



Leave Configuration Guide





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Introduction

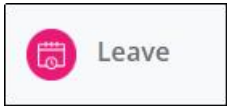
The Leave module is designed to ease the leave management of your company. This setup guide will show you how to setup the Leave module while a separate guide will show you how to administer to the leave as an administrator

Configuration

COMPANY POLICY

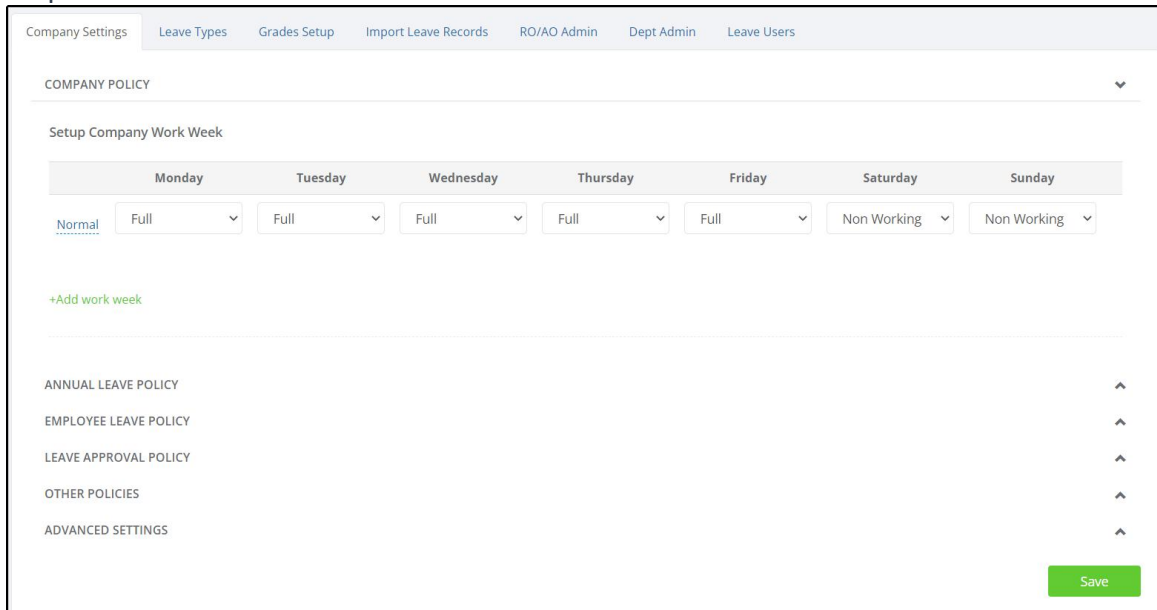
Setup Company Work Week

You will need to define the working weeks of your company. This is important as this will be used by the system to calculate the proration of leaves, as well as determine when the staff can take leave.

Step 1: Click on 


Step 2: Click on 

Step 3: Click on . You should see this screen:



	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Normal	Full	Full	Full	Full	Full	Non Working	Non Working
+Add work week							
ANNUAL LEAVE POLICY							^
EMPLOYEE LEAVE POLICY							^
LEAVE APPROVAL POLICY							^
OTHER POLICIES							^
ADVANCED SETTINGS							^
							Save

Step 4: You can configure the working week/s according to your company's requirements.

Step 5: If you have more than 1 working week, you can click on  and set accordingly.

You can also change the name of the work week by clicking the name and click on the blue check icon to save it

COMPANY POLICY

Setup Company Work Week

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Normal	Full	Full	Full	Full	Full	Non Wor	Non Wor
Alternate	Full	Full	Full	Full	Full	Non Wor	Non Wor

You can define up to 10 different working weeks.

ANNUAL LEAVE POLICY

Annual Leave Policy Setup

Leave Accrual – This is where you can indicate how the staff leaves are being accrued. There are 5 options - Daily, Monthly, Calendar Year, Financial Year or Employee Anniversary.

Annual Leave Policy Setup

Leave Accrual

Daily

Daily

Monthly

Calendar Year

Financial Year

Employee Anniversary

NOTE: If either Daily or Monthly is selected, the next section - Policy for New Employees will not be displayed.

Leave Calculation Based on – This is to indicate when any applicable increments will be applied to the yearly entitlement, whether it's based on Calendar Years (Beginning of the Year) or Years of Service (Join Date).

Leave calculation based on

Years of Service

Calendar Years

Years of Service

Policy for New Employees

When accrual policy is set to full year entitlement (Calendar Year, Financial Year, Employee Anniversary), this is how the Leave system will handle the proration of the leave balance of new hires.



NOTE: Same proration setting will be followed for resigned staff.

Policy for new employees

Annual leave entitlement for new employees will be

Prorated Monthly Half month entitlement if join date is after 15th of t...

Annual Leave Setting

Put a tick if you allow your staff to take Annual Leave for more than what their current leave balance at the time of the leave submission.

Allow employee to apply Annual leave more than their current balance.

Put a tick on this setting if you require your staff to submit their leave application day/s ahead of time. Indicate the minimum number of day/s they need to submit prior to the leave day/s.

Allow employees to apply leave days in advance.

