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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, or military service or jury duty(citizenship duties). 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).

#### Scenario in this example: An employer(Administrator) needs to go for his military service duty on Nov 1st, 2018.

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)

Because the military service duty is not taken off of the employer's entitled leave for the year, it will be considered as "Worked" leave in this example.

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

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

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DASH BOARD	, 0	) ADD TIME	CODE		Time Code					
	Shift	Schedule	Report	٥		_				
P	🕒 Time (	Code					Time Co			
DEVICE	🚯 Shift						Normal			
	Sched	lule Templat	e				Suprema Leave			
DOOR	📟 Rule									
D										
ELEVATOR										
$\bigcirc$										
ZONE										
$\sim$										
MONITORING										
VIDEO										

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

<ul> <li>Suprema Leave</li> </ul>		
ouprenia Leave		
Name	Suprema Leave	
Description	Leave	
• Туре	Attendance management     Overtime management	Leave management
Option	Worked     Not Worked	

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

BioStar 2	🛞 Settings 🗖 Port () About	(?) Help					
DASH BOARD	🗲 Elias Garcia 7-20h	I					
А user	• Name	Elias Garcia 7-20h					
	Description	Elias Garcia 7-20h					
0 DOOR	• Туре	Fixed      Fle	xible				
	• Day start time	07:00					
© ZONE	<ul> <li>First check-in &amp; Last check-out</li> </ul>	No					
$\oplus$	Time segment	Current day					
ACCESS		Next day					
			0 3	6 9	12	15	18 21
			Time code	Start time	End time	Min. Duration	Meal deduction
VIDEO			Normal	07:00	20:00	04:00	01:00
	Rounding	Punch in					
ATTENDANCE		Punch out					
	Break by Punch						
							Apply & Next Apply

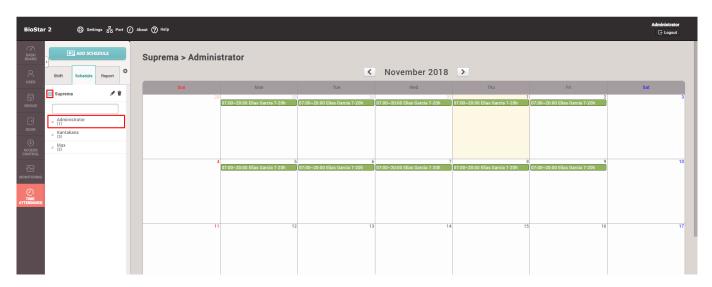
4)Create schedule template as you require

▲ A	DD SCHEDULI	ETEMPL	ATE											
	• Name										Shift	Туре	Time	Day sta
	Description										Elias Garcia 7-20h	Fixed	07:00~20:00	07:00
	• Туре	Week	ly 🔘	Daily							L			
	MON Copy All	0	3	6	 9	12	15	18	Ellas Garci 21	17420)) 24				
	TUE	0	3	6	9	12	15	18	Elics Cordi	24				
	WED	0	3	6	9	12	15	18	Elins Gorei 21	24				
	тни	0	3	6	9	12	15	18	Elics Cordi 21	24				
	FRI	0	3	6	 9	12	15	 18	Eline Gradi 21	24				
	SAT													

### 5) Add schedule as you wish

BioStar 2	🛞 Settings 🕂 Port 🕡 About	() Help					
DASH BOARD	🗲 Suprema						
	• Name	Suprema					
DEVICE	Description     Rule	None 🔻					
DOOR	Schedule template	[ Elias Garcia 7-20h ]					
	• Period • Holiday	[2018-10-01] ~ 2018-1	1-09				
	• User	User group		User in group(3)		Added users(3)	
MONITORING		All Users	3		Go		Go
TIME ATTENDANCE		<u>2</u> π	0	Administrator (1) Kantakana (3) Max (2)		Administrator (1) Kantakana (3) Max (2)	
				Add selected user		Delete all users	

6) Now when the schedule is created, you will be able to see it on the left-hand column. Expand it and click on a user to see his or her individual schedule in calendar format.



7) Click on any day that you would like to authorize Leave for this employee, you can see that a menu is created to offer you options of "Add Temporary Schedule" or "Add Leave." Click on "Add Leave."

