



# TIMES PRO Leave

## User Guide for Employees

Document Version: 1.0

Released Date: 1 January 2023



## TABLE OF CONTENTS

---

<b>APPLY LEAVE .....</b>	<b>4</b>
<b>VIEW LEAVE.....</b>	<b>8</b>
<b>WITHDRAW PENDING LEAVE .....</b>	<b>10</b>
<b>CANCEL APPROVED LEAVE .....</b>	<b>11</b>
<b>VIEW ENTITLEMENT .....</b>	<b>12</b>
<b>PLAN LEAVE .....</b>	<b>14</b>
<b>CALENDAR .....</b>	<b>18</b>
<b>REPORT .....</b>	<b>20</b>

## RELATED GUIDES

---

Before proceeding this user guide, please read the following guides first.

**TIMES PRO Introductory Guide.**



## DISCLAIMER

---

Copyright 2023 Times Software Pte Ltd ("TIMES SOFTWARE") (Company Registration No.: 199804415D) All rights reserved. Please refer to the legal notice below for terms of use.

**THE SPECIFICATIONS AND INFORMATION REGARDING THE PRODUCTS IN THIS USER GUIDE ARE SUBJECT TO CHANGE WITHOUT NOTICE. ALL STATEMENTS, INFORMATION, AND RECOMMENDATIONS IN THIS USER GUIDE ARE BELIEVED TO BE ACCURATE BUT ARE PRESENTED WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED. USERS MUST TAKE FULL RESPONSIBILITY FOR THEIR APPLICATION OF ANY PRODUCTS.**

**INFORMATION PROVIDED IN THIS GUIDE IS PROVIDED "AS IS" WITH ALL FAULTS. TIMES SOFTWARE DISCLAIM ALL WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THOSE OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT OR ARISING FROM A COURSE OF DEALING, USAGE OR TRADE PRACTICE.**

**IN NO EVENT SHALL TIMES SOFTWARE OR ITS SUPPLIERS BE LIABLE FOR ANY DIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, INDIRECT OR PUNITIVE DAMAGES, OR ANY DAMAGES WHATSOEVER, INCLUDING, WITHOUT LIMITATION, LOST PROFITS OR LOSS OR DAMAGE TO DATA ARISING OUT OF THE USE OR INABILITY TO USE THIS USER GUIDE, OR ANY ERRORS OR OMISSIONS IN THE CONTENT THEREOF, EVEN IF TIMES SOFTWARE OR ITS SUPPLIERS HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**

Unless otherwise noted, the example companies, organizations, products, domain names, email addresses, logos, people, places and events depicted herein are fictitious, and no association with any real company, organization, product, domain name, email address, logo, person, place or event is intended or should be inferred. Any workflows, display output, diagrams and other figures included in this user guide are shown for illustrative purposes only.

Without limiting the rights under copyright, no part of this user guide may be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), or for any purpose, without the express written permission of TIMES SOFTWARE.

The TIMES service and products identified in this user guide are trademarks or service marks of TIMES SOFTWARE. All other products or services referenced in this user guide may be the trademarks or service marks of their respective owners.

## Apply Leave

To apply leave, first access your leave application form.

