

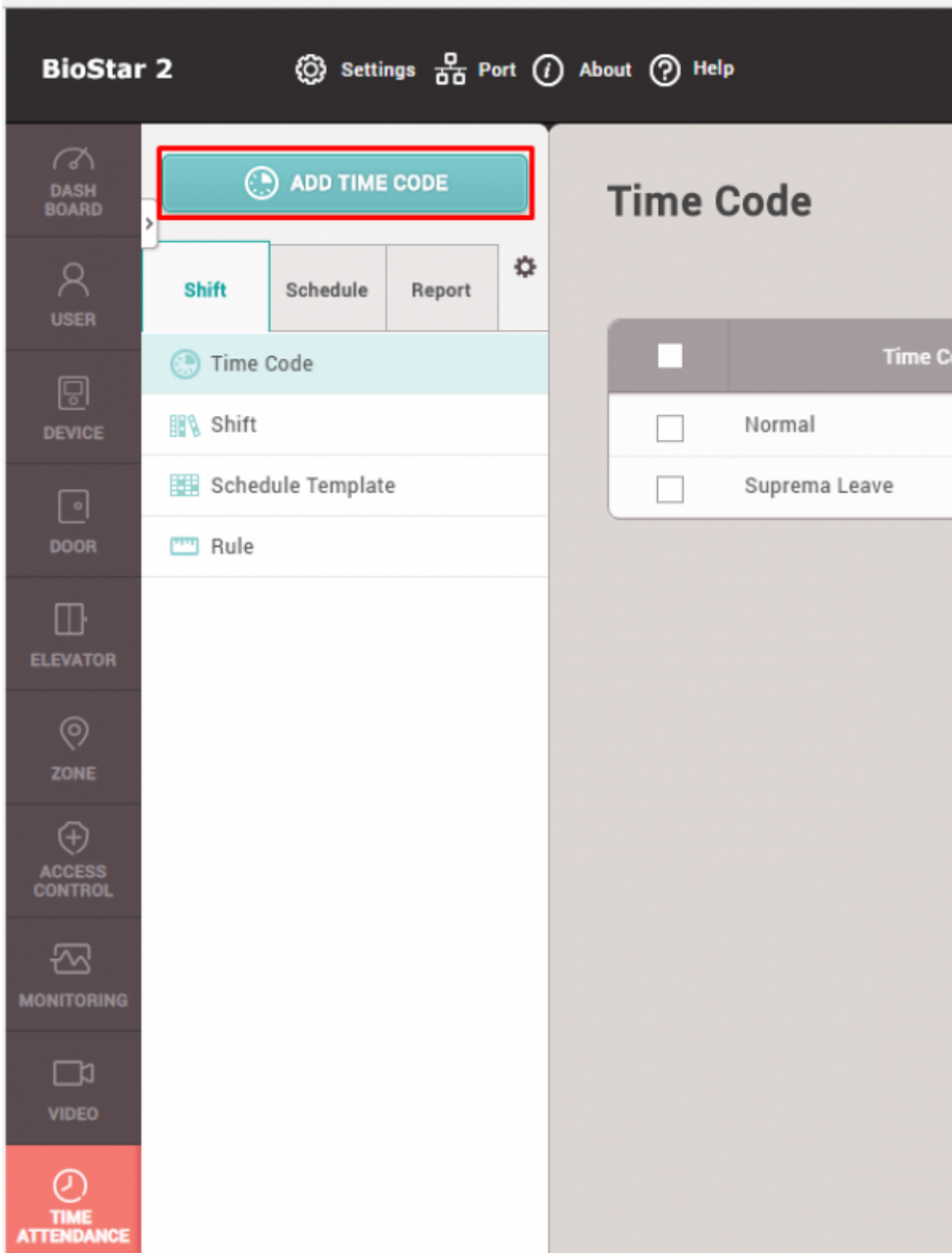
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# How to use Leave Management function

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: 

Time code	Start time	End time	Min. Duration	Meal deduction
Normal	07:00	20:00	04:00	01:00
- Rounding:  Punch in,  Punch out
- Break by Punch:

