



HR2U
Panduan Pengguna
Layan Diri Pekerja

Ogos 2021

Agenda:

1. System Logon

2. Employee Self-Service Dashboard

3. Personal Information

4. Leave Request

5. Time Statement

6. Incentive (Total Moves) (Non-Exec only)

7. Loan

8. Status Report (Exec and Mgr Only)

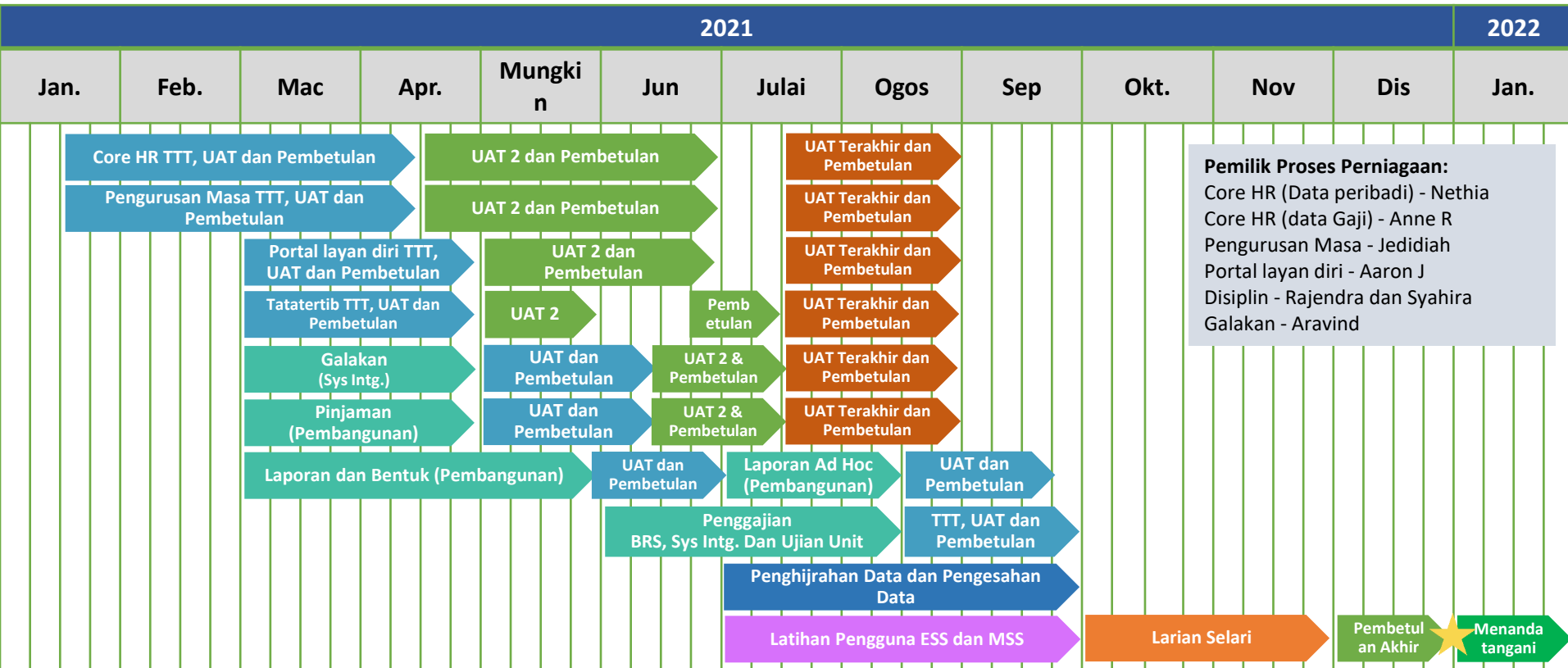
9. Payment

10. Technical and HR Support



Jadual Waktu Projek

Sasarkan tarikh siaran langsung **1 Januari 2022**



1. Log masuk Sistem 1/2

URL: <http://hrportal.westports.com.my/>



1. Log masuk menggunakan anda ID Pekerja dan Kata Laluan Portal HR

19647

.....

LOG IN

[Forgot Password? Reset Here](#)


3. Klik pada Lupa kata laluan untuk menetapkan semula kata laluan anda

2. Klik pada **Log masuk** butang untuk log masuk

1. Log masuk Sistem 2/2

Welcome, Tan Yee Huat.

Buku Polisi Roster Pekerja Direktori Pekerja Profil Saya Log Keluar



WESTPORTS
PROVEN. TRUSTED. FRIENDLY.



WESTPORTS
HR2U

Informasi HR ▾ Arena Faedah Kesihatan ▾ Kerjaya WJCC LINKS ▾ Hubungi Kami ▾ 🔍

Klik pada HR2U ikon untuk mengakses Portal Layan Diri



WESTPORTS
"Uniting People"

12,302 likes
#kitamestime
#adungDiri

telah
KASINASI

STOP
COVID-19

50th Anniversary
Saya telah menerima Vaksin COVID-19 di UKM

PUSAT
EMBERIAN
VAKSIN
UKM

PROGRAM IMUNISASI
COVID-19
KEMERDEKAAN

SAT PEMBERIAN VAKSIN
DAERAH KUALA LANGAT

LINDUNGI DIRI
LINDUNGI SEMUA

KKPandamaran
Klang, Selangor

KAMI SUDAH DIVAKSIN. ANDA BILA LAGI?



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2. Papan Pemuka Layan Diri Pekerja 1/6

Welcome, Gopal A/I Natchiappan.

Profil Saya

Log Keluar



Kembali kepada
Portal HR

Employee Self-Service

Ubah Bahasa

BM  | EN 



Notification Board 1

- ESS Training Video**
(Created at: 27 June 2021) 1 hour ago
- Guarantor Loan Approval**
Pending Loan Approval for Staff ID 5150. 1 days ago

Leave Summary

Annual Leave

BALANCE	TOTAL (Incl. CFL & OIL)
14.50 Days	25.50 Days

Medical Leave

BALANCE	TOTAL
22.00 Days	22.00 Days

Hospitalization Leave

BALANCE	TOTAL
60.00 Days	60.00 Days

Emergency Leave

TAKEN
0.00 Days

Quick Links

- Personal Info
- Leave Request
- Salary Statement
- Time Statement
- Loan Application
- EA Form
- Total Moves

Pautan Pantas

Health Passport and Medical Cost

Select Year 2021



Well 5-6	Low Risk 7-9
Moderate Risk 10-11	High Risk 12-15

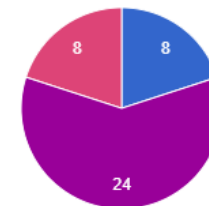
Panel/Non-Panel/In-House
RM 0.00

Outpatient
RM 0.00

Inpatient
RM 0.00

Overtime(OT) Summary

Select Month June 2021



- OT1-Work Day (Hourly)
- OT5-Public 1 (Daily)
- OT6-Public 2 (Hourly)

2. Papan Pemuka Layan Diri Pekerja 2/6

Welcome, Gopal A/I Natchiappan.

Profil Saya

Log Keluar

Employee Self-Service

BM | EN



19993

Quick Links

- Personal Info
- Leave Request
- Salary Statement
- Time Statement
- Loan Application
- EA Form
- Total Moves

Notification Board 1

Mesej dari HR

- ESS Training Video**
(Created at: 27 June 2021) 1 hour ago
- Guarantor Loan Approval**
Pending Loan Approval for Staff ID 5150. 1 days ago

Pinjaman Penjamin
Pemberitahuan kelulusan

Leave Summary

Annual Leave

BALANCE	TOTAL (Incl. CFL & OIL)
14.50 Days	25.50 Days

Medical Leave

BALANCE	TOTAL
22.00 Days	22.00 Days

Hospitalization Leave

BALANCE	TOTAL
60.00 Days	60.00 Days

Emergency Leave

TAKEN
0.00 Days

Health Passport and Medical Cost

Select Year 2021



0

Well 5-6	Low Risk 7-9
Moderate Risk 10-11	High Risk 12-15

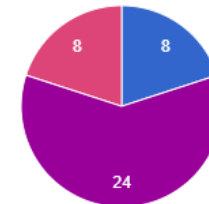
Panel/Non-Panel/In-House
RM 0.00

Outpatient
RM 0.00

Inpatient
RM 0.00

Overtime(OT) Summary

Select Month June 2021



- OT1-Work Day (Hourly)
- OT5-Public 1 (Daily)
- OT6-Public 2 (Hourly)

2. Papan Pemuka Layan Diri Pekerja 3/6

Welcome, Gopal A/I Natchiappan.

