



**Leave Management System
User Manual (HR)**

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Leave Management System (LMS) Module

Introduction

This document forms part of several manuals that were published as user's guide to effectively use the TalentOz. **Leave Management System (LMS)** Module User Manual is intended as a complete guide for all employees and privileged users whose works are related to LMS Module. This Module automates the HR administrative tasks of recording leave and controlling these against leave policies defined in the HR system. The module provides flexibility in allowing HR administrative to define various Leave types, Leave period, Holidays, Carry Forward and Leave Accrual.

This manual serves as a starter's guide for each employee to be familiarized with the basic and frequently used TalentOZ functionalities. It is a must for new users and newly hired employees to read this manual in order to immediately access pertinent information.

Users need not to be technically knowledgeable to use the TalentOz. The least minimum requirement is for user to be able to comprehend what is written in this manual and the ability to correlate the instructions with the actual system. It is preferable to read this manual while the user is logged-in to the system in order to clearly grasp the idea or instruction and see the TalentOZ in action.

Audience of the document

This document is intended as a complete guide for HR administrative, Supervisors and normal employees. By reading this guide, you will learn how to use through the elements of the graphical user interface and what's behind some of the advanced features that are not always obvious at first sight. It will hopefully guide you around some common problems that frequently appear for users of.

Module overview

This module maintains all relevant information related to **Leave Management System (LMS)**, including leave settings configuration, leave application and leave approval process.

The functionality of the Module differs depending on the rights of the user.

HR Administrative can:

- Manage Leave Types
- Configure Leave Period

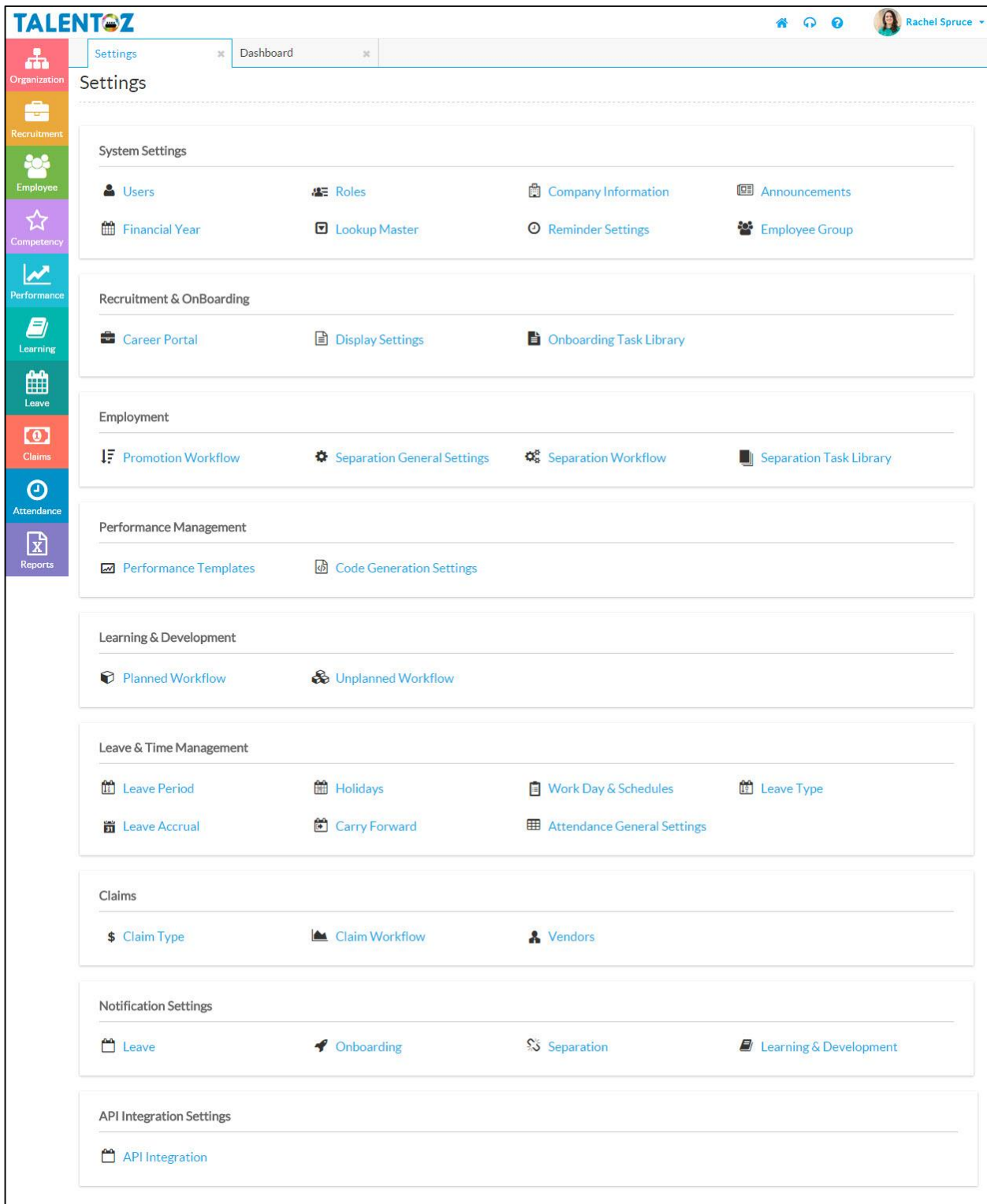
- Configure Company Holiday
- Manage Accrual Settings
- Manage Carry Forward Settings

Administrator Leave Management

Configure Holiday

Add Holiday

To Add Holiday, click on the name in the top right corner of the screen and select Settings option. Settings page will get displayed as shown in the figure.



The screenshot displays the Talentoz application interface with the 'Settings' page active. The top navigation bar shows 'Settings' and 'Dashboard' tabs. The left sidebar contains various modules: Organization, Recruitment, Employee, Competency, Performance, Learning, Leave, Claims, Attendance, and Reports. The main content area is titled 'Settings' and is organized into several sections:

- System Settings:** Includes links for Users, Roles, Company Information, Announcements, Financial Year, Lookup Master, Reminder Settings, and Employee Group.
- Recruitment & OnBoarding:** Includes links for Career Portal, Display Settings, and Onboarding Task Library.
- Employment:** Includes links for Promotion Workflow, Separation General Settings, Separation Workflow, and Separation Task Library.
- Performance Management:** Includes links for Performance Templates and Code Generation Settings.
- Learning & Development:** Includes links for Planned Workflow and Unplanned Workflow.
- Leave & Time Management:** Includes links for Leave Period, Holidays, Work Day & Schedules, Leave Type, Leave Accrual, Carry Forward, and Attendance General Settings.
- Claims:** Includes links for Claim Type, Claim Workflow, and Vendors.
- Notification Settings:** Includes links for Leave, Onboarding, Separation, and Learning & Development.
- API Integration Settings:** Includes a link for API Integration.

Click on the **Holidays** option in the **Leave & Time Management** section, Holiday page will get displayed as shown in the figure.

Holidays

Year: 2016 Work Location: ☒ All **Filter**

Search

Holiday	Week Day	Date	Holiday Type	Work Location	Actions
New Year Day	Friday	01 Jan 2016	Recurring Annually	All	
Pongal / Thiruvalluvar Day	Friday	15 Jan 2016	Seasonal	All	
Uzhavar Thirunal	Saturday	16 Jan 2016	Seasonal	All	
Republic Day (India)	Tuesday	26 Jan 2016	Recurring Annually	All	
Tamil Puthandu / Dr.B.R.Ambedkar's Birthday	Thursday	14 Apr 2016	Recurring Annually	All	
May Day	Sunday	01 May 2016	Recurring Annually	All	
Ramzan (Tentative)	Friday	08 Jul 2016	Seasonal	All	
Independence Day	Monday	15 Aug 2016	Recurring Annually	Delhi,Chennai	
Vinayakar Chathurthi	Monday	05 Sep 2016	Seasonal	All	
Gandhi Jayanthi	Sunday	02 Oct 2016	Recurring Annually	Delhi,Chennai	

<< Prev 1 2 Next >> 1 - 2 of 14

Click on icon, Add holiday modal window will get displayed as shown in the figure.

Add Holiday

Work Location: ☐ All

Holiday Name:

Holiday Date:

Holiday Type:

Save

Enter the required details and click on **Save** button. Holiday gets saved to the system.

Edit Holiday

To edit holidays, click on the name in the top right corner of the screen and select Settings option. Settings page will get displayed as shown in the figure.

