

## Million e-Leave Manual v1.0

### 1. Registration

Please provide your flavor subdomain(company id), name, login email, login password and phone number.

#### 1.1. URL structure

User later will get this link <https://{subdomain}.hrmillion.com> OR <https://{subdomain}.hrmillion.com>  
ex: <https://yourcompanyid.hrmillion.com> OR [yourcompanyid.hrmillion.com](https://yourcompanyid.hrmillion.com)

### 2. Login

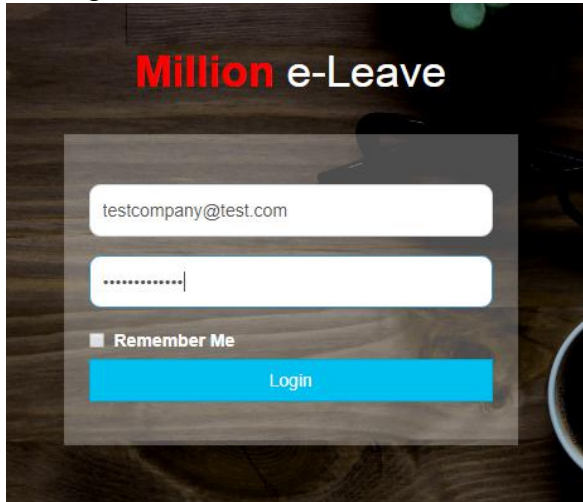


Figure 2.a Login Screen

i. Please key in your **login email address** (or **user id** if known) and **login password**.

#### Note:

- The default **user id** for Administrator : Million123qaz
- The default **password** for Staff : Million123456

ii. Once login, you will see the **dashboard** 's screen as shown in Figure 2.b.

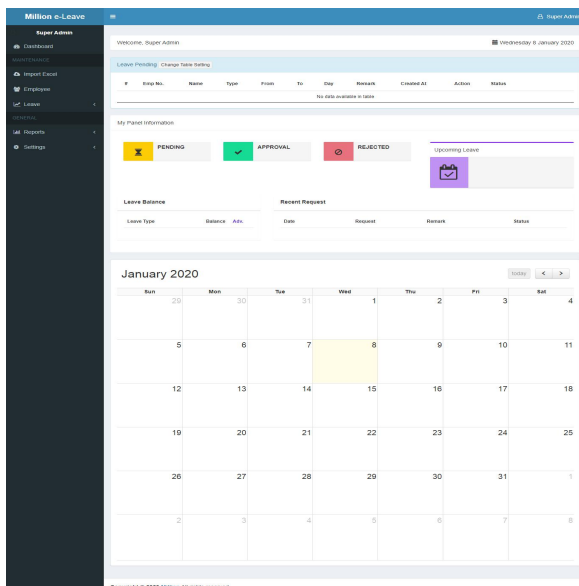


Figure 2.b e-Leave 's Dashboard

### 3. General Setup

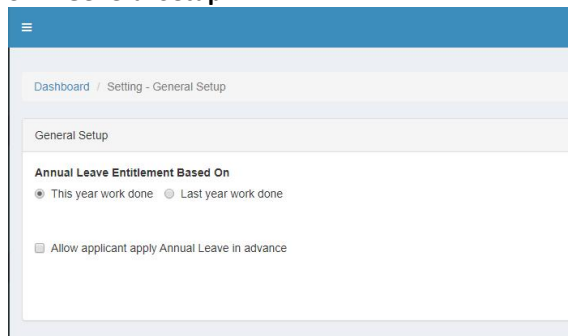


Figure 3.a General Setup 's screen

- i. From side menu, select Setting->General Setup, you will see General Setup's screen as shown in Figure 3.a.
- ii. Press Save button to save your settings.

### 4. Maintenance

Next, we will proceed to create new record for Branch, Department, Leave Code, Leave Table and lastly Employee.

There are **3** methods to insert your data :

- A. Import from Excel File(.xlsx)
- B. Synchronize from Million Payroll
- C. Create Manually on e-Leave

#### 4.1. Import from Excel File(.xlsx)



Figure 4.a Import Excel 's screen

- i. From side menu, select Import Excel, you will see Import Excel's screen as shown in Figure 4.a.

