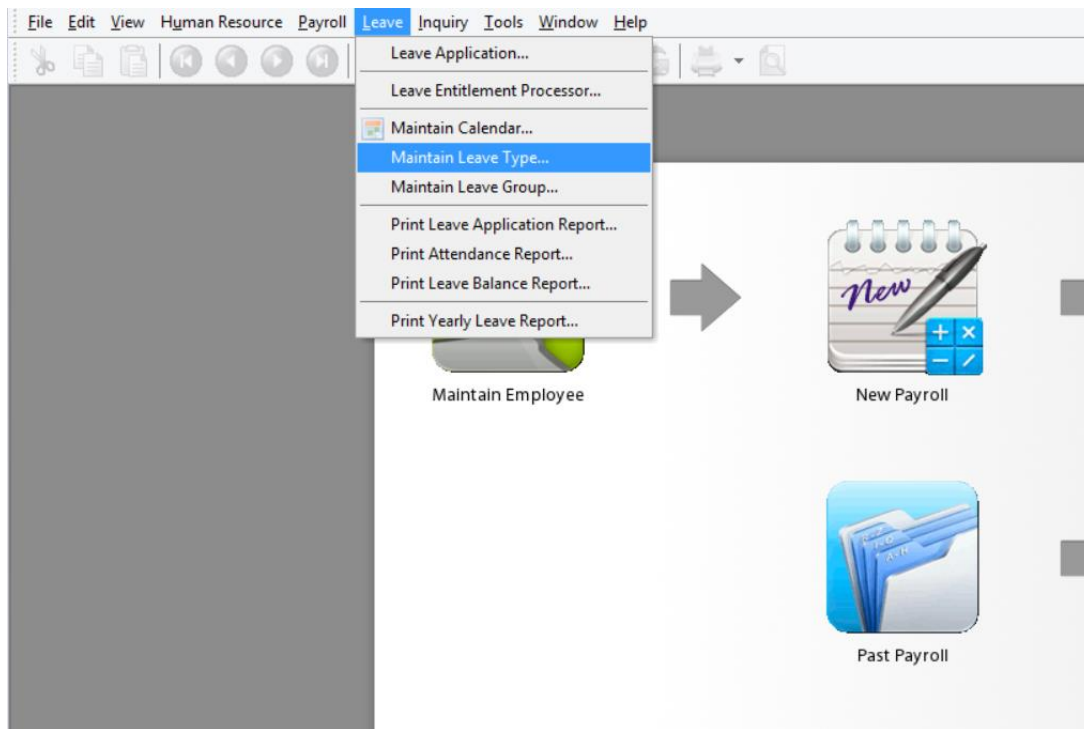


## SQL Payroll: Leave Module

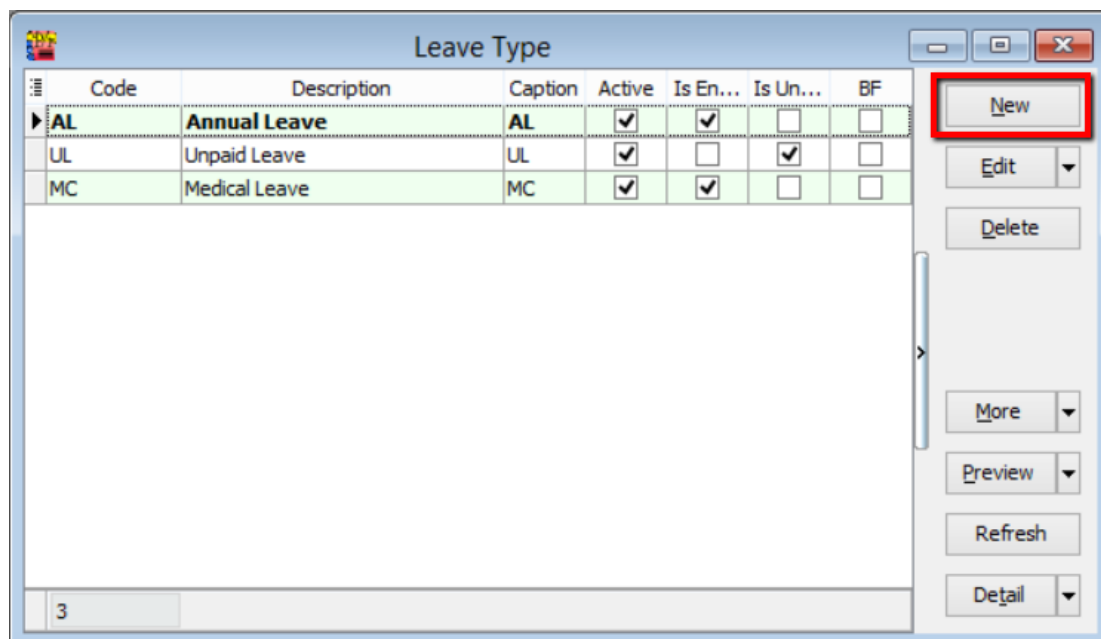
Before assigning leave group to your employee, you need to make sure that you have leave type and leave group maintained beforehand. “**Leave Type**” simply means the nature of the leave, while “**Leave Group**” is the grouping method of employee according to their leave entitlement.

### a) **Maintain Leave Type**

- 1) Firstly, point to “**Leave**” tab and select “**Maintain Leave Type**”



- 2) Click on “**New**” button on the upper right corner to create new leave type



- 3) Assign code for your leave type.  
eg: MaL for Maternity Leave;  
Tick on the relevant pay entitlement;  
And "Save".

The screenshot shows the 'Leave Type' form with the following details:

- Code: MaL
- Description: Maternity Leave
- Caption: MaL
- Is Entitled:
- Is Unpaid:
- B.Forward:
- Style: 123
- Active:

The 'Save' button is highlighted with a red box.

- 4) You have your new leave type created.

