REGENT

iLeave Approval (For Department Head) Guideline

Login to HRIS88 ESS

1	Click the link and login http://hahkghcsvrhr01/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))

English 繁體 简体

Welcome to HRIS88 ESS

Home

User Login

Regent Hong Kong
Training Company

| User ID | 00001 |
| Password | A123456(7) |

Submit   Reset

Forget your Password?

HRIS88 Employee Self Service enables you to update and view your current Personal Profile, Knowledge Base elements; review and apply Leave; and print Personal, Payroll, or Leave Reports.

User ID : staff ID no.
使用者編號: 員工號碼
Password : HKID no. (including bracket)
密碼: 身分證號碼(連括號)

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HRIS88

Leave Approval

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

Company ▸

Welcome to ESS

- Employee Self Service ("ESS") enables you to review and apply Leave; view your Shift Calendar and Daily Attendance record; and print Leave or Attendance Reports.

- The Records you edited may be configured to require second level approval before updating. If no approval has been mentioned, then the edited record will be updated immediately. However all record changes will be audited and logged for security and traceability.

- Manager Self Service allows the implementation of authorization processes and advanced workflow processes for Leave Application, Leave Approval, Shift Calendar Updating, Attendance records Adjustment, and the printing of Employee Leave and Attendance Reports.

- **The following records are waiting for approval :**

Type	Screen	No. of Record(s)
Leave	Leave Application	1

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

THANK YOU

THIS IS REGENT®.