

Deskera eLeave

Master Configuration

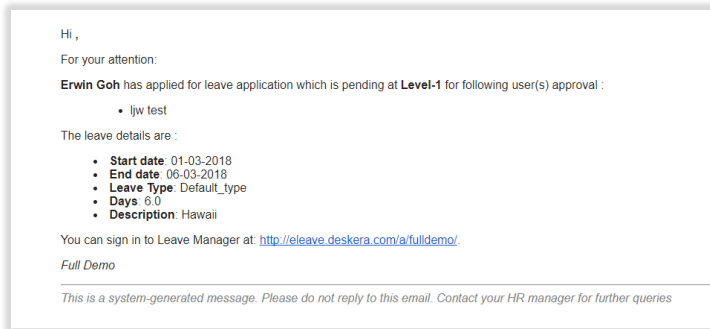


Contents

Check Email Notification	1
Leave Management	4
Comp-Off	7
Time-Off	10
Attendance Management	10
Overtime Preferences	14
Over-Time	14
Roster Configuration	15
Reward and Penalty	16
Grace Period	16
Integration Functionality	20
Employee Management	21
Custom Column	22
Report Manager	23
Graph Manager	25
Levy Exemption	25
Holiday	25

Check Email Notification

1. Email Notification

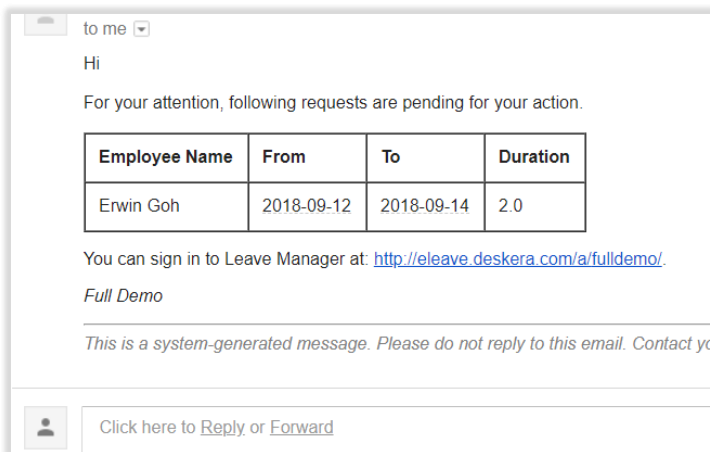


Send email to notify when an employee applies for time off or when the application is approved, rejected or cancelled. Notification email can be set to be sent to HR department or any user.

2. Send Mail Notification to generate the Monthly Unconsumed Report

Email will be sent on the last day of the month to remind generating the Monthly Unconsumed Report.

3. Click to enable pending leave's email notifications.



a. Enter Number of Day(s) to send pending leaves notification:

Notification will be sent to approvers on each day, during the entered number of days.

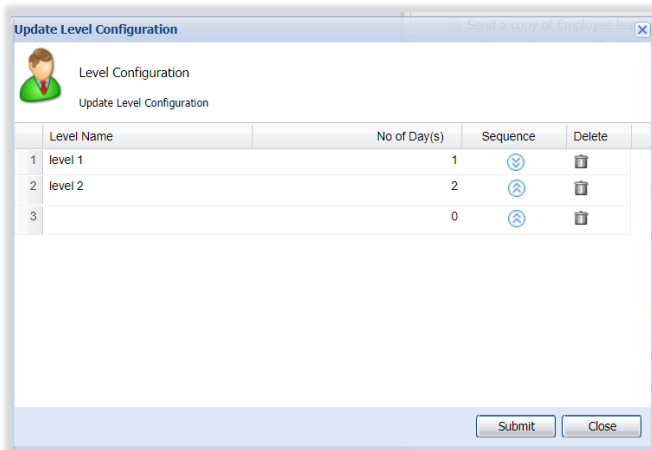
b. Select Day to send pending leaves notification: Notification will be sent every week on the specific day selected (Saturday, Sunday, etc.)

4. Click to enable pending leave approval and email notifications as per Assign Manager Levels.

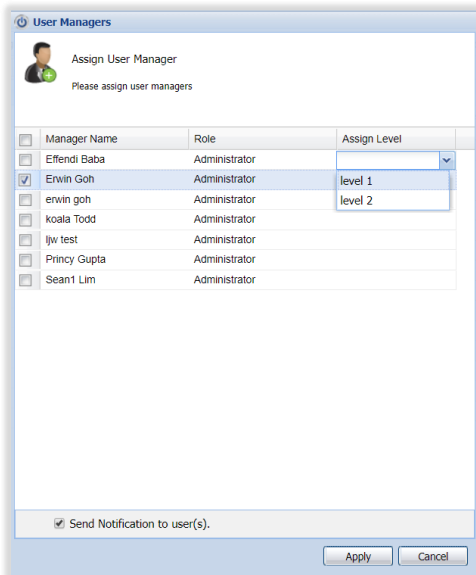
Note: this option, option 9 and 13 from Leave Management cannot be enabled together (all 3 at the same time)

a. Click to enable pending leave approval as per Assign Manager Levels.

In here, administrator can add level and the number of days after which email will be sent.

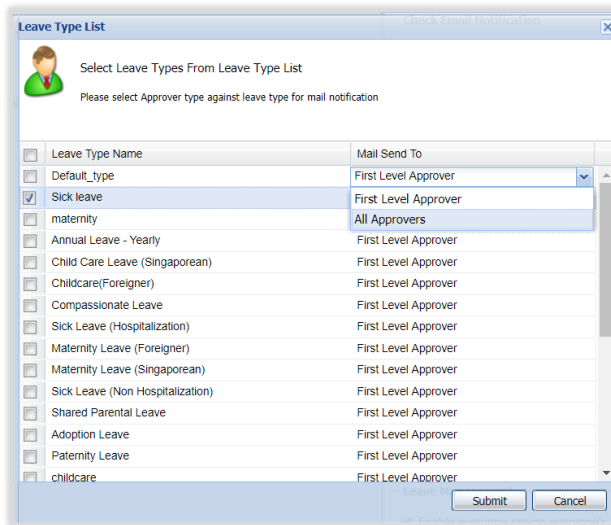


Then administrator can assign level for each manager in User Administration → Assign Manager.



When employee apply for leaves, all assigned managers will be able to see and approve or reject the leave.

- b. *Click to enable sending mail notification to All Approvers against Leave Type.*
Send email notifications to selected type of Approver based on Leave Type.



c. *Click to enable pending leave email notifications as per Assign Manager Levels.*

Employee A is assigned to Manager 1 (level 1, duration set for 2 days) and Manager 2 (duration set for 3 days). A applied for leave on April 1 and is leave application is Pending. If no action is taken, notification email will be sent to Manager 1 on April 3. If Manager A does not do anything, on April 4, email notification will be sent to Manager 2. If Manager 2 takes no action, on April 5, email will be sent to all HR people.

5. Click to enable pending leave's email notifications for unpaid leaves.

Notify administrator or managers of employees' applications for unpaid leave. (Leave is approved when employees' leave balance is 0)

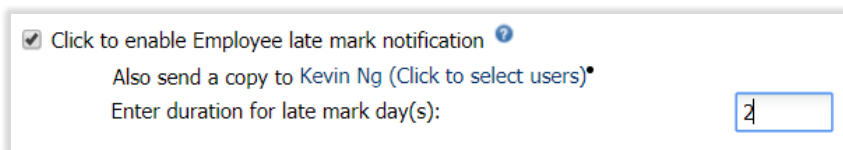
6. Click to enable attendance mail notification.

When employee submitted attendance records manually, the manager will receive email for approval. If approved, the employee will receive approval email notification.

