

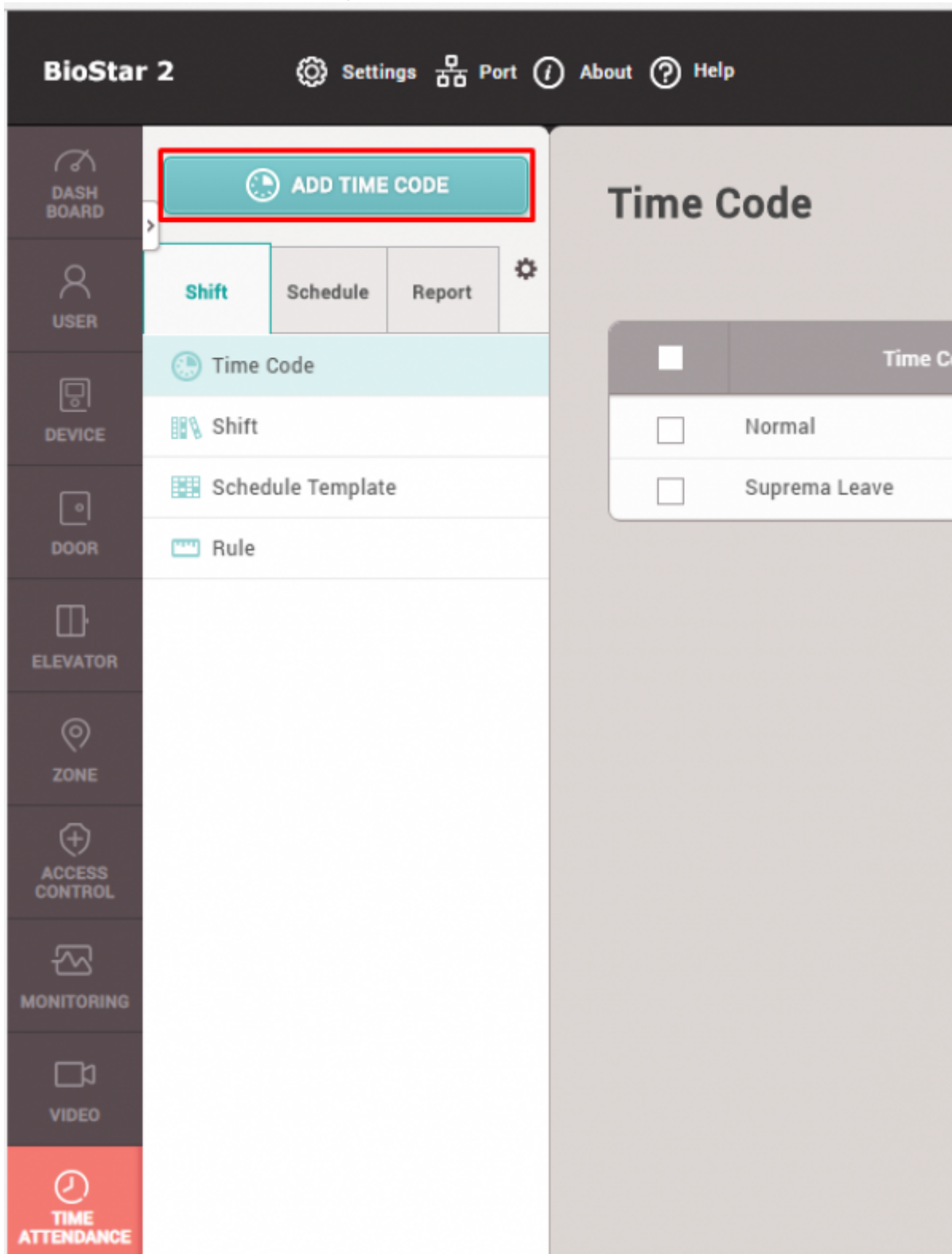
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How to use Leave Management function 1

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

BioStar 2

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

BioStar 2

ADD SCHEDULE TEMPLATE

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

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

MON [Copy All]