Profil Saya

Log Keluar

Employee Self-Service

BM  | EN 



19993

Quick Links

- Personal Info
- Leave Request
- Salary Statement
- Time Statement
- Loan Application
- EA Form
- Total Moves

Notification Board 1

- ESS Training Video**
(Created at: 27 June 2021) 1 hour ago
- Guarantor Loan Approval**
Pending Loan Approval for Staff ID 5150. 1 days ago

Pekerja memeriksa mereka **Tinggalkan Baki**

Leave Summary

Annual Leave		Medical Leave	
BALANCE	TOTAL (Incl. CFL & OIL)	BALANCE	TOTAL
14.50 Days	25.50 Days	22.00 Days	22.00 Days
Hospitalization Leave		Emergency Leave	
BALANCE	TOTAL	TAKEN	
60.00 Days	60.00 Days	0.00 Days	

Health Passport and Medical Cost

Select Year 2021

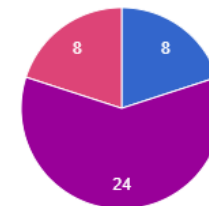


Well 5-6	Low Risk 7-9
Moderate Risk 10-11	High Risk 12-15

Panel/Non-Panel/In-House RM 0.00 Outpatient RM 0.00 Inpatient RM 0.00

Overtime(OT) Summary

Select Month June 2021



- OT1-Work Day (Hourly)
- OT5-Public 1 (Daily)
- OT6-Public 2 (Hourly)

2. Papan Pemuka Layan Diri Pekerja 4/6

Welcome, Gopal A/I Natchiappan.

Profil Saya

Log Keluar

Employee Self-Service

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19993

Quick Links

- Personal Info
- Leave Request
- Salary Statement
- Time Statement
- Loan Application
- EA Form
- Total Moves

Notification Board 1

- ESS Training Video**
(Created at: 27 June 2021) 1 hour ago
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Leave Summary

Annual Leave

BALANCE

14.50 Days

TOTAL
(Incl. CFL & OIL)

25.50 Days

Medical Leave

BALANCE

22.00 Days

TOTAL

22.00 Days

Hospitalization Leave

BALANCE

60.00 Days

TOTAL

60.00 Days

Emergency Leave

TAKEN

0.00 Days

Health Passport and Medical Cost

Select Year 2021



0

Well 5-6	Low Risk 7-9
Moderate Risk 10-11	High Risk 12-15

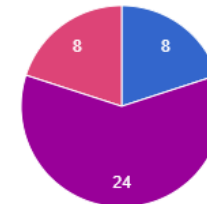
Panel/Non-Panel/In-House
RM 0.00

Outpatient
RM 0.00

Inpatient
RM 0.00

Overtime(OT) Summary

Select Month June 2021



- OT1-Work Day (Hourly)
- OT5-Public 1 (Daily)
- OT6-Public 2 (Hourly)

Pekerja melihat mereka
Pasport Kesihatan dan
Kos Perubahan dari
Sistem Klinik

2. Papan Pemuka Layan Diri Pekerja 5/6

Pandangan Bukan Eksekutif

Welcome, Gopal A/I Natchiappan.








[Profil Saya](#)

[Log Keluar](#)





19993

Quick Links

-  Personal Info
-  Leave Request
-  Salary Statement
-  Time Statement
-  Loan Application
-  EA Form
-  Total Moves

Notification Board 1

-  **ESS Training Video**
(Created at: 27 June 2021) 1 hour ago
-  **Guarantor Loan Approval**
Pending Loan Approval for Staff ID 5150. 1 days ago

Leave Summary

Annual Leave

BALANCE

14.50 Days

TOTAL
(Incl. CFL & OIL)

25.50 Days

Medical Leave

BALANCE

22.00 Days

TOTAL

22.00 Days

Hospitalization Leave

BALANCE

60.00 Days

TOTAL

60.00 Days

Emergency Leave

TAKEN

0.00 Days

Health Passport and Medical Cost

Select Year 2021



0

Well 5-6	Low Risk 7-9
Moderate Risk 10-11	High Risk 12-15

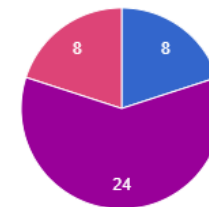
Panel/Non-Panel/In-House
RM 0.00




Outpatient
RM 0.00

Inpatient
RM 0.00

Overtime(OT) Summary

Select Month June 2021



-  OT1-Work Day (Hourly)
-  OT5-Public 1 (Daily)
-  OT6-Public 2 (Hourly)

Pekerja melihat mereka OT



2. Papan Pemuka Layan Diri Pekerja 6/6

Paparan Eksekutif & Pengurus

Welcome Buku Polisi Roster Pekerja Direktori Pekerja Profil Saya Log Keluar

WESTPORTS PROVEN. TRUSTED. FRIENDLY. Employee Self-Service Manager Self-Service Watcher Self-Service HR Self-Service

BM | EN



19993

Quick Links

- Personal Info
- Leave Request
- Payment
- Time Statement
- Loan Application
- Status Report
- Employee Handbook

Notification Board 1


- ESS Training Video** (Created at: 16 July 2021) 1 hour ago

Leave Summary

Annual Leave	Medical Leave
BALANCE	BALANCE
5.50 Days	17.00 Days
TOTAL <small>(Incl. CFL & OIL)</small>	TOTAL
19.50 Days	18.00 Days
Hospitalization Leave	Emergency Leave
BALANCE	TAKEN
60.00 Days	2.00 Days
TOTAL	
60.00 Days	

Health Passport and Medical Cost

Select Year



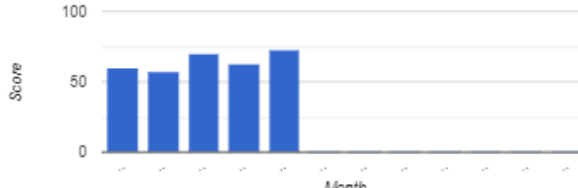
Well 5-6	Low Risk 7-9
Moderate Risk 10-11	High Risk 12-15

0

Panel/Non-Panel/In-House RM 43.95	Outpatient RM 0.00	Inpatient RM 0.00
--------------------------------------	-----------------------	----------------------

Status Report Summary

Select Year



Average Score **64.60**

Pekerja melihat mereka Skor Laporan Status

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3. Maklumat Peribadi - 1/7

Welcome, Gopal A/I Natchiappan.

Profil Saya

Log Keluar

Employee Self-Service

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Notification Board 1

- [ESS Training Video](#)
(Created at: 27 June 2021) 1 hour ago
- [Guarantor Loan Approval](#)
Pending Loan Approval for Staff ID 5150. 1 days ago

Leave Summary

Annual Leave

BALANCE

14.50 Days

TOTAL
(Incl. CFL & OIL)

25.50 Days

Medical Leave

BALANCE

22.00 Days

TOTAL

22.00 Days

Hospitalization Leave

BALANCE

60.00 Days

TOTAL

60.00 Days

Emergency Leave

TAKEN

0.00 Days

Quick Links

- [Personal Info](#)
- [Leave Request](#)
- [Salary Statement](#)
- [Time Statement](#)
- [Loan Application](#)
- [EA Form](#)
- [Total Moves](#)

Klik pada **Maklumat peribadi** untuk melihat atau mengemas kini maklumat peribadi

Health Passport and Medical Cost

Select Year 2021



0

Well 5-6	Low Risk 7-9
Moderate Risk 10-11	High Risk 12-15

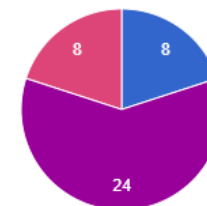
Panel/Non-Panel/In-House
RM 0.00

Outpatient
RM 0.00

Inpatient
RM 0.00

Overtime(OT) Summary


Select Month June 2021



- OT1-Work Day (Hourly)
- OT5-Public 1 (Daily)
- OT6-Public 2 (Hourly)

3. Maklumat Peribadi - 2/7

Personal Info



Staff ID : [Edit](#)
Full Name :
Date of Birth :
Gender :
Marital Status :
IC No :
Email Address :

Addresses Info

Mailing Address [Edit](#)

Address :
Postal Code :
City :
State :
Country :

Permanent Address

Family Members / Dependents Info

[Add](#) [Edit](#)

SPOUSE (LEGAL)

NO	NAME	DATE OF BIRTH
1		

CHILD

Contact Info

Personal Contact [Edit](#)

Mobile Number :
Personal Email :

Emergency Contact

Relationship :
Name :
Telephone Number :

Panel Clinic Nomination Info

[Edit](#)

EMPLOYEE

NO	CLINIC NAME
1	
2	

DEPENDENTS

NO	CLINIC NAME
1	
2	
3	

Previous Employment

Employer [Add](#) [Edit](#)

Educational Info

Certification [Add](#) [Edit](#)

