Business plus

Bplus e-Premium

e-Leave

Management system On Web

- Leave Management
- OT Management
- Shift Management

Supports version Thai-English

01 • Employee

02 • Endrose/Proxy Endrose

03 • Payroll & Time Attendance

04 • Auto E-mail

e-Leave

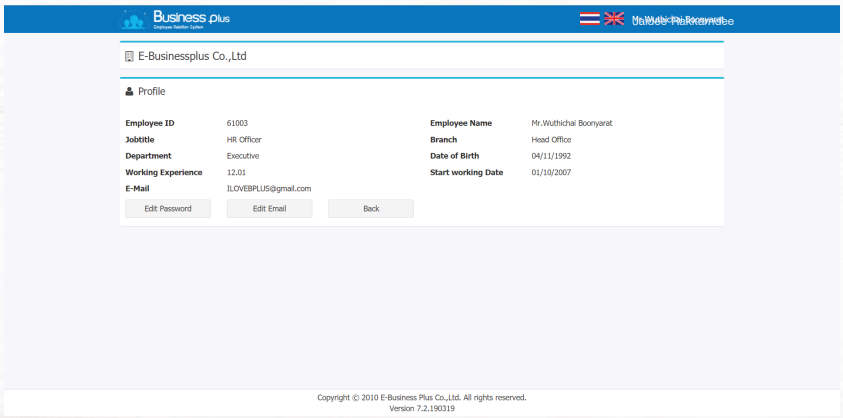
Management system Leave, OT and Change shift On Web (Compatible with Bplus HRM v7.1 Or than)

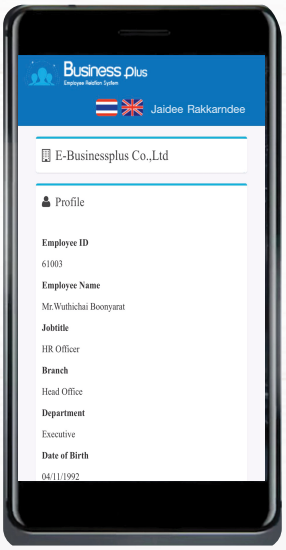
The system allows employees to apply for all type of leave and overtime request without having to fill in a company paper forms. Only fill and save the details for leave, overtime and change shift through the web. Beneficially, to reduce and more flexible for personal and operation process for HR. For 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 3 parts;

1. **Leave Request**
2. **Overtime (OT) Request**
3. **Change shift Request**

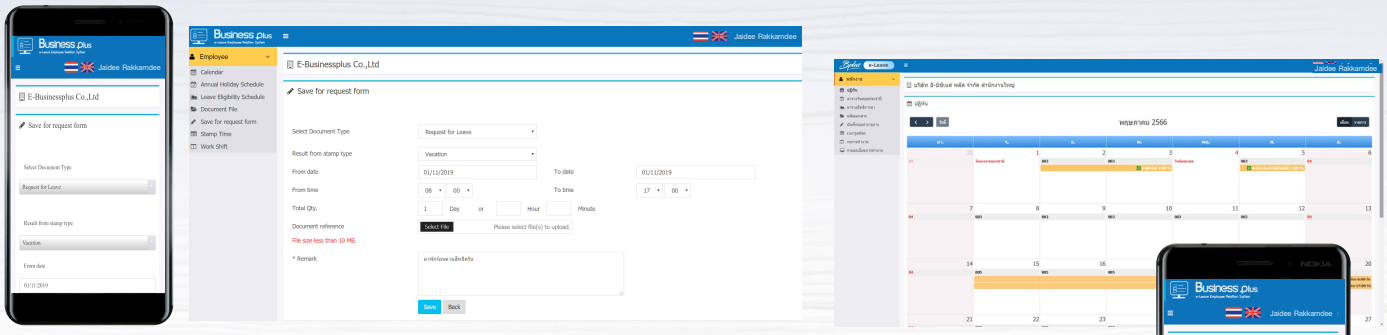




Part 1 : Leave Request

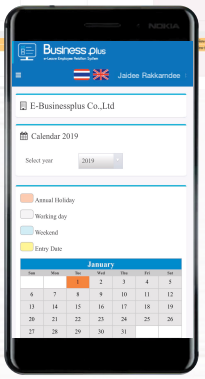
Record for Leave Request

- 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.