TUE

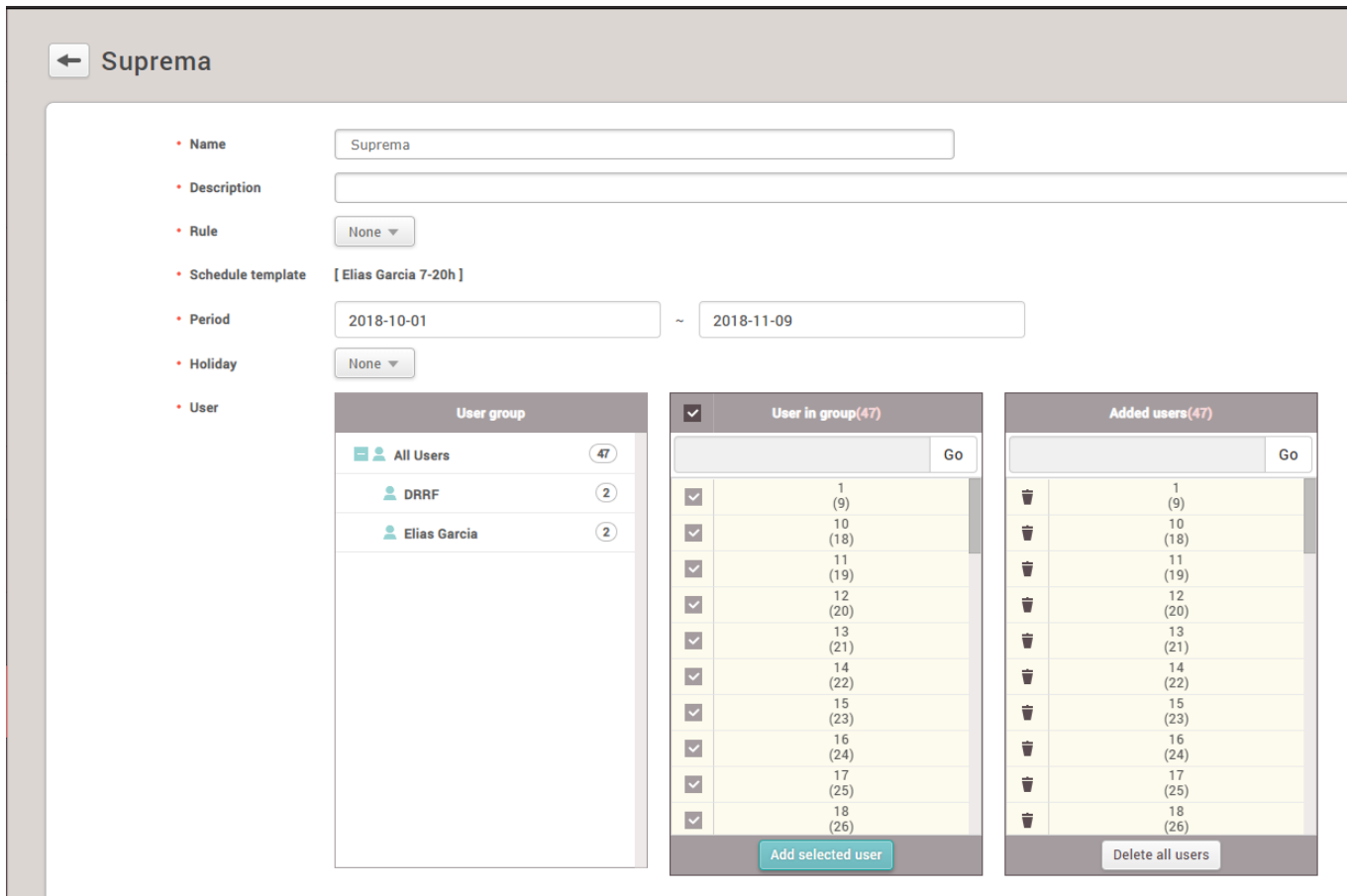
WED

THU

FRI

SAT

5) Add schedule as you wish



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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