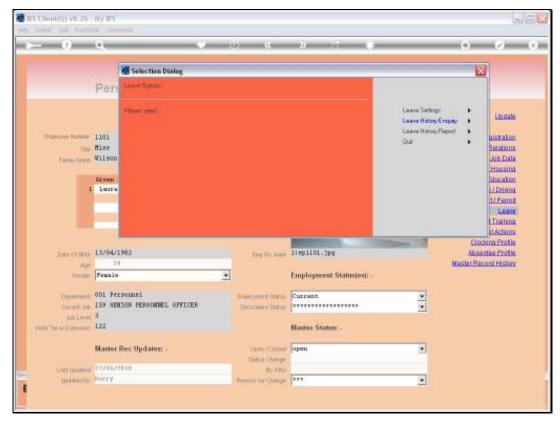


Slide notes: From the Employee Master, we can choose the 'Leave' function to review and update the Employee's Leave Settings, and to perform Leave Enquiries and Leave Reports for this Employee.



Slide 2 Slide notes: We start with the Leave Settings.

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Slide notes: The Leave Accrual Date is normally set to 1 year after Employment commences.

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Slide notes: A leave group option is selected, dependent on whether the Employee works a 5 or 6 day week, or perhaps works shifts.

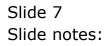
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Slide notes: If the Employee should be included with en masse Leave Accrual actions, then we select an 'active' state for that.

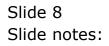
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Slide notes: The Leave Types as defined on the Leave Type Master are automatically loaded for each Employee, but the indicators to apply will all default to zero, and we change only those that should be applied.

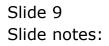
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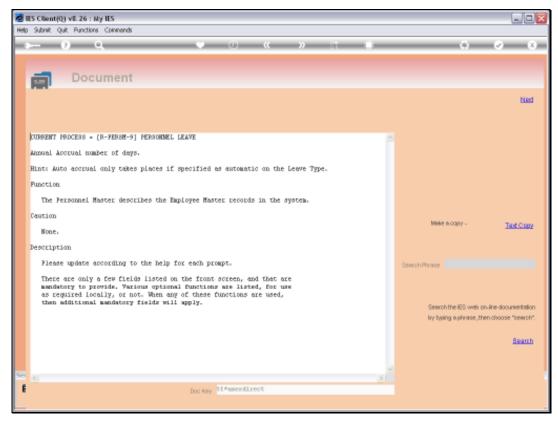


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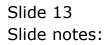


Slide notes: Leave Days, by type, are stated as would accrue for this Employee in a year.

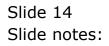


Slide 12 Slide notes:

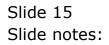
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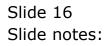
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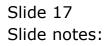
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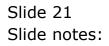
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Slide notes: The maximum number of days that may be rolled over to the next year, if unused, are also indicated by type.

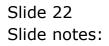


Slide notes: Here we have the explanation.

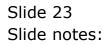
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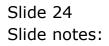
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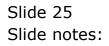
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Slide notes: And we have also a maximum balance that may be applied, and which is checked when Leave Accrual is performed.



Slide notes: This is the explanation of how it works.

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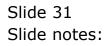
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Slide notes: As we can see in this example, the Annual and Sick Leave are the only ones for which the Employee automatically qualifies in any year, and the Sick Leave is never rolled over to another year according to these settings.

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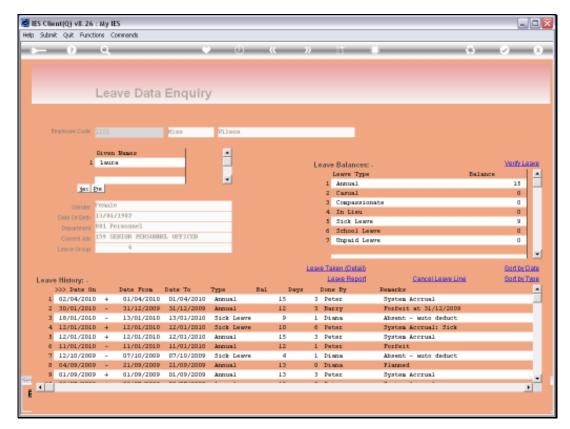
Slide 32 Slide notes:



Slide 33 Slide notes:

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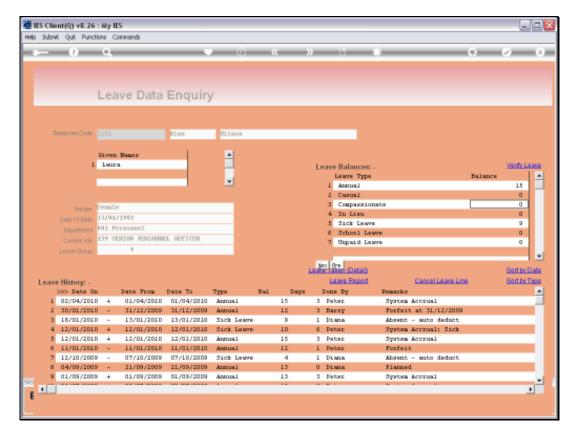
Slide notes: Next, we look at the Leave Enquiry.

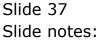


Slide 35 Slide notes:

Subnik	Quit Fund	tions (Commands							
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	12/01/201		12/01/2010	- 1 - 1	Sick Laws	-		Peter	System Accrual: Sick	
	12/01/201		12/01/2010	12/01/2010	Arrus1			Peter	System Accrual	
	11/01/201		11/01/2010	11/01/2010	Annual			Peter	Forfeit	
	12/10/200		07/10/2009	07/10/2009	Sick Lewy		4 1	Disna	Absent - auto deduct	
	04/09/200		21/09/2009		Annual		3 0	Diana	Flanned	
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Slide notes: The current balances for all Leave Types are shown in a separate table, and can be verified again if we require a double check on that.





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4 12/01/20	01D -4	12/01/2010	12/01/2010	Sick Leave	10	6	Peter	System Accrual: Sick			
5 12/01/20	01D -4	12/01/2010	12/01/2010	Annual	15	3	Peter	System Accrual			
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7 12/10/20			07/10/2009	Sick Leave	4	-	Diana	Absent - auto deduct			
8 04/09/20				Annual	13		Diana	Flanned			
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Slide 38 Slide notes:

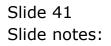
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	12/01/201			12/01/2010	Sick Leave	10	6 Peter 3 Peter	System Accrual: Sick		
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7			07/10/2009	07/10/2009	Sick Leave	4	1 Diana	Absent - wato deduct		
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			01/09/2009	01/09/2009	Annual	13	3 Peter	System Accrual		
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Slide notes: The History of Leave Taken can be sorted by Leave Type or by Date when recorded.

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	2/07/2005		02/07/2009	02/07/2009	Arrival		10		Peter	System Accrual		
	9/06/2005		27/06/2009	27/06/2009	Annusl		7		Diana	Leave Taken		
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Slide notes: Now all the Annual type Leave Transactions are grouped together.

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2 30/01/20		31/12/2009	31/12/2009	Annual	_	12		Barry	Forfeit at 31/12/2009	3	
3 12/01/20		12/01/2010	12/01/2010	Annual		15	-	Peter	System Accrual		
4 11/01/20			11/01/2010	Annual		12	-		Forfeit.		
5 04/09/20		21/09/2009	21/09/2009	Annus1	_	13	-	Disna	Flanned		
6 01/09/20		01/09/2009	01/09/2009	Annual		13	-	Peter	System Accrual		
7 02/07/20		02/07/2009	02/07/2009	Annus1	_	10		Peter	System Accrual		
8 19/06/20		27/06/2009	27/06/2009	Annual		7		Diana	leave Taken		
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Slide notes: And now it is back in date sequence again.

