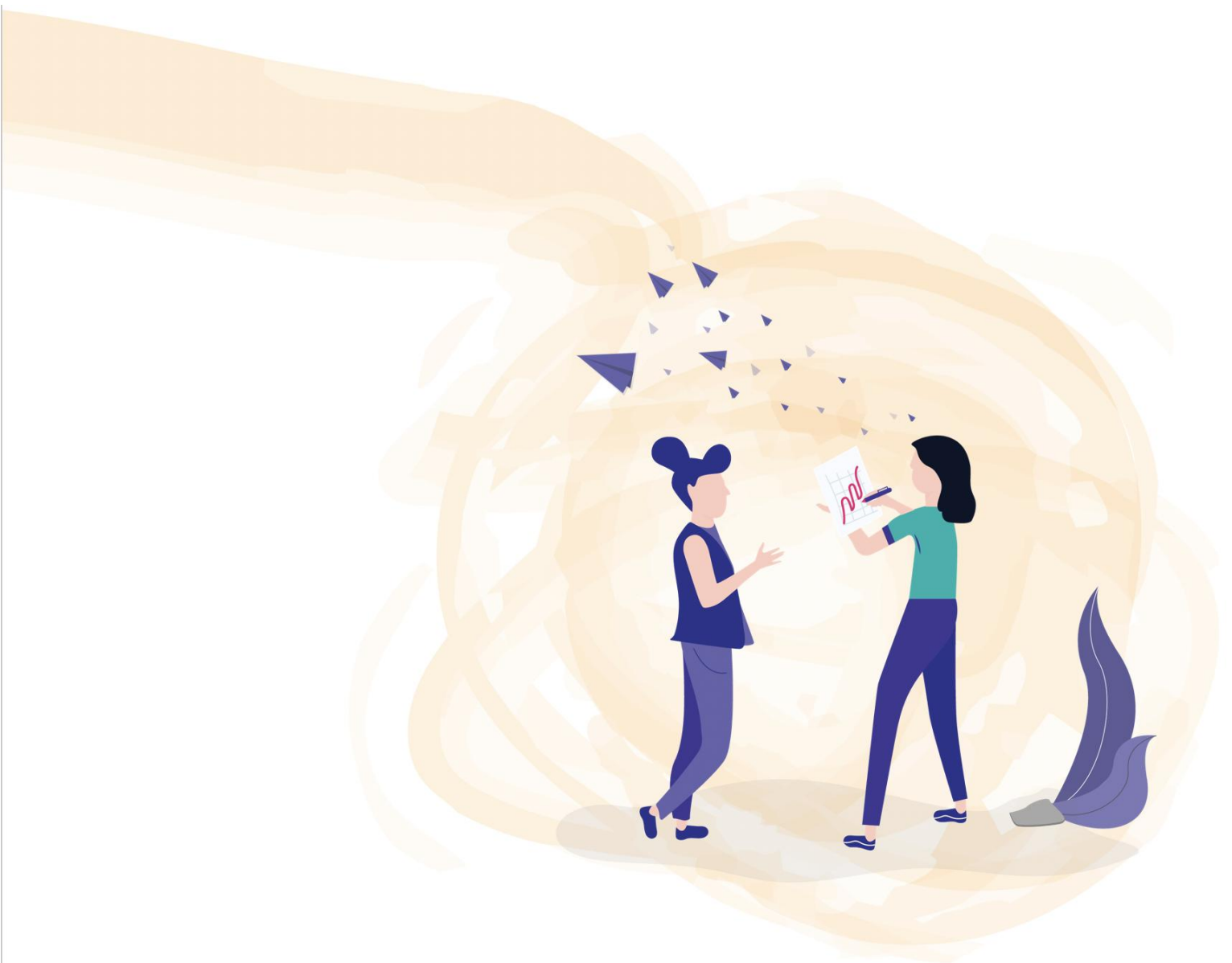




# Leave End User Guide





## Introduction

This guide will show end-users how they can utilize the leave module via the website and mobile app.

## Website

### APPLYING FOR A LEAVE

Step 1: Login in to your account

- Input your company ID
- User ID
- Password

Login to your account

Company ID

User ID

Password

English

Login

[Forgot my password](#)

Step 2: Once logged in, you will see the page below. Click on “Apply Leave”

Dashboard

Check your upcoming leaves, leave balance or apply for one.

