



HK Leave Administrator 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.

Administration

Block Leave

Leave Administrator can make use of block leave to apply leave **on behalf** of the entire company, department, or individual staff. Block leave **will bypass the approval process** and will do the required deduction accordingly.

The steps to doing a block leave are:



Step 1: Click on



Step 2: Click on



Step 3: Click on tab at the top

Step 4: Choose the option on how you want to choose the users who are to be included in the block leave

Block Leave Type	<input type="radio"/>	All employee/depts will be deducted this leave.
	<input type="radio"/>	All employee/depts excluding the selected employee/depts in the following listing box will be deducted this leave.
	<input checked="" type="radio"/>	Only the selected employee/dept in the following listing box will be deducted this leave.

Step 5: Select the leave type for the block leave

Leave Type	Annual	↓
-------------------	--------	---

Step 6: (Optional) Anyone you wish to email to inform them of the block leave. As noted above, Block Leave is automatically approved and does not go through the normal approval process. If you want to inform the approving officers of the leave, then you can utilize the CC Lists field.



A rectangular input field with the label "CC Lists" in bold. Inside the field is a text input area with the placeholder text "Enter email" and a small icon of a person with a plus sign to its right.

Step 7: Enter the date range for the block leave



A date range selection interface. It features a "From" label, a date input field containing "04/06/2019", a green "AM" radio button, a "To" label, another date input field containing "04/06/2019", and a grey "PM" radio button.

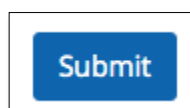
Step 8: The system will automatically compute the number of days based on Step 7.



A field labeled "Working Days" with a numerical input field containing the value "1".

Step 9: (Optional) Enter remarks. The remarks input here will also appear on the Leave Query report. It can also help to remind you as the Leave Administrator, why the Block Leave was done for the staff.

Step 10: Choose the name/s of the staff who will be included in the block leave by putting a tick beside the name/s.



A blue rectangular button with the word "Submit" in white text.

Step 11: Click on  to apply the Block Leave.

Entitlement & Details

The Entitlement & Details page allow you to set the entitlement and details such as the work week of the staff.

Note that this page does not show you the leave balance of the staff. For that, you need to use the Leave Balance Report.

The steps to using this page are:



A button with a pink circular icon containing a white crown and the word "Leave" in blue text.

Step 1: Click on 

Administration

Step 2: Click on

Entitlement & Details

Step 3: Click on

The following page display of the opening balance depends on the configuration. For the Annual leave, If you set it to earned leave, you will see 0 at the Opening Balance. If you had chosen entitlement, you will see the entitlement that is full amount or the prorated amount in the Opening Balance.

Employee ID	Employee	Department	Yearly Entitlement	Opening Balance	As at date (dd/mm)	Adjustment	Work Week	Join Date	Grade	Working On PH	Actio
	Alvina		18	0	1/1	0	Normal	10/10/2019	MGT	<input type="checkbox"/>	
	Ang Hee Chuan Pete	Client Support	18	22	1/1	-1	Normal	01/04/2019	MGT	<input type="checkbox"/>	
00326	Ang Hock Seng Van	Marketing	18	26	1/1	0	Normal	06/06/2019	- Select Grade -	<input checked="" type="checkbox"/>	
	Ang Hong Yi Jack	Client Support	18	18	1/1	-3	Normal	02/05/2019	MGT	<input type="checkbox"/>	
	Ang Lee Ho Zen	Marketing	7.92	18	1/1	0	Normal	01/02/2019	STAFF	<input type="checkbox"/>	
	Ang Lee Huat Toby	Sales	7.61	7.61	1/1	-1	Normal	22/05/2019	STAFF	<input type="checkbox"/>	
	Ang Lee Jin (Miles)	Sales	18	15	1/1	-2	Normal	01/01/2019	MGT	<input type="checkbox"/>	

Step 4: If you configure your leave module to have grades, you can select the job grades of each of the staff so that the correct entitlement will be allocated for them.

Step 5: If the staff needs to work on Public Holiday, you need to click on the **Working on PH** column. This would allow the staff to take leave even if is Public Holiday. By default, staff cannot take leave on Public Holiday.

Update

Step 6: Click on to save changes.

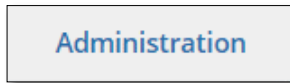
Leave Actions

Leave Cancellation

As a leave administrator, you can cancel the leave of the staff by following these steps:



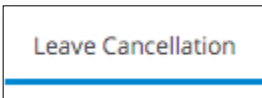
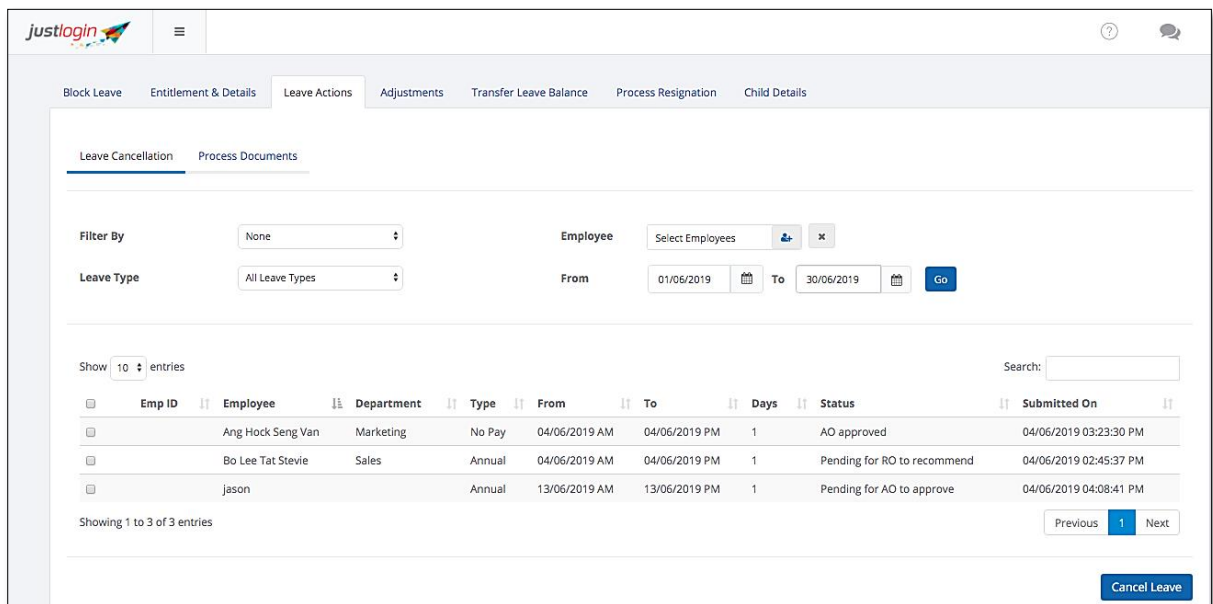
Step 1: Click on



Step 2: Click on

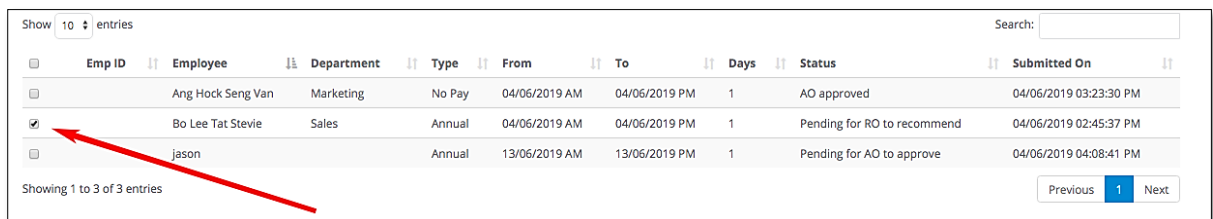


Step 3: Click on tab. You will see this page.

