**STARVISION INFORMATION TECHNOLOGY
(SDA)**

**HUMAN RESOURCE INFORMATION SYSTEM
(HRIS)**

**MecWise ESS User Guide
(For Admin User)
(Leave Management System)**
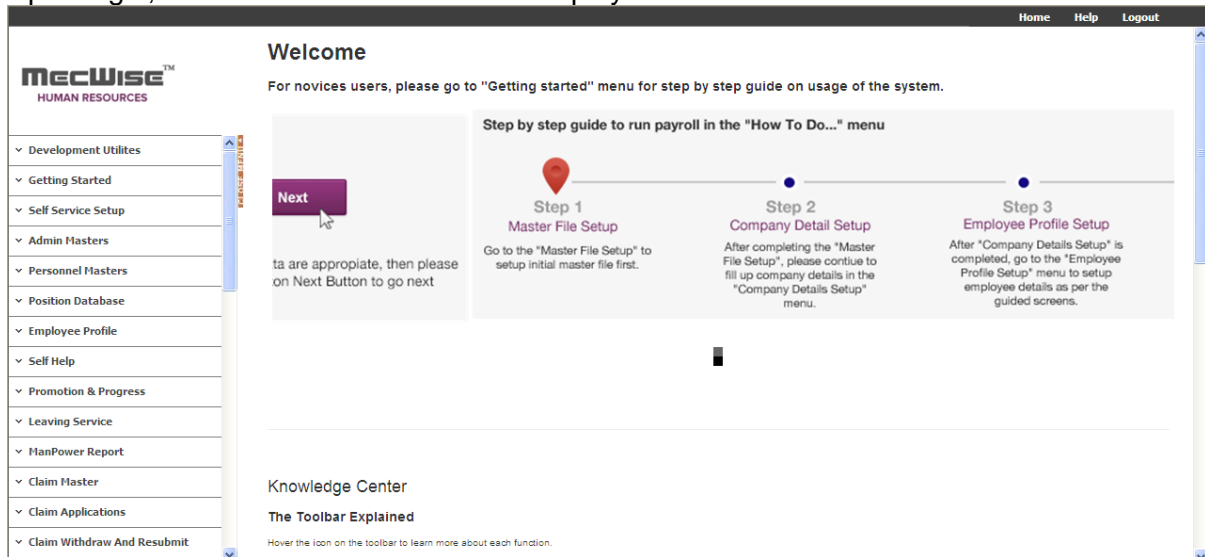

VERSION 1.0

Table of Contents

Conventions Used

This section gives a detailed explanation of the conventions used in MecWise Payroll.Net.

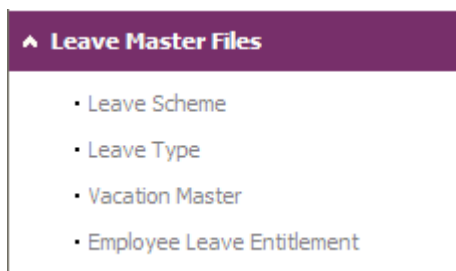Upon login, the Welcome Screen will be displayed as below.

Welcome Screen

The left hand side of the Window contains the Menu.

When clicking on any menu option, the option will expand to display sub-system's modules.

The Toolbar shows at the top of the screen when any of the modules are selected. It contains a row of icons for easy execution of commands.
Below is the explanation of some of the commonly used icons:

Toolbar

➕ Add	Initiate a new record (Blank template).
✔ Update	Update the existing information in the record.
✖ Delete	Deletes the current record.
🔍 Search	Search for records using a Query Builder.
🔎 Query	Search records for records with fields similar to that displayed on screen. If no fields are entered, system will display all available records under that module.
🖨 Print	Print current record in report form (If available).
◀ Move Prev ▶ Move Next	Access the previous/next record without having to exit from the current screen.
💾 Save	Save most recent data entered in the record.
↩ Cancel	Cancel the current operation.
➡ Exit	Return to header screen. This icon is usually displayed after the **Cancel** button is clicked on.
🔎 Query / Query	If you have forgotten the functions any icon or come across an unfamiliar icon, place the mouse cursor over the icon for a few seconds. A description of the function will be displayed.

The Collapsible Panel is located under the Toolbar. It displays a browser listing the different records according to the user's specifications.
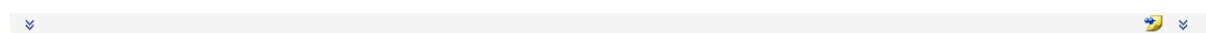
Collapsible Panel

A typical browse screen constitutes of titled columns and rows of stored data. A sample of a browse screen is shown below.

Browser

Below is the explanation of the icons on the collapsible panel:

	Click this to expand the browser for viewing.
	Click this to collapse/hide the browser.
	To lock current browser status (Expanded/Hidden).

Within the browser, there are other icons to view, filter and export the information from the browser.
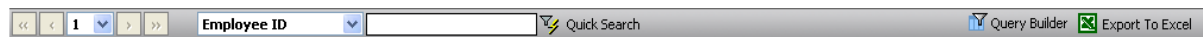
Browser Icons

	Navigator. To view next/previous screen of records.
	Search function. Select field from drop down list on the left and enter the data/keywords to search through records for a match. Click on the to start search process.
	Query Builder to query, filter and sort records for display in the browser.
	Export records from the browser to excel format.

Query Builder

The Query Form is for setting the criteria so as to display only a range of required records for viewing.
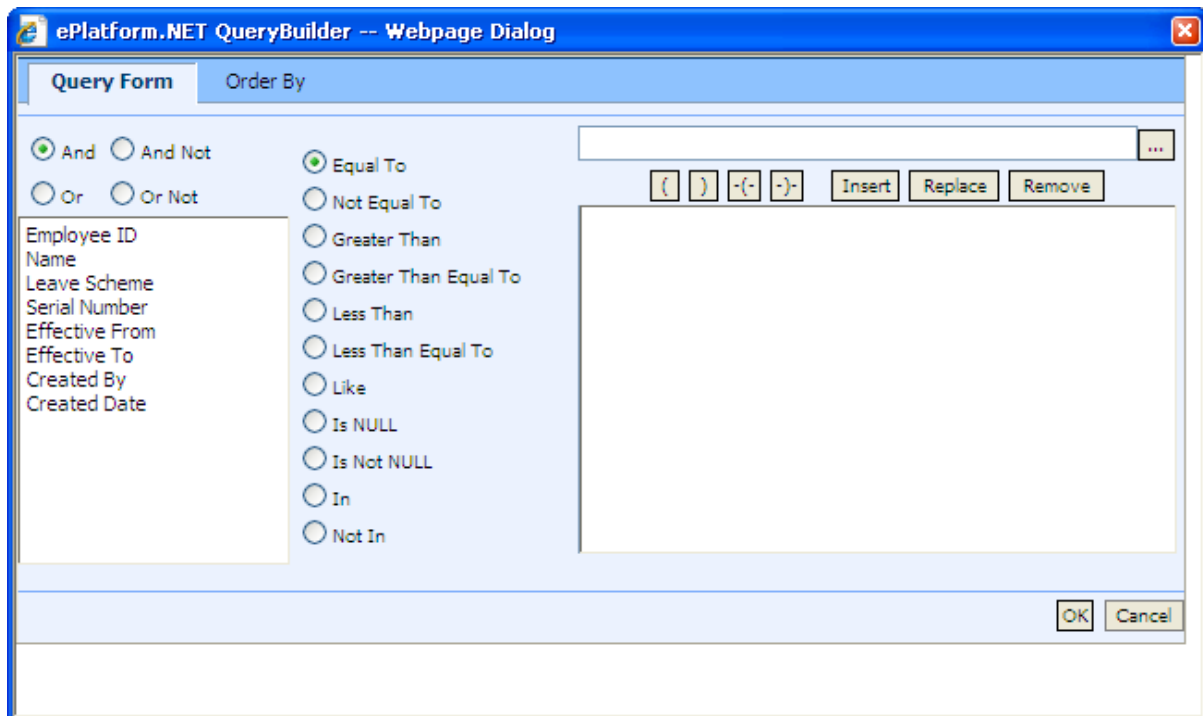
Query Form

These are some basic concepts and various signs used in the query form:

For Alphabetical Values:
a < b < c < ... < z.

For values that contain 2 or more alphabets, always start comparing the values from **left-to-right**.

Example 1: ad < ar
Reason: d is less than r

Example 2: bd < d
Reason: b is less than d

Example 3: bcd < bcf
Reason: d is less than f.

For Numerical Values:
1 < 2 < 3 < ... ...

Using the Query form is essentially forming sentences specifying search criteria.
Firstly select the subject criteria from the screen on the left.
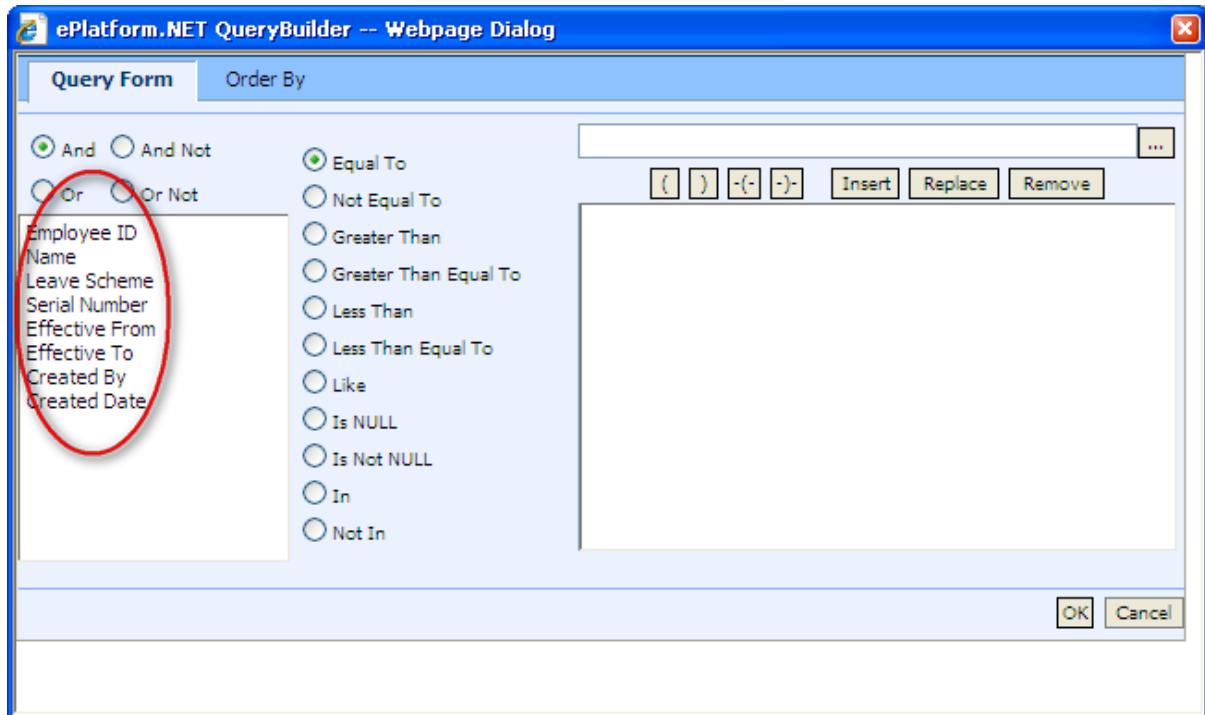
Select the desired condition from the column beside the subject screen.

