User Guide

Leave Encashment How to do the Encashment



LEAVE ENCASHMENT

1. Go to Leave -> Administrative.

K HRMS Application / Lea	ive							
			Ø					
	Summary	Calendar	Apply Leave	Drafted Leave	Suparvicar	Administrative	Report	Emplx Mobile
	Summary	Garenuar	Apply Leave	Dialleu Leave	Approval	Administrative	Report	

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

🌣 Admi	nistrative » Employee's Leave Adjustment
🛧 Ba	1
Emp	oloyee's Leave Adjustment
+	Credit Leave Credit leave for employee / manage credited leave
-	Leave Balance Adjustment Deduct leave balance
©	Leave Effective Date Adjustment Adjust earned leave effective and expiration date
-	Leave Entitlement Adjustment Deduct leave entitlement
+	Leave Carry Forward Adjustment Add Additional Allowable Carry Forward
\$	Leave Encashment 2 Encash leave / update encashment date

4. Click on the C Encashment button.

Administrative » Emp	loyee's Leave Adjustmen	t » Leave Encashi	ment						
◆ Back Pending Encashment	All Encashment Action	ı Log					1	🗹 Encashmer	nt
Entry Date	2020-01-01 🔛 T	0 2020-12-31	🗎 🞜 Retrieve						
Total Selected :0 ,Tota	I Encashment : 0				Leave Leave			•	
-Filv -Filter- v No Record Found	Employee No Employee	Department -Filter-	Supervisor Filter-	Entry Date Filter-	Period Type	Encashment	Remarks -Filter-	Action	

- 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

 Save button.

	Leave Encashment									
* Employee	:	. •				^				
× Leave Type	:	- 1								
× Leave Period	:	· v								
Leave Detail	1			End of Period	I					
		No Record Found		Balance						
× Encash	2	Day(s)								
Date of Encashment	:									
× Reason	:		50	00						
				4						
					5					
					🗸 Save	× Close				

10. Click Ok button to confirm save.



- 11. If you did not insert the Encashment Date will show the record in the 1st tab [**Pending Encashment**].
- Administrative » Employee's Leave Adjustment » Leave Encashment 🛧 Back 🗹 Encashment Pending Encashment All Encashment Action Log Entry Date **To** 2020-12-31 🗒 🗯 Retrieve 2020-01-01 Total Selected :0 ,Total Encashment : 0 Employment Status
 Status
 Employee No
 Employee
 Department
 Supervisor Leave Period
 Leave
 Type
 Encashment Entry Date Action Remarks •• -Filter- \sim -Filter -Filter -Filter -Filter -Filter -Filter -Filt ~ -Filter -Filte 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 ≡ 🖍 🏛
- 12. Click on the 🔨 to update the encashment date.

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

Administrativ	e » Employ	ee's Leave A	djustment » L	eave Encashmer	nt							
Sack											🖸 Encas	hment
Pending Enca	shment A	II Encashment	Action Log									
Entry Date		2020-01-01	То	2020-12-31 🗮	C Retrieve							
Employment Status	Employee No ¢	Employee 🗘	Department 🕈	\$ Supervisor	Entry Date 🕈	Leave Period ¢	Leave Type \$	Encashment 🕈	Date of Encashment *	Remarks 🗘	Action	¢
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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	= /	