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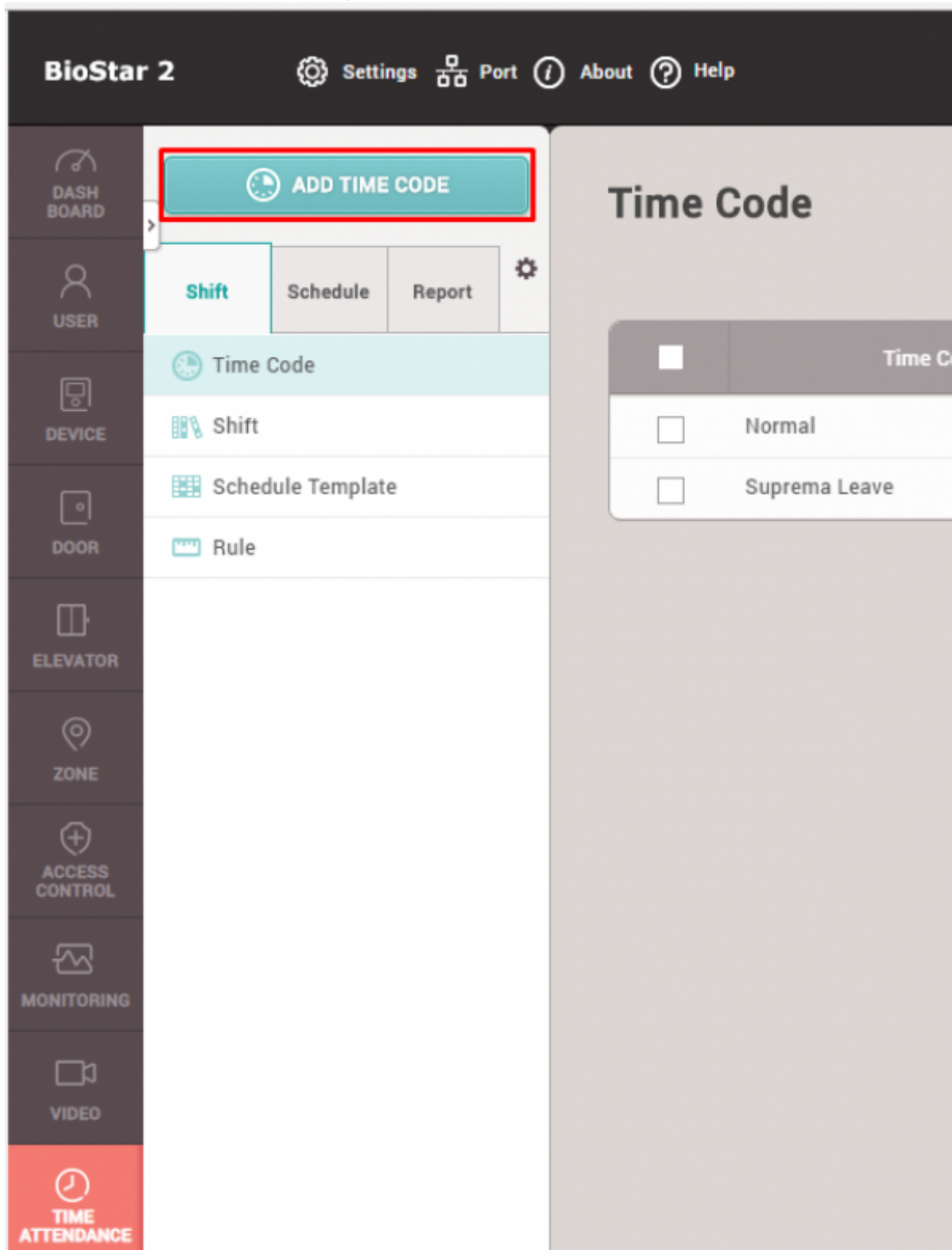
How to use Leave Management function

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

SettingsPortAboutHelp

DASH BOARD

USER

DEVICE

DOOR

ELEVATOR

ZONE

ACCESS CONTROL

MONITORING

VIDEO

TIME ATTENDANCE

←

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

Current day

Next day

0

3

6

9

12

15

18

21

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

SettingsPortAboutHelp

AdministratorLogout

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TIME ATTENDANCE

←

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

0

3

6

9

12

15

18

21

24

Elias Garcia 7-20h

TUE

0

3

6

9

12

15

18

21

24

Elias Garcia 7-20h

WED

0

3

6

9

12

15

18

21

24

Elias Garcia 7-20h

THU

0

3

6

9

12

15

18

21

24

Elias Garcia 7-20h

FRI

0

3

6

9

12

15

18

21

24

Elias Garcia 7-20h

SAT

0

3

6

9

12

15

18

21

24

Elias Garcia 7-20h

5) Add schedule as you wish

BioStar 2 Settings Port About Help

Suprema

- Name**: Suprema
- Description**:
- Rule**: None
- Schedule template**: [Elias Garcia 7-20h]
- Period**: [2018-10-01] ~ 2018-11-09
- Holiday**: None
- User**:
 - User group**:
 - All Users (3)
 - IT (1)
 - User in group(3)**:
 - Administrator (1)
 - Kantakana (3)
 - Max (2)
 Add selected user
 - Added users(3)**:
 - Administrator (1)
 - Kantakana (3)
 - Max (2)
 Delete all users

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

BioStar 2 Settings Port About Help Administrator Logout

Report

Search Conditions

- Name**: Daily Report
- Period**: Custom (2018-10-01 ~ 2018-11-09) Start Date: 2018-10-01 End Date: 2018-11-09
- Report Type**: Daily Column Setting
- User Group**: 1 (Administrator)
- ☒ Rebuild Time Card
- Buttons**: Save Filter Update Report CSV Export PDF Export

Daily Report

Date	Name	User ID	Department	Shift	Leave	In	Out	Exception	Regular hours	Overtime hours	Total Work Ho...
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7) You can see “absence” status on the users

BioStar 2

SettingsPortAboutHelp

AdministratorLogout

DASH BOARD

USER

DEVICE

DOOR

ACCESS CONTROL

MONITORING

TIME ATTENDANCE

ADD FILTER

ShiftScheduleReport

Daily Report

Daily Summary Report

Individual Report

Individual Summary Re...

Leave Report

Exception Report

Edit History Report

Daily Report

50 rows

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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