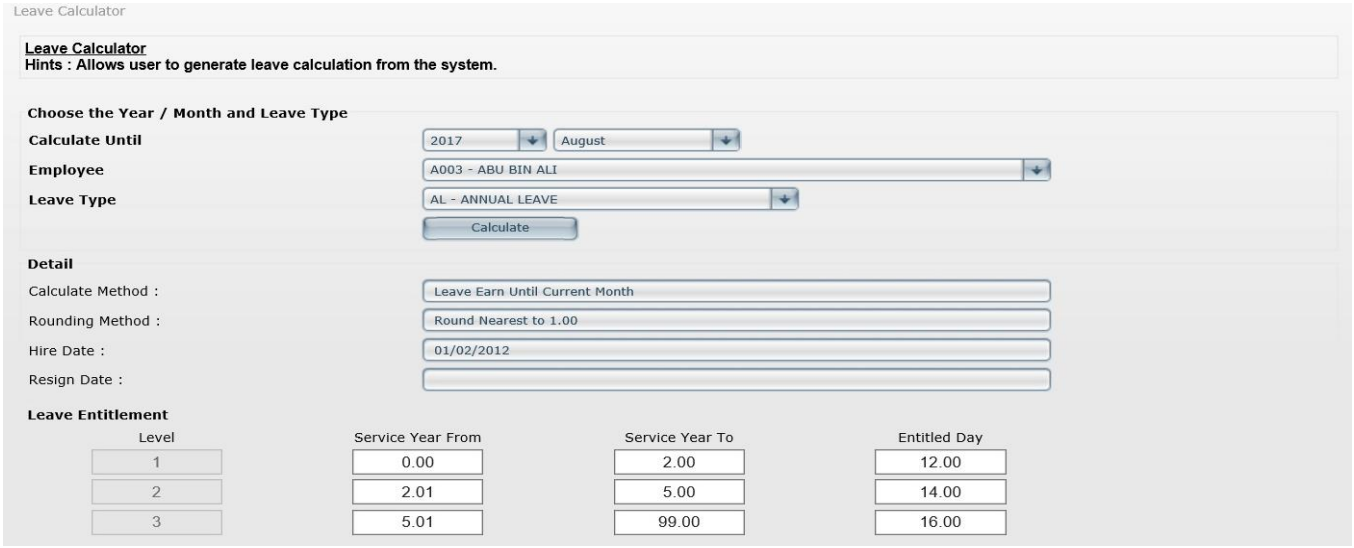


STEPS:

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

4.3 Leave Calculator

Allow user to generate leave calculation from the system.



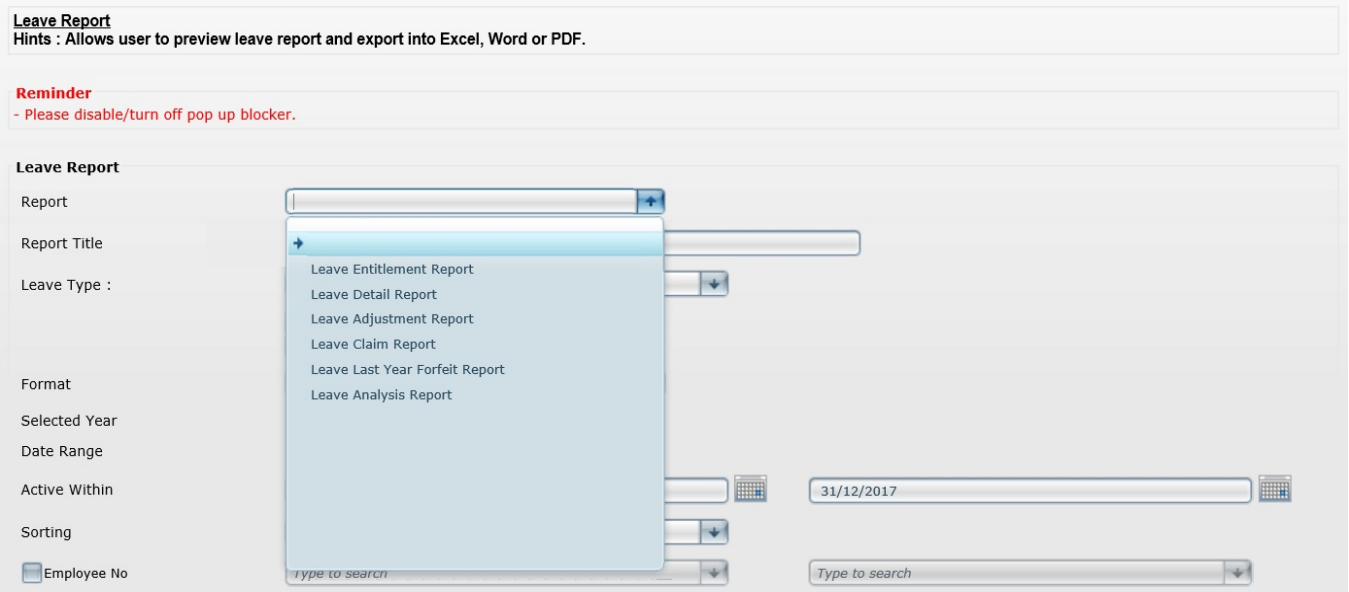
STEPS:

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

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

4.4 Report

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



STEPS:

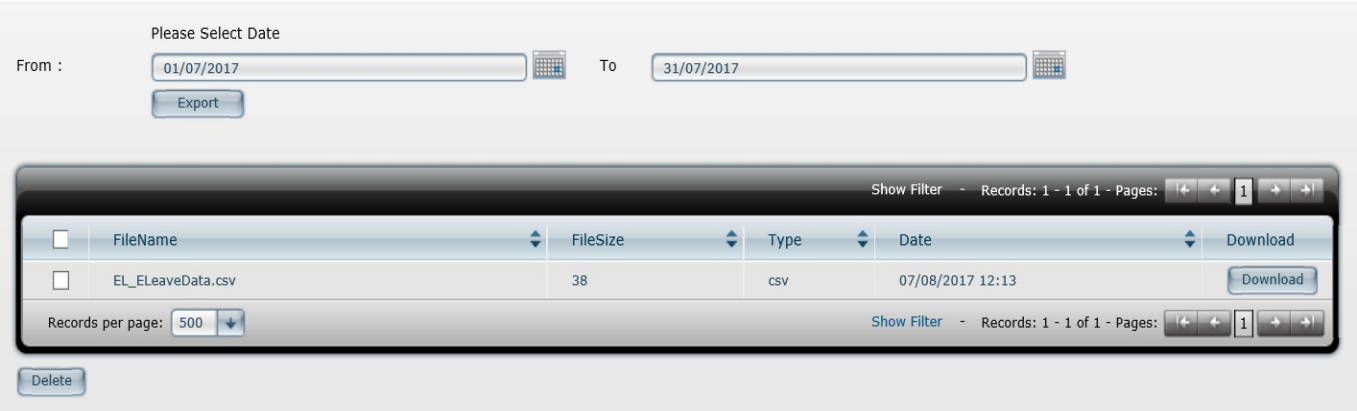
1. Select **Report**, E.g. **Leave Detail Report**
2. Optional **Report Title** field to key in additional sub title if necessary.
3. Select one **Leave Type**, or all leave type.
4. [tick] ☑ certain status, or all status. E.g. **Pending**, **Approved**, **Rejected**, **Cancelled**.
5. In column of **Format**, choose either **Report Type**, or **Grid Type**.
   Hint of Report format:

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

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

4.5 Export

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

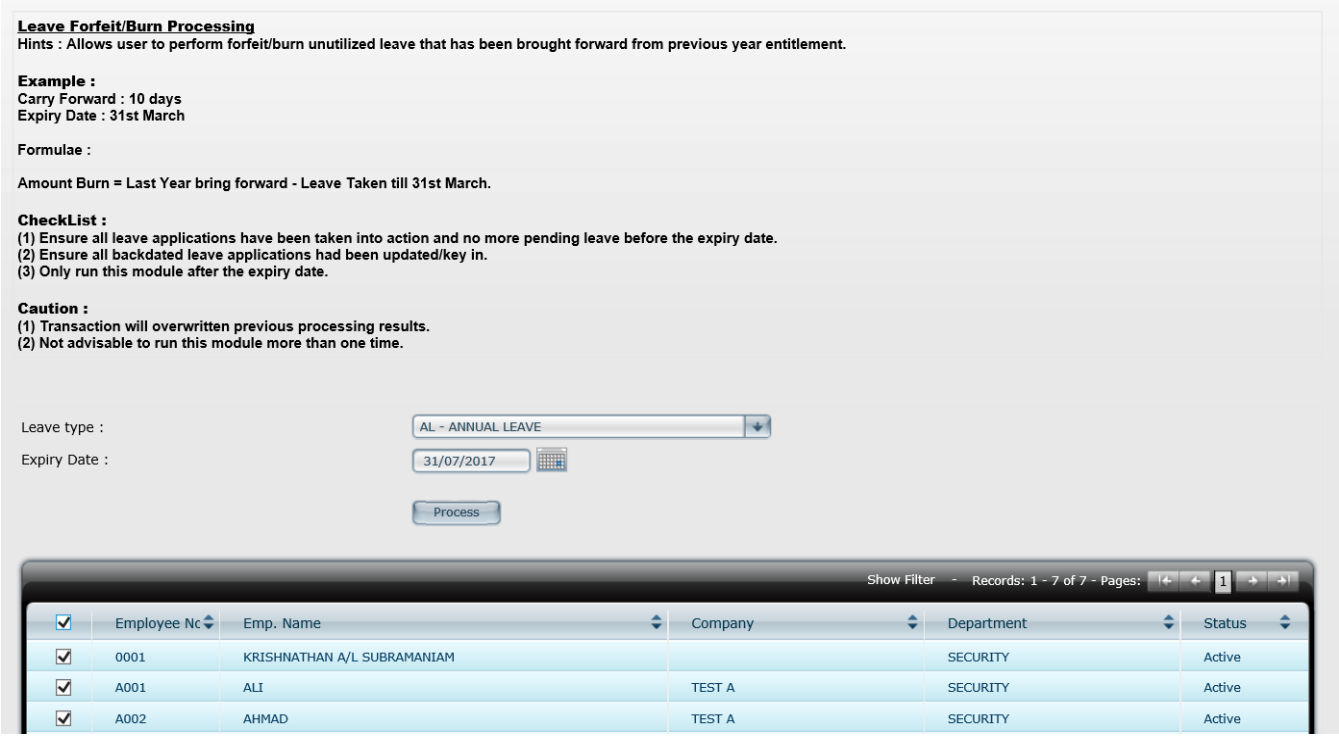


STEPS:

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

4.6 Leave Forfeit/Burn Leave

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



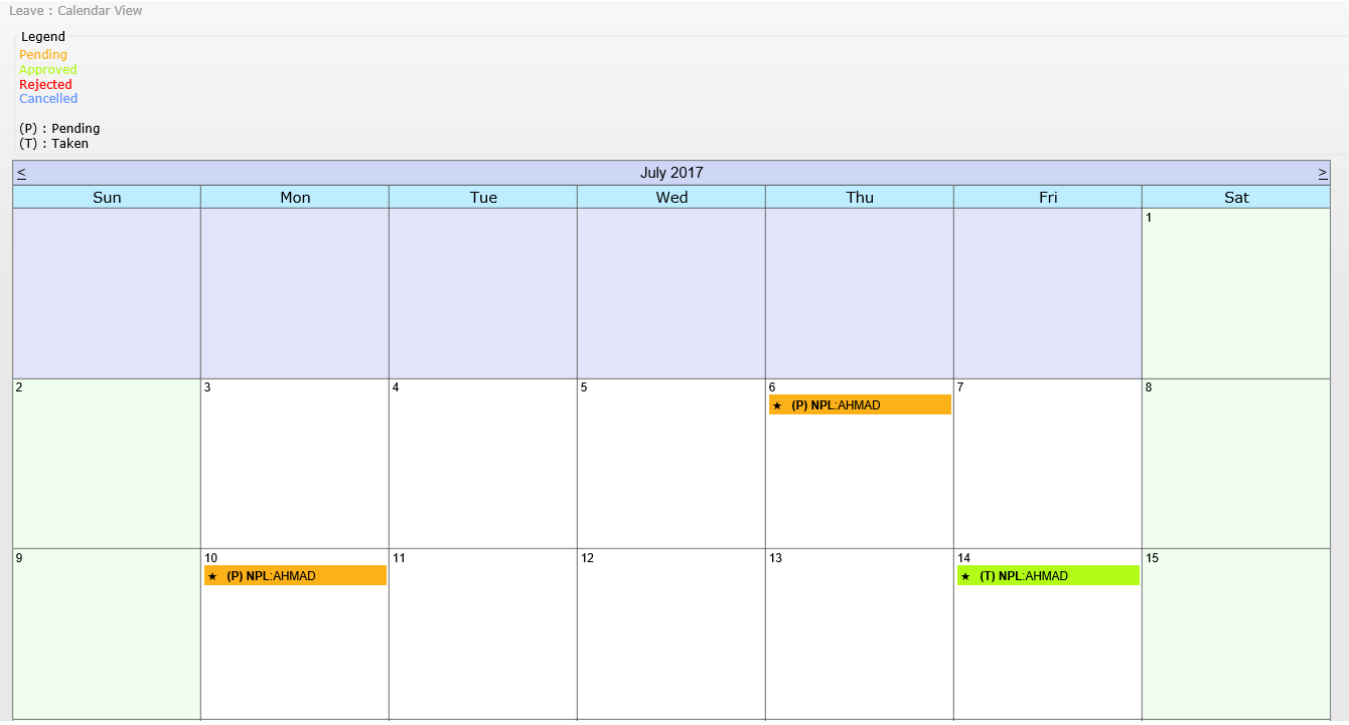
STEPS:

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

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

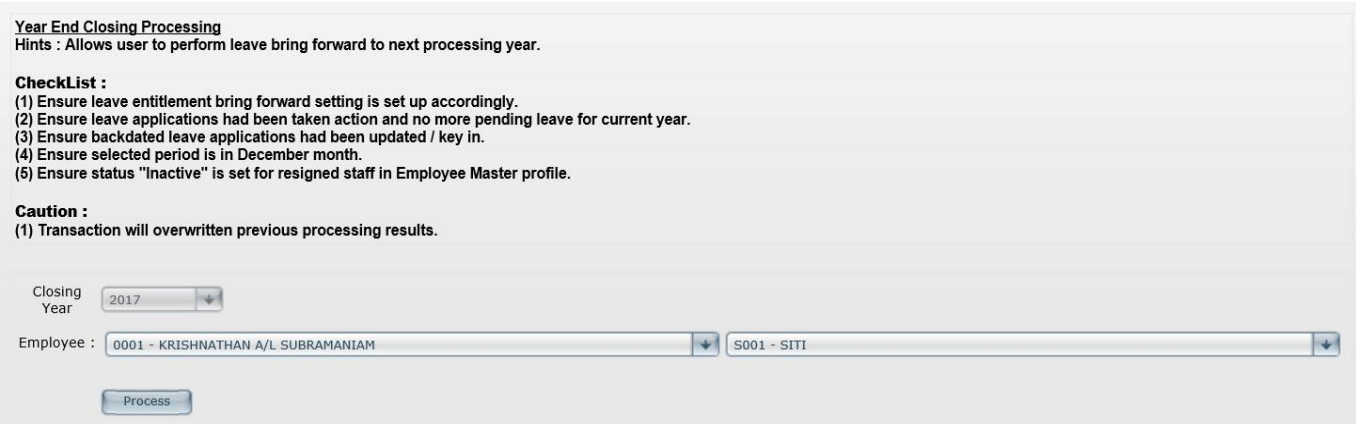
4.7 Leave Calendar View

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



4.8 Year End Closing

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



STEPS:

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

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

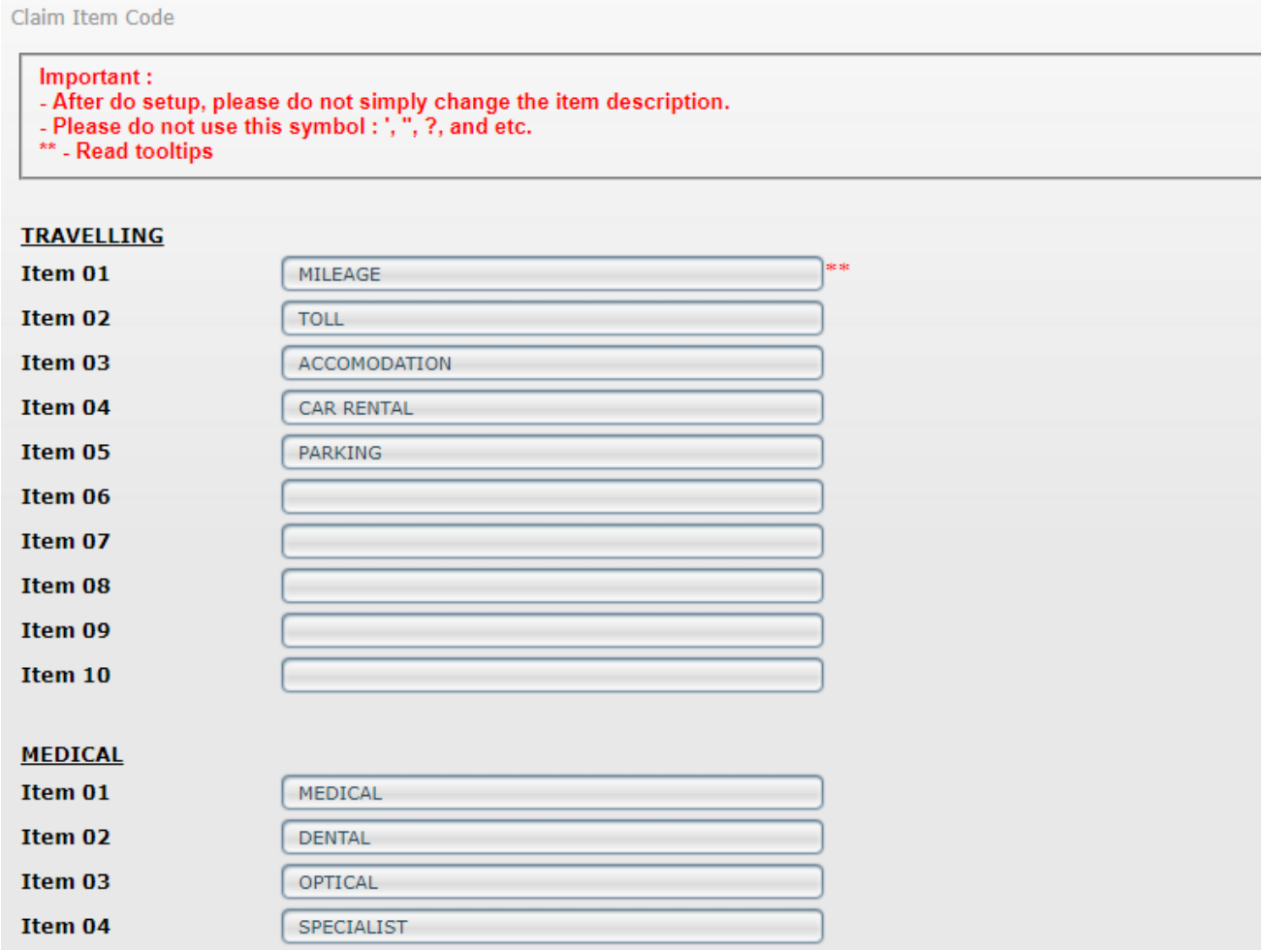
5. E-Claim

5.1 Claim Setup

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

5.1.1 Claim Item Code

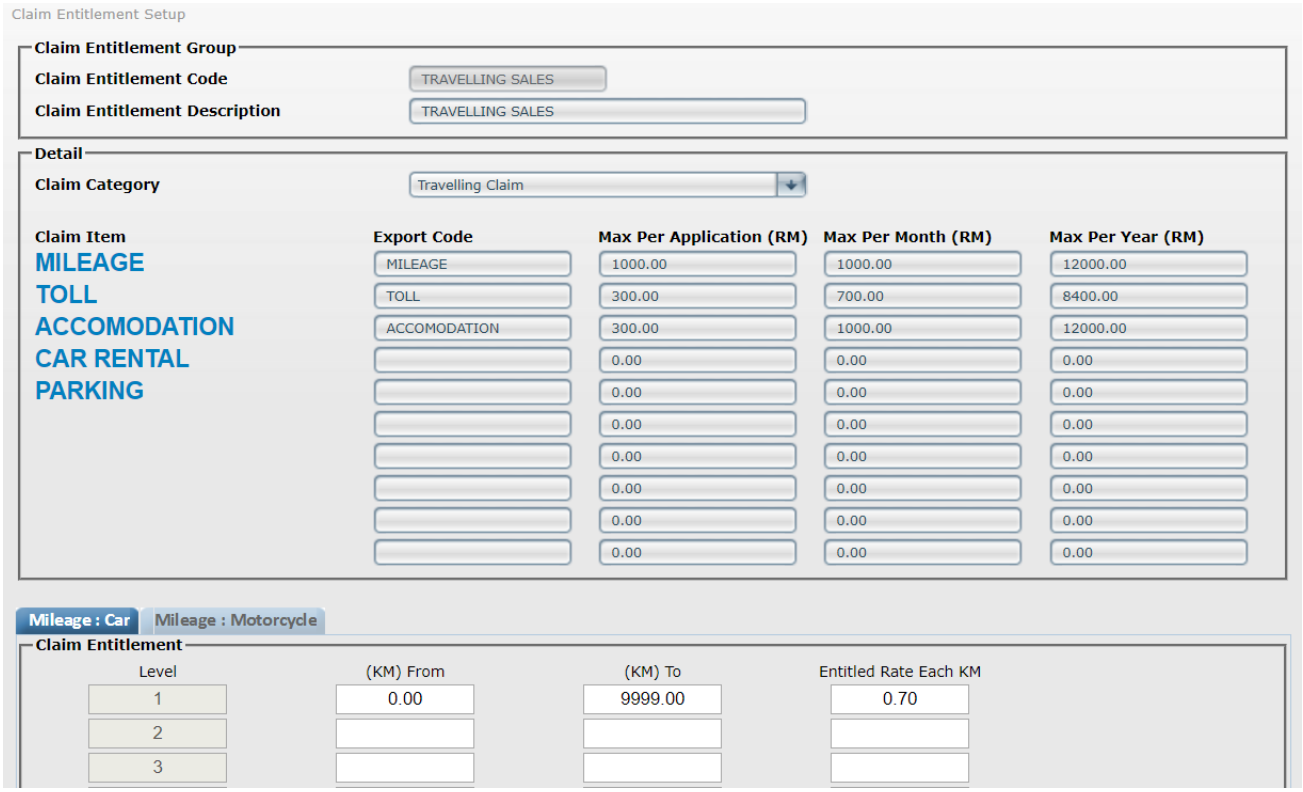
Allow user to update 10 claim item codes in each default **Claim Category**; such as **Travelling**, **Medical**, **Entertainment**, and **Miscellaneous**.



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

5.1.2 Claim Entitlement

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

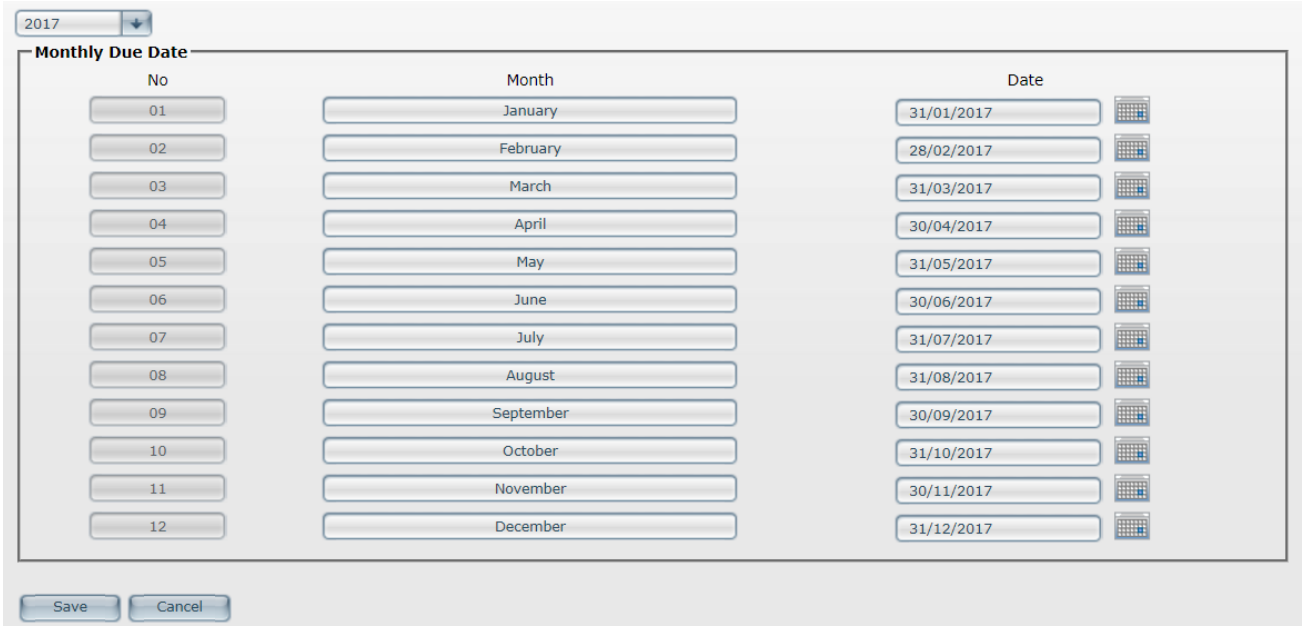


STEPS:

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

5.1.3 Due Date Setup

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

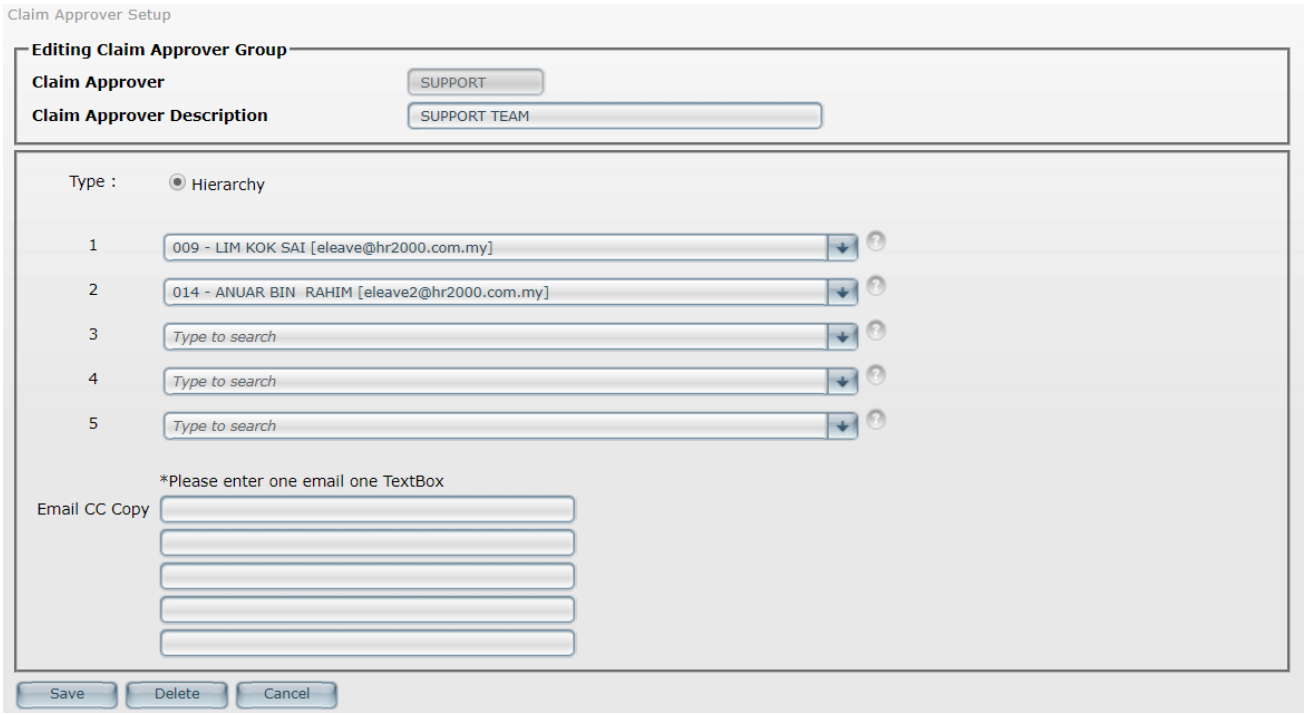


STEPS:

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

5.1.4 Approver Group Setup

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



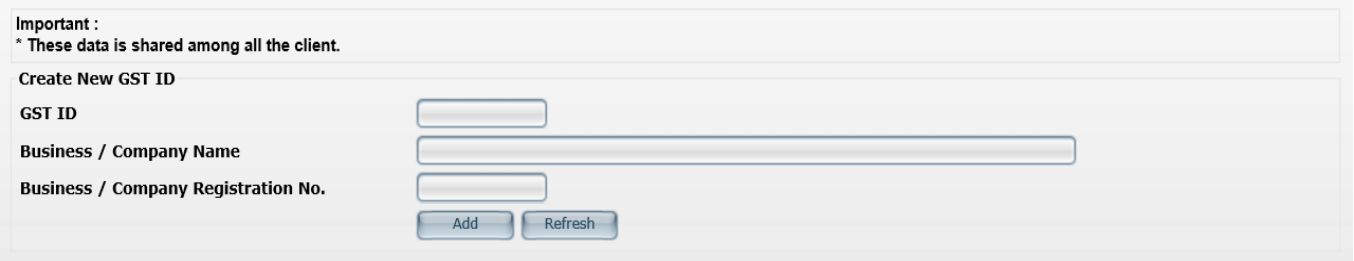
STEPS:

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

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

5.1.5 GST ID Listing

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



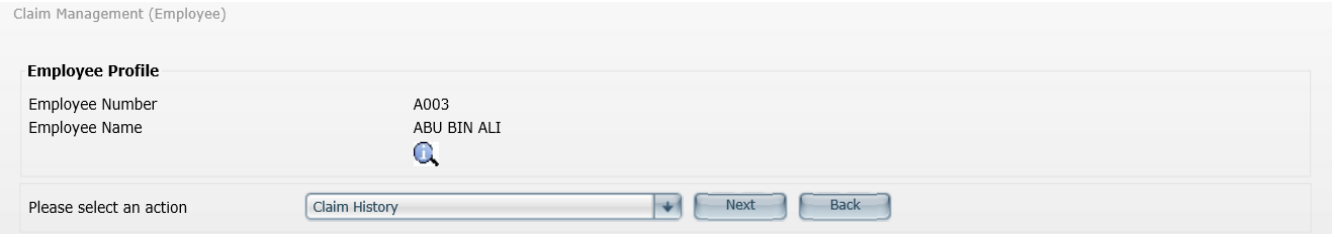
STEPS:

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

5.2 Claim Management

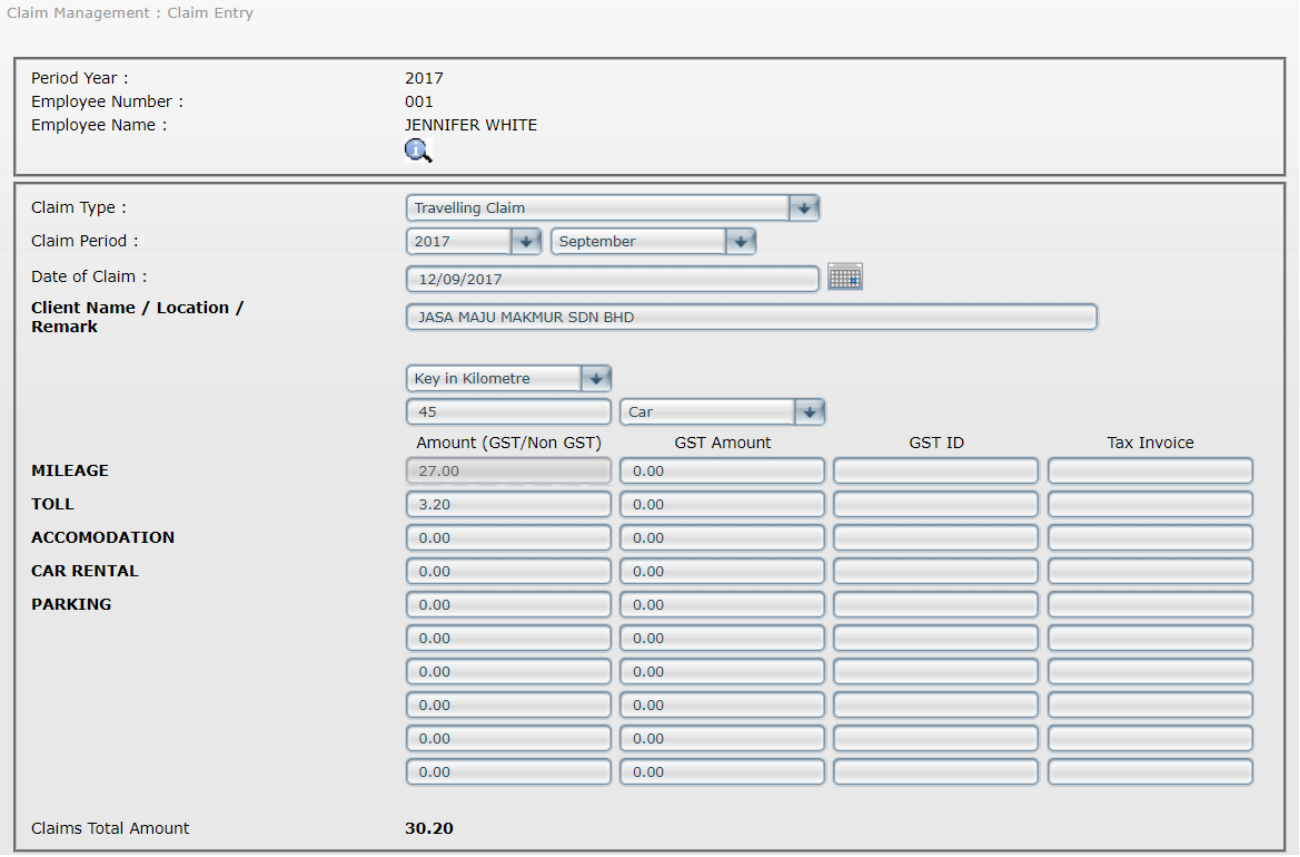
5.2.1 By Employee

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



STEPS:

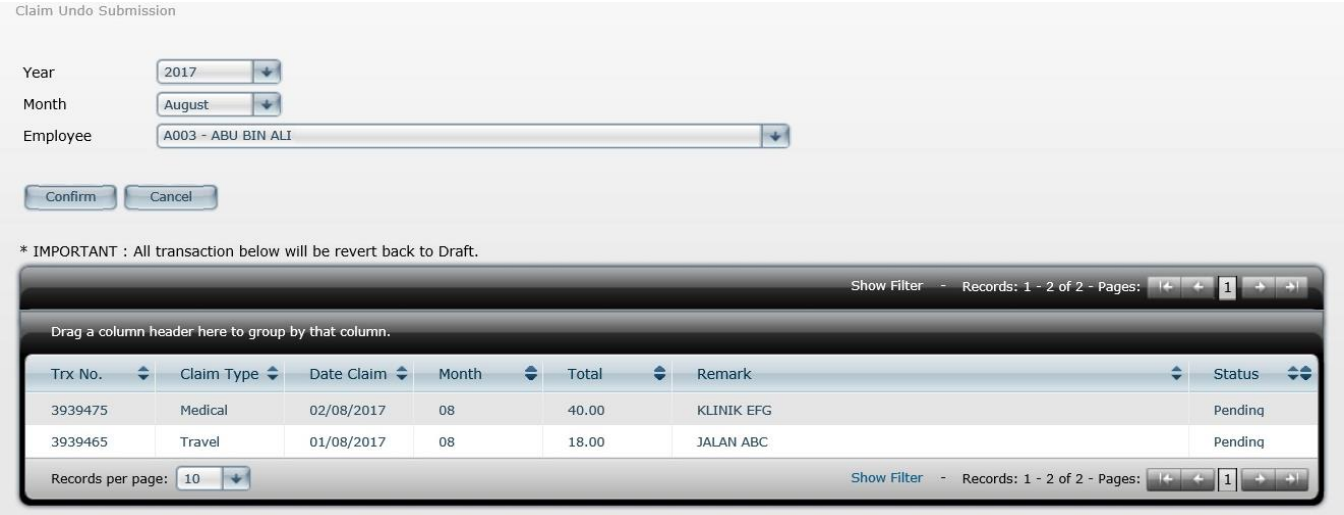
1. Click on the employee number to select employee.
2. Select **Claim History**. Then, click **[Next].**
3. Click **[Add]** to add claim record.



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

5.3 Undo Submission

Allow user to undo claim submission for certain employee.

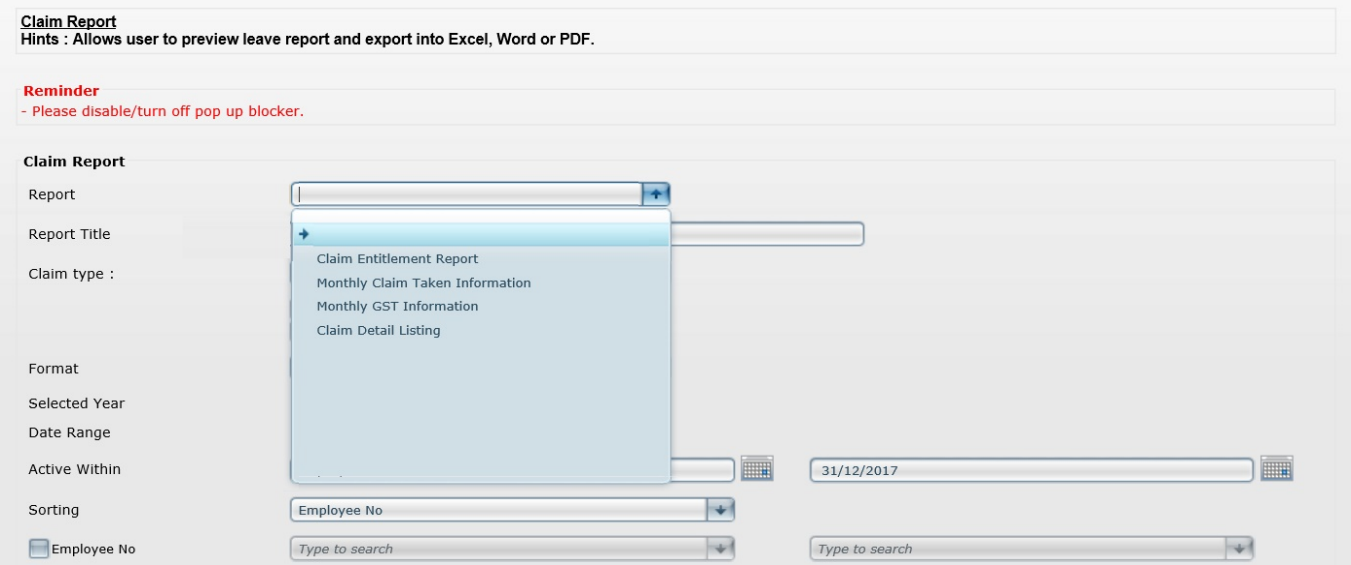


STEPS:

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

5.4 Report

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



STEPS:

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

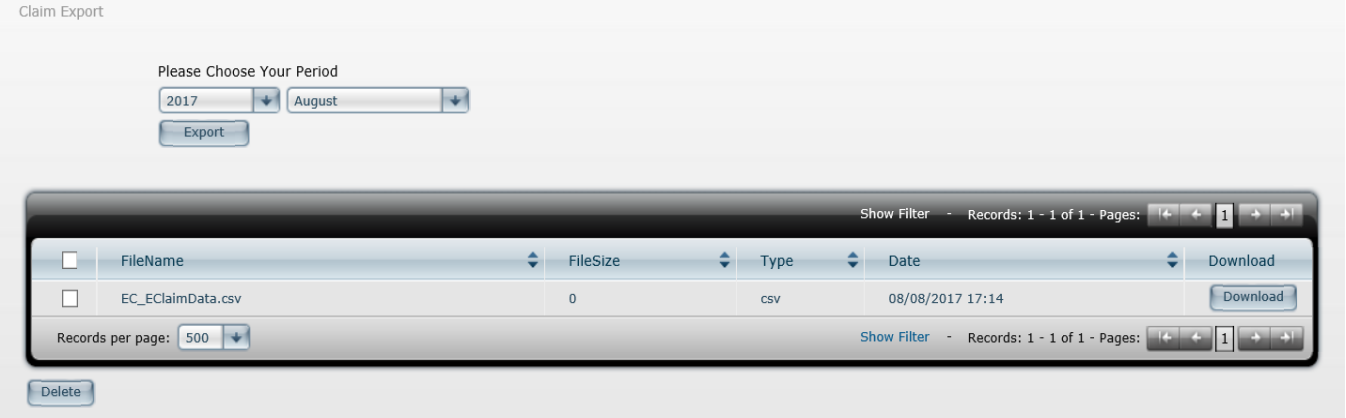
Report Type	*:*	*This report type can export to Excel, Word or PDF without **Grouping** sorting.*
Grip Type	*:*	*This report type can export to Excel, Word or PDF with **Grouping** sorting; such as **Company**, **Cost Centre**, **Department**, **Section**, **Division**, and **Category**.*

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

5.5 Export

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

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



STEPS:

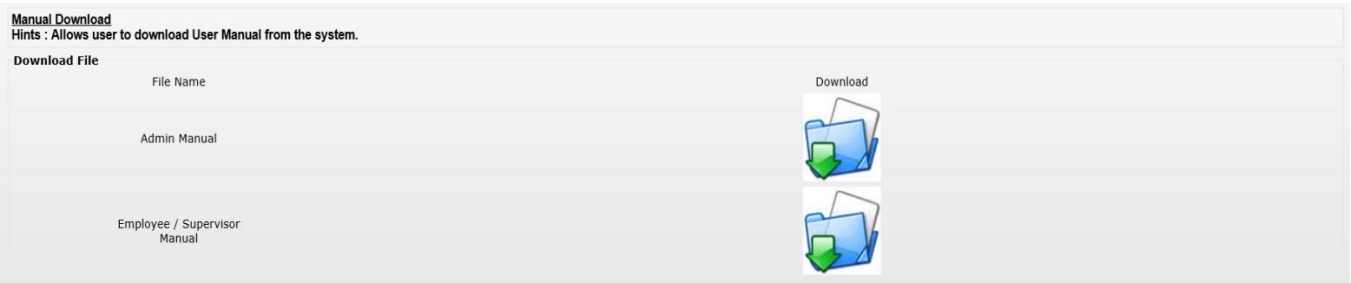
1. Select **Year and Month**. Then, click **[Export].**
2. Click **[Download]** to save **EC_EClaimData.csv** to a folder/directory.
3. [Tick] ☑ **EC_EClaimData.csv** file.
4. Click **[Delete]** to delete the exported file.

6. Miscellaneous

6.1 Manual

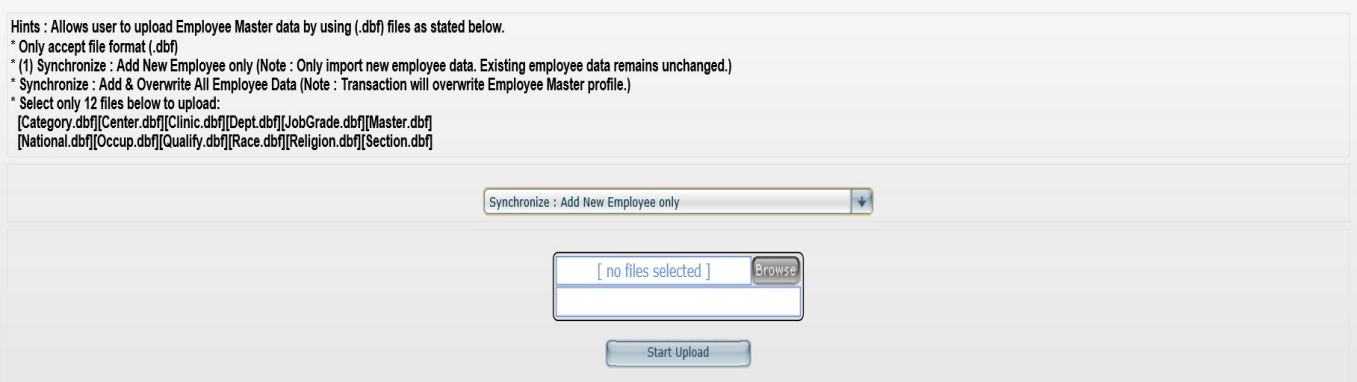
Allow user to download **Admin Manual** or **Employee/Supervisor Manual** (PDF)

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



6.2 E-Import

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



STEPS:

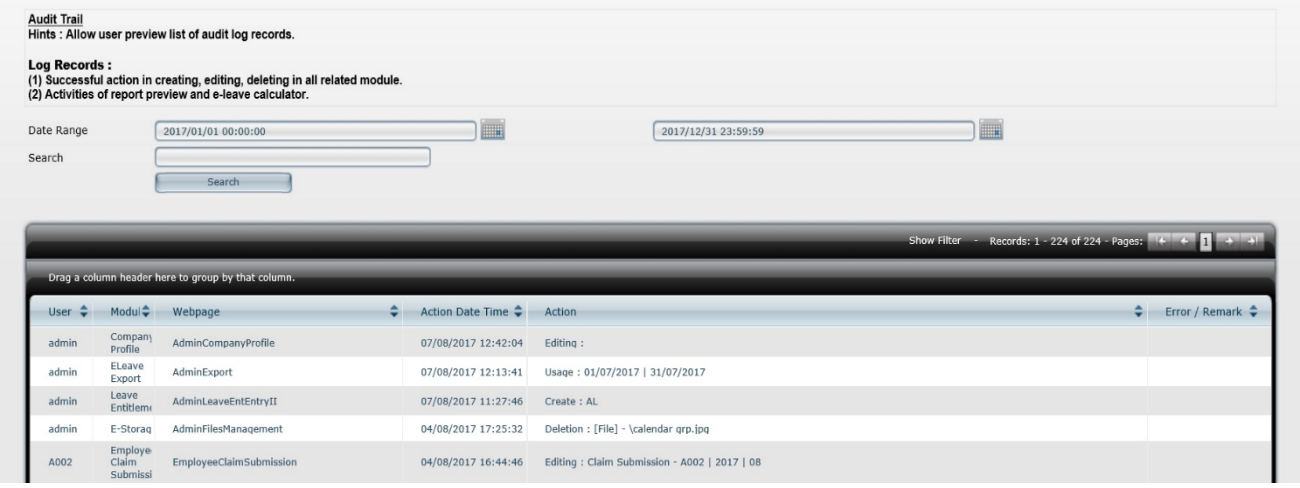
1. Select either **Add New Employee only**, or **Add & Overwrite All Employee Data**.

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

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

6.3 Audit Trail

Allow user to check audit log records.



STEPS:

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

HR *e*-Office

HR e-Office Management System

Employee / Supervisor Manual

Developed and Distributed by

HR 2000 SDN BHD

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

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

Updated 27 September 2017

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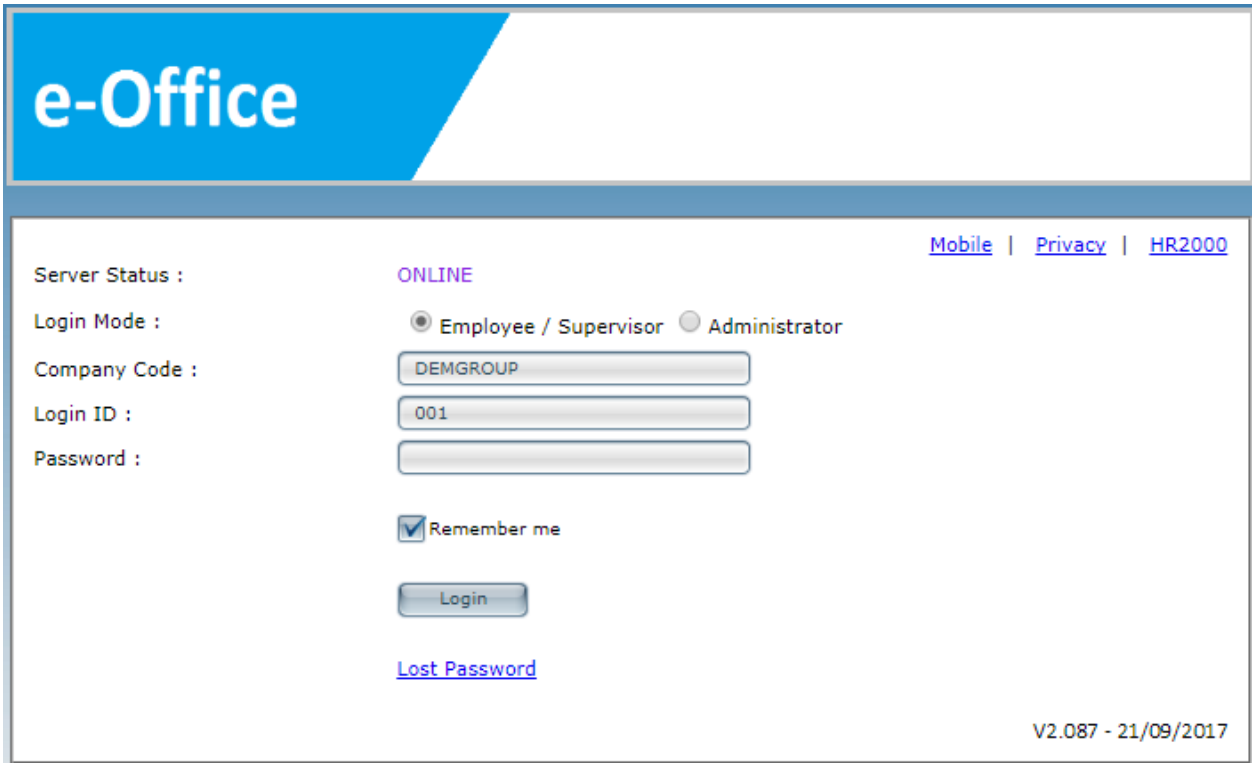
Login Page

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

Website : http://www.iloginhr.com



Server Status

ONLINE : The connection to database is fine.
DISCONNECTED: The connection to database has disconnected.

