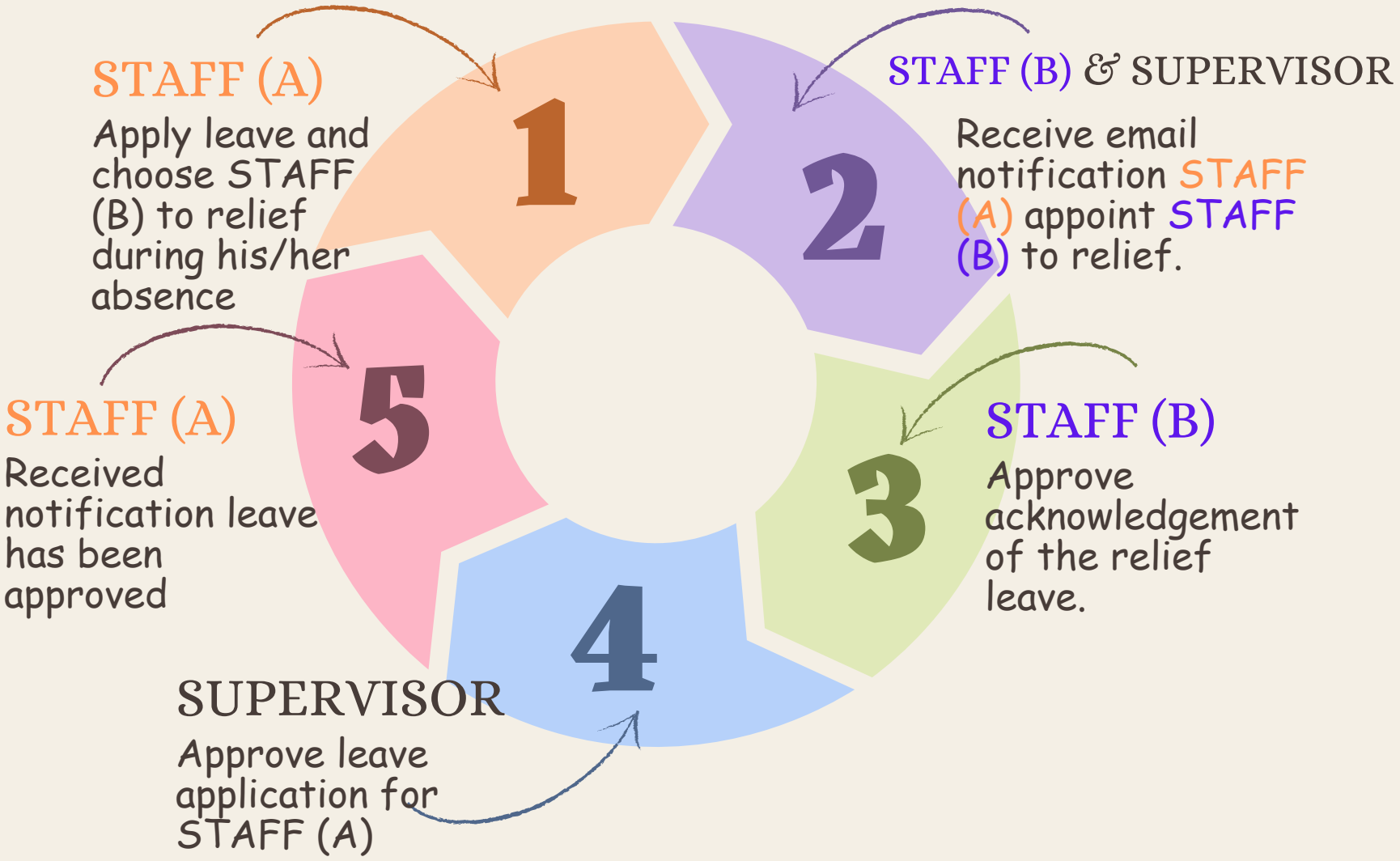
RELIEF STAFF

Apply leave for AMO



Appendix

Notification - Leave: Nur Fatin Bahseis from Galaxy Aerospace (M) Sdn Bhd has apply for Annual Leave