Meaning of Condition

Next, enter the data in the field located in the top right hand of the Query Form.
You can choose to enter the data manually or select from the pick list by clicking on the selection button beside the field.
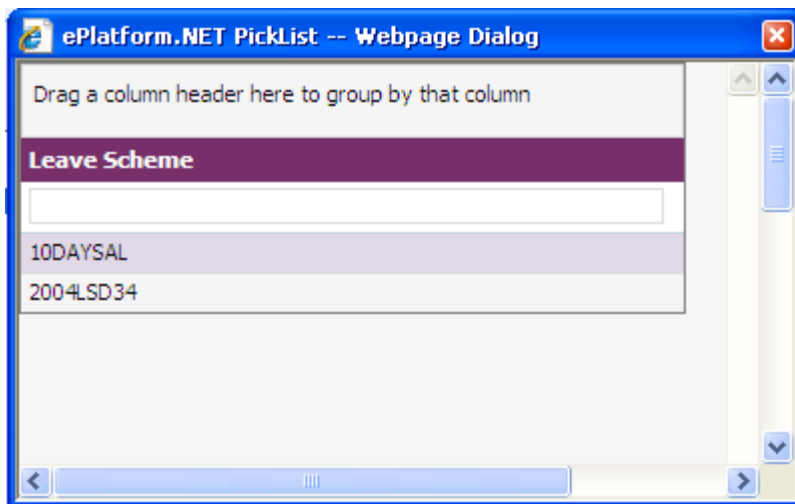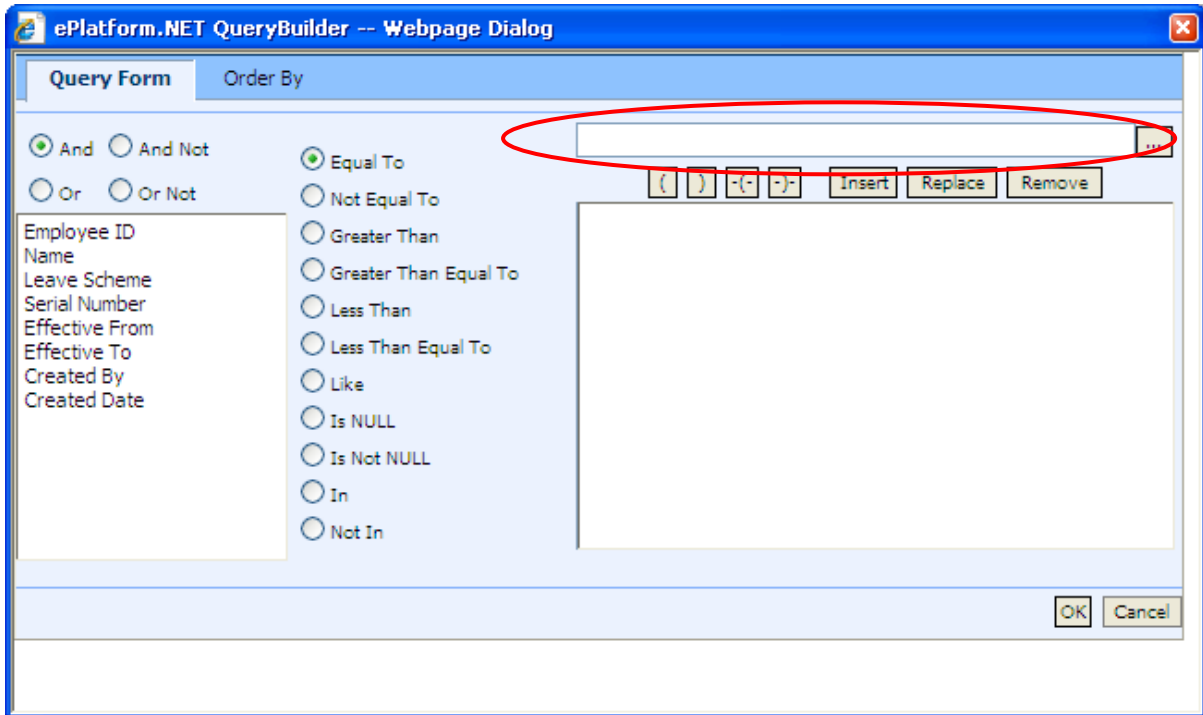
Pick List

To select the desired object, simply click once on it.

(	)	-(-	-)-	Insert	Replace	Remove
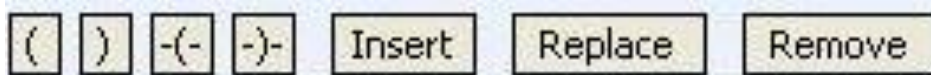
Query Form Icons

Icons

( ) Open and Close Bracket.
Used together in situations of multiple conditions.
Conditions within brackets will be dealt with first.
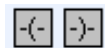
-(- -)- Used to remove the open and close bracket respectively.
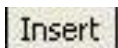
Insert Input conditions defined.
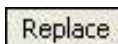
Replace Replace any highlighted condition with another condition.
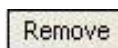
Remove Remove the highlighted condition.

After entering a single condition, click on **Insert** to input the condition. This condition will be displayed in the screen.

To link 2 conditions together, make use of the selections located in the top left hand corner of the form after the 1st condition has been entered before entering the 2nd condition.

⊙ And   ○ And Not
○ Or   ○ Or Not
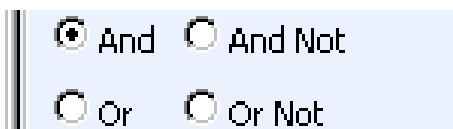
Icon	Implication
⊙ And	System will filter only records satisfying both conditions.
○ And Not	System will filter records satisfying the 1st condition and eliminate those that satisfy the 2nd condition.
○ Or	System will filter records that satisfy either condition.
○ Or Not	System will filter records that satisfy 1st condition or those that do not satisfy the 2nd condition.
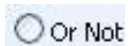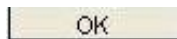
At the bottom of the Query Form is another row of icons.
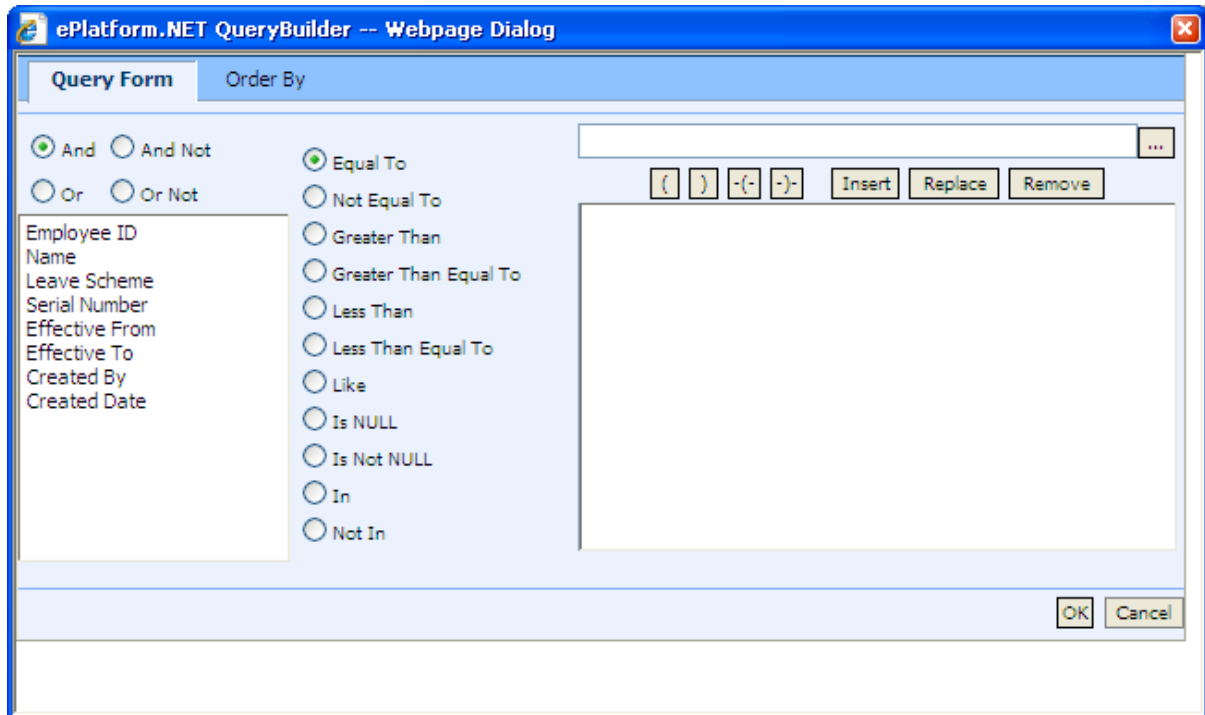
Icons

