

LEAVE APPLICATION

TIMES PAY provides easy management of leave records. A user can quickly access the overall leave entitlement, leave taken, leave balance for any individual employee in a company/department.



Leave Entitlement
Leave Record
Leave Adjustment Record

LEAVE ENTITLEMENT

To view leave entitlement:

STEPS:

- 1) Click the **Leave Application** icon.
- 2) Choose **Leave Entitlement**.
- 3) Select an employee from the **employee code** combo box.


LEAVE ENTITLEMENT			
Empcode		003	
CODE	NAME	HIRE DATE	TERMDATE
001	AMELIA BENSON	02/02/1998	
002	BENSON LEE	01/01/1998	
003	CHARLIE PANG	01/01/1998	
004	CHRISTOPHER LEE	01/01/1997	31/01/1998

- 4) Click the leave code combo box.
- 5) Choose Annual Leave (code: ANNU).

Code	
CODE	Description
ABSENT	ABSENT
ANNU	ANNUAL LEAVE
COMPA	COMPASSIONATE LEAVE
HOSP	HOSPITALISATION LEAVE
MATERIT	MATERNITY LEAVE
NPL	NPL DAY
NPLHR	NPL HOURS
NSP	NSP LEAVE

Times Pay displays an overall view of leave entitled to employee: **Charlie Pang**.

LEAVE ENTITLEMENT										
Empcode		003		Name		CHARLIE PANG				
Hired Date		02/10/1996		[2 years 3 months]		Terminated Date		Category		SENI
Department		ADMIN								
Code	Description	Full	Adju	Entitle	B/F	Current	Entitle	Taken	Balance	
ANNU	ANNUAL LEAVE	16.00		15.25		15.25	15.25	0.00	15.25	
Leave Entitlement Breakdown										
Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance			
Jan/1998	01	0.00	1.27	1.27	1.27	0.00	1.27			
Feb/1998	02	0.00	1.27	2.54	2.54	0.00	2.54			
Mar/1998	03	0.00	1.27	3.81	3.81	0.00	3.81			
Apr/1998	04	0.00	1.27	5.08	5.08	0.00	5.08			
May/1998	05	0.00	1.27	6.35	6.35	0.00	6.35			
Jun/1998	06	0.00	1.27	7.62	7.62	0.00	7.62			
Jul/1998	07	0.00	1.27	8.89	8.89	0.00	8.89			
Aug/1998	08	0.00	1.27	10.16	10.16	0.00	10.16			
Sep/1998	09	0.00	1.27	11.43	11.43	0.00	11.43			
Oct/1998	10	0.00	1.27	12.70	12.70	0.00	12.70			

LEAVE RECORD


Leave Application

Leave Entitlement
Leave Record

Leave Scheme

Leave balance as login period

Leave taken as period 12

Leave Balance as period 12

Select Dependant NRIC for leave code CHILDLVE(childcare leave)

Department: SUPP SUPPORT DEPARTMENT

Leave Scheme: SCH2 Scheme 2

Hired Date: 01/04/1999 [6 years 4 months]

Full Enttl	Cur Enttl	B/F	Adjust	Forfeit	Entitle	Taken	Balance
20.75	12.10	27	1.00		40.10	1.00	39.10

Leave Taken at as Prd 12 : 2.00 Bal : 46.75

Leave Code	Start Date	Day	Hour	End Date	Appr	AM/PM	Reason	Dependant NRIC
ANNU	23/12/2005	...	1	23/12/2005	Yes	AM	Ref#	

To add/modify/delete a leave application:

STEPS:

- 1) Click the **Leave Application** icon.
- 2) Choose **Leave Record**.
- 3) Choose an employee by code/name.

Leave Record - 199810

Employee Code: 001 Employee Name:

Code	Name
001	AMELIA BENSON
002	BENSON LEE
003	CHARLIE PANG

- 4) Choose the desired leave from the leave code combo box. (E.g. ANNU)

- 5) Click the **New** button.

New

Leave Code	Start Date	Day	Hour
ANNU	...		
ABSENT	ABSENT		
ANNU	ANNUAL LEAVE		
COMPA	COMPASSIONATE LEAVE		
HOSP	HOSPITALISATION LEAVE		
MATERNITY	MATERNITY LEAVE		
NPL	NPL DAY		
NPLHR	NPL HOURS		
NSP	NSP LEAVE		

The **start date** is automatically added.

Leave Code	Start Date	Day	Hour	End Date	Appr	AM/PM	Reason	Ref#
ANNU	16/10/1998 ...	3.00		21/10/1998	Yes			


Code	Start Date	End Date	Day	Hour	Approved	AM/PM	Reason	Refere
ANNU	16/10/1998	21/10/1998	3.00		Yes		Choose	

Click the ellipsis button to select a date from the calendar.

Edit this field to manually enter the leave application start date.

