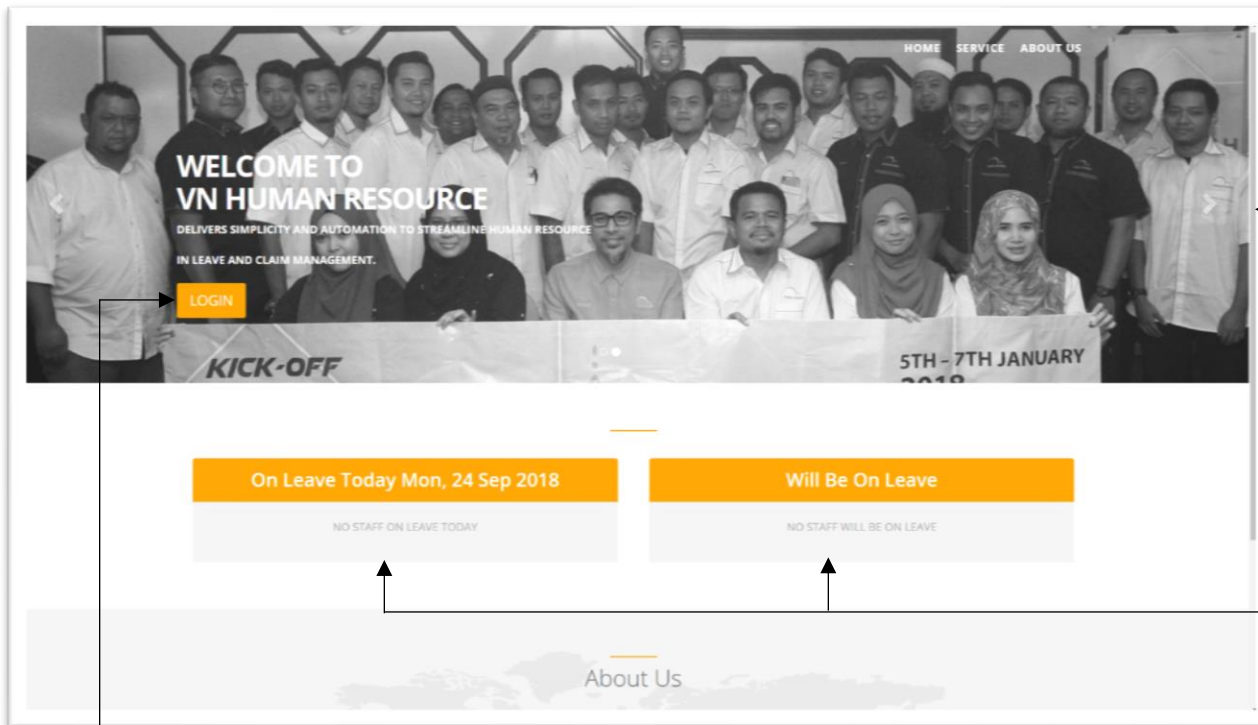


VN LEAVE MANUAL

HOMEPAGE

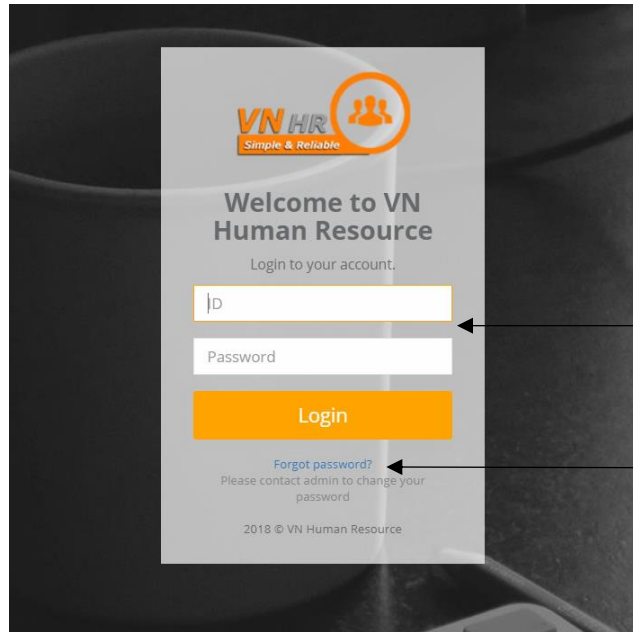


When user entered the url address, this page will be load before user can login into the system.

System will display which staff is on leave for current date and will be on leave.

Click 'login' button to login to the system.

Login Page



The image shows a login page for VN HR. At the top left is the logo with the text "VN HR" and "Simple & Reliable" below it, next to an icon of three people. Below the logo is the heading "Welcome to VN Human Resource" and the sub-heading "Login to your account.". There are two input fields: the first is labeled "ID" and the second is labeled "Password". Below these fields is an orange "Login" button. Under the button is a link "Forgot password?" with the text "Please contact admin to change your password" below it. At the bottom is the copyright notice "2018 © VN Human Resource".

Insert username and password and click login button.

Incase user forgot their username or password, please contact **admin** or **head of department** to change for a new username/password temporary.

STAFF SECTION

DASHBOARD

Total leave staff already applied.

Total staff leave already approved by HR.

Staff annual balance.

Total unpaid taken by staff.

