
e-Mobile Leave Module

User Guide

For Sage EasyPay



Sage Software Asia Pte Ltd

Copyright © 2014 Sage Software Asia Pte Ltd

All rights reserved. No part of this manual shall be reproduced, stored in a retrieval system, or transmitted by any means, electronic, mechanical, photocopying, desktop publishing, recording, or otherwise without permission from Sage Software Asia Pte Ltd. Patent liability is assumed with respect to the use of the information contained herein. While every precaution has been taken with the information in this book, Sage Software Asia Pte Ltd assumes no responsibility for errors or omissions. Neither is there any liability assumed for damages resulting from the use of the information contained herein.

Sage EasyPay Enterprise is a trademark of Sage Software Asia Pte Ltd in Singapore and other countries. Other products and certain terms mentioned herein may be trademarks of their respective owners.

The examples, companies, organisations, products, people and events depicted herein are fictitious. No association with any real company, organisation, product, person or event is intended or should be inferred.

Sage Software Asia Pte Ltd
<http://sageeasypay.com/>

Table of Contents

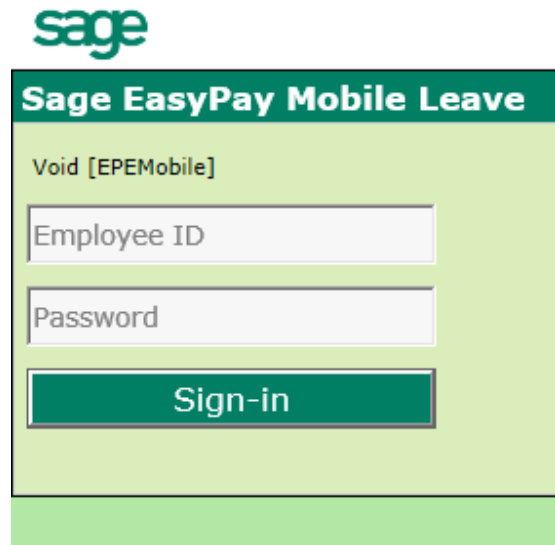
About this User Guide	1
iOS Users	1
Android Users	3
Setting up of e-Mobile Leave Module	5
Initialize the Application	5
Sync Data from Sage EasyPay	6
Reset Password	6
Leave Approval Not Required For	6
Allow Leave Application during Probation	6
Email Server	7
Adding New Users for e-Mobile Leave	7
Using the e-Mobile Leave	8
Change Password	9
Apply Leave	10
View the Leave Application Status	12
Amend Leave	13
Cancel Leave	15
Approving the Leave Application	17
Approve Leave	17
Reject Leave	20
Request Change	22

About this User Guide

This guide will show you how to use the e-Mobile Leave on iOS and Android.

iOS Users

Launch the browser on your device and enter the URL: <http://localhost/eMobileLeave> where *localhost* is your server name or IP address.



sage

Sage EasyPay Mobile Leave

Void [EPEMobile]