7. Click to enable Single Swipe mail notification

Employees will receive email notification if they only enter Time In, or Time Out in the Attendance Sheet.

8. Click to enable Employee late mark notification



Employees will receive email notification for being late after the entered day.

Leave Management

- 1. Enable everyone seeing everyone's leaves** Show Leave details of other employees for Calendar view for "USER" role.

Show leave(s) as per Department: Show Leave details of other employees of the same department for Calendar view for "USER" role. Also hide "Leave Type" details.

- 2. Approve cancellation request automatically**

Normally, cancellation request will be pending for approval. This option allows employees to cancel leave automatically without pre-approval.

From	To	Duration	Status	Approved/Reject...	Leave Type
2018-02-23	2018-02-28	4.0	Cancellation Requested	2018-02-08 11:26:30	Annual Leave (...)

From	To	Duration	Status	Approved/Reject...	Leave Type
February 23, 2018	February 28, 2018	4.0	Cancellation Approved	February 08, 2018 ...	Annual Leave (...)

- 3. Allow Users to apply half day leave.** Allow 0.5 day leave, if not then employee have to apply for full day leave.

- 4. Allow employees to edit approved leaves.**

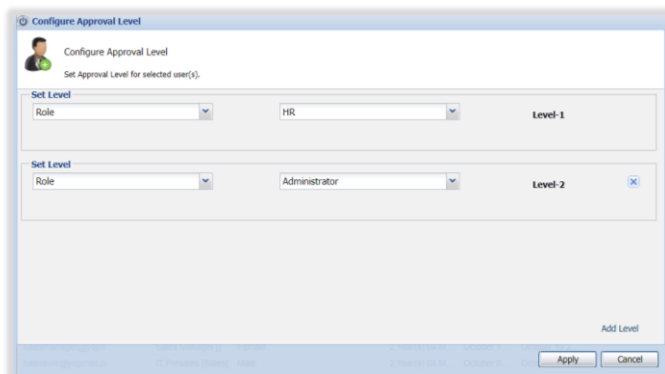
Allow employees to edit approved leaves.
 Approve leave reduction automatically
 Mail Send To :

Administrator can set to approve edited leaves automatically if leave days are reduced.

Mail will be sent to either First Level Approver or All Approvers.

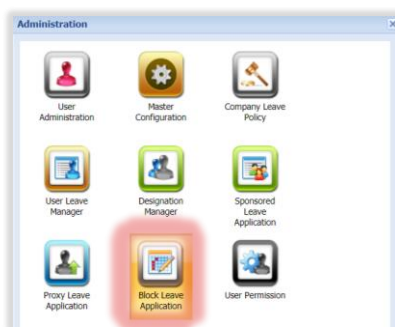
- 5. Block editing of rejected leave applications.**
Employees cannot edit rejected leave application
- 6. Allow Users to apply leave before Confirmation Date.**
Administrator can assign individual user or allow all users to be able to apply leave before Confirmation Date (End of probation period).
- 7. Allow Users to manage Previous Financial Year Leave(s)**
Allow Editing previous financial year leave.
- 8. Click to enable Assign Manager to approve proxy leave application**
Allow assigned managers to apply for leaves on behalf of another employees.
- 9. Enable multilevel approval for Proxy leaves.**
Note: Option 4 from Mail Notification, Option 9 & 13 cannot be enabled together (all 3 at the same time)
- 10. Send proxy leave for further level approval by considering proxy creator's level.**
Applied leaves will be approved based on the pre-configured approval level for that employee.
Example: If creator of proxy leave is Level 1 Approver, the proxy leave will be pending for approval at level 2.
- 11. Leave Entitlement for less than one year of employment**
Allow Leave Entitlement for employees with less than one year of employment.
- 12. Allow selected User(s) to manage all leave applications.**
Selected administrator who will have access and control over leave applications
- 13. Enable multilevel approval of leaves.**
Note: Option 4 from Mail Notification, Option 9 & 13 cannot be enabled together (all 3 at the same time)

Different approval levels can be set for the selected user(s) via Configure Approval feature in User Administration. Applied leaves will be approved based on the pre-configured approval level for that employee.



14. Click to Enable Block Leave Application

Allow applying leave for multiple employees that apply for the same period of leave.



15. Enable the Leave Entitlement before Employee Confirmation date.

If company have probation period, employees will be entitled to leave before probation period ends.

16. Public Holiday gross pay as per MOM

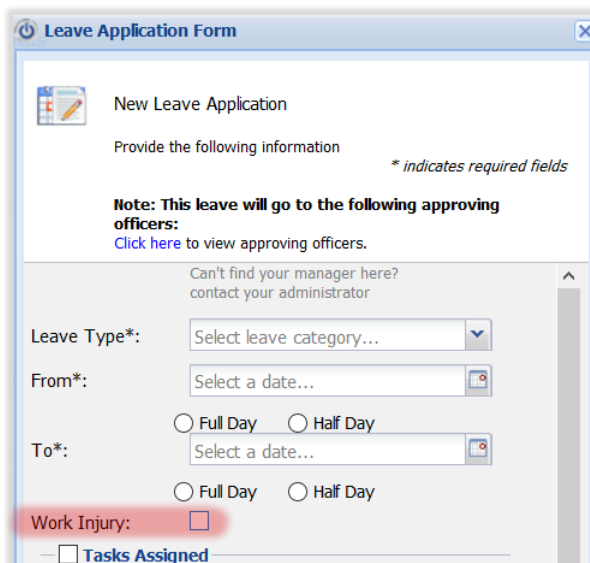
If an employee takes leave for three consecutive days and the second day is a public holiday, that holiday will also be counted as leave.

17. Enable the monthly leave accrual is to be given for the employee.

- a. *Default (End of month, last month in advance).*
- b. *Define the date of accrual.*

18. Click to apply Work Injury Leave(s)

This function indicates if the employee is taking leave because of work injury.



19. Exclude the probation period from Years of service

Years of service will not include probation period.

20. Consider unauthorized leave as unpaid. All unauthorized leaves are unpaid leave by default.

21. Enable to show leave notification sent from Mobile Applications.

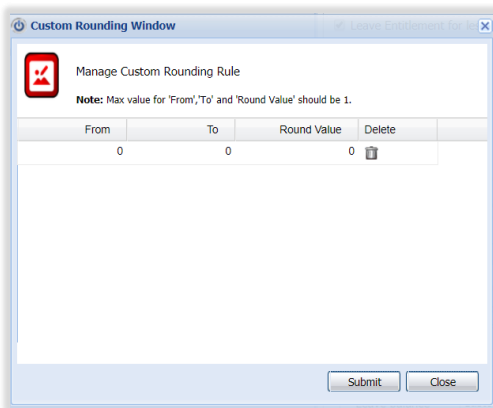
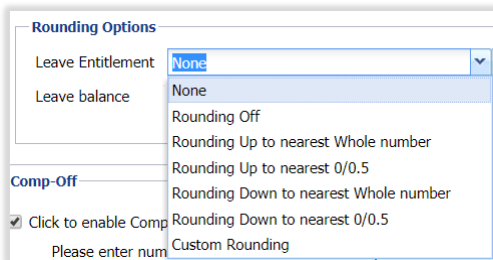
Leave Notification sent from Mobile app can be seen on PC.

22. Restrict Proration of Carry forward for Year of service Entitlement basis.

If this function is on, all carry forward leave balance will not be prorated and will be available for immediate use.