The dashboard features a dark blue sidebar on the left with the 'venture nucleus' logo and user information for 'SYAMIL STAFF'. The main content area includes a top navigation bar with a 'Log out' button. Below this are four summary cards for the year 2018: 'Leave Applied' (1), 'Approved leave' (0), 'Annual Leave' (7), and 'Unpaid Leave' (0). A 'Calendar (Staff on Leave)' section displays a calendar for September 2018, with a 'today' button and navigation arrows. The calendar grid shows dates from 1st to 8th.

Staff edit profile and change password.

Calendar will display staff on leave based on current staff department.

EDIT PROFILE

Edit Profile ×

Full Name
MOHAMMAD ILMAN SYAMIL

Username
SYAMIL

Email
syamil@vn.net.my

Role
STAFF

Department
SDT

Superior
MOHAMMAD BIN AWALUDIN

Phone
013-3475859

Date of Employment
14/02/2017

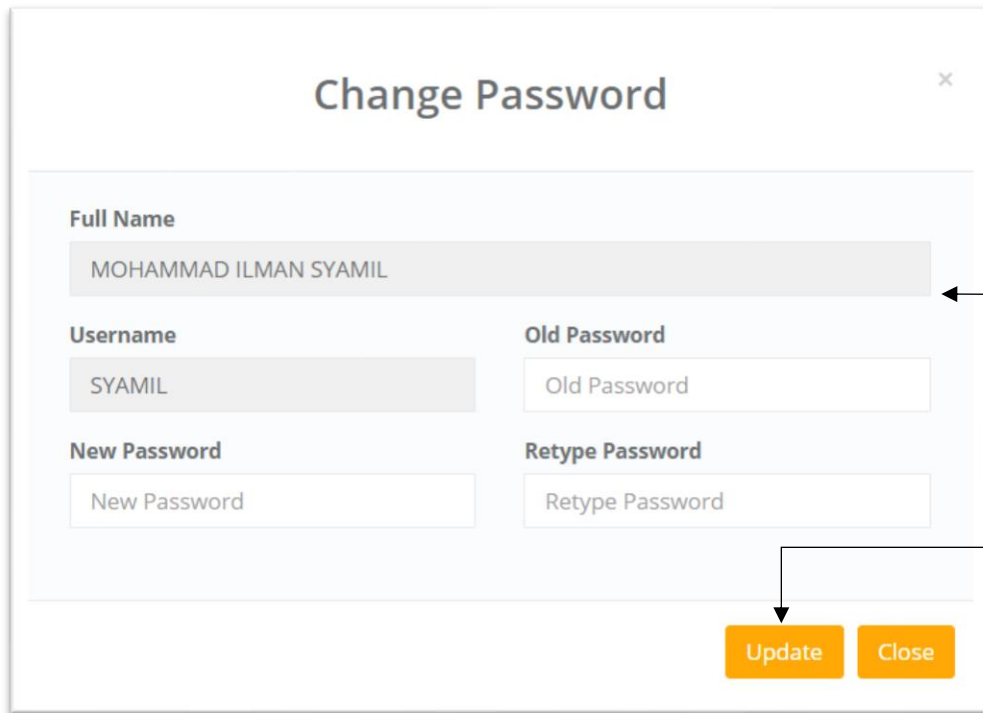
Address
KUALA LUMPUR

Update **Close**

Popup will appear and display current staff information.

When done making changes, click update button.

CHANGE PASSWORD



The image shows a 'Change Password' form with the following fields and buttons:

- Full Name:** MOHAMMAD ILMAN SYAMIL
- Username:** SYAMIL
- Old Password:** Old Password
- New Password:** New Password
- Retype Password:** Retype Password
- Buttons:** Update, Close

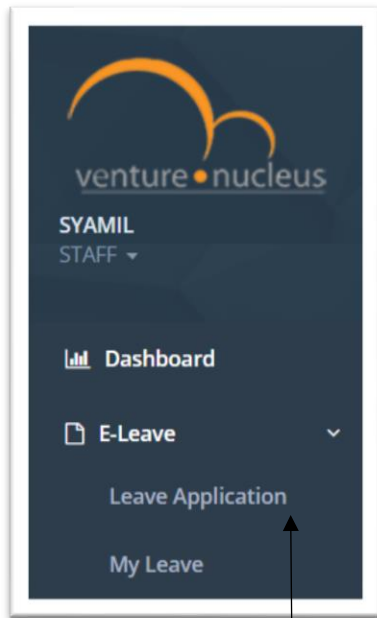
Annotations:

- An arrow points from the 'Old Password' field to a text box: 'Popup will appear and staff need to enter their old password first before they can change to a new password.'
- An arrow points from the 'Update' button to a text box: 'When done making changes, click update button.'

Popup will appear and staff need to enter their old password first before they can change to a new password.

When done making changes, click update button.

