

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, 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).

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:

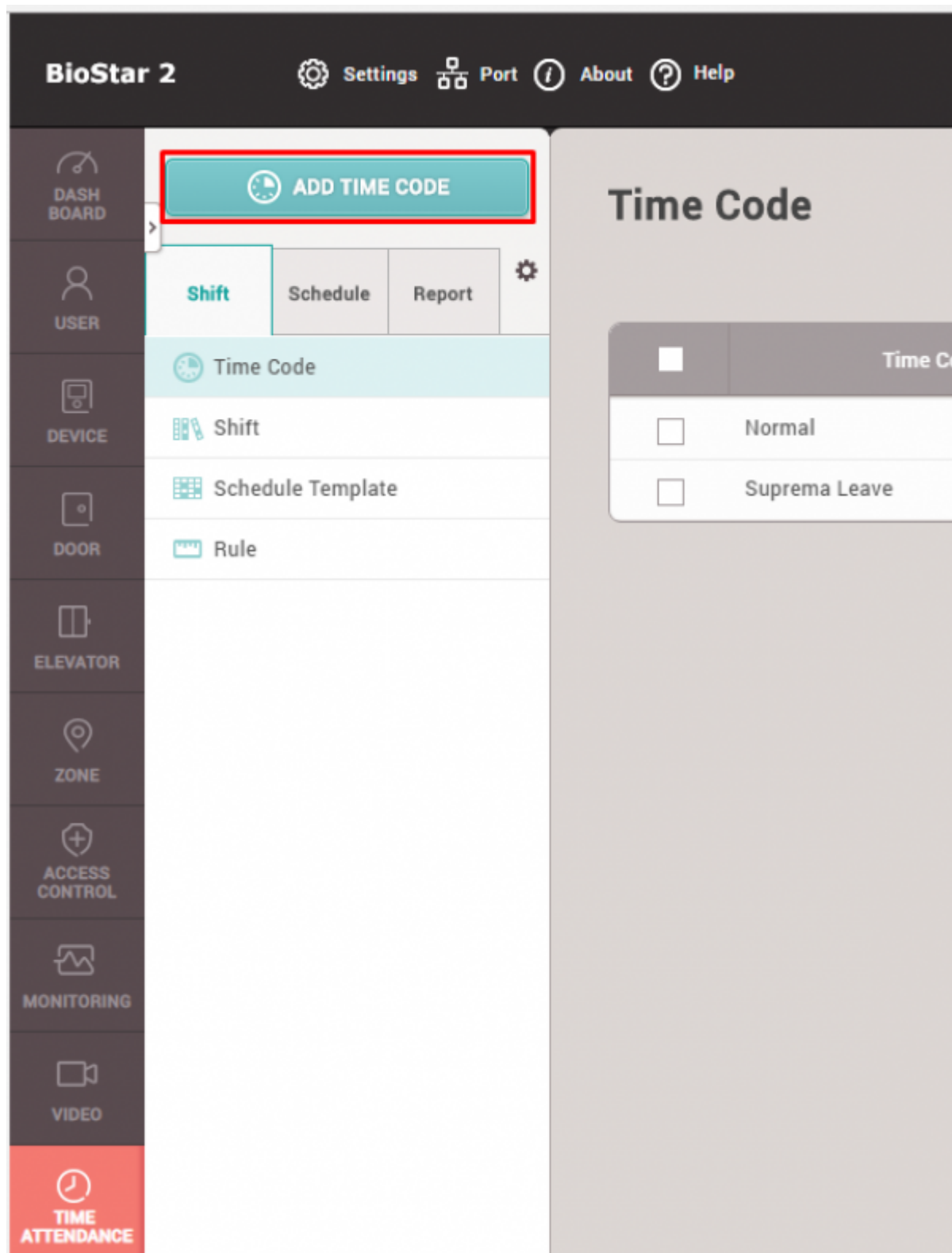
[How to create T&A settings for organizations with fixed shift](#)

[How to create T&A settings for organizations with flexible shift](#)

Scenario in this example:

An employer(Administrator) needs to go for his military service duty on Nov 1st, 2018.

