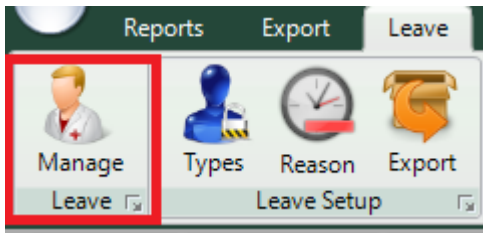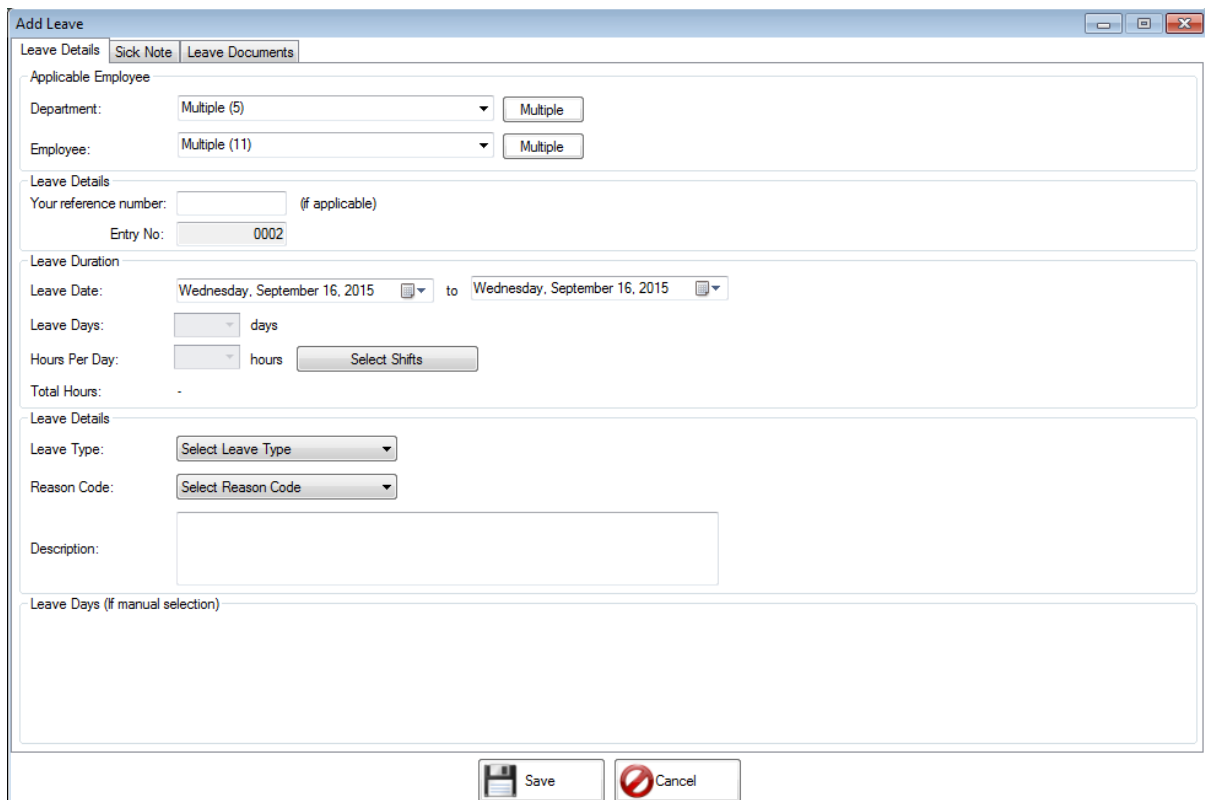## How to add a Global leave entry into Nako

To add a global leave entry into your time and attendance software do the following. Navigate to the leave tab en then click on the manage button.

When the leave screen opens up you will gave a global entry button on the right hand of the screen. Click on it.

The add leave screen will then appear.

Firstly you will have to choose with which employees you want to give the global entry for. First select the departments by clicking on the multiple button right next to departments. This will give you a list off all your departments.