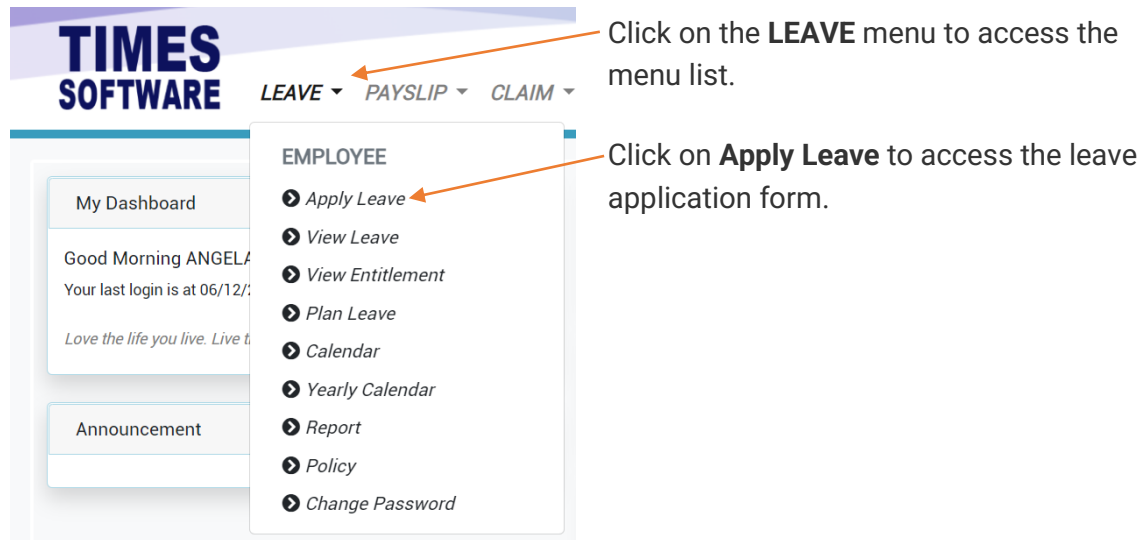


Figure 1 TIMES PRO Leave Employee menu

The screenshot shows the TIMES PRO Leave application form. The form is titled 'Apply Leave' and includes a 'Main' tab and a 'Details' tab. The 'Main' tab is active, showing a summary of leave entitlements: TOTAL 20, BF 0, ADJUST 0, FORFEIT 0, ENTITLE 20, TAKEN 0, and BALANCE 20. The 'Leave Type' is set to 'ANNUAL LEAVE'. The 'Start Date' is 07 Dec 2022, the 'End Date' is 07 Dec 2022, and the 'No Of Day(s)' is 1. The 'Reference No' and 'Reason\*' fields are empty. The 'Approver' is listed as 'ANDY LOW'. A 'Submit' button is at the bottom left. On the right, there is a calendar for December 2022, showing the selected dates (07 Dec 2022) highlighted in yellow.

Figure 2 TIMES PRO Leave application form

The screenshot shows the 'Main' section of the leave application form. It includes a header with tabs 'Main' and 'Details'. Below the header is a summary bar with various leave balance indicators: TOTAL 20, BF 0, ADJUST 0, FORFEIT 0, ENTITLE 20, TAKEN 1, and BALANCE 19. The 'Leave Type' dropdown is set to 'ANNUAL LEAVE'. The 'Start Date' and 'End Date' are both set to '07 Dec 2022', and 'No Of Day(s)' is '1'. There are fields for 'Reference No' and 'Reason\*'. The 'Approvers' section shows 'ANDY LOW' as the approver. A 'Submit' button is at the bottom left. On the right, a calendar for December 2022 is displayed, showing dates from 27 to 31. The calendar has a red highlight on the 7th and a green highlight on the 8th. Numbered callouts point to specific areas: 1 points to the summary bar, 2 points to the 'Leave Type' dropdown, 3 points to the calendar, and 4 points to the 'Approvers' section.

Figure 3 TIMES PRO Leave application form Main section

1	This section shows your leave balances depending on the type of leave that you have selected in <b>Leave Type</b> .
2	<p>Choose the type of leave you want to apply at <b>Leave Type</b>. Select the <b>Start Date</b> and <b>End Date</b> for your leave duration. You may also use the <b>Calendar</b> to determine your leave duration. See item 3.</p> <p>Depending on the leave type you had selected, and your company leave policy, you may need to indicate additional information in your leave application form such as <b>Reference No</b> and <b>Reason</b>.</p>
3	<p>This is the <b>Calendar</b>. Here you can see the leaves that you had applied and any important information to take note such as public holidays. If you had applied any leave and the leave is shown in a red colour, that means your leave is pending for approval. If it is green, it is final approved.</p> <p>The <b>Calendar</b> also allows you to indicate the duration of your leave that you want to apply. Simply click on the day you want in the <b>Calendar</b> and if you want a longer duration, hold and drag your selection to another date.</p>
4	This section shows your approvers who will be reviewing your leave application.

5

6

7

Main Details

Leave Details

07/12/2022	0.5	AM
08/12/2022	0	
09/12/2022	0.5	PM
12/12/2022	1	
13/12/2022	1	
14/12/2022	0.5	AM
15/12/2022	0	
16/12/2022	1	

Figure 4 TIMES PRO Leave application form Details section

5	If you have applied for a long duration leave, you can fine tune each day's leave duration. Click on the <b>Details</b> tab to begin.
6	At each day leave, you can indicate whether it's a half day leave (denoted as 0.5 day) or you are not taking leave on that day (denoted as 0 day).  If the leave you are taking is an hourly leave, you indicate the number of hours instead.
7	When taking half day leave, you can indicate whether it's a morning leave (denoted as AM) or afternoon leave (denoted as PM).

The screenshot shows the 'Details' tab of a leave application form. At the top, there are status buttons: TOTAL 20, BF 0, ADJUST 0, FORFEIT 0, ENTITLE 20, TAKEN 1, and BALANCE 19. Below this, the 'Leave Type' is set to 'ANNUAL LEAVE'. The 'Start Date' is 07 Dec 2022 and the 'End Date' is 16 Dec 2022. The 'No Of Day(s)' field contains '4.5' and is circled with an orange circle labeled '8'. Below the dates are fields for 'Reference No' and 'Reason\*'. The 'Approvers' field shows 'ANDY LOW'. At the bottom left, there is a 'Submit' button with a blue arrow icon, which is circled with an orange circle labeled '9'.

8	Return back to the <b>Main</b> section and you will see that the correct number of leave days applied is reflected here.
9	Click the <b>Submit</b> button to submit the leave application to your approver for review.

## View Leave

**View Leave** page shows your leave applications that you have submitted to your approver for review and the approval status of these applications.



You can also edit your **Pending** leave applications to make changes to them, as well as to **Withdraw** your pending leave and **Cancel** your approved leave.