LEAVE APPLICATION

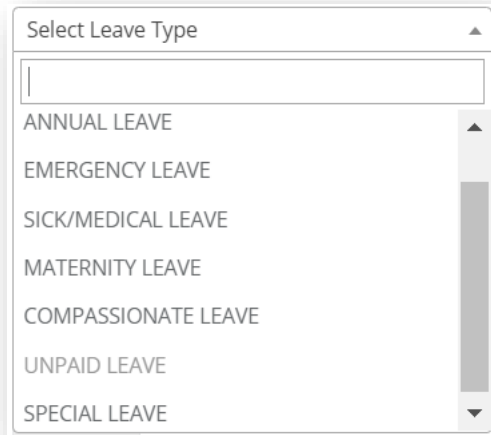
A web form titled 'Leave Application'. It contains several fields: 'Leave Type:' with a dropdown menu showing 'EMERGENCY LEAVE'; 'Emergency Type:' with a dropdown menu showing 'Select Emergency Type'; 'Half Day/Full Day:' with radio buttons for 'Half Day Morning', 'Half Day Evening', and 'Full Day'; 'Leave Start Date:' and 'Leave End Date:' with calendar icons; 'Total Leave Days:' with a text input field; 'Reason:' with a large text area; and 'Attachment:' with a 'Choose file' button and 'No file chosen' text. A yellow 'Register' button is located at the bottom right of the form.

In menu, select **E-Leave > Leave Application**.

Fill in all the * form. In **emergency/ medical leave**, staff are **required** to upload their attachment when apply. Email reminder will be sent to staff if they still not uploading the attachment on day 3 after their leave is **approved**. (Day 3 will be calculate based on **staff's leave start**).

After done fill all the form, click **register** button.

LEAVETYPE



A screenshot of a web application dropdown menu titled "Select Leave Type". The menu is open, showing a list of leave types: ANNUAL LEAVE, EMERGENCY LEAVE, SICK/MEDICAL LEAVE, MATERNITY LEAVE, COMPASSIONATE LEAVE, UNPAID LEAVE, and SPECIAL LEAVE. The menu has a search bar at the top and a scrollbar on the right side.

1. Annual Leave

Staff needs to apply 5 days before selected date.

2. Emergency Leave

Staff can apply immediately but attachment is **mandatory** to upload.

3. Sick/Medical Leave

Staff can apply immediately but attachment is **mandatory** to upload.

4. Maternity Leave

Staff can apply immediately and select any leave start, system will automatically calculate leave end date. (60 days).

5. Compassionate Leave

Only select this leave type when company approved.

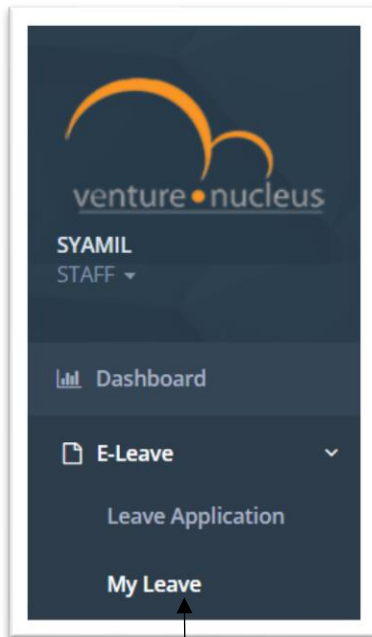
6. Unpaid Leave

Will be given selected this leave when staff annual already less than applied leave.

7. Special Leave

Staff needs to provide reason for selecting this leave type. Example current reason, umrah, married and others.

MY LEAVE



In menu, select **E-Leave > My Leave**.

No	Leave Type	Leave Start Date	Leave End Date	Leave Taken (Days)	Status	Details
1	ANNUAL	04/09/2018	06/09/2018	3	APPROVE BY HR	View
2	ANNUAL	27/09/2018	28/09/2018	2	APPROVE BY HR	View
3	EMERGENCY	26/09/2018	27/09/2018	2	PENDING	View Upload Edit Delete

System will display all his/her applied leave. When status leave is **approved**, staff **can't edit** his/her leave anymore. Upload button is active when staff apply as **emergency/medical** leave.

View, Upload, Edit, Delete button.

HEAD OF DEPARTMENT (HOD) SECTION

DASHBOARD

The dashboard features a dark sidebar on the left with the logo 'venture • nucleus' and the user name 'MOHAMMAD HOD'. The main content area has a top navigation bar with 'VN HR' and a welcome message 'WELCOME, MOHAMMAD BIN AWALUDIN'. Below this are four summary cards: 'Pending Approval' (2), 'Approved leave' (2), 'Annual Leave' (7), and 'Unpaid Leave' (0). A calendar for September 2018 shows a green bar for 'MOHAMMAD ILMAN SYAMIL' from Tuesday the 4th to Thursday the 6th.

Total pending needs to make approval.

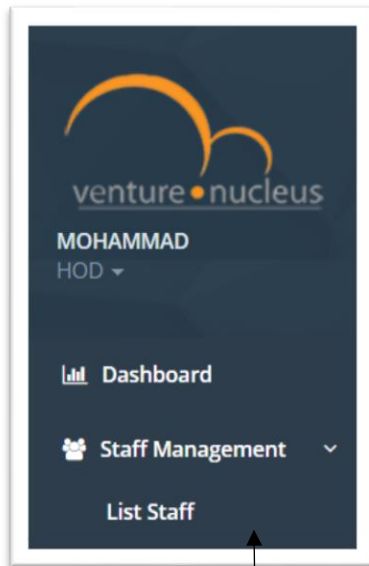
Total departments leave already approved by Admin.

HOD annual leave balance.

HOD unpaid leave taken.

Calendar will display staff on leave in his/her department.

