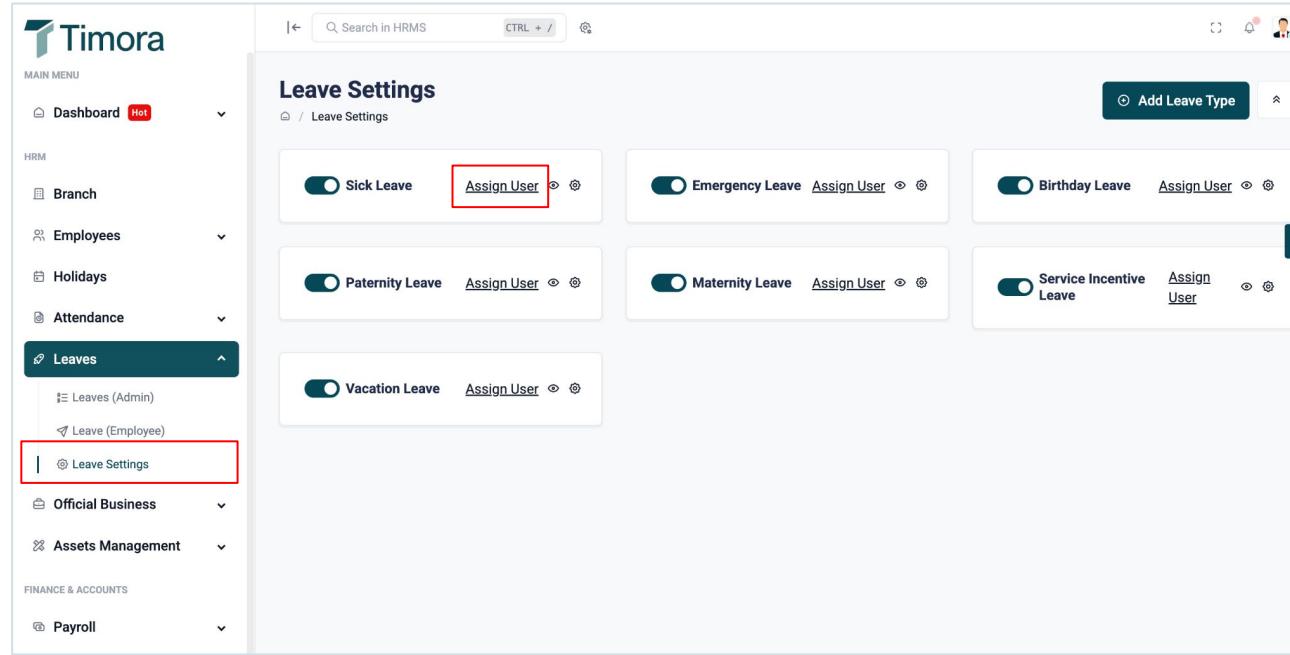




# HOW TO ADD EMPLOYEES' LEAVE CREDITS

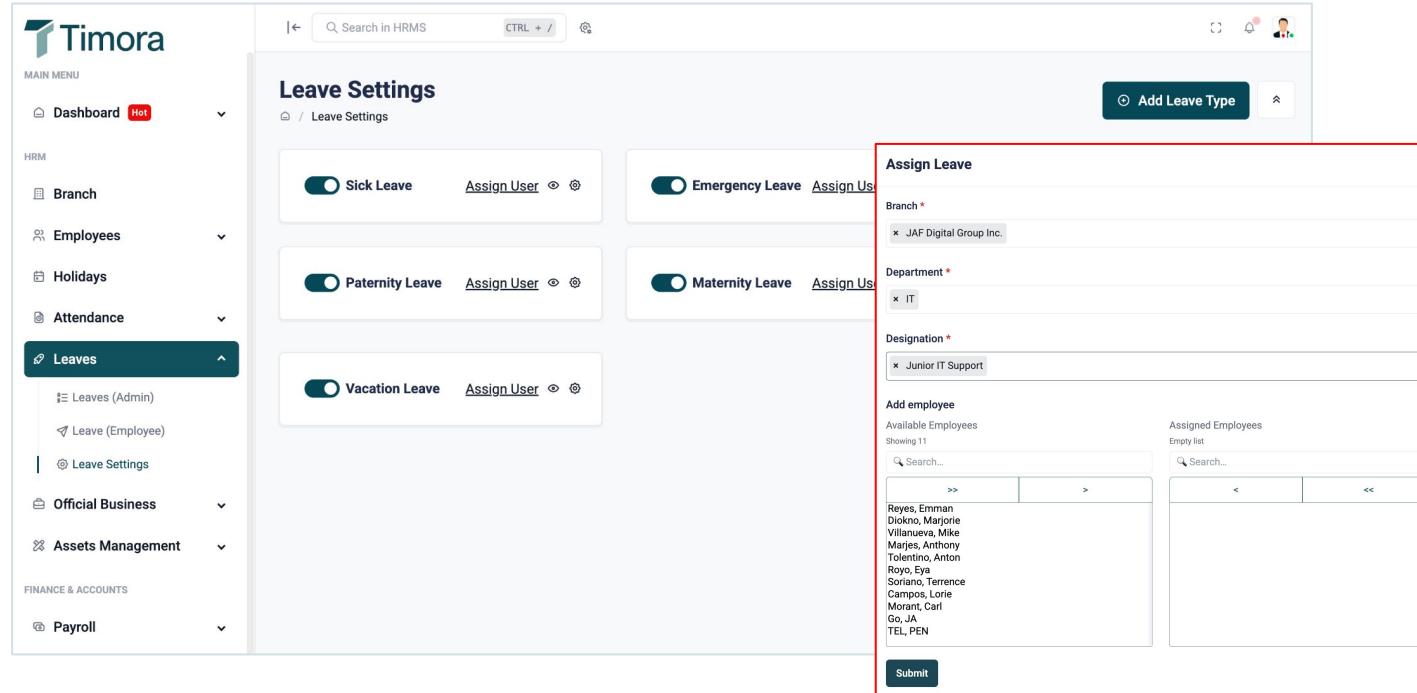
# HOW TO ADD EMPLOYEES' LEAVE CREDITS



The screenshot shows the Timora HRMS software interface. The left sidebar is titled 'MAIN MENU' and includes sections for Dashboard, HRM (Branch, Employees, Holidays, Attendance, Leaves, Official Business, Assets Management), and FINANCE & ACCOUNTS (Payroll). The 'Leaves' section is currently selected. The main content area is titled 'Leave Settings' and lists several leave types: Sick Leave, Emergency Leave, Birthday Leave, Paternity Leave, Maternity Leave, Service Incentive Leave, and Vacation Leave. Each leave type has an 'Assign User' button. A red box highlights the 'Assign User' button for 'Sick Leave'. A tooltip 'Leave Settings' is shown over the 'Leave Settings' button in the sidebar.

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 shows the Timora HRMS interface. The left sidebar has a 'Leaves' section selected. The main content area shows 'Leave Settings' for Sick Leave, Emergency Leave, Paternity Leave, Maternity Leave, and Vacation Leave. A modal window titled 'Assign Leave' is open, allowing the user to filter employees by Branch (JAF Digital Group Inc.), Department (IT), and Designation (Junior IT Support). It also lists 'Available Employees' (Reyes, Emman; Diokno, Marjorie; Villegas, Mike; Marles, Anthony; Tolentino, Anton; Royo, Eya; Soriano, Terrence; Campos, Lorie; Morant, Carl; Go, JA; TEL, PEN) and an 'Assigned Employees' list (empty). A 'Submit' button is at the bottom of the modal.

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	Assigned Employees
Showing 11	Empty list
Search...	Search...
<b>&gt;&gt;</b>	<b>&lt;</b>
<b>&gt;</b>	<b>&lt;&lt;</b>

Available Employees

Showing 11

Search...