UPCOMING LEAVE  
No upcoming leaves

LAST LEAVE TAKEN  
No last leave taken

NEXT PUBLIC HOLIDAY  
Deepavali  
On 24/10/2022

Apply Leave

Leave Summary

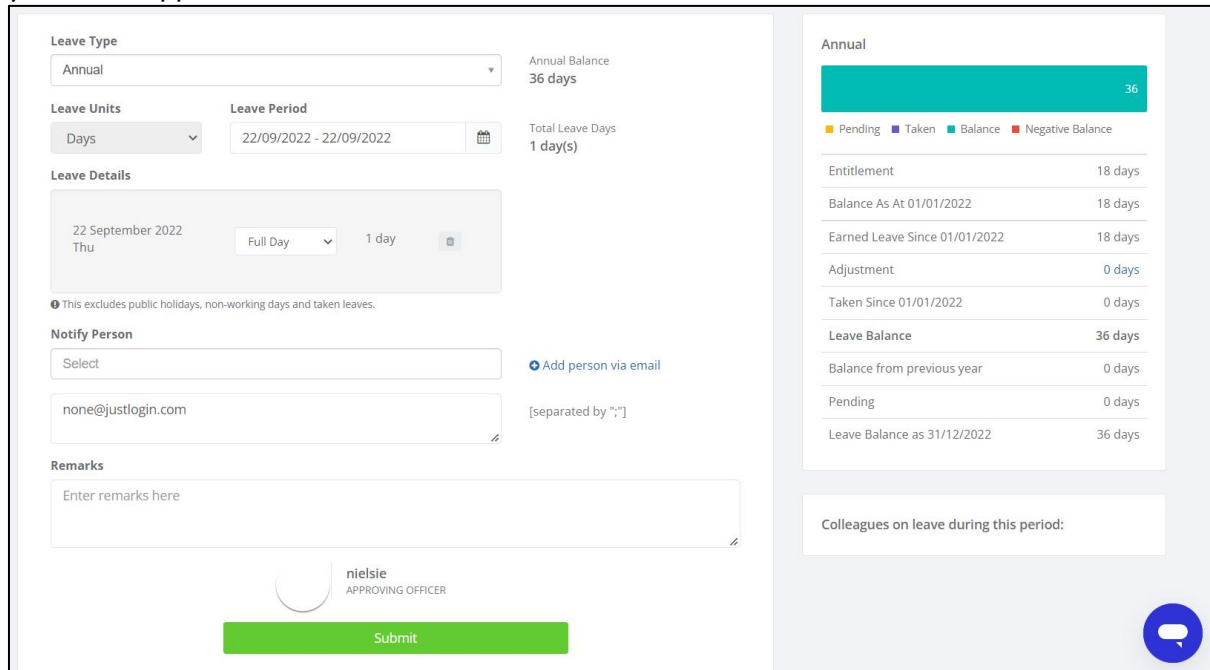
Leave Adjustments

Personal Staff

2022

	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T						
JAN						01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
FEB		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28							
MAR		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
APR					01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
MAY						01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Step 3: You will be brought to another page (same as below), where you can input the details of your leave application.

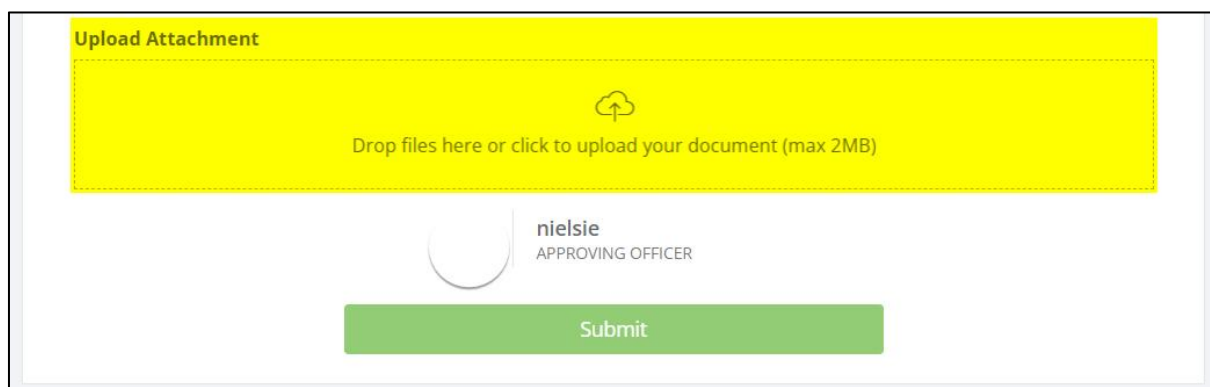


The screenshot shows a leave application form with the following sections:

- Leave Type:** Annual (dropdown), Annual Balance: 36 days
- Leave Units:** Days (dropdown), Leave Period: 22/09/2022 - 22/09/2022 (calendar icon), Total Leave Days: 1 day(s)
- Leave Details:** 22 September 2022 Thu, Full Day (dropdown), 1 day (input), trash icon. Note: This excludes public holidays, non-working days and taken leaves.
- Notify Person:** Select (dropdown), Add person via email (link), none@justlogin.com (input), [separated by ";"] (text)
- Remarks:** Enter remarks here (text area)
- Annual Balance Summary:**

Entitlement	18 days
Balance As At 01/01/2022	18 days
Earned Leave Since 01/01/2022	18 days
Adjustment	0 days
Taken Since 01/01/2022	0 days
<b>Leave Balance</b>	<b>36 days</b>
Balance from previous year	0 days
Pending	0 days
Leave Balance as 31/12/2022	36 days
- Colleagues on leave during this period:** (empty field)
- Approving Officer:** nielsie, APPROVING OFFICER
- Submit:** Green button

- Choose the Leave Type
- Select the Leave Unit - Days or Hours (Only if hours is allowed by your company)
- Indicate the dates of coverage for the Leave (It can be non-consecutive)
- Under Leave details, you can switch the blue buttons below to indicate that it is for half day leave only
- In the “notify” field, you can choose the person from the entity that you want to be notified of your leave or you can also click on the Add person via email to add the email address
- You can utilize the “remarks” field if you want to input a short reason for the leave application.
- **NOTE:** Depending on the leave type that you are applying for, another field will appear for you to able to attach files.



The screenshot shows the upload attachment section with the following elements:

- Upload Attachment:** Yellow header
- Drop files here or click to upload your document (max 2MB):** Text with a cloud upload icon
- Approving Officer:** nielsie, APPROVING OFFICER
- Submit:** Green button

Step 4: Click on 



## VIEWING LEAVE INFORMATION

### Step 1:

### Dashboard

Check your upcoming leaves, leave balance or apply for one.

**UPCOMING LEAVE**

No upcoming leaves

**LAST LEAVE TAKEN**

1 Days

Annual  
16/09/2022 AM - 16/09/2022 PM

[View History](#)

**NEXT PUBLIC HOLIDAY**

Deepavali

On 24/10/2022

[View public holiday](#)

[Apply Leave](#) | [Leave Summary](#) | [Leave Adjustments](#) | [Child Details](#)

Personal | Staff

2022

Yearly | Monthly

	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T					
JAN						01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		
FEB		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28						

Step 2: You will see the Leave History page. This page will show you all your past leave applications and the status of each

### Leave History

Year: 2022

Show 10 entries

Search:

Leave Type	From	To	Duration	Status	Remarks	Cancellation Remarks
Annual	29/08/2022 AM	29/08/2022 PM	1	APPROVED	Block leave.	
Annual	29/07/2022 AM	29/07/2022 PM	1	APPROVED	Block leave.	
No Pay	30/08/2022 AM	30/08/2022 PM	1	CANCELLATION APPROVED**		Cancelled By Leave Administrator
Annual	22/09/2022 AM	22/09/2022 PM	1	REJECTED		
Annual	16/09/2022 AM	16/09/2022 PM	1	APPROVED	Block leave.	
Annual	01/09/2022 AM	01/09/2022 PM	1	APPROVED	Block leave.	

