



# Justlogin HR Cloud

A Guide to eLeave (SUPERADMIN USER)





# AGENDA

- 1. Leave Administrator**
- 2. Leave Setup**
- 3. Leave Report**
- 4. AO/RO Administrator Setup**
- 5. Approving/Recommending Officer**





# Leave Admin





# Leave Admin > Process Document

Process Documents

Filter By: Document Pending

From: 1 January 2015

Leave type: All leave type

To: 31 December 2016

Select Grade: All Grades **Go**

Emp No.	Name	Department	Leave Type	From(DD/MM/YYYY)	To(DD/MM/YYYY)	No.of days	Have Doc
E010	Admin Admin	Human Resource	Marriage	26/12/2015 AM	30/12/2015 PM	3	<input type="checkbox"/>

**Update documents**

If you have set a reminder for Leave Type (Under Leave Setup) under "Need Document". This page is for eLeave Admin to indicate that you have received the hardcopied document from your Applicant / Staff to stop the reminder.

Simply just filter by Leave Type or Date Duration to populate the records. To indicate doc received, select the checkbox under "Have Doc" and click "Update documents".



# Leave Admin > Block Leave

My Leave | **Calendar** | Approving Officer | AO/RO Admin | Leave Report | **Leave Admin** | Leave Setup

Process Document | **Block Leave** | Set Entitlement | Import | Leave Balance Transfer | Adjustment | Adjustment History | Child Details | Leave Cancellation | Process Resignation | Mobile Number

### Block Leave

Block Leave Type:  1.All staffs/depts will be deducted this leave.  
 2.All staffs/depts excluding the selected people/depts in the following listing box will be deducted this leave.  
 3.Only the selected people/dept in the following listing box will be deducted this leave.

Leave Type: Annual

Add selected people:  only useful for block leave type 2 and 3

Note: Press Del to remove the selected staff

\*From: 27 January 2016 am

\*To: 27 January 2016 am

Working Days Applied: 0.5

CC List:

Remarks: Max 200 chars:

Notes: \* Compulsory fields

Process Document | Block Leave | Set Entitlement | Import | Leave Balance Transfer | Adjustment | Adjustment History | Child Details | Leave Cancellation | Process Resignation | Mobile Number

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**Able to select by Department as well.**

**Admin is able to create block leave for all/selected group of employees. This is useful for enforced leave on occasions / company trainings, etc. as well.**





# Leave Admin > Set Entitlement

My Leave | Calendar | **Set Entitlement** | Approving Officer | AO/RO Admin | Leave Report | Leave Admin | Leave Setup

Process Document | Block Leave | Set Entitlement | Import | Leave Balance Transfer | Adjustment | Adjustment History | Child Details | Leave Cancellation | Process Resignation | Mobile Number

Setup Leave Entitlement

Leave Type: Annual For Year: 2016

All ? | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Search [ ] in [ ]

**Step 1**

<input type="checkbox"/> Full Name	Balance As at	As at(DD/MM)	Yearly entitlement	Adjustment	LBF	LBF:forfeited	Working day	Grade	Join date(dd/mm/yyyy)	Married	Gender
<input type="checkbox"/> Admin Admin	46.92	1/1	12	0	16	0	Normal	SNRMGMT	01/01/2015	<input checked="" type="checkbox"/>	Male
<input type="checkbox"/> Amy Amy	12	7/1	12	0	0	0	Normal	SNRMGMT	07/01/2016	<input type="checkbox"/>	
<input type="checkbox"/> Boon Seh Choo	12	7/1	12	0	0	0	Normal	SNRMGMT	07/01/2016	<input type="checkbox"/>	
<input type="checkbox"/> charmaineong	12	1/1	12	0	0	0	Normal	SNRMGMT	30/12/2015	<input type="checkbox"/>	
<input type="checkbox"/> daniel ting	35	1/1	<b>30</b>	0	5	0	Normal	SNRMGMT	11/11/2015	<input type="checkbox"/>	
<input type="checkbox"/> HStest	12	7/1	12	0	0	0	Normal	SNRMGMT	07/01/2016	<input type="checkbox"/>	
<input type="checkbox"/> HTS	12	7/1	12	0	0	0	Normal	SNRMGMT	27/10/2014	<input type="checkbox"/>	
<input type="checkbox"/> Jes Razea	31.29	1/1	12	0	1.25	0	Normal	SNRMGMT	17/12/2015	<input type="checkbox"/>	
<input type="checkbox"/> justin	12	14/1	12	0	0	0	Normal	SNRMGMT	14/01/2016	<input type="checkbox"/>	
<input type="checkbox"/> Kaer Pte Ltd	12	6/1	12	0	0	0	Normal	SNRMGMT	06/01/2016	<input type="checkbox"/>	
<input type="checkbox"/> Lim Peck Hui	12	1/1	12	0	0	0	Normal	SNRMGMT	30/12/2015	<input type="checkbox"/>	Female

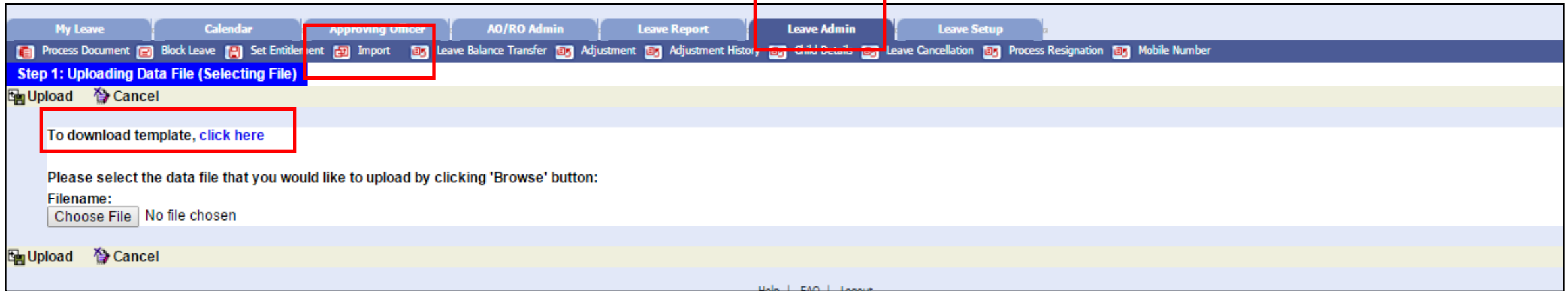
Each employees entitlement (according to grade and working days, etc) would have already been setup under "Leave Setup" tab. Unless you may wish to make any adjustments, this table is for FYI purpose only.

\*The tab highlighted in green indicate changes by admin manually in this table.





# Leave Admin > Import



Admin is able to upload and import employees' details in bulk into the module. For ease of the upload function, please do download the template as indicated in this tab.

\*Excel 97-2003 Workbook (\*.xls) template.





# Leave Admin

## > Leave Balance Transfer

My Leave | Calendar | Approving Officer | AO/RO Admin | Leave Report | Leave Admin | Leave Setup

Process Document | Block Leave | Set Entitlement | Import | Leave Balance Transfer | Adjustment | Adjustment History | Child Details | Leave Cancellation | Process Resignation | Mobile Number

### Leave Balance Transfer

Leave Type: Annual

Leave Balance For: JL Training 40

From Year: 2015  
Ending: 31/12/2015

To Year: 2016  
Beginning: 1/1/2016

**Step 1**

Leave balance to be brought forward to the new year:

- All leave balance of previous year
- max 20 days of previous year's leave balance
- max 200% of previous year's leave entitlement
- By annual leave entitlement days

**Step 2**

Grace period for forfeited / transferred leave balance:

You can set expiry date for forfeited leave or leave brought forward. A new leave type "Annual (Brought Forward)" will be automatically created and the user will be prompted to select this leave type first when applying for Annual leave. You will be able to modify the expiry date for each employee (under Leave Admin/Set Entitlement). Please select "No Grace Period" if you do not want to use this feature .

