



Slide 1

Slide notes: We may perform Leave Transactions from the 'Leave Events' menu.

The screenshot displays a web browser window titled "IES Client v8.27: My IES". The browser's address bar and navigation buttons are visible at the top. The main content area features a blue header with the text "Leave Transaction". Below the header, the form contains several input fields and buttons:

- Done By:
- Date Done:
- Employee:
- Leave Action:
- Leave Type:
- Prev Balance:
- New Balance:
- Date From:
- Date To:
- No-Of Days:
- Remarks:

Below these fields are two blue buttons: [Leave Enquiry](#) and [Update](#). At the bottom of the form, there are two more input fields:

- Date Employed:
- Leave Group:

The browser's status bar at the bottom left shows "Sec" and a small icon.

Slide 2

Slide notes: We start a Leave Transaction by selecting an Employee. This we can do by stating the Employee Number or by applying any of the available intuitive lookups.

The screenshot shows a web browser window titled "IES Client v8.27 : My IES". The browser's address bar and navigation buttons are visible at the top. The main content area displays a "Leave Transaction" form with a blue header. The form contains the following fields and controls:

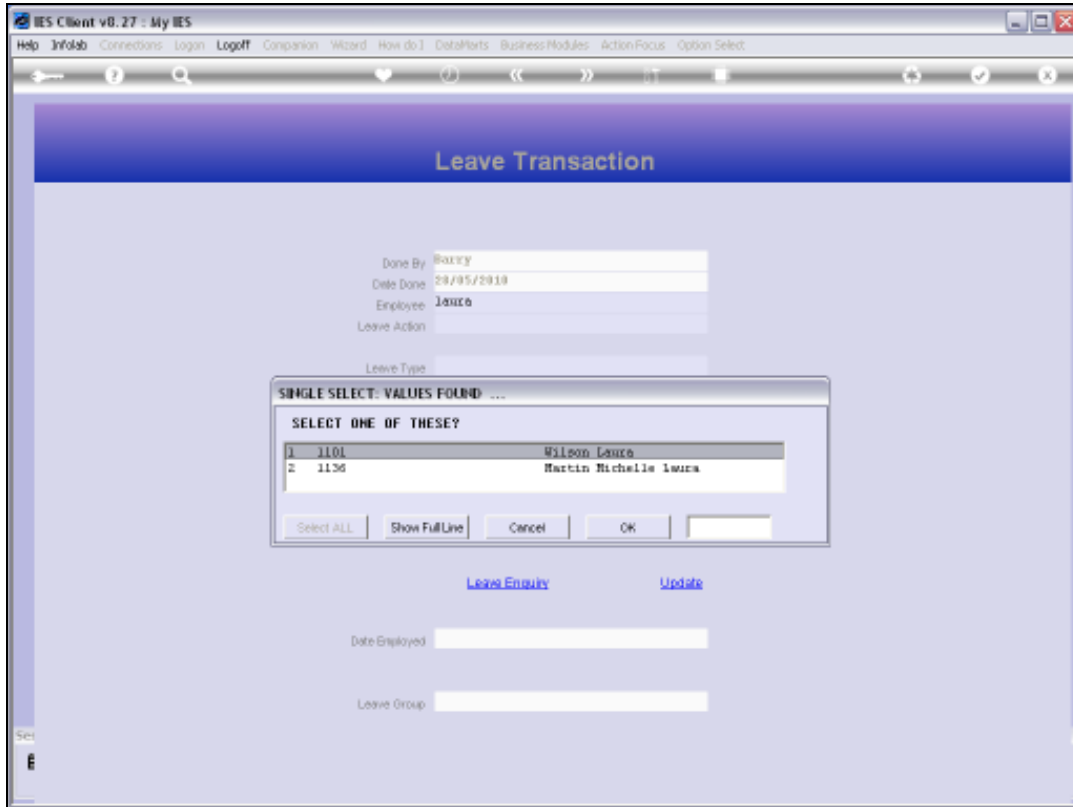
- Done By:
- Date Done:
- Employee:
- Leave Action:
- Leave Type:
- Prev Balance:
- New Balance:
- Date From:
- Date To:
- No Of Days:
- Remarks:
- Buttons: [Leave Enquiry](#) and
- Date Employed:
- Leave Group:

Slide 3
Slide notes:

The screenshot shows a web browser window titled "IES Client v8.27 : My IES". The browser's address bar is empty, and the page title is "Leave Transaction". The form contains the following fields and values:

Done By	ROXBY
Date Done	29/05/2010
Employee	Jaura
Leave Action	
Leave Type	
Prev Balance	
New Balance	
Date From	
Date To	
No-Of Days	
Remarks	
Leave Enquiry Update	
Date Employed	
Leave Group	

Slide 4
Slide notes:



Slide 5
Slide notes:

The screenshot shows a web browser window titled "IES Client v8.27 : My IES". The browser's address bar and navigation buttons are visible. The main content area displays a "Leave Transaction" form. The form has a blue header bar with the title "Leave Transaction". Below the header, the form contains several input fields and buttons. The fields are arranged in a vertical list, with some having pre-filled values. The buttons "Leave Enquiry" and "Update" are positioned between the "Remarks" and "Date Employed" fields. The "Date Employed" and "Leave Group" fields are at the bottom of the form.

Done By	RAJEEV
Date Done	29/05/2010
Employee	Jaura
Leave Action	
Leave Type	
Prev Balance	
New Balance	
Date From	
Date To	
No-Of Days	
Remarks	
Leave Enquiry Update	
Date Employed	
Leave Group	

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Slide notes:

IES Client v8.27 : My IES

Help InfoLab Connections Login Logoff Companion Wizard How do I DataParts Business Modules ActionFocus Option Select

Leave Transaction

Done By: RAEY
Date Done: 29/05/2010
Employee: 1101 Louisa Wilson
Leave Action:
Leave Type:

SINGLE SELECT: LEAVE ACTIONS

SELECT A LEAVE ACTION

1	Leave Taken
2	Leave Entitlement

Select ALL Show FullLine Cancel OK

[Leave Enquiry](#) [Update](#)

