



LZNK

LEMBAGA ZAKAT NEGERI KEDAH

USER MANUAL



SYSTEM eHR

e-Human Resources Management System



SECURE

Protected Data



EFFICIENT

Simplified Process



INTEGRATED

Connected Services

01 | STAFF DIRECTORY

The **Employee Directory** module allows users to search for and view employee information within the organization. Users can search for employees by **Full Name, Staff ID, or Nickname** and filter the results based on their **employment status**.

HOW TO USE

- 01** Select a search criterion from the **Search By** dropdown list. Enter the relevant information in the search field.
- 02** Select the employee **Status** if required.
- 03** Click **SEARCH** to display the matching employee records.
- 04** Select an employee's name from the list to view their profile details.
- 04** Click **Tree View** to view the employee's **Personnel Structure**.

SCREEN / ILLUSTRATION

The screenshot displays two screenshots of the e-HR system interface.

Top Screenshot: e-HR. Staff Profile View

This screen allows users to search for and view employee information. It includes a search bar with a dropdown for "Search By" (set to "Full Name") and a "Status" dropdown (set to "All"). A "SEARCH" button is present. Below the search bar is a table listing employees with columns for Staff ID, Name, and Status.

Staff ID	Name	Status
SKT0007		Active
KZ0001		Active
SKT0005		Active
SKT0008		Active
SKT0011		Active
SKT0010		Active
SKT0009		Active
SKT0003		Active
SKT0004		Active
SKT0002		Active
SZC0001		Active
PKH5566		Active
SKT0012		Active
SKT0006		Active

Below the table is a "Home" button. To the right of the table is a section titled "Below is staff information" which includes a placeholder for a staff photo and a list of details: Staff ID (KG), Full Name (A), Nick Name (at), Designation (EI), Supervisor Name, Department (AI), Contact Number (0), Email (at), and Status (A). A note indicates that users can view the staff structure in tree view by clicking on a "Tree View" button.

Bottom Screenshot: HKMS. Personnel Admin - Personnel Structure

This screen displays the personnel structure in a tree view. It includes a header with the title "Personnel Structure" and instructions: "Below is the tree view for Personnel Structure. Click on the + to expand all and Click on the - to collapse all the sub unit of the particular parent unit." The tree view shows a hierarchy starting with "Admin User", which has two sub-units: "MUHAM" and "Kasi".