Showing 1 to 6 of 6 entries

[Previous](#) [1](#) [Next](#)

Step 3: To view your leave summary, click on

Dashboard  
Check your upcoming leaves, leave balance or apply for one.

UPCOMING LEAVE No upcoming leaves

LAST LEAVE TAKEN 1 Days  
Annual  
16/09/2022 AM - 16/09/2022 PM  
[View History](#)

NEXT PUBLIC HOLIDAY Deepavali  
On 24/10/2022  
[View public holiday](#)

[Apply Leave](#) [Leave Summary](#) [Leave Adjustments](#) [Child Details](#)

Step 4: The next page you will be brought to is the one below:

You can see the different leave types and the balances for each

Widget View [Table View](#)

ANNUAL LEAVE 23 Days balance 4 23	ANNUAL (BROUGHT FORWARD) 0 Days balance 0	EXAMINATIONS 5 Days balance 5	HOSPITALISATION LEAVE* 60 Days balance 60
NO PAY 200 Days balance 200	OFF-IN-LIEU 0 Days balance 0	SICK LEAVE* 14 Days balance 14	

Legend: Pending (yellow), Taken (purple), Balance (teal), Negative Balance (red)

Click here if you want to change to table view

Step 5: To change the view from “widget view” to “table view”, click on

Widget View Table View

Step 6: To view any adjustments done by your Leave administrator, click on “Leave Adjustments”

Dashboard  
Check your upcoming leaves, leave balance or apply for one.

UPCOMING LEAVE No upcoming leaves

LAST LEAVE TAKEN 1 Days  
Annual  
16/09/2022 AM - 16/09/2022 PM  
[View History](#)

NEXT PUBLIC HOLIDAY Deepavali  
On 24/10/2022  
[View public holiday](#)

[Apply Leave](#) [Leave Summary](#) [Leave Adjustments](#) [Child Details](#)



Step 7: The next page will show you all the details of adjustments done.

Employee ID	Employee	Department	Leave Type	No. of days	Effective Date	Expiry Date	Taken	Action Date	Action By	Remarks
	Jerry Smith	Operations	Annual	-1	01/01/2022	31/12/2022	0	13/07/2022 09:25 AM	nielsie	(Leave Encashment) Jerry requested to encash one day leave for Annual.
	Jerry Smith	Operations	Annual	1	22/09/2022	31/12/2022	0	22/09/2022 16:53 PM	nielsie	
	Jerry Smith	Operations	Off-in-Lieu	1	01/08/2022	31/12/2022	0	22/09/2022 16:54 PM	nielsie	
	Jerry Smith	Operations	Off-in-Lieu	1	25/08/2022	31/12/2022	0	22/09/2022 16:54 PM	nielsie	

Showing 1 to 4 of 4 entries

Previous 1 Next

Step 8: To view child information, click on

### Dashboard

Check your upcoming leaves, leave balance or apply for one.

UPCOMING LEAVE

No upcoming leaves

LAST LEAVE TAKEN

1 Days

Annual  
16/09/2022 AM - 16/09/2022 PM

[View History](#)

NEXT PUBLIC HOLIDAY

Deepavali

On 24/10/2022

[View public holiday](#)

[Apply Leave](#) | [Leave Summary](#) | [Leave Adjustments](#) | **[Child Details](#)**

This page will show the child information that enables you to utilize childcare related leave type.

### Youngest child information

Youngest Child's Name	Samantha Smith
Child's Birth Date	04/09/2021
Leave Start Year	2021
Pro-family leave	Yes
Shared Parental	No

[Close](#)



**NOTE:** Child details can only be input by the leave administrator. If you have not provided your child information to the leave administrator, you will not be able to apply for any child-care related leave type.

### VIEWING THE CALENDAR

Step 1: On the dashboard, scroll down and you will see your own personal calendar

The dashboard shows the following sections:

- UPCOMING LEAVE:** No upcoming leaves.
- LAST LEAVE TAKEN:** 1 Days (Annual) on 16/09/2022 AM - 16/09/2022 PM. A "View History" button is present.
- NEXT PUBLIC HOLIDAY:** Deepavali on 24/10/2022. A "View public holiday" button is present.
- Navigation:** Apply Leave, Leave Summary, Leave Adjustments, Child Details.
- Calendar:** Personal view for 2022, showing a monthly grid with days 01-31. A blue speech bubble icon is in the bottom right corner.

Step 2: Depending on your configuration, you can view your colleagues' calendar by clicking on "Staff":

The staff calendar view shows the following details:

- Navigation:** Staff view selected, Yearly/Monthly toggle, 2022 dropdown, Search By Employee, Show 5 entries, Collapse All.
- Calendar Grid:** Monthly view for 2022 with columns for each month (JAN to DEC) and rows for employees. The date 22nd of November is highlighted in orange.
- Employee Groups:**
  - Finance and Payroll:** Billy Joe, Deib Enrile, Mara David, Mei Regy, Merry Borris.
  - Managers:** nielsie.
  - Operations:** Claire Smith, Jayson Tob, Jeremy Bolton, James Smith.
- Legend:** Half day AM (yellow), Half day PM (light green), Public Holiday (blue), Overlap (grey).
- UI:** A blue speech bubble icon is in the bottom right corner.



## CANCELLING LEAVES

Depending on your company's setup, you will have the ability to cancel the leaves you have applied for by following these steps:

Step 1: Click on "Cancel Leave" from the Leave Dashboard

The screenshot shows the 'Dashboard' page with the following sections:

- UPCOMING LEAVE:** 1 Days (Annual, 23/09/2022 AM - 23/09/2022 PM) with a yellow 'Cancel Leave' button.
- LAST LEAVE TAKEN:** 1 Days (Annual, 16/09/2022 AM - 16/09/2022 PM) with a green 'View History' button.
- NEXT PUBLIC HOLIDAY:** Deepavali (Annual, On 24/10/2022) with a 'View public holiday' button.

