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.

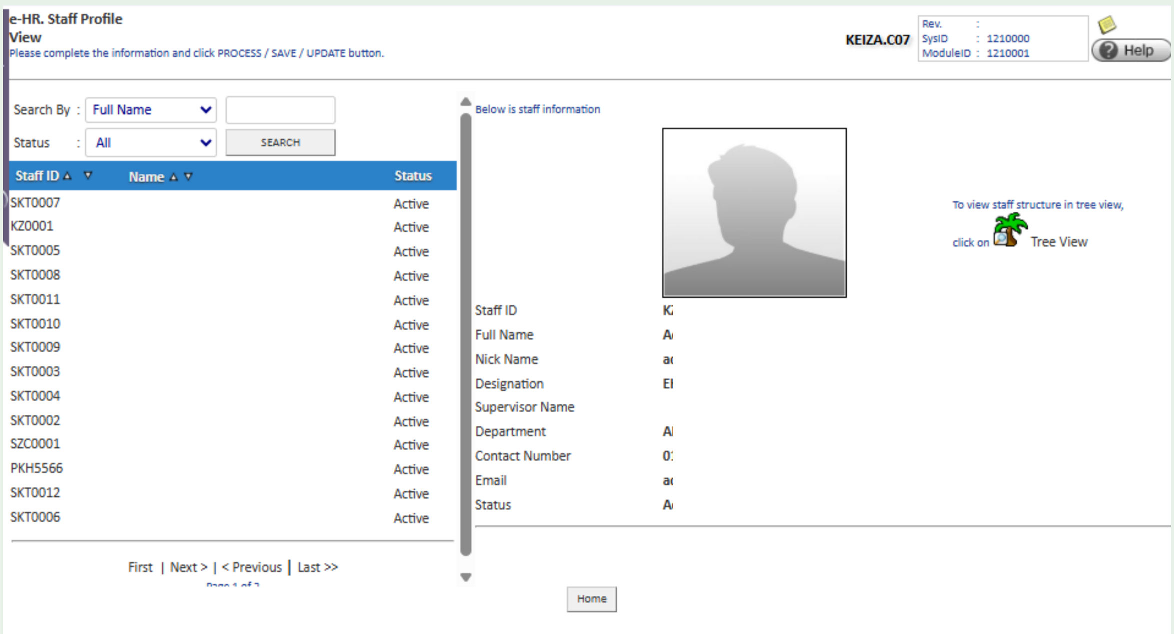
02 Select the employee **Status** if required.

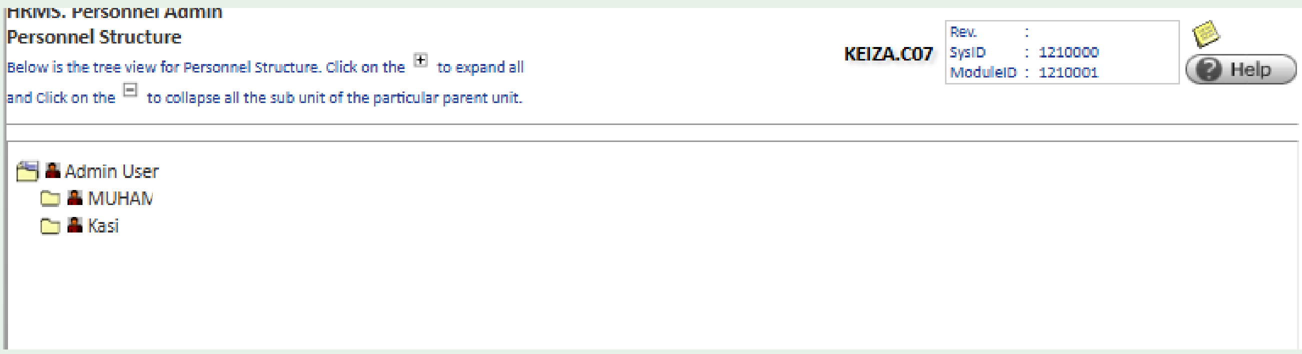
03 Click **SEARCH** to display the matching employee records.

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





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.

