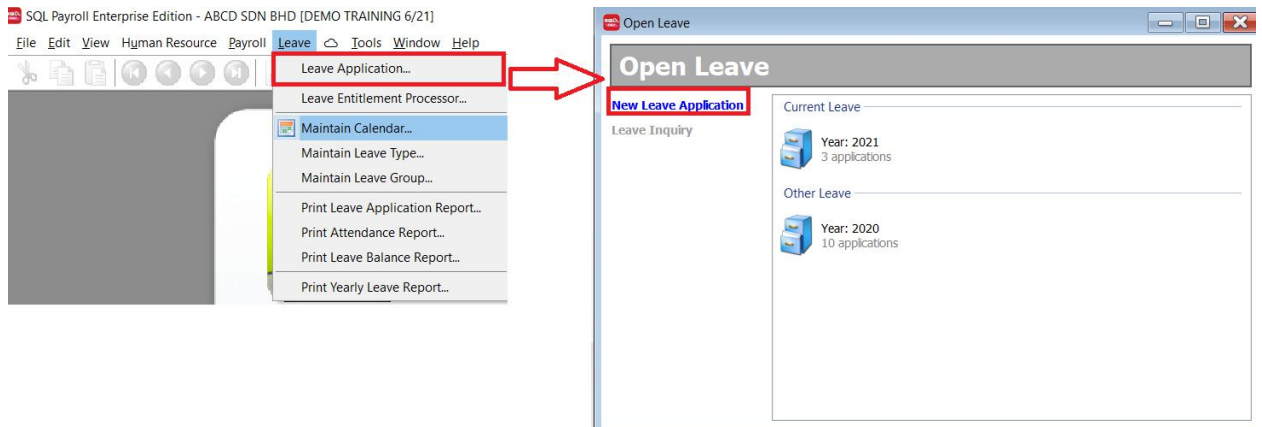
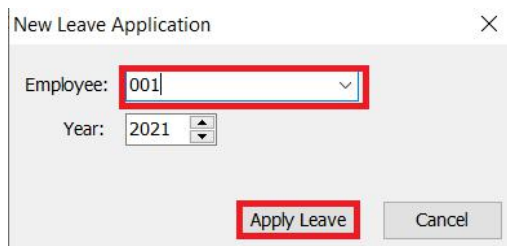


## How to make leave application as hourly or minutes (time)?

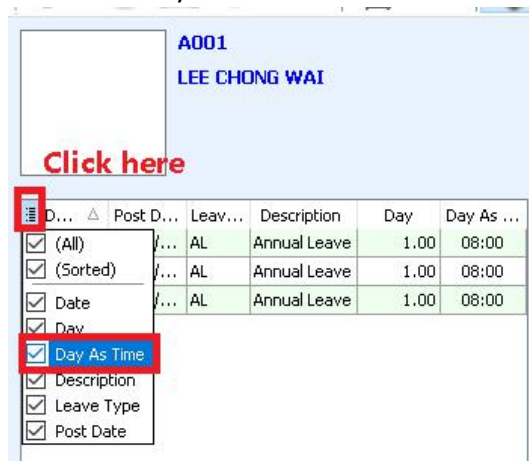
- 1) Go to Leave -> Leave Application -> New Leave Application



- 2) Select the name of the employee that wants to apply for the leave. Press Apply Leave



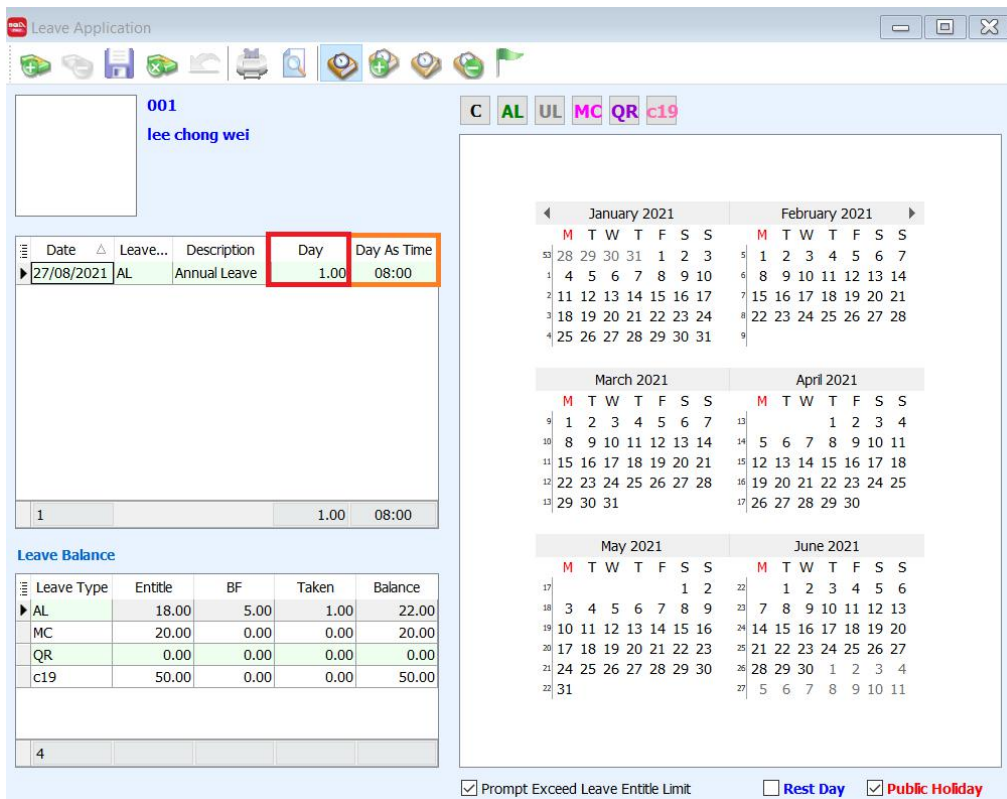
- 3) Insert the "Day As Time" column.



- 4) Select the type of leave and the date of leave. The Day column means that the leave is applied in number of days. Day As Time column means the hours of leave applied.

For example:

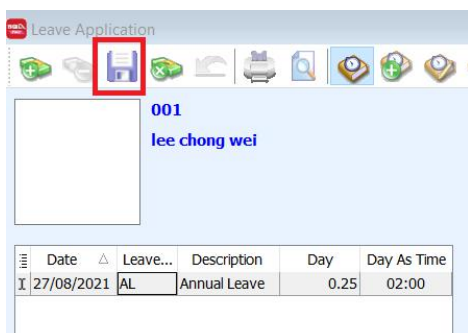
- Day = 1.00 ( 1 day of leave )
- Day as time = 8.00 ( HH:MM , 8 hours in 1 day)



- 5) If a staff wants to apply 2 hours of Annual Leave, key in 02:00 in the Day as time column and press **ENTER**. You will see that the Day column will automatically change to 0.25.



- 6) Press Save icon once you have keyed in the days/hours. Save is completed once the icon changed to a grey colour.



- 7) This method can be used for all leaves.

===END===

