

Personnel Master

Employee Number: 1101
Title: EIASI
Family Name: Wilson

Given Name: I. Iuzza

Date of Birth: 13/04/1982
Age: 28
Gender: Female

Department: 001 Personnel
Grade: 159 SENIOR PERSONNEL OFFICER
Job Level: 3
Work Term Extension: 120

Emp Pic: 11ep1101-309

Employment Status: Current
Secondary Status: *****

Master Status: Open

Open/Closed Status Change: [Dropdown]
By Whom: [Dropdown]
Reason for Change: [Dropdown]

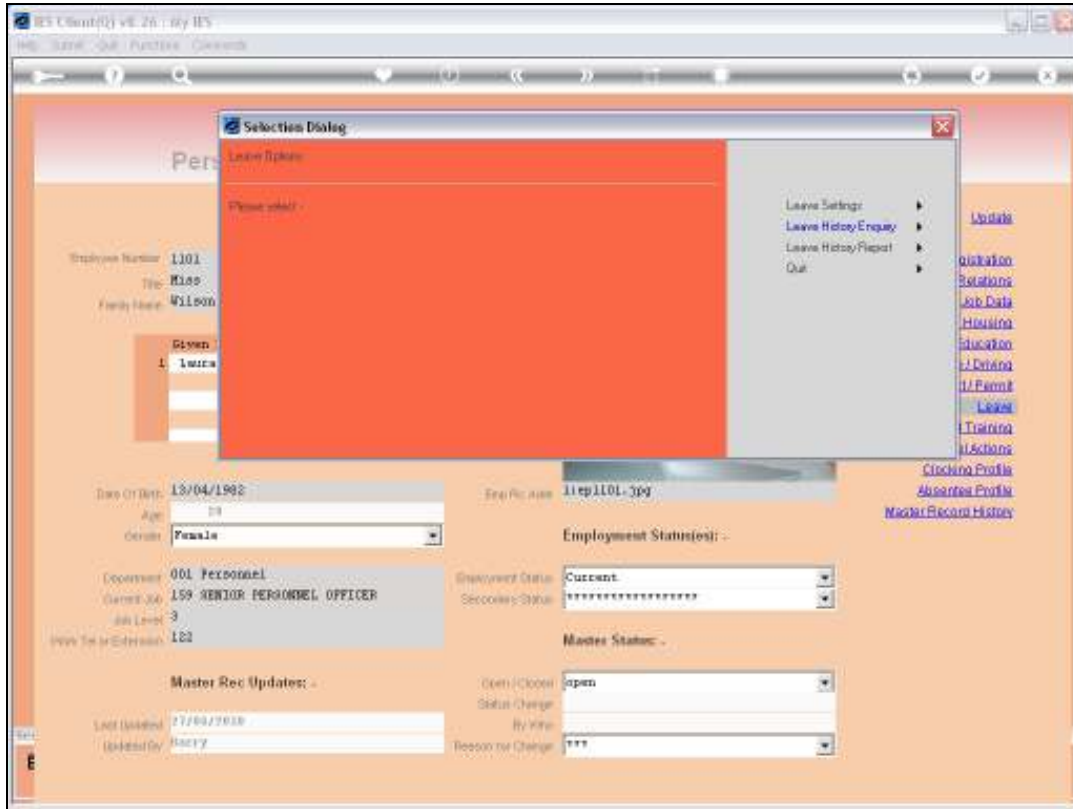
Master Rec Updates: [Dropdown]
Last Updated: 27/03/2010
Updated By: RAC17

Update

- Registration
- Station
- Job Data
- Contact and Housing
- Education
- Vehicle/Driver
- Contact/Email
- Leave
- Courses and Training
- Personal Action
- Closing Profile
- Absence Profile
- Master Record History

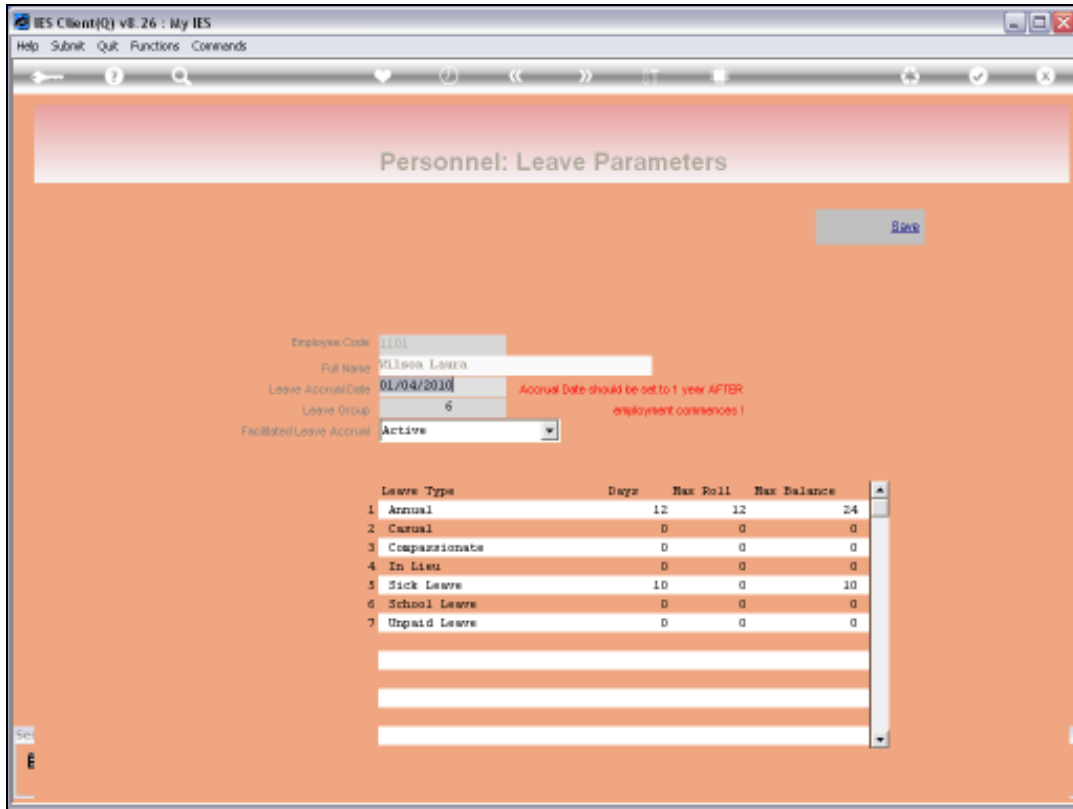
Slide 1

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.



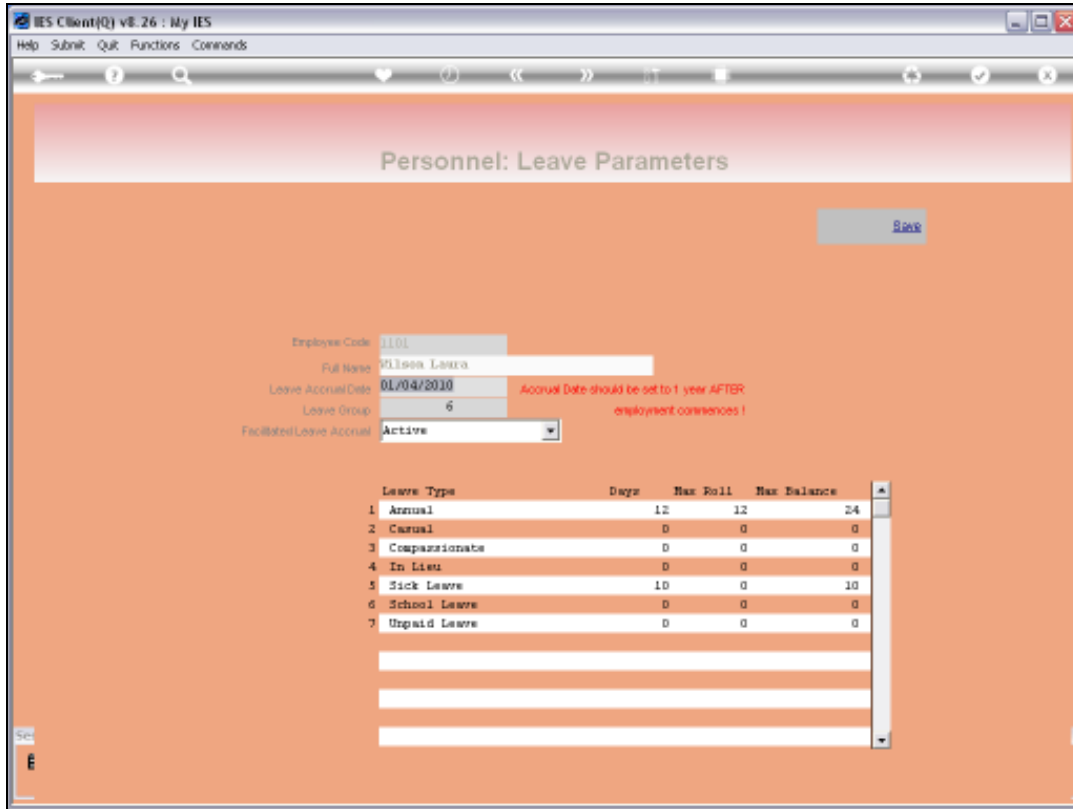
Slide 2

Slide notes: We start with the Leave Settings.