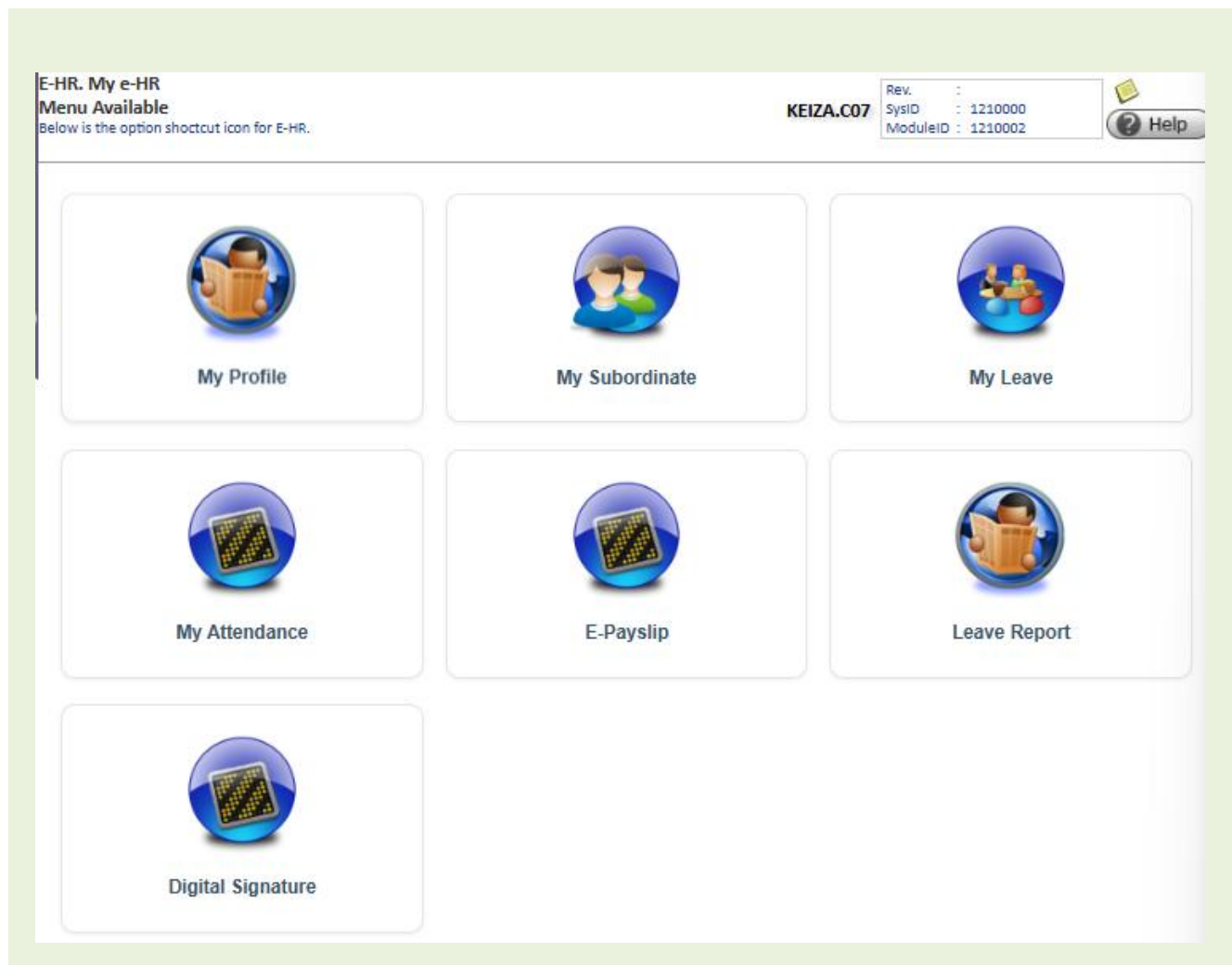
02 | MY eHR

The **My e-HR** module provides users with quick access to various employee self-service functions within the e-HR system. Users can access their Personal Profile, Subordinate Information, Leave, Attendance, Payslip, Leave Reports, And Digital Signature through the available shortcut menus.

HOW TO USE

- 01** Select **My Profile** to access and manage the user's personal information.
- 02** Select **My Subordinate** to view information related to employees under the user's supervision.
- 03** Select **My Leave** to access the user's leave-related functions.
- 04** Select **My Attendance** to view the user's attendance information.
- 05** Select **E-Payslip** to access the user's payslip.
- 06** Select **Leave Report** to access the leave report.
- 07** Select **Digital Signature** to access the digital signature function.

SCREEN / ILLUSTRATION



03 | REPORT

The **Report** module allows users to generate reports related to employee leave and attendance records. Users can select the required report type, specify the employees or department to be included, filter the application type and status, and define the reporting period before generating the report.

AVAILABLE REPORTS

The Report module provides the following report options:

- 03.1 Leave Report**
- 03.2 Attendance Report**
- 03.3 HR Attendance Report**

03.1 | LEAVE REPORT

HOW TO USE

- 01** Click **Leave Report** from the **Report** menu.
- 02** Select the required staff category:
 - **Department** – select a specific department.
 - **Staff Name** – select a specific staff member.
 - **All Staff** – view records for all staff.
- 03** Select the **Type of Application** from the dropdown list.
- 04** Select the **Application Status** from the dropdown list.
- 05** Specify the required **Date** range by entering the start date in **From** and the end date in **Until**.
- 06** Click **VIEW REPORT** to generate the Leave Report based on the selected criteria.

