

# 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 sections. The left section 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 section 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