

**ESS eLeave User Guide** Employee Self Service Electronic Leave



# LEIGHTON

# ESS eLeave User Guide

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# I. Accessing the Employee Self Service (ESS) eLeave system

The ESS eLeave system allows users to apply for leave electronically. The system is available on Leighton Asia Intranet. The portal has various sections for you to check your application and approval status.

For staff with company email address,

- 1. Go to Leighton Asia Intranet\* site: <u>https://cimic.sharepoint.com/sites/la-intranet</u>
- 2. Select from menu **Tools & Support** > click **HK eLeave**.

$\leftarrow \rightarrow$	С	i c	imic.sharepoint.cor	m/sites/la-int	ranet									
Apps	C	CPCSv5	🚯 AD FS Sign In	CPCSv4	o365 login	LAIO Intranet	s CMAP	CPCS v5 stg	👂 LCSD Book	Learning Portal	🗿 Ter	nder Tean	n Sites	5
Office 365														
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			> ONE HSE			SIMS								
			> iPKL		>	CPCS v4								
			> CMS (LA)		>	CPCS v5								
			Latest Leid											

### Then the EMPLOYEE SELF SERVICE (ESS) Portal will be shown:

🚯 Home - Home 🗙 🔇	Employee Self Service × +		-	
$\leftarrow$ $\rightarrow$ <b>C</b> ( ) Not secure   laintran	et/applications/ESS/ESS.aspx?Rtn=1&sid=3	2300&checkkey=128329011&token=MTU5NzI4NzEwI	Ni4zMjMwMC5hdXRoZW50aWNhdGlvbg%3	☆ ⓒ :
👖 Apps 🚺 CPCSv5 🕥 AD FS Sign In	🔇 CPCSv4 🚦 o365 login 🚦 LAIO Intrane	t 🚯 CMAP [ CPCS v5 stg 🤌 LCSD Book 🧇 Lea	rning Portal 🛐 Tender Team Sites 🗿 NEW LA Int	tranet »
<b>LEIGHTON</b>	EMPLOYEE SELF SERVICE	C	ž 🖩 🔒 🐞	
0 My Pending Leave A	pplications	Apply Leave My Info		
Form Submitted Leave No. On Type	Start Leave Period Total On To Day(s)	Line PD or Manager Head Staff Name: Vie., G. Christopher Title Application Support Analyst Department / Project Information Systems Commencement Date 3-May-2016 Annual Leave Balance (in Day) 12:55 Sick Leave Balance (in Day) 120 (Leave Balance as of last month. Su pending for payral)	ame transactions may still encossing)	
0 Pending for My Appr	roval	Bulletin		
Form Submitted Staff No. On	Leave Start Leave Type On To	Period Total     Day(s)     Start from 1-Jul-2020, you ca     Employee Self Service portal.	n apply leave with the	
		<ul> <li>Once submitted, your line m project / department head can y electronically.</li> <li>You leave balance carry forw "15 days" by the end of 2020.</li> </ul>	anagement and your grant their approval lard will have a cap of	



For staff who do not have company email address,

1. Please provide personal email to your project / function administrator.

Then go to: https://dmz.leightonasia.com/Applications/ESS/Login.aspx

#### Click Sign up / Forgot Password

Email Address:	
Password:	
	Login

Admin will help register staff with no Leighton email address to assign a password

#### 2. Enter your personal email then click Send me registration email.

Registration		
PLEASE INPUT YO CONTINUE	UR PRIVATE EMAIL ADDRESS PROVIDED TO HR DEPA	RTMENT TO
Email Address:	chantaiman@abc.com	
· · · · · · · · · · · · · · · · · · ·	Send me registration email Cancel	•

3. User will receive email with link to reset a new password. Click **Here** to open the link.

ESS Portal Account Setup / Password Reset

Employee Self Service <ess@leightonasia.com>



Leighton Asia Employee Self Service

#### Dear Chan Tai Man

You have requested a new account registration or password reset for the Employee Self Service Portal (ESS). Please click the following link within today to reset your password



Leighton Employee Self Service Portal

Please do not reply to this email

For security issue, please don't forward this email to other.

This is a system generated message. Please do not reply.

4. Set new password and click **Update.** 

Dear Christopher.Yee@leightonasia.com, you can setup or reset your password (min. 8 characters)							
New Password:	XXXXXXX						
Confirm:	XXXXXXX						
	Update						



5. Staff go back to ESS login (https://dmz.leightonasia.com/Applications/ESS/Login.aspx) can use the login details to access eLeave system and apply for leave online.

ESS Self Service Portal							
Email Address:	chantaiman@abc.com						
Password:	XXXXXXX						
	Login						
	<u>Sign up / Forgot Passy</u>	vord					



# II. How to apply for leave

1. Select the Apply Leave button.

LEIGHTON	EMPLOYEE SELF SERVICE	C & \$
0 My Pending Leave Appli Form Submitted Leave Start No. On Type On	Cations     Apply Leave     My Info       Leave     Period     Total     Line     PD or     Staff Name:       To     Day(s)     Manager     Head     Yee, G. Christopher       Title     Application Support Analyst	Î

- 2. Fill in the relevant fields with leave details\*.
  - 1. Choose "Leave Type" and "Period".
  - 2. Fill in "Leave Start Date" and "Leave End Date" (instead of return date).
  - Upload supporting documents if you apply for Sick / Maternity / Marriage / Study / Injury / Jury / Compensation / Compassionate / Medical Leave (refer to supporting document requirement table in the Appendix).
  - Choose your current Leighton "Line Manager" (including those are working for JV or in secondment).
  - 5. Check the "Total Days" requested for your leave and make sure it is correct.
  - 6. Press Submit. An email notification will be sent to the selected Line Manager for approval.
     © Leave Application Form Google Chrome

	laintranet.leighton.globa	l/applications/ESS/LeaveForm.aspx?SID=	-32300&FormID=0&CheckKey=128329011
	🔽 LEIGH	TON EMPLOYEE SEL	F SERVICE
	Employee Self-Service (ESS) > Leave	Application Form	
	Status:	New	6 Submit Cancel
1-	Leave Type * Period * Leave From *	Annual  Full Day Z7-Jul-2020 (Monday)	*Please note for leave application on Saturdays, leave taken will be counted as one day for project staff. If leave is taken over the
2	Leave To *	27-Jul-2020 🔠 (Monday)	weekend and half day leave (0.5) falls into Saturday, separate applications are required i.e. one
5	Total Days Remarks	1.0 Check before you submit!!	application for weekdays whereas another for Saturday. *Should your employment terms be different please contact HR for alternative arrangement
3	Attachment	Choose File No file chosen (Required for Sick / Maternity / Marriage / St	tudy / Injury / Jury / Compassionate / Medical Leave)
4	Line Manager	Tse, C, H. Nelson	Please select your line manager manually
	Department Head / Draiect Director		



# III. How to check the status of the leave form submitted

**My Pending Leave Applications** – displays current submitted leave forms that under approvals from management (line managers and department head / project directors).

My Requests - displays all your completed leave requests and their status.

LEIG	HT	ON	EMPLO	YEE SELF S	SERVICE			C &
1 My Pe Form Submitte No. On 1500224 24-Jul-202	ending L ed Leav Typ 20 Annual	eave App ve Sta e O 27-Jul-2	olications art Leave n To 2020 29-Jul-20	e Period	Total Linu Day(s) Mana 3.0 Waitin	Apply Leave PD or Head Ig Walting	My Info Staff Name Yee, G. Chr Title Application Departmer	) rstopher n Support Analyst nt / Project
Click to open leave form	Yo	ur curre	nt submitt	ed leave t	forms Leave	e Balance <sup>4</sup>	Information Commence 3-May-201 Annual Lea 11.53 Sick Leave 120 (Leave balan	n Systems ement Date 6 ive Balance (in Day) Balance (in Day) nce as last month. Some transactions may stil
0 Pendi Form Submitte No. On	ng for M	1y Approv Staff	/al Leave Type	Start On	Leave Pe To	eriod Total Day(s)	Bulletin • Start fro Employee S • Once su project / de	im 1-Jul-2020, you can apply leave with t ielf Service portal. ibmitted, your line management and you spartment head can grant their approval
							You leav	y ve balance carry forward will have a cap v the end of 2020.
							"IS days" oj	
Лу Requests Form No. Subr 1500294 24-Jul	nitted On -2020	Leave Type Annual	Start On 27-Jul-2020	Leave To 29-Jul-2020	Period FULL	Total Day(s) 3.0 Subn	Status mitted	Your submission history
Лу Requests Form No. Subr LF000294 24-Jul	nitted On -2020	Leave Type Annual K to opei	Start On 27-Jul-2020 n the leave	Leave To 29-Jul-2020 e form	Period FULL Encloses Seffence (ED) > Lawer M	Total Day(s) 3.0 Subn TON EMPLOY	Status mitted	Your submission history
Лу Requests Form No. Subr 15000294 24-Jul	nitted On -2020	Leave Type Annual	 27-Jul-2020 n the leave	e form	Period FULL FULL Employee Self-tenice (SS) + Leave I Staff Name: Tile Department / Project Commercement Date Sance: Leave Type Recod Leave Top Inclusive) Recod Leave To Inclusive) Recod Leave To Inclusive) Recod	Total Day(s) 3.0 Subr 3.0 Subr EMPLOY tes. 6. Onstopher application Systems 3.4ky-2016 Submitted 4. Annual FUL 27-Li-2020 (Monday) 3.0 3.0 3.0 3.0 5.0 5.0 5.0 5.0 5.0 5.0 5.0 5	Status mitted	Your submission history



# IV. How to grant leave approval (being a manager)

As a line manager or department / project head, you need to:

- Review leave request and relevant supporting documents as per the requirement detailed in Appendix.
- Approve / Reject any leave requests.

**Pending for My Approval** – displays current leave submitted by others who have selected you as line manager approver or if you are their department or project head.

1	Pending	for My Approval					
Form No.	Submitted On	Staff	Leave Type	Start On	Leave To	Period	Total Day(s)
LF000331	28-Jul-2020	Wong, Y. K. Louie	Annual	17-Jul-2020	18-Jul-2020	FULL	1.0

My Previous Approvals - displays a history of the leave approvals you have completed.

My Previo	us Approval	s							
Form No.	Submitted On	Staff	Leave Type	Start On	Leave To	Period	Total Day(s)	My Approval	Form Status
LF000295	24-Jul-2020	Wong, Y. K. Louie	Annual	27-Jul-2020	28-Jul-2020	FULL	2.0	Approved	Submitted
LF000330	28-Jul-2020	Wong, Y. K. Louie	Annual	2-Jul-2020	3-Jul-2020	FULL	2.0	Approved	Submitted
1									

- 1. You will also receive an "**Approval Request**" email with subject like "**eLeave Approval Request Staff name**". Open the email and click the **HERE** link provided.
- 2. On the Leave Form Approval web page, enter comments and then select **Approve** or **Reject.**

An email response will be sent back to staff who applied for leave.

$\leftrightarrow$ $\rightarrow$ C (i) Not	secure   laintranet.leighton.global/applicatio	ons/ESS/ApprovalForm.aspx?Rtn=1&FormID=331&Viewer=32300&SID=12106&CheckKey=	
Apps 🕻 CPCSv5 🤅	🕽 AD FS Sign In 🗧 CPCSv4 🚦 o365 login	🥫 LAIO Intranet 🦚 CMAP 👔 CPCS v5 stg 🔎 LCSD Book 🧇 Learning Portal 🦚 Tende	
LEIGH	HTON EMPLOYEE SELF	SERVICE	
Employee Self-Service (ESS) > Leave Form Approval			
		Back	
Staff Name:	Wong, Y. K. Louie		
Title	Senior VoIP Communications & Network Engine	ser Sala	
Department / Project	Information Systems		
Commencement Date	1-Sep-2010		
Leave Balance	25.73 (has 2 more pending applications)		
Status:	Submitted	Comment	
Leave Type	Annual	Line manager approve leave test	
Period	FULL		
Leave From	17-Jul-2020 (Friday)		
Leave To	18-Jul-2020 (Saturday)	Approve Reject	
Total Days	1.0	LJ	
Remarks			
Attachment	N/A		
Project / Department Head	Ho, C. H. Andy - I. S.		



