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How to use Leave Management function

If you want to authorize Leave to an employee/employer, you can utilize Leave Management tool.

A Leave can be a various types of absence such as personal leave (vacation or time-off), family incidents (death or accidents), maternity leave (fraternity leave), Work off-site or business trips, or military service or jury duty(citizenship duties). Some of these can be taken into account as a part of worktime(paid time-off), or not considered as part of worktime(non-paid time-off).

Scenario in this example: An employer(Administrator) needs to go for his military service duty on Nov 1st, 2018.

The purpose of using Leave Management is to identify if an employee/employer is entitled to have paid time-off or non-paid time-off. Worked: paid time-off(counted as a part of worktime) Non-worked: non-paid time-off(not considered as part of worktime)

*Because the military service duty is not taken off of the employer's entitled leave for the year, it will be considered as "Worked" leave in this example.

This characteristics is also explained in two articles with examples below: How to create T&A settings for organizations with fixed shift How to create T&A settings for organizations with flexible shift

1)Connect to BioStar 2 Client and then go to Time Attendance tab, and click on "Add Time Code" button

- http://kb.supremainc.com/knowledge./

2)Check on "Leave Management" tab of Type, set the name and description, and then create it by clicking Apply

- as mentioned, military service will be considered paid time-off, thus this Leave Management will be created as "worked."

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BioStar	2	(ĝ) Setti	ngs 🔂 P	ort () ль	out ? Hel	p
DASH BOARD) ADD TIME	CODE		Time (Code	
	Shift	Schedule	Report	۵		_	
	🕒 Time (Code					Time Co
DEVICE	Shift						Normal
	Sched	lule Templat	e				Suprema Leave
DOOR	🛄 Rule						
© zone							
() TIME ATTENDANCE							

 Suprema Leave 		
Name Description	Suprema Leave	
• Type • Option	Attendance management Overtime management Eave management Not Worked	

3)Create shift as you require, hit Apply & Next

BioStar 2	🛞 Settings 🗖 Port () About	(?) Help					
DASH BOARD	🗲 Elias Garcia 7-20h	I					
А user	• Name	Elias Garcia 7-20h					
	Description	Elias Garcia 7-20h					
0 DOOR	• Туре	Fixed Fle	xible				
	• Day start time	07:00					
© ZONE	• First check-in & Last check-out	No					
\oplus	Time segment	Current day					
ACCESS		Next day					
			0 3	6 9	12	15	18 21
			Time code	Start time	End time	Min. Duration	Meal deduction
VIDEO			Normal	07:00	20:00	04:00	01:00
	Rounding	Punch in					
ATTENDANCE		Punch out					
	Break by Punch						
							Apply & Next Apply

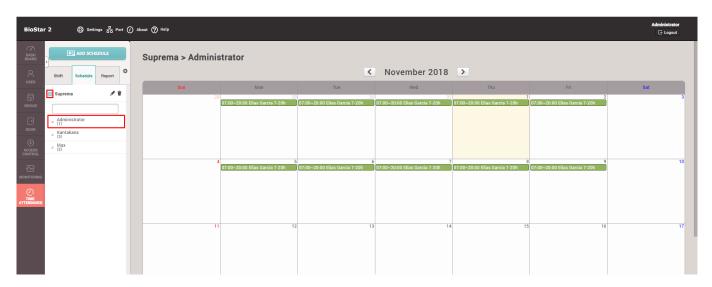
4)Create schedule template as you require

▲ A	DD SCHEDULI	ETEMPL	ATE											
	• Name										Shift	Туре	Time	Day sta
	Description										Elias Garcia 7-20h	Fixed	07:00~20:00	07:00
	• Туре	Week	ly 🔘	Daily							L			
	MON Copy All	0	3	6	 9	12	15	18	Ellas Garci 21	17420)) 24				
	TUE	0	3	6	9	12	15	18	Elics Cordi	24				
	WED	0	3	6	9	12	15	18	Elins Gorei 21	24				
	тни	0	3	6	9	12	15	18	Elics Cordi 21	24				
	FRI	0	3	6	 9	12	15	 18	Eline Gradi 21	24				
	SAT													

5) Add schedule as you wish

BioStar 2	💮 Settings 岩 Port 🕧 About	() Help						
DASH BOARD	← Suprema							
	• Name	Suprema						
	Description Rule	None 🔻						
DOOR	Schedule template	[Elias Garcia 7-20h]						
	• Period • Holiday	[2018-10-01] ~ 2018-1	1-09					
~	• User	User group		User in group(3)			Added users(3)	
MONITORING		All Users	3		Go			Go
		🚨 IT	1	Administrator (1)		¥	Administrator (1)	
ATTENDANCE				Kantakana (3)		¥.	Kantakana (3)	
				Max (2)		Ť.	Max (2)	
				Add selected user			Delete all users	

6) Now when the schedule is created, you will be able to see it on the left-hand column. Expand it and click on a user to see his or her individual schedule in calendar format.



7) Click on anywhere on the calendar to authorize Leave for this employer, you can see that a menu is created to offer you options of "Add Temporary Schedule" or "Add Leave." Click on "Add Leave."