The screenshot shows the TIMES PRO Leave View Leave web page. The interface includes a top navigation bar with the TIMES SOFTWARE logo and a menu with options: LEAVE, PAYSLIP, CLAIM, TIMESHEET, HRIS, and IRAS. A user profile dropdown shows 'ANGELA' and 'English'. Below the navigation bar, there's a sidebar with 'My Dashboard', 'Good Morning ANGELA', and 'Announcement'. The main content area has a 'View Leave' tab selected. It features filters for Employee (ANGELA GOH), Leave Type (All Selected), Status (All Selected), and Year (2022). A table displays leave applications with columns: Status, Emp No, Emp Name, Leave, Start Date, End Date, Day, Hour, AmPm, Remark, Reference, Submitted By, Submitted Date, Approved By, Approved Date, Attachment, and Approvers. The table shows two pending leave applications for ANGELA GOH. Numbered callouts indicate: 1. The LEAVE menu in the top navigation bar; 2. The View Leave option in the EMPLOYEE dropdown menu; 3. The Edit icon in the table's first column; 4. The Information icon in the table's last column.

Figure 5 TIMES PRO Leave View Leave web page sample

1	You can make use of the <b>Data Filters</b> to see specific leave applications. Simply select them and the leave information is filtered for you based on your selections.
2	You can see all your leave applications' information that you have submitted to your approver(s) for review.  The approval status of your leave application is indicated at the <b>Status</b> column.



	The list of status is as follows:	
	<b>Status</b>	<b>Description</b>
	<b>Pending</b>	Leave application has been submitted and awaiting to get approval from your first approver.
	<b>Recommended</b>	First level approver approved the leave application. Your leave application is now under review by your second level approver.
	<b>Verified</b>	Second level approver approved the leave application. Your leave application is now under review by your third level approver.
	<b>Approved</b>	Leave application has been approved by final approver.
	<b>Rejected</b>	Leave application has been rejected by approver.
	<b>Pending for Cancellation</b>	You have submitted your leave cancellation request for your approved leave, and it is awaiting your first approver review.
	<b>Recommended for Cancellation</b>	First level approver approved your leave cancellation request. Your request is now under the review by your second level approver.
	<b>Verified for Cancellation</b>	Second level approver approved your leave cancellation request. Your request is now under the review by your third level approver.
	<b>Cancelled</b>	Request to cancel approved leave has been approved by your final approver.
	<b>Withdrawn</b>	You have successfully withdrawn your pending leave application.
3	If your leave application status is at <b>Pending</b> , you can make changes to the leave application. Click on the  <b>Edit</b> button to access the leave application form in order to edit it.	
4	You can click on the  <b>Info</b> button to access the <b>Leave Details</b> pop-up window to view the breakdown information of daily leaves that you had applied in a single leave application form. This is especially useful for long dated duration leave application.  Additionally, you can <b>Withdraw Pending</b> leave applications and request to <b>Cancel Approved</b> leave applications in the <b>Leave Details</b> pop-up window.	

## Withdraw Pending Leave

If you have a leave application with **Pending** status, you can choose to withdraw it. No approval is required from your approver to withdraw it.

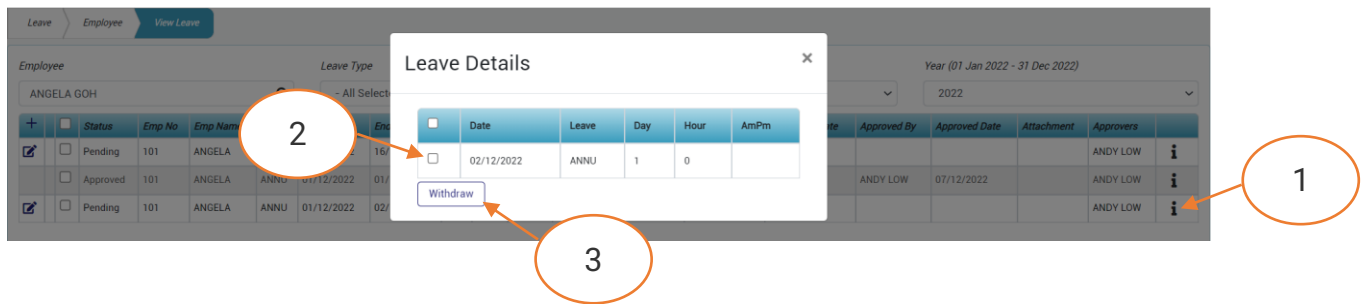


Figure 6 TIMES PRO Leave Leave Details pop-up window with sample pending leave application information

1	Look for your leave application with <b>Pending</b> status and click on the <b>Info</b> button for that leave application to access the <b>Leave Details</b> pop-up window.
2	Tick the checkbox to select the leave day(s) that you want to withdraw.
3	Click on the <b>Withdraw</b> button to withdraw the leave application and the leave application status for the selected day(s) will be marked as <b>Withdrawn</b> .

## Cancel Approved Leave

You can request to cancel your approved leave and the request is subjected to approval by your approver(s).

Once the request is final approved, the consumption of the leave will be cancelled and credited back to your leave entitlement balance depending on the type of leave that you had applied for.

