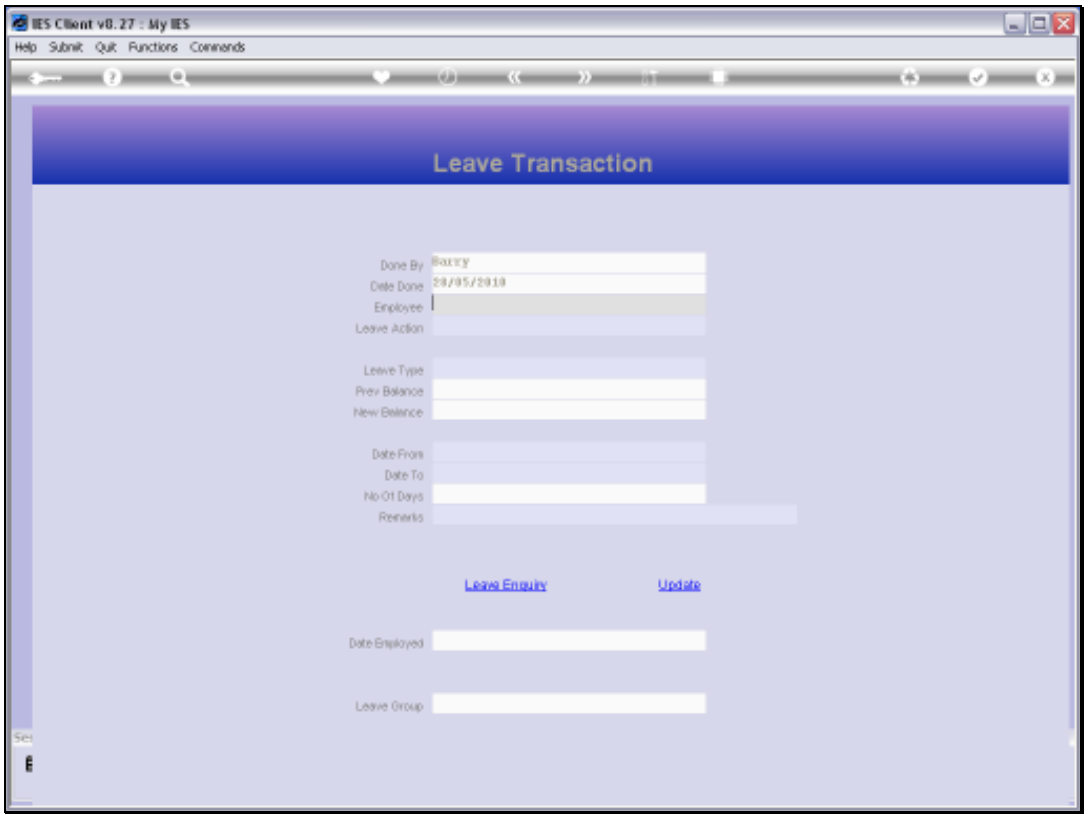
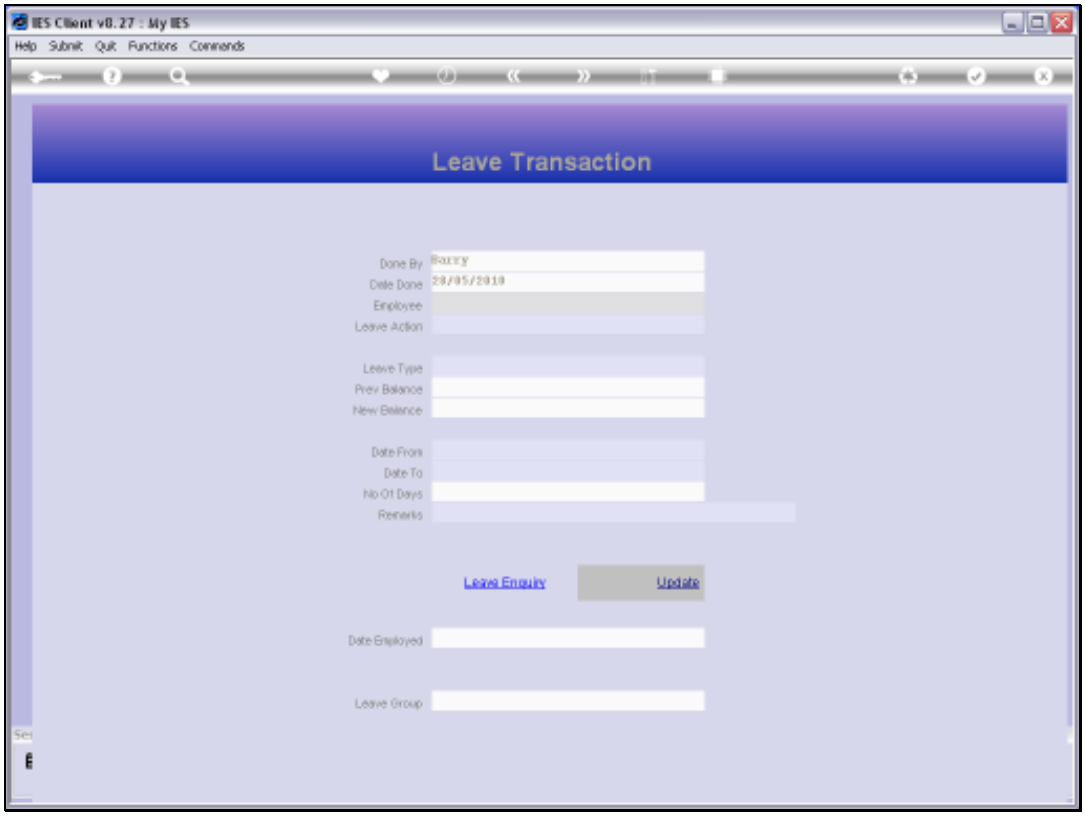
Slide 1

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

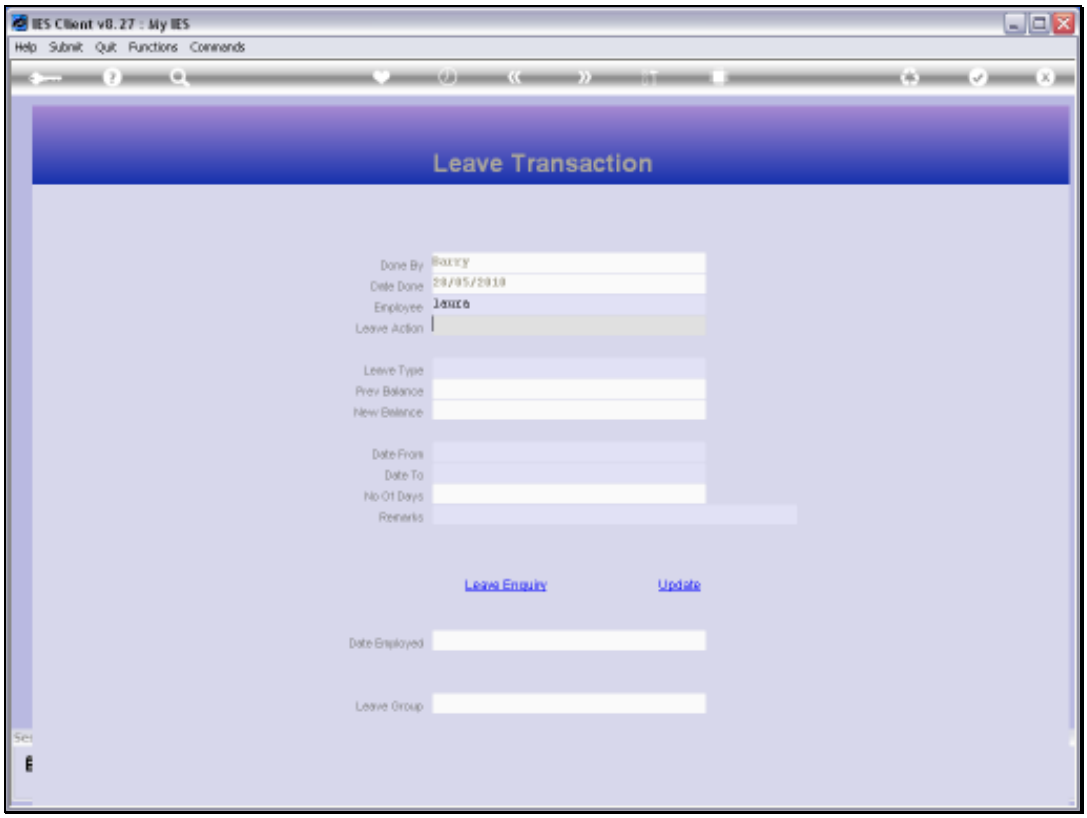


Slide 2

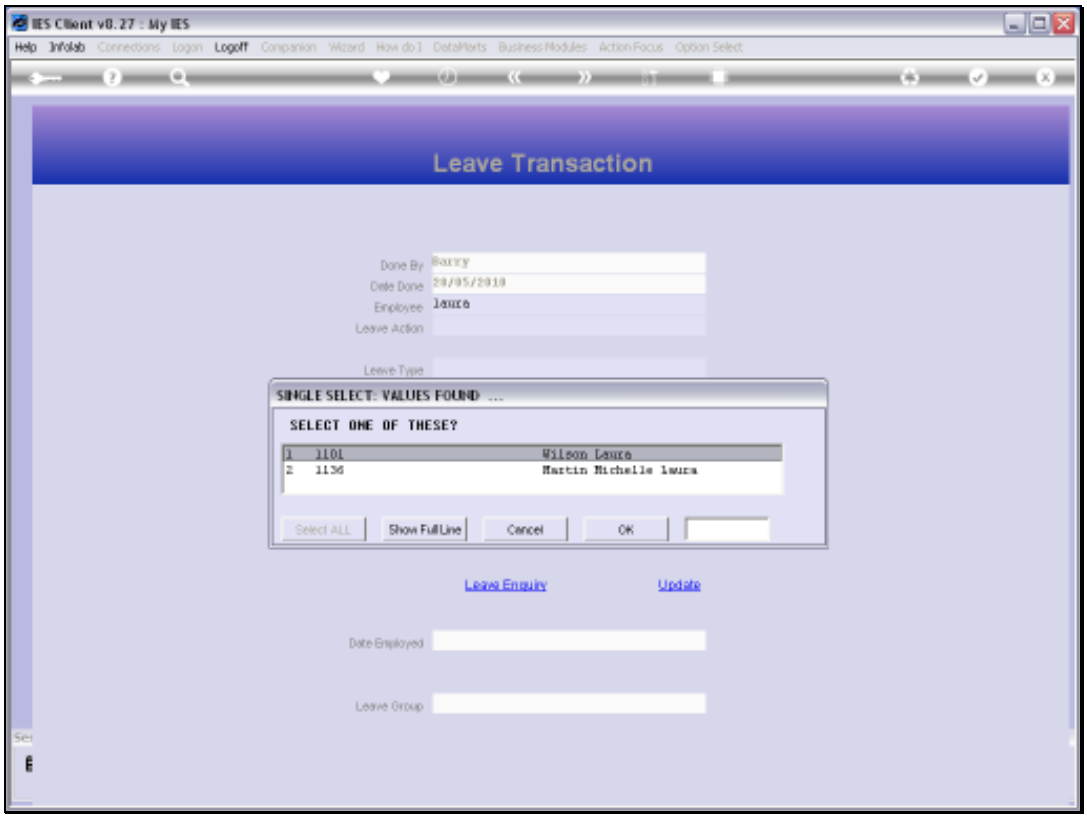
Slide notes: We start a Leave Transaction by selecting an Employee. This we can do by stating the Employee Number or by applying any of the available intuitive lookups.



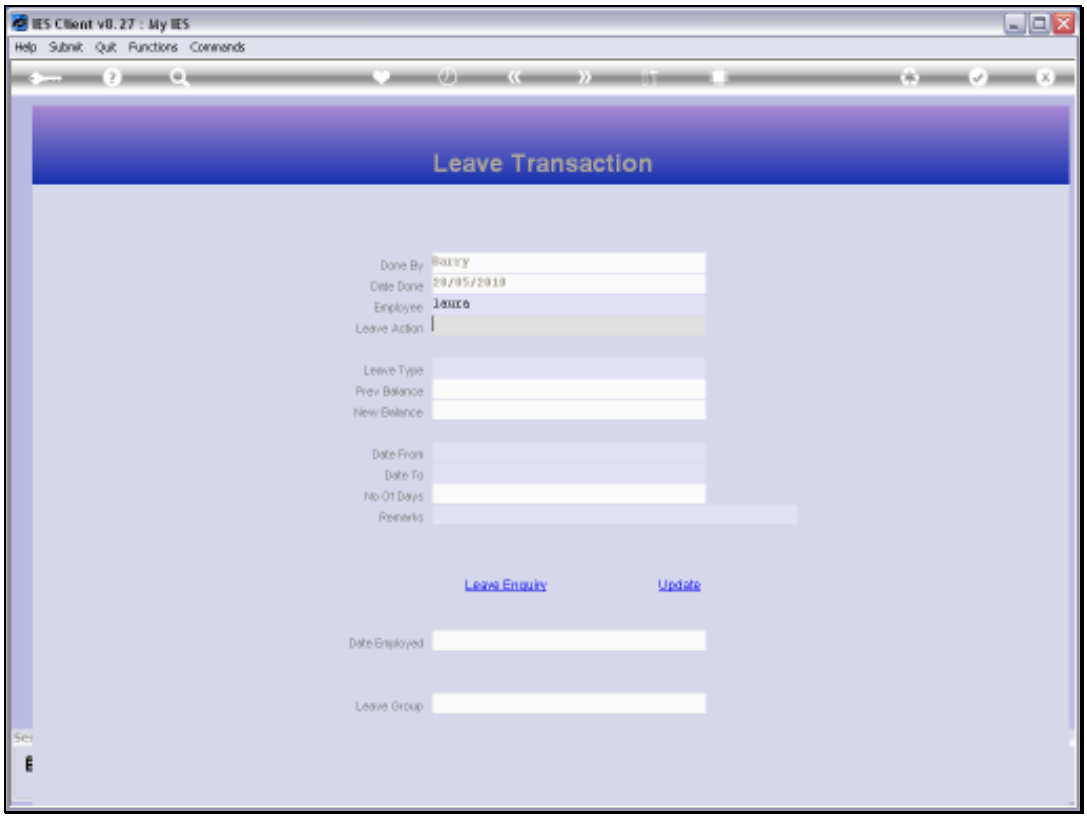
Slide 3
Slide notes:



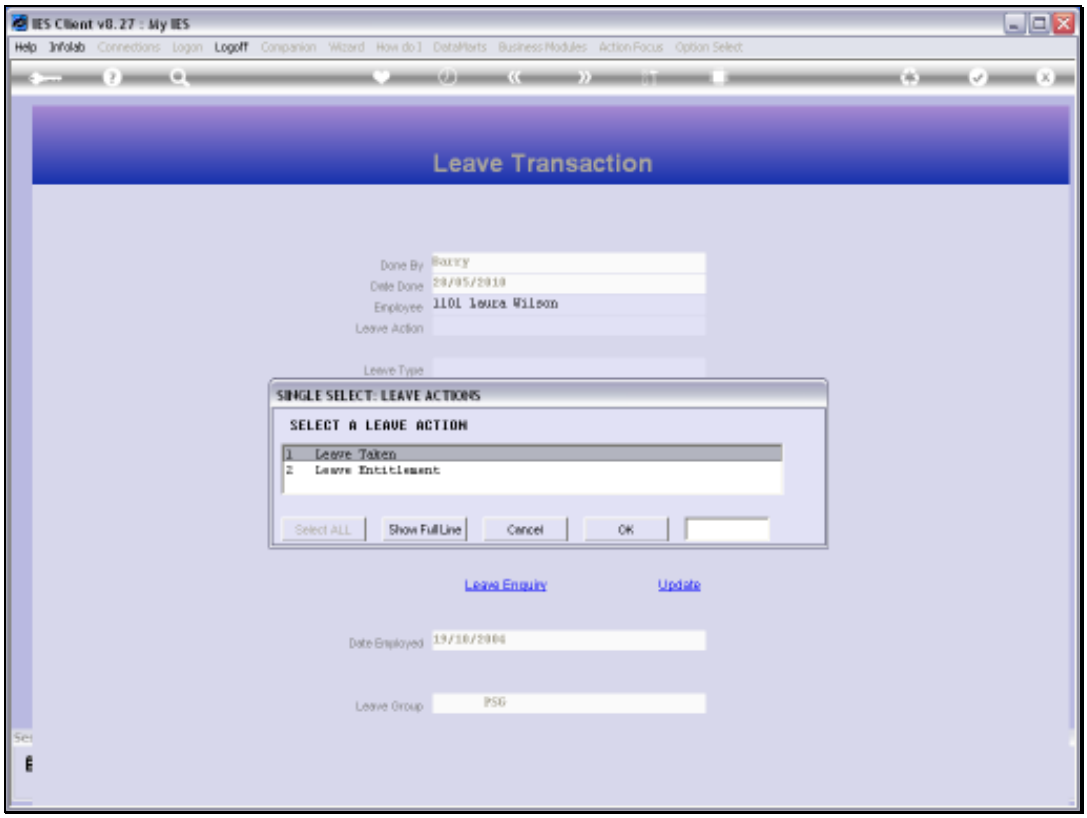
Slide 4
Slide notes:



Slide 5
Slide notes:

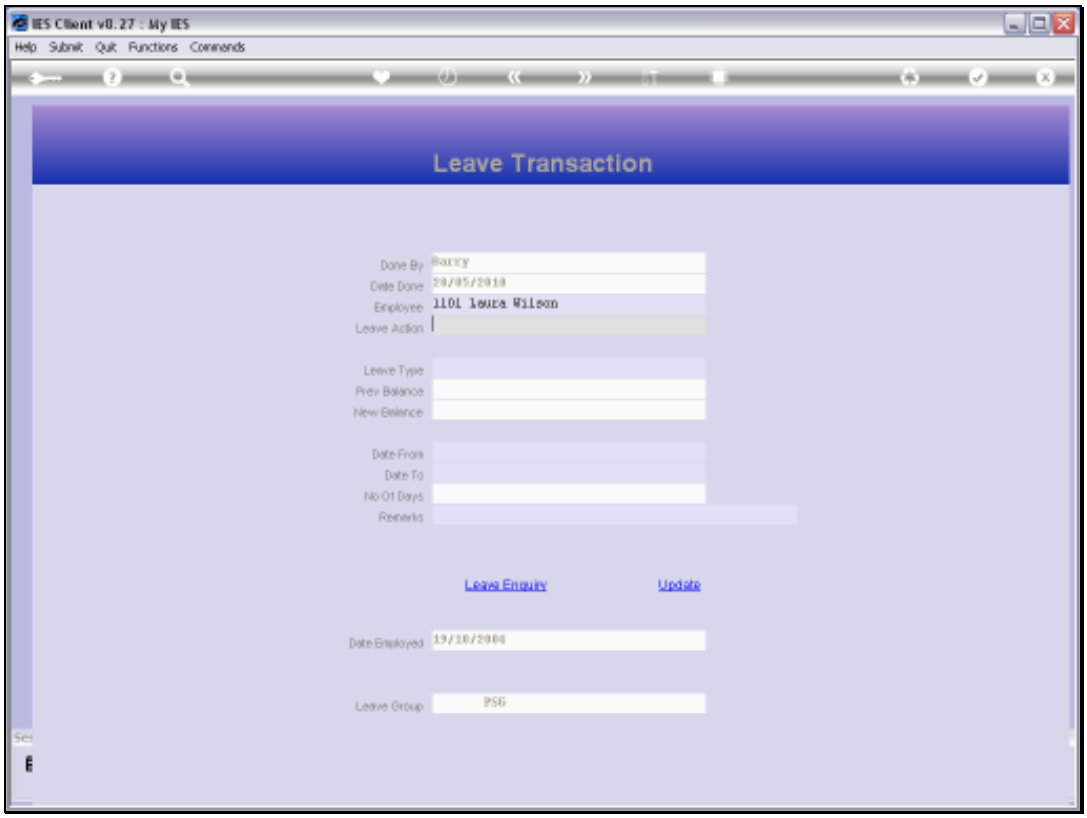


Slide 6
Slide notes:

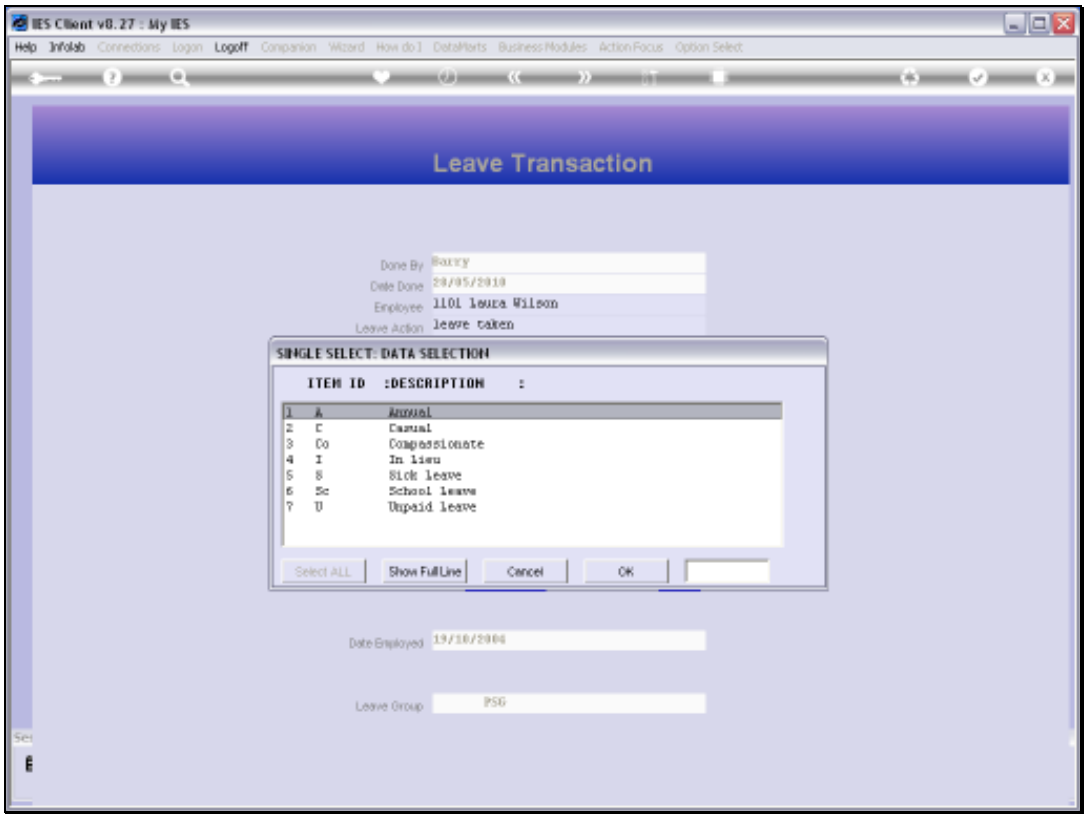


Slide 7

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.

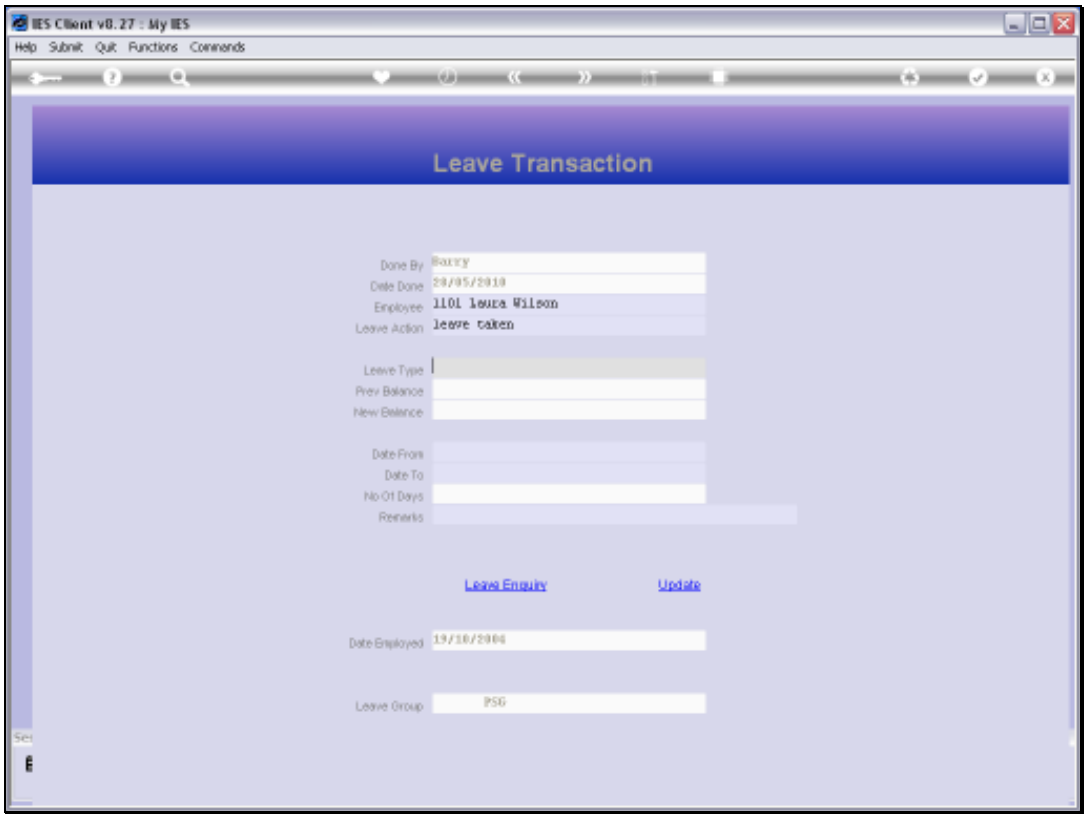


Slide 8
Slide notes:

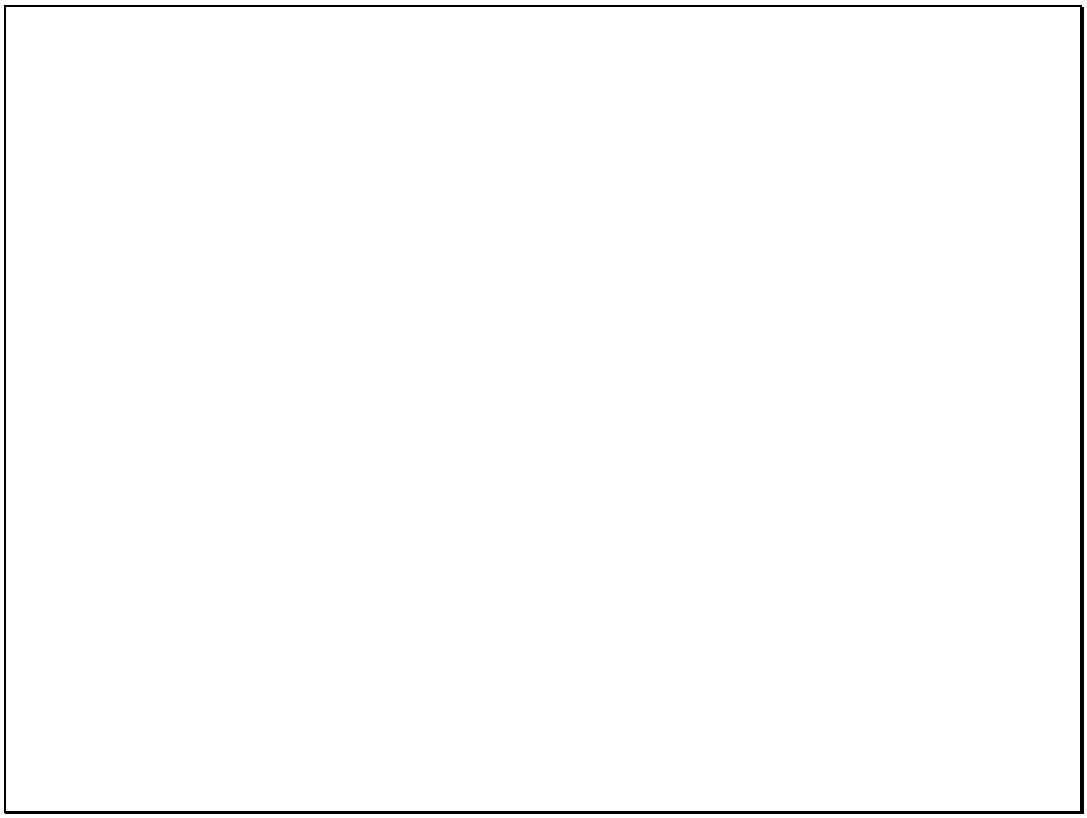


Slide 9

Slide notes: Next, we select the Leave Type.

