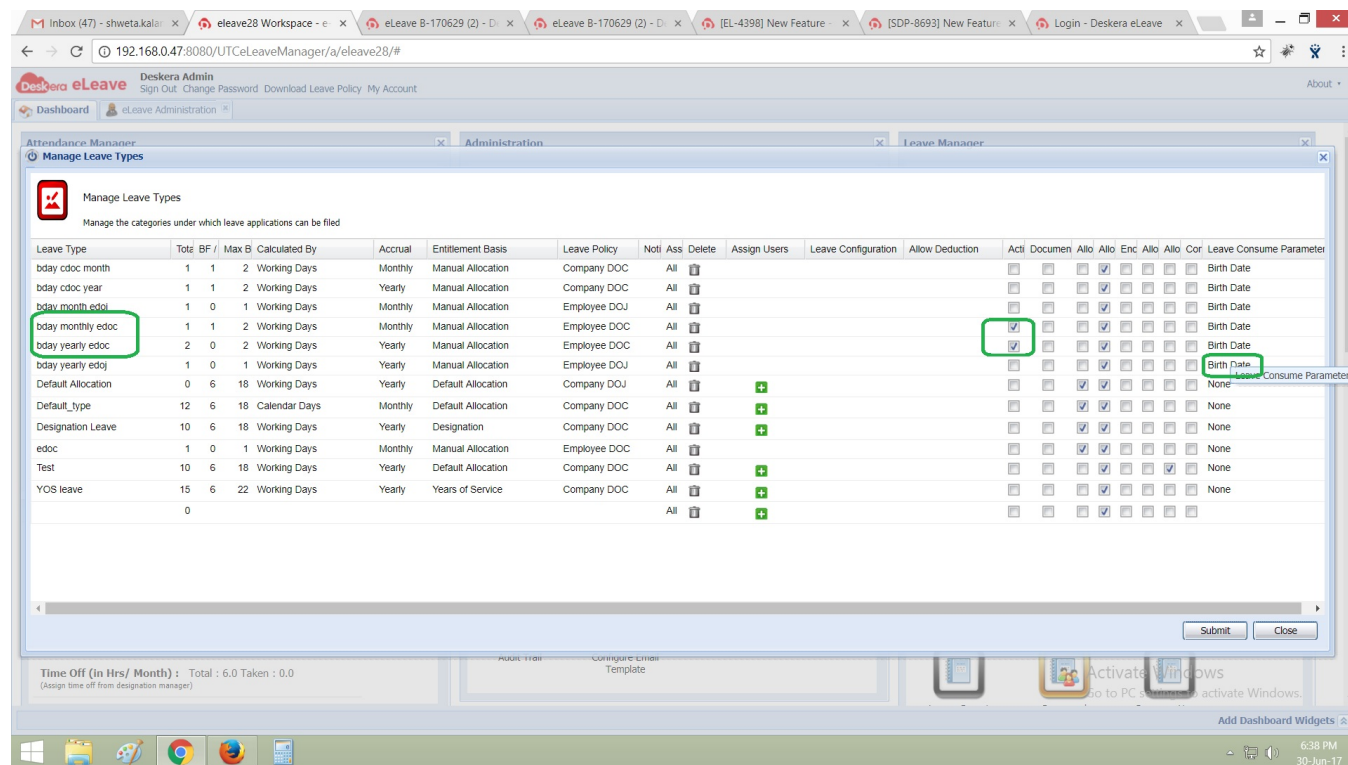


1. Manage Leave Type- Add Leave type - Leave Consume Parameter as - Birth dateNote: For birthday leave type Accrual would be "Monthly or yearly" and Entitlement basis would be "Manual Allocation". Also 'Allow Unpaid ' should be unchecked for same.

