Editing a leave type on Nako

To edit a leave type on 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.

If you want to edit a leave type click on the leave type so that it is highlighted.

Then click on the edit button

The screen with the leave's details should now eppear

Now you can change all the details as you prefer.

* 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.

* Leavelinenr: 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 changed all the required details click on the save button.

The leave should now have changed.