SCREEN / ILLUSTRATION

The screenshot displays the 'E-HR. Leave Report' interface. At the top, it shows 'Annual Leave Report (Leave/Exception/No Fingerprint Application)' and a 'KEIZA.C07' header. A sidebar on the left contains three radio buttons: 'Select Department', 'Select Staff Name', and 'All Staff' (which is selected). To the right of these are buttons for 'List department' and 'Staff List'. Below the sidebar, there are two dropdown menus: 'Type of Application' set to '* ALL APPLICATION' and 'Application Status' set to '* ALL STATUS'. At the bottom, there are date input fields for 'From' (1 Jan 2026) and 'Until' (23 Aug 2026). A 'VIEW REPORT' button is located at the bottom center. A help icon and 'Help' text are in the top right corner. A note on the right side says 'Click on the [icon] above, to select list of staff.'

03.2 | ATTENDANCE REPORT

The **Attendance Report** module allows users to generate and view staff attendance reports for a selected month. Users can generate a report for their own attendance or select My Subordinate to view attendance information for employees under their supervision.

HOW TO USE

01 Select the required report option:

- **My Report** – to view your own attendance report.
- **My Subordinate** – to view the attendance report of employees under your supervision.

02 If **My Subordinate** is selected, click **List of Staff** and select the required staff.

03 Select **Attendance Report** from the **Report Type** dropdown list.

04 Select the required **month** and **year**.

05 Click **VIEW REPORT** to generate the attendance report.

E-HR. Attendance

Staff Attendance Report

Reports come in a variety of formats that you can view. To get started, select REPORT TYPE. Then, choose one of the available staff members. Select ALL STAFF if you want to see reports for all employees. If you want to see reports for a specific employee, enter the employee's name and choose STAFF NAME.

☒ My Report

☐ My Subordinate

Admin User

 List of Staff

Report Type

Attendance Report

For the month

SEPTEMBER

2026

BACK

VIEW REPORT

03.3 | HR ATTENDANCE REPORT

The **HR Attendance Report** module provides access to various staff attendance reports in different formats. Users can select the required report type to generate attendance information based on the available reporting options.

HOW TO USE

01 Select the required report from the available **HR Attendance Report** options

02 Choose one of the following report types:

- **Monthly Attendance Report by Department**
 - Displays monthly attendance information by department.
- **Monthly Attendance Report by Staff**
 - Displays monthly attendance information by individual staff.
- **Attendance Logs by Day and Machine/Location**
 - Displays attendance log records based on day and machine/location.
- **Daily Attendance Log by Date (Present / Absent)**
 - Displays daily attendance records by date, including present and absent status.

03 Click **BACK** to return to the previous menu.

E-HR. Attendance
Staff Attendance Report

Reports come in a variety of formats that you can view. To get started, select REPORT TYPE. Then, choose one of the available staff members. Select ALL STAFF if you want to see reports for all employees. If you want to see reports for a specific employee, enter the employee's name and choose STAFF NAME.

KEIZA.C07

Rev. :
 SysID : 1210000
 ModuleID : 1218004

Help

1. MONTHLY ATTENDANCE REPORT BY DEPARTMENT
2. MONTHLY ATTENDANCE REPORT BY STAFF
3. ATTENDANCE LOGS BY DAY AND MACHINE LOCATION
4. DAILY ATTENDANCE LOG BY DATE (PRESENT/ ABSENT)

BACK

04 | HR ADMIN

AVAILABLE MENU

The Report module provides the following report options:

- 04.1 Staff Management
- 04.2 HR Apply Leave
- 04.3 HR Apply Waiver
- 04.4 Carry Forward Leave
- 04.5 E-Attendance Group

04.1 | STAFF MANAGEMENT

HOW TO USE

- 01 Select **Staff Management** from the **HR Admin** menu.
- 02 To search for a staff member, select the required search criteria from the **Search By** dropdown list.
- 03 Enter the relevant information in the search field and select the required **Status**.
- 04 Click **SEARCH** to display the matching staff records.
- 05 Select a staff member from the list to view their staff details.
- 06 To add a new staff record, click **New Staff**.
- 07 To view and search the complete staff list, click the **Staff List** tab. Select the required search criteria, status, department, and additional information to be displayed, then click **SEARCH**. Click **PRINT** to print the staff list.
- 08 To update staff information, select the required category from the **Select Category to View / Edit** dropdown list.
- 09 Click **Tree View** to view the staff's organizational structure.

