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

The Well Leatherware Mfy. Ltd.

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

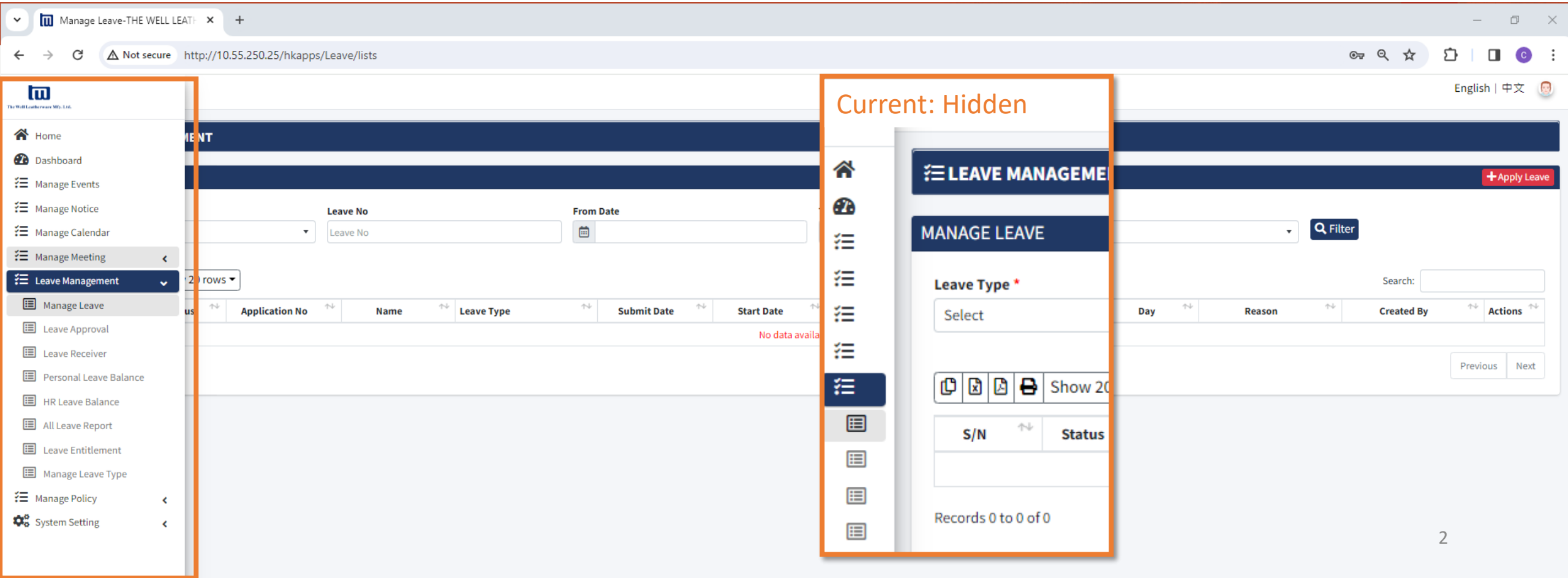
The landing page is “LEAVE APPLICATION”

