

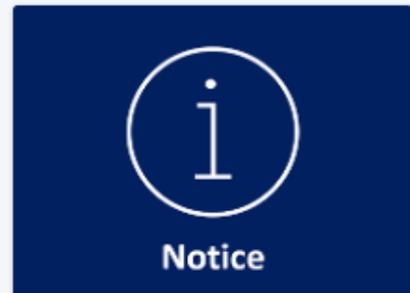


The Well Leatherware Mfy. Ltd.

1. This edge should be removed
2. Please apply a different background color - code: #87ABD3

Welcome Carmen Chung

English 中文



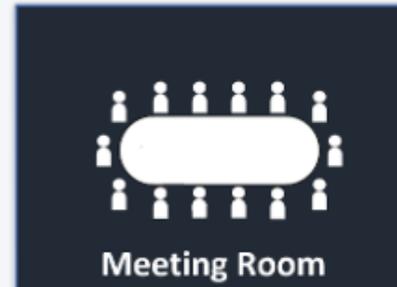
Notice



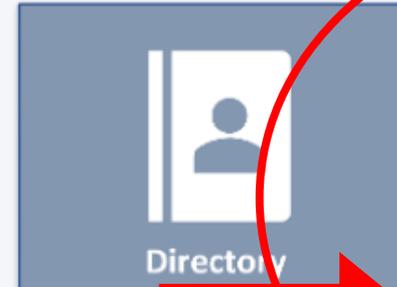
Policy & Procedure



Calendar



Meeting Room



Directory



Leave Management

System

- 1. Frequently used network systems
- 2. Frequently used applications system
- 3. Human resources system
- 4. ERP development report
- 5. Back stage management system

LATEST UPDATES

1	Holiday Notice for Winter Solstice, Christmas and New Year Holiday (HKO , WH & JH)	2023-12-04
2	October 2023 Promotion Announcement	2023-11-03
3	Chung Yeung Festival Notice 20.10.2023	2023-10-20
4	Mid Autumn Festival and National Day Notice 15.09.2023	2023-09-15
5	Dragon Boat Festival and HKSAR Establishment Day Notification 07.06.2023	2023-06-08

WORK RESOURCES

- Document Template

The landing page is “LEAVE APPLICATION”

1. I would suggest to land on “MANAGE LEAVE”

2. Can the category bar be allowed to expand & collapse according to user’s wish? Now, it’s automatically hidden

“MANAGE LEAVE”

Can a summary be shown already without clicking “+ Apply Leave”?

- Name, Title, Leave Entitlement, Leave Taken, Leave Balance (Days)

Current: Hidden

LEAVE MANAGEMENT

MANAGE LEAVE

Leave Type *

Select

Application No Name Leave Type Submit Date Start Date

Day Reason Created By Actions

S/N Status

Records 0 to 0 of 0

+ Apply Leave

Filter

Search:

Previous Next

Home Dashboard Manage Events Manage Notice Manage Calendar Manage Meeting Manage Leave Management Manage Leave Leave Approval Leave Receiver Personal Leave Balance HR Leave Balance All Leave Report Leave Entitlement Manage Leave Type Manage Policy System Setting

English | 中文

1. Should not allow clicking the end date that is before the start date, though re-click on the end date will automatically assumed start-date = end-date.
2. After clicking the start date, please show "To Date"'s calendar defaulted same as the start date

The screenshot displays a web browser window with the URL `http://10.55.250.25/hkapps/Leave/add`. The page title is "LEAVE MANAGEMENT". The main content area is titled "LEAVE APPLICATION" and contains the following fields:

- Employee ID *: 0033
- Name: Carmen Chung 鍾麗玲
- Leave Application From Date *: 2024-02-14 (circled in red)
- To Date *: 2024-01-10 (circled in red)
- Reason *: (empty)

The "LEAVE DETAILS" section shows a table with the following data:

Start Date	Start Time	End Date	End Time	Leave Days
2024-02-14	00:00	2024-02-14	23:59	1

An orange box highlights the "Leave Application From Date" and "To Date" fields. The "To Date" field is active, showing a calendar popup for February 2024. The calendar has the 14th selected. The text "Second click" is written in orange above the calendar. A "Back To List" button is visible at the bottom left of the highlighted area.