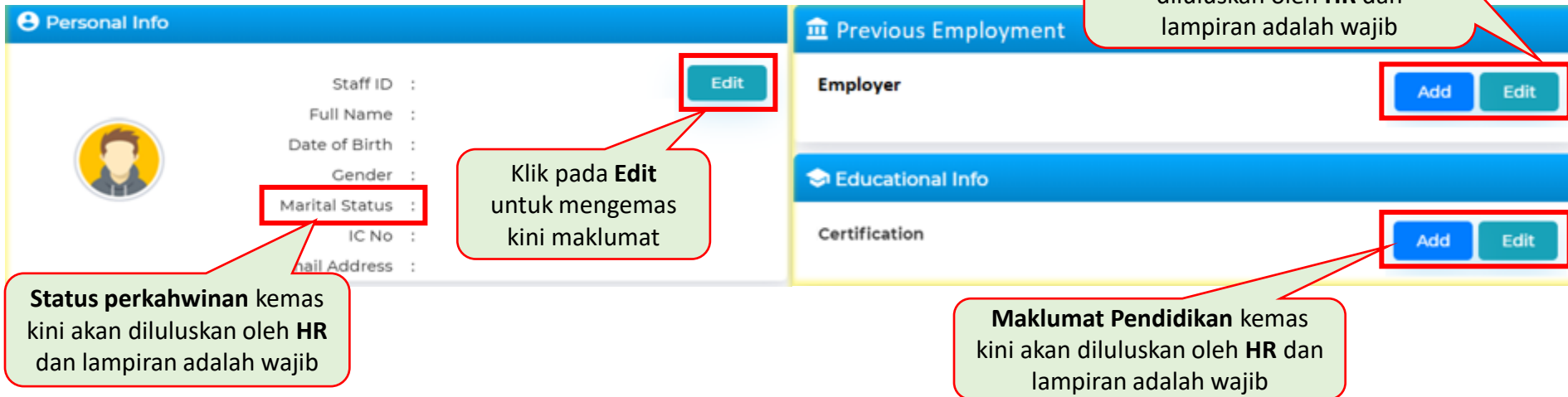
Bank Info

Main Bank

Payee :
Bank Name :
Bank Account :

3. Maklumat Peribadi - 3/7

Perubahan yang memerlukan kelulusan SDM



Personal Info

Staff ID : **Edit**

Full Name :

Date of Birth :

Gender :

Marital Status :

IC No :

Mail Address :

Previous Employment

Employer : **Add** **Edit**

Educational Info

Certification : **Add** **Edit**

Status perkahwinan kemas kini akan diluluskan oleh **HR** dan lampiran adalah wajib

Klik pada **Edit** untuk mengemas kini maklumat

Maklumat Pekerjaan **Sebelumnya** kemas kini akan diluluskan oleh **HR** dan lampiran adalah wajib


Maklumat Pendidikan kemas kini akan diluluskan oleh **HR** dan lampiran adalah wajib




3. Maklumat Peribadi - 4/7

contohnya kemas kini Status Perkahwinan

Welcome, Tan Yee Huat. Profil Saya [Log Keluar](#)

 Employee Self-Service [Manager Self-Service](#) [Watcher Self-Service](#) [HR Self-Service](#) [Search](#)

[Personal Info](#)



Staff ID
Full Name
Date of Birth
Gender
Marital Status
IC No
Email Address

Update Personal Info

Marital Status: Single ▼

Supporting Documents

Document 1: Choose File No file chosen

Document 2: Choose File No file chosen

Document 3: Choose File No file chosen

Submit Cancel

[ESS Home](#) / Personal Information

[Edit](#)

SUNWAY PARKVILLE TOWNHOUSE

Klik pada **Hantar** untuk mengemukakan kelulusan

Pilih maklumat dari **Senarai pilihan**

Klik pada **Pilih fail** untuk melampirkan dokumen sokongan

Klik pada **Hantar** untuk mengemukakan kelulusan



3. Maklumat Peribadi - 5/7

Perubahan yang memerlukan kelulusan Pemerhati

Family Members / Dependents Info

SPOUSE (LEGAL)	
NO	NAME
1	

CHILD

BIRTH

Add **Edit**

Klik pada **Tambah** untuk menambah maklumat baru atau klik **Edit** untuk mengemas kini maklumat

Maklumat ahli keluarga akan diluluskan oleh **Pemerhati** dan lampiran adalah wajib

Maklumat Perhubungan akan diluluskan oleh **Pemerhati**

Addresses Info

Mailing Address **Edit**

Address :
Postal Code :
City :
State :
Country :

Permanent Address

Contact Info

Personal Contact **Edit**

Mobile Number :
Personal Email :

Emergency Contact

Relationship :
Name :
Telephone Number :

Maklumat Alamat kemas kini akan diluluskan oleh **Pemerhati** dan lampiran adalah wajib



3. Maklumat Peribadi - 6/7

Perubahan yang memerlukan kelulusan Klinik

Panel Clinic Nomination Info

Edit

EMPLOYEE	
NO	CLINIC NAME
1	
2	

DEPENDENTS	
NO	CLINIC NAME
1	
2	
3	

Maklumat Penamaan Klinik Panel akan diluluskan oleh Klinik



3. Maklumat Peribadi - 7/7

contohnya kemas kini Pencalonan Klinik Panel

Update Panel Clinic Nomination Info

Employee

Nominated Clinic 1:

Nominated Clinic 2:

Dependents

Nominated Clinic 1:

Nominated Clinic 2:

Nominated Clinic 3:

Pilih maklumat dari Senarai pilihan

Pilih maklumat dari Senarai pilihan

Klik pada **Hantar** untuk mengemukakan kelulusan



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10. Technical and HR Support



4. Permintaan Cuti - 1/8

Welcome, Gopal A/I Natchiappan.

Profil Saya

Log Keluar

Employee Self-Service

BM  | EN 



19993

Notification Board 1

- [ESS Training Video](#)
(Created at: 27 June 2021) 1 hour ago
- [Guarantor Loan Approval](#)
Pending Loan Approval for Staff ID 5150. 1 days ago

Leave Summary

Annual Leave

BALANCE

TOTAL
(Incl. CFL & OIL)

14.50 Days

25.50 Days

Medical Leave

BALANCE

TOTAL

22.00 Days

22.00 Days

Hospitalization Leave

BALANCE

TOTAL

60.00 Days

60.00 Days

Emergency Leave

TAKEN

0.00 Days

Quick Links

- Personal Info
- Leave Request**
- Salary Statement
- Time Statement
- Loan Application
- EA Form
- Total Moves

Klik pada **Tinggalkan Permintaan** untuk memohon atau menguruskan permohonan cuti

Health Passport and Medical Cost

Select Year 2021



0

Well 5-6	Low Risk 7-9
Moderate Risk 10-11	High Risk 12-15

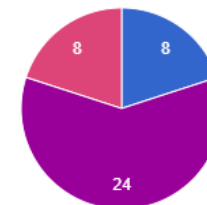
Panel/Non-Panel/In-House
RM 0.00

Outpatient
RM 0.00

Inpatient
RM 0.00

Overtime(OT) Summary

Select Month June 2021



- OT1-Work Day (Hourly)
- OT5-Public 1 (Daily)
- OT6-Public 2 (Hourly)

4. Permintaan Cuti - 2/8

Leave Balance Leave Overview Calendar Team Calendar

LEAVE TYPE	FROM	TO	ENTITLEMENT	USED	BALANCE
Annual Leave	01/01/2021	31/12/2021	15.00	5.50	9.50
Medical Leave	01/01/2021	31/12/2021	18.00	0.00	18.00
Hospitalization Leave	01/01/2021	31/12/2021	60.00	0.00	60.00
Birthday Leave	27/11/2021	02/12/2021	1.00	0.00	1.00
Carry Forward Leave	01/01/2021	30/06/2021	4.50	4.50	0.00

Senarai Tinggalkan Hak dan Seimbang

Leave Application

LEAVE TYPE	FROM	TO	ENTITLEMENT	USED	BALANCE
Annual Leave	01/01/2021	31/12/2021	15.00	5.50	9.50
Carry Forward Leave	01/01/2021	30/06/2021	4.50	4.50	0.00