Staff Management



In menu, select **Staff Management > List Staff**.

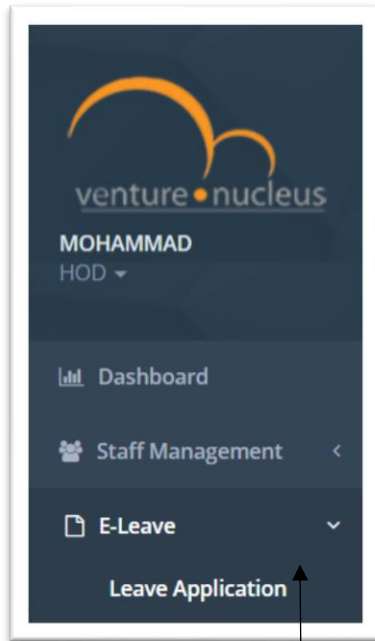
The 'List Staff' page displays a table of staff members under HOD supervision. The table includes columns for No, Username, Full Name, Email, Role, Department, Phone, and Action. A 'Register Staff' button is visible in the top right corner. An arrow points from the 'Action' column of the first row to the explanatory text box below.

No	Username	Full Name	Email	Role	Department	Phone	Action
1	MOHAMMAD	MOHAMMAD BIN AWALUDIN	mohammad@vn.net.my	HOD	SDT	017-7433562	[View] [Edit] [Lock] [Delete]
2	AMIRZAHID	AMIR ZAHID BIN HAMZAH	amirzahid@vn.net.my	STAFF	SDT	016-2150071	[View] [Edit] [Lock] [Delete]
3	HARYANA	HARYANA BINTI MAT DANI	haryana@vn.net.my	STAFF	SDT	014-9519068	[View] [Edit] [Lock] [Delete]
4	ZAHIDAH	NURUL ZAHIDAH BT. ABDUL AZIZ	zahidahaziz@vn.net.my	STAFF	SDT	013-9304393	[View] [Edit] [Lock] [Delete]
5	SYAMIL	MOHAMMAD ILMAN SYAMIL	syamil@vn.net.my	STAFF	SDT	013-3475859	[View] [Edit] [Lock] [Delete]
6	ZULAIKHA	ZULAIKHA BINTI KARIM	zulaikha@vn.net.my	STAFF	SDT	010-2065619	[View] [Edit] [Lock] [Delete]
7	HAZIMI	HAZIMI MAD NAZRI	hazimi@vn.net.my	STAFF	SDT	013-7995339	[View] [Edit] [Lock] [Delete]
8	MEOR	MEOR NAZRIN BIN MEOR AHMAD	-	STAFF	SDT	017-6269475	[View] [Edit] [Lock] [Delete]
9	ARIFF	MOHAMMAD ARIFF SAFUAN BIN ABDUL TALIB	ariffsafuan2111@gmail.com	STAFF	SDT	012-9918978	[View] [Edit] [Lock] [Delete]

System will list all staff under HOD supervision included his/her information.

View, edit information, change password and delete staff button.

LEAVE APPLICATION



Leave Application

Please enter leave details:

Leave Type:* EMERGENCY LEAVE

Emergency Type:* Select Emergency Type

Half Day/Full Day:*
 Half Day Morning
 Half Day Evening
 Full Day

Leave Start Date:*

Leave End Date:*

Total Leave Days:*

Reason:*

Attachment: Choose file | No file chosen

Register

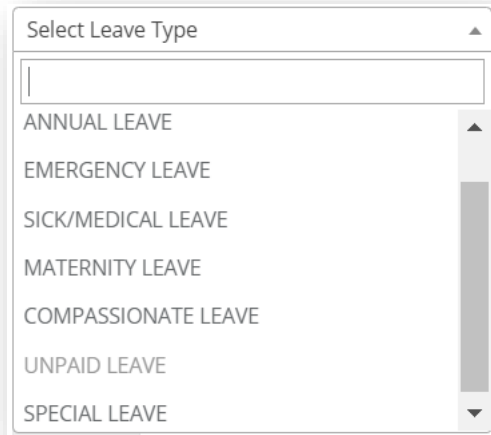
An arrow points from the 'Half Day/Full Day' section to the 'Reason' text box. Another arrow points from the 'Register' button to the instruction box on the right.

In menu, select **E-Leave > Leave Application**.

Fill in all the * form. In **emergency/ medical leave**, staff are **required** to upload their attachment when apply. Email reminder will be sent to staff if they still not uploading the attachment on day 3 after their leave is **approved**. (Day 3 will be calculate based on **staff's leave start**).

After done fill all the form, click **register** button.

LEAVE TYPE



A screenshot of a web application dropdown menu. The menu is titled "Select Leave Type" and is currently open, showing a list of seven leave types: ANNUAL LEAVE, EMERGENCY LEAVE, SICK/MEDICAL LEAVE, MATERNITY LEAVE, COMPASSIONATE LEAVE, UNPAID LEAVE, and SPECIAL LEAVE. The menu has a search bar at the top and a scrollbar on the right side.

1. **Annual Leave**

Staff needs to apply 5 days before selected date.

2. **Emergency Leave**

Staff can apply immediately but attachment is **mandatory** to upload.

3. **Sick/Medical Leave**

Staff can apply immediately but attachment is **mandatory** to upload.

