

Leave status header

Leave Status

Inserted

Client: XYZ Foundation

Employee: [Person Icon]

Period: [Dropdown]

Date: [Calendar Icon]

LeaveType: [Dropdown]

Organization: [Dropdown]

Leave Request: [Text Field]

Payroll Detail: [Text Field]

Quantity: 1 Day

☒ Active ☐ Processed

Description: [Text Field]

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

Revision #1

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