



# Eagles Team Capstone Project



## **\*Leave and Absence Management\***

### **Team Members:**

- Khaled Mohammed Ali El-Qabbany
- Haitham Mohammed Mohammed Hashem
- Mohammed Reda Abd El-Salam Mahmoud
- Ebrahim Mohammed Kamel Hassan
- Khaled Faisal Mahmoud Kamel

### **Objective:**

- Automate time-off requests and approvals

### **Scope:**

- Configure leave types (annual, sick, unpaid)
- Set accrual policies
- Record leave requests and approvals
- Generate absence balance reports

### **Instructor:**

- Mr. Mohammed Yasser Othman

## أولاً : إعداد الأجازات بأنواعها Configure leave types

- يتم الدخول على :

TGates payroll > Leaves> Setup > Leaves

Finance and Operations

TGates Payroll > Leaves > Leaves transactions > leaves transactions

Expand all Collapse ...

> Workspaces

> Missions

> Work process

> Excuses

> Workers

> Attendance

> Salary

> Insurance

> Transactions

> Injury and illness

> Loans

> Journals

> Periodic

> Performance management

> Inquiries and reports

> Periods

> Bonus and Incentives

> Employer contribution

> Penalties

> Benefit management

> Taxes

> Setup

> Leaves

> Leaves transactions

> Balance and Adjustments

> Setup

Leaves

## 1- يتم عمل إعدادات الأجازة الإعتيادية :

1

Finance and Operations | T Gates Payroll > Leaves > Setup > Leaves

USMF

Yasser

### Leaves

Leave type: Eagles Annual | Description: Annual leaves

**General**

**APPROVAL**

Approval type: Quick approval

Private for user group: Eagles

**EMPLOYEE SELF SERVICE**

Enable request from self-service: Yes

Require attachment: No

Enable editing: Yes

Delegation enabled: No

**LEAVE REQUEST SUBMISSION RULE**

Enable advance leave submission...: No

Absence code: Vacation

Private for user group: Eagles

Private for user group: Eagles

**Balance consumption**

Require balance: Yes

Enable half day definition: No

Parent leave type for balance:

Include weekends:

**LIMITS**

Max weekly days: 5

Max monthly days: 0

Max annual days: 0

Max plan balance: 0

Maximum days transferred: 10

Maximum days settled: 0

Minimum leave days per request:

Prevent after specific leave: Yes

Prevent after leave type: Eagle Casual

2

Finance and Operations | T Gates Payroll > Leaves > Setup > Leaves

USMF

Yasser

### Leaves

Leave type: Eagles Annual | Description: Annual leaves

Include weekends: No

Maximum days life time: 0

Maximum days settled: 0

Prevent after leave type: Eagle Casual

Include official vacations: No

Balance consumption will start at...: 3

Transfer: Yes

Can be settled: No

**Accrued balance rules**

+ Add line | Remove

Lin...	Description	Accrued ...	Age	Age direction	From years ...	To years of ...	Person with ...	Location	Added B...	Worker type
1.000...	First Year	15		Equal to	0.0000	1.0000				Employee
2.000...	1- 10 Years	21		Equal to	1.0001	10.0000				Employee
3.000...	After 10 Years	30		Equal to	10.0000	40.0000				Employee
4.000...	50 Years old an...	45	50	Greater tha...	30.0000	50.0000	✓			Employee
5.000...	Far Locations	6		Equal to	0.0000	0.0000		المنصورة	✓	Employee

## 2- يتم عمل إعدادات الأجازة العارضة :

1

Finance and Operations | T Gates Payroll > Leaves > Setup > Leaves

USMF

Yasser

### Leaves

Leave type: Eagle Casual | Description: Casual leaves

General

**APPROVAL**  
Approval type: Quick approval  
Private for user group: Approvers

**EMPLOYEE SELF SERVICE**  
Enable request from self-service: Yes  
Require attachment: No

Enable editing: No  
Delegation enabled: Yes

**LEAVE REQUEST SUBMISSION RULE**  
Enable advance leave submission: No  
Absence code: Vacation

Private for user group: Approvers

**Balance consumption**

Require balance: Yes  
Enable half day definition: No  
Parent leave type for balance: Eagles Annual  
Include weekends: No  
Include official vacations: No  
Balance consumption will start af...: 0

