




*An employee self-service web-based **LEAVE** application to cut HR leave-related turnaround time and reduce administrative errors and costs*

**E-Leave Overview**

elipva Zephyr E-Leave is designed to simplify and standardizes all employee leave application procedures. It keeps track of all employees’ leave applications submitted and approved in your organization. As a web-based workflow enabled solution, E-Leave significantly reduces operational HR leave related costs, by streamlining processes such as leave applications, approval routing and administration. It is accessible to employees at anytime, anywhere, whether in the headquarters or its group of companies/subsidiaries all over the world.

Roles	Key Features
 <p><b>Leave Applicants</b></p>	<ul style="list-style-type: none"> <li>• An easy interface for applying multiple leaves</li> <li>• Cancel approved leave or withdraw pending approval leave</li> <li>• Action bulletin for summary of leave applications status</li> <li>• Query to all leave entitlement details</li> <li>• Track leave applications and past history</li> </ul> <p>E.g. Types of leave queries: Approved, Pending, Rejected, Cancelled, Withdrawn, Carried Forward Special, Forced Leave, Leave Credit and Leave Adjustments, Others</p> <ul style="list-style-type: none"> <li>• View corporate leave calendar</li> <li>• Email notification of the outcome of leave applications</li> <li>• Configure third party notification, i.e., notify other parties if leave gets approved/ cancelled</li> </ul>
 <p><b>Leave Approvers</b></p>	<ul style="list-style-type: none"> <li>• An easy interface for approving/rejecting leave applications</li> <li>• A view of subordinates' leave records and balance</li> <li>• Action bulletin for summary of leave applications pending for approval</li> <li>• View corporate leave calendar</li> <li>• Email notification of new leave applications pending for approval</li> </ul>
 <p><b>Leave Administrators</b></p>	<ul style="list-style-type: none"> <li>• Configure multiple Leave Types and Policies</li> <li>• Configure Leave Entitlement Schemes</li> <li>• Configure Workflow and Approval mechanisms</li> <li>• Set up multiple calendars</li> <li>• Maintenance of staff profile and leave eligibility/balance</li> <li>• Maintenance and viewing of leave records and reports</li> </ul> <p>E.g. Types of leave reports (in PDF &amp; Excel) : Leave Balance, Leave Balance (Resigned) Carried Forward, Accrual, Leave Exception, Enquiry Summary, General Leave Report</p> <ul style="list-style-type: none"> <li>• View corporate leave calendar</li> </ul>

# DATASHEET

Home > eLeave > Action Bulletin

Action Bulletin

**- Leave Application Pending Your Action -**

No.	Date Applied	User	Leave Details	Status
1	30 Jul 2004	Demo Admin	ANNL : 10 Aug 2004 - 10 Aug 2004 : 1.0	Pending Approval by Demo Admin
2	28 Jul 2004	Demo User	MC : 21 Jul 2004 - 21 Jul 2004 : 1.0	Pending Approval by Demo Admin

**- Status of Your Leave Applications -**

No.	Date Applied	User	Leave Details	Status
1	30 Jul 2004	Demo Admin	ANNL : 10 Aug 2004 - 10 Aug 2004 : 1.0	Pending Approval by Demo Admin

**Action Bulletin Displays Summary of Leave Application Status & Leave Pending for Action**

Date Applied: 30 Jul 2004  
Staff Name: Demo Admin  
Staff Id: DEMOADMIN  
Department: DEMO  
Total Day Applied: 1.0 [View Entitlement Detail]  
Status: New

Leave Details  
Leave Type: Hospitalization Leave  
Duration: Full Day  
From Date: 01 Jun 2004  
To Date: 01 Jun 2004  
Reason: Minor surgery

Please click on "\*" button to Leave Details

Please click on "Delete" button to delete Leave Details

Select	Leave Type	Duration	From Date	To Date	Total Day	Reason
<input type="checkbox"/>	Annual Leave	Full Day	07 Jun 2004	07 Jun 2004	1.0	Visiting relatives in Maldives