The screenshot displays the 'Staff Management' interface. At the top, there are tabs for 'New Staff' and 'Staff List'. The 'Staff List' tab is active, showing a table of staff members. The table has columns for 'Sl', 'Staff ID', 'Full Name', and 'Status'. The status for all listed staff is 'Active'.

Sl	Staff ID	Full Name	Status
1	KZ0001		Active
2	PKH5566		Active
3	SKT0001		Active
4	SKT0002		Active
5	SKT0003		Active
6	SKT0004		Active
7	SKT0005		Active
8	SKT0006		Active
9	SKT0007		Active
10	SKT0008		Active
11	SKT0009		Active
12	SKT0010		Active
13	SKT0011		Active
14	SKT0012		Active

Below the table, there is a 'Below is staff detail' section. It shows the details for a selected staff member (Staff ID: KZ0001). The details include: Full Name, User Login, Date Join, Designation, Supervisor Name, Job Category, Department, Contact Number, and Email. The status is 'ACTIVE'.

On the right side, there are buttons for 'Choose File', 'No file chosen', 'SAVE', and 'DELETE'. Below these buttons, there is a 'Tree View' button and a 'DELETE STAFF' button.

At the bottom, there is a dropdown menu labeled '-- SELECT CATEGORY TO VIEW / EDIT --'.

Staff Management		New Staff		Staff List							
HRMS. ADMINISTRATION Multiple Staff Registration Please enter staff information and click SAVE button to finish.						KEIZA.C07 Rev : SysID : 1210000 ModuleID : 1219001	Help				
Import Staff											
No.	Staff No.	Full Name	NRIC	Gender	User Login	Date Joined	Organization	Designation	Supervisor	Basic Salary	CF Leave
1				Male	alwi	Click Here	ADMINISTRATION DEPARTMENT	AHLI LEMBAGA ZAKAT NEGERI KED	No Supervisor	0	0
2				Male	alwi	Click Here	ADMINISTRATION DEPARTMENT	AHLI LEMBAGA ZAKAT NEGERI KED	No Supervisor	0	0
3				Male	alwi	Click Here	ADMINISTRATION DEPARTMENT	AHLI LEMBAGA ZAKAT NEGERI KED	No Supervisor	0	0
4				Male	alwi	Click Here	ADMINISTRATION DEPARTMENT	AHLI LEMBAGA ZAKAT NEGERI KED	No Supervisor	0	0
5				Male	alwi	Click Here	ADMINISTRATION DEPARTMENT	AHLI LEMBAGA ZAKAT NEGERI KED	No Supervisor	0	0
6				Male	alwi	Click Here	ADMINISTRATION DEPARTMENT	AHLI LEMBAGA ZAKAT NEGERI KED	No Supervisor	0	0
7				Male	alwi	Click Here	ADMINISTRATION DEPARTMENT	AHLI LEMBAGA ZAKAT NEGERI KED	No Supervisor	0	0

Staff Management		New Staff		Staff List			
e-HR. ADMINISTRATION View Staff List Please enter search item and click SEARCH button to view result.						KEIZA.C07 Rev : SysID : 1210000 ModuleID : 1219001	Help
Search By	Full Name	And	Staff No.	Status	Active		SEARCH
Department	All						
☐ Gender	☐ Designation	☐ Date Joined	☐ Supervisor	☐ Org. Code	☐ Bank Account	☐ Contact no.	☐ Employment type
PRINT							

04.2 | HR APPLY LEAVE

The **HR Apply Leave** module allows authorized HR users to submit leave applications on behalf of staff members. Users can select the staff member, leave type, leave dates and other required information before submitting the application.

The module also provides a **Pending Approval List**, calendar view, and leave information to assist HR users in monitoring the application and staff leave status.

