

Leave status

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Introduction

Overview

This window used for individual Month wise employee leave status updating purpose

Business Case

Tabs

Leave status header

The screenshot shows a software interface for 'Leave Status'. At the top left, it says 'Inserted'. On the right, there are navigation icons and a date '+*19/114'. The form is divided into two main columns. The left column contains fields for 'Client' (with a dropdown showing 'XYZ Foundation'), 'Employee' (with a person icon), 'Period' (with a dropdown), 'Date' (with a calendar icon), 'LeaveType' (with a dropdown), and 'Description' (with a text area). There are also checkboxes for 'Active' and 'Processed'. The right column contains fields for 'Organization' (with a dropdown), 'Leave Request' (with a dropdown), 'Payroll Detail' (with a dropdown), and 'Quantity' (with a dropdown showing '1 Day').

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

Validations

Save

1. It is used to save the records after the mandatory fields are filled.

Delete

1. It is used to delete the records before the transactions are done.

Video