- No Grace Period
- Set an expiry date by which the forfeited leave balance must be consumed, Please select a date (dd/mm/yyyy) 01/06/2016
- Set an expiry date by which the leave brought forward balance must be consumed, Please select a date (dd/mm/yyyy) 01/05/2016

**Begin**

**NOTE:**

- Please ensure that there are no pending leave applications for the current year before you perform the leave transfer.
- You can perform the leave transfer multiple times. The system will take the latest balance as at 31 Dec, apply the transfer policy and update the opening balance as at 1 Jan for the following year. You can then view the new opening balance after the transfer.
- If you select grace period for forfeited leave or leave brought forward, a new leave type called Annual (Brought Forward) will be created with an expiry date. The users will be prompted to use this leave type for annual leave.

#### Leave Balance Transfer History

Transaction Date	Transaction By	Leave Type	Action
10/8/2015 3:33:23 PM	Admin Admin	Annual	
10/26/2015 10:07:19 AM	Admin Admin	Annual	
11/16/2015 11:22:14 AM	Admin Admin	Annual	
11/16/2015 6:53:11 PM	Admin Admin	Annual	
11/16/2015 6:43:21 PM	Admin Admin	Annual	
12/22/2015 12:15:16 PM	Admin Admin	Annual	

Admin will also be able to view details of the leave balance transfer history.

This function allows admin to transfer the leaves from the previous year to current year. Depending on the company's policy, you may also be able to set the limit number of balance leaves allowed to be brought forward to the current year, and set a grace period for the brought forward leaves to be consumed.







# Leave Admin > Adjustment

My Leave | Calendar | Approving Officer | AO/RO Admin | Leave Report | Leave Admin | Leave Setup

Process Document | Block Leave | Set Entitlement | Import | Leave Balance Transfer | Adjustment | Adjustment History | Child Details | Leave Cancellation | Process Resignation | Mobile Number

### Adjustment

Adjustment Options:

- 1.All staffs will be adjusted this leave.
- 2.All staffs excluding the selected people in the following listing box will be adjusted this leave.
- 3.Only the selected people in the following listing box will be adjusted this leave.

Add selected people: only useful for Adjustment type 2 and 3

Mary 8 Dec  
Test JL VS  
Test Cecilia

Note: Press Del to remove the selected staff

\*Year: 2016

Adjustment Days: 1

Leave Type: Off-in-lieu

\*Adjustment Type:

- Credit (Add)
- Debit (Deduct)
- Leave Encashment (Deduct)

Remarks:  
Max 200 chars:

Submit Reset

“Leave Encashment” is to transfer the leaves into cashout for Staff leaving the organization.

If you have off in lieu / ot leaves approved and to be added to the employee(s)' entitlements, you may select the staff, indicate the type of leaves and add credit into their entitlement.





# Leave Admin > Adjustment History

Adjustment History

Leave type:

Adjustment for Year:  Sort By:

Emp No.	Name	Department	Year	Leave Type	No.of days	Action Date	Action By	Remarks
E010	Admin Admin	Finance	2015	Off-in-lieu	2	22/10/2015	Admin Admin	
E010	Admin Admin	Finance	2015	Annual	-2	8/10/2015	Admin Admin	(Leave Encashment) doing encas...
E010	Admin Admin	Finance	2015	Annual	-4	15/10/2015	Admin Admin	(Leave Encashment)
E010	Admin Admin	Finance	2015	Off-in-lieu	2	15/10/2015	Admin Admin	adding 2 days of leave
E010	Admin Admin	Finance	2015	Annual	1	20/10/2015	Admin Admin	for working on weekend
E010	Admin Admin	Finance	2015	Annual	3	29/10/2015	Admin Admin	
E010	Admin Admin	Finance	2015	Annual	3	7/5/2015	Admin Admin	
E010	Admin Admin	Finance	2015	Annual	1	29/10/2015	Admin Admin	Weekend working day.
E010	Admin Admin	Finance	2015	Annual	-1	30/10/2015	Admin Admin	(Leave Encashment)
E010	Admin Admin	Finance	2015	Annual	-2	11/11/2015	Admin Admin	(Leave Encashment)
1234567	Mary 27 Nov	Accounting	2015	Annual	-2	27/11/2015	Admin Admin	(Leave Encashment)
1234567	Mary 27 Nov	Accounting	2015	Off-in-lieu	1	27/11/2015	Admin Admin	For working on Deepavali day.
	Pauline Chong	Admin	2015	Off-in-lieu	1	27/11/2015	Admin Admin	
	Test		2015	Annual	2	16/11/2015	Admin Admin	
	Test		2015	Annual	1	16/11/2015	Admin Admin	

This function allows admin to view all adjusted leaves. Able to filter by Leave Type, Year and individual Staff record.





# Leave Admin > Child Details

My Leave | Calendar | Approving Officer | AO/RO Admin | Leave Report | **Leave Admin** | Leave Setup

Process Document | Block Leave | Set Entitlement | Import | Leave Balance Transfer | Adjustment | Adjustment History | **Child Details** | Leave Cancellation | Process Resignation | Mobile Number

### Child Details

[All](#) | ? | [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#)

Search  in  User Name ▼

<input type="checkbox"/>	User Name	Join Date (dd/mm/yyyy)	New/Youngest Child Name	Birth Date (dd/mm/yyyy)	Pro-family leave ⓘ	Shared Parental
<input type="checkbox"/>	Admin Admin	01/01/2015	Charlotte	02/05/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	New <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Process Document | Block Leave | Set Entitlement | Import | Leave Balance Transfer | Adjustment | Adjustment History | **Child Details** | Leave Cancellation | Process Resignation | Mobile Number

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**This function allows admin to update employee(s)' child details. This will be tag to Childcare Leaves Entitlement.**





# Leave Admin > Leave Cancellation

My Leave | Calendar | Approving Officer | AO/RO Admin | Leave Report | Leave Admin | Leave Setup

Process Document | Block Leave | Set Entitlement | Import | Leave Balance Transfer | Adjustment | Adjustment History | Child Details | **Leave Cancellation** | Process Resignation | Mobile Number

Leave Cancellation

Filter By: All  
From: 1 December 2015 am  
Member: All Members

Leave type: All leave type  
To: 31 December 2015 pm

Emp No.	Name	Department	Leave Type	From(DD/MM/YYYY)	To(DD/MM/YYYY)	No.of days	Leave Status	Submitted Date	
<input type="checkbox"/>	E010	Admin Admin	Finance	Annual	13/12/2015 AM	16/12/2015 PM	3	Approved	17/12/2015 2:49:45 PM
<input type="checkbox"/>	E010	Admin Admin	Finance	No Pay	10/12/2015 AM	10/12/2015 PM	1	Pending	9/12/2015 12:41:00 PM
<input type="checkbox"/>	E010	Admin Admin	Finance	Sick	23/12/2015 AM	23/12/2015 PM	1	Pending	22/12/2015 11:26:17 AM
<input type="checkbox"/>	E010	Admin Admin	Finance	Annual	9/12/2015 AM	11/12/2015 PM	3	Approved	8/12/2015 11:04:22 AM
<input type="checkbox"/>	E010	Admin Admin	Finance	Annual	17/12/2015 AM	17/12/2015 PM	1	Pending	17/12/2015 2:06:46 PM
<input type="checkbox"/>	E010	Admin Admin	Finance	Annual	23/12/2015 AM	23/12/2015 PM	1	Cancellation pending	5/11/2015 3:11:28 PM
<input type="checkbox"/>	E010	Admin Admin	Finance	Marriage	26/12/2015 AM	30/12/2015 PM	3	Pending	30/12/2015 3:38:37 PM
<input type="checkbox"/>	E010	Admin Admin	Finance	Sick	11/12/2015 AM	11/12/2015 AM	0.5	Pending	9/12/2015 3:49:59 PM
<input type="checkbox"/>	E010	Admin Admin	Finance	Annual	1/12/2015 AM	1/12/2015 PM	1	Approved	27/11/2015 2:33:33 PM
<input type="checkbox"/>	E010	Admin Admin	Finance	Annual	2/12/2015 AM	5/12/2015 PM	3	Approved	17/12/2015 2:51:48 PM
<input type="checkbox"/>	E010	Admin Admin	Finance	Sick	9/12/2015 AM	9/12/2015 PM	1	Pending	9/12/2015 12:02:58 PM
<input type="checkbox"/>	E010	Admin Admin	Finance	Annual	30/12/2015 AM	30/12/2015 PM	1	Pending	30/12/2015 2:31:03 PM
<input type="checkbox"/>	Jes Razea		Annual	17/12/2015 PM	17/12/2015 PM	0.5	Pending	17/12/2015 2:02:29 PM	
<input type="checkbox"/>	Mary 22 Dec		Annual	28/12/2015 AM	28/12/2015 AM	0.5	Approved	30/12/2015 2:39:43 PM	
<input type="checkbox"/>	Mary 22 Dec		Sick	23/12/2015 AM	23/12/2015 PM	1	Approved	22/12/2015 11:39:14 AM	
<input type="checkbox"/>	1234567	Mary 27 Nov	Accounting	Annual	28/12/2015 AM	28/12/2015 AM	0.5	Approved	27/11/2015 2:51:31 PM
<input type="checkbox"/>	1234567	Mary 27 Nov	Accounting	Annual	17/12/2015 AM	17/12/2015 AM	0.5	Approved	17/12/2015 2:25:06 PM
<input type="checkbox"/>	Mary 8 Dec	Management	No Pay	16/12/2015 AM	16/12/2015 PM	1	Approved	9/12/2015 5:37:17 PM	
<input type="checkbox"/>	Mary 8 Dec	Management	Annual	15/12/2015 AM	15/12/2015 PM	1	Pending	9/12/2015 5:36:22 PM	
<input type="checkbox"/>	Mary 8 Dec	Management	No Pay	10/12/2015 AM	10/12/2015 PM	1	Approved	9/12/2015 5:30:38 PM	

OK Reset

This function allows admin to cancel employees (staff)'s leave.





# Leave Admin > Process Resignation

User Name	Cessation Date(dd/mm/yyyy)	Current Balance	Balance as at last day	Pending	Deactivate after last day	Report	RO/AO
<input type="checkbox"/> Mary 23 Dec	31/12/2015	12	1.5	0	<input type="checkbox"/>		No
<input type="checkbox"/> Mary 17 Dec	31/12/2015	31.5	1	0	<input type="checkbox"/>		No
<input type="checkbox"/> Pauline Chong	31/12/2015	0	0	0	<input type="checkbox"/>		No
<input type="checkbox"/> Casey Tan	31/12/2015	18	8.5	0	<input type="checkbox"/>		No
<input type="checkbox"/> Mary 7 Jan	20/01/2016	2	-9	0	<input type="checkbox"/>		No
<input type="checkbox"/> Rama	30/01/2016	19.5	1.5	0	<input type="checkbox"/>		No
<input type="checkbox"/> Mary 14 Jan	31/01/2016	8	-3	0	<input checked="" type="checkbox"/>		No
<input type="checkbox"/> Test VS	29/02/2016	16	4	0	<input type="checkbox"/>		No
<input type="checkbox"/> Mary 15 Jan	29/02/2016	9	-1	0	<input type="checkbox"/>		Yes

This function allows admin to track the last day of service and the balance leaves for resigning staff. When “Deactivate after last day” is selected. The staff will automatically be deactivate in all the modules.





# Leave Admin > Mobile Number

My Leave | Calendar | Approving Officer | AO/RO Admin | Leave Report | Leave Admin | Leave Setup | **Mobile Number**

Process Document | Block Leave | Set Entitlement | Import | Leave Balance Transfer | Adjustment | Adjustment History | Child Details | Leave Cancellation | Process Resignation | Mobile Number

### Setup Employee Mobile Number

All | ? | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Search [ ] in Full Name

Full Name	Mobile Number
<input type="checkbox"/> Admin Admin	Singapore ( +65 ) [ ]
<input type="checkbox"/> Amy Amy	Singapore ( +65 ) [ ]
<input type="checkbox"/> Boon Seh Choo	Singapore ( +65 ) [ ]
<input type="checkbox"/> charmaineong	Singapore ( +65 ) [ ]
<input type="checkbox"/> daniel ting	Singapore ( +65 ) [ ]
<input type="checkbox"/> HStest	Singapore ( +65 ) [ ]
<input type="checkbox"/> HTS	Singapore ( +65 ) [ ]
<input type="checkbox"/> Jes Razea	Singapore ( +65 ) [ ]
<input type="checkbox"/> justin	Singapore ( +65 ) [ ]
	Singapore ( +65 ) [ ]
	Singapore ( +65 ) [ ]
	Singapore ( +65 ) [ ]
	Singapore ( +65 ) [ ]
	Singapore ( +65 ) [ ]
	Singapore ( +65 ) [ ]
	Singapore ( +65 ) [ ]
	Singapore ( +65 ) [ ]
	Singapore ( +65 ) [ ]
	Singapore ( +65 ) [ ]

**This function allows admin to update staff' mobile number and be able to activate leave details via mobile.**

**\*Charges apply! Based on the telco the organization is using. Check with Telco for price packages.**





# Leave Setup





# Leave Setup > Company Setup

My Leave | Calendar | Approving Officer | AO/RO Admin | Leave Report | Leave Admin | Leave Setup

Company Setup | Public Holidays | Leave Type | Setup Grades | Setup Entitlement Policy | Import Leave Records

**Company Setup**

My country: Singapore  
Company working days setup for - JL Training 40

This is set according to company country location. Will affect Public Holiday Calendar set in the module.

Monday: Full Day  
Tuesday: Full Day  
Wednesday: Full Day  
Thursday: Full Day  
Friday: Full Day  
Saturday: Non Working Day  
Sunday: Non Working Day

Allow users to edit 'Working Days Applied'  
 Allow users to apply leave on the same day for different leave type  
Alternate working day: 1 alternate

Working Days Alternate 1

Monday: Full Day  
Tuesday: Full Day  
Wednesday: Full Day  
Thursday: Full Day  
Friday: Full Day  
Saturday: Half Day  
Sunday: Non Working Day

**Leave Policy Setup**

- Earned Leave prorated monthly (Leave earned for each month of service is credited on the 15th day of the same month)
- Earned Leave prorated daily (Leave earned is credited daily, yearly entitlement/365)
- Entitlement (Leave is credited on a yearly basis, at the beginning of each year. For new employees, the leave entitlement is pro-rated).
  - Proration policy for new staff
    - Daily
    - Monthly
      - Full month entitlement if join date before or on 15th of the month
      - Full month entitlement if join date before or on 15th of the month, half month entitlement if after 15th of the month

“Working Days” applies to company who has different working shifts. You may set up to 10 different shifts patterns.