[Settings](#)
[Dashboard](#)

Rachel Spruce

Organization

Recruitment

Employee

Competency

Performance

Learning

Leave

Claims

Attendance

Reports

Settings

System Settings

[Users](#)
[Roles](#)
[Company Information](#)
[Announcements](#)

[Financial Year](#)
[Lookup Master](#)
[Reminder Settings](#)
[Employee Group](#)

Recruitment & OnBoarding

[Career Portal](#)
[Display Settings](#)
[Onboarding Task Library](#)

Employment

[Promotion Workflow](#)
[Separation General Settings](#)
[Separation Workflow](#)
[Separation Task Library](#)

Performance Management

[Performance Templates](#)
[Code Generation Settings](#)

Learning & Development

[Planned Workflow](#)
[Unplanned Workflow](#)

Leave & Time Management

[Leave Period](#)
[Holidays](#)

[Work Day & Schedules](#)
[Leave Type](#)

[Leave Accrual](#)
[Carry Forward](#)
[Attendance General Settings](#)

Claims

[Claim Type](#)
[Claim Workflow](#)
[Vendors](#)

Notification Settings

[Leave](#)
[Onboarding](#)
[Separation](#)
[Learning & Development](#)

API Integration Settings

[API Integration](#)

Click on the Holidays option in the Leve & Time Management section, Holiday page will get displayed as shown in the figure.

TALENTOZ

Holidays

Year: 2016 Work Location: ☒ All **Filter**

Search

Holiday	Week Day	Date	Holiday Type	Work Location	Actions
New Year Day	Friday	01 Jan 2016	Recurring Annually	All	
Pongal / Thiruvalluvar Day	Friday	15 Jan 2016	Seasonal	All	
Uzhavar Thirunal	Saturday	16 Jan 2016	Seasonal	All	
Republic Day (India)	Tuesday	26 Jan 2016	Recurring Annually	All	
Tamil Puthandu / Dr.B.R.Ambedkar's Birthday	Thursday	14 Apr 2016	Recurring Annually	All	
May Day	Sunday	01 May 2016	Recurring Annually	All	
Ramzan (Tentative)	Friday	08 Jul 2016	Seasonal	All	
Independence Day	Monday	15 Aug 2016	Recurring Annually	Delhi,Chennai	
Vinayakar Chathurthi	Monday	05 Sep 2016	Seasonal	All	
Gandhi Jayanthi	Sunday	02 Oct 2016	Recurring Annually	Delhi,Chennai	

<< Prev 1 2 Next >> 1 - 2 of 14

Click on the View icon adjacent to the respective holiday record, corresponding holiday details will get displayed as shown in the figure.

New Year

Work Location: Kuala Lumpur

Holiday Name: New Year

Holiday Date: 01 Jan 2015

Holiday Type: Recurring Annually

Edit

Click on **Edit** button, holiday details will get displayed in edit mode as shown in the figure.

New Year

Work Location

Malaysia - Kuala Lumpur

All

Holiday Name

New Year

Holiday Date

01/01/2015

Holiday Type

Recurring Annually

Update

Cancel

Modify the necessary details and click on  button. Modified details gets saved to the system.

Delete Holiday

To delete holiday navigate to **Settings > Leave Settings > Holidays**. Holiday page will get displayed as shown in the figure.

TALENTOZ

Holidays

Dashboard

Rachel Spruce

Organization

Recruitment

Employee

Competency

Performance

Learning

Leave

Claims

Attendance

Reports

Holidays

Year

2016

Work Location





















All

Filter

+

-

Search

Holiday	Week Day	Date	Holiday Type	Work Location	Actions
New Year Day	Friday	01 Jan 2016	Recurring Annually	All	 
Pongal / Thiruvalluvar Day	Friday	15 Jan 2016	Seasonal	All	 
Uzhavar Thirunal	Saturday	16 Jan 2016	Seasonal	All	 
Republic Day (India)	Tuesday	26 Jan 2016	Recurring Annually	All	 
Tamil Puthandu / Dr.B.R.Ambedkar's Birthday	Thursday	14 Apr 2016	Recurring Annually	All	 
May Day	Sunday	01 May 2016	Recurring Annually	All	 
Ramzan (Tentative)	Friday	08 Jul 2016	Seasonal	All	 
Independence Day	Monday	15 Aug 2016	Recurring Annually	Delhi,Chennai	 
Vinayakar Chathurthi	Monday	05 Sep 2016	Seasonal	All	 
Gandhi Jayanthi	Sunday	02 Oct 2016	Recurring Annually	Delhi,Chennai	 

<<

Prev


1

2

Next

>>

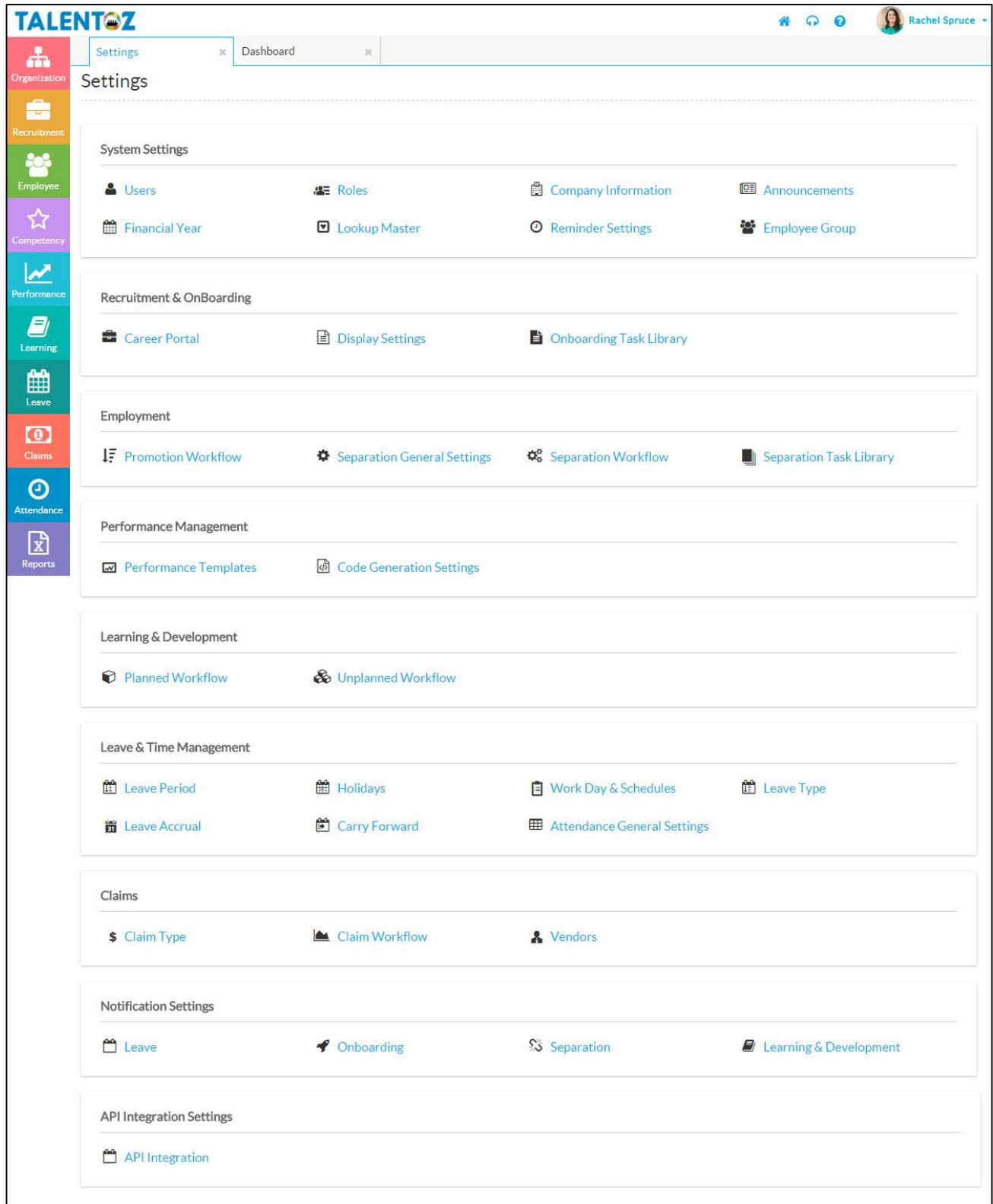
1 - 2 of 14

Click on  icon available in the respective holiday item. Confirmation message will get displayed, on confirmation corresponding holiday will get deleted.

