Dear Colleagues：

We are really pleased to be able to announce that HR now has a new online system for requesting and approving leave applications.  As well as being environmentally friendly (paperless), it will also mean we have a more efficient and timesaving system for all our staff to use.

HR Employee Mobile & Online Self-Service platform**Peoplus** (P+) provided by **eRoad** has been online for some time. All the non-teaching staff and some Chinese teaching staff have already been using this online system from Spring 2021, as we tested the system.

This system is ready to be rolled out to all teaching staff from Monday onwards. As a member of our organization, you can login to **eRoad Peoplus**(P+) system through a designated web portal or mobile application. Instructions on how to access the web portal or download the mobile application can be found  in the attached user manual.

The functions made available to our colleagues are :

-          Use of mobile app

o   to submit leave applications,

o   approve applications (only for supervisors and managers) ,

o   check leave balance (that is, how many leave days you have used)

-          Use of web interface

o   To do everything that is doable in mobile app

o   To update personal information

§  Family members & emergency contact person

§  Update personal education background

§  Update personal professional background

The second phrase of system development and deployment is underway and therefore more HR functions will be available online in the near future. Using this system will move us towards completely paperless HR operations and allow us to serve you and the environment better.

If you do need to take leave from now on before the end of this academic year or need to submit leave application form for the leaves you have taken, please feel free to use this system.  Please note, this system is only for recording leave. You will still need to follow the usual procedures of informing assigned leaders of leave, on your particular campus.  Check with assigned leaders if this is not clear.

This system will replace the current paper-based leave forms from **Aug.1st, 2021**.

If you encounter any technical problems, please send email to HR system at [hrsystem@sh.ycef.com](mailto:hrsystem@sh.ycef.com) for support. (please do not reply directly to this email)