Please click on any of the following buttons to proceed with current leave application

save submit cancel

**Leave Form Allows Multiple Leave Applications on a Single User Login Screen**

Code: DEMO  
Name: Demo Leave Policy  
Description: Leave policy for demo use

No.	Leave Type	Is Entitled	Required Activation	Has Limit	By Earned	Default Ent. (day)	Month of Service 1 (month)	Ent. 2 (day)	Month of Service 2 (month)	Ent. 3 (day)	Cross Charge To	Max. Day	Consumed in Black	Block (day)
1	Annual Leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	14	04	18	06	21			<input type="checkbox"/>	<input type="checkbox"/>
						Carried Forward Limit	7.0	9.0	10.0					
2	Business Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						Please select		<input type="checkbox"/>	<input type="checkbox"/>
3	Compassionate Leave - Int	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						Please select		<input type="checkbox"/>	<input type="checkbox"/>
4	Compassionate Leave - Ind	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						Please select		<input type="checkbox"/>	<input type="checkbox"/>
5	Hospitalization Leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						Please select		<input type="checkbox"/>	<input type="checkbox"/>
6	Long Service Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						Please select		<input type="checkbox"/>	<input type="checkbox"/>
7	Marriage Leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	0	0	0	0	Please select	3	<input type="checkbox"/>	<input type="checkbox"/>
8	Maternity Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						Please select		<input type="checkbox"/>	<input type="checkbox"/>
9	Maternity Leave - ANZ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						Please select		<input type="checkbox"/>	<input type="checkbox"/>
10	Maternity Leave - ANZ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						Please select		<input type="checkbox"/>	<input type="checkbox"/>

**Administrator's Console to Configure Multiple Types of Employee Leave Entitlements**




## Key Differentiators

- **Configurable workflow rules** that supports **unlimited no. of approval level**, with definable trigger and routing mechanism
- **Configurable notification engine**
- Caters to **multiple leave scenarios** possible (Block Leave, Force Leave, Leave Adjustments, Leave Credit, Carried Forward Special, Withdraw Leave, Cancel Approved Leave, Enquiry)
- **Dynamic rules** to cater for multiple leave policies (Multiple Leave Types & Entitlement Schemes, Multiple Calendars Setup, Staff Profile, Cross Charge Leave Types, Min. Advance Notice Period)
- **Best practices** integration to PeopleSoft ERP
- Extended business suite to **E-Claims, E-Travel Request, E-PO**, and all other Zephyr Applications

*An employee self-service web-based **CLAIMS** application to exercise budget control and reduce claims-related administrative burdens*

**E-Claims Overview**

elipva Zephyr E-Claims is designed to simplify and standardizes all employee claims application procedures, by keeping track of all employees’ claims applications submitted and approved in your organization. As a web-based workflow enabled solution, E-Claims significantly improves visibility of corporate expenditures and enhances control of spending through budget control engine at a business unit and individual level. It allows your organizations to leverage the expense control benefits of traditional claims procedures without incurring the associated financial overhead or administrative burden.

Roles	Key Features
 <p><b>Claim Applicants</b></p>	<ul style="list-style-type: none"> <li>• An easy interface for applying multiple budgeted &amp; non- budgeted claims, cross-chargeable claims</li> <li>• Withdraw pending approval claims</li> <li>• Action bulletin for summary of claims submission status</li> <li>• Query to all claims details</li> <li>• Track claims submissions and past history</li> <li>• Reference cross exchange rate details</li> <li>• Email notification of the outcome of claims submissions</li> </ul>
 <p><b>Claim Approvers</b></p>	<ul style="list-style-type: none"> <li>• An easy interface for approving/rejecting claims submissions</li> <li>• A view of subordinates' claims records and budget balances</li> <li>• Action bulletin for summary of claims pending for approval</li> <li>• Reference cross exchange rate details</li> <li>• Email notification of new claims submissions pending for approval</li> </ul>
 <p><b>Claim Administrators</b></p>	<ul style="list-style-type: none"> <li>• Configure multiple claims item categories and types</li> <li>• Configure multiple business unit and individual budget setup</li> <li>• Configure master table setup for country profile, business entity &amp; business unit management</li> <li>• Configure workflow and approval mechanisms</li> <li>• Configure currency setup and define exchange rates</li> <li>• Maintenance of staff profile and claims eligibility/balance</li> <li>• Maintenance and viewing of claims records and reports</li> </ul>

# DATASHEET

New Line Item

Item Type: Transportation

Date Incurred: 18 Jul 2004

Item Description: Client Visit

Amount Before Tax (SGD): 20

Tax (SGD): 0

Has Receipt:

Reason: Sales

Action: [Calendar]

Line Items

Select	Item Type	Date Incurred	Description	Before Tax(SGD)		Total Amount (Operating Currency) (SGD)	Total Amount (Base Currency) (SGD)	Has Receipt	Reason
<input type="checkbox"/>	Dental Claim	04 Jul 2004	Dental Maintenance	00.00	0.00	00.00	0.00	Yes	Teeth whitening
<input checked="" type="checkbox"/>	Client Entertainment	07 Jul 2004	Lunch	05.00	0.00	05.00	0.00	Yes	Network lunches...