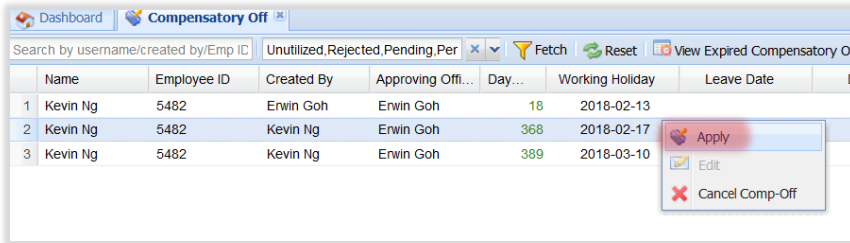
23. Rounding option:

Round Leave balance and Leave Entitlement. Custom Rounding option is also available.

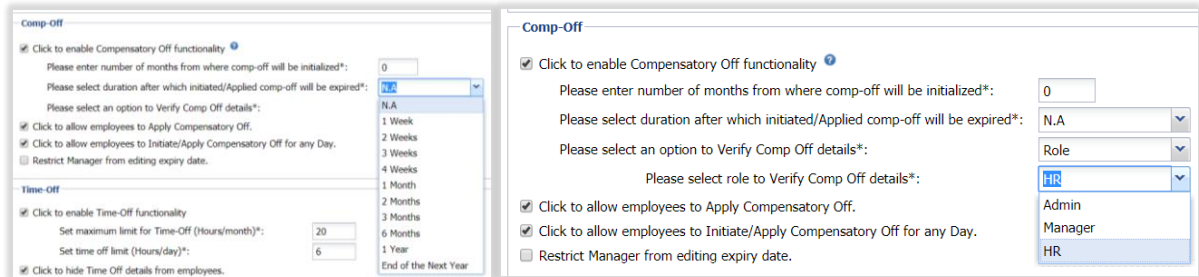


Comp-Off

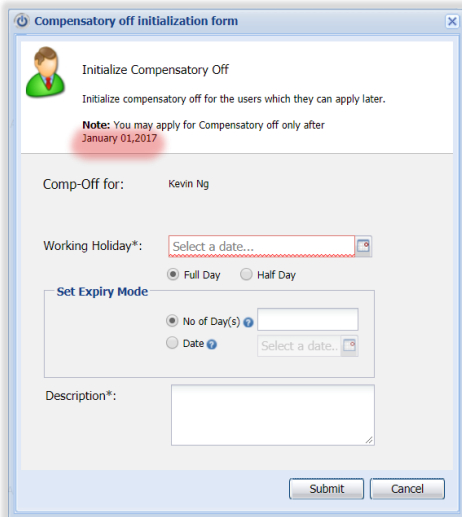
Compensatory off is Time off with pay in lieu of overtime pay for irregular or occasional overtime work. Compensatory Time Off can be Initiate by administrator (or employees if allowed, subject to approval) and them employees can apply their compensatory off balance to their Leave Application.



1. Click to enable Compensatory Off functionality



- a. *Please enter number of months from where comp-off will be initialized*:*
 Enter number of months before today that compensatory of can be initialized.
 If number of month(s) for comp-off initialization is zero, the comp-off will get initialized from the start of the previous financial year.



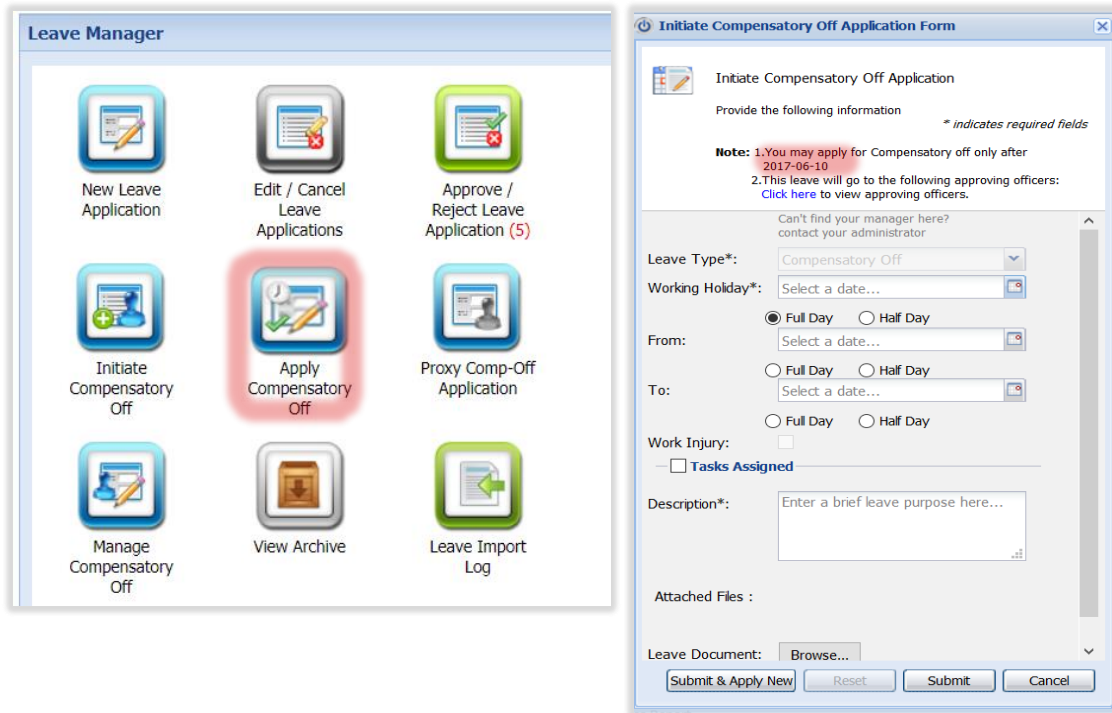
For Example: If today is Feb 12 2018

Number of months	You may apply for Comp-Off only after
0	Jan 1, 2017
1	Jan 10, 2018
2	Dec 10, 2017
4	Oct 10,2017
5	Sep 10, 2017
8	Jun 10,2017

- b. Please select duration after which initiated/Applied comp-off will be expired*: This is the duration that Compensatory Off will expire after initiation.
- c. Please select an option to Verify Comp Off details: either Admin, Manager or HR can Verify Comp-Off Details.

2. Click to allow employees to Apply Compensatory Off.

Allow Employees to Apply for Compensatory Off (Initiate Compensatory Off) by themselves. Subject to approval from assigned Administrator/Manager

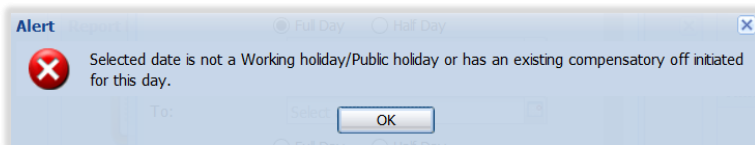


3. Click to allow employees to Initiate/Apply Compensatory Off for any Day.

This will enable Administrator to allow employees to Initiate Compensatory Off For Any Day in User Permission settings.

Role Name	View Administr	Manage Leave	Manage Leave	Initiate Compensatory Off	Initiate Compensatory Off For Any Day
Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
HR	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Usually, When Applying for Compensatory Off Time, If the Selected day is not Working holiday/Public Holiday then the system will not allow creation of Comp-Off Time based on that date.



If this permission is enabled, Comp-Off time can be created based on any day. In the case below, no Alert appear when employee apply for Comp-Off based on Friday, which is not a day-off or Public Holiday.

Initiate Compensatory Off Application

Provide the following information * indicates required fields

Note: 1.You may apply for Compensatory off only after 2016-12-31
 2.This leave will go to the following approving officers:
[Click here](#) to view approving officers.