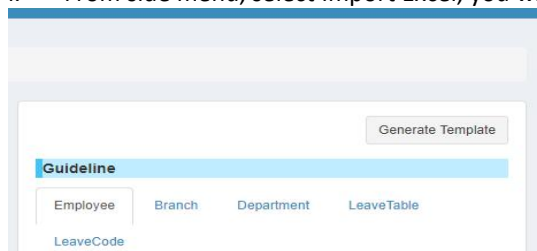


Figure 4.b Template and Guideline in Import Excel 's screen

- i. Press Generate Template Button and ml\_importexcel.xlsx will be generated.
- ii. You can refer to Guideline's tabs as shown in Figure 4.b as reference.
- iii. Press Read XLSX.

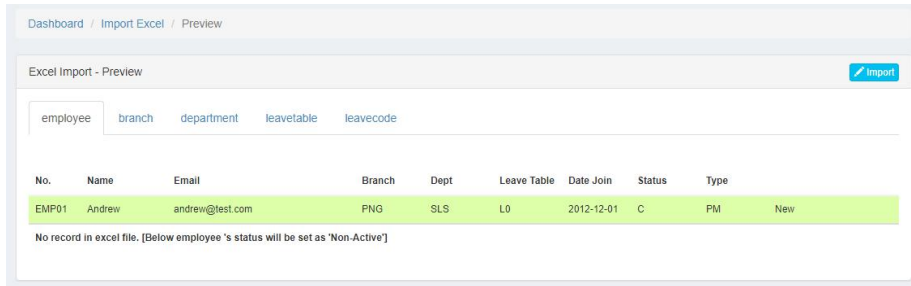


Figure 4.c Preview data before import

iv. System will validate data and result will be shown under Excel Import - Preview.

Note:

-System will import New data only.

-System will update the particular employee's status to Non-Active in e-Leave if such employee is missing inside the excel file.

v. Press Import button and system will redirect back to dashboard after import finish.

## 4.2. Synchronize from Million Payroll

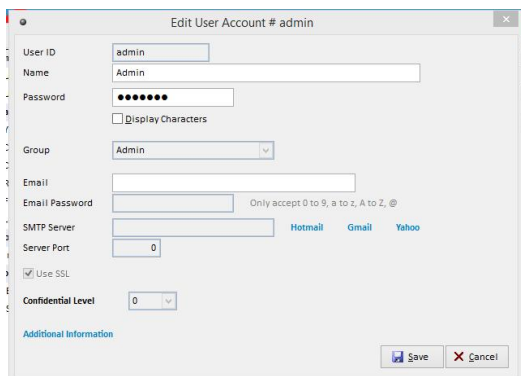


Figure 4.d User Account Maintenance in Million Payroll

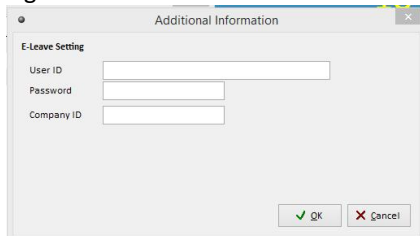


Figure 4.e Million Payroll's User Account

i. In Million Payroll, go to System->Administrative Tools->User Account->Admin->Edit. Press Additional Information at the bottom left corner as shown in Figure 4.d.

ii. Key in your e-Leave 's authentication

-login email/user id

-login password

-subdomain/company id

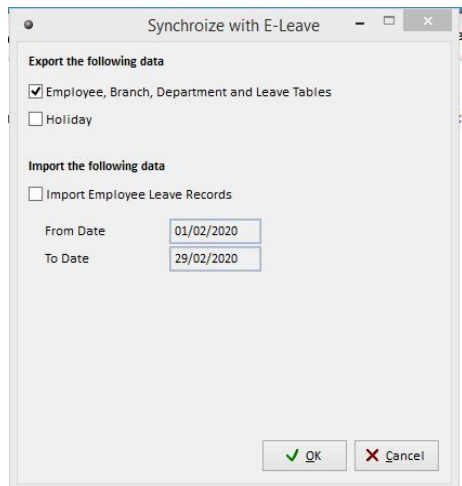


Figure 4.f Million Payroll's Synchronize with E-Leave

lii. Go to System->Administrative Tools->Synchronize with E-Leave, tick Employee, Branch, Department and Leave Tables and press OK as shown in Figure 4.f.

