Adding a leave reason in Nako

With every leave type there should be a leave reason linked to it. To add a leave reason for a leave type do the following. Click on the leave tab and then click on the reason button.

The following reason screen should now appear.

Reason Code	Description	Enabled
ANN	Annual Leave	Enabled
FAM	Family Leave	Enabled
SICK	Sick Leave	Enabled

Click on the new button start adding the reason code.

On the add reason screen there will be two fields which you can fill in

* Code: The code can only consist of four characters. If you are going to export/import your leave into your payroll system just must be exactly the same as within the payroll system. If you are not going to import your leave into the payroll system you can use an abbreviation of the leave type.

* Description: The Description will normally be the leave type. Type a description which you will you will recognise when adding it when you do a leave transaction.

After you filled in the two fields you can click on the save button.

The leave reason will now be saved.