

# Employee Relation System

# Web Leave



## Web Leave/OT (ERS-Leave)

Version English

Employee Relation System

Web Leave Management

- Leave Management
- OT Management



### ทำเนียบดีคุณภาพด้วยรางวัล

- ★ โทรศัพท์ติดต่อ 2 ปีซ้อน 2551-2552
- ★ สุดยอด SMEs แห่งชาติ ประจำปี 2552 (SMEs National Awards 2009) ประเภท Software & Application



Certificate No.7859

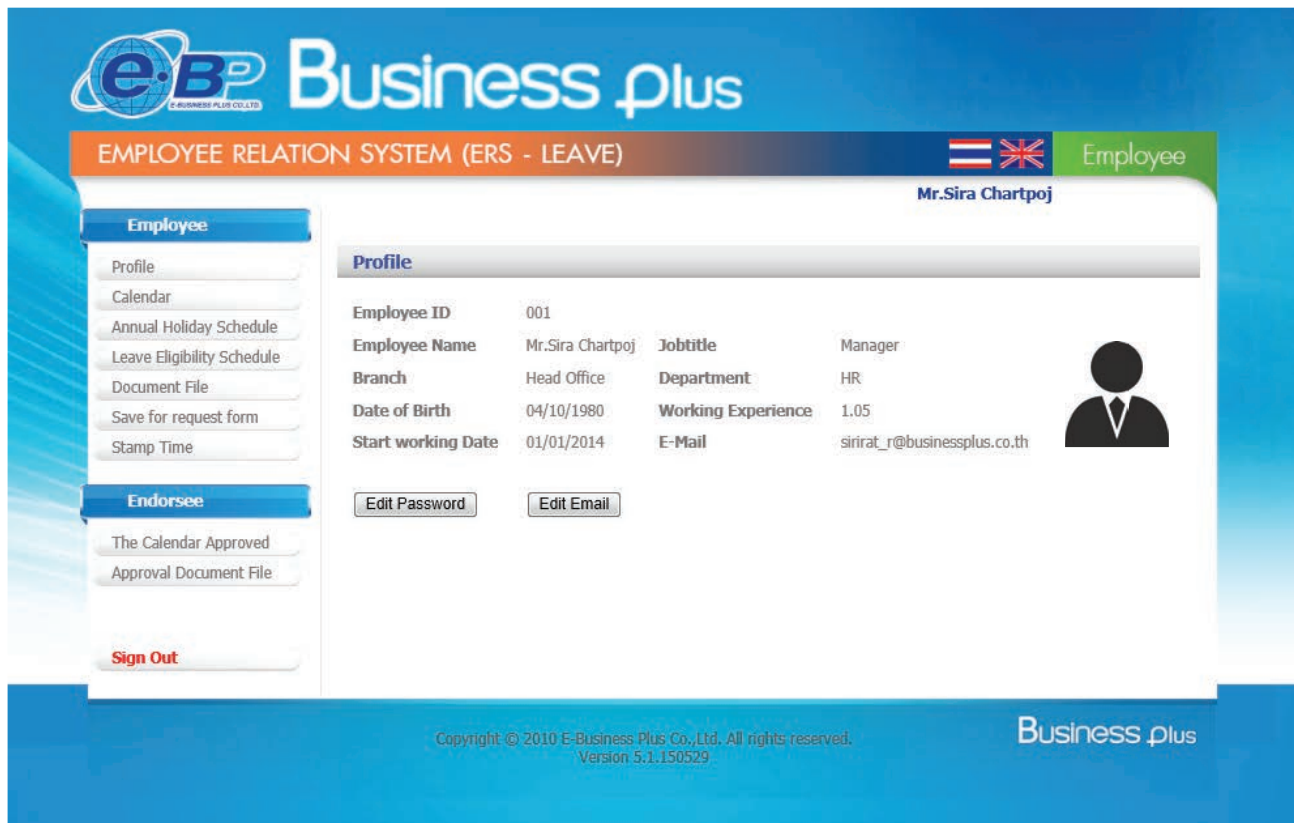
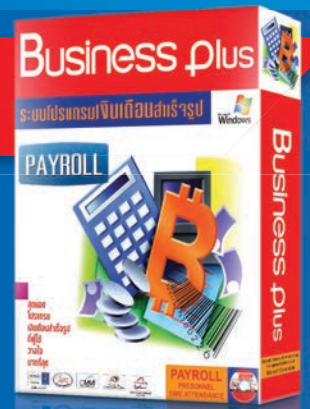


TQS / ISO 15504 Certificate No. SPI 28-2009/003



# Web ERS Leave/OT

Employees Relation System – for leave and OT management system through the Web (Compatible with the Payroll System)