### 4.3. Create Manually on e-Leave

#### 4.3.1. Create Branch

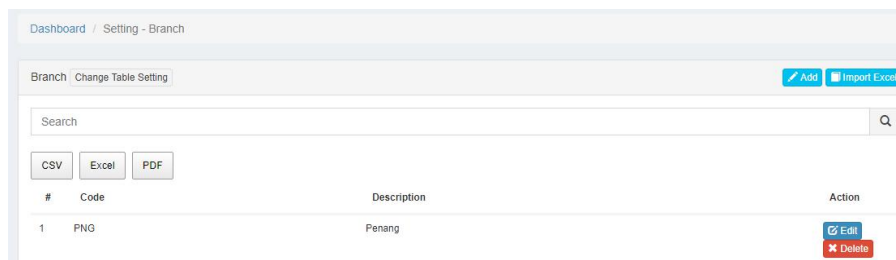


Figure 4.g Branch Maintenance

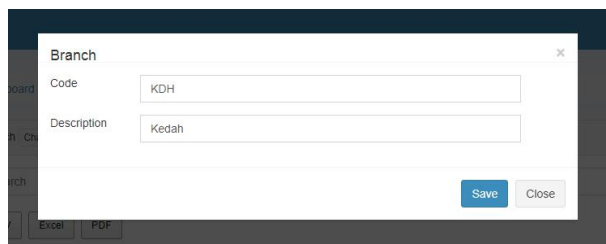


Figure 4.h Branch's modal box

- I. Go to Setting->Branch->Add as shown in figure 4.g, a modal will prompt out.
- II. Key in your branch's code and branch's description, press Save button to close the modal.

#### 4.3.2. Create Department

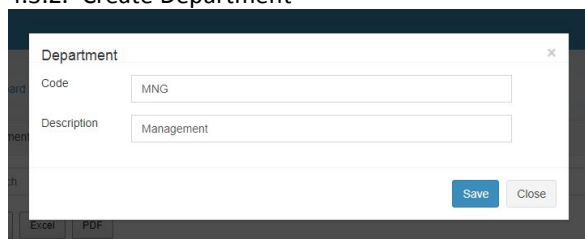


Figure 4.i Department's modal box

- I. Go to Setting->Department->Add, a modal will prompt out.
- li. Key in your department's code and department's description, press Save button to close the modal.

### 4.3.3. Create Leave Code

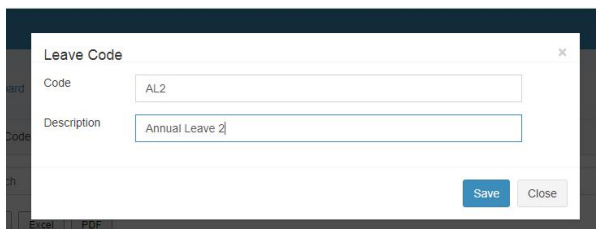


Figure 4.j Leave Code's modal box

- I. Go to Leave->Leave Code->Add, a modal will prompt out.
- II. Key in your leave code and leave code's description, press Save button to close the modal.

