

HongKong 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 Settings

Section 1: Company Policy

The Company Policy allows you to set up the work week and the company's Leave Policy .

Working Week

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

Step 1: Click on	Eave	
Step 2: Click on	Configuration	
Step 3: Click on	Company Settings	. You should see this screen



	Company Settings Public Holidays Leave Types Leave Grades Entitlement Policy Import Leave Records RO/AO Admin Dept Admin Leave Users			
	Section 1: Company Policy	*		
JASON - jason training 14	JASON ~ Javon training 14 How does the company implement its main working weeks?			
🐻 Leave 🗸	Monday Tuesday Wednesday Thursday Friday Saturday Sunday			
My Leave	Full + Full + Full + Full + Full + Full + Non Working + Non Working	•		
Approval	Create alternative working weeks			
Staff Calendar View	How does the company handle its leave policy?			
Individual Calendar View	Earned Leave prorated monthly Carned Leave prorated daily			
Reports	Entitlement			
Administration	What is your company's leave policy?			
Configuration	Fixed entitlement for all staff. Entitlement per year			
🔗 Payroll 🔇	Entitlement is based on joined date. Entitlement is based on leave grade and joined date.			
Attendance <	Entitlement based on years of service Entitlement based on calendar years			
Form <				
	Section 2: Staff Policy	^		

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

Step 5: If you have more than 1 working week configuration, you can click on

Create alternative working weeks

You can define up to 10 alternate working

weeks.

Handling Leave Policy

There are 3 leave policies you can choose from. You need to select one option.



Earned Leave prorated monthly - staff would need to earn their leave on a monthly basis.

Earned Leave prorated daily - staff would need to earn their leave on a daily basis.

Entitlement - leave is given to the staff immediately when they join either on full or prorated.



If you chose Entitlement, you could set whether pro-ration is daily proration or monthly proration.

Entitlement	
What would the proration of the new staff be?	
 Daily 	
 Monthly 	
 Full month entitlement if join date is before or o 	n 15th of the month
 Full month entitlement only if join date is before 	or on 15th of the month. Half month entitlement if join date is after 15th of the month

Company Leave Policy

After you have chosen how the Leave system handles the leave policy, we need to set up the company leave policy.

There are three options in which you can chose from

Fixed entitlement for all staff. The number of leave will remain the same regardless of how many years the staff has joined the company.

Fixed entitlement for all staff. Entitlement per year 14

Entitlement based on years of service. The number of leave will change depending on the years the staff has joined the company. You can set the increment to be based on the anniversary or based on calendar years.

Entitlement is based on joined date.

Entitlement based on years of service

Entitlement based on calendar years

**If you have selected this option, you may wish to refer to page 17 to 18 on how to configure the entitlement based on joined date.

Entitlement based on leave grade and joined date. The number of leave will be based on the staff grade and the date they joined the company. You can set the leave increment based on the grade and the joined date.

Entitlement is based on leave grade and joined date.

- Entitlement based on years of service
- Entitlement based on calendar years



**If you have selected this option, you may wish to refer to page 17 on how to configure the entitlement based on leave grade and joined date.

Section 2: Staff 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 setting.

Step 1: Click on	Eave
Step 2: Click on	Configuration
Step 3: Click on	Company Settings
Step 4: Click on	Section 2: Staff Policy

Step 5: Set the probation period before the staff can take Annual leave at

Does the company require staff to fulfill minimum month(s) of service before they can apply for Annual leave?
Yes
After 3 \$ months of service
○ No

Step 6: Set the probation period before the staff can take Other leave types at

Does the company require staff to fulfill minimum month(s) of service before they can apply for Other leave	:?
Yes	
After 3 \$ months of service	
© No	

Step 7: Set whether the staff can take Annual Leave more than what they have now in their leave balance at



Does the company allow staff to apply Annual leave if the number of days applied is greater than their current leave balance?
Yes

No

Step 8: Set whether the staff can take Other leave types more than what they have now in their leave balance at

Does the company allow staff to apply Other leave if the number of days applied is greater than their current leave balance?	
) Yes	
) No	

Step 9: Set whether the staff can change the days applied field or set it to a computed field that cannot be changed at

Does the company allow staff to apply Other leave if the number of days applied is greater than their current leave balance? Yes No

Step 10: Set whether the staff can apply two different leave types 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.