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

Assigned Employees

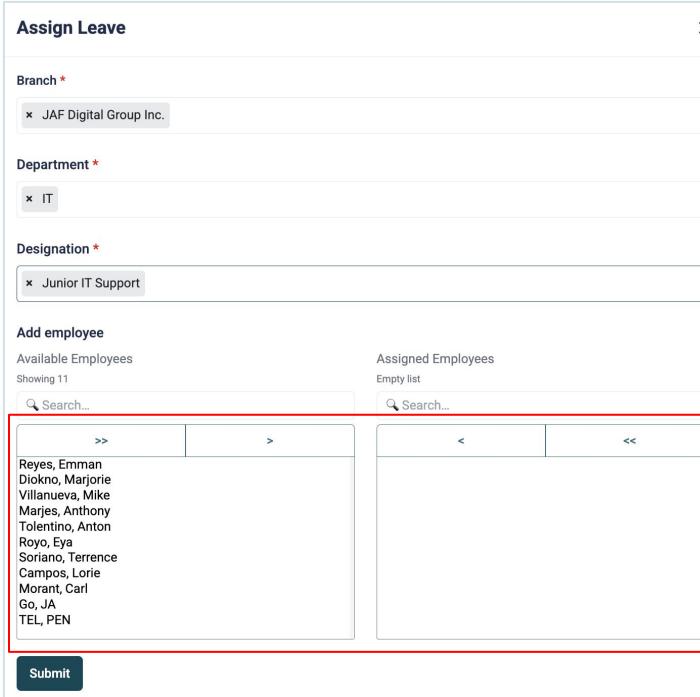
Empty list

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	Assigned Employees
Showing 11	Empty list
Search...	Search...
<b>&gt;&gt;</b>	<b>&lt;</b>
<b>&gt;</b>	<b>&lt;&lt;</b>

Available Employees

Showing 11

Search...

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

Assigned Employees

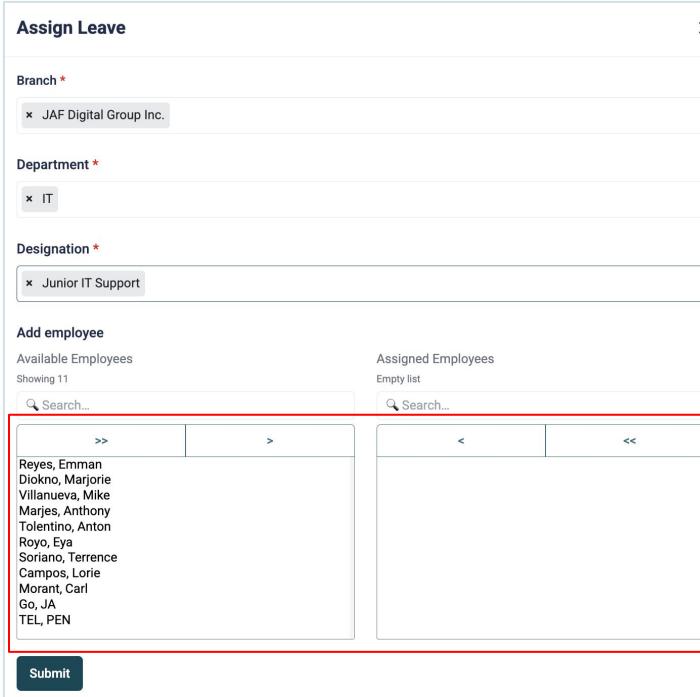
Empty list

Search...

