



Leave Management

New Specifications for Vacation Management Feature

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1. INTRODUCTION

There are "old" and "new" leave management versions.

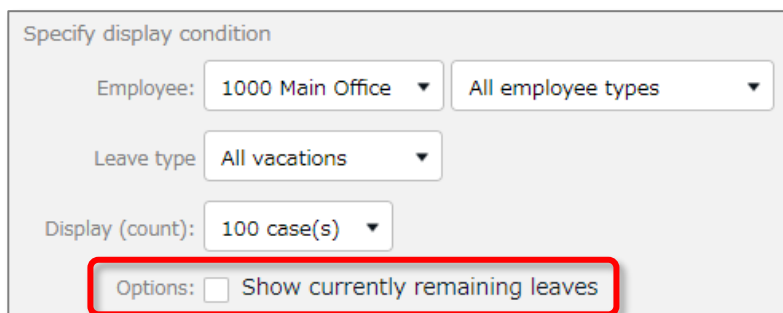
The Admin Manual provides information on the older version of the leave management feature.

This manual explains the differences between the older and the new version.

How to Distinguish Between the Old and New

It is easy to distinguish between the two versions. Go to [All menu > Leave management].

If your leave management feature is the new version, the [**Show currently remaining leaves**] option shows below [Specify display condition].



Specify display condition

Employee: 1000 Main Office All employee types

Leave type: All vacations

Display (count): 100 case(s)

Options: Show currently remaining leaves

The option does not show if your leave management feature is the old version.

1.1. Difference in the Display of the Number of Remaining Leaves

In the old version, the following do not reflect on Time Cards until the actual leave day comes.

- Number of leaves taken
- Number of remaining leaves The new version described in this manual takes future leave schedules into account, unlike the old version.



Weekday	Time-off	Late-in	Early-out	Paid vacation	Comp. vacation	Absent	Summer Holiday
2.0	0.0	0	0	2.0 (Rmng. 8.0)	0 (Rmng. 0.0)	0.0	0.0 (Rmng. 2.0)

Edit	Date	Closed	Schedule	Workday type	Clock-in	Clock-out	
	07/01(Wed)		Regular	Weekday	P 08:58	P 18:14	Paid vacation 2.0 (Rmng. 8.0)
	07/02(Thu)		Regular	Weekday	P 08:51	P 19:00	
	07/30(Thu)		Annual Leave	Weekday			
	07/31(Fri)		Annual Leave	Weekday			

Please refer to [p.3](#) for details.

1.2. Differences in How Leaves are Taken

This manual also describes the differences at the Schedule Management screen and how employees submit leave requests.

The new version has two display options when taking leaves.

Edit schedule	
Edit Regular schedule	
Pattern	Regular
Clock in/out schedule	Clock in: Appointed day 09:00 Clock-out: Appointed day 18:00
Work time	Start time: Appointed day hhmm End time: Appointed day hhmm
Break schedule	Start break: Appointed day 12:00 End break: Appointed day 13:00
	Start break: Appointed day hhmm End break: Appointed day hhmm
	Add break schedule
Break schedule (hrs)	Planned time: Min.
Workday type	Weekday The Leave Type Method
Vacation category	Type: Paid vacation Leave Unit: PMHalf Day Lea The Leave Type Method
	Add Leave
Clock-in division	Main Office The Pattern Method
Auto break off	--
Request message	
Note	Half-day vacation type: AMPaid vacation PMPaid vacation The Pattern Method

Please refer to the following for details.

- To take hourly leaves ([p.7](#))
- To take full or half day leaves ([p.14](#))

2. PREPARE FOR SCHEDULE MANAGEMENT

This section describes the settings related to Schedule management, such as work hours and leaves.

2.1. Leave Type Settings

 [Settings](#) > [Schedule](#) > [Pattern settings](#)

A Leave type is used for calculating leaves.

When you create a Leave type, a summary column is added to the Time card screen.


In the old version, Admins need to link a "Leave Type" with "Full Day Leave Pattern" to schedule leaves. In the new version, users can also schedule leaves just by choosing the leave type, without using any leave pattern. Leaves are taken by choosing a leave type or a leave pattern at the schedule management/request screen. This action will affect the remaining leaves in the summary column.

Leave type

The number of full day leave patterns or leave types set to the schedule are counted as the number of leave taken.

