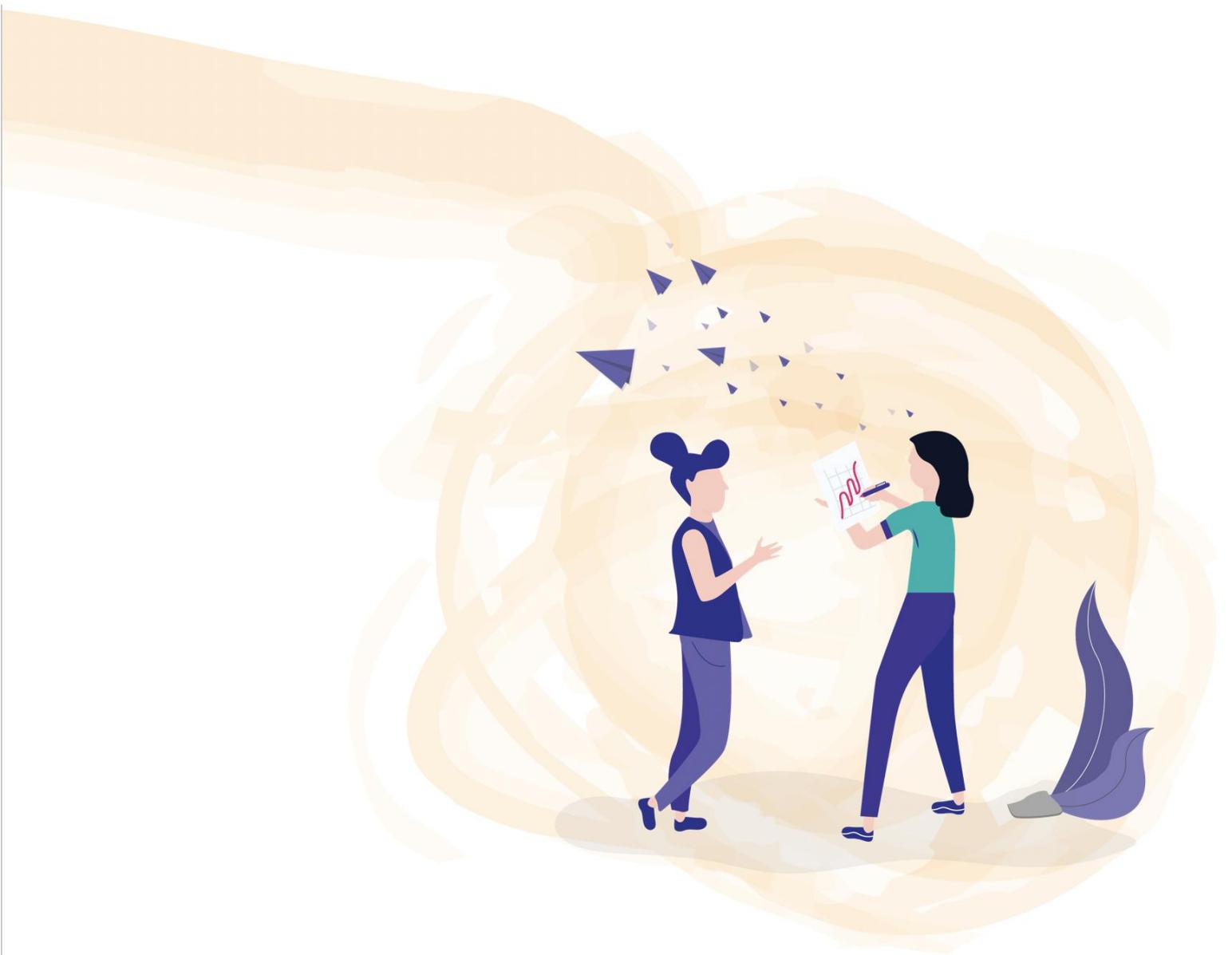




LEAVE ADMINISTRATION GUIDE



Leave Administrator Guide

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.

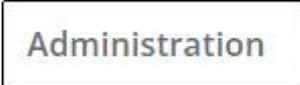
Administration

Block Leave

Leave Administrator can make use of block leave to apply for a 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: Select whom you wish the leave you wish to apply for at

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, if the Leave type is not found here check this article.

Leave Type

Annual

- Annual
- Annual (Brought Forward)
- Blocked
- Childcare (Foreigner)*
- Childcare (Singaporean)*
- Compassionate
- Examinations
- Extended Childcare Leave*
- Extended Maternity*
- Hospitalisation Leave*
- In Camp Training
- Marriage
- Maternity
- No Pay
- Off-in-Lieu
- Paternity Leave*
- Shared Parental Leave*
- Sick Leave*
- Unpaid Infantcare*

Step 6: Enter the date range for the block leave.

From AM To PM

Step 7: (Optional) You can use the CC List field to choose the names of whom you would like to be informed about the block leave that the staff is taking. NOTE: Block leaves are automatically approved and do not go through the normal approval process.

