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# How to use Leave Management function

If you want to authorize Leave to an employee/employer, 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/employer 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./

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

- as mentioned, military service will be considered paid time-off, thus this Leave Management will be created as "worked."

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DASH BOARD	, C	) ADD TIME	CODE			Time (	Code
	Shift	Schedule	Report	٥			
	🕒 Time	Code					Time Co
DEVICE	Shift						Normal
	Sched	lule Templat	e				Suprema Leave
DOOR	🛄 Rule						
© zone							

- Suprema Leave		
<ul> <li>Name</li> <li>Description</li> <li>Type</li> <li>Option</li> </ul>	Suprema Leave         leave         Attendance management         Overtime management         Worked	Leave management

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

BioStar 2	💮 Settings 🔒 Port 🕧 About	(?) Help					
DASH BOARD	🗲 Elias Garcia 7-20h	I					
	• Name	Elias Garcia 7-20h					
	Description	Elias Garcia 7-20h					
	• Туре	Fixed Flee	xible				
	• Day start time	<ul> <li>▲</li> <li>▲</li> <li>●</li> <li>●</li></ul>					
© ZONE	• First check-in & Last check-out	No					
+ ACCESS	Time segment	Current day					
		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					
	Break by Punch	Punch out					
						A	pply & Next Apply

4)Create schedule template as you require

BioStar 2	🔘 Setting	s 몸 Port () Abou	ut (?) Help											Administrator C Logout
DASH BOARD	← ADD S	CHEDULE 1	TEMPLATE											
A USER		• Name									chite	Dee	Time	Dev start time
		Description									Elias Garcia 7-20h	Fixed	07:00~20:00	07:00
		• Туре	Weekly	) Daily										
		MON Copy All	3	6	9	12	15	18	Elina Garcia 7400) 21 24					
© zone		TUE	3	6	9	12	15	18	Elios Goreio 7420) 21 24	•				
		WED	3	6	9	12	15	18	Elina Garella 74201) 21 24	•				
		тни	3	6	9	12	15	18	Elias Garcia 7420). 21 24					
		FRI	3	6	9	12	15	18	Eline Gorein 7420) 21 24	•				
		SAT 0	3	6	9	12	15	18	21 24					
		ены												

### 5) Add schedule as you wish

BioStar 2	🔞 Settings 🗖 Port 🕡 About	() Help							
DASH BOARD	- Suprema								
	• Name	Suprema							
DEVICE	Description     Rule	None 🔻							
DOOR	Schedule template     Period	[Elias Garcia 7-20h] [2018-10-01] ~ 2018-11	-09						
	• Holiday	None 🔻							
	• User	User group	3		User in group(3)	Go		Added users(3)	Go
TIME		<u>2</u> п	1	<b>X</b>	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 anywhere on the calendar to authorize Leave for this employer, 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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DASH BOARD	È	ADD SCHI	EDULE		Suprema > Adminis	trator				
8	Shift	Schedule	Report	٥			<	November 2018	>	
USER	Current			-	Sun	Mon	Tue	Wed	Thu	Fri
	Suprem	8		-	28	29 07:00~20:00 Elias Garcia 7-20h	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	-11						Add Temporary S	Schedule	
L <u>°</u> I DOOR	4 (1)	strator						Add Leav	e	
φ.	Kantak (3)	ana								
ACCESS	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 employer. 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.

Edit Leave		×
Administrator(1)		
Date	2018-11-01(Thu)	
Leave	Suprema Leave 🔻	
Use Time		
Start Datetime	End Datetime         2018-11-01         201	
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.

BioStar	r 2	💮 Settin	gs 🖧 Port	About	· ⑦ Help						Administrator
CA DASH BOARD	, 💷	ADD SCHE	DULE	s	uprema > Adminis	trator					
8	Shift	Schedule	Report				<	November 2018	>		
USER	Suprema		11		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	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	3
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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	10
MONITORING											
					11	12	13	14	15	16	17

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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	,	T ADD F	ILTER		Search	Conditions										
	Shift	Schedule	Report	٥												_
	🔻 Daily	Report		Ŧ		<ul> <li>Name</li> </ul>	Daily Report						•			
	Y Daily	/ Summary Re	port	¥		Period	Custom ( 20	18-11-01 ~ 2018-11-0	9) 🔻 🕨 🔸 Sta	art Date 2018-11-	01 • End Date	2018-11-09				
	T Indiv	ridual Report				Report Type	Daily	▼ Colum	n Setting				-			
	▼ Indiv	ridual Summa	y Re	¥		User Group	Q		• User 1(	Administrator) <b>Q</b>						
	T Leav	e Report		¥.			_									
	T Exce	ption Report		¥		Rebuild Time Car		_								
	▼ Edit	History Repor	t	¥		Save Filter	Update Report	CSV Export	PDF Export							
					Daily Rep	ort								м	< <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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