OK	Confirm conditions set.
Cancel	Exit Query Form.
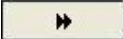
By clicking on the **Order By** tab, the user can pre set the order in which the records filtered will be listed.
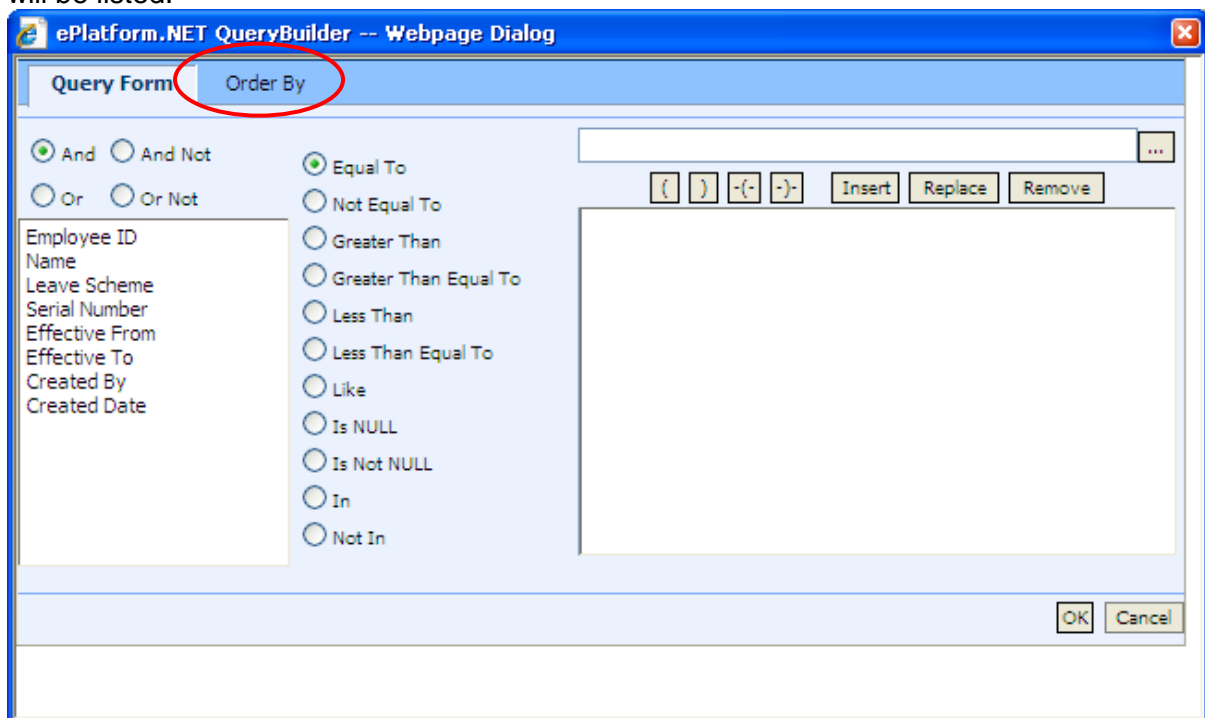
Order By Tab

Click on the property (From left hand screen), which the listing will be done according to. Click on [»] to add the property to the screen on the right.

Conversely, to unselect a property, click on it and click on [«] to return it to the screen on the left.

[▲]

[▼] moves the property higher or lower in position/priority in the case of multiple properties selected.

Ascending Order: a, b, c, ..., z / 1, 2, 3…9
Descending Order: z, y, x, ..., a / 9, 8, 7…1

To start the filtering with conditions and order defined, click on **OK**. (Located at bottom of **Order By** tab)

The records, which fit the conditions laid down, will be listed in the Browser.

System Features

MecWise®.Net ESS System is designed and developed to operate as web based environment.

Consistency and Simplicity:
It is easy and simple to operate as menus and windows, together with on-line help messages govern the entire system. In addition each module is designed with the same operational procedure. New users need only to learn and be familiar with one module, and soon be familiar with all of them. Hence even users with no computer experience will find it easy to operate.

Flexible:
The system provides flexible master file maintenance for adding, modifying and deleting master file information respectively.

Popup windows/tables:
With the prompt windows, searches through files are made simple and it allows users to obtain prompt and accurate access data.

Reports provided:
Listing and statistical reports are provided too making checking and reporting purposes much more efficient and effective.

1. Introduction

The system is designed primarily to empower employees to carry out simple HR functions online such as leave applications, claim applications and updating of employee's personal information.

Leave Management System in Human Resources Information System (HRIS):

(a)   Enables employees to submit their leave on-line.

(b)   Enables employees to enter and update their personal information as and when required.

(c)   Routes submissions to authorized verifier and approving officer for approval.

(d)   Calculates the leave entitlement of all eligible employees every year by adding any leave brought forward from previous year to the current year's entitlement according to their eligibility.

(e)   Enables employees to withdraw any leave applications prior to or after it has been approved; an approval of cancellation is sent to the approving officer.

(f)   Processes the unused commuted leave and payment of the amount due to the employees through the monthly payroll run.

(g)   Provides on-line enquiry facility to allow employees to check the status of their applications.

(h)   Generates relevant management and statistical reports.

2. Leave Master Files

This sub-system allows the user to manage the administration of the leave system that exists in the company.

This sub-system contains 4 modules:

However, the user can add or update the information in the master files by clicking on the **Add** icon or the **Update** icon when viewing a record respectively.

2.1 Leave Scheme

This module stores data and information on the different type of Leave Scheme that exist in the company. Details on the entitlements for each Leave Type and corresponding conditions are also specified here.

Leave Master Files-Leave Scheme

To add in Leave Type, click on the **Add New** icon at the bottom segment.

Fields	1.1.1.1 Description
Leave Scheme	User defined text for this Leave Scheme.
Description	Description name of this Leave Scheme.
Yearly Posting By	Posting method for Leave Scheme.
Posting Month	Month of Leave Scheme posting.
Effective Date From/To	The date period where this leave scheme is effective.
Bottom segment	Stores all the Leave Type (make sure you have the entries -at Section 5.2) under this Leave Scheme.

Leave Master Files-Leave Scheme-Leave Scheme Type

To add leave scheme type detail, click on the **Add New** icon at the bottom segment.

Fields	1.1.1.2 Description
Leave Scheme	The Leave Scheme selected will be shown here.
Leave Type	Click on the pick-list to choose the Leave Type (as defined in Leave Master Files – Leave Type)
Years to B/F	Number of years worth of this Leave Type that can be brought forward to current year.

Entitlement Gender	Both – This Leave Type is applicable to both genders. Male – This Leave Type is applicable only to males. Female – This Leave Type is applicable only to females.
Applications Per Year	Max no. of days the employee is allowed to apply for this leave per year.
Days per Application	Max no. of days the employee is allowed to apply for this leave per leave application.
Calculate Type	The calculate method for this leave type.
Entitlement Range By	Click on the pick-list to select the type of entitlement range.
Prorate Joined Year	Prorate the leave type to the joined date.
Prorate Type	Prorate according to Day, Month, Workday or None.
Yearly Posting By	Set posting method of Leave Type to follow Leave Scheme or by some other method.
Route Required	Yes – Routing required. No – Routing not required.
Weekday Selection	System default. Working days: Mon,Tue,Wed,Thu,Fri Non-Working days: Holiday, Sat, Sun
Bottom segment	Stores the Leave Type Details.

Leave Master Files-Leave Scheme-Leave Scheme Type-Leave Scheme Type Detail

Fields	1.1.1.3 Description
Leave Scheme	Leave Scheme as defined by user.
Leave Type	Leave Type as defined by user.
Leave Amount	Number of days of leave entitlement.
Range From	
Range To(Less than)	
Days to B / F	Number of days of leave entitlement that can be brought forward.
BF Expiry Months	Before forward month of expiry for this Leave Type detail.
Expiry Extension (B/F)	Brought forward expiry extension value.
Expiry Extension Mths	Brought forward expiry extension months.
Remarks	Any Additional information.

Once the fields are completed, click on the **Save** icon.

Proceed on to add details for other Leave Schemes or for different Service Year periods.

Otherwise, click on the **Cancel** icon, then **Return**.

2.2 Leave Type

This module allows the user to setup the different Leave Type that exists for the employees of the company.

Leave Master Files – Leave Type

To add a Leave type preference, click on the **Ad New** icon in the bottom segment.

Fields	1.1.1.4 Description
Leave Type	Leave Type as defined by user.
Leave Description	Description name of this Leave Type.
Has Brought Forward	Set leave type to allow/disallow Brought Forward.
Has Entitlement	Set leave type to allow/disallow Entitlement.
Has Earn to Date	Set leave type to allow/disallow Earn to Date.
Balance based on ETD	Set leave type to allow/disallow Balance based on ETD.
Has Leave Adjustment	Set leave type to allow/disallow Leave Adjustment.
Has Leave Balance	Set leave type to allow/disallow Leave Balance.

Leave Rounding	Set leave type to Leave Rounding rule.

These leave types must be created in the application with the list of Fixed Leave Types.

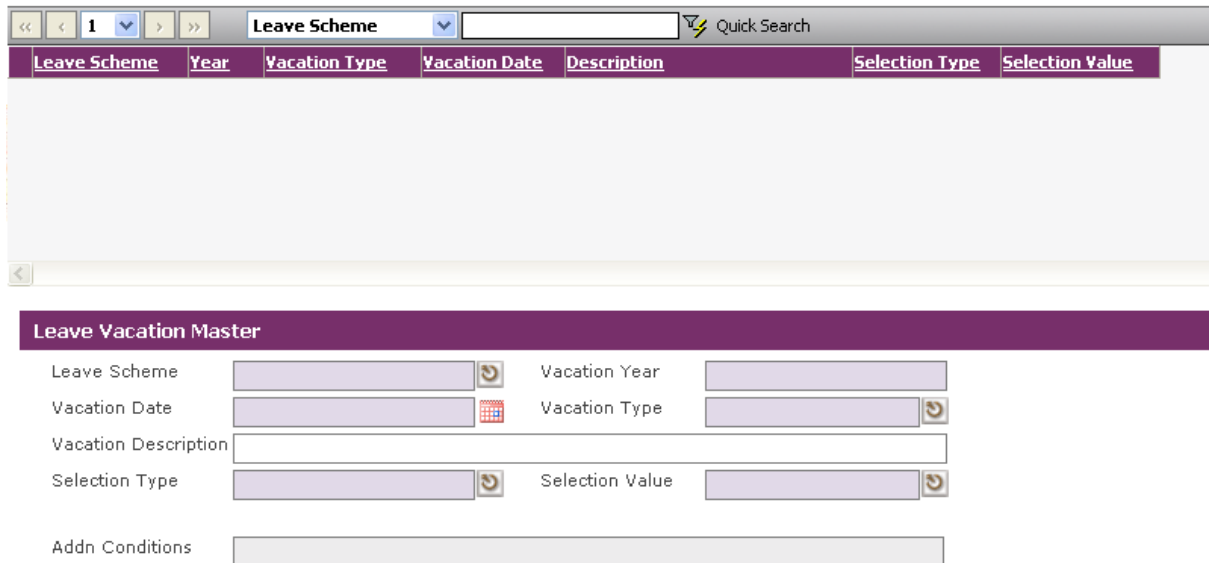| Company Code	Leave Type	Leave Description
SDA	ADL	Adoption Leave
SDA	AL	Annual Leave
SDA	CCL	Child Care Leave (6 days)
SDA	CL	Compassionate Leave
SDA	CSL	Child Care Medical Leave
SDA	CSL2	Child Care Leave (2 days)
SDA	ESL	Extended Sick Leave
SDA	HL	Hospitalisation Leave
SDA	HPL	Half Pay Leave
SDA	IL	Injury Leave
SDA	IRBCE	Leave To Attend International/Regional & Bilateral Cultural Events
SDA	ML	Marriage Leave
SDA	ML16	Maternity Leave (16 weeks)
SDA	ML8	Maternity Leave (1st 8 weeks)
SDA	MLEXT	Maternity Leave (Flexible 8 weeks)
SDA	MVL	Make-up Vacation Leave
SDA	NPL	No Pay Leave
SDA	NS	National Service Leave
SDA	OIL	Off in Lieu
SDA	PCL	Parent-care Leave
SDA	PIL	Prolonged Illness Leave
SDA	PILL	Pilgrimage Leave
SDA	PL	Paternity Leave
SDA	PL2	Paternity Leave (2013)
SDA	RGL	Representative Games Leave
SDA	RSCS	Represent Singapore Civil Service
SDA	SL	Ordinary Sick Leave
SDA	SL2	Sick Leave (Without MC)
SDA	SPL	Shared Parental Leave
SDA	UICL	Unpaid Infant Care Leave
SDA	UL	Unrecorded Leave
SDA	UL_STU	Unrecorded Leave for Exam
SDA	UNL	Union Leave