CC Lists



Step 8: (Optional) Enter remarks. Remarks input here can help to remind you why you are applying for leave on behalf of the staff.

Remarks

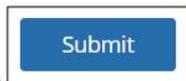
Step 9: Choose the name/s of the staff you are doing a block leave for by putting a tick beside their names.

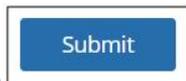
<input type="checkbox"/>	Employee	Department	Applied Working Days
<input type="checkbox"/>	Ariel Norman	Human Resources	1
<input type="checkbox"/>	Arra Jones	Human Resources	1
<input type="checkbox"/>	Ava Miller	Human Resources	1
<input type="checkbox"/>	Billy Joe	Finance and Payroll	1
<input type="checkbox"/>	Celly Hernandez	Accounting	1
<input type="checkbox"/>	Charlie Thomas	Accounting	1
<input type="checkbox"/>	Claire Smith	Operations	1
<input type="checkbox"/>	Clark Anderson	Accounting	1
<input type="checkbox"/>	Deib Enrile	Finance and Payroll	1
<input type="checkbox"/>	Faith Prince	Part-Time	1

Showing 1 to 10 of 40 entries (filtered from 1 total entries)

Previous **1** 2 3 4 Next

Submit



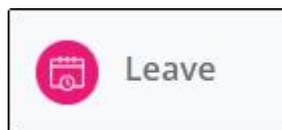
Step 11: Click on  to apply the Block Leave.

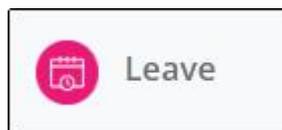
Entitlement & Details

The Entitlement & Details page allows you to set the entitlement and details such as the workweek 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:



Step 1: Click on .



Step 2: Click on .



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.

Please Take note - Accounts created from 20 June 2022 onwards, Opening Balance will be zero regardless of their Annual Leave Entitlement Policy.

Employee ID	Employee	Department	Yearly Entitlement	Opening Balance	As at date (dd/mm)	Adjustment	Join Date	Grade	Working On PH	Action
	Ariel Norman	Human Resources	14	0	01/01/2022	-1	01/10/2020	Rank & File	<input type="checkbox"/>	
	Arra Jones	Human Resources	14	0	01/01/2022	0	01/10/2020	Rank & File	<input type="checkbox"/>	
	Ava Miller	Human Resources	14	0	01/01/2022	0	01/10/2020	Rank & File	<input type="checkbox"/>	
	Billy Joe	Finance and Payroll	18	0	01/01/2022	-1	01/01/2020	Manager	<input type="checkbox"/>	
	Celly Hernandez	Accounting	14	0	01/01/2022	-1	01/10/2020	Rank & File	<input type="checkbox"/>	
	Charlie Thomas	Accounting	14	0	01/01/2022	0	01/10/2020	Rank & File	<input type="checkbox"/>	
	Claire Smith	Operations	16	0	01/01/2022	0	01/01/2020	Supervisors	<input type="checkbox"/>	

Step 4: If you configure your leave 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 it is Public Holiday. By default, staff cannot take leave on Public Holiday.



Step 6: Click on  to save changes.

Quick Tip: If the leave balance report you generated has incorrect balances, you can check the Entitlement and Details page for any discrepancies. Check out the sample scenarios below:

Sample 1: After doing a Leave Balance Transfer with a set expiry date, you generate a leave balance report for Annual (Brought Forward) Leave type and you see inconsistencies in the report, you can follow the steps below:

Step 1: On the Entitlement and Details page, filter leave type to Annual (Brought Forward)

The screenshot shows the 'Entitlement & Details' page. The 'Leave Type' dropdown menu is open, showing options: Annual, Annual (Brought Forward), Blocked, Childcare (Foreigner)*, Childcare (Singaporean)*, Examinations, Extended Childcare Leave*, and Extended Maternity*. The 'Annual (Brought Forward)' option is highlighted. Below the dropdown, a table shows details for 'Human Resources' with a 'Yearly Entitlement' of 14 and an 'Opening Balance' of 0.

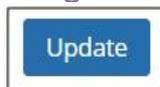
Step 2: Look for the name of the concerned staff and click on



the (pencil icon) under the Action column. This will bring you to another page that will display more details about the staff's Annual (Brought Forward) leave type:

The screenshot shows the details for staff member 'Ariel Norman'. The 'Leave Type' is 'Annual (Brought Forward)' for the year '2022'. The 'Opening Balance' field is highlighted in yellow and contains the value '5'. Other fields include 'Yearly Entitlement' (0), 'As at date (dd/mm)' (01/01/2022), 'LBF' (0), 'LBF Forfeited' (0), 'Join Date' (01/10/2020), 'Grade' (Rank & File), 'Recommending Officer', and 'Approving Officer' (nielsie).

Step 3: From here, you can modify the opening balance of the staff as



necessary, and don't forget to click on the button on the lower right corner once done to save the changes.

