

# How to use Leave Management function

If you want to authorize Leave to an employee/employer, you can utilize Leave Management tool.

A Leave can be a various types of absence such as personal leave (vacation or time-off), family incidents (death or accidents), maternity leave (fraternity leave), Work off-site or business trips, or military service or jury duty(citizenship duties). Some of these can be taken into account as a part of worktime(paid time-off), or not considered as part of worktime(non-paid time-off).

## Scenario in this example:

**An employer(Administrator) needs to go for his military service duty on Nov 1st, 2018.**

The purpose of using Leave Management is to identify if an employee/employer is entitled to have paid time-off or non-paid time-off.

Worked: paid time-off(counted as a part of worktime)

Non-worked: non-paid time-off(not considered as part of worktime)

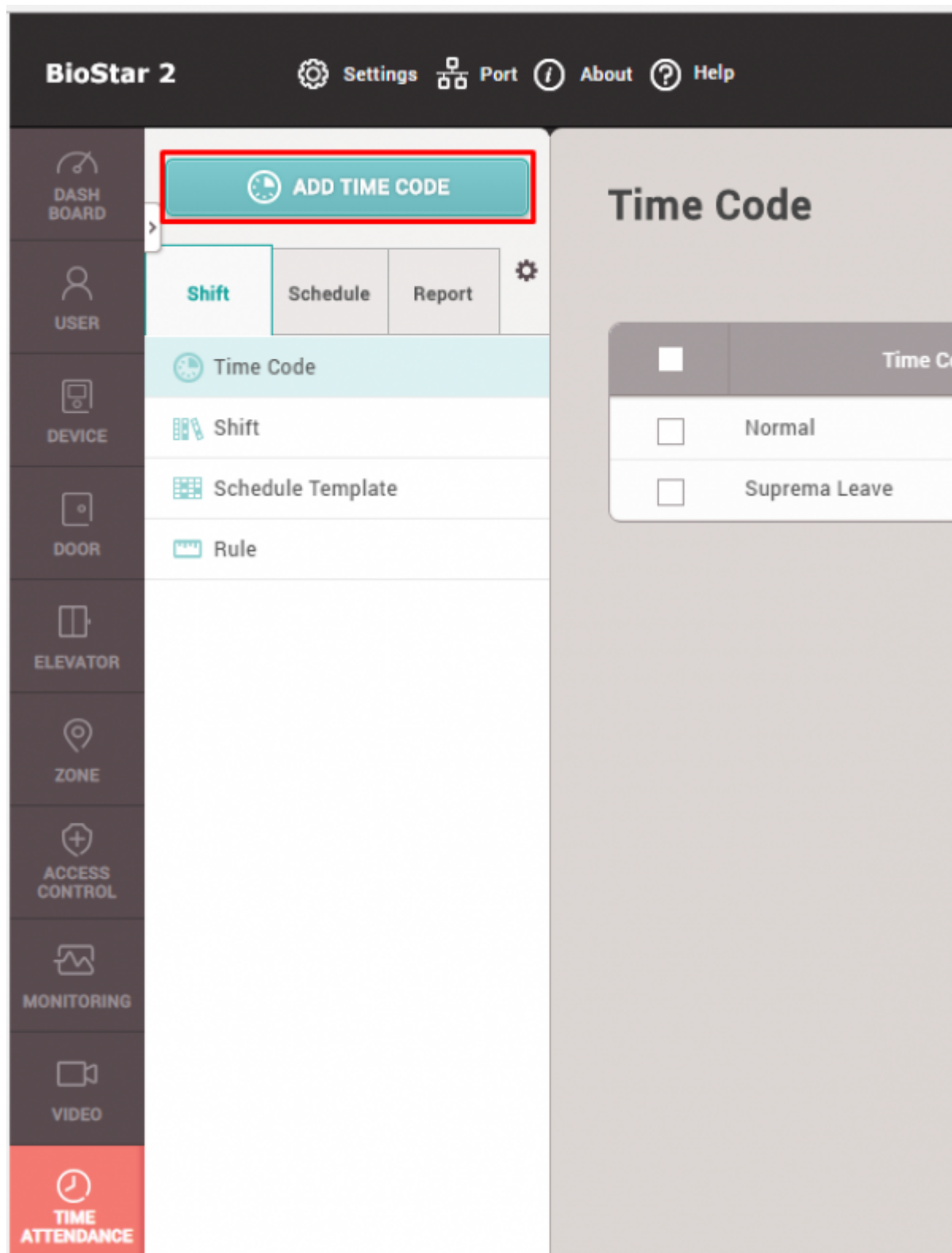
\*Because the military service duty is not taken off of the employer's entitled leave for the year, it will be considered as "Worked" leave in this example.

This characteristics is also explained in two articles with examples below:

[How to create T&A settings for organizations with fixed shift](#)

[How to create T&A settings for organizations with flexible shift](#)

1)Connect to BioStar 2 Client and then go to Time Attendance tab, and click on "Add Time Code" button



- 2) Check on "Leave Management" tab of Type, set the name and description, and then create it by clicking Apply
- as mentioned, military service will be considered paid time-off, thus this Leave Management will be created as "worked."

