

# Annual Leave Policy

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## Privacy

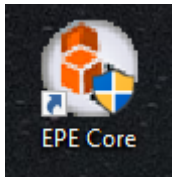
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## Document Change Control

Version	Date	Author	Summary of Changes
10.7.04.00	07/05/2018	Fatin	Initial Creation

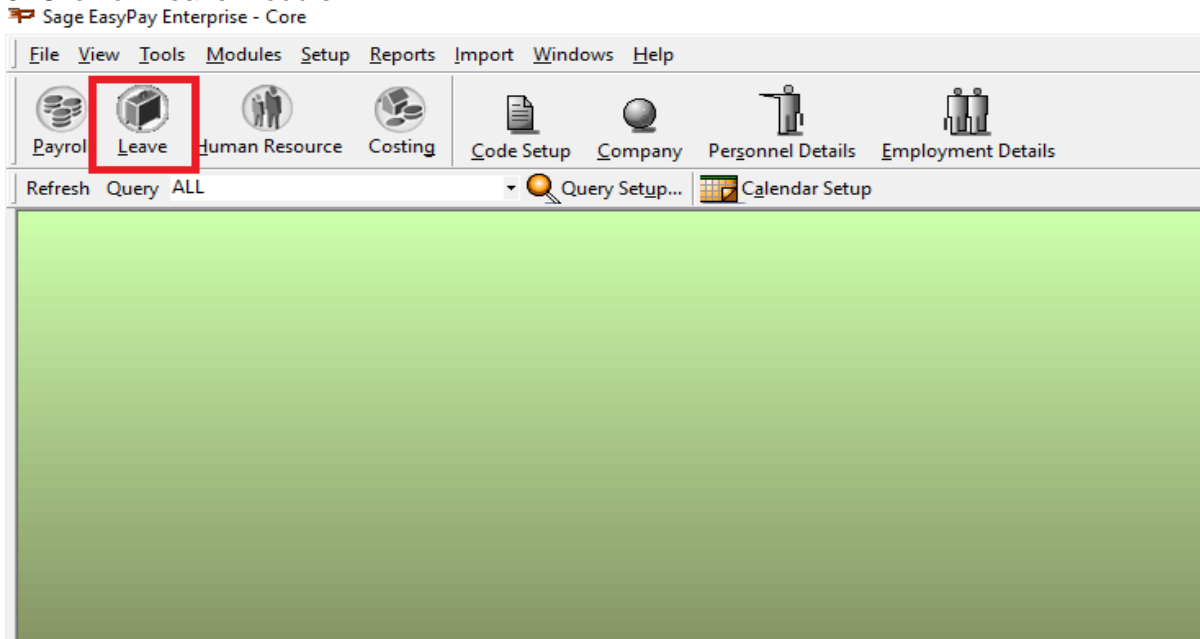
## Step by Step on How to Change Annual Leave Policy