Navigation links: Apply Leave, Leave Summary, Leave Adjustments, Child Details.

Filters: Personal, Staff, 2022, Yearly, Monthly.

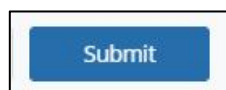
	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T					
JAN						01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		
FEB		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28						

Step 2: A pop up window will appear wherein you can input your reason for cancelling the leave application, as well as confirming the action to cancel the leave

Are you sure to cancel the selected leave application?

Remarks here...

No Submit



Step 3: Click on  to finish.





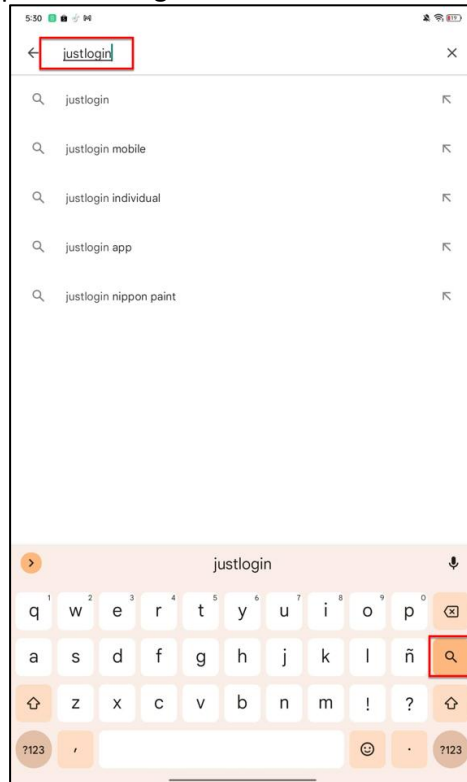
## Mobile App

- The mobile app is a convenient way to apply for leaves, check if leaves are approved, rejected and see if your colleagues are on leave as well

### Installing Justlogin Individual App

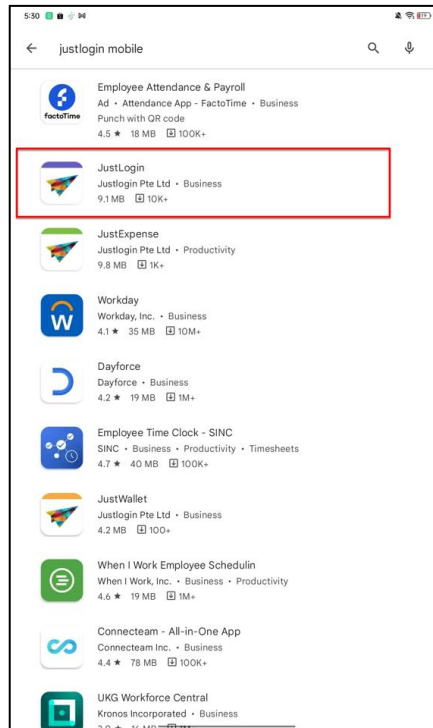
Step 1: Select Google Play on your (Android) handphone or Apple App store (for iPhones)

Step 2: On the search box, type in “Justlogin” and click on search

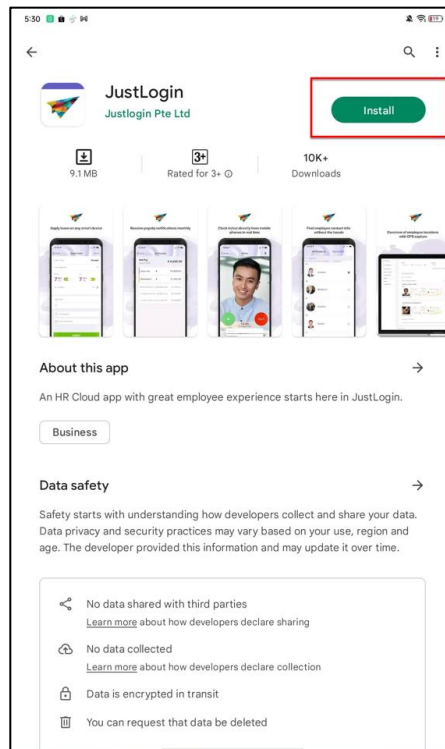




Step 3: The following list will appear, select Justlogin as shown

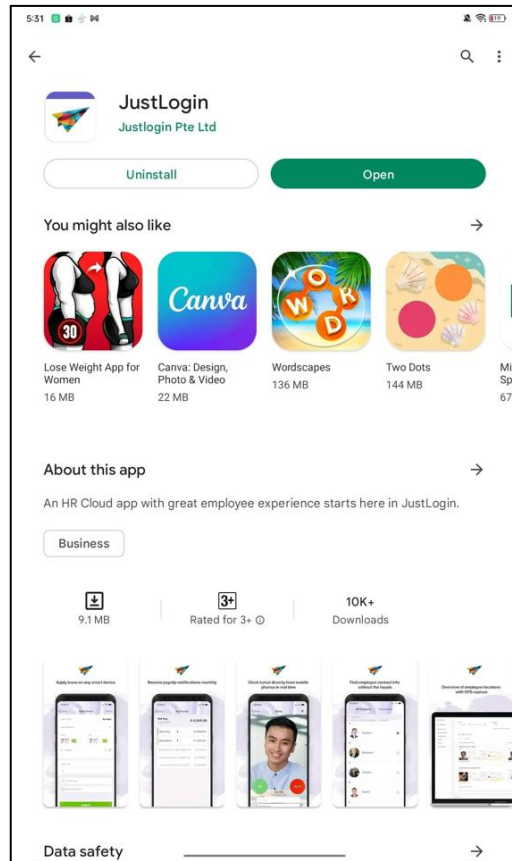


Step 4: Click on the install button to install the application





Step 5: You should see this once you have completed the installation of the app



### Justlogin Dashboard Interface

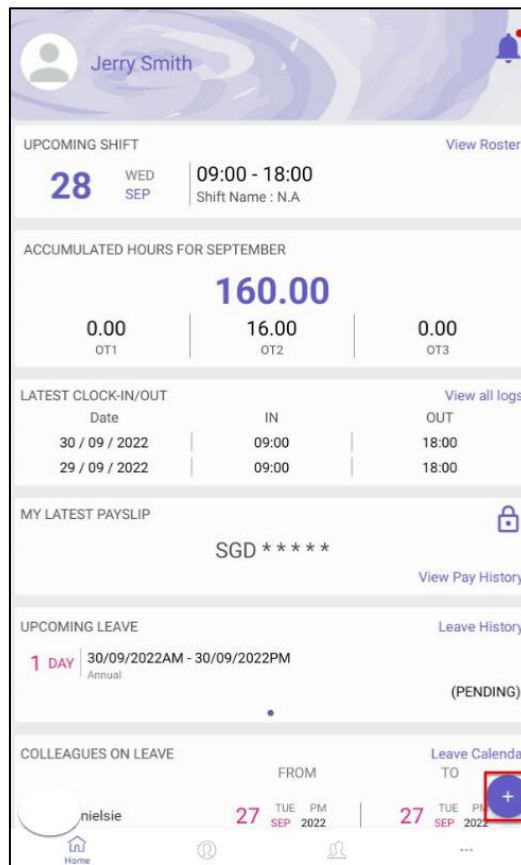
The dashboard interface is divided into two main sections:

- UPCOMING LEAVE:** Displays a card for '1 DAY' of leave from 30/09/2022AM to 30/09/2022PM, categorized as 'Annual'. A 'Leave History' link is visible, with a callout stating: "Upcoming Leave will the user's leave list". Below the card, the status '(PENDING)' is shown.
- COLLEAGUES ON LEAVE:** Displays a table with columns 'FROM' and 'TO'. A callout states: "This part displays colleagues who are on leave on that day. Maximum display is 2, in alphabetical order".

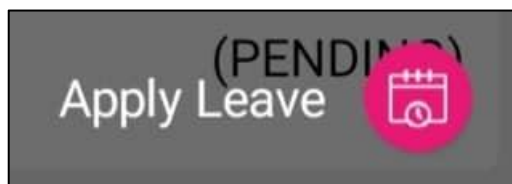
COLLEAGUES ON LEAVE	FROM	TO
Jeremy Bolton	26 MON AM SEP 2022	26 MON PM SEP 2022

### How to Apply for a Leave:

Step 1: Click on the “+” button as shown below



Step 2: Click on Apply Leave



Step 3: The following screen will appear

The screenshot shows the 'Apply Leave' app interface. The following elements are highlighted with red boxes and annotated with instructions:

- Leave Type:** A dropdown menu currently showing 'Sick Leave\*'. Instruction: "Select the Leave type they wish too apply for".
- Leave Balance:** A text field showing '14.0'. Instruction: "The system will display the user's leave balance for the particular leave type".
- FROM:** A date picker showing '27 TUE SEP 2022'. Instruction: "Start date and End date".
- TO:** A date picker showing '27 TUE Sep 2022'. Instruction: "Start date and End date".
- Leave Details:** A section containing:
  - A date '27 Sep 2022' and a dropdown 'Full D...' with '1 Day' and a close icon. Instruction: "Select from the dropdown if Full day/AM/PM Leave".
  - 'Total Leave Days' field showing '1.0'.
  - A note: "Excludes non-working days and taken leaves within the period."
- Approver:** A text field showing 'nielsie'. Instruction: "Approving Officer".
- CC:** A text field showing '-'. Instruction: "Approving Officer".
- Add Remark:** A text input field with a plus icon. Instruction: "Add Remark".
- Add Attachment:** A text input field with a plus icon and a red error message 'Attachment is required'. Instruction: "Add Attachment".

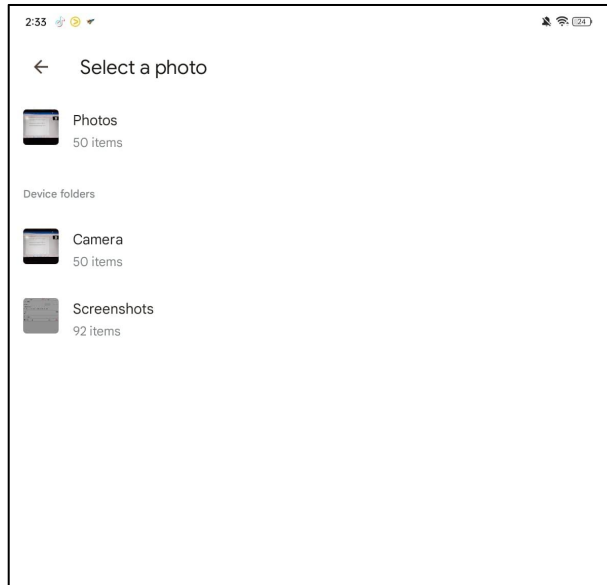
A 'SUBMIT' button is visible at the bottom of the form.

Step 4: If you click on the Attachment, the app will prompt you for the source of the attachment

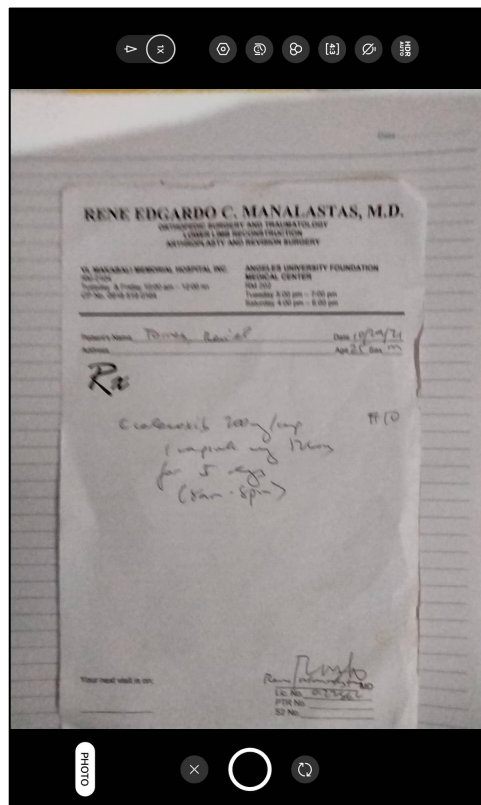
The screenshot shows a modal dialog box with the following options:

- From Gallery
- From Camera
- From File
- Cancel

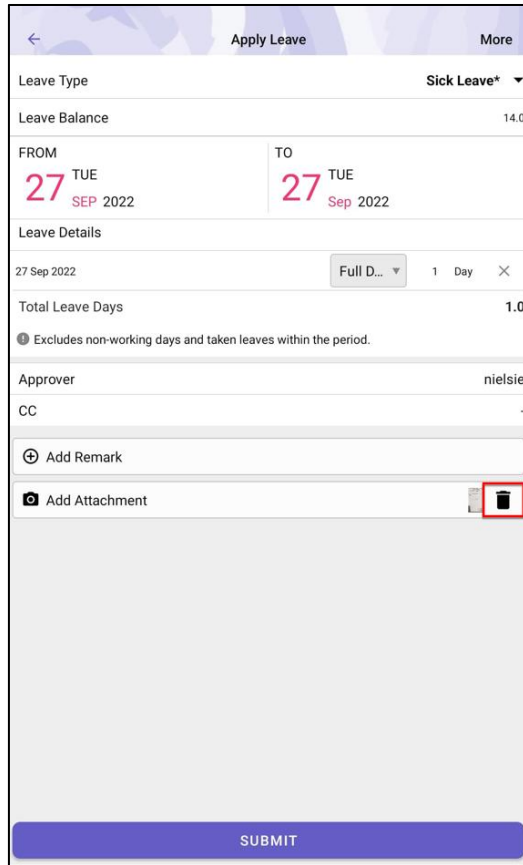
Step 6: Select the source in which you have placed the attachment



If you select Camera, the system will automatically open the camera app. Take a photo of the document.



Step 5: Once you have attached the file, you should see it appearing at the attachment. If you wish to delete the attachment, click on the trash bin icon.



Apply Leave

Leave Type: Sick Leave\*

Leave Balance: 14.0

FROM: 27 TUE SEP 2022

TO: 27 TUE Sep 2022

Leave Details

27 Sep 2022 Full D... 1 Day

Total Leave Days: 1.0

Excludes non-working days and taken leaves within the period.

Approver: nielsie

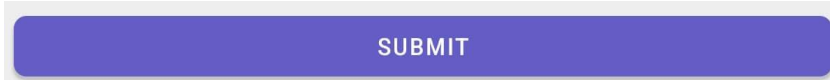
CC: -

Add Remark

Add Attachment

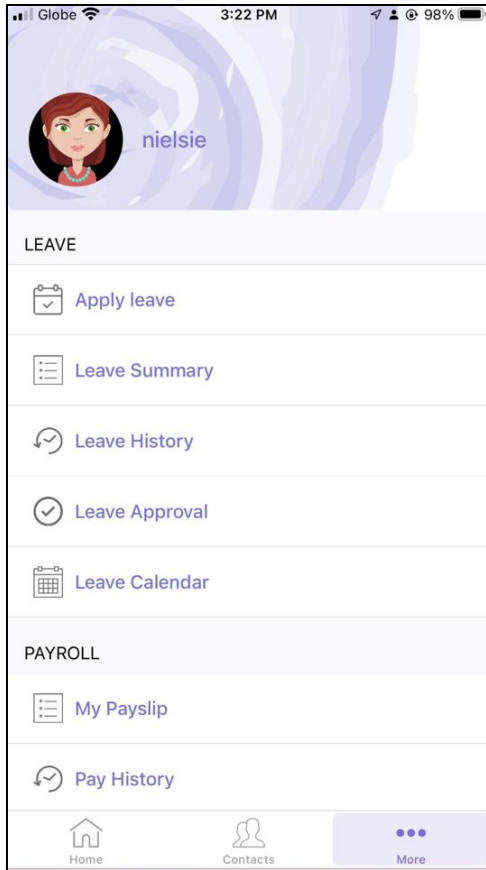
SUBMIT


Step 6: Click on the “submit” button to submit leave application



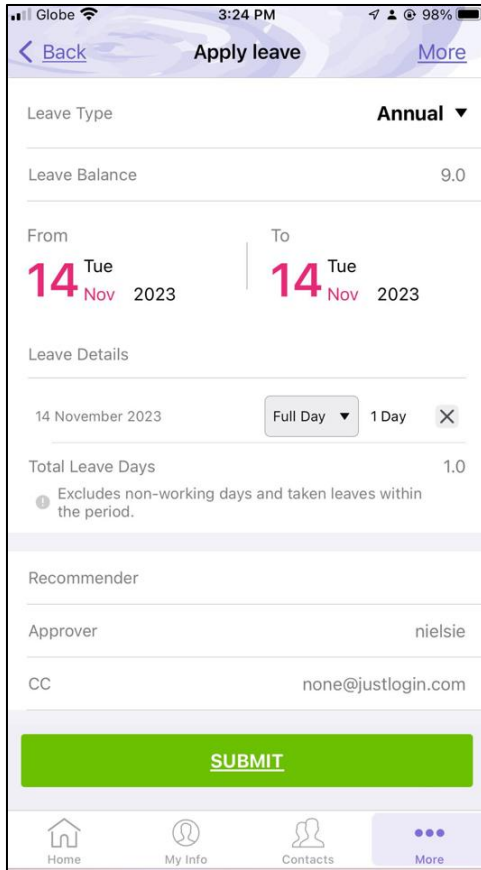
### Leave Menu

You will see these sub-menus from the app dashboard(Home),



The  option is another way for the user to access the leave application page. When the user clicks on this, the system will bring forth this page. The steps in applying is the same as above.