## Claims Form Allows Multiple Claims Applications on a Single User Login Screen

Edit Budget

Item Type: Client Entertainment

Department: DEMO

Currency Code: SGD

Year: 2004

Budget Type:  Budgeted  Non-Budgeted

Maximum Amt Per Item: 0.00

Budget

January	500.00	July	500.00
February	500.00	August	500.00
March	500.00	September	500.00
April	500.00	October	500.00
May	500.00	November	500.00
June	500.00	December	500.00

Total: 6000.00 \* [update total]

0.00 [set monthly budget]

## Administrator's Console to Configure and Setup Business Unit and Individual Claims Budget

Date: 24 Nov 2003 16:43:51  
User Name: Stanley Yang

Budget Utilization of GP Taiwan Unit For the Year of 2003

Item Type	Available Budget	Application Type	Comment Budget	Budget Balance	Pending Budget	Reserved Budget	Available Budget
Accommodation	1,185,000 CAD	eTravel	0.00 CAD		0.00 CAD	145,900 CAD	
		Total	0.00 CAD	5,385,000 CAD	0.00 CAD	145,900 CAD	5,339,100 CAD
Computer/Peripherals	10,810,000 CAD	ePO	0.00 CAD		0.00 CAD	4,376,000 CAD	
		eClaim	7,808,000 CAD		0.00 CAD	0.00 CAD	
		Total	8,808,000 CAD	4,386,000 CAD	0.00 CAD	4,376,000 CAD	-1,688,000 CAD
Misc Expenses	780,000 CAD	ePO	30,000 CAD		2,000,000 CAD	138,150,000 CAD	
		eTravel	0.00 CAD		0.00 CAD	32,350 CAD	
		Total	30,000 CAD	0.00 CAD	2,000,000 CAD	138,182,350 CAD	-137,382,350 CAD
Saves	33,351,000 CAD						

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## Management's Consolidated Report (Budget Utilization Summary Report as shown above)




### Key Differentiators

- **Configurable workflow rules** that supports **unlimited no. of approval level**, with definable trigger and routing mechanism
- **Configurable notification engine**
- **In-depth budget control mechanism** (Business unit budget and individual budget, individual budget adjustments)
- **Dynamic rules** to cater for multiple claims policies (Budgeted vs non-budgeted claim types, cross charge claims types, currency setup, exchange rate definition, staff profile)
- **Best practices** integration to PeopleSoft ERP
- **Extended business suite to E-Leave, E-Travel Request, E-PO, and all other Zephyr Applications**

*An employee self-service web-based **TRAVEL REQUEST** application to accurately forecast travel expenses before incurring actual costs*

**E-Travel Request Overview**

With E-Travel Request, corporate travel expenses can be more accurately forecasted, as employees anticipate spending and estimate travel expenditure, while obtaining proper approval *before* they travel. Your employees can apply for travel requisites locally or remotely, and track the progress of all travel applications submitted before actually traveling. Actual travel expenses are reported by making travel claims after a business trip through E-Claims module.

Roles	Key Features
 <p><b>Travel Requests Applicants</b></p>	<ul style="list-style-type: none"> <li>• An easy interface for applying multiple budgeted &amp; non- budgeted requests, cross-chargeable requests</li> <li>• Cancel approved requests or withdraw pending approval requests</li> <li>• Action bulletin for summary of requests submission status</li> <li>• Query to all travel requests details</li> <li>• Track requests submissions and past history</li> <li>• Reference cross exchange rate details</li> <li>• Attach link to travel document</li> <li>• Email notification of the outcome of requests submissions</li> </ul>
 <p><b>Travel Requests Approvers</b></p>	<ul style="list-style-type: none"> <li>• An easy interface for approving/rejecting travel requests submissions</li> <li>• A view of subordinates' requests records and travel budget balances</li> <li>• Action bulletin for summary of requests pending for approval</li> <li>• Reference cross exchange rate details</li> <li>• View travel document</li> <li>• Email notification of new requests submissions pending for approval</li> </ul>
 <p><b>Travel Requests Administrators</b></p>	<ul style="list-style-type: none"> <li>• Configure multiple requests item categories and types</li> <li>• Configure multiple business unit and individual budget setup</li> <li>• Configure master table setup for country profile, business entity &amp; business unit management</li> <li>• Configure workflow and approval mechanisms</li> <li>• Configure currency setup and define exchange rates</li> <li>• Maintenance of staff profile and claims eligibility/balance</li> <li>• Maintenance and viewing of requests records and reports</li> </ul>

