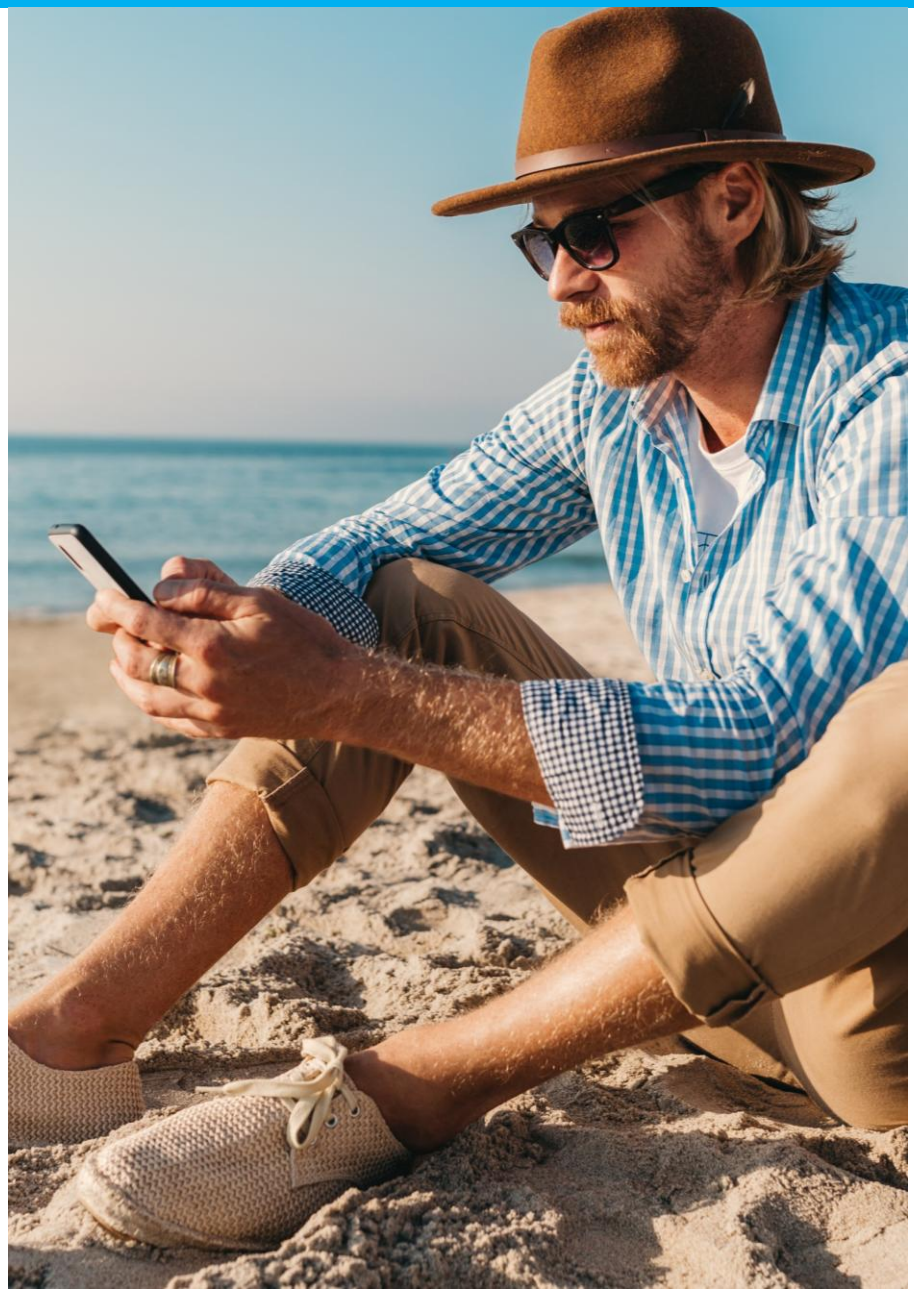
timeTec HR

timeTec HR

LEAVE

USER & APPROVER BRIEFING DECK





GETTING STARTED

Download the TimeTec HR mobile app

iOS Apple Appstore
https://apps.apple.com/my/app/timetec-hr/id1579414220

Android Google Playstore
https://play.google.com/store/apps/details?id=com.timetec.office&hl=en

Huawei App Gallery
https://appgallery.huawei.com/app/C104179901

Search for TimeTec HR and install

Launch the App

Step 1

Tap the **TimeTec HR** icon to open the app.

First time opening the app?

You will be prompted to grant permissions for:

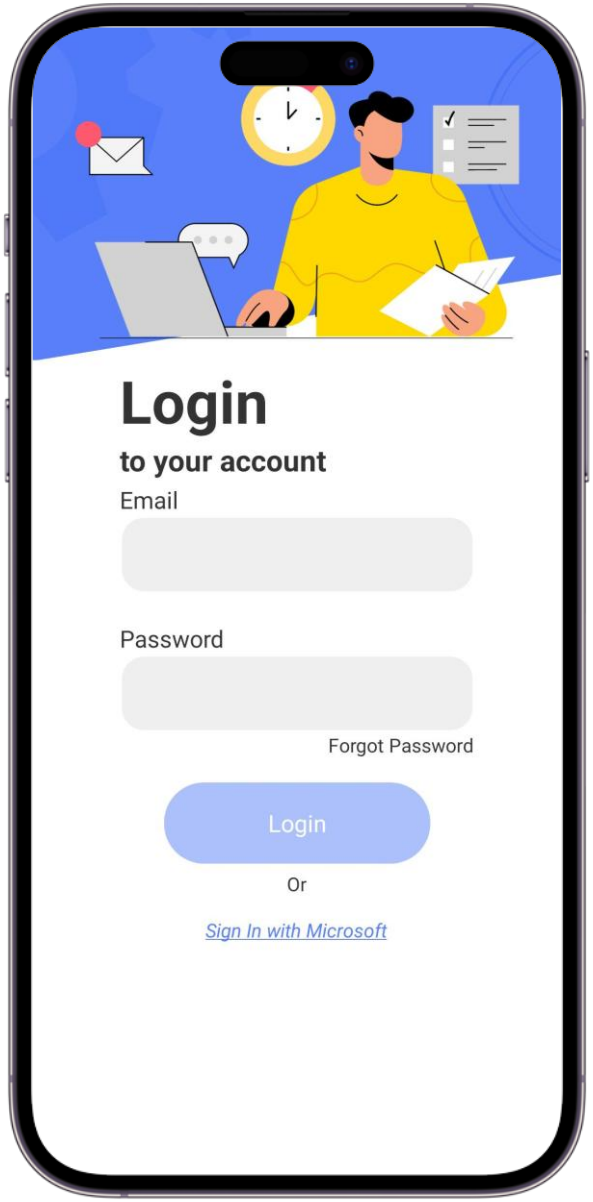
- 📷 **Camera / Photos** – for attachments (e.g., medical cert) and profile photo.
- 🎤 **Microphone** – for voice notes (if used).
- 📍 **Location** – for location tagging (if required by your company).
- 📁 **Storage** – for saving and uploading files.

Step 2

Tap "Allow" for all to ensure the app works properly.

Login to your account

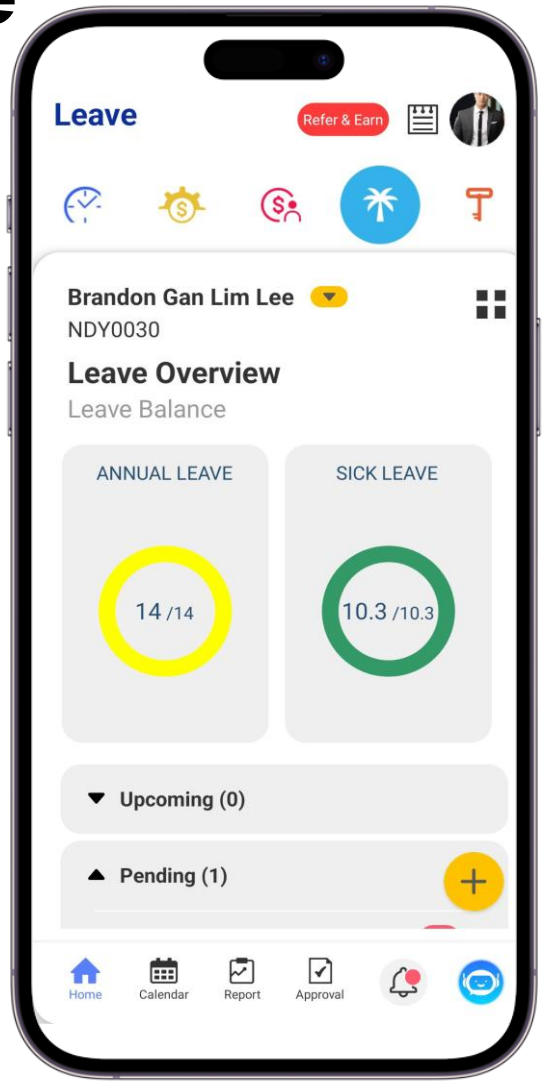
1. Enter your Email and Password as login credentials.
2. Tap “Login”.
3. First login only: You will be prompted to create a new password before proceeding
4. Password must be at least 8 characters and include at least one uppercase, one lowercase, and one number.
5. Previously used password cannot be reused.