### 4.3.4. Create Leave Table

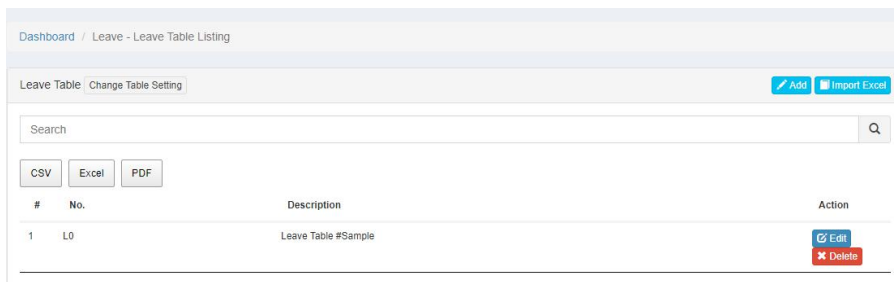


Figure 4.k Leave Table Maintenance

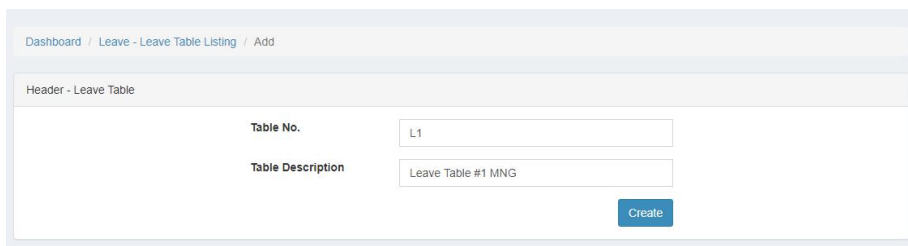


Figure 4.l Leave Table's Header

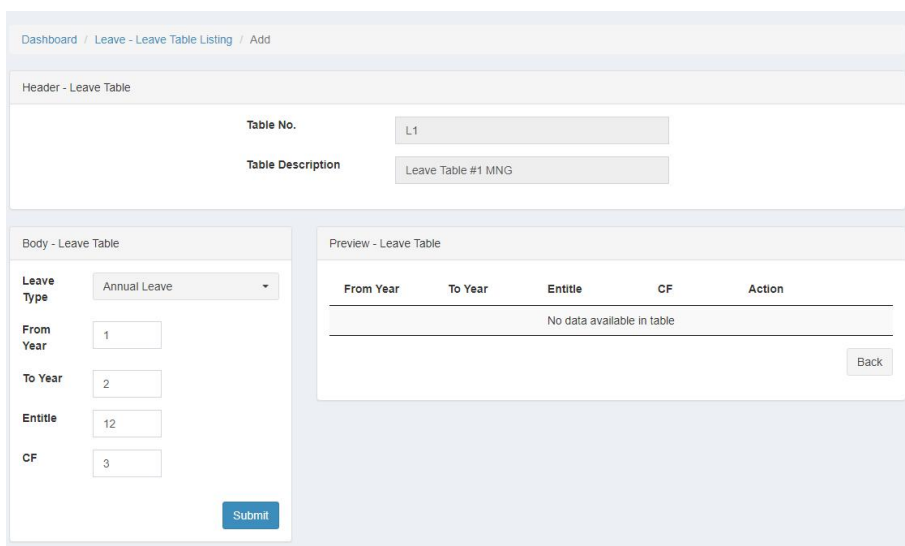


Figure 4.m Leave Table's Body

- I. Go to Leave->Leave Table->Add, system will direct to new page as shown in figure 4.l
- II. Only header part of leave table will be shown at first, key in your table no and description, body part of leave table will be shown after header part is created.

Dashboard / Leave - Leave Table Listing / Add

Header - Leave Table

Table No.

Table Description

---

Body - Leave Table

Leave Type:

From Year:

To Year:

Entitle:

CF:

Preview - Leave Table

From Year	To Year	Entitle	CF	Action
Annual Leave				
1	2	12	3	<input type="button" value="edit"/> <input type="button" value="delete"/>
3	5	16	5	<input type="button" value="edit"/> <input type="button" value="delete"/>
6	99	20	7	<input type="button" value="edit"/> <input type="button" value="delete"/>
Medical Leave				
1	99	20	0	<input type="button" value="edit"/> <input type="button" value="delete"/>

Figure 4.n Leave Table Maintenance

- III. Maintain your leave entitlement line by line, press Submit button to create new record
- IV. Created records will be shown at right side Preview - Leave Table as shown in figure 4.n.

#### 4.3.5. Create Employee

Dashboard / Employee Listing / Add

**Login Information**

User ID:

Password:

**Note for [Password]**  
To reset password, kindly enter new password.  
Otherwise, leave **BLANK** to stay default.

**Employment**

Date Join:

Employee Status:

Employment Type:

**General Information**

Employee No.:

Name:

Email:

Branch:

Department:

**Setting**

Leave Table:

Role:  Admin  Superior  Employee

Figure 4.o Employee Maintenance

- I. Go to Employee->Add, system will direct to new page as shown in figure 4.o.
- II. Key in new employee's information, press Submit to create new record.

Note When Creating New Employee:

- System will use default password **Million123456** if password's field is blank.
- Please key in **Valid** Email, such as system will send notification email to respective employees.
- Please key in **Valid** Date Join, such as system will use this information to calculate leave entitlement.
- Whoever Employee Status is set to **Non-Active**, the particular employee **will not** be able to login into e-Leave, unable to receive email and will be excluded from subscription's employee limit.
- For management team who wish to **receive** notification from applier, please tick **Superior**(Section 4.4 will further explain about superior maintenance).