Apply & Next Apply

### 4) Create schedule template as you require

BioStar 2

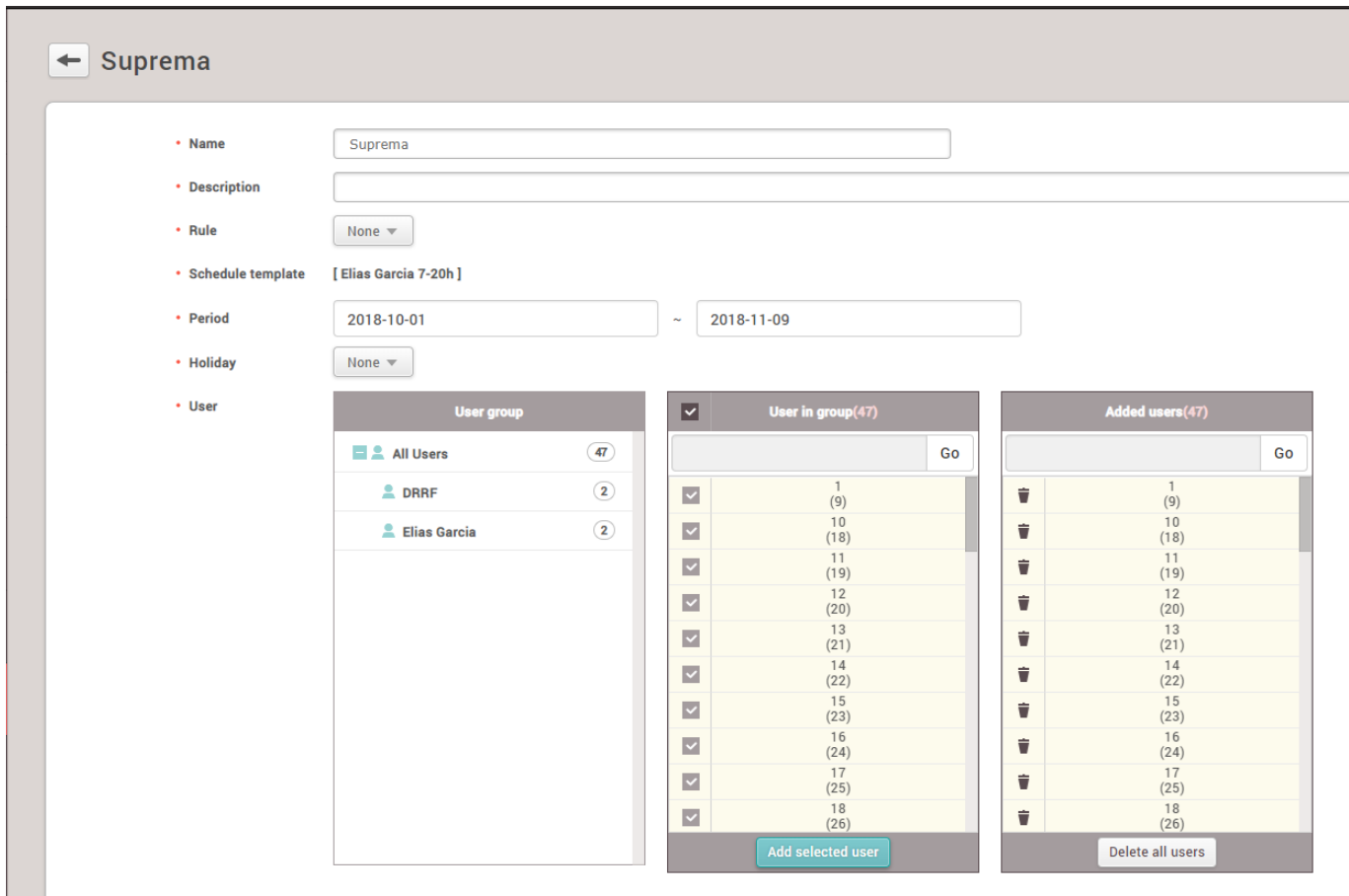
ADD SCHEDULE TEMPLATE

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

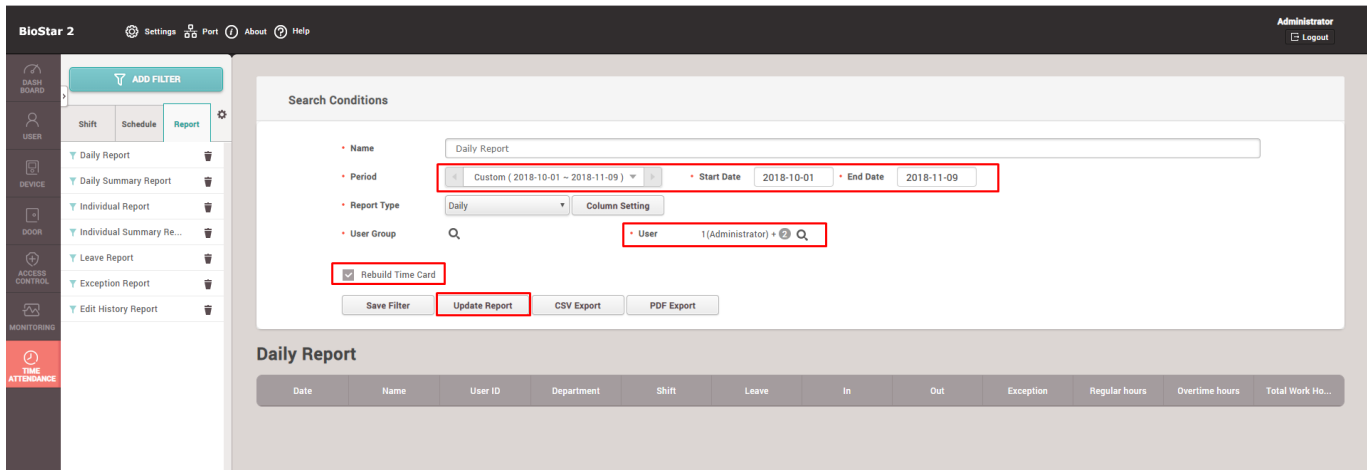
Shift	Type	Time	Day start time
Elias Garcia 7-20h	Fixed	07:00-20:00	07:00

Schedule grid showing days (MON-FRI) and time segments (0-24h) with red bars representing the shift duration.

### 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



Date	Name	User ID	Department	Shift	Leave	In	Out	Exception	Regular hours	Overtime hours	Total Work Ho...
2018/10/01	Administrator	1	All Users	Elias Garcia 7-20h	-	-	-	Absence	0:00:00	0:00:00	0:00:00
2018/10/01	Kantakana	3	All Users	Elias Garcia 7-20h	-	-	-	Absence	0:00:00	0:00:00	0:00:00
2018/10/01	Max	2	IT	Elias Garcia 7-20h	-	-	-	Missing event ty...	0:00:00	0:00:00	0:00:00
2018/10/02	Administrator	1	All Users	Elias Garcia 7-20h	-	-	-	Absence	0:00:00	0:00:00	0:00:00
2018/10/02	Kantakana	3	All Users	Elias Garcia 7-20h	-	-	-	Absence	0:00:00	0:00:00	0:00:00