Employee ID

Password

Sign-in

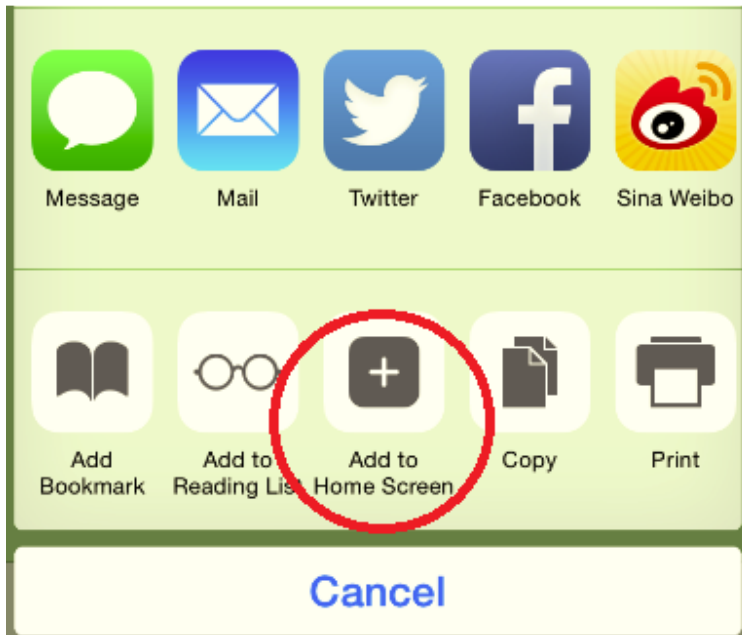
Employee ID: ADMIN

Password: RESURETSAM

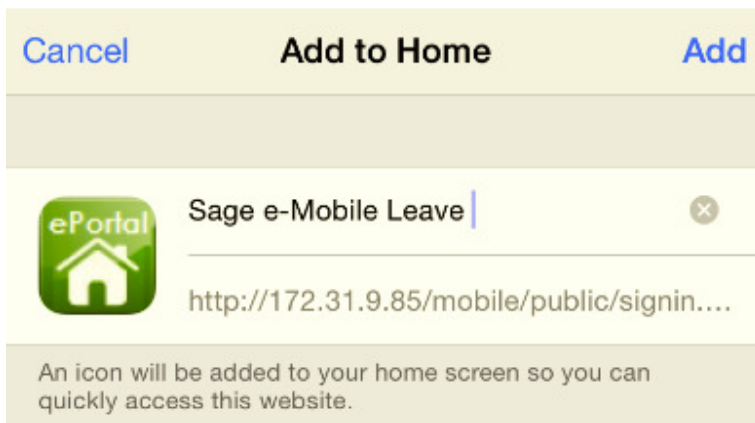
To create a shortcut of this website to your home screen, at the bottom of the browser,



Select the *circled* button.



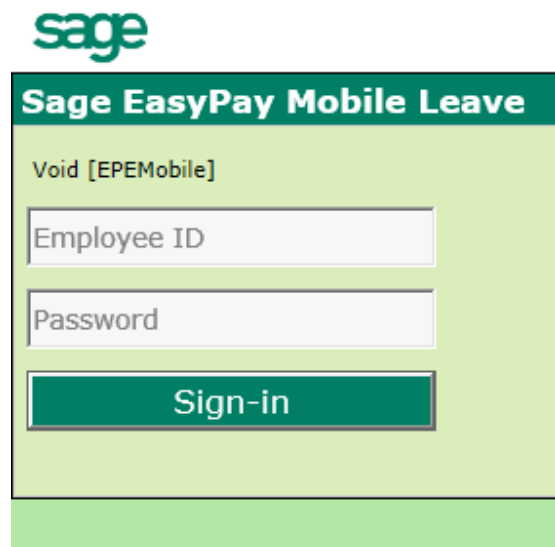
Select **Add to Home Screen**.



Enter a name for this icon that will appear on your Home Screen.
Select the **Add** button.

Android Users

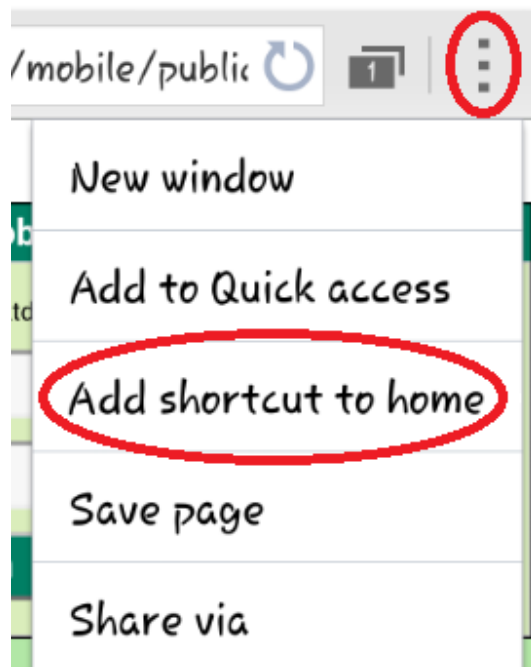
Launch the browser on your device and enter the URL: <http://localhost/eMobileLeave> where *localhost* is your server name or IP address.



