timeTec
LEAVE Solution

Name of Company → Hudson Auto Sdn Bhd

Name of Report

User Leave Summary (2018)

Hudson Auto Sdn Bhd > Marketing Department ● Department the employee belongs to

1115 - Jason Chen ● TimeTec User ID- User Name

Leave Summary ● Summary of yearly Entitlement, Leave Taken, Balance, and no. of Pending applications for each leave type

Leave Name	Allowance	Leave Taken	Balance	Pending Approval
Annual	12d 0h 0m	2d 0h 0m	10d 0h 0m	4d 0h 0m
Compassionate	3d 0h 0m	0d 0h 0m	3d 0h 0m	0d 0h 0m
Examination	5d 0h 0m	2d 0h 0m	3d 0h 0m	0d 0h 0m
Hospitalization	60d 0h 0m	0d 0h 0m	60d 0h 0m	0d 0h 0m
Replacement Leave	0d 0h 0m	0d 0h 0m	0d 0h 0m	0d 0h 0m
Sick	14d 0h 0m	1d 0h 0m	13d 0h 0m	0d 0h 0m

Leave Requests

Reason of leave application by applicant

Approved ● Approved Leave Applications

Leave Name	Start Date	End Date	Request Type	Length	Reason
Annual	01/11/2018	02/11/2018	Multiple Days	2d 0h 0m	Vacation
Examination	29/10/2018	29/10/2018	Full Day	1d 0h 0m	Final Paper
Examination	31/10/2018	31/10/2018	Full Day	1d 0h 0m	Exam
Sick	21/09/2018	21/09/2018	Full Day	1d 0h 0m	Headache
Sick	15/10/2018	15/10/2018	Full Day	1d 0h 0m	Stomachache
Unpaid	18/10/2018	18/10/2018	Partial Day	0d 4h 0m	Family Matter

Pending ● Pending Leave Applications

Leave Name	Start Date	End Date	Request Type	Length	Reason
Annual	21/12/2018	21/12/2018	Full Day	1d 0h 0m	Vacation
Annual	26/12/2018	28/12/2018	Multiple Days	3d 0h 0m	Vacation

Rejected ● Rejected Leave Applications

Leave Name	Start Date	End Date	Request Type	Length	Reason
Annual	30/11/2018	30/11/2018	Full Day	1d 0h 0m	Vacation

Cancelled ● Cancelled Leave Applications

Leave Name	Start Date	End Date	Request Type	Length	Reason
Annual	07/12/2018	07/12/2018	Full Day	1d 0h 0m	Travel

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Name of Report

Name of Company → Hudson Auto Sdn Bhd

Leave Details (01/08/2018 - 31/12/2018)

Hudson Auto Sdn Bhd > Marketing Department ← Department the employee belongs to

Date	User ID	Name	Leave Name	Length	Reason	Status	Deducted
21/09/2018	1115	Jason Chen	Sick	1d 0h 0m	Headache	Approved	Yes
15/10/2018	1115	Jason Chen	Sick	1d 0h 0m	Stomachache	Approved	Yes
18/10/2018	1115	Jason Chen	Unpaid	0d 4h 0m (09:00 - 13:00)	Family Matter	Approved	Yes
29/10/2018	1115	Jason Chen	Examination	1d 0h 0m	Final Paper	Approved	Yes
31/10/2018	1115	Jason Chen	Examination	1d 0h 0m	Exam	Approved	Yes
01/11/2018 - 02/11/2018	1115	Jason Chen	Annual	2d 0h 0m	Vacation	Approved	Yes
30/11/2018	1115	Jason Chen	Annual	1d 0h 0m	Vacation	Rejected	No
07/12/2018	1115	Jason Chen	Annual	1d 0h 0m	Travel	Cancelled	No
21/12/2018	1115	Jason Chen	Annual	1d 0h 0m	Vacation	Pending	No
26/12/2018 - 28/12/2018	1115	Jason Chen	Annual	3d 0h 0m	Vacation	Pending	No

Date of leave application

Name of leave application

TimeTec User ID, User Name

Duration of leave application, Reason of leave application by applicant

Status of leave application, indicates if the leave is deducted or otherwise

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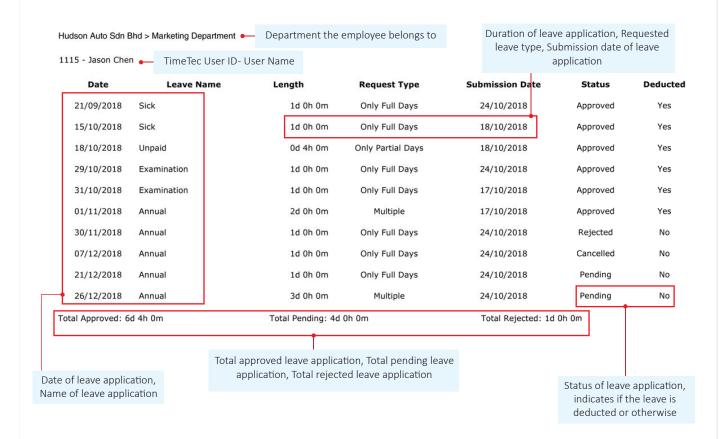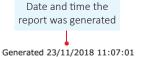
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Name of Report