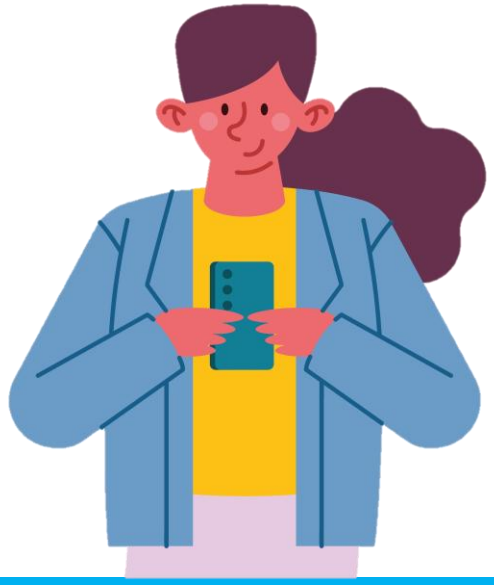
Navigate to Leave module

To open the **TimeTec Leave** module:

1. From any module (by default, you will land in the **TimeTec Attendance** module unless changed in settings)
2. Tap the **Leave** module icon to switch to the Leave module.



USING THE LEAVE MODULE



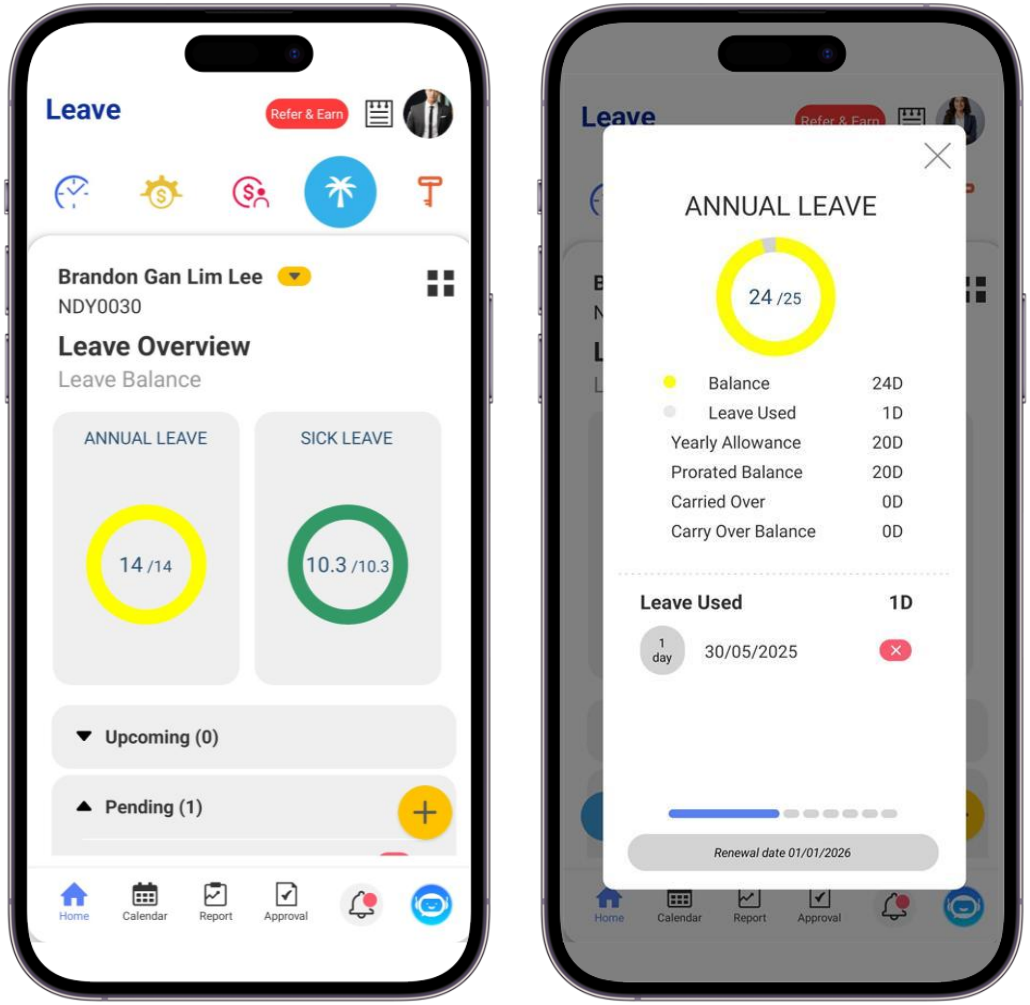
Check Leave Balance

1. On the **Leave Homepage**, you will see the **Leave Overview** section.

2. All your leave types (e.g., **Annual Leave**, **Sick Leave**, etc.) will be displayed here.

3. Swipe left or right to view more leave types if you have several.

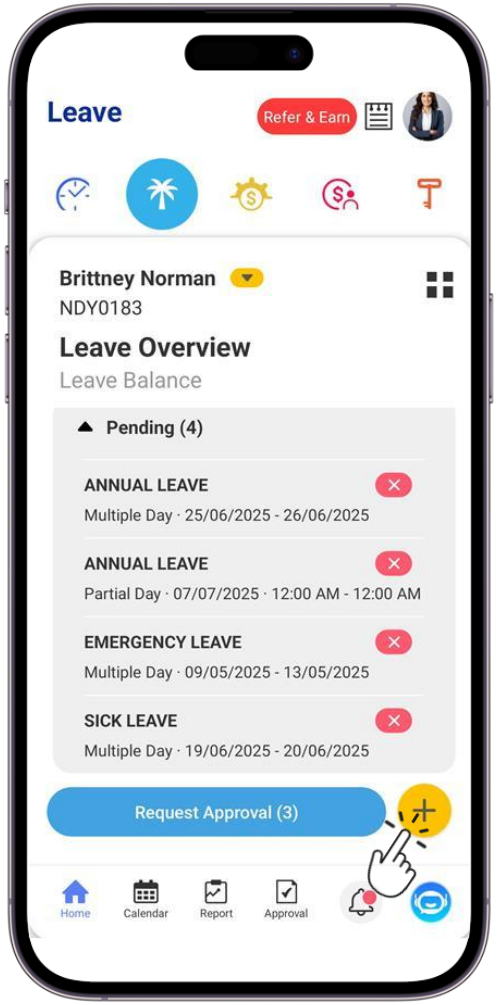
4. Tap inside the circle of any leave type to view detailed information, including:
   - **Balance**
   - **Leave Used**
   - **Yearly Allowance**
   - **Carry Over**
   - **Carry Over Balance**



