



TIMES Leave

Standard Setup and Maintenance
User Guide for Administrators

(SQL Version)

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Chapter 1. Introduction

TIMES Leave system is an application which provides web-based paperless leave application for employees. With the system, employees are kept up-to-date with their leave information without the need to inquire from HR and their supervisors. It assists HR professionals to streamline tedious leave management and monthly leaves reports generation for each departmental head. The system manages the leave flow and employees could plan up their leave applications which are linked to TIMES Payroll. HR Administrator can easily assess employees' current leaves status, details and retrieve the leave data required for internal leave costing. All departmental heads could easily monitor their reporting employees' leaves and view all leaves in calendar presentation and leave reports.

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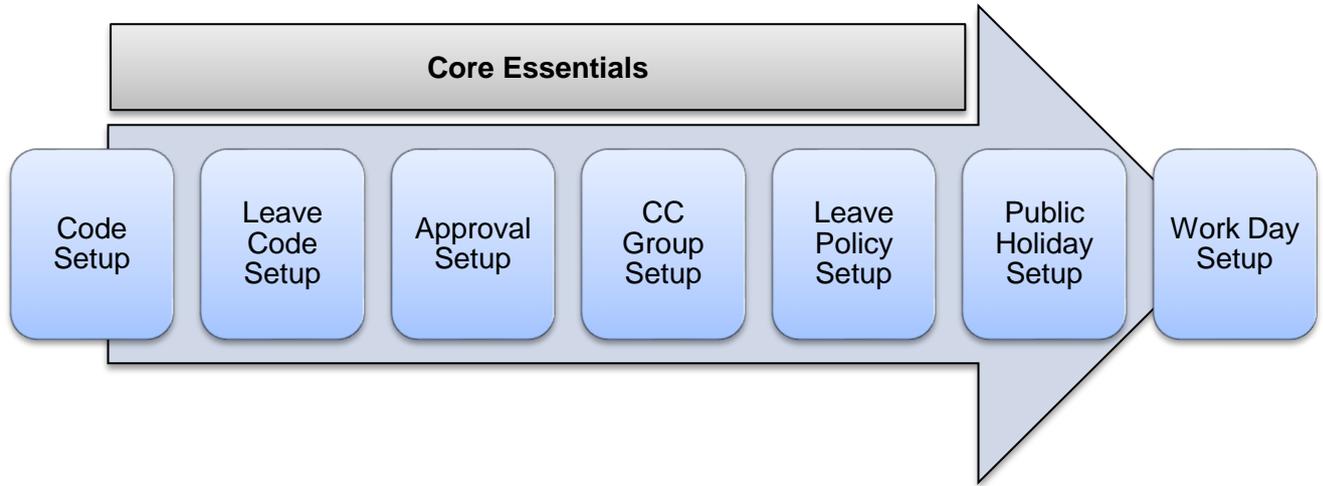
Alternatively, you can send us an email to the following email addresses:

For support and assistance, please email to support@timesoftsg.com.sg.

For product inquiry, please email to sales@timesoftsg.com.sg.

Chapter 2. Standard Setup Workflow

To setup a new TIMES Leave System, the Administrator begins by setting up the **Core Essentials**.



First master codes for drop-down lists (such as list of Leave Schemes) that will be used in the system will be setup in **Code Setup**.

Next, different types of leave are setup in the **Leave Code Setup**.

Following that the approval flow for employees' leave applications submissions are setup in the Approval Setup. The Administrator can create different approval flow for each type of leave.

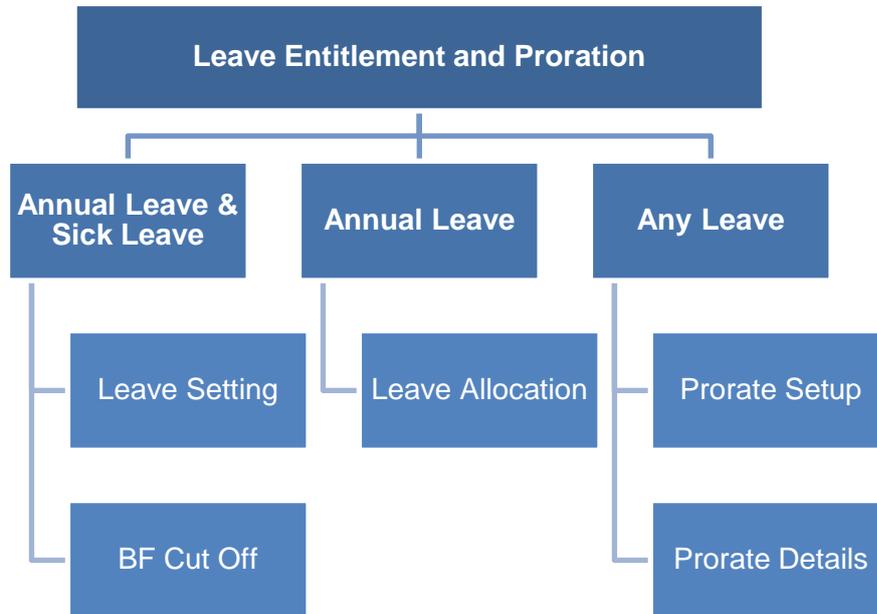
Carbon copy mailing list can be setup in **CC Group Setup**. When employees' leave applications are submitted or approved, email notifications can be sent out to the recipients in the mailing list. This setup is optional.

The corporate leave policy write-up can be created and published from the **Leave Policy Setup**.

The list of public holidays for the year can be setup and maintained at **Public Holiday Setup**.

If there are specific days that count as half work day, full work day or off day, the Administrator can specify them at the **Work Day Setup**.

After the Core Essentials are done, the Administrator continues the system setup with the **Leave Entitlement and Proration**.

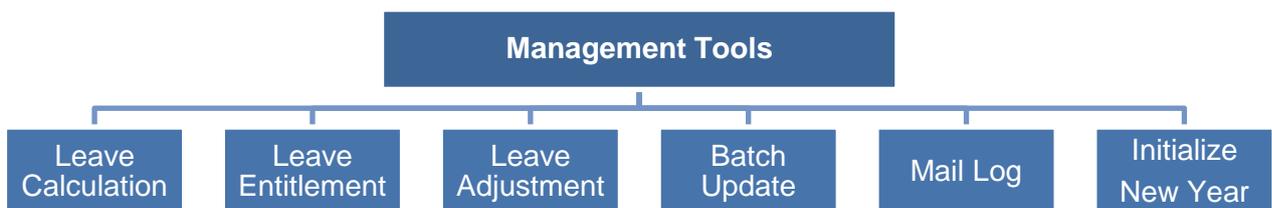


The Administrator begins by defining the calculation method for leave entitlement and proration of annual leave and sick leave at **Leave Setting**.

Next the annual leave entitlement days' calculation is set at **Leave Allocation**.

The Administrator can define the leave proration calculation method of other types of leave by using either the simple **Prorate Setup** or the advanced **Prorate Details**.

The system provides additional tools to assist the Administrator in managing employees' leave information.



Leave Calculation calculates the employees' leave entitlements and balances.

Leave Entitlement shows employees' leave entitlements.

Leave Adjustment provides the tool for Administrator to adjust each employee's leave entitlements.

Batch Update allows the Administrator to adjust leave taken and leave entitlements for a group of employees.

Mail Log tracks all email notifications sent out by the system.

Chapter 3. First time logging into the TIMES Leave System

Open your internet browser and enter the URL address to access the TIMES Solution portal login web page, example: <http://www.myportal.com/esolution/Signin.aspx>

An example of the login page is shown below.

Times provides the following E-Application to assist HR job:

- E-Leave
- E-Claim
- E-HR
- E-Training
- E-Attendance

Emp No

Password

Company

Period

[Login](#) [Forgot Password?](#)

Times Software offers comprehensive integrated suite of Payroll and HR solutions designed specifically for small, medium and large corporations.

Click on the “Company” drop-down list to see a list of available companies and choose the one that you want to access to.

Key in your login id at “Emp No”.

Key in your password at “Password”.

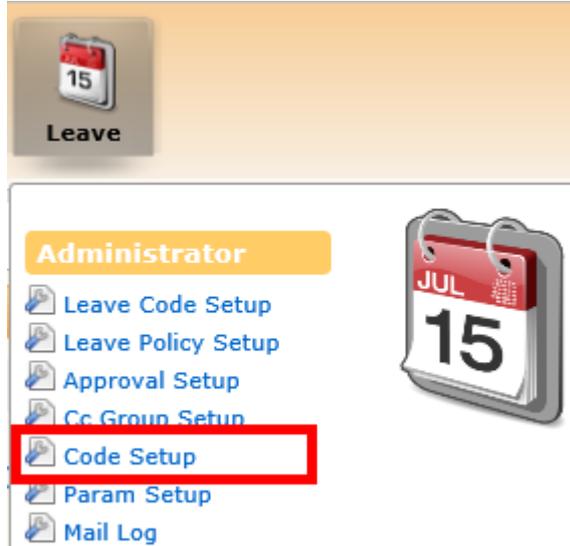
Click the [Login](#) button to login into the system.



To effectively use this guide, ensure that you are given the role of Administrator for the company that you are logging into. If the role is not setup yet, use login id *Admin* at “Emp No” to login as the Administrator.

Chapter 4. Code Setup

You can create and manage master codes in **Code Setup**. Codes defined here are used to populate drop-down lists in the TIMES Leave system.



Click on the **Code Setup** option in the Administrator menu to access the Code Setup web page.

Leave >> Administrator >> Code Setup

Category:

		Code	Description
		LV_SCHE1	STANDARD LEAVE SCHEME
		LV_SCHE2	SPECIAL LEAVE SCHEME
		NONE	NO LEAVE SCHEME

Choose a "Category".

To add a new code, click on the button. Enter in the details for the new code and click button to save the code or button to cancel.

To edit an existing code, click on button, enter the new details and click button to save the code or button to cancel.

To delete a code, click on button. Codes deleted are unrecoverable.

Chapter 5. Leave Code Setup

In the **Leave Code Setup** you can setup a master catalogue of leave types that can be applied by your organisation’s employees in the system. You can setup different catalogue of leave types for each Leave Scheme.



Click on the **Leave Code Setup** option in the Administrator menu to access the Leave Code Setup web page.

Leave Scheme: Copy ticked leave code to leave scheme

Leave Code / Description: /

Category:

	Leave Code	Leave Description	Applicable	Reference Required	Reason Required	Attachment Required	Message Prompt	Upon Confirmed	Min Service Days	Min Service Month	Gender	Mar
<input type="checkbox"/>	ABSENT	ABSENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	0	Both	<input type="text"/>
<input type="checkbox"/>	ACHILD	ADOPTION LEAVE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	3	Female	<input type="text"/>
<input type="checkbox"/>	ANNU	ANNUAL LEAVE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	0	1	Both	<input type="text"/>
<input type="checkbox"/>	CHILDLVE	CHILD CARE LEAVE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	0	Both	<input type="text"/>
<input type="checkbox"/>	COMP	COMPASSIONATE LEAVE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	0	Both	<input type="text"/>
<input type="checkbox"/>	EMATE	EXTENDED MATERNITY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	90	0	Female	<input type="text"/>
<input type="checkbox"/>	HOSP	HOSPITALISATION	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	0	Both	<input type="text"/>
<input type="checkbox"/>	INFANT	INFANT CARE LEAVE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	3	Both	<input type="text"/>
<input type="checkbox"/>	LIEU	OFF IN LIEU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	0	Both	<input type="text"/>
<input type="checkbox"/>	LVLHOUR	LEAVE BY HOUR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0	0	Both	<input type="text"/>

Choose a Leave Scheme at “Leave Scheme” in order to view and setup the list of leave codes for it. The leave codes setup for “Leave Scheme” – *Default* – applies globally. However, leave codes setup for specific leave scheme will supersede the default leave scheme.

To create a new type of leave, enter the leave’s “Leave Code” and “Description”. Then click the button to add the new leave into the leave scheme’s leave catalogue.

Make the necessary changes if required to the leave code settings (such as “Applicable”, “Ref# required”, etc.) and click button to save your changes.

To delete a leave, click button.  Deleted leave is unrecoverable.

