

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 OT Days:

Remarks:

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

Date Employed:

Leave Group:

Slide 1

Slide notes: A Leave Transaction cancellation is performed from the Leave Enquiry Screen, and we can reach the screen from the Leave Transaction, as shown here.

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 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

Date On	Date From	Date To	Type	Bal	Days	Done By	Remarks
28/05/2010	+	28/05/2010	28/05/2010	Annual	18	5 Barry	entitlement
28/05/2010	-	31/05/2010	02/06/2010	Annual	13	2 Barry	leave taken
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

Slide 2
Slide notes:

Leave Data Enquiry

Employee Code: 1101 Miss Wilson

Given Name: 1 Laura

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

Leave Balances:

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 History:

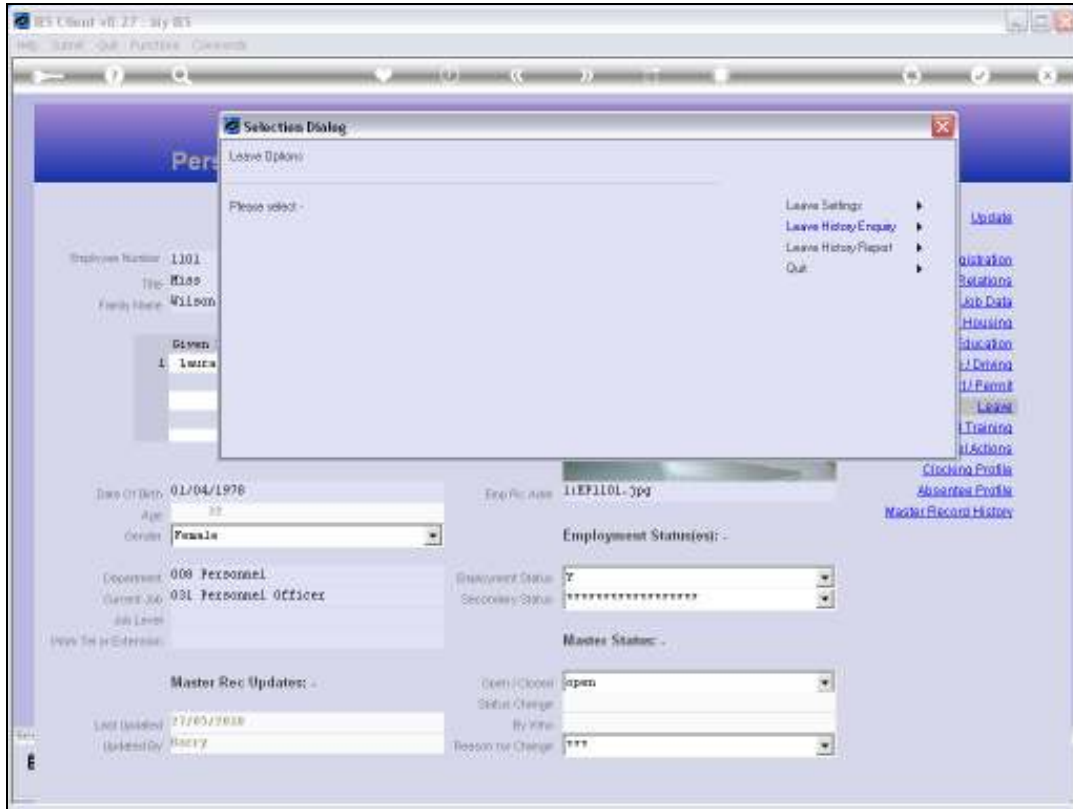
>>> Date On	Date From	Date To	Type	Bal	Days	Done By	Remarks
1 28/05/2010	+	28/05/2010	28/05/2010	Annual	18	5 Barry	entitlement
2 28/05/2010	-	31/05/2010	02/06/2010	Annual	13	2 Barry	leave taken
3 02/04/2010	+	01/04/2010	01/04/2010	Annual	15	3 Peter	system accrual
4 30/01/2010	-	31/12/2009	31/12/2009	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 3
Slide notes:

The screenshot shows a web browser window titled "IES Client v8.27 : My IES". The main content area is titled "Personnel Master" and displays a form for employee information. The form includes fields for Employee Number (1101), Title (EAS), Family Name (Wilson), Given Name (Laura), Date of Birth (01/04/1978), Age (32), Gender (Female), Department (008 Personnel), Current Job (031 Personnel Officer), Job Level, and Master Rec Updates (Last Updated: 27/05/2010, Updated By: H017). There is also a photo of a woman with blonde hair. On the right side, there is a vertical list of navigation links: Update, Registration, Estation, Job Data, Contact and Housing, Education, Vehicle/Driver, Contact/Parent, Leave, Courses and Training, Personnel Actions, Closing Profile, Absence Profile, and Master Record History. The bottom section of the form contains Employment Statistics (Employment Status: T, Secondary Status: *****), Master Status (Open/Closed: open, Status Change: By: N/A, Reason for Change: ***).