1. Double Click Core icons

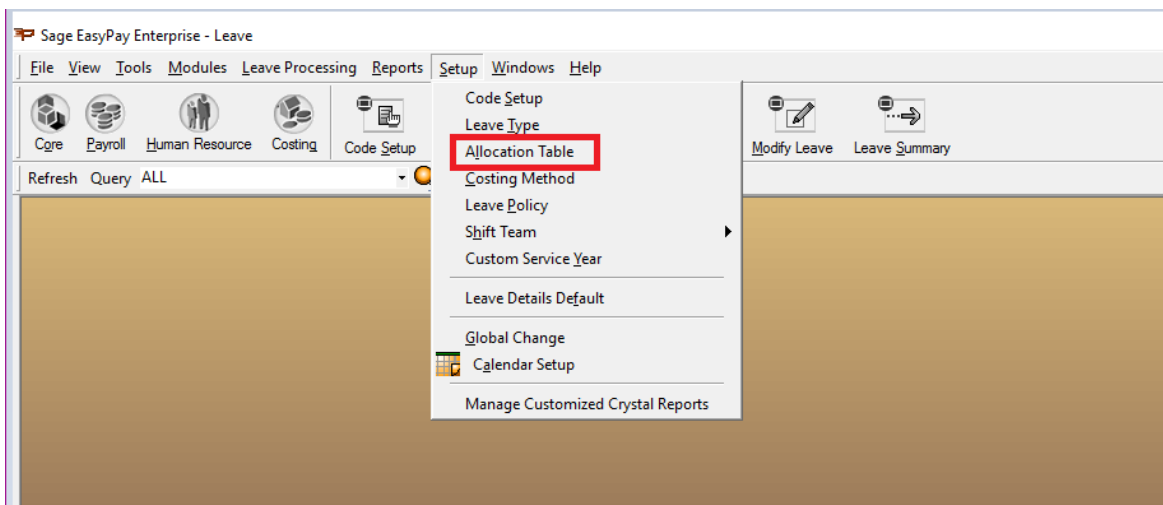


2. Login according to User's used ID and Password

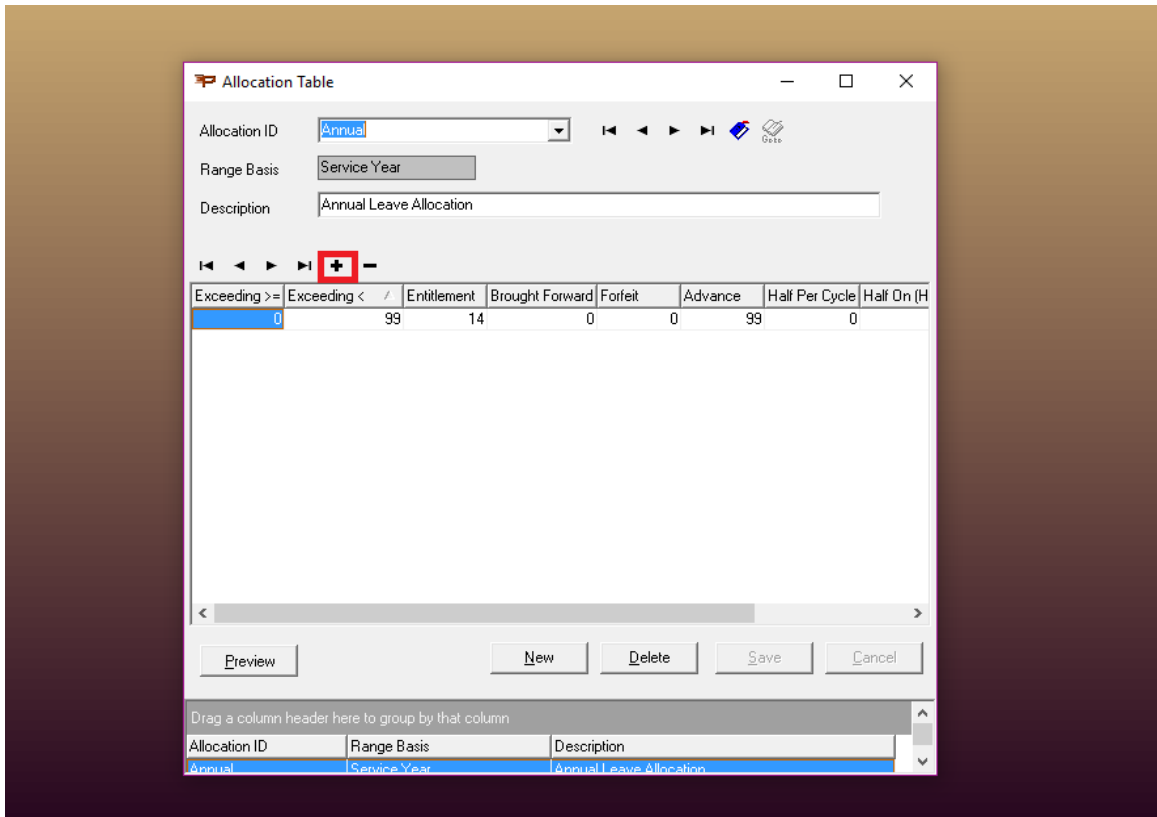
3. Click on Leave Module



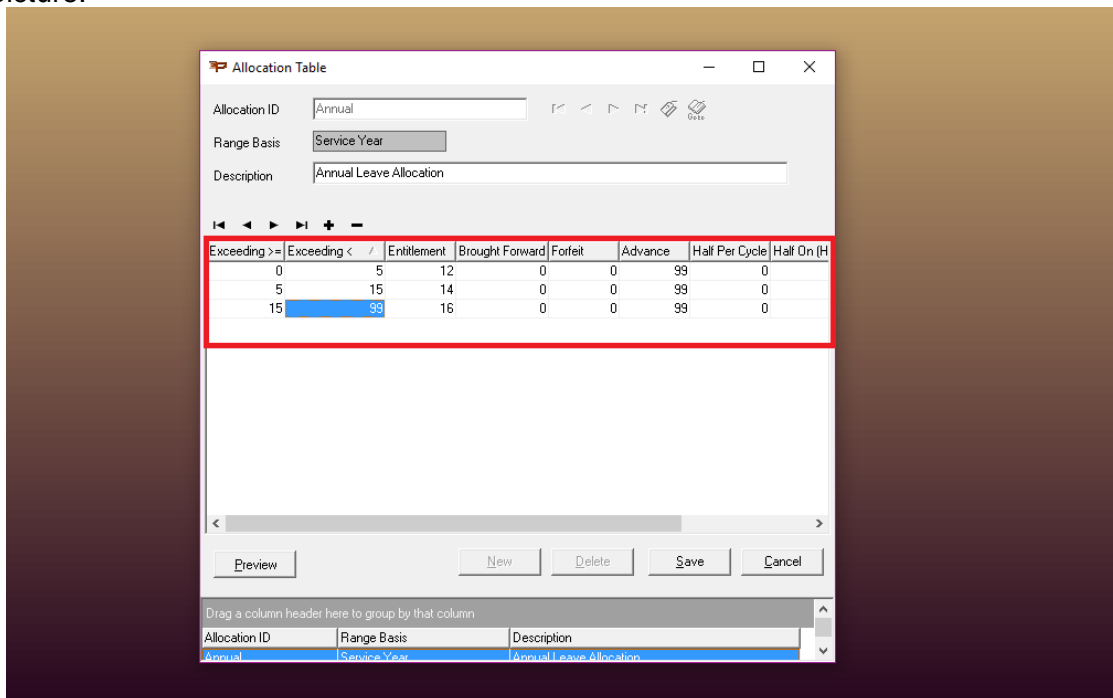