5.1 Copying a created leave to other leave schemes

The screenshot shows the 'Leave Code Setup' page. At the top, there are fields for 'Leave Scheme' (set to '- DEFAULT -'), 'Leave Code / Description', and 'Category' (set to '- ALL -'). There are 'Add' and 'Save' buttons. To the right, there is a 'Copy' button and a dropdown menu labeled 'Copy ticked leave code to leave scheme' with options: 'LEAVE SCHEME 1', 'LEAVE SCHEME 2', and 'NONE SCHEME'. Below this is a table with columns: Leave Code, Leave Description, Applicable, Reference Required, Reason Required, Attachment Required, Message Prompt, and Upon Conf.

	Leave Code	Leave Description	Applicable	Reference Required	Reason Required	Attachment Required	Message Prompt	Upon Conf
<input checked="" type="checkbox"/>	ABSENT	ABSENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>	ACHILD	ADOPTION LEAVE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

If you have created a type of leave for a particular leave scheme you can duplicate that leave over to another leave scheme.

First click on the checkbox to choose the leave that you want to copy over. Next choose a leave scheme from the drop-down list under the heading “Copy ticked leave code to leave scheme”.

Then click on button.

5.2 Show Leave Code Setup settings by a specific purpose

The Leave Code Setup’s numerous settings can be filtered by a specific purpose or common theme to help you setup the leave types easily.

To do this click on the “Category” drop-down list at the Leave Code Setup web page and choose a category.

Here is an example of choosing the *Child* “Category” to view all settings related to creating child care or infant leaves.

The screenshot shows the 'Leave Code Setup' page with the 'Category' dropdown set to 'Child'. The table below shows the filtered results.

	Leave Code	Leave Description	Applicable	Select Child	Max Child's Age	Max Day Per Child	Child's Nationality	Child Age Method
<input type="checkbox"/>	ABSENT	ABSENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	ACHILD	ADOPTION LEAVE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		SING	
<input type="checkbox"/>	ANNU	ANNUAL LEAVE	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	CHILDLVE	CHILD CARE LEAVE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12			
<input type="checkbox"/>	COMP	COMPASSIONATE LEAVE	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	ECHILD	ENHANCED CHILD CARE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12		SING	
<input type="checkbox"/>	EMATE	EXTENDED MATERNITY	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	HOSP	HOSPITALISATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	INFANT	INFANT CARE LEAVE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2			
<input type="checkbox"/>	LIEU	OFF IN LIEU	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

Chapter 6. Understanding the Leave Code Setup columns

This chapter explains the functions and purpose for each of the **Leave Code Setup**'s standard columns.

6.1 Core Category

Leave Code

The code for the leave type.

Leave Description

The leave type's name.

Applicable

Tick the checkbox to enable the leave type to be used for the leave application.

6.2 Validation Category

Reference required

If the checkbox is ticked, "Reference No." will be a compulsory field to fill in when applying for a leave.

Reason required

If the checkbox is ticked, "Reason" will be a compulsory field to fill in when applying for a leave.

Attachment Required

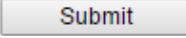
Fill in the value to enable the attachment function.

Value	Purpose
[blank]	Disable the attachment function.
999	Attachment is optional.
0 or [positive value]	Attachment is compulsory when the total day/hour is greater than or equal to specified value.

Message Prompt

The administrator can setup a message which will be shown to the user in the leave application depending on specific condition and the condition is determined by a symbol placed before the message.

Value	Example Setup	Purpose
&<Message>	& This is a sample message	If you place & symbol before the message, only when the user submits the leave application successfully will this message will be shown to the user.
%<Message>	% This is a sample message	If you place % symbol before the message, when the user chooses this leave type in the leave application this message will be shown to the user.

Value	Example Setup	Purpose
<Message>	This is a sample message	If you do not place any symbol before the message this message will be shown to the user after the user clicks on the  button in the leave application regardless of whether the leave application was submitted successfully.

Upon Confirmed

System will control the leave type based on employee's confirmation date. If the checkbox is ticked, only confirmed employees can proceed with their leave applications.

Min Service Days

System will control the leave type based on employee's service days.

Leave Application is not allowed for those employees who worked less than the defined number of service days.

Min Service Month

System will control the leave type based on employee's service month.

Leave Application is not allowed for those employees who worked less than the defined number of service months.

Gender

Value	Purpose
Male	Applicable to male employees.
Female	Applicable to female employees.
Both	Applicable to all employees.

Marital Status

Value	Purpose
S	Single employee only can apply for the leave.
M	Married employee only can apply for the leave.
W	Widowed employee only can apply for the leave.
P	Separated employee only can apply for the leave.
D	Divorced employee only can apply for the leave.

Nationality

Only applicants belonging to this nationality can apply for this leave.

Category Code

Only applicants belonging to this category can apply for this leave.

6.3 Day Related Category

Calendar/Work Day

Value	Purpose
Calendar Days	Calculate the leave period based on calendar days.
Working Days	Calculate the leave period based on working days.
Working Hours	Calculate the leave period based on working hours.

Max. Back Day

Allows the employee to apply back-dated leave; Value should be set as positive. Whether its days or hours is based on the Leave Code Setup's "Calendar/Work Day" setting.

Example: *Max Back Date Day = 7 and Calendar/Work Day = Working Days* means the system will allow the employee to apply back-dated leave up to 7 working days, whereas setting it to 0 or blank will disable the function.

Max Adv Day

Limit the period that the user can apply for future-dated (advance) leave. Set the value as number of days which will be calculated from the current date.

Leaving this blank will disable this feature.

Example: *Assuming today's date is 1st October, 2016. If the administrator sets the Max Adv Day as 30 for this leave users can apply for this leave from 1st October, 2016 to 30th October, 2016. They cannot apply this leave from 31st October, 2016 onwards as this period has exceeded the advance leave limit.*

Max Day per App

Set the maximum days allowed to be applied per application. Setting it to [blank] will disable the function.

Max Day Previous Year

Allows the administrator to set the maximum number of calendar days employees' leave can be back-dated before the end of the previous year. Value should be set as positive, whereas setting it to 0 or blank will disable the function.

Example: *For Annual Leave, assuming the current year is 2016, if the administrator sets the Max Day Previous Year as 31 employees can apply for leave from December 1, 2015 onwards (31 days before the year-end). System will not allow any employees to apply leave earlier than December 1, 2015.*

Max Day Next Year

Allows the administrator to set the maximum number of calendar days that employees can apply for leave calculated from beginning of next year. Value should be set as positive, whereas setting it to 0 or blank will disables the function.

Example: *For Annual Leave, assuming the current year is 2016, if the administrator sets the Max Day Next Year as 31 employees can apply for leave from January 1, 2017 to January 31, 2017 (31 days calculated from beginning of next year). System will not allow any employees to apply leave later than January 31, 2017.*

No Half Day

If the checkbox is ticked, employees cannot apply for half day leave for this leave type.

Sat as Full Day

Set Saturday as full or half working day.

PH as Full Day

Set PH as full day when employee apply the leave.

Continuous Day

Applicable for leave that needs to apply in block or continuous days.

Value	Purpose
[blank]	Disable this function.
[positive number of calendar days]	When employees apply for leave system automatically assigns the number of calendar days for the leave period (as a block leave). However they can still change the end date for the leave.
[negative number of calendar days]	When employees apply for leave system automatically assigns the mandatory number of calendar days for the leave duration (as a block leave). Employees cannot change the leave period.

Denied Date

Specify the period where employees cannot apply for this leave.

Set as **dd/mm/yyyy** or block dates **dd/mm/yyyy-dd/mm/yyyy** (no space).

Use comma (,) to denote multiple selections. No need to be in ascending or descending order.

Urgent Leave

Specify the number of calendar days calculated from the current date. Leave applied within this period is considered as urgent leave.

Setting **0** to "Urgent Leave" means leave applied exactly on the current date is considered as urgent leave.

Setting it to [blank] will disable the function.

6.4 Child Category

Select Child

User can select child from the drop-down list in leave application base on the child's information keyed in TIMES HR [Family Details].

Max Child's Age

User would be able to cap the maximum child's age eligible for the child care leave application.

Max Day per Child

Limit the leave entitlement in a year. Must tick 'Is Child Leave' in order for this function to work.

Example: *If the Child Care Leave's Max No. of Day per Child is set as 3, an employee can only consume a maximum of 3 days of his/her child care leave entitlement in a year regardless of the number of children that he/she has.*

Child's Nationality

The leave can only be applied if the employee's child is of a specific nationality.

Example: *If Enhanced Childcare Leave 'Child's Nationality' is set to SING (as in Singapore) only employees with Singaporean child are eligible to apply for Enhanced Childcare Leave.*

Child Age Method

Calculation Method for Child Care Leave can be set as *Calendar*, *Anniversary* or *Exact Anniversary*.

Method	Purpose
<p>Calendar</p>	<p>Leave calculation is based on calendar year which is from January to December. Although the child has reached 7 years old before year end the leave application is still allowed to be submitted until December.</p> <p>System will determine the youngest child based on the current date.</p> <p>Example: Assuming the <i>child has turned 7 years old on September 12, 2016 the child's father/mother is still allowed to apply for childcare leave until 31st December 2016.</i></p>
<p>Anniversary</p>	<p>Same as the Calendar method but system will determine the youngest child based on leave application's 'Start Date'.</p>
<p>Exact Anniversary</p>	<p>Leave calculation is based on child's date of birth. Once the child reached 7 years old the leave application will not be allowed to be submitted.</p> <p>Example: Assuming the <i>child turned 7 years old on September 12, 2016 the child's father/mother is not allowed to apply for childcare leave after September 12, 2016.</i></p>

6.5 Approval Category

Auto Approved

If the checkbox is ticked, it will enable the leave application for this leave type to be automatically approved upon submission.

Last Approver

Leave code to be approved by Last Approver (predefined employee code), the application will first go through the approver(s)' approval(s) and then it can only be final approved by this **Last Approver**.

6.6 Mail Alert Category

CC Required

Value	Purpose
[Blank]	Disable the CC function.
Auto	System will automatically send cc emails to the list of employees defined in CC Group Setup .
Optional	Employee can decide whether to send cc email to the person that was setup in CC Group Setup .
Self Input	Employee self define the person to include into the cc email list.

No Alert

If the checkbox is ticked, no email notification will be sent to the approvers when an employee applies for this leave.

Cc Upon Approved

Allows the administrator to assign the person to receive a CC email upon the approval of employee's leave. Key in the Employee No. and use comma (,) as a separator for multiple employees.

Cc Previous Approver

If the checkbox is ticked, previous approver will receive an email notification upon the approval of employee's leave application.

6.7 Entitlement Category

YTD Entitlement

Value	Purpose
[Blank]	Employee can consume the leave base on the login period entitlement.
By Start Date	Employee can consume the leave base on leave start date's entitlement.
By Last Period	Employee can consume the leave up to December's leave balance.

Consume Entitlement

Allows the administrator to define which leave code must consume first before allowing the employee to apply for another leave.

Example: If *EMATE Consume Entitlement Field* is set as **MATE** employees must consume the *Maternity Leave (MATE)* first before they can apply for *Extended Maternity Leave (EMATE)*.

Advance Leave

This setting has 2 features:

First feature

Specify the number of days (as a positive value) that employees can apply for leave that can exceed their earned leave days balance but not exceeding their total leave entitlement balance at year end.

Setting it to 0 or blank will disable the function.

Examples:

*If Advance Leave is set as **3**, an employee having 2 earned leave days balance and 6 total leave entitlement days balance at year end can apply for 5 days of leave (2 earned leave days + **3** advance leave days).*

*If Advance Leave is set as **3**, an employee having 2 earned leave days balance and 4 total leave entitlement days balance at year end can apply for 4 days of leave (2 earned leave days + **2** advance leave days capped by entitlement days balance at year end).*

Second feature

Specify the number of days (as a negative value) that employees can apply for leave that can exceed their total leave entitlement balance at year end.

Setting it to 0 or blank will disable the function.

Example:

*If Advance Leave is set as **-3**, an employee having left 5 annual leave days balance left as at year end can apply for 8 days of annual leave.*

6.8 Filter Category

Leave Type

Choose the applicable special leave type (that has special conditions and calculations), otherwise leave it blank.