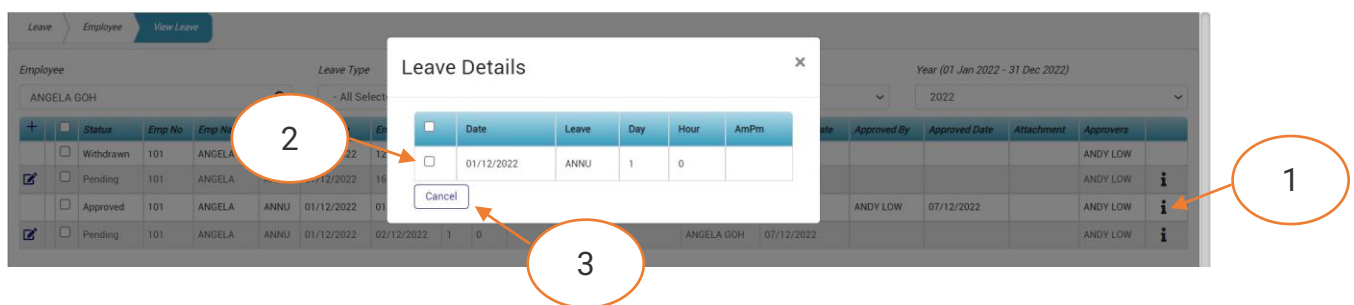
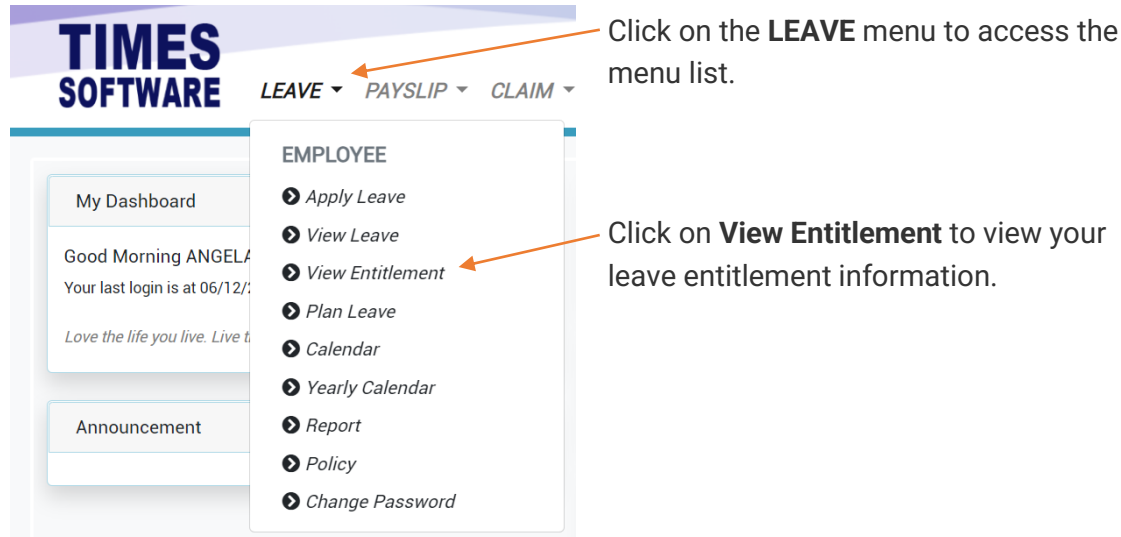


Figure 7 TIMES PRO Leave Leave Details pop-up window with sample approved leave application information

1	Look for your leave application with <b>Approved</b> status and click on the <b>Info</b> button for that leave application to access the <b>Leave Details</b> pop-up window.
2	Tick the checkbox to select the leave day(s) that you want to cancel.
3	Click on the <b>Cancel</b> button to send your request to cancel your approved leave to your approver. The leave application status for the selected day(s) will be marked as <b>Pending for Cancellation</b> . Your approver(s) will need to approve or reject it.

## View Entitlement



The screenshot shows the **View Entitlement** page for employee **ANGELA GOH** in the year **2022**. The table displays leave entitlements and consumption balances for various leave types.

Leave Type	Total	BF	Adjust	Forfeit	Taken	Balance Last Month
AGM MEETING	0.00	0.00	0.00	0.00	0.00	0.00
ANNUAL LEAVE	20.00	0.00	0.00	0.00	1.00	19.00
CHILD CARE LEAVE	0.00	0.00	0.00	0.00	0.00	0.00
COMPASSIONATE LEAVE	5.00	0.00	0.00	0.00	0.00	5.00
CHILD SICK LEAVE	0.00	0.00	0.00	0.00	0.00	0.00
Enhanced Child Care Leave	0.00	0.00	0.00	0.00	0.00	0.00
EXAM LEAVE	0.00	0.00	0.00	0.00	0.00	0.00
FAMILY LEAVE	0.00	0.00	0.00	0.00	0.00	0.00

Figure 8 TIMES PRO Leave View Entitlement web page sample

Your leave entitlement and consumption balance summary is shown in the **View Entitlement** web page. To see your leave entitlement and consumption figures breakdown by month you can click on the leave name in the **Leave Type** column to view the **Monthly Breakdown** pop-up window of that leave.