Does the company allow staff to apply different leave types on the same day?
 Yes
 No

Step 11: Set whether the system will deduct one day if the staff takes leave on a day that is set up as a half-day at the company policy working weeks.

Does the company treat leave applied on a half working day as a full-day's leave?

Yes

No

Step 12: Set the leave cancellation policy for the staff at



Does the company allow staff leave cancellation that they applied?

- Yes, all leave cancellations are allowed
- Yes, but only for leave cancellations that are submitted before the leave dates.
- O No, all leave cancellations are not allowed.
- A. The first option is All leave cancellation are allowed. This option would allow the staff to cancel their leaves even those that they have consumed.
- B. The second option is Only leave cancellations submitted before the leave start date are allowed This option allows the staff to cancel their leave if the date has not started. For example, tomorrow is my leave, I can cancel the leave today but once it hit 12.01 am, I cannot cancel the leave anymore.
- C. The third option is Staff are not allowed to cancel leave. The staff cannot cancel the leave at all. If they wish to, they will need to ask the leave administrator or their RO/AO (if given the rights) to cancel the leave.

Section 3: Leave Approval Policy

In Leave, we can define how employees' leaves are being approved by the appropriate management staff.

The steps to setting up the leave approval are:

Step 1: Click on	Eea	ive
Step 2: Click on	Configurat	ion
Step 3: Click on	Company Sett	ings
Step 4: Scroll dov	wn and click on	Section 3: Leave Approval Policy

Step 5: Indicate if your company requires a Recommending Officer. **Recommending Officer is the one that recommends the leave but is not the final approving person of the leave.**



Does the company require the Recommending Officer (RO) in the approval workflow? Yes
No

Step 6: Select one option in how the RO/AO of the staff will be assigned in the company.



Does the company allow AO/RO to view staff leave details?
 Yes
⊖ No

Step 8: Set 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.

Does the company allow AO/RO to apply block leave on behalf of the staff?	
 Yes 	
○ No	

Step 9: Set whether the AO/RO can cancel leave on behalf of staff.

Does the company allow AO/RO to cancel leave for staff?	
 Yes 	
⊖ No	



Step 10: Set whether the Leave Administrator shall receive an email if the leave information of the user such as Entitlement or Balances has changed

eLeave administrator will receive an email notification for any changes in the leave information of users?

Yes
No

Step 11: Set if you wish to receive an email notification for every annual leave approved?

eLeave administrator will receive an email notification for every annual leaves approved?
○ Yes
No

Step 12: Do you allow the AO/RO to approve the leave application through email instead of having to login to their Justlogin accounts.

• Yes	D	Does the company allow AO/RO to approve leave applications through email?
	C	Yes
⊖ No	\subset) No

Step 13: 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.

Does the company want to send daily email reminders if the pending tasks are not cleared?						
 Yes 						
Send an email reminder for	10	ŧ	days			
⊖ No						

Section 4: Other Policies

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

		justlogin 🛒
Step 1: Click on	Eeave	
Step 2: Click on	Configuratio	on
Step 3: Click on	Company Settir	ngs
Step 4: Scroll dov	wn and click on	Section 4: Other Policies

Step 5: Select the calendar sharing options.

Does the company allow the leave calendars to be shared in the company?

• Yes, all leave calendars are allowed to be shared, including the individual staff's leave calendar.

○ Yes, but only the department leave calendar will be shared.

O No, all leave calendars are not allowed to be shared.

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

Step 6: Select the option of whether we 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.

Does the company allow staff to view details of leave applications shown on the leave calendar?



Step 7: 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.



Does the company has an external calendar to update for approved leave applications?				
• Yes				
Email address of external calendar:	nursinghome@abc.com.sg			
⊖ No				

Step 8: Lastly 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.