Apply Leave Application

Klik pada **Memohon Permohonan Cuti** untuk memohon cuti

LEAVE TYPE	FROM	TO	DAYS	HOURS	ACTION
------------	------	----	------	-------	--------

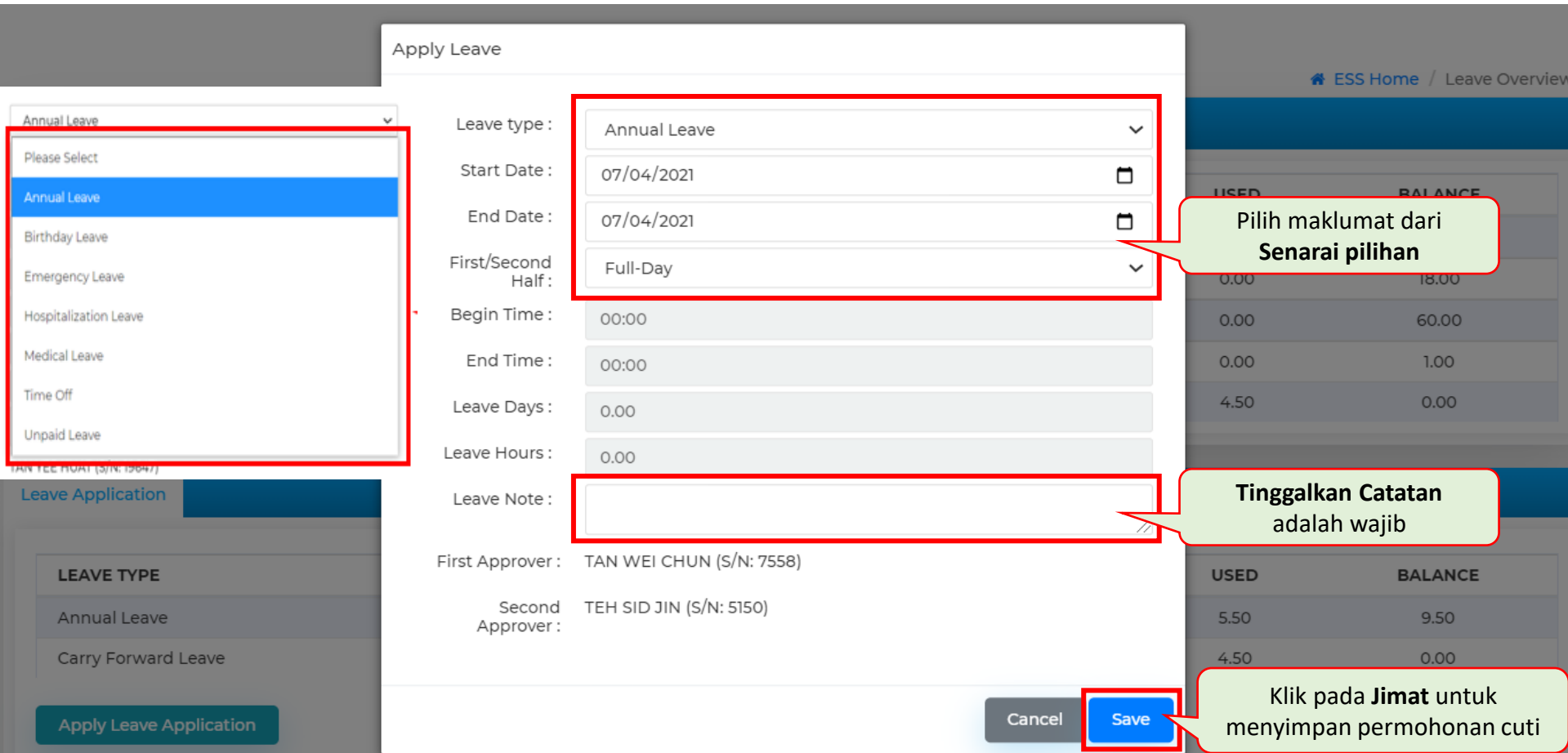
Submit Leave



4. Permintaan Cuti - 3/8

Cuti berikut akan diberikan secara manual atas permintaan dengan dokumen sokongan:
Paternity, Matrimonial, Maternity, Compassionate, Examination *, Ziarah *

* Perlu kelulusan HR



The screenshot shows the 'Apply Leave' form with several callouts:

- Annual Leave Selection:** A dropdown menu is open, showing 'Annual Leave' selected. Callout: "Pilih maklumat dari Senarai pilihan".
- Leave Note:** The 'Leave Note' field is empty. Callout: "Tinggalkan Catatan adalah wajib".
- Save Button:** The 'Save' button is highlighted with a red box. Callout: "Klik pada Jimat untuk menyimpan permohonan cuti".

Form Fields:

- Leave type : Annual Leave
- Start Date : 07/04/2021
- End Date : 07/04/2021
- First/Second Half : Full-Day
- Begin Time : 00:00
- End Time : 00:00
- Leave Days : 0.00
- Leave Hours : 0.00
- Leave Note : [Empty]
- First Approver : TAN WEI CHUN (S/N: 7558)
- Second Approver : TEH SID JIN (S/N: 5150)

Buttons: Cancel, Save

Table 1 (Left):

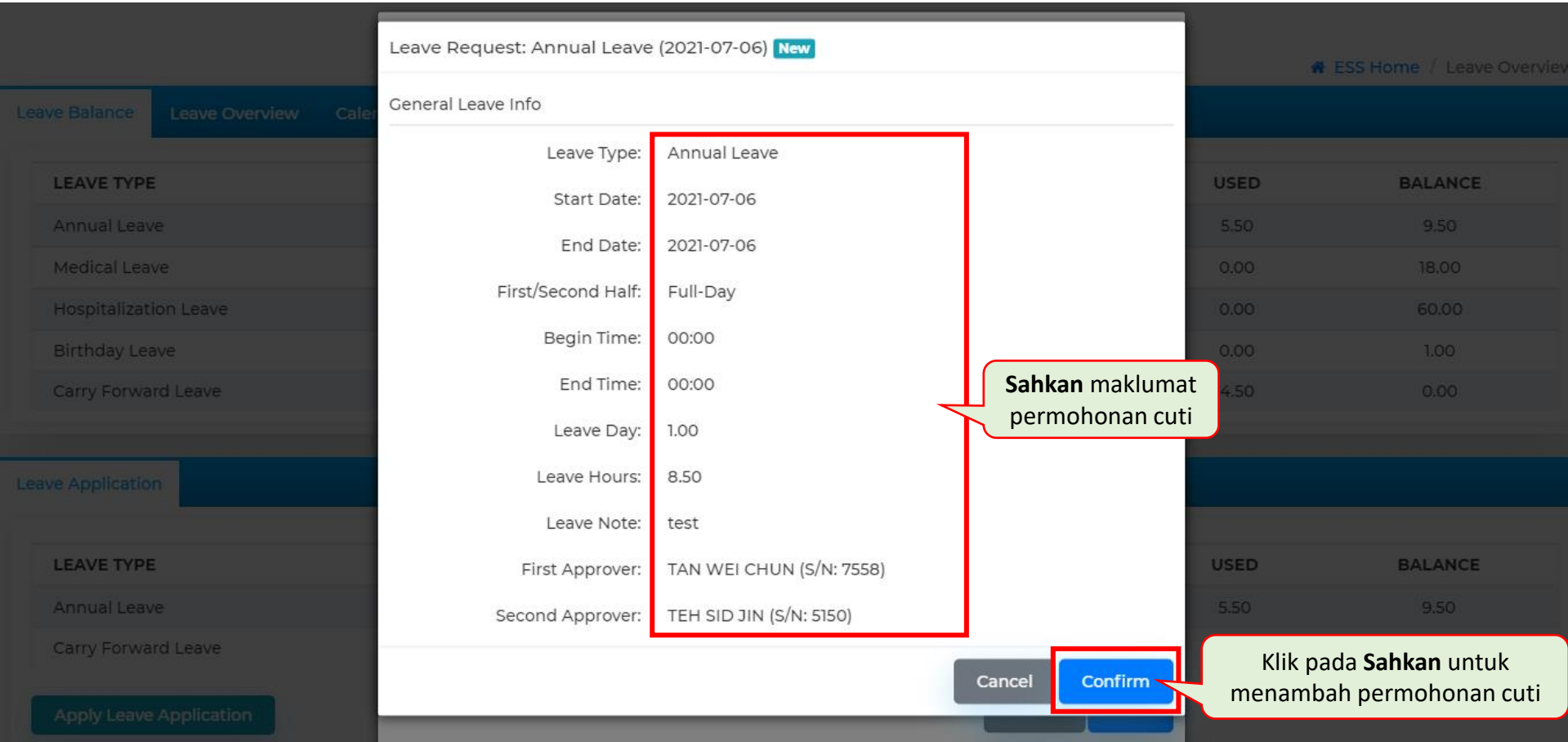
USED	BALANCE
0.00	18.00
0.00	60.00
0.00	1.00
4.50	0.00

Table 2 (Right):

USED	BALANCE
5.50	9.50
4.50	0.00

4. Permintaan Cuti - 4/8

Ulangi langkah untuk menambah beberapa permohonan cuti



Leave Request: Annual Leave (2021-07-06) **New**

ESS Home / Leave Overview

Leave Balance | Leave Overview | Calendar

LEAVE TYPE

- Annual Leave
- Medical Leave
- Hospitalization Leave
- Birthday Leave
- Carry Forward Leave

