## Business plus

# ระบบเว็บไซต์แรงงานสัมพันธ์ Employee Relation System Web Leave

# Web Leave/OT (ERS-Leave)

Version English Employee Relation System Web Leave Management Leave Management OT Management











MK01-62 04/01/59

#### Business Plus Web ERS Leave/OT เงินเดือนสมร์จรป 🔔 **Employees Relation System – for leave and OT** management system through the Web (Compatible with the Payroll System) BUSINESS Plus EMPLOYEE RELATION SYSTEM (ERS - LEAVE) Mr.Sira Chartpoi Employee Profile Profile Calendar **Employee ID** 001 Annual Holiday Schedule **Employee Name** Mr.Sira Chartpoj Jobtitle Manage Leave Eligibility Schedule Head Office Branch Department HR Document File Date of Birth 04/10/1980 Working Experience 1.05 Save for request form Start working Date 01/01/2014 E-Mail sirirat r@businessplus.co.th Stamp Time Endorsee Edit Password Edit Email The Calendar Approved Approval Document File Sign Out Business plus

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.

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- 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.

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#### **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.

Approve

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#### EMPLOYEE RELATION SYSTEM (ERS - LEAVE)

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				right © 2010 E	<ul> <li>Business Plus Co., Ltd. All rights Version 5.1.150529</li> </ul>			Business plus			

#### 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)





Employee									
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	08/06/2015	09:20	20:00						
Save for request form	07/06/2015	10:00	19:00						
Stamp Time	06/06/2015	07:30	11:50	12:30	23:20				
	05/06/2015	07:50	12:00	13:00	21:00				
Endorsee	04/06/2015	07:20	11:50	12:30	20:00				
	03/06/2015	10:00	12:00	13:00	19:00				
The Calendar Approved	02/06/2015	09:00	11:20	14:00	23:00				
Approval Document File	01/06/2015	08:00	12:00	13:00	21:00				
Sign Out									

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### Substitute for OT Request



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#### Substitute record for Leave Request

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- 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.

Training

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## 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.

#### **Basic Data for ERS-Leave**

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

#### System Requirement

## • CPU : SPEED 2.0 GHz.

- 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**

• RAM

OS

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CPU : SPEED 2.0 GHz. or higher

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: 4 GB or higher (Recommended 8 GB)

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- HDD : 10 GB or higher
- Optional : CD, DVD Rom Drive
  - : 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"

#### พัฒนาซอฟต์แวร์โดย

network

development



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