2018/10/02	Max	2	IT	Elias Garcia 7-20h	-	-	-	Absence	0:00:00	0:00:00	0:00:00
2018/10/03	Administrator	1	All Users	Elias Garcia 7-20h	-	-	-	Absence	0:00:00	0:00:00	0:00:00
2018/10/03	Kantakana	3	All Users	Elias Garcia 7-20h	-	-	-	Absence	0:00:00	0:00:00	0:00:00
2018/10/03	Max	2	IT	Elias Garcia 7-20h	-	-	-	Absence	0:00:00	0:00:00	0:00:00
2018/10/04	Administrator	1	All Users	Elias Garcia 7-20h	-	-	-	Absence	0:00:00	0:00:00	0:00:00
2018/10/04	Kantakana	3	All Users	Elias Garcia 7-20h	-	-	-	Absence	0:00:00	0:00:00	0:00:00
2018/10/04	Max	2	IT	Elias Garcia 7-20h	-	-	-	Absence	0:00:00	0:00:00	0:00:00
2018/10/05	Administrator	1	All Users	Elias Garcia 7-20h	-	-	-	Absence	0:00:00	0:00:00	0:00:00
2018/10/05	Kantakana	3	All Users	Elias Garcia 7-20h	-	-	-	Absence	0:00:00	0:00:00	0:00:00
2018/10/05	Max	2	IT	Elias Garcia 7-20h	-	-	-	Absence	0:00:00	0:00:00	0:00:00
2018/10/08	Administrator	1	All Users	Elias Garcia 7-20h	-	-	-	Absence	0:00:00	0:00:00	0:00:00
2018/10/08	Kantakana	3	All Users	Elias Garcia 7-20h	-	-	-	Absence	0:00:00	0:00:00	0:00:00

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