General Leave Info

Leave Type:	Annual Leave
Start Date:	2021-07-06
End Date:	2021-07-06
First/Second Half:	Full-Day
Begin Time:	00:00
End Time:	00:00
Leave Day:	1.00
Leave Hours:	8.50
Leave Note:	test
First Approver:	TAN WEI CHUN (S/N: 7558)
Second Approver:	TEH SID JIN (S/N: 5150)

Sahkan maklumat permohonan cuti

Cancel **Confirm**

Klik pada **Sahkan** untuk menambah permohonan cuti

USED	BALANCE
5.50	9.50
0.00	18.00
0.00	60.00
0.00	1.00
4.50	0.00

USED	BALANCE
5.50	9.50

Apply Leave Application



4. Permintaan Cuti - 5/8

Leave Application

LEAVE TYPE	FROM	TO	ENTITLEMENT	USED	BALANCE
Annual Leave	01/01/2021	31/12/2021	15.00	5.50	9.50
Carry Forward Leave	01/01/2021	30/06/2021	4.50	4.50	0.00

Apply Leave Application

Klik pada pilihan **Edit**, **Pandangan** atau **Keluarkan** untuk menguruskan senarai permohonan cuti anda

LEAVE TYPE	FROM	TO	DAYS	HOURS	ACTION
Annual Leave	2021-07-06	2021-07-06	1.00	8.50	Edit View Remove
Medical Leave	2021-07-02	2021-07-02	1.00	8.50	Edit View Remove

Submit Leave

Klik pada **Hantar Cuti** untuk menghantar permohonan cuti anda

Success

Your leave successfully submitted.









OK

Klik pada **okey**

4. Permintaan Cuti - 6/8

Klik pada **Tinggalkan**
Gambaran Keseluruhan tab

Leave Balance **Leave Overview** Calendar Team Calendar

ACTION	LEAVE TYPE	STATUS	FROM	TO	NEXT APPROVER	HOURS	DAYS	SUBMISSION
	Medical Leave	Pending Approver 1	02/07/2021 00:00	02/07/2021 00:00	TAN WEI CHUN (7558)	8.50	1.00	27/06/2021 12:27 PM
	Annual Leave	Pending Approver 1	06/07/2021 00:00	06/07/2021 00:00	TAN WEI CHUN (7558)	8.50	1.00	27/06/2021 12:27 PM
	Annual Leave	Pending Approver 1	05/07/2021 00:00	05/07/2021 00:00	TAN WEI CHUN (7558)	8.50	1.00	26/06/2021 10:47 AM
	Annual Leave	Approved	22/06/2021 00:00	22/06/2021 00:00		8.50	1.00	15/06/2021 9:42 AM
			11/06/2021 00:00	11/06/2021 00:00		8.50	1.00	04/06/2021 3:12 PM
	Annual Leave	Cancelled	09/06/2021 00:00	09/06/2021 00:00		8.50	1.00	02/06/2021 3:11 PM
	Annual Leave	Approved	19/05/2021 00:00	19/05/2021 00:00		8.50	1.00	12/05/2021 11:57 AM
	Birthday Leave	Rejected	30/11/2021 00:00	30/11/2021 00:00		8.50	1.00	06/05/2021 9:32 AM
	Annual Leave	Approved	17/05/2021 00:00	17/05/2021 00:00		8.50	1.00	06/05/2021 6:14 AM
	Annual Leave	Cancelled	19/05/2021 00:00	19/05/2021 00:00		8.50	1.00	06/05/2021 6:12 AM

Klik pada **Tong sampah** ikon
ke **Batal** permohonan cuti

Showing 1 to 10 of 10 entries

Senarai **Tinggalkan**
Permohonan dengan **Status**



4. Permintaan Cuti - 7/8

Leave Balance Leave Overview **Calendar** Team Calendar

Klik pada **Kalendar** tab

2021

May June July

W	Su	Mo	Tu	We	Th	Fr	Sa
16							1
17	2	3	4	5	6	7	8
18	9	10	11	12	13	14	15
19	16	17	18	19	20	21	22
20	23	24	25	26	27	28	29
21	30	31					

W	Su	Mo	Tu	We	Th	Fr	Sa
21			1	2	3	4	5
22	6	7	8				
23	9	10	11	12	13	14	15
24	16	17	18	19	20	21	22
25	23	24	25	26	27	28	29

Agong's Birthday
Public Holiday

W	Su	Mo	Tu	We	Th	Fr	Sa
25							1
26	2	3	4	5	6	7	8
27	9	10	11	12	13	14	15
28	16	17	18	19	20	21	22
29	23	24	25	26	27	28	29
30	31						

Legend: ■ Leave ■ Non-Working Day ■ Public Holiday

Arahkan mouse ke Cuti atau Cuti Umum untuk melihat lebih banyak maklumat

Klik pada tarikh untuk membuat permohonan cuti

Welcome, Tan Yee Huat.

Apply Leave

Leave type: Annual Leave

Start Date: 07/06/2021

End Date: 07/06/2021

First/Second Half: Full-Day

Begin Time: 00:00

End Time: 00:00

Leave Days: 1.00

Leave Hours: 8.50

Leave Note:

First Approver: TAN WEI CHUN (S/N: 7558)

Second Approver: TEH SID JIN (S/N: 5150)

Cancel Save

ESS Home / Leave Overview

July

Mo	Tu	We	Th	Fr	Sa
			1	2	3
5	6	7	8	9	10
12	13	14	15	16	17
19	20	21	22	23	24
26	27	28	29	30	31

USED	BALANCE
6.50	8.50
4.50	0.00

4. Permintaan Cuti - 8/8

Leave Balance Leave Overview Calendar **Team Calendar**

Klik pada **Kalender Pasukan** tab

Section: *HR & PP SYSTEM*

Select Period:

June 2021

SEARCH

Pilih **Sebulan** dan Klik pada **Cari** untuk melihat

JUNE 2021

01 Tue 02 Wed 03 Thu 04 Fri 05 Sat 06 Sun 07 Mon 08 Tue 09 Wed 10 Thu 11 Fri 12 Sat 13 Sun 14 Mon 15 Tue 16 Wed 17 Thu 18 Fri 19 Sat 20 Sun 21 Mon 22 Tue 23 Wed 24 Thu 25 Fri 26 Sat 27 Sun 28 Mon 29 Tue

TAN YEE HUAT

TEH SID JIN

 Leave  Non-Working Day  Public Holiday



Agenda:

1. System Logon

2. Employee Self-Service Dashboard

3. Personal Information

4. Leave Request

5. Time Statement

6. Incentive (Total Moves) (Non-Exec only)

7. Loan

8. Status Report (Exec and Mgr Only)

9. Payment

10. Technical and HR Support



5. Pernyataan Masa - 1/2

Welcome, Gopal A/I Natchiappan.

Profil Saya

Log Keluar

Employee Self-Service

BM  | EN 



19993

Quick Links

- Personal Info
- Leave Request
- Salary Statement
- Time Statement**
- Loan Application
- EA Form
- Total Moves

Notification Board 1

- ESS Training Video**
(Created at: 27 June 2021) 1 hour ago
- Guarantor Loan Approval**
Pending Loan Approval for Staff ID 5150. 1 days ago

Leave Summary

Annual Leave

BALANCE	TOTAL (Incl. CFL & OIL)
14.50 Days	25.50 Days

Medical Leave

BALANCE	TOTAL
22.00 Days	22.00 Days

Hospitalization Leave

BALANCE	TOTAL
60.00 Days	60.00 Days

Emergency Leave

TAKEN
0.00 Days

Klik pada **Penyataan Masa** untuk melihat rekod Clock-In, Clock-Out, OT, Leave atau Public Holiday

Select Year 2021



Well 5-6	Low Risk 7-9
Moderate Risk 10-11	High Risk 12-15

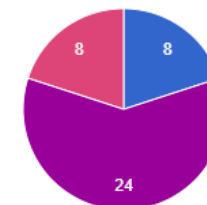
Panel/Non-Panel/In-House
RM 0.00

Outpatient
RM 0.00

Inpatient
RM 0.00

Overtime(OT) Summary

Select Month June 2021



- OT1-Work Day (Hourly)
- OT5-Public 1 (Daily)
- OT6-Public 2 (Hourly)

5. Pernyataan Masa - 2/2

Untuk melihat Jam Masuk / Keluar, Cuti, Cuti Umum, Hari OT dan Tidak Berkerja

[ESS Home](#) / [Time Statement](#)

Time Statement

Staff ID : 19647

Full Name : TAN YEE HUAT

Period June 2021

Pilih **Sebulan** untuk melihat

Export to CSV

Export to PDF

Klik pada **Eksport ke CSV** atau **Eksport ke PDF** untuk muat turun

DATE	PARTICULARS	CLOCK-OUT	HOURS WORK	PLANNED TIME	
01-06-2021	8:42 AM	5:37 PM	8.92	8.50	
02-06-2021	8:43 AM	5:19 PM	8.60	8.50	
03-06-2021	-	-	0	8.50	
04-06-2021	Emergency Leave	8:40 AM	5:58 PM	9.30	8.50
07-06-2021	Agong's Birthday (Public Holiday)	-	-	-	0.00
08-06-2021	8:44 AM	6:03 PM	9.32	8.50	
09-06-2021	8:43 AM	6:04 PM	9.35	8.50	



Agenda:

1. System Logon

2. Employee Self-Service Dashboard

3. Personal Information

4. Leave Request

5. Time Statement

6. Incentive (Total Moves) (Non-Exec only)

7. Loan

8. Status Report (Exec and Mgr Only)

9. Payment

10. Technical and HR Support



6. Insentif (Jumlah Pergerakan) (Bukan Eksekutif Sahaja)

Welcome, Gopal A/I Natchiappan.

