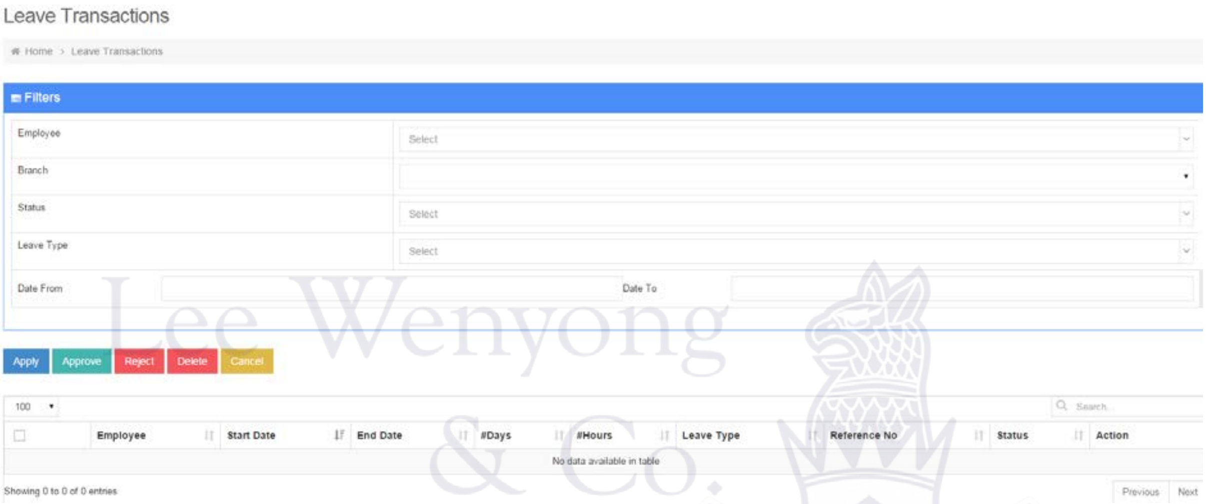
# L12 HR LEAVE & CLAIMS GUIDE

## 1. Leave

### a. Leave Transactions

The Leave Transactions page gives you an overview of all transactions that took place for the employees.




In this page, you can have a few options that could be executed as the administrator:

**Apply**:

You can apply a leave on another employee's behalf. Select the employee who you are applying for on behalf, and click on the Apply button.

**Approve**:

You can approve an employee's leave on their leave approver's behalf. Select the employee whose leave you want to approve, and click on the Approve button.

**Reject**:

You can reject an employee's leave on their leave approver's behalf. Select the employee whose leave you want to reject, and click on the Reject button.

**Delete**:

Leaves that are not approved, rejected or cancelled, can be deleted off the records.

**Cancel**:

Leaves that has not expired or materialized can be cancelled. It will result in a "Cancelled" status.

## b. Leave Entitlement

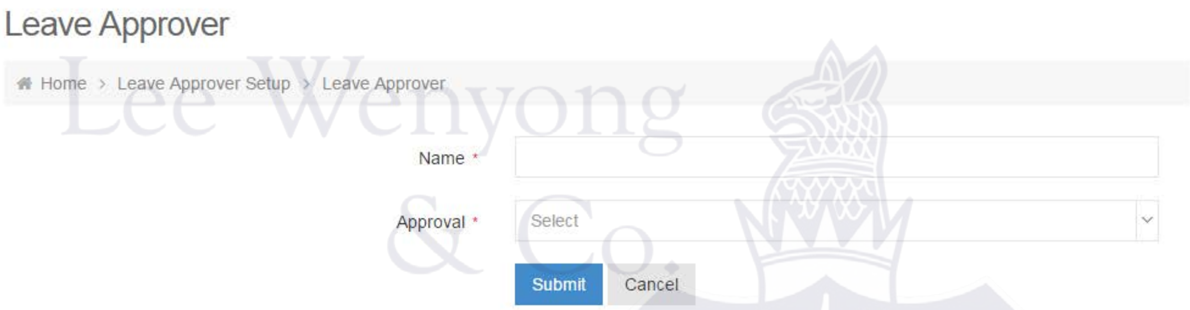
***Please refer to the **Leave Type** section, if you have not created any Leave Types for the company.*

You can grant entitlements to employees in the Leave Entitlement page. Select the employees whom you want to give the entitlement to and click on the "***Add +***" button.

## c. Leave Approver Setup

The Leave Approver Setup page allows administrators to configure employee accounts as the designated leave approvers for the company.