Apply Leave

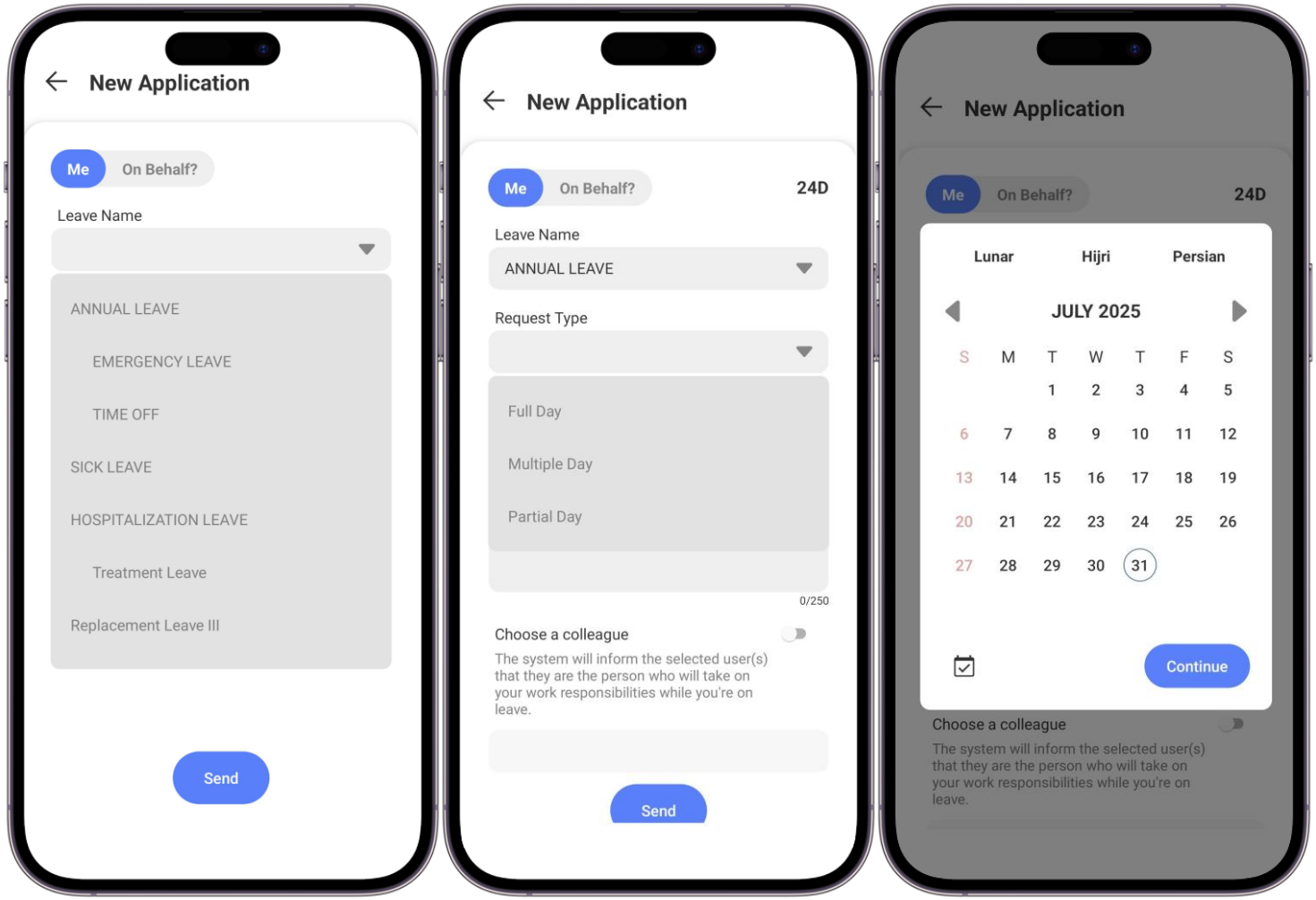
Step 1 – Start Application

- From the **Leave Homepage**, tap the **Add "+" button** at the bottom-right corner.

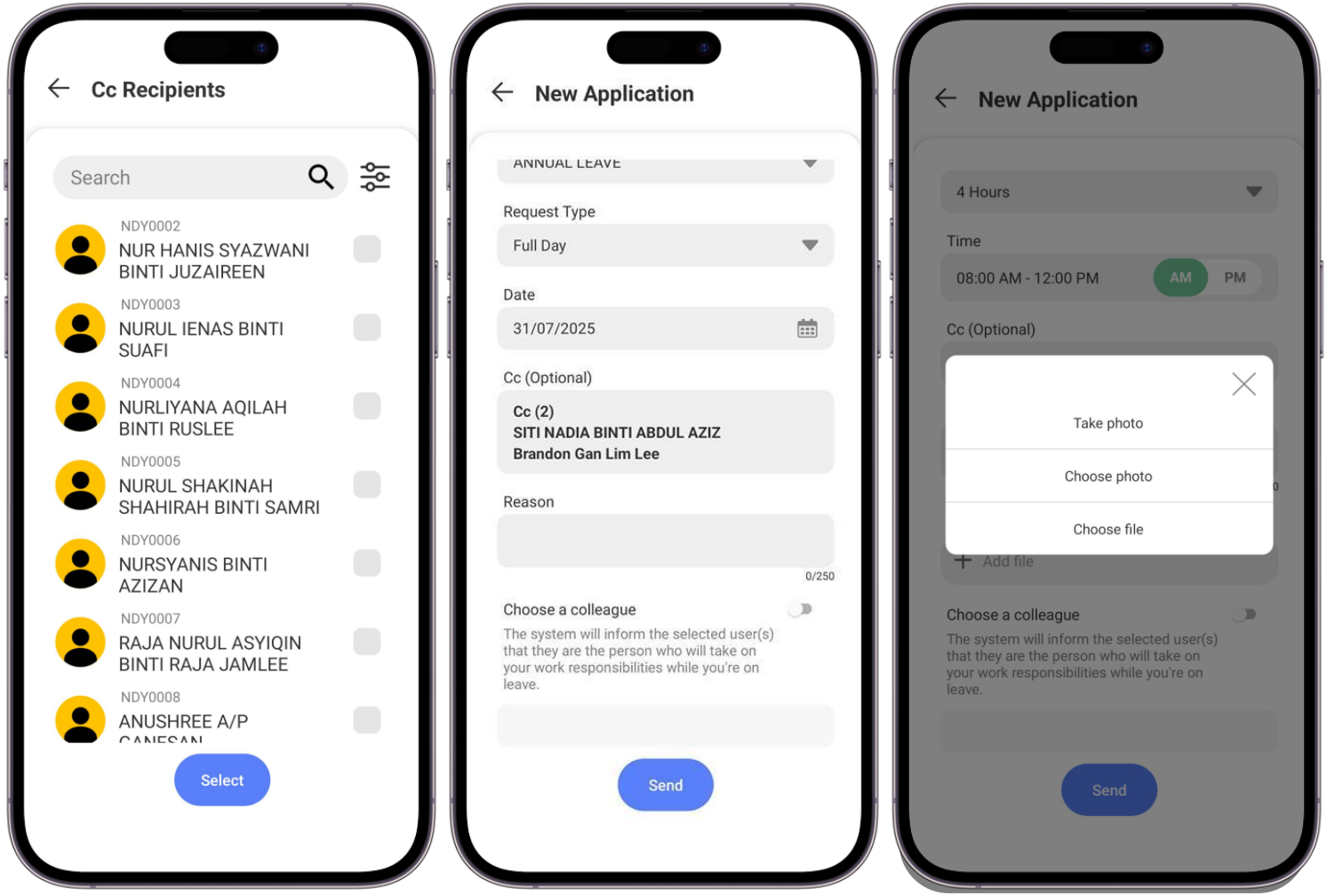


Step 2 – Fill in Leave Details

- **Select Leave Type** (e.g., Annual, Sick, Emergency).
- **Choose Request Type**:
  - **Full Day** – Select a single date.
  - **Partial Day** – Select date and duration (e.g., 4 hours for half-day).
  - **Multiple Days** – Choose mode:
    - **Consecutive** – Select start and end date (all dates in between are auto-selected).
    - **Non-Consecutive** – Select each date individually.

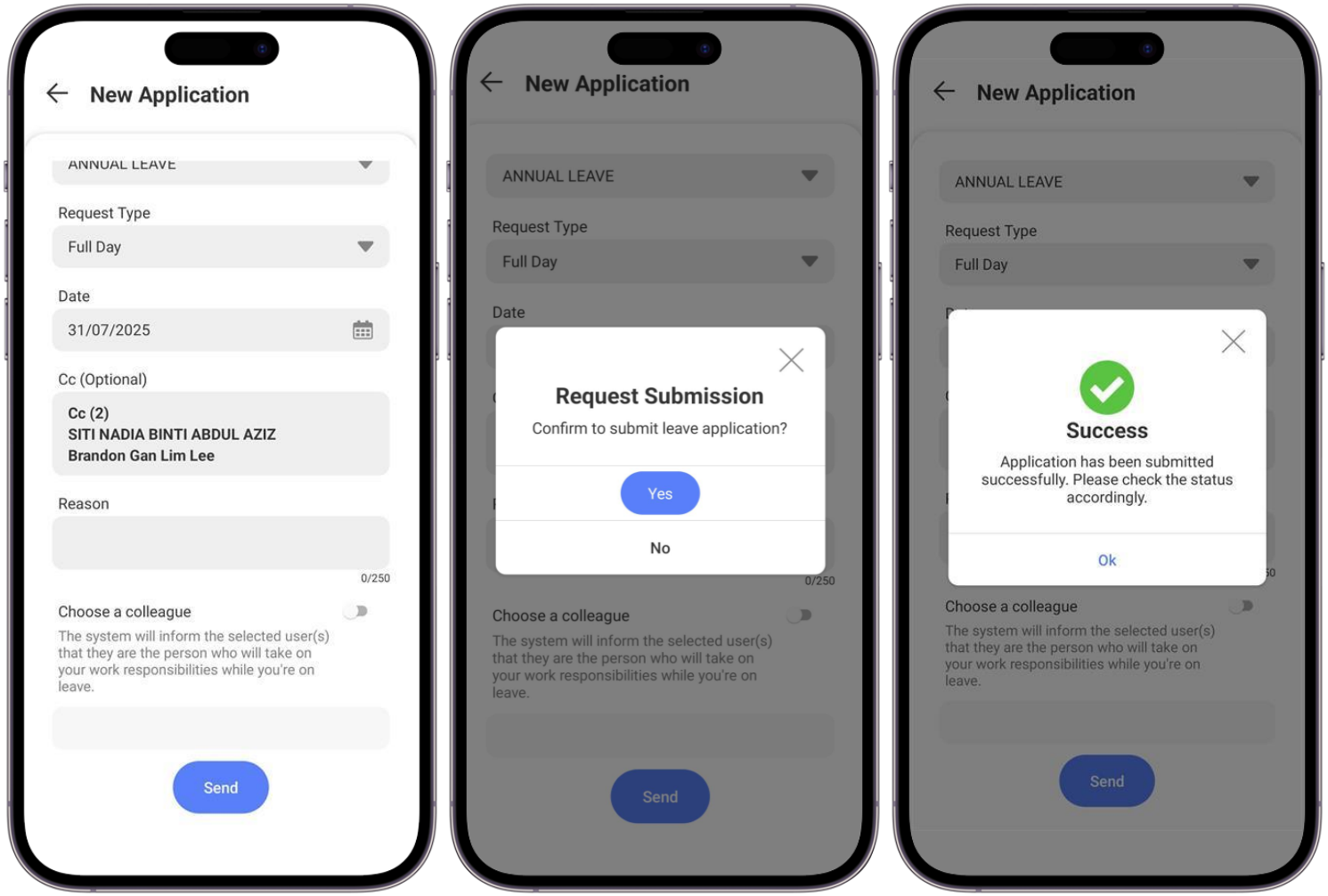


- **CC (Optional)** – Select team members to notify.
- **Insert Reason** – Provide details as per company policy.
- **Attach Document** – Upload (if required, e.g., MC for Sick Leave).
  Attachment requirement may vary by leave type.



