User Guide

New Leave Extend the End Date for manual credit leave



HOW TO EXTEND THE END DATE FOR MANUAL CREDIT LEAVE TYPE

1. Leave - Administrative



2. Employee's Leave Adjustment

Emp	Employee's Leave							
1	Employee's Leave Group & Entitlement Assign employee's leave group or individual leave entitlement customization.	36 active employee(s) have customized leave						
•	Employee's Leave Adjustment Credit Leave / Adjust Entitlement or Balance / Leave Encashment							
►	Employee's Entitlement Calculation Manual triggering for employee's entitlement calculation							
Θ	Entitlement Calculation Error Employee who has incorrect leave entitlement calculation	No Record Found						

3. Credit Leave

Employee's Leave Adjustment					
Ŧ	Credit Leave Credit leave for employee / manage credited leave				

4. Select the leave type – click Edit

Employment ¢ Status	Employee ¢ No	¢ Employee	¢ Department	¢ Supervisor	Entry ¢ Date	¢ Entry By	Leave ¢ Type	Credit ¢ Leave	Effective Start ¢ Date	Effective ¢ End Date	▲ Remarks	OT ¢ ID	¢ Action
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5. Please extend the effective end date – click save

Credit Leave									
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× Leave Type	s anna 2 ma bas								
Credit Leave	 Control of the second seco								
Effective Start Date	: Center 🔲								
Effective End Date	: 2020-04-01 🖼 A								
× Reason									
Leave credited from									
Entry By	Construction and	В							
Entry Date	: 200-5-10								
		✓ Save	× Cancel						

6. You may verify from the leave summary report once the effective end date is extended.