BioStar	2 @ se	ttings 🕂 Port	() Ab	iout 🕐 Help												
DASH BOARD	ADD SC	HEDULE		Suprema > Administrator												
8	Shift Schedul	Report	¢	✓ November 2018 ➤												
USER	 Suprema 	/ 7		Sun	Mon	Tue	Wed	Thu	Fri							
						30 07:00~20:00 Elias Garcia 7-20h	31 07:00~20:00 Elias Garcia 7-20h	1 07:00~20:00 Elias Garcia 7-20h	2 07:00~20:00 Elias Garcia 7-20h							
ē	Administrator						Add Temporary S	ichedule								
DOOR	(1) Kantakana (3)						Add Leav	e								
	▲ Max (2)															
				4	5 07:00~20:00 Elias Garcia 7-20h	6 07:00~20:00 Elias Garcia 7-20h	7 07:00~20:00 Elias Garcia 7-20h	07:00~20:00 Elias Garcia 7-20h	9 07:00~20:00 Elias Garcia 7-20h							
MONITORING																
				11	12	13	14	15	5 16							

8) You will see an "Edit Leave" popup window, you can now set Leave for this employer. Select the appropriate time code for Leave menu bar. If you would like to authorize only specific part of a day for absence check on "Use Time" box then you can allow this employee to only leave for certain part of a day. You can also set Start Date and End Date of this leave, and can select other users in "Apply to Other Users" if you would like to apply this leave to multiple users. Lastly, the comment box offers an option to leave a memo for the Leave.

Edit Leave		×
Administrator(1)		
Date	2018-11-01(Thu)	
Leave	Suprema Leave	
Use Time		
Start Date	2018-11-01 End Date 2018-11-01	
Leave Hours	1day(s)	
Apply to Other User(s)	Q	
Approver Comments	Military service	
	Ok Cancel	

For the case of assigning specific part of the day for the Leave, check on Use Time checkbox. Normally from the set Day Start Time till the set End of the Day would be used. 6/7

Edit Leave		×
Administrator(1)		
Date	2018-11-01(Thu)	
Leave	Suprema Leave 🔹	
Use Time		
Start Datetime	2018-11-01 07 00 End Datetime 2018-11-01 20 00 • • • • • • • • •	
Leave Hours	13:00	
Apply to Other User(s)	Q	
Approver Comments	Military service	
	Ok Cancel	

9) Now when you click OK, you can see that this leave is now authorized for this user on his calendar.

BioStar	2 🔞 Settings 🛱 Port ()	About (?) Help						Administrator
DASH BOARD	ADD SCHEDULE	Suprema > Adminis	strator					
	Shift Schedule Report			<	November 2018	>		
	Suprema 🎤 🗑	Sun	Mon	Tue	Wed	Thu	Fri	Sat
DEVICE			29 07:00~20:00 Elias Garcia 7-20h	30 07:00~20:00 Elias Garcia 7-20h	81 07:00~20:00 Elias Garcia 7-20h	1 07:00~20:00 Elias Garcia 7-20h Suprema Leave	2 07:00~20:00 Elias Garcia 7-20h	3
DOOR	Administrator (1) Kantakana (3)							
	Max (2)							
		4	5 07:00~20:00 Elias Garcia 7-20h	6 07:00~20:00 Elias Garcia 7-20h	07:00~20:00 Elias Garcia 7-20h	8 07:00~20:00 Elias Garcia 7-20h	9 07:00~20:00 Elias Garcia 7-20h	10
			12	13	14	1 15	16	17
			12	13		10	10	

10) Go to Report section, set the desired information on period, report type, column setting, user, and press "Update Report" after check on Rebuild Time Card. You will see that the Leave that you assigned for the user is now shown on the report.

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BioStar	2	(j) Setti	ngs 🖧 I	Port ()	About 🕐 Help											Administrator E Logout
DASH BOARD		₩ ADD FIL	TER		Search (Conditions										
	Shift	Schedule	Report	٥												_
P	🝸 Daily R	eport		Ŷ		Name	Daily Report									
DEVICE	Y Daily S	ummary Repo	rt	¥.		Period	Custom (201	8-11-01 ~ 2018-11-0	9) 🔻 🕨 🔸 St	art Date 2018-11-0	End Date	2018-11-09				
•	TINdivid	ual Report		¥		Report Type	Daily	▼ Colum	n Setting							
DOOR	T Individ	ual Summary	Re	Ŧ		User Group	Q		• User 1((Administrator) Q						
÷	T Leave F	Report		¥												
ACCESS CONTROL	T Excepti	ion Report		¥		Rebuild Time Card		_								
	Y Edit His	story Report		Ŧ		Save Filter	Update Report	CSV Export	PDF Export							
					Daily Rep	ort								н	< 1 /1 ▶	⊨ 50 rows ▼
ATTENDANCE					Date											Total Work Ho
					2018/11/01	Administrator	1	All Users	Elias Garcia 7-20h	Suprema Leave -		-	-	12:00:00	0:00:00	12:00:00

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