REGENT

iLeave Approval (For Department Head) Guideline

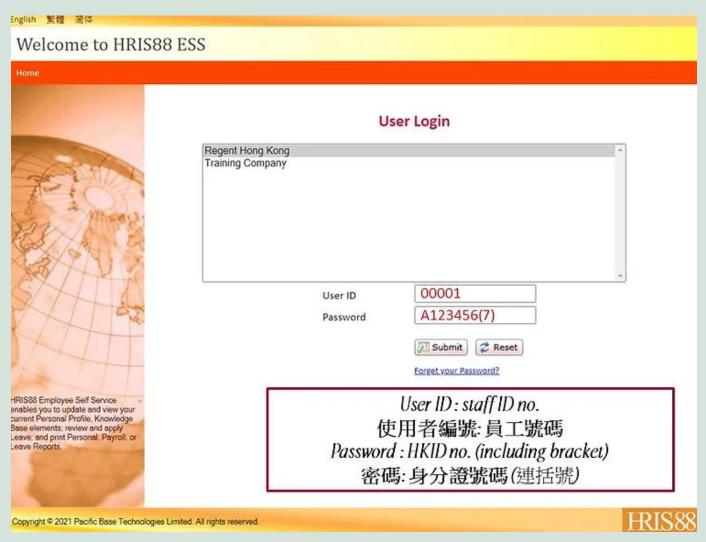
REGENT HONG KONG
NOV 30TH, 2022

Login to HRIS88 ESS

- 1 Click the link and login http://hahkghcsvrhrO1/ESS /aspx/ess_welcome.aspx
- 2 User ID: Staff ID no. (e.g. 00001)

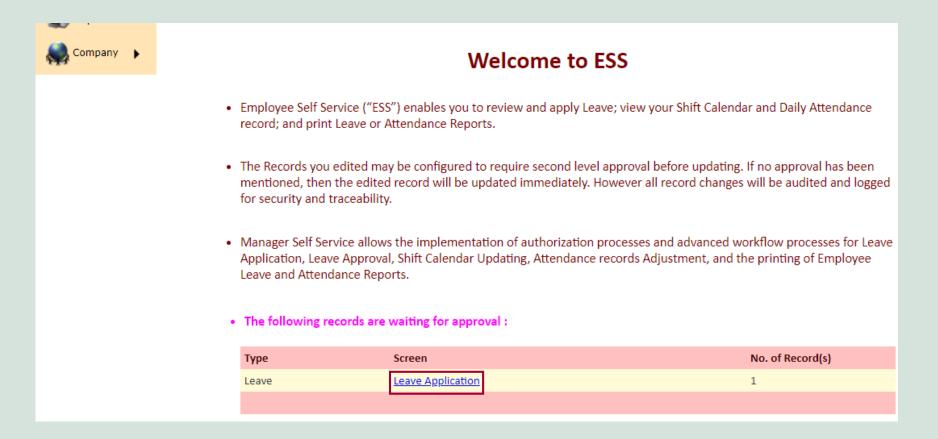
Password:

Hong Kong ID Card no., including bracket (e.g. A123456(7))

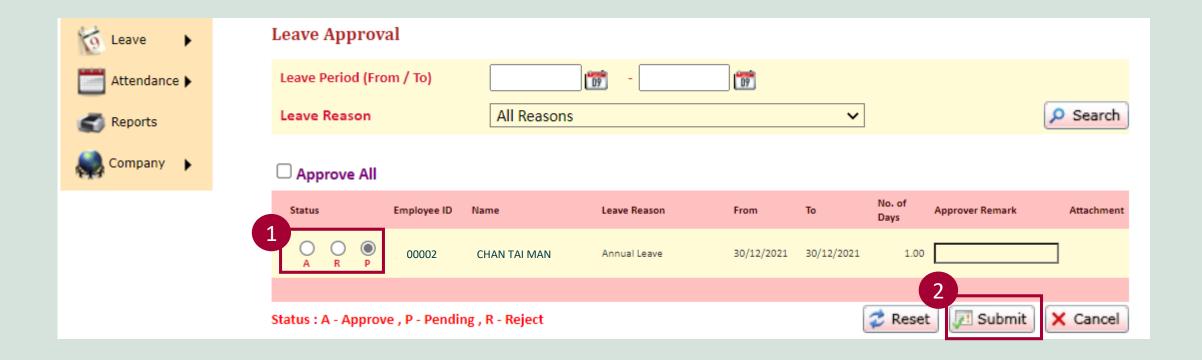


Leave Approval

Step 1: Click "Leave Application" to approve colleagues' leave



Step 2: Choose "A"/"R"/"P" and "Submit"



THANK YOU



THIS IS REGENT®.