**LIMITS**  
Max weekly days: 2  
Max monthly days: 0  
Max annual days: 0  
Maximum days life time: 0

Max consecutive days: 0  
Max plan balance: 0  
Maximum days transferred: 0  
Maximum days settled: 0

Minimum leave days per request: 0  
Turn over: 0  
Prevent after specific leave: No  
Prevent after leave type: 0

2

Finance and Operations | T Gates Payroll > Leaves > Setup > Leaves

USMF

Yasser

### Leaves

Leave type: Eagle Casual | Description: Casual leaves

Balance consumption will start af...: 0

Transfer: No  
Can be settled: No

**Accrued balance rules**

+ Add line | Remove

Lin...	Description	Accrued ...	Age	Age direction	From years ...	To years of ...	Person with ...	Location	Added B...	Worker type
1.000...	All Employees	7	1	Greater tha...	0.0000	0.0000				Employee

### 3- يتم عمل إعدادات الأجازة المرضي :

1

Finance and Operations | TGates Payroll > Leaves > Setup > Leaves

USMF

Yasser

## Leaves

Leave type: Eagles Sick | Description: Sick leaves

**General**

**APPROVAL**  
Approval type: Quick approval  
Private for user group: Approvers

**EMPLOYEE SELF SERVICE**  
Enable request from self-service: No  
Require attachment: Yes

Enable editing: Yes  
Delegation enabled: Yes

**LEAVE REQUEST SUBMISSION RULE**  
Enable advance leave submission: No  
Absence code: Illness

Private for user group: Approvers  
Private for user group: Approvers

**Balance consumption**

Require balance: No  
Enable half day definition: No  
Parent leave type for balance:   
Include weekends: Yes  
Include official vacations: Yes  
Balance consumption will start af...: 0

**LIMITS**  
Max weekly days: 0  
Max monthly days: 0  
Max annual days: 0

Maximum days life time: 0  
Max consecutive days: 0  
Max plan balance: 0  
Maximum days transferred: 0

Maximum days settled: 0  
Minimum leave days per request: 0  
Turn over: سنوي 3

Prevent after specific leave: No  
Prevent after leave type:

2

Finance and Operations | TGates Payroll > Leaves > Setup > Leaves

USMF

Yasser

## Leaves

Leave type: Eagles Sick | Description: Sick leaves

Include weekends: Yes  
Include official vacations: Yes  
Balance consumption will start af...: 0

Maximum days transferred: 0

Transfer: No

**Actions**

+ Add line | Remove

Line num...	From	To	Action ID	Valid for workers	Worker group	Valid for	Pay code
1.000000...	31	180	خصم 30%	Worker group	Eagles	Table	Eagles salaries
2.000000...	180	365	خصم 70%	Worker group	Eagles	Table	Eagles salaries

#### 4- يتم عمل إعدادات الأجازة الغير مدفوعة الأجر :

1

Finance and Operations | TGates Payroll > Leaves > Setup > Leaves

USMF

Options

Yasser

### Leaves

Leave type: Eagles Unpaid | Description: Unpaid leaves

**General**

**APPROVAL**  
Approval type: Quick approval  
Private for user group: [Approvers](#)

**EMPLOYEE SELF SERVICE**  
Enable request from self-service: No  
Require attachment: Yes

Enable editing: No  
Delegation enabled: Yes

**LEAVE REQUEST SUBMISSION RULE**  
Enable advance leave submission...: No

Absence code: [Vacation](#)  
Private for user group: [Approvers](#)  
Private for user group: [Approvers](#)

**Balance consumption**

Require balance: No  
Enable half day definition: No  
Parent leave type for balance:   
Include weekends: No

**LIMITS**  
Max weekly days: 0  
Max monthly days: 0  
Max annual days: 0

Max consecutive days: 0  
Max plan balance: 0  
Maximum days transferred: 0  
Maximum days settled: 0

Turn over: [تسلي](#)  
Prevent after specific leave: No  
Prevent after leave type:

2

Finance and Operations | TGates Payroll > Leaves > Setup > Leaves

USMF

Options

Yasser

### Leaves

Leave type: Eagles Unpaid | Description: Unpaid leaves

Include weekends: Yes  
Include official vacations: Yes  
Balance consumption will start af...: 0  
Transfer: No