Profil Saya

Log Keluar

Employee Self-Service

BM  | EN 



19993

Quick Links

- Personal Info
- Leave Request
- Salary Statement
- Time Statement
- Loan Application
- EA Form
- Total Moves**

Notification Board 1

- ESS Training Video**
(Created at: 27 June 2021) 1 hour ago
- Guarantor Loan Approval**
Pending Loan Approval for Staff ID 5150. 1 days ago

Leave Summary

Annual Leave

BALANCE

14.50 Days

TOTAL
(Incl. CFL & OIL)

25.50 Days

Medical Leave

BALANCE

22.00 Days

TOTAL

22.00 Days

Hospitalization Leave

BALANCE

60.00 Days

TOTAL

60.00 Days

Emergency Leave

TAKEN

0.00 Days

Health Passport and Medical Cost

Klik pada **Jumlah Pergerakan** untuk melihat pergerakan Insentif bulanan

2021



Well 5-6	Low Risk 7-9
Moderate Risk 10-11	High Risk 12-15

Panel/Non-Panel/In-House
RM 0.00

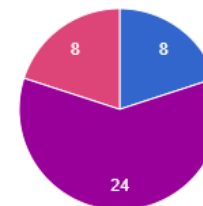
Outpatient
RM 0.00

Inpatient
RM 0.00

Overtime(OT) Summary

Select Month

June 2021



- OT1-Work Day (Hourly)
- OT5-Public 1 (Daily)
- OT6-Public 2 (Hourly)

6. Insentif (Jumlah Pergerakan) (Bukan Eksekutif Sahaja)

Untuk melihat pergerakan insentif bulanan dengan pandangan dinamik <"Dari Tarikh" ke "Hingga Tarikh">

[ESS Home](#) / Incentive Moves

Monthly Incentive Moves

NO	MONTHLY	TOTAL MOVES	TOTAL MPH
1	April 2021	0.00	0.00
2	May 2021	0.00	0.00
3	June 2021	0.00	0.00



Agenda:

1. System Logon

2. Employee Self-Service Dashboard

3. Personal Information

4. Leave Request

5. Time Statement

6. Incentive (Total Moves) (Non-Exec only)

7. Loan

8. Status Report (Exec and Mgr Only)

9. Payment

10. Technical and HR Support



7. Pinjaman 1/6

Welcome, Gopal A/I Natchiappan.

Profil Saya

Log Keluar

Employee Self-Service

BM  | EN 



19993

Quick Links

- Personal Info
- Leave Request
- Salary Statement
- Time Statement
- Loan Application**
- EA Form
- Total Moves

Notification Board 1

- ESS Training Video**
(Created at: 27 June 2021) 1 hour ago
- Guarantor Loan Approval**
Pending Loan Approval for Staff ID 5150. 1 days ago

Leave Summary

Annual Leave

BALANCE

TOTAL
(Incl. CFL & OIL)

14.50 Days

25.50 Days

Medical Leave

BALANCE

TOTAL

22.00 Days

22.00 Days

Hospitalization Leave

BALANCE

TOTAL

60.00 Days

60.00 Days

Emergency Leave

TAKEN

0.00 Days

Klik pada **Permohonan Pinjaman** untuk memohon atau menguruskan permohonan pinjaman

Select Year 2021



0

Well 5-6	Low Risk 7-9
Moderate Risk 10-11	High Risk 12-15

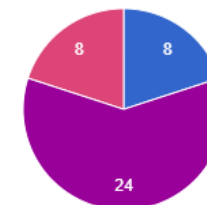
Panel/Non-Panel/In-House
RM 0.00

Outpatient
RM 0.00

Inpatient
RM 0.00

Overtime(OT) Summary

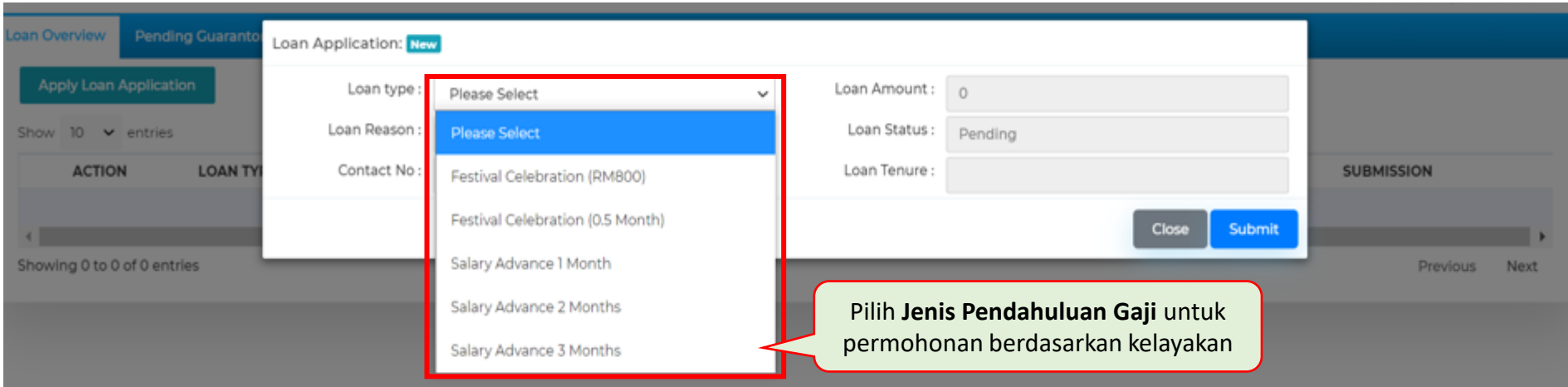
Select Month June 2021



- OT1-Work Day (Hourly)
- OT5-Public 1 (Daily)
- OT6-Public 2 (Hourly)

7. Pinjaman 2/6

Terdapat 2 jenis pinjaman: Pendahuluan Festival & Gaji



The screenshot shows a web interface for a loan application. A modal window titled "Loan Application: New" is open. It contains several input fields: "Loan type" (Please Select), "Loan Reason" (Please Select), "Contact No.", "Loan Amount" (0), "Loan Status" (Pending), and "Loan Tenure". A dropdown menu is open for the "Loan Reason" field, listing options: "Festival Celebration (RM800)", "Festival Celebration (0.5 Month)", "Salary Advance 1 Month", "Salary Advance 2 Months", and "Salary Advance 3 Months". A red box highlights the dropdown menu. A callout bubble points to the "Salary Advance" options with the text: "Pilih Jenis Pendahuluan Gaji untuk permohonan berdasarkan kelayakan".

Pilih Jenis Pendahuluan Gaji untuk permohonan berdasarkan kelayakan



7. Pinjaman 3/6

Kemajuan Festival

[Loan Overview](#) [Guarantor Overview](#)

[Apply Loan Application](#)

Klik pada **Memohon Permohonan Pinjaman** memohon permohonan pinjaman

Show 10 entries

ACTION	LOAN TYPE	STATUS	PROPOSED	GRANTED	PAID	OUTSTANDING	SUBMISSION
No data available in table							

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

[Loan Overview](#) [Guarantor Overview](#)

Untuk **Pinjaman Festival**, pilih **Perayaan Festival (RM800)** atau **(0.5 Bulan)** dari senarai pilihan jenis Pinjaman dan **Sebab** dari senarai pilihan Sebab pinjaman

Loan Application: **New**

Loan type: Festival Celebration (RM800)

Loan Reason: Please Select

Contact No:

Loan Amount: 800

Loan Status: Approved

Loan Tenure: 1

Masukkan **Nombor telefon**

[Close](#)

[Submit](#)

Klik pada **Hantar** untuk mengemukakan permohonan pinjaman

Success!

Your loan application successfully submitted!