Can't find your manager here? contact your administrator

Leave Type*: Compensatory Off

Working Holiday*: 2018-02-16

From: [Calendar: February 2018, 16 selected]

To: [Calendar: February 2018, 17 selected]

Work Injury: Tasks Assign

Description*:

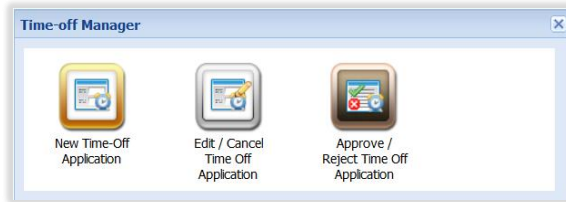
4. Restrict Manager from editing expiry date.

Mangers will not be able to edit expiration date of Compensatory Off.

Time-Off

1. Click to enable Time-Off functionality

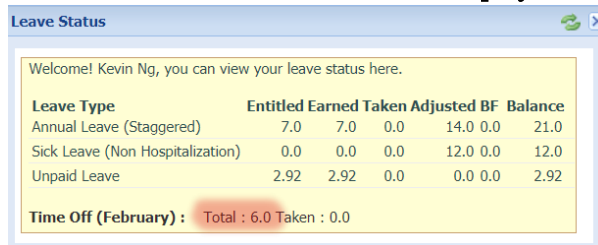
Allow employees to apply for Time-off (leaving for a few hours). The use of this functions depends on the nature of each company.



a. Set maximum limit for Time-Off (Hours/month)*: Set maximum time-off per month

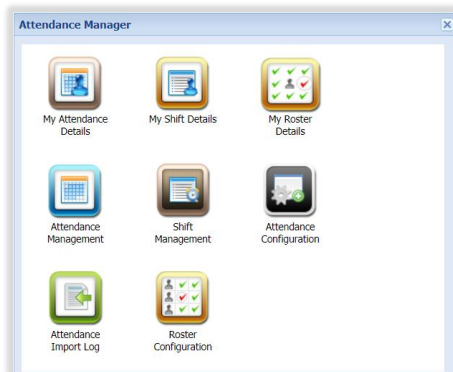
b. Set time off limit (Hours/day)*: Set maximum time off per day

2. Click to hide Time Off details from employees. Hide Total time off available for the month



Attendance Management

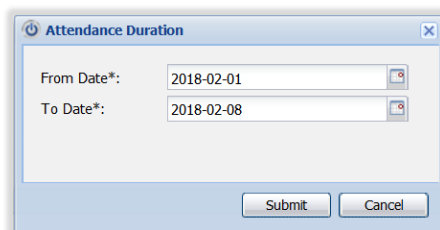
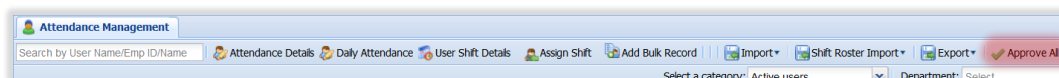
1. Click to enable attendance functionality: Enable Attendance Management Panel on Dashboard.



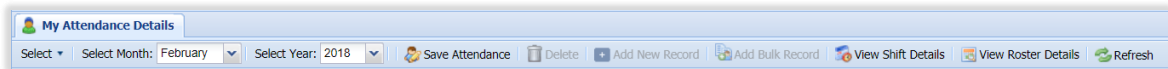
2. Click to 'View All Users' for manager in Attendance Management

3. Show 'Approve All' button in Attendance Management

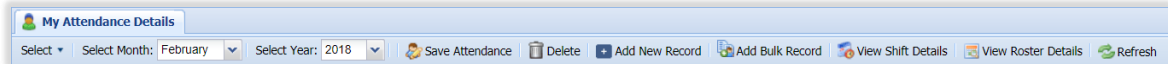
Allow administrator to approve all attendance records of selected users for the selected time



4. **Click to allow employees to update their own attendance.**
If unchecked, employees can only Save (submit attendance)



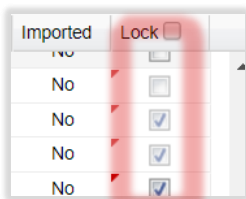
If enabled, employees can edit individually records, delete, add new record, add bulk records.



Legend: ■ : Holiday ■ : Editable in My Attendance ■ : Both (Holiday & Editable in My Attendance) ■ : Invalid ■ : Applicable For Leave Adjustment ■ : On Leave

<input type="checkbox"/>	Shift Start Date	Day	In-Time	Out-Time	Done	Late	Under	OT1.5	OT2.0
<input type="checkbox"/>	2018-02-01 00:00:00	Thursday	00:00	00:00	00:00	00:00	00:00	00:00	00:00
<input type="checkbox"/>	2018-02-02 00:00:00	Friday	00:00	00:00	00:00	00:00	00:00	00:00	00:00
<input type="checkbox"/>	2018-02-03 00:00:00	Saturday	00:00	00:00	00:00	00:00	00:00	00:00	00:00
<input type="checkbox"/>	2018-02-04 00:00:00	Sunday	00:00	00:00	00:00	00:00	00:00	00:00	00:00
<input type="checkbox"/>	2018-02-05 00:00:00	Monday	00:00	00:00	00:00	00:00	00:00	00:00	00:00
<input type="checkbox"/>	2018-02-06 00:00:00	Tuesday	00:00	00:00	00:00	00:00	00:00	00:00	00:00
<input checked="" type="checkbox"/>	2018-02-07 00:00:00	Wednesday	13:00	17:00	04:00	00:00	00:00	00:00	00:00
<input type="checkbox"/>	2018-02-08 00:00:00	Thursday	00:00	00:00	00:00	00:00	00:00	00:00	00:00

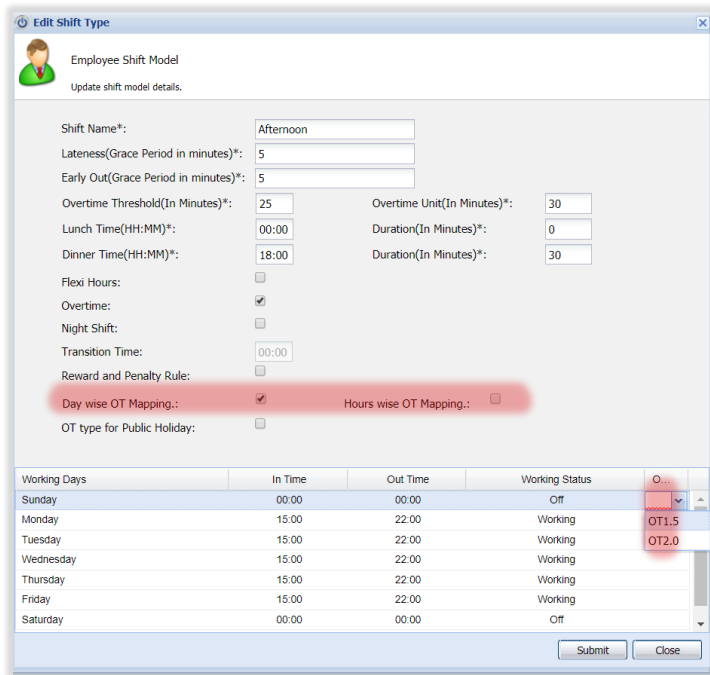
5. **Consider the entire time after Out-time as overtime for Fixed Shift**
If fixed shift is set, the time beyond out-time is counted as over time.
6. **Click to enable "Lock" column in Attendance.** Allow Admin to lock editing submitted and approved attendance info.



