

The main title logo for the course book, featuring 'autocount' in a small font above 'cloud payroll' in a larger font, with a blue cloud icon above the word 'cloud', followed by the words 'Course Book' in a large, bold, blue font.

Step-by step Answer Guide

Chapter 14

Employee Self -Service Portal (ESS)

Auto Count Sdn Bhd (751600-A)

B2-3A-01, Level 3A, Block B2, Meritus @ Oasis Corporate Park,
No.2, Jalan PJU 1A/2, Ara Damansara, 47301 Petaling Jaya, Selangor Darul Ehsan.
Tel: 603-3000 3000 Fax: 603-7621 0911 www.autocountSoft.com



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Chapter 14 Employee Self -Service Portal (ESS)

Task 14.1

Enable E-Leave & E-Claim

Enable Both E-Leave & E-Claim for Cindy Louder & Apapon Boleh
(Payroll > Employee > Employee Maintenance > Edit)

The screenshot shows the 'Employee Maintenance' interface. At the top, there is a search bar and user information for 'NAZZEL1'. The main content area features a table with columns for Code, Name, Email Address, Job Title, Department, Branch, Join Date, ELeave, EClaim, and Active?. The row for 'Cindy Lou...' is highlighted, and its edit icon (a blue pencil) is circled in red. A yellow callout box with a pencil icon and the text '1. Click to edit' points to this icon. Below the table, there is a 'Count: 6' indicator and pagination controls showing '10', '20', and '50' items per page, and 'Page: 1'.

	Code ↑	Name	Email Ad...	Job Title	Departm...	Branch	Join Date	ELeave	EClaim	Active?	
	E001/1505	Tom Kurus		SSM Mana...	SSM - Sale...	HQ - HQ O...	01/05/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	E002/1510	Cindy Lou...		Purchasin...	PUR - Purc...	JH - Johor ...	01/10/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	E003/1606	Apapon B...		HRA Mana...	HRA - Hum...	HQ - HQ O...	01/06/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	E004/1707	Aiyen Man		OP Executi...	ORD - Ord...	HQ - HQ O...	01/07/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	E005/1710	Woo Verin		Marketing ...	SSM - Sale...	JH - Johor ...	01/10/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	E006/1904	Sweet Jingj...		Sales Exec...	SSM - Sale...	HQ - HQ O...	01/04/2019	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Count: 6

10 20 50 Page: 1

Enable Both E-Leave & E-Claim for Cindy Louder & Apapon Boleh
(Payroll > Employee > Employee Maintenance > Edit)

The screenshot displays the 'Employee Maintenance > Edit' page for Cindy Louder. The interface features a blue header with a search bar and user profile (NAZZEL1). A left sidebar contains navigation icons for Dashboard, My Calendar, Employee, Payroll Management, Government Report, Management Report, and Employee Report. The main content area shows the employee's name 'Cindy Louder' and a 'Save' button. Below the name is a profile picture placeholder. The form includes the following fields and options:

- Employee Code ***: Text input field containing 'E002/1510'.
- Employee Full Name ***: Text input field containing 'Cindy Louder'.
- Is Active**
- Has E-Leave**
- Has E-Claim**

An orange callout box with the text '2. Click Save to proceed' points to the 'Save' button. Red arrows point to the 'Has E-Leave' and 'Has E-Claim' checkboxes. Below the form is a tabbed interface with 'Personal Profile' selected, and a 'Personal Information' section with a sub-section for 'Identity Card/Passport *'. A '+' icon and a chat bubble icon are visible in the bottom right corner.

Enable Both E-Leave & E-Claim for Cindy Louder & Apapon Boleh
(Payroll > Employee > Employee Maintenance > Edit)

The screenshot displays the 'Edit' page for employee Apapon Boleh in the AutoCount Cloud Payroll ESS. The page features a blue header with a search bar and user profile (NAZZEL1). A left sidebar contains navigation icons for Dashboard, My Calendar, Employee, Payroll Management, Government Report, Management Report, and Employee Report. The main content area shows the employee's name 'Apapon Boleh' and a 'Save' button. Below the name is a profile picture placeholder. The form includes the following fields and options:

- Employee Code ***: Text input field containing 'E003/1606'. To its right are checkboxes for 'Is Foreigner' and 'Is Disable Person'.
- Employee Full Name ***: Text input field containing 'Apapon Boleh'. Below this field are checkboxes for 'Is Active', 'Has E-Leave', and 'Has E-Claim'. Red boxes and arrows highlight the 'Has E-Leave' and 'Has E-Claim' checkboxes.

At the bottom of the form, there is a tabbed interface with 'Personal Profile' selected. Other tabs include 'Spouse Information', 'Employment Detail', 'Statutory Requirement', 'Addition & Deduction', 'Other Information', 'Bank Accounts', and 'Change User'. Below the tabs is a blue bar labeled 'Personal Information' and a section for 'Identity Card/Passport *'. A floating action button with a plus sign and a chat icon is visible in the bottom right corner.

Check User Authorization for APAPON BOLEH
(Payroll > Employee > Employee Maintenance > Edit)

The screenshot displays the 'User Authorization' interface. On the left, a navigation sidebar is visible with the following items: CHAPTER 14, PAYROLL, REPORTS, HUMAN RESOURCE, TOOLS, Company Profile, General Maintenance, User Setting (selected), Access Group, Approval Setting, User Authorization, Invite Users, and Options. The main content area features a table with the following data:

Email	Name	
acpayroll1@gmail.com	CINDY LOUDER	
acpayroll3@gmail.com	APAPON BOLEH	
mnazzel@gmail.com	NAZZEL1	

Below the table, it indicates 'Count: 3' and a pagination control showing '10 20 50' and 'Page: 1'. A red box highlights the edit icon for the 'APAPON BOLEH' user, with a red arrow pointing to it. The top right of the page shows the user's name 'APAPON BOLEH' and a search bar.

Check User Authorization for APAPON BOLEH
(Payroll > Employee > Employee Maintenance > Edit)

The screenshot displays the 'APAPON BOLEH' user configuration page. The left sidebar contains a 'User Setting' menu with 'User Authorization' selected. The main area shows the 'Link to Employee' field populated with 'Apapon Boleh'. Below this, the 'Access Rights' are set to 'Authorized Employee Groups'. A yellow informational box states: 'This Setup allow user to view and process the employees' group payroll.' A table lists the authorized groups:

Group	Enabled
Employee Group	<input checked="" type="checkbox"/>
Managerial	<input checked="" type="checkbox"/>
STANDARD	<input checked="" type="checkbox"/>

Two callout boxes provide instructions: '1. Enable Employee Group setting' points to the 'Employee Group' checkbox, and '2. Click Save to proceed' points to the 'Save' button in the top right corner.

Both E-Leave & E-Claim for Cindy Louder & Apapon Boleh has been enable
 (Payroll > Employee > Employee Maintenance > Edit)

The screenshot shows the 'Employee Maintenance' interface. At the top, there is a search bar and a user profile for 'NAZZEL1'. The main content area features a table with columns for Code, Name, Email, Job Title, Department, Branch, Join Date, ELeave, EClaim, and Active?. The rows for Cindy Louder (E002/1510) and Apapon Boleh (E003/1606) are highlighted with a red border, and their 'ELeave' and 'EClaim' checkboxes are also highlighted with red boxes, indicating they are checked.

Code	Name	Email Ad...	Job Title	Departm...	Branch	Join Date	ELeave	EClaim	Active?
E001/1505	Tom Kurus		SSM Mana...	SSM - Sale...	HQ - HQ O...	01/05/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E002/1510	Cindy Lou...		Purchasin...	PUR - Purc...	JH - Johor ...	01/10/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E003/1606	Apapon B...		HRA Mana...	HRA - Hum...	HQ - HQ O...	01/06/2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E004/1707	Aiyen Man		OP Executi...	ORD - Ord...	HQ - HQ O...	01/07/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E005/1710	Woo Verin		Marketing ...	SSM - Sale...	JH - Johor ...	01/10/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E006/1904	Sweet Jingl...		Sales Exec...	SSM - Sale...	HQ - HQ O...	01/04/2019	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

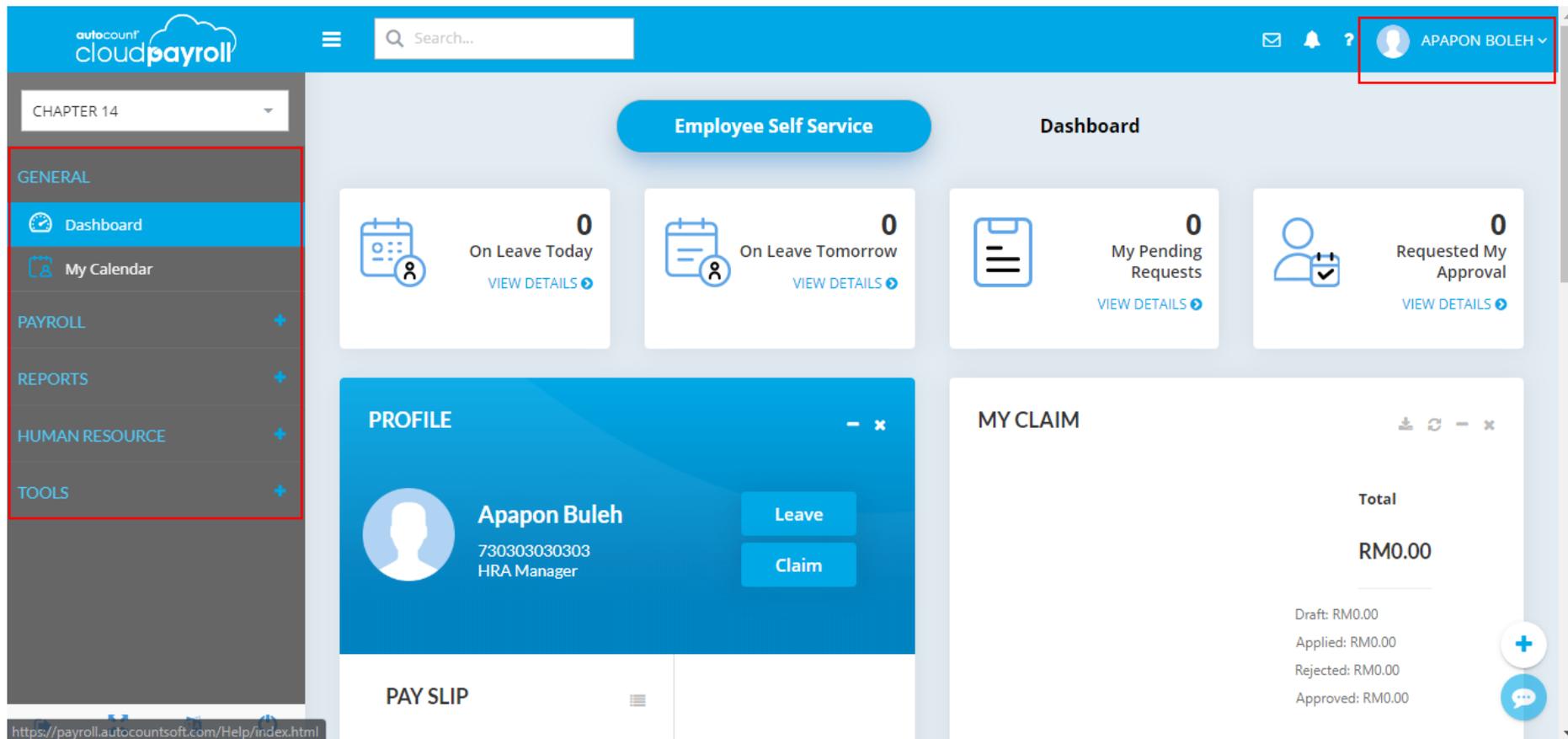
Count: 6

Page: 1

Task 14.2

Login as Payroll/Employee User

For this to be working properly, you're require to open 2 different browser at the same time
Due to enhanced security features only 1 email allow to login into 1 browser
ESS page for APAPON BOLEH



For this to be working properly, you're require to open 2 different browser at the same time
Due to enhanced security features only 1 email allow to login into 1 browser
ESS page for CINDY LOUDER

Employee Self Service

GENERAL

- Employee Self Service
- My Calendar

MY CLAIM

- Submit Claim

MY LEAVE

- Apply Leave

On Leave Today 0
[VIEW DETAILS](#)

On Leave Tomorrow 0
[VIEW DETAILS](#)

My Pending Requests 0
[VIEW DETAILS](#)

Requested My Approval 0
[VIEW DETAILS](#)

PROFILE

Cindy Louder
880808080808
Purchasing Executive

[Leave](#)
[Claim](#)

MY CLAIM

Total
RM0.00

Draft: RM0.00
Applied: RM0.00
Rejected: RM0.00
Approved: RM0.00

PAY SLIP

Task 14.3

Change Password of ESS (Employee User)

view setting how to change both password & email
(Employee's name > Profile)

The screenshot displays the Employee Self Service (ESS) portal interface. At the top right, the user's name 'CINDY LOUDER' is visible next to a dropdown arrow. A red box highlights the 'Profile' menu item in the dropdown, with a red arrow pointing to it from the left. The main content area shows three summary cards: 'On Leave Today' (0), 'On Leave Tomorrow' (0), and 'My Pending Requests' (0), each with a 'VIEW DETAILS' link. Below these is a 'PROFILE' card for Cindy Louder, ID 880808080808, Purchasing Executive, with 'Leave' and 'Claim' buttons. To the right is a 'MY CLAIM' card showing a 'Total' of RM0.00, with sub-totals for Draft, Applied, Rejected, and Approved. A 'PAY SLIP' card is partially visible at the bottom left. The left sidebar contains navigation options under 'GENERAL', 'MY CLAIM', and 'MY LEAVE'. The URL at the bottom is https://payroll.autocountsoft.com/Home/Profile.

