



HUMAN RESOURCE INFORMATION SYSTEM (HRIS)

MecWise ESS User Guide (For End User)

VERSION 1.0



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1.0 Introduction

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

MecWise[®] Employee Self Service (ESS) system:

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



2.0 Self Help

This module comprises 3 sub-modules, which are included in the ESS entries. The sub-modules are:

- Pay Slip
- Employee Self Service
- Employee Self Service Details Verification

2.1 Pay Slip

This option allows user to view his/her own monthly pay slip record. User needs to enter a password in the field called - **Password used for generation of Payslip** and then click on the month to view the pay slip detail.

	Tammy Leong				
	ePayslip			*	
	Please note that s discussed with ar	alary matters are to l nyone	be kept strictly confid	ential and not to be	
	For Security Reas each session.	sons, please <mark>clear yo</mark>	ur browser's Tempora	ry Internet Files after	
	our payslip,				
	2013	English 💊	Password for the gen	erated Payslip	
<<	< 1 🖌 > »				🕅 Query Builder 🔣 Export To Excel
	<u>Ref No</u> E	mployee ID	Pay Year	Pay Month	<u>~</u>
	131000006 B	A01N0001	2013	9	

Pay Slip Screen

A Save file dialogue box will appear. Find a directory that you wish to save it to. Click on the Save button

2 4 🗎 🖨 🖂 🕚	1 / 1 • •	90.5% 💌 🛃 👻	Tools Sign Comm
	Private and (Confidential	
My Payslip Demo Company1			
NAME : Tammy Leong ORG Unit : CEO	NRIC No : S APPT : C	0202100E EO	PAY MONTH : Sep 2013
PAYM	ENT	DEDU	CTION
ITEM	AMOUNT (\$)	ITEM	AMOUNT (\$)
Basic Salary	6000.00	Mis Deduction	234.00
OT Allowerses	703.78	Central Provident Fund -	375.00
Dental Claim	124.00	Employee	



2.2 Employee Self Service

When the employee clicks on this module, he will see his personal information being displayed. Each employee will only be able to update/view his own personal information.

Click on the **Update** icon at the top toolbar to update the information displayed.

Employee Self Service						
		1			26 October 2013	
Employee Name BA(01N0001	Tammy Leo	ong		oboto	
	Appr	oval Statu	s New	~	currently	
Next Of Kin	Qualifica	ation			available	
Job Info					6	
Joined Date			Prir	nt CV		
Designation CEC	0					
Personal Info						
Address						
Building No		F	loor/Unit No 2	- 64		
Street Name	1A Pine GROV	E				
Country	SGP				2	
Postal Code	177371					
Email Id	0004@Starvisi	onit.com				
<u>Phone</u>						
Office Tel			Handphone			
Home Tel			Pager No			
National Service Ir	nto					
NS Code		3	Place		3	
Start Date			End Date			
Unit			Length of Srv	/		
Rank						
Vocation						

Self Help-Employee Self Service



Fields	Description
Approval Status:	New – Select New when updating information. Submit for Approval – Select this when information has been updated for submission.
Dependant Button	Click this to update Next of Kin information.
Education/Training Button	Click this to update Qualification information.
Emergency Contact Button	Click this to update Emergency contact information.
Print CV Button:	Click this to print the Employee's CV.
Job Info Section:	Fields in this Section cannot be updated.
Personal Info Section:	Details such as the employee's Address and Contact Details can be updated here.
National Service Info Section:	Male employees can update details on their National Service here.