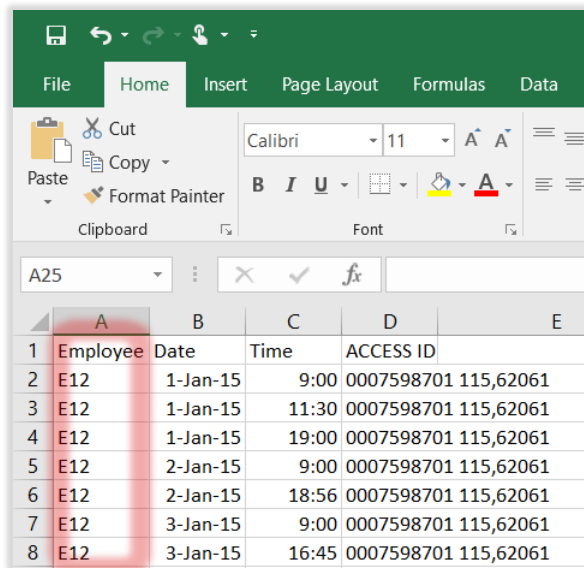
7. **Click to enable "Access" column in Attendance.**



8. **Custom OT Mapping.** Allow to set OT type by hours or by days (OT 1.5, 2.0, 3.0, 4.0).
For Example, some companies want to pay 1.5x over time on Friday, or pay 3x for over time on specific hours.

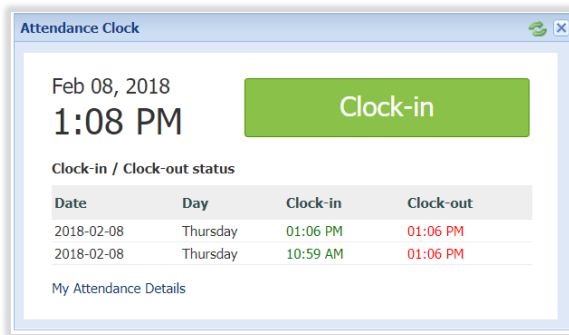


- 9. **Enable import of individual in-time/out-time entries in attendance.**
If enabled, individual In/Out time can be imported from Import file.



System will not consider attendance import for Split-Shifts which already exist in the system while activation of this setting.

- 10. **Click to enable user to key in attendance for future dates.**
Employee can enter attendance information for dates in the future.
- 11. **Show attendance clock-in/clock-out on dashboard.**



12. Click to Enable Rotational Shift.

In Shift Management, Enable Rotation Shift tab. Use this function to combine several shifts into one rotation shift group.

For example,

3 shifts are Added to a Rotation group and is assigned to a user.

_Shift A- Weekly Off Sunday

_Shift B- Weekly Off Sunday

_Shift C- Weekly Off Sunday

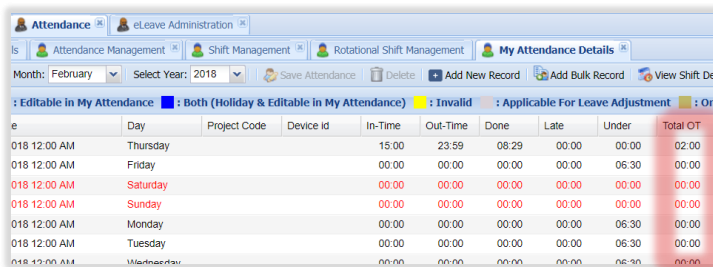
Today is Thursday 5th, currently Shift A.

On Sunday 8th, change to Shift B

On the next Sunday, 15th, change to Shift C

On the next Sunday, 22nd, change to Shift A again and so forth.

13. Click to enable "Total OT" column in Attendance.



Overtime Preferences

$OT1.5 = \text{basic hourly rate} \times 1.5$

$OT2.0 = \text{basic} \times 2.0$

$OT3.0 = \text{basic} \times 3.0$

$OT4.0 = \text{basic} \times 4.0$

OT3.0, OT4.0 is mostly for Indonesia.

Over-Time

IF ROSTER CONFIGURATION IS USED, OVERTIME FREQUENCY CANNOT BE MONTHLY.

This option enables “Assign Overtime Frequency” button in Attendance Management

Over time can also be set by Shift.

- a. *Overtime Threshold*: to be considered over time, extra time must pass this threshold.
- b. *Overtime Unit*: OT will be round to Overtime Unit if Extra work time pass Threshold, the next Threshold is Current Threshold + Over time Unit.

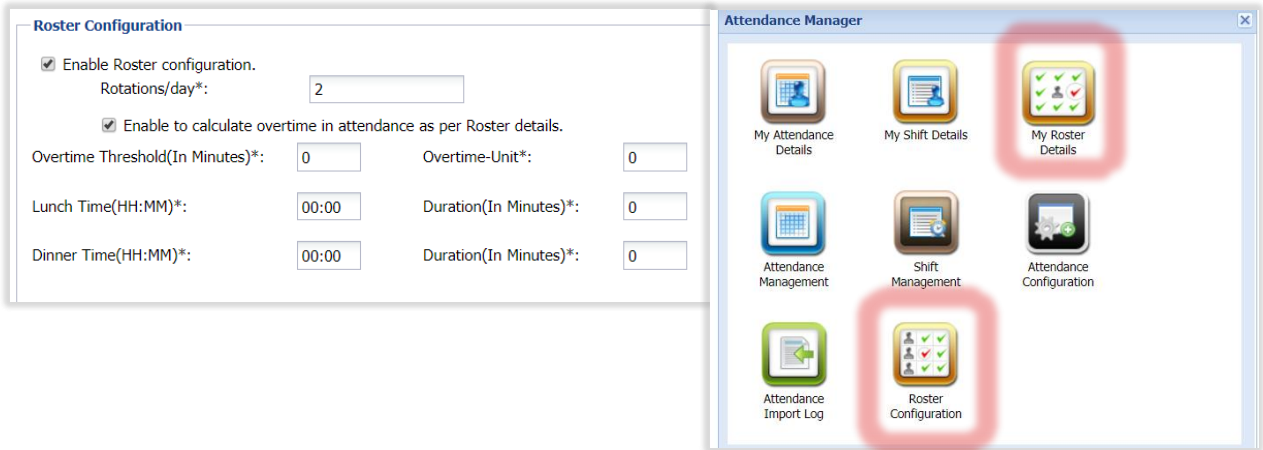
Example: Threshold = 25 min, Overtime Unit = 30 min,

Extra work time (min)	Counted as OT (min)	Next threshold (min)
24	0	25
26	30	25 + 30 = 55
54	30	25 + 30 = 55
55	60	55 + 30 = 85
84	60	55 + 30 = 85
86	90	85 + 25 = 110

Roster Configuration

Roster/Schedule is a list of employees with information such as location, working times, responsibilities for a given time period. This function is important for businesses such as retail stores, 24/7 store or restaurants.

- Rotation/days:** Set number of shift per day (3 shifts means 3 set of IN/OUT time)
Maximum shift is 5
- Enable to calculate overtime in attendance as per Roster details:**
Time in Roster configuration will be used to calculate over time.

