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How to use Leave Management function 1

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(counted as a part of worktime)

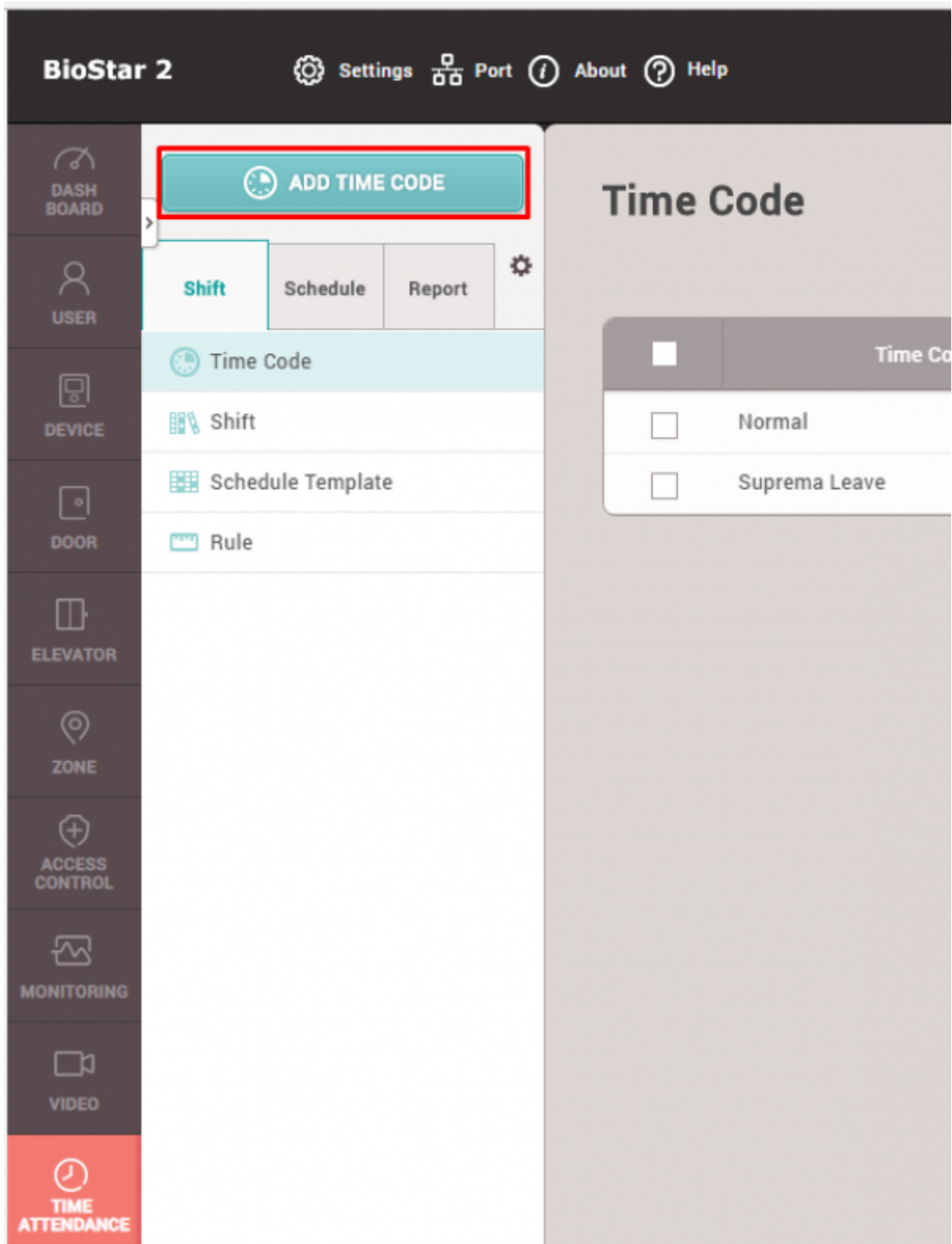
Non-worked: non-paid time-off(not considered as part of worktime)

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:
- Description:
- 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:
- Description:
- Type: Fixed Flexible
- Day start time: :
- 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

