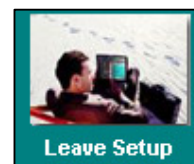


LEAVE SETUP

LEAVE ADMINISTRATION

STEPS:

- 1) Click the **Leave Setup** icon.
- 2) Choose **Leave Administration**.



Leave Administration
 Leave Allocation
 Extended Sick Leave Allocation
 Leave Code
 Working Day Setting - Holiday State

Leave Setup

Leave Administration

Annual Code: 2006 Start date: 01/01/2006 End date: 31/12/2006

Method/Holiday Table | B/F Method (E Module)

Prorate Entitlement: Service Month
 Current Leave: Prorate
 Leave Cut Off Day: 0.00
 Entitlement by: Leave Scheme
 Saturday as Full day: Yes
 Leave B/F method: One Year(Without B/F)
 Prorate Sick Leave: No

Holiday Table

Holiday	Description	STATE
01/01/2006	New Year's Day	
10/01/2006	Hari Raya Haji	
29/01/2006	Chinese New Year	
14/04/2006	Good Friday	
12/05/2006	Vesak Day	
17/08/2006	National Day	
24/10/2006	Hari Raya Puasa	
25/12/2006	Christmas Day	
31/12/2006	Hari Raya Haji	

<F4> - Delete PH <Insert>/<Right Click> - Insert New PH

Save Close

PRORATE ENTITLEMENT

Leave entitlement may be computed based on:

- Service Month
- Full Entitlement
- Calendar Day – (Entitle in 1st month)
- Service Year
- Service Year – (Cut off July)
- Anniversary – (1st Prorate & 2nd Full)
- Working Day-(Entitle in 1st month)
- Service Month (Entitle in 1st month)
- Calendar Day
- Calendar Day – Full
- Service Year – Financial
- Anniversary – Full
- Anniversary

Prorate Entitlement: Service Month

Current Leave: Service Month - (Entitle in 1st month)

Leave Cut Off Day: Calendar Day

Entitlement by: Calendar Day - Full

Saturday as Full day: Service Year - Financial

Explanation for the different leave entitlement computation in PRORATE ENTITLEMENT:-

Service Month

The employees' leave entitlement will be prorated according to their service month and the leave cut off is based on their anniversary.

a) If staff joined on or before the 15th of the month, the employee's entitlement is equal to 1 service month and staff 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 Administration to 99.00

Leave Cut Off Day	99.00
-------------------	-------

b) If staff joined on or before the 15th of the month, the employee's entitlement is equal to 1 service month and staff 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 Administration to 50.00

Leave Cut Off Day	50.00
-------------------	-------

c) Staff need to work for a minimum of 15 calendar day to qualify as one service month to earn leave

Leave Cut Off Day in the Leave Administration to 15.00

Leave Cut Off Day	15.00
-------------------	-------

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 full number of earned leave 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.

Leave Allocation table

To allocate the Annual leave Entitlement

	From	To	Day	[M E]
▶	0.00	1.00	14.00	
	1.00	3.00	15.00	

Leave Entitlement table

Hired Date	03/05/2005	[9 months]	Terminated Date		Leave	SCH1	Department	NONE		
Code	Description	Full	Adju	Entitle	BF	Forfeit	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	15.00		15.00	9.33		15.00	24.33	0.00	24.33
Leave Entitlement Breakdown					Current Period : 200601					
Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance			
Jan/2006	01	9.33	15.00	15.00	24.33	0.00	24.33			
Feb/2006	02	9.33	0.00	15.00	24.33	0.00	24.33			

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.

Hired Date	03/05/2005	[9 months]	Terminated Date		Leave	SCH1	Department	NONE		
Code	Description	Full	Adju	Entitle	BF	Forfeit	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	15.00		14.66	9.32		1.22	10.54	0.00	10.54
Leave Entitlement Breakdown					Current Period : 200601					
Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance			
Jan/2006	01	9.32	1.22	1.22	10.54	0.00	10.54			
Feb/2006	02	9.32	1.22	2.44	11.76	0.00	11.76			
Mar/2006	03	9.32	1.22	3.66	12.98	0.00	12.98			

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.