Employee ID: ADMIN

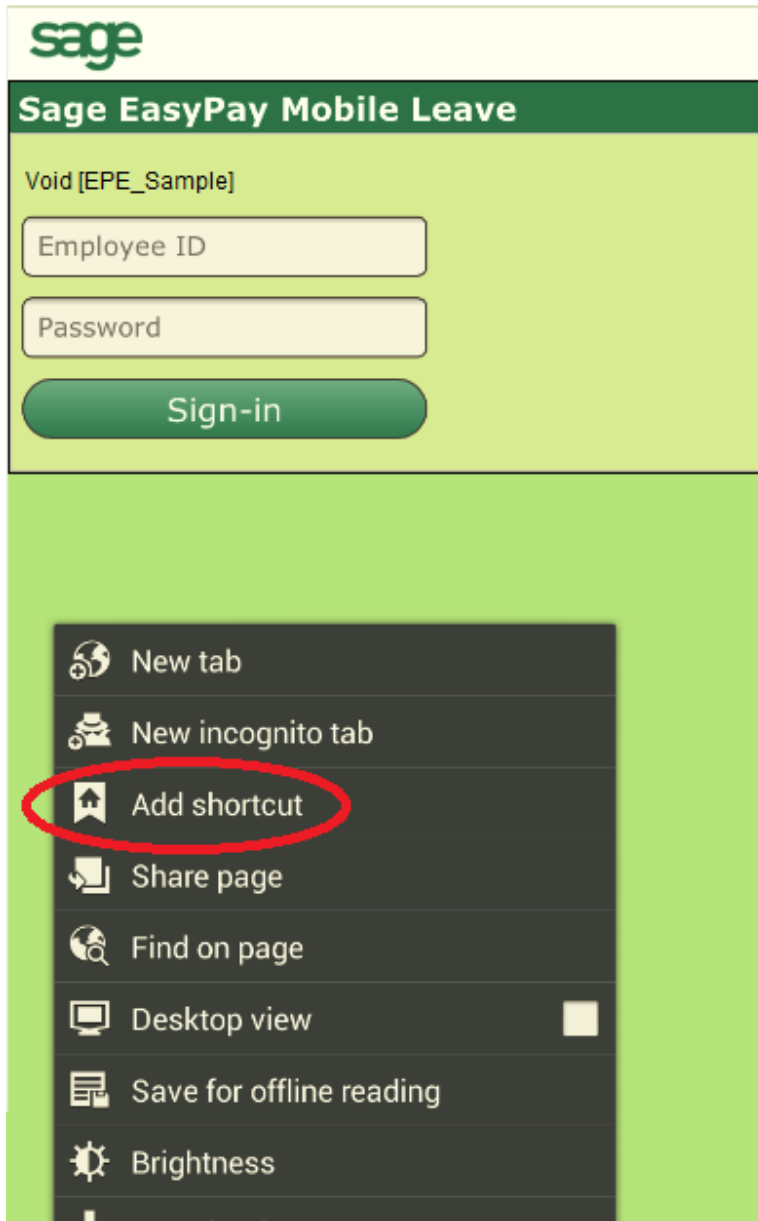
Password: RESURETSAM

To create a shortcut of this website to your home screen, at the top of the browser,

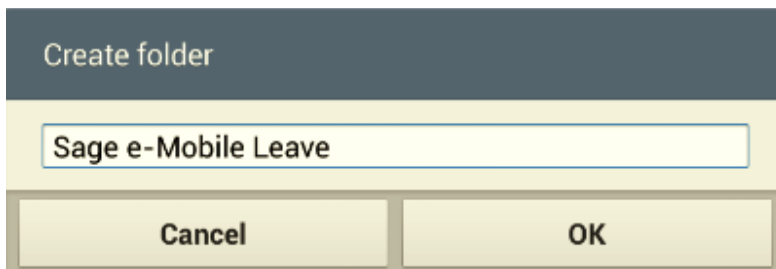


Select the vertically three-dot button and choose to **Add shortcut to home**.

Another way is to click on the Options button on your Android device,



Select **Add shortcut**.



Create a name for the icon.

Setting up of e-Mobile Leave Module

After logging in as Admin, you will be directed to this page:

Company

[Initialize](#)

List of Companies

Code	Name
Mobile	Void
Mobile1	Void

1

Sync Data From Sage EasyPay

[Sync](#)

Reset Password

[Reset Password](#)

Leave Approval Not Required For

[Update](#)

Initialize the Application

Company

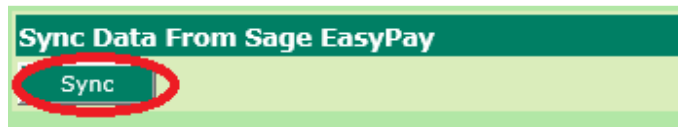
[Initialize](#)

List of Companies

Code	Name
Mobile	Void
Mobile1	Void

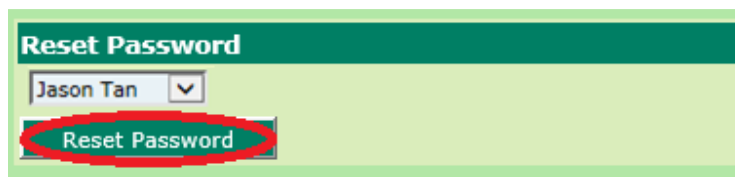
Click on the **Initialize** button to re-initialize the application. This will check if there are any new license files in the root directory.