Maximum days settled: 0  
Maximum days life time: 0  
Minimum leave days per request: 0

**Actions**

+ Add line | Remove

Line num...	From	To	Action ID	Valid for workers	Worker group	Valid for	Pay code
1.000000...	1	180	Salary dedu...	Worker group	Eagles	Table	Eagles salaries

## ثانيا : تسجيل أرصدة الأجازات Create leaves balances

- يتم الدخول على :

TGates payroll > Leaves> Balances and adjustments > Balances

The screenshot shows the navigation pane of Microsoft Dynamics 365 Finance & Operations. The left sidebar contains a list of modules, with 'TGates Payroll' selected. The main pane displays the 'Leaves' section, which is expanded to show 'Balance and Adjustments'. Under this section, 'Balances' is highlighted, and 'Leaves counter' is also visible.

- يتم الضغط على Balances :

The screenshot shows the 'Balances' page in Microsoft Dynamics 365 Finance & Operations. The page displays a table of leave balances for 'Eagle' employees. The table has columns for Plan ID, Leave type, Description, From date, To date, and Status. The first row is highlighted.

Plan ID	Leave type	Description	From date	To date	Status
Eagles Annual 2025	Eagles Annual	Annual leaves 2025	01/01/2025	31/03/2026	Open
Eagles Annual 2026	Eagles Annual	Annual leaves 2026	01/01/2026	31/03/2027	Open
Eagles Casual 2025	Eagle Casual	Casual leaves 2025	01/01/2025	31/12/2025	Open
Eagles Casual 2026	Eagle Casual	Casual leaves 2026	01/01/2026	31/12/2026	Open

# of rows  
4 rows

- يتم ظهور تقرير عن الرصيد الافتتاحي والرصيد المستهلك والرصيد المتبقي للأجازات الإعتيادية عن عام 2025 :

Finance and Operations | TGates Payroll > Leaves > Balance and Adjustments > Balances

USMF

Employee leave balances | Eagles Annual 2025 : Annual leaves 2025

Standard view

Filter

Plan ID	Leave type	Worker	Description	T...	Opening b...	Previous	Consumed	Adjusted	Remaining	Person with d...	Age	Years of service	Location	Accrued p...	Period accrue...
Eagles Annual ...	Eagles Annual	Khaled Faisal	10 Years	✓	0.00	0.00	0.00	0.00	0.00	No	45	10.7562		1.00	0.00
Eagles Annual ...	Eagles Annual	Mohammad Reda Bakkar			0.00	0.00	0.00	0.00	0.00	No	42	6.2493		1.00	0.00
Eagles Annual ...	Eagles Annual	WK.Haltham Mohamed ...	First Year	✓	0.00	0.00	0.00	0.00	0.00	No	41	2.2466		1.00	0.00
Eagles Annual ...	Eagles Annual	ibrahim mohamed hassan	First Year	✓	0.00	0.00	0.00	0.00	0.00	No	39	2.2466		1.00	0.00
Eagles Annual ...	Eagles Annual	khalid mohamed alkba	First Year	✓	0.00	0.00	0.00	0.00	0.00	No	40	2.2466		1.00	0.00

- يتم ظهور تقرير عن الرصيد الافتتاحي والرصيد المستهلك والرصيد المتبقي للأجازات الإعتيادية عن عام 2026 :

Finance and Operations | TGates Payroll > Leaves > Balance and Adjustments > Balances

USMF

Employee leave balances | Eagles Annual 2026 : Annual leaves 2026

Standard view

Filter

Plan ID	Leave type	Worker	Description	T...	Opening b...	Previous	Consumed	Adjusted	Remaining	Person with d...	Age	Years of service	Location	Accrued p...	Period accrue...
Eagles Annual ...	Eagles Annual	Khaled Faisal	After 10 Years	✓	0.00	0.00	0.00	0.00	0.00	No	46	11.7562		1.00	0.00
Eagles Annual ...	Eagles Annual	Mohammad Reda Bakkar	1- 10 Years	✓	0.00	0.00	0.00	0.00	0.00	No	43	7.2493		1.00	0.00
Eagles Annual ...	Eagles Annual	WK.Haltham Mohamed ...	First Year	✓	0.00	0.00	0.00	0.00	0.00	No	42	3.2466		1.00	0.00
Eagles Annual ...	Eagles Annual	ibrahim mohamed hassan	First Year	✓	0.00	0.00	0.00	0.00	0.00	No	40	3.2466		1.00	0.00
Eagles Annual ...	Eagles Annual	khalid mohamed alkba	First Year	✓	0.00	0.00	0.00	0.00	0.00	No	41	3.2466		1.00	0.00



