

## Slide 1

Slide notes: Leave enquiries may be performed from the Personnel Master, and also from the 'Leave Enquiries' option found at the 'Master Files' menu.

The screenshot shows the 'Leave Data Enquiry' interface in the IES Client v8.27. The window title is 'My IES'. The interface includes a search bar for 'Employee Code', a 'Given Names' field with a dropdown, and several other input fields for 'Gender', 'Date Of Birth', 'Department', 'Current Job', and 'Leave Group'. On the right, there is a 'Leave Balances' table with columns for 'Leave Type' and 'Balance'. Below this, there are links for 'View Leave', 'Leave Taken Detail', 'Leave Report', 'Cancel Leave Line', 'Sort by Date', and 'Sort by Type'. At the bottom, there is a 'Leave History' table with columns for 'Date On', 'Date From', 'Date To', 'Type', 'Bal', 'Days', 'Done By', and 'Remarks'.

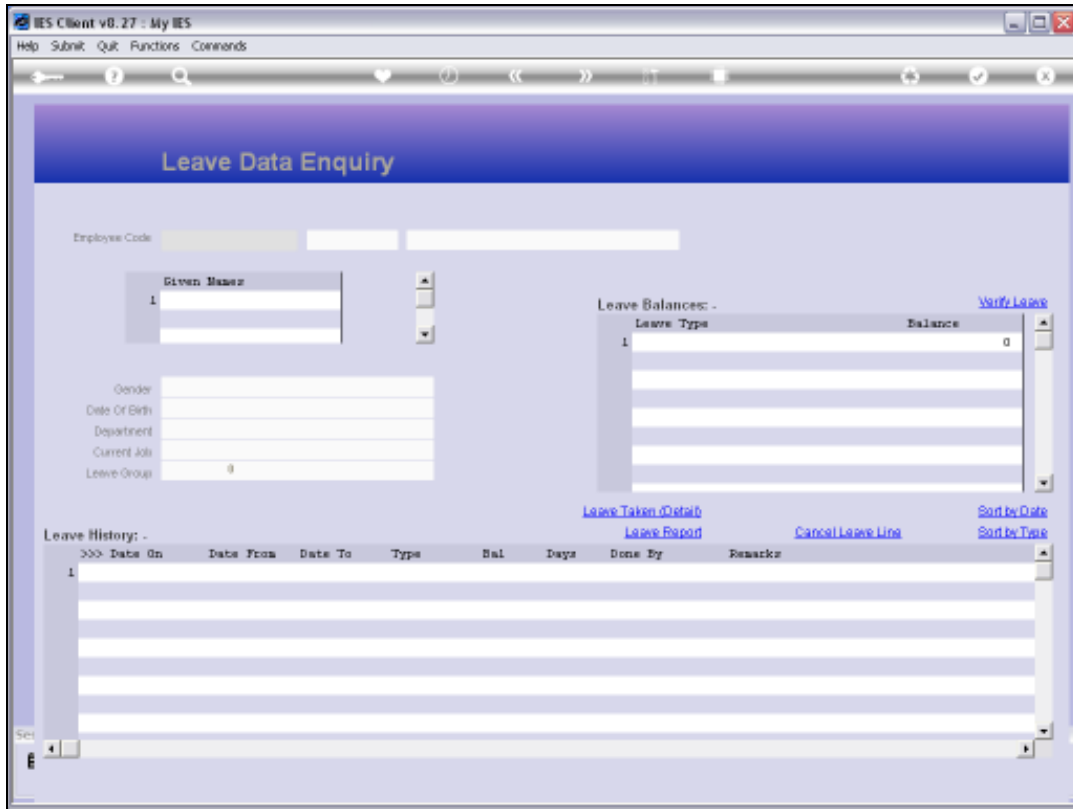
Leave Balances: -	
Leave Type	Balance
1	0

Leave History: -							
Date On	Date From	Date To	Type	Bal	Days	Done By	Remarks
1							

## Slide 2

Slide notes: The general Leave Enquiry option is useful in that we may now retrieve or select the record for any Employee, whereas from the Personnel Master, we always see the Leave Record for the Employee that we have on screen on the Personnel Master.