Configure Leave Period

Add New Leave Period

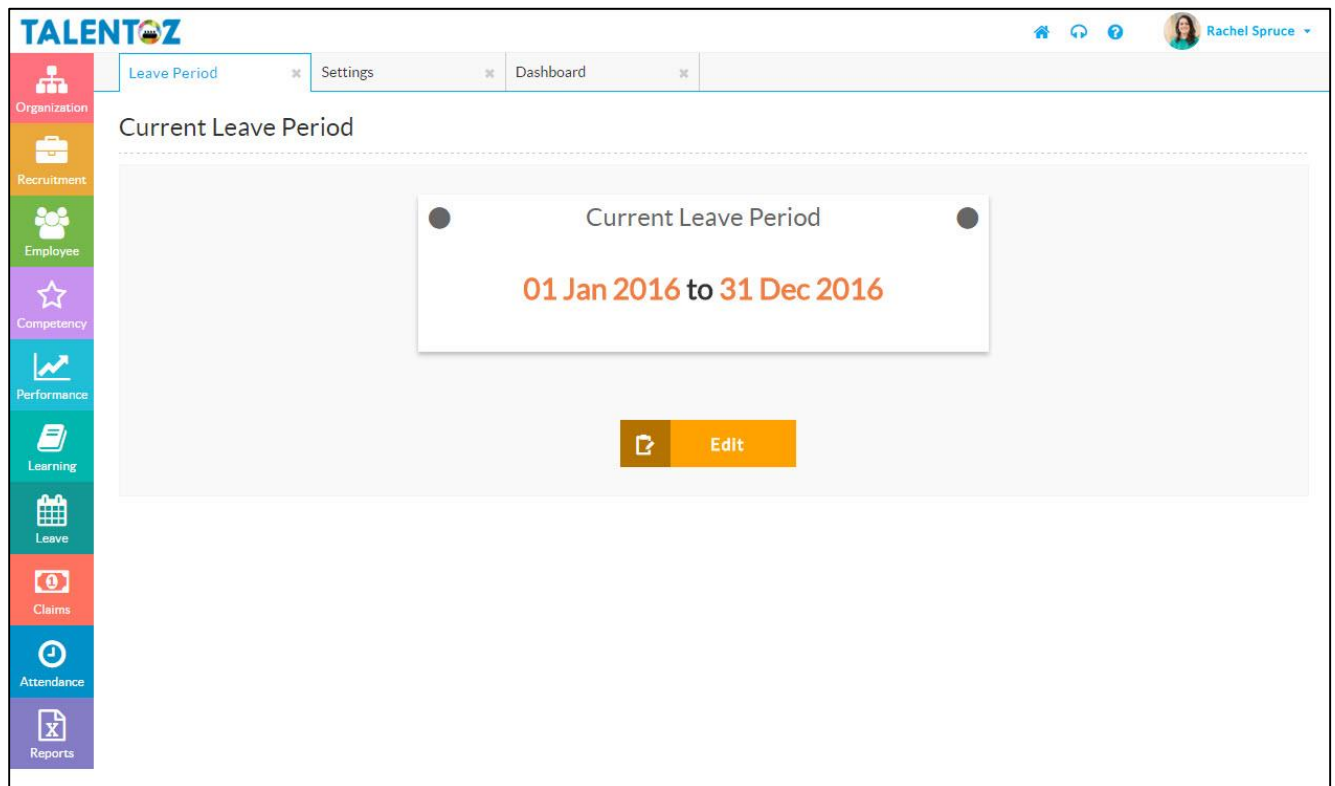
To add new leave period, click on the name in the top right corner of the screen and select Settings option. Settings page will get displayed as shown in the figure.




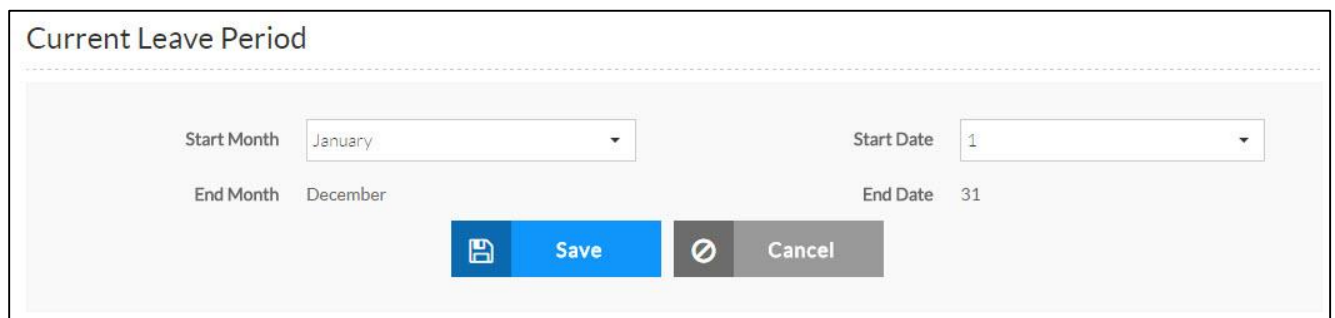
The screenshot displays the Talentoz application interface with the 'Settings' page selected. The top navigation bar shows 'Settings' and 'Dashboard' tabs. The left sidebar contains various modules: Organization, Recruitment, Employee, Competency, Performance, Learning, Leave, Claims, Attendance, and Reports. The main content area is titled 'Settings' and is organized into several sections:

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- Recruitment & OnBoarding**
 - Career Portal, Display Settings, Onboarding Task Library
- Employment**
 - Promotion Workflow, Separation General Settings, Separation Workflow, Separation Task Library
- Performance Management**
 - Performance Templates, Code Generation Settings
- Learning & Development**
 - Planned Workflow, Unplanned Workflow
- Leave & Time Management**
 - Leave Period, Holidays, Work Day & Schedules, Leave Type
 - Leave Accrual, Carry Forward, Attendance General Settings
- Claims**
 - Claim Type, Claim Workflow, Vendors
- Notification Settings**
 - Leave, Onboarding, Separation, Learning & Development
- API Integration Settings**
 - API Integration

Click on the **Leave Period** option in the **Leve & Time Management** section. Leave Period page will get displayed as shown in the figure.



Click on  **Edit** button, leave period details will get displayed in edit mode as shown in the figure.



Enter the required details and click on  **Save** button.

Configure Leave Type

Add New Leave Type

To add new leave type, click on the name in the top right corner of the screen and select Settings option. Settings page will get displayed as shown in the figure.

TALENTOZ

Settings x Dashboard x

Settings

System Settings

- Users
- Roles
- Company Information
- Announcements
- Financial Year
- Lookup Master
- Reminder Settings
- Employee Group

Recruitment & OnBoarding

- Career Portal
- Display Settings
- Onboarding Task Library

Employment

- Promotion Workflow
- Separation General Settings
- Separation Workflow
- Separation Task Library

Performance Management

- Performance Templates
- Code Generation Settings

Learning & Development

- Planned Workflow
- Unplanned Workflow

Leave & Time Management

- Leave Period
- Holidays
- Work Day & Schedules
- Leave Type
- Leave Accrual
- Carry Forward
- Attendance General Settings

Claims

- Claim Type
- Claim Workflow
- Vendors

Notification Settings

- Leave
- Onboarding
- Separation
- Learning & Development

API Integration Settings

- API Integration

Click on the **Leave Type** option in the **Leave & Time Management** section. Leave Type page will get displayed as shown in the figure.

Leave Type	Business Unit	Action
Casual Leave	All	
Sick Leave	All	
Privilege Leave	All	
Compensation Leave	All	
Maternity Leave	All	
Study Leave	Kin Blue Tech (I) Pvt. Ltd	
Bereavement Leave	Kin Blue Tech (I) Pvt. Ltd	

Click on icon, Add leave Type modal window will get displayed as shown in the figure.

Add Leave Type

Name of Leave

Description

Business Unit ☐ All

Leave based on circumstances ☐

Color Code

Category ☒ Paid Leave ☐ UnPaid Leave

Save

Enter the required details and click on Save button.

Manage Leave Type Settings

To manage leave type settings navigate to **Settings > Leave Settings > Leave Type**. Leave Type list page will get displayed as shown in the figure.

Leave Type	Business Unit	Action
Casual Leave	All	
Sick Leave	All	
Privilege Leave	All	
Compensation Leave	All	
Maternity Leave	All	
Study Leave	Kin Blue Tech (I) Pvt. Ltd	
Bereavement Leave	Kin Blue Tech (I) Pvt. Ltd	

Click on icon available in the respective leave type. Corresponding leave type's configuration details will get displayed as shown in the figure.