- يتم ظهور تقرير عن الرصيد الافتتاحي والرصيد المستهلك والرصيد المتبقي للأجازات العارضة عن عام 2025 :

Finance and Operations | TGates Payroll > Leaves > Balance and Adjustments > Balances | USMF

Employee leave balances | Eagles Casual 2025 : Casual leaves 2025

Standard view

Filter

Plan ID	Leave type	Worker	Description	T...	Opening b...	Previous	Consumed	Adjusted	Remaining	Person with d...	Age	Years of service	Location	Accrued p...	Period accrue...
Eagles Casual ...	Eagle Casual	Khaled Faisal	All Employees		0.00	0.00	0.00	0.00	0.00	No	45	10.5096		1.00	0.00
Eagles Casual ...	Eagle Casual	Mohammad Reda Baikar	All Employees		0.00	0.00	0.00	0.00	0.00	No	41	6.0027		1.00	0.00
Eagles Casual ...	Eagle Casual	WK.Haltham Mohamed ...	All Employees		0.00	0.00	0.00	0.00	0.00	No	40	2.0000		1.00	0.00
Eagles Casual ...	Eagle Casual	ibrahim mohamed hassan	All Employees		0.00	0.00	0.00	0.00	0.00	No	39	2.0000		1.00	0.00
Eagles Casual ...	Eagle Casual	khalid mohamed alkba	All Employees		0.00	0.00	0.00	0.00	0.00	No	40	2.0000		1.00	0.00

- يتم ظهور تقرير عن الرصيد الافتتاحي والرصيد المستهلك والرصيد المتبقي للأجازات العارضة عن عام 2026 :

Finance and Operations | TGates Payroll > Leaves > Balance and Adjustments > Balances | USMF

Employee leave balances | Eagles Casual 2026 : Casual leaves 2026

Standard view

Filter

Plan ID	Leave type	Worker	Description	T...	Opening b...	Previous	Consumed	Adjusted	Remaining	Person with d...	Age	Years of service	Location	Accrued p...	Period accrue...
Eagles Casual ...	Eagle Casual	Khaled Faisal	All Employees		0.00	0.00	0.00	0.00	0.00	No	46	11.5096		1.00	0.00
Eagles Casual ...	Eagle Casual	Mohammad Reda Baikar	All Employees		0.00	0.00	0.00	0.00	0.00	No	42	7.0027		1.00	0.00
Eagles Casual ...	Eagle Casual	WK.Haltham Mohamed ...	All Employees		0.00	0.00	0.00	0.00	0.00	No	41	3.0000		1.00	0.00
Eagles Casual ...	Eagle Casual	ibrahim mohamed hassan	All Employees		0.00	0.00	0.00	0.00	0.00	No	40	3.0000		1.00	0.00
Eagles Casual ...	Eagle Casual	khalid mohamed alkba	All Employees		0.00	0.00	0.00	0.00	0.00	No	41	3.0000		1.00	0.00

## ثالثا : تسجيل حركات الأجازات Record leave requests and approvals

- يتم الدخول على :

TGates payroll > Leaves > Leaves transactions > Leaves transactions

The screenshot shows the navigation pane of Microsoft Dynamics 365 Finance and Operations. The left sidebar lists various modules, with 'TGates Payroll' selected. The main pane displays the 'Leaves' section, which is expanded to show 'Leaves transactions' as the active item.

- يتم الضغط على Leave days :

The screenshot shows the 'Leaves transactions' table in Microsoft Dynamics 365. The table displays a list of leave requests with columns for Request ID, Leave type, Personnel number, Worker, From date, To date, Days, Status, Approved date, and Delegated worker.

