REYPATH Solutions

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Leave Management
How to manage leave transactions and balances

Navigation Path

To access the Leave parameter screen:

- Click on **Config**
- Go to **Human Resources**
- Go to **Leave Scheme Parameters**

Leave Scheme Parameters

Capture the required details and then click on **Save**
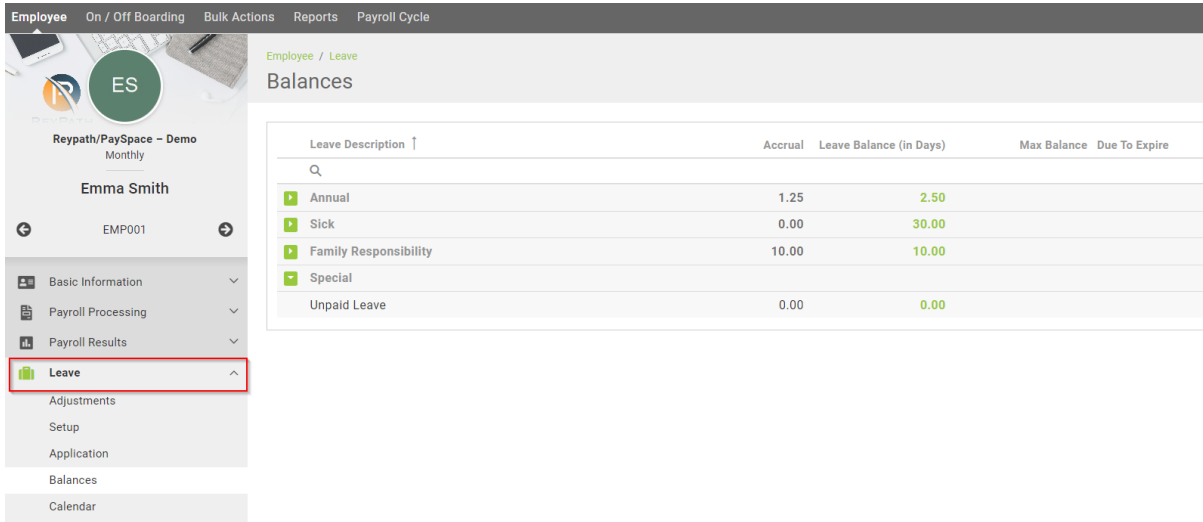
Field:	Description:
Leave Scheme:	Select from the dropdown list what leave scheme this leave type is linked
Effective date:	It is important to capture an effective date, prior to when the first employee was linked to this leave scheme.
Leave type:	Select from the dropdown list the leave type
Leave description:	Type in the description of the leave type for example: Annual Leave
Stipulate the order:	If you have more than one leave line under a leave type, select the order in which leave line must be taken first
This leave type accrues at:	Select how many days/hours the leave type must accrue per year/day/month

Employee Leave Screen

To access the employee leave screen:

- Select an Employee
- Go to the leave menu option left of the screen

Menu Option:	Description:
Adjustments:	Select a specific leave type and adjust the leave type by a no. of days/hours
Setup:	Link the employee to a leave scheme
Application:	Capture a transaction on a behalf of an employee
Balances:	View the leave type and balances linked to the employee
Calendar:	View the leave taken on a calendar screen