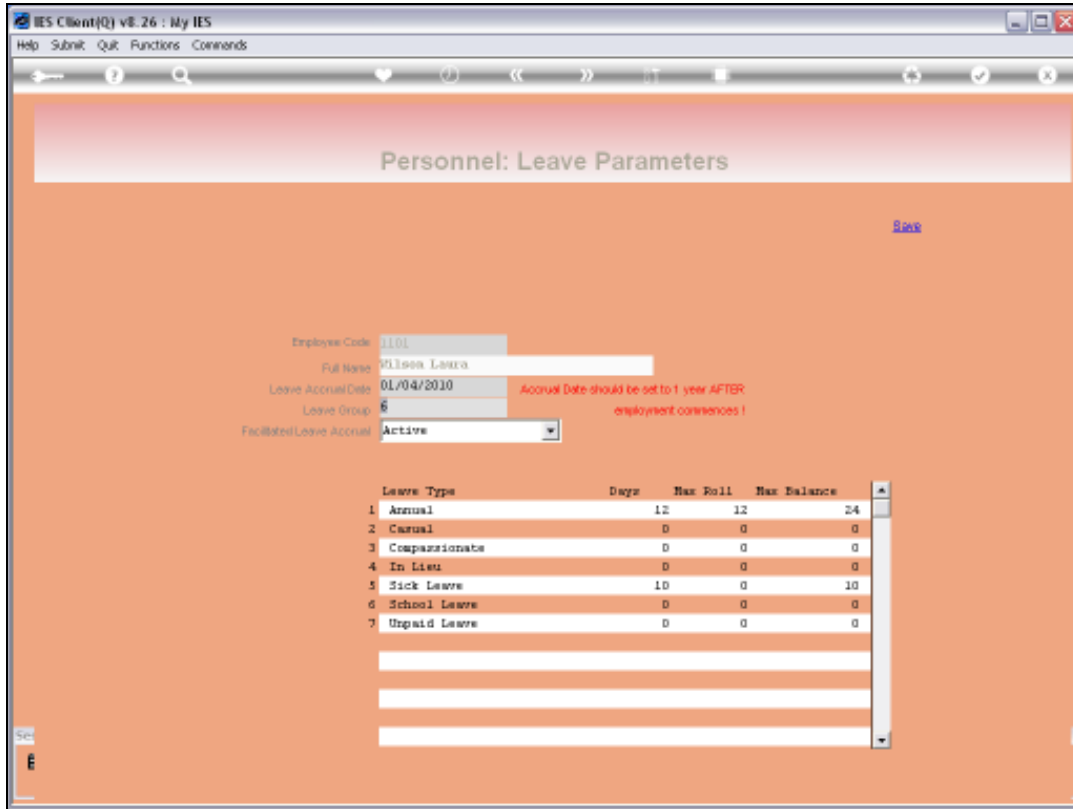
Slide 3

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



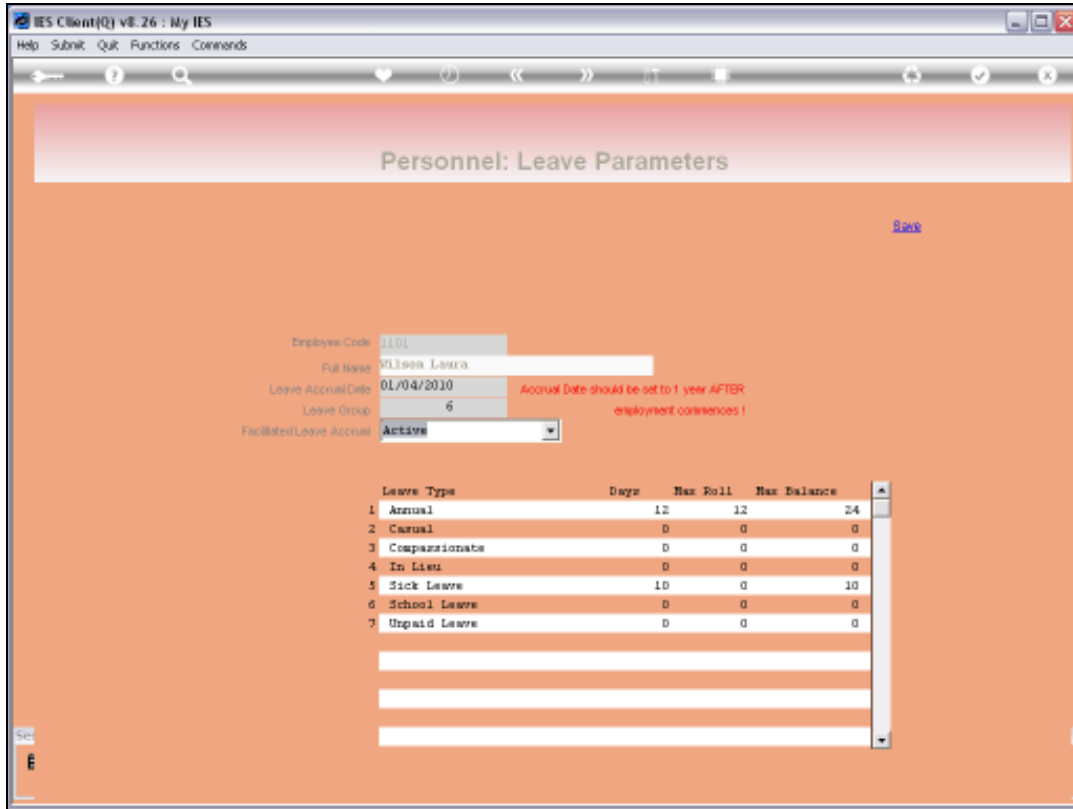
Slide 4

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



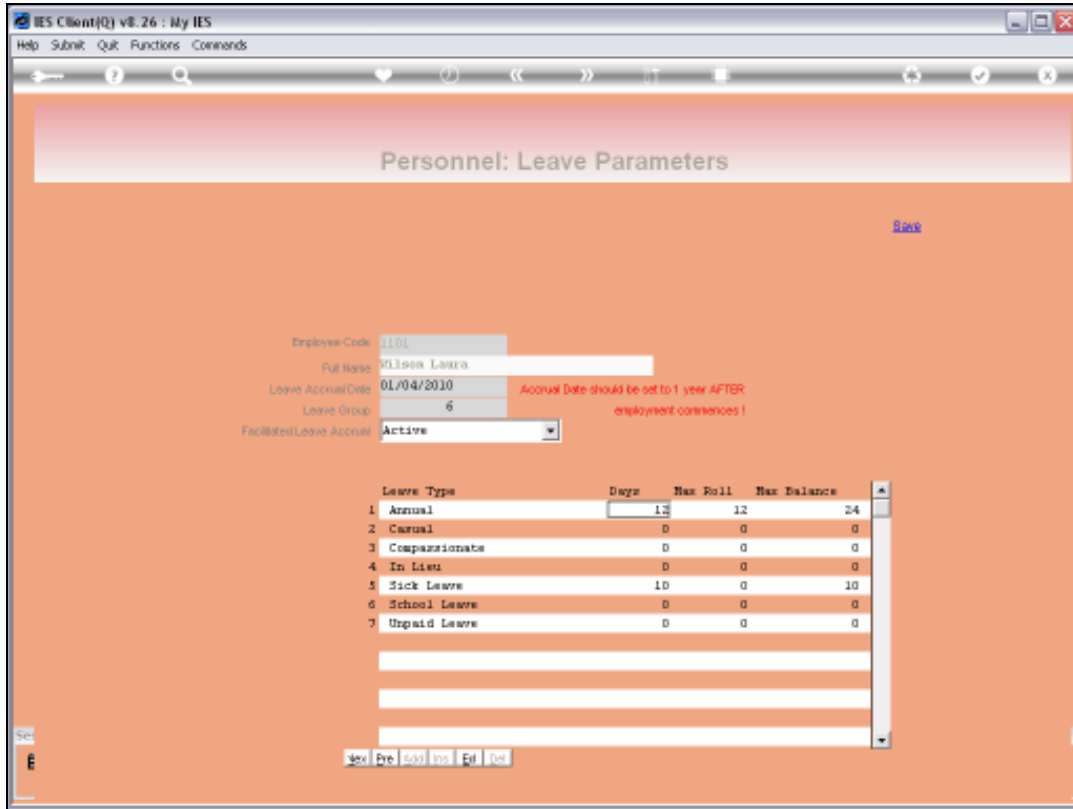
Slide 5

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

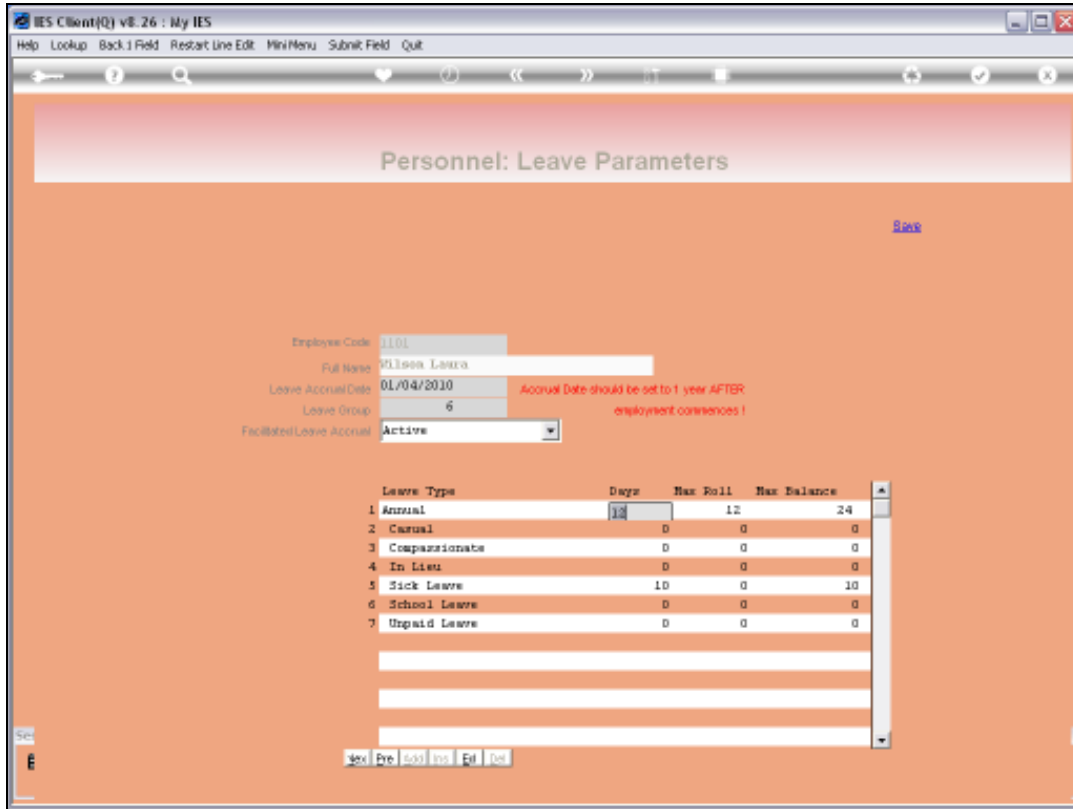


Slide 6

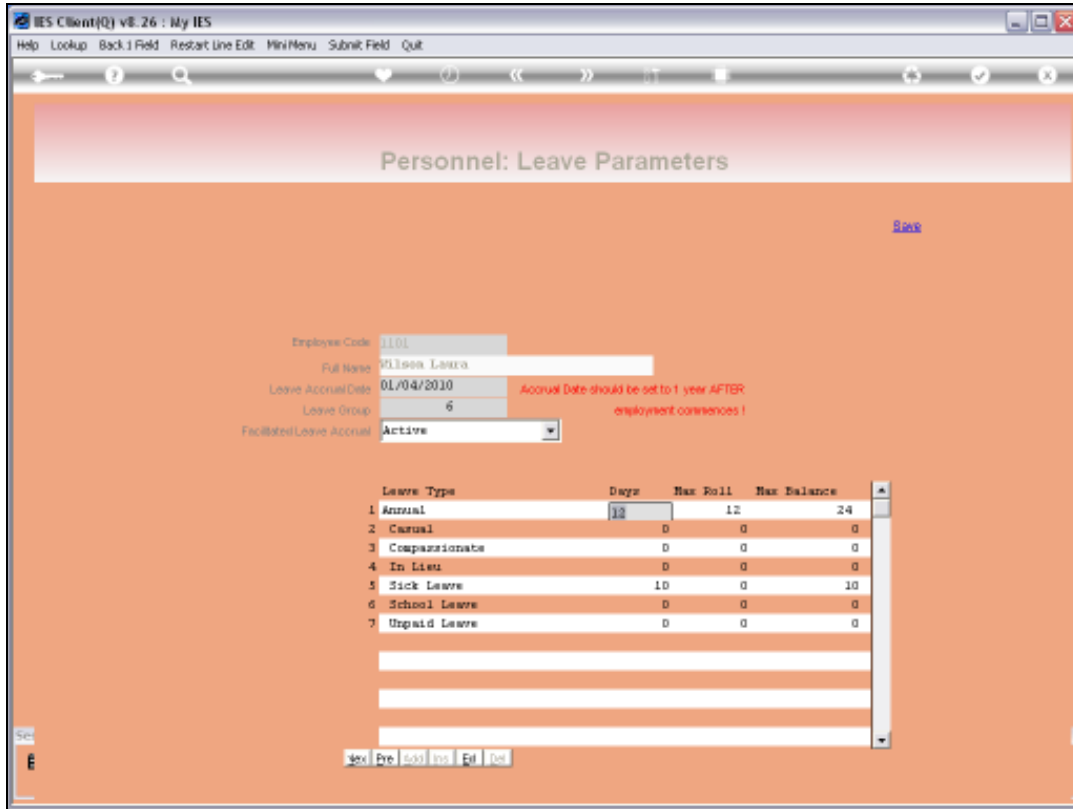
Slide notes: The Leave Types as defined on the Leave Type Master are automatically loaded for each Employee, but the indicators to apply will all default to zero, and we change only those that should be applied.



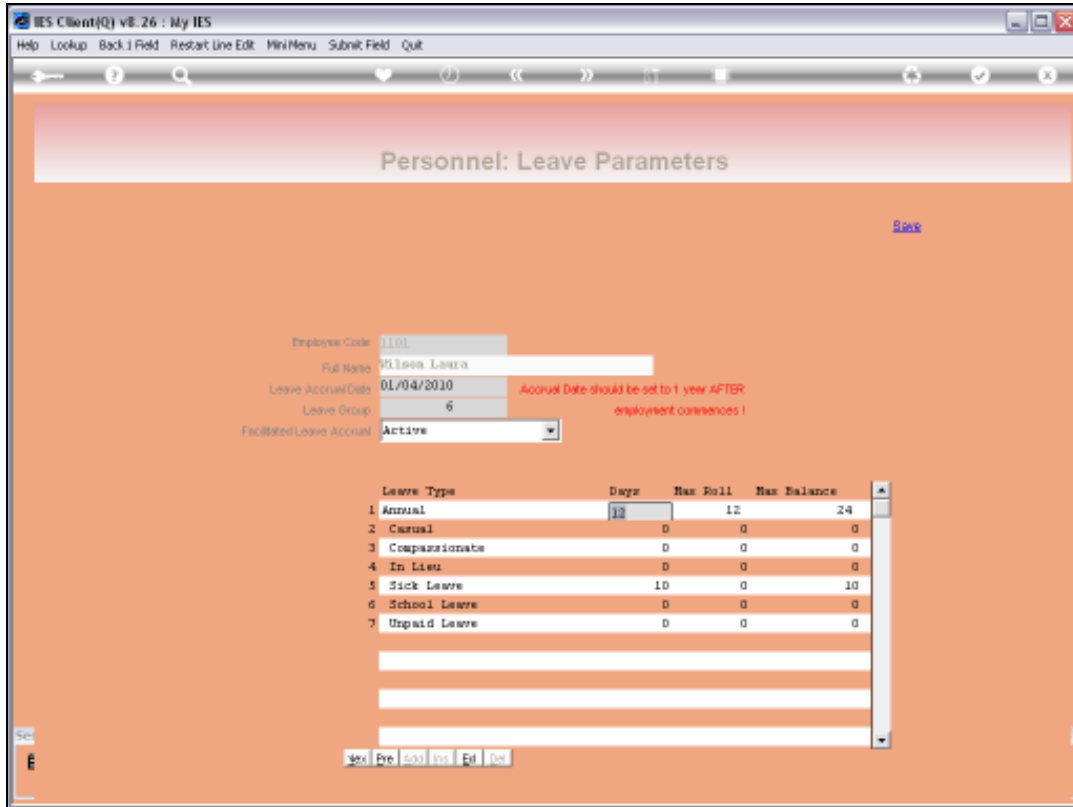
Slide 7
Slide notes:



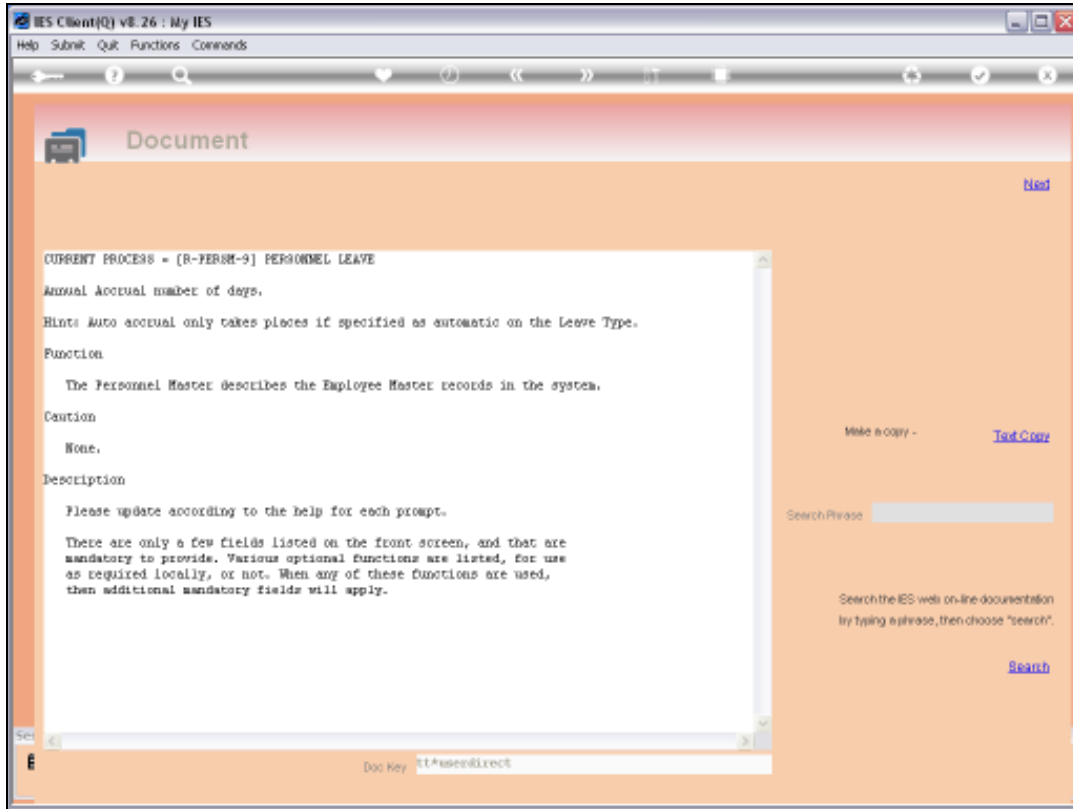
Slide 8
Slide notes:



Slide 9
Slide notes:

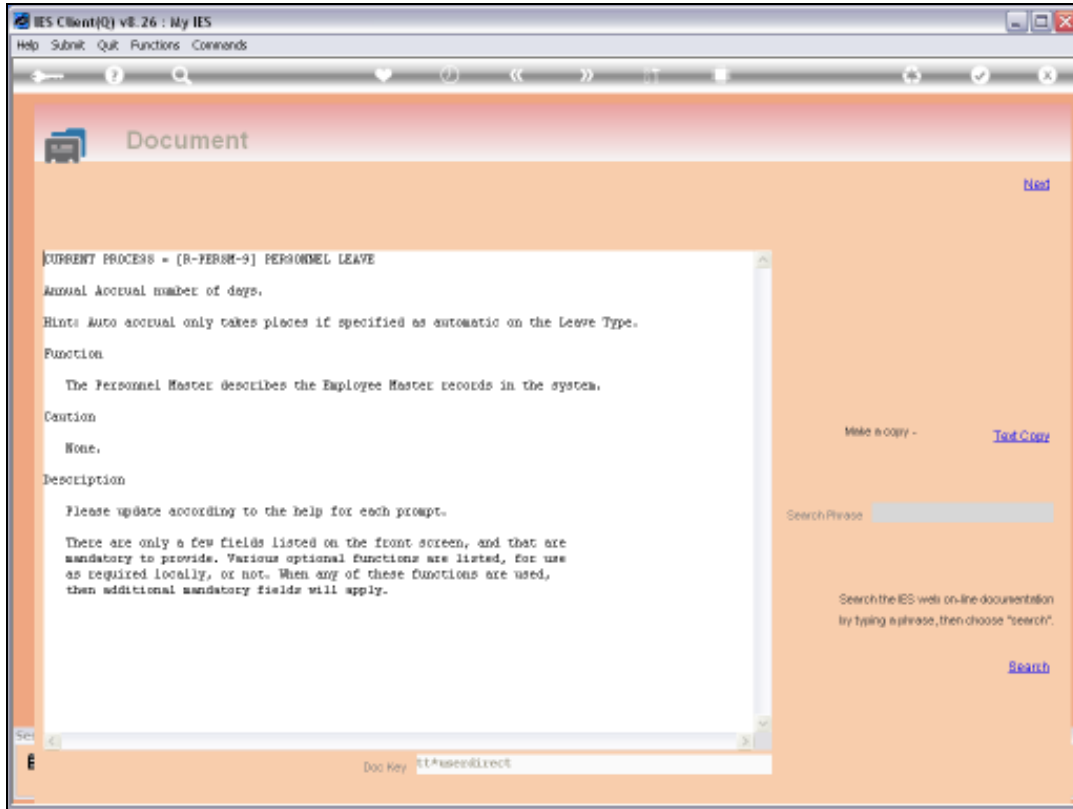


Slide 10
Slide notes:



Slide 11

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



Slide 12
Slide notes:

Personnel: Leave Parameters

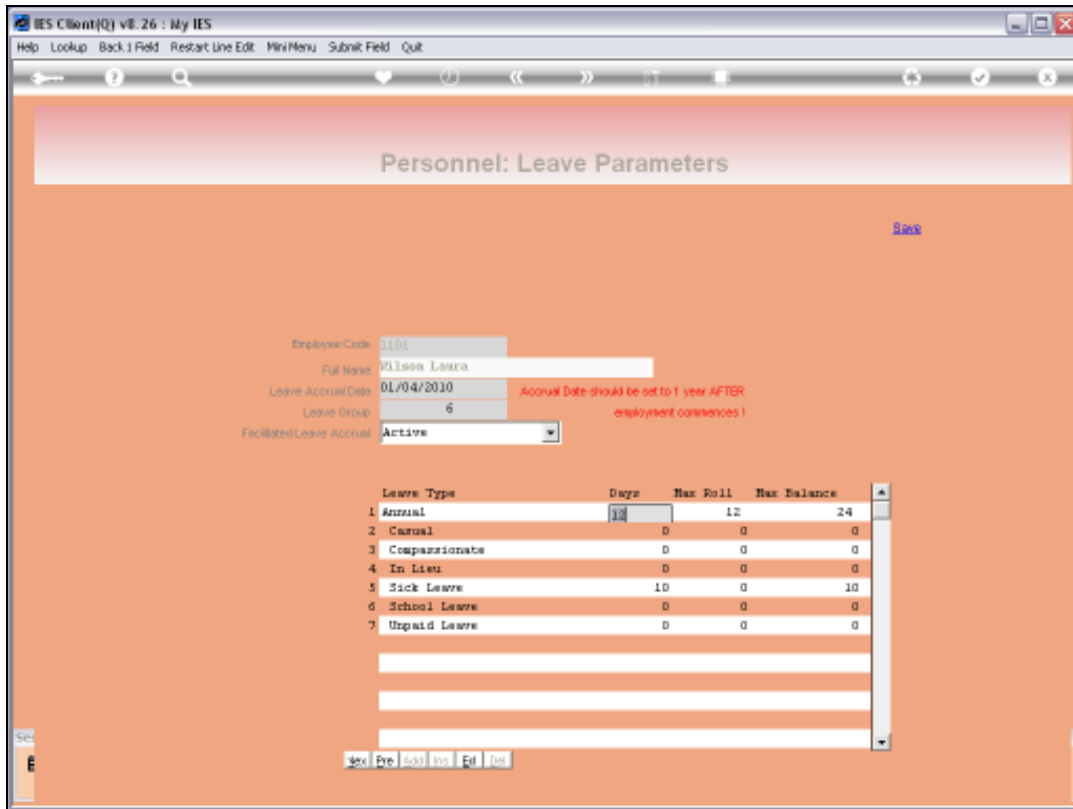
[Save](#)

Employee Code: 1101
Full Name: Wilson, Laura
Leave Accrual Date: 01/04/2010 Accrual Date should be set to 1 year AFTER employment commences!
Leave Group: 6
Facilitated Leave Accrual: Active

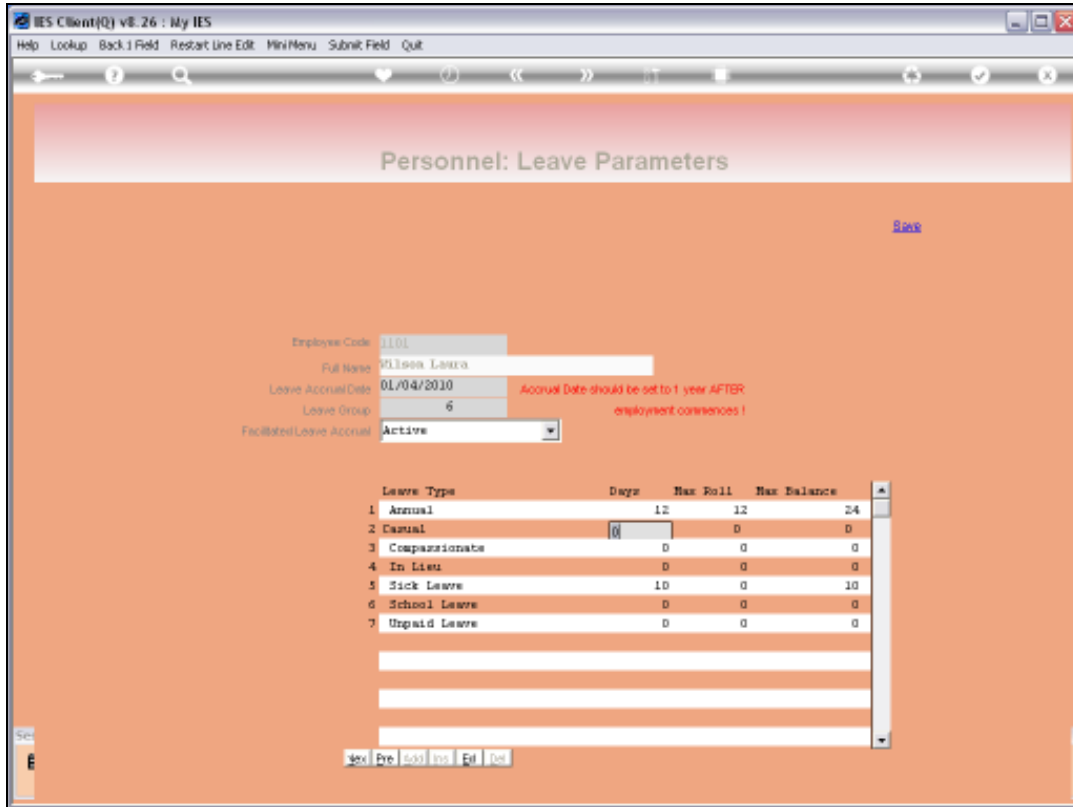
Leave Type	Days	Max Roll	Max Balance
1 Annual	12	12	24
2 Casual	0	0	0
3 Compassionate	0	0	0
4 In Lieu	0	0	0
5 Sick Leave	10	0	10
6 School Leave	0	0	0
7 Unpaid Leave	0	0	0

Save

Slide 13
Slide notes:



Slide 14
Slide notes:



Slide 15

Slide notes:

Personnel: Leave Parameters

[Save](#)

Employee Code: 1101
Full Name: Wilson Laura
Leave Accrual Date: 01/04/2010 Accrual Date should be set to 1 year AFTER employment commences!
Leave Group: 6
Facilitated Leave Accrual: Active

Leave Type	Days	Max Roll	Max Balance
1 Annual	12	12	24
2 Casual	0	0	0
3 Compassionate	0	0	0
4 In Lieu	0	0	0
5 Sick Leave	10	0	10
6 School Leave	0	0	0
7 Unpaid Leave	0	0	0

Save

Slide 16

Slide notes:

Personnel: Leave Parameters

Employee Code: 1101
Full Name: Wilisa Laura
Leave Accrual Date: 01/04/2010 Accrual Date should be set to 1 year AFTER employment commences!
Leave Group: 6
Facilitated Leave Accrual: Active

Leave Type	Days	Max Roll	Max Balance
1 Annual	12	18	24
2 Casual	0	0	0
3 Compassionate	0	0	0
4 In Lieu	0	0	0
5 Sick Leave	10	0	10
6 School Leave	0	0	0
7 Unpaid Leave	0	0	0

Slide 17
Slide notes:

Personnel: Leave Parameters

[Save](#)

