

# User Guide

## New Leave

Extend the Carry Forward



# HOW TO EXTEND THE CARRY FORWARD

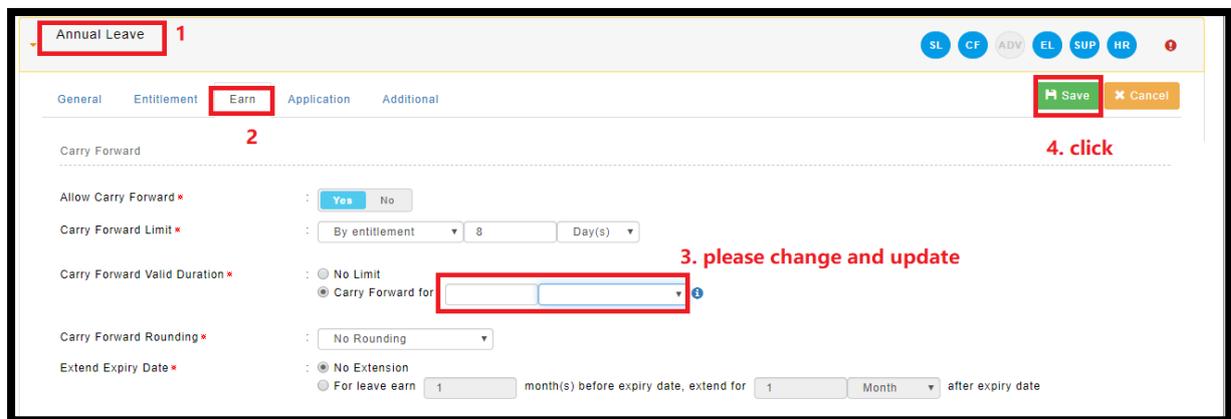
## 1. Leave - Administrative



## 2. Leave Type



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



4. click YES



5. click YES



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

**Leave Detail**

**2. click**

Item(s)	Change From	Change To
<input checked="" type="checkbox"/> All		
<input checked="" type="checkbox"/> Earn		
<input checked="" type="checkbox"/> Carry Forward	No	<ul style="list-style-type: none"> <li>By entitlement 5 Day(s)</li> <li>Carry Forward for 3 Month</li> <li>No Rounding</li> </ul>

**Leave Group**

**3. click**

Leave Group	Effective Start Date
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	2018-01-01

**Employee**

**4. click**

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

**5. click**

7. click Save

### Confirmation

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**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	Li	
<input checked="" type="checkbox"/> Carry Forward	No	<ul style="list-style-type: none"> <li>By entitlement 5 Day(s)</li> <li>Carry Forward for 3 Month</li> <li>No Rounding</li> </ul>	<ul style="list-style-type: none"> <li>By entitlement 100 %</li> <li>Carry Forward for 6 Month</li> <li>No Rounding</li> </ul>	<ul style="list-style-type: none"> <li>By entitlement 5 Day(s)</li> <li>Carry Forward for 3 Month</li> <li>No Rounding</li> </ul>	<ul style="list-style-type: none"> <li>By entitlement 100 %</li> <li>Carry Forward for 12 Month</li> <li>No Rounding</li> </ul>	<ul style="list-style-type: none"> <li>By entitlement 100 %</li> <li>Carry Forward for 3 Month</li> <li>No Rounding</li> </ul>	<ul style="list-style-type: none"> <li>By en</li> <li>Carry for 12</li> <li>No Ro</li> </ul>	

*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 with the 'Earn' tab selected. The 'Carry Forward' section is highlighted with a red box and the number '2'. The 'Carry Forward Valid Duration' is set to 'Carry Forward for' with a dropdown menu highlighted by a red box and the number '3'. The 'Save' button is highlighted with a red box and the number '4'. The 'Extend Expiry Date' is set to 'No Extension'.

Annual Leave 1

General Entitlement Earn Application Additional

Carry Forward 2

4. click

Allow Carry Forward \* : Yes No

Carry Forward Limit \* : By entitlement 8 Day(s)

Carry Forward Valid Duration \* : No Limit  
Carry Forward for 3. please change and update

Carry Forward Rounding \* : No Rounding

Extend Expiry Date \* : No Extension  
For leave earn 1 month(s) before expiry date, extend for 1 Month after expiry date

