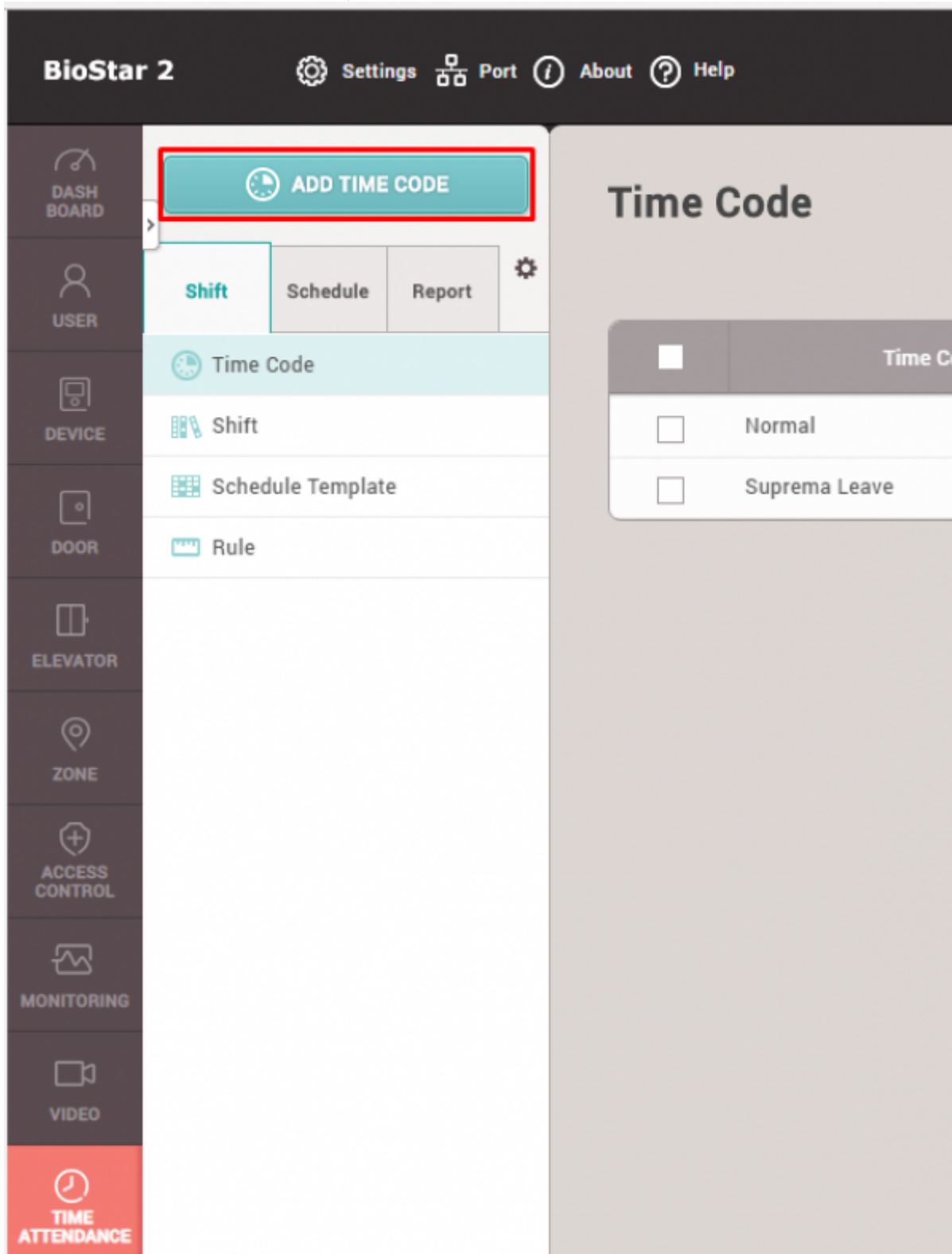


Table of Contents

How to use Leave Management function If you want to authorize absence to an employee, you can utilize Leave Management tool.

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



button

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

← Suprema Leave

- Name: Suprema Leave
- Description: Leave
- Type: Attendance management Overtime management Leave management
- Option: Worked Not Worked

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

← Elias Garcia 7-20h

- Name: Elias Garcia 7-20h
- Description: Elias Garcia 7-20h
- Type: Fixed Flexible
- Day start time: 07:00
- First check-in & Last check-out: No
- Time segment:
- Rounding: Punch in, Punch out
- Break by Punch:

| Time code | Start time | End time | Min. Duration | Meal deduction |
|-----------|------------|----------|---------------|----------------|
| Normal | 07:00 | 20:00 | 04:00 | 01:00 |

Apply & Next Apply

4) Create schedule template as you require

← ADD SCHEDULE TEMPLATE

- Name: []
- Description: []
- Type: Weekly Daily

| Shift | Type | Time | Day start time |
|--------------------|-------|-------------|----------------|
| Elias Garcia 7-20h | Fixed | 07:00-20:00 | 07:00 |

MON Copy All

TUE

WED

THU

FRI

SAT

SUN

5) Add schedule as you wish

← Suprema

- Name:
- Description:
- Rule:
- Schedule template:
- Period: ~
- Holiday:
- User:

User group

- All Users (47)
- DRRF (2)
- Elias Garcia (2)

User in group(47)

| | | Go |
|-------------------------------------|---------|----|
| <input checked="" type="checkbox"/> | 1 (9) | |
| <input checked="" type="checkbox"/> | 10 (18) | |
| <input checked="" type="checkbox"/> | 11 (19) | |
| <input checked="" type="checkbox"/> | 12 (20) | |
| <input checked="" type="checkbox"/> | 13 (21) | |
| <input checked="" type="checkbox"/> | 14 (22) | |
| <input checked="" type="checkbox"/> | 15 (23) | |
| <input checked="" type="checkbox"/> | 16 (24) | |
| <input checked="" type="checkbox"/> | 17 (25) | |
| <input checked="" type="checkbox"/> | 18 (26) | |

Added users(47)

| | | Go |
|--------------------------|---------|----|
| <input type="checkbox"/> | 1 (9) | |
| <input type="checkbox"/> | 10 (18) | |
| <input type="checkbox"/> | 11 (19) | |
| <input type="checkbox"/> | 12 (20) | |
| <input type="checkbox"/> | 13 (21) | |
| <input type="checkbox"/> | 14 (22) | |
| <input type="checkbox"/> | 15 (23) | |
| <input type="checkbox"/> | 16 (24) | |
| <input type="checkbox"/> | 17 (25) | |
| <input type="checkbox"/> | 18 (26) | |

6) 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

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