Apply leave

Leave Type: Annual

Leave Balance: 9.0

From: 14 Tue Nov 2023 | To: 14 Tue Nov 2023

Leave Details

14 November 2023 | Full Day | 1 Day

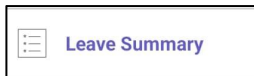
Total Leave Days: 1.0  
Excludes non-working days and taken leaves within the period.

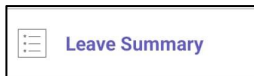
Recommender: [empty]

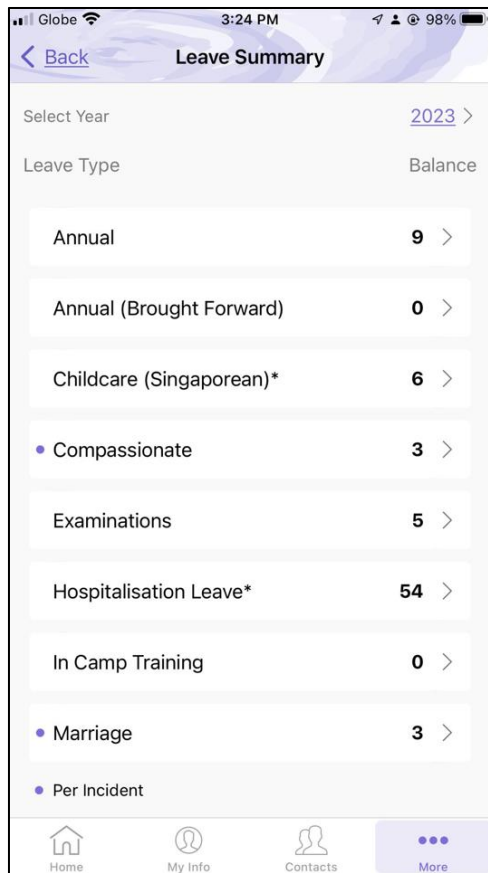
Approver: nielsie

CC: none@justlogin.com

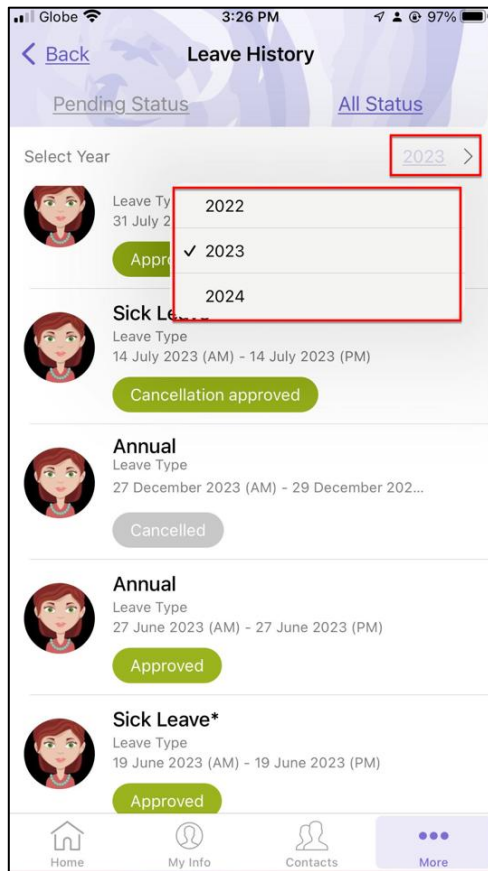
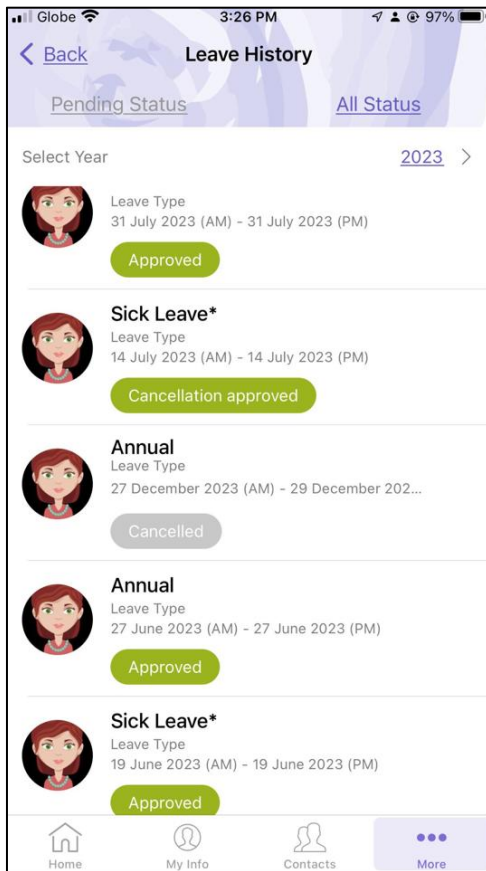
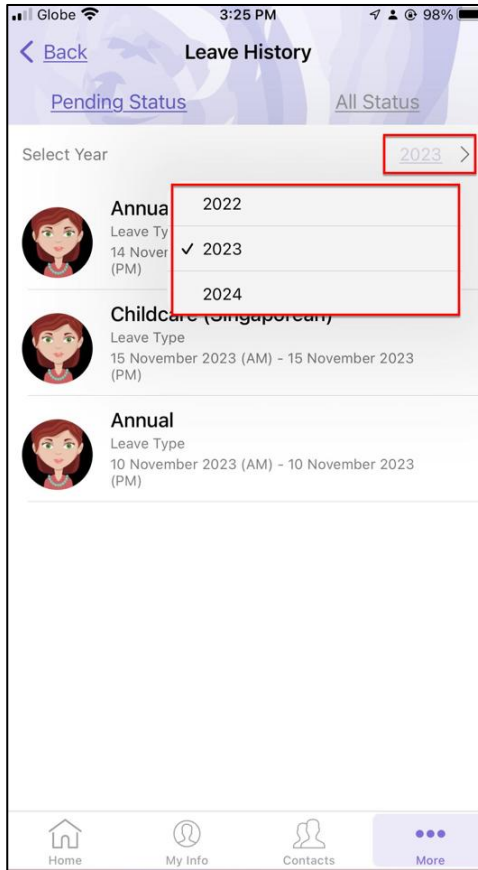
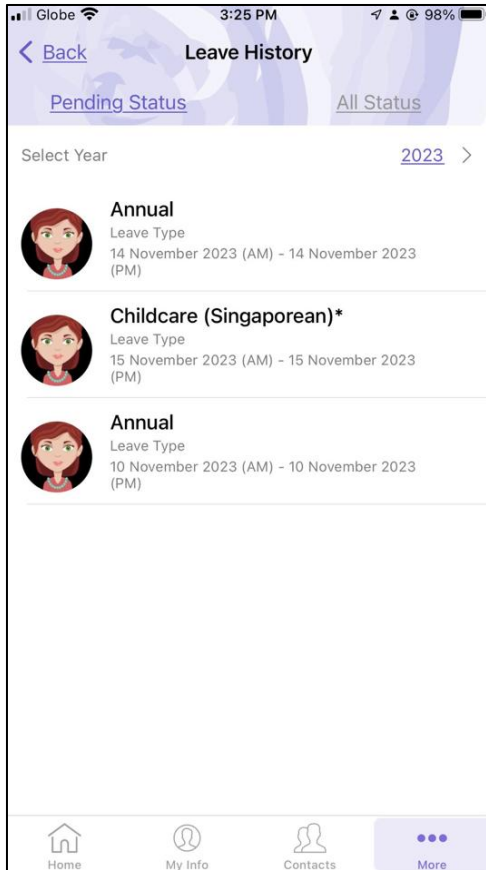
SUBMIT