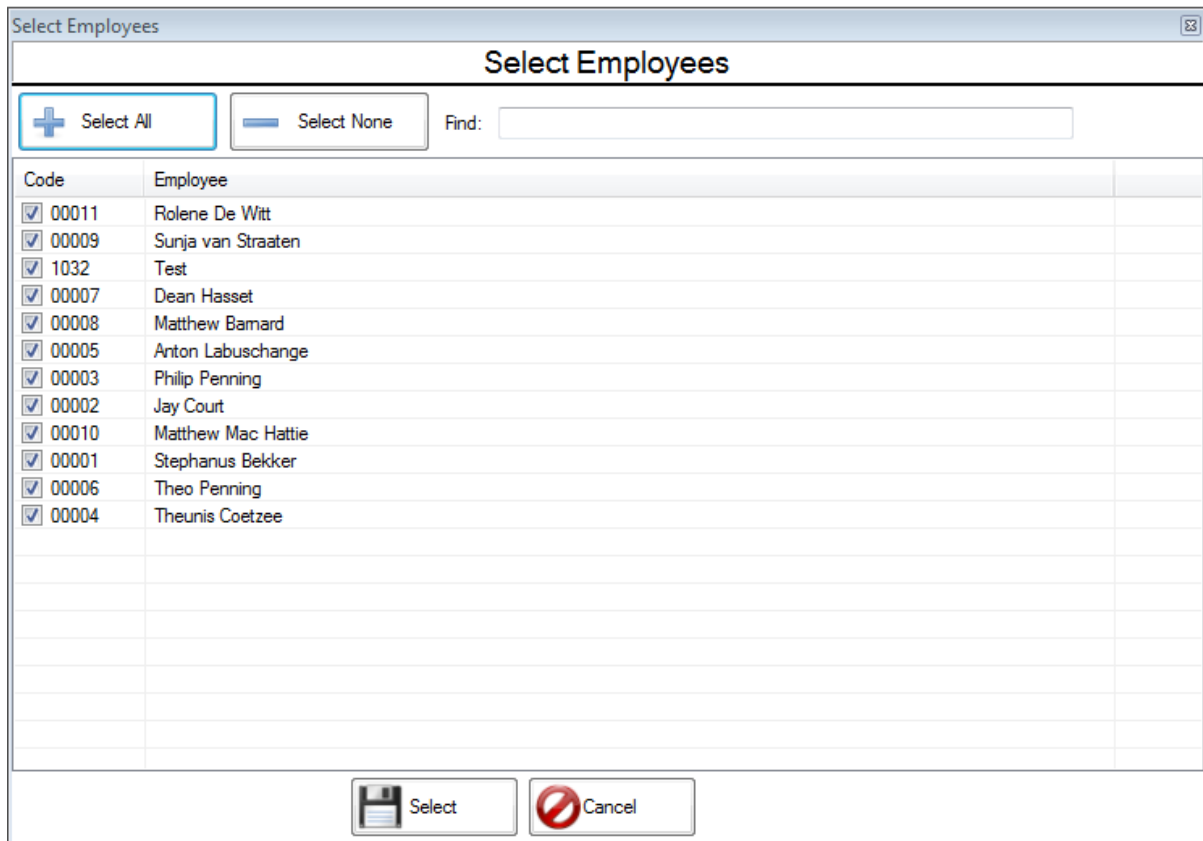Select the departments with which you want to work with and click the select button.

Next you will have to select the employees for who you want to give leave to. Click the multiple button to open the screen where you can select the employees.

Please take note that only the employees will show according to which departments you selected.
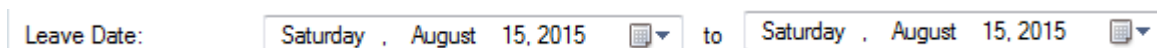
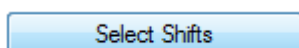Select the employees and click on the select button.

Now you can start to add the details of 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.

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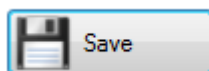
You can type in all the details as required and then go back to leave details. **Please take note that the sick note option is not necessary for the system to work. It's your own preference if you want to insert the details or not.**

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.