If you allow attachment or would require it to be mandatory, you can tick this option:

Allow attachment.

Requires attachments to be mandatory.

Annual Leave is applicable

Set the minimum period of employment before staff can take Annual leave.

Annual Leave is applicable

month after Join Date

Annual Leave Notifications

Put a tick if you wish to receive an email notification for every annual leave approved.

Annual Leave Notifications

Notify leave administrator when Annual leave is approved.

EMPLOYEE LEAVE POLICY

Staff policy allows you to set staff-related policies such as the probationary period and other leave-related policies. This will provide you with a detailed explanation of each of the functions in this section. Employee Leave Settings

Put a tick on whichever option is applicable, following your policies.

EMPLOYEE LEAVE POLICY

Employee Leave Settings

- Allow employee to apply other leave types more than their current balance.
- Allow employee to apply different leave types on the same day.
- Allow employee to edit "days applied" field when applying leave.
- Treat leave applied on a half working day as a full-day's leave.

1. Whether the staff can take Other Leave types, if they apply more than what their current leave balance.
2. Whether the staff can apply two different leave types(overlap) on the same day. If set to No, staff will still be able to take half-day of different leaves as long as the timing of the leave does not coincide.
3. Whether the staff can change the days applied field.
4. Whether the system will deduct one day if the staff takes a leave on a half-day working day (based on assigned Work Week).

Leave Cancellation

Set the leave cancellation policy for the staff

Leave Cancellation

- Allow leave cancellations.
- Allow leave cancellations submitted before leave date applied.
- Disallow leave cancellations.



1. All leave cancellations are allowed. This option would allow the staff to cancel their leaves regardless of the status. If leave has already been approved, cancellation will go through another approval by the AO.
2. Leave cancellation is allowed ONLY if cancellation is done prior to the leave date. e.g. I have filed a leave for Friday, I can cancel the leave until Thursday, 11:59 pm.
3. Users are NOT allowed to cancel the leave. The staff will not have an option to cancel the leave at all. If they wish to, they will need to go through the Leave Administrator or their RO/AO (if given the rights) to cancel the leave.

LEAVE APPROVAL POLICY

In Leave, we can define how employees' leaves are to be approved by the appropriate approving officer/s. This section is where you can set your company's approval flow.

Indicate whether you require a Recommending Officer (if you follow a 2-level approval). When applicable, a Recommending Officer is the first approver, the one that recommends the leave, and not the final approving officer.

Recommending Officers (RO).

Require a Recommending Officer in the leave approval flow.

Assigning Recommending Officers (RO) and the Approving Officers (AO)

Select one option on how the RO/AO are to be assigned in the company.

Assigning Recommending Officers (RO) and the Approving Officers (AO).

- User can select anyone as RO/AO.
- Pre-defined AO, only users selected by eLeave Admin or eLeave Admin Assistants can be selected as AO and anyone can be selected as RO.
- Pre-defined RO/AO, only users selected by eLeave Admin or eLeave Admin Assistants can be selected as RO/AO.
- RO/AO for each user must be selected by eLeave Admin.

1. This will allow the users to select their own Recommending and Approving officers from anyone in the company.
2. This will allow the users to select their own Recommending officer, anyone from the company. The Approving Officers however, are pre-defined. The Leave Admin will need to select the AOs beforehand.
3. This is a pre-defined RO/AO option, Leave Admin will need to select whoever will need to be ROs and/or AOs.
4. This will allow the Leave Admin to assign specific Recommending and Approving Officers on an employee level.



Recommending Officers (RO) and Approving Officers (AO) Settings

Put a tick beside each option that you would like to enable for your system

Recommending Officers (RO) and Approving Officers (AO) Settings

Allow RO/AO to view employee leave details.

Allow RO/AO to apply block leave on behalf of the employee.

Allow RO/AO to cancel leave for employee.

Allow RO/AO to approve leave applications through email.

1. Whether to allow the AO/RO to view staff leave details
2. Whether the AO/RO can take leave on behalf of the staff. Note that when a block leave is invoked by the AO/RO, the approval progress is no longer required
3. Whether the AO/RO can cancel leave on behalf of staff
4. If you allow the AO/RO to approve the leave application through email instead of having to login to their Justlogin accounts

OTHER POLICIES

Leave Calendars

Other Policies allows administrators to decide on policies such as whether the staff can see each other's calendars, the use of external calendar as well as the rounding policies.

Put a tick whether you allow the staff to see the leave application details of their colleagues. Normally, we will not set this to Yes as they will see the leave entitlement of others

Leave Calendars

Allow employees to view leave details on the leave calendar.

The leave system can pipe the approved leave to either Google Calendar or Outlook calendar if you wish the system to do so. To do that, enter the email address of the calendar as shown below

Sync approved leaves to external calendar.

Email address of external calendar:

Leave Calendar Sharing Policy

Select the calendar sharing options

Leave Calendar Sharing Policy

- All leave calendars are allowed to be shared.
- Only the department leave calendar will be shared.
- No, all leave calendars are not allowed to be shared.

The first option is that everyone in the company can see their colleagues and their own calendars. The second calendar is limiting to only people within the same department can see each other calendars. The third option limits the user to see their own calendars only.

