REGENT

iLeave Application

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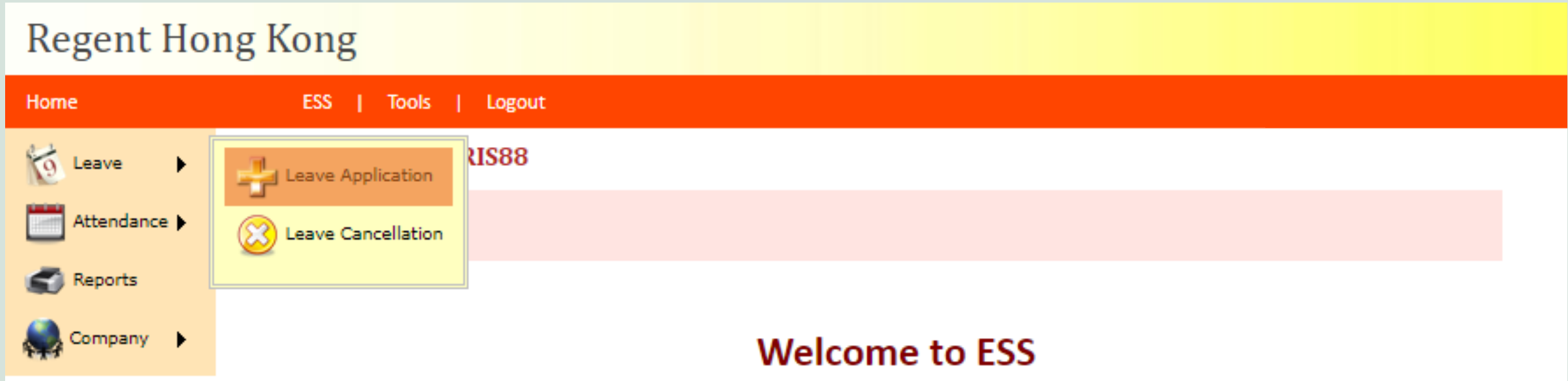
User ID : staff ID no.
使用者編號: 員工號碼
Password : HKID no. (including bracket)
密碼: 身分證號碼(連括號)

HRIS88

Leave Application

Step 1: Choose "Leave" → "Leave Application"

Step 2: Choose "Leave" → "Leave Application"

1. The leave entitlement and balance will be shown
2. For leave application:
   - Select the "**Leave Type**", "**Period From / To**" and, "**No. of Days**" will be automatically calculated by the system.
   - Fill in the Remarks if applicable and click "**Submit**" to confirm the leave application
   *Remarks: Please insert the sick leave certificate at the 'Supporting Document"
     for applying sick leave

Leave available to apply:
Annual Leave, Birthday Leave and Sick Leave

Leave	▶
Attendance	▶
Reports	
Company	▶
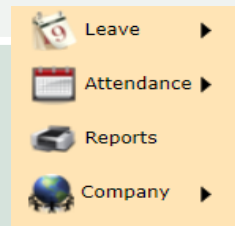
Leave Application

			Annual Leave	Statutory Leave
	Current Year Leave Entitlement	(As of 12/31/2021)	1.78	1.00
(a)	Carry Over		0.00	0.00
(b)	Leave Accrued	(As of Today)	1.08	0.00
(c)	Leave Taken	(As of Today)	0.00	0.00
	Pending Leave Record	(To 12/31/2021)	0.00	0.00
	Leave Balance	(a) + (b) - (c)	1.08	0.00

Review your current Leave situation before attempting the Leave Application process though you can make Leave Cancellation afterwards. Reviewing Leave Reports may help!