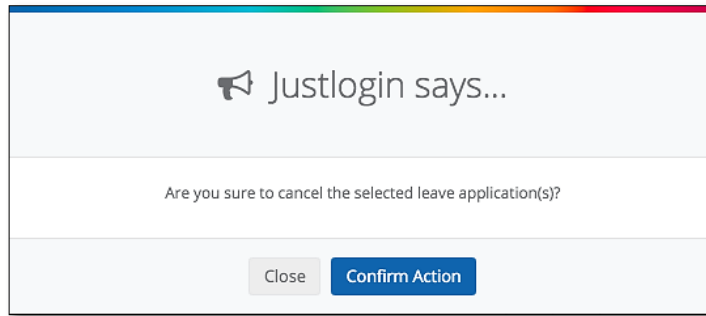



Step 4: By default, you will see the page.

Step 5: Select the staff you wish to cancel the leave by ticking on the checkbox at the row of the name.



Step 6: Click on the button below. The following message will appear



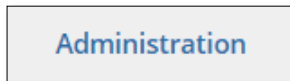
Step 7: Click on  to proceed with the cancellation of leave.

Process Documents

If you require your staff to submit hard-copy of documents when applying for certain leave types, the paper copies/hard-copies does not go through the system. The system will instead remind you through process documents page if you have received the hard copy of documents from the staff.



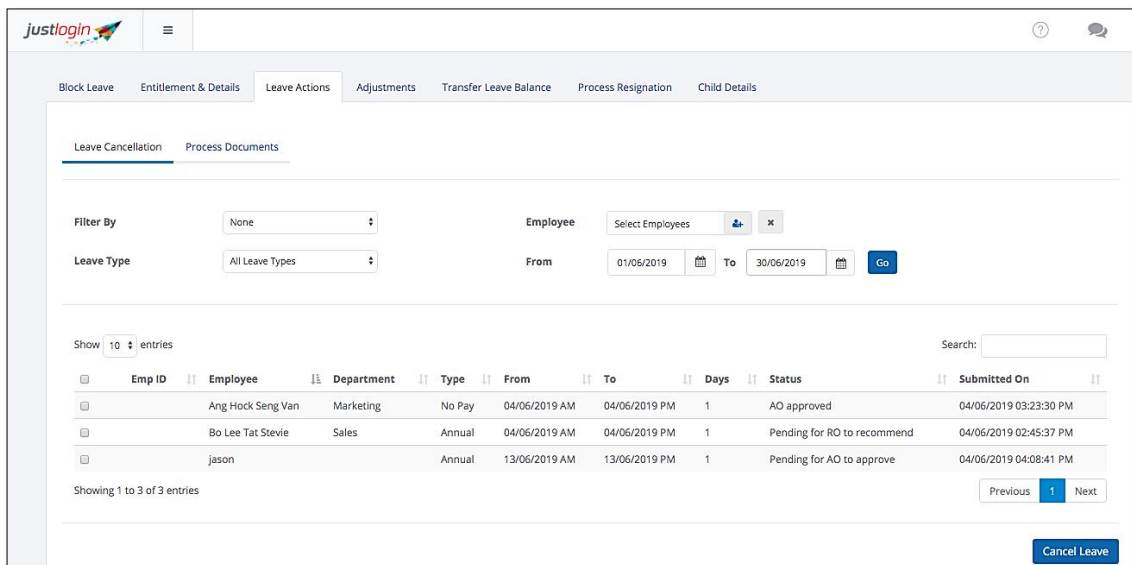
Step 1: Click on

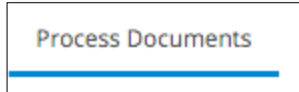


Step 2: Click on



Step 3: Click on  tab. You will see this page.





Step 4: Click on

Step 5: (Optional) You can filter the documents through the different filters such as documents, leave types, grades and range of date.

Document Filter	All	Grade	All Grades
Leave Type	All Leave Types	From	01/05/2019 To 30/06/2019 Go



Step 6: Click on

Step 7: The system will generate the list based on your search parameter. If the checkbox is empty, it meant that the hard copy of the document for this leave has yet to be received while a checkbox with a tick represents that the administrator had received the document.

Emp ID	Employee	Department	Type	From	To	Days	Document
<input type="checkbox"/>	Ang Lee Jin (Wilson)	Sales	Sick	03/06/2019 AM	03/06/2019 PM	1	<input type="checkbox"/>
<input type="checkbox"/>	Gan Ling Ting Tina	Sales	Sick	21/05/2019 AM	22/05/2019 PM	2	<input type="checkbox"/>
<input type="checkbox"/>	jason		Sick	28/05/2019 AM	28/05/2019 PM	1	<input checked="" type="checkbox"/> admin

Showing 1 to 3 of 3 entries

Previous **1** Next

Step 8: When the administrator receives the hard copy document, the administrator can



check the tickbox and click on the button.

By clicking on this, the staff will no longer receive the reminder from the system.

Adjustments

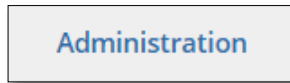
Adjustments

You can easily adjust (credit, debit or encash) the leave of your staff by using Adjustments. For example, staff worked on a Public Holiday and you will be giving the staff an additional leave, this can be done on Adjustments.

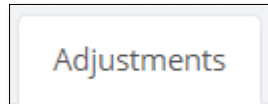
The steps are:



Step 1: Click on



Step 2: Click on



Step 3: Click on page tab. This should bring you to the adjustments

Step 4: Select the type of leave you wish to add, deduct or encash at

Leave Type	Annual
------------	--------

Step 5: Indicate the number of days you will be crediting, deducting or encashing

Adjustment Days	1
-----------------	---

Step 6: Select the year of adjustment at

Adjustment For Year	2019
---------------------	------

Step 7: Select Credit(Add), Debit (Deduct) or Leave Encashment (Deduct).

Adjustment Type	Credit(Add) ▼
Remarks	Credit(Add) Debit(Deduct) Leave Encashment(Deduct)

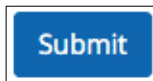
Step 8: (Recommended) Enter a remark why you did the adjustment at the Remarks field. Any remark input here can also be seen by the staff on their end.

Remarks	Remarks here...
---------	-----------------

Step 9: Select the employees you wish to adjust the leave at

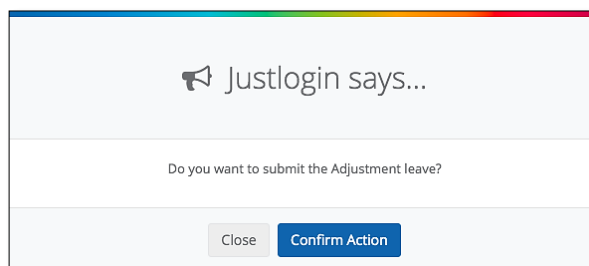
Show entries Search:

<input type="checkbox"/>	Emp ID	Employee	Department
<input type="checkbox"/>		Ang Hee Chuan Pete	Client Support
<input checked="" type="checkbox"/>		Ang Hock Seng Van	Marketing
<input checked="" type="checkbox"/>		Ang Hong Yi Jack	
<input type="checkbox"/>		Ang Lee Jin (Wilson)	Sales
<input type="checkbox"/>		Ang Ling Tong Bernard	Logistic
<input type="checkbox"/>		Ang Mee Ling Lyn	Marketing
<input type="checkbox"/>		Bay Jean Lee (Alfred)	Sales
<input type="checkbox"/>		Bo Lee Tat Stevie	Sales
<input type="checkbox"/>		Chai Lee Teck Davidson	Sales
<input type="checkbox"/>		Chan Lee Teck Alvin	Marketing



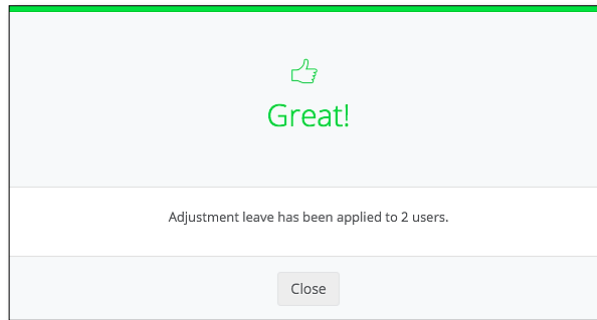
Step 10: Click on

Step 11: Once done, you should see this message prompting you to confirm the adjustment.



