

User Guide

New Leave

Extend the Carry Forward

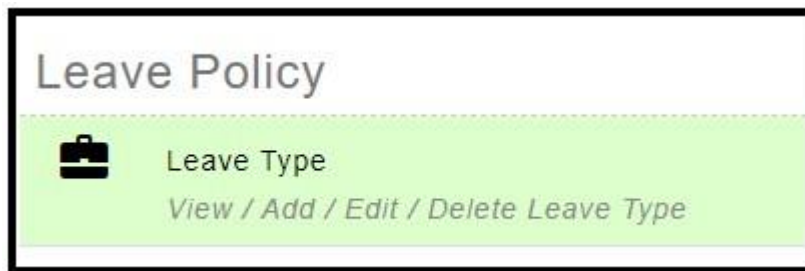


HOW TO EXTEND THE CARRY FORWARD

1. Leave - Administrative



2. Leave Type



3. Annual Leave – Earn –please change the carry forward valid duration– click save

A screenshot of the 'Annual Leave' form. The 'Annual Leave' tab is selected and highlighted with a red box and the number '1'. The 'Earn' sub-tab is also highlighted with a red box and the number '2'. The 'Carry Forward' section contains several fields: 'Allow Carry Forward' (Yes/No), 'Carry Forward Limit' (By entitlement, 8, Day(s)), 'Carry Forward Valid Duration' (No Limit, Carry Forward for, highlighted with a red box and the number '3. please change and update'), 'Carry Forward Rounding' (No Rounding), and 'Extend Expiry Date' (No Extension, For leave earn, 1, month(s) before expiry date, extend for, 1, Month, after expiry date). The 'Save' button is highlighted with a red box and the number '4. click'.

4. click YES



A confirmation dialog box with a white background and a black border. At the top, the word "Confirmation" is written in a bold, blue font. Below it, a horizontal line separates the title from the main content. The main content area contains the text "Confirm to save on changes made?" in a black font. At the bottom, there are two buttons: a blue button with the text "Yes" and a teal button with the text "No". The "Yes" button is highlighted with a red rectangular border.

Confirmation

Confirm to save on changes made?

Yes No

5. click YES



A status dialog box with a white background and a black border. At the top, the word "Status" is written in a bold, blue font. Below it, a horizontal line separates the title from the main content. The main content area contains the text "Save successfully" in a black font, followed by "Copy the changes made to leave group or employee?" in a black font. At the bottom, there are two buttons: a blue button with the text "Yes" and a teal button with the text "No". The "Yes" button is highlighted with a red rectangular border.

Status

Save successfully
Copy the changes made to leave group or employee?

Yes No

6. Fill in the date as **2019-01-01** -tick All – tick leave group – tick employee- click apply

Select item to copy

1. Fill in the date
 update changes effective from : OR ☐ Follow Group/ Employee's effective date

2. click

☒ All

☒ Earn

☒ Carry Forward No

- By entitlement 5 Day(s)
- Carry Forward for 3 Month
- No Rounding

3. click

☒ Leave Group Effective Start Date

☒ ...

☒ ...

4. click

☒ Employee Employee Name Effective Start Date

☒ ...

☒ ...

5. click

7. click Save

Confirmation

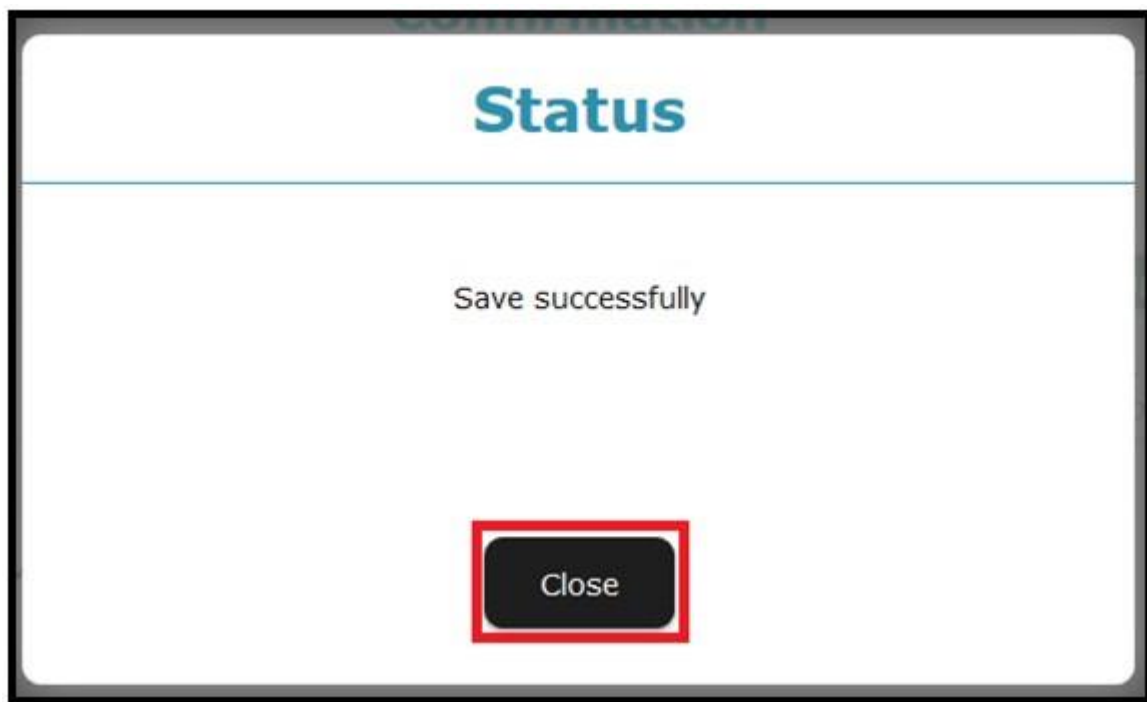
[Back](#)