4. **Maternity Leave**

Staff can apply immediately and select any leave start, system will automatically calculate leave end date. (60 days).

5. **Compassionate Leave**

Only select this leave type when company approved.

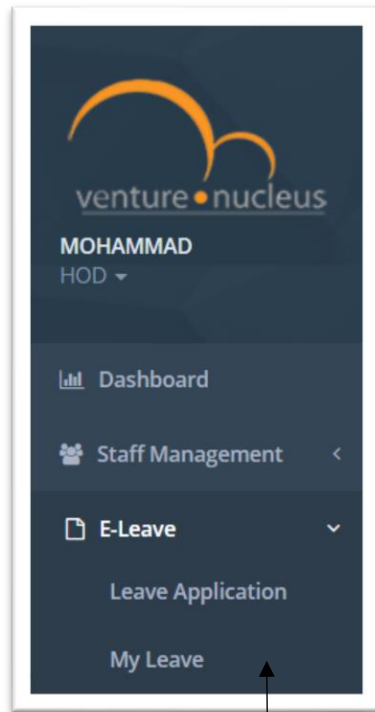
6. **Unpaid Leave**

Will be given selected this leave when staff annual already less than applied leave.

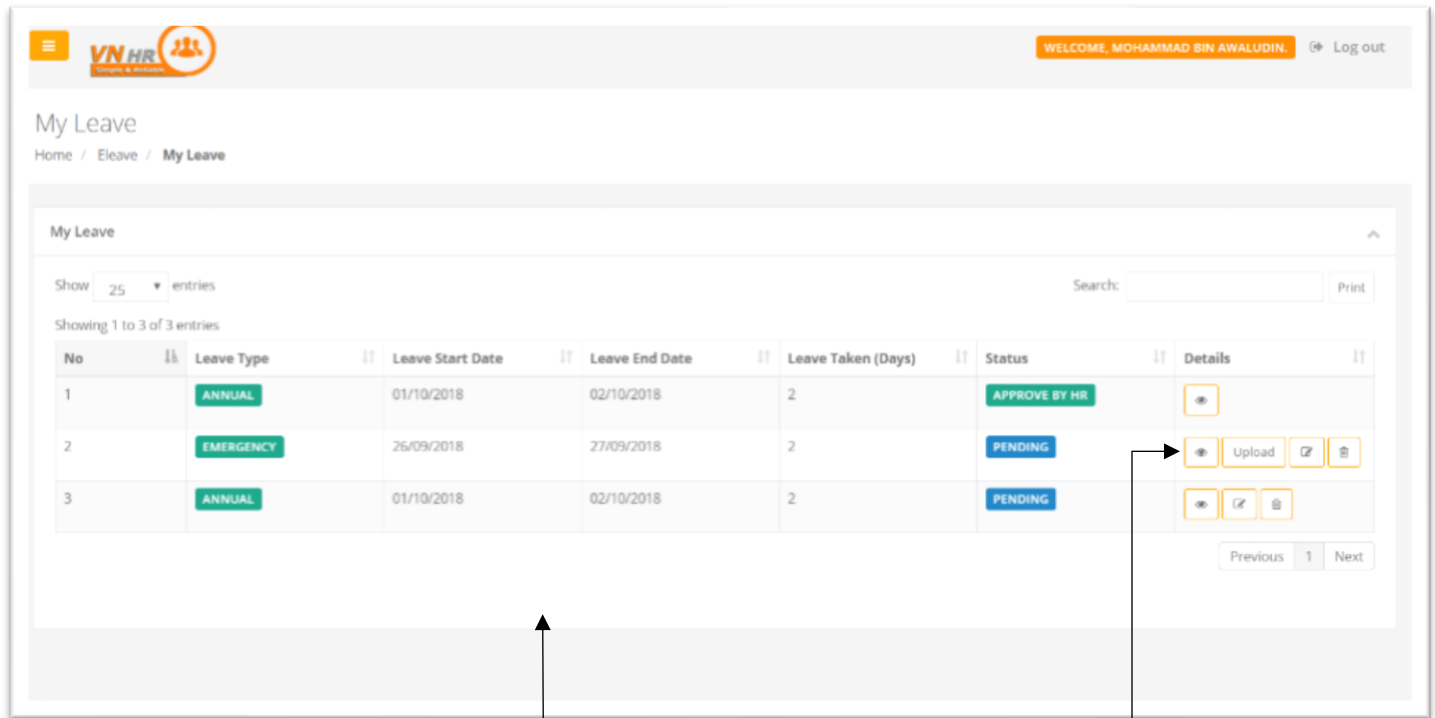
7. **Special Leave**

Staff needs to provide reason for selecting this leave type. Example current reason, umrah, married and others.

MY LEAVE



In menu, select **E-Leave > My Leave**.



System will display all his/her applied leave. When status leave is **approved**, staff **can't edit** his/her leave anymore. Upload button is active when staff apply as **emergency/medical** leave.

View, Upload, Edit, Delete button.

LEAVE DETAILS

venture nucleus

MOHAMMAD
HOD

Dashboard

Staff Management

E-Leave

Leave Application

My Leave

Leave Details

In menu, select **E-Leave > Leave Details**.

