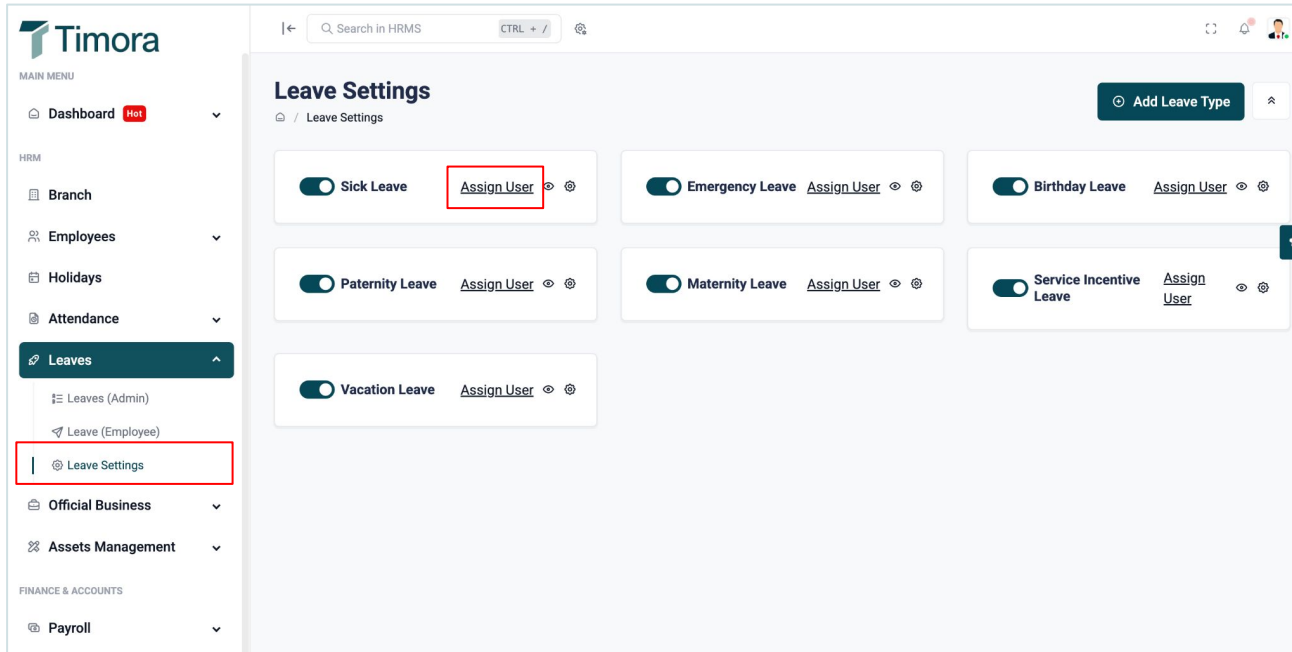




HOW TO ADD EMPLOYEES' LEAVE CREDITS

HOW TO ADD EMPLOYEES' LEAVE CREDITS



In **Leave Settings**, you can view all available **Leave Types**. Click **Assign User**, and a pop-up window will appear.

HOW TO ADD EMPLOYEES' LEAVE CREDITS

The screenshot displays the Timora HRMS interface. The left sidebar contains a 'MAIN MENU' with categories: Dashboard (Hot), HRM, and FINANCE & ACCOUNTS. The 'Leaves' option under HRM is selected. The main content area is titled 'Leave Settings' and includes a search bar and a 'Add Leave Type' button. Below the title, there are six toggle switches for different leave types: Sick Leave, Emergency Leave, Paternity Leave, Maternity Leave, and Vacation Leave. Each toggle has an 'Assign User' link. A modal window titled 'Assign Leave' is open, showing filters for Branch (JAF Digital Group Inc.), Department (IT), and Designation (Junior IT Support). Below the filters, there are two lists of employees: 'Available Employees' (showing 11) and 'Assigned Employees' (empty list). The 'Available Employees' list includes names like Reyes, Emman, Diofino, Marjorie, Villanueva, Mike, Marjes, Anthony, Tolentino, Anton, Royo, Eya, Soriano, Terrence, Campos, Lorie, Morant, Carl, Go, JA, and TEL, PEN. A 'Submit' button is at the bottom of the modal.