Slide 4

Slide notes: We can also reach the Leave Enquiry from the Personnel Master, as shown now.



Slide 5
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

Sex: Pre

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	-	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

Slide 6

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: 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 7

Slide notes: Once at the Leave Enquiry screen, a prior Leave Transaction line can be cancelled, if our User Profile allows.

The screenshot shows the IES Client v8.27 interface. The main window is titled "Leave Data Enquiry". At the top, there is a menu bar with "Help", "Submit", "Quit", "Functions", and "Commands". Below the menu bar is a toolbar with various icons. The main content area is divided into several sections:

- Employee Information:** Employee Code: 1101, Name: Wilson, Given Name: Lisa.
- Leave Balances:** A table showing leave types and their balances.

Leave Type	Balance
1 Annual	18
2 Casual	0
3 Compensatable	0
4	0
5	9
6	0
7	0
- Leave History:** A table showing a list of leave transactions.

Date On	Date From	Date To	Type	Bal	Days	Done By	Remarks
28/05/2010	28/05/2010	28/05/2010	Annual	18	5	Barry	entitlement
28/05/2010	31/05/2010	02/06/2010	Annual	13	2	Barry	leave taken
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

A modal dialog box titled "IES Client" is open in the center of the screen. It contains the text: "To cancel a leave transaction line, please dbl-click on the line where the leave is to be cancelled." and an "OK" button.

Slide 8

Slide notes: When we choose the 'cancel' option, then the system reminds us how it's actually done, i.e. by dbl-clicking on the Leave Transaction line to cancel.

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

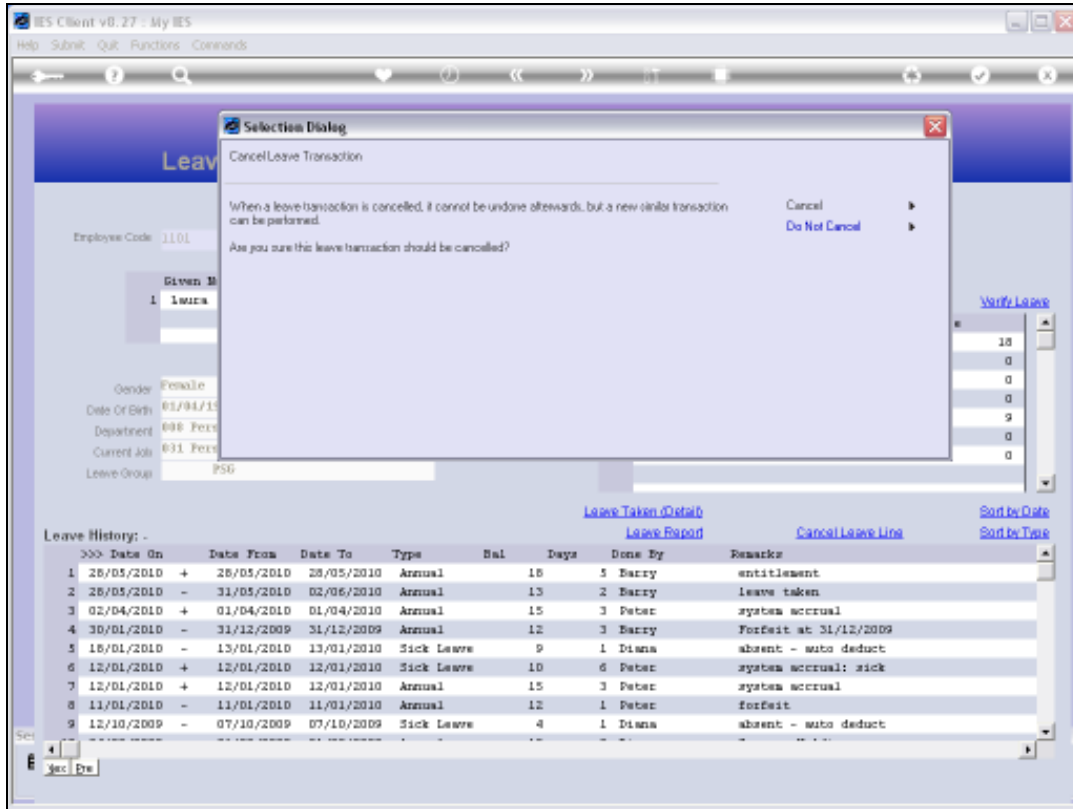
[Leave Taken Detail](#) [Sort by Date](#)
[Leave Report](#) [Cancel Leave Line](#) [Sort by Type](#)

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 9

Slide notes:



Slide 10
Slide notes:

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	+	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 11

Slide notes: And now, that Leave Transaction line is effectively cancelled.