E-LEAVE SYSTEM USERS MANUAL

SV More Group of Companies

Step 1: The e-Leave System may be accessed using the following link:

• <u>http://182.18.232.152:8096/e-leave/login.aspx</u>

Upon connection, the user will be greeted with the e-Leave System's login page.



Step 2: To login, fill-out the Employee Code and Password fields.



Step 3: Click the "*Login*" button



Step 4: After a successful login, the user will be redirected to the e-Leave System's main page.



e-Leave Filling

To file for a leave, the user must follow the steps provided below:

 Water is killed
 Immediately in procession

Step 1: On the navigation bar of the webpage, navigate to "My Profile" > "Leave".

Step 2: Click the "File New Leave" button.

SVMore Group of Companies Hon	e My Profile	- Logout
Click the row of the record to view complete leave details.		
Q No records found.	Leave B	alance
	VACATION (VL)	3
	SICK (SL)	15
	GLC	9
		_
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Step 3: Add the desired date for your leave and click "*Generate*".

Pressing the "Generate" button again would clear all the details of the form and would replace them with the selected dates from the list

This will populate the form with the selected dates.

SVM 1 Welcome, Mr.1	Leave Form EL-EMERGENCY LEAVE, GLC - GENERIC LEAVE CREDITS, NEL - NON-E DEDUCTIBLE, SL - SICK LEAVE, UT - UNDERTIME, VL - VACATION LEAVE Date	MERGENCY LEAVE, SAD - SICKNESS AUTHORIZE	Profile - Logout
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			3
	Approving Officer Email TANGCUANGCO, RENE SAMUE	Tetar Desuet : 0 Recompute Leave Balance Leave Tros Apolled Remaining	
	Your active email is CARL BARCA@SVMOREGROUPNET	VL 0 3 SL 0 15 GLC 0 9	
		Proceed Reset Fields Close	

Step 5: To add additional dates to the list without clearing the existing data, press the *"Add Date"* button.

SVM 1. Victories, Mr.F	Leave Form EL-EMERGENCY LEAVE, GLC-GENERIC LEA DEDUCTIBLE, SL-SICK LEAVE, UT-UNDERT	AVE CREDITS, NEL - NON-EI ME, VL - VACATION LEAVE	MERGENCY LEAVE, S.	AD - SICKNESS AUTH	IORIZE	Profile - Logicul	^
	Date September 15, 2020	September 17, 2	020	Add Ger	Date		l
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	2020-09-16, Wed 06 00 00 2020-09-17, Thu 08 00 00 00		• 0.0			(SL) 15 9	
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	Approving Officer Email			Leave Balance			
	TANGCUANGCO, RENE SAMUE V	I.TANGCUANGCO@SVMC	Leave Type	Applied	Remaining		
	Your active email is CARL.BARCA@SVI	MOREGROUP.NET	SL	0	5		
			GLC	0	9		
			Proceed	Reset Fields	Close		•

Step 5: Fill out the details of each leave date.

SVM 1. Wetcome, Mr. 1	Leave Form EL-EMERGENCY LEAVE, GLC- GENERIC LEAVE CREDITS, NEL - NON-EMERGENCY LEAVE, SAD - SICKNESS AUTHORIZE DEDUCTIBLE, SL - SICK LEAVE, UT - UNDERTIME, VL - VACATION LEAVE
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	UT V.
	Total Desuct o Recompute
	Approving Officer Email TANGCUANGCO, RENE SAMUE SANI, TANGCUANGCO@SVMC Your active email is CARL BARCA@SVMOREGROUP.NET Leave Balance Your active email is CARL BARCA@SVMOREGROUP.NET V. 0 SL 0 15 GLC 0 9
	Proceed Reset Fields Close

Step 6: After all details are filled out, double-check the duration of each leave to make sure that deductions will be properly computed.

Click the "Proceed" button to proceed with the next step of the leave process.

Data
September 15, 2020
e Dale Lase Time From Time To Reason Deduct Approve Authoritar Unactionale
2020-09-15, Tue EL V 05 V 15 V 05 V 15 V 05 V 15 V 105 V 1105 V 110
Lample 1 Choose File No file chases Upboad g 2020-09-16, Weit EL OB COV PERSONAL MATT 1.125 ✓
Addref 11, 110 (m)
Total Deduct : 149 Recompute
Approving Officer Email Leave Balance TANGCLANGCO, RENE SAMUE V SAMI TANGCUANGCO@SVIMC Leave Balance
Your active email is CARL BARCA@SVMOREGROUPNET VL 0 3

Step 7: A pop-up window containing the summary of the leave will appear. Verify that every detail of the summary is correct before signing the form and pressing the *"Submit"* button.