Sample 2: After doing a Leave Balance Transfer with no expiry date set, you generate a leave balance report for Annual Leave type and you see inconsistencies in the report, you can follow the steps below:

Step 1: On the Entitlement and Details page, filter leave type to Annual.

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

Leave Type Annual Year 2022 Work Week All Import Entitlement Details

Show 10 entries Search:

<input type="checkbox"/>	Employee ID	Employee	Department	Yearly Entitlement	Opening Balance	As at date (dd/mm)	Adjustment	Join Date	Grade	Working On PH <input type="checkbox"/>	Action
--------------------------	-------------	----------	------------	--------------------	-----------------	--------------------	------------	-----------	-------	--	--------

Step 2: Look for the name of the concerned staff and click on



the (pencil icon) under the Action column. This will bring you to another page that will display more details about the staff's Annual leave type:

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

Ariel Norman Leave Type Annual Year 2022

Yearly Entitlement 14

Opening Balance 0

As at date (dd/mm) 01/01/2022

LBF 2

LBF Forfeited 0

Join Date 01/10/2020

Grade Rank & File

Recommending Officer

Approving Officer nielsie

Working On PH

Gender Female

Marital Status Single

Step 3: From here, you can modify the opening balance of the staff as

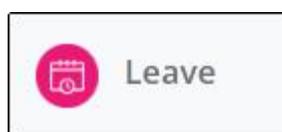


necessary, and don't forget to click on the button on the lower right corner once done to save the changes.

Leave Action

Leave Cancellation

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



Step 1: Click on .

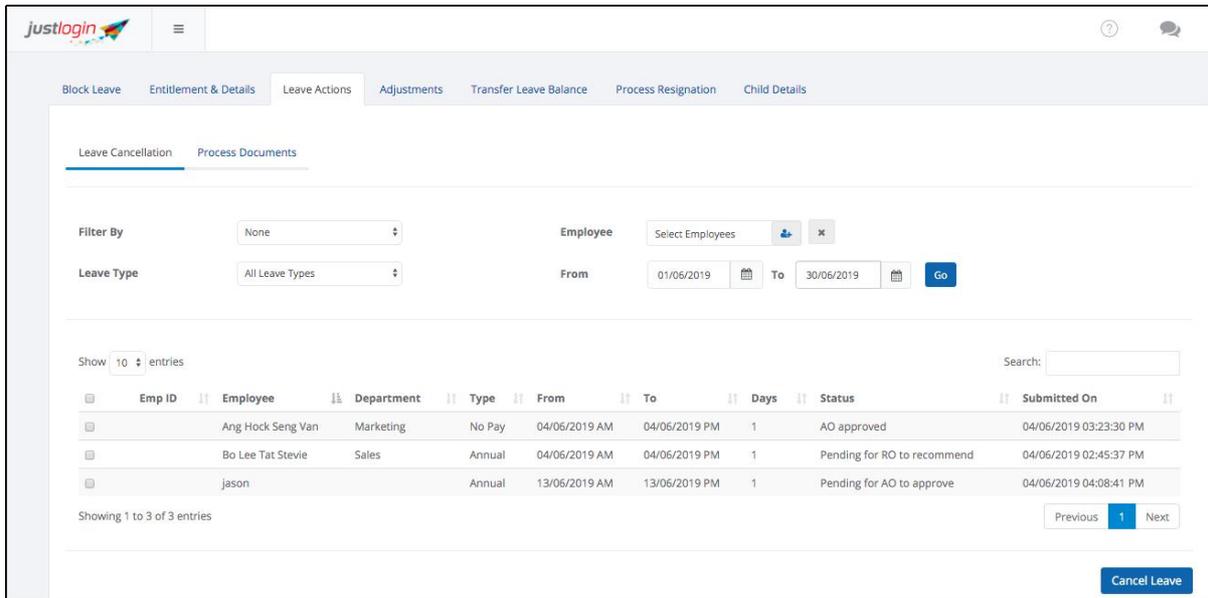
Administration

Step 2: Click on

Leave Actions

Step 3: Click on

You will see this page.

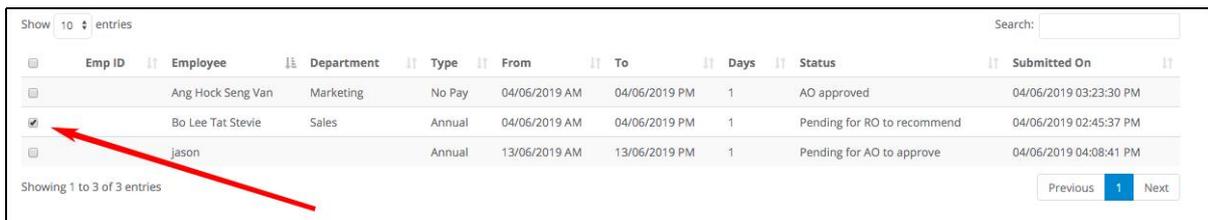


Leave Cancellation

Step 4: By default, you will see the

page.