Leave Settings

Search in HRMS CTRL + /

Add Leave Type

Assign Leave

Branch *
x JAF Digital Group Inc.

Department *
x IT

Designation *
x Junior IT Support

Add employee

Available Employees
Showing 11
Search...

Assigned Employees
Empty list
Search...

Reyes, Emman
Diofino, Marjorie
Villanueva, Mike
Marjes, Anthony
Tolentino, Anton
Royo, Eya
Soriano, Terrence
Campos, Lorie
Morant, Carl
Go, JA
TEL, PEN

Submit

Filter by **Branch**, **Department**, and **Designation** to narrow down the employee list.

In the box below, all filtered employees will be displayed.

HOW TO ADD EMPLOYEES' LEAVE CREDITS

Assign Leave

Branch *
x JAF Digital Group Inc.

Department *
x IT

Designation *
x Junior IT Support

Add employee

Available Employees
Showing 11

Search...

>>

>

Reyes, Emman
Diokno, Marjorie
Villanueva, Mike
Marjes, Anthony
Tolentino, Anton
Royo, Eya
Soriano, Terrence
Campos, Lorie
Morant, Carl
Go, JA
TEL, PEN

Assigned Employees
Empty list

Search...

<

<<

Submit

Select an employee by clicking their name, then click the **single arrow (>)** to move them to the assigned list.

To assign multiple employees at once, press **Ctrl + A**, then click the **double arrow (>>)** to transfer all selected employees.

Once done, click **Submit** to assign leave credits to the selected employees.

HOW TO ADD EMPLOYEES' LEAVE CREDITS

Assign Leave

Branch *
x JAF Digital Group Inc.

Department *
x IT

Designation *
x Junior IT Support

Add employee

Available Employees
Showing 11

Search...

>>

>

Reyes, Emman
Diokno, Marjorie
Villanueva, Mike
Marjes, Anthony
Tolentino, Anton
Royo, Eya
Soriano, Terrence
Campos, Lorie
Morant, Carl
Go, JA
TEL, PEN

Assigned Employees
Empty list

Search...

<

<<

Submit

Select an employee by clicking their name, then click the **single arrow (>)** to move them to the assigned list.

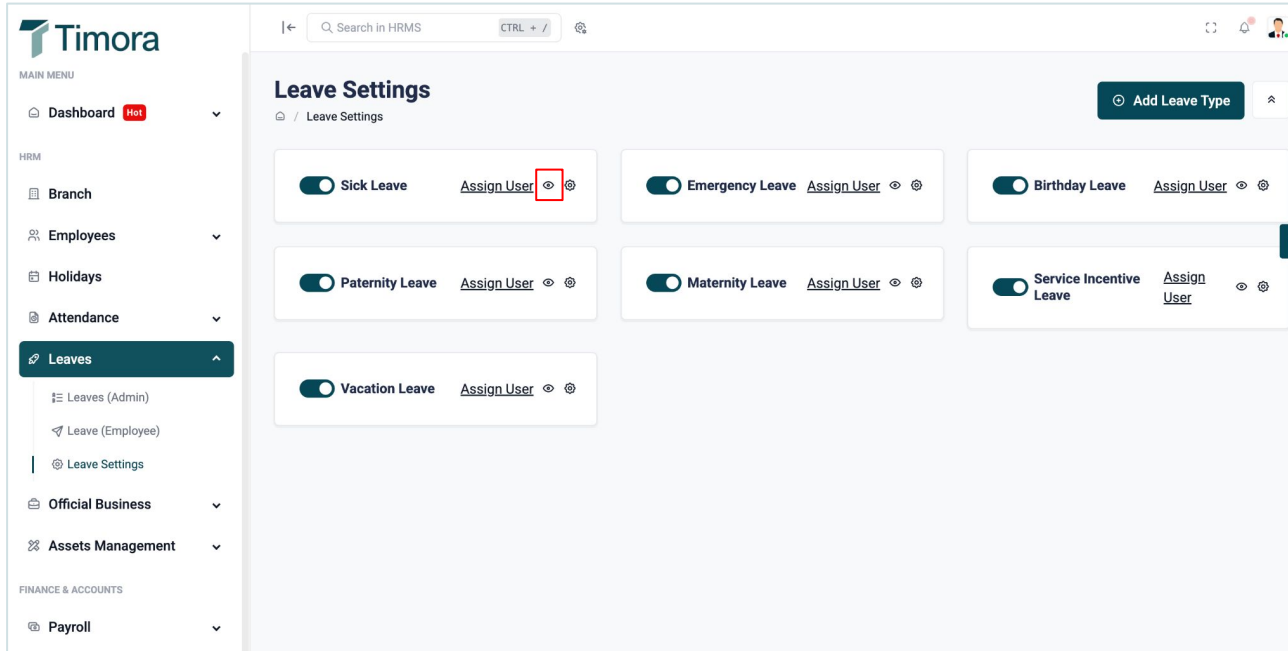
To assign multiple employees at once, press **Ctrl + A**, then click the **double arrow (>>)** to transfer all selected employees.