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

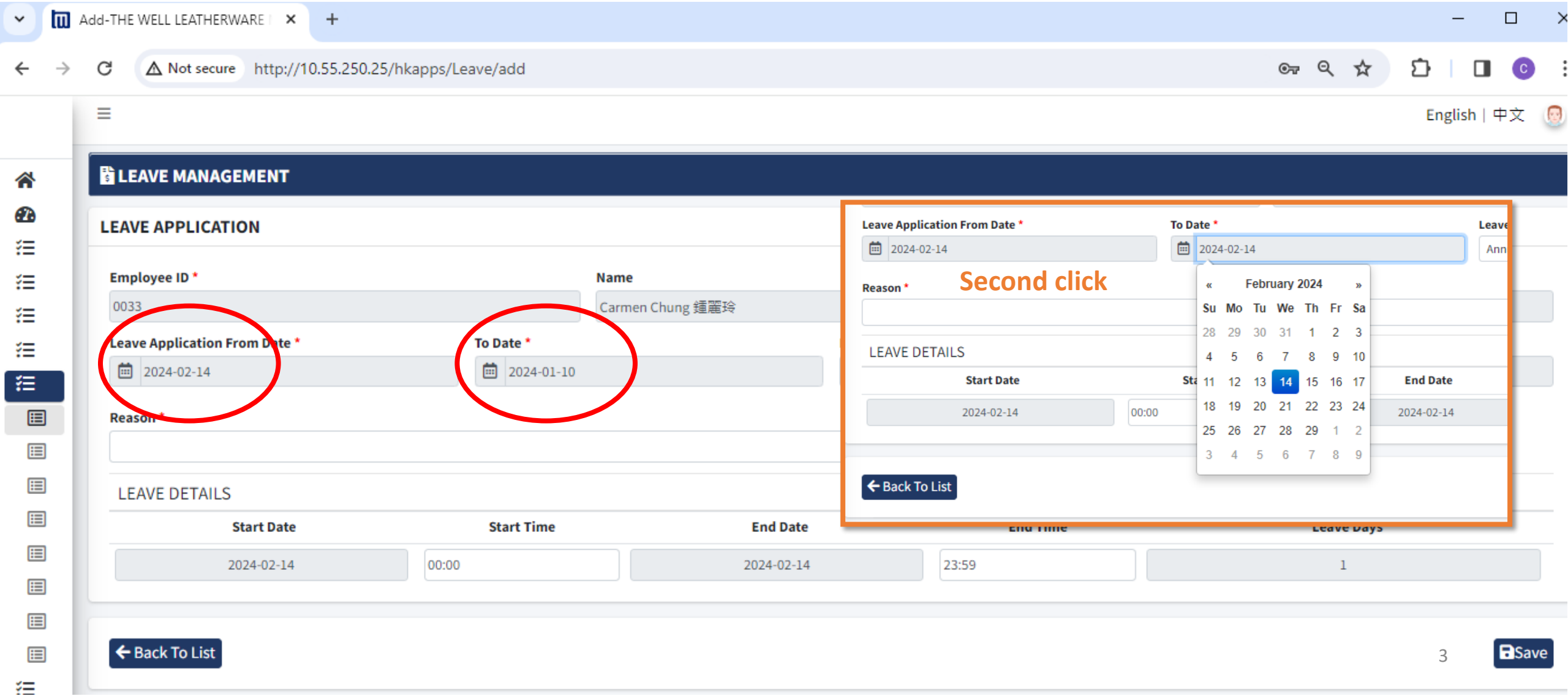
“MANAGE LEAVE”

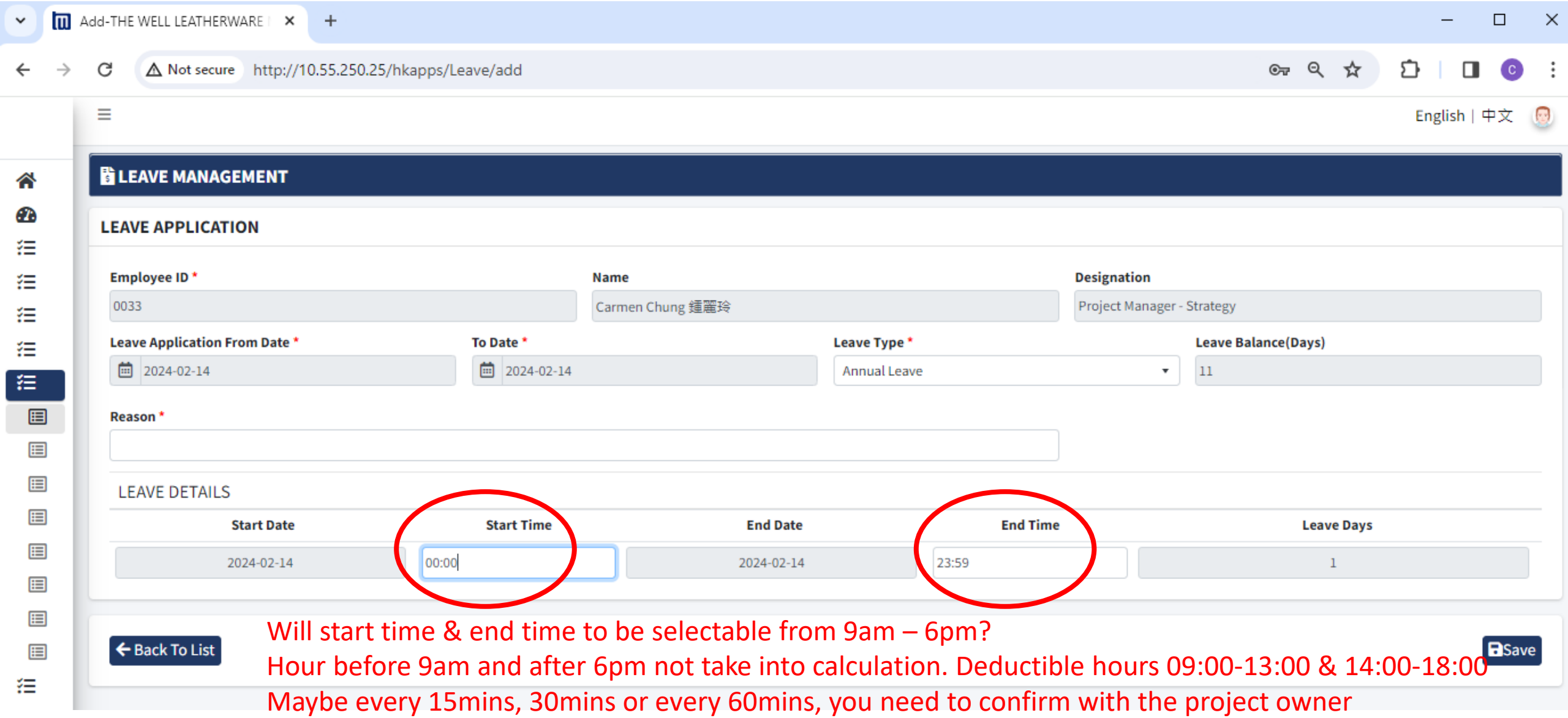
Can a summary be shown already without clicking “+ Apply Leave”?