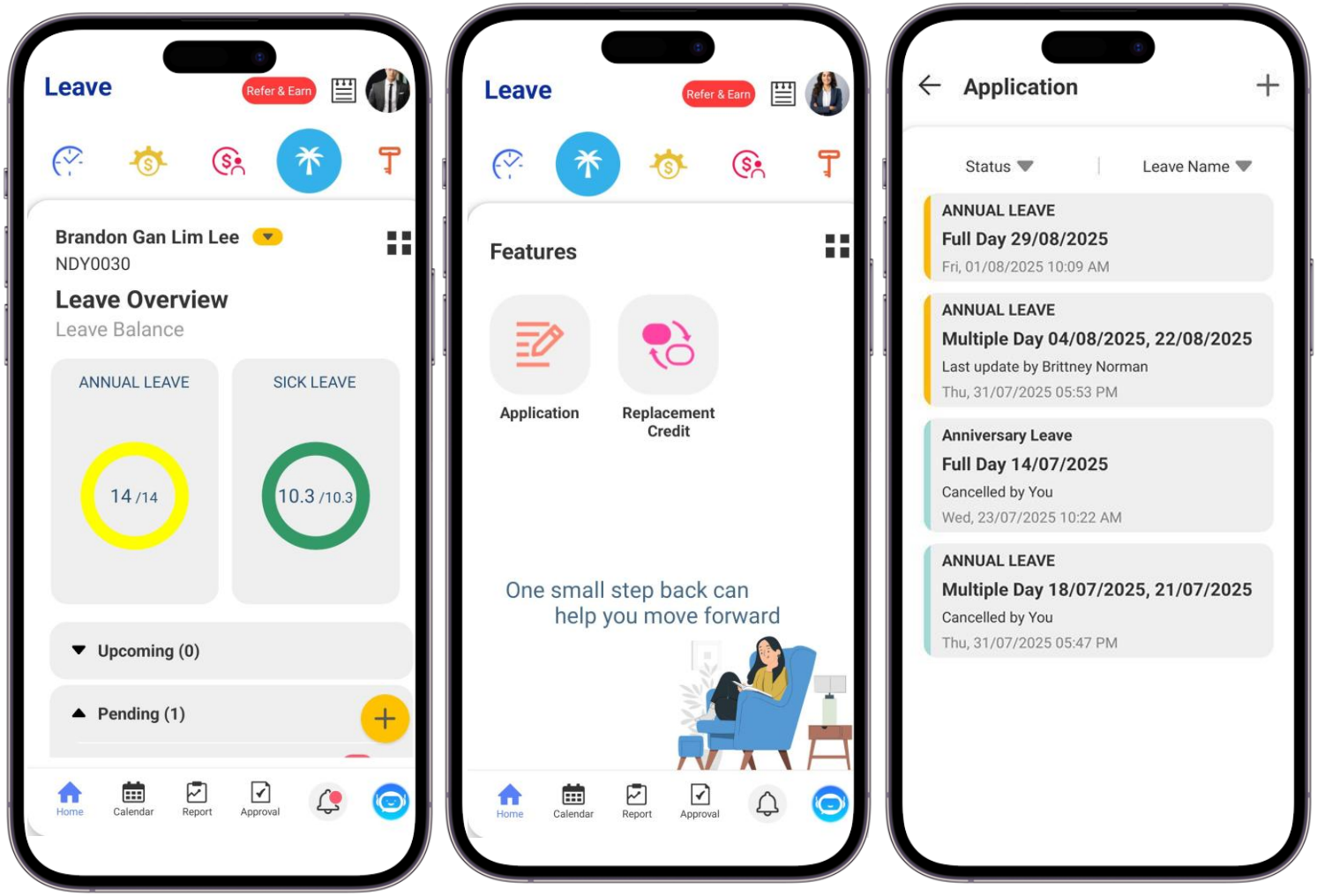
Step 3 – Submit Application

- Tap **“Send”** to submit your request.
- A **confirmation window** will appear — tap **“Yes”** to proceed.
- You will see a **success message** once the application is submitted.



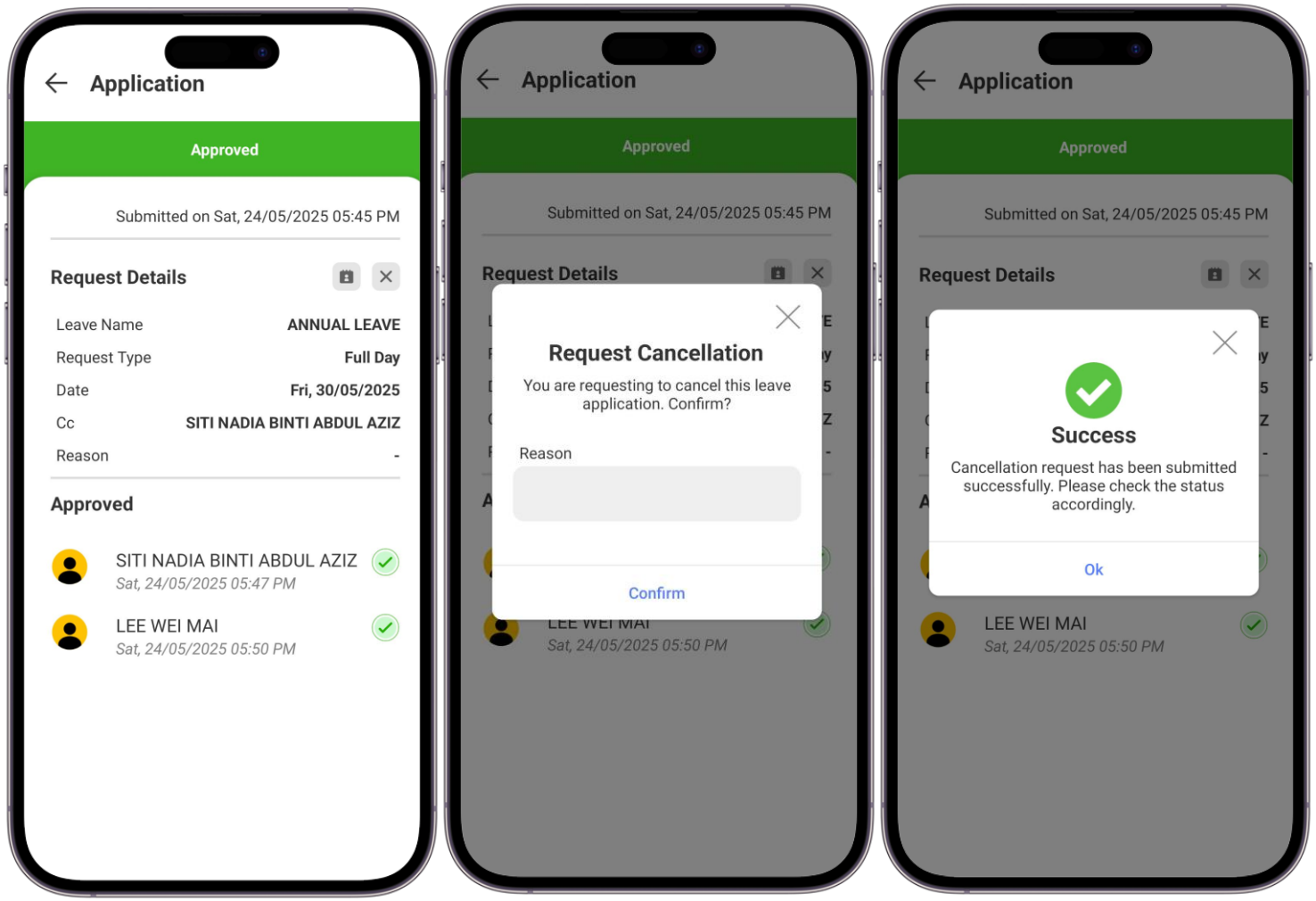
Check leave application

- From the **Leave Homepage** (or Dashboard), tap the **Features** button *(4-square grid icon near the top-right corner)*.
- Select **“Application”** from the menu.
- Here, you will see a list of **all leave applications** you have submitted.
- Use the **filter options** to narrow results by:
  - **Leave Type** (e.g., Annual, Sick, Emergency)
  - **Status** (Pending, Approved, Rejected, Cancelled)
- Tap any application to view full details, including approval flow and remarks.



