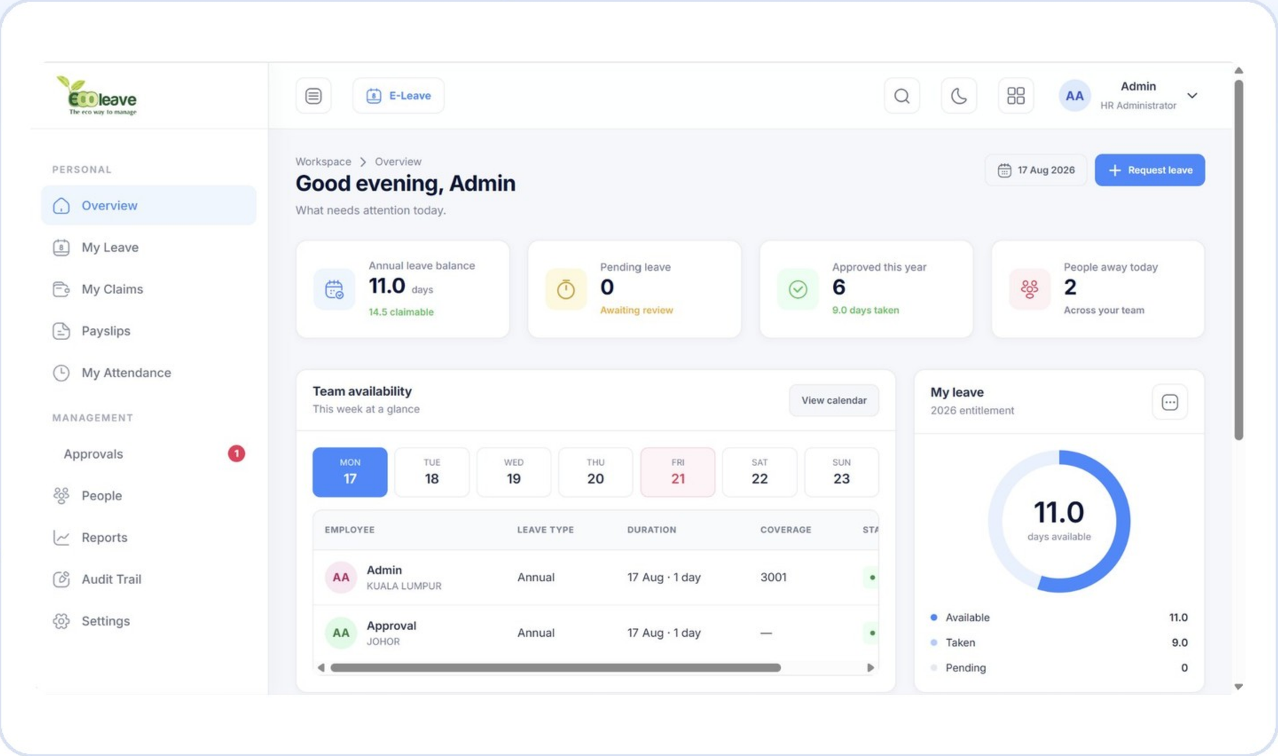
The eco way to manage

NEW USER EDITION

Ecoleave V8 User Manual

A practical guide for employees, approvers, managers and HR administrators.



Ecoleave People Cloud V8

Edition 1.0 | 18 August 2026

About this manual

This manual explains the day-to-day use of Ecoleave People Cloud V8. It starts with employee self-service and continues through approvals, employee administration, reports, audit history and settings.

Item	Details
Document	Ecoleave V8 User Manual - New Users
Edition	1.0 - 18 August 2026
Audience	Employees, approvers, managers, HR administrators and implementation support users
Application	Ecoleave People Cloud V8
Language	English
V8 reference	https://v8.ecoleave.asia/e-leave/dashboard

IMPORTANT - Features depend on access rights
The screens in this manual use an HR Administrator example. Your menu, buttons, fields and approval stages may differ according to enabled modules, organisation policy and permission group.

NOTE - Sample information
Names, balances, dates, amounts and company information shown in screenshots are sample data. Follow your organisation’s current policy and values.

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Quick start

Use this short sequence before exploring the detailed instructions.

Figure 1. Ecoleave V8 functions are displayed according to role and permission.

Figure 2. Recommended first-use sequence.

> **GOOD PRACTICE - First-day check**
> Ask HR to correct any wrong employee ID, manager, branch, department, work schedule or leave entitlement before you submit transactions.

V8 sign-in page: https://v8.ecoleave.asia/e-leave/dashboard

1. Getting started

Sign in securely, learn the workspace and understand why another user may see a different menu.

1.1 Sign in and sign out

1	Open the V8 address supplied by your organisation. Use a current version of Chrome, Edge or another supported browser.
2	Enter your username and password. Select Remember me only on a private, trusted device.
3	Select Sign in. The system opens the page allowed by your role, normally Overview.
4	When finished, open the profile menu at the top right and select Sign out, especially on shared devices.

V8 sign-in page: https://v8.ecoleave.asia/e-leave/dashboard

1.2 Account safety and password help

- Do not share your password or leave an active session unattended.
- Use Forgot password if it is available for your account. Otherwise contact your HR administrator.
- If sign-in repeatedly fails, confirm the username, keyboard Caps Lock status and the correct V8 address.
- Report unexpected access, unknown transactions or a lost device immediately.

NOTE - Existing credentials
Users moving from V6 should use their existing credentials unless the administrator has issued a new username, password or sign-in method.

1.3 Screen layout and navigation

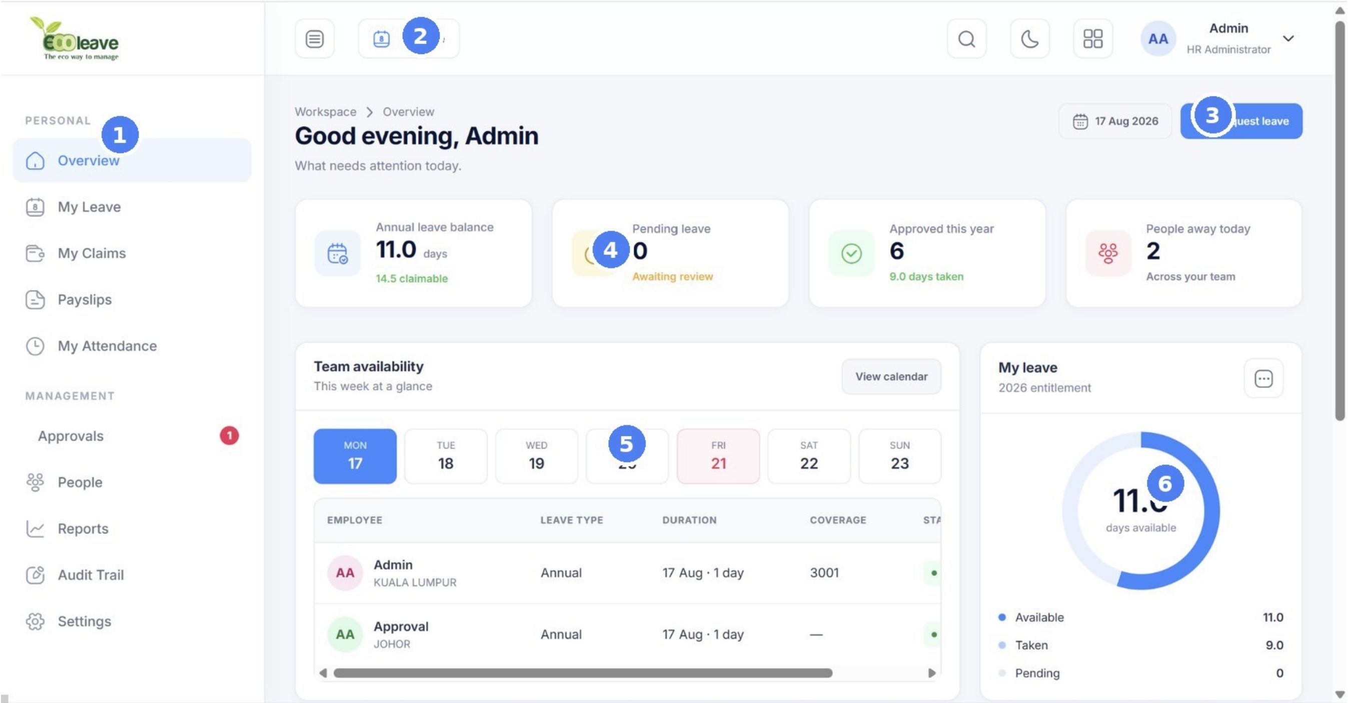

Figure 3. Main V8 workspace and navigation areas.

No.	Area	How to use it
1	Sidebar	Open personal functions and management functions. The available items follow your permission group.
2	Module selector	Shows the active workspace and provides access to enabled E-Leave, E-Claim, E-Payslip and E-Attendance modules.
3	Primary action	Creates the most common item on the current page, such as Request leave.
4	Summary cards	Display totals that require attention or provide a quick status check.
5	Main working area	Contains calendars, lists, filters, forms and approval details.
6	Context panel	Shows related summaries, balances or limits without leaving the current page.

Search

Use the magnifying-glass control where available to find people or records.

Theme

The moon control changes the display theme. It does not alter data.

App launcher

The four-square control opens enabled product modules.

Profile

Open My profile or sign out from the user menu.

2. Overview dashboard

Overview is the shared starting point for balances, pending work and team availability.