Request ID	Leave type	Personnel num...	Worker	From date	To date	Days	Status	Approved date	Delegated wor
USMF-000000365	Eagles Annual	P002010	Khaled Faisal	23/03/2026	27/03/2026	0.00	Approved	29/11/2025 19:40:21	
USMF-000000377	Eagles Sick	P002010	Khaled Faisal	22/02/2026	24/02/2026	0.00	Approved	29/11/2025 19:44:14	
USMF-000000367	Eagle Casual	P002010	Khaled Faisal	15/02/2026	16/02/2026	0.00	Approved	29/11/2025 19:39:55	
USMF-000000334	Eagles Unpaid	P002010	Khaled Faisal	01/10/2025	31/10/2025	0.00	Approved	29/11/2025 19:44:13	

- يتم ظهور تقرير عن أجازات الموظف خلال العام :

1

Finance and Operations | TGates Payroll > Leaves > Leaves transactions > leaves transactions | USMF

Leave days | USMF-000000365 : Khaled Faisal

Standard view

Filter

Request ID	Leave type	Worker	Date	LifeTimeCou...	MonthCounter	TurnOverCounter	All leaves counter	Plan ID	Days
USMF-000000365	Eagles Annual	Khaled Faisal	23/03/2026	1	1	1	1	Eagles Annual 2025	0.00
USMF-000000365	Eagles Annual	Khaled Faisal	24/03/2026	2	2	1	1	Eagles Annual 2025	0.00
USMF-000000365	Eagles Annual	Khaled Faisal	25/03/2026	3	3	1	1	Eagles Annual 2025	0.00
USMF-000000365	Eagles Annual	Khaled Faisal	26/03/2026	4	4	1	1	Eagles Annual 2025	0.00
Total							Sum		
4 rows							4		

2

Finance and Operations | TGates Payroll > Leaves > Leaves transactions > leaves transactions | USMF

Standard view

leaves transactions

Filter

Status

Request ID	Leave type	Personnel num...	Worker	From date	To date	Days	Status	Approved date	Delegated wor
USMF-000000357	Eagles Annual	P002069	khalid mohamed alkba	08/03/2026	13/03/2026	0.00	Approved	26/11/2025 18:08:41	
USMF-000000369	Eagle Casual	P002069	khalid mohamed alkba	22/02/2026	23/02/2026	0.00	Approved	26/11/2025 18:11:20	
USMF-000000385	Eagles Sick	P002069	khalid mohamed alkba	08/02/2026	10/02/2026	0.00	Approved	26/11/2025 18:12:55	
USMF-000000318	Eagles Sick	P002069	khalid mohamed alkba	05/11/2025	09/11/2025	0.00	Approved	09/11/2025 09:03:46	

3

Finance and Operations | TGates Payroll > Leaves > Leaves transactions > leaves transactions | USMF

Standard view

### leaves transactions

Filter: Status:

Request ID	Leave type	Personnel num...	Worker	From date	To date	Days	Status	Approved date	Delegated wor
USMF-000000375	Eagle Casual	P002030	Mohammad Reda Bakkar	04/03/2026	05/03/2026	0.00	Approved	26/11/2025 18:31:45	
USMF-000000381	Eagles Sick	P002030	Mohammad Reda Bakkar	17/02/2026	19/02/2026	0.00	Approved	26/11/2025 18:32:14	
USMF-000000324	Eagle Casual	P002030	Mohammad Reda Bakkar	23/11/2025	24/11/2025	0.00	Approved	09/11/2025 09:06:55	

4

Finance and Operations | TGates Payroll > Leaves > Leaves transactions > leaves transactions | USMF

Standard view

### leaves transactions

Filter: Status:

Request ID	Leave type	Personnel num...	Worker	From date	To date	Days	Status	Approved date	Delegated wor
USMF-000000379	Eagles Sick	P002060	ibrahim mohamed hassan	04/03/2026	05/03/2026	0.00	Approved	26/11/2025 18:09:25	
USMF-000000373	Eagle Casual	P002060	ibrahim mohamed hassan	01/03/2026	02/03/2026	0.00	Approved	26/11/2025 18:10:02	
USMF-000000358	Eagles Annual	P002060	ibrahim mohamed hassan	15/02/2026	19/02/2026	0.00	Approved	26/11/2025 18:12:54	
USMF-000000326	Eagles Annual	P002060	ibrahim mohamed hassan	24/11/2025	27/11/2025	0.00	Approved	09/11/2025 09:24:47	