Round Up Leave Balance Display

Select the rounding policy for your company. The rounding policy is to help round up the leave balances which makes it easier to see as opposed to the leave in long decimal formats.

Round Up Leave Balance Display

- Enable rounding policy for Annual Leaves.
 - Leave balance rounded to 0.01 to 0.25 → 0, 0.26 to 0.75 → 0.5, 0.76 to 1 → 1
 - Leave balance rounded to 0.01 to 0.5 → 0.5, 0.51 to 1 → 1
 - Leave balance rounded to 0 to 0.49 → 0, 0.5 to 1 → 1
 - Leave balance rounded to 0 to 0.99 → 0
- Exclude rounding policy for other leave types.

If ticked, the system will not apply the rounding policy to other leave types such as Marriage/Maternity/Compassionate

Leave Email Notifications

Put a tick beside each option that you would like to enable for your system

Leave Email Notifications

- Notify leave administrator for any changes in user's leave information.
- Employee will receive an email notification for every manual adjustment.
- Send daily email reminders to RO/AO for leaves that are pending approval.

Send an email reminder for days

1. Whether the Leave Administrator shall receive an email if the leave information of the user such as Entitlement or Balances has changed
2. If you want the employees to receive an email notification every time there is an adjustment made for them manually
3. Set the number of days the AO/RO will receive reminders of pending leave approvals that they have yet to approve. Note that the system will 1 reminder per day per applicant

ADVANCED SETTINGS

This section will show new features on the Leave Module that you can enable. To know more about Advanced settings, please go through the details below

Hourly Leave

Put a tick if you allow employees to apply for leave in hours – this will allow your staff to apply for a leave based on hours, instead of days only. If this is enabled, please indicate the number of hours that is equivalent to one working day

Hourly Leave

Allow employee to apply leave in hours.

hours is equivalent to 1 leave day, for any leave type.

Note: Hours set is applicable for both Apply Leave and Off-in-Lieu request.

Off-In-Lieu

Enable Off-in-Lieu Request – this will allow the staff to request for any OT rendered to be converted into a leave type. This works independently from the Attendance module. You can indicate an auto-expiry for such requests and a notification whenever the leave expires to be sent

Off-In-Lieu

Enable Off-in-Lieu request

Off-in-Lieu leave will expire month(s) after approval.

Send email reminders day(s) before leave expires.

Adjustment

Enable Adjustment with Expiry – this function will allow the administrator to credit leaves with expiry to the staff via adjustment.

Adjustment

Enable adjustment with expiry date.

Overtime Leave

Overtime leave will Expire ___ month(s) after approval – this option is integrated with the Attendance module. If enabled and staff requests for their OT to be converted into a leave type on the Attendance module, the Leave system will automatically set an expiry date for such requests

Overtime Leave

Overtime leave will expire month(s) after approval.

Employee on Leave Email Settings

Put a tick on this option if you want to send daily reminder who are the employees on leave

Employee on Leave Email Settings

Send who is on leave today email notification.

EveryOne

Leave Administrator

Supervisor

Colleagues (People reporting to same supervisor)

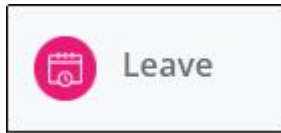
AND NOTE: For any changes to the configuration, please do not forget to click

on

Leave Types

The Leave Module allows you to create and set up your own leave types based on your company's requirements.

The steps to set up the leave type are:



Step 1: Click on



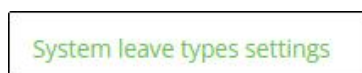
Step 2: Click on



Step 3: Click on **Leave Types** tab at the top. You should see a page like below.

Leave Type	Entitlement	Entitlement Type	Days for Calculation	Calendar Color	Default to new employees	Assigned Employees	Action
Annual (Brought Forward)	0	Per Annum	Calendar Days		<input checked="" type="checkbox"/>	All Employees	
Blocked	365	Per Annum	Calendar Days		<input checked="" type="checkbox"/>	All Employees	
Childcare (Foreigner)*	2	Per Annum	Working Days		<input checked="" type="checkbox"/>	All Employees	
Childcare (Singaporean)*	6	Per Annum	Working Days		<input checked="" type="checkbox"/>	All Employees	
Compassionate	3	Per Incident	Working Days		<input checked="" type="checkbox"/>	All Employees	
Examinations	5	Per Annum	Working Days		<input checked="" type="checkbox"/>	All Employees	
Extended Childcare Leave*	2	Per Annum	Working Days		<input checked="" type="checkbox"/>	All Employees	
Extended Maternity*	40	Per Annum	Working Days		<input checked="" type="checkbox"/>	All Employees	
Hospitalisation Leave*	60	Per Annum	Working Days		<input checked="" type="checkbox"/>	All Employees	
In Camp Training	0	Per Incident	Working Days		<input checked="" type="checkbox"/>	All Employees	

System Leave Types Settings



Step 4: Click on **System leave types settings** link at the top right of the page.