HOW TO USE

- 01** Select **HR Apply Leave** from the **HR Admin** menu.
- 02** Select the staff member from the **Staff** dropdown list.
- 03** Select the required **Type of Leave**. Enter the **Start Date** and **End Date** of the leave application.
- 04** For a half-day leave application, enable **Half Day mode** and select either **1st Half** or **2nd Half**.
- 05** Enter the **Reason** for the leave application, **Contact Address** and **Contact No**
- 06** Click **Apply** to submit the leave application and click **Reset** to clear the information entered and start again.
- 07** Review the **Pending Approval List** to view leave applications awaiting approval.
- 08** A **calendar** is also provided to assist users in viewing the leave period and related dates.
- 09** The module also displays leave-related information for the selected year.

E-HR. LEAVE MANAGEMENT

HR Apply Leave

Please complete the information and click PROCESS / SAVE / UPDATE button.

KEIZA.C07

Rev. :

SysID : 1210000

ModuleID : 1219002

Help

Leave Application Form

Staff :

Admin User

Type of leave :

ALL DAY LEAVE

Start date:

9/7/2026

End date:

9/7/2026

Reason:

Contact address:

Menara Zakat
05200 Alor Setar

Contact no.:

0123456789

☐ Half Day mode

☒ 1st Half
 ☐ 2nd Half

Apply

Reset

September 2026

View

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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

Year : 2026

Pending Approval List

Leave Type	No.	Leave Date	Apply Date	Replace By	Status
[Select All][Unselect All]					
Pending Approval List					Select Print

ALL DAY LEAVE

Carry Forward AL: 0

Available Leave : 0

Leave Taken : 0

Days Pending : 0

Balance : 0

CUTI TAHUNAN

Collection : 0

Carry Forward AL : 0

Annual Leave : 20

Leave Entitled : 20

Leave Taken : 0

Days Pending : 0

Available Balance : 20

CUTI HAJI

Leave Taken : 0

Days Pending : 0

CUTI KECEMASAN

Leave Taken : 0

Days Pending : 0

CUTI TANPA REKOD

CUTI UMRAH

04.3 | HR APPLY WAIVER

The **HR Apply Waiver** module allows authorized HR users to submit **activity applications** on behalf of staff members. Users can select the staff member, activity type, date, time, reason, and location before submitting the application.

The module also provides a **Pending Approval List**, calendar view, and leave information to assist HR users in monitoring the application and staff leave status.

HOW TO USE

- 01 Select **HR Apply Waiver** from the **HR Admin** menu.
- 02 Select the staff member from the **Staff** dropdown list.
- 03 Select the required **Type of Activity**. Enter the **Start Date** and **End Date** for the activity.
- 04 Enter activity **start and end time** by specifying the hour, minute, and AM/PM.
- 05 Enter the **Reason** for the activity application. Enter the **Location** of the activity.
- 06 Click **Apply** to submit the activity application.
- 07 Review the **Pending Approval List** to view leave applications awaiting approval.
- 08 A **calendar** is also provided to assist users in viewing the leave period and related dates.
- 09 The module also displays leave-related information for the selected year.

e-HR. Waiver Application

HR Leave & Activity

Please complete the information and click PROCESS / SAVE / UPDATE button.

KEIZA.C07

Rev. : 1210000

SysID : 1210000

ModuleID : 1219003

Help

Activity Application Form

Staff : Abi

Type of Activity : KURSUS

Start date : 9/7/2026 From 00 00 AM

End date : 9/7/2026 To 00 00 AM

Reason :

Location :

Leave Application Form

September 2026

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			

Pending Approval List

Year : 2026

Type	Date	Apply Date	Status
KURSUS	2/21/2024	2/21/2024 10:19:17 AM	MK

[Select All]

[Unselect All]

WAITING FOR APPROVAL

ALL DAY LEAVE

Carry Forward AL: 0

Available Leave : 0

Leave Taken : 0

Days Pending : 0

Balance : 0

CUTI TAHUNAN

Collection : 0

Carry Forward AL : 0

Annual Leave : 20

Leave Entitled : 20

Leave Taken : 0

Days Pending : 0

Available Balance : 20

CUTI HAJI

CUTI KECEMASAN

04.4 | CARRY FWD LEAVE

The **Carry Forward Leave** module allows authorized HR users to manage and update staff leave balances for the new leave year. Users can review staff leave records and update the applicable leave balance carried forward from the previous year.