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	30/01/2011		31/12/2009	31/12/2009	Annual	12	3 Barry	Forfeit at 31/12/2009	
	18/01/2010		13/01/2010	13/01/2010	Sick Leave Annual	15	1 Diana 3 Pater	Absent - auto deduct System Accrual	_
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	11/01/2010		11/01/2010	11/01/2010	Annual	12	1 Peter	Forfeit	
	12/10/2001		07/10/2009	07/10/2009	Sick Leave	4	1 Diana	Absent - auto deduct	
	04/09/2005		21/09/2009	21/09/2009	Annual	13	0 Diana	Flamed	
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Slide notes: It is possible to cancel a Leave Transaction here, but it cannot be removed and the history will be clearly shown.

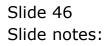
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	8/01/2010		13/01/2010		Sick Leave			Diana	Absent - auto deduct	
	2/01/2010			12/01/2010	Annual			Peter	System Accrual	
	2/01/2010		12/01/2010		Sick Leave			Peter	System Accrual: Sick	
	1/01/2010		11/01/2010	11/01/2010	Arrival			Peter	Forfeit.	
	2/10/2009		07/10/2009	07/10/2009	Sick Leave			Diana	Absent - auto deduct	
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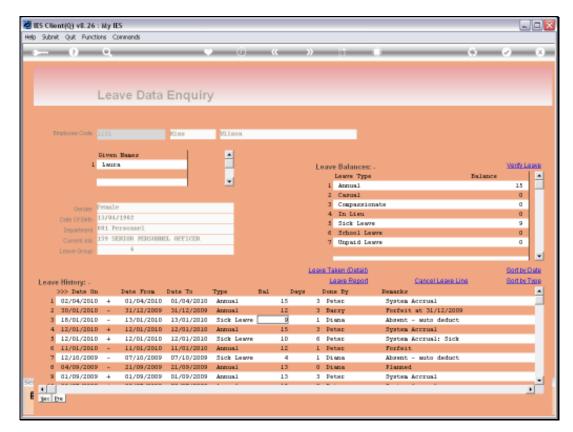
Slide notes: We can also view the Leave Taken with management indicators.

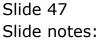
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Slide notes: And this Leave detail can also be printed by clicking the print icon.

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Slide 48 Slide notes:

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Slide notes: The 'Leave Report' option will produce a Report of the Leave History for this Employee.



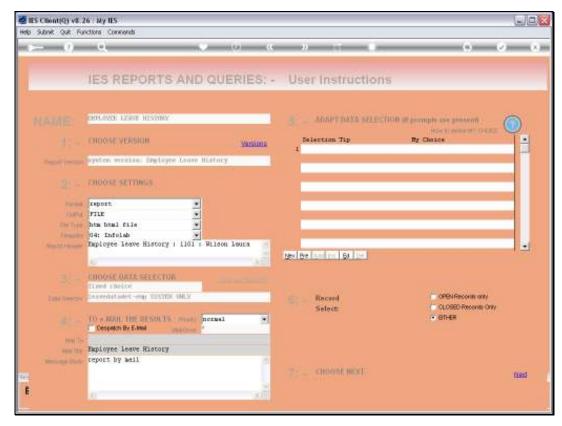
Slide 50 Slide notes:



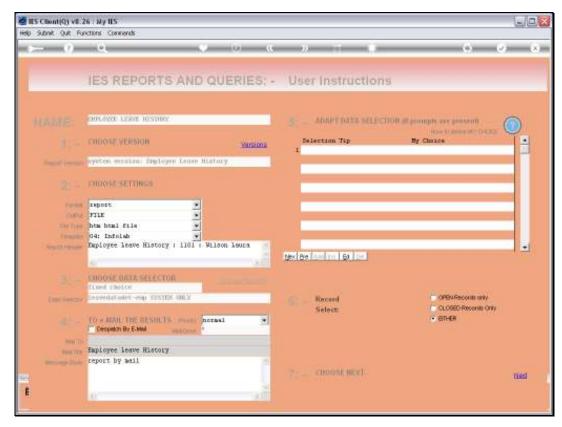
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Slide notes: The Leave History Report can also be selected from the primary Leave options.



Slide 53 Slide notes:



Slide 54 Slide notes:

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Slide notes: And here we have an example of an Employee Leave History Report.