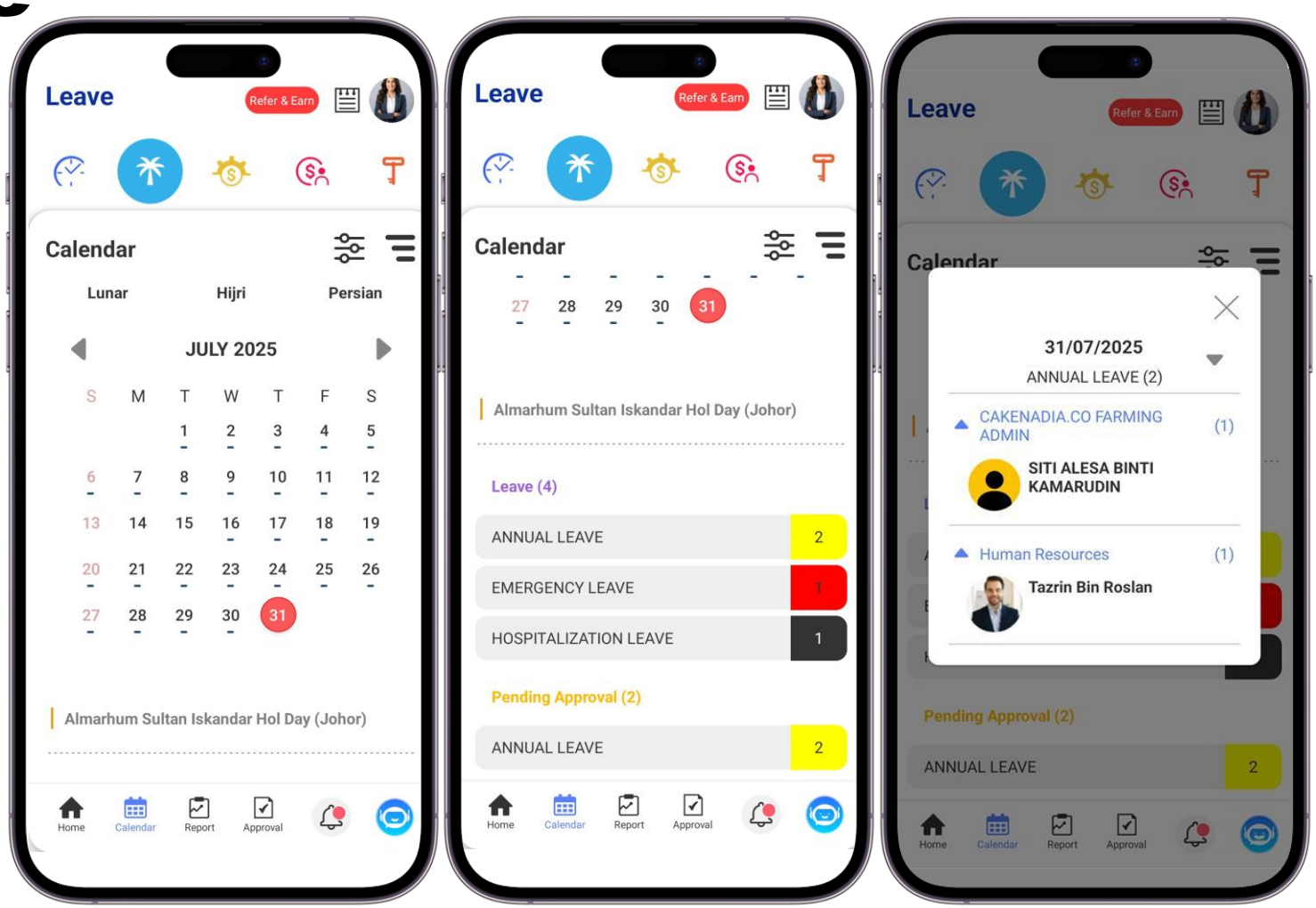
Cancel leave application

- Go to **Application** (via **Features** button → **Application**).
- Find the pending leave you want to cancel and tap it.
- Tap **“Cancel”**.
- Confirm the cancellation in the pop-up window.
- The leave request will be removed from the pending list if it was pending.
- If the leave was approved, the cancellation request will be sent to your superior for approval



Check leave calendar

- From the **Leave Module**, look at the **bottom navigation bar**.
- Tap **“Calendar”** to open the leave calendar view.
- In the calendar view, you can:
  - View **public holidays** (as set by your company).
  - If allowed by your company, view **team members’ leaves** for better planning.
- Use the **month navigation** at the top to move between past and future months.



Generate leave reports

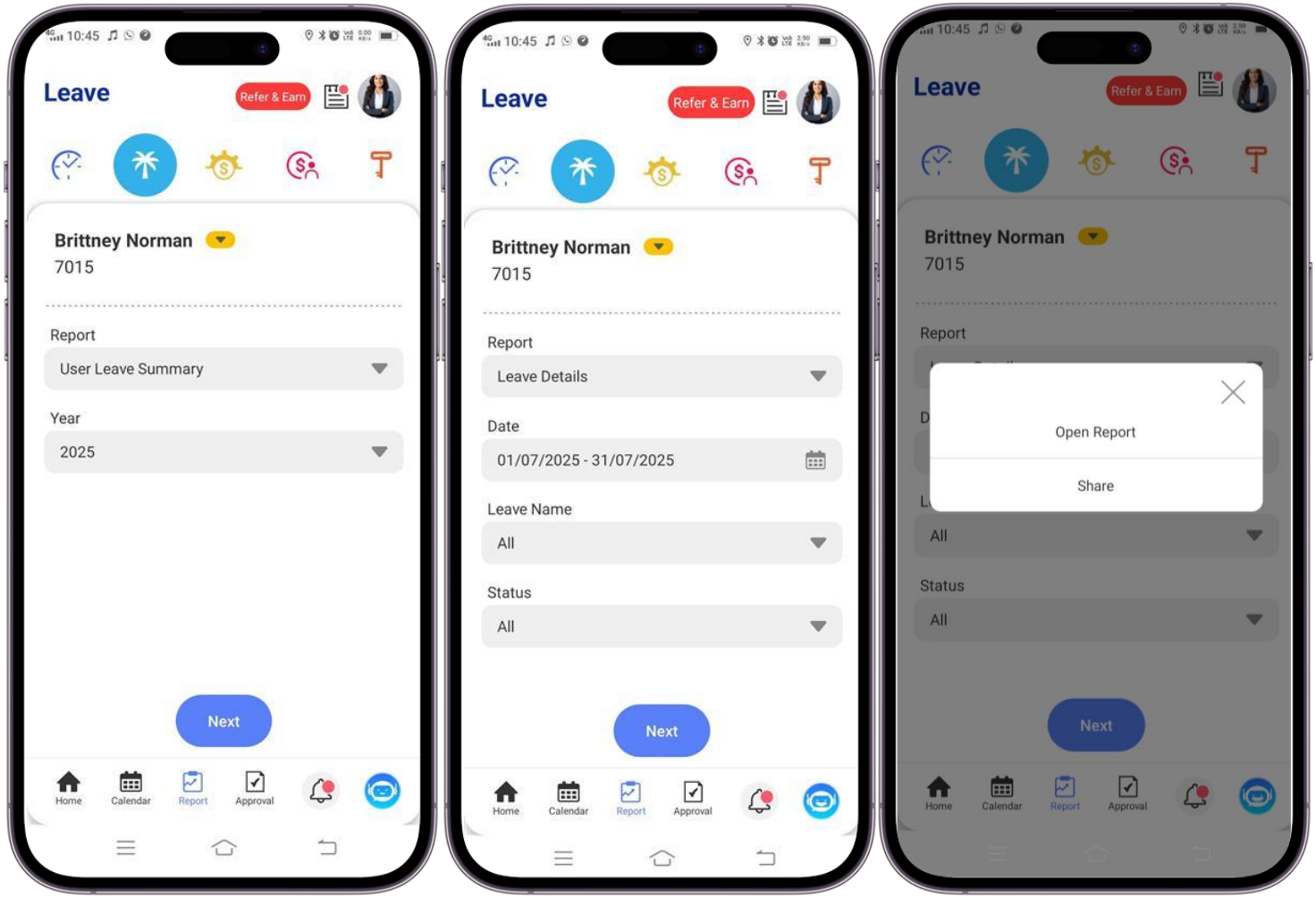
•Tap **“Report”** from the bottom navigation bar to open the report options.

•Then select the report type:

A. User Leave Summary

B. Leave Details Report

- Select year / date range / leave type, where applicable.
- Tap **“Next”**.
- In the pop-up, choose:
  - **Open Report** – View it directly in the app.
  - **Share** – Send the report via email, messaging apps, etc.