LEAVE MANAGEMENT

LEAVE APPLICATION

Employee ID * 0033 **Name** Carmen Chung 鍾麗玲 **Designation** Project Manager - Strategy

Leave Application From Date * 2024-02-14 **To Date *** 2024-02-14 **Leave Type *** Annual Leave **Leave Balance(Days)** 11

Reason *

Start Date	Start Time	End Date	End Time	Leave Days
2024-02-14	00:00	2024-02-14	23:59	1

Will start time & end time to be selectable from 9am – 6pm?
Hour before 9am and after 6pm not take into calculation. Deductible hours 09:00-13:00 & 14:00-18:00
Maybe every 15mins, 30mins or every 60mins, you need to confirm with the project owner
Per my understanding, not such a big flexibility down to minute though I understand the leave days is then calculated automatically

LEAVE MANAGEMENT

LEAVE APPLICATION

Employee ID * 0033 Name Carmen Chung 鍾麗玲 Designation Project Manager - Strategy

Leave Application From Date * 2024-03-01 To Date * 2024-03-01 Leave Type * Casual Leave Leave Balance(Days) 0

Reason * Testing casual leave

LEAVE DETAILS

Start Date	Start Time	End Date	End Time	Leave Days
2024-03-01	17:00	2024-03-01	23:00	0.750

[← Back To List](#) [Save](#)

Hour before 9am and after 6pm not take into calculation.
 Deductible hours 09:00-13:00 & 14:00-18:00
 Leave taken 17:00-18:00 = 1 hour out of 8 hours, i.e. 0.125hr

When applying leave over the weekend, for HK Office, Saturday & Sunday should NOT be counted.
Public holiday should also be considered together where you have the information from the calendar
e.g. if I intended to take leave from 7th Feb to 14th Feb, the “Leave Days” should be 4 days only instead of 8

10th to 13th are public holidays in HK

LEAVE MANAGEMENT

LEAVE APPLICATION

Employee ID * 0023 Name Carmen Chung 鍾善玲 Designation Project Manager - Strategy

Leave Application From Date * 2024-02-07 To Date * 2024-02-14 Leave Type * Annual Leave Leave Balance(Days) 11

Reason * Travel

LEAVE DETAILS

Start Date	Start Time	End Date	End Time	Leave Days
2024-02-07	00:00	2024-02-14	23:59	8

[← Back To List](#) [Save](#)

When the user is trying to apply "Annual Leave" that's more than the leave balance, it should not pass through.

LEAVE MANAGEMENT

LEAVE APPLICATION

Employee ID * 0033 Name Carmen Chung 鍾麗玲 Designation Project Manager - Strategy

Leave Application From Date * 2024-01-05 **To Date *** 2024-02-29 Leave Type * Annual Leave **Leave Balance(Days)** 11

Reason *

LEAVE DETAILS

Start Date	Start Time	End Time	Leave Days
2024-01-05	00:00		56

Alert!

Process The Leave Application

Save Cancel

← Back To List Save

Now still can proceed to "save"

MANAGE LEAVE + Apply Leave

Leave Type * Select Leave No Leave No From Date

Designation Project Manager - Strategy

Leave Type * Annual Leave **Leave Balance(Days)** -45

Balance calculated correctly as negative balance

S/N	Status	Application No	Name	Leave Type	Submit Date	Start Date	Start Time	End Date	End Time	Day	Reason	Created By	Actions
1	Draft	L10110149470	Carmen Chung	Annual Leave	2024-01-05	2024-01-05	00:00	2024-02-29	23:59	56.00	Testing exceed quota	Carmen Chung	⚙️

Showing 1 to 1 of 1 entries

7 Previous 1 Next

After saving the Casual leave application (not yet submitted), Leave Balance(Days) already reflected the drafted date. Should this Leave Balance (Days) be remarked telling it covers also drafted/pending leave application to be precise?