The screenshot shows the 'Leave Type' table with the following data:

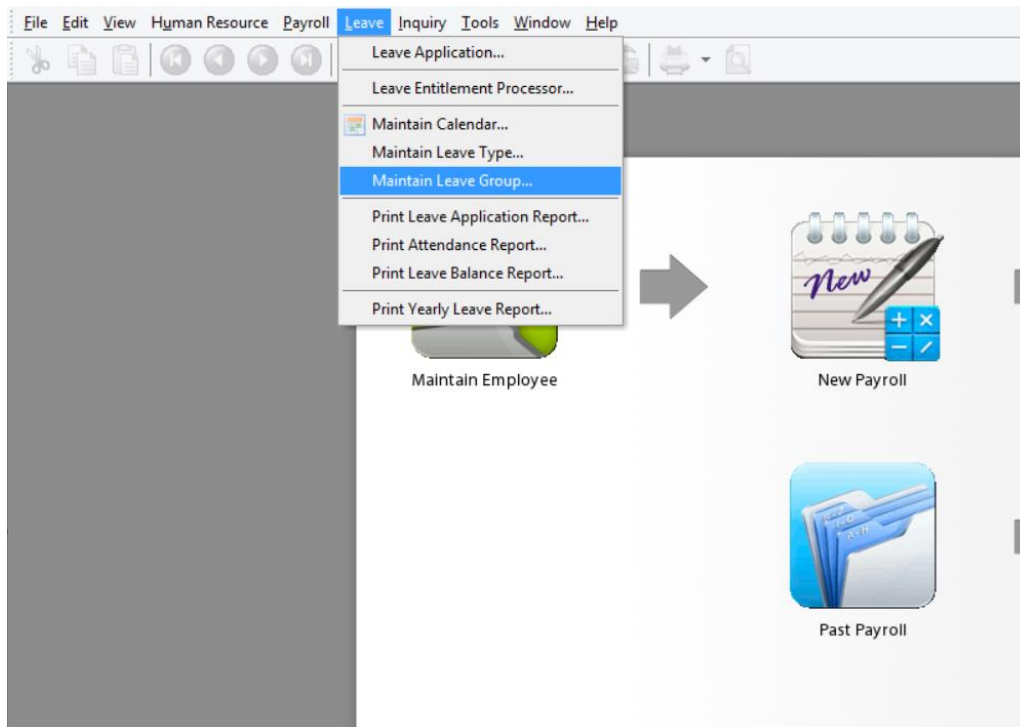
Code	Description	Caption	Active	Is En...	Is Un...	BF
AL	Annual Leave	AL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UL	Unpaid Leave	UL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MC	Medical Leave	MC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MaL	Maternity Leave	MaL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The 'MaL' row is highlighted with a red box.

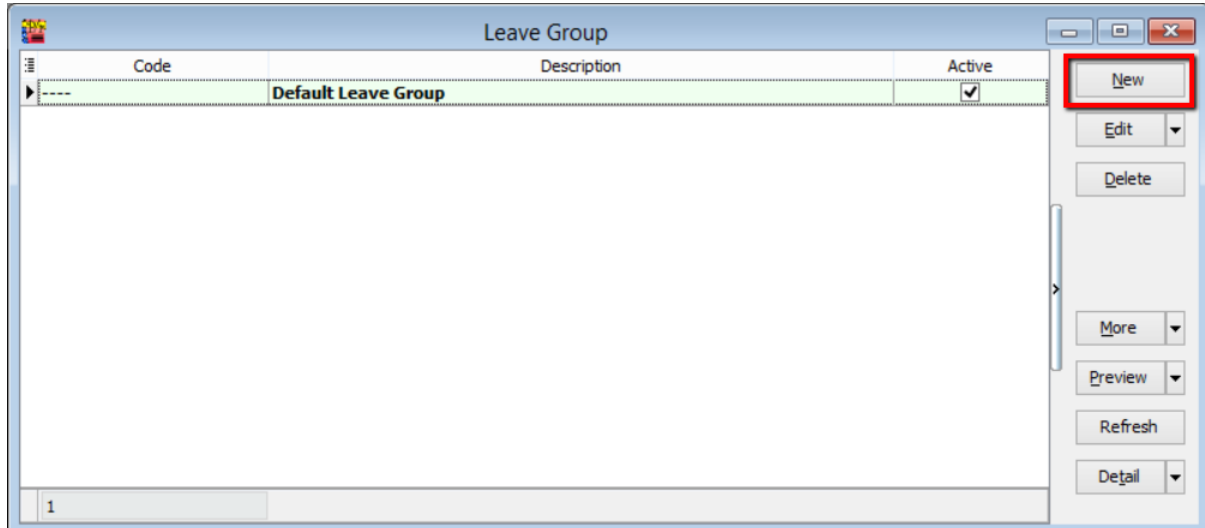
~~~DONE~~~

b) **Maintain Leave Group**

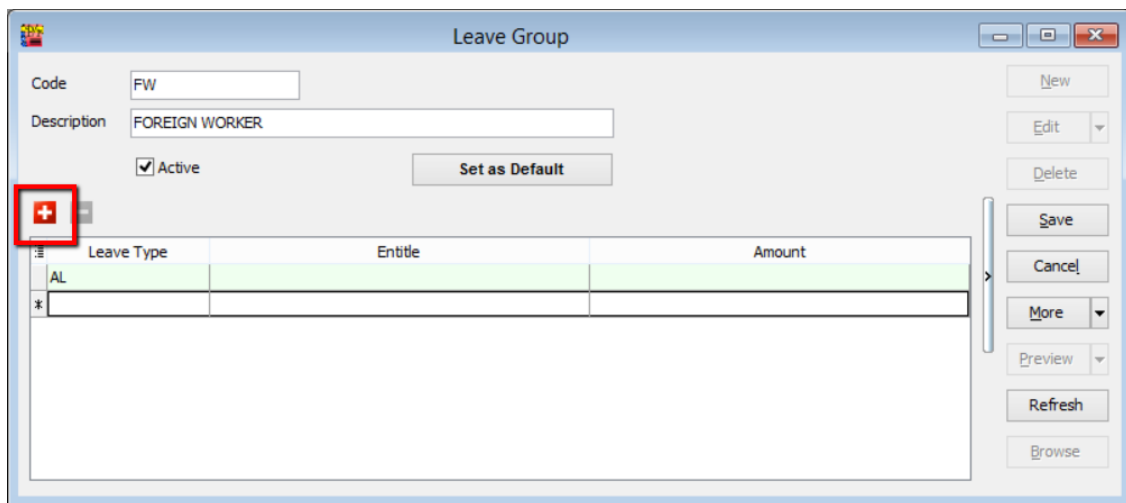
1) Firstly, point to “Leave” tab and select “Maintain Leave Group”



2) Click on “New” button on the upper right corner to create new leave group.



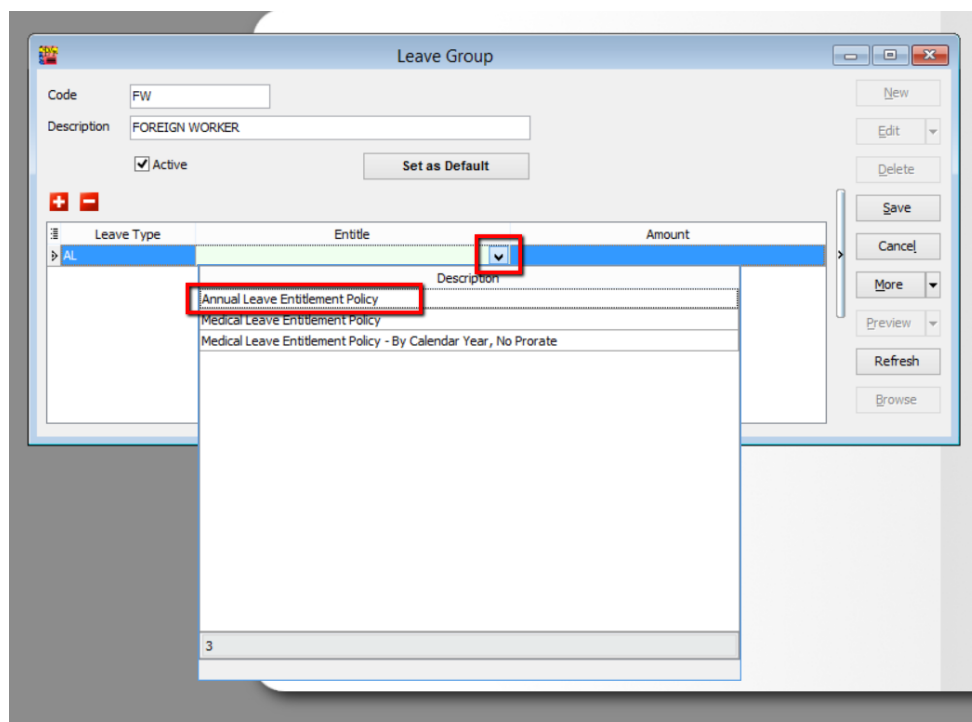
- 3) Assign code for your new leave group.  
 eg: FW for “Foreign Worker”;  
 Click on the “+” button to select the entitled leave type for this particular leave group.



- 4) Taking “**Annual Leave (AL)**” as an example.  
 By default, the calculation for “Annual Leave” is as such:

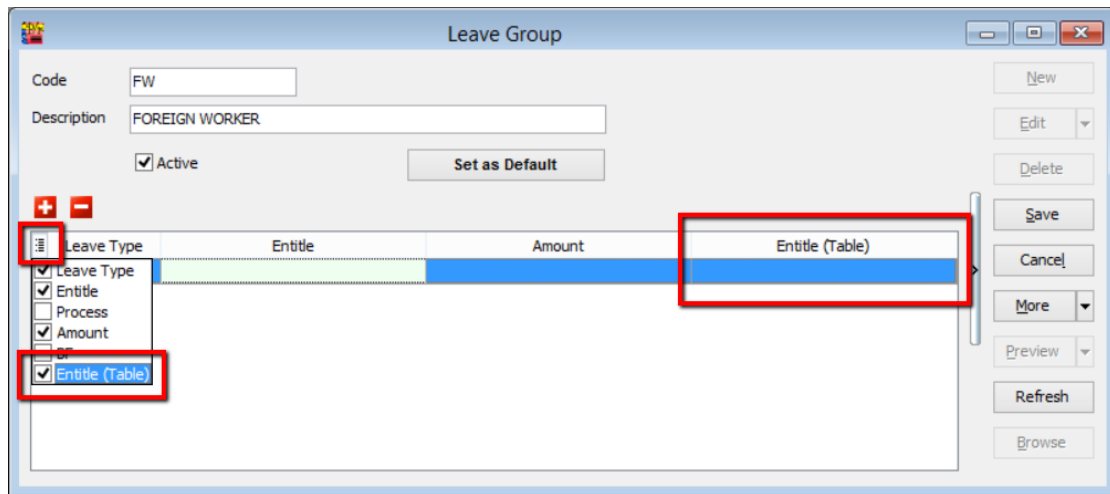
| Year of Service (Years) | Day of Leave Entitled (Days) |
|-------------------------|------------------------------|
| 1 to 2                  | 8                            |
| 3 to 4                  | 12                           |
| >4                      | 16                           |

If your company’s annual leave policy follows this default setting, you can point to the “**Entitle**” tab and select “**Annual Leave Entitlement Policy**”. With that, the calculation will follow the default setting.

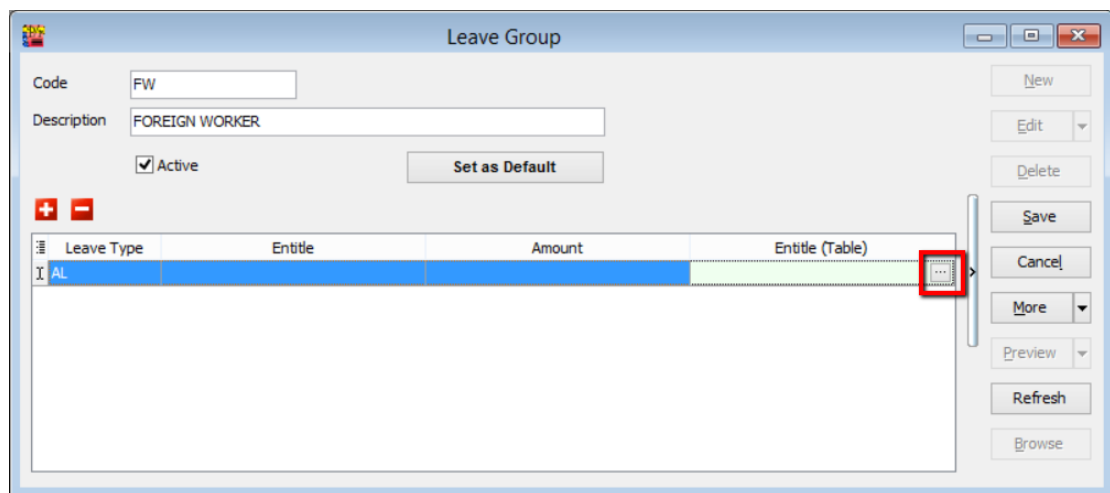


Click **“Save”**.

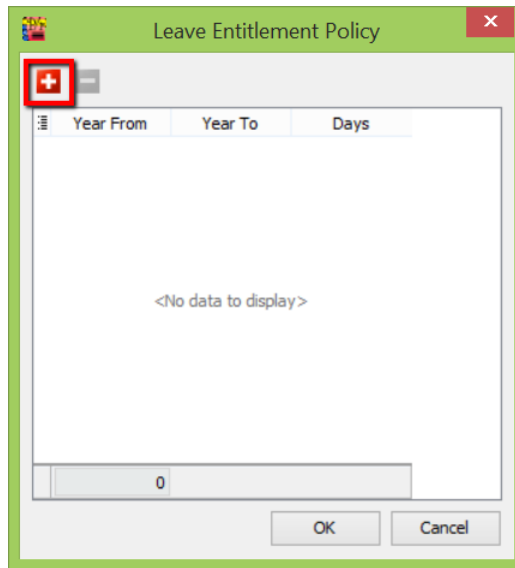
- 5) If your company does not follow the default annual leave setting, you can always customise your own calculation by calling out the **“Entitle (Table)”** column.