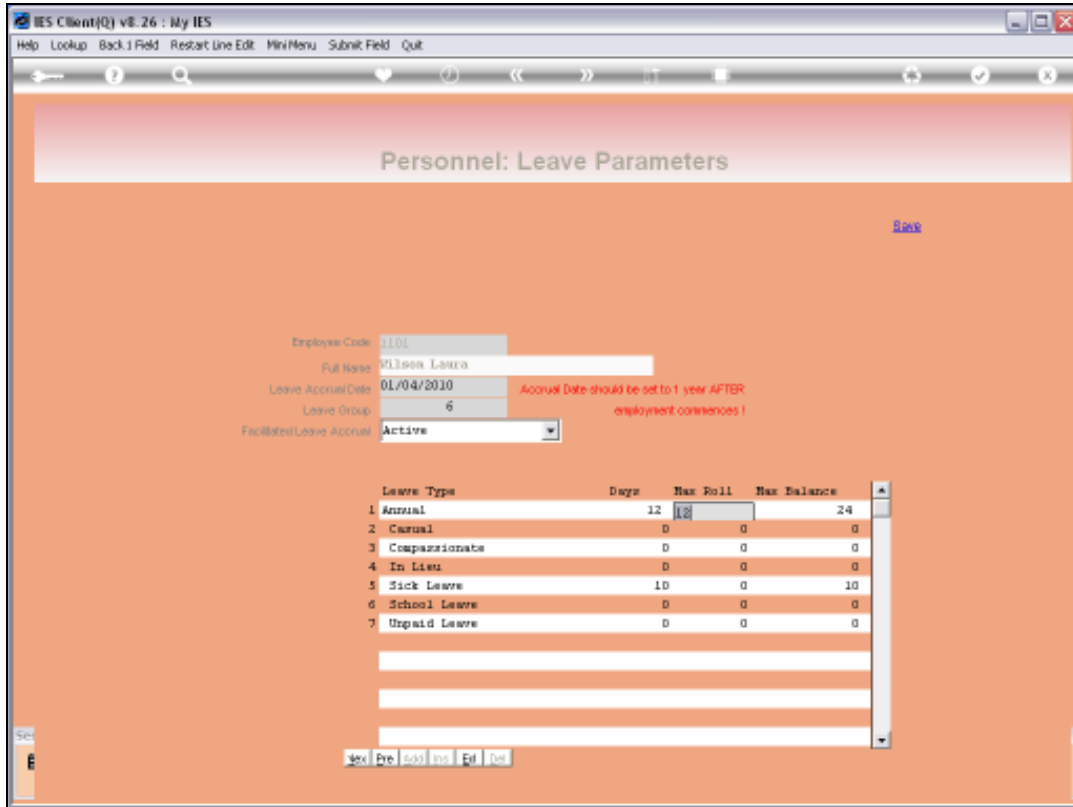
Employee Code: 1101
Full Name: Wilson Laura
Leave Accrual Date: 01/04/2010 Accrual Date should be set to 1 year AFTER employment commences!
Leave Group: 6
Facilitated Leave Accrual: Active

Leave Type	Days	Max Roll	Max Balance
1 Annual	12	18	24
2 Casual	0	0	0
3 Compassionate	0	0	0
4 In Lieu	0	0	0
5 Sick Leave	10	0	10
6 School Leave	0	0	0
7 Unpaid Leave	0	0	0

Save

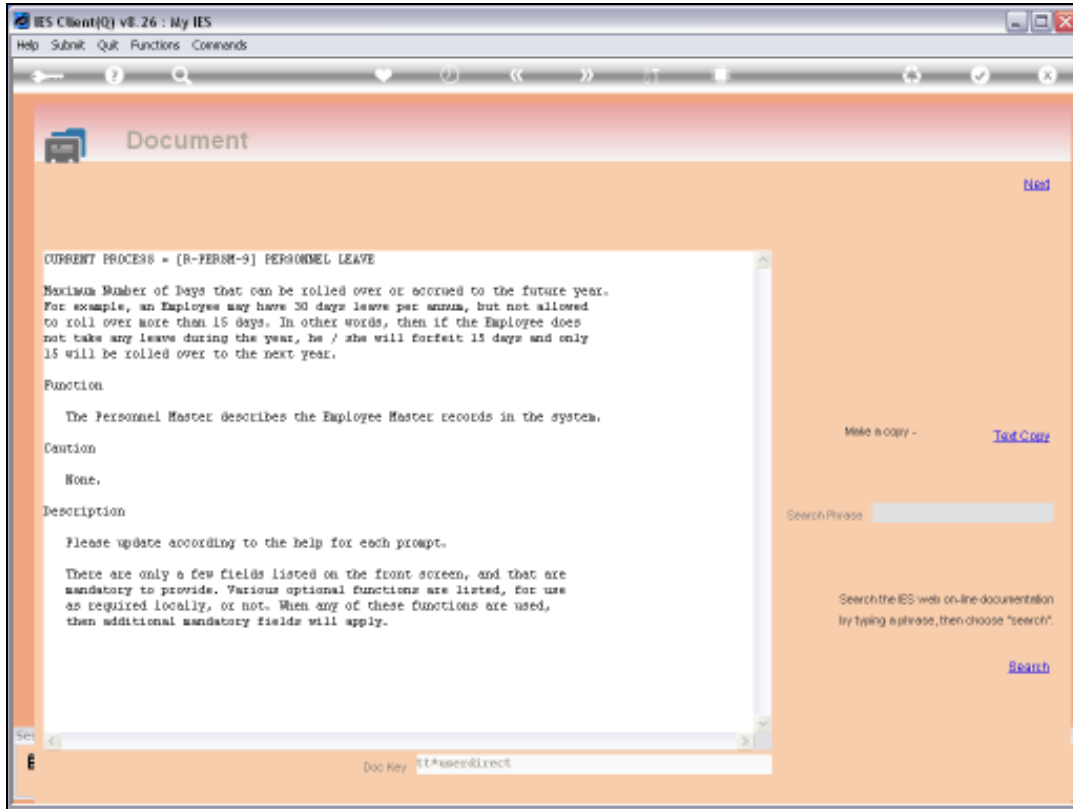
Slide 18

Slide notes:



Slide 19

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



Slide 20

Slide notes: Here we have the explanation.

Personnel: Leave Parameters

[Save](#)

Employee Code: 1101
Full Name: Wilson Laura
Leave Accrual Date: 01/04/2010 Accrual Date should be set to 1 year AFTER employment commences!
Leave Group: 6
Facilitated Leave Accrual: Active

Leave Type	Days	Max Roll	Max Balance
1 Annual	12	18	24
2 Casual	0	0	0
3 Compassionate	0	0	0
4 In Lieu	0	0	0
5 Sick Leave	10	0	10
6 School Leave	0	0	0
7 Unpaid Leave	0	0	0

Save

Slide 21
Slide notes:

Personnel: Leave Parameters

Employee Code: 1101
Full Name: Wilisa Laura
Leave Accrual Date: 01/04/2010 *Accrual Date should be set to 1 year AFTER employment commences!*
Leave Group: 6
Facilitated Leave Accrual: Active

Leave Type	Days	Max Roll	Max Balance
1 Annual	12	18	24
2 Casual	0	0	0
3 Compassionate	0	0	0
4 In Lieu	0	0	0
5 Sick Leave	10	0	10
6 School Leave	0	0	0
7 Unpaid Leave	0	0	0

Slide 22
Slide notes:

Personnel: Leave Parameters

[Save](#)

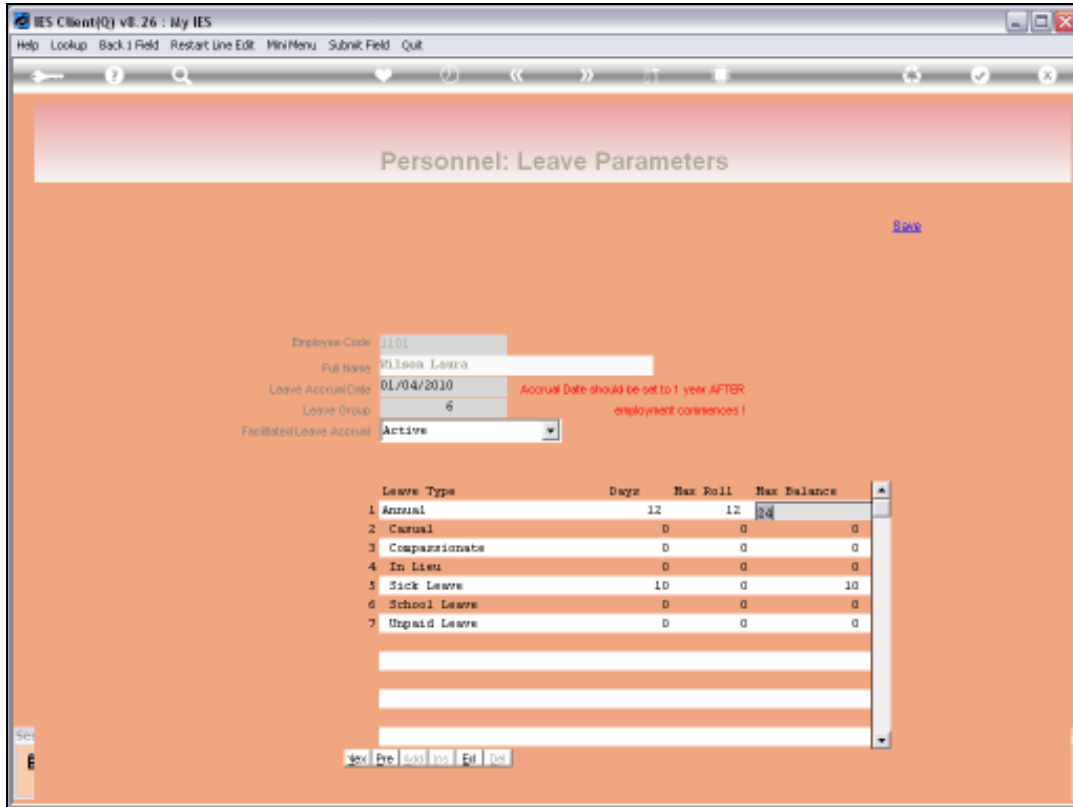
Employee Code: 1101
Full Name: Wilson Laura
Leave Accrual Date: 01/04/2010 Accrual Date should be set to 1 year AFTER employment commences!
Leave Group: 6
Facilitated Leave Accrual: Active

Leave Type	Days	Max Roll	Max Balance
1 Annual	12	18	24
2 Casual	0	0	0
3 Compassionate	0	0	0
4 In Lieu	0	0	0
5 Sick Leave	10	0	10
6 School Leave	0	0	0
7 Unpaid Leave	0	0	0

