

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**.

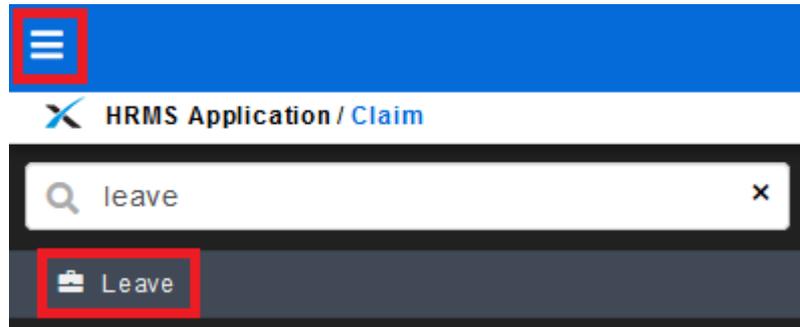


Figure 1.1 Leave

2. Select **Administrative**



Figure 1.2 Administrative

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

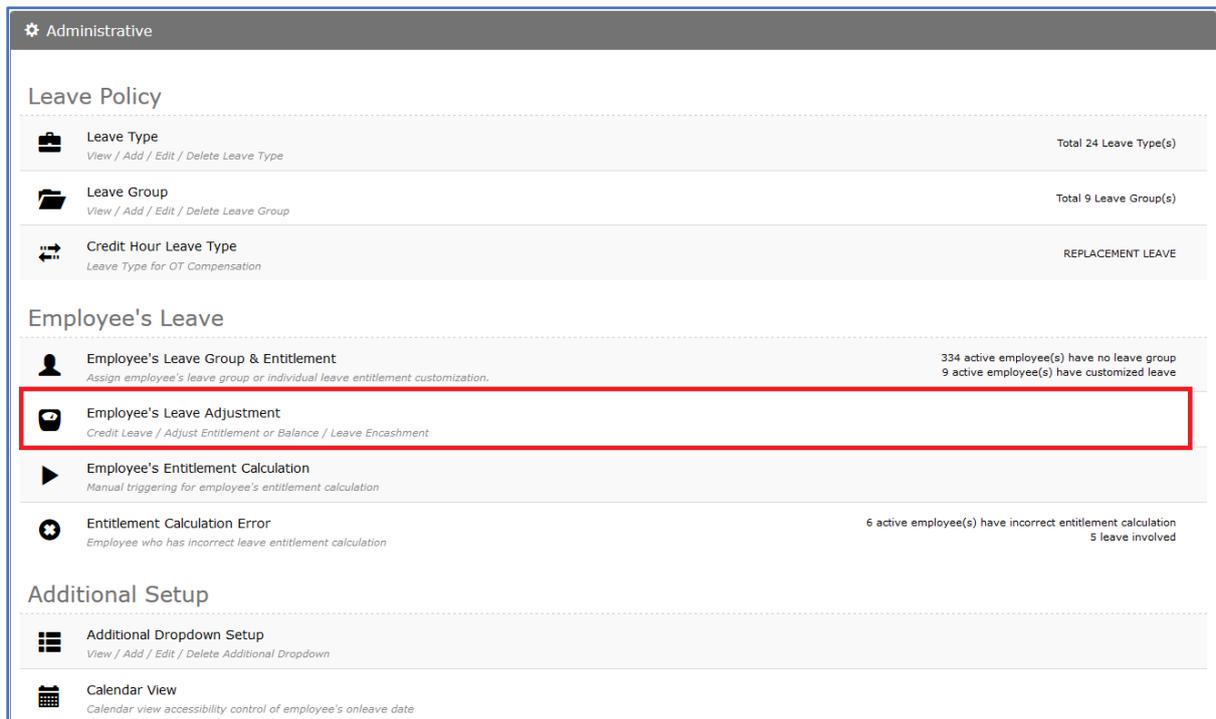


Figure 1.3 Employee's Leave Adjustment

4. Select **Credit Leave**.



Figure 1.4 Credit Leave

5. Click

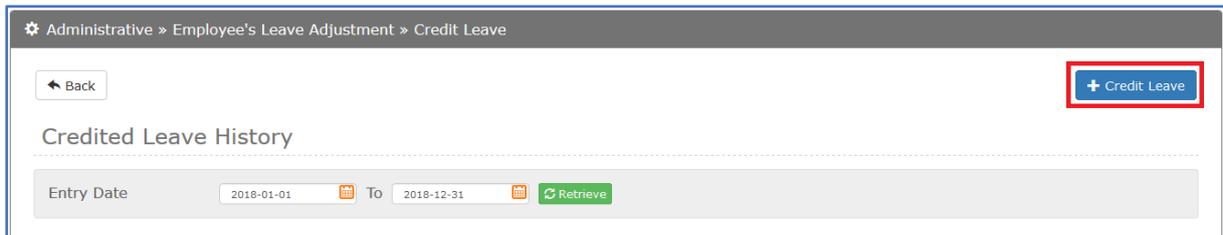


Figure 1.5 Credit Leave page

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

Credit Leave

* Employee : -

* Leave Type : Annual

* Credit Leave : Day(s)

* Effective Start Date : 2018-06-19

Effective End Date :

* Reason :

Leave credited from : Adjustment Screen

Save Cancel

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.

