

User Guide

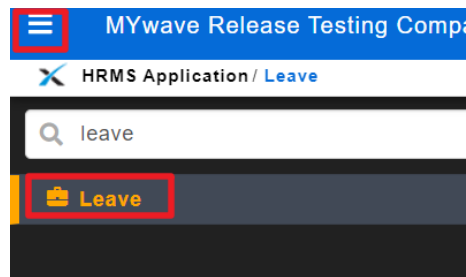
How to Cancel Leave Application (Supervisor)

Supervisor to cancel leave application on behalf of
employee(s)



HOW TO CANCEL LEAVE APPLICATION (SUPERVISOR)

1. Go to **Leave**.



2. Scroll down to the calendar.
3. On the right-hand side, there is a filtering table.
4. Select the employee on (A).
5. Select the leave status – 'Approved' (B) if you want to view only 'Approved' leave application from the calendar.
6. At the calendar, you may click on the leave application record (C) to view details and proceed to cancel the leave application.
7. The legend of Leave Status differentiation by color as shows in (D) meaning 'green color' in the calendar represent 'Approved' leave application.

The screenshot displays the 'Calendar' view of the HRMS application. The calendar shows August 2018. A green bar representing an approved leave application for 'BUCKY' is highlighted with a red box and labeled 'C'. The legend at the top shows 'Approved' in green, labeled 'D'. The filtering table on the right shows 'Others' selected, labeled 'A', and 'Approved' selected, labeled 'B'.

Today	Off Day	Holiday	Rest Day	Approved	Drafted / Planned	Pending Approval	Rejected / Canceled
				Green	Blue	Yellow	Red

Calendar View: August 2018

Legend:

- Approved (Green)
- Drafted / Planned (Blue)
- Pending Approval (Yellow)
- Rejected / Canceled (Red)

Filtering Table:

View	Myself	Others	Leave Status
Yes	No	BUCKY	<input type="checkbox"/> Add to List <input type="checkbox"/> Planned <input type="checkbox"/> Pending Approval <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Pending Cancellation Approval <input type="checkbox"/> Cancelled

8. Once click on the leave application record in the calendar, leave details as below will be shown.
9. Click on (A) to cancel all the leave application.
10. Click on (B) to close the box.
11. Click on (C) 'X' to cancel any one date of the leave application.

Applied Leave

Application Date : 2018-09-03

Employee : BUK0001 - BUCKY
Leave Type : Contract Annual Leave (CONANL)
Taken leave(s) : 2018-08-21 2018-08-23 Full Day

Leave taken in day(s) : 3

Date	Shift	Leave Taken	C
2018-08-21	OFO-M	1 Day(s) (EL)	X
2018-08-22	OFO-M	1 Day(s) (EL)	X
2018-08-23	OFO-M	1 Day(s) (EL)	X

Leave Reason :

A X Cancel All

B X Close