Time Card screen

Calculate days									
Weekday	Time-off	Late-in	Early-out	Paid vacation	Comp. vacation	Absent	Sick child le		
21.0	0.0	0	0	1.0 (Rmng. 9.0)	0.0 (Rmng. 0.0)	0.0	0.0 / OH (Rmng		

Daily data										
Edit	Date	Closed	Apprv.	Schedule	Workday type	Clock-in	Clock-out	Start break	End break	Fixed
	03/01(Mon)			--(Paid vacation)	Weekday					

Full-day leave

To take leave, set a full day leave to the schedule.

2.1.1.Setting instructions

This section describes the Leave Type settings under [Settings > Schedule].

Click [New Registration] or [Edit] to go to the registration screen.

Enter required info then click [Save].

The setting items are described below.

Name	Enter the name of the leave. (Examples: Paid leave, Compensatory leave, Special leave, etc.)
Half-day leave	By selecting [Apply], users can take half-day leave.
Calculating obtained leaves	<p>Choose either of the following to specify the leave calculation method.</p> <p>Subtract (Subtraction) Manages the number of granted leaves, leaves taken (used), and remaining leaves. Generally used for managing paid leaves.</p> <p>Add (Addition) This setting can be used for managing leaves that only needs monitoring of the numbers taken. This is generally used for managing absences and legal holidays.</p>
Increase/Decrease of Leaves when Working days on holiday is taken	<p>* Only shows in [Compensatory leave].</p> <p>If you select [Increase by time-off clock-in], compensatory leaves are granted automatically, if working hours during [Legal or Non-legal time off] exceed specified hours.</p>
Grant substitute time-off	<p>Perform settings here to use this leave type as compensatory leave.</p> <p>If you select [Grant substitute time-off for substitute clock-in schedule], the [Substitute clock-in] (compensatory work day) item is available in the Add schedule screen. Compensatory leaves are granted automatically when working hours in [Substitute clock-in] exceed specified hours.</p>
Allow negative number	<p>This keeps employees from taking leaves when there are none left.</p> <p>* Only available if [Calculation method of leaves when obtained] is set to [Subtract].</p>
Valid period	<p>Leaves are available from its grant date until the period specified in this setting. You cannot take leaves after this period. No validity period is set if the field is blank.</p>
Leave Expiry Period	<p>By checking the checkbox, you can edit the expiration period if the leave type has an expiration period.</p>

Leave by hours	<p>By selecting [Apply], users can take hourly leaves.</p> <p>You can take Hourly leaves from the f[Subtraction] type leaves as well (maximum of 1 to 5 day's leave). This setting can limit the amount of hourly leaves that employees can take within a year.</p> <p>Daily contract work hours less than 1 hour</p> <p>Under Japan's Labor Standards Act, annual paid leave must be rounded up if there are a fraction of contract working hours for less than one hour. However, for holidays other than paid leave, you can choose between "Round up" or "Do not round up".</p>
Full day leave Type Count	<p>By checking the checkbox, the [All-day vacation (Half day)] option become available. Use this option to take a full day leave in place of the originally planned half-day work.</p>
Display leave Type Color	<p>Specify the color of the leave type on Time Cards and Schedule Management screens.</p>
Image upload for Leave Request	<p>Employees can attach doctor's note when requesting sick leaves. You can select [Required], [Optional] or [Not Required] for each leave types.</p>
Override Workday Type if schedule is set to Full-day Leave	<p>You can specify the weekday type of the leave day.</p>
Leave Type-only Schedule Request	<p>This setting determines whether employees take leaves by choosing a leave category alone or require pairing it with a work schedule. The system cannot calculate deemed working hours during paid leave, if no work schedule (Clock in - clock out time) is set.</p>
Calculate Discretionary Holiday Work Hours	<p>Required for calculating deemed working hours during paid leave.</p>

3. TO TAKE FULL OR HALF-DAY LEAVE

3.1.1. Full Day Leave Pattern Settings

[Settings](#) > [Schedule](#) > [Pattern settings](#)

If you are using the Pattern Method, first create a schedule pattern for taking leave. If you are using the Leave Type Method, employees can select leave types directly on the Schedule Requests instead of using a leave pattern. Each method has a different way of taking hourly leaves. Please refer to [p. 7](#) for details.

Schedule Request Screen (Pattern Method)

Pattern
To take a leave, set a full day leave pattern to the schedule.

Half-day vacation
To take a half-day leave, select either [AM] or [PM].

Leave by hours
To take hourly leave, select the leave type at the [Type] dropdown box.

Schedule Request Screen (Leave Type Method)

To submit a leave request, select the type and the unit of the leave (All-day, AM or PM leave, hourly leave).

Leave type
Select a leave type at [Type] then select a leave unit.