Leave Detail

Item(s)	Change From	Change To	Fixed Term 1993-01-01	Fixed Term 2018-01-01	Foreign Worker 1993-01-01	Foreign Worker 2018-01-01	L 1993
✓ Carry Forward	No	<ul style="list-style-type: none"> • By entitlement 5 Day(s) • Carry Forward for 3 Month • No Rounding 	<ul style="list-style-type: none"> • By entitlement 100 % • Carry Forward for 6 Month • No Rounding 	<ul style="list-style-type: none"> • By entitlement 5 Day(s) • Carry Forward for 3 Month • No Rounding 	<ul style="list-style-type: none"> • By entitlement 100 % • Carry Forward for 12 Month • No Rounding 	<ul style="list-style-type: none"> • By entitlement 100 % • Carry Forward for 3 Month • No Rounding 	<ul style="list-style-type: none"> • By en 100 % • Carry for 12 • No Ro

Note: Please ensure that the network connection is stable as the system will re-calculate the leave for all the employees. So, it will take some time to calculate.

8. click CLOSE

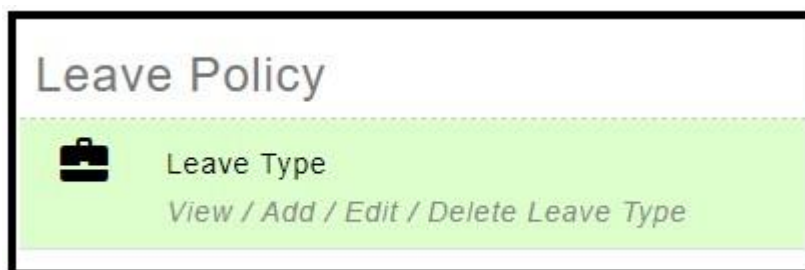


9. Kindly verify from leave summary report once the carry forward setting is done.

10. Leave - Administrative



11. Leave Type



12. Annual Leave – Earn –please change back the carry forward valid duration (*based on your previous policy to set up*)– click save

The screenshot shows the 'Annual Leave' configuration page, specifically the 'Earn' tab. The page has a top navigation bar with tabs: General, Entitlement, Earn, Application, and Additional. The 'Earn' tab is selected and highlighted with a red box and the number '1'. Below the tabs, there are 'Save' and 'Cancel' buttons; the 'Save' button is highlighted with a green box and the number '4'. The main content area is titled 'Carry Forward' and contains several settings: 'Allow Carry Forward' with 'Yes' selected; 'Carry Forward Limit' set to 'By entitlement' and '8 Day(s)'; 'Carry Forward Valid Duration' with 'Carry Forward for' selected and a date range highlighted by a red box with the number '3. please change and update'; 'Carry Forward Rounding' set to 'No Rounding'; and 'Extend Expiry Date' with 'No Extension' selected. The number '2' is placed near the 'Carry Forward' title.

