
HeeRee

Online Employee Leave Management System

User Manual

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2 Introduction

What is HeeRee?

HeeRee is a **web-based** Employee Leave Management System that facilitates simple yet efficient management of employee leave. It streamlines communication between your HR, managers and employees.

HeeRee Employee Leave Management ensures that all leave application and records are properly accounted for. Your staffs can **apply, approve** and **view** leave records immediately, without the having to go through the admin staff - it's all at your fingertips with anytime, anywhere access.

For **employees**, HeeRee allows them to easily determine their vacation availability (from any point-in-time) and request leave online.

For **managers**, leave approval no longer involve trails of paperwork. The system provides full audit trails and reports of your staff leave balances.

HeeRee Benefits

Saves Time & Increase Productivity

Eliminate time-consuming paper work and delays. Your staffs can conveniently apply leave anywhere and anytime. Your managers will receive the requests immediately, and approve leave while on the move.

Saves Money

Reduction of administrative costs & improved productivity.

No additional hardware or software needed. Free upgrades and technical support.

Easy Setup and Instant Deployment

No software installation is needed.

Only these simple steps:

Step 1: Sign up a free account.

Step 2 : Add your staffs.

Step 3 : Add department and assign department managers.

Step 4 : Credit leave to your staff.

Step 5 : Send sign in information to your staffs and managers.

Easy to Use

Like all other Aquarius Soft products, HeeRee is specially designed with the end-user in mind. From front-line staff to managers, everyone can easily learn how to use it without any technical knowledge.

Efficient and Fast

Unlike other systems with complicated and unnecessary steps, we took a minimalist approach in designing HeeRee eLeave to ensure that the system is efficient, fast and responsive.

Instant Free Upgrade

Upgrades are free and instant. You do not need to perform manual upgrades whenever new features are added.

Free for up to 30 days trial

HeeRee eLeave is free to use for up to 30 days trial. So just sign up for a free account it and try at no cost. Just help us to spread the word for HeeRee eLeave. Thanks!

HeeRee Features

Support comprehensive leave management functions

- Credit/debit leave
- Check leave entitlement

- Check leave applied
- Check who's on leave
- Leave application/cancellation
- Leave approval/rejection by manager
- And more...

Support standard and custom leave types

Support half-day and full-day leave

Support unlimited users and departments

Minimum System Requirements

Hardware:

- Computer that can run Windows XP and above smoothly.
- Super VGA (800 x 600) or higher-resolution video adapter and monitor

Software:

- Microsoft Internet Explorer 8 and above
- 

3 Setting Up HeeRee

The steps to setup HeeRee is as follows:

- Sign Up a HeeRee account
- Add Leave Types
- Add Staff
- Add Departments and Managers
- Add Holidays
- Credit Leave to Staff
- Send Sign In Information to Staff

Sign Up a HeeRee account

To sign up a HeeRee account for your company:

- Go to <https://heeree.com/freetrial.asp>
- Enter your company name
- Enter the administrator name
- Enter the administrator email
- Accept the Terms of Service
- Click **Next >** to have the account temporary password email to the administrator email
- Enter the temporary password
- Click **Next >**
- Click **Setup Now**

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Add Leave Types

HeeRee supports the following leave type options:

Leave Type Name

- Example: Annual Leave

Leave Code

- Example: AL

Paid Leave?

- Examples:
 - Annual Leave is a paid leave
 - Examination Leave is a no-pay leave

Show in employee's Leave Entitlement page?

Credited leave is displayed in the employee's **Leave Entitlement** page

This option specifies whether to show a particular leave type in that page

For example, a company may choose not to show its employees the number of Medical Leave they can apply.

Credit needed to apply?

To apply Annual Leave, employee needs to have available Annual Leave credits to apply

To apply Hospitalization Leave, no credit is needed.

Max per year

For leave type that does not require credit to apply, this is the maximum number of that leave type that a staff can apply per year.

To add a leave type

- Sign in as an administrator into your company account
- Click **Leave Types**
- Click **New Leave Type**
- Enter the leave type name
- Choose if it is a paid leave
- Choose if it will be displayed in the Leave Entitlement pages for staff to view
- Choose if it requires to be credit to staff to apply. If credit is not required, set the maximum number of the leave that can be applied per year.
- Click **Save**

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Add Staff

To add a staff

- Sign in as an administrator into your company account
- Click **Staff**
- Click **New Staff**
- Enter the staff office information
- Click **Next >**
- Select the staff working days
- Click **Save**

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Add Departments and Managers

In HeeRee, a department manager will approve leave for staff in the department.

To add a department and set its manager

- Sign in as an administrator into your company account
- Click **Departments**
- Click **New Department**
- Enter the department name
- Enter the department code
- Select the department manager.
- Click **Save**

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Add Holidays

In HeeRee, leave applied on a holiday will not be debited.

To add a holiday

- Sign in as an administrator into your company account
- Click **Holidays**
- Click **New Holiday**
- Enter the holiday name
- Select its date
- Enter a remark (optional)
- Click **Save**

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Credit Leave to Staff

Leave type that requires credit to apply will need to be credited to staff for application.

To credit leave to staff

- Sign in as an administrator into your company account
- Click **Credit/Debit Leave**
- Click **Credit Leave**
- Select the leave type to credit
- Select its valid start and end dates
- Enter the numbers of days to credit
- Select to credit to who
- Enter a remark (optional)
- Click **Next >** and follow the instructions.