4. TO TAKE HOURLY LEAVE

In the old version, employees are required to enter the start time, then specify the number of hours (Obtained hours) when taking hourly leaves. In the new version, employees are required to enter the end time instead of the number of hours.

Hourly leaves request items:

- The old version: [Start time] and [Obtained hours]
- The new version: [Start time] and [End time]

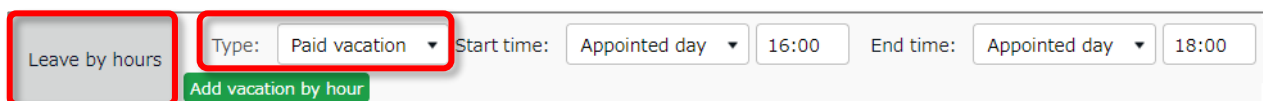
The new version has two display options when taking leaves: “**The Pattern Method**” and the “**The Leave Type Method**”.

Here are the differences employees would see when they are requesting hourly leaves.

4.1. The Pattern Method

Items are shown in the [Leave by hours] category.

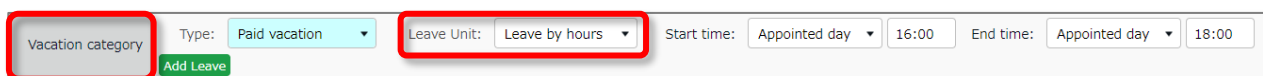
Employees are required to enter [Start time] and [End time].



4.2. The Leave Type Method

Items are shown in the [Leave by hours] category.

Employees need to select the unit, then enter [Start time] and [End time].



Please refer to [p.14](#) for details on half day leave.

5. TO EDIT ATTENDANCE DATA

You can correct errors caused by missing time records and schedule errors.

5.1. To edit attendance data

This section describes the Time record and Schedule screens in edit mode.

[Where to look] All menu > Attendance data > Daily data > [Edit] button

* The Time Card button is also available in the Time Card screen.

5.1.1. Descriptions

The screenshot shows the 'Edit work data' interface for a specific date (2020/07/01) and employee (1000 Attendance_Taro). The interface is divided into several sections:

- Top Bar:** Contains buttons for 'Reference the edit history', 'Close attendance(s)', 'Delete work entirely', and 'Save'. A callout box labeled 'Save' explains that this button 'Saves changes.'
- Edit time-record:** A table with columns for 'Time-record type', 'Time-record method', 'Time-record time', 'Time record division', and 'Delete'. A callout box labeled 'Edit' explains that this section is used to 'Edit time record data.'
- Edit supplemental working record:** A section for adding supplemental work records, currently showing '--There are no Supplement wor'.
- Edit schedule:** A section for editing the regular schedule, including fields for 'Pattern', 'Clock in/out schedule', 'Work time', 'Break schedule', 'Break schedule (hrs)', 'Workday type', 'Vacation category', 'Clock-in division', 'Auto break off', and 'Note'. A callout box labeled 'Edit schedule' explains that this section 'Edits time record data.'
- Hour calculation result:** A table showing the daily summary of hours worked. A callout box labeled 'Hour calculation' explains that this section 'Shows daily summary' and that users should 'Press the [View calculation steps] button to confirm the calculation process.'

Weekday			Late-in			Early-out			Break		
Fixed	Extra Hours	Overtime	Fixed	Late-night hours	Extra Late-night Hours	Late night overtime					
7.51	0.09	0.09									1.00

Edit schedule

If you select a [Pattern], the scheduled time in Pattern settings are applied.
You can enter items directly as well.

Edit Regular schedule

Pattern: Regular

Clock in/out schedule: Clock in: Appointed day 09:00 Clock-out: Appointed day 18:00

Work time: Start time: Appointed day hhmm End time: Appointed day hhmm

Break schedule: Start break: Appointed day 12:00 End break: Appointed day 13:00
 Start break: Appointed day hhmm End break: Appointed day hhmm
Add break schedule

Break schedule (hrs): Planned time: Min.

Workday type: Weekday

Vacation category: Type: Paid vacation Leave Unit: PMHalf Day Lea
Add Leave

Clock-in division: Main Office

Auto break off: --

Note:

Patterns	Select a pattern. You can create patterns at [Pattern settings].
Clock-in/out schedule	Set a clock-out schedule.
Work time	Specifies the time to run attendance calculations. Any work before scheduled clock-in time and after clock-out time will not be included in the calculation.
Break schedule	The time between [Start break] and [End break] are regarded as break time.
Break schedule (hrs)	Calculates the entered amount of time as break time. You cannot specify a time slot for break time.
Workday type	Determines whether the work took place during holiday or not. If none is specified, workday type is set to [Weekday]. If you choose [Non-legal time off] or [Legal time off], work time during that day will be added up to [Legal time-off work days], [Assigned time-off (hrs)], [Unassigned time-off (hrs)], [Assigned Late-night hours on holiday], and [Unassigned Late-night hours on holiday].
Leave type	Select the leave type and the unit (such as All-day, AM leave, PM leave and Leave by hours) here.
Leave by hours	If your company uses the 'Pattern Method', this item appears in place of 'vacation category'. Select the type of leave, start and end time.