Login Mode

Employee / Supervisor : Login in as applicant/approver.
Administrator : Login in as admin, sub-admin.

Company Code : Unique code which created by the HR2000 for each company. Eg: **DEMOGROUP**
*Hint: **Company Code** is not case sensitive.*

Default Employee ID & password

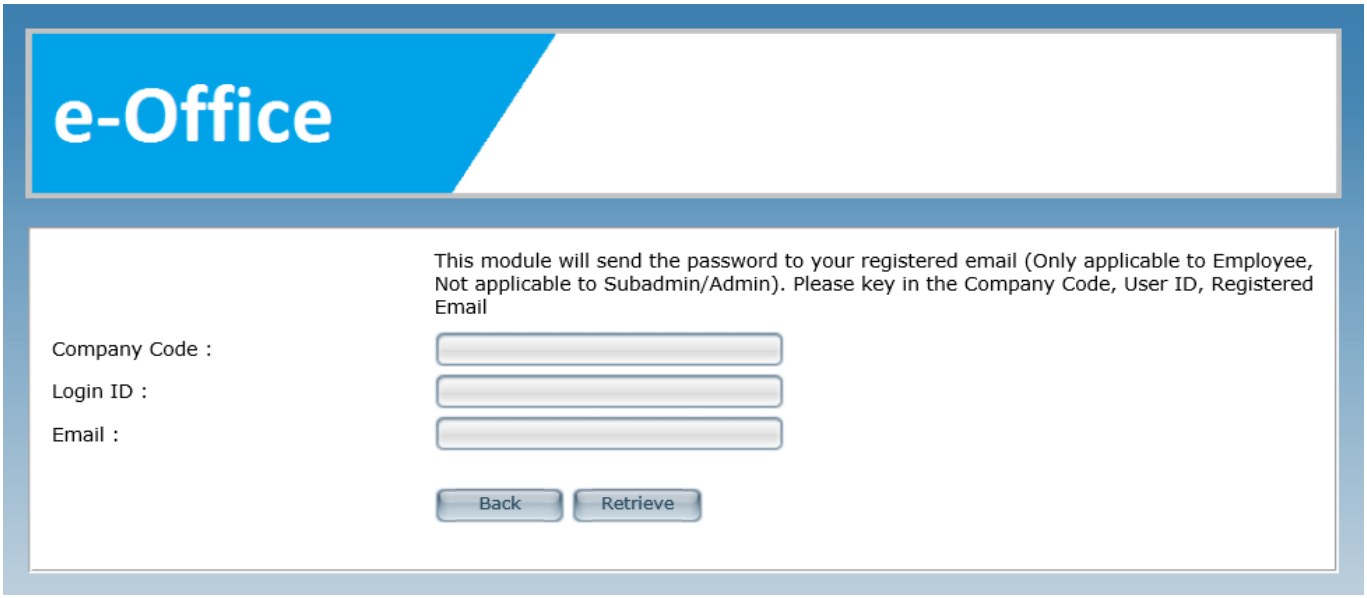
Login ID : Employee Number/ID
Password : Key-in the password that employee had updated in system.
*Hint: **Password** is case sensitive.*

Remember me

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

Lost Password

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



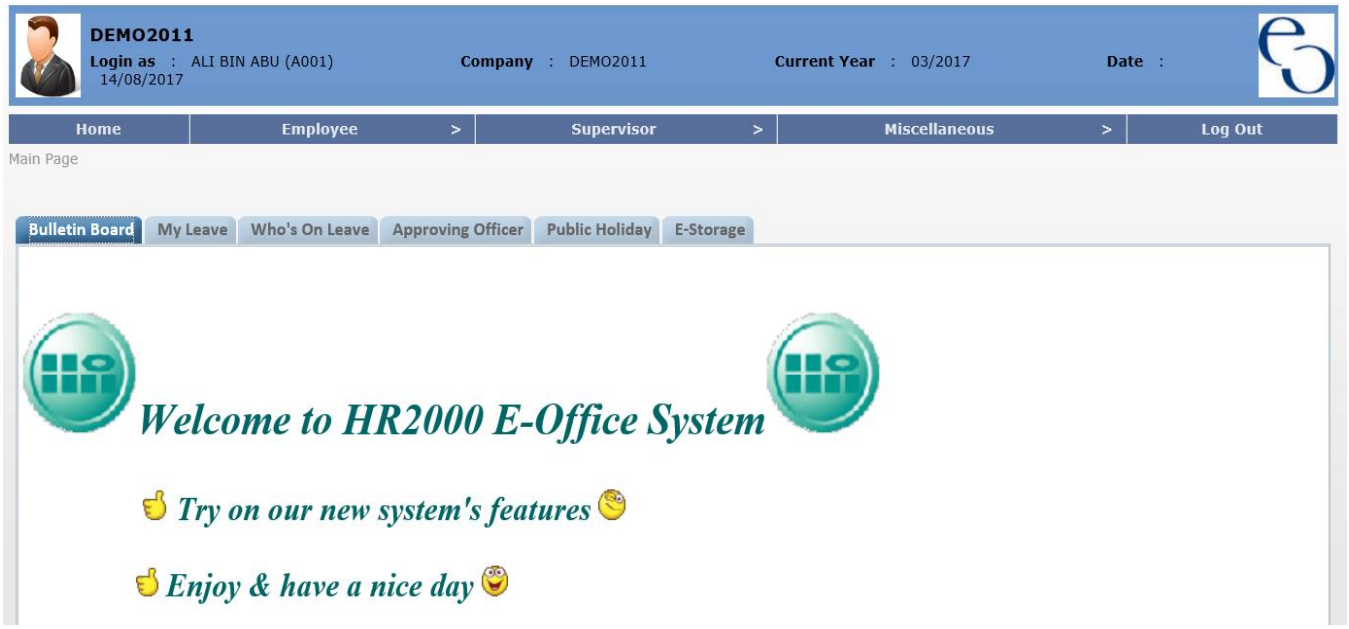
User must key in **Company Code**, **Login ID** and **Email** to retrieve password.
Then, click **[Retrieve].** *(Email will send to user registered email address)*

Employee / Supervisor Main Page

1. Home

1.1 Bulletin Board

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

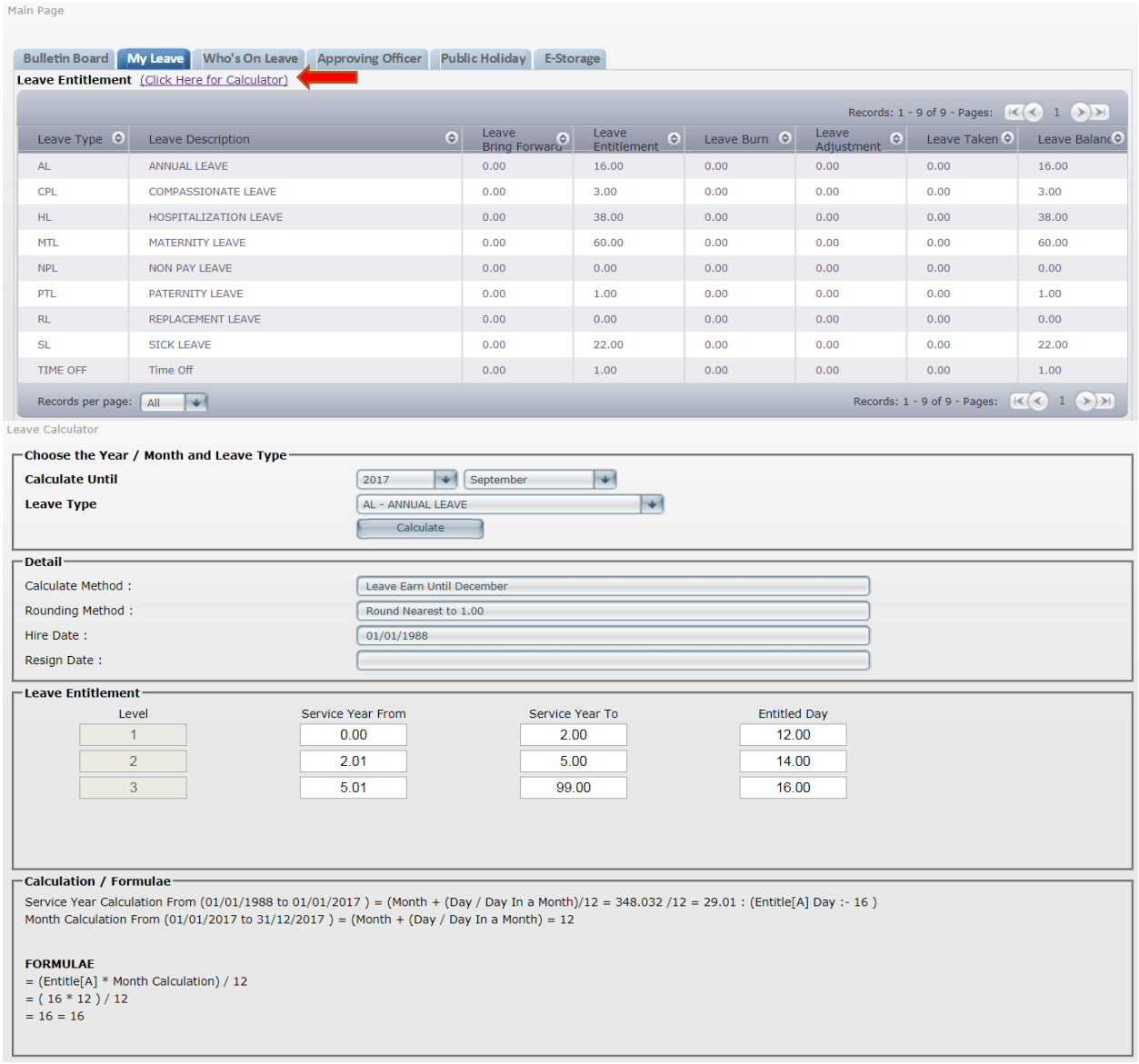


1.2 My Leave

1.2.1 Leave Entitlement

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

For **Leave Entitlement** Computation, click on (Click Here for Calculator)
This module allow employee to self-check on the leave entitlement calculation.



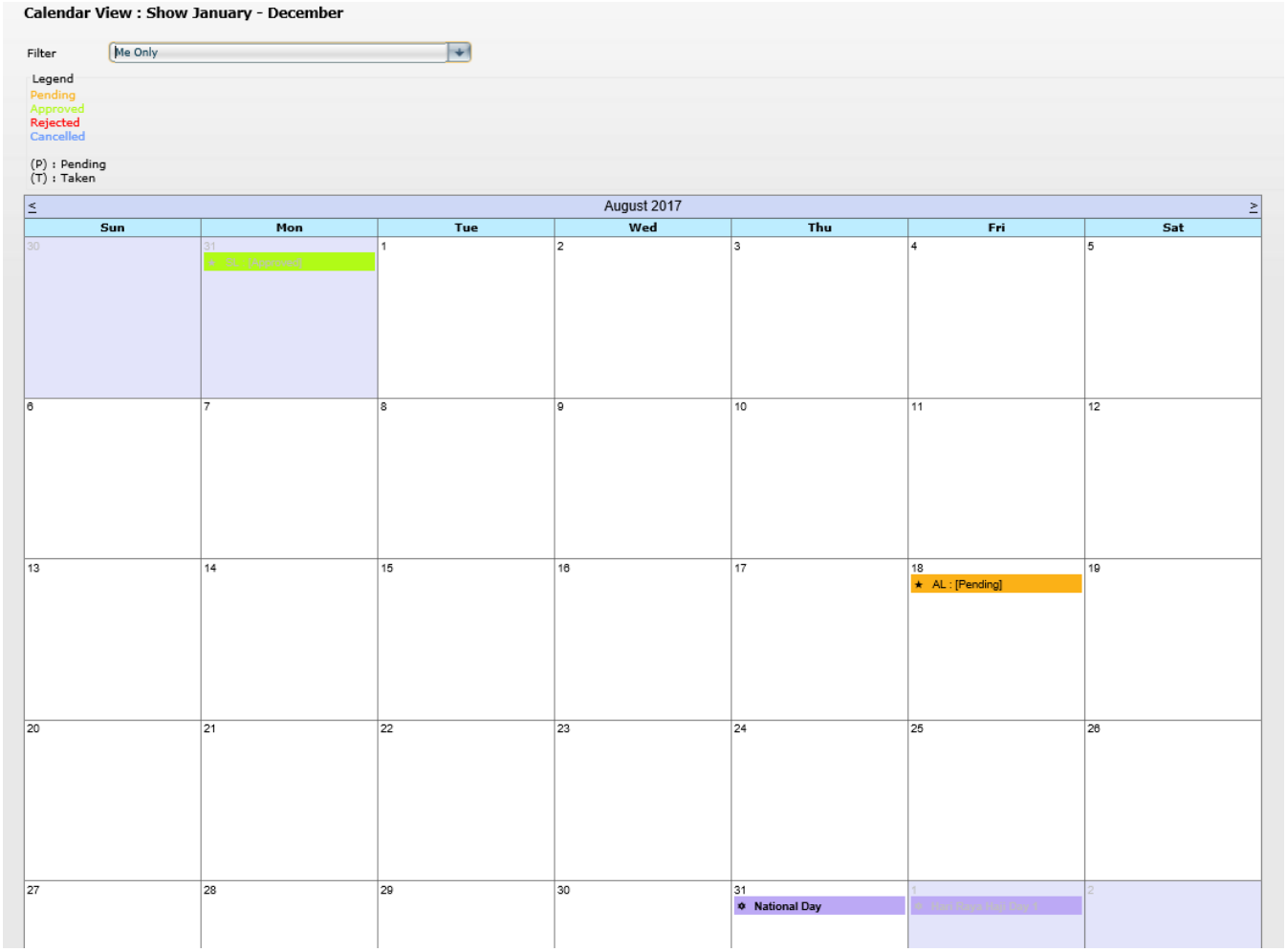
1.2.2 Upcoming Leave Status

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

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

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

Calendar View Sample Screen



1.3 Who's on Leave

This module displays a name list which filtered by Everyone/ Me Only/ My Subordinates/ My Company/ My Cost Centre/My Department, controlled from Admin setup.
Click **[Show]** to display the name list of staff who are on leave according to the date selection.

1.4 Approving Officer

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

1.5 Public Holiday

List of public holiday that granted by company.

