Leave Manager

Username   Login Username

Password   Login Password

Login

IP ADDRESS RESTRICTED

Leave Manager

Add Leave

View leave not added to MYOB

Leave History

Staff MGMT

Leave Manager

Add New Staff Member
Staff Name
Staff Store
FT or PT select

List all present staff with ability to archive historical staff.

Leave Manager

Add Leave

Staff Member Name	Auto populate from staff list as start typing
Leave Start Date	Calendar Selector
Leave Finish Date	Calendar Selector
Annual or Sick Leave	Toggle between Annual or Sick
Leave Notes	Notes box

Record Leave

View Leave

View leave not added to MYOB

List all the leave that has not been marked as added.

A simple tick box is required on the LHS to tick off the entry to MYOB, an ability for the recored to add a note against the leave. Once tick the data is removed although the date this is added to MYOB is recorded and by who was logged in.

Leave History

Staff Member Name | Auto populate from staff list as start typing

Period of Leave | Date boxes to select the period to look against

All leave for that staff member to show with the following columns:
Dates of leave taken
Annual or Sick
Notes re leave
Date added to MYOB
Who added to MYOB
Note Added when ticked off