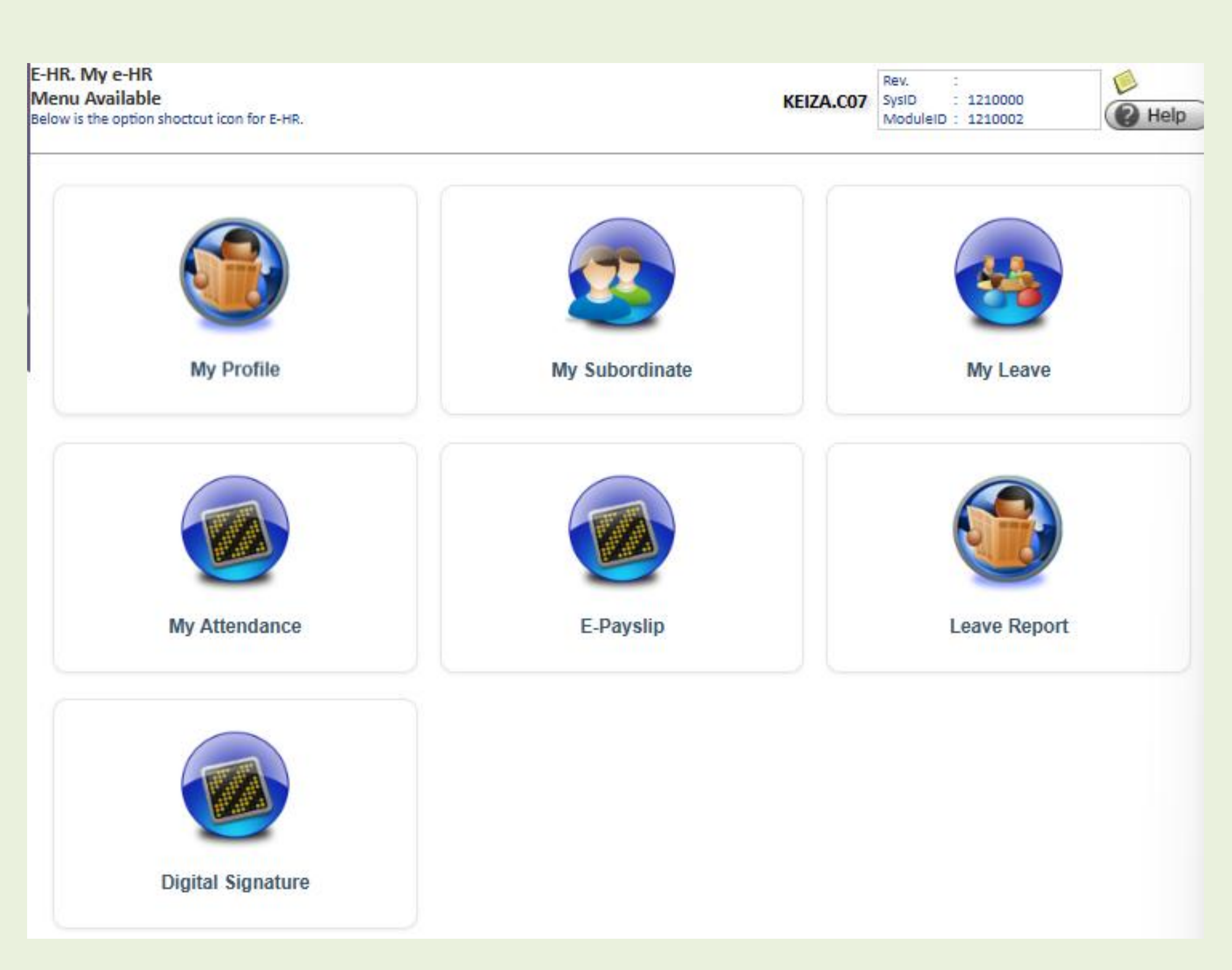
04 Select **My Attendance** to view the user's attendance information.

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.

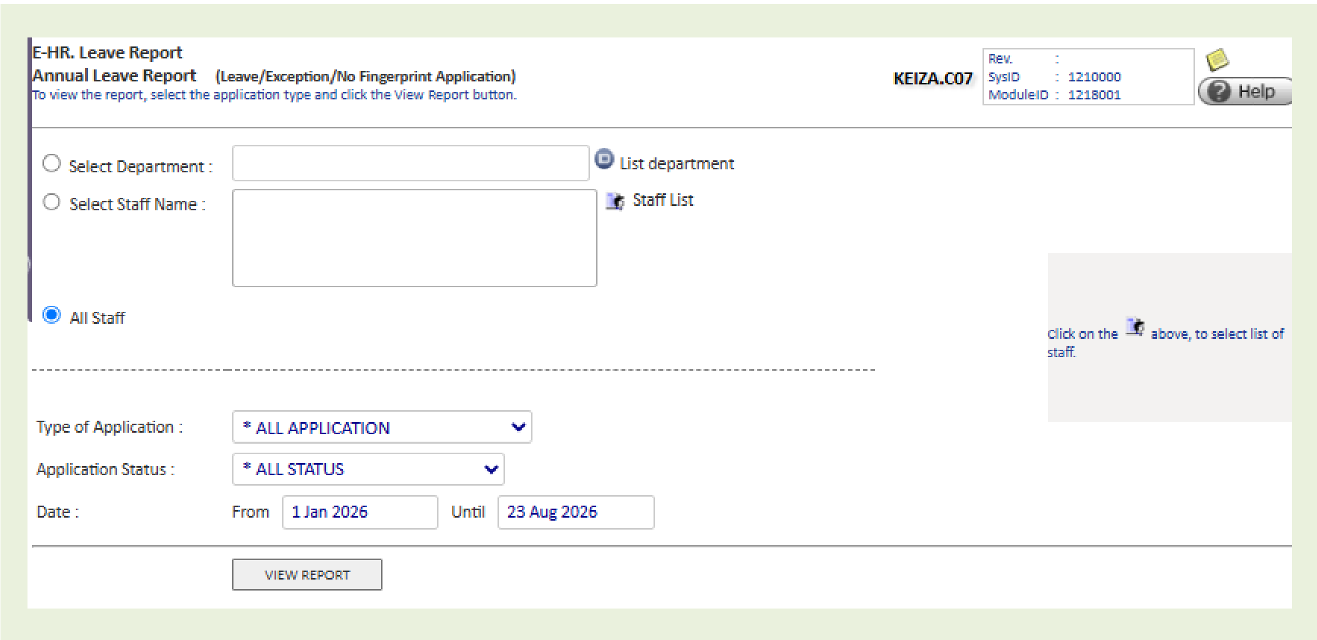
03 Select the **Type of Application** from the dropdown list.

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



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:

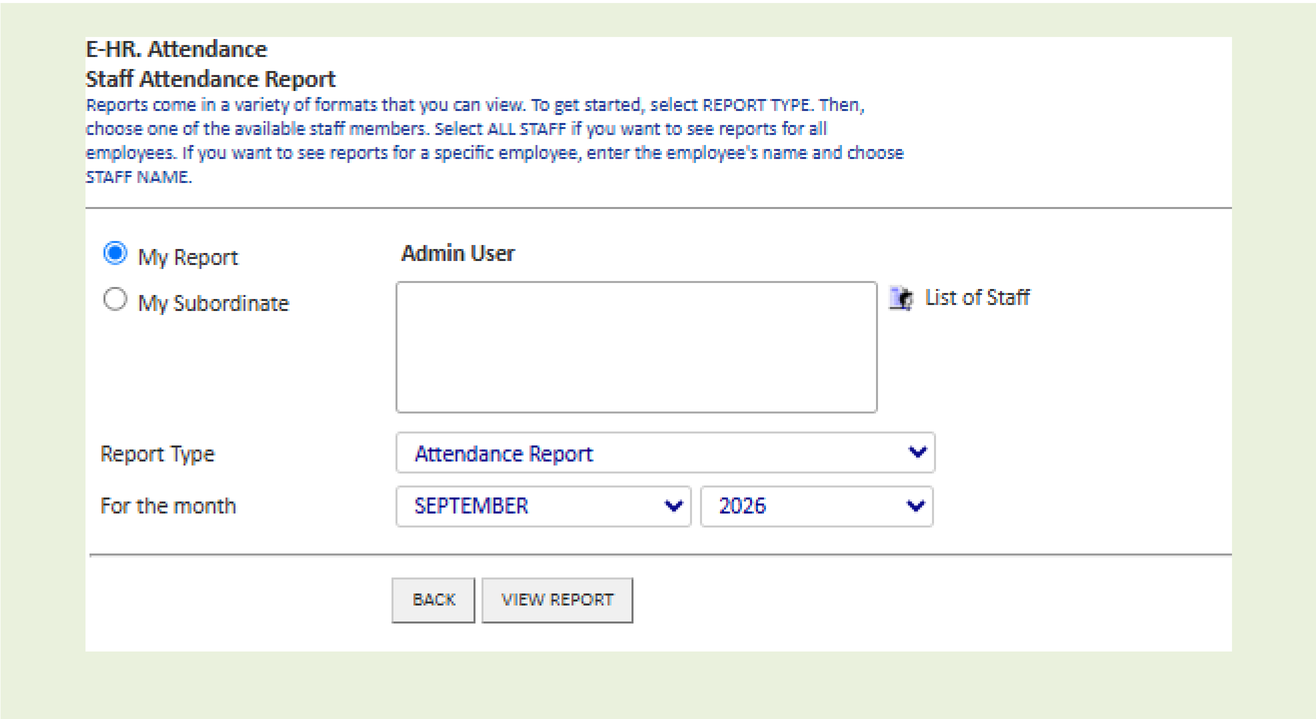
- **My Report –** to view your own attendance report**.**
- **My Subordinate –** to view the attendance report of employees under your supervision.

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.



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.

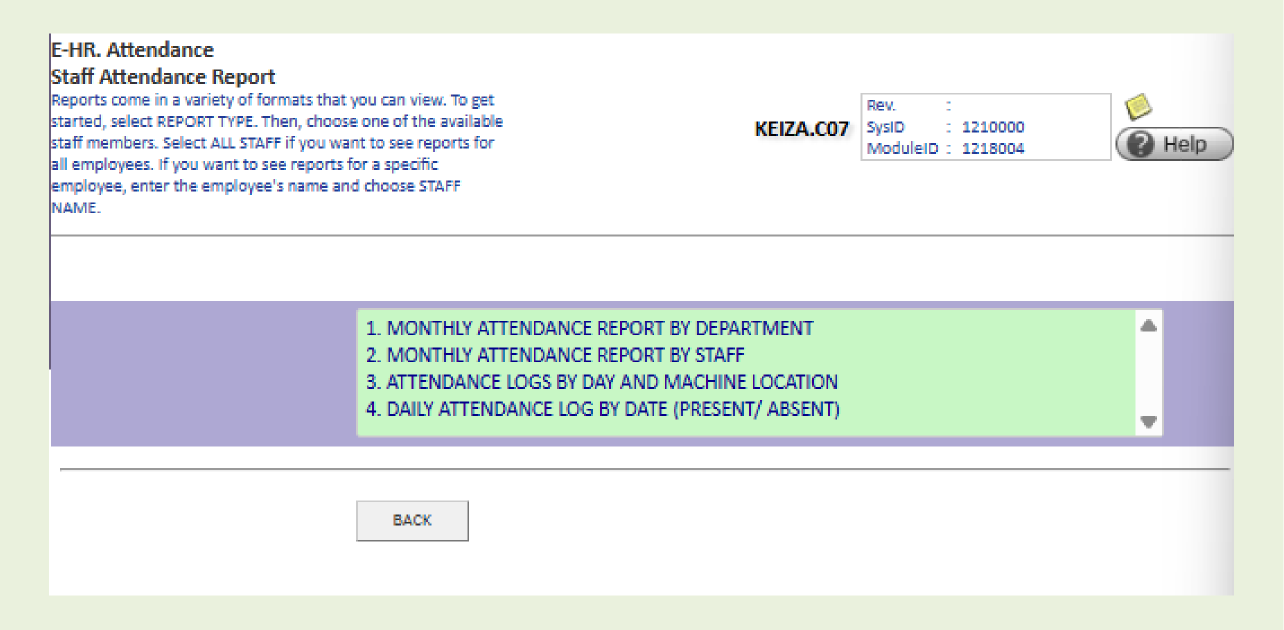
HOW TO USE

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.



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.

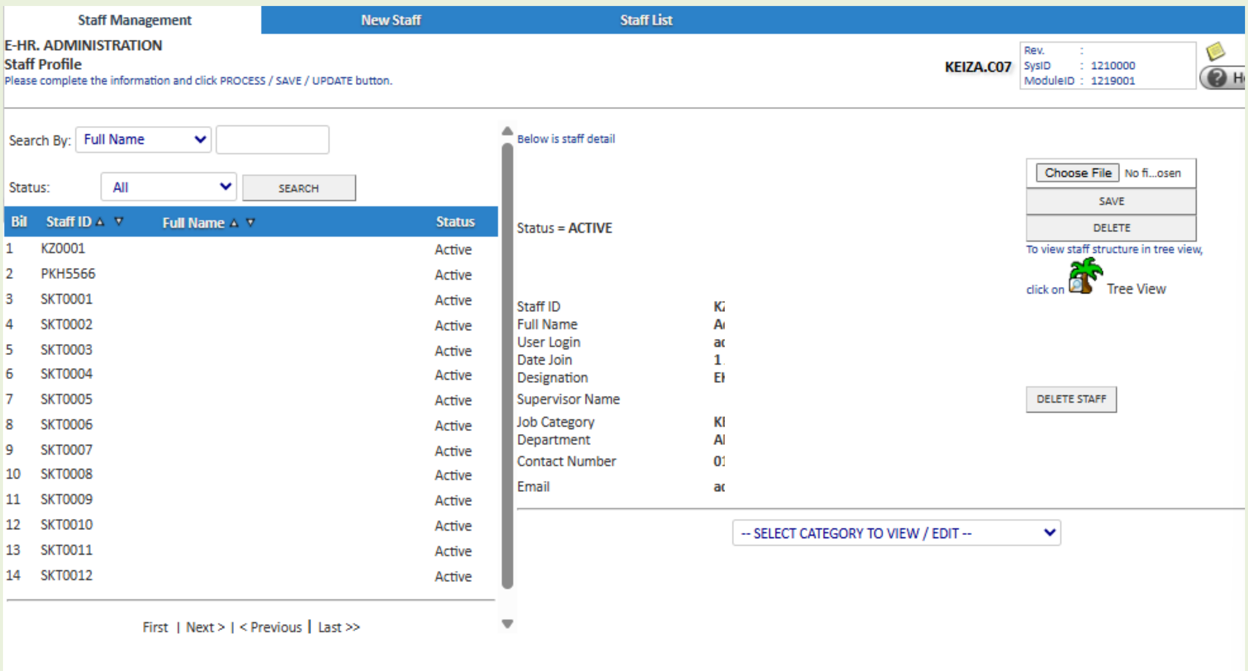
05 Select a staff member from the list to view their staff details.

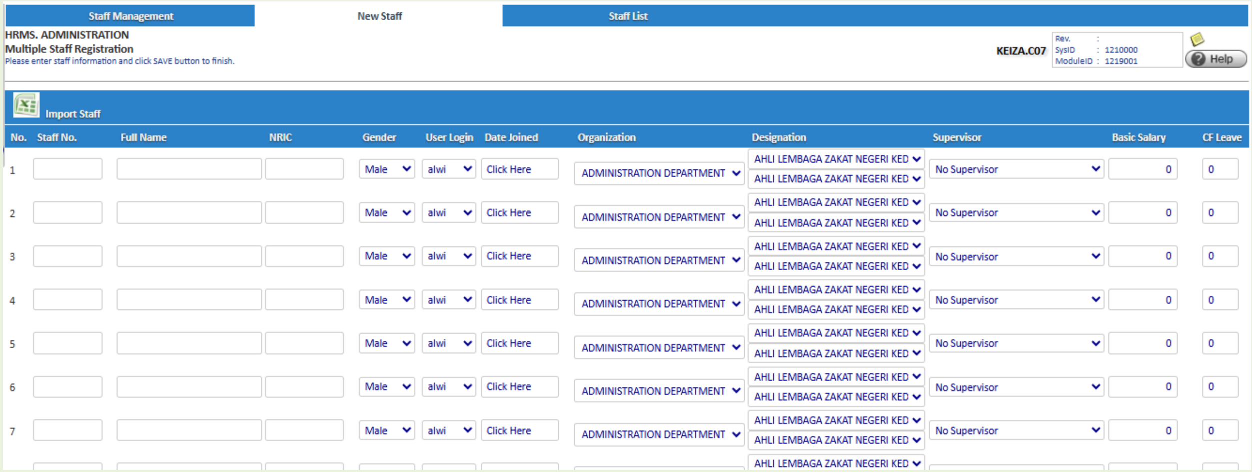
06 To add a new staff record, click **New Staff**.

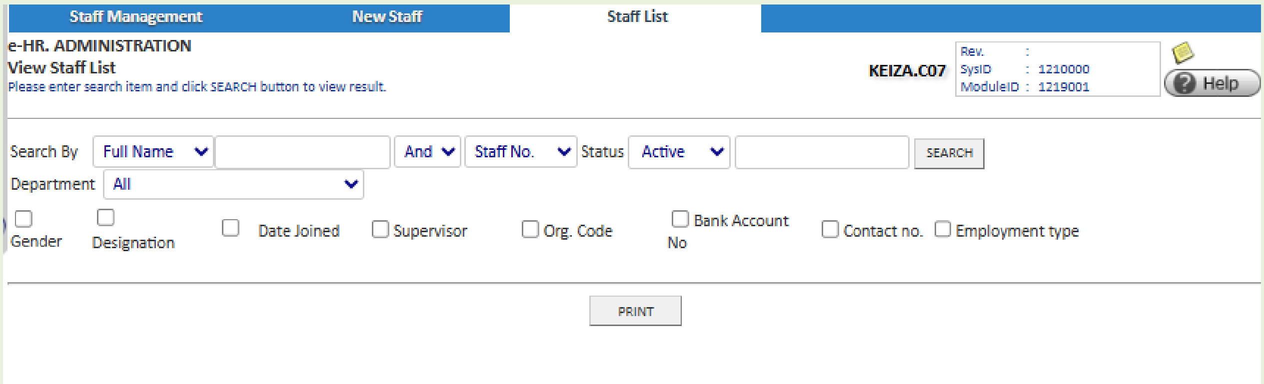
07 To view and search the complete staff list, click the **Staff List** tab. Select the required search criteria, status, department, and additional information to be displayed, then click **SEARCH**. Click **PRINT** to print the staff list.

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.