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: Suprema Leave
- Description: Leave
- Type:
 - ☐ Attendance management
 - ☐ Overtime management
 - ☒ Leave management
- Option:
 - ☒ Worked
 - ☐ Not Worked

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

BioStar 2

Elias Garcia 7-20h

- Name: Elias Garcia 7-20h
- Description: Elias Garcia 7-20h
- Type:
 - ☒ Fixed
 - ☐ Flexible
- Day start time: 07:00
- First check-in & Last check-out: ☐ No
- Time segment:
 - Current day: [Timeline from 0 to 21]
 - Next day: [Timeline from 0 to 21]

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

BioStar 2

ADD SCHEDULE TEMPLATE

- Name: [Empty field]
- Description: [Empty field]
- Type:
 - ☒ Weekly
 - ☐ Daily

Shift	Type	Time	Day start time
Elias Garcia 7-20h	Fixed	07:00-20:00	07:00

MON [Timeline from 0 to 24] **Elias Garcia 7-20h**

TUE [Timeline from 0 to 24] **Elias Garcia 7-20h**

WED [Timeline from 0 to 24] **Elias Garcia 7-20h**

THU [Timeline from 0 to 24] **Elias Garcia 7-20h**

FRI [Timeline from 0 to 24] **Elias Garcia 7-20h**

SAT [Timeline from 0 to 24] **Elias Garcia 7-20h**

SUN [Timeline from 0 to 24] **Elias Garcia 7-20h**

5) Add schedule as you wish

BioStar 2 Settings Port About Help

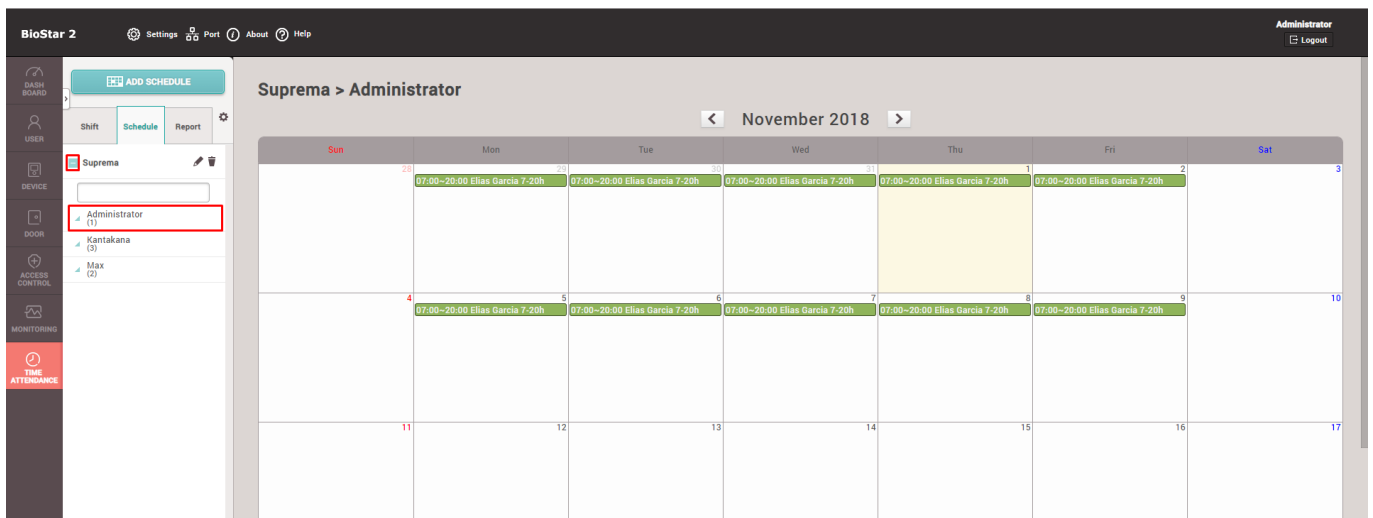
Suprema

- Name: Suprema
- Description:
- Rule: None
- Schedule template: [Elias Garcia 7-20h]
- Period: [2018-10-01] ~ [2018-11-09]
- Holiday: None
- User:

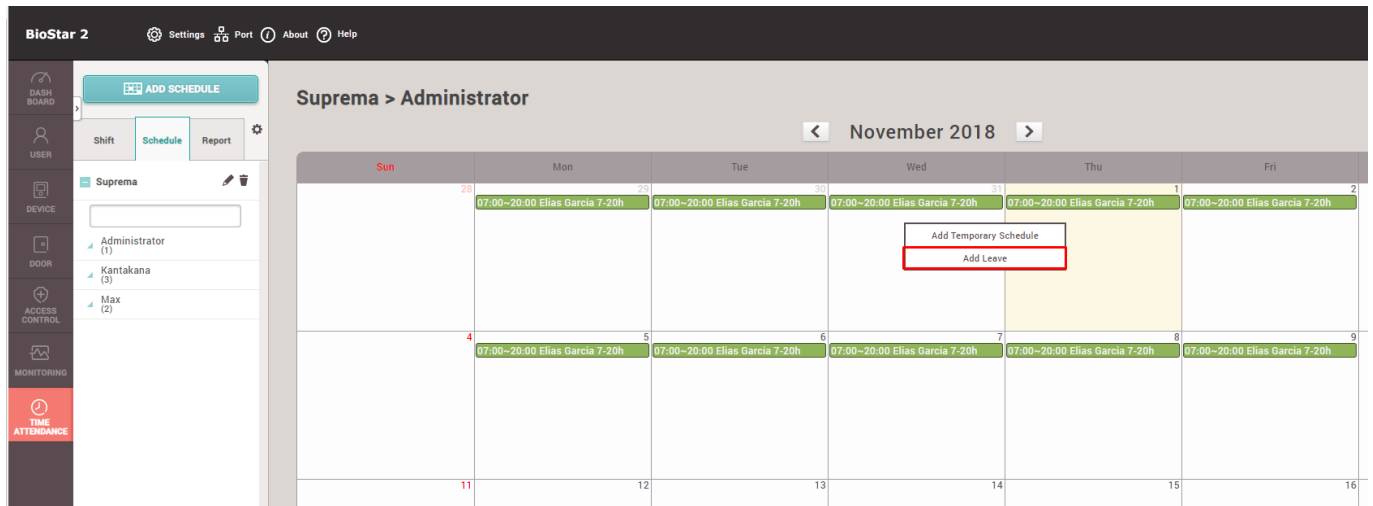
User group	User in group(3)	Added users(3)
All Users (3)	Administrator (1)	Administrator (1)
IT (1)	Kantakana (3)	Kantakana (3)
	Max (2)	Max (2)