“Leave Policy Setup” depends on organization leave policy (earned leaves monthly/daily)







# Leave Setup

## > Company Setup (Continue...)

### Advanced Leave Policy

- Disallow annual leave application if no. of days applied is more than the current leave balance
- Disallow non-annual leave application (other leave types) if the no. of days applied is more than the current leave balance

“Advanced Leave Policy”. E.g. Balance Annual Leave is 8. And you (dis)allow staff to take 10 days of leave for his/her next holiday

### Leave Entitlement Policy

- Fixed entitlement for all staff, entitlement per year
- Entitlement based on joined date and  years of service ▼
- Entitlement based on grade, joined date and  years of service ▼
- Leave application for annual leave is only allowed after  months of service
- Leave application for non annual leaves (excludes no pay leave) are only allowed after  months of service

“Leave Entitlement Policy”. Based on organization’s policy to have fixed / joined date + years of service / grade + joined date + years of service.

Usual practice to only allow usage of leave entitlement after probation.

### Leave Calendar Sharing Policy

- None
- Allow the Department Leave Calendar to be shared
- Allow everyone in the Company to share their Leave Calendar
- Allow all staff to show leave details

“Leave Calendar Sharing Policy” depends on organization if they want staff to share-view internal department calendar

- Update external calendar for every approved leave application i

External Calendar Email Address:  i

- Update Company Facebook for every approved leave application i

Facebook Group Email Address:  i

From Email Address:  i





# Leave Setup

## > Company Setup (Continue...)

**Email Notification Setup**

- eLeave Administrator will receive a email notification for every approved annual leave application
- Enable AO/RO to approve leave applications by clicking at a link in the email  
Enter the Preferred From Email Address:
- If the pending tasks are not cleared, send daily email reminders upto  email alerts

**SMS Notification Setup** ⓘ

- Recommending Officer/Approving Officer will receive a SMS notification for every leave application
- Leave Applicants will receive a SMS notification for every approved leave application
- Enter the Preferred From Name  ⓘ

**Do you need Recommending Officer(RO) to Approve leave?**

- Yes, We need recommending officer to approve leave (default mode)
- No, We don't need recommending officer

**How to choose RO/AO List**

- Anyone, any user in the company can be selected as AO/RO (default mode)
- Pre-defined AO, only users selected by eLeave Admin or eLeave Admin Assistants can be selected as AO and Anyone can be selected as RO
- Pre-defined AO/RO, only users selected by eLeave Admin or eLeave Admin Assistants can be selected as AO/RO
- AO/RO for each user must be selected by leave admin
- Disallow AO/RO to view staff leave details
- Allow AO/RO to do block leave for staff
- Allow AO/RO to cancel leave for staff

Set notification via email for every approved annual leave application, and allowing AO/RO to approve via email.  
Allow sending daily reminders for pending leave approval.

\*Do take note this service will incur mobile sms charges. Activate only when required by company.

Only select "Yes" if you need 2 levels of leave approval.

This function defined the AO/RO list and the flexibility of allowing AO/RO to do block leave and cancel leave for staff.

\*AO/RO list can be set under "AO/RO Admin" tab.





# Leave Setup

## > Company Setup (Continue...)

### Leave Cancellation Policy

- All leave cancellations are allowed
- Only leave cancellations submitted before the leave start date are allowed
- Staff are not allowed to cancel leave

**Set rules for leave cancellations for staff.**

### Child Care & Extended Maternity Leave Setup

- To include Childcare leave to the existing leave types (2 days per annum for non-Singaporean child below 7 years old)
- To include Enhanced Childcare leave to the existing leave types (6 days per annum for Singaporean child below 7 years old, pro-rated 1 day for 2008)
- To include Unpaid Infant Care leave to the existing leave types (6 days per annum for Singaporean child below 2 years old)
- To include Extended Maternity leave to the existing leave types (additional 8 weeks to be consumed within 12 months from the child's birth date)
- To include Paternity leave to the existing leave types (additional 1 weeks to be consumed within 12 months from the child's birth date)
- To include Shared Parental leave to the existing leave types (additional 1 weeks to be consumed within 12 months from the child's birth date)
- To include Extended Childcare leave to the existing leave types (2 days per annum for Singaporean child between 7-12 years old)
- To allow within 3 months of service

### Leave Balance Display Rounding Policy

- ALL the leave days are rounded to half day
- Default Policy (0.01 to 0.25 – 0, 0.26 to 0.75 – 0.5, 0.76 to 1 – 1)
- 1st Alternate Policy (0.01 to 0.5 – 0.5, 0.51 to 1 – 1)
- 2nd Alternate Policy (0 to 0.49 – 0, 0.5 – 0.5, 0.51 to 1 – 1)
- 3rd Alternate Policy (0 to 0.99 – 0)

**This function is set as default for rounding decimal to 0, 0.5 and 1.**  
**You may change accordingly to your organization's regulations.**

**\*Selection for this list will be set as mandatory. This list is in accordance to the MOM rules and regulations for Leave Policy.**





# Leave Setup > Public Holiday

My Leave | **Calendar** | Approving Officer | AO/RO Admin | Leave Report | Leave Admin | Leave Setup

Company Setup | Public Holidays | Leave Type | Setup Grades | Setup Entitlement Policy | Import Leave Records | Setup Department Admin

### Public Holiday Setup

Public Holiday Setup

Calendar: < DEC > **LIST VIEW**

Mon	Tue	Wed	Thu	Fri	Sat	Sun					
28	29	30	1	2	3	4					
5	6	7	8	9	10	11					
12	13	14	15	16	17	18					
19	20	21	22	23	24	25 Christmas Day					
26 Christmas Off-In-Lieu	27	28	29	30	31	1					
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

● Public Holiday

**You can view the standard Public Holidays that has been setup in place. Click on the "List View" to have a better summary of the Public Holiday for the entire year.**



# Leave Setup

## > Public Holiday (continue...)

CALENDAR VIEW

< Public Holidays 2016 >

New Year's Day	● Friday (1st January 2016)
Chinese New Year Day 1	● Monday (8th February 2016)
Chinese New Year Day 2	● Tuesday (9th February 2016)
Good Friday	● Friday (25th March 2016)
Labour Day	● Sunday (1st May 2016)
Vesak Day	● Saturday (21st May 2016)
Hari Raya Puasa	● Wednesday (6th July 2016)
National Day	● Tuesday (9th August 2016)
Hari Raya Haji	● Monday (12th September 2016)
Deepavali	● Saturday (29th October 2016)
Christmas Day	● Sunday (25th December 2016)
Christmas Off-In-Lieu	● Monday (26th December 2016)

● Public Holiday

**Edit the dates or add in a new holiday as required (e.g PH Off In Lieu) by selecting on this icon on the top right.**

**You may add in special dates (e.g company's events) as and when necessary, if it is required to block off on calendar.**





# Leave Setup > Leave Type

Make Attachment Mandatory, else Staff will be able to do a leave application without an attachment.

Need Document = Required to submit a hardcopy upon returning to work. You may set a reminder to applicant.

My Leave | **Calendar** | Approving Officer | AO/RO Admin | Leave Report | Leave Admin | Leave Setup

Company Setup | Public Holidays | **Leave Type** | Setup Grades | Setup Entitlement Policy | Import Leave Records

Leave Type Setup

My country: Singapore

Set up leave entitlement (excluding annual leave) For Year: 2016

Leave Type Name	Leave Entitlement	Type mode	How to count Days	Need document	Disallow Half Day	Allow Attachment	Is Attachment mandatory?	Is Remarks mandatory?	Notify Leave Admin	No Pay Leave	Pro Rate	Accrual	Married	Gender	Calendar Color
Examinations	5	Per annum	Calendar Days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Green
Maternity	56	Per incident	Calendar Days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Female	Pink
Sick	6	Per annum	Working Days only	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		White
Hospital	46	Per annum	Working Days only	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lavender
No Pay	200	Per annum	Working Days only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Blue
Compassionate	3	Per incident	Working Days only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Orange
In Camp Training	0	Per incident	Working Days only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Male	Orange
Annual (Brought Forward)	0	Per annum	Working Days only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Gray
Marriage	3	Per incident	Working Days only	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Pink
Public Holiday OIL	0	Per annum	Calendar Days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Orange
Childcare*	2	Per annum	Working Days only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Orange
Extended Maternity*	40	Per annum	Working Days only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Female	Orange
Paternity Leave*	5	Per annum	Working Days only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Male	Orange
Shared Parental Leave*	5	Per annum	Working Days only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Orange
Extended Childcare Leave*	2	Per annum	Working Days only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Orange
Enhanced Childcare*	6	Per annum	Working Days only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Orange
Unpaid Infantcare*	6	Per annum	Working Days only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Orange
New	0	Per annum	Calendar Days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Orange

If the applicant have not submitted documents, send daily email reminders up to 1 email alerts

Notes: Green color means the Leave type is defined by the system according to the Leave Setup defined for Childcare & Extended Maternity Leave.

Update Delete

Mandatory under MOM's regulations. Cannot be deleted.

You may add, delete the type of leave entitlements and adjust the number of leaves entitled as per company's regulations.

Per Annum = Total number of accumulated leaves in the year.  
Per Incident = Max. number of leaves allowed per each incident (event). No limit of number of incidents within the year.





# Leave Setup > Setup Grade

endar **Approving Office** AD/RO Admin Leave Report Leave Admin Leave Setup

Leave Type Setup Grades Setup Entitlement Policy Import Leave Records

Setup Grades for: JL Training 40

	Grade code	Grade Description
<input type="checkbox"/>	EXECUTIVE	Executive
<input type="checkbox"/>	OPERATIONS	Operations
<input type="checkbox"/>	SNRMGMT	Senior management
Grade 4		
Grade 5		
Grade 6		

Leave Type Setup Grades Setup Entitlement Policy Import Leave Records

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You may set the grades according to company's requirement. Senior Management Level, Executives, Sales, Operation, Part-timers, etc.





# Leave Setup

## > Setup Entitlement Policy

**You may set the number of annual leaves according to company's requirement.**

Years of Service	Annual Entitlement (Days)
First year	12
Second year	12
Third year	12
Fourth year	15
Fifth year	16
Sixth year	17
Seventh year	17
Eighth year	17
Ninth year	17
Tenth year	17
Eleventh year	17
Twelfth year	17
Thirteenth year	17
Fourteenth year	17
Fifteenth year	17
Sixteenth year	17
Seventeenth year	17
Eighteenth year	17
Nineteenth year	17
Twentieth year	17
Twenty-first year	17
Twenty-second year	17
Twenty-third year	17
Twenty-fourth year	17
Twenty-fifth year	17
Twenty-sixth year	17
Twenty-seventh year	17
Twenty-eighth year	17
Twenty-ninth year	17
Thirtieth year	17

Update Reset

When you change the "Annual Entitlement", please remember to recalculate the entitlements for all the staff. You can find the recalculate option at the bottom of the Set Entitlement page under Leave Admin





Company Setup Public Holidays Leave Type Setup Grades Setup Entitlement Policy **Import Leave Records**

**Step 1: Uploading Data File (Selecting File)**

Upload Cancel

Import notes:

1. Please ensure that the leave balance and entitlement for all users have been set up before importing the leave records.
2. The Excel file to be imported shall have the following header row:
  - User ID
  - From date
  - To date
  - No of days
  - Leave type
  - AO user ID
  - RO user ID (optional)
3. The records must not have overlapping dates for the same user.
4. For a full day leave, please ensure FROM date is "AM" and TO date is "PM"
5. The Leave Type must have the same spelling as those defined in the Leave Type set up.
6. User ID must already exist in the system.

To download template, [click here](#)

Please select the data file that you would like to upload by clicking 'Browse' button:

Filename:  
 No file chosen

Upload Cancel

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Useful if you have bulk records to be entered into the system.

(Excel 97-2003 Workbook (\*.xls) format)





# Leave Report





# Leave Report

## > Leave Query

Navigation: My Leave, Calendar, Approving Officer, AO/RO Admin, Leave Report, Leave Admin, Leave Setup

Sub-navigation: Leave Query, Show Leave Balance, Graph, Special Report, Leave Individual Report

**Leave Query**

Filter By: All  
From: 1 December 2015  
Status: All  
Dept: All

Leave type: All leave type  
To: 31 December 2015  
Member: All Members  
Sort By: User Name

**Check Leave report filtered by Date, Leave Status, Department, Leave Type, members**

Emp No.	Name	Department	Grade	Leave Type	From(DD/MM/YYYY)	To(DD/MM/YYYY)	No.of days	Leave Status	Submitted Date	Attachment
E010	Admin Admin	Finance	SNRMGMT	Annual	17/12/2015 AM	17/12/2015 PM	1	Pending	17/12/2015 2:06:46 PM	-
E010	Admin Admin	Finance	SNRMGMT	Annual	30/12/2015 AM	30/12/2015 PM	1	Pending	30/12/2015 2:31:03 PM	-
E010	Admin Admin	Finance	SNRMGMT	Annual	13/12/2015 AM	16/12/2015 PM	3	Approved	17/12/2015 2:49:45 PM	-
E010	Admin Admin	Finance	SNRMGMT	Annual	2/12/2015 AM	5/12/2015 PM	3	Approved	17/12/2015 2:51:48 PM	-
E010	Admin Admin	Finance	SNRMGMT	Annual	1/12/2015 AM	1/12/2015 PM	1	Approved	27/11/2015 2:33:33 PM	-
E010	Admin Admin	Finance	SNRMGMT	Annual	9/12/2015 AM	11/12/2015 PM	3	Approved	8/12/2015 11:04:22 AM	-
E010	Admin Admin	Finance	SNRMGMT	Annual	23/12/2015 AM	23/12/2015 PM	1	Cancellation pending	5/11/2015 3:11:28 PM	-
E010	Admin Admin	Finance	SNRMGMT	Annual	8/12/2015 AM	15/12/2015 PM	6	Cancellation Approved**	11/11/2015 2:34:27 PM	-
E010	Admin Admin	Finance	SNRMGMT	Annual	1/12/2015 AM	22/12/2015 PM	16	Cancellation Approved**	11/11/2015 2:42:59 PM	-
E010	Admin Admin	Finance	SNRMGMT	Sick	9/12/2015 AM	9/12/2015 PM	1	Pending	9/12/2015 12:02:58 PM	📎
E010	Admin Admin	Finance	SNRMGMT	Sick	11/12/2015 AM	11/12/2015 AM	0.5	Pending	9/12/2015 3:49:59 PM	-
E010	Admin Admin	Finance	SNRMGMT	Sick	23/12/2015 AM	23/12/2015 PM	1	Pending	22/12/2015 11:26:17 AM	-
E010	Admin Admin	Finance	SNRMGMT	Sick	11/12/2015 AM	11/12/2015 AM	0.5	Cancelled	9/12/2015 3:48:44 PM	📎
E010	Admin Admin	Finance	SNRMGMT	No Pay	10/12/2015 AM	10/12/2015 PM	1	Pending	9/12/2015 12:41:00 PM	-
E010	Admin Admin	Finance	SNRMGMT	Marriage	26/12/2015 AM	30/12/2015 PM	3	Pending	30/12/2015 3:38:37 PM	-
	Jes Razea	-	SNRMGMT	Annual	17/12/2015 PM	17/12/2015 PM	0.5	Pending	17/12/2015 2:02:29 PM	-
	Mary 22 Dec	-	SNRMGMT	Annual	28/12/2015 AM	28/12/2015 AM	0.5	Approved	30/12/2015 2:39:43 PM	-
	Mary 22 Dec	-	SNRMGMT	Annual	22/12/2015 AM	22/12/2015 PM	1	Cancellation Approved**	22/12/2015 11:14:57 AM	-
	Mary 22 Dec	-	SNRMGMT	Sick	23/12/2015 AM	23/12/2015 PM	1	Approved	22/12/2015 11:39:14 AM	-
1234567	Mary 27 Nov	Accounting	SNRMGMT	Annual	17/12/2015 AM	17/12/2015 AM	0.5	Approved	17/12/2015 2:25:06 PM	-