Date Employed: 19/10/2004
Leave Group: PSG

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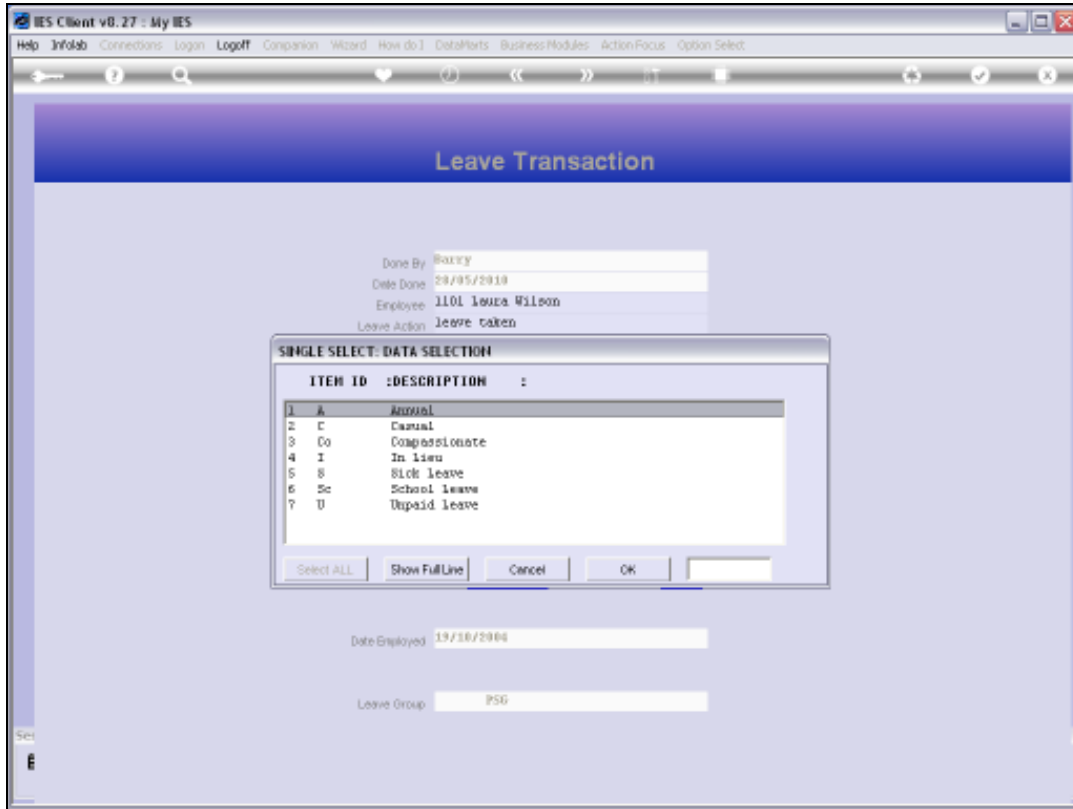
Slide notes: We are prompted to select a 'Leave Taken' or a 'Leave Entitlement' transaction. 'Leave Taken' is used when the Employee has gone on Leave or will do so, whereas Entitlement creates a Leave Credit for future use.

IES Client v8.27 : My IES
Help Submit Quit Functions Commands

Leave Transaction

Done By: RAXXY
Date Done: 29/05/2010
Employee: 1101 Laura Wilson
Leave Action:
Leave Type:
Prev Balance:
New Balance:
Date From:
Date To:
No-Of Days:
Remarks:
[Leave Enquiry](#) [Update](#)
Date Employed: 19/10/2004
Leave Group: PSG

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Slide notes:



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Slide notes: Next, we select the Leave Type.

IES Client v8.27 : My IES
Help Submit Quit Functions Commands

Leave Transaction

Done By: RAXXY
Date Done: 29/05/2010
Employee: 1101 Laura Wilson
Leave Action: leave taken

Leave Type:
Prev Balance:
New Balance:

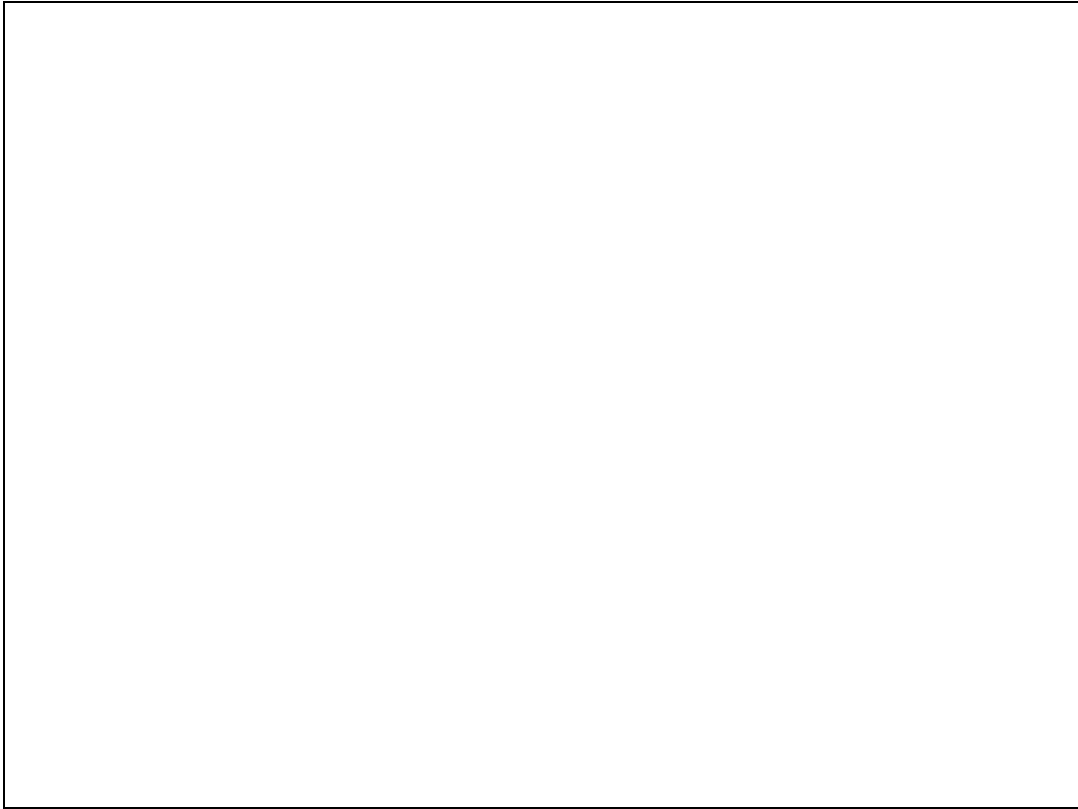
Date From:
Date To:
No-Of Days:
Remarks:

[Leave Enquiry](#) [Update](#)

Date Employed: 19/10/2004
Leave Group: PSG

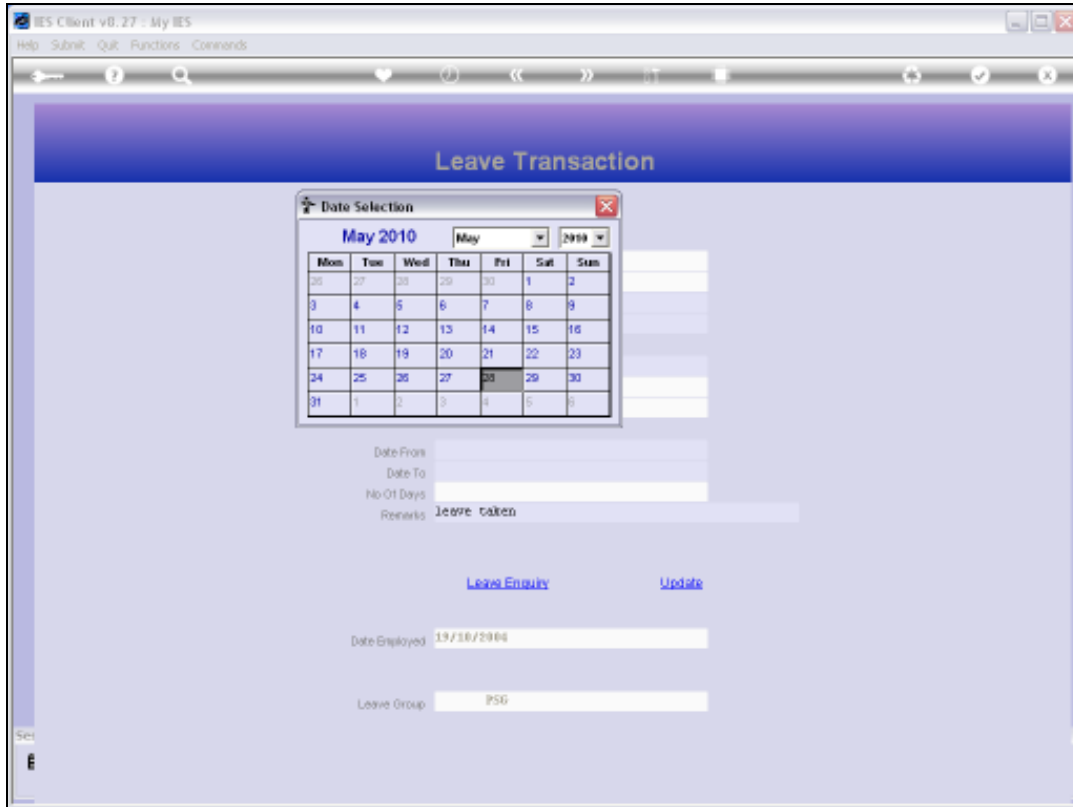
Slide 10

Slide notes:



Slide 11

Slide notes: And then we select the Leave Start and End dates.