Point to **“...”** button under **“Entitle (Table)”** tab.



- 6) Click on the “+” button to call out the row bar for you to key in the “Year From”, “Year To” and “Days”.

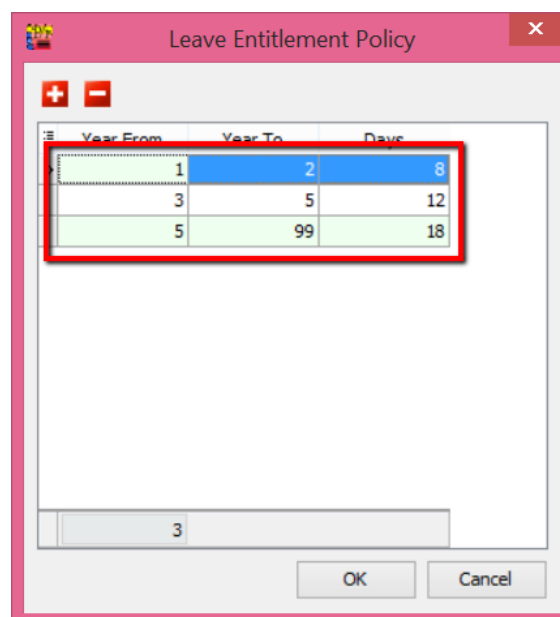


- 7) For example, your company complies to the calculation as below.

| Year of Service (Years) | Day of Leave Entitled (Days) |
|-------------------------|------------------------------|
| 1 to 2                  | 8                            |
| 3 to 5                  | 12                           |
| >5                      | 18                           |

Thus, you need to key in the table as such:

| Year From | Year To | Days |
|-----------|---------|------|
| 1         | 2       | 8    |
| 3         | 5       | 12   |
| 5         | 99      | 18   |



Click "OK" then you will come to this. The new calculation will be clearly stated out in the "Entitle (Table)" column. Then, click "Save"

Code: FW

Description: FOREIGN WORKER

Active

Set as Default

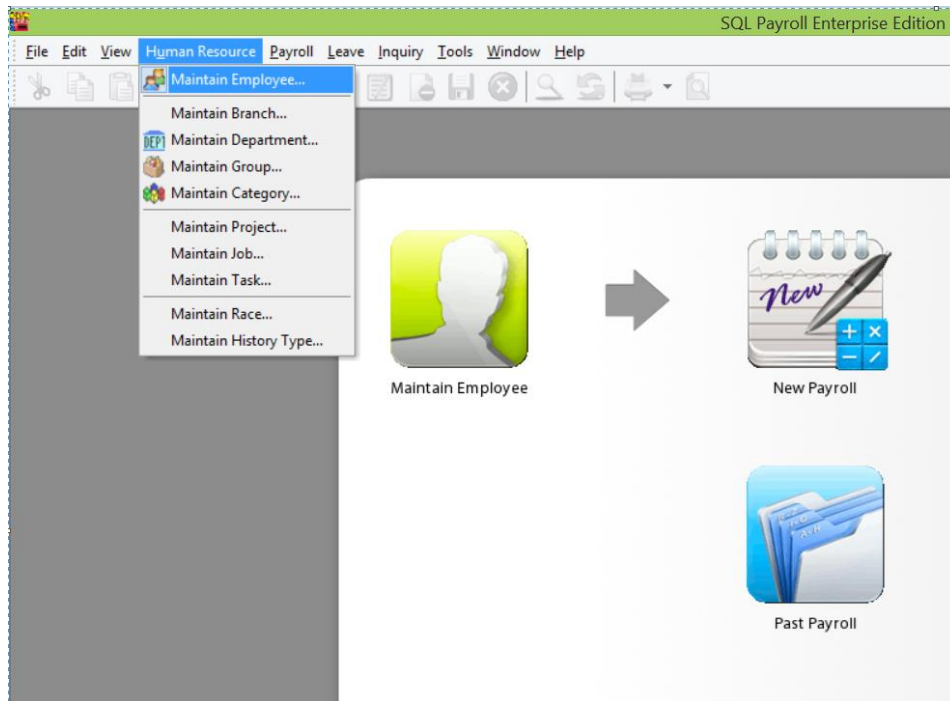
| Leave Type | Entitle | Amount | Entitle (Table)                     |
|------------|---------|--------|-------------------------------------|
| AL         |         |        | {EntitlePolicy}:{YearFrom:1,Yea...} |

Buttons: New, Edit, Delete, Save, Cancel, More, Preview, Refresh, Browse

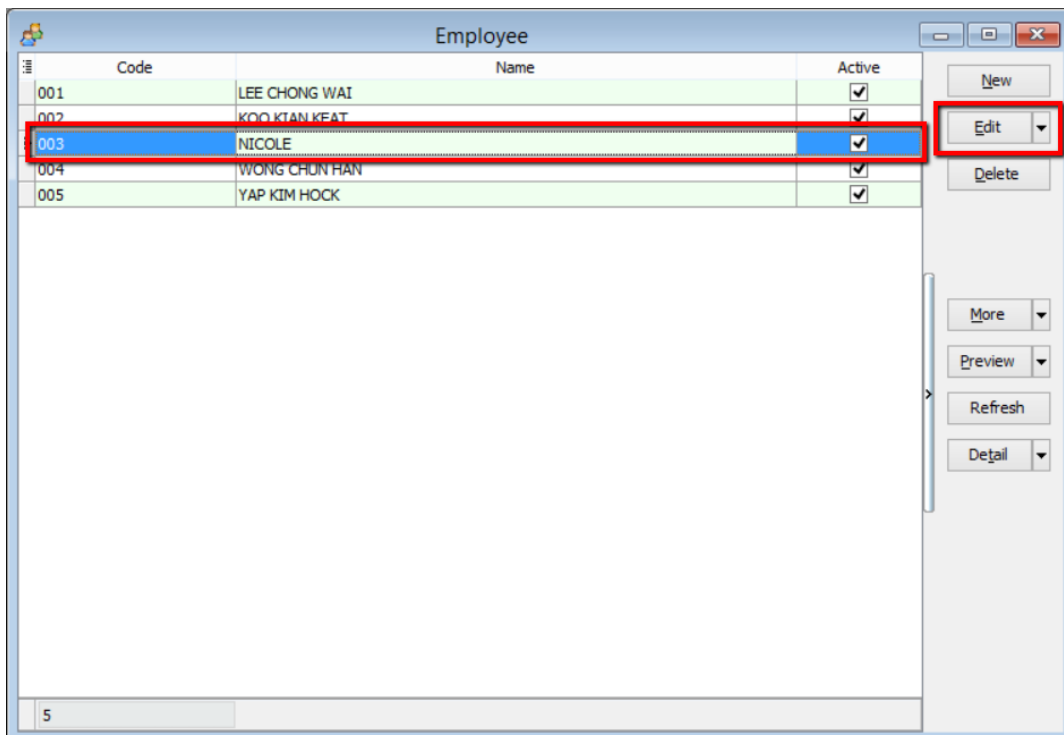
~~~DONE~~~