🗕 Add 💽 Updati	e 🗙 Dele	ete 🔍 Search	Query	🔒 Print 🛛 🚛 Move	e Prev	Move Next	🔚 Save	Cance	el 🚽
*								*	*
Next of Kin									
Employee Id	BA01N0	001 (Tammy Leo	ng)					গ	
S/N									
Relation Code	BRO (BR	OTHER)	গ	Seq/Sex		F (FEMALE)		3	
Name	TEST			Alias Name				_	
Address Pe	rsonal	Occupation	Education						
Building #				Flr/Unit #					
Street Name				State Nar	ne				
Postal Code				Country (Code			গ	
Email Id									
Home Tel #				Office Tel	#				
Pager #				Handphor	ne#				
						Copy Addr	ess		
								1	
Remarks									
Created by			М т	odified By] ====		
· · · · · ·				, L					

Self Help-Employee Self Service – Dependant

To add a new next of kin, click on the **Add** button on the top and fill in the fields in mandatory fields that include relationship code, sex, Name, birth date and citizenship. Click on the **Save** icon once it is finished.

Likewise you can update a current next of kin by choosing it from the list above and then click on the **Update** button to make the necessary changes.



🕂 Add 💽 Update	🗙 Delete	🔍 Search	Query	🔒 Print 石 I	Move Prev	Move Ne	ext 🔚 Save	💽 Cancel 🚽 Exit	End	quiry
*									🎾 🛚	1
Qualification										
s/N										
Qual. Type	Qualificatio	n	~							
Code							3			
Description							~			
							~			
School Code							3			
General Remark							~			
							~			
Start Date				End Date						
Attained date										
Created by				Modified By						
Education Detai	ls									
« < 1 💌 >	» S	5/N		¥		V Q	uick Search	📝 Query Builder	Export To Exc	cel
<u>S/N</u> <u>Subje</u>	<u>ct Code</u>	Subject	Descriptio	<u>n</u>	<u>Subj</u> e	ect Grade	Subject Ma	rk Created Date	Created By	
<										>
										-

Self Help-Employee Self Service – Education/Training

To add a new qualification, click on the **Add** button on the top and fill in the fields in mandatory fields that include qualification code. You can add in the education details for that code.

Likewise you can update the qualification by choosing it from the list above and then click on the **Update** button to make the necessary changes.

Education Details	Education Details					
S/N 10						
Subject Code ENG	5					
Description						
	×					
Subject Grade	Subject Marks					
Created by	Modified By					

Self Help-Employee Self Service – Qualification – Education Detail

Click on the **Save** icon once it is finished.



Once all of the information has been updated, go back to the main self help page and click on the **Save** icon. (Ensure that Approval Status has been set to Submit for Approval).

The employee will be above to view the **Approval Status** of the update once it has been approved/denied or is still in progress by accessing this module.

2.3 Employee Self Service Details Verification

This module allows the System Administrator/HR personnel/Supervisor to approve or deny the Updates/Changes made in the Employee Self Service Module.

On entering this module, the user will see details on any recent updates that employees have submitted for approval.

Employee Self Service Details Verification								
		r l					N Oueru Builder	
Employe	e Employee	Employee	Approva	Submitted	1	Quick Search	Query Builder	Export
Id	Name	Joined Date	Status	Date				
								~
<								>

Self Help-Employee Self Service Details Verification

Click on the record to view the Employee's profile and changes made to it. Details that employee has updated will be highlighted in red.

After viewing the updates, select the desired **Approval Status**.

Click on the **Save** icon, then **Return** to return to the previous screen.



3.0 Leave Transaction

This subsystem is consists of 5 modules related to an employee's leave. These 5 modules are used by the Employee to apply for and cancel leave, check leave balance and history.

The 5 modules are:

- Leave Application
- Leave Cancellation
- Leave Balance
- Leave History
- Leave Roster
- Leave Approver Enquiry
- Employee Leave Record

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 Leon	g			
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 [Curr	ent Year / Earned To Date]	10.00	8.00		
5. Leave Adjusted		0.00			
6. Leave Used to Da	te	0.00			
7. Leave Pending Ap	proval	0.00			
Balance [Current Ye	ar / Earned To Date]	10.00 8.00			
Balance [Available f	or Application]	10.00			~
(= [3]+[4]	+[5]-[6]-[7])				
Last Updated On		07/10/2013 19:24:28			
Details					
				Select Dates	
Dates Applied					
Dates Applied					
Total No Of Days					