5

Finance and Operations | TGates Payroll > Leaves > Leaves transactions > leaves transactions | USMF

Standard view

### leaves transactions

Filter: Status:

Request ID	Leave type	Personnel num...	Worker	From date	To date	Days	Status	Approved date	Delegated wor
USMF-000000363	Eagles Annual	P002037	WK.Haitham Mohamed M...	01/03/2026	05/03/2026	0.00	Approved	26/11/2025 18:10:37	
USMF-000000371	Eagle Casual	P002037	WK.Haitham Mohamed M...	25/02/2026	26/02/2026	0.00	Approved	26/11/2025 18:10:55	
USMF-000000383	Eagles Sick	P002037	WK.Haitham Mohamed M...	22/02/2026	24/02/2026	0.00	Approved	26/11/2025 18:12:00	
USMF-000000322	Eagle Casual	P002037	WK.Haitham Mohamed M...	19/11/2025	20/11/2025	0.00	Approved	09/11/2025 09:05:23	

## رابعاً : عمل تقرير عن أيام الغياب لكل موظف Generate absence balance reports

- يتم الدخول على :

TGates payroll > Attendance > Attendance processing

- يتم الدخول على Lines :

Period ID	From date	To date	Valid for workers	Worker group
Eagles Jan26 final	01/01/2026	31/01/2026	Worker group	Eagles
oct2025	01/10/2025	31/10/2025	Worker group	MSDer Worker Group

- يتم عمل Filter على No Show واختيار Absent والضغط على Yes :

Personnel number	Worker	Day	Week number	Date	Calendar	Recording status	Absent	Shift in	Shift out	Shift in
P002030	Mohammad Reda Bakkar	Thursday	1	01/01/2026	Eagles	No Show	✓	08:00	15:00	01/01/2026 06:00:00
P002010	Khaled Faisal	Sunday	1	04/01/2026	Eagles	No Show	✓	08:00	15:00	04/01/2026 06:00:00
P002037	WK.Haitham Mohamed Mohamed Hashem	Monday	2	05/01/2026	Eagles	No Show	✓	08:00	15:00	05/01/2026 06:00:00
P002060	ibrahim mohamed hassan	Tuesday	2	06/01/2026	Eagles	No Show	✓	08:00	15:00	06/01/2026 06:00:00
P002069	khalid mohamed alkb	Wednesday	2	07/01/2026	Eagles	No Show	✓	08:00	15:00	07/01/2026 06:00:00

## - يتم الضغط على Related Info ثم إختيار Absence counter

Finance and Operations										
TGates Payroll > Attendance > Attendance processing										
USMF										
<div> <div> <div>Counter</div> <div> <div>Late counter</div> <div>Leave early counter</div> </div> </div> <div> <div>Absence Counter</div> <div>Working days counter</div> </div> </div> <div> <div>Related</div> <div> <div>Attendance Log</div> <div>Generated excuse transactions</div> </div> </div>										
Personnel number	Worker	Day	Week number	Date	Calendar	Recording status	Absent	Shift in	Shift out	Shift in
P002030	Mohammad Reda Bakkar	Thursday	1	01/01/2026	Eagles	No Show	✓	08:00	15:00	01/01/2026 06:00:00
P002010	Khaled Faisal	Sunday	1	04/01/2026	Eagles	No Show	✓	08:00	15:00	04/01/2026 06:00:00
P002037	WK.Haitham Mohamed Mohamed Hashem	Monday	2	05/01/2026	Eagles	No Show	✓	08:00	15:00	05/01/2026 06:00:00
P002060	ibrahim mohamed hassan	Tuesday	2	06/01/2026	Eagles	No Show	✓	08:00	15:00	06/01/2026 06:00:00
P002069	khalid mohamed alka	Wednesday	2	07/01/2026	Eagles	No Show	✓	08:00	15:00	07/01/2026 06:00:00

## - يتم ظهور تقرير أيام الغياب للموظف محمد رضا بكار :

Finance and Operations

TGates Payroll > Attendance > Attendance processing

USMF

?