NOTE: This is mandatory for companies that are operating within Singapore. Not needed for companies that are not operating in Singapore as the settings are leave types that companies in Singapore must comply to

Step 5: The following dialogue box will appear. Check on all the options

Please untick the MOM mandated leave types that is not allowed by your company

- Childcare leave (Foreigner) i
- Childcare leave (Singaporean) i
- Unpaid Infant Care leave i
- Extended Maternity leave i
- Paternity leave i
- Shared Parental leave i
- Extended Childcare leave i
- Sick leave i and Hospitalisation leave i

Close Save

For Sick Leave and Hospitalisation Leave see more guide here
 While Child Care, Paternity, and Extended Maternity need to update Child Details page.



Step 6: Click on the  button to save the configuration.

Creating New Leave Type



Step 7: To add a new leave type, click on  in the lower-left area of the page. A window will appear:

Add/edit leave type

Leave Type

Entitlement
 Calendar days per annum per incident

Remarks

Applicable
 months after Join Date

Applicable To
 All Employees
 For married staff only.
 For Select gender only
 None selected Default for new employees

Color

Other Leave Options

- Allow attachment.
- Requires attachments to be mandatory.
- Allows only full day.
- Unpaid leave (for transfer to payroll).
- Requires submission of hardcopy documents.
- Requires remarks to be mandatory.
- Leave Entitlement for new staff will be pro-rated.
- Notify leave admin when approved.
- Allow employees to apply leave days in advance.
- Hide Leave Type from Calendar.

Back Save

Step 8: Enter the leave type name

Leave Type

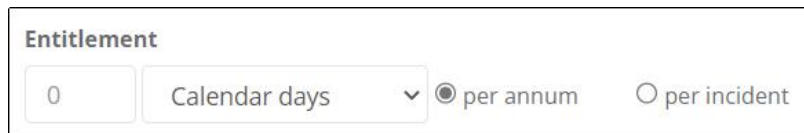
Birthday Leave

Step 9: Assign a color code for this leave type. The color assigned will be the color that appears on the leave calendar



A box titled "Color" containing a yellow square and a downward-pointing triangle, indicating a color selection interface.

Step 10: Set the Leave Entitlement (number of days), days of calculation (calendar days or working days) as well as the type of mode (per annum or per incident)



A form titled "Entitlement" with a text input field containing "0", a dropdown menu set to "Calendar days", and two radio buttons: "per annum" (selected) and "per incident".

1. Per annum – staff will have the entitlement days for the whole year
2. Per incident – staff will be able to use the entitlement days for every leave application

Step 11: (Optional) Enter a description or remarks at the Remark field



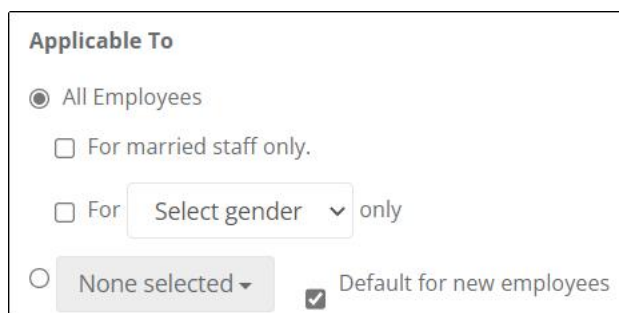
A text area titled "Remarks" with a small icon in the bottom right corner.

Step 12: The probationary period indicated in this field is based on the Staff Policy setup (pg.3) on probation for other leave types:



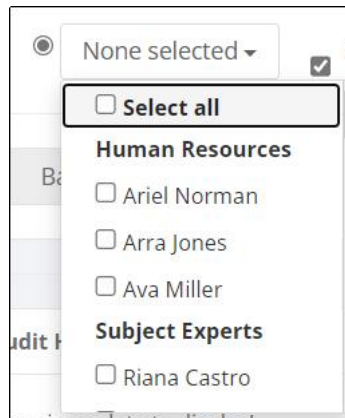
A form titled "Applicable" with a text input field containing "3", a dropdown menu set to "months", and the text "after Join Date".

Step 13: You can filter the leave type based on gender and marital status in this field



A form titled "Applicable To" with radio buttons for "All Employees" (selected), "For married staff only.", and "None selected". There is also a checkbox for "Default for new employees" which is checked. A dropdown menu is set to "Select gender" only.

You may also assign specific employees to it too:



Step 14: (Optional) You can select the relevant options below

Other Leave Options

- Allow attachment.
 - Requires attachments to be mandatory.
- Allows only full day.
- Unpaid leave (for transfer to payroll).
- Requires submission of hardcopy documents.
- Requires remarks to be mandatory.
- Leave Entitlement for new staff will be pro-rated.
- Notify leave admin when approved.
- Allow employees to apply leave days in advance.
- Hide Leave Type from Calendar.