G gams@galaxyaerospace.my <gams@galaxyaerospace.my>
4:51 PM

To: fadhli@galaxyaerospace.my

Assalamualaikum dan Selamat Sejahtera,

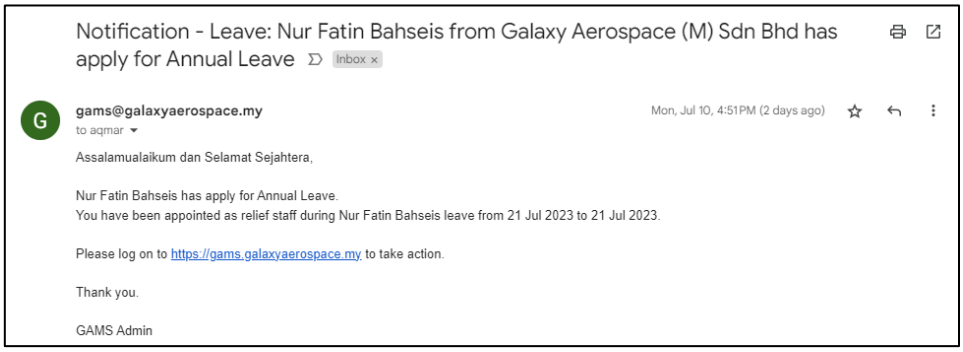
Nur Fatin Bahseis has apply for Annual Leave.
Nurul Aqmar Syahira have been appointed as relief staff during Nur Fatin Bahseis leave.

Please log on to https://gams.galaxyaerospace.my to take action.

Thank you.

GAMS Admin

1. Email Notification received by Supervisor.



Notification - Leave: Nur Fatin Bahseis from Galaxy Aerospace (M) Sdn Bhd has apply for Annual Leave Inbox ×

G gams@galaxyaerospace.my Mon, Jul 10, 4:51PM (2 days ago)
to aqmar

Assalamualaikum dan Selamat Sejahtera,

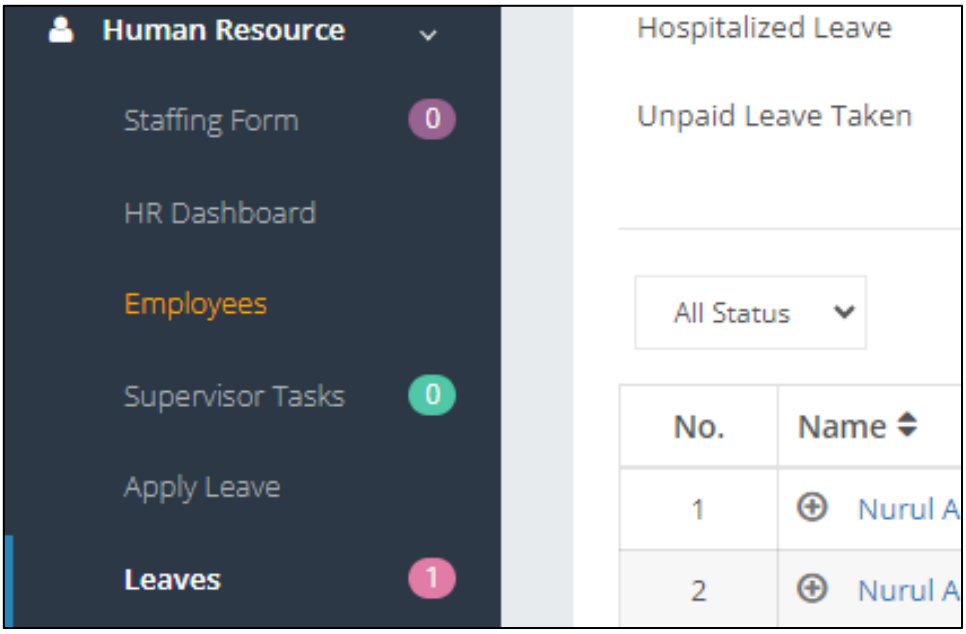
Nur Fatin Bahseis has apply for Annual Leave.
You have been appointed as relief staff during Nur Fatin Bahseis leave from 21 Jul 2023 to 21 Jul 2023.

Please log on to https://gams.galaxyaerospace.my to take action.

Thank you.