List Leave Details

Home / ELeave / Leave Details

Manage Staff Leave Details

Show 25 entries Search:

No	Name	Department	Date of Employment	Annual Leave Balance	Annual Leave Taken	Action
1	AMIR ZAHID BIN HAMZAH	SDT	28/11/2016	10	0	
2	HARYANA BINTI MAT DANI	SDT	28/11/2016	3	0	
3	NURUL ZAHIDAH BT. ABDUL AZIZ	SDT	14/02/2017	6	0	
4	MOHAMMAD ILMAN SYAMIL	SDT	14/02/2017	7	5	
5	ZULAIKHA BINTI KARIM	SDT	11/02/2017	10	0	
6	HAZIMI MAD NAZRI	SDT	11/02/2017	10	0	
7	MEOR NAZRIN BIN MEOR AHMAD	SDT	01/02/2017	10	0	
8	MOHAMMAD ARIFF SAFUAN BIN ABDUL TALIB	SDT	02/02/2017	10	0	

Showing 1 to 8 of 8 entries

HOD can view all staff leave **information** under his/her department.

By clicking view button, HOD can view all staff **leave history** under his/her department.

View Staff SYAMIL Leave Details

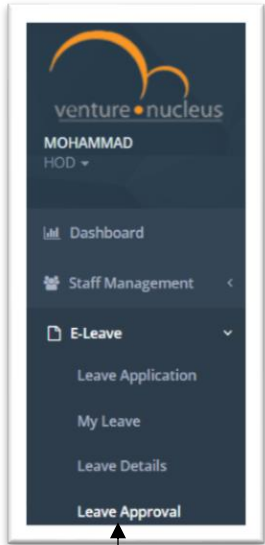
Staff Name
MOHAMMAD ILMAN SYAMIL

Leave History Leavetype

No	Type	Half Day	Leave Begin	Leave End	Days Taken
1	ANNUAL LEAVE	Full Day	04/09/2018	06/09/2018	3
2	ANNUAL LEAVE	Full Day	27/09/2018	28/09/2018	2
Total					5

Close

LEAVE APPROVAL



In menu, select **E-Leave > Leave Approval**.

No	Name	Department	Half Day	Leave Type	Leave Begin	Leave End	Leave Taken (Days)	Status	Details
1	MOHAMMAD ILMAN SYAMIL	SDT	FULL DAY	EMERGENCY LEAVE	26/09/2018	27/09/2018	2	PENDING	
2	MOHAMMAD ARIFF SAFUAN BIN ABDUL TALIB	SDT	FULL DAY	ANNUAL LEAVE	09/10/2018	10/10/2018			

When click status button, a popup confirmation will appear whether user wants to approve the leave. System automatically update status based on current staff status. **Pending > Approve > Reject > Approve**.

When click edit button on details, a popup will appear and display staff leave details.

HOD can view all staff leave waiting for **approval** under his/her department.

Confirm Update Leave Status No#1

Are you sure you want to update this leave status to **APPROVE** ?

Remarks

Remarks

Yes Close

Update Leave Approval No#1

Staff Name: MOHAMMAD ILMAN SYAMIL

Leave Start: 26/09/2018, Leave End: 27/09/2018

Status: PENDING, Leave Type: EMERGENCY LEAVE

Select Status

APPROVE BY HR, REJECT BY HR, PENDING, APPROVE BY HOD, REJECT BY HOD

HOD Remarks

Update Close

LEAVE REPORT

venture nucleus
MOHAMMAD
HOD ▾

- Dashboard
- Staff Management <
- E-Leave ▾
 - Leave Application
 - My Leave
 - Leave Details
 - Leave Approval
 - Leave Report

In menu, select **E-Leave > Leave Report**.

Leave Report
Home / E-Leave / Leave Report

Leave Report

Number	Item	Month	Year	Action
1	LIST OF STAFF	09 ▾	2018 ▾	Print
2	LEAVE DETAILS	09 ▾	2018 ▾	Print
3	LEAVE SUMMARY	09 ▾	2018 ▾	Print

HOD can view all leave report under his/her department.

ADMIN SECTION

DASHBOARD

Total pending needs to make approval.

Total departments leave already approved by Admin for all department.

Total pending leave staff for all department

Total rejected leave for all department.

The dashboard features four summary cards at the top, each with a title, a year indicator (2018), a large numerical value, and a descriptive subtitle:

- Pending Approval** (2018): 0. Total pending leave waiting for approval.
- Approved leave** (2018): 0. Total approved leave for all department.
- Pending Leave** (2018): 1. Total pending leave for all department.
- Reject Leave** (2018): 0. Total rejected leave for all department.

Below the cards is a **Calendar (Staff on Leave)** for **September 2018**. The calendar grid shows dates from 26 to 22. A yellow highlight is visible under the date 12 (Wednesday).

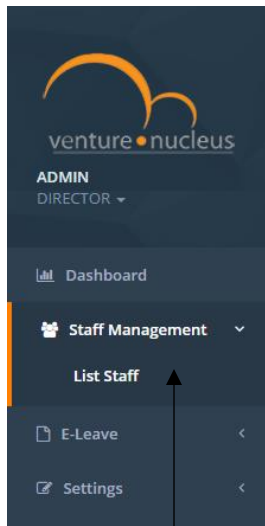
The sidebar menu for the **ADMIN DIRECTOR** role includes the following options:

- Profile
- Change Password
- Staff Management
- E-Leave
- Settings

Admin edit profile and change password.