← ADD SCHEDULE TEMPLATE

- Name:
- Description:
- Type: Weekly Daily

MON Copy All

TUE

WED

THU

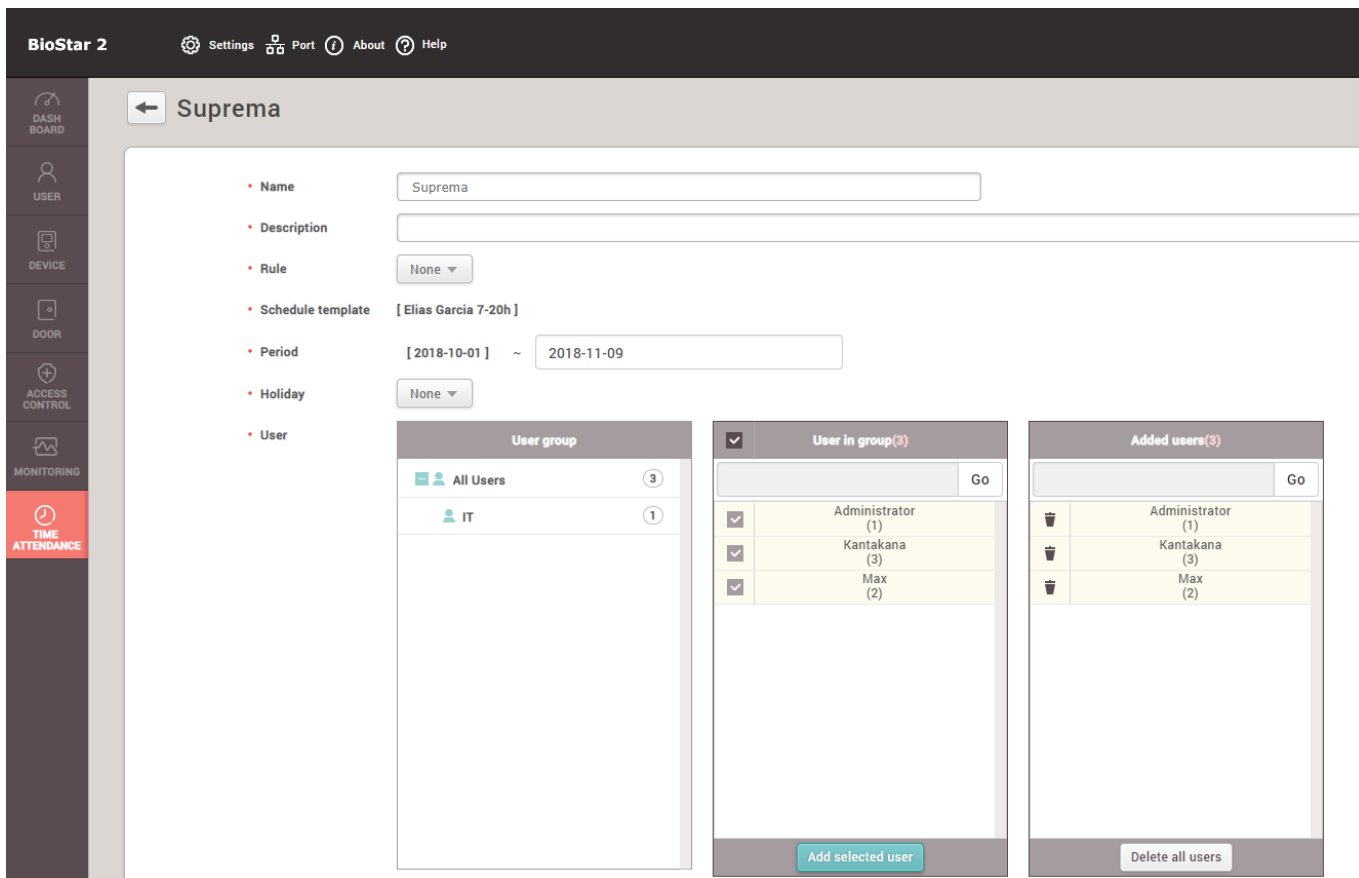
FRI

SAT

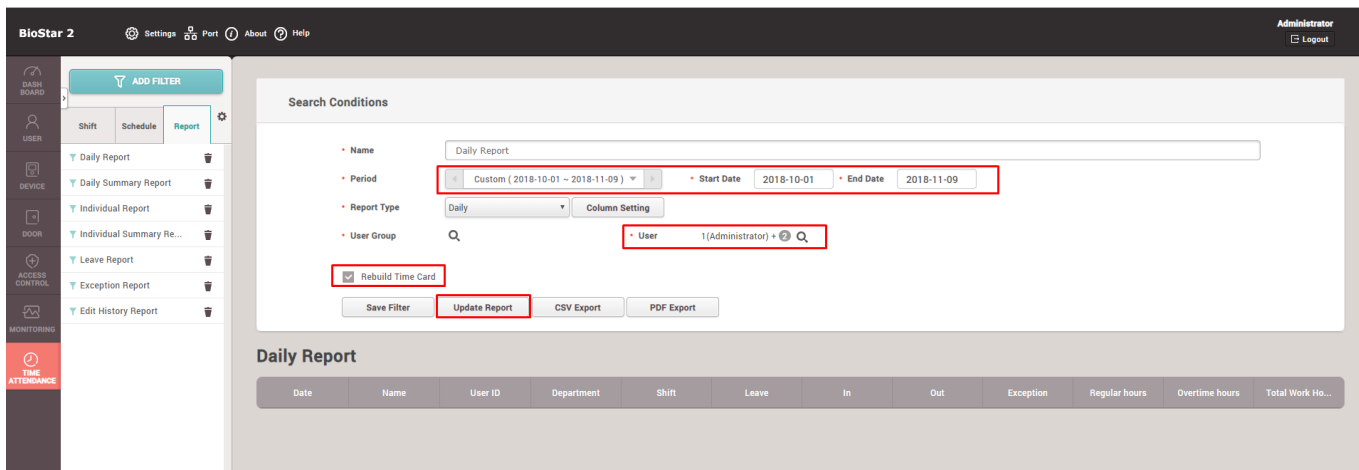
SUN

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

BioStar 2 Settings Port About Help Administrator Logout

Daily Report 1 / 2 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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