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
Male
alwi
Click Here
ADMINISTRATION DEPARTMENT
AHLI LEMBAGA ZAKAT NEGERI KED
No Supervisor


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 No
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.**

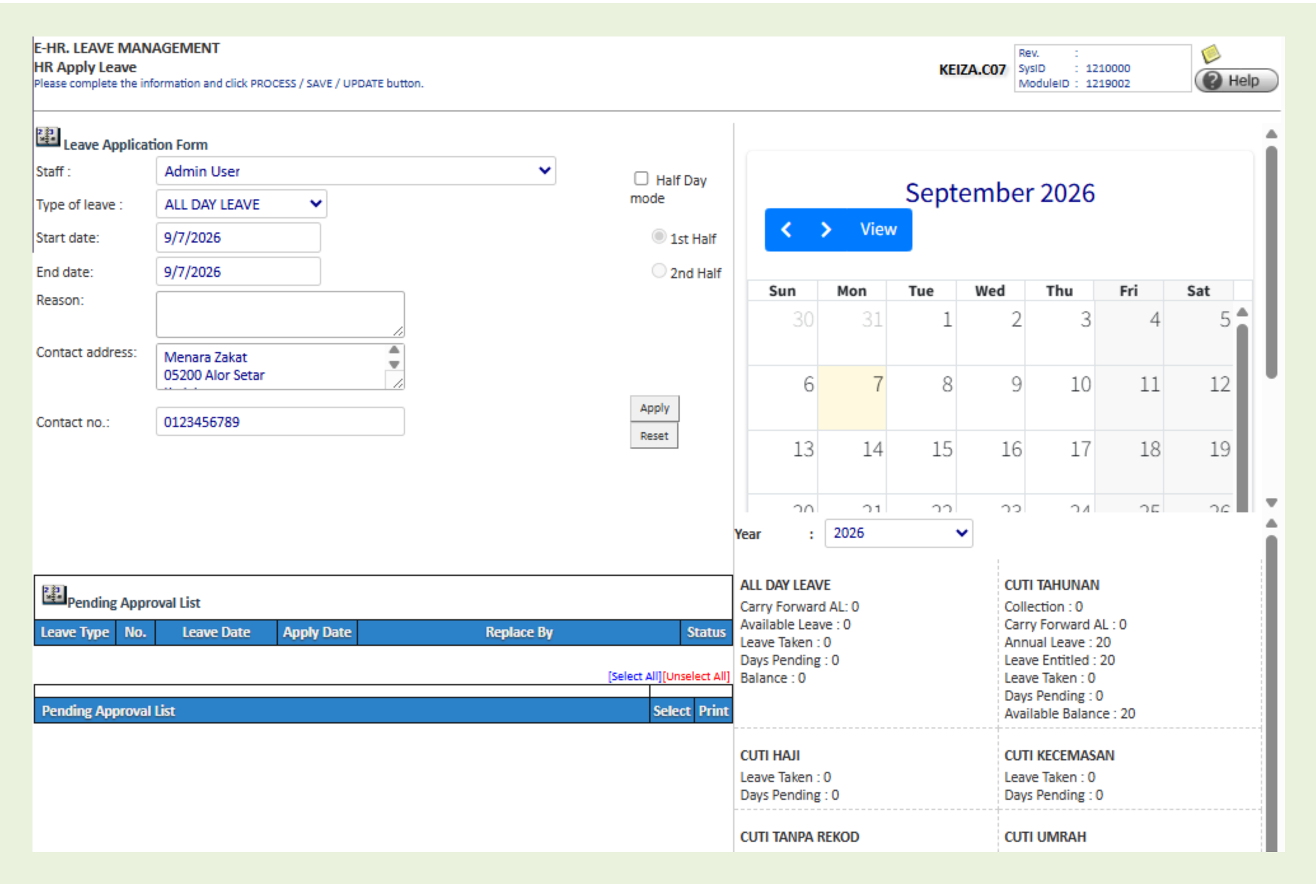
05 Enter the **Reason** for the leave application, **Contact Address** and **Contact No**

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.



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.

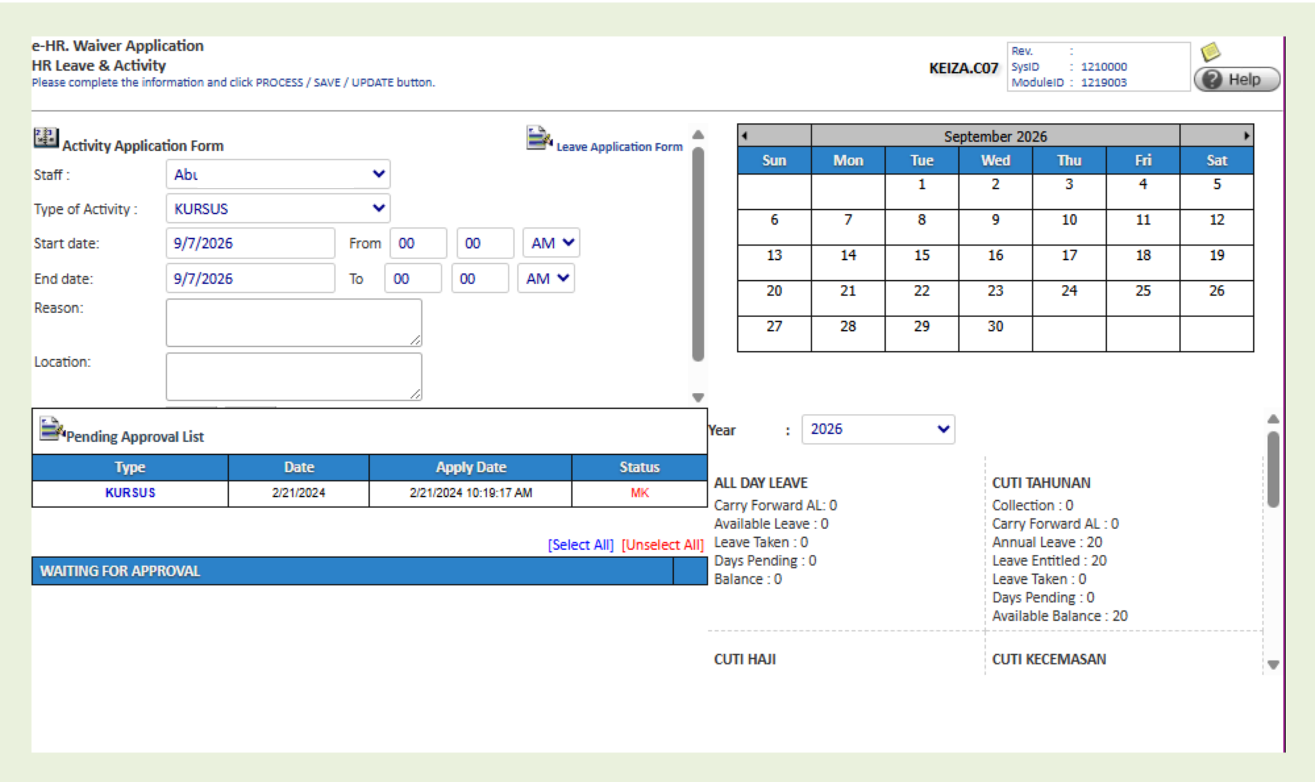
05 Enter the **Reason** for the activity application. Enter the **Location** of the activity.