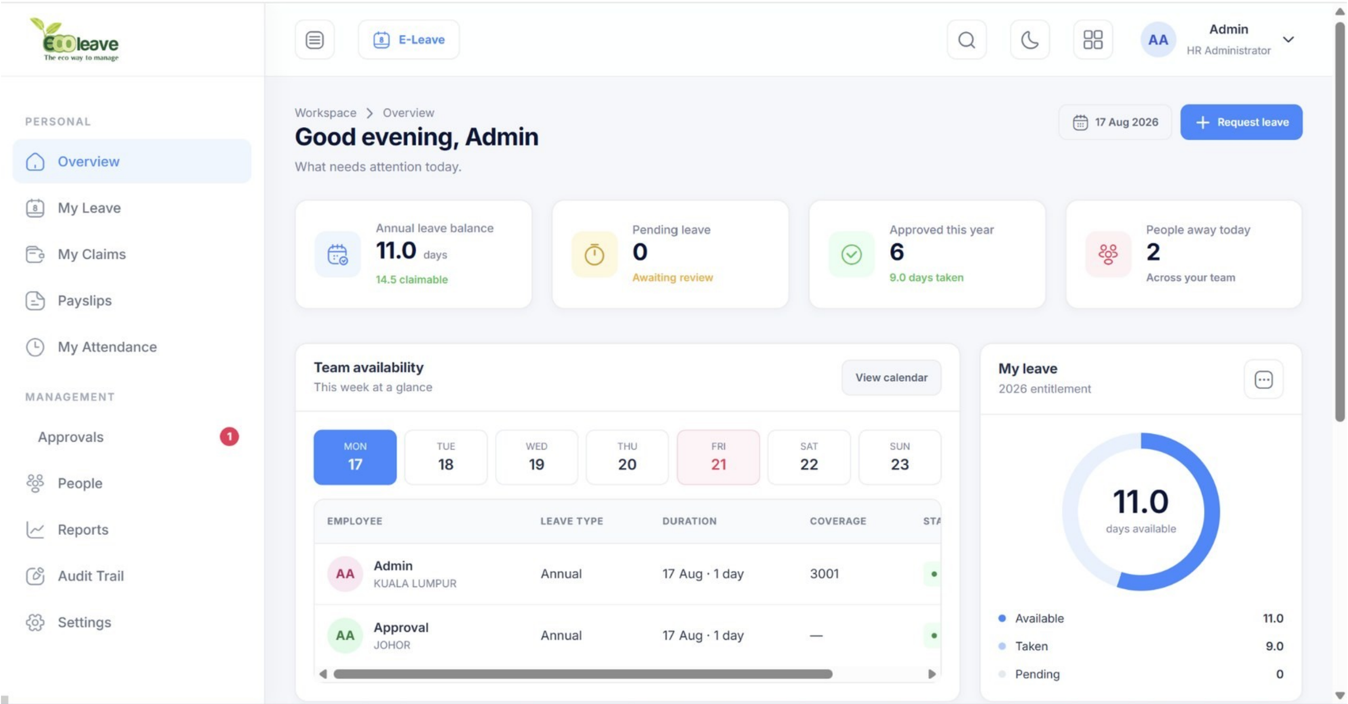

Figure 4. Overview dashboard.

2.1 What needs attention

Card	Meaning	Recommended action
Annual leave balance	Current available annual leave and the claimable amount calculated by policy.	Open My Leave if the value needs detail.
Pending leave	Leave requests awaiting an approval or processing stage.	Open the request timeline before contacting HR.
Approved this year	Number of approved requests and total days taken for the year.	Use Reports for full transaction detail.
People away today	Employees absent today within the team or access scope.	Review Team availability before planning coverage.

2.2 Team availability and leave balance

- Select a day in the weekly strip to see employees away on that date.
- Use View calendar for a broader date view when planning leave or staffing.
- The My leave chart separates available, taken and pending days for the selected entitlement year.
- Select Request leave when you are ready to create an application.

IMPORTANT - Values are policy-driven

Balances are calculated from entitlement, brought forward values, adjustments, approved usage, no-pay leave and other configured rules. Do not calculate a replacement balance manually if the system value appears wrong; ask HR to review the underlying record.

3. My Leave

Review entitlement and records, submit leave, check every approval level and cancel eligible future leave.

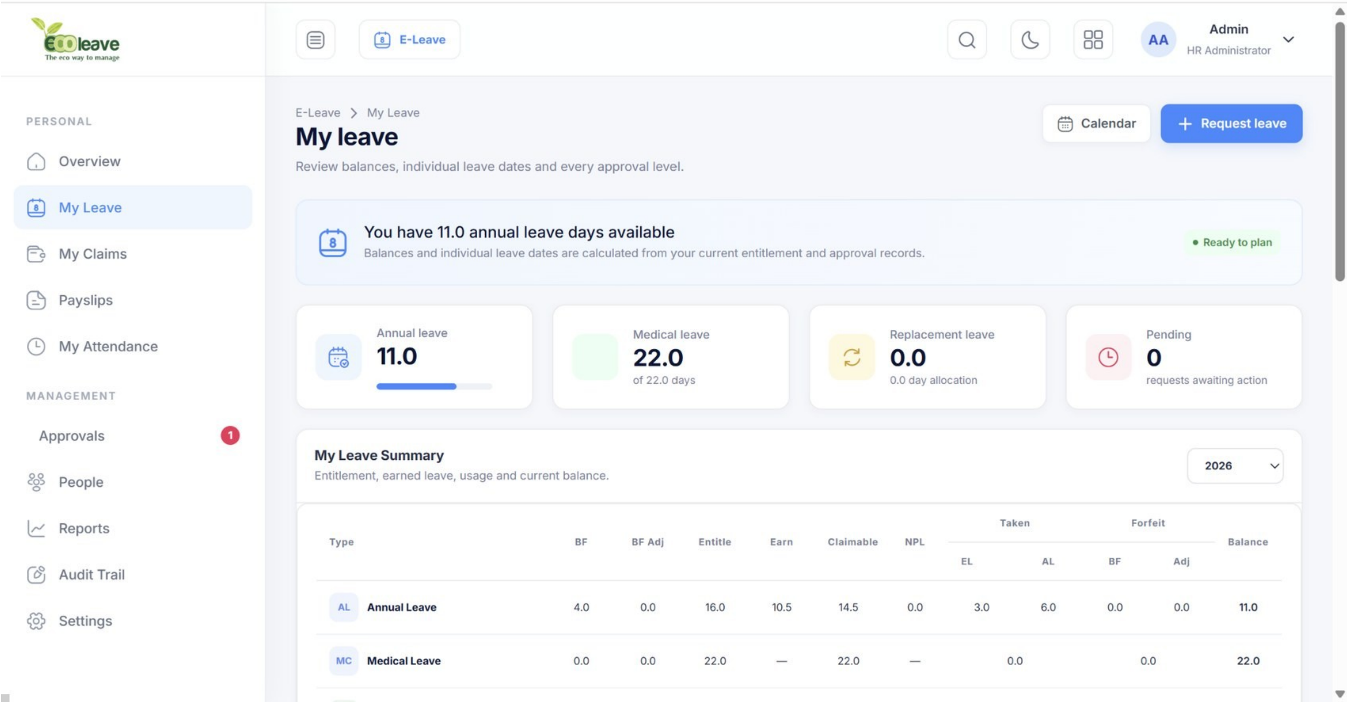

Figure 5. My Leave workspace.

3.1 Read your leave balances

Column or card	Explanation
Annual / Medical / Replacement leave cards	High-level available value for each enabled leave category.
BF	Brought-forward leave from the previous period.
BF Adj	Adjustment applied to brought-forward leave.
Entitle	Current-period leave entitlement.
Earn	Additional earned allocation, where the leave policy supports it.
Claimable	Amount currently available for application after policy rules.
NPL	No-pay leave recorded for the period.
Taken EL / AL	Taken-day categories. EL commonly means Emergency Leave and AL Annual Leave; the displayed labels follow organisation configuration.
Forfeit BF / Adj	Expired or adjusted brought-forward amount.
Balance	Current remaining amount after all applicable movements.

3.2 Submit a leave request

1 Select Request leave from My Leave or Overview.

2	Confirm the displayed approver. If the approver is wrong, stop and ask HR to correct the assignment.
3	Choose the leave type. Available types and rules depend on your leave category.
4	Choose Full day, Half day or Hourly when the option is enabled.
5	Enter the start date and end date, or the time and number of hours for an hourly request.
6	Review the calculated total. Add a clear reason and complete work coverage when required.
7	Attach the supporting document when the policy requires evidence.
8	Select Submit request once. Wait for the success confirmation before closing the page.

3.3 Duration, dates and supporting information

Full day
Use for one or more complete working days. Rest days and public holidays are handled according to policy.

Half day
Choose the relevant half-day period when the organisation enables half-day leave.

Hourly
Enter the start time and total hours. This option is shown only when enabled for the leave type.

Supporting document
Accepted formats can include JPEG, JPG, PNG or PDF. Keep the file readable and within the permitted size.

Reason
State the business-relevant reason without unnecessary confidential detail.

Work coverage
Select or identify the employee covering work when handover is required.

GOOD PRACTICE - Medical documents and privacy
Upload only the document required by policy. Confirm that the image is readable and avoid including unrelated private information.

3.4 Track status and approval levels

Status	What it generally means	What to do
Pending	The request is waiting for an approver or processing level.	Open the timeline and wait unless the request is urgent.
Recommended	An intermediate approver has recommended the request.	Continue monitoring until final approval.

Status	What it generally means	What to do
Approved	All required approval stages are complete.	Check the approved date and leave calendar.
Returned / Rejected	The approver did not accept the request or returned it for correction.	Read the reason, correct the information and resubmit if appropriate.
Cancellation pending	A cancellation request is awaiting approval.	Do not assume the leave is restored until cancellation is approved.
Cancelled	The leave or pending application has been cancelled.	Confirm the balance and calendar have updated.

- Use the year and status filters to find older or completed requests.
- Open the record action or timeline to see the approver sequence and decision history.
- Do not submit a duplicate request because a page appears slow. Refresh and check the list first.

3.5 Cancel leave and use the calendar

1. Find the future leave record and select it if cancellation is available.
2. Select Cancel selected or the record cancellation action.
3. Enter a clear cancellation reason and confirm.
4. A pending future request may cancel immediately. An approved future request may require cancellation approval.
5. Check the status, balance and calendar after processing is complete.

IMPORTANT - Past and payroll-processed leave
Past leave, locked periods or payroll-processed records may not be cancellable by the employee. Ask HR to use the authorised correction process.

4. My Claims

Submit receipts, monitor approval and understand monthly claim limits and cut-off dates.