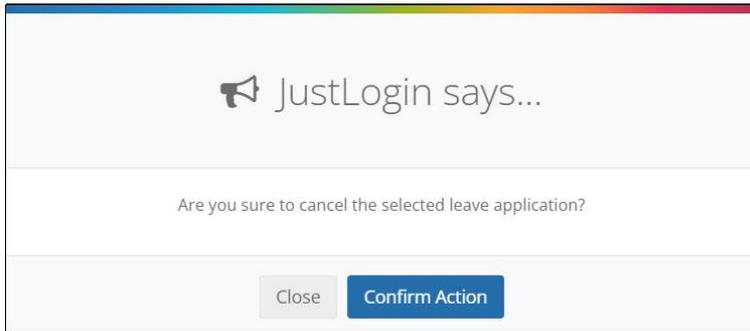
Step 5: Select the staff you wish to cancel the leave by ticking on the checkbox at the row of the name.

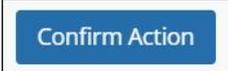


Cancel Leave

Step 6: Click on the

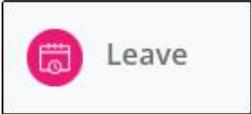
button below. The following message will appear.



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

Process Documents

Note: This page is for hard-copy received by the Administrator. If a soft copy will suffice need to make changes in the Leave type page see Creating New Leave Type Step#14 "requires submission of hard-copy documents" no need to enable it

Step 1: Click on .

Step 2: Click on .

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

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

Leave Cancellation **Process Documents**

Filter By: None Employee: Select Employee

Leave Type: All Leave Types From: 01/10/2022 To: 31/10/2022 Go

Show 10 entries Search:

<input type="checkbox"/>	Employee ID	Employee	Department	Leave Type	From	To	Days	Status	Submitted On
<input type="checkbox"/>		Ariel Norman	Human Resources	No Pay	19/10/2022 AM	19/10/2022 PM	1	AO approved	19/10/2022 09:18:08 AM
<input type="checkbox"/>		Arra Jones	Human Resources	No Pay	19/10/2022 AM	19/10/2022 PM	1	AO approved	19/10/2022 04:09:33 PM
<input type="checkbox"/>		Billy Joe	Finance and Payroll	No Pay	11/10/2022 AM	11/10/2022 PM	1	AO approved	11/10/2022 03:39:20 PM

Process Documents

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: 01/10/2022 To: 31/10/2022 Go

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.

Show 10 entries Search:

<input type="checkbox"/>	Employee ID	Employee	Department	Leave Type	From	To	Days	Document
<input type="checkbox"/>		Jerry Smith	Operations	Sick Leave*	07/10/2022 AM	07/10/2022 PM	1	<input checked="" type="checkbox"/> admin
<input type="checkbox"/>		Terrence Romeo	Workforce	Sick Leave*	11/10/2022 AM	11/10/2022 PM	1	<input type="checkbox"/>

Showing 1 to 2 of 2 entries Previous 1 Next

Step 8: When the administrator receives the hard copy document, the administrator can check the checkbox and click on

Document Received

the button.

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

Adjustments

Adjustments

You can easily credit leaves to your staff by using the Adjustment feature on the Leave module. This can be used when the Public Holiday falls on a weekend or if staff worked on a Public Holiday

Steps:

Step 1: Click on  .

Step 2: Click on  .

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

Step 4: Select leave type you wish to add / deduct at  .

Step 5: Set the number of days you wish to credit /debit in the field at  .

Step 6: The effective date will always be set to the current date and the expiry date to the end of year. This means the credited leave can be used by the staff before the set expiry date.

Effective Date	<input type="text" value="28/10/2022"/>	
Expiry Date	<input type="text" value="31/12/2022"/>	

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

Step 7: On  please make sure it is set to Credit or Debit accordingly.

Step 8: (Recommended) Enter a remark about why you did the adjustment. This will help to remind you why you are crediting the leave type/days to the staff. Any remark input here can also be seen by the staff on their end.

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

Step 9: Select the employee/s you wish to do an adjustment for.



Step 10: Click on .

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

 JustLogin says...

Do you want to submit the Adjustment leave for following?

Billy Joe	Finance and Payroll
-----------	---------------------



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:		Status:		Adjustment For Year:						Go	
All		All		2022							
Employee ID	Employee	Leave Type	No. of days	Effective Date	Expiry Date	Taken	Action By	Remarks	Status	Action	
	Celly Hernandez	Annual	-1	01/01/2022	31/12/2022	0	nielsie	(Leave Encashment) Staff requested to encash one day of annual leave	Active	 	
	Arra Jones	Annual	-1	01/01/2022	31/12/2022	0	nielsie	(Leave Encashment)	Active	 	
	Billy Joe	Annual	1	28/10/2022	31/12/2022	0	nielsie		Active	 	
	Billy Joe	Annual	-1	01/01/2022	31/12/2022	0	nielsie	(Leave Encashment)	Active	 	
	Claire Smith	Annual	-1	01/01/2022	31/12/2022	0	nielsie	(Leave Encashment)	Active	 	

Transfer Leave Balance

The system performs an automatic Annual Leave balance transfer every 31st of December (for Calendar Year policy). Before the end of the year, the Leave Administrator will need to setup the necessary parameters for system to use based on the company's policies.