AVAILABLE TABS

CF Annual Leave

Used to carry forward staff **annual leave balances** from the previous year to the new leave year.

CF Replacement Leave

Used to carry forward staff replacement leave balances from the previous year.

Set Replacement Leave

Used to set or update replacement leave entitlement for staff.

Set AGCR

Used to set or update AGCR leave for staff.

Set Maternity Leave

Used to set or update maternity leave entitlement for staff.

CF Annual Leave

CF Replacement Leave

Set Replacement Leave

Set AGCR

Set Maternity Leave

HRMS, Annual Leave Update

Leave Update

Please Update Annual Leave At The End Of The Year

KEIZA.C07

Rev : 1210000

SysID : 1210000

ModuleID : 1219005

Help

PREVIOUS

Search

Update Annual Leave Balance2026

Full Name	StaffID	Date Joined	Leave Type	Leave Balance 2025	Collection For The Year2025
Ab	SK	1 Feb 2024	Annual Leave	0	
Ad	KZ	1 Jan 2022	Annual Leave	20	
Ah	SK	1 Feb 2024	Annual Leave	0	
Ali	SK	1 Feb 2024	Annual Leave	0	
Arr	SK	1 Feb 2024	Annual Leave	0	
Arr	SK	1 Feb 2024	Annual Leave	0	
Be	SK	1 Feb 2024	Annual Leave	0	
Bu	SK	1 Feb 2024	Annual Leave	0	
Far	SK	1 Feb 2024	Annual Leave	0	
Jar	SK	1 Feb 2024	Annual Leave	0	
Ka:	SZ	21 Feb 2024	Annual Leave	0	
ML	PK	21 Feb 2024	Annual Leave	0	
Mt	SK	1 Feb 2024	Annual Leave	0	
Nu	SK	1 Feb 2024	Annual Leave	0	
Yal	SK	1 Feb 2024	Annual Leave	20	

First

Next >>

< Previous

Last

Page 1 of 1

04.5 | E-ATTENDANCE GROUP

The **E-Attendance Group** module allows authorized HR users to manage employee attendance groups. Users can view existing attendance groups, review group information, manage employees assigned to a group, and update group details.

HOW TO USE

- 01** Select **E-Attendance Group** from the **HR Admin** menu.
- 02** Select an existing **Group Code** from the list to view the group's information.
- 03** Review the **Group Code**, **Group Name**, **Description**, and **Duration** of the selected group.
- 04** To create a new attendance group, click **Add New Group**.
- 05** Enter the required group information and click **SAVE / UPDATE** to save the record.
- 06** Click **RESET** to clear the information entered.
- 07** Click **DELETE** to remove the selected attendance group.
- 08** Select the **Group's Employee** tab to view or manage employees assigned to the selected attendance group.

The screenshot displays the 'E-Attendance Group' management interface within the 'E-HR. HR Admin' module. The page title is 'E-Attendance Group' with a subtitle: 'Below is a list of E-Attendance Group Schedule. Click on Group Code for more information.' The user is logged in as 'KEIZA.C07'.

At the top right, system information is shown: Rev. : , SysID : 1210000, ModuleID : 1219008, and a 'Help' button.

The main content area features a table with two tabs: 'Group Info' (selected) and 'Group's Employee'. The table has columns for 'Group Code', 'Group Description', and 'Group Info'. A list of groups is shown, with the first entry having Group Code 'LZNK' and Group Description 'Outst...'. Below the table, there are navigation links: 'Pertama', 'Seterusnya >>', '<< Sebelumnya', and 'Terakhir', along with 'Halaman 1 daripada 1'.