[OK](#)

Klik **okey**

7. Pinjaman 4/6

Pendahuluan Gaji

Untuk **Pendahuluan Gaji**, pilih **Pendahuluan Gaji 1/2/3 Bulan** dari senarai pilihan jenis Pinjaman, pilih **Sebab** dari senarai pilihan Sebab pinjaman dan masukkan Huraian Pinjaman

Loan Application: **New**

Loan type:	Salary Advance 1 Month	Loan Amount:	3000
Loan Reason:	Please Select	Loan Status:	Pending
Loan Description:		Contact No:	
Loan Tenure:	12		

First Guarantor: **Search**

Name:		Contact No:	
Position:		Department:	

Second Guarantor: **Search**

Name:		Contact No:	
Position:		Department:	

HOD Approver: SHAH NUZI BIN SHAARI (3499)

Close **Submit**

Masukkan Nombor telefon

Masukkan ID Pekerja penjamin 1 dan klik pada Cari

Masukkan Penjamin 1 Nombor telefon

Masukkan ID Pekerja Penjamin 2 dan klik pada Cari

Masukkan Penjamin 2 Nombor telefon

Klik Hantar untuk menghantar permohonan pinjaman

Success!
Your loan application successfully submitted!

OK **Klik okey**

7. Pinjaman 5/6

Loan Overview

Guarantor Overview

Apply Loan Application

Show 10 entries

ACTION	LOAN TYPE	STATUS	PROPOSED	GRANTED	PAID	OUTSTANDING	SUBMISSION
	Salary Advance 1 Month	Pending	3000	3000	0	3000	27/06/2021
	Festival Celebration (RM800)	Approved	800	800	0	800	27/06/2021

Showing

Previous 1

Klik pada **Tong sampah** ikon untuk membatalkan permohonan pinjaman

Senarai **Permohonan Pinjaman** dengan **Status**



7. Pinjaman 6/6

Kelulusan Penjamin

Loan Overview

Guarantor Overview

Untuk Penjamin, klik pada **Gambaran Keseluruhan Penjamin** tab

Show 10 entries

LOAN TYPE	STATUS	STAFF ID	STAFF NAME	SUBMISSION
Salary Advance 1 Month	Pending	5150	TEH SID JIN	26/06/2021

Showing 1 to 1 of 1 entries

Previous

Klik pada **Permohonan pinjaman** untuk melihat

Welcome, Tan Yee Huat. Profil Saya Log Keluar

[ESS Home](#) / [Loan Overview](#)

Loan Overview **Guarantor Overview**

Show 10 entries

LOAN TYPE

[Salary Advance 1 Month](#)

Showing 1 to 1 of 1 entries

Loan Details: [View](#)

Staff Id: 5150
Name: TEH SID JIN
Position: IT EXECUTIVE - HR & PP
Department: HR & PP SYSTEM
Loan Type: Salary Advance 1 Month
Status: **Pending**
Submission Date: 26/06/2021
First Guarantor: TAN YEE HUAT (19647)
Second Guarantor: NETHIANATHAN A/L KRISHNA KUTTY (2301)
HOD Approver: TAN WEI CHUN (7558)

Saya, **TAN YEE HUAT (19647)** bersetuju untuk menjadi penjamin untuk menjadi penjamin untuk Salary Advance (Skim Pendahuluan Gaji) bagi permohonan **TEH SID JIN (5150)** daripada **HR & PP SYSTEM, IT EXECUTIVE - HR & PP** berjumlah **1.0 bulan gaji** Sekiranya pemohon itu berhenti atau diberhentikan perkhidmatan dan belum menjelaskan tunggakan baki pinjaman, maka saya dengan ini bersetuju untuk menjamin dan akan meneruskan pembayaran baki pinjaman secara ansuran bulanan melalui pemotongan gaji sehingga pinjaman selesai.

I, **TAN YEE HUAT (19647)** agree to be a guarantor on Salary Advance (Skim Pendahuluan Gaji) for applicant **TEH SID JIN (5150)** from **HR & PP SYSTEM, IT EXECUTIVE - HR & PP** amounting to **1.0 month(s) salary**. If the applicant at any time resigns or is terminated from service in the company and has not completed the payment for the said loan, I hereby agree to guarantee and to settle the outstanding balance of the loan on monthly basis through salary deduction until the loan is settled.

[ESS Home](#) / [Loan Overview](#)

SUBMISSION

26/06/2021

Previous

Klik pada **Terima** atau **Tolak** permohonan pinjaman

Agenda:

1. System Logon

2. Employee Self-Service Dashboard

3. Personal Information

4. Leave Request

5. Time Statement

6. Incentive (Total Moves) (Non-Exec only)

7. Loan

8. Status Report (Exec and Mgr Only)

9. Payment

10. Technical and HR Support





8. Laporan Status (Exec dan Mgr Only) 1/3

Welcome, Tan Yee Huat. Profil Saya Log Keluar

WESTPORTS Employee Self-Service Manager Self-Service Watcher Self-Service HR Self-Service

BM | EN



19993

Quick Links

- Personal Info
- Leave Request
- Salary Statement
- Time Statement
- Loan Application
- EA Form
- Status Report**

Notification Board 2

- ESS Training Video** (Created at: 26 June 2021) 1 hour ago
- Guarantor Loan Approval** Pending Loan Approval for Staff ID 5150. 10 hours ago


Leave Summary

Annual Leave		Medical Leave	
BALANCE	TOTAL (Incl. CFL & OIL)	BALANCE	TOTAL
10.50 Days	19.50 Days	18.00 Days	18.00 Days

Hospitalization Leave		Emergency Leave
BALANCE	TOTAL	TAKEN
60.00 Days	60.00 Days	0.00 Days

Health Passport and Medical Cost

2021




Well 5-6	Low Risk 7-9
Moderate Risk 10-11	High Risk 12-15

Panel/Non-Panel/In-House RM 43.95 Outpatient RM 0.00 Inpatient RM 0.00

Status Report Summary

Select Year 2019



Average Score 0

Klik pada **Laporan status** untuk menghantar laporan status



8. Laporan Status (Exec dan Mgr Only) 2/3

WESTPORT STATUS REPORT MANAGEMENT

Login

Sign in

Masukkan ID Pekerja, Kata Lualan & Log Masuk untuk log in



8. Laporan Status (Exec dan Mgr Only) 3/3

☰ Toggle Sidebar

Home

> Subordinate

> Status Report

> Appraisal

> Evaluate Appraisal

Personal Score

Log Out

User Details

NAME: TAN YEE HUAT

DEPARTMENT: HR & PP SYSTEM

POSITION: HR IT MANAGER

MANAGER:

1. (7558) TAN WEI CHUN

Reject notification

Objectives For 2021 (Latest)



Agenda:

1. System Logon
2. Employee Self-Service Dashboard
3. Personal Information
4. Leave Request
5. Time Statement
6. Incentive (Total Moves) (Non-Exec only)
7. Loan
8. Status Report
- 9. Payment**
10. Technical and HR Support



9. Pembayaran - 1/3

Welcome, Gopal A/I Natchiappan.

Profil Saya

Log Keluar

Employee Self-Service

BM  | EN 



19993

Notification Board 1

- [ESS Training Video](#)
(Created at: 27 June 2021) 1 hour ago
- [Guarantor Loan Approval](#)
Pending Loan Approval for Staff ID 5150. 1 days ago

Leave Summary

Annual Leave

BALANCE

14.50 Days

TOTAL
(Incl. CFL & OIL)

25.50 Days

Medical Leave

BALANCE

22.00 Days

TOTAL

22.00 Days

Hospitalization Leave

BALANCE

60.00 Days

TOTAL

60.00 Days

Emergency Leave

TAKEN

0.00 Days

Quick Links

- Personal Info
- Leave Request
- Payment**
- Time Statement
- Loan Application
- Status Report
- Employee Handbook

Klik pada **Pembayaran** untuk melihat borang Payslip dan EA

Select Year 2021



0

Well 5-6	Low Risk 7-9
Moderate Risk 10-11	High Risk 12-15

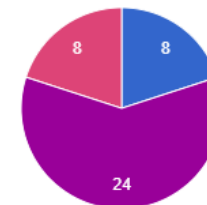
Panel/Non-Panel/In-House
RM 0.00

Outpatient
RM 0.00

Inpatient
RM 0.00

Overtime(OT) Summary

Select Month June 2021



- OT1-Work Day (Hourly)
- OT5-Public 1 (Daily)
- OT6-Public 2 (Hourly)

9. Pembayaran - 2/3

Untuk melihat penyata gaji, borang EA dan Borang PCB2

Salary Statement

EA Form

PCB2 Form

PAYMENT DATE	BONUS DATE	PAYROLL TYPE	GROSS AMOUNT (RM)	PAYMENT AMOUNT (RM)	PRINT STATUS
25/07/2021		Regular payroll run	5500.00	5125.55	
25/06/2021		Regular payroll run	5500.00	5125.55	
25/05/2021		Regular payroll run	5500.00	5125.55	
25/04/2021		Regular payroll run	5500.00	5125.55	
25/03/2021		Regular payroll run	5500.00	5125.55	
25/02/2021		Regular payroll run	5500.00	5125.55	
25/01/2021		Regular payroll run	5500.00	5125.55	

Klik pada **Tarikh** untuk melihat

Klik pada **Muat turun** ikon untuk memuat turun slip gaji



WP_Payslip_Tem...