Slide 12

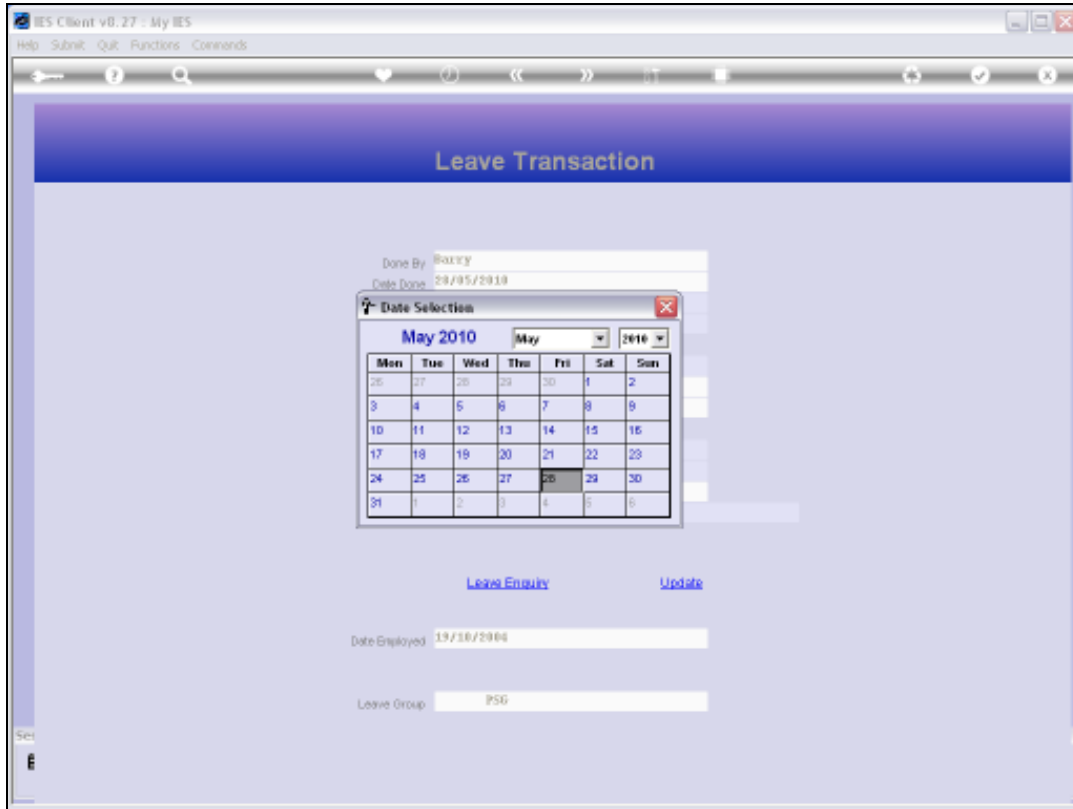
Slide notes:

The screenshot shows a web browser window titled 'IES Client v8.27 : My IES'. The browser's address bar is empty, and the page title is 'Leave Transaction'. The form contains the following fields and values:

Done By	ROSEY
Date Done	29/05/2010
Employee	1101 Laura Wilson
Leave Action	leave taken
Leave Type	Annual
Prev Balance	15
New Balance	
Date From	31/05/2010
Date To	
No-Of Days	
Remarks	leave taken
Leave Enquiry Update	
Date Employed	19/10/2004
Leave Group	PSG

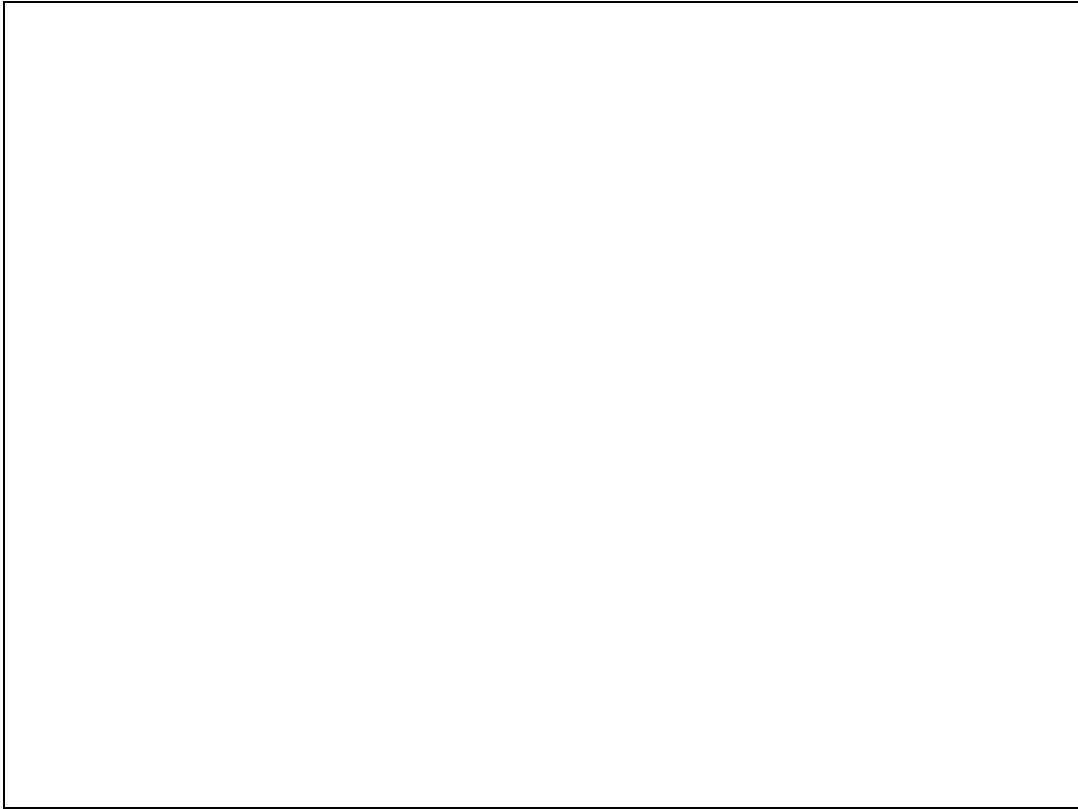
Slide 13

Slide notes:



Slide 14

Slide notes:



Slide 15

Slide notes:

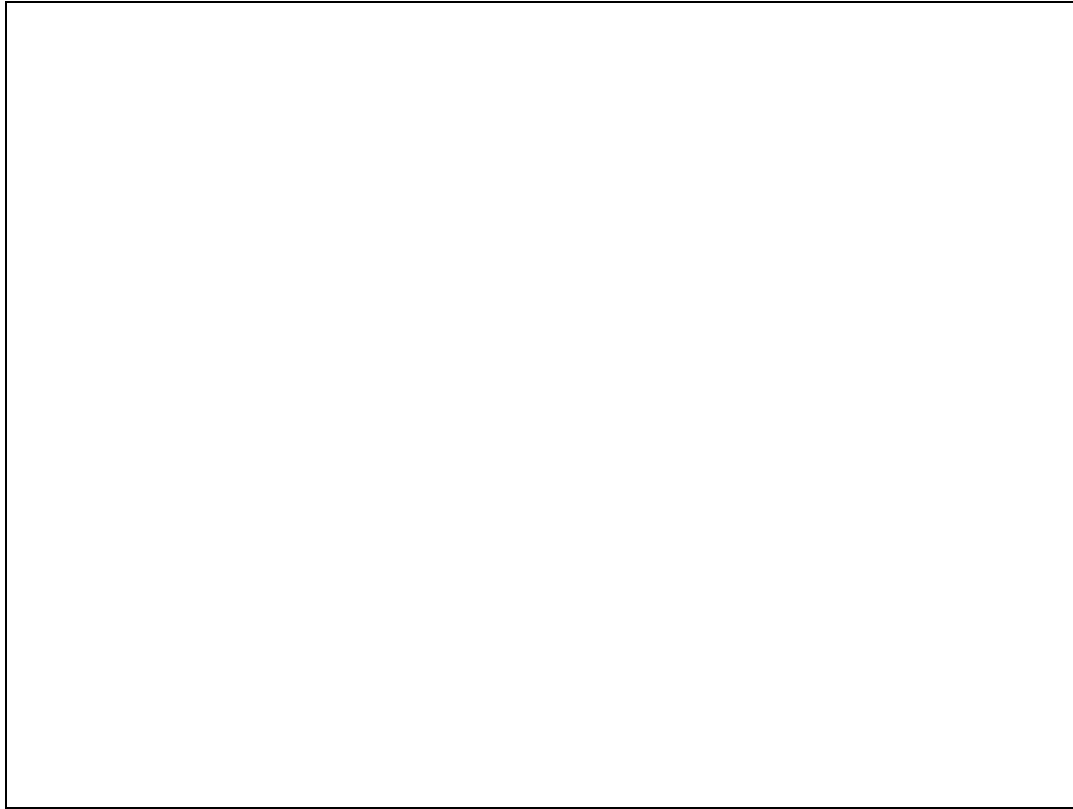
The screenshot shows a web browser window titled "IES Client v8.27 : My IES". The browser's address bar is empty, and the page title is "Leave Transaction". The form contains the following fields and values:

Done By	ROSEY
Date Done	29/05/2010
Employee	1101 Laura Wilson
Leave Action	leave taken
Leave Type	Annual
Prev Balance	15
New Balance	
Date From	31/05/2010
Date To	02/06/2010
No Of Days	
Remarks	leave taken

Below the form, there are two buttons: [Leave Enquiry](#) and [Update](#). At the bottom of the form, there are two more fields: "Date Employed" with the value "19/10/2004" and "Leave Group" with the value "PSG".

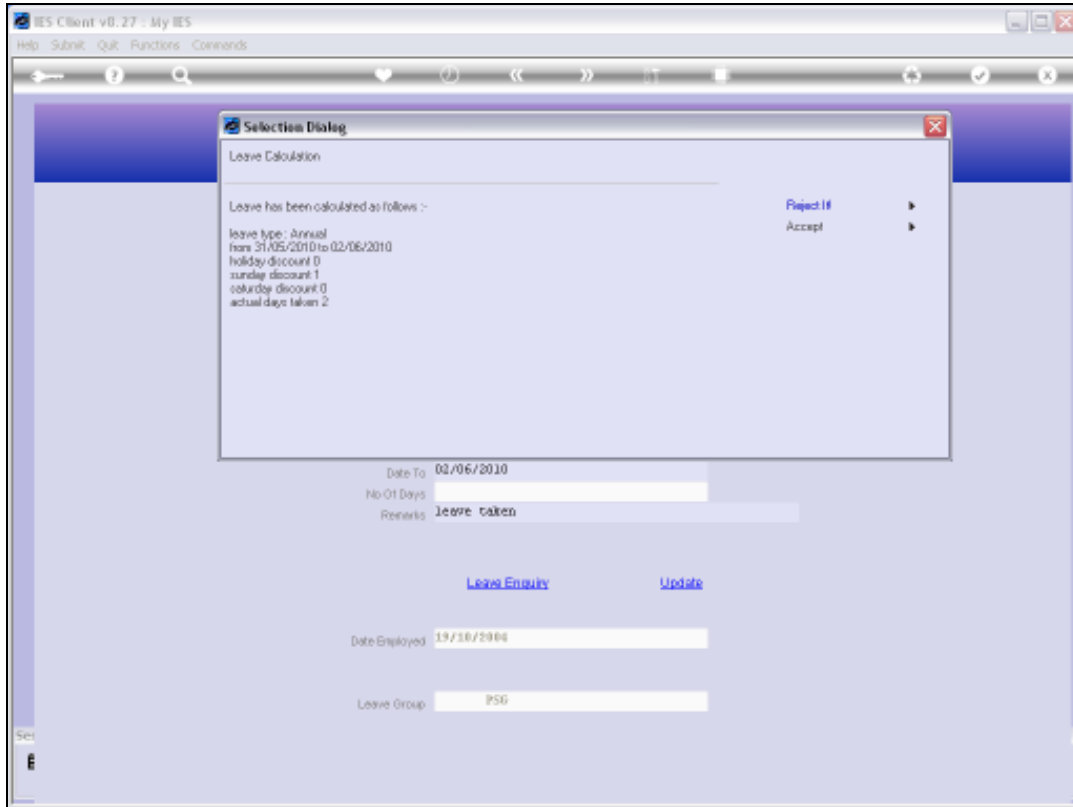
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Slide notes:



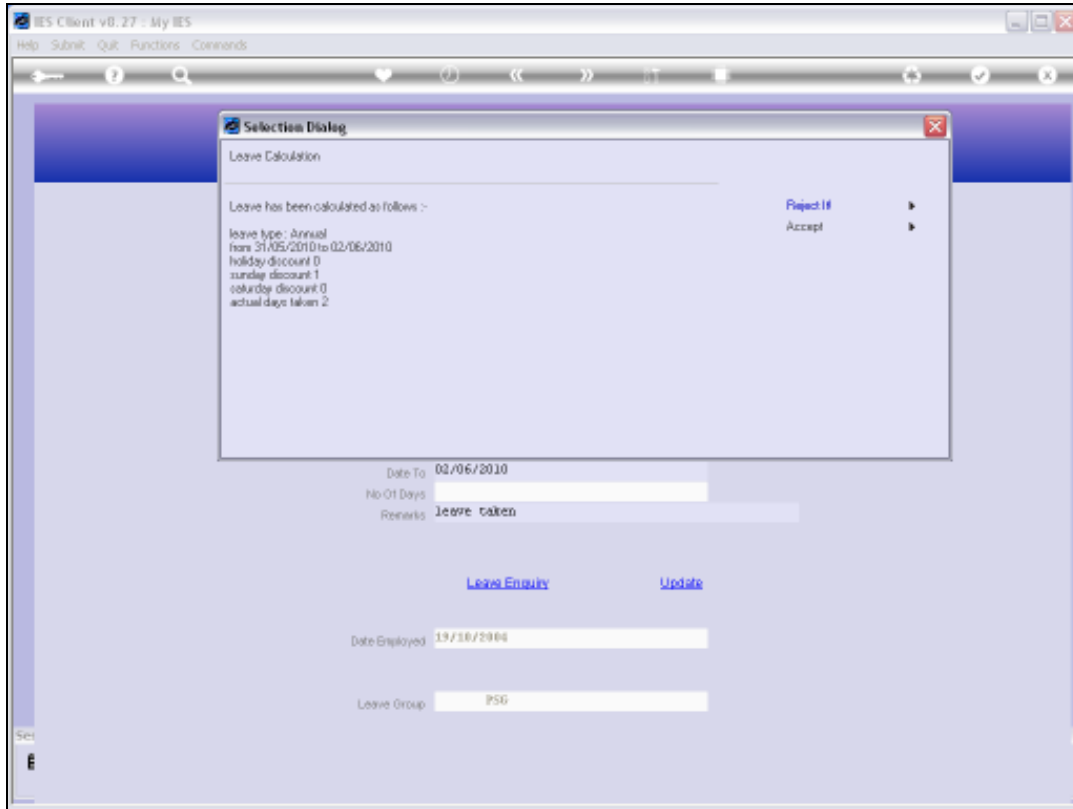
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Slide notes: The system now gives us a summary of how the Leave is calculated, recognizing Saturdays and Sundays, Public Holidays, the Employee Shift cycle or Week Type, etc. We may inspect the result and accept or reject it.