Step 15: Click on the  button to save

To Configure the other Leave Types on the Leave Types page:

Step 1: Click on the leave type you would like to configure:

Leave Type	Entitlement	Entitlement Type	Days for Calculation	Calendar Color	Default to new employees	Assigned Employees	Action
Annual (Brought Forward)	0	Per Annum	Calendar Days		<input checked="" type="checkbox"/>	All Employees	
Blocked	365	Per Annum	Calendar Days		<input checked="" type="checkbox"/>	All Employees	
Childcare (Foreigner)*	2	Per Annum	Working Days		<input checked="" type="checkbox"/>	All Employees	
Childcare (Singaporean)*	6	Per Annum	Working Days		<input checked="" type="checkbox"/>	All Employees	
Compassionate	3	Per Incident	Working Days		<input checked="" type="checkbox"/>	All Employees	
Examinations	5	Per Annum	Working Days		<input checked="" type="checkbox"/>	All Employees	
Extended Childcare Leave*	2	Per Annum	Working Days		<input checked="" type="checkbox"/>	All Employees	
Extended Maternity*	40	Per Annum	Working Days		<input checked="" type="checkbox"/>	All Employees	
Hospitalisation Leave*	60	Per Annum	Working Days		<input checked="" type="checkbox"/>	All Employees	
In Camp Training	0	Per Incident	Working Days		<input checked="" type="checkbox"/>	All Employees	

Step 2: You will see the same options as when creating a new leave type

Add/edit leave type

Leave Type

Color

Entitlement

 Working days only per annum per incident

Remarks

Applicable

 days after Join Date

Applicable To

 All Employees
 For married staff only.
 For only
 None selected Default for new employees

Other Leave Options

 Allow attachment.
 Requires attachments to be mandatory.
 Allows only full day.
 Unpaid leave (for transfer to payroll).
 Requires submission of hardcopy documents.
 Requires remarks to be mandatory.
 Leave Entitlement for new staff will be pro-rated.
 Notify leave admin when approved.
 Allow employees to apply leave days in advance.
 Hide Leave Type from Calendar.








Step 3: Click on to save the changes

Grades Setup

Leave grades need to be configured as this is where the increments on the leave credits can be indicated. This is used by the system to automatically calculate the entitlements of the staff based on years of service or calendar years.

The steps to configure the Leave Grades are as follows:

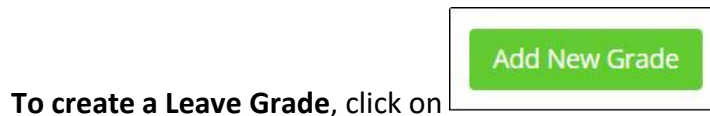


Grades (Annual Leave only)	Entitlement	Assigned	Action
additional annual	0	Assign Employees	
Default Grade	0	Assign Employees	
Manager	16	Billy Joe, Larry Stone and 3 others	
Rank & File	12	Ariel Norman, Arra Jones and 27 others	
Supervisors	14	Claire Smith, Natalia Torres	

Showing 1 to 5 of 5 entries

Previous **1** Next

[Add New Grade](#)



Step 4: You will see the next page where you will need to complete the fields below:

Add/edit leave grade

Leave Grade

Entitlement

Set up leave entitlements based on years of service

Assign Employees to Grade

None selected ▾

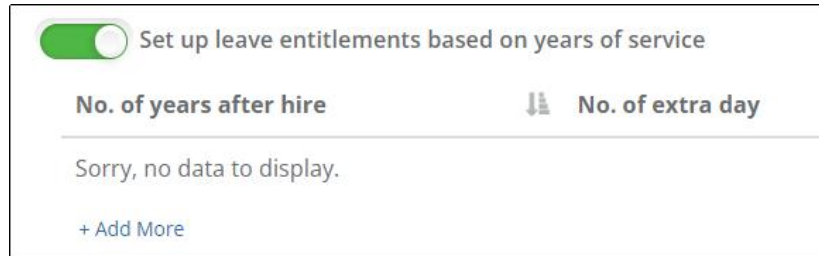
[Back](#) [Save](#)


Step 5: Enter the Leave Grade Name and Entitlement into these fields:

Leave Grade

Entitlement

Step 6: Toggle the slider to enable the field where you can indicate the increments



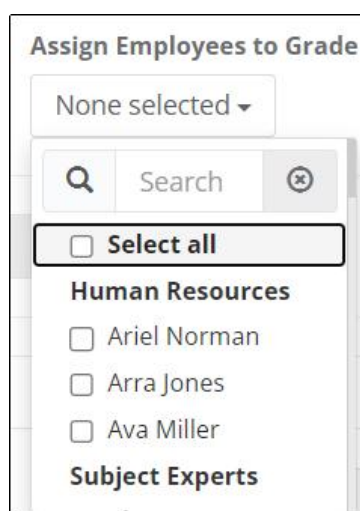
Step 7: Click on  and then indicate the increment based on the number of years after hire and the additional leave that staff will be getting

No. of years after hire	No. of extra day	Total Entitlement Days	
<input type="text" value="4"/>	<input type="text" value="2"/>	16 Total Entitlement Days after 4 years	
<input type="text" value="6"/>	<input type="text" value="4"/>	20 Total Entitlement Days after 6 years	