Step 12: Click on

Step 13: Once the leave has been adjusted, the following message will appear.



View Adjustment History

This page will display all the adjustments that the leave administrator has done for the staff within the year indicated. This can be filtered based on leave types or adjustment year.

Adjustment [View Adjustment History](#)

Leave Type:

Adjustment For Year:

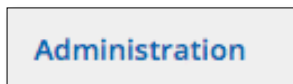
Show entries Search:

Employee ID	Employee	Department	Leave Type	No. of days	Action Date	Action By	Remarks
	Leon Asuncion	Training Department	Annual	-12	11/12/2019 16:06 PM	Adie Bebe	(Leave Encashment)
	Jacob Wolf	Training Department	Off-In-Lieu	1	03/12/2019 16:46 PM	Adie Bebe	worked on PH - Test with Jae
	Jacob Wolf	Training Department	Off-In-Lieu	1	03/12/2019 14:22 PM	Adie Bebe	Staff worked on PH
006	Adie Bebe	HQ>Management	Off-In-Lieu	3	21/11/2019 10:48 AM	Adie Bebe	Staff worked on PH - training test

Transfer Leave Balance

Automated Transfer Leave Balance removes the need of the leave administrator to manually do the Transfer Leave Balance of all the unused leave of last year to the new year.

The system will take whatever transfer leave balance setting from the previous year and will automatically apply that to the automated transfer.



Step 1: Click on



Step 2: Click on

The Transfer Leave Balance page will appear:

Block Leave Entitlement & Details Leave Actions Adjustments **Transfer Leave Balance** Process Resignation Child Details

Note:

1. An automatic balance transfer for Annual Leave will be processed by system on 31st December.
2. Please ensure your settings are correct prior to automatic transfer.
3. After automatic transfer is completed, still user can edit settings and perform manual transfer if required.

Leave Balance Transfer from **2019** (ending 31/12/2019) to **2020** (starting 01/01/2020)

Leave Type:

How many days of leave balance can be brought over to the new year?

- All leave balance of previous year
- Maximum of days of previous year's leave balance
- Maximum of of previous year's leave entitlement
- By annual leave entitlement days. [edit conditions](#)

How is the grace period set for forfeited/transferred leave balance?

* A new leave type "Annual (Brought Forward)" will automatically be created if there is a grace period being setup and users will be prompted to select this leave type first when applying for Annual Leave. You will be able to modify the expiry date for each employee under Administration > Entitlement & Details.

- No grace period
- Set a grace period, which the forfeited leave balance must be consumed.
Leave must be consumed by
- Set a grace period, which the transferred leave balance must be consumed.
Leave must be consumed by

Note the following:

- a.** *The Automated Transfer Leave Balance will not happen automatically on the first time. You must do step 3 first then once you have saved it, the system will then automatically execute the transfer accordingly. The transfer will be based on the settings configured on this page.*
- b.** *The system will use the previous year's setting for the transfer.*
- c.** *The transfer will automatically happen on the 31st of December.*
- d.** *Only Annual Leave will be transferred through this method.*
- e.** *If manual transfer has been done before 31st of December, automated transfer will not occur in the account.*

Step 3: You must for setup the parameters of the transfer. You can do so by clicking on



the button. Subsequently, if you wish to modify the setting the next time, you can still click on the "Edit Settings" button.

Step 4: On the 1st portion, this is referring to the number of days that can be brought forward. There are 4 options to choose from, just choose one:

Option 1 - *All leave balance of the previous year* - the system will transfer any remaining balance of the leave type chosen over to the following year.

Option 2 - *Maximum of ___ days of previous year's leave balance* - the admin can set a specific number of days that can be transferred into the following year

Example:

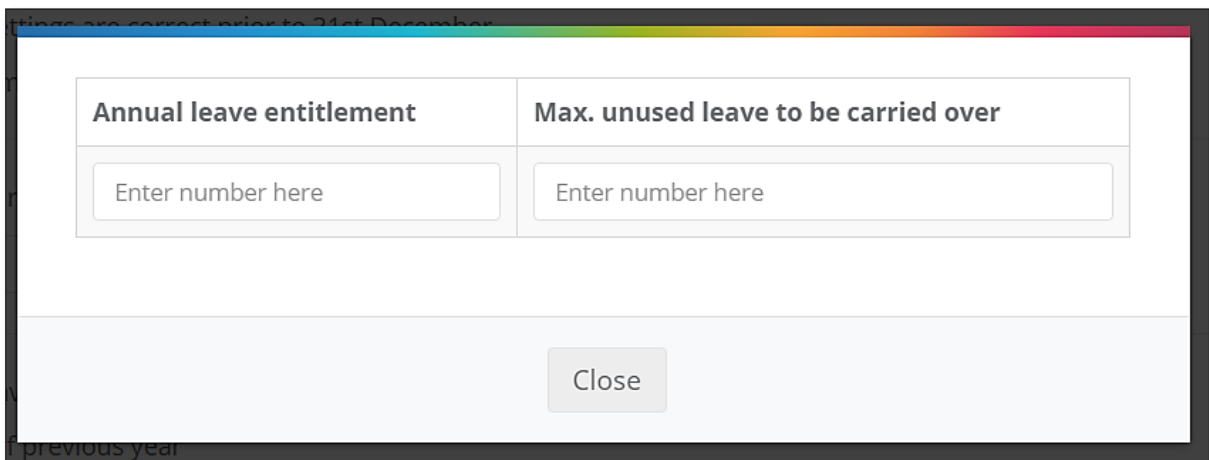
If the remaining balance for Annual 2020 is 15 days, and the company only allows up to 5 days to be transferred to 2021 for all users, then he must choose 5 on the dropdown field.

Option 3 - *Maximum of ___% of previous year's leave entitlement* - the system will only transfer a certain percentage of last year's total entitlement.

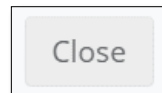
Example:

If one of the employees' entitlement is 18 days for Annual 2020 and can transfer only up to 50% of the entitlement, the remaining balance for Annual 2020 is 10, then the system will only carry over 9 days.

Option 4 - *By annual leave entitlement days* - is almost the same as the second option, only that it is based on the Annual 2020 entitlement instead of just the remaining balance. The admin needs to click on the "edit conditions" link to set the policy in the pop-up window



Input the annual leave entitlement value and the number of leaves that can be brought



over for each leave entitlement. After doing so, click on

Step 5: On the 2nd portion, this is where you can set the "grace period" for the transferred leaves if any. There are 3 options to choose from, please choose one:

Option 1 - *No Grace Period* - means that the transferred balance has no expiry date and whatever is left from the previous year will be added to the staff's Annual Leave opening balance of the following year.

Example:

2020 remaining balance: 5

No grace period
2021 entitlement: 18

Then:

Opening balance (if entitlement policy): 23 (18+5)

Opening balance (if earned policy): 5 (0+5)

Option 2 - Set a grace period, which the forfeited leave balance must be consumed - Leave must be consumed by – this option allows the admin to set an expiry date for any un-transferred balance from the previous year and will create another leave type called “**Annual Brought Forward**” to show the un-transferred balance. This leave type can then be used by the employee to apply for leave before the set expiry date.

Example:

How many days of leave balance can be brought over to the new year?

All leave balance of previous year

Maximum of days of previous year's leave balance


Maximum of of previous year's leave entitlement


By annual leave entitlement days. [edit conditions](#)

How is the grace period set for forfeited/transferred leave balance?

* A new leave type "Annual (Brought Forward)" will automatically be created if there is a grace period being setup and You will be able to modify the expiry date for each employee under Administration > Entitlement & Details.

No grace period

Set a grace period, which the forfeited leave balance must be consumed.
Leave must be consumed by 

Set a grace period, which the transferred leave balance must be consumed.
Leave must be consumed by 

Remaining balance from 2020: 11

No. of days allowed to be transferred: 5

Forfeited leave: 6

Then:

Opening balance for 2021 (if entitlement policy): Entitlement + 5

Opening balance for 2021 (if earned policy): 5 (0+5)

Annual Brought Forward opening balance: 6 (this is to be consumed on or before 31st of July).

