

Tabs

- Leave status header

Leave status header

Leave Status

Inserted

Client* XYZ Foundation

Employee*

Period*

Date*

LeaveType*

Organization*

Leave Request

Payroll Detail

Quantity* 1 Day

☒ Active ☐ Processed

Description

Critical Fields

- 1.Employee: To select the employee
- 2.Period: To select the month
- 3.Date : This field used for document creation date updating purpose
- 4.Leave type : This field used for Leave type updating purpose
 - 4.1 Casual
 - 4.2 LOP
 - 4.3 Medical
- 5.Quantity; This field used for how many days leave from employee updating purpose (0.5 day.1 day, comp off days ,etc)
- 6.Payroll detail:This field is updated automatically when a payroll document is complete

Critical & onetime setup fields

- 1.Organization:This Field is used to select the organization

Non-Critical Fields

Zoom condition's

Customization