Name of Company —•Hudson Auto Sdn Bhd

Total Leave Summary (01/08/2018 - 31/12/2018)

Hudson Auto Sdn Bhd > Marketing Department •— Department the employee belongs to

1115 - Jason Chen •— TimeTec User ID- User Name

Duration of leave application, Requested leave type, Submission date of leave application

Date	Leave Name	Length	Request Type	Submission Date	Status	Deducted
21/09/2018	Sick	1d 0h 0m	Only Full Days	24/10/2018	Approved	Yes
15/10/2018	Sick	1d 0h 0m	Only Full Days	18/10/2018	Approved	Yes
18/10/2018	Unpaid	0d 4h 0m	Only Partial Days	18/10/2018	Approved	Yes
29/10/2018	Examination	1d 0h 0m	Only Full Days	24/10/2018	Approved	Yes
31/10/2018	Examination	1d 0h 0m	Only Full Days	17/10/2018	Approved	Yes
01/11/2018	Annual	2d 0h 0m	Multiple	17/10/2018	Approved	Yes
30/11/2018	Annual	1d 0h 0m	Only Full Days	24/10/2018	Rejected	No
07/12/2018	Annual	1d 0h 0m	Only Full Days	24/10/2018	Cancelled	No
21/12/2018	Annual	1d 0h 0m	Only Full Days	24/10/2018	Pending	No
26/12/2018	Annual	3d 0h 0m	Multiple	24/10/2018	Pending	No

Total Approved: 6d 4h 0m	Total Pending: 4d 0h 0m	Total Rejected: 1d 0h 0m

Total approved leave application, Total pending application, Total rejected leave application

Date of leave application, Name of leave application

Status of leave application, indicates if the leave is deducted or otherwise

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Leave Approval Pending List(01/09/2018 - 30/11/2018)

Hudson Auto Sdn Bhd > HR Department — Department the employee belongs to

User ID	Name	Leave Name	Date	Length	Approver(s)
1112	Employee D	Hospitalization	01/10/2018	1d 0h 0m	Employee A / Employee B
1112	Employee D	Hospitalization	02/10/2018	1d 0h 0m	Employee A / Employee B
1112	Employee D	Hospitalization	04/10/2018	1d 0h 0m	Employee A / Employee B
1112	Employee D	Hospitalization	05/10/2018	1d 0h 0m	Employee A / Employee B

TimeTec User ID, User Name — Name of leave application — Date of leave application

Hudson Auto Sdn Bhd > Marketing Department

User ID	Name	Leave Name	Date	Length	Approver(s)
1110	Employee C	Sick	15/10/2018	1d 0h 0m	Employee A / Employee B
1110	Employee C	Annual	28/10/2018	3d 0h 0m	Employee A / Employee B

Duration of leave application — Approvers assigned to the user

timeTec LEAVE Solution

Name of Report

Name of Company — Hudson Auto Sdn Bhd

Leave Breakdown(Sep 2018 - Nov 2018)

Hudson Auto Sdn Bhd > HR Department — Department the employee belongs to

Leave Name: Annual   TimeTec User ID- User Name   LA = Leave Accrual   LT = Leave Taken

User ID	Name	Starting Balance	Sep - LA	Sep - LT	Oct - LA	Oct - LT	Nov - LA	Nov - LT
1112	Employee D	12d 0h 0m	0	3	0	1	0	0
1113	Employee A	12d 0h 0m	0	3	0	0	0	0

Leave Name: Child Marriage Leave   Starting Balance of the leave   LA = Leave Accrual   LT = Leave Taken

Accrued leave for November, Leave taken for November

User ID	Name	Starting Balance	Sep - LA	Sep - LT	Oct - LA	Oct - LT	Nov - LA	Nov - LT
1112	Employee D	0d 0h 0m	0	0	0	0	0	0
1113	Employee A	0d 0h 0m	0	0	0	0	0	0