LEAVE MANAGEMENT

LEAVE APPLICATION

Employee ID * 0033 **Name** Carmen Chung 鍾麗玲 **Designation** Project Manager - Strategy

Leave Application From Date * 2024-03-01 **To Date *** 2024-03-01 **Leave Type *** Casual Leave **Leave Balance(Days)** -0.75

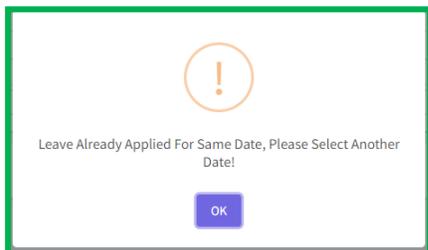
Reason * Testing casual leave

LEAVE DETAILS

Start Date	Start Time	End Date	End Time	Leave Days
2024-03-01	17:00	2024-03-01	23:00	0.750

[← Back To List](#) [Save](#)

Good to know no double application for same date



FILTER not working without pop up message if:

- 1. Just select leave type
- 2. Just select From Date
- 3. Just select To Date

FILTER works when:

- 1. Just select Status "Submit" (please change to "Submitted")
- 2. Leave no – ok even partially, good
- 3. Both From Date & To Date – ok

MANAGE LEAVE + Apply Leave

Leave Type * Leave No From Date To Date Status Filter

S/N	Status	Application No	Name	Leave Type	Submit Date	Start Date	Start Time	End Date	End Time	Day	Reason	Created By	Actions
1	Draft	L10110139713	Carmen Chung	Sick Leave	2024-01-05	2024-01-04	00:00	2024-01-04	23:59	1.00	Testing sick leave 2	Carmen Chung	<input type="button" value="Settings"/>
2	Draft	L10110411876	Carmen Chung	Sick Leave	2024-01-05	2024-01-03	09:00	2024-01-03	18:00	1.00	Testing sick leave	Carmen Chung	<input type="button" value="Settings"/>
3	Draft	L10110451451	Carmen Chung	Casual Leave	2024-01-05	2024-03-01	17:00	2024-03-01	23:00	0.75	Testing casual leave	Carmen Chung	<input type="button" value="Settings"/>
4	Draft	L10110149470	Carmen Chung	Annual Leave	2024-01-05	2024-01-05	00:00	2024-02-29	23:59	56.00	Testing exceed quota	Carmen Chung	<input type="button" value="Settings"/>

Showing 1 to 4 of 4 entries Previous 1 Next

MANAGE LEAVE

Leave Type * Leave No From Date To Date Status Filter

S/N	Status	Application No	Name	Leave Type	Submit Date	Start Date	Start Time	End Date	End Time	Day	Reason	Created By	Actions
3	Draft	L10110451451	Carmen Chung	Casual Leave	2024-01-05	2024-03-01							
4	Draft	L10110149470	Carmen Chung	Annual Leave	2024-01-05	2024-01-05							
2	Draft	L10110411876	Carmen Chung	Sick Leave	2024-01-05	2024-01-03							
1	Draft	L10110139713	Carmen Chung	Sick Leave	2024-01-05	2024-01-04							

Showing 1 to 4 of 4 entries

After filtered, please remain showing the filter criteria and any chance to have a clear filter button?

