Table of Contents

How to use Leave Management function		1
--------------------------------------	--	---

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

clicking Apply

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

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

BioStar	2	🔇 Setti	ngs 움 P	ort () аь	out 🥐 Helj	p
DASH BOARD	, C) ADD TIME	CODE			Code	
	Shift	Schedule	Report	٥		_	
P	🕒 Time (Code					Time Co
DEVICE	Shift						Normal
0	Sched	lule Templat	e				Suprema Leave
DOOR	📟 Rule						
₽							
ELEVATOR							
0							
ZONE							
\sum							
MONITORING							
VIDEO							

- Suprema Leave		
 Name Description Type Option 	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 Flexible				
	• Day start time	07 : 00				
	 First check-in & Last check-out Time segment 	No				
	• Time segment	Current day				
		Next day	- I - I - I 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				
					Aş	oply & Next Apply

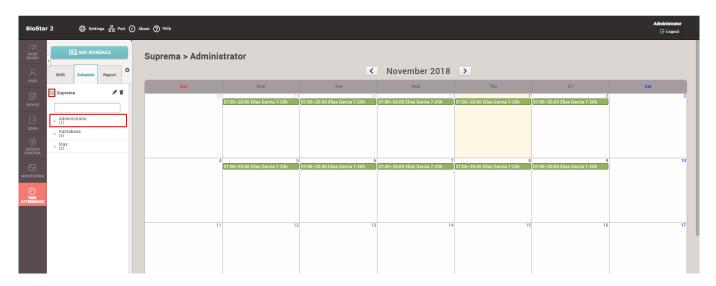
4)Create schedule template as you require

BioStar 2	🛞 Settings 🕂 Port () Abo	t 🕐 неір				Administrator
DASH BOARD	← ADD SCHEDULE	EMPLATE				
A USER	• Name		Shift	Туре	Time	Day start time
	Description	E	Elias Garcia 7-20h	Fixed	07:00~20:00	07:00
DOOR	• Type	Weekly Daily				
	MON Copy All	3 6 9 12 19 18 21 24				
© zone	TUE	2 0 9 12 15 18 21 24				
(+) ACCESS CONTROL	WED	allo decembro de la companya de la compa				
	THU O	a o 9 12 18 18 21 24				
	FRI	Incomment <				
	SAT					
	ены					

5) Add schedule as you wish

BioStar 2	💮 Settings 📅 Port 🕧 About	() Help						
DASH BOARD	- Suprema							
	Name Description	Suprema						
DEVICE	• Rule	None 💌						
DOOR	Schedule template	[Elias Garcia 7-20h]						
	• Period • Holiday	[2018-10-01] ~ 2	2018-11-09					
	• User	User gr		User in group(3)			Added users(3)	
MONITORING		All Users	3		Go			Go
		💄 п	1	Administrator (1) Kantakana	_	•	Administrator (1) Kantakana	
				(3) Max		¥	(3) Max	
				(2)			(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."

2024/12/10	04:44
------------	-------

5/7

BioStar	2 (👸 Settings	s 🛱 Port	() АЫ	out (?) Help									
DASH BOARD		IDD SCHEDI	ULE		Suprema > Administrator									
8	Shift So	chedule	AReport			< November 2018 >								
USER	- Suprema		11		Sun	Mon	Tue	Wed	Thu	Fri				
							30 07:00~20:00 Elias Garcia 7-20h	3 07:00~20:00 Elias Garcia 7-20h	07:00~20:00 Elias Garcia 7-20h	2 07:00~20:00 Elias Garcia 7-20h				
•	Administra	itor						Add Temporary						
DOOR	Kantakana							Add Lear	/e					
	Max (2)													
					4	5 07:00~20:00 Elias Garcia 7-20h	6 07:00~20:00 Elias Garcia 7-20h	07:00~20:00 Elias Garcia 7-20h	7 07:00~20:00 Elias Garcia 7-20h	9 07:00~20:00 Elias Garcia 7-20h				
						07:00~20:00 Ellas Garcia 7-201	07:00~20:00 Ellas Garcia 7-20h	07:00~20:00 Ellas Garcia 7-201	07:00~20:00 Ellas Garcia 7-201	07:00~20:00 Ellas Garcia 7-201				
					11	12	13	14	4 1!	5 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	2018-11-01 O7 O0 End Datetime 1 2 2 1 0 2 0 2 0	
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 or her calendar.

BioSta	2	() Setting	Is 品 Port (About ⑦ Help						Administrator				
DASH BOARD	,	🔛 ADD SCHEI	DULE	Suprema > Admini	Suprema > Administrator									
<u>А</u> USER	Shift	Schedule	Report			<	November 2018	>						
	Suprema	a	18	Sun	Mon	Tue	Wed	Thu	Fri	Sat				
DEVICE					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 Suprema Leave	2 07:00~20:00 Elias Garcia 7-20h	3				
•	Admini	istrator												
DOOR	Kantak (3)	ana												
(+) ACCESS CONTROL	Max (2)													
					4 07:00~20:00 Elias Garcia 7-20h	5 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														
					1	2 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.

2024/12/10 04:44

7/7

BioStar	2	@ se	ttings o	Port ()	About 🕐 Help											Administrator
	,	T ADD	FILTER		Search	Conditions										
	Shift	Schedule	Report	٥		• Name	Daily Report									-
		Report Summary Re	port	¥ ¥		Period		18-11-01 ~ 2018-11-0	9) 🔻 🕨 🔸 Sta	art Date 2018-11-	01 • End Date	2018-11-09				
	TINdiv	idual Report		¥		Report Type	Daily	▼ Colum	n Setting							
	▼ Indiv	idual Summa	y Re	¥		User Group	Q,		• User 1(Administrator) Q						
		e Report ption Report		¥		Rebuild Time Car		•								
	▼ Edit	History Repor	t	¥		Save Filter	Update Report	CSV Export	PDF Export							
					Daily Rep	ort								H	◀ 1/1 ▶	▶ 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

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

Permanent link: http://kb.supremainc.com/knowledge./doku.php?id=en:2xfaq_how_to_use_leave_management&rev=1541031568

Last update: 2018/11/01 09:19