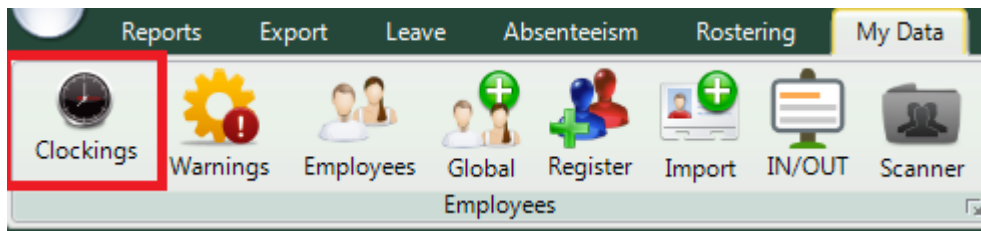


Adding leave on the time entry screen

To add a leave entry for a specific employee you can navigate to my data and then click on the clockings button.



When the time entry screen opens you can click on the specific employee that you want to add leave to.

00001	Stephanus Bekker
00002	Jay Court
00003	Philip Penning
00004	Theunis Coetzee
00005	Anton Labuschange
00006	Theo Penning
00007	Dean Hasset
00008	Matthew Bamard
00009	Sunja van Straaten
00010	Matthew Mac Hattie
00011	Rolene De Witt

The employee's data will now appear in the centre of the screen. The data is specified by the date period chosen. You can change the period using the "from" and "to" date selectors.

Show All Valid Entries Invalid Entries Modified Entries

From: Wednesday, August 12, 2015 To: Wednesday, August 19, 2015

Show: Calendar Days Only Working Days Hide access entries Show Extra Values

After changing the dates you will have to press the refresh button for the clocking system to show you the correct data.





You should now be able to see the person's clockings for the chosen period.



2015/08/12 - Wednesday					
2015/8/12-Wed	8:00	IN	Added by Master	Open	TIP Standard (TIP Standard Shift mon-fri)
	17:00	OUT	Added by Master	Open	
2015/08/13 - Thursday					
2015/8/13-Thu	8:00	IN	Added by Master	Open	TIP Standard (TIP Standard Shift mon-fri)
	17:00	OUT	Added by Master	Open	
2015/08/14 - Friday					
2015/8/14-Fri	8:00	IN	Added by Master	Open	TIP Standard (TIP Standard Shift mon-fri)
	17:00	OUT	Added by Master	Open	


When a day is completely grey it will mean that the person didn't clock for that day.


2015/08/14 - Friday					
-	-	IN	-	-	-
-	-	OUT	-	-	-


By right clicking on the specific day you will get a drop down with options for you to do.

-  Add Basic
-  Add Advanced


-  Edit
-  Comments

-  Delete ▶

-  Change Type ▶

-  Force Shift

- Add Leave

-  Re-calculate ▶

When you want to add a leave entry for a person right click on that specific day and click on the add leave option. The add leave screen should now be open

00001. Stephanus Bekker

Leave Details

Your reference number: (if applicable)

Entry No:

Leave Duration

Leave Date: to

Leave Days: days

Hours Per Day: hours

Total Hours: 0

Leave Details

Leave Type:

Reason Code:

Description:

Leave Days (if manual selection)

Firstly you can add a reference number if it's applicable but it is not necessary for the leave function to work.

Next you will specify the start and end date of the leave.

Leave Date: to

After you have chosen the dates you must click on the select shift button.

This will open up a screen with all the days you have chosen. You can now change the shifts if there are more than one shift per day. You can also change the hours if there are cases of half day leave etc.

Select Daily Shifts

Select Shifts

Set all to:

2015/8/17:	<input type="text" value="TIP Standard (TIP Standard Shift mon-fri)"/>	<input type="text" value="8"/>
2015/8/18:	<input type="text" value="TIP Standard (TIP Standard Shift mon-fri)"/>	<input type="text" value="8"/>
2015/8/19:	<input type="text" value="TIP Standard (TIP Standard Shift mon-fri)"/>	<input type="text" value="8"/>

When you are done doing the changes you can click on the save button at the bottom of the screen.

You should now have returned to the normal add leave screen. You will also now notice that the leave days and hours per days have changed according to the settings that you specified.

Leave Days: days
Hours Per Day: hours
Total Hours: 24

Next you will have to specify a leave type on which the employee is going. Use the dropdown to choose the appropriate leave type.

After that choose the reason code that matches your leave type.

Leave Details

Leave Type:

Reason Code:

In situations where the person is going on sick leave you can add the sick note details if you prefer it.

Do to that you can click on the sick note option at the top of the screen. The sick note detail screen should now appear.

Add Leave

Leave Detail **Sick Note** Leave Documents

Sick Note (If Applicable)

Has Received: No Yes Note Required

Doctor:

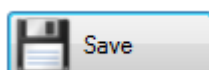
Practice No:

Comments:

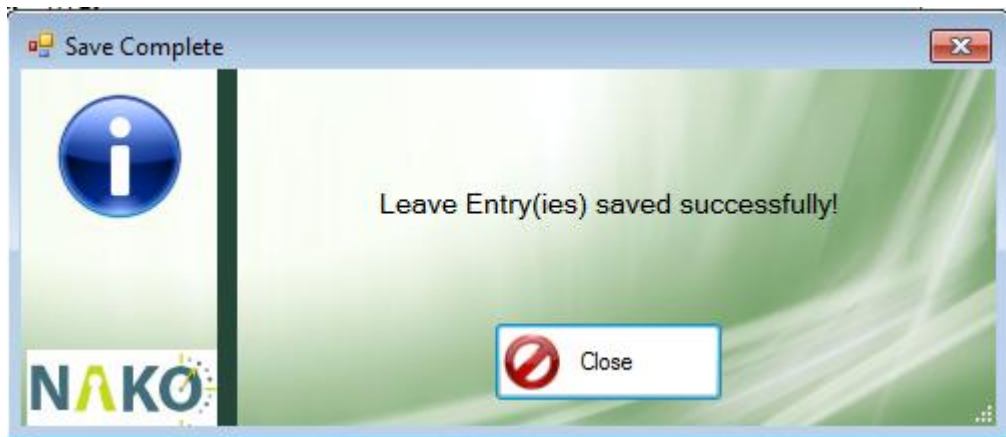
You can type in all the details as required and then go back to leave details. **Please take note that the sick note option is not necessary for the system to work. It's your own preference if you want to insert the details or not.**

Lastly you can add a description of the leave but it is not applicable.

When you are done you can click on the save button at the bottom of the screen.



You will receive a message stating that the leave entry has been saved successfully.



When you have a look at your time entries now you should be able to see the leave entries in a purple colour.

2015/08/17 - Monday					
-	-	IN	-	-	-
-	-	OUT	-	-	-
2015/8/17-Mon	Annual Leave				