c) **Employee Leave Group Assignment**

1) Firstly, point to “**Human Resource**” tab and select “**Maintain Employee**”



2) Select relevant employee. eg: Nicole. Click “**Edit**”





3) Click on “**Grouping**” tab, and you will see “**Leave Group**” at the last panel.

The screenshot shows the 'Employee' form with the 'Grouping' tab selected. The 'Leave Group' dropdown is highlighted with a red box. The form includes fields for Code (003), Name (NICOLE), and various organizational fields like Branch, HR Group, Department, Category, Country, Race, Project, Job, Task, and Calendar. A sidebar on the right contains buttons for New, Edit, Delete, Save, Cancel, More, Preview, Refresh, and Browse.

4) Assign relevant leave group.  
eg: Foreign Worker (FW)  
Then, Click “**Save**”

The screenshot shows the 'Leave Group' dropdown menu. The 'FW' option is selected and highlighted with a red box. The dropdown menu displays a table with two columns: 'Code' and 'Description'. The 'FW' option is highlighted in blue.

| Code | Description         |
|------|---------------------|
| ---- | Default Leave Group |
| FW   | FOREIGN WORKER      |

2

Fetch All A-- A=a New

Employee

Code: 003 Job Title:   Active

Name: NICOLE

Personal Grouping Family Payroll Info. Allowance Deduction Note History Child Attachments

|             |      |              |      |
|-------------|------|--------------|------|
| Branch:     | ---- | Project:     | ---- |
| HR Group:   | ---- | Job:         | ---- |
| Department: | ---- | Task:        | ---- |
| Category:   | ---- | Calendar:    | ---- |
| Country:    | MY   | Leave Group: | FW   |
| Race:       | ---- |              |      |