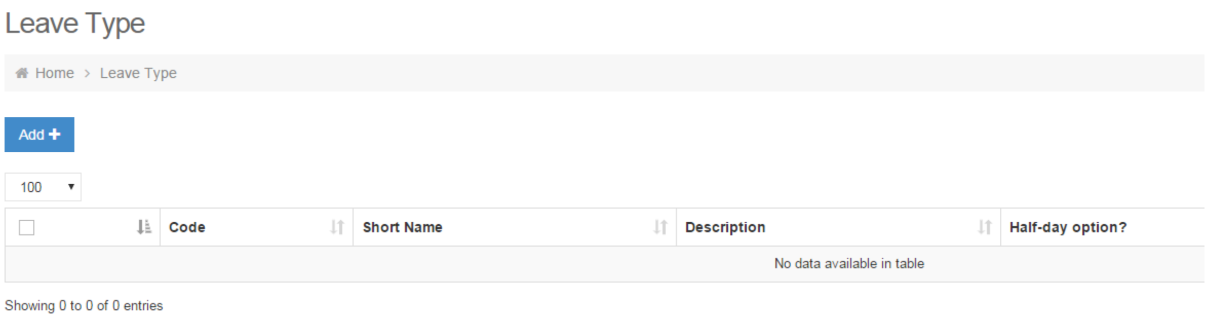
To add a new leave approver, click on the "***Add +***" in the Leave Approver Setup page, and you should be directed to a page like the screenshot below.



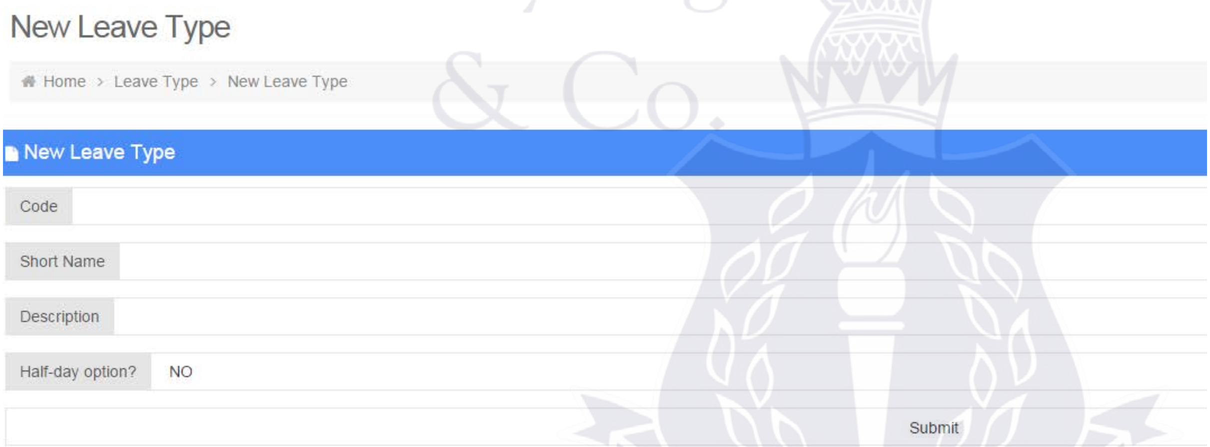

Enter the **name** of the approver and choose the employee account from the **Approval** dropdown list.

## d. Leave Type

Leave Type allows administrators to configure different types of leaves that could pertain to different companies.




To create a new leave type, click on the "***Add +***" button and you should be directed to a page like the screenshot below.




Fill up the fields here and click on the **Submit** button to finish creating a leave type.

The leave type will then be showed and use as an entitlement for the employees, in the ***Leave Entitlement*** page.

| **Code** | **Leave code (e.g. ANL)** |
|---|---|
| **Short Name** | Name for leave (e.g. Annual Leave) |
| **Description** | Description for leave |
| **Half-day option?** | Whether this leave can be taken as a half day option |

