

iHRS Series
eLEAVE

**SIT BACK &
ENJOY YOUR
LEAVE**



A web-based leave management system



Employee can check balance & apply leave.
Employee also can update personal details such as contact number, address and family details.



Leave application email notification to Supervisor.
Personal particular update email to HR personnel.



Supervisor approve or reject employee leave application.
Supervisor also can apply leave on behalf employee.



Approved / Rejected leave application Email notification to employee.



HR Personnel able to export leave record to payroll system for salary processing.
Able to print Analytical Leave Report.

Others feature

- Unlimited self defined leave with or without entitlement control.
- Leave application by Day or Hour.
- Cross month leave application.
- Leave calendar view for better leave visibility before approving leave for both employees and approver.
- Multiple rosters supported for different work groups, shifts, regions, states or countries.
- Flexible leave entitlement automatic calculation based on your company's policy for all at one go or earn-as-you-go.
- Easy automatic leave carry forward with or without periodical control.
- Replacement leave application with or without periodical control.
- Compliant with Malaysian Employment Act
- Flexible permission control from module to field.
- Flexible password control for different auditing requirement.

And many, many more features!

How can benefit you?

- Eliminate manual processes
- Save paper. Save tree. Save the Earth.
- Reduce HR Overhead Cost, Time and Workload.
- Save expensive office space
- Leave Planning made easier.
- Instant access to leave entitlement, leave balance and leave records.
- 24/7/365 – Available anytime, anywhere around the World just with a click.
- Remove geographical barrier between branches.
- Help enterprises in standardization of employment and labor costs control more effectively.
- We host and maintain the system. You don't have to install any software and you enjoy system upgrades and maintenance automatically.
- No upfront costs on infrastructure and large IT capital investments and software licenses.

Security Measures

We take our customer's data very seriously.

- 99.99% server guarantee up time.
- Securely hosted and maintained by XravelSOFT technical staffs.
- 24/7 round-the-clock security Data Centre.
- UPS & Pre-action fire suppression Data Centre.
- Comprehensive firewall protection.
- Secure Socket Level (SSL) Encryption – similar to Internet Banking.
- Secured based on best-practices standards and certified by GeoTrust.
- Session Expiry – timeout after a period of inactivity.
- Immediate response support time when encounter problems.
- Daily automated and manual backup performed on database.
- Backup stored in multiple sites for redundancy.
- Updated anti-virus protection.

Data Centre Location


- Data Centre located in secure site in AIMS Data Centre Sdn Bhd, Kuala Lumpur.
- AIMS Data Centre are ISO 27001: 2013, ISO/ IEC 20000-1: 2011 and ISO 9001:2008 certified.
- Guaranteed 1Mbps Internet Connection with up to 100Mbps of Shared Bandwidth capacity.
- Round-the-clock 24/7 security with CCTV digital camera surveillance.
- Emergency backup generator power.
- Climate controlled air-conditioned units.

How it Works?

Enter your **Username**, **Password** and click **Log in** to logon in your account



Login



*Required username and password

Username

Password

[Login](#)

- [Activate Account](#)
- [First time login?](#)
- [Forgot your password?](#)

How it Works?

The screenshot shows the xtravel SOFT iHRS dashboard. At the top, there is a dark green navigation bar with the logo on the left and user information on the right: "Hi, PATRICK", "My Account", "Debug", and "Logout". Below this is a secondary navigation bar with icons and labels for "Control Panel", "Account", "People", "Leave", "Document", and "Claim". The main content area has a "Control Panel" sidebar on the left. The main content starts with a welcome message: "Welcome, PATRICK! What would you like to do?". Below this is a "Dashboard" section containing eight interactive tiles: "My Account" (person icon), "Apply Leave" (calendar with 5 and pencil icon), "Leave Records" (calendar with pencil icon), "Approve Leave" (calendar with checkmark icon), "My Calendar" (calendar with 25 icon), "My Documents" (folder with person icon), and "Office Documents" (folder icon).

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Click **Apply Leave**



How it Works?

Apply Leave

Leave Name: ANNUAL LEAVE (AL)

Date from: 27-08-2013

Date to: 01-07-2013

Day: 2.5

Half day: None am pm

Attachment:

CC Others: EX004 ADELINE YEONG

Reason: Family Vacation

#	Date	Weekday	Day	Half Day
1	27-08-2013	Thursday	0.5 <input type="button" value="v"/>	PM <input type="button" value="v"/>
2	28-08-2013	Friday	1 <input type="button" value="v"/>	None <input type="button" value="v"/>
3	01-07-2013	Monday	1 <input type="button" value="v"/>	None <input type="button" value="v"/>

Fill up your leave requisition and click **Apply** to submit

#	Code	Leave Type	Description	Base	CFW	ANL	ERN	ENT	ADD	AVL	TKN	DED	ADV	FFT	FLT	BAL
1	AL	ANNUAL LEAVE		DAY	2	12		12		14	5	6				8
2	MC	MEDICAL LEAVE		DAY		14	14	14		14						14
3	UP	UNPAID LEAVE		DAY							1	1				
4	AD	ADDITIONAL LEAVE		DAY												
5	AV	ADVANCE LEAVE		DAY												
6	EL	EMERGENCY LEAVE		DAY							1					
7	RP(+)	ADD REPLACEMENT		DAY												
8	RP	REPLACEMENT LEAVE		DAY												



How it Works?

