RELIEF STAFF

Apply leave for AMO

STAFF (A)

Apply leave and choose STAFF (B) to relief during his/her absence

1

STAFF (B) & SUPERVISOR

Receive email notification STAFF (A) appoint STAFF (B) to relief.

2

STAFF (B)
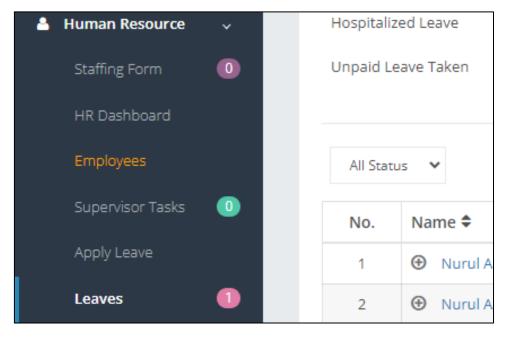
Approve acknowledgement of the relief leave.

3

SUPERVISOR

Approve leave application for STAFF (A)

4

STAFF (A)

Received notification leave has been approved

5

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.

Application for Relief Staff

All Status ▾   Search

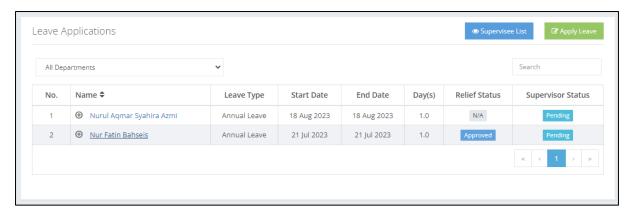| No.	Name ⇕	Leave Type	Start Date	End Date	Day(s)	Relief Status	Supervisor Status
1	⊕ Nur Fatin Bahseis	Annual Leave	21 Jul 2023	21 Jul 2023	1.0	Pending	Pending
2	⊕ Nur Fatin Bahseis	Annual Leave	3 Jul 2023	3 Jul 2023	1.0	N/A	Cancelled
3	⊕ Nur Fatin Bahseis	Annual Leave	31 May 2023	31 May 2023	1.0	N/A	Cancelled
4	⊕ Nur Fatin Bahseis	Annual Leave	31 May 2023	31 May 2023	1.0	N/A	Cancelled
5	⊕ Nur Fatin Bahseis	Annual Leave	31 May 2023	31 May 2023	1.0	N/A	Cancelled

« ‹ 1 › »

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

Relief Staff Acknowledgement

Relief Staff	Nurul Aqmar Syahira Azmi
Acknowledge Approval	Pending
Acknowledge Date	
Remarks	

✏ Update

Relief Staff   Nurul Aqmar Syahira Azmi

Acknowledge Approval   ○ Pending ◉ Approved ○ Rejected ○ Cancelled

Acknowledge Date   [   ] 📅

Remarks   [   ]

✖ Cancel   💾 Save

5. Appointed staff just click approve and acknowledge date.

Leave Applications

❏ Supervisee List ☑ Apply Leave

All Departments ▾ | Search

No.	Name ⬍	Leave Type	Start Date	End Date	Day(s)	Relief Status	Supervisor Status
1	⊕ Nurul Aqmar Syahira Azmi	Annual Leave	18 Aug 2023	18 Aug 2023	1.0	N/A	Pending
2	⊕ Nur Fatin Bahseis	Annual Leave	21 Jul 2023	21 Jul 2023	1.0	Approved	Pending

« ‹ 1 › »

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

Leave Applications

❏ Supervisee List ☑ Apply Leave

All Departments ▾ | Search

No.	Name ⬍	Leave Type	Start Date	End Date	Day(s)	Relief Status	Supervisor Status
1	⊕ Nurul Aqmar Syahira Azmi	Annual Leave	18 Aug 2023	18 Aug 2023	1.0	N/A	Pending
2	⊕ Nur Fatin Bahseis	Annual Leave	21 Jul 2023	21 Jul 2023	1.0	Approved	Pending

« ‹ 1 › »

7. Supervisor clicked on the staff's name.

Section B : Supervisor Approval

Supervisor	Mohamad Fadhli Borhannudin
Leave Approval	Pending
Approval Date	
Remarks	

✎ Update

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