Once the fields are completed, click on the **Save** icon.
Proceed on to add other Leave Schemes.

Otherwise, click on the **Cancel** icon, then **Return**.

2.3 Vacation Master

This module allows the user to key in the holidays in a year according to the Leave Schemes.

Leave Master Files – Vacation Master

Fields	1.1.1.5 Description
Leave Scheme	Leave Scheme selected
Vacation Year	Set Vacation Year.
Vacation Date	Set Vacation Date.
Vacation Type	Set Vacation Type.
Vacation Description	Set Vacation Description.
Selection Type	Set the Vacation Type to All Day/AM/PM.
Selection Value	Set the Vacation Type value (0/0.5/1) to consider for leave calculation.
Addn Conditions	Any additional conditions for this vacation type.

2.4 Employee Leave Entitlement

This module allows the user to set the leave entitlement for the employees.

On entering the module, click on the **Query** icon and expand the browser to select the desired employee.
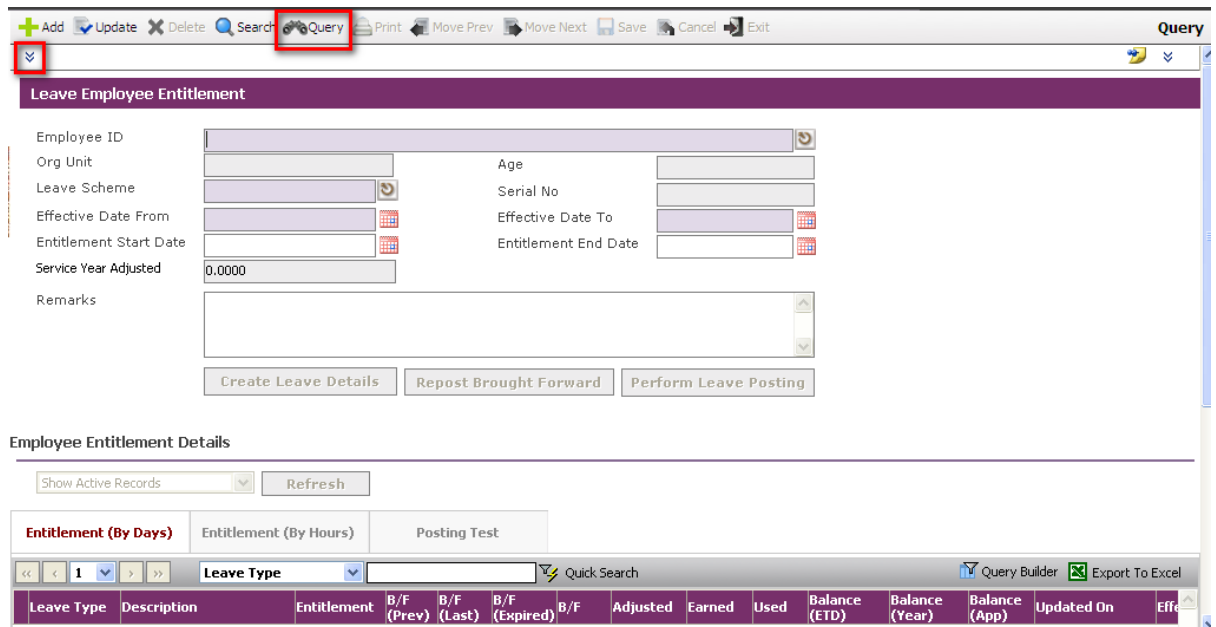
Employee Leave Entitlement

Fields	1.1.1.6 Description
Employee ID	Employee selected to set the leave entitlement.
Org Unit	Selected employee's organization unit.
Age	Selected employees' age.
Leave Scheme	Leave Scheme selected for the employee.
Serial No.	System generated serial number.
Eff. Date From/To	Time period within which this code is applicable to the system.
Entitlement Start Date / End Date	Time period within which this entitlement is applicable for employee.
Service Year Adjusted	Service year adjusted for this entitlement.
Remarks	Any additional remarks
Button	**1.1.1.7 Description**
Create Leave Details	Click to create the Leave Entitlement for the employee.
Repost Brought Forward	Click to repost brought forward.

Perform Leave Posting	Click to perform Leave Posting until the current date.

When an Employee is selected, details of the employee will be displayed.
A summary of figures pertaining to the different leave types the employee is entitled to will be displayed in the bottom browser.
Click on the **Update** icon in the top toolbar to edit the leave entitlement for this employee.

Employee Leave Entitlement Details

To make an adjustment, click on **Add New** icon from Adjustment portion. (Bottom segment)

Fields	1.1.1.8 Description
Employee ID	Employee selected for adjustment.
Leave Scheme	Display the leave scheme of employee.
Leave Type	Display the leave type of employee.
Adjustment No	System default.
Adjust To	Adjustment – Leave adjusted as an adjustment. Entitlement – Leave adjusted into leave entitlement. B/F (Last Yr) – Leave adjusted into B/F (Last Year) B/F (Prev Yr) – Leave adjusted into B/F (Prev Year) Fixed Entitlement – Leave adjusted into fixed.
Posting Year	System default.
Adj Effective Date	System default date.
Adjustment Value	Enter the leave amount to be adjusted.
Valid From	Set valid date for this adjustment.
Expiry Date	Set expiry date for this adjustment.
Remarks	Enter the remark for leave adjustment.

Once the adjustment has been made, click on the **Save** icon. The **Leave Balance** field will reflect the adjustment.

Click on the **Return** icon to return to the previous screen.

Click on the next leave type to adjust figures for.

Otherwise, click on the **Save** icon to save the changes made.

3. Leave Transaction

This subsystem is consists of 7 modules related to an employee's leave. These 7 modules are used by the Employee to apply for and cancel leave, check leave balance and history.

The 7 modules are:

3.1 Leave Application

This module allows the Employee to apply for different leave types and submit it for approval to a recommending and approving officer.

On entering the module, the employee will see the screen as below.

Leave Application

| Employee ID | BA01N0001 | Tammy Leong |
| Designation | CEO | |

Balance

Leave Type: Annual Leave

1. Brought Forward [Last / Prev Years]	0.00	0.00
2. Brought Forward Expired	0.00	
3. Brought Forward Total	0.00	
4. Entitlement [Current Year / Earned To Date]	10.00	8.00
5. Leave Adjusted	0.00	
6. Leave Used to Date	0.00	
7. Leave Pending Approval	0.00	
Balance [Current Year / Earned To Date]	10.00	8.00
Balance [Available for Application]	10.00	

(= [3]+[4]+[5]-[6]-[7])

Last Updated On: 07/10/2013 19:24:28

Details

Dates Applied — **Select Dates**

Total No Of Days

Leave Reason

Going Overseas? No — **Submit**

Leave Address (if different from usual residential address)

Contact Number (if overseas)   EMail Address (if overseas)

Attach Document

Route to the following officers — **Edit Routing List**

Que

| Recipient | Role |

Leave Transaction-Leave Application

1.1.1.8.1.1.1 Fields	1.1.1.9 Description
Employee ID	The employee's ID and Name will be displayed here.
Designation	Designation of this Employee ID.
Balance Section	
Leave Type	Select the relevant type of Leave to be applied by clicking on

	the drop down list.
Brought Forward[Last / Prev Years]	Leave balance brought forward from last/previous year/s.
Brought Forward Expired	Number of expiry leave B/F.
Brought Forward Total	Total of leave balance brought forward.
Entitlement (Current Year)	Leave entitlement for the current year.
Leave Earned To Date	Number of leave days earned to date.
Leave Adjusted	Number of days that this leave type can be adjusted.
Leave Used to Date	Numbers of days for this leave type that has been used.
Leave Pending Approval	Numbers of days for this leave type that is pending approval.
Leave Balance (3+4+5–6-7)	Number of leave days balance for this leave type.
Last Updated On	The date on which the lasted update was made.
Details Section	
Dates Applied	Displays the dates that employee selected for the leave.
Select Dates	Click this to pick dates to apply leave for from a calendar.
Total No. of Days	Total number of days of leave taken.
Leave Reason	Reason for application of Leave.
Going Overseas?	YES – Overseas Leave. NO – Local Leave.
Leave Address	Overseas address if overseas leave.
Contact Number	Contact number of the employee
Email Address	Email address of oversea leave
Route to the following officers Section:	
Routing Officers Tab:	This tab displays the ID of the Recommending and Approving Officer.
Submit Button:	Click this to submit the Leave Application for approval.

Applying for Leave

Select the desired Leave Type from the drop down list.

Leave Application

Employee ID	BA01N0001	Tammy Leong
Designation	CEO	

Balance

Leave Type	Annual Leave	
1. Brought Forward [Last / Prev Years]	0.00	0.00
2. Brought Forward Expired	0.00	
3. Brought Forward Total	0.00	
4. Entitlement [Current Year / Earned To Date]	10.00	8.00
5. Leave Adjusted	0.00	
6. Leave Used to Date	0.00	
7. Leave Pending Approval	0.00	
Balance [Current Year / Earned To Date]	10.00	8.00
Balance [Available for Application] (= [3]+[4]+[5]-[6]-[7])	10.00	
Last Updated On	07/10/2013 19:24:28	

Figures for leave balance, usage and entitlement for this Leave Type will be displayed.