←

Suprema Leave

• Name

Suprema Leave

• Description

leave

• Type

☐ Attendance management

☐ Overtime management

☒ Leave management

• Option

☒ Worked

☐ Not Worked

3)Create shift as you require, hit Apply & Next

BioStar 2

SettingsPortAboutHelp

DASH BOARD

USER

DEVICE

DOOR

ELEVATOR

ZONE

ACCESS CONTROL

MONITORING

VIDEO

TIME ATTENDANCE

←

Elias Garcia 7-20h

• Name

Elias Garcia 7-20h

• Description

Elias Garcia 7-20h

• Type

☒ Fixed

☐ Flexible

• Day start time

07:00

• First check-in & Last check-out

☐ No

• Time segment

Current day

Next day

036912151821

Time code	Start time	End time	Min. Duration	Meal deduction
Normal	07:00	20:00	04:00	01:00

• Rounding

☐ Punch in

☐ Punch out

• Break by Punch

☐

Apply & Next

Apply

4)Create schedule template as you require

BioStar 2

SettingsPortAboutHelp

AdministratorLogout

DASH BOARD

USER

DEVICE

DOOR

ELEVATOR

ZONE

ACCESS CONTROL

MONITORING

VIDEO

TIME ATTENDANCE

←

ADD SCHEDULE TEMPLATE

• Name

• Description

• Type

☒ Weekly

☐ Daily

Shift	Type	Time	Day start time
Elias Garcia 7-20h	Fixed	07:00-20:00	07:00

MON Copy All

03691215182124

Elias Garcia 7-20h

TUE

03691215182124

Elias Garcia 7-20h

WED

03691215182124

Elias Garcia 7-20h

THU

03691215182124

Elias Garcia 7-20h

FRI

03691215182124

Elias Garcia 7-20h

SAT

03691215182124

Elias Garcia 7-20h

SUN

03691215182124

Elias Garcia 7-20h

5) Add schedule as you wish

Settings
 Port
 About
 Help

Suprema

- Name
- Description
- Rule

None
- Schedule template [ Elias Garcia 7-20h ]
- Period [ 2018-10-01 ] ~
- Holiday

None
- User

User group

All Users	3
IT	1

☒

User in group(3)

<input checked="" type="checkbox"/>	Administrator (1)
<input checked="" type="checkbox"/>	Kantakana (3)
<input checked="" type="checkbox"/>	Max (2)

Add selected user

Added users(3)

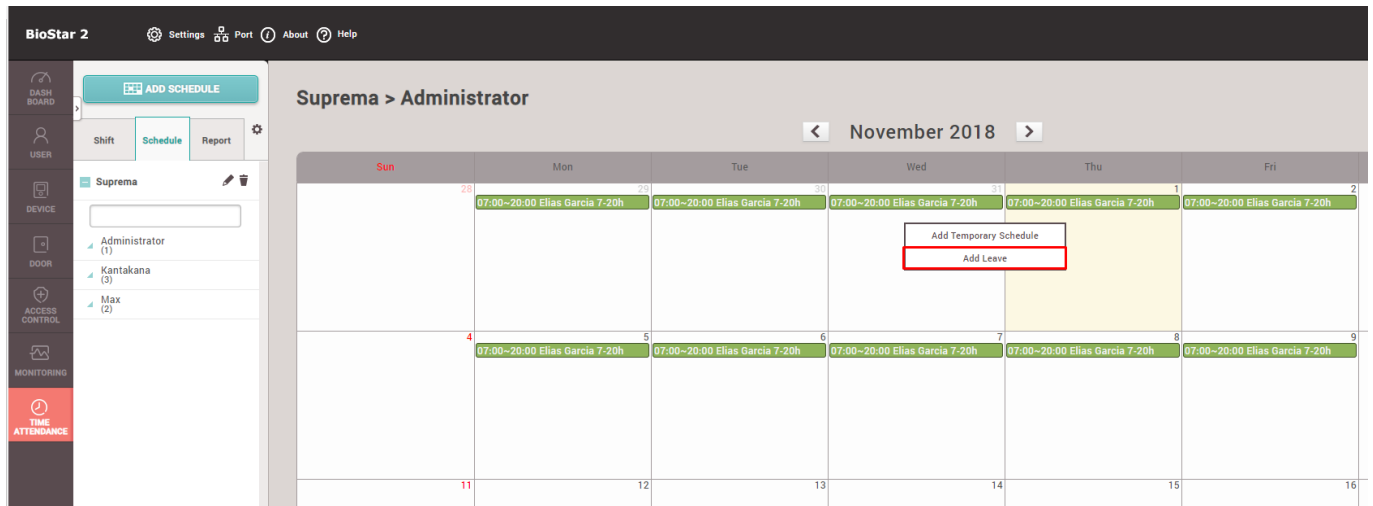
	Administrator (1)
	Kantakana (3)
	Max (2)

Delete all users

6) Now when the schedule is created, you will be able to see it on the left-hand column. Expand it and click on a user to see his or her individual schedule in calendar format.

