USER MANUAL

SABBATICAL LEAVE SYSTEM
UNIVERSITI MALAYSIA PAHANG AL-SULTAN ABDULLAH

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PUSAT TEKNOLOGI MAKLUMAT & KOMUNIKASI
UNIVERSITI MALAYSIA PAHANG AL-SULTAN ABDULLAH

26600 Pekan
Pahang Darul Makmur.

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System Introduction

Sabbatical Leave System was developed to facilitate staff to apply sabbatical leave . In addition, this system also developed in order to facilitate the Unit Pengembangan dan Komptensi staff to access the information about sabbatical leave efficiently.

This system consists of three (3) main modules :-

1- View Status Module
2- Add/Edit Module
3- Recommend Module

System Access - Menu

The system can be accessed via the following menu in eCommunity :-
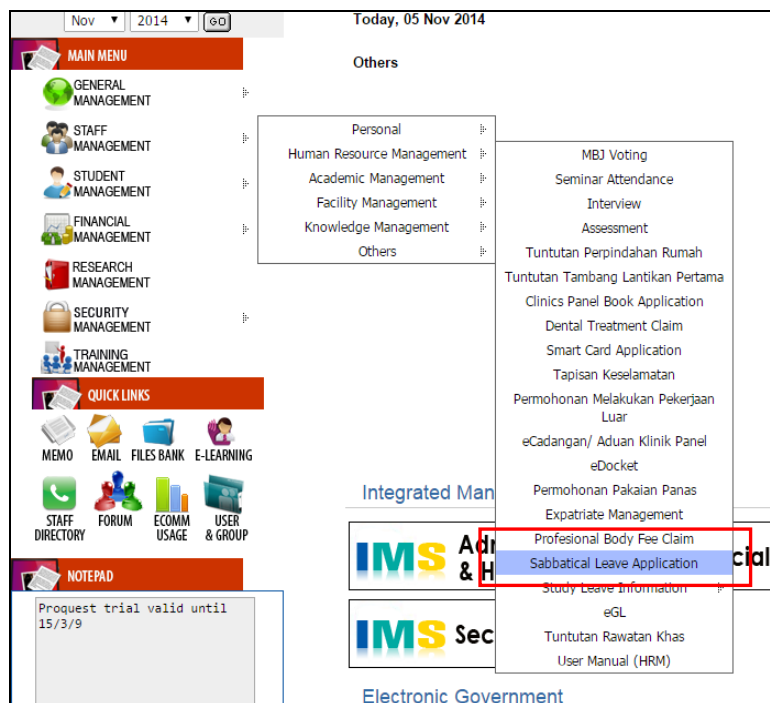
Figure 1.0 : Menu to acess Sabbatical Leave Module

System Module

2.1   View Status Module

To access this sub module, please click on the View Status button and screen as below will be appear. In this sub module, users can view the application information that has been made.

Only the **APPLY** status can update and cancel the application.

2.2   Add/Edit Module

To access this sub module, please click on the Add/Edit button and application screen will be appear.

On the first screen, the user should read the application guidelines of this sabbatical leave. Please click next button to continue the process of filling the application.

Section 1 : Personal Background

This section is divided into 2 parts which are: :-

1. Application Information

2. Approval Leave Information

Please press the save button to continue filling this application form.

Section 2 : Research Background

This section will list the applicant's research.

Section 3 : Application Info

This section is divided into 4 and users are required to complete the parts :-

1. Background

Please press the save button [Save] to saved this application form.

2. Category
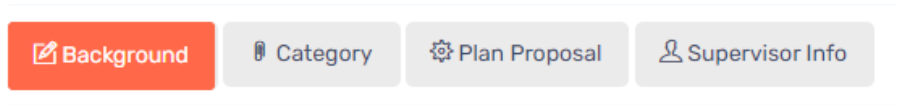
There are 4 categories of sabbatical leave applications which are :-
1. Research
2. Writing
3. Teaching
4. Commercialization

Please press the save button to saved this application form.

3. Plan Proposal

Please press the save button to saved this application form.

4. Supervisor Info

Please press the save button to saved this application form.

Section 4 : Upload

Upload any supporting documents

Section 5 : Confirmation

If there are no changes, the user has to verify the application by pressing the

Submit Application button. The application will be trigger to the dean for the recommended process.

To review application, please click on the PDF icon [PDF] and screen as below will be appear.

PERMOHONAN CUTI SABATIKAL
UNIVERSITI MALAYSIA PAHANG

UNIVERSITI MALAYSIA PAHANG

MAKLUMAT PERIBADI

Nama	:	
No Kad Pengenalan	:	
Tarikh Lahir	:	15/02/1974
Tempat Lahir	:	KELANTAN
Umur Sekarang	:	49 TAHUN
Umur (pada tarikh mula Cuti Sabatikal)	:	53 TAHUN
Umur (pada tarikh tamat Cuti Sabatikal)	:	54 TAHUN
Alamat Semasa	:	600, kg Teluk Kandis Bulu Kota Baru Kelantan

MAKLUMAT JAWATAN

Jawatan	:	PENSYARAH UNIVERSITI	**Gred**	:	DS52-A
Jabatan	:	FAKULTI KOMPUTERAN			
Tarikh Lantikan	:	01/12/2002			
Tarikh Pengesahan Jawatan	:	01/08/2005			

MAKLUMAT KELULUSAN CUTI SABATIKAL DAN CUTI BELAJAR TERDAHULU

Cuti Sabatikal

Tiada rekod cuti sabatikal terdahulu

Cuti Belajar

MAKLUMAT LAIN-LAIN CUTI

Tiada maklumat

MAKLUMAT PERMOHONAN SABATIKAL

Kategori	:	**PENYELIDIKAN**

Mengikuti pengajian atau penyelidikan dalam bidang kepakaran untuk mendapatkan pengalaman dan memperolehi

2.3   Recomend Module

To access this sub module, please click on the Recommend ✅ Recommend button and application screen will be appear.

All applications will be listed on this screen and deans can view detailed information by clicking on View PDF link. Screen as below will be appear :-

To recommend the application, please click on the ☑ button. Please fullfill all the information and click on the Recommend Application button. The memo will be sent to the user after the recomendation process is done.