Below the table, there is a section for 'Group Info' with the following fields:

- Group Code: LZNK
- Group Name: Outst...
- Description: (empty text area)
- Duration: 18 FEB 2023 to 26 FEB 2023

At the bottom, there is an 'Add New Group' button with a plus icon. Below this, there are three buttons: 'SAVE / UPDATE', 'RESET', and 'DELETE'.

05 | PAYROLL

The **Payroll** module provides authorized users with access to salary management, payroll processing, employee deductions, employer contributions, and payroll reporting functions. The module also provides an overview of salary, benefits, deductions, and statutory contributions for the selected year.

AVAILABLE FUNCTIONS

1. Salary & Deduction Items

Used to manage salary, benefit, deduction, and contribution items.

2. Salary Group

Used to configure salary groups and define salary ranges according to position grade and permitted designations.

3. Staff Setup

Used to assign staff to the appropriate salary groups and configure staff payroll-related information.

4. Payroll Processing

Used to process payroll and generate staff payslips for the selected payroll year.

5. Reporting

Used to access salary and emolument reports and payroll statistics.

The screenshot displays the 'SALARY MANAGEMENT SYSTEM' interface. At the top, there are navigation tabs: 'Salary & Deduction Items', 'Salary Group', 'Staff Setup', 'Payroll Processing', and 'Reporting'. Below these, a dashboard shows six key metrics, all with a value of 0.00 and a 'Latest [2026]' status:

- SALARY / EMOLUMENT: 0.00
- BENEFITS / ALLOWANCES: 0.00
- EMPLOYEE DEDUCTION: 0.00
- EMPLOYER DEDUCTION: 0.00
- EPF CONTRIBUTION: 0.00
- SOCSSO CONTRIBUTION: 0.00

The main content area is divided into two columns:

- Configuration & Administration:** Contains links and descriptions for:
 - Salary, Benefit, Deduction & Contribution Item Setup:** List of salary, benefit, deduction and contribution items to be registered according to the active salary group.
 - Salary Group Setup:** Salary group structure and minimum and maximum salary ranges based on position grade and permitted designations.
 - Assign Staff to Salary Groups:** List of staff to be registered according to the active salary group. Salary, benefits and deductions are based on the staff's current appointment scheme.
 - Staff Payroll Processing for Year 2026:** Current year payroll preparation process and staff payslips.
- Salary & Emolument Reports & Statistics:** Contains:
 - Staff Salary Report for Year 2026:** There are several types of reports you can view. To generate a report, select the REPORT TYPE, then choose ALL STAFF or specific staff members.
 - Staff Salary Statistics for Year 2026:** Data table of salary, benefits, deductions and related contributions. Click on a total to view the related amount and staff list.

The 'Staff Salary Statistics for Year 2026' table is as follows:

CATEGORY	YEAR 2026	CURRENT MONTH	TODAY
Total Salary & Emolument	32200	0	0
Total Benefits & Allowances	1335.48	0	0
Total Employee Deductions	0	0	0
Total Employer Deductions	4804.4	0	0
Total EPF Contribution	3542	0	0
Total SOCSSO Contribution	189	0	0
Total Other Contributions			

06 | CONFIGURATION

The **Configuration** module allows authorised HR users to manage and maintain basic HR settings and supporting information used within the e-HR system.

AVAILABLE MENU

The Report module provides the following report options:

- 06.1 Department Info
- 06.2 Leave Setup

06.1 | DEPARTMENT INFO

HOW TO USE

- 01 Select **Department Info** from the **Configuration** menu.
- 02 Select the required department from the department list.
- 03 Review and update the department information, including **Department Code**, **Department Name**, **Address**, **Contact**, and **Phone**.
- 04 Click **SAVE / UPDATE** to save the changes.
- 06 Click **RESET** to clear the information entered.
- 07 Click **CANCEL** to cancel the current update.
- 08 Click **New Sub Dept** to create a new sub-department.
- 09 Click **New Dept** to create a new department.
- 10 Click **Refresh List** to refresh the department list.