13. click YES

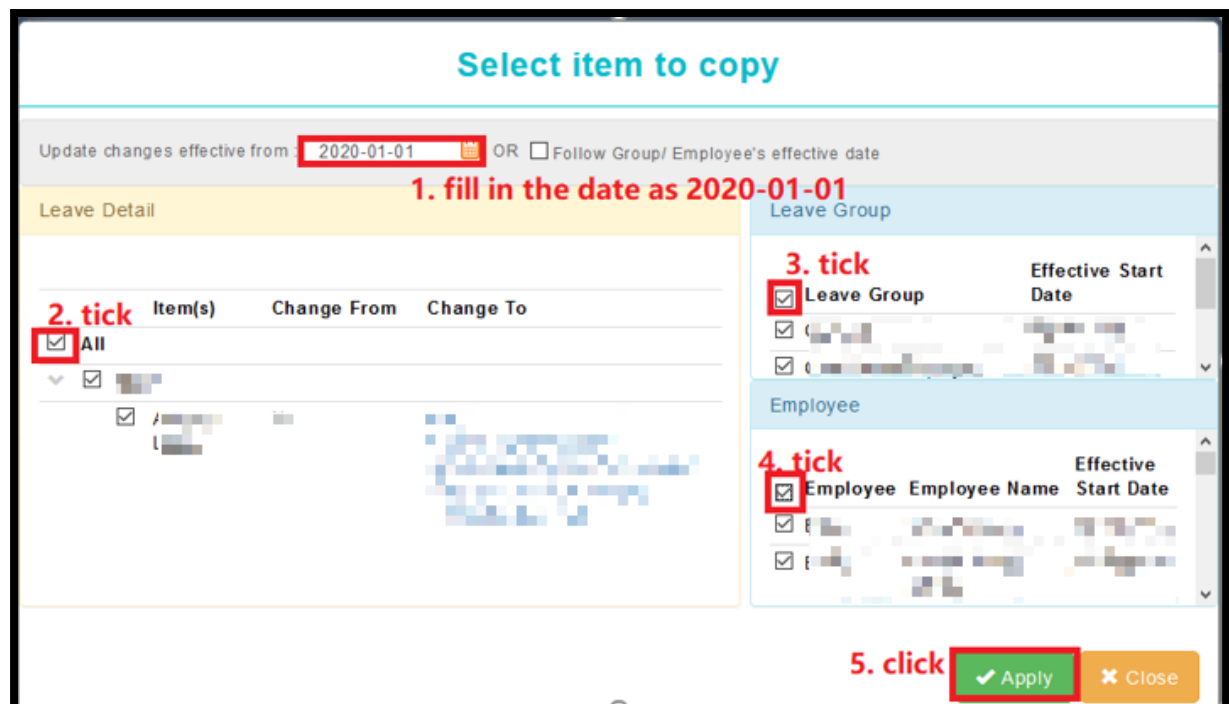
The screenshot shows a 'Confirmation' dialog box with the title 'Confirmation' in large blue text. Below the title, it asks 'Confirm to save on changes made?'. At the bottom, there are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red box.

14. click YES



A dialog box titled "Status" with a light blue header. The main text reads "Save successfully" followed by "Copy the changes made to leave group or employee?". At the bottom, there are two buttons: "Yes" (highlighted with a red border) and "No".

15. Fill in the date as **2020-01-01** -tick All – tick leave group – tick employee- click apply



A dialog box titled "Select item to copy" with a light blue header. The main content area is divided into two sections: "Leave Detail" and "Leave Group".

1. fill in the date as 2020-01-01

Update changes effective from: **2020-01-01** OR ☐ Follow Group/ Employee's effective date

2. tick

Item(s)	Change From	Change To
<input checked="" type="checkbox"/> All		

3. tick

Leave Group	Effective Start Date
<input checked="" type="checkbox"/>	

4. tick

Employee	Employee Name	Effective Start Date
<input checked="" type="checkbox"/>		

5. click

16. click Save

Confirmation

[Back](#)

Leave Detail

		Leave Group						
Item(s)	Change From	Change To	<input checked="" type="checkbox"/> Fixed Term 1993-01-01	<input checked="" type="checkbox"/> Fixed Term 2018-01-01	<input checked="" type="checkbox"/> Foreign Worker 1993-01-01	<input checked="" type="checkbox"/> Foreign Worker 2018-01-01	L 1993	
Earn								
<input checked="" type="checkbox"/> Carry Forward	No	<ul style="list-style-type: none">By entitlement 5 Day(s)Carry Forward for 3 MonthNo Rounding	<ul style="list-style-type: none">By entitlement 100 %Carry Forward for 6 MonthNo Rounding	<ul style="list-style-type: none">By entitlement 5 Day(s)Carry Forward for 3 MonthNo Rounding	<ul style="list-style-type: none">By entitlement 100 %Carry Forward for 12 MonthNo Rounding	<ul style="list-style-type: none">By entitlement 100 %Carry Forward for 3 MonthNo Rounding	<ul style="list-style-type: none">By en 100 %Carry for 12No Ro	

<

>

<

>

✓ Save

✕ Close

Note: Please ensure that the network connection is stable as the system will re-calculate the leave for all the employees. So, it will take some time to calculate.

17. click CLOSE

Status

Save successfully

Close