view setting how to change both password & email
(Employee's name > Profile)

autoaccount cloud payroll ? Sign Out

CINDY LOUDER

Change Picture

acpayroll1@gmail.com

Change Your Password

Current Password
Curren Password

New Password
New Password

Confirm Password
Confirm Password

Submit

Two-Factor Authentication

2. Enter password if you want to change password

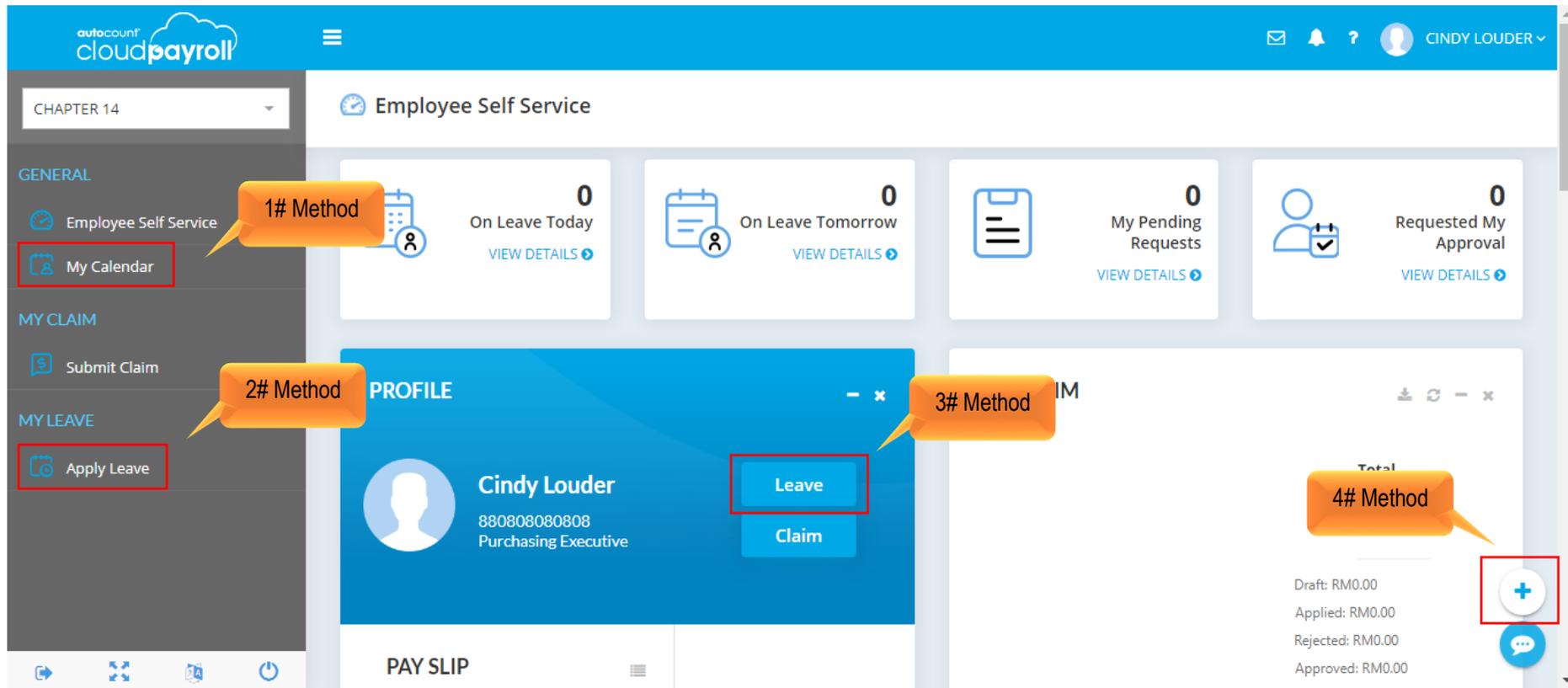
1. Click [edit icon] if you want to change email

Add Authenticator Application

Task 14.4

Add Leave Request (Employee User)

Create Replacement request Leave for Cindy Louder
4 Method how to create Leave Request
(Cindy Louder > ESS portal)



Create Replacement request Leave for Cindy Louder
 (Cindy Louder > ESS portal)

ADD LEAVE REQUEST
✕

Employee *

Leave Type *

BF	Entitled	Credited	Expired	Taken	Available
0.0d	1.0d	0.0d	0.0d	0.0d	1.0d

Full Day Leave
Half Day Leave

◀ **November 2019** ▶

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

24 November 2019
25 November 2019

Reason *

Attachment

Drop your files here

1. Click Save to proceed

Save

Discard

Create Replacement request Leave for Cindy Louder
 RL Day applied only available 1, but apply 2, system generate Error Message
 (Cindy Louder > ESS portal)

The screenshot displays the Employee Self-Service (ESS) portal for Cindy Louder. The interface includes a navigation menu on the left with options like 'Employee Self Service', 'My Calendar', 'Submit Claim', and 'Apply Leave'. The main content area shows a 'Full Day Leave' request form for November 2019. A calendar view highlights the dates 24th and 25th of November. The 'Reason' field is set to 'Vacation'. Below the form, there is an attachment area with the text 'Drop your files here'. A red arrow points to the attachment area. At the bottom of the screen, a red error message states: 'Selected Dates are more than your available leaves'. The right sidebar shows '0 Pending Requests' and '0 Requested My Approval'.

November 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Reason *
 Vacation

Attachment Drop your files here

Selected Dates are more than your available leaves

Create Replacement request Leave for Cindy Louder
RL Day applied only available 1, but apply 2, system generate Error Message
(Cindy Louder > ESS portal)

ADD LEAVE REQUEST ✕

Employee *

Leave Type *

BF 0.0d	Entitled 1.0d	Credited 0.0d	Expired 0.0d	Taken 0.0d	Available 1.0d
------------	--------------------------	------------------	-----------------	---------------	-------------------

Full Day Leave Half Day Leave

November 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Create Replacement request Leave for Cindy Louder
 RL Day applied only available 1, but apply 2, system generate Error Message
 Change RLeave to apply 1
 (Cindy Louder > ESS portal)

ADD LEAVE REQUEST
✕

Employee *

Leave Type *

BF
0.0d

Entitled
1.0d

Credited
0.0d

Expired
0.0d

Taken
0.0d

Available
1.0d

Full Day Leave
Half Day Leave

November 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

24 November 2019

Reason *

Attachment

 Drop your files here

1. Click Save to proceed

Save

Discard

Create Replacement request Leave for Cindy Louder

Payroll Process from previous chapter, require to delete Payroll Process before able to proceed

(Cindy Louder > ESS portal)

The screenshot displays the Employee Self-Service Portal interface for Cindy Louder. The main content area shows a 'Full Day Leave' request form for November 2019. A calendar highlights the date 24th November 2019. The 'Reason' field is set to 'VACATION'. Below the reason field is an attachment area with a 'Drop your files here' prompt. On the right side, a summary box shows '0 Pending Requests' and '0 Requested My Approval'. At the bottom, a red notification bar states 'Payroll Process is created'.

November 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

24 November 2019

Reason *
VACATION

Attachment Drop your files here

0 Pending Requests
[DETAILS](#)

0 Requested My Approval
[VIEW DETAILS](#)

Total
RM0.00

Draft: RM0.00
Applied: RM0.00
Rejected: RM0.00

Payroll Process is created

Create Replacement request Leave for Cindy Louder

Payroll Process for November from previous chapter, require to delete Payroll Process before able to proceed

Open Payroll Portal for APAPON BOLEH, delete Payroll Process for Current Month

(Apon Boleh > ESS portal)

The screenshot shows the 'Process Payroll' interface. The top navigation bar includes the logo, a search bar, and user information 'APAPON BOLEH'. The left sidebar lists various menu items under 'GENERAL', 'PAYROLL', and 'REPORTS'. The main content area displays 'Latest Period: November 2019' and a 'New Payroll Process' button. A card titled 'Month End / Second Half' is highlighted with a red box. It shows 'EMPLOYEE COUNT: 1', 'LEAVE CUT OFF DATE: 30/11/2019', and an 'Is Committed' checkbox. Below the card are 'Edit' and 'Delete' buttons, with a red arrow pointing to the 'Delete' button. At the bottom, there is a table header with columns: 'Period', 'Payroll Type', 'Date', 'Leave Cutoff Date', 'Employee Count', and 'Description'. A 'Filter...' search bar is also present.

Create Replacement request Leave for Cindy Louder
Delete Payroll Process for Current Month
(Apon Boleh > ESS portal)

The screenshot shows the 'Process Payroll' interface in the autocount cloud payroll system. A confirmation dialog box is displayed in the center, titled 'REMOVE PAYROLL PROCESS'. The dialog contains a warning icon and the text: 'Are you sure you want to delete payroll process November 2019's Month End / Second Half? Once delete this, it won't be recovered'. Below the text are two buttons: 'Yes' (highlighted with a red arrow) and 'No'. The background interface shows a sidebar with navigation options like 'Dashboard', 'My Calendar', 'Employee', 'Payroll Management', 'Adhoc Payroll Items', 'Time Attendance', 'Process Payroll', and 'CP Receipt'. The main content area displays 'Latest Period: November 2019' and a table with columns: 'Period', 'Payroll Type', 'Date', 'Leave Cutoff Date', 'Employee Count', and 'Description'. A 'New Payroll Process' button is visible in the top right corner.

Create Replacement request Leave for Cindy Louder
(Cindy Louder > ESS portal)

ADD LEAVE REQUEST
✕

Employee *

Leave Type *

BF	Entitled	Credited	Expired	Taken	Available
0.0d	1.0d	0.0d	0.0d	0.0d	1.0d

Full Day Leave
Half Day Leave

November 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

24 November 2019

Reason *

Attachment

Drop your files here

1. Click Save to proceed

Save

Discard

Create Replacement request Leave for Cindy Louder
Pending Request appear at ESS portal
(Cindy Louder > ESS portal)

The screenshot displays the Employee Self-Service (ESS) portal interface for Cindy Louder. The top navigation bar includes the autocount cloud payroll logo, a menu icon, and user information (CINDY LOUDER). The main content area is titled "Employee Self Service" and features four summary cards: "On Leave Today" (0), "On Leave Tomorrow" (0), "My Pending Requests" (1), and "Requested My Approval" (0). The "My Pending Requests" card is highlighted with a red box and a red arrow. Below these cards, there is a "PROFILE" section for Cindy Louder, a "PAY SLIP" section, and a "MY CLAIM" section showing a total of RM0.00. The "MY CLAIM" section also lists Draft, Applied, Rejected, and Approved amounts, all at RM0.00.

Create Annual Leave request for Cindy Louder
(Cindy Louder > ESS portal)

ADD LEAVE REQUEST
✕

Employee *

Leave Type *

BF	Entitled	Credited	Expired	Taken	Available
2.0d	12.0d	2.0d	0.0d	5.0d	11.0d

Full Day Leave
Half Day Leave

November 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

25 November 2019

↕↕

Reason *

Attachment

 Drop your files here

1. Click Save to proceed

Save

Discard

Create Medical Leave request for Cindy Louder
(Cindy Louder > ESS portal)

ADD LEAVE REQUEST ✕

Employee *

Leave Type *

BF	Entitled	Credited	Expired	Taken	Available
0.0d	18.0d	0.0d	0.0d	2.0d	16.0d

Full Day Leave Half Day Leave

November 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

26 November 2019

Reason *

Attachment Drop your files here

1. Click Save to proceed

Create Medical Leave request for Cindy Louder
(Cindy Louder > ESS portal)

Create Annual Leave request for Cindy Louder
(Cindy Louder > ESS portal)

ADD LEAVE REQUEST
✕

Employee *

Leave Type * AL - Annual Leave

BF
2.0d

Entitled
12.0d

Credited
2.0d

Expired
0.0d

Taken
5.0d

Available
11.0d

Full Day Leave

Half Day Leave

◀ **November 2019** ▶

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

27 November 2019

Reason * BANKING MATTER

Attachment

 Drop your files here

1. Click Save
to proceed

Save

Discard

Create Leave Request for Cindy Louder
Refresh ESS Page to show MY Pending Request for Cindy Louder
(Cindy Louder > ESS portal)

The screenshot displays the Employee Self-Service (ESS) portal for Cindy Louder. The interface includes a top navigation bar with the autocount cloud payroll logo and user information. A left-hand navigation menu lists various services. The main dashboard area, titled 'Employee Self Service', features four summary cards: 'On Leave Today' (0), 'On Leave Tomorrow' (0), 'My Pending Requests' (4), and 'Requested My Approval' (0). The 'My Pending Requests' card is highlighted with a red box and a red arrow. Below these cards, there is a 'PROFILE' section for Cindy Louder, a 'PAY SLIP' section, and a 'MY CLAIM' section showing a total of RM0.00.

Category	Count	Action
On Leave Today	0	VIEW DETAILS
On Leave Tomorrow	0	VIEW DETAILS
My Pending Requests	4	VIEW DETAILS
Requested My Approval	0	VIEW DETAILS

PROFILE
Cindy Louder
880808080808
Purchasing Executive
[Leave](#)
[Claim](#)

MY CLAIM
Total: RM0.00
Draft: RM0.00
Applied: RM0.00
Rejected: RM0.00
Approved: RM0.00

Edit Replacement Leave Request for Cindy Louder
 Change Vacation to Personal Matter
 (Cindy Louder > ESS portal)

CHAPTER 14

Apply Leave

Filter... Add New

	Apply Date ↓	Apply Reason	Days	Leave Type	Status	Cancellation ...	Attachment	
+	21/11/2019	BANKING MAT...	1d	AL - Annual Le...	New			
+	21/11/2019	FLU	1d	MC - Medical L...	New			
+	21/11/2019	VACATION	1d	AL - Annual Le...	New			
+	21/11/2019	VACATION	1d	RL - Replacem...	New			
+	06/11/2019	Absent withou...	1d	UL - Unpaid Le...	Approved			
+	06/11/2019	Compulsory le...	2d	AL - Annual Le...	Approved			
+	05/11/2019	Personal Matter	0.5d	AL - Annual Le...	Approved			
+	05/11/2019	Personal Matter	1d	AL - Annual Le...	Approved			
+	05/11/2019	Fever	1d	MC - Medical L...	Approved			
+	25/02/2019		1d	AL - Annual Le...	Approved			
					Sum: 11			

10 20 50

Page: 1 2

1. Click to edit

Task 14.5

Edit Leave Request (Employee User)

Edit Replacement Leave Request for Cindy Louder
Change Vacation to Personal Matter
(Cindy Louder > ESS portal)

Full Day Leave Half Day Leave

November 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

24 November 2019

Reason *

PERSONAL MATTER

Attachment Drop your files here

1. Click Save to proceed

Save Discard

Task 14.6

Remove Leave Request (Employee User)

Delete Annual Leave Request - Banking Matter
(Cindy Louder > ESS portal)

The screenshot shows the 'Apply Leave' interface in the autoaccount cloud payroll system. The user is identified as CINDY LOUDER. The page title is 'Apply Leave' and it includes a search filter and an 'Add New' button. A sidebar on the left contains navigation options: Employee Self Service, My Calendar, Submit Claim, and Apply Leave (which is currently selected). The main content area displays a table of leave requests with columns for Apply Date, Apply Reason, Days, Leave Type, Status, Cancellation, and Attachment. The first row, dated 21/11/2019 with reason 'BANKING MAT...', is highlighted. A red box around the delete icon in this row is accompanied by a callout bubble that reads '1. Click to delete'. The table also shows a 'Sum: 11' at the bottom and pagination controls at the bottom right.

