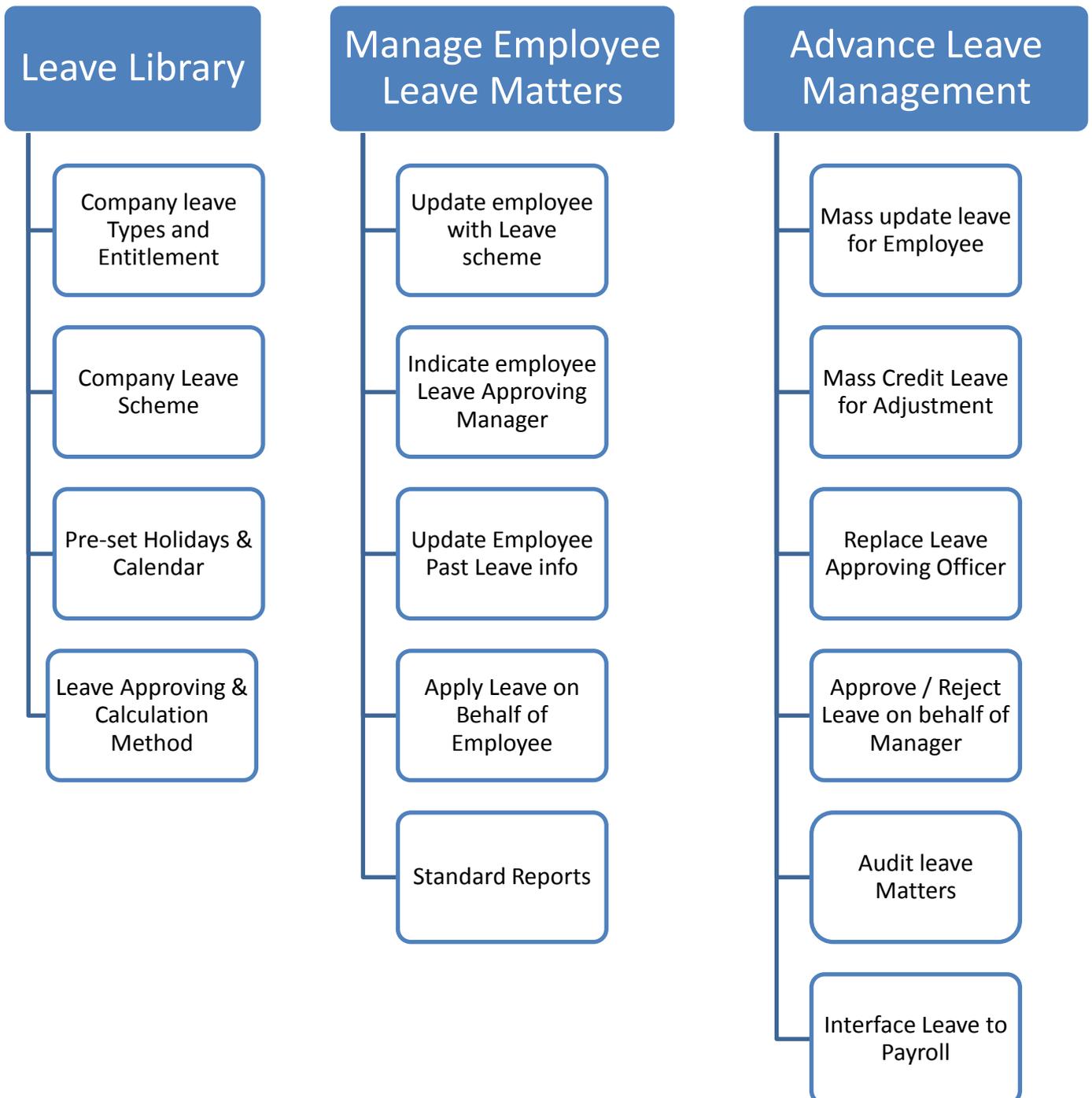


Administrator Guide

This is an easy-to-navigate guide that provides you with a quick and seamless way to start using your Leave Solution.

Leave Quick Overview

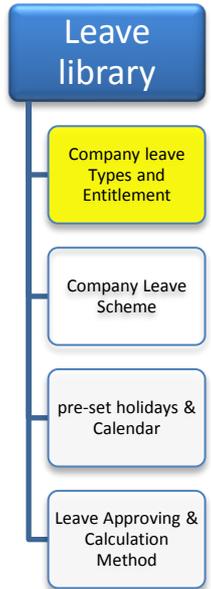


Leave Library (Leave types & Leave Entitlement 1 of 2)

Leave Types

AG HRM comes with ready made Leave policies and legislated by MOM (Ministry of Manpower) leave practices. To view all the leave Leave types / entitlement, follow the steps below:

1. Go to **Leave → Manage Leave → Leave Elements** (These are all the ready made leave types)



Manage Leave Categories

Select All			Clear All			Delete Selected			New Category	
	Sq #	Company Code	Name	Status	Action					
<input type="checkbox"/>	1	001	Annual Leave	Active	del					
<input type="checkbox"/>	1	001	ChildCare Leave	Active	del					
<input type="checkbox"/>	1	001	Compassionate Leave	Active	del					
<input type="checkbox"/>	1	001	Examination Leave	Active	del					
<input type="checkbox"/>	1	001	Extended ChildCare Leave	Active	del					
<input type="checkbox"/>	1	001	Flexible Maternity Leave	Active	del					
<input type="checkbox"/>	1	001	Hospitalisation Leave	Active	del					
<input type="checkbox"/>	1	001	Infant Care Leave	Active	del					
<input type="checkbox"/>	1	001	Marriage Leave	Active	del					
<input type="checkbox"/>	1	001	Maternity Leave	Active	del					
<input type="checkbox"/>	1	001	National Service	Active	del					

2. Click on **<Leave Name>**, the Leave system will show the Leave Proration formula used. (Example: Annual leave)

Leave Category Editor - Editing record

ID: 7AFCF40170A94535B086241E90A5E6BB

Sequence:

Company: (001) -- AG Net Pte Ltd

Code: ANNUAL

Name: Annual Leave

Proration Settings: **By calendar month** | Cutoff day: **15** | Cutoff day (Left): Pls select

Method of Prorate: By Formula By Lookup Table

YTD Entitlement mode: Full year entitlement Earned leave

Status: Active

Primary	SQ#	Status	Name	Instruction	Duration Count Mode	Action
<input checked="" type="radio"/>	1	active	Annual Leave		Working Days	del

Note:

Here's an example of the Formula use:

If Employee A joins on 18 Nov, what will be the Annual Leave balance?

By Calendar month = No. of months worked / 12 months x (14 days) entitlement.
 = 1 month / 12 months x 14 days
 = **1 day** (rounded to nearest ½ day) :
 (Anyone joins after 15th of the month will not be counted as 1 month with the company)

By Calendar Days = no. of Calendar days / 365 per year x (14 days) entitlement
 = 45 days / 365 days x 14 days
 = **1.5 days** (rounded to nearest ½ day)

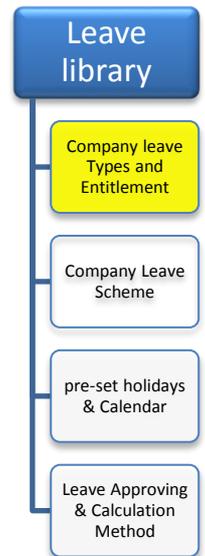
Cut-off days: Use only for By Calendar month proration method: indicate 15 means anyone who join before the 15th of the month will be considered as 1 month work with the company, after would not be considered.

YTD Entitlement Mode:

1. Full Year Entitlement: Employee can start taking all the leave entitlement in the beginning of the year.
2. Earned leave: Employee can only takes up-to the earn leave for the month.

These are the other examples for your reference:

No Pay Leave setup in the system with instructions to employee to see before applying leave.