<>

<<>>

Submit



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

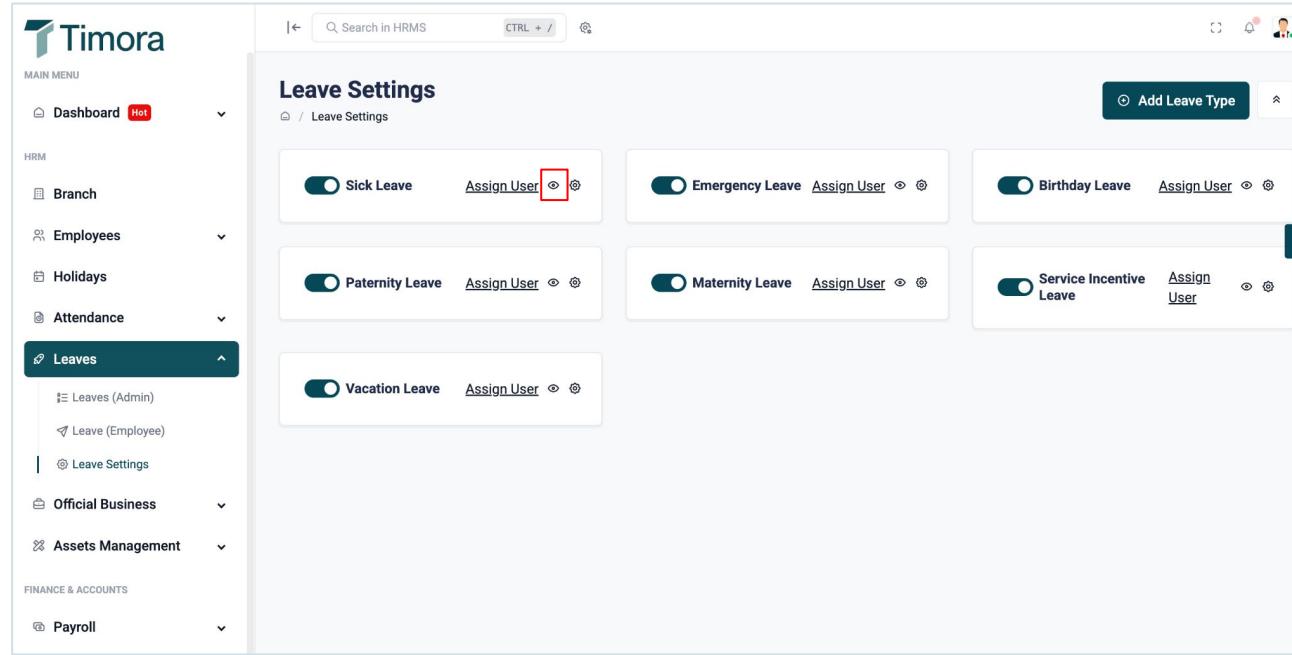
To assign multiple employees at once, press **Ctrl + A**, then click the **double arrow (>>)** to transfer all selected employees.