Does the company allow the system to round up all leave days to half days?
 Yes
\bigcirc Default Policy (0.01 to 0.25 \rightarrow 0, 0.26 to 0.75 \rightarrow 0.5, 0.76 to 1 \rightarrow 1)
• 1st Alternate Policy (0.01 to 0.5 → 0.5, 0.51 to 1 → 1)
\bigcirc 2nd Alternate Policy (0 to 0.49 \rightarrow 0, 0.5 to 1 \rightarrow 1)
\bigcirc 3rd Alternate Policy (0 to 0.99 \rightarrow 0)
⊖ No
 Exclude rounding policy for non-annual leave

Section 5: 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:

	👼 Leave	
Step 1: Click on		
с	onfiguration	
Step 2: Go to		
	Company Setti	ngs
Step 3: Click on		tab at the top
		Section 5: Advanced Settings
Step 4: Scroll dov Step 5: You will s	wn and click on ¹ see the page belo	ا DW:



Allow employee to apply leave in hours.
 Enable Off-in-Lieu request Send email reminders 1 • day(s) before leave expires.
Enable adjustment with expiry date. If this is ticked, Leave module will only be available on Express. All other modules will still be available on both Express and Classic
Attendance OT leave will expire 3 • month(s) after approval.

Step 6: Put a tick beside each option that you would like to enable for your systemA. Allow employee to apply 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:

Allow	employee to apply leave in hours.	
 8	hours is equivalent to 1 leave day, for any leave type.	

B. 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 will need to indicate the number of hours equivalent to one working day. You can also indicate an auto-expiry for such requests and a notification whenever the leave expires to be sent

✓ Enable Off-in-Lieu request							
	8	hours is equivalent to 1 leave day, for any leave type.					
	Off-ir	n-Lieu leave will expire 3 • month(s) after approval.					
	Send	email reminders 1 • day(s) before leave expires.					

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

Enable adjustment with expiry date.
If this is ticked, Leave module will only be available on Express. All other modules will still be available on both Express and Classic

D. Attendance OT 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

Attendance OT leave will expire	3	month(s) after approval.
)

Public Holidays

The leave system allows you to add additional public holidays if your company has other holidays besides the one gazetted by MOM.

The steps to adding Public Holidays are:

Step 1: Click on	Eeave
Step 2: Click on	Configuration
	Public Holidays

Step 3: Look for the description and the bottom and you will see the fields which you can enter the description and the date of the public holiday you wish to add to the list.

Public Holiday	Date 🏨	Action
The first day of January	01/01/2021	× ×
Lunar New Year's Day	12/02/2021	× ×
The second day of Lunar New Year	13/02/2021	× ×
The fourth day of Lunar New Year	15/02/2021	× ×
Good Friday	02/04/2021	× ×
The day following Good Friday	03/04/2021	× ×
The day following Ching Ming Festival	05/04/2021	× ×
The day following Easter Monday	06/04/2021	× ×
Labour Day	01/05/2021	× ×
Birthday of the Buddha	19/05/2021	× ×
Tuen Ng Festival	14/06/2021	/ 🗵
HK Special Administrative Region Establishment Day	01/07/2021	× ×
The day following the Chinese Mid-Autumn Festival	22/09/2021	× ×
National Day	01/10/2021	× ×
Chung Yeung Festival	14/10/2021	× ×
Christmas Day	25/12/2021	× ×
The first weekday after Christmas Day	27/12/2021	× ×
Enter Holiday Name	Enter Holid	





Leave Types

Leave allows you to set up your own leave type based on your company's requirement.

The steps to set up the leave type are:

Step 1: Click on	Eeave
Step 2: Click on	Configuration
Step 3: Click on	Leave Types tab at

tab at the top. You should see a page like below.

Show 10 v entries				Search:	
Leave Name	↓≟ Entitlement	Type Of Mode	Days of Calculation	Calendar Color	Action
Birthday Leave	0 days	Per annum 🗸 🗸	Working days only 🗸 🗸		1 ×
Compassionate	3 days	Per incident 🗸 🗸	Working days only 🗸		1 ×
Compensation Leave	0 days	Per annum 🗸 🗸	Working days only 🗸 🗸	•	1 ×
Examinations	5 days	Per annum 🗸 🗸	Working days only 🗸 🗸		* ×
Hospital	30 days	Per annum 🗸 🗸	Working days only 🗸 🗸		1 ×
In Camp Training	0 days	Per incident 🗸 🗸	Working days only 🗸 🗸		1 ×
Marriage	3 days	Per incident 🗸 🗸	Working days only 🗸 🗸		1 ×
Maternity	56 days	Per incident 🗸 🗸	Calendar days 🗸 🗸		1 ×
No Pay	200 days	Per annum 🗸 🗸	Working days only 🗸 🗸		1 ×
Off-In-Lieu	0 days	Per annum 🗸 🗸	Working days only 🗸 🗸	•	* ×
showing 1 to 10 of 13 entries				Previous	1 2 Nex