If you would like to delete an increment you have created, you can click on the



Step 8: On this field, you can assign the Grade you have created to the staff





Step 9: Click on  to save the settings

RO/AO Admin

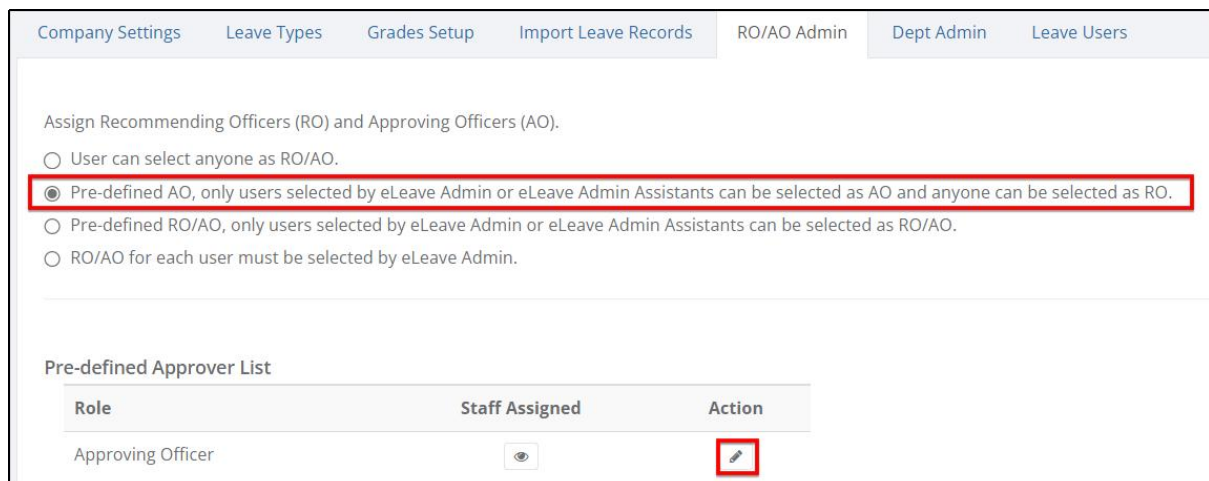
This is where Approving Officers (AO) and/or Recommending Officers (RO) can be assigned to the staff. There are four options to choose from and each option is discussed below:

- User can select anyone as RO/AO - this option will allow each of the staff to choose any leave user in the system to be their approving/recommending officer when applying for a leave



- Predefined AO, anybody can be the RO

If you only have one or two Approving Officer/s, choose the option of pre-defining AO. The benefit of doing this is for every new user you add to the leave system, they automatically will see and choose from the list of AO that has been created without having you do anything. ROs can be any leave user in the system



Company Settings Leave Types Grades Setup Import Leave Records RO/AO Admin Dept Admin Leave Users

Assign Recommending Officers (RO) and Approving Officers (AO).

- User can select anyone as RO/AO.
- Pre-defined AO, only users selected by eLeave Admin or eLeave Admin Assistants can be selected as AO and anyone can be selected as RO.
- Pre-defined RO/AO, only users selected by eLeave Admin or eLeave Admin Assistants can be selected as RO/AO.
- RO/AO for each user must be selected by eLeave Admin.

Pre-defined Approver List

Role	Staff Assigned	Action
Approving Officer		

Step 1: Select the Pre-defined AO

Step 2: Click on  under the Action column

Step 3: The following window will appear. Select the desired AO by putting a tick beside the name

Edit list of Approving Officers

Employee search

	Employee	Email
<input type="checkbox"/>	Ariel Norman	none@justlogin.com
<input type="checkbox"/>	Arra Jones	none@justlogin.com
<input type="checkbox"/>	Ava Miller	none@justlogin.com
<input checked="" type="checkbox"/>	Billy Joe	none@justlogin.com
<input type="checkbox"/>	Celly Hernandez	none@justlogin.com
<input type="checkbox"/>	Charlie Thomas	none@justlogin.com
<input checked="" type="checkbox"/>	Claire Smith	none@justlogin.com
<input type="checkbox"/>	Clark Anderson	none@justlogin.com
<input type="checkbox"/>	Delb Enrile	none@justlogin.com
<input type="checkbox"/>	Gary King	none@justlogin.com

1 2 3 4







Step 4: Click on  to save the selection.

- Predefined AO/RO


If you only have several RO/AO, you may choose the option of pre-defining RO/AO. The benefit of doing this is for every new user you add to the leave system, they automatically will see and chose their Recommending Officer/Approving Officer from the list without having you do anything.

Step 1: Select the third option

Pre-defined RO/AO, only users selected by eLeave Admin or eLeave Admin Assistants can be selected as RO/AO.