Leave Reason		
Going Overseas?	No	Submit
Leave Address (if di	fferent from usual residenti	ial address)
		< >
Contact Number (if	overseas) EMail Ad	dress (if overseas)
		Attach Document
oute to the following	g officers	Edit Routing List

Role

Que

Leave Transaction-Leave Application

Recipient

Fields	Description
Employee ID	The employee's ID and Name will be displayed here.
Designation	Designation of this Employee ID.
Apply on behalf	Allows the employee to apply leave on behalf of another employee if the rights are given by the administrator thro the 'Workflow Administration-Delegation' module.
Balance Section	
Leave Type	Select the relevant type of Leave to be applied by clicking on the drop down list.
Leave Balance Brought Forward	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	Number of leave days balance for this leave type.



(3+4+5–6-7)											
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.										
Leave Country	YES – Overseas Leave.										
	NO – Local Leave.										
Leave Address	Overseas address if overseas leave.										
Route to the following	officers Section:										
Routing Officers	This tab displays the ID of the Recommending and										
Tab:	Approving Officer.										
Submit Button:	Click this to submit the Leave Application for approval.										



Applying for Leave

Leave Application										
Employee ID	BA01N0001	Tammy Leong								
Designation	CEO	EO								
Balance										
Leave Type	Annual Leave		*							
1. Brought Forward [L	Annual Leave Child Care Leave	(6 days)								
2. Brought Forward E:	Compassionate Lo Child Sick Leave	eave								
3. Brought Forward To	Child Care Leave Extended Sick Lea	(2 days) ave								
4. Entitlement [Currer	Hospitalisation Le	ave								
5. Leave Adjusted	Leave To Attend	International/Regional & Bilateral Cultural Events								
6. Leave Used to Date	Marriage Leave No-Pay Leave									
7. Leave Pending App	r National Service L Off in Lieu	leave								
Balance [Current Yea	r Parent-care Leav Paternity Leave	e								
Balance [Available for	Paternity Leave (2013)								
(= [3]+[4]+	Representative G Represent Singap	iames Leave pore Civil Service								
Last Updated On	Ordinary Sick Lea Sick Leave (Witho	ve put MC)								
	Shared Parental L	.eave								
	Unpaid Infant Ca	re Leave								
Details	Study/Examinatio	n Leave								
	Union Leave									

Select the desired Leave Type from the drop down list.



Leave Application									
Employee ID	BA01N0001	Tammy Leong							
Designation	CEO	2							
Balance									
Leave Type	Annual Leave			~					
1. Brought Forward [L	.ast / Prev Yea	rs]	0.00	0.00					
2. Brought Forward Ex	xpired		0.00						
3. Brought Forward To	otal		0.00						
4. Entitlement [Currer	nt Year / Earne	d To Date]	10.00	8.00					
5. Leave Adjusted			0.00						
6. Leave Used to Date	e		0.00						
7. Leave Pending App	roval		0.00						
Balance [Current Yea	r / Earned To D	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						

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

Proceed on to the Details section.



etails				
				Select Dates
Dates Applied				
Total No Of Days				
			1000	
Leave Keason				
Going Overseas?	No	v	Submit	
Leave Address (if di	fferent from us	ual residential address)		
			 <td></td>	
Contact Number (if	overseas)	EMail Address (if overse	as)	
			Attach Document	
ute to the following	g 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.