Once done, click **Submit** to assign leave credits to the selected employees.



HOW TO MONITOR/ADJUST EMPLOYEES' LEAVE CREDITS

HOW TO MONITOR/ADJUST EMPLOYEES' LEAVE CREDITS



To monitor all employees' **leave credits**, click the **Eye Icon**.

HOW TO MONITOR/ADJUST EMPLOYEES' LEAVE CREDITS

The screenshot shows the 'Assigned Users' page in the Timora HRMS. The page title is 'Assigned Users' with a breadcrumb trail 'Leave Settings / Sick Leave'. There are 'Export' and 'A' icons in the top right. Below the title, there are three filter dropdowns: 'All Branches', 'All Departments', and 'All Designations', which are highlighted with a red box. Below these is a 'Search' bar. The table below has columns: 'Employee', 'Branch', 'Credits', and 'Action'. The 'Action' column is highlighted with a red box. The table contains 10 rows of employee data.

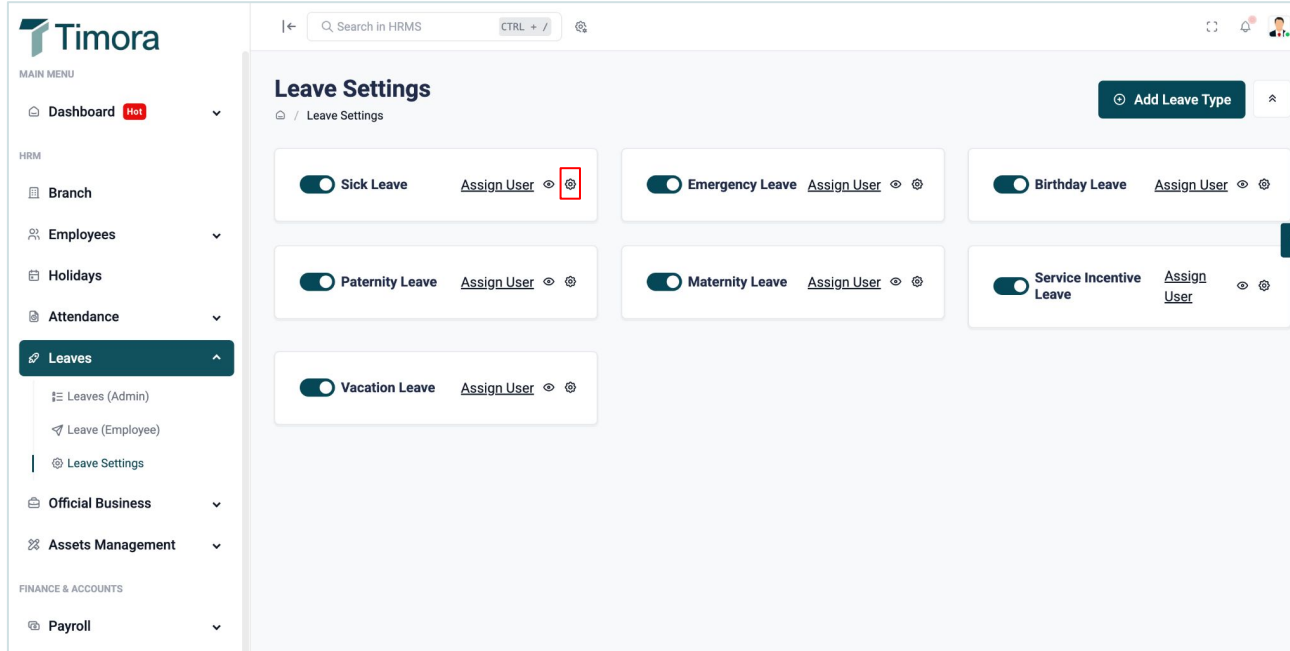
Employee	Branch	Credits	Action
Campos, Lorie Zamora IT	JAF Digital Group Inc.	0.00	
Carter, Sophia Customer Support	JAF Digital Group Inc.	12.00	
Dela Cruz, Juan Test Customer Support	JAF Digital Group Inc.	5.00	
Delos Santos, Jirol IT	JAF Digital Group Inc.	0.00	
Delos Santos, Jirol IT	JAF Digital Group Inc.	0.00	
Diokno, Marjorie Alvarez IT	JAF Digital Group Inc.	0.00	
Marjes, Anthony Flores IT	JAF Digital Group Inc.	0.00	
Reyes, Emman Bautista IT	JAF Digital Group Inc.	5.00	
Royo, Eya Wilson IT	JAF Digital Group Inc.	0.00	
Smith, Cathy	JAF Digital Group Inc.	5.00	