Option 3 - *Set a grace period, which the transferred leave balance must be consumed - Leave must be consumed by* - this allows the admin to set an expiry date for the transferred leave balance to the following year. Whatever leave transferred will then be shown through an automatic leave type created called "Annual Brought Forward".

Example:

How many days of leave balance can be brought over to the new year?

All leave balance of previous year

Maximum of days of previous year's leave balance

Maximum of of previous year's leave entitlement

By annual leave entitlement days. [edit conditions](#)

How is the grace period set for forfeited/transferred leave balance?

* A new leave type "Annual (Brought Forward)" will automatically be created if there is a grace period. You will be able to modify the expiry date for each employee under Administration > Entitlement & De

No grace period

Set a grace period, which the forfeited leave balance must be consumed.
Leave must be consumed by

Set a grace period, which the transferred leave balance must be consumed.
Leave must be consumed by

Remaining balance from 2020: 11

No. of days allowed to be transferred: 5

Then:

Opening balance for 2021 (if entitlement policy): Entitlement

Opening balance for 2021 (if earned policy): 0

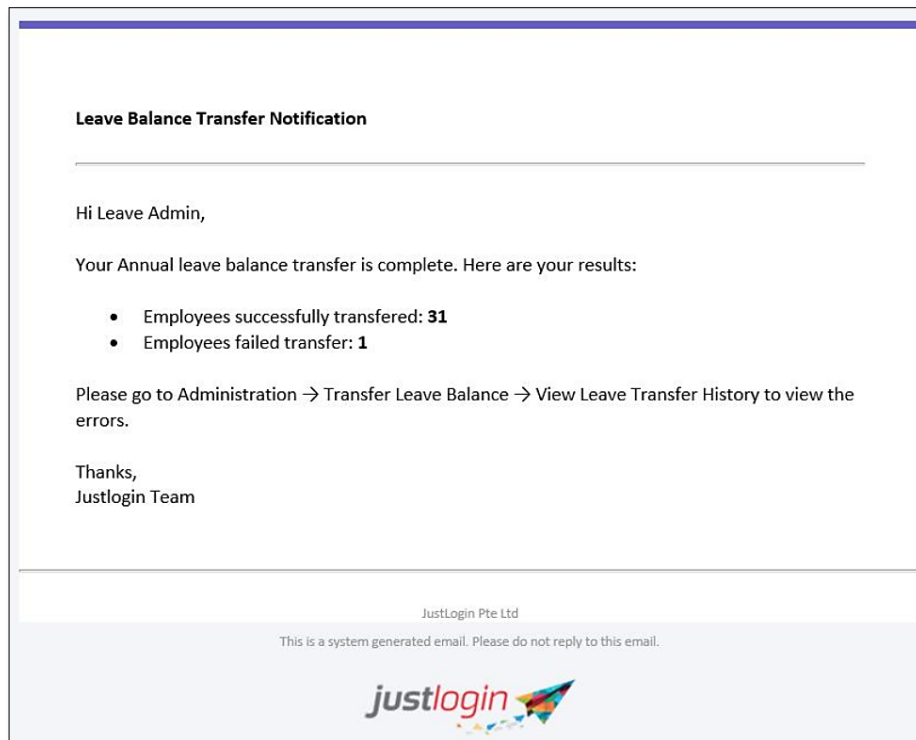


Annual Brought Forward opening balance: 5 (this is to be consumed on or before the 1st of June 2021).

Save Settings

Step 6: Once complete, click on

Step 7: Once the transfer has completed, a notification will be sent to the leave administrator regarding the transfer. If there are any failure you can see this at the **View Leave Transfer History**



Step 8: Click on the **View leave transfer history** as shown. This is found at the bottom of the page.

By annual leave entitlement days. [edit conditions](#)

How is the grace period set for forfeited/transferred leave balance?

* A new leave type "Annual (Brought Forward)" will automatically be created if there is a grace period being setup and users will be prompted to select this leave type first when applying for Annual Leave. You will be able to modify the expiry date for each employee under Administration > Entitlement & Details.

No grace period
 Set a grace period, which the forfeited leave balance must be consumed.
 Leave must be consumed by
 Set a grace period, which the transferred leave balance must be consumed.
 Leave must be consumed by

[Edit Settings](#) [Manual Transfer](#)

To take note

- Please ensure that there are no pending leave applications for the current year before you perform the leave transfer.
- You can perform leave transfer multiple times. The system will take the latest balance as at 31 December, apply the transfer policy and update the opening balance as at 1 January for the following year. You may go to Administration > Entitlement & Details to view the new opening balance after the transfer.
- If the users have submitted leave applications for annual leave for the next year (e.g. during December before leave transfer) the system will transfer the annual leave taken to leave type Annual (Brought Forward) if balance is available, using leave adjustment and record will appear in the leave adjustment history.

[View leave transfer history](#) View leave transfer history

Step 7: The Balance Transfer History page will appear. If there are any errors, you may click on the Error log to see.

Balance Transfer History

Show entries Search:

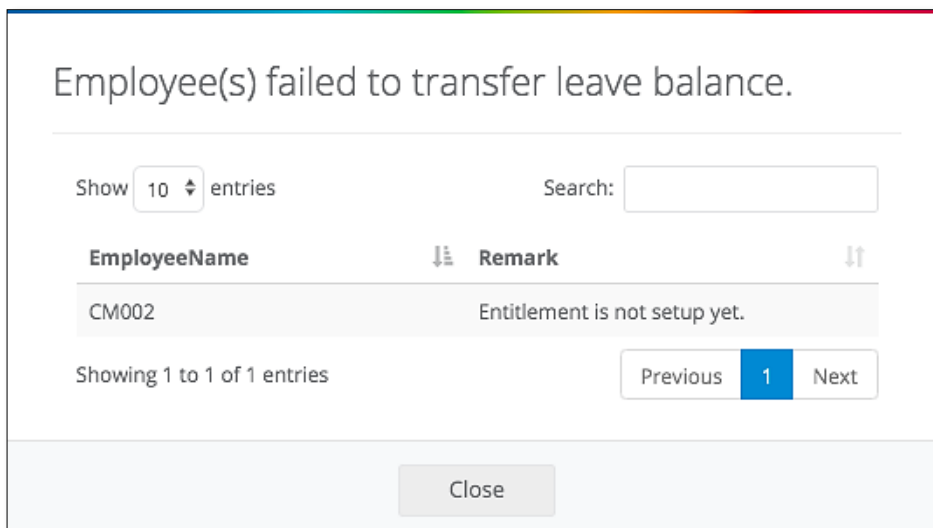
Transaction Date	Transfer By	Leave Type	Action
20/12/2019 09:53:35	admin	Annual	
19/12/2019 13:08:53	admin	Shared Parental Leave*	
19/12/2019 13:08:03	admin	Extended Maternity*	
19/12/2019 13:07:39	admin	Extended Maternity*	
19/12/2019 13:07:00	admin	Paternity Leave*	
19/12/2019 13:03:54	admin	Paternity Leave*	
19/12/2019 12:59:23	admin	Extended Maternity*	
19/12/2019 12:55:57	admin	Extended Maternity*	
18/12/2019 20:04:05	admin	Annual	
18/12/2019 20:03:34	admin	Birthday Leave	

Showing 1 to 10 of 32 entries

Click on this to see Error Log
Previous **1** 2 3 4 Next

[Back](#)

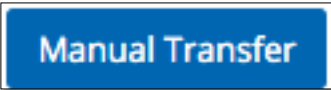
Step 8: The error log will show you which user you are having issues with, and the reason why the transfer failed.



Some of the common errors that can result in the failure of the transfer are:

1. **Entitlement is not set.** Go to the **Entitlement & Detail** page and make the required amendment.
2. **Leave grade is not set.** Go to the **Entitlement & Detail** page and assign the correct grade to the staff

Step 9: Once the errors has been fixed, you can redo the transfer by clicking on

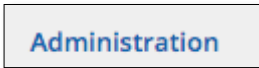
the  button


Process Resignation

The Process Resignation is useful especially if you are using earned leave to help you project the leave balance of a staff who is intending to resign.