Value	Purpose
Adoption Leave	Enable leave eligibility checking based on Singapore government-funded Adoption Leave requirements.
Compassionate Leave	Indicates that the leave is a Compassionate Leave and the applicable number of leave days are based on the leave applicant's relationship with the deceased.
Government Paid Pate	Enable leave eligibility checking based on Singapore government-funded Paternity Leave requirements.
Hosp Leave	Indicates that the leave is a Hospitalization Leave which shares the leave entitlement with Sick Leave.
OIL Leave	Indicates that the leave is an Off in Lieu Leave in which the leave's entitlement is granted manually to the employee by the management on a case by case basis and can expire.
RO Leave	Indicates that the leave is an Off in Lieu Leave adjustment which allows the user to request for Off in Lieu Leave entitlement.
Shared Parental Leave	Enable Shared Parental Leave entitlement based on Singapore government-funded Maternity Leave requirements.
Sick Leave	Indicates that the leave is a Sick Leave which shares the leave entitlement with Hospitalization Leave.

Condition

Specifies additional conditions for the leave and is typically used for custom software. This setup is strictly managed by TIMES SOFTWARE's authorized personnel.

Leave Group

The Administrator can assign one or more leave types to a main leave to share their leave entitlements.

Example: If we assign Family Day Leave (which has 2 entitlement days) and Study Leave (which has 3 entitlement days) to Annual Leave (which has 10 entitlement days), when the employee applies for 2 days of Family Day Leave and 3 days of Study Leave the total 5 days applied will be deducted from the 10 days of Annual Leave. The employee will then have a balance of 5 days of Annual Leave.

6.9 Calculation Category

EntDays

Fixed the number of entitlement days for the leave.



Don't define it for Annual and Sick Leave.

B/F Method

Method	Purpose
Ordinary	Balance leave can be brought forward to next year based on the defined Carry Forward Leave Method .
Perpetual	Balance leave will be brought forward to next year as the next year's opening leave entitlement as long as the employee is still employed.
None	Balance leave will not be brought forward to next year.

Max BF

Maximum number of leave balance that can be brought forward to the next year.

Calculation Method

Choose the calculation method from the drop-down list. If left blank it will be defaulted to *Use Ent Days*.

Method	Purpose
Leave Prorate Detail	The leave will prorate the entitlement days based on the prorate table setup in the Prorate Details .
Use Ent Days	The entitlement of the leave is based on the fixed entitlement days setup in Leave Code Setup's "EntDays".
No Entitlement	The leave will not have any entitlement.

6.10 Misc Category

Link

Key in the url address for the leave which is accessible via a hyperlink in the Apply Leave web page.

Chapter 7. Approval Setup

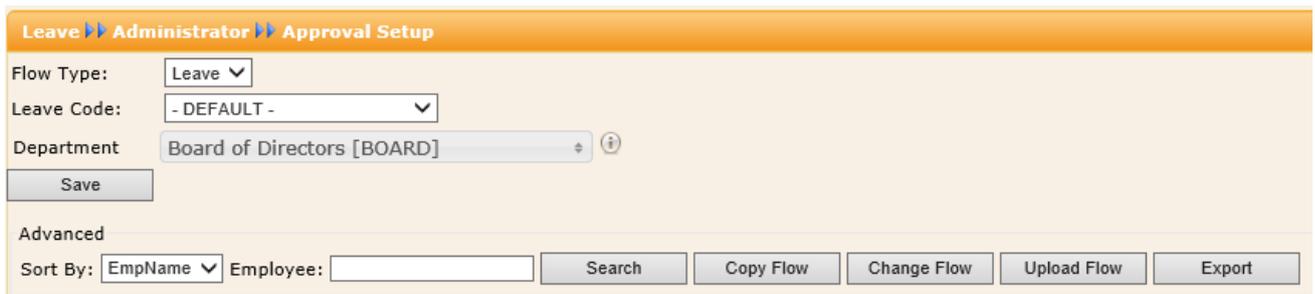
The **Approval Setup** function allows you as the Administrator to setup the approval flow for each employee by indicating each employee’s reporting supervisors as the employee’s TIMES Leave approvers.

These approvers will be responsible in reviewing, approving and rejecting their reporting employees’ leave applications.

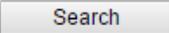
Additionally, you can designate the roles of HR, Administrator and Entry Officer to specific employees in this function.



1. Click on the **Approval Setup** option in the Administrator menu to access the Approval Setup web page.



2. At the Approval Setup web page, ensure the “Flow Type” is *Leave*.
3. Choose either – *Default* – or a specific leave code from “Leave Code”. Approval flow for – *Default* – “Leave Code” applies to all leave codes that do not have any approval flow defined specifically for them.
4. Choose “Department” and a list of employees who are assigned to the selected department(s) will be shown on the web page. If you had made multiple selections, you can click  button to see your selections.

- Alternatively you can use the “Advanced Employee” search to retrieve a list of employees based on the text that you enter in it. This search will find the nearest matching employee number or name. After you had entered the text in it, click  to see the results.

7.1 Navigating the Approval Setup

If your organization has a large number of employees, you will most likely have a large list of employees. To help you sort out and see the different web pages of records, you can use the following functions (they are located at the bottom of the web page):



Click on the “Display Records Per Page” dropdown list to choose the number of records that can be shown on the web page.

A maximum of 500 records can be shown on a single web page.



Click on the “Show Page” dropdown list to choose a specific web page of records.



Click on the “First”, “Prev”, “Next” or “Last” hyperlinks to navigate to each of the web pages if there are more than a single web page.

7.2 Setting up the Leave Approval Flow

To setup the approval flow, you need to key in the approver’s employee number for each employee under the approver columns (they are called “Approver 1”, “Approver 2” and “Approver 3”). You can also designate the stand-in approvers for each of the main approvers (they are called “Standin 1”, “Standin 2” and “Standin 3”).

Emp No	Emp Name	Email	Approver 1	Approver 2	Approver 3	Standin 1	Standin 2	Standin 3	Entry Query
E008	Britney Jennifer Spears	Employee@timesdemo.com	S001 David Gan Dong Hai						
E003	Christina Ong Jing Fei	Employee@timesdemo.com	S001 David Gan Dong Hai						
E001	Christopher Lee Tan Ming	Employee@timesdemo.com	S001 David Gan Dong Hai	S002 Benjamin Wong Sieu Kang	S003 Cindy Lee Lawrence	S004 Lawrence Lee Keng Soon	S005 James Bartholomew Anderson	HR001 Mohinder Suresh Pavithra	OPS
S003	Cindy Lee Lawrence	Approver3@timesdemo.com	HR001 Mohinder Suresh Pavithra						
E004	Darren Lee Hsiao Lung	Employee@timesdemo.com	S001 David Gan Dong Hai						
S001	David Gan Dong Hai	Approver1@timesdemo.com	HR001 Mohinder Suresh Pavithra						EVERYONE

The system provides up to three levels of approval for each employee and these approvers must be entered into the approver columns in a proper sequence. It’s not mandatory to setup all three levels of approval.

For example, if an employee reports to a supervisor and the supervisor reports to the head of department, then the supervisor’s employee number is setup at “Approver 1” and the head of department’s employee number is setup at “Approver 2” for the employee.

Once you have completed the entry, click the button. If you had entered the correct employee’s number for the approvers, their names will appear on the web page. If not, just re-key in the correct employee number under the approver columns and click on the button.

7.3 Assigning the Administrator Role

The role of Administrator grants the employee access to the **Administrator** menu and the Administrator can setup and manage the TIMES Leave system.

Before you can designate an employee as Administrator, you must have a **Query** created from TIMES Payroll application. The Query will determine the list of employees that this Administrator can have access to in order to manage their information.

Emp No	Emp Name	Approver 2	Approver 3	Standin 1	Standin 2	Standin 3	Entry Query	SA/HR Query	Admin Query	Calendar View
S001	David Gan Dong Hai						EVERYONE			All
E005	Emily Wong Chang Ying									Self
C001	Hugo Boss Kaw Kaw						EVERYONE	EVERYONE	EVERYONE	All
S005	James Bartholomew Andersc									Self
E013	James Tan Chen Biao									Self
E011	Jenn Foxy Black Raven									Self

To designate an employee as Administrator, enter the Query Name (case sensitive) at the “Admin Query”. Then click the button to save the entry.

To remove the Administrator role from an employee, simply delete the Query Name at the “Admin Query” and click the button.

7.4 Assigning the HR Role

The role of HR grants the employee access to the **HR** menu and HR can apply on behalf, review, approve and reject employees’ leave applications without restrictions.

Before you can designate an employee as HR, you must have a **Query** created from TIMES Payroll application. The Query will determine the list of employees that this HR can have access to in order to manage their information.

Emp No	Emp Name	Approver 2	Approver 3	Standin 1	Standin 2	Standin 3	Entry Query	SA/HR Query	Admin Query	Calendar View
S001	David Gan Dong Hai						EVERYONE			All
E005	Emily Wong Chang Ying									Self
C001	Hugo Boss Kaw Kaw						EVERYONE	EVERYONE	EVERYONE	All
S005	James Bartholomew Andersc									Self
E013	James Tan Chen Biao									Self
E011	Jenn Foxy Black Raven									Self

To designate an employee as HR, enter the Query Name (case sensitive) at the “SA/HR Query”. Then click the button to save the entry.

To remove the HR role from an employee, simply delete the Query Name at the “SA/HR Query” and click the button.

7.5 Assigning the Entry Officer Role

The role of Entry Officer grants the employee the ability to submit on behalf his or her colleagues' leave applications and will have access to the **Entry Officer** menu.

Before you can designate an employee as an Entry Officer, you must have a **Query** created from TIMES Payroll application. The Query will determine the list of employees that the Entry Officer can have access to in order to manage their duty rosters and time sheets.

Emp No	Emp Name	Approver 2	Approver 3	Standin 1	Standin 2	Standin 3	Entry Query	SA/HR Query	Admin Query	Calendar View
S001	David Gan Dong Hai						EVERYONE			All
E005	Emily Wong Chang Ying									Self
C001	Hugo Boss Kaw Kaw						EVERYONE	EVERYONE	EVERYONE	All
S005	James Bartholomew Andersc									Self
E013	James Tan Chen Biao									Self
E011	Jenn Foxy Black Raven									Self

To designate an employee as an Entry Officer, enter the Query Name (case sensitive) at the “Entry Query”. Then click the button to save the entry.

To remove the Entry Officer role from an employee, simply delete the Query Name at the “Entry Query” and click the button.

7.6 Automatic Setup of the Approval Flow



You can use this feature only if you have other TIMES Solution systems (such as TIMES TimeSheet) installed otherwise skip this sub chapter.

You can quickly populate the list of approvers for each employee by using the  button. This function transfers the list of approvers from one source location (such as from another system or module) over to this system.

Advanced
Sort By: Employee:

Click on the  button to access the **Copy Flow** pop-up window.

Copy Flow ✕

Leave >> Administrator >> Copy Flow

From		To	
Module:	<input type="text" value="TimeSheet"/>	Module:	<input type="text" value="Leave"/>
Flow:	<input type="text" value="TimeSheet"/>	Flow:	<input type="text" value="Leave"/>
		Flow Category:	<input type="text" value="- Default -"/>

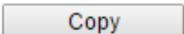
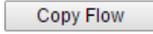
Include stand-in Overwrite flow

Choose the “Module” and “Flow” dropdown lists under the column **From** to indicate the source location where the system will copy the list of approvers from and choose the “Module” and “Flow” dropdown lists under the column **To** to indicate where this list will be copied over to.

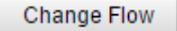
Choose “Flow Category” to copy the approval flow to a specific leave code. Choosing – *Default* – indicates global setting.

If the source has stand-in approvers setup, you can click on the **Include stand-in** checkbox to tick it in order for the system to copy them over.

On default the system will transfer the list of approvers for employees who do not have their approval flow setup information at the Approval Setup. If you wish to overwrite the employees’ existing approval flow setup information click on the **Overwrite flow** checkbox to tick it.

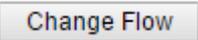
Click  to initiate the process.  You can still manually change the approvers for each employee after  had been executed.

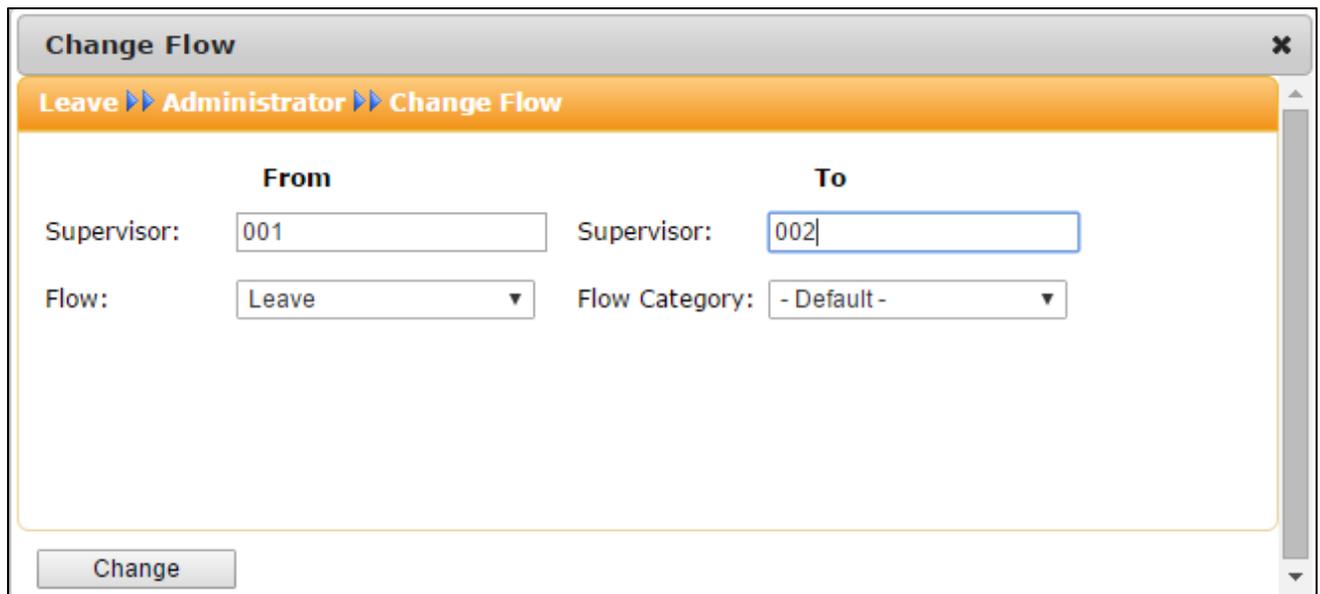
7.7 Easy Change of Approver

In the event you need to change an approver for many employees, you can use the  feature to easily perform that action without the need to manually change the approver for each employee.



Advanced
Sort By: Employee:

Click on the  button to access the **Change Flow** pop-up window.



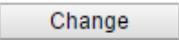
Change Flow ✕

Leave >> Administrator >> Change Flow

	From		To
Supervisor:	<input type="text" value="001"/>	Supervisor:	<input type="text" value="002"/>
Flow:	<input type="text" value="Leave"/>	Flow Category:	<input type="text" value="- Default -"/>

Enter the employee number of the approver that you want to change at “Supervisor” under the column **From** and the replacement approver at “Supervisor” under the column **To**.

Choose a leave code or leave it as default at “Flow Category” to indicate which approval flow will be updated.

Ensure the “Flow” is *Leave* and click  to proceed with the changes.

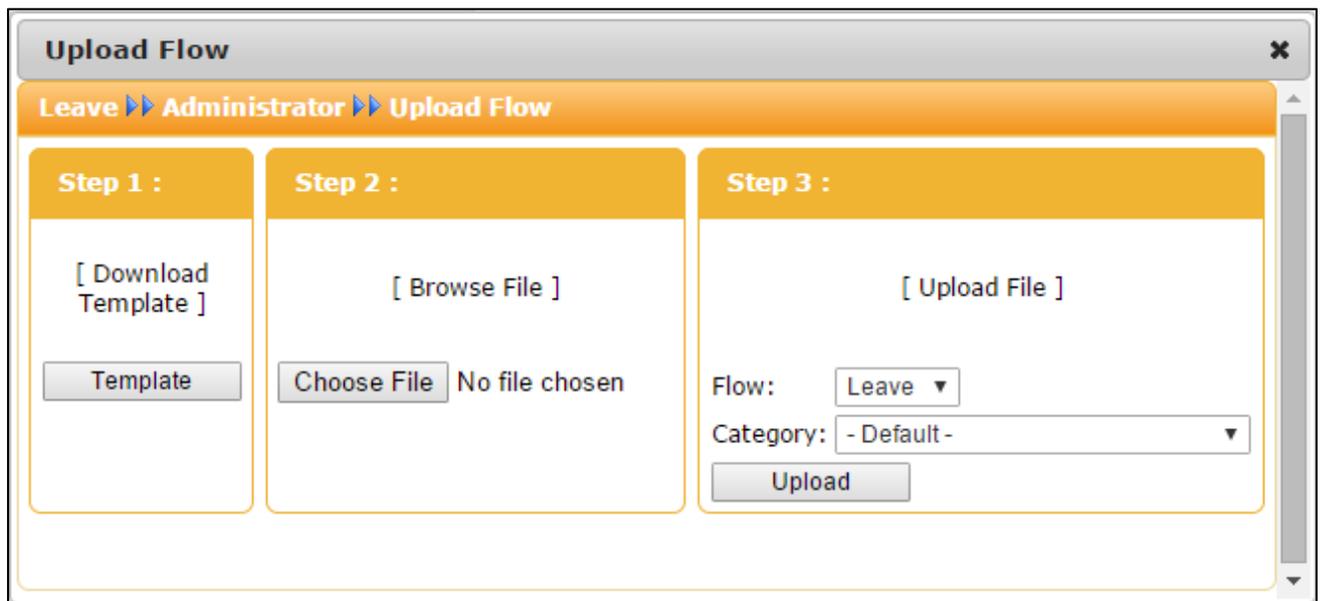
In this example, all employees who have the approver *001* will be replaced with approver *002*.

7.8 Uploading Approval Flow into the system from Excel

If you like to prepare the approval flows in an excel document, you can use the system's excel template document to enter the approval flow information and upload them into the system by using the **Upload Flow** feature.



Click on the **Upload Flow** button to access the **Upload Flow** pop-up window.



First step is to download the system's excel template document. Click on the **Template** button at "Download Template" at Step 1 to download the document.

Next, open the excel template document and enter the approval flows into the document. Make sure to save the document.

Once done, proceed to Step 2 and click on **Choose File** to choose the completed excel document.

Finally, at Step 3, ensure the "Flow" is *Leave*, choose a leave code or default at "Category" and click the **Upload** button to upload the approval flow information from the selected excel document into the system.

7.9 Export the system's Approval Flow into an Excel document

You can export the system's approval flow into an excel document. To do so, first retrieve the list of approval flows and then click on the **Export** button.



Chapter 8. CC Group Setup

You can setup the carbon copy mailing list here in **CC Group Setup**.



This setup is optional.



Click on the **CC Group Setup** option in the Administrator menu to access the CC Group Setup web page.

Leave >> Administrator >> Cc Group Setup

Type Employee Supervisor

All Section - ALL -

All Department - ALL -

Employee E003 [Christina Ong Jing Fei]

Export Save

	Company	Cc To	Code	Apply	Approve
	TSSDEMO	Sally Chong Mui Mui [E002]	ANNUAL LEAVE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	TSSDEMO	Darren Lee Hsiao Lung [E004]	ANNUAL LEAVE	<input type="checkbox"/>	<input checked="" type="checkbox"/>

First determine the “Type” of the CC Group Setup that you want to configure. (*Refer to 8.1 Explanation of the CC Group Setup Type for more information*)

Choose your criteria (such as “All Section”) to filter the list of employees.

Choose the “Employee” that actions taken (be it submitting or approving) on his/her leave application will send cc emails. You can sort the list of employees in the drop-down list by either employee name or number.

Click on the button to add the recipient to receive the CC mail.

For configuring the cc email recipient first choose a company.

Then choose the recipient under the “CC To” column.

Choose the leave code that will trigger this CC mail at “Code”

In the mailing list for each recipient, tick the checkbox “Apply” and/or “Approve”.

Click  button to save the records.

To delete a recipient from the mailing list, click  button.  Deleted record is unrecoverable.

8.1 Explanation of the CC Group Setup Type

For “Type” *Employee* you can configure the following:

Tick the “Apply” checkbox.

- Send cc email if employee submits leave application.
- Send cc email if employee initiates cancellation of approved leave.

Tick the “Approve” checkbox.

- Send cc email if final approver approves the employee’s leave application.
- Send cc email if final approver approves the employee’s leave cancellation.

For “Type” *Supervisor* you can configure the following:

Tick the “Approve” checkbox.

- Send cc email if final approver approves the employee’s leave application.
- Send cc email if final approver approves the employee’s leave cancellation.



You can combine both “Type” configurations to create 2 mailing list for an employee.



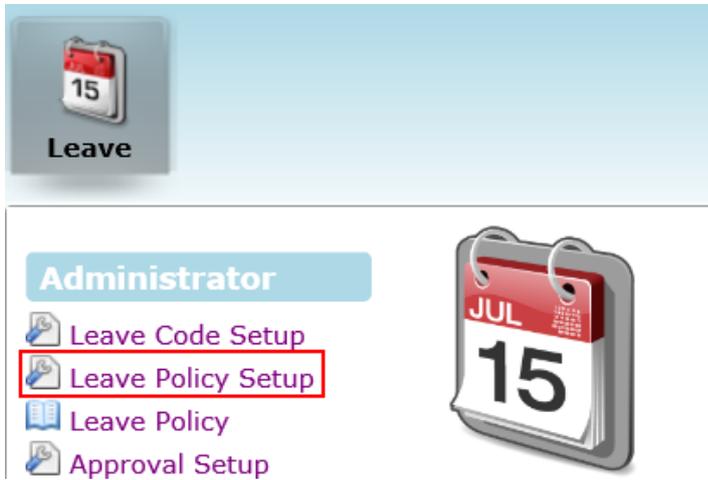
System do not send cc emails to recipients if the employee’s leave application had been rejected or withdrawn.



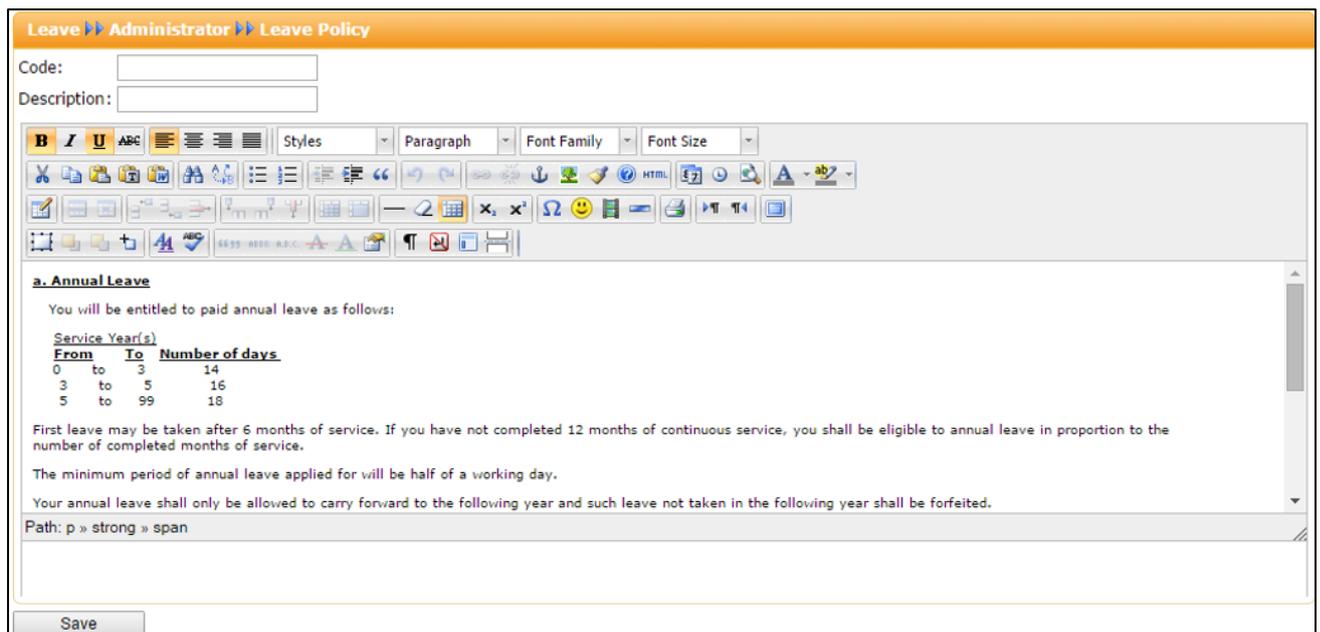
No cc emails will be sent out for leave applications that had been approved by non-final approvers.

Chapter 9. Leave Policy Setup

You can create and publish your organisation’s leave policy here.