Leave Category Editor - Editing record

ID: FEC252899C0D49FC976222B51669D550
 Sequence: 1
 Company: (001) -- AG Net Pte Ltd
 Code: NOPAY
 Name: No Pay Leave
 Proration Settings: By calendar day
 YTD Entitlement mode: Full year entitlement Earned leave
 Status: Active

Primary	SQ#	Status	Name	Instruction	Duration Count Mode	Action
<input checked="" type="radio"/>	1	active	No Pay Leave	Please Note That Your Salary Will Be Prorated According To The Number Of No Pay Leave Days Taken	Working Days	del

Sick Leave setup in the leave system with instructions.

Leave Category Editor - Editing record

ID: 0868642C682142128C197B0F5093F60F
 Sequence: 1
 Company: (001) -- AG Net Pte Ltd
 Code: SICK
 Name: Outpatient Leave
 Proration Settings: No Prorate
 YTD Entitlement mode: Full year entitlement Earned leave
 Status: Active

Primary	SQ#	Status	Name	Instruction	Duration Count Mode	Action
<input checked="" type="radio"/>	1	active	Outpatient Leave	Please Submit The Relevant Medical Certificate To Your Leave Administrator	Working Days	del

AGHRM Leave system comes with a set of ready made Leave types and proration formula setting. You can either modify or add additional leave type, but please do not remove any of these leave types as it might disrupt the normal usage.

Leave Library (Leave types & Leave Entitlement 2 of 2)



Leave Rule

The company's leave entitlement policies can be setup in the "Leave Rule" which helps to calculate the employee's leave entitlement.

1. Go to **Leave → Manage Leave → Leave Rule** (these are all the leave types made available)

Manage Leave Rules

Leave Rules Category	ALL Categories	Active	Active	search
<input type="button" value="Select All"/> <input type="button" value="Clear All"/> <input type="button" value="Delete Selected"/>			<input type="button" value="New Rule"/>	
Name	Category	Type	Status	Action
<input type="checkbox"/> Annual Management	Annual Leave	User Defined	Active	<input type="button" value="del"/> <input type="button" value="dpl"/>
<input type="checkbox"/> Annual Non-Management	Annual Leave	User Defined	Active	<input type="button" value="del"/> <input type="button" value="dpl"/>
<input type="checkbox"/> ChildCare Leave	ChildCare Leave	User Defined	Active	<input type="button" value="del"/> <input type="button" value="dpl"/>
<input type="checkbox"/> Compassionate Leave	Compassionate Leave	User Defined	Active	<input type="button" value="del"/> <input type="button" value="dpl"/>
<input type="checkbox"/> Examination Leave	Examination Leave	User Defined	Active	<input type="button" value="del"/> <input type="button" value="dpl"/>
<input type="checkbox"/> Extended ChildCare Leave	ChildCare Leave	User Defined	Active	<input type="button" value="del"/> <input type="button" value="dpl"/>
<input type="checkbox"/> Flexible Maternity Leave	Flexible Maternity Leave	User Defined	Active	<input type="button" value="del"/> <input type="button" value="dpl"/>

2. Click on **<Leave Name>**, the Leave system will show entitlement information. (Example: Annual Non-Management)

Leave Rule Editor - Editing record

ID: DF848A5B23A44CA69B767B947CF9FCBF

Name: **Annual Non-Management**

Status: Active

Category: Annual Leave

Type: User Defined

Description:

Filter by gender: F
 Filter by marital status: Divorced
 Can apply only after confirmation
 Can apply only after 90 days
 Require attachment
 Special Rule
 Use entitlement

LE Entitlement	Service Year	Entitled Days	Max CF	CF Period	CF Expiry	Action
Annual Leave	0	7 days	7 days	1 Year	31 December	rem
Annual Leave	1	7 days	7 days	1 Year	31 December	rem
Annual Leave	2	8 days	8 days	1 Year	31 December	rem
Annual Leave	3	9 days	9 days	1 Year	31 December	rem

Application control
 Advanced leave

Note:

AGHRM Leave system comes with ready made leave entitlement that complies with Ministry of Manpower requirements. You can Add/Amend the configuration to suit your company's policy needs. Please **Do not remove** any of the Leave Rules as not to disrupt the normal leave system usage.

- a. Name : Name of the Rule (should be related to the Leave type name)
- b. Status : Active (Published online for use)
- c. Category : Use to categorise the type of leave
- d. Type : Leave it as the default "User Defined"
- e. Description : Optional info
- f. Filter by Gender : Tick only if this is left applicable base on Male / Female
- g. Filter by Marital Status : Tick only if this is leave is applicable base on martial status
- h. Can be applied only after confirmation: Tick only if you need to base on confirmation date of employee
- i. Can be applied after : New join employee can apply leave after no. of days (Best practice)
- j. Require Attachment : Tick only if you need soft copy attachment
- k. Special rule : Ignore this option.
- l. Use Entitlement : Tick it

- m. LE Entitlement : Select the type of leave type to set company leave entitlement

- n. Service Year : State no. of year of service before entitlement is provided

- o. Entitled Days : No. of days of entitlement for the service year

- p. Max CF : Maximum Carried Forward leave allows to bring over to next year

- q. CF Period = 1 year leave (Leave balance can be carried forward for 1 year only)
 = No expiry (leave balance will never expire Do not need forfeiting of leave)
 = No Carried forward (Do not allow any carried forward of leave)

- r. CF Expiry : Month / Year which the leave will be forfeited if un-used.

- s. Application Control : Use to control how many days of notice before apply leave

- t. Advance Leave : To loan employee some leave upfront.

Leave Library (Company Leave Scheme)

The company Leave scheme helps to differential the different entitlement pre-set for different levels of entitlement of leave for your employee.

The ready made leave schemes come with "Management"/ "Non-Management" entitlement package.



1. Go to **Leave → Manage Leave → Manage Schemes**

Manage Leave Scheme

Select All		Clear All		Delete Selected		New Scheme	
<input type="checkbox"/>	Name	Status	Action				
<input type="checkbox"/>	Management	Active	del	dpl			
<input type="checkbox"/>	Non-Management	Active	del	dpl			

Page: 1

2. Click on < **Leave scheme Name**>, the Leave system will show entitlement information below. (Example: Non-Management)

Leave Scheme Editor - Editing record

ID: 2794F75335194D7693E08A7D959FCFFF

Scheme Name:

Status:

Description:

-- Show ALL rules --

<input checked="" type="checkbox"/> ChildCare Leave	<input checked="" type="checkbox"/> OFF-IN-LIEU	<input type="checkbox"/> Annual Management
<input checked="" type="checkbox"/> Extended ChildCare Leave	<input checked="" type="checkbox"/> Examination Leave	<input checked="" type="checkbox"/> Hospitalisation Leave
<input checked="" type="checkbox"/> National Service	<input checked="" type="checkbox"/> Marriage Leave	<input checked="" type="checkbox"/> No Pay Leave
<input checked="" type="checkbox"/> Outpatient Leave	<input checked="" type="checkbox"/> Compassionate Leave	<input checked="" type="checkbox"/> Infant Care Leave
<input checked="" type="checkbox"/> Flexible Maternity Leave	<input checked="" type="checkbox"/> Maternity Leave	<input checked="" type="checkbox"/> Annual Non-Management
<input checked="" type="checkbox"/> Paternity Leave	<input checked="" type="checkbox"/> Shared Parental Leave	

Note:

Non-Management Leave Scheme enjoys all the entitlement except for the Annual Management which is used only by the Management Leave Scheme.

By ticking / unticking the items above, the leave scheme is configurable to suit the company needs.

Leave Library (Pre-set Holidays & Calendar)

The Holidays for Singapore is pre-set in the system and AG HRM will maintained the yearly Holidays information for you. For other countries holidays, you can easily add these into the system if needed.