Save

Cancel

More

Preview

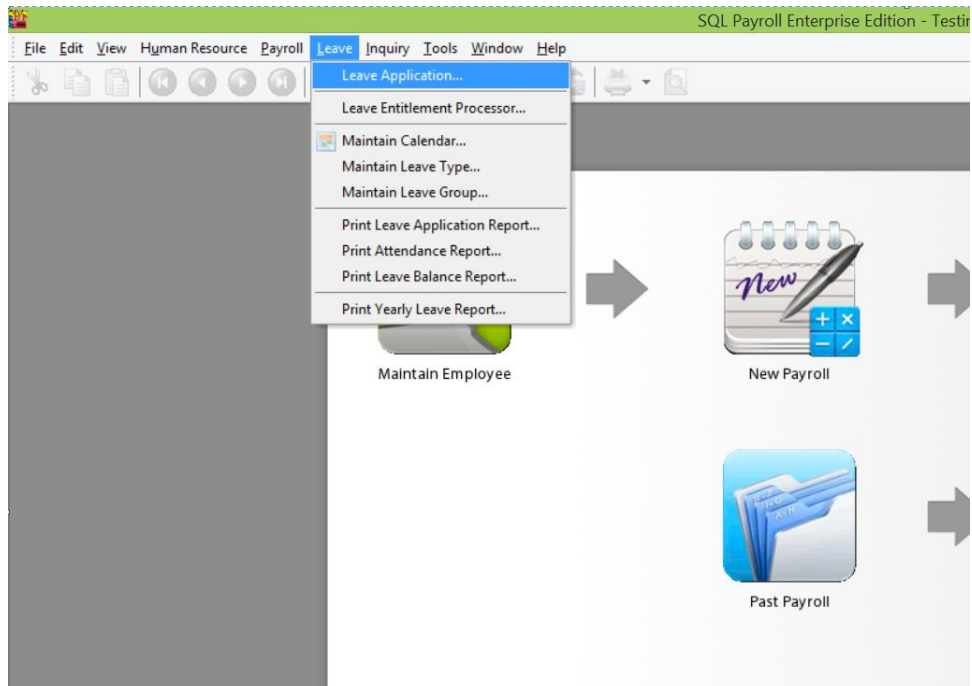
Refresh

Browse

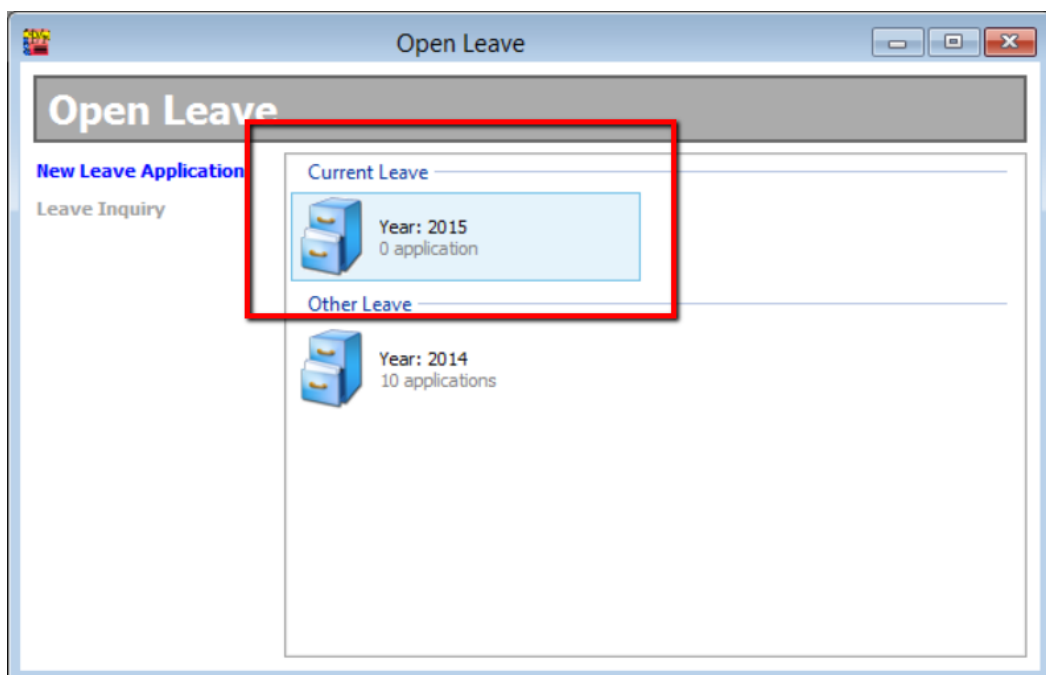
~~~DONE~~~

d) **Leave Application**

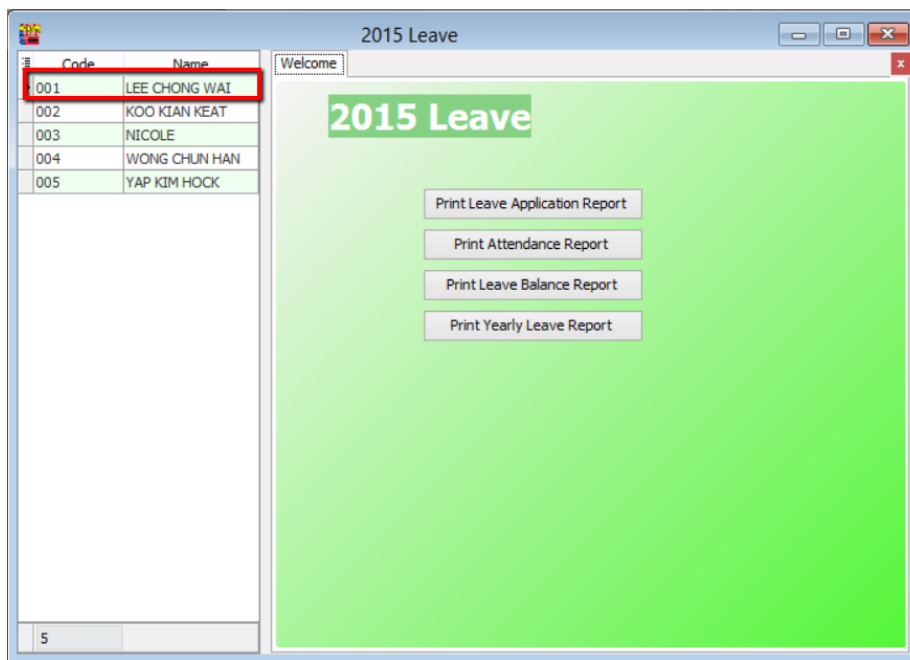
- 1) First, point to **“Leave”** and click on **“Leave Application”**



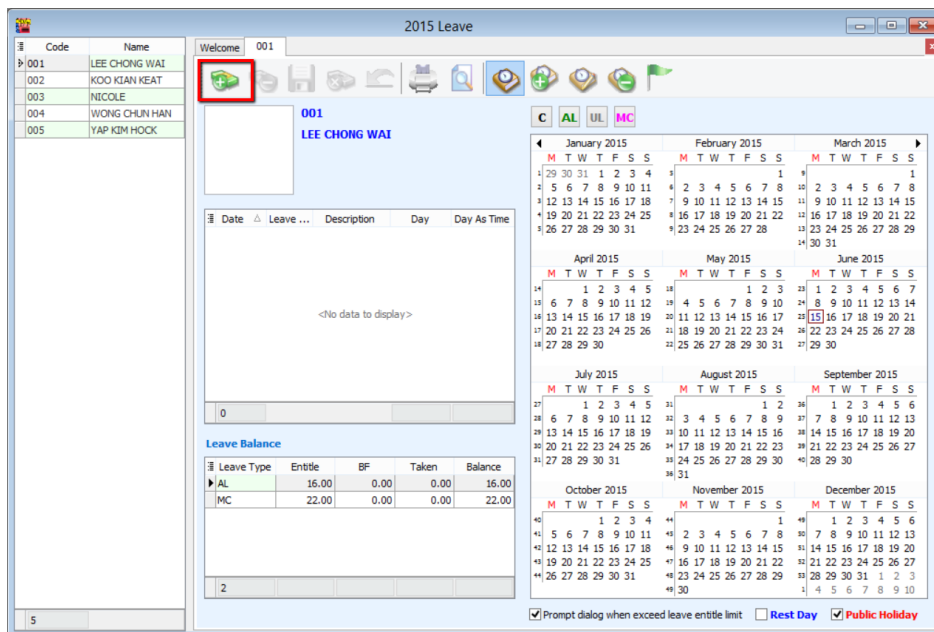
- 2) Select the year. eg: Year 2015

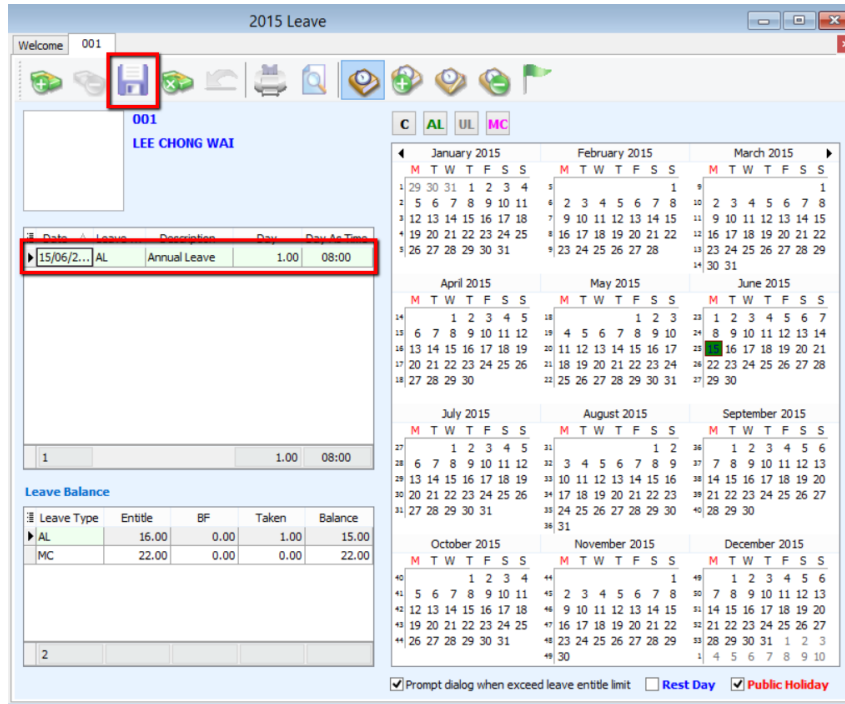


3) Point to the name of employee and click into it. eg: Lee Chong Wai

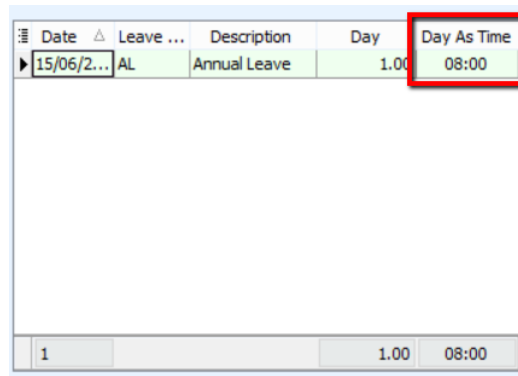