1.6 E-Storage

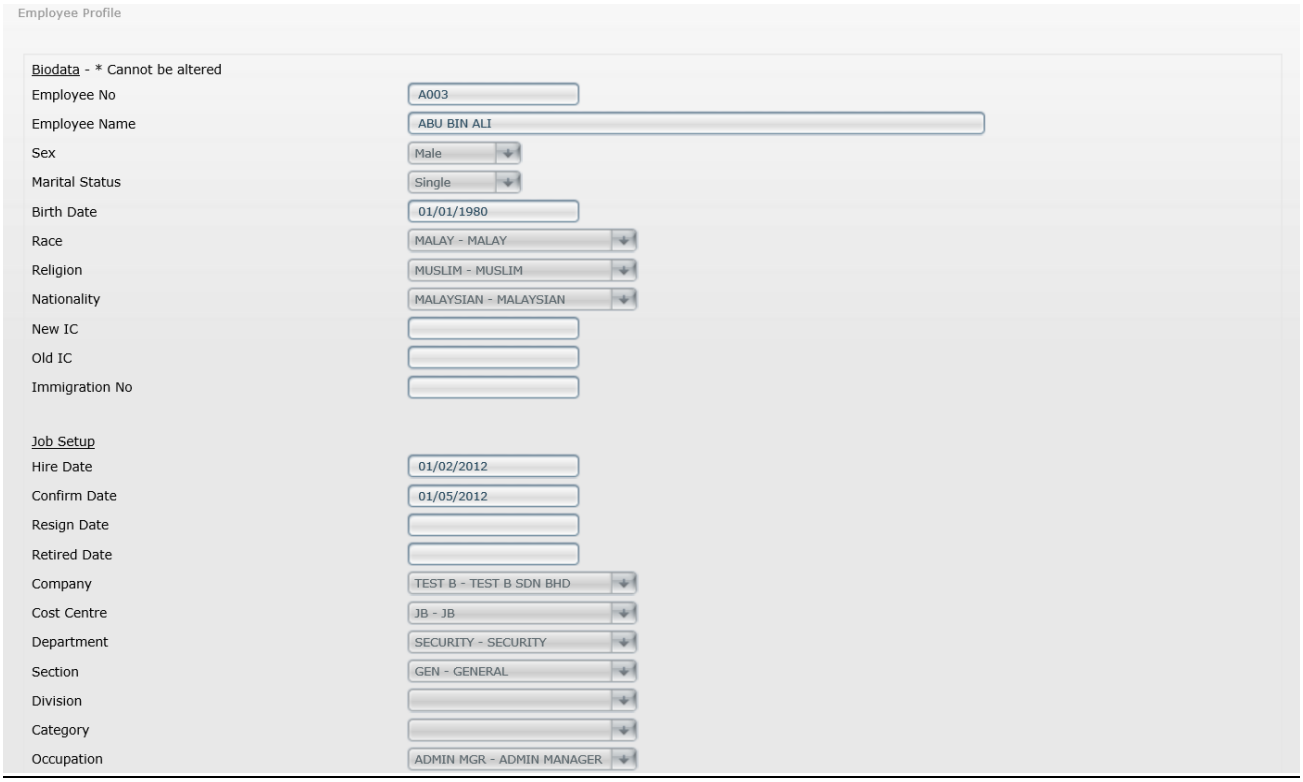
Allow employee to download file(s) which uploaded by admin.

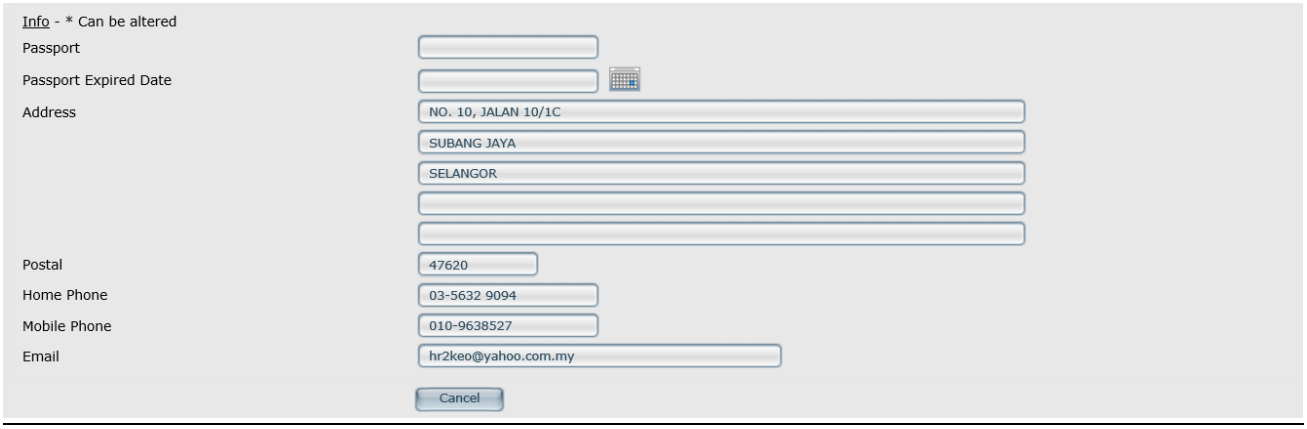
Click on **[Download]** button to download.

2. Employee Menu

2.1 Profile

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





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

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

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

2.2 Change Password

Allow user to change new password.

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

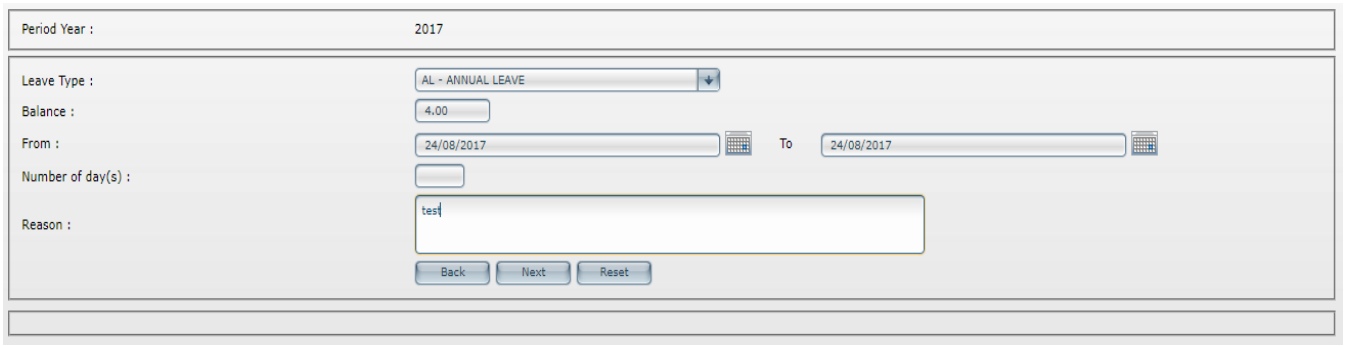
STEPS:

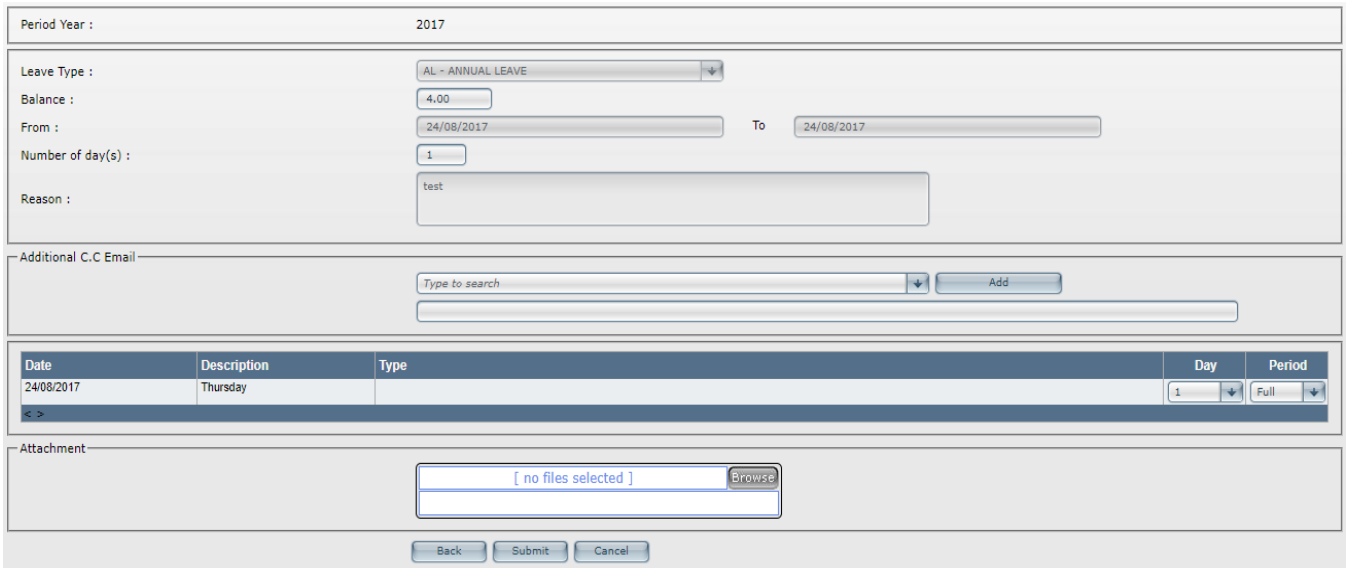
1. **Login As** using employee login ID.
2. Enter the new password and confirm again password.
3. Click **[Save]**

2.3 E-Leave Module

2.3.1 Leave Application

This module allows employee to apply leave.



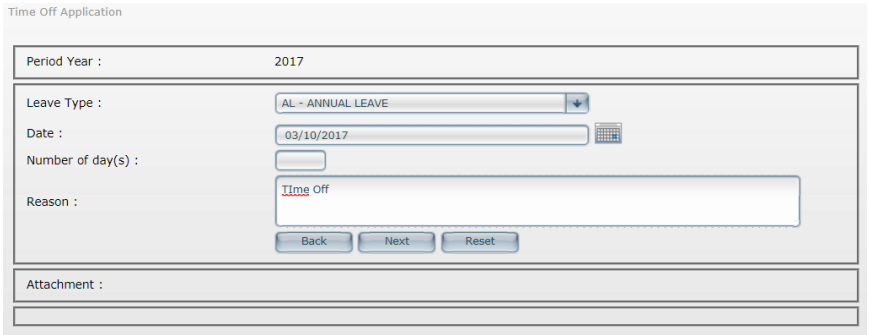


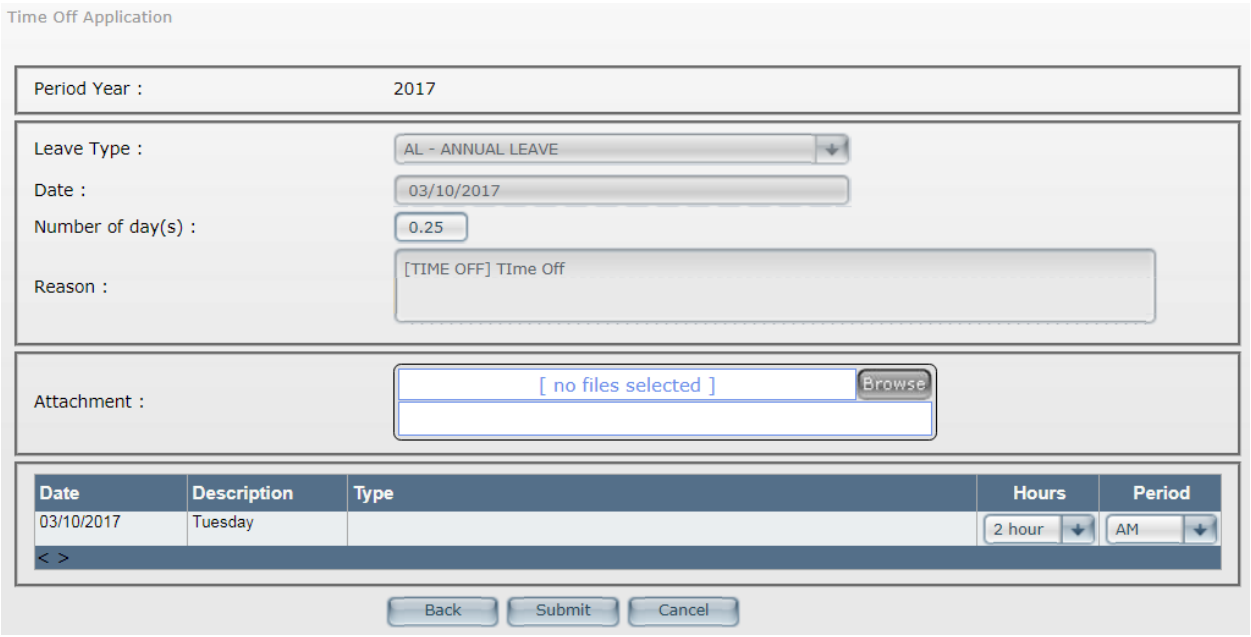
STEPS:

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

2.3.2 Time Off Application

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



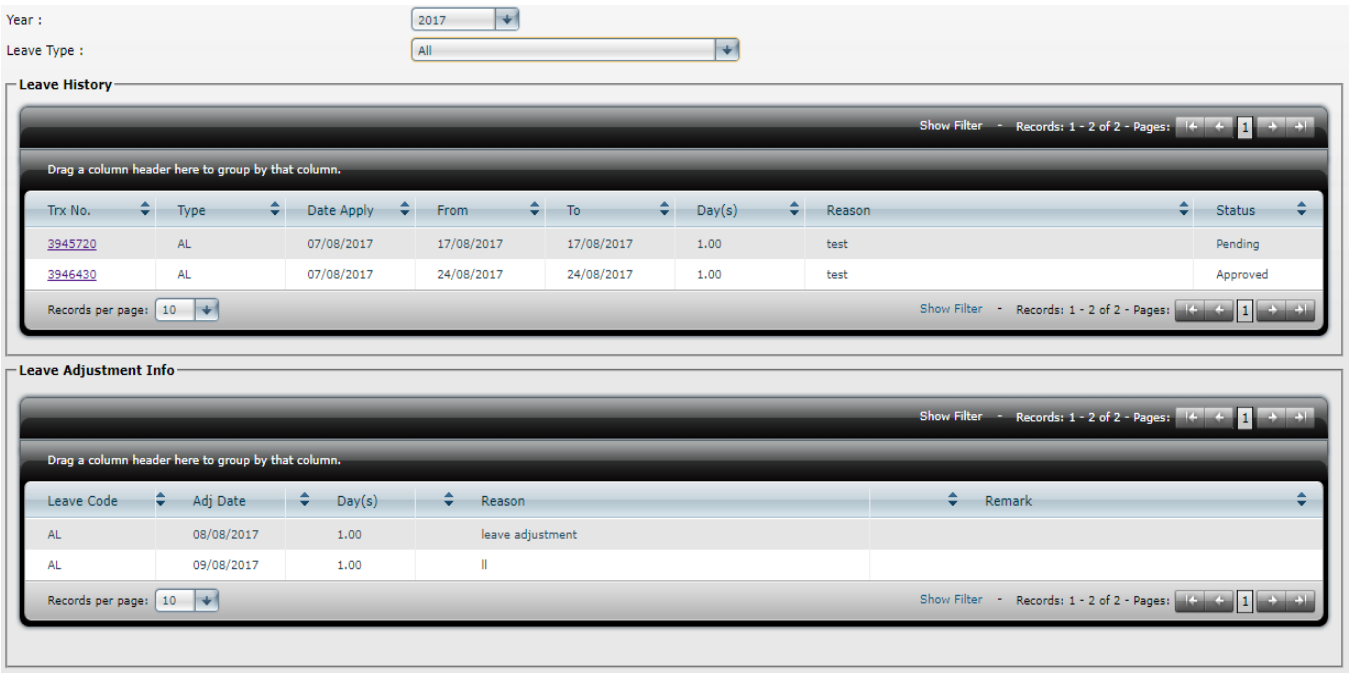


STEPS:

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

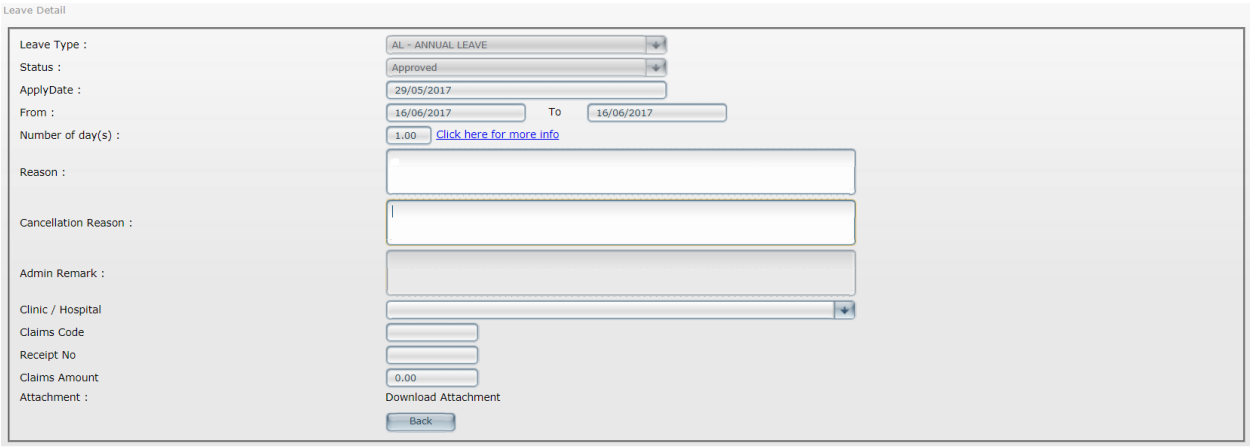
2.3.3 Leave History

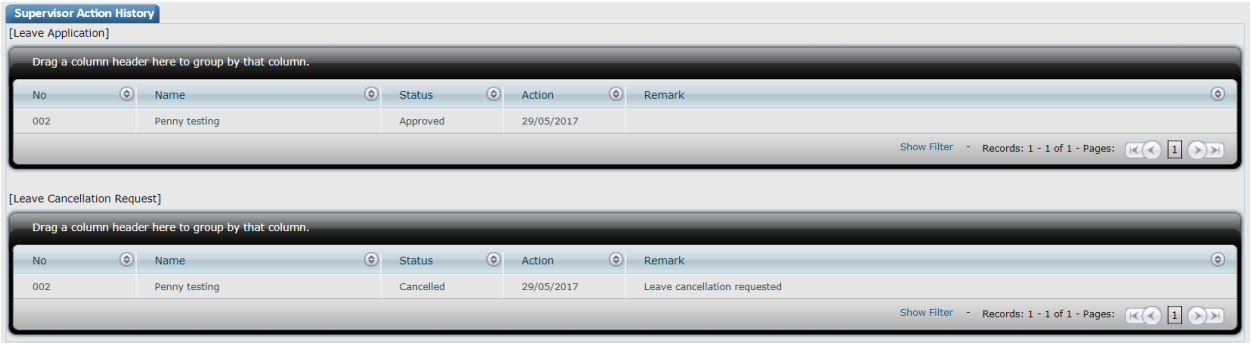
This module allows employee to view personal leave application or leave adjustment history within current year.



