

# Table of Contents

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.

The purpose of using Leave Management is to identify if an employee is entitled to have paid time-off or non-paid time-off.

Worked: paid time-off

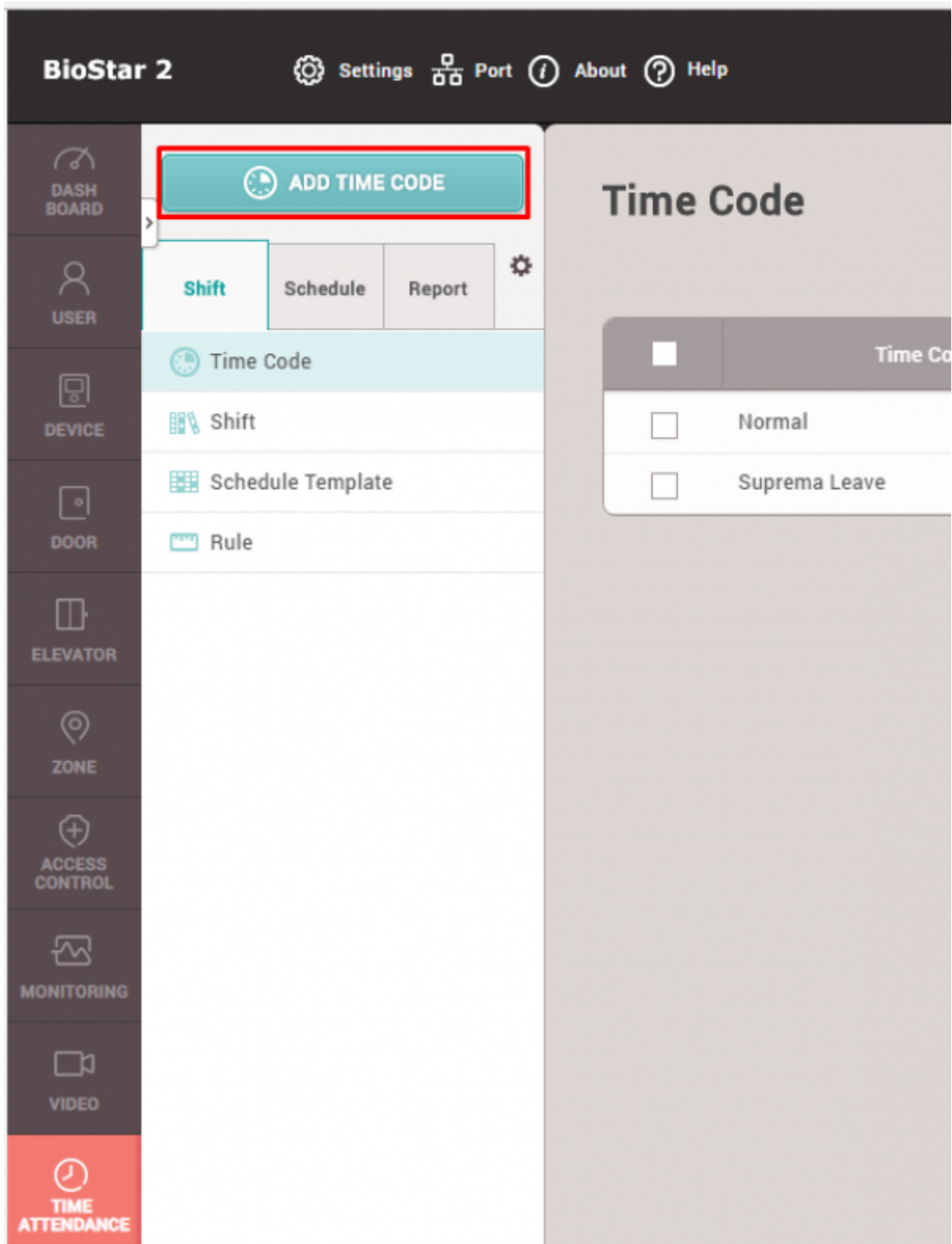
Non-worked: non-paid time-off

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

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: [Visualizer showing 07:00 to 20:00]

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

← ADD SCHEDULE TEMPLATE

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

MON Copy All [Visualizer showing 07:00-20:00]

TUE [Visualizer showing 07:00-20:00]

WED [Visualizer showing 07:00-20:00]