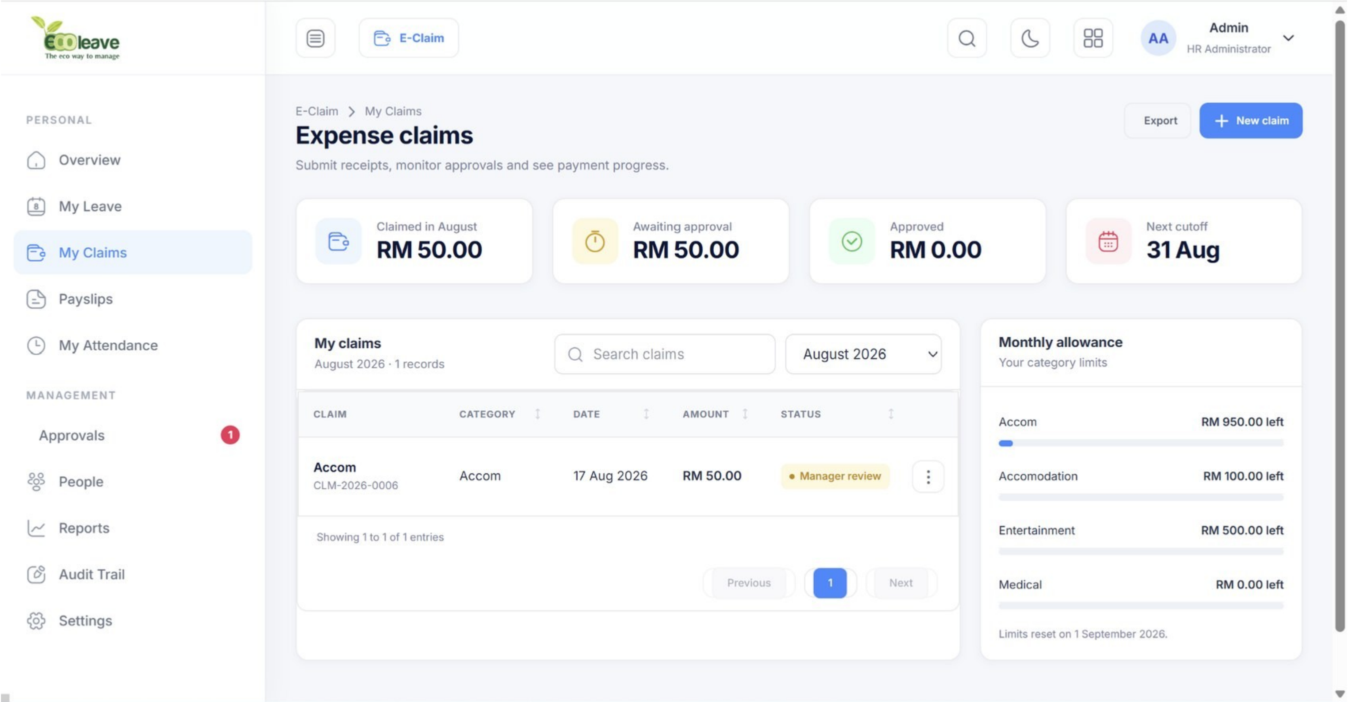

Figure 6. My Claims workspace.

4.1 Review claim totals and allowance

Area	Meaning
Claimed in month	Total claims submitted for the selected month.
Awaiting approval	Amount still in an approval or review stage.
Approved	Amount approved for the selected period.
Next cut-off	The next configured claim processing cut-off date.
Monthly allowance	Remaining limit by claim category. Categories and reset rules follow company policy.

4.2 Submit a new claim

1. Select New claim.

2. Choose the claim category. The form displays the fields configured for that type.

3. Enter the expense date and complete all required details, such as description, location, distance or project.

4. Enter the amount in RM and review the assigned approver.

5	Upload a readable receipt in the accepted JPG, JPEG, PNG or PDF format when required.
6	Check the amount, date, category and attachment, then select Submit claim.

GOOD PRACTICE - One expense per claim
Unless your organisation instructs otherwise, create a separate claim for each receipt or clearly related expense. This makes approval and audit review easier.

4.3 Track, edit, export and view receipts

- Use the search box and month selector to find a claim.
- Open the action menu to view details, edit an eligible pending claim or open the uploaded document.
- A claim already approved, paid or locked by cut-off may no longer be editable.
- Use Export to download the records available to your permission scope.
- If a claim is returned, read the manager’s reason, correct the record and resubmit rather than creating an unexplained duplicate.

Common problem	Check first
Category not available	The claim type may be inactive or not assigned to your employee category.
Limit shows RM0.00	The monthly limit may be used, not configured or not applicable.
Receipt will not upload	Confirm file format, readability and permitted file size.
Wrong approver	Ask HR to update claim approver assignment before submission.

5. Payslips

View payroll documents made available to your account without exposing them to other users.

5.1 View, verify, print and download

1. Open Payslips from the Personal menu.
2. Select the payroll year and choose a month from payslip history.
3. Review the employee ID, payroll period, earnings, allowances, overtime, deductions and net pay shown in the preview.
4. Use PDF to download the selected payslip, Verify when your organisation uses verification, or Print latest for the most recent available document.
5. Sign out after viewing payroll information on a shared or public device.

Payslip missing
Confirm the correct year and month, then ask payroll whether the period has been published.

Amount looks wrong
Do not alter another HR record to compensate. Report the specific pay item and period to payroll.

PDF does not open
Allow downloads or pop-ups for the Ecoleave site and retry.

Privacy
Store downloaded payslips only in a secure personal location.

NOTE - Payroll source
Ecoleave displays payroll information supplied or imported by the organisation. Payroll corrections must follow the company payroll process.

6. My Attendance

Record the workday, review calculated hours and submit authorised corrections or overtime requests.

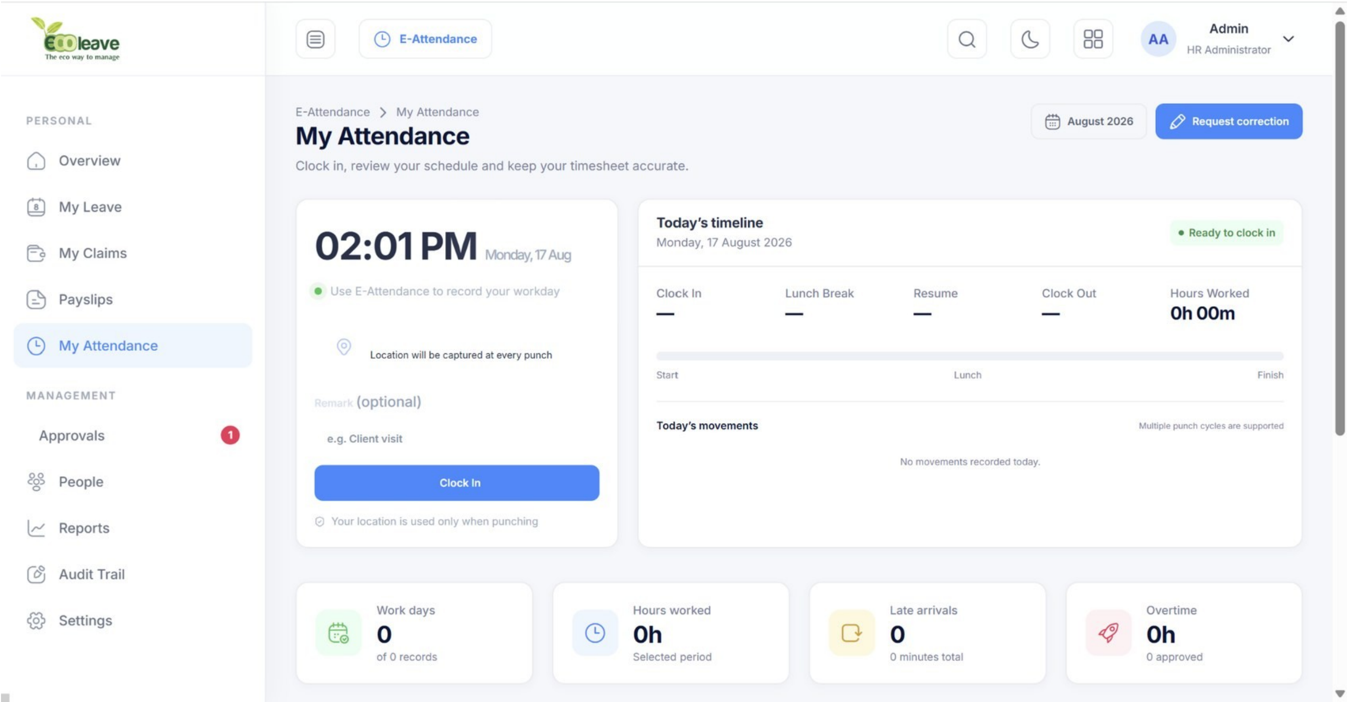

Figure 7. My Attendance workspace.

6.1 Clock in, break, resume and clock out

Figure 8. Typical daily attendance punch sequence.

1	Open My Attendance and confirm the displayed date and readiness status.
2	Enter an optional work remark when required, for example Client visit.
3	Select the button that matches the next movement: Clock In, Lunch Break, Resume or Clock Out.

4 Allow the browser to capture location when attendance location is required.

5 Wait for the success message and confirm the movement appears in Today's timeline.

6.2 Location, remarks and daily timeline

- Location is used only when punching when this control is enabled by your organisation.
- Use accurate remarks for unusual work locations, site visits or authorised exceptions.
- Today's timeline displays clock in, break, resume, clock out and total hours worked.
- Today's movements may contain more than one punch cycle when the organisation supports multiple cycles.
- A blank movement means no successful punch was recorded for that stage.

IMPORTANT - Location permission
If location is required, enable browser location for the Ecoleave site. A device location warning should not be bypassed using false information.

6.3 Attendance log, corrections and overtime

Function	Use
Attendance log	Review daily schedule, punches, hours, overtime, status and remarks.
All records / Exceptions only	Switch between the complete period and records needing attention.
Export	Download records available to your permission scope.
Request correction	Report a missing clock in, missing clock out, incorrect punch or break time, when enabled.
OT Request	Submit authorised overtime with work date, time range, task or project, reason and document where required.

1 Select Request correction.

2 Choose Correction or OT Request when both tabs are available.

3 Enter the affected date, issue, correct time or overtime period, source and reason.

4 Attach supporting evidence when required and submit the request.

5 Track the request through Approvals or the attendance record status according to your role.

CAUTION - Do not create duplicate punches
If a punch is missing, use the correction workflow or contact HR. Repeatedly pressing a punch button can create additional movements rather than fixing the missing one.

7. Approval inbox

Approvers and HR review assigned leave, earned replacement leave, claims and overtime from one inbox.