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



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



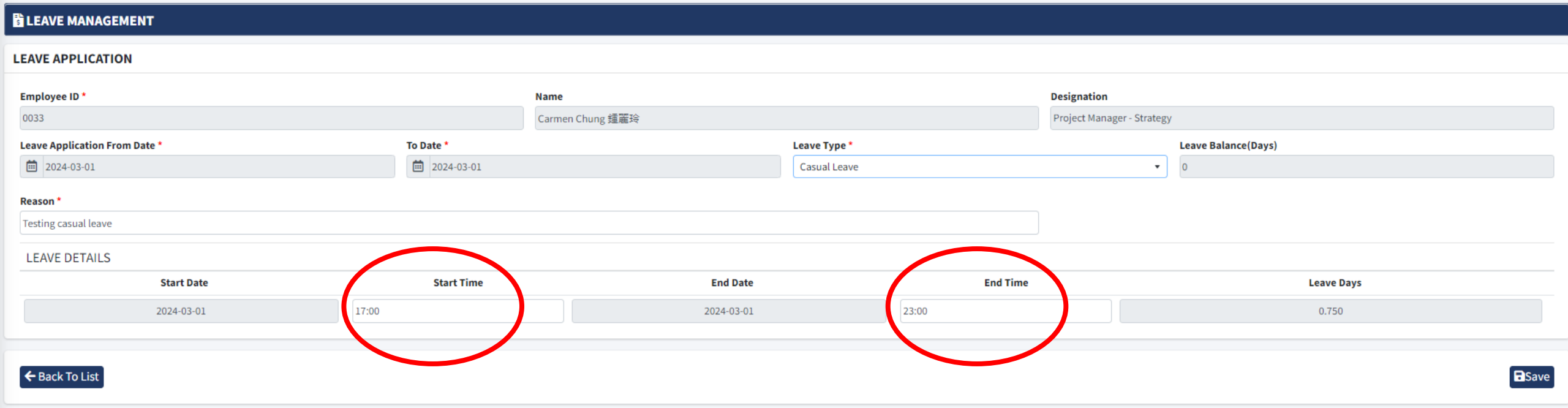


Will start time & end time to be selectable from 9am – 6pm?