Credit Leave

* Employee : - 1

* Leave Type : Show: All Selected Clear All

* Credit Leave : 2 Employee No. Employee Name

Employee No.	Employee Name
<input type="checkbox"/> CT0015	CHAN SENG KOON
<input type="checkbox"/> CT0018	MARCOS CHAI KIAN HUI
<input type="checkbox"/> CT0019	CHIN CHEE YONG
<input type="checkbox"/> CT0020	ENG CHING HOOI
<input type="checkbox"/> CT0023	OOI BOON SEONG
<input type="checkbox"/> CT0026	LIM HOCK HEE

* Effective Start Date :

Effective End Date :

* Reason :

Leave credited from :

Active (0 / 392) Resigned (0 / 53) Future Hires (0 / 0)

Search Search from database »

Save Cancel

Figure 1.7 Employee List

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

The screenshot shows a web form titled "Credit Leave". The form has several fields: "Employee" (dropdown with "-"), "Leave Type" (dropdown with "2 hours" selected), "Credit Leave" (dropdown with "2 hours" selected), "Effective Start Date", "Effective End Date", "Reason" (text area), and "Leave credited from". A red box highlights the "Leave Type" dropdown menu, which is open and shows a list of leave types: "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", and "Medical Leave". At the bottom right, there are "Save" and "Cancel" buttons.

Figure 1.8 Leave type List

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

The screenshot shows the same "Credit Leave" form. The "Employee" field now shows "2 Selected". The "Leave Type" dropdown is set to "REPLACEMENT LEAVE". The "Credit Leave" field is a text input with "1" entered and "Day(s)" to its right, highlighted with a red box. The "Effective Start Date" is "2018-06-19" with a calendar icon. The "Effective End Date" is empty with a calendar icon. The "Reason" field is empty. The "Leave credited from" field shows "Adjustment Screen". At the bottom right, there are "Save" and "Cancel" buttons.

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". The form contains the following fields and values:

- * Employee :** 2 Selected
- * Leave Type :** REPLACEMENT LEAVE
- * Credit Leave :** 1 Day(s)
- * Effective Start Date :** 2018-06-19 (highlighted with a red box)
- Effective End Date :** (empty)
- * Reason :** (empty text area)
- Leave credited from :** Adjustment Screen

At the bottom right, there are two buttons: a green "Save" button and an orange "Cancel" button.

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 a web form titled "Credit Leave". The form contains the following fields and values:

- * Employee :** 2 Selected
- * Leave Type :** REPLACEMENT LEAVE
- * Credit Leave :** 1 Day(s)
- * Effective Start Date :** 2018-06-19
- Effective End Date :** 2018-08-31 (highlighted with a red box)
- * Reason :** (empty text area)
- Leave credited from :** Adjustment Screen

At the bottom right, there are two buttons: a green "Save" button and an orange "Cancel" button.

Figure 1.11 Effective End Date

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

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

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". 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 .