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



# HOW TO MONITOR/ADJUST EMPLOYEES' LEAVE CREDITS

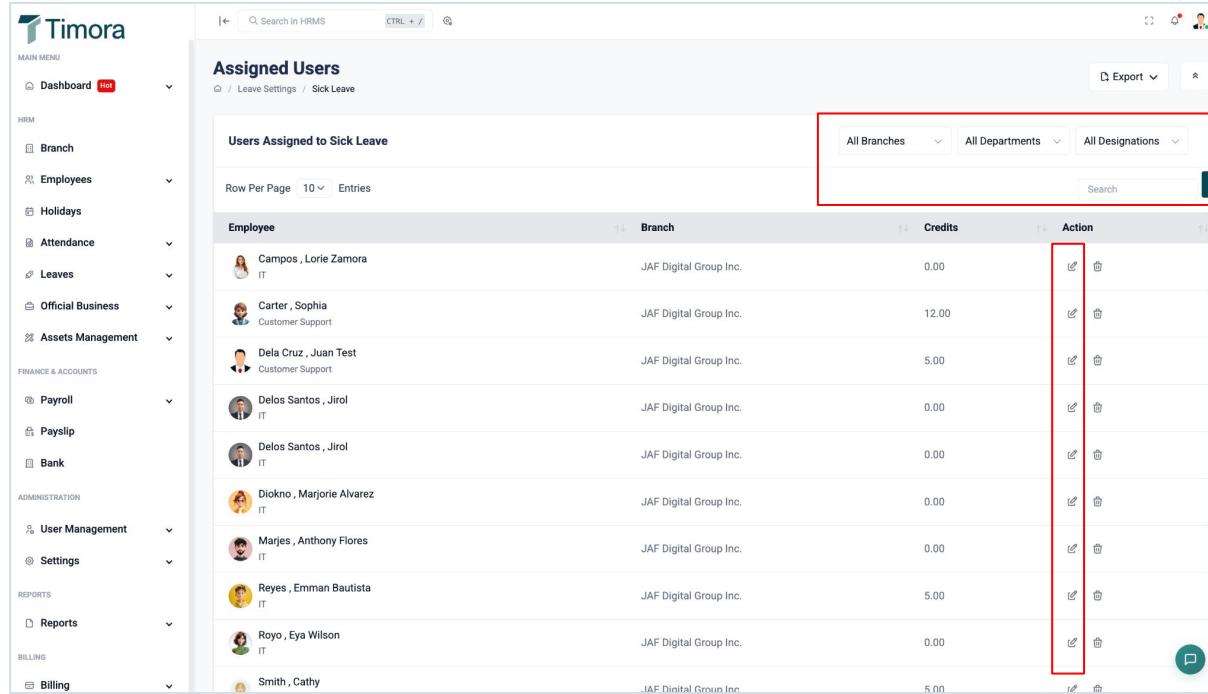
# HOW TO MONITOR/ADJUST EMPLOYEES' LEAVE CREDITS



The screenshot shows the Timora HRMS software interface. The left sidebar is titled 'MAIN MENU' and includes sections for 'Dashboard', 'Branch', 'Employees', 'Holidays', 'Attendance', 'Leaves' (which is currently selected and highlighted in green), and 'Official Business'. Under 'Leaves', there are sub-options for 'Leaves (Admin)', 'Leave (Employee)', and 'Leave Settings'. The 'Leave Settings' section is expanded, showing a list of leave types: Sick Leave, Emergency Leave, Birthday Leave, Paternity Leave, Maternity Leave, Service Incentive Leave, and Vacation Leave. Each leave type has a toggle switch, an 'Assign User' button, and an 'Edit' icon. The 'Edit' icon for 'Sick Leave' is highlighted with a red box. The top right of the main area has a search bar, a user profile icon, and a 'Logout' button. The title 'Leave Settings' is at the top, and there is a 'Add Leave Type' button in the top right corner of the list area.

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 system. The left sidebar contains a main menu with categories like Dashboard, Branch, Employees, Holidays, Attendance, Leaves, Official Business, Assets Management, Payroll, Payslip, Bank, User Management, Settings, Reports, and Billing. The 'Leaves' category is currently selected. The main content area is titled 'Assigned Users' and shows a list of 'Users Assigned to Sick Leave'. The list includes columns for Employee, Branch, Credits, and Action. The Action column contains icons for edit and delete. A red box highlights the top right corner of the page, which includes filters for 'All Branches', 'All Departments', 'All Designations', and a search bar. Another red box highlights the 'Action' column.