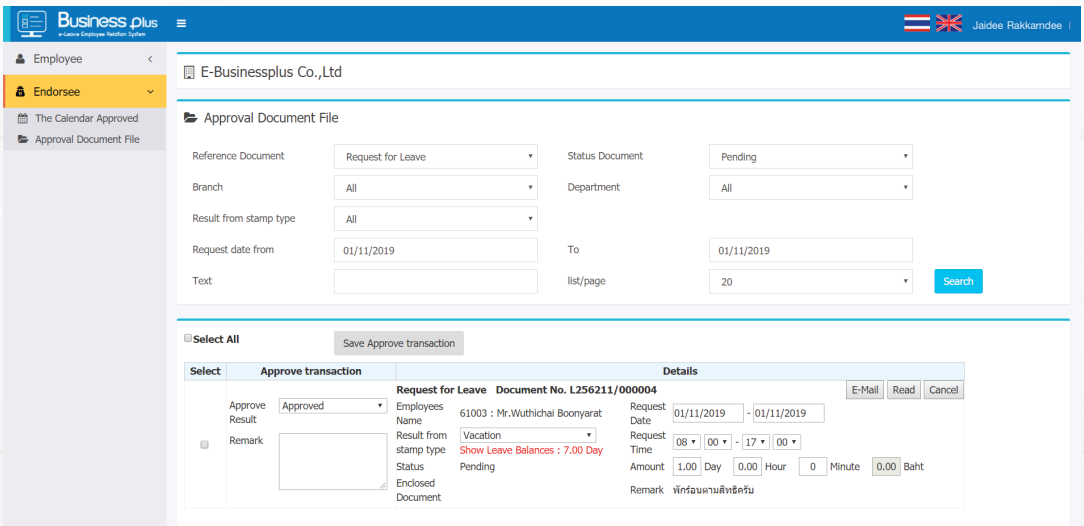
Enquiry for the Leave Request status

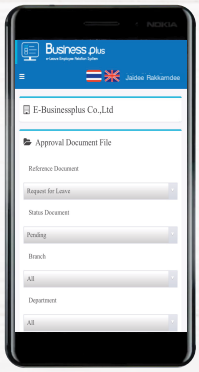
Employees can enquire and follow up the status as following;

- 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.

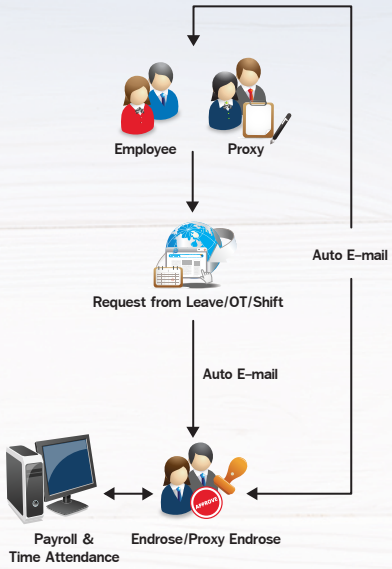
Approve for Leave Request

- 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.

Substitute for OT Request

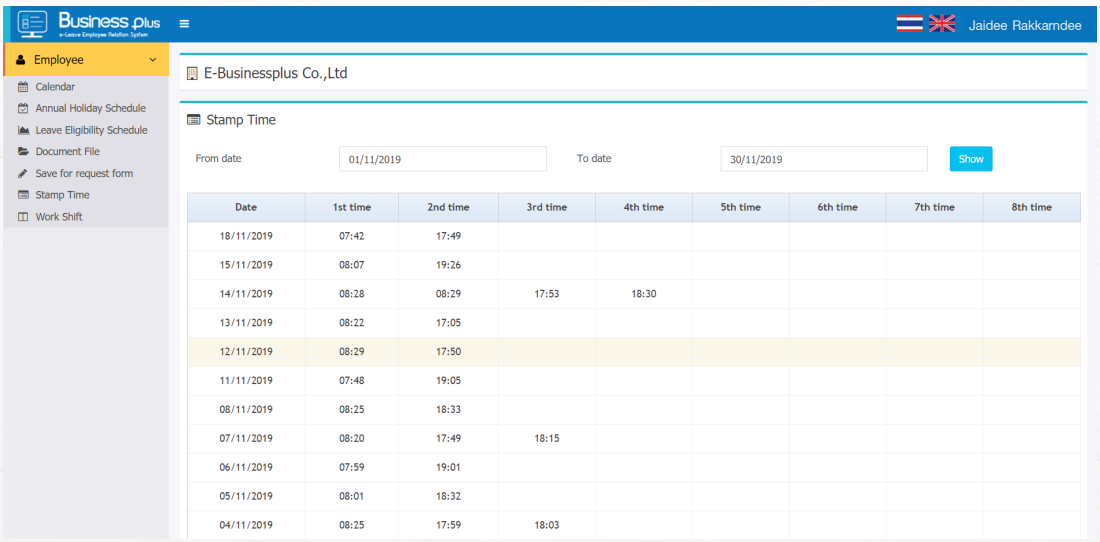
For some employees who have no authorize to access the computer. The system would be designed the substitute for OT Request to support as a virtual employees record.