Click on the **Leave Policy Setup** option in the Administrator menu to access the Leave Policy Setup web page.



Enter “Code”.

Enter “Description”.

Type in the leave policy into the word processor. There are word processor tools that can help you format the policy.

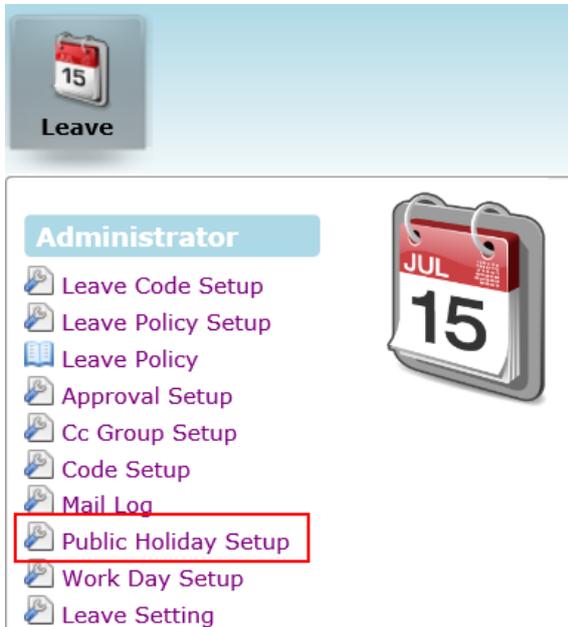
Click  button to save the leave policy.



You can view the published leave policy at the **Leave Policy** option in the Administrator menu.

Chapter 10. Public Holiday Setup

The list of public holidays can be setup and maintained in **Public Holiday Setup**.



Click on the **Public Holiday Setup** option in the Administrator menu to access the Public Holiday Setup web page.

Leave >> Administrator >> Public Holiday Setup

Year: 2016 ▼
State: - ALL - ▼

			Date	Description	State
			01/01/2016	New Year's Day	
			08/02/2016	Chinese New Year	
			09/02/2016	Chinese New Year	
			25/03/2016	Good Friday	
			01/05/2016	Labour Day	
			02/05/2016	Labour Day*	
			21/05/2016	Vesak Day	
			06/07/2016	Hari Raya Puasa	
			09/08/2016	National Day	
			12/09/2016	Hari Raya Haji	
			29/10/2016	Deepavali Day	
			25/12/2016	Christmas Day*	
			26/12/2016	Christmas Day*	

To add a new public holiday, click on the  button. Enter in the details for the new public holiday and click  button to save the code or  button to cancel.



If you are creating public holidays for your local country leave the “State” blank, otherwise specify the state or country code in “State”.

To edit an existing public holiday, click on  button, enter the new details and click  button to save the code or  button to cancel.

To delete a public holiday, click on  button.  Deleted records are unrecoverable.



If you have created public holidays for other countries or states, you can use the “State” drop-down list to filter the public holiday list.

Chapter 11. Work Day Setup

If you need to indicate a specific day as a full work day, half work day or off day you can do so at the **Work Day Setup**. When employees apply leave on that day their number of leave days applied in their leave applications will be influenced by the condition that you had setup. For example, if you had setup a day as half work day and an employee applies full day leave on that day the system will regard that leave as a half day leave.



Click on the **Work Day Setup** option in the Administrator menu to access the Work Day Setup web page.

Leave >> Administrator >> Work Day Setup

		State Code	Date	Work Code
		ALL	29/11/2016	H
		ALL	23/12/2016	H
		ALL	21/05/2016	F
		ALL	30/12/2016	O

To create a new record click on the button.

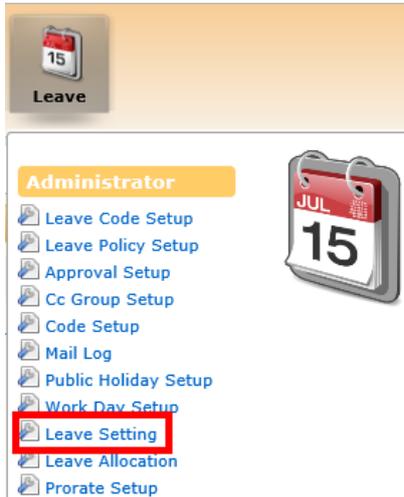
Enter *ALL* in "State Code" to supersede your local country's default **Public Holiday Setup** settings for that day or specify the country/state code.

Choose the "Date" that you want to setup and then choose the "Work Code" for it.

Work Code	Meaning
F	Full work day.
O	Off day.
H	Half work day.

Chapter 12. Leave Setting

The **Leave Setting** is the most important feature to setup the proration method of annual and sick leave entitlement and annual leave balances brought forward method. This setting can be applied globally for all leave schemes or different settings can be applied for each leave scheme.



Click on the **Leave Setting** option in the Administrator menu to access the Leave Setting web page.

Leave >> Administrator >> Leave Setting											
	Year	Leave Scheme	Start Date	End Date	Prorate Entitlement	Current Leave	Leave Cut Off Day	Saturday As Full Day	Leave B/F Method	Prorate Sick Leave	
	2016	- DEFAULT -	01/01/2016	31/12/2016	Service Month	Prorate		Yes	One Year (Without B/F)	Pro-rate Sick & Hospitalisation	
	2015	- DEFAULT -	01/01/2015	31/12/2015	Service Month	Prorate		Yes	One Year (Without B/F)	Pro-rate Sick & Hospitalisation	
	2014	- DEFAULT -	01/01/2014	31/12/2014	Service Month	Prorate		Yes	One Year (Without B/F)	Pro-rate Sick & Hospitalisation	
	2013	- DEFAULT -	01/01/2013	31/12/2013	Service Month	Prorate		Yes	One Year (Without B/F)	Pro-rate Sick & Hospitalisation	
	2012	- DEFAULT -	01/01/2012	31/12/2012	Service Month	Prorate		Yes	One Year (Without B/F)	Pro-rate Sick & Hospitalisation	
	2011	- DEFAULT -	01/01/2011	31/12/2011	Service Month	Prorate		Yes	One Year (Without B/F)	Pro-rate Sick & Hospitalisation	
	2010	- DEFAULT -	01/01/2010	31/12/2010	Service Month	Prorate		Yes	One Year (Without B/F)	No	

To create a new setting, click on the button to add a new row of record. Enter the details of the new settings and click button to save the record or button to cancel.

To edit an existing setting, click on the button to edit the record. Enter the new details for the settings and click button to save the record or button to cancel.

To delete a setting, click button. Deleted setting is unrecoverable.



It is important to note that you can setup only one Leave Setting for one leave scheme for a year. Default leave scheme setting applies to all leave schemes that do not have their own Leave Setting.



If you had performed **Initialize New Year** for the next year the system will automatically create the Leave Setting record for that year if you had ticked the checkbox for “Copy Leave Administration Setting (except the default)”.

Chapter 13. Understanding the Leave Setting columns

This chapter explains the functions and purpose for each of the **Leave Setting**'s standard columns.

Year

The year the Leave Setting is in effect.

Leave Scheme

The leave scheme that the Leave Setting will apply to.

Start Date

The effective start date of the Leave Setting.

End Date

The effective end date of the Leave Setting.

Prorate Entitlement

The method to prorate leave entitlement. Below is a list of all of the available methods.

Prorate Entitlement	Description
Service Month	<p>The employees' leave entitlement will be prorated according to their service month and the leave cut off is based on their anniversary.</p> <p>a) If employee joined on or before the 15th of the month, the employee's entitlement is equal to 1 service month and employee joined on or after 16th of the month, their entitlement is equal to 1/2 month, then the user will have to set the "Leave Cut Off Day" in the Leave Setting to 99.00.</p> <p>b) If employee joined on or before the 15th of the month, the employee's entitlement is equal to 1 service month and employee joined on or after 16th of the month, their entitlement is equal to 0 month, then the user will have to set the "Leave Cut Off Day" in the Leave Setting to 50.00.</p> <p>c) Employee need to work for a minimum of 15 calendar day to qualify as one service month to earn leave, the user need to set "Leave Cut Off Day" in the Leave Administration to 15.00.</p>

Prorate Entitlement	Description
Service Month (Entitled in 1st month)	The employees' leave entitlement will be prorated according to their service month but they will be entitled to the <i>full number of earned leave</i> in the first month they joined the company. The leave cut off is based on their anniversary.
Full Entitlement	The employees' leave entitlement will be prorated according to their service month but they will be entitled to the full number of earned leave in the first month. Their full number of leave entitlement will start from the 2nd year and the leave cut off for this month is in December.
Calendar Day	The employees' leave entitlement will be prorated according to their hired date which is on the calendar days (365 days) and the leave cut off is based on their anniversary.
Calendar Day (Entitle in 1st month)	The employees' leave entitlement will be prorated according to their hired date (by calendar) but they will be entitled to the full number of earned leave in the first month they joined the company. The leave cut off for the employee will be by anniversary.
Calendar Day – Full	The employees' leave entitlement will be prorated according to their hired date (by calendar) but they will be entitled to the full number of earned leave in the first month. The difference between this methods with <i>Calendar Day (Entitle in 1st month)</i> is that the employees will have their full number of leave entitlement starting from the 2nd year and the leave cut off for this method will be in December.
Service Year	The employees' leave entitlement will be prorated according to their service month and the cut off is in December.
Service Year – (Entitle in 1st month)	The employees' leave entitlement will be prorated according to their service month but they will be entitled to the <i>full number of earned leave</i> in the first month they joined the company and the cut off is in December.

Prorate Entitlement	Description
Service Year – Financial	The employees' leave entitlement will be prorated according to their service month and the cut off is in the last month of the company's financial period.
Service Year – (cut off July)	The employees' leave entitlement will be prorated according to their service month and the cut off is in the month of July.
Anniversary – Full	The employees' leave entitlement will be prorated according to their date of join but they will be entitled to the full number of earned leave in the first month they joined the company. The leave cut off for the individual employee will be in the month they joined in the following year.
Anniversary – (1st Prorate & 2nd Full)	The employees' leave entitlement will be prorated according to their date of join in their first year and they will be entitled to the full number of leave in their second year. The leave cut off will be in the month they joined in the following year.
Anniversary	The employees' leave entitlement will be prorated according to their date of join. The cut off for their leave will be in the month they joined in the following year.
Working Day – (Entitle in 1st month)	The employees' leave entitlement will be prorated according to their service days but they will be entitled to the <i>full number of earned leave</i> in the first month they joined the company. The leave cut off is based on their anniversary.

Current Leave

The computation formula for the “Prorate Entitlement” method. Below is a list of all of the available computations.

Current Leave	Description
Prorate	Computations based on either month/day (Prorate Entitlement) correct to 2 decimal places.
Round	Computation for monthly earned leave correct to the nearest whole. E.g. $\geq 0.5 = 1.0$
Round up (1.05 => 2.00)	Computation for monthly earned leave based on rounding up anything more than 0.01. E.g. $\geq 0.01 = 1.0$
Quarterly	Computation for monthly earned leave correct to the nearest quarter. E.g. >0 and ≤ 0.25 becomes 0.25, >0.25 and \leq becomes 0.5
Half (≥ 0.25 & ≤ 0.75)	Computation for monthly earned leave where any leave fall in between 0.25 and 0.75 will become 0.5. E.g. 0.25 to 0.75 = 0.5, anything greater than to 0.25 or 0.75 will be 0.5 but anything below 0.25 will become 0 and anything above 0.75 will become 1
Half ($<0.5:=0$ or $\geq 0.5:= 1$)	Computation for monthly earned leave where any leave less than 0.5 will be 0 and if anything greater or equal to 0.5 will be round up to 1. E.g. $0.4 = 0$, $0.5 = 1$, $0.6 = 1$
Half ($<0.5:=0$ or $\geq 0.5:= 0.5$)	Computation for monthly earned leave where any leave less than 0.5 will be 0 and anything greater and equal to 0.5 will remain as 0.5. E.g. 0 to $0.499 = 0$, ≥ 0.5 to $0.999 = 0.5$

Current Leave	Description
Half (> 0.5:= 1 or <= 0.5:= 0.5)	<p>Computation for monthly earned leave where anything less or equal to 0.5 will remain as 0.5 but anything that is greater than 0.5 will be rounded up to 1.</p> <p>E.g. $0.4 = 0.5$, $0.5 = 0.5$, $0.6 = 1$</p>
Half (> 0.5:= 1 or <= 0.5:= 0 or 0.5:=0)	<p>Computation for monthly earned leave where anything less or equal to 0.5 will remain as 0 but anything that is greater than 0.5 will be rounded up to 1.</p> <p>E.g. $0.4 = 0$, $0.5 = 0$, $0.6 = 1$</p>
Half (> 0.5:= 1 or < 0.5:= 0 or 0.5:=0.5)	<p>Computation for monthly earned leave where lesser than 0.5 will get 0 but if equal to 0.5 will get 0.5 and if more than 0.5 will round to 1.</p> <p>E.g. $0.4 = 0$, $0.5 = 0.5$, $0.6 = 1$</p>
Half (> 0.5:= 1 or < 0.25:= 0 or (>=0.25 or <=0.5:= 0.5)	<p>Computation for monthly earned leave where less than 0.25 or greater than 0.5 will round to 0 or if falls on 0.25 or in between 0.25 to 0.5 will round to 0.5.</p> <p>E.g. $0.1 = 0$, $0.6 = 0$, $0.3 = 0.5$, $0.4 = 0.5$</p>
Half	<p>Computation for monthly earned leave rounded to the nearest half where less than 0.5 will round to 0.5 and greater than 0.5 will round to 1.</p> <p>E.g. $0.1 = 0.5$, $0.6 = 1$</p>
Full	<p>Full earned leave entitlement based on the "Prorate Entitlement" method.</p>
Round Down	<p>Computation for monthly earned leave where the value is rounded down to the nearest full value.</p> <p>E.g. $0.9 = 0$, $1.6 = 1$</p>
None	<p>No prorate applied.</p>

Leave Cut Off Day

To be used only if “Prorate Entitlement” is selected as *Service Month* in order to specify which scenario is applicable.