Sick Leave

General Configuration

General Configuration

Employees can apply for this leave type

On

Allow admin to apply leave for employees

On

Allow Manager to apply for his sub-ordinates

On

Admin can add/adjust leave entitlements

On

Leave accrue

On

Leave carry-forward

Off

Allowable consecutive leave days

3

Days validation

Business days

Calendar days

Half day leave

On

Enable Overdrawn

Off

Apply in Advance

On

No. of days in advance

Enter value

Apply in advance is applicable only when leave days is greater than

Enter value

Save

Eligibility Criteria

Workflow Configuration

Configure the general settings details and click on  **Save** button.

After configuring the general settings, click on the Eligible Criteria to expand.

Sick Leave

General Configuration

Eligibility Criteria

Eligible For

All Employees

Edit

Workflow Configuration

Click on  **Edit** button, configure the eligibility criteria details and click on  **Save** button.

After configuring eligibility criteria, click on the Workflow Configuration to expand.

Sick Leave

✓ General Configuration

✓ Eligibility Criteria

✓ Workflow Configuration

Approval Settings

Allow Employee to choose Approver

Manager

Step Type

Approver

Approval

Line1 Manager

Add

Is Mandatory

Yes

HR Process

Step Type

Processor

Approval

HR Manager


Add

Is Mandatory

No

+ Add Step

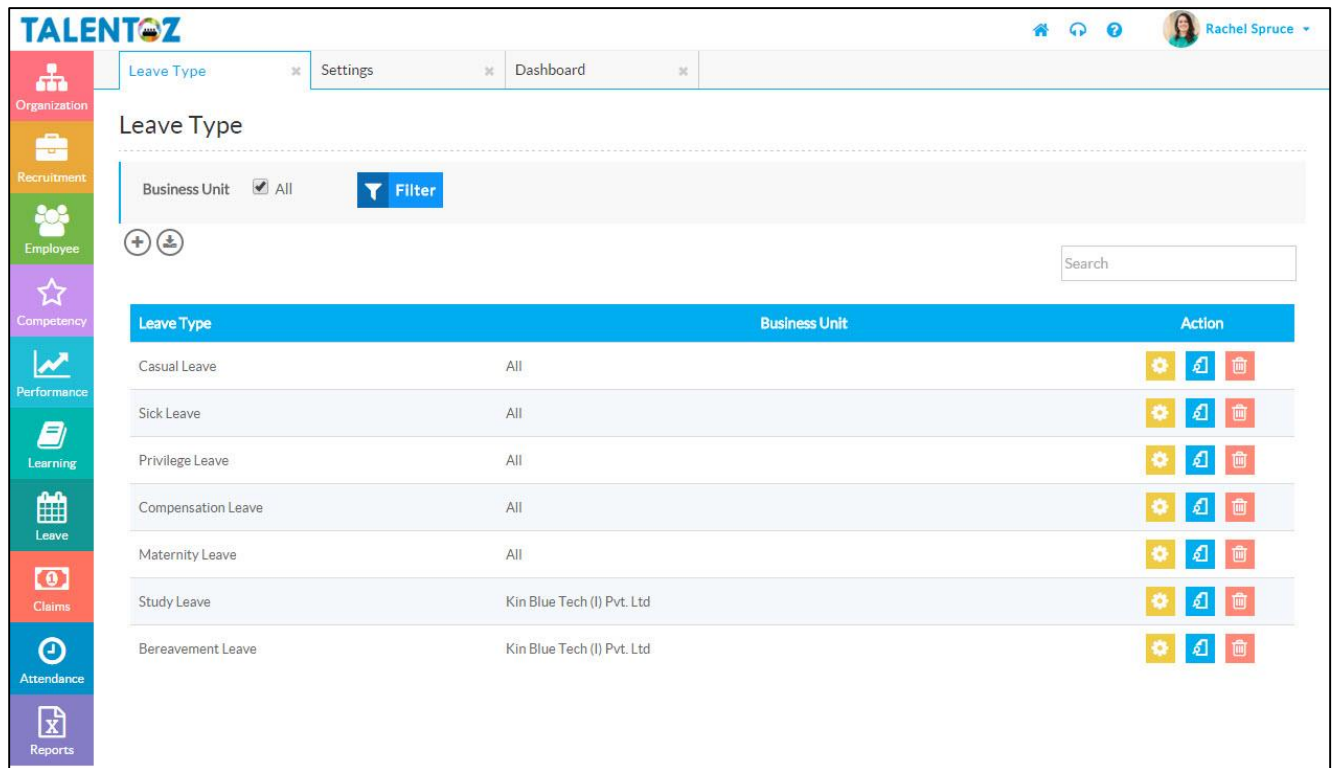
Save






















Configure the workflow configuration details and click on  button.


Modify Leave Type

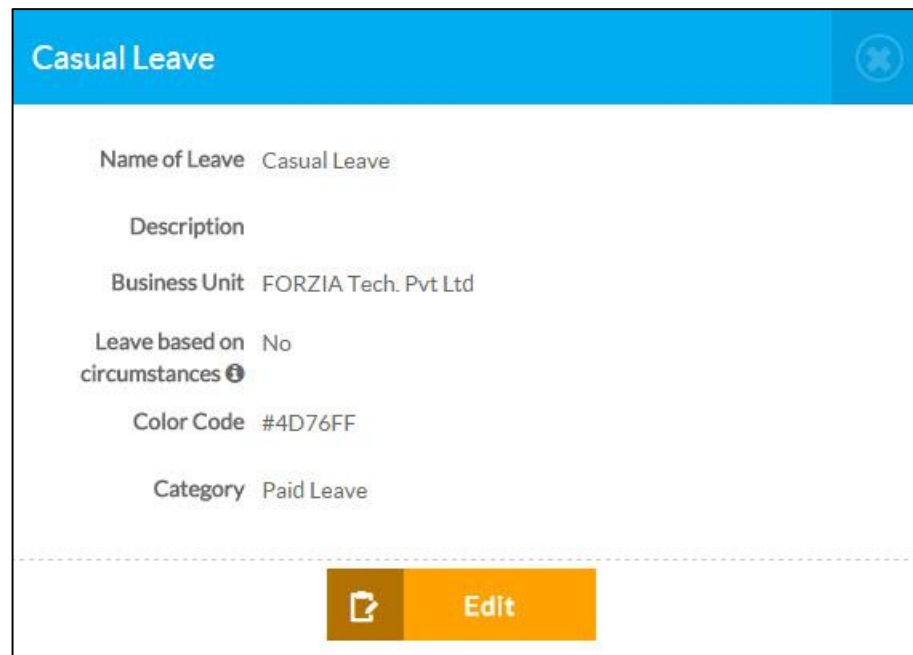
To modify leave type navigate to **Settings > Leave Settings > Leave Type**. Leave Type list page will get displayed as shown in the figure.

17



Leave Type	Business Unit	Action
Casual Leave	All	  
Sick Leave	All	  
Privilege Leave	All	  
Compensation Leave	All	  
Maternity Leave	All	  
Study Leave	Kin Blue Tech (I) Pvt. Ltd	  
Bereavement Leave	Kin Blue Tech (I) Pvt. Ltd	  

Click on  icon available in the respective leave type. Corresponding leave type's details will get displayed in a modal window as shown in the figure.



Casual Leave

Name of Leave: Casual Leave


Description:

Business Unit: FORZIA Tech. Pvt. Ltd

Leave based on circumstances: No

Color Code: #4D76FF

Category: Paid Leave

 **Edit**

Click on  **Edit** button, details gets displayed in editable mode as shown in the figure.

Casual Leave

Name of Leave

Casual Leave

Description

Enter Leave Type Description

Business Unit

FORZIA Tech. Pvt Ltd

All

Leave based on circumstances

Color Code

4D76FF

Category

☒ Paid Leave
 ☐ UnPaid Leave

Update

Modify the required details and click on  **Update** button.

Delete Leave Type

To delete leave type navigate to **Settings > Leave Settings > Leave Type**. Leave Type list page will get displayed as shown in the figure.

TALENTOZ

Leave Type

Settings

Dashboard

Rachel Spruce

Organization

Recruitment

Employee

Competency

Performance

Learning

Leave

Claims

Attendance

Reports






















Leave Type


Business Unit

All

Filter

Search

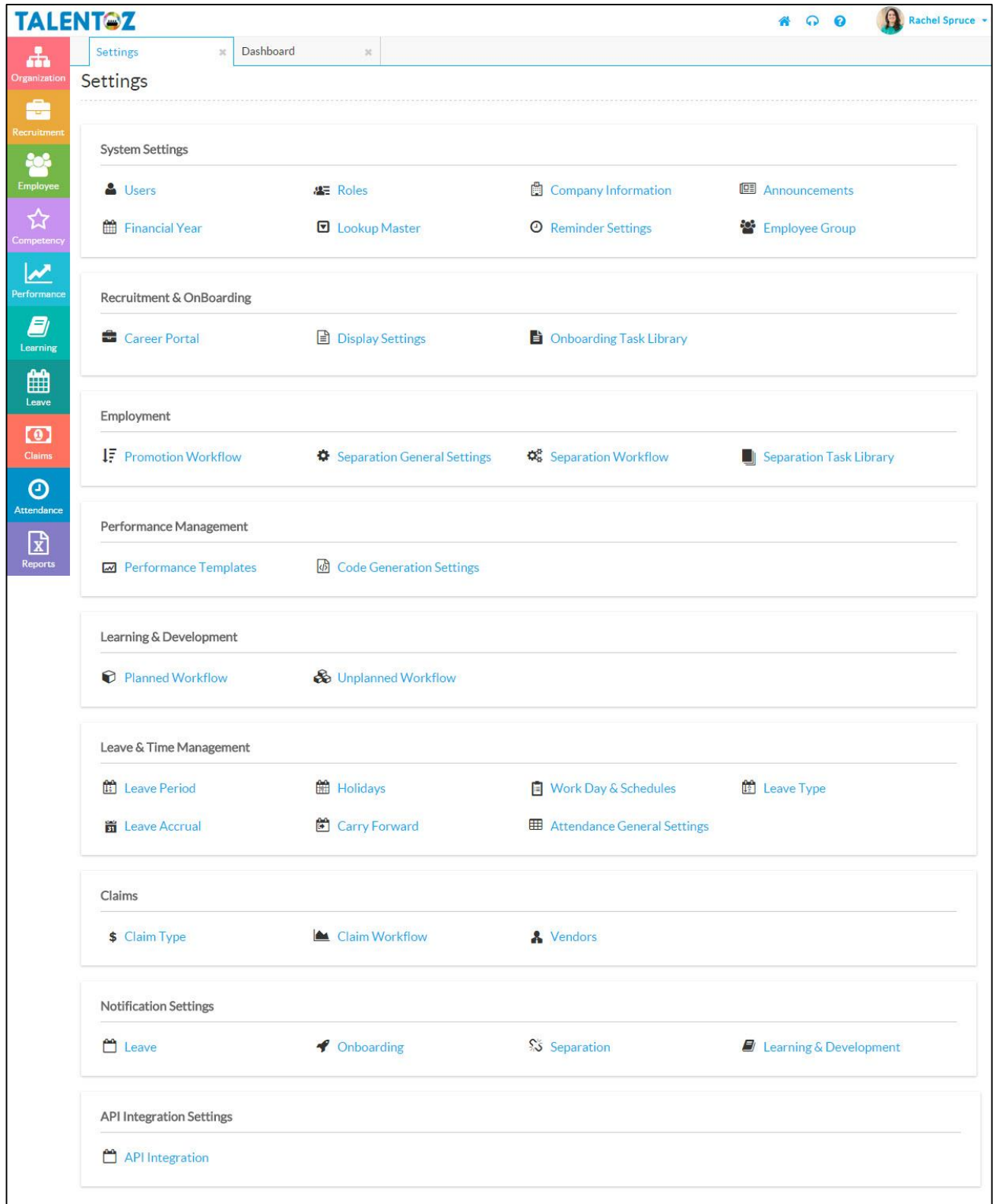
Leave Type	Business Unit	Action
Casual Leave	All	  
Sick Leave	All	  
Privilege Leave	All	  
Compensation Leave	All	  
Maternity Leave	All	  
Study Leave	Kin Blue Tech (I) Pvt. Ltd	  
Bereavement Leave	Kin Blue Tech (I) Pvt. Ltd	  

Click on  icon available in the respective leave type. Confirmation message will get displayed, on confirmation corresponding leave type will get deleted.

Carry Forward

Add Carry Forward

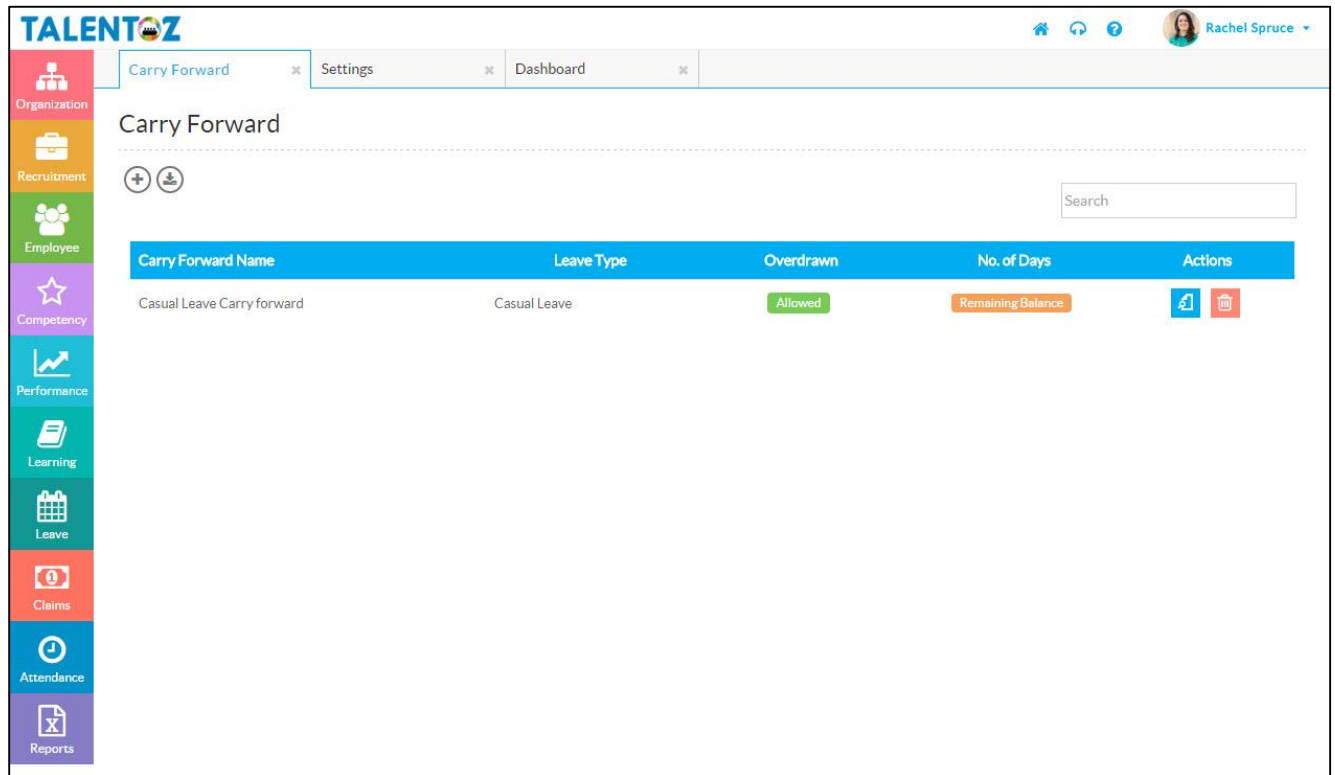
To add carry forward, click on the name in the top right corner of the screen and select Settings option. Settings page will get displayed as shown in the figure.



The screenshot displays the Talentoz application interface with the 'Settings' page selected. The top navigation bar includes the Talentoz logo, a user profile for 'Rachel Spruce', and a search icon. The left sidebar contains various modules: Organization, Recruitment, Employee, Competency, Performance, Learning, Leave, Claims, Attendance, and Reports. The main content area is titled 'Settings' and is organized into several sections:

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- Claims**
 - Claim Type, Claim Workflow, Vendors
- Notification Settings**
 - Leave, Onboarding, Separation, Learning & Development
- API Integration Settings**
 - API Integration

Click on the Carry Forward option in the Leave & Time Management section. Carry Forward page will get displayed as shown in the figure.



Click on  icon, Add Carry Forward modal window will get displayed as shown in the figure.

Add Carry Forward

Carry Forward Name

Business Unit

Select

Leave Type

Select

Carry Forward For

☐ All Employees
 ☒ Specific Employee(s)

Employee Tag

Include Overdrawn leave when carrying forward leave balance

☐

Maximum amount to carry forward

Specify the maximum number

Enter Day:

Expire in

Enter value

Months

Save

Enter the required details and click on  button.

Modify Carry Forward

To modify carry forward details navigate to **Settings > Leave Settings > Carry Forward**. Carry forward list page will get displayed as shown in the figure.