Clock-in division	Shows where the employee clocked in. The system automatically applies the name of the division time recorder last used.
Auto break off	This will disable the Auto-break feature and break time setting by schedule.
Note	Enter comments or notes in 250 characters or less if needed.

6. TO PLAN SCHEDULES

This section describes the steps to create a work shift table by divisions.

1. Go to the Schedule management screen, then select one division.
Press the [Add schedule] button displayed on the screen.

The schedule set to [Original schedule] applies to the checked day's attendance data.
Repeat this step to complete the month's work shift table.

Original schedule

Enter schedule. To apply pre-configured time schedule, select a pattern.
You can also enter the items manually by clicking [Item detail settings].

Add schedule

Specify display condition
Employee: 1000 Main Office All employee types
Displaying period: Monthly Weekly Daily 2020/07/01 ~ 2020/07/31

2020/07/01(Wed) ~ 2020/07/31(Fri)

First, (1) Set a schedule for the Original schedule.
Then, Apply the Schedule pattern to each date by selecting the check

(1) Original schedule

Pattern: Late Night Shift Workday type: Not specified Weekday Legal time-off Non-legal time-off

Item detail settings

Clock in/out schedule: Clock in: Appointed day 20:00 Clock-out: Next day 05:00

Work time: Start time: Appointed day hhmm End time: Appointed day hhmm

Break schedule: Start break: Appointed day 00:00 End break: Appointed day 01:00

Break schedule (hrs): Planned time: Min.

Vacation category: Type: -- Leave Unit: --

Clock-in division: --

Note:

(2) Table of schedule

Save

Employee type	Name	Pa Rmng.	Co Rmng.	All	Days																																					
					01 Wed	02 Thu	03 Fri	04 Sat	05 Sun	06 Mon	07 Tue	08 Wed	09 Thu	10 Fri	11 Sat	12 Sun	13 Mon	14 Tue	15 Wed	16 Thu	17 Fri	18 Sat	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon	28 Tue	29 Wed	30 Thu	31 Fri							
1000 Full-time employee	1000 Attendance Taro	8.0	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
					Re	Re	La			Re	Re	Re	Re	La			Re	Re	Re	Re	Re			Re	Re	Re	Re	Re			Re	Re	Re	Re	Re			Re	Re	Re	An	An
2000 Part time	2000 Attendance Hanako	0.0	0.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					Re	Re	Re			Re	Re	Re	Re	Re			Re	Re	Re	Re	Re			Re	Re	Re	Re	Re			Re	Re	Re	Re	Re			Re	Re	Re	Re	Re

Target

The list of employees and applying dates are shown.
By turning the check on, the schedules set above applies to the selected day.
If you check [All], the schedule settings are applied to all employees and

2. Click [Save] to save the schedules.

6.1.1. Set schedules to each employee

This section describes the steps to set schedules for each employee.

1. Press the [Edit] button in the Schedule management screen.

Employee type	Name	Time card	Edit
1000 Full-time employee	1000 John Smith		
2000 Part time	2000 Mary Wang		

The Monthly schedule screen is shown. The schedule set to [Original schedule] is applied to the checked day's attendance data.

Original schedule
Enter schedule. To apply pre-configured time schedule, select a pattern.
You can also enter the items manually by clicking [Item detail settings].

Note
Click [Detail] to open the [Note] text field.

Apply

Target
The list of applying dates are shown.
By putting a check, the schedules set above are applied to the selected day.

2. Click [Save] to save the schedules.

7. TO MANAGE SCHEDULES

This section describes the Leave management feature.

7.1. Take leaves

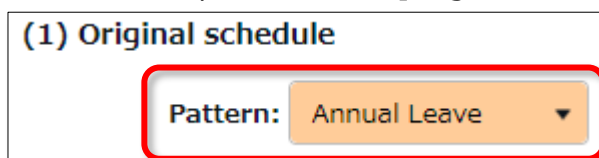
Plan leaves at the Schedule Management screen by selecting a leave pattern or a leave type under the desirable date.