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.



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

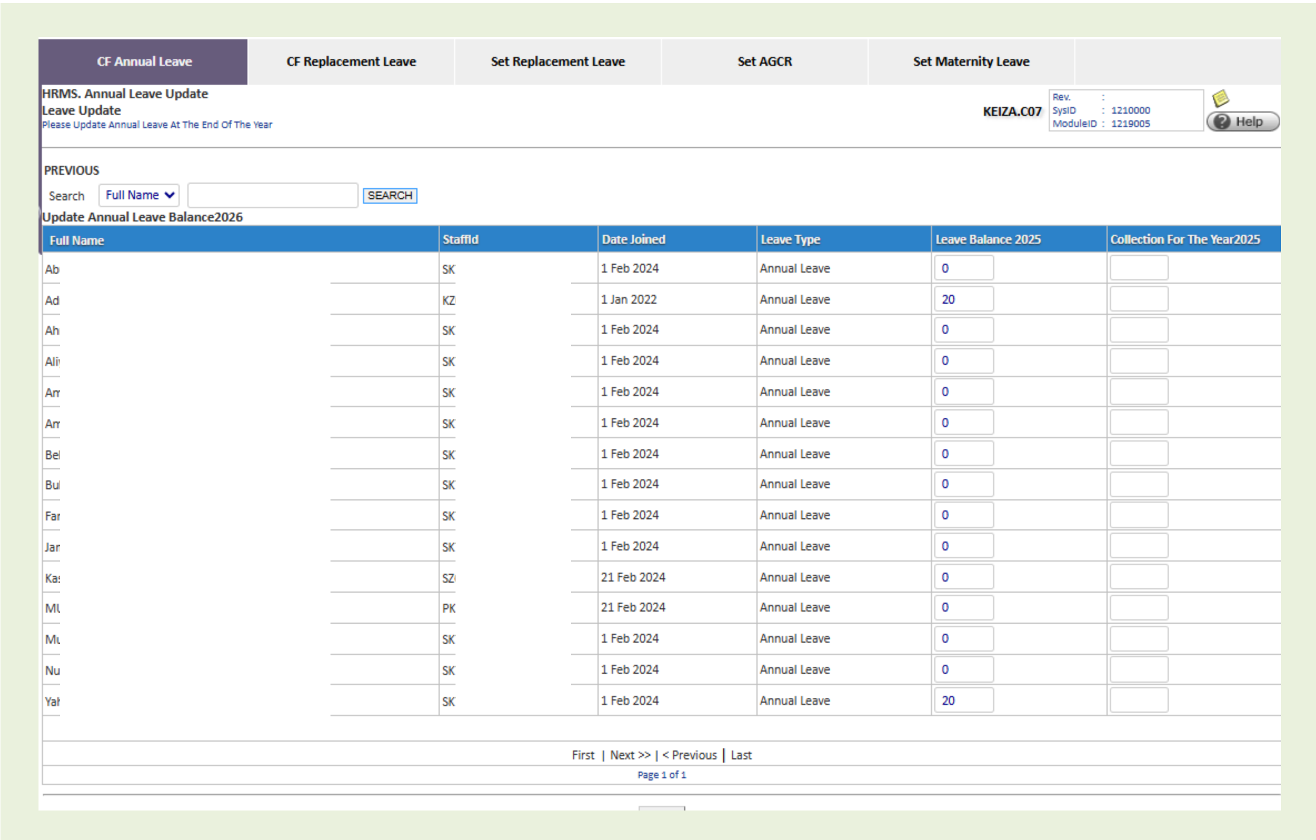
Used to set or update replacement leave entitlement for staff.

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. : SysID : 1210000 ModuleID : 1219005 Help

PREVIOUS
Search Full Name 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	
Ar	SK	1 Feb 2024	Annual Leave	0	
Ar	SK	1 Feb 2024	Annual Leave	0	
Be	SK	1 Feb 2024	Annual Leave	0	
Bu	SK	1 Feb 2024	Annual Leave	0	
Fa	SK	1 Feb 2024	Annual Leave	0	
Ja	SK	1 Feb 2024	Annual Leave	0	
Ka	SZ	21 Feb 2024	Annual Leave	0	
Mu	PK	21 Feb 2024	Annual Leave	0	
Mu	SK	1 Feb 2024	Annual Leave	0	
Nu	SK	1 Feb 2024	Annual Leave	0	
Ya	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.