Calendar will display staff on leave for all department.

STAFF MANAGEMENT



In menu, select **Staff Management > List Staff.**

Register staff button.

Register Staff

List Staff

Home / Staff Management / List Staff

List Staff Filter

Show 25 entries Search:

No	Username	Full Name	Email	Role	Department	Phone	Action
1	ADMIN	ADMIN BIN ADMIN	admin@gmail.com	DIRECTOR	MANAGEMENT	999	
2	FAIZAL	FAIZAL BIN JAMAT	faizalj@vn.net.my	DIRECTOR	MANAGEMENT	019-2141119	
3	AMIRFAIZAL	AMIR FAIZAL HUSAIN	amirfaizal@vn.net.my	STAFF	SMST	017-8802872	
4	AMIRZAHID	AMIR ZAHID BIN HAMZAH	amirzahid@vn.net.my	STAFF	SDT	016-2150071	
5	BADRUL	BADRUL HISHAM BIN AHMAD	badrul@vn.net.my	STAFF	PMO	019-3830113	
6	DELL	DALMATA RABIDAH BINTI MUALAP	dalmata@vn.net.my	STAFF	SALES	019-5328449	

System will list all staff registered in the system for all department.

View, Upload, Edit, Delete button.

REGISTER STAFF

x

Register New Staff

Full Name

Department **Role**

Superior **Username**

Password **Retype Password**

Email **Phone No**

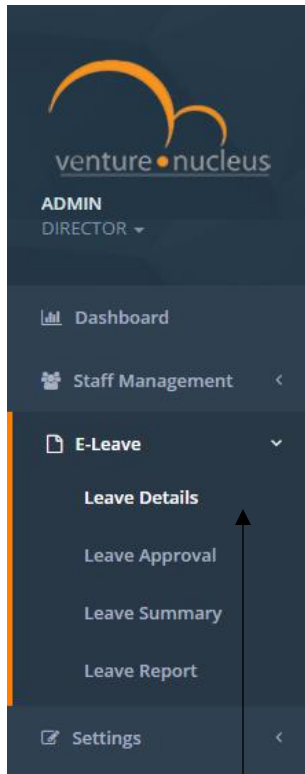
Date of Employment

Address

Popup will appear and admin need to fill the details of the staff to register.

When done enter their details, click register button to confirm.

LEAVE DETAILS



In menu, select **E-Leave > Leave Details.**

List Leave Details

Home / Eleave / Leave Details

Manage Staff Leave Details Filter

Show 25 entries Search:

No	Name	Department	Date of Employment	Annual Leave Balance	Annual Leave Taken	Action
1	ADMIN BIN ADMIN	MANAGEMENT	01/01/1970	100	0	
2	FAIZAL BIN JAMAT	MANAGEMENT	03/09/2018	14	0	
3	AMIR FAIZAL HUSAIN	SMST	01/01/1970	14	0	
4	AMIR ZAHID BIN HAMZAH	SDT	28/09/2018	14	0	
5	BADRUL HISHAM BIN AHMAD	PMO	01/01/1970	14	0	
6	DALMATA RABIDAH BINTI MUALAP	SALES	01/01/1970	14	0	
7	DICKY ZULKARNAIN BINTI MOHD TAUFIX	SALES	01/01/1970	14	0	
8	HARYANA BINTI MAT DANI	SDT	01/01/1970	14	0	
9	HAZIMI MAD NAZRI	SDT	01/01/1970	14	0	
10	IRWAN SYAZWAN BIN MOHD KHIR	SMST	01/01/1970	14	0	

Admin can view all staff leave **information.**

By clicking view button, Admin can view all staff **leave history.**

View Staff AMIRZAHID Leave Details

Staff Name: AMIR ZAHID BIN HAMZAH

Leave History Leavetype

No	Type	Half Day	Leave Begin	Leave End	Days Taken
					Total

Close

LEAVE APPROVAL

List Leave
Home / Eleave

When click status button, a popup confirmation will appear whether user wants to approve the leave. System automatically update status based on current staff status. **Pending > Approve > Reject > Approve.**

When click edit button on details, a popup will appear and display staff leave details.

venture nucleus
ADMIN
DIRECTOR
Dashboard
Staff Management
E-Leave
Leave Details
Leave Approval
Leave Summary
Leave Report
Settings

Manage Staff Leave Approval
Month: 09 Status
Show 25 entries Search:
Table with columns: No, Name, Department, Half Day, Leave Type, Leave Begin, Leave End, Leave Taken (Days), Status, Details.
Popups: Confirm Update Leave Status No#1, Update Leave Approval No#1

No	Name	Department	Half Day	Leave Type	Leave Begin	Leave End	Leave Taken (Days)	Status	Details
1	MOHAMMAD ILMAN SYAMIL	SDT	FULL DAY	ANNUAL LEAVE	04/10/2018	05/10/2018	2	PENDING	[Edit]
2	MOHAMMAD ILMAN SYAMIL	SDT	FULL DAY	ANNUAL LEAVE	04/10/2018				
3	MOHAMMAD ILMAN SYAMIL	SDT	FULL DAY	ANNUAL LEAVE	09/10/2018				
4	MOHAMMAD ILMAN SYAMIL	SDT	FULL DAY	ANNUAL LEAVE	16/10/2018				
5									
6									
7									

In menu, select **E-Leave > Leave Approval.**

Admin can view all staff leave waiting for approval.

