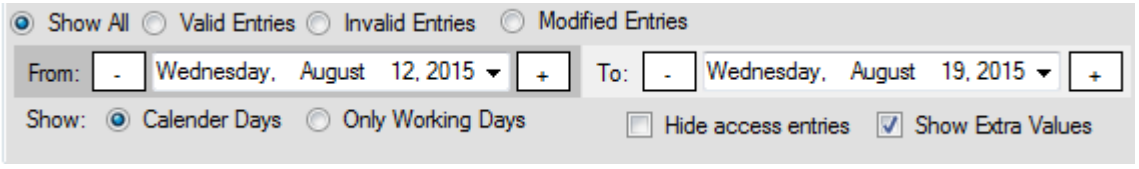
Editing a leave entry on a time entry screen

To edit 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.

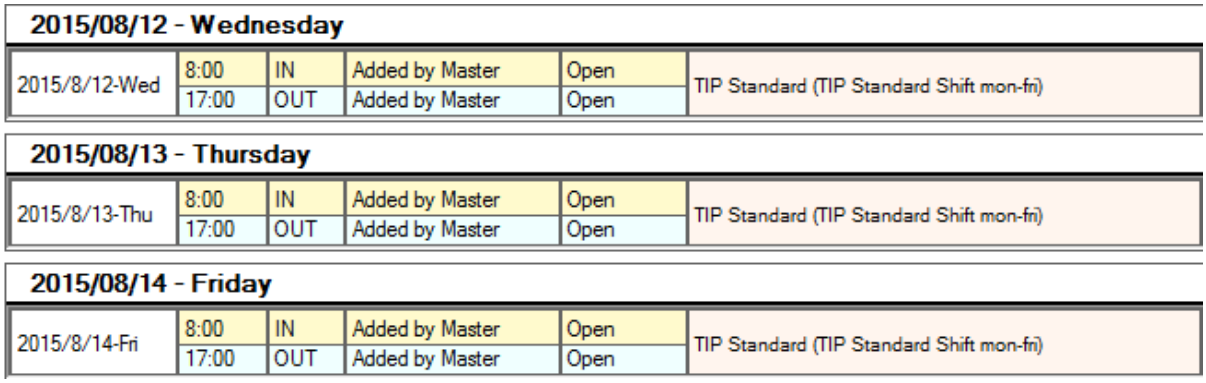
00001	Stephanus Bekker
00002	Jay Court
00003	Philip Penning
00004	Theunis Coetzee
00005	Anton Labuschange
00006	Theo Penning
00007	Dean Hasset
00008	Matthew Barnard
00009	Sunja van Straaten
00010	Matthew Mac Hattie
00011	Rolene De Witt

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.



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.

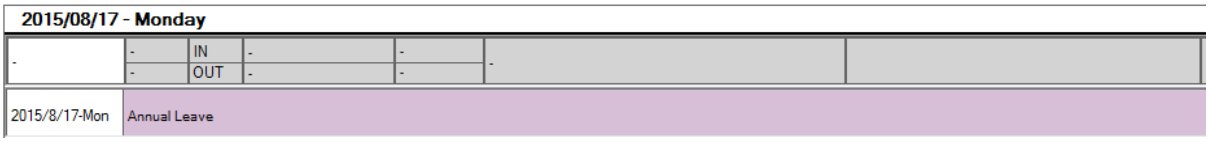


2015/08/12 - Wednesday					
2015/8/12-Wed	8:00	IN	Added by Master	Open	TIP Standard (TIP Standard Shift mon-fri)
	17:00	OUT	Added by Master	Open	

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	

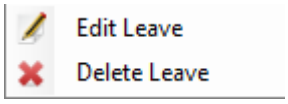
2015/08/14 - Friday					
2015/8/14-Fri	8:00	IN	Added by Master	Open	TIP Standard (TIP Standard Shift mon-fri)
	17:00	OUT	Added by Master	Open	

When you want to edit an employee's leave you will have to right click on the purple leave entry