4. Go to setup → Allocation Table



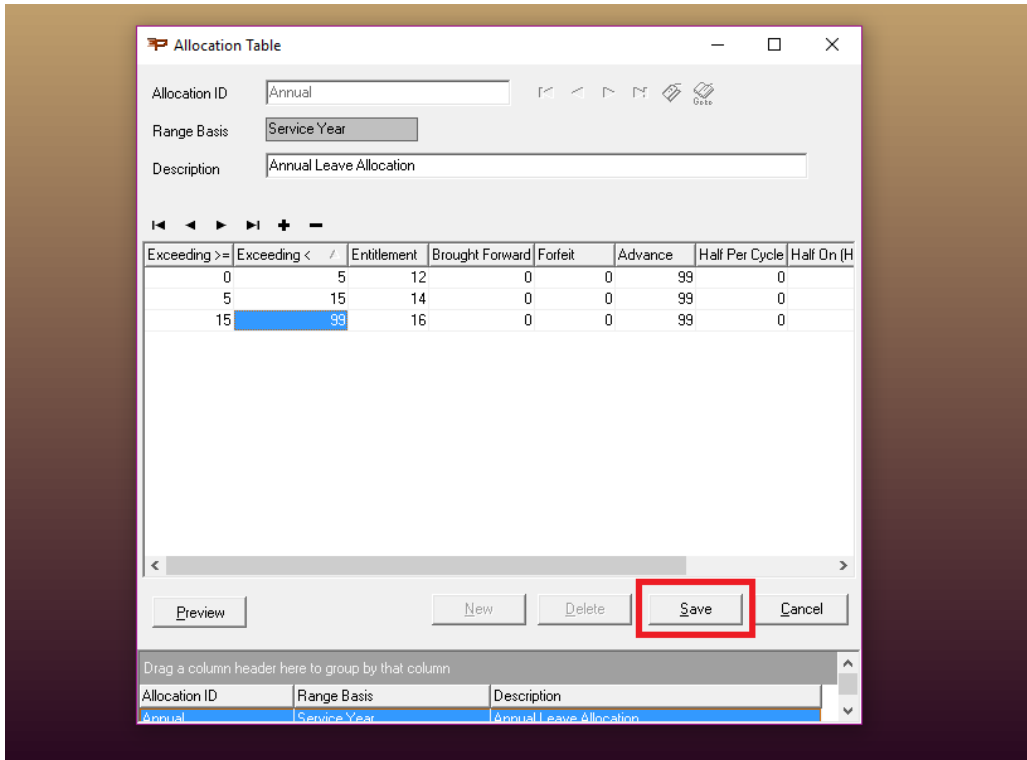
5. Choose Allocation ID: Annual and Click add button to add more leave entitlement according to leave company policy