Cancellation Rejected\*\*: Leave considered taken  
Cancellation Approved\*\*: Leave NOT considered taken

Print with Remark | Print without Remark





# Leave Report > Show Leave Balance

My Leave | Calendar | Approving Officer | AO/RO Admin | **Leave Report** | Leave Admin | Leave Setup

Leave Query | **Show Leave Balance** | Export To Easy Pay | Export To csv | Graph | Audit History | Special Report

### Show Leave Balance

Leave Type: Annual | **Base On: Consumed Leave** | at 29 | January | in the year 2016

Employee: All Staff | Sort By: Department | **Go**

Leave Type	Based on	Based on at	Employee	Sort By	Status	Run By	Run Time	
Annual	Consumed Leave	29/01/2016	All Staff	Department	Complete	Admin Admin	1/29/2016 12:00:46 PM	<a href="#">View</a> <a href="#">Delete</a>
Annual	Consumed Leave							<a href="#">View</a> <a href="#">Delete</a>
Annual	Consumed Leave							<a href="#">View</a> <a href="#">Delete</a>
Off-in-lieu	Approved Leave							<a href="#">View</a> <a href="#">Delete</a>
Annual	Consumed Leave							<a href="#">View</a> <a href="#">Delete</a>

**Leave Balance Report**

Leave Type: Annual  
Employee: All Staff

Based On: Consumed Leave  
Run Date: 29/01/2016

Based On at: 29/01/2016  
Run By: Admin Admin

Department	Employee ID	Name	Entitlement	Balance As At 29/01/2016	Leave Approved Up to 29/01/2016	LBF	Adjustment	Joined Date
		charmaineong	12	12	0	0	0	30/12/2015
	001	Damhaut Marc Eugene L	12	11.5	0	0	0	28/01/2016
		daniel ting	30	35	0	5	0	11/11/2015
		Amy Amy	12	12	0	0	0	07/01/2016
		justin	12	12	0	0	0	14/01/2016
		Kaer Pte Ltd	12	12	0	0	0	06/01/2016
		Jes Razza	12	31.5	0	1	0	17/12/2015
		Maria Sevillano	12	12	0	0	0	07/01/2016
		Mary 15 Jan	12	9	3	0	0	15/01/2016
		Mary 22 Dec	12	31.5	0	1	0	22/12/2015
		Mary 28 Jan	12	11.5	0	0	0	28/01/2016
		peh keng han arthur	12	11.5	0	0	0	28/01/2016
		Ryan	12	33.5	0	2.5	0	01/02/2015
		Test	14.5	17.5	0	3	0	14/09/2015
		Test 3012	14	13	1	0	0	04/01/2016
		Test JL VS	12	12	0	0	0	06/01/2016
		Test TSS	12	12	0	0	0	06/01/2016
		Valerie Song	12	31.5	0	1	0	17/12/2015
		Zakiah	12	12	0	0	0	07/01/2016
Accounting		YEE WAI LING	30	30	0	0	0	19/11/2015
				1.2				

**Print** **Download**

**Advise to run leave balance base on Consumed Leave as the balance leave will be more accurate**



# Leave Report > Graph

My Leave | **Leave Report** | AO/RO Admin | Leave Report | Leave Admin | Leave Setup

Leave Query | Show Leave Balance | **Graph** | Special Report | Leave Individual Report

Leave Application Trend

Department: All Department | Employee: All Employees | Leave Type: All Leave Type | Year: 2016 | Go

**Able to run graphs by departments, employees and leave types.**

Month	Annual	Compassionate	Marriage	Total
Jan	6	4	1	12
Feb	1	0	0	1
Mar	0	0	0	0
Apr	0	0	0	0
May	0	0	0	0
Jun	0	0	0	0
Jul	0	0	0	0
Aug	0	0	0	0
Sep	0	0	0	0
Oct	0	0	0	0
Nov	0	0	0	0
Dec	0	0	0	0

Note : \* The data include leave applications by users who have resigned.  
\* Leave Types whose leave colors have not been set will be shown in 'Orange' color.

Leave Query | Show Leave Balance | Graph | Special Report | Leave Individual Report

Help | FAQ | Contact Us | Logout





# Leave Report

## > Graph, Special and Individual Reports

Department: All Department | 
 Employee: All Employees | 
 Leave Type: All Leave Type | 
 Year: 2016 Go

Month	Count
Jan	12
Feb	1
Mar	0
Apr	0
May	0
Jun	0
Jul	0

Leave type: Annual | 
 From: 1 December 2015 | 
 To: 31 December 2015 | 
 Filter by:  Those who have taken  Those who have not taken Go

Emp No.	Name	Department	Grade	Join Date	Leave Type	No. of days
E010	Admin Admin	Finance	SNRMGMT	1/1/2015	Annual	1
E010	Admin Admin	Finance	SNRMGMT	1/1/2015	Annual	3
	Amy Amy		SNRMGMT	1/7/2016		0
	Boon Seh Choo	Admin	SNRMGMT	1/7/2016		0
	Cecilia Foo	Business Development	SNRMGMT	1/28/2016		0
	charmaineong		SNRMGMT	12/30/2015		0
001	Damhaut Marc Eugene L		SNRMGMT	1/28/2016		0
	daniel ting		SNRMGMT	11/11/2015		0
	HStest	Finance	SNRMGMT	1/7/2016		0
	HTS	Business Development	SNRMGMT	10/27/2014		0
	Jes Razea		SNRMGMT	12/17/2015		0
5515	Jessel Foo	Design	SNRMGMT	9/1/2015		0
	Joel Tan Jin Hui	Human Resource	SNRMGMT	1/1/2016		0
	justin		SNRMGMT	1/14/2016		0
				1/6/2016		0
				12/30/2015		0
				1/1/2016		0
				1/7/2016		0
				1/12/2016		0
				1/15/2016		0

My Company | 
 Department : All

All | \* | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Search now!  in Full Name sort by None