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Slide notes:



Slide 19
Slide notes:

IES Client v8.27 : My IES
Help Submit Quit Functions Commands

Leave Transaction

Done By: RAXXY
Date Done: 29/05/2010
Employee: 1101 Laura Wilson
Leave Action: leave taken

Leave Type: Annual
Prev Balance: 15
New Balance: 13

Date From: 31/05/2010
Date To: 02/06/2010
No-Of-Days: 2
Remarks: leave taken

[Leave Enquiry](#) [Update](#)

Date Employed: 19/10/2004

Leave Group: PSG

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Slide notes: We may also change the remark inserted by the system.

The screenshot shows a web browser window titled "IES Client v8.27: My IES". The browser's address bar is empty, and the page title is "Leave Transaction". The form contains the following fields and controls:

- Done By:
- Date Done:
- Employee:
- Leave Action:
- Leave Type:
- Prev Balance:
- New Balance:
- Date From:
- Date To:
- No-Of Days:
- Remarks:
- Buttons: [Leave Enquiry](#) and
- Date Employed:
- Leave Group:

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Slide notes:

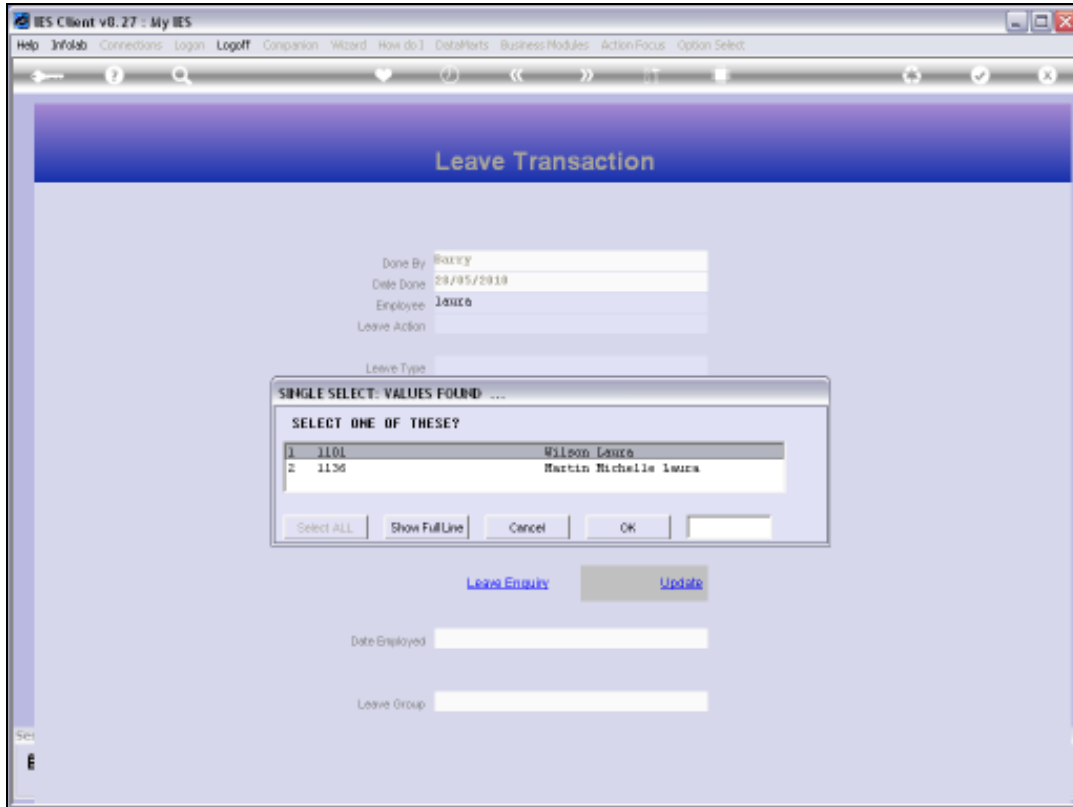
The screenshot shows a web browser window titled "IES Client v8.27 : My IES". The browser address bar is empty. The main content area has a blue header with the text "Leave Transaction". Below the header is a form with the following fields and values:

Done By	ROSEY
Date Done	29/05/2010
Employee	Jaura
Leave Action	
Leave Type	
Prev Balance	
New Balance	
Date From	
Date To	
No-Of Days	
Remarks	

Below the form are two buttons: "Leave Enquiry" (a blue link) and "Update" (a grey button). At the bottom of the form, there are two more fields: "Date Employed" and "Leave Group", both of which are empty.

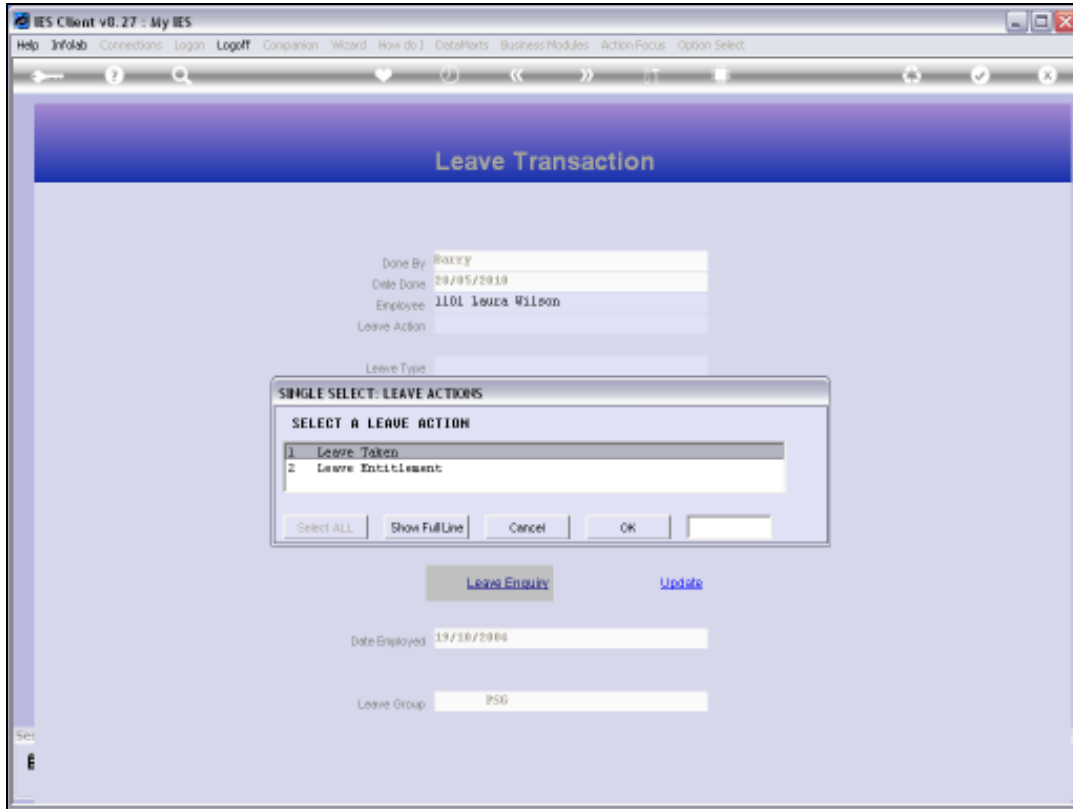
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Slide notes: We can perform a Leave Enquiry from the transaction screen, but for this we should select the Employee record first.