AE

←

+ New

Delete

Options

⛶

1

0

🕒

✉

Absence Counter | Mohammad Reda Bakkar : 01/01/2026

Standard view

Filter

<input type="radio"/>	Worker	Date	Period ID	Action ID	Period Absence Counter	Annual Absence Continuous	Annual Absence none Continuous
<input checked="" type="radio"/>	Mohammad Reda Bakkar	01/01/2026	Eagles Jan26 final		1	1	1
	Mohammad Reda Bakkar	02/01/2026	Eagles Jan26 final		0	0	0
	Mohammad Reda Bakkar	03/01/2026	Eagles Jan26 final		0	0	0
	Mohammad Reda Bakkar	04/01/2026	Eagles Jan26 final		0	0	0
	Mohammad Reda Bakkar	05/01/2026	Eagles Jan26 final		0	0	0
	Mohammad Reda Bakkar	06/01/2026	Eagles Jan26 final		0	0	0
	Mohammad Reda Bakkar	07/01/2026	Eagles Jan26 final		0	0	0
	Mohammad Reda Bakkar	08/01/2026	Eagles Jan26 final		0	0	0
	Mohammad Reda Bakkar	09/01/2026	Eagles Jan26 final		0	0	0
	Mohammad Reda Bakkar	10/01/2026	Eagles Jan26 final		0	0	0
	Mohammad Reda Bakkar	11/01/2026	Eagles Jan26 final		0	0	0
	Mohammad Reda Bakkar	12/01/2026	Eagles Jan26 final		0	0	0
	Mohammad Reda Bakkar	13/01/2026	Eagles Jan26 final		0	0	0
	Mohammad Reda Bakkar	14/01/2026	Eagles Jan26 final		0	0	0
	Mohammad Reda Bakkar	15/01/2026	Eagles Jan26 final		0	0	0
	Mohammad Reda Bakkar	16/01/2026	Eagles Jan26 final		0	0	0
	Mohammad Reda Bakkar	17/01/2026	Eagles Jan26 final		0	0	0

## - يتم ظهور تقرير أيام الغياب للموظف خالد فيصل :

Finance and Operations

TGates Payroll > Attendance > Attendance processing

USMF

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- يتم ظهور تقرير أيام الغياب للموظف **هيثم محمد** :

Finance and Operations | TGates Payroll > Attendance > Attendance processing | USMF

Absence Counter | WK:Haitham Mohamed Mohamed Hashem : 05/01/2026

Standard view

Filter

Worker	Date	Period ID	Action ID	Period Absence Counter	Annual Absence Continuous	Annual Absence none Continuous
WK:Haitham Mohamed M...	01/01/2026	Eagles Jan26 final		0	0	0
WK:Haitham Mohamed M...	02/01/2026	Eagles Jan26 final		0	0	0
WK:Haitham Mohamed M...	03/01/2026	Eagles Jan26 final		0	0	0
WK:Haitham Mohamed M...	04/01/2026	Eagles Jan26 final		0	0	0
WK:Haitham Mohamed M...	05/01/2026	Eagles Jan26 final		1	1	1
WK:Haitham Mohamed M...	06/01/2026	Eagles Jan26 final		0	0	0
WK:Haitham Mohamed M...	07/01/2026	Eagles Jan26 final		0	0	0
WK:Haitham Mohamed M...	08/01/2026	Eagles Jan26 final		0	0	0
WK:Haitham Mohamed M...	09/01/2026	Eagles Jan26 final		0	0	0
WK:Haitham Mohamed M...	10/01/2026	Eagles Jan26 final		0	0	0
WK:Haitham Mohamed M...	11/01/2026	Eagles Jan26 final		0	0	0
WK:Haitham Mohamed M...	12/01/2026	Eagles Jan26 final		0	0	0
WK:Haitham Mohamed M...	13/01/2026	Eagles Jan26 final		0	0	0
WK:Haitham Mohamed M...	14/01/2026	Eagles Jan26 final		0	0	0
WK:Haitham Mohamed M...	15/01/2026	Eagles Jan26 final		0	0	0
WK:Haitham Mohamed M...	16/01/2026	Eagles Jan26 final		0	0	0
WK:Haitham Mohamed M...	17/01/2026	Eagles Jan26 final		0	0	0

