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How to use Leave Management function

If you want to authorize Leave to an employee, you can utilize Leave Management tool.

A Leave can be a various types of absence such as personal leave (vacation or time-off), family incidents (death or accidents), maternity leave (fraternity leave), Work off-site or business trips. Some of these can be taken into account as a part of worktime(paid time-off), or not considered as part of worktime(non-paid time-off).

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"

	BioStar	2	💮 Setti	ngs 🖧 P	Port (Abo	ut 🕐 Hel	P	
	DASH BOARD))	ADD TIME	CODE		Time (Code		
		Shift	Schedule	Report	٥				
	ē	🕒 Time	Code					Tim	e Co
		🔢 Shift						Normal	
	G	Sche	dule Templat	e				Suprema Leave	
	DOOR	🛄 Rule							
	⊘ zone								
button									

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

- Suprema Leave	
Name Description	Suprema Leave
• Type • Option	Attendance management Overtime management Leave management Worked

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

BioSta	r 2	💮 Settings 🗖 Port 🕧 About	() Help											
	+	Elias Garcia 7-20h												
		• Name	Elias Garcia 7-20h											
		Description	Elias Garcia 7-20h											
		• Туре	 Fixed Fle 	xible										
		• Day start time	07 : 00											
	First check-in & No Last check-out													
		• Time segment	Current day Next day			Ĭ								
				0	3	6	9	1 1	12	1	5	18	21	
				Time code		St	art time	End time		м	in. Duration		Meal deduction	
VIDEO				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	() Settir	ngs 몸 Port () Abon	at 🕐 Help													Administrator C Logout
C DASH BOARD	+ ADD :	SCHEDULE 1	FEMPL	ATE												
A USER		• Name]	Shift	Туре	Time	Day start time
		Description]	Elias Garcia 7-20h	Fixed	07:00~20:00	07:00
DOOR		• Type	Week	ly 🔘 E	Daily											_
		MON Copy All		3	6	9	1	2	15	18	Ellos Goreio 7-20b 21	24				
© zone		TUE		3	6	 9		2	15	18	Elios Coreio 7420) 21	24				
		WED 0		3	6	 9	1	2	15	18	Ellos Goreio 7-20) 1 21	24				
		тни		3	6	9	1	2	15	18	Elios Goreio 74201 21	24				
		FRI 0		3	6	 9		2	15	18	Ellos Coreio 7-20) 1 21	24				
		SAT		3	6	9	,	2	15	18	21	24				
		CIIM														

5) Add schedule as you wish

BioStar 2	💮 Settings 🗖 Port 🕧 About	(?) Help						
DASH BOARD	← Suprema							
Q USER	Name	Suprema						
DEVICE	Description Rule	None 🔻						
DOOR	Schedule template	[Elias Garcia 7-20h]						
	PeriodHoliday	[2018-10-01] ~	2018-11-09					
	• User	User	group	User in group(3)			Added users(3)	
MONITORING		All Users	3		Go			Go
THE		Δ Π	T	Administrator (1) Kantakana (3) Max (2)		 ₩ 4 4	Administrator (1) Kantakana (3) Max (2)	

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 1	7) About (?) Help										Administrator
DASH	5	7 ADD FILTER		Ť										
BOARD	>		0	Search Conditio	ons									
	Shift	Schedule Re	port											
	🔻 Daily Repo	ort	Ť	• Name	Daily Report						_			
DEVICE	Y Daily Sum	mary Report	¥	• Perio	d Custom (2018	10-01 ~ 2018-11-09)	• Sta	irt Date 2018-10-0	• End Date	2018-11-09				
•	TINdividual	Report	÷.	• Repo	rt Type Daily	Column S	Setting							
DOOR	TINdividual	Summary Re	Ŵ	• User	Group Q		• User 1(/	Administrator) + 🕗 Q						
÷	T Leave Rep	ort	¥						_					
ACCESS CONTROL	T Exception	Report	÷.	✓ Re	build Time Card									
R	T Edit Histor	ry Report	Ŧ	s	ave Filter Update Report	CSV Export	PDF Export							
MONITORING														
() TIME				Daily Report										
ATTENDANCE				Date	Name User ID	Department	Shift	Leave	In	Out	Exception	Regular hours	Overtime hours	Total Work Ho

7) You can see "absence" status on the users

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How to use Leave Management function

BioStar	• 2 🛞 Settings 💂 Port () Al	bout (?) Help											Administrator
		Daily Report											
	` •	Date											Total Work Ho
	Shift Schedule Report	2018/10/01	Administrator	1	All Users	Elias Garcia 7-20h	-	-	-	Absence	0:00:00	0:00:00	0:00:00
	Y Daily Report	2018/10/01	Kantakana	3	All Users	Elias Garcia 7-20h				Absence	0:00:00	0:00:00	0:00:00
	🔻 Daily Summary Report 🛛 🗑	2018/10/01	Max	2	IT	Elias Garcia 7-20h				Missing event ty	0:00:00	0:00:00	0:00:00
	Y Individual Report	2018/10/02	Administrator	1	All Users	Elias Garcia 7-20h	•		-	Absence	0:00:00	0:00:00	0:00:00
	Y Individual Summary Re	2018/10/02	Kantakana	3	All Users	Elias Garcia 7-20h	-	-	-	Absence	0:00:00	0:00:00	0:00:00
	Y Leave Report	2018/10/02	Max	2	IT	Elias Garcia 7-20h				Absence	0:00:00	0:00:00	0:00:00
	▼ Exception Report	2018/10/03	Administrator	1	All Users	Elias Garcia 7-20h	-	-	-	Absence	0:00:00	0:00:00	0:00:00
	▼ Edit History Report 👕	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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