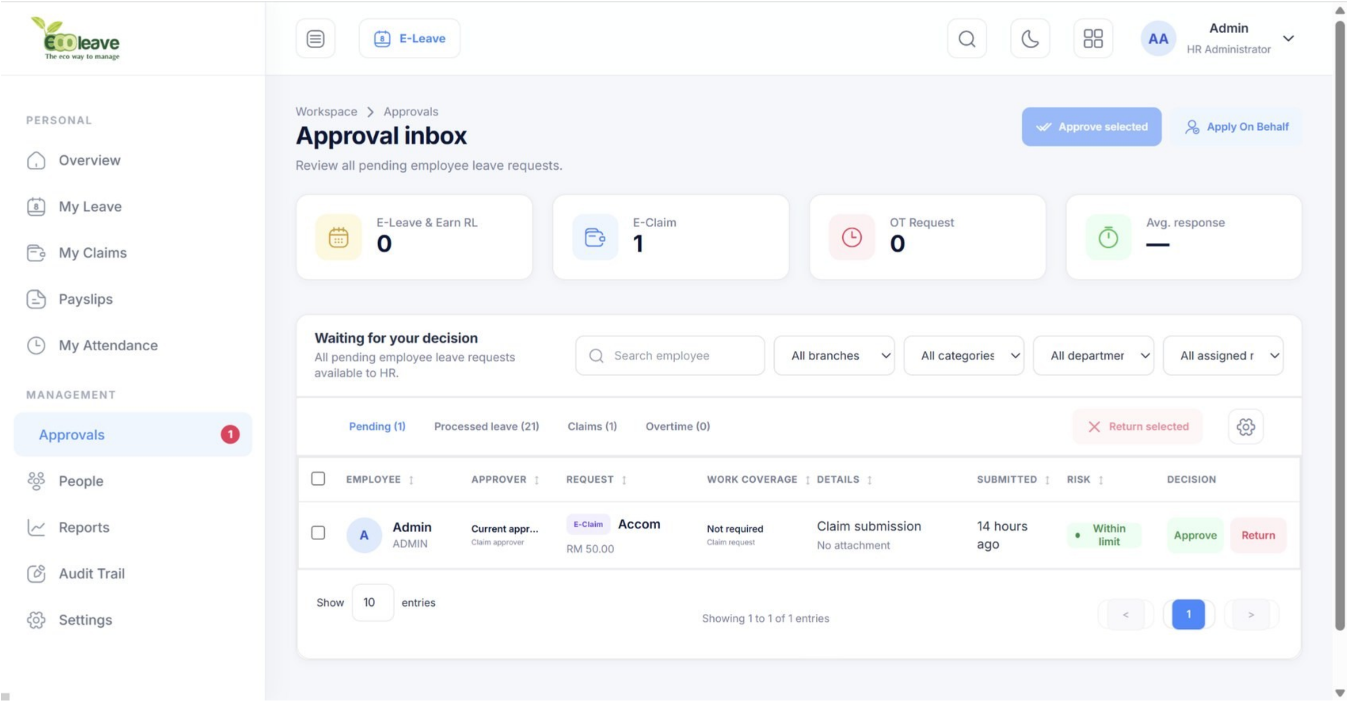

Figure 9. Approval inbox - Pending tab.

7.1 Review pending requests

- Summary cards show the number of pending E-Leave and Earn RL, E-Claim and overtime requests.
- Search by employee and narrow the list by branch, category, department or request type.
- Review employee, current approver, request type, work coverage, details, submission time and risk indicator.
- Open supporting documents and the approval timeline before deciding where required.
- Use the gear control to show or hide optional columns without changing the record.

7.2 Approve, return and process in batches

Figure 10. Typical request approval journey.

1	Select the row or open its details.

2	Check dates, amount, leave balance or claim limit, work coverage, reason and attachment.
3	Select Approve when the request is complete and acceptable.
4	Select Return when information must be corrected. Enter a specific, respectful reason.
5	For multiple eligible records, select the checkboxes and use Approve selected or Return selected.
6	Confirm the items leave the Pending tab and appear under the appropriate processed tab.

> **IMPORTANT - Batch decisions**
> Only batch requests that have been individually checked. A batch action records the same operational decision across several employees.

7.3 Processed leave, claims and overtime

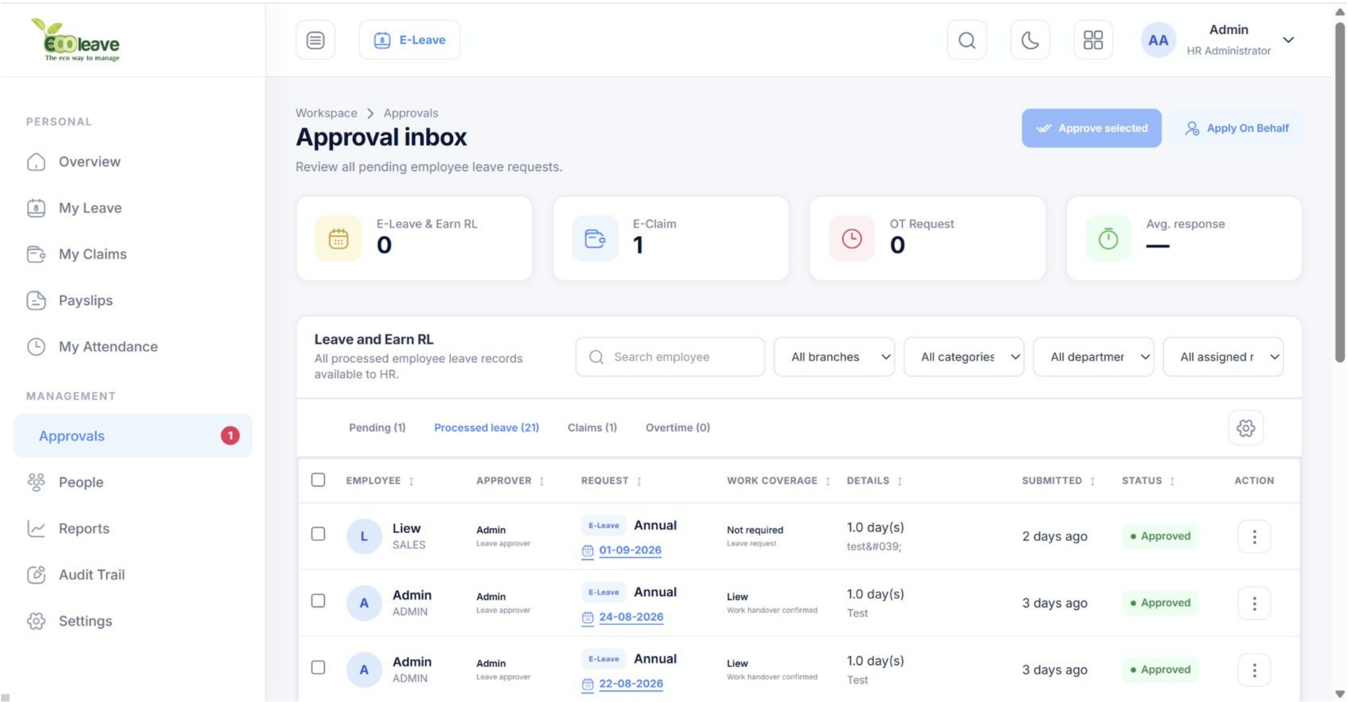

Figure 11. Approval inbox - processed leave records.

Tab	Purpose
Processed leave	Review approved, returned, rejected, cancelled and completed leave transactions.
Claims	Review assigned expense claims and supporting documents.
Overtime	Review attendance overtime requests when the module is enabled.
Pending	Shows all requests still awaiting the current user’s decision.

- Use the action menu for permitted follow-up actions such as viewing details or the timeline.

- Historical edits or deletions depend on permission and should follow an authorised correction process.
- Use Reports and Audit Trail for formal review rather than relying only on the current tab count.

7.4 Apply on behalf

1	Select Apply On Behalf.
2	Choose the employee and verify that you are authorised to act for that employee.
3	Select the request type and complete the same dates, amount, reason, coverage and attachment fields required from the employee.
4	Submit and verify that the record enters the correct workflow and shows the acting user in history where applicable.

CAUTION - Authorised use only
Apply on behalf should be used for approved operational reasons, such as an employee without access. Do not use it to bypass required evidence or approval.

8. People directory

Manage employee profiles, roles, entitlements, access and attendance assignments from a single directory.

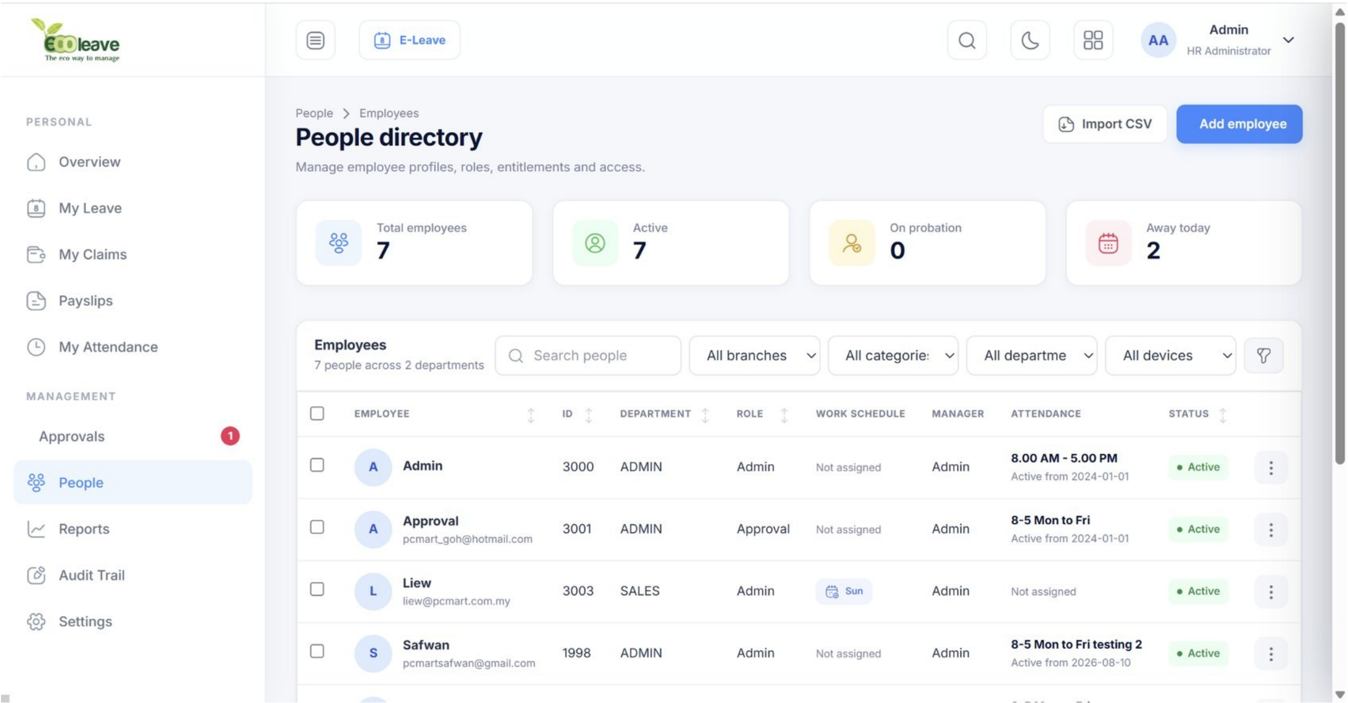

Figure 12. People directory.