Slide 3  
Slide notes:

IES Client v8.27 : My IES

Help Submit Quit Functions Comments

### Leave Data Enquiry

Employee Code: 1101    Miss    Wilson

Given Names: 1 Laura

Gender: Female  
 Date Of Birth: 01/04/1978  
 Department: 006 Personnel  
 Current Job: 031 Personnel Officer  
 Leave Group: PS6

Leave Balances: - [View Leave](#)

Leave Type	Balance
1 Annual	13
2 Casual	0
3 Compassionate	0
4 In Lieu	0
5 Sick Leave	9
6 School Leave	0
7 Unpaid Leave	0

[Leave Taken Detail](#)    [Sort by Date](#)  
[Leave Report](#)    [Cancel Leave Line](#)    [Sort by Type](#)

Leave History: -

>>>	Date On		Date From	Date To	Type	Bal	Days	Done By	Remarks
1	28/05/2010	+	28/05/2010	28/05/2010			18	5 Barry	cancelled 28/05/2010
2	28/05/2010	-	31/05/2010	02/06/2010	Annual		13	2 Barry	leave taken
3	02/04/2010	+	01/04/2010	01/04/2010	Annual		15	3 Peter	system accrual
4	30/01/2010	-	31/12/2009	31/12/2009	Annual		12	3 Barry	forfeit at 31/12/2009
5	18/01/2010	-	13/01/2010	13/01/2010	Sick Leave		9	1 Diana	absent - auto deduct
6	12/01/2010	+	12/01/2010	12/01/2010	Sick Leave		10	6 Peter	system accrual: sick
7	12/01/2010	+	12/01/2010	12/01/2010	Annual		15	3 Peter	system accrual
8	11/01/2010	-	11/01/2010	11/01/2010	Annual		12	1 Peter	forfeit
9	12/10/2009	-	07/10/2009	07/10/2009	Sick Leave		4	1 Diana	absent - auto deduct

## Slide 4

Slide notes: The Leave Enquiry shown here is quite the same as shown with the Personnel Master, and the full features are discussed in the tutorial for the Leave Enquiry from the Personnel Master.

IES Client v8.27 : My IES

Help Submit Quit Functions Comments

## Leave Data Enquiry

Employee Code: 1101    Title: Wilson

Given Names: 1 Laura

Gender: Female  
 Date Of Birth: 01/04/1978  
 Department: 006 Personnel  
 Current Job: 031 Personnel Officer  
 Leave Group: PSG

Leave Balances: - [View Leave](#)

Leave Type	Balance
1 Annual	13
2 Casual	0
3 Compassionate	0
4 In Lieu	0
5 Sick Leave	9
6 School Leave	0
7 Unpaid Leave	0

[Leave Taken Detail](#)    [Sort by Date](#)  
[Leave Report](#)    [Cancel Leave Line](#)    [Sort by Type](#)

Leave History: -

>>>	Date On		Date From	Date To	Type	Bal	Days	Done By	Remarks
1	28/05/2010	+	28/05/2010	28/05/2010			18	5 Barry	cancelled 28/05/2010
2	28/05/2010	-	31/05/2010	02/06/2010	Annual		13	2 Barry	leave taken
3	02/04/2010	+	01/04/2010	01/04/2010	Annual		15	3 Peter	system accrual
4	30/01/2010	-	31/12/2009	31/12/2009	Annual		12	3 Barry	Forfeit at 31/12/2009
5	18/01/2010	-	13/01/2010	13/01/2010	Sick Leave		9	1 Diana	absent - auto deduct
6	12/01/2010	+	12/01/2010	12/01/2010	Sick Leave		10	6 Peter	system accrual: sick
7	12/01/2010	+	12/01/2010	12/01/2010	Annual		15	3 Peter	system accrual
8	11/01/2010	-	11/01/2010	11/01/2010	Annual		12	1 Peter	forfeit
9	12/10/2009	-	07/10/2009	07/10/2009	Sick Leave		4	1 Diana	absent - auto deduct

Slide 5

Slide notes: