

User Guide

How to Credit Leave

Admin to credit additional leave entitlement to
employee(s)



HOW TO CREDIT LEAVE

1. Click on the  on the top left side, click on **Leave**.

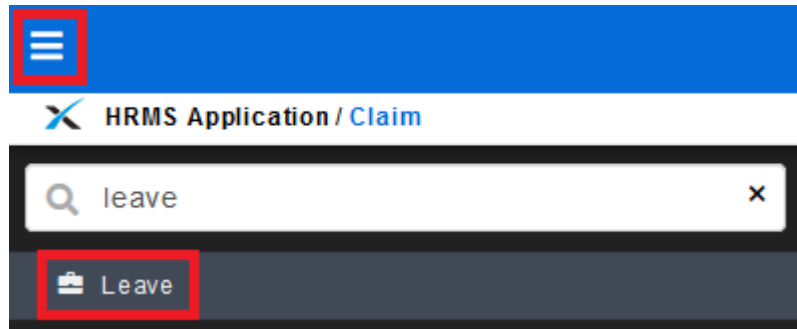


Figure 1.1 Leave

2. Select **Administrative**

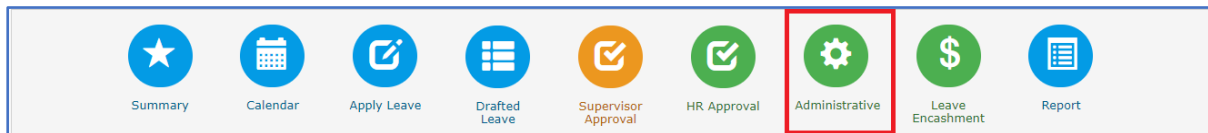


Figure 1.2 Administrative

3. Select **Employee's Leave Adjustment** under Employee's Leave.

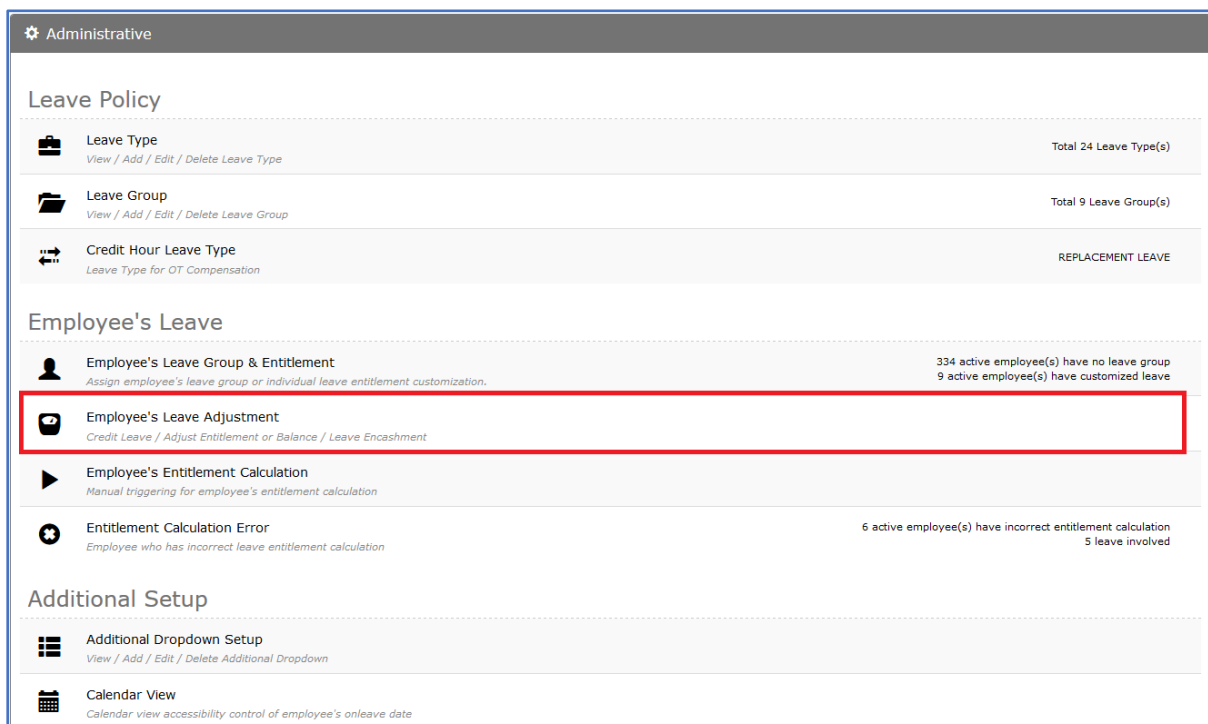


Figure 1.3 Employee's Leave Adjustment

4. Select **Credit Leave**.

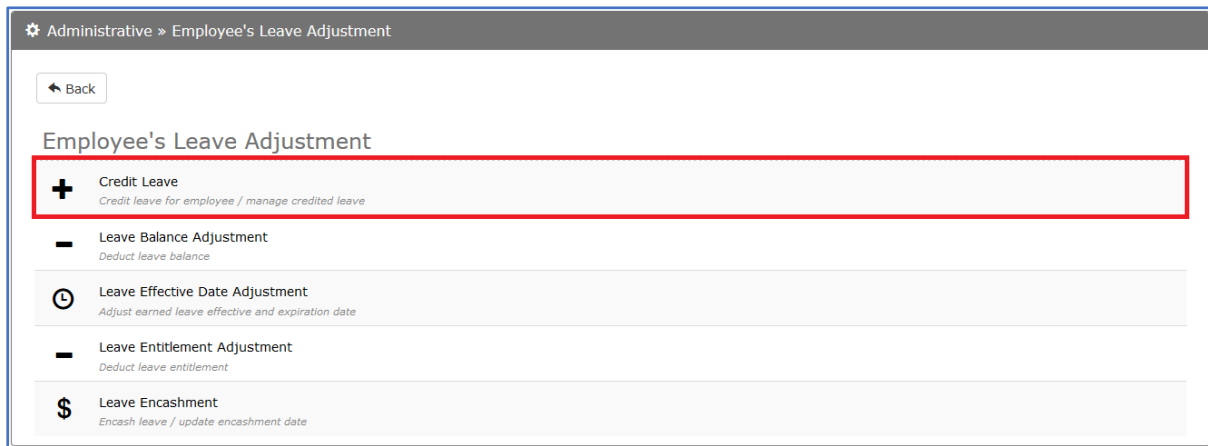


Figure 1.4 Credit Leave

5. Click

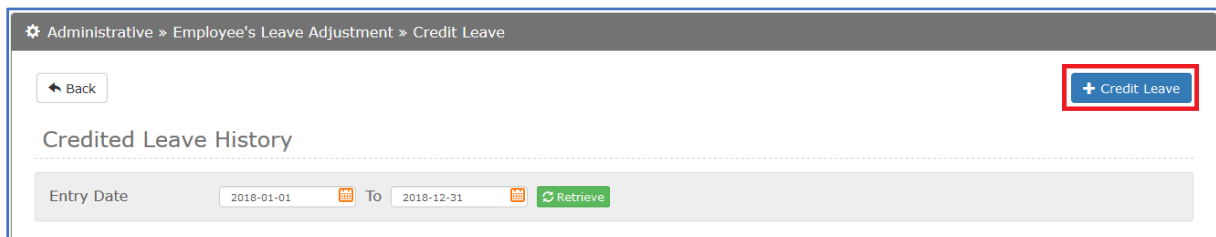
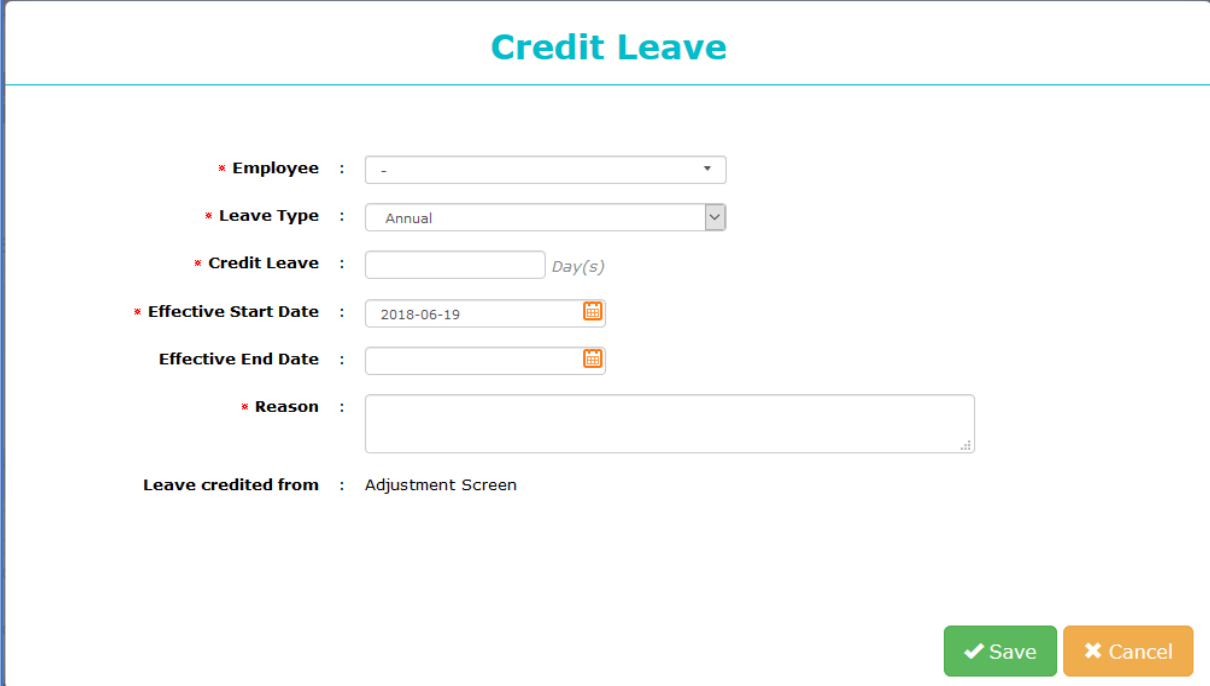


