

REGENT™

網上假期使用指南

REGENT HONG KONG

NOV 30TH, 2022

登入 HRIS88 ESS

1 按以下連結登入
http://hahkghcsvrhr01/ESS/asp/ess_welcome.aspx

2 使用者編號:
Staff ID no. (e.g. 00001)

密碼:
香港身份證號碼(連括號)
(例: A123456(7))

English 繁體 简体

Welcome to HRIS88 ESS

Home

User Login

Regent Hong Kong
Training Company

User ID

Password

[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.

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HRIS88

申請假期

第1步: 選擇 “休假” → “申請”

The screenshot shows the HRIS88 system interface for Regent Hong Kong. At the top, the text "Regent Hong Kong" is displayed. Below this is a navigation bar with "主頁" (Home), "ESS", "工具" (Tools), and "登出" (Logout). A sidebar on the left contains icons for "休假" (Vacation), "考勤" (Attendance), "報表" (Reports), and "公司" (Company). The "休假" menu is expanded, showing two options: "申請" (Apply) with a plus sign icon and "取消" (Cancel) with a minus sign icon. The "申請" option is highlighted with a yellow border. The main content area displays "歡迎光臨 HRIS88" (Welcome to HRIS88).

第2步: 假期申請

1. 此頁面將顯示同事可享有的假期日數和結餘
 2. 假期申請:
 - 選擇”假期”，“由 / 至”，假期日數會自動計算
 - 如有需要，請填寫備註*，並選擇”提交”以確定假期申請
- * 備註: 於申請病假時，請在”證明文件”一欄附上病假紙**

可供申請假期:
年假、生日假及病假

申請休假

	年假	法定假
本年可享有的假期日數 (截至 12/31/2021)	1.78	1.00
(a) 上年累積而未放取假期	0.00	0.00
(b) 可享有假期日數 (截至今日)	1.18	0.00
(c) 假期放取 (截至今日)	0.00	0.00
待批假期 (截至 12/31/2021)	0.00	0.00
假期結餘 (a) + (b) - (c)	1.18	0.00

於申請休假前查閱您的假期報表可幫助您了解目前假期狀況，雖然已申請而未放取之休假可選擇取消。

假期	<input type="text"/>
由	<input type="text"/>  AM <input type="text"/>
至	<input type="text"/>  PM <input type="text"/>
假期日數	<input type="text" value="0.00"/>
備註	<input type="text"/>
證明文件	<input type="text"/>  瀏覽

Step 3: 假期批核電郵發給部門主管

1. 申請假期後，部門主管會收到電郵通知作假期批核

hahkgcsvrhr01 says

記錄已更新，電子郵件已發送至批核者。

OK

取消假期

第1步: 選擇 “休假” → “取消”

The screenshot displays the HRIS88 interface for Regent Hong Kong. At the top, there is a yellow header with the text "Regent Hong Kong". Below this is a red navigation bar containing the text "主頁" (Home), "ESS | 工具 | 登出" (ESS | Tools | Logout). On the left side, there is a vertical menu with icons and labels: "休假" (Vacation) with a calendar icon, "考勤" (Attendance) with a calendar icon, "報表" (Reports) with a printer icon, and "公司" (Company) with a globe icon. A yellow box highlights the "休假" menu item, which has opened a sub-menu. This sub-menu contains two options: "申請" (Apply) with a plus sign icon and "取消" (Cancel) with a minus sign icon. The "取消" option is highlighted with a yellow background. To the right of the menu, the text "歡迎光臨 HRIS88" (Welcome to HRIS88) is displayed in red. Below this text is a large, empty light pink rectangular area.

第2步: 選擇同事想取消的假期

English 繁體 简体

Regent Hong Kong

主頁 ESS | 工具 | 登出 歡迎 NGAI KA YU CH

- 休假 ▶
- 考勤 ▶
- 報表
- 公司 ▶

取消休假

狀況	假期	由	至	日數	小時	Attachment
等候決定	Annual Leave	12/22/2021	12/22/2021	1.00	0.00	

第3步: 選擇” 提交” 以確定取消假期

English 繁體 简体

Regent Hong Kong

主頁 | ESS | 工具 | 登出 | 歡迎 NGAI KA YU CHRIST

- 休假 ▶
- 考勤 ▶
- 報表
- 公司 ▶

取消休假

狀況	等候決定
假期類別	Annual Leave
由	12/22/2021 AM
至	12/22/2021 PM
日數	1.00
假期首天 (連續多於一天)	12/22/2021
備註	

[提交](#) [上一頁](#)

THANK YOU



THIS IS REGENT®.