

Leave Request

لعمل طلب اجازة pic4

Leaves module or employee dashboard > my time off > Time off request > add name, date and type of the request > submit to manager

الموافقة علي الطلبات

Leaves module > manager > to approve > approve > second approval > approved
لمراجعة طلبات الاجازة و اضافتها للمرتب

Leaves module > manager > Time off to report

وتظهر ايام الحضور و الاجازات في المرتب في خانة worked days كما في pic 11

ويتم حساب الاجازات المخصومة في payslip computation pic12

ملحوظة : لحساب رصيد الاجازات لكل موظف يجب اختيار ال tag المناسب

له في كارت التعريف (21 days , less than 6 month) pic 5

Approve Refuse Reset to Draft

Administrator

Paid Time Off

Paid Time Off

Sick Time Off

Compensatory Days

Unpaid

Occasions

public holidays

Create and Edit...

To 11/25/2020

Days

Administrator in 20

None

Pic 4

1 Contracts

21/21 Days Time Off

0 Announcem

Mohamed

Job Position

Tags

21 day

less than 6 month

Work Phone

1022200126

Pic 5

Worked Days & Inputs

Salary Computation

Details By Salary Rule Category

Accounting Information

Pic 11

Worked Days

Description	Code	Number of Days	Number of Hours
Normal Working Days paid at 100%	WORK100	26.25	213.00
Unpaid	Unpaid	0.78	7.00
		27.03	

Worked Days & Inputs

Salary Computation

Details By Salary Rule Category

Accounting Information

Pic 12

Name	Code	Category	Quantity	Rate (%)	Rule	Amount	Total
Dearness Allowance	DA	Dearness Allowance	1.00	100.0000	Dearness Allowance	0.00	0.00
House Rent Allowance	HRA	House Rent Allowance	1.00	100.0000	House Rent Allowance	0.00	0.00
Travel Allowance	Travel	Travel Allowance	1.00	100.0000	Travel Allowance	5,000.00	5,000.00
Other Allowance	Other	Other Allowance	1.00	100.0000	Other Allowance	0.00	0.00
Basic Salary	BASIC	Basic	1.00	100.0000	Basic Salary	10,000.00	10,000.00
Medical Allowance	Medical	Medical Allowance	1.00	100.0000	Medical Allowance	0.00	0.00
Unpaid Leaves	UNPAID	Deduction	1.00	100.0000	Unpaid Leaves	-250.90	-250.90
Commision	COM	Allowance	1.00	100.0000	Commision	0.00	0.00
Late Check-in	LC	Deduction	1.00	100.0000	Late Check-in	0.00	0.00
Gross	GROSS	Gross	1.00	100.0000	Gross	10,000.00	10,000.00