1. Go to **Leave → Manage Leave → Manage Holidays**
2. To view the Holidays information, Click on **<Holiday Name>**

Manage Holiday Templates

Select All		Clear All		Delete Selected		New Holiday Template	
<input type="checkbox"/>	Name	Year Range	Holidays	Action			
<input type="checkbox"/>	SG Holidays	2012 - 2013	26				

3. To add any additional Holidays, just click on **[Add New holiday]** and fill in the details.

Holiday Template Editor - Editing record

ID: 1

Name:

Description:

[add new holiday](#)

Date	Remarks	Status	Action
Tuesday, 1 January 2013	New Year's Day	Off Day	
Sunday, 10 February 2013	Lunar New Year (1st day)	Off Day	
Monday, 11 February 2013	Lunar New Year (2nd day)	Off Day	
Tuesday, 12 February 2013	Lunar New Year (3rd day)	Off Day	
Friday, 29 March 2013	Good Friday	Off Day	
Wednesday, 1 May 2013	Labour Day	Off Day	

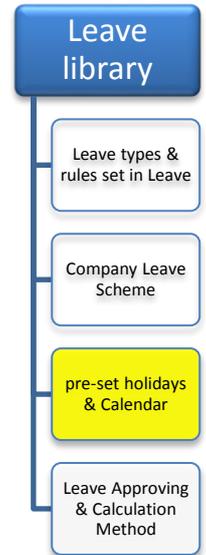
LEAVE CALENDER

The Leave calendar shows the types of work calendar available. AG HRM comes will standard work calendar and these calendars are pre-set with the holidays.

1. Go to **Leave → Manage Leave → Manage Calendar**
2. To view the Leave Calendar, Click on **<Leave calendar Name>**

Manage Leave Calendar

Select All		Clear All		Delete Selected		New calendar	
<input type="checkbox"/>	Name	Wrk Pattern	Action				
<input type="checkbox"/>	SG 5.5DAYS	5.5 Days					
<input type="checkbox"/>	SG 5DAYS	5 Days					
<input type="checkbox"/>	SG 6DAYS	6 Days					
<input type="checkbox"/>	SG 7DAYS	7 Days					



Leave Library (Leave Approving & Calculation Method 1 of 2)

The Leave Options provides a comprehensive leave approving process that comes with email alerts and calculation method to process the leave. This is a Global Setup screen that is only done once before the system goes Live.



1. Go to Leave → Manage Leave → Manage Options

The AGHRM system has pre-set for standard approval /email alerts. Depending on your needs, the items are configuration to suit your company.

Here's a quick explanation:

Default workflow	<ol style="list-style-type: none"> 1. Requires Leave Manager Approval Only 2. No Approval required 3. Required Immediate Manager and Next Manager 4. Required Leave Administrator Only 5. Require Leave Manager and Leave Administrator
Default Administrator	6. Leave it as Administrator
System Start Year	7. Leave it as default standard given
YTD Cut-off Day	8. Leave it as default standard given
Max. Period of Leave Changes	9. Currently set to 7 days to allow employee to make amendment to their leave application
Rounding method	<p>10. Default to Round- Off</p> <p><u>Example for rounding calculation:</u> If the setting is Nearest half-Day and round-up, 1.25 days will become 1.5 days. If the setting is Nearest half-Day and round-down, 1.75 days will become 1.5 days. If the setting is Nearest half-Day and round-off, 1.75 days will become 2 days. 1.6 days will become 1.5 days. If the setting is Nearest Day and round-up, 1.2 days will become 2 days. If the setting is Nearest Day and round-off, 1.2 days will become 1 day. 1.5 days will become 2 days.</p>

	If the setting is Nearest Day and round-down, 1.2 days will become 1 day.
Rounding unit	11. Round to nearest 0.5 days
Auto-include Email in all leave applications	12. If you indicate a HR email address, any employee who applies leave will send an email to this email address as notification.
Leave Application Alert	13. Ticked to include email alert for Employee / Manager about the leave application
Days before Leave start	14. To indicate to send another email to alert manager of leave pending their approval if they have not approved the leave within the days indicated.
Alert once	15. Only email alert manager once
Alert until Processed	16. Email manager every day till they process the leave approval for their subordinates.
Leave CF Expiry Alert Days before Leave CF alert	17. To alert all employee to apply their leave if they hasn't consumed last year Carried Forward leave
Display hours in Day	18. Leave as default. Do not tick
View leave calendar one level up and one level down	19. To allow viewing of staff on leave beyond your immediate staff or your boss in Team Calendar
Compute CF Leave	20. Re-compute Carried Forward Leave (Please DO NOT click on this option)

Leave Library (Leave Approving & Calculation Method 2 of 2)

The Leave Approving process can be configured to suit your company needs. As part of a standard leave approving practice, the AGHRM Leave system has been defaulted the Leave approving for various leave as shown below.



1. Go to **Leave** → **Manage Leave** → **Manage Options**
2. Click on **<Leave types>**

Leave Options - Leave Types

Company: AG Net Pte Ltd [Search]

Leave Category	Leave Rule Overwrite
Annual Leave	Requires Leave Manager Approval Only
ChildCare Leave	Requires Leave Manager Approval Only
Compassionate Leave	Requires Immediate Manager and Leave Admin
Examination Leave	Requires Leave Manager Approval Only
Extended ChildCare Leave	Requires Leave Manager Approval Only
Flexible Maternity Leave	Requires Leave Manager Approval Only
Hospitalisation Leave	Requires Leave Manager Approval Only
Infant Care Leave	Requires Leave Manager Approval Only
Marriage Leave	Requires Immediate Manager and Leave Admin
Maternity Leave	Requires Leave Manager Approval Only
National Service	Requires Leave Manager Approval Only
No Pay Leave	Requires Immediate Manager and Leave Admin
OFF-IN-LIEU	Requires Leave Manager Approval Only
Outpatient Leave	Requires Immediate Manager and Leave Admin
Paternity Leave	Requires Leave Manager Approval Only
Shared Parental Leave	Requires Immediate Manager and Leave Admin

Options: Company, Leave Types, Org. Unit/Employees

[Save]

For certain employee, you can set personalise leave approving base on the method below.

1. Go to **Leave** → **Manage Leave** → **Manage Options**
2. Click on **<Org Unit/Employee>**

Leave Options - Organisation Unit / Employees

Company: AG Net Pte Ltd [Search]

Grade: All, Cost Centre: All, Work Site: All

Status: Active, Designation: All, Employee Category: All, Contract Type: All

Emp ID	Name	Leave Category	Approval Rule
<input type="checkbox"/> admin	Administrator		
<input checked="" type="checkbox"/> G1234567D	Ang Pin Xiang		
<input type="checkbox"/> S1234567D	Lim Zheng Long		

Pages : 1

When applying for Leave Category : (Press with Control button to select multiple items)

Use Leave Approval Rule: **Requires Immediate Manager and Next Manager**

[Insert]

3. Tick on the Employee, select the Leave subjected to the method and select the Approving rule and click on **[Insert]**.

Note:

- For Leave approving Best practice, its best to use Leave Type rule as standard practice for all employee leave applications. You do not need to set individual rule for employee leave approver process.
- Approving workflow set in Org.Unit/Employees will override workflow set in Leave Types and workflow set in Leave Type will override default setting in Company.

Update employee with Leave Scheme (1 of 2)

In order for employee to be able to use the leave system base on their entitlement, you will need to indicate the leave Scheme and work calendar for the employee.

1. Go to **Leave → Manage Trans → Assign Employee**
2. Fill in the Employee Name/Employee ID and select the employee

Leave Scheme/Calendar Assignment

Employee Name/ID
Lim Zheng Long (S1234567D)

To Import Leave Scheme/Calendar and Reporting

Effective Date	Leave Scheme	Leave Calendar
----------------	--------------	----------------

3. Click on **[New Assignment]**
4. Select the **Effective Date** for Leave scheme to take effect
5. Select the **Leave Scheme** (Non-Management Scheme or Management Scheme)
6. Select the **Leave Calendar** (5 days, 5.5 days, 6 days, 7 days)

Assignment Details

Employee Name (Emp ID)

Effective Date

Leave Scheme

Leave Calendar

7. Click **[Save]** when it's done.

Note:

When creating new employee records, there is also a Leave Scheme & calendar to select. This step above is only use if you have not done it. You can also Add New scheme if the staff is promoted to management staff by doing the steps above.