Creating New Leave Type

Add new leave type

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

at the lower

Leave Type	Enter Leave Type		
Leave Color	•		
Entitlement	Enter no. of days per year.		
Type Of Mode	Per incident 🗸		
Days of Calculation	Calendar days 🗸		
Remarks			
 Allow attachment. Requires attachments to be mandatory. 			
Allows only full day.			
 Unpaid leave (for transfer to payroll). 			
For married staff only.			
□ Allows application from staff of a certain gender only.			
Allow Gender 🗸 🗸	Allow Gender 🗸		
Requires submission of har	dcopy documents.		
Close	Add new leave type		

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



Step 10: Set the Leave Entitlement for this leave type



Leave Entitlement

Step 11: Select the mode. There are 2 modes. One is per annum, and the other is per incident.

Type of Mode Per annum \$

A. Per annum – staff will have the entitlement days for the whole year

1

B. Per incident – staff will be able to use the entitlement days for every leave application

Step 12: Select the Days of Calculation. There are basically 2 types: Calendar and Working days only

 Days for Calculation
 Working days only
 \$

Step 13: (Optional) Enter a description or remarks at the Remark field

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

Allows attachments. Requires attachments to be mandatory.	Allow applicant to attach document related to leave		
Allows only full day.	Half day not permitted		
Unpaid leave (for transfer to payroll).	When approved, an entry will be made on Payroll module		
For married staff only.	for deduction		
Allows application from staff of a certain gender	^{r only.} Gender filters for leave		
Allowed Gender 🗘			
Requires submission of hardcopy documents.	Require applicant to submit hard copy as proof of leave		
Requires remarks to be mandatory.	Applicant must enter remarks		
Notify leave admin when approved.			
Leave Entitlement for new staff will be pro-rated.			
 Leave will be credited daily (accrual). 			



Step 15: Click on the

to save



Reminder for hard copy document for proof of leave

Step 16: If you have, in Step 14, stated applicants need to submit hard copy/paper copy of documents for proof of leave, you can tick on this option at the bottom to automate system reminder to the applicant. The applicant will receive an email every day for the duration stated to request them to submit their documents.

If the applicant have not submitted documents, send daily email reminders up to	10 🗘	email alerts
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Administrators can indicate once the documents are received and the email reminder to the staff will stop

Leave Grade

If you have set your leave policy to be based on "Entitlement is based on leave grade and joined date", the Leave Grade tab will appear.

The steps to configure the Leave Grade are as follows:

Step 1: Click on	ave	
Step 2: Click on	ation	
Step 3: Click on	tab at the top	
Company Settings Public H	olidays Leave Types Leave Grades Entit	ement Policy Import Leave Records RO/AO Admin
Grade Name	Grade Description	
MANAGER	Manager	1 ×
STAFF	Staff	1 ×
INTERN	Intern	/ ×
DIR	Director	



Step 4: Enter the grade name and description accordingly and click on each grade.

to save



Entitlement Policy

Once you have configured the grades, you can then assign the leave entitlement based on the grades created.

The steps to doing this are:

Step 1: Click on	Eeave	
Step 2: Click on	Configuration	
Step 2: Click op	Entitlement Policy	
Step 3: Click on		tab at the top

Step 4: Select the grade you wish to configure at



Step 5: Enter the days of entitlement depending on the years of service

	Save	
Step 6: Click on		button

Leave Entitlement based on joined date

If you configured the leave entitlement setting to **Entitlement is based on joined date**, you see the Leave Entitlement page. In this page, you can define the days entitled to the employees based on the number of years of service.