[Where to look] All menu > Schedule > Schedule management

7.1.1. Take Full Day or Half Day Leave (Pattern Method)

Take full-day leave

Select a leave pattern under [Original schedule].

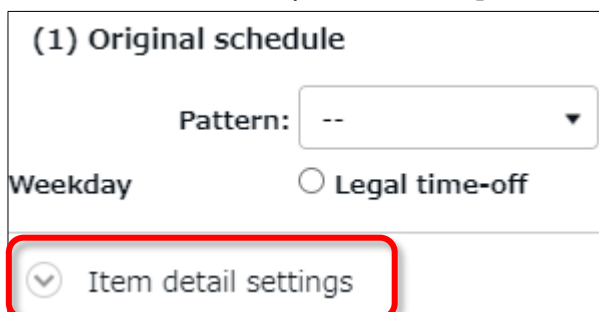


(1) Original schedule

Pattern: Annual Leave

Take half-day leave

1. To take a half-day leave, click [Item detail settings].



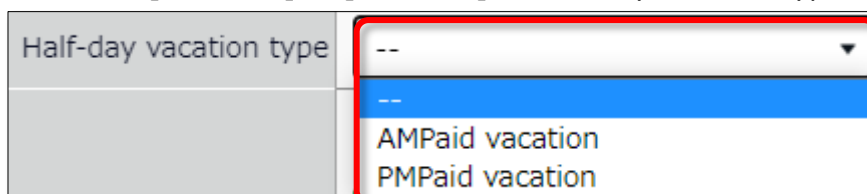
(1) Original schedule

Pattern: --

Weekday Legal time-off

Item detail settings

2. Select [AM leave] or [PM leave] at Half-day vacation type.



Half-day vacation type

--

AMPaid vacation

PMPaid vacation

7.1.2.To Take Full Day or Half Day Leave (Leave Type Method)

Take Full-day Leave

If you have created a leave pattern, you can select a full-day leave pattern (Paid Leaves and Comp Leaves) at the [Pattern] column under [Item detail settings], then select [All-day vacation] at Leave Unit.

Vacation category	Type: Paid vacation ▼	Leave Unit: All-day vacation ▼
-------------------	-----------------------	--------------------------------

Take Half-day Leave

To set a half-day leave, select [AM leave] or [PM leave] at Leave Unit.

Vacation category	Type: Paid vacation ▼	Leave Unit: PMHalf-day vac: ▼
-------------------	-----------------------	-------------------------------

The name of the half-day leave will be shown in the corresponding day's schedule.

If you check the summary of leaves taken, you can see that half-day leaves count as 0.5 days.

Calculate days									
Weekday	Time-off	Late-in	Early-out	Paid vacation	Comp. vacation	Absent	Sick child		
22.0	0.0	0	0	0.5 (Rmng. 9.5)	0.0 (Rmng. 0.0)	0.0	0.0 / OH (Rmng. 0.0)		
Daily data									
Edit	Date	Closed	Apprv.	Schedule	Workday type	Clock-in	Clock-out	Start break	End break
	03/01(Mon)			Regular (PMPaid vacation)	Weekday	P 08:51	P 13:01		



If you are using the new version of Leave Management, future leaves are counted.

7.2. Check the number of leaves taken/remaining

You can check the number of leaves taken/remaining in the Leave management screen.