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Send Sign In Information to Staff

After you have added the staff and credit leave to them, you can send the account sign in information to each staff.

To send sign in information to a staff

- Sign in as an administrator into your company account
- Click **Send Staff Sign In Info**
- Search for the staff
- Click **Send Information**
- Click **Yes** to confirm

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4 More Administrator Tasks

Change Administrator Password

To change the administrator password

- Go to your company account login page at <https://heeree.com/<company account name>>
- Sign in as administrator
- Click Administrator
- Click Change Password
- Enter the new password
- Click Save

[Click here to watch instructional video](#)

Debit Leave from Staff

Leave can be debited from staff if they have not been used.

To debit leave from staff

- Sign in as an administrator into your company account
- Click **Credit/Debit Leave**
- Search for the credited leave to debit
- Click **Debit Leave**
- Enter the number of days to debit
- Click **Next >**

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Check Staff Leave Entitlement

To check staff leave entitlement

- Sign in as an administrator into your company account
- Click **Entitlement**
- Select the search criteria
- Click **Next >**

[Click here to watch instructional video](#)

Check Staff Leave Applied

To check staff leave applied

- Sign in as an administrator into your company account
- Click **Entitlement**
- Select the search criteria
- Click **Next >**

[Click here to watch instructional video](#)

5 Carrying Forward Unused Leave

Most companies allow unused leave to be carried forward to next year X number of months.

If the company allows **all** unused leave to be carried forward, the company can set the validity of the credited leave to be 1 year and X months, where X is the number of months that the unused leave can be carried forward. After the validity period, unused leave will expired and can no longer be used.

If the company allows only a certain number of unused leave to be carried forward to the next year, the company will set the validity of the credited leave to be 1 year, Then, at the beginning of the next year, for each staff, check the number of unused leave they have left and credit to them the allowed carry forward leave for X months.

6 Leave Application Process

The basic process of leave application goes like this:

- Staff sign into HeeRee.com and applies a leave.
- An email will be sent by the system to the staff's manager to notify him of the leave application.
- The manager sign into HeeRee.com to approve the staff's leave application.
- An email will then be sent by the system to the staff to notify him of the results.
- Leave approved will be shown in the **Leave -> Approved Page**.

Click to view the instructional videos below:

- [Staff apply leave process](#)
- [Manager approve leave process](#)

7 Leave Cancellation Process

While a leave is pending approval, the staff can cancel the pending leave. His manager will be notified of the cancelled leave and no further action is necessary from the manager.

However, to cancel a leave had already been approved, the staff would need to get his manager's approval to cancel the approved leave.

The leave cancellation process of approved leave goes like this:

- Staff sign into HeeRee.com.
- Staff goes to the **Leave -> Approved Page** to find and cancel the approved leave.
- An email will be sent by the system to the staff's manager to notify him of the leave cancellation.
- The manager sign into HeeRee.com to approve the staff's leave cancellation.
- An email will then be sent by the system to the staff to notify him of the results.
- Cancelled leave will be shown in the **Leave -> Cancelled Page**.

8 Staff Tasks

Change Password

To change your password

- Go to your company account login page at https://heeree.com/<company_account_name>
- Sign in using your email and password
- Click **Change Password**
- Enter the new password
- Click **Save**

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To Retrieve Password

To retrieve your password

- Go to your company account login page at https://heeree.com/<company_account_name>
- Click **Forgot your password?**
- Enter your email address
- Click **Continue**
- Your account password will be emailed to you

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To Check Leave Entitlement

To check your leave entitlement

- Sign into your account
- Click the **Leave** tab
- Click **Entitlement**
- The details of the leave that you are entitled to apply will be displayed.

[Click here to watch instructional video](#)

Apply Leave

To apply leave

- Sign in into your company account
- Click **Apply Leave**
- Select the leave type to apply
- Select the period to apply
- Enter a reason (optional)
- Click **Check Availability >**
- Click **Submit**

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Cancel Pending Leave

To cancel pending leave

- Sign in into your account
- Click the **Leave** tab
- Click **Pending**
- Search for the pending leave to cancel
- Click **Cancel Leave**
- Click **Yes** to confirm

The leave will be cancel and credited back to your entitlement

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Cancel Approved Leave

To cancel leave that has been approved

- Sign in into your account
- Click the **Leave** tab
- Click **Approved**
- Search for the approved leave to cancel
- Click **Cancel**
- Click **Yes** to confirm
- An email will be sent to your department manager

When your manager approves the leave cancellation, the leave will be cancel and credited back to your entitlement and it will be displayed under **Cancelled** leave.

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Check Who's On Leave

To check who's on leave

- Sign in into your account
- Click the **Who's On Leave** tab
- Click **Approved**
- Select the year and month to display
- Select the department to display
- Click **Search >**

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Contact Administrator

To contact your administrator on questions regarding your leave

- Sign in into your account
- Click the **Contact Admin** tab
- Enter the subject and message
- Click **Send**
- An email will be sent to the system administrator

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9 Manager Tasks

Approve Leave

To approve/reject staff leave

- Sign in into your company account
- Click the number after **Leave pending your approval**
- Your staff pending leave will be displayed
- Click on **Approve/Reject**
- Enter a comment (optional)
- Click **Approve** to approve the leave
- Click **Reject** to reject the leave
- Your staff will get an email notification

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Check Staff Leave

To check your staff leave

- Sign into your account
- Click the **Leave** tab
- Click the options under **My Staff Leave**
- The selected information will be displayed

[Click here to watch instructional video](#)