APPROVER



View staff applications

1. Access Approval Menu

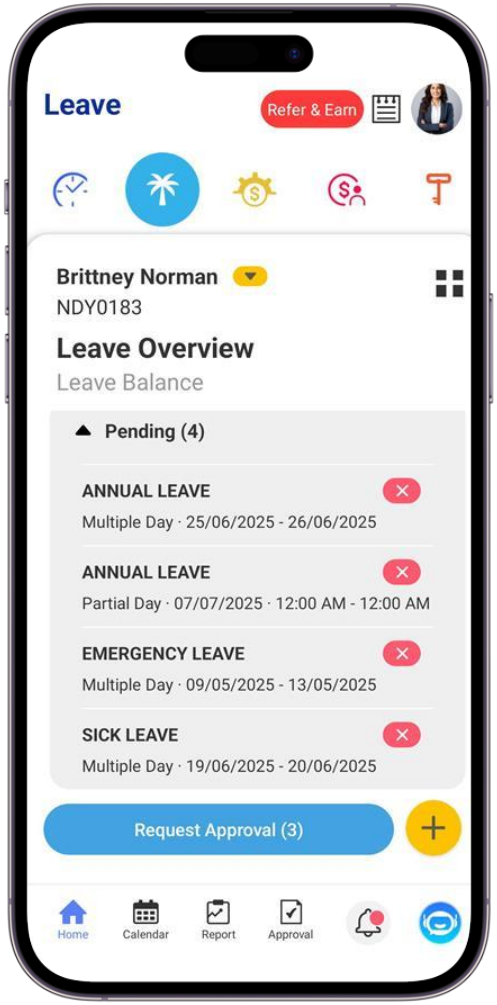
- From the **Home** screen, scroll down to find **Approval** at the bottom.
- Tap **Approval** to open the approval section.

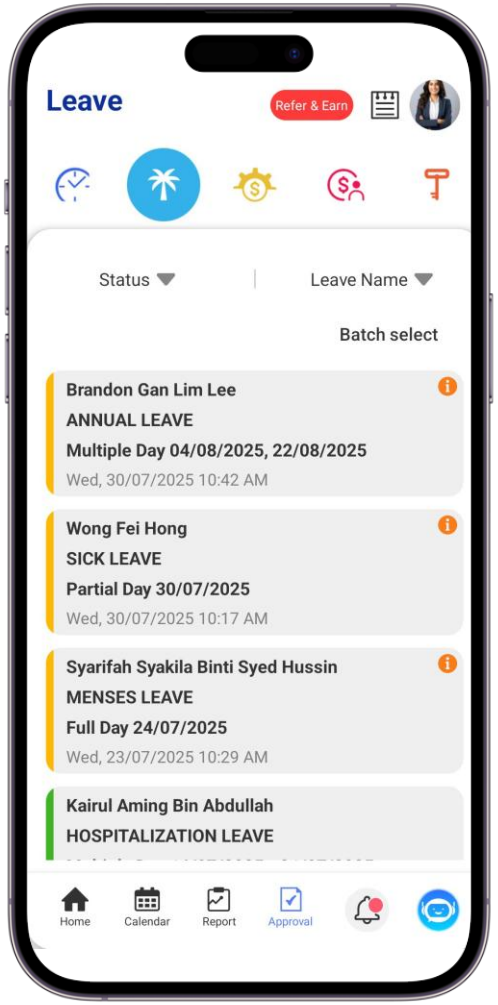
2. Approval Page Overview

- Displays a list of all leave applications submitted by your staff.
- Each application shows:
  - **Name** of the applicant
  - **Leave Type** (e.g., Annual Leave, Sick Leave)
  - **Leave Date(s)**

3. Navigating the List

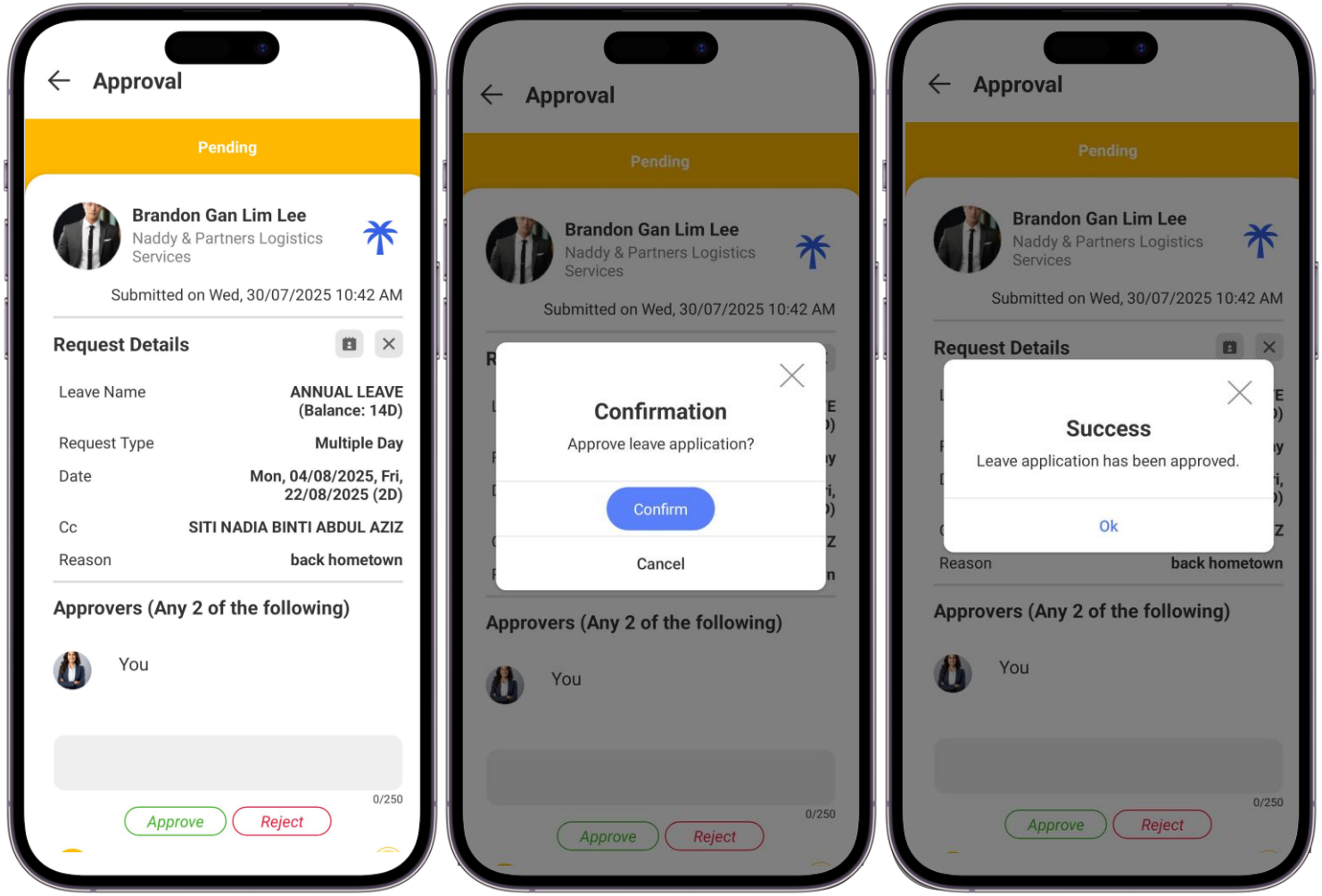
- Scroll **up or down** to browse through applications.
- Use **filters** to narrow results by:
  - **Status** (Pending, Approved, Rejected, Cancelled)
  - **Leave Type**