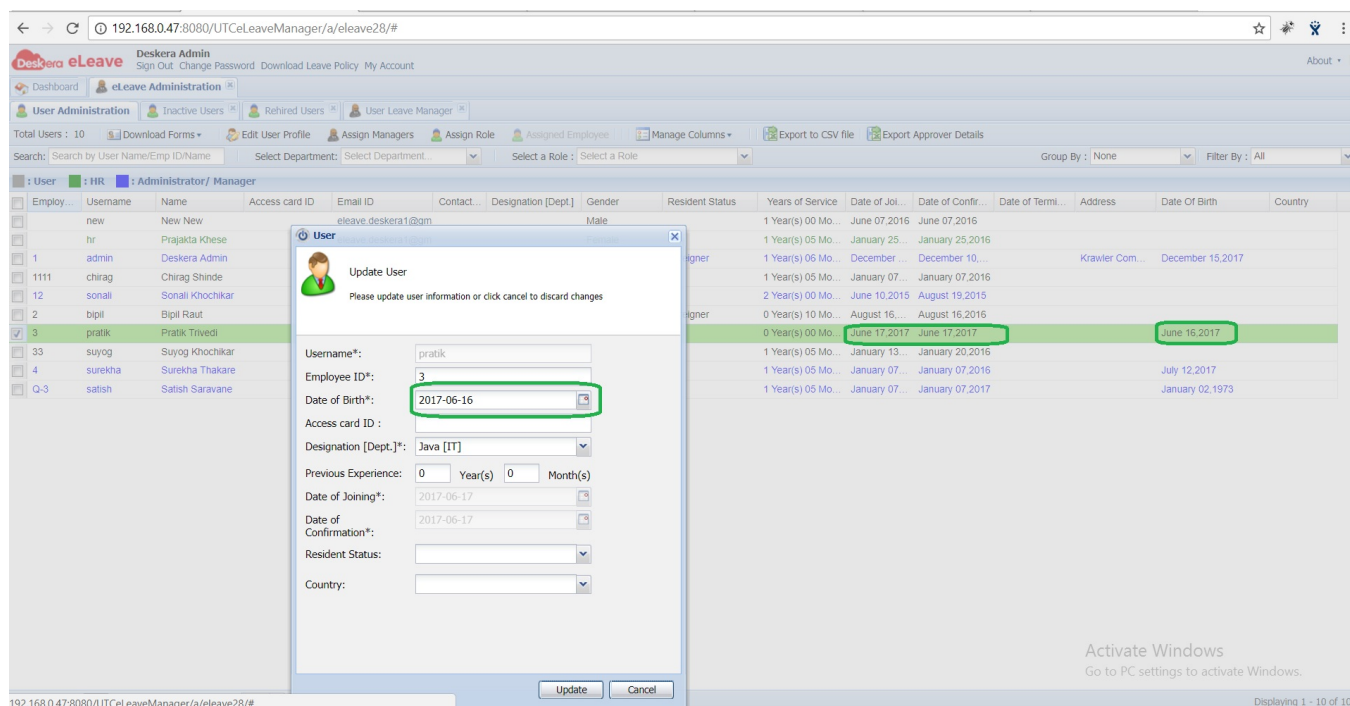
Leave Consume Parameter can also be selected as

- Joining
- Confirmation



Leave Type	Totals	BF	Max B	Calculated By	Accrual	Entitlement Basis	Leave Policy	Notif	Ass	Delete	Assign Users	Leave Configuration	Allow Deduction	Acti	Document	Allo	End	Allo	Cor	Leave Consume Parameter
bday cdcc month	1	1	2	Working Days	Monthly	Manual Allocation	Company DOC	All												Birth Date
bday cdcc year	1	1	2	Working Days	Yearly	Manual Allocation	Company DOC	All												Birth Date
bday month edoc	1	0	1	Working Days	Monthly	Manual Allocation	Employee DOJ	All												Birth Date
bday monthly edoc	1	1	2	Working Days	Monthly	Manual Allocation	Employee DOC	All												Birth Date
bday yearly edoc	2	0	2	Working Days	Yearly	Manual Allocation	Employee DOC	All												Birth Date
bday yearly edoc	1	0	1	Working Days	Yearly	Manual Allocation	Employee DOJ	All												Birth Date
Default Allocation	0	6	18	Working Days	Yearly	Default Allocation	Company DOJ	All												None
Default_type	12	6	18	Calendar Days	Monthly	Default Allocation	Company DOC	All												None
Designation Leave	10	6	18	Working Days	Yearly	Designation	Company DOC	All												None
edoc	1	0	1	Working Days	Monthly	Manual Allocation	Employee DOC	All												None
Test	10	6	18	Working Days	Yearly	Default Allocation	Company DOC	All												None
YOS leave	15	6	22	Working Days	Yearly	Years of Service	Company DOC	All												None
	0							All												None

2. User Administration - Add Birth date for User from Edit User Profile



192.168.0.47:8080/UTCeLeaveManager/a/eleave28/#

Deskera Admin
Sign Out Change Password Download Leave Policy My Account

Dashboard eLeave Administration

User Administration Inactive Users Rehired Users User Leave Manager

Total Users : 10 Download Forms Edit User Profile Assign Managers Assign Role Assigned Employee Manage Columns Export to CSV file Export Approver Details

Search: Search by User Name/Emp ID/Name Select Department: Select Department Select a Role: Select a Role Group By: None Filter By: All

User Administration

Update User

Please update user information or click cancel to discard changes

Username*: pratik

Employee ID*: 3

Date of Birth*: 2017-06-16

Access card ID :

Designation [Dept]*: Java [IT]

Previous Experience: 0 Year(s) 0 Month(s)