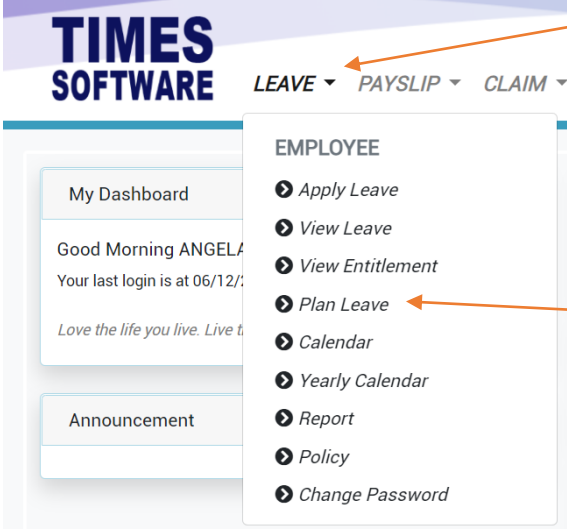


Period	Entitle	BF	Adjust	Forfeit	Taken	Balance
2022 01	20.00	0.00	0.00	0.00	0.00	20.00
2022 02	20.00	0.00	0.00	0.00	0.00	20.00
2022 03	20.00	0.00	0.00	0.00	0.00	20.00
2022 04	20.00	0.00	0.00	0.00	0.00	20.00
2022 05	20.00	0.00	0.00	0.00	0.00	20.00
2022 06	20.00	0.00	0.00	0.00	0.00	20.00
2022 07	20.00	0.00	0.00	0.00	0.00	20.00
2022 08	20.00	0.00	0.00	0.00	0.00	20.00
2022 09	20.00	0.00	0.00	0.00	0.00	20.00
2022 10	20.00	0.00	0.00	0.00	0.00	20.00

Figure 9 Annual leave entitlement and consumption breakdown by month sample

## Plan Leave

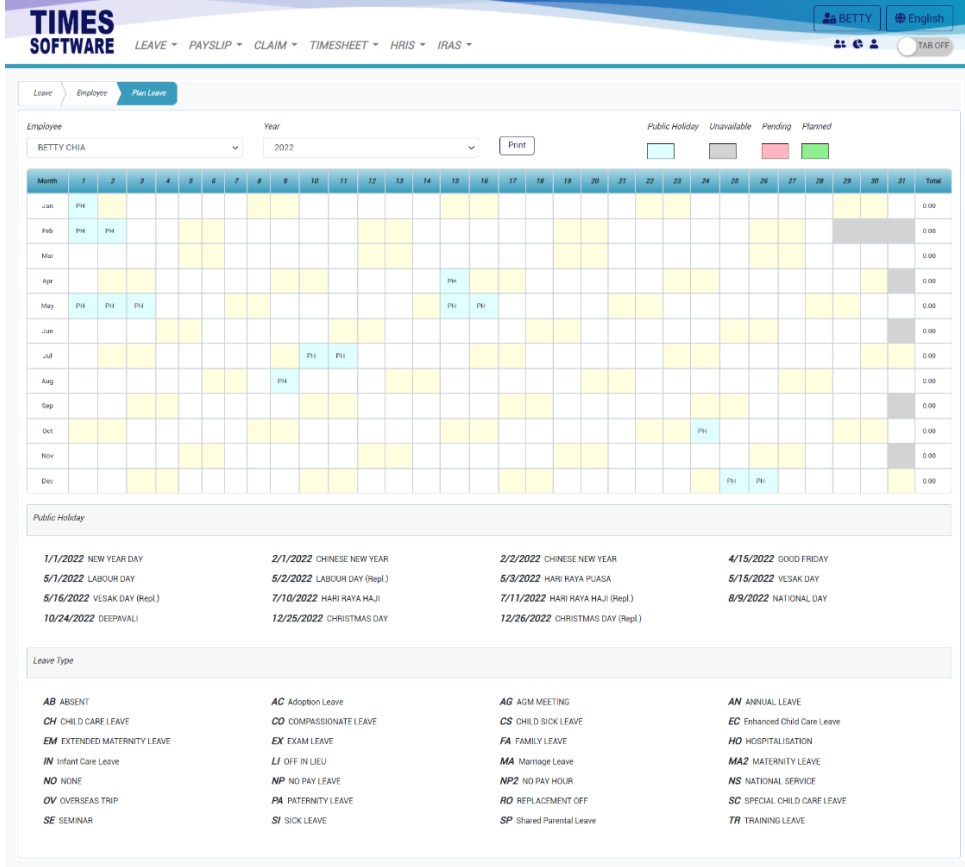
You can plan your **Annual Leave** at the **Plan Leave** web page.



Click on the **LEAVE** menu to access the menu list.

Click on **Plan Leave** to view the leave planning page.