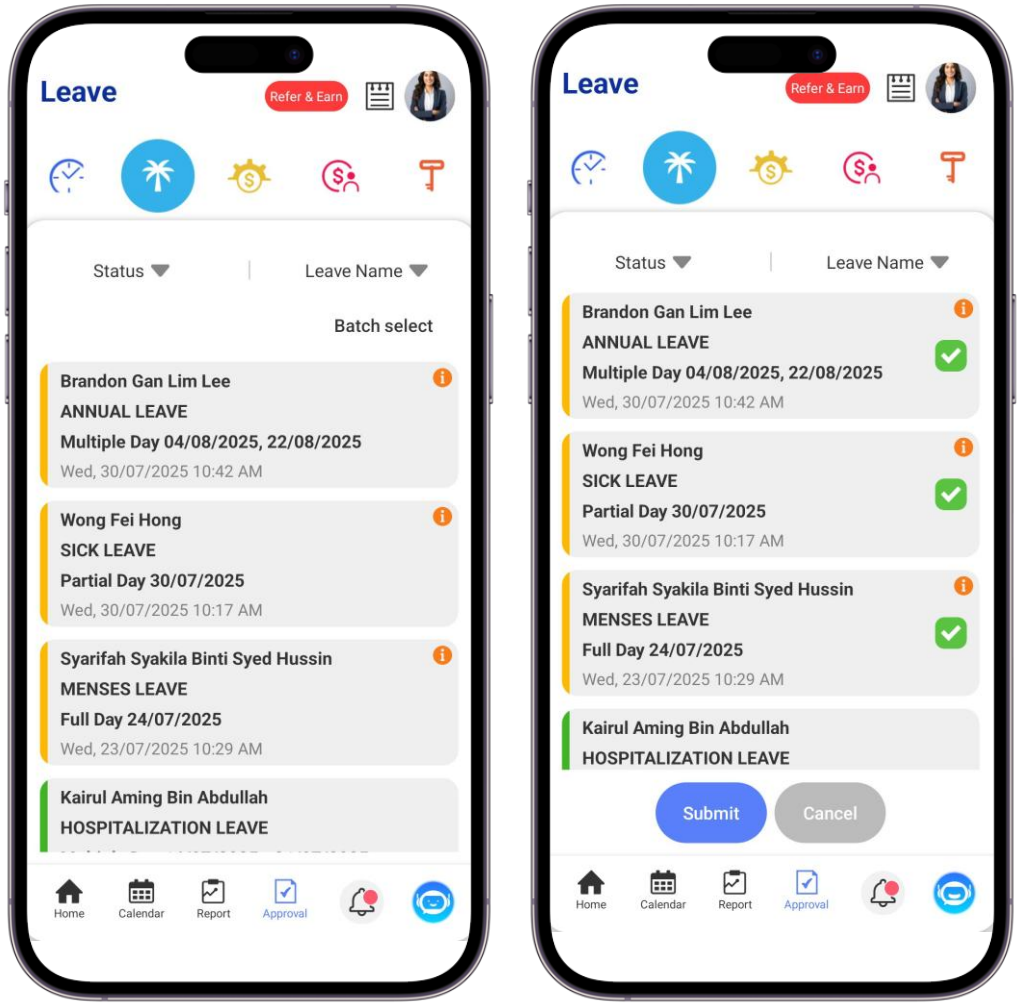
Approve, Reject, or Cancel Requests

- Tap a request to view details.
- Select **Approve** or **Reject** accordingly
- Optionally, add remarks for the employee before confirming.
- Managers can also **Cancel** an application that has already been approved.
- When cancelling, you may be required to provide a reason for record purposes.
- Once cancelled, the staff will be notified, and the leave balance will be restored automatically



Batch Approval

•If there are many pending leave requests, you can speed things up using **Batch Approval**.
•At the top of the Approval page, tap **Batch Select**.
•Tick the requests you want to approve.
•Once done, tap **Submit** at the bottom.
•All selected requests will be approved in one go.