Buttons: 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."



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.

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

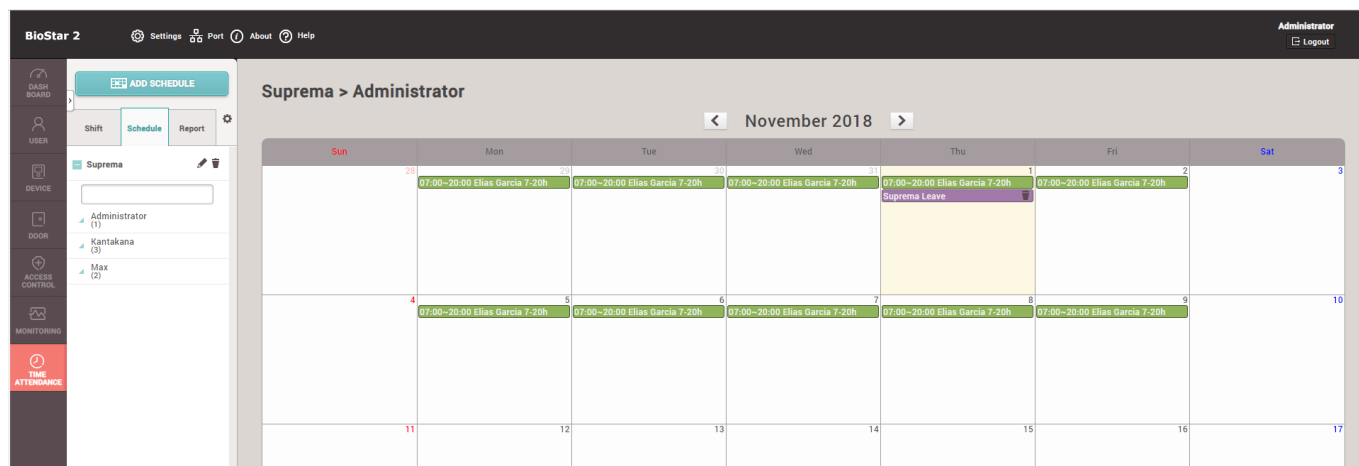
Administrator(1)

Date	2018-11-01(Thu)	
Leave	Suprema Leave	
Use Time	<input checked="" type="checkbox"/>	
Start Datetime	<div>2018-11-01</div> <div>07</div> <div>00</div>	<div>End Datetime</div> <div>2018-11-01</div> <div>20</div> <div>00</div>
Leave Hours	13:00	
Apply to Other User(s)	<input type="text"/>	
Approver Comments	<input type="text" value="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.



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.

The screenshot shows the BioStar 2 web interface. On the left is a sidebar with navigation options: DASH BOARD, USER, DEVICE, DOOR, ACCESS CONTROL, and MONITORING. The 'TIME ATTENDANCE' section is highlighted. The main area is titled 'Search Conditions' and contains the following fields:

- Name: Daily Report
- Period: Custom (2018-11-01 ~ 2018-11-09)
- Start Date: 2018-11-01
- End Date: 2018-11-09
- Report Type: Daily
- User Group: 1 (Administrator)

Below these fields are buttons for 'Rebuild Time Card', 'Save Filter', 'Update Report', 'CSV Export', and 'PDF Export'. The 'Update Report' button is highlighted.

The 'Daily Report' table below shows the following data:

Date	Name	User ID	Department	Shift	Leave	In	Out	Exception	Regular hours	Overtime hours	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=1541030487

Last update: 2018/11/01 09:01