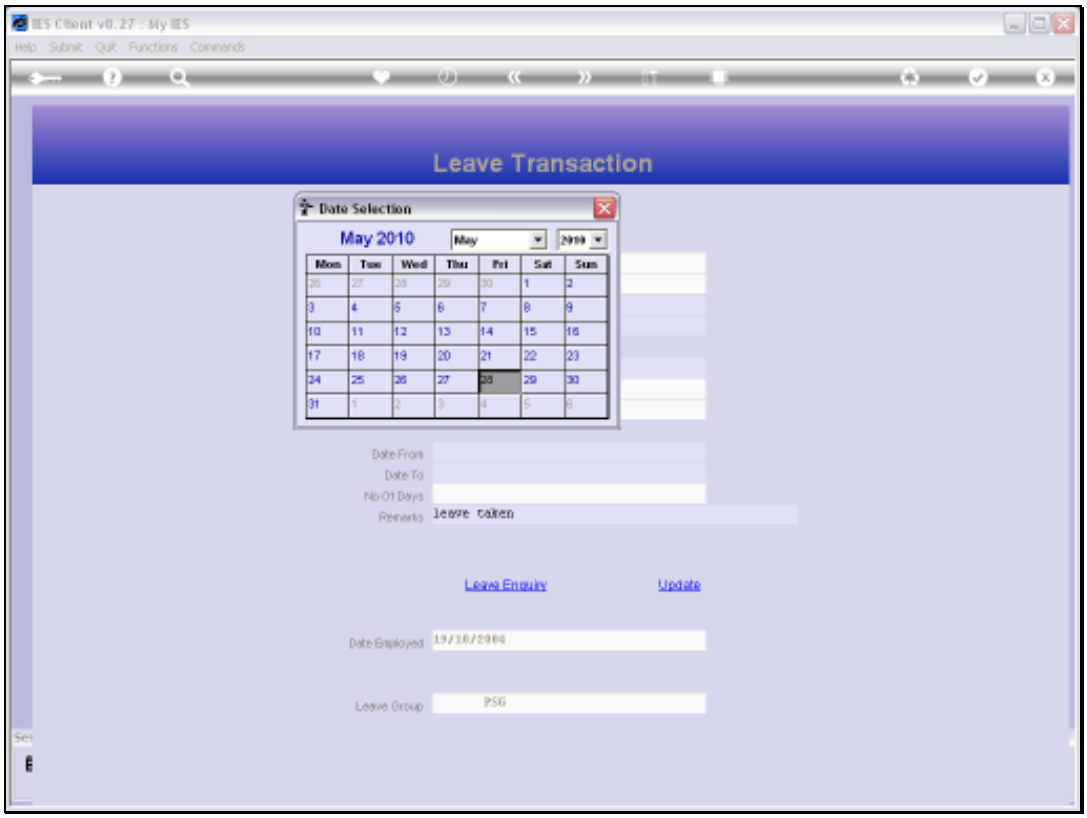


Slide 10
Slide notes:

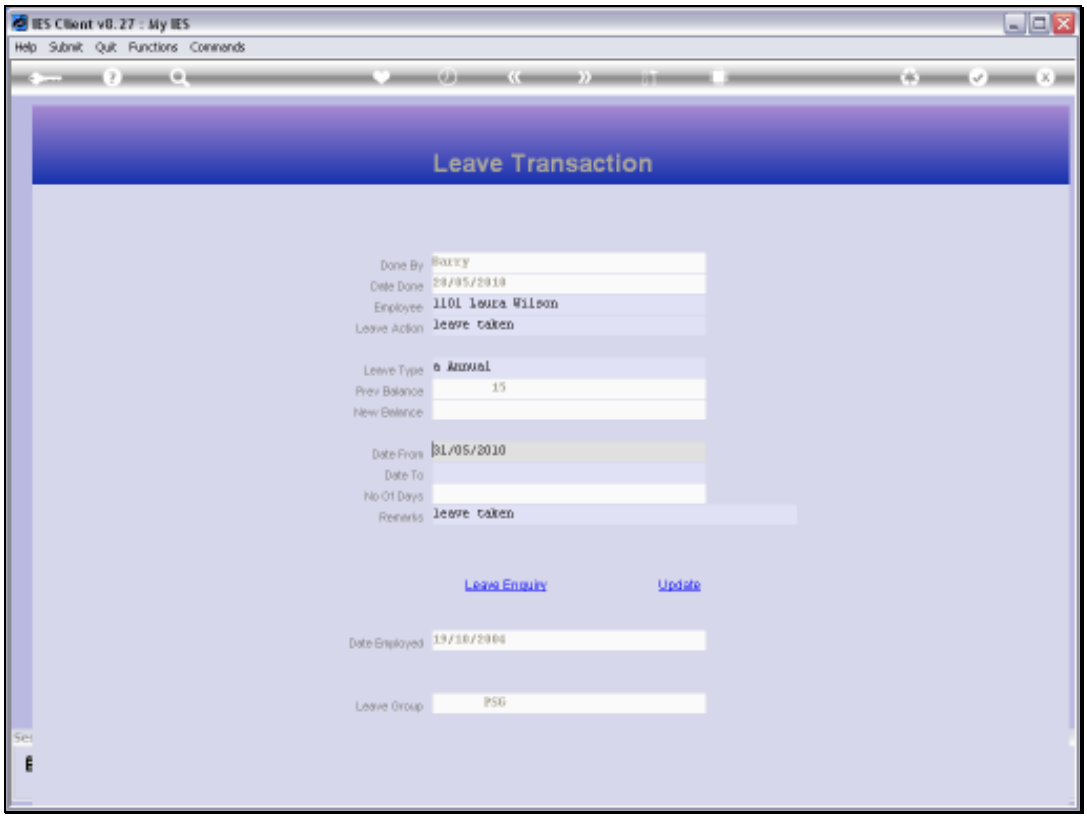


Slide 11

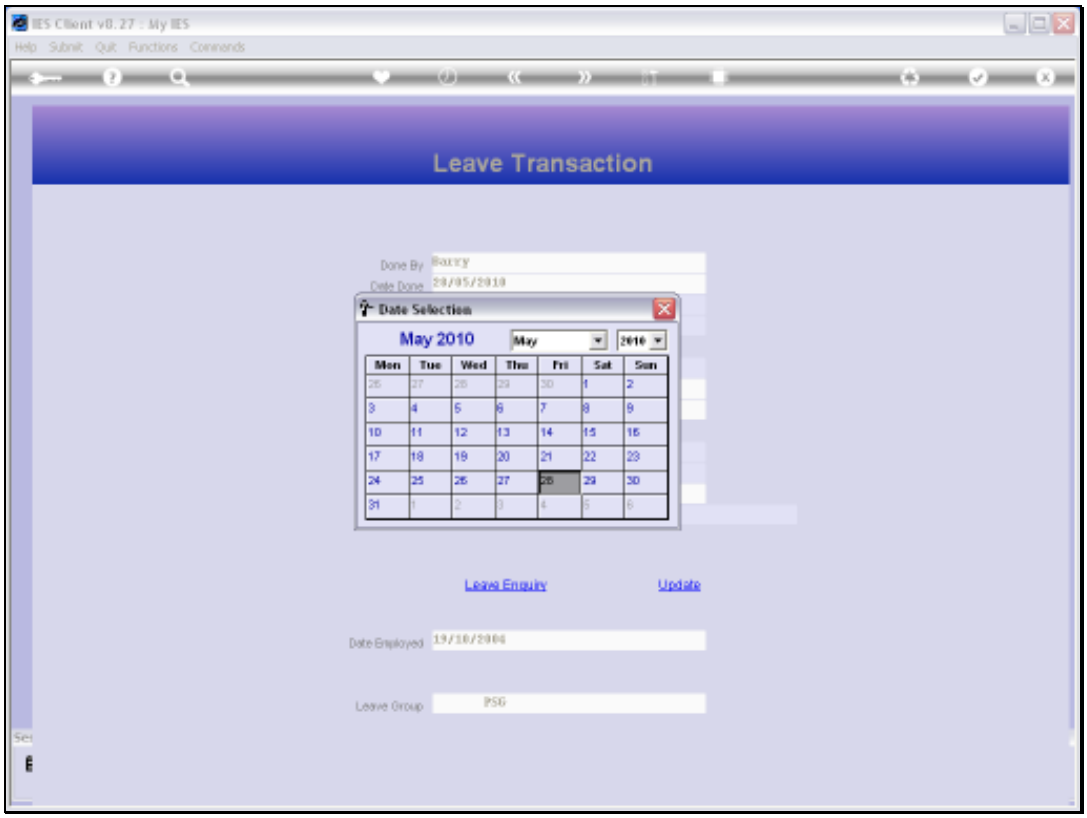
Slide notes: And then we select the Leave Start and End dates.



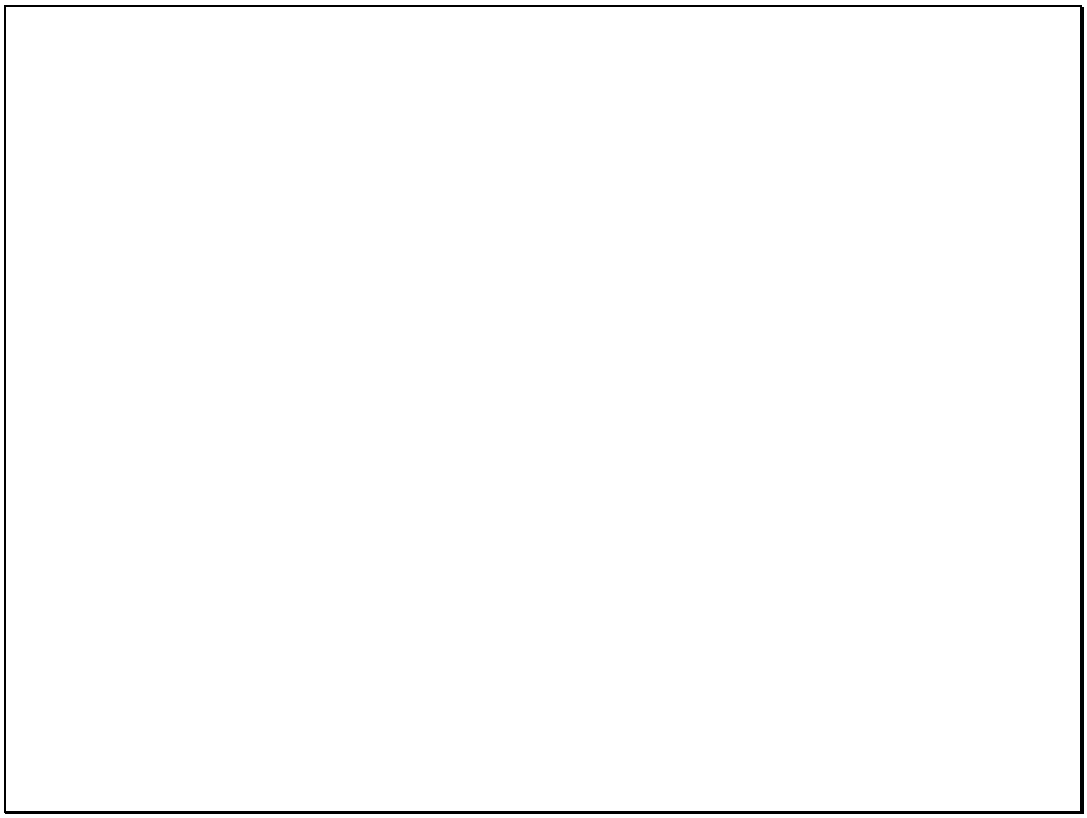
Slide 12
Slide notes:



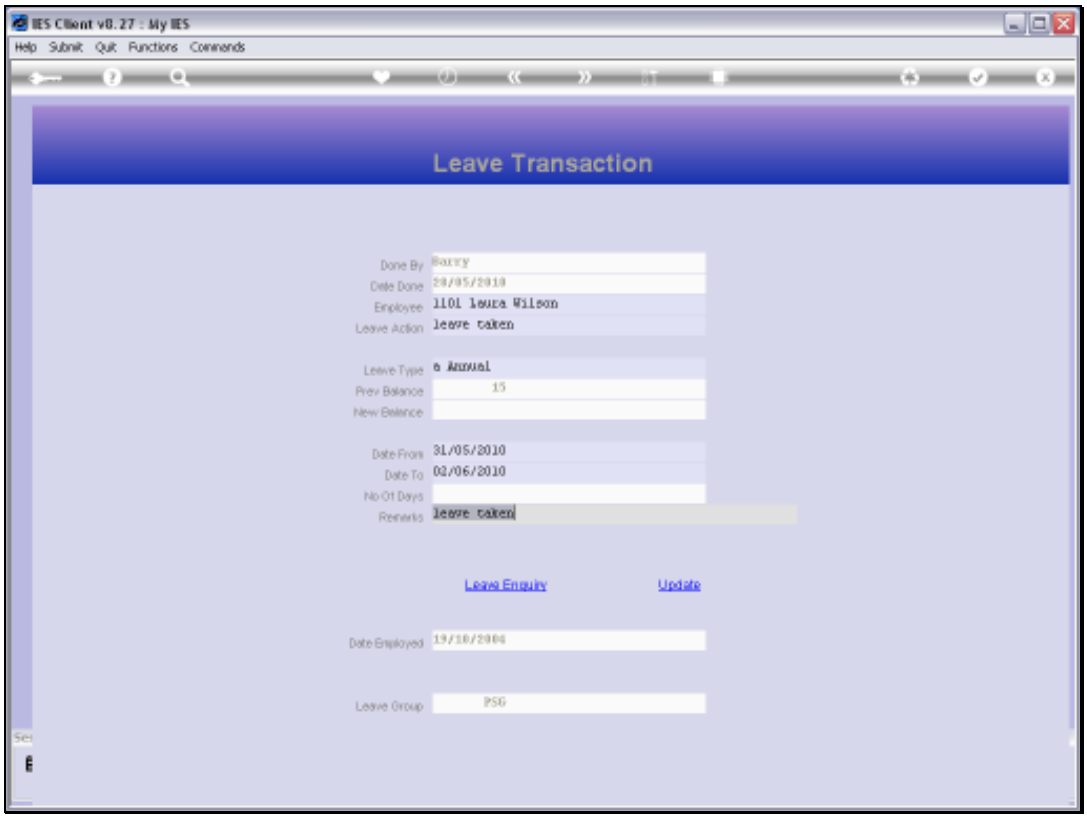
Slide 13
Slide notes:



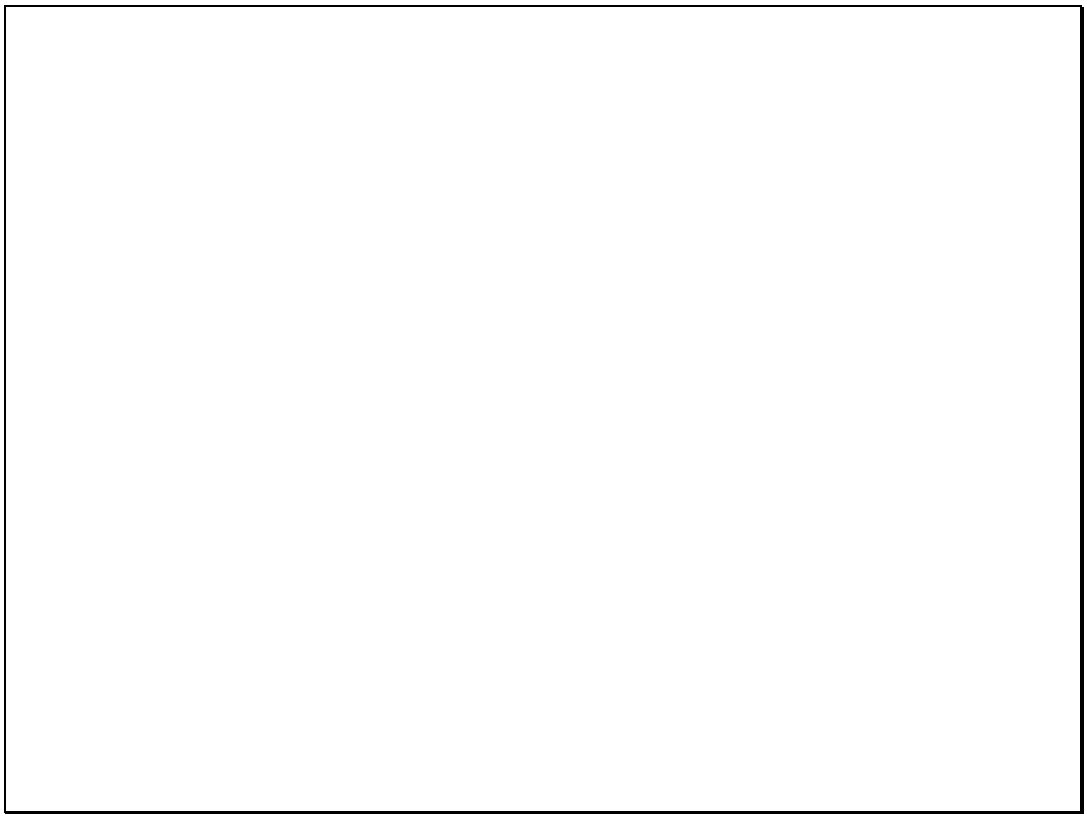
Slide 14
Slide notes:



Slide 15
Slide notes:

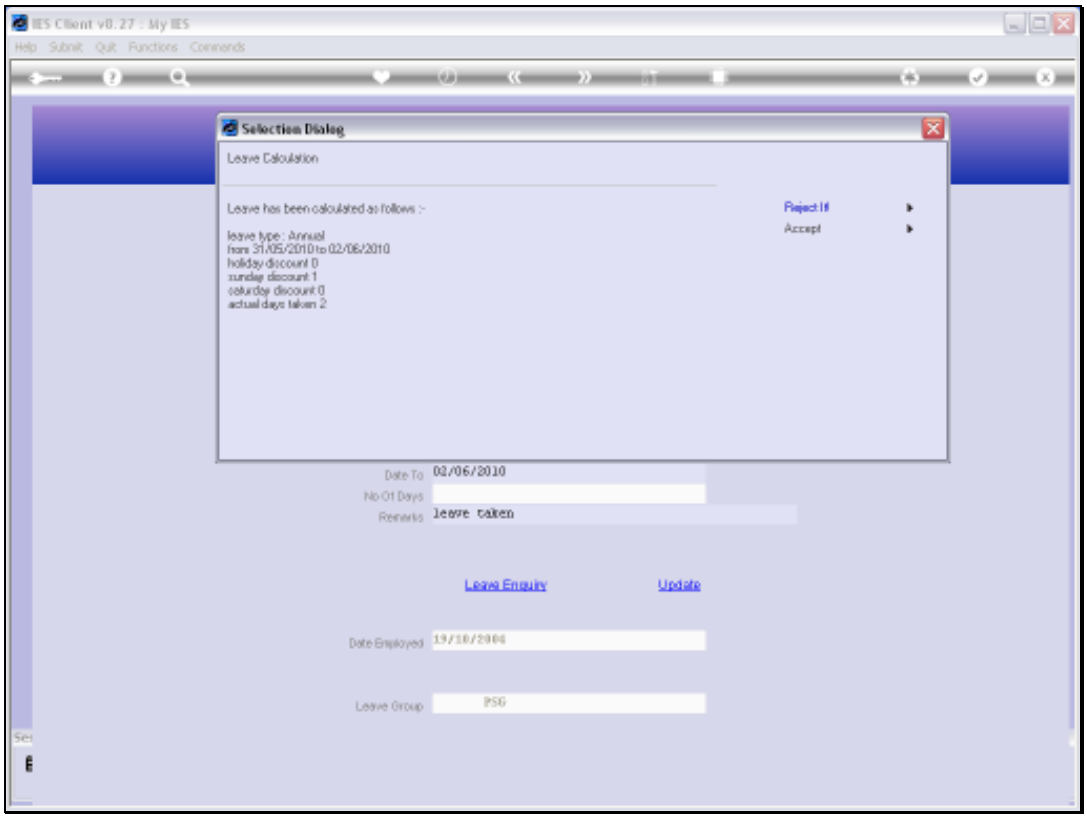


Slide 16
Slide notes:

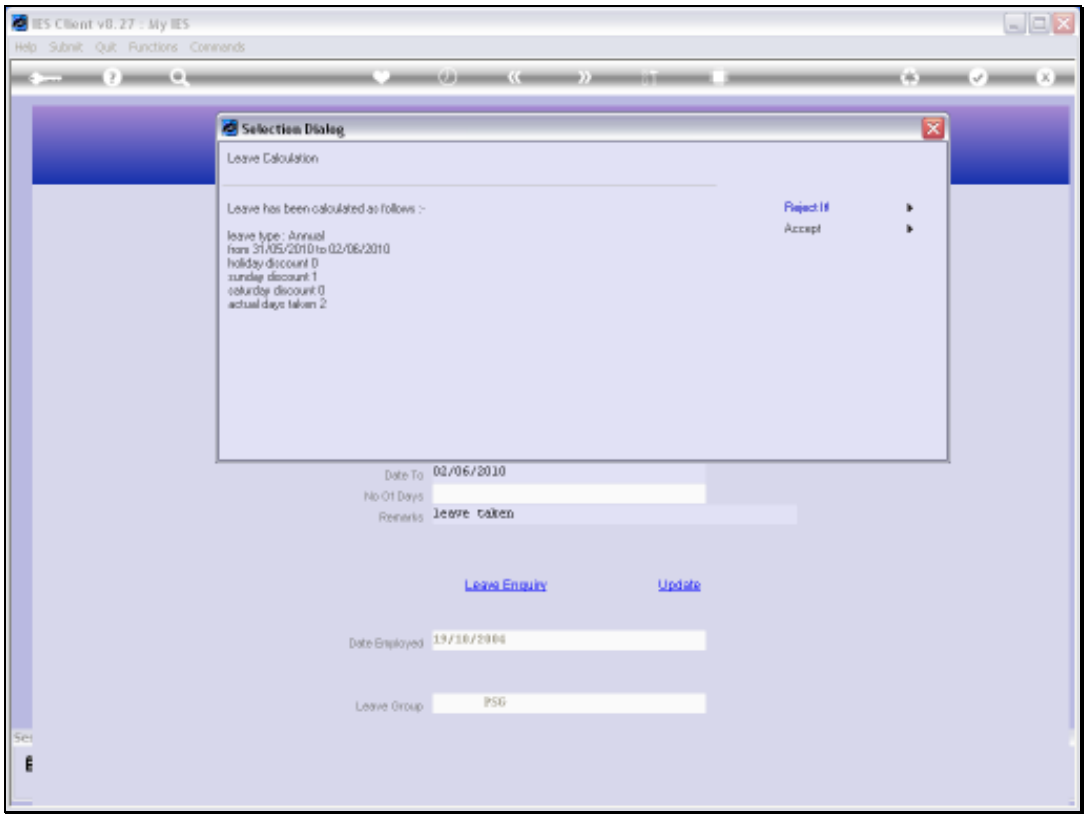


Slide 17

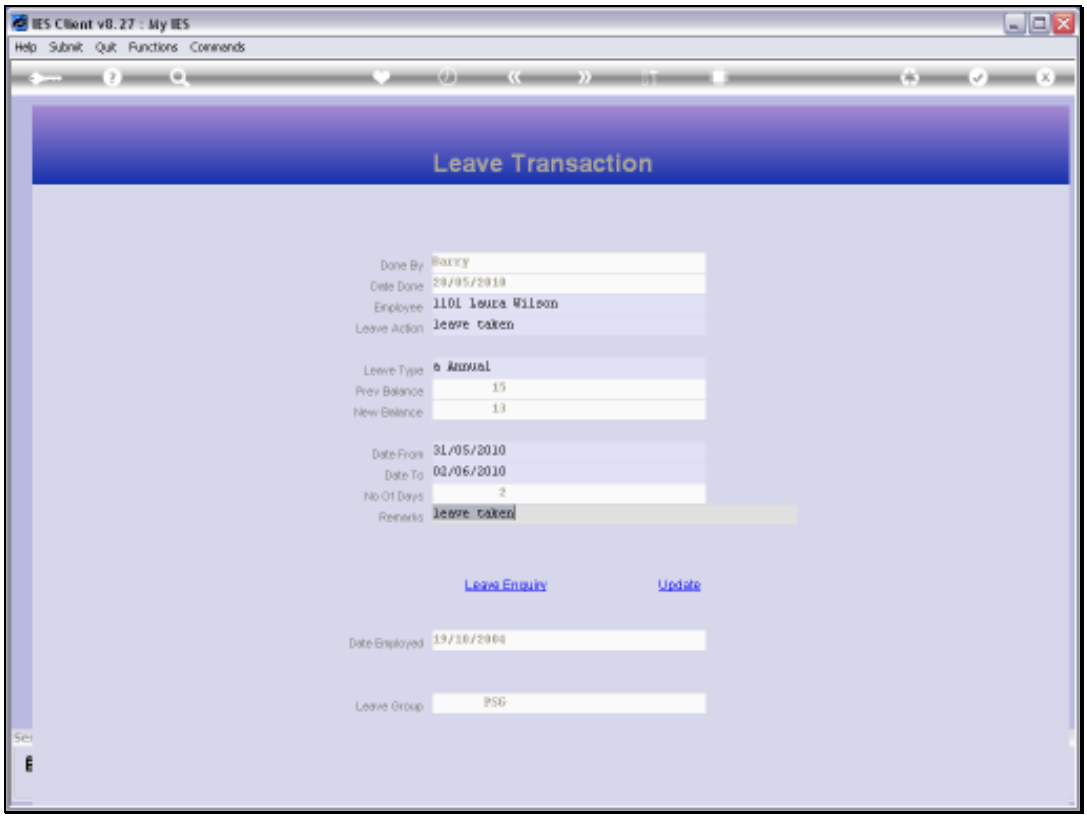
Slide notes: The system now gives us a summary of how the Leave is calculated, recognizing Saturdays and Sundays, Public Holidays, the Employee Shift cycle or Week Type, etc. We may inspect the result and accept or reject it.



Slide 18
Slide notes:

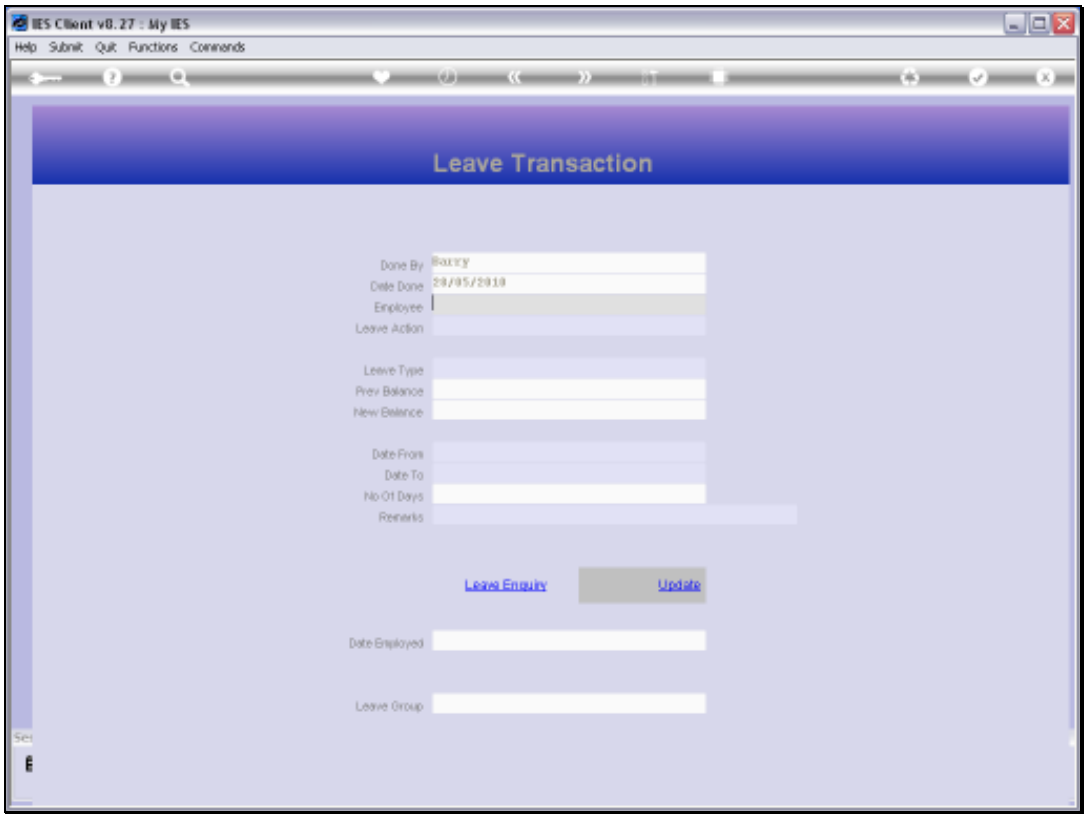


Slide 19
Slide notes:

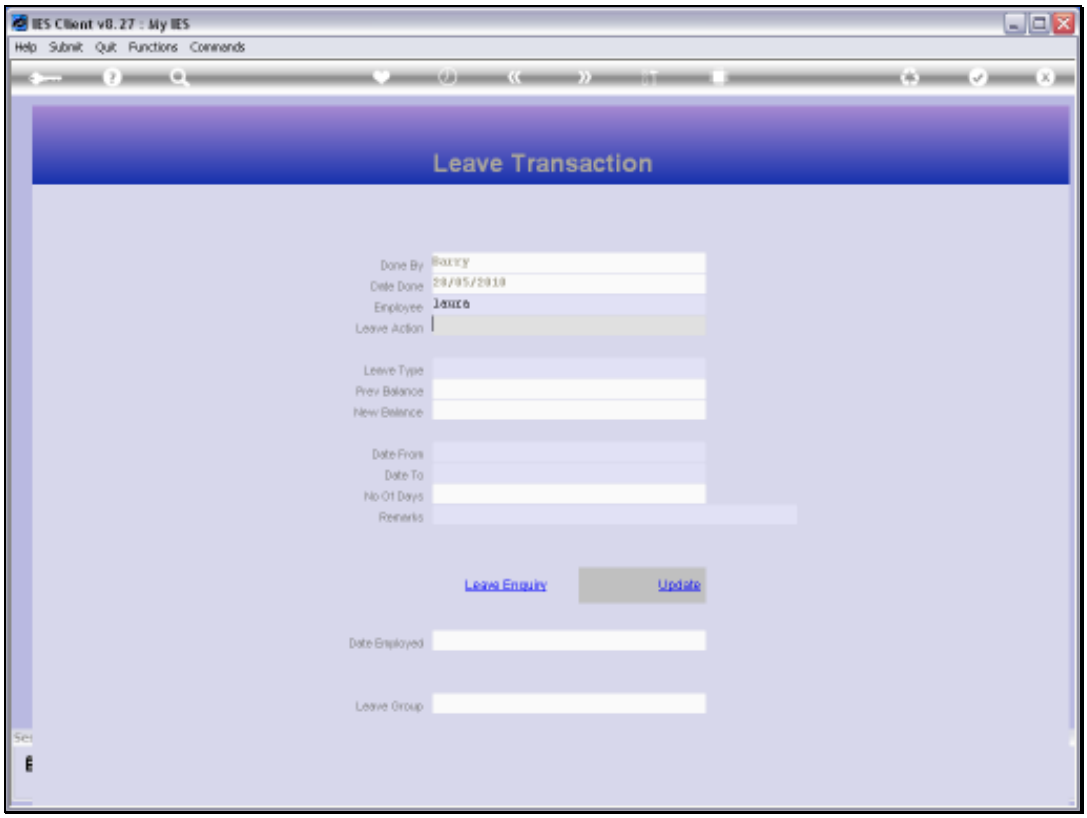


Slide 20

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

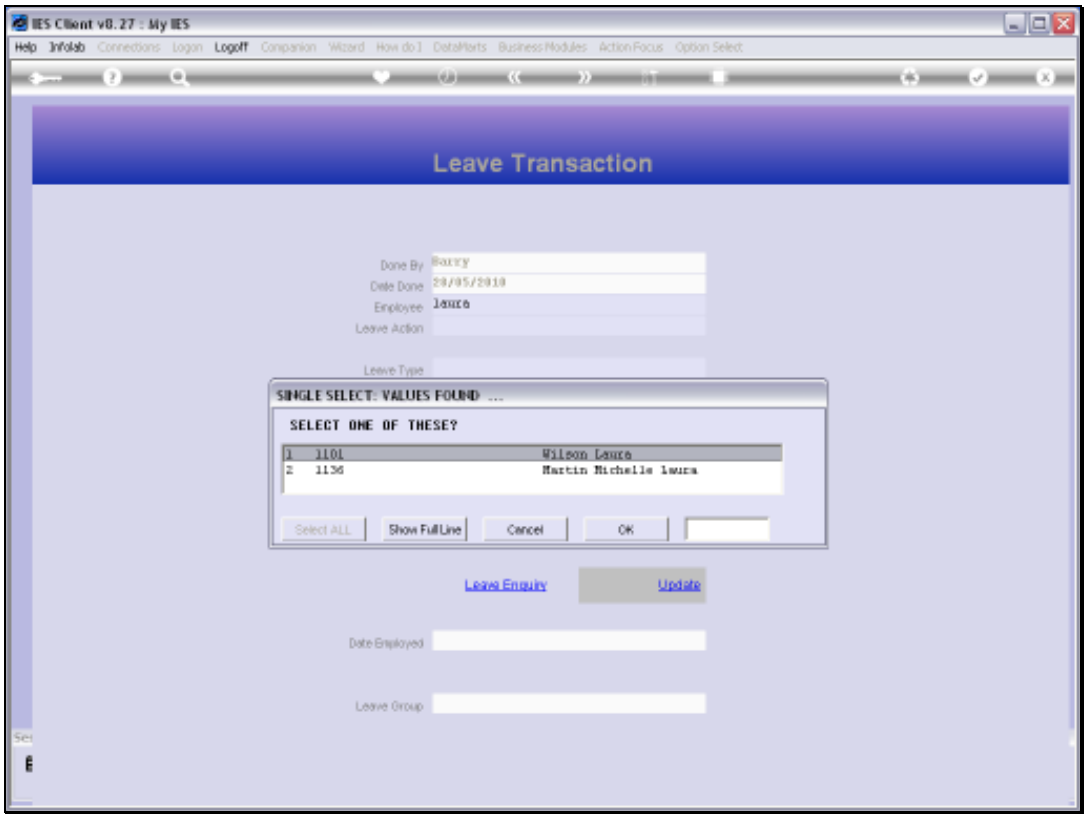


Slide 21
Slide notes:

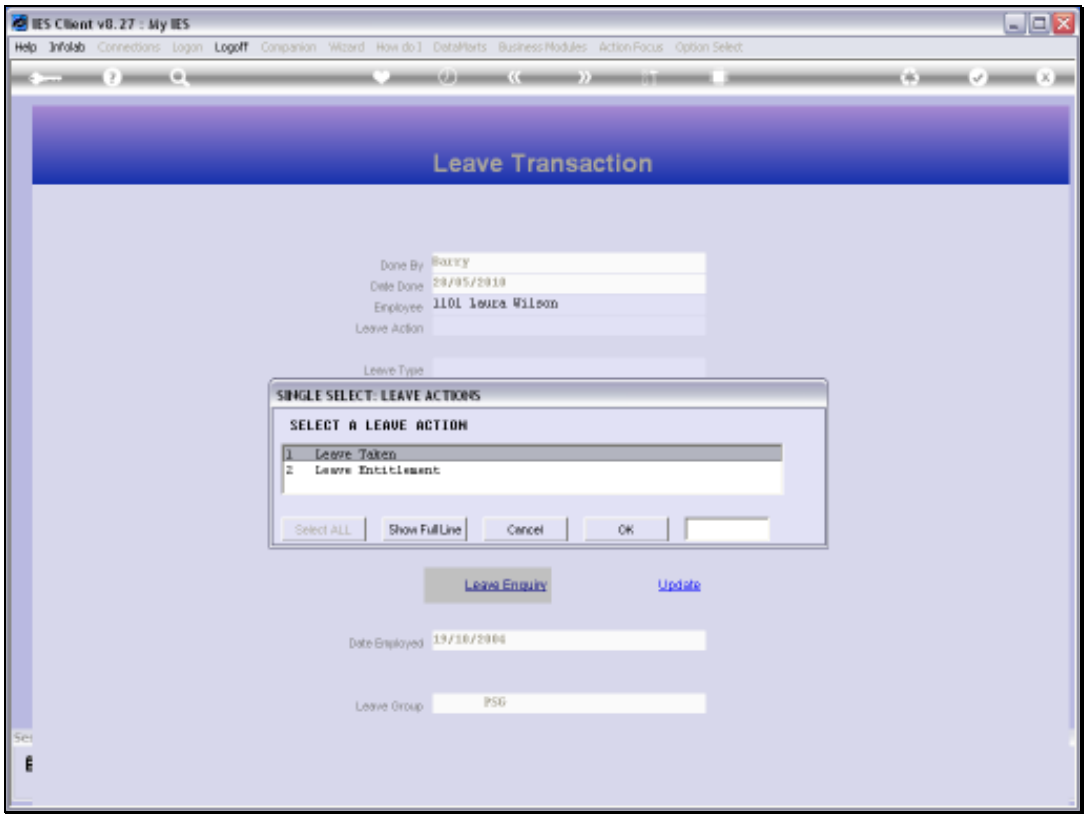


Slide 22

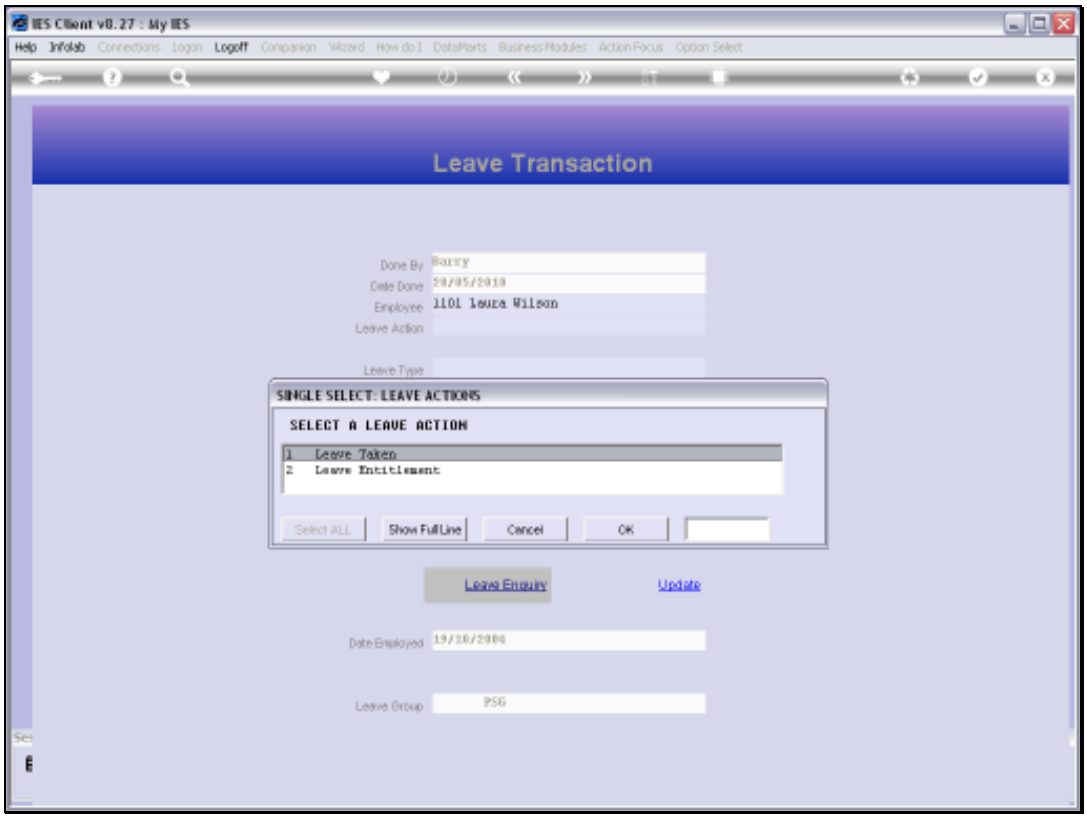
Slide notes: We can perform a Leave Enquiry from the transaction screen, but for this we should select the Employee record first.



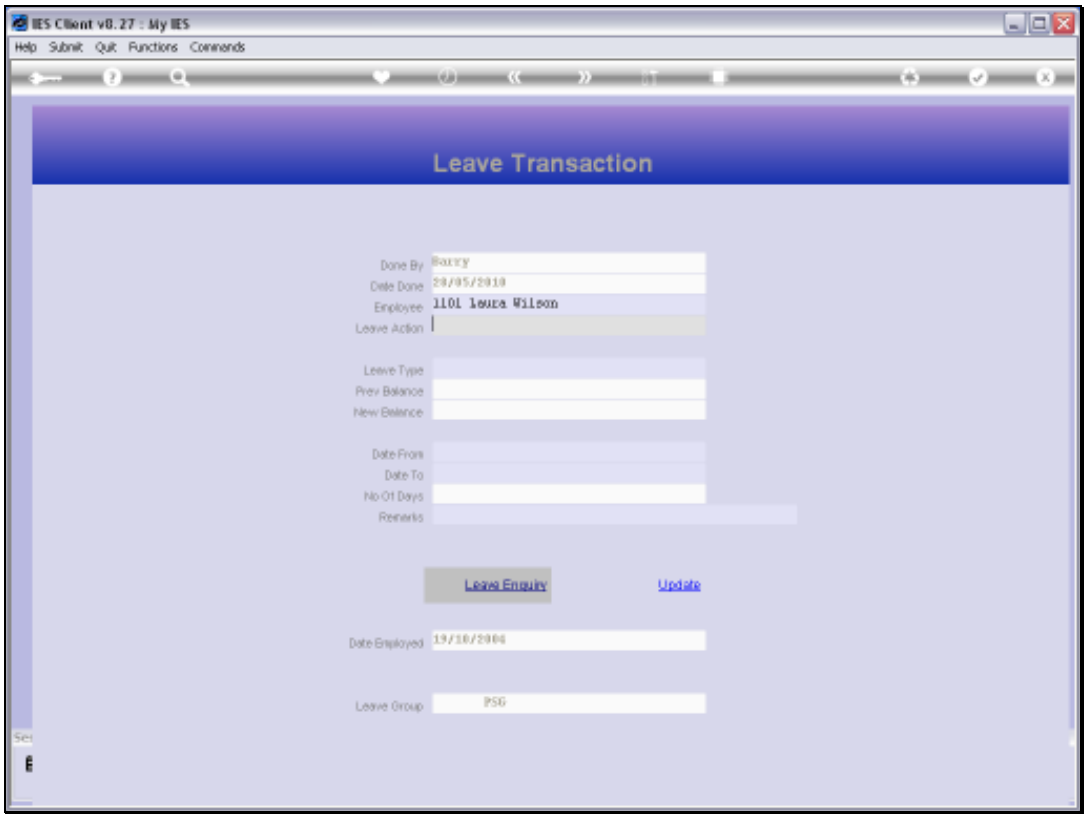
Slide 23
Slide notes:



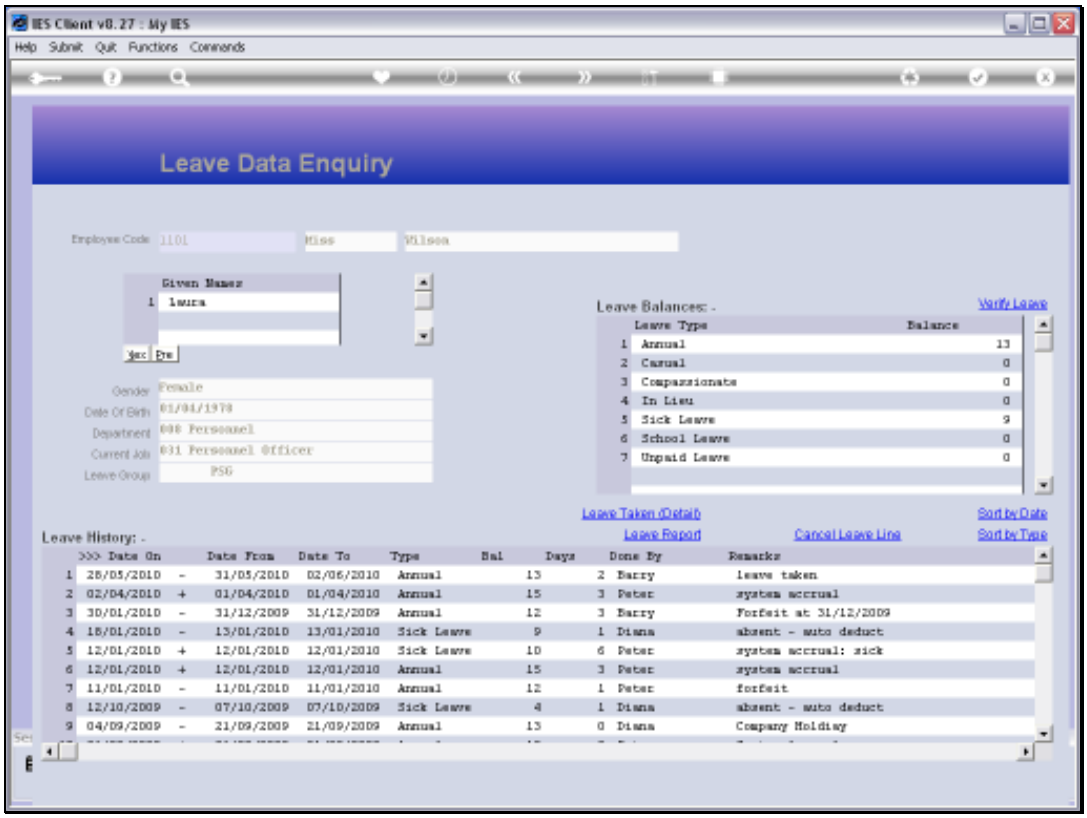
Slide 24
Slide notes:



Slide 25
Slide notes:

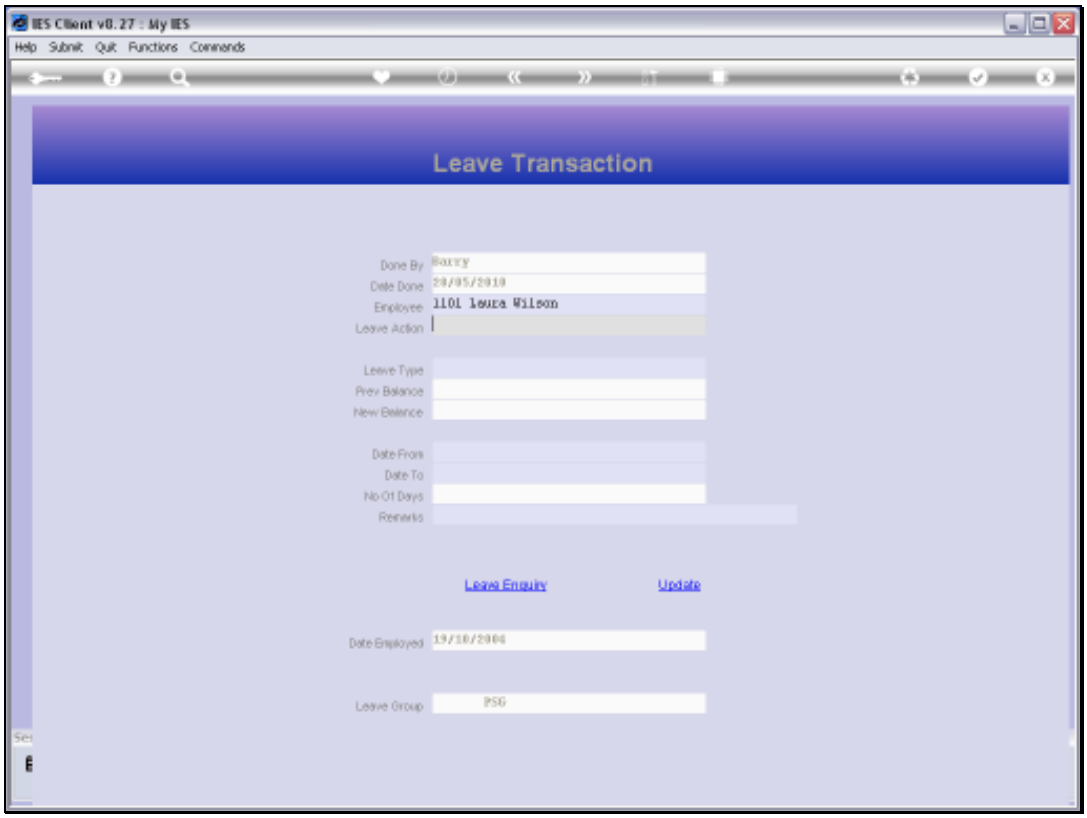


Slide 26
Slide notes:

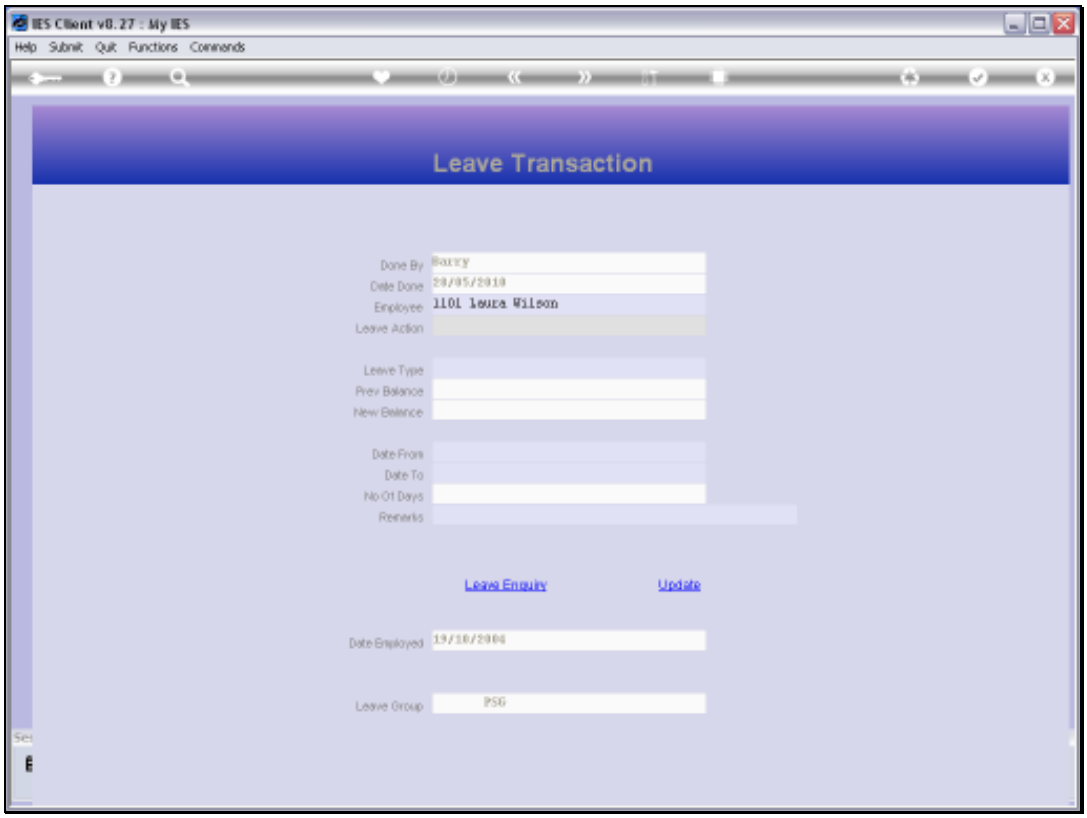


Slide 27

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.

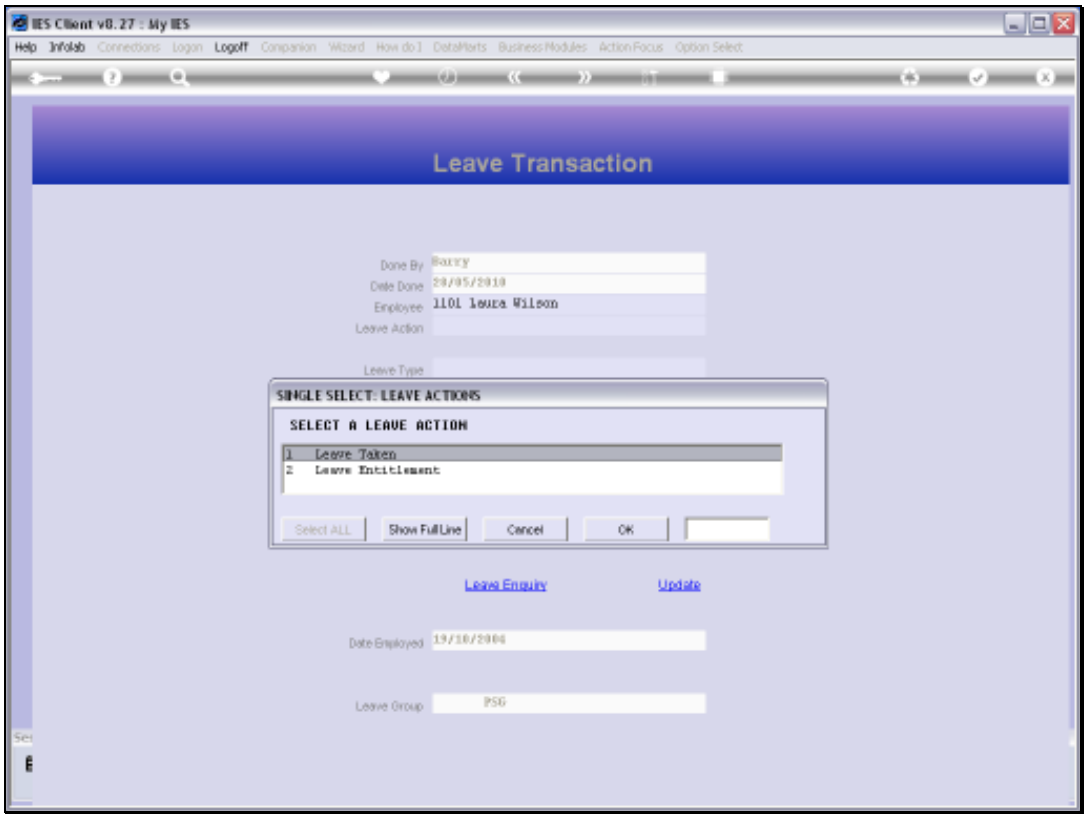


Slide 28
Slide notes:

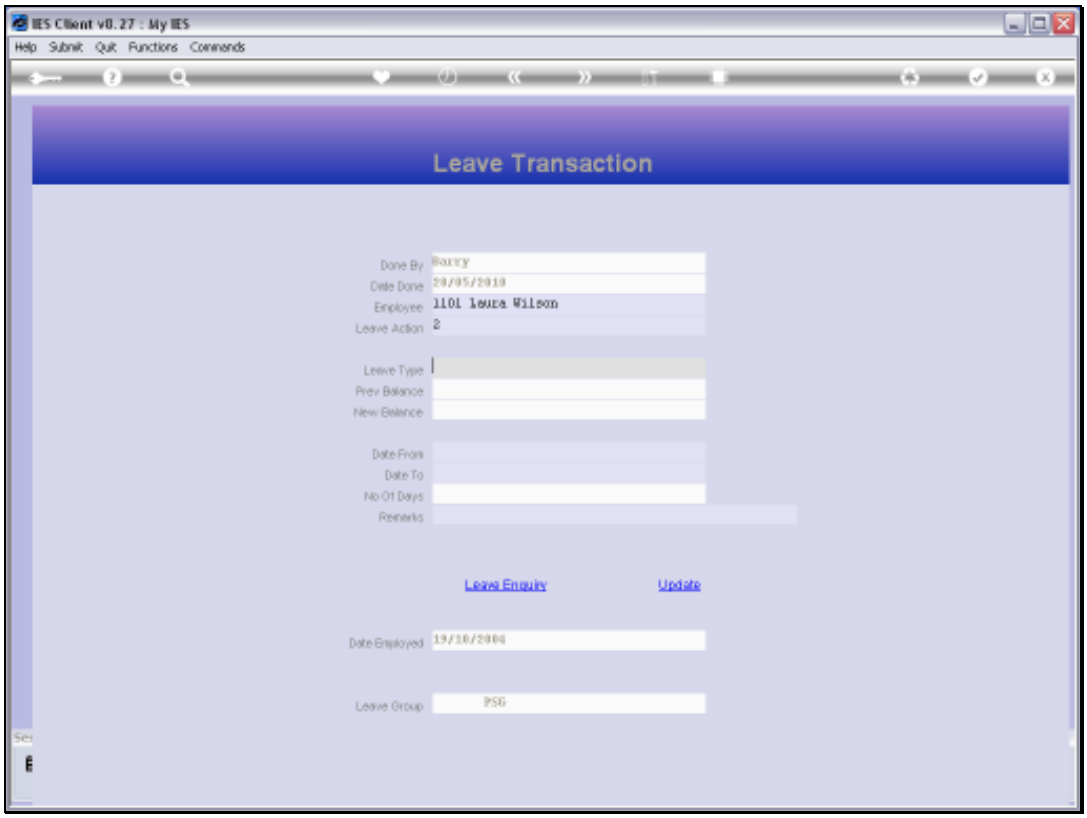


Slide 29

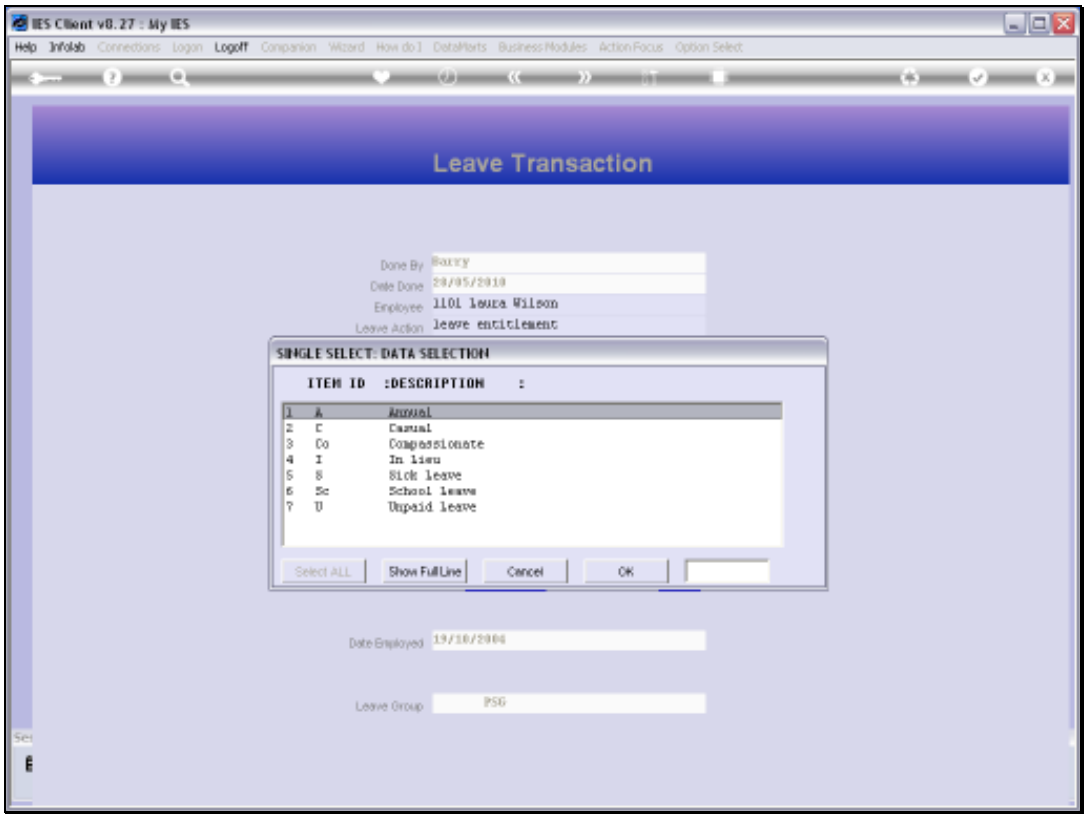
Slide notes: So we will now also perform a Leave Entitlement, i.e. a Leave Credit Transaction, to see how it's done.