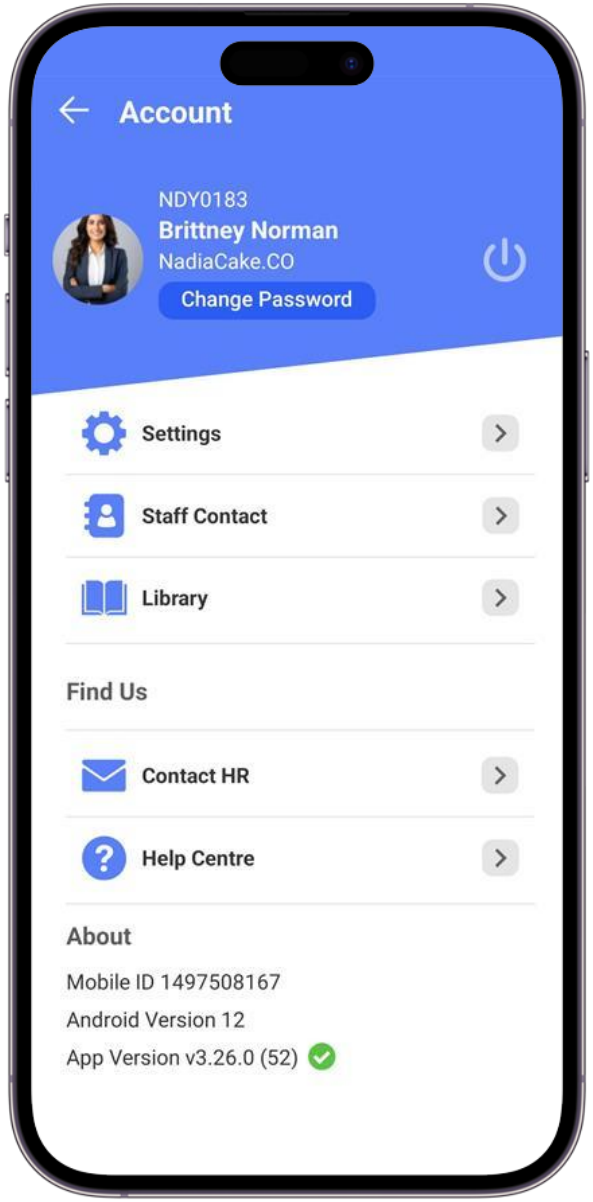


PROFILE & SETTINGS



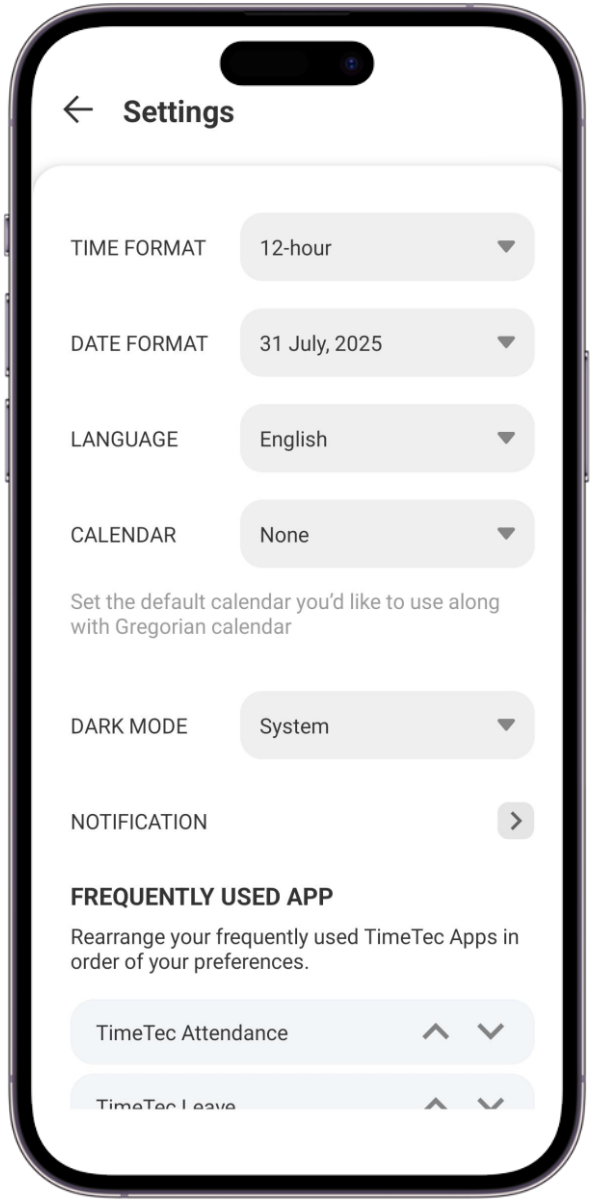
Profile

1. View and edit personal details.
2. Change password.
3. Logout.



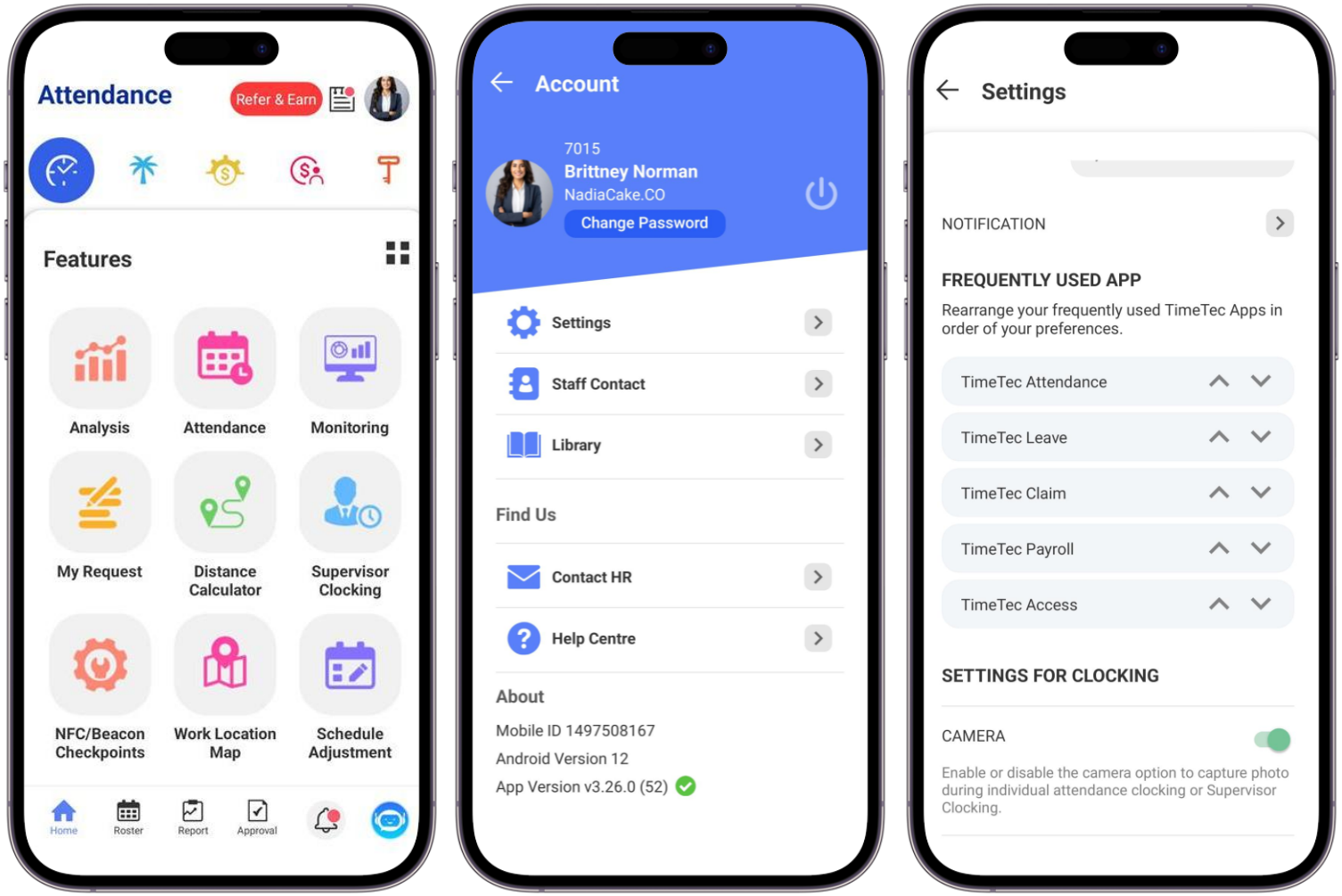
Settings

1. Time format
2. Date format
3. Language
4. Calendar format
5. Push notification preferences
6. Frequently Used App
7. Camera
8. Sound



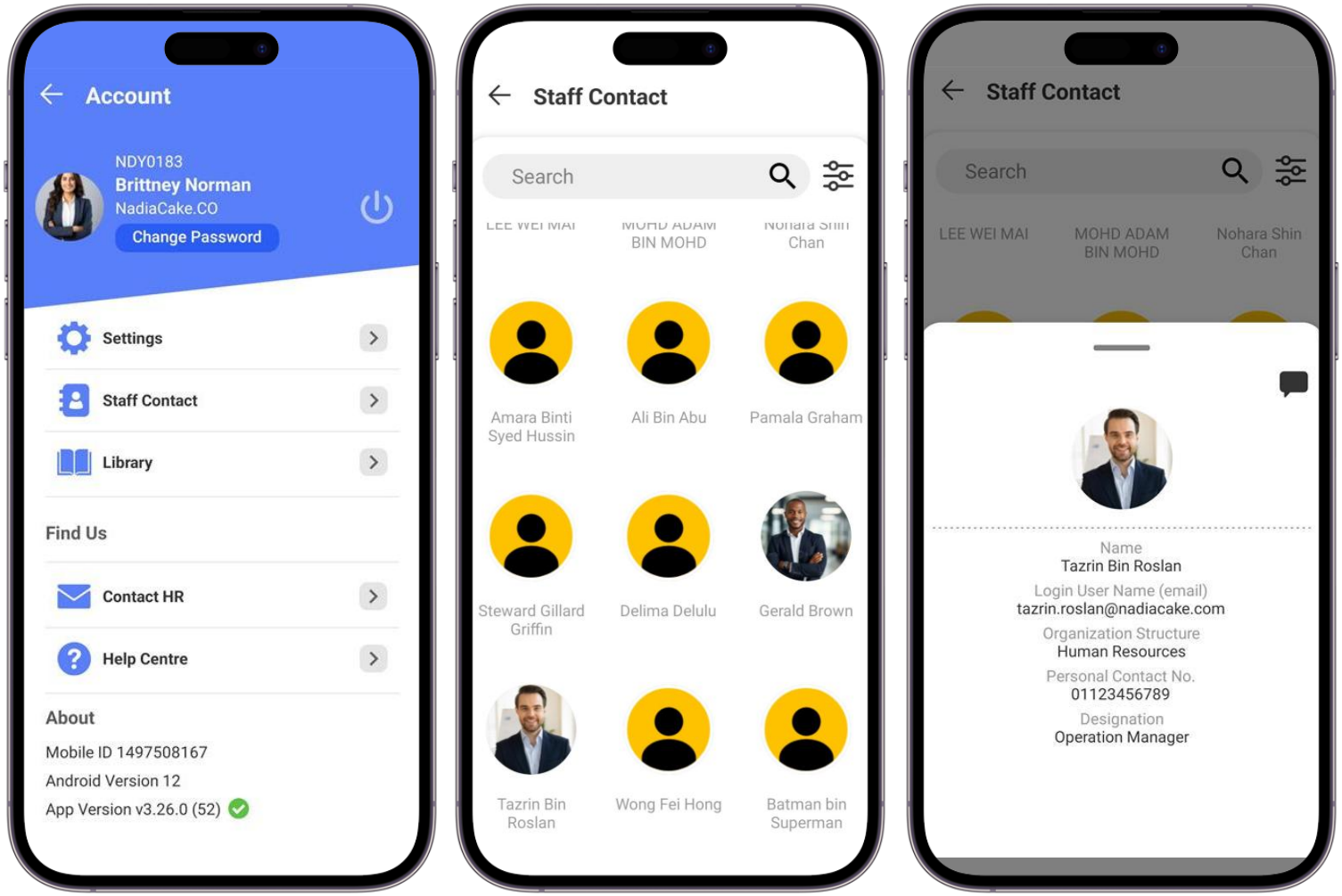
Enabling Camera

1. Click on your profile picture to navigate to your profile.
2. Click setting and scroll down to setting for clocking.
3. Toggle on camera to enable taking picture before perform any clocking activities.



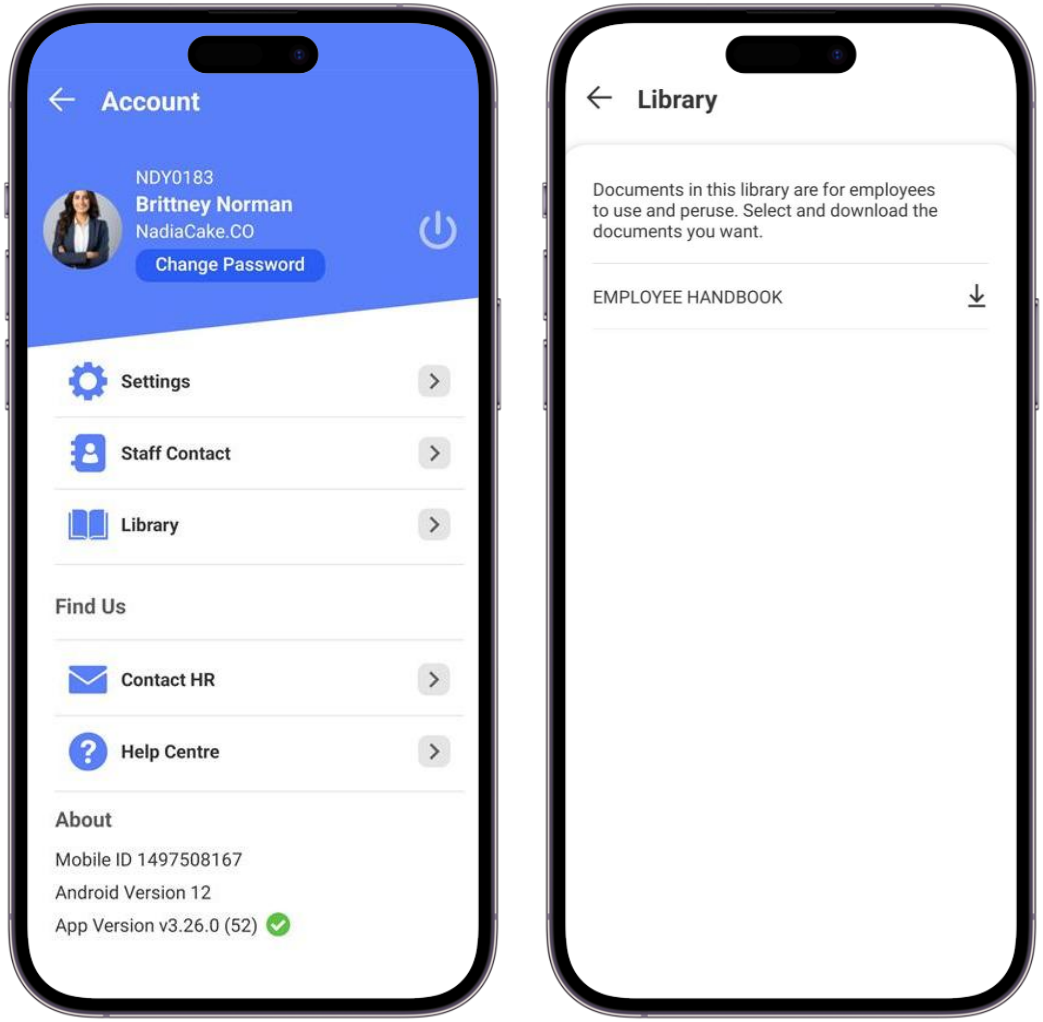
Staff Contact

1. View colleagues' contact details (email, designation, etc.)



Library

1. Access uploaded documents by the system admin (e.g., employee handbook).



About

1. View mobile ID, OS version, and app version.