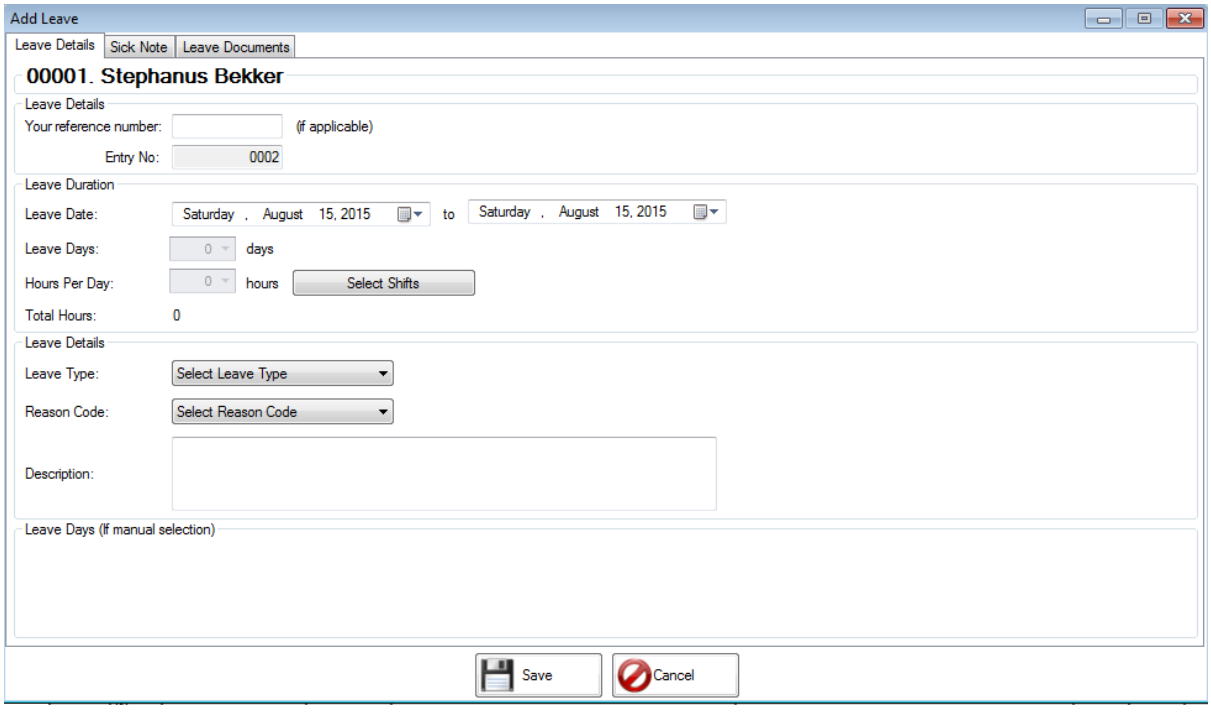


2015/08/17 - Monday					
-	-	IN	-	-	-
	-	OUT	-	-	
2015/8/17-Mon	Annual Leave				

When you right click on it you will get a new menu which gives you the options to edit or delete the entry. Click on the edit entry option

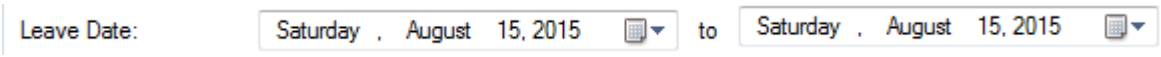


The leave screen should now appear and you can make all the appropriate changes.

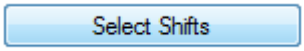


Firstly you can add a reference number if it's applicable but it is not necessary for the leave function to work.

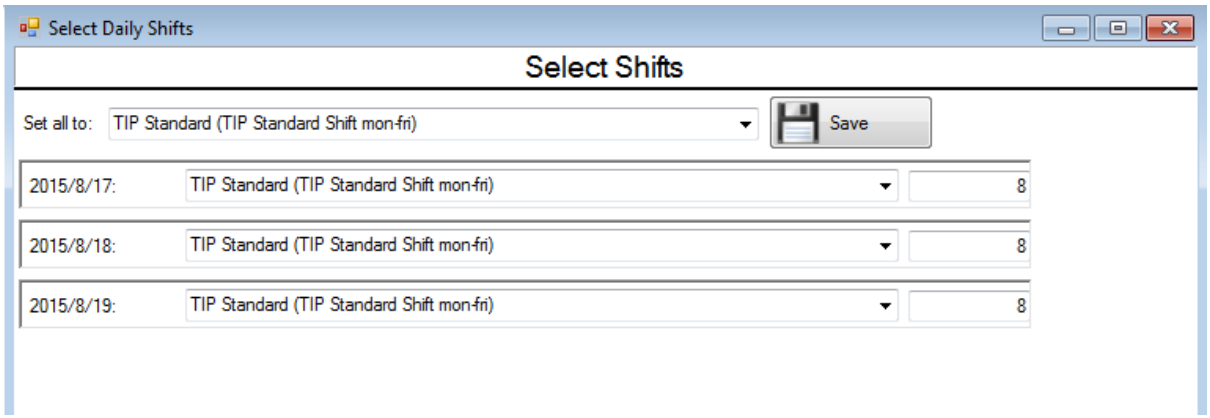
Next you will specify the start and end date of the leave.