STEPS:

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

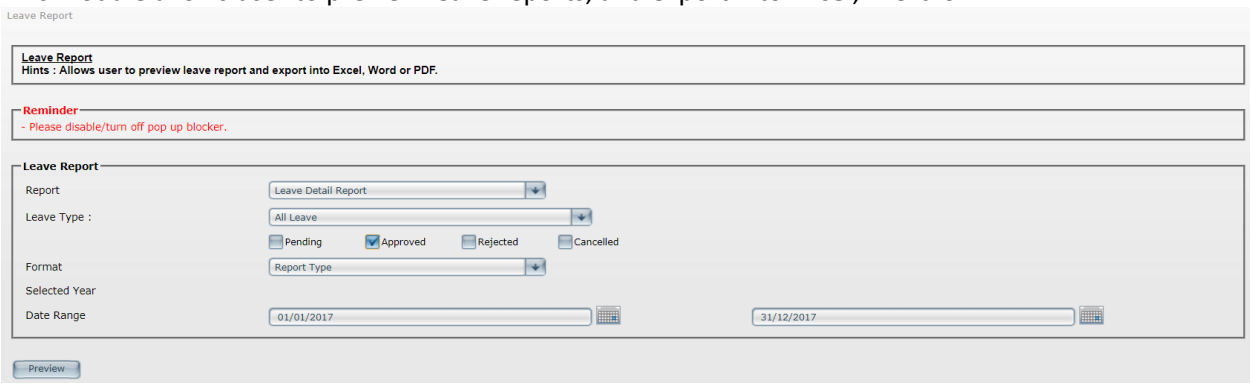




3. Sample **Leave Detail** above displayed the leave info detail & editing is not allowed.
4. **Supervisor Action History** column, employee able to check/view action taken by supervisor on the leave application.

2.3.4 Report

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



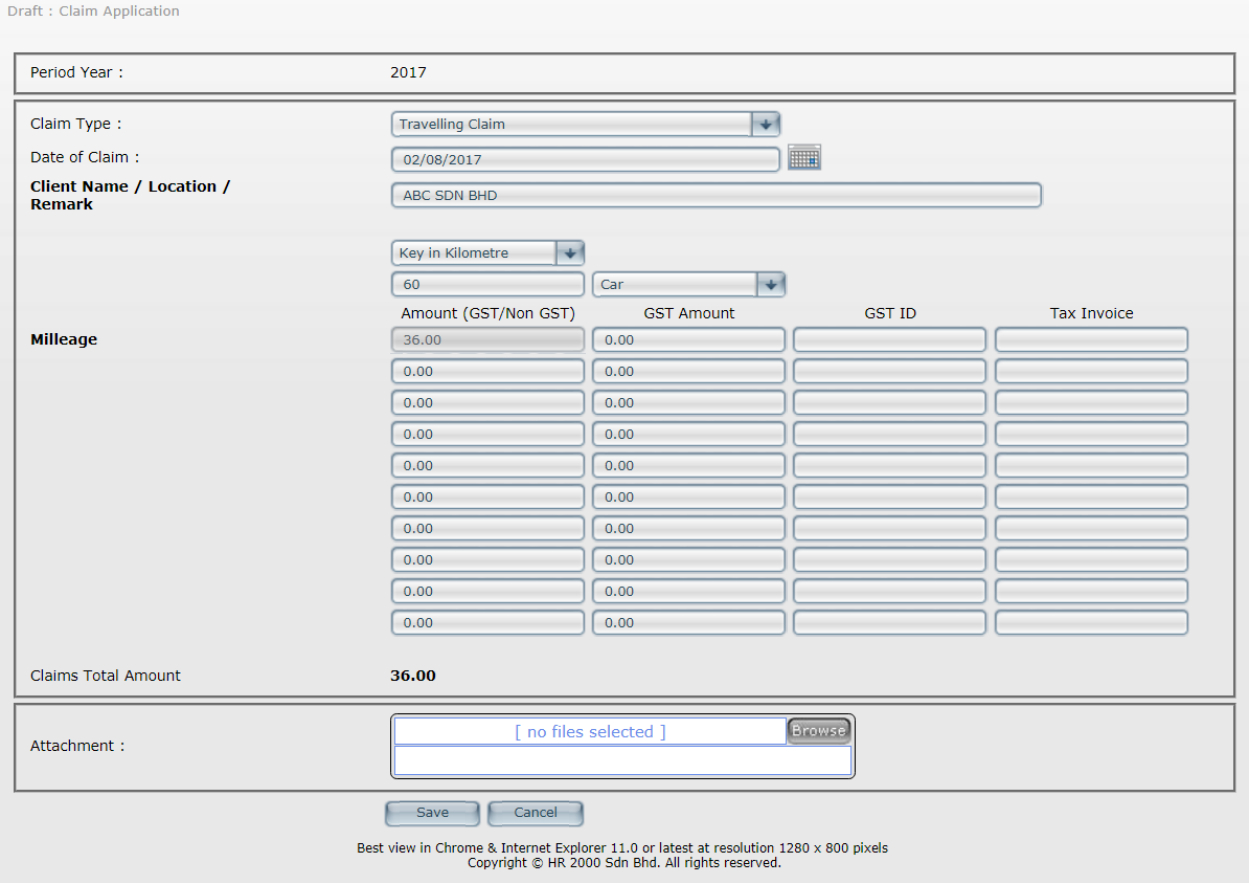
STEPS:

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

2.4 E-Claim Module

2.4.1 Draft : Claim Application

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

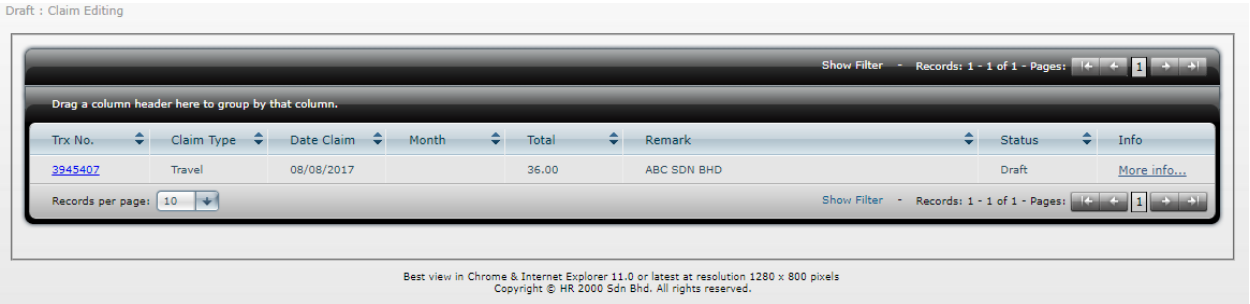


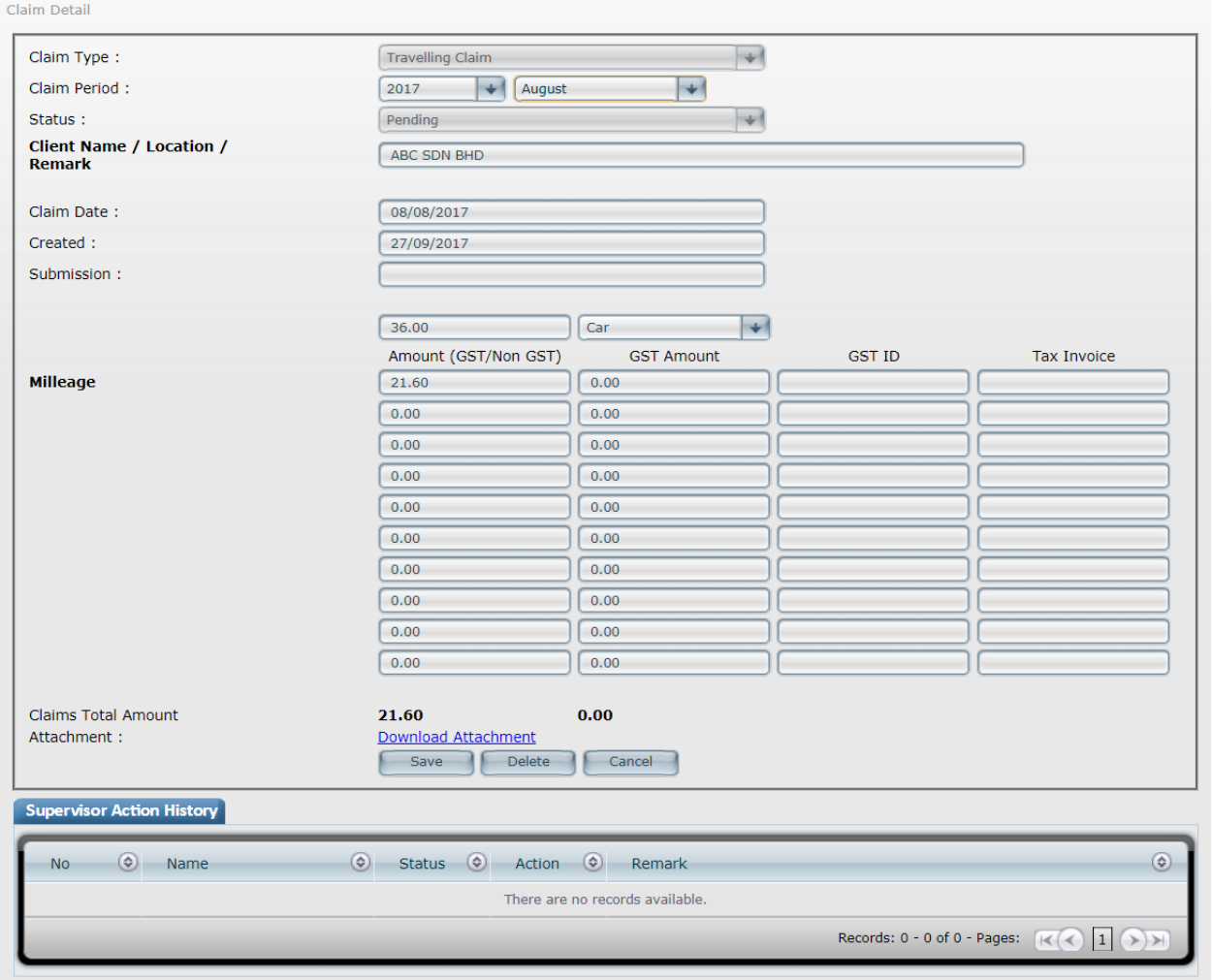
STEPS:

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

2.4.2 Draft : Claim Editing

This module allows employee to Edit or Delete the draft.





STEPS: (Claim Editing)

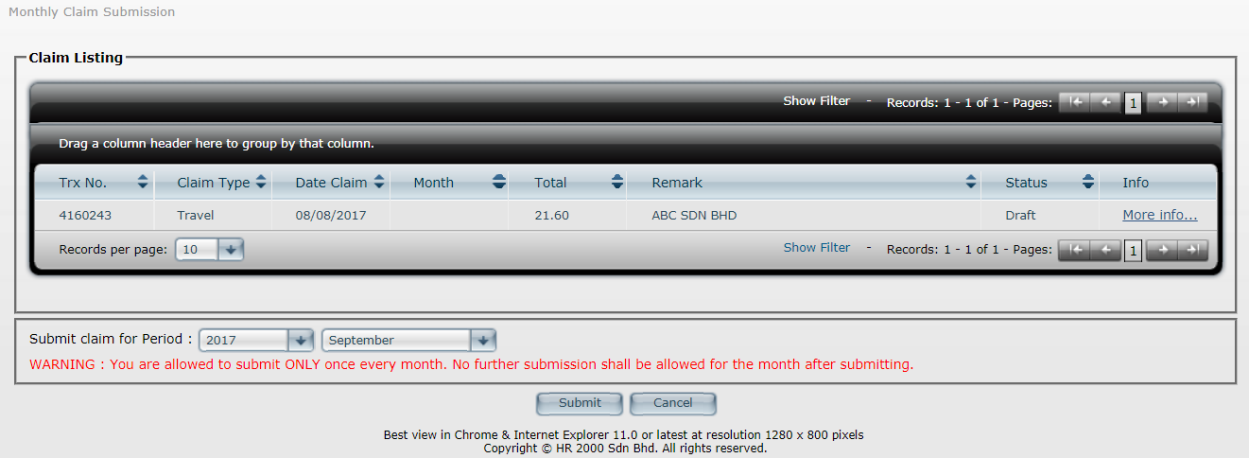
1. Click on **Trx No.** to Edit the draft.
2. Update/Change necessary information in Claim Detail.
3. Click **[Save]**

STEPS: (Claim Deletion)

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

2.4.3 Monthly Claim Submission

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

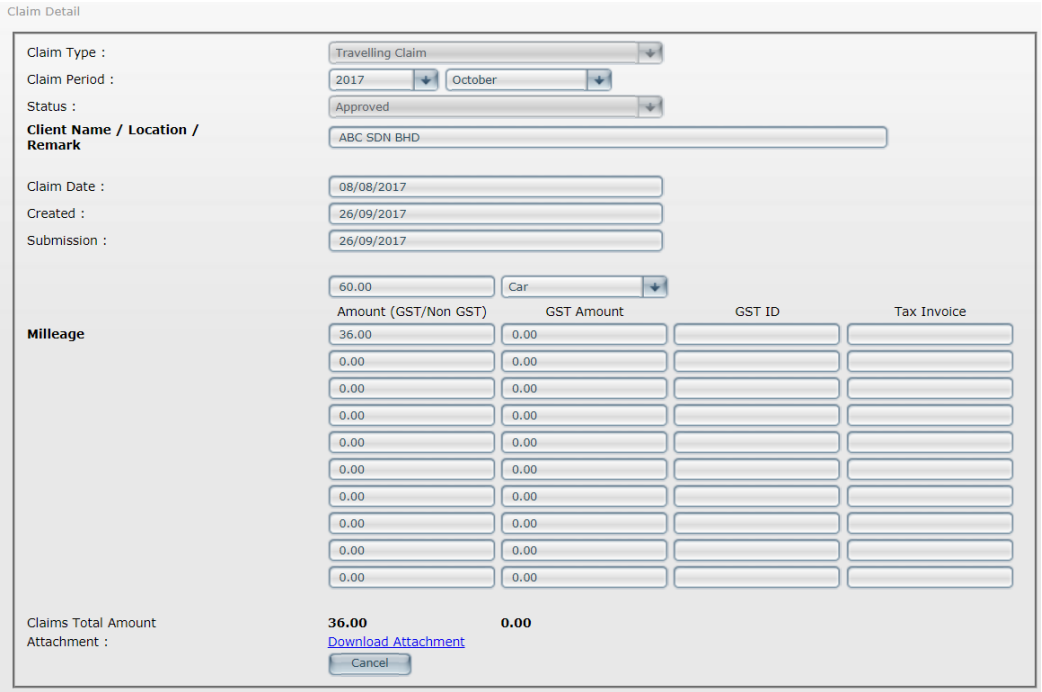


STEPS:

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

2.4.4 Claim History

This module displayed status and details for each claim record.