Proceed on to the Details section.

Details

Dates Applied

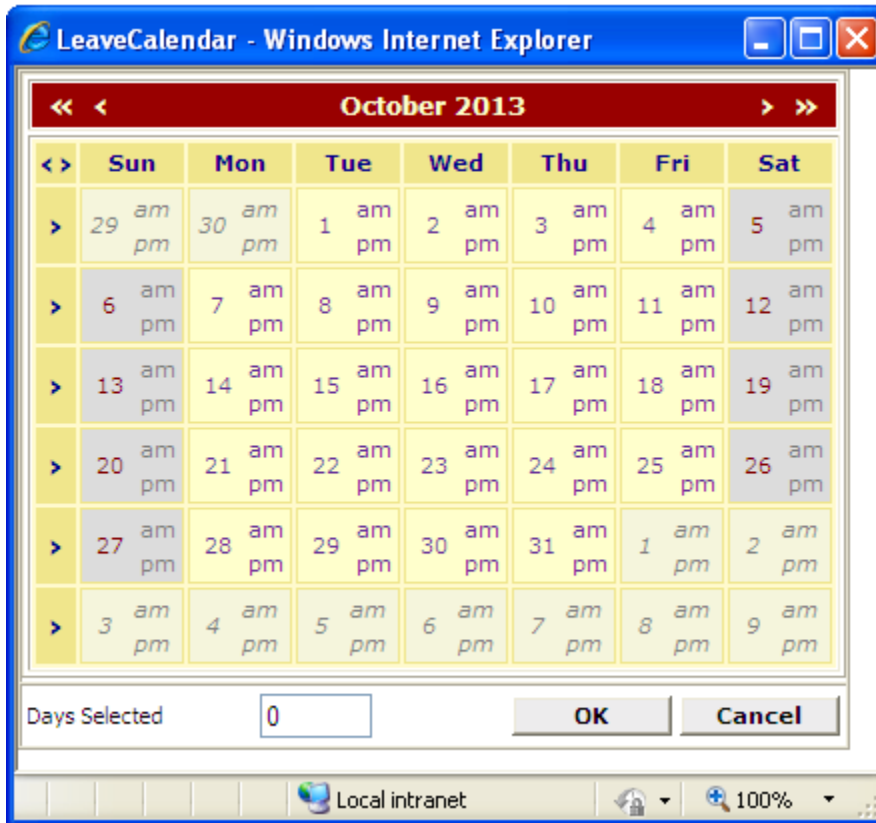Select Dates

Total No Of Days

Leave Reason

Going Overseas?   No

Submit

Leave Address (if different from usual residential address)

Contact Number (if overseas)   EMail Address (if overseas)

Attach Document

Route to the following officers   Edit Routing List

Click on the **Select Dates** button to select the desired dates of leave application. Half-day leave may be selected by clicking on **am** or **pm**.

Click **OK** when done.

Once the dates are selected, they will be displayed in the **Dates Applied:** box.

Fill in the **Leave Address, Contact Number and Email Address** (for Overseas Leave).

Proceed on to the **Route to the following officers** section.

The recommending and approving officer should be displayed in the browser.
If the browser is blank, get the HR Administrator to add the recommending and approving officer for you. (Workflow Administrator → Routing Officer Admin)

Click on the **Save** icon once each Officer has been added.

When done, click on the **Submit** button to submit the leave application.
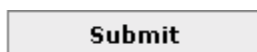
The following pop up will display upon successful submission.
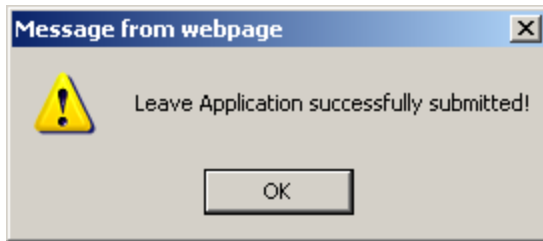
3.2 Leave Cancellation

This module allows the Employee to cancel a leave application that has been approved. The layout of this module is similar to that for Leave Application.
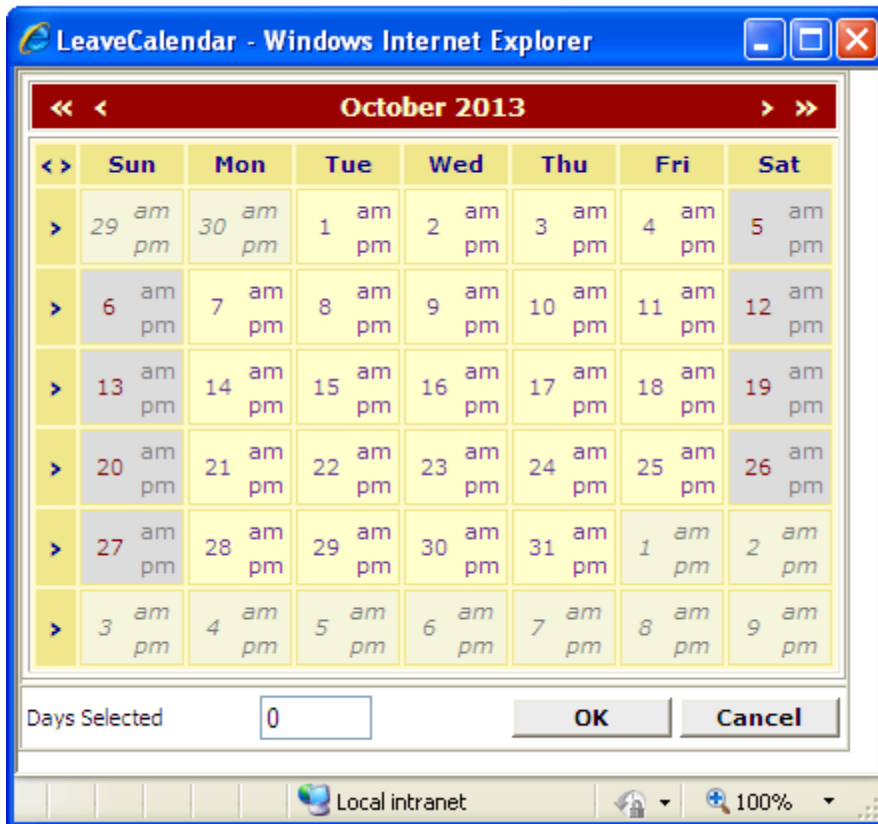
Leave Transaction-Leave Cancellation

Select the **Leave Type** that is to be cancelled.

Click on the **Select Dates** button to select the dates of approved leave to cancel.

Once done, click on **OK**.

Check the Routing Officers, then click **Submit** to submit the cancellation request for approval.

The following pop up will appear if the submission is successful.

3.3 Leave Balance

This module allows the employee to view his/her leave balance for each leave type.

Leave Balance	
Employee ID	BA01N0001 🔄 Tammy Leong
Designation	CEO

Balance

Leave Type	Annual Leave	▼
Leave Forfeited [Last Year]	0.0	
1. Brought Forward [Last / Prev Years]	0.0	0.0
2. Brought Forward Expired	0.0	
3. Brought Forward Total	0.0	
4. Entitlement [Current Year / Earned To Date]	10.0	8.0
5. Leave Adjusted	0.0	
6. Leave Used to Date	0.0	
7. Leave Pending Approval	1.5	
Balance [Current Year / Earned To Date]	8.5	6.5
Balance [Available for Application] (= [3]+[4]+[5]-[6]-[7])	8.5	
Last Updated On	07/10/2013 19:24:28	📅

Leave Transaction-Leave Balance

To view the leave balance, the employee has to select the desired Leave Type from the drop down list.

Figures for the respective fields will be shown accordingly.

A description of the fields can be found in "**Leave Application Module**".

Formula for Leave Calculation:

Entitlement for 1st year = 14
Entitlement for 2nd year = 15
Entitlement for 3rd year = 16

Please Note:
If the calculated result has a decimal value that is between 0 and 0.49, the system will round down the value to the nearest integer.

Example: 14.42 => 14.00

If the result is between 0.5 and 0.99, the system will round the value down to 0.5.

Example: 14.75 => 14.5

Formula for calculating proportionate annual leave in respect of an incomplete year of service for pro-rating.
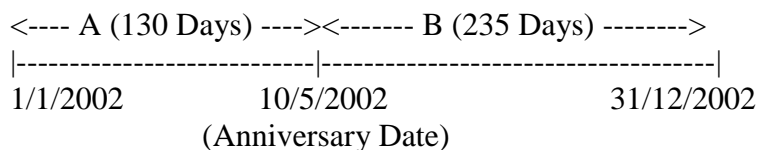
Example:

Joined Date: 10/5/2002

```
<---- A (130 Days) ---->
|--------------------------|-----------------------------------|
1/1/2002          10/5/2002                    31/12/2002
```

Current Year Leave Entitlement = 14 Days

Leave Earned To Date = [(365 – 130) / 365] * 14 Days
$\qquad$ = 9 Days

Formula for calculating leave entitlement of employee in service for more than 1 year.

Example:

Joined Date: 10/5/2001

```
<---- A (130 Days) ----><------- B (235 Days) -------->
|--------------------------|-----------------------------------|
1/1/2002          10/5/2002                    31/12/2002
                 (Anniversary Date)
```

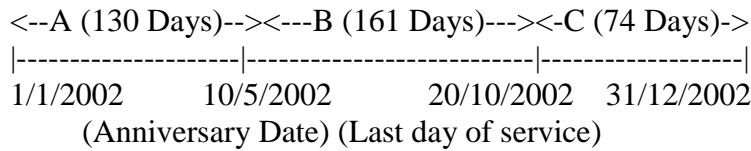Leave Entitlement for 2nd year = 15 Days

Leave Earned To Date = [(130 / 365) * 14 Days] + [(235 / 365) * 15 Days]
$\qquad$ = 14.5 Days

Formula for calculating the proportionate annual leave in respect of resignation/termination of service for pro-rating.