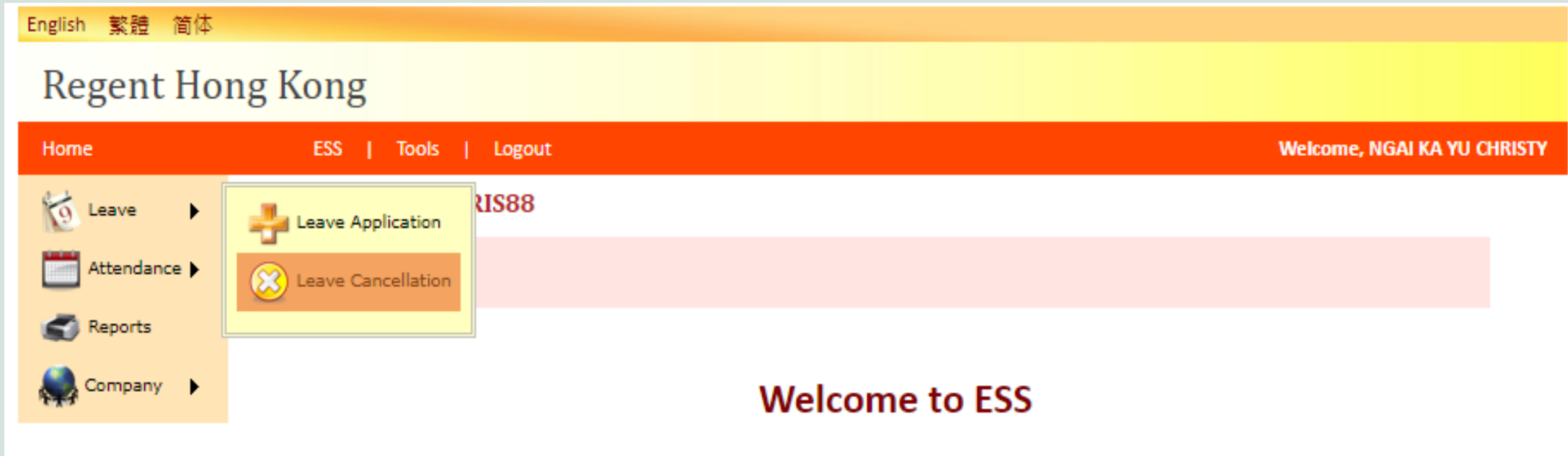| Leave Type | ▼ |
Period From	📅 AM ▼
Period To	📅 PM ▼
No. of Days	0.00
Remarks	
Supporting Document	📂 Browse

🔁 Reset   ✓ Submit   ✗ Cancel

Step 3: Email Sent to Approver

1.   An email will send to approver (department head) for leave approval
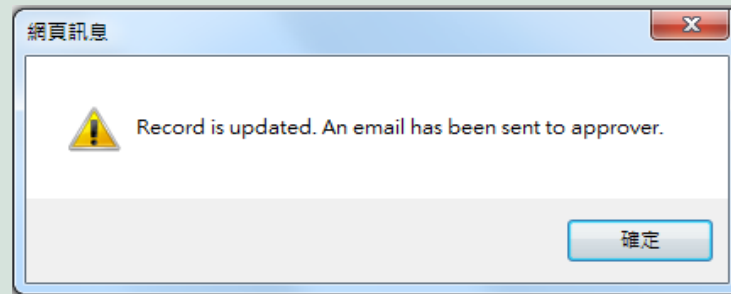
Leave Cancellation

Step 1: Choose "Leave" → "Leave Cancellation"

Step 2: Click the leave that user would like to cancel

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- Leave ▶
- Attendance ▶
- Reports
- Company ▶

Leave Cancellation

Status	Leave	Period From	Period To	No. of Days	No. of Hours	Attachment
Pending	Annual Leave	12/22/2021	12/22/2021	1.00	0.00	

Step 2: Click the leave that user would like to cancel

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Leave ▶

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Leave Cancellation

Status	Leave	Period From	Period To	No. of Days	No. of Hours	Attachment
Pending	Annual Leave	12/22/2021	12/22/2021	1.00	0.00	

THANK YOU

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