Leave status

Introduction

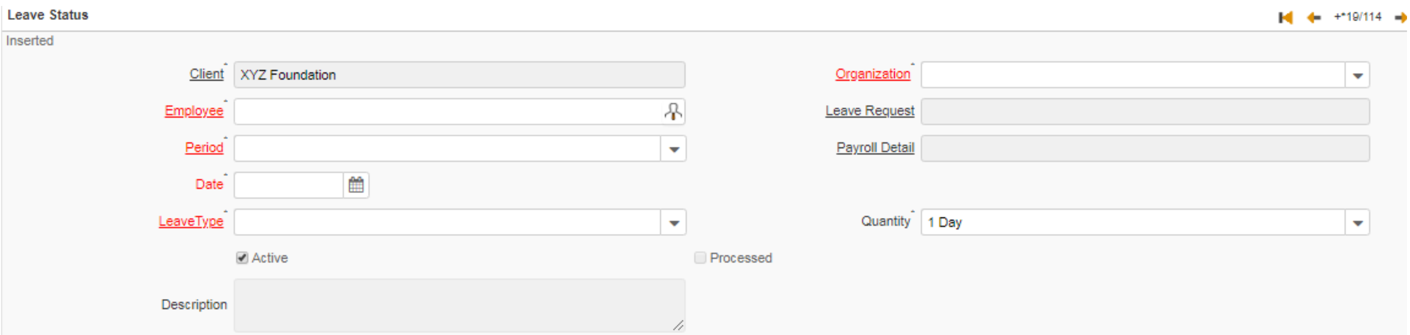
Overview

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

Business Case

Tabs

Leave status header



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