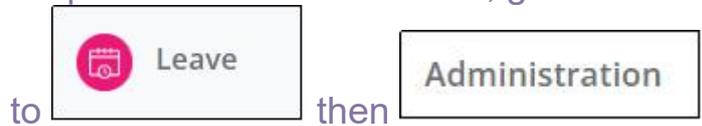
Note:

- If you follow Financial Year policy, the balances will be transferred at the end of the Financial Year.
- If you follow Employee Anniversary policy, the balances will be transferred at the anniversary date of the employee.
- For new customers whose policy does not require leave balance transfer, just skip the configuration step.

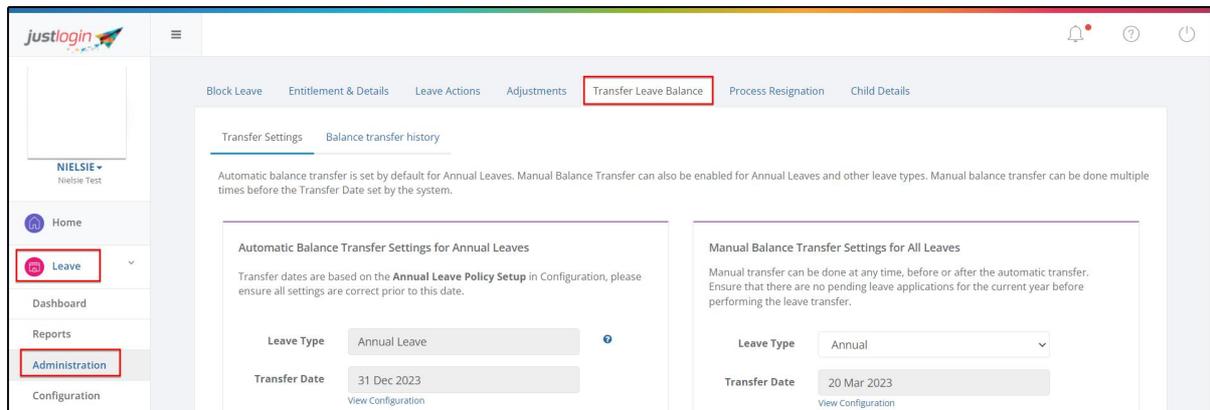
Steps:

Step 1: Log in to your account.

Step 2: From the main menu, go

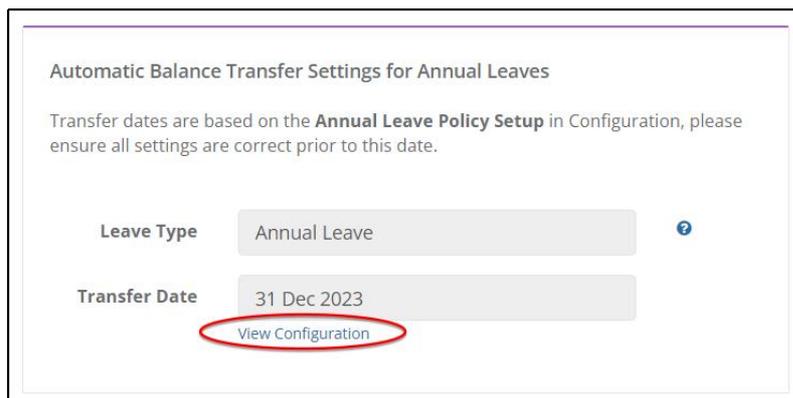


Step 3: Click the tab at the top.



Transfer Settings

Automatic Balance Transfer Settings for Annual Leaves



Leave Type – should reflect the account’s leave accrual policy from the Leave Configuration

Transfer Date – by end of the year(Calendar Year/Financial Year/Employee Anniversary based on company policy)

Step 4: Click the View Configuration link to set and edit the settings.

Step 5: Set the number of Annual Leave days you allow to be transferred to the next year.

Leave balance days that can be transferred over to the next year

Set max days of previous year's leave balance ▼

Select

- All leave balance from previous year (ys)
- By annual leave entitlement days.
- Set max days of previous year's leave balance
- Set max percentage of previous year's leave entitlement

Option 1: All leave balance from previous year - the system will transfer any remaining leave balance from the current year over to the following year.

Option 2: By annual leave entitlement days – the setting can be set by entitlements. Click on the 'edit conditions' link to set the policy, and a pop-up window will appear.