Pre-defined RO/AO List		
Role	Staff Assigned	Action
Recommending Officer		
Approving Officer		



Step 2: To add RO or AO, click on the . Select the desired RO/AO

Edit list of Recommending Officers

Employee search

<input type="checkbox"/> Employee	Email
<input type="checkbox"/> Ariel Norman	none@justlogin.com
<input type="checkbox"/> Arra Jones	none@justlogin.com
<input type="checkbox"/> Ava Miller	none@justlogin.com
<input type="checkbox"/> Billy Joe	none@justlogin.com
<input type="checkbox"/> Celly Hernandez	none@justlogin.com
<input type="checkbox"/> Charlie Thomas	none@justlogin.com
<input type="checkbox"/> Claire Smith	none@justlogin.com
<input type="checkbox"/> Clark Anderson	none@justlogin.com
<input checked="" type="checkbox"/> Deib Enrile	none@justlogin.com
<input type="checkbox"/> Gary King	none@justlogin.com

1 2 3 4

Edit list of Approving Officers

Employee search

<input type="checkbox"/> Employee	Email
<input type="checkbox"/> Ariel Norman	none@justlogin.com
<input type="checkbox"/> Arra Jones	none@justlogin.com
<input type="checkbox"/> Ava Miller	none@justlogin.com
<input checked="" type="checkbox"/> Billy Joe	none@justlogin.com
<input type="checkbox"/> Celly Hernandez	none@justlogin.com
<input type="checkbox"/> Charlie Thomas	none@justlogin.com
<input checked="" type="checkbox"/> Claire Smith	none@justlogin.com
<input type="checkbox"/> Clark Anderson	none@justlogin.com
<input type="checkbox"/> Deib Enrile	none@justlogin.com
<input type="checkbox"/> Gary King	none@justlogin.com

1 2 3 4



Step 6: Click on  to save.



Step 7: To check who are the RO/AO assigned, you can click on the  icon.


- AO/RO for each user must be selected by Leave Administrator

If your company is large or has many departments with different AO/RO, this option allows you to specify the AO/RO for individual users.


Step 1: Select the last option

RO/AO for each user must be selected by eLeave Admin.




Step 2: Click on the  icon on the right-most column and the fields to assign the AO/RO for the staff will be enabled



Step 3: Click on the  button to add the AO and RO for each user.



Step 4: Click on  to save the configuration.

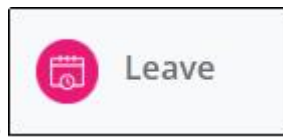
Note: You will have to do steps 2-4 for each user

Department Admin

The Dept Admin allows the company to set up different administrators for different departments/groups. Once the staff is assigned as the department administrator, he will be able to administer to the leave for that department. The only thing that the department administrator has no rights to is the configuration tab.

Hence this is ideal for companies that wish to delegate the leave administration to each department while HR maintains control over the configuration.

To assign Dept Admin,



Step 1: Go to

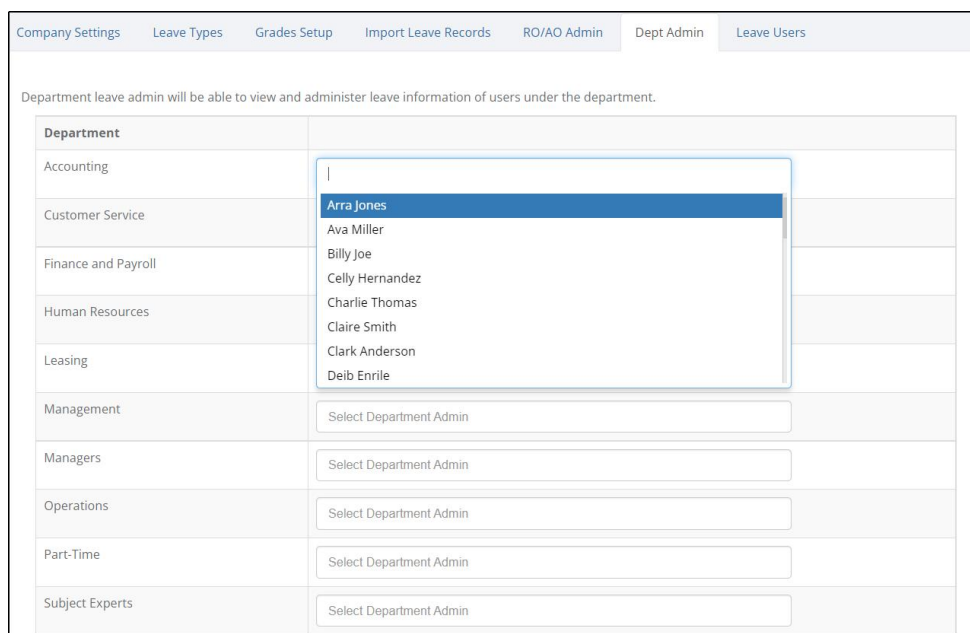


Step 2: Click on



Step 3: Click on

Step 4: Assign the Dept Admin to the respective department by entering the name of the person who will be made the department's leave administrator. You can click on the name from the dropdown options and the system will automatically save your *choices*.

