



**USER MANUAL TO APPLY
“SELF-ISOLATION/QUARANTINE” NOTICE
(SELF-SERVICE USER)**

For Self Service Users (Employment type: Tetap)

Menu Path : **Self Service > Time Reporting > ReportTime > Request Absence**

The screenshot shows the 'Request Absence' form with the following sections and steps:

- Absence Detail:** Contains fields for Start Date (19/03/2020), End Date (01/04/2020), Filter by Type (Non-Accumulating Leaves), Absence Name (Other Leaves), Reason (Self-Isolation/Quarantine), and Duration (14.00 Days). A 'Calculate Duration' button is highlighted.
- Handover Document:** A table with columns: Job Description, Status, Refer To, Comments. It shows one entry with a plus and minus button.
- Leave Request Approval Chain:** Shows 'Leave Approver' as MD ALI BIN HUSSIN (ID: 70000004) and a 'Confirm Approver' button.
- Comments:** A text area for 'Requestor Comments' containing details about the self-isolation period.

Step 1: Enter Start Date and End Date for self-isolation duration

Step 2: Choose :
Filter by type: **Non-Accumulating Leaves**
Absence Name: **Other Leaves**
Reason: **Self-Isolation/Quarantine**

Step 3: Click 'Calculate Duration', and check that duration is correct (14 days)

Step 4: Select *Approver* and click 'Confirm Approver'

Step 5: Fill the Self-Isolation details in the provided comment section

For Self Service Users (Employment Type: Daily Paid/Contract)

Menu Path : **Self Service > Time Reporting > ReportTime > Request Absence**

Absence Detail

*Start Date: 19/03/2020 [View Monthly Schedule](#)

End Date: 01/04/2020

Filter by Type: Medical Leave ▼

*Absence Name: Self-Isolation/Quarantine ▼

Duration: 14.00 Days

Handover Document

Job Description	Status	Refer To	Comments
1	▼		

Leave Request Approval Chain

Leave Approver: 70000004

Comments

Requestor Comments:

Step 1

Enter Start Date and End Date for self-isolation duration

Step 2

Choose :
Filter by type: **Medical Leave**
Absence Name: **Self Isolation/Quarantine**

Step 3

Click 'Calculate Duration', and check that duration is correct (14 days)

Step 4

Select *Approver* and click 'Confirm Approver'

Step 5

Fill the Self-Isolation details in the provided comment section