Hired Date	03/05/2005	[9 months]	Terminated Date		Leave	SCH1	Department	NONE		
Code	Description	Full	Adju	Entitle	BF	Forfeit	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	15.00		14.66	9.32		14.66	23.98	0.00	23.98
Leave Entitlement Breakdown					Current Period : 200601					
Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance			
Jan/2006	01	9.32	14.66	14.66	23.98	0.00	23.98			
Feb/2006	02	9.32	0.00	14.66	23.98	0.00	23.98			

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 method with **Calendar Day (Entitle in 1st month)** 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.

Hired Date	03/05/2005	[9 months]	Terminated Date		Leave	SCH1	Department	NONE		
Code	Description	Full	Adju	Entitle	BF	Forfeit	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	15.00		15.00	9.32		15.00	24.32	0.00	24.32
Leave Entitlement Breakdown					Current Period : 200601					
Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance			
Jan/2006	01	9.32	15.00	15.00	24.32	0.00	24.32			
Feb/2006	02	9.32	0.00	15.00	24.32	0.00	24.32			

Service Year

The employees' leave entitlement will be prorated according to their service month and the cut off is in December.

Hired Date	03/05/2005	[9 months]	Terminated Date		Leave	SCH1	Department	NONE		
Code	Description	Full	Adju	Entitle	BF	Forfeit	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	15.00		15.00	9.33		1.25	10.58	0.00	10.58
Leave Entitlement Breakdown					Current Period : 200601					
Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance			
Jan/2006	01	9.33	1.25	1.25	10.58	0.00	10.58			
Feb/2006	02	9.33	1.25	2.50	11.83	0.00	11.83			

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.

CURRENT LEAVE

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 off 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 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 $0.999 = 0.5$

Half ($> 0.5 := 1$ or $\leq 0.5 := 0.5$): 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.

E.g. $0.4 = 0.5$, $0.5 = 0.5$, $0.6 = 1$

Half ($> 0.5 := 1$ or $\leq 0.5 := 0$ or $0.5 := 0$): 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.

E.g. $0.4 = 0$, $0.5 = 0$, $0.6 = 1$

Half: computation for monthly earned leave correct to the nearest half.

E.g. $0.15 = 0.5$, $0.58 = 1.00$

Full: full-earned leave entitlement depending on the prorated entitlement type (same as prorate).

None: leave entitled backdated to the end of the service period.

Hired Date	03/05/2005	[8 months]	Terminated Date		Leave	SCH1	Department	NONE		
Code	Description	Full	Adju	Entitle	BF	Forfeit	Current	Entitle	Taken	Balance
ANNU	ANNUAL LEAVE	14.00	0.00	9.33	0.00		9.33	9.33	0.00	9.33

Leave Entitlement Breakdown					Current Period : 200512			
Mth/Year	Period	B/F	Current	YTD Total	YTD Entitled	YTD taken	YTD Balance	
Mar/2005	03	0.00	0.00	0.00	0.00	0.00	0.00	
Apr/2005	04	0.00	0.00	0.00	0.00	0.00	0.00	
May/2005	05	0.00	0.00	0.00	0.00	0.00	0.00	
Jun/2005	06	0.00	0.00	0.00	0.00	0.00	0.00	
Jul/2005	07	0.00	0.00	0.00	0.00	0.00	0.00	
Aug/2005	08	0.00	0.00	0.00	0.00	0.00	0.00	
Sep/2005	09	0.00	0.00	0.00	0.00	0.00	0.00	
Oct/2005	10	0.00	0.00	0.00	0.00	0.00	0.00	
Nov/2005	11	0.00	0.00	0.00	0.00	0.00	0.00	
Dec/2005	12	0.00	9.33	9.33	9.33	0.00	9.33	

Example:

Leave entitlement is prorated in **Service month**:

A leave day is earned if an employee completes more than 15 days in a service month. (Leave Cut Off Day = 15.00)

Prorate Entitlement	Service Month
Current Leaves	Prorate
Leave Cut Off Day	15.00
Entitlement by	Category