Sync Data from Sage EasyPay



Click on the **Sync** button. This will synchronize the data from Sage EasyPay to e-Mobile Leave such as the Leave Types / employee leave details etc.

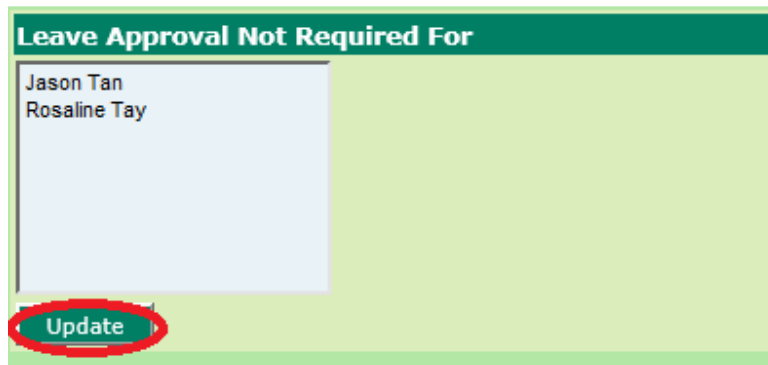
Reset Password



Select from the drop-down list, which employee to reset the password for.

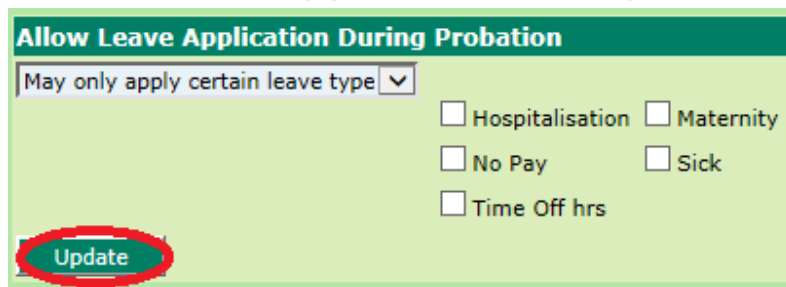
Click on the **Reset Password** button. Once the password has been reset, in order to log in, use the employee's Identity Number as the password.

Leave Approval Not Required For



Select the employees who do not need approval when applying leave. Click the **Update** button. Hold the Ctrl button to select multiple employees.

Allow Leave Application during Probation



If an employee is still on probation but is allowed to apply for leave, select the option from the drop-down list and the applicable leave types and click on the **Update** button.

Email Server

Email Server

Email host

Notifier email address

Select email server port Default Other
Other Port:

Select email server authentication type Without Authentication
 Requires Authentication

User ID

User password

SSL Connection

Submit

In order for the email notifications to work for leave transactions, the email server needs to be set up on this screen.

For the *Select email server port* option, if the default port is not the email port, select *Other* and key in the port number.

For the *Select email server authentication type* option, if it *Requires Authentication*, then enter the User ID and User password.

Adding New Users for e-Mobile Leave

To add new employees to the e-Mobile Leave application, enter his Employee ID in the login page and his Identity Number as the password. If login is successful, this new user will automatically be added to the e-Mobile Leave.

This is the same for existing employees. In order for them to login to the e-Mobile Leave, they just need their Employee ID and Identity Number as their password.

For example:

Jason Tan's Employee ID is E009 and his Identity Number is S1234321A

On the login page, E009 is his Employee ID and S1234321A is his password.

Using the e-Mobile Leave




Sage EasyPay Mobile Leave

Void [EPEMobile]

Sign in using the employee's Employee ID and Identity Number as the password.

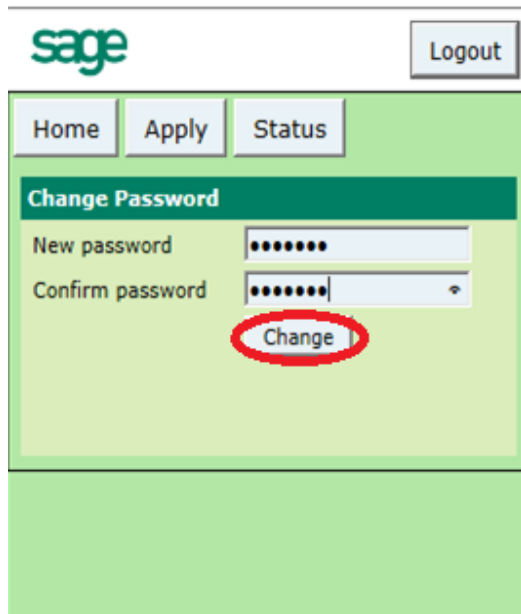
If login is successful, the home page will allow the user to *Change Password, Apply leave and view the application status.*