<input type="checkbox"/> Full Name	E-Mail	Dept	Emp. ID	Address
<input type="checkbox"/> maria	maria@sensus.com.sg	Business Development		
<input type="checkbox"/> TPPKL	test@belldirect.com.au	Admin		
<input type="checkbox"/> YEE WAI LING	yeeelaine@nec-tokin.com	Accounting		
<input type="checkbox"/> Maria Sevillano	maria@sensus.com.sg			
<input type="checkbox"/> Mary 14 Jan	test@justlogin.com	Management		
<input type="checkbox"/> Test 3012	wrundha@justlogin.com			
<input type="checkbox"/> daniel ting	daniel@justlogin.com			
<input type="checkbox"/> charmaineong	admin@lin.com.sg			
<input type="checkbox"/> Zakiah	zizie@bbp.sg			
<input type="checkbox"/> Boon Seh Choo	boonseh@sensus.com.sg	Admin		619 Bukit Timah Road





# AO/RO Admin Setup





# AO/RO Admin > Select AO/RO

The screenshot displays the 'AO/RO Admin' interface. At the top, there is a navigation bar with tabs for 'My Leave', 'Calendar', 'Approving Officer', 'AO/RO Admin', 'Leave Report', 'Leave Admin', and 'Leave Setup'. The 'AO/RO Admin' tab is active, and a sub-menu is open showing 'Select AO / RO' and 'Setup AO / RO'. Below the navigation bar, there are filters for 'My Company', 'Department', and 'Role', along with an alphabetical index and a search bar. The main content area shows a list of staff members with checkboxes for selection. A red box highlights the 'Select AO / RO' sub-menu and the list of staff members. A callout box points to the checkboxes, stating: 'Able to determine which staff to be AO and/or RO.' Another callout box points to the 'Show AO List' and 'Show RO List' buttons, stating: 'Able to just show the list of AO/RO on a single page.'

Full Name	A.O.R.O
maria	<input checked="" type="checkbox"/>
PPKL	<input checked="" type="checkbox"/>
EE WAI LING	<input type="checkbox"/>
Maria Sevillano	<input checked="" type="checkbox"/>
ary 14 Jan	<input type="checkbox"/>
Test 3012	<input type="checkbox"/>
Janiel ting	<input checked="" type="checkbox"/>
harmaineong	<input type="checkbox"/>
Lakiah	<input checked="" type="checkbox"/>
oon Seh Choo	<input type="checkbox"/>
my Amy	<input checked="" type="checkbox"/>
oel Tan Jin Hui	<input type="checkbox"/>
ary 27 Nov	<input checked="" type="checkbox"/>
admin Admin	<input type="checkbox"/>
ary 28 Jan	<input type="checkbox"/>
alerie Song	<input type="checkbox"/>
oe soh	<input type="checkbox"/>
es Razea	<input type="checkbox"/>
Test	<input type="checkbox"/>
Lim Peck Hui	<input type="checkbox"/>







# AO/RO Admin > Setup AO/RO

My Leave | **Calendar** | Approving Officer | AO/RO Admin | Leave Report | Leave Admin | Leave Setup

Select AO / RO | **Setup AO / RO** | 1 2

Setup AO / RO

All | ? | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Search [ ] in Full Name

User Name	RO Name	AO Name
<input type="checkbox"/> Admin Admin	charmaineong	Admin Admin
<input type="checkbox"/> Amy Amy		Admin Admin
<input type="checkbox"/> Boon Seh Choo		
<input type="checkbox"/> Cecilia Foo		
<input type="checkbox"/> charmaineong		
<input type="checkbox"/> Damhaut Marc Eugene L		
<input type="checkbox"/> daniel ting		Admin Admin
<input type="checkbox"/> HStest		
<input type="checkbox"/> HTS		
<input type="checkbox"/> Jes Razea		Admin Admin
<input type="checkbox"/> Jessel Foo		
<input type="checkbox"/> Joel Tan Jin Hui		
<input type="checkbox"/> justin		
<input type="checkbox"/> Kaer Pte Ltd		
<input type="checkbox"/> Lim Peck Hui		
<input type="checkbox"/> maria		
<input type="checkbox"/> Maria Sevillano		
<input type="checkbox"/> Mary 14 Jan		Admin Admin
<input type="checkbox"/> Mary 15 Jan		Mary 15 Jan
<input type="checkbox"/> Mary 22 Dec		Admin Admin

New [ ]

Add Delete Upload Print

Select AO / RO | Setup AO / RO

Determine the AO/RO for each staff here.





Approving / Recommending Officer





# Approving Officer > Pending Actions

My Leave | Calendar | Approving Officer | AO/RO Admin | Leave Report | Leave Admin | Leave Setup

Pending Actions | Approval History | Leave Status Summary | Delegation | Block Leave | Cancel Leave

Pending Tasks for Admin Admin

Applicant Name	Leave Type	From (DD/MM/YYYY)	To (DD/MM/YYYY)	No. of days	My Role	Approve	CC List	Remark	Attachment
Admin Admin	Sick	23/12/2015 AM	23/12/2015 PM	1	Approve	<input type="radio"/> Yes <input type="radio"/> No			
Admin Admin	Annual	17/12/2015 AM	17/12/2015 PM	1	Approve	<input type="radio"/> Yes <input type="radio"/> No			
Admin Admin	Annual	21/1/2016 AM	23/1/2016 PM	2	To approve the leave cancellation	<input type="radio"/> Yes <input type="radio"/> No			
Admin Admin	Marriage	26/12/2015 AM	30/12/2015 PM	3	Approve	<input type="radio"/> Yes <input type="radio"/> No			
Mary B Dec	Annual	15/12/2015 AM	15/12/2015 PM	1	Approve	<input type="radio"/> Yes <input type="radio"/> No			
Zakiah	Sick	7/1/2016 AM	7/1/2016 PM	1	Approve	<input type="radio"/> Yes <input type="radio"/> No			
Admin Admin	Annual	30/12/2015 AM	30/12/2015 PM	1	Approve	<input type="radio"/> Yes <input type="radio"/> No			
Zakiah	Annual	20/1/2016 AM	27/1/2016 PM	6	Approve	<input type="radio"/> Yes <input type="radio"/> No			
Phua Kia Ben	Annual	20/1/2016 AM	20/1/2016 PM	1	Approve	<input type="radio"/> Yes <input type="radio"/> No			
Jes Razea	Annual	17/12/2015 PM	17/12/2015 PM	0.5	Approve	<input type="radio"/> Yes <input type="radio"/> No			
Admin Admin	Sick Test	23/1/2016 AM	26/1/2016 PM	2	Approve	<input type="radio"/> Yes <input type="radio"/> No			

OK Reset

Pending Actions | Approval History | Leave Status Summary | Delegation | Block Leave | Cancel Leave



# Approving Officer > Email View

### LEAVE APPLICATION FOR YOUR APPROVAL

Hi cecilia 25 feb,

Admin Admin applied for Annual Leave from **30 Jul 2016 AM to 30 Jul 2016 PM**

**1 day of Annual Leave**

Leave Balance: **17.5**

**APPROVE** **REJECT**

Alternatively, you can click [here](#) to approve or reject the leave with remarks, or login to <https://www.justlogin.com/>. Please do not send this message to anyone before you process the application.