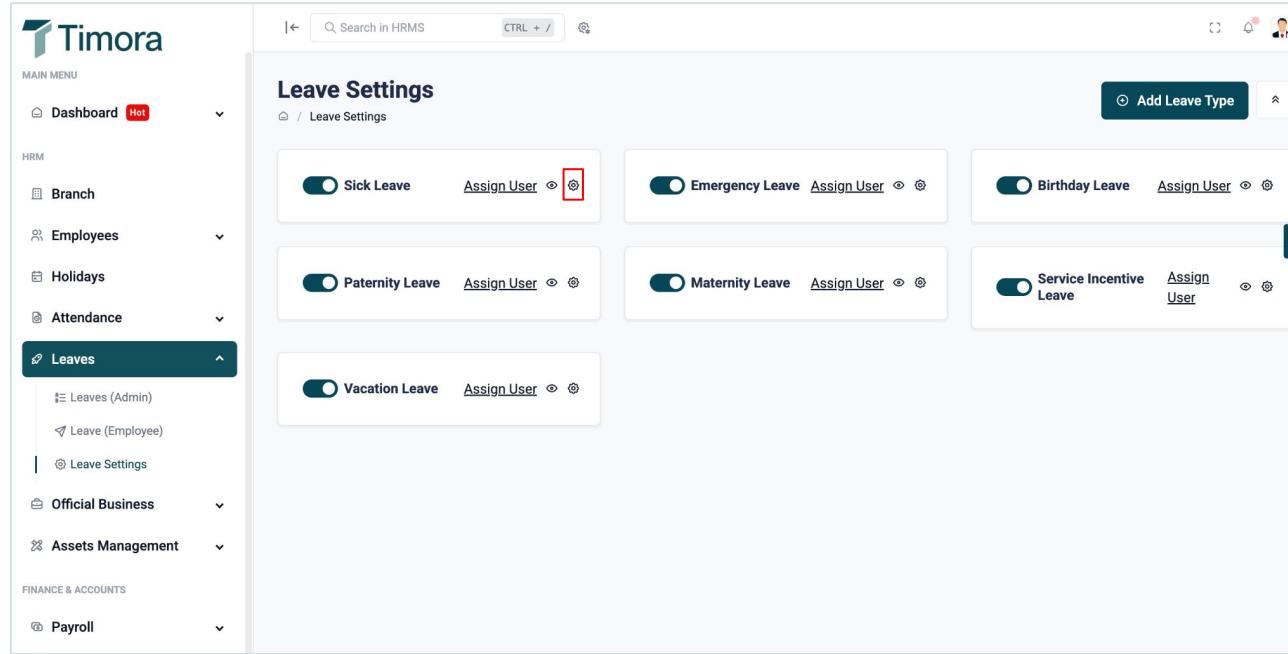
Employee	Branch	Credits	Action
Campos , Lorie Zamora IT	JAF Digital Group Inc.	0.00	 
Carter , Sophia Customer Support	JAF Digital Group Inc.	12.00	 
Dela Cruz , Juan Test Customer Support	JAF Digital Group Inc.	5.00	 
Delos Santos , Jirol IT	JAF Digital Group Inc.	0.00	 
Delos Santos , Jirol IT	JAF Digital Group Inc.	0.00	 
Dikno , 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 TO ENABLE LEAVE POLICY