YTD Leave Summary up to 25 Nov 2014

Type	Total	Used	Balance
Annual	14.00	0.00	14.00
Hospitalisation	46.00	0.00	46.00
No Pay	0.00	0.00	0.00
Sick	14.00	0.00	14.00

Change Password



The screenshot shows a web interface for changing a password. At the top left is the 'sage' logo, and at the top right is a 'Logout' button. Below these are three navigation buttons: 'Home', 'Apply', and 'Status'. The main content area has a dark green header with the text 'Change Password'. Underneath, there are two text input fields: 'New password' and 'Confirm password', both containing seven black dots. Below the 'Confirm password' field is a 'Change' button, which is circled in red. The background of the form is light green.

Enter your New password then click the **Change** button. Your password must have a minimum length of 7 characters.

Note: Changing this password also changes your ePortal password. e-Mobile Leave uses the same username and password as your ePortal.

Apply Leave

sage Logout

Home **Apply** Status

Leave Type
Annual

From
25-Nov-2014 AM

To
25-Nov-2014 PM

Remarks
* Max 250 characters

Apply Leave

Note: e-Mobileleave does not support the Leave type **Time Off Hrs**.

Click the **Apply** button.

- Select the Leave Type
- Select the Date Range of the leave application
If there is a need to apply half day leave, for the Date Range, select *AM-AM* or *PM-PM*.

From
25-Nov-2014 AM

To
25-Nov-2014 AM

From
25-Nov-2014 PM

To
25-Nov-2014 PM

- Enter any remarks (Maximum of 250 characters)

Click the **Apply Leave** button.

A confirmation page will appear.

The screenshot shows the Sage HR system interface. At the top left is the Sage logo, and at the top right is a 'Logout' button. Below these are three navigation tabs: 'Home', 'Apply' (which is highlighted in green), and 'Status'. The main content area is a form with the following fields:

Leave Type	
Annual	
From	
25-11-2014 AM	
To	
25-11-2014 PM	
Duration	
1 Day(s)	
Remarks	
<div style="border: 1px solid #ccc; height: 40px;"></div>	

At the bottom of the form, there are two buttons: 'Confirm' (circled in red) and 'Cancel'.

Check that the details are correct then click the **Confirm** button.

You can Amend and Cancel the Leave from this page.

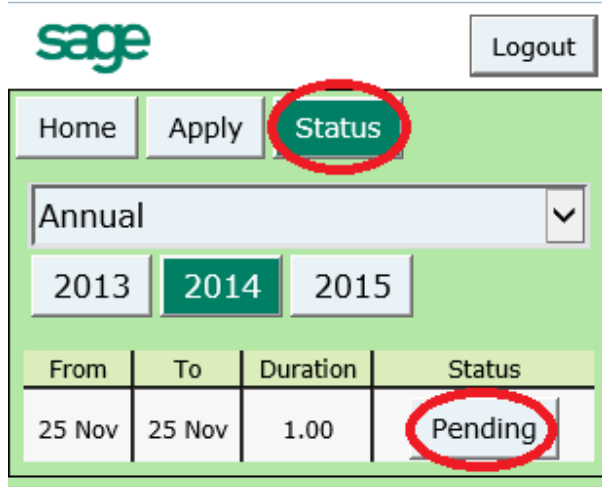
The screenshot shows the Sage HR system interface. At the top left is the Sage logo, and at the top right is a 'Logout' button. Below these are three navigation tabs: 'Home', 'Apply', and 'Status'. The main content area displays the following details:

Name	
Jason Tan - E0055	
Leave Type	
Annual	
From	To
25-11-2014 AM	25-11-2014 PM
Duration	Status
1 Day(s)	Pending
Remarks	
<div style="border: 1px solid #ccc; height: 20px;"></div>	

At the bottom of the form, there are two buttons: 'Amend Leave' and 'Cancel Leave', both of which are underlined in red.

An email notification will be sent to the approving manager once the leave application has been submitted successfully.

View the Leave Application Status



The screenshot shows the Sage HR system interface. At the top left is the Sage logo, and at the top right is a 'Logout' button. Below these are three navigation buttons: 'Home', 'Apply', and 'Status'. The 'Status' button is circled in red. Below the navigation buttons is a dropdown menu showing 'Annual' with a downward arrow. Underneath the dropdown are three year selection buttons: '2013', '2014', and '2015'. The '2014' button is highlighted in green. Below the year selection is a table with the following data:

From	To	Duration	Status
25 Nov	25 Nov	1.00	Pending

The 'Pending' status in the table is also circled in red.

