

Annual and sick leaves modification

In staff profile, get the staff profile.

For Sick leaves:

Employee record X

ANDREW Vanessa	Profile STAND Standard		
000012	Salary and conditions are: <input type="radio"/> Linked to profile <input checked="" type="radio"/> Not linked to profile	<input type="radio"/> Hourly <input checked="" type="radio"/> Monthly	Number of periods per year: 12 <input checked="" type="checkbox"/> + Compulsory Hours Monitoring
28/10/2009	Weekly hours for overtime calculation: 44.00 To modify: apply another profile or modify here		
Resigned Termination on : 30/11/2009	Weekly hours base: 44.00 7.27 hours X 6.05 days per week Monthly base: 57,200 Value day off paid: 2,181 Hourly rate: 300.00 Increase + last increase: _ _ _ _		
+ Profile Allowance:			
+ Personal Allowance:			
= Gross 57,200			
- NPF 2,288 <input type="checkbox"/> No NPF contribution			
- Deduction / contribution %			
- Other deduction:			
+/- Other Amount			
= Net Base 54,912			
End of employment allowances: 1.0 month per year			
Annual leaves: 15.00 Public holiday 1.50 Sunday 1.50 Night 1.75			
Sick Leave per year 21 Maternity leaves: 84 days paid at: 0.66 X Base Salary			

Change the sick leave days remaining at the current date



Annual and sick leaves modification

For annual leaves:

Change the annual leave days remaining at the current date shown

Employee record

ANDREW Vanessa

000012

28/10/2009

Resigned

Termination on : 30/11/2009

Annual Leaves on: 30/11/2009 2.25 Adjust Employee record >> 3.000 Print

Year	Payroll from	To	Before	+	After	offset	Calc	Per.	D.L.+
12	01/11/2009	30/11/2009	1.000	0.986	1.986	1.99	-0.000	12	
12	01/10/2009	31/10/2009	0.000	1.000	1.000		1.000	12	

Leaves

Contribution

Days Off...

Termination

Print

Ok

Exit

Show Maternity leaves and sick leaves

Click OK to confirm changes.