By annual leave entitlement days. ▼

[edit conditions](#)

e.g. For employees with 12 days entitlement, up to 5 days can be transferred. For those with 15, up of 6 days. For those with 20 days entitlements, they can transfer up to a maximum of 7 days.

Annual leave entitlement	Max. unused leave to be carried over
12	5
15	6
20	7
Enter number here	Enter number here

Close

Option 3 – Set max days of previous year's leave balance - the admin can set a specific number of days that can be transferred to the following year.

e.g. Only allow a maximum of 5 days of this year's balance to be transferred to the next year

Set max days of previous year's leave balance ▼

5 days of previous year's leave balance (max 100 days)

Option 4 – Set max percentage of previous year's leave entitlement - the system will only transfer a certain percentage of previous year's entitlement.

e.g. If employee has 12 days entitlement for 2022, only 50% or 6 days will be transferred to 2023.

Leave balance days that can be transferred over to the next year

Set max percentage of previous year's leave entitlement ▼

50 % of previous year's leave entitlement (max 200%)

Step 6: If options 2, 3, or 4 above is selected, an additional setting for forfeited leaves will show up. This will allow the employees to still use any remaining leaves until the next year, on top of the set number of transferred leaves. If no expiry is set, any remaining balance will be forfeited on the transfer date.

Expiry date of any remaining leave balance 

NOTE: If there is no expiry date set, any remaining leave balance will be forfeited on the Transfer Date

Step 6: Set the expiration date of the transferred leave, if applicable.

Transferred leave balance expiry

No expiry ▼

Select expiry setting

- No expiry
- Set an expiry date for transferred leave balance**

No Expiry – transferred leave balance will not expire

Set an expiry date for transferred leave balance – set a specific date on when the transferred leave(s) will expire

Step 7: If adding an expiry, click the calendar to select the date.

View Configur

« March 2023 »

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	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	31	1
2	3	4	5	6	7	8

Leave balance days that can be t

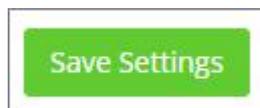
By annual leave entitlement d

[edit conditions](#)

Transferred leave balance expiry

Set an expiry date for transfer

Expiry date



Step 8: Don't forget to click

Manual Balance Transfer Settings for All Leaves

When applicable, you may still choose to do a manual leave transfer before or after 31 Dec. An auto transfer will be done for Annual Leave, but for all other leaves, transfer will need to be manually initiated.

Manual Balance Transfer Settings for All Leaves

Manual transfer can be done at any time, before or after the automatic transfer. Ensure that there are no pending leave applications for the current year before performing the leave transfer.

Leave Type

Transfer Date

[View Configuration](#)

Same Configuration Settings as above(steps 5-8). The only difference in the Manual Balance Transfer settings is the option to select the leave type you wish to transfer to the following year.

Step 1: Select the Leave Type you want to transfer to the next year.

Leave Type: Annual

Transfer Date: Annual

Leave balance days that can be transferred over to the next year: By annual leave entitlement days

[edit conditions](#)

- Annual
- Annual (Brought Forward)
- Blocked
- Examinations
- Extended Maternity*
- No Pay
- Off-in-Lieu
- Paternity Leave*
- Shared Parental Leave*

Step 2: Set the number of leave days you allow to be transferred.

Leave balance days that can be transferred over to the next year

Set max days of previous year's leave balance

Select

- All leave balance from previous year (yys)
- By annual leave entitlement days.
- Set max days of previous year's leave balance
- Set max percentage of previous year's leave entitlement

Step 3: Set the expiry date, if applicable. Otherwise, select No Expiry.

Transferred leave balance expiry

Set an expiry date for transferred leave balance

Expiry date: 

Step 4: Click the button to initiate the actual transfer.

A pop-up message will show to confirm action.

 Just to confirm..

Do you want to transfer all your staffs leave balance from 2022 to 2023?

 Manual transfer completed for Annual

Transfer History

This page will show all leave balance transfers that were done on the account.

Transfer Settings		Balance transfer history			
Show 10 entries				Search: 5	
Transaction Date	Transfer By	Leave Type	Transfer Type	Transfer Status	Action
28/02/2023 17:00:59	Gracielle	Annual	Auto Transfer	Pending	
15/02/2023 17:00:58	Gracielle	Annual	Auto Transfer	Completed	
14/02/2023 17:01:02	Gracielle	Annual	Auto Transfer	Completed	

1. **Transaction Date** – when the leave transfer was done
2. **Transfer By** – who initiated the leave transfer
3. **Leave Type** – the type of leave that was transferred
4. **Transfer Type** – whether it's Auto Transfer or Manual Transfer
5. **Transfer Status** – the status of the transfer
6. **Action** – view the transfer details

Transfer Status

Transfer Status
Pending
Completed 
Completed

Pending – settings have been saved, actual transfer is pending.

Completed with a warning sign – transfer is done but with error/s.

Completed – transfer has been done.



