wingubox

Leave Management System

User Guide

Leave Categories

Here you can define the types of leave in your organization.

For each leave type, one can set:

- The maximum number of days an employee can be awarded
- The maximum number of days allowed to curry forward to the next year
- The 'Earn as you work mode', i.e. how the leave days will progressively accumulate:
- e.g.
    - ➢ Yearly Increment will award full leave days at the beginning of each year
    - ➢ Monthly Increment will award a portion of leave days per month, for instance 1.75 days each month worked.

Leave Opening Balance

One of the first steps when setting up to set the number of leave days currently available to each employee at the time of starting to use Wingubox Leave. This can be thought of as opening stock in a shop's inventory.

Leave Application

An employee with a log in account can apply for leave online or the Leave Admin can apply for leave on behalf of an employee.

Leave application can be in full days (default) or partial days (e.g. half-day of morning hours only)

Once a leave application is submitted, it follows the approval workflow sequence before it can be active.

Leave Manager

The Leave Manager is used to view all leave applications and their current approval status.

One can then click on a certain application to action it. i.e. Approve, decline or edit
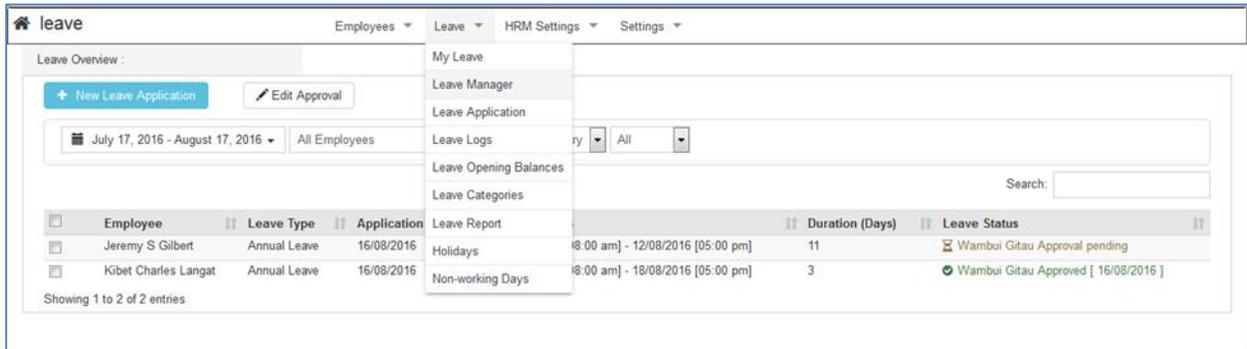
Leave Approval

Under Leave Manager, click on 'Edit Approval' to configure leave automated approval workflow.
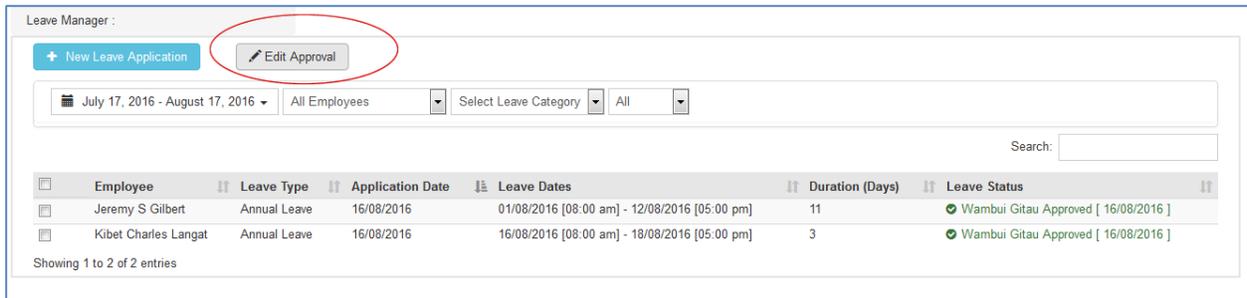
An approver can be in charge of selected departments or all departments.

The system will use the Ordering and departments to determine the next approver

All alerts are email based.
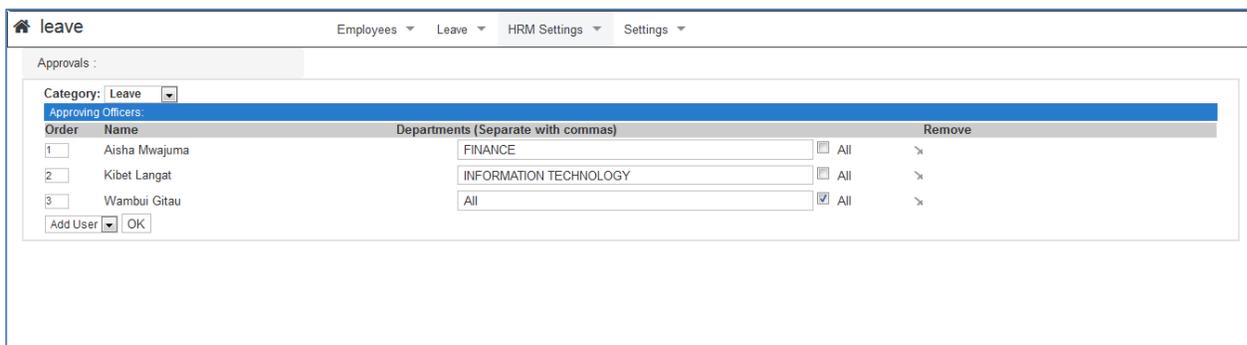
Leave Logs

Leave logs show an account of all activities for each employee, for each leave category (type).

They can also be used to make manual amendments by adding or subtracting days from an employee's leave balance.

Holidays and Off-Days

When calculating days on leave, the system does not count public holidays and off-days.

Your configuration comes with default public holidays in Kenya with exception of Easter and Idd Fitr. These holidays differ from year to year and have to be entered manually by the user.

Holidays

Off-Days

Managing Users

Login accounts should be created for all employees required to login.

The basic access level is 'Employee'.

A user of 'Employee' access level can be a leave approver as long as they have been added to the approval workflow