🗲 LeaveCalendar - Windows Internet Explorer 📃 🗖												
*	•	July 2009 > >>										
\diamond	Sun	Mon	Tue	Wed	Thu	Fri	Sat					
>	28 ^{am}	29 ^{am}	30 am	1 am	2 am	3 am	4 am					
	pm	pm	pm	pm	pm	pm	pm					
>	5 ^{am}	6 am	7 am	8 am	9 am	10 am	11 am					
	pm	pm	pm	pm	pm	pm	pm					
>	12 am	13 am	14 am	15 am	16 am	17 am	18 am					
	pm	pm	pm	pm	pm	pm	pm					
>	19 am	20 am	21 am	22 am	23 am	24 am	25 am					
	pm	pm	pm	pm	pm	pm	pm					
>	26 am	27 am	28 am	29 am	30 am	31 am	1 am					
	pm	pm	pm	pm	pm	pm	pm					
>	2 am	3 am	4 am	5 am	6 am	7 am	8 am					
	pm	pm	pm	pm	pm	pm	pm					
Day	s Select	ed 0			ок		Cancel					
			🧐 Local in	itranet		@ - ₿	100% -					

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

Fill in the Leave Reason, and Leave 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 \rightarrow 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.

Submit

The following pop up will display upon successful submission.

Microso	ft Internet Explorer	
1	Leave Application successfully s	ubmitted!
	ОК	



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 Cancellation					
Employee ID	BA01N0001 Tammy	Leong			
Designation	CEO				
Balance					
Leave Type	Annual Leave		~		
1. Brought Forward [Last / Prev Years]	0.00	0.00		<u>^</u>
2. Brought Forward E	xpired	0.00			
3. Brought Forward T	otal	0.00			
4. Entitlement [Curre	ent Year / Earned To Da	te] 10.00	8.00		
5. Leave Adjusted		0.00			
6. Leave Used to Dat	e	0.00			
7. Leave Pending Ap	proval	1.50			
Balance [Current Yea	ar / Earned To Date]	8.50	6.50		
Balance [Available fo	or Application]	8.50			
(= [3]+[4]	+[5]-[6]-[7])				<u></u>
Last Updated On		07/10/2013 19:24	:28		
Dates Applied Total No Of Days Leave Reason			<	Select Dates	
Going Overseas?	No		Submit		
Leave Address (if d	ifferent from usual resid	lential address)			
Contact Number (if	overseas) EMai	l Address (if overseas	;)		
			Attach Document		
Route to the followin	g officers		Edit Routing List		
					N O
Desistent	Dele				

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.

🗲 LeaveCalendar - Windows Internet Explorer 🛛 🔲 🗋												
*	•	< July 2009 > >>										
\Leftrightarrow	Sun	Mon	Tue	Wed	Thu	Fri	Sat					
>	28 ^{am}	29 ^{am}	30 am	1 am	2 am	3 am	4 am					
	pm	pm	pm	pm	pm	pm	pm					
>	5 ^{am}	6 am	7 am	8 am	9 am	10 am	11 am					
	pm	pm	7 pm	pm	9 pm	pm	pm					
>	12 am	13 am	14 am	15 am	16 am	17 am	18 am					
	pm	pm	pm	pm	pm	pm	pm					
>	19 am	20 am	21 am	22 am	23 am	24 am	25 am					
	pm	pm	pm	pm	pm	pm	pm					
>	26 am	27 am	28 am	29 am	30 am	31 am	1 am					
	pm	pm	pm	pm	pm	pm	pm					
>	2 am	3 am	4 am	5 am	6 am	7 am	8 am					
	pm	pm	9 pm	pm	pm	pm	pm					
Day	s Select	ed 0			ОК		Cancel					
			🧐 Local ir	ntranet		<u>@</u> €	100% -					

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 Le	eong			
Designation	CEO				
Balance					
Leave Type	Annual Leave			~	
Leave Forfeited [Last Ye	ar]	0.0			
1. Brought Forward [[Last / Prev Years]	0.0	0.0		
2. Brought Forward B	Expired	0.0			
3. Brought Forward 1	Total	0.0			
4. Entitlement [Curre	ent Year / Earned To Date]	10.0	8.0		
5. Leave Adjusted		0.0	I L	_	
6. Leave Used to Dat	te	0.0		_	
7. Leave Pending Ap	proval	1.5			
Balance [Current Ye	Balance [Current Year / Earned To Date]		6.5		
Balance [Available fo	or Application]	8.5			
(= [3]+[4]	+[5]-[6]-[7])				
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 1 st year	= 14
Entitlement for 2 nd year	= 15
Entitlement for 3 rd 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 = 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) -----> |-----| 10/5/2002 31/12/2002 1/1/2002 (Anniversary Date) Leave Entitlement for 2^{nd} year = 15 Days

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

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 browser as below.