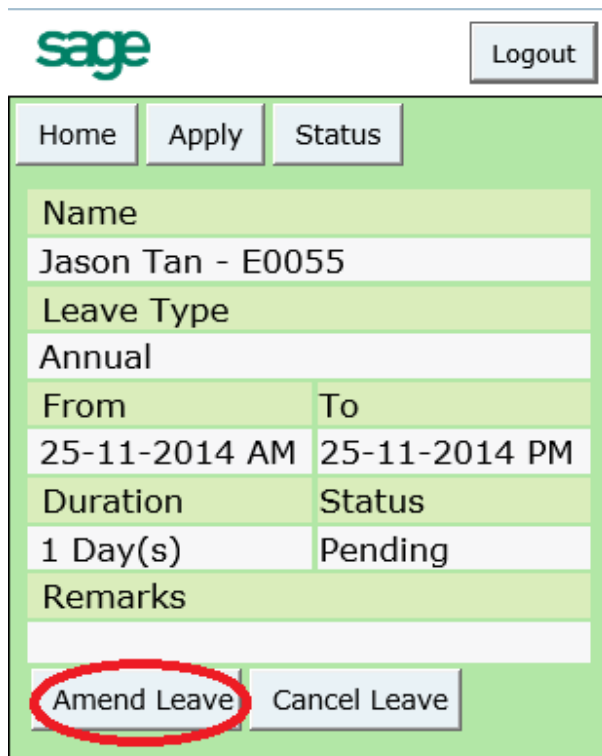
Click the **Status** button to view the status of the leave application. The status of the leave application is based on the Leave Type. Select from the drop down list which Leave Type to preview.

Amend Leave

To amend the leave, go to the Status page

From	To	Duration	Status
25 Nov	25 Nov	1.00	Pending

Click on **Pending**.



The screenshot shows the Sage HR system interface. At the top left is the Sage logo, and at the top right is a Logout button. Below these are three navigation buttons: Home, Apply, and Status. The main content area displays the following information:

Name	
Jason Tan - E0055	
Leave Type	
Annual	
From	To
25-11-2014 AM	25-11-2014 PM
Duration	Status
1 Day(s)	Pending
Remarks	
Amend Leave	Cancel Leave

Click the **Amend Leave** button then make the necessary changes.

The screenshot shows the Sage HR system interface. At the top left is the 'sage' logo, and at the top right is a 'Logout' button. Below the logo are three navigation tabs: 'Home', 'Apply' (which is highlighted in green), and 'Status'. The main form area is titled 'Leave Type' and contains the following fields: 'Annual' (selected in a dropdown menu), 'From' (25-Nov-2014 AM), and 'To' (27-Nov-2014 PM). Below these is a 'Remarks' section with a text area and a note '* Max 250 characters'. At the bottom of the form, the 'Amend Leave' button is circled in red.

When you have finished amending the leave, click on **Amend Leave**.

The screenshot shows the Sage HR system interface. At the top left is the 'sage' logo, and at the top right is a 'Logout' button. Below the logo are three navigation tabs: 'Home', 'Apply' (which is highlighted in green), and 'Status'. The main form area displays the following information: 'Leave Type: Annual', 'From: 25-11-2014 AM', 'To: 27-11-2014 PM', and 'Duration: 3 Day(s)'. Below this is a 'Remarks' section with a text area. At the bottom of the form, the 'Confirm' button is circled in red, and a 'Cancel' button is also visible.

Confirm the changes.

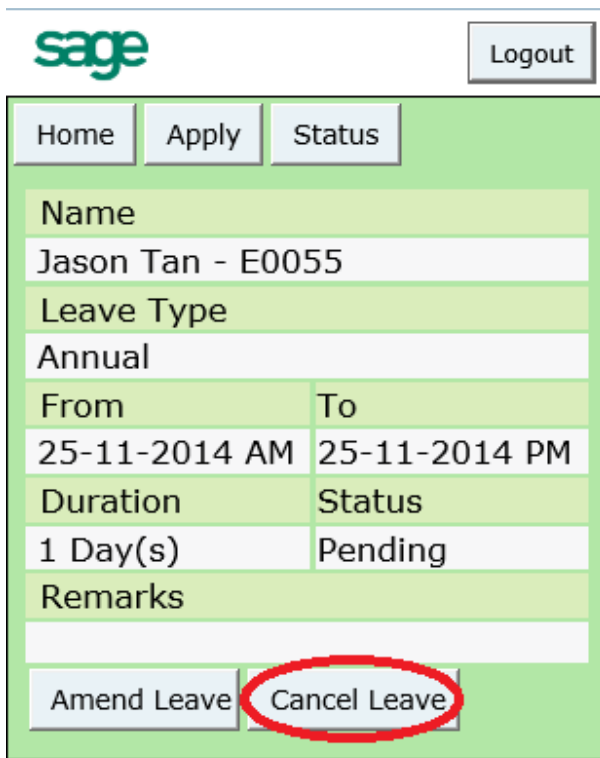
The approving manager will then receive an email regarding the amended application.