As for the **Leave B/F method**, this is only applicable to those using the anniversary method. When the user initialise the period, user can select either:

All –Carry forward all balance available

One Year(Without B/F)-Carry forward current year unconsum leave

Maximum Day C/F (Allocation)-Carry forward base on the DAY stated at leave allocation table

Maximum Day C/F (By Percentage)- Carry forward base on the PERCENTAGE stated at leave allocation table

Leave B/F method	One Year(Without B/F)
	All
	One Year(Without B/F)
	Maximum Day C/F (Allocation)
	Maximum Day C/F (By Percentage)

Leave Allocation Table				
Entitlement Allocation				
Leave Scheme Code : SCH1				
Service Year	Service Year	Entitlement Brought Forward		
From	To	Day	Max B/F day	OR [Entitlement %]
0.00	1.00	14.00	7.00	
1.00	3.00	15.00	8.00	
3.00	6.00	16.00	9.00	
6.00	7.00	17.00	10.00	
7.00	99.00	18.00	10.00	

Prorate Sick Leave

YES- Prorate sick for incomplete year staff (not a legal practice)

NO- Will not prorate sick leave for incomplete year staff

Prorate Sick Leave	No
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SETTING UP PUBLIC HOLIDAYS IN A SERVICE PERIOD

STEPS:

- 1) Click the right mouse button or press the **insert** key to add a new holiday.
- 2) To choose a date, click the drop-down arrow to show the current calendar. Pick a date from the calendar.
- 3) Enter the name of the holiday in the name field.

Click to show the calendar below.

19/10/1998 Deepavali

Enter the name of a holiday in this field.

October 1998						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	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
1	2	3	4	5	6	7

Today: 10/19/98

DEFINING A SERVICE PERIOD

The user might choose to define a service period other than *01/01/Year – 31/12/Year*.

This probably applies to a company with a service period beginning from, for example, the month of April.

Click this button to select a starting month from the calendar

Start date 01/01/1998 15 End date 01/12/1998 15

Enter the starting month of a service period here and the end date will be updated accordingly.

NOTE:

Before a user can administer the leave for a service period, the service period/new financial year must be initialised.

LEAVE ALLOCATION

Before allocating leave for each employees, the user must:

a) first define the entitlement method at **Leave Setup, Leave Administration**. Options available are **Category, Job Grade** and **Leave Scheme**.



b) If user have chooson Leave Scheme, next the user need to create the difference Leave Scheme at **Payroll Setup**.

STEPS:

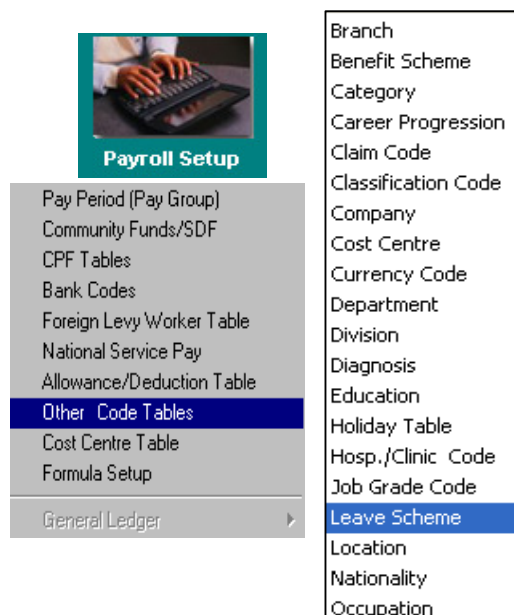
- 1) Click the **Payroll Setup** icon.
- 2) Choose **Other Code Tables**.
- 3) Choose **Leave Scheme**.

To add a new leave scheme:

- 4) Double-click the mouse button or press the **insert** key.

To delete a category:

- 5) Click the right mouse button or press the **F4** key.



To allocate leave entitlement for a Leave Scheme:

STEPS:

- 1) Click the **Leave Setup** icon.
- 2) Choose **Leave allocation**.
- 3) Choose a leave scheme code. E.g. **SCH1**.

