

**365 HR  
Service**



**HR SUITE OF SOLUTION**

**365HR Service Leave Management**

# Leave Management Modules

## 365HR Service of Solutions

- The Modules within the 365HR Service suite of Solution recommended for Leave Management, are stated :-
  - Human Resources System Console (HRSC)
  - Human Resources Personal Bio Management (HRPBM)
  - Human Resources Leave Management (HRLM)

Two Module are the compulsory Module within the 365Hr Service solution offering as they act the controlling module within the suite of solution and they HRSC and HRPBM.

- **Automated Leave Benefits Calculations**

With HRLM, all calculations of leave entitlement are managed by system. Criteria's based on the organisations employee handbook for leave entitlements are set into the system thus enabling the solution to allocation the appropriate lave benefits to each employee.

- **Workflow enabled leave Applications**

Linked to the HRLM is the HR Approval Management that enables workflow procedures to be put in place. This would in turn enable solution control routing for leave approval processing.

The solution is also able to link to common email engines so as to trigger email alerts to the appropriate superiors for action. Again this would reduce turnaround time and workload to personnel's in-charge.

- **Extensive export functionality**

365HR Service HRLM provided a comprehensive list of report as standard feature. Even Linked to the HRLM is the HR A with this also supports a third-party reporting tool (BI Reporting Tool) for users to generate many more reports as per the organizational needs.

It also support data exports to other reporting tools like MS Excel Pivot Report for ad-hoc reporting purposes.



## 365HR Service suite of solutions :-

Functionalities Of 365hr Service Solutions	Leave Management Modules
<b>Leave Management Module</b> <ul style="list-style-type: none"><li>Automated Leave Entitlement calculations base on the criteria set by the organization</li><li>Accessible function group</li><li>Base one User login to apply or view leave type</li><li>Transaction locking</li><li>Field locking</li></ul>	<b>Comprehensive Template report for audit trails</b> <b>Report export functions to MS excel and plain text formats.</b>
<b>Transaction Audit record</b> <ul style="list-style-type: none"><li>Any data update , delete, edit, add will save to audit record by "timestamp".</li></ul>	<b>Leave Reports available are shown :</b> <ul style="list-style-type: none"><li>Leave balance report by leave type and employees</li><li>Leave taken report by leave type</li><li>Leave taken report by marital status</li><li>Leave taken report by job grade / job title</li><li>Leave taken report by race</li><li>Leave taken report by division / department</li><li>Pending leave report</li><li>Qualified or rejects leave report</li><li>And others...</li></ul>
<b>365HR Service Leave Management setups that encompasses:-</b> <ul style="list-style-type: none"><li>E-leave information</li><li>Calendar View available organisation setup</li><li>Organisation group for ease of Leave application</li><li>Ability of Leave application for Full Day, 1<sup>st</sup> Half and 2<sup>nd</sup> Half of the day or by Time Hour / Time Minutes.</li><li>Single view of leave applied</li><li>Leave cancellation function as long as not yet approval by superior in the system</li><li>Job grade and job title maintenance</li><li>Leave application by date range available</li><li>Eliminates duplicate application to go on leave</li><li>Blocks leave application on non-working days</li><li>Replacement leave application function for carried forward leaves</li><li>Accumulation of leave to next year or also known as carry forward process.</li><li>Unlimited Leave type configurations</li><li>Leave cut-off date</li><li>Leave Entitlement by Job Grade /Job Title</li><li>Apply leave, By Leave Sequence</li><li>Carry forward by leave balances rule</li><li>Leave Deductions and Payback</li></ul>	<b>Web Enabled Leave application engine</b> <b>Workflow enabled leave application with routing features (with HR Approval Management)</b> <b>KIOSK enabled Leave application engine</b> <b>Monitor employee leave transaction history</b> <b>Comprehensive report which covers:</b> <ul style="list-style-type: none"><li>Report By Pivotal</li></ul>
<b>365HR SERVICE AUDIT TRAILS MANAGEMENT FOR ALL MODULE</b>	

For more information about 365HR Service Solutions :-

No 34, Jalan Bandar 13, Pusat Bandar Puchong, 47100  
Puchong, Selangor Malaysia. Tel : +6010-316-2460  
E: [admin@find-me.com.my](mailto:admin@find-me.com.my)