

## **WebLeave for HRPro User Manual**

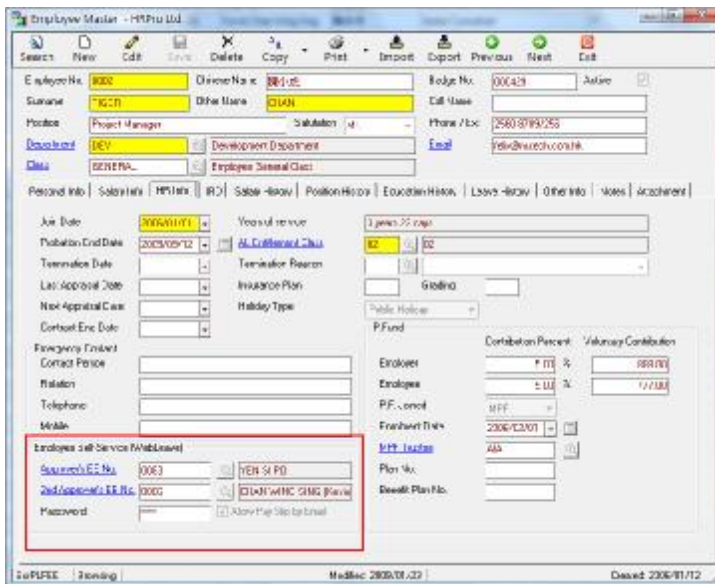
WebLeave for HRPro is a web-based Employees Leave Management Portal for employees with online leave applications and approvals through the use of the internet web forms and email for effective corporate employees leave management.

- ◆ A web-based system for handling all types of leave: annual, sick, maternity, no-pay, etc.
- ◆ Works wherever there's Internet access.
- ◆ Allows staff to apply for leave online.
- ◆ Approvers can approve or reject leave requested from anywhere around the world via the web, thus saving time and increasing efficiency.
- ◆ Employees can get up-to-date information of leave status (including approval status and annual leave balance, etc) as well as their Leave History without contacting Human Resource Department.
- ◆ Approvers can get up-to-date information of leave balance and leave history of their subordinates.
- ◆ A simple, easy to use system that eliminates paper work, saving time and money.
- ◆ Email notification of leave application & approval/rejection to subordinates & Approvers.

## Employee Login



This is the login screen for WebLeave, WebLeave password is assigned in employee profile from HRPro. The default password assigned by the system is the first 6 digits of the HKID.



## Apply Leave

The screenshot shows the 'Apply Leave' web application interface. The browser address bar displays 'http://www.nutech.com/HRWeb/employee/LeaveReg.asp'. The page title is 'Leave Application Form'. On the left, there is a 'WebHome' menu with options: Leave Application Status, Apply Leave, Leave History, Subordinate Leave History, Leave Approval, Absence Record, Company Library, Change Password, and Logout. The main content area is titled 'Apply Leave' and displays the following information:

- Employee No: 8992
- Employee Name: TIGER
- Annual Leave Balance: 2.80
- Compensation Leave Balance: 7.80
- Sick Leave Balance: 118.00

Below this information, there are fields for 'Leave From' (Jan 23 2009), 'Leave To' (Jan 23 2009), and 'Leave Days' (1.80). A dropdown menu for 'Type of Leave' is set to 'Annual Leave'. There is a 'Remarks' text area and 'Apply' and 'Cancel' buttons. The status is 'Pending' and the 'Apply Date' is 2009/1/23. A calendar for January 2009 is visible on the left side of the form.

Use this screen to apply a leave application.

(**Type of Leave** is defined in HRPro Master Setup – Leave Type)

(Leave Days decimal is defined in HRPro Leave Module Setup)

## Leave Application Status

The screenshot shows the 'Leave Application Status' web application interface. The browser address bar displays 'http://www.nutech.com/HRWeb/employee/LeaveReg.asp?Emp=0092'. The page title is 'Leave Application Status'. On the left, there is a 'WebHome' menu with options: Leave Application Status, Apply Leave, Leave History, Subordinate Leave History, Leave Approval, Absence Record, Company Library, Change Password, and Logout. The main content area is titled 'Leave Application Status' and displays the following information:

- Employee No: 8992
- Employee Name: TIGER, CHAM
- Annual Leave Balance: 2.80
- Compensation Leave Balance: 7.80
- Sick Leave Balance: 118.00
- Approve Status: Pending

Below this information, there is a table with the following data:

Type	Leave From	Leave To	Leave Days	Remarks	Apply Date	Status	By	Status Date
AL	23-Jan-2009	23-Jan-2009	1.00		23-Jan-2009	Pending		

A calendar for January 2009 is visible on the left side of the form.

You can examine the leave application status in this screen. This screen also shows your Annual Leave Balance, Compensation Leave Balance as well as Sick Leave Balance. You can amend or delete the Leave Application if the status is “Pending”, otherwise only view option is provided.

## Leave History

Leave From	Leave To	Leave Days	Remarks
28-Jan-2008	28-Jan-2008	1.00	
14-Jan-2008	14-Jan-2008	1.00	TEST
10-Jan-2008	10-Jan-2008	1.00	
05-Jan-2008	05-Jan-2008	1.00	
11-Jan-2008	11-Jan-2008	1.00	101Application
14-Jan-2008	14-Jan-2008	1.00	
27-Feb-2008	27-Feb-2008	30.00	Auto Annual Leave Purchase
03-Aug-2007	03-Aug-2007	1.00	
06-Jul-2007	06-Jul-2007	1.00	
10-Feb-2007	10-Feb-2007	0.20	
08-Jan-2007	08-Jan-2007	1.00	1214

Use this screen to view all your leave history records.

## Leave Approval

Employee No.	Employee Name	Leave From	Leave To	Total Days Leave	Leave Type
2003	TEB, JIC	22-Jan-2009	24-Jan-2009	1.00	Annual Leave

If you are an approver, you can find your employee leave application in this screen. You can approve or reject your employee leave application in this screen.

## Subordinate Leave History

The screenshot displays the 'Subordinate Leave History' web application. The interface includes a navigation menu on the left with options like 'Leave Application Status', 'Apply Leave', and 'Subordinate Leave History'. The main content area features a search section with the following fields: Employee Name (JULI), Employee No. (70241, CHAM), Annual Leave Balance (3.40), Compensation Leave (0.00), Overtime (0.00), and Leave Status (All). Below the search is a calendar for January 2008. The main table lists leave records with columns: Date Range, Type, Leave Type, Leave To, Leave From, Leave Days, and Remarks. The table contains several entries, including Annual Leave, Sub Leave (Full), and Sub Leave (Part) for various dates in January 2008.

If you are an approver, you can view all your subordinate leave history records and current leave balance in this screen.

## Attendance Record

The screenshot displays the 'Attendance Record' web application. The interface includes a navigation menu on the left with options like 'Leave Application Status', 'Apply Leave', and 'Attendance Record'. The main content area features a search section with the following fields: Employee No. (887), Employee Name (JAMES), and Period (2008/01). Below the search is a calendar for January 2008. The main table lists attendance records with columns: Date, Working in Time, Del Time, Absent Day, Regular hrs, Overtime hrs, Late in minutes, Early Out minutes, Leave, Remarks, and Leave. The table contains several entries for dates from 01-Jan-2008 to 30-Jan-2008, showing working times and absence status.

If HRPro attendance management module is installed, you can view your attendance records in this screen.

