

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 No Record Found
Credit Leave / Adjust Entitlement or Balance / Leave Encashment

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

Entitlement Calculation Error
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 : [blurred]

* Leave Type : [blurred]

* Credit Leave : [blurred]

* Effective Start Date : [blurred]

Effective End Date : 2020-04-01 A

* Reason : [blurred] 474

Leave credited from : [blurred]

Entry By : [blurred]

Entry Date : [blurred]

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