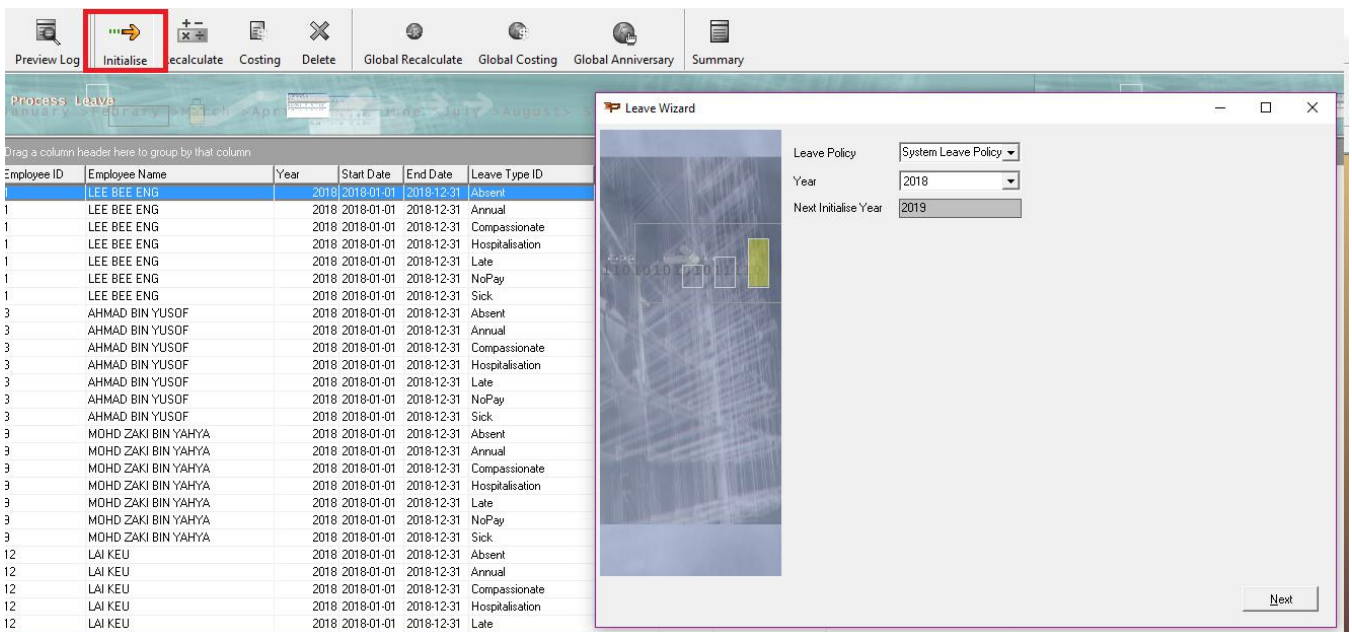
6. After add leave entitlement according leave company policy, the table will be shown in the picture.