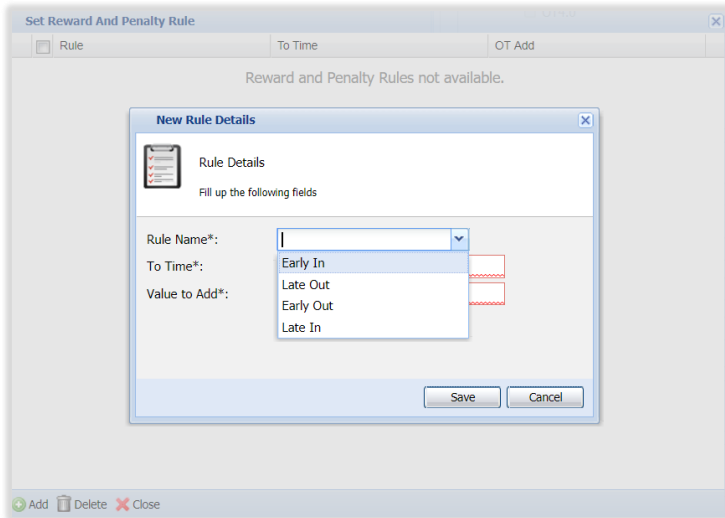


In Attendance Manager, Administrator can go to Roster Configuration and create Roster for employees: In the example below, rotation/days is 2 (2 set of IN/OUT per day)

Employee Name	2015-05-01				2015-05-02				2015-05-03				2015-05-04			
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
Cherie Chung			17:00	22:00	12:00	16:00			12:00	16:00			12:00	17:00	17:00	22:00
Hazel Wong	12:00	16:00					17:00	22:00	12:00	16:00			12:00	17:00		
Stephen Amell	12:00	16:00					17:00	22:00			17:00	22:00	12:00	17:00		
David Ramsey	12:00	16:00	17:00	22:00	12:00	16:00			12:00	16:00			12:00	17:00		
Colin Salmon	12:00	16:00			12:00	16:00					17:00	22:00			17:00	22:00
Kevin Alejandro			17:00	22:00			17:00	22:00	12:00	16:00			12:00	17:00		
Benson George			17:00	22:00	12:00	16:00			12:00	16:00			12:00	17:00	17:00	22:00
Wynona James	12:00	16:00					17:00	22:00	12:00	16:00			12:00	17:00		
Ruth Emmons	12:00	16:00					17:00	22:00			17:00	22:00	12:00	17:00		
M. Bernadette	12:00	16:00	17:00	22:00	12:00	16:00			12:00	16:00			12:00	17:00		
Edna Francis	12:00	16:00			12:00	16:00					17:00	22:00			17:00	22:00
Paul Blackthorne			17:00	22:00			17:00	22:00	12:00	16:00			12:00	17:00		
Colton Haynes			17:00	22:00	12:00	16:00			12:00	16:00			12:00	17:00	17:00	22:00
JohnDonnell	12:00	16:00					17:00	22:00	12:00	16:00			12:00	17:00		
John Amell	12:00	16:00					17:00	22:00			17:00	22:00	12:00	17:00		
Byron Mann	12:00	16:00	17:00	22:00	12:00	16:00			12:00	16:00			12:00	17:00		
M Salmon	12:00	16:00			12:00	16:00					17:00	22:00			17:00	22:00
Dylan Bruce			17:00	22:00			17:00	22:00	12:00	16:00			12:00	17:00		
Michael Rowe	12:00	16:00	17:00	22:00	12:00	16:00			12:00	16:00			12:00	17:00		
Adrian Holmes	12:00	16:00			12:00	16:00					17:00	22:00			17:00	22:00
Jesse Hutch			17:00	22:00			17:00	22:00	12:00	16:00			12:00	17:00		

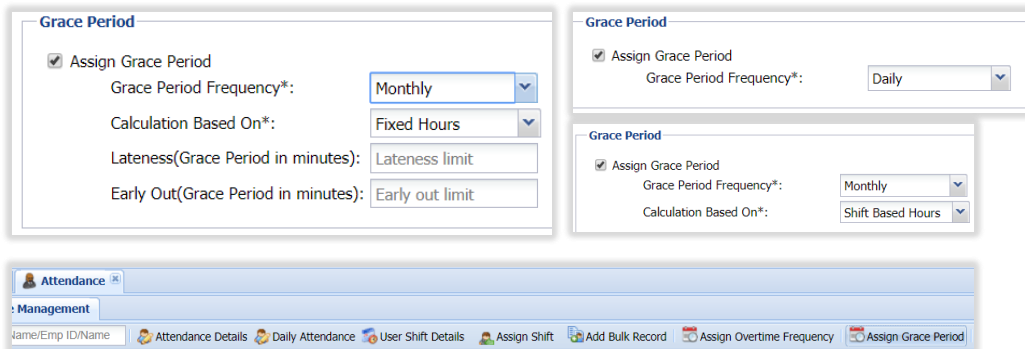
Reward and Penalty

Set reward and penalty rule.



Grace Period

CAN ONLY BE ENABLED IF ATTENDANCE MANGER IS ENABLE



- 1. Assign Grace Period:** Enable Grace Period function. Use this function to set allowed time to be arrive late or get out early.
- 2. Frequency – Daily:** Limit is applied to each day, if late time is less than limit then no late time is counted. If late time passes the limit, all late time will be counted for that day.

For example:

Daily Limit 5 minutes Late In-time and 5 minutes Out Early time.

Consider the following day when employee arrive late or get out early:

Day	Total Arrive Late time in May	Total Out Early time in May	Daily under time
1	3 min	1 min	0 min
4	0 min	6 min	6 min
18	10 min	4 min	0 min
27	11 min	6 min	17 min
29	7 min	5 min	7 min
TOTAL			30 min

3. Frequency – Monthly (Fixed hours):

Limit is applied to each month, At the end of the month, if Total Late time is greater than Late limit; or Total Early Out time is greater than Early Limit, they will be count toward Under time.

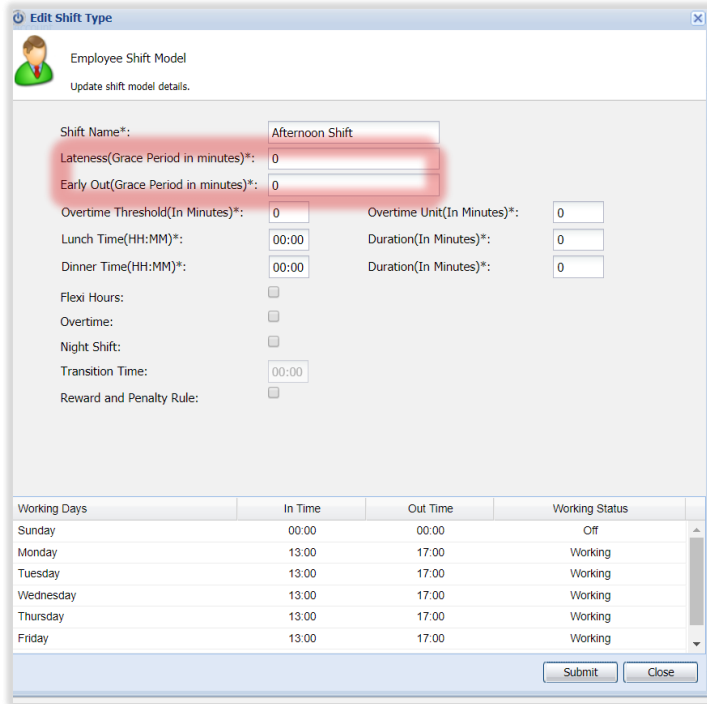
The **Monthly Under(Fixed Hour)** will appear to calculate total for the month. Records for each day will show 0.

For example:

- _ Monthly Limit for 45 minutes Late In-time and 15 minutes Out Early time.
- _ Consider the following date when employee arrive late or get out early:

Scenario	Total Arrive Late time end of May	Total Out Early time end of May	Total under time in May
1	46 mins	16 min	62 mins
2	45 mins	18 mins	18 mins
3	47 mins	15 min	47 mins
4	25 mins	19 mins	0 min

4. Frequency – Monthly (Shift Based): Assign Grace Period in Shift Management → Edit Shift Limit is applied based total late time or early out time. Multiple Shift in one day is counted as 1 Shift. The total will be counted as Under Time in the Monthly Under(Shift Based)

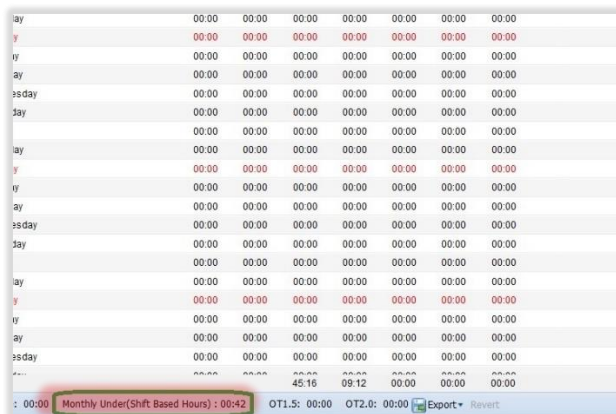


For example:

_ Shift Limit for Night Shift is 30 minutes Late In-time and 15 minutes Out Early time.