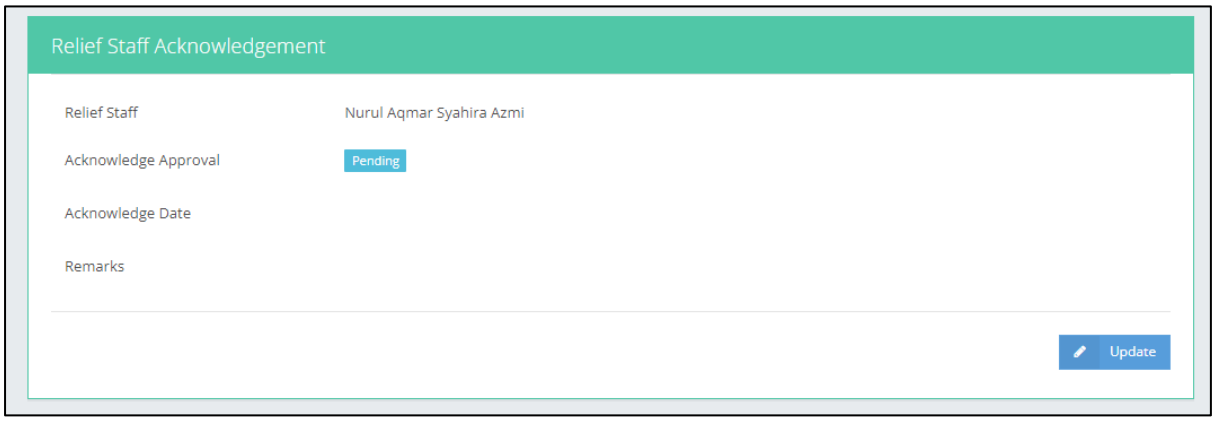
GAMS Admin

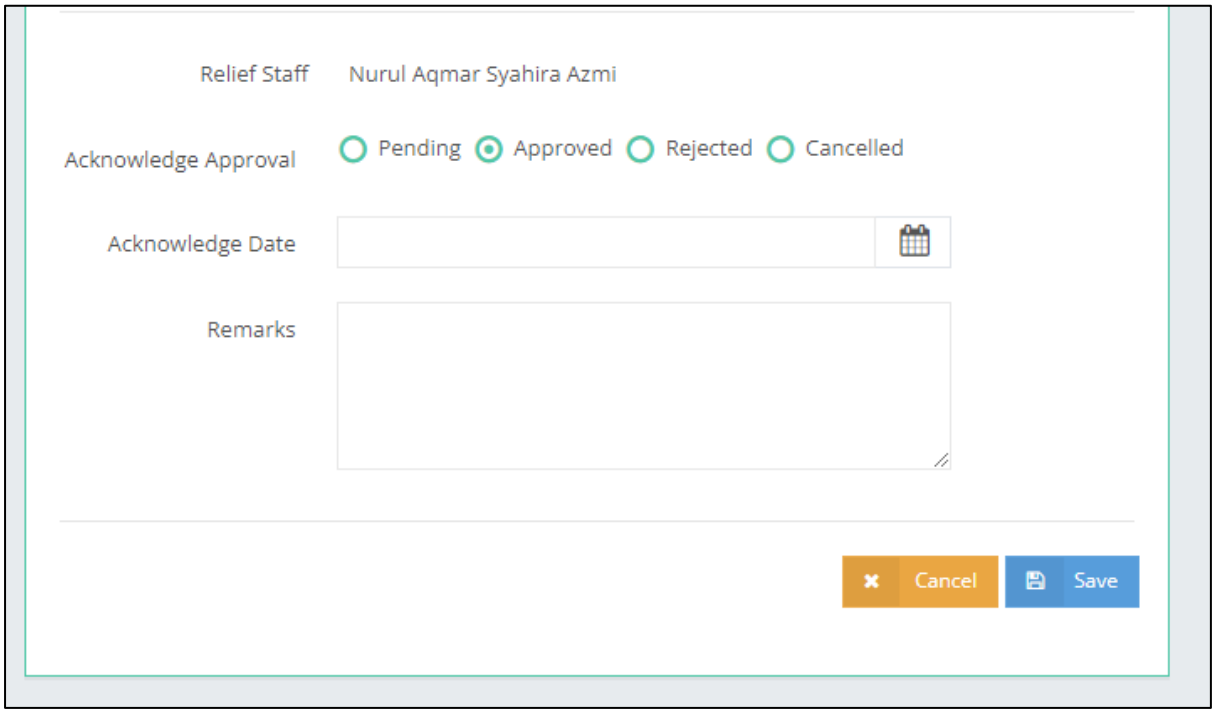
2. Email Notification received by the appointed staff to relief.