	Apply Date ↓	Apply Reason	Days	Leave Type	Status	Cancellation ...	Attachment	
+	21/11/2019	BANKING MAT...	1d	AL - Annual Le...	New			
+	21/11/2019	FLU	1d	MC - Medical L...	New			
+	21/11/2019	VACATION	1d	AL - Annual Le...	New			
+	21/11/2019	PERSONAL MA...	1d	RL - Replacem...	New			
+	06/11/2019	Absent withou...	1d	UL - Unpaid Le...	Approved			
+	06/11/2019	Compulsory le...	2d	AL - Annual Le...	Approved			
+	05/11/2019	Personal Matter	0.5d	AL - Annual Le...	Approved			
+	05/11/2019	Personal Matter	1d	AL - Annual Le...	Approved			
+	05/11/2019	Fever	1d	MC - Medical L...	Approved			
+	25/02/2019		1d	AL - Annual Le...	Approved			
Sum: 11								

1. Click to delete

Delete Annual Leave Request - Banking Matter (Cindy Louder > ESS portal)

The screenshot shows the 'Apply Leave' page in the autocount cloud payroll ESS portal. A modal dialog box titled 'REMOVE LEAVE REQUEST' is displayed, asking for confirmation to delete a leave request. The dialog text reads: 'Are you sure you want to delete Leave Request: 'BANKING MATTER'? Once delete this, it won't be recovered'. There are 'Yes' and 'No' buttons, with a red arrow pointing to the 'Yes' button.

The background table lists leave requests with the following columns: Apply Date, Apply Reason, Days, Leave Type, Status, Cancellation, and Attachment.

Apply Date	Apply Reason	Days	Leave Type	Status	Cancellation ...	Attachment
05/11/2019	Personal Matter	0.5d	AL - Annual Le...	Approved		
05/11/2019	Personal Matter	1d	AL - Annual Le...	Approved		
05/11/2019	Fever	1d	MC - Medical L...	Approved		
25/02/2019		1d	AL - Annual Le...	Approved		
				Sum: 11		

Page: 1 2

(Cindy Louder > ESS portal)

autocount cloud payroll

CHAPTER 14

Employee Self Service

On Leave Today 0
VIEW DETAILS

On Leave Tomorrow 0
VIEW DETAILS

My Pending Requests 3
VIEW DETAILS

Requested My Approval 0
VIEW DETAILS

PROFILE

Cindy Louder
880808080808
Purchasing Executive

Leave
Claim

MY CLAIM

Total
RM0.00

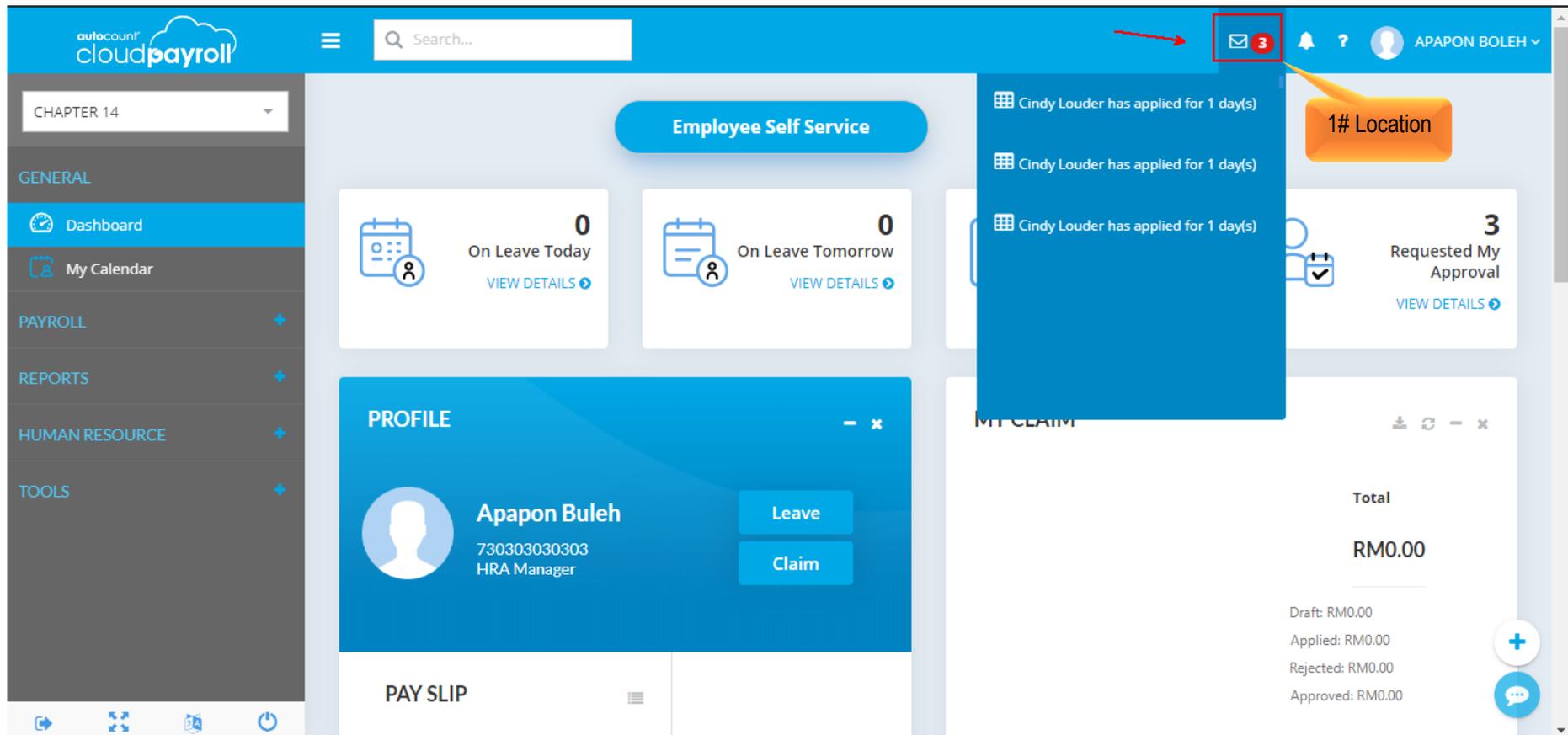
Draft: RM0.00
Applied: RM0.00
Rejected: RM0.00
Approved: RM0.00

PAY SLIP

Task 14.7

Process Leave Application (Payroll User)

Process Leave Request from Cindy Louder
Leave request can be check in 3 method
(Apon Boleh > ESS portal)



Process Leave Request from Cindy Louder
Leave request can be check in 3 method
(Apon Boleh > ESS portal)

The screenshot displays the Employee Self Service (ESS) portal interface. At the top, there is a navigation bar with the autocount cloud payroll logo, a search bar, and user information for 'APAPON BOLEH'. The main dashboard is divided into several sections:

- Employee Self Service:** Contains four cards: 'On Leave Today' (0), 'On Leave Tomorrow' (0), 'My Pending Requests' (0), and 'Requested My Approval' (3). The 'Requested My Approval' card is highlighted with a red box and an orange callout bubble labeled '2# location'. A red arrow points to the 'VIEW DETAILS' link on this card.
- PROFILE:** Shows the user's name 'Apapon Buleh', ID '730303030303', and title 'HRA Manager'. There are 'Leave' and 'Claim' buttons.
- MY CLAIM:** Displays a table with a total of 'RM0.00'. Below the total, it lists: Draft: RM0.00, Applied: RM0.00, Rejected: RM0.00, and Approved: RM0.00.

The left sidebar contains navigation options: CHAPTER 14, GENERAL (Dashboard, My Calendar), PAYROLL, REPORTS, HUMAN RESOURCE, and TOOLS.

Process Leave Request from Cindy Louder
Leave request can be check in 3 method
(Apon Boleh > Login Email)

3# Location

autocount cloud payroll

Leave application for Cindy Louder

Hi APAPON BOLEH,

Leave application for **Cindy Louder** need your approval.

Leave Type	Applied Total Day	Applied Total Hour	Balance Leave
RL - Replacement Leave	1.0		1.0

Leave Date :
24 November 2019 Full Day

Reason :
PERSONAL MATTER

[Approved](#) [Reject](#)

Process Leave Request from Cindy Louder
Check Details & Approve Replacement Leave – Personal Matter
(Apon Boleh > ESS portal)

Requested My Approval ✕

Employee	Requested	Description	Requested Date	
Cindy Louder	Leave	PERSONAL MATTER	21 November 2019	Details Approve Reject
Cindy Louder	Leave	VACATION	21 November 2019	Details Approve Reject
Cindy Louder	Leave	FLU	21 November 2019	Details Approve Reject

10 20 50 Page:

Process Leave Request from Cindy Louder
Check Details & Approve Replacement Leave – Personal Matter
(Apon Boleh > ESS portal)

Leave Request ✕

Leave Type
Replacement Leave

Employee
Cindy Louder

BF	Entitled	Credited	Expired	Taken	Available
0.0d	1.0d	0.0d	0.0d	0.0d	1.0d

Date	Time
24/11/2019	Full Day

Reason
PERSONAL MATTER

Remarks *
Your RL on 24/11 approved

1. Click Approve to proceed

Process Leave Request from Cindy Louder
Check Details & Reject Annual Leave - Vacation
(Apon Boleh > ESS portal)

Requested My Approval

Employee	Requested	Description	Requested Date	
Cindy Louder	Leave	VACATION	21 November 2019	Details Approve Reject
Cindy Louder	Leave	FLU	21 November 2019	Details Approve Reject

10 20 50 Request Approved Page:

Process Leave Request from Cindy Louder
Check Details & Reject Annual Leave - Vacation
(Apon Boleh > ESS portal)

Leave Request ✕

Leave Type
Annual Leave

Employee
Cindy Louder

BF	Entitled	Credited	Expired	Taken	Available
2.0d	12.0d	2.0d	0.0d	5.0d	11.0d

Date	Time
25/11/2019	Full Day

Reason
VACATION

Remarks *
Your AL on 25/11/19 rejected

2. Click Reject to proceed

Process Leave Request from Cindy Louder
Check Details & Approve Medical Leave - FLU
(Apon Boleh > ESS portal)

Requested My Approval

Employee	Requested	Description	Requested Date	
Cindy Louder	Leave	FLU	21 November 2019	Details Approve Reject

10 20 50 Page: 

Process Leave Request from Cindy Louder
Check Details & Approve Medical Leave - FLU
(Apon Boleh > ESS portal)

Leave Request ✕

Leave Type
Medical Leave

Employee
Cindy Louder

BF	Entitled	Credited	Expired	Taken	Available
0.0d	18.0d	0.0d	0.0d	2.0d	16.0d

Date	Time
26/11/2019	Full Day

Reason
FLU

Remarks *
Your MC on 26/11/19 approved

3. Click Approve to proceed

Task 14.8

Leave Approval History (Payroll User)

Check Apapon Boleh Access Right – Leave Transaction
(Tools > User Setting > User Authorization)

The screenshot shows the 'User Authorization' page for the user 'APAPON BOLEH'. The 'Access Rights' tab is selected, showing a table of permissions for the 'HR' access group. A red box highlights the 'Access Rights' tab, and a red arrow points to the 'User Authorization' option in the left sidebar.

Title	Allow	View	Add	Edit	Delete
+ Dashboard	<input checked="" type="checkbox"/>				
+ Employee Self Service	<input checked="" type="checkbox"/>				
My Calendar	<input checked="" type="checkbox"/>				
+ Payroll	<input checked="" type="checkbox"/>				
+ Reports	<input checked="" type="checkbox"/>				

Check Apapon Boleh Access Right – ✓ to enable Leave Transaction
(Tools > User Setting > User Authorization)

The screenshot shows the 'APAPON BOLEH' user authorization page. The left sidebar contains a navigation menu with 'User Setting' and 'User Authorization' highlighted. The main content area displays a table of permissions for the user 'APAPON BOLEH'. The 'Leave Management' section is highlighted with a red box. The 'Leave Transaction' and 'Leave Balance' rows have their checkboxes checked and also highlighted with red boxes. An orange callout bubble says '1. Click Save to proceed'. The 'Save' and 'Back' buttons are visible at the top right.

Module	Access	View	Print	Export
Human Resource	<input checked="" type="checkbox"/>			
+ My Claim	<input checked="" type="checkbox"/>			
+ My Leave	<input checked="" type="checkbox"/>			
Leave Management	<input checked="" type="checkbox"/>			
Leave Entry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Leave Credit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Leave Transaction	<input checked="" type="checkbox"/>			
Leave Balance	<input checked="" type="checkbox"/>			
+ Claim Management	<input type="checkbox"/>			
+ Loan		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
+ Tools	<input checked="" type="checkbox"/>			

Apapon Boleh check Leave Transaction history
 (Human Resource > My Leave > Leave Approval History)

The screenshot shows the 'Leave Transactions' page in the Autocount Cloud Payroll system. The page features a navigation sidebar on the left with options like 'My Claim', 'My Leave', and 'Leave Management'. The main content area displays a table of leave transactions with columns for Employee, Application Date, Reason, Days, Leave Type, Source, Status, and Action buttons. A red box highlights the first three rows of the table.

