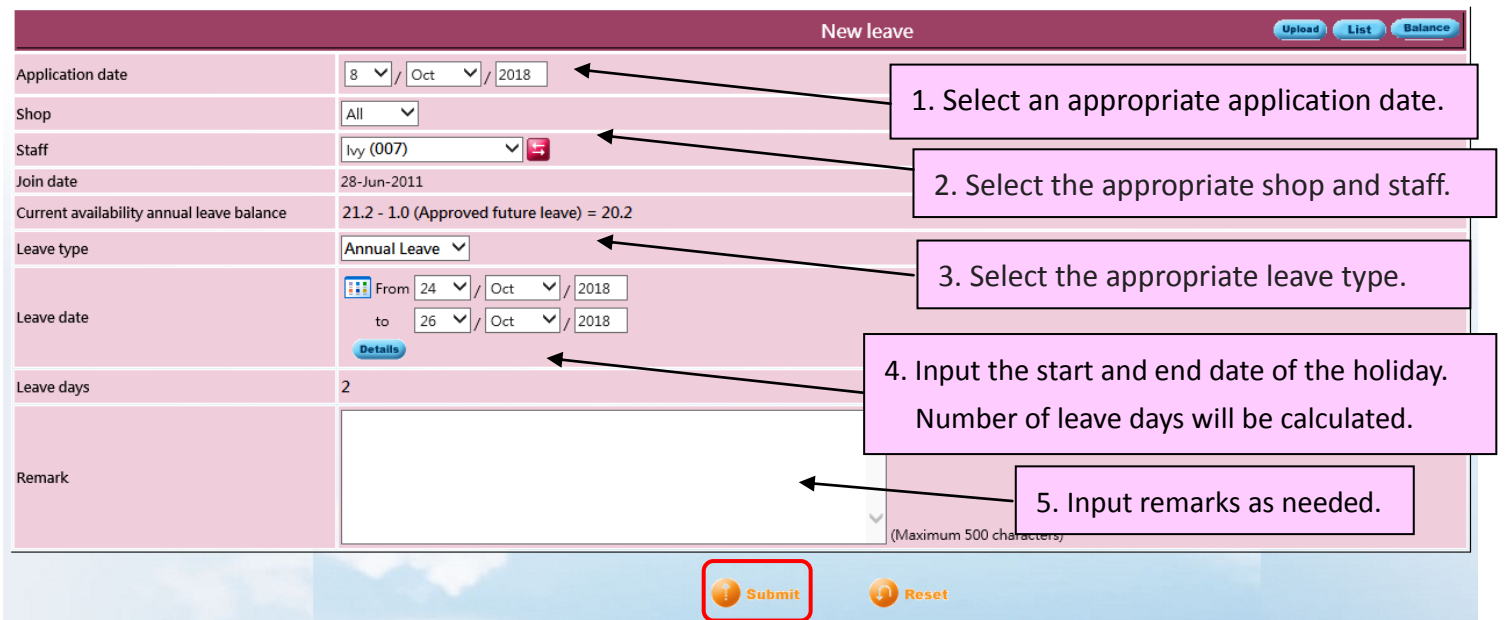


Staff Leave

Apply for leave (Leave applied by staffs/ leave handled by HR department)

Staffs can directly apply for own leaves in the b2b system. If an employee applies for a leave with written application form, the staff of the Human Resources Department can enter the application information into the b2b system afterward.

- Leave applied by staffs: Go to Main Menu > Apply own leave
- Leave handled by HR department: Go to Staff > Leave > New



The screenshot shows the 'New leave' form with the following fields and callouts:

- 1. Select an appropriate application date.** Points to the 'Application date' field (8 / Oct / 2018).
- 2. Select the appropriate shop and staff.** Points to the 'Shop' (All) and 'Staff' (Ivy (007)) dropdowns.
- 3. Select the appropriate leave type.** Points to the 'Leave type' dropdown (Annual Leave).
- 4. Input the start and end date of the holiday. Number of leave days will be calculated.** Points to the 'Leave date' field (From 24 / Oct / 2018 to 26 / Oct / 2018).
- 5. Input remarks as needed.** Points to the 'Remark' text area.

At the bottom of the form, there are 'Submit' and 'Reset' buttons. The 'Submit' button is highlighted with a red box.

6. Click <Submit> to submit the application.

Upon completion of the leave application, the applicant and the designated person will receive an email, and the designated person should include the colleague who is responsible for the approval of the leave application.