Date of Joining*: 2017-06-17

Date of Confirmation*: 2017-06-17

Resident Status:

Country:

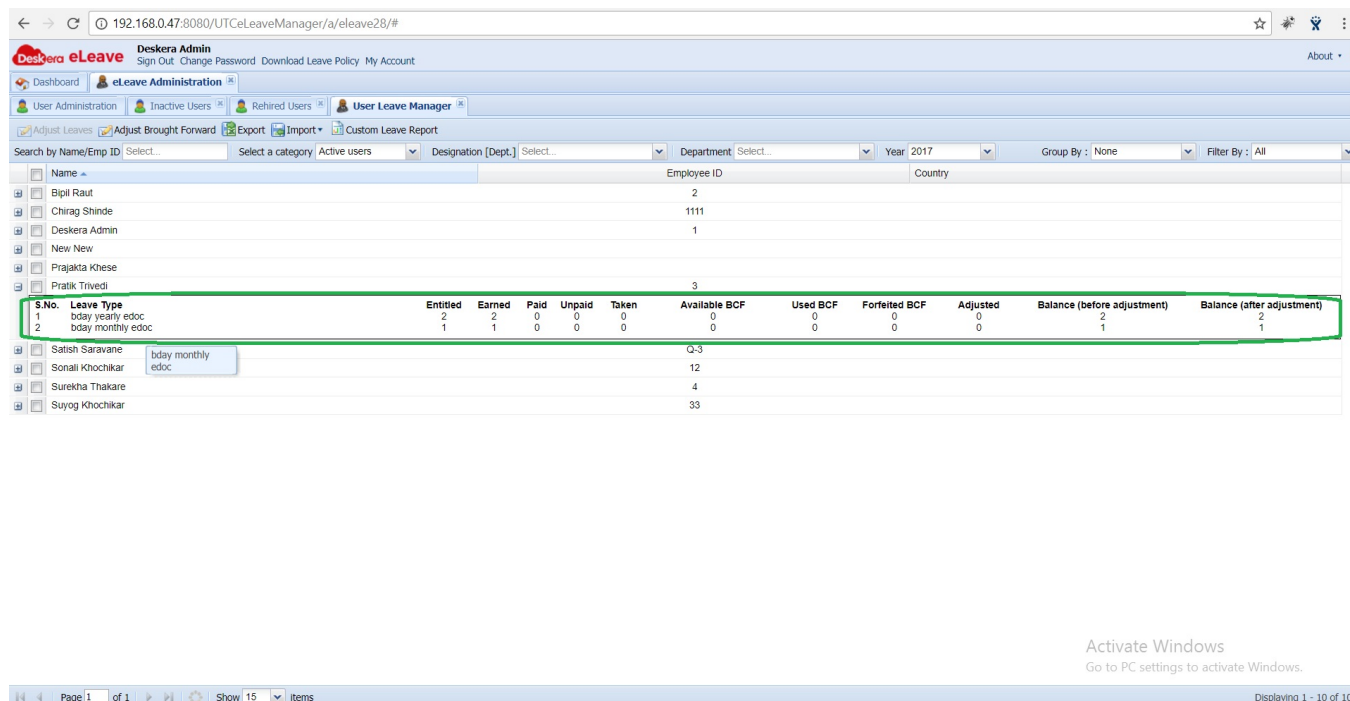
Update Cancel

Activate Windows
Go to PC settings to activate Windows.

Displaying 1 - 10 of 10

3. User Leave Manager- Leave is Entitled and Earned based on Leave Policy assigned to it(CDOC/CDOJ/EDOC /EDOJ)

Note: Monthly Leave can be applied and utilized in same month whereas Yearly Leave can be Applied and utilized between financial year.



192.168.0.47:8080/UTCeLeaveManager/a/eleave28/#

Deskera Admin
Sign Out Change Password Download Leave Policy My Account

Dashboard eLeave Administration

User Administration Inactive Users Rehired Users User Leave Manager

Adjust Leaves Adjust Brought Forward Export Import Custom Leave Report

Search by Name/Emp ID Select... Select a category Active users Designation [Dept.] Select... Department Select... Year 2017 Group By: None Filter By: All

S.No.	Leave Type	Entitled	Earned	Paid	Unpaid	Taken	Available BCF	Used BCF	Forfeited BCF	Adjusted	Balance (before adjustment)	Balance (after adjustment)
1	bday yearly edoc	2	2	0	0	0	0	0	0	0	2	2
2	bday monthly edoc	1	1	0	0	0	0	0	0	0	1	1
3												
4												
5												
6												
7												
8												
9												
10												

Activate Windows
Go to PC settings to activate Windows.

Page 1 of 1 Show 15 items

Displaying 1 - 10 of 10