The system allows employees to apply for all type of leave and overtime request without having to fill in a company paper forms. Only fill and save the details for leave and overtime through the web. Beneficially, to reduce and more flexible for personal and operation process for HR. For example, an approval, check for an Authentication and manpower before approve and also online approval by the organization level. Additionally both ERS systems also transfer the result to both Business Plus payroll and Time Attendance. Moreover, also define your basic settings. Either on the payroll or on the Web

## General Features

- To define basic information on the web such as set up branch, department, position, some necessary employees data are required to record on the web, Eligibility leave, organization chart and manpower, work schedule and annual holiday etc. (Specific set up only part that compatible with Business plus payroll system). The process would be recorded only once time but the result would be displayed in both system automatically either on the web or payroll system.
- Support for customs logo and banner to create the unique form of company.
- To set up Cutoff date for the annual leave entitlement. On the date specify, web-based will clear all previous transaction then start up with the new count. Unnecessary to comply with the salary payment. The system will also display the number of leave as real time.
- There are consisted to 2 parts;
  1. Leave Request
  2. Overtime (OT) Request

## Part 1 : Leave Request

### Record for Leave Request

- Employees can request transaction through the web by your own.
- Employees can check their current leave eligibility, leave used up to date and leave balance based on salary period for real time (compatible to Business plus Advanced Right) When
- specify the date request, the system can calculate the number of day and hours automatically.
- Employees can attach a medical certificate or other references document for the approver to clarify and consider before approve.
- Auto E-mail notification system direct to the approver based on organization level.

### Substitute for Leave Request

For some employees who have no authorize to access the computer. The system would be designed the substitute for Leave Request to support as a virtual employees record.

#### Substitute record for Leave Request

- Applicable to set up more than one substitute user for each department by referring the payroll system.
- System can prevent for the group authorize only their own specific responsibilities.
- Substitute can attach a medical certificate or other reference document instead for the approver to clarify and consider before approve.

### Enquiry for the Leave Request status

Employees can enquire and follow up the status as following:

- Enquiry for their own annual holiday in the calendar.
- Enquiry for their own leave status Eg. First step approved and waiting for the final approval etc.



## Approve for Leave Request

- Applicable to specify many level of approval.
- Applicable to view the leave request form only under the supervisory level by the structure of each organization.
- Applicable to determine substitute for approval instead. In case of approver unable to approve.
- Applicable to view the leave request form in the calendar for each month.
- Authorized Approver can check their current leave eligibility, leave used up to date and leave balance based on salary period for real time (compatible to Business plus Advanced Right).
- Applicable to check manpower of each department during leave request consideration.
- Applicable to approve many request forms each time.
- Applicable to check and view for the reference document as attachment.
- Auto E-mail notification system direct to the employees and also check for the approval status through the web.

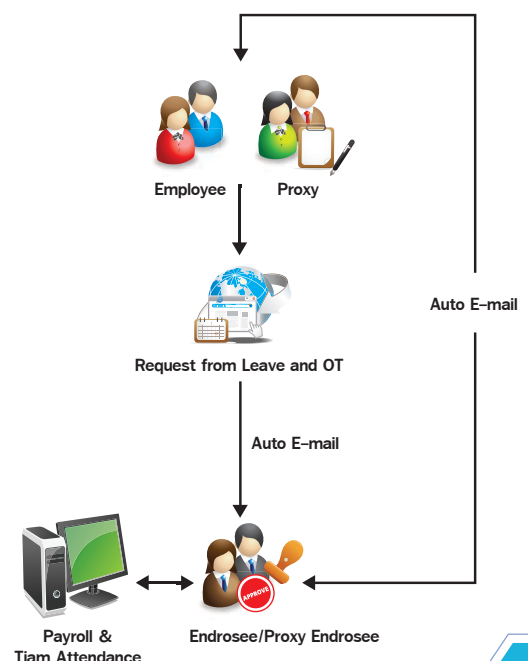
## Part 2 : Overtime (OT) Request

### Record for OT Request

- Employees can request OT through the web by your own.
- When specify for date and time in the request form, the system can calculate the number of OT automatically.
- Employees can attach OT request form or other references document for the approver to clarify and consider before approve.
- Auto E-mail notification system direct to the approver based on organization level.

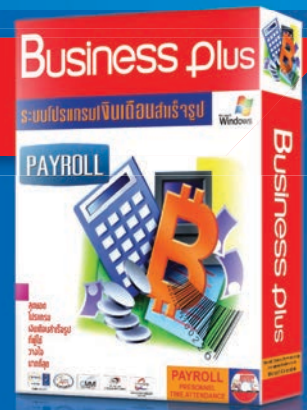
### Enquiry for the OT Request status

- Enquiry for date of OT in the calendar for each employees.
- Enquiry for their OT status Eg. Approved for the first step and waiting for the final approval etc.