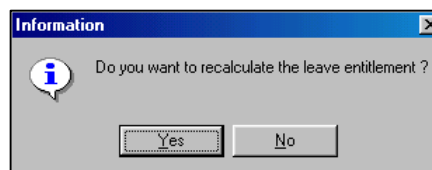
- 4) Enter the allocation desired.

Max B/F: Specify the maximum number of leave that may be carried forward to the next service period.

- 5) Click the **close** button.
- 6) Click **yes** when prompted to recalculate the leave entitlement.

The screenshot shows the 'Entitlement Allocation' window. It has a dropdown for 'Leave Scheme Code' set to 'SCH1'. Below it, there are columns for 'Service Year', 'Service Year', 'Entitlement Brought Forward', 'From', 'To', 'Day', and '[Max B/F day] OR [Entitlement %]'. The table contains several rows of data.

Service Year	Service Year	Entitlement Brought Forward	From	To	Day	[Max B/F day] OR [Entitlement %]
			0.00	1.00	14.00	7.00
			1.00	3.00	15.00	8.00
			3.00	6.00	16.00	9.00
			6.00	7.00	17.00	10.00
			7.00	99.00	18.00	10.00
			0.00	0.00	0.00	



LEAVE CODE**STEPS:**

1. Click the **Leave Setup** icon.
2. Choose **Leave Code**.

To add a new leave code:

1. Double-click the mouse button or press the **insert** key.

To delete a leave code:

- 3) Click the right mouse button or press the **F4** key.

Leave Code Maintenance

Search Code Sorted by **CODE**

Code	Description	Method	Saturday Full	Entitle Days	B/F Method	Gender	Leave Group	Leave Scheme
▶ ABSENT	ABSENT	Working days						
ANNU	ANNUAL LEAVE	Working days						
BUSSINES	BUSSINESS TRIP	Working days						
COMP	COMPASSIONATE LEAVE	Working days						
FAMILY	FAMILY LEAVE	Working days		3.00			SICK	
HOSP	HOSPITALISATION	Calendar Days						
LIEU	LEAVE IN LIEU	Working days						
LIEU_APY	LEAVE IN LIEU(APPLY)	Working days						
MATE	MATERNITY LEAVE	Calendar Days		60.00				
NPL	NPL DAY	Working days						
NPLHOUR	NPL HOUR	Working days						
NSP	NSP	Working days						
PATE	PATERNITY LEAVE	Working days		2.00				
SICK	SICK LEAVE	Working days						
TEST	Testing	Working Hours				Both		

