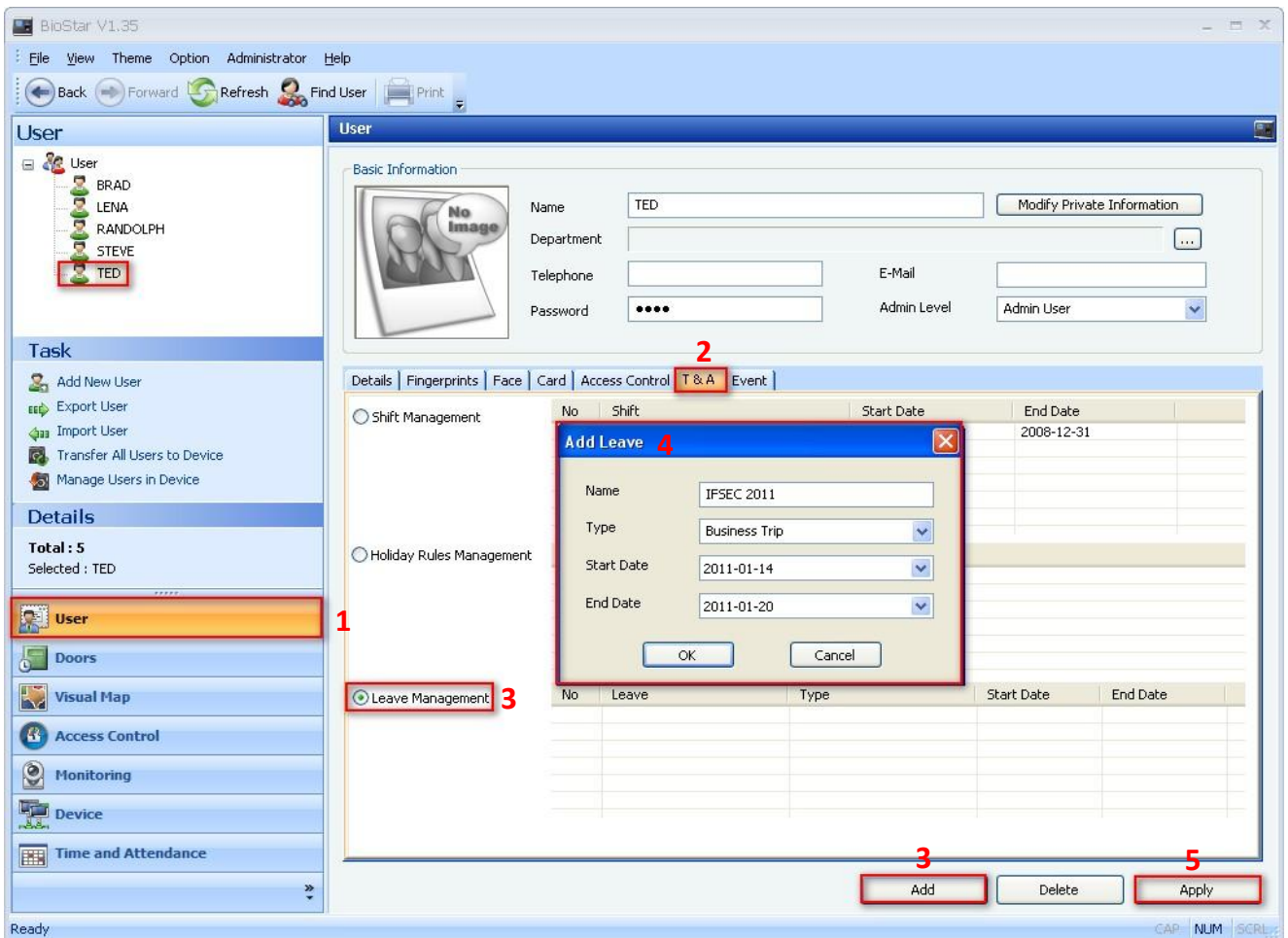


How to setup a leave schedule for T&A?

Employee who is in business trip, training, sick, or short break still be considered to be working. BioStar's Time and Attendance features allow you to create 5 different leave schedules which are Business Trip, Training, Sick Leave, Annual Leave, and Monthly Leave.

Instruction: Add Leave Period

1. Click 'User' in the left shortcut pane and Select a user you wish to add 'Leave'
2. Move to the 'T&A' tab
3. Click 'Leave Management' button and click 'Add' to open Add Leave window
4. Fill out the Name of Leave and select the Type, Start Date, and End Date, then click 'OK'
5. Click 'Apply' to save a Leave Management



The screenshot shows the BioStar V1.35 software interface. The 'User' pane on the left has 'TED' selected (1). The 'T & A' tab is active (2). The 'Leave Management' button is highlighted (3). The 'Add Leave' dialog box is open, showing the following details:

Name	Type	Start Date	End Date
IFSEC 2011	Business Trip	2011-01-14	2011-01-20

The 'Add' button is highlighted (3), and the 'Apply' button is highlighted (5).

- Five types of Leave: Business Trip / Training / Sick Leave / Annual Leave / Monthly Leave
- During the leave period, work time will not be calculated even though an employee comes to work.
- Leave period has priority even there is duplication schedules between shift and leave.