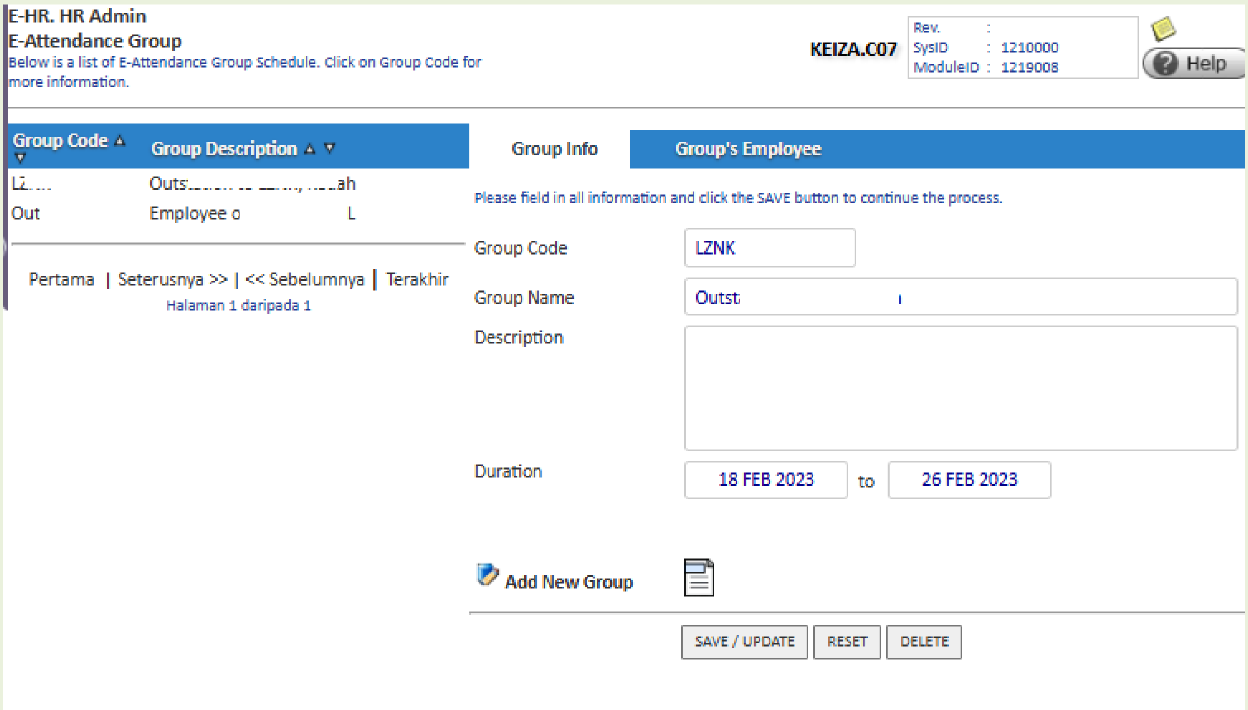
04 To create a new attendance group, click **Add New Group**.

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.



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

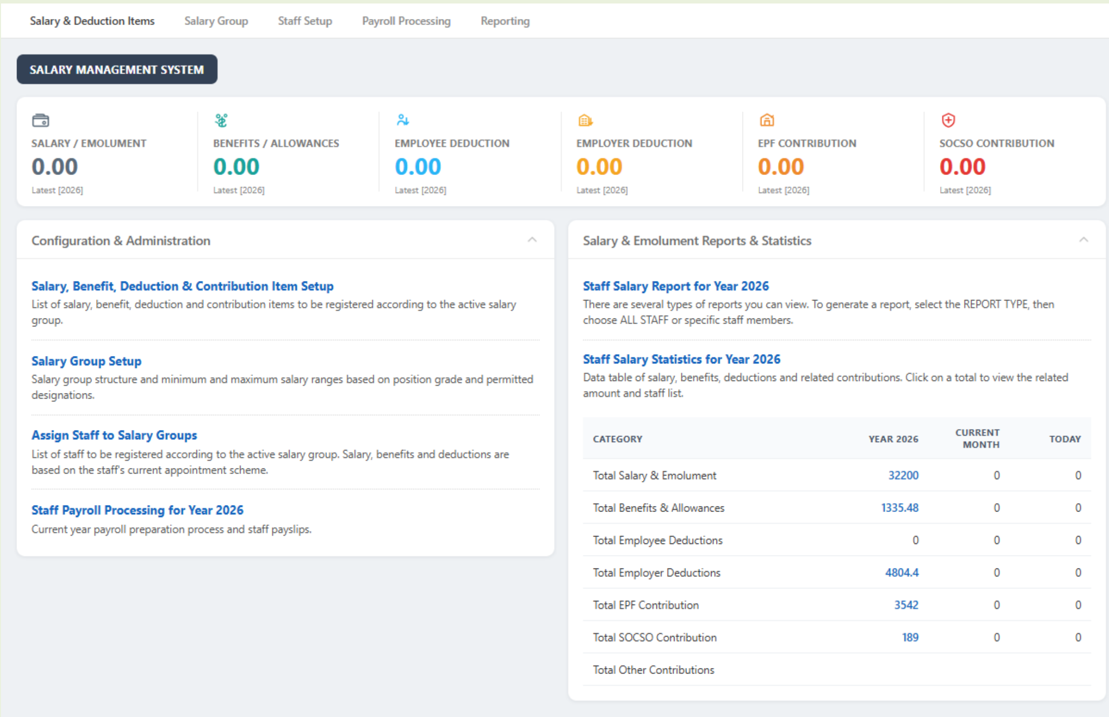
1. **Salary & Deduction Items**
   Used to manage salary, benefit, deduction, and contribution items.

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.



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.