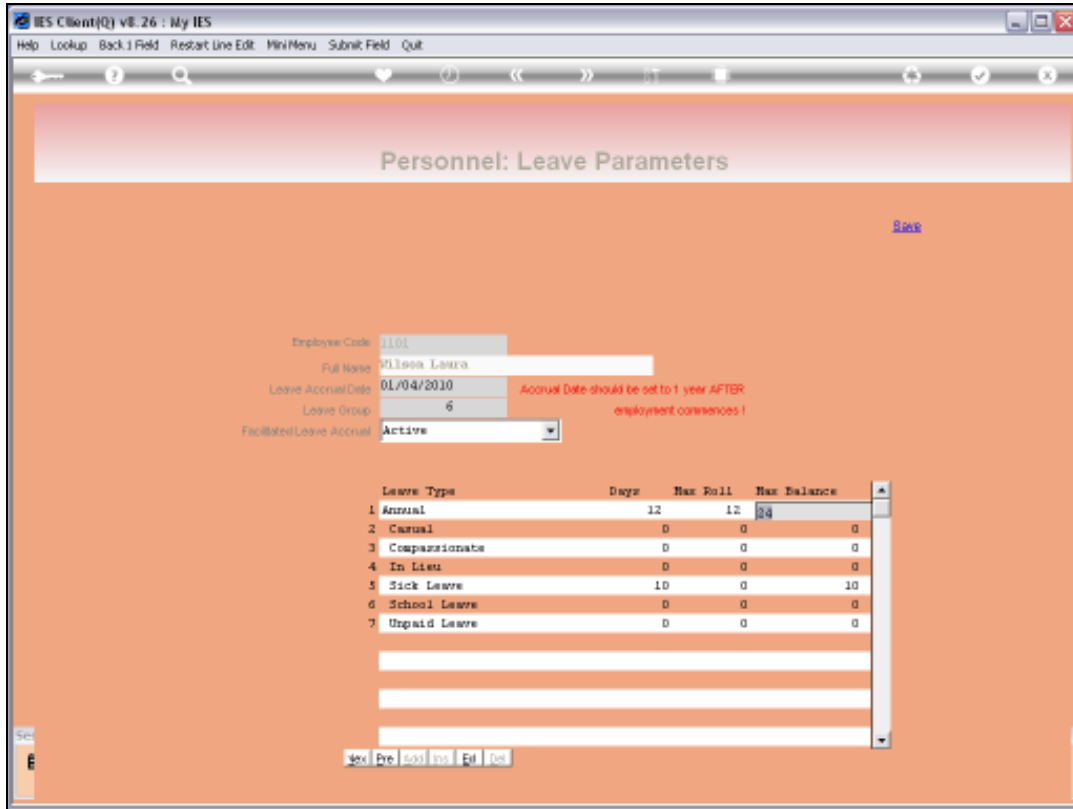
Save

Slide 23

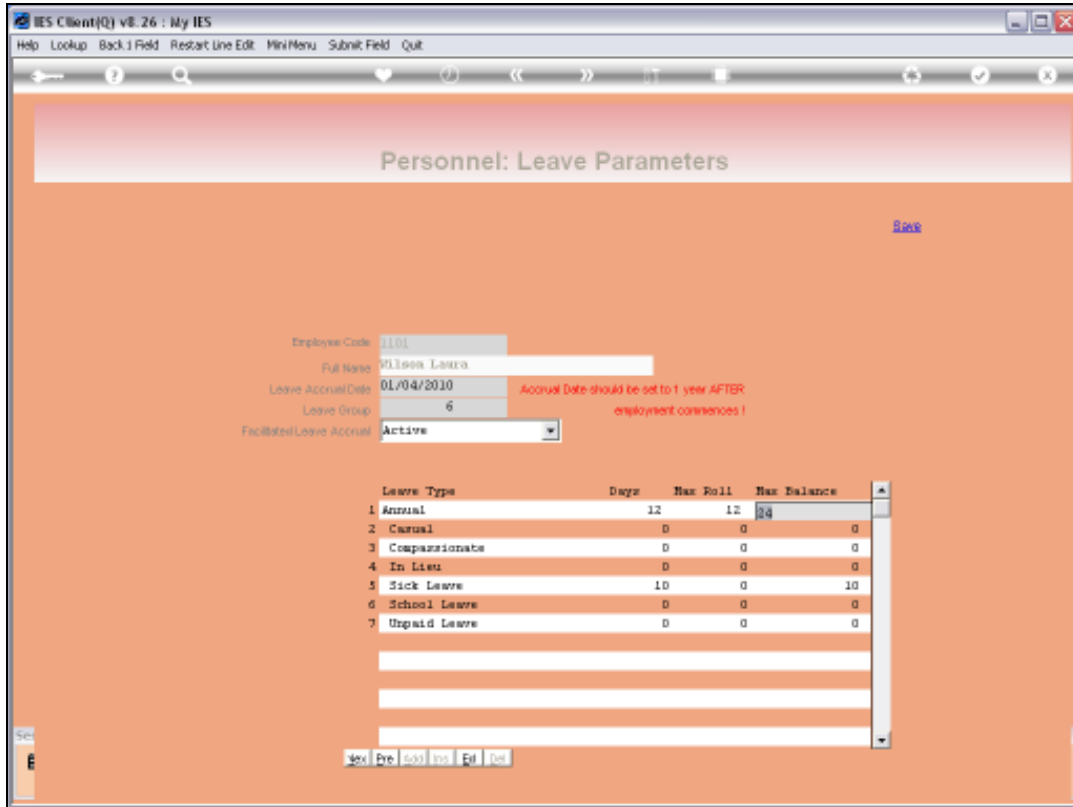
Slide notes:



Slide 24
Slide notes:

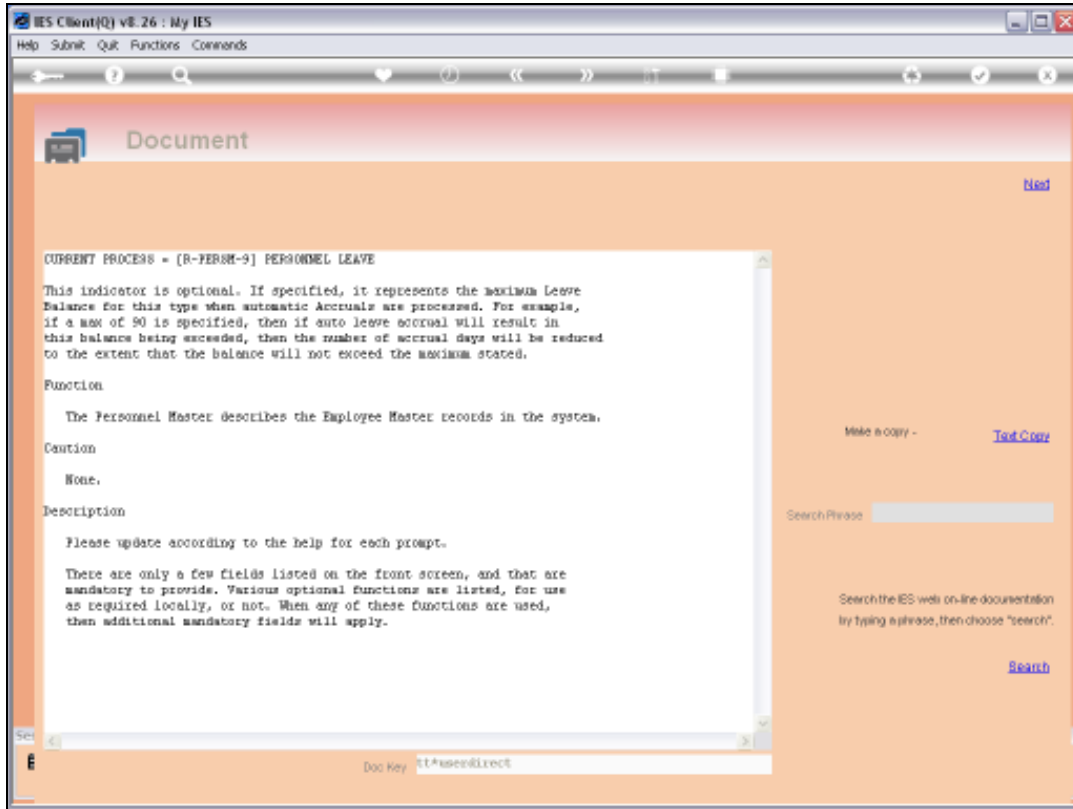


Slide 25
Slide notes:



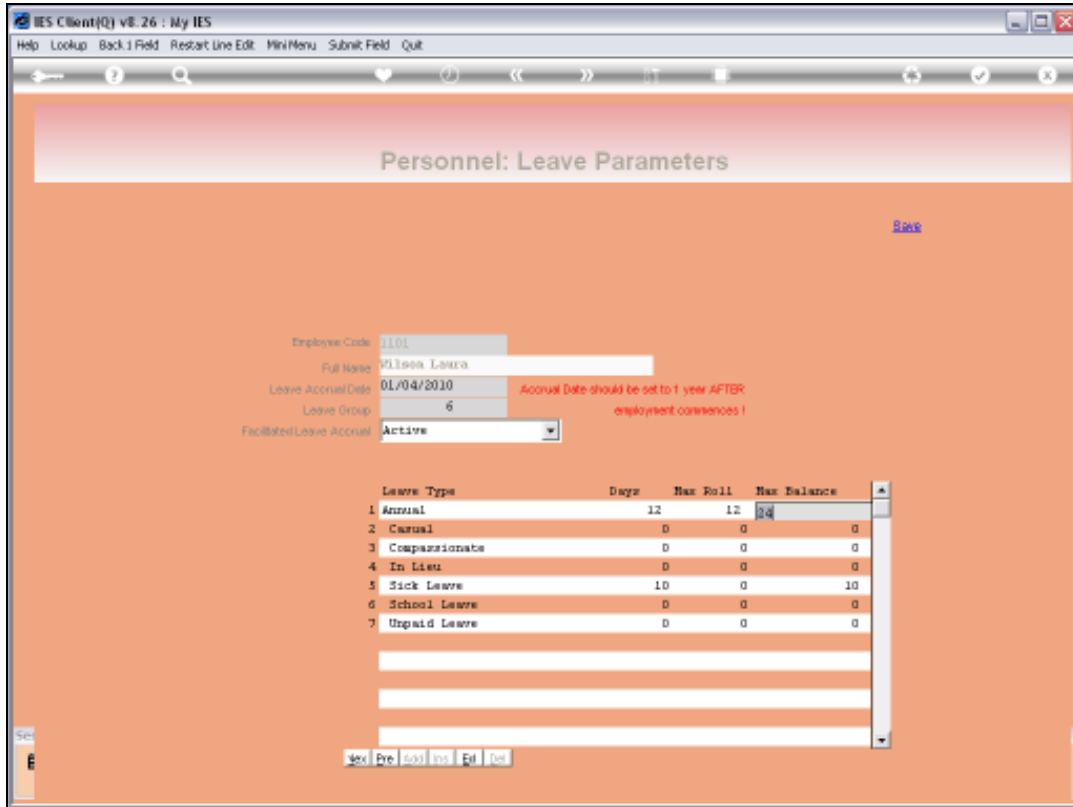
Slide 26

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

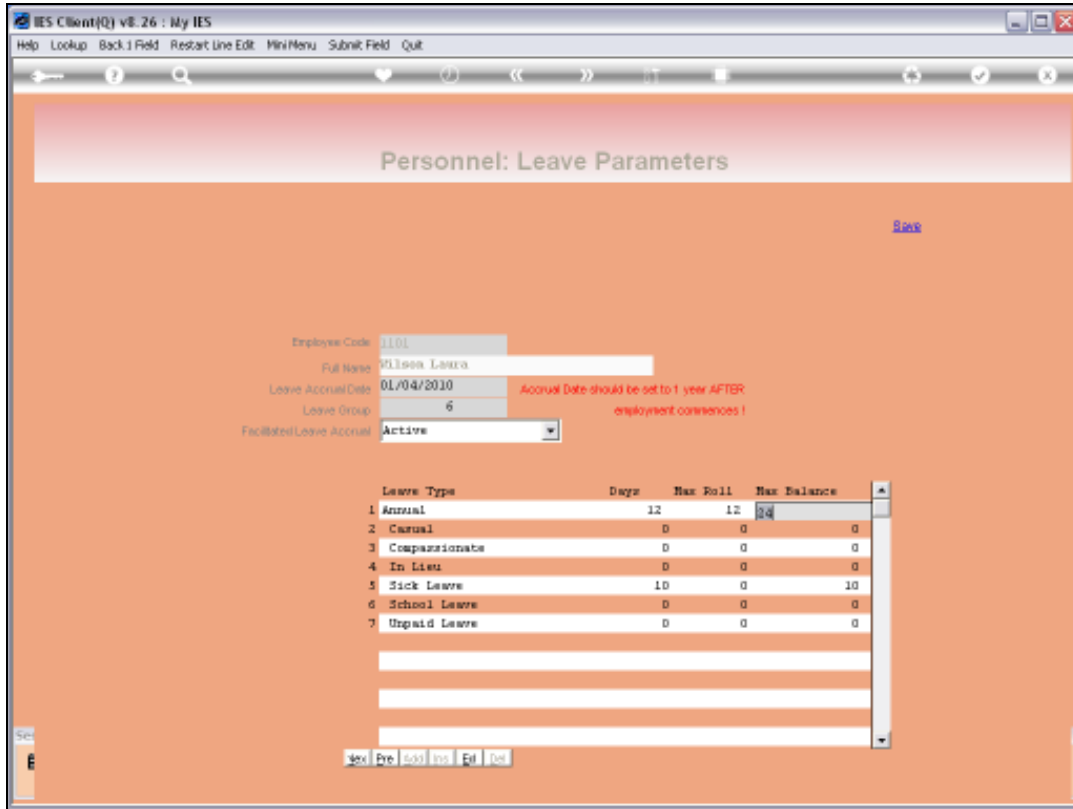


Slide 27

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

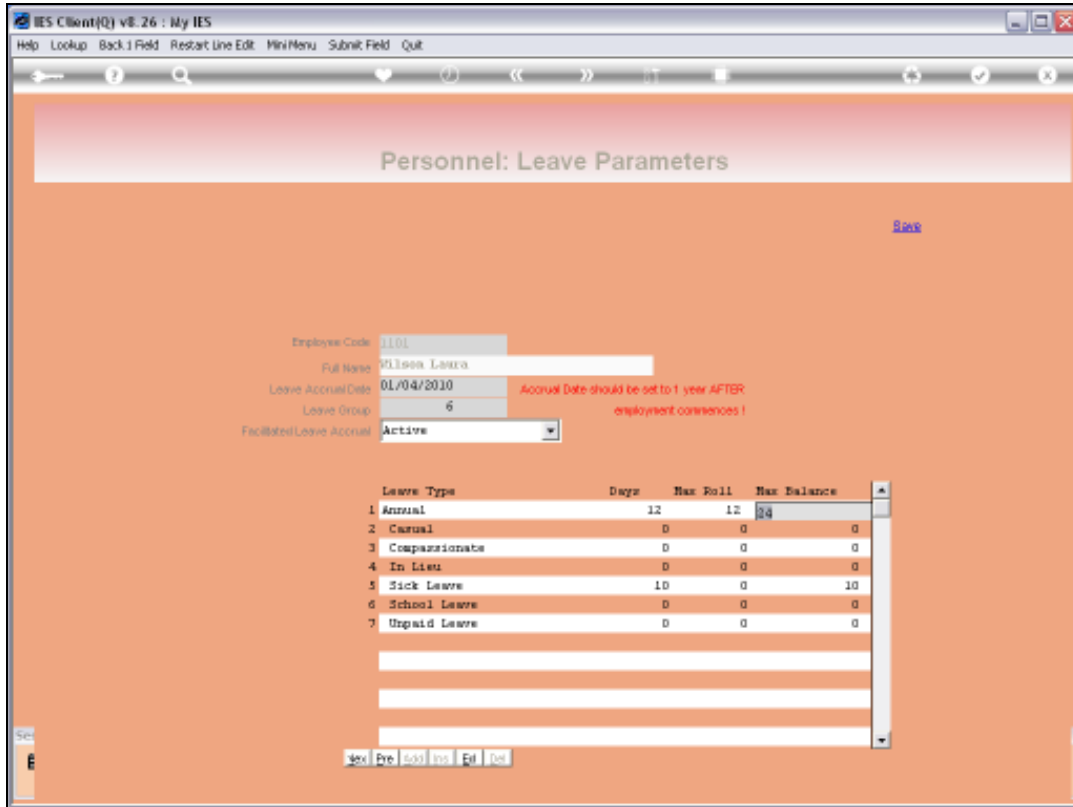


Slide 28
Slide notes:



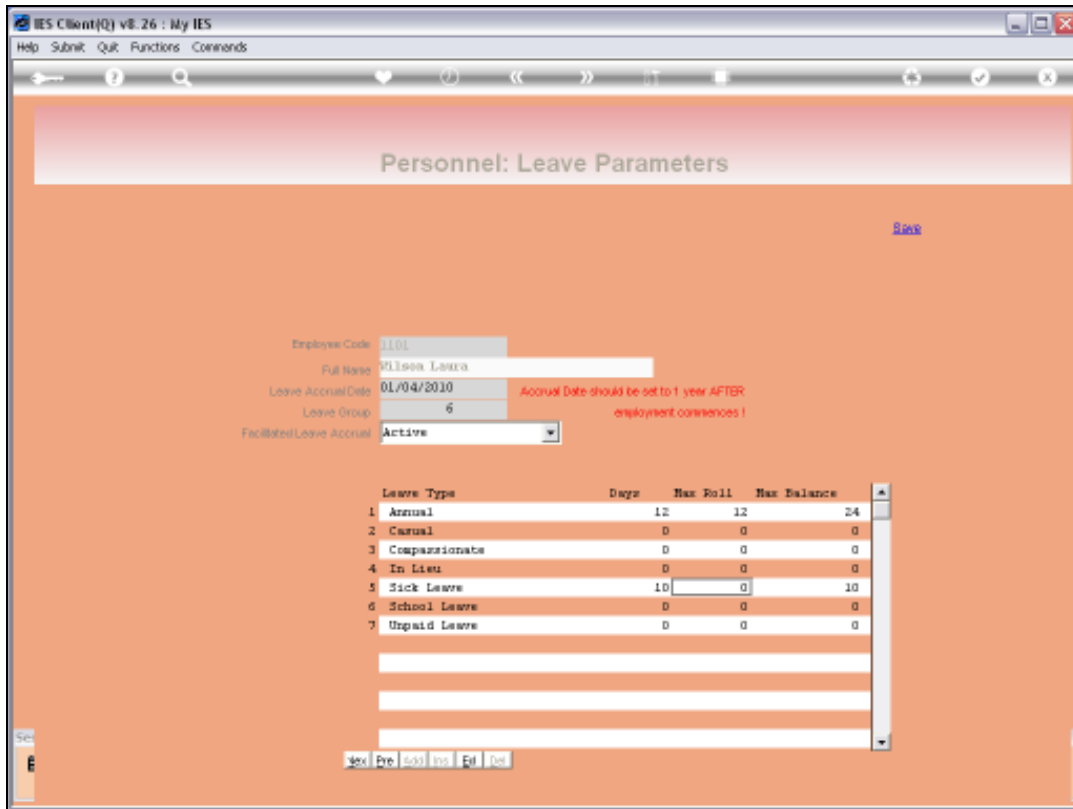
Slide 29

Slide notes:



Slide 30

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.



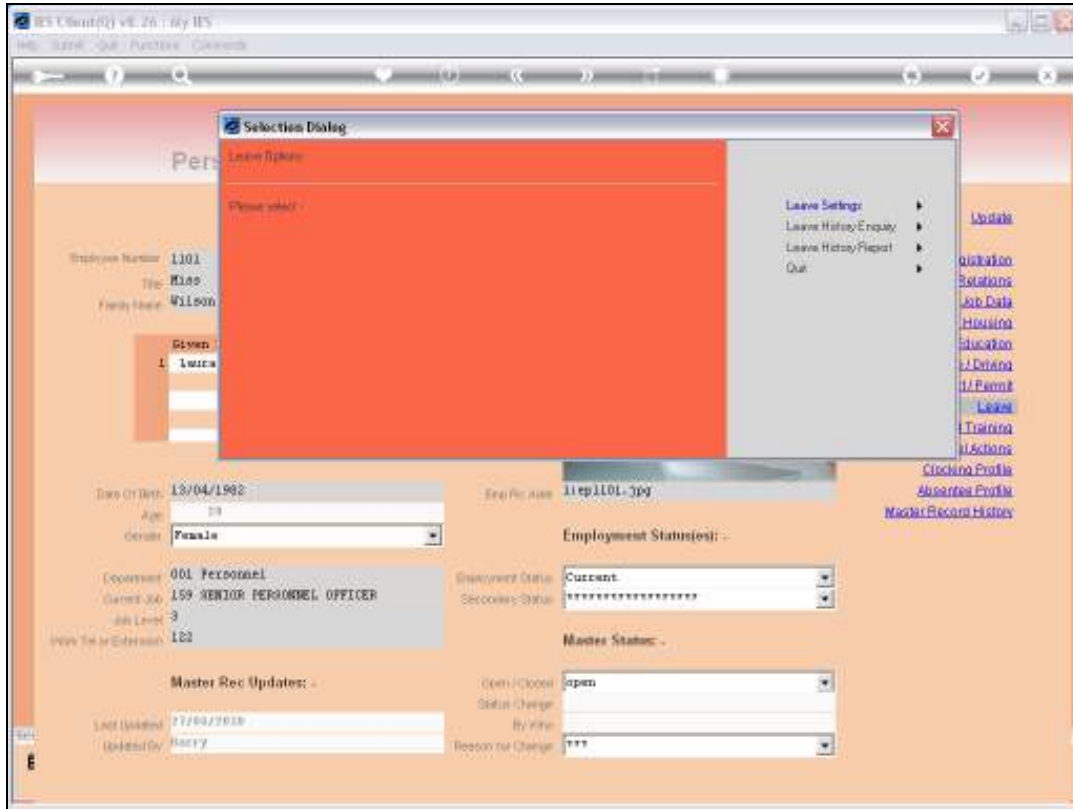
Slide 31
Slide notes:



Slide 32
Slide notes:



Slide 33
Slide notes:



Slide 34

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

Leave Data Enquiry

Employee Code: 1101 Miss Wilson

Given Names: 1 Laura

Gender: Female
Date Of Birth: 13/04/1962
Department: 001 Personnel
Current Job: 159 SENIOR PERSONNEL OFFICER
Leave Group: 6

Leave Balances:

Leave Type	Balance
1 Annual	15
2 Casual	0
3 Compassionate	0
4 In Lieu	0
5 Sick Leave	9
6 School Leave	0
7 Unpaid Leave	0

Leave History:

Date On	Date From	Date To	Type	Bal	Days	Done By	Remarks
02/04/2010	01/04/2010	01/04/2010	Annual	15	3	Peter	System Accrual
30/01/2010	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	9	1	Diana	Absent - auto deduct
12/01/2010	12/01/2010	12/01/2010	Sick Leave	10	6	Peter	System Accrual: Sick
12/01/2010	12/01/2010	12/01/2010	Annual	15	3	Peter	System Accrual
11/01/2010	11/01/2010	11/01/2010	Annual	12	1	Peter	Forfeit
12/10/2009	07/10/2009	07/10/2009	Sick Leave	4	1	Diana	Absent - auto deduct
04/09/2009	21/09/2009	21/09/2009	Annual	13	0	Diana	Planned
01/09/2009	01/09/2009	01/09/2009	Annual	13	3	Peter	System Accrual

Slide 35
Slide notes:

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Help Submit Quit Functions Comments

Leave Data Enquiry

Employee Code: 1101 Miss Wilson

Given Names: 1 Laura

Gender: Female
Date Of Birth: 13/04/1982
Department: 001 Personnel
Current Job: 159 SENIOR PERSONNEL OFFICER
Leave Group: 6

[View Leave](#)

Leave Balances:

Leave Type	Balance
1 Annual	15
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](#) [Leave Report](#) [Cancel Leave Line](#) [Sort by Date](#) [Sort by Type](#)

Leave History:

>>>	Date On		Date From	Date To	Type	Bal	Days	Done By	Remarks
1	02/04/2010	+	01/04/2010	01/04/2010	Annual	15	3	Peter	System Accrual
2	30/01/2010	-	31/12/2009	31/12/2009	Annual	12	3	Barry	Forfeit at 31/12/2009
3	18/01/2010	-	13/01/2010	13/01/2010	Sick Leave	9	1	Diana	Absent - auto deduct
4	12/01/2010	+	12/01/2010	12/01/2010	Sick Leave	10	6	Peter	System Accrual: Sick
5	12/01/2010	+	12/01/2010	12/01/2010	Annual	15	3	Peter	System Accrual
6	11/01/2010	-	11/01/2010	11/01/2010	Annual	12	1	Peter	Forfeit
7	12/10/2009	-	07/10/2009	07/10/2009	Sick Leave	4	1	Diana	Absent - auto deduct
8	04/09/2009	-	21/09/2009	21/09/2009	Annual	13	0	Diana	Planned
9	01/09/2009	+	01/09/2009	01/09/2009	Annual	13	3	Peter	System Accrual

Slide 36

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.

Employee Code: 1101 Miss Wilson

Given Names: 1 Laura

Gender: Female
Date Of Birth: 13/04/1962
Department: 001 Personnel
Current Job: 159 SENIOR PERSONNEL OFFICER
Leave Group: 6

Leave Balances:

Leave Type	Balance
1 Annual	15
2 Casual	0
3 Compassionate	0
4 In Lieu	0
5 Sick Leave	9
6 School Leave	0
7 Unpaid Leave	0

Leave History:

>>> Date On	Date From	Date To	Type	Bal	Days	Done By	Remarks
1 02/04/2010	+ 01/04/2010	01/04/2010	Annual	15	3	Peter	System Accrual
2 30/01/2010	- 31/12/2009	31/12/2009	Annual	12	3	Barry	Forfeit at 31/12/2009
3 18/01/2010	- 13/01/2010	13/01/2010	Sick Leave	9	1	Diana	Absent - auto deduct
4 12/01/2010	+ 12/01/2010	12/01/2010	Sick Leave	10	6	Peter	System Accrual: Sick
5 12/01/2010	+ 12/01/2010	12/01/2010	Annual	15	3	Peter	System Accrual
6 11/01/2010	- 11/01/2010	11/01/2010	Annual	12	1	Peter	Forfeit
7 12/10/2009	- 07/10/2009	07/10/2009	Sick Leave	4	1	Diana	Absent - auto deduct
8 04/09/2009	- 21/09/2009	21/09/2009	Annual	13	0	Diana	Planned
9 01/09/2009	+ 01/09/2009	01/09/2009	Annual	13	3	Peter	System Accrual

Slide 37
Slide notes:

Leave Data Enquiry

Employee Code: 1101 Miss: Wilson

Given Names: 1 Laura

Gender: Female
Date Of Birth: 13/04/1962
Department: 001 Personnel
Current Job: 159 SENIOR PERSONNEL OFFICER
Leave Group: 6

Leave Balances:

Leave Type	Balance
1 Annual	15
2 Casual	0
3 Compensatory	0
4	0
5	0
6	9
7	0
8	0

Leave History:

Date On	Date From	Date To	Type	Bal	Days	Done By	Remarks
02/04/2010	01/04/2010	01/04/2010	Annual	15	3	Peter	System Accrual
30/01/2010	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	9	1	Diana	Absent - auto deduct
12/01/2010	12/01/2010	12/01/2010	Sick Leave	10	6	Peter	System Accrual: Sick
12/01/2010	12/01/2010	12/01/2010	Annual	15	3	Peter	System Accrual
11/01/2010	11/01/2010	11/01/2010	Annual	12	1	Peter	Forfeit
12/10/2009	07/10/2009	07/10/2009	Sick Leave	4	1	Diana	Absent - auto deduct
04/09/2009	21/09/2009	21/09/2009	Annual	13	0	Diana	Planned
01/09/2009	01/09/2009	01/09/2009	Annual	13	3	Peter	System Accrual

Modal Dialog: IES Client - Leave Balances re-calculated and confirmed as displayed. [OK]

Slide 38
Slide notes:

Leave Data Enquiry

Employee Code: 1101 Miss Wilson

Given Names: 1 Laura

Gender: Female
 Date Of Birth: 13/04/1982
 Department: 001 Personnel
 Current Job: 159 SENIOR PERSONNEL OFFICER
 Leave Group: 6

Leave Balances:

Leave Type	Balance
1 Annual	15
2 Casual	0
3 Compassionate	0
4 In Lieu	0
5 Sick Leave	9
6 School Leave	0
7 Unpaid Leave	0

Leave History:

>>> Date On	Date From	Date To	Type	Bal	Days	Done By	Remarks
1 02/04/2010	+ 01/04/2010	01/04/2010	Annual	15	3	Peter	System Accrual
2 30/01/2010	- 31/12/2009	31/12/2009	Annual	12	3	Barry	Forfeit at 31/12/2009
3 18/01/2010	- 13/01/2010	13/01/2010	Sick Leave	9	1	Diana	Absent - auto deduct
4 12/01/2010	+ 12/01/2010	12/01/2010	Sick Leave	10	6	Peter	System Accrual: Sick
5 12/01/2010	+ 12/01/2010	12/01/2010	Annual	15	3	Peter	System Accrual
6 11/01/2010	- 11/01/2009	11/01/2010	Annual	12	1	Peter	Forfeit
7 12/10/2009	- 07/10/2009	07/10/2009	Sick Leave	4	1	Diana	Absent - auto deduct
8 04/09/2009	- 21/09/2009	21/09/2009	Annual	13	0	Diana	Planned
9 01/09/2009	+ 01/09/2009	01/09/2009	Annual	13	3	Peter	System Accrual

Slide 39

Slide notes: The History of Leave Taken can be sorted by Leave Type or by Date when recorded.