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

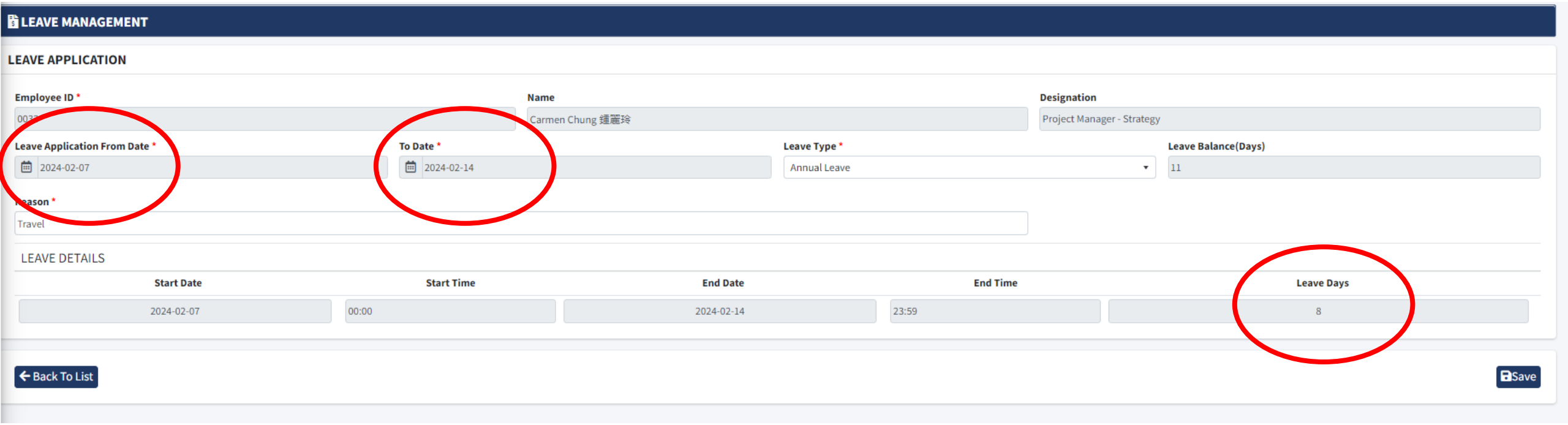
Per my understanding, not such a big flexibility down to minute though I understand the leave days is then calculated automatically



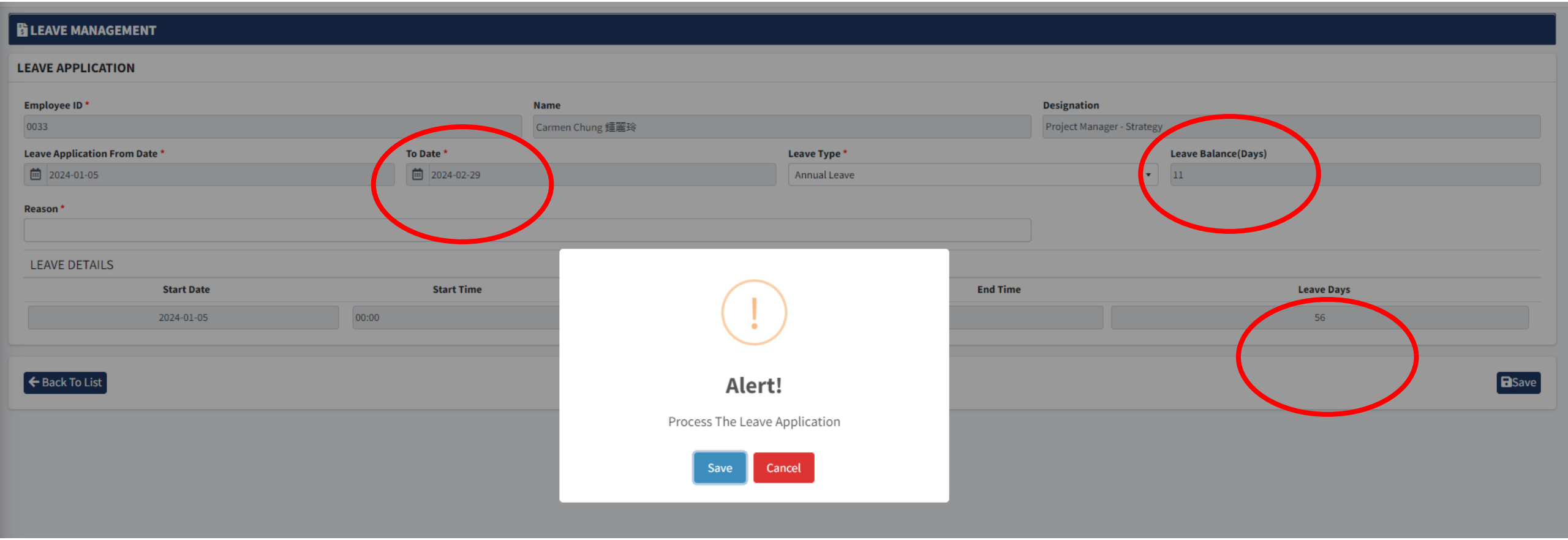
Hour before 9am and after 6pm not take into calculation.
Deductible hours 09:00-13:00 & 14:00-18:00
Leave taken 17:00-18:00 = 1 hour out of 8 hours, i.e. 0.125hr