After the Leave Transfer:

- the transferred leave will reflect under 'Balance from previous year' in the leave summary and reports

Employee ID	Employee	Entitlement (A)	Balance from previous year (B)	Balance as at (dd/mm) (C)	Earned Leave As At 01/01/2023 (D)	Adjustment (E) E=E1-E2-E3				Leave Approved (F)	Balance As At 01/01/2023 (C+D+E-F)	Join Date
						E (Available)	E1 (Total)	E2 (Expired)	E3 (Taken in previous or next year)			
	Dora Explorer	8.00	8.00	0 (1/1)	0.33	8.00	8	0	0	0.00	8.00	16/09/2020
	Gracielle	15.00	15.00	0 (1/1)	0.62	15.00	15	0	0	0.00	16.00	03/11/2009
0004	Ron Weasley	16.00	14.00	0 (1/1)	0.67	14.00	14	0	0	0.00	15.00	01/04/2019
0005	Harry Potter	15.00	15.00	0 (1/1)	0.62	15.00	15	0	0	0.00	16.00	05/07/2011
0006	Jean Grey	14.00	14.00	0 (1/1)	0.58	14.00	14	0	0	0.00	15.00	27/07/2020
0007	Kitty Hello	18.00	18.00	0 (1/1)	0.75	18.00	18	0	0	0.00	19.00	18/07/2001
0008	Benry Anderson	18.00	16.00	0 (1/1)	0.75	16.00	16	0	0	0.00	17.00	01/02/2017
0009	Xian Lim	15.00	15.00	0 (1/1)	0.62	15.00	15	0	0	0.00	16.00	18/05/2020
0010	Jen Xuan	18.00	18.00	0 (1/1)	0.75	18.00	18	0	0	0.00	19.00	01/07/2015
0011	Lady Bug	13.00	12.00	0 (1/1)	0.54	12.00	12	0	0	0.00	13.00	01/03/2018

- if 'No Expiry' is set, the transferred leave will be added to the next year's opening balance

Leave Summary

Year: 2023

Widget View Table View

Leave Type	Entitlement (A)	Balance from previous year	Balance As At 01/01/2023 (C)	Since As At 01/01/2023 (D)	Adjustment (E) E=E1-E2-E3				Leave Taken (F)	Current Balance (C+D+E-F)	Rounded Balance	Balance as at 31/12/2023
					E (Available)	E1 (Total)	E2 (Expired)	E3 (Taken in previous or next year)				
Annual Leave	9	1	1	9	0	0	0	0	0	10	10	10

- if expiration date has been added, the transferred leave will reflect under Adjustments

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

Leave Type: Annual Year: 2023 Work Week: All Import Entitlement Details

Show 10 entries Search:

Employee ID	Employee	Department	Yearly Entitlement	Opening Balance	As at date (dd/mm)	Adjustment	Work Week	Join Date	Grade	Working On PH	Action
1432	Anakin Skywalker	Professional Mgmt	14	0	01/06/2022	4	Normal	01/06/2022	HR	<input type="checkbox"/>	
0018	Anna Arendelle	Professional Mgmt	0	0	15/05/2022	3	Normal	15/05/2021	Default Grade	<input type="checkbox"/>	
0008	Benny Anderson	Consulting	18	0	01/02/2023	16	Normal	01/02/2017	Consultant	<input type="checkbox"/>	
0014	Cherub Cherub	Professional Mgmt	10	0	08/06/2022	11	Normal	08/06/2020	Strategy	<input type="checkbox"/>	
0023	Chuckie Nestle	Strategy	8	0	16/08/2022	8	Normal	16/08/2020	Executive	<input type="checkbox"/>	
0016	Cindy Cinderella	Professional Mgmt	15	0	08/05/2022	15	Alternate 3	08/05/2020	IT	<input type="checkbox"/>	

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

Adjustment View Adjustment History

Leave Type: All Status: All Adjustment For Year: 2023 Go

Search:

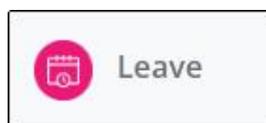
Employee ID	Employee	Leave Type	No. of days	Effective Date	Expiry Date	Taken	Action By	Remarks	Status	Action
0011	Lady Bug	Annual	11	01/03/2023	30/12/2023	0	Gracielle	Balance Transfer	Active	
0005	Harry Potter	Annual	15	01/01/2023	30/12/2023	0	Gracielle	Balance Transfer	Active	
0023	Chuckie Nestle	Annual	8	01/01/2023	30/12/2023	0	Gracielle	Balance Transfer	Active	
0015	Luigi Mario	Annual	8	01/01/2023	30/12/2023	0	Gracielle	Balance Transfer	Active	
0024	Snow White	Annual	14	01/01/2023	30/12/2023	0	Gracielle	Balance Transfer	Active	
0016	Cindy Cinderella	Annual	15	01/01/2023	30/12/2023	0	Gracielle	Balance Transfer	Active	

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.