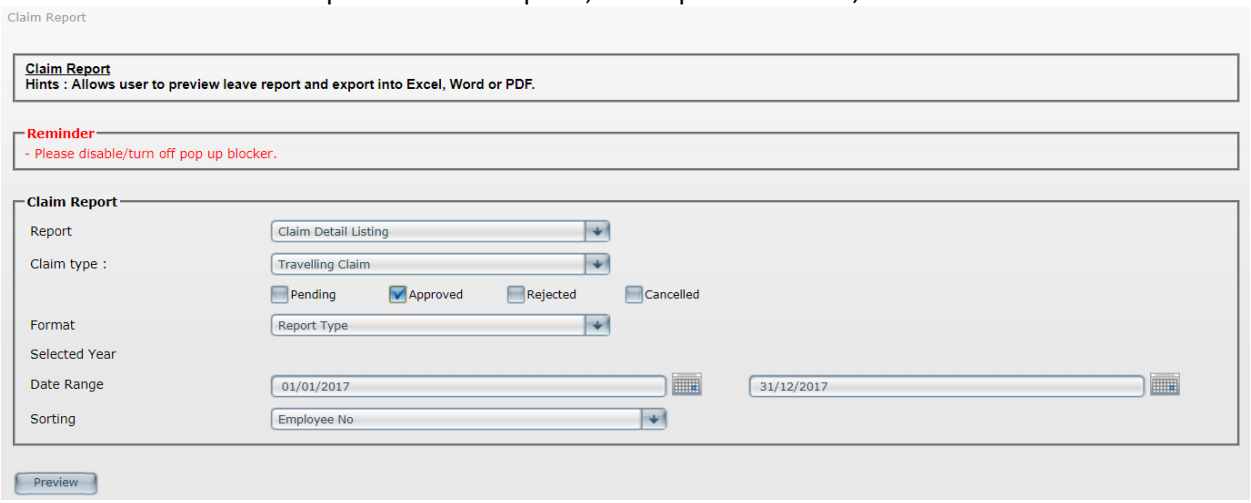


STEPS:

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

2.4.5 Report

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

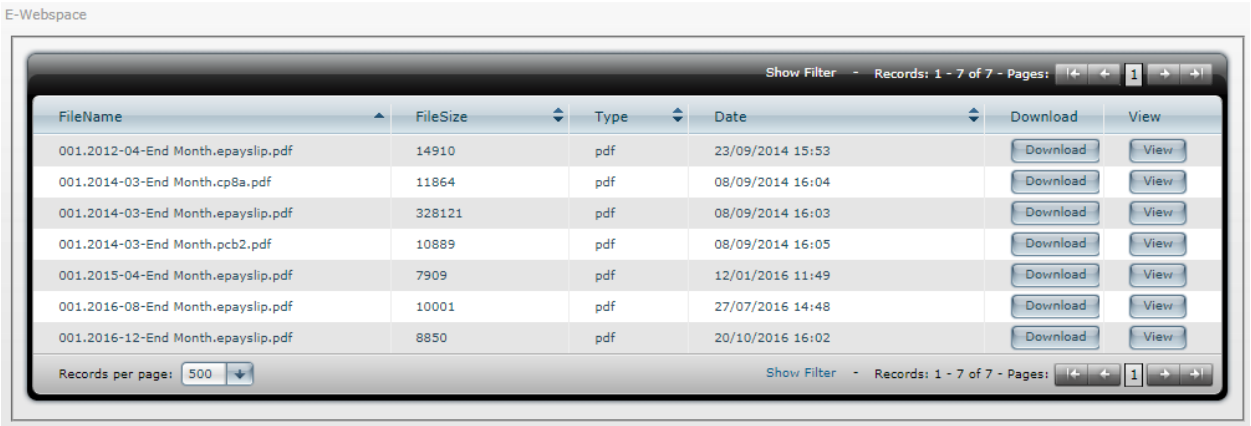


STEPS:

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

2.5 E-WebSpace Module

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

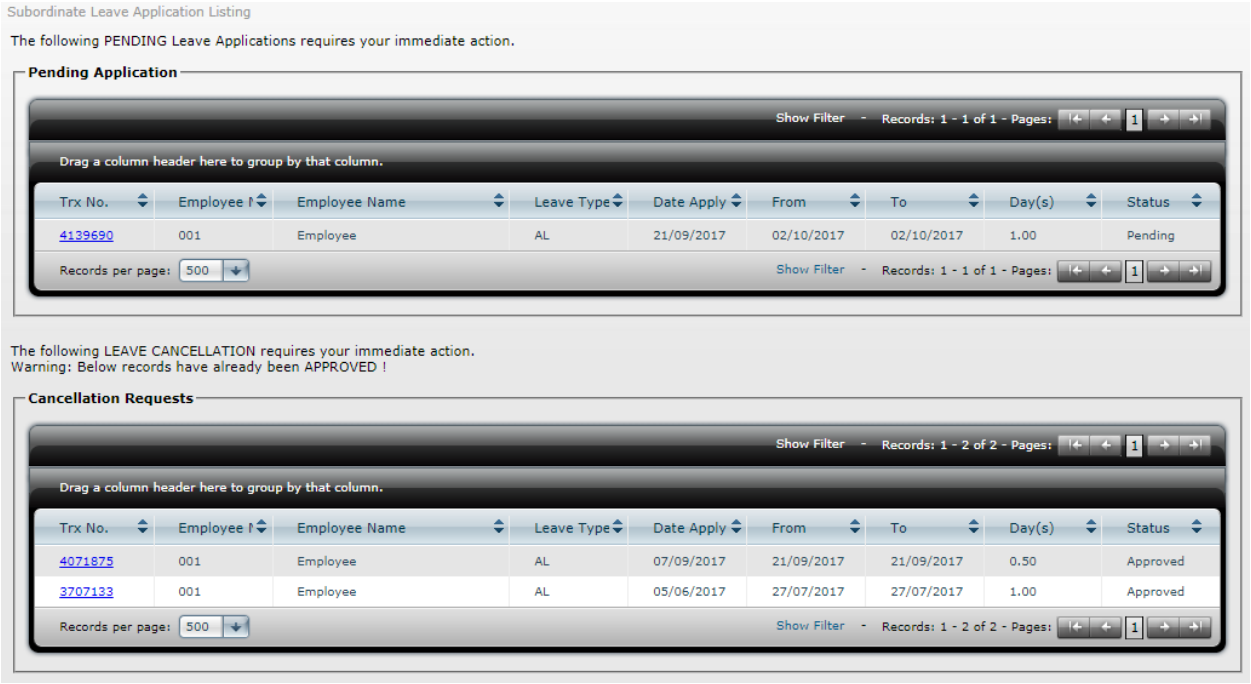


3. Supervisor Menu

3.1 E-Leave Module

3.1.1 Approve/Reject

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



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

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

Dear Approver (Approver)

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

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

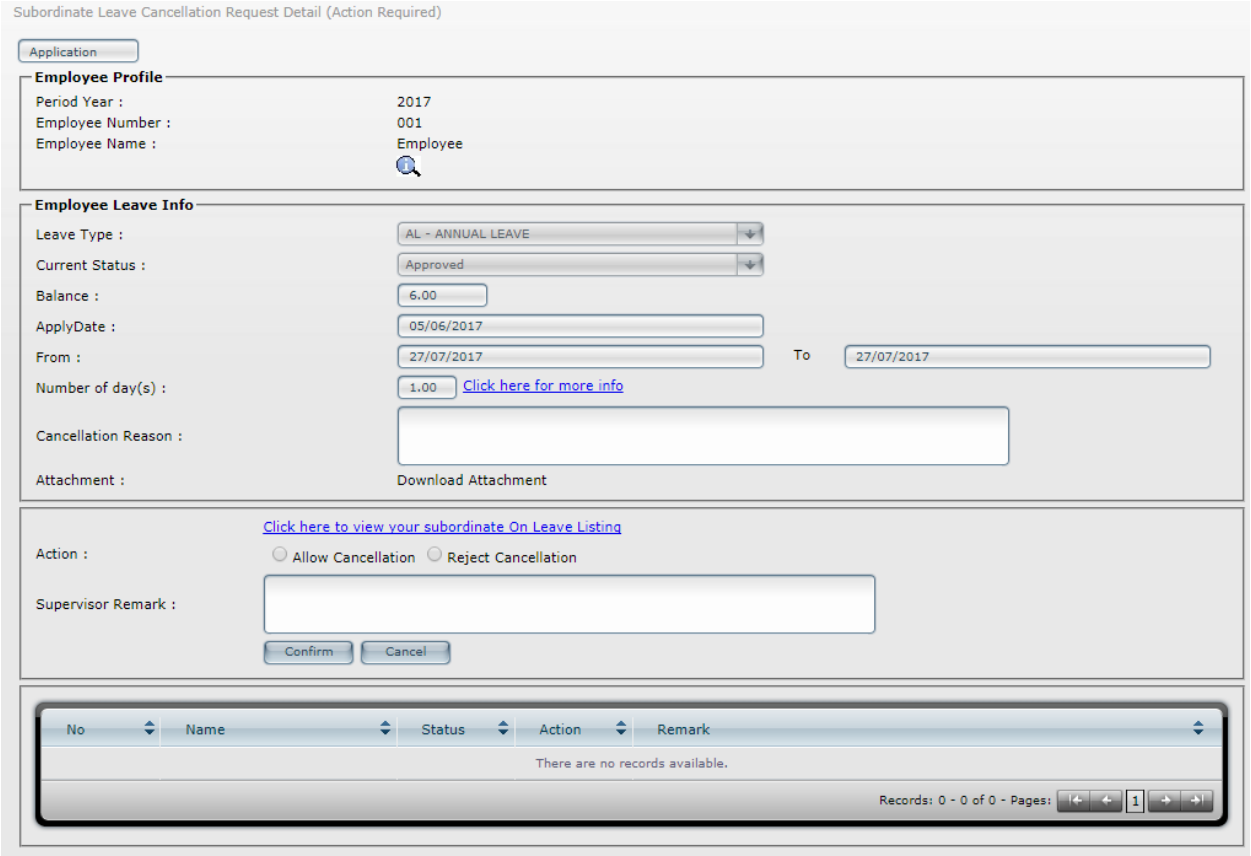
Your immediate action is required.

To Approve/Reject, click :
https://www.iloginhr.com/EOffice/SupervisorMailARDv1.aspx?Hash=343f3c3b393b3e3c4f535a5f41424245588385848693 7e815c8e8d928e98869656595
95e5b635c&Server=eOfficeS1

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

Thank You

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

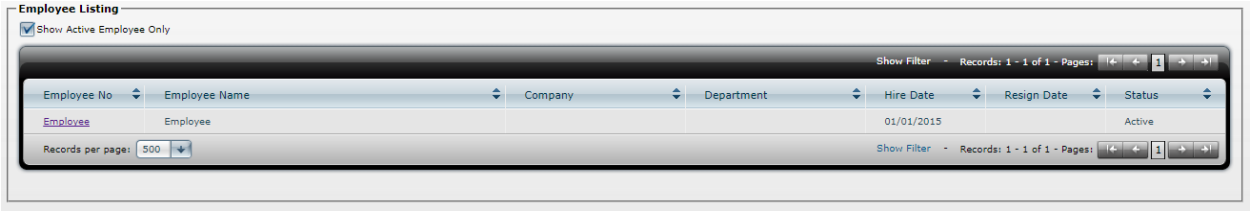


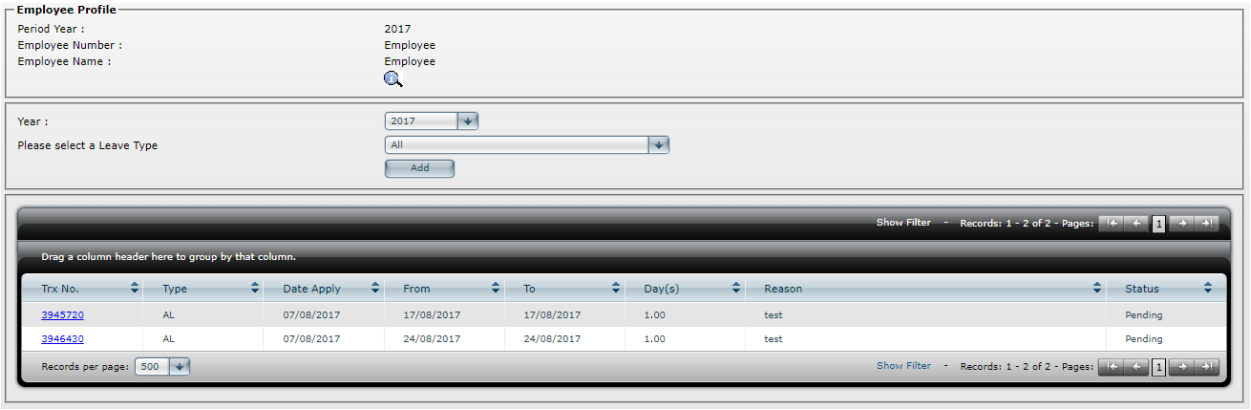
STEPS:

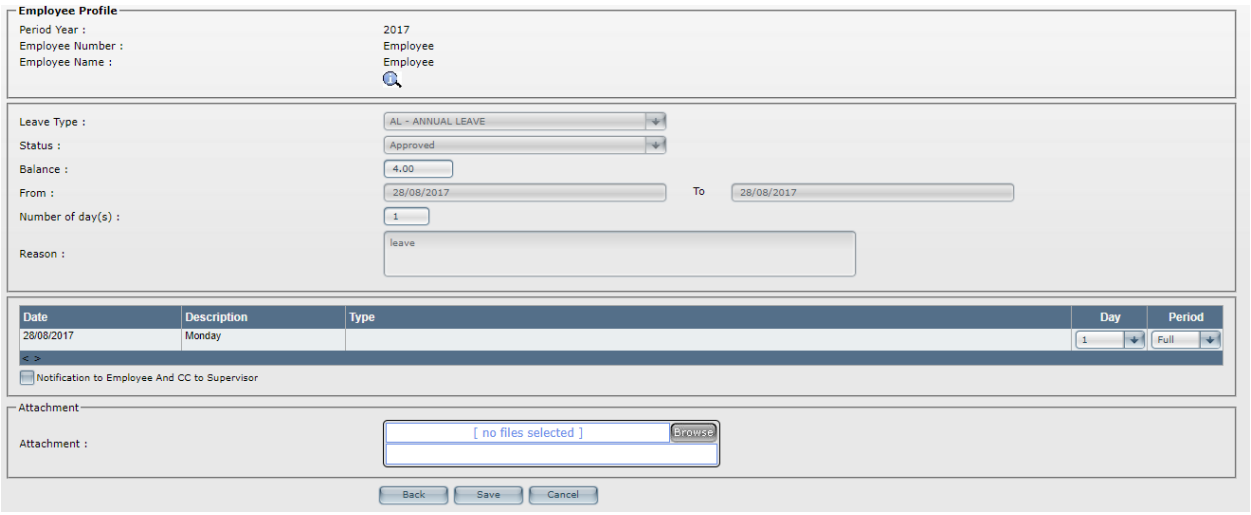
1. Click on **Trx No.** to view the details of the application.
2. For Action, choose in between **Allow Cancellation** or **Reject Cancellation.**
3. Key in necessary remark in Supervisor Remark.
4. Click **[Confirm]**

3.1.2 Subordinate Leave Entry

This module allows Approver to add in the leave record.





