

Wee, Kiara

From: JustLogin Support (Support) <support@justlogin.com>
Sent: Monday, May 24, 2021 5:58 PM
To: Wee, Kiara
Subject: EXT SENDER - [Support] Re: Inquiry - E-Leave system improvement / enhancement / new functions?

##- Please type your reply above this line -##

Your request (77688) has been updated. To add additional comments, reply to this email.



JustLogin Support (Support)

May 24, 2021, 5:58 PM GMT+8

Hi Kiara,

Good Afternoon.

Thank you for all the information.

Regarding the first one need to upload Medical Certificate, you can go to eLeave > Leave Setup > Leave Type, set the ATTACHMENT as Mandatory.



4. Upload New Hire data / details to E-leave system

Is there a setting or function that we can upload an excel file with all the new hires' details into the system as a batch job? Currently, we are manual keying in the new hire details one by one into the system.

JLI: This function can be found under eAdmin > Upload > click NEW MEMBER, although the details will be at first just Username, Password, Email, Full Name please save it in a excel file in version 97-2004. After Adding go to eLeave > Leave Admin > Import, you may click the part where it says "To download template, [click here](#)" for the sample template you can follow.

You can use above as your reference for bulk import.

For the other concerns below, currently we do not have such function yet, you may use our IDEAS page [IDEAS – ideas.justlogin.com](https://ideas.justlogin.com) to add your suggestion. Also mention your company name since you are premise and not cloud.

2 .Compulsory Annual Leave and Sick leave clearance before you can take No Pay Leave

Is there a setting or function that the system can make sure the employee must compulsory clear all Annual Leave and Sick leave before he/she allows to take No Pay Leave?

3. Send Notification to HR department if an employee takes more than 7 days – No Pay Leave

Is there a setting or function that the system will auto send an notification to HR department / admin whenever there's an employee takes more than 7 days – No Pay Leave?

Hope this helps.

JustLogin Customer Experience

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Wee, Kiara

May 24, 2021, 5:15 PM GMT+8

Hi Support team,

We are thinking you are able to help us to improve the system with new functions / enhancements so it can make our work more smoothly.

1. Sick Leave Application with auto Medical Certificates uploaded

When an employee applies sick leave in the system, can the system has a compulsory function where the employee has to compulsory upload his/her medical certificate into the system before his/her sick leave approval flows to the supervisor/manager's approval? If the employee has no medical certificate attachment, the sick leave application will not be submitted to the approving manager for approval.

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Best regards,

Kiara Wee



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