Note: This is only a view page and does not have impact to the reports pages and Staff side viewing of his/her own balance

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 at last day	Pending	RO/AO	Deactivate after last day	Action
Claire Smith	31/10/2022	15	11.33	0	No	<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 Select Employee 

Step 5: Enter the Cessation Date.

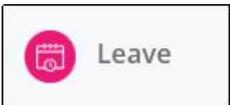
Step 6: Put a tick in the box under the  column if you would like system to auto deactivate after last day.

Step 7: Click on 

Child Details

If the staff are entitled to any childcare related leave types such as Enhanced and Extended childcare leave, you need to enter the child information in the system.

To enter the child details, follow these steps:

Step 1: Click on 

Step 2: Click on .

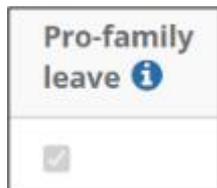
Step 3: Click on  tab at the top.

Step 4: Select Employee by clicking on .

Step 5: Enter the youngest child's name.

Step 6: Enter the Birth Date. Once the Birth Date of the child is entered, the Leave Start Year column will automatically be populated based on the Birth Date column or you can also input 1 year after the Year of Birth of the child.

Step 7: Indicate whether the child is a Singaporean. If the child is a Singaporean, put a tick at the Pro-family leave column. If the child is non-Singaporean, please leave it unticked.



NOTES:

1. For Maternity leave type, no child details are necessary as this leave is available to all female staff as a default
2. For Extended Maternity*, child details are needed to be input in order for this leave type to be available on the staff's end. Kindly ensure that you put a tick on "Pro-Family Leave" column as well.

Government Leave

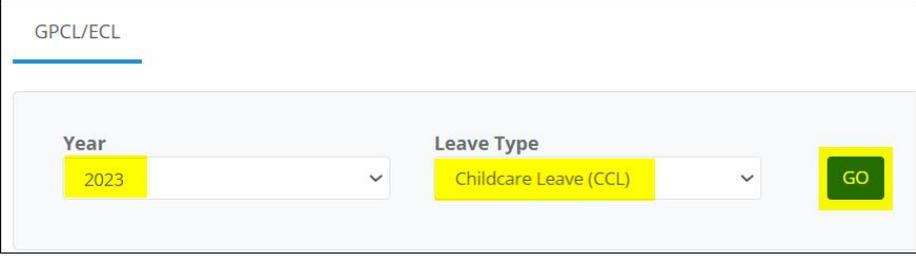
Government-Paid Childcare Leave (GPCL) and Extended Childcare Leave (ECL) forms are now available in the system.

Steps:

Step 1: Go to  then .

Step 2: Click the  tab.

Step 3: Select the year and the Leave type, then click Go.



GPCL/ECL

Year: 2023

Leave Type: Childcare Leave (CCL)

GO

Step 4: Look for the employee's name and click the necessary buttons below:



- To download the form



- To view the form



Show 10 entries

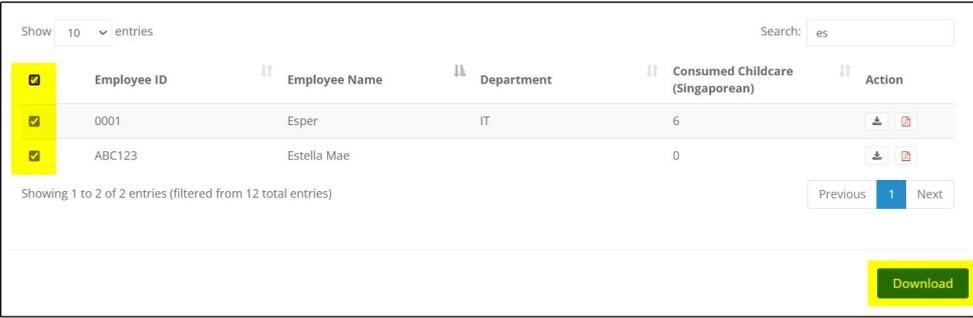
Search:

<input type="checkbox"/>	Employee ID	Employee Name	Department	Consumed Childcare (Singaporean)	Action
<input type="checkbox"/>	0001	Esper	IT	6	 

Showing 1 to 1 of 1 entries (filtered from 12 total entries)

Previous 1 Next

To mass download the file, you can tick the left box to select the employee names and click on the Download button on the lower right:



Show 10 entries

Search:

<input checked="" type="checkbox"/>	Employee ID	Employee Name	Department	Consumed Childcare (Singaporean)	Action
<input checked="" type="checkbox"/>	0001	Esper	IT	6	 
<input checked="" type="checkbox"/>	ABC123	Estella Mae		0	 

Showing 1 to 2 of 2 entries (filtered from 12 total entries)

Previous 1 Next

Download



For more information, you can refer to this link:

[https://www.profamilyleave.msf.gov.sg/schemes/childcare-leave.](https://www.profamilyleave.msf.gov.sg/schemes/childcare-leave)