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BioStar	2	🚫 Setti	ings 뀸 Po	ort (/) Al	wut 🥐 Help											
DASH BOARD	E	ADD SCH	EDULE		Suprema > Administrator											
	Shift	Schedule	Report	¢	< November 2018 >											
	Suprem		1		Sun	Mon	Tue	Wed	Thu	Fri						
	Guprenn				28		30 07:00~20:00 Elias Garcia 7-20h	31 07:00~20:00 Elias Garcia 7-20h	1 07:00~20:00 Elias Garcia 7-20h	2 07:00~20:00 Elias Garcia 7-20h						
	Admini	strator						Add Temporary S	ichedule							
DOOR	Admini (1)							Add Leave	e							
(+)	Kantak (3)	arra														
(+) ACCESS CONTROL	Max (2)															
					4	5 07:00~20:00 Elias Garcia 7-20h	6 07:00~20:00 Elias Garcia 7-20h	7 07:00~20:00 Elias Garcia 7-20h	8 07:00~20:00 Elias Garcia 7-20h	9 07:00~20:00 Elias Garcia 7-20h						
MONITORING																
					11	12	13	14	15	16						

8) You will see an "Edit Leave" popup window, you can now set Leave for this employee. Select the appropriate time code for Leave menu bar. If you would like to authorize only specific part of a day for absence check on "Use Time" box then you can allow this employee to only leave for certain part of a day. You can also set Start Date and End Date of this leave, and can select other users in "Apply to Other Users" if you would like to apply this leave to multiple users. Lastly, the comment box offers an option to leave a memo for the Leave.

Edit Leave	;
Administrator(1)	
Date	2018-11-01(Thu)
Leave	Suprema Leave 🔻
Use Time	
Start Date	2018-11-01 End Date 2018-11-01
Leave Hours	1day(s)
Apply to Other User(s)	Q
Approver Comments	Military service
	Ok Cancel

For the case of assigning specific part of the day for the Leave, check on Use Time checkbox. Normally from the set Day Start Time till the set End of the Day would be used. 6/7

Edit Leave		×
Administrator(1)		
Date	2018-11-01(Thu)	
Leave	Suprema Leave 🔹	
Use Time		
Start Datetime	2018-11-01         07         00         End Datetime         2018-11-01         20         00           • • •         •         •         •         •         •         •	
Leave Hours	13:00	
Apply to Other User(s)	Q	
Approver Comments	Military service	
	Ok Cancel	

9) Now when you click OK, you can see that this leave is now authorized for this user on his calendar.

ioStar 2 🛞 Settings 💆 Port () A	kbout () Help						Administrator
	Suprema > Admin	istrator					
Ser Shift Schedule Report			<	November 2018	>		
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		28 29 07:00~20:00 Elias Garcia 7-20h	30 07:00~20:00 Elias Garcia 7-20h	81 07:00~20:00 Elias Garcia 7-20h	1 07:00~20:00 Elias Garcia 7-20h Suprema Leave	2 07:00~20:00 Elias Garcia 7-20h	
Administrator (1) A Kantakana (3)							
Max (2)				7	0	0	
) Aring		07:00~20:00 Elias Garcia 7-20h	07:00~20:00 Elias Garcia 7-20h	07:00~20:00 Elias Garcia 7-20h	07:00~20:00 Elias Garcia 7-20h	07:00~20:00 Elias Garcia 7-20h	
ANCE							
		11 12	13	14	15	16	

10) 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. You will see that the Leave that you assigned for the user is now shown on the report.

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BioStar	2	@ s.	ttings <del>0</del> P	ort ()	About (?) Help										Administrator
DASH BOARD	, <b>–</b>	T ADD F	TILTER		Search (	Conditions									
	Shift	Schedule	Report	٥		• Name	Daily Report								1
DEVICE	▼ Daily	Report Summary Re	port			Period		18-11-01 ~ 2018-11-0	9) 🔻 🕨 🔸 Sta	rt Date 2018-11-0	1 • End Date	2018-11-09			
•	Y Indiv	idual Report	1	i		Report Type	Daily	▼ Colum	n Setting						
DOOR	Y Indiv	idual Summai	y Re	ī		User Group	Q		• User 1(	Administrator) <b>Q</b>					
ACCESS CONTROL		e Report ption Report	1			Rebuild Time Care									
	▼ Edit	History Repor	1	7		Save Filter	Update Report	CSV Export	PDF Export						
					Daily Rep	ort							M	< <b>1</b> /1 ►	₽ 50 rows ▼
ATTENDANCE					Date										Total Work Ho
					2018/11/01	Administrator	1	All Users	Elias Garcia 7-20h	Suprema Leave		-	12:00:00	0:00:00	12:00:00

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