The steps are as follows:

	ta a la constante da la consta	Leave	I
Step 1: Click on			

	ju	Jstlogin 🎻		
o 2: Click or	Configuration			
) 3: Click or	Entitlement Policy	tab at the top. Yo	ou will see this page).
Company Settings Public Holidays	Leave Types Entitlement Policy Import Leave Records RO/AO Au	dmin Dent Admin Leave Lisers		
Company Settings Public Holidays Setup days earned for all the staffs Set up annual leave entitlements based o	Leave Types Entidement Policy Import Leave Records R0/AO Av	dmin Dept Admin Leave Users		
Company Settings Public Holidays Setup days earned for all the staffs Set up annual leave entitlements based o Years of Service	Leave Types Entidement Policy Import Leave Records RD/AO Ar n years of service: Annual Entitlement (Days)	dmin Dept Admin Leave Users Years of Service	Annual Entitlement (Days)	
Company Settings Public Holidays Setup days earned for all the staffs Setup annual leave entidements based o Years of Service 1st year	Leave Types Entidement Policy Import Leave Records RDIAO An in years of service: Annual Entitlement (Days) 0	dmin Dept Admin Leave Users Years of Service 16th year	Annual Entitlement (Days) 0	
Company Settings Public Holidays Setup days earned for all the staffs Setup annual leave entidements based o Years of Service 1st year 2nd year	Leave Types Entidement Policy Import Leave Records RD/AO An in years of service: Annual Entitlement (Days) 0 0	dmin Dept Admin Leave Users Years of Service 16th year	Annual Entitlement (Days)	
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icompany Settings Public Holidays Setup days earned for all the staffs Set up annual leave endlements based of Vears of Service Istyver 2nd year 3rd year 4th year	Leave Types Entidement Policy Import Leave Records RD/AO Ar nyears of service: Annual Entitlement (Days) 0 0 0 0 0	dmin Dept Admin Leave Users Years of Service 16th year 18th year 19th year	Annual Entitlement (Days) 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
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Company Setting Public Holidaya Setup days earned for all the staffs Setup days earned for all the staffs Setup annual leave entidements based of Vears of Service Tatywar Tatywar Taty year Taty ye	Leave Types Entidement Policy Import Leave Records RD/AD A	dmin Dept Admin Leave Users Years of Service For a service For	Annual Entitlement (Days)	
Company Setting Public Holidaya Setup days earned for all the staffs Setup days earned for all the staffs Setup annual leave entifements based of Vears of Service Tayser Tay gear Tay	Leave Types Entidement Policy Import Leave Records RD/AD A	dmin Dept Admin Leave Users dmin Dept Admin Leave Users Years of Service 16th year 12th year 19th year 20th year 20th year 21th year	Annual Entitlement (Days)	
Company Setting Public Holidaya Setup daya earned for all the staffs Setup daya earned for all the staffs Setup annual leave entidements based of Vears of Service Tatyear Tat	Leave Types Entidement Policy Import Leave Records RD/AD A	dmin Dept Admin Leave Users Years of Service For a set of Servi	Annual Entitlement (Days)	
Company Setting Public Holidaya Setup daya seared for all the staffs Setup daya seared for all the staffs Setup annual leave entitlements based of Years of Service Tatyear Ta	Leave Types Entidement Policy Import Leave Records RD/AD A n years of service: 0 <	dmin Dept Admin Leave Users	Annual Entitlement (Days)	
Company Setting Public Holidaya Setup daya earned for all the staffs Set up annual leave entidements based of Years of Service Tatyear	Leave Types Entidement Policy Import Leave Records RD/AD A n years of service: 0 <	dmin Dept Admin Leave Users	Anual Entitlement (Days)	
icompany Setting Public Holidaya Setup days earned for all the staffs Set up annual leave endifements based of Tatywar	Leave Types Entidement Policy Import Leave Records RD/AD A n years of service: 0 <	dmin Dept Admin Leave Users	Anual Intidement (Days)	
Company Setting Public Holidaya Setup days earned for all the staffs Setup days earned for all the staffs Setup annual leave entifements based of Taryear Tary	Leave Types Entidement Policy Import Leave Records RD/AD A n ynars of sentex:	dmin Dept Admin Leave Users	Anual Intidement (Days)	
Company Setting Public Holidaya Setup days earned for all the staffs Set up annual leave entifements based of Taryear	Leave Types Entidement Policy Import Leave Records RD/AD A n years of service: 0 <	dmin Dept Admin Leave Users	Anual Entidement (Days)	

Step 4: Enter the entitlement days based on the number of years of service.



to save the configuration

RO/AO Admin

Pre-defined 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/RO that has been created without having you to do anything.