#### 4.4. Superior Maintenance

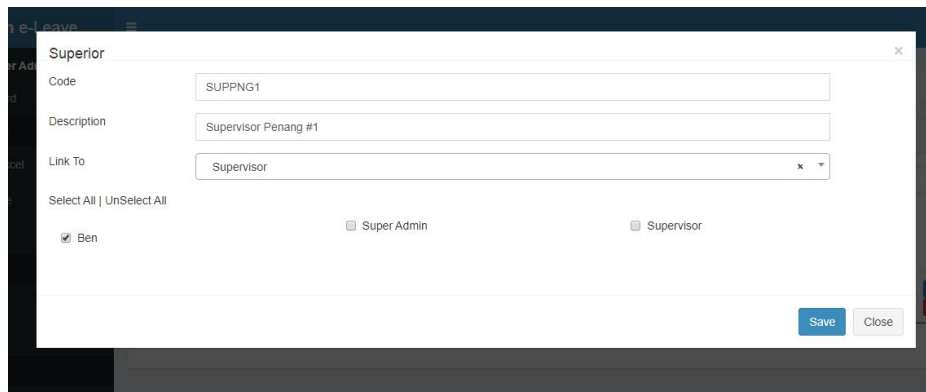
A screenshot of a web application modal titled "Superior". The modal contains several input fields: "Code" with the value "SUPPNG1", "Description" with the value "Supervisor Penang #1", and "Link To" with a dropdown menu showing "Supervisor". Below these fields, there are checkboxes for "Ben" (checked), "Super Admin", and "Supervisor". At the bottom right of the modal, there are "Save" and "Close" buttons.

Figure 4.p Superior Maintenance

- i. Go to Employee->Edit particular employee (example: [Supervisor](#))->Tick 'Superior' at Roles->Submit
- ii. Go to Setting->Manage Superior->Add, a modal will prompt out as shown in Figure 4.p.
- iii. Key in superior code, descption and link this superior setting to that particular employee (example: [Supervisor](#)).
- iv. Select your flavor staff(s). These staff(s) 's leave request will later appear in Superior's Dashboard for further action such as **approve** leave and now this particular employee (example: [Supervisor](#)) will also able to receive notification when [Ben apply](#) leave too.

#### 5. Employee's Panel

Please complete section 4 before proceed to 5.

##### 5.1. Login

Please get login information from your administrator.

Note:

Default password is **Million123456** if administrator previously does not update employee's password.

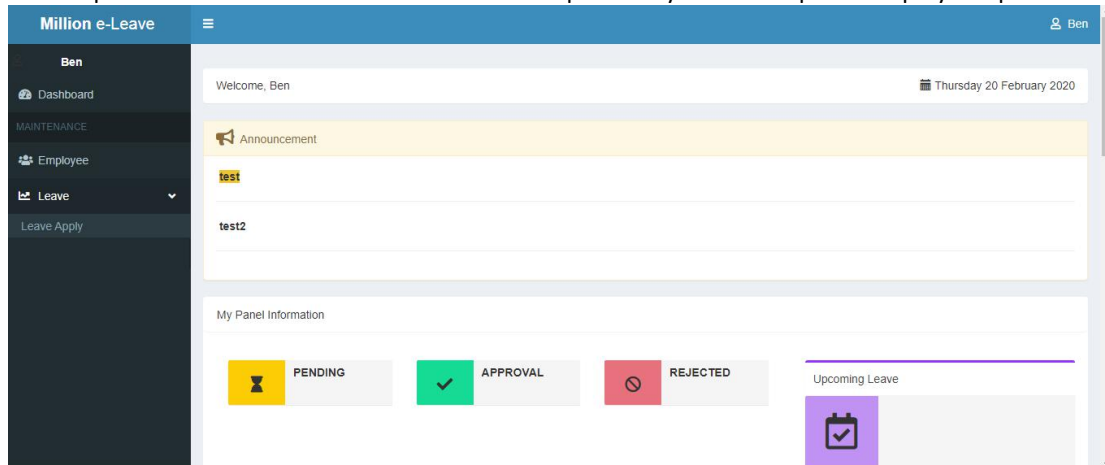


Figure 5.a Employee Dashboard

- I. After login, employee will see dashboard as shown in Figure 5.a.

## 5.2. Change Login's Password

Dashboard / Employee Listing / View

**Login Information**

User ID:

Password:

**Note for [Password]**  
To reset password, kindly enter new password.  
Otherwise, leave **BLANK** to stay default.

**General Information**

Employee No.:

Name:

Email:

**Employment**

Date Join:

Employee Status:

Employment Type:

**Setting**

Leave Table:

Role:  Admin  Superior  Employee  E

Figure 5.b View Employee

i. Go to Employee->View->Key in your new password->Submit.

