

# How to initialize the child care leave?

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## How to initialize the child care leave?

**Step 1:** Core → Personnel Details → Search Employee → Family/Other Contacts → Click New → Key in require information → Save

Family / Other Contacts

Identity No: 12345678 Search

Thomas

Option ▾ Education

General | Education | Attachment

Name: Nilar Thomas Gender: Female

Identity No: Relationship: Daughter

Identity Type: **SNRIC(PINK)** Residence Status: **Local** ←

Date of Birth: 10-01-2018 Marital Status: Single

Occupation: Childcare Leave on first year?

Company: Address:

Is Handicapped:  Address:

Passport Country Issue: Country: State: City: Postal Code:

Contact

Contact Order: 1

Contact 1: Contact 2: Email:

Preview New Delete Save Cancel

Contact ... /	Name	Relationship	Identity No	Identity Type
1	Nilar Thomas	Daughter		SNRIC(PINK)

**Step 2:** Leave Module → Process Leave → Initialize → Select leave Policy & year → Next → Select Leave Type “Child Care” → Next → Transfer the employee from left to right → Confirm

Sage EasyPay Enterprise - Leave - [Process Leave]

File View Tools Modules Leave Processing Reports Interface Setup Windows Help

Core Payroll Human Resource Costing Code Setup Leave Details Process Leave Applications Modify Leave Leave Summary

Refresh Query ALL Query Setup... Calendar Setup Launch Interface Viewer Leave Application Viewer

Refresh Group By Employee ID Group By Year Group By Leave Type ID UnGroup Expand UnExpand

Year 2018 Leave Type ID ALL

Preview Log **Initialise** Recalculate Costing Delete Global Recalculate Global Costing Global Anniversary Summary

Process Leave

January > February > March > April > May > June > July > August > September > October > November

Drag a column header here to group by that column

Employee ID	Employee Name	Year	Start Date	End Date	Leave Type ID	Balance	Status	Last Update
ALTEST	Thomas	2018	01-01-2018	31-12-2018	Annual	0	Active	09-07-2018 5:20:32 PM
ALTEST	Thomas	2018	01-01-2018	31-12-2018	Unpaid	-24.5	Active	09-07-2018 5:29:13 PM