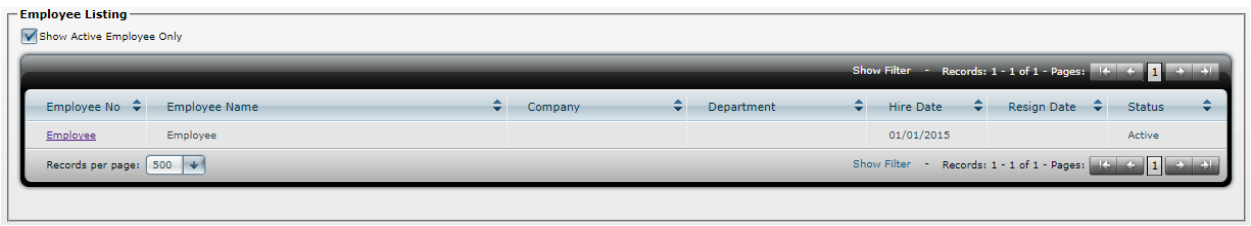


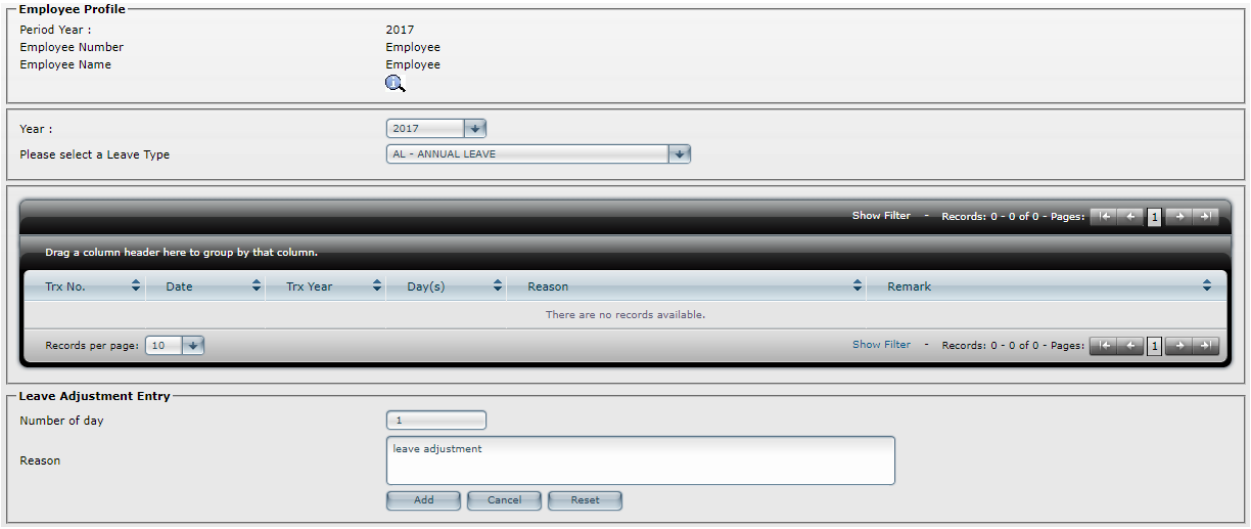
STEPS:

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

3.1.3 Subordinate Leave Adjustment Entry

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



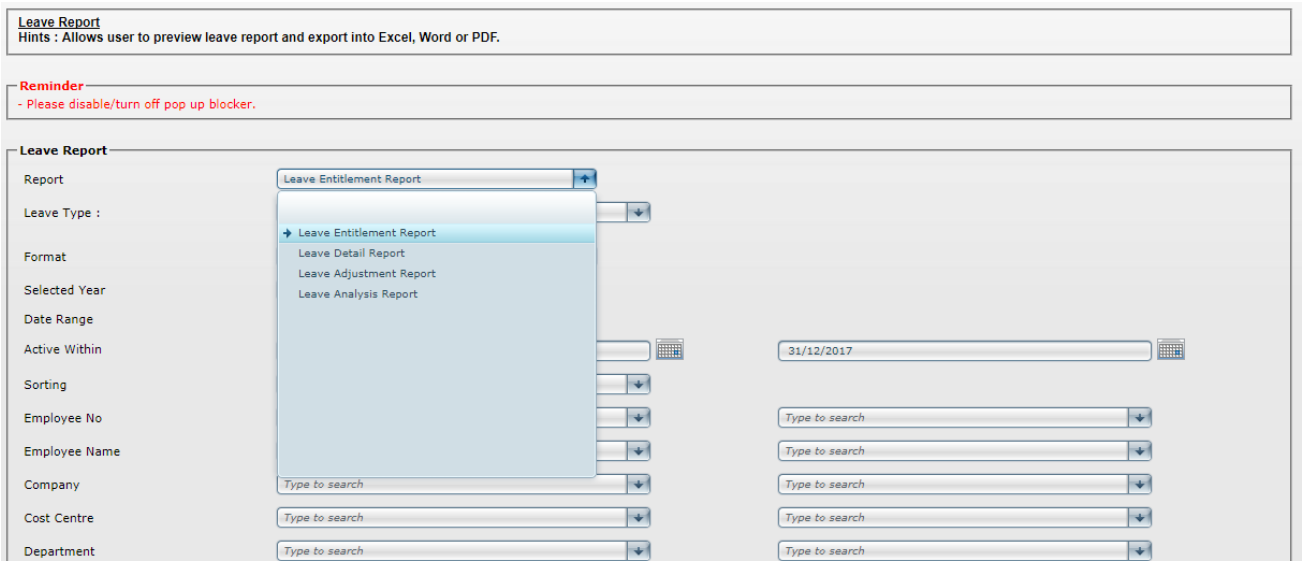


STEPS:

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

3.1.4 Report

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



STEPS:

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

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

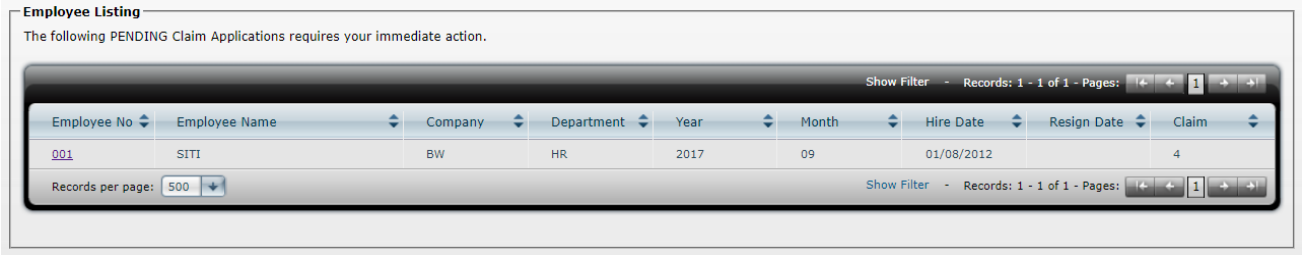
5. Select year /month to show entitlement report as at the **Selected Year** and month.
6. Select **Date Range**

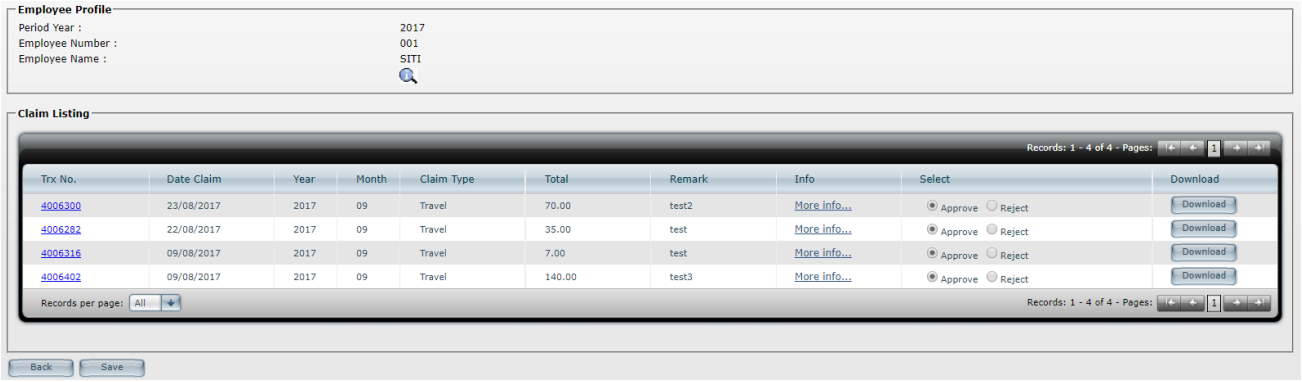
7. Select employees that **Active Within** the selected date range.
8. Select the query range for example, Department: Acct - Admin to use as filter for particular group of employees only.
9. Then, click **[Next].**
10. [tick] ☑ those employee that user would like to generate in report. Then, click **[Preview]**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

3.2 E-Claim Module

3.2.1 Approve/Reject

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

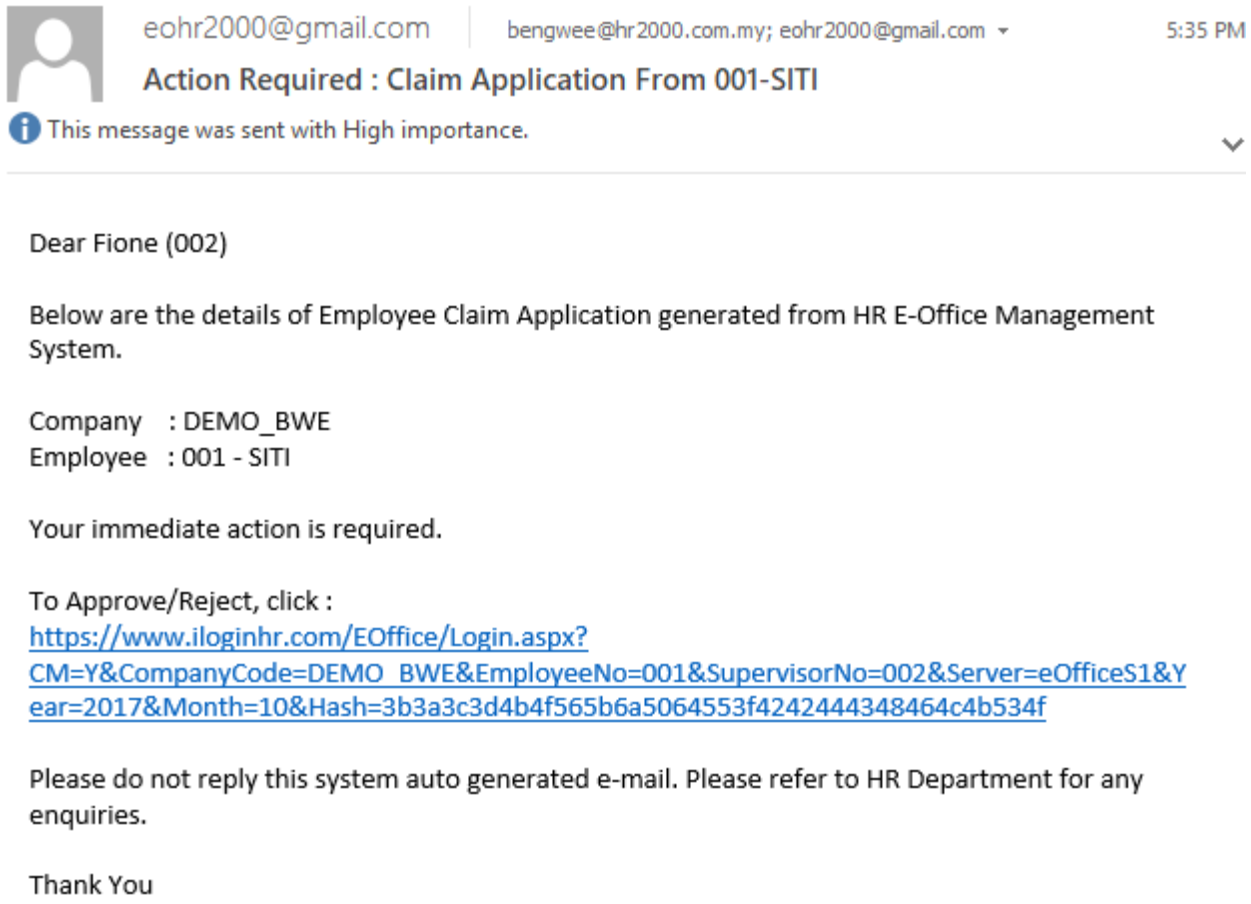




STEPS:

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

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



eohr2000@gmail.com bengwee@hr2000.com.my; eohr2000@gmail.com 5:35 PM

Action Required : Claim Application From 001-SITI

This message was sent with High importance.

Dear Fione (002)

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

Company : DEMO_BWE
Employee : 001 - SITI

Your immediate action is required.

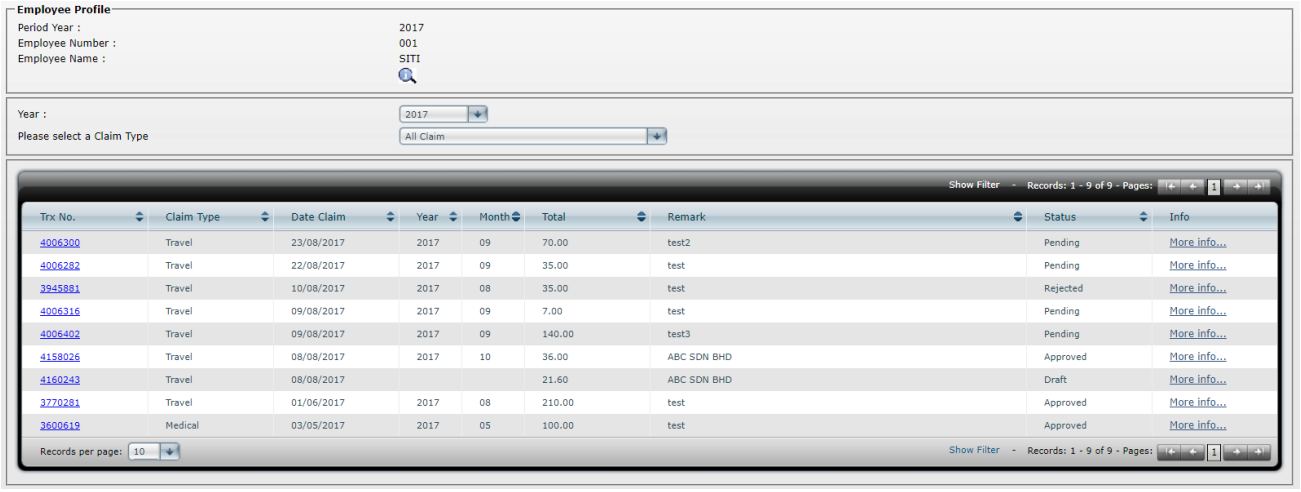
To Approve/Reject, click :
https://www.iloginhr.com/EOffice/Login.aspx?CM=Y&CompanyCode=DEMO_BWE&EmployeeNo=001&SupervisorNo=002&Server=eOfficeS1&Year=2017&Month=10&Hash=3b3a3c3d4b4f565b6a5064553f4242444348464c4b534f

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

Thank You

3.2.2 Subordinate Claim Listing

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



Employee Profile

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

Year : 2017
Please select a Claim Type : All Claim

Show Filter - Records: 1 - 9 of 9 - Pages: 1

Trx No.	Claim Type	Date Claim	Year	Month	Total	Remark	Status	Info
4006300	Travel	23/08/2017	2017	09	70.00	test2	Pending	More info...
4006282	Travel	22/08/2017	2017	09	35.00	test	Pending	More info...
3945881	Travel	10/08/2017	2017	08	35.00	test	Rejected	More info...
4006316	Travel	09/08/2017	2017	09	7.00	test	Pending	More info...
4006402	Travel	09/08/2017	2017	09	140.00	test3	Pending	More info...
4158026	Travel	08/08/2017	2017	10	36.00	ABC SDN BHD	Approved	More info...
4160243	Travel	08/08/2017			21.60	ABC SDN BHD	Draft	More info...
3770281	Travel	01/06/2017	2017	08	210.00	test	Approved	More info...
3600619	Medical	03/05/2017	2017	05	100.00	test	Approved	More info...

Records per page: 10

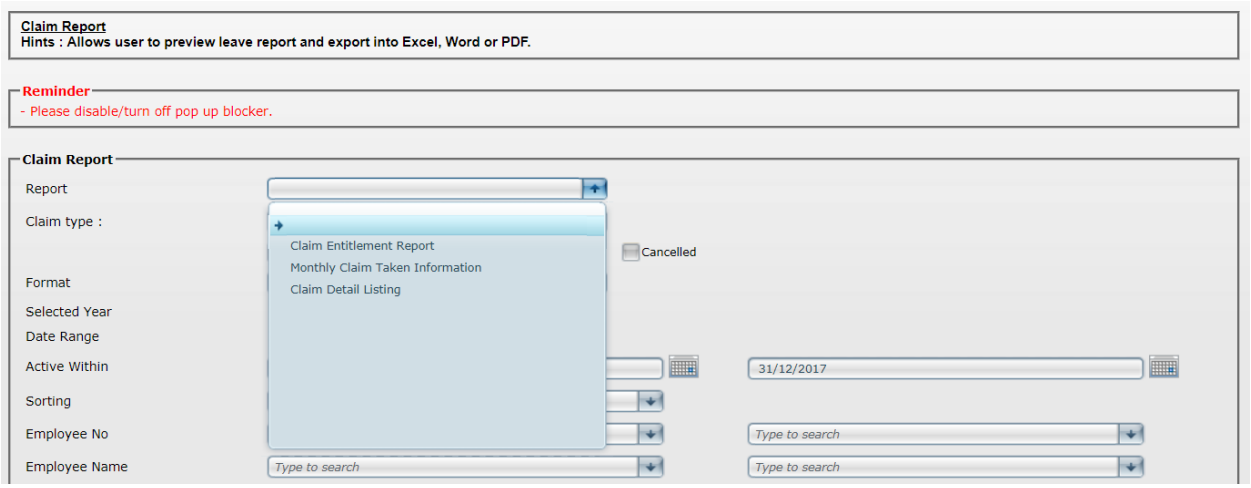
Show Filter - Records: 1 - 9 of 9 - Pages: 1

STEPS:

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

3.2.3 Report

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



STEPS:

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

   Hint of Report format:

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

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

4. Miscellaneous

4.1 Manual

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