Example:

Joined Date: 10/5/2001
Last Day of Service: 20/10/2002

<--A (130 Days)--><---B (161 Days)---><-C (74 Days)->
|--------------------|--------------------------|------------------|
1/1/2002   10/5/2002   20/10/2002   31/12/2002
        (Anniversary Date) (Last day of service)

Leave Entitlement for 2002 = 15 Days

Leave Earned To Date 2002 = [(130 / 365) * 14 Days] + [(161 / 365) * 15 Days]
                         = 11.5 Days

3.4 Leave History/Withdrawal

This module allows the employee to view a history of leave transactions (Leave Application, Leave Cancellation) that he/she has made.

The transactions will be listed in a transaction tab's grid as below.

Leave Transaction-Leave History

To view any of the transactions, click on any record to view details on the transaction.

Figures for the respective fields will be shown accordingly.

3.5 Leave Roster

This module allows the employee to view the leave roster of all the leave taken by the users of the system.
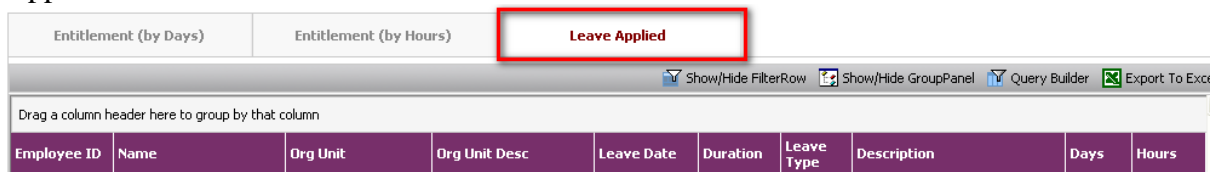
Leave Transaction-Leave Roster

3.6 Leave Approver Enquiry

Leave Administration-Leave Approver Enquiry

Fields	1.1.1.10 Description
Approver ID	Tied to your ESS login
Employee Type	Allows the employee to pick to only show Active or Resigned staff.
Employee	Allows the employee to choose all or individual employees
Leave Type	Allows the employee to view all or single Leave Types

Click on the Refresh button to generate the data.

The Entitlement (by Days) and Entitlement (by Hours) tab at the Details will be filled up and the employee can view his/her information here. The employee can also click on the Leave Applied tab to show all the transactions made.

Entitlement (by Days)	Entitlement (by Hours)	Leave Applied							
			Show/Hide FilterRow	Show/Hide GroupPanel	Query Builder	Export To Exce			
Drag a column header here to group by that column									
Employee ID	Name	Org Unit	Org Unit Desc	Leave Date	Duration	Leave Type	Description	Days	Hours

3.7 Employee Leave Record

This module allows the employee to print leave records of him/herself and their subordinates. Click on Click Here to proceed.

Employee Leave Record

Record Selection :

Print All Records ▼	Select Criteria
Print the Report (Batch Job)	Click Here

Report Output

Select Report Type   PDF Document ▼

Report Parameters

Approver ID	BA01N0001
Employee Type	Active
Employee ID	%
Sort By	EmployeeID

4. Leave Administration

This subsystem consists of 5 modules which allow user to manage the leave administration in the entire organisation. The admin user

4.1 Leave Transaction Enquiry

This module allows HR user to view, filter employees' leave applications details by using year, employee type, month, leave type and employee ID as enquiry criteria.

Leave Administration-Leave Transaction Enquiry

Field	Description
Year	To define year of the leave application user wishes to view
Month	To define month of the leave applications user wishes to view
Empe Type	To define the employee's type: active employees or resigned employees
Employee ID	To define the employee ID whose leave applications are to be viewed by the user
Leave Type	To define the leave type of the leave application user wishes to view

After define the search criteria, click on the **Refresh** button to retrieve the filtered records. Click on the record to view the record's details

---

Leave Administration-Leave Transaction Enquiry Details

4.2 Leave Status Enquiry

This module allows HR user to view the leave status for a selected employee or the entire organisation

Leave Administration-Leave Status Enquiry

Field	Description
Leave Type	To define the leave type of the leave application user wishes to view
Empe Type	To define the employee's type: active employees or resigned employees
Employee ID	To define the employee ID whose leave applications are to be viewed by the user
Query Date	To define date of the leave application user wishes to view

After define the search criteria, click on the **Refresh** button to retrieve the filtered records. Click on the record to view the record's details

The entitlement (by Days) tab is to show the specified employee's leave entitlement, leave balance and the pertained leave scheme by days.

The entitlement (by Hours) tab is to show the specified employee's leave entitlement, leave balance and the pertained leave scheme by hours.

4.3 Leave Transaction

This module allows the HR user to apply and cancel leave applications upon receiving the request from employees

Field	Description
Type	To define the employee's type: active employees or resigned employees
Employee	To define the employee HR users wish to

	apply or cancel his/her leave
Leave Scheme	To display Leave Scheme as defined by user.

Transaction Details Tab

The transaction detail tab will display all the leave history records pertaining to the specified employee. User can click at the circled field to retrieve the records for current year or for all.

Click on the record to view the transaction details. Please refer to 7.1 for more explanations

Leave Transaction Details

Entitlement Tab (by Days)

The entitlement tab is to show the specified employee's leave entitlement, leave balance and the pertained leave scheme by days.

Click on the record to view the leave type's details.

Entitlement Tab (by Hours)

The entitlement tab is to show the specified employee's leave entitlement, leave balance and the pertained leave scheme by hours.

Click on the record to view the leave type's details.

4.4 Leave Posting

This module allows HR user to perform Leave Posting for all the employees or by Leave Scheme.

Leave Administration-Leave Posting

Every Leave Posting ran is logged into the log table and users can view the results from the above screen. Click on **Post** to start the Leave Posting or click the **Refresh** button to refresh the results table.

4.5 Leave Approver Enquiry

This module allows the employee to view the leave entitlement and transactions of their subordinates (based on the routing officer structure).

Leave Administration-Leave Approver Enquiry

Fields	1.1.1.11 Description
Approver ID	Allow you to choose to your approver
Employee Type	Allows you to pick to only show Active or Resigned staff.
Employee	Allows you to choose all or individual employees
Leave Type	Allows you to view all or single Leave Types

Click on the Refresh button to generate the data.

The Entitlement (by Days) and Entitlement (by Hours) tab at the Details will be filled up and you can view your information here. You can also click on the Leave Applied tab to show all the transactions made.

5. Scenario Testing

5.1 How to process Leave for new Employee

5.1.1. Create the Employee Leave Entitlement record for the new employee

1) Go to **Leave Master Files** → **Employee Leave Entitlement** menu

2) Click Add button to create a new record

3) Enter the Leave Scheme, Effective Date From and Entitlement Start Date as Date Joined and then click '**Create Leave Details**' button

Leave Employee Entitlement

Employee ID	BA01N0009 (Ong Ming Chuan)		
Org Unit	CEO-ADMIN-HR	Age	33.46
Leave Scheme	14DAYSAL	Serial No	
Effective Date From	17/10/2013	Effective Date To	01/01/2099
Entitlement Start Date	15/10/2013	Entitlement End Date	18/10/2013
Service Year Adjusted	0.0000		
Remarks			

Create Leave Details   Repost Brought Forward   Perform Leave Posting

4) Click **Save** button to save changes

+ Add   Update   ✗ Delete   Search   Query   Print   Move Prev   Move Next   Save   Cancel   Exit

Leave Employee Entitlement

Employee ID	BA01N0009 (Ong Ming Chuan)		
Org Unit	CEO-ADMIN-HR	Age	33.46
Leave Scheme	14DAYSAL	Serial No	20
Effective Date From	17/10/2013	Effective Date To	01/01/2099
Entitlement Start Date	15/10/2013	Entitlement End Date	18/10/2013
Service Year Adjusted	0.0000		
Remarks			

Create Leave Details   Repost Brought Forward   Perform Leave Posting

5.1.2 Change the Employee Leave Entitlement record for the new employee

1) Go to **Leave Master Files → Employee Leave Entitlement** menu

^ Leave Master Files

- Leave Scheme
- Leave Type
- Vacation Master
- Employee Leave Entitlement
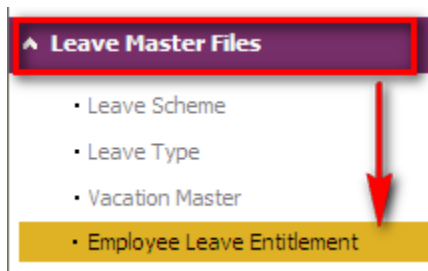
2) Select the Employee Leave Entitlement record and click **Update** button

3) Select the Leave Type record in the **Entitlement Detail Tab**. The **Service Year Adjusted** and **Remarks** fields can be edited.

4) To adjust leave entitlement, click **Add New** button in the **Adjustment Tab**

Employee Entitlement Details

Show Active Records ▼   Refresh

Entitlement (By Days)   Entitlement (By Hours)   Posting Test

« ‹ 1 ▼ › »   Leave Type ▼   Quick Search   Query Builder   Export To Excel

Leave Type	Description	Entitlement	B/F (Prev)	B/F (Last)	B/F (Expired)	B/F	Adjusted	Earned	Used	Balance (ETD)	Balance (Year)	Balance (App)	Updated On	Eff
AL	Annual Leave	10.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	8.00	10.00	10.00	07-Oct-2013 19:22	01-
CCL	Child Care Leave (6 days)	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00	6.00	07-Oct-2013 19:22	01-
CL	Compassionate Leave	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	07-Oct-2013 19:22	01-
CSL	Child Sick Leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	07-Oct-2013 19:22	01-
CSL2	Child Care Leave (2 days)	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	2.00	07-Oct-2013 19:22	01-
ESL	Extended Sick Leave	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	10.00	07-Oct-2013 19:22	01-
HL	Hospitalisation Leave	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00	60.00	07-Oct-2013 19:22	01-
HPL	Half Pay Leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	07-Oct-2013 19:22	01-
IL	Injury Leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	07-Oct-2013 19:22	01-
IRBCE	Leave To Attend International/Regional & Bilateral Cultural Events	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	07-Oct-2013 19:22	01-
ML	Marriage Leave	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	3.00	07-Oct-2013 19:22	01-
MVL	Make-up Vacation Leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	07-Oct-2013 19:22	01-
NPL	No-Pay Leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	07-Oct-2013 19:22	01-
NS	National Service Leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	07-Oct-2013 19:22	01-
OIL	Off in Lieu	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	07-Oct-2013 19:22	01-

Details   **Adjustment**   Transactions

« ‹ 1 ▼ › »   Leave Type ▼   Quick Search   Query Builder

Leave Type	Post Year	Valid From	Expiry Date	Adj Date	Adj Field	Adj Value	Remark

Details   **Adjustment**   Transactions

« ‹ 1 ▼ › »   Leave Type ▼   Quick Search   Add New   Query Builder   Export To Excel

Leave Type	Post Year	Valid From	Expiry Date	Adj Date	Adj Field	Adj Value	Remark

5) Update necessary fields. Click **Save** button to save changes. Employee Leave Adjustment record will be changed

Add Update Delete Search Query Print Move Prev Move Next **Save** Cancel Exit

Employee Leave Adjustment

Employee ID	BA01N0009 (Ong Ming Chuan)		
Leave Scheme	14DAYSAL	Leave Type	AL
Adjustment No	0		
Adjust To	Adjustment	Posting Year	2013
Adj Effective Date	17/10/2013		
Adjustment Value	0.00		
Valid From	15/10/2013	Expiry Date	14/10/2014
Remarks			
Reference No			
Created by	eplatform 17/10/2013 14:08	Modified by	eplatform 17/10/2013 14:08:05

6) Click **Exit** button to go back to previous screen. The system goes back to its previous screen.