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 Help Submit Quit Functions Comments

Leave Data Enquiry

Employee Code: 1101 Miss Wilson

Given Names: 1 Laura

Gender: Female
 Date Of Birth: 13/04/1982
 Department: 001 Personnel
 Current Job: 159 SENIOR PERSONNEL OFFICER
 Leave Group: 6

Leave Balances: - [View Leave](#)

Leave Type	Balance
1 Annual	15
2 Casual	0
3 Compassionate	0
4 In Lieu	0
5 Sick Leave	9
6 School Leave	0
7 Unpaid Leave	0

[New](#) [Print](#) [Leave History](#) [Details](#) [Sort by Date](#)
[Leave Report](#) [Cancel Leave Line](#) [Sort by Time](#)

Leave History: -

>>>	Date On		Date From	Date To	Type	Bal	Days	Done By	Remarks
1	02/04/2010	+	01/04/2010	01/04/2010	Annual	15	3	Peter	System Accrual
2	30/01/2010	-	31/12/2009	31/12/2009	Annual	12	3	Peter	Forfeit at 31/12/2009
3	12/01/2010	+	12/01/2010	12/01/2010	Annual	15	3	Peter	System Accrual
4	11/01/2010	-	11/01/2010	11/01/2010	Annual	12	1	Peter	Forfeit
5	04/09/2009	-	21/09/2009	21/09/2009	Annual	13	0	Diana	Planned
6	01/09/2009	+	01/09/2009	01/09/2009	Annual	13	3	Peter	System Accrual
7	02/07/2009	+	02/07/2009	02/07/2009	Annual	10	3	Peter	System Accrual
8	19/06/2009	-	27/06/2009	27/06/2009	Annual	7	1	Diana	leave Taken
9	06/04/2009	+	06/04/2009	06/04/2009	Annual	8	3	Peter	System Accrual

Slide 40

Slide notes: Now all the Annual type Leave Transactions are grouped together.

IES Client[Q] v8.26 : My IES

Help Submit Quit Functions Commands

Leave Data Enquiry

Employee Code: 1101 Miss Wilson

Given Names: 1 Laura

Gender: Female
 Date Of Birth: 13/04/1962
 Department: 001 Personnel
 Current Job: 159 SENIOR PERSONNEL OFFICER
 Leave Group: 6

[View Leave](#)

Leave Balances:

Leave Type	Balance
1 Annual	15
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	02/04/2010	+	01/04/2010	01/04/2010	Annual	15	3	Peter	System Accrual
2	30/01/2010	-	31/12/2009	31/12/2009	Annual	12	3	Barry	Forfeit at 31/12/2009
3	12/01/2010	+	12/01/2010	12/01/2010	Annual	15	3	Peter	System Accrual
4	11/01/2010	-	11/01/2010	11/01/2010	Annual	12	1	Peter	Forfeit
5	04/09/2009	-	21/09/2009	21/09/2009	Annual	13	0	Diana	Planned
6	01/09/2009	+	01/09/2009	01/09/2009	Annual	13	3	Peter	System Accrual
7	02/07/2009	+	02/07/2009	02/07/2009	Annual	10	3	Peter	System Accrual
8	19/06/2009	-	27/06/2009	27/06/2009	Annual	7	1	Diana	leave Taken
9	06/04/2009	+	06/04/2009	06/04/2009	Annual	8	3	Peter	System Accrual

Slide 41
 Slide notes:

Leave Data Enquiry

Employee Code: 1101 Miss Wilson

Given Names: 1 Laura

Gender: Female
Date Of Birth: 13/04/1962
Department: 001 Personnel
Current Job: 159 SENIOR PERSONNEL OFFICER
Leave Group: 6

Leave Balances:

Leave Type	Balance
1 Annual	15
2 Casual	0
3 Compassionate	0
4 In Lieu	0
5 Sick Leave	9
6 School Leave	0
7 Unpaid Leave	0

Leave History:

>>> Date On	Date From	Date To	Type	Bal	Days	Done By	Remarks
1 02/04/2010	+ 01/04/2010	01/04/2010	Annual	15	3	Peter	System Accrual
2 30/01/2010	- 31/12/2009	31/12/2009	Annual	12	3	Barry	Forfeit at 31/12/2009
3 18/01/2010	- 13/01/2010	13/01/2010	Sick Leave	9	1	Diana	Absent - auto deduct
4 12/01/2010	+ 12/01/2010	12/01/2010	Annual	15	3	Peter	System Accrual
5 12/01/2010	+ 12/01/2010	12/01/2010	Sick Leave	10	6	Peter	System Accrual: Sick
6 11/01/2010	- 11/01/2010	11/01/2010	Annual	12	1	Peter	Forfeit
7 12/10/2009	- 07/10/2009	07/10/2009	Sick Leave	4	1	Diana	Absent - auto deduct
8 04/09/2009	- 21/09/2009	21/09/2009	Annual	13	0	Diana	Planned
9 01/09/2009	+ 01/09/2009	01/09/2009	Annual	13	3	Peter	System Accrual

Slide 42

Slide notes: And now it is back in date sequence again.

Leave Data Enquiry

Employee Code: 1101 Miss Wilson

Given Names: 1 Wilson

Gender: Female
Date Of Birth: 13/04/1982
Department: 001 Personnel
Current Job: 159 SENIOR PERSONNEL
Leave Group: 6

Leave Balances:

Leave Type	Balance
1 Annual	15
2 Casual	0
3 Compensatory	0
	0
	0
	0

Leave History:

Date On	Date From	Date To	Type	Bal	Days	Done By	Remarks
02/04/2010	01/04/2010	01/04/2010	Annual	15	3	Peter	System Accrual
30/01/2010	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	9	1	Diana	Absent - auto deduct
12/01/2010	12/01/2010	12/01/2010	Annual	15	3	Peter	System Accrual
12/01/2010	12/01/2010	12/01/2010	Sick Leave	10	6	Peter	System Accrual: Sick
11/01/2010	11/01/2010	11/01/2010	Annual	12	1	Peter	Forfeit
12/10/2009	07/10/2009	07/10/2009	Sick Leave	4	1	Diana	Absent - auto deduct
04/09/2009	21/09/2009	21/09/2009	Annual	13	0	Diana	Planned
01/09/2009	01/09/2009	01/09/2009	Annual	13	3	Peter	System Accrual

Dialog Box: IES Client
To cancel a leave transaction line, please dbl-click on the line where the leave is to be cancelled.
OK

Slide 43

Slide notes: It is possible to cancel a Leave Transaction here, but it cannot be removed and the history will be clearly shown.

Leave Data Enquiry

Employee Code: 1101 Miss Wilson

Given Names: 1 Laura

Gender: Female
 Date Of Birth: 13/04/1982
 Department: 001 Personnel
 Current Job: 159 SENIOR PERSONNEL OFFICER
 Leave Group: 6

Leave Balances:

Leave Type	Balance
1 Annual	15
2 Casual	0
3 Compassionate	0
4 In Lieu	0
5 Sick Leave	9
6 School Leave	0
7 Unpaid Leave	0

Leave History:

>>> Date On	Date From	Date To	Type	Bal	Days	Done By	Remarks
1 02/04/2010	+ 01/04/2010	01/04/2010	Annual	15	3	Peter	System Accrual
2 30/01/2010	- 31/12/2009	31/12/2009	Annual	12	3	Barry	Forfeit at 31/12/2009
3 18/01/2010	- 13/01/2010	13/01/2010	Sick Leave	9	1	Diana	Absent - auto deduct
4 12/01/2010	+ 12/01/2010	12/01/2010	Annual	15	3	Peter	System Accrual
5 12/01/2010	+ 12/01/2010	12/01/2010	Sick Leave	10	6	Peter	System Accrual: Sick
6 11/01/2010	- 11/01/2010	11/01/2010	Annual	12	1	Peter	Forfeit
7 12/10/2009	- 07/10/2009	07/10/2009	Sick Leave	4	1	Diana	Absent - auto deduct
8 04/09/2009	- 21/09/2009	21/09/2009	Annual	13	0	Diana	Planned
9 01/09/2009	+ 01/09/2009	01/09/2009	Annual	13	3	Peter	System Accrual

Slide 44

Slide notes: We can also view the Leave Taken with management indicators.

record key: 1101
Name: Wilson Lova

>>>	Leave Date	Type	Shift	SickCert	Clocking/As	Unplanned	WorkDay	Day	Shift Cycle	Holiday	RestDay
1	05/11/2008	ANNUAL	A	n	n	n	y	wednesday	3	n	n
2	04/11/2008	ANNUAL	A	n	n	n	y	tuesday	2	n	n
3	03/02/2008	ANNUAL	A	n	n	n	y	sunday	3	n	n
4	03/11/2007	ANNUAL	A	n	n	n	y	saturday	7	n	n
5	02/11/2007	ANNUAL	A	n	n	n	y	friday	6	n	n
6	01/11/2007	ANNUAL	A	n	n	n	y	thursday	5	n	n
7	31/10/2007	ANNUAL	A	n	n	n	n	wednesday	4	n	y
8	30/10/2007	ANNUAL	A	n	n	n	y	tuesday	3	n	n
9	29/10/2007	ANNUAL	A	n	n	n	y	monday	2	n	n
10	28/10/2007	ANNUAL	A	n	n	n	y	sunday	1	n	n
11	15/08/2007	SICK LEAVE	A	n	n	n	y	wednesday	11	n	n

Slide 45

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

record key: 1101
Name: Wilson Lova

>>>	Leave Date	Type	Shift	SickCert	Clocking/A	Unplanned	WorkDay	Day	Shift Cycle	Holiday	RestDay
1	05/11/2008	ANNUAL	A	n	n	n	y	wednesday	3	n	n
2	04/11/2008	ANNUAL	A	n	n	n	y	tuesday	2	n	n
3	03/02/2008	ANNUAL	A	n	n	n	y	sunday	3	n	n
4	03/11/2007	ANNUAL	A	n	n	n	y	saturday	7	n	n
5	02/11/2007	ANNUAL	A	n	n	n	y	friday	6	n	n
6	01/11/2007	ANNUAL	A	n	n	n	y	thursday	5	n	n
7	31/10/2007	ANNUAL	A	n	n	n	n	wednesday	4	n	y
8	30/10/2007	ANNUAL	A	n	n	n	y	tuesday	3	n	n
9	29/10/2007	ANNUAL	A	n	n	n	y	monday	2	n	n
10	28/10/2007	ANNUAL	A	n	n	n	y	sunday	1	n	n
11	15/08/2007	SICK LEAVE	A	n	n	n	y	wednesday	11	n	n

Slide 46
Slide notes:

IES Client[Q] v8.26 : My IES

Help Submit Quit Functions Comments

Leave Data Enquiry

Employee Code: 1101 Miss Wilson

Given Names: 1 Laura

Gender: Female
 Date Of Birth: 13/04/1962
 Department: 001 Personnel
 Current Job: 159 SENIOR PERSONNEL OFFICER
 Leave Group: 6

[View Leave](#)

Leave Balances:

Leave Type	Balance
1 Annual	15
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	02/04/2010	+	01/04/2010	01/04/2010	Annual	15	3	Peter	System Accrual
2	30/01/2010	-	31/12/2009	31/12/2009	Annual	12	3	Barry	Forfeit at 31/12/2009
3	18/01/2010	-	13/01/2010	13/01/2010	Sick Leave	9	1	Diana	Absent - auto deduct
4	12/01/2010	+	12/01/2010	12/01/2010	Annual	15	3	Peter	System Accrual
5	12/01/2010	+	12/01/2010	12/01/2010	Sick Leave	10	6	Peter	System Accrual: Sick
6	11/01/2010	-	11/01/2010	11/01/2010	Annual	12	1	Peter	Forfeit
7	12/10/2009	-	07/10/2009	07/10/2009	Sick Leave	4	1	Diana	Absent - auto deduct
8	04/09/2009	-	21/09/2009	21/09/2009	Annual	13	0	Diana	Planned
9	01/09/2009	+	01/09/2009	01/09/2009	Annual	13	3	Peter	System Accrual