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**Travel Form Allows Multiple Travel Requests on a Single User Login Screen**

Item Category	Item Type	Department	Currency	Max Amt Per Item	Year	Month	Total	Status	Delete										
Expenses	Client Entertainment	DEMO	SGD	0.00	2004	Jan 500.00	Feb 500.00	6,000.00	status	delete									
						Mar 500.00	Apr 500.00												
						May 500.00	Jun 500.00												
						Jul 500.00	Aug 500.00												
						Sep 500.00	Oct 500.00												
						Nov 500.00	Dec 500.00												
						Expenses	Outpost Accommodation				DEMO	SGD	0.00	2004	Jan 500.00	Feb 500.00	6,000.00	status	delete
															Mar 500.00	Apr 500.00			
															May 500.00	Jun 500.00			
															Jul 500.00	Aug 500.00			
															Sep 500.00	Oct 500.00			
															Nov 500.00	Dec 500.00			
Expenses	Transportation	DEMO	SGD	0.00	2004			Jan 500.00	Feb 500.00	6,000.00					status	delete			
								Mar 500.00	Apr 500.00										
								May 500.00	Jun 500.00										
								Jul 500.00	Aug 500.00										
								Sep 500.00	Oct 500.00										

**Administrator's Console to View Listings of Business Unit and Individual Travel Item Budget**

**Defining Currency Exchange Rates**




### Key Differentiators

- **Configurable workflow rules** that supports **unlimited no. of approval level**, with definable trigger and routing mechanism
- **Configurable notification engine**
- **In-depth budget control mechanism** (Business unit budget and individual budget, individual budget adjustments)
- **Dynamic rules** to cater for multiple travel requests policies (Budgeted vs non-budgeted request types, cross charge requests types, currency setup, exchange rate definition, staff profile)
- **Best practices** integration to PeopleSoft ERP
- **Extended business suite** to **E-Leave, E-Claims, E-PO**, and all other Zephyr Applications

*An employee self-service web-based **PURCHASE ORDER** application to exercise expense control and increase efficiency of purchasing procedures*

**E-Purchase Order Overview**

Automating the buy side of your business is often one of the quickest methods of saving money. elipva Zephyr E-Purchase Order (PO) was designed to enable electronic transmission of PO's within the organization and to suppliers in lieu of using traditional fax, mail or telephone based solutions, which are not cost effective. It allows your organizations to leverage the expense control benefits of traditional purchasing procedures without incurring the associated financial overhead or administrative burden.

Roles	Key Features
 <p><b>PO Applicants</b></p>	<ul style="list-style-type: none"> <li>• An easy interface for applying multiple budgeted &amp; non- budgeted POs, cross-chargeable PO</li> <li>• Cancel approved PO or withdraw pending approval PO</li> <li>• Action bulletin for summary of PO submission status</li> <li>• Query to all PO details</li> <li>• Track PO submissions and past history</li> <li>• Reference cross exchange rate details</li> <li>• Email notification of the outcome of PO submissions</li> </ul>
 <p><b>PO Approvers</b></p>	<ul style="list-style-type: none"> <li>• An easy interface for approving/rejecting PO submissions</li> <li>• A view of subordinates' PO records and budget balances</li> <li>• Action bulletin for summary of PO pending for approval</li> <li>• Reference cross exchange rate details</li> <li>• Email notification of new PO submissions pending for approval</li> </ul>
 <p><b>PO Administrators</b></p>	<ul style="list-style-type: none"> <li>• Configure multiple PO item categories and types</li> <li>• Configure multiple business unit and individual budget setup</li> <li>• Configure master table setup for country profile, business entity &amp; business unit management</li> <li>• Configure workflow and approval mechanisms</li> <li>• Configure currency setup and define exchange rates</li> <li>• Maintenance of staff profile and claims eligibility/balance</li> <li>• Maintenance and viewing of PO records and reports</li> <li>• Maintenance and viewing of invoice records and reports</li> <li>• Maintenance and viewing of vendor records</li> </ul>

