

User Guide

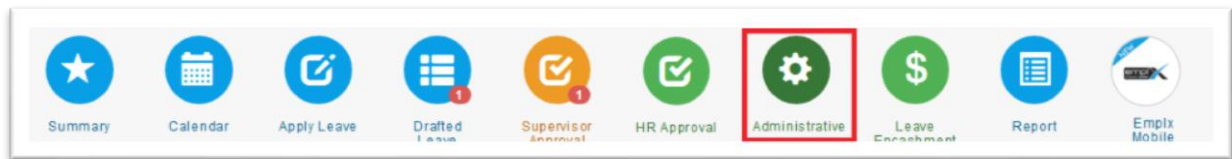
New Leave

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

Employee's Leave

Employee's Leave Group & Entitlement 36 active employee(s) have customized leave
Assign employee's leave group or individual leave entitlement customization.

Employee's Leave Adjustment Credit Leave / Adjust Entitlement or Balance / Leave Encashment

Employee's Entitlement Calculation
Manual triggering for employee's entitlement calculation

Entitlement Calculation Error No Record Found
Employee who has incorrect leave entitlement calculation

3. Credit Leave

Employee's Leave Adjustment

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
-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	-Filter-	Ann	-Filter-	-Filter-	-Filter-	-Filter-		

5. Please extend the effective end date – click save

Credit Leave

* Employee : [Employee Name]

* Leave Type : [Leave Type]

* Credit Leave : [Credit Leave]

* Effective Start Date : [Effective Start Date]

Effective End Date : 2020-04-01

* Reason : [Reason]

Leave credited from : [Leave credited from]

Entry By : [Entry By]

Entry Date : [Entry Date]

A

B

✓ Save

✕ Cancel

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