8.1 Find and filter employees

- Search by employee name, employee number or available profile information.
- Filter by branch, category, department, attendance device or additional criteria.
- Use the summary cards to compare total employees, active users, probation employees and people away today.
- Sort columns where a sort indicator is available.
- Open the row action menu to view or edit an employee according to permission.

8.2 Add, import and edit employees

Add employee Create one employee and complete the required profile, employment and access information.	**Import CSV** Upload multiple employees using the approved template. Validate the preview before committing.
Personal and employment Employee number, name, contact details, branch, department, category, role and manager.	**Payroll and statutory** Pay, government, insurance, EPF and tax fields shown to authorised users.
Access and approvers User status, permission group, leave category, rest day category, leave approvers and claim approvers.	**Attendance assignment** Attendance type, work schedule, roster or device assignment where enabled.

1	Select Add employee or open an existing employee action menu.
2	Complete each step of the employee wizard and resolve required-field warnings.
3	Confirm employee ID and username uniqueness before saving.
4	Assign the correct manager, approvers, leave category, schedule and permission group.
5	Save, reopen the record and verify the assignments displayed in the directory.

8.3 Bulk actions, schedules and status

- Select employee checkboxes before using a permitted bulk assignment action.
- Bulk actions can assign a work schedule or attendance settings to several employees.
- Use Clear selection before starting a different batch to avoid accidental updates.
- Deleting or deactivating an employee should preserve required history. Follow the organisation’s offboarding process rather than reusing the account.
- After any bulk change, review a sample of affected employee profiles and reports.

IMPORTANT - Employee number and username
Treat identifiers as controlled master data. Changing them can affect imports, payroll links, devices and report history.

9. Reports centre

Run consolidated E-Leave, E-Claim and E-Attendance reports using a consistent reporting workspace.

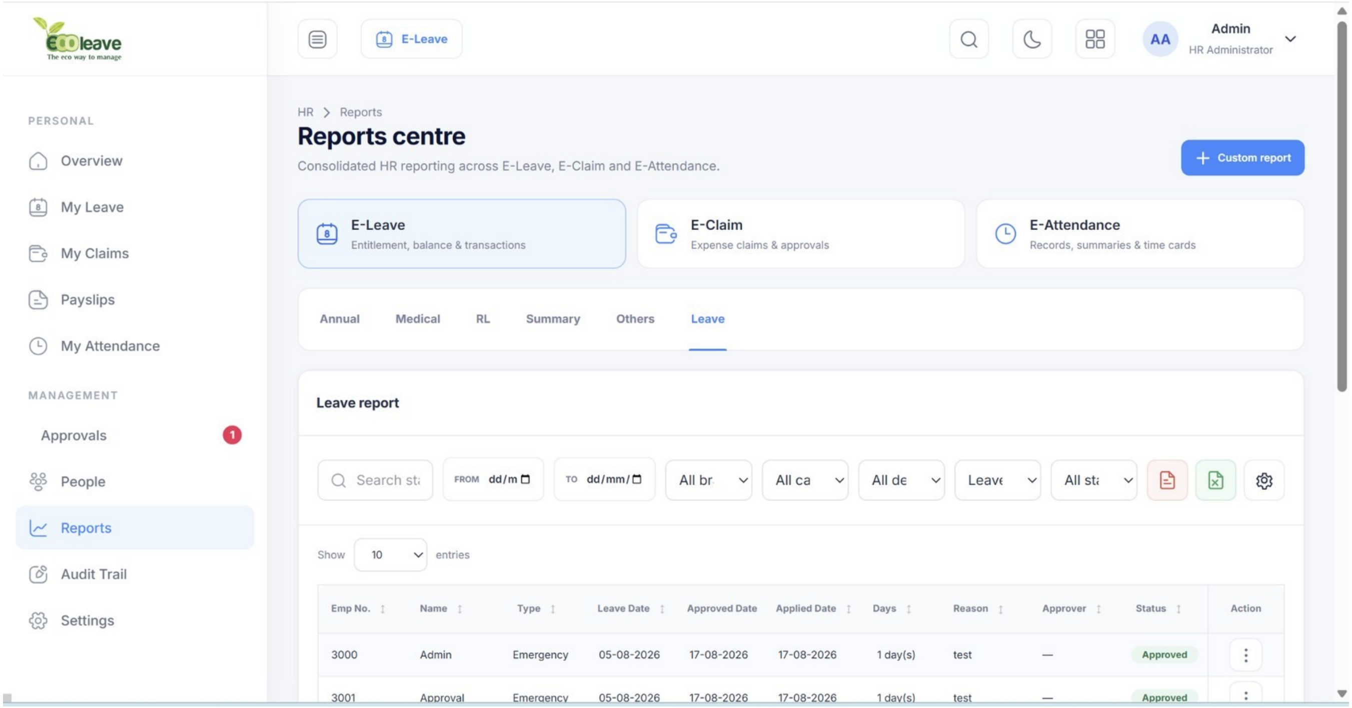

Figure 13. Reports centre - E-Leave.

9.1 E-Leave reports

Report area	Typical use
Annual	Annual leave entitlement and balance detail.
Medical	Medical leave entitlement and usage.
RL	Replacement leave entitlement, earning and usage.
Summary	Consolidated entitlement, earned, taken and balance information.
Others	Other leave types enabled by the organisation.
Leave	Transaction list by employee, date, leave type, approver and status.

- Filter by employee, date range, branch, category, department, leave type and status.
- Use status values such as Pending, Approved, Rejected, Recommended, Cancelled and Cancellation pending where applicable.
- Use row actions only when you have permission and an authorised correction reason.

9.2 E-Claim reports

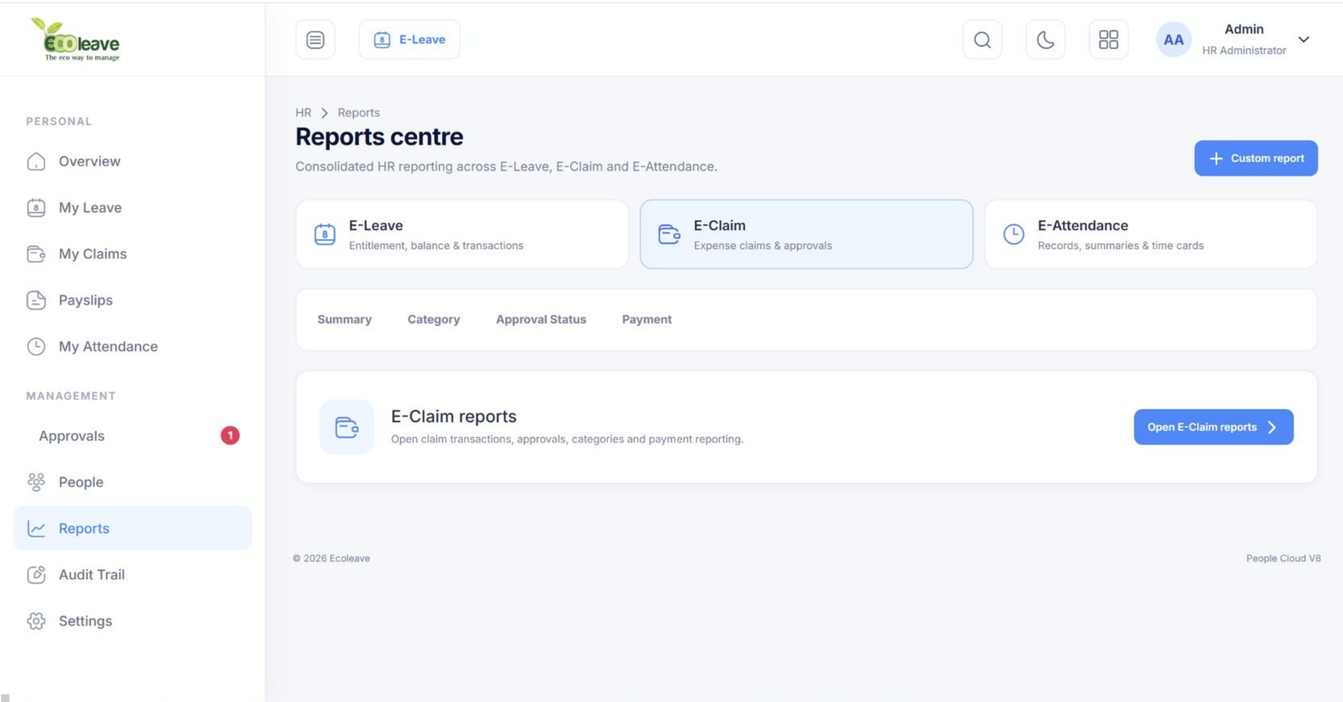

Figure 14. Reports centre - E-Claim entry point.

Report	Purpose
Summary	Claim totals and transaction overview.
Category	Analysis by claim type or category.
Approval Status	Requests grouped by pending, approved, returned or other workflow state.
Payment	Finance processing and payment-status reporting where enabled.