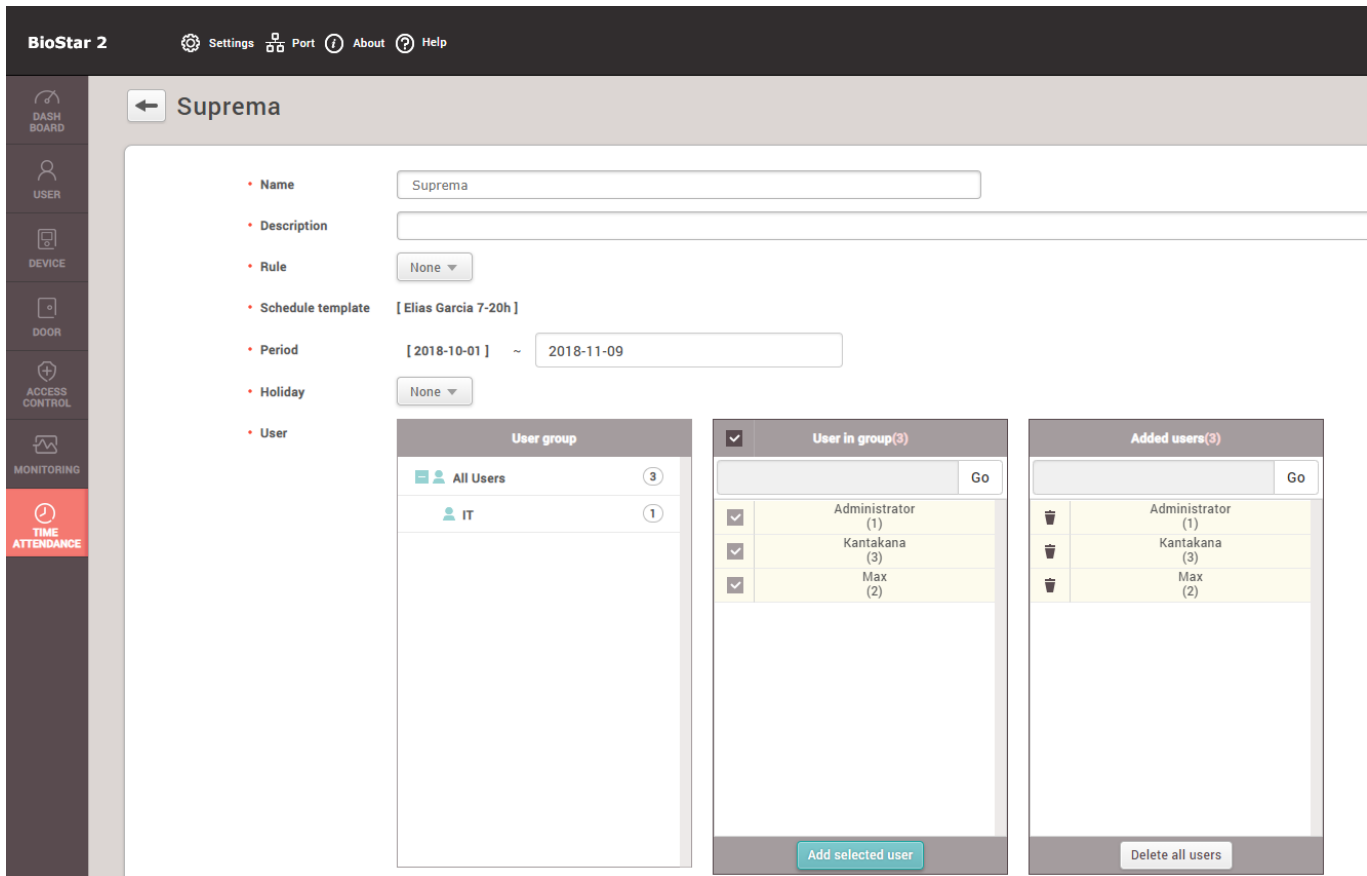
THU [Visualizer showing 07:00-20:00]

FRI [Visualizer showing 07:00-20:00]

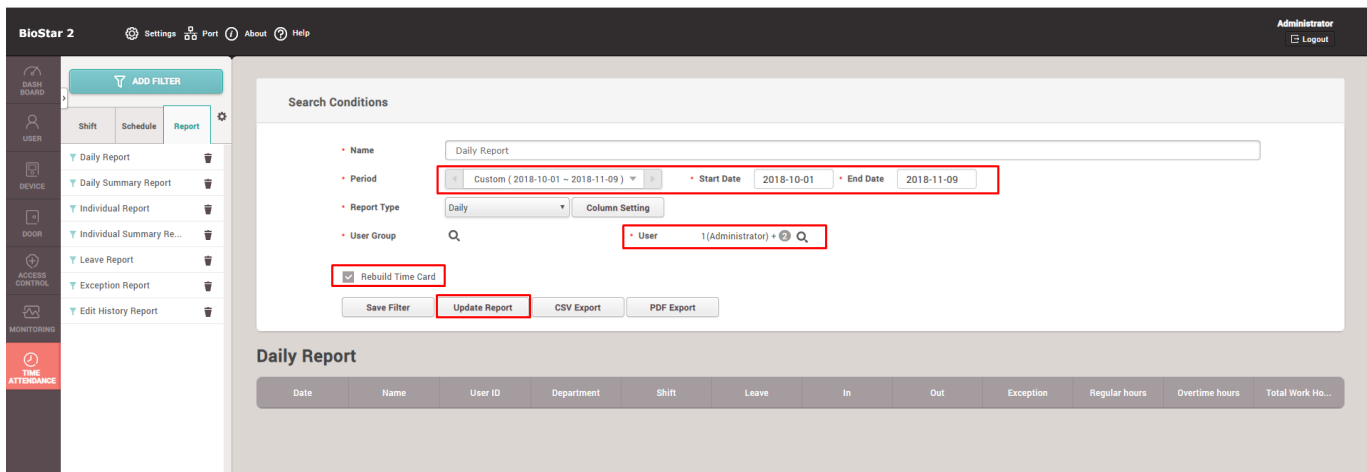
SAT [Visualizer showing 07:00-20:00]

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

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



7) You can see “absence” status on the users

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

From:

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

Permanent link:

[http://kb.supremainc.com/knowledge./doku.php?id=en:2xfaq\\_how\\_to\\_use\\_leave\\_management&rev=1541027578](http://kb.supremainc.com/knowledge./doku.php?id=en:2xfaq_how_to_use_leave_management&rev=1541027578)

Last update: **2018/11/01 08:12**