The  shows the user their leave summary as of date

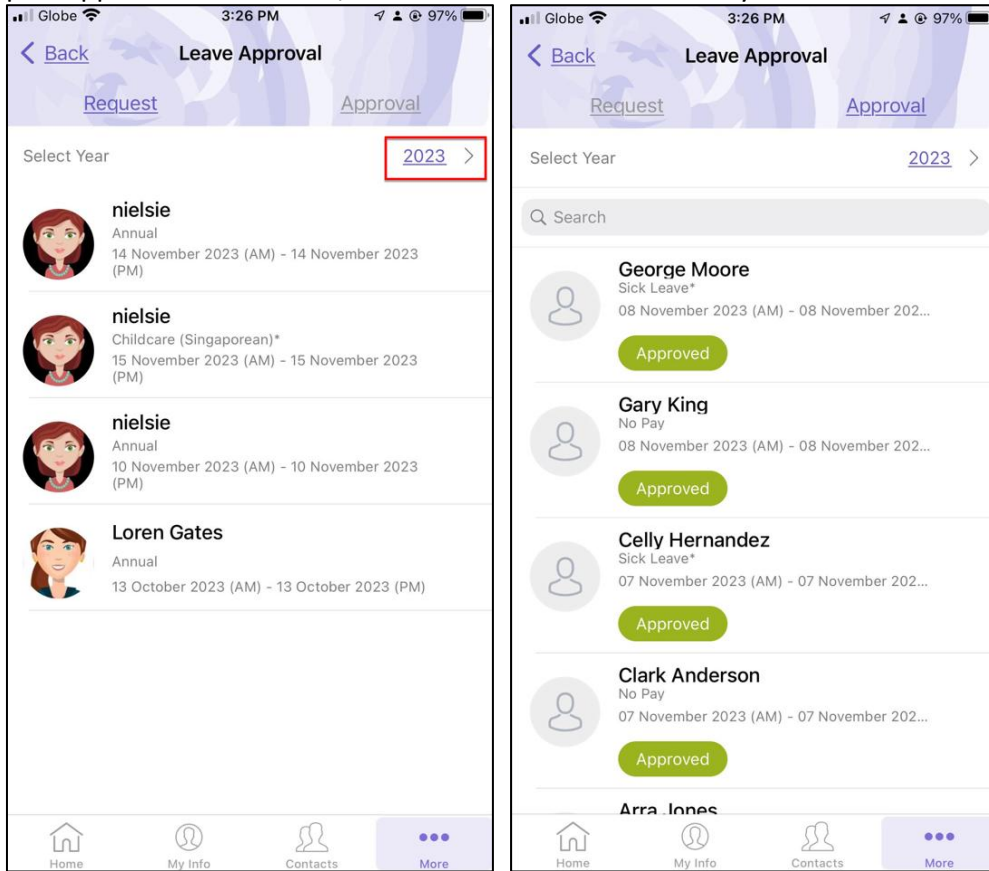



The [Leave History](#) when selected will display the leave history of the user and you can also filter the year you want to see.



 **Leave Approval**

The **Leave Approval** is only viewable if the user is an AO (Approving Officer) or a RO (Recommending Officer). When selecting, the app will show any pending request as well as the past approvals that the AO/RO had made and the filter for year is also available.



 **Leave Calendar**

The **Leave Calendar** will display to the user their leave calendar as well as those that are of their colleagues if the appropriate permission has been given.

3:27 PM 97%

Leave Calendar

My Calendar Staff Calendar

Nov 2023

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

● PH ● Leave

Fri 10  
**nielsie**  
Annual  
10 November 2023  
PENDING

Sun 12  
**Deepavali**  
Public Holiday  
12 November 2023

Home My Info Contacts More

3:27 PM 97%

Leave Calendar

My Calendar Staff Calendar

Nov 2023

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

● Leave

Leasing

**Gary King**  
No Pay  
08 Nov 2023

**George Moore**  
Sick Leave\*  
08 Nov 2023

Home My Info Contacts More