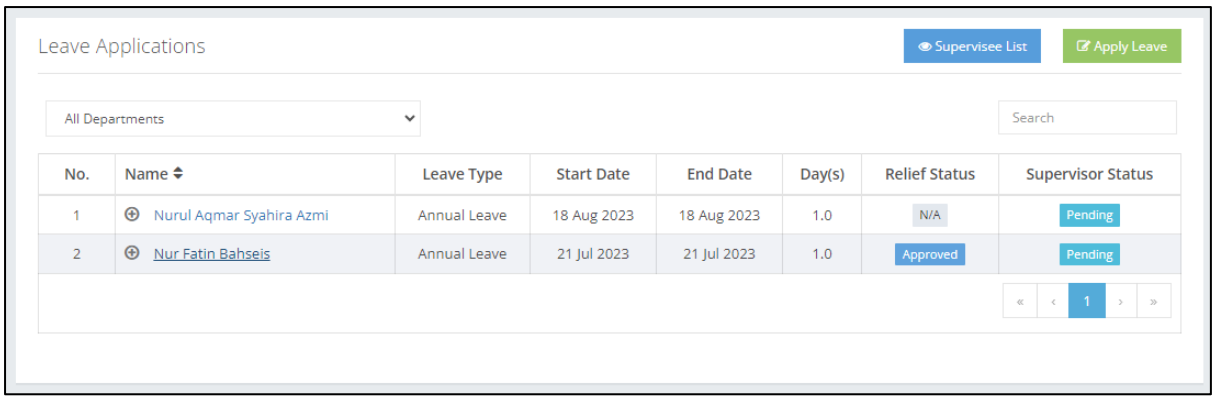
3. Appointed staff must click here to approve the leave.

4. Scroll down and click on the staff's name.

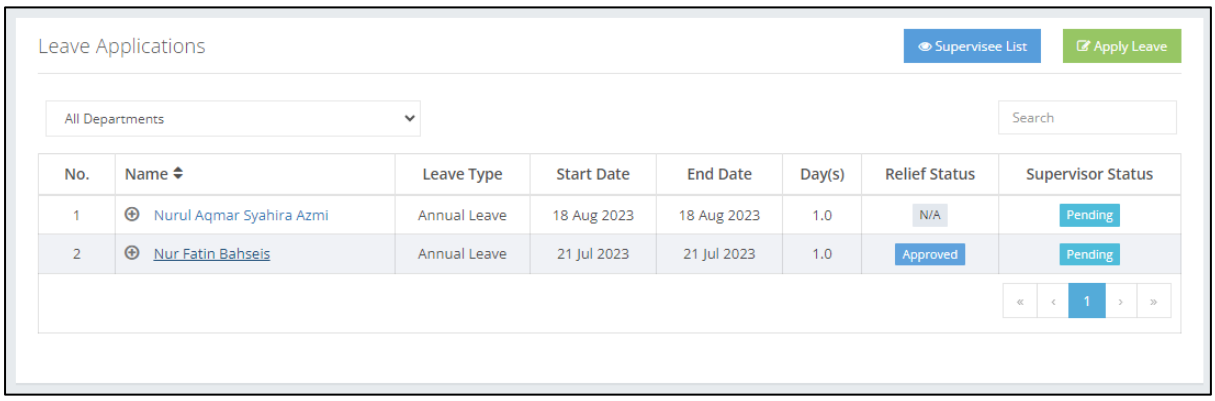




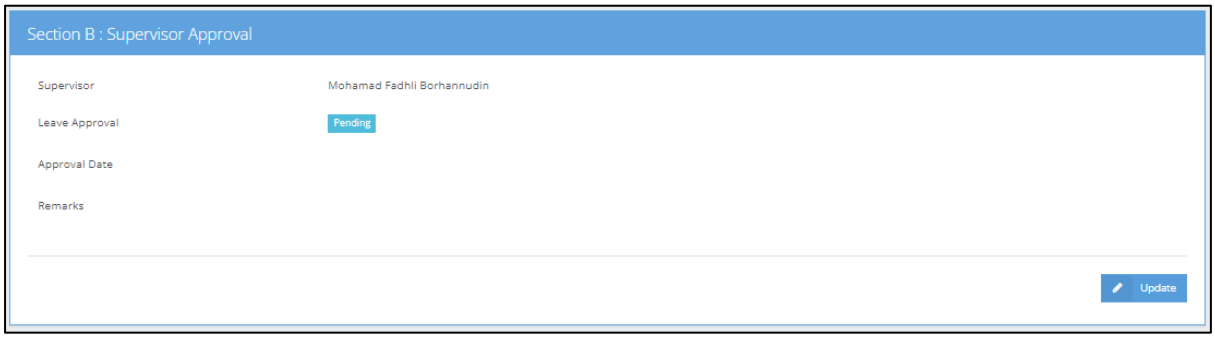
5. Appointed staff just click approve and acknowledge date.



6. Supervisor just click at the supervisor task and the relief status displayed “Approved“.



7. Supervisor clicked on the staff’s name.



8. Supervisor just approved the staff’s leave as usual.