4) Click on the “+” button. A row will appear in the display box where you can select the date, type of leave and number of day as how your employee applied. Click “Save” once the application is done.

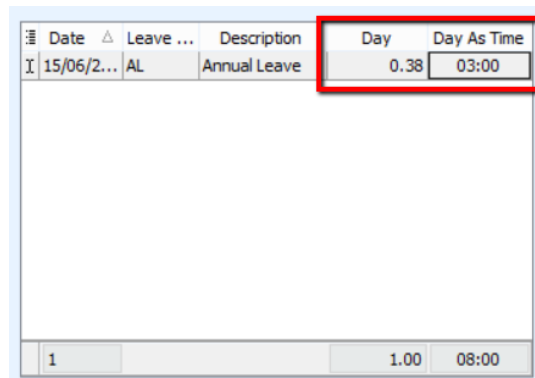




- 5) If your employee applies for half day leave or leave calculated in hours, call out “Day As Time” column. 1 working day has 8 working hours.



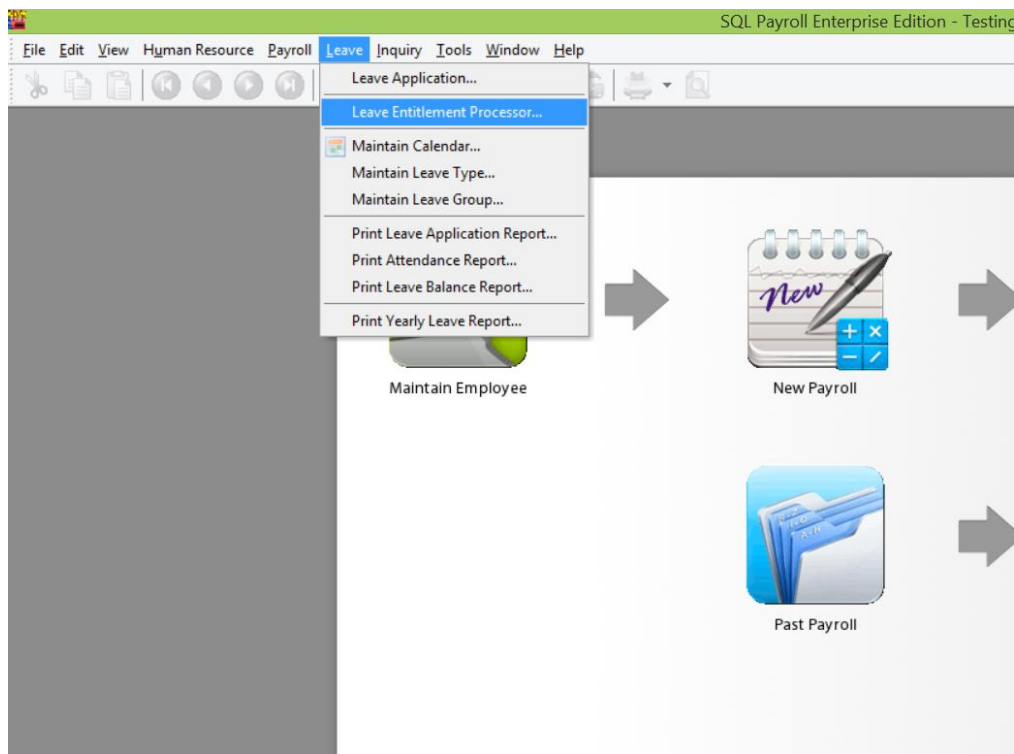
- 6) Select the duration of the leave. eg: 3 hours. Then system will automatically calculate the number of day as 0.38 day.



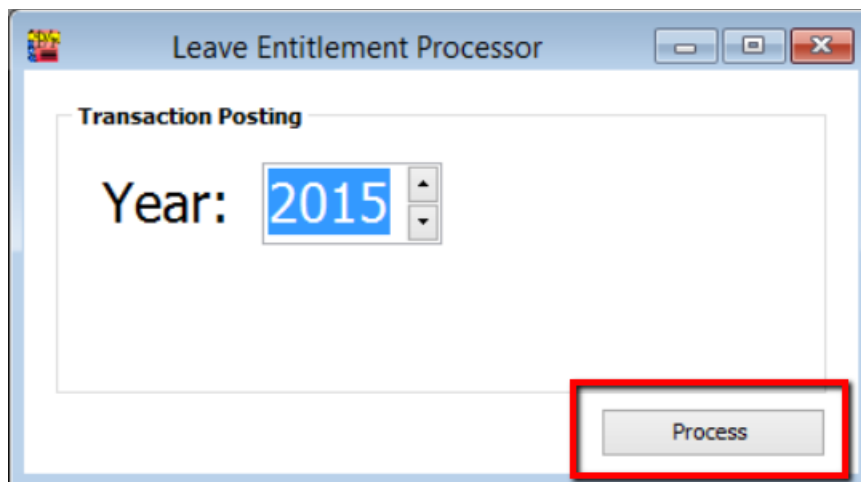
~~~DONE~~~