	Employee	Appl... ↓	Apply R...	Days	Leave T...	Source	Status	Cancel...	Attach...
+		E002/15...	21/11/20...	FLU	1d	MC - Me...	E-Leave	Approve...	×
+		E002/15...	21/11/20...	VACATION	1d	AL - Ann...	E-Leave	Rejected	
+		E002/15...	21/11/20...	PERSON...	1d	RL - Repl...	E-Leave	Approve...	×
+		E002/15...	06/11/20...	Absent ...	1d	UL - Unp...	Leave En ...	Approve...	✎
+		E003/16...	06/11/20...	Compuls...	2d	AL - Ann...	Leave En ...	Approve...	✎
+		E004/17...	06/11/20...	Compuls...	2d	AL - Ann...	Leave En ...	Approve...	✎
+		E006/19...	06/11/20...	Compuls...	2d	AL - Ann...	Leave En ...	Approve...	✎

Task 14.9

Leave Status and Leave Balance (Employee User)

Check Cindy Louder Leave Application by email
(Cindy Louder > Email)

The screenshot displays a Gmail interface. On the left, the navigation pane shows 'Compose', 'Inbox' (with 9 items), 'Starred', 'Snoozed', 'Sent', 'Drafts', and 'More'. The main area shows an email list with two entries from 'AutoCount Payroll':

- Leave Submission Response** (Inbox x) - 2:36 PM (18 minutes ago) - Starred. Subject: Leave Submission Response. Body: Hi CINDY LOUDER, Your leave application request on 21/11/2019 has been approved. Approver Remark : Your RL on 24/11 approved Thanks. T
- AutoCount Payroll** - 2:39 PM (15 minutes ago) - Starred. Body: Hi CINDY LOUDER, Your leave application request on 21/11/2019 has been rejected. Approver Remark : Your AL on 25/11/19 rejected

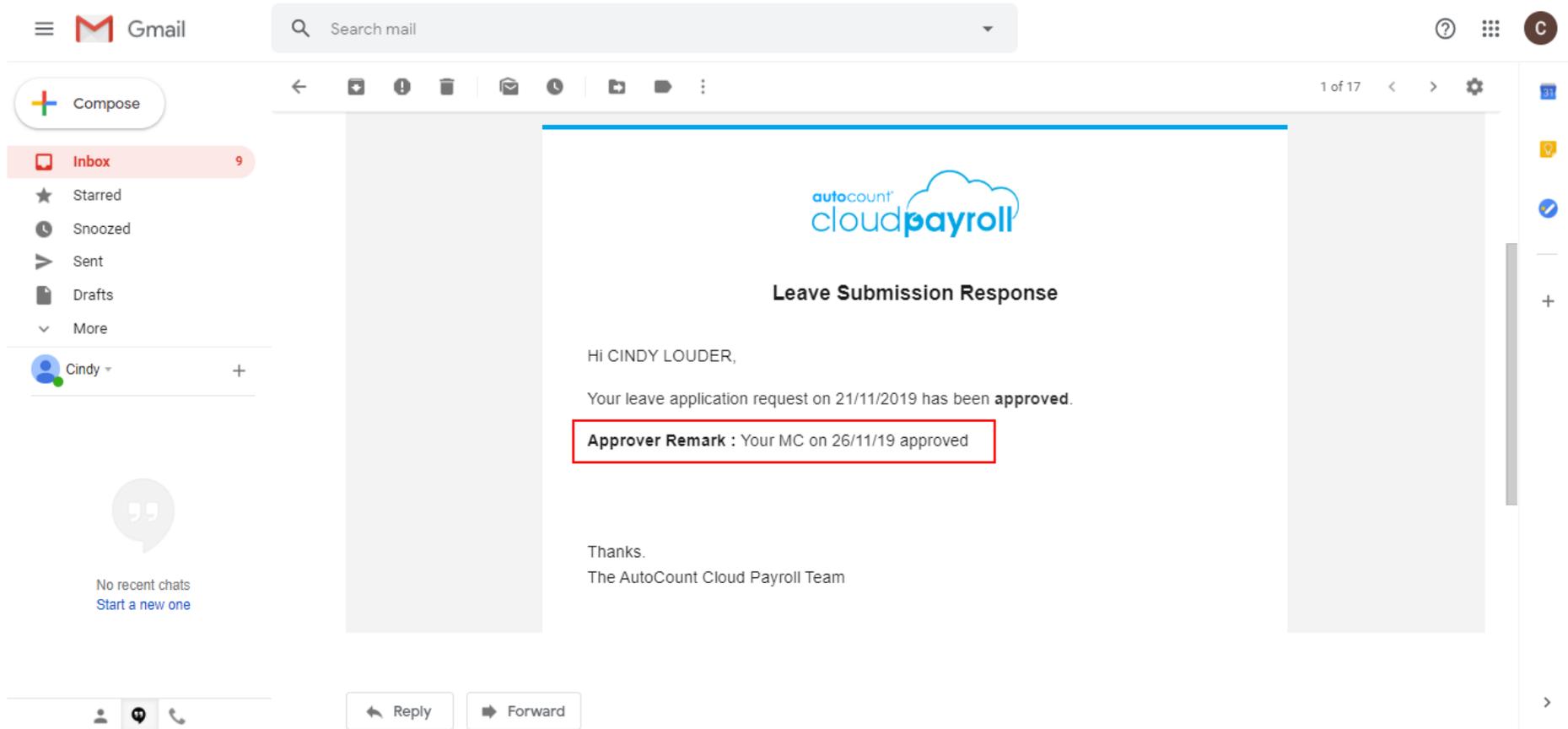
Below the list, a preview of the selected email is shown, featuring the AutoCount Cloud Payroll logo and the following text:

Leave Submission Response

Hi CINDY LOUDER,

Your leave application request on 21/11/2019 has been **approved**.

Check Cindy Louder Leave Application by email
(Cindy Louder > Email)



The screenshot shows a Gmail interface. On the left, the 'Compose' button is visible, followed by the 'Inbox' with 9 items. Below the inbox are 'Starred', 'Snoozed', 'Sent', 'Drafts', and 'More' categories. A contact named 'Cindy' is listed. At the bottom left, there is a chat icon with the text 'No recent chats Start a new one'. The main email content is displayed in the center, featuring the AutoCount Cloud Payroll logo and the subject 'Leave Submission Response'. The body of the email reads: 'HI CINDY LOUDER, Your leave application request on 21/11/2019 has been **approved**. **Approver Remark : Your MC on 26/11/19 approved** Thanks. The AutoCount Cloud Payroll Team'. The 'Approver Remark' line is highlighted with a red box. At the bottom of the email, there are 'Reply' and 'Forward' buttons.

Cindy Louder Leave Application in ESS Portal
Check Notification Icon
(Cindy Louder > ESS Portal)

The screenshot displays the Employee Self-Service (ESS) portal interface for Cindy Louder. The top navigation bar is blue and contains the 'autocount cloud payroll' logo, a menu icon, and the user's name 'CINDY LOUDER'. A red box highlights the notification icon (a bell with a red '3') in the top right corner, with a red arrow pointing to it from the left. A dropdown menu is open, showing three notifications:

- Leave: VACATION on 25/11/2019 has been rejected (marked with a red 'X')
- Leave: PERSONAL MATTER on 24/11/2019 has been approved (marked with a green checkmark)
- Leave: FLU on 26/11/2019 has been approved (marked with a green checkmark)

The main content area is titled 'Employee Self Service' and includes several widgets:

- 'On Leave Today' with a count of 0 and a 'VIEW DETAILS' link.
- 'On Leave Tomorrow' with a count of 0 and a 'VIEW DETAILS' link.
- 'Requested My Approval' with a count of 0 and a 'VIEW DETAILS' link.
- 'PROFILE' section for Cindy Louder, Purchasing Executive, with ID 880808080808, featuring 'Leave' and 'Claim' buttons.
- 'PAY SLIP' section.
- 'MY CLAIM' section.
- 'MY LEAVE' section.
- 'Total' section showing 'RM0.00' with a breakdown: Draft: RM0.00, Applied: RM0.00, Rejected: RM0.00, and Approved: RM0.00.

The left sidebar contains navigation options under 'GENERAL' (Employee Self Service, My Calendar), 'MY CLAIM' (Submit Claim), and 'MY LEAVE' (Apply Leave).

Cindy Louder Leave Application in ESS Portal
 Check Apply Leave Listing
 (ESS Portal > My Leave > Apply Leaves)

CHAPTER 14

Apply Leave

Filter... Add New

	Apply Date ↓	Apply Reason	Days	Leave Type	Status	Cancellation ...	Attachment
+	21/11/2019	FLU	1d	MC - Medical L...	Approved		×
+	21/11/2019	VACATION	1d	AL - Annual Le...	Rejected		
+	21/11/2019	PERSONAL MA...	1d	RL - Replacem...	Approved		×
+	06/11/2019	Absent withou...	1d	UL - Unpaid Le...	Approved		×
+	06/11/2019	Compulsory le...	2d	AL - Annual Le...	Approved		×
+	05/11/2019	Personal Matter	0.5d	AL - Annual Le...	Approved		×
+	05/11/2019	Personal Matter	1d	AL - Annual Le...	Approved		×
+	05/11/2019	Fever	1d	MC - Medical L...	Approved		×
+	25/02/2019		1d	AL - Annual Le...	Approved		×
+	20/02/2019	PERSONAL	0.5d	AL - Annual Le...	Approved		×
					Sum: 10		

10 20 50

Page: 1 2

Cindy Louder Leave Application in ESS Portal
Check ESS Leave balance
(General > Employee Self-Service > Leaves)

Employee Self Service

On Leave Today: 0
[VIEW DETAILS](#)

On Leave Tomorrow: 0
[VIEW DETAILS](#)

My Pending Requests: 0
[VIEW DETAILS](#)

Requested My Approval: 0
[VIEW DETAILS](#)

PROFILE

Cindy Louder
880808080808
Purchasing Executive

[Leave](#)
[Claim](#)

MY CLAIM

Total: RM0.00

Draft: RM0.00
Applied: RM0.00
Rejected: RM0.00
Approved: RM0.00

PAY SLIP

GENERAL

- Employee Self Service
- My Calendar

MY CLAIM

- Submit Claim

MY LEAVE

- Apply Leave

Cindy Louder Leave Application in ESS Portal
 Check ESS Leave balance
 (General > Employee Self-Service > Leaves)

The screenshot shows the Employee Self Service portal for Cindy Louder. The main content area is titled "LEAVES" and contains a table with the following data:

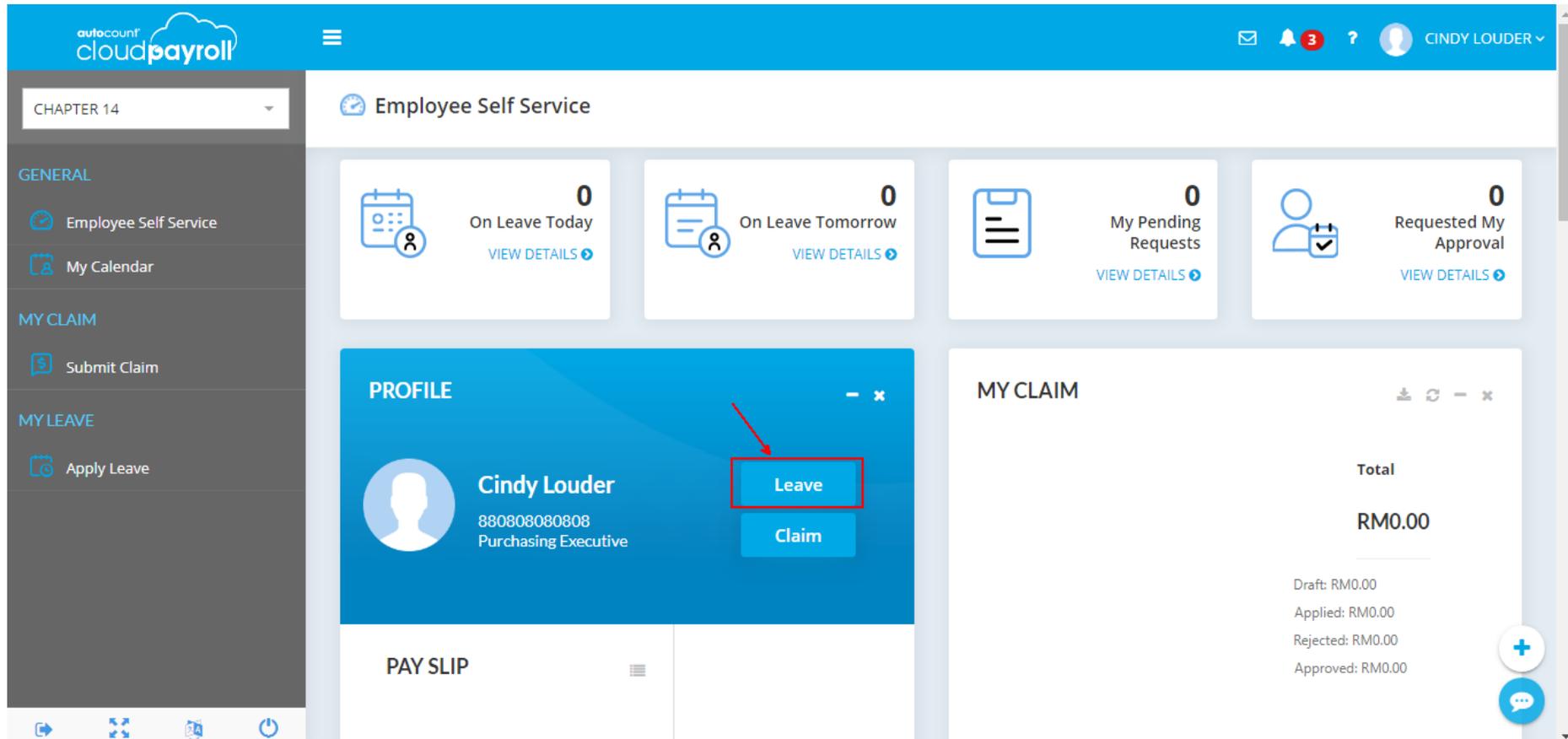
Title	BF	Entitled	Credits	Expiring Cred...	Expired Credi...	Taken	Balance
UL - Unpaid Le...	0.0d	365.0d	0.0d	0.0d	0.0d	1.0d	364.0d
AL - Annual Le...	2.0d	12.0d	2.0d	2.0d	0.0d	5.0d	11.0d
ML - Maternity...	0.0d	60.0d	0.0d	0.0d	0.0d	0.0d	60.0d
MC - Medical L...	0.0d	18.0d	0.0d	0.0d	0.0d	3.0d	15.0d
RL - Replacem...	0.0d	1.0d	0.0d	0.0d	0.0d	1.0d	0.0d

Below the LEAVES table is an "ANNOUNCEMENTS" section. The left sidebar contains navigation options: GENERAL (Employee Self Service, My Calendar), MY CLAIM (Submit Claim), and MY LEAVE (Apply Leave). The top navigation bar includes the user's name "CINDY LOUDER" and notification icons.