The screenshot displays the 'DEPARTMENT' configuration window. At the top, there are tabs for 'DEPARTMENT' and 'LEAVE'. The 'DEPARTMENT' tab is active, showing the title 'e-HR. ADMINISTRATION' and 'Department'. A note states: 'Please complete the information and click PROCESS / SAVE / UPDATE button.' In the top right corner, there is a status box for 'KEIZA.C07' with fields for 'Rev.' (1210000), 'SysID' (1230001), and 'ModuleID' (1230001), along with a 'Help' button. The main content area shows a list of departments on the left, with '20000 - Waqf Department' selected. To the right, a form displays the details for this department: 'Dept Code' is 20000, 'Dept Name' is an empty text box, 'Address' is a larger empty text box, 'Contact' is an empty text box, and 'Phone' is an empty text box. Below the form, there are buttons for 'New Sub Dept', 'New Dept', and 'Refresh List'. At the bottom of the window, there are three buttons: 'SAVE / UPDATE', 'RESET', and 'CANCEL'.

06.2 | LEAVE SETUP

The **Leave Setup** module allows authorized HR users to manage and maintain leave types and their related settings within the e-HR system.

HOW TO USE

- 01** Select Leave Setup from the Configuration menu.
- 02** Enter the required Leave Code and Description.
- 03** Select the Additional Procedure and Category Type, where applicable.
- 04** Select Replacement and tick Required if the leave type requires replacement.
- 05** Enter the applicable Valid Days for the leave type.
- 06** Click the Save icon to add the leave record.
- 07** Click the Edit icon to update an existing leave record.
- 08** Select the required record and click the Delete icon to remove it.

AVAILABLE TABS

Leave Type

Used to create, maintain and update the different types of leave available in the system, together with their related settings.

Type of Exception

Used to manage the types of exceptions applicable to leave records.

Public Holiday

Used to maintain public holiday information in the system.

No. of Holidays

Used to maintain the number of holidays applicable within the system.

Leave Type | Type of Exception | Public Holiday | No. of Holidays

e-HR. Leave Maintenance

Leave Type
To add new record, fill in the form below and click on the icon ADD. To edit the current record, click on the icon edit on the right of the record.

KEIZA.C07

Rev. :
SysID : 1210000
ModuleID : 1230001

Help

Leave Code :

Description:

Additional Procedure :

Category Type :

Replacement : ☐ Required

Valid Days Apply: -ve indicate before and +ve indicate after the leave was taken

Click icon to save the record.

Click icon to edit the record.

Click icon to delete the record.

LEAVE CODE	DESCRIPTION	edit	
LT	LEAVE TEST		☐
CR	CUTI TANPA REKOD		☐
CH	CUTI HAJI		☐
CU	CUTI UMRAH		☐
A	ALL DAY LEAVE		☐
AL	CUTI TAHUNAN		☐
...	...	...	...

delete [Select All][Unselect All]

07 | SETTING

The **System Setup** module provides authorised users with access to the main configuration and administrative functions of the e-HR system. It allows users to maintain company information, manage system users and application settings, configure system parameters, and monitor system activities.

AVAILABLE MENU

07.1 | COMPANY

Used to create, view, and maintain company information registered in the system.

07.2 | APPLICATION USER

Used to manage users who are authorised to access the e-HR system and its applications.

07.3 | LANGUAGE

Used to manage the language settings available within the system.

07.4 | APPLICATION MENU

Used to manage and configure the menus or application options available to users within the system.

07.5 | INTEGRATION SETUP

Used to configure system integration settings for connections with other systems or services.

07.6 | NOTIFICATION SETUP

Used to manage and configure system notification settings.

07.7 | TRANSACTION LOG

Used to view and monitor system transaction records for administrative and monitoring purposes.

07.8 | MASTER CODE

Used to manage master or reference codes used throughout the e-HR system.

07.9 | COMPANY'S USER

Used to manage and view users associated with a selected company.

07.10 | GROUP MANAGEMENT

Used to manage user groups and organise users according to the relevant group or access structure.