The Process Resignation steps are:

Step 1: Click on 

Step 2: Click on 

Step 3: Click on 

Block Leave Entitlement & Details Leave Actions Adjustments Transfer Leave Balance **Process Resignation** Child Details

Select the resigning employee to calculate the pro-rated leave balance based on the cessation date.

Search:

Employee	Cessation Date	Current Balance	Balance as at last day	Pending	RO/AO	Deactivate after last day	Actions
Lee Meng Seng Richard	09/08/2019	15.5	18.5	0	Yes	<input type="checkbox"/>	
<input type="text" value="Select Employee"/>	<input type="text" value="Select Date"/>	0	0	0		<input type="checkbox"/>	



Step 4: Click on to select the employee name

Step 5: Enter the Cessation Date



Step 6: Click on

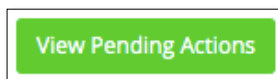
Notes:

- The balance as at the last day value is a combination of the prorated leave balance of the staff as of the cessation date PLUS any unused leaves brought forward
- If there are any leave applications from the staff who is resigning, there will be a number displayed under the "Pending" column.
- If the staff who is resigning is an Approving Officer or Recommending Officer, "YES" will appear under the RO/AO column. You can click on "Yes" to see the list of the staff assigned to the resigning AO/RO and re-assign those in the list to another AO/RO

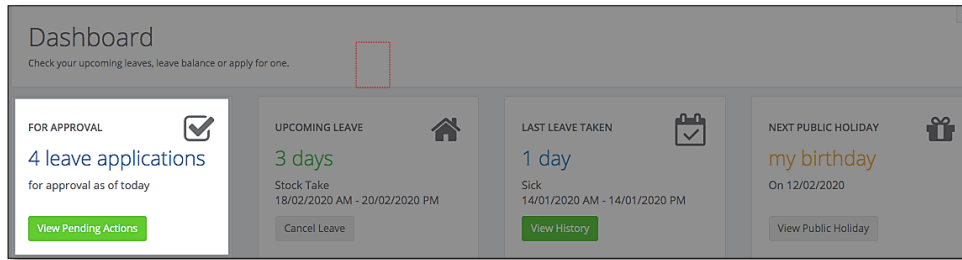
Approval

Pending Actions

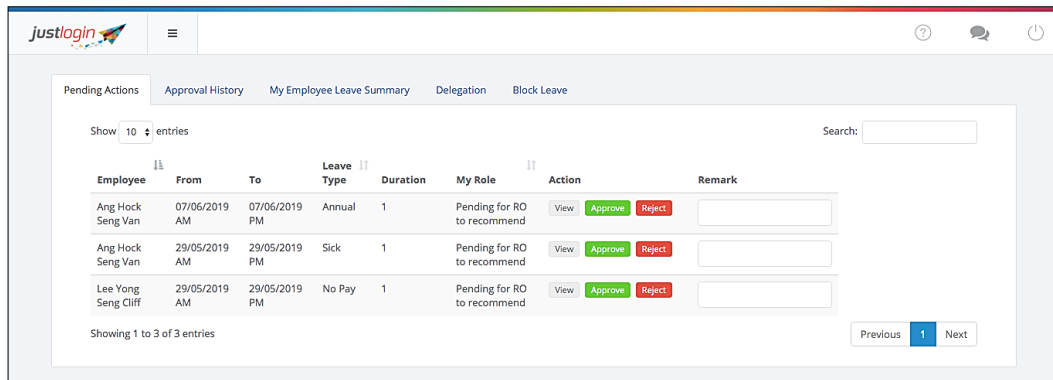
Anyone that is being appointed as the Recommending Officer or Approving Officer will have access and see the Approval section on the Leave Dashboard when the staff under them applies for leave.






Step 1: Click on at Dashboard.

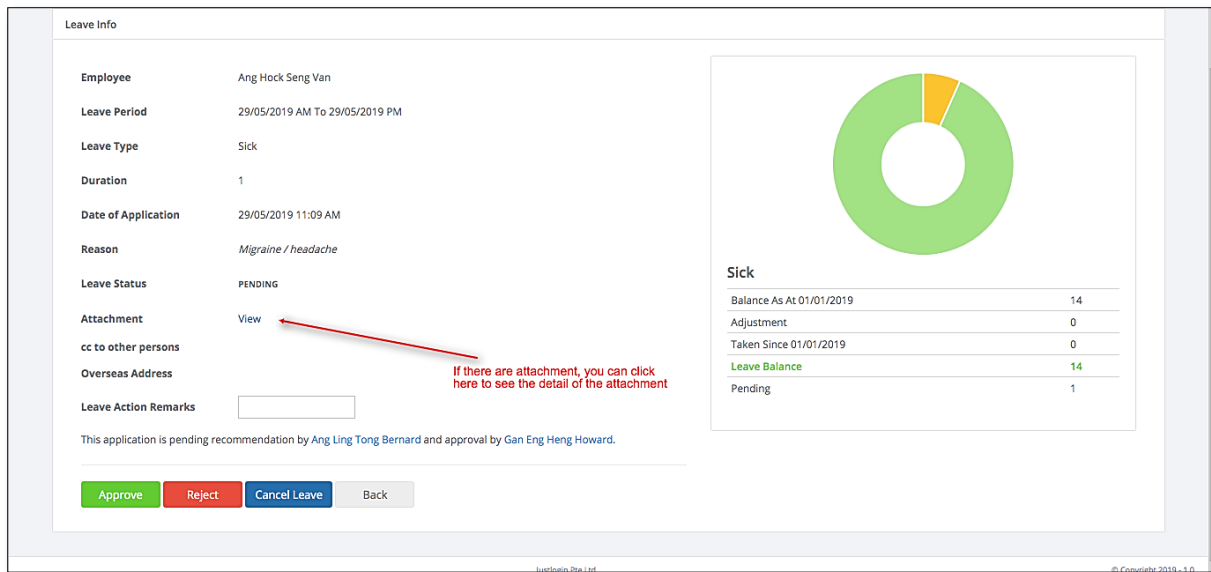


The following page will appear.



Step 3: Click on  to view the leave detail as well as any attachments. Click on  to approve the leave or click on the  to reject the leave.

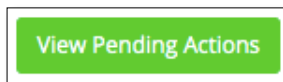
Step 4: If click on , you will see the page below:



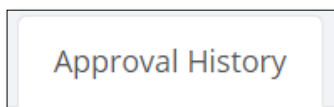
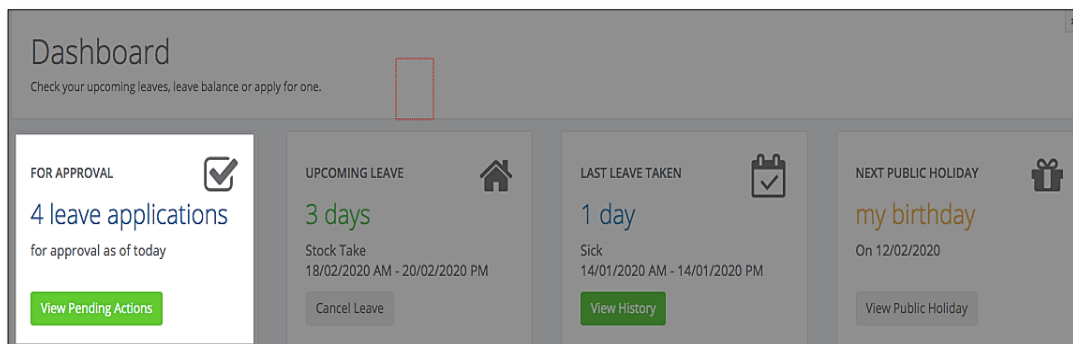
Step 5: After viewing you can then decide to approve or reject or cancel the leave in this page.

Approval History

The RO and the AO can review all the leaves they had approved or rejected. Depending on the settings of the leave administrator, the RO and AO can through this page cancel the leave of the staff as well.



Step 1: Click on **View Pending Actions** at Dashboard.