Saturday As Full Day

Specify whether leaves applied on a Saturday are counted as full working day.

Leave B/F Method

The method to bring forward employees’ annual leave balances over to a new year.

Leave B/F Method	Description
All	Carry forward all annual leave balances.
One Year (Without B/F)	Carry forward current year un-consumed annual leave.
Maximum Day C/F (Allocation)	<p>Carry forward ALL employees’ annual leave balances (inclusive of brought forward leave from previous year) for the current year to the next year not exceeding the number of days defined in the “Maximum Accumulated BF” in Leave Allocation web page based on the employees’ “Service Years”. The service years will always be rounded down.</p> <p>Example:</p>  <p><i>If the employee has served the company for 3 years the employee can carry forward his annual leave balance to the next year not exceeding 8 days. Those who served the company for 5 years or more can carry forward up to 9 days of annual leave balances.</i></p>

Leave B/F Method	Description										
<p>Maximum Day C/F (By Percentage)</p>	<p>Carry forward ALL employees' annual leave balances (inclusive of brought forward leave from previous year) for the current year to the next year not exceeding the number of days calculated based on the following formula:</p> <p><i>“Entitlement Days” multiply with “Maximum Accumulated BF” as a percentage in Leave Allocation web page</i></p> <p>Example: (The value defined in “Maximum Accumulated BF” is treated as a percentage)</p> <div data-bbox="523 775 1485 949" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p style="background-color: #f9a825; padding: 2px;">Leave >> Administrator >> Leave Allocation</p> <p>Leave Scheme: - DEFAULT -</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f9a825; color: white;"> <th style="width: 10%;"></th> <th style="width: 30%;">Service Years (From - To)</th> <th style="width: 15%;">Entitlement Days</th> <th style="width: 20%;">Current Year Carry Forward</th> <th style="width: 25%;">Maximum Accumulated BF</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"> </td> <td style="text-align: center;">5 - 99</td> <td style="text-align: center;">18</td> <td></td> <td style="text-align: center;">9</td> </tr> </tbody> </table> </div> <p>18 “Entitlement Days” X “Maximum Accumulated BF” 9 % = 1.62 days</p>		Service Years (From - To)	Entitlement Days	Current Year Carry Forward	Maximum Accumulated BF		5 - 99	18		9
	Service Years (From - To)	Entitlement Days	Current Year Carry Forward	Maximum Accumulated BF							
	5 - 99	18		9							

Prorate Sick Leave

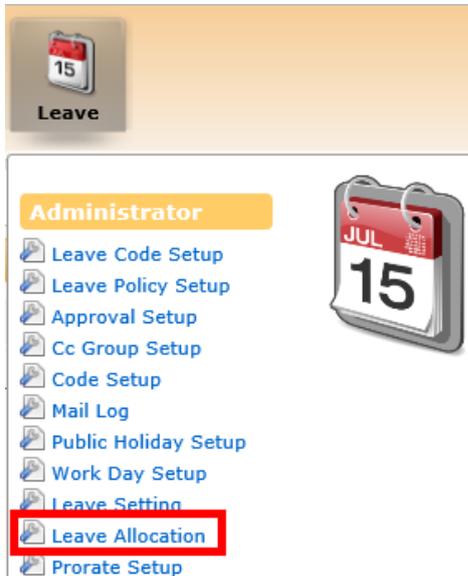
Specify whether to prorate sick leave for incomplete year employees by indicating *YES* or don't prorate by indicating *NO*.

If *Pro-rate Sick & Hospitalisation* is selected, the proration computation will be based on the new government rules effective from 1st January, 2009. Refer to the table below.

No of months of service completed of a new employee	Paid Outpatient non-hospitalization leave (days)	Paid hospitalization leave (days)*
3 months	5	15
4 months	8	30
5 months	11	45
6 months	14	60
thereafter	14	60

Chapter 14. Leave Allocation

You can setup the annual leave entitlement allocation by service years here in **Leave Allocation**.



Click on the **Leave Allocation** option in the Administrator menu to access the Leave Allocation web page.

Leave >> Administrator >> Leave Allocation

Leave Scheme:

			Service Years (From - To)	Entitlement Days	Current Year Carry Forward	Maximum Accumulated BF
			5 - 99	18		9
			3 - 5	16		8
			0 - 3	14		7

To create a new leave allocation, click on the button to add a new row of record. Enter the details of the new settings and click button to save the record or button to cancel.

To edit an existing allocation, click on the button to edit the record. Enter the new details for the allocation and click button to save the record or button to cancel.

To delete an allocation, click button. Deleted setting is unrecoverable.

The “Maximum Accumulated BF” can be in days or by percentage depending on the **Leave Setting’s** “Leave B/F Method”.

Chapter 15. Prorate Setup

You can setup the leave entitlement proration for incomplete service months here in **Prorate Setup**.



Click on the **Prorate Setup** option in the Administrator menu to access the Prorate Setup web page.

Leave >> Administrator >> Prorate Setup

Year : 2016

Leave Scheme: <DEFAULT>

Leave Code : HOSPITALISATION

	Nationality	Child Nationality	No of months of service completed	Leave entitlement (days)
			3	40
			4	45
			5	50
			6	55
			7	60
			8	65

Choose “Year”, “Leave Scheme” and “Leave Code” to create or retrieve the list of proration setting.

To create a new proration setting, click on the button to add a new row of record. Enter the details of the new settings and click button to save the record or button to cancel.

To edit an existing proration setting, click on the button to edit the record. Enter the new details for the setting and click button to save the record or button to cancel.

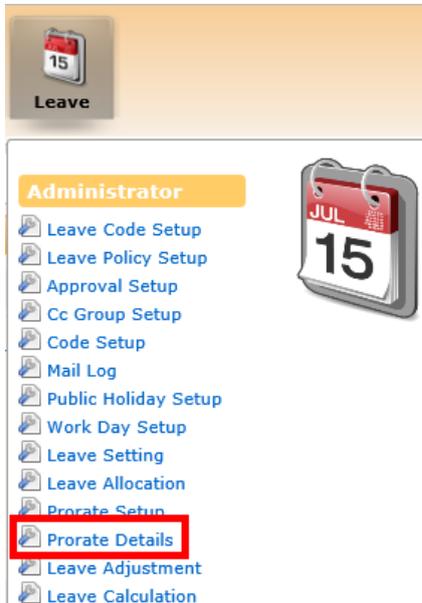
To delete a setting, click button. Deleted setting is unrecoverable.



Default leave scheme proration setting applies to all leave schemes that do not have their own proration setting.

Chapter 16. Prorate Details

The advanced version of Prorate Setup, here in **Prorate Details** you can setup the leave entitlement proration of any leave type with specific conditions.



Click on the **Prorate Details** option in the Administrator menu to access the Prorate Details web page.

Leave >> Administrator >> Prorate Details

Year: 2016
 Leave Scheme: - DEFAULT -
 Leave Code: CHILD CARE LEAVE

Prorate On	No. of Months of service completed	Leave Entitlement	Apply To	Nationality	Formula	Condition 1	Condition 2
Hired	0	0 day(s)	Child	SINGAPOREAN	Youngest child age	0	7
Hired	1	0 day(s)	Child	SINGAPOREAN	Youngest child age	0	7
Hired	2	0 day(s)	Child	SINGAPOREAN	Youngest child age	0	7
Hired	3	2 day(s)	Child	SINGAPOREAN	Youngest child age	0	7
Hired	4	2 day(s)	Child	SINGAPOREAN	Youngest child age	0	7
Hired	5	3 day(s)	Child	SINGAPOREAN	Youngest child age	0	7
Hired	6	3 day(s)	Child	SINGAPOREAN	Youngest child age	0	7
Hired	7	4 day(s)	Child	SINGAPOREAN	Youngest child age	0	7
Hired	8	4 day(s)	Child	SINGAPOREAN	Youngest child age	0	7
Hired	9	5 day(s)	Child	SINGAPOREAN	Youngest child age	0	7
Hired	10	5 day(s)	Child	SINGAPOREAN	Youngest child age	0	7
Hired	11	6 day(s)	Child	SINGAPOREAN	Youngest child age	0	7
Hired	12	6 day(s)	Child	SINGAPOREAN	Youngest child age	0	7

Add Copy all settings

Choose “Year”, “Leave Scheme” and “Leave Code” to create or retrieve the list of proration setting.

If you have proration settings from previous year, you can click on **Copy all settings** button to copy the settings over.

To create a new proration setting, click on the **Add** button to add a new row of record. Enter the details of the new settings and click button to save the record or button to cancel.

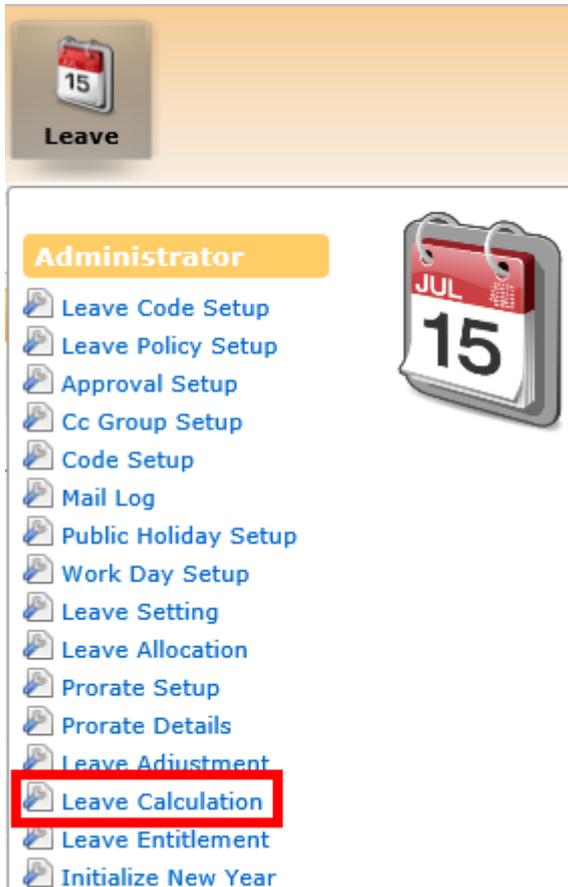
To edit an existing proration setting, click on the  button to edit the record. Enter the new details for the setting and click  button to save the record or  button to cancel.

To delete a setting, click  button.  Deleted setting is unrecoverable.

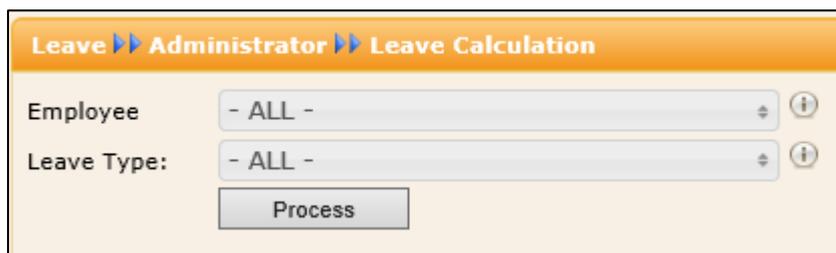
 Default leave scheme proration setting applies to all leave schemes that do not have their own proration setting.