3. Your status dashboard will be updated with previous leave approval history. An email notification will be sent to the next approver (if any). If you are the 2<sup>nd</sup> approver already, the system will notify the requestor about the result.

# V. How to cancel a submitted leave form

You can cancel your leave application after the submission.

- 1. Select the **Form No#** "LF###" to open the application details
- 2. Select the Withdraw button.
- 3. Provide reason for the withdraw then click **OK**.
- 4. A notification email will be sent to your line manager and / or all previous approver to endorse the withdrawal.

Not secure laintranet.leighton.global/applications/ESS/ViewForm.aspx?FormID=329&SID=32300&Viewer=32300&CheckKey=128329340				
LEIGH1		/ICE		
Employee Self-Service (ESS) > Leave Form				
		Back Withdraw Print		
Staff Name:	Yee, G. Christopher	/		
Title	Application Support Analyst			
Department / Project	Information Systems			
Commencement Date	3-May-2016			
Status:	Submitted			
Leave Type	Annual			
Period	FULL	laintranet.leighton.global says		
		This request has been approved. Approval from your managers are required. Please provide a reason to continue           OK         Cancel		

#### **For Enquiries**

For any enquiries, please contact your HR representative.

For staff who do not have a company email address, please contact your project/function administrator.



# VI. Appendices

# Appendix I - Supporting Leave Requirement Table

Please refer to the following for supporting documents of leaves taken.

Types of Leaves	Entitlement & Eligibility	Required Supporting Documents
Annual Leave	As per your employment contract or the relevant subsequent documents <i>After probation</i>	Nil
Compassionate leave	<ul> <li>Direct family members: 3 days</li> <li>Siblings, Grandparents, Parents-in- law, Grandparents-in-law: 1 day</li> <li>Plus 2 days traveling for visa holder who need to travel back to home country (subject to management approval)</li> </ul>	Death certificate of your direct or indirect family member or other supporting documents (optional)
Compensation Leave	Subject to Project Director's / Corporate Function Head's Guideline	Email Approval / Advance written Approval /Timecard Records with timesheet(s) or other approval documents, as appropriate
Jury Service Leave	As per the direction of Judiciary Department of Hong Kong After commencement of work	Notification letter from Judiciary Department of Hong Kong
Marriage Leave	3 days After completion of one vear service	Marriage Certificate
Maternity Leave (Stat)	<b>14 weeks</b> Completion of at least 40 weeks' service	Medical certificate with expected date of delivery
Medical Check Up Leave (For Body Check)	<b>0.5 day</b> After completion of one year service	Attendance certificate from company specific medical centre/practice
Paternity Leave (Stat)	<b>5 days</b> Completion of at least 40 weeks' service	Medical certificate with expected date of delivery of your spouse or birth certificate of your new born baby
Primary Carer Leave	<ul><li>16 weeks (includes all holidays falling within the period)</li><li>Minimum period of 12 months of continuous service with the Group</li></ul>	Provide appropriate supporting document if available



Types of Leaves	Entitlement & Eligibility	Required Supporting Documents
Partner Leave	<b>2 weeks</b> (includes all holidays falling within the period)	Provide appropriate supporting document if available
	Minimum period of 12 months of	
	continuous service with the Group	
Sick Leave	As per HK employment ordinance	Sick leave certificate issued by the recognized
	After commencement of work	medical practitioner (not attendance certificate)
Study Leave	1 day	Examination schedule
	After completion of probation	issued by the relevant institution
No Pay Leave	Depends on the leave approval	<ul> <li>Approval email(s)</li> <li>Eurther CIMIC's</li> </ul>
	After commencement of work due to personal or emergency reason	approval is required for absence $\geq$ 20 days



# Apprendix II - Roles and Responsibilities of Leave Application Process

Please refer to the following for actions required during the leave application process.

Type of Personnel	Roles and Responsibilities
Staff (Applicant)	Apply leave and provide relevant required supporting documents
Line Manger	Review and approve leave applications
Project / Function Administrator	Assist project / function heads in checking leave application summary/report with relevant supporting document(s)
Project / Function Head	Final review and approve leave applications
Payroll Team	Random check of approved leave application with relevant supporting document and proceed with leave payments
HR Team	Obtain CIMIC approval for no pay leave taken≥ 20 days
Benefits)	