Manage Employee Leave Matters

Update employee with Leave scheme

Indicate employee Leave Approving Manager

Update Employee Past Leave info

Apply Leave on Behalf of Employee

Mass update Leave for Employee

Mass Credit Leave for Adjustment

Replace Leave Approving Officer

Approve / Reject Leave on behalf of Manager

Audit leave Matters

Update employee with Leave Scheme (2 of 2)

AGHRM supports import of Leave Scheme/Leave Calendar in pre-prepared excel template. You can do this if you have a lot of employee to assign new leave scheme.

1. Go to **Leave → Manage Trans → click on [Import]**
2. Click **<Here to download>** (the template format)

Import Control for Leave Scheme/Calendar & Reporting

Company: AG Net Pte Ltd

Select File: Browse...

Begin Import

Download Sample File: [Click here to download](#)

<< Back to Leave Scheme Assignment

3. A template will be downloaded, open this template using Microsoft excel
4. Fill in the Employee ID, Effective Date (DD/MM/YYYY); Leave Scheme, Calendar, Manager 1 Cocode (default to 001) and Manager ID which employee report to for leave approval.

	A	B	C	D	E	F	G
1	Employee ID	Effective Date	Leave Scheme	Calendar	Manager 1 CoCode	Manager 1 ID	Manager 2 CoCode
2	A0001	01/04/2013	Non-Management	SG 5.5DAYS	001		
3	B0001	01/04/2013	Management	SG 5DAYS	001	A0001	
4	C0001	01/04/2013	Non-Management	SG 6DAYS	001	A0001	
5	D0001	01/04/2013	Management	SG 7DAYS	001	A0001	

5. Save the file as "CSV" format in Microsoft Excel.

File name: Leave Scheme

Save as type: CSV (Comma delimited) (*.csv)

Authors: Austen

Tags: Add a tag

Save Cancel

6. Return back to the Import Control Screen
(Leave → Manage Trans → click on [Import])

Import Control for Leave Scheme/Calendar & Reporting

Company: AG Net Pte Ltd

Select File: Browse...

Begin Import

Download Sample File: [Click here to download](#)

<< Back to Leave Scheme Assignment

7. Browse and select the CSV file, click on **[Begin Import]** to import the data.

Manage Employee Leave Matters

Update employee with Leave scheme

Indicate employee Leave Approving Manager

Update Employee Past Leave info

Apply Leave on Behalf of Employee

Mass update Leave for Employee

Mass Credit Leave for Adjustment

Replace Leave Approving Officer

Approve / Reject Leave on behalf of Manager

Audit leave Matters

Update employee with Leave Scheme (2 of 2)

In order for Employee to have an approving officer to approve their leave, you will need to indicate the manager inside the system by doing the following:

1. Go to **Personnel** → **Manage Employee** → **Employee**
2. Click on **<Employee Name>**
3. Click on **<Reporting>**

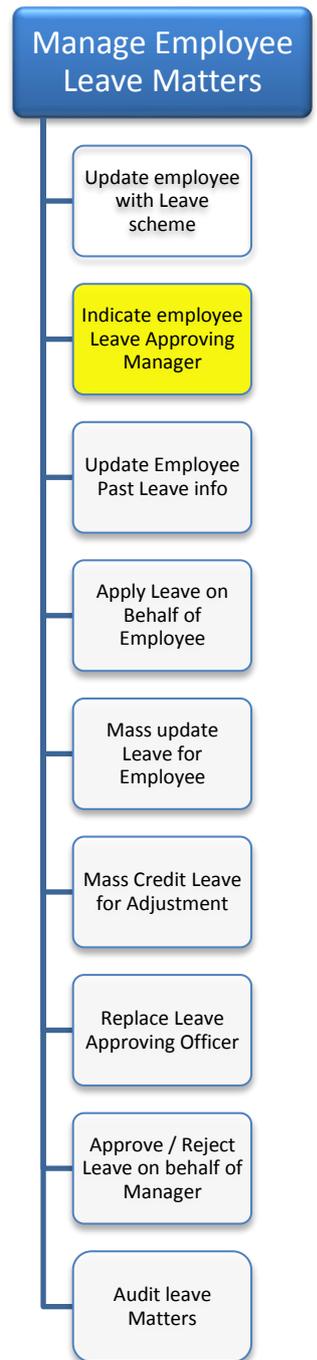
4. Indicate the Manager Name / ID , select the manager
5. Click on **[Save]** when it's done.

For Manager to approve their leave, you will need to give them the role access as a Leave Manager by doing the following:

1. Go to **Personnel** → **Manage Employee** → **Employee**
2. Click on **<Employee Name>**
3. Click on **<Role Access>**

- Leave - Administrators
 - AG Net Pte Ltd
 - AG Net TESTRUN
- Leave - Clerk
 - Leave-Group
- Leave - Manager

4. Tick on Leave- Manager and click on **[Save]**



Note:

When creating new employee records, there is also a Manager ID to indicate. This step above is only use if you have not done it. You can also change the Approver Manager's ID by doing the following above.

Update Employee Past Leave Information

Employee may have taken leave before you started using the AGHRM Leave system. In order to ensure leave records are register into the system to show the correct leave balance, there are 2 ways of updating past leave records.

Quick Method: Using Leave Credit to record the Lump sum figure of leave taken by employee.

Slow but Very Detailed: Using Leave Record to manually record actual day of leave taken by employee.

Quick Method

1. Go to Leave → Manage Trans → Leave Data
2. Click on [Credit]

Manage Employees

Company: AG Net Pte Ltd | Status: Active | Designation: All | Employee Category: All | Contract Type: All

Employee ID/Name: Search

Employee ID	Employee Name	Date Join	Date Left	Quick Links
S1234567D	Lim Zheng Long	01 Jan 2013		Apply Bal. Credit Rec.

Pages : 1

3. Click on [New Credit]

Leave Credit

Employee Name/ID:

Employee Information: S1234567D/ Lim Zheng Long | Company: 001 | Designation: | Employee Category: | Leave Scheme: Non-Management | Leave Calendar: SG 5DAYS

New Credit

Effective Date	Expiry Date	Leave Element	Days	Remarks
New Credit				

4. Fill in the Effective Date, Leave Element, indicate the Negative days taken, indicate a remarks

Leave Credit Details

Employee Information: S1234567D/ Lim Zheng Long

Effective Date: 2 Jan 2013

Expiry Date: -- -- -- --

Leave Element: Annual Leave

Days: -8

Remarks: Lump sum taken

Add

5. Click [Add] when it's done.

Note:

There is a **Leave Credit import** facility similar to Leave scheme import, just click on Import Leave Credit and follow the template format to upload the file into the Leave system

Manage Employee Leave Matters

Update employee with Leave scheme

Indicate employee Leave Approving Manager

Update Employee Past Leave info

View Balance or Apply Leave on Behalf of Employee

Mass update Leave for Employee

Mass Credit Leave for Adjustment

Replace Leave Approving Officer

Approve / Reject Leave on behalf of Manager

Audit leave Matters

Update Employee Past Leave Information

Slow but Very Detailed:

1. Go to Leave → Manage Trans → Leave Data
2. Click on [Rec]

Manage Employees

Company: AG Net Pte Ltd
 Grade: All
 Cost Centre: All
 Work Site: All
 Employee ID/Name:

Status: Active
 Designation: All
 Employee Category: All
 Contract Type: All

Search

Employee ID	Employee Name	Date Join	Date Left	Quick Links
S1234567D	Lim Zheng Long	01 Jan 2013		Apply Bal. Credit Rec.