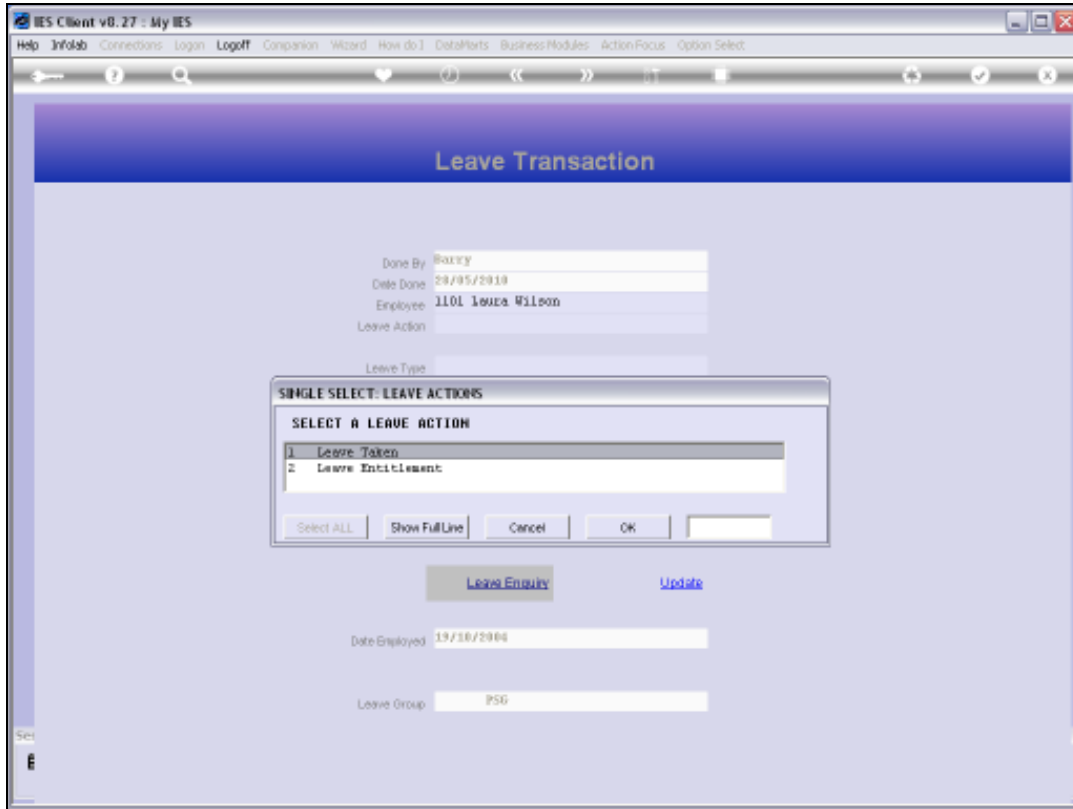


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Slide notes:



Slide 24
Slide notes:



Slide 25
Slide notes:

IES Client v8.27 : My IES
Help Submit Quit Functions Commands

Leave Transaction

Done By: RAXEY
Date Done: 28/05/2010
Employee: 1101 Laura Wilson
Leave Action:
Leave Type:
Prev Balance:
New Balance:
Date From:
Date To:
No-Of Days:
Remarks:
[Leave Enquiry](#) [Update](#)
Date Employed: 19/10/2004
Leave Group: PSG

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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: 096 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	-	31/05/2010	02/06/2010	Annual	13	2 Barry	leave taken
2	02/04/2010	+	01/04/2010	01/04/2010	Annual	15	3 Peter	system accrual
3	30/01/2010	-	31/12/2009	31/12/2009	Annual	12	3 Barry	Forfeit at 31/12/2009
4	18/01/2010	-	13/01/2010	13/01/2010	Sick Leave	9	1 Diana	absent - auto deduct
5	12/01/2010	+	12/01/2010	12/01/2010	Sick Leave	10	6 Peter	system accrual: sick
6	12/01/2010	+	12/01/2010	12/01/2010	Annual	15	3 Peter	system accrual
7	11/01/2010	-	11/01/2010	11/01/2010	Annual	12	1 Peter	forfeit
8	12/10/2009	-	07/10/2009	07/10/2009	Sick Leave	4	1 Diana	absent - auto deduct
9	04/09/2009	-	21/09/2009	21/09/2009	Annual	13	0 Diana	Company Holiday

Slide 27

Slide notes: And right at the top of this enquiry of leave transactions for the Employee, we can see the Leave Transaction we have just performed, and its impact on the Employee Leave Balances.

The screenshot shows a web browser window titled "IES Client v8.27 : My IES". The browser's address bar is empty, and the page title is "Leave Transaction". The form contains the following fields and values:

Done By	RAJY
Date Done	29/05/2010
Employee	1101 Laura Wilson
Leave Action	
Leave Type	
Prev Balance	
New Balance	
Date From	
Date To	
No-Of Days	
Remarks	
Leave Enquiry Update	
Date Employed	19/10/2004
Leave Group	PSG