Figure 1.5 Credit Leave page

6. After click the button will pop out the credit leave box.



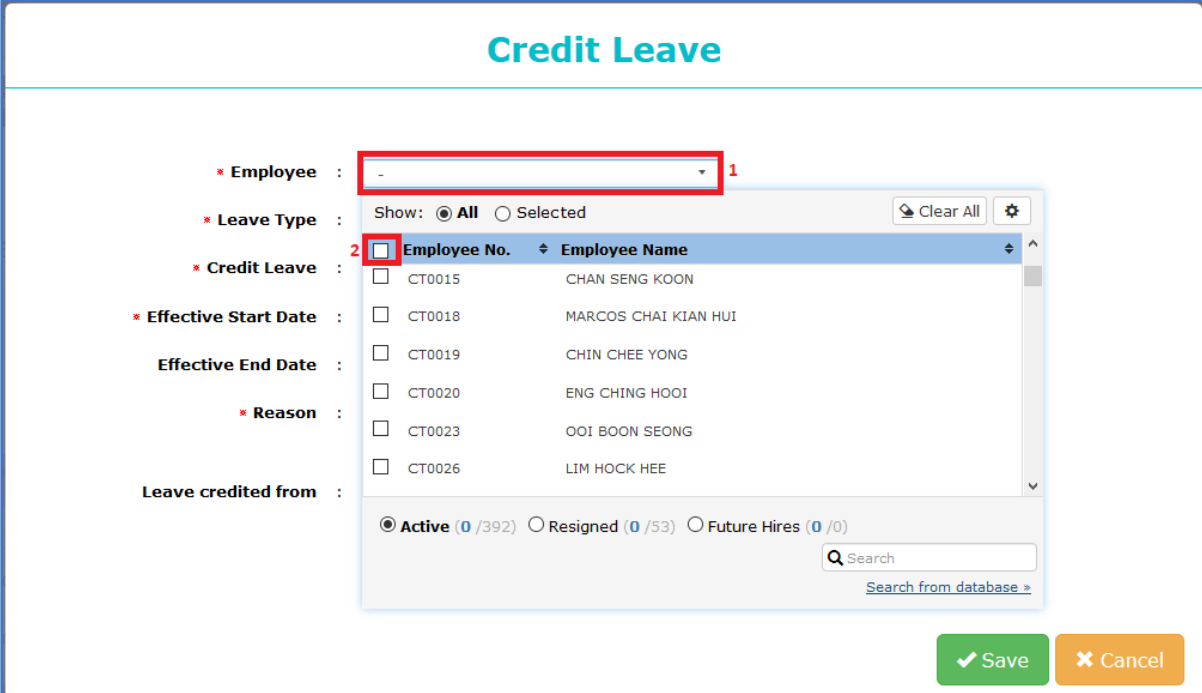
The image shows a 'Credit Leave' form with the following fields and values:

- * Employee :** -
- * Leave Type :** Annual
- * Credit Leave :** Day(s)
- * Effective Start Date :** 2018-06-19
- Effective End Date :**
- * Reason :**
- Leave credited from :** Adjustment Screen

At the bottom right, there are two buttons: 'Save' (green) and 'Cancel' (orange).

Figure 1.6 Credit Leave box

7. Click on the **Employee** tab will show all the employee, you can select few employees or click on **2** to select all employees.



The image shows the 'Credit Leave' form with an 'Employee List' pop-up window. The pop-up window has a table with the following data:

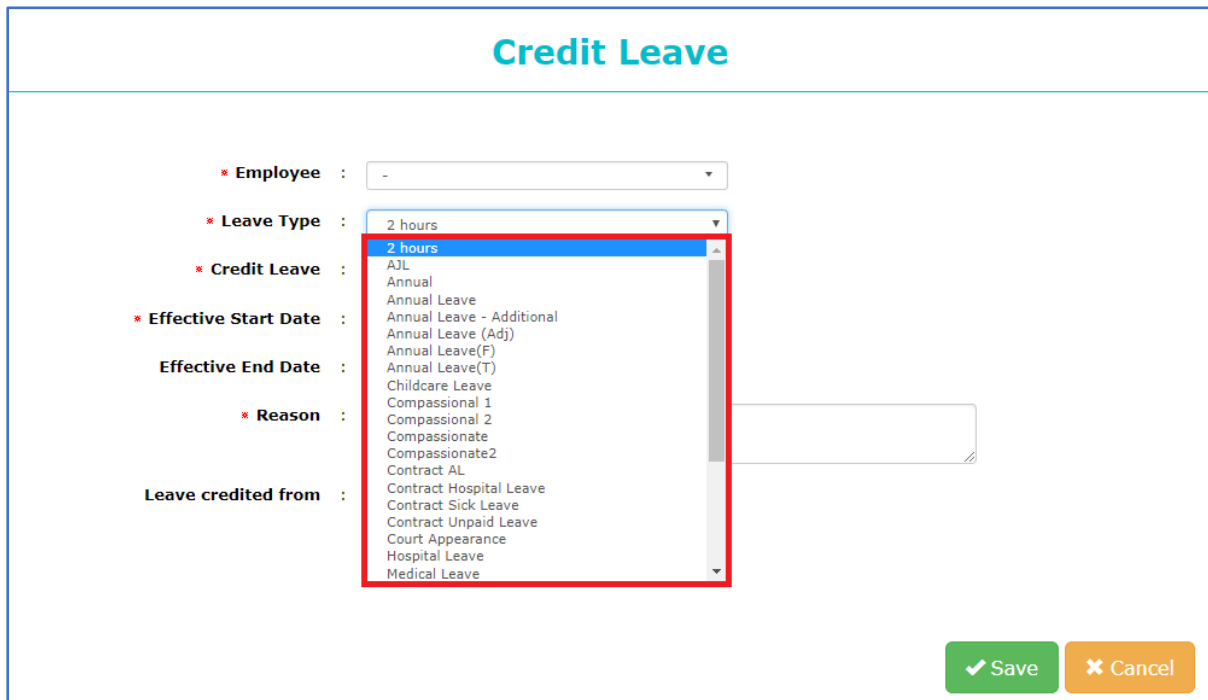
Employee No.	Employee Name
CT0015	CHAN SENG KOON
CT0018	MARCOS CHAI KIAN HUI
CT0019	CHIN CHEE YONG
CT0020	ENG CHING HOOI
CT0023	OOI BOON SEONG
CT0026	LIM HOCK HEE

At the bottom of the pop-up window, there are radio buttons for 'Active (0 / 392)', 'Resigned (0 / 53)', and 'Future Hires (0 / 0)'. There is also a search bar and a 'Search from database' link.

At the bottom right of the main form, there are two buttons: 'Save' (green) and 'Cancel' (orange).

Figure 1.7 Employee List

8. Select the leave type that you want to credit.



The screenshot shows the 'Credit Leave' form. The 'Employee' field is set to '-'. The 'Leave Type' dropdown is open, showing a list of leave types. The 'Credit Leave' field is empty. The 'Effective Start Date' and 'Effective End Date' fields are empty. The 'Reason' field is empty. The 'Leave credited from' field is empty. The 'Save' and 'Cancel' buttons are at the bottom right.

Credit Leave

* Employee : -

* Leave Type : 2 hours

* Credit Leave :

* Effective Start Date :

Effective End Date :

* Reason :

Leave credited from :

2 hours

AJL

Annual

Annual Leave

Annual Leave - Additional

Annual Leave (Adj)

Annual Leave(F)

Annual Leave(T)