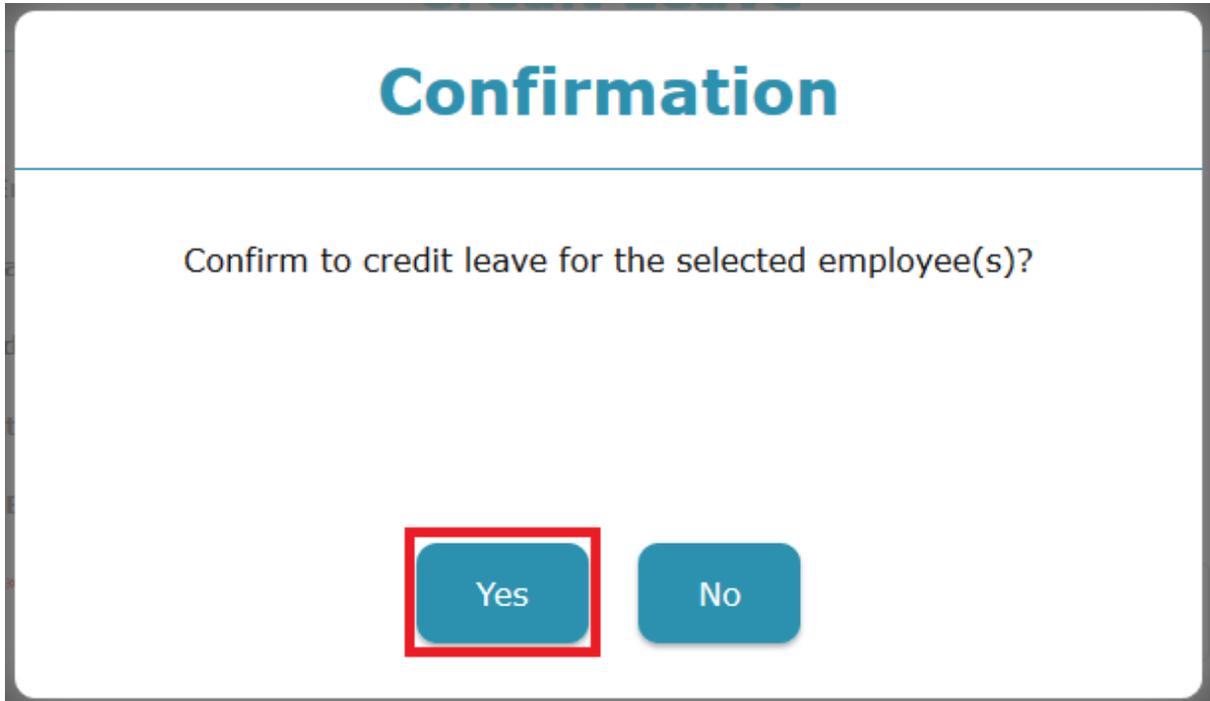


Figure 1.14 Confirm Message

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

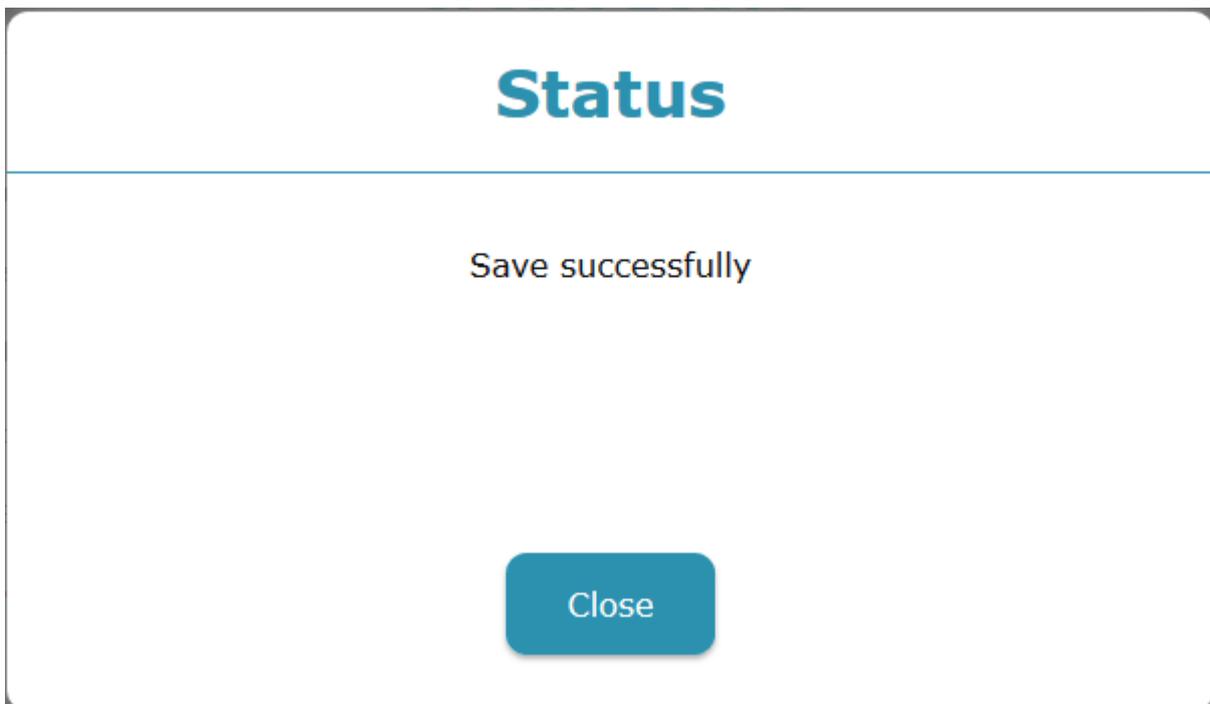


Figure 1.15 Save Successfully