9.3 E-Attendance reports

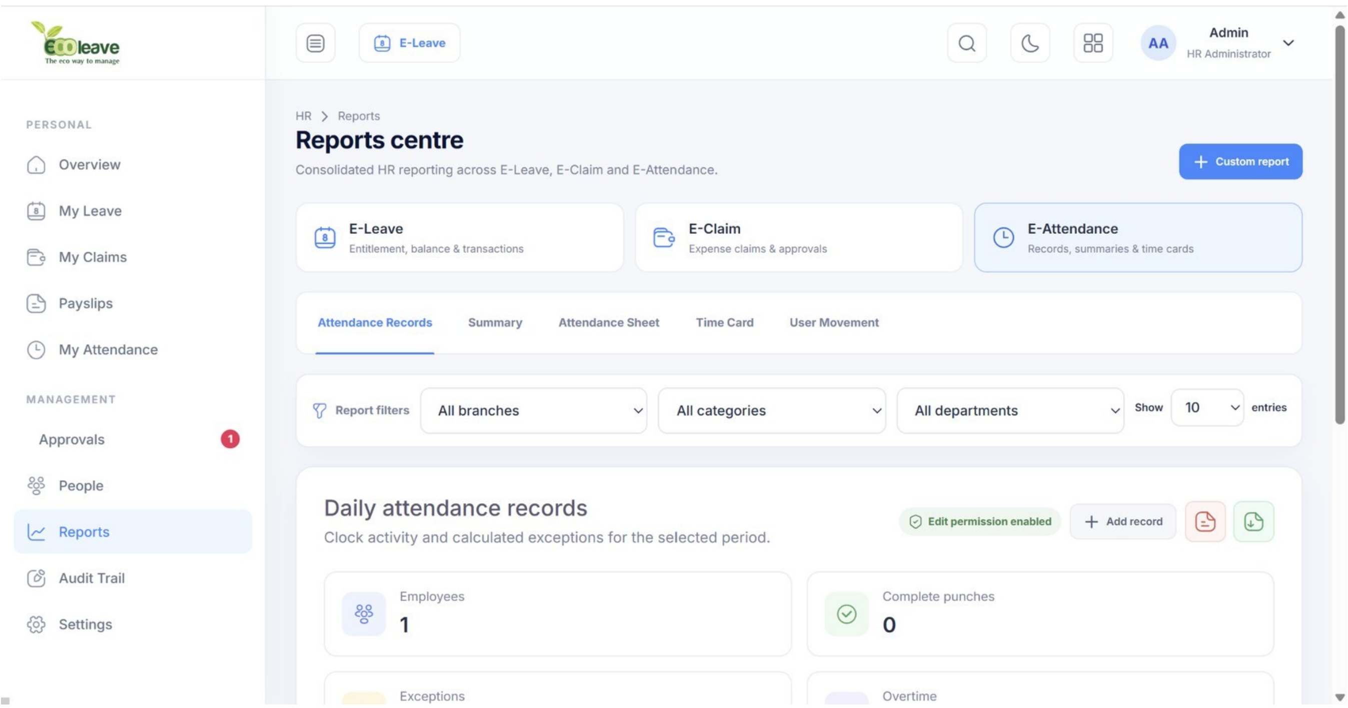

Figure 15. Reports centre - E-Attendance.

Report	Typical output
Attendance Records	Daily clock activity, calculated exceptions and authorised edits.
Summary	Days, leave, worked hours and tardiness summaries.
Attendance Sheet	Monthly employee status grid.
Time Card	Detailed punches and hours for a selected employee.
User Movement	Chronological clock movements and source information.

- Filter by branch, category, department, date or month and employee as provided by the report.
- Edit permission and Add record appear only for authorised attendance administrators.
- Review an exception before editing; preserve the original reason and supporting evidence in the authorised process.

9.4 Export and custom reports

- Use the red document control for PDF and the green spreadsheet control for Excel where shown.
- Apply filters before exporting so the file contains the intended employees and period.
- Use Custom report for available cross-module or organisation-specific reporting functions.
- Open exported files promptly and confirm totals, date range and filter context before distributing them.
- Store reports securely because they can contain personal, attendance, medical, payroll or financial data.

10. Audit Trail

Review read-only history of edits and deletions across enabled Ecoleave modules.

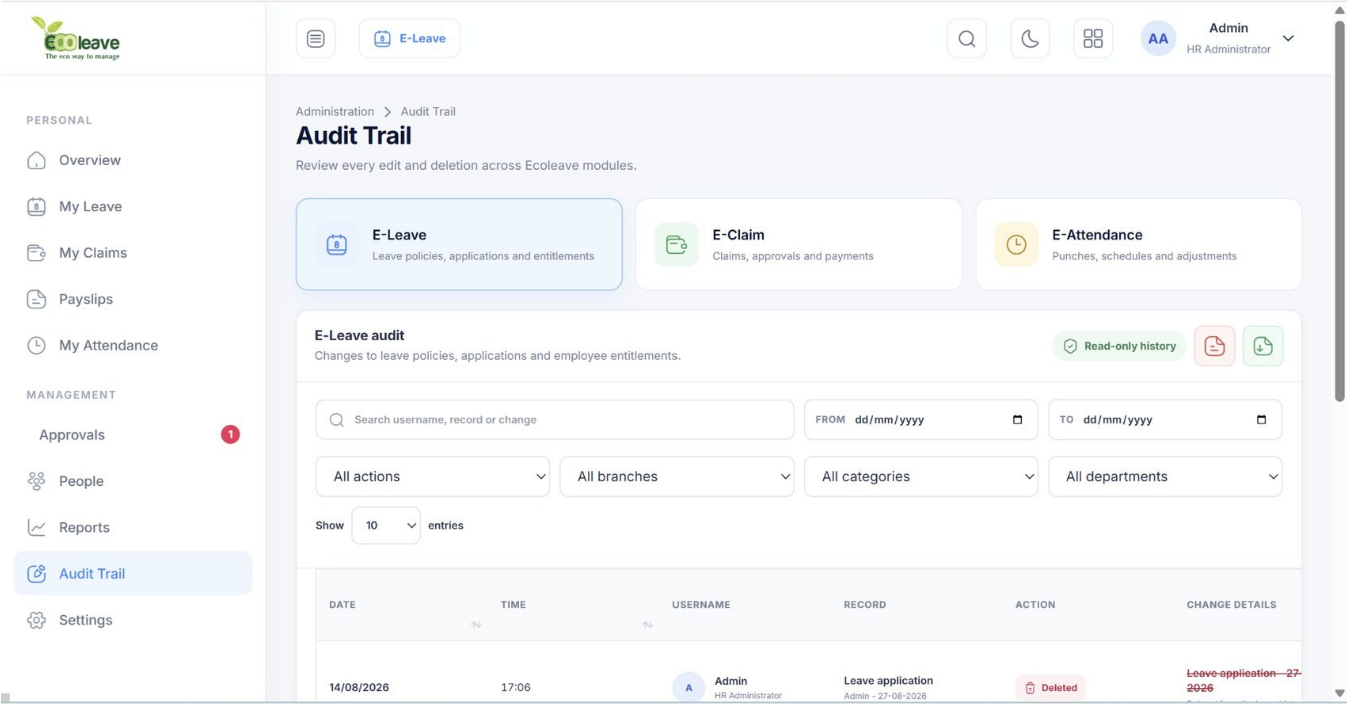

Figure 16. Audit Trail - E-Leave history.

10.1 Search read-only change history

1. Open Audit Trail and choose E-Leave, E-Claim or E-Attendance.
2. Search by username, record or change description.
3. Apply From and To dates, action, branch, category and department filters.
4. Review date, time, username, record, action and change details.
5. Export to PDF or Excel when an authorised review requires a file.

> **IMPORTANT - Audit is not an editing screen**
> The audit trail explains what changed and who performed the action. Correct the source record through the authorised module, not by attempting to alter audit history.

11. Organisation settings

Configuration is intended for authorised HR administrators and affects every employee using the company workspace.

11.1 Company profile

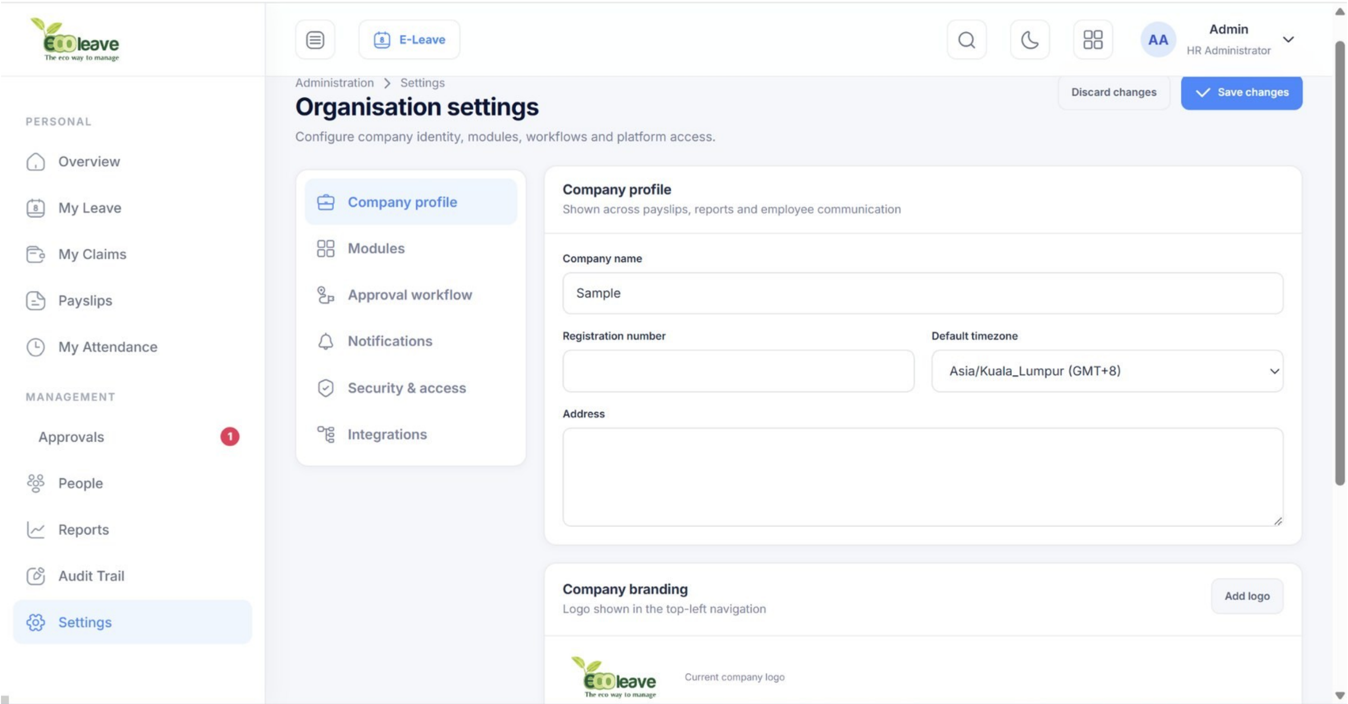

Figure 17. Organisation settings - Company profile.