Childcare Leave

Compassional 1

Compassional 2

Compassionate

Compassionate2

Contract AL

Contract Hospital Leave

Contract Sick Leave

Contract Unpaid Leave

Court Appearance

Hospital Leave

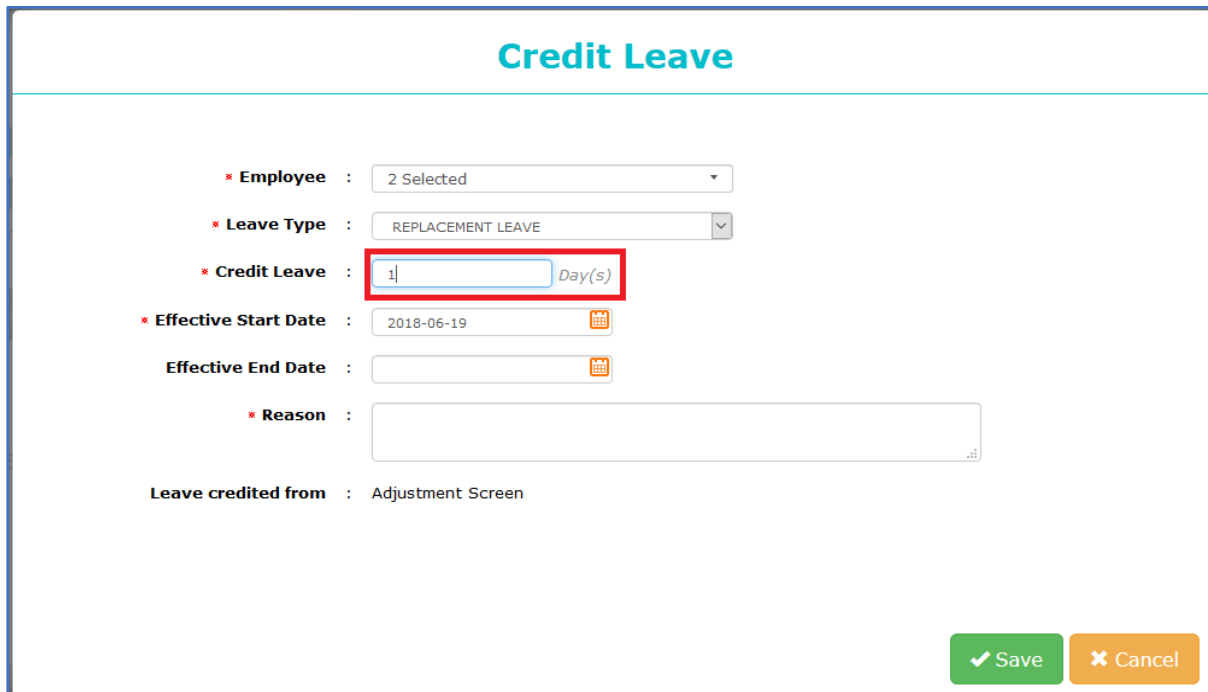
Medical Leave

✓ Save

✗ Cancel

Figure 1.8 Leave type List

9. Key in the **day** that you want to credit for the employee.



The screenshot shows the 'Credit Leave' form. The 'Employee' field is set to '2 Selected'. The 'Leave Type' dropdown is set to 'REPLACEMENT LEAVE'. The 'Credit Leave' field is set to '1' and is highlighted with a red box. The 'Effective Start Date' field is set to '2018-06-19'. The 'Effective End Date' field is empty. The 'Reason' field is empty. The 'Leave credited from' field is set to 'Adjustment Screen'. The 'Save' and 'Cancel' buttons are at the bottom right.

Credit Leave

* Employee : 2 Selected

* Leave Type : REPLACEMENT LEAVE

* Credit Leave : 1 Day(s)

* Effective Start Date : 2018-06-19

Effective End Date :

* Reason :