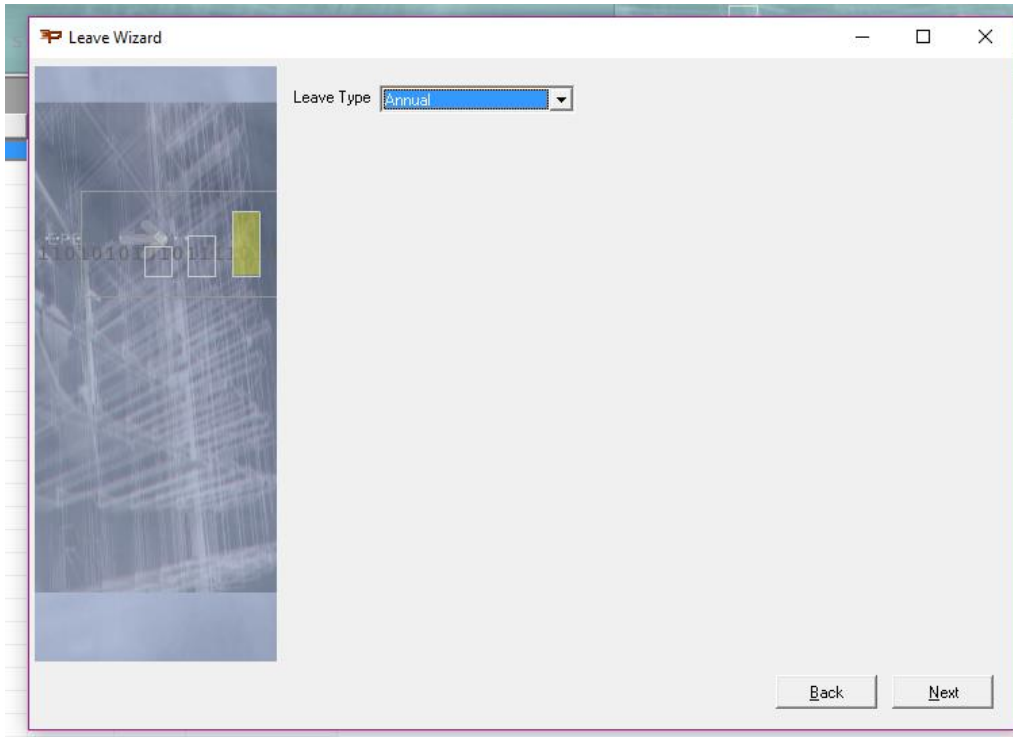
7. Click Save



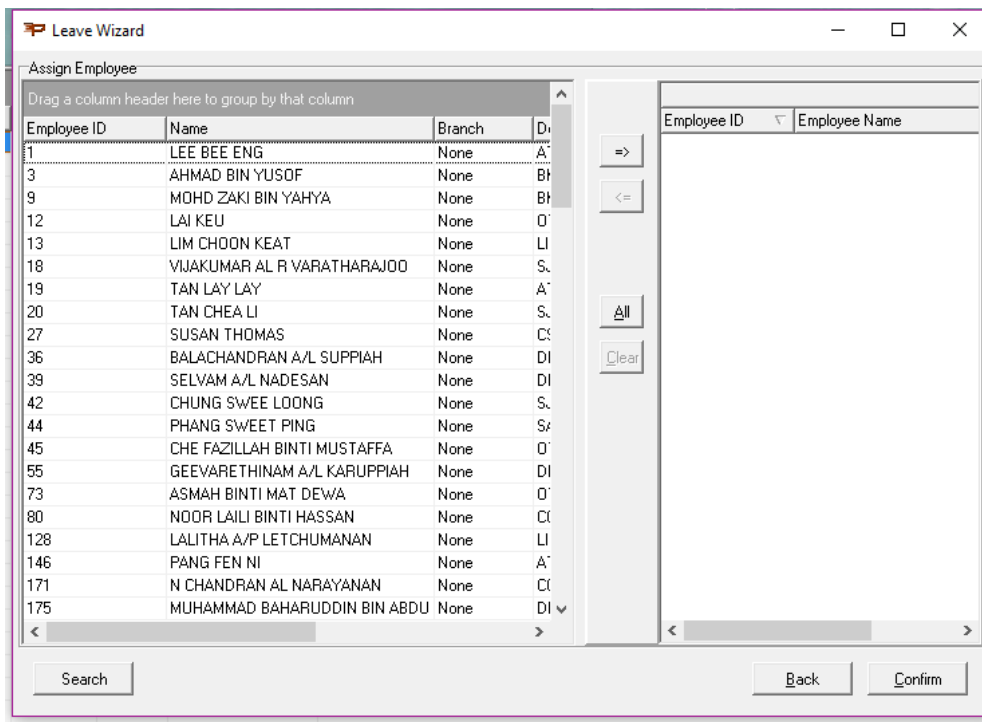
8. Go to initialise → next



9. Leave Type: Annual -> next



10. Assign All employee → confirm



11. Choose Leave Type ID: Annual

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

Year 2018
 Leave Type ID Annual

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
1	LEE BEE ENG	2018	2018-01-01	2018-12-31	Annual	14	Active	2018-04-19 8:26:50 AM
3	AHMAD BIN YUSOF	2018	2018-01-01	2018-12-31	Annual	14	Active	2018-04-19 8:26:51 AM
9	MOHD ZAKI BIN YAHYA	2018	2018-01-01	2018-12-31	Annual	14	Active	2018-04-19 8:26:51 AM
12	LAI KEU	2018	2018-01-01	2018-12-31	Annual	14	Active	2018-04-19 8:26:52 AM
13	LIM CHOON KEAT	2018	2018-01-01	2018-12-31	Annual	14	Active	2018-04-19 8:26:53 AM
18	VUJAKUMAR AL R VARATHARAJOO	2018	2018-01-01	2018-12-31	Annual	14	Active	2018-04-19 8:26:53 AM
19	TAN LAY LAY	2018	2018-01-01	2018-12-31	Annual	14	Active	2018-04-19 8:26:54 AM
20	TAN CHEA LI	2018	2018-01-01	2018-12-31	Annual	14	Active	2018-04-19 8:26:55 AM
27	SUSAN THOMAS	2018	2018-01-01	2018-12-31	Annual	14	Active	2018-04-19 8:26:55 AM
36	BALACHANDRAN A/L SUPPIAH	2018	2018-01-01	2018-12-31	Annual	14	Active	2018-04-19 8:26:56 AM