LEAVE SUMMARY

Leave Summary

Home / E-Leave / Leave Summary

When click edit button on details, a popup will appear and display staff leave summary. Admin can update the summary for any purpose.

venture nucleus

ADMIN
DIRECTOR ▾

- Dashboard
- Staff Management <
- E-Leave ▾**
 - Leave Details
 - Leave Approval
 - Leave Summary**
 - Leave Report
- Settings <

In menu, select **E-Leave > Leave Summary**.

Annual Leave Summary

Show 25 entries Search:

No	Name	Department	Entitle (Days per year)	Taken (Days)	Current (Days)	Balance (Days)	Unpaid (Days)	Action
1	ADMIN BIN ADMIN	MANAGEMENT	100	0	0	100	0	
2	FAIZAL BIN JAMAT	MANAGEMENT	14	0	0	14	0	
3	AMIR FAIZAL HUSAIN	SMST	14					
4	AMIR ZAHID BIN HAMZAH	SDT	14					
5	BADRUL HISHAM BIN AHMAD	PMO	14					
6	DALMATA RABIDAH BINTI MUALAP	SALES	14					
7	DICKY ZULKARNAIN BINTI MOHD TAUFIX	SALES	14					
8	HARYANA BINTI MAT DANI	SDT	14					
9	HAZIMI MAD NAZRI	SDT	14					
10	IRWAN SYAZWAN BIN	SMST	14					

Update Leave Summary Staff ADMIN

Full Name: ADMIN BIN ADMIN

Department: MANAGEMENT Entitle (Days per year): 100

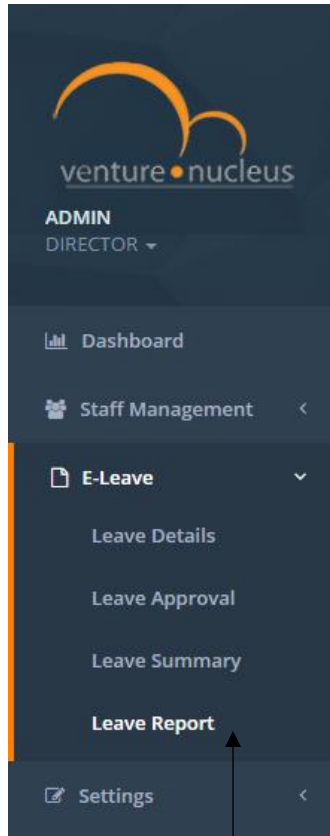
Taken (Days): 0 Current (Days): 0

Balance (Days): 100 Unpaid (Days): 0

Update Close

Admin can view all staff annual leave summary.

LEAVE REPORT



In menu, select **E-Leave > Leave Summary**.

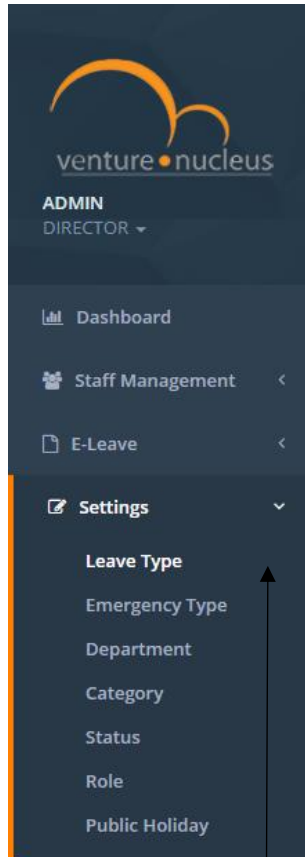
Admin can view all staff leave report.

Leave Report

Home / E-Leave / Leave Report



Number	Item	Department	Month	Year	Action
1	LIST OF STAFF	All	09	20...	Print
2	LEAVE DETAILS	All	09	20...	Print
3	LEAVE SUMMARY	All	09	20...	Print

SETTINGS



In menu, select **Settings**.

The screenshot shows the 'List Leave Type' page in the Venture Nucleus system. The page has a breadcrumb trail: Home / Setting / List Leave Type. The main content area is titled 'Manage Leave Type' and contains a table with 7 entries. The table has columns for 'No', 'Name', and 'Action'. The 'Action' column contains icons for 'Edit' and 'Delete'. Three popups are shown: 'Register New Leave Type' (top right), 'Edit Leave Type' (middle right), and 'Confirm Delete Leave Type' (bottom right). Arrows point from the 'Register Leave Type' button in the top right to the 'Register New Leave Type' popup, and from the 'Edit' and 'Delete' icons in the 'Action' column to the 'Edit Leave Type' and 'Confirm Delete Leave Type' popups respectively.

No	Name	Action
1	ANNUAL LEAVE	 
2	EMERGENCY LEAVE	
3	SICK/MEDICAL LEAVE	
4	MATERNITY LEAVE	
5	COMPASSIONATE LEAVE	
6	UNPAID LEAVE	
7	SPECIAL LEAVE	

When click on **Register Leave Type** button, a popup will appear to register leave type.

Admin can view all list leave type.

When click **Edit & Delete** button on action button, a popup will appear and display edit & delete leave type.