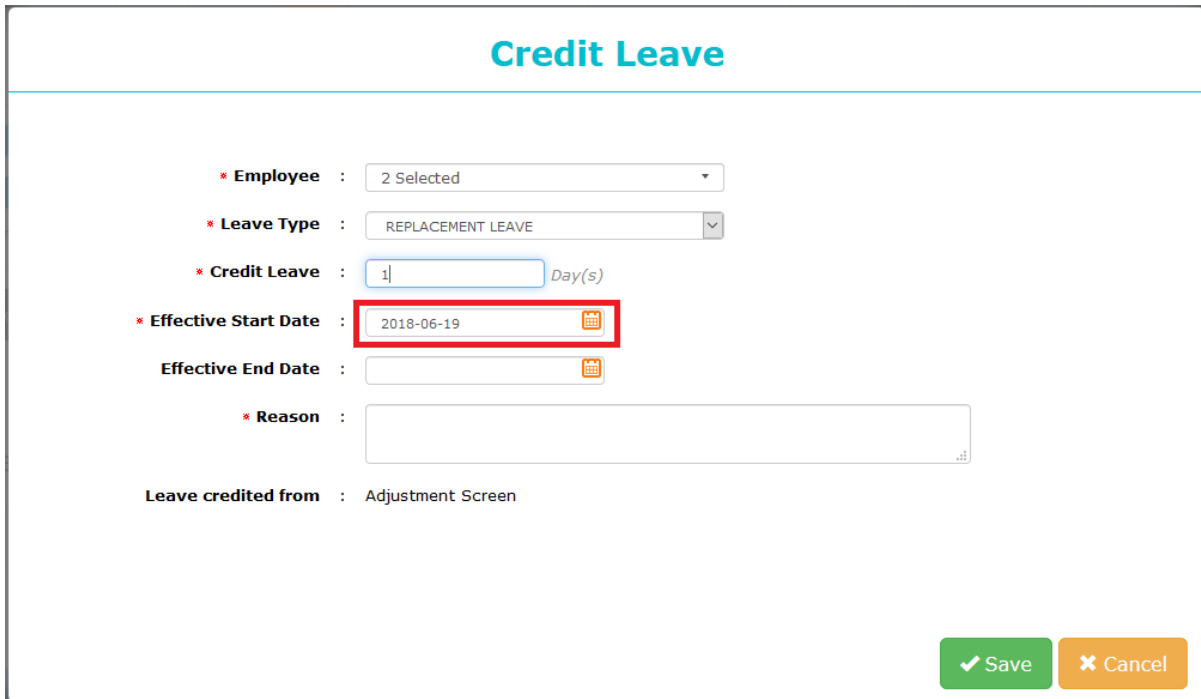
Leave credited from : Adjustment Screen

✓ Save

✗ Cancel

Figure 1.9 Credit Leave amount

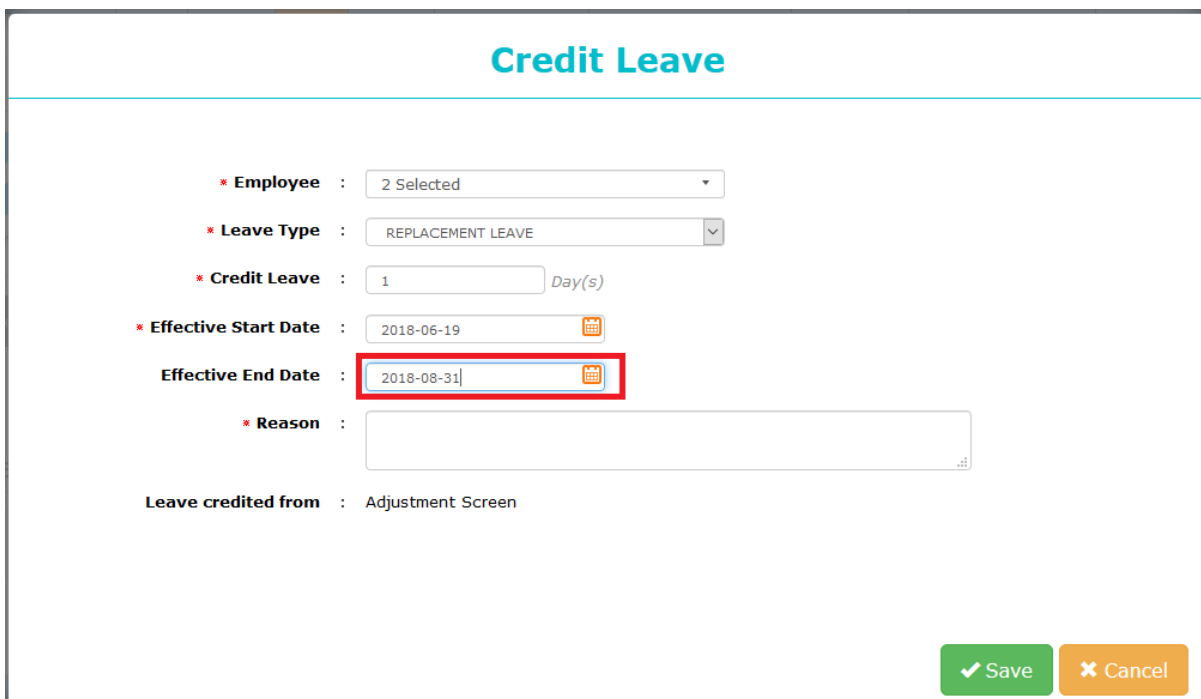
10. The credit leave will base on the **Effective start date** to start credit. Example as screenshot below, the effective start date is set on **2018-06-19** then the credit leave will able to apply on **2018-06-19**.



The screenshot shows a web form titled "Credit Leave". It contains several fields: "Employee" (dropdown menu showing "2 Selected"), "Leave Type" (dropdown menu showing "REPLACEMENT LEAVE"), "Credit Leave" (text input showing "1" with "Day(s)" label), "Effective Start Date" (calendar icon and text input showing "2018-06-19", highlighted with a red box), "Effective End Date" (calendar icon and empty text input), "Reason" (empty text area), and "Leave credited from" (text showing "Adjustment Screen"). At the bottom right are "Save" and "Cancel" buttons.

Figure 1.10 Effective Start Date

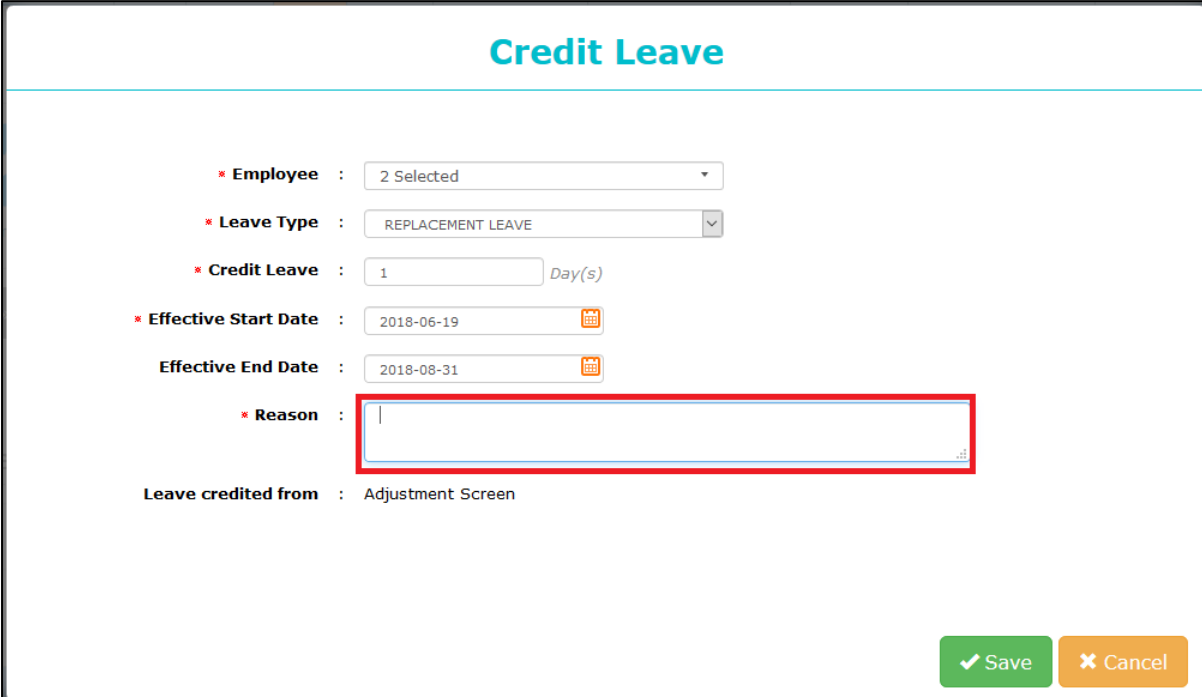
11. The **Effective End Date** is setting for the credit leave on which date expired and unable to apply.