Step 1: Click on	Eave
Step 2: Click on	Configuration
Step Z. Click Off	



tab at the top

Step 4: Select the Pre-defined AO

	Leave Types Entitlement Policy	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 Pre-defined PO(AO, only users selected by	eLeave Admin or eLeave Admin Assistants	can be selected as AO and anyone	can be selected as RO.	
 RO/AO for each user must be selected 	by eleave Admin or eleave Admin Assista	ints can be selected as KO/AO.		
 Novino for each user must be selected 	by eccave Autility.			
Pre-defined Approver List				
Role	Staff Assigned	Action		
	Starr Fosigirea			
Approving Officer	۲	1		



Step 4: Click on

Step 5: The following window will appear. Select the desired AO by putting a tick beside the name

Name Email Ang Hock Seng Van van@abc.com.sg Ang Lee Jin (Wilson) wilson@abc.com.sg Ang Ling Tong Bernard bernard@abc.com.sg Ang Mee Ling Lyn lyn@abc.com.sg Bay Jean Lee (Alfred) alfred@abc.com.sg Bo Lee Tat Stevie stevie@abc.com.sg Chai Lee Teck Davidson davidson@abc.com.sg Gan Eng Heng Howard howard@abc.com.sg	ason	training 14(My Company) \$	Search staff Go
 Ang Hock Seng Van van@abc.com.sg Ang Lee Jin (Wilson) wilson@abc.com.sg Ang Ling Tong Bernard bernard@abc.com.sg Ang Mee Ling Lyn lyn@abc.com.sg Bay Jean Lee (Alfred) alfred@abc.com.sg Bo Lee Tat Stevie stevie@abc.com.sg Chai Lee Teck Davidson davidson@abc.com.sg Gan Eng Heng Howard howard@abc.com.sg 		Name	Email
 Ang Lee Jin (Wilson) wilson@abc.com.sg Ang Ling Tong Bernard bernard@abc.com.sg Ang Mee Ling Lyn lyn@abc.com.sg Bay Jean Lee (Alfred) alfred@abc.com.sg Bo Lee Tat Stevie stevie@abc.com.sg Chal Lee Teck Davidson davidson@abc.com.sg Gan Eng Heng Howard howard@abc.com.sg 		Ang Hock Seng Van	van@abc.com.sg
Ang Ling Tong Bernard bernard@abc.com.sg Ang Mee Ling Lyn lyn@abc.com.sg Bay Jean Lee (Alfred) alfred@abc.com.sg Bo Lee Tat Stevie stevie@abc.com.sg Chai Lee Teck Davidson davidson@abc.com.sg Gan Eng Heng Howard howard@abc.com.sg Gan Lee Mang Aldo aldo@abc.com.sg		Ang Lee Jin (Wilson)	wilson@abc.com.sg
Ang Mee Ling Lyn lyn@abc.com.sg Bay Jean Lee (Alfred) alfred@abc.com.sg Bo Lee Tat Stevie stevie@abc.com.sg Chai Lee Teck Davidson davidson@abc.com.sg Gan Eng Heng Howard howard@abc.com.sg Gan Lee Meng Aldo aldo@abc.com.sg		Ang Ling Tong Bernard	bernard@abc.com.sg
Bay Jean Lee (Alfred) alfred@abc.com.sg Bo Lee Tat Stevie stevie@abc.com.sg Chai Lee Teck Davidson davidson@abc.com.sg Gan Eng Heng Howard howard@abc.com.sg Gan Lee Meng Aldo aldo@abc.com.sg	•	Ang Mee Ling Lyn	lyn@abc.com.sg
Bo Lee Tat Stevie stevie@abc.com.sg Chai Lee Teck Davidson davidson@abc.com.sg Gan Eng Heng Howard howard@abc.com.sg Gan Lee Meng Aldo aldo@abc.com.sg		Bay Jean Lee (Alfred)	alfred@abc.com.sg
Chai Lee Teck Davidson davidson@abc.com.sg Gan Eng Heng Howard howard@abc.com.sg Gan Lee Meng Aldo aldo@abc.com.sg		Bo Lee Tat Stevie	stevie@abc.com.sg
Gan Eng Heng Howard howard@abc.com.sg Gan Lee Meng Aldo aldo@abc.com.sg		Chai Lee Teck Davidson	davidson@abc.com.sg
Gan Lee Meng Aldo aldo@abc.com.sg	•	Gan Eng Heng Howard	howard@abc.com.sg
		Gan Lee Meng Aldo	aldo@abc.com.sg
Gan Ling Ting Tina tina@abc.com.sg		Gan Ling Ting Tina	tina@abc.com.sg
			1 2 3
			1 2



	Save	
--	------	--

to save the selection.