If the user wants to apply for different leave types within the same day or the same period,
 go to Staff > Leave > New

New leave

Application date	8 / Oct / 2018		
Shop	All		
Staff	Ivy (007)		
Join date	28-Jun-2011		
Current availability annual leave balance	21.2 - 1.0 (Approved future leave) = 20.2		
Leave type	Annual Leave		
Leave date	<input type="button" value="Calendar"/> From 24 / Oct / 2018 to 26 / Oct / 2018		
Leave days	2		
Remark	(Maximum 500 characters)		

1. Input the start and end date of the holiday.

2. Click <Details> and leave days will change according to different holiday types.

Leave details

Date	Leave days	Leave type	Original shift	New shift (Valid for not enough one day leave)
24-Oct-2018(Wed)	0.5	Sick leave	A (09:00 am - 10:15 pm)	PM (02:00 pm - 06:00 pm)
25-Oct-2018(Thur)	1	Annual leave	A (09:00 am - 10:15 pm)	Please select
26-Oct-2018(Fri)	1	Annual leave (Approved)		

When selecting a half day leave, a new shift can be selected.

There will be notifications, if there is duplication in leave application.

Click <Submit> to save settings.

Remark

(Maximum 500 characters)

3. Input remarks as needed.

4. Click <Submit> to submit the application.

Edit/ Delete leave application

Go to Staff > Leave > Search

Leave search	
Shop	All
Staff	All
Leave type	All
Leave date	From Day / Month / To Day / Month / Quick select
Leave days	=
Application date	From Day / Month / To Day / Month / Quick select
Prepared by	All
Last updated	All
Last updated date	From Day / Month / To Day / Month / Quick select
Approved by	All
Approved date	From Day / Month / To Day / Month / Quick select
Remark	
Status	All

1. Select the appropriate search criteria.



2. Click <Submit> to search

3. Users with permission can edit or delete leave.

Staff code	Staff name	Leave type	Leave from	Leave to	Leave days	Action	Remark	Upload leave document	Prepared by	Application date	Last updated
beauty	Ivy Lee	Annual Leave	29-Nov-2019	29-Nov-2019	1	Edit Delete		Upload	Ivy Lee (beauty)	28-Nov-2019	Ivy Lee (beauty)
beauty	Ivy Lee	Marriage Leave	24-Oct-2019	24-Oct-2019	1	Undo		Upload	Ivy Lee (beauty)	18-Oct-2019	Administrator (admin)
beauty	Ivy Lee	Annual Leave	16-Oct-2019	16-Oct-2019	1	Undo		Upload	Ivy Lee (beauty)	2-Oct-2019	Ivy Lee (beauty)
beauty	Ivy Lee	Marriage Leave	25-Sep-2019	26-Sep-2019	2	Undo		Upload	Ivy Lee (beauty)	13-Sep-2019	Ivy Lee (beauty)

After editing or deleting the leave application, the system will send an email to notify the applicant and the designated person.

Undo the leave application

Click <Undo> to revert the approved leave.

Staff code	Staff name	Leave type	Leave from	Leave to	Leave days	Action	Remark	Upload leave document	Prepared by	Application date	Last updated
beauty	Ivy Lee	Annual Leave	29-Nov-2019	29-Nov-2019	1	Edit Delete		Upload	Ivy Lee (beauty)	28-Nov-2019	Ivy Lee (beauty)
beauty	Ivy Lee	Marriage Leave	24-Oct-2019	24-Oct-2019	1	Undo		Upload	Ivy Lee (beauty)	18-Oct-2019	Administrator (admin)
beauty	Ivy Lee	Annual Leave	16-Oct-2019	16-Oct-2019	1	Undo		Upload	Ivy Lee (beauty)	2-Oct-2019	Ivy Lee (beauty)
beauty	Ivy Lee	Marriage Leave	25-Sep-2019	26-Sep-2019	2	Undo		Upload	Ivy Lee (beauty)	13-Sep-2019	Ivy Lee (beauty)

After the restoration of the holiday approval, the system will send an email to the applicant and the designated person to inform them holiday approval has been restored.

Upload leave document for application

假期數目: 6

1. Click <Upload>.

員工編號	員工名稱	假期類型	假期自	假期至	假期日數	功能	備註	上傳假期文件	製作人	申請日期	最後更新	最後更新日期	批准人	已批准日期	狀態
007	Ivy	例假	2018年10月24日	2018年10月24日	1	編輯 刪除		上傳	Ivy (007)	2018年10月8日	Ivy (007)	2018年9月5日			已準備, 等待批准
007	Ivy	年假	2018年10月25日	2018年10月26日	1	編輯 刪除		上傳	Ivy (007)	2018年10月8日	Ivy (007)	2018年9月5日			已準備, 等待批准
007	Ivy	病假	2018年10月26日	2018年10月26日	1	還原		上傳	Ivy (007)	2018年9月19日	Ivy (007)	2018年9月17日	Shirley (008)	2018年10月10日	已批准
008	Shirley	年假	2018年8月14日	2018年8月16日	3	還原		上傳	Ivy (007)	2018年9月17日	Ivy (007)	2018年10月8日	Shirley (008)	2018年10月10日	已批准
009	Winnie	病假	2018年7月24日	2018年7月24日	1	還原		上傳	Ivy (007)	2018年9月17日	Ivy (007)	2018年10月15日	Shirley (008)	2018年10月10日	已批准
008	Shirley	年假	2018年5月22日	2018年5月25日	4	還原		上傳	Ivy (007)	2018年9月17日	Ivy (007)	2018年9月5日	Shirley (008)	2018年10月10日	已批准