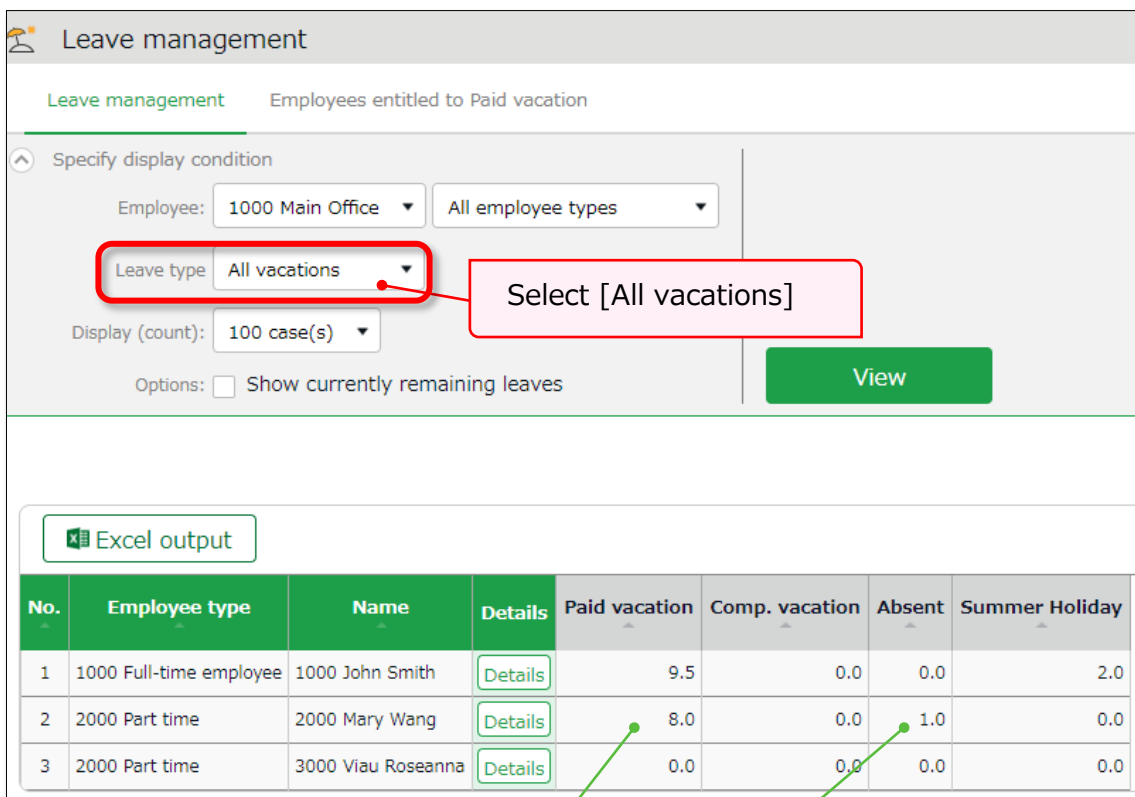
[Where to look] All menu > Schedule > Leave management

7.2.1. Descriptions

You can switch contents from [Leave type] .

If [All leaves] is set

[All vacations] in [Leave type] shows the number of remaining or taken leaves.



The screenshot shows the 'Leave management' interface. At the top, there are tabs for 'Leave management' and 'Employees entitled to Paid vacation'. Below this, there's a 'Specify display condition' section with several filters: 'Employee' (1000 Main Office), 'All employee types', 'Leave type' (All vacations, highlighted with a red box and a callout 'Select [All vacations]'), and 'Display (count): 100 case(s)'. There's also an 'Options' section with a checkbox for 'Show currently remaining leaves' and a 'View' button. Below the filters is an 'Excel output' button. The main part of the interface is a table with the following data:

No.	Employee type	Name	Details	Paid vacation	Comp. vacation	Absent	Summer Holiday
1	1000 Full-time employee	1000 John Smith	Details	9.5	0.0	0.0	2.0
2	2000 Part time	2000 Mary Wang	Details	8.0	0.0	1.0	0.0
3	2000 Part time	3000 Viau Roseanna	Details	0.0	0.0	0.0	0.0

Remaining leaves

If the leave type is set to [Subtract] (Subtracts leaves from remaining numbers), it shows the number of currently remaining leaves.

Leaves taken

If the leave type is set to [Add] , it shows the total number of leaves taken during this fiscal year.