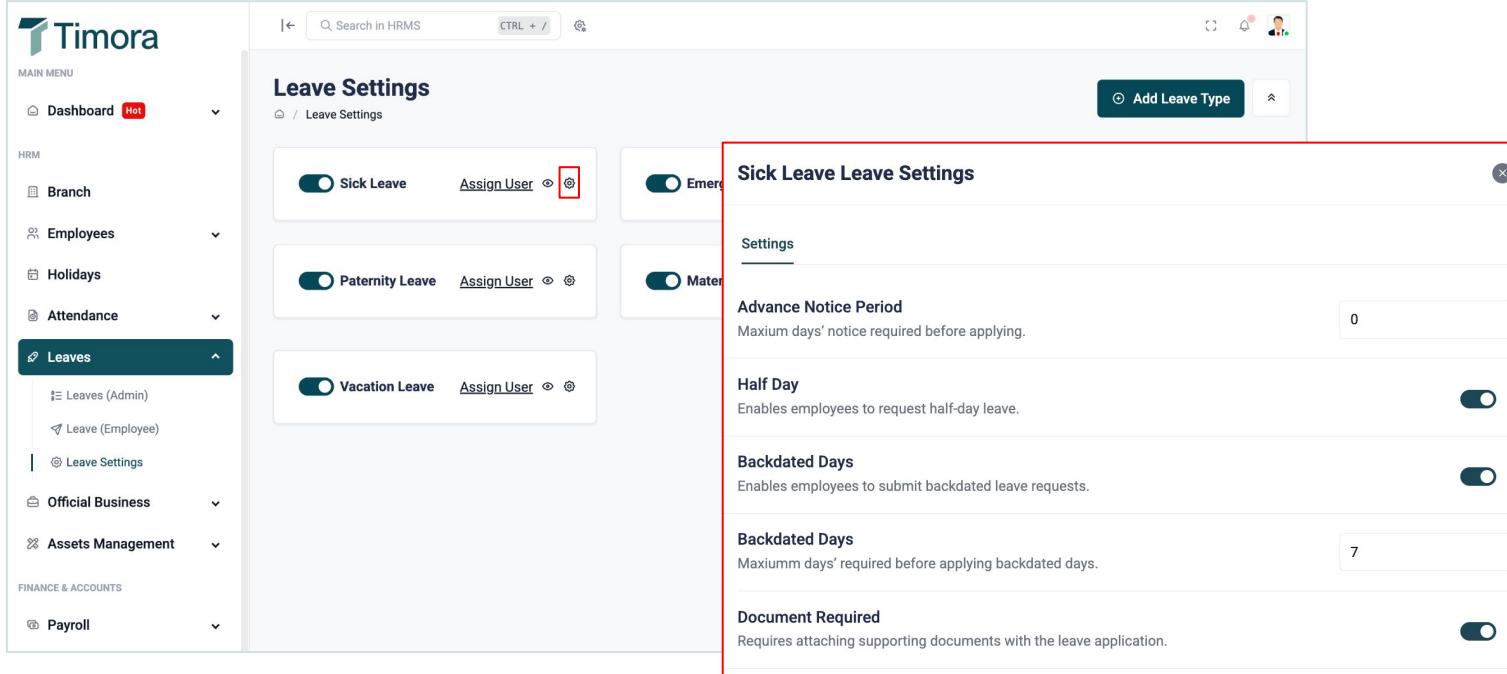
# HOW TO ENABLE LEAVE POLICY



The screenshot shows the Timora HRMS software interface. The left sidebar is titled 'MAIN MENU' and includes sections for 'Dashboard', 'HRM' (Branch, Employees, Holidays, Attendance, Leaves), 'Official Business', 'Assets Management', and 'FINANCE & ACCOUNTS' (Payroll). The 'Leaves' section is currently selected. The main content area is titled 'Leave Settings' and shows a list of leave types: Sick Leave, Emergency Leave, Birthday Leave, Paternity Leave, Maternity Leave, Service Incentive Leave, and Vacation Leave. Each leave type has an 'Assign User' button and a settings icon. A red box highlights the settings icon for 'Sick Leave'. A 'Add Leave Type' button is located in the top right corner of the main content area.

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 shows the Timora HRMS interface. The left sidebar is titled 'MAIN MENU' and includes sections for 'Dashboard', 'Branch', 'Employees', 'Holidays', 'Attendance', 'Leaves' (which is currently selected and highlighted in green), and 'Official Business', 'Assets Management', 'FINANCE & ACCOUNTS', and 'Payroll'. The 'Leaves' section has sub-options: 'Leaves (Admin)', 'Leave (Employee)', and 'Leave Settings'. The main content area is titled 'Leave Settings' and shows four leave types: 'Sick Leave', 'Emergency Leave', 'Paternity Leave', and 'Vacation Leave'. Each leave type has an 'Assign User' button with a gear icon. A red box highlights the 'Sick Leave' section. A modal window titled 'Sick Leave Leave Settings' is open, showing settings for 'Advance Notice Period' (0 days), 'Half Day' (enabled), 'Backdated Days' (enabled), 'Backdated Days' (7 days), and 'Document Required' (disabled).

## Leave Settings

Leave Settings

Add Leave Type

Sick Leave

Emergency Leave

Paternity Leave

Vacation Leave

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.

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.

**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.

**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.