Chapter 17. Leave Calculation

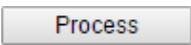
With the **Leave Calculation**, you can calculate employees' leave entitlements and balances.



Click on the **Leave Calculation** option in the Administrator menu to access the Leave Calculation web page.



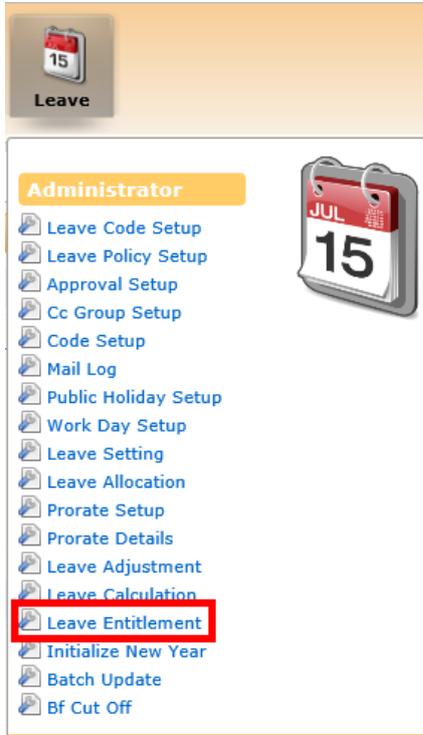
Choose "Employee" and "Leave Type". If you had selected multiple choices, click on  button to view them.

Click  button to start the calculation.

Once completed you can check the results at the **Leave Entitlement** web page.

Chapter 18. Leave Entitlement

In **Leave Entitlement** you can view employees' leave entitlements and balances.



Click on the **Leave Entitlement** option in the Administrator menu to access the Leave Entitlement web page.

Leave >> Administrator >> Leave Entitlement

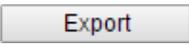
Employee: Alexander Benjamin Frederick [E012]

Year: 2016 [Export] [Recalculate]

EmpNo: E012 EmpName: Alexander Benjamin Frederick Company: TSSDEMO Department: OPS
 Leave Scheme: LV_SCHE1 Hired Date: 03/08/2015 Work Duration: 1 Year 2 Months Termination Date: []

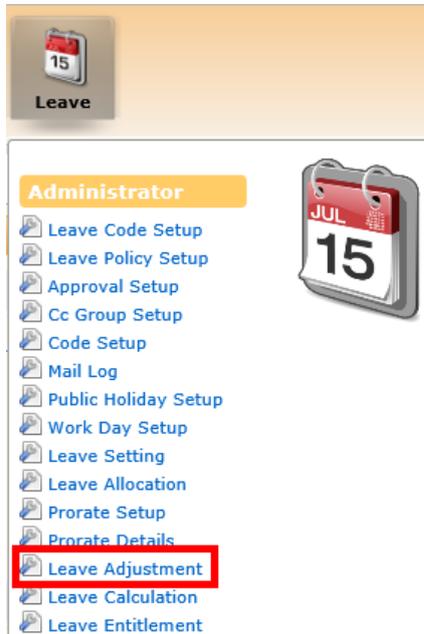
Leave Code	Full	B/F	Adjust	Forfeit	Entitle	Taken	Balance	
+ OFF		0	0	0				
- ANNU	14	0	0	0	11.66	0	11.66	
Description	Year	Month	B/F	Adjust	Entitle	Total	Taken	Balance
Jan/2016	2016	01	0	0	1.16	1.16	0	1.16
Feb/2016	2016	02	0	0	2.32	2.32	0	2.32
Mar/2016	2016	03	0	0	3.48	3.48	0	3.48
Apr/2016	2016	04	0	0	4.64	4.64	0	4.64
May/2016	2016	05	0	0	5.81	5.81	0	5.81
Jun/2016	2016	06	0	0	6.98	6.98	0	6.98
Jul/2016	2016	07	0	0	8.15	8.15	0	8.15
Aug/2016	2016	08	0	0	9.32	9.32	0	9.32
Sep/2016	2016	09	0	0	10.49	10.49	0	10.49
Oct/2016	2016	10	0	0	11.66	11.66	0	11.66

Choose "Employee" and "Year" to view the leave information.

Click  button to export the leave information into an excel document.

Chapter 19. Leave Adjustment

You can make adjustments to employees' leave balances in **Leave Adjustment**.



Click on the **Leave Adjustment** option in the Administrator menu to access the Leave Adjustment web page.

Leave >> Administrator >> Leave Adjustment

Employee: Alexander Benjamin Frederick [E012] + ⓘ

Leave Code: ANNUAL LEAVE

	Type	Leave Code	Effective Date	Expired Date	Day	Hour	Taken	Balance	Approval	Remarks
	B/F	ANNUAL LEAVE	01/01/2016	31/12/2016	5			5	Yes	Brought forward leave adjustment
	Adjustment	ANNUAL LEAVE							Yes	
Total					5	0	0	0		

Choose your criteria (such as “Employee”) to retrieve or create leave adjustment records.

To create a new record, click on the button to add a new row of record. Enter the details of the new record and click button to save the record or button to cancel.

To edit an existing record, click on the button to edit the record. Enter the new details for the record and click button to save the record or button to cancel.

To delete a record, click button. Deleted record is unrecoverable.

Chapter 20. Batch Update

With the **Batch Update** you can adjust employees' leave entitlements and balances for a group of employees.



Click on the **Batch Update** option in the Administrator menu to access the Batch Update web page.

The image shows the 'Batch Update' web page. The breadcrumb path is 'Leave >> Administrator >> Batch Update'. The form contains the following fields:

- Process
- Operation: Add Leave Taken (dropdown)
- Employee: - ALL - (dropdown with filter icon)
- Leave Code: ANNUAL LEAVE (dropdown)
- Start Date: (text input)
- End Date: (text input)
- Reason: (text input)
- AM/PM: (dropdown)

At the bottom left of the form is a 'Process' button.

Choose "Operation".

Click on Employee filter to select the employee

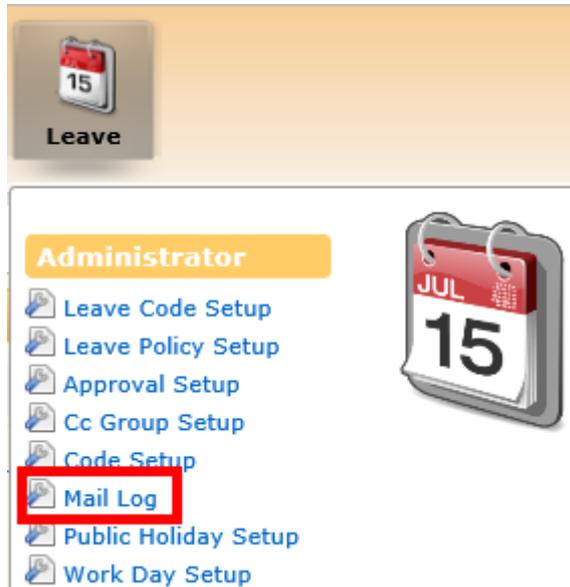
Choose "Leave Code".

Enter the remaining details such as "Start Date".

Click button to process the adjustments for the selected employees.

Chapter 21. Mail Log

The **Mail Log** tracks all emails sent out by the system.



Click on the **Mail Log** option in the Administrator menu to access the Mail Log web page.

The screenshot shows the 'Mail Log' web page. At the top, there is a breadcrumb trail: 'Leave >> Administrator >> Mail Log'. Below this are search filters: 'Date Range: 01/01/2016 to 31/03/2016', 'Group By Record Id: ', 'Login Id: [input]', 'Login Emp No: [input]', and 'Search: [input]'. There are 'Search' and 'Export' buttons. Below the filters is a table with the following columns: Content, Status, Date, Time, Location, Operation, Login Id, Login Emp No, Key1, Key2, Key3, Sender, Receiver, Subject, Message, Resent, Resent Status, Record Id, and Ip. The table contains five rows of data. At the bottom, there is a pagination control: 'Show Page 1 of 1 Pages' and 'Display 500 Records Per Page'.

Content	Status	Date	Time	Location	Operation	Login Id	Login Emp No	Key1	Key2	Key3	Sender	Receiver	Subject	Message	Resent	Resent Status	Record Id	Ip
		05/01/2016	15:06:17								Employee@timesdemo.com	Approver@timesdemo.com	Online Leave Application					
		05/01/2016	14:46:36								Employee@timesdemo.com	cc1@timesdemo.com	Leave application has been withdrawal					
		05/01/2016	14:46:35								Employee@timesdemo.com	Approver@timesdemo.com	Leave application has been withdrawal					
		05/01/2016	14:46:13								Employee@timesdemo.com	cc1@timesdemo.com	Online Leave Application					
		05/01/2016	14:46:12								Employee@timesdemo.com	Approver@timesdemo.com	Online Leave Application					

Choose the criteria and click button to retrieve the mail log.

Click button to generate the mail log into an excel document.

Chapter 22. Initialize New Year

Before the start of the new year you must use the **Initialize New Year** feature to indicate the method and process the leave balance carry forward to the next year.



Click on the **Initialize New Year** option in the Administrator menu to access the Initialize New Year web page.

The screenshot displays the 'Initialize New Year' web page. At the top, the breadcrumb navigation reads 'Leave >> Administrator >> Initialize New Year'. The page contains several configuration fields:

- Initialize Year :** A dropdown menu set to '2017'.
- Carry forward leave methods :** A dropdown menu set to 'All (balance leave)'.
- Department :** A dropdown menu set to '- ALL -'.
- Employee :** A dropdown menu set to '- ALL -'.
- Leave Setting---**
 - Copy from prev year :** A button.
 - Period Entitlement :** Two input fields for start and end dates.
 - Prorate Entitlement :** A dropdown menu set to '- PLEASE SELECT -'.
 - Current Leave :** A dropdown menu set to '- Please Select -'.
 - Leave Cut Off Day :** An input field.
 - Saturday as Full day :** A dropdown menu set to '- Please Select -'.
 - Leave B/F Method :** A dropdown menu set to '- Please Select -'.
 - Prorate Sick Leave :** A dropdown menu set to '- Please Select -'.
- Copy Settings Options:**
 - Copy All Settings
 - Copy Leave Administration Setting (except the default)
 - Copy Leave Prorate Detail Setting
 - Copy Leave Prorate Setup Setting

At the bottom of the page, there is a 'Process' button and a note: 'The selected year settings will be deleted and it will be replaced with the previous year settings.'

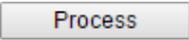
Indicate how employees' leave balances should be carried forward to the next year at the "Carry forward leave methods".

To retrieve the **Leave Setting** from last year click on the  button.

Tick the checkbox for “Copy All Settings” or tick the individual “Copy” items’ checkbox to choose which current year settings that you want to duplicate over to the next year.

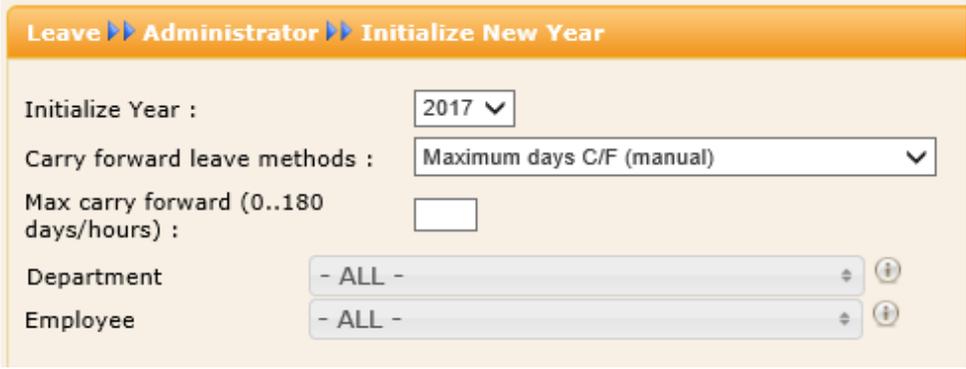


“Leave Administration Setting” means **Leave Setting**.

Click on the  button to start the leave initialization for the new year.