Slide 47
 Slide notes:

IES Client[Q] v8.26 : My IES

Help Submit Quit Functions Commands

Leave Data Enquiry

Employee Code: 1101 Miss Wilson

Given Names: 1 Laura

Gender: Female
 Date Of Birth: 13/04/1962
 Department: 001 Personnel
 Current Job: 159 SENIOR PERSONNEL OFFICER
 Leave Group: 6

[View Leave](#)

Leave Balances:

Leave Type	Balance
1 Annual	15
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	02/04/2010	+	01/04/2010	01/04/2010	Annual	15	3	Peter	System Accrual
2	30/01/2010	-	31/12/2009	31/12/2009	Annual	12	3	Barry	Forfeit at 31/12/2009
3	18/01/2010	-	13/01/2010	13/01/2010	Sick Leave	9	1	Diana	Absent - auto deduct
4	12/01/2010	+	12/01/2010	12/01/2010	Annual	15	3	Peter	System Accrual
5	12/01/2010	+	12/01/2010	12/01/2010	Sick Leave	10	6	Peter	System Accrual: Sick
6	11/01/2010	-	11/01/2010	11/01/2010	Annual	12	1	Peter	Forfeit
7	12/10/2009	-	07/10/2009	07/10/2009	Sick Leave	4	1	Diana	Absent - auto deduct
8	04/09/2009	-	21/09/2009	21/09/2009	Annual	13	0	Diana	Planned
9	01/09/2009	+	01/09/2009	01/09/2009	Annual	13	3	Peter	System Accrual

Slide 48
 Slide notes:

IES Client[Q] v8.26 : My IES

Help Submit Quit Functions Commands

Leave Data Enquiry

Employee Code: 1101 Miss Wilson

Given Names: 1 Laura

Gender: Female
 Date Of Birth: 13/04/1982
 Department: 001 Personnel
 Current Job: 159 SENIOR PERSONNEL OFFICER
 Leave Group: 6

Leave Balances: - [View Leave](#)

Leave Type	Balance
1 Annual	15
2 Casual	0
3 Compassionate	0
4 In Lieu	0
5 Sick Leave	9
6 School Leave	0
7 Unpaid Leave	0

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

Leave History: -

>>>	Date On		Date From	Date To	Type	Bal	Days	Done By	Remarks
1	02/04/2010	+	01/04/2010	01/04/2010	Annual	15	3	Peter	System Accrual
2	30/01/2010	-	31/12/2009	31/12/2009	Annual	12	3	Barry	Forfeit at 31/12/2009
3	18/01/2010	-	13/01/2010	13/01/2010	Sick Leave	9	1	Diana	Absent - auto deduct
4	12/01/2010	+	12/01/2010	12/01/2010	Annual	15	3	Peter	System Accrual
5	12/01/2010	+	12/01/2010	12/01/2010	Sick Leave	10	6	Peter	System Accrual: Sick
6	11/01/2010	-	11/01/2010	11/01/2010	Annual	12	1	Peter	Forfeit
7	12/10/2009	-	07/10/2009	07/10/2009	Sick Leave	4	1	Diana	Absent - auto deduct
8	04/09/2009	-	21/09/2009	21/09/2009	Annual	13	0	Diana	Planned
9	01/09/2009	+	01/09/2009	01/09/2009	Annual	13	3	Peter	System Accrual

Slide 49

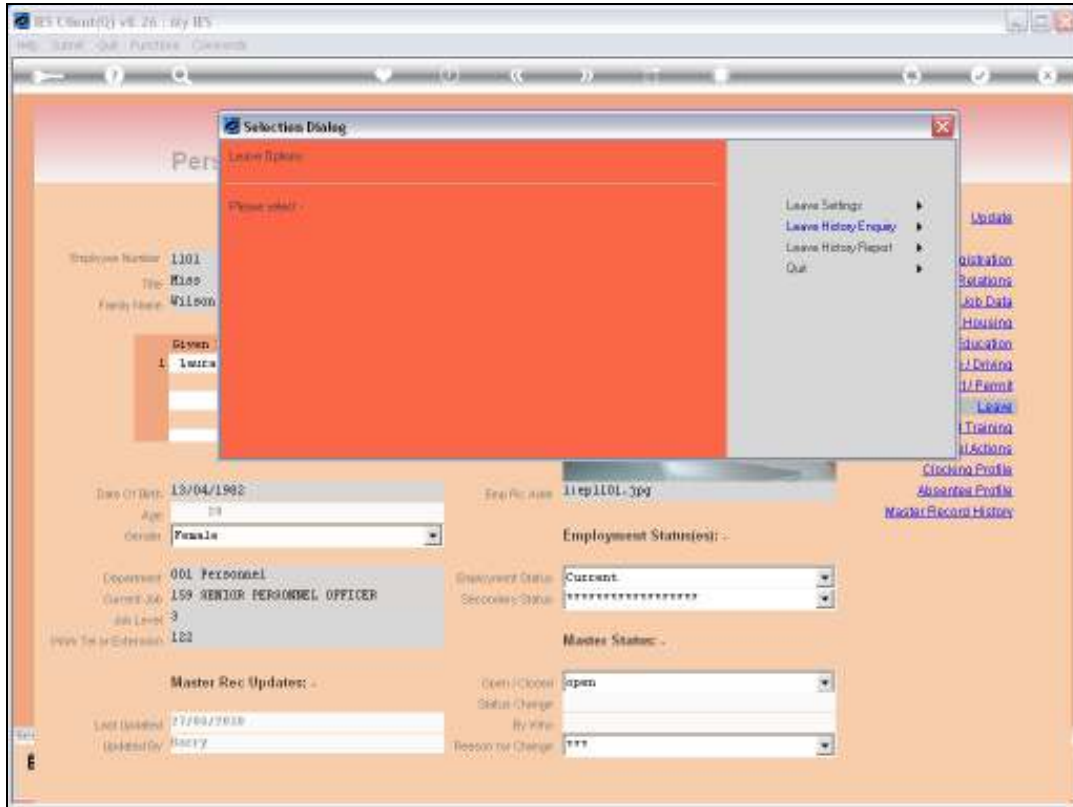
Slide notes: The 'Leave Report' option will produce a Report of the Leave History for this Employee.



Slide 50
Slide notes:

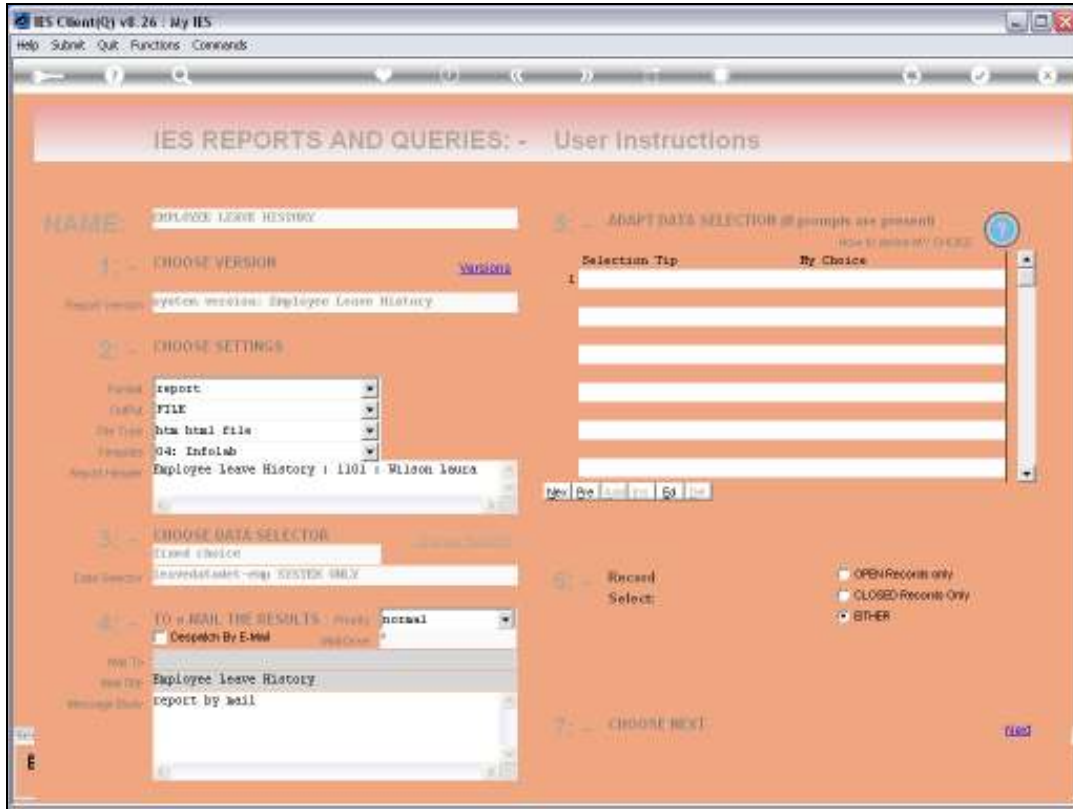


Slide 51
Slide notes:

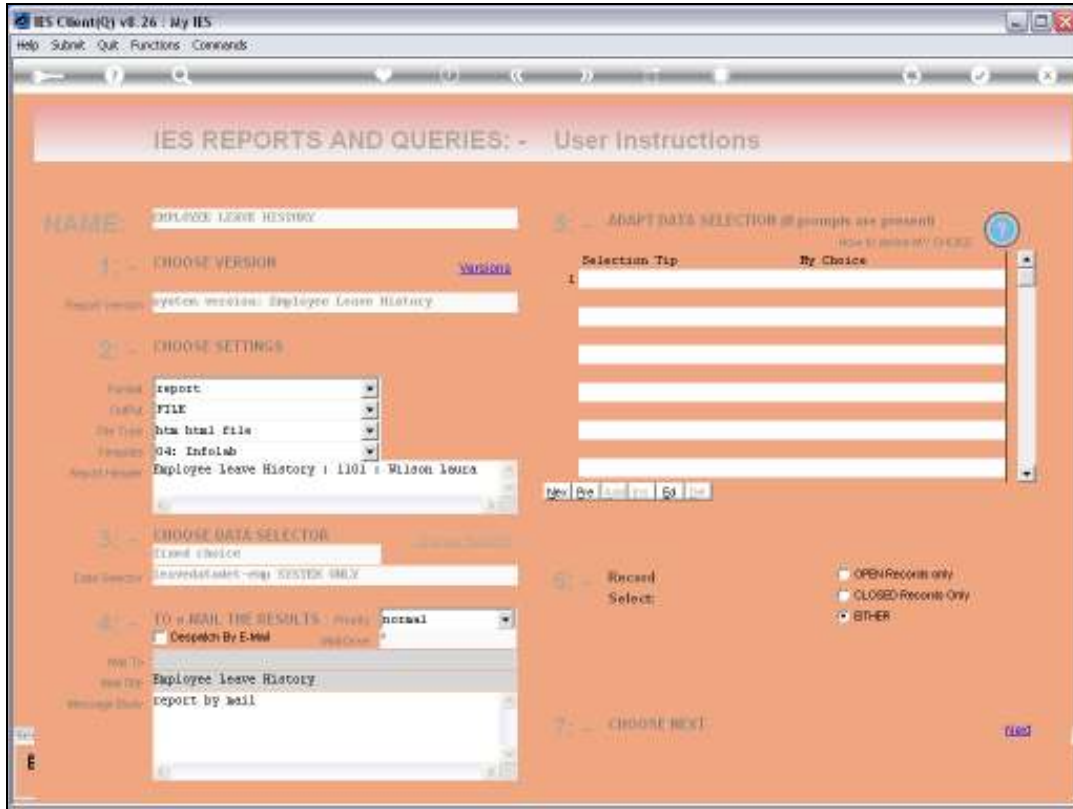


Slide 52

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



Slide 53
Slide notes:



Slide 54
Slide notes:

20:20:27 27 APR 2010 page 1

Employee Leave History : 1101 : Wilson Istra

Leave Date	Type	Shift	SickCarc.	Clocking	Unplanned	WorkDay	Day	Shift Cycle	Holiday	BestDay
05/11/2008	ANNULAR	A	n	n	n	y	wednesday	3	n	n
04/11/2008	ANNULAR	A	n	n	n	y	tuesday	2	n	n
03/02/2008	ANNULAR	A	n	n	n	y	sunday	3	n	n
03/11/2007	ANNULAR	A	n	n	n	y	saturday	7	n	n
02/11/2007	ANNULAR	A	n	n	n	y	friday	6	n	n
01/11/2007	ANNULAR	A	n	n	n	y	thursday	5	n	n
31/10/2007	ANNULAR	A	n	n	n	n	wednesday	4	n	y
30/10/2007	ANNULAR	A	n	n	n	y	tuesday	3	n	n
29/10/2007	ANNULAR	A	n	n	n	y	monday	2	n	n
28/10/2007	ANNULAR	A	n	n	n	y	sunday	1	n	n
15/08/2007	SICK LEAVE	A	n	n	n	y	wednesday	11	n	n

1 record(s) listed

Slide 55

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