Task 14.10

Unpaid Leave (Employee/Payroll User)

Cindy Louder apply Unpaid Leave - Emergency
(General > Employee Self-Service > (Profile) Leave)



Cindy Louder apply Unpaid Leave - Emergency
 (Cindy Louder ESS > General > Employee Self-Service > (Profile) Leave)

ADD LEAVE REQUEST ✕

Employee *

Leave Type * UL - Unpaid Leave

BF	Entitled	Credited	Expired	Taken	Available
0.0d	365.0d	0.0d	0.0d	1.0d	364.0d

Full Day Leave Half Day Leave

November 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

28 November 2019

Reason * Emergency

Attachment Drop your files here

1. Click Save to proceed

Save
Discard

Apapon Boleh process Cindy Louder Unpaid Leave application- Emergency
(Apapon Boleh ESS > General > Dashboard > Requested My Approval)

The screenshot displays the Employee Self-Service Portal (ESS) dashboard for Apapon Boleh. The interface includes a top navigation bar with the logo, a search bar, and a notification icon with a red '1' badge. A dropdown menu is open, showing a notification: "Cindy Louder has applied for 1 day(s)". The dashboard features several key metrics: "On Leave Today" (0), "On Leave Tomorrow" (0), and "Requested My Approval" (1). A profile card for Apapon Boleh (HRA Manager) is visible, along with a "PAY SLIP" section. The bottom right corner shows a summary of financial amounts: Total RM0.00, Draft: RM0.00, Applied: RM0.00, Rejected: RM0.00, and Approved: RM0.00.

Category	Count
On Leave Today	0
On Leave Tomorrow	0
Requested My Approval	1

Category	Amount
Total	RM0.00
Draft	RM0.00
Applied	RM0.00
Rejected	RM0.00
Approved	RM0.00

Apapon Boleh process Cindy Louder Unpaid Leave application- Emergency
(Apapon Boleh ESS > General > Dashboard > Requested My Approval)

Leave Request ✕

Leave Type
Unpaid Leave

Employee
Cindy Louder

BF	Entitled	Credited	Expired	Taken	Available
0.0d	365.0d	0.0d	0.0d	1.0d	364.0d

Date	Time
28/11/2019	Full Day

Reason
Emergency

Remarks *
Your UPL on 28/11/19 approved

1. Click Save to proceed

Process New Payroll Process for current month
 (Payroll > Payroll Management > Process Payroll > New Payroll Process)

Process Payroll

Latest Period: April 2019

1. Click New Payroll Process to proceed

Period	Payroll Type	Date	Leave Cutoff Date	Employee Count	Description	Is Committed
Month End / Second Half			30/04/2019	1		<input checked="" type="checkbox"/>
Month End / Second Half			30/04/2019	1		<input type="checkbox"/>

Process New Payroll Process for current month
(Payroll > Payroll Management > Process Payroll > New Payroll Process)

The screenshot shows the 'New Payroll Process' form with the following fields and callouts:

- Payroll Type ***: A dropdown menu with 'Month End / Second ...' selected. A red box highlights the dropdown, and a callout bubble says '1. Select Month End'.
- Description**: An empty text input field.
- Payroll Period**: A section containing:
 - Month ***: A dropdown menu with 'November' selected. A red box highlights the dropdown, and a callout bubble says '2. Select current Month'.
 - Year ***: A dropdown menu with '2019' selected.
- Leave Cut Off Date**: A dropdown menu with 'Last Day' selected.
- Filter**: A section with a search bar and a list of departments:
 - DEFAULT - Default Department
 - HRA - Human Resource & Admin
 - OPE - Operation
 - ORD - Order Processing
 - PUR - Purchasing
 - Cindy Louder
 - SSM - Sales Service & Marketing

- Buttons**: 'Process' (blue) and 'Discard' (red) buttons at the bottom right. A callout bubble says '3. Click Process to proceed'.

Process New Payroll Process for current month
(Payroll > Payroll Management > Process Payroll > New Payroll Process)

COMMIT PAYROLL PROCESS

⚠ There Are some uncommitted processed payrolls. Do you want to commit those processed payrolls?

Yes No

Process Discard

Process New Payroll Process for current month
 Observe the amount being deducted for Unpaid Leave
 (Payroll > Payroll Management > Process Payroll > New Payroll Process)

The screenshot displays the payroll management interface for an employee named Cindy Louder. The interface includes a navigation sidebar on the left with categories like GENERAL, PAYROLL, and REPORTS. The main content area shows a detailed breakdown of earnings and deductions. A red box highlights the 'Unpaid Leave' deduction amount of 276.92, with a red arrow pointing to it from the right. The interface also features buttons for 'PCB Calculation Detail', 'LHDN Calculator', 'Save & Recalculate All', and 'Reset'.

Earning		Deduction		Company	
Basic Salary:	3,600.00	Deduction:	0.00	BIK:	0.00
Allowance:	0.00	Advance:	0.00	Company EPF:	435.00
OverTime:	0.00	EPF:	368.00	Company SOCSO:	58.65
Commission:	0.00	SOCSO:	16.75	Company EIS:	6.70
Bonus:	0.00	EIS:	6.70	Company Levy:	0.00
Director Fee: <input type="checkbox"/> Is Fix	0.00	PCB Tax:	0.00	PCB Details	
Paid Leave:	0.00	CP 38 Tax:	0.00	Optional Deduction:	0.00
Claim:	0.00	Unpaid Leave:	276.92	Employee Paid Zakat:	0.00
Payment Of Arrears:	0.00	Zakat:	0.00	Prorated Salary	
		Employee Levy:	0.00	Days Not Worked:	0.00
		Loan:	0.00		
		ASN Amt:	0.00		

Step By Step Answer Guide - Chapter 14 Employee Self-Service Portal (ESS) .docx - Word

Process New Payroll Process for current month
 Observe the amount being deducted for Unpaid Leave
 (Payroll > Payroll Management > Process Payroll > New Payroll Process)

The screenshot shows the 'Sub Detail' modal window for 'Unpaid Leave'. The modal contains the following data:

Unpaid Leave Days	Daily Rate	Unpaid Leave
2	138.46	276.92

Date	Description	Taken	Note
28/11/2019	Unpaid Leave	1	
06/11/2019	Unpaid Leave	1	
Count: 2		Sum: 2	

The table row for 28/11/2019 is highlighted with a red border. A 'Close' button is visible in the bottom right corner of the modal.

Task 14.11

Cancel Approved Leave (Payroll User)

Cindy Louder cancel Unpaid Leave - Emergency
 (General > Employee Self-Service > (Profile) Leave)

	Apply Date ↓	Apply Reason	Days	Leave Type	Status	Cancellation ...	Attachment	
+	21/11/2019	Emergency	1d	UL - Unpaid Le...	Approved			X
+	21/11/2019	FLU	1d	MC - Medical L...	Approved			X
+	21/11/2019	VACATION	1d	AL - Annual Le...	Rejected			X
+	21/11/2019	PERSONAL MA...	1d	RL - Replacem...	Approved			X
+	06/11/2019	Absent withou...	1d	UL - Unpaid Le...	Approved			X
+	06/11/2019	Compulsory le...	2d	AL - Annual Le...	Approved			X
+	05/11/2019	Personal Matter	0.5d	AL - Annual Le...	Approved			X
+	05/11/2019	Personal Matter	1d	AL - Annual Le...	Approved			X
+	05/11/2019	Fever	1d	MC - Medical L...	Approved			X
+	25/02/2019		1d	AL - Annual Le...	Approved			X
Sum: 11								

1. Click X to delete

Cindy Louder cancel Unpaid Leave - Emergency
(General > Employee Self-Service > (Profile) Leave)

The screenshot shows the 'Apply Leave' page in the autocount cloud payroll system. A modal dialog box titled 'CANCEL LEAVE REQUEST' is displayed in the center. The dialog contains a warning icon and the text: 'Are you sure you want to cancel Leave Request: 'Emergency'?'. Below this is a 'Reason *' field with the text 'Request to cancel' entered. At the bottom of the dialog are two buttons: 'Yes' (highlighted in red) and 'No'. A red arrow points from the 'Yes' button to the 'Reason' field. In the background, a table of leave requests is visible with columns for 'Apply Date', 'Reason', 'Duration', 'Type', 'Status', 'Cancellation ...', and 'Attachment'. The table shows several entries, including one for 'Personal Matter' and another for 'Fever'. A 'Sum: 11' is shown at the bottom of the table. The page footer includes navigation icons, page numbers (10, 20, 50), and a page indicator (Page: 1 2).

Apply Date	Reason	Duration	Type	Status	Cancellation ...	Attachment
21/11/2019						X
21/11/2019						X
21/11/2019						X
21/11/2019						X
06/11/2019						X
06/11/2019						X
05/11/2019						X
05/11/2019	Personal Matter	1d	AL - Annual Le...	Approved		X
05/11/2019	Fever	1d	MC - Medical L...	Approved		X
25/02/2019		1d	AL - Annual Le...	Approved		X

Cindy Louder request to cancel Unpaid Leave – Emergency, waiting approval for cancellation
 (General > Employee Self-Service > (Profile) Leave)

Apply Leave

	Apply Date ↓	Apply Reason	Days	Leave Type	Status	Cancellation Reason	Attachm...
+	21/11/2019	Emergency	1d	UL - Unpaid Le...	Approved	Request to cancel	×
+	21/11/2019	FLU	1d	MC - Medical L...	Approved		×
+	21/11/2019	VACATION	1d	AL - Annual Le...	Rejected		
+	21/11/2019	PERSONAL MA...	1d	RL - Replacem...	Approved		×
+	06/11/2019	Absent withou...	1d	UL - Unpaid Le...	Approved		×
+	06/11/2019	Compulsory le...	2d	AL - Annual Le...	Approved		×
+	05/11/2019	Personal Matter	0.5d	AL - Annual Le...	Approved		×
+	05/11/2019	Personal Matter	1d	AL - Annual Le...	Approved		×
+	05/11/2019	Fever	1d	MC - Medical L...	Approved		×
+	25/02/2019		1d	AL - Annual Le...	Approved		×
Sum: 11							

Page: 1 2

Apapon approve Cindy Louder request to cancel Unpaid Leave – Emergency
(Apapon Bleh > Human Resource > Leave Management > Leave Transaction)

The screenshot displays the Employee Self-Service Portal (ESS) interface. At the top, there is a navigation bar with the 'autocount cloud payroll' logo, a search bar, and user information for 'APAPON BOLEH'. A notification icon with a red '1' is highlighted in the top right corner. A blue notification box is overlaid on the dashboard, stating 'Cindy Louder has cancelled for 1 day(s)'. The dashboard includes several widgets: 'Employee Self Service' (highlighted with a red arrow), 'On Leave Today' (0), 'On Leave Tomorrow' (0), and 'Requested My Approval' (1). A 'PROFILE' section for 'Apapon Buleh' (HRA Manager) is visible, along with 'Leave' and 'Claim' buttons. A 'PAY SLIP' section is partially visible at the bottom. On the right, a 'MY CLAIM' section shows a 'Total' of 'RM0.00' with a breakdown: Draft: RM0.00, Applied: RM0.00, Rejected: RM0.00, and Approved: RM0.00.

Apapon approve Cindy Louder request to cancel Unpaid Leave – Emergency
(Apapon Bleh > Human Resource > Leave Management > Leave Transaction)

Leave Cancellation Request ✕

Leave Type
Unpaid Leave

Employee
Cindy Louder

BF	Entitled	Credited	Expired	Taken	Available
0.0d	365.0d	0.0d	0.0d	2.0d	363.0d

Date	Time
28/11/2019	Full Day

Cancellation Reason
Request to cancel

Remarks *
Requested by applicant

1. Click Approve to proceed

Approve **Reject**

Update changes for Cindy Louder Unpaid Leave cancellation
Reset Payroll Process for Current Month
(Apon Bleh > Payroll > Payroll Management > Process Payroll > Reset)

CHAPTER 14

autocount cloud payroll

Search...

APAPON BOLEH

Process Payroll

New Payroll Process

Latest Period: November 2019

Month End / Second Half

EMPLOYEE COUNT: 1

LEAVE CUT OFF DATE: 30/11/2019

Is Committed

Edit Delete

Drag a column header here to group by that column

Filter...

Period	Payroll Type	Date	Leave Cutoff Date	Employee Count	Description
--------	--------------	------	-------------------	----------------	-------------

javascript:EditPayrollProcess('24d2e385-b9ea-434f-817a-ec037458fc35');

Update changes for Cindy Louder Unpaid Leave cancellation
 Reset Payroll Process for Current Month
 (Apon Bleh > Payroll > Payroll Management > Process Payroll > Reset)

The screenshot shows the payroll management interface for Cindy Louder. The left sidebar contains navigation options under 'GENERAL', 'PAYROLL', and 'REPORTS'. The 'PAYROLL' section is expanded to show 'Payroll Management', with 'Process Payroll' selected. The main content area displays a payroll summary for Cindy Louder, with tabs for 'Summary' and 'Detail'. The 'Detail' tab is active, showing a table of earnings, deductions, and company contributions. The 'Unpaid Leave' amount is highlighted in red, and the 'Reset' button is also highlighted in red with a red arrow pointing to it.