The screenshot shows the TIMES SOFTWARE interface. The top navigation bar includes 'LEAVE', 'PAYSリップ', and 'CLAIM'. A dropdown menu for 'LEAVE' is open, showing options: 'Apply Leave', 'View Leave', 'View Entitlement', 'Plan Leave', 'Calendar', 'Yearly Calendar', 'Report', 'Policy', and 'Change Password'. An annotation points to 'Plan Leave'.



The screenshot displays the 'Plan Leave' web page for employee BETTY CHIA in 2022. The page includes a calendar view showing leave planning for the year. The calendar is color-coded: Public Holiday (light blue), Unavailable (grey), Pending (pink), and Planned (green). The calendar shows leave planning for the year 2022, with columns for months and days. The 'Total' column shows the total leave for each month.

**Public Holiday**

Date	Event
1/1/2022	NEW YEAR DAY
2/1/2022	CHINESE NEW YEAR
5/1/2022	LABOUR DAY
5/16/2022	YESAK DAY (Repl.)
10/24/2022	DEEPAVALI
5/2/2022	LABOUR DAY (Repl.)
7/10/2022	HARI RAYA HAJI
12/25/2022	CHRISTMAS DAY
2/2/2022	CHINESE NEW YEAR
5/3/2022	HARI RAYA PUASA
7/11/2022	HARI RAYA HAJI (Repl.)
12/26/2022	CHRISTMAS DAY (Repl.)
4/15/2022	GOOD FRIDAY
5/15/2022	YESAK DAY
8/9/2022	NATIONAL DAY

**Leave Type**

Leave Type	Leave Type	Leave Type	Leave Type
AB ABSENT	AC Adoption Leave	AG AGM MEETING	AN ANNUAL LEAVE
CH CHILD CARE LEAVE	CD COMPASSIONATE LEAVE	CS CHILD SICK LEAVE	EC Enhanced Child Care Leave
EM EXTENDED MATERNITY LEAVE	EX EXAM LEAVE	FA FAMILY LEAVE	HO HOSPITALISATION
IN Infant Care Leave	LI OFF IN LIEU	MA Marriage Leave	MA2 MATERNITY LEAVE
NO NONE	NP NO PAY LEAVE	NP2 NO PAY HOUR	NS NATIONAL SERVICE
OV OVERSEAS TRIP	PA PATERNITY LEAVE	RO REPLACEMENT OFF	SC SPECIAL CHILD CARE LEAVE
SE SEMINAR	SI SICK LEAVE	SP Shared Parental Leave	TR TRAINING LEAVE

Figure 10 TIMES PRO Leave Plan Leave web page sample

Employee

BETTY CHIA

Year

2022

Print

Public Holiday

Unavailable

Pending

Planned

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Jan	PH																														0.00	
Feb	PH	PH																													0.00	
Mar																															0.00	
Apr															PH																0.00	

To start planning your leave, click on the box for the date that you want to take leave. If you want to take a long duration leave, click on the box, hold and drag your selection to the final date.

Employee

BETTY CHIA

Year

2022

Print

Public Holiday

Unavailable

Pending

Planned

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Jan	PH																														0.00	
Feb	PH	PH																													0.00	
Mar																															0.00	

Month

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

Total

Jan

PH

0.00

Feb

PH

PH

0.00

Mar

0.00

Apr

0.00

May

PH

0.00

Jun

0.00

Jul

0.00

Aug

0.00

Sep

0.00

Oct

0.00

Nov

0.00

Dec

0.00

Public Holiday

0.00

Plan Leave

Employee

BETTY CHIA

Leave Code

ANNUAL LEAVE

Date Range

07/02/2022 To 18/02/2022

Reference

Remark

Leisure

Leave Details

07/02/2022

1

08/02/2022

1

09/02/2022

0.5

AM

10/02/2022

1

11/02/2022

0

14/02/2022

0.5

PM

15/02/2022

1

16/02/2022

0

17/02/2022

1

18/02/2022

1

Submit

Close

Figure 11 Plan Leave Details pop-up window sample

1	The <b>Plan Leave Details</b> pop-up window is presented for you to show you the leave dates that you have selected.
2	Similar to <b>Leave Application</b> form <b>Details</b> section, you can fine tune the details of your leave.
3	Click the <b>Submit</b> button to finalise your selection.

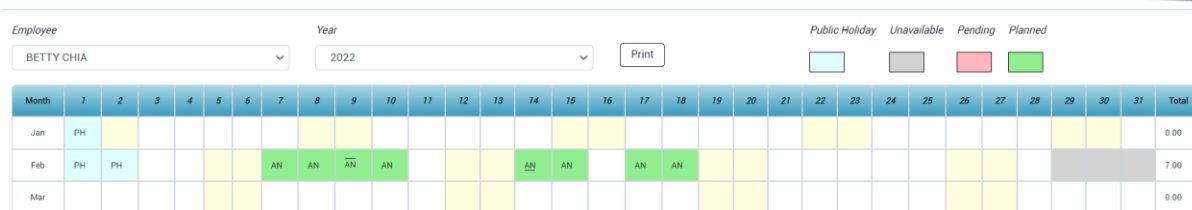


Figure 12 Annual leave has been planned for the month

	If you see a line above the annual leave, this indicates that you are taking a morning half day leave.
	If you see a line below the annual leave, then it is an afternoon half day leave.