下一頁: 最後一頁 >> 第 1 頁, 共 1 頁 >> 顯示已刪除

2. Select <Browse> to choose documents.

Upload leave document (doc, xls or pdf)

Please press [browse] select file

Please avoid upload file name include ' !, @, \$, #, %, ^, &, *, +, space.

3. Click <Upload> to upload leave documents.

After uploading leave documents,

Current leave document					
Created staff	Created date	Last updated staff	Last updated	Edit leave document	Delete leave document
Ivy Lee	29-Nov-2019	Ivy Lee	29-Nov-2019	doctor.pdf	Delete

Click the document to download.


Click document name to change the file name.

Click <Delete> to delete the document.

Approve leave

Users who can approve leave can go to Main Menu > Approve leave, to view leave applications.

All pending leave applications will be shown here.

Staff (First leave day): Ivy Lee (29-Nov-2019) 

Staff code: beauty
 Staff name: Ivy Lee
 Join date: 19-Sep-2013
 Annual leave balance: 0.00
 Pro rata annual leave balance: 0.00

Click the arrow to sort the applications by application date.

Press <Approve> to approve leave. Leave balance will be updated immediately. The applicant and relevant users will be notified by email.

Apply leave record												
Leave type	Leave from	Leave to	Leave days	Original shift code	Original shift time	New shift code	New shift time	Application date	Leave document	Remark	Action	
Annual Leave	29-Nov-2019	29-Nov-2019	1	A	10:00-22:00			28-Nov-2019			<input type="checkbox"/> Edit Approve Reject	
Total leave days			1									

Press <Reject> to reject the application. The applicant and relevant users will be notified by email.

Approved leave count													
Staff leave type	Nov-2019	Oct-2019	Sep-2019	Aug-2019	Jul-2019	Jun-2019	May-2019	Apr-2019	Mar-2019	Feb-2019	Jan-2019	Dec-2018	Total count
Annual Leave	0	1	0	0	0	0	0	0	0	0	0	0	1
Marriage Leave	0	0	2	0	0	0	0	0	0	0	0	0	2
Total count	0	1	2	0	0	0	0	0	0	0	0	0	3

CWB staff shift status					
User group	Sales group	Therapist group	Therapist department	Position	Submit
All Account Department Admin	All Sales Sales Manager	All therapist group Therapist Senior Therapist	All BODY Doctor	All Manager Sales	<input type="button" value="Submit"/>
			A 10:00-22:00		
29-Nov-2019 (Fri)			On duty staff count	Awaiting for approval staff count	
			9	Ivy Lee	0

Overlap leave list		
	Ivy Lee	Administrator
29-Nov-2019 (Fri)	Annual Leave (10:00-22:00)	Annual Leave

View leave balance

Go to Staff > Leave > Balance

Leave balance search

Shop	<div style="border: 1px solid #ccc; padding: 2px;"> All Central TST </div>
Staff	<div style="border: 1px solid #ccc; padding: 2px;"> All Ivy (beauty) Shirley (008) Tiffany (010) Winnie (009) </div>

1. Select staff to view leave balance



2. Click <Submit> to complete search.

Annual leave is calculated with staff join date by default. It can also be calculated with mutual holiday.

Leave balance list				Staff count : 4
Staff code	Staff name	Join date		
007	Ivy	2011年6月28日	21.2	
008	Shirley	21-Mar-2016	22.6	
010	Tiffany	28-Mar-2014	24.0	
009	Winnie	28-Mar-2018	20.1	

3. Click remaining days to check leave balance details.

Click the arrows to view leave balance of the previous / next year.

← 2018 Year → Ivy (007) Leave balance details Join date : 28-Jun-2011						
From	To	Leave type	Approved by	Balance	Remark	Upload leave
Balance b/f				2		
27-Jun-2018 Annual leave				16		
8-Oct-2018 Pro rata unrealized annual leave				4.2		
24-Jul-2018	24-Jul-2018	Sick Leave	Shirley	0		
14-Aug-2018	14-Aug-2018	Annual Leave	Shirley	-1		
Balance c/f				21.2		

Annual leave balance in 2016
 Annual leave balance in 2017
 Pro rata unrealized annual leave in 2018

Leave record (including both annual and non-annual leave)



Balance remaining

Leave balance can be printed out or exported to Excel.