About Subtract and Add leave types

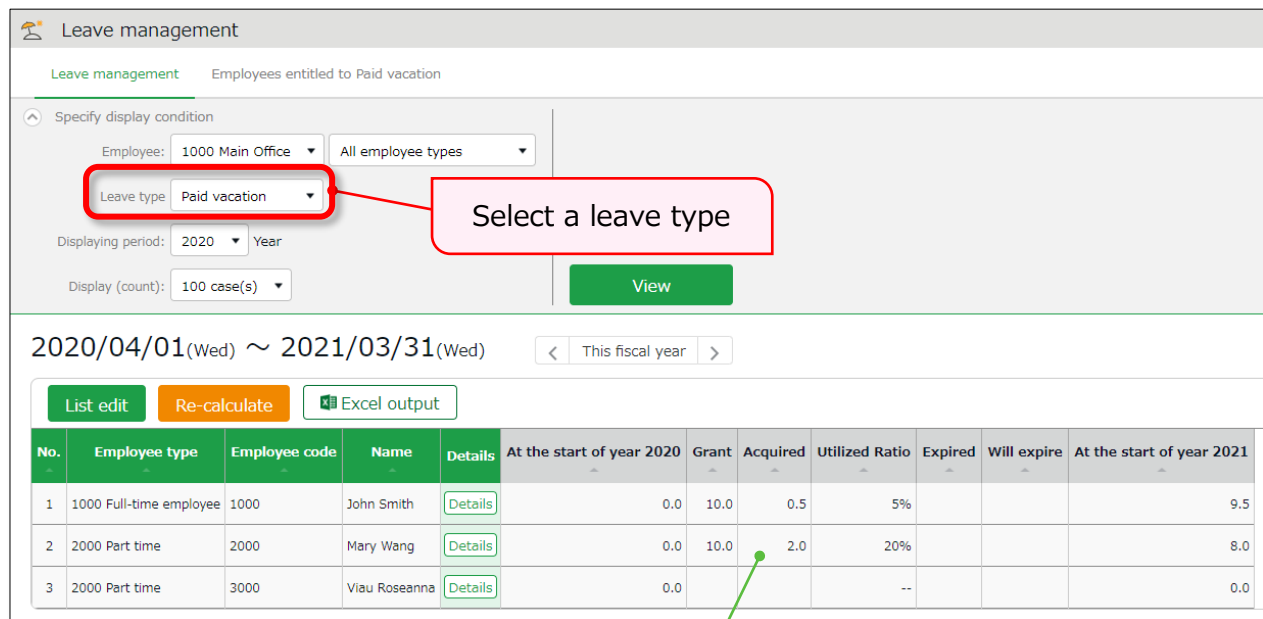
Settings > Schedule > Pattern settings

Shows the setting status of [Calculation method of leaves when obtained].

Filter data by leave type

To filter data, select a [Leave type] under [Specify display condition].

You can check the number of leaves taken/remaining and expired during the fiscal year (if it is an “Add” type, leave it only shows the number of taken leaves).



The screenshot shows the 'Leave management' interface. Under 'Specify display condition', the 'Leave type' dropdown is set to 'Paid vacation' and is highlighted with a red box and a callout that says 'Select a leave type'. Below the filters, the displaying period is '2020' and the display count is '100 case(s)'. A 'View' button is present. The data table below shows the following information:

No.	Employee type	Employee code	Name	Details	At the start of year 2020	Grant	Acquired	Utilized Ratio	Expired	Will expire	At the start of year 2021
1	1000 Full-time employee	1000	John Smith	Details	0.0	10.0	0.5	5%			9.5
2	2000 Part time	2000	Mary Wang	Details	0.0	10.0	2.0	20%			8.0
3	2000 Part time	3000	Viau Roseanna	Details	0.0			--			0.0

Leave data

Check the total number of leaves taken/remaining from here. The items are described below.

At the start of year	Shows the number of remaining leaves at the start of the year. This does not include leaves granted at the start of the year.
Grant	Shows the number of leaves taken this year.
Acquired	Shows the number of leaves taken this year. * For “Add” type leaves, this is the only info provided.
Utilized Ratio	This shows the percentage of leaves (rounded off to the nearest whole number) taken during the specified period. It does not count carry-overs from the previous year.
Expired	Shows the leaves that are expiring/has expired during this period. Data collection period depends on the fiscal year being displayed. <ul style="list-style-type: none"> • If past year’s data is displayed - Data are collected from the beginning of the year until the end of the year. • If this year’s data is displayed - Data are collected from the beginning of this year until now.
Will expire	Shows the leaves that expired during this period. Data collection period depends on the fiscal year being displayed. <ul style="list-style-type: none"> • If this fiscal year’s data is displayed - Data are collected from now until the end of this fiscal year.

	<ul style="list-style-type: none"> If future year is displayed - Data are collected from the beginning of the year until the end of the year.
(Next year) Start of year	Shows the number of remaining leaves at the start of the year. This does not include leaves granted at the start of the year.

7.2.2.Operations

You can perform the following tasks in the Leave Management screen.

The screenshot shows the 'Leave management' interface. At the top, there are tabs for 'Leave management' and 'Employees entitled to Paid vacation'. Below this is a 'Specify display condition' section with filters for Employee (1000 Main Office), All employee types, Leave type (Paid vacation), Displaying period (2020 Year), and Display (count) (100 case(s)). A 'View' button is present. Below the filters, the date range is set to 2020/04/01 (Wed) ~ 2021/03/31 (Wed), with a 'This fiscal year' selector. Three buttons are visible: 'List edit' (1), 'Re-calculate' (2), and 'Excel output' (3). Below these is a table with columns: No., Employee type, Employee code, Name, Details (4), At the start of year 2020, Grant, Acquired, Utilized Ratio, Expired, Will expire, and At the start of year 2021. The table contains three rows of employee data.