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

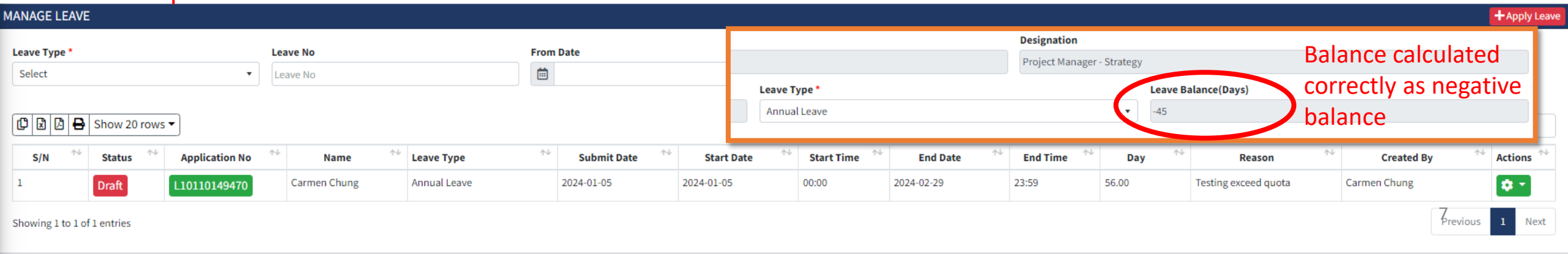
10th to 13th are public holidays in HK



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



Now still can proceed to “save”