The screenshot shows the same "Credit Leave" form as Figure 1.10. In this version, the "Effective End Date" field (calendar icon and text input showing "2018-08-31") is highlighted with a red box. All other fields and the "Save" and "Cancel" buttons remain the same.

Figure 1.11 Effective End Date

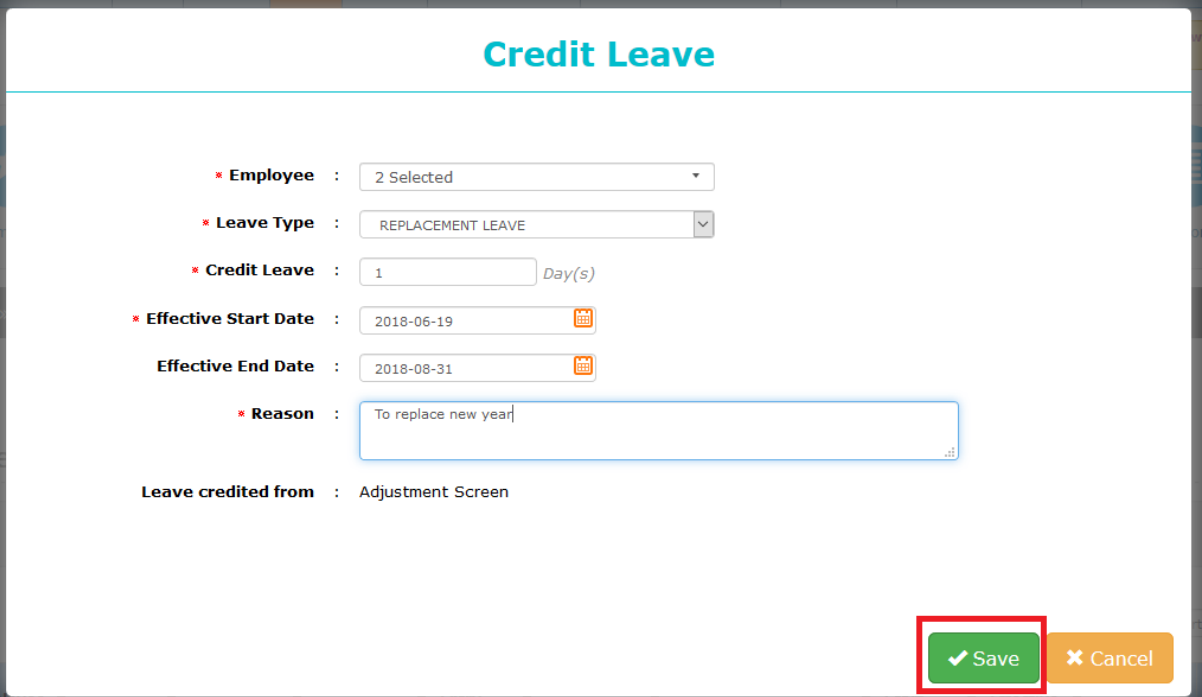
12. Fill in the **Reason** for the credit leave.



The screenshot shows a web form titled "Credit Leave". It contains several fields: "Employee" (dropdown menu showing "2 Selected"), "Leave Type" (dropdown menu showing "REPLACEMENT LEAVE"), "Credit Leave" (input field with "1" and "Day(s)" label), "Effective Start Date" (calendar icon and date "2018-06-19"), "Effective End Date" (calendar icon and date "2018-08-31"), "Reason" (text input field, currently empty and highlighted with a red border), and "Leave credited from" (text "Adjustment Screen"). At the bottom right, there are two buttons: a green "Save" button with a checkmark and an orange "Cancel" button with an 'X'.



Figure 1.12 Reason

13. Once all the field has been fill, click



This screenshot is identical to the previous one, but the "Reason" field now contains the text "To replace new year". Additionally, the green "Save" button at the bottom right is highlighted with a red border.

Figure 1.13 Click Save

14. Once click save will prompt out a confirm message. If you **confirm** to credit leave for the employee click  , if **not confirm** click  .