Setting	Use
Company name	Displayed across company communication, reports and selected documents.
Registration number	Official organisation registration identifier.
Default timezone	Controls date and time interpretation for the company, for example Asia/Kuala_Lumpur (GMT+8).
Address	Company address used in configured outputs.
Company branding	Logo shown in the top-left navigation and selected documents.

IMPORTANT - Save and verify
After changing company identity or timezone, save once and verify representative employee, attendance and report screens.

11.2 Product modules

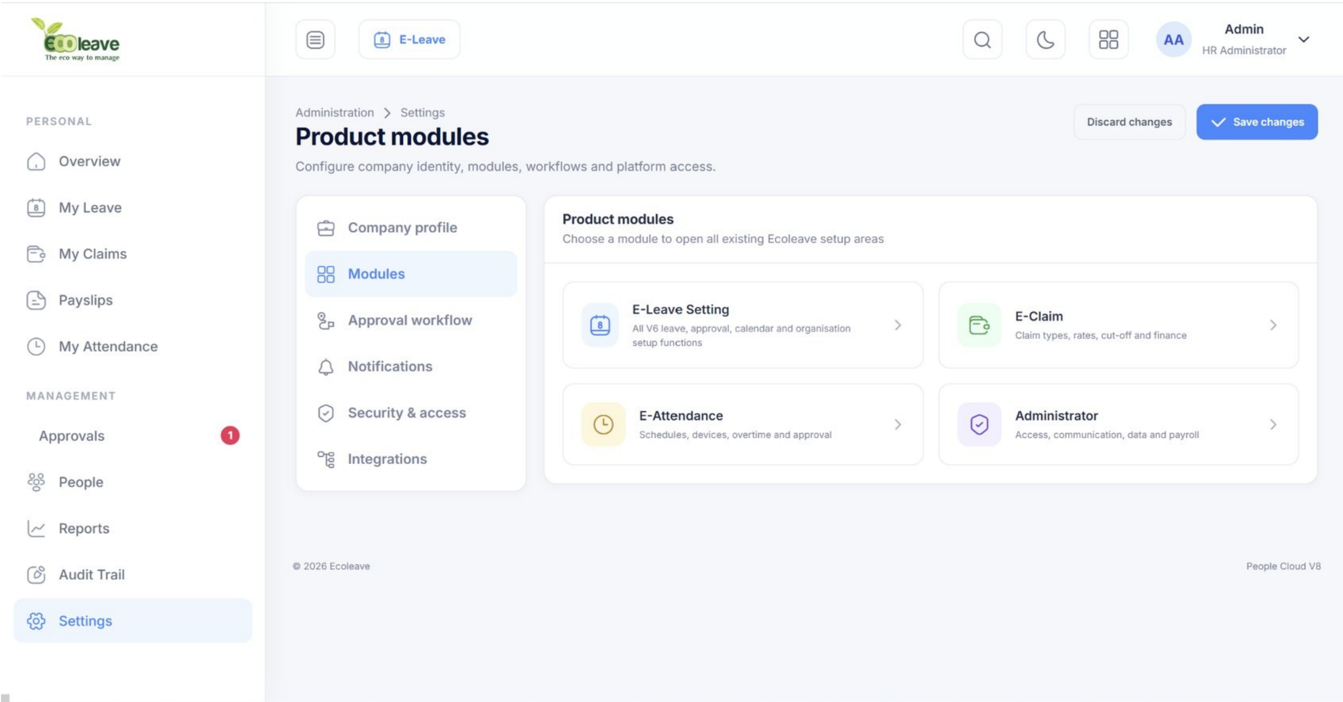

Figure 18. Product module hub.

- E-Leave Setting opens leave, approval, calendar and organisation setup functions.
- E-Claim opens claim types, rates, cut-off, control and finance configuration.
- E-Attendance opens schedules, rosters, devices, overtime and attendance controls.
- Administrator opens roles, teams, communication, data tools and payroll functions.

11.3 E-Leave settings

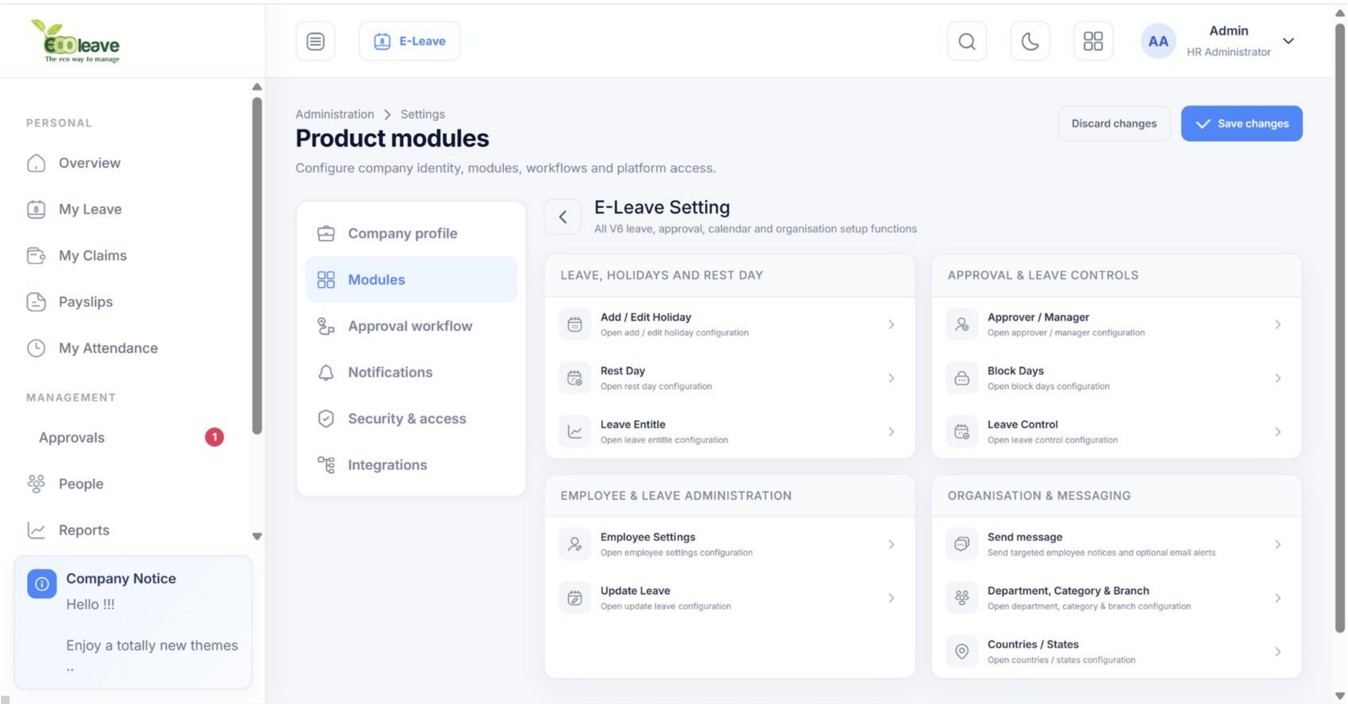

Figure 19. E-Leave settings areas.

Group	Functions
Leave, holidays and rest day	Add / Edit Holiday, Rest Day, Leave Entitle.

Group	Functions
Approval and leave controls	Approver / Manager, Block Days, Leave Control.
Employee and leave administration	Employee Settings, Update Leave.
Organisation and messaging	Send message, Department / Category / Branch, Countries / States.

11.4 E-Claim settings

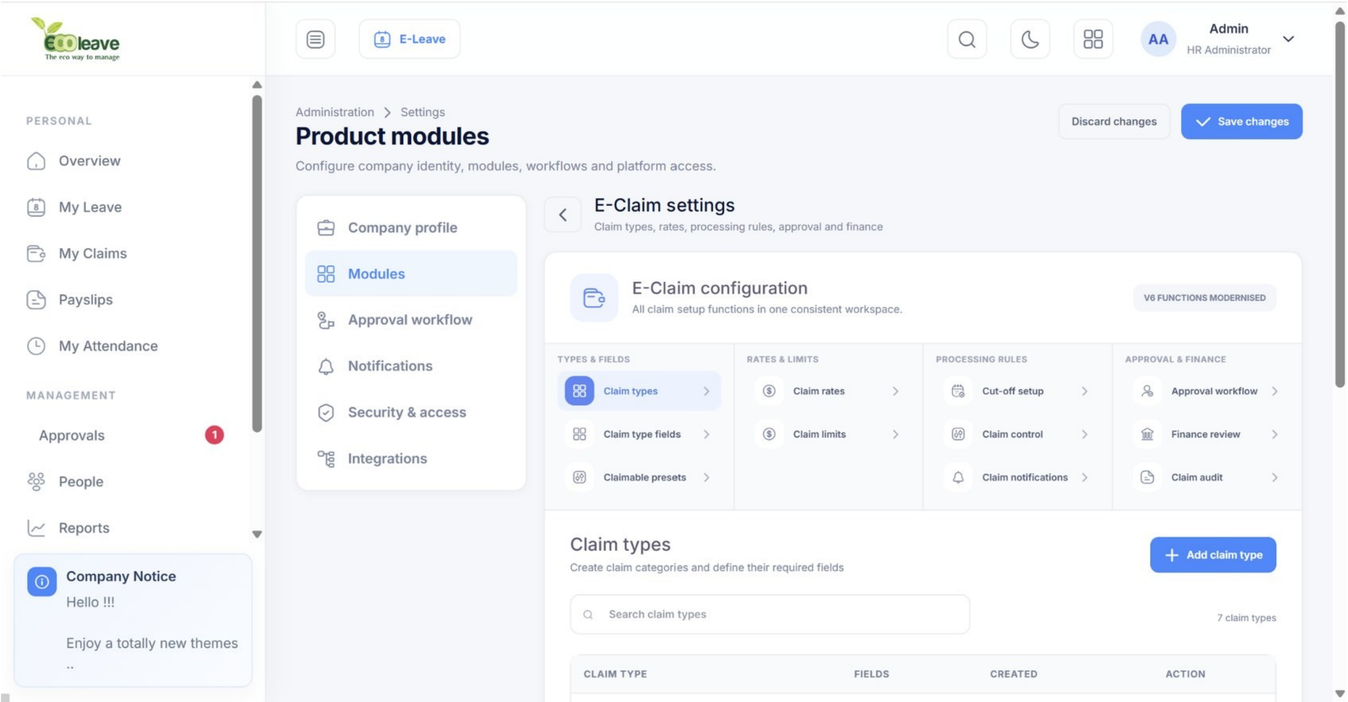

Figure 20. E-Claim configuration.