Pages : 1

3. Click on [Leave Import]

Leave History

Employee Name/ID:

Employee Information
 Employee ID / Name: S1234567D/ Lim Zheng Long
 From: 1 Jan 2013 To: 31 Dec 2013
 Leave Element: All

Search

From	To	Leave Element	Duration

Back

Leave Import
 Leave Data
 Balance
 Credit
 Records

4. Click <here to download> (the template format)

Leave Data Import Interface

Company: AG Net Pte Ltd

Select File: Browse...

Begin Import

Download Sample File
 Click here to download

Leave Data Import File Format
 EmpID, Leave_Type, Leave_Start, Start_AM_PM, Leave_End, End_AM_PM, Duration
 eg,
 001, ANNUAL, 19/01/2008, AM, 19/01/2008, PM, 1

5. Open the file in CSV in Microsoft Excel

	A	B	C	D	E	F	G
1	EmpID	Leave_Type	Leave_Start	Start_AM_PM	Leave_End	End_AM_PM	Duration
2	A0001	ANNUAL	01/02/2013	AM	01/01/2013	PM	1
3	A0001	ANNUAL	13/02/2013	AM	14/02/2013	PM	2
4	A0001	ANNUAL	01/03/2013	AM	01/03/2013	PM	1
5	B0001	ANNUAL	02/01/2013	AM	04/01/2013	PM	2.5

6. Update the excel file with Emp ID, Leave type, Leave start (DD/MM/YYYY), start (AM), Leave End (DD/MM/YYYY), End (PM), Duration taken
7. Save the file as "CSV" format

Leave Data Import Interface

Company: AG Net Pte Ltd

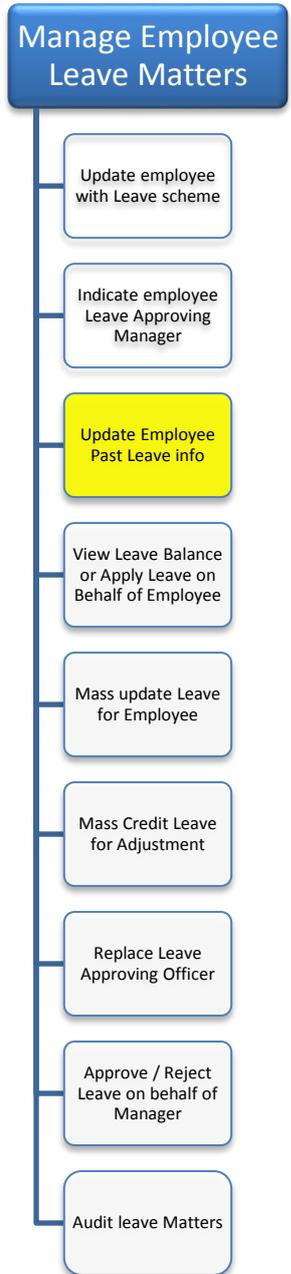
Select File: Browse...

Begin Import

Download Sample File
 Click here to download

C:\Users\User\Desktop\LeaveRecords.csv

8. Return back to the Leave data import screen
9. Browse and select the CSV file, click on [Begin Import] to import the data



View Leave Balance / Apply Leave on Behalf (1 of 2)

HR Administrator will be able to view any leave balance of the employee by using the facility below.

1. Go to **Leave**→**Manage Trans**→**Leave Data**
2. Click on **[Bal.]**

Manage Employees

Company	AG Net Pte Ltd	Status	Active
Grade	All	Designation	All
Cost Centre	All	Employee Category	All
Work Site	All	Contract Type	All
Employee ID/Name	<input type="text"/> <input type="button" value="Search"/>		

Employee ID	Employee Name	Date Join	Date Left	Quick Links
S1234567D	Lim Zheng Long	01 Jan 2013		<input type="button" value="Apply"/> <input type="button" value="Bal."/> <input type="button" value="Credit"/> <input type="button" value="Rec."/>

Pages : 1

3. Select a Leave element from the dropdown list or click **<Select ALL>** to view all the leave entitlement and balances.

Leave Balance

Employee Name/ID	<input type="text"/>		
Employee Information			
Employee ID / Name	S1234567D/ Lim Zheng Long	Company	001
Designation		Department	
Employee Category		Grade	
Leave Scheme	Non-Management	Leave Calendar	SG 5DAYS
Date Join	01 Jan 2013	Date Left	
To view leave balance for this employee, please select the relevant Leave Category			
	Annual Leave	<input type="button" value="Select ALL"/>	
Annual Leave			
Full Year Entitlement	7.00		
YTD Earned	7.00		
Carry Forward	0.00		
Forfeited Carry Forward	0.00		
Leave Credit	-4.00		
Total	3.00		
Limit To	3.00		
Leave Taken	0.00		
Balance	3.00		
Leave Pending	0.00		
Available Balance	3.00		

Leave Data

Balance
Credit
Records

Manage Employee Leave Matters

Update employee with Leave scheme

Indicate employee Leave Approving Manager

Update Employee Past Leave info

View Leave Balance or Apply Leave on Behalf of Employee

Mass update Leave for Employee

Mass Credit Leave for Adjustment

Replace Leave Approving Officer

Approve / Reject Leave on behalf of Manager

Audit leave Matters

Explanation of the details

Full Year Entitlement	: Total leave for the entire Year
YTD Earned	: Year-To-Date Earned Leave
Carried Forward	: Last Year Carried Forward Leave to this Year
Forfeited Carry Forward	: Days of Leave forfeited due to Expiry of Carried Forward leave
Leave Credit	: Adjustment of Leave
Leave Taken	: Total days taken
Balance	: Leave Balance till date
Leave Pending	: No. of days awaiting approval by managers
Available Balance	: Projected leave days left if Manager approves pending leave

View Leave Balance / Apply Leave on Behalf (2 of 2)

HR Administrator will also be able to apply leave on behalf of the employee by doing the following:

1. Go to **Leave**→**Manage Trans**→**Leave Data**
2. Click on **[Apply]**

Manage Employees

Company	AG Net Pte Ltd	Status	Active
Grade	All	Designation	All
Cost Centre	All	Employee Category	All
Work Site	All	Contract Type	All
Employee ID/Name	Search		

Employee ID	Employee Name	Date Join	Date Left	Quick Links
S1234567D	Lim Zheng Long	01 Jan 2013		Apply Bal. Credit Rec.

Pages : 1

3. Select From / To and Leave type
4. Click on **[Add]**, Continue to add other leave if any

Apply Leave

<u>Employee Information</u>		Employee ID / Name	S1234567D/ Lim Zheng Long	Company	001
		Designation		Department	
		Employee Category	Non-Management	Grade	
		Leave Scheme		Leave Calendar	SG 5DAYS

Leave Details
Please add at least **ONE** leave element before submitting your leave application.
To add a leave element, fill in the form below and click on Add button.

From	23	Mar	2013	AM
To	23	Mar	2013	PM
Leave Element	Annual Leave			
Instructions				
<input type="button" value="Add"/> <input type="button" value="Cancel"/> <input type="button" value="Show Balance"/>				

From (d/m/yyyy)	To (d/m/yyyy)	Leave Type	
23/3/2013 AM	23/3/2013 PM	Annual Leave	rem

Allow even if balance not sufficient

Leave Reason

Reason	PERSONAL
Remarks	
CC Email	

(Please use comma as a separator.) Save to Preset

5. Click **[NEXT]** to Submit leave for approval

Note:

The HR Administrator will have the facility to allow application of leave beyond the balance available by clicking on the “Allow even if balance not sufficient”.

Although the leave is applied by the HR Administrator, an email alert of the leave application will still be sent to the Manager for Approval. If HR Administrator is the main approving manager, there won't be any alert needed as its auto approved.