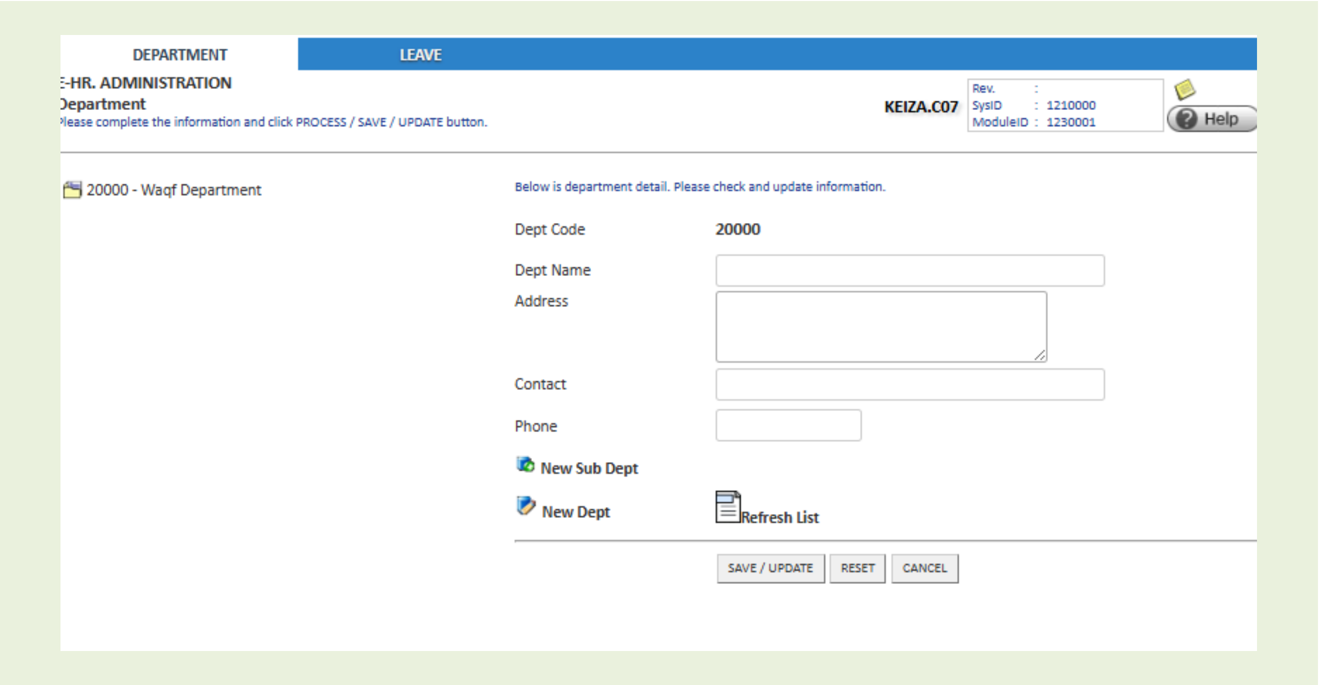
06 Click **RESET** to clear the information entered.

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.



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.

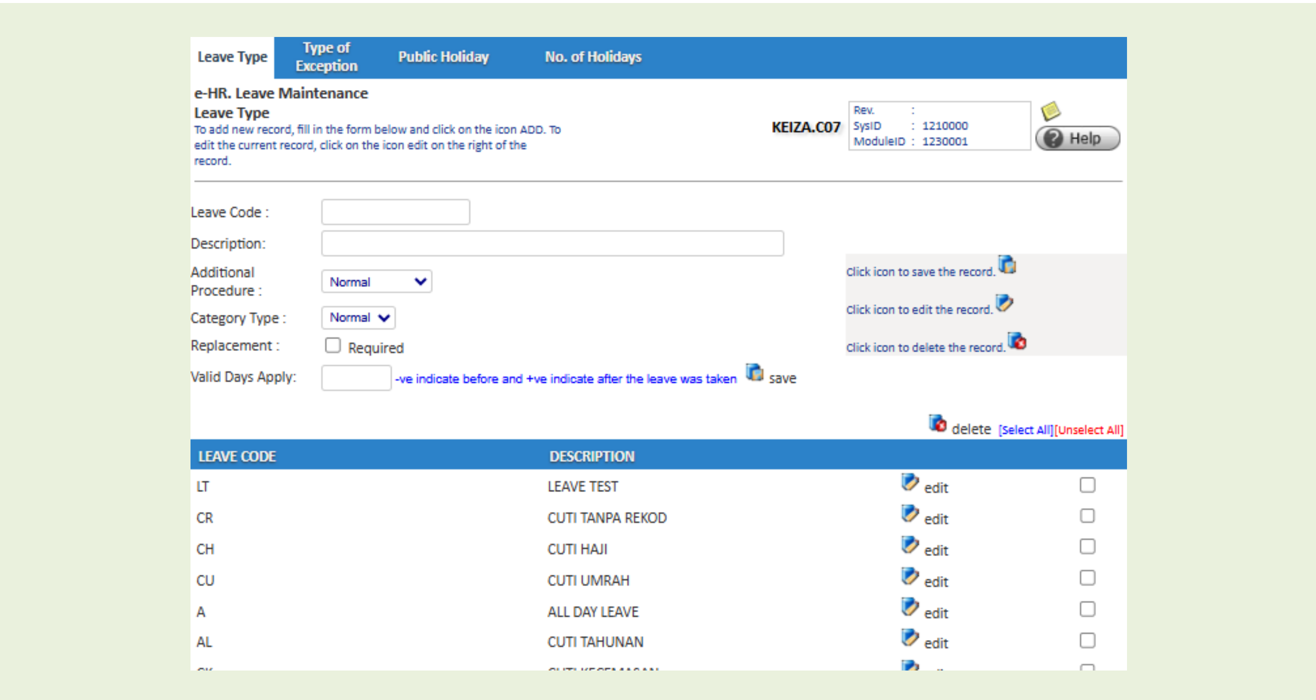
AVAILABLE TABS

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.



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.