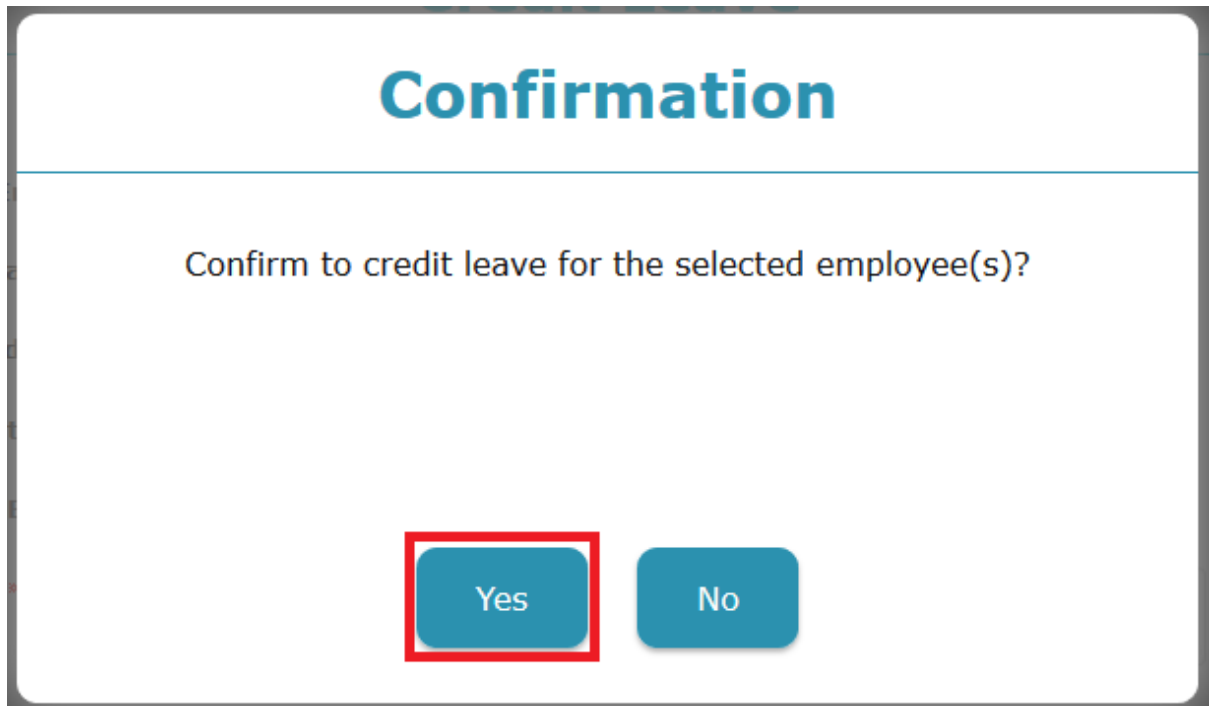


Figure 1.14 Confirm Message

15. Once done will prompt out a message say **Save Successfully**.

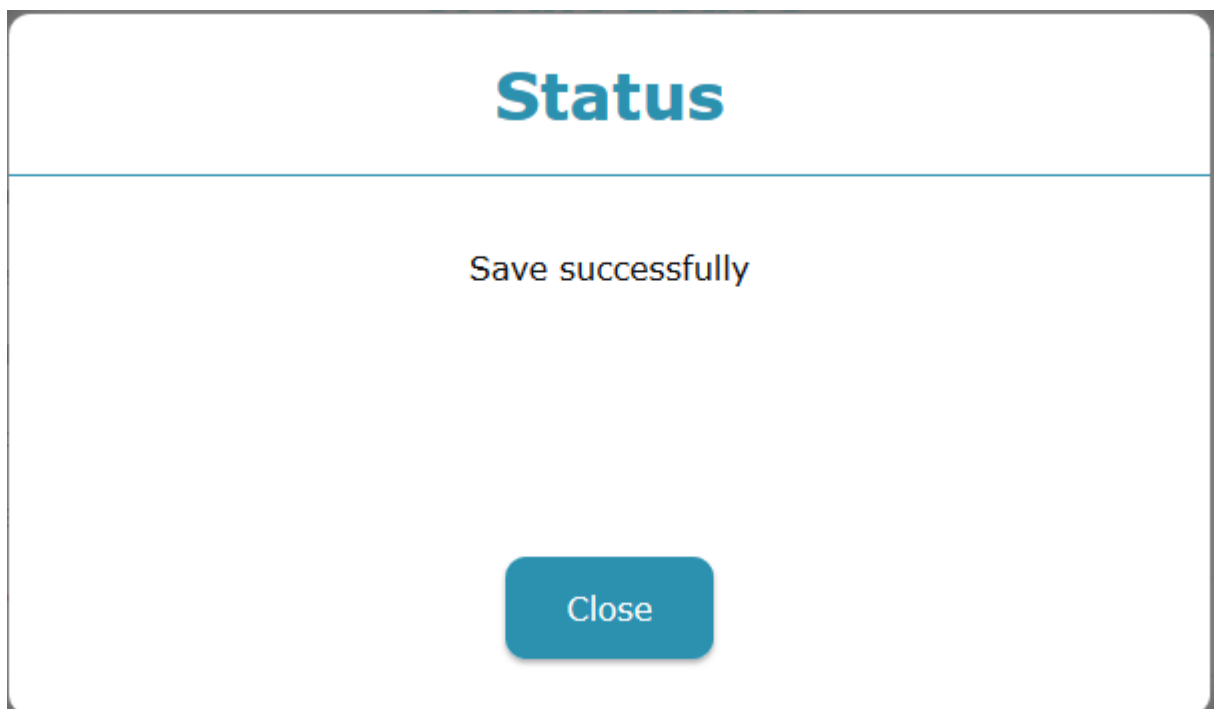


Figure 1.15 Save Successfully