No.	Employee type	Employee code	Name	Details	At the start of year 2020	Grant	Acquired	Utilized Ratio	Expired	Will expire	At the start of year 2021
1	1000 Full-time employee	1000	John Smith	Details	0.0	10.0	0.5	5%			9.5
2	2000 Part time	2000	Mary Wang	Details	0.0	10.0	2.0	20%			8.0
3	2000 Part time	3000	Viau Roseanna	Details	0.0			--			0.0

No.	Buttons	Description
1		Grants leaves to multiple employees at once. * Available when a "Subtract" leave type is set to the display condition.
2		This button shows when 'Leave Type' is specified in the Display Condition settings. Recalculates leave data.
3		The Leave management screen can be downloaded in Excel format.
4		Confirm leave grant/obtained date of each employee. You can also grant leaves here. Please refer to the following pages for details.

7.3. Grant leaves to each employee

The screen described below shows the details of the leave for each employee.

[Where to look] All menu > Schedule > Leave management > Employee [Detail] screen

7.3.1. Descriptions

Remaining days valid (subtr. type)

Shows the number of days remaining as of the closing date and leaves that are expiring from this day until the end of the fiscal year.

Yearly total days (Addition type)

Shows the total leaves taken this year.

Vacation details
Yokohama Office / Full time / 4000 Thomas Susan

2021Year 2021/04/01(Thu) ~ 2022/03/31(Thu) < This fiscal year > [Excel output](#)

Remaining days valid (subtr. type)

	Paid leave	Comp. leave	Sick child leave	Care leave	Long-term care leave
Remaining days as of the closing date	6.0	2.0	0.0	0.0	0.0
Estimation of expired days from today until the end of fiscal year	0.0	0.0	0.0	0.0	0.0

Yearly total days (Addition type)

	Absent	Maternity leave	Parental leave	Work injury leave
Number of day(s) accumulated from beginning of year 2021 to present	0.0	0.0	0.0	0.0

Thomas Susan 's leave application record

- ▼ Paid leave (Subtraction type) Effective period:2years
- ▼ Comp. leave (Subtraction type) Effective period:3years
- ▼ Absent (Add type)
- ▼ Sick child leave (Subtraction type) Effective period:1years
- ▼ Care leave (Subtraction type) Effective period:1years
- ▼ Maternity leave (Add type)
- ▼ Parental leave (Add type)
- ▼ Long-term care leave
- ▼ Work injury leave

Grant leave/Leave record
Click here to show when the leaves were granted or taken.

7.3.2. Grant leaves

1. Go to the Vacation details screen for leave details.

Vacation details

Yokohama Office / Full time / 4000 Thomas Susan

2021Year 2021/04/01(Thu) ~ 2022/03/31(Thu) < This fiscal year > [Excel output](#)

Remaining days valid (subtr. type)

	Paid leave	Comp. leave	Sick child leave	Care leave	Long-term care leave
Remaining days as of the closing date	6.0	2.0	0.0	0.0	0.0
Estimation of expired days from today until the end of fiscal year	0.0	0.0	0.0	0.0	0.0

Yearly total days (Addition type)

	Absent	Maternity leave	Parental leave	Work injury leave
Number of day(s) accumulated from beginning of year 2021 to present	0.0	0.0	0.0	0.0

Thomas Susan 's leave application record

- ▼ Paid leave (Subtraction type) Effective period:2years

2. Enter [Grant date] and [Grant days]. Then click [Save].

Thomas Susan 's leave application record

▼ Paid leave (Subtraction type) Effective period:2years

Grant date	Grant type	Grant (days)	Effective period	Obtained date	Obtained (days)	Status	Edit
2021/09/01	Manual grant	10					Save
At the start of year 2021 [2020/09/01(Tue)]	Manual grant	6.0	2020/09/01(Tue)~2022/08/31(Wed)			(Remained 6.0)	
Total of year 2021		6.0			0.0		
Utilized Ratio							
Remaining days as of the closing date						6.0	
Expired days of year 2021						0.0	
Number of day(s) at beginning of year 2022's point						6.0	
							Recalculation

The total number of leaves taken/remaining are displayed.

Item	Description
Total of (year)	Total leaves granted and taken during the year, regardless of expiration date.
Utilized Ratio	This shows the percentage of leaves (rounded off to the nearest whole number) taken during the specified period. It does not count carry-overs from the previous year.
Number of days remaining as of the closing date	Shows the number of leaves remaining as of the closing date.
Expired days of (year)	Shows the number of leaves expiring this year. The [Status] column shows the total of remaining leaves that are labeled as [Expiring].
Number of day(s) at	Shows the number of remaining leaves at the start of the



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