13. click YES

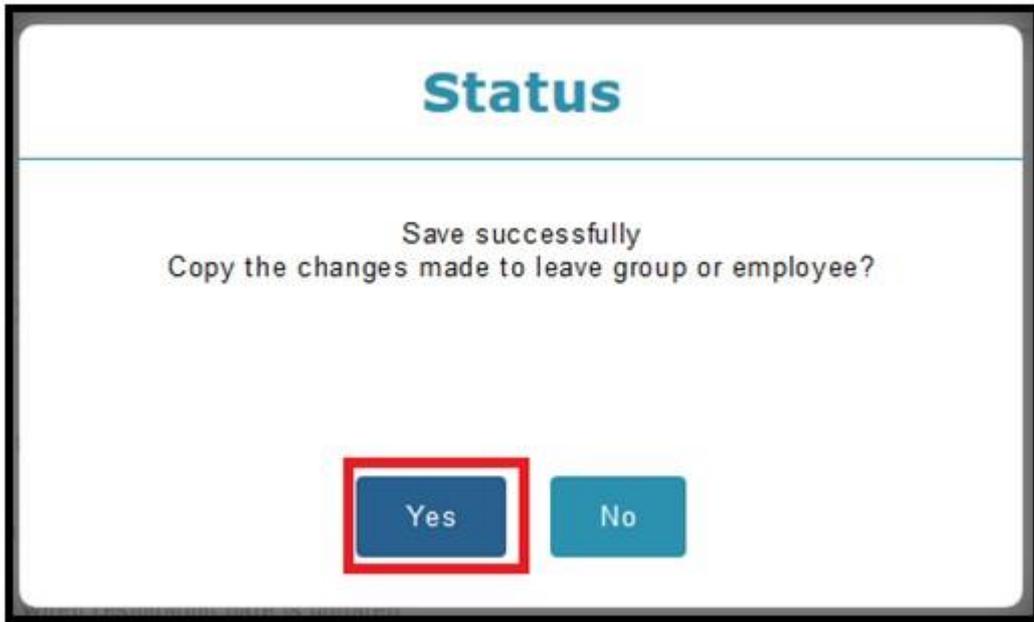
The confirmation dialog box has a title 'Confirmation' and a question 'Confirm to save on changes made?'. There are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red box.

## Confirmation

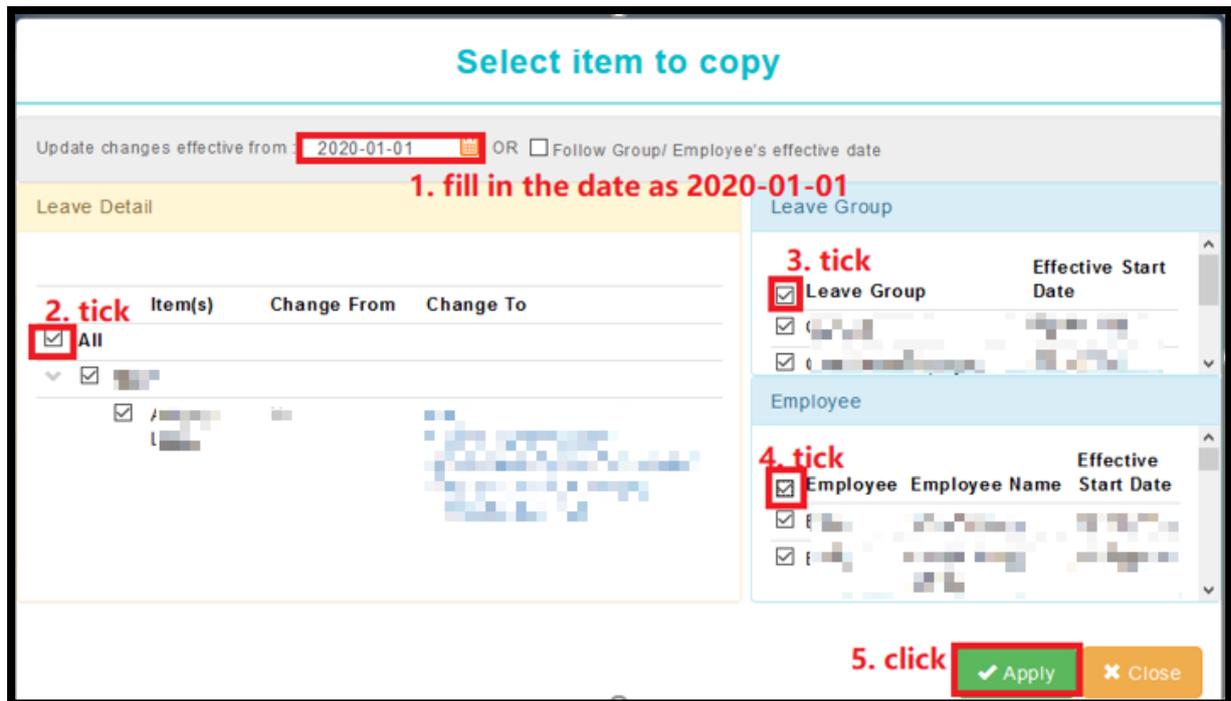
Confirm to save on changes made?

Yes No

14. click YES



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



16. click Save

## Confirmation

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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	Li	1993
<b>Earn</b>								
<input checked="" type="checkbox"/> Carry Forward	No	<ul style="list-style-type: none"><li>By entitlement 5 Day(s)</li><li>Carry Forward for 3 Month</li><li>No Rounding</li></ul>	<ul style="list-style-type: none"><li>By entitlement 100 %</li><li>Carry Forward for 6 Month</li><li>No Rounding</li></ul>	<ul style="list-style-type: none"><li>By entitlement 5 Day(s)</li><li>Carry Forward for 3 Month</li><li>No Rounding</li></ul>	<ul style="list-style-type: none"><li>By entitlement 100 %</li><li>Carry Forward for 12 Month</li><li>No Rounding</li></ul>	<ul style="list-style-type: none"><li>By entitlement 100 %</li><li>Carry Forward for 3 Month</li><li>No Rounding</li></ul>	<ul style="list-style-type: none"><li>By en 100 %</li><li>Carry for 12</li><li>No Ro</li></ul>	

*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