Manage Employee Leave Matters

Update employee with Leave scheme

Indicate employee Leave Approving Manager

Update Employee Past Leave info

View Leave Balance or Apply Leave on Behalf of Employee

Mass update Leave for Employee

Mass Credit Leave for Adjustment

Replace Leave Approving Officer

Approve / Reject Leave on behalf of Manager

Audit leave Matters

Mass Apply leave on Behalf of Employee

Another method of applying leave for all staffs is by using Mass leave application

1. Go to **Leave** → **Manage Trans** → **Mass Processing**
2. Tick on the employees
3. Click on **[Mass Apply Leave]**

Mass Processing

Company: AG Net Pte Ltd
 Grade: All
 Cost Centre: All
 Work Site: All
 Calendar: All
 Child Nationality: All
 ID Card Type: All
 Employee ID/Name:

Status: Active
 Designation: All
 Employee Category: All
 Contract Type: All
 Child Age <=: 0 (0 - All)
 Gender: All

Select	Employee ID	Employee Name	Date Join	Date Left
<input type="checkbox"/>	admin	Administrator	01 Jan 2013	
<input type="checkbox"/>	G1234567D	Ang Pin Xiang	01 Feb 2013	
<input type="checkbox"/>	S1234567D	Lim Zheng Long	01 Jan 2013	

Total records displayed : 3

4. Select the From , To and Leave Element type
5. Click on **[Add]**, Continue to add other leave if any

Employee Information
 Ang Pin Xiang (G1234567D)
 Lim Zheng Long (S1234567D)

Leave Details
 Please add at least **ONE** leave element before submitting your leave application.

To add a leave element, fill in the form below and click on Add button.

From: 23 Apr 2013 AM
 To: 23 Apr 2013 PM
 Leave Element: Annual Leave

From (d/m/yyyy)	To (d/m/yyyy)	Leave Type	
23/4/2013 AM	23/4/2013 PM	Annual Leave	<input type="button" value="rem"/>

Leave Reason
 Reason: Please Select
 Remarks:

(Please use comma as a separator.)

6. Click **[Submit]** for approval

Note:

Although the leave is applied by the HR Administrator, an email alert of the leave application will still be sent to the Manager for Approval. If HR Administrator is the main approving manager, there won't be any alert needed as its auto approve.

Manage Employee Leave Matters

Update employee with Leave scheme

Indicate employee Leave Approving Manager

Update Employee Past Leave info

View Leave Balance or Apply Leave on Behalf of Employee

Mass Process Leave Application

Mass Credit Leave for Adjustment

Replace Leave Approving Officer

Approve / Reject Leave on behalf of Manager

Audit leave Matters

Mass Credit Leave for Any Adjustment (1 of 2)

This is use generally for adding leave for employee if Holidays falls on Saturday or when there is any adjustment to be added for the staff.

1. Go to **Leave**→**Manage Trans**→**Mass Processing**
2. Tick on the employee
3. Click on **[Mass Credit]**

Mass Processing

Company: AG Net Pte Ltd | Status: Active

Grade: All | Designation: All

Cost Centre: All | Employee Category: All

Work Site: All | Contract Type: All

Calendar: All | Child Age <=: 0 (0 - All)

Child Nationality: All | Gender: All

ID Card Type: All

Employee ID/Name: Search

Mass Apply Leave **Mass Credit**

Select	Employee ID	Employee Name	Date Join	Date Left
<input type="checkbox"/>	admin	Administrator	01 Jan 2013	
<input type="checkbox"/>	G1234567D	Ang Pin Xiang	01 Feb 2013	
<input type="checkbox"/>	S1234567D	Lim Zheng Long	01 Jan 2013	

4. Indicate Effective Date
5. Leave the Expiry Date Blank (this is to ensure there are no expiry date for this leave)
6. Select the Leave type, indicate no. of days to add & indicate the remarks
7. Once done, click **[add]**

Mass Leave Credit

Employee Information

Selected Employees: G1234567D / Ang Pin Xiang
S1234567D / Lim Zheng Long

Effective Date: 23 Apr 2013

Expiry Date: -- -- --

Leave Element: Annual Leave

Days: 1

Remarks: Added due to holiday falls on Saturday

Add

Note:

You can also credit leave for individual staff in leave data
(Leave→**Manage Trans**→**Leave Data**)

Manage Employees

Company: AG Net Pte Ltd | Status: Active

Grade: All | Designation: All

Cost Centre: All | Employee Category: All

Work Site: All | Contract Type: All

Employee ID/Name: Search

Employee ID	Employee Name	Date Join	Date Left	Quick Links
A001	A001	12 May 2015		Apply Bal. Credit Rec.

Manage Employee Leave Matters

Update employee with Leave scheme

Indicate employee Leave Approving Manager

Update Employee Past Leave info

View Leave Balance or Apply Leave on Behalf of Employee

Mass Process Leave Application

Mass Credit Leave for Adjustment

Replace Leave Approving Officer

Approve / Reject Leave on behalf of Manager

Audit leave Matters

Mass Credit Leave for Any Adjustment (2 of 2)

On the beginning of the Year, there is a need to indicate the Child Care Leave for the employee. You can do the following in the Leave system to provide child care leave for the staffs.

- Credit 6 days for Child Care Leave for Singaporean below 7 years old
- Credit 2 days for Child Care Leave for Non-Singaporean below 7 years old
- Credit 2 days for Child Care Leave for Singaporean between 7 to 12 years old

Credit 6 days for Child Care Leave for Singaporean below 7 years old

1. Go to **Leave** → **Manage Trans** → **Mass Processing**
2. **Ticked** Display Youngest Child
3. Select Child Nationality as **“Singapore”**

Mass Processing

Company: AG Net Pte Ltd
 Grade: All
 Cost Centre: All
 Work Site: All
 Calendar: All
 Child Nationality: Singapore
 Display All Other than Child's selected Nationality?:
 ID Card Type: Please Select
 Employee ID/Name:

Status: Active
 Designation: All
 Employee Category: All
 Contract Type: All
 Gender: Please Select
 Display Youngest Child:

Child Age >= 0 < 7 **Filter**

Select	Employee ID	Employee Name	Nationality	Youngest Child Age	Date Join	Date Left
<input type="checkbox"/>	A001		SG	0	06 Nov 2012	
<input type="checkbox"/>	G1234567D	Ang Pin Xiang	SG	1	01 Jul 2011	
<input type="checkbox"/>	S1234567G	James Peng	SG	1	07 Nov 2013	
<input type="checkbox"/>	S12345679G	Lim Ah Thong	SG	1	06 Dec 2013	
<input type="checkbox"/>	S1234567D	Louis Peng	SG	2	01 Jan 2012	

4. Indicate the Child Age >= 0 < 7
5. Click on **[Filter]**
6. Click on **[Select All]**
7. Click on **[Mass Credit]**
8. Indicate Effective Date as 1 Jan 2014
9. Indicate Leave Element as Childcare Leave
10. Indicate 6 days
11. Fill in remarks if necessary, Click on **[Add]** when it's done

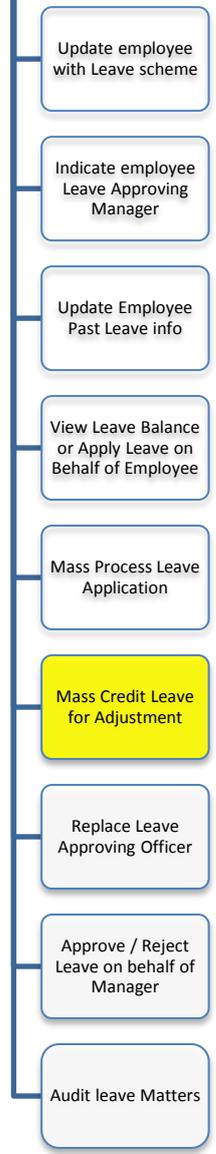
Mass Leave Credit

Employee Information
 Selected Employees: A001 / A001, G1234567D / Ang Pin Xiang, S1234567G / James Peng, S12345679G / Lim Ah Thong, S1234567D / Louis Peng