Substitute record for Leave Request

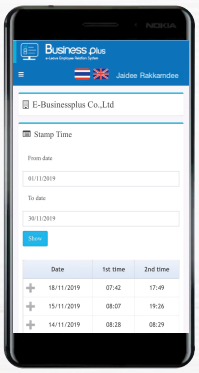
- Applicable to set up substitute for each department by referring the organization level.
- Applicable to set up more than one substitute for each department.
- System can prevent for the group authorize only their o w n specific responsibilities.
- When specify for date and time in the request form, 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.



Date	1st time	2nd time	3rd time	4th time	5th time	6th time	7th time	8th time
18/11/2019	07:42	17:49						
15/11/2019	08:07	19:26						
14/11/2019	08:28	08:29	17:53	18:30				
13/11/2019	08:22	17:05						
12/11/2019	08:29	17:50						
11/11/2019	07:48	19:05						
08/11/2019	08:25	18:33						
07/11/2019	08:20	17:49	18:15					
06/11/2019	07:59	19:01						
05/11/2019	08:01	18:32						
04/11/2019	08:25	17:59	18:03					



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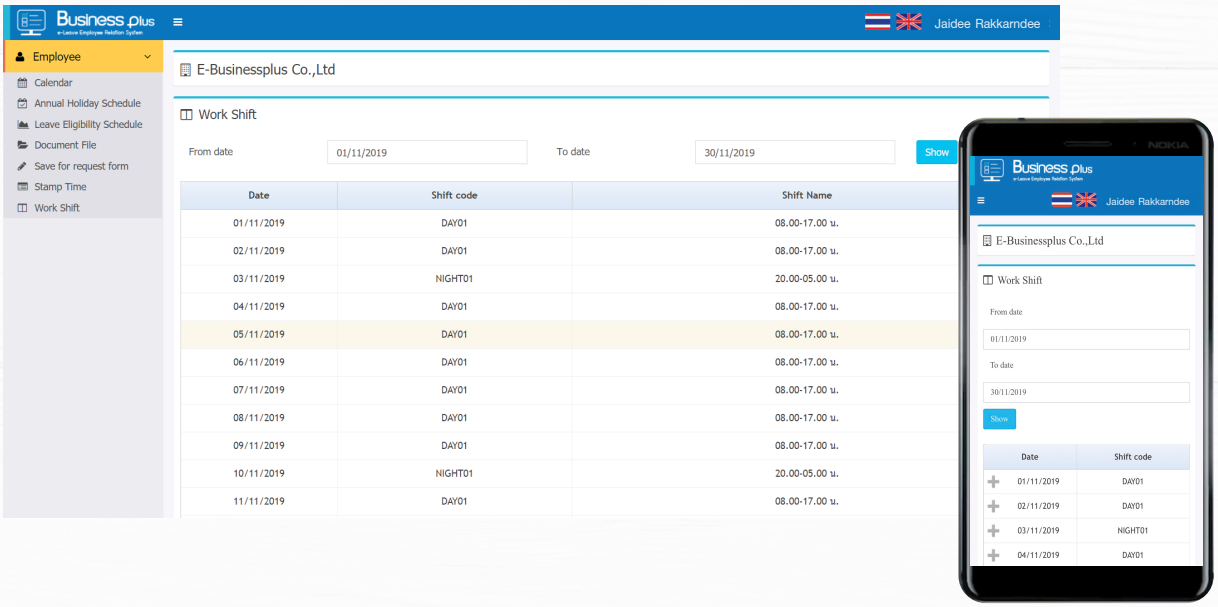
Part 3 : Change shift Request

Record for change shift request

- Employees and officers can record directly through the web themselves
- Employees and officers can check their daily schedule from the web themselves
- Employees and officers can attach files or documents so that the supervisor or approver can check them before consider approving each requests.
- There's auto e-mail replying back to the approver in each step of the line approval.
- The employees who make records can track their own results via the web.
- The employees can acknowledge the scheduledisplaying their own records.
- Employees can check and track the records they make which step the records are being in.



Substitute for change shift Request

For some officer or employee who can't access computer themselves, the web is already designed for them to have an agent employee who can record for them as well.

- The agent employee records the request for other employees according to the admin setting.
- The agent employee records the shift alteration for other specific employee.
- The request will be sent to the approver according to the designated line approval.
- The agent employee can be more than 1 person.
- The system limits the agent employee to record only for employees within their own right.
- Applicable to attach files or documents relating to the shift alteration requests.

Approve for shift alteration request

- There can be many approver level.
- Approver can know ASAP when employees request the shift alteration according to the designated approval line.
- Applicable to define the substitute approver at a designated time. Once the time is over, the approver will be converted back to the original one.
- Approver can check the requests from every employee in schedule form within a month.
- Approver can select and approve many requests altogether at once.
- Approver can check the attachments of the requests from employees.
- When the requests were approved by the last approver, the result would be automatically transferred into the Bplus HRM payroll program.
- The employee acknowledges the approval result via auto e-mail. Also, they can check their own result via web page.

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 User ID 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.

Software Development by

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