Click on icon available in the respective carry forward item. Corresponding carry forward details will get displayed as shown in the figure.

Click on **Edit** button, details gets displayed in editable mode as shown in the figure.

Casual Leave Carry forward

Carry Forward Name:

Business Unit:

Leave Type:

Carry Forward For: ☐ All Employees ☒ Specific Employee(s)

Employee Tag:

Include Overdrawn leave when carrying forward leave balance: ☒

Maximum amount to carry forward:

Expire in:

☒ Update

Modify the required details and click on Update button.

Delete Carry Forward

To delete carry forward details navigate to Settings > Leave Settings > Carry Forward. Carry forward list page will get displayed as shown in the figure.

Rachel Spruce

Carry Forward
Settings
Dashboard

Carry Forward

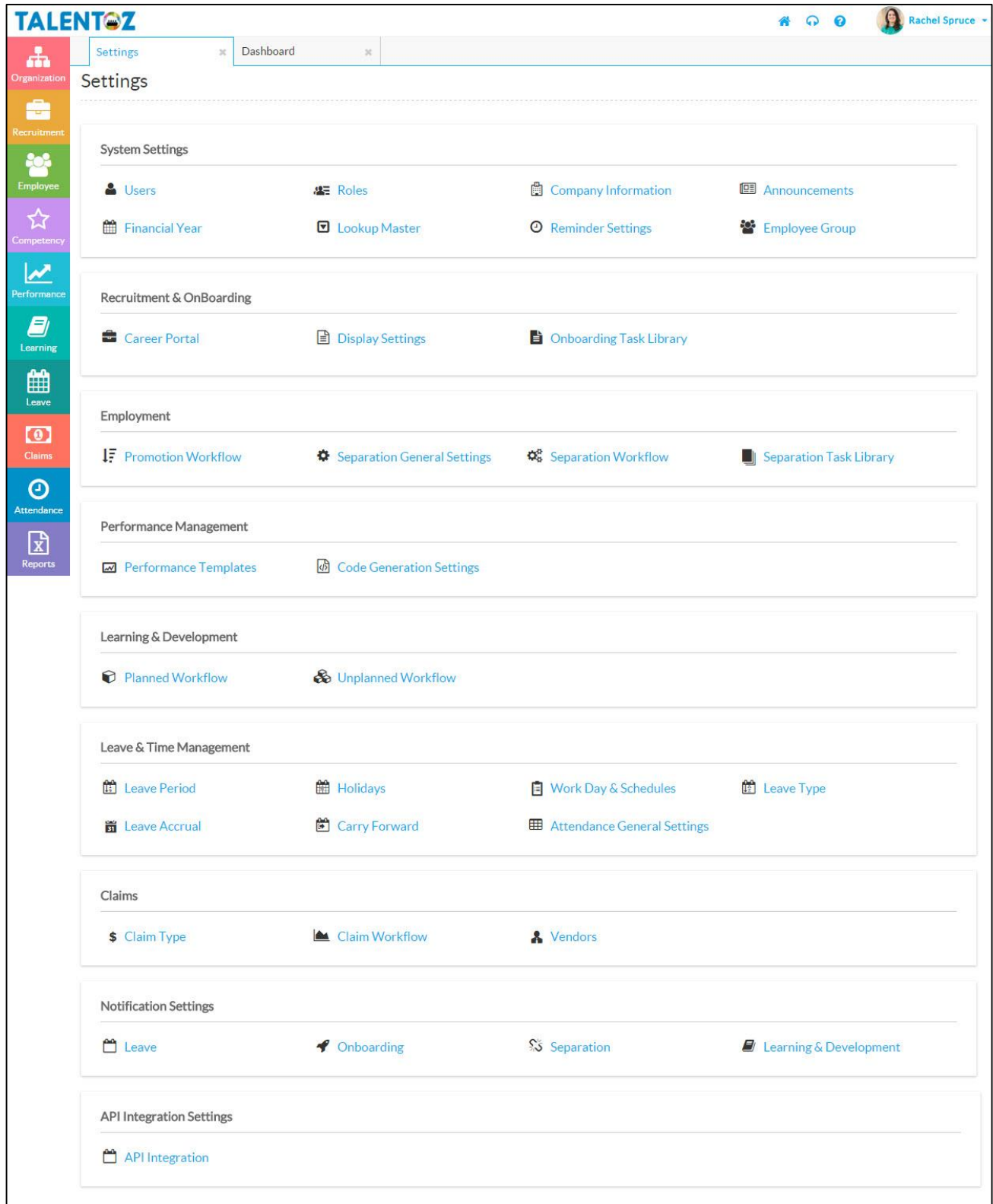
Carry Forward Name	Leave Type	Overdrawn	No. of Days	Actions
Casual Leave Carry forward	Casual Leave	Allowed	Remaining Balance	

Click on icon available in the respective carry forward record. Confirmation message will get displayed, on confirmation corresponding carry forward will get deleted.

Leave Accrual

Add Leave Accrual

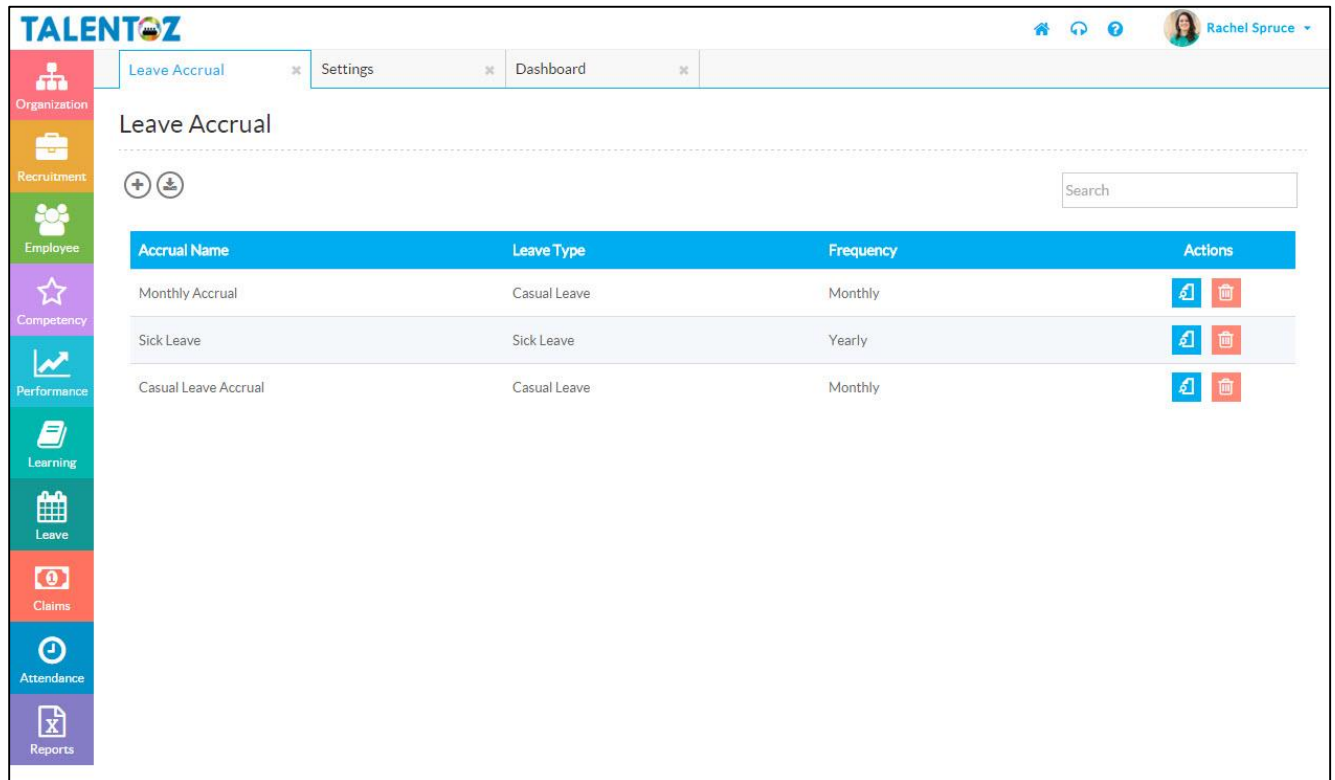
To add leave accrual, click on the name in the top right corner of the screen and select Settings option. Settings page will get displayed as shown in the figure.