At this juncture, if your annual leave is in **Planned** stage (green colour), nothing is submitted to your approver, and you can make changes to your planned leave at any time.

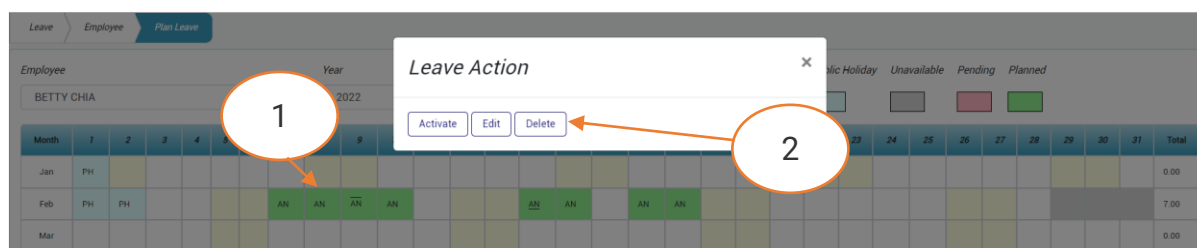


Figure 13 Leave Action pop-up window

1	To make changes to your planned leave, double click on it to open the <b>Leave Action</b> pop-up window.
2	<p>Click on the <b>Edit</b> button to edit the planned leave or click on the <b>Delete</b> button to delete the planned leave.</p> <p>It is important to note that when you delete the planned leave and if the planned leave is a long duration leave submitted from a single submission, you will delete the entire planned leave duration.</p> <p>Therefore, if you want to remove specific days from your long duration planned leave use the <b>Edit</b> button.</p>





- 3** To confirm your planned leave, click on the **Activate** button to automatically raise a **Leave Application** for it and submit it to your approver for review.



Figure 14 Sample planned leave that was activated and is now pending for review by approver

- 4** The activated planned leave is now **Pending** review by your approver and is marked as red colour. You can view the submitted leave application from the **View Leave** web page as well.

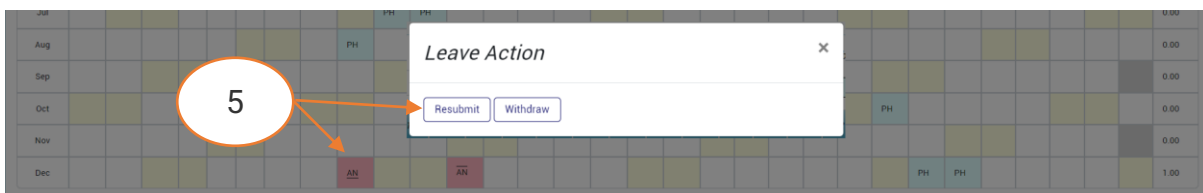
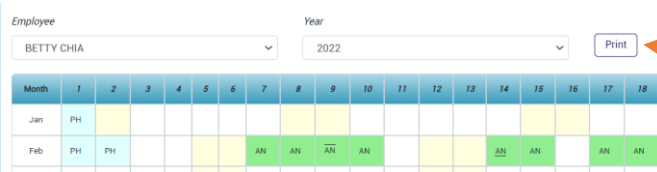


Figure 15 Pending Leave Action

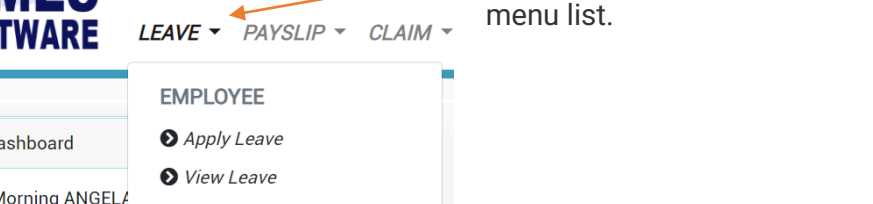
- 5** **Pending** leave can be withdrawn and removed from your leave planner. To do this, double click on the **Pending** leave and click on the **Withdraw** button at the **Leave Action** pop-up window.

Click on the **Resubmit** button to resend the leave application to your approver to alert the approver to review it in case your approver had overlooked it.



Do note that you can click on the **Print** button to print out your leave planner.

## Calendar



The screenshot displays the 'TIMES SOFTWARE' logo at the top left. Below it, a navigation bar contains three menu items: 'LEAVE', 'PAYSLIP', and 'CLAIM', each with a downward arrow. An orange arrow points from the text 'Click on the LEAVE menu to access the menu list.' to the 'LEAVE' menu item. Below the navigation bar, a sidebar on the left contains sections: 'My Dashboard' with a greeting for 'ANGELA' and a login timestamp, and 'Announcement'. The main content area shows a dropdown menu for 'EMPLOYEE' with the following options: 'Apply Leave', 'View Leave', 'View Entitlement', 'Plan Leave', 'Calendar', 'Yearly Calendar', 'Report', 'Policy', and 'Change Password'. An orange arrow points from the text 'Click on Calendar to view the Leave Calendar page.' to the 'Calendar' option in the dropdown menu.

