

1. My staffs want to apply for 2018 leave, what are the steps to initialize calendar for next year leave?

A. Initialise 2018 Calendar

Go to Core module → Setup → Initialise New Year Setup

Click the Calendar button at Step 1

Select Year 2018 from the dropdown menu → choose Operation = Initialise

Select the Calendar ID you wish to initialise and move to the right → click Confirm → Are you sure? = Yes

Initialisation to 2018 is complete and you may go to Calendar Setup to verify.

B. Initialise 2018 Leave (To those who have Leave Module)

1. Go to Leave module → Process Leave → click on Initialise

2. Select the appropriate Leave Policy → Year = 2018 → click Next

Select ALL or any particular Leave Type → Next

3. Select Employees to initialise for 2018 → move to the right → click Confirm

4. Click Process Leave → select Year 2018 and you should be able to see those leave records that have been successfully initialised for year 2018. Also, employees may now apply leaves for 2018.

Additional steps for ePortal Users

Note: Staff may already apply 2018 leaves upon log in; however, do take note that 2017 Leave Balance would still be shown under My Home.

Staff will only see 2018 Leave Entitlements when the ePortal server date and time changes to 2018.

Also, leave cannot be applied cross over the period, e.g. 26 December 2017 to 5 January 2018.

2. Why is my brought forward not correct in 2018? I have initialized in 2017 correctly, did I miss any steps?

If the following year leave cycle is initialized in the current year, please note when leave transactions for current year are finalized, it is necessary to perform "Recalculate" of the current year and following year leave entitlement. This is to ensure the correct calculation of the brought forward leave.

1. Under Leave module > click on Process Leave > select Year 2017> click on Global Recalculate

2. Tick on the Annual Leave to be recalculated > click on the Confirm button

3. Repeat Steps 1 and 2 but select **Year 2017** instead

3. May I know whether I can initialise 2018 calendar & 2018 leave before I complete my payroll (Overtime) for December 2017?

Yes, you may initialize 2018 calendar and leave before you run December 2017 Payroll..