The screenshot displays the Talentoz application interface with the 'Settings' page selected. The top navigation bar shows the 'Settings' tab active, with a 'Dashboard' tab also visible. The user profile 'Rachel Spruce' is in the top right corner. The left sidebar contains various modules: Organization, Recruitment, Employee, Competency, Performance, Learning, Leave, Claims, Attendance, and Reports. The main content area is titled 'Settings' and is organized into several sections:

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 - Promotion Workflow, Separation General Settings, Separation Workflow, Separation Task Library
- Performance Management**
 - Performance Templates, Code Generation Settings
- Learning & Development**
 - Planned Workflow, Unplanned Workflow
- Leave & Time Management**
 - Leave Period, Holidays, Work Day & Schedules, Leave Type
 - Leave Accrual, Carry Forward, Attendance General Settings
- Claims**
 - Claim Type, Claim Workflow, Vendors
- Notification Settings**
 - Leave, Onboarding, Separation, Learning & Development
- API Integration Settings**
 - API Integration

Click on the Leave Accrual option in the Leave & Time Management section. Leave Accrual page will get displayed as shown in the figure.



Click on icon, Add Leave Accrual modal window will get displayed as shown in the figure.

Enter the required details and click on **Save** button.

Modify Leave Accrual

To modify leave accrual details navigate to **Settings > Leave Settings > Leave Accrual**. Leave Accrual list page will get displayed as shown in the figure.

Leave Accrual

Accrual Name	Leave Type	Frequency	Actions
Monthly Accrual	Casual Leave	Monthly	
Sick Leave	Sick Leave	Yearly	
Casual Leave Accrual	Casual Leave	Monthly	

Click on icon available in the respective leave accrual item. Corresponding carry forward details will get displayed as shown in the figure.

Casual Leave Accrual

Accrual Name	Casual Leave Accrual	Business Unit	Kin Blue Tech (I) Pvt. Ltd
Leave Type	Casual Leave	Accrual For	All Employees
Accrual Frequency	Monthly	Days to accrue	1.00
Day of crediting to employee	1st of every month		

Edit

Click on **Edit** button, details gets displayed in editable mode as shown in the figure.

Casual Leave Accrual

Accrual Name

Casual Leave Accrual

Business Unit

Kin Blue Tech (I) Pvt. Ltd

Leave Type

Casual Leave

Accrual For

☒ All Employees
 ☐ Specific Employee(s)

Accrual Frequency

Monthly

Days to accrue

1.00

Day of crediting to employee

1

Update

Cancel

Modify the required details and click on **Update** button.

Delete Leave Accrual

To delete carry forward details navigate to Settings > Leave Settings > Leave Accrual. Leave Accrual list page will get displayed as shown in the figure.

Talentoz

Leave Accrual

Settings

Dashboard

Organization

Recruitment

Employee

Competency

Performance

Learning

Leave

Claims

Attendance

Reports

Leave Accrual

+

-

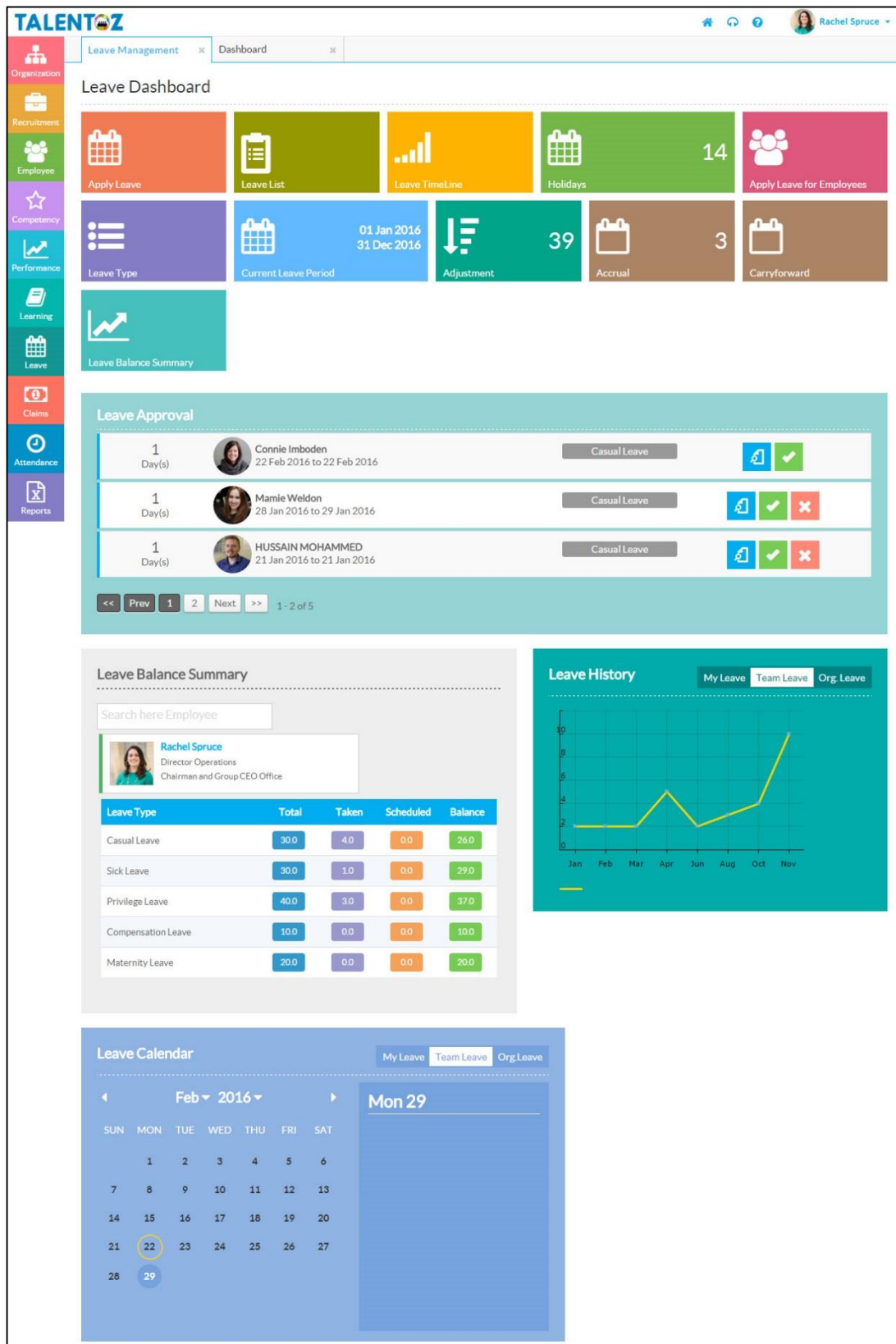
Search

Accrual Name	Leave Type	Frequency	Actions
Monthly Accrual	Casual Leave	Monthly	
Sick Leave	Sick Leave	Yearly	
Casual Leave Accrual	Casual Leave	Monthly	

