

Apply Employee Leave

1. Register Employee



Create

Overview

Employee

Calendar

Bulletin

Payroll Transaction

Payroll Component

- Position
- Department
- Compensation
- Allowance
- Deduction
- Overtime
- Commission
- Claim
- Leave Setup
- Leave Type
- Account Posting

Government Scheme

Search / Quick Command ...

ABC SDN. BHD.



Employee



Code

Code

Branch / Company

HQ / ABC SDN. BHD.

Department

Select Department

Position

Select Position

Employee Name

Employee Name as per IC / Passport

Active

Profile

Payroll

Report To

Allowance

Deduction

Tax Benefits

Income Tax

Internal Note

Basic Information

Passport

Immigration

Permit

Spouse

Emergency Contact

Gender

Gender

Race

Race

IC / ID No.#

Identify Card No.#

Religion

Religion

Birthdate

Birthdate

Marital Status

Marital Status

Passport

Passport

Residence Status

Citizen

Retirement date

Retirement

Highest Education

Highest Education

Nationality

Nationality

Phone

Phone

Mobile

Mobile

Email

Email

Address

Address

Edit Address

Save Changes

2. Apply Leave at Calander



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Payroll Transaction

- Claim Approval
- Leave Approval
- Payroll Entry
- Payroll Process
- Forms / Data

Payroll Component

Government Scheme

Resource Data

Reporting

Search / Quick Command ...

ABC SDN. BHD.



2026

Holiday

List View

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+ Apply

JANUARY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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	31

MARCH

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7

FEBRUARY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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

APRIL

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4

Search / Quick Command ... ABC SDN. BHD.

New Leave Application

Employee: E-J001 / Jay Tee

Leave Type: MC / Medical Leave

Days: 2.0 Date(s) to Apply for Leave: 08/07/2026 - 09/07/2026

Leave Length: ☒ Full Day ☐ AM ☐ PM

Status: Pending Approval

Reason / Purpose: Dental Leave

Supporting Document (URL) (Optional):

Supporting Documents: ☒

NO FILES

Year	Code	Days	Taken	Balance
2026	AL	8	2.00	6.00
2026	MC	14	0.00	14.00
2026	SL	1	0.00	1.00

Close Apply Leave

3. Find the leave approval

Search / Quick Command ... ABC SDN. BHD.

Leave Approval

Authorization Setup

Current Page 1-1 of 2 Records

	Doc No #	Reason	Ref No #	Status	Requestor	Approved By	Branch	Cre
☐	HQ/G-APL00002	Jay Tee : Apply Leave(MC): 0	PL/26-07/002	Pending	Master Admin	-	HQ	08/07/2026
☐	HQ/G-APL00001	Jay Tee : Apply Leave(AL): 07	PL/26-07/001	Approved	Master Admin	Master Admin	HQ	07/07/2026

4. Approve the Leave

Module

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Search / Quick Command

ABC SDN. BHD

Leave Approval

Authorization Setup

Current Page 1-1 of 2 Records

	Doc No #	Reason
☐	HQ/G-APL00002	Jay Tee : Apply Leave(MC)
☐	HQ/G-APL00001	Jay Tee : Apply Leave(AL)

Update Approval Status

Approval

Approve

Approve / Reject Message

Message

Cancel

Update Status

Requestor	Approved By	Branch	Cre
Master Admin	-	HQ	08/07/2026
Master Admin	Master Admin	HQ	07/07/2026

×

Update Approval Status

Approval Request - HQ/G-APL00002

Module

Payroll

Branch

HQ

Request Date/Time

08/07/2026, 09:52 AM

Source

PL/26-07/002

Reason

Jay Tee : Apply Leave(MC): 08/07/2026 ~ 09/07/2026, Dental Leave

Status

Approved

Review Message

Request By

Master Admin

Approved By

Master Admin

Attachments URL

Attachments