# DATASHEET

## Adding a PO Item to PO Request Form

## Approver's Console to Accept or Reject Individual PO Items

## Query to Individual User Budget Details

### Key Differentiators

- **Configurable workflow rules** that supports *unlimited no. of approval level*, with definable trigger and routing mechanism
- **Configurable notification engine**
- **In-depth budget control** mechanism (Business unit budget and individual budget, individual budget adjustments)
- **Dynamic rules** to cater for multiple purchase order policies (Budgeted vs non-budgeted request types, cross charge requests types, currency setup, exchange rate definition, staff profile)
- **Best practices** integration to PeopleSoft ERP
- **Extended business suite** to **E-Leave, E-Claims, E-Travel Request**, and all other Zephyr Applications

## Business Benefits

- Eliminate escalating personnel and administrative costs and inefficiencies by instilling best practices and efficient operational processes
- Streamline administrative processes for higher ROI and system throughput
- Obtain greater visibility in multiple offices and geographies, and more effective resource planning, control and execution
- Convenience of employee self-service for local and remote requests and submissions anytime, anywhere
- Reduce time to react and speed of validation through configurable approval processes and information that can be documented, tracked and monitored

## Zephyr Complete Application Suites

- **Zephyr Employee Self-Service**
  - Zephyr E-Leave • Zephyr E-Claims • Zephyr E-Travel Request • Zephyr E-Purchase Order
- **Zephyr Intranet Suite**
  - Zephyr Content Publishing • Zephyr AnyFile • Zephyr Discussion Forum • \*Zephyr Event Management
  - \*Zephyr Suggestion Box • \*Zephyr Survey/Poll • \*Zephyr Help Desk • \*Zephyr Phone Directory
  - (\* To be available soon)
- **Zephyr Portal and Platform**
  - Zephyr Portal • Zephyr Platform

## System Requirements

### Hardware Requirements

Minimum Configuration for Application Server and ZESS

- Pentium III 500 Mhz, 1 CPU, 512 MB RAM, 100 MB HDD

Recommended Configuration for Application Server and ZESS

- Pentium III 1 Ghz, 1 CPU, 1GB RAM, 200 MB HDD

### Software Requirements

- Microsoft Windows Platform
- Windows NT 4.0 sp6/Windows 2000 /XP
- Linux
- Solaris 8 and above
- Other Unix system (check with vendor)
- Internet Explorer 5.5 and above

### Tested Environments

Application Servers/Servlet Containers

- Apache Tomcat 4.1/Windows 2000/XP
- Apache Tomcat 4.1/Solaris 8
- Apache Tomcat 4.1/Red Hat Linux 7.3
- Resin 2.1.6/Windows 2000/XP
- SunONE Application Server 7.0/Windows 2000/XP
- BEA Application Server 7.0/Windows 2000/XP

### Databases

- MySQL 3.23.56, 4.0/Windows 2000/XP
- MySQL 3.23.56, 4.0/Solaris 8
- MySQL 3.23.56, 4.0/Red Hat Linux 7.3
- Microsoft SQL Server 2000/Windows 2000/XP
- Oracle 8.1.6/Solaris 8

### Contact Us:

**elipva Ltd**  
Blk 750C, Technopark@ Chai Chee  
#04-03/04, Chai Chee Road  
Singapore 469003  
Tel: (65) 6723 3333  
Fax: (65) 6720 6828  
Website : [www.elipva.com](http://www.elipva.com)  
e-mail: [marketing@elipva.com](mailto:marketing@elipva.com)

### About elipva

elipva Ltd is a leading **enterprise solutions specialist** incorporated since 1999. We are a member of M Dream Inworld Ltd, a Hong Kong publicly-listed company, with other major shareholders including Singapore Technologies Telemedia and Allwin Inc, a Lippo Group Company.

With the philosophy 'To Simplify' business goals and processes, elipva delivers the benefit of cost effective **e-business solutions, enterprise application solutions** and **interactive multimedia and creative services** to our clients through a combination of best-of-breed IT solutions, technology expertise and industry best practices.

We are able to customize solutions based on a customer centric service model and we strongly believe that an **innovative and collaborative approach** is our best commitment to help achieve your business goals.