INTI-UC HR Employee Self Service (ESS) System

Convenience is now closer to home
INTI-UC e-HR Self Service System (e-HR) is a web based application that provides employees with access to their personal records, payroll details, leave balance, claim balance, salary history and more.

ESS allows employees to change their own address, contact details and family details and ability for employees to apply for leave and have that application directed to the employees manager for consideration.

Here’s everything simplified and convenient within clicks.
Login Page

URL

http://ecampus.intimal.edu.my

Click e-HR tab
URL
http://hrmsess.intimal.edu.my/kzhrweb/awlogin.aspx/

Login
Example
User Id : A00000
Password: ESS123
Click login button to proceed
Changing Password
The Change Password page will appear for first time login

Restriction of NEW Password as follow:-
• Must be at least 6 characters in length (alphanumeric).
• Characters must not be repeated, e.g. aa and/or 66
The **Homepage** consist of the following sub-menus:-

1. **INTI-UC e-HR Menu**
   - Personal Info
   - Change Personal Info
   - Workflow
   - Time and Leave
   - Benefits
   - Payroll
   - Manager
   - HR Info

2. **Information and Navigation Bar**
   - Home
   - Reload
   - Change Password
   - Sign out
   - Return to Homepage
   - Reload the current page you are viewing
   - Change your password
   - Sign out from e-HR ESS
Menu – Personal Information

In this page, you can view your personal data which provides details of your employment information:

To view your Personal Data, go to the following pages:-
1. Viewing your personal data
2. Viewing your service movement information
3. Viewing your family members information
4. Viewing your reference numbers
5. Viewing your awards information
6. Viewing your qualification information
7. Viewing your work days calendar
In this page, you can edit your information such as salutation, address, phone numbers etc.

**Menu – Change Personal Info**

To Change Your Other Personal Data, go to the following pages:-
1. Change qualifications records
2. Change hobby records
3. Change previous employment history records
Menu - Workflow

Worklist Manager

For HOD
Worklist manager will list any pending items that need HOD attention.

For Staff
Staff can view/delete their pending transactions at this page.
For HOD:
To view, approve or reject pending item.

Step 1: Choose Approve or Reject from the dropdown list.

Step 2: Checked box

Step 3: Click Submit button.
For Staff:
To view/delete their pending transactions.

1. Click to view pending transaction.
2. Step 1: Check box.
4. Step 3: Click submit button.

To cancel pending transaction.
Menu - Time and Leave

In this page, staff can apply leave, view leave balance, transactions and cancel approved leave.
Leave Application

Enter the relevant information and click on the submit button to submit your application.

Your application only will be approved upon the supporting documents be submitted for the leaves below:

a) Compassionate Leave
b) Paternity Leave
c) Medical Leave
d) Hospitalization Leave
e) Maternity leave

Note:
ANNUAL LEAVE should be made at least 3 working days prior to the applied date's). Anything less than 3 working days will be considered as emergency leave. Please select the reason as 'Emergency'.

Half day leave application:
1. Checked All Partial days box.
2. Partial day date.
3. Partial day type: First Half (Morning session) or Second Half (Afternoon session)
4. You only need to click all partial days if you are taking half day continuously for few days.
### View Leave Balance

#### Leave Balances As At

<table>
<thead>
<tr>
<th>Leave Code</th>
<th>Leave Type</th>
<th>B/F</th>
<th>Entitled</th>
<th>Adjust Increase</th>
<th>Pending</th>
<th>Approved</th>
<th>Sweep</th>
<th>Adjust Decrease</th>
<th>C/F</th>
<th>Forfeited</th>
<th>Year Balance</th>
<th>Allow To Take</th>
<th>Balance A/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANL</td>
<td>ANNUAL LEAVE</td>
<td>0.0</td>
<td>14.0</td>
<td>0.0</td>
<td>1.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>13.0</td>
<td>13.0</td>
<td>0.0</td>
</tr>
<tr>
<td>COL</td>
<td>COMPASSIONATE LEAVE</td>
<td>0.0</td>
<td>5.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>5.0</td>
<td>5.0</td>
<td>0.0</td>
</tr>
<tr>
<td>HOL</td>
<td>HOSPITALISATION LEAVE</td>
<td>0.0</td>
<td>60.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>60.0</td>
<td>59.0</td>
<td>0.0</td>
</tr>
<tr>
<td>MAL</td>
<td>MARRIAGE LEAVE</td>
<td>0.0</td>
<td>2.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>2.0</td>
<td>2.0</td>
<td>0.0</td>
</tr>
<tr>
<td>PTL</td>
<td>PATERNITY LEAVE</td>
<td>0.0</td>
<td>1.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>1.0</td>
<td>1.0</td>
<td>0.0</td>
</tr>
<tr>
<td>REL</td>
<td>REPLACEMENT LEAVE</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>SIL</td>
<td>SICK LEAVE</td>
<td>0.0</td>
<td>14.0</td>
<td>0.0</td>
<td>1.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>13.0</td>
<td>13.0</td>
<td>0.0</td>
</tr>
<tr>
<td>UPL</td>
<td>UNPAID LEAVE</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>
## View Leave Transactions

