

ERIKS LEAVE FORM MANUAL

PROCEDURES

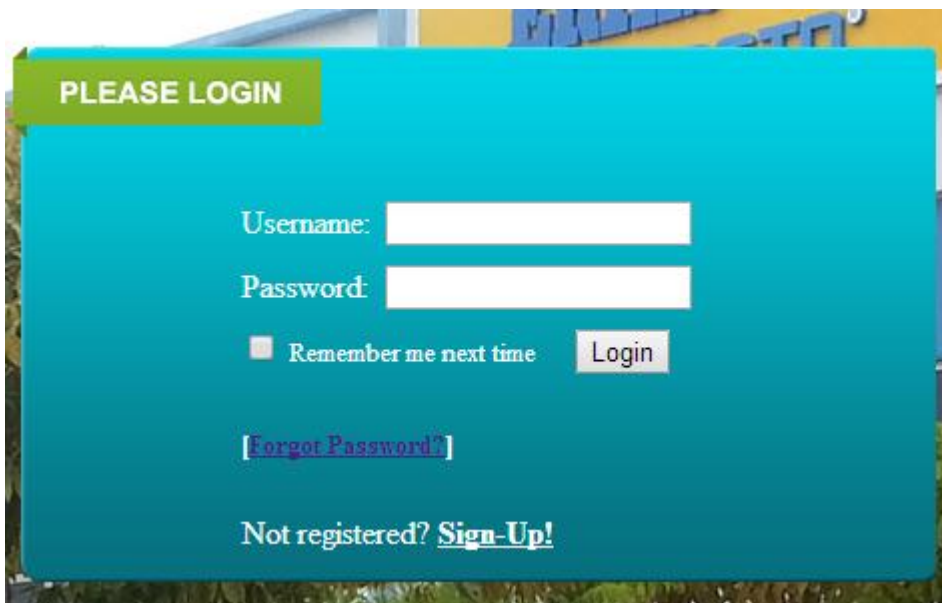
LOGIN FORM

Go to the webpage:

<http://www.eriks.com.sg/internal>

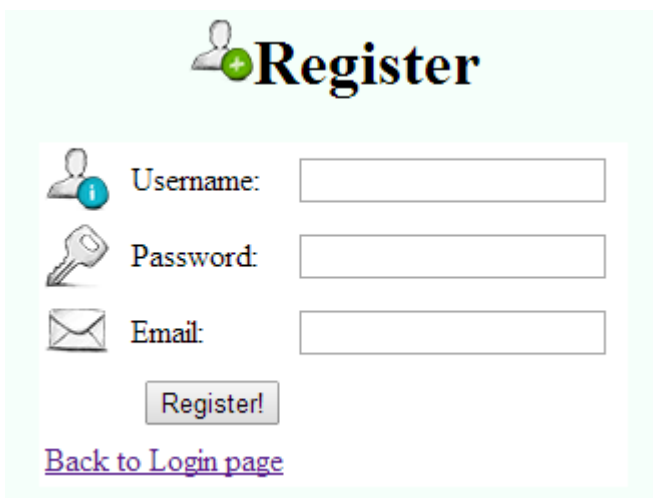
Here you login with your username and password when you already registered.

If you not registered already please click on the “Sign-Up” link to register.



The screenshot shows a login form with a teal background. At the top left, there is a green banner with the text "PLEASE LOGIN". Below this, there are two input fields: "Username:" and "Password:". Under the password field, there is a checkbox labeled "Remember me next time" and a "Login" button. Below the login button, there is a link for "[Forgot Password?]" and at the bottom, the text "Not registered? [Sign-Up!](#)".

REGISTER NEW USER:



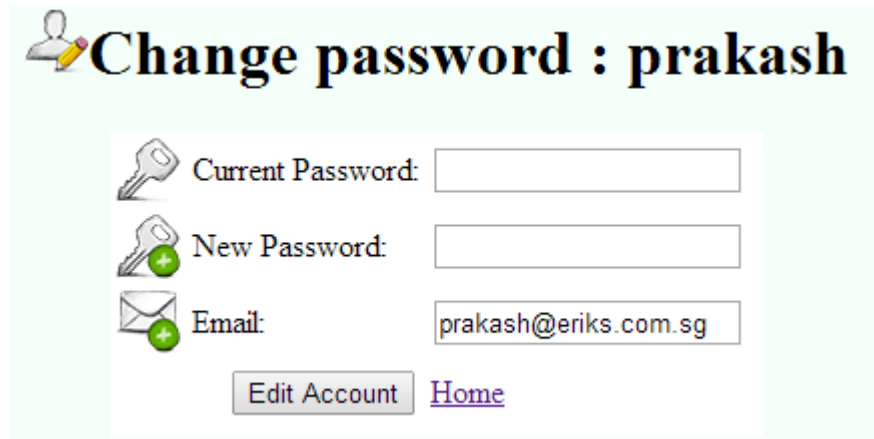
The screenshot shows a registration form with a light green background. At the top, there is a user icon with a plus sign and the text "Register". Below this, there are three input fields: "Username:" (with a user icon), "Password:" (with a key icon), and "Email:" (with an envelope icon). Below the email field, there is a "Register!" button and a link for "[Back to Login page](#)".