Choose Yes/No

For example, Charlie's leave application is from 16 to 20 Oct'98 (3 days annual leave).

- 6) Edit the **Start Date** field and enter 16/10/1998. Press the enter key.
- 7) Edit the **Day** field and enter 3. Press the enter key.
- 8) The **End Date** is updated accordingly.
- 9) Click the **Save** button  to confirm the leave application.

Note: 16/10/98 is a Friday and 19/10/98 is a public holiday.

 19/10/1998 Deepavali

Holiday	Description
01/01/1998	New Year's Eve
28/01/1998	Chinese New Year
29/01/1998	Chinese New Year
30/01/1998	Hari Raya Puasa
07/04/1998	Hari Raya Haji
10/04/1998	Good Friday
01/05/1998	Labour Day
10/05/1998	Vesak Day
10/08/1998	National Day - C/F
19/10/1998	Deepavali
25/12/1998	Christmas Day

LEAVE SETUP - Leave Administration

To select the leave dates from the calendar:

STEPS:

- 1) Click the **Start Date** Ellipsis button.

Start Date
05/05/1998 ...

Ellipsis button

Select Leave Day																											
October 1998							November 1998							December 1998													
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat							
27	28	29	30	1	2	3	1	2	3	4	5	6	7	6	7	8	9	10	11	12							
4	5	6	7	8	9	10	8	9	10	11	12	13	14	13	14	15	16	17	18								
11	12	13	14	15	16	17	15	16	17	18	19	20	21	20	21	22	23	24	25								
18	19	20	21	22	23	24	22	23	24	25	26	27	28	27	28	29	30	31	1								
25	26	27	28	29	30	31	29	30						3	4	5	6	7	8								

 Today: 10/15/98

- 2) Click on 16/10/98; hold the mouse button down and drag to select the desired number of leave days. (Example: 16/10 – 21/10)

Leave Code	Start Date	Day	Hour	End Date	Appr	AM/PM	Reason	Ref#
ANNU	16/10/1998 ...	4.00		21/10/1998	Yes			

- 3) Click the **OK** button.

NOTE:

TIMES PAY intuitively shifts out non-working days and holidays, as set out in the weekly settings (working pattern) and Leave Setup (Leave administration) respectively. The days counted are 16,19-21 Oct'98 (4 working days).

If it be in terms of hours, the user should enter 0.5 (4 hours) or 0.25 (2 hours) in the Day input field. (If a day consists of 8 hours)

Assuming there is 8 hrs in a working day:

$$0.25 \times 8\text{hrs} = 2\text{hrs}$$

The user must always click the Save button in order to confirm the leave application.

To delete a leave application:**STEPS:**

Code	Start Date	End Date	Day	Hour	Approved	AM/PM	Reason
ANNU	16/10/1998	21/10/1998	4.00		Yes		

- 1) Click on the application that is to be deleted.

The **select arrow** indicates that this record is selected.

- 2) Click the **Delete** button to delete the selection.

Postpone a NPL deduction to the next month

- 1) Select the leave record.
- 2) Click the Leave breakdown button.
- 3) Choose the next Pay period from the **Pay Prd** combo list.
- 4) Choose Last Month from the **Current Mth?** Combo list.
- 5) Click the **Close** button
- 6) Click **Yes** to save the changes.

Leave Code	Start Date	Day	Hour	End Date	Appr	AM/PM	Reason
ANNU	16/10/1998	...	4.00	21/10/1998	Yes		Ref#

Code	Start Date	End Date	Day	Hour	Approved	AM/PM	Reason
ANNU	16/10/1998	21/10/1998	4.00		Yes		



Leave Breakdown button

Leave Details Breakdown									
Date	Day	Hour	Approval	Pay Prd	Cycle	Current Mth?	Year	Month	
21/01/1999	1.00	0.00	<input checked="" type="checkbox"/>	19990	E	Current Month	1999	1	
Period									
Start Date	Mid date	End Date							
199901	01/01/1999	15/01/1999	31/01/1999						
199902	01/02/1999	15/02/1999	28/02/1999						

Current Mth?

Last Month

Current Month

Last Month

Last Month-N

LEAVE ADJUSTMENT RECORD

Make adjustment to the Leave selected.

- Click New
- Select leave code
- Choose Effective Date
- Enter no of day
- Enter Remarks
- Click Save

Employee Code: 001		Employee Name: SALLY CHUA	
Leave Code: ANNU	Effective Date: 01/05/2004	Day: 1	Expiry Date:
Approval: Yes	Remarks: Public Holiday credit to Annual Leave		
Leave Code: ANNU	Date: 01/05/2004	Day: 1	Taken: 1
Balance: 1	Expired Date:	Remarks: Public Holiday credit to Annual Leave	
<div> New Remove Edit Save Cancel Close </div>			