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.

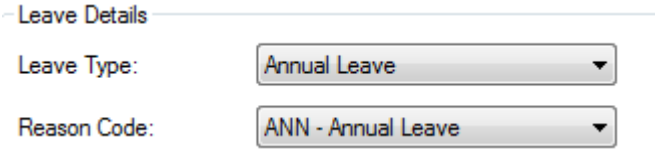


When you are done doing the changes you can click on the save button at the bottom of the screen.

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.

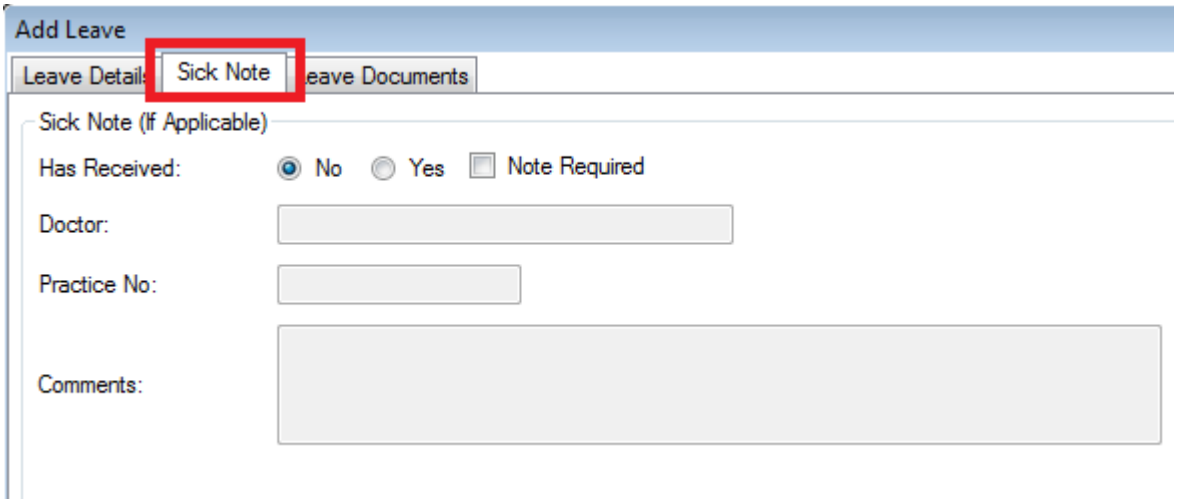
Next you will have to specify a leave type on which the employee is going. Use the dropdown to choose the appropriate leave type.

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



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.

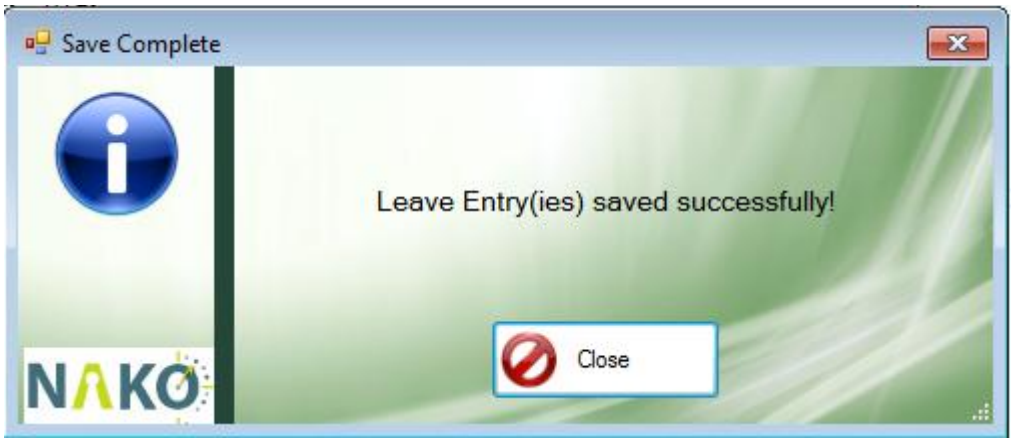


You can type in all the details as required and then go back to leave details. **Please take note that the sick note option is not necessary for the system to work. It's your own preference if you want to insert the details or not.**

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.



The changes that you made should now have taken effect.