<F4>-Delete code <Insert> - Add Code

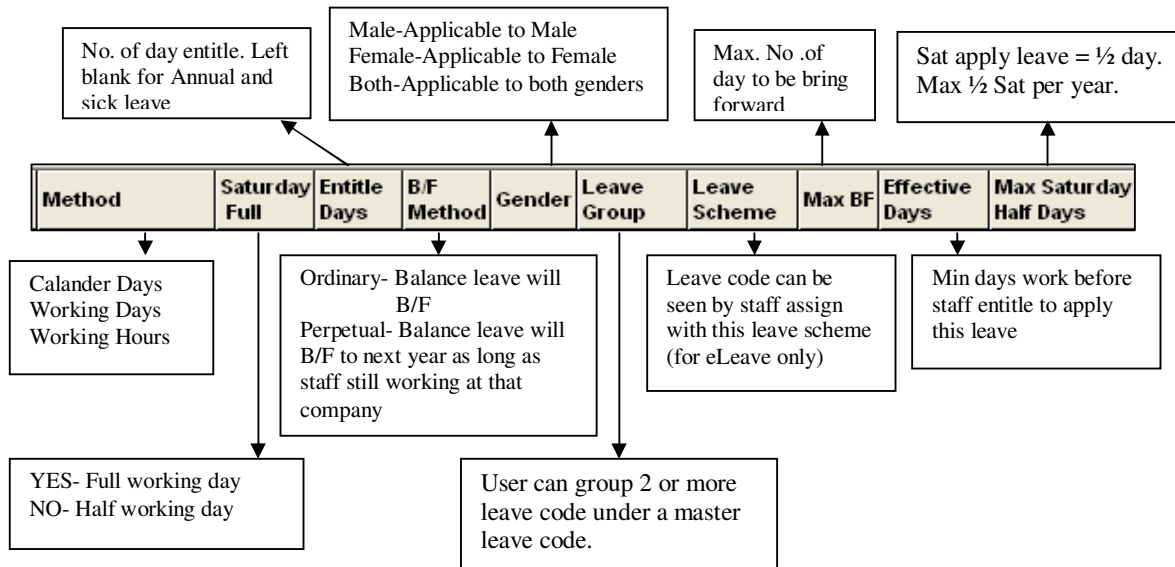
Close

Note:

Do not remove the following system codes but you are allow to insert new leave code but press Insert button from key board:

LEAVE CODES	
• ABSENT	• ANNU
• HOSP	• MATERNITY
• NPL	• NPLHOUR
• NSP	• SICK

In the leave code maintenance, the user can set the following parameter



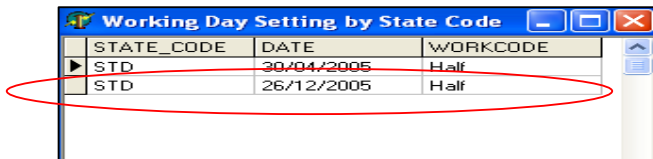
WORKING DAY SETTING-HOLIDAY STATE

Set working calander to overwrite the employee working calander at <update employee><Employee Calendar>

Note: Usually use when company declare shunt down half day

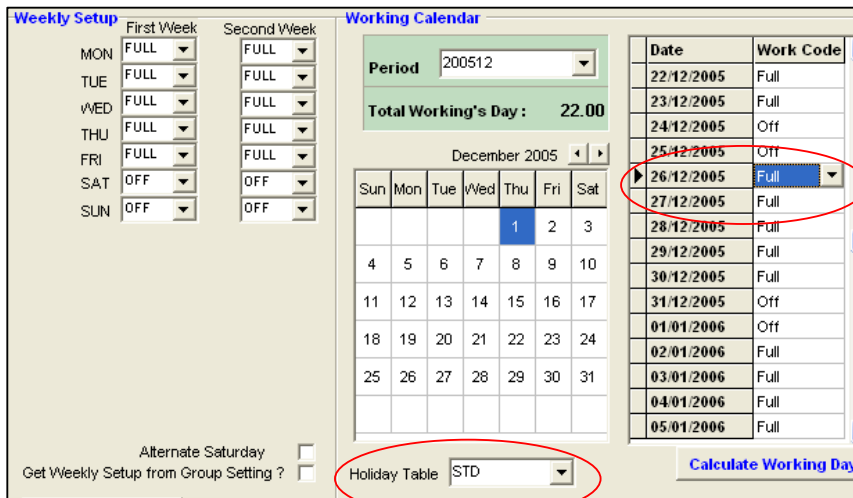
Example:

1. Set 26/12/2005 work half day
2. At <update employee><calander>
3. Set Holiday Table =STD



STATE_CODE	DATE	WORKCODE
STD	30/04/2005	Half
STD	26/12/2005	Half

Note: When a staff apply leave on 26/12/2005, it will deduct ½ day instead of 1 day.



Weekly Setup

	First Week	Second Week
MON	FULL	FULL
TUE	FULL	FULL
WED	FULL	FULL
THU	FULL	FULL
FRI	FULL	FULL
SAT	OFF	OFF
SUN	OFF	OFF

Alternate Saturday ☐
Get Weekly Setup from Group Setting ? ☐

Working Calendar

Period: 200512
Total Working's Day: 22.00

December 2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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

Date	Work Code
22/12/2005	Full
23/12/2005	Full
24/12/2005	Off
25/12/2005	Off
26/12/2005	Full
27/12/2005	Full
28/12/2005	Full
29/12/2005	Full
30/12/2005	Full
31/12/2005	Off
01/01/2006	Off
02/01/2006	Full
03/01/2006	Full
04/01/2006	Full
05/01/2006	Full

Holiday Table: STD

Calculate Working Day