Effective Date: 1 Jan 2014
 Expiry Date: -- -- -- --
 Leave Element: ChildCare Leave
 Days: 6
 Remarks: credited child care leave

Add

Manage Employee Leave Matters



Credit 2 days for Child Care Leave for Non-Singaporean below 7 years old

1. Go to **Leave** → **Manage Trans** → **Mass Processing**
2. **Ticked** Display Youngest Child
3. Select Child Nationality as **“Singapore”**
4. **Ticked** Display Other than Child’s selected Nationality

Mass Processing

Company: AG Net Pte Ltd
 Grade: All
 Cost Centre: All
 Work Site: All
 Calendar: All
 Child Nationality: Singapore
 Display All Other than Child's selected Nationality?:
 ID Card Type: Please Select
 Employee ID/Name:

Status: Active
 Designation: All
 Employee Category: All
 Contract Type: All
 Gender: Please Select
 Display Youngest Child:

Search: Filter:

Child Age >= 0 < 7

Select All Clear All Mass Apply Leave Mass Credit

Select	Employee ID	Employee Name	Nationality	Youngest Child Age	Date Join	Date Left
<input type="checkbox"/>	A002	A002	Canada	1	01 Jun 2013	

5. Indicate the Child Age >= 0 < 7
6. Click on **[Filter]**
7. Click on **[Select All]**
8. Click on **[Mass Credit]**
9. Indicate Effective Date as 1 Jan 2014
10. Indicate Leave Element as Childcare Leave
11. Indicate 2 days
12. Fill in remarks if necessary, Click on **[Add]** when it’s done

Mass Leave Credit

Employee Information

Selected Employees: A002 / A002

Effective Date: 1 Jan 2014

Expiry Date: -- --

Leave Element: ChildCare Leave

Days: 2

Remarks:

Add



Credit 2 days for Child Care Leave for Singaporean between 7 to 12 years old

1. Go to Leave → Manage Trans → Mass Processing
2. Ticked Display Youngest Child
3. Select Child Nationality as “Singapore”

Mass Processing

Company: AG Net Pte Ltd
 Grade: All
 Cost Centre: All
 Work Site: All
 Calendar: All
 Child Nationality: Singapore
 Display All Other than Child's selected Nationality?:
 ID Card Type: Please Select
 Employee ID/Name:

Status: Active
 Designation: All
 Employee Category: All
 Contract Type: All
 Gender: Please Select
 Display Youngest Child:

Child Age >= 7 < 12 Filter

Select All Clear All Mass Apply Leave Mass Credit

Select	Employee ID	Employee Name	Nationality	Youngest Child Age	Date Join	Date Left
<input type="checkbox"/>	A003	A003	SG	10	01 Jun 2013	

4. Indicate the Child Age >= 7 < 12
5. Click on [Filter]
6. Click on [Select All]
7. Click on [Mass Credit]
8. Indicate Effective Date as 1 Jan 2014
9. Indicate Leave Element as Childcare Leave
10. Indicate 2 days
11. Fill in remarks if necessary, Click on [Add] when it's done

Mass Leave Credit

Employee Information

Selected Employees: A002 / A002

Effective Date: 1 Jan 2014

Expiry Date: -- -- -- --

Leave Element: ChildCare Leave

Days: 2

Remarks:

Add

Manage Employee Leave Matters

- Update employee with Leave scheme
- Indicate employee Leave Approving Manager
- Update Employee Past Leave info
- View Leave Balance or Apply Leave on Behalf of Employee
- Mass Process Leave Application
- Mass Credit Leave for Adjustment
- Replace Leave Approving Officer
- Approve / Reject Leave on behalf of Manager
- Audit leave Matters

Replace leave Manager

In event if there is any turn over of Manager or changes of reporting manager for leave approval, you can do the following to replace old manager with a New manager.

- Go to **Personnel** → **Manage Employee** → **Employee**
- Click on **Replace Manager**

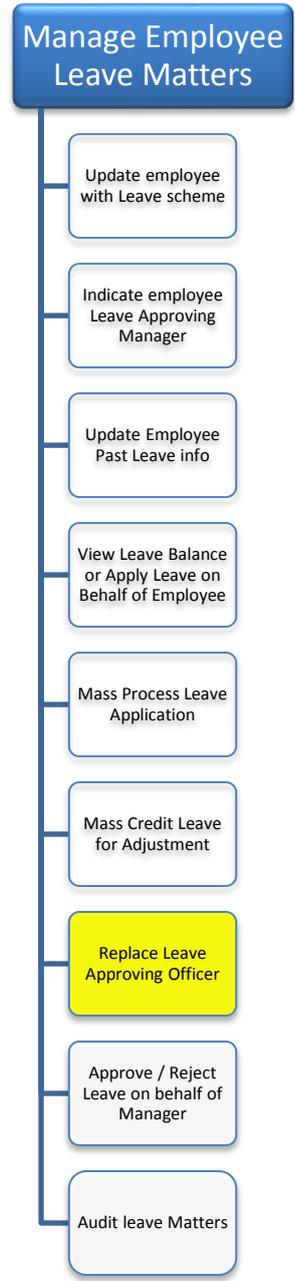
1. Select the old Manager by filling in the Employee ID/Name
2. Click on **[Search]**
3. Fill in the New Manager ID/Name
4. **Tick** and select employee which you want to report to new Manager
5. Click on **[Replace selected]** (All employee will now report to new manager)

CoCode	Employee Name (ID)	Manager 1 Name (ID)	Manager 2 Name (ID)	Manager 3 Name (ID)
<input type="checkbox"/>	001 ABDUL HAFIZ BIN SABANI (S8835371D)	ANG CHERN MENG, JACKSON (Y0001_ID)		
<input checked="" type="checkbox"/>	001 ABDUL HAFIZ BIN TAIB (S8614306B)	ANG CHERN MENG, JACKSON (Y0001_ID)		
<input checked="" type="checkbox"/>	001 HO MING-QUAN NICHOLAS (S8820102G)	ANG CHERN MENG, JACKSON (Y0001_ID)		
<input type="checkbox"/>	001 Lim Hong Chou (Z0001_ID)	ANG CHERN MENG, JACKSON (Y0001_ID)		

Note:

For any new leave application, it will now goes to the New Manager for approval.

You can also change the leave manager individually by going to **Personnel** → **Manage Employee** → **Employee** → click on **<Employee Name>** → select **Reporting on the right** → Fill in the New Manager and save the record.



Approve / Reject Leave on Behalf of Manager

The HR Administrator will be able to view and manage the daily leave matters between the employee and manager. In event if the Manager is busy, the HR Administrator can intervene to approve / reject the leave applications on behalf of the Approving Manager.

