

Editing Leave on Nako

If you want to edit leave which you added for an employee you can do the following. Click on the leave tab and then click on manage.



On the next screen you should have a list off all your employees. Select the employee which you want to edit.

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
1032	Test

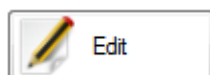
In the middle of you screen you will see the leave entries of that employee.

Currently Selected:

00001 - Stephanus Bekker

From	To	Leave Type	Employee	Description
2015/08/17	2015/08/19	Annual Leave	Stephanus Bekker	
2015/06/09	2015/06/09	Annual Leave	Stephanus Bekker	

Click on the leave entry which you want to edit so that it is highlighted. Click the edit button on the right hand of the screen.



The leave screen will open with all the leave details of the transaction.

Add Leave

Leave Details | Sick Note | Leave Documents

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: 24.00

Leave Details

Leave Type:

Reason Code:

Description:

Leave Days (if manual selection)
2015/8/17: 8 - 2015/8/18: 8 - 2015/8/19: 8 -

Now you can do all the changes off the leave transaction.

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 Details Sick Note Leave Documents

Sick Note (If Applicable)

Has Received: No Yes Note Required

Doctor:

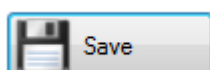
Practice No:

Comments:

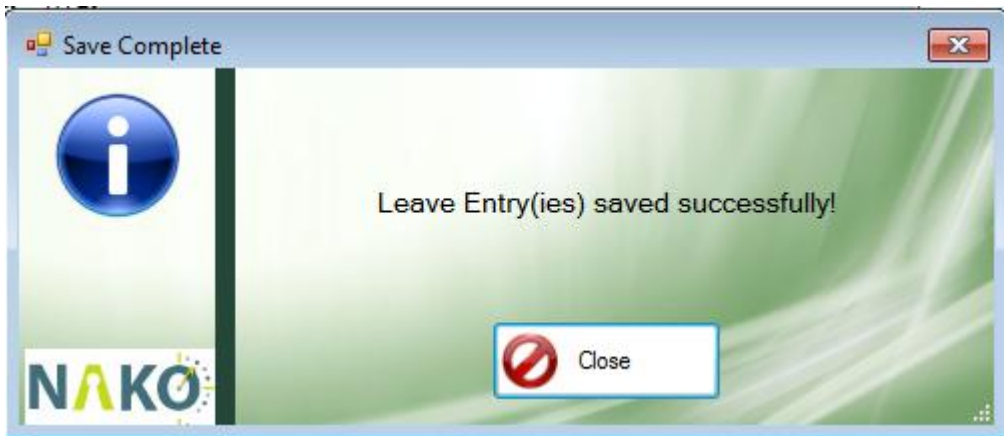
You can type in all the details as required and then go back to leave details. **Please take note that the sick note option is not necessary for the system to work. It's your own preference if you want to insert the details or not.**

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 look in the middle of the screen the transaction should now be saved.

From	To	Leave Type	Employee	Description
2015/08/17	2015/08/19	Annual Leave	Stephanus Bekker	

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				