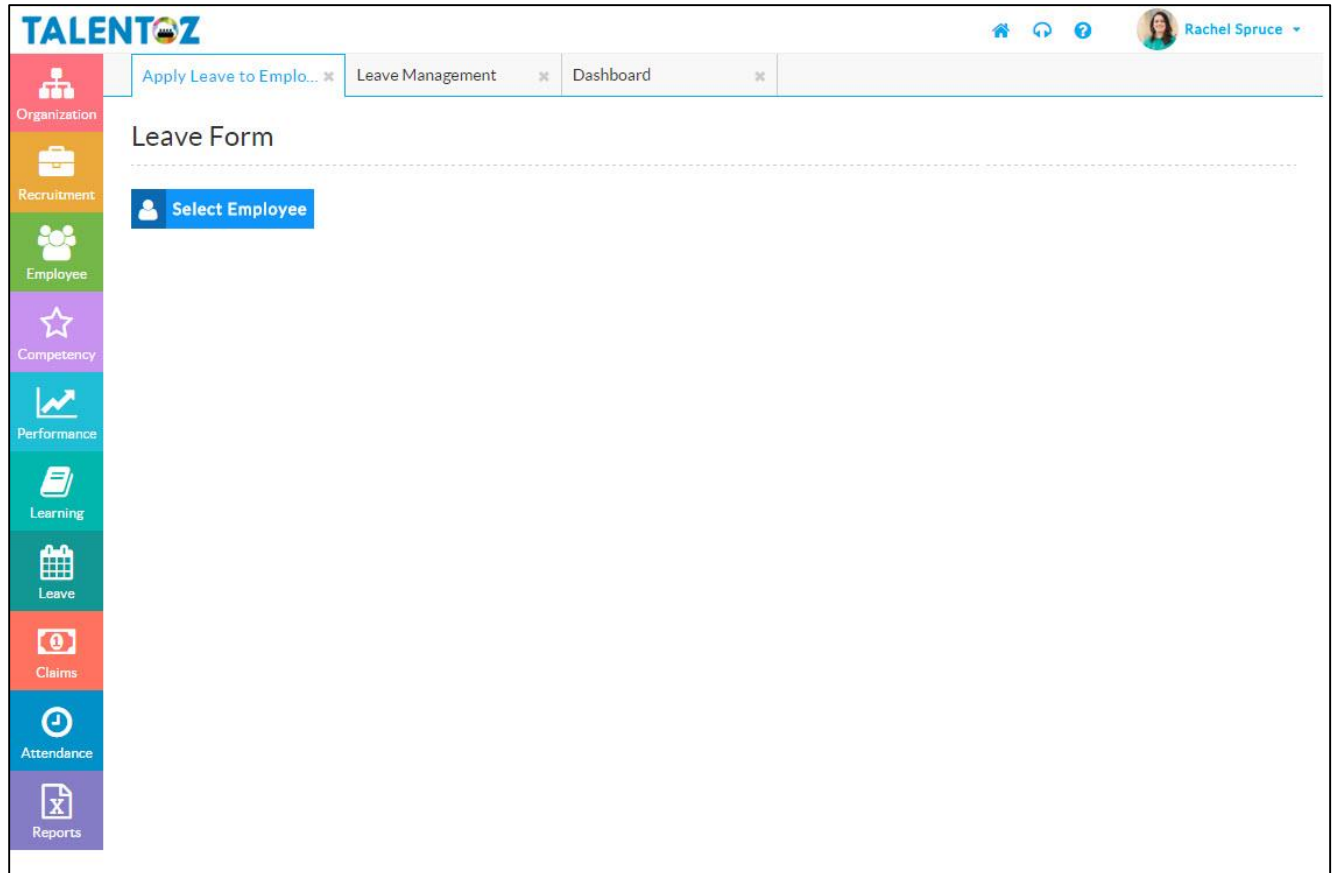
Click on icon available in the respective leave accrual record. Confirmation message will get displayed, on confirmation corresponding leave accrual will get deleted.


Apply Leave for an Employee


To apply leave for an employee, click on the Leave Management menu. Leave management dashboard page will get as shown in the figure.



Click on the Apply Leave for Employees tile available in the leave dashboard. Leave Form will get displayed as shown in the figure.



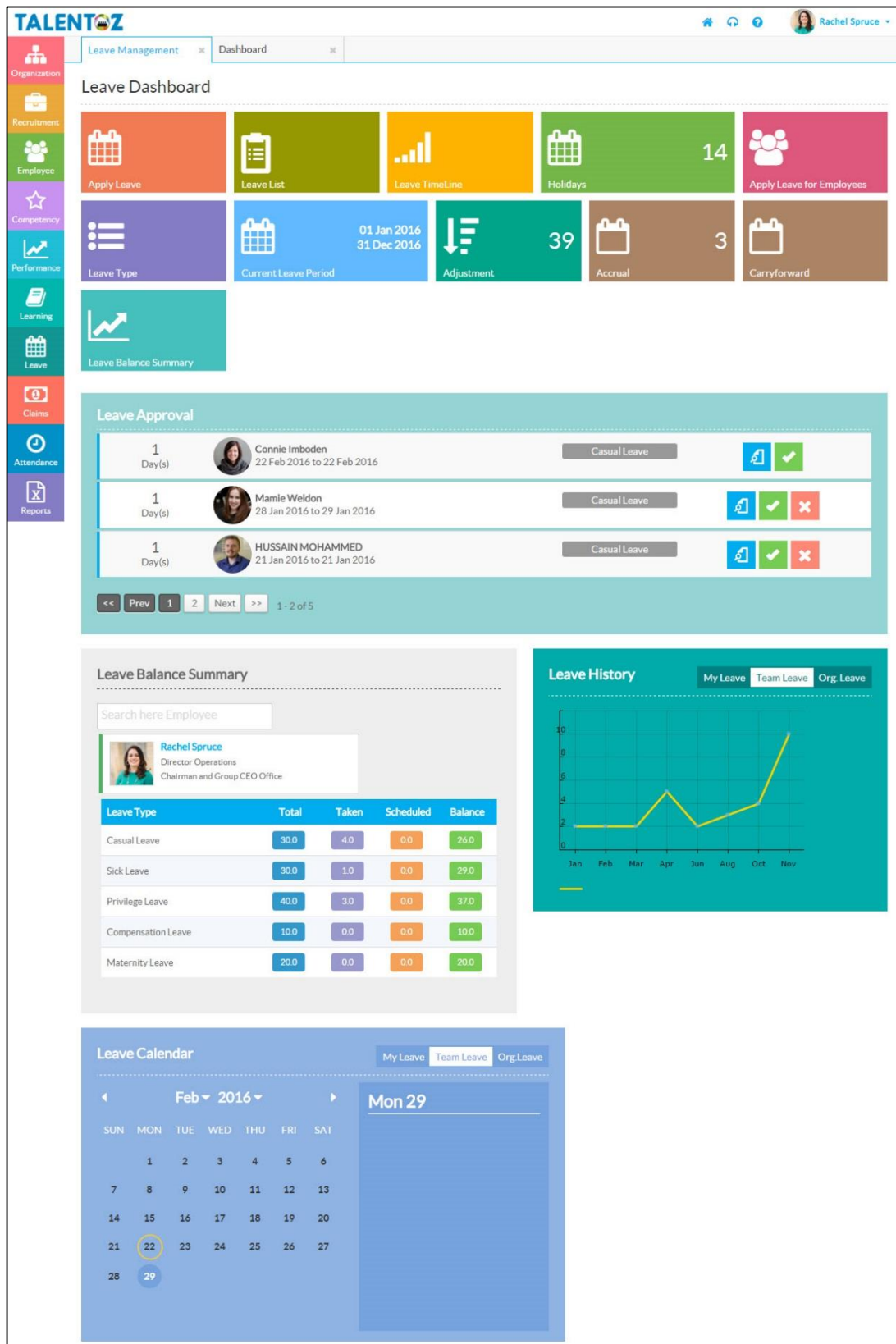
Click on  button, assign employee modal window will get displayed as shown in the figure.

Select the employee to whom you need to apply leave and click on  button. Leave Form with employee leave balance details will get displayed as shown in the figure.

Fill in the leave application with necessary details and click on  button.

Add / Deduct Leave Adjustment for Employee(s)

To add / deduct leave adjustment for employee(s), click on the Leave Management menu. Leave management dashboard page will get as shown in the figure.



Click on the Adjustments tile available in the leave dashboard. Leave Adjustment List will get displayed as shown in the figure.

Business Unit

All











Department

All

+

+

Search

Leave Type	No. of Days	Adjustment	No. of Employees	Applied On	Action
Study Leave	50.0	Added	5	04 Jan 2016	
Sick Leave	30.0	Added	5	04 Jan 2016	
Privilege Leave	30.0	Added	5	04 Jan 2016	
Maternity Leave	20.0	Added	2	04 Jan 2016	
Compensation Leave	20.0	Added	5	04 Jan 2016	
Casual Leave	30.0	Added	5	04 Jan 2016	
Bereavement Leave	20.0	Added	5	04 Jan 2016	
Sick Leave	30.0	Added	29	04 Jan 2016	
Privilege Leave	40.0	Added	29	04 Jan 2016	
Maternity Leave	20.0	Added	9	04 Jan 2016	

<<

Prev

1

2

3

4

Next

>>

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Click on  icon, Leave Adjustment page will get displayed as shown in the figure.

Leave Adjustment

Select Add / Deduct Leave Adjustment ☒ Add Leave ☐ Deduct Leave

Adjustment Details

Business Unit Leave Type

Adjustment Days

Remarks

Employee Details

Add Employee(s)

Select the option Add leave or Deduct Leave.





Enter the Adjustment Details.

Select the employees for adjustment by clicking icon. Add employee modal window will get displayed as shown in the figure.

Add Employee


Select Employee Tags [Show All Employee\(s\)](#)

Select Employees [Select All](#)

-  **Courtney Kitchel**
SMR008
DM, Strategy & Projects
-  **Angela**
SMR119
Project Manager
-  **Hasinah Binti Ameer Mohide...**
SMR137
Business Analyst
-  **Katrina**
SMR158
Project Manager

Selected Employee [Remove All](#)

No record(s) to display

Select the required employee(s) to whom adjustment is to be made and click on  button, you will be redirected to Leave Adjustment page.

After adding employee, verify the details and click on  button. Adjustment details gets saved.