Leave History													
	Transactions	Ar											
🗹 Show/Hide FilterRow 🛛 🚼 Show/Hide GroupPanel 👖 Query Builder													
Drag a column he	ader here to group by that colun	חו											
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	SUBMIT	Application	201300002					
17-Oct-2013	Annual Leave	24-Oct-2013	24-Oct-2013	1.00	00:00	SUBMIT	Application	2013000001					

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.



C Leave Roster - Windows Inter	net	Explorer											l		
Leave Roster Printed on : 17 Oct 2013 05:24:49 PM						м	lonth	ı/Ye	۱ ar O	/iew ctobe	Lege er	end V	2013	C	ose 🗸
+		Octob	er, 2	013											
Starvision IT Pte Ltd	^	Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13 1
Chief Executive office															
Finance															
Human Resource															
Information Technology															
- Operation															
Production															
Purchase															
- Sales															
··· Customer Service															
· Direct Sales	Ξ														
Warehouse															
[!] Work Shop															
Done					🧕 Lo	cal ini	trane	t			-	•	e 10	0%	• .;;

Leave Transaction-Leave Roster

3.6 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 /	Approver	Enquiry									
Approver II	D	BA01N0001	Tammy Leong								
Employee T	уре	Active Employ	ees		~						
Employee		%	(All Employees)								
Leave Type		AL (Annual Le	ave)		✓ Re	fresh					
					_						
Entitlement (by Days)		Entitlement	(by Hours)	Lea	ve Applied						
	🗹 Show/Hide FilterRow 🔀 Show/Hide GroupPanel 🕅 Query Builder 🔣 Export To Exce										
Drag a column header here to group by that column							,				
Empe ID	Name	٥)rg Unit	Org Unit Desc	Leave Type	Description	B/F	B/F(Expired)	Adjusted	Entitlemen	t Earned



Fields	Description
Approver ID	Tied to your ESS login
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 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.

Entitlem	ent (by Days)	Entitlement (by Hou	rs) Lea	ive Applied						
			_	🗹 si	now/Hide Filt	erRow 🛛 🚼 S	how/Hide GroupPanel	📝 Query Buil	lder 🔣 E	Export To Exce
Drag a column h	eader nere 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/herselves and their subordinates. Click on Click Here to proceed.

Employee Leave Record		
Record Selection :		
Print All Re	cords 💌	Select Criteria
Print the Re	eport (Batch Job)	Click Here
Report Output		
Select Report Type	PDF Document	~
Report Parameters		
Approver ID	BA01N0001	8
Employee Type	Active	8
Employee ID	%	8
Sort By	EmployeeID	8



Starvision Information Pte Ltd

Print Date: 13-Oct-08 17:19

Employee Leave Record

Employee Leave Record						
Employee: 100003 - Sandy Ta Org Unit: SS-FINANCE-FINA	IN INCE-SING (Pr	oduction Section)		Leave Scheme: Posting Date:	AL-14 01-Jan-08	
Leave Balance (13-Oct-08)		Leave Type	Start	End	Days	
Brought Forward Total	0.0	AL - Annual Leave	17-Jul-08	17-Jul-08	1.0	
Brought Forward Expired	0.0					
Current Year Entitlement	19.0					
Earned to Date Entitlement	11.5					
Leave Adjusted	0.0					
Leave Approved	1.0					
Earned to Date Leave Balance	10.5					
Current Year Leave Balance 18.0						
Balance Brought Forward (Year/	Days)					
2006	0.0					
2007	0.0					

Summary of Leave Transaction (Days)

1.0

AL - Annual Leave