Area	Functions
Types and fields	Claim types, claim type fields and claimable presets.
Rates and limits	Claim rates and claim limits.
Processing rules	Cut-off setup, claim control and claim notifications.
Approval and finance	Approval workflow, finance review and claim audit.

11.5 E-Attendance settings

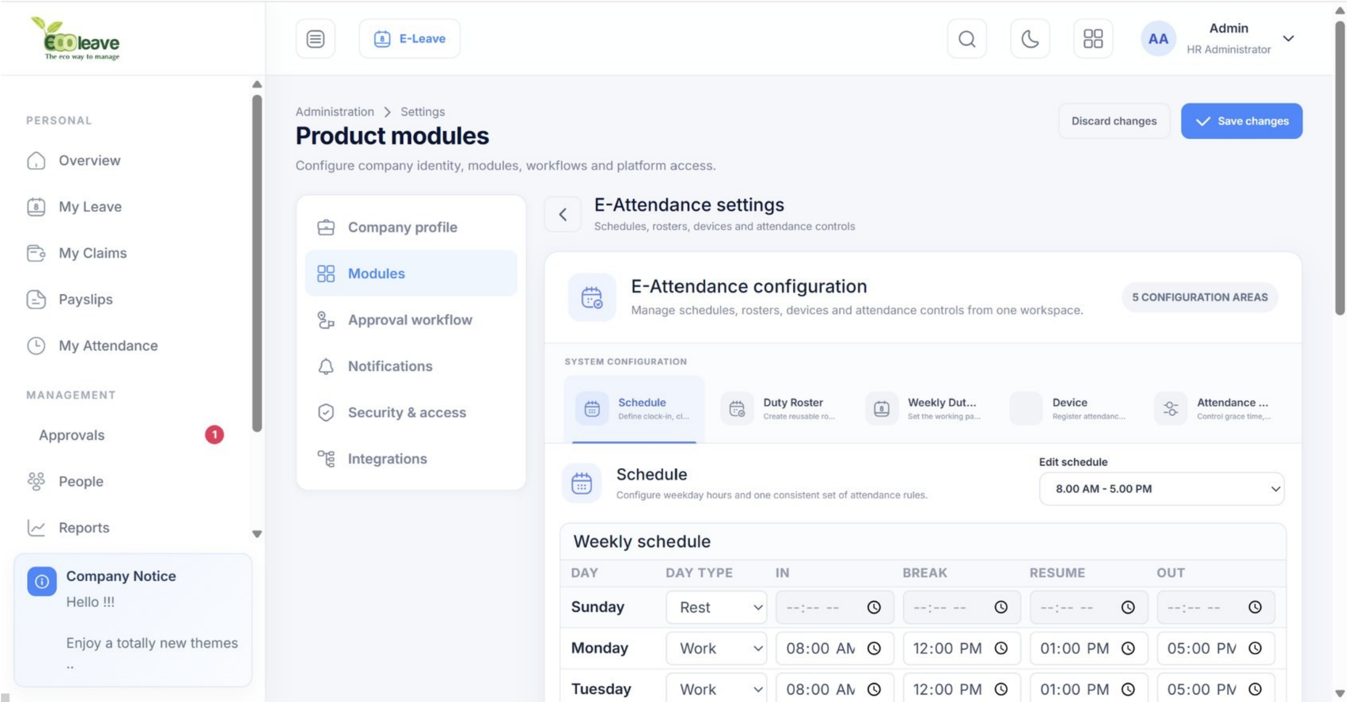

Figure 21. E-Attendance configuration.

- Schedule defines standard working days, in time, break, resume and out time.
- Duty Roster supports roster-based work arrangements where enabled.
- Weekly Duty provides recurring weekly assignment controls where enabled.
- Device registers or associates attendance devices and sources.
- Attendance control manages grace time, exceptions, overtime and related rules.

IMPORTANT - Schedule changes affect calculations

Test a schedule or grace-time change with a small group and verify attendance reports before applying it widely.

11.6 Administrator, workflow and access settings

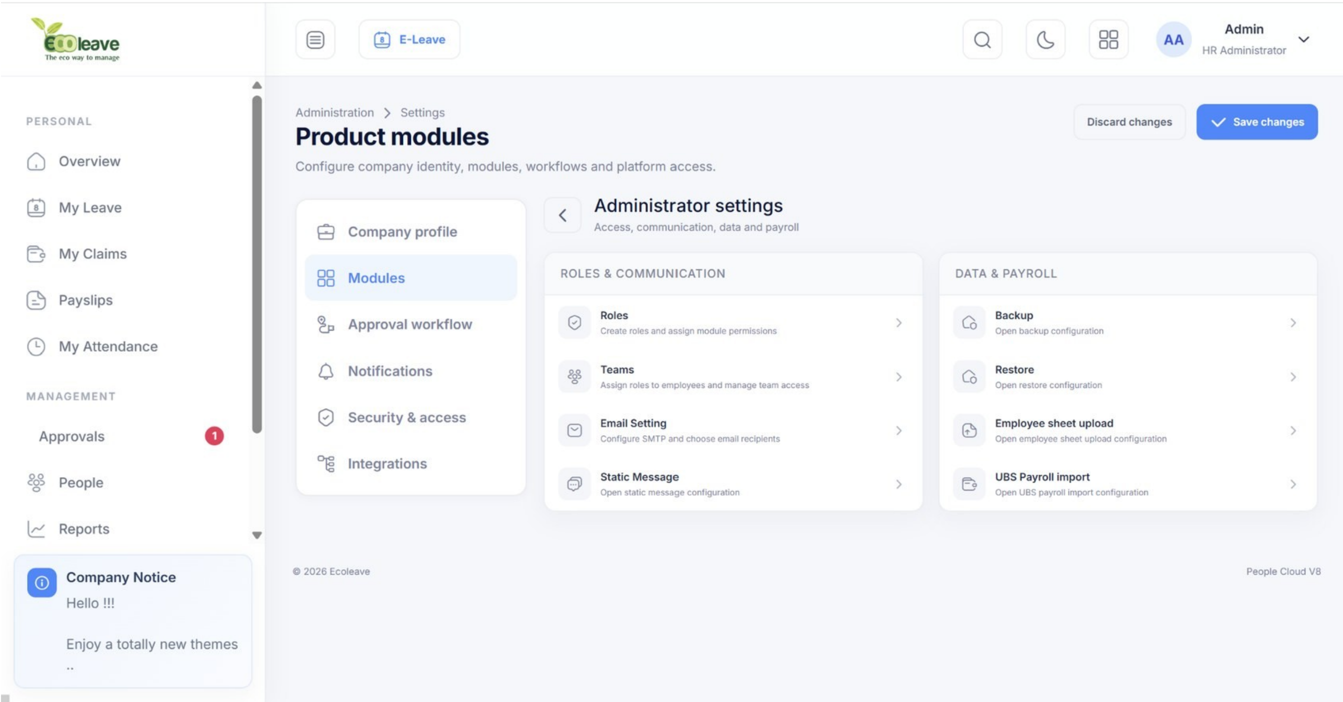

Figure 22. Administrator settings.

Settings group	Examples
Roles and communication	Roles, Teams, Email Setting, Static Message.
Data and payroll	Backup, Restore, Employee sheet upload, UBS Payroll import.
Approval workflow	Approver mapping, current workflows, claim workflow and attendance workflow.
Notifications	Email notifications, SMS notifications and portal messages where enabled.
Security and access	Permission groups and user access.
Integrations	SQL Payroll, UBS Payroll, attendance devices and data backup where configured.

- Apply least-privilege access: give each role only the functions required for the job.
- Test workflow changes using sample employees before production use.
- Run a backup before bulk import, restore, payroll import or major configuration changes.
- Document the business owner, effective date and reason for every significant policy change.

12. Troubleshooting and good practice

Use this checklist before escalating a problem. Do not change unrelated configuration merely to make an error disappear.

Symptom	Check	Escalate with
Page appears old or unchanged	Refresh, sign out/in and clear site cache if authorised.	Page URL, date/time and screenshot.
Menu item is missing	Confirm role, permission group and enabled module.	Username, expected function and approver/HR role.
Balance is unexpected	Review entitlement, brought forward, adjustments, taken and pending records.	Employee ID, year, leave type and expected value.
Request is stuck pending	Open approval timeline and confirm current approver.	Request number, submission time and current stage.
Upload fails	Check file format, size, name and connection.	File type/size and error message; do not email confidential documents unnecessarily.
Attendance location fails	Enable browser location and confirm device location service.	Device/browser, date/time and exact warning.
Report total differs	Confirm filters, date range, status and employee scope.	Exported report and filter values.
Email not received	Check spam, email address and notification settings.	Username, event time and expected recipient.

Daily good practice

- Verify the employee, date, amount and attachment before every submission or approval.
- Use clear reasons for returned requests and authorised corrections.
- Avoid duplicate clicks; wait for confirmation and check the record list.
- Use filters before exports and confirm the file contains only the intended people.
- Sign out on shared devices and store downloaded personal data securely.
- Back up before bulk imports, restore operations or large configuration changes.

Information to provide support

- Company and username, but never the password.
- Exact page URL and module.
- Employee number or request number.
- Date and time of the issue.
- Steps already performed.
- A screenshot of the full message with confidential data minimised.

Glossary

Common terms used throughout Ecoleave V8.

Term	Meaning
Approver	User assigned to review and decide a request.
Approval timeline	Sequence of approval stages and decisions for a request.
BF	Brought-forward leave from a previous period.
Category	Employee grouping used for policy, leave or claim assignment.
Claim cut-off	Configured date controlling claim processing for a period.
Claimable	Amount or leave currently available under configured rules.
Correction request	Authorised request to correct an attendance movement or time.
Department	Organisation unit assigned to employees and used in filters.
Entitlement	Leave allocation assigned for a period.
NPL	No-pay leave.
OT	Overtime.
Permission group	Set of functions and actions granted to a user role.
Replacement leave / RL	Leave earned or granted for eligible work according to policy.
Rest day	Configured non-working day for a schedule or employee.
Work coverage	Employee or plan covering duties during an absence.
Work schedule	Configured working days and attendance times.

Alphabetical index

Use this subject index to locate common tasks and terms quickly. Page references point to the first detailed explanation.