

Leave Type

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Introduction

Introduction

Overview

1. Leave type is used to create the leave types.

Business Case

1. In a company leave type is used in HR modules. This leave types are causal, medical, LOP.

Tab

Tab

Leave

KONECT ANALYTICS leave t

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Home (7) Summary Leave Type: Casual

Favourites Recent Items

Leave

Client: Kconnect Demo Organization: *

Name: Casual

Description:

Type: Paid

☒ Active

Critical Fields

1. Name : It is used to mention the leave type names.(Ex.Causal)

Critical & onetime setup fields

1. Organization Field : This Field is used to select the organization which you are going to process the document.
2. Type : This is used for select the basic leave type from the list.(Paid,Sick,Maternity)

Non-Critical Fields

Zoom condition's

1. We can zoom and find the leave status records by using this leave types.

Customization

Validation

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.