_ Consider the following date when employee arrive late or get out early:

Scenario	Total Arrive Late time end of month	Total Out Early time end of month	Total under time
1	20	10	0
2	30	16	16
3	31	15	31
4	31	16	47



5. Frequency – Monthly (Fixed hours) with Shift Grace Period:

Limit is applied per each Shift, then the only **Total of ONLY pass limit time** will be compared to Fixed month limit.

For example:

- _ Shift Limit for Night Shift is 5 minutes Late In-time and 10 minutes Out Early time.
- _ Monthly limit for the month is 30 Late in time and 35 for Out early time.
- _ Consider the following date when employee arrive late or get out early:
Pass limit time is highlighted

SCENARIO 1

Day	Shift Late time	Shift Out Early Time
1	6	5
5	4	16
13	6	10
29	10	16
30	7	5
TOTAL OF PASS LIMIT ONLY	6+6+10+7=29 mins<monthly limit (30)	16 + 16 = 32 mins<monthly limit (35)
CONCLUSION	NO UNDER TIME FOR THIS MONTH	

SCENARIO 2

Day	Shift Late time	Shift Out Early Time
1	7	5
5	4	20
13	6	10
29	10	16
30	7	5
TOTAL OF PASS LIMIT ONLY	7+6+10+7=30 mins=monthly limit (30)	30 + 16 = 36 mins>monthly limit (35)
CONCLUSION	UNDER TIME FOR MONTH = 36 MINS	

SCENARIO 3

Day	Shift Late time	Shift Out Early Time
1	6	5
5	4	16
13	16	10
29	20	16
30	7	5
TOTAL OF PASS LIMIT ONLY	6+6+20+7=39 mins>monthly limit (30)	16 + 16 = 32 mins<monthly limit (35)
CONCLUSION	UNDER TIME FOR MONTH = 39 MINS	

SCENARIO 4

Day	Shift Late time	Shift Out Early Time
1	6	5
5	4	20
13	6	10
29	20	16
30	7	5
TOTAL OF PASS LIMIT ONLY	6+6+20+7=39 mins>monthly limit (30)	20 + 16 = 36 mins>monthly limit (35)
CONCLUSION	UNDER TIME FOR MONTH = 39+36=75 MINS	

Integration Functionality

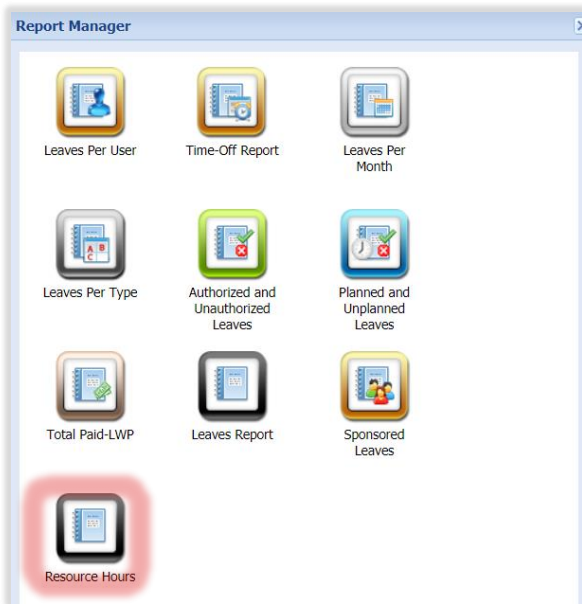
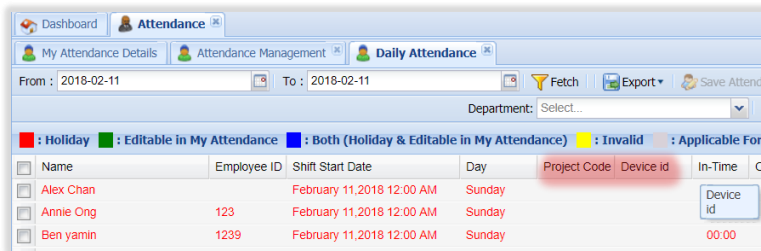
1. Click to enable Integration with POS.



2. Click to enable Integration with Project Management.

- a. *Enable Integration of resource status with Project Management*
- b. *Enable Integration of Project Code with Project Management.*

Enable the following option:



Resource hours report total hours employees dedicate to a particular project.

Employee Management

1. Disable Editing of Employee Fields

Administrator can disable editing of some or all of the information of Employee

- a. Employee Name
- b. Employee ID
- c. Employee Date of Joining
- d. Employee Date of Confirmation

Date of Joining*: 2016-06-26
 Date of Confirmation*: 2016-06-26

2. Click to show date of joining (in Leave Status panel on dashboard).

Dashboard
 Leave Status
 Welcome! Erwin Goh, you can view your leave status here.
 Date of Joining: January 26, 1950

Leave Type	Entitled	Earned	Taken	Adjusted	BF	Balance
childcare	4.0	4.0	0.0	0.0	6.0	10.0
Default_type	12.0	1.0	4.0	0.0	6.0	3.0
Sick leave	10.0	0.83	1.0	0.0	2.0	1.83
Sick Leave (Non Hospitalization)	0.0	0.0	0.0	0.0	0.0	0.0
Unpaid Leave	7.0	7.0	4.0	0.0	0.0	3.0
Comp-Off	3.0	3.0	1.0	0.0	0.0	2.0

Time Off (February): Taken : 0.0
 (Assign time off from designation manager)

3. Show details as per assigned manager

If enabled, all previous leaves application records of employee including approved, rejected, cancelled will be shown to current assigned manager.

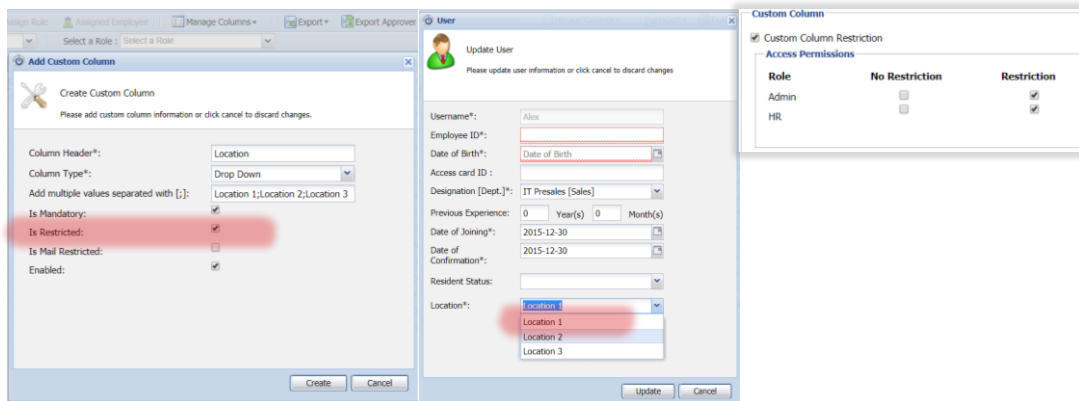
4. Click to Enable showing Employee ID with Employee Name

Proxy Comp-off Application Form
 Proxy Comp-Off Application
 Provide the following information * indicates required fields