You can **filter by branch** and use the **search bar** to easily find employees. You may also **adjust leave balances** by clicking the **Edit icon** in the **Action** column.



HOW ENABLE LEAVE POLICY

HOW TO ENABLE LEAVE POLICY



In **Leave Settings**, click the **Settings icon** to open a pop-up window where you can view and manage all **Leave Policies**.

HOW TO ENABLE LEAVE POLICY

The screenshot displays the Timora HRMS interface. On the left is a sidebar with a 'MAIN MENU' containing 'Dashboard' (with a 'Hot' badge), 'HRM' (with sub-items: 'Branch', 'Employees', 'Holidays', 'Attendance', 'Leaves', 'Leaves (Admin)', 'Leave (Employee)', 'Leave Settings'), 'Official Business', 'Assets Management', and 'FINANCE & ACCOUNTS' (with sub-item: 'Payroll'). The 'Leaves' item is highlighted. The main content area is titled 'Leave Settings' and includes a search bar, a breadcrumb 'Leave Settings', and an 'Add Leave Type' button. Below the title are three cards for 'Sick Leave', 'Paternity Leave', and 'Vacation Leave', each with a toggle switch, an 'Assign User' link, and a settings icon. The 'Sick Leave' settings icon is highlighted with a red box. A modal titled 'Sick Leave Leave Settings' is open, showing a 'Settings' section with the following options: 'Advance Notice Period' (input field with value 0), 'Half Day' (toggle switch), 'Backdated Days' (toggle switch), 'Backdated Days' (input field with value 7), and 'Document Required' (toggle switch).

Leave policies are configured per leave type.

HOW TO ENABLE LEAVE POLICY

Sick Leave Leave Settings ✕

Settings

Advance Notice Period
Maximum days' notice required before applying.

0

Half Day
Enables employees to request half-day leave.

☒

Backdated Days
Enables employees to submit backdated leave requests.

☒

Backdated Days
Maximum days' required before applying backdated days.

7

Document Required
Requires attaching supporting documents with the leave application.

☒

- **Advance Notice Period** – Set the number of days an employee must file the leave **in advance**.
- **Half Day** – Enable if **half-day leave filing** is allowed.
- **Backdated Days** – Set the maximum number of days allowed for **backdated leave filing**.
- **Document Required** – Enable if employees are required to **upload supporting documents** for leave approval.