Here enter your username, password, email id. Then click on the register button, you can receive a confirmation email.

Note: You must use your ERIKS email id, If you register with your other email id you can't receive any email notification.

FORGOT PASSWORD:

Click on the "My Account" and then click on "Change Password".



Change password : prakash

Current Password:

New Password:

Email:

[Edit Account](#) [Home](#)

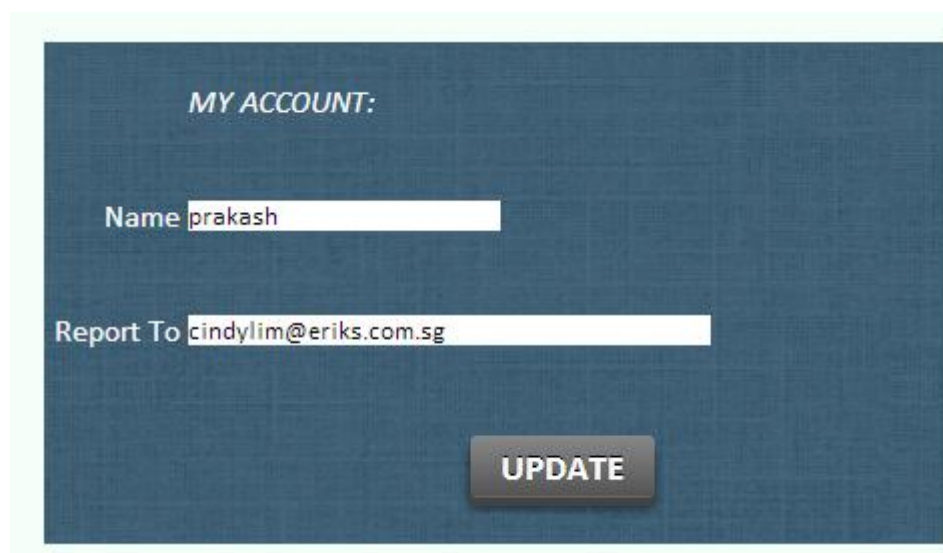
Here you have to enter your current password and new password to change.

MY ACCOUNT

To go to this page please click on "My account" in the menu after you login successfully.

Here you can register your boss email address. So that when you submit your leave form notification will automatically send to the email address.

You can change this email address in the future.



MY ACCOUNT:

Name

Report To

[UPDATE](#)

LEAVE FORM

LEAVE FORM: * Mandatory Fields

Requestor

Period of Leave:

From * Total days :

To

ANNUAL MATERNITY PATERNITY

CHILDCARE COMPASSIONATE MEDICAL LEAVE

INCAMP TRAINING NO PAY

OTHERS (If others please explain the reason box)

Reason : (*)

*Please avoid special characters(ex: , ; : ")

SUBMIT

[Refresh](#) | [My History](#)

Steps:

1. Select From date, also select period (Full/AM/PM).
2. Select From date, also select period (Full/AM/PM).
3. Enter the number of days leave you want.
EX:
If you want half day leave please enter as 0.5
If you want 1 and half day leave please enter as 1.5
4. Click on the list of leave categories.
5. Also enter reason for your leave.
6. "Form date" and "Reason" field is mandatory.
7. Now click on "Submit" button.
8. You can receive a notification email, also your boss also receive the notification email to approve your leave request.

How to know leave request status:

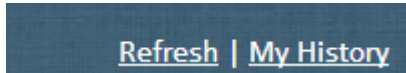
When your boss approves your request you will receive an email to confirm that your leave request is approved.

Also HR and Officeadm will receive one notification email.

You can also receive email when your boss rejected your leave request.

Cancel the leave request:

To do this click on “My history” in the leave form.



Now click on “cancel” to cancel your leave request.

86	prakash	2014-07-09	Full	2014-07-09	Full	pending	1	Cancel
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APPROVE OR REJECT LEAVE REQUEST

When an user submitted leave request an email will be send to the email id associated to the user’s account.

The email will be like as below:

To approve the leave request please click on the link for approval (First link)

To reject the leave request please click on the link for reject (Seond link)

Dear Admin

Prakash submitted the leave form

To approve this leave request please click on the below link

<http://www.eriks.com.sg/internal/forms/update.php?approve=98>

To reject this leave request please click on the below link

<http://www.eriks.com.sg/internal/forms/update.php?reject=98>

Leave Form submitted Details	
Submitted by	Prakash
From date	10-07-2014(Full)
To date	11-07-2014(Full)
Number of days	2
Type of leave	Annual Leave
Reason for leave, Going to INDIA	

THANK YOU!!!