Can't find employee here?
 Please contact your administrator

Employee Name*: [Dropdown menu]
 Erwin Goh [28]
 Sales Manager [553275]
 Sales Exec [58321565]
 Sales Admin
 Paritosh Mahana

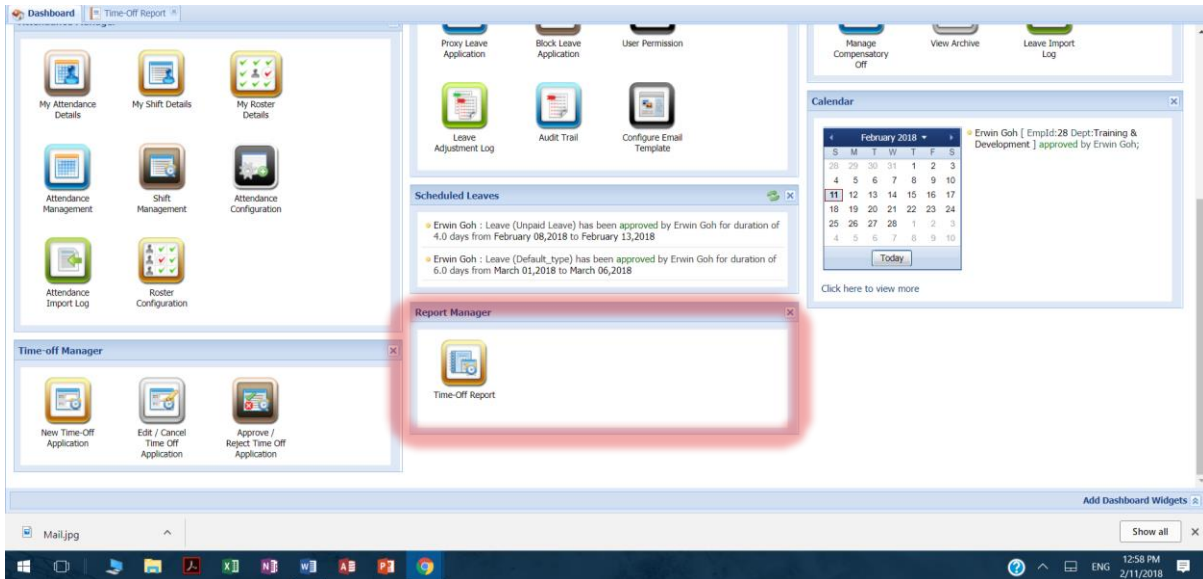
Custom Column



If Custom Column Restriction is on, and the new Custom Column is created with “Is restricted,” Normal Admin and HR person can only access employees whose value in the Custom Column is the same with Normal Admin and HR person. Super-admin will still have access to all Users.

Example: A chain of restaurant has 3 locations. Custom Column called “Location” is created with values of “Location 1”, “Location 2” and “Location 3”. Super-admin enables restriction function so that Admin/Manager and HR of Location 1 can only access Employees work at location 1. To achieve this, super-admin will set the Location field as “Location 1” for that Admin/Manager, HR person and for all employees from Location 1.

Report Manager



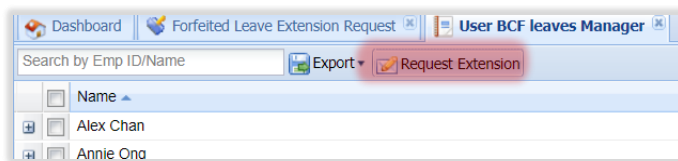
1. **Leaves Per User:** Export leaves details of a particular employee such as Duration, type, approver.
2. **Leaves Per Month:** Export leaves details of all employees during selected period of time, sorted by month.
3. **Leaves Per Type:** **REPORT LOOK THE SAME AS LEAVES PER MONTH REPORT**
4. **Authorized and Unauthorized Leaves:** Export leaves details of all employees during selected period of time with two sections, Authorized and Unauthorized.
5. **Planned and Unplanned Leaves:** Export leaves details of all employees during selected period of time with two sections, Planned and Unplanned. (Unplanned leave is leave application submitted after employee have actually leave without advance notice)
6. **Total Paid-LWP:** Export leaves details of all employees during selected period of time with two sections, Paid and Unpaid.
7. **Leave Report:**



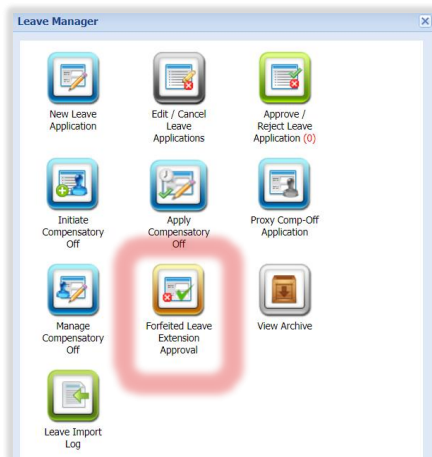
8. **Sponsored Leaves:** Export sponsored leaves details of all employees during selected period of time.
9. **Balance Carry Forward Leaves Report**
Export to CSV file only
 Show below information for each employee.

Expired Balance	Availability(BCF)	Consumed(BCF)	Un-Consumed(BCF)	Extended Forfeited Leave
12	6	0	0	0
7.5	6	0	0	0
10	2	0	0	0

Forfeited Leave Extension Request: Enable ability to request extension for Forfeited Carry Forward Leaves.



Forfeited Leave Extension Request Approval will also be added in Leave Manager panel to show Forfeited Leave Extension requests.



10. Attendance Details Report

Export to CSV file only. Show details of all employees during selected period with information regarding attendance such as Total work days, absent days, leaves day, unpaid leaves, over time, etc.

11. Employee Leave Balance Report

Export to CSV file only

This report shows details of Employee Name and Employee ID. Upon expanding a record, the users can view Leave Type and corresponding Entitled, Earned, Paid, Unpaid, Taken, Available BCF, Used BCF, Forfeited BCF, Adjusted, Balance (before adjustment), and Balance (after adjustment) leave balance. Follow the steps listed below:

12. Work Injury Report

Create work injury report with duration and description.

13. Shift Employee Attendance Report

Export to CSV file only. Show employees with details of Shift IN/OUT time.

14. Employee Late Arrival Report

Export to CSV file only. Show only employees that were late within selected period of time.

15. Absent Days Report

Export to CSV file only. Show only employees with Date of late arrival within selected period of time.

16. Over Consumed Leave Report

Create Over Consumed Leave Report. **CURRENTLY NO FUNCTION TO EXPORT DATA.**

17. Head Count Report

Export to CSV file only. Create head count report.

Graph Manager

NOT YET AVAILABLE as of Feb 11, 2018

1. [Click to enable Scheduled Leaves - Current Week Graph](#)
2. [Click to enable Scheduled Leaves - Next Week Graph](#)

Levy Exemption

For Singapore only. Send email notification when Work Permit holder approved leave's period is longer than or equal entered day.

Levy Exemption

Click to enable Levy Exemption

Enter consecutive Work Days for leave of pass-type employee:

Dear HR,

This email is to notify you that **Join Test, Employee ID: 1200** is on leave for the **3.0** consecutive day. You may process the application for levy exemption.

The leave details are :

- **Leave Type:** Test 1
- **Duration:** 3.0
- **From:** 10-05-2017
- **To:** 12-05-2017

Holiday

Administrator can set public holidays manually for each year. Holidays that are checked as yearly holiday will automatically be shown as public holiday next year.

Holidays

Add Holiday:

Select Date:

Yearly holiday

Select Holidays In:

Weekly Off	Saturday	<input type="button" value="🗑️"/>
Weekly Off	Sunday	<input type="button" value="🗑️"/>

Weekly Off