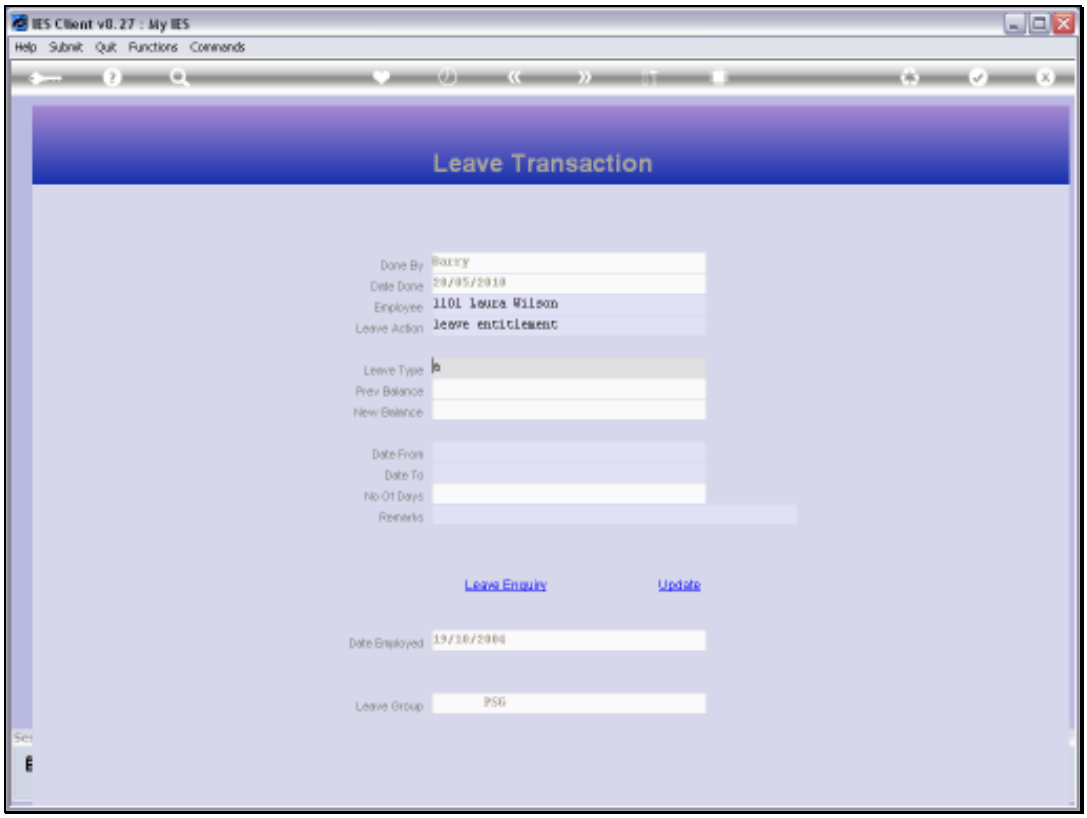
Slide 30
Slide notes:



Slide 31
Slide notes:

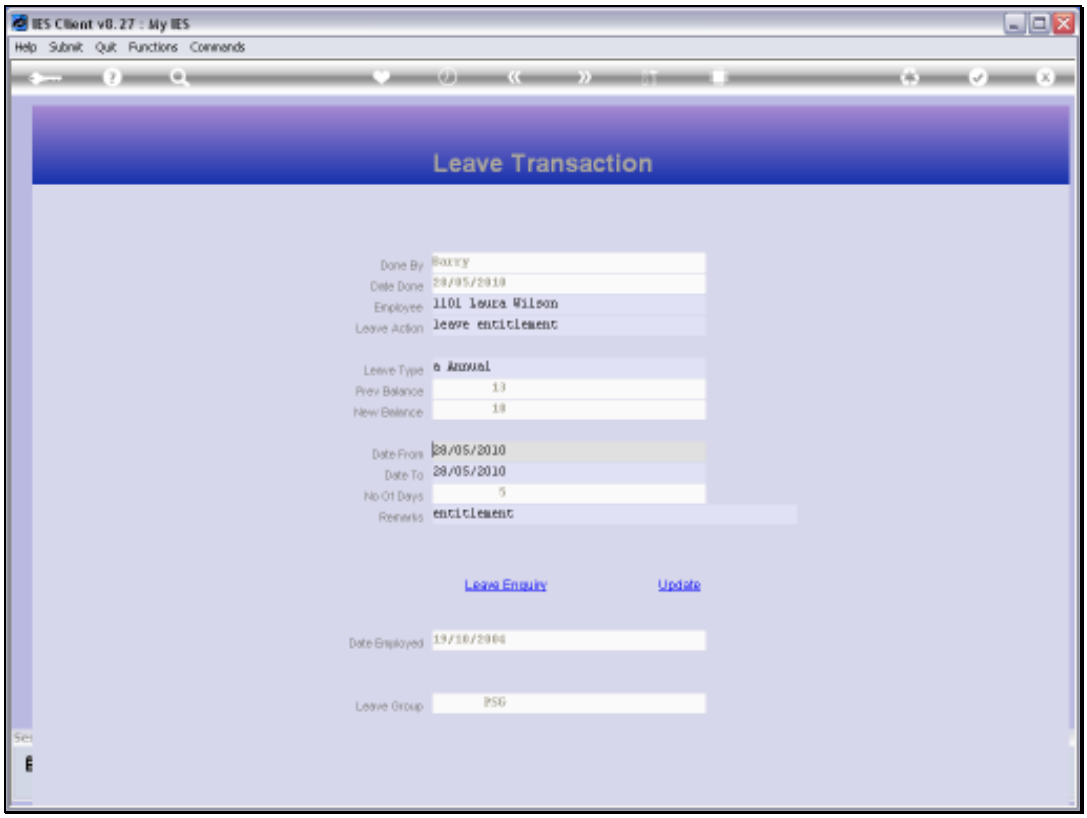


Slide 32
Slide notes:



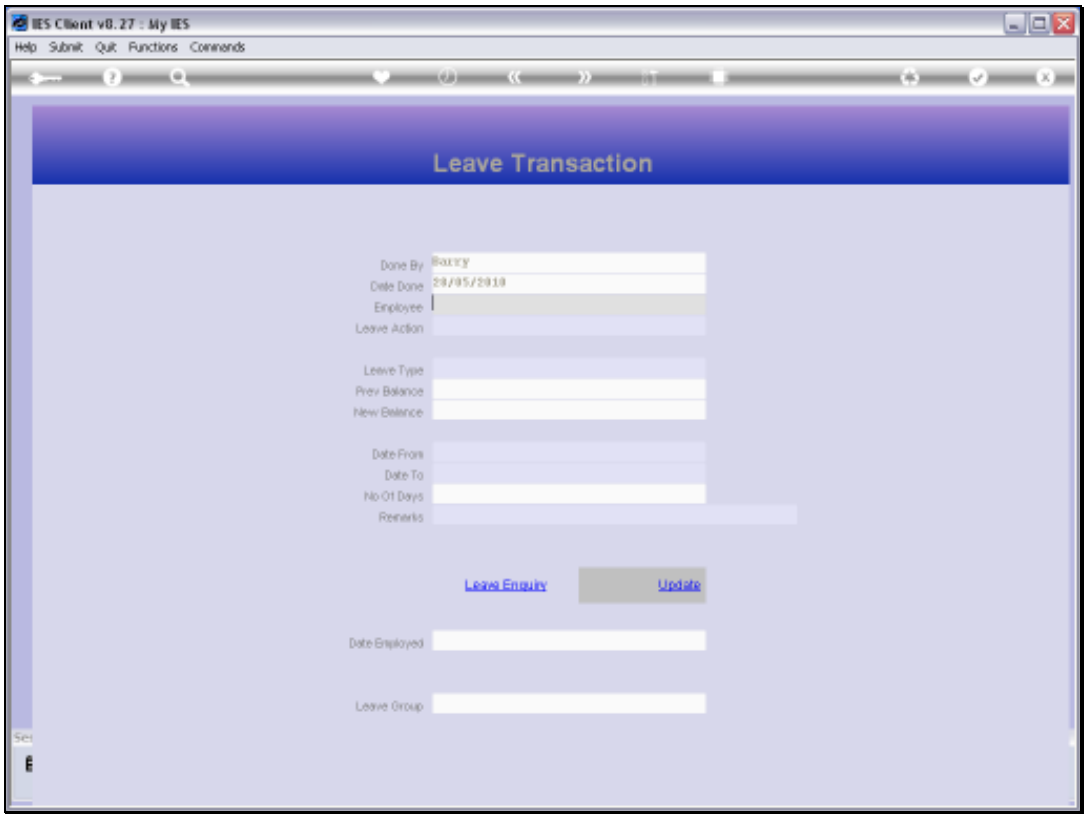
Slide 33

Slide notes:

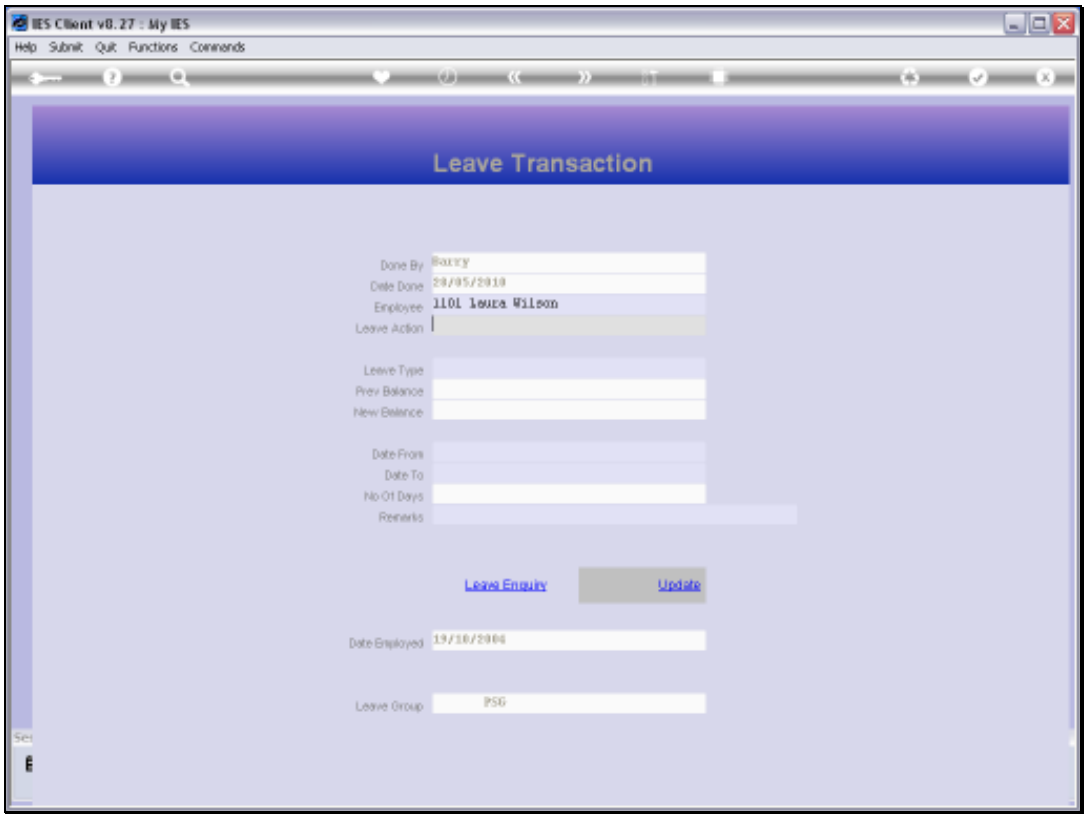


Slide 34

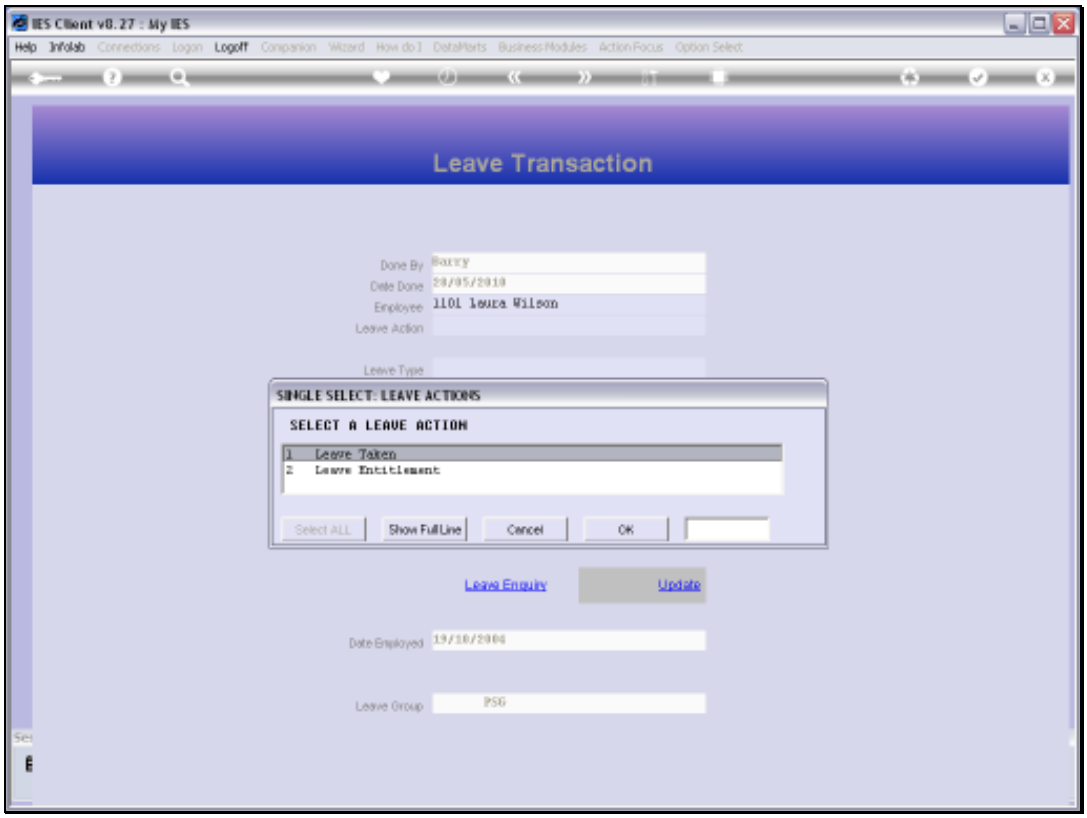
Slide notes: In this case, there is no need to Select a Date From and To, since we are not recording Leave Taken, but only a Leave Credit or Accrual.



