

# User Guide

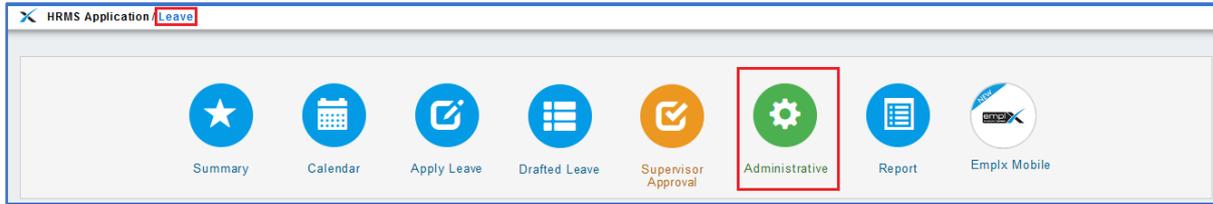
## Leave Encashment

How to do the Encashment

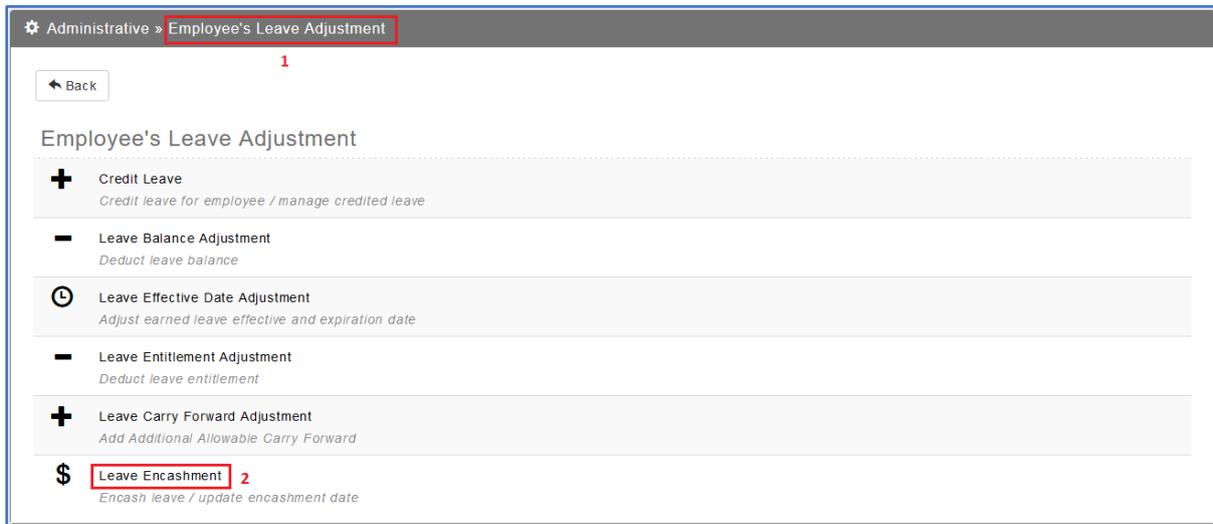


# LEAVE ENCASHMENT

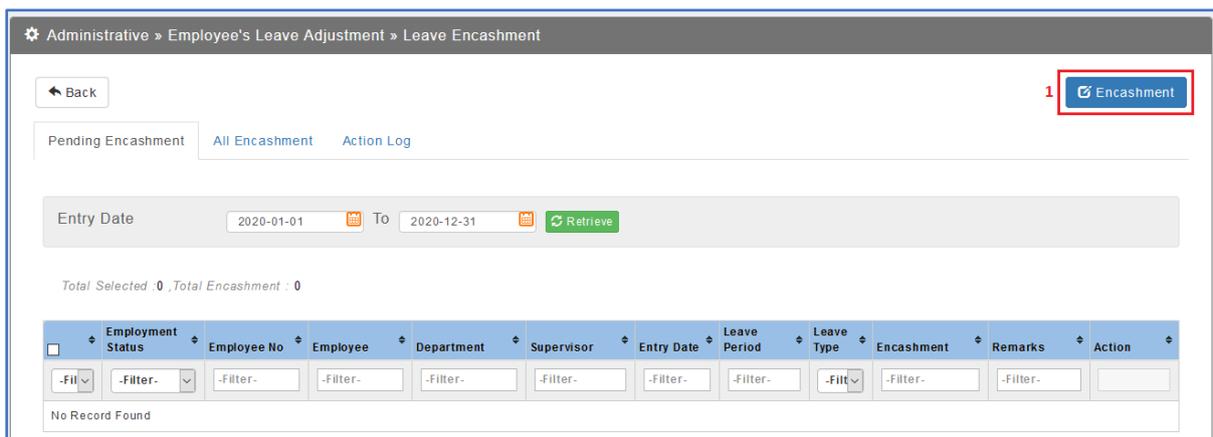
1. Go to Leave -> **Administrative**.



2. Scroll to 'Employee's Leave Adjustment' and click on it.
3. Click on the 'Leave Encashment'.



4. Click on the  Encashment button.



5. Select the **Employee** -> **Leave Type** -> **Leave Period** (If you wish to encash the carry forward may choose for last year period).
6. Insert the on how many **days** that wish to encash.
7. **Date of Encashment** is to select the date on when you will encash the leave. (you may not choose the date if you are not confirmed to encash yet).  
*Note: If the encashment day need to process under payroll then you may need to select the date between the payroll/allowance period.*
8. Insert the **Reason** on why do the leave encashment.
9. Once done, click  button.

### Leave Encashment

\* Employee :

\* Leave Type :

\* Leave Period :

1

Leave Detail :

| Entitlement     | Credit | Adjustment | Encashed | End of Period Balance |
|-----------------|--------|------------|----------|-----------------------|
| No Record Found |        |            |          |                       |

\* Encash :  Day(s)

2

Date of Encashment :

3

\* Reason :

4

✔ Save

✕ Close

5

10. Click  button to confirm save.

### Confirmation

Confirm to save on changes made?

Ok

Cancel

- If you did not insert the Encashment Date will show the record in the 1<sup>st</sup> tab [Pending Encashment].
- Click on the  to update the encashment date.

Administrative » Employee's Leave Adjustment » Leave Encashment

Back Encashment

Pending Encashment All Encashment Action Log

Entry Date: 2020-01-01 To 2020-12-31 Retrieve

Total Selected: 0, Total Encashment: 0

| Employment Status | Employee No | Employee     | Department     | Supervisor      | Entry Date | Leave Period            | Leave Type | Encashment | Remarks       | Action  |
|-------------------|-------------|--------------|----------------|-----------------|------------|-------------------------|------------|------------|---------------|---|
| Active            | 1119        | CHIN AI KUAN | Marketing 0012 | CAPTAIN AMERICA | 2020-09-28 | 2020-01-01 - 2020-12-31 | Annual C   | 2 Day(s)   | Encash 2 days |  |

- In the 2<sup>nd</sup> tab [All Encashment] will show all the encashment record.
- You will be able to view the **Date Of Encashment** for the encashment record.

Administrative » Employee's Leave Adjustment » Leave Encashment

Back Encashment

Pending Encashment All Encashment Action Log

Entry Date: 2020-01-01 To 2020-12-31 Retrieve

| Employment Status | Employee No | Employee       | Department           | Supervisor      | Entry Date | Leave Period            | Leave Type | Encashment | Date of Encashment | Remarks       | Action  |
|-------------------|-------------|----------------|----------------------|-----------------|------------|-------------------------|------------|------------|--------------------|---------------|---|
| Active            | 1119        | CHIN AI KUAN   | Marketing 0012       | CAPTAIN AMERICA | 2020-09-28 | 2020-01-01 - 2020-12-31 | Annual C   | 2 Day(s)   |                    | Encash 2 days |  |
| Active            | 1119        | CHIN AI KUAN   | Marketing 0012       | CAPTAIN AMERICA | 2020-09-28 | 2020-01-01 - 2020-12-31 | Annual C   | 2 Day(s)   | 2020-09-30         | Encashment 1  |  |
| Active            | MY0026      | LAI KEAN SEONG | Software Development | SIM_SUITE3_SUP  | 2020-06-06 | 2020-01-01 - 2020-12-31 | Annual A   | 1 Day(s)   | 2020-06-06         | 2             |  |