### Leave Transactions For Year

<table>
<thead>
<tr>
<th>State</th>
<th>State Desc</th>
<th>Leave Code</th>
<th>Leave Type</th>
<th>Entry Date</th>
<th>From Date</th>
<th>To Date</th>
<th>Days</th>
<th>Partial Day Qty</th>
<th>All Partial</th>
<th>Value Date</th>
<th>Approval Date</th>
<th>Reject / Cancellation Date</th>
<th>Remark</th>
<th>Approve Remark</th>
<th>Reject / Cancellation Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>86</td>
<td>Cancelled</td>
<td>ANL</td>
<td>ANNUAL LEAVE</td>
<td>07/12/2008</td>
<td>12/12/2008</td>
<td>12/12/2008</td>
<td>1.00</td>
<td>0.00</td>
<td>N</td>
<td>12/12/2008</td>
<td></td>
<td>07/12/2008</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Pending</td>
<td>ANL</td>
<td>ANNUAL LEAVE</td>
<td>05/12/2008</td>
<td>05/12/2008</td>
<td>05/12/2008</td>
<td>1.00</td>
<td>0.00</td>
<td>N</td>
<td>05/12/2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Pending</td>
<td>SIL</td>
<td>SICK LEAVE</td>
<td>05/12/2008</td>
<td>27/11/2008</td>
<td>27/11/2008</td>
<td>1.00</td>
<td>0.00</td>
<td>N</td>
<td>27/11/2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Email for Approve/Reject Leave Application

From: KaizenHr ESS System [KaizenHrEssSys@intimal.edu.my]
To: HR - Chok Wee Yee
Cc:
Subject: Approve/Reject Leave Application for AHMAD

Leave Application of AHMAD for leave SICK LEAVE from 14/01/2009 to 14/01/2009 (1days).

Requested on 03 January 2009 11:01

Please attend to the request using Worklist Manager.

Click here to login to KaiZenHR ESS.
Email for Approved: Leave Application

From: KaizenHr ESS System [KaizenHrEssSys@intimal.edu.my]
To: HR - Chok Wee Yee
Cc: 
Subject: APPROVED: Leave Application of AHMAD. Staff No: A00000 Person ID: 0000720701

Leave Application of AHMAD for ANNUAL LEAVE has been approved

Date: **05/01/2009 to 05/01/2009 1.00 day(s).**

Submitted on Sat 03 January 2009 10:33:57.

Approved by CHOK WEE YEE on Mon 05 January 2009 17:21:08.

Remark : AUTO

Click [here](#) to login to KaiZenHR ESS.
In this page, staff can view their claim utilisations which includes the entitlement, utilised amount and available amount.
To view claim utilizations

<table>
<thead>
<tr>
<th>Claim Name</th>
<th>Frequency</th>
<th>Period From</th>
<th>Period To</th>
<th>Limit</th>
<th>Per Tran Limit</th>
<th>Utilized</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL-DENTAL REIMBURSEMENT</td>
<td>Yearly</td>
<td>01/01/2008</td>
<td>31/12/2008</td>
<td>200.00</td>
<td>200.00</td>
<td>0.00</td>
<td>200.00</td>
</tr>
<tr>
<td>ALL-MEDICAL REIMBURSEMENT</td>
<td>Yearly</td>
<td>01/01/2008</td>
<td>31/12/2008</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>400.00</td>
<td>600.00</td>
</tr>
</tbody>
</table>
To view information regarding the claim transaction

Click to view details of the claim transaction Screen:
In this page, you can view your salary information.

To view your salary information, staff can go to the following pages:-

1. Bank crediting - view bank account information
2. Payroll monthly summary - view summary monthly pay information
3. Payroll statutory info - view statutory information
4. View payout information - view pay slip
In this page, HOD can view staff activities mapyour salary information.
In this page staff can view company panel clinics information.

### Panel Clinics and Hospitals

<table>
<thead>
<tr>
<th>Clinic Code</th>
<th>Clinic Name</th>
<th>Phone No.</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEE</td>
<td>DR. BEE BABY &amp; CHILD SPECIALIST</td>
<td>06-7679766</td>
<td>Ground Floor 2, Kompleks Negeri, Jalan Dr. Krishnan, 70000 Seremban.</td>
</tr>
<tr>
<td>BP</td>
<td>B.P. CLINICAL LAB. SDN. BHD.</td>
<td>05-2418484</td>
<td>273B Jalan Raja Permaisuri Batin (Kampar Road) 30250 Ipoh, Perak</td>
</tr>
<tr>
<td>BPD</td>
<td>BP DIAGNOSTIC CENTRE SDN BHD</td>
<td>03-91309133</td>
<td>37, 39, 41 &amp; 43 Jalan 4/6A, Taman Cheras Makmur 56100 Cheras Kuala Lumpur</td>
</tr>
<tr>
<td>KS2</td>
<td>KINIK SEREMBAN 2</td>
<td>06-6315010</td>
<td>2, Jalan S2 G2, Garden Avenue Seremban 2 70300 Seremban Negeri Sembilan</td>
</tr>
</tbody>
</table>
1. **Forgot password**

Enter

- **User Id**: A00000
- **Id Number**: 800101-01-0000

Click Get Password button

A new system generated password will be emailed to the email address.