Pending Applications

#	Employee
1	EX007

Who's on Leave Today

#	Employee
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Approve Leave

Employee ID: EX007
Employee Name: PATRICK
Leave Name: ANUAL LEAVE

Available	Taken	Forfeit	Balance
5	0	0	5

On Leave

From	To	Days	Hours
27-06-2013	01-07-2013	2.5	0.0

Apply On: 27-06-2013 14:44:49
Reason: Family Vacation

Emails: EX004 ADELINE YEONG ✕
EX002 SHARON STONE ✕

Message: Enjoy

Approve Close

Hour	Remark	Action
	Reason Applied On	Approve Reject Details

Hour	Remark	Status	Action
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APPLY LEAVE NOTIFICATION [EX0008] - Unicode (UTF-8)

File Message

APPLY LEAVE NOTIFICATION [EX0007]
XravelSoft (postmaster@xravelsoft.com) Add contact
20/6/2013 11:16 AM
To: anthony@essb.com.my, adeline@essb.com.my;

APPLY LEAVE NOTIFICATION

Leave application below needs your approval-

Employee ID : EX0007
Employee Name : PATRICK
Date From : 27-06-2013
Date To : 01-07-2013
Day : 2.5
Hour : 0
Leave Type : ANNUAL LEAVE
Reason: : Family Vacation

Please click [HERE](#) to logon to approve the leave.

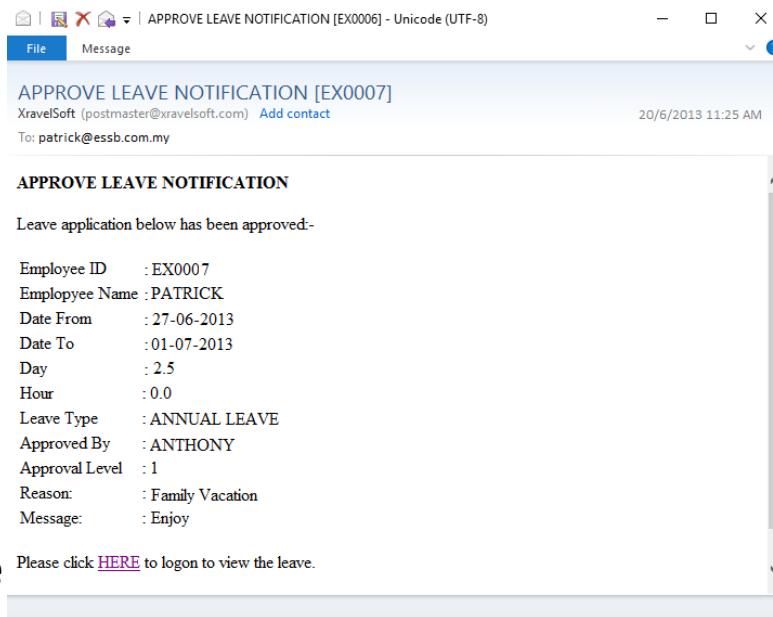
THIS IS AN AUTO GENERATED EMAIL. PLEASE DO NOT REPLY TO THIS EMAIL.



**Superior receive
notification &
logon to approve
leave**



How it Works?



Staff received notification on leave approving status



Pending Records List

[Apply Leave](#)

#	Date from	Date to	Leave Name	Day	Hour	Applied on	Remark	Action
Display # 20 <input type="button" value="Submit"/>								

History Records List

Status

#	Date From	Date To	Leave Name	Day	Hour	Applied on	Status	Remark	Action
1	27-06-2013	01-07-2013	ANUAL LEAVE	2.5		27-06-2013 14:44:49	APPROVED	Updater Approver Reason Message	<input type="button" value="Details"/>
Display # 20 <input type="button" value="Submit"/>									

How it Works?

Staff may also logon to their own account to update their personal details as permitted by HR personnel.



Personal Settings

Employee ID	EX007
First Name	PATRICK
Last Name	
Middle Name	
Nickname	
Name Format	<input checked="" type="radio"/> First Last <input type="radio"/> Last First <input type="radio"/> First Middle Last <input type="radio"/> Last Middle First
Name Display	<input checked="" type="radio"/> Full <input type="radio"/> Nick <input type="radio"/> First <input type="radio"/> Middle <input type="radio"/> Last
Birth Date	09-03-1989 Year 44 Month 3
New IC	690309-04-5109
Old IC	
Company Email	patrick@essb.com.my
Permanent Address	NO. 4 BLOK B, FLATS PKNS JALAN TUN RAZAK, KG. BARU 50400, KUALA LUMPUR.
Permanent Postcode	50400
Mailing Address	NO. 4 BLOK B, FLATS PKNS JALAN TUN RAZAK, KG. BARU 50400, KUALA LUMPUR.
Mailing Postcode	50400
Office Phone	Office Ext.
House Phone	
Cell Phone	
Other Phone	

Profile Photo



Browse...

Company Settings

Company Group	Excels Group
Company Name	Excel Systems Sdn Bhd

Personal Settings

Title	MR
Ethnic	OTHERS
Religion	OTHERS
Gender	MALE
Marital	SINGLE
Nationality	MALAYSIAN

Passport Settings

Passport