e) **Leave Entitlement Processor**

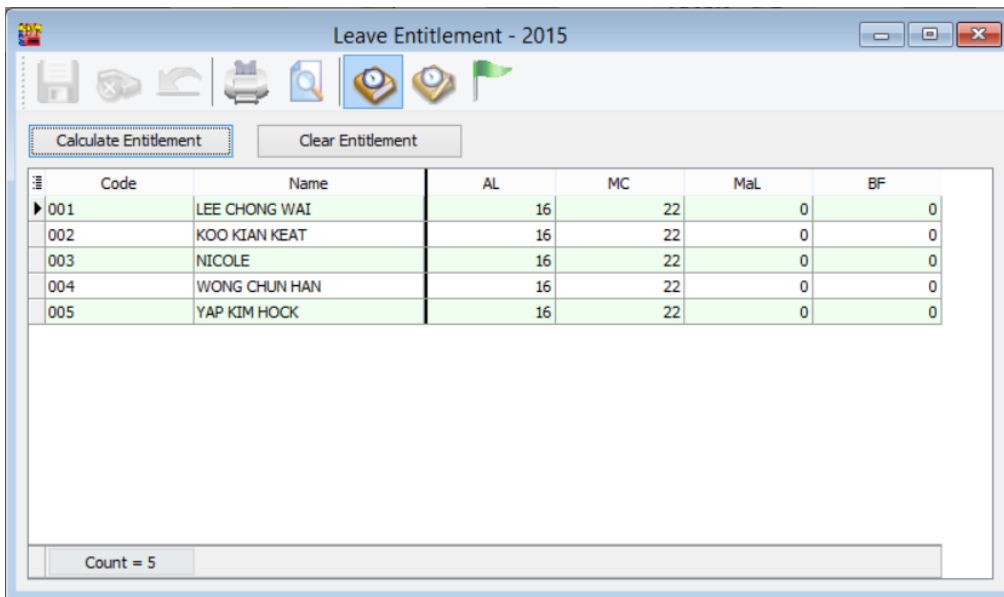
- 1) Leave entitlement process can be done once a year. First, point to “Leave” and click on “Leave Entitlement Processor”.



- 2) Select the Transaction Posting Year. eg: 2015. And click “Process”



- 3) You will see a table clearly stating the number of leave each and every employee entitled in the year 2015.

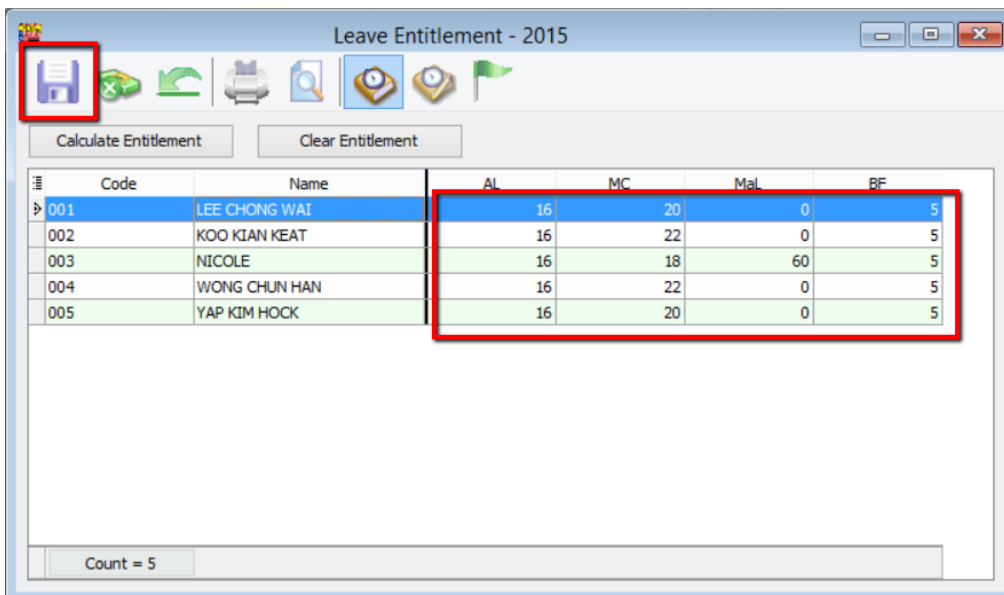


The screenshot shows a software window titled "Leave Entitlement - 2015". It features a toolbar with icons for file operations and a menu. Below the toolbar are two buttons: "Calculate Entitlement" and "Clear Entitlement". The main area contains a table with the following data:

| Code | Name          | AL | MC | MaL | BF |
|------|---------------|----|----|-----|----|
| 001  | LEE CHONG WAI | 16 | 22 | 0   | 0  |
| 002  | KOO KIAN KEAT | 16 | 22 | 0   | 0  |
| 003  | NICOLE        | 16 | 22 | 0   | 0  |
| 004  | WONG CHUN HAN | 16 | 22 | 0   | 0  |
| 005  | YAP KIM HOCK  | 16 | 22 | 0   | 0  |

At the bottom left of the window, a status bar displays "Count = 5".

- 4) System allows you to edit the number of day. Click "Save" when the setting is done.



The screenshot shows the same software window, but with the "Save" icon in the toolbar highlighted with a red box. The table data has been updated, and the "AL", "MC", "MaL", and "BF" columns for all employees are now highlighted with a red box. The updated data is as follows:

| Code | Name          | AL | MC | MaL | BF |
|------|---------------|----|----|-----|----|
| 001  | LEE CHONG WAI | 16 | 20 | 0   | 5  |
| 002  | KOO KIAN KEAT | 16 | 22 | 0   | 5  |
| 003  | NICOLE        | 16 | 18 | 60  | 5  |
| 004  | WONG CHUN HAN | 16 | 22 | 0   | 5  |
| 005  | YAP KIM HOCK  | 16 | 20 | 0   | 5  |

The status bar at the bottom still shows "Count = 5".

~~~DONE~~~