1 / 1



75%



9. Pembayaran - 3/3

Salary Statement

EA Form

PCB2 Form

Klik pada
Borang EA

Select Year:

2021

Pilih Tahun
untuk melihat



WP_Payslip_Tem...

1 / 1



75%



Klik pada **Muat turun** ikon
untuk memuat turun
Borang EA



Agenda:

1. System Logon
2. Employee Self-Service Dashboard
3. Personal Information
4. Leave Request
5. Time Statement
6. Incentive (Total Moves) (Non-Exec only)
7. Loan
8. Status Report
9. Payment
- 10. Technical and HR Support**



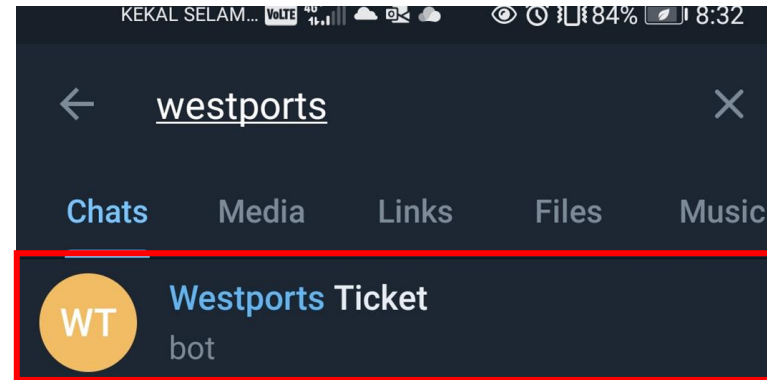
10. Sokongan Teknikal dan Sumber Daya Manusia - 1/3

Paparan Mudah Alih

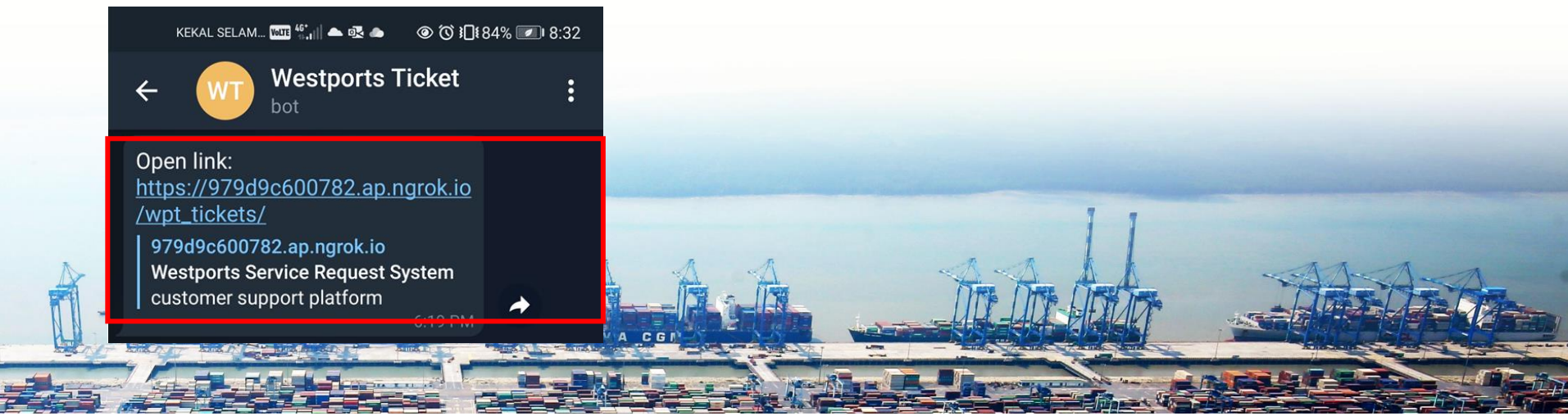
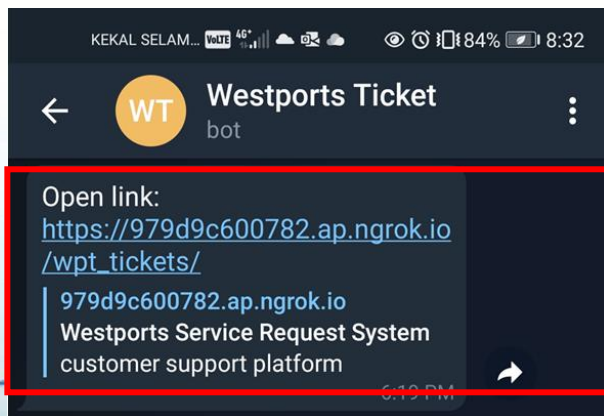
1. Pergi ke Telegram



2. Cari "Tiket Westports"

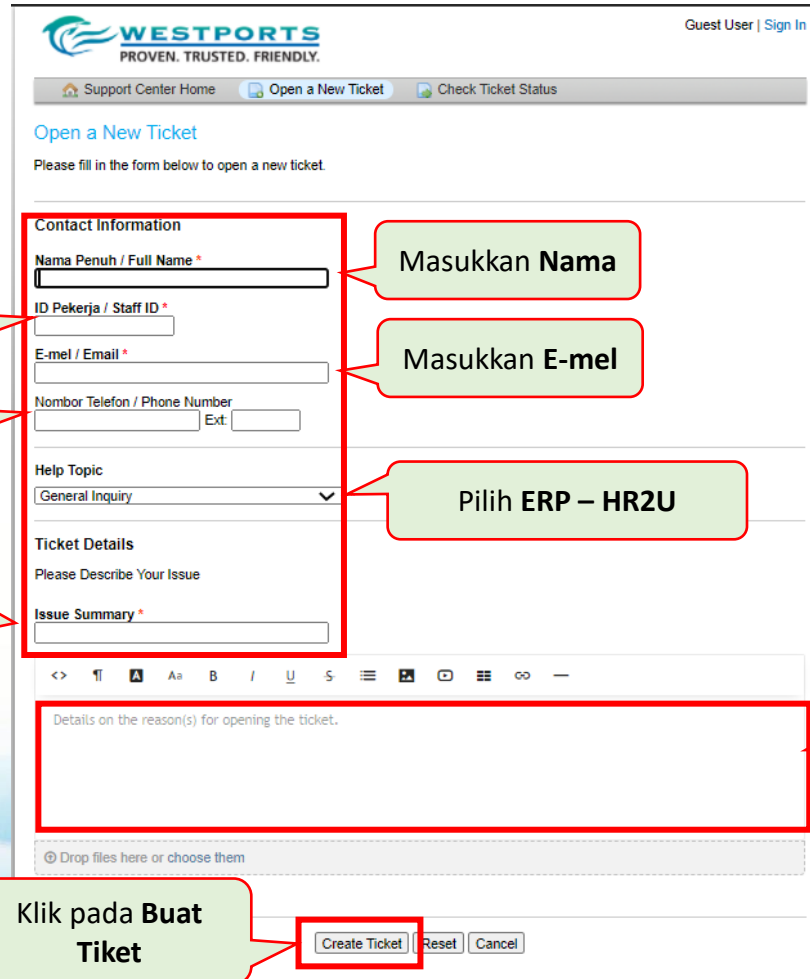


3. Klik pada pautan



10. Sokongan Teknikal dan Sumber Daya Manusia - 2/3

Pautan: <http://172.21.30.72/request/open.php>



The screenshot shows the 'Open a New Ticket' page on the Westports portal. The form includes the following fields and callouts:

- Contact Information:**
 - Nama Penuh / Full Name ***: Callout: **Masukkan Nama**
 - ID Pekerja / Staff ID ***: Callout: **Masukkan ID Pekerja**
 - E-mel / Email ***: Callout: **Masukkan E-mel**
 - Nombor Telefon / Phone Number**: Callout: **Masukkan Nombor telefon**
- Help Topic**: Callout: **Pilih ERP – HR2U**
- Ticket Details**:
 - Issue Summary ***: Callout: **Jenis Catatan Utama untuk siasatan**
 - Details on the reason(s) for opening the ticket.**: Callout: **Huraikan yang perkara dalam lebih banyak perincian**
- Buttons**: Callout: **Klik pada Buat Tiket** (pointing to the **Create Ticket** button)

10. Sokongan Teknikal dan Sumber Manusia - 3/3

Teknikal:

Anthony Tan

anthony@Westports.com.my

EXT: 591

Teh Sid Jin

sidjin@Westports.com.my

EXT: 368

Sumber Manusia:

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Terima kasih