#### Pending Tasks for cecilia 25 feb

Name of Applicant	Admin Admin
Date of Submission	(DD/MM/YYYY) 30/6/2016 PM
Leave type	Annual
From(DD/MM/YYYY)	30/7/2016 AM
To(DD/MM/YYYY)	30/7/2016 PM
CC to other persons	
No. of working days	1
Current leave balance(days)	18.5
Entitlement(days)	21
Applicant's remarks	
My Role	Approve
Approve	<input type="radio"/> Yes <input type="radio"/> No
CC List	<input type="text"/>
Your remarks	<input type="text"/>

Maximum 200 Characters

**OK** **Reset** **Close**

**AO/RO email view. They are able to approve/reject the leave application with remarks as well.**





# Approving Officer > Approval History

**\*General view of the  
Approved History.**

Applicant Name	Leave Type	From (DD/MM/YYYY)	To (DD/MM/YYYY)	No. of days	My action	Approve Date (DD/MM/YYYY)	Attachment
Admin Admin	Compassionate	10/3/2016 AM	13/3/2016 PM	2	Cancellation Approved**	7/1/2016	
Mary 14 Jan	Annual	8/2/2016 AM	10/2/2016 PM	1	Approved	14/1/2016	
Test 3012	Annual	21/1/2016 AM	21/1/2016 PM	1	Approved	21/1/2016	
Admin Admin	Annual	21/1/2016 AM	23/1/2016 PM	2	Approved	21/1/2016	
Admin Admin	Annual	18/1/2016 AM	18/1/2016 PM	1	Approved	18/1/2016	
Mary 14 Jan	No Pay	15/1/2016 AM	15/1/2016 PM	1	Approved	14/1/2016	
Mary 14 Jan	Sick Test	15/1/2016 AM	15/1/2016 PM	1	Approved	14/1/2016	
Admin Admin	Sick Test	15/1/2016 AM	15/1/2016 PM	1	Approved	15/1/2016	
Admin Admin	Annual	15/1/2016 AM	16/1/2016 AM	1	Approved	15/1/2016	
Mary 14 Jan	Sick Test	15/1/2016 AM	15/1/2016 PM	1	Cancellation Approved**	14/1/2016	
Mary 14 Jan	Annual	14/1/2016 AM	14/1/2016 PM	1	Approved	14/1/2016	
Mary 14 Jan	Annual	14/1/2016 AM	14/1/2016 PM	1	Cancellation Approved**	14/1/2016	
Admin Admin	No Pay	8/1/2016 AM	11/1/2016 PM	2	Approved	8/1/2016	
Amy Amy	Annual	7/1/2016 AM	7/1/2016 PM	1	Approved	7/1/2016	
Admin Admin	No Pay	7/1/2016 AM	7/1/2016 PM	1	Approved	7/1/2016	
Amy Amy	Annual	7/1/2016 AM	7/1/2016 PM	1	Cancellation Approved**	7/1/2016	

Cancellation Rejected\*\* : Leave considered taken  
Cancellation Approved\*\* : Leave NOT considered taken



# Approving Officer

## > Leave Status Summary

My Leave | Calendar | **Approving Officer** | AO/RO Admin | Leave Report | Leave Admin

Pending Actions | Approval History | **Leave Status Summary** | Delegation | Block Leave | Cancel Leave

Leave Status Summary

Leave Type: Annual | For the Year: 2016

Emp No.	Applicant Name	LBF	Entitlement	Adjustment	Taken	Balance	Pending
E010	Admin Admin	16	12	0	4	43	0
	Amy Amy	0	12	0	0	12	0
	daniel ting	5	30	0	0	35	0
	Jes Razea	1.25	12	0	0	31.5	0
	Mary 22 Dec	1.25	12	0	0	31.5	0
1234567	Mary 27 Nov	6	12	0	0	6	0
	Mary 8 Dec	-1.5	12	0	0	29.5	0
	Phua Kia Ben	0	12	0	0	12	1
	Test	3	14.3	0	0	17.5	0
	Test 3012	0	14	0	1	13	0
	Valerie Song	1.25	12	0	0	31.5	0
	Zakiah	0	12	0	0	12	6

Show a summary of the Leave Brought Forward, Entitlement, Adjustment, Taken, Balance.





# Approving Officer > Delegation

My Leave    Calendar    **Approving Officer**    AO/RO Admin    Leave Report    Leave Admin    Leave Setup

Pending Actions    Approval History    Leave Status Summary    **Delegation**    Block Leave    Cancel Leave

### Delegation

Delegation Officer:	<input type="text" value="NONE"/>	X
From:	1 February 2016	
To:	29 February 2016	

[Update](#)

Pending Actions    Approval History    Leave Status Summary    **Delegation**    Block Leave    Cancel Leave

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**Able to delegate an admin to tentatively take over the recommending/approving duties during the period of your absence.**





# Approving Officer > Block Leave

My Leave	Calendar	Approving Officer	<b>AO/RO Admin</b>	Leave Report	Leave Admin	Leave Setup
Pending Actions	Approval History	Leave Status Summary	Delegation	<b>Block Leave</b>	Cancel Leave	
<b>Block Leave</b>						
Leave Type:		Annual ▼				
Add selected people: only useful for block leave type 2 and 3		▼ <b>Note: Press Del to remove the selected staff</b>				
*From:	1 ▼	February ▼	2016 ▼	am ▼		
*To:	1 ▼	February ▼	2016 ▼	am ▼		
Working Days Applied:	0.5					
CC List:	<input type="text"/>					
Remarks: Max 200 chars:	<input type="text"/>					
				<input type="button" value="Submit"/>	<input type="button" value="Reset"/>	

Notes: \* Compulsory fields

Recommending and Approving Admin are also able to apply block/enforced leave for staff as and when necessary prior to company's requirement.







# Approving Officer > Cancel Leave

My Leave | Calendar | **Approving Officer** | AO/RO Admin | Leave Report | Leave Admin | Leave Setup

Pending Actions | Approval History | Leave Status Summary | Delegation | Block Leave | **Cancel Leave**

### Leave Cancellation

Filter By:  Leave type:

From:     To:

Member:

<input type="checkbox"/>	Emp No.	Name	Department	Leave Type	From(DD/MM/YYYY)	To(DD/MM/YYYY)	No.of days	Leave Status	Submitted Date
<input type="checkbox"/>	E010	Admin Admin	Finance	Sick Test	15/1/2016 AM	15/1/2016 PM	1	Approved	15/1/2016 12:55:20 PM
<input type="checkbox"/>	E010	Admin Admin	Finance	Annual	15/1/2016 AM	16/1/2016 AM	1	Approved	15/1/2016 3:30:47 PM
<input type="checkbox"/>	E010	Admin Admin	Finance	No Pay	7/1/2016 AM	7/1/2016 PM	1	Approved	7/1/2016 3:17:17 PM
<input type="checkbox"/>	E010	Admin Admin	Finance	Sick Test	23/1/2016 AM	26/1/2016 PM	2	Pending	15/1/2016 1:04:18 PM
<input type="checkbox"/>	E010	Admin Admin	Finance	No Pay	8/1/2016 AM	11/1/2016 PM	2	Approved	8/1/2016 9:50:03 AM
<input type="checkbox"/>	E010	Admin Admin	Finance	Annual	18/1/2016 AM	18/1/2016 PM	1	Approved	18/1/2016 9:20:32 AM
<input type="checkbox"/>		Phua Kia Ben	Management	Annual	20/1/2016 AM	20/1/2016 PM	1	Pending	7/1/2016 1:39:52 PM
<input type="checkbox"/>		Test 3012		Annual	21/1/2016 AM	21/1/2016 PM	1	Approved	21/1/2016 1:07:24 PM
<input type="checkbox"/>		Zakiah		Annual	20/1/2016 AM	27/1/2016 PM	6	Pending	7/1/2016 1:44:04 PM
<input type="checkbox"/>		Zakiah		Sick	7/1/2016 AM	7/1/2016 PM	1	Pending	7/1/2016 1:51:05 PM

Recommending and Approving Admin are also able to cancel staff leave as and when necessary prior to department / company's requirement.





Please contact [support@justlogin.com](mailto:support@justlogin.com) if you require any clarifications. You may also click onto Justlogin logo on the bottom right of the systems to reach the Support Team.

Thank You