- يتم ظهور تقرير أيام الغياب للموظف **إبراهيم محمد حسن** :

Finance and Operations | TGates Payroll > Attendance > Attendance processing | USMF

Absence Counter | ibrahim mohamed hassan : 06/01/2026

Standard view

Filter

Worker	Date	Period ID	Action ID	Period Absence Counter	Annual Absence Continuous	Annual Absence none Continuous
ibrahim mohamed hassan	01/01/2026	Eagles Jan26 final		0	0	0
ibrahim mohamed hassan	02/01/2026	Eagles Jan26 final		0	0	0
ibrahim mohamed hassan	03/01/2026	Eagles Jan26 final		0	0	0
ibrahim mohamed hassan	04/01/2026	Eagles Jan26 final		0	0	0
ibrahim mohamed hassan	05/01/2026	Eagles Jan26 final		0	0	0
ibrahim mohamed hassan	06/01/2026	Eagles Jan26 final		1	1	1
ibrahim mohamed hassan	07/01/2026	Eagles Jan26 final		0	0	0
ibrahim mohamed hassan	08/01/2026	Eagles Jan26 final		0	0	0
ibrahim mohamed hassan	09/01/2026	Eagles Jan26 final		0	0	0
ibrahim mohamed hassan	10/01/2026	Eagles Jan26 final		0	0	0
ibrahim mohamed hassan	11/01/2026	Eagles Jan26 final		0	0	0
ibrahim mohamed hassan	12/01/2026	Eagles Jan26 final		0	0	0
ibrahim mohamed hassan	13/01/2026	Eagles Jan26 final		0	0	0
ibrahim mohamed hassan	14/01/2026	Eagles Jan26 final		0	0	0
ibrahim mohamed hassan	15/01/2026	Eagles Jan26 final		0	0	0
ibrahim mohamed hassan	16/01/2026	Eagles Jan26 final		0	0	0
ibrahim mohamed hassan	17/01/2026	Eagles Jan26 final		0	0	0

- يتم ظهور تقرير أيام الغياب للموظف خالد محمد القباني :

Finance and Operations | TGates Payroll > Attendance > Attendance processing | USMF

Absence Counter | khalid mohamed alkba : 07/01/2026

Standard view

Filter

Worker	Date	Period ID	Action ID	Period Absence Counter	Annual Absence Continuous	Annual Absence none Continuous
khalid mohamed alkba	01/01/2026	Eagles Jan26 final		0	0	0
khalid mohamed alkba	02/01/2026	Eagles Jan26 final		0	0	0
khalid mohamed alkba	03/01/2026	Eagles Jan26 final		0	0	0
khalid mohamed alkba	04/01/2026	Eagles Jan26 final		0	0	0
khalid mohamed alkba	05/01/2026	Eagles Jan26 final		0	0	0
khalid mohamed alkba	06/01/2026	Eagles Jan26 final		0	0	0
khalid mohamed alkba	07/01/2026	Eagles Jan26 final		1	1	1
khalid mohamed alkba	08/01/2026	Eagles Jan26 final		0	0	0
khalid mohamed alkba	09/01/2026	Eagles Jan26 final		0	0	0
khalid mohamed alkba	10/01/2026	Eagles Jan26 final		0	0	0
khalid mohamed alkba	11/01/2026	Eagles Jan26 final		0	0	0
khalid mohamed alkba	12/01/2026	Eagles Jan26 final		0	0	0
khalid mohamed alkba	13/01/2026	Eagles Jan26 final		0	0	0
khalid mohamed alkba	14/01/2026	Eagles Jan26 final		0	0	0
khalid mohamed alkba	15/01/2026	Eagles Jan26 final		0	0	0
khalid mohamed alkba	16/01/2026	Eagles Jan26 final		0	0	0
khalid mohamed alkba	17/01/2026	Eagles Jan26 final		0	0	0

ونلاحظ أن التقرير يوضح النقاط التالية :

\*عدد أيام الغياب عن الفترة Period absence counter

\*عدد أيام الغياب المتصلة Annual absence continuous

\*عدد أيام الغياب المنفصلة Annual absence none continuous

*\*Special appreciation for*  
*Mr.Mohammed Yasser*  
*for his efforts and patience\**