Cancel Leave

To cancel the leave, go to the Status page

From	To	Duration	Status
25 Nov	25 Nov	1.00	Pending

Click on **Pending**.

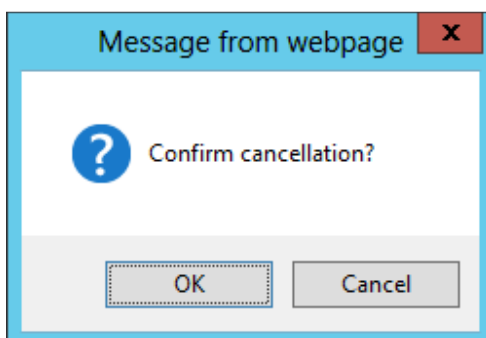


The screenshot shows the Sage HR system interface. At the top left is the Sage logo, and at the top right is a 'Logout' button. Below these are navigation buttons for 'Home', 'Apply', and 'Status'. The main content area displays the following information:

- Name:** Jason Tan - E0055
- Leave Type:** Annual
- From:** 25-11-2014 AM
- To:** 25-11-2014 PM
- Duration:** 1 Day(s)
- Status:** Pending
- Remarks:** (empty field)

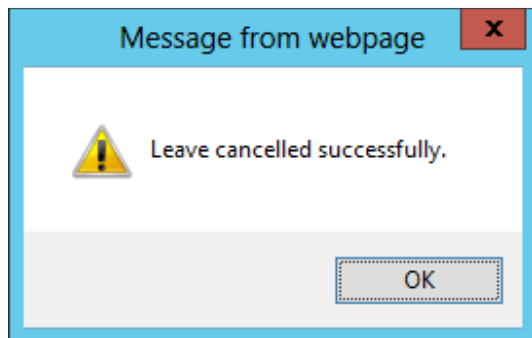
At the bottom of the form, there are two buttons: 'Amend Leave' and 'Cancel Leave'. The 'Cancel Leave' button is circled in red.

Click on **Cancel Leave**.



The screenshot shows a confirmation dialog box titled 'Message from webpage'. It contains a question mark icon and the text 'Confirm cancellation?'. At the bottom, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a dotted border.

To confirm the cancellation, click on the **OK** button.



Your leave application has been cancelled successfully. Click the **OK** button.

When the leave application has been cancelled successfully, an email notification would be sent to the approving manager.

Approving the Leave Application

This section is only for the approving managers.

Approve Leave



The screenshot shows the Sage HR system interface. At the top left is the Sage logo. To its right are two buttons: 'Change Password' and 'Logout'. Below these is a navigation bar with four buttons: 'Home', 'Apply', 'Status', and 'Approve'. The 'Approve' button is circled in red. Below the navigation bar is a section titled 'YTD Leave Summary up to 26 Nov 2014'. This section contains a table with four columns: 'Type', 'Total', 'Used', and 'Balance'. The table lists five leave types: Annual, Hospitalisation, Maternity, No Pay, and Sick. Below the table is a button labeled 'View Full Year Entitlement'.

Type	Total	Used	Balance
Annual	21.00	0.00	21.00
Hospitalisation	46.00	2.00	44.00
Maternity	80.00	0.00	80.00
No Pay	0.00	0.00	0.00
Sick	14.00	0.00	14.00

To view the list of pending leave applications, click the **Approve** button.

sage Logout

Home Apply Status **Approve**

Record 1 of 3 << >>

Name
Serene Lim - E006

Record Type
Application

Leave Type
ChildCare

From	To
27-11-2014 AM	28-11-2014 PM

Duration
2 Day(s)