Add Update Delete Search Query Print Move Prev Move Next Save Cancel **Exit**

Employee Leave Adjustment

Employee ID	BA01N0009 (Ong Ming Chuan)		
Leave Scheme	14DAYSAL	Leave Type	AL
Adjustment No	0		
Adjust To	Adjustment	Posting Year	2013
Adj Effective Date	17/10/2013		
Adjustment Value	0.00		
Valid From	15/10/2013	Expiry Date	14/10/2014
Remarks			
Reference No			
Created by	eplatform 17/10/2013 14:09	Modified by	eplatform 17/10/2013 14:09:03

7) Once adjustment has been made, click on the **Save** button. The **Details** Tab will reflect the adjustment. Employee Leave Entitlement Details record will be changed

8) Click **Save** button to save changes. Employee Leave Entitlement record will be changed

5.2 How to view details on the different leave types pertaining to an employee

5.2.1. View details on the different leave types pertaining to an employee

1) Click on **Leave Master Files** → **Employee Leave Entitlement** menu.

2) Select the desired employee and click Update button. When an employee is selected, details of the employee will be displayed.

3) A summary of figures pertaining to the different leave types the employee is entitled to will be displayed in the bottom browser.

4) Click on any of the Leave Type records listed in the bottom browser to view leave balance of the selected leave type.

5) To adjust the figures for each leave type. To adjust leave type, Click on the Update button in the top toolbar to edit the leave entitlement for this employee.

6) Only the **Service Year Adjusted** and **Remarks** fields can be edited.

7) To adjust leave entitlement, click **Add New** button in the **Adjustment Tab**

Employee Entitlement Details

Show Active Records ▼ | Refresh

| **Entitlement (By Days)** | Entitlement (By Hours) | Posting Test |

Leave Type	Description	Entitlement	B/F (Prev)	B/F (Last)	B/F (Expired)	B/F	Adjusted	Earned	Used	Balance (ETD)	Balance (Year)	Balance (App)	Updated On	Effe
AL	Annual Leave	10.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	8.00	10.00	10.00	07-Oct-2013 19:22	01-
CCL	Child Care Leave (6 days)	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00	6.00	07-Oct-2013 19:22	01-
CL	Compassionate Leave	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	07-Oct-2013 19:22	01-
CSL	Child Sick Leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	07-Oct-2013 19:22	01-
CSL2	Child Care Leave (2 days)	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	2.00	07-Oct-2013 19:22	01-
ESL	Extended Sick Leave	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	10.00	07-Oct-2013 19:22	01-
HL	Hospitalisation Leave	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00	60.00	07-Oct-2013 19:22	01-
HPL	Half Pay Leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	07-Oct-2013 19:22	01-
IL	Injury Leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	07-Oct-2013 19:22	01-
IRBCE	Leave To Attend International/Regional & Bilateral Cultural Events	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	07-Oct-2013 19:22	01-
ML	Marriage Leave	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	3.00	07-Oct-2013 19:22	01-
MVL	Make-up Vacation Leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	07-Oct-2013 19:22	01-
NPL	No-Pay Leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	07-Oct-2013 19:22	01-
NS	National Service Leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	07-Oct-2013 19:22	01-
OIL	Off in Lieu	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	07-Oct-2013 19:22	01-

| Details | **Adjustment** | Transactions |

Leave Type	Post Year	Valid From	Expiry Date	Adj Date	Adj Field	Adj Value	Remark

| Details | **Adjustment** | Transactions |

Add New | Query Builder | Export To Excel

Leave Type	Post Year	Valid From	Expiry Date	Adj Date	Adj Field	Adj Value	Remark

8) Update necessary fields. Click **Save** button to save changes. Employee Leave Adjustment record will be changed

Add   Update   Delete   Search   Query   Print   Move Prev   Move Next   **Save**   Cancel   Exit

Employee Leave Adjustment

Employee ID	BA01N0009 (Ong Ming Chuan)
Leave Scheme	14DAYSAL Leave Type AL
Adjustment No	0

Adjust To	Adjustment	Posting Year	2013
Adj Effective Date	17/10/2013		
Adjustment Value	0.00		
Valid From	15/10/2013	Expiry Date	14/10/2014
Remarks			

Reference No		
Created by	eplatform 17/10/2013 14:08	Modified by eplatform 17/10/2013 14:08:05

9) Click **Exit** button to go back to previous screen. The system goes back to its previous screen.

Add   Update   Delete   Search   Query   Print   Move Prev   Move Next   Save   Cancel   **Exit**

Employee Leave Adjustment

Employee ID	BA01N0009 (Ong Ming Chuan)
Leave Scheme	14DAYSAL Leave Type AL
Adjustment No	0

Adjust To	Adjustment	Posting Year	2013
Adj Effective Date	17/10/2013		
Adjustment Value	0.00		
Valid From	15/10/2013	Expiry Date	14/10/2014
Remarks			

Reference No		
Created by	eplatform 17/10/2013 14:09	Modified by eplatform 17/10/2013 14:09:03

10) Once adjustment has been made, click on the **Save** button. The **Details** Tab will reflect the adjustment. Employee Leave Entitlement Details record will be changed

11) Click **Save** button to save changes. Employee Leave Entitlement record will be changed

5.3 How to process Leave for leaving Employee

5.3.1. Update the Employee Leave Entitlement record for the leaving employee

1) Go To **Leave Master Files** → **Employee Leave Entitlement** menu. Select the desired employee and click Update button
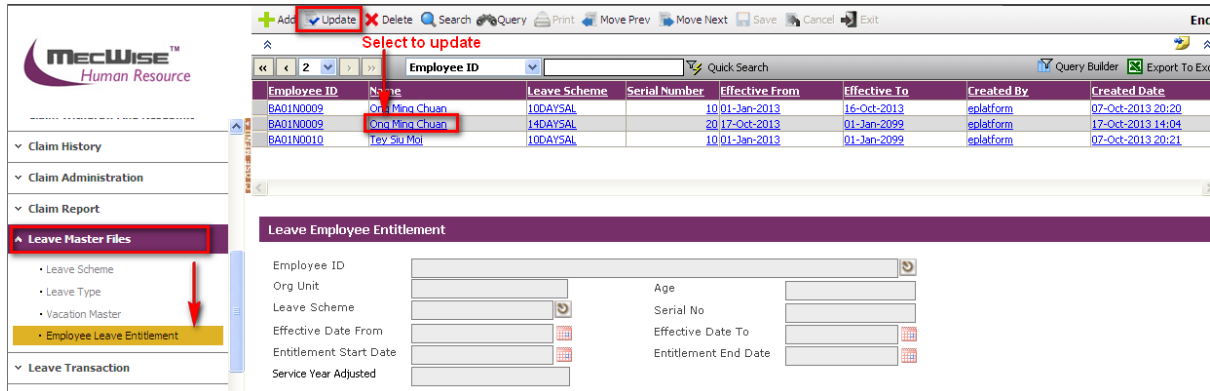
2) Update the Entitlement End Date To. Click "Perform Leave Posting" . Check the Earned Leave.

Employee Leave Entitlement Details

Employee ID	BA01N0009 (Ong Ming Chuan)			
Leave Scheme	14DAYSAL	Serial No	20	20
Entitlement Start Date	15/10/2013	Entitlement End Date	19/10/2013	
Leave Type	AL	Unit Of Measurement	DAY	
B / F [Last / Prev Years]	0.00 0.00	Leave Forfeited [Last Year]	0.00	
Brought Forward Expired	0.00	Date Expired		
Brought Forward Total	0.00			
Current Year Entitlement	8.00	Leave Earned To Date	5.00	
Leave Adjusted	0.00	Service Year Adjusted	0.000000	
Leave Used To Date	0.00			
Balance [Current Year]	8.00	Balance [Earned To Date]	5.00	
Balance [for Application]	8.00	ETD Updated as at	17/10/2013 00:00:00	
Leave Pending	0.00	Next Year Leave Approved	0.00	
Next Balance Expiry Days	8.00	Next Expiry Date	31/12/2014	
Posting Year From	15/10/2013	Posting Year To	19/10/2013	
Effective From	17/10/2013	Effective To	01/01/2099	

3) Click on the **Save** button to save the changes made.

Add Update Delete Search Query Print Move Prev Move Next Save Cancel Exit

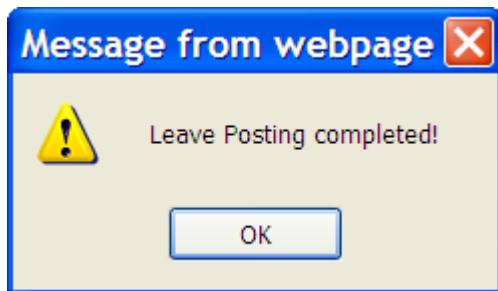### Leave Employee Entitlement

Employee ID	BA01N0009 (Ong Ming Chuan)		
Org Unit	CEO-ADMIN-HR	Age	33.46
Leave Scheme	14DAYSAL	Serial No	20
Effective Date From	17/10/2013	Effective Date To	01/01/2099
Entitlement Start Date	15/10/2013	Entitlement End Date	18/10/2013
Service Year Adjusted	0.0000		
Remarks			

Create Leave Details   Repost Brought Forward   Perform Leave Posting

5.4 How to administer employees' leave application in the organization

1) Go To **Leave Administration→Leave Transaction Enquiry** menu
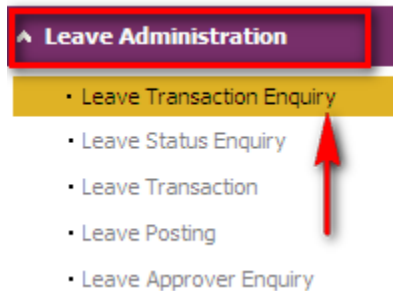
2) Choose the Leave Type from the pick list

3) Choose the employee ID. Click the Refresh button to display all the list of leave application history. Leave application of selected employee will be displayed.

Leave Transaction Enquiry

Year	2013	Month	10		Refresh
Empe Type	Active Employees				
Employee ID	BA01N0001	Tammy Leong			
Leave Type	AL (Annual Leave)				

Show/Hide FilterRow Show/Hide GroupPanel Query Builder Export To Exc

Drag a column header here to group by that column

Empe ID	Name	Org Unit	Org Unit Desc	Submit Date	Application No	Leave Type	Start Date	End Date	Days
BA01N0001	Tammy Leong	CEO	CEO Office	17-Oct-2013 10:51	LTA-WLV-2013000001	AL	24-Oct-2013	24-Oct-2013	
BA01N0001	Tammy Leong	CEO	CEO Office	17-Oct-2013 11:25	LTA-WLV-2013000002	AL	15-Oct-2013	15-Oct-2013	

4) Click on any record to view the details. Detail leave application of each record will be displayed.

Leave Application

Employee ID	BA01N0001	Tammy Leong
Designation	CEO	
Application No	LTA WLV 2013000001	Submitted on	17/10/2013 10:51:1
Workflow ID		Submitted by	BA01N0001
Application Status	1 (New)	Status date	17/10/2013 10:51:1

Balance

Leave Type	AL (Annual Leave)	
1. Brought Forward [Last / Prev Years]	0.00	0.00
2. Brought Forward Expired	0.00	
3. Brought Forward Total	0.00	
4. Entitlement [Current Year / Earned To Date]	10.00	8.00
5. Leave Adjusted	0.00	
6. Leave Used to Date	0.00	
7. Leave Pending Approval	0.00	
Balance [Current Year / Earned To Date]	10.00	8.00
Balance [Available for Application] (= [3]+[4]+[5]-[6]-[7])	10.00	

5.4.1. To apply employees' leave application on behalf of staff in the organization without workflow.

1) Log-in using HR Admin ID and Password.

2) Go to on **Workflow Administration** → **Delegation** menu

3) Select the Employee ID, Application Type, Delegate To, Delegation Type, Delegation Role, Effective Start Date and Effective End Date. To create Delegation for Leave Application.

4) Click on the **Save** button. Delegation record will be created.

5) Go to **Leave Administration→Leave Transaction** menu.

6) Choose the employee ID to apply. Click Leave Application button to apply

7) Enter the Leave Type, Leave Date, etc.

Balance

Leave Type   Annual Leave

1. Brought Forward [Last / Prev Years]	0.00	0.00
2. Brought Forward Expired	0.00	
3. Brought Forward Total	0.00	
4. Entitlement [Current Year / Earned To Date]	10.00	8.00
5. Leave Adjusted	0.00	
6. Leave Used to Date	0.00	
7. Leave Pending Approval	0.00	
Balance [Current Year / Earned To Date]	10.00	8.00
Balance [Available for Application]	10.00	

(= [3]+[4]+[5]-[6]-[7])

Last Updated On   07/10/2013 19:23:22

Details

Dates Applied

8) Click "Submit" button to apply the leave application. Go to on Leave Transaction Leave History menu to check the applied application history

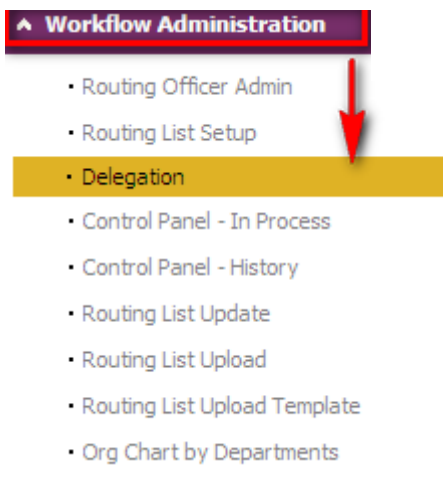9) Go to on **Leave Transaction** ➔**Leave History/Withdrawal** menu to check the applied application history

^ Leave Transaction
- Leave Application
- Leave Cancellation
- Leave Balance
- Leave History/Withdrawal
- Leave Roster
- Leave Approver Enquiry
- Employee Leave Record

10) The submitted record will be shown in Leave History/Withdrawal.

Submit Date	Leave Type	Start Date	End Date	Days	Hours	Status	Leave Status	Application No
17-Oct-2013	Annual Leave	15-Oct-2013	15-Oct-2013	0.50	00:00	APPROVED	Application	2013000002
17-Oct-2013	Annual Leave	24-Oct-2013	24-Oct-2013	1.00	00:00	APPROVED	Application	2013000001

5.1.2. Apply employees' leave cancellation on behalf of a Staff in the organization without workflow.

1) Log-in using HR Admin ID and Password. Go to on Workflow Administration Delegation menu

2) Select the Employee ID, Application Type, Delegate To, Delegation Type, Delegation Role, Effective Start Date and Effective End Date. To create Delegation for Leave Cancellation.

3) Click on the **Save** button. Delegation record will be created.

4) Go to **Leave Administration➔Leave Transaction** menu.

5) Choose the employee ID to apply. Click **Leave Application button** to apply

6)   Enter the Leave Type, Leave Date, etc.

7) Click "Submit" button to apply the leave application. Leave Application record of employee will be created and submitted to the Reporting Officer.

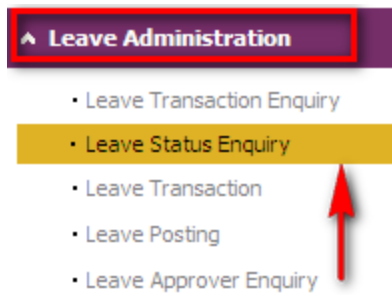8) Go to on **Leave Transaction** →**Leave History/Withdrawal** menu to check the applied application history

9) The submitted record will be shown in Leave History/Withdrawal.

Submit Date	Leave Type	Start Date	End Date	Days	Hours	Status	Leave Status	Application No
17-Oct-2013	Annual Leave	15-Oct-2013	15-Oct-2013	0.50	00:00	APPROVED	Application	2013000002
17-Oct-2013	Annual Leave	24-Oct-2013	24-Oct-2013	1.00	00:00	APPROVED	Application	2013000001

Drag a column header here to group by that column

5.5 How to check leave status and detail of a particular employee or entire organization

To filter the leave status and detail of a particular employee or entire organization.

1) Go **To Leave Administration→Leave Status Enquiry** menu

2) Choose the Leave Type from the pick list

3) Choose the employee ID to filter all the leave application belongs to this Employee ID. Click on the refresh button. The system will retrieve the view all the records pertaining to the employee

Leave Status Enquiry

Leave Type	AL
Empe Type	Active Employees
Employee ID	BA01N0004
Query Date	17/10/2013

Refresh

Entitlement (by Days)　　Entitlement (by Hours)

Show/Hide FilterRow　Show/Hide GroupPanel　Query Builder　Expor

Drag a column header here to group by that column

Empe ID	Name	Org Unit	Org Unit Desc	Scheme	Type	Leave Desc.	Eff. From	B/F	Entitlement	ETD
BA01N0004	Po Siew Leng	CEO-OPER-PRO	Production Department	10DAYSAL	AL	Annual Leave	07-Oct-2013	0.0	10.0	

4) Transaction Details Tab
   This tab is to display the transaction history of the desired employee

5) Entitlement Tab
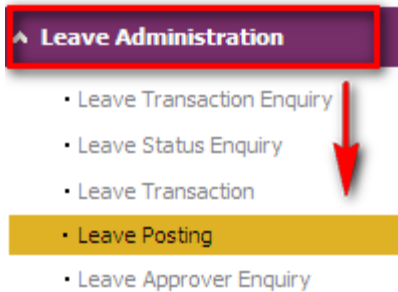   This tab is to display the employee's up-to-date entitlement for all leave type pertaining to him

5.6 How to process annual Leave posting

Perform yearly Leave Posting

1) Go to **Leave Administration** → **Leave Posting** menu

2) Click 'Test Run' to simulate the Year-end Leave Posting. Check in the detail grid to see leave posting message.

3) Click "Post" to actually post leave entitlement.

Leave Posting

Leave Scheme to post	(All)	**Post**	**Repost Brought Forward**
Show Log for the month of	17/10/2013	**Refresh**	

Posting Test

Test Post Date	01/01/2014	**Test Run**

Time Log	Session ID	Event	Operation	Message	User ID	
17/10/2013 17:27:15	1300000318	LV-TESTRUN	START	Test Post Date: 01-Jan-2014 [Version: 4.0.0.126]	eplatform	
17/10/2013 17:28:53	1300000318	LV-TESTRUN	END	Employee leave record(s) processed: 10	eplatform	
17/10/2013 17:30:00	1300000319	LV-POSTING	START	Post Date: 17-Oct-2013 [Version: 4.0.0.126]	eplatform	
17/10/2013 17:31:02	1300000319	LV-POSTING	END	Employee leave record(s) processed: 10	eplatform	

4) Click "Repost Brought Forward" to re-post leave entitlement brought forward from previous year. Leave Entitlement records of employees will be updated

Leave Posting

Leave Scheme to post	(All)	**Post**	**Repost Brought Forward**
Show Log for the month of	17/10/2013	**Refresh**	

Posting Test

Test Post Date	01/01/2014	**Test Run**

Time Log	Session ID	Event	Operation	Message	User ID
17/10/2013 17:03:12	1300000318	LV-TESTRUN	START	Test Post Date: 01-Jan-2014 [Version: 4.0.0.126]	eplatform
17/10/2013 17:03:34	1300000318	LV-TESTRUN	END	Employee leave record(s) processed: 10	eplatform
17/10/2013 17:04:46	1300000319	LV-POSTING	START	Post Date: 17-Oct-2013 [Version: 4.0.0.126]	eplatform
17/10/2013 17:05:02	1300000319	LV-POSTING	END	Employee leave record(s) processed: 10	eplatform
17/10/2013 17:06:46	1300000320	BF-REPOST	START	Repost Date: 17-Oct-2013 [Version: 4.0.0.126]	eplatform
17/10/2013 17:06:50	1300000320	BF-REPOST	END	Employee leave record(s) processed: 10	eplatform