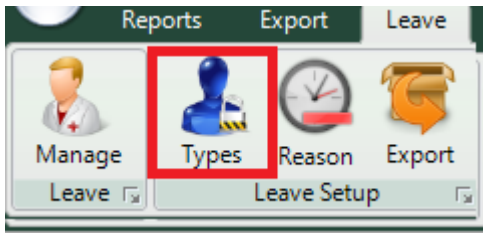


Adding a new Leave type into Nako

To add a new leave type into your time and attendance system click on the leave tab. Then click on the “types” button.



The leave types screen should now open with all you current leave types.

Name	Enabled
Annual Leave	Enabled
Sick Leave	Enabled
Family Leave	Enabled

Maximum Leave Types: 30

If you want to add a new type click on the new button.



The following screen should appear.

The screenshot shows a software dialog box titled "New Leave Type". It has a standard Windows-style title bar with minimize, maximize, and close buttons. The main content area is titled "Leave Type Details" and contains the following elements:

- Name:** A single-line text input field.
- Description:** A multi-line text area with a vertical scrollbar on the right.
- MethodNr:** A single-line text input field with a red example text "example 1 - 9 or a - z" to its right.
- LeaveLineNr:** A dropdown menu.
- LeaveType:** A single-line text input field with a red example text "example X,A,S,M or a - z" to its right.
- Earning:** A dropdown menu.
- Unpaid Leave:** A checkbox followed by the text "Yes".
- Add to normal time column:** A checkbox followed by the text "Yes / No".
- Buttons:** Two buttons at the bottom right: "Add" (with a floppy disk icon) and "Cancel" (with a red prohibition sign icon).

Please fill in all the details of your new leave type.

- * Name: This is the name of the new leave type for example: Unpaid leave.
- * Description: Here you can add a detailed description of the leave type.
- * Method Nr: You can add the leave's method number so that it is identical as your payrolls method number. This line is not applicable. You can add it if you are going to export your leave transactions directly to your payroll software.
- * Leavelinernr: You can add the leave's leave line number so that it is identical as your payrolls leave line number. This line is not applicable. You can add it if you are going to export your leave transactions directly to your payroll software.
- * Leave Type: You can add the leave's leave type so that it is identical as your payrolls leave type. This line is not applicable. You can add it if you are going to export your leave transactions directly to your payroll software.
- * Earnings: You can add the leave's earnings so that it is identical as your payrolls earnings. This line is not applicable. You can add it if you are going to export your leave transactions directly to your payroll software.
- * Unpaid leave: Here you can specify if the leave is paid leave or unpaid leave.

* Add to normal time column: This tick will let your leave add automatically to your normal time column in your export. This is not applicable as the leave can be added to the export on the export screen. Please look at the Export setup manual for further instructions on how to do it.

After you added all the required details you can click on the add button.



Your leave type will now be added. **Please take note that for each leave type a person will have to add a leave reason. You can refer to the “Add leave reasons in Nako” manual to do it. Also take note that the leave type is now created but it will still have to be linked in your reports to the correct column and it also have to be added to the export setup if you export to your payroll from Nako. You can refer to “Customize Standard employee report manual” and “Editing an export batch setup manual” for further instructions.**