## e. Leave Calendar

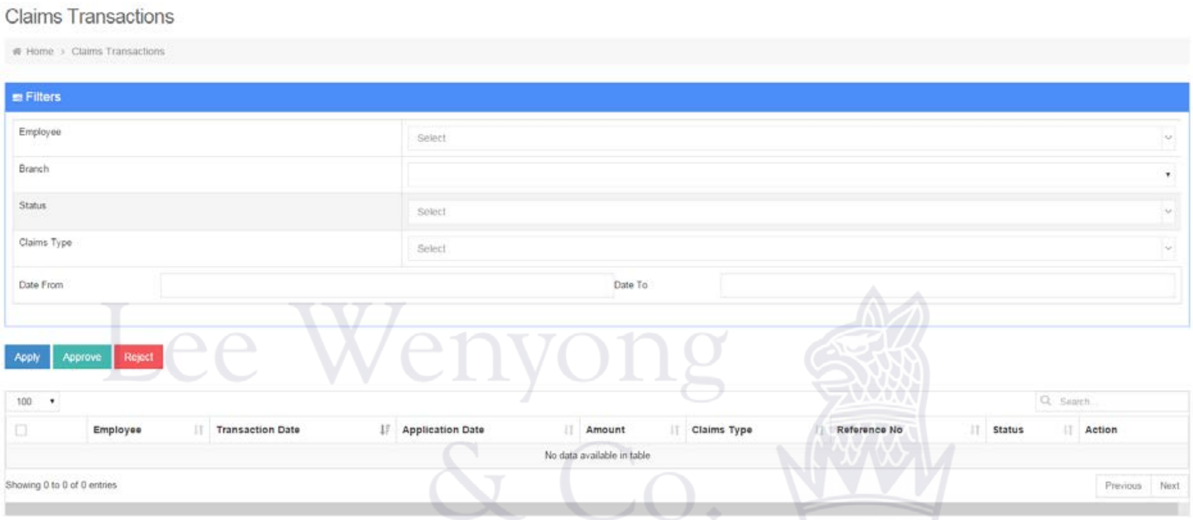
In the leave calendar page, you can see all leave transactions in calendar format. Different colors represent different types of leaves.

For instance, LIME GREEN represents Annual Leave.

# 2. Claims

## a. Claims Transactions

Claims transactions page gives you an overview of all the transactions of claims, applied by the employees.




In this page, you can have a few options that could be executed as the administrator:

**Apply**:

You can apply a claim on another employee's behalf. Select the employee who you are applying for on behalf, and click on the Apply button.

**Approve**:

You can approve an employee's claim on their leave approver's behalf. Select the employee whose claim you want to approve, and click on the Approve button.

**Reject**:

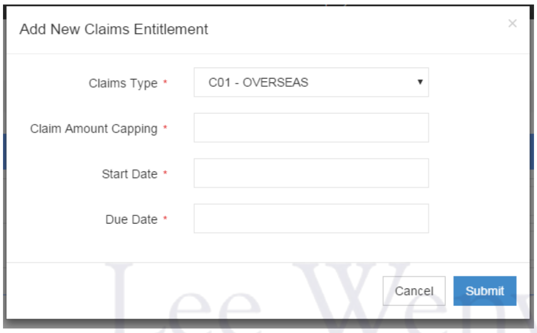
You can reject an employee's claim on their leave approver's behalf. Select the employee whose claim you want to reject, and click on the Reject button.

### b. Claims Entitlement

Claims Entitlement page allows administrators to configure claim entitlements for every employee.

*** Before using the claims entitlement, please make sure that you have configured the available claim options in the **Pay – Items setup**, in the Company Setup page. (Refer to L12 HR Company Setup)*

Select the employees whom you want to configure the claims entitlement for, and click on the "Add +" button.

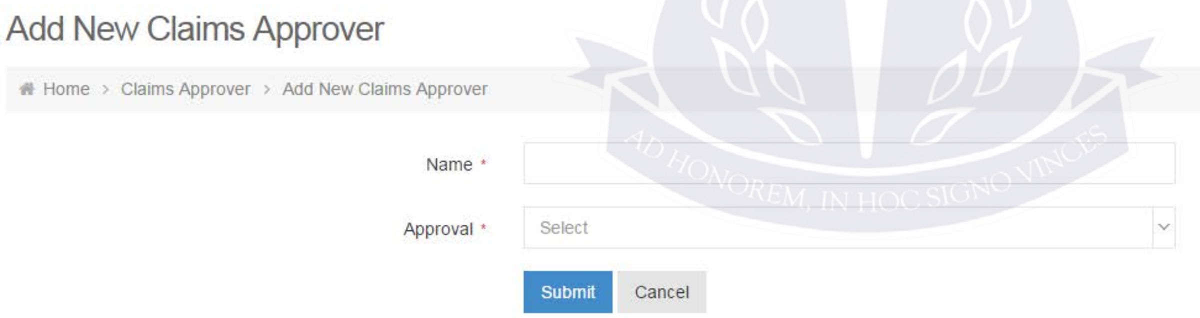



A small window should pop up. Fill in the relevant fields.

### c. Claims Approver Setup

The Claims Approver Setup page allows administrators to configure employee accounts as the designated claim approvers for the company.

To add a new claims approver, click on the "***Add +***" in the Claims Approver Setup page, and you should be directed to a page like the screenshot below.




Enter the **name** of the approver and choose the employee account from the **Approval** dropdown list.