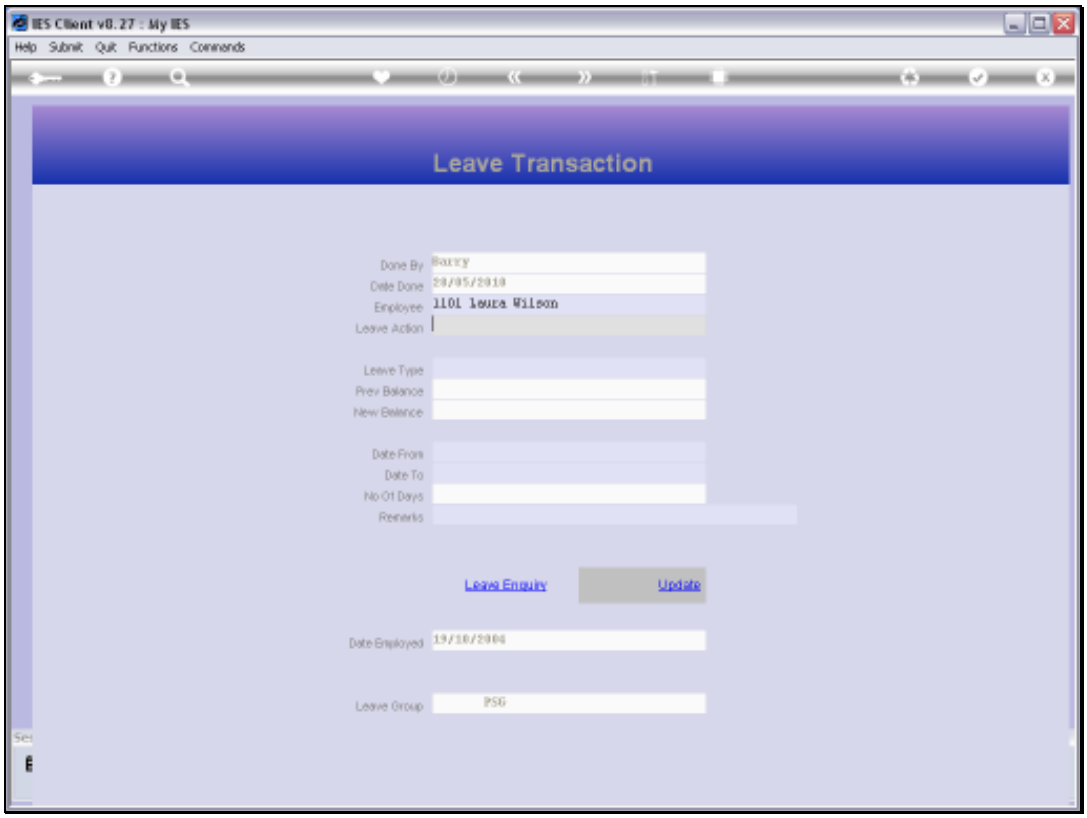
Slide 35
Slide notes:



Slide 36
Slide notes:

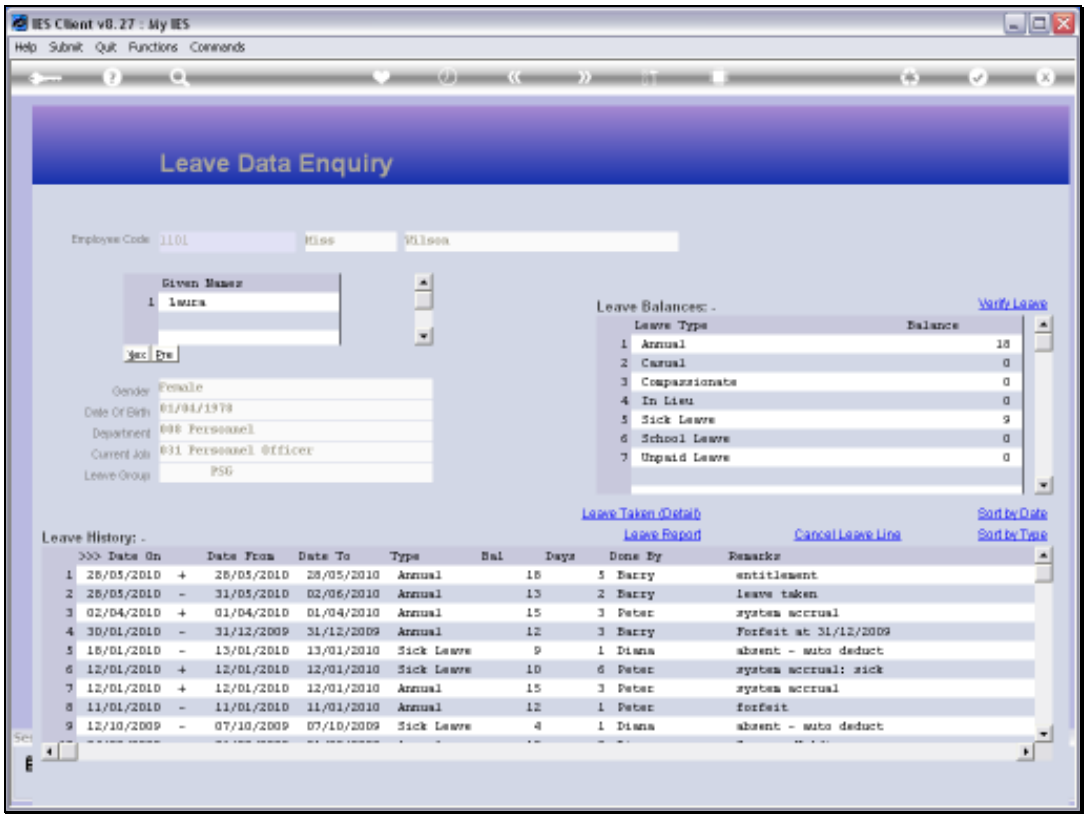


Slide 37
Slide notes:



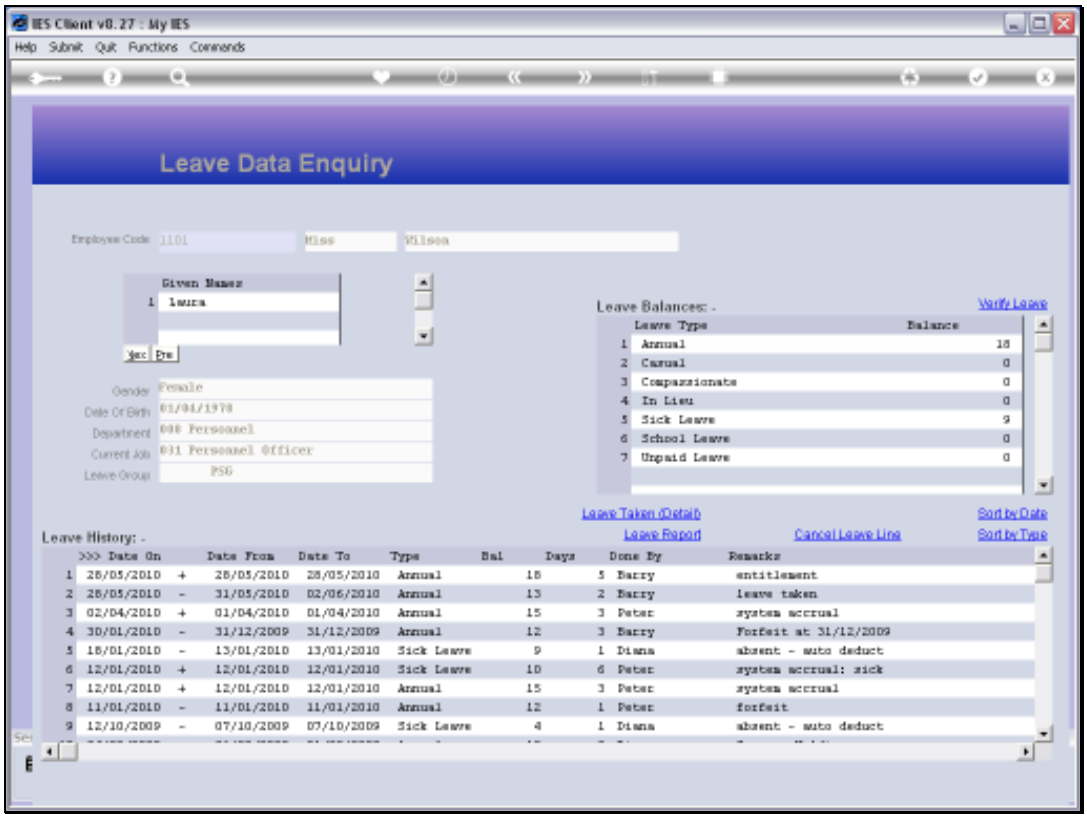
Slide 38

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



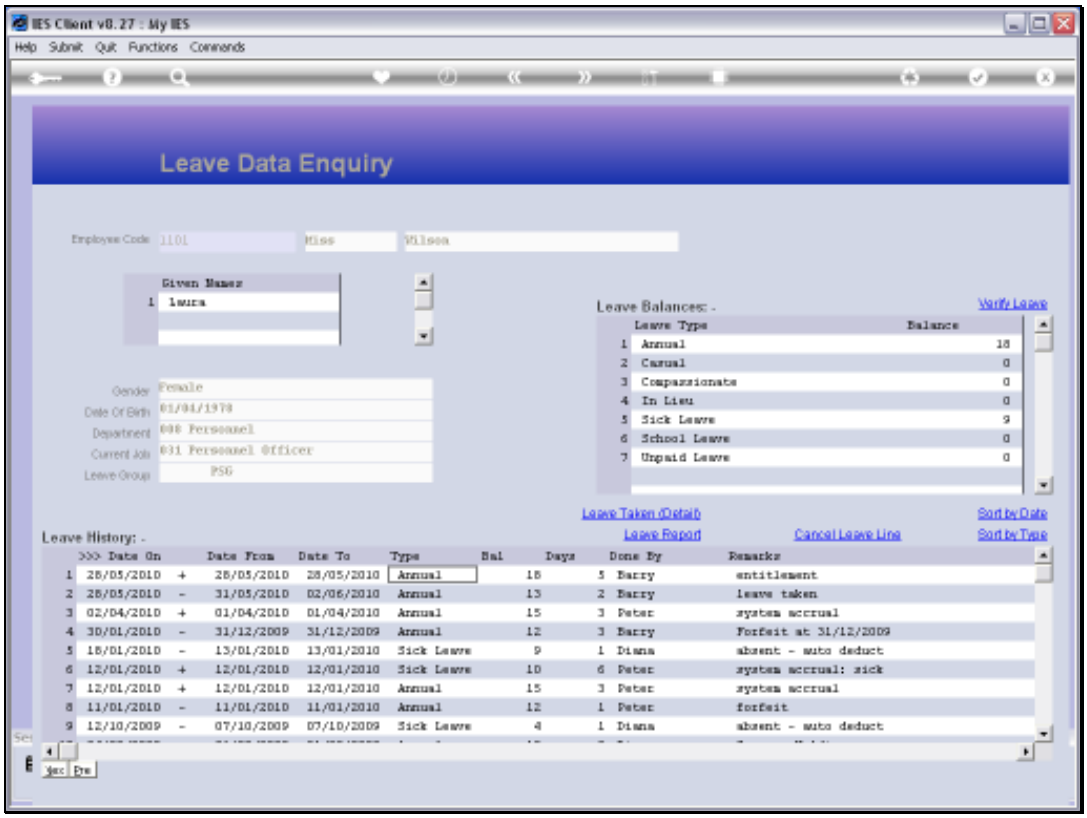
Slide 39

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.



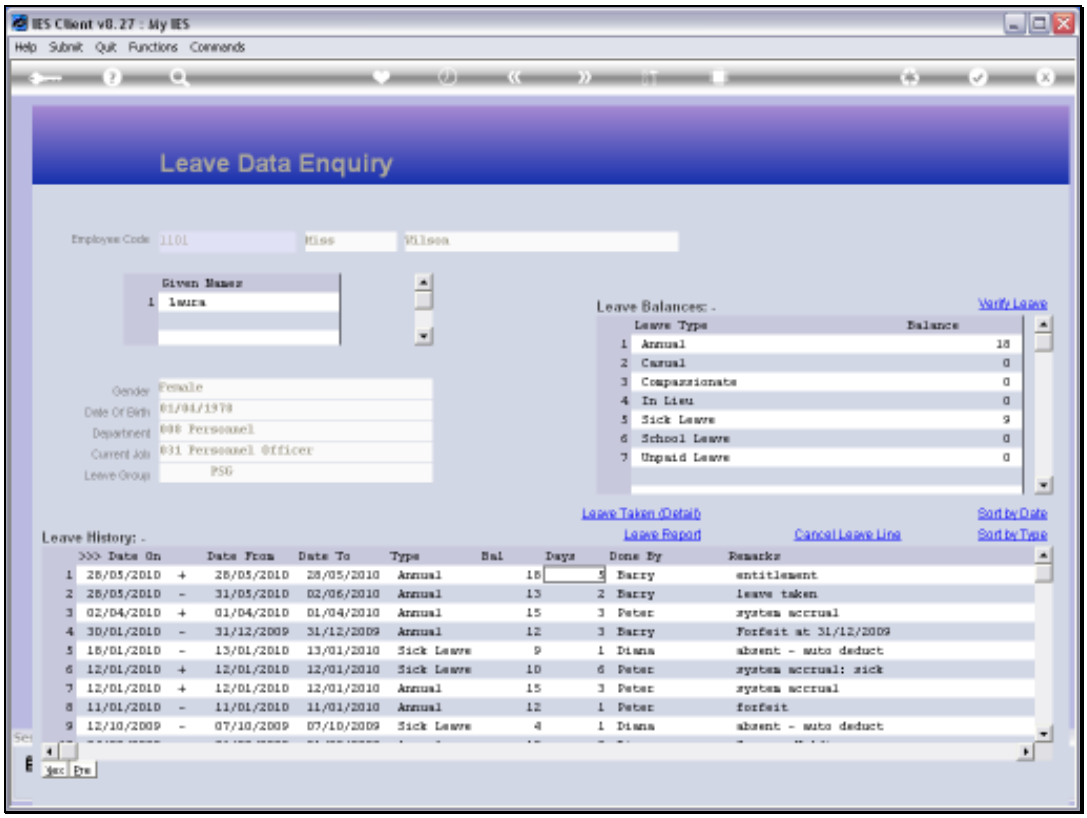
Slide 40

Slide notes:



Slide 41

Slide notes:



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.