

# User Guide

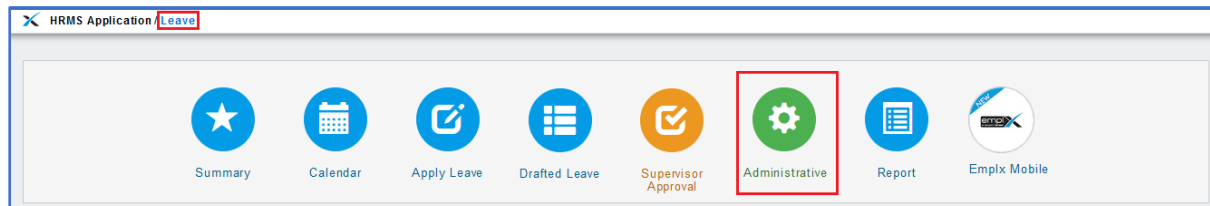
## Leave Encashment

How to do the Encashment

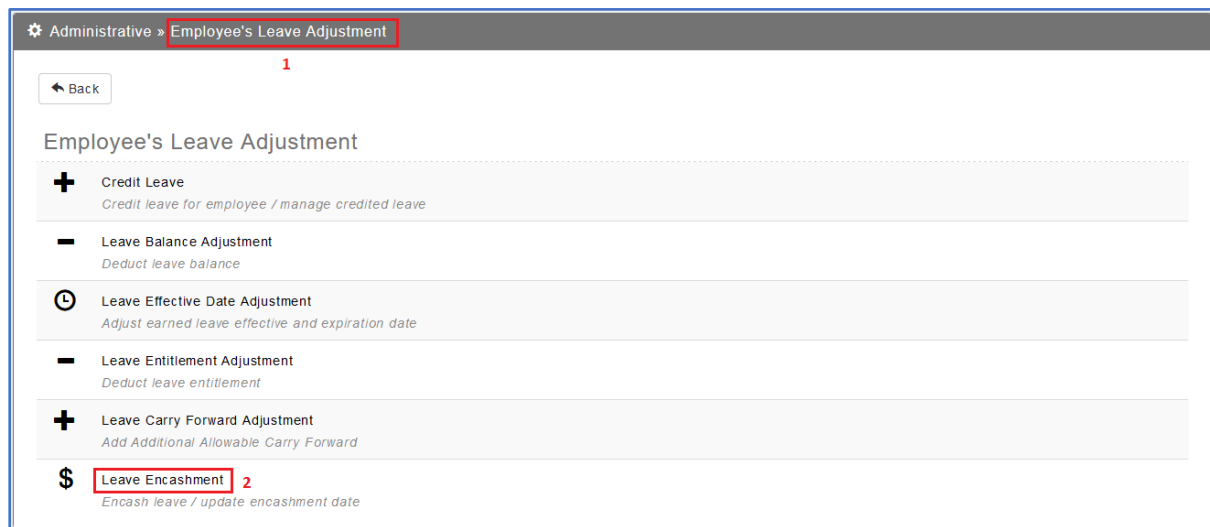


## LEAVE ENCASHMENT

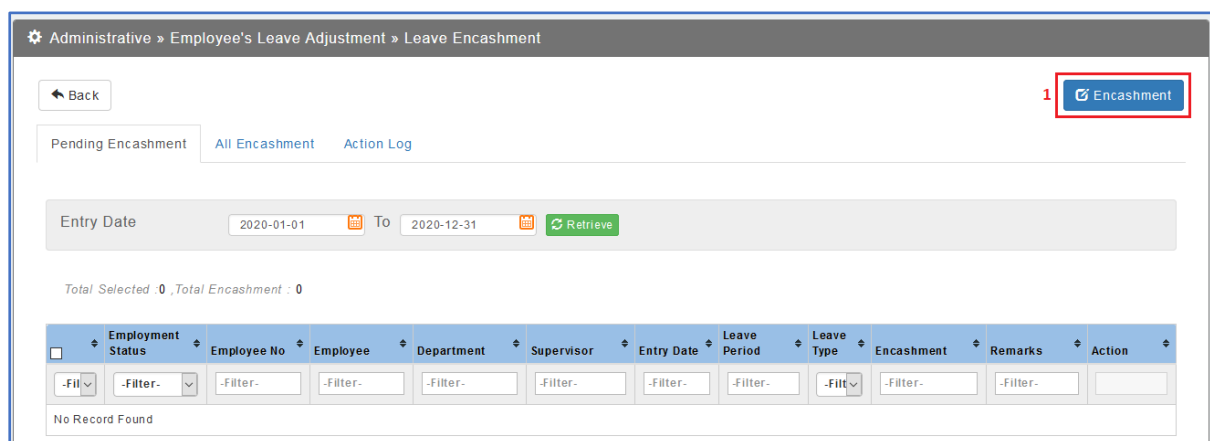
1. Go to Leave -> **Administrative**.




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)


\* Date of Encashment :


\* Reason :

3

4

5

 Save

 Close

10. Click  button to confirm save.


### Confirmation

Confirm to save on changes made?

Ok

Cancel

11. If you did not insert the Encashment Date will show the record in the 1<sup>st</sup> tab [**Pending Encashment**].

12. 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	

13. In the 2<sup>nd</sup> tab [**All Encashment**] will show all the encashment record.



14. You will be able to view the **Date Of Encashment** for the encashment record.

Administrative » Employee's Leave Adjustment » Leave Encashment

Back Encashment

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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	