22.1 Carry Forward Methods

This sub chapter explains the method to bring forward employees' annual leave balances over to the new year.

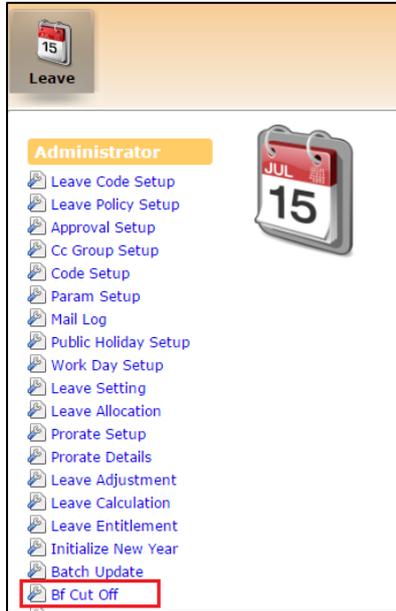
Method	Purpose
All (Balance Leave)	Carry forward ALL employees' leave balances (inclusive of brought forward leave from previous year) from current year to next year.
One Year (Without B/F)	Carry forward employees' earned leave balances for the current year only over to the next year excluding any brought forward leave from the previous year.
Maximum Days C/F (Manual)	<p>Carry forward ALL employees' annual leave balances (inclusive of brought forward leave from previous year) for the current year to the next year not exceeding the "Max carry forward (0..180 days/hours)" defined by the Administrator in the Initialize New Year web page.</p> 
Maximum Day C/F (Allocation by Service Year)	<p>Carry forward ALL employees' annual leave balances (inclusive of brought forward leave from previous year) for the current year to the next year not exceeding the number of days defined in the "Maximum Accumulated BF" in Leave Allocation web page based on the employees' "Service Years". The service years will always be rounded down.</p> <p>Example:</p>

Method	Purpose																				
	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="background-color: #FFC000; margin: -5px -5px 5px -5px; padding: 2px;">Leave >> Administrator >> Leave Allocation</p> <p>Leave Scheme: - DEFAULT -</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #FFC000;"> <th style="width: 10%;"></th> <th style="width: 15%;">Service Years (From - To)</th> <th style="width: 15%;">Entitlement Days</th> <th style="width: 15%;">Current Year Carry Forward</th> <th style="width: 15%;">Maximum Accumulated BF</th> </tr> </thead> <tbody> <tr> <td> </td> <td>5 - 99</td> <td>18</td> <td></td> <td>9</td> </tr> <tr> <td> </td> <td>3 - 5</td> <td>16</td> <td></td> <td>8</td> </tr> <tr> <td> </td> <td>0 - 3</td> <td>14</td> <td></td> <td>7</td> </tr> </tbody> </table> </div> <p><i>If the employee has served the company for 3 years the employee can carry forward his annual leave balance to the next year not exceeding 8 days. Those who served the company for 5 years or more can carry forward up to 9 days of annual leave balances.</i></p>		Service Years (From - To)	Entitlement Days	Current Year Carry Forward	Maximum Accumulated BF		5 - 99	18		9		3 - 5	16		8		0 - 3	14		7
	Service Years (From - To)	Entitlement Days	Current Year Carry Forward	Maximum Accumulated BF																	
	5 - 99	18		9																	
	3 - 5	16		8																	
	0 - 3	14		7																	
None	Do not carry forward any employees' annual leave balances over to the next year.																				
Maximum Day C/F (By Percentage)	<p>Carry forward ALL employees' annual leave balances (inclusive of brought forward leave from previous year) for the current year to the next year not exceeding the number of days calculated based on the following formula:</p> <p><i>"Entitlement Days" multiply with "Maximum Accumulated BF" as a percentage in Leave Allocation web page</i></p> <p>Example: (The value defined in "Maximum Accumulated BF" is treated as a percentage)</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="background-color: #FFC000; margin: -5px -5px 5px -5px; padding: 2px;">Leave >> Administrator >> Leave Allocation</p> <p>Leave Scheme: - DEFAULT -</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #FFC000;"> <th style="width: 10%;"></th> <th style="width: 15%;">Service Years (From - To)</th> <th style="width: 15%;">Entitlement Days</th> <th style="width: 15%;">Current Year Carry Forward</th> <th style="width: 15%;">Maximum Accumulated BF</th> </tr> </thead> <tbody> <tr> <td> </td> <td>5 - 99</td> <td>18</td> <td></td> <td>9</td> </tr> </tbody> </table> </div> <p>18 "Entitlement Days" X "Maximum Accumulated BF" 9 % = 1.62 days</p>		Service Years (From - To)	Entitlement Days	Current Year Carry Forward	Maximum Accumulated BF		5 - 99	18		9										
	Service Years (From - To)	Entitlement Days	Current Year Carry Forward	Maximum Accumulated BF																	
	5 - 99	18		9																	
Balance C/F by percentage	<p>Carry forward ALL employees' annual leave balances (inclusive of brought forward leave from previous year) for the current year to the next year not exceeding the number of days calculated based on the following formula:</p> <p><i>Employee's Current Year End Leave Balance multiply with "Maximum Accumulated BF" as a percentage in Leave Allocation web page</i></p>																				

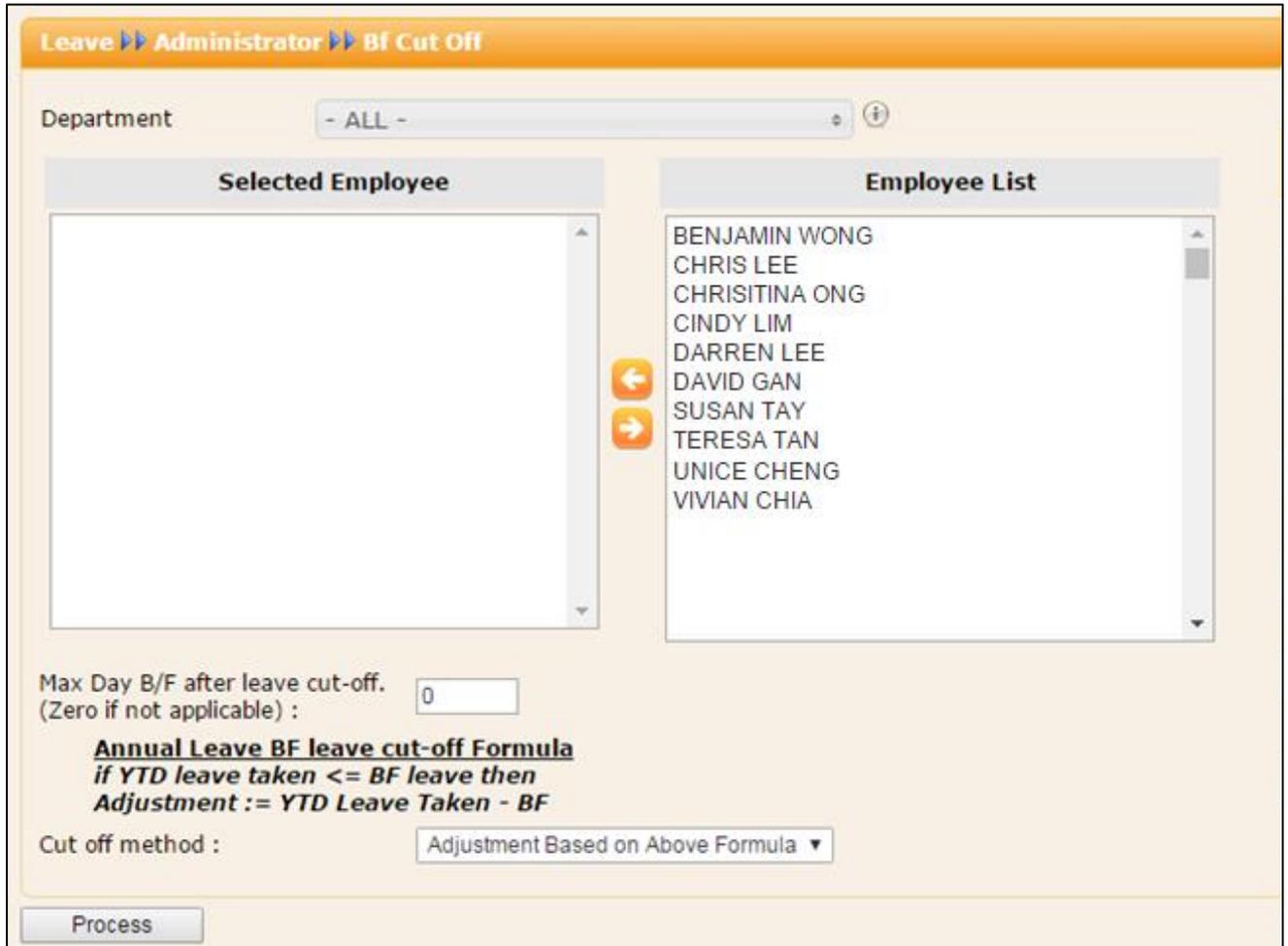
Method	Purpose
	<p>Example: (The value defined in “Maximum Accumulated BF” is treated as a percentage)</p>  <p>12 “Employee’s Leave Days Balance as at December 2016” X “<i>Maximum Accumulated BF</i>” 9 % = 1.08 days</p>

Chapter 23. BF Cut-Off

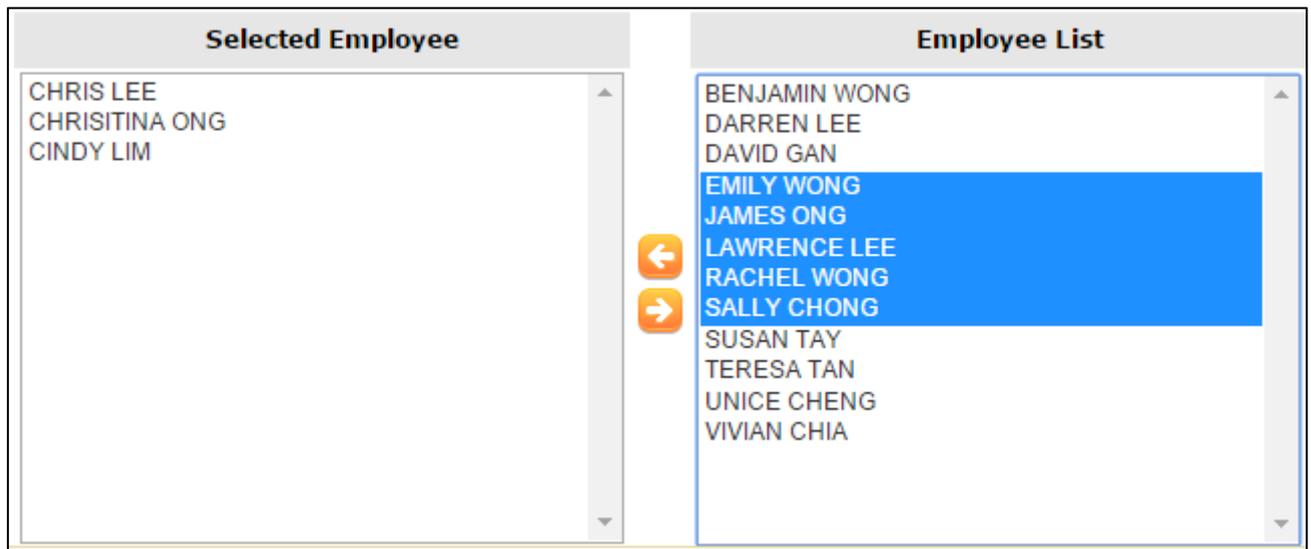
BF Cut-Off is for Administrator to perform the bought forward cut off within the year.



Click on the BF Cut-Off option in the Administrator menu to access the BF Cut-Off web page.



Choose “Department” to filter the list of employees in “Employee List”.



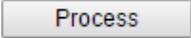
Click on an employee in the Employee List to select the employee. You can select multiple employees by holding down the shift or ctrl key and left clicking on the employees.

Click  button to transfer the selected employees from “Employee List” over to “Selected Employee”. You can do the reverse by selecting employees from “Selected Employee” and clicking on  button to transfer them over to “Employee List”.

Enter the “Max Day B/F after leave cut off. (Zero if not applicable)”.

Set “Max Day B/F after leave cut off. (Zero if not applicable)” = 0 if you would like to forfeit all the brought forward leave from last year.

Choose the “Cut off method”.

Click  button to process the adjustments for the selected employees.