Leave Name: Childcare Leave   LA = Leave Accrual   LT = Leave Taken

User ID	Name	Starting Balance	Sep - LA	Sep - LT	Oct - LA	Oct - LT	Nov - LA	Nov - LT
1112	Employee D	0d 0h 0m	0	0	0	0	0	0
1113	Employee A	0d 0h 0m	0	0	0	0	0	0

Leave Name: Compassionate   LA = Leave Accrual   LT = Leave Taken

User ID	Name	Starting Balance	Sep - LA	Sep - LT	Oct - LA	Oct - LT	Nov - LA	Nov - LT
1112	Employee D	3d 0h 0m	0	0	0	0	0	0
1113	Employee A	3d 0h 0m	0	0	0	0	0	0

Leave Name: Conference   LA = Leave Accrual   LT = Leave Taken

User ID	Name	Starting Balance	Sep - LA	Sep - LT	Oct - LA	Oct - LT	Nov - LA	Nov - LT
1112	Employee D	0d 0h 0m	0	0	0	0	0	0
1113	Employee A	0d 0h 0m	0	0	0	0	0	0

Leave Name: Examination   LA = Leave Accrual   LT = Leave Taken

User ID	Name	Starting Balance	Sep - LA	Sep - LT	Oct - LA	Oct - LT	Nov - LA	Nov - LT
1112	Employee D	5d 0h 0m	0	0	0	0	0	0
1113	Employee A	5d 0h 0m	0	0	0	0	0	0

Leave Name: Hospitalization   LA = Leave Accrual   LT = Leave Taken

User ID	Name	Starting Balance	Sep - LA	Sep - LT	Oct - LA	Oct - LT	Nov - LA	Nov - LT
1112	Employee D	60d 0h 0m	0	0	0	0	0	0
1113	Employee A	60d 0h 0m	0	0	0	0	0	0

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Name of Company

User Approval Method

Hudson Auto Sdn Bhd > HR Department

Department the employee belongs to

User ID	Name	Approval Method	Approver
1112	Employee D	Specific Sequences	1. Employee A 2. Employee B
1113	Employee A	Any Admin	-

Hudson Auto Sdn Bhd > Marketing Department

User ID	Name	Approval Method	Approver
1115	Jason Chen	Any Admin	-

TimeTec User ID

User Name

Approval Method for user's leave application

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Generated 23/11/2018 14:36:00

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Hudson Auto Sdn Bhd

Name of Company

Leave Balance Audit Trail (2019)

151656 - Darren Joe ● TimeTec User ID- User Name

Management > Hemmat > Technical ● Department the employee belongs to

ANNUAL ● Name of Leave

Date	Time	Remark
27/02/2019	18:14	0 day 4 hour 0 minute has been deducted from Leave balance. Reason: Approved leave application.

Replacement Leave ● Name of Leave

Date	Time	Remark
07/03/2019	19:18	1 day 0 hour 0 minute has been deducted from Leave balance. Reason: Approved leave application.
07/03/2019	19:18	1 day 0 hour 0 minute has been deducted from Leave balance. Reason: Approved leave application.
07/03/2019	19:18	2 day 0 hour 0 minute has been deducted from Leave balance by Info Hudson.
07/03/2019	19:13	2 day 0 hour 0 minute has been added to Leave balance by Info Hudson.

Date of leave application   Time approval of leave   Remark of leave

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Name of Report

User Leave Balance

Hudson Auto Sdn Bhd

Name of Company

Management > Hemmat > Sales ● Department the employee belongs to

453 - Eden Hazard ● TimeTec User ID- User Name

Leave Name	Allowance	Leave Taken	Balance	Pending Approval
ANNUAL	14d 2h 0m	0d 0h 0m	10d 3h 0m	1d 0h 0m
annual leave by qc(r&d)	4d 4h 0m	0d 0h 0m	4d 4h 0m	0d 0h 0m
Compassionate	2d 6h 0m	0d 0h 0m	1d 6h 0m	0d 0h 0m
Menses Leave	8d 8h 0m	0d 0h 0m	0d 4h 0m	0d 0h 0m
Replacement Leave	0d 0h 0m	0d 0h 0m	0d 0h 0m	0d 0h 0m

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User Replacement Credit Summary (2019)

TimeTec Computing Sdn. Bhd.

TimeTec Group > TimeTec Cloud Sdn Bhd > iNeighbour Sales & Marketing

2069 - Chye Wai Kin

Replacement Credit Summary

Balance   1d 4h 0m

Pending Approval   0d 0h 0m

Replacement Credit Requests

Approved

Start Date	End Date	Request Type	Length	Reason	Attachment
19/01/2019	21/01/2019	Multiple Days	3d 0h 0m	Intersec 2019	

No Pending Leave Request

No Rejected Leave Request

No Cancelled Leave Request