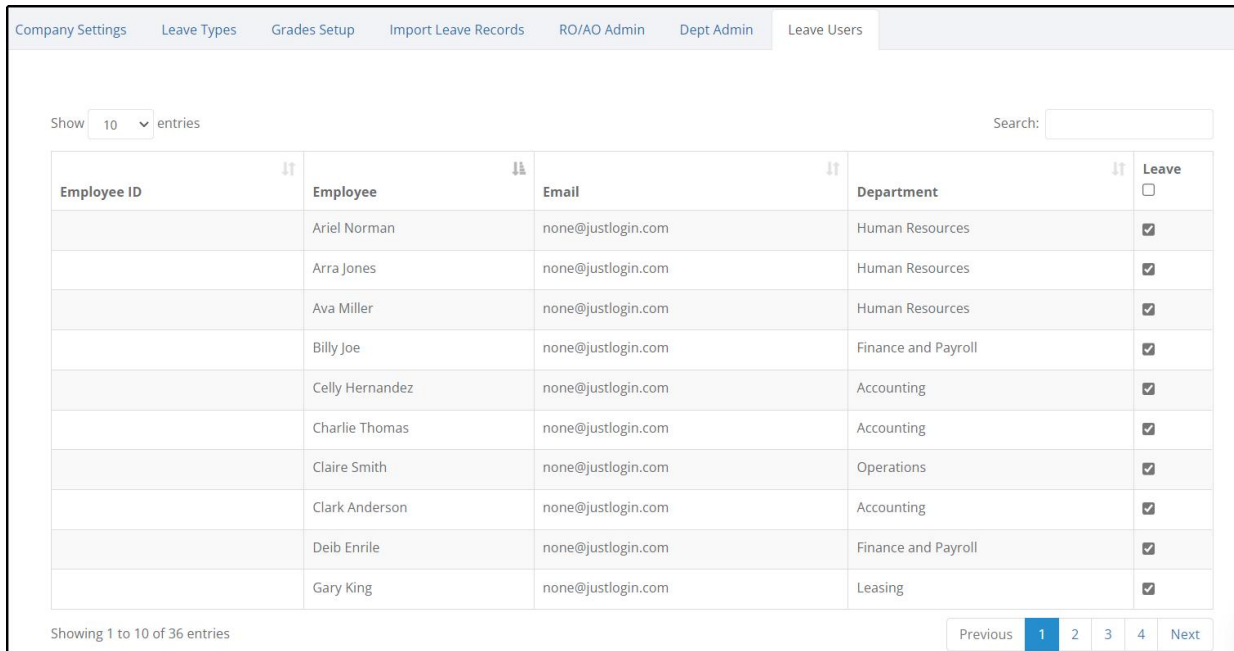


The screenshot shows a web interface with a navigation bar at the top containing: Company Settings, Leave Types, Grades Setup, Import Leave Records, RO/AO Admin, Dept Admin, and Leave Users. Below the navigation bar is a heading: "Department leave admin will be able to view and administer leave information of users under the department." The main content area is a table with two columns: "Department" and "Select Department Admin". The "Department" column lists: Accounting, Customer Service, Finance and Payroll, Human Resources, Leasing, Management, Managers, Operations, Part-Time, and Subject Experts. The "Select Department Admin" column contains dropdown menus. A dropdown menu is open for the "Management" department, showing a list of names: Arra Jones (highlighted), Ava Miller, Billy Joe, Celly Hernandez, Charlie Thomas, Claire Smith, Clark Anderson, and Deib Enrile.

Department	Select Department Admin
Accounting	
Customer Service	
Finance and Payroll	
Human Resources	
Leasing	
Management	Arra Jones Ava Miller Billy Joe Celly Hernandez Charlie Thomas Claire Smith Clark Anderson Deib Enrile
Managers	Select Department Admin
Operations	Select Department Admin
Part-Time	Select Department Admin
Subject Experts	Select Department Admin

Leave Users

The Leave Users tab allows the leave administrator to check who had been assigned to the leave module.



The screenshot shows the 'Leave Users' configuration page. At the top, there is a navigation bar with tabs: Company Settings, Leave Types, Grades Setup, Import Leave Records, RO/AO Admin, Dept Admin, and Leave Users. Below the navigation bar, there is a search bar and a 'Show 10 entries' dropdown. The main content is a table with columns: Employee ID, Employee, Email, Department, and Leave. The 'Leave' column contains checkboxes, some of which are checked. At the bottom, there is a pagination bar showing 'Showing 1 to 10 of 36 entries' and a set of buttons: Previous, 1, 2, 3, 4, Next.

Employee ID	Employee	Email	Department	Leave
	Ariel Norman	none@justlogin.com	Human Resources	<input checked="" type="checkbox"/>
	Arra Jones	none@justlogin.com	Human Resources	<input checked="" type="checkbox"/>
	Ava Miller	none@justlogin.com	Human Resources	<input checked="" type="checkbox"/>
	Billy Joe	none@justlogin.com	Finance and Payroll	<input checked="" type="checkbox"/>
	Cely Hernandez	none@justlogin.com	Accounting	<input checked="" type="checkbox"/>
	Charlie Thomas	none@justlogin.com	Accounting	<input checked="" type="checkbox"/>
	Claire Smith	none@justlogin.com	Operations	<input checked="" type="checkbox"/>
	Clark Anderson	none@justlogin.com	Accounting	<input checked="" type="checkbox"/>
	Deib Enrile	none@justlogin.com	Finance and Payroll	<input checked="" type="checkbox"/>
	Gary King	none@justlogin.com	Leasing	<input checked="" type="checkbox"/>

Those users with the tick in the checkbox are those who have Leave modules enabled for them. Those without would not be able to use the Leave module. Put a tick in the checkbox if you want to assign the staff as a user of the Leave module.



