

Calender

Purpose

The **Calendar** module provides a yearly calendar view for managing employee leave applications and public holidays. Users can view holidays, navigate between different years, submit new leave applications, and review all leave records.

Navigation

Payroll

Calendar

MODULE

Create

Overview

Employee

Calendar

Bulletin

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.

Leave Calendar

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
Federal Ti						
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

Calendar Overview

The Calendar displays the complete calendar for the selected year, allowing users to view leave schedules and public holidays.

Users can:

- View the annual calendar.
 - Navigate to previous or next year.
 - View public holidays.
 - Create a new leave application.
 - Switch to List View to view all leave applications.
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Features

1. Year Navigation

Users can browse different calendar years using the navigation buttons.

Functions

- Previous Year
- Next Year
- Display current selected year

Purpose

Allows users to review leave records and holidays across different years.

2. Holiday

Displays all public holidays configured in the system.

Purpose

Enable employees to view official holidays when planning leave applications.

3. Apply Leave

Creates a new leave application.

Procedure

1. Click **Apply**.
 2. Select the employee.
 3. Select the leave type.
 4. Enter the number of leave days.
 5. Select the leave date(s).
 6. Choose the leave length.
 7. Select the application status.
 8. Enter the reason for leave.
 9. Upload supporting documents if required.
 10. Click **Save** or **Submit**.
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Leave Application Fields

Field	Description
Employee	Employee applying for leave.
Leave Type	Type of leave (Annual Leave, Medical Leave, Emergency Leave, etc.).
Days	Total number of leave days requested.
Dates to Apply for Leave	Leave start and end dates.
Leave Length	Leave duration (Full Day, AM, or PM).
Status	Current leave status (Draft, Pending, Approved, Rejected).
Reason	Reason for applying for leave.
Supporting Document (URL/File)	Optional supporting document, such as a medical certificate or approval letter.

Leave Length

Option	Description
Full Day	Employee is on leave for the entire working day.
AM	Employee takes leave during the morning session only.
PM	Employee takes leave during the afternoon session only.

Leave Status

Status	Description
Draft	Leave application has been created but not yet submitted.
Pending	Waiting for manager or HR approval.
Approved	Leave request has been approved.
Rejected	Leave request has been rejected.

List View

The **List View** displays all leave applications in a tabular format for easier searching and management.

Typical information includes:

Column	Description
Leave No.	Leave application reference number.
Employee	Employee name.
Leave Type	Type of leave requested.
Leave Date	Approved leave period.
Days	Number of leave days.

Column	Description
Status	Current application status.
Applied Date	Date the application was submitted.

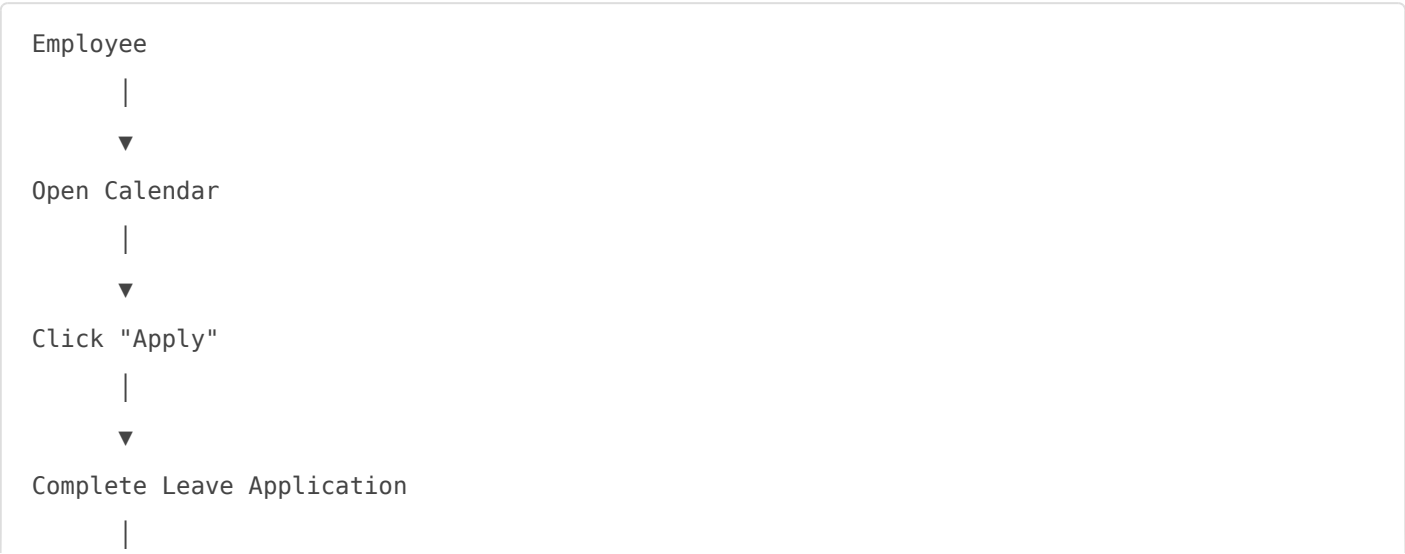
Purpose

- Search leave applications.
- Filter leave records.
- Review leave history.
- Track application status.

Summary

Function	Description
Year Navigation	Browse previous or next calendar years.
Holiday	View company and public holidays.
Apply Leave	Create a new leave application.
Leave Management	Record leave details, reasons, and supporting documents.
List View	View and manage all leave applications in a table format.

Workflow





Submit Application



Pending Approval



Approved / Rejected



Leave Recorded in Calendar

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