61		
SVM	Leave Form	Profile + Logout
	DEDUCTIBLE, SL - SICK LEA	The following message will be sent to your Immediate Superior. You may
		cick send to continue or Cancel to go back to the previous window.
	Date	Add Date
	September 15, 2020	Your application leave I Generate Leave Balance
		Date Leave From To No. of Reason Remarks
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	2020-09-16, Wed EL V	September 17, 5AD 08:00 06:00 0.2 MEDICAL Sample 2
	2020-09-17, Thu SAE ¥	
		v Signature *
		Choose File No file chosen
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		v
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	Approving Officer	Balance
	TANGCUANGCO, RENE SAMU	Applied Remaining
	Your active email is	Crister 0 3
		Send Cancel g s
		Proceed Reset Fields Close

e-Leave Filing is now complete!

A confirmation message would notify you that the leave has been submitted successfully.

An email will be sent to your endorser or approving officer to notify them of your e-Leave Request.

You will also receive a notification email on the status of your e-Leave's process.

	SVM	ore Group of C	Companies				Home	My Profile - Logout
	L Welcome, Mr.I	BARCA						
				FILE NEW LEAVE				
			👌 Click the row of	of the record to view complete leav	re details.			
		DATE FILED	DAYS	NO PAY	AMENDED	STATUS	*	Leave Balance
	Ê	2220-04-15 1.50PM	346	Result Your leave has been succ awaiting approval.	Okay	Pending		VARCHTION (VL) 3 SICK (SL) 15 GLC 9
No. 11 10 10 10 222 152	_	_	Copyright	t © 2020. SV More Group of (Companies. All rights	reserved.		

As an Approving Officer, your navigation bar will have a notification icon to inform you that an e-Leave is pending for your approval.

SVMore Group of Companies	Home	My Profile 👻	RFL Application 1 -	Reports +	Logout
L Welcome, Mr.TANGCUANGCO				hange Password	
	_				_
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Step 1: Using the navigation bar on the top of the website, navigate to:

"*RFL Application*" > "For Approval" to open the list of e-leaves with pending approval.

Weicone Mr.TANGCUANGCO	es Hune My Prote - RFLApploation () Reports - Logout Lawr Approval Approve Amendments Leave Calendar
inversity de RestRadellas Agreentance'''	Copyright © 2020, SV More Group of Companies. All rights reserved.

Step 2: Select an e-Leave request by clicking on the item from the list.



Step 3: Approve individual leaves by clicking the approve checkbox.

You may also set the authorized/unauthorized property of the leave by clicking the drop-down menu.

Click the "Proceed" button.

DEI	UCTIBLE, SL -	LEAVE, GLC - SICK LEAVE,	GENERIC LEAVI UT - UNDERTIM	E CREDITS, NEL - E, VL - VACATION	NON-EMER LEAVE	GENCY LEA	VE, SAD - SICKNESS AUTHO	RIZE
-	pprove All	Disapprov	e All					
	Data	Leave	Time	Reason	Deduct	Approve	Aufhorize/ Unaufhorize	^
de la calenta de	2020-09-15	EL	08:00- 18:00	PERSONAL MATTER	1.125	-	Authorize	
	Employee Remarks					~	Authorize Unauthorize	_
	sample 1		08:00-	PERSONAL		-		- 18
Sa.	2020-09-16 Employee Remarks	EL	18:00	MATTER	1.125		Authorize 🗙	
	Sample 2							
	2020-09-17	SAD	08:00-	MEDICAL	1.2		Authorize 🗙	- 18
	Employee Remarks							- 10
	Sample 2							
Sin	nature							
MR.	CARLO JAY CAC	ERES BARCA						
	X	X						
			This message will	be forwarded to HRD o	or the employe	e's secondary o	fficer.	

Step 3: A pop-up window containing the summary of the leave will appear. Verify that every detail of the summary is correct before signing the form and pressing the *"Submit"* button to finalize the approval process.

Linpic		LEAVE A This dat	APPLICATION S	TATUS OF C	ARLO JAY	BARCA d reque	esting (emplove	e.			•	Y Apply F
	Approve All												
	Data	Status	Authorization	Date	Leave Type	From	То	No. of Days	Reason	Emp. Remarks	-		^
	Employee Remarks	Approve	Authorize	09/15/2020	EL	08:00	18:00	1.125	PERSONAL MATTER	sample 1		_	
	sample 1	Approve	Authorize	09/16/2020	EL	08:00	18:00	1.125	PERSONAL MATTER	Sample 2			
	2020-09-16	Approve	Authorize	09/17/2020	SAD	08:00	18:00	1.2	MEDICAL	Sample 2			
	MR. C	Eraser	Mater All of th		dataile a	en cubi	act for	5001000					
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The approval process is now complete!

A confirmation message would notify you that the leave has been approved successfully.

An email will be sent to the requester and to the HR Department to notify them of the e-Leave Status.

VMor	Group of Companies		Home	My Profile +	RFL Application	Reports -	Logo
Velcome, Mr.TANGCUA	INGCO						
Employee	All Employees	✓ Status	All Status		~	Y Apply	y Filter
		Click the row of the record to view com	plete leave details.				
	EMPLOYEE	DATE FILED	DAYS	AMENDED	STAT	rus	*
	BARCA, CARLO JAY C.	Result Leave has been processed and	3.45 sent. Okay	0	Picca	2024	Ţ
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