39	SELVAM A/L NADESAN	2018	2018-01-01	2018-12-31	Annual	14	Active	2018-04-19 8:26:57 AM
42	CHUNG SWEE LOONG	2018	2018-01-01	2018-12-31	Annual	14	Active	2018-04-19 8:26:57 AM
44	PHANG SWEET PING	2018	2018-01-01	2018-12-31	Annual	14	Active	2018-04-19 8:26:58 AM
45	CHE FAZILLAH BINTI MUSTAFFA	2018	2018-01-01	2018-12-31	Annual	14	Active	2018-04-19 8:26:59 AM
55	GEEVARETHINAM A/L KARUPPIAH	2018	2018-01-01	2018-12-31	Annual	14	Active	2018-04-19 8:27:00 AM
73	ASMAH BINTI MAT DEWA	2018	2018-01-01	2018-12-31	Annual	14	Active	2018-04-19 8:27:00 AM
80	NOOR LAILI BINTI HASSAN	2018	2018-01-01	2018-12-31	Annual	14	Active	2018-04-19 8:27:01 AM
128	LALITHA A/P LETCHUMANAN	2018	2018-01-01	2018-12-31	Annual	14	Active	2018-04-19 8:27:02 AM
146	PANG FEN NI	2018	2018-01-01	2018-12-31	Annual	14	Active	2018-04-19 8:27:02 AM
171	N CHANDRAN AL NARAYANAN	2018	2018-01-01	2018-12-31	Annual	14	Active	2018-04-19 8:27:03 AM
175	MUHAMMAD BAHARUDDIN BIN ABI	2018	2018-01-01	2018-12-31	Annual	14	Active	2018-04-19 8:27:03 AM
181	JARIAH BINTI MOHD ESA	2018	2018-01-01	2018-12-31	Annual	14	Active	2018-04-19 8:27:04 AM
2039	JOVITA WOOD KEK PING	2018	2018-01-01	2018-12-31	Annual	14	Active	2018-04-19 8:27:05 AM
2113	RAIZA BINTI ZAKARIA	2018	2018-01-01	2018-12-31	Annual	14	Active	2018-04-19 8:27:05 AM