Earning		Deduction		Company	
Basic Salary:	3,600.00	Deduction:	0.00	BIK:	0.00
Allowance:	0.00	Advance:	0.00	Company EPF:	435.00
OverTime:	0.00	EPF:	368.00	Company SOCSO:	58.65
Commission:	0.00	SOCOSO:	16.75	Company EIS:	6.70
Bonus:	0.00	EIS:	6.70	Company Levy:	0.00
Director Fee: <input type="checkbox"/> Is Fix	0.00	PCB Tax:	0.00	PCB Details	
Paid Leave:	0.00	CP 38 Tax:	0.00	Optional Deduction:	0.00
Claim:	0.00	Unpaid Leave:	276.92	Employee Paid Zakat:	0.00
Payment Of Arrears:	0.00	Zakat:	0.00	Prorated Salary	
		Employee Levy:	0.00	Days Not Worked:	0.00
		Loan:	0.00		

Update changes for Cindy Louder Unpaid Leave cancellation
 Reset Payroll Process for Current Month
 (Apon Bleh > Payroll > Payroll Management > Process Payroll > Reset)

The screenshot shows the AutoCount Cloud Payroll interface. A modal dialog box titled "Confirm changes" is displayed in the center, asking: "Are you sure want to reset the payroll for employee [Cindy Louder] ?". The dialog has two buttons: "Yes" (highlighted in red) and "No". A red arrow points to the "Yes" button. The background interface shows the "Detail" view for employee Cindy Louder, with a "Reset" button visible in the top right of the payroll management section. The left sidebar contains navigation options like "Dashboard", "My Calendar", "Employee", "Payroll Management", and "Process Payroll".

Update changes for Cindy Louder Unpaid Leave cancellation
 Reset Payroll Process for Current Month
 Observe the change of amount Unpaid Leave
 (Apapon Bleh > Payroll > Payroll Management > Process Payroll > Reset)

The screenshot shows the payroll management interface for Cindy Louder. The 'Unpaid Leave' amount is highlighted in red, and a red arrow points to it from the 'PCB Tax' row.

Earning		Deduction		Company	
Basic Salary:	3,600.00	Deduction:	0.00	BIK:	0.00
Allowance:	0.00	Advance:	0.00	Company EPF:	453.00
OverTime:	0.00	EPF:	383.00	Company SOCSO:	60.35
Commission:	0.00	SOCSO:	17.25	Company EIS:	6.90
Bonus:	0.00	EIS:	6.90	Company Levy:	0.00
Director Fee: <input type="checkbox"/> Is Fix	0.00	PCB Tax:	0.00	PCB Details	
Paid Leave:	0.00	CP 38 Tax:	0.00	Optional Deduction:	0.00
Claim:	0.00	Unpaid Leave:	138.46	Employee Paid Zakat:	0.00
Payment Of Arrears:	0.00	Zakat:	0.00	Prorated Salary	
		Employee Levy:	0.00	Days Not Worked:	0.00
		Loan:	0.00		

Task 14.12

Submit Claims (Employee User)

Cindy Louder submit claim application
3 location to create new Claim Application
(Cindy Louder > ESS)

The screenshot displays the Employee Self Service (ESS) portal for Cindy Louder. The top navigation bar includes the autocount cloud payroll logo, a menu icon, and user information (CINDY LOUDER). The main content area is titled 'Employee Self Service' and features several summary cards: 'On Leave Today' (0), 'On Leave Tomorrow' (0), 'My Pending Requests' (0), and 'Requested My Approval' (0). The left sidebar contains navigation options under 'GENERAL' (Employee Self Service, My Calendar), 'MY CLAIM' (Submit Claim, highlighted with a red box and labeled '1# Location'), and 'MY LEAVE' (Apply Leave). The 'PROFILE' section for Cindy Louder (Purchasing Executive) includes a 'Leave' button and a 'Claim' button, both highlighted with red boxes and labeled '2# Location'. The 'MY CLAIM' section shows a 'Total' of RM0.00 and a table with columns for Draft, Applied, Rejected, and Applied. The 'Claim' row is highlighted with a red box and labeled '3# Location'. A '+' button in the bottom right corner of the table is also highlighted with a red box and labeled '3# Location'.

Cindy Louder submit claim application
(Cindy Louder > ESS)

CHAPTER 14

autocount cloud payroll

NEW CLAIM

Download Excel Template Save as Draft Save & Apply Back

Employee
Cindy Louder

Description *
Staff Claim Nov 2019

Date *
28/11/2019

Period *
November 2019

Import Details Drop your files here

F&L - Food and Lodging MEDICAL - Medical Claim MILEAGE - Mileage Claim PARKING - Parking Claim TOLL - Toll Claim

autocount cloud payroll

CHAPTER 14

New Claim

Download Excel Template Save as Draft Save & Apply Back

F&L - Food and Lodging **MEDICAL - Medical Claim** MILEAGE - Mileage Claim PARKING - Parking Claim

Yearly Limits Monthly Limits

1,200.00 1,200.00 100.00

Date	Clinic	Receipt No	Amount	File
26/11/20...	Klinik Sihat	KS141414	120	Select file

Drop your files here

1. Click [Save icon] to save

2. Click Save & Apply to proceed

Cindy Louder submit claim application
(Cindy Louder > ESS)

The screenshot displays the 'Submit Claim' interface in the autocount cloud payroll system. The top navigation bar includes the company logo, a menu icon, and user information for 'CINDY LOUDER'. A sidebar on the left provides navigation options under 'GENERAL', 'MY CLAIM', and 'MY LEAVE'. The main content area features a 'Submit Claim' header, a search filter, and an 'Add New' button. Below this is a table listing claims. One claim is visible, highlighted with a red border:

Description	Date	Status	Period	Total Amount	Approved Amou...
Staff Claim 11/20...	28/11/2019	In Process	November 2019	120.00	0.00

A summary row below the table indicates 'Sum: 120.00'. At the bottom of the table, there are pagination controls showing '10', '20', and '50' items per page, and 'Page: 1'. The interface also includes a mobile navigation bar at the bottom and a floating action button in the bottom right corner.

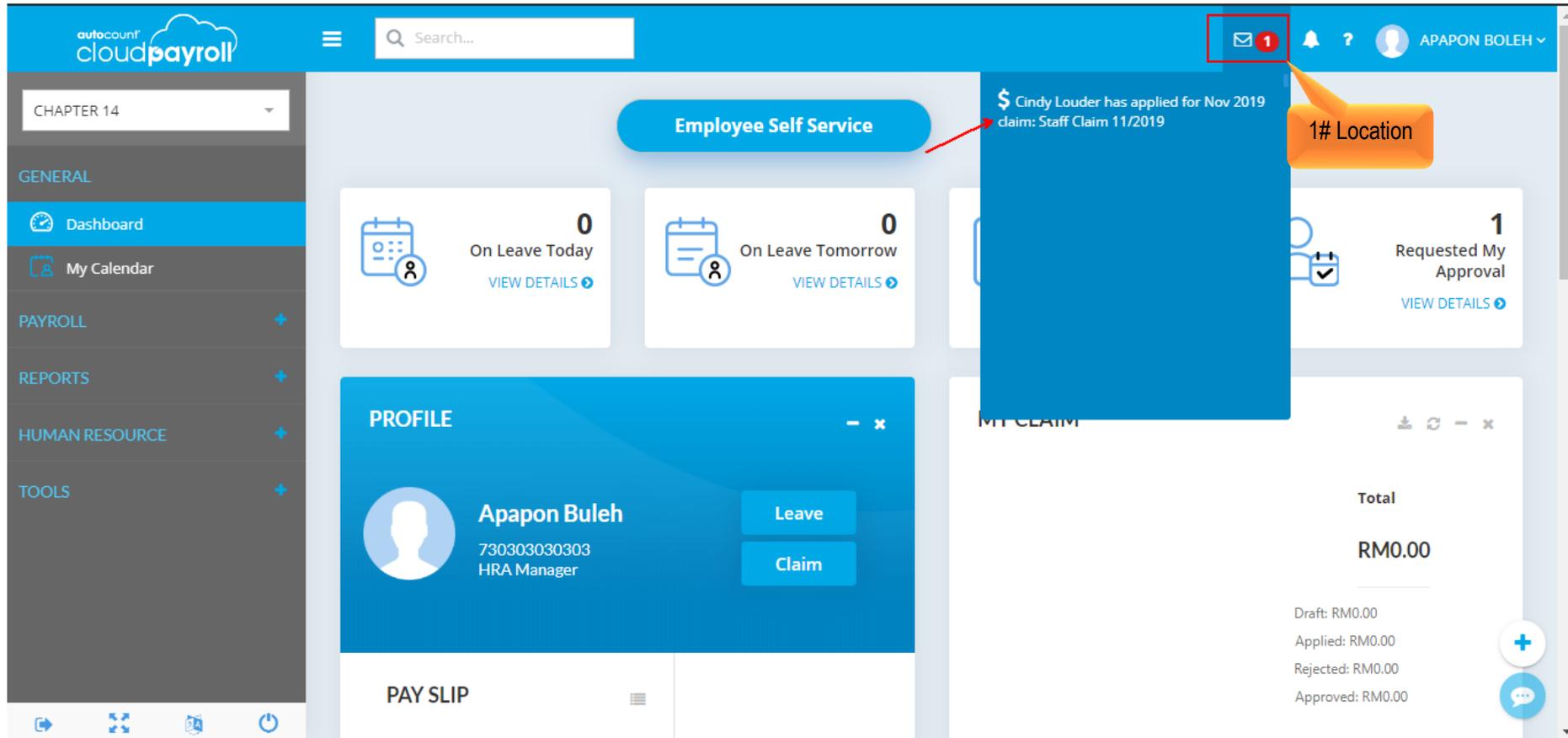
Task 14.13

Approve Claim (Payroll User)

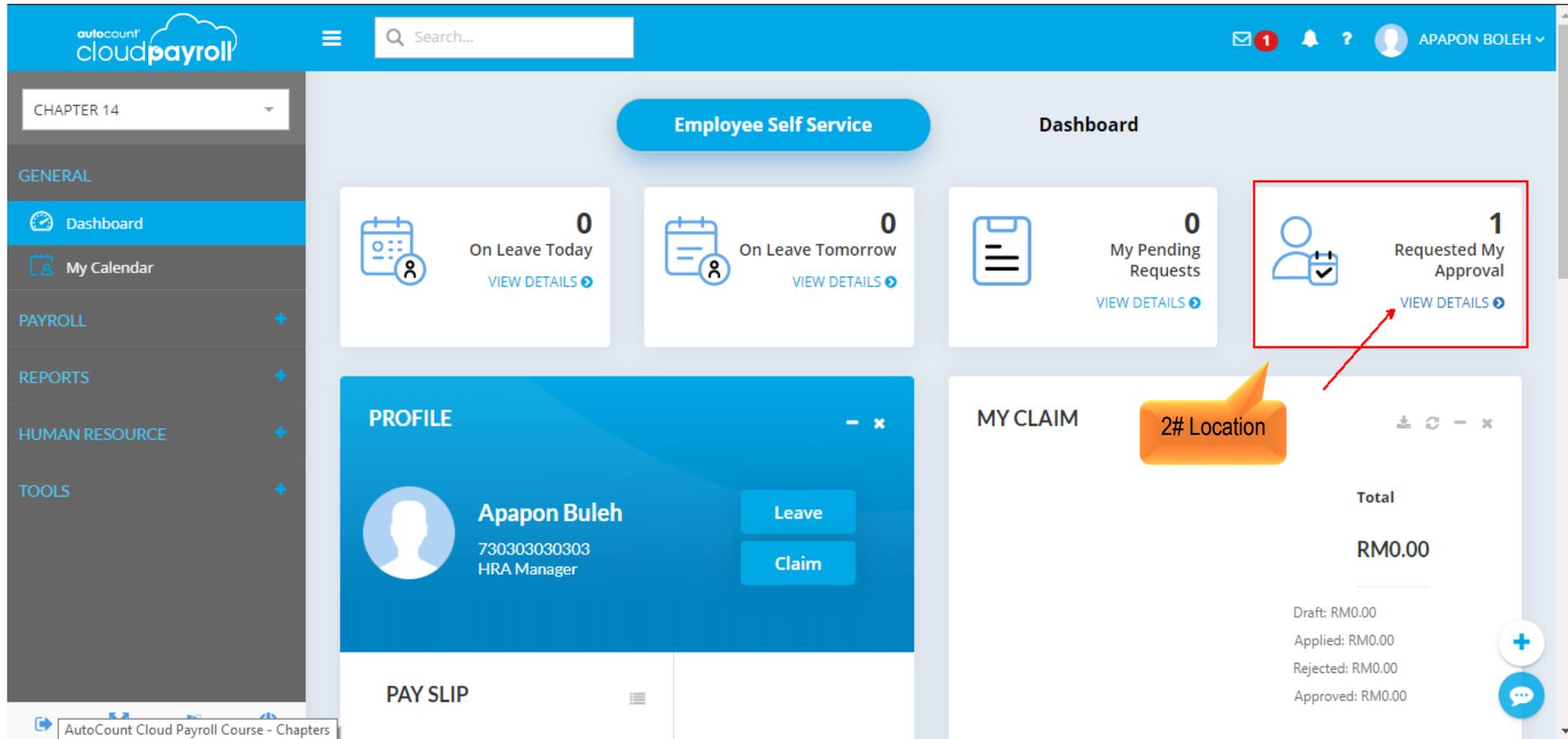
Apapon Boleh process claim application

3 location to process new Claim Application

(Apapon Boleh > General > Dashboard > Requested My Approval)



Apapon Boleh process claim application
3 location to process new Claim Application
(Apapon Boleh > General > Dashboard > Requested My Approval)



Apapon Boleh process claim application
3 location to process new Claim Application
(Apapon Boleh > General > Dashboard > Requested My Approval)

autocount cloudpayroll

Claim application for Cindy Louder

Hi APAPON BOLEH,

Claim submission for **Cindy Louder** need your approval.

Description :
Staff Claim 11/2019

MC Claim : F&L - Food and Lodging :

Date	26/11/2019
Description	Klinik Sihat
Supplier	KS141414
Amount	120.00
File	

3# Location

Approved **Reject**

Apon Boleh process claim application
Click details to check application
(Apon Boleh > General > Dashboard > Requested My Approval)

Requested My Approval ✕

Employee	Requested	Description	Requested Date ↑	
Cindy Louder	Claim	Staff Claim 11/2019	28 November 2019	Details Approve Reject

10 20 50

Page: 

<https://payroll.autocountsoft.com/#>

Apapon Boleh process claim application
 Approve Claim Application for Cindy Louder,edit amount only allow claimable amount 100
 (Apapon Boleh > General > Dashboard > Requested My Approval)

Claim Approval

Staff Claim 11/2019

Date * 28/11/2019 **Period *** November 2019

Remarks *
 Monthly limit RM100

F&L - Food and Lodging

Yearly Limits	Monthly Limits	Per Visit Limits
0.00	0.00	0.00
Claimed: 0.00	Claimed: 0.00	

Approved	Approved Amo...	Date	Description	Supplier	Amount	File
<input type="radio"/>	120	26/11/2019	Klinik Sihat	KS141414	120.00	

Apapon Boleh process claim application
 Approve Claim Application for Cindy Louder but only allow claimable amount
 (Apapon Boleh > General > Dashboard > Requested My Approval)

Claim Approval

Staff Claim 11/2019

Date * 28/11/2019 **Period *** November 2019

Remarks * Monthly limit RM100

F&L - Food and Lodging

Yearly Limits	Monthly Limits	Per Visit Limits
0.00	0.00	0.00
Claimed: 0.00	Claimed: 0.00	

Approved	Approved Amo...	Date	Description	Supplier	Amount	File
<input type="radio"/>	100	26/11/2019	Klinik Sihat	K5141414	120.00	

1. Click Approve to proceed

Apapon Boleh process claim application
 Approved Claim application, inserted into Adhoc Item for current month
 (Apapon Boleh > Payroll > Payroll Management > Adhoc Payroll Item (Claim))

Adhoc Payroll Items

Allowance Overtime Commission Bonus **Claim** Payment of Arrears Deduction Advance

Drag a column header here to group by that column Add New Row Filter...

Employee	Period	Payroll Typ	Is Paid	Amount	Date	Description	Bill No	Note	
E002/151...	Nov' 2019	Month E...	E-Claim	100.00	28/11/20...	Staff Clai...			
E002/151...	Apr' 2019	Month E...	✓	65.00	05/04/20...	Medical F...	123456	Poliklinik ...	
E002/151...	Apr' 2019	Month E...	✓	150.00	15/04/20...	Meeting ...	OR5566		
Count: 3				Sum: 31...					

10 20 50 Page: 1

Task 14.14

Claim Approval History (Payroll User)

Check Apapon Boleh Access Right for Claim Transaction History
(Apapon Boleh > Tools > User Setting > User Authorization)

The screenshot displays the 'User Authorization' interface. The top navigation bar includes the 'autocount cloud payroll' logo, a search bar, and user information for 'APAPON BOLEH'. The left sidebar lists various tools, with 'User Setting' expanded to show 'User Authorization' as the active selection. The main content area features a table with the following data:

Email	Name	
acpayroll1@gmail.com	CINDY LOUDER	
acpayroll3@gmail.com	APAPON BOLEH	
mnazzel@gmail.com	NAZZEL1	

Below the table, there is a 'Count: 3' indicator and pagination controls showing '10', '20', and '50' items per page. An orange callout box with a pencil icon and the text '1. Click to proceed' points to the edit icon in the 'APAPON BOLEH' row. A small blue box with the number '1' is located at the bottom right of the table area.

Check Apapon Boleh Access Right for Claim Transaction History
 (Apapon Boleh > Tools > User Setting > User Authorization)

The screenshot shows the 'User Authorization' configuration page for the user 'APAPON BOLEH'. The 'Link to Employee' field is set to 'Apapon Boleh'. Under the 'Access Rights' section, 'Authorized Employee Groups' is selected, and the 'Access Group' is set to 'HR'. A table below lists the permissions for various system components, with the 'Allow' column checked for all items.

Title	Allow	View	Add	Edit	Delete
+ Dashboard	<input checked="" type="checkbox"/>				
+ Employee Self Service	<input checked="" type="checkbox"/>				
My Calendar	<input checked="" type="checkbox"/>				
+ Payroll	<input checked="" type="checkbox"/>				
+ Reports	<input checked="" type="checkbox"/>				

Check Apapon Boleh Access Right for Claim Transaction History
Enable Claim Transaction & Balance
(Apapon Boleh > Tools > User Setting > User Authorization)

The screenshot displays the 'APAPON BOLEH' user authorization configuration page. The left sidebar shows the navigation menu with 'User Setting' > 'User Authorization' selected. The main content area shows a table of access rights for various modules. The 'Claim Management' module is highlighted with a red box, and its sub-items 'Claim Transaction' and 'Claim Balance' have their checkboxes checked and also highlighted with red boxes. A callout box points to the 'Save' button with the text '1. Click Save to proceed'.

Module	Access Right	Checked
+ My Claim		<input checked="" type="checkbox"/>
+ My Leave		<input checked="" type="checkbox"/>
+ Leave Management		<input checked="" type="checkbox"/>
- Claim Management		<input type="checkbox"/>
Claim Transaction		<input checked="" type="checkbox"/>
Claim Balance		<input checked="" type="checkbox"/>
+ Loan		<input checked="" type="checkbox"/>
+ Tools		<input checked="" type="checkbox"/>

Check Approval History
 (Apapon Boleh > Human Resource > My Claim > Claim Approval History)

The screenshot displays the 'Claim Approval History' page. On the left is a navigation sidebar with categories: GENERAL (Dashboard, My Calendar), PAYROLL, REPORTS, and HUMAN RESOURCE (My Claim, Submit Claim, Claim Approval History, My Leave, Leave Management). The main content area shows a table with the following data:

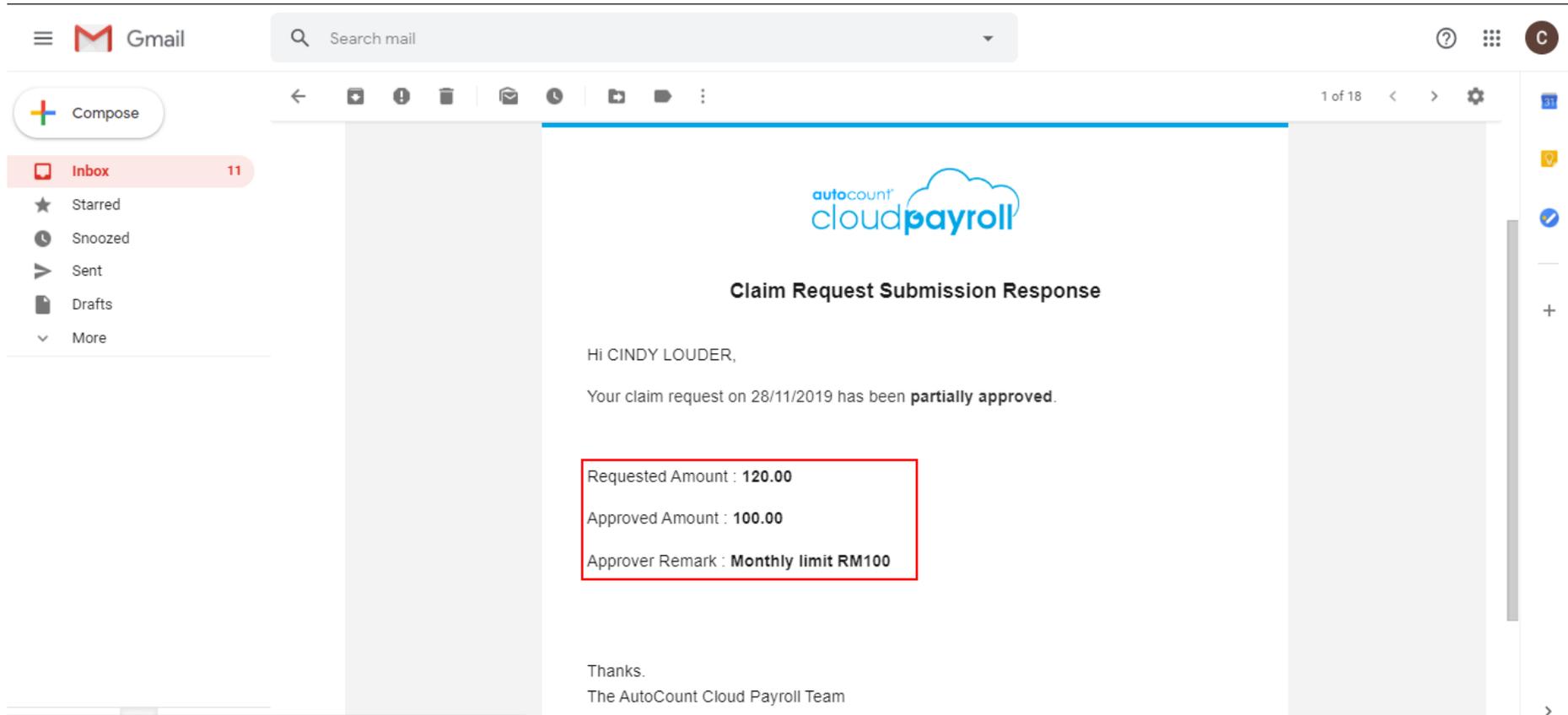
	Employee	Descripti...	Date ↓	Status	↓ Period	Total Am...	Approved...	Action Da...	Remarks
	E002/151...	Staff Clai...	28/11/2019	Approved	November...	120.00	100.00	21/11/2019	Monthly li...
						Sum: 120....			

At the bottom of the table, there are pagination controls showing '10', '20', and '50' items per page, and 'Page: 1'.

Task 14.15

Claim Status (Employee User)

Check Claim Application approval by Email
(Cindy Louder > email)



The screenshot shows a Gmail interface with an email from AutoCount Cloud Payroll. The email subject is "Claim Request Submission Response". The body of the email contains the following information:

HI CINDY LOUDER,
Your claim request on 28/11/2019 has been **partially approved**.

Requested Amount : 120.00
Approved Amount : 100.00
Approver Remark : Monthly limit RM100

Thanks.
The AutoCount Cloud Payroll Team

Check Claim Application approval by notification icon
(Cindy Louder > ESS)

The screenshot displays the Employee Self Service (ESS) portal for Cindy Louder. The top navigation bar includes the autocount cloud payroll logo, a menu icon, and user information (CINDY LOUDER). A notification icon with a red '1' is highlighted, and a notification popup is visible. The main content area shows 'Employee Self Service' with several widgets: 'On Leave Today' (0), 'On Leave Tomorrow' (0), and 'Requested My Approval' (0). A 'PROFILE' section for Cindy Louder (Purchasing Executive) includes 'Leave' and 'Claim' buttons. A 'MY CLAIM' section shows a donut chart with a total of RM120.00, broken down into Draft (RM0.00), Applied (RM0.00), Rejected (RM20.00), and Approved (RM100.00). A 'PAY SLIP' section is also visible.

Notification: Claim: 28/11/2019 | Staff Claim
11/2019 has been approved; Approved amount is: 100.00

Profile: Cindy Louder, 880808080808, Purchasing Executive

MY CLAIM Summary:

Category	Amount (RM)
Draft	0.00
Applied	0.00
Rejected	20.00
Approved	100.00
Total	120.00

Check My Claim amount Reject / Approve
(Cindy Louder > ESS)

The screenshot displays the 'Employee Self Service' portal for Cindy Louder. The 'MY CLAIM' section is highlighted with a red border and contains a donut chart showing the status of claims. The total claim amount is RM120.00. The chart is divided into three segments: Approved (RM100.00, green), Rejected (RM20.00, red), and Draft (RM0.00, grey). Red arrows point to the 'Rejected: RM20.00' and 'Approved: RM100.00' labels in the legend. The 'PROFILE' section shows Cindy Louder's name, ID (880808080808), and title (Purchasing Executive), with 'Leave' and 'Claim' buttons. The 'PAY SLIP' section shows thumbnails for February, March, and April.

Claim Status	Amount (RM)
Draft	0.00
Applied	0.00
Rejected	20.00
Approved	100.00
Total	120.00

Check Claim submission status
(Cindy Louder > My Claim > Submit Claim)

CHAPTER 14

Submit Claim

Filter... Add New

Description	Date	Status	Period	Total Amount	Approved Amou...	
Staff Claim 11/20...	28/11/2019	Approved	November 2019	120.00	100.00	
				Sum: 120.00		

10 20 50 Page: 1

Task 14.16

Process Payroll for Current Month (Payroll User)

Reset current month Payroll Process to check Claim amount for Cindy Louder
(Apon Boleh > Payroll > Payroll Management > Process Payroll)

The screenshot shows the 'Process Payroll' interface in the autocount cloud payroll system. The top navigation bar includes the logo, a search bar, and user information 'APAPON BOLEH'. The left sidebar shows a menu with 'CHAPTER 14' selected, and 'Process Payroll' highlighted under the 'PAYROLL' section. The main content area displays 'Latest Period: November 2019' and a summary card for 'Month End / Second Half' with 'EMPLOYEE COUNT : 1' and 'LEAVE CUT OFF DATE : 30/11/2019'. There are 'Edit' and 'Delete' buttons. A table with columns 'Period', 'Payroll Type', 'Date', 'Leave Cutoff Date', 'Employee Count', and 'Description' is visible at the bottom.

Reset current month Payroll Process to check Claim amount for Cindy Louder
 (Apapon Boleh > Payroll > Payroll Management > Process Payroll)

The screenshot shows the payroll management interface for Cindy Louder. The interface includes a sidebar with navigation options like Dashboard, My Calendar, Employee, Payroll Management, Government Report, Management Report, and Employee Report. The main content area is divided into 'Summary' and 'Detail' tabs. Under the 'Detail' tab, there are buttons for 'PCB Calculation Detail', 'LHDN Calculator', 'Save & Recalculate All', and 'Reset'. The 'Reset' button is highlighted with an orange callout box containing the text '1. Click Reset to proceed'. Below these buttons is a table with three columns: Earning, Deduction, and Company. The 'Claim' row in the Earning column is highlighted with a red box, showing a value of 0.00. Other rows include Basic Salary, Allowance, OverTime, Commission, Bonus, Director Fee, Paid Leave, and Payment Of Arrears. The Deduction column includes Deduction, Advance, EPF, SOCSO, EIS, PCB Tax, CP 38 Tax, Unpaid Leave, Zakat, Employee Levy, and Loan. The Company column includes BIK, Company EPF, Company SOCSO, Company EIS, Company Levy, PCB Details, Optional Deduction, Employee Paid Zakat, and Prorated Salary. The 'Prorated Salary' section shows 'Days Not Worked' as 0.00.

Earning	Deduction	Company
Basic Salary: 3,600.00	Deduction: 0.00	BIK: 0.00
Allowance: 0.00	Advance: 0.00	Company EPF: 453.00
OverTime: 0.00	EPF: 383.00	Company SOCSO: 60.35
Commission: 0.00	SOCSO: 17.25	Company EIS: 6.90
Bonus: 0.00	EIS: 6.90	Company Levy: 0.00
Director Fee: <input type="checkbox"/> Is Fix 0.00	PCB Tax: 0.00	PCB Details
Paid Leave: 0.00	CP 38 Tax: 0.00	Optional Deduction: 0.00
Claim: 0.00	Unpaid Leave: 138.46	Employee Paid Zakat: 0.00
Payment Of Arrears: 0.00	Zakat: 0.00	Prorated Salary
	Employee Levy: 0.00	Days Not Worked: 0.00
	Loan: 0.00	

Reset current month Payroll Process to check Claim amount for Cindy Louder
 (Apapon Boleh > Payroll > Payroll Management > Process Payroll)

The screenshot shows the ESS interface for Cindy Louder. A modal dialog box titled "Confirm changes" is displayed in the center, asking: "Are you sure want to reset the payroll for employee [Cindy Louder] ?". The dialog has two buttons: "Yes" (highlighted in red) and "No". A red arrow points from the "Reset" button in the background to the "Yes" button in the dialog.

The background interface includes a sidebar with navigation options: Dashboard, My Calendar, Employee, Payroll Management, Government Report, Management Report, and Employee Report. The main content area shows the "Detail" view for Cindy Louder, with a "Filter..." search bar and a "Department Code: PUR" filter. The employee information is: E002/1510 - Cindy Louder, PUR, Purchasing Executive. The "Reset" button is located in the top right of the payroll management section.

Company			
BIK:	0.00	Company EPF:	453.00
Company SOCSO:	60.35	Company EIS:	6.90
Company Levy:	0.00	PCB Details	
Optional Deduction:	0.00	Employee Paid Zakat:	0.00
Prorated Salary		Days Not Worked:	0.00

Reset current month Payroll Process to check Claim amount for Cindy Louder

Observe change in Claim amount

(Apon Boleh > Payroll > Payroll Management > Process Payroll)

The screenshot shows the 'Process Payroll' screen for Cindy Louder. The interface includes a sidebar with navigation options like 'Dashboard', 'My Calendar', 'Employee', 'Payroll Management', and 'Process Payroll'. The main content area displays a table of payroll items categorized into Earning, Deduction, and Company. The 'Claim' item is highlighted with a red box, and a red arrow points to its value of 100.00. Other items include Basic Salary (3,600.00), Allowance (0.00), OverTime (0.00), Commission (0.00), Bonus (0.00), Director Fee (0.00), Paid Leave (0.00), and Payment Of Arrears (0.00). Deductions include Deduction (0.00), Advance (0.00), EPF (383.00), SOCSO (17.25), EIS (6.90), PCB Tax (0.00), CP 38 Tax (0.00), Unpaid Leave (138.46), Zakat (0.00), Employee Levy (0.00), and Loan (0.00). Company items include BIK (0.00), Company EPF (453.00), Company SOCSO (60.35), Company EIS (6.90), Company Levy (0.00), Optional Deduction (0.00), Employee Paid Zakat (0.00), and Days Not Worked (0.00).

Earning		Deduction		Company	
Basic Salary:	3,600.00	Deduction:	0.00	BIK:	0.00
Allowance:	0.00	Advance:	0.00	Company EPF:	453.00
OverTime:	0.00	EPF:	383.00	Company SOCSO:	60.35
Commission:	0.00	SOCSO:	17.25	Company EIS:	6.90
Bonus:	0.00	EIS:	6.90	Company Levy:	0.00
Director Fee: <input type="checkbox"/> Is Fix	0.00	PCB Tax:	0.00	PCB Details	
Paid Leave:	0.00	CP 38 Tax:	0.00	Optional Deduction:	0.00
Claim:	100.00	Unpaid Leave:	138.46	Employee Paid Zakat:	0.00
Payment Of Arrears:	0.00	Zakat:	0.00	Prorated Salary	
		Employee Levy:	0.00	Days Not Worked:	0.00
		Loan:	0.00		

Commit Current month Payroll Process
(Apapon Boleh > Payroll > Payroll Management > Process Payroll)

CHAPTER 14

Month End / Second Half @ Nov 2019

Back

Summary Detail

NUMBER OF EMPLOYEES
1

TOTAL NET PAY
3,154.00

LEAVE CUT OFF DATE
2019-11-30

TOTAL PCB	TOTAL EPF	TOTAL SOCSO	TOTAL EIS	TOTAL HRDF
0.00	836.00	77.60	13.80	34.62

Commit All

Summary Files

Drag a column header here to group by that column

Filter...

Commit Current month Payroll Process

(Apapon Boleh > Payroll > Payroll Management > Process Payroll)

The screenshot shows the Autocount Cloud Payroll user interface. A modal dialog box titled "Confirm commit" is displayed in the center, asking for confirmation to commit the payroll. The dialog contains the following text:

Confirm commit

⚠ Do you want to commit this payroll?

- This will make payslip available for employees in current processed payroll
- Billing calculation is based on committed employees
- Committing is free of charge for trial period (Year-Month) and/or during full term promotion periods

At the bottom of the dialog are two buttons: "Yes" (highlighted in red) and "No". A red arrow points to the "Yes" button.

The background interface shows the "Month End / Second Half @ Nov 2019" section. A table displays payroll data with the following values:

0.00	836.00	77.60	13.80	TOTAL HRDF 34.62
------	--------	-------	-------	---------------------

Other visible elements include a sidebar menu with "Process Payroll" selected, a "Commit All" button, and a "Summary Files" dropdown.

Commit Current month Payroll Process
 (Apapon Boleh > Payroll > Payroll Management > Process Payroll)

Process Payroll

CHAPTER 14

SEARCH...

NAZZEL1

GENERAL

- Dashboard
- My Calendar

PAYROLL

- Employee
- Payroll Management**
 - Adhoc Payroll Items
 - Time Attendance
 - Process Payroll**
 - Electronic Payment
 - CP Receipt

REPORTS

Process Payroll

New Payroll Process

Latest Period: November 2019

Month End / Second Half

EMPLOYEE COUNT : 1

LEAVE CUT OFF DATE :30/11/2019

Is Committed

View

Drag a column header here to group by that column

Filter...

Period	Payroll Type	Date	Leave Cutoff Date	Employee Count	Description
11/01/2019	Monthly	11/15	30/11/2019	1	

Task 14.17

View/Print Pay Slip (Employee User)

View Payslip for Cindy Louder – Current month (processed month from task 14.16)
(Apon Boleh > General > Employee Self-Service > Pay Slip)

The screenshot displays the 'Pay Slips' interface in the autoaccount cloud payroll system. The top navigation bar includes the logo, a search bar, and user information (NAZZEL1). The left sidebar shows a navigation menu with categories like 'CHAPTER 14', 'PAYROLL', and 'REPORTS'. The 'Pay Slips' section is active, showing a dropdown menu for 'PaySlip - B3' and a refresh button. Below this, there are filter tabs for 'Filters' and 'Misc. Information'. The 'Filters' section includes a 'Period' dropdown set to 'November 2...', a 'Payroll Type' dropdown set to 'Include All Payroll Types', and two 'By Department' filters. The 'By Employee' filter is checked and set to 'E002/1510 : Cindy Louder'. In the top right corner, there are three buttons: 'Batch Download', 'Design', and 'Preview', with a red arrow pointing to the 'Preview' button.

View Payslip for Cindy Louder – Current month (processed month from task 14.16)
 (Apon Boleh > General > Employee Self-Service > Pay Slip)

CHAPTER 14

Name	: Cindy Louder		
NRIC	: 880808080808	SOCSO	: 880808080808
DEPT	: PUR - Purchasing	EPF	: 80808080
EMPLOYEE NO	: E002/1510	TAX	: SG88008800

PAYSLIP

Nov 2019
Monthly

EARNING	RM	DEDUCTION	RM	OTHER			
Basic Salary	3,600.00	Employee EPF	383.00	---LEAVE TYPE---	Entitle	Taken	Balance
Claim	100.00	Employee SOCSO	17.25	Annual Leave	16d	5d	11d
		Employee EIS	6.90	Maternity Leave	60d	0d	60d
		Unpaid Leave	138.46	Medical Leave	18d	3d	15d
				Replacement Leave	1d	1d	0d
				Unpaid Leave	365d	1d	364d
GROSS PAY	3,700.00	TOTAL DEDUCTION	545.61				
		Net Pay	3,154.00				
PCB: Monthly:	0.00						

	<-----CURRENT MONTH----->				<-----YEAR-TO-DATE----->						RECEIVED BY
	E.P.F	SOCSO	E.I.S	Tax	E.P.F	SOCSO	E.I.S	Tax	GROSS PAY	NET PAY	
EMPLOYEE :	383.00	17.25	6.90	0.00	1,967.00	90.25	36.10	127.85			
EMPLOYER :	453.00	60.35	6.90		2,325.00	315.85	36.10				PAY BY :
TOTAL :	836.00	77.60	13.80		4,292.00	406.10	72.20		19,613.08	17,253.45	Bank Transfer

Note:

Task 14.18

To Do List (Payroll User)

Create a To Do List for Today
 2 location to create To Do List
 (Apapon Boleh > ESS)

The screenshot displays the Employee Self-Service Portal (ESS) interface. At the top, there is a navigation bar with the 'autocount cloud payroll' logo, a search bar, and user information for 'APAPON BOLEH'. The main content area is titled 'Employee Self Service' and features a 'Dashboard' button highlighted with a red box. Below this, a blue bar displays key metrics: Total Headcount (6), Exit This Month (0), Join Next Month (0), and Exit Next Month (0). The 'TO DO LIST' section shows 'No data' and a '+' icon highlighted with an orange callout labeled '#1. Location'. The 'LAST 5 PAY RUN RECORDS' section contains a table with the following data:

Period	Payroll T...	Leave Cut...	Total Em...	Description
November 201	Month En...	30 Novem...	1	
April 2019	Month En...	30 April 20...	1	
April 2019	Month En...	30 April 20...	1	
March 2019	Year To Da...	31 March ...	5	
February 2019	Year To Da...	28 Februa...	5	

Create a To Do List for Today
2 location to create To Do Lost
(Apon Boleh > ESS)

CHAPTER 14

My Calendar

Filter...

November 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	01	02	03
04	05 Cindy Louder - UL	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25 Cindy Louder - MC	26	27	28	29	30	01

Apply Leave

Add To Do List

#2. Location, right click at designated to show option Apply to do List

Create a To Do List for Today
2 location to create To Do List
(Apapon Boleh > ESS)

To Do List

Reminder Date: 21/11/2019

Remark: Department Meeting 11am

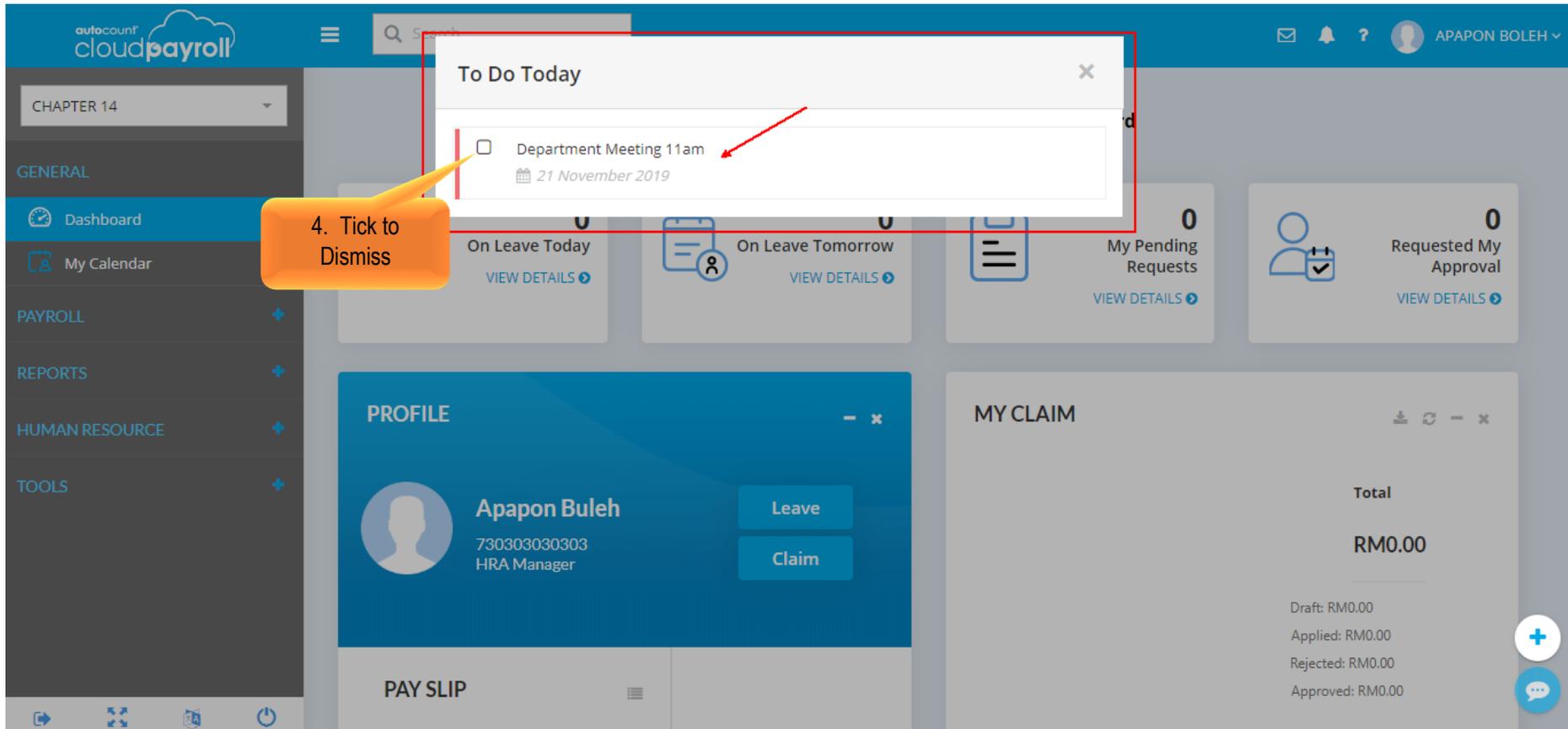
Priority: High

Repeat Every Month

Save Discard

1. Confirm date
2. Enter Remark
3. Select Priority High
4. Click Save to Proceed

Create a To Do List for Today
Logout & Login again
(Apon Boleh > ESS)



End of chapter 3