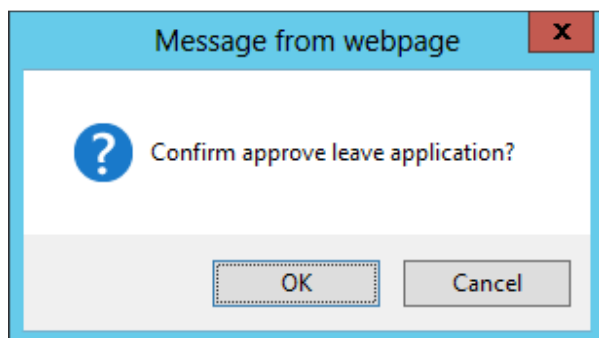
Remarks

Approver Remarks

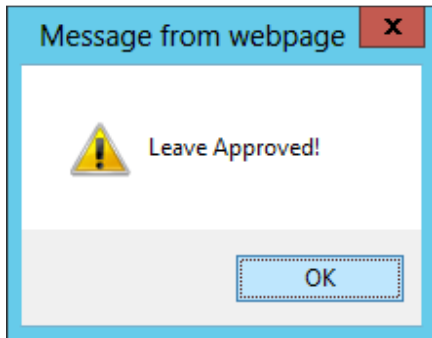
* Max 250 characters

Approve Reject Request change

If there is more than one leave application waiting for approval, you can view each record by clicking on the << and >> buttons. You can add in any remarks in the Approver Remarks section. Click on the **Approve** button to approve the leave application.



To approve the leave, click on the **OK** button.



Click the **OK** button.

Once the leave application has been approved, an email notification would be sent to the employee.

Reject Leave

The screenshot shows the Sage HR system interface. At the top left is the Sage logo, and at the top right is a 'Logout' button. Below these are navigation tabs: 'Home', 'Apply', 'Status', and 'Approve'. The 'Approve' tab is selected. The main content area displays details for 'Record 1 of 2' for Bernie Lim - E00867. The record type is 'Annual', and the leave type is 'Annual'. The dates are '26-11-2014 AM' to '01-12-2014 PM', with a duration of '4 Day(s)'. There are fields for 'Remarks' and 'Approver Remarks'. At the bottom, there are three buttons: 'Approve', 'Reject' (circled in red), and 'Request change'.

Record 1 of 2		<<	>>
Name			
Bernie Lim - E00867			
Record Type			
Application			
Leave Type			
Annual			
From	To		
26-11-2014 AM	01-12-2014 PM		
Duration	4 Day(s)		
Remarks			
Approver Remarks			
* Max 250 characters			
Approve	Reject	Request change	

If the approving manager wants to reject a leave application, enter remarks if applicable, and then click on the **Reject** button.

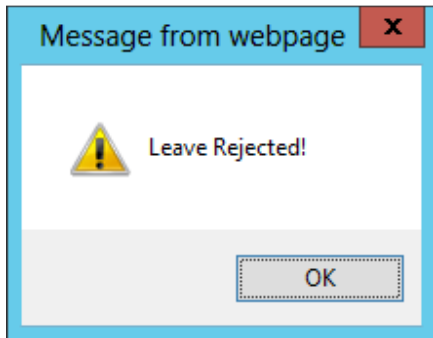
The screenshot shows a 'Message from webpage' dialog box. It contains a question mark icon and the text 'Confirm reject leave application?'. At the bottom, there are two buttons: 'OK' and 'Cancel'.

Message from webpage

Confirm reject leave application?

OK Cancel

To reject the leave, click on the **OK** button.



Click the **OK** button.

Once the leave application has been rejected, an email notification would be sent to the employee.

Request Change

sage Logout

Home Apply Status **Approve**

Record 1 of 1

Name
Jason Tan - E0055

Record Type
Amendment

Leave Type
Annual

From	To
25-11-2014 AM	25-11-2014 PM

Duration
1 Day(s)

Remarks


Approver Remarks

* Max 250 characters

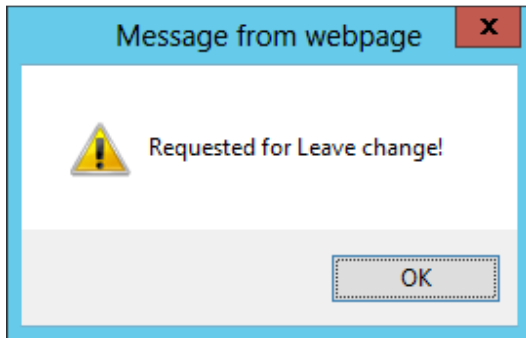
Approve Reject **Request change**

To request for a change of leave application, enter remarks if applicable, then click on the **Request change** button.

Message from webpage x

 Confirm request for change?

To request for change, click on the **OK** button.



Click the **OK** button.

Once the leave application has been requested for a leave change, an email notification would be sent to the employee.