**TIMES SOFTWARE**

**LEAVE** ▾ **PAYSLIP** ▾ **CLAIM** ▾

**EMPLOYEE**

- Apply Leave
- View Leave
- View Entitlement
- Plan Leave
- **Calendar**
- Yearly Calendar
- Report
- Policy
- Change Password

My Dashboard

Good Morning ANGELA

Your last login is at 06/12/2023 at 10:00 AM

*Love the life you live. Live it well.*


Announcement

Click on the **LEAVE** menu to access the menu list.

Click on **Calendar** to view the **Leave Calendar** page.


The screenshot displays the TIMES PRO Leave Calendar interface. At the top, there is a navigation bar with the TIMES SOFTWARE logo and several menu items: LEAVE, PAYSHEET, CLAIM, TIMESHEET, HRIS, and IRAS. On the right side of the navigation bar, there are buttons for BETTY, English, and a TAB OFF button. Below the navigation bar, there is a filter section with a search bar and a filter icon. The filter section includes dropdowns for Year (2022), Month (12), Leave (~ All Selected -), and Status (~ All Selected -). There is also a Type dropdown (leave) and an Export button. A legend indicates Pending (pink) and Today (teal). The main calendar area is titled December 2022 and shows a grid of days. The calendar displays various leave types and durations, such as BETTY CHIA - 0.5 ANNUAL LEAVE AM, BETTY CHIA - 1 ANNUAL LEAVE, and CHRISTMAS DAY (Repl.). Annotations 1 through 4 point to specific UI elements: 1 points to the top navigation bar, 2 points to the calendar header, 3 points to the leave type 'BETTY CHIA - 1 ANNUAL LEAVE', and 4 points to the date '27'.

Figure 16 TIMES PRO Leave Calendar sample

1	<p>Click on the <b>Filter</b> section to expand or collapse the <b>Data Filters</b>.</p> <p>You can make use of the <b>Data Filters</b> to view specific information and navigate the calendar.</p> <p>To print the calendar, click on the <b>Export</b> button.</p>
2	Click on the  <b>New</b> button to raise a <b>Leave Application</b> for that day.
3	<p>The number shown here indicates the number of staff who have applied for leave on that day out of the total staff count for your department.</p> <p>You can click on the number to see the leave details of the staff in the <b>Leave Detail</b> pop-up window.</p>

Detail								
Emp No	Emp Name	Date	Leave	Day	Hour	AmPm	Remark	Reference
101	ANGELA GOH	09/12/2022	ANNU	0.5	0	PM	Holiday trip	
105	EMILY WONG	09/12/2022	ANNU	0.5	0	AM	Leisure	

Figure 17 TIMES PRO Leave Calendar Leave Detail pop-up window sample

4	Click on the  <b>View</b> button to access your <b>View Leave</b> page.
---	--

## Report

To generate and print leave reports, first access the **Leave Report** web page.


The screenshot shows the TIMES SOFTWARE interface. At the top, there is a navigation bar with 'LEAVE', 'PAYSIP', and 'CLAIM' menus. An arrow points to the 'LEAVE' menu with the text 'Click on the **LEAVE** menu to access the menu list.' Below this, a dropdown menu is open, showing options like 'Apply Leave', 'View Leave', 'View Entitlement', 'Plan Leave', 'Calendar', 'Yearly Calendar', 'Report', 'Policy', and 'Change Password'. An arrow points to the 'Report' option with the text 'Click on **Report** to view the **Leave Report** page.'

The main report generation form is shown below. It has several sections:
 

- Report**: A dropdown menu set to 'Leave Taken'. An arrow points to this dropdown with the number '1'.
- Format**: A dropdown menu set to 'Excel'.
- Employee**: A dropdown menu set to 'All'.
- Leave Type**: A dropdown menu set to 'All'. An arrow points to this dropdown with the number '2'.
- Date Option**: A dropdown menu set to 'Date Range'.
- Status**: A dropdown menu set to 'All'.
- Start Date**: A date field set to '01 Dec 2022'.
- End Date**: A date field set to '31 Dec 2022'.
- Recalculation**: A checkbox that is currently unchecked. An arrow points to this checkbox with the number '3'.
- Print**: A button with a printer icon. An arrow points to this button with the number '4'.

Figure 18 TIMES PRO Leave Leave Report web page

1	Choose the type of <b>Report</b> that you want to generate and the <b>Format</b> of the report.
2	Indicate your information filters for the report.
3	If you want to ensure the accuracy of the report with the latest data, tick the <b>Recalculation</b> checkbox to get the application to recalculate the leave entitlement, balances and transactions before generating the report. Otherwise, do not tick it.



	Do note that this may contribute additional time needed to generate the report depending on the amount of data.
4	Click on the <b>Print</b> button to generate the report.

---

End of Document