Step 2: Click on **Approval History** You should see this page

Pending Actions | **Approval History** | My Staff Leave Summary | Delegation | Block Leave

Leave | Off-in-Lieu

From Jason in 2020 | Leave Type All Leave Type | for Employee All

Show 10 entries

Employee	From	To	Leave Type	Duration	Reason	My Action	Action Date	Actions
Jo	18/02/2020 AM	20/02/2020 PM	Stock Take	3	Block leave	Cancellation Approved	04/02/2020 AM	
Bay Ling Tong Lance	04/02/2020 AM	04/02/2020 PM	Annual (Brought Forward)	1	Note : Block leave.Missing in action - deduct one day leave	Approved	04/02/2020 AM	
Ang Ling Tong Bernard	04/02/2020 AM	04/02/2020 PM	No Pay	1	Note : Block leave.Deduct his pay	Approved	04/02/2020 AM	
Ang Hong Yi Jack	30/01/2020 AM	30/01/2020 PM	Sick	1	Hangover from rum	Approved	30/01/2020 PM	
Bay Ling Tong Lance	30/01/2020 AM	30/01/2020 PM	Annual (Brought Forward)	1	Note : Block leave.MIA - deduct one day leave	Approved	30/01/2020 PM	

Step 3: (optional) You can filter the leave according to leave type and/or employees

From Ang Ling Tong Bernard in 2019 | Leave Type All Leave Type | for Employee All



Step 4: Click on the at the **Actions** column to view the leave details.

justlogin

Leave Info

Leave Type: Annual (Brought Forward)

Employee: Bay Ling Tong Lance

Leave Period: 04/02/2020 AM To 04/02/2020 PM

Duration: 1

Date of Application: 04/02/2020 10:46 AM

Reason: Note : Block leave.Missing in action - deduct one day leave

Leave Status: **APPROVED**

Attachment: No attachments available

cc to other persons: jyn@abc.com.sg

Overseas Address:

AD Remarks:

This application was approved by Jason on 04/02/2020.

Back

Annual (Brought Forward)

Balance As At 01/01/2020	6
Adjustment	0
Taken Since 01/01/2020	2
Leave Balance	4
Pending	0



Step 5: Click on to get back to the previous page.



Step 6: Click on to cancel leave. Note that this depends on whether the rights to cancel the leave has been given by the leave administrator to approving officers or recommending officers.

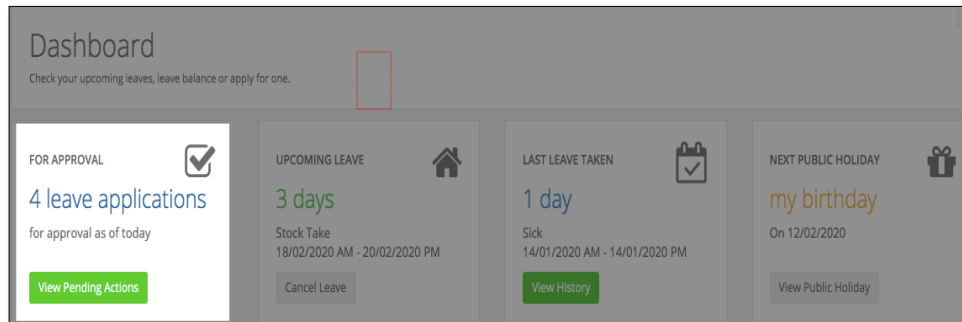
My Staff Leave Summary

This page allows the RO/AO to view the leave balance of the staff they are in charge of.

To see this page, follow these steps:

[View Pending Actions](#)

Step 1: Click on [View Pending Actions](#) at Dashboard.



[My Staff Leave Summary](#)

Step 2: Click on [My Staff Leave Summary](#)

The screenshot shows the 'My Staff Leave Summary' page with a table of staff leave balances. The table has columns for Emp ID, Employee, Entitlement, LBF, Adjustment, Taken, Pending, Balance, and Expiry Date. The 'Leave Type' is set to 'Annual' and the 'Year' is '2020'.

Emp ID	Employee	Entitlement	LBF	Adjustment	Taken	Pending	Balance	Expiry Date
	Alvina	18	0	0	0	0	1.5	
	Ang Hee Chuan Pete	18	0	-1	0	0	22.5	
00326	Ang Hock Seng Van	18	8	0	0	0	27.5	
	Ang Hong Yi Jack	18	0	-3	0	0	16.5	
	Ang Lee Ho Zen	7.92	0	0	0	0	19	
	Ang Lee Huat Toby	7.61	0	-1	0	0	7.5	
	Ang Lee Jin (Wilson)	18	0	-2	0	0	14.5	
	Ang Ling Tong Bernard	18	0	0	0	0	19.5	
	Ang Mee Ling Lyn	18	0	-3	0	0	16.5	
	Ang Ting Ling Angel	18	0	0	0	0	19.5	

Showing 1 to 10 of 82 entries

Step 3: You can filter the leave according to the Leave Type.

The screenshot shows the filter section with 'Company Name' set to 'jason training 14(My C...', 'Leave Type' set to 'Annual', and 'Year' set to '2019'.

Delegation

The RO/AO will have the ability to delegate the approving process to another staff if they are going on leave for a certain period of time.

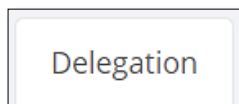
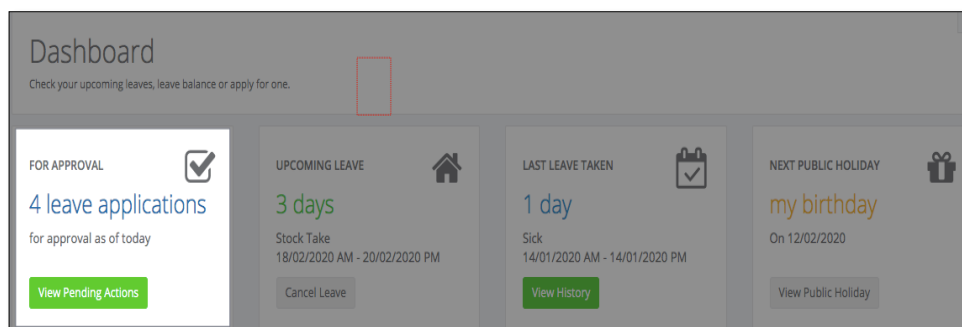
To do that, follow these steps:



Step 1: Click on

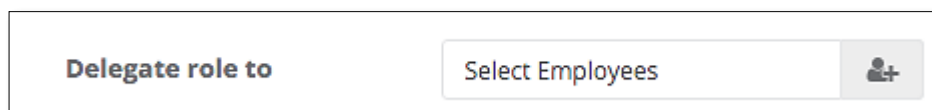


Step 2: Click on from the Dashboard

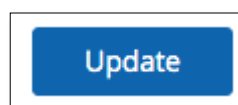


Step 3: Click on

Step 4: Select the staff you wish to delegate the approving rights to at



Step 5: Select the duration of the delegation



Step 6: Click on the button to save

Employee	From	To	Duration	Reason	Submitted Date	Action
Ang Lee Jin (Wilson)	30/05/2019	14/06/2019	16		29/05/2019 01:39:14 PM	

Step 7: You can cancel the delegation before the stipulated end date by clicking on



the icon

Reports

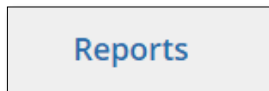
Leave Query

You can use Leave Query report to know the status of the leave application of the staff in your system, check on the dates of submission as well as view the attachments

The steps are:



Step 1: Click on



Step 2: Click on
Leave Query page.