Pre-defined RO/AO

Step 6: Click on

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 to do anything.

Step 1: Click on	Eave
Step 2: Click on	Configuration
Step 3: Click on	RO/AO Admin

Step 4: Select

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

Role	Staff Assigned	Action
Recommending Officer	۲	ø
Approving Officer	۲	di ka

Step 5: If you wish to add RO or AO, click on the

đ	

. Select the desired RO/AO



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	Name	Email		Name	Email
	Ang Hee Chuan Pete	pete@abc.com.sg	0	Ang Hee Chuan Pete	pete@abc.com.sg
	Ang Hing Lee (Bennie)	benny@abc.com.sg		Ang Hing Lee (Bennie)	benny@abc.com.sg
2	Ang Hock Seng Van	van@abc.com.sg	0	Ang Hock Seng Van	van@abc.com.sg
	Ang Hong Yi Jack	jack@abc.com.sg	0	Ang Hong Yi Jack	jack@abc.com.sg
	Ang Lee Jin (Wilson)	wilson@abc.com.sg		Ang Lee Jin (Wilson)	wilson@abc.com.sg
2	Ang Ling Tong Bernard	bernard@abc.com.sg		Ang Ling Tong Bernard	bernard@abc.com.sg
)	Ang Mee Ling Lyn	lyn@abc.com.sg		Ang Mee Ling Lyn	lyn@abc.com.sg
	Bay Jean Lee (Alfred)	alfred@abc.com.sg		Bay Jean Lee (Alfred)	alfred@abc.com.sg
5	Bay Ling Tong (Kris)	kris@abc.com.sg	0	Bay Ling Tong (Kris)	kris@abc.com.sg
	Bay Ling Tong Lance	lance@abc.com.sg		Bay Ling Tong Lance	lance@abc.com.sg
		Close Save			Close
6	: Click on	to save.			

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

RO/AO for each user must be selected by Leave Admin

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

Follow the steps below to assign AO/RO for each user:

Step	0 1: Click on
Step	2: Go to
Step Step	o 3: Look for the RO/AO Admin tab at the top.
	• RO/AO for each user must be selected by eLeave Admin.





Step 7: Click on to save the configuration. Note: You will have to do steps 5-7 for each user

Dept Admin

The Dept Admin features allow the company to set up different administrators for different departments/groups. Once a staff has been 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 company that wishes to delegate the leave administration to each department while HR maintains the control over the configuration.

To assign Dept Admin, perform these steps:

Step 1: Click on	Configuration
Sten 2: Click on	Dept Admin

Step 3: Assign the Dept Admin to the respective department by entering the name of the person who will be made the department's leave administrator.



mpany Settings Public Holidays Leav	e Types Leave Grades Entitlement Policy Import Leave Records RO/AO Admin Dept Admin Leave Users
epartment leave admin will be able to view and Assign Garv as the administrator of Accounts successfu	administer leave information of users under the department.
Department	
Accounts	x Gary
Beautician\MBS	Select Department Admin
Client Support	
Global Strategic Team Logistic	Ang Hee Chuan Pete
	Ang Hing Lee (Bennle)
	Ang Hong Yi Jack
Marketing	Ang Lee Jin (Wilson) Ang Ling Tong Bernard
Mass Communication	Ang Mee Ling Lyn Bay Jean Lee (Alfred)
Product Development	Select Department Admin
Research	Select Department Admin
Sales	Select Department Admin

Leave Users

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

The steps are as follows:

Step 1: Click on	Configuration	
	Leave Users	
Step 2: Click on		The following screen appears:



Lt Depa Client Globa	artment t Support	Leave
Client	t Support	
Globa		-
	al Strategic Team	
Mark	eting	
Client	t Support	
Sales		
Sales	1	
Logis	tic	
Mark	eting	
Sales		
	Clien Sales Sales Logis Mark Sales	Client Support Sales Sales Logistic Marketing Sales

Those users with the tick in the checkbox are those who have Leave modules enabled for them. Those without are those who would not be able to use the Leave module.