# Web ERS Leave/OT

Employees Relation System – for leave and OT management system through the Web (Compatible with the Payroll System)



The screenshot shows the 'Employee Relation System (ERS - LEAVE)' interface. At the top, the 'Business plus' logo is on the left, and the user's name 'Mr.Sira Chartpoj' is on the right. A navigation menu on the left includes 'Employee' (with sub-items: Profile, Calendar, Annual Holiday Schedule, Leave Eligibility Schedule, Document File, Save for request form, Stamp Time) and 'Endorsee' (with sub-items: The Calendar Approved, Approval Document File). A 'Sign Out' button is at the bottom left. The main area is titled 'Stamp Time' and contains a date range filter (From date: 01/06/2015, To date: 30/06/2015) and a 'Show' button. Below this is a table with columns for Date, 1st time, 2nd time, 3rd time, 4th time, 5th time, 6th time, 7th time, and 8th time. The table contains data for dates from 01/06/2015 to 10/06/2015.

Date	1st time	2nd time	3rd time	4th time	5th time	6th time	7th time	8th time
10/06/2015	08:30	23:30						
09/06/2015	07:30	21:00						
08/06/2015	09:20	20:00						
07/06/2015	10:00	19:00						
06/06/2015	07:30	11:50	12:30	23:20				
05/06/2015	07:50	12:00	13:00	21:00				
04/06/2015	07:20	11:50	12:30	20:00				
03/06/2015	10:00	12:00	13:00	19:00				
02/06/2015	09:00	11:20	14:00	23:00				
01/06/2015	08:00	12:00	13:00	21:00				

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Version 5.1.150529

## Substitute for OT Request



For some employees who have no authorize to access the computer. The system would be designed the substitute for OT Request to support as a virtual employees record.

### Substitute record for Leave Request

- Applicable to set up substitute for each department by referring the organization level.
- Applicable to set up more than one substitute for each department.
- System can prevent for the group authorize only their own specific responsibilities.
- When specify for date and time in the request form, the system can calculate the number of OT automatically.
- Applicable to attach OT request form or other references document for the approver to clarify and consider before approve.

## Approve for OT Request



- Applicable to specify many level of approval.
- Applicable to view the OT request form only under the supervisory level by the structure of each organization immediately.
- Applicable to determine substitute for approval In case of approver unable to approve.
- Applicable to view the leave request form based on calendar each month.
- Applicable to approve many request forms each time.
- Applicable to check and view for the reference document as attachment
- Auto E-mail notification system direct to the employees and also check for the approval status through the web.

## Severability, Set up and Protection system



- The first step would be Registration before access to the program. To check for the eligible user.
- Assign the eligible usage for each user level.
- Security access control by using UserID and Password to log in / Forgot Password / Change Password notification.
- Applicable to set up period of Log in Time out to prevent in case users unable to log out properly.
- Applicable to disable for employees who already resigned or be suspended.
- Administrator can create once time new password in case of forgot the password for employees.
- Substitute user can record transaction for eligibility user.

## Transfer to the Payroll System and Time Attendance processing system



- Automatic transfer only the final approved leave and OT transaction from the Payroll and Time attendance system for further calculation. Basically, to reduce work process and paperless for HR.

## Benefits of the system



- Auto transfer only the final approved leave and OT transaction from the Payroll and Time attendance system for further calculation. Basically, to reduce work process and paperless for HR.
- To increase more effective, reduce paper used and working process for HR which can then be optimized to provide efficiency HR Administration.
- For Part time or Contract employees such as Auditor or freelance job etc. there can record their request through the internet access as real time.
- Self Service offer as a convenience and up to date approach for employees.
- Automatic transfer transaction to Payroll and Time Attendance system for reducing the complexity process.



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## Basic Data for ERS-Leave

- The Type of Program : Web Application
- The Connection network : TCP/IP
- The Language development : ASP.NET C#
- The Display language : utf-8 (ไทย)

## System Requirement

### Client Requirement

- CPU : SPEED 2.0 GHz. or higher
- RAM : 256 MB. or higher
- HDD : 10 GB. or higher
- Optional : CD, DVD Rom Drive
- OS : Windows XP, Windows Vista, Windows 7 or higher
- Related S/W : Internet Explorer 7 or higher  
: Mozilla Firefox 3.0 or higher  
: Google Chrome 32 or higher
- "Anti-Computer Virus Prevention"

### Server Requirement

- CPU : SPEED 2.0 GHz. or higher
- RAM : 4 GB or higher (Recommended 8 GB)
- HDD : 10 GB or higher
- Optional : CD, DVD Rom Drive
- OS : Windows Server 2003 or higher
- Database : Microsoft SQL Server 2005 or higher (license must be required)
- Relate S/W : .NET Framework Version 3.5 or higher  
: IIS Web Server Version 5.5 or higher  
: CRRuntime V.13.0.2.x (upper)  
(Crystal Reports runtime for .Net 4.0)
- "Anti-Computer Virus Prevention"