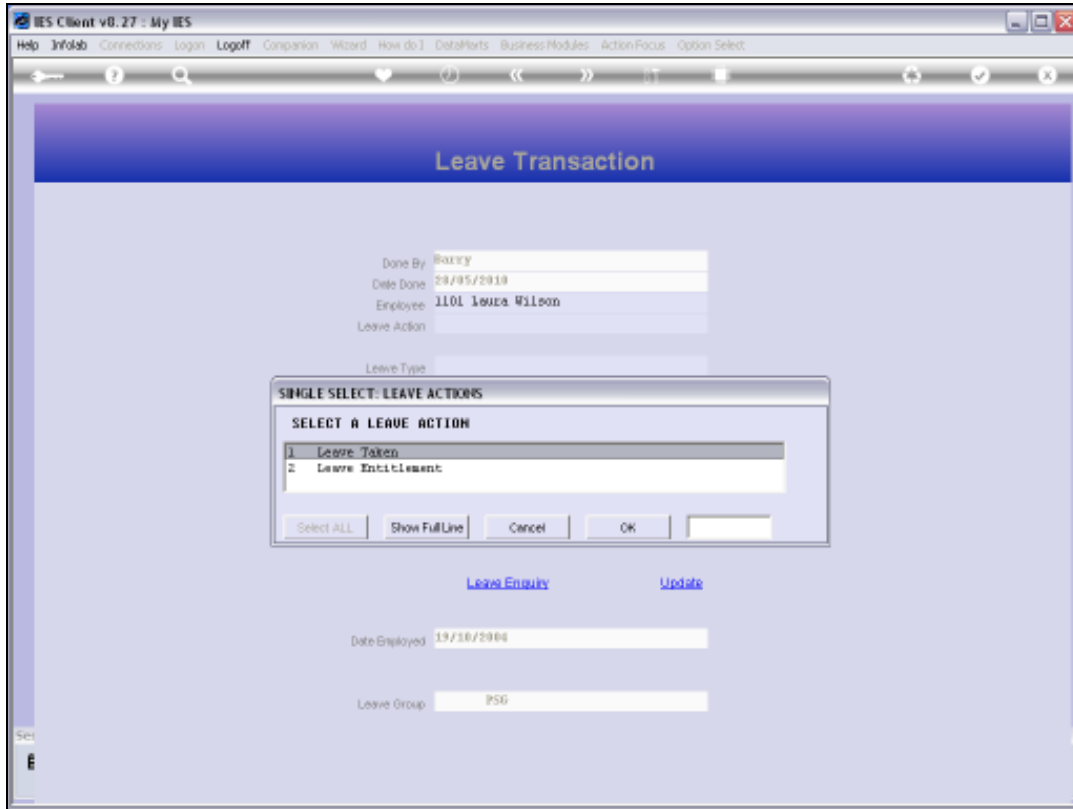
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Slide notes:

The screenshot shows a web browser window titled "IES Client v8.27 : My IES". The browser's address bar and navigation buttons are visible. The main content area displays a "Leave Transaction" form. The form has a blue header bar with the title "Leave Transaction". Below the header, the form contains several input fields and buttons. The fields are: "Done By" with the value "ROXEY", "Date Done" with the value "29/05/2010", "Employee" with the value "1101 Laura Wilson", "Leave Action" (empty), "Leave Type" (empty), "Prev Balance" (empty), "New Balance" (empty), "Date From" (empty), "Date To" (empty), "No-Of Days" (empty), "Remarks" (empty), "Date Employed" with the value "19/10/2004", and "Leave Group" with the value "PSG". There are two buttons: "Leave Enquiry" and "Update".

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Slide notes: So we will now also perform a Leave Entitlement, i.e. a Leave Credit Transaction, to see how it's done.



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Slide notes:

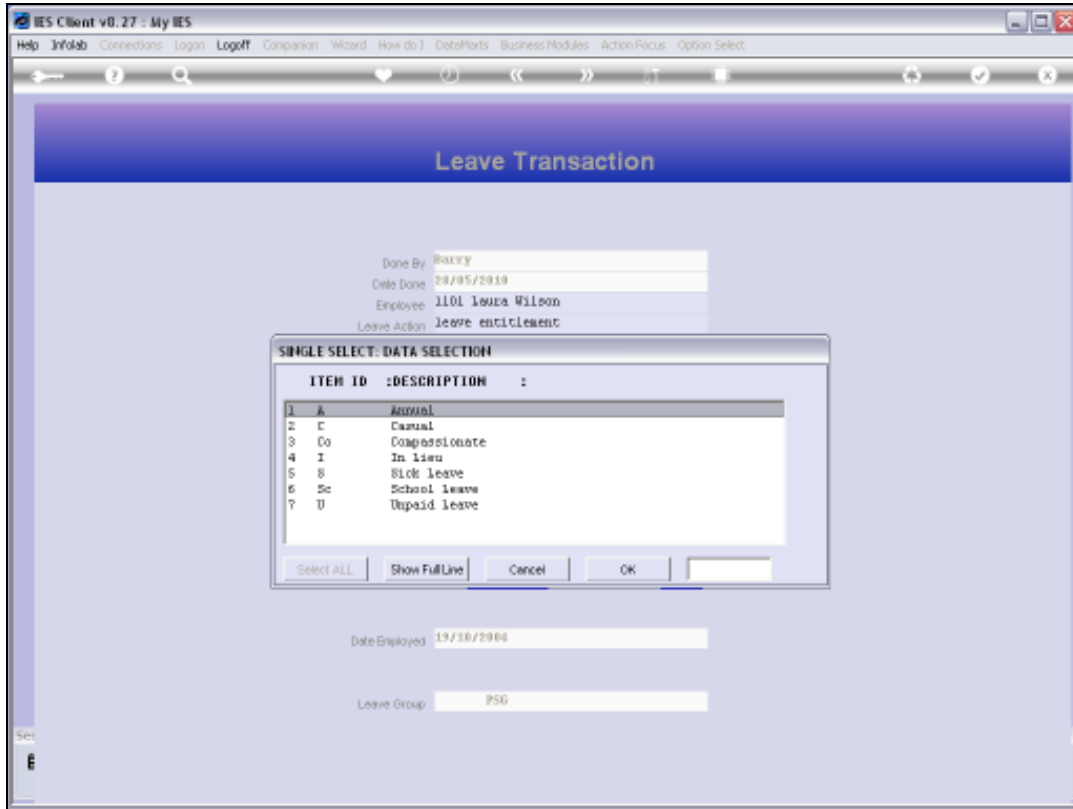
IES Client v8.27 : My IES
Help Submit Quit Functions Commands

Leave Transaction

Done By: RAXXY
Date Done: 29/05/2010
Employee: 1101 Laura Wilson
Leave Action: 2
Leave Type:
Prev Balance:
New Balance:
Date From:
Date To:
No-Of Days:
Remarks:
[Leave Enquiry](#) [Update](#)
Date Employed: 19/10/2004
Leave Group: PSG

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Slide notes:



Slide 32

Slide notes:

IES Client v8.27 : My IES
Help Submit Quit Functions Commands

Leave Transaction

Done By: RAXXY
Date Done: 29/05/2010
Employee: 1101 Laura Wilson
Leave Action: leave entitlement
Leave Type: b
Prev Balance:
New Balance:
Date From:
Date To:
No-Of Days:
Remarks:
[Leave Enquiry](#) [Update](#)
Date Employed: 19/10/2004
Leave Group: PSG

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Slide notes:

IES Client v8.27 : My IES
Help Submit Quit Functions Commands

Leave Transaction

Done By:
Date Done:
Employee:
Leave Action:
Leave Type:
Prev Balance:
New Balance:
Date From:
Date To:
No Of Days:
Remarks:
[Leave Enquiry](#) [Update](#)
Date Employed:
Leave Group:

Slide 34

Slide notes: In this case, there is no need to Select a Date From and To, since we are not recording Leave Taken, but only a Leave Credit or Accrual.