The default page that you should see will be the

Emp ID	Employee	Department	Grade	Type	From(dd/mm/yyyy)	To(dd/mm/yyyy)	No.of Days	Status	Submitted Date	Attachment
	Ang Hock Seng Van	Marketing	Manager	Sick	11/06/2019 AM	11/06/2019 PM	1	Pending for RO to recommend	11/06/2019 03:27:18 PM	
	Ang Hock Seng Van	Marketing	Manager	Annual	07/06/2019 AM	07/06/2019 PM	1	Leave Cancellation approved by AO	29/05/2019 11:11:24 AM	
	Ang Hock Seng Van	Marketing	Manager	No Pay	04/06/2019 AM	04/06/2019 PM	1	AO approved	04/06/2019 03:23:30 PM	
	Ang Hock Seng Van	Marketing	Manager	Off-ice	18/06/2019 AM	20/06/2019 PM	2	Leave	11/06/2019	

Step 3: (Optional) You can query by the leave types

Step 4: (Optional) You can also filter by . Click on the scroll down arrow you can filter by

- ✓ All Leave Dates
- Submitted Date
- Cancellation Date of Application
- Approval Date of Application
- Rejection Date of Application

Step 5: (Optional) Another filter you can use to sort the data is the

. Click on the down arrow and you will see the following option for this.

- ✓ All Leave Status
- Application Cancelled before Approval
- Application Cancelled after Approval
- Application Approved
- Application Rejected
- Pending for Approval of Application
- Pending for Cancellation Approval
- Last year leaves approved in the current year
- Current year leaves approved in the last year

Step 6: (Optional) Another filter you can use to sort the data is the

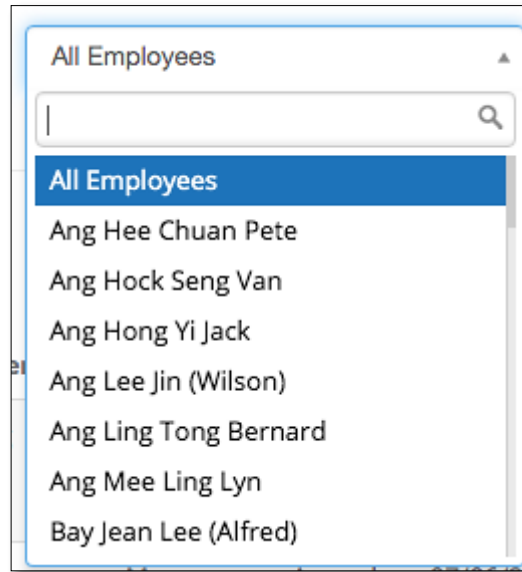
. Click on the down arrow and you will see the following option for this.

Step 7: Enter the date you wish to query at

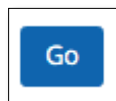
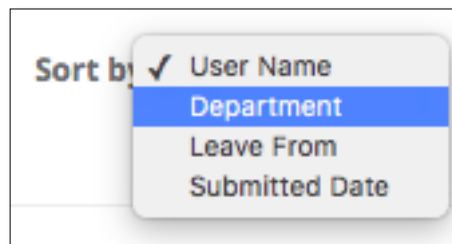
Leave Date From To

Step 7: (Optional) You can also filter by

Step 8: (Optional) You may query the leave of a specific employee by clicking and select the employee at the employee field.



Step 9: (Optional) Apart from all these filters, you can also set how you wish to sort the query results by selecting your preferred order at Sort by:



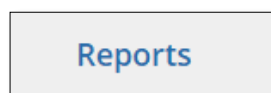
Step 10: Click on  to start the query.

Leave Balance

You can use this report to see the current leave balance of the employees. To generate this report, kindly follow these steps:



Step 1: Click on



Step 2: Click on

Leave Balance

Step 3: Click on

Annual&Annual (Brought Forward) ▾

Step 4: Select the type of leave you wish to check
Click on the down arrow and you will see the list of leave types.

- Annual&Annual (Brought Forward) ▾
- Annual&Annual (Brought Forward)
- Annual**
- Annual (Brought Forward)
- Childcare (Foreigner)*
- Childcare (Singaporean)*
- Compassionate
- Examinations
- ExcessLeaveTaken
- Extended Childcare Leave*
- Hospital
- Maternity
- No Pay
- Off-In-Lieu
- Paternity
- Sick

All Employee ▾

Step 5: You can select all employees or specific employee at

Step 6: Then select the basis of the report if based on either approved leave or consumed leave

Base On ▾


- Approved Leave ▾
- Approved Leave**
- Consumed Leave

NOTE:


- Use Consumed Leave if you are on an Earned Leave Policy. This option will allow you to indicate a specific period for the basis of the current balance of the staff. Consumed Leave can also be used if you want to know the prorated balance of the staff who is leaving the company.

- Use Approved Leave if you are on an Entitlement Leave Policy. The balance displayed for this report will be based on the whole years' entitlement of the staff.

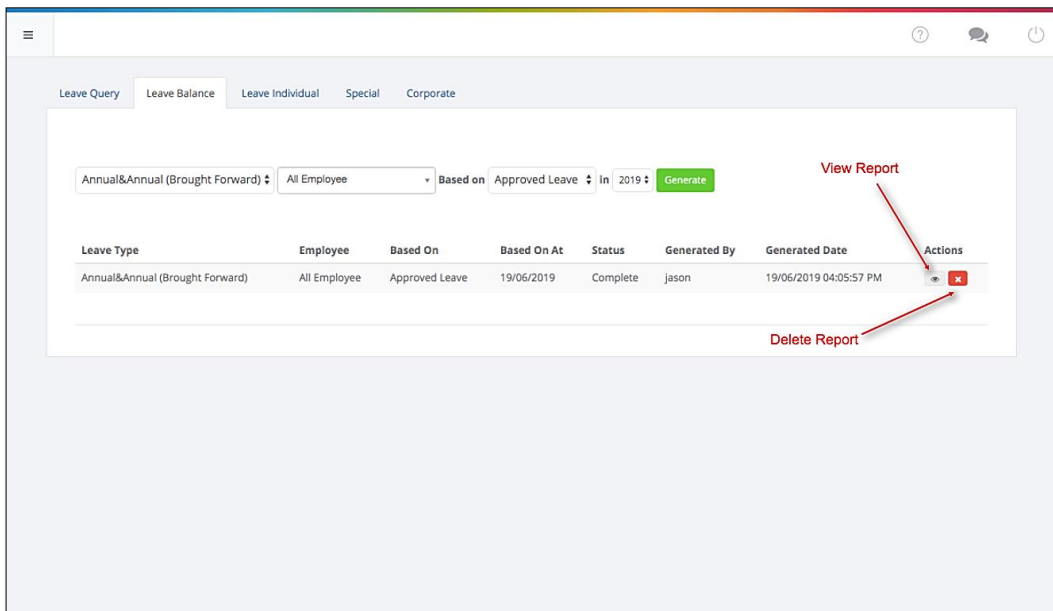


Step 7: (Optional) You can select the year of the query at . By default, the system will set the current year as the year.



Step 8: To start the generation of the leave balance, click on the  button and the system will generate the report.

Step 9: Once the system complete the generation of the report, a row will appear. Click the View to see report or the delete icon to delete the report.



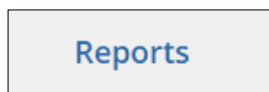
Leave Individual

The Leave Individual report allows you to view all the leave types and leave balances of the staff.