[illegible]

7) Click on anywhere on the calendar to authorize Leave for this employer, you can see that a menu is created to offer you options of “Add Temporary Schedule” or “Add Leave.” Click on “Add Leave.”



8) You will see an “Edit Leave” popup window, you can now set Leave for this employer. Select the appropriate time code for Leave menu bar. If you would like to authorize only a specific part of a day for absence check on “Use Time” box then you can allow this employee to only leave for a certain part of a day. You can also set Start Date and End Date of this leave, and can select other users in “Apply to Other Users” if you would like to apply this leave to multiple users. Lastly, the comment box offers an option to leave a memo for the Leave.

For the case of assigning specific part of the day for the Leave, check on Use Time checkbox. Normally from the set Day Start Time till the set End of the Day would be used.

Edit Leave

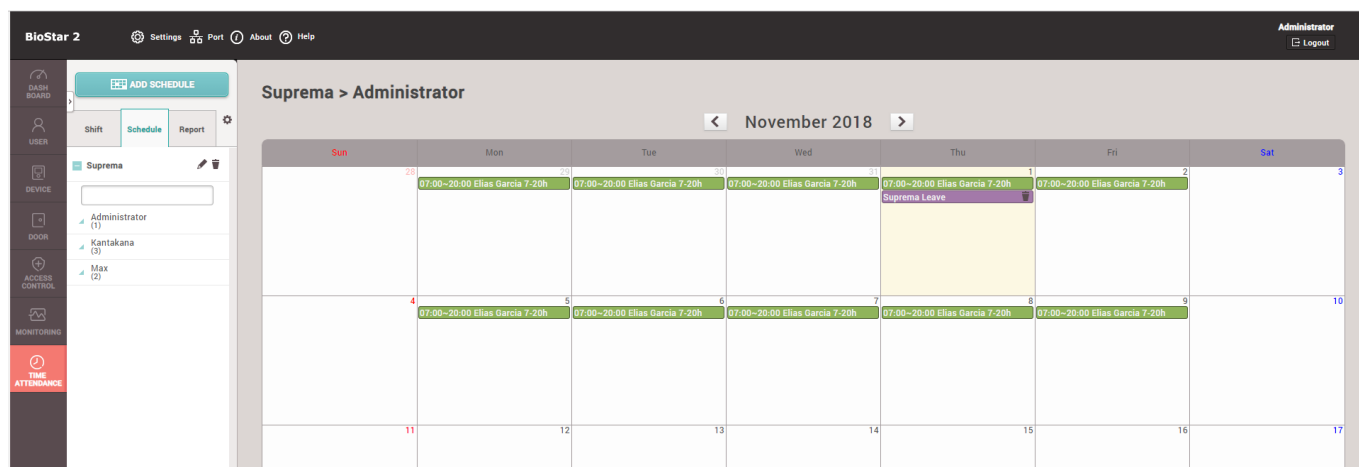
Administrator(1)

Date	2018-11-01(Thu)	
Leave	Suprema Leave	
Use Time	<input checked="" type="checkbox"/>	
Start Datetime	<div>2018-11-01</div> <div>07</div> <div>00</div>	<div>End Datetime</div> <div>2018-11-01</div> <div>20</div> <div>00</div>
Leave Hours	13:00	
Apply to Other User(s)	<input type="text"/>	
Approver Comments	<input type="text" value="Military service"/>	

Ok

Cancel

9) Now when you click OK, you can see that this leave is now authorized for this user on his or her calendar.



10) Go to Report section, set the desired information on period, report type, column setting, user, and press "Update Report" after check on Rebuild Time Card. You will see that the Leave that you assigned for the user is now shown on the report.

The screenshot displays the BioStar 2 web interface. On the left is a sidebar with navigation options: DASH BOARD, USER, DEVICE, DOOR, ACCESS CONTROL, and MONITORING. The 'TIME ATTENDANCE' section is highlighted. The main area is titled 'Search Conditions' and includes fields for Name (Daily Report), Period (Custom (2018-11-01 ~ 2018-11-09)), Start Date (2018-11-01), End Date (2018-11-09), Report Type (Daily), and User Group (1 (Administrator)). There are buttons for 'Save Filter', 'Update Report', 'CSV Export', and 'PDF Export'. Below the search conditions is a table titled 'Daily Report' with columns: Date, Name, User ID, Department, Shift, Leave, In, Out, Exception, Regular hours, Overtime hours, and Total Work Ho... The table contains one row of data for 2018/11/01.

Date	Name	User ID	Department	Shift	Leave	In	Out	Exception	Regular hours	Overtime hours	Total Work Ho...
2018/11/01	Administrator	1	All Users	Elias Garcia 7-20h	Suprema Leave	-	-	-	12:00:00	0:00:00	12:00:00

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