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

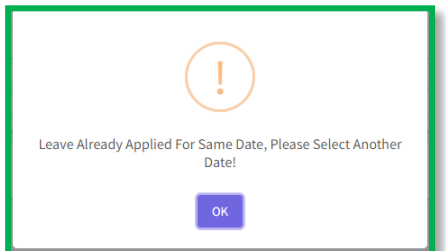
LEAVE DETAILS

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

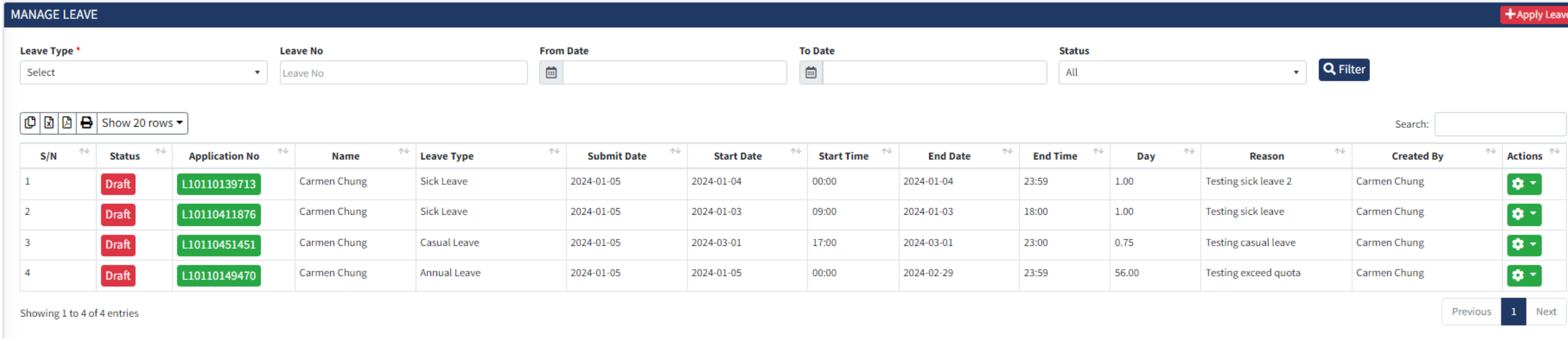


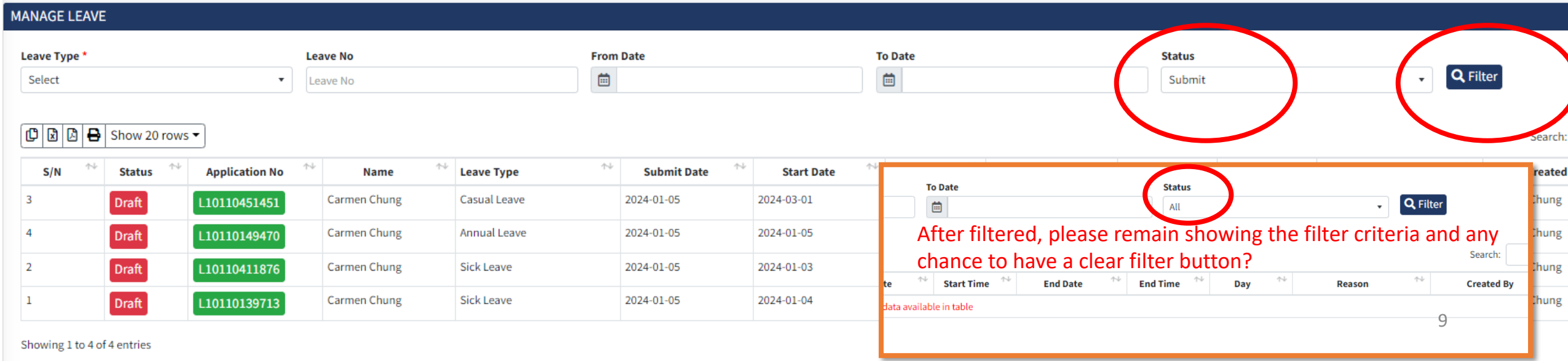
FILTER not working without pop up message if:

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





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

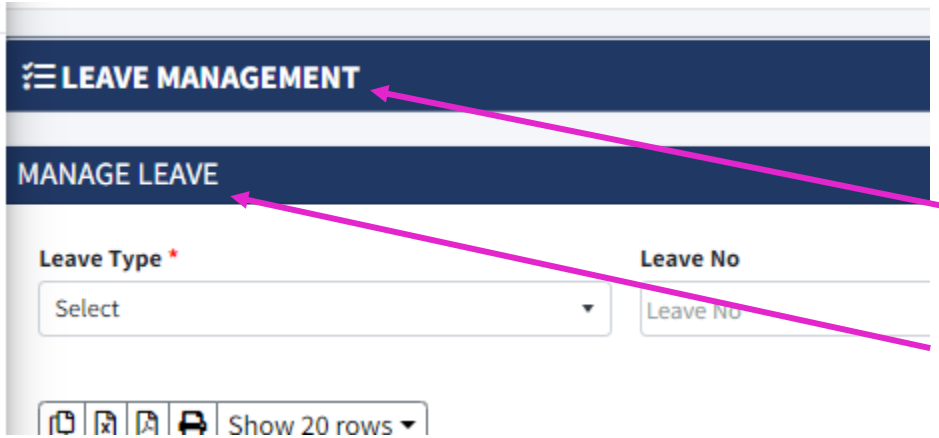
Show 20 rows

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

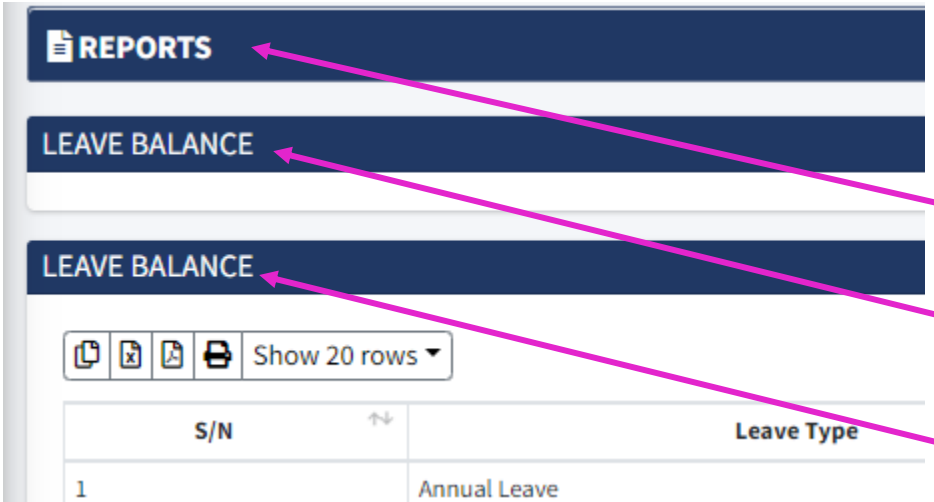


When I click “Manage Leave”,
The page layout

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