1. Go to **Leave** → **Manage Trans** → **Leave Trans**
2. Select the leave Start From / To
3. Click on **[Search]**

Manage Leave Transactions

Company: AG Net Pte Ltd | State: All | Grade: All | Designation: All | Cost Centre: All | Employee Category: All | Contract Type: All | Leave Element: Any Leave Elements | Leave Start From: 1 April 2013 | To: 30 April 2013 | Employee ID/Name: | Approver ID/Name: | Search | Replace Manager

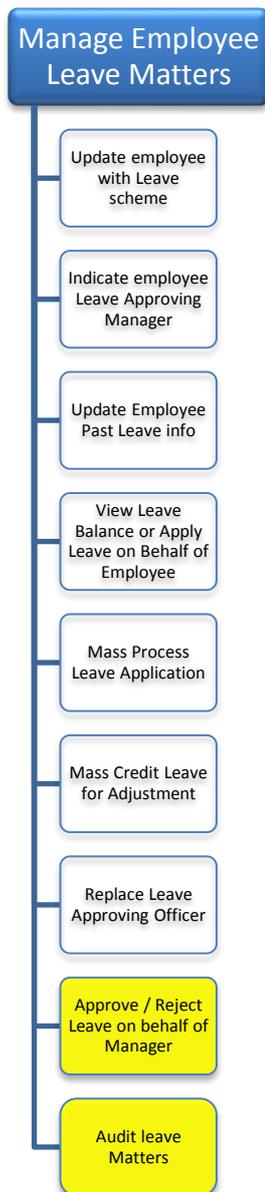
Name (Emp ID)	Reason	Status	Action
Lim Hong Chou (Z0001_ID)		PENDING	CHANGE REQUEST RECOMMEND REJECT View Audit
Lim Hong Chou (Z0001_ID)		PENDING	APPROVE CHANGE REQUEST REJECT View Audit

Pages : 1

4. To Approve the leave, click on **[Approve]**

Note:

The System comes with a set of Leave buttons for the HR Administrator to use



Buttons	Purpose
CHANGE REQUEST	:To send an email to Request changes on the leave applications
RECOMMEND	: A recommendation request for a Manager to endorse the Leave application for approval. Another Manager / HR Administrator will need to do a final approval.
REJECT	: Reject the Leave Application
View	: view the Leave Information before Approving/Rejecting/Request Changes
Audit	: States the time / date which the leave was applied and approve. This is use to handle any dispute between Employee / Manager if there is any issue regards to the leave approving matters. With the Audit report , you can provide this info to the Manager.

Interface Leave to Payroll

Before interfacing leave to payroll for salary deduction, ensure leave element has been tag with an pay element (Leave→Manage Leave→Leave Element→Click on Leave Name <e.g.: No Pay Leave>)

1. Go to **Payroll**→**Execute Payroll**→**Payment/Deduction**
2. Click on **[Interface]**

3. Click on **[Leave]**
4. Select **State** as **“Approved”**
5. Select the **Leave Start From / End To**
6. Click **[Search]**
7. Click **[To Payroll]**

Manage Employee Leave Matters

- Update employee with Leave scheme
- Indicate employee Leave Approving Manager
- Update Employee Past Leave info
- View Leave Balance or Apply Leave on Behalf of Employee
- Mass Process Leave Application
- Mass Credit Leave for Adjustment
- Replace Leave Approving Officer
- Approve / Reject Leave on behalf of Manager
- Audit leave Matters
- Interface Leave to Payroll**
- Standard Reports

8. Check & tally the Leave details, once confirmed click **[Post to Variable]**

Interface - Leave Details

Payroll Year: 2015
 Payroll Month: S
 Run Type: MonthEnd

Post to Variable

Emp ID	Name	Pay Item	Amount
A001	A001	No Pay Leave	1.00

9. Once posting is done, you will be able to find this deduction in your variables data

Manage Pay Variables

Variable Recurring Interface

Company: AG Net Pte Ltd
 Org. Unit: All
 Grade: All
 Cost Centre: All
 Work Site: All
 Year: 2015
 Run Type: All
 Employee ID/Name:

Status: All
 Designation: All
 Employee Category: All
 Contract Type: All
 Month: June
 Pay Group: All
 Pay Element: All

Select All Clear All Delete Upload New Variable

	Employee ID	Employee Name	Year	Month	Run Type	Pay Item	Amount
<input type="checkbox"/>	A001	A001	2015	Jun	MonthEnd	ALP	1.00
<input type="checkbox"/>	A001	A001	2015	Jun	MonthEnd	No Pay Leave	1.00
<input type="checkbox"/>	A003	A003	2015	Jun	MonthEnd	Transport Claims	10.00

Note:

Due to formula computation, interface of no pay leave is only applicable for current month leave taken in current payroll period (Example: no pay leave taken in June to be deducted in June’s salary), if you need to deduct previous month leave, kindly input variable manually.

Standard Reports

All reports shown below can be exported to Excel

1. Click on **Leave**→**Manage Trans**→ **Reports**
2. Click on **<Report Name>**

Reports

No	Report Name	Description	Category
1	List of Employee Leave Scheme/Calendar	List of Employee Leave Scheme/Calendar	LIST
2	List of Leave Balance By Department	List of Leave Balance By Department	LIST
3	List of Leave Credit	List of Leave Credit	LIST
4	List of Leave Taken	List of Leave Taken	LIST

3. Click on **[Export to Excel]** (You will be able to print the hardcopy from Excel or keep a softcopy of the report)

List of Employee Leave Scheme/Calendar

Company: AG Net Pte Ltd
 Department: All
 Designation: All
 Leave Scheme: All
 Leave Calendar: All
 Employee ID/Name:

Export to Excel

Report generated on 6/8/2015 12:11:26 AM

No	Department	Employee Name	Employee ID	Effective Date	Leave Scheme	Leave Calendar
1		A001	A001	01 Jan 2011	Non-Management	SG SDAYS
2		GeeGee	G7777777D	04 Nov 2014	Non-Management	SG SDAYS
3	Accounts	A008	A008	01 Jan 2013	Non-Management	SG SDAYS

Note:

Here are some of the recommended reports

- List of Leave Taken (Shows every details of the leave taken)
- List of Leave Balance By Department (shows the detailed info of employee entitlement)

Manage Employee Leave Matters

Update employee with Leave scheme

Indicate employee Leave Approving Manager

Update Employee Past Leave info

View Leave Balance or Apply Leave on Behalf of Employee

Mass Process Leave Application

Mass Credit Leave for Adjustment

Replace Leave Approving Officer

Approve / Reject Leave on behalf of Manager

Audit leave Matters

Interface Leave to Payroll

Standard Reports

For Year End Process, there are only 2 things to do:

- Print a Leave Balance report for Annual leave prior to Yearend.
- Yearly Child Care Leave Crediting

1. Print a Leave Balance report for Annual leave prior to Yearend

1. Click on **Leave** → **Manage Trans** → **Reports**
2. Click on **<List of Leave Balance By Department>**

Reports

No	Report Name	Description	Category
1	List of Employee Leave Scheme/Calendar	List of Employee Leave Scheme/Calendar	LIST
2	List of Leave Balance By Department	List of Leave Balance By Department	LIST
3	List of Leave Credit	List of Leave Credit	LIST
4	List of Leave Taken	List of Leave Taken	LIST

3. Select Leave Element as “Annual Leave”
4. Click **[Search]** (this will look up the information and it may take a few minutes)
5. Click **[Export to Excel]** to save a copy of the leave balance report

List of Leave Balance By Department

Company: AG Net Pte Ltd
 Org. Unit: All
 Designation: All
 Leave Element: Annual Leave
 Employee ID/Name:
 Status: Active

Search 

Report generated on 12/24/2013 2:11:47 PM

No	Org. Level 1	Level 2	Level 3	Employee Name	Employee ID	Leave Scheme	Calendar	Date Join	Leave Element	FYE	YTD	Carry Forward	Forfeited CF	Leave Credit	Total	Limit To	Taken	Balance
1	Accounts			A001	A001	Non-Management	SG SDAYS	06 Nov 2012	Annual Leave	14.00	14.00	0.00	0.00	4.00	18.00	18.00	10.00	8.00
2	Accounts			A002	A002	Management	SG 6DAYS	01 Jun 2013	Annual Leave	10.50	10.50	0.00	0.00	0.00	10.50	10.50	0.00	10.50
3	Accounts			A008	A008	Non-Management	SG SDAYS	01 Jan 2013	Annual Leave	14.00	14.00	0.00	0.00	2.00	16.00	16.00	0.00	16.00

2. Yearly Child Care Leave Crediting

(Please refer to Page 20-22)

AGHRM Customer Care Service

Operating Hours:

Monday – Friday : 9:00am - 6:00pm

Contact No : (65) 6844 8712/ Fax: (65) 6844 1712

Email Address : support@aghrm.com

Note: Customer Care and technical helpdesk support is provided to users who have subscribed to our maintenance plans.