The screenshot shows a web browser window titled "IES Client v8.27 : My IES". The browser's address bar is empty, and the page title is "Leave Transaction". The form contains the following fields and controls:

- Done By:
- Date Done:
- Employee:
- Leave Action:
- Leave Type:
- Prev Balance:
- New Balance:
- Date From:
- Date To:
- No-Of Days:
- Remarks:
- Buttons: [Leave Enquiry](#) and
- Date Employed:
- Leave Group:

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Slide notes:

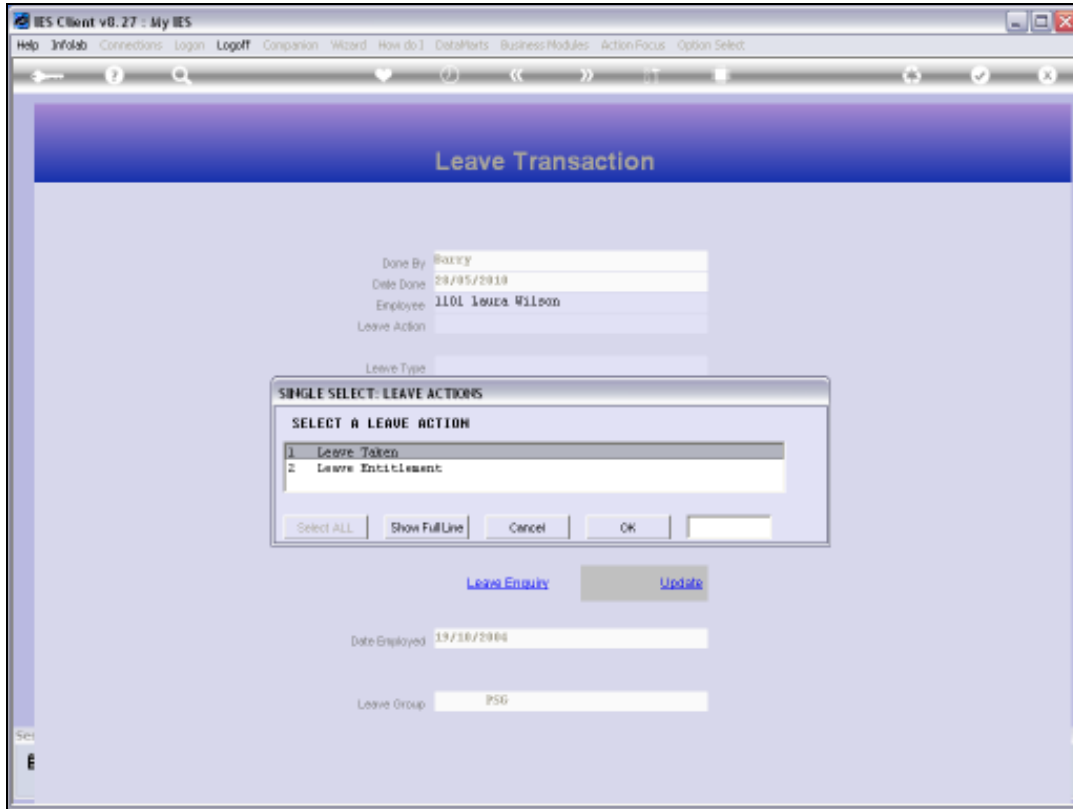
IES Client v8.27 : My IES
Help Submit Quit Functions Commands

Leave Transaction

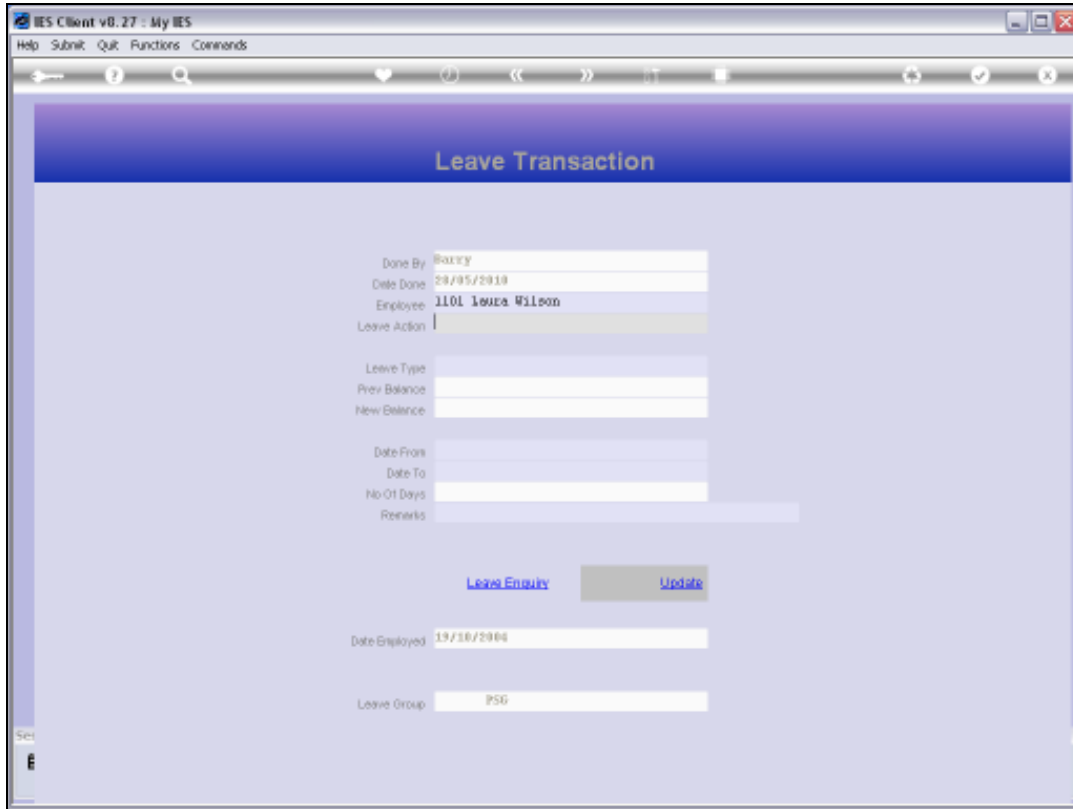
Done By: RAXEY
Date Done: 29/05/2010
Employee: 1101 Laura Wilson
Leave Action:
Leave Type:
Prev Balance:
New Balance:
Date From:
Date To:
No-Of Days:
Remarks:
[Leave Enquiry](#)
Date Employed: 19/10/2004
Leave Group: PSG

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Slide notes:



Slide 37
Slide notes:



Slide 38

Slide notes: Let's have a look at the Employee Leave Enquiry again, to see the result of what we have done.

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: 096 Personnel
 Current Job: 031 Personnel Officer
 Leave Group: PSG

Leave Balances: - [View Leave](#)

Leave Type	Balance
1 Annual	18
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	Annual	18	5 Barry	entitlement
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 39

Slide notes: And from the previous balance of 13 days leave available, plus the new accrual of 5 days, we now see a balance of 18 days.

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: 096 Personnel

Current Job: 031 Personnel Officer

Leave Group: PSG

Leave Balances: - [View Leave](#)

Leave Type	Balance
1 Annual	18
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	Annual	18	5	Barry	entitlement
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	-	15/01/2010	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

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 Slide notes:

IES Client v8.27 : My IES

Help Submit Quit Functions Commands

Leave Data Enquiry

Employee Code: 1101 Miss Wilson

Given Names: 1 Laura

Gender: Female
 Date Of Birth: 01/04/1978
 Department: 096 Personnel
 Current Job: 031 Personnel Officer
 Leave Group: PSG

Leave Balances: - [View Leave](#)

Leave Type	Balance
1 Annual	18
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	Annual	18	5	Barry	entitlement
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	-	15/01/2010	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

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Slide notes:

IES Client v8.27 : My IES

Help Submit Quit Functions Commands

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: PSG

Leave Balances: - [View Leave](#)

Leave Type	Balance
1 Annual	18
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	Annual	18	5	Barry	entitlement
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 42

Slide notes: Leave Accruals can of course be done automatically by the system, but when there is a need for manual intervention, then this is how we do it.