Note:

**Only password's field is editable.**

## 5.3. Leave Request

Dashboard / Leave - Leave Apply Listing

Leave Apply | Change Table Setting Apply

All | Pending | Upcoming | History

Search

CSV | Excel | PDF

#	Emp No.	Name	Type	From	To	Day	Remark	Created At	Action	Status
No data available in table										

Figure 5.c Leave Apply Listing

### 5.3.1. Employee Apply Leave (Pending Approval)

Dashboard / Leave - Leave Apply Listing / Apply

Leave Information

Code	Max Entitle	Entitle	B/F	Adjust	Replace	Taken	Balance	Claimable
AL	16.00	2.67	0.00	0.00	0.00	0.00	2.67	0.00

Please select leave date(s).

April 2020 today < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

**DEPARTMENT**  
SALES  
**DATE JOIN**  
2013-06-01

**SELECTED DAY : 1 DAY(S)**  
FROM:  2020-04-15  
TO:  2020-04-15

**Employee**

**Leave Type**

**Remark**

Attach(Optional) JPG/JPEG/GIF/PNG/PDF

Figure 5.d Apply Leave's screen

- I. Go to Leave->Leave Apply->Add as shown in figure 5.c, system will direct to new page as shown in figure 5.d.
- II. Choose your leave date by clicking on Calendar.
- III. Select AM to PM for **FULL** day (AM to AM or PM to PM will consider as **HALF** day)
- IV. Key in your remarks as this is **required** field, press submit to create your leave request
- V. System will send a notification to Supervisor.

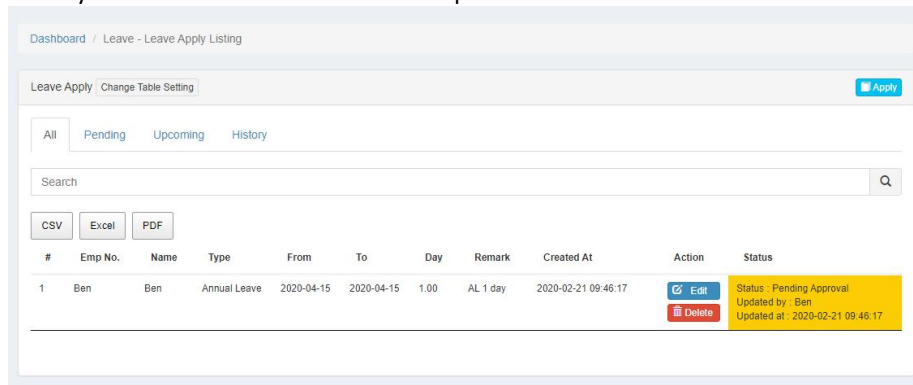


Figure 5.e Leave Request in Pending Approval Status

- VI. Your new leave request will be shown in listing which is in **Pending Approval** status.

Note:

You may still can **edit** or **delete** the transaction at this stage.

## 6. Supervisor's Panel

Please complete section 4 before proceed to 6.

### 6.1. Login

Please get login information from your administrator.

Note:

Default password is **Million123456** if administrator previously does not update employee's password.

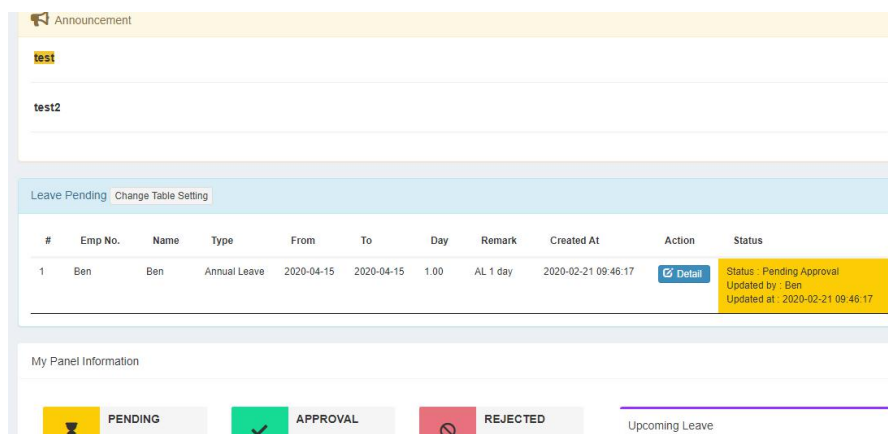


Figure 6.a Supervisor Dashboard

- I. After login, supervisor will see dashboard as shown in Figure 6.a.
- II. Ben's leave request will be shown at Leave Pending's Panel.

### 6.2. Change Login's Password

#	Emp No.	Name	Date Join	Email	Branch	Dept	Type	Status	Role	Action
1	Ben	Ben	2013-06-01		Penang	Sales	Permenant	Extended	Employee	<a href="#">View</a>
2	Supervisor	Supervisor	2012-02-05		Penang	Management	Permenant	Confirmed	Supervisor	<a href="#">View</a>

Figure 6.b Employee Listing

I. You may refer to **Section 5.2.**

Note:

-Supervisor able to edit Employee's password who **is being assigned** under this supervisor.

### 6.3. Leave Request

#### 6.3.1. Apply Leave

i. You may refer to **Section 5.3.1.**

#### 6.3.2. Approve Leave

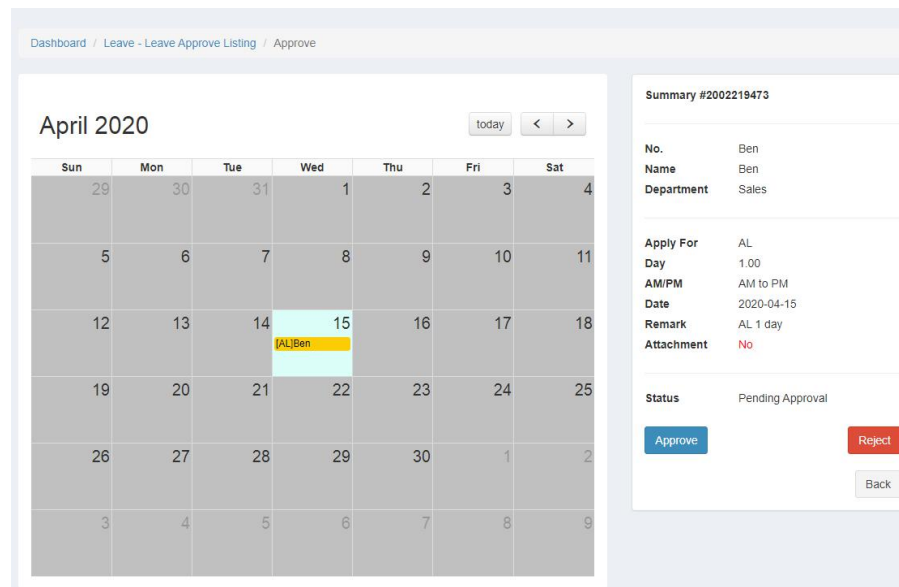


Figure 6.c Detail of Leave Approve

i. Go to Dashboard->Under Leave Pending's panel->Detail OR go to Leave->Leave Approve->Detail. System will direct to new page as shown in figure 6.c.

ii. Supervisor has **2** options (a.) or (b.)

(a. ) Approve - Leave Status will change from Pending Approval to **Leave Approved(green)**, leave balance will be **deducted**.

(b. ) Reject - Leave Status will change from Pending Approval to **Leave Rejected(red)**, leave balance will remain **unchange**.

Note:

Modal box will prompt out if supervisor plans to reject the request as shown in figure 6.d. Reason is **optional**

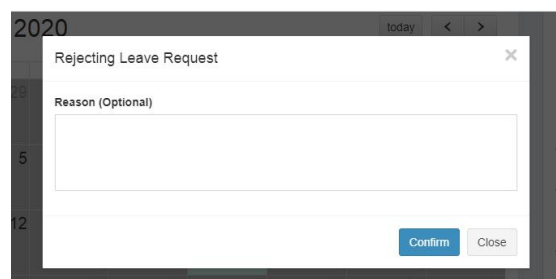


Figure 6.d Reject Leave Request

## 7. Report

Dashboard / Reports - Leave Entitlement Report

Filter - Leave Entitlement Report

Employee: -- Select All --      Branch: -- Select All --

Leave: -- Select All --      Department: -- Select All --

Year: 2020

Preview    Export XLSX    Export PDF

#	Emp No.	Name	Leave	Max Entitle	Entitle	B/F	Adj	Replacement	Taken	Balance	Claim
1	-1	Super Admin	Annual Leave	16.00	2.67	0.00	0.00	0.00	0.00	2.67	0.00
2	-1	Super Admin	Examination Leave	2.00	2.00	0.00	0.00	0.00	0.00	2.00	0.00
3	Ben	Ben	Annual Leave	16.00	2.67	0.00	0.00	0.00	1.00	1.67	0.00
4	Ben	Ben	Examination Leave	2.00	2.00	0.00	0.00	0.00	0.00	2.00	0.00
5	Supervisor	Supervisor	Annual Leave	16.00	2.67	0.00	0.00	0.00	0.00	2.67	0.00
6	Supervisor	Supervisor	Examination Leave	2.00	2.00	0.00	0.00	0.00	0.00	2.00	0.00

Figure 7.a Leave Entitlement Report

- I. Login in as Administrator.
- II. Go to Report->Leave Entitlement Report->Preview

## 8. Export Leave to Million Payroll

Synchronize with E-Leave

Export the following data

Employee, Branch, Department and Leave Tables

Holiday

Import the following data

Import Employee Leave Records

From Date: 01/04/2020

To Date: 30/04/2020

OK    Cancel

Figure 8.a Million Payroll's Synchronize with E-Leave.

- I. Please complete Section 4.2 (i)&(ii) first.
- II. Go to System->Administrative Tools->Synchronize with E-Leave.
- III. Tick Import Employee Leave Records and key in the dates->OK.

Employee Leave Record # BEN - Ben

Date	Leave	Description	Day	Remark
15/04/2020	AL	ANNUAL LEAVE	1.00	AL 1 day

Figure 8.b Million Payroll's Employee Leave Record

- IV. Go to Employee->Leave->Employee Leave Record->Edit Employee.
- V. You will see the e-Leave transaction is being updated to Million Payroll.

## 9. Additional Information

Now let's take further step to cancel this leave (15/04/2020)

### 9.1. Employee - Cancel Leave

Leave Information

Code	Max Entitle	Entitle	B/F	Adjust	Replace	Taken	Balance	Claimable
AL	16.00	2.67	0.00	0.00	0.00	1.00	1.67	0.00

Please select leave date(s).

February 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
1	2	3	4	5	6	7

DEPARTMENT SALES  
DATE JOIN 2013-06-01

SELECTED DAY : 1.00 DAY(S)  
FROM AM 2020-04-15  
TO PM 2020-04-15

STATUS LEAVE APPROVED  
REASON

Employee Ben

Leave Type Annual Leave

Remark AL 1 day

Attach(Optional) JPG/JPEG/GIF/PNG/PDF

I wish to cancel this leave Back

Figure 9.a Employee's Approved Leave

- i. Go to e-Leave and login in as employee
- ii. Go to Leave->Leave Apply->View->I wish to cancel this leave.

#	Emp No.	Name	Type	From	To	Day	Remark	Created At	Action	Status
1	Ben	Ben	Annual Leave	2020-04-15	2020-04-15	1.00	AL 1 day	2020-02-21 09:46:17	View	Status Pending Cancellation Updated by Ben Updated at 2020-02-21 10:51:10

Figure 9.b Employee Listing

- iii. Now your request's status will become Pending Cancellation.

### 9.2. Supervisor-Approve Cancellation

April 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Summary #2002219473

No. Ben  
Name Ben  
Department Sales

Apply For AL  
Day 1.00  
AM/PM AM to PM  
Date 2020-04-15  
Remark AL 1 day  
Attachment No

Status Pending Cancellation

Acknowledge Reject Back

Figure 9.c Supervisor's Leave Approve Detail

- I. Login e-Leave as supervisor.
- II. Go to Leave->Leave Approve->Click Pending Cancellation's Tab->Detail
- III. There is 2 options (a.) or (b.)
  - (a. ) Acknowledge - Leave will be **cancelled successfully**, Ben will back to work and leave balance will be added back. Leave Status will become **Cancellation Acknowledged**(red).
  - (b. ) Reject - Leave will not be cancelled, Ben will be on leave on 15/04/2020 and leave balance will remain taken 1. Leave Status will become **Cancellation Rejected**(green).

#	Emp No.	Name	Type	From	To	Day	Remark	Created At	Action	Status
1	Ben	Ben	Annual Leave	2020-04-15	2020-04-15	1.00	AL 1 day	2020-02-21 09:46:17	<a href="#">Detail</a>	Status : Cancellation Acknowledged Updated by : Supervisor Updated at : 2020-02-21 11:06:38

Figure 9.d Superior's Leave Approve Listing

## 10. Reference

### 10.1. E-Leave's status