To see that, you need to do the following:



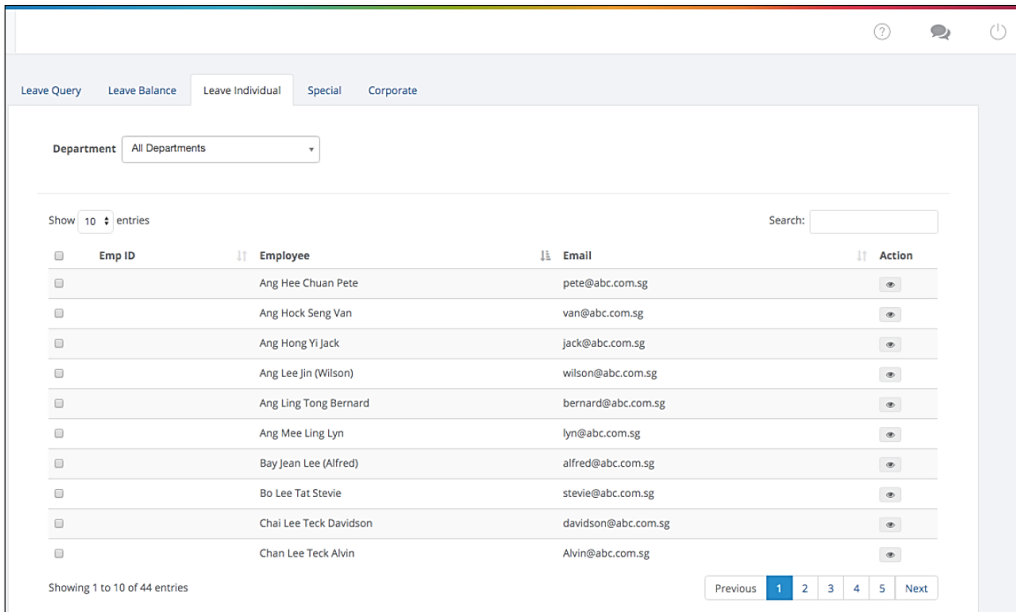
Step 1: Click on



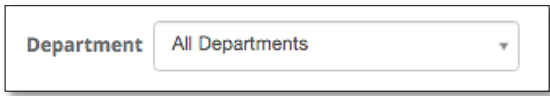
Step 2: Click on


Leave Individual

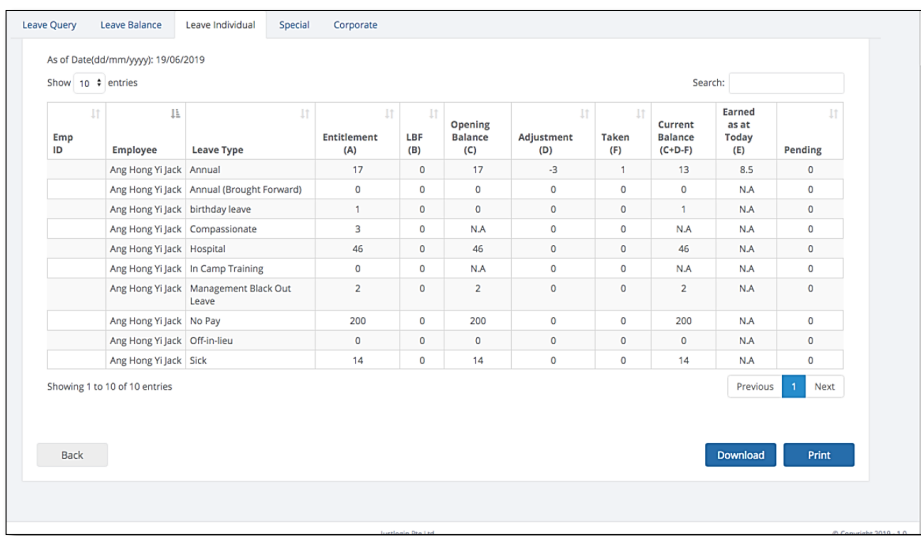
Step 3: Click on the **Leave Individual** tab. You should see this page.



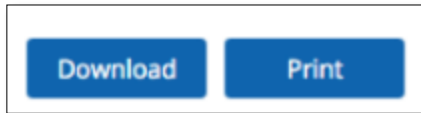
Step 4: (Optional) You can filter the list by selecting a department at the



Step 5: Find the staff you want to check out and click on the  icon and the following table comprising all the entitled leave for this staff will appear in the following format.



Step 6: (Optional) You can download or print the individual leave report by clicking the



relevant buttons.

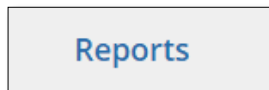
Special

The special report is a report where you can use to find out whether the staff had taken certain leave types. For example, the management might want to find out who did not take sick leave at all for the entire year, they may use this report.

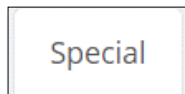
To use this report, follow these steps:



Step 1: Click on



Step 2: Click on

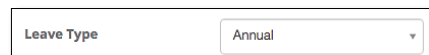


Step 3: Click on The following page will appear.

The screenshot shows the 'Special' report interface. At the top, there are tabs for 'Leave Query', 'Leave Balance', 'Leave Individual', 'Special', and 'Corporate'. The 'Special' tab is active. Below the tabs, there are filters for 'Leave Type' (set to 'Annual'), 'Leave Date From' (01/01/2019), 'To' (31/12/2019), and 'Filter by' (Those who have taken). A 'Go' button is next to the filter. Below the filters, there is a search bar and a 'Show 10 entries' dropdown. The main area contains a table with the following columns: Emp ID, Employee, Department, Grade, Join Date, Leave Type, and No of Days. The table lists 14 employees with their respective details. At the bottom, there is a pagination control showing 'Showing 1 to 10 of 45 entries' and a 'Print' button.

Emp ID	Employee	Department	Grade	Join Date	Leave Type	No of Days
	Ang Hee Chuan Pete	Client Support	Director	01/04/2019	Annual	0
	Ang Hock Seng Van	Marketing	Manager	01/01/2018	Annual	0
	Ang Hong Yi Jack	Client Support	Account Manager	01/01/2019	Annual	1
	Ang Lee Jin (Wilson)	Sales	Manager	01/01/2019	Annual	0
	Ang Ling Tong Bernard	Logistic	Manager	22/05/2019	Annual	0
	Ang Mee Ling Lyn	Marketing	Manager	01/10/2018	Annual	0
	Bay Jean Lee (Alfred)	Sales	Staff	01/01/2019	Annual	1
	Bo Lee Tat Stevie	Sales	Manager	11/01/2019	Annual	0
	Chai Lee Teck Davidson	Sales	Manager	23/04/2019	Annual	0
	Chan Lee Teck Alvin	Marketing	Manager	01/01/2018	Annual	0

Step 4: Select the leave type you are looking for at the



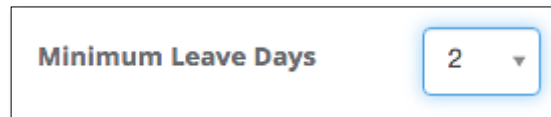
Step 5: (Optional) Set the date range you want to query at



Leave Date From 01/01/2019 To 31/12/2019

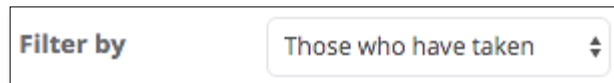
The default will be from the first day of the year to the end of the year.

Step 6: Set the minimum leave days you wish to query



Minimum Leave Days 2

Step 7: You can filter the query by selecting filter by those who have taken or not take at



Filter by Those who have taken



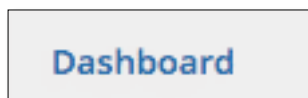
Step 8: Click on the  to start the query.

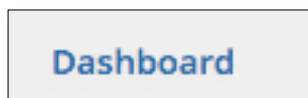
Personal Calendar

Staff can see their own Leave calendar by simply following these steps:



Step 1: Click on



Step 2: Click on  Scroll down and you should see the calendar. By default, the system will show the staff their own personal calendar.

2020		Personal																												Staff						
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	29			
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	
Jun	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						
Jul			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			
Aug					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	
Sep		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					
Oct				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		
Nov						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	
Dec		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				

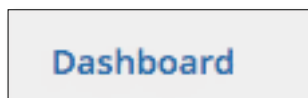
[Click to see leave types](#)

Staff Calendar

If the administrator sets the calendar to be shared with either within the department or the entire company, then the Staff Calendar option will be available. To view the staff calendar, please follow these steps:



Step 1: Click on



Step 2: Click on

. Scroll down and you should see the calendar.



Step 3: Click on

2020		Personal																												Staff											
		Search By Employee																												Collapse All											
2020	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	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
	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	W	T	F	S	S	M	T	W	T	F	S					
Alvina																																									
Chia Lee Teck Mel...																																									
Damien Long																																									
George Lim																																									
ipman																																									
jason																																									
Jo																																									
Kang Tak Ling (Lo...																																									
Lee Meng Seng Ric...																																									
Lee Poh Johnny																																									
Lee Wan Ling Joy																																									



Step 4: You can filter your search by typing the person you are looking for at

the portion and the system will filter out the rest and just list those employees with the keywords entered.