Without submitting my applications, all under drafts, when click into “PERSONAL LEAVE BALANCE”, all shown as “Approved Leave” that’s not right

LEAVE BALANCE

LEAVE BALANCE

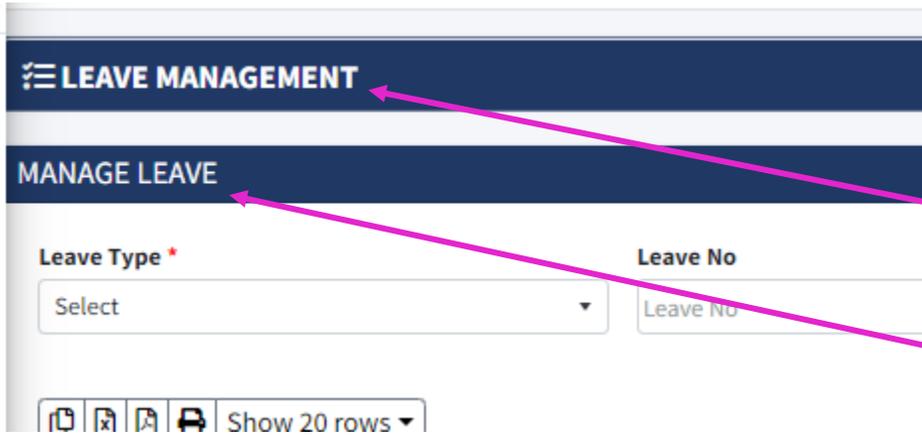
Show 20 rows

Search:

S/N	Leave Type	Leave Entitlement	Approved Leave	Balance Leave
1	Annual Leave	11.000	56.000	-45.000
2	Sick Leave	0.000	2.000	-2.000
3	Casual Leave	0.000	0.750	-0.750
4	Marriage Leave	0.000	0.000	0.000
5	Maternity Leave	0.000	0.000	0.000
6	Paternity Leave	0.000	0.000	0.000
7	Compassionate Leave	0.000	0.000	0.000
8	Bereavement Leave	0.000	0.000	0.000
9	Others	0.000	0.000	0.000
10	Compensation Leave	0.000	0.000	0.000

Showing 1 to 10 of 10 entries

Previous 1 Next

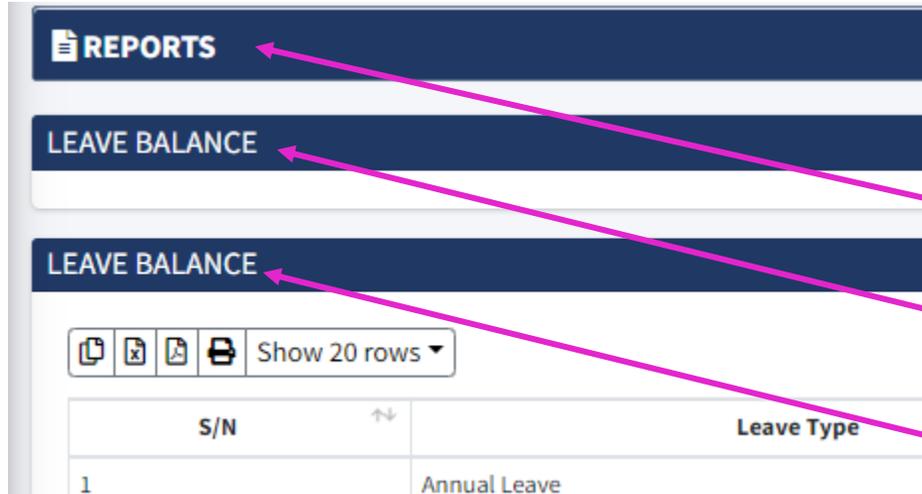


When I click “Manage Leave”,
The page layout

Level 1: LEAVE MANAGEMENT

Level 2: MANAGE LEAVE

This makes sense



When I click “Personal Leave Balance”,
The page layout

Level 